LibGuides v.2

Login: vt.libapps.com
Website: vt.libguides.com

First time users

- Log in using given username and password (or set password if required).
- Set up profile by clicking on your email in top right corner.
  - Click My Profile on top bar.

How to create a guide

1. At the top left of the screen click the blue drop down menu and choose LibGuides.
2. Click Create Guide under LibGuides Shortcuts on homepage.
3. Choose correct group assignment, template, and guide type.
   a. Fresh start = empty guide
   b. Copy content = includes any pages, boxes, text, images etc from chosen template.
      i. To copy a guide select Guides at My Institution and type name of guide.
4. Use correct format for guide name if required.
5. Fill in description.
6. Click Create Guide
7. Click Add Box from desired column.
8. Name box and select type.
   a. Standard = all content including links, databases, images, text etc.
   b. Tabbed = same as standard with unlimited number of tabs.
   c. Gallery = images only.
   d. Profile = profile box of any account user.
9. Click Add/Reorder and select content type.
   a. Fill information and click Save.
10. To edit content click to the right of content.
11. Reorder content be clicking Add/Reorder and select Reorder Content.
12. Change column size and number by clicking Layout below page tabs.
13. Move boxes by clicking Page below page tabs and select Reorder/Move boxes.
14. Add pages by clicking the + sign next to page tabs.
15. To reuse boxes or pages select Reuse Existing Box when adding box (same idea for page reuse).
   - Item will remain linked to original and is unable to be edited.
   - Item is a copy of original and editable
16. Deleting
   a. To delete a box, click X on the top right corner.
   b. To delete a page, select Page (same as step 13) below page tabs and select Delete page.
17. Preview guide by clicking the eye button next to unpublished on the top right corner.
18. To publish guide, click the red Unpublished button on the top right and change to Private or Published.