Getting Started with LibGuides

- Go to http://libguides.okanagan.bc.ca/login.php
- Log in with your email address and password.

This takes you to the System Administration page, from which you create and edit guides and customize your profile:

If you are on another LibGuides page, such as the LibGuides home page or any Okanagan College LibGuides page, and you want to log in to edit your pages, just click the >> Admin Sign In link that appears near the top right corner of the page, and then click the >> Go To My Admin link.

**Customizing Your Profile**

Every librarian has his or her own LibGuides profile. By default, your profile appears on every LibGuide you create. While you have the option of removing it or editing it on individual pages, the creation of a default profile will save you much time in the future, in that you will not have to manually add contact information to each of your LibGuides.

To create or edit your profile, click **Customize Your Profile**. The following box appears:
Note that only the **Profile Box Title** and **Display Name** are required. All of the other fields are optional.

If you enter information in the **Subject Specialty** field, think about how these subjects will map to future LibGuides you plan to create. This is important because each LibGuide you create can be assigned to one or more subject categories. When a user clicks a link in the “My Subjects” area of your profile or browses by subject on the LibGuides home page, all guides that have been assigned that subject will be displayed.

**Creating a New Guide**

To create a new guide, from the System Administration page, click **Create New Guide**. You will be prompted to enter basic information about your guide in the following box:
You can either “start fresh” and create a completely new guide or, by selecting from the drop-down menu, use a template from another OC librarian’s guide, or even from a guide from another library. In either case, once you’ve created your guide you will have the option of including pages and resources from other LibGuides.

The **Guide Title** and **Short Description** will appear near the top of every page of your LibGuide. For example:

The drop-down menus for **Editor 1, 2 and 3** are optional. Use them if you want to allow other OC librarians to edit your LibGuide.

Clicking **Create Guide** takes you to the home page of your new guide, which will be either a blank guide – if you’ve created it from scratch – or a copy of another guide in the system. In either case, you’re now ready to start adding and editing content.

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1 Note that if you want to use a template from a guide at a library other than OC, you must get permission from the guide’s author. Failure to do so could result in cancellation of OC’s LibGuides license.
Adding Boxes: Creating a New Box

The **Content Box** is the basic container of information within a LibGuides page or tab. When you click **Add new box** (or **Add new side box**), and then select **Create a new box**, you are presented with a large number of box types from which to choose:

Several of these box types are self-explanatory, in that their name describes the type of information they are designed to contain. A good example is “Books for the Catalog” which creates a content box with a link entitled “Add a new book”. Clicking this link produces this form:
Clearly, this type of content box is suited to the description of books and would not be useful for other types of content.

In other cases, the type of box you want is less obvious. Fortunately, the three types with which you will work most frequently are located at the top of the list. Here is a brief description of the purpose and function of each of these three:

**Rich Text/Dynamic Content/Scripts**
Despite its long name, this is the simplest and most versatile of the box types, in that it can contain any type of information. It is best used for situations in which all you want to do is write some text and perhaps include some hyperlinks, but you don’t particularly care about keeping track of how often people are clicking those links. Another reason for this box type’s versatility is that, once you create it, you can subsequently change its type to any of the other box types. This is the only box type that allows this level of flexibility.

**Simple Web Links**
Use this type of box to create a list of links to websites, when you don’t want to provide much in the way of additional information about the links. Information about links created in this box type is limited to their title, URL, and a brief description that does not appear unless a user moves the mouse over the link. See, for example, the *LibraryLinks* box on the *Miscellaneous* page of the *OC Librarians’ Toolkit*. One advantage of this box type is that it automatically keeps track of the number of times users click your links. Once created, you can change this box type to *Links and Lists*, but not to any other box type.

**Links and Lists**
The only practical difference between this type and the one above is that it allows you to add a 256-character (maximum) description that appears below each link, in addition to the basic information available for *Simple Web Links*. See, for example, any of the *Research Databases* links in the *OC Librarians’ Toolkit*. Like *Simple Web Links*, this box type automatically gathers statistics about the number of link clicks. Unlike *Simple Web Links*, once created, you cannot change this box type.

**Other Box Types**
As noted earlier, most of the other box types are self-explanatory. Other than those described above, the one type you are probably the most likely to want to use is *Documents & Files*, which allows you to upload and link to any document (e.g. Word, Excel, PDF, PowerPoint, etc.), with a maximum file size of 5 MB. See, for example, the *Documents & Files* box on the *Miscellaneous* page of the *OC Librarians’ Toolkit*.

**Adding Boxes: Linking to or copying another box in the system**

One of the advantages of LibGuides is the ability to make use of other librarians’ work rather than re-inventing the wheel each time. Any OC librarian can link to or copy any other OC librarian’s content box from any page in the system and place it on her or his LibGuides page.

There is one important difference between copying and linking: When you copy a box, it becomes “yours”, in that once it is on your page you are free to edit it as you see fit. When you link to a box, its content remains under the control of its creator. You cannot subsequently edit it and, should its creator edit it, the changes will appear on your page as well.
Here is an illustration of the steps involved:

1. After clicking **Add new box**, instead of selecting “Create a new box”, select either the Link or Copy option. Note that you have lost the ability to specify the content type, because this is predetermined by the box on the other librarian’s page. You must still specify a title for your content box, which can be different from that of the original.

2. Use the drop-down menu to select the LibGuide that contains the box you want to link to or copy:
3. Use the second drop-down menu (which only appears after you have selected a Guide) to select the content box to include on your page:

4. Click **Create Box**. The box is added to your page.
Adding and Editing Text: Using the Rich Text Editor

Every type of content box allows you to insert text at the top of the box, for example to add an introductory note to a list of links or documents. You may also have a box that contains nothing but text. The tool used to add and edit text in LibGuides is the Rich Text Editor, which you activate by clicking add text or edit text within a content box. The editor offers many of the functions you would expect to find in a basic HTML editor or word processor:

The first time you use the Rich Text Editor, move your mouse over each icon in the toolbars to see a description of its function. You’ll find that most of them are self-explanatory and familiar to anyone who’s used a word processor. Here are some that may require further explanation:

Insert/edit link

Use this icon to link some text to a website. Note that it is greyed out until you select some text. Clicking the icon prompts you to supply information about your link in a box like this:

- **Link URL**: The address of the website to which you want to link; may be copied and pasted from your browser
- **Target**: Open link in the same window or a new window?
- **Title**: Text that appears when a user moves the mouse over the link

Click Insert to add the link.
Unlike links you create in a Web Links content box, statistics are not kept about links created with the rich text editor.

To remove a link, select it and then click (Unlink).

### Paste from Word

This function allows you to paste all or part of a Word document into your LibGuides page, stripping out the Word-specific formatting that is not supported in web pages but leaving basic paragraph and text formatting. It’s probably best to start by trying to paste small chunks of text rather than a large document.

If you have a Word or other document that you want to paste into your LibGuides page but you don’t wish to retain any of the formatting, use the (Paste as plain text) icon instead.

### Insert/edit image

Click this icon to insert an image into your LibGuides page. The following box pops up:

Note that you are required to specify the URL (location on the web) of the image you wish to insert.

This could be an image from the Okanagan College website (but remember that if that image moves or disappears, it will also disappear from your LibGuides page).

It could also be an image that you have uploaded to your personal webspace at Okanagan College. (You can apply for a personal webspace in the Requests and Notices section of the Employee tab of myOkanagan).

It is generally not considered ethical to link to an image on someone else’s website without the permission of the website owner.

### Getting More Help

- How-to videos on System Administration “My Home” tab
- System Administration “Support” tab links to Support Blog and other support resources
- LibGuides Introduction (created by SpringShare as a LibGuides page):
  