GALE PAGES FAQS

What is the difference between a Box and a Resource?

Boxes are small pieces of information you can add to the left or right-hand side of your page. They contain things like contacts, links to other school websites, widgets, videos, and more.

Resources are found in the middle of the page, and they are the content available to your students. This includes your Gale collection and any third-party resources you have added.

For more information, take a look at our **Box Creation** and **Inventory** Tip Sheets

What if my new Gale Resource isn't appearing on my Gale Page?

You many need to add your new resource to your page. Follow the steps below to complete the process.
- Log into your **Gale Pages Studio**
- Navigate to **Pages** and select the page you want your resource to appear on
- Go to the **Resources** tab
- Scroll through your **Available Products** until you find the resource you would like to add
- Select your resource and be sure to **Save**
- For additional Gale Page support, take a look at this **Getting Started Packet**


How do I add my non-Gale (Custom) Resources?

- Log into your **Gale Pages Studio**
- Navigate to **Inventory** and select **Custom Resources**
- Select the green **Add Resources** button
- Utilize our **Icon Library**, or upload your own
- For additional information about managing your Inventory, take a look at this **Tip Sheet**

Gale, here for **everyone.**
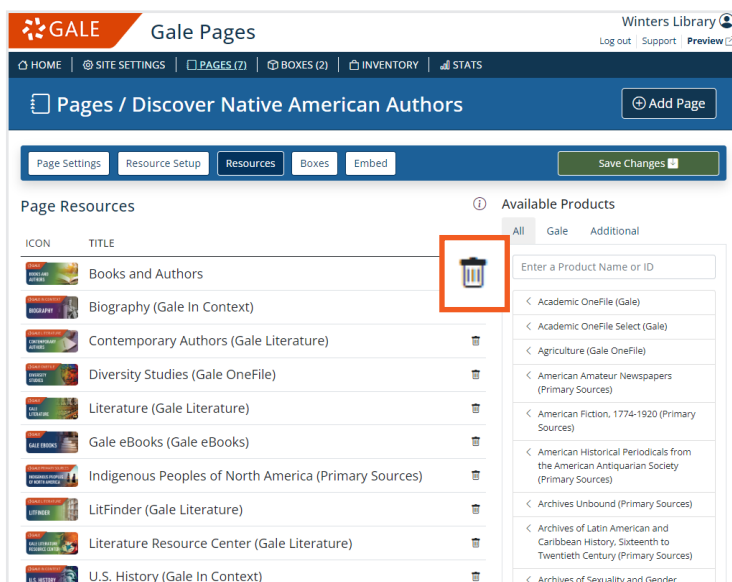
GALE PAGES FAQS

What if my new Custom Resource isn't appearing on my Gale Page?

- Log into your **Gale Pages Studio**
- Navigate to the **Pages** section and select the page you want your resource to appear on
- Select **Resource Setup**
- Under **Subject Type**, ensure that either **Auto (Default)** or **Custom** are selected
- Based on your **Subject Type** selection, navigate to **Subjects** and utilize the following directions:
  - » **Auto (Default)**: Select **Resources** and choose your resource from the **Available Products** section on the right side of the page
  - » **Custom:** Select the number on the far right next to the subjects to access the **Available Products** section where you will be able to choose your resource
- Be sure to **Save**
- For additional information about **Custom Subjects**, take a look at this **Tip Sheet**
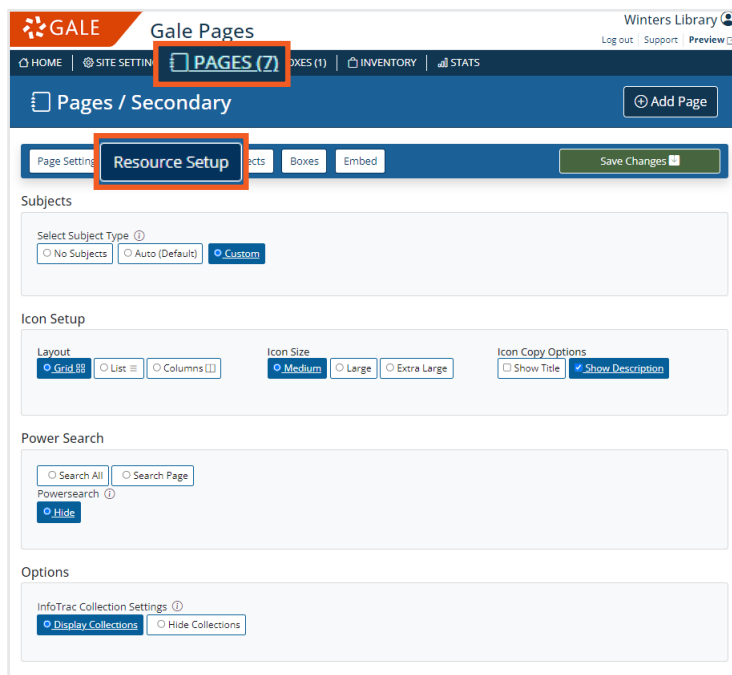
How do I delete a resource from my Gale Page?

- Log into your **Gale Pages Studio**
- To delete a resource from a page, but keep it in your studio, follow the steps below
  - » Select the **Pages** section at the top of the page and choose the page you want to remove the resource from
  - » Go to the **Resources** option and select the trash can icon for the resources you no longer want to see
- To delete a resource from your Gale Pages Studio, follow the steps below
  - » Select **View Inventory** on the homepage
  - » Navigate to **Custom Resources**
  - » Select the trash can icon next to the resources you want to delete

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