

# User's Guide for Creating Book Guides

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## **-Beta Version-**

- This facility allows any user to **create lists of items listed on QuakerBooks.org** – They will be available for anyone interested in the Book Guides section of our website. You can also link to them or embed them in your own website. See [www.quakerbooks.org/book\\_guides/](http://www.quakerbooks.org/book_guides/) for samples of guides users have created.
- **To start** a Book Guide Account, go to [www.quakerbooks.org/tools/guideSetup.php](http://www.quakerbooks.org/tools/guideSetup.php). Submit an email address and a password. You will receive a confirmation email to activate your account. You can use this account to edit existing guides you have already created, or to make new guides.
- Once you have logged in, **click the bright blue button, “Select books.”** This will take you to the QuakerBooks online catalog.
- Navigate through the catalog to the books you want to include in your guide. **Click the bright blue “Add item” button** beside any title you wish to select. Select as few or as many books as you wish.
- When you have selected the books you want, go to the top of the page and click the **‘Return to the setup page’** button.
- On the setup page, view the list of “picked items.” If you wish to remove a book from your list, click in the box next to the title to remove the check mark. Then **click the blue “New Guide” button.**
- A new window will display the fields that allow you to select features for your guide. **Under the heading “Guide Information”** give your guide a title and enter your own name. Write a description of the list itself (e.g., “I recommend these books for meeting discussion groups”). You can also select whether you want the books to appear in alphabetical order of their titles, or in order of the most recently published to the oldest oldest.
- **In the “Individual Items” section** you can write your own description of each book to replace the catalog description. Click the “Describe” button by the title. A window will pop open, and you can write your description in that window. When you are finished, click “Accept.”
- **When you are finished with your guide, click “Save”** near the bottom of the features column. The column on the right side of the page will show the guide as you have created it. Whenever you make any changes, remember to click “Save” again.

- At the bottom of the page, under the heading “Ways to Use this Listing,” you will see a **link to the guide** as it appears in the QuakerBooks.org website. You can use this link to review your contribution and to refer others to your list.

## **FAQs**

***I can't find a book in the QuakerBooks.catalog.*** Here are some tips for browsing and searching the catalog. If you want to browse by topic, click one of the headings in the far left column. A short selection of books in that category will appear on the page, but you will also see a new list of subheadings under the heading you just clicked. When you click on the subheadings, you will see a full list of our books in that category. If you know the title or author of a book you are searching for, enter it in the “Search” box in the upper left corner of the page and click “Go.” (You will get better results if you use only one or two key words, rather than a long title.) You can also use the “Advanced search” option by following the brown link below the “Search” box.

***When I edit my list, I don't see the changes in the right hand preview column.*** Try using the brown “refresh” button at the very bottom of the middle column. You can also use the link to the actual book guide to see if your changes were incorporated.

***I get error messages while creating Book Guides.*** If you use Explorer 9, you may encounter some difficulties. Please try again. Frequently a second try is all it takes.