

# User guide of the eResources "Gale" of the school library.

**GALE** is an e-resources in the School Library containing books from different subjects.

1 Log in to eClass

2 Enter Log in ID and Password.



DMHC Siu Ming Catholic Secondary School 天主教母佑會蕭明中學

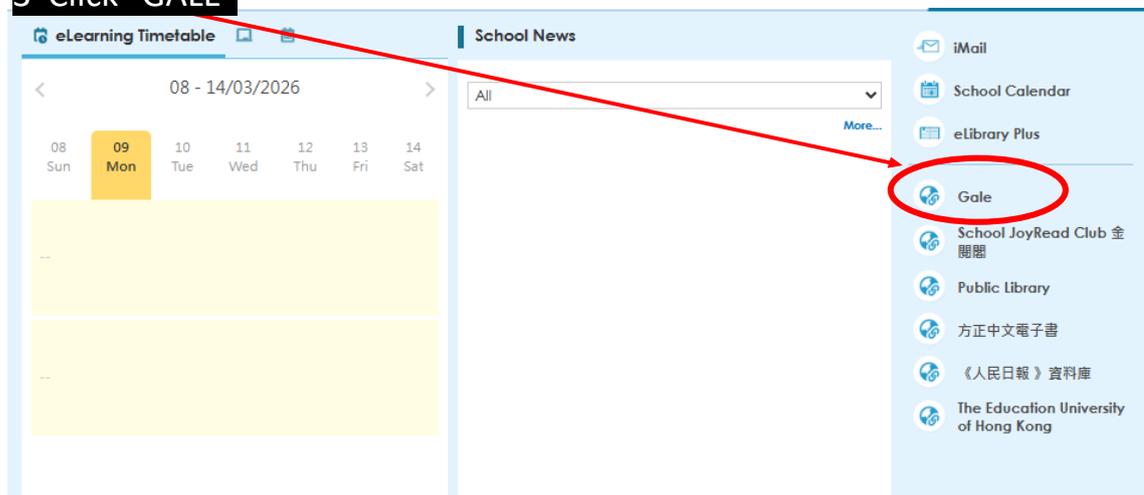
Login ID

Password

Reset Password

Login

3 Click "GALE"



eLearning Timetable | School News

08 - 14/03/2026

08 Sun 09 Mon 10 Tue 11 Wed 12 Thu 13 Fri 14 Sat

All

iMail

School Calendar

eLibrary Plus

**Gale**

School JoyRead Club 全開閣

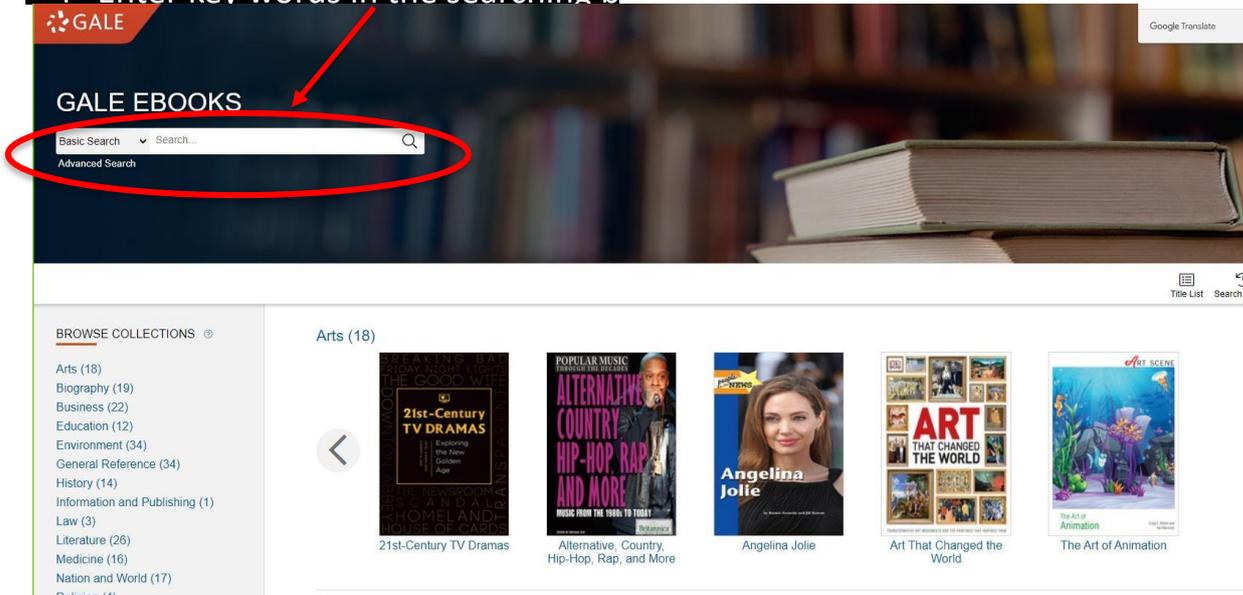
Public Library

方正中文電子書

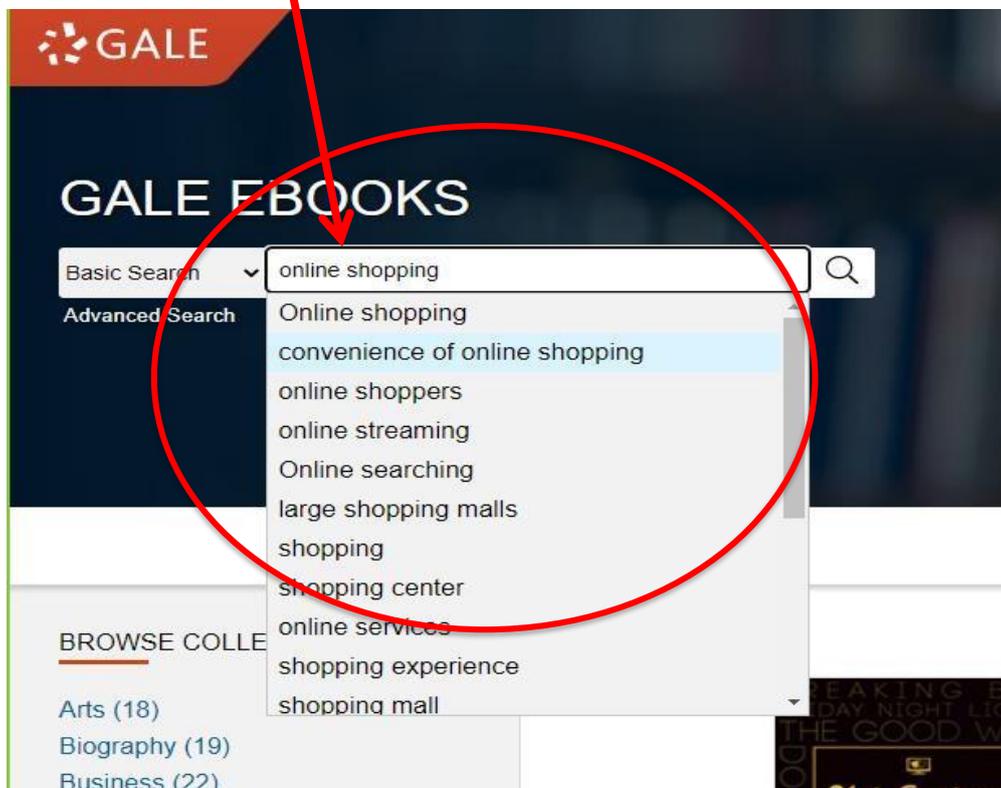
《人民日報》資料庫

The Education University of Hong Kong

#### 4 Enter key words in the searching box



5 For Example, if you want to search for books involving the content “online shopping”, you then type “ONLINE Shopping” and over 10 phrases are shown. You might click “convenience of online shopping”.



6 Gale shows several books which include "Convenience of Online Shopping. Click to the book that you want to read in detail. E.g. You want to read the book " Information at a Price", then you click the book title.

The screenshot shows the Gale eBooks search results page. At the top, there is a search bar with 'online shopping' entered. Below the search bar, it says '33 RESULTS' and 'Sort by: Relevance'. The search terms are 'Basic Search: online shopping'. Two book results are visible. The first is 'Spend, Spend, Spend' by Marcia Amidon Lusted, from 'What Are Producers and Consumers?' (2017, 2 pages). The second is 'Information at a Price' by Duchess Harris, from 'Your Personalized Internet' (2018, 10 pages). The title 'Information at a Price' is circled in red. A red arrow points from the text in step 6 to this title.

7 Place the cursor next to the blue icon, the content level is 3.

This block shows a detailed view of the book 'Information at a Price' by Duchess Harris. On the left is the book cover, which features a laptop and a smartphone. The title 'Information at a Price' is at the top. Below the title, the author 'Duchess Harris' and the source 'From: Your Personalized Internet' are listed. The publication details are: '2018', '10 pages', 'Topic overview', '900900L', 'ATOS: 6.2', and 'GRL: T'. A blue icon with three stars is next to the GRL: T. A red arrow points from the text in step 7 to this icon. A black callout box with white text says 'Content Level = Level 3'.

8 Click the book title and go into the eBook. You will see a list of function buttons shown on the top right hand corner. Such as “the table of content’. You can jump to the chapter named “ Online Resources” and check for more information related to online shopping.

The screenshot displays the Gale eBooks interface. At the top, a navigation bar includes icons for 'Table Of Contents', 'Book View', 'Cite', 'Send To...', and 'Download'. A 'TABLE OF CONTENTS' dropdown menu is open, listing items such as 'Information at a Price', 'Filter Bubbles and Echo Chambers', 'Bursting the Filter Bubble', 'Fast Facts', 'Stop and Think', 'Glossary', 'Online Resources', 'Learn more', 'About the Authors', and 'Index'. The 'Online Resources' item is circled in red. Below this, a red arrow points to the 'Online Resources' section of the eBook page. The page features a 'GALE EBOOKS' header, a search bar, and a navigation bar with icons for 'Table Of Contents', 'Book View', 'Cite', 'Send To...', 'Download', 'Print', 'Get Link', and 'Highlights And Notes (0)'. The main content area is titled 'Online Resources' and includes metadata: 'Author: Duchess Harris', 'Date: 2018', 'From: Your Personalized Internet', 'Publisher: ABDO Publishing Group', 'Series: News Literacy', 'Document Type: Article', 'Pages: 1', 'Content Level: (Level 3)', 'ATOS: 6.2', 'GRL: T', and 'Lexile Measure: 900900L'. At the bottom, a toolbar contains icons for 'Translate to other language', 'Smaller/Bigger Font size', 'Listen to the text', 'Send to Google Drive/ Microsoft OneDrive', 'email', 'download', and 'Print'. Red arrows point to these icons.

**Table Of Contents**

- Information at a Price
- Filter Bubbles and Echo Chambers
- Bursting the Filter Bubble
- Fast Facts
- Stop and Think
- Glossary
- Online Resources**
- Learn more
- About the Authors
- Index

**GALE EBOOKS**

Basic Search Search... Advanced Search

Table Of Contents Book View Cite Send To... Download Print Get Link Highlights And Notes (0)

## Online Resources

**Author:** Duchess Harris  
**Date:** 2018

**From:** Your Personalized Internet  
**Publisher:** ABDO Publishing Group  
**Series:** News Literacy

**Document Type:** Article  
**Pages:** 1  
**Content Level:** (Level 3)  
**ATOS:** 6.2  
**GRL:** T  
**Lexile Measure:** 900900L

Translate to other language Smaller/Bigger Font size Listen to the text

Send to Google Drive/ Microsoft OneDrive email download Print

9 Plagiarism is the use of words and ideas written by others without giving credit to the authors of those words. We should avoid plagiarism.

You must cite the source every time you involve research, words, ideas, data, or information that is not your own. While you are composing / summarizing information, you must cite any information that is not your own.

Click the button "Cite" and the machine will create an appropriate citation upon the information for you.



There are 4 different ways to do citation. I pick APA citation format for the chapter "Online Resources".

A screenshot of a website interface. At the top, there is a search bar and a navigation menu. Below the search bar is a banner for 'Booklinks NONFICTION NETWORK'. A text block says 'Visit [abdobooklinks.com](http://abdobooklinks.com) for free additional online weblinks for further learning. These links are routinely monitored and updated to provide information available.' Below this is a copyright notice: 'Full Text: COPYRIGHT 2018 Abdo Consulting Group, Inc.' A 'Source Citation' section shows options for 'MLA 9th Edition', 'APA 7th Edition', 'Chicago 17th Edition', and 'Harvard'. The 'APA 7th Edition' option is selected. Below the options, a citation is generated: 'Harris, D. (2018). Online Resources. In *News Literacy. Your Personalized Internet* (p. 46). Core Library. <https://link.gale.com/apps/doc/CX7715500012/GVRL?u=hkdmhcs&sid=bookmark-GVRL&xid=71b2c993>' A red arrow points from the 'Cite' button in the toolbar to the 'APA 7th Edition' link and the generated citation.

## Citation:

Harris, D. (2018) Online Resources In *News Literacy. Your Personalized Internet* (p. 46) Core Library. <https://link.gale.com/apps/doc/CX7715500012/GVRL?u=hkdmhcs&sid=bookmark-GVRL&xid=71b2c993>

Author (yr of publication)    Chapter Title    Book Title (page no.)

The End