GALE PAGES QUICK TIPS: INVENTORY

Utilize your Inventory to create and house your custom (or third-party) resources, subjects, colors, and logo. You can add, edit, and delete at any time to ensure your users get to where they need to be.

EDIT YOUR GALE RESOURCES

- Sign into the **Gale Pages Studio** using your Gale Admin credentials.
- Select **Inventory** in the tool bar at the top of the screen, or the box at the bottom.
- Select Gale Resources.

CREATE CUSTOM RESOURCES

- Navigate to the **Custom Resources** section while in the **Inventory** section.
- Select the green **Add Resources** button on the top left of the page.
- Enter the information in the pop-up window, be sure to decide if you want the resource to default on or not.
- Review our icon library or add your own icon to your **Custom Resource**.

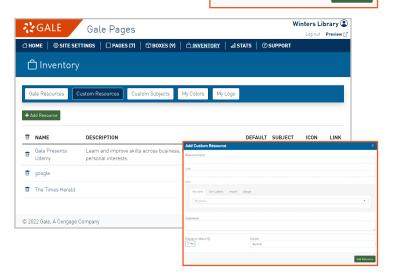
CREATE CUSTOM SUBJECTS

- While in your **Inventory**, choose the **Custom Subjects** option.
- Select the green **Add Custom Subject** button on the top left of the page.
- Name your subject something clear and easy to recognize. Consider who your audience is and what you will include in the subject.
- Once you have added a Custom Subject navigate to your Gale and/or Custom Resources to add them to the new subject.

ADD CUSTOM COLORS AND LOGO

- Utilize the **My Colors** and **My Logo** sections to add your branding.
- This content will always be available to you through your **Inventory**.

Winters Library 😩 Gale Pages ① HOME | ◎ SITE SETTINGS | □ PAGES (7) | ② BOXES (9) | <u>□INVENTORY</u> | al STATS | ③ SUPPOR urces Custom Re My Colors NAME DESCRIPTION CUSTOM SUBJECT ICON Academic OneFile (Gale) KIRME DETLE Academic OneFile Select (Gale) Edit Resource Agriculture (Gale OneFile Name Acader ic OneFile (Gal American Amateur Newspapers (Primary Sources More than 18,000 works of fictio Short Description American Fiction, 1774-1920 (Primary Sources) Complete source for peer-reviewed scholarly articles all academic discipline: Subject Archives Unbound [Primary Sources Magazines/Journals © 2022 Gale, A Cengage Compan



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Gale Main Blue	#003865	
	Add Color Color Name	×
© 2022 Gale, A Cengage Company	Main Hex Value	
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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.

