LibGuides – Get Started Tips

What are LibGuides?
LibGuides is a platform for easily creating & sharing guides about different topics, subjects areas, courses, or services.

Who Develops the LibGuides?
The short answer is anyone that wants a means of sharing information that is employed by Redcliffe, Caboolture or Kilcoy Hospitals, or, Woodford Correctional Centre Health.

Get Started
You will need a generic (ie: work unit) email address to proceed, this must be provided to the Librarian in your initial request. Once you have that, email the Redcliffe and Caboolture Hospitals’ Librarian (redcablibrary@health.qld.gov.au) to request an account and login.

The Librarian will assist you to get started by setting up your account and providing you with an initial template. It is then up to you to maintain and publish your LibGuides.

LibGuides Help and Documentation
You can add a new guide to your site by either creating it from scratch, or by copying an existing guide.

Creating a guide from scratch
Learn how to create a brand new guide from a blank slate.

Copy an existing guide from your own LibGuides site
Learn how to copy an existing guide from your own site, which you can then customize as needed. (Tip: consider creating "blueprint" guides designed specifically for other users to copy, which can help everyone create guides with consistent navigation and content.)

Copy an existing guide from another library in the LibGuides Community
If you’ve found a great guide from another library in the LibGuides Community, you can create your own local copy in your own site. (Please be sure to request permission from the original guide’s author first!)

Instructions to new LibGuide users - https://ask.springshare.com/springboards/faq/1843 or other help: https://ask.springshare.com/libguides - includes online training and help. (NB: you must be logged in to LibGuides to access.)
How to Login and Publish

To Login:
Enter URL for your LibGuide or go to: [https://redcab.libapps.com/libguides/](https://redcab.libapps.com/libguides/)

1. Scroll to bottom of page
2. Select “Login to LibApps” – use the login and password supplied by the Redcliffe & Caboolture Hospitals’ Librarian.

To Publish:

1. Towards top of page, select the red “unpublished” drop down menu and change to green “published”.
2. The document will now be live and accessible via the page url (see highlighted).
Create a LibGuide

- Select “Create Guide” – now you can work on your own LibGuide.

Create a LibGuide

- Highlight and select the guide.
- Scroll down and complete the details for your new LibGuide giving it a name different to the guide from which you are working.
- Select “Create Guide” – now you can work on your own LibGuide.
How to change Tab Names

1. Login to your required LibGuide
2. Select the tab you wish to change
3. Select Page (beside the URL)
4. Edit as required
5. Save – tab now has the new name.

How to Add an Image

Add an Image

Any time you aren’t sure how to do something, use the LibGuide Help – located in the banner at the top of page.

How to Publish

Redcliffe and Caboolture Hospital Libraries: LibGuides

Last Updated: Aug 8, 2020 12:46 PM  Type/Group: General Purpose/none  URL: https://ivcslibs.libguides.com/redcablibrary

To publish (ie send live), select the drop down box (top right of screen) and change to Publish (green).

Publishing Options:

- **Unpublished**: Visible only to logged-in users (edit side)
- **Published**: Visible to everyone via search and browse
- **Private**: Visible only by the guide URL