

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

The screenshot shows a Gale page for 'Winters Library' with the title 'Discover Native American Authors'. The page features a navigation menu with tabs for 'All Resources', 'Elementary Resources', 'Secondary', 'Professional Development', 'eBooks', and 'Discover Native American Authors'. Below the title, there are search filters and a list of resources. A 'Resources' box is highlighted, containing several resource cards such as 'Books and Authors', 'Biography', 'Contemporary Authors', 'Diversity Studies', 'Gale Literature', and 'Gale eBooks'. A 'Box' is also highlighted, containing contact information for Amber Winters, Training Consultant, with the email amber.winters@cengage.com.

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

You may 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](#)

The screenshot shows the Gale Pages Studio interface. The 'Pages / Resources' tab is selected, and the 'Resources' sub-tab is active. The 'Available Products' section is visible, showing a list of resources that can be added to the page. The 'Resources' tab and the 'Available Products' section are highlighted with red boxes.

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

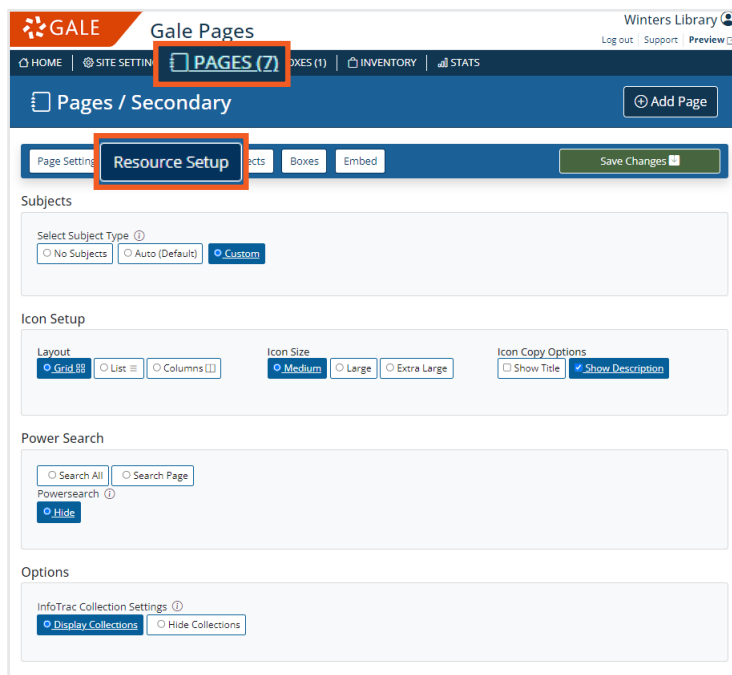
- Log into your **Gale Pages Studio**
- Navigate to **Inventory** and select **Custom Resources**
- Select the green **Add Resources** button
- Utilize our **Icon Library**, or upload your own
- For additional information about managing your Inventory, take a look at this [Tip Sheet](#)

The screenshot shows the Gale Pages Studio interface. The 'Inventory' tab is selected, and the 'Custom Resources' sub-tab is active. The 'Add Custom Resource' button is visible, and the 'Custom Resources' section is highlighted with a red box. The 'Inventory' tab and the 'Custom Resources' section are highlighted with red boxes.

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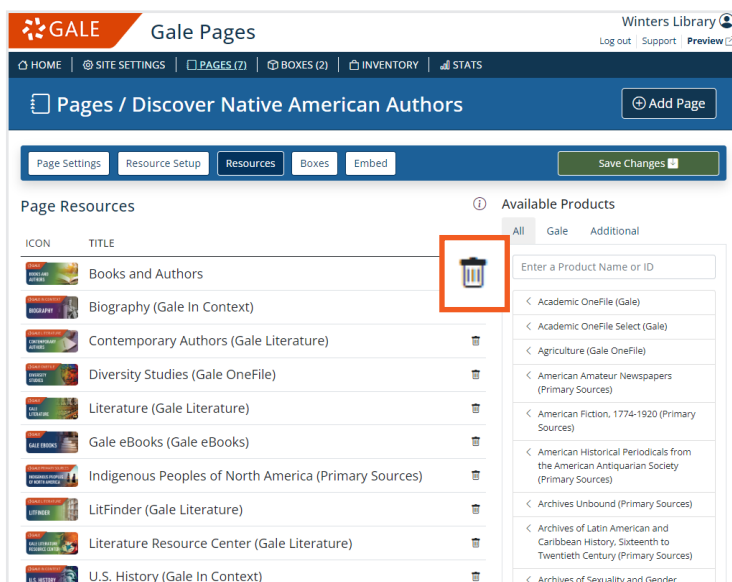
What if my new Custom Resource isn't appearing on my Gale Page?

- 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



NEED ADDITIONAL SUPPORT?

Visit our **Support Site** to explore our Gale Pages Tip Sheets, Resource Guides, and Webinar:

<https://support.gale.com/training/tools/galepages>

Contact your **Customer Success Manager** either directly, or by sending an email to the Customer Success Inbox: Gale.customersuccess@cengage.com