LibGuides v. 2 Migration

Migration Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Thursday, November 13, 1:30-2:30pm</td>
<td>LibGuides Migration Forum, Memorial 126 <a href="#">Slides</a></td>
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</tbody>
</table>
| Tuesday, October 28 - Friday, November 28 | LibGuides v. 1 cleanup by guide authors  
Update, refresh, and prepare for migration. |
| Friday, November 28 | Freeze LibGuides v. 1  
*Changes made in LibGuides v. 1 after this date will NOT migrate!* |
| Tuesday, December 2 | Springshare migrates content and guide author accounts to LibGuides v. 2. |
| Tuesday, December 2 - Monday, December 8 | LibGuides Team assesses content transfer |
| Tuesday, December 9, 11am-12noon or Thursday, December 11, 1pm-2pm | LibGuides v.2 Training (focus on clean-up), Memorial 231 |
| Tuesday, December 9-Monday, January 5 | LibGuides v. 2 clean-up by guide authors  
*If something looks wrong or doesn’t migrate, we can fix it in LibGuides v. 2!*  
LibGuides Team & Web Services/Tech staff: update custom style templates, add analytics, update DNS records |
| Tuesday, January 6 | Go live with LibGuides v. 2 |
| Monday, June 1 | Read-only access to LibGuides v. 1 ends |

What the public sees ...

<table>
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<tbody>
<tr>
<td>Thursday, November 13-Friday, November 28</td>
<td>LibGuides v. 1, live updates</td>
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<tr>
<td>Saturday, November 29-Monday, January 5</td>
<td>LibGuides v. 1, no updates</td>
</tr>
<tr>
<td>From Tuesday, January 6</td>
<td>LibGuides v. 2</td>
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Before Migration Preparation

LibGuide authors prepare guides for migration.

- See: [Updating LibGuides & Preparing for LibGuides v2 Migration Checklist](#)  
- Remove MetaLib/Xerxes metasearch boxes  
- Use Link Checker - remove/fix broken links  
- Update links to Library Web site pages  
- Refresh content  
- Remove unneeded guides (incl. test, practice, unpublished, private)  
- Remove unneeded accounts  
- If you migrated to Office 365, change your account information to reflect your new e-mail address  
- Use handles for database URLs  
- Use address bar links for catalog URLs  
- Consider converting links in Rich Text boxes to Links boxes instead  
- Remove or replace **boxes not migrating**: Delicious, User Submitted Links, Feedback, Table of Contents
• Update or remove outdated images or screenshots, remove duplicate images or screenshots, resize if not appropriate for Web, and note location of any boxes with rotating images, after migration convert to Gallery Box
• Convert any defined table widths to percentages (not pixels)
• Make note of any guides/boxes where you have custom code (e.g., tabbed boxes, rotating image boxes)
• Note location of any guides/boxes that has the tabbed box code, after migration convert to Tabbed Box

After Migration Clean-up/Tasks

LibGuides authors update/clean up guides for full functionality following migration.
• Continue with Updating LibGuides & Preparing for LibGuides v2 Migration Checklist
• Compare v.1 and v. 2 and make fixes as needed  (read-only access to v. 1 will be available for six months after migration)
• Rework guides in new platform

LibGuides Team and Web Services/Technology Staff:
• Provide training in LibGuides v. 2
• Finalize custom templates
• Add Google Analytics
• Update DNS records to point from old server to the new server (public URLs will remain the same)

Preview of LibGuides v2: What's New
• One login for Springshare products (LibApps)
• Command bar reorganized and consistent
• Box types
  • fewer - Standard, Tabbed, Gallery, User Profile
  • more flexible, mix content types in one box
• In Standard, can add Rich Text, Database, Link, Media/Widget, Book from Catalog, Document/File, RSS Feed, Guide list, Poll, Google Search
• Image manager not a separate “Add-on” module, included
• Beta Site: http://wisc.beta.libguides.com/ (very rough, this URL will change, content will change, design will change)