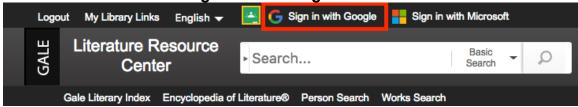
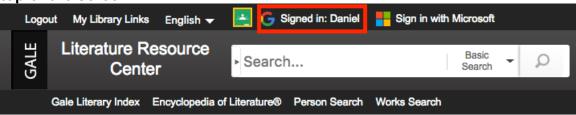
HOW TO SAVE ARTICLES FROM ANY GALE DATABASE TO GOOGLE DRIVE IN SEVEN EASY STEPS

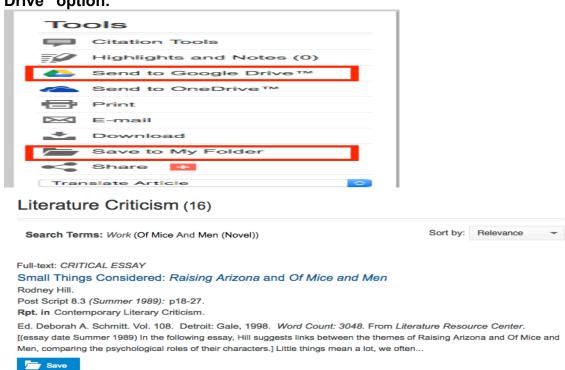
Step 1: Before searching a Gale database, sign into your Gmail in a separate tab. You can use your school Gmail account or personal Gmail account! Then click on Sign in with Google:



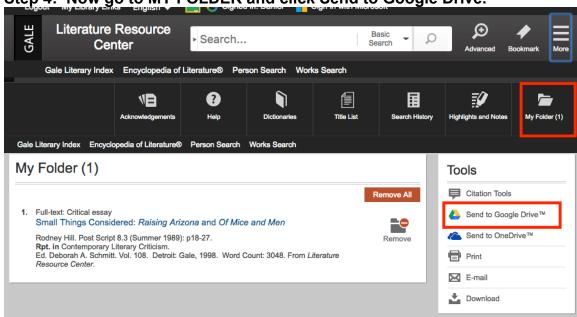
Step 2: You'll know that you're signed in when your name appears at the top of the screen.



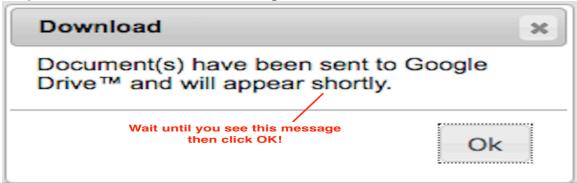
Step 3: When you find an article, click on SAVE by either clicking on the blue SAVE button or using the "Save to My Folder" or "Send to Google Drive" option.



Step 4: Now go to MY FOLDER and click Send to Google Drive.



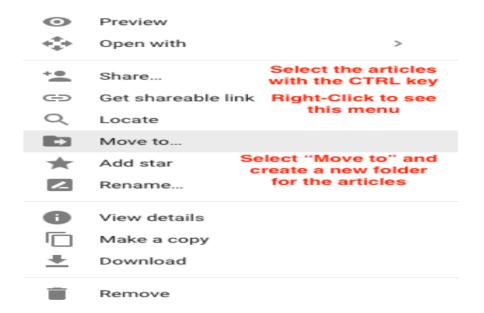
Step 5: You should see this message.



Step 6: Open drive.google.com and choose RECENT.



Step 7: Organize your research by moving your folders to a new file!



Click on the "new folder" icon and then "move here" (name the new folder)

MOVE HERE

