Steps to Add Articles from select Gale Databases within Your Canvas Pages

1. In your Canvas course, open a Page and go into the Edit view.

2. Click on the light blue “V” (More External Tools). A dropdown box of available Gale Databases will appear. Click which database you want to use (for this example, choose **Gale Virtual Reference Library**.) The database home page with search box then appears as a pop-out.
3. Type your topic into the search box at the top, or browse using the topics or collections on the database (in this instance, **GVRL**) landing page. You may also search by GVRL Doc Number, hit enter or click the search button.

4. Scroll down the list of results and select an article by clicking on its title (for this example, “Water Conservation” in blue at the top).
5. To Add this article: from either the results view or on the article page, select to either “link to” or “embed document” under the Tools menu. See options in a Page below.

**Link or Embed? See what it looks like below.**

- **“Link to Document”** inserts a hyperlink with just the article title on your Canvas page. You can add your own text for explanation, instructions, or context. No additional authentication will be needed for students to open and read the article.
- **“Embed Document”** embeds the entire article text with links and tools within your Canvas Page.