How to access our school database and save documents (even at home!):

* Log into the computer with your username and password
* Open the internet using Mozilla Firefox
* Go to <https://plshs.plcschools.org/>
* In the blue tab, click on “ACADEMICS”
* Click on Library Media Center
* Under “Online Resources”, click on Card Catalog Access
* Click on our school
* On the right side, under “Research Databases and Websites (Academics), click on Gale Database Home Page
* Enter the password: pap58206, then click PROCEED
* In the “FIND” box, type in a key word(s), then SEARCH
	+ - *If something doesn’t work at this step, copy and paste the URL into a new tab and it should work*
* This will take you to the GALE POWER SEARCH page
* From here, you can refine your search, and/or choose from: Magazines, Academic Journals, Books, News, Images, Videos, Audio

WHEN YOU FIND A PIECE OF RESEARCH……

* Click “Sign in to Microsoft”
* Enter your email and password
* Go back to GALE
* Click on the article you want to read
* Highlight the things you might be able to use to support your research.
* Use the “notes” option to take notes on the document
* On the RIGHT SIDE – UNDER TOOLS - Click on “Download”
* Click on “Save to One Drive”
* When you want to find this article later, log into your One Drive account and it can be found under the FOLDER titled POWER SEARCH