LibGuides 2

Cheat Sheet

Profile Box Convention

This should be your first step after you log into LibGuides 2 for the first time and change your password.

1. Upload a professional headshot done by CofC photographer/Jared
   a. MAX WIDTH OF PICTURE: 200px
2. Imbed Chat Widget (located at the bottom of http://libguides.library.cofc.edu/LibGuides2)
3. OPTIONAL: include social media links

New Guide Types

“How To” guides
- How to use technologies, best practices, tutorials, etc.

“Course” guides
- Guides created for specific classes

“Special Topics” guides
- Guides for events or unique topics

“Subject” guides
- Ex: English, Spanish, Biology, etc.

“Internal” guides
- Guides for testing or personal use

Uniform Tab Structure for Subject Guides

REQUIRED
- Welcome
- Find Articles
- Find Books
- Encyclopedias & More
- Web Resources
- Campus Resources

OPTIONAL
- Course Guides
- Citation Style

Navigation Key

(Located at the top right of every box) Edit Box Information

(Located at the top right of every box) Delete Box
## EDITING A GUIDE

### Combine Multiple Content Types into One Box

In a single box, you can add different types of content (ex: catalog link/external link/widget)

To do this, you simply add a box with your first content type. Once you have created your content, you can click on **Add/Reorder** at the bottom of the box to add more content to the same box.

![Image of multiple content types](image)

- Rich Text/HTML Element
- Book from Catalog
- External Link

## Reusing Content

**Assets**

[http://libguides.library.cofc.edu/LibGuides2](http://libguides.library.cofc.edu/LibGuides2)

- Include: External links, books, databases, and widgets
- Use items stored in assets to streamline maintenance of these links.
- To access these resources, go to CONTENT > Assets.

**A-Z Database List**

[http://libguides.library.cofc.edu/Database](http://libguides.library.cofc.edu/Database)

- When adding databases to your guides, **DO NOT CREATE A NEW RESOURCE**.
- Simply start typing the name of the database and it will automatically populate.

### Example of Adding a Database

**Add Database**

Start typing the title of the item you would like to reuse, and we will show matching results below. If you are unable to reuse an asset, you can start typing the name and select from the drop-down list. Learn more about the [asset search feature](http://libguides.library.cofc.edu/Assets).

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Search Complete (1882776)</td>
<td>Academic Search Complete (1882776)</td>
</tr>
<tr>
<td>Owner: Christa Poparad</td>
<td>Owner: Christa Poparad</td>
</tr>
<tr>
<td>Created: Jan 16, 2014</td>
<td>Created: Jan 16, 2014</td>
</tr>
</tbody>
</table>

## Books Convention

[http://libguides.library.cofc.edu/LibGuides2/Catalog](http://libguides.library.cofc.edu/LibGuides2/Catalog)

1. **Use a 25% or 50% column for this type.**
2. Use the College of Charleston Classic catalog record for the ISBN and item URL.
3. Display
   - Title
   - Author
   - Publication year (remove month and date)
   - URL (Classic catalog record)
5. Description is optional. If used, it must be edited so that no more than 4 lines display on guide.
6. Image size – select small or medium for 50% column; select large for 25% column so that the text displays below image.
7. More than one item can be displayed in box.
Widgets

Types of Widgets @ http://libguides.library.cofc.edu/LibGuides2/widgets
- **Guides**: share lists of guides
- **A-Z List**: share customized lists of databases
- **Subjects**: share lists of your LGZ subject categories

You can find the widget page 2 ways:

1. **From the Orange Navigation Bar @ the top of the page**
2. **From your LibGuides Dashboard**

A-Z Database (a linked list of database assets)

The advantage of using A-Z List widgets is that as the library adds and deletes databases in the system, the resources in your guide stay up to date without you having to manually update them yourself! EASY!

Steps to create an A-Z Database List

1. On the widgets homepage, **choose** the **A-Z List** Tab
2. Output Format: **Simple List**
   - a. Embed Type: JavaScript Code
   - b. Link Target: New Window
3. List Format: **Bulleted List**
   - a. **Check Display description**
4. Filters
   - a. Subjects: **SELECT A SUBJECT HERE**
5. Display Order
   - a. **Select “Best Bets” First**
6. **Look at the Preview**. If it looks right, then you are ready for embed.
7. **Copy** the embed code [ctrl+A] then [ctrl+C]
8. In your guide, **create** a content box then **add Media/Widget**.
9. Type in the name of your widget and paste the embed code in the EMBED CODE box. [ctrl+V]
10. Save.

Once you hit save, this widget is saved as an asset that you can reuse in any other guide.

**NOTE**: When you edit the original widget in Assets it will automatically update on every guide.