Tip of the Week

Learn a little bit of Alexandria every week by signing up for our email list! You can also follow us on Facebook or X (Twitter).

✅ What are your favorite tricks in Alexandria? Is there a process you've developed that you think others could use? We want to hear it!

Send your Tip of the Week idea to tipoftheweek@goalexandria.com along with how you want to be attributed, and we'll share your brilliance with the world :D

Recent tips

Winter storms–recompute due dates
Bethany Brown posted on Jan 23, 2024
January 29, 2024 The school is closed due to severe winter storms, and Miss Honey realizes there will be lots of overdue books that couldn't be returned due to the unexpected closure. Time to recompute the due date! totw snow day.jpeg How to recompute your due date Update your calendar Go to Tools > Calendars Click once on the day(s) you'd like to mark closed To change the Closed date for the same day of the week for the selected month,…

- calendars
- tools
- utilities

How to add reports in the new beta–you beta be trying it!
Bethany Brown posted on Jan 16, 2024
January 22, 2024 Miss Honey has all of her librarians trying out the new Alexandria Reports beta https://demo.goalexandria.com/reportsbeta, and they have some questions! Let's go over it together, shall we? 20240122-1.png The first thing to know is that Reports are now separated into three areas– Informational Reports http://support.companioncorp.com/display/ALEX/Reports, Notices http://support.companioncorp.com/display/ALEX/Notices, and Labels http://support.companioncorp.…

- reports
- labels
- notices

Site-specific eBooks
Bethany Brown posted on Jan 10, 2024
January 16, 2024 Have you wished you could limit 'your' ebooks to students searching your site? Maybe you don't want the middle schoolers seeing the high school titles, or you have limited e-copies and want to make sure they are available for students at your school. Well, now you can! 20240116 2.png Here are the steps: We'll use Anne of Green Gables as an example, which came out of the budget of site MIA.…

- ebooks
- marc
- search

User-friendly–optimize your setup
Bethany Brown posted on Dec 01, 2023
December 11, 2023 The library is for everyone! Alexandria is accessibility-friendly, and there are a lot of ways you can adapt and customize your setup for you and your patrons. 20231211.png First, here are ways Alexandria is already user-friendly: 24/7 remote access to Alexandria (if properly set up) Cloud Hosting http://support.companioncorp.com/display/ALEX/Cloud+Hosting services Keyboard-only access with a logical, cycle-back tabbing order Several ways to find pages (URL,…

- accessibility
- builder
- explore-panes

The gift of keyboard shortcuts

Bethany Brown posted on Nov 30, 2023

December 4, 2023 Right before winter break is a busy time in the library–that's why Miss Honey saves time with keyboard shortcuts! If you're not on the keyboard shortcut train yet, now's your chance. They are the gift that keeps on giving! 20231204-squashed.jpeg There are four types of keyboard shortcuts: Management shortcuts let you add, save, remove, or find records. Navigation shortcuts that let you move between modules.…

- shortcuts
- circulation-commands

Builder: customize your search

Bethany Brown posted on Nov 21, 2023

November 27, 2023 Miss Honey knows that curating Researcher http://support.companioncorp.com/display/ALEX/Researcher is an important part of empowering students to utilize the library. The different Searches available with Alexandria can be customized for your school based on the needs of your students–in Builder. http://support.companioncorp.com/display/ALEX/Builder 20231127- squashed.jpeg To customize your search, navigate to Builder > Searching. Here,…

- builder
- researcher
- search

Maps makeover

Bethany Brown posted on Nov 13, 2023

November 20, 2023 Miss Honey moved some shelves around in the library, and needs to add updated maps into Researcher. When she logs into Alexandria, Maps looks different! Here's the low-down on the updated Maps interface. 20231113-squashed.jpeg Adding a Map: Go to Builder > Maps Unlock Maps Management by clicking the lock icon on the top right Click on the + icon.…

- maps
- makeover

Making search strings using advanced search

Bethany Brown posted on Nov 01, 2023

November 6 / 13th, 2023 Miss Honey read all about slideshows and explore panes in our last few tips, but both of them use search strings http://support.companioncorp.com/display/ALEX/Search+Strings... and she doesn't remember how to make them! So how do you generate search strings? 20231106.png Creating search strings In /search click on the ampersand (&) flag. Choose a search selection from the drop-down menu in the top box (i.e. Author, Series, Title, Popularity etc.) and enter your criteria.…

- search-strings
- explore-panes
- slideshow

Popular items: creating explore panes

Bethany Brown posted on Oct 25, 2023

October 30, 2023 Miss Sanderson has been using the Popularity search to find which items in the library are getting the most use. But how can she highlight the popular items for students? Easy–with a Researcher Explore http://support.companioncorp.com/display/ALEX/Explore+Builder button. 20231030.png Last week we went over Creating a slideshow, this week, we'll review how to create an explore button in researcher–specifically for the most popular items.…

Creating a slideshow for spooky season–or any reason!

Bethany Brown posted on Oct 17, 2023

October 23, 2023 20231023-squashed.jpeg It's almost Halloween, and Miss Honey wants to highlight some of the best books for the season by making a slideshow. This is a great way to showcase books for any holidays or occasions. Here's how to do it! To create a slideshow: Go to Builder http://support.companioncorp.com/display/ALEX/Builder > Slideshow http://support.companioncorp.…

- slideshow
- builder
- search-strings

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