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**.
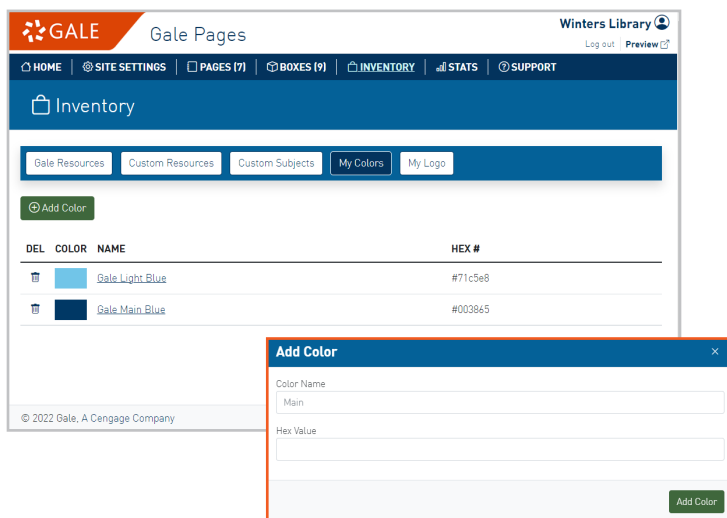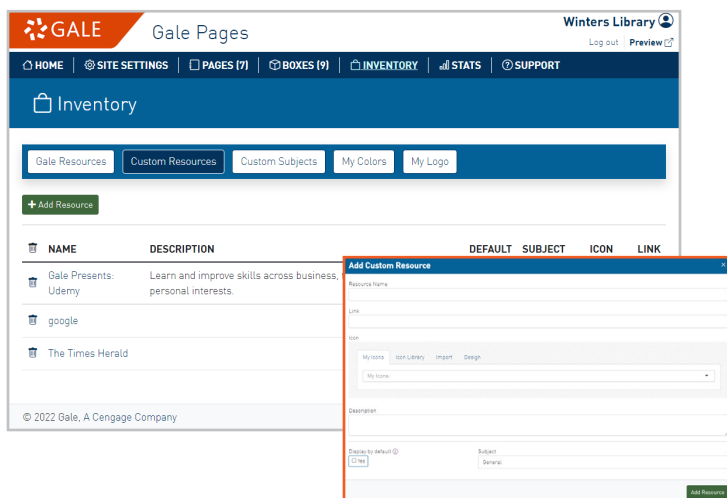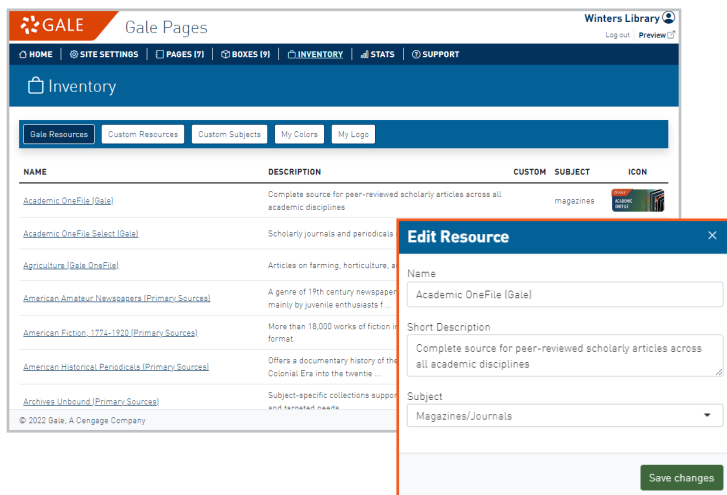
CREATE CUSTOM RESOURCES

- 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**.

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.**