Maintaining a Guide.

Even if you make a perfect LibGuide, something in the real world outside of the LibGuide can change and cause information in the guide to become out-of-date. With budgets cuts, FSU may lose (or gain!) a database on that subject. Coverage in a database may change. There may be new projects at FSU which students might want to link to.

Chances are, many of these changes will be obvious to you if you work regularly in the area and advise faculty and students about researching that topic. In order to check the LibGuide for currency, browse through it and jot down changes. After browsing, use your notes to make changes.

Make and keep backups:

LibGuides won't let you undo edits once they are made. It is also impossible to do a true system-wide backup.

You can make a simple text backup of each guide, so that if content is corrupted, you will know what that content was.

To make a backup:

1. Go to the LibGuide you want to backup and log in to LibGuides.
2. In the yellow bar across the top of the screen, click "Guide Settings."
3. In the drop-down menu, click "Create BackUp."
4. Select where you want to save the backup.
5. Check your backup, to see what is and is not included in the backup.

> **Tip:** Calendar in at the beginning of next semester a note to review each of your LibGuides.
>
> As you review, picture your target audience, and browse through your LibGuides with that audience in mind. Note any changes that might help your audience to research the topic. Jot down these changes and edit LibGuide. Even if you do periodic maintenance, try setting aside a block of time each semester to do this targeted browsing where you keep the audience in mind. This will help your LibGuide to stay focused and relevant for the role you have selected for it.

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Maintaining Your Profile.

If your picture (or your name without a picture) shows up to the right of any LibGuide, then anyone browsing the FSU Libraries' LibGuides can click on your picture, and view a brief profile of you. Make a point of periodically clicking over to, and looking at your profile when you are logged off of LibGuides. If you see out-of-date information, update it. Checking your profile at the beginning of each semester will keep your online reputation accurate and fresh.

To edit your profile:

1. Go to http://guides.lib.fsu.edu
2. Click the small blue letters in the top right corner that say "Admin Sign In"
3. Your username is your FSU email address.
   If you forget your password, email Matt Burrell at mdburrell@fsu.edu to reset it.
4. When you are logged in, the link in the top right corner will read "My Admin" Click this to go to your My Admin page
5. In the center of the "My Admin" page are links to "Customize Your Profile" and "Customize Profile Page".
6. Adjust the settings accordingly. (See "Editing Your Profile" on page 7 for instructions on how to edit your profile, including making your profile unavailable.) (See "Editing Columns" on page 12 for instructions on how to switch over to a two column layout for LibGuides so that your profile is unavailable.)

> **Tip:** Calendar in a note to yourself at the beginning of next semester (Fall, Spring, Summer).
>
> "Update my LibGuides Profile: 1) Go to guides.lib.fsu.edu , 2) click "admin sign in" in top right corner, 3) go to My Admin page, 4) check and update settings for "Customize Your Profile" and "Customize Profile Page"."

LibGuides Maintenance

So, you made LibGuides and you like them. It's done, right? Wrong.

The final and ongoing steps involve (1) marketing the FSU Libraries' LibGuides to students and faculty, (2) maintaining the LibGuide and your profile, so that information about resources are accurate and up-to-date, and (3) revisiting your existing (and perfect) LibGuides to check for broken links and missing content.

Spreading the word about LibGuides to students and faculty:

A LibGuide is only useful if it's used. A LibGuide, like any website, wiki, or social networking tool, is a living breathing thing and needs occasional maintenance. We'll get to that. The point is maintenance is ongoing. You should be in the habit of looking back over your LibGuides from time to time.

As you do this, focus on your intended audience. Think how the LibGuide is useful for them and which specific classes, programs, or professors might find this useful. Then try to mention your LibGuide in a conversation or other contact with someone who might find your LibGuide useful. Periodically browse LibGuides other librarians have created and share them as you would any resource. If faculty or students seem enthusiastic about a LibGuide, try and follow up with an email, and solicit feedback.

Tip: You can check that information about you on the FSU Libraries' website is current. To do so, enter the following search in Google:
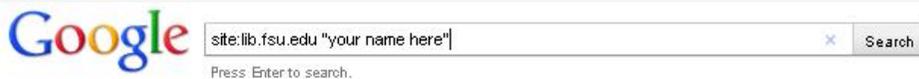
This will search for every page on the FSU Libraries' site where your name is mentioned. If anything is out-of-date or incorrect, let Matt Burrell (mdburrell@fsu.edu) know what needs to be changed.

LibGuides Overview

LibGuides is an interface which allows each librarian to create a personal profile, and create webpages which will be available from http://guides.lib.fsu.edu

LibGuides webpages may be used to:
- promote and organize the library's electronic resources
- explain the research process to students
- present resources to targeted groups of students (ex: students enrolled in a specific course)

LibGuides from libraries around the nation can be found at: http://community.libguides.com/

Using FSU's Standard Layout

Why use a standard layout?

A consistent look and feel helps students and faculty to navigate through the LibGuides. With a predictable format the student or faculty member will instantly understand what kinds of resources are available and where each is located.

When to use the standard layout?

Use the standard layout, unless you consciously decide not to.

The standard layout is more important when you create a LibGuide for a core area (i.e. area that has a subject liaison). Standards are less important when you are creating a LibGuide for a narrow topic, or for a specific reason, such as organizing all of FSU's resources on newspapers, or when you are creating a guide for administrative reasons, such as storing policies where student workers can find them quickly. You know what your guide is about. Be aware of the FSU Libraries' standard layout, and make sure deviations are intentional.

Adding extra content…

The Standard Layout is a framework to build off of. Any other content can be added to existing tabs or you can make new tabs. But remember, too many tabs make be confusing for viewers. For a basic subject area, try to keep it simple and clean, so that undergrads who visit are not overwhelmed.

> **Tip:** Template LibGuides formatted to these standards may be found at:
>
> http://guides.lib.fsu.edu/2ColumnTemplate
> http://guides.lib.fsu.edu/3ColumnTemplate
>
> To create a guide off this template: From the My Admin page, click to "Create a New Guide", select the button for "Use another user's guide as a template", then select "FSU Libraries Standard Template."

Make a URL for your guide.

Your default guide URL has a whole bunch of numbers in it and is hard to remember.

… but… You can make a "friendly URL" that is easy for a person to remember.

For example, http://guides.lib.fsu.edu/government

How to pick a URL for your LibGuide:

1. Click the "Guide Settings" menu in orange bar at the top of the LibGuide.
2. Select "Change Guide Information".
3. Under the label "Friendly URL", type in the URL you want.
4. Click "Save".
5. LibGuides pop up an error message if someone has already taken that URL.
6. When your friendly URL is processed (i.e. saved), the URL will show up under the title of the guide at the top of the screen.

WARNING – There are other places in LibGuides where you can enter a URL. All of them do something different. Look for a red asterisk and warning label next to the setting to find out what each does.

Publish Your Guide.

Three levels of access for a guide are:

Unpublished

This is the default option when you create a new guide. Only other librarians and staff who are logged on to FSU Libraries' Lib-Guides will be able to see this guide.

Private

It is impossible to browse to a private guide from guides.lib.fsu.edu The guide won't show up in searches or subject lists from there.

You can cut and paste the URL for a private guide into an email, and ask professors, students, or other librarians for feedback.

Published

Your guide will show up in searches and on subject lists at guides.lib.fsu.edu

Anyone browsing the internet can view your guide.

How to Publish a LibGuide:
1. Go to edit the guide.
2. Click the "Guide Settings" menu in the orange bar at the top of the LibGuide.
3. Select "Change Guide Information".
4. A box labeled "Guide Publication Status" pops up. At the very bottom of this box is a drop down menu. Click this menu and select the status you want.
5. Click "Save".

FSU Libraries' Standard LibGuides Layout

Tab 1: "Home" tab containing:
- Three columns
- Left Column:
    A welcome statement: Should describe the guide, say who the guide might be useful for, and should be about one paragraph long.
    An Ask a Librarian widget. (You can link to this in the guide "Search Boxes" by Matt Burrell.)
- Center column:
    2-5 links to key resources for the topic of the LibGuide. Some users want to run a quick search on the topic and will only use the first few databases. Put the most essential starting points here - the ones a student should use if the student only uses these resources.
    A search box for the online catalog
    (You can link to this box in the guide "Search Boxes" by Matt Burrell.)
- Right Column (optional):
    This has the profiles of the librarians who created the Lib-Guide. It is optional.
    In order to remove this column, (1) log in to LibGuides, (2) go to the guide you want to edit, (3) in the orange bar across the top of the screen click "Add/Edit Pages", (4) in the drop down menu select "Resize Columns". (5) next to the label reading 2 Column, click "Hide Right".
    In order to hide the profile only click "Remove Profile Boxes from Page" at the top of the right column.

Tab 2: "Find Articles" tab containing:
Links to journals on the resource

Tab 3: "Find Books" or "Find Books & Dissertations" tab:
Links to resources for finding books in the subject area.

Add an image:

1. Click "add text" or "edit text" at the top of any box.
2. Along the top of the text editor, click the picture of the tree.
3. There are two places to get the pic from:
   - You can upload a picture from your computer by clicking the long sentence written in red letters, then browsing to the picture.
     (This also lets you reuse your pictures, and when you reuse pics, deleting one copy only deletes that copy; it won't affect other copies of the picture.)
   - You can use a picture from the internet, by pasting in the "Image URL". (The URL should end in gif, jpeg, or other image format.)
4. **Make sure to add an "Image description".** This description will be added to an ALT tag for the image. When blind people view the website with special software called a screen reader, they will be able to read this description. So, make sure it's there and try to paint a picture for people who may not be able to see your pic.
5. Once you add the picture, you can click on the picture and drag it around to resize it.

Take a screenshot:

1. Click the button that says "Print Screen" which is located in the top right of your keyboard.
2. Click the green "Start" button in the very bottom left corner of your computer screen.
3. Hold the mouse over "All Programs".
4. Go to "Accessories".
5. Click "Paint"
6. Press Ctrl and V at the same time.
7. Crop your image and save as a jpeg.
8. You now have a screenshot you can upload to LibGuides.

Add pictures, video, multimedia, and documents.

What are the options?

1. Go to http://help.springshare.com/boxtypes
2. Look at the multimedia options that are available.
3. Find what you want, and do it.

Add video/audio:

1. To get the code from YouTube: Go to the page for the video, click the button under the video that says "Embed", code will appear under the video, select and copy the code.
   (You can get the embed code from any other multimedia site.)
2. Create a new box with the "Embedded Video" box type. (See "Editing Boxes" "Create a box", page 14.)
3. Click the link at the bottom of the Embedded Video box to "Embed a Video/Audio Clip".
4. Paste in the embed code.

You can also click "edit text" or "add text" near the top of any box, then click the tab for "Plain Text", then paste in the embed code there.

Add a document to a LibGuide:
1. Create a new box with the "Documents and Files" box type. (See "Editing Boxes" "Create a box", page 14.)
2. Click the link at the bottom of the Documents and Files box to "Add New File"
3. Use the "Browse" button to find the file on your computer.
4. Click "Save Document" to upload it.
5. Put your document someplace safe on your own computer. Lib-Guides will not save this document when you make a backup.

Access and Manage Your LibGuides Account

Logging in to LibGuides:

1. Go to http://guides.lib.fsu.edu
2. Click the small blue letters in the top right corner that say "Admin Sign In"
3. Username = your FSU email address.
4. If you forget your password, email Matt Burrell at mdburrell@fsu.edu to reset your password.

The "My Admin" page:

To get to the "My Admin" page:
1. Log into LibGuides.
2. Click the link in the top right corner which reads "My Admin".
3. The My Admin page has tabs. Most of what you do will be under the "My Admin" tab. Explore the options for editing your account information, your profile, creating and deleting guides, and for checking links in guides.

Editing Your Profile:

You have two links from the My Admin page which let you set up your profile. The "Customize Profile Page" link even gives you the option to prevent the public from viewing your profile. At the beginning of each semester, check that this information is current.

Requesting Access to an Existing LibGuide.

The guide owner can give you permission to edit the guide. (You can find out who the owner is by looking at the guide, or locating the guide in the list on the "Guide Index" tab of your "My Admin" page.) In order to add you, the guide owner will have to log in and edit the guide you need access to. While editing, there is a yellow bar along the top of the guide with an option for "Guide Settings". Under that is an option for "Co-owners, Editors, and Collaborators" which the owner can use to add you.

If the guide owner is no longer at FSU, or if the owner needs to be changed for any reason, then this is something only the systems administrator can do. Contact the webmaster, and cc anyone listed on the guide who is still at FSU, so that they will be aware of the reassignment.

1. Locate the item you want in the FSU catalog.
2. Go to the full record for the item (you get here by clicking on the name of the item from search results).
3. Click the link to go to the "permalink" page. The permalink button is along the top of the item's record. It looks like this: permalink
4. Cut and paste the URL of the permalink page, and use this as your link.

How to create a link that is updated automatically:

1. The Databases A-Z list on the FSU Libraries' web page pulls from a database. URLs beginning with http://www.lib.fsu.edu/get/ will go into the Databases A-Z list and retrieve the current URL. A Lib-Guide called Databases A-Z contains a list of the /get/ URLs for current FSU databases.
   These instructions tell you how to automatically import a link from the Databases A-Z LibGuide to your LibGuide.
2. Your box type has to be "Web Links" or "Links and Lists".
   (See "Editing Boxes" "Create a box", page 14.)
3. At the bottom of the box, click the link to "Add New Link".
4. Choose the tab to "Reuse Existing Link".
5. In the menu next to "Guide", scroll down to the link to "Databases A-Z".
6. In the slot next to "Link Title", type the first few letters of the database name. Database names beginning with those letters will appear.
7. Click on the name of the database you want, when it comes up.
8. There is an optional box to copy, rather than link to, the resource you are adding.
   If you **link** to the original item in the Databases A-Z LibGuide, then when the original item is deleted, your link will disappear. An advantage to this might be that you link will disappear automatically when FSU cancels a subscription to a resource.
   If you **copy** the link, then the link you create in your LibGuide will be independent of other links in the system.

How to check a link to an electronic resources:

1. Go off campus.
2. Click on the link to the database.
3. Run a search.
4. Download one full-text pdf.

Create a New LibGuide

1. Before you start, go to http://guides.lib.fsu.edu and browse the other FSU LibGuides. What do you like? What don't you like? How is each useful: for an undergrad? for a graduate student? for a professor doing research? for a professor teaching undergrads?

   Look for potential uses for existing guides, so that you can promote the guides to faculty and students. Think about what audience your new guide will target, and how you will promote your LibGuide.

2. On a sheet of paper, jot down who your target audience is and how they will find the guide. Now, plan out your guide – brainstorm what content you want to go where, and decide what databases you want to add. (Glance back at the FSU Libraries' Standard Layout while you do this, but don't let it constrain you – it's what your target audience will be familiar with, not set in stone.) Draw a picture or diagram of what you want your guide to look like.

3. Go to http://guides.lib.fsu.edu , click "Admin sign in" in the top right corner, and go to the "My Admin" page (to get here click "My Admin" in top right corner when you are logged in).

4. Click "Create a New Guide" – a box pops up

   "The Template" – gives you the option to use another guide as a template, or to start fresh. Remember, a template formatted to FSU's standard is available. Select the button for "Use another user's guide as a template", then select "FSU Libraries Standard Template" 2 or 3 Columns from the drop-down menu.

   "Title" and "Description" affect how your guide will appear when someone is browsing lists of guides using http://guides.lib.fsu.edu
   - "Title" is the name that will show up in blue.
   - "Description" is the short description that will appear when people browse guides from the main page at http://guides.lib.fsu.edu This is your advertising, so make it good! Write a description which will appeal to your target audience.

Click on the button at the bottom to "Create New Guide"

5. You now have a LibGuide which is Unpublished. It won't show up from http://guides.lib.fsu.edu until you tell it to (which we'll do later). Start editing your guide, then publish when you are ready to launch and make your guide available to the public. (See section on "Publish your Guide", page 24.)

When a link is working correctly for an FSU student at home, the student will get FSU's proxy login screen, which looks like this:

How to copy and paste a link to an electronic resource:

1. Go to the Databases A-Z list on www.lib.fsu.edu or to the A-Z Resource list in LibGuides
2. Hold your mouse over the link
    Look along the bottom edge of your web browser. The URL you see there is the link to the resource.
3. Right click the link.
4. A menu will open where your mouse is. Scroll down and choose "Copy Link Location".
5. Go to LibGuides and paste in the link
6. Use the same right click method to cut and paste persistent URLs (containing /get/ in the URL) from the Databases A-Z LibGuide at http://guides.lib.fsu.edu/DatabasesAZ

Tip: To copy a link to an electronic resource: Copy the link you click on. Never copy the URL it takes you to. The link and the ultimate destination may be different!

Linking to FSU's Electronic Resources:

You will probably build your LibGuides at work, at the library, and only rarely access them from home.

You click a link to a database while you are at work, at the library, and that link works. Will it work for an FSU student who clicks the link from a computer in an apartment complex?

<div style="text-align: right">… maybe</div>

The number one issue with linking to FSU's electronic resources is:

<div style="text-align: center">A LINK TO AN ELECTRONIC RESOURCE MAY WORK DIFFER-
ENTLY WHEN
CLICKED FROM HOME VS FROM FSU!!!</div>

This is because the proxy login works differently from off campus.

When you use a computer from inside Strozier Library (or any FSU library), the database company can detect where you are physically, recognize that you are at the FSU Libraries, and grant you access to the database.

If you feel adventurous, try clicking the link to one of FSU's databases. Now compare the URL of the link you clicked (which shows in the bottom edge of the screen when you hold the mouse over the link) with the URL of the place you went to when you clicked the link. Are they different?

If so, then likely only one will work from off campus.

Proxy login = How a databases paid for by FSU knows that an FSU student or faculty is using the resource

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Editing your LibGuide

Step 1: Try to find your LibGuide while you are Logged out of LibGuides

Don't bother doing this if you know your guide is unpublished. But, if you know your guide is published, then this will let you notice what a person looking at the site has to do to get to your LibGuide. That can help explain LibGuides when working reference, virtual reference, or describing the resource in a conversation. It will also verify that your guide is published.

Step 2: Log into LibGuides

1. Go to http://guides.lib.fsu.edu
2. Click the small blue letters in the top right corner that say "Admin Sign In"
3. Your username is your FSU email address.
   If you forget your password, email Matt Burrell at mdburrell@fsu.edu to reset your password.

Step 3: Go to the LibGuide you want to edit

The first page you are taken to when you log in is your "My Admin" page. You can return here at any time while logged into LibGuides by clicking "My Admin" in the top right corner of the screen.

On the "My Admin" page, under the link to "Create New Guide" is a drop down menu which allows you to select any guides you have permission to edit. When you are in edit mode, there is a yellow bar across the top of the guide that reads "Command Bar Guide Settings Add/Edit Pages Other Guides … etc….."

What if I don't see my guide on this list? Then you need to be added to the guide. See "Getting Started with LibGuides" "Requesting Access to an Existing LibGuide", page 7.

Step 4: Edit!

Editing Columns
Two Column versus Three Column Layout:

The default layout for a LibGuide is three columns of boxes, with librarians' pictures in the far right column. You can switch to a two column layout and put extra content in the wider columns.

Switching to a two column layout:

1. In the orange bar at the very top of the guide, click on "Add/Edit Pages".
2. Select "Resize Columns".
3. Set the columns to: 2 Columns—Hide Right

Switching to a three column layout:

1. In the orange bar at the very top of the guide, click on "Add/Edit Pages".
2. Select "Toggle/Resize Columns".
3. Set the columns to: 3 Columns—Default

Tip: You can keep the three column layout but hide your profile by clicking to "Remove Profile Boxes from Page" at the top of the righthand column.

Adding Links.

Paste a webpage link into a LibGuide:

Two options:
   If you have a "Simple Web Links" or "Links and Lists" box:
   - Click "Add New Link" at the bottom of the box.
   - If this is a link to one of FSU's electronic databases, then check the box to "Add proxy URL to the front of this link."
   If you use the Text box area (all box types):
      * LibGuides' automatic link check will **not** check these.*
      1) Click the words "add text" or "edit text" near the top of any box
      2) Type the word you want people to click on to go to your link
      3) Click the link icon along the top of the edit area
      4) "Link URL" has to start with http://

Using LibGuides' automatic link checker:

1. This only check links in the following box types: Web Links, Links & Lists, Dates & Events, RSS Feeds, Podcasts, Books, User Submits, and Polls.
2. Go to your "My Admin" page.
3. Click the link at the bottom of the center column for "Link Checker" to view a report of broken links.
   (This might detect some links as broken, when they really aren't. This may happen if the connection to that webpage is slow on the day LibGuides runs the link check.)

Tip: Link Rot = Link points to a site; The site changes or disappears; Link is broken.

Entropy happens; link rot happens. Over time, links will break. When they break, no one will tell you. There are some things you can do to help prevent broken links.

Tip: Be aware of how solid a link is.

Links which are long are more likely to break. Links with random characters and numbers in a row might be made up by the website on the fly and may only last for a few hours or days. For example, if you search the FSU catalog, then cut and paste the URL out of your web browser, the link will time out and break one hour and twenty minutes later.

Ex. A: Good Link! This link should last many years:
http://www.fsu.edu/
(Link is to the homepage. The page may change but is unlikely to be removed.)

Ex. B: Good Link! This link may break in a few years:
http://www.cs.fsu.edu/~awang/courses/cop5611_s2006/lockss.pdf
(URL indicates that this pdf is in a folder set up by a faculty member, and was used for a class in 2006.)

Ex. C: Bad Link! This link will break in about an hour:
http://fsu.catalog.fcla.edu/fs.jsp?
st=ephimeral&ix=kw&S=1411289856737502

Long string of meaningless numbers may indicate this isn't a URL at all, instead this is half URL (http://fsu.catalog.fcla.edu/fs.jsp) and half something the computer on the other end reads (?st=ephimeral&ix=kw&S=1411289856737502)

Many websites generate a URL which doesn't hold content at all. Instead the computer looks at the letters and numbers it gives you and connects those letters and numbers to you personally – to your browsing session. Because hundreds of people or more pass through every day, the computer has to forget you quickly and doesn't create a permanent memory of the letters and numbers that helped you find the resource.

Links with random characters and numbers in a row might be made up by the website on the fly and may only last for a few hours or days.

Try emailing links to a friend, or yourself, and see if it opens a few hours/days after you sent the email. Try running Google searches to check for ways to make "permalinks" to resources on a website.

Editing Tabs:

Each LibGuide has a series of tabs which run across the top of the guide just under the title. That's what these instructions are for.

Create a tab:

1. In the orange bar at the very top of the guide, click on "Add/Edit Pages".
2. Select "Add/Reuse Page".
3. Fill out the info:
   - **"Page Name"** is the label that will appear on the tab.
   - **"Description"** is text that will show if someone holds their mouse over the tab.
   - **"Position"** locates the tab relative to your other tabs. "As a top level" means it will be a tab across the top of the page. The other options put the new tab in a drop down menu under other tabs.
   - **"Redirect URL"** – if you enter a URL here, then your tab will not hold your content and will instead be a link to another page.

Delete a tab:

1. In the orange bar at the very top of the guide, click on "Add/Edit Pages".
2. Select "Delete a page".
3. Choose the name of your tab in the drop down menu.
4. YOU CANNOT UNDO A DELETE IN LIBGUIDES!!!!

Move a tab somewhere else:

1. In the orange bar at the very top of the guide, click on "Add/Edit Pages".
2. Select "Reorder/Move Pages".

Editing Boxes:

All the content in LibGuides lives in boxes.

Understanding box types:

1. What kind of box you make determines what you can do with it (i.e. add videos, add database links)
2. Take 5 minutes and browse: http://help.springshare.com/boxtypes
3. Think about what kind of boxes you will use for what

Create a box:

1. Click "Add New Box" link in the column where you want your box.
2. Settings for your new box:
   a. **Buttons** to choose a source for the new box:
      Create new box = a new box
      Link to another box in the system = recreates the content from an existing box, and permanently updates your box to match the other box.
      Beware! If content in the original box (or the original box) is deleted, that change will also take effect in your new box.
      Joy! If content, such as a search box for the online catalog, needs to be updated, then you can relax. As long as the box you linked to is maintained, your box will be maintained too.
      Copy another box from the system = Copies the contents of another box. Doesn't create a permanent connection to that box. So if the original box changes, your box will not change with it.
   b. **Box type** = Big drop down menu to pick a box **type**:
      ● See <u>Understanding box types</u> above.
      ● LibGuides has an automatic link checker, but only for these box types: Web Links, Links & Lists, Dates & Events, RSS Feeds, Podcasts, Books, User Submits, and Polls. (Also, be aware that the link checker does not check proxy logins.)

For links to websites or to FSU's electronic resources, it is highly recommended you choose "Simple Web Links" or "Links and Lists".
   c. "Position" = where the new box will go relative to other boxes

Delete a box:

1. Click "edit" in the top right corner of the box you want to delete.
2. Select "Delete This Box"
3. YOU CANNOT UNDO THIS!!!

Move a box somewhere else:

1. In the orange bar at the very top of the guide, click on "Add/Edit Pages".
2. Select "Reorder Boxes".
3. Drag the box names around to rearrange them.
   (You can also drag boxes onto any other tabs, and the box will go under that tab.)

Tip: Think about using Linked Boxes between your guides. This will let you make an update in one location and have that update appear in multiple guides.