


# SELECTED WORKS



## User Guide

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# The SelectedWorks Site Builder

## Getting Started: Log in to your Account

To find out how to edit an existing site, [click here](#).

1. Go to <http://works.bepress.com>; click the **START Your SelectedWorks Site** button in the sidebar.
2. If you already have a bepress account, log in with your email address and password. If you don't have an account, click **Create a FREE account** to create your account and sign in.
3. If you created a new account, you will receive a confirmation email. Please click on the link in the email to confirm and activate your account. This link will take you directly to the next step in the site-build process.

## 1. Select Your Site's URL

The URL is the link that takes readers to your web page. By default, your name in the format “firstname\_lastname” is used to identify your site, assuming that combination has not already been taken.

### Want a different URL?

The URL always begins with “<http://works.bepress.com>,” but the section of the URL used to identify your site can be changed by editing the text in the box. Only letters, numbers and the underscore character may be used, however you may not begin your entry with a number.

**Tip:** The URL is easy to change here now, but after you build your site, the URL cannot be altered. This is the *only* thing in this setup process that cannot be changed later.

### **1** Your Site's URL

**Choose your URL**

Unlike everything else on your Selected Works site, you will **not** be able to return to edit the URL later so if you don't like "jane\_doe" in the URL below, please choose an alternative.

<http://works.bepress.com/>

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## 2. Identify Your Institution

If an institution is associated with your account, it will be displayed here. Verify the institution is correct and continue on to the next step. Otherwise, enter your institution's name, click **Find my institution**, and select your institution from the options in the list.

### Can't find your school?

If the SelectedWorks Site Builder does not appear to list your institution, click **Can't find your institution?** An entry box will appear for you to enter the complete name of your institution, then click the **Add** button.

### Don't have an institutional affiliation?

If you do not have an institutional affiliation, check **Skip this step. I don't have an institutional affiliation** and proceed to the next step.

**What happens if I change universities?** Not a problem—take your SelectedWorks site with you simply by changing your affiliation. If you're affiliated with an institution that has a SelectedWorks license, your site will display in the colors and with the crest of the school. Otherwise, the default color and layout are retained.

### **2** Identify Your Institution

**Search**

For best search results of the 1500 institutions in Selected Works exclude generic words like "University of" and "College of" from your search query. For example, if your institution is the University of California, Berkeley, search simply for "Berkeley".

Start search here:

Found 2 institutions. Please select one below.

Add your institution:

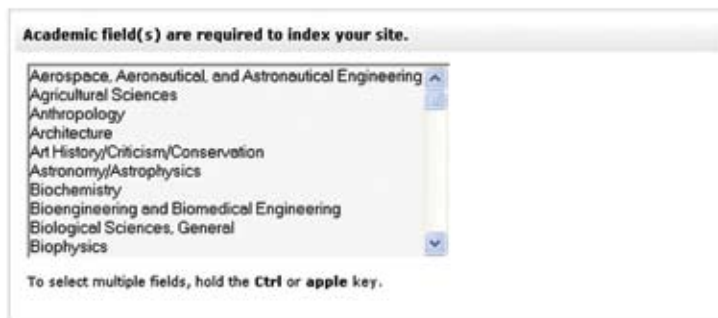
Skip this step. I don't have an institutional affiliation.

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### 3. Pick Your Academic Field(s)

Select one or more academic fields that apply to your area of study. To select multiple fields, hold the **CTRL** key (Windows) or the **Apple** key (Macintosh) while clicking the field names.

#### 3 Pick Your Academic Field(s)



Academic field(s) are required to index your site.

- Aerospace, Aeronautical, and Astronautical Engineering
- Agricultural Sciences
- Anthropology
- Architecture
- Art History/Criticism/Conservation
- Astronomy/Astrophysics
- Biochemistry
- Bioengineering and Biomedical Engineering
- Biological Sciences, General
- Biophysics

To select multiple fields, hold the **Ctrl** or **apple** key.

#### Behind the Scenes: [ResearchNow](#)

These fields provide the necessary information for the SelectedWorks system to index your entries in [ResearchNow](#), a database of scholarly research comprised of well over 100,000 papers. Access via [ResearchNow](#) gives your research widespread visibility, and ensures incorporation in popular federated search engines.

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### 4. Agreement to Terms of Service & Privacy Policy

Click the links for the “**Terms of Service**” and “**Privacy Policy**” that appears at the bottom of the page, and read them before continuing. Click the check box to indicate your agreement.

By checking the box you agree to the Selected Works [Terms of Service](#) and [Privacy Policy](#)

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### 5. Build Your Site Now

Click the **Build Site Now** button, and within a matter of seconds, your basic site will be compiled and ready for you to preview. **At this time, your site will also be automatically updated and viewable to the public.**

[Build Site Now](#)

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## 6. Automatic Population of Content

After building your site, the SelectedWorks Site Builder scans through the thousands of documents in the [ResearchNow](#) system and compiles a list of documents that appear to have you as an author. (If no such documents are found, the system will take you to the next step.)



- Skim through the list to verify that the found documents should appear on your SelectedWorks site.
- Click the title of a paper to view it.
- Uncheck any papers that should not be included.
- Click **Include document(s) in my selected works site**, and your site will be instantly populated with the works that you have selected.

**New papers from [ResearchNow](#) available continually:** Every night, the system scans through new content posted to bepress repositories. Documents that others have uploaded that include your name as an author will appear in your **Gratis Paper Population** page. To access this page at a later time, please click **Collect bepress Content** from the **Edit My Site** page. You will be able to select from this list which papers you would like on your site, and which you would not like included. Please note, by collecting your articles (rather than uploading again), you will **maintain your articles' current download counts**. If you choose not to collect, you will lose any downloads up to this point.

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## 7. Update Your Site

When you build your site, it will automatically be updated at the end of the site-build process. The system will send an email in a matter of minutes to notify you that your site has been built. If you'd like to further customize your site now, see the following section, **What's Next?**. The site will also automatically be updated any time you upload new papers or revise existing papers. These are the only occasions that will trigger automatic updates, however, so if you make any further changes, such as adding content to the sidebar, you will need to update the site manually, using the **Update Site** button.

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### What's Next?

This chapter has covered the steps involved in building your site. From this point on, you are free to customize your site and add new content as you wish.

At this point, you may want to:

- [Customize your site](#) with a personal introduction, a photograph, or a collection of links relevant to your work via the **Edit My Site** page. Modify how your papers are categorized. Elaborate on your background. There are numerous options available there to tell readers more about you and your work!
- [Upload additional documents](#) to your site. Even if you don't have rights to post the full text of the document, you can upload the citation information and link to the paper elsewhere (such as SSRN or a publisher's site).
- If you're fortunate enough to have assistants, [give your assistants access](#) to these tools via the **My Editors** page, and they can help maintain the site.
- [Announce your site](#) when you're ready using the **Mailings** tools.
- [Monitor the activity](#) at your site via the **Reports** page.

You'll find all of these tools on your **Edit My Site** page.

## Logging in

1. Log in from <http://works.bepress.com> via the **My Account** tab in the header.
2. Unless you had previously selected the **Remember Me Next Time** option or were already logged in, you'll be prompted to enter your email address and password, and click **Log in** to proceed.
3. Click the **Edit My Site** button. This will take you to a page where you can access all SelectedWorks editor tools.

**Questions?** See our FAQ:  
<http://works.bepress.com/faq.html>.

# Uploading Papers

To add new content to your SelectedWorks site, log in from <http://works.bepress.com> via the **My Account** tab in the header. Unless you had previously selected the **Remember Me Next Time** option or were already logged in, you'll be prompted to enter your email address and password, and click **Log in** to proceed. Click the **Edit My Site** button. This will take you to a page where you can access all SelectedWorks editor tools. From the **Edit My Site** page, you can click the **Upload Content** button in the middle of the page, or the link in the header. The subsequent upload form guides you through the simple process of entering the necessary information and posting your new content. Required fields are indicated by a red asterisk on the form.

## Copyright Advisory on SelectedWorks sites

Authors maintaining SelectedWorks sites with bepress do not need permission to include the citation, abstract, and, if the work is published somewhere on the Internet, its Internet address (URL). Where copyright permits, authors can also upload the full text. Authors usually retain copyright for working papers, in which case the author does not need permission to post the full text of the working paper to his or her SelectedWorks site.

Authors usually transfer copyright to publishers for published materials (including web publishing). Many publishers who hold copyright to a paper allow the author to reprint it in a volume of collected or selected writings. Some publishers restrict or deny this right. Authors need to determine their rights case-by-case, usually by reading the copyright agreement or asking the publisher.

Visit <http://www.sherpa.ac.uk/romeo.php> to search for your publisher's general copyright policy.

## 1. Select the Document Type

First, select the type of document that you will be entering. You may choose from the default options of Article, Books, Contributions to Books, Popular Press, Unpublished Papers, Presentations, and Other. Your selection of the document type will determine how the information is presented on your website, as well as what information is requested in this upload form. You will, however, be able to customize the citation for each document.

If these document types aren't sufficient for your collection of papers, you may customize these labels. See [Document Type](#) on page 18.

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## 2. Enter the Author(s)

By default, you appear as the author of the paper. If you are the only author, continue on to the next step.

- **To add authors**, click **Add Author** to insert a space for a new author, and



Order	Email	First Name	Middle Name	Last Name	Institution
1	jane_doe@k	Jane		Doe	Selected Wo

enter the author's email address (optional), name, and institution (optional).

- **To delete an author**, click the **Delete Author** button that is on the same line as the author to be removed.
- **To modify information about an author**, simply edit the information in any of the fields to change it.
- **To reorder the authors**, click the **Order** menu in the first column to choose the right order.
- Any co-authors you add who have their own SelectedWorks site will be able to collect this document onto their site, via the [Gratis Paper Population](#).

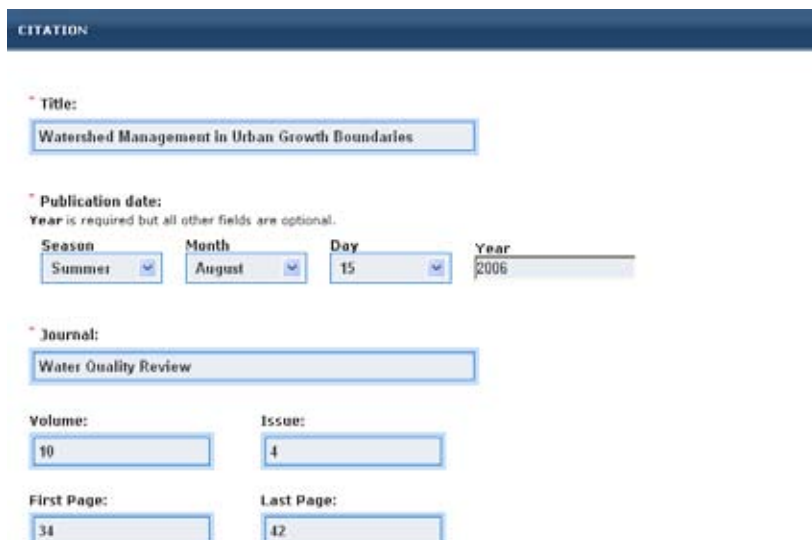
### Concerned about spam?

SelectedWorks cloaks all email addresses in order to restrict spammers' ability to harvest email addresses from our sites.

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## 3. Entering Citation Details

The **CITATION** form displays different fields depending on the document type you selected at the start of the upload sequence. The one pictured here is



**CITATION**

\* Title:  
Watershed Management in Urban Growth Boundaries

\* Publication date:  
Year is required but all other fields are optional.

Season: Summer    Month: August    Day: 15    Year: 2006

\* Journal:  
Water Quality Review

Volume: 10    Issue: 4

First Page: 34    Last Page: 42

appropriate for a journal article. Enter the necessary information as it should appear in a citation for this paper. Formatting elements, such as quotes around the title or style changes, should *not* be entered. The system will reformat the citation details appropriately for display; you need only enter the requested data. Please note that the red asterisk indicates a required field. Also note that, if any of the information you enter here is incorrect or changes at a later date, you will always be able to come back in and edit it. See [page 20](#).

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## 4. Indexing/Classification

### Subject Headings

If subject headings were previously entered for documents on your site, a list of available subject headings will be displayed from which you may choose an appropriate subject. Otherwise, you can enter a new subject heading in the box provided. Subject headings for a paper may be changed later by revising the submission. You may also enter and assign papers to subject headings in the **Categorize My Writings** section of the **Edit My Site** page (see [Chapter 3](#)).

**Using subject areas:** By default, your documents are organized on your site by subject area. If you'd prefer to display your work categorized by document type, see [page 18](#).

The screenshot shows a web form titled "INDEXING/CLASSIFICATION". It contains several sections:

- Subject Headings:** A dropdown menu with "Water Quality Management" selected. Below it is a text input field for "Create new subject heading for this document:".
- ResearchNow Discipline:** A dropdown menu with "Ecology" selected. Below it is a text input field for "Keywords:" containing "water quality, policy".

There are three informational callouts on the right side of the form:

- A lightbulb icon followed by the text: "Subject headings are specific to your site and allow you to classify and display your papers by your own unique subject areas."
- A lightbulb icon followed by the text: "Research Now Discipline(s) are broad categories used to classify the document in the bepress Research Now repository. This, in turn, increases your site's visibility and helps promote your research. Please note: documents classified as Other will not be indexed."
- A lightbulb icon followed by the text: "Please separate keywords/keyword phrases with commas."

## ResearchNow Discipline(s)

*ResearchNow* Disciplines are broad categories used to classify documents in the bepress *ResearchNow* repository (<http://researchnow.bepress.com>). These categories cannot be modified. The last item in the list is **Other** and may be used if none of the other entries applies. However, documents categorized as **Other** are not indexed in *ResearchNow*.

**Get your papers in the hands of interested readers!** Thousands of people have signed up to receive personalized subject matter alerts of bepress content through *ResearchNow*. Tag your documents with appropriate *ResearchNow* discipline headings, and without any additional effort, your research will be disseminated to others with shared interests.

## Keywords

Keywords are free-form descriptors used to improve the ability of readers to locate the document via a search. Keywords are included in full text searches on your site, and readers may also search specifically for keywords. All keywords and phrases should be separated by a comma.

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## 5. Entering the Abstract

### Paste or type your abstract

You may either copy/paste or type your abstract into the box provided. Only plain text, without any font or style changes, is supported in the abstract. If you need to include bold or italic text in the abstract, you may do so by changing the format of the abstract in the dropdown menu to **paragraphs formatted with HTML tags**, and entering the necessary formatting with HTML tags. Tips for entering HTML tags are provided via the **Find out which HTML tags you may use** link.

The screenshot shows a web form for entering an abstract. At the top, there is a dark blue header with the word "ABSTRACT" in white. Below the header, the form is divided into two main sections. The first section is titled "Paste or type your abstract:" and contains a text input box with a blue border. Inside the box, the following text is pasted: "Newly impacted land at the edge of the urban growth boundary presents new challenges for the control of water quality. This study researches the impact of watershed management regulations of three such areas." To the right of the text box, there is a light blue box containing a lightbulb icon and the text: "Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. Please note that the abstract field only accepts a limited number of tags." Below this text is a link that says "Find out which HTML tags you may use". The second section of the form is titled "The format of the abstract is:" and features a dropdown menu with a blue border. The dropdown menu is currently set to "one paragraph".

## The format of the abstract is:

The system defaults to expect a single-paragraph abstract. If your abstract is multiple paragraphs, or has HTML codes, pick the appropriate option from the menu.

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## 6. Uploading the Full Text of the Document

**FULL TEXT**

I want to :  upload a file. [What should I know about copyrights?](#)  
 provide a link to the full text.  
 publish meta data only.

PDF, Microsoft Word, WordPerfect, RTF, PowerPoint or audio file:

Publisher Statement:

Microsoft Word and RTF files are automatically converted to PDF.

Use if publisher requires a specific attribution.  
[Publisher Statement Info](#)

### Upload a file

If it is within your copyright agreement to post the full text of the document to a personal web site, you have the option of uploading the document from your hard drive (Microsoft Word, RTF, WordPerfect, Excel, PowerPoint, plain text, and PDF files are accepted). Word, RTF, and WordPerfect files will be automatically converted by the system to PDF files, and posted as PDF files. When you select this choice to upload a file, you'll be presented with a field labelled "PDF, Microsoft Word, WordPerfect, RTF, PowerPoint, or audio file." Click the **Browse** button (or **Choose File** button on some systems), locate the file on your hard drive, and select it. Note: the system lists the most commonly used filetypes, but you are able to upload any type of file (i.e. Excel, plain text, video, etc.).

#### **Not sure about copyright?**

Try [SHERPA/ROMEO](#) to search for your publisher's copyright policy.

### Provide a link to the full text

If you don't have the authorization to repost the document, you may enter a link to it if it is available elsewhere online. Choose this option, and a new entry form

appears for you to enter the link to the paper (be sure to include the leading <http://> for this to appear as a clickable link on your site).

### Publish metadata only

Choose this option if you don't plan to upload or link to the document's full text. The abstract and citation information will still be saved to your site.

### Publisher statement

This field appears only when uploading **Article**, **Book**, or **Contribution to Book** document types. As part of some copyright agreements, in order for you to post the document at your site, the publisher might require a statement about where the article was published. In that case, enter the specified statement in the **Publisher Statement** box and it will appear alongside the document on your site.

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## 7. Publication Status

Bepress will automatically create an OpenURL for published articles. If you selected "Articles" as your document type, you will see the question "Was this submission previously published in a journal?" To have the system automatically create an OpenURL for your submission, simply choose "Yes" in the Publication Status section of the upload form.

### About OpenURLs

An OpenURL will increase the readership of your posts. It is designed to make it as easy as possible for a reader to get the full-text of a document. If a reader's library subscribes to published restricted-access content, then the OpenURL connects the reader to his or her library's "link resolvers" and passes on sufficient information for it to find a permitted and appropriate version of a document, or other information resource if it is available. Usually this will be in electronic form, but sometimes in hard-copy. Depending on where a potential reader is coming from, the OpenURL may vary in usefulness. Sometimes, our OpenURLs will point to an individual's library. Other times, they will point to OCLC, the official

maintenance agency of the OpenURL standard. For more information, see: <http://en.wikipedia.org/wiki/OpenURL>.

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## 7. Click “Upload”

As the final step, click the **Upload** button. Your paper will be uploaded to the site, and the site will automatically be queued to be updated. Once the update is complete (in a matter of minutes), the new paper, and any other changes made to your site since the last update, will be available to readers.

Upload

### Behind the Scenes: Getting Papers Where They Belong

If any of your coauthors have SelectedWorks sites, you don't have to worry about duplicating your efforts. If one of you posts a paper with the names entered for the other coauthors, the paper should automatically appear on the coauthors' **Gratis Paper Population** page. If your coauthor chooses to post it on her site, the links will always point to the original document that was posted, so the download counts will be cumulative, regardless of where the reader discovered the paper. So you get the benefit of shared work, without having diluted download counts!

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## Notifying Your Mailing List about New Content

If you have a mailing list set up, the system asks you whether or not you would like to notify your mailing list subscribers of new content every time you post a new document for which you have uploaded a full text file.

If you don't want to send the notice at this time, click the **No, Thanks** button. Otherwise follow the instructions on the next page to send the message.

**Managing your mailing lists and sending messages to subscribers.** The **Mailings** page gives you the tools to manage your mailing list subscribers, send new mailings, and see a record of previously sent messages. It's all completely under your control—send what you want, when you want. See [Chapter 4](#) for details about **Mailings**.

1. Add emails to your list of subscribers by entering them (separated by commas) in the box provided.

## Mailings: Compose Mail

Would you also like to notify your mailing list about this new document?

No, Thanks

### COMPOSE MESSAGE

**To:**

you may add subscribers below

**Add e-mails:**

Separate e-mail addresses with commas

**From:**

Jane Doe <jane\_doe@ksections.box.bepress.com>

**Subject:**

New paper from the Selected Works o

**Message:**

Dear Colleague,

I have recently posted 'Watershed Management in Urban Growth Boundaries' on my Selected Works site.

The full-text is available at:  
[http://works.bepress.com/jane\\_doe/4](http://works.bepress.com/jane_doe/4)

Abstract: Newly impacted land at the edge of the urban growth boundary presents new challenges for the control of water quality. This study researches the impact of

Send

No, Thanks

2. Modify the text of the message and the subject line as necessary.
3. Click **Send**.



# Edit Your Site

1. Log in from <http://works.bepress.com> via the **My Account** tab in the header.
2. Unless you had previously selected the **Remember Me Next Time** option or were already logged in, you'll be prompted to enter your email address and password, and click **Log in** to proceed.
3. Click the **Edit My Site** button. This will take you to a page where you can access all SelectedWorks editor tools.



The **Edit My Site** view is a WYSIWYG (“What-You-See-Is-What-You-Get”) editor. It displays your site as it will appear to readers, but it also includes a series of buttons that allow you to edit the site in context. Click any of the black buttons to add or modify the associated content as described below. Details about the **Reports**, **Mailings**, and **My Editors** sections are provided in the following chapters.

## The Header

Across the top of the page, you have the following options:

- **Upload Content:** This will take you to the same upload page as described in [Chapter 2](#).
- **Edit My Site:** This will take you back to this front Edit page, regardless of where you are.
- **View Site:** This will open your site in a new tab.
- **Reports:** This will take you to the Reports feature, described on [page 28](#).
- **Mailings:** This will take you to the Mailings feature, described on [page 26](#).
- **My Editors:** This will allow you to add administrators for your site, as described on [page 25](#).
- **My Account:** This will return you to the [My Account page](#).

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## Edit My Intro Paragraph

Your site's main page can begin with an introduction about your work.

1. Click **Edit My Intro Paragraph** to add your optional introduction. No formatting (HTML or otherwise) is permitted in the introductory paragraph.
2. Once complete, click **Save Changes** to view your introductory paragraph in the **Edit My Site** page.

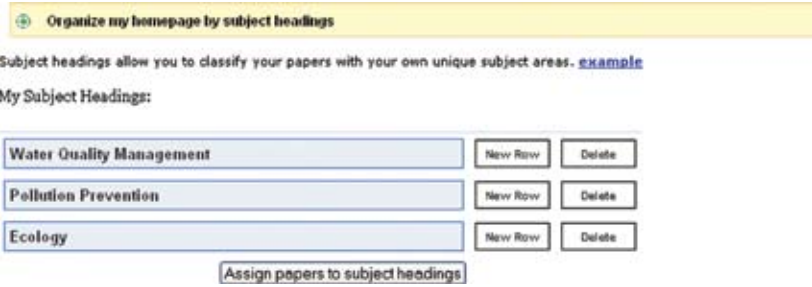
---

## Categorize My Writings

By default, the papers posted on your site are displayed categorically by their subject heading. Alternatively, you may elect to have them grouped by document type (e.g article, working paper, report). Control these options, as well as the terms used for the document type or subject headings, by clicking the **Categorize My Writings** button.

### Subject Headings

1. Select **Organize my homepage by subject headings** by clicking the small button next to it in order to have your papers categorized and displayed by subject heading.



2. **Modifying your subject headings:** Subject headings that have been used by uploaded papers are automatically displayed. You may add new subject headings by clicking **New Row** and entering a new heading in the box provided. Delete any unwanted subject headings by clicking the corresponding **Delete** button or edit a subject heading by modifying the heading in place.
3. Once your list of subject headings is as you would like it, click the **Save Changes** button at the top or bottom of the screen to save your edits and return to **Edit My Site**. Alternatively, by clicking on **Assign papers to subject headings** at this point, the system will automatically save your new subject headings and move on to the next step.
4. Verify that all papers have a subject heading by clicking **Assign papers to subject headings**.
5. For each paper, click the appropriate subject heading(s) in the list box to the right. Hold the **Ctrl** (Windows) or **Apple** (Mac) key to select multiple subject headings for a document. Hold the **Ctrl** (Windows) or **Apple** (Mac) key while clicking a selected item to deselect it.
6. Click **Save changes**.


**A word of caution:** Deleting or changing a subject heading removes that subject heading from all papers to which it is assigned. Papers without a subject heading are listed under **No Subject Heading**.

You may also modify subject headings for a specific document by revising that document using the **Revise** button in the **Add My Writings** screen, described below.



## Document Type

1. Select **Organize my homepage by document type** by clicking the small button next to it in order to have your papers categorized and displayed by their document type.

 Organize my homepage by document type

Change the label of your document types if the default label does not fit your needs. [example](#)

DOCUMENT TYPE	CUSTOM LABEL
article	Articles
book	Books
book_contribution	Contributions to Books
popular_press	Popular Press
unpublished_paper	Unpublished Papers
presentation	Presentations
other	Other

- If you would like to reword the label for any of the document types, edit the text in the corresponding **Custom Label** field. The **Custom Label** will be displayed as the heading for these documents on your site. For example, you could change **Popular Press** to **Newspaper and Magazine Articles**. The fields used in the upload form, and the format of the displayed citation will still be based on the original document type. Only the labels may be changed; actual document types cannot be added or deleted.
- Click **Save changes**.

### Show Abstract Preview

Whether you have chosen to display your content by document type or subject area, you have an additional option of showing your readers a bit of the abstract in the list of documents on the front page of your site.

- Check this option to display the first two lines of the abstract below the title of each document.
- Click **Save Changes**.

Show 2-line abstract preview?

In order to allow people to get more of a sense of what your document is about, you can choose to show a preview of your abstract on the homepage. [example](#)

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## Add to or Modify My Writings



Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.

### To upload new documents to your site:

1. Click the **Upload Content** button.
2. Complete the upload form as described in [Chapter 2, Uploading Papers](#).

### To modify or withdraw documents that are already posted to your site

Click the **Edit** button that appears to the right of the document in the **Edit My Site** view.

A screenshot of a document management interface. At the top, there are three buttons: "Revise" (with a pencil icon), "Withdraw" (with a document icon), and "Return to Edit My Site" (with a green arrow icon). Below these is a section for a "Sample Article" by "Jane Doe". To the right of the article title are three links: "Download the Paper", "Forward to a colleague", and "Bookmark". Under the article title is an "Abstract" section with a text area containing instructions: "Only plain text is supported for the abstract (fonts and text style changes are not preserved). You may use some HTML to format your abstract. Please note that the abstract field only accepts a limited number of tags:". Below the abstract is a "Customize Citation" button. At the bottom, there is a "Suggested Citation" section with the text: "Jane Doe. 'Sample Article' *Journal of Sample Publication* (2008). Available at: [http://works.bepress.com/jane\\_doe/2](http://works.bepress.com/jane_doe/2)".

- **To revise the document:** Click the **Revise** button. The subsequent screen will display a form similar to the **Upload** form. Change only the elements in this form that you would like to modify, and click the **Save** button at the bottom.
- From the **Revise** page, you can also change your document from full text to link or metadata only, or vice versa. Simply change the option in the **Full Text** section of the **Revise** form.
- **To withdraw the document:** Click the **Withdraw** button. Click **Withdraw** again when presented with the confirmation screen, and the document

will be removed from your site. A page will be left behind as a placeholder to notify users that the document has been withdrawn, rather than having users encounter a broken link.

- **To customize the suggested citation for the article:** Click **Customize Citation**. In the **Custom Citation** box, enter the text of the new citation as you would like it to appear. It may be helpful to copy the existing citation from the top of the page and paste it into the box, and then modify that. To display text in SMALL CAPS, highlight the text and press the **Small Caps** button. To display text in *Italics*, highlight the text and press the **Italic** button. To include a link, highlight the text to link from, press the **Link** button, enter the URL to link to (remember to include the <http://>), and click **OK**. You can also use HTML codes to further customize the appearance of your citation, if you wish. Click **Save Changes** when you've finished customizing the citation.

When you have finished modifying the article, simply click the **Return to Edit My Site** button.

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## Collect bepress Content

You can collect any of your papers that might be elsewhere in the bepress system (working papers, bepress journal articles, dissertations, etc.):

1. Click the “Collect bepress Content” button from your “Edit My Site Page.”
2. Leave check marks next to the papers that you wish to collect in your site (uncheck those you wish to exclude).
3. Click “Include documents in my SelectedWorks site.”

Please note: any documents collected through this step will maintain current download counts.

## Edit My Photo / Edit About Me

Use this screen to enter optional information about yourself that you want to share with readers. All of this information will be posted publicly to the site as entered.

Upload Content | Edit My Site | View Site | Reports | Mailings | My Editors | My Account

Save Changes | Cancel

### About me

Note: We cloak your e-mail address to prevent spam.

**Full Name:** Jane Doe

**Email address:** email@domain.com

**Institution:** No institutional affiliation [Change institution](#)

**Titles and Affiliations:**

Title 1	New Row	Delete
Title 2	New Row	Delete

**2nd Institution:** Second Institution

**Titles and Affiliations:**

Title 3	New Row	Delete
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**Contact Info:**

1234 Street Avenue  
Anytown, USA 12345  
(510) 555-1212

**Curriculum Vitae (PDF):** cv.pdf [Browse...](#) No file present

**Photo (JPEG or GIF):** photo.jpg [Browse...](#) [Download photo.jpg](#)

Save Changes | Cancel

Add or modify the text in any of the fields:

- **Custom Site Title:** If your school has a SelectedWorks institution license (rather than the free trial), you have the option of entering a custom title for your SelectedWorks site. This title appears in the banner heading at the top of each page on your site.
- **Full Name:** This changes how your name is displayed on the site (it does not change the format of the name associated with your bepress account).
- **Email address:** If you would like readers to reach you via email, enter it here.
- **Institution:** To change your institution, click the **Change institution** link. Enter the name of your institution and

**Give spammers the slip:** If entered here, your email address will be available to readers, however, it will be encoded such that it cannot be picked up by techniques used to automatically cull email addresses from web pages.

click the button to search for it. Select it from the list and click **Save Changes**. If your institution does not appear in the search results, please contact us at [support@works.bepress.com](mailto:support@works.bepress.com). If you want to delete your institution, click the check box to indicate **I don't have an institutional affiliation**, and click **Save Changes**.

- **Titles and Affiliations:** (e.g. Professor of History) Enter titles or affiliations that you would like listed below your name and affiliation in the site's sidebar. To create additional entry boxes, click the **New Row** button. To remove an entry, click the corresponding **Delete Row** button. Note that there is a separate area (**My Background**) to enter awards and honors.
- **Contact Information:** Enter your address, phone number, or any other contact information you'd like to share publicly. If you are concerned about spammers finding your email, DO NOT enter your email in the **Contact information** section. Instead, please use the **Email address** entry on this screen. This will ensure that your email cannot be easily "harvested" from the site by spammers.
- **Curriculum Vitae:** Click the **Browse** button (or **Choose File** on some systems), and locate your CV on your hard drive. The file must be a PDF file. Word processing documents will not be posted to the site.
- **Photograph:** Upload a photograph of yourself to appear in the sidebar of your site. All photographs must be uploaded as JPEG or GIF files. The image will be scaled appropriately to fit in the sidebar of the site.
- To **revise** your CV or your photo, please click the **Delete** link to the right of the appropriate file. Confirm this on the following screen. Then, simply upload a new file.

SelectedWorks will automatically resize your photo to fit in the thumbnail of your site. However, if your photo is the wrong size it can look distorted. The ideal photo size is 135px by 180px, but if your photo is a different size, it should have a width-height ratio of 0.75.

When you are finished making changes, click **Save Changes**.

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## Edit My Background Info

You may elaborate on your background by entering information about the following items in the **My Background** screen. This information will appear in the sidebar of the pages of your site.

1. Add information to any of the following fields.
  - **Areas of expertise.**
  - **Courses or seminars taught.** If entering a URL for a course, begin the URL with <http://> so it appears as a clickable link on your site.
  - **Honors and awards received.**
2. If necessary, click **New Row** to add a new entry for the category. Click **Delete Row** to remove an item.
3. Click **Save Changes** when done.

The screenshot shows a web form with three main sections:

- Areas of Expertise:** Two empty text input fields, each followed by "New Row" and "Delete" buttons.
- Courses/Seminars:** A table with two columns: "Course/Seminar Name" and "URL (e.g. http://www.website.com)". It contains three empty rows, each with "New Row" and "Delete" buttons.
- Honors and Awards:** Three empty text input fields, each followed by "New Row" and "Delete" buttons.

At the bottom of the form are "Save Changes" and "Cancel" buttons.

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## Edit Links: Add Relevant Links to Your Site

Share your favorite websites with others by entering the links and a brief label to describe them here. These links will appear in the sidebar of your site.

The screenshot shows a web form titled "Favorite Links" with two columns: "Label to appear on site" and "URL (e.g. http://www.website.com)". It contains four empty rows, each with "New Row" and "Delete" buttons. At the bottom are "Save Changes" and "Cancel" buttons.

1. Enter a descriptive label for the website under the heading **Label to appear on site**.
2. Enter the corresponding URL in the field for **URL**. Be sure to include the leading <http://> in order for it to appear as a clickable link on your site.
3. If necessary, click **New Row** to add a new entry for the category. Click **Delete Row** to remove an item.
4. Click **Save Changes** when you are finished adding links.

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## My Editors: Letting Others Edit Your Site

In addition to yourself, you can designate others who should have access to the tools to manage your site. Anyone added to the list of **Editors** for your SelectedWorks sites will be able to upload content, customize the site, view your reports, and send mailings.

### To add a new editor:

1. Click the **My Editors** link on the menu bar of the **Edit My Site** screen.
2. Enter the email address, first name, and last name in the form provided, and click **Save Changes**. That person will be added to the list of authorized editors.
3. If that person doesn't already have a bepress account that uses that email address, he or she will need to click the **My Account** link at the SelectedWorks site (<http://works.bepress.com/cgi/myaccount.cgi>) and when prompted to log in, use that same email address, leave the password field blank, and click **Log In**. It is important that the same email address be used in the **My Editors** screen and when creating this account. On the next screen, they will be asked to provide a password. After submitting this information, they will receive a confirmation email. Once that person has confirmed their account, he or she may log in and access all the necessary tools to manage your site via the **Edit My Site** page.

To remove someone's editing privileges:

Uncheck the box next to their name on the **My Editors** page, and click **Save Changes**. You cannot remove yourself from this list.

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## Updating Your Site

When you have finished editing your site, click the **Update Site** button to make your changes public. Until your site is updated, your changes are only visible in this view.

If you forget to update your site, don't worry, we'll do it for you! Each night your site is automatically updated by the system. Please note: uploading or revising a paper will automatically queue your site for update.

# Promote Your Work & Track Readership

## Mailing Lists: Announce Your Site!

1. Log in from <http://works.bepress.com> via the **My Account** tab in the header.
2. Unless you had previously selected the **Remember Me Next Time** option or were already logged in, you'll be prompted to enter your email address and password, and click **Log in** to proceed.
3. Click the **Edit My Site** button. From here, click the **Mailings** button in the black header across the top of the page.

The screenshot shows two side-by-side panels. The left panel, titled 'New Mail Message', has a sub-header 'Select a mail template:' and three radio button options: 'Look at my new Selected Works site' (selected), 'Announce new paper(s)', and 'Blank message'. Below these is a 'Create Mail Message' button. The right panel, titled 'Mailing List', shows '5 Subscribers on your mailing list' and an 'Add, Remove or View Subscribers: Go' button.

Mailing lists (for email messages) provide an excellent means by which to broadcast information about your research to interested parties. You may add people to your mailing list, or they may sign up themselves via the **Join My Mailing List** form on your site. Via the **Mailing List** page, you have the tools to manage the subscribers list and compose and send your own mailings as desired.

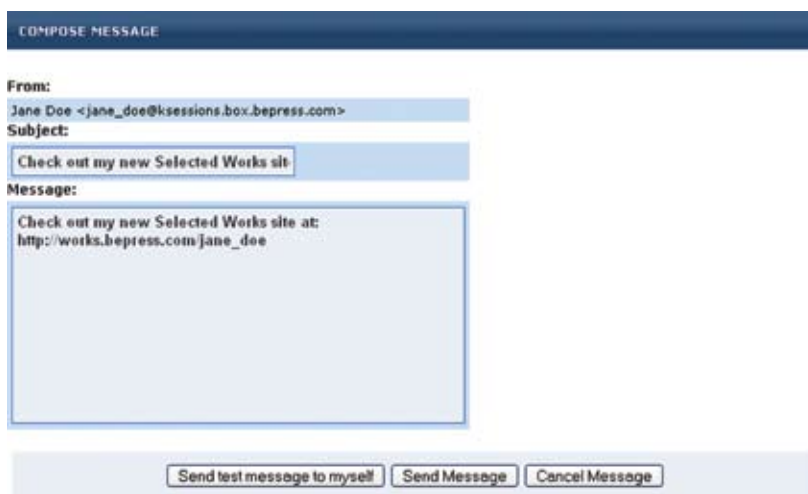
The screenshot displays the 'Mailing List' management page. At the top, a yellow box shows 'Current subscribers: 5', 'Unsubscribed: 0', and 'Your subscriber limit is: 1000', with a 'Download current list: Download' link. Below are three sections: 'ADD A SINGLE ADDRESS:' with an input field and a 'Save changes' button; 'UNSUBSCRIBE AN ADDRESS:' with an input field and a 'Save changes' button; and 'UPLOAD SUBSCRIBER LIST' with a 'Browse...' button and a 'Save changes' button. A 'Cancel' button is also present at the bottom. A link 'How do I import subscribers from a file?' is located below the upload section.

## Managing Subscribers

Under the **Mailing List** heading on the **Mailings** page, you'll see information about the number of subscribers currently on your list as well as a button to **Add, remove or view** the subscriber list. Click the **Go** button to work with your subscriber list.

Use the options on this page to add the email addresses of subscribers individually, or by uploading a text file of email addresses. You may also enter individual email addresses to be unsubscribed. Be sure to click **Save Changes** when you're done.

## Creating a New Message:



COMPOSE MESSAGE

From:  
Jane Doe <jane\_doe@ksessions.box.bepress.com>

Subject:  
Check out my new Selected Works sit

Message:  
Check out my new Selected Works site at:  
http://works.bepress.com/jane\_doe

Send test message to myself Send Message Cancel Message

1. From the tabs in the menu bar of the **Edit My Site** screen, click **Mailings**.
2. Under the **New Mail Message** heading, click one of the templates that best matches the type of message you'd like to send.
3. Click **Create Mail Message**.
4. In the subsequent screen, review the subject line and the body of the message to be sent. Make any modifications that you would like until you have the message exactly as you'd like to send it.
5. Click **Send test message to myself** to have the system send a sample email message to the email address associated with your bepress account. It will be sent immediately, so that you may check it and continue on with the modification or the final sending of the message.

6. When you are ready to send the message to the current list of subscribers, click **Send Message**. (See the following section if you would like to review or modify your subscriber list before sending a message.) Alternatively, if you choose not to send the message, simply click **Cancel Message** and you will be returned to the **Mailings** page and the message will be deleted and not sent.
7. Please be aware that you will not be able to send mailings until you have subscribers to your mailing list.

**Careful!** Once you click the button to send a message, the mailing cannot be cancelled.

A record is maintained of all sent mailings. These appear at the bottom of the **Mailings** screen in descending chronological order. Click the subject line of the mailer to view the message that was sent, and relevant details such as when it was sent and to how many subscribers.

#### **Behind the Scenes: Helping You Manage Your Subscriber List**

The SelectedWorks system will remove duplicates from your list of subscribers and will not let you subscribe an email address that has previously been unsubscribed.

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## Reports: Track Readership

Interested in seeing how many times readers have downloaded your papers? Click the **Reports** link on your **Edit My Site** page.

The **Reports** screen lists the contents of your site in descending alphabetical order, along with the date the document was posted and the total number of downloads since that date. **N/A** indicates that the download count is not applicable because the full text of the document is not available online.

**Why start at zero?!** If a document was posted originally to another bepress site (such as a bepress institutional repository, or a bepress journal), and your SelectedWorks site links back to that document, the total download counts will reflect the cumulative number of downloads of the full text file since it was first posted in the bepress system. Similarly, the **Date Posted** will be the date that the document was posted to the original site, rather than when it was uploaded to your SelectedWorks site. Download counts are updated nightly, and include all downloads regardless of where the reader clicked the download link (e.g. [ResearchNow](#), a coauthor's SelectedWorks site, or another bepress repository).

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## Other Tools for Promoting Readership

### RSS

Automatic integration with bepress' aggregation and syndication services ensures rapid dissemination and increased readership of your work. Click [here](#) for more information on RSS feeds.

### bealert

Thousands get notified of new bepress content fitting their requested criteria through **bealert**, a system by which readers may request notification of new content that matches their specific search request.

### Repositories

Articles are further distributed through institutional and subject matter repositories.

### Full-text Indexing

Full-text indexing in Google means more readers discover your work.

**Questions?** See our FAQ:  
<http://works.bepress.com/faq.html>.