

springshare



LIBGUIDES BASICS

STEP-BY-STEP

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Getting Help

We're here for you!

Springshare Help & Documentation

<http://help.springshare.com/>

Guides on a variety of topics, including:

- ✦ Getting started
 - General introduction
 - Explanations of box types, editor levels, & profile options
- ✦ Reusing content
- ✦ Statistics
- ✦ Creating search boxes
- ✦ Creating Widgets / Using the API Utility
- ✦ Administrative functions



Guide FAQ

<http://guidefaq.com/>

Looking for the answer to a specific question? Search the Guide FAQ!

- ✦ Start typing your question and see results pop up immediately! Choose one and click **Ask Us** to get the answer.
- ✦ Not seeing what you need in the auto suggest list? Click **Ask Us** to see other results.
- ✦ Not finding the answer to your question? Submit it to the system and we'll answer it!



Training Sessions

<http://help.springshare.com/training>

We have regular (free!) training sessions for LibGuides. Check the guide to see the current schedule for Basics or Admin training!



Contact Us

We're always happy to help, so don't hesitate to write or call!

General or How-to Questions:

- ✦ training@springshare.com
- ✦ (800) 451-3160, x2

Technical Questions/Support:

- ✦ support@springshare.com
- ✦ (800) 451-3160, x1



The Springshare Lounge

<http://springsharelounge.com/>

Join the Springshare community to connect with other customers and learn from each other! It's a great place to discuss:

- ✦ best practices;
- ✦ how people have used guides in their libraries;
- ✦ how people have marketed their guides in their libraries;
- ✦ anything else you can think of!



Customizing Your Profile & Profile Page

Be seen!

For more information, see our Profiles guide: <http://help.springshare.com/profiles>

Why Should I Customize My...

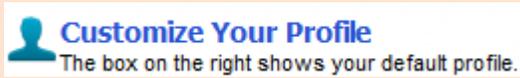
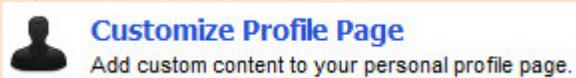
Profile Box?	<ul style="list-style-type: none"> → It gives your site’s visitors a “face behind the information” and helps them determine authority. → Your profile info is automatically displayed on every page in your guides. It is the fastest way to deploy information across all guides at once.
Profile Page?	<ul style="list-style-type: none"> → Your profile page allows you to share <i>more</i> information than you can get into the profile box. By default, your profile box and <i>published</i> guides appear on the page, but you can add more using the Office Hours, rich text, links, and badges boxes! → It allows you to share information about yourself – the regular contact info and guides – but also anything else you’d <i>like</i> to share: presentations, key library websites, widgets (think Twitter feeds, Facebook badges, etc.), etc.

What Can I Customize In My Profile Box?

You can add:

- a profile picture,
- contact information,
- a website link,
- subject categories,
- a chat widget,
- social network / IM connections;
- and with the “Additional Fields” section, anything else you want!
(Use those fields to enter text (plain or HTML) or add widgets.)

Customizing Your Profile:

Profile Box:	Profile Page:
<ol style="list-style-type: none"> On your My Admin page, click Customize Your Profile.  <p>The box on the right shows your default profile.</p> Fill out the form with whatever information you’d like to include. Click on the gray bars to open up another area (Additional Fields / IM Usernames). Note: Additional Fields will only open if the system administrator has added them to your system. Learn more: http://bit.ly/ktX87Iv Learn more about editing profile boxes: http://bit.ly/lqyhSc 	<ol style="list-style-type: none"> On your My Admin page, click Customize Profile Page.  <p>Add custom content to your personal profile page.</p> You can’t modify the left or center columns on this page, only the right hand column. <ul style="list-style-type: none"> → Office Hours: optional, will not display if you do not fill it out. → Rich Text/Links box: optional, will not display if you do not create them. → Badges: optional, will not display unless you add badge code to the boxes. Learn more about profile pages: http://bit.ly/keRkOI See an example: http://help.springshare.com/profile/anna

See examples of customized profile boxes on the next page...

Customized Profile Box

Subject Guide Profile Box Title

Profile Image

Sarah Pawlek Display Name

Home widget

sarah.pawlek is offline

Chat Widget Code

Type **here** and hit enter to send an offline message.
edit nickname: meeboguest64

get meebop

Open Chat in a New Window

IM/Network Usernames

Contact Info:
main library room 211
Send Email

Links:
Website / Blog
Profile & Guides

Subjects:
Information, Technology, Edu

Subject Specialty

Customized Profile Box – Using Additional Fields

Springshare Guide Profile Box Title

Profile Image

Anna Burke Display Name

Links:
Profile & Guides (Automatic) Link to Profile Page

Get Help:

Ask Us:
Guide FAQ
LibAnswers FAQ

Email Us:
training@springshare.com

Call Us:
(800) 451-3160, x2

Get Trained:
Training Guide

Get Ideas:
Best Of Site
Community Site

Get Social:

Follow Us:
@springshare
@guidefaq, @libanswersfaq

Like Us:
Springshare
LibGuides

Four Customized Fields Containing HTML to Display Various Ways of Getting Help@Springshare

Creating New Guides

Share Your Expertise!

When creating new guides, you have two options of how to start: creating a guide from scratch, or creating a guide using another guide as a template (meaning an exact replica will be made which you can then edit).

If using another guide as a template, that guide can come from anywhere! Guides you've previously created, guides your colleagues have created, or guides from another institution altogether.



Why Would I Want To Use A Guide As A Template?

See Also: Reusing Content Section on page 16

- You really like the format of a guide you've created and want to use it to create another guide.
- You really like the way a coworker's guide looks/functions and you want your guides to have that same flow, look, types of information, etc.
- You've looked around at the Community or Best of sites and have been inspired by one of the thousands of guides out there and want to bring it into your site so you can create a similar guide.
 - **Community Site:** <http://libguides.com/> (Ask guide owners' permission before copying.)
 - **Best of Site:** <http://bestof.libguides.com/> (May be freely copied.)
- You've looked around the Community or Best of sites and found a guide that does a great job of explaining a subject/process and you don't want to reinvent the wheel!
- Consistency. Your library might want to use templates for certain "groups" of guides in order to create consistency across your site. This doesn't mean squashing creativity in guide creation! It simply means creating a new guide will be faster & easier – the standard pieces of information (like help or citation links) will already be there, so you can spend your time on customizing the guide for that subject.



Creating a Guide from Scratch:

1. Log in to your system.
2. On the **My Admin** screen, choose **Create New Guide**.
3. On the Create New Guide screen:
 - Choose **Start fresh**;
 - Give the guide a title;
 - Give the guide a description; (Optional, but a good idea for findability.)
 - **Leave the Redirect URL blank** unless you are planning on using this guide as a placeholder directing people to your old guide while you create the new one; More information: <http://guidefaq.com/a.php?qid=25090>
 - If you don't wish to allow users to copy your guide or elements from it, check the **Sharing Restriction** box;
 - Click **Create New Guide**.

+ Create New Guide / Edit Guide

Select a guide or page to edit

Start Fresh or Use a Template

Start fresh (no template) [help](#)

Use an existing guide as a template [help](#)

Guide Settings

Guide Title:

Short Description: (255 chars. max)

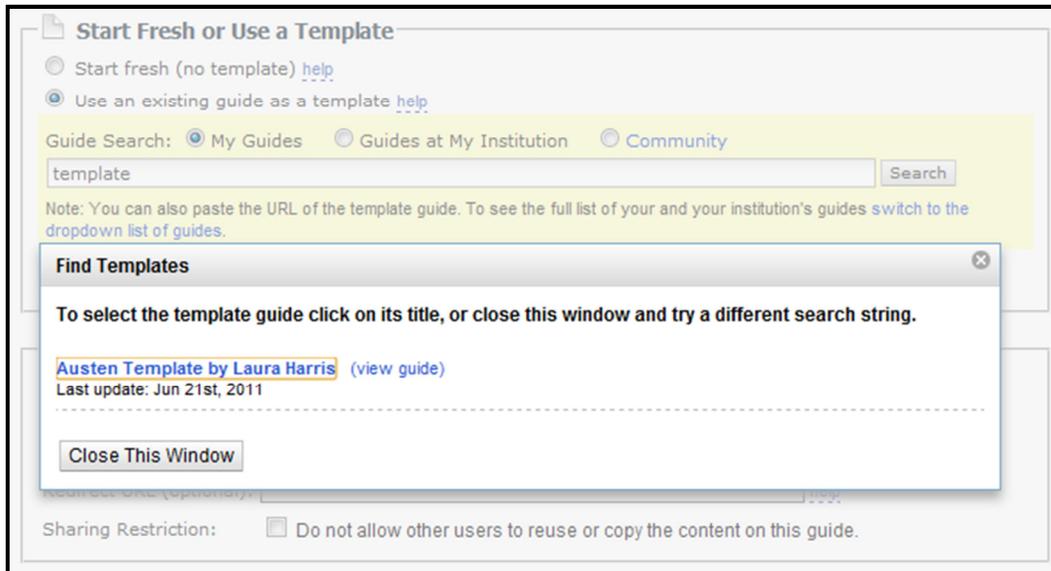
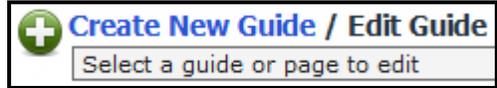
Redirect URL (optional):

Sharing Restriction: Do not allow other

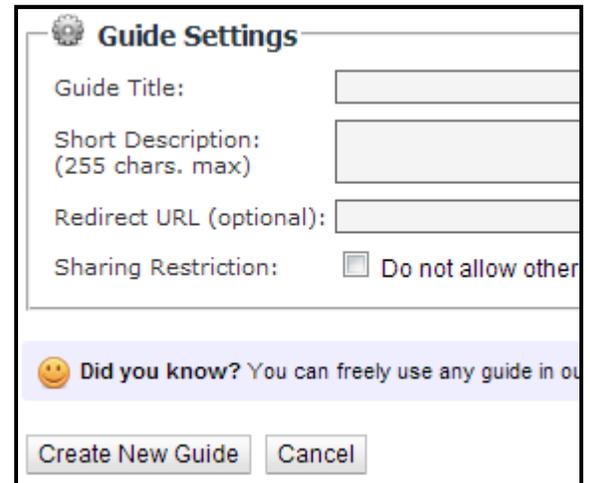


Creating A Guide From A Template:

1. Log in to your system.
2. On the **My Admin** screen, choose **Create New Guide**.
3. First you're going to find the guide you want to copy. In the **Start Fresh or Use a Template** area:
 - a. Choose **Use an existing guide as a template**.
 - b. Choose to copy:
 - one of **My Guides**: a guide you've previously created;
 - a **Guide at My Institution**: a guide one of your colleagues has created;
 - a guide from the **Community**: a guide from another library altogether.
 - c. Either search by the guide title *or* enter the URL of the guide
 - d. Click the **Search** button, and choose the guide you'd like to copy.



4. Next, fill out the **Guide Settings**:
 - a. Give the guide a title;
 - b. Give the guide a description; (Optional, but a good idea for findability.)
 - c. **Leave the Redirect URL blank** unless you are planning on using this guide as a placeholder directing people to your old guide while you create the new one; More information: <http://guidefaq.com/a.php?qid=25090>
 - d. If you don't wish to allow users to copy your guide or elements from it, check the **Sharing Restriction** box;
5. Click **Create New Guide**.



Getting To Know Your Brand New Guide...

A brand spankin' new guide has one page, but you can always add more (see page 10 to learn how).

Here's a quick run-down of all the things you might see on a page – check out our diagram on page 9!

- 1 **The Command Bar** – the big orange bar at the top of your guide, this is where the magic happens! You can use this bar to change the look & feel of your guide, add and edit pages, and more!
- 2 **The left breadcrumb** – this path lets your users know how to get back to your LibGuides home page, and back to the library homepage.
- 3 **Your account information** – these links give you a quik way to edit your account information and profile information, or to sign out of LibGuides.
- 4 **Your guide title** – Want to change it? Click the  icon.
- 5 **Your guide's tags** – Click on the  icon to add tags to your guide, but be warned – they won't make your guide findable until it's published.
- 6 **Your guide description**
- 7 **Your guide "attributes"** – while you're editing your guide, you'll see the date your guide was last updated, and your guide's URL. Your users will also see a link to get to the printer-friendly version of your guide, get RSS updates for your guide, and a link to share your guide on social networks.
- 8 **Your tabs, or top-level pages** – when you create sub-pages, you'll see a little down arrow next to the tab name. See the **Novels** tab in the diagram for an example!
- 9 **The page name** – Not sure whether you're updating a top-level page or a sub-page? The page name can help orient you.
- 10 **Comments** – This area shows you how many comments your page has received; you can also disable them. Want to disable them for your whole guide? Click **Guide Look & Feel > Toggle All Comments**.
- 11 **Search box** – by default, users can search within your guide, but they can also choose to search all guides.
- 12 **Add New Box links** – By default, your guide starts out with 3 columns. Just click **Add New Box** in the column you want to add a box to!
- 13 **Boxes** – After you've added boxes, they'll appear on your guide like our rich text box below.
- 14 **Remove Profile Boxes from Page link** – hide your profile by clicking here. Don't want your profile to show up on your guide at all? Click **Guide Look & Feel > Toggle All Profile Boxes**.
- 15 Want your profile to show up in the left column? Click on the  icon to flip it!
If you'd like to customize your profile **for this page only**, click the  icon. If you want to change your profile across all your guides, go back to the **My Admin** menu & click **Customize Profile**. See page 4 for more info.

The screenshot shows the LibGuides interface for a guide titled "Jane Austen". The interface includes a top navigation bar with "DASHBOARD", "GUIDE SETTINGS", "GUIDE LOOK & FEEL", "ADD / EDIT PAGES", "PREVIEW", "HELP", and "HELP". The main content area displays the guide's title, author information, and a text excerpt. A sidebar on the right contains a "Subject Guide" section with a profile picture and contact information for Laura Harris. The interface is annotated with 15 numbered callouts:

- 1**: Points to the "DASHBOARD" link in the top navigation bar.
- 2**: Points to the "Springshare Help" breadcrumb.
- 3**: Points to the user profile area in the top right corner.
- 4**: Points to the "Jane Austen" title.
- 5**: Points to the "[no tags specified]" tag area.
- 6**: Points to the "A guide about one of Britain's best-loved authors." description.
- 7**: Points to the "URL: http://springylib.libguides.com/content.php?pid=273642" link.
- 8**: Points to the "Welcome" tab in the sidebar.
- 9**: Points to the "Comments (0) | Disable Comments" link.
- 10**: Points to the "Short Stories" tab in the sidebar.
- 11**: Points to the "This Guide" dropdown menu.
- 12**: Points to the "Add New Box" button in the sidebar.
- 13**: Points to the "Add New Box" button in the main content area.
- 14**: Points to the "Remove Profile Boxes from Page" button.
- 15**: Points to the "Subject Guide" section in the sidebar.

Adding Pages

i What Should I Use Pages For?

Before you start adding content, it's a good idea to think about how you're going to organize your guide. Pages are a great way to do this. Here are just a handful of ways folks often use pages:

- To differentiate between types of resources (databases, books, etc.)
- To differentiate between audience (Grade 6, Grade 7, etc.)
- To differentiate by topic or sub-topic (novels, short stories, poetry, etc.)

Don't let these ideas limit you – you can use pages however you'd like!

Examples:



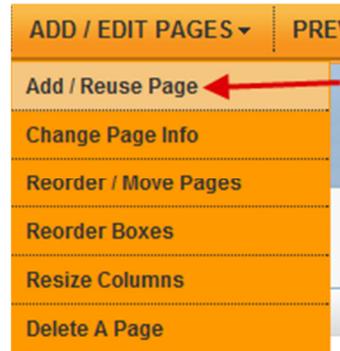
This guide contains the following pages:

- Home
- Books – which has these sub-pages:
 - Travel Books
 - Library Use Only Books
- Newspapers
- Videos & Widgets

Organize Your Content With Pages!

i How Can I Create A Page?

1. Click **Add/Edit Pages** in the command bar:



2. Next, fill in the blanks:
 - a. Enter a name for your page
 - b. Enter a description (optional)
 - c. Choose the location of this page:
 - To Create A Tab:**
Choose *Add as a top level page*
 - To Create A Sub-Tab:**
Choose *--Add under {the name of a tab}*
 - d. Leave the **Redirect URL** blank unless you want the page to act as a placeholder (see <http://guidefaq.com/a.php?qid=111373> for more info)
 - e. Decide whether you'd like to hide the page or not
3. Click **Create Page**.
4. Now you're ready to add some boxes!

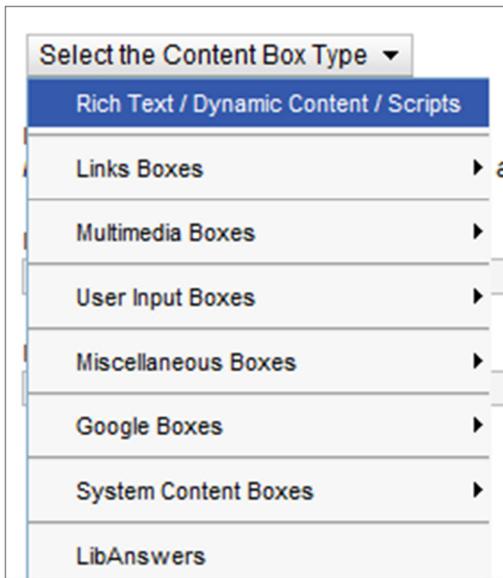
Pro Tips:

- ★ Why hide a page? It's a great way to add to an already-published guide without letting others see your work-in-progress!
- ★ Reuse pages to save yourself time! See page 23 for details.

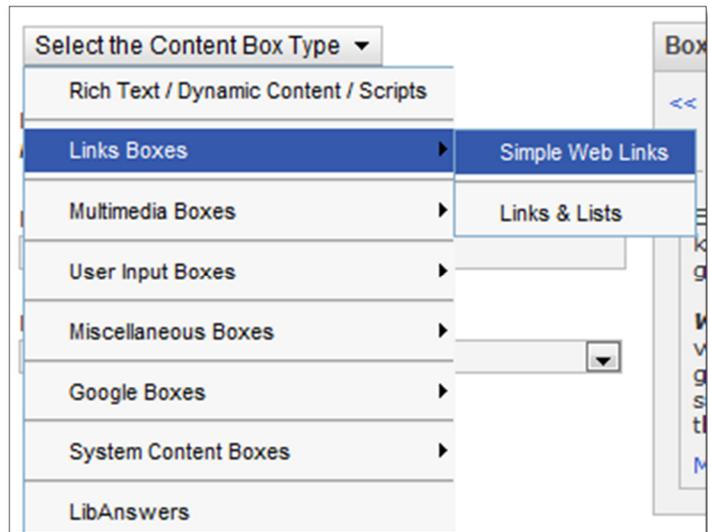
Common Box Types

Take Advantage Of What The System Offers!

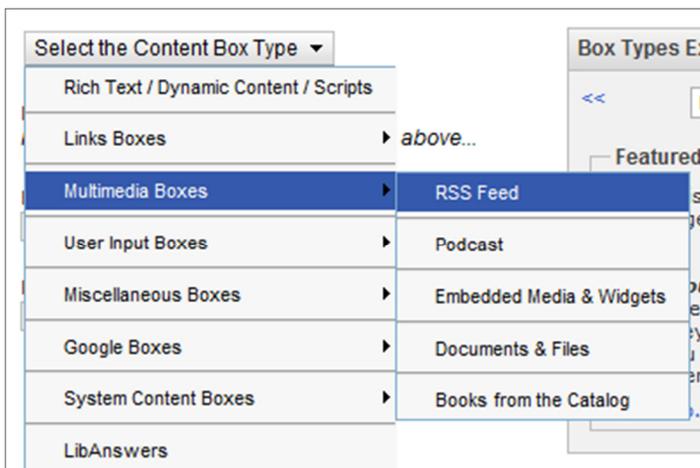
With so many box types available, it can be hard to know which one to use! We'll outline the most commonly used boxes in the system. For more details on all box types, go to <http://help.springshare.com/boxtypes>



The **Rich Text / Dynamic Content / Scripts** box (we call him Rich Text for short) is the first box type we'll cover, and the most versatile – see page 11 for info!



The **Links** boxes are awesome – see page 12 to learn about **Simple Web Links** and **Links & Lists** boxes, and how they're different!



We'll also talk about how to use a few of the **Multimedia Boxes**:

- RSS feeds (page 15)
- Embedded Media & Widgets (page 14)
- Books from the Catalog (page 13)

Common Box Types

Take Advantage Of What The System Offers!

With so many box types available, it can be hard to know which one to use. Here we outline the most commonly used boxes in the system. For more details on all box types, go to <http://help.springshare.com/boxtypes>

Rich Text Box

What Should I Use It For?

The Rich Text box is kind of a “catch all” box. It allows you to add text, images, tables, and even code. Anything you can do in HTML, you can also do in a rich text box.

Note: If you do add any code, like JavaScript, you must use the **Plain Text Editor** tab.

What Shouldn't I Use It For?

If you're adding lists of links, we recommend using either the **Simple Web Links** or **Links & Lists** boxes. Both of these boxes have additional functionality that the Rich Text Box doesn't have. (See page 12.)

Example:

Excerpt



They set off. Marianne had at first the advantage, but a false step brought her suddenly to the ground, and Margaret, unable to stop herself to assist her, was involuntarily hurried along, and reached the bottom in safety.

A gentleman carrying a gun, with two pointers playing round him, was passing up the hill and within a few yards of Marianne, when her accident happened. He put down his gun and ran to her assistance. She had raised herself from the ground, but her foot had been twisted in the fall, and she was scarcely able to stand. The gentleman offered his services, and perceiving that her modesty declined what her situation rendered necessary, took her up in his arms without farther delay, and carried her down the hill. Then passing through the garden, the gate of which had been left open by Margaret, he bore her directly into the house, whither Margaret was just arrived, and quitted not his hold till he had seated her in a chair in the parlour.

[Read more...](#)

How Can I Create One?

- Click **Add New Box** in the column where you'd like the box to appear. Choose **Rich Text / Dynamic Content / Scripts** as the box type.
- Enter a name for your box and click **Create Box**.
- Once the box is on the page, click **add text**.
- When the rich text editor opens, simply type in the text area. The toolbars above will help you format your text. Here are some common tools:

Bold / Italics / Underline 

Link / Unlink 

Highlight text, then click on the “chain link” icon to make your text a link.

Tables 

Click on the table with pencil icon to add a table.

Bulleted / Numbered Lists 

- When you're done, click **Save and Close**.

Pro Tips:

- ★ Be careful when you copy & paste from Word or other outside sources. See page 16 for tips.
- ★ Want to add images? See page 17.
- ★ Make sure you save often as you add content using the **Save Changes** button. This will help ensure you don't have to re-do much (if any) of your work if your browser freezes, you accidentally move away from the page, accidentally close your browser window, etc.

Simple Web Links and Links & Lists Boxes

What Do I Use Them For?

You can use the **Simple Web Links** or **Links & Lists** boxes to create lists of links.

Advantages over using the **Rich Text** box:

- Statistics kept for link clicks.
- The built-in Link Checker will check for broken links in these boxes.
(Click the **Link Checker** link on My Admin page to view the report.)
- You can reuse these links throughout your system.

What's The Difference?

	Simple Web Links	Links & Lists
Add/Edit Links	✓	✓
Reuse Links	✓	✓
Description...	Appears when you hover over the link	Appears below the link title
"More Info" 	✗	✓

How Can I Create One?

1. Click **Add New Box** in the column where you'd like the box to appear.
2. Choose **Link Boxes**, and then either **Simple Web Links or Links & Lists**.
3. Enter a name for your box and click **Create Box**.
4. Click **Add New Link** at the bottom of the box.
 - a. Add the **title** of your link.
 - b. Add the **URL** of your link.
 - c. Add a **description**. (optional)
 - d. Add **More Information**. (optional) - *Links & Lists Box Only*
 - e. If you have **Resource Icons** in your system, check off any appropriate icons. (optional)
 - f. If you need to add your **proxy** information, check off the "Add proxy URL" box. (optional)
5. Click **Create Link**.

Example: Simple Web Links

Example: Links & Lists

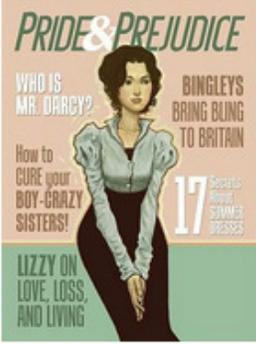
Books from the Catalog Box

i *What Should I Use It For?*

This box is specially designed for you to list books and other items from your catalog – including CDs & DVDs!
 You'll be able to see statistics on how many people clicked on links to your catalog. You can also reuse books elsewhere in the system, much like reusing links.

Example: Book

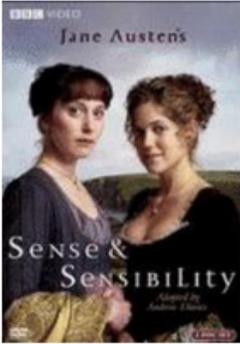
Adaptations



Pride and Prejudice - Jane Austen, Nancy Butler, Hugo Petrus
 This graphic novel is a charming adaptation of the classic; although it's geared toward adolescents, Austen fans of all ages will enjoy this one.

Example: DVD

Ways to Watch



Sense & Sensibility (2008 miniseries)
 Call Number: DVD SEN

How Can I Create One?

1. Click **Add New Box** in the column where you'd like the box to appear.
2. Choose **Multimedia Boxes > Books from the Catalog** for your box type.
3. Enter a name for your box and click **Create Box**.
4. Click **Add New Book**.
5. You have two options:
 - a. Enter the **ISBN** & click **Get Book Info** – this will automatically retrieve the book information & cover art if they're available.
 - b. If the book cannot be found, you can enter the information yourself. Enter a **Title** – all other fields are optional. The other options are:
 - **Author** and **ISBN**
 - **URL**: add the URL to that item's catalog record
 - **Call Number** and **Description**
6. Click **Save Book Info**.

How Can I Add A CD Or DVD?

1. Follow steps 1-4 above
2. For step 5, fill out everything as you normally would. To add cover art:
 - a. Go to BN.com & search for your CD or DVD.
 - b. On the item details page, look for the heading labeled **Product Details**.
 - c. Copy the **UPC number** on that page.
 - d. Go back to your guide and enter/paste the UPC code in the **ISBN** field. Put your cursor at the beginning of the number and add a zero. This will make the number 13 digits.
 - e. Click the radio button next to **Syndetics** on the right.
3. Click **Save Book Info**.

Embedded Media & Widgets Box

What Should I Use It For?

This box allows you to embed videos, audio, and widgets!

Lots of sites provide you with code to embed media or widgets. Here are a few sites with audio & video you can embed:

- YouTube (<http://youtube.com>)
- NPR (<http://npr.org>)
- Internet Archives (<http://archive.org>)

Also, check out our help guide for instructions on how to embed widgets from a variety of sources, like search engines or subscription databases.
<http://help.springshare.com/searchboxes>

How Can I Create One?

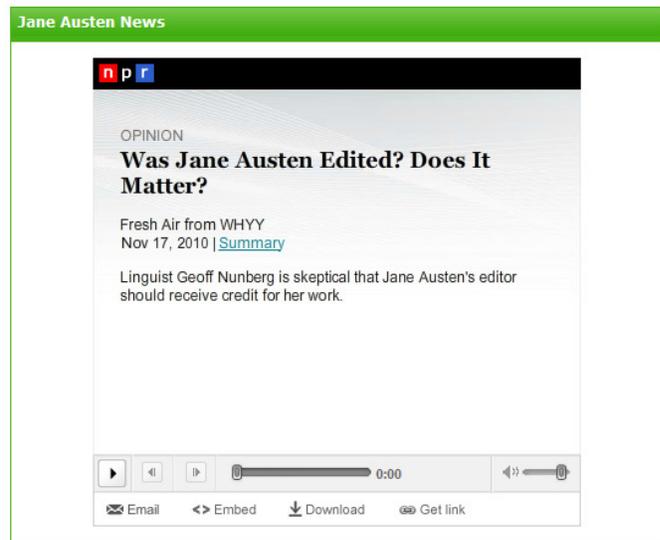
1. Click **Add New Box** in the column where you'd like the box to appear.
2. Choose **Multimedia Boxes > Embedded Media & Widgets** for your box type.
3. Enter a name for your box and click **Create Box**.
4. Click **Add Media / Widget Code**.
5. Copy the embed code from the site where you found the video and paste it into the Embed URL field.
6. Click **Embed It**.

 **Pro Tip:** You cannot upload videos directly to LibGuides; you'll need to upload them to a streaming media server at your library, or a video hosting service (like YouTube, Screencast, or Vimeo) first.

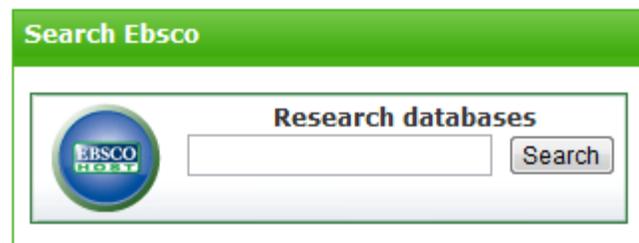
Example: Video From YouTube



Example: Audio From NPR



Example: Search Widget From EBSCO



RSS Feed Box

i What Should I Use It For?

Use this box to display items from any site that provides an RSS feed. For example, you could display:

- Feeds from blogs;
- Feeds from news sites;
- Table of Contents feeds from journals;
- Saved search feeds from databases / websites

Example: News Feed From JASNA

Jane Austen Society of North America

- A Preview of Persuasions No. 33
- Registration for the 2012 Annual General Meeting begins on May 2
- Call for Papers for 2013 Annual General Meeting in Minneapolis
- Registration Is Open for 2012 Tour to England
- Applications Open for International Visitor Program

[View Website](#)
[View Feed](#)

Example: Google News Saved Search

Google News - Jane Austen

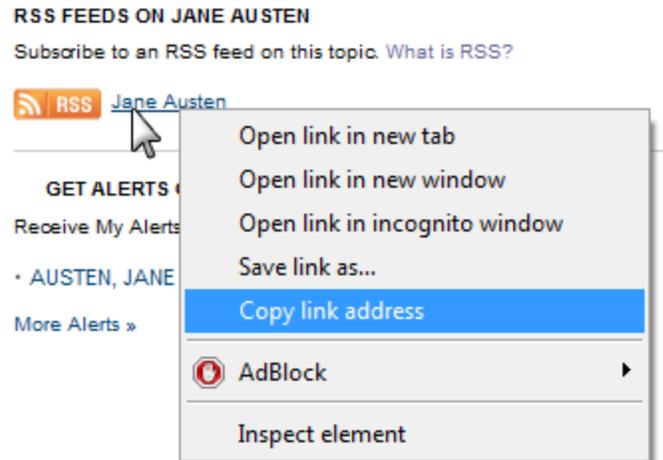
- Cisco founder pens sequel to 'Pride and Prejudice' - San Francisco Chronicle
- Kim Izzo, author of "The Jane Austen Marriage Manual" - Globe and Mail
- Staged Emma adaptation reveals Austen limits - Vancouver Courier
- Astoria teacher needs no persuasion to study Jane Austen - Daily Astorian
- Why I'm Not Planning a 'Hunger Games' Knockoff - Huffington Post (blog)

[View Website](#)
[View Feed](#)
[Comments \(0\)](#)

🕒 How Can I Create One?

1. Find the RSS feed you'd like to add to your guide. Not sure where to find one? Look for the words **RSS, Feeds**, or icons like this one:

Once you've found the feed, you can usually right-click on the link and copy the URL:



🌟 **Pro Tip:** Instead of "Copy link address" you may see different text. IE will have "Copy Shortcut". Firefox will have "Copy link location".

2. On your guide, click **Add New Box** in the column where you'd like the box to appear.
3. Choose **Multimedia Boxes > RSS Feed** as the box type.
4. Enter a name for your box and click **Create Box**.
5. Click **Add RSS Feed**.
6. Paste the feed copied in step 1 in the **Feed URL** field.
7. Decide how many items you would like to display on the page. Add that number to the **# of Items** field.
8. Click **Save Changes**.

Adding Images

Give Your Guides Some Visual Interest!

Adding images in LibGuides is pretty easy, though there are two methods of getting it done:

1. **Using the Image Manager**

If you have the Image Manager, you can upload images directly into LibGuides and reuse them anywhere else in your guides.

2. **Uploading the images to another site, then adding them to your guide**

If you don't have the Image Manager, you'll have to upload your images to a web server at your library/institution or a photo sharing website before they can be added to LibGuides.

i **Image Tips**

→ Image file sizes matter! For best results, use light weight images, i.e. images less than 200kb in size. This helps your pages load faster.

→ If you're resizing images on the web, **even-numbered** image dimensions will scale better.

→ Keep in mind, when presenting images on the web:

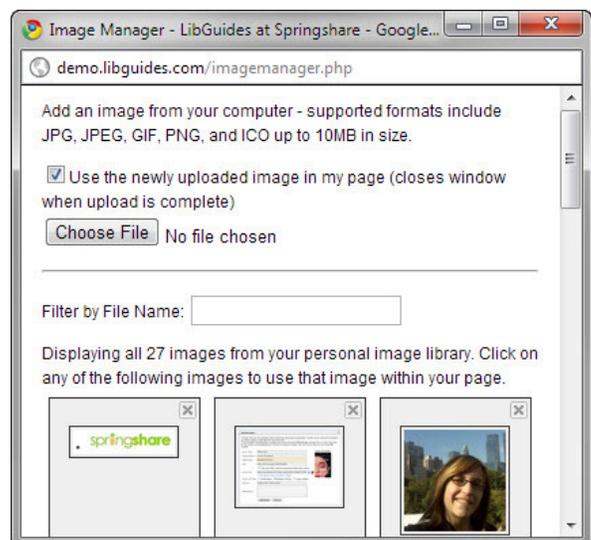
- ⊗ Dragging an image from MS Word (or other non-web sources) into web editors like LibGuides *will not work*. Images **must** be uploaded to the web before they can be viewed by general web browsers.
- ⊗ Linking to images on shared internal network drives can have mixed results. If your shared drive requires a password to access the contents, then the image can't be displayed on the web.

See also: Roy Tennant's "Web Image Size Tips & Tricks" <http://bit.ly/jWoNbc>

🧭 **Add Your Image**

Method 1: Using The LibGuides Image Manager

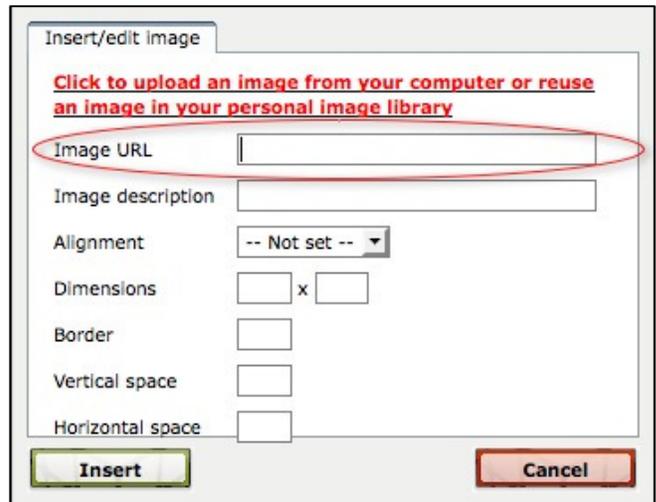
- 1 Create a new content box.
- 2 Click the **(add text)** link in the box to open the Rich Text Editor.
- 3 Click on the tree icon in the 2nd row of options. 
- 4 Click on the red "upload" text at the top of the box: **Click to upload an image**
- 5 Click **Browse**; find the image on your computer. **Note:** If you leave the box at the top checked off, your image will automatically be selected once it is uploaded.



Bonus: Uploaded image URLs are persistent, so if you upload an image, you can reuse it again & again!

Method 2: Images From Another Site

- 1 Upload your image to a file host, like:
 - ✦ Your institution's servers
 - ✦ An image sharing site
 After uploading the image, copy the image URL.
- 2 Create a new content box.
- 3 Click the [\(add text\)](#) link in the box to open the Rich Text Editor.
- 4 Click on the tree icon in the 2nd row of options.
 
- 5 Paste the URL you created in step 1 in the Image URL box.

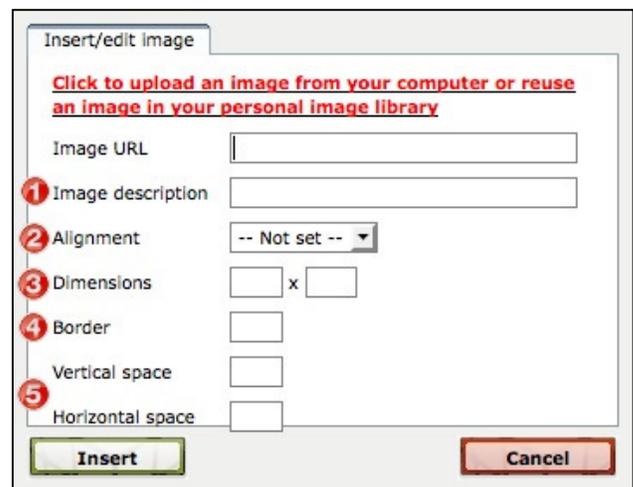


See also: How do I add an image from Picasa to my guide? <http://guidefaq.com/a.php?qid=79126>
 How do I add an image from Flickr to my guide? <http://guidefaq.com/a.php?qid=6080>



Adjust Your Image

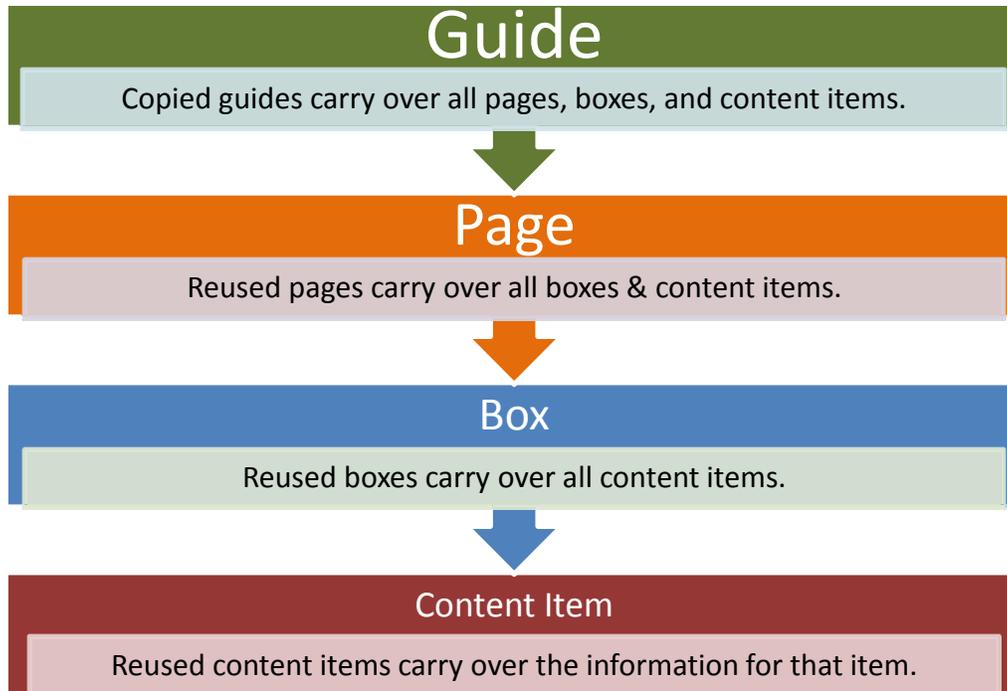
- 1 **Image Description:** "alt" text for images. Important for accessibility & screen reader software.
- 2 **Alignment** positions your image in relation to the surrounding text.
- 3 **Dimensions** define the image size in pixels: [width] x [height]
Tip: Enter [width] *or* [height] to keep the same aspect ratio.
- 4 **Border** creates a border around your image (measured in pixels).
- 5 **Vertical/Horizontal Space** prevents images from running into surrounding text (measured in pixels).



Reusing Content

Stop The Cycle Of Wheel-Reinvention!

Hierarchy Of Reusability:



i Linking vs. Copying 101:

In LibGuides, there are two ways to reuse **Pages, Boxes** and **Individual Content Items**:



1. Reusing Guides:

- **Can** copy guides for reuse
- **Cannot** create linked guides

What Can You Do With Reused Guides?

There are so many really awesome things that you can do with guides that not only save you time but also encourage a consistent look & feel to all of your guides:

 Create templates for subject, class or research guides. All guides will have a consistent look & layout!	 Envious of a guide that a coworker has made? You can reuse that guide too! Reusing content has never been easier!
 Have you spent a lot of time customizing the layout and organization of one guide? Don't reinvent the wheel over and over again. Reuse that guide!	 Check out our Community Site (http://libguides.com)! Peek at guides from libraries all over the world. Filter guides specifically by your library type. You can copy both LibGuides AND CampusGuides. Just copy the URL of the guide to reuse!

! Ask permission **before** reusing another library's guide. You wouldn't want someone borrowing your stuff without asking first, right?

Steps For Copying A Guide:

See *Creating a Guide from a Template* on page 7 for written instructions.

Hello Laura, Welcome to LibGuides!
This is your main administrative console, i.e. the "Dashboard" page.

Support Announcements

The latest support blog entries:

- LibGuides & CampusGuides – SEI Update is Live!
- 200,000 Library Guides (and still counting!)
- LibGuides & CampusGuides Code Update Coming Soon!
- New in LibAnalytics: Duration Analysis
- New LibAnalytics Features: Instance Designer and Widgets

Guide Quicklinks

[+ Create New Guide](#) / [Edit Existing Guide](#)

Select a guide or page to edit

If this is your first time creating a new guide [please watch this](#)

Start Fresh or Use a Template

Start fresh (no template) ?

Use an existing guide as a template ?

Guide Search: My Guides Guides at My Institution Community

keyword search or paste in URL

Note: You can also paste the URL of the template guide. To see the full list of your and your institution's dropdown list of guides.

No template guide selected!

Three Reusability Options

1. Reuse your own guide
2. Reuse a coworker's guide
3. Reuse a guide from another library

Guide Settings

Guide Title:

Short Description: (255 chars. max)

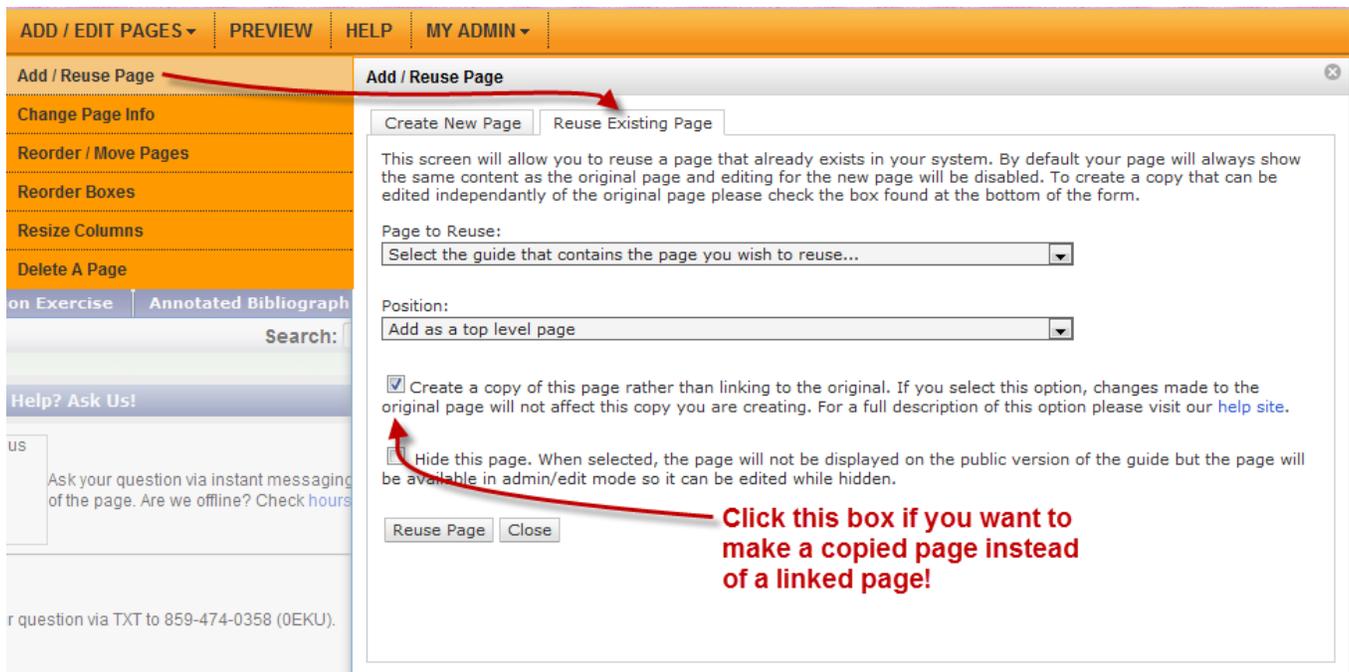
2. Reusing Pages

When Should I...

Create Linked Pages:	<ul style="list-style-type: none"> You want to create a 'connection' between the original page and the linked page - edits made to the original page will affect all linked pages. You don't want to be able to make edits to the linked pages.
Create Copied Pages:	<ul style="list-style-type: none"> You want to use another page as a template but you want to be able to make edits. You don't want the page to be 'connected' to the original page.

Steps For Reusing A Page:

- While editing your guide, go to **Add/Edit Pages > Add/Reuse Page**.
- Choose the guide/page from your system.
- Choose whether you want it to be a top level tab or a subpage.
- Your page will be a linked page by default; to make a copy, click the box that says "Create a copy of this page rather than linking to the original."
- Click **Reuse Page**.



Click this box if you want to make a copied page instead of a linked page!

Once the Page has been Copied, You Can:

- Change the Page Title (<http://guidefaq.com/a.php?qid=2443>)
- Reorder Boxes on that Page (<http://guidefaq.com/a.php?qid=2855>)
- Delete Boxes on that Page (<http://guidefaq.com/a.php?qid=2359>)
- Add Boxes on that Page (<http://help.springshare.com/boxtypes>)

Once the Page has been Linked, You Can:

- Change the Page Title (<http://guidefaq.com/a.php?qid=2443>)

3. Reusing Boxes

i *When Should I...*

Create Linked Boxes:	<ul style="list-style-type: none"> You want to create a 'connection' between the original box and the linked box - edits made to the original box will affect all linked boxes. You don't want to be able to make edits to the linked boxes.
Create Copied Boxes:	<ul style="list-style-type: none"> You want to use another box as a template but you want to be able to make edits. You don't want the box to be 'connected' to the original box.

🧭 *Steps For Reusing Boxes:*

1. Click **Add New Box** where you want to add the box.
2. Choose the guide containing the box you'd like to reuse, then choose the box.
3. Optional: Edit the box title and/or position.
4. Your box will be linked by default; to make a copy, click the box that says "Make a copy of this box rather than mapping to the original."
5. Click **Reuse Box**.

Once the Box has been Copied, You Can:

- Change Box Title (<http://guidefaq.com/a.php?qid=18137>)
- Edit text/content within box

Once the Box has been Linked, You Can:

- Change Box Title (<http://guidefaq.com/a.php?qid=18137>)

4. Reusing Content Items



What Content Items Can I Reuse?

How can I Reuse Them?

	Box Type	Linking Functionality	Copy Functionality
Videos	Embedded Media & Widgets Box		✓
Links/URLs	→ Links & Lists Box	✓	✓
	→ Simple Web links Box		
RSS Feeds	RSS Feed Box		✓
Podcast Feeds	Podcast Feed Box		✓
Books	Books from the Catalog Box	✓	✓
Documents	Documents & Files Box	✓	



Steps For Reusing A Content Item:

1. Ask yourself, "What do I want to reuse?"
2. Utilize the box-type that meets your needs. For example:
 - a. If you want to reuse a hyperlink, then use a **Links & Lists** box or **Simple Web Links** box.
 - b. If you want to reuse a book, then use a **Books from the Catalog** box.
3. Create a new box or edit an existing one
4. Look for terminology/language that allows you to search for and reuse your content. For example:
 - a. In the **RSS Feed** box, use the "Search for Feeds" box.
 - b. In the **Books from the Catalog** box, use the "Reuse Book" tab at the top of the box.
5. Please note that:
 - a. Some content items give you the option to either Link *or* Copy
 - b. Some content items only have one option (Check table above)

Publishing Guides

Get Your Guides Out There!

When you create a new guide, the default status is **Unpublished**. This means that the guide is not available for the public to view. So, you've added content, you've customized the look, you've tweaked until it's perfect. Now, how do you get your guide out there??



Publish Your Guide

Guide Publication Status:

Published - visible to everyone via the search and browse screens

Note: When publishing a guide, or making updates to a Published guide, changes will not be available until the following day.

You can help promote your guide by posting a link to the guide on Twitter. Just check the box when your guide is published you can tweet your status.

Post to Twitter

Friendly URL:
<http://springylib.libguides.com/> [help](#)

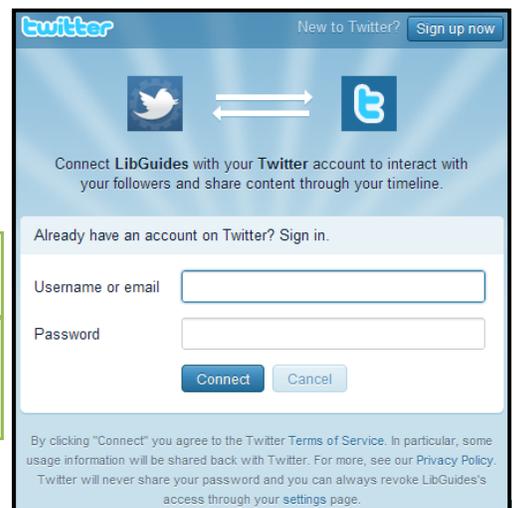
1. While editing your guide, in the orange Command Bar, go to **Guide Settings > Change Guide Information**.
2. Scroll down to the section labeled **Guide Publication Status**. Click the drop-down menu & choose one of the following options:



- **Published:** Your guide is available to the world through your LibGuides site, search engines, the Community site, and anywhere else you publish the link.
- **Private:** Your guide is available, but *only to the people who know the URL*. It will not show up on any lists in your site, nor will it show up in any searches.
(Note: we cannot 100% guarantee that some search engines will not index private guides, even though we have precautions in place to tell them not to do so. Some may ignore our instructions. However, the main search engines are far more likely to abide by those instructions.)

3. If you choose **Published**, you will see an option appear to post to Twitter. If you want to post a message to your Twitter account about your newly published guide, check the **Post to Twitter** checkbox.
4. If that's all you'd like to do, click **Save** now. However, if you'd like to add a friendly URL, subject categories, or tags – keep reading!

- If you chose to post to Twitter, you'll now be able to edit the default message (if you wish). Then click **Tweet**.
- You'll then be asked to log into your Twitter account to connect your LibGuides site with your Twitter account. After you click **Connect**, your tweet will be posted.





Optional...But A Good Idea!

There are a few other things you can do to help make your guides more findable – add a friendly URL, subject categories, and tags!



Friendly URL (Guide level only...not available for pages)

Guide Publication Status:

Published - visible to everyone via the search and browse screens

Note: When publishing a guide, or making updates to a Published guide, changes will not be available until the following day.

You can help promote your guide by posting a link to the guide on Twitter. Just check the box is published you can tweet your status.

Post to Twitter

Friendly URL:

http://springylib.libguides.com/ [help](#)

The **Friendly URL** allows you to choose the URL for your guide, making it really easy to remember when someone wants to go back to it later!

So, instead of having to tell people that my guide is at <http://springylib.libguides.com/content.php?pid=181415>, I can tell them to go to <http://springylib.libguides.com/breakfast>.

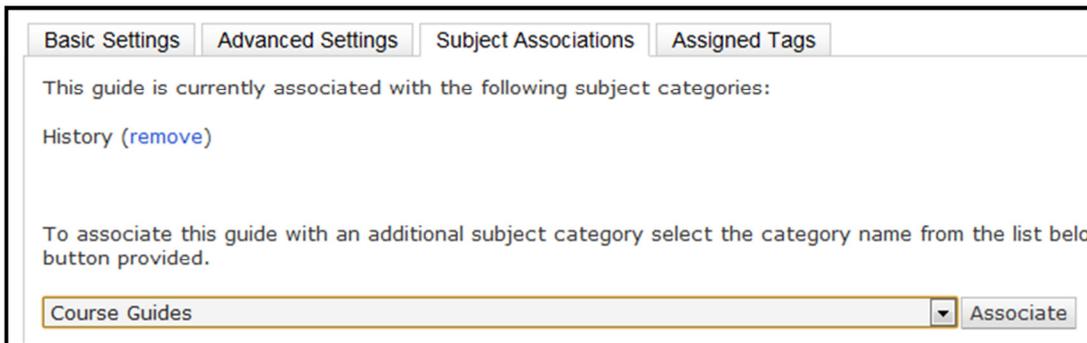


Already published your guide? Click **Guide Settings > Change Guide Information** to enter a friendly URL.

- No spaces are allowed. If you want to enter a space, you must use an underscore (_) or hyphen (-).
- You may only enter alphanumeric characters, dashes, and underscores.
- It is case sensitive, so you may want to only use lowercase letters.
- You can change the friendly URL at any time.
- To remove an existing friendly URL, delete the contents of the box and click **Save**.
- If the system will not accept a friendly URL, that means another guide in your system already has that friendly URL. Either choose another one or change that other guide to have a different one.

*Done? Click **Save** – or read on to see how to add subject categories!*

i *Subject Categories*

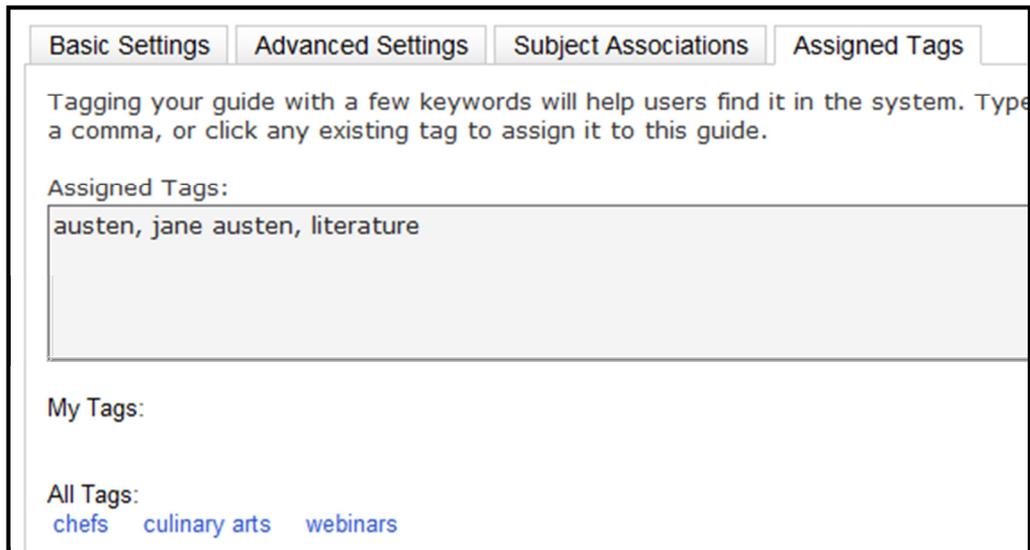


Subject categories assist the folks using your site with finding guides. They can browse by the various subject categories that your administrator defines in your system.

 Already published your guide? Click **Guide Settings > Change Guide Information** & choose the **Subject Associations** tab. Choose a subject category from the list & click **Associate**.

- You may add a guide to as many subject categories as you wish.
- If you want to remove a guide from a particular subject category, click remove next to the category name.
- Only system administrators may add subject categories, so if you don't have any listed or you want to add a new one, you'll need to discuss that with them/your colleagues.
- Check out our **Subject Categories** guide for more information:
<http://help.springshare.com/subjectcategories>

*Done? Click **Save** – or read on to see how to add tags!*

 *Tags*

Basic Settings Advanced Settings Subject Associations **Assigned Tags**

Tagging your guide with a few keywords will help users find it in the system. Type a comma, or click any existing tag to assign it to this guide.

Assigned Tags:

austen, jane austen, literature

My Tags:

All Tags:

[chefs](#) [culinary arts](#) [webinars](#)

Tags assist the folks using your site with finding guides. They can browse by the various tags that *you* define in your system.



Already published your guide? Click **Guide Settings > Change Guide Info** and then select the **Assigned Tags** tab. Type in your tags – just make sure they’re separated by a comma.

→ You can enter as many tags as you’d like.

→ Want to use a phrase for a tag? You don’t need to use special characters. You can type in “jane austen” instead of “jane_austen.”