# **Videos to Learn about Ploud and Website Management**

This is a list of videos to help you learn about the Ploud software and tips and information for managing a website. These select videos were created or recorded by Sonya Schryer Norris, Ploud coordinator at the [Library of Michigan](https://www.michigan.gov/libraryofmichigan/), and are freely available online. The Missouri State Library thanks the Library of Michigan for providing these videos.

The videos are in the recommended order to watch.

1. Introduction to Ploud (4:30)
   1. <https://michigan-host.zoom.us/rec/share/jzTeegB8fmgKeJ907HWJmxZ_-3LlRGwpXRWw3oQJISkCPxQoh88PGio6NPWR2084.SWZ9Lkxt4ywJ7Lqm?startTime=1602677512000>
   2. Short introduction to the Ploud system specific to Michigan library
2. Workshops for New Libraries
   1. Hour One (53:41): <https://youtu.be/jgKUCVcG8mQ>
   2. Hour Two (48:08): <https://youtu.be/4eqkHAVRZC4>
   3. Hour Three (49:49): <https://youtu.be/yIXsrPdO088>
   4. Hour Four (1:05:15): <https://youtu.be/e2KVPwYa2gA>
   5. See pages 3 – 5 below for a list of video contents with timestamps.
3. Checklist of things to update when you get a brand new Ploud template (10:07)
   1. <https://www.youtube.com/watch?v=yAWk6ZPTv2E>
   2. A walk through of what needs to be updated with a brand new Ploud template
4. Ploud Hacks - Site Clean-up (7:03)
   1. <https://www.youtube.com/watch?v=BqmlPhKcsIg>
   2. Using thumbnail view to make it easy to clean up Images folder.
   3. Moving images out of root folder contents and into Site Assets-Images folder.
   4. Old user clean up.
   5. The importance of staying out of Site Setup except for Users and Groups.
5. Ploud Hacks - Tips and Tricks Everyone Should Know (7:32)
   1. <https://www.youtube.com/watch?v=jS813H2_3SE&t>
   2. Using Display options to make your folders look better.
   3. How to move items, especially subfolders, around in a folder.
   4. To update the dates on your news items so they look fresher, go into "Dates."
   5. Using drop-down menu to add new selection options to folders.
   6. To go down one line, SHIFT+ENTER.
6. Ploud Hacks – Looking Good on the Web (6:22)
   1. <https://www.youtube.com/watch?v=-Ou88bdgFy0>
   2. Google, Bing, and Yahoo your site.
   3. Importance of using the Summary field.
   4. Google business profile
7. Doing it Right in Michigan (16:49)
   1. <https://www.youtube.com/watch?v=__c6jkWxgA0>
   2. Examples of Ploud sites done right in Michigan for some inspiration.
8. Best Practices/Avoiding Common Development Mistakes (12:23)
   1. <https://www.youtube.com/watch?v=nbtQzc9EU2s>
   2. Best practices in website development that you can apply to your Ploud site
9. Maintaining a site that looks good on phones and tablets (6:13)
   1. <https://www.youtube.com/watch?v=abp3FynQpfQ>
10. Accessibility (11:08)
    1. <https://www.youtube.com/watch?v=iJ-ZpP6MAzs>
    2. How to make a site that is accessible for disabled users
11. Graphic Design (11:51)
    1. <https://www.youtube.com/watch?v=kPrzzmOfbt8>
    2. Tips for working with your theme and color palette for an appealing design
12. Controlling your navigation (4:44)
    1. <https://www.youtube.com/watch?v=rmhkOpUe22w>
13. Writing for the Web (6:21)
    1. <https://www.youtube.com/watch?v=Z2u2wOtC2sg>
    2. How to tailor your content to common online reading patterns
14. Carousels - Part I (creating carousel tiles) and II (installing them on your site)
    1. Part 1 (10:20): <https://www.youtube.com/watch?v=9LpI5DtILPo>
    2. Part 2 (10:41): <https://www.youtube.com/watch?v=bfybARqHGpg>

# Short Tutorials Already Covered Above

* Portlet management (13:39)
  + <https://www.youtube.com/watch?v=9rYUBpJdV64>
* Cover pages (12:11)
  + <https://www.youtube.com/watch?v=rKjBCAi8gbg>
* Collections (10:32)
  + <https://www.youtube.com/watch?v=hnIxD2GZQQY>
* Calendars (9:42)
  + <https://www.youtube.com/watch?v=qAq9u2R37tg>
* Event registration software (8:30)
  + <https://www.youtube.com/watch?v=PE1SwJ1SEQw>
  + Shows where to get the Google site/secret key for ReCaptcha

# Workshops for New Libraries Notes

## Hour One

* **Welcome and Introductions**
* **Site Setup: Adding and deleting users - at :28**
* **Site Configurations- at 4:31**
* **Review of template's content and Ploud terminology- at 7:28**
  + *\*\*The homework mentioned here is for Michigan libraries only\*\**
* **Changing theme and color scheme- at 14:30**
* **Footer- at 16:58**
  + Column 1: Name, address, email link at 17:16
  + Column 2: Internal link at 22:57
  + Column 3: IMLS logo and linking Facebook logo at 27:46
* **Location and Hours portlet at 31:28**
* **Copyright and sources for graphics at 37:59**
* **Accessibility at 43:12**
  + \*\**Niche Academy is for Michigan libraries only\*\**
* **Hero images vs. Carousels at 46:55**
  + Ex: SDL at 49:00

## Hour Two

* **Review Homework:** did the Accessibility courses change or reinforce your ideas about accessibility?
  + \*\**Homework is only accessible by Michigan libraries\*\**
  + *\*\*Is not mentioned in the beginning of the video\*\**
* **Emergency Messages at .12**
* **Contact Us form at 4:23**
* **Navigating at 9:03**
  + Breadcrumb trail at 9:19
  + Root Folder Contents at 11:49
  + Up a Level at 12:54
* **Adding images and PDFs to Site Assets folder at 13:07**
* **Calendars at 17:25**
  + Deleting old content on the calendar at 17:44
  + Adding BoD mtgs (recurring events) at 19:27
  + Adding Human Library event (single event) at 24:06
  + Event Registration at 26:30
  + LocalHop option at 29:50
    - \*\**LocalHop is a Michigan only program\*\**
  + Renaming calendar folder at 34:54
* **Deleting old News content at 33:54**
  + Hiding News folder at 34:18
* **Support resources: 35:41**
  + org
    - Videos
      * Tips and Tricks
      * Carousels
    - Graphics
  + Enfold Systems Help Desk

## Hour Three

* **Review Homework**
  + \*\**Niche Homework is only accessible by Michigan libraries\*\**
  + *\*\*Is not mentioned in the beginning of the video\*\**
* **Drop-down menus 2:04**
  + Ex: Add to How Do I… [folders] 2:26
    - Reserve the community room? 3:50
    - Make a donation? 6:50
      * Rearrange the items in the folder 5:41
    - Ex: Services [pages] 8:00
      * Notary Public 8:37
      * Fax/Copy/Print/Scan (includes Heading structure info) 9:53
* **Collections 14:16**
  + Ex: Updating Days the Library is Closed 14:28
    - Add closed for sidewalk closure 18:47
  + Ex: Creating a Collection from scratch: Fall adult programming - add to Calendar drop-down 21:19
* **Portlets 36:30**
  + Ex: Add Overdrive 37:19
  + Ex: RSS 43:56
    - Add NY Times and a local paper 44:54
  + \*\**Niche Academy homework is for Michigan Libraries only\*\**

## Hour Four

* **Review Homework**
  + \*\**Homework is only accessible by Michigan libraries\*\**
  + *\*\*Is not mentioned in the beginning of the video\*\**
* **Distributed content and COVID information :17**
  + *\*\*Missouri has its own list of resources which is different than what is presented in the videos*\*\*
* **Cover pages 7:38**
  + Updating your homepage from the base template 7:48
  + Updating a hero image 10:33
  + Friends Group cover page 20:08
    - Hero image 20:21
    - Adding Files on left w/descriptions on right 16:39 example & 22:22 how to
    - Adding a portlet 37:09
  + **Where to go from here when you need help**
    - Enfold Systems Help Desk, accessed from within your site, is your first place to get help 41:56
    - Wednesdays 2-3 is the Ploud Drop-in Help Hour. Don’t be a stranger! 43:04
      * \*\**Help Hour is no longer open\*\**
    - KnowledgeBase articles and Michlibrary.org videos 44:03

# Build a Better Library Website Boot Camp

[Build a Better Library Website Boot Camp](https://learn.webjunction.org/course/search.php?q=websitebootcamp497) is a recommended course offered through WebJunction’s Course Catalogue. It is designed to provide the knowledge and tools for library staff to improve their websites. Each chapter has great resources that can help improve your Ploud website. We recommend that you complete lessons 5 through 7 as they are the most applicable to Ploud websites.

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