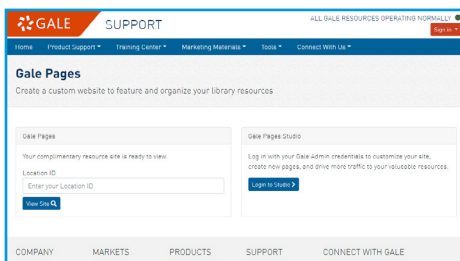
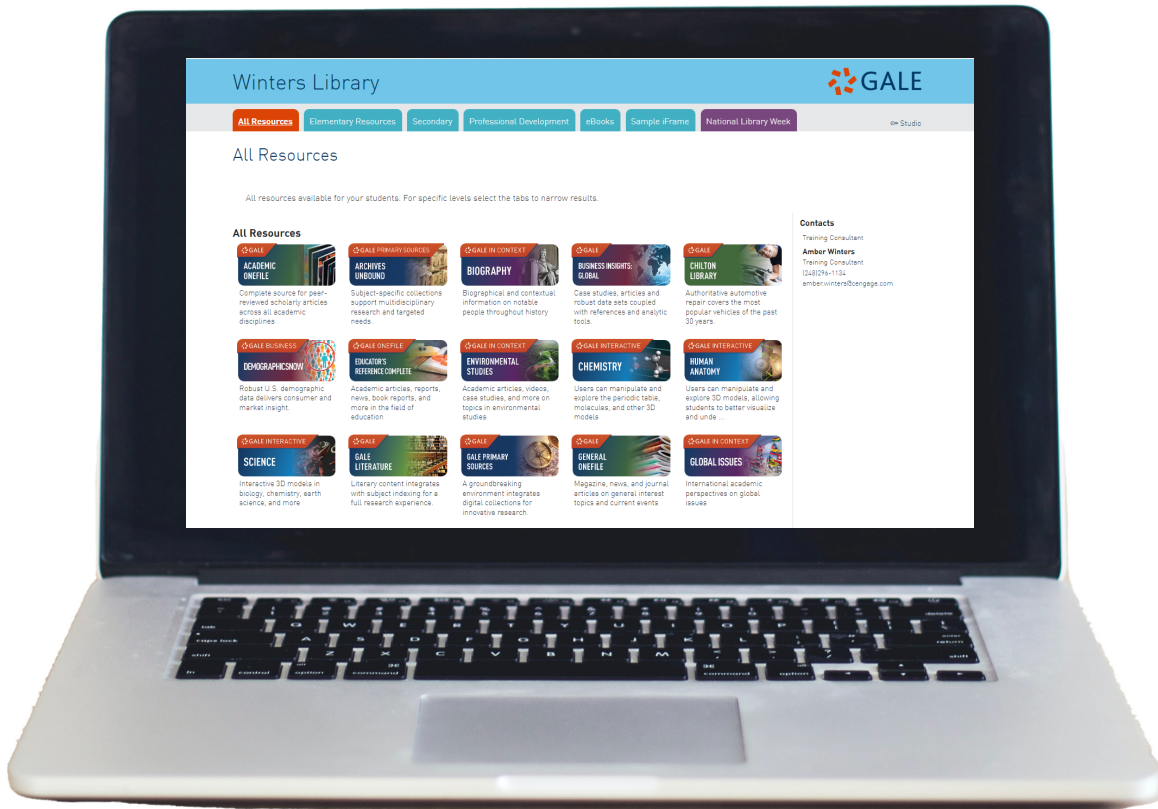
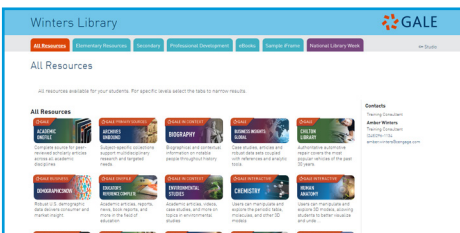


GALE PAGES

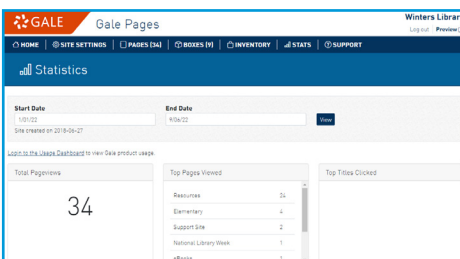
Gale Pages is a ready to use, customizable web page built for your valuable resources. It provides a clear access point for library users to explore everything your library offers.



Single Access Point: Add all of your library resources, catalog, videos, quick links, and custom widgets to ensure your users can access everything from one place.



Studio Manager: Utilize the studio to customize your site. Modify settings, update resources, preview changes all in real time.



Usage Statistics: View statistics highlighting page views and title clicks to analyze traffic patterns and areas of interest.

GALE PAGES

To edit your Gale Page select the Studio button at the top of the page. You will be prompted to enter your admin credentials. Utilize the steps below to fully customize your Gale Page.

SITE SETTINGS

1. Select **Site Settings** in the tool bar when signed into the **Studio**.
2. Utilize the **Design** option to change colors, logos, subject areas, and your header.
3. Choose the **Configuration** option to edit authentication and link functionality.
4. Utilize **Footer** and **Icon Type** to further design your pages.

PAGES AND BOXES

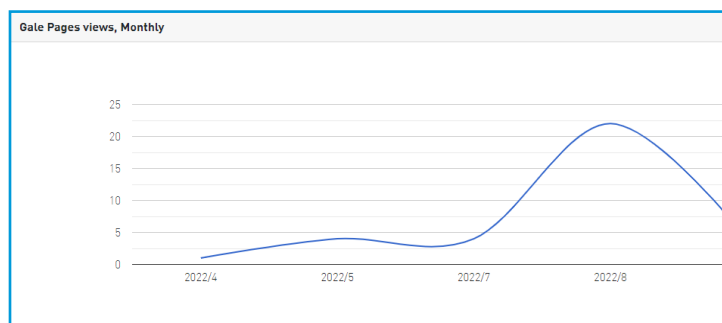
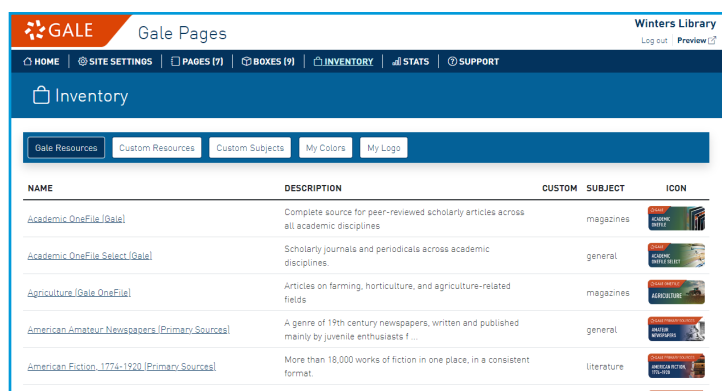
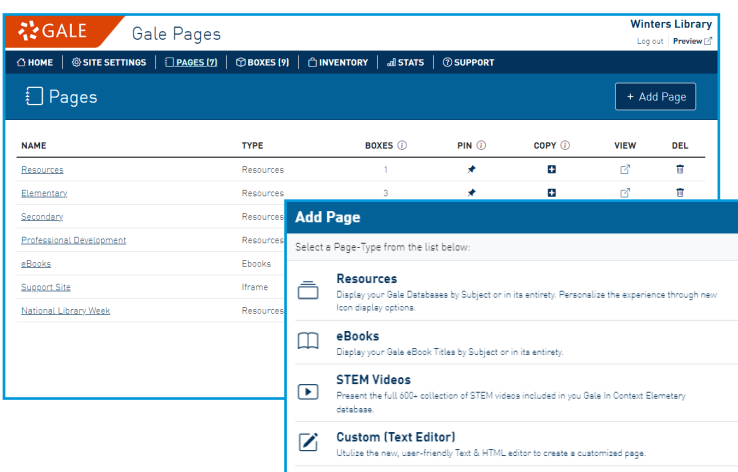
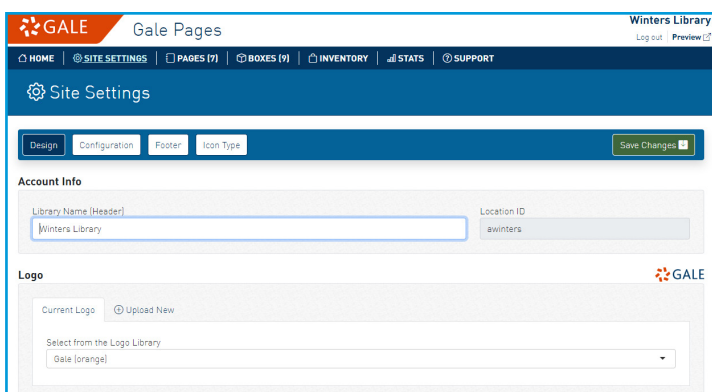
1. Choose the **Pages** or **Boxes** option in the tool bar to edit current or add new **Pages** and **Boxes**.
2. To edit select the name of the page you want to change to be launched into the editor.
3. To add select the **Add Page** or **Add Box** options at the top of the page. Select which **Page** or **Box** is appropriate for your needs.

INVENTORY

1. Utilize **Inventory** to add and save all your custom materials, including resources, subjects, colors, and logo.
2. Add a non-Gale resource by selecting **Custom Resources**.
3. Add custom materials to your existing **Pages** by clicking into the **Page** editor.

STATISTICS

1. Select **Statistics** from the tool bar.
2. Choose a **Date Range** to view statistics from that time including total and individual page views, and top clicked titles.

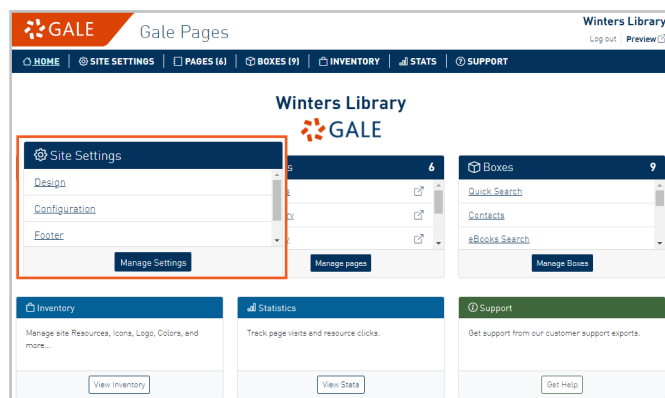


GALE PAGES QUICK TIPS: SITE SETTINGS

Utilize Site Settings to develop the style and organization of your Gale Page. Edit colors, add a logo, and select icon types to best suit your library.

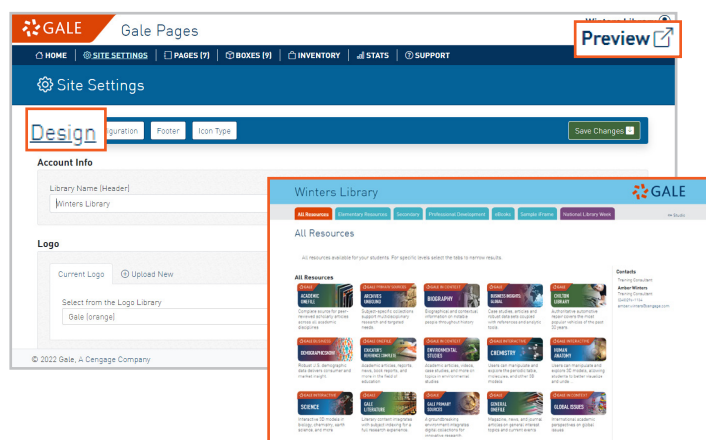
ACCESS THE SITE SETTINGS SECTION

- Sign into the **Gale Pages Studio** using your Gale Admin credentials.
- Select **Site Settings** in the tool bar at the top of the screen or through the box in the middle of the page.
- You will be launched into the **Site Settings** section, where you can edit your Gale Page to support your needs.
- **Site Settings** are applied to all pages within Gale Pages upon saving.



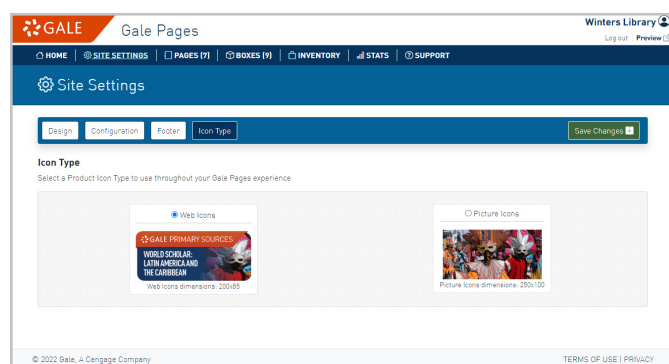
DESIGN YOUR PAGE

- To design your page select the **Design** option while in **Site Settings**.
- Edit your library name and logo to make your page recognizable to your users.
- Select page colors that match your institution. You can even add your own colors by entering their HEX numbers.
- To view your edits without leaving the **Studio** select the **Preview** button in the top right corner.



EDIT AUTHENTICATION, FOOTER, AND ICONS

- Select **Authentication** to choose how users access your content, and select how you want new pages to open, on the same page or in a new tab.
- Utilize **Footer** to change the information found at the bottom of your **Gale Page**. You can edit the text, hyperlinks, and colors.
- The **Icon** section allows you to choose from web or picture icons. This section also gives the dimension of each so you can match any custom icons to the Gale generated ones.



Need more Gale Pages support?

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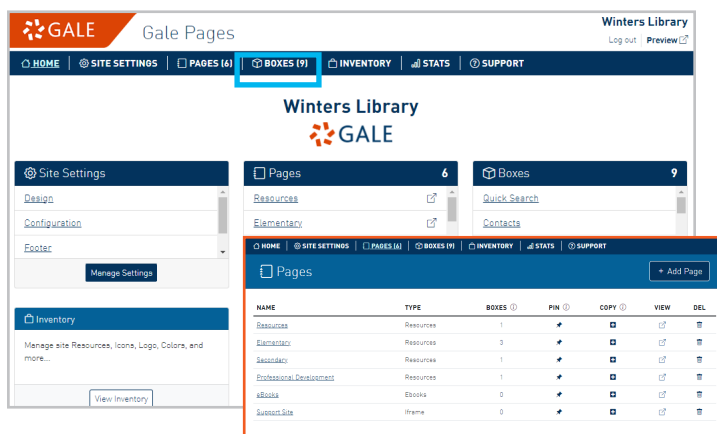
Your Customer Success Manager can help provide you with best practices, walk through the tools and features, and support your outreach efforts. You can contact your Customer Success Manager directly, or send an email to gale.customer-success@cengage.com to be directed to the correct individual.

GALE 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.

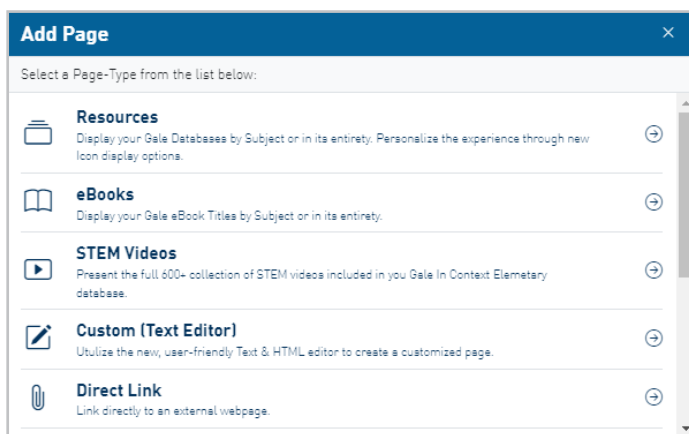
ACCESS THE PAGES SECTION

- 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.



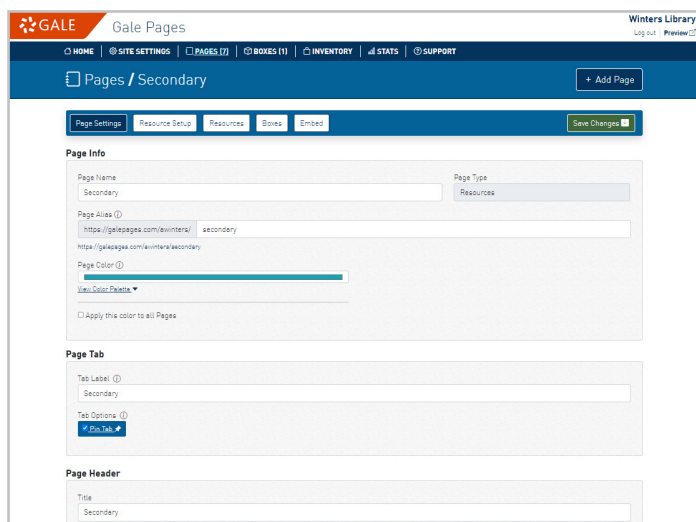
CREATE A PAGE

- 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.



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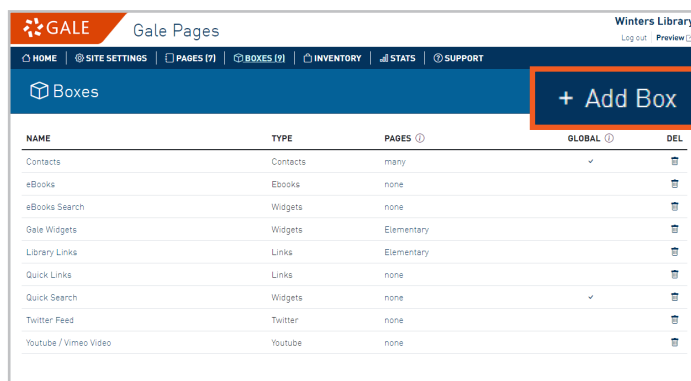
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GALE PAGES QUICK TIPS: CREATING BOXES

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.

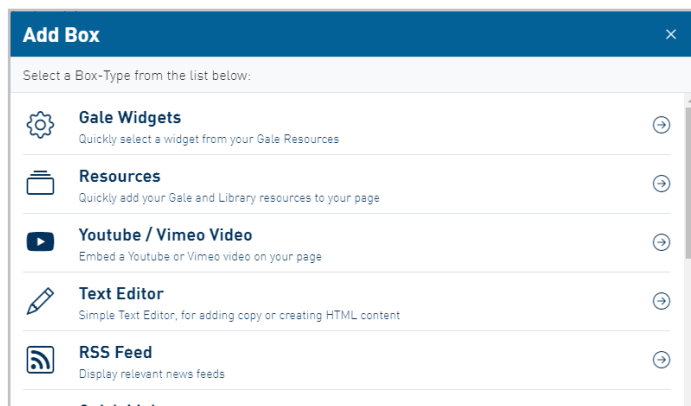
ACCESS THE BOXES SECTION

- 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.



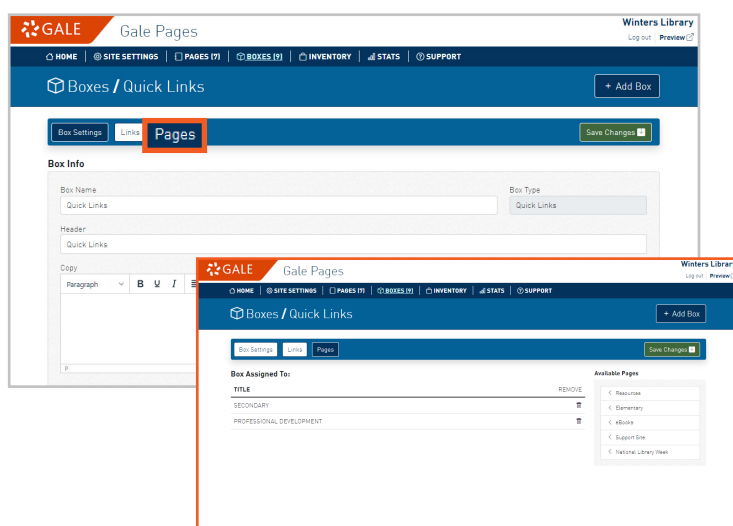
CREATE A BOX

- 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.



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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

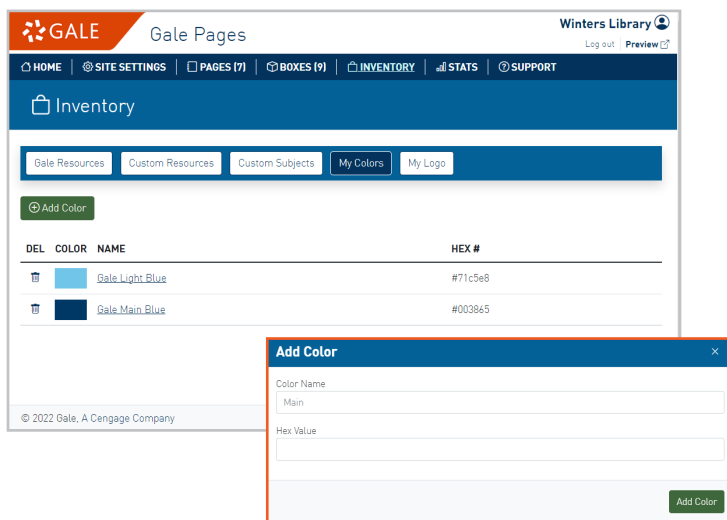
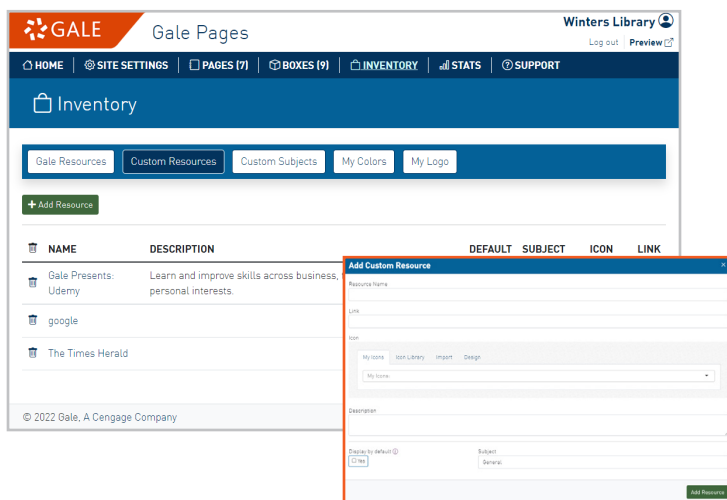
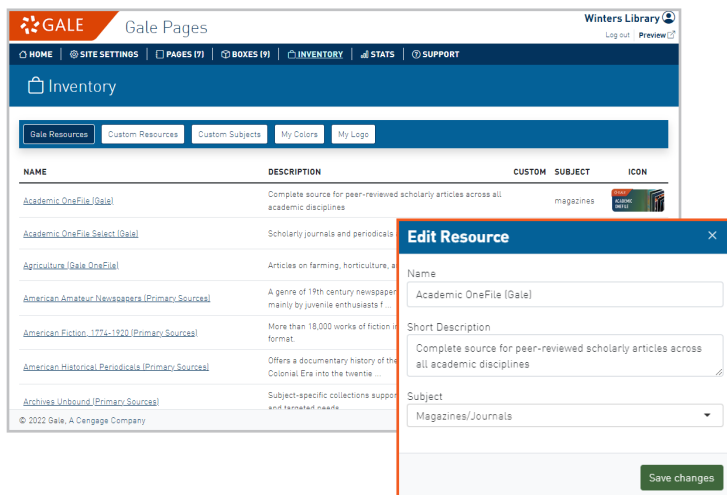
- Navigate to the **Custom Resources** section while in the **Inventory** section.
- Select the green **Add Resources** button on the top left of the page.
- Enter the information in the pop-up window, be sure to decide if you want the resource to default on or not.
- Review our icon library or add your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



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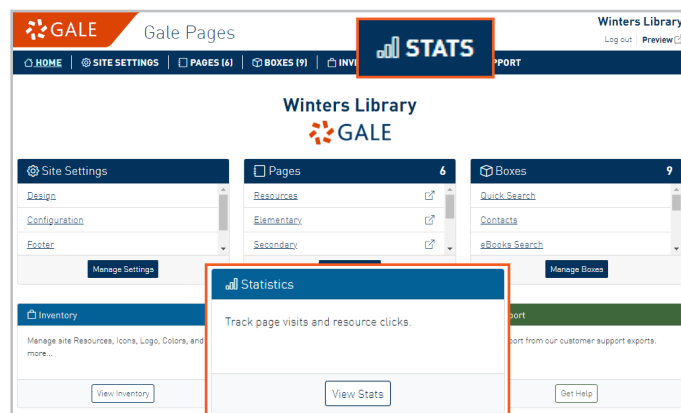
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GALE PAGES QUICK TIPS: STATISTICS

Utilize the Statistics section to view your Gale Pages usage. This section is designed to give you an overall view of the traffic to your site, including pages views, top pages viewed, and top titles clicked.

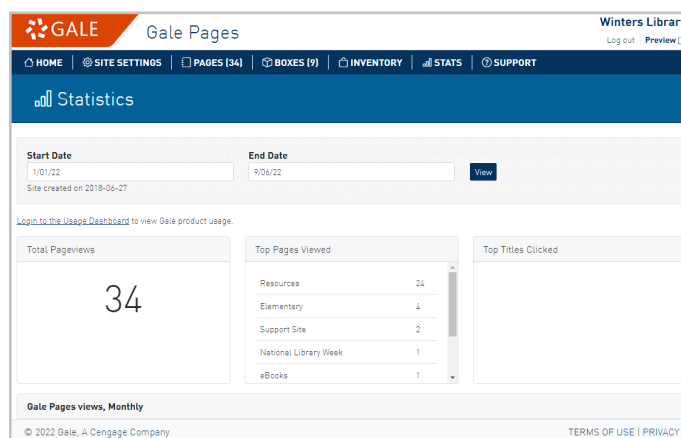
ACCESS YOUR STATISTICS

- Sign into the **Gale Pages Studio** using your Gale Admin credentials. For assistance, contact Gale Technical Support at 1-800-877-4253.
- Select **Stats** in the tool bar at the top of the screen, or **Statistics** in the box at the bottom.
- Denote start and end dates to tailor what information you see.



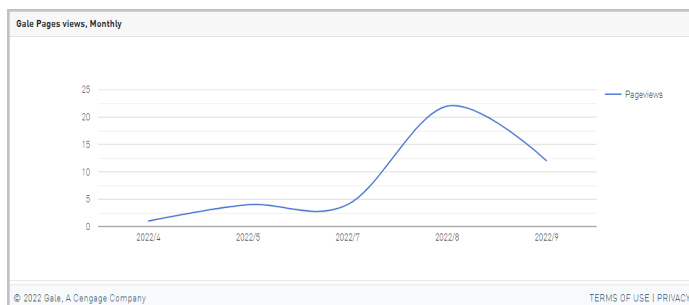
UNDERSTAND YOUR STATISTICS

- **Total Page Views** will tell you how many times your users have clicked within your Gale Page. Think of this as total traffic to your site.
- **Top Pages Viewed** breaks the usage down based on the different pages you have created.
- **Top Titles Clicked** shows you what specific resources your users are selecting.



VIEW YOUR STATISTICS GRAPHICALLY

- Scroll to the bottom of the **Statistics** page to see a graph of your **Page Views**.
- This graph is showing all the traffic on your **Gale Page**.
- The data will change when you change your date parameters.



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