Copy Credo into your Libguides

Credo has set up LibGuides to highlight Credo Topic Pages, titles and entries. Our guides and the boxes in each can easily be copied into your LibGuides system and re-used.

Adding Credo LibGuides to your institution’s LibGuides is a very simple process. Find Credo’s available LibGuides here: http://credoreference.libguides.com. Once you have located the Guide or Tab that you would like to copy from Credo’s LibGuides, note the URL and follow the steps below:

(These instructions are found on LibGuides FAQ site: http://guidefaq.com/a.php?qid=1926)

1. **Login** to your LibGuides system.
2. Select **Create Guide** from the **Guides** screen. (figure a)
3. On the Create Guide screen, select the 2nd option: **Copy an existing Guide**.
4. Then choose **Community** as the Guide Search option.
5. **Enter the URL** of the guide that you want to copy into the search box.
6. When the guide title comes up, click on that guide to select it. (figure b)
7. Enter the new guide title and description.
8. Click the **Create Guide** button to copy the guide to your new site.

After the guide has been copied, you will automatically be taken to your new guide, where you will find all of the same pages and content boxes that were in the original guide.

![Figure A](image-url)
Notes:

- Since this process creates a copy of the original guide, any changes made to the original will not be reflected in the copied guide, and vice-versa.
- If any boxes or links are "linked" (meaning the creator of the guide added a linked box to the page or reused a link in their system), the best and safest thing for you to do is recreate those boxes (so you can edit them) and then remove the "linked" box from the guide.

Text and notes for this ‘How-To' document were taken from the Lib-Guides FAQ page. Please look here for more assistance! [http://guidefaq.com/](http://guidefaq.com/)

Figure B