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Logging in

Point your browser to


Alternatively, you can navigate to any LibGuide you wish to edit and click the link at the bottom of the page labeled Login to LibApps.

At the login screen, enter your Yale email address and your LibApps password. Then click the button labeled Login to LibApps.
Creating a new LibGuide
Navigate to the LibGuides Dashboard
If you’re at the LibApps home page, the left section of the top menu bar will be blue with the words LibApps on it. To get to the LibGuides Dashboard, click the LibApps menu item and select LibGuides from the pull-down menu.

To get to the LibGuides Dashboard from any other page within the LibGuides administrative area, click the menu item labeled Home.

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Create a new LibGuide
Once you are at the *LibGuide Dashboard*, click the link labeled Create Guide.
From the Create Guide screen, you can provide a short Guide Description that will be displayed at the top of your guide under the name. If you want to protect your guide with a password, enter a password in the Password field.

You will set a guide type. If your guide is intended for internal use by YUL staff, use please use “Staff Guide” so it appears on http://guides.library.yale.edu/staff. Otherwise, use “General Purpose.”

You can choose a group to put your guide in by selecting a group from the Group Assignment pulldown. This is self-explanatory: Generally, Medical Library owners should select “Medical”; course guides should be assigned to “Course guides.” You can always change the group assignment later. You can also choose a template using the Apply a Template pulldown.

If you want to protect your guide with a password, enter a password in the Password field.

When you are done, click the button labeled Create Guide.
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Hover over icons next to each label, and be sure to check out the right column boxes for useful tips.

Choose Layout or Reuse
Start fresh

Select one of the available templates to apply to this guide. Tabs Layout templates display the pages/tabs at the top, while Side-Nav Layouts display the tabs on the side. If unsure, pick the System Default - you can always change the template later.

System Default - Tab Layout

Guide Name

Guide Description

Guide Type
General Purpose

Group Assignment
Do not assign to a group

Password

Share Guide Content?
No Internal Community

Create Guide Cancel

Questions? Email libraryresearchguides@yale.edu
Creating boxes

There are three regions into which you can add a box. There is the Top Box, the columns, and the Bottom Box. If you choose not to put a box in any of these three areas, the area with no boxes will not show on your LibGuide. If, for example, you only put boxes in the columns, the Top Box and Bottom box won’t show on your LibGuide.

To create a box, click the link labeled Add Top Box, Add Box – Column $n$, or Add Bottom Box, depending on where you want to add the box.

From the *Add New Box* dialogue, you can either create a new box or reuse an existing box.

Create a new box

To create a new box, give the box a Box Name and choose the Type of box. The Type should generally be set to *Standard*. You can also choose a Position for the box. The box position can be
changed at any time later. Finally, you can decide if you want to put the box in Draft Mode. If you put your box in Draft Mode, it will not appear on your guide until you take the box out of Draft Mode. More information on Draft Mode is provided in the section *Hiding a box in Draft Mode.*

When you are ready, click the button labeled Save.

**Reuse an existing box**

Alternatively, if you want to reuse an existing box, click the tab labeled Reuse Existing Box.
This will bring up a different dialogue box. First, select a Guide from the pull-down of all available LibGuides. If you know the name of the LibGuide, you can start typing it in the search box.
After you have chosen a Guide, you can choose the Box you wish to reuse. Again, you can type into the search box if you know the title of the box you wish to reuse.
You can then choose the box Position. The box position can be changed at any time later. Finally, you can decide if you want to put the box in Draft Mode. If you put your box in Draft Mode, it will not appear on your guide until you take the box out of Draft Mode. More information on Draft Mode is provided in the section *Hiding a box or page in Draft Mode.*
Adding information to a box

Content types

Once you have created a box, you can add content to it. There are several different types of content you can enter into a box. The content types are:

- Rich Text/HTML
- Database [not used at YUL]
- Link
- Media / Widget
- Book from the Catalog
- Document / File
- RSS Feed
- Guide List
- Poll
- Google Search
- Remote Script

Rich Text/HTML

The Rich Text/HTML content type allows you to enter formatted HTML via a WYSIWYG editor. Using the Rich Text editor, you can create nearly anything you can imagine in your LibGuide. However, you should think carefully before using Rich Text/HTML. If the information you’re putting into the Rich Text box can be represented by one of the other content types, such as a link or a book from the catalog, use one of those content types first. Those content types offer functionality that goes above and beyond what Rich Text can provide, such as automatically checking links.

Database

Do not use Database asset types. As of December 2017, Yale University Library does not use the Database A-Z list from SpringShare. Guide owners and editors should use Link assets to add a database to their guide.

To add a link to a YUL licensed database, use the handle from the database list in Quicksearch as the URL. Please always use a database handle URL if there is one available, rather than the direct URL to a licensed resource. You will have less need to update your link assets if database handles are used, since they are maintained in a separate system and automatically updated.

The database handle service automatically registers new resources to a persistent URL (handle), and makes sure existing handles always point to the current and correct database URL.

Using the database handles means that the link you are using for a database on your LibGuide will always be up-to-date, because database URLs are maintained behind the scenes. Please contact Steelsen Smith (steelsen.smith@yale.edu) for questions or problems related to handles.

To find handles in a Quicksearch database record, switch to “Display in MARC view”.

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Note: This is not the same as an Orbis handle. Database handles always contain “yuldb” within the URL structure.

Link
The Link content type allows you to insert a link on your LibGuide. The Link can be reused by you or others. Every copy of the Link will be tied to your original Link object, meaning that if you update the URL of the original Link, each copy of the Link on any other guide will also automatically update to the new URL.

To add a Link, first click the Reuse Existing Link tab and search to check to see if there is already a link asset that points to URL you want to add to your guide. You may have to search for the title of the resource rather than the URL (see example). Always look to reuse a link asset first! choose Link from the Add/Reorder dropdown. This is very important to do for database handle URLs.

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When creating a new link, you need to fill out the fields for the asset, including:

- **Link Name**: This is the title your users will see.
- **Link URL**: The URL of your link. *For databases, this will be the handle from Quicksearch* (Will work only if your Admin has set the proxy prefix in the System Settings.)
- **Description**: Additional details about the link.
- **More Info**: This is a good option for links that have descriptions with more than a couple of sentences. More information about the link is accessible via a link in the description.
- **Description Display**: Set how the description is displayed for the link.
- **Position**: Where it should go in the box.

You can run a Link Check report that will check all Link objects for broken links. More information on the Link Checker is provided in the section *Checking links*.

**Media / Widget**

Media / Widget content types allow you to embed multimedia, such as YouTube videos, and widgets, such as the new book browser or a search box for a vendor product. The importance of
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segregating media and widget code from a Rich Text content type is to allow for easy debugging. If the media or widget code you enter breaks the page, it’s a very simple matter to disable the Media / Widget content. If the code is entered into a Rich Text content type and it breaks the page, a call to SpringShare is necessary to retrieve the data and fix the page.

Book from the Catalog
The Book from the Catalog content type allows you to display information about books in Orbis simply by entering their ISBN. The title, cover image, publication date, and description is automatically generated.

Document / File
The Document / File content type allows you to upload a document or file for download by users. This allows you to post PDF instructions, PowerPoint presentations, and other files to your LibGuide.

RSS Feed
The RSS Feed content type allows you to integrate information from blogs, news sources, and other RSS generators into your LibGuide.

Guide List
The Guide List content type allows you to insert a list of LibGuides into your LibGuide. You can choose to manually select the guides or you can automatically select guides based on subject, user, or group.

Poll
The Poll content type allows you to create an online poll with up to 10 poll choices. An example poll would be “What is your favorite color?” The poll choices could be “Red”, “Green”, “Blue”, “Purple”, and “Plaid”.

Google Search

Remote Script
This content type allows you to write a script on your own server or re-use one from elsewhere on the web to display data from other systems. Please contact the Research Guides Advisory Group before doing this (libraryresearchguides@yale.edu).

Inserting content
To insert content into a box, click the button labeled Add / Reorder. Then select the content type for the content you wish to create.

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Adding multiple content types to a box
You are not restricted to having one content type in each box. Every box you create can have many different content types in them. For example, you might create a box that has a Rich Text introduction, followed by a second Rich Text box, followed by a list of Link objects. Your imagination is the only limit.
Creating a tabbed box

When you create a box, you have the option of creating a tabbed box. The tabbed box should be used to group related content and save space on the guide. The ultimate outcome should be identical for each tab, such as a tab for “Find Books”, a tab for “Find Articles”, and a tab for “Find Research Guides”. The tabs are related because the outcome is the same: The user learns how to find something.

Tabbed boxes should not be used to group nonrelated content or content that have very different outcomes. It does not make sense, for example, to group “Welcome”, “Databases”, and “Leave Feedback” even if it does save space on the guide. Saving space on the guide does not necessarily make it easier for the user.

If you have content that is interdependent, do not split it up among tabs. For example, do not put instructions in one tab and a screenshot that illustrates the instructions in another tab. Making the user continually toggle between tabs should be avoided.

To create a tabbed box, choose Tabbed as the Type on the Add New Box dialogue.

Once the box is created, click the little “cog” icon in the upper right side of the box.
This will bring up the Add/Edit Tabs dialogue. To create a new tab, type in a name in the Tab Name field and click the button labeled Create New Tab.

You can then add as many tabs as you like by repeating the process.

You can rearrange the order of the tabs by clicking and dragging on the double arrow to the left of the Tab Name box. Once you have rearranged the tabs, click the button labeled Save Positions. When you are done creating tabs, click the button labeled OK. You will now have a tabbed box in your LibGuide.
You can add content to your tabbed box just as you can any other box. Click the button labeled ‘Add / Reorder’ to add content. To change tabs, click on the tab you wish to switch to. See ‘Adding information to a box’ for more information.
Creating Friendly URLs
By default, your guide will have a unique but not particularly friendly URL. It could be something like

http://guides.library.yale.edu/c.php?g=259178&p=1730355

To give your guide a friendly URL, click the little pencil logo next to the URL shown at the top of the screen.

This will bring up the Add/Edit Friendly URL dialogue. Type in a text string that you’d like to use as your Friendly URL. Please only use lowercase letters, numerals, and the hyphen symbol in place of spaces. If you are creating a course guide, you should use the official course code for the course including capital letters.
Examples of good Friendly URLs are

- philosophy
- computer-science
- AFAM514

Examples of bad Friendly URLs are

- Philosophy
- computer science
- afam 514

When you have entered your Friendly URL, click the button labeled Save.

Giving individual pages Friendly URLs
It is possible to give each page its own Friendly URL. This is done by clicking the little pencil icon next to the Page URL.
The same Friendly URL rules apply to page URLs as the guide URLs.
Changing column layout
You can change the number of columns used in your guide, and you can also change the width of the columns in your guide.

Choosing pre-defined columns and widths
You can easily change the number of columns and their width by clicking the pull-down labeled LAYOUT.

From the pull-down, choose the number of columns and their widths that you’d like to use.
You can choose from the following:

- 1 column (100% width)
- 2 columns
  - Left column: 50% width. Right column: 50% width.
  - Left column: 25% width. Right column: 75% width.
  - Left column: 75% width. Right column: 25% width.
- 3 columns
  - Left column: 25%. Middle column: 50%. Right column: 25%.
  - Left column: 50%. Middle column: 25%. Right column: 25%.
  - Left column: 25%. Middle column: 25%. Right column: 50%.
  - Left column: 33%. Middle column: 33%. Right column: 33%.
- 4 columns (25% width each)

**Choosing custom column widths**
Alternatively, you can choose *Custom Column Widths* from the LAYOUT pulldown. This will bring up the *Custom Column Widths* dialogue box.

Choose the number of columns you want in the How many columns do you want? selector. Then click and drag on the grey squares to set the width of each column.
When you are done, click the button labeled Save.
Reordering and moving boxes

To reorder and move boxes, click the pull-down labeled PAGE.

From the pull-down menu, choose Boxes under REORDER/MOVE.
This brings up the Reorder / Move Boxes dialogue. This dialogue shows a skeleton of your layout indicating the location of your boxes. You can drag and drop on any box to drag it to a new location. Any content box can be dragged into any container. You can drag a box from the Column 1 box to the Top Box. You can also change the order in which boxes appear by dragging one over or under another.
When you are done moving boxes, click the button labeled Save.
Creating new pages/tabs

Your guide can contain multiple pages. The pages are arranged as tabs at the top of the guide. To create a new page, click the tab with the plus sign located to the right of your pages’ tabs.

This brings up the Add / Reuse Page dialogue box. Use the dialogue box to name your page in the Page Name input box. You can also create a description for your page in the Description input box. If you want to create a new tab for the page, keep Position set to a top-level page. If you want to turn a tab into a pull-down menu, choose a page under a sub-page of... For more information on turning tabs into pull-down menus, see Turning tabs into pull-down menus.

Finally, you can decide if you want to put the page in Draft Mode. If you put your page in Draft Mode, it will not appear on your guide until you take the page out of Draft Mode. More information on Draft Mode is provided in the section Hiding a box or page in Draft Mode.
Turning tabs into pull-down menus
If you want to group several pages underneath one tab, you can turn the tab into a pull-down menu. This should only be done for pages that are very similar and you don’t mind page titles not being available upon load of the page.

To turn a tab into a pull-down menu, create a new page and set its Position to an existing tab.

Once you have created a page in that manner, the tab you put the page under will turn into a pull-down menu. The pull-down menu will be visible when you roll your mouse over the tab.
In the above, several pages have been put under the Meetings tab. If you click the Meetings tab, you will go to the *Meetings* page. If you click any of the other pages in the pull-down menu, you will go to the corresponding page.
Assigning a guide to a group

You can assign your guide to a Group. Groups are used to group guides together and, in the case of the Medical group, give guides a separate look-and-feel.

To assign your guide to a group, click the little cog icon under the search box in the upper right of the guide, and choose *Guide Type & Group*.

From the Guide Type & Group dialogue, select a group under the Group pulldown.
Use the controls below to set a Guide Type for this Guide. LibGuides CMS customers also have the ability to assign the Guide to a Group.

**Guide Type**
- Internal Guide

**Group**
- Do not assign a group

[Save] [Cancel]
Changing/adding editors

You can add editors to your guide so that more than one person can edit the guide. To add editors, click the little cog icon 🏢 under the search box in the upper right of the guide, and choose Guide Editors.

From the Guide Editors dialogue, start typing the name of a LibGuide user and select them from the list that comes up.
Their name will be added to the list, and you can continue to add more names by typing in more names.

It’s a good idea to always have a second person on your guide as an editor, who can take over the content if needed and can assist with maintenance.
When you have completed your list, click the button labeled Save.
Publishing guides
To publish your guide, click the red pulldown labeled Unpublished.

From the pulldown menu, choose either Private or Published.

Private means that the guide will be viewable by the public, but only to people who have the URL. Links to the guide will not be published anywhere on the LibGuides site and the guide will not appear in any search results.

Public means that the guide will be viewable by the public and links to the guide will be published throughout the LibGuides site. This means that if your guide is put under the African Studies, Languages & Literatures subject, a link to your guide will be put under the African Studies, Languages & Literatures heading on the LibGuides home page. The guide will also appear in any search results.
**Hiding a box or page in Draft Mode**
When working on your guide, you might want to hide components of it from public view as you develop them. You can hide boxes or entire pages from public view. Hidden boxes will not appear and any boxes below them will move up into the hidden box’s spot. Hidden pages will not have a tab at the top of the guide.

**Hiding a box**
To hide a box, click the little pencil icon in the box header.

From the *Edit Box* dialogue, tick the box labeled Draft Mode. Then click the button labeled Save.

Hidden boxes will contain an icon of an eye with a slash through it, shown below.
To unhide the box, repeat the steps above but un-tick the box labeled Draft Mode.

Hiding a page
To hide a page, navigate to the page you wish to hide via the tabs. Then click the pulldown labeled PAGE.

From the pulldown, choose the option labeled Do not show on public guide.
Pages that have been hidden will have their titles displayed in italics and an icon of an eye with a slash through it on their tab.

To un-hide a page, repeat the above steps, but choose Show on public guide from the PAGE pulldown.

Note: Hidden pages cannot be previewed. To use the Guide Preview function, the visibility settings must be set to Show on Public Guide.
Editing your profile

To edit your profile, go to the LibApps Dashboard by clicking the blue LibGuides menu option at the top left of the page. Then select *LibApps Dashboard*.

Once you are on the LibApps Dashboard, click the menu option labeled My Profile.

From the My Profile page, you can change any information by clicking on it.
For example, clicking on the address in the Contact Info box opens an editor that allows you to edit this information, shown below.
Enter the information as you would like it to be displayed and click the button labeled ✓.

You can further edit your profile page by clicking the Profile Page tab at the top of the page.

You can input your Personal Statement, which will be included in the center column of your profile page. The box accepts HTML markup.
Checking links
To check links on your page, click the menu item labeled Tools and select the *Link Checker* menu item.

This will bring you to the *Link Checker* report.
The Link Checker report lists all broken links for asset links and book links. You can change the sort order by clicking on the column header you wish to sort by, e.g. Owner. To take immediate action, click on the edit icon 📞 in the Action column. This will open the link object so you can edit its URL to a good URL.

Note that the report is generated every Friday night. If you look at the report on Tuesday and fix all your broken links, those links will continue to appear in the report until the following Saturday. Once a link has been edited, you can dismiss it to remove it from the report.

Links can be dismissed from the report individually or in bulk. You may dismiss a link from the report after you have updated it, if it was a false positive that you can ignore, or for any other reason that you might not want to see it on the report.

To dismiss an individual link, click the Dismiss from this report icon in the Actions column for the link. To dismiss multiple links all at once click on the checkbox for each link -- or select all links on the page by clicking on the select all checkbox -- to the left of the Actions column.

Note: Dismissed links are not excluded from the checker, they’re just removed from the current report.

Questions? Email libraryresearchguides@yale.edu