



# Instructions for Access to the Cambridge Databases

For assistance, email Mrs. Morgan at [MorganL1@fultonschools.org](mailto:MorganL1@fultonschools.org)

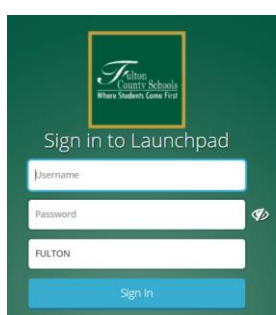
## Online Database & E-book Sources

Step 1 – Go to [www.bearsmediacenter.com](http://www.bearsmediacenter.com)

Step 2 – Click on **Electronic Resources-Launchpad-MackinVia** under Quick Links

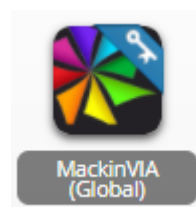
### Quick Links

- ONLINE CATALOG
- ELECTRONIC RESOURCES - LAUNCHPAD-MACKINVIA**
- TECHNOLOGY TIPS



Step 3 – Log into Launchpad using Student ID and Password (8-digit birthdate)

Step 3 – Open the MackinVia App– The program is used to access ALL databases and e-books.



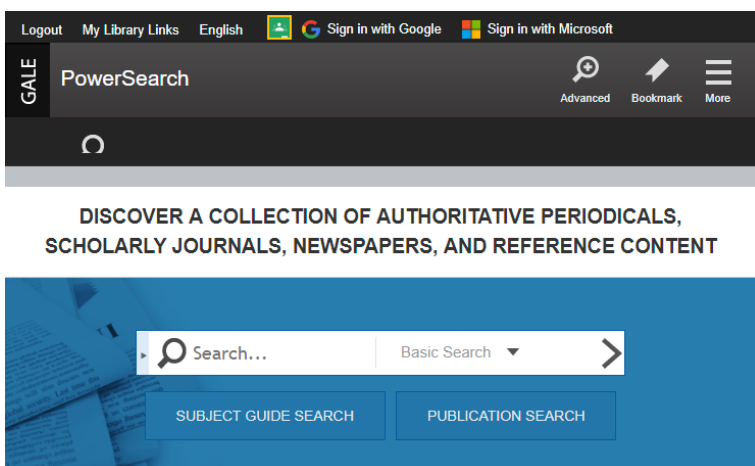
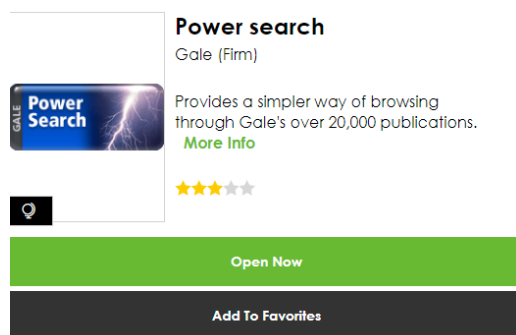
Step 4 – Select an electronic database

GALE ~ MackinVia defaults to Groups. A good place to start is with GALE databases

- Groups**
- Audiobooks
- GALE Databases**
- GALILEO
- Pleasure Reading
- Professional

Select **GALE databases** – Several different GALE databases can be accessed through the GALE Databases Group.

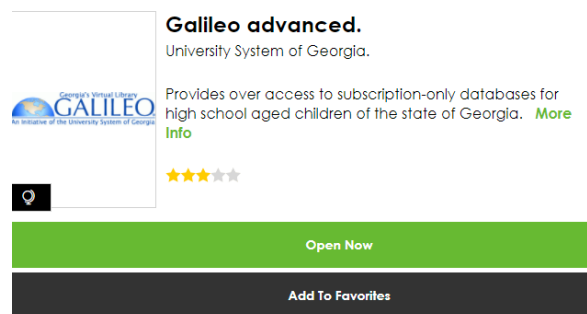
- Find the **Power Search**
- Click **Open Now** to open **Power Search** - an all-inclusive search for GALE



- Type your search term in the search box. You can narrow your search using the **Advanced Search** option prior to searching. Or use the **Limiters** on the right after searching. You can select limiters such as Content Type – Magazines, Journals, News; Dates; Full Text.

- If you chose to **Sign in with Google**, it this makes it easy to save your research.
- Find a great article? **Download & Save** it to Google Drive. Or Email it to yourself.
- Use **Citation Tools** – Download & Save to Google Drive OR Select, copy & paste into your file.

**GALILEO** – Subscription-only databases for the state of Georgia. Largest collection – includes multiple databases, references sources and e-books. To access this database outside the school, you will need a password available in the Student Center.



- Limiters are on the left like Full Text and Source Types (Journals, e-books). Limiters are saved when you create a new search unless you clear them.
- Once you choose an article, Print or Email options are on the right.

Step 5 – Check out other resources available.

## E-book Source

**GALE Virtual Reference Library** – database for e-books ONLY. Access through MackinVia-GALE databases. **Options:** Table of Contents, View eBook, can download to Google, but it only downloads the current pages shown.



## Print Resources

### Quick Links

- ONLINE CATALOG
- ELECTRONIC RESOURCES - LAUNCHPAD-MACKINVIA
- TECHNOLOGY TIPS

On Click on **Online Catalog** under Quick Links on [www.bearsmediacenter.com](http://www.bearsmediacenter.com) – Go here to view print books available in the Student Center for checkout.

- Under the **Catalog** tab, perform a **Keyword Search** to find books on your topic.
- The **Call #** tells you where to find the book in the student center and **Availability** tells you whether the book is on the shelf and ready to check out.

