

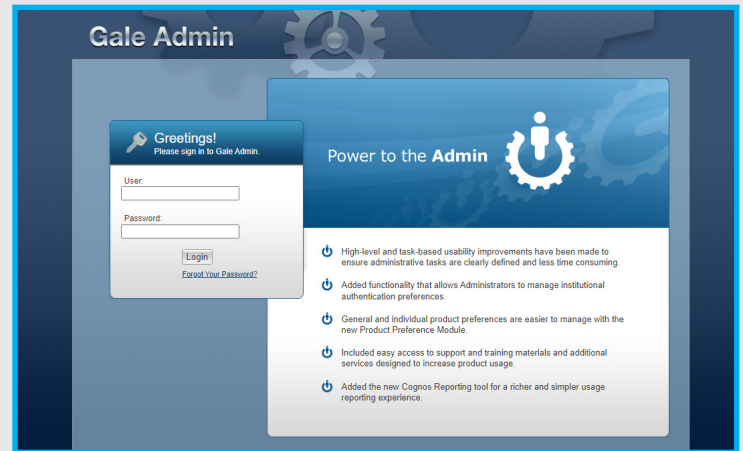
GALE BOOKS AND AUTHORS

Audience Level Selection

Audience Level Selection allows you to choose which content level (Children, Young Adult, and Adult) you would like to show within *Gale Books and Authors*. As the admin for your learning community, you will be able to sign into Gale Admin and select your preference using the steps listed below.

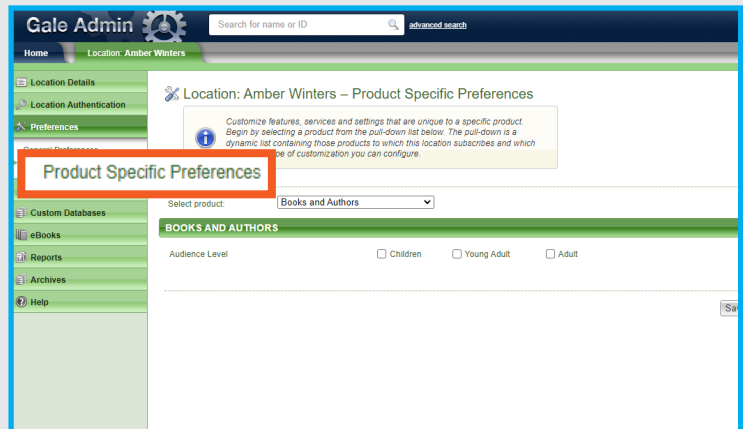
ACCESS GALE ADMIN:

- Sign into Gale Admin at admin.gale.com utilizing your Gale Admin credentials.
- If you don't know your admin credentials, reach out to Gale Technical Support: support.gale.com/technical



SET YOUR PREFERENCE:

- Select **Preferences** in the menu on the left of the screen.
- Choose **Product Specific Preferences**
- Utilize the drop-down to select Books and Authors.
- Select each audience level you would like to be visible for your users.



NOTE:

Your users will see all audience levels by default. This process is only necessary if you wish to hide specific levels to better serve your community.

