GALE ADMIN

MANAGE AND CUSTOMIZE YOUR GALE RESOURCES

Visit **http://admin.galegroup.com/** and log in. Contact **Technical Support** at 1-800-877-4253 option 4 for help with your user name or password.

Click **View/Edit** and then use the left-hand menu to access preferences, reports, and more.

PREFERENCES

General Preferences

View and edit settings affecting many of your resources

URL users exit to
Send users to your site when they access My Library Links or Return to My Library

Default Start Page
Open your resources to the Home page, Advanced Search, or Subject Guide

Full text/peer-reviewed
Limit results by default; Advanced Search options can include additional results

Proxy URL
Support authentication by adding your Proxy URL to Bookmark links created in resources

Access General Preferences from the Preferences menu, and then:
1. Make any desired updates.
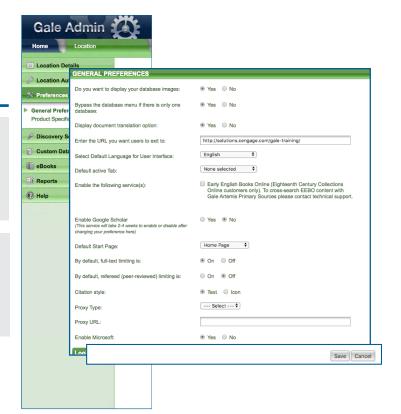2. Be sure to **Save** your changes.

Product Specific Preferences

Select customization options unique to individual Gale resources.

Options vary based on your Gale resources.

Access Product Specific Preferences from the Preferences menu, and then:
1. Choose a resource from the **Select product** drop-down menu.
2. Make any desired updates.
3. Be sure to **Save** your changes.

EMPOWER™ SUCCESS

DISCOVERY SERVICES

Open URL

Support outbound (from Gale resources to others) linking using the OpenURL standard

Library Holdings

Allow users to dynamically link to your library's OPAC without exiting their search session

Interlibrary Loan

Enable users to request a resource from another library connected to your catalog system

To view and edit these outbound discovery settings, access the Discovery Services menu, and then:
1. Select the relevant Discovery Services Option.
2. Make any desired updates.
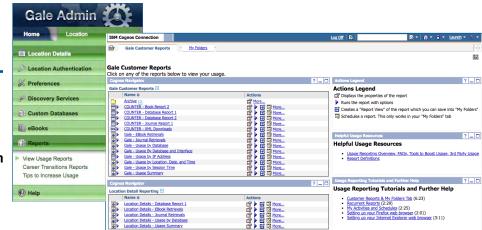3. Be sure to **Save** your changes.

Gale also supports inbound discovery by partnering with many commonly used library discovery services and environments to provide content for indexing. For more information, visit **https://support.gale.com/doc/discovery.**

REPORTS

View Usage Reports

Access the Gale Usage Portal to view usage and set-up recurring reports.

You can also contact **gale.usage.statistics@cengage.com** to set up automatic usage emails for your resources.

ADDITIONAL SUPPORT

Customer Success
Contact **gale.customersuccess@cengage.com** for help with Gale Admin and all the tools available to manage, use, and promote your Gale resources.

LEARN MORE

If you require further assistance, visit **support.gale.com/training**.

GALE
A Cengage Company