

### **To download documents from Gale/Infotrac to Google Drive:**

Go to [classroom.google.com](https://classroom.google.com) and log in,

Username: 1<sup>st</sup> three letters of first name followed by last name and

"@caddoschools.org" EX: [jescarscadden@caddoschools.org](mailto:jescarscadden@caddoschools.org)

Password: Capital initials and student number without the zero. EX: JC624907

2. Minimize screen
3. Go to Destiny (the tree icon on the desktop.)
4. Go to Gale Databases. Make sure it opens in Google Chrome. If it does not, raise your hand and tell Mrs. Carscadden.
5. Go to a database in Gale.
6. Locate an article on your topic.
7. Download the article to your Google Drive. (Click download twice.)
8. Go back to your Google classroom tab. Go to Google Drive by clicking on your email address in the top right corner. Click on My Account. Click on the Apps (nine black boxes on top.) Click on Google Drive. Look for your articles in your Google Drive.
9. At the end of class, LOG OUT!!! Go to the triple bars, settings, people, remove....

### **To download Ebsco Ebooks on an IPAD:**

1. Go to Ebsco host and create login (with email address and password)
2. Go to App store and download Bluefire Reader
3. Authorize bluefire reader with Adobe login (if you don't have one, you will have to create one)
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5. Login with Caddo login: caddopsd password: ebsco
6. Search Ebooks with limiter of full text and download available checked
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8. Choose download offline
9. Login to Ebsco with your username and login created in first step
10. Checkout and download
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