

Exporting a Libguide(s) for future use:

To export a single Libguide, users can download it as an XML file or HTML backup file.

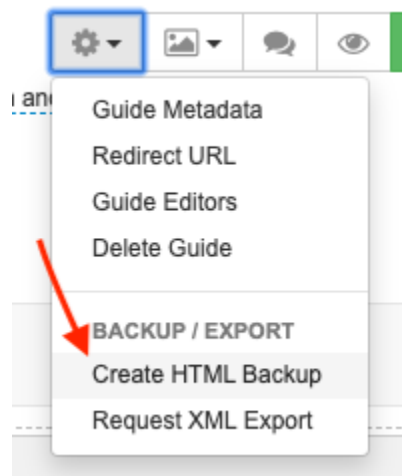
1. First press the **“settings”** button on the right side. A dropdown button will appear.



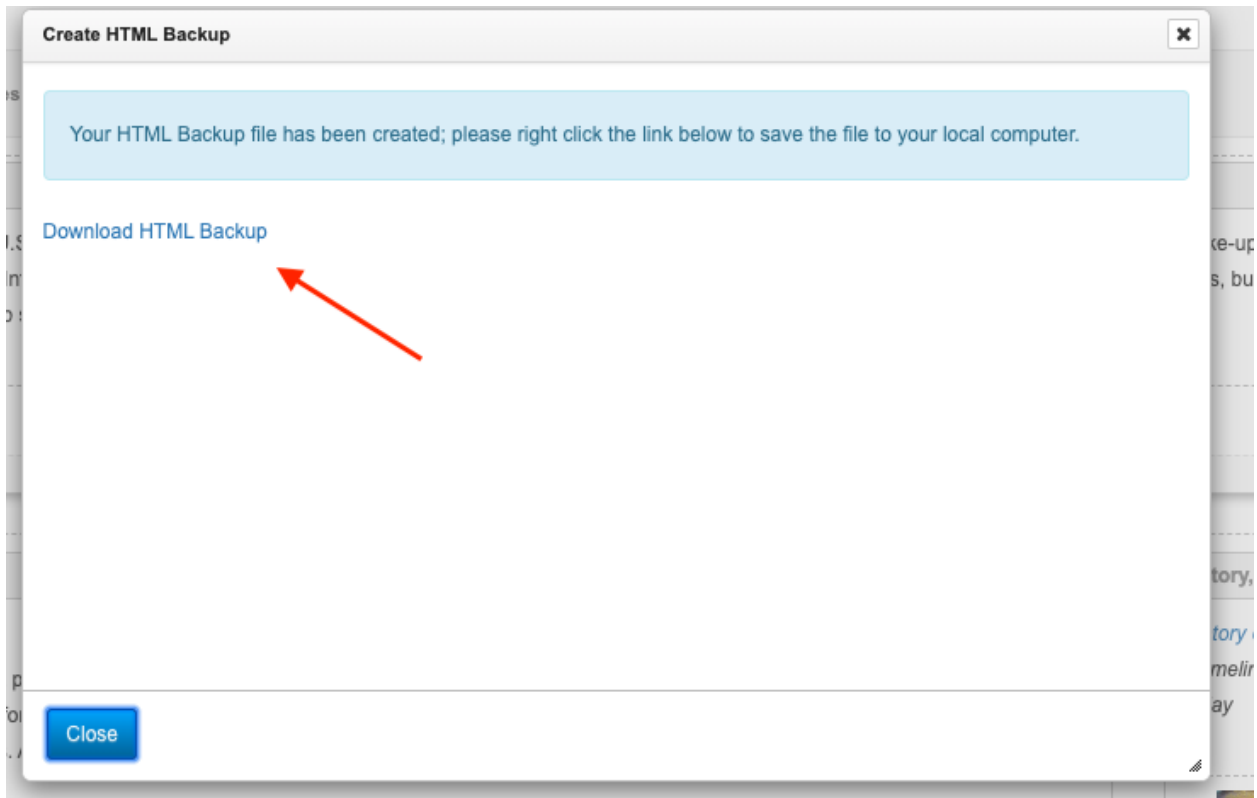
2. Users in the dropdown menu can choose **“Create HTML Backup”** (this does not require a wait time), or **“Request an XML Export”**.

For **“Create HTML Backup”**:

1. Click **“Create HTML Backup”**



2. Once clicked Springshare will bring up a dialogue box, with a link to **“Download HTML Backup”**. Click that, and it will open up your Libguide in a new window.



3. From there, users can right click and select “save as” to download their guide. This format of the guide can be reopened in a web browser and the code can be looked at/ edited in a program such as Atom.

For “Request an XML Export”:

1. Click “Request an XML Export”.
2. A confirmation popup box will appear and mention that the request will be sent to Springshare, and can take up to 24 hours.
3. Once Springshare processes the request, then send you a confirmation email with a link to their export page.
4. Once you receive the email, you can download the XML file by
 - 1) Going to “Tools” in the top navigation bar and selecting “Data Exports”.
 - 2) Make sure the XML tab is selected.
 - 3) Under the “Action” header find the Libguide you wanted exported and click the “download” button.