



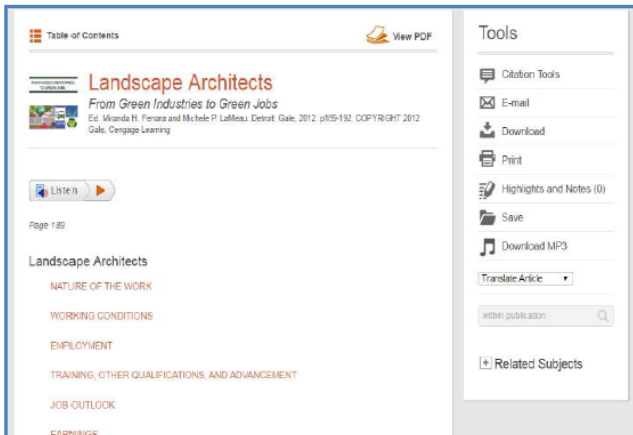
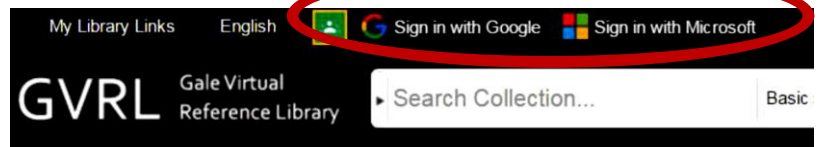
Microsoft OneDrive / Google Drive Integration Tip Sheet

Gale is excited to offer **Microsoft and Google** collaboration tools in our resources. You'll be able to take advantage of a seamless user login with your Microsoft account and easily share and download content. This tip sheet will demonstrate how to download documents into your *OneDrive* cloud for future use or reference. Many Gale resources offer this integration; for the purposes of this document, we are demonstrating using *Gale Virtual Reference Library*.

Follow these simple steps

STEP ONE

Sign into your **Microsoft or Google account** from the banner of the database. The first time you use this tool you'll have to give permission for Gale to access your Microsoft or Google profile.



STEP TWO

Find a document that is useful to you.

STEP THREE - optional

OneDrive will integrate your **Highlights and Notes** so "mark-up" your document! For more on Highlights and Notes, refer to the database's help file.

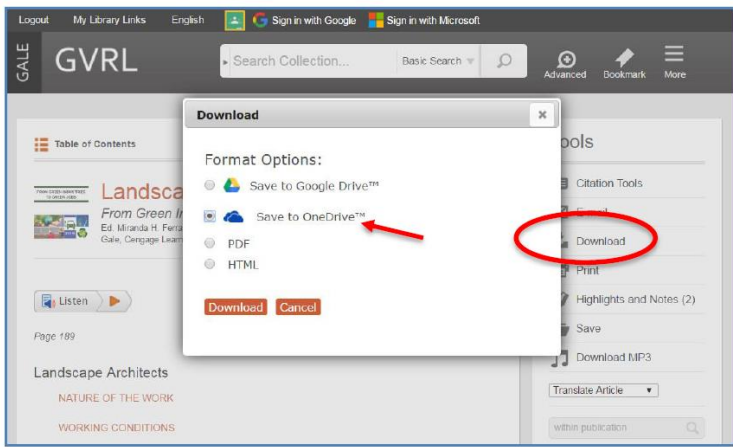
In addition, seasonal weather can play a major role in the landscape architect's schedule. Particularly in areas with four-season climates, most landscape projects have to be started and completed during the spring, summer, and fall, before winter weather sets in. In these circumstances, the landscape architect might be required to work long hours.

EMPLOYMENT

In 2008 the number of landscape architects was about 26,700 in the United States. Just over half were employed in architectural, engineering, and related services. About 6 percent worked for U.S. state and local governments and about 21 percent were self-employed. The states with the highest numbers of landscape architects were California, Florida, Texas, and New York. The states with the highest concentration of landscape architects relative to the total number of jobs in that state were Washington, Maryland, Wyoming, Delaware, and Colorado.

TRAINING, OTHER QUALIFICATIONS, AND ADVANCEMENT

Nearly every U.S. state imposes licensing requirements on landscape architects. Usually those requirements include a degree in landscape architecture from an accredited institution, work experience, and a passing score on the Landscape Architect Registration Examination (LARE). It should be noted that only licensed professionals are allowed to call themselves *landscape architects*. Many people are employed in landscaping businesses, but landscape architects must be distinguished from landscapers who perform labor such as lawn mowing, tree and shrub trimming, and construction of



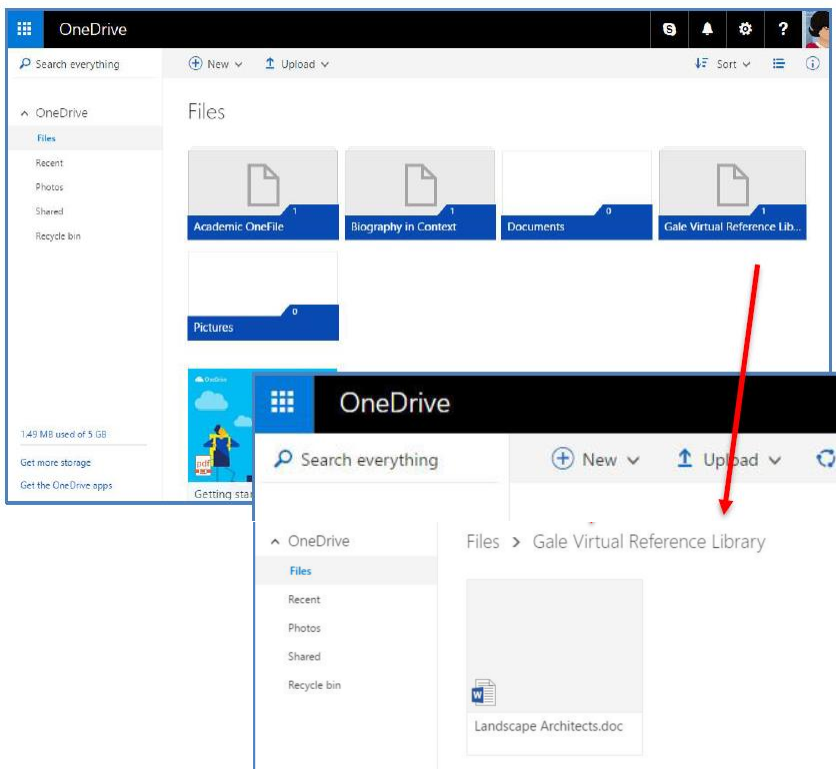
STEP FOUR

Choose **Download** from the Tools menu to the right. Select **Save to OneDrive** or **Save to Google Drive**.

Note: If you haven't already logged into your Microsoft / Google account, you'll be prompted to do so at this point.

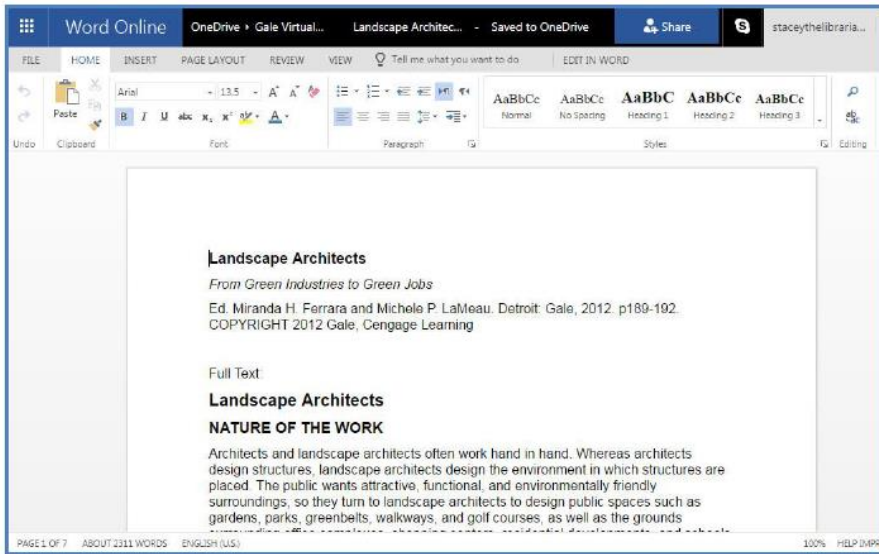
STEP FIVE

You'll receive a confirmation that your document was saved.



STEP SIX

To find your document, go to your preferred account. The document will be saved in a folder named for the database you were using. In the example to the left, you'll see it's in the *Gale Virtual Reference Library* folder. Double click the document to view or edit it in *Word Online*.



STEP SEVEN
 Now you can edit the document, share it with others, and take advantage of other tools! The document will remain in your account until you choose to remove it.

MY FOLDER, HIGHLIGHTS AND NOTES, & CITATION TOOLS

You can use Download and Save from **My Folder** (found in the **More** button in the banner) to download multiple documents all at once. [Fig. 1] **Note:** Keep in mind that **My Folder** displays differently depending on the resource you're in but you still have the option of downloading. [Fig. 2] You can also Download a summary of your **Highlights and Notes** (also found in the More button). [Fig. 3] The Tools menu in Gale resources also offers **Citation Tools** that generate a citation for your document. You can download this citation (or multiple citations from My Folder) to OneDrive as well. [Fig. 4]

Fig. 1

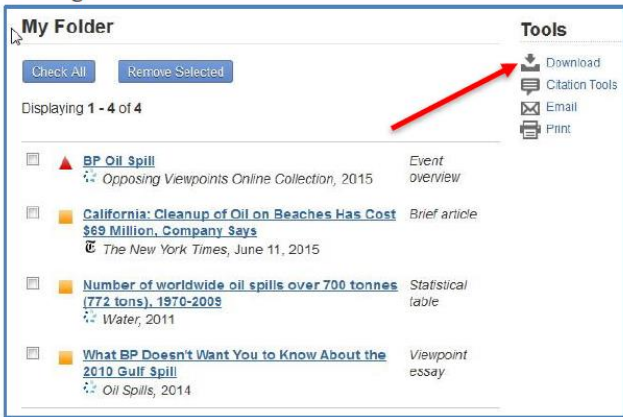


Fig. 2

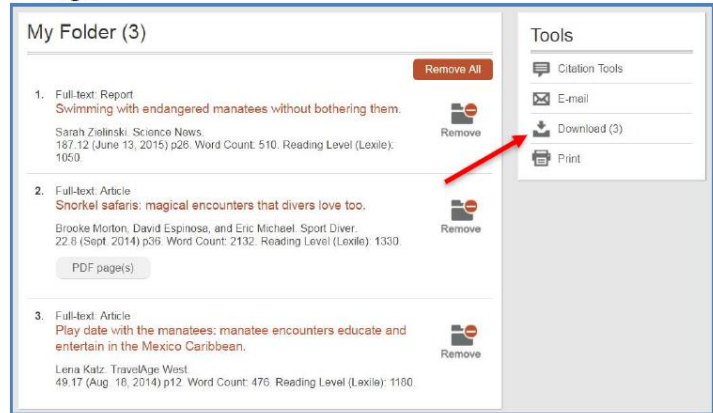


Fig. 3

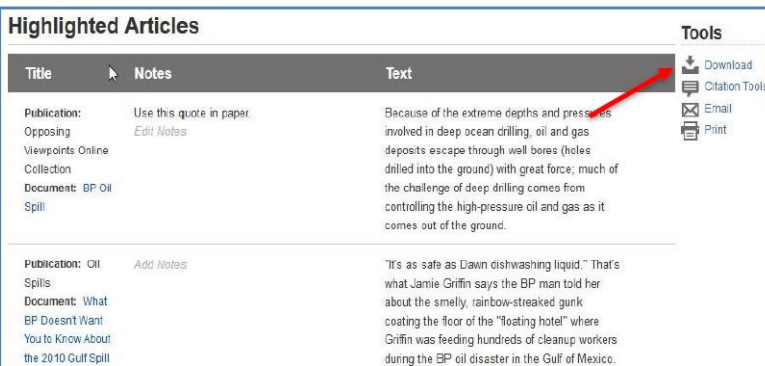


Fig. 4

