GETTING STARTED WITH LIBGUIDES 2.0

Learning Objectives

This workshop, *Getting Started with LibGuides Version 2* will present a brief introduction to LibGuides, demonstrate how to create a basic page and add content, and review the beta/migration process for those that have just upgraded to version 2.

By the end of this session users will be able to:

✓ Recognize the differences between LibGuides version 2 and version 1, in terms of features, functions, and usage
✓ Create a basic page and be able to add content
✓ Understand the beta/migration process to upgrade to LibGuides version 2

Introduction: LibApps

- Logging into LibApps - single sign-on for multiple Springshare products
- LibApps Dashboard - The first thing that you'll see after you log into LibApps is the LibApps Dashboard. On this dashboard page, you will find an RSS feed of SpringShare news, account information and an instance of your profile box as would be seen by the public. What is important to note is at the top of the page is a horizontal orange command bar. For those familiar with the original LibGuides this should look familiar. This Universal Command Bar is persistent across all the administrative and guide editing pages that you are logged into.

- The menu options change based on what application you are working with. For instance, to change to the LibGuides application click on the blue drop down and select **LibGuides**.

The page will then change and the menu will update to LibGuides specific menu options.
Introduction: LibGuides Dashboard & Password

- LibGuides Dashboard

You might find the LibGuides Dashboard to be quite convenient. Here, you will be presented with four quick-view boxes:

1. An RSS feed for SpringShare news and updates
2. Updates or events that require your attention, such as guides that have been recently approved or published
3. An instance of your profile box
4. A set of links to common tasks including:
   - Create a Guide - used to create clean, empty page
   - Edit an Existing Guide - select an existing guide you created or are an editor for
   - View your LibGuides Assets
   - Generate a LibGuides Widget - a useful way of creating an embeddable version of a LibGuides page as a Javascript snippet
   - View your Image Manager Library

- Changing your Password - You can change your LibApps password and other account information from the My Account menu option from the LibApps Dashboard.
Introduction: Profile

Profile

- Overview - an important way to identify yourself to your audience is through a public profile. A profile contains a picture, contact information, web links, subject specialties and several avenues of communication. You can configure the information displayed in your profile by accessing the My Profile menu option from the LibApps Dashboard.

  - **Profile Box** - A self-contained box that displays on the guides you create. By default, your profile box is added to the first page of any guide when it is initially created. A profile box can be placed on any page you like. There is a variety of personal information that can be attached to the profile box. This personal information includes a preferred picture, contact information, widgets such as NC KNOWS status, and social media links.

  - **Profile Page** - A stand-alone page containing all the profile information that you entered in your profile box and includes an optional personal statement.
LibGuides v2: Basics & Structure

What are LibGuides?

- **Overview**
  - hosted, web-based content management system that has become very popular with libraries worldwide
- **Benefits**
  - At Wake Tech we’ve used LibGuides in the traditional way to create and publish research and course guides, while expanding to using LibGuides to promote services, collections, and resources. We are even now using LibGuides as a medium for the intranet - information for library staff, policies/procedures, professional development, etc.

Guide Structure

- **Guides** - contain pages, boxes, and content
- **Pages** - provide structure to your guide and the content within it
- **Boxes** - contain the actual content you want to share; there are four types of boxes:
  - General - used most of the time, general boxes can contain text, links, databases, books, etc.
  - Tabbed - similar to General, except you can create multiple tabs within the box, each of which can house its own content items
  - Gallery - displays images, which rotate within the box
  - User Profile - displays any user’s profile in your system. This is the only type of content this box type displays
- **Content** - include text, links, databases, books, videos, widgets, RSS feeds, polls, etc.

A guide can contain many pages, a page can contain many boxes, and a box can contain many pieces of content.
LibGuides v2: Guide Dashboard

- Guide Editing is no longer done from the orange bar
- Guide Options: preview a guide, delete a guide, add editors, and change guide status
- Navigation Tips
  - Edit = Pencil
  - Delete = x
  - Preview = eye
  - Add = +