

Hello, my name is Nora Wesselmann and I am the Missouri Ploud Project Coordinator.

I work with Janet Caruthers, who is our Technology and Resources Sharing Consultant, to run the Ploud program.

She runs the administrative side of the project while I handle training libraries and providing website support as libraries build and continue to maintain their sites.

Today I will be sharing some information about our trainings, show you our website template that we provide to all new libraries that join the program, and show you two websites that have been completed by libraries that are a part of this project.

When you join the Ploud Program, you will be set up with weekly hour-long, one-on-one training sessions with me to learn all the tools and knowledge you will need to create your website.

It usually takes about 5 training sessions to complete a website.

These trainings consist of supplementary videos created by Michigan State Library that you can watch on your own time, and weekly hands-on training sessions where I will walk you through how to build and edit your website.

While you are undergoing the training, and after you have finished your website, you have access to resources that we have made to help support you and your website.

We have created a website at Missouri.ploud.net that contains information about the project, and it has a resource tab with several resources that you can explore.

You have several options for live support.

We have created a Ploud email list where we send out regular updates about the project and services that we offer related to your website.

Enfold systems has their own article knowledge base with articles on every aspect of the Ploud website editor and a help desk where you can submit tickets about issues with your website.

I also hold open office hours during which you can schedule a time to come and ask questions or get some help working on your website.

You can also send me or Janet an email with any questions and this is our contact information here on the right.

Now, we are going to go over to the template page, and this is assessable from the Missouri Ploud website homepage right here.

We designed this template to be Out of box ready, which means the minimum you have to do is enter your information and you can be set to go live.

Each page has a similar layout with a header at the top, your content that could be anywhere from one to three columns depending how many of these “portlet” columns you desire, and a footer at the bottom that has some useful information and our required IMLS statement as this project is funded by LSTA funds.

When you join the project and receive this template, you will also be given a set of credentials to enter here to access the admin view of your website.

This admin view is very similar to what your patrons will see with two main differences.

One is this Green Editing Bar, which enables you to change the content of the pages, and the other is this Admin Menu where you can access the back-end settings for your website such as configuring that emergency message, changing the overall theme, and finding the Enfold help desk. On here it appears as a gear but in other themes it may be an arrow next to your name which I will show when we get to that point.

One of the things you can do in these settings is add or remove users that can work on your website.

You can easily add users with this button by adding their name and email, you can also set them a password here or check this box to let them set the password themselves.

Different roles provide different access to parts of your website and I will show you where to find a list that defines each role.

You also have the power to reset a password or removing a User in case of staff turnover, you may have to zoom out using the settings up here to see everything. So here is the remove users column, reset password. And you can reset the zoom here in the address bar.

Under this admin menu, you can also find Enfold's help desk and knowledge base that I mentioned earlier.

The Ploud Support tab is where you can submit a help ticket. If you are having a technical issue with your website or accidentally delete something, you can submit a request for some help here.

The help desk can undo up to 10 actions at a time, so if you notice something is off, stop working on the site and send in a ticket.

Don't forget to add what page is having the issue, or put your website URL if it is a larger problem.

They are very quick in their turn around and have always responded within 24 hours for me.

The Search Articles tab is one of the two ways you can access the knowledge base, the second is this link up here. If you search up any topic on Ploud, it will bring up a list of related articles.

If I search for the word "User" it will bring up articles about users and this top result is that detailed list defining the different roles I mentioned earlier.

Here is each role, and the actions and abilities each role has.

Going back to the home page, you can customize everything you see here, from the items on this navigation bar, how many content columns you have, and the overall color and layout theme, which I will give you a brief look here.

We are currently under the themes tab and there are four main themes that are good for different things.

These are all responsive themes, which means they will adapt to fit best on different sizes of screens.

So if I minimize the screen and change it to the size of a phone, it will stack everything and change any text to fit the best on that screen size, the same goes for a tablet, or even a smaller computer. And so you can use this ability to see how your website will look on different sizes of screens.

Each theme changes the appearance of your website and will not change the content.

The Hemmingway and Metropolis are good for libraries with multiple branches as it collapses the ones that are not open. See here I have a branch library, when I open this one it will minimize this one and vice versa.

The Ploud default and Slate themes will have them all listed so if you have multiple branches, it can become a very long list.

The Hemmingway and Slate have a special feature in that they can have a picture in the header instead of just a band of color.

For example, if we go the home page, we have a lovely picture of dogwood flowers.

Each theme has its own set of color palettes, so I am going to open the Metropolis theme, and go to color palettes.

These palettes change the colors in the Header, Footer, Background, and different parts of the portlets.

Dublin gives us a nice blue and green, and so you can explore the different color themes to see what fits your library the best.

Changing the content is just as easy as changing the theme and color palette.

If we go to the Services menu and select Scan, Copies, and Fax, we can go into edit mode and add some text here at the bottom, for example, lets tell them that we give out copies for about 10 cents, and we can insert that cent sign by going to special characters, and clicking cents. So it is 10 cents and color 25 cents per page, and click save and it will show up on the page.

One useful tool for when you have a page in progress is to change its "state" to "hide". This will make it invisible to patrons so you can save the page and come back to finish it later and once you are done set it back to "published" and it will be open for patrons to see.

One final major section of you website is this library resources tab.

If you are a MOREnet member, these pages will be pre-loaded with all of the online databases that you have access to as a member.

You can also add any other resources that you know of, such as local historical information or collections under genealogy, or any other subscribed vendors or services that you have.

The last thing I want to show you are some examples of websites that libraries have completed through the Missouri Ploud Program.

You can find a list of all of the libraries that are participating in the Ploud Program under the MO Sites tab on the Missouri Ploud website.

First here is Monroe City Public Library. They were happy with the theme that their template came in so all they did was add their information to the pages and added their pictures and were one of the first three libraries to go live in September of 2021.

Seymour Community Library chose to customize their website, especially their homepage, adding a carousel of pictures of their library and a book list from their Evergreen catalog and portlets of different services that they provide

This is an example of all you can add and change on your website to fit your and your library.

That is all I have to show you today. I hope you enjoyed this small presentation about the Missouri Ploud Program and I hope you will consider joining! I have our contact information here if you have any questions or want any more information feel free to reach out to me or Janet Caruthers. Thank you for watching, and have a great rest of your day.