

# 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.

**Gale Admin**

Home Location

Location Details

Location Authentication

Preferences

General Preferences

Product Specific Preferences

Discovery Services

Custom Databases

eBooks

Reports

Help

**GENERAL PREFERENCES**

Do you want to display your database images:  Yes  No

Bypass the database menu if there is only one database:  Yes  No

Display document translation option:  Yes  No

Enter the URL you want users to exit to:

Select Default Language for User Interface:

Default active Tab:

Enable the following service(s):

Early English Books Online (Eighteenth Century Collections Online customers only). To cross-search EEBO content with Gale Artemis Primary Sources please contact technical support.

Enable Google Scholar (This service will take 2-4 weeks to enable or disable after changing your preference here)  Yes  No

Default Start Page:

By default, full-text limiting is:  On  Off

By default, refereed (peer-reviewed) limiting is:  On  Off

Citation style:  Text  Icon

Proxy Type:

Proxy URL:

Enable Microsoft:  Yes  No

Save Cancel

### 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.

**Gale Admin**

Home Location

Location Details

Location Authentication

Preferences

General Preferences

Product Specific Preferences

Discovery Services

Custom Databases

eBooks

Reports

Help

Search for name or ID

**Location Product Specific Preferences**

Customize features, services and settings that are unique to a specific product. Begin by selecting a product from the pull-down list below. The pull-down is a dynamic list containing those products to which this location subscribes and which offer some type of customization you can configure.

Select product:

- None Selected
- Business Insights: Global
- Career Transitions
- DemographicsNow Library Edition
- Early Arabic Printed Books BL
- GREENR
- Gale Virtual Reference Library
- In Context Product Suite
- LitFinder
- Literature Resource Center
- Powersearch

## 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](mailto:gale.usage.statistics@cengage.com) to set up automatic usage emails for your resources.

## ADDITIONAL SUPPORT

### Customer Success

Contact [gale.customersuccess@cengage.com](mailto: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](https://support.gale.com/training).

