We now have a Social Media link and Ask Us! boxes for our LibGuides!

1. When appropriate add/map these boxes to the main/home page each guide as follows:
   a. Add the Social Media box in the top right corner
   b. Add the Ask Us! box in the lower left corner
2. VERY IMPORTANT: Be sure to “Reuse Existing Box” and **DO NOT click the box to “make a copy.”** Our goal is to have these boxes mapped so that an update to the one, updates them all.
3. Here is the example for the Ask Us! box
   a. Guide = Reusable Resource Boxes
   b. Box = Ask Us!
   c. Position = Bottom of Column
   d. Do not check the last two options

![Image of Add New Box - Column 1 form with annotations]

To reuse a box, first select the guide that contains the box you wish to reuse, and then select the box from the new menu that is displayed. Once a box has been selected you can choose between creating a “linked” version of the box or a stand-alone copy.

- **Guide**: R reusable Resource Boxas by Thomas Messner
- **Box**: Ask Us!
- **Box Name**:    
- **Position**: Bottom of the column
- **Draft Mode**: If this option is checked, the box will be hidden from the public view. Make the box “live” by unchecking this option later on.
- **Copy**: Create a copy of this box rather than mapping to the original. If you select this option, changes made to the original box will not affect this copy you are creating. By checking this box you will be creating copies of existing assets, adding them to your repository.

[Save] [Cancel]
4. Here is the example for the Social Media box
   a. Guide = Reusable Resource Boxes
   b. Box = Social Media
   c. Position = Top of Column
   d. Do not check the last two options

Add New Box - Column 3

To reuse a box, first select the guide that contains the box you wish to reuse, and then select the box from the new menu that is displayed. Once a box has been selected you can choose between creating a linked version of the box or a stand-alone copy.

Guide: Reusable Resource Boxes by Thomas Messner
Box: Social Media
Box Name: 

This will be a mapped box. You can set the title for this particular instance. Leaving it blank will cause it to revert to the original box name.

Position: Top of the column

Draft Mode: If this option is checked, the box will be hidden from the public view. Make the box "live" by unchecking this option later on.

Copy: Create a copy of this box rather than mapping to the original. If you select this option, changes made to the original box will not affect this copy you are creating. By checking this box you will be creating copies of existing assets, adding them to your repository.
5. Once you add the Social Media box, select the blue pencil and choose **Display Box Without Borders**...

6. Delete any outdated Social Media or Ask-A-Librarian boxes from the pages (example)
7. Here is what it looks like when finished!!