GalterLists

What are GalterLists?

- GalterLists are collections of favorite and recommended links
- Lists are created by you, librarians and anyone else who has chosen to share their lists
- Lists you create show up on the home page when you sign in under [Your Names] Lists
- You can select one or more lists to be Favorite Lists, which also show up on the home page when you sign in
- You can edit, rename, and delete the contents of any list you create
- You can view any public list, but if you do not own the list, you cannot edit, rename, or delete it or its contents
- Use GalterLists for journal clubs, reading lists, or just to keep track of your favorite links
- Go to GalterLists now

How to Access GalterLists

- When you sign in to the library website, your GalterLists (if you have more than one) will display in the upper left part of the website in a section headed [Your Name] Lists
- To access all GalterLists, go to the GalterLists link in the library website's main menu

Using Tags to Filter a GalterList

The power of GalterLists lies in the tagging feature. All links in a list can be tagged with one or more tags. A list can be filtered based on the tags that have been applied to it. You will see the tags used in a list in the right-hand sidebar of any list page.

- Click a tag to limit your results to the resources on the list that have that tag
- If any of the resources have more than one tag, you will be given the option to filter the list further
- You can also view a tag across all lists
- New tags can only be applied to lists that you own

You can also elect to display your list organized by tags. Choose Switch to Compact List view on the list page. To edit your list or view it as a list of links instead of tags, change it back by clicking Switch to Detailed (editable) List view.

How to Create a GalterList
How to Add Resources to a GalterList

There are several ways to add resources to your list.

1. Add a resource from the GalterSearch of the site.

   - Go to Search, either click on the tab in the main menu or use the search box at the top of the page
   - Perform a search
   - Find the resource you want to add to your list on the search results page
   - Click the icon next to the resource you want to add to your GalterList
   - In the expanded menu, click Send to GalterList
   - The page title and URL are automatically inserted into this form. You can edit this information if necessary.
   - Add tags and a comment (optional)
   - Choose the list you would like to save the resource to or create a new list on the fly.
   - The link has been added to your list

2. Add a link from any website, including Galter website pages.

   There are 2 ways to do this.

   (a) Fill out the fields in the Add a resource now form or
   (b) Get the Add to GalterLists button. This is a browser bookmark that will make the process of adding a link to your GalterLists much easier. Then follow these instructions:

      - Go to the page you want to add to your site.
      - Click the Add to GalterLists button on your browser toolbar (How to get the Add to GalterLists button)
      - The page title and URL are automatically inserted into this form if you use the Add to GalterLists button. You can edit this information if necessary. If you use the "Add a resource now" form, you will have to fill in the title and URL fields yourself.
      - Add tags and a comment (optional)
      - Choose the list you would like to save the resource to or create a new list on the fly.
      - The link has been added to your list

Note about using the Add to GalterLists button in Internet Explorer: The button will only allow you to add html pages, but
not links to PDFs to your GalterList. You can still add PDFs manually in IE by copying the PDF web address into the Add a resource now form (which can be found in introduction text at the top of your list). This is only a problem with IE; the Add to GalterLists button is completely functional in both Firefox and Safari.

3. Add a link from a GalterList that has been created by a librarian or another user

- Go to the resource list where the link you want is displayed
- Click the icon that appears beside the name of the resource
- The page title and URL are automatically inserted into this form. You can edit this information if necessary.
- Add tags and a comment (optional)
- Choose the list you would like to save the resource to or create a new list on the fly.
- The link has been added to your list

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### Adding, Editing, and Deleting Tags

All resources in your list can be tagged with keywords you choose. Tags can be any keyword that means something to you. You can add more than one tag to a single resource.

#### Adding Tags

- When you add a resource, you will be prompted to add tags to describe the resource. See the section on [How to Add Resources to a List](#).
- After you have initially added a resource, you can go back to any resource and add additional tags. You must be in the Detailed (editable) List view to do this. Just click the Edit link beside the name of the resource in your list.
- Enter tags separated by commas. You can enter as many tags as you want.
- Suggested tags used by you and other users are listed for your convenience. Clicking on them will insert or remove that tag from the list.

#### Editing Tags

- You can edit any tag. All resources in the currently-viewed list that use that tag will be re-tagged with the newly-edited tag. While in your list, go to the Filter this list section on the right-hand side of the page and click the Edit link beside the name of the tag you wish to change. Rename the tag and save the changes. All resources using that tag will be renamed.

#### Deleting Tags

- To remove or delete a tag, you need to remove it from the individual resource to which it is attached. The quickest way to do this is to filter by the tag and then use the Edit link beside each resource. Delete the tag from the form and save the changes. At this time, there is no way to globally remove a tag that is attached to several resources in a list.

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### Favorite Lists

If you are a new user, you will be required to choose a specialty interest on the registration form. When you sign in, you will see a link to the list for the specialty interest in the Sign In section in the upper left part of the page. You can use the links on these Favorite lists, but you will not be able to edit or add to them because they do not belong to you. To use those feature, you will want to create your own list.
To add a list to your Favorites:

- Click on the list name you would like to add
- At the top of the list, click the link “Add this list to your favorite lists”
- The list will show up underFavorites in the My Lists section
- You can have multiple favorite lists
- You can return to the list and remove it from Favorites at any time

*Remember:* any list can be a favorite, but you can only edit lists that you own.

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**Public versus Private Lists**

GalterLists are made private as the default. Only you will be able to see it. Make the list public if you want to share your list contents with others. Either way, only you will be able to edit the contents of the list.

At the top of any list you own, you will see a statement, **This list is viewable by:** Choose *Only you* to keep it private. Choose *Everyone* to make it public.

Your lists, and their private or public statuses, can be viewed on the right-hand side of the All GalterLists page under My Lists.

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**The Add to GalterLists Button**

The Add to GalterLists button allows users to add any web page to their GalterLists. Once the button is enabled in the bookmark bar of your browser, you can quickly add any web page to your list just by clicking the button while on that website.

The Add to GalterLists button gives you greater flexibility in allowing you to create a favorite list of any resources, regardless of whether it’s a Galter-subscribed resource, or not.

Example: You would like to keep track of newly-released guidelines from the American College of Obstetrics and Gynecology by adding a link to the relevant web page to your resource list of obstetrics and gynecology resources.

- Insert the [Add to GalterLists button](#) in your browser toolbar. You will only need to do this once for each browser you use
- Go to the National Guidelines Clearinghouse website and search for guidelines from the American College of Obstetrics and Gynecology
- While on this page, click the Add to GalterLists button in your browser toolbar
- If you are not signed in to the Galter Library website, you will be prompted to do so
- A form will appear with the page title and URL fields already filled out. You can edit any of this information
- Add tags to the resource. Tags that you or others have previously used are provided to help you
- Add a comment (optional)
- Select the list where you would like to add the resource
- The resource should now appear on your list

Get the [Add to GalterLists button](#).
Tips for Creating GalterLists

- Your list is automatically assigned a default title. You may want to change it to something more meaningful.
- Adding the list's purpose will display a statement describing the list on the main lists page (if your list is public).
- The list is made private as the default. Only you will be able to see it. Make the list public if you want to share your list contents with others. Either way, only you will be able to edit the contents of the list.
- You can change the list to private or public at any time.
- A list is either public or private. There is no way to restrict your list to a select group of users.

Tips for Adding Links

- The page title and URL are automatically inserted into this form. You can edit this information if necessary.
- Enter tags separated by commas. Tags are just keywords that mean something to you. You can use them to filter and organize the links in your resource lists.
- Suggested tags used by you and other users are listed for your convenience. Clicking on them will insert or remove that tag from the list.
- You can create a new list on the fly or select any list you have previously created to add the new link to.
- All link information (URL, title, tags and comment) can be edited at any time when you are viewing your list.

Collaborate with your Colleagues using GalterLists

GalterLists are a great way to discover resources your Northwestern colleagues are using. You can also create lists of resources and share that list with anyone. But did you know that several users can contribute to a single collection of links? Here's how.

Make one of your lists public if it isn't already. [How do I do this?](#)

If you don't want your primary list to be public, create a new list dedicated to your new topic. [How do I do this?](#)

Add a resource to your public list. [How do I do this?](#)

Assign a tag to the resource that would only be used by people who want to collaborate on your particular collection. For example, you and your colleagues want to create a collection of readings on congestive heart failure and you all want to contribute to it. Tag resources in any of your public lists with the tag "CHF shared list". Ask your colleagues to do the same with resources in their public lists. It's advisable to choose a tag that isn't too common or would be mistakenly used by someone else not contributing to this collection.

Once a number of resources on different lists have been tagged with the same tag, you can search across all lists for resources using that tag. Go to a public list that uses your special tag and click on the tag in the *Filter this list* section on the right side of the list. The list of resources will be filtered to just those resources using that tag. Look for the option at the top of your results to "View items tagged *name of your tag* across all shared GalterLists (not just this list)" and click it.

You will now see all the resources on all lists tagged with your special tag. The resources are pulled from different lists that have used that tag but are now grouped together. Your new collection of resources even has a unique URL that you can share with anyone. Just copy and paste the current page's URL and send it to anyone who might be interested. The URL will be in this format: http://www.galter.northwestern.edu/GalterLists/all/name-of-tag
One potential issue with this is that any user (not just you and your colleagues) can use your tag, so you may end up with unrelated resources in your new collection of resource links. However, if you choose a unique name for your tag, this shouldn't be a problem. You may want to come up with a naming convention such as "subject shared list", e.g. "CHF shared list", which another user not affiliated with the list would be unlikely to use.

The Galter Library would be interested to hear if this solution fits your needs. If not, we are prepared to investigate options to allow more than one user to contribute resources to the same list. Please submit your comments using the Send us Your Comments link located on the library website.

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**Where can I find more information about GalterLists?**

We have created a [GalterLists FAQs](https://galter.northwestern.edu/about-us/galter-lists.pdf) page which provides more information about GalterLists. If you still have questions, [contact us](https://galter.northwestern.edu/about-us/galter-lists.pdf).

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**Most Popular Tags**

This is a list of tags that users have applied to resources in other lists. Clicking a tag will display a list of all the resources that use that tag.

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