Navigation Tabs
Choose between tabs at the top or tabs on the left side. If you choose left side tabs, you are limited to having one column for content.

Color Scheme
You can assign a color scheme to your school group so that any time you create a new page or guide, it will automatically have the same look as your other guides. You can change the color scheme for any single guide within a group, but you can’t make different boxes different colors within any page or guide.

To set your color scheme, go to Admin > Groups in the orange menu bar. Click the edit icon next to your school’s name. Go to the Header / Footer / Tab / Boxes section; scroll down to the bottom of the screen and click Tab and Box options to open up the menu below, where you’ll set your colors.

More LibGuides support is available at libguides.monroe2boces.org/slshome/libguides
Columns and Boxes
You have the option of a single box for content at both the top and bottom of each page. Between those two boxes, you can set your page up with one to three columns of varying widths. Below is a three-column layout with equal size columns.

Within a column you can create any number of individual boxes. You have four options for box type: standard, tabbed (see example), gallery (slideshow), and personal profile. You’ll mostly use standard boxes.

Within a standard box, you have several options for the type of content you can add. Please note that most of your content can be housed in Rich Text/HTML boxes.

- Rich Text/HTML—very flexible format
- Database—can automatically generate a list of your databases, but can be time intensive to set up
- Link—create a box of links; this can also be done in a rich text box
- Media/widget—to embed a widget like the Destiny search box
- Book from the catalog—to create a visual reading list with links to your Destiny catalog
- Document/file—to compile a list of handouts
- Guide list—an automatically generated list of all the guides in your school group
Menus
There are drop-down menus located in several places on the LibGuides screen. The two you’ll use most often are: