

LibGuides: Getting Started

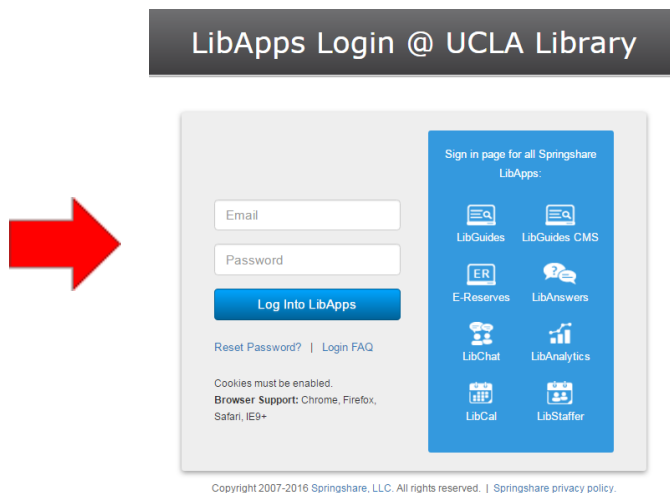
Note: LibGuides is most compatible with the Firefox browser

Logging into LibGuides

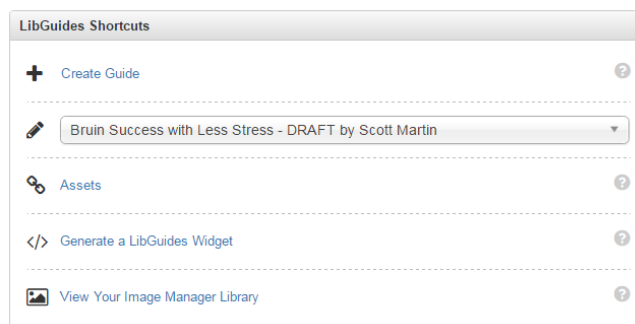
1. Go to <http://guides.library.ucla.edu>
2. Scroll down to the bottom of page and click on “**Login to LibApps.**”



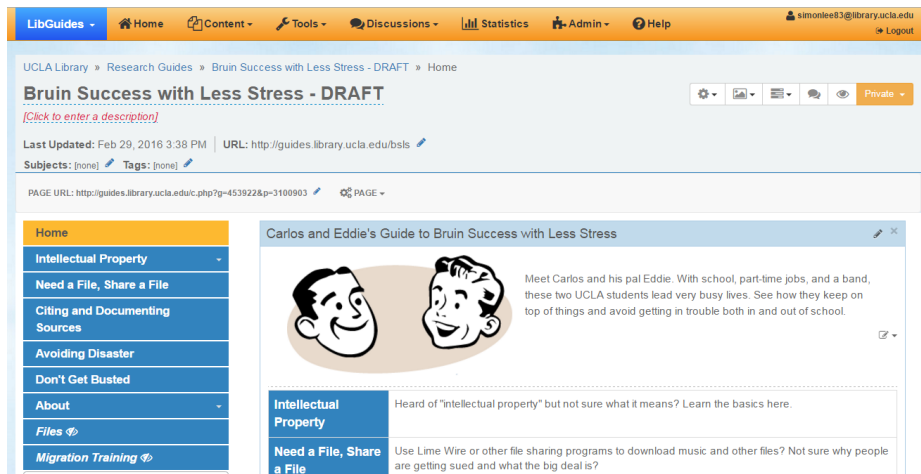
3. Sign in with your LibApps account. If you do not have one, contact Scott Martin (smartin@library.ucla.edu).



4. Once you log into your account, scroll down to the “**LibGuides Shortcuts**” box and click on the dropdown menu to select “**Bruin Success with Less Stress - DRAFT**.”

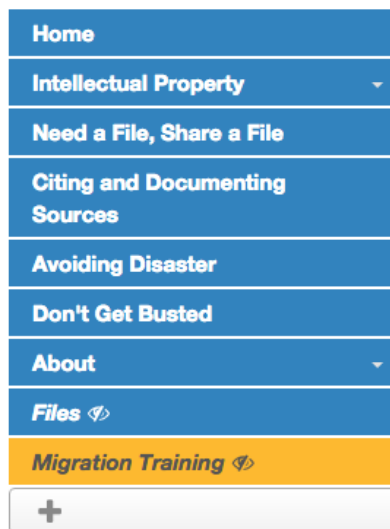


Once you click on “**Bruin Success with Less Stress - DRAFT**” you should be directed to the home page. If not, follow the LibGuide’s specific URL (<http://guides.library.ucla.edu/bsls>).



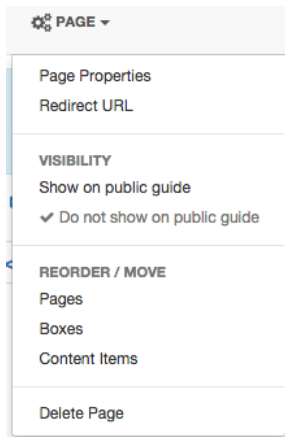
Creating a Page

Click on the plus (+) sign at the bottom on the left hand column.



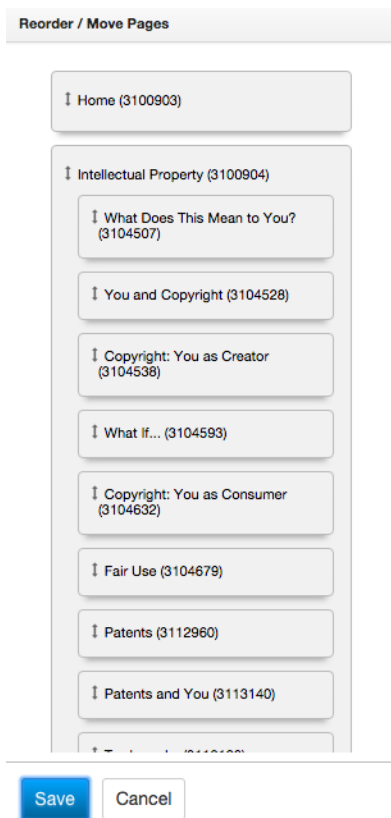
Move/Reorder the Page

Reorder the newly created page under the appropriate section (e.g. Need a File, Share a File) by selecting the image of a cog labeled “**PAGE**” toward the upper left and a drop-down menu will appear. Under “**REORDER/MOVE**,” click on “**Pages**.”



Simply “drag and drop” boxes into the desired position (see “Column 1” in the image below) and then click “**Save**”.

[Note: If you are unable to move the box, try using the Firefox browser]



Creating Content within a Page

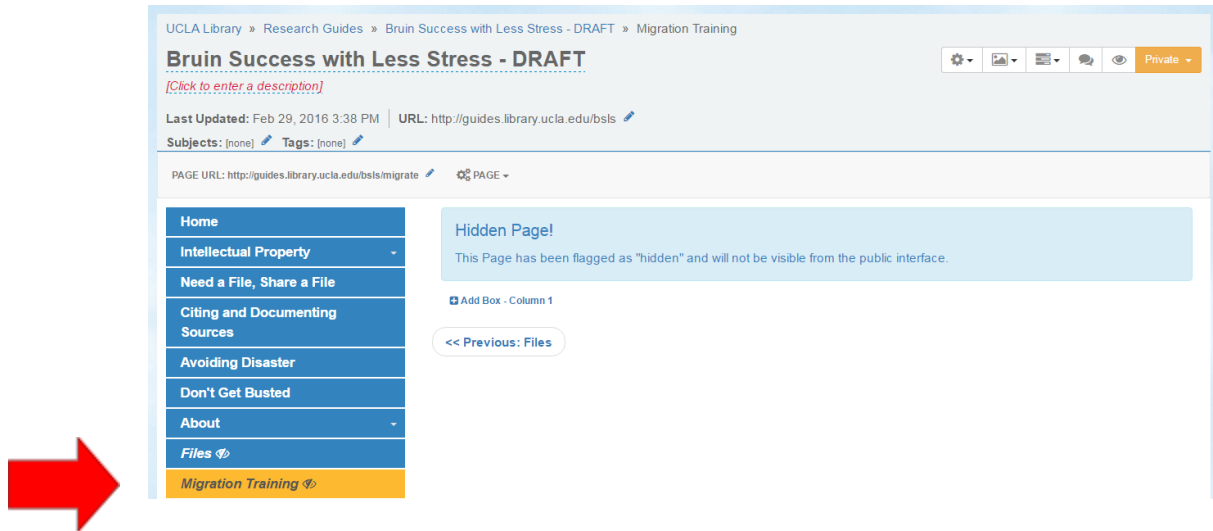
LibGuides creates content using four different types of boxes:

- 1) **Standard Box**
- 2) **Tabbed Box**
- 3) **Gallery Box**

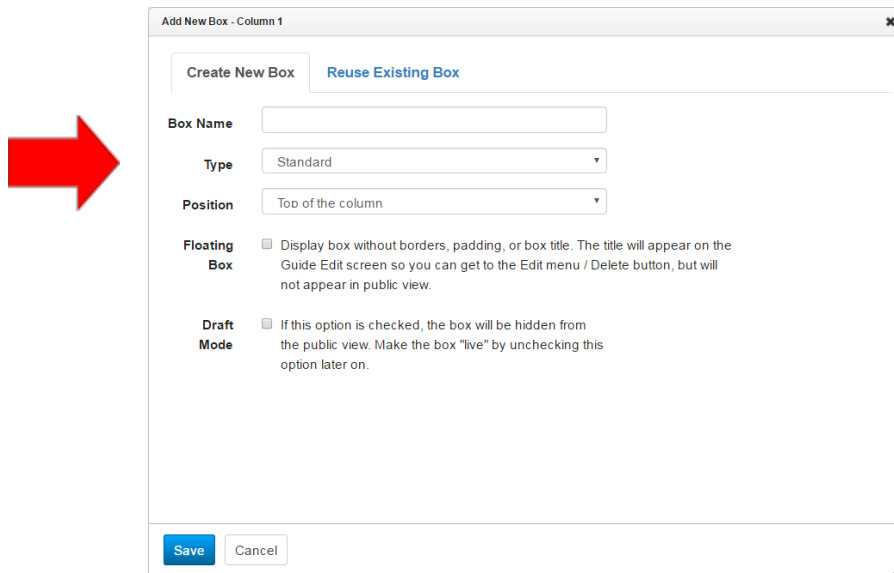
4) Profile Box

Each box allows content to be presented differently by the guide creator.

How to create: Navigate to and click on “**Migration Training**” on the left hand column.
Click on “**Add Box - Column 1**”



Choose Standard, Tabbed, Gallery, or Profile under the dropdown menu for “Type,” provide a name for the “Box Name,” select from the remaining options and click on the “Save” button.



Reordering Boxes

Select the image of a cog labeled “**PAGE**” toward the upper left and a drop-down menu will appear. Under “**REORDER/MOVE**,” click on “**Boxes**.”

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Bruin Success with Less Stress - DRAFT

[\[Click to enter a description\]](#)

Last Updated: Feb 29, 2016 3:38 PM | URL: <http://guides.library.ucla.edu/bsls>

Subjects: [none] | Tags: [none]

PAGE URL: <http://guides.library.ucla.edu/bsls/need-share> | PAGE ▾

- Home
- Intellectual Property ▾
- Need a File, Share a File
- Citing and Documenting Sources
- Avoiding Disaster
- Don't Get Busted
- About ▾
- Files
- Migration Training
- +

- Page Properties
- Redirect URL
- VISIBILITY
 - ✓ Show on public guide
 - Do not show on public guide
- REORDER / MOVE
 - Pages
 - Boxes
 - Content Items
- Delete Page
- Add / Reorder ▾

Simply “drag and drop” boxes into the desired position (see “Column 1” in the image below) and then click “**Save**”.

[Note: If you are unable to move the box, try using the Firefox browser]

Reorder / Move Boxes

Pages

- Home
- Intellectual Property
- What Does This Mean to You?
- You and Copyright
- Copyright: You as Creator
- What If...
- Copyright: You as Consumer
- Fair Use
- Patents
- Patents and You

Side-Nav Column

- TEST BOX (9736296)

Column 1

- Box Type 1: Standard Box (9736670)
- Box Type 2: Tabbed (9736677)
- Box Type 3: Gallery (9736726)
- Box Type 4: Profile (9736737)

Save **Cancel**

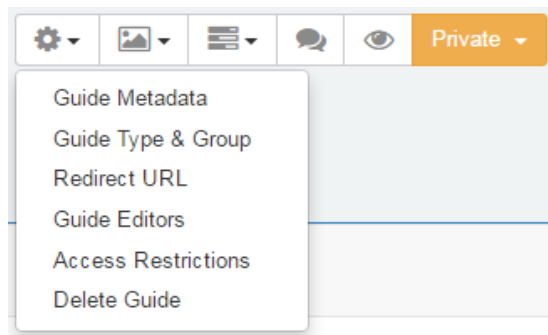
Menu overview

The menu can be found on the upper right hand corner when you are logged into LibGuides.

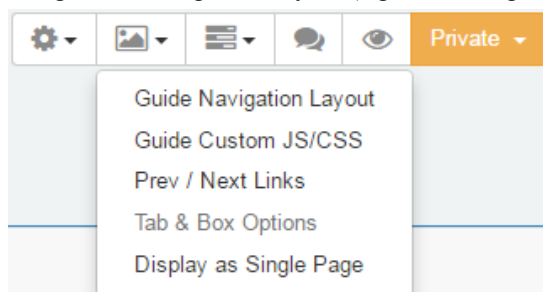
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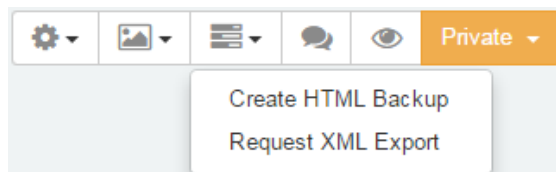
The “Guide Information” (cog icon) button gives you options to change the entire guide’s information.



The second item on the menu is the “Guide Layout” (image of landscape icon) button and you have options to change the entire guide’s layout (e.g., side navigation or tabbed layout).



The third item on the menu is the “Guide Tools” option which allow you to backup the entire page or export it into an XML format.



The fourth and fifth item on the menu is the “Internal Discussion Board for this Guide” (chat bubble icon) and “Preview” (eyeball icon). Internal discussion allows your group to asynchronously discuss how to enhance/improve this guide. **The preview is used very often so you can preview how the guide would appear to the public.**

