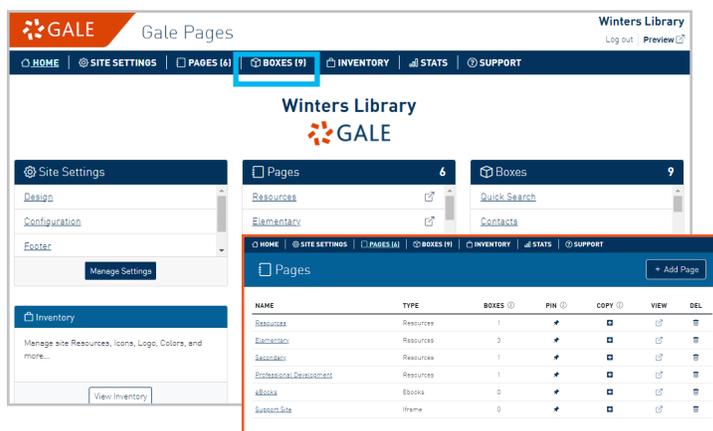


GALE PAGES QUICK TIPS: CREATING PAGES

Create pages to organize your resources and direct individuals to the best content for them. With just a few clicks your library can have a simple, organized web page perfect for all user types.

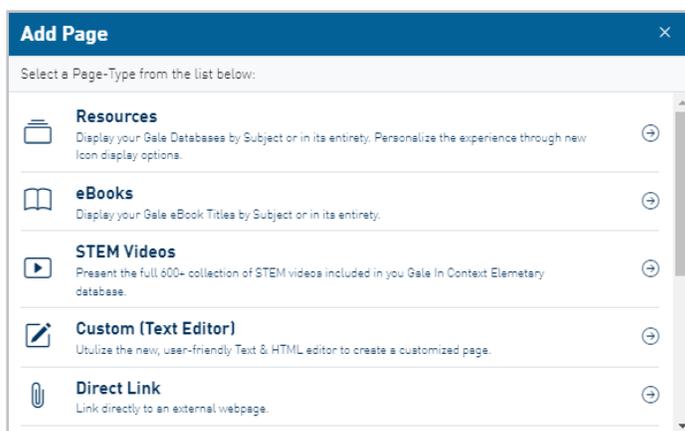
ACCESS THE PAGES SECTION

- Sign into the **Gale Pages Studio** using your Gale Admin credentials. For assistance, contact Gale Technical Support at 1-800-877-4253.
- Select **Pages** in the tool bar at the top of the screen.
- You will be launched into the **Pages** section, where you can edit your current pages and create new ones.



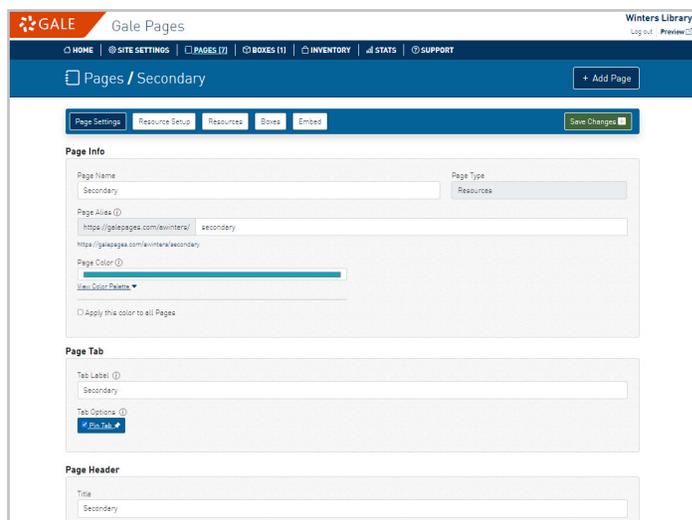
CREATE A PAGE

- While in the **Pages** section, select **Add Page**.
- Choose which page type suits your needs, you can highlight resources, display eBooks, utilize an HTML editor, and more.
- After you make your page type selection, title it and include a **Subjects Menu** to help your users narrow down to a topic.



EDIT YOUR PAGE

- Select a **Page** to edit.
- Utilize the **Page Settings** option to change the general information of the page, including the name, colors, header, and tab information.
- Select **Resource Setup** to choose how to display your resources, including options to change subjects, icons, and *Gale Power Search*.
- Use the **Resources**, **Boxes**, and **Embed** options to add specific content to your page. These boxes allow you to select different resources, and add supplemental content.



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.