Quick-Start Guide to LibGuides

Signing In to Your Account

Your LibGuides URL and password should be provided by Springshare, via email. To request LibGuides account access, contact the Kelly Brannock at the State Library.

After logging in, if you don’t see the orange Dashboard bar at the top of the screen, click Dashboard to view it.

Parts of the Dashboard

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

Admin Stuff

Administrators have access to system settings for all their organization’s guides.
Administrators also manage the accounts of the “Librarian” level users in their system’s account.

Creating a New Guide

To start creating a guide, click on Guides and select Create New Guide. You have the choice to start with a blank page or to use an existing guide as a template.

Note that hovering over the blue question mark will explain the option.

To create a guide from a blank page, select Start fresh and put in the title of the guide. We’re calling this one our Example Guide
Parts of the 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

3) Guide URL and status (unpublished)

4) Page tab—a guide can have as many pages and sub-pages as you need

5) Add New Box—content is added in boxes

Adding Content

Adding Text

The Rich Text/Dynamic Content/Scripts option allows for entering text. When copying text from Word, use the Paste from Word option for correct formatting.

The Plain-Text Editor is often used for adding Javascript to the page.
Adding Pages to a Guide

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 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.

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.
Creating a Guide From a 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.

When you find a guide you like, copy the URL to the Guide Search box and click Search. When the guide appears in the Find Templates box, click the title to copy.
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.