



**Creating and Editing
Pathfinders
for
KnowItNow24x7
Agents**

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Table of Contents

Section 1 - page 3 - An Introduction to KnowItNow24x7 Pathfinders

Section 2 - page 6 - Creating a New Pathfinder Page

Section 3 - page 10 - Editing Existing Pathfinder Content

Section 4 - page 12 - Navigating the Pathfinder

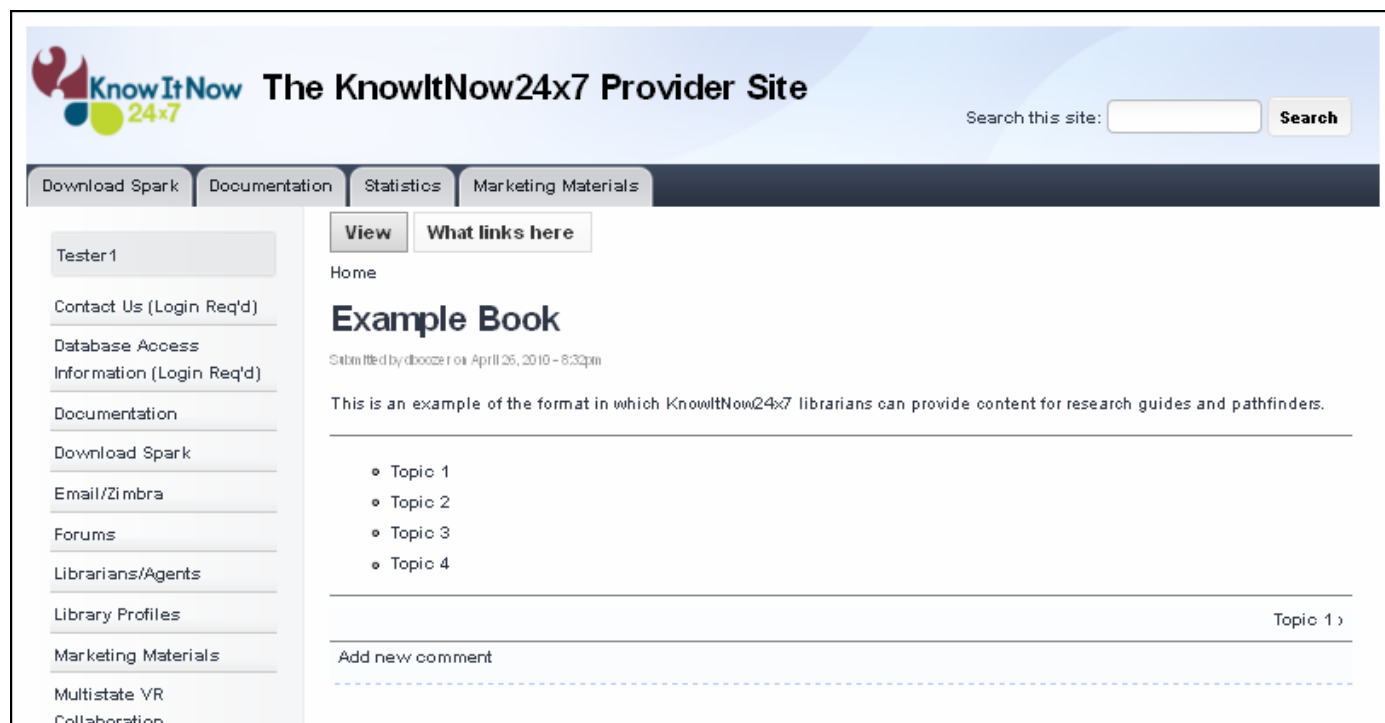
Section 1

An Introduction to KnowItNow24x7 Pathfinders

KnowItNow24x7 (KIN24x7) is built on the principles of collaboration and shared responsibilities. Additionally, Ohio librarians that staff KIN24x7 have a wealth of combined expertise, experience, and knowledge. As way of sharing this collective intelligence in a collaborative way, KIN24x7 has initiated a pathfinder project on the service's Provider site at **provider.knowitnow.org**. The goal of this project is to provide a mechanism whereby librarians with knowledge of specific subject areas can share their expertise with others across the state. KIN24x7 agents - librarians from academic, special, and public libraries as well as AfterDark librarians - are encouraged to share their knowledge in this new way. This manual is designed to walk librarians through, step-by-step, the process of creating and editing material for the new Pathfinders.

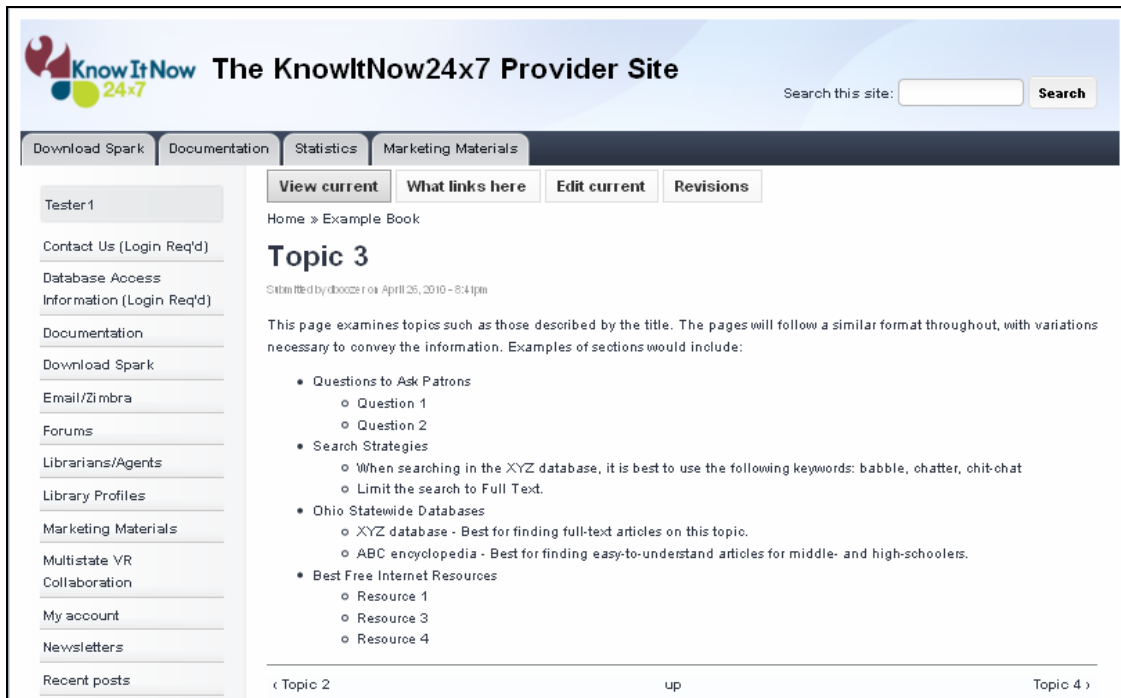
To facilitate this process, a new committee is also being formed: the Pathfinder Editorial Committee for KIN24x7, aka PECK. PECK members will not only create material themselves, but also edit content created by other librarians to maintain consistency throughout the research guides. They will also be responsible for placing content within the overall project and to regularly assess the needs of the project and advocate for others to contribute content.

Cumulatively, the pathfinders on the KIN24x7 Provider site will be in the form of an online "book." Here is an example of the first page of an online book. We will use **Example Book** as the training tool throughout this manual. The page below can be considered the table of contents. Notice that there is no edit option displayed here. This is because KIN24x7 librarians do not have editorial access to this page as it is generated automatically and updated when a new page is created.



The screenshot displays the KnowItNow24x7 Provider Site interface. At the top left is the logo with the text "KnowItNow 24x7". To its right is the site title "The KnowItNow24x7 Provider Site". A search bar is located in the top right corner with the text "Search this site:" and a "Search" button. Below the header is a navigation menu with tabs for "Download Spark", "Documentation", "Statistics", and "Marketing Materials". On the left side, there is a vertical sidebar menu with items: "Tester1", "Contact Us (Login Req'd)", "Database Access", "Information (Login Req'd)", "Documentation", "Download Spark", "Email/Zimbra", "Forums", "Librarians/Agents", "Library Profiles", "Marketing Materials", "Multistate VR", and "Collaboration". The main content area features a "View" button and a "What links here" button. Below these is the heading "Example Book" and a timestamp "Submitted by dhooser on April 26, 2010 - 8:32pm". The main text reads: "This is an example of the format in which KnowItNow24x7 librarians can provide content for research guides and pathfinders." Below this text is a list of four topics: "Topic 1", "Topic 2", "Topic 3", and "Topic 4". At the bottom right of the list is a link "Topic 1 >". Below the list is a section for "Add new comment" with a dashed line indicating the comment area.

To access individual pathfinders, librarians would click on the topic of their choice. In **Example Book**, generic topic names have been used. In the "real" pathfinder book, these would, of course, be replaced by topics such as Literature, History, etc., etc. For our purposes here, let's say one needs information on "topic 3". After clicking on [Topic 3](#), you will see that "page" of the book (see below).



The **Edit current** option is now available. This means that any authenticated user of the KIN24x7 Provider site (i.e., any librarian that staffs KIN24x7 and has signed up for an account at the Provider site) can edit or add content to this page of the book. Notice that there is no **Resource 2** under **Best Free Internet Sites**. We can see how this came about by clicking **Revisions** ...



Here we see the result of clicking **Revisions**. Tester1 is the librarian account who edited this page and left a revision information message of "Added a 4th resource; deleted resource 2 (dead link)". We can examine the differences between the older and current revisions by clicking the appropriate radio buttons and clicking **Compare** (similar to many wiki software applications). Note that the header and left border have been removed from these images (although they would both appear on the screen).

Below we see the beginning of the comparison of the older version (Apr 26 2010 - 8:44pm) and the current revision. The current revision then also displays directly below this comparison when viewing this screen.

Revisions for <i>Topic 3</i>	
Comparing revision #602 against revision #605	
April 26, 2010 - 8:44pm by Tester1	by Tester1
Added a 4th resource; deleted resource 2 (dead link)	Added databases and search strategies.
< previous diff	
Change < to Body	
Line 5	Line 5
Question 1	Question 1
Question 2	Question 2
- Question 3	
- Question 4	
	
- Best Online Resources	+ Search Strategies
	+
	+ When searching in the XYZ database, it is best to use the following keywords: babble, chatter, chit-chat
	+ Limit the search to Full Text.
	+
	+ Ohio Statewide Databases
	+
	+ XYZ database - Best for finding full-text articles on this topic.
	+ ABC encyclopedia - Best for finding accurate

This section provides a general introduction to the goal of the KIN24x7 Pathfinder Project as well as a basic idea of the content that one might see on an individual pathfinder. Content, format, and other specifics will be available to librarians both in later sections of this manual as well as online at the Provider site itself.


Now we will look at both creating new content for the pathfinders as well as editing existing content.

Section 2

Creating a New Pathfinder Page

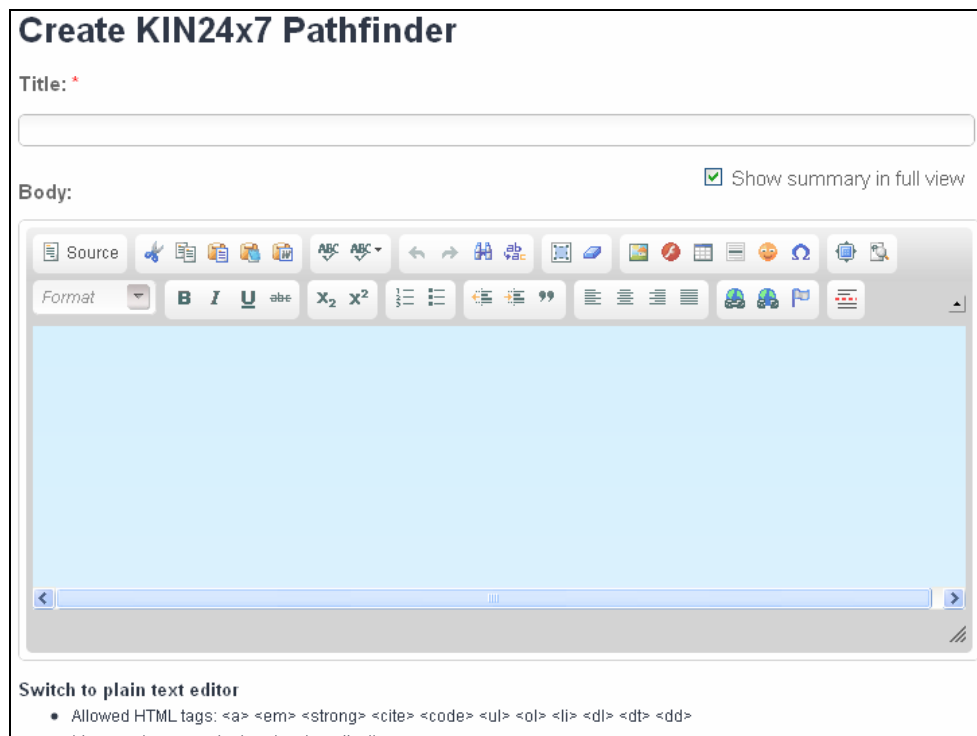
Consider the following: You know all the good resources for "topic 5" (fill in your favorite subject here); and, with your being a "topic 5" expert, people at your library have been asking you questions about it for a long time. Now you want to share your expertise with the wider KIN24x7 community by contributing a page to the online pathfinders. Here are the steps to do just that:

1) Log in to the Provider site. All options, permissions, and applications discussed below will automatically be present if you are an authorized user of the site. If you do not have an account, simply click on [Create new account](#) in the left column of the Provider site and request one. It is best to use an official "work" email address to distinguish your email as being from a member of a KIN24x7-participating library and not spam.

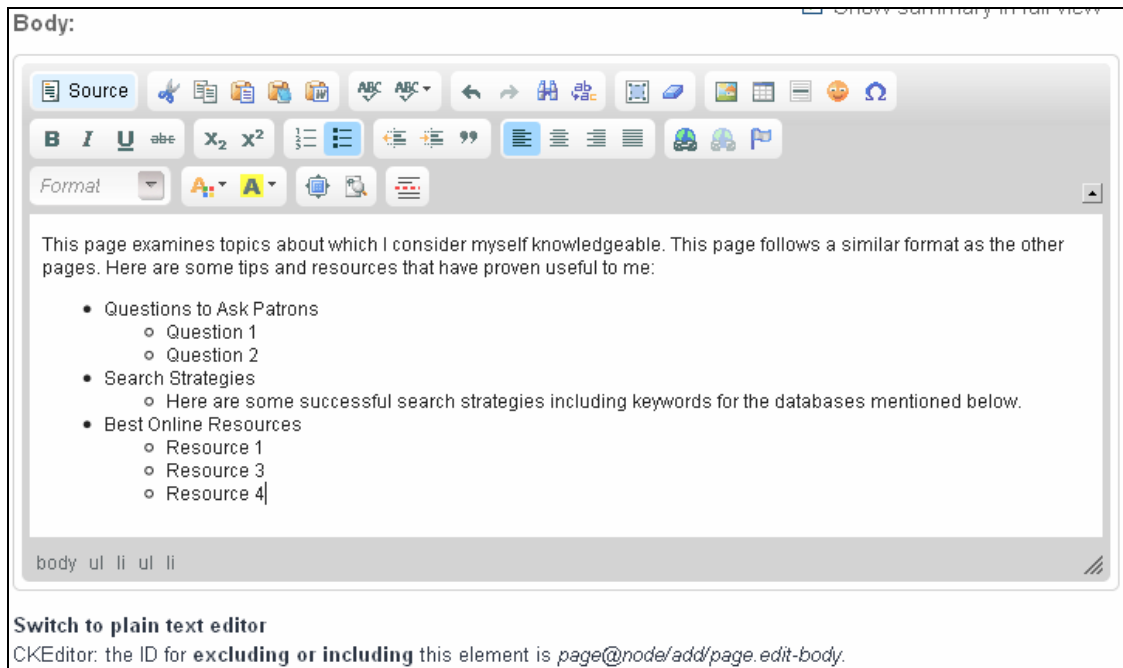
2) After logging in, click on  in the left-hand column. This will bring up the following screen ...



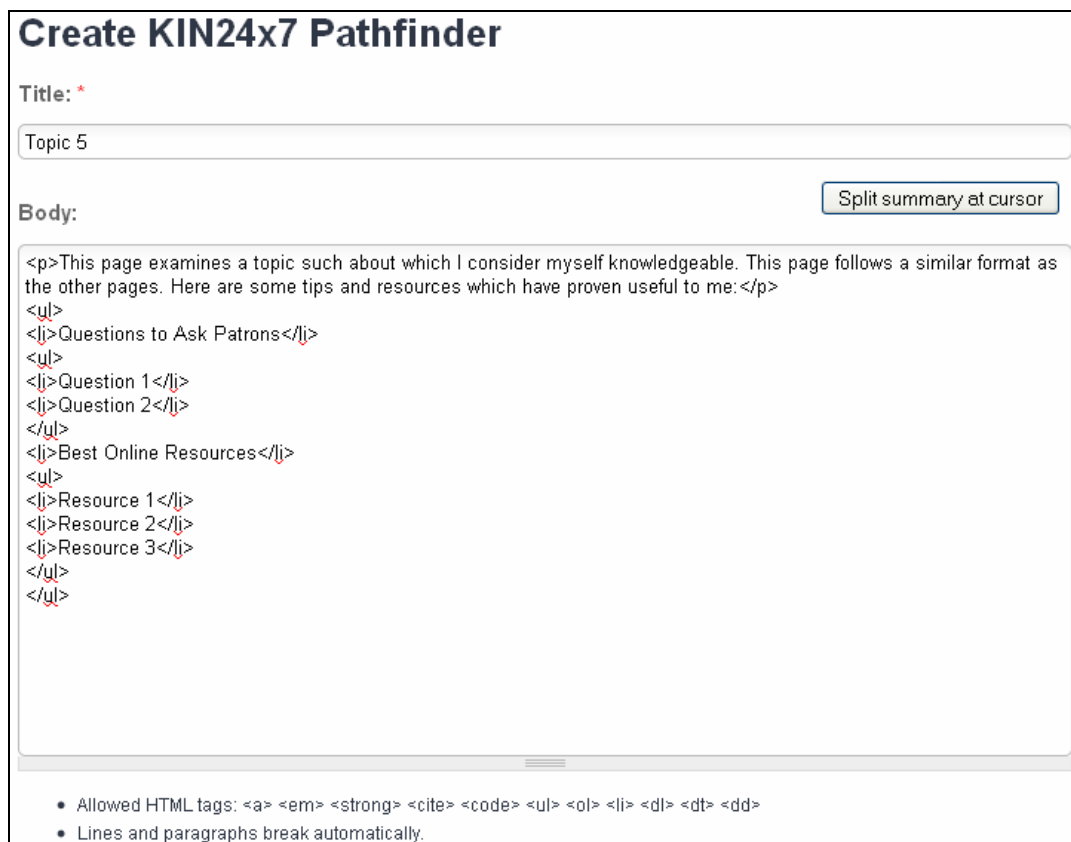
3) Click on **KIN24x7 Pathfinder** and the following screen will appear ...



The top half of the screen is where you will type your content. In the image above, the CKEditor is displayed which works similar to familiar word processing applications. It is a WYSIWYG-type of editor for the web (i.e., "What You See Is What You Get"). Editing in the CKEditor looks like this ...



Below the editor window in the image above, you will see **Switch to plain text editor**. By clicking this option, KIN24x7 agents with a knowledge of HTML tags can format their content using them. The plain text editor screen looks like this ...



4) At the bottom of the edit screen is a box in which agents should add an explanation of the additions or updates made to the page. This is *highly* recommended!

▼ **Revision information**

Log message:

New page for Topic 5. My bachelor's degree is in Topic 5, and I've also been involved in collection development for this subject for 4 years.

An explanation of the additions or updates being made to help other authors understand your motivations.

At the bottom of the page are the buttons for **Save** and **Preview** .

5) When you complete your text, first preview it ...

Preview

Topic 5

Submitted by Tester1 on April 26, 2010 - 10:22pm

This page examines topics about which I consider myself knowledgeable. This page follows a similar format as the other pages. Here are some tips and resources that have proven useful to me:

- Questions to Ask Patrons
 - Question 1
 - Question 2
- Search Strategies
 - Here are some successful search strategies including keywords for the databases mentioned below.
- Best Online Resources
 - Resource 1
 - Resource 3
 - Resource 4

6) When you are satisfied with the content, click **Save** .

Note that this does not place your new page within the existing online book. A member of the Pathfinder Editorial Committee for KIN24x7 (PECK) will examine the content, correct for any typos, follow-up with any questions, and then assign the page to its place in the online book. When this is completed, you will see it appear on the main page of the book ...

Example Book

Submitted by dboozer on April 26, 2010 - 8:32pm

This is an example of the format in which KnowItNow24x7 librarians can provide content for research guides and pathfinders.

- Topic 1
- Topic 2
- Topic 3
- Topic 4
- Topic 5

Topic 1 ›

Add new comment

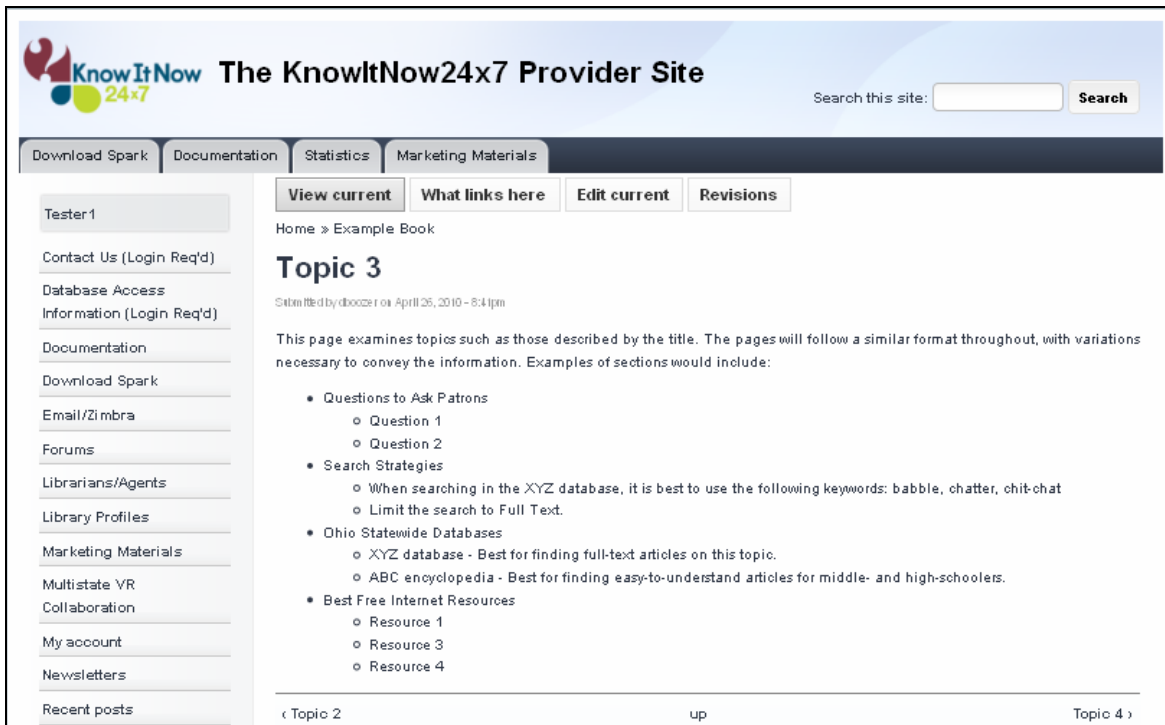
Next, we'll examine how to edit existing content in the book.

Section 3

Editing Existing Pathfinder Content

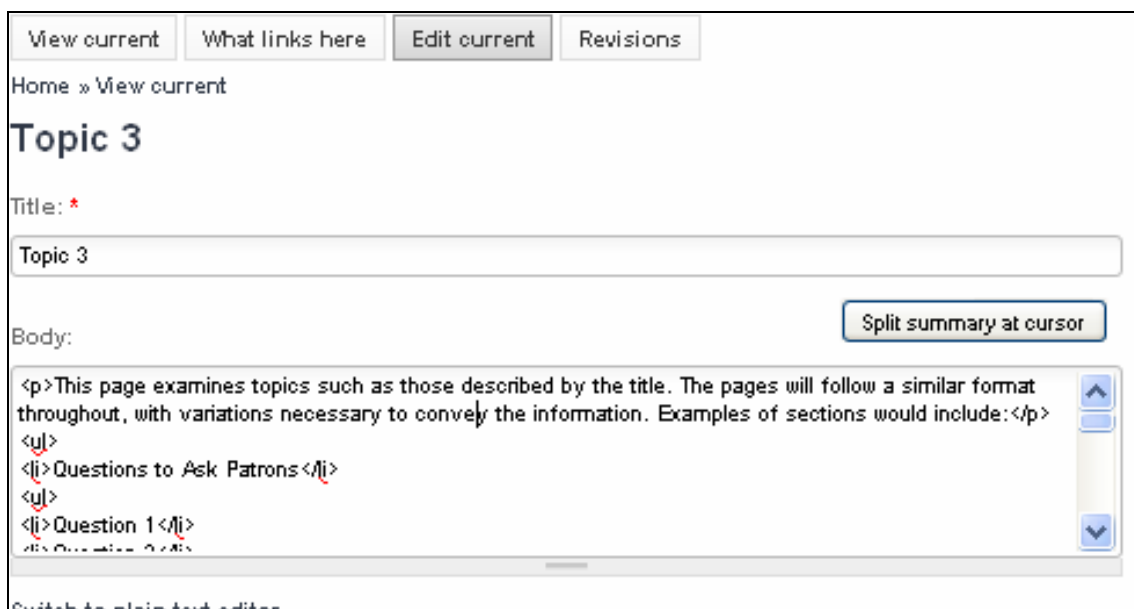
Let's say you have some knowledge of the items in Topic 3 of the online example pathfinder, and you want to revise and/or add to the content on that page. By following the steps below, you'll be able to add your expertise to the collaborative content ...

1) First, click on **Edit current** from the Topic 3 page ...



The screenshot shows the KnowItNow24x7 Provider Site interface. At the top, there is a search bar and navigation tabs for 'Download Spark', 'Documentation', 'Statistics', and 'Marketing Materials'. Below the navigation, there are buttons for 'View current', 'What links here', 'Edit current', and 'Revisions'. The 'Edit current' button is highlighted. The main content area displays 'Topic 3' with a submission date of April 25, 2010. The page content includes a description and a list of sections: 'Questions to Ask Patrons' (with sub-items 'Question 1' and 'Question 2'), 'Search Strategies' (with sub-items 'When searching in the XYZ database...' and 'Limit the search to Full Text'), 'Ohio Statewide Databases' (with sub-items 'XYZ database...' and 'ABC encyclopedia...'), and 'Best Free Internet Resources' (with sub-items 'Resource 1', 'Resource 3', and 'Resource 4').

2) You'll see this page (the plain text editor is shown, but the CKEditor is also available) ...



The screenshot shows the 'Edit current' page for 'Topic 3'. At the top, there are buttons for 'View current', 'What links here', 'Edit current', and 'Revisions'. Below the buttons, there is a breadcrumb trail 'Home » View current'. The title field contains 'Topic 3'. The body field contains the following HTML code:

```
<p>This page examines topics such as those described by the title. The pages will follow a similar format throughout, with variations necessary to convey the information. Examples of sections would include:</p>
<ul>
<li>Questions to Ask Patrons</li>
<li>Question 1</li>
<li>Question 2</li>
</ul>
<ul>
<li>Search Strategies</li>
<li>When searching in the XYZ database, it is best to use the following keywords: babble, chatter, chit-chat</li>
<li>Limit the search to Full Text.</li>
</ul>
<ul>
<li>Ohio Statewide Databases</li>
<li>XYZ database - Best for finding full-text articles on this topic.</li>
<li>ABC encyclopedia - Best for finding easy-to-understand articles for middle- and high-schoolers.</li>
</ul>
<ul>
<li>Best Free Internet Resources</li>
<li>Resource 1</li>
<li>Resource 3</li>
<li>Resource 4</li>
</ul>
```

 A 'Split summary at cursor' button is visible on the right side of the editor. At the bottom, there is a link to 'Switch to plain text editor'.


3) Make the changes you wish and add your revision message ...


▼ **Revision information**



Log message:

Added databases and search strategies.

An explanation of the additions or updates being made to help other authors understand your motivations.

5) Don't forget to  .

6) When satisfied, click  .

One primary difference between creating a new page, as in the previous section, and editing existing content is that revisions show up for everyone (within  as "**in draft/pending publication**") upon clicking  ; however, the content must be published (i.e., moderated) by the PECK members for it to actually appear in the current view of that page when it is clicked on from the book's table of contents. Here is what one would see within the revisions of Topic 3 until the content is approved by the PECK members ...

View current	What links here	Edit current	Revisions
Home » View current			
<h2>Revisions for <i>Topic 3</i></h2>			
The revisions let you track differences between multiple versions of a post.			
To edit, publish or delete one of the revisions below, click on its saved date.			
Published kin24x7_pathfinder <i>Topic 3</i> has 4 revisions.			
Revision	Compare	Term	Status
Saved Apr 28 2010 - 5:36pm by Tester1 Added 123 database	<input checked="" type="checkbox"/>		in draft/pending publication
Saved Apr 26 2010 - 11:16pm by Tester1 Added databases and search strategies.	<input checked="" type="checkbox"/>		current revision (published)
Saved Apr 26 2010 - 8:44pm by Tester1 Added a 4th resource; deleted resource 2 (dead link)	<input type="checkbox"/>		archived
Saved Apr 26 2010 - 8:42pm by dboozer	<input type="checkbox"/>		archived

Section 4

Navigating the Pathfinder

Navigating the online pathfinder book is fairly intuitive; however, this section will lay out the process step-by-step. First, there is the table of contents:

[View](#) [What links here](#)

Home

Example Book

Submitted by dhooser on April 26, 2010 - 8:32pm

This is an example of the format in which KnowItNow24x7 librarians can provide content for research guides and pathfinders.

- Topic 1
- Topic 2
- ▶ Topic 3
- Topic 4
- Topic 5
- Topic 6
- Topic 7

[Topic 1 ›](#)

[Add new comment](#)

Let's examine this one section at a time. From this view, librarians can see all the top-level pages. Each of these topics would, in the "live" pathfinder, be replaced by subjects such as "History," "Literature," "Science," etc., with sub-topics "filed" underneath them. Note the difference in the bullets: a circle - ◦ Topic 1 - denotes that this is the only page in this subject; a triangle - ▶ Topic 3 - denotes that there are sub-topics under this subject. At the bottom right, one sees [Topic 1 ›](#) with a carat to the right. If one clicks on this, Topic 1's page will display. Let's choose one from the list, let's say Topic 5 ...

[View current](#) [What links here](#) [Edit current](#) [Revisions](#)

Home » Example Book

Topic 5

Submitted by Test11 on April 26, 2010 - 10:24pm

This page examines topics about which I consider myself knowledgeable. This page follows a similar format as the other pages. Here are some tips and resources that have proven useful to me:

- Questions to Ask Patrons
 - Question 1
 - Question 2
- Search Strategies
 - Here are some successful search strategies including keywords for the databases mentioned below.
- Best Online Resources
 - Resource 1
 - Resource 3
 - Resource 4
 - Resource 5

◀ [Topic 4](#) [up](#) [Topic 6](#) ▶

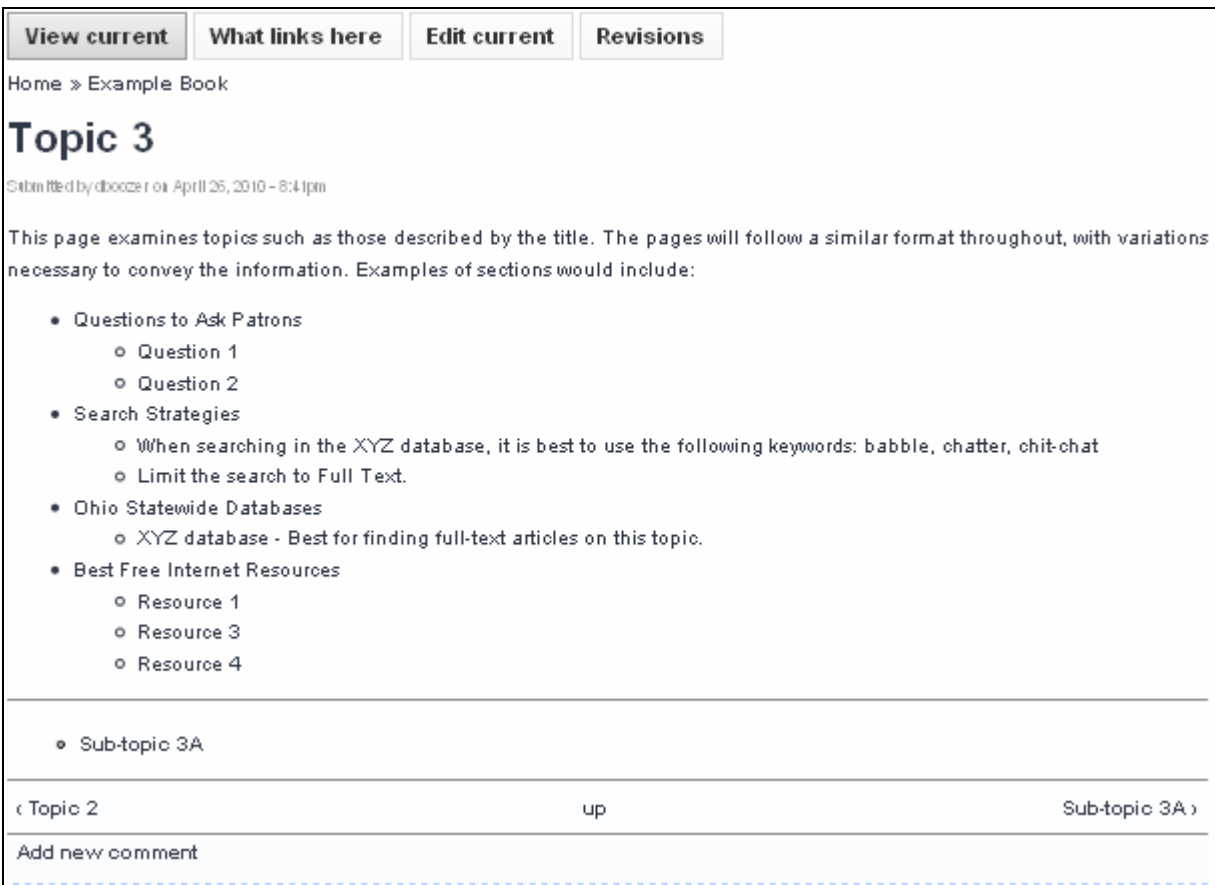
[Add new comment](#)

Now, one can see the text for Topic 5.

Additionally, the bottom of the screen has changed ...



As may be surmised from the explanation of [Topic 1](#) , if one clicks on [Topic 4](#) , then that page will be displayed; likewise, with [Topic 6](#) . Clicking [up](#) will move one "up" between "levels" of the book, in this case, clicking [up](#) would display the original table of contents since Topic 5 is only one level "below" that page. To get deeper in the book, let's go back to the main page and click on [Topic 3](#) ...



The screenshot shows a page with a top navigation bar containing four buttons: 'View current', 'What links here', 'Edit current', and 'Revisions'. Below the buttons is a breadcrumb trail 'Home » Example Book'. The main heading is 'Topic 3'. Below the heading is a submission line: 'Submitted by dboxcer on April 26, 2010 - 8:41pm'. The main text reads: 'This page examines topics such as those described by the title. The pages will follow a similar format throughout, with variations necessary to convey the information. Examples of sections would include:'. This is followed by a bulleted list of sections: 'Questions to Ask Patrons' (with sub-points 'Question 1' and 'Question 2'), 'Search Strategies' (with sub-points 'When searching in the XYZ database, it is best to use the following keywords: babble, chatter, chit-chat' and 'Limit the search to Full Text.'), 'Ohio Statewide Databases' (with sub-point 'XYZ database - Best for finding full-text articles on this topic.'), and 'Best Free Internet Resources' (with sub-points 'Resource 1', 'Resource 3', and 'Resource 4'). Below this list is a horizontal line, followed by a sub-section 'Sub-topic 3A'. Another horizontal line follows, and at the bottom of the page is a navigation bar with 'Topic 2', 'up', and 'Sub-topic 3A'. Below the navigation bar is a text input field labeled 'Add new comment'.

Here, one sees a new option: [Sub-topic 3A](#) . The relationship between **Topic 3** and **Sub-topic 3A** would be the relationship between, for example, **Science** and **Biology** or **Literature** and **Shakespeare**. Let's now click on [Sub-topic 3A](#) ...

View current	What links here	Edit current	Revisions
------------------------------	---------------------------------	------------------------------	---------------------------

Home » Example Book » Topic 3

Sub-topic 3A

Submitted by flarits on April 30, 2010 - 6:47pm

Scope

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ut laoreet tortor. Vivamus adipiscing mollis quam, sit amet aliquam justo pellentesque ornare. Curabitur vitae urna justo, non interdum odio. Sed viverra rhoncus lectus, a mattis nulla aliquet nec. Cras sit amet diam sed purus consequat feugiat ut non tortor.

Search Strategy

Keywords to use in the catalog includeetc.

Additional content

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ut laoreet tortor. Vivamus adipiscing mollis quam, sit amet aliquam justo pellentesque ornare. Curabitur vitae urna justo, non interdum odio. Sed viverra rhoncus lectus, a mattis nulla aliquet nec. Cras sit amet diam sed purus consequat feugiat ut non tortor.

[« Topic 3](#)
[up](#)
[Topic 4 »](#)

[Add new comment](#)

Once again, in this case [up](#) will take one to the next level "up" in the hierarchy, which will be Topic 3's page.

As one can see, each page in the book has the same options:

View current	What links here	Edit current	Revisions
------------------------------	---------------------------------	------------------------------	---------------------------

This shows that each page can be edited, and everyone can see what previous revisions have been made to the page.

KnowItNow24x7 is provided as an online resource free-of-charge to all Ohioans through a federal Library Services and Technology Act (LSTA) grant awarded by the State Library of Ohio.

