Peace Library System

Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

# LibraryAware Manual

library Aware

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# Login Access

## 1 How to Login

1. Go to http://www.libraryaware.com/login
2. Enter your email and password.
3. Select the yellow **Login**.

## 2 Forgot Your Password?

1. Go to http://www.libraryaware.com/login
2. Click the **Forgot password?** button
3. Enter your account email.
4. You will receive an e-mail informing you what the password is.

## 3 How to Update Your Password

1. Go to http://www.libraryaware.com/login
2. Enter your email and password.
3. Select **Help**.

## 4 How to Add a Login

You can only perform this action if you're an administrator account. Verify that you are adding the new person in the proper role. If you are not sure what role they should have, please contact Samantha Mercer to help at smercer@peacelibrarysystem.ab.ca.

1. Go to http://www.libraryaware.com/login
2. Enter your email and password.
3. Select the yellow **Login**.
4. Select **Admin** from the toolbar on the top left
5. Select **Organization Access** from the left panel
6. Select the new account's role.
7. Enter the email address for the new account.
8. Select **Send Invitations**.

Sometimes the LibraryAware servers are busy so it may take some time for the email to be received.

# Promotions

## 1 Folders

Your landing page after logging in is your folders or **Promotions**. You create promotions to sort all of your documents. **Be aware that <u>you cannot delete promotions</u> so do not make duplicates or make a promotion that will only be used for one document. This will result in your landing page becoming extremely cluttered**. You can archive promotional folders during the down season and un-archive them once you need them again.

### 1.1 Create Promotions

The first time you log in, there will not be any promotions on the landing page. Once this area is populated, your landing page will show the most recently used promotions first.

1. Select the orange **+Create Promotion** button.
2. Give your promotion a name. (You cannot rename it later.)
3. Select your branding. (This can be changed on each item you make within the promotion.)
4. Select **Start Promotion**.

### 1.2 Archive Promotions

Archiving folders is very convenient for seasonal folders such as a folder you may have for your summer reading club. This helps to de-clutter your landing page.

To archive:

1. Locate the promotion you want to archive.
2. Select **Archive Promotion**.
3. Select **Yes** in the pop up window.

To un-archive:

1. Select the **Archived** tab in the toolbar directly above the list of promotions.
2. Locate the promotion you want to un-archive.
3. Select **Un-Archive Promotion**.

## 2  Templates

When you go to create an item, you are essentially taking a copy of a template at that exact moment in time. There is still an original that you cannot affect and others can use to make their own copies. You can make your own templates with an Admin account by going to the **Admin** tab and selecting **Templates.**

To create your own copy of a template, select **+Create Item**. This button can be located in two places:

A. From your landing page, locate the promotion you want to create your item in and select **+Create Item** below the promotional folder title.
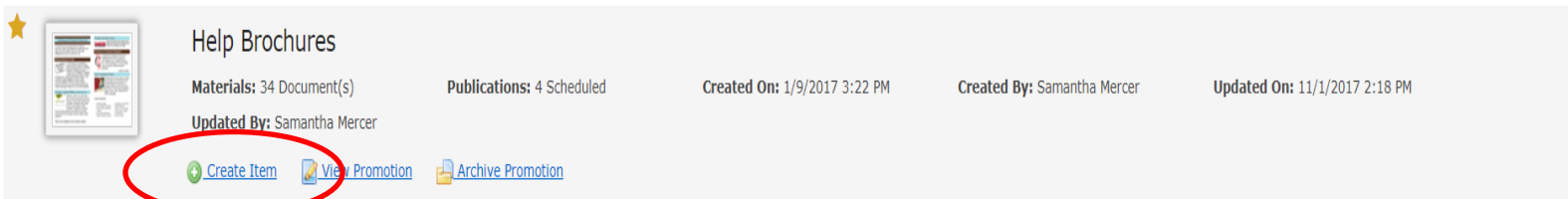


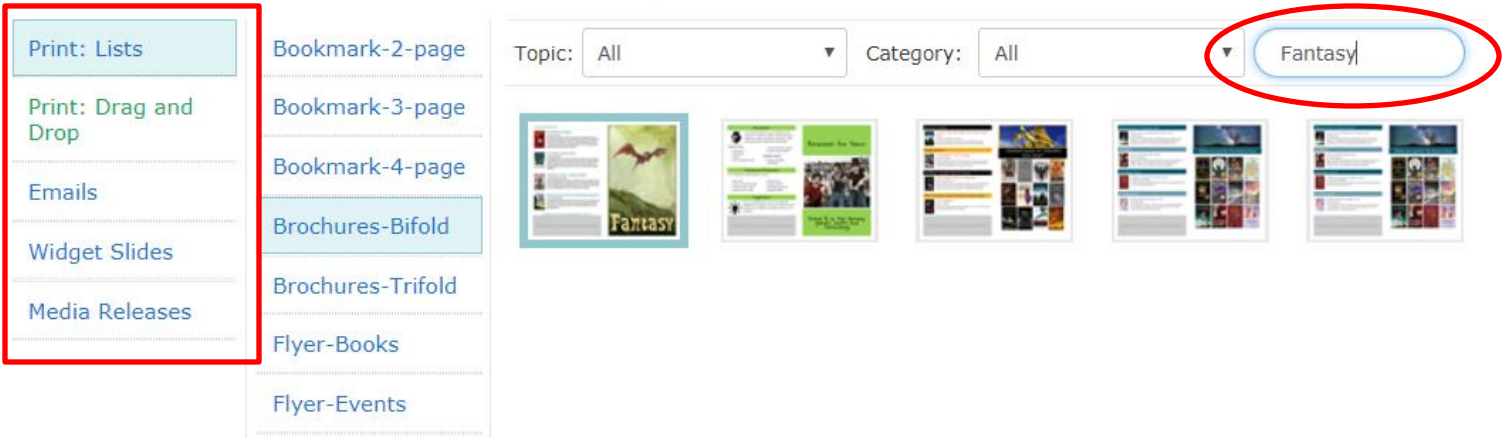B. You can be inside the promotional folder and select the **+ Create Item** button on the upper left.
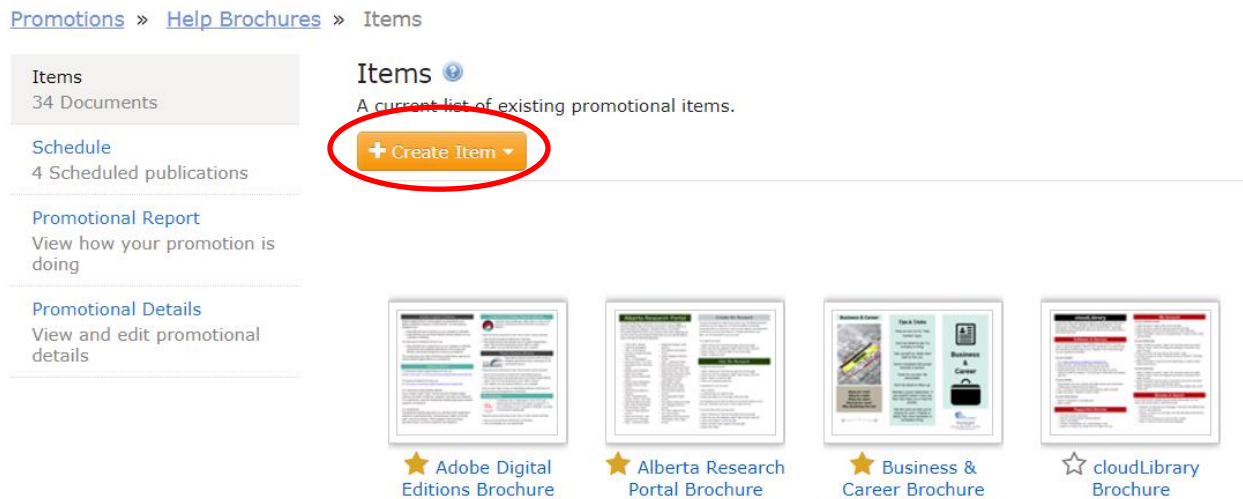


## 2.1 What's Available?

There are templates constantly being added to compliment with big holidays and seasons. You can try searching them under any format by entering terms into the search bar.
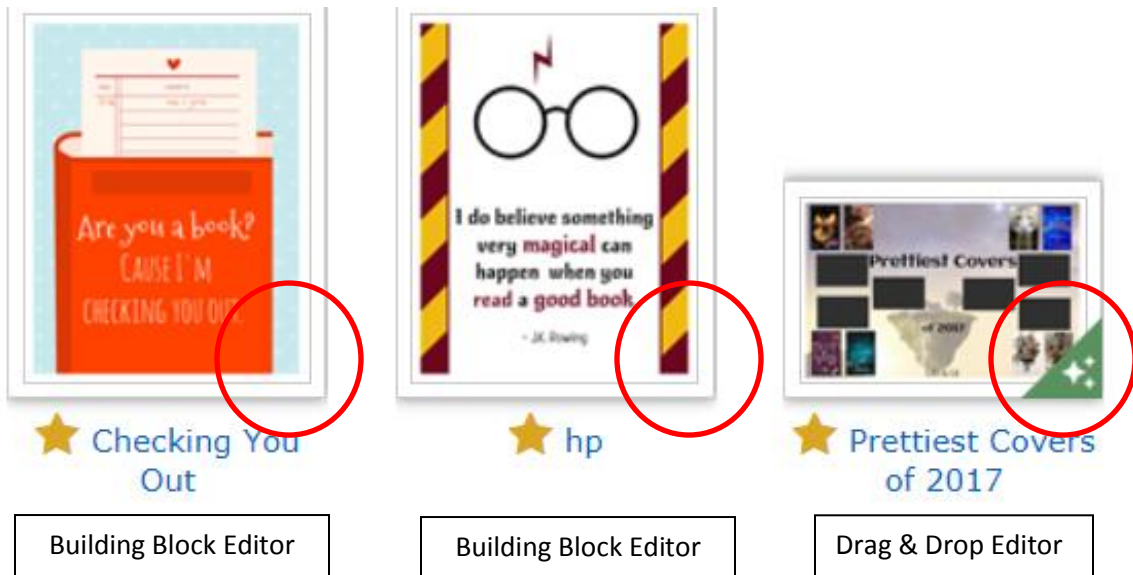
## Create Item

**Choose Type → Choose Format → Choose Style**

| Choose Type | Choose Format |
|---|---|
| Print: Lists | Bookmark-2-page |
| Print: Drag and Drop | Bookmark-3-page |
| Emails | Bookmark-4-page |
| Widget Slides | Brochures-Bifold |
| Media Releases | Brochures-Trifold |
| | Flyer-Books |
| | Flyer-Events |

Topic: All ▾   Category: All ▾   Fantasy

Take note of the **Type** column where there is **Print: Lists** and **Print: Building Blocks**. Any templates opened in the **Print: Lists** type can get instructions from 2.2.2 Building Blocks. Any templates opened in the **Print: Drag and Drop** type can get instructions from 2.2.1 Drag and Drop.

## 2.2 Editors

When in your promotional folder, any thumbnails with a green corner are those in the drag and drop editor. Those without a green corner are in the building block editor.



⭐ Checking You Out

Building Block Editor

⭐ hp

Building Block Editor

⭐ Prettiest Covers of 2017

Drag & Drop Editor

## 2.2.1 Drag and Drop

**Choose Type →**

- Print: Lists
- Print: Drag and Drop
- Emails
- Widget Slides
- Media Releases

The Drag and Drop editor was introduced in November 2017 and is available when making items in the following formats:

- Flyer – Books
- Flyer – Events
- Flyer – Signs
- Flyers – Half
- Flyers – Quarter
- Posters (11x17)
- Two Sided-Flyers

All other formats can only be edited in the Building Blocks editor which is under the type **Print: Lists**.

This is what the editor looks like:
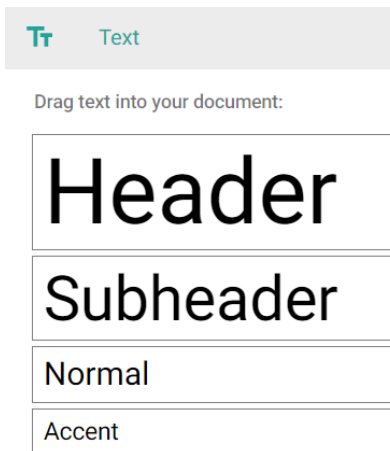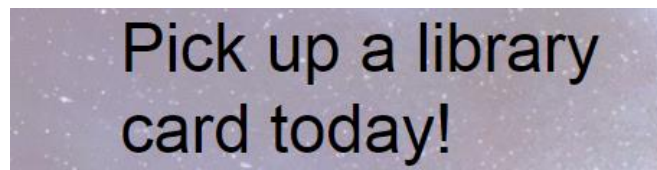
## 2.2.1.1 Text

The panel on the left hand side will automatically launch with the text options.



Click and drag the header, subheader, normal or accent text boxes and drop it anywhere in the document. You can drag and reshape this box all over the document until it looks just how you want it to.
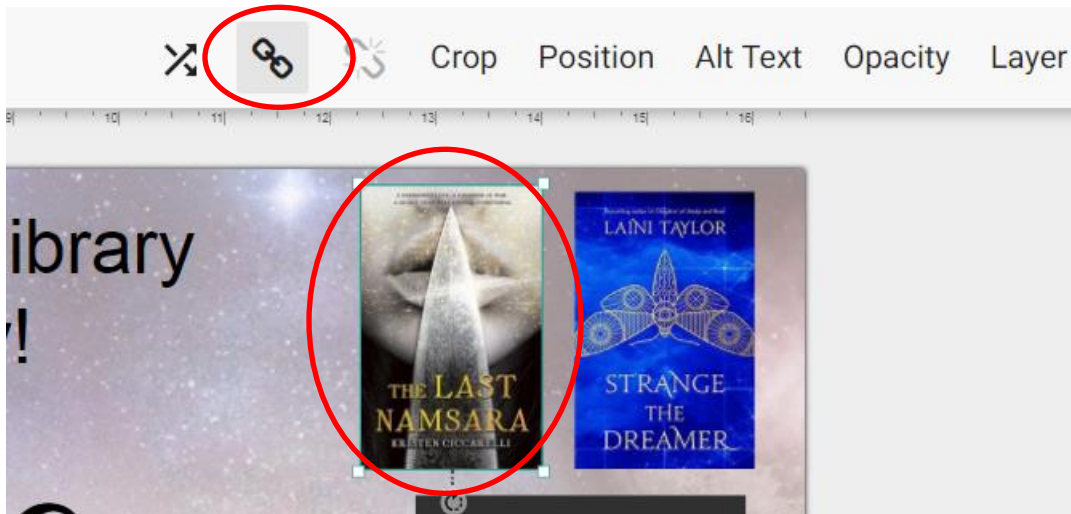


## 2.2.1.2 Layers

Just like Microsoft Powerpoint, you can send features to the front or back. To do this, click on the item you want to move and select **Layer** from the toolbar on the top right and send it to the front or back.
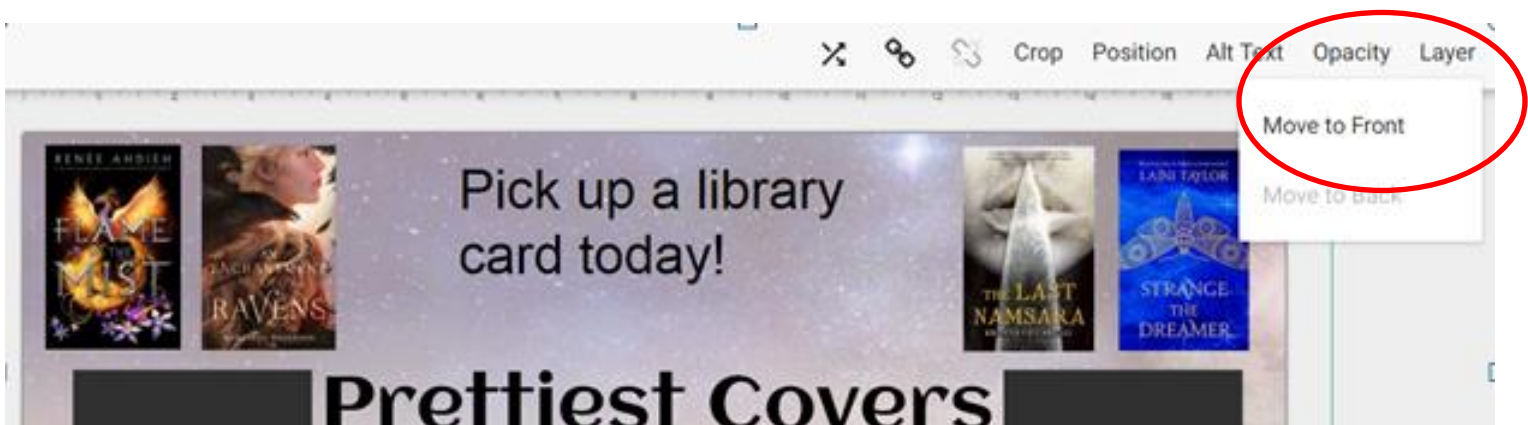
## 2.2.1.3 Hyperlinks

You can hyperlink books, documents, emails or URLs to any picture or text! Either highlight the text or click on the image that you intend to hyperlink and select the chain icon from the toolbar. In the image below, the book *The Last Namsara* is being hyperlinked…



…with a URL



You can also link that document to a specific book, eResource, file or mail form. **Be aware that hyperlinked text does not always have a different colour than unhyperlinked text** so you may want to highlight the hyperlinked text and change the colour to a bright blue.
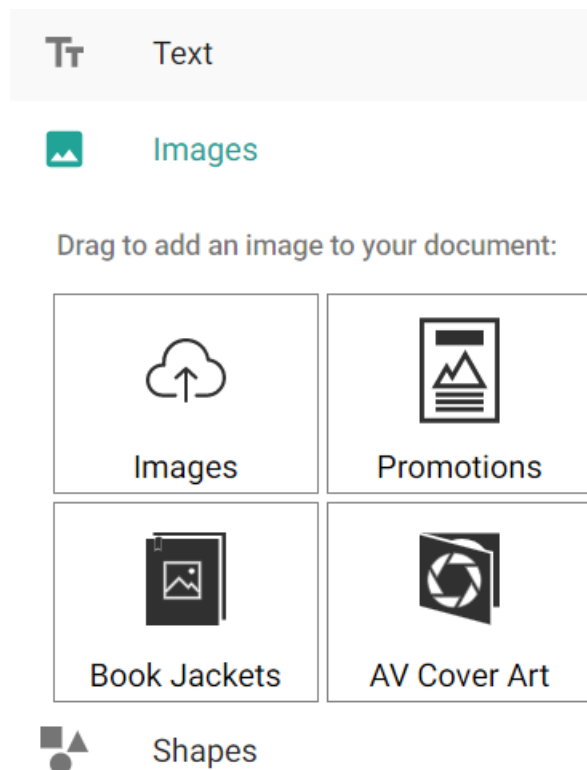
## 2.2.1.4 Colours and Fonts

Highlight the text that you want to alter and a toolbar will appear on the top left. You can change the typeset (A), size & spacing (B), bold, italicize and underline (C), colour (D) and justification (E).



## 2.2.1.5 Images

In the panel on the left, select **Images** to see all the options available.

Click and drag the image, promotion, book jacket or av cover art and drop it anywhere in the document. You can drag and reshape this box all over the document until it looks just how you want it to.



As soon as you release, you will be launched into the image bank. Here, you can access stock images and clip art or add your own images by uploading a file or pasting a URL from an image found online.



Once an image is in the template, you can change it out by clicking on the image and selecting the crossed arrows button on the top left toolbar.

You can delete images by clicking it and selecting the trash can icon on the top right.

## 2.2.1.6 Books

Just like an image, you select **Book Jackets** from the panel on the left from the **Images** tab. Click and drag the book jacket onto the document and you will be launched into the book jacket bank. Here, you can search by ISBN, title, author or keyword and select **Select Jacket** below the image you want to use.
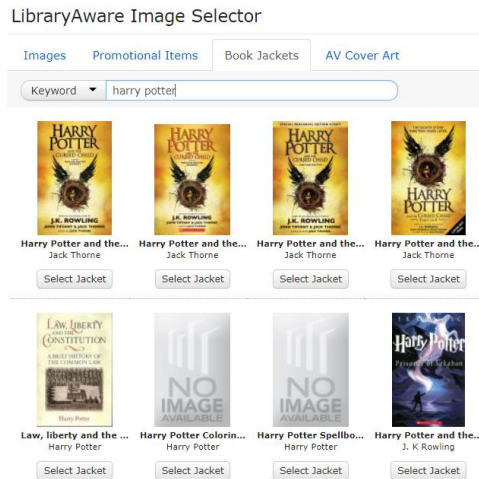


## 2.2.1.7 Branding

Some templates have branding spots that will display your name, location and logo. If branding is on the template you have opened, **Branding** will be one of the tabs in the left panel. Any of the branding designs you have created will be there for you to drag and drop into the template.

**You cannot add a branding block if the template does not have one. You cannot remove a branding block if there is one in the template that you do not want.**
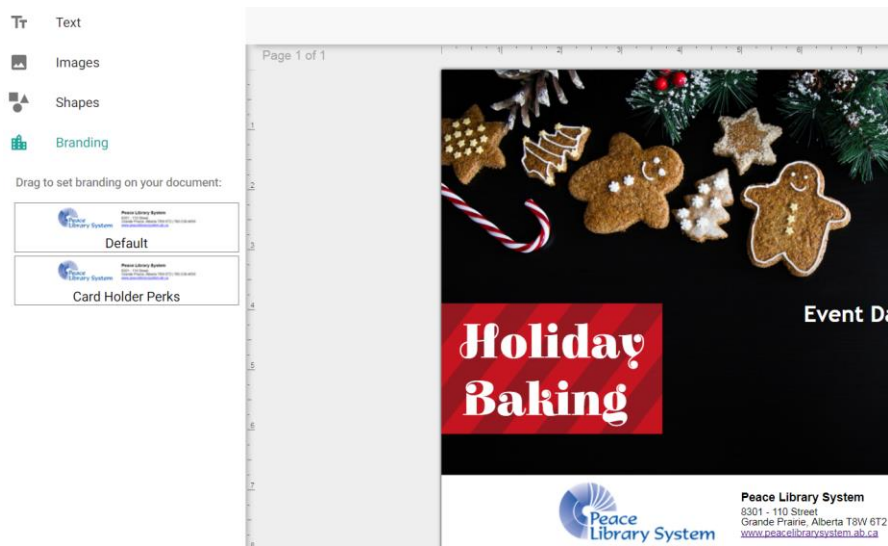
## 2.2.1.8 Publish

Once you have finished making your item, select **Save** from the top right and exit the editor which will return you to the promotional folder. Click on the title of the document and select where you want to post it to. You can schedule posts on Facebook and Twitter to go out now or in the future.
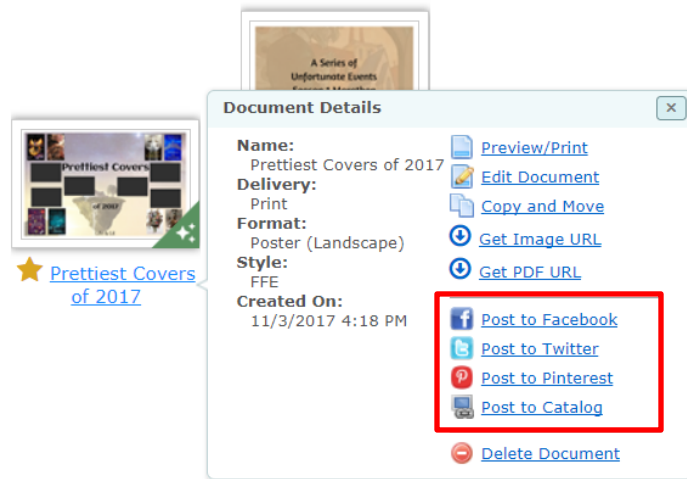




Facebook Status - Peace Library System

Manage Social Media Accounts

**Post Content**

Post Content

0/980 Characters

Linked to Promotional Document          Edit Link

☑ Email me when delivery is complete.

**Images and Attachments**

1/1 Images and Attachments

Post Now

Or

Schedule For Later

## 2.2.2 Building Blocks

Choose Type →

Print: Lists

Print: Drag and Drop

Emails

Widget Slides

Media Releases

The Building Blocks editor is the original editor that can be accessed by choosing the type **Print: Lists** and it can be used to edit all formats available:

- Bookmark-2-page
- Bookmark-3-page
- Bookmark-4-page
- Brochures-Bifold
- Brochures-Trifold

You can also edit all of the formats available in the Drag and Drop editor in a layer editor. This was the older way to edit before the introduction of the Drag and Drop editor. The Drag and Drop editor is much more flexible and easy to use so we suggest using that instead of the layers. See 2.2.1 for instructions on the Drag and Drop Editor.

This is what the editor looks like:

## 2.2.2.1 Text

Many templates come with text space already included so you can simply click into the text area and begin typing. Be aware that you can also insert images into the **Rich Text Area** and **Section Headers** as well.

**Rich Text Area** will have a plain white background. If you want a coloured background, you need to use a **Section Header** instead**.**

If you want to add a **Rich Text Area**:

1. Click the template in the area you want to insert the Rich Text block
2. Select the **+Add New** menu.
3. Hover over **Rich Text Area.**
4. Select the format you want.

If you want to add a **Section Header**:

1. Click the template in the area you want to insert the Section Header block.
2. Select the **+Add New** menu.
3. Hover over **Section Header**.
4. Select the header type that coordinates with the colour swatch you want.
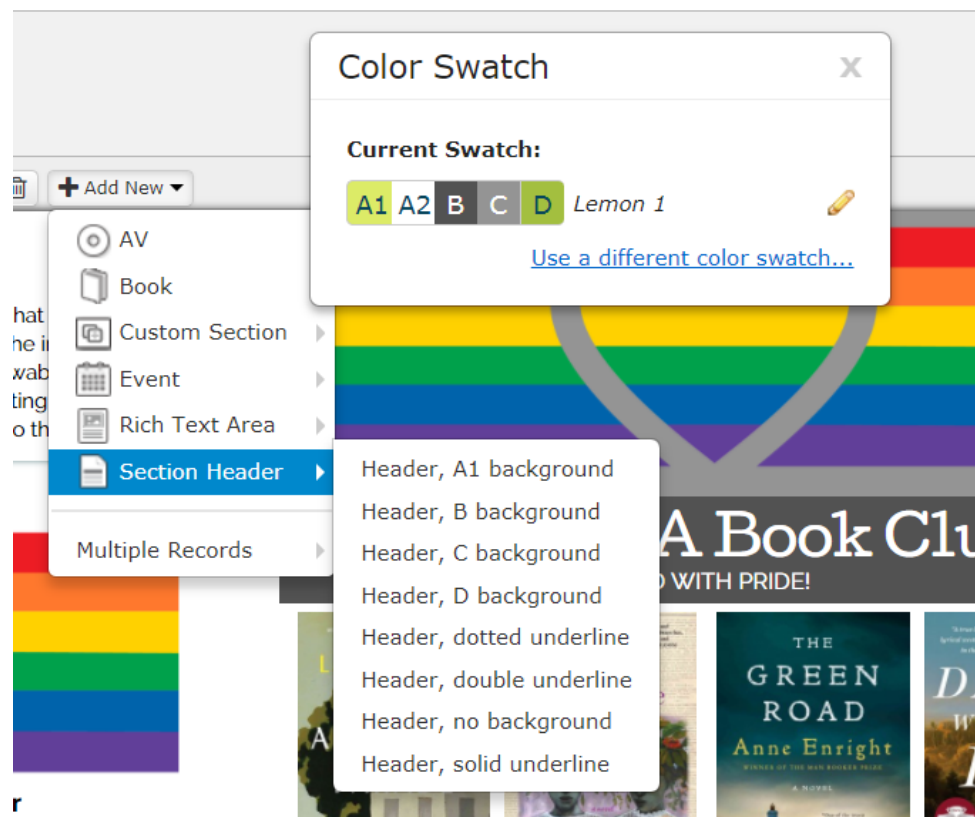


To **delete** any building block:

1. Click on the block you want to delete.
2. Select the trash can icon.

To **move** any building block:

1. Click on the block you want to move.
2. Click ✛.
3. Drag the block up or down.
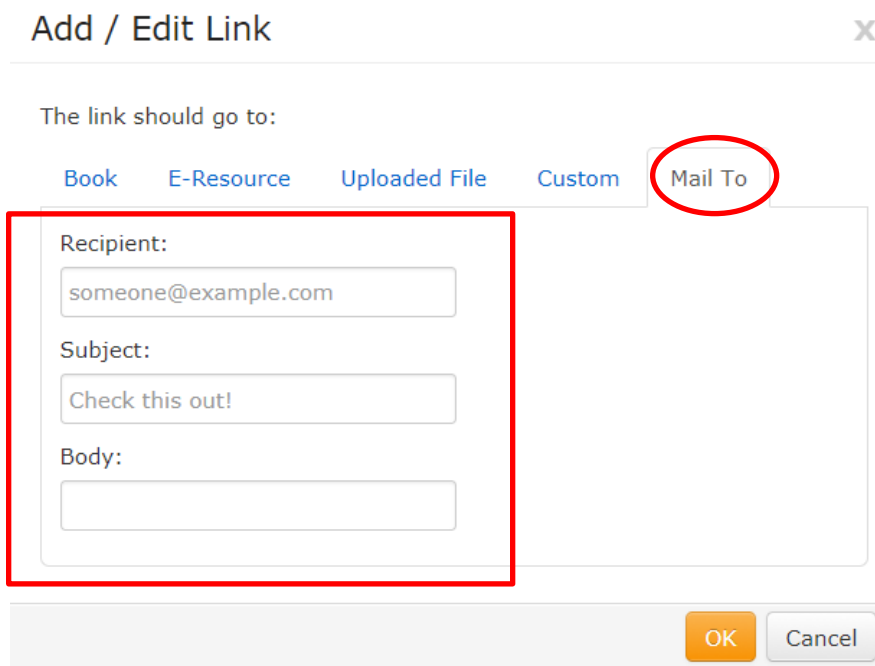
## 2.2.2.2 Hyperlinks

You can hyperlink books, documents, emails or URLs to any picture or text! Either highlight the text or click on the image that you intend to hyperlink and select the chain icon from the toolbar. In the image below, the book *The Last Namsara* is being hyperlinked…



1.

…with an email form.



You can also link that document to a specific book, eResource, file or mail form. **Be aware that hyperlinked text does not always have a different colour than unhyperlinked text** so you may want to highlight the hyperlinked text and change the colour to a bright blue.

## 2.2.2.3 Colours and Fonts

To play with the typeset (A), size (B), bold (C), italicize (C), underline (C), justification (F), bullet points (E), and to change the colour of text (D), you need to highlight the text you are changing and use the top left toolbar.



## 2.2.2.4 Images

All templates come with at least one image in it. If you want to switch that image out, all you have to do is click on the image and then locate the toolbar on the top left.
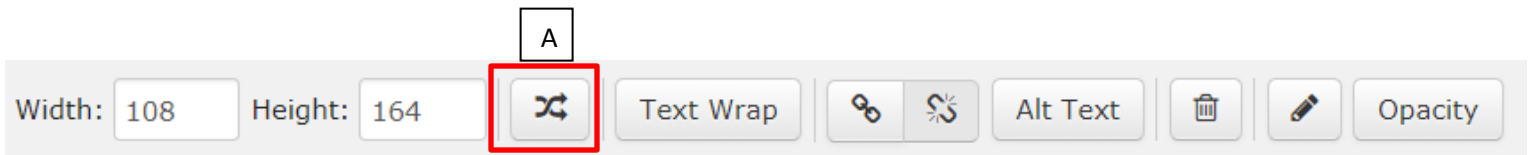


Select A (above) and you will be brought to the image bank where you can upload your own images (by file or URL), access stock images, access book covers and av covers.

In order to add images to an area where there is not currently an image:

A. Add in Rich Text Area
   1. Click the template in the area you want to insert the Rich Text block.
   2. Select the **+Add New** menu.
   3. Hover over **Rich Text Area.**
   4. Select the format you want.
   5. Click inside the rich text area and then select the image icon from the toolbar on the top centre.



   6. Find the image you want from the image bank.
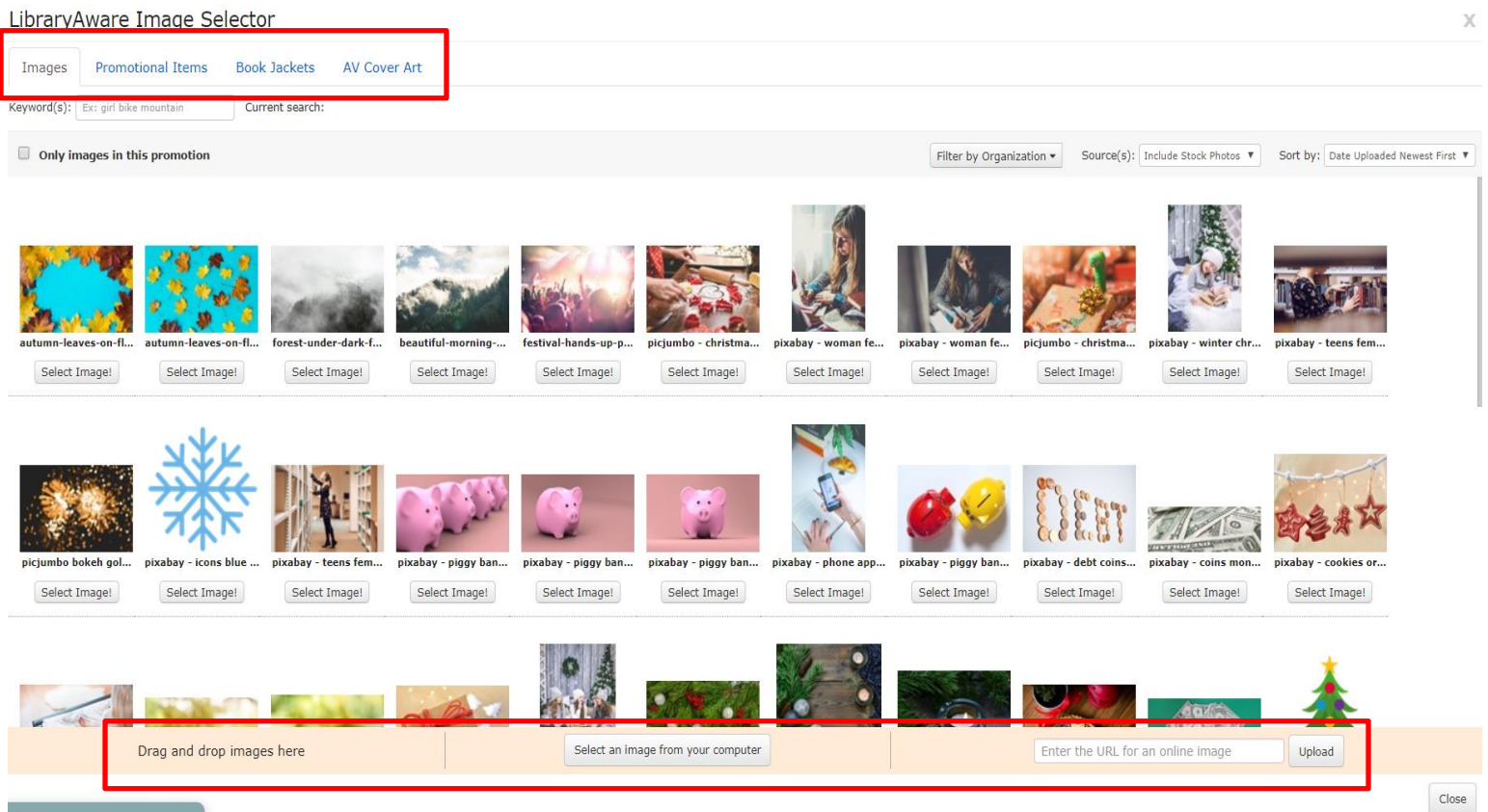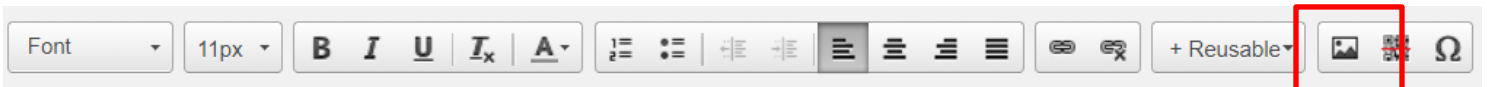
B. Add in Section Header
   1. Click the template in the area you want to insert the Section Header block.
   2. Select the **+Add New** menu.
   3. Hover over **Section Header**.
   4. Select the header type you want.
   5. Click inside the section header and then select the image icon from the toolbar on the top centre.



   6. Find the image you want from the image bank.

C. Add Custom Section
   1. Click the template in the area you want to insert the custom section block.
   2. Select the **+Add New** menu.
   3. Hover over **Custom Section**.
   4. Select the format you want.
   5. Select the grey box and then select the image icon from the toolbar on the top centre.



   6. Find the image you want from the image bank.

## 2.2.2.5 Books

You can swap pre-existing covers from the template just like you would swap an image (see 2.2.2.4 for instructions.)
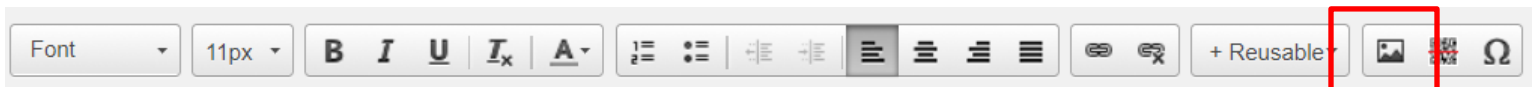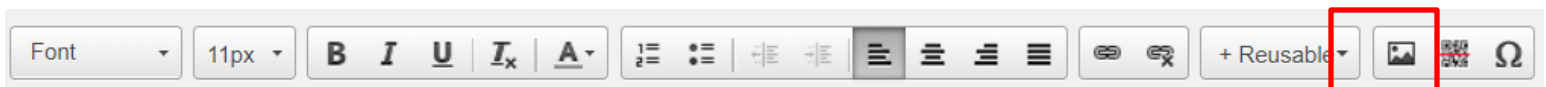
You can add a book by:

1. Click the template in the area you want to insert the book section block.
2. Select the **+Add New** menu.
3. Hover over **Book**.
4. Select the format you want.
5. You will be launched into a book bank.
   a. Search the book bank by keyword, title, author or ISBN. Once you find the one you want, just select **Use this book**. If you cannot find the book you want, select **Add a blank book…** from the bottom right and enter your information.

Select book...                                                      X

Keyword  ▾    Search for the book you would like to add

**11/22/63 : a novel**                                      Use this book
Stephen King                                                   In use

On November 22, 1963, three shots rang out in Dallas,
President Kennedy died, and the world changed. What if you
could change it back? The author's new novel is about a man
who travels back in time to prevent the JFK assassination. In
this novel that is a tribute to a simpler era, he sweeps
readers back in time to another moment, a real life moment,
when everything went wrong: the JFK assassination. And he
introduces readers to a character who has the power to
change the course of history. Jake Eppingis a thirty-five-
year-old high school English teacher in Lisbon Falls, Maine,
who makes extra money teaching adults in the GED
program. He receives an essay from one of the students, a
gruesome, harrowing first person story about the night fifty
years ago when Harry Dunning's father came home and
killed his mother, his sister, and his brother with a hammer.
Harry escaped with a smashed leg, as evidenced by his
crooked walk. Not much later, Jake's friend Al, who runs the
local diner, divulges a secret: his storeroom is a portal to
1958. He enlists Jake on an insane, and insanely possible,
mission to try to prevent the Kennedy assassination. So
begins Jake's new life as George Amberson and his new

                                              Add a blank book ...

## 2.2.2.6  Branding

Some templates include branding blocks. **You cannot remove them if they are in the template and you cannot add them if they are not in the template**.

You have a default branding block with your library name, address and logo. If you do not have a logo, your logo is the Peace Library System logo. To change the design of your branding block, go to the **Admin** tab and select **Template Management**. If you have more than one design, you can click on the branding block and you will be shown all of your designs.

## 2.2.2.7 Publish

If you need to add your social media accounts, go to the **Admin** tab and select **Social Accounts** from the panel on the left.

You can publish directly from LibraryAware to Facebook, Twitter and Pinterest as well as printing physical copies. To do this:

1. Select the **Publish to…** menu on the top right
2. Select the platform you want to post to.
3. Enter any caption and then post it immediately or schedule it for the future.



Facebook Status - Peace Library System

Manage Social Media Accounts

**Post Content**

Post Content

0/980 Characters

Linked to Promotional Document          Edit Link

☑ Email me when delivery is complete.

**Images and Attachments**

1/1 Images and Attachments

Post Now

Or

Schedule For Later

# 3 Widgets

A widget is a feature that can be added to a webpage. There are two available for use: Promotional Widgets and Newsletter Widgets. The main difference between them is that the promotions widget is meant for highlighting events and services, while the newsletter widget displays a rotating bookcase from a newsletter.

## 3.1 Set Up

Set Up:

1. Go to **Admin**.
2. Select **Widget Settings**.
3. Choose **Promotional Widgets**.
4. Select the orange **+Create** button.
5. Give your widget a name.
6. Set a Display Time – the default is 3 but we suggest 5.
7. Check **Show Navigation**. This can be left unchecked however if more than one image will be shown users on the website will have to wait for a previous image to return. This can be changed at any time.
8. Set your size of box. Peace Library System uses:
    i. Display time: 5
    ii. Widget Target: Same Window
    iii. Aspect Ratio: 16:9
    iv. 489 x 275
9. Select **Add Widget**.

## 3.2 Promotional

Creating Content:

1. Open or create a promotion.
2. Select **+Create Item**.
3. Choose **Widget Slides** as the type.
4. The format is defaulted to **Widgets**.
5. Select your size.
6. Look through the templates and highlight the one you want.
7. Select the orange **Select This Template** button.
8. Customize the slide with your content and information.
9. Save the widget slide.
10. Select **Publish to…** on the top right of the editor.
11. Select **Add to website widget**.
12. Insert the publication and expiration dates.
13. Select the orange **Save Publication Event** button.

## 3.3  Newsletter
1. Select **Admin.**
2. Select **Widget Settings** from the list on the left and choose **Newsletter Widgets**.
3. Press the orange **+Create** button.
4. Select the layout preferred then the orange **Configure Your Widget** button.
5. Name your widget, select the newsletter where the information is being pulled from, add a header, link your books to the newsletter or catalogue, choose what way it scrolls, how many items show at once, what size book jackets are and any widget features.
6. Click the orange **Save** button.

## 3.4 Managing Slides

Active widget content can be found on the Admin page under **Widget Settings** and by selecting **View Posts**.
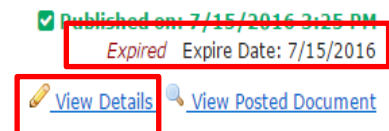


Scheduled posts can be viewed under the promotion the widget was created in, under **Scheduled**. You can also find them under the **Reports** page.
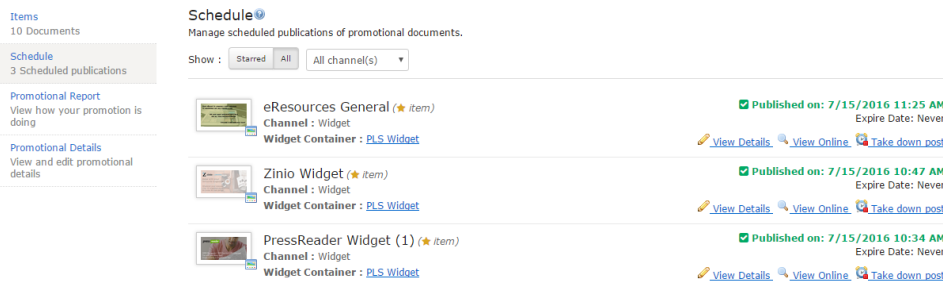


If you select **Take down post** the content will be removed and **Expired** will appear.

Select **View Details** and remove the expiration date to republish the widget.

## 3.5 Adding to Website

These steps are the same for both Promotional and Newsletter widgets.

1. Select **Admin**.
2. Select **Widget Settings** from the list on the left.
3. Select **Promotional Widgets** or **Newsletter Widgets** depending on where your widget is.
4. Find the widget title and select **Setup Instructions**.
5. A window will pop open with the HTML and Javascript code for you to paste into your website.
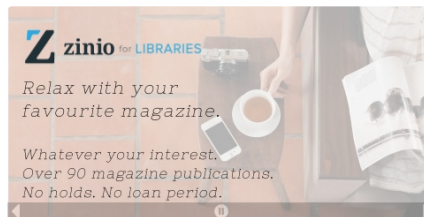


6. On your website editor, select **Create Content** (Static Page or Side Content).
7. Press **Source** on the top left of the **Body** area and paste in the code.
   a. Select **Promote to Front Page** to put the widget on your front page or select **Sticky at top of list** to put it on the top of the page.
8. Select the green **Save** button.

# 4 eBlasts

## 4.1 When to Create an eBlast
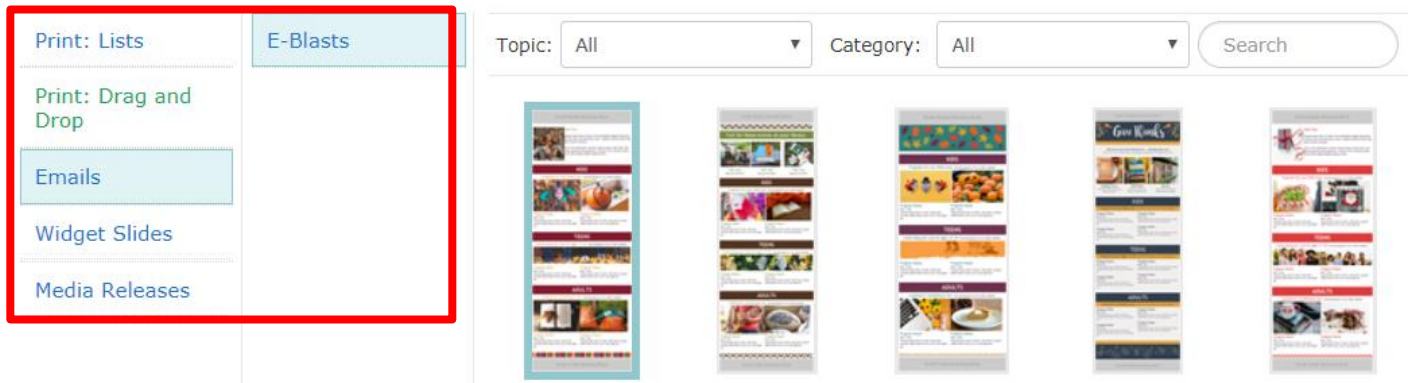
E-Blasts should be used instead of a newsletter when the content being shared is a one-time, rare, or inconsistent event. Example: you have a drum circle or art show that has never happened before and is most likely NOT going to be a returning program.

## 4.2 How to Create an eBlast

1. Create a promotion or select **+Create Item** in an already existing promotion.
2. Change the type on the far left from **Print Material** to **Emails**.
3. There is only one format in this type which is **E-Blasts**.



4. Select the template style.
5. Select the orange **Select This Template** button.
6. Edit and save your creation.

## 4.3 How to Publish an eBlast

1. Select **Publish To…** from the top right and choose to **send a test email** or **schedule the email**.
2. Select **Schedule Email**.
3. Fill out the time and date, subject, reply email, subscribers and interest groups fields.

Scheduling *test* for publish via **Email**

**Publish:** ○ Immediately    ● In the Future

On Date:

11/09/2016      4 ▼ : 00 ▼    PM ▼

**Email Publication Options**

Subject:

Training 3

Reply To Address:

peacelib@peacelibrarysystem.ab.ca

Friendly From:

Peace Library System

**Email Subscribers:**

Total Subscribers:    0 Subscribers

Send To:    Subscribers by Interest Group ▼

Select interest groups...

● Send to subscribers in ANY of the selected interest groups
○ Send to subscribers in ALL of the selected interest groups

There are currently no subscribers. Select a different interest group or add subscribers.

**Additional Email addresses:**

*Additional Email addresses must be separated by a semi-colon.

4. Select the orange **Save Publication Event** button.

# Newsletters

## 1 Create a Publication

1. Select **Newsletters** from the top left toolbar.
2. Select **Newsletter Lists** from the panel on the left.
3. Select the orange **+Create List** button.
4. Enter the name, description, reading levels, related terms and select your layout.
5. Select the orange **Save Changes** button.

Newsletter List Name

    Monthly Mysteries

Description:

    This is the description for your new Newsletter List

Reading Levels

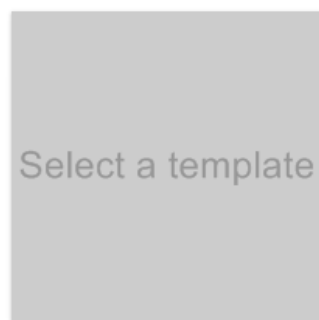    Select Some Options

Newsletter List Terms

    Select Some Options

☑ Include Newsletter in Opt-In Page

List Syndication

◉ This list will not syndicate issues to other lists.

○ This list will use another newsletter list as a source of issues.

○ The list will use an EBSCOhost alert as a source of issues.

Select a template

    Customize list layout

✔ Save Changes

## 2 Create an Issue

1. Select **Newsletters** from the top left toolbar.
2. Select **Newsletter Lists** from the list on the left.
3. Find your Newsletter name and select **Create Issue**.
4. Edit and save your issue.
5. Select **Save**.

# 3 Publish an Issue

1. In the issue you want to publish, select the **Publish To…** button on the top right.
2. Select **Send Test Email** to send a test email to yourself. Select **Send Email** to schedule a delivery to your subscribers.
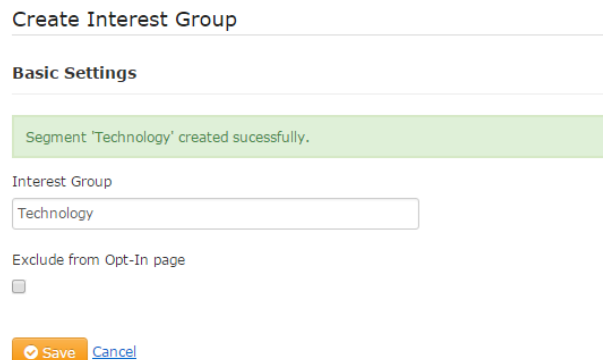3. Select the orange **Schedule Send** button.

# Subscribers

Make sure you ask patrons for their permission and abide by all institutional, provincial and federal laws and policies.

## 1 Interest Groups

Interest Groups are topics or themes that people can express interest in when they subscribe to you. This ensures that they only get newsletters and E-Blasts that discuss things they are interested in.

### 1.1 Create an Interest Group
1. Go to **Subscribers**.
2. Select **Subscriber Interest Groups** from the panel on the left.
3. Select the orange **+Create** button.
4. Enter the name of the Interest Group.
5. Select the orange **Save** button.
6. A green bar will appear on the top if the addition was successful.



### 1.2 Deactivate an Interest Group
1. Go to **Subscribers**.
2. Select **Subscriber Interest Group** from the panel on the left.
3. Find the Interest Group you want to stop and select the red <span style="color:red">**Deactivate**</span> button
4. Confirm the deactivation.
    a. You can reactivate the Interest Group in the future by selecting the green <span style="color:green">**Activate**</span> button.

## 1.3  Edit an Interest Group
1. Go to **Subscribers**.
2. Select **Subscriber Interest Group** from the panel on the left.
3. Find the Interest Group you want to edit and select the blue **Edit** button.

# 2 Subscribers

## 2.1 Add Manually
1. Go to **Subscribers**.
2. Select the orange **Add** button that will reveal a drop down menu.
   a.  Select **Single Subscriber** to add one person.

First Name

Last Name

Email Address

**Subscriber Interest Groups**

Select Subscriber Interest Groups:

Select Some Options

Create Subscriber Interest Group:

Add

**Newsletter Lists**

Newsletter Lists

Select Some Options

Save

   b.  Select **Bulk Subscribers** if you want to add a batch of subscribers.

**Bulk Upload (Active) Email Subscribers**

Add a list of subscribers below. All addresses will go through a validation process which takes some time to complete (typically less than 24 hours).
You won't be able to send emails to subscribers until they are validated. See the <a href="#!/subscribers/bulk-upload-history">Bulk Upload Status</a> page to check the progress.

Name

| Bulk Upload 11/09/16 11:57:54 |

◉ Upload a list of subscribers: (*.csv, *.txt)
Order the columns in your spreadsheet by email, first name, and then last name.
See examples

[ Choose File ] No file chosen

◯ Paste in a list of subscribers:
Order the subscribers by email, first name, and then last name with commas between each field.
See examples

Select the interest groups to apply to these subscribers:

Select Subscriber Interest Groups:

| Select Some Options |

Create Subscriber Interest Group:

| | Add

Apply Newsletter List Subscriptions

Newsletter Lists

| Select Some Options |

[ Import and update Subscribers ]     Return to subscriber list ...

c.  Select **Filtered Subscribers to Newsletter List** to add your subscribers to a specific Newsletter.

d.  Select **Filtered Subscribers to Interest Group** to add your subscribers to a specific Interest Group.

## 2.2  Add With Spreadsheet

1.  Go to **Subscribers**.
2.  Select the orange **Add** button that will reveal a drop down menu.
3.  Select **Bulk Subscribers**.
4.  Select **Upload a list of subscribers** just below the **Name** bar.
5.  Select your spread sheet.
    a.  The columns of the spreadsheet should be organized as follows: email, first name, last name.
    b.  Example: "smercer@peacelibrarysystem.ab.ca, Samantha, Mercer"

## 2.3 Edit Subscriber Info

1.  Go to **Subscribers**.
2.  Find the subscriber you want to edit in the table.
3.  Select the black **Edit** button.

# 3  Opt-In Page

Post a sign-up page on your website and social media accounts for patrons to subscribe.

## 3.1 Customize

1. Go to **Subscribers**.
2. Select **Opt-In Pages** from the panel on the left.
3. Select the orange **Create Your Own Opt-In Page** button.
4. Give your customized page a name and import your customized information.
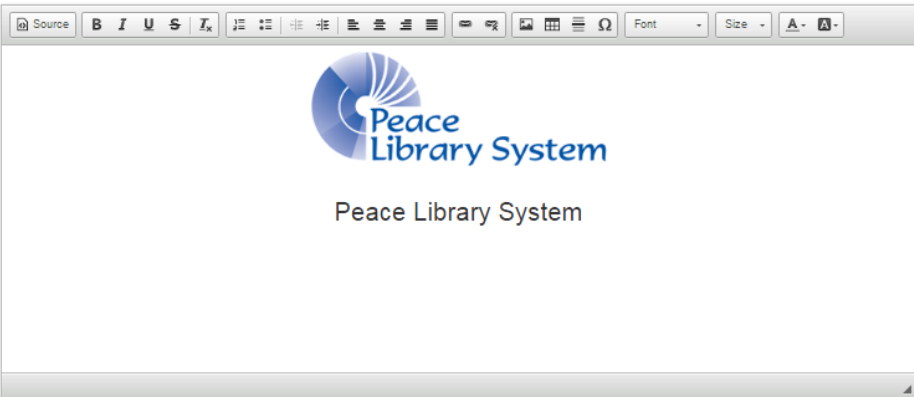5. Select the orange **Save** button.

## 3.2 Configure

1. Go to **Admin**.
2. Select **Opt-In Page Configuration** from the panel on the left.
3. Edit your logo, text and confirmation message.
4. Select the orange **Save** button.

## 3.3 Create and Publish

1. Go to **Subscribers**.
2. Select **Opt-In Pages** from the panel on the left.
3. A blue bar will have a URL for you to copy.

Opt-In Pages ⓘ

Standard Opt-In Page

Below is the link to your opt-in page where a patron may subscribe to your Newsletter Lists and/or Interest Groups. You may copy and paste this link into any web page.

Options:
☐ Remove styling & branding (tip: great for iFrames!)

Show:
◉ Newsletter Lists & Interest Groups  ○ Newsletter Lists  ○ Interest Groups

Subscribe link:

http://www.libraryaware.com/469/Subscribers/Subscribe

The above preferences cannot be saved. Please remember to copy the new link and update any locations or code where you wish to replace the old link.

4. Put this URL on your website or social media pages.

Peace Library System

Sign up now to stay informed.

☐ Subscribe to all newsletters

Subscribe me to these newsletters:

| | |
|---|---|
| ☐ Biography and Memoir | ☐ New York Times Fiction Bestsellers |
| ☐ Fantasy | ☐ New York Times Nonfiction Bestsellers |
| ☐ Fiction A to Z | ☐ Picture Books |
| ☐ Historical Fiction | ☐ Popular Culture |
| ☐ History and Current Events | ☐ Romance |
| ☐ Kids' Books | ☐ Science Fiction |
| ☐ Library Newsletter | ☐ Spirituality and Religion |
| ☐ LibraryReads | ☐ Teen Scene |
| ☐ Mind and Body Fitness | ☐ Thrillers and Suspense |
| ☐ Mystery | ☐ Tween Reads |
| ☐ Nature and Science | |

Send me updates on these topics:

☐ Mystery          ☐ Western

Please provide us with your name and email address:

First Name

Last Name

Email Address

Subscribe

Privacy Policy

# Reports

The reports section provides information on what has been published and how promotion material has been doing in regards to clicks and interaction.

- **Promotion Schedule** Will show all items published to social media or the website (widgets).
- **Newsletter Send History** Provides information on patron engagement with any newsletters sent, allowing for an overview on how they are performing.
- **Newsletter Subscription History** Provides an overview for subscribers added or deleted.
- **Promotions Overview** There is an overview for all items and clicking each tab will provide a breakdown.
- **Communication Summary** Allows for a simple numeric overview of type of material produced and published for a particular period.

# Admin

## 1 Add Social Media

1. Select **Social Accounts**.
2. Select **Authorize** under either Facebook or Twitter.
3. You will have to login to the account.
4. You can now publish items to your social media account.

## 2 System Activity

This will allow admins to track when items on your account are being updated, created, deleted and emailed out. This is a great way to track how much time is being spent on creating and posting materials.

## 3 Template Management

In this section templates can be created and modified for your library. These templates can then be access by other people that can edit a copy of that template for their own use.

Admin accounts can come here to edit:

- **Templates**: create a template for an item to make copies of.
- **Branding**: edit your branding that appears on the top and bottom of items.
- **Color Swatches**: create a custom colour swatch.
- **Custom Fonts**: add a custom font.
- **Font Swatches**: create a font swatch.

# Help

1. Online chat: select "Stuck? Chat with us!" on the bottom left to get instant responses during regular business hours.
2. Pop-up Articles: select "Help & Support" on the bottom right to get a pop-up window to choose tutorial articles or send an email.
3. Article tutorials: select "Help" on the top right to search through the entire article tutorials database put together for LibraryAware.
4. Videos: Go to YouTube.com and type in "LibraryAware" to access their YouTube channel with several 2-3 minute videos.
5. Register for webinars and see recordings: go to https://www.ebscohost.com/novelist/support-training/training and register for future webinars or browse through recorded webinars.