Part 1: Getting into the LibGuides System

From the Law Library home page, under Research Tools, click on Research Guides.
Scroll to the bottom of the screen and click on **Login to LibApps**.
When you log in, you’re taken to the **Dashboard**. From here you either begin a new guide or select an existing one to edit.

**Step 3:** Make sure you’re in *LibGuides*. (If not, select it from the drop-down menu.)

**Step 4:** Create a guide or scroll through existing guides to edit a guide.
Part 2: Creating and Editing Guides

Step 5: To create a guide, fill out this information.

- **Group Assignment:** Leave this as the default. We don't use many groups.
- **Apply a Template:** Start fresh.
- **Copy an Existing Guide:** Copy content/layout from an existing guide.
- **Guide Name:** Give your guide a name.
- **Short Description:** Provide a little info about the guide. What will people learn from it?
- **Password:** No passwords, unless instructed otherwise.
- **Guide Type:** General Purpose, Leave as default.
- **Sharing Restriction:** Do not allow other users to reuse or copy the content on this guide.

To create a guide, you’re first asked to fill out this information. Follow the guidance in the image above when filling this in.
Adding Content

Once you’ve created your guide, you have to **add content**. The image below shows you the different things you can add or edit on a guide.

If this is a new guide, we recommend creating a **friendly URL** so people can easily find it. You will also likely add **new pages** to the guide, **new boxes** to a page, and **new content** in a box. The pages that follow will discuss the types of boxes and content you can add.

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**Add a new page**

**Add boxes.** A top box (or bottom box, not pictured) spans the entire width of the guide. Regular boxes fit the width of their columns.

**Create a friendly URL** for the guide. (Edit the URL after .com/)

**Change the amount/width of columns on the guide**

**Reorder content on the guide, including the order of the guide’s pages, the boxes on a page, or the content within a box.**

**This is a profile box.** It shows up by default on the first page. You can delete it by clicking the X in the upper-right corner.

**Step 6: Creating content.**
Creating Boxes

When you click the link to add a box, this window pops up so you can name your box and select what type of box you want to create.

There are **four types of boxes** available in LibGuides2:

- Standard
- Tabbed
- Gallery
- Profile.
Standard Box

You are most likely to use a standard box. This is where you can add virtually any kind of content, including text, images, video, and more.

Click the Add/Reorder button, then choose the type of content you want to add. You can add multiple types of content to a box; so if you’ve started with some text and you want to add a list of links, click on Add/Reorder again, and select Link.

You can also Reorder content later by clicking this button again, selecting Reorder, and dragging existing content around until you’re satisfied.

Adding content to a standard box is discussed a bit more later in the guide.
Tabbed Box

A tabbed box looks like a guide within a guide. You can add tabs to the box that users can toggle through. You might use this, for example, when creating a resource list: You could have a tab for books, a tab for periodicals, and a tab for websites.

Once you’ve created your tabs, you can add the same type of content to a tabbed box as you can to a standard box.
A gallery box is for **images**. It creates a rotating gallery out of the images you upload.

It is best to **choose pictures that are similar in size** to each other; otherwise the box will keep expanding and contracting to accommodate the differences in size. Depending on the purpose of the images you’re adding, you’ll also want to think about the order the images will run in.
A profile box generates its own content. You just have to choose the profile. It chooses the guide author’s profile by default, but you can click the gear icon to choose a different account in our system.

(Note: By default the author’s profile shows up on the first page when you create a guide; you can delete that box if you choose.)
Creating and Adding Content to Boxes

This is the most common task you will do in LibGuides, mostly in Standard or Tabbed boxes. As mentioned earlier, you can add as many different types of content as you’d like, and reorder them as needed.

Difference between links and databases. LibGuides2 tries to make it easy to add databases by creating a pool of them in your LibGuides system. So if you’re linking to one of our electronic resources, click Database. If you’re linking to a website, click Link.
Most of what you need to know in LibGuides2 is just how to create guides and add content. But here are a few other features that might come in handy.

**Guide (re)organization: the Page and Layout Menus**

The Page and Layout menus sit just below the tabs of a guide. They are responsible for helping you arrange the content on a page or move content to other pages.
The Page menu allows you to change a lot about the page and its content. You can change the page title and description. If you want to publish the guide but one page isn’t ready, you can make the page invisible to public view. But most likely, you’ll use this menu to rearrange boxes or reorder pages of the guide.

Note: not only can you rearrange boxes on a page, but you can also move them to other pages. However, they will be randomly placed in the other page, so you should then go to that page, click the Page menu, and reorder the box on that page to the location that you actually want it placed.

The Layout menu allows you to choose how many columns to put on the page and what their widths will be. The default when you create a guide is 3 columns, 25/50/25.

You are limited to no more than four columns, and the width options are displayed in the image to the right.

Each page of your guide can have its own column layout; it is not restricted guide-wide.
Another important menu of options is located in the upper-right of the screen and accomplishes a variety of tasks, some that will be important to you and others that will not.

The **gear icon** you can ignore. It affects the guide within our LibGuides system, allowing you to add editors to the guide, change the metadata, assign the guide to a group or type, etc. If you think something like this needs to be done to your guide, talk to Ashley.

The **picture icon** allows you to play more with the guide’s appearance. Here you can change the navigation (either tabbed (default), or sidebar, which moves the tabbed pages to the left side of the screen as links and creates one column of content; add previous and next links to the bottom of each page of the guide, display the guide as one page, or change the look and color of the tabs and boxes.

The **middle icon** (looks like three bars) you can ignore. It allows you to create a backup of the guide or send yourself updates every time the guide changes.

The **eye icon** is a Preview icon. It’ll let you see how the guide will look to the public.

The **publishing button** changes the visibility of your guide. An unpublished guide can be seen by no one except the guide authors, editors, and admins. A published guide is public and listed in our research guides home page; it will also show up in search engine results. A private guide is published, but can only be found by people who have the URL. **Before publishing a guide, show it to the librarian who assigned you the task of creating or updating it for final approval.**
Reusing and Hiding Content

Finally, there are two more issues about content that might be of interest to know:

1. You can **reuse** boxes, pages, links, and databases that have been used in previous guides.

2. You can **hide** content from public view, both pages and boxes.

We’ll talk about both together, because you’ll find these options in the same place.

Reusing Existing Pages

To reuse a page, click the plus sign to add a page, then **click the Reuse Existing Page tab**, to the right of the Create a New Page tab. Then select the right guide to borrow from, and the page you want to reuse from that guide.

**Draft mode** – click this to **hide your page** on a published guide. You’ll see it, but the public won’t.

**Copy** – If you want to **make changes to the reused page**, check this box. Otherwise, the page is **linked**, meaning if you make changes to the original page, they’ll be reflected everywhere the page has been reused, but you cannot make changes to the reused page.
Reusing a box is very similar to reusing a page. When you add a box, click *Reuse Existing Box*, to the right of the Create New Box tab. Then choose the guide you want to borrow from and the box you want to reuse. You again have the option to put your box in *Draft Mode* (hidden from public view) or to make the box a *Copy* rather than being linked to the original.

Lingering questions? Talk to Ashley, Jennifer, or Michelle!