

Steps for finding and citing Gale Opposing Viewpoints database articles for research topics.

1. Go to Elkins High School through an internet search engine
2. Click on "library" in the tabs across the top
3. Click on "Opposing Viewpoints" (the second tile from the left in the upper left corner of the symboloo. Opposing Viewpoints is a Gale database and will require the Gale password at home or on a mobile device)
4. Enter 1 or 2 nouns that describe your topic
5. Click on "Viewpoints"
6. Click on an article that interests you
7. Scan through the article
8. If the article is valuable to your topic, highlight and copy the source citation located at the bottom of the article
9. Open word
10. Paste the source citation using the "merge format" option which is the middle clipboard
11. Highlight the source citation
12. Click on tiny arrow in the lower right of the "paragraph" box on the word toolbar
13. Under "Indentation" choose "Hanging"
14. Under spacing, choose 0 for both before/after and "Double" for line spacing
15. Click "OK"
16. Click on File "Save As"
17. Use left scroll bar to scroll down to "computer"
18. Double Click on "computer"
19. Click on your student number on the right. (Your number followed by "H" should be in the blank at the top)
20. Click save
21. Go back to the article and scroll to the top.
22. Email the article using the "Tools" "email" option on the right top.
23. Print the article using the "Tools" "print" option on the right side. If you get a blank screen when you click print: (a) click cancel (b) right click (c) click print
24. Repeat steps 6 through 22 to locate, cite and print additional articles. In step 9, open the same word document for all articles and add to the list that you already started
25. Read articles so that you become the expert on your topic!