The SelectedWorks Site Builder

Getting Started: Log in to your Account

- Go to http://works.bepress.com and click the START Your SelectedWorks Site button.
- If you already have a bepress account, log in with your email address and password. If you don’t have an account, click Sign up to create your account and sign in.
- When creating 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.

To find out how to edit an existing site, see Logging In on page 5.

Step 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 is not already taken.
Want a different URL?

The URL always begins with “http://works.bepress.com,” but you may change the section of the URL used to identify your site by editing the text in the box. Letters, numbers and the underscore (_) character may be used. Entries may not begin with a number.

**Note:** The URL is easy to change at this point, 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.

**Step 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 results 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. Click the **Add** button when finished.

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 with the colors and logo of the school. Otherwise, the default color and layout are retained.

**Step 3. Pick Your Academic Field(s)**

Select one or more academic fields that apply to your area of study, in order to properly index your site in the bepress system.

![Pick Your Academic Field(s)](image)

**Agreement to Terms of Service & Privacy Policy**

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

![Check agreement box](image)

**Build Your Site Now**

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

**Automatic Population of Content**

After building your site, the SelectedWorks Site Builder scans through the thousands of documents in the bepress 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 SelectedWorks site**, and your site will be instantly populated with the works that you have selected.

**New papers available continually:** Every night, the system scans through new content posted to bepress repositories, and adds matching items to your Gratis Paper Population list of available papers. Documents uploaded by others that include your name as an author will appear here as well. To access this page at a later time, click **Collect bepress Content** from the Edit My Site page. Please note, by collecting your articles (rather than uploading again), you will maintain your articles’ current download counts.

**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.

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.

**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 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** on your site via the Reports page, and by viewing your Author Dashboard, which is available from your My Account page. See details in the Author Dashboard guide.

You’ll find all of these tools available from your Edit My Site page.

### Logging in

1. Log in from [http://works.bepress.com](http://works.bepress.com) via the My Account tab in the header.
2. Unless you had previously selected the Remember Me 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 link. 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](http://works.bepress.com/faq.html)

### Uploading Papers

To add new content to your SelectedWorks site, log in from [http://works.bepress.com](http://works.bepress.com) via the My Account tab in the header. Unless you had previously selected the Remember Me 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 there, 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 a work’s 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 SHERPA/RoMEO 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 Articles, 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.

Tip: If these document types aren’t sufficient for your collection of papers, you may customize these labels. See the Document Type section on page 15.

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 new line. Enter the author’s email address (optional), name, and institution (optional).
- **To delete an author**, click the delete icon 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**, use the numbered menus on the left.

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 tool.

Concerned about spam? SelectedWorks cloaks email addresses to restrict spammers’ ability to harvest email addresses from our sites.

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 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.

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 16.

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 for the current work 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 page 14).
Tip: By default, works are organized on your site by subject area. If you’d prefer to display your work categorized by document type, see page 15.

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.

Discipline(s)

Disciplines are broad categories used to classify documents in the bepress system for search and discovery. Unlike Subject Areas, these categories cannot be modified.
Behind the Scenes: bepress Digital Commons Network

These fields provide the necessary information for the SelectedWorks system to index your entries in the bepress Digital Commons Network, a database of scholarly research comprised of over 1,000,000 works. Access via the bepress Digital Commons Network gives your research widespread visibility, and ensures incorporation in popular federated search engines. Tag your documents with appropriate discipline headings, and without any additional effort, your research will be disseminated to others with shared interests.

5. Entering the 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, 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.
For the abstract format, the system defaults to expect a single paragraph. If your abstract is multiple paragraphs, or has HTML codes, pick the appropriate option from the menu under The format of the abstract is.

6. Adding the Full Text of the Document

The submit form provides three options for including a file with your submission: **Upload a file**, **Provide a link to the full text**, and **Publish metadata only**.

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. Word, RTF, and WordPerfect files will be automatically converted by the system to PDF files, and posted as PDF files.

When you select this option to upload a file, you’ll be presented with a field labeled “PDF, Microsoft Word, WordPerfect, RTF, PowerPoint, or audio file.” Click the **Browse** button (or **Choose File** button on some systems) to locate the file on your computer and select it for upload. Note that the form lists the
most commonly used file types, but you are able to upload any type of file (e.g., Excel, plain text, video, etc.).

<table>
<thead>
<tr>
<th>Not sure about copyright?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Try [SHERPA/RoMEO](<a href="http://sherpa">http://sherpa</a> Romeo) to search for your publisher's copyright policy.</td>
</tr>
</tbody>
</table>

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 display 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 with the document on your site.

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](http://en.wikipedia.org/wiki/OpenURL).
8. 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.

**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 or diluting download counts. If one of you posts a paper with 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 download counts will be cumulative, regardless of where the reader discovered the paper.

**Notifying Your Mailing List about New Content**

After you upload a submission, the following screen will present the option to Announce This Paper to Your Mailing List. If you have a mailing list set up (see page 21), you may use this button to quickly access a screen for editing and sending the announcement. Simply modify the text of the message and the subject line as necessary, and click Send. Otherwise, the system will prompt you to add subscribers first if there are zero subscribers.

If you already have subscribers, but wish to invite additional subscribers before sending an announcement, select the Invite Colleagues to Your Mailing List option from the confirmation screen after uploading.
Edit Your Site

2. Unless you had previously selected the Remember Me 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, Uploading Papers.
- **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 23.
• **Mailings:** This will take you to the Mailings feature, described on page 21.
• **My Editors:** This will allow you to add administrators for your site, as described on page 20.
• **My Account:** This will return you to the My Account page.

### 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. Formatting (HTML or otherwise) is not 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 radio 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.

   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.

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.

Note: 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.

6. Click Save Changes.

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

2. 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.
3. 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.
1. Check this option to display the first two lines of the abstract below the title of each document.
2. Click Save Changes.

Add to or Modify Your Writings

To upload new documents to your site:

1. Click the Upload Content button from the Edit My Site screen, or select the tab at the top of the page.
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 left of the document in the Edit My Site view. The next screen presents a number of options for the submission.

Sample Article

Jane Doe

Abstract

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.

Suggested Citation

• **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.

• On the **Revise** form, 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.

• **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, and enter the URL to link to (remember to include the leading **http://**). Then click **OK**. You can also use HTML tags 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.

**Collect bepress Content**

You can collect any of your papers that might be elsewhere in the bepress system (working papers, 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**.

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.
Add or modify the text in any of the fields:

- **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 the address here. This 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.
- **Institution:** To change your institution, click the Change institution link. Enter the name of your institution and 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. If you want to delete your institution, check the box to indicate I don't have an institutional affiliation, and click Save Changes.
- **Titles and Affiliations:** Enter titles (e.g., Professor of History) or affiliations that you would like listed below your name and institution in the site's sidebar. To create additional entry boxes, click the New Row button. To remove an entry, click the corresponding Delete 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 this section. Instead, please use the Email address entry described above. 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 computer. The file must be a PDF. 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 you may simply upload a new file.

**Note:** 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 3:4.

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

**Edit My Background Info**

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

1. Add information to any of the following fields.
   - **Areas of Expertise**.
   - **Courses/Seminars**. 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**.

2. If necessary, click **New Row** to add a new entry for each category. Click **Delete** to remove an item.
3. Click **Save Changes** when done.

**Disciplines:** On this screen, you may also modify the disciplines that are used to index your site in the bepress system. Disciplines entered here will not display on your site, and changes on this screen don’t affect disciplines selected for individual papers.
**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.

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** to remove an item.
4. Click **Save Changes** when you are finished adding links.

**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](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.
**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.

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**Promote Your Work & Track Readership**

**Mailing Lists: Announce Your Site!**

The **Mailings** page gives you the tools to manage your mailing list subscribers, send new mailings, and see a record of previously sent messages.

1. Log in from [http://works.bepress.com](http://works.bepress.com) via the **My Account** tab in the header.
2. Unless you had previously selected the **Remember Me** 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.

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 **Mailings** page, you have the tools to manage the subscribers list and compose and send your own mailings as desired.
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 **Invite/remove Subscribers**. 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

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. On 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 any 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 previous 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. **Note:** Once you click the button to send a message, the mailing cannot be canceled.

7. Please be aware that you will not be able to send mailings until you have added subscribers to your mailing list.

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.

**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 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?!

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