Transcript
LibGuides Tutorial 2: How to Create a LibGuide Using a Template

Using a template allows LibGuides to have a similar look and the same format. Certain features such as the IUP Libraries Twitter Feed and your profile have already been added to the template for you. The template has a three column layout, with the center of the page being a larger space where you can add content. The three column layout will be fixed for all pages in the LibGuide that is being created using this particular template. Therefore, if you do not want a particular layout that is associated with a template, you will need to create a LibGuide from scratch.

However, most LibGuides can be created using a template once you are on the LibGuides dashboard. If you have just signed on to LibGuides and are on the LibApps dashboard, click on LibApps on the control menus and then select LibGuides from the dropdown menu. To create a LibGuide using a template, click on Create Guide.

Then click in the radial next to Copy Content/Layout from an Existing Guide and then click in the radial next to Guides at my Institution.

Click on the down arrow in the Search for a Guide box. Next enter “Template” into the Search field.

Then click on the name of the template that you would like to use. For this tutorial I am going to click on “IUP Libraries Template 1.”

Delete the Guide Name and enter the name that you want your Guide to be called. I am going to call the Guide I am creating “Library Resources for Political Science and Pre-Law Majors.” Next, enter a short description for your Guide. I will type in the Description field “This Guide will assist political science and pre-law majors in using the IUP Libraries to find scholarly resources on a variety of government and legal topics.”

Next select your Guide type from the Guide Type dropdown menu. Since the Guide I am creating is for Political Science and Pre-Law majors, I am going to select subject Guide as my Guide type. You will also need to decide if you would like to allow others to reuse or copy the content you have created for their Guide. If you do not want to permit other users to copy your content, click in the box. If you are willing to allow other LibGuide creators to use your content, then leave the box unchecked. Next, click on Create Guide.

Then your Guide will appear with the template and will be ready for you to enter content.