**User Guide Preparation**

Considerations before you start:

* Don’t spend too much time preparing the design. Use a basic template to enter all the information. (see sample Publisher template)
* The trifold is primarily intended to inform readers about how to use the collections. It is not a guide to the collections content.



**3.**

**1.**

**2.**

**Trifold 3**

This if the cover page of the trifold.

* Enter the Title of the Collections prominently
* The link should be prominently displayed at the bottom of the page
* Visual features may include a collage of photos

**Trifold 2**

Word Count: 100-150 words

* This is the last page that readers will see. Include FAQ’s here. Display the link prominently again.
* The questions may be similar across Collections

**Trifold 1**

Word Count: Less than 100 words

* Highlight Special Features of the Collections that support users who visit the Digital Collections.
* Sample features you can discuss: Zoom, Metadata, Usage Statistics, Citation Support, Thumbnail View



**6.**

**5.**

**4.**

**Trifold 4**

This will be first page on the inside of the trifold.

Word Count: approx. 100 words (if you include a visual)

* Describe the Mission/Goals of the Collections
* Include a brief Overview of the Collections
* You may also discuss Future Goals
* You may include an image from your collections if there is space.

**Trifold 5**

These search features may be common to different Collections. In that case, you may use the same content.

Word Count: approx. 200 words (without visuals)

Some suggested search features to highlight:

* Google Search
* From the Home Page
* Advanced Search
* Full Text Search
* All Items

**Trifold 6**

* Highlight features of the myUFDC/mySOBEK/myDLOC account, or other account used within the Collections interface by users who want to save their searchers, etc.