# GALE PAGES QUICK TIPS: CREATING BOXES

Create boxes to provide supplemental content and more detailed organization of your pages for your users. With just a few clicks your library can include contact information, social media feeds, or external links.

ACCESS THE BOXES SECTION

- Sign into the **Gale Pages Studio** using your Gale Admin credentials.
- Select **Boxes** in the tool bar at the top of the screen.
- You will be launched into the **Boxes** section, where you can edit your current boxes and create new ones.
- Once boxes are created they can be applied to the pages of your choosing.
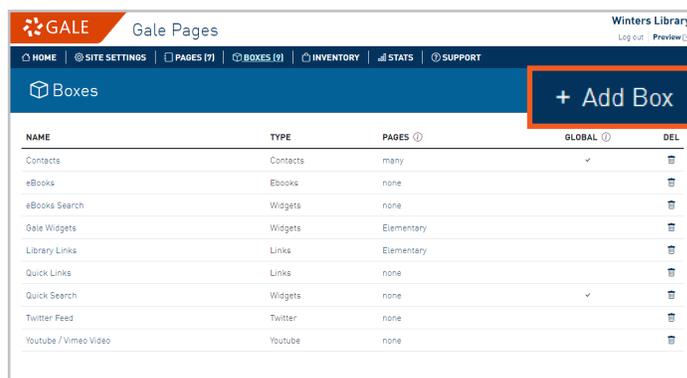

CREATE A BOX

- While in the **Boxes** section, select **Add Box**.
- Choose which box type suits your needs, you can highlight resources, display eBooks, utilize an HTML editor, and more.
- After you make your box type selection, title it and choose if you would like to make it a **Global Box**. **Global Boxes** are automatically added to all pages.
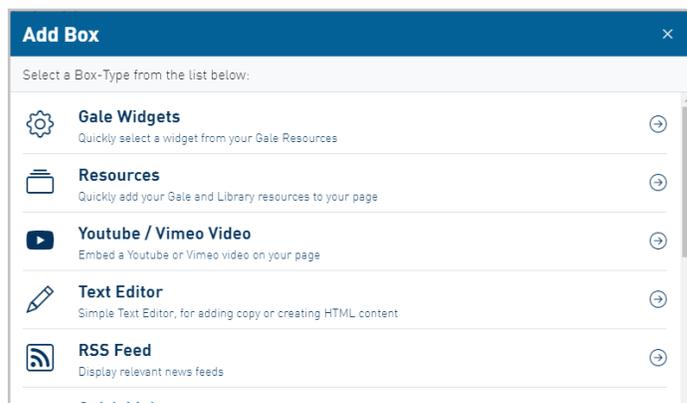
EDIT AND ATTACH YOUR BOX

- Select a **Box** to edit.
- Utilize the **Box Settings** option to change the general information of the page, including the name, header, and Global Box status.
- Each box type will contain different edit tabs, depending on what's needed.
- Use the **Pages** options to choose pages you want to add your box to. You can add and remove boxes on pages as needed.
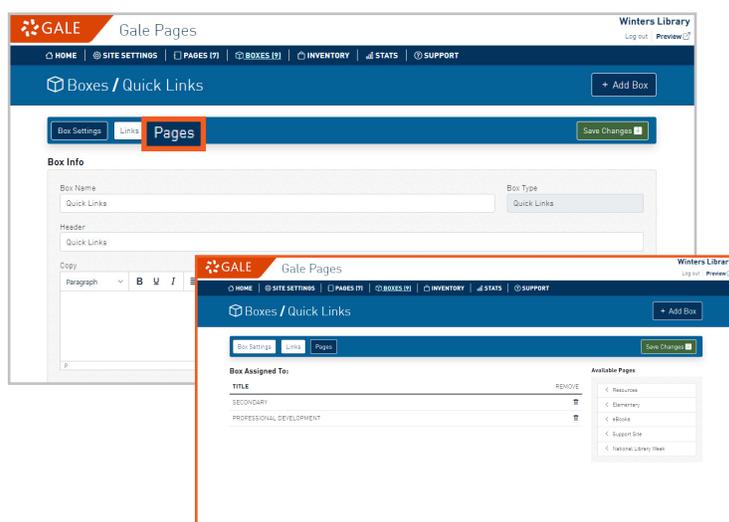
Need more Gale Pages support?
Find Tip Sheets, Tutorials and more on our support site: support.gale.com/training/products/galetools.

Your Customer Success Manager can help provide you with best practices, walk through the tools and features, and support your outreach efforts. You can contact your Customer Success Manager directly, or send an email to gale.customer-success@cengage.com to be directed to the correct individual.

GALE

Gale, here for **everyone.**