NAVIGATING LIBGUIDES

Claire Sewell
January 2020
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How to ... Set up a Guide

Setting up a new Guide is easy. You can choose to either set up a new Guide from scratch or copy the format/layout of an existing Guide.

Make sure you are logged in to the LibGuides section of the LibApps software. You can do this by selecting the blue button in the top left corner and choosing LibGuides.

You should then see your Dashboard. Select Create Guide.

Select either Start fresh or Copy content/layout from an existing guide. Fill in the rest of the options as needed.

You will then see either a blank Guide or a copy of an existing Guide. Note that on blank Guides the Profile Box is included as default.

From this page you can add boxes and change the layout of the Guide.
How to ... Configure the layout
LibGuides are arranged as columns but the configuration can be altered for each individual page.

You can change the layout of your Guide at any time using the Layout menu. The menu can be found at the top of every page.

Select your preferred layout. Note: this may be determined by an in-house style.

How to ... Add pages
You can add pages to your Guide by selecting the cross symbol next to the Home tab.

How to ... Add boxes
Each page will have a top box and a bottom box by default. This runs across the whole page unless changed. You can add individual boxes to columns using the Add Box options in each column.

You will then be asked to select the type of box you want:

**Standard**
Contains simple content such as text. The most common type of box.

**Tabbed**
Text boxes where content can be further divided into tabs. Use with caution as this can be confusing.

**Gallery**
Boxes containing one or more images. Multiple images can be set to rotate.

**Profile**
Contains contact information for the Guide owner. This can be a team, a library or an individual.
How to ... Add images

Adding images to a LibGuide is a great way to enhance the visual appeal of a guide. As always, consider the user when adding images and ask what they add to the guide.

Remember:

- All images should be the same size to avoid the page jumping
- Include alternative text on all images
- Give appropriate credit for images used
- Do not include unnecessary images as this can slow the loading time of content.

Images are added to boxes like any other content. The easiest way to do this is by selecting a Gallery box. Add a box as normal and select Gallery box from the box options. The box will then appear. To insert an image, select the cog symbol in the top right corner.

This will then take you to the edit page where you can Add a new slide. Select Image from the dropdown to open the Image Dialogue Box and add your image.

You can select from existing images in the Image Manager or insert a URL to include an online image.

To insert an image into a Standard box select the icon to bring up the Image Dialogue Box.
How to ... Edit your LibGuide

LibGuides are designed to be flexible so editing everything from the layout to the content of individual boxes is easy.

Layout
You can change the layout of pages at any time (see page ?). Be aware that changing the layout might cause some of the boxes to move around the page.

Arrangements
You can change the order of pages, boxes and content within boxes using a drag and drop system. Use the Page menu to select what you want to rearrange and then drag the element to the correct place.

From this menu you can also alter the properties of the individual page including:

Name
The name of each page can be changed here. The size of the tab is directly related to the length of the name so shorter names are better.

Description
You can highlight the contents of an individual page in the description box but it is best to do this on the page itself if it is important to users.

Boxes
The details of any box can be altered by selecting the pencil symbol in the top right corner. This includes changing the name or removing the border (making it a floating box). Note that the name you give the box will be visible to users unless it is a floating box.

Tabbed and Gallery boxes also feature a small cog symbol in the top right corner. Selecting this will allow you to alter the content of the box.

Assets
Assets (the content of the Guide) can be added to boxes using the Add/Reorder button found at the bottom of the box. Unsurprisingly you can also use this button to rearrange content within the box using a drag and drop system.

To edit content within a box, select the small pencil symbol in the bottom right corner of the box:

You can also delete the content or look at the HTML version using this option.
Content (assets)
Assets are the content that you use to populate your Guide.

**Rich Text/HTML**
Covers most formats you would want to include in a LibGuide such as text, images and code. Although this is a general ‘catch-all’ be aware that there may be other, more appropriate options for adding content. If you are pasting content from other websites remember to paste as plain text only.

**Database**
Embeds a link to a particular library database from a pre-defined list. These links will automatically update if databases are updated and should offer users a more seamless entry. This option should only be used for databases rather than specific links.

**Link**
Adds general links to appropriate content (including content elsewhere on the Guide). These links can generate statistics on the number of clicks. Librarians annotate these links to provide extra value for users.

**Media/Widget**
Embeds third party content such as a Twitter feed. Although this enhances the look of the Guide it can sometimes be hard to get it working and will need to be checked regularly to avoid problems.

**Book from the Catalog**
Quickly adds information about a specific title available in the library catalogue, including cover image if available. This can enhance the look of a Guide but does not work for all types of item. Again, adding annotation can offer extra value for users.

**Document/File**
Documents such as PDFs or slides can be embedded directly into Guides allowing users to access them quickly. This works best for static content and other formats such as videos will need to be uploaded to third party sites and then embedded using the Media/Widget option.

**RSS Feed**
RSS feeds can be embedded directly into the Guide, although this does not work for content from blogs.

**Guide List**
A list of other guides from within your institution can be shared on a page. This list is automatically populated with guides on a particular topic or group according to how they have been tagged. Only those on the library’s own system and those not marked private are listed.
Poll
Takes opinion polls and gathers feedback directly in the Guide. Information is made publically available by default and this feature is only suitable for very informal data collection.

Google Search
Embeds a Google search box directly into the Guide. This will only search Google products such as Books and Scholar and is not customisable. Use this feature with caution as studies have shown that it confuses users who often expect it to search only content related to that Guide.

Remote Script
Can be configured to add external content but should only be used by those who have a good understanding of coding.

LibAnswers Widget
Embeds specific answers from LibAnswers into a Guide in order to build FAQs. LibAnswers is an extra subscription service so may not be available.
Making your Guide look good

You can create an excellent LibGuide using the basic tools available on the system but there are also some extras that you can try. The following guidance is adapted from the information produced by Helen Murphy for the Cambridge LibGuides Group.

**Floating boxes**

Selecting the *Floating box* option removes the border from boxes. This helps to make the appearance of the Guide cleaner whilst still keeping the structure. Note that this option will remove the title of the box from display so you may need to include it somewhere within the contents of the box.

**Text boxes**

As with any document, you can include separate text boxes within the main text. This allows you to make key messages stand out, especially if they are within a lot of text on a page.

The code below will allow you to insert boxes within a *Standard* box. You must be in HTML view within the text box to insert the code.

```html
<div class="col-md-6" style="border: 1px solid #ccc; margin: 20px; padding: 15px, 15px, 20px, 10px; box-shadow: 1px 1px 5px #999; -webkit-border-radius: 5px; -moz-border-radius: 5px; background: #B0E0E6; float: right;">

You can change the colour and size of a box but remember to think about accessibility. The width is determined by "col-md-6" at the beginning of the code. If you want the box to be smaller, use a smaller number; you can use anything between 1 and 12. The background colour can be changed by altering the code in red to the correct code for your desired colour.

**Accordion boxes**

Accordion boxes feature a list of panels designed to open and close as each one is clicked. It is useful when you have a lot of information that you want to break down. The code below will allow you to insert boxes within a *Standard* box. You must be in HTML view within the text box to insert the code.

```html
<div class="panel-group" id="accordion">

This gives the panels an ‘accordion’ effect, which means that when you open one panel, any of the others automatically close.

The panel is then in two parts. The first part deals with the structure of the panel, and the second part defines the content. Both parts will need to be copied for every panel you need. Copy and paste the first part into the source window on Rich Text Editor:

```html
<div class="panel panel-default">
 <div class="panel-heading">
  <h4 class="panel-title">
   <a data-toggle="collapse" data-parent="#accordion" href="#collapse1">
      put the title here</a>
  </h4>
 </div>
</div>

You need to edit two things in this bit of code. First, the title of the panel - you can see above where the title should go. Second, you should be able to see href="#collapse1". This
element **needs to be different** for each panel you put in. We suggest using #collapse2, #collapse3, and so on.

The second part of the code, which deals with the content, is this:

```html
<div id="collapse1" class="panel-collapse collapse">
  <div class="panel-body"><p>Content goes here.</p>
  </div>
</div>
```

Notice, first, that "collapse1" is listed as the id - this should always match the first part of the code, so if you change that on subsequent panels remember to change it here too. The content goes between two `<p>` and `</p>` elements. I recommend that you add a placeholder line of text, and then return to Rich Text Editor to add any additional text - it's far easier to use than Source.

You can add as many panels as you want - just keep adding both sections of the code, making sure that the id matches in each section of the code.

**CAUTION:** altering the HTML to create accordion boxes can very easily break the LibGuide. When altering HTML it is always a good idea to do so on a test page and create a backup of the existing HTML. The easiest way to do this is to copy and paste the HTML into a Notepad document.

This code is also available in an online document for easy copying:

Peer review
Pair up with someone you haven’t worked with and swap LibGuides. Think about the new guide critically – what are the good points, is there room for improvement and how useful do you think it would be to users?

Use the space below to answer the following questions about the LibGuide. When you are done feed this back to the creator of the guide and they will do the same. Are there any surprises or things you will do differently as a result?

One thing that could be improved and why?

One thing you will steal for your own guide and why?

Links
Accessibility and Inclusivity: Cambridge University Libraries Toolkit: http://libguides.cam.ac.uk/c.php?g=669213&p=4752833

A LibGuide from Cambridge University Libraries discussing the outcomes and recommendations of a research project into accessibility.

w3schools: https://www.w3schools.com/

Useful range of HTML guidance and tutorials. Also includes a colour choosing tool.


Guidance from the UK government on changes that can be made to improve accessibility.

Springshare LibGuides Training: http://support.springshare.com/training/allsessions

Training materials offered by Springshare including video tutorials.