

LeaderGuide Pro

Librarian – How to Use



User Guide

Course ID: LGP-LIB_UG

Librarian – How to Use

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Acknowledgements

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Overview

Purpose



Librarian is a unique set of automation functions that allow you to easily work with Modules and Lessons.

With Librarian you can:

- Save any Module and its Lessons, or just Lessons, as reusable objects.
 - This process is referred to as Archive
 - Insert Archived content into existing LeaderGuide Pro™ documents.
 - Delete Modules and Lessons from within existing LeaderGuide Pro documents.
 - Reorder Modules and Lessons within existing LeaderGuide Pro documents to create new documents.
-

Learning Objectives



Objectives:

You will learn:

- How to locate Librarian on the LGPro ribbon.
 - The purpose of each Librarian function.
 - How to use each Librarian function.
-

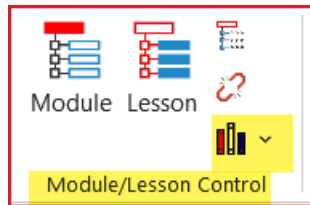
Librarian

About Librarian

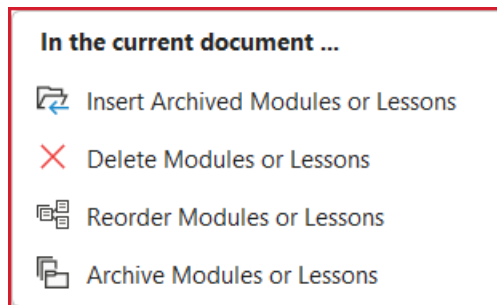


Librarian is a unique set of automation functions that allow you to easily work with Modules and Lessons.

The **Librarian button** is in the **Module/Lesson Control group**.



When you click the **Librarian** button you see this menu of options:



- **Insert Archived Modules or Lessons**
 - Easily import an existing LGPro Module or Lesson into an open guidebook
 - When you import a Module, you also bring in all the Module's Lessons
- **Delete Modules or Lessons**
 - Easily delete Lessons, or Modules and all the Module's lessons, from the open guidebook on your screen
- **Reorder Modules or Lessons**
 - Easily reorder Lessons, or Modules and all the Module's lessons, from the open guidebook on your screen into a new guidebook (to preserve the original.)
- **Archive Modules or Lessons**
 - Easily save copies of Lessons, or Modules and all the Module's lessons, from the open guidebook on your screen
 - FYI: Content Parts are automatically "archived" and available for insert.

How to Insert Archived Modules or Lessons



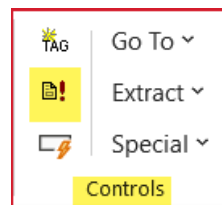
Quick Steps

- Get your guidebook ready for the insertion by updating all fields and saving.
- Place your cursor at a logical insertion point in your document.
- Click the **Librarian button** in the **Module/Lesson Control group** on the LGPro ribbon
- In the menu you will see, click on **Insert Archived Modules or Lessons**.
- Select **the file** you want to import & click **OK**.
- In the dialog box you will see, address this question: **“Insert something else?”**
 - If **Yes**, click **Continue**.
 - If **No**, click **Close**
- Check the start and end insertion points to make sure there is a section break or page break before and after your inserted content. If not, add one now.
- Click **Update All Fields** and **Save**.
- **Go To** your Table of Contents and verify that your inserted content in the correct location.



Get ready to insert

- Open the LeaderGuide Pro guidebook you want to insert into.
- Click the **Update All Fields** button **in the Controls group** on the LGPro ribbon.



- Save the file.
-

How to Insert Archived Modules or Lessons, continued

1

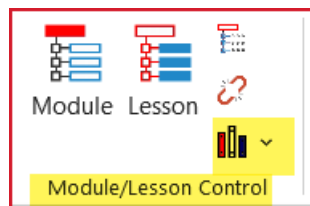
Step One

- Place your cursor at a logical insertion point in your guidebook.
 - Go to the spot where you want to add your archived Module or Lesson.
 - If that spot is on the last page of your guidebook, place your cursor at a paragraph mark **before/above** the **non-printing red text** that should always be the last thing in your guidebook.
 - Otherwise, go to the page before your insertion spot and place your cursor by a paragraph mark at the end of that page.
 - For example:
 - If you have a Facilitator Guide with Module 1, Module 2, and Module 3
 - and you want to insert an archived Module before Module 3
 - then you would go to the page before Module 3, which would be the last page of the final Lesson in Module 2. Place your cursor at a paragraph mark below the final content block on that page.

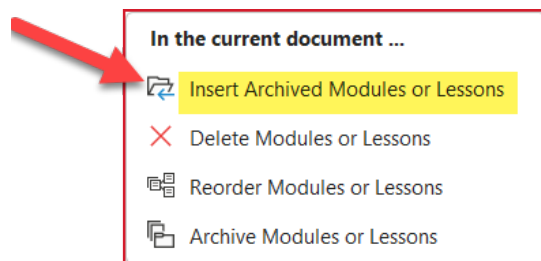
2

Step Two

- Click the **Librarian button** in the **Module/Lesson Control group** on the LGPro ribbon



- In the menu you will see, click on **Insert Archived Modules or Lessons**

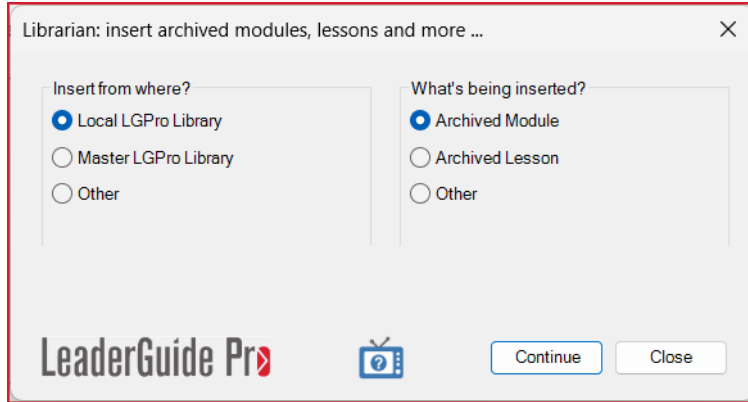


How to Insert Archived Modules or Lessons, continued

3

Step Three

You will see this dialog box

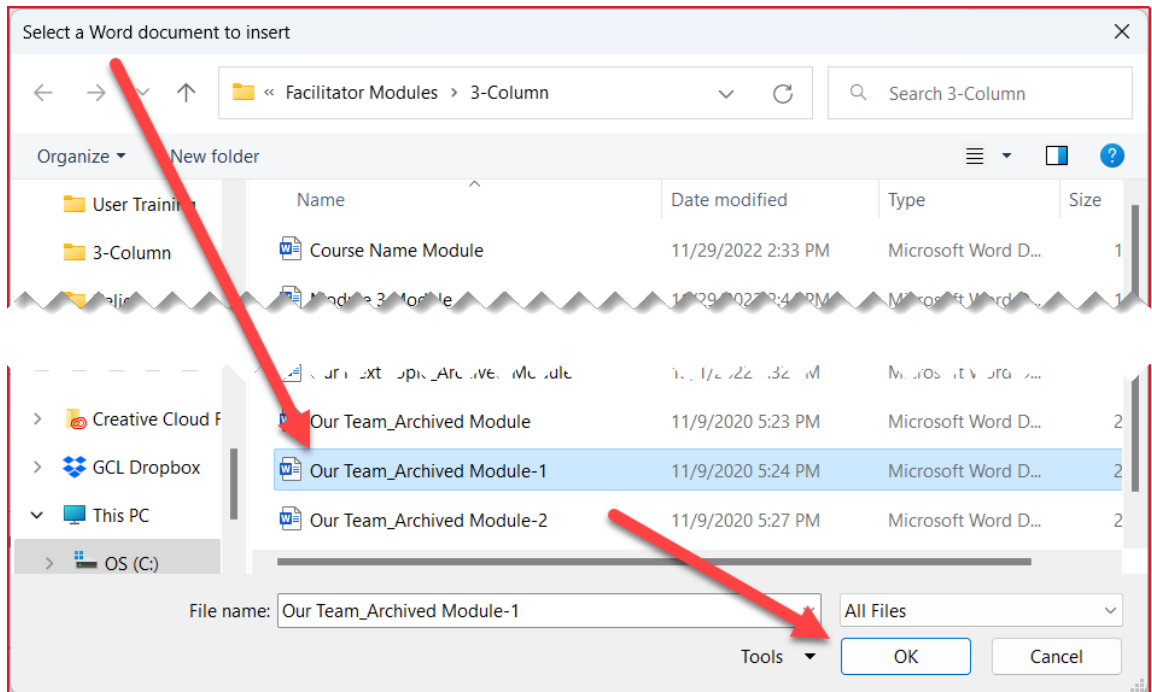


- Select the **location** of your archived file
- Select the type of file, either a **Module or a Lesson**
- Click **Continue**

4

Step Four

- Select **the file** you want to import
- Click **OK**



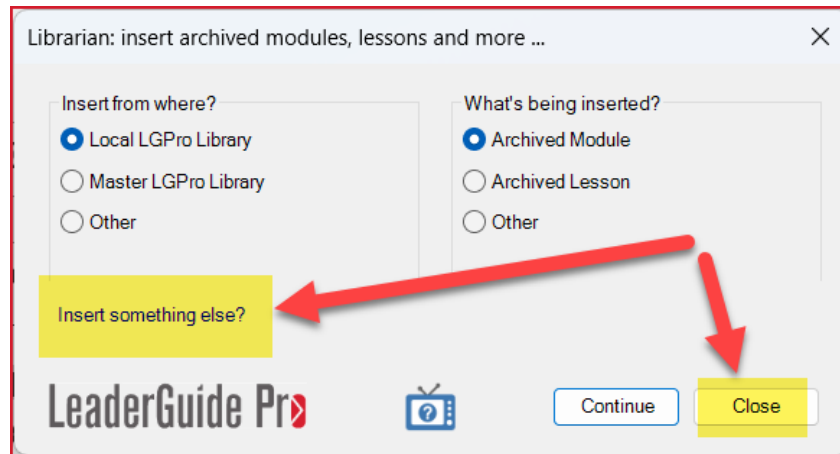
How to Insert Archived Modules or Lessons, continued

5

Step Five

The file you select will be inserted and you will see the **Librarian Insert dialog box** again.

- In the dialog box you will see this question: **“Insert something else?”**
 - If **Yes**, click **Continue**
 - If **No**, click **Close**

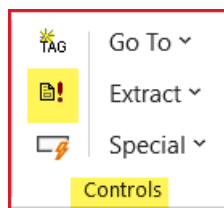


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Step Six

You will be in your guidebook at the end of your inserted content.

- Check to make sure there is a section break or page break before the next Module or Lesson. If not, add one now.
- Click Update All Fields and Save.



- Click **Go To** and go to your Table of Contents
 - Is your inserted content in the correct location?
- Place your cursor near the Table of Contents entry for your inserted Module or Lesson and go to the start of that chunk.
 - Is there a section break or page break before the start of your inserted content?
 - If not, add one now.

How to Delete Modules or Lessons



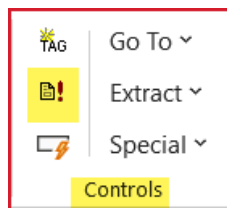
Quick Steps

- Open the LeaderGuide Pro guidebook you want to delete Modules or Lessons from.
- Click the **Update All Fields** button **in the Controls group** on the LGPro ribbon and Save.
- Go To your **Table of Contents** and visually identify the Modules or Lessons you want to delete.
- Click the **Librarian** button in the **Module/Lesson Control group** on the LGPro ribbon
- In the menu you will see, click on **Delete Modules or Lessons**.
- Select the **Module or Lesson** you want to delete
- Click **Delete**
- Give LeaderGuide Pro the time it needs to complete the deletion.
- When you see the message telling you that your item has been deleted, either select another Module or Lesson to delete or click **Close**.



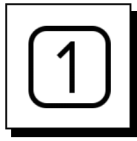
Get ready to Delete

- Open the LeaderGuide Pro guidebook you want to delete Modules or Lessons from.
- Click the **Update All Fields** button **in the Controls group** on the LGPro ribbon and Save.



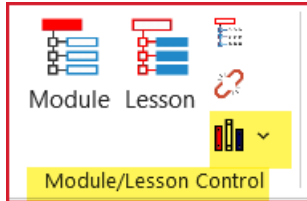
- Go To your **Table of Contents** and visually identify the Modules or Lessons you want to delete.

How to Delete Modules or Lessons

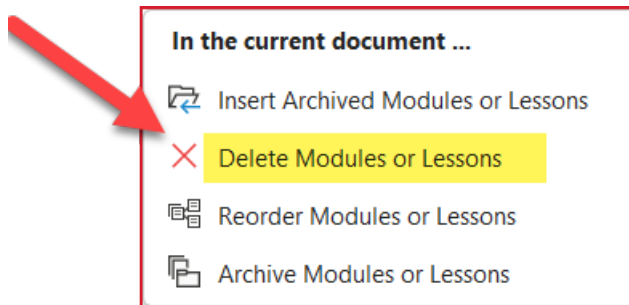


Step One

- Click the **Librarian button** in the **Module/Lesson Control group** on the LGPro ribbon



- In the menu you will see, click on **Delete Modules or Lessons**.



IMPORTANT NOTE

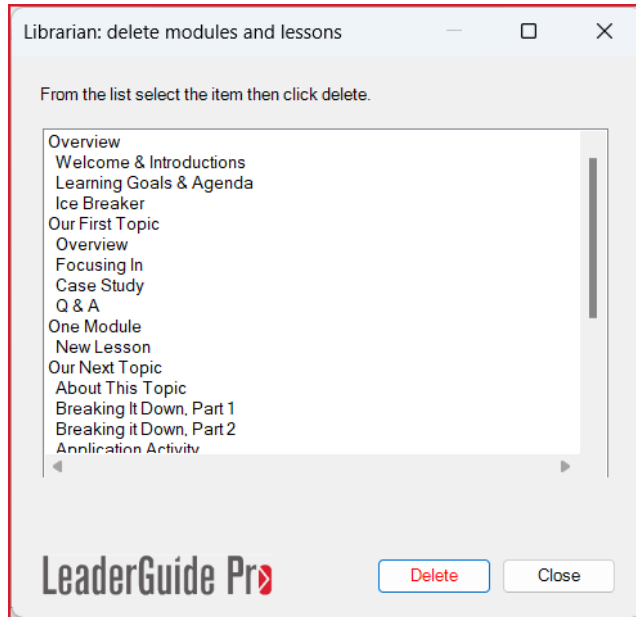
- Deleting is permanent.
 - If you think you might want this content at some point in the future, we suggest you use Librarian to Archive it before you delete it.
- If you select a Module to delete:
 - You will also be deleting all the Lessons in the Module.
- Depending on the size of your document, deleting could take anywhere from a few moments to a minute or two.
 - Do not do anything else on your computer while the deletion is taking place.
 - You will see a message alerting you when your selection has been deleted.

How to Delete Modules or Lessons



Step Two

You will see a representation of your Table of Contents.



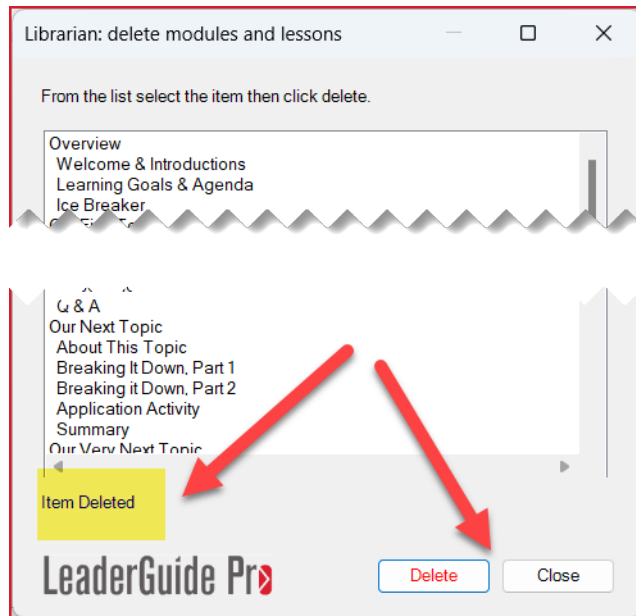
- Select the **Module or Lesson** you want to delete
- Click **Delete**
- Give LeaderGuide Pro the time it needs to complete the deletion.
 - After the selected content is deleted, LeaderGuide Pro will update your:
 - Table of Contents
 - Training at a Glance
 - headers and footers, and
 - page numbers

How to Delete Modules or Lessons



Step Three

- In the **Librarian Delete dialog box** you will see a message in **blue text** letting you know the item you selected has been deleted.
- Either select another Module or Lesson to delete or click **Close**.



How to Reorder Modules or Lessons



Quick Steps

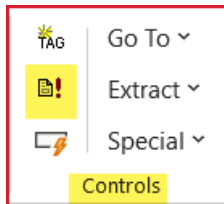
- Open the LeaderGuide Pro guidebook with Modules or Lessons you want to reorder.
 - Click the **Update All Fields** button **in the Controls group** on the LGPro ribbon and Save.
 - Go To your **Table of Contents** and visually identify the Modules or Lessons you want to reorder.
 - Click the **Librarian button** in the **Module/Lesson Control group** on the LGPro ribbon
 - In the menu you will see, click on **Reorder Modules or Lessons**.
 - Select **the first** Module or lesson you want in your reordered guidebook & click **Add**
 - Select **the next** Module or lesson you want in your reordered guidebook & click **Add**
 - If you make a mistake, select the Module or Lesson you don't want and click **Remove**
 - When you have added everything to your reordered document, click **Run**
 - When prompted to Save, click **OK** and **Save** your new guidebook
 - After you will see a message letting you know your reorder is complete, click Close in the Librarian Reorder dialog box
 - Check your reordered document to make sure the page breaks and transition blocks are properly in place
-

How to Reorder Modules or Lessons



Get ready to Reorder

- Open the LeaderGuide Pro guidebook with Modules or Lessons you want to reorder.
- Click the **Update All Fields** button in the **Controls group** on the LGPro ribbon and Save.

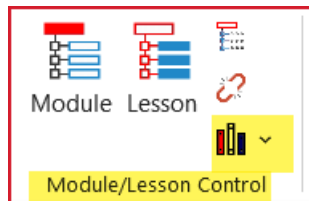


- **Go To** your **Table of Contents** and visually identify the Modules or Lessons you want to reorder.

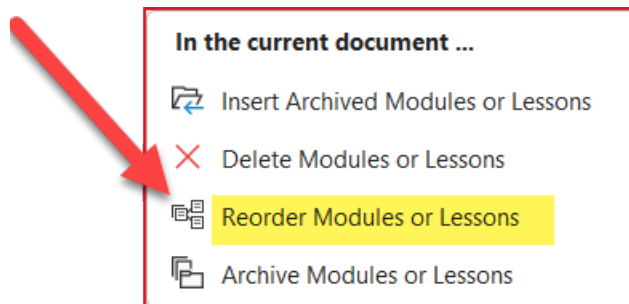


Step One

- Click the **Librarian** button in the **Module/Lesson Control group** on the LGPro ribbon



- In the menu you will see, click on **Reorder Modules or Lessons**.

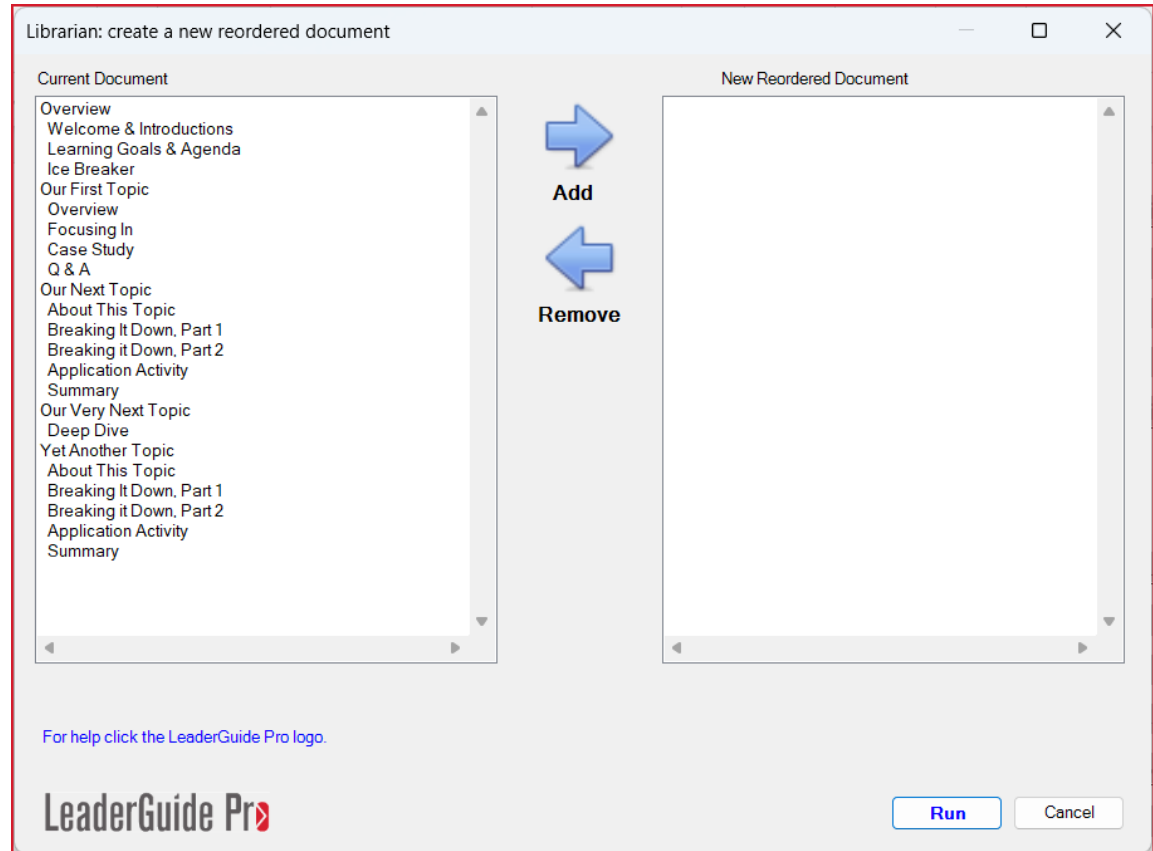


How to Reorder Modules or Lessons



Step Two

You will see a representation of your Table of Contents.



- Select **the first** Module or lesson you want in your reordered guidebook
- Click **Add**
- Select **the next** Module or lesson you want in your reordered guidebook
- Click **Add**
- If you make a mistake, select the Module or Lesson you don't want and click **Remove**
- When you have added everything to your reordered document, click **Run**

NOTE:

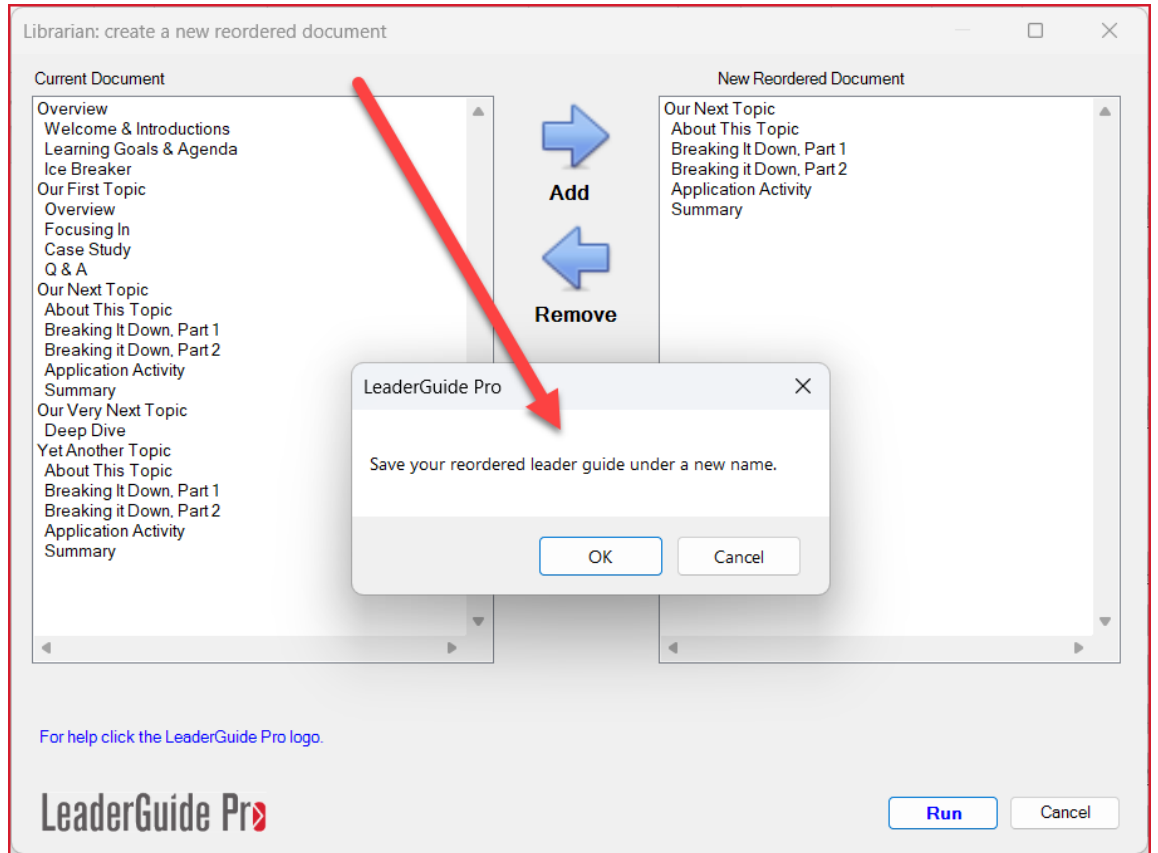
- If you select a Module name, only the Module page will be added to your reordered guidebook.
- To add a Module and all its Lessons, press Ctrl+Shift as you select

How to Reorder Modules or Lessons



Step Three

- When prompted to Save, click **OK** and **Save** your new guidebook

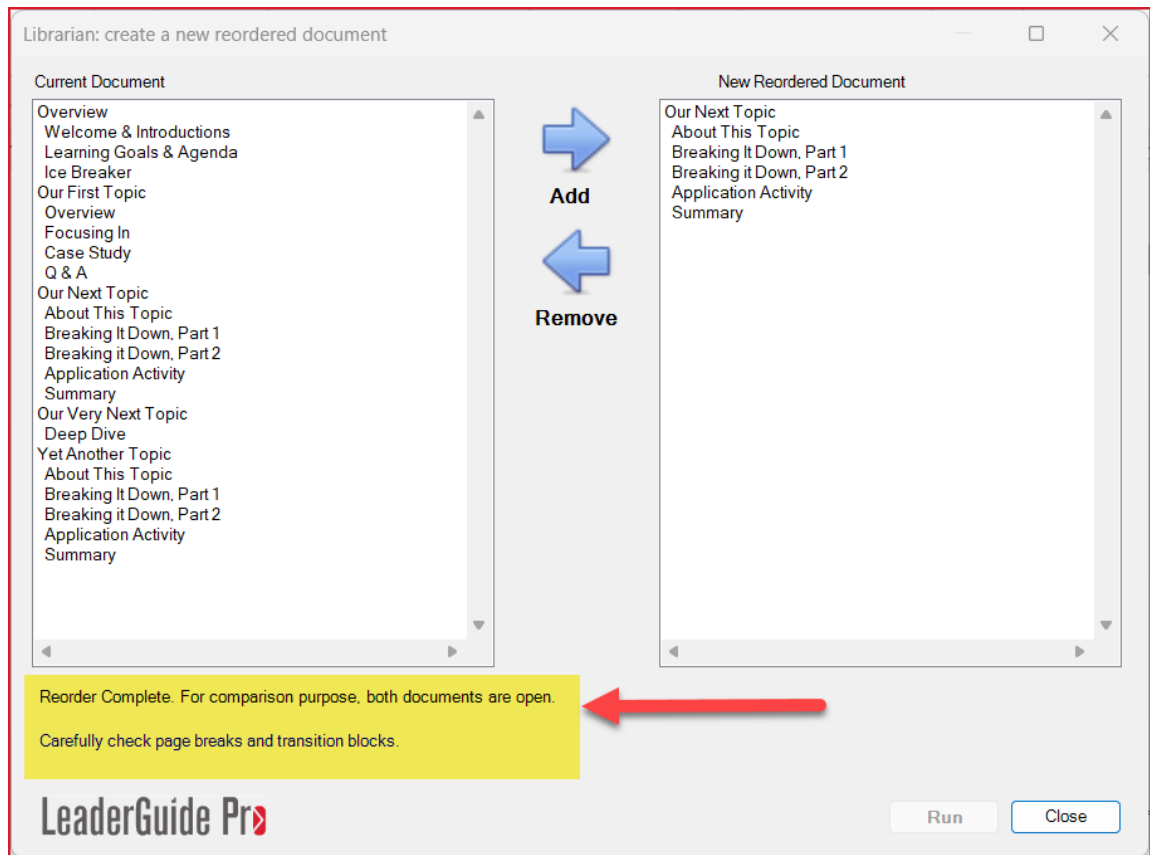


How to Reorder Modules or Lessons



Step Four

- In the Librarian Reorder dialog box, you will see a message letting you know:
 - Your reorder is complete
 - Both documents are open
- Click **Close** in the dialog box
- Check your reordered document to make sure the page breaks and transition blocks are properly in place



How to Archive Modules or Lessons



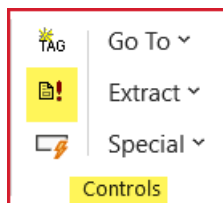
Quick steps

- Open the LeaderGuide Pro guidebook you want to archive Modules or Lessons from.
- Click the **Update All Fields** button **in the Controls group** on the LGPro ribbon and Save.
- Go To your **Table of Contents** and visually identify the Modules or Lessons you want to archive.
- Click the **Librarian button** in the **Module/Lesson Control group** on the LGPro ribbon
- In the menu you will see, click on **Archive Modules or Lessons**.
- Select the **Module or Lesson** you want to archive
- Click **OK**
- Select a Module or Lesson to archive
- Select where you want to archive (save) your Module or Lesson to
- Click **OK** to save/archive your selection & save the file with a new name
- Click **OK** to **archive another** Modules and Lessons
- Click **Close** if you are **done** archiving



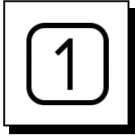
Get ready to Archive

- Open the LeaderGuide Pro guidebook you want to archive Modules or Lessons from.
- Click the **Update All Fields** button **in the Controls group** on the LGPro ribbon and Save.



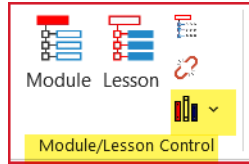
- **Go To** your **Table of Contents** and visually identify the Modules or Lessons you want to archive.

How to Archive Modules or Lessons

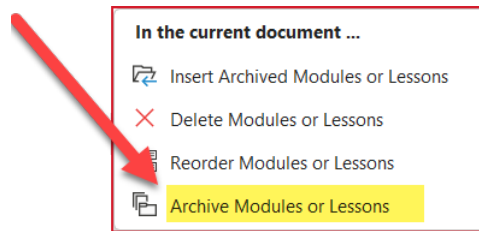


Step One

- Click the **Librarian button** in the **Module/Lesson Control group** on the LGPro ribbon



- In the menu you will see, click on **Archive Modules or Lessons**.



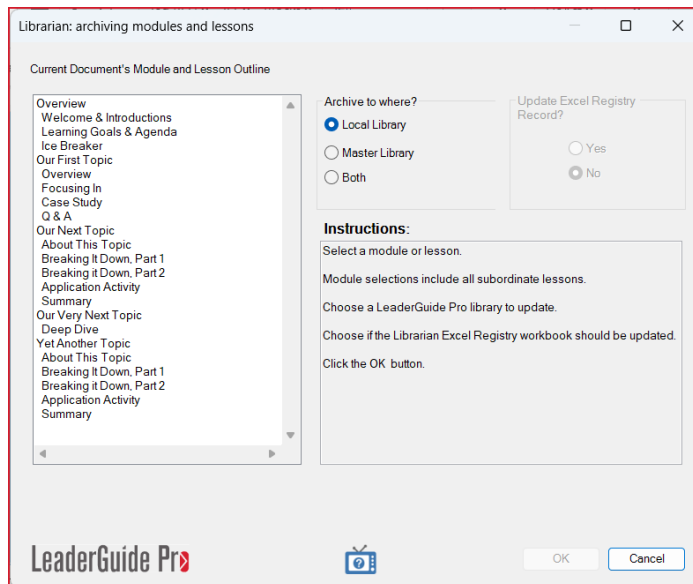
How to Archive Modules or Lessons



Step Two

You will see a representation of your Table of Contents

- Select a Module or Lesson to archive
 - When you select a Module, the archive will include all the Module's Lessons
- Select where you want to archive (save) your Module or Lesson to
 - Once you choose the Local or Master library you will be taken into File Explorer, where you can navigate to any Save location you prefer

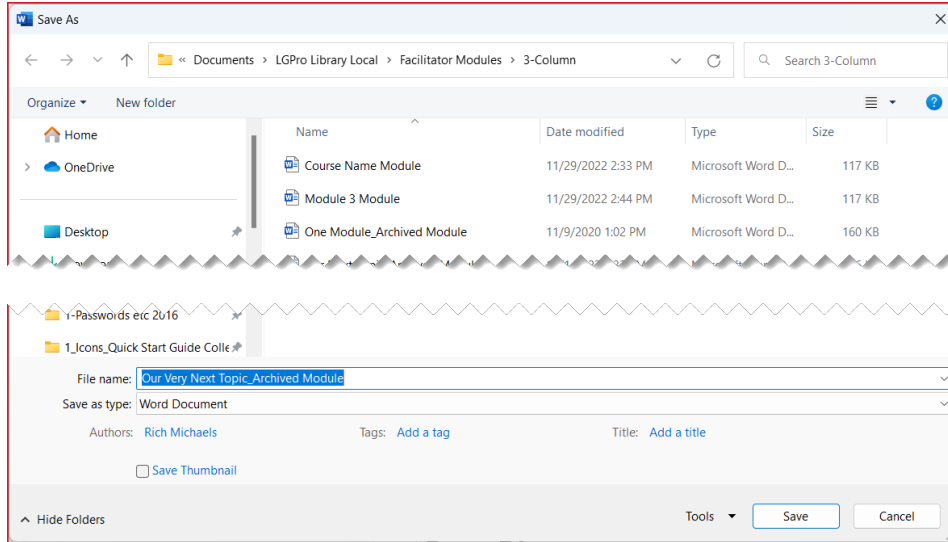


How to Archive Modules or Lessons



Step Three

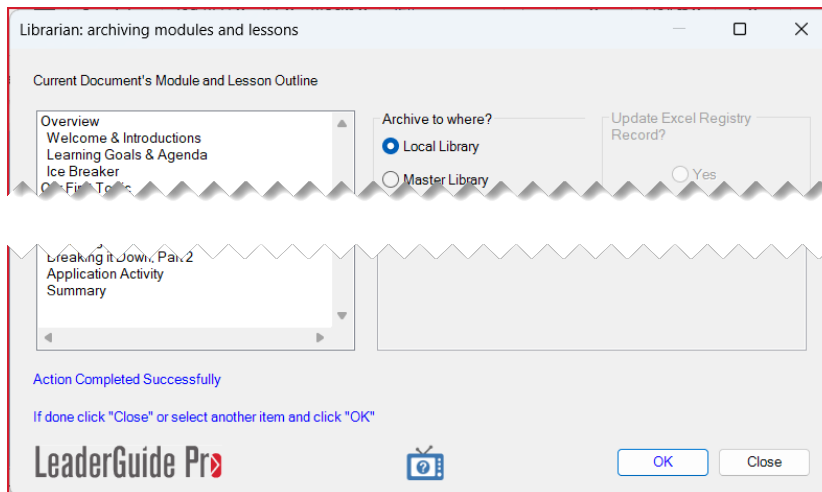
- Save your archived Module or Lesson



Step Four

You will see a message in the Librarian Archive dialog box letting you know the archive is complete.

- Click **OK** to **archive another** Modules and Lessons
- Click **Close** if you are **done** archiving.



Additional Help

We are Happy to Help You



If you need more help:

Contact us using any one of the following methods:

- Go to <https://www.greatcirclelearning.com> and use **Chat**
 - Go to <https://www.greatcirclelearning.com> and use the **Contact Us** form
 - This form allows you to attach a file if you need us to look at something
 - <https://www.greatcirclelearning.com/contact>
 - Email us at info@GreatCircleLearning.com or help@GreatCircleLearning.com
 - Call us at 239-389-2000
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