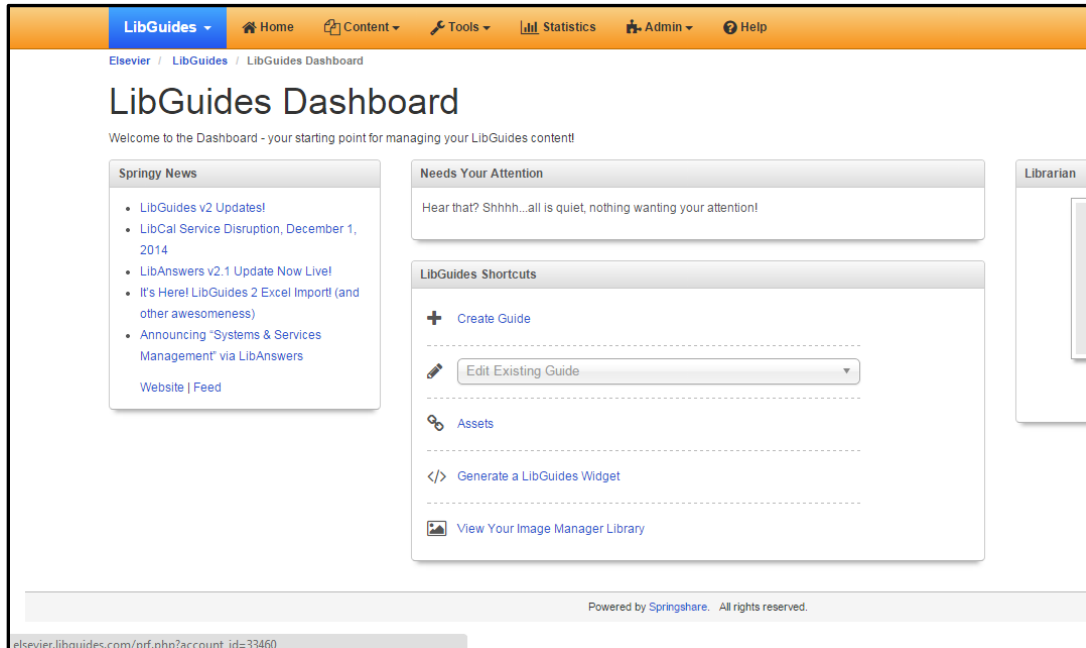




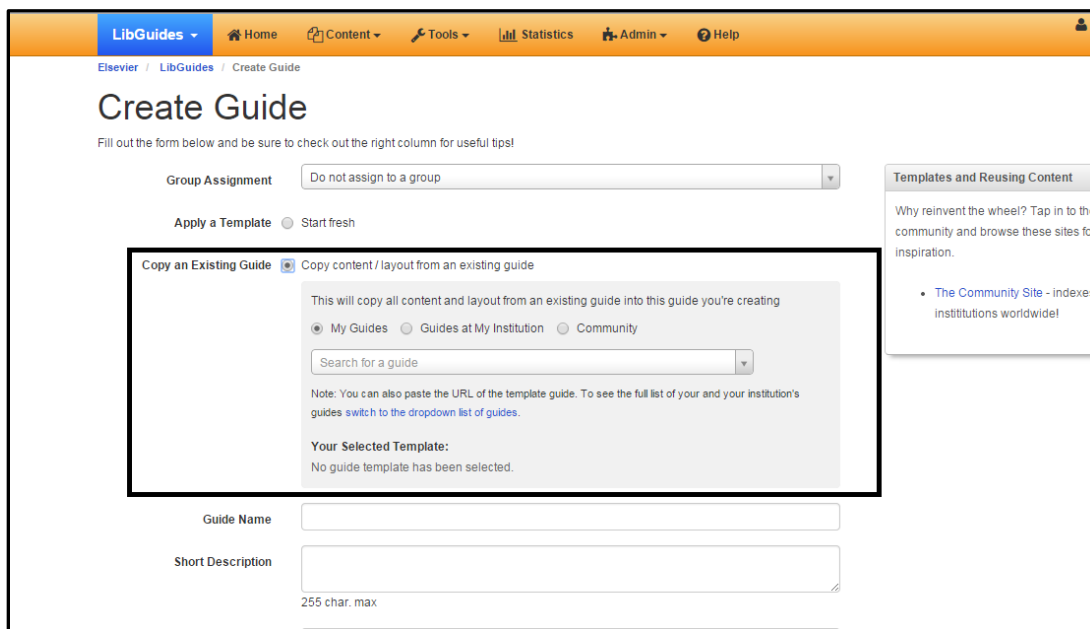
How to Adopt the Mendeley Libguide in 8 steps:

1) Login to your Libguides Dashboard:

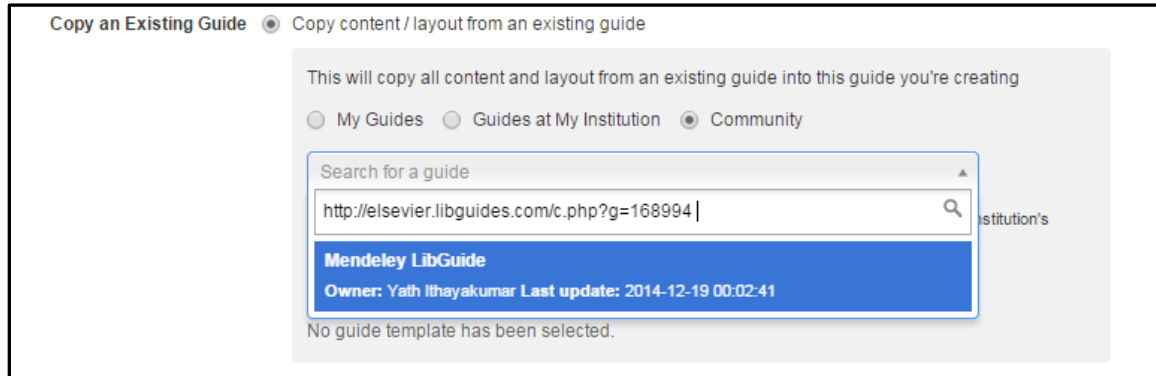


2) In the box "Libguides Shortcuts" select Create Guide.

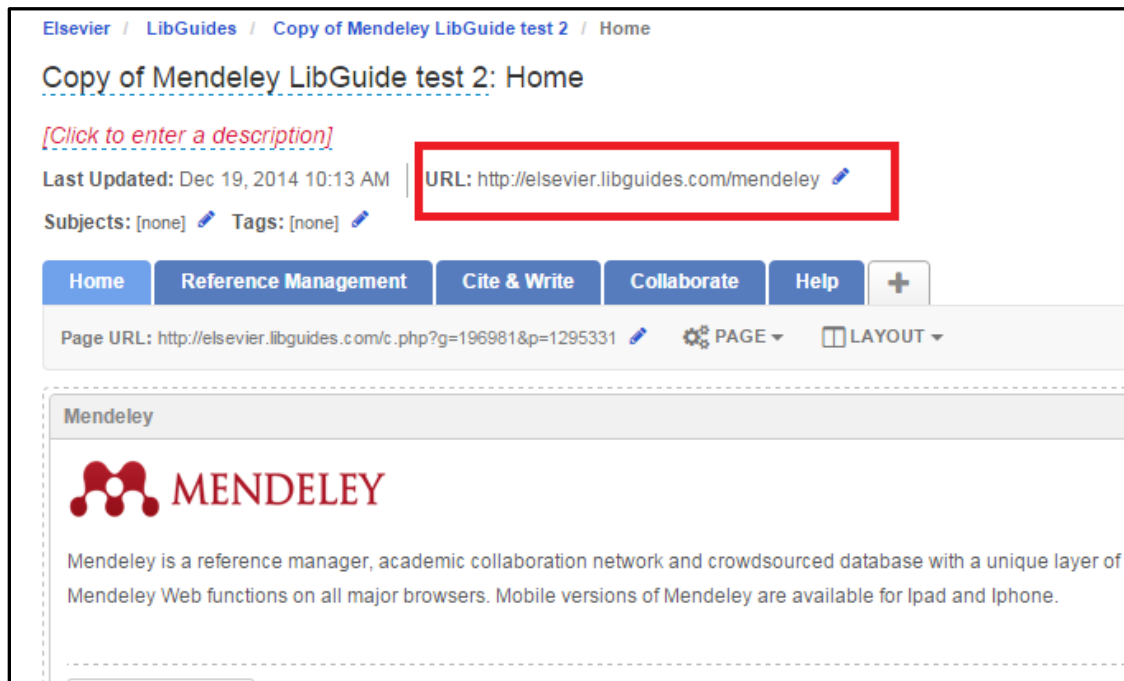
3) In the "Create Guide" page select "Copy an Existing Guide":



- 4) In the “Copy an Existing Guide” section select “Community” then paste <http://elsevier.libguides.com/c.php?g=168994> into the “Search for guide” bar.



- 5) Now you can fill out Guide Name, Description, and Password then create your own version of this guide. You can now ready to customize this guide to the needs of your institution!
- 6) If you already have an older guide that you would like to replace with this new guide then go back to Libguides Dashboard select “Edit Existing Guide” and choose your old guide.
- 7) In edit screen of your old guide go the url area highlighted in red in the image below and click the pencil icon and to remove the url.



- 8) Now go back to Libguides Dashboard then “Edit Existing Guide” and select your new guide. Now edit the url again but this time put in what used to be the url of your old guide in the url area of the new guide. You have now replaced your old guide with the new guide.