Creating a LibGuide: Step-by-Step (E-Books Example)

Log-in to your LibGuides Account

You must have an account in the system to create guides. If you are an authorized user but do not have an account, please contact the system administrator for assistance.

Your LibGuides log-in information should be provided by Springshare, via email.

To request LibGuides account access, contact Kelly Brannock at the State Library.

Dashboard Page

Dashboard—“home” tab for working with your guide
Guides—Create a new guide or edit an existing guide.
Statistics—Run usage statistics for your guides.
Tools—Widgets, RSS Feeds, and Link Checker
Modules—Image Manager, Surveys and Forms (Campus Guides only)
Admin Stuff—Customize guides and manage accounts—Admin level users ONLY
Jump To—Quick link to LibCal—you will still need to log in to LibCal with a username and password
Help—LibGuides help resources
Edit My Account—Change your password or profile information

Creating a New Guide

On the Dashboard page, look for the “Guide Quicklinks” box (the middle column) under the welcome to LibGuides message. Click on the link, “Create new guide” link next to the green plus symbol.
Create New Guide (start fresh – blank page, no template)

1. Select a title for your new guide (for this example, we are calling this – Downloading E-Books)
2. Provide a brief description about your guide (include the purpose and objectives for the guide).
3. Then, click on the “Create New Guide” button

Parts of a Guide

1. Dashboard— Notice the buttons have changed to Guide Settings, Guide Look & Feel, Add/Edit Pages, Preview, and Help. To return to your main account page, click Dashboard. Your changes will be saved automatically.
2. Guide Title—the wrench icon next to it indicates a tool function, in this case Change Guide information
4. Page tab—a guide can have as many pages and sub-pages as you need
5. Add New Box—content is added to these boxes
Adding Content – Add New Box

Rich Text box type opens a text editor.

Links Boxes are for inserting links in a list format.

Multimedia Boxes are for inserting RSS feeds, podcasts, embedded media widgets, documents & files, and books from the catalog.

User Input Boxes are for polls and user feedback.

Choose the content type, add the box title and position on the page, and click Create Box.

Notice the Box Types Explorer to the right which explains the different box types.

Notice also that you may copy and reuse a box from the current guide or any other guide belonging to the user.

Adding Text

Use these buttons to ensure correct formatting, when copying/pasting information from the web!

The Rich Text/Dynamic Content/Scripts option allows for entering text. When copying text from Word, use the Paste from Word option (or the Eraser button) for correct formatting. The Plain-Text Editor is often used for adding Javascript to the page.
Think of a guide as a web site—it can have many pages.
In LibGuides, a page is indicated by a tab with a heading. Each page tab can have many sub-pages underneath.

To add a page to your guide, click Add/Edit Pages and select Add/Reuse Page. The Create New Page option creates a new blank page in the guide, while the Reuse Existing Page option copies a page from any of your library’s existing guides.

First, select the guide that contains the page to be copied, and then select the page.

Next, choose the position within the current guide—as a page or a sub-page.

**IMPORTANT**—select the check box to indicate that this is a *copy* of the page.

Finally, click Reuse Page.

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**Creating Sub-Pages and Re-Ordering Pages**

To create a sub-page, create a page and then use the Reorder/Move Pages feature to move it under its page tab. In the example, we are moving the “Handouts” page from a top-level page to a sub-page under the Help & Tutorials page.
Creating a Guide – using an existing Template

To copy a guide to use as a template, select “Use an existing guide as a template” in the Create New Guide page.

To use another system’s guide as a template, please contact the creator of the guide. Note that the Best of LibGuides pages are available to copy at any time.

You can use the search box, to type in keywords of the guide you are looking for. In this example, we want to find an Overdrive Guide – so Overdrive was typed in the search box. You will then see a results list of guide templates on your selected topic. Click on “View Guide” to get a preview of the guide. Click on the guide title to select the guide as your template guide. Then, click the “Create New Guide” button.
A page can be Unpublished (visible only when logged in to the account), Published (visible via search and browse screens), or Private (visible only via direct URL).

To set the status, open the guide for editing. In the Guide Settings menu, select Change Guide Information. In the Basic Settings tab, click the Guide Publication Status dropdown and select the status. You may also create a Friendly URL for your convenience. Click Save to publish the guide.

Now, it’s your turn...to create a guide for your library

What questions do you have?