LibGuides 2.0

Single Sign-on for Springshare v2 products

To locate the link “Login to LibApps”, scroll down to the bottom of the LibGuides home page.

3 Dashboards

1. **LibApps Dashboard** - New dashboard used for single sign-on into Springshare applications, Account, Profile and Images.
2. **LibGuides Dashboard** - Similar to LG1 dashboard with a few minor changes.

3. **Guide Dashboard** - Different from LG1. Guide editing is no longer done from the orange bar.
Creating a New Guide

Create New Guide (start fresh – blank page, no template)

1) Group Assignment - assign guide to group
2) Guide Name - select a title for your new guide
3) Short Description - provide a brief description about your guide (purpose, objectives)
4) Password - option to password protect a guide (e.g., staff intranet page)
5) Guide Type - assign type (general, subject, course, etc.) to a guide - created in admin
Guide Homepage: Parts of a Guide

Adding Content to Guides: Add a New Box

**Standard** - most used type of box; add any type of content (not limited to rich text/HTML) such as content you've added (database, links, guide lists, books from the catalog, documents/files), interactive/dynamic tools (RSS feeds, media/widgets, polls, Google search boxes), Springshare v2 product widgets.

**Tabbed** - use a tabbed box to include multiple tabs of content in a single box – great way to include a lot of content and save space!

**Gallery** - easily create a box of rotating images uploaded to your image gallery or from those found online

**Profile** - allows you to add any user profile to your system to any page, anywhere
Box Types:

**Standard**

You can add various types of content all in one box. You can also reorder content within the box.

**Profile**

**Profile Box**

1. After you have added a Profile Box to your page, click the Cog icon in the box’s header
   - By default, the owner of the guide is the profile that is displayed
2. Choose the profile to display
3. Click **OK**

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New Feature in LibGuides v2
Add another box type into an existing box!!
Tabbed
Setting up a Tabbed Box

1. Add a Tabbed box to the page; click the Cog icon in the box’s header

2. On the Add/Edit Tabs pane, give your tab a name and click Create New Tab
3. Give your next tab a name and click Create New Tab again
   - Changing existing tab name, click Update to save changes
   - Reorder tabs by clicking and dragging tabs; then click Save Positions
4. Add additional tabs or click OK
5. Add content to the box
Adding images to a gallery box

1. Add Gallery box to the page, click the Cog icon in the box header.

2. On the Add/Edit panes window for the Gallery box, paste in the image’s URL or click Browse to add an image from your Image Manager

3. Give your image a label and a caption (if you want a clickable image – you need to add a link to the image)

4. Click **Create** to add an additional pane or click **OK** to save your box.
Content Types = Asset Types

Most content items added to your guide will be appearing in the asset repository; so that it can be easily reused and shared.

Rich Text/HTML -
Rich text content item with endless possibilities – such as your own custom HTML code, images, tables, etc.
Note: Rich Text/HTML assets are not reusable, so they will not appear in the asset repository.

Database - add a link to a database in the A-Z list; databases are managed in the Databases repository, so links cannot be directly created from a guide.

Link – add a web link, any link; create a new link or reuse an existing link (included in the Assets repository).

Media/Widget – add a widget for a video, search box, or anything else you can embed; adding a widget code using this asset type instead of a rich text box allows the widget to be reuse across your system (included in Assets repository).

Book from the Catalog – add a link to a book (or other material) from your catalog; add a new book or reuse an existing book from your system (included in Assets repository).

Document/File – upload a document to your guide, so users can quickly access and download (files can be up to 10MB), add new file or reuse an existing one from your system (included in Assets repository).

RSS Feed – add a RSS feed from your library’s blog, a website, or something else; the RSS feed asset has a built-in feed validator (include in Assets repository).

Guide List – create a list of guides from your system: manually select a list, choose guide for subject, user or group (not included in Assets repository).

Poll – share a quick poll with users: define up to 10 poll choices with an optional link for each of them (included in Assets repository).

Google Search – add a Google Search box: standard search, Google Books, Google Scholar, or Google Patents (not included in Assets repository).
**NEW** LibGuides v2 Feature: Add another content type to an existing box

**Window Target**
How do you want the link to open *(new window, same window or system default)*

**Guide Mappings**
Quick glance to see which guides are using this link

Set how the description will be displayed for the link
Reordering your Box Content

1. Click the Add/Reorder button at the bottom of the box
2. Choose Reorder from the drop-down list
3. Drag and drop the box’s content items to their locations
   - Assets of the same content type can be grouped together.
   - You can also drag an asset out of a group and move it to its own location in the box
4. Click Done Reordering
Add a 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.

Click the + to add a page

1. **Page Type**
2. **Page Name** - provide a title for the page
3. **Description** - option to add a brief description for the page
4. **Position** - top level, sub level pages
5. **Profile Box** - option to display or not display your profile on each page
6. **Draft Mode** - if the box is checked, then the page will be hidden from public view
Change the layout: By Adjusting Columns

You may need to adjust the column widths on a page. LibGuides v1 allowed for flexibility in creating column widths, but default settings in LibGuides v2 may cause content to spill outside of column borders or to format in odd ways.

Use caution with a 4 column layout as this will probably force text and other content to be too small or oddly formatted.

Note: The number of columns is also dependent on the layout type (tab navigation or side navigation) of a page. On pages with side navigation (where pages are listed down the side), you will be limited to one or two additional columns, as the page menu will take up a column.
Guide Option Menus

**Preview** – allows you to view any guide as the public would view it (even if the guide has not been published)

**Unpublished** – invisible to the public, only accessible via Admin interface, not indexed by search

**Private** – only accessible to people who know the URL, not visible on the homepage, not indexed by search

**Submit for Review** – *Only Available with LibGuides CMS*

**Published** – available to everyone, appears in the All Guides list on your homepage, appears under any subjects or group that it has been assigned to, indexed for search

**Guide Type** – makes it easier for users to find guides based on type of information (general purpose, course guide, subject guide, topic guide) *Guide Group is only available in LibGuides CMS*

**Guide Editors** – people you’ve designated who can edit your guide along with you; guide editors can create content and change guide properties (not publication status)

**Delete Guide** – *Use with Caution* – once you delete a guide from the system it is GONE!
Create guide using an existing guide as a template

Get to the Create Guide screen

1. From the Home/Dashboard page, click Create Guide in the LibGuides Shortcuts box or go to Content > Guides and click the + Create Guide button at the top of the page

2. Start Fresh is selected by default – select **Use an existing guide as a template** instead
   - Choose Local Guides (guides in your system) or Community Guides (searches all LibGuides v2 sites) to narrow your search
   - Click in the “Select a Guide” box and start typing the name of the guide
   - Select the guide from the search results

3. Fill out the rest of the form
   - Remember to keep these short & to the point!
   - **Guide Type**: Select the type of guide; default setting is “General Purpose” – this aids users in browsing through guides on the public side
   - **Button to Restrict Sharing**: Change this to Enabled if you do not want this guide indexed in the Community site/if you do not want others to be able to copy it in any way (including your colleagues)

4. Click **Create Guide**