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.

Topics in this LibGuide

LogIn
Change Tab Names
Add an Image
Share for Review
Publish

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.).
LogIn

To Login:
Enter URL for your LibGuide or go to: 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 Towards top of page, select the red “unpublished” drop down menu and change to green “published”.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

Login
Select “Home”

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.

Template for Education
Use and save with a new name.
Access at: https://redcab.libapps.com/libguides/admin_c.php?g=592825
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

Select the image icon.

Import image to the drive (complete details of keywords and alternative title, then save).
Double click on the image to import to the required spot in LibGuide.
Hint: use a table to make layout easier e.g. 1 row 2 columns.

If utilising an image already in the image manager to import to the required LibGuide, select the image icon just below the image. (The link icon will provide the URL, double clicking on the image itself will take you into the image file enabling metadata editing.)

Set height and width - double click the padlock to unlock the auto-sizing.
Share for Review

To allow the LibGuide to be viewed without being discoverable or edited, set the published status to “private”.

Select the button/drop down list – then “change status & share”.

Change Publication Status to “private”. Use the “more help” link if unsure or need further information.

Provide reviewers with the URL.
**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).

**Help**

Any time you aren’t sure how to do something, **use the LibGuide Help** – located in the banner at the top of page. (Note, you must be logged in to use this feature.)