# Home Page Portal - OPALS

Portal editing

Customize your homepage and create a portal that will keep your members coming back. These portlets make it easy to display & change RSS feeds, local weather forecasts, new acquisitions, local news announcements, Pathfinder and Weblink displays, along with showcases for books and pathfinders.

Access

- Login: Administration -> Reports-Tools-> Edit homepage
- You can also access the edit via a clickable icon on the top right of the home page itself.
- When you are finished editing the portal **be sure to save the edits** by clicking the 'Save' button on the far right side of the Icon bar that floats at the bottom of your edit page.
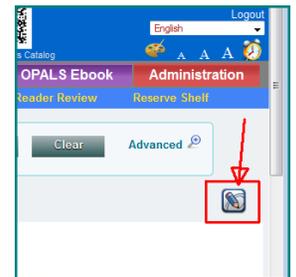
Portal top page editor
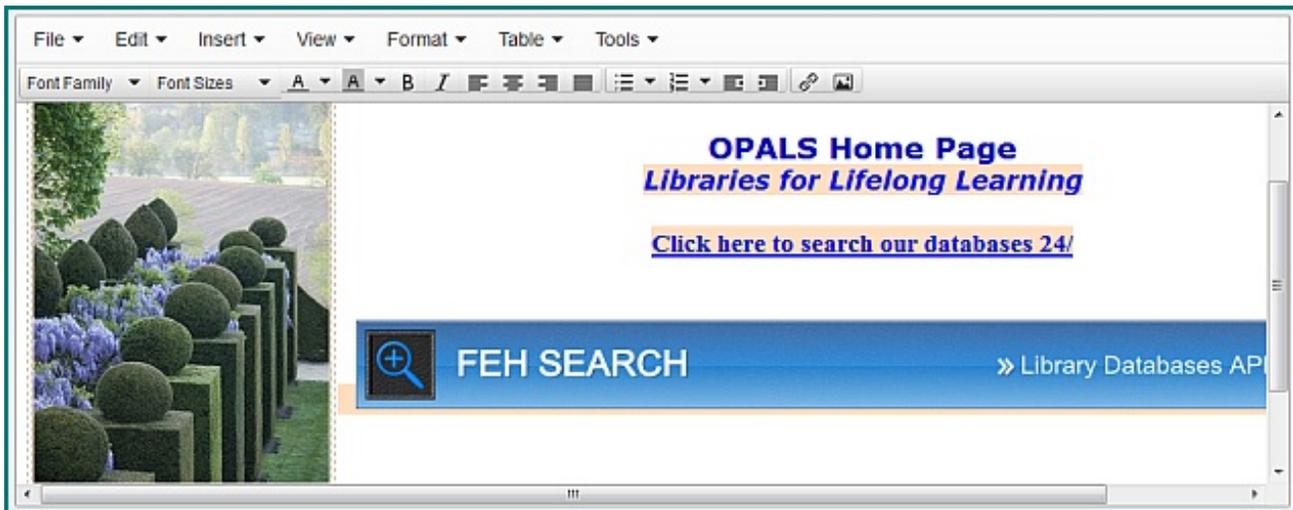
The editor for the introduction to your library is versatile with many familiar options, menus and icons as in other editing programs.

- Tables to help order your information. Position text or images within a frame.
- Descriptive text (multiple fonts, pitch & colors)
- Indenting, centring, bullets, numbering
- Links in text or images to important Web pages (ex. newsletters, other subscription databases)
- Pictures or videos that you can import, size & position

Import & Position Pictures

- Create a table using the >Insert >Table functionality.

- Click in the area of the table into which you wish to insert an image.

- Click the "Insert/edit Image" Icon on the right hand side of the command bar

- Click the folder icon to "browse" to your source… select the image to import… click "Upload image"

- The system will upload the image … You can size the image as desired

Tabbed Portal pages

Your Library Portal can be displayed with variously titled tabs alowing more options to display portlets or seperate your information by subject or library collection or Upper or Lower school names – for instatnce. Each of the Tabs can be set to have one, two, or three columns of information,
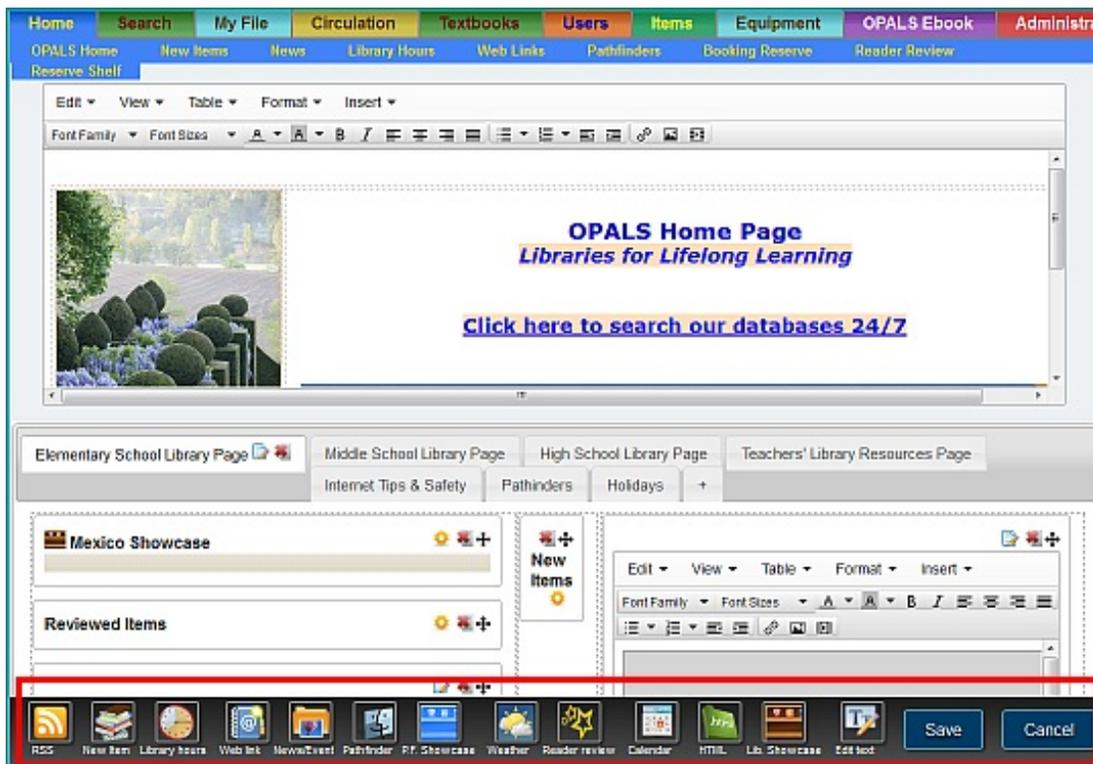
- To add a new Tab make sure you are in the edit mode then click on the '+' tab at the right of your tab line.

- Options to Name the Tab as well as the number of columns you wish. Each of the columns will be equal in width
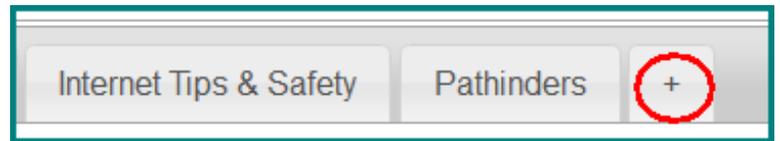
Homepage Portlets ("App's")

At the very bottom of the portal edit screen you willl see icons representing each of the Portlets.
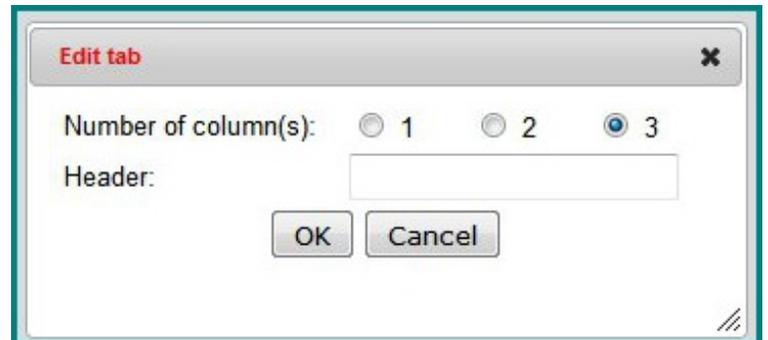
- Mouse over the icon to see it's title/description.

- Click an icon to have the portlet appear on your portal.

- Drag the portlet to the position on your page that you wish.

- Each portlet includes various options for setup. Choose the options that will be best for your design of the portal.

- When you are finished Editing or adding to the portal page, be sure to click the save button on the far right side of the Icon bar.
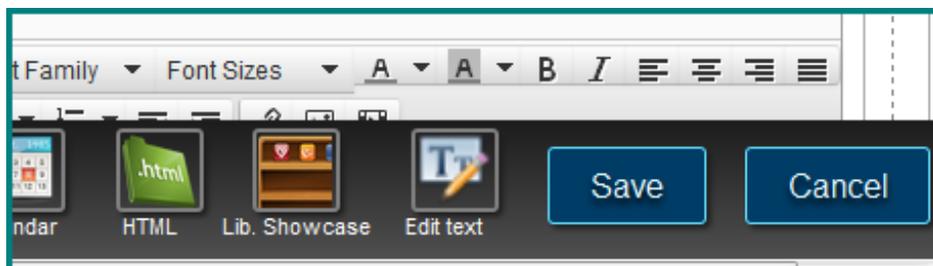
Portlet setup/display options

- Click on a the "gear" icon to view and select display preferences

- Various options for display will be associated with each of the portlets. Choose the options that will be best for your design of the portal.

- Click the 'X' to delete the portlet from your page

- Use the directional arrows to move the portlet display to another place on the page.

- **Be sure to save any edits** by clicking on the "Save Portal" button at the bottom of the Icon bar

RSS Feed

Click the RSS icon to have it appear on the portal page. Use one for each different RSS feed.

- Paste the RSS feed URL into the URL text box
- Choose the Fields to display from the drop down box
- Choose the number of lines of text to display from any RSS articles

Local Weather

Click this icon for weather update displays. Settings (click on the 'gear') give options for your city name or postal code as well as a choice of Fahrenheit or Celsius readings.

News / Events

The Home menu displays a News selection, or you can also post these news items on your Home Page portal by Clicking this icon to your home page. Once it appears, then drag it to the location from which you wish to display it using the little direction arrows icon.

- These events are added and edited by using a menu in the preferences page. Choose >Administration > Preferences >News & Events List Editor.
- From the editing page, you can add URLs and images, explanations and expiry dates to each event
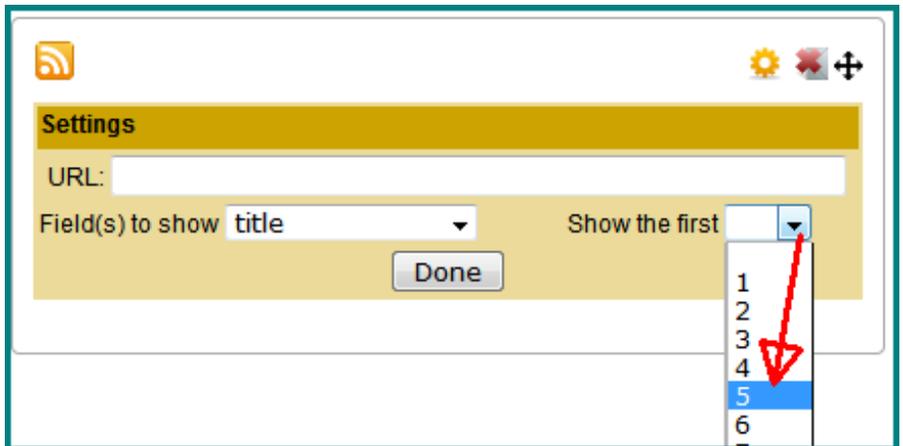
Pathfinders

Librarians work in a context where research themes recur on a regular basis. Library users can find a Pathfinder list by mousing over the Homepage tab, then clicking on the Pathfinder tab. Add subject Pathfinders to guide members to authentic information.

You can also prompt Pathfinders to display on your OPALS Home Page portal by clicking the Pathfinder icon to the portal pages in the Home page editor. Options presented will give choices for the Fields to display and the number of Pathfinders to extend down the list.

Set up your new Pathfinders from the main menu. Select the Pathfinders menu option from the home menu, then click on "Add New Pathfinder" button. Edit a Pathfinder from that same menu option after selecting the specific Pathfinder you wish and clicking on the Edit button.

NEWS/EVENT   ⚙ ✖ ✛

Settings

Show the first [2 ▾]   [Done]

Pathfinders   ⚙ ✖ ✛

Settings

Field(s) to show [title,author ▾]   Show the first [10 ▾]   [Done]

Alternative energy

- Nuclear Energy - Friend or foe?
  Created Date:
  by   Olivia Neutron   for   High School

Ancient Egypt

- Egypt Yesterday and Today
  Created Date:
  by   Harriet Historian   for

Biomes

- Biomes - Deserts - Rainforest - Tundra - Polar
  Created Date:
  by   Harry Chan   for   Grades 5-6

Classical Music -- Composers

- Classical Composers
  Created Date:
  by   Treble Clef   for   3-5

Deserts

- Biomes - Deserts - Rainforest - Tundra - Polar
  Created Date:
  by   Harry Chan   for   Grades 5-6

Egypt - History

- Egypt Yesterday and Today
  Created Date:
  by   Harriet Historian   for

Pathfinder Showcase

Pathfinders are popular and some librarians have authored many. This portlet enables featuring some or several of the pathfinders in the Home page portal.

Click the icon to add it to your home page portal. The 'Gear' icon will give formating options.

Pathfinders are added or edited from the home page menu. Select the Pathfinder menu and click Edit after selecting a title.

Web Links

- Feature Web links to research databases or useful Websites

To set up your new Web Links, from the main menu, to Administration >Preferences, then select Web Links List Editor.

Click on this Web link icon to display the links in the Home Page portal once you have populated the links. Options give choices for Title and subtitle and how many lines of the listing to display in each Web link.

New Items List

New items are available for display from the home page menu. They can also display in the Home page Portal. Click the icon to bring the display to the portal, then select the options for display of the Title, or include the author and publishing date. You will have a choice of how many items to display at once in the portal.

Virtual Library Showcase

The virtual library showcase widget was inspired by librarians that wanted to create a virtual equivalent to their hallway showcase exhibits. This widget makes it possible to create as many as you wish for your community. click the icon to add this display to your Home page Portal. The settings gear Icon will prompt you for a title of the showcase and magnifying glass icon to search for the titles to include in the display.

New Items

The Lemonade Club
Polacco, Patricia.
Fic Pol

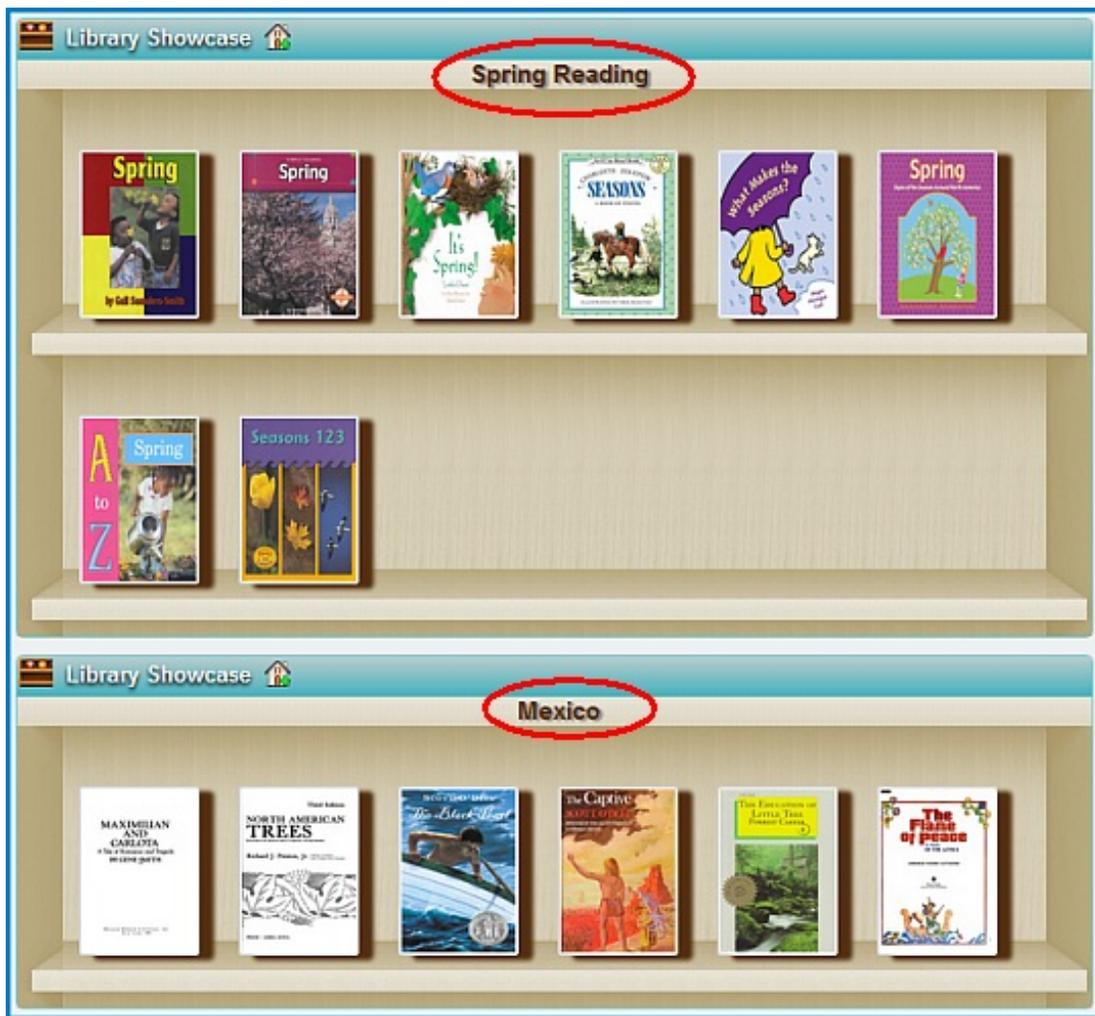*Acquisition Date:2014-07-31*

Friends
Carle, Eric
**E Car**

Acquisition Date:2014-07-31

Reviewed / Rated Items

Also available from the Home page menu selecting Reader Review, library members can browse items that have been rated and reviewed. Options to Sort, filter dates, or select a Gallery or List format for viewing.

Click on this icon to add reviewed titles to your Home page Portal . The settings 'gear' icon will give options the display and number of title to show.
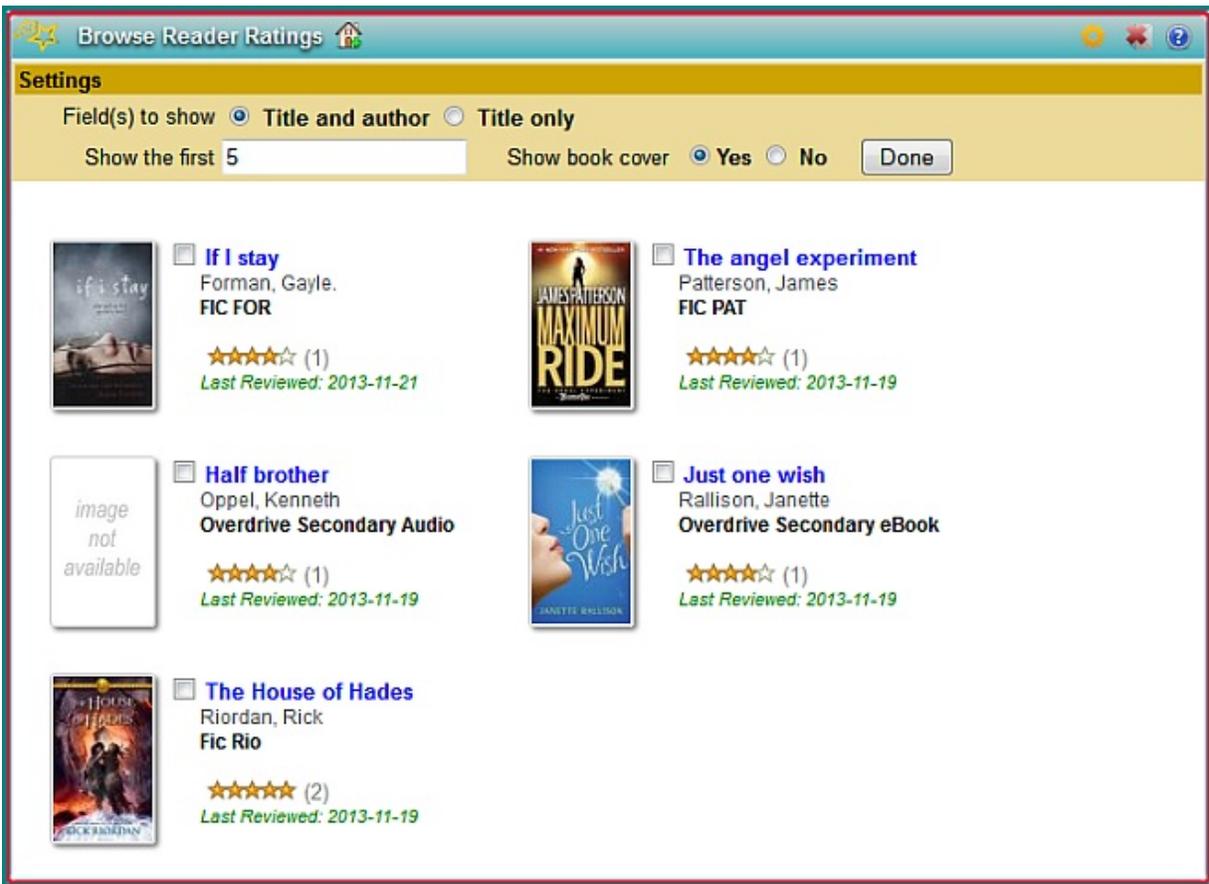
Library Open Hours

This is also a Home tab menu option which displays the opening and closing times and library days of closure.

- To change Opening Hours, select >Administration >Preferences >Library Hours.

Event Calendar

Use this portal widget to let your members know about author or speaker presentations, and other scheduled community events or teaching topics. It will also display the closed dates for the library that are set in >Administration >Preferences >Closing Dates Editor

Click on the date in the calendar image to add events to the calendar display. You will be provided title, date and time and description options.
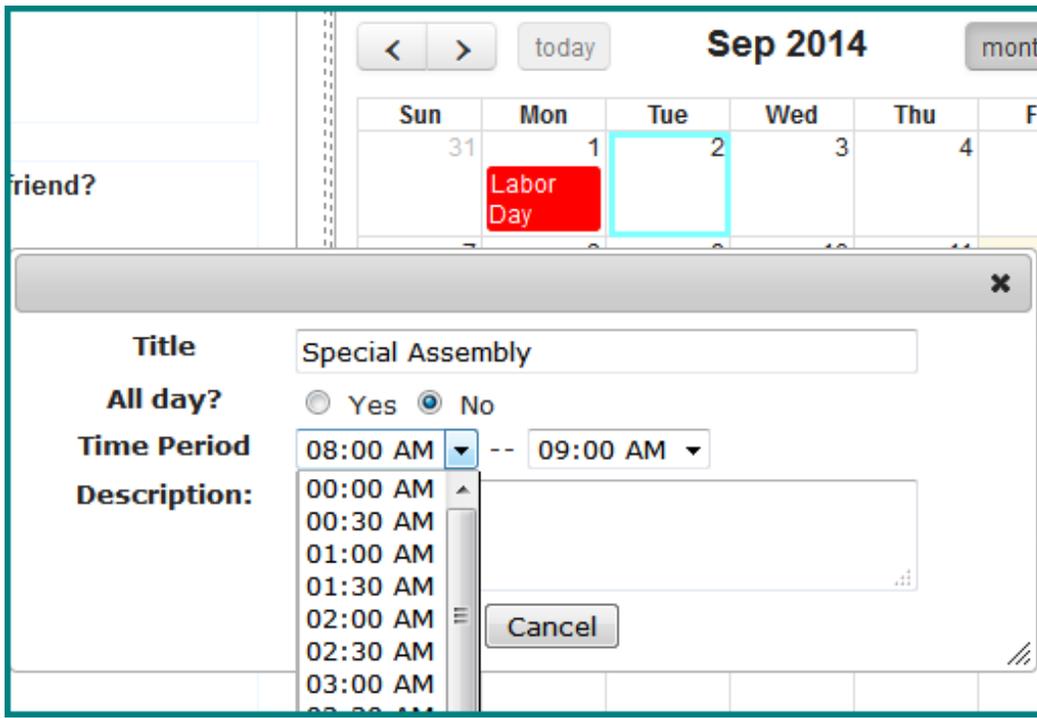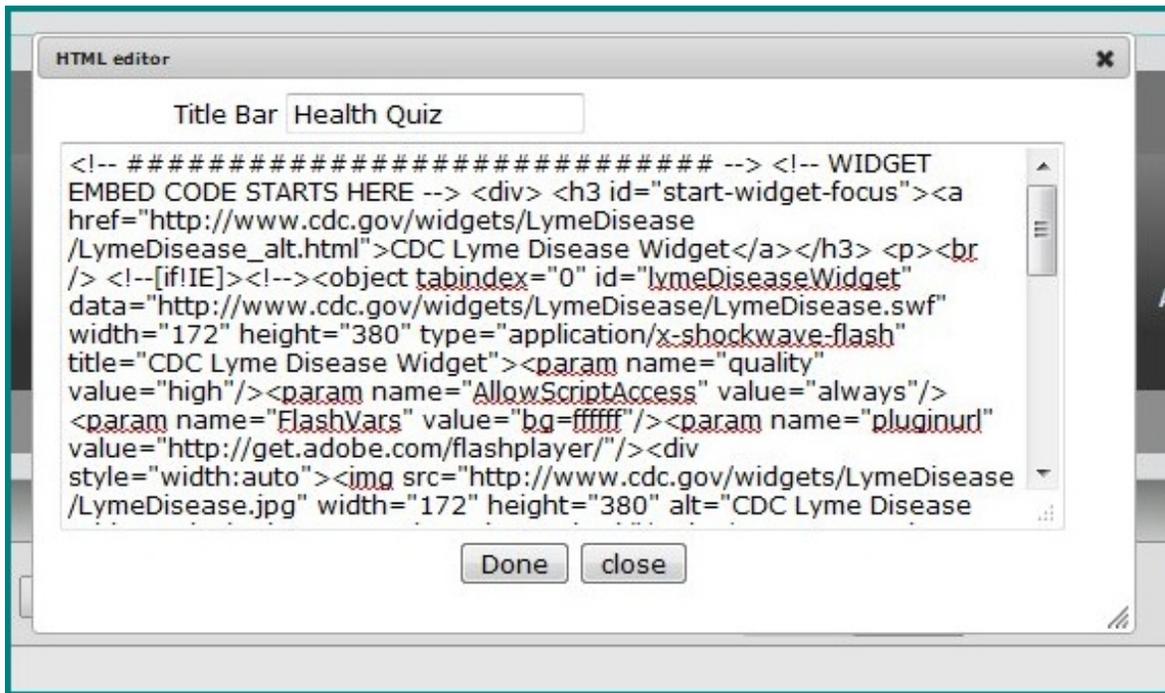
HTML Portlet

Add HTML code widgets to this template to add search boxes & other information sources to OPALS portal. Click the "HTML" icon to add the portlet to the portal.

- Popup box appears…

- Enter Title…

- Cut and paste HTML snippet….

- Click "Done"

- HTML Widget appears on the portal screen… Use the directional arrows to move the portlet display to other places on the page.

- **Be sure to save any edits** by clicking on the "Save Portal" button at the bottom of the Icon bar

HTML editor ✕

Title Bar [Health Quiz]

```
<!-- ########################## --> <!-- WIDGET
EMBED CODE STARTS HERE --> <div> <h3 id="start-widget-focus"><a
href="http://www.cdc.gov/widgets/LymeDisease
/LymeDisease_alt.html">CDC Lyme Disease Widget</a></h3> <p><br
/> <!--[if!IE]><!--><object tabindex="0" id="lymeDiseaseWidget"
data="http://www.cdc.gov/widgets/LymeDisease/LymeDisease.swf"
width="172" height="380" type="application/x-shockwave-flash"
title="CDC Lyme Disease Widget"><param name="quality"
value="high"/><param name="AllowScriptAccess" value="always"/>
<param name="FlashVars" value="bg=ffffff"/><param name="pluginurl"
value="http://get.adobe.com/flashplayer/"/><div
style="width:auto"><img src="http://www.cdc.gov/widgets/LymeDisease
/LymeDisease.jpg" width="172" height="380" alt="CDC Lyme Disease
```

[Done] [close]

Custom Formatted Text Portlet

The Custom Formatted Text Portlet will give opportunity to insert formatted text along with images or streaming video into the Home page Portal.

The editor is versatile with many familiar options, menus and icons as in other editing programs.

- Tables to help order your information. Position text or images within a frame.

- Descriptive text (multiple fonts, pitch & colors)

- Indenting, centring, bullets, numbering

- Links in text or images to important Web pages (ex. newsletters, other subscription databases)

- Pictures or videos that you can import, size & position

Import & Position Pictures
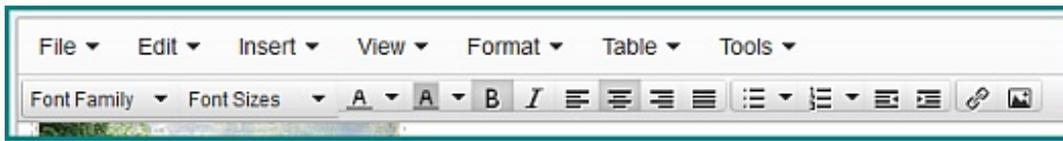
- Create a table using the >Table Insert functionality.

- Click in the area of the table into which you wish to insert an image.

- Click the "Insert/edit Image" Icon on the right hand side of the command bar

- Click the folder icon to "browse" to your source... select the image to import... click "Upload image"

- The system will upload the image ... You can size the image as desired