

**Liberty University**

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**From the Selected Works of Barbara Potts**

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January, 2019

## Selected Works Instructions

Barbara Potts



Available at: [https://works.bepress.com/barbara\\_potts/5/](https://works.bepress.com/barbara_potts/5/)

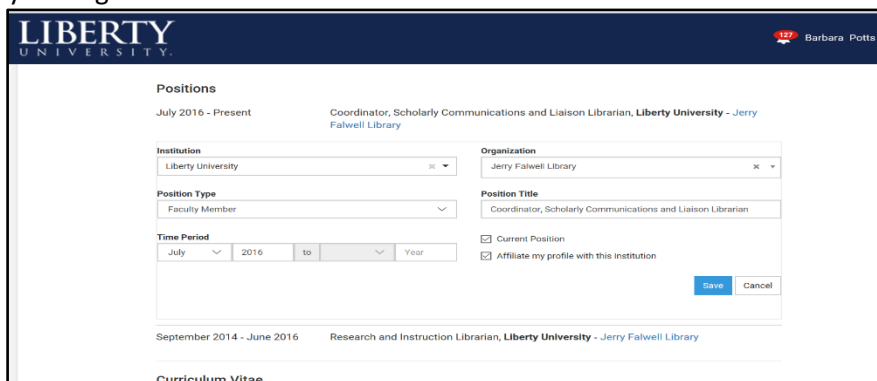
# Selected Works at Liberty University

## Create an Account:

1. Go to <http://works.bepress.com>, and click on **Menu**.
2. **Log in** if you already have an account, or click **sign up** to create one:
  - Complete the form, and click **Create Account**.
  - Click the **Confirm Account** button in the confirmation email.

## Build Your Profile:

1. **Log in** to your account at <http://works.bepress.com>.
2. Click **Build your SelectedWorks**, and choose a **URL**. (Note that the URL cannot be changed once it is created.)
3. Select up to three research disciplines.
4. Complete the form, using Liberty University as the institution and your school or department as your organization.

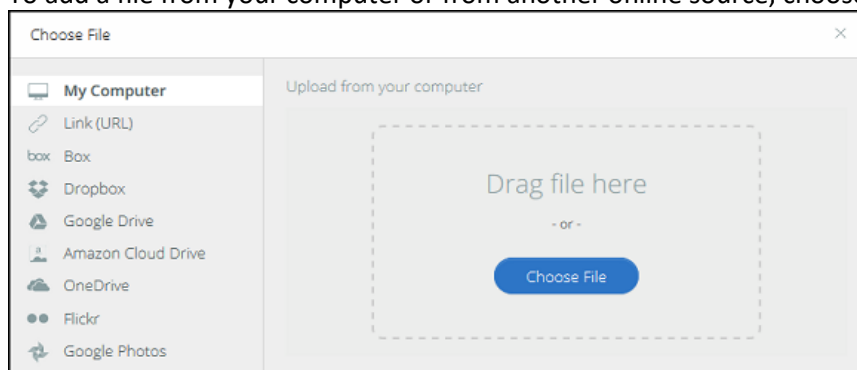
A screenshot of a web form for building a profile. The header shows the Liberty University logo and a user profile icon for Barbara Potts. The form is titled "Positions" and shows a list of positions: "July 2016 - Present, Coordinator, Scholarly Communications and Liaison Librarian, Liberty University - Jerry Falwell Library" and "September 2014 - June 2016, Research and Instruction Librarian, Liberty University - Jerry Falwell Library". Below the list, there are input fields for "Institution" (Liberty University), "Organization" (Jerry Falwell Library), "Position Type" (Faculty Member), and "Position Title" (Coordinator, Scholarly Communications and Liaison Librarian). There are also checkboxes for "Current Position" and "Affiliate my profile with this institution". A "Save" button is at the bottom right. At the bottom of the form, there is a link for "Curriculum Vitae".

*Tip: Hover your cursor above a section to reveal icons to help you edit your profile.*

5. Check the box next to **I agree with the Terms of Service**.
6. Click **Create Profile**.

## Add Works:

1. Click on the **Works** link on your profile.
2. Click **Add Work** to select your options (i.e., Upload a File, Add a Link, Add Metadata, Import Works, Select from My SW Drive).
3. To add a file from your computer or from another online source, choose **Upload a File**.

A screenshot of a "Choose File" dialog box. On the left, there is a sidebar with options: "My Computer", "Link (URL)", "Box", "Dropbox", "Google Drive", "Amazon Cloud Drive", "OneDrive", "Flickr", and "Google Photos". The "My Computer" option is selected. The main area of the dialog box is titled "Upload from your computer" and contains a large dashed box with the text "Drag file here" and "- or -". Below this is a blue button labeled "Choose File".

- Follow the prompts to select a **Type of Work** that matches your file, complete all applicable fields on the **Details** page, and click **Add to Profile**. (Note that required fields are marked with a red asterisk.)

**Tip:** A cover page and a thumbnail image is automatically generated from the first page of each work. You can replace it by uploading an image of your choosing.

- Add one or more **Display Categories** to help organize your **Works** tab. If more than one category is chosen, the work will appear under each category you selected.

**Tip:** Works in Scholars Crossing are indexed by Google and other major search engines. By creating **Display Categories** and descriptions that are unique, faculty can increase their discoverability.

Please email [scholarlycommunications@liberty.edu](mailto:scholarlycommunications@liberty.edu) with any questions or for additional information about advanced features.