Migration Checklist for Guides: Cleaning Up Individual Guides

Migration Guide: [http://support.springshare.com/libguides/lg2migration](http://support.springshare.com/libguides/lg2migration)

This checklist is for anyone who is reviewing their guides and wants to clean ‘em up before the content is migrated into their LibGuides v2 system. This might mean admins and non-admins are both using it!

1. Review Content

Reused / Reusing Content:
Are you making the most of reusing content? Remember:

- Anything mapped in LG1 will remain mapped in LG2.
- The whole idea of Assets makes managing content way easier in LG2!
- Mapping content not only creates consistency, but makes everything easier to update.

- Review Rich Content areas: Are there any boxes of information that are the same? Make sure those boxes are reused for ease of updating!
- Review links: if you have stand-alone links, can you convert them to be reused links instead?
- Review books: can you convert any to be reused books?
- Review documents & files: can you convert any to be reused documents / files?
- Review media / widget items: can you convert any to be reused media / widgets items?

Links Boxes:

- Do you have links in Rich Text boxes instead of Links Boxes? Or in the Rich Text area of Links Boxes (instead of using the “Add Link” option at the bottom of the box)? If so, consider converting them to link items instead!
- Do you want / need all of your links? Check to see that you have the most relevant links possible. Remove any that may go to outdated information.
- Have you gone through your Link Checker report lately? Now’s the time!

Images:

- Do your images have alt tags (for accessibility)? If not, add them now!
- Are you using code from our FAQ to have rotating images in a box? Make note of that box’s location, so you can convert it into a Gallery box in LibGuides v2 (post-migration)!
- Are any images / screenshots outdated? Update / remove them.

Tables:

- Convert any defined table widths to percentages (vs. pixels).

Boxes Not Being Migrated:
Your admin has a list of individual boxes that will not be migrated into LibGuides v2 for one of several reasons: the functionality was removed due to low/no use or the functionality has been / is being replaced, so the content doesn’t translate exactly.
Generally speaking, however, these are the things you should be doing / looking out for:

- Review these box types and either replace with other options or choose to leave as-is / not replace.
  - Events
  - Delicious
  - User Submitted Links
  - Feedback

- Survey Boxes:
  - Note which surveys are being used in your guides.
  - You will need to replace these with surveys created in LibGuides CMS v2.

- Table of Contents Boxes:
  - Note which guides are using Table of Contents boxes.
  - You will need to change the navigation layout to use the Side Nav template.
    You may need / want to discuss this change with your site’s admin before making any changes.

- LibAnswers Boxes:
  - Your admin should be looking into creating widgets in your LibGuides v2 system for general use widgets like a LibAnswers search box or question form.
  - Make note of where you have those boxes so that post-migration you can add them back into your guides by reusing those content items.
  - Make note of where you are displaying lists of questions / individual questions. Post-migration, you’ll need to create those widgets in your LibAnswers system and add the widget code to your guide (using the Media / Widgets content type).

Subjects & Tags:
- Review / add / remove subject categories from your guide.
- Review / add / remove tags from your guide.

Customizations:
If you have any customizations on your guide – in individual boxes or in the Custom JS/CSS box (LibGuides CMS Only) – that are specific to the guide (it references a particular box, etc.), it will not translate into LibGuides v2.

The code in Custom JS/CSS boxes will not migrate, and any code in individual boxes just won’t render. The code and style for LibGuides v2 is completely different from v1 – CSS classes and IDs are different, etc.

For example, if you used our FAQ for creating headings in Links & Lists boxes, that CSS will not translate, and you’ll end up with headings that look just like the rest of the links. This will need to be manually updated once the content is in LibGuides v2 – just remove those links and add Rich Text areas with the headings between groups of links. Easy peasy!

- Make note of any guides / boxes where you have customizations, as you’ll need to revisit these in LibGuides v2.

Tabbed Box Code:
Are you using the code from our FAQ to create a tabbed box in your guides?
- Make note of any guide / box that has the tabbed box code. You’ll want to manually update those boxes post-migration to take advantage of the Tabbed Box type in LibGuides v2!