Liberty University

From the SelectedWorks of Barbara Potts

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Selected Works Instructions

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bepress™
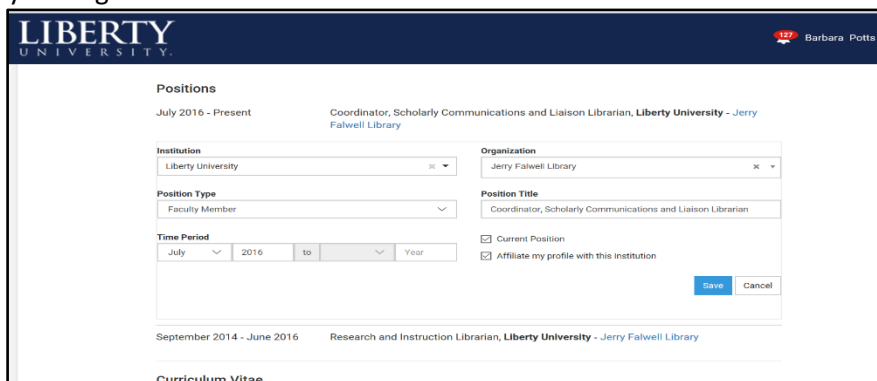
Selected Works at Liberty University

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.
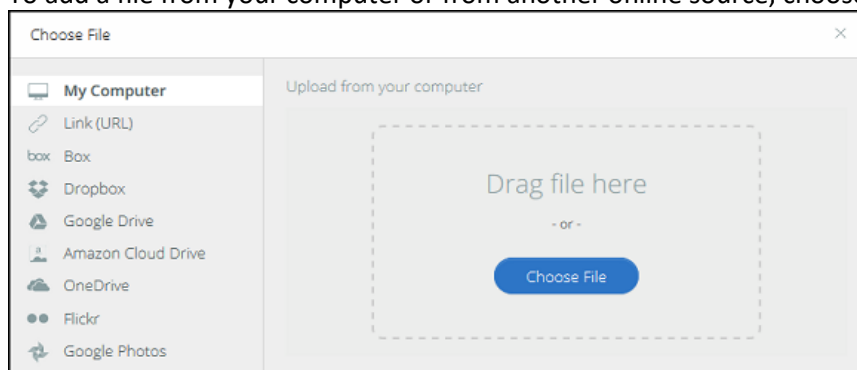

Tip: Hover your cursor above a section to reveal icons to help you edit your profile.

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**.

4. 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.

5. 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 with any questions or for additional information about advanced features.