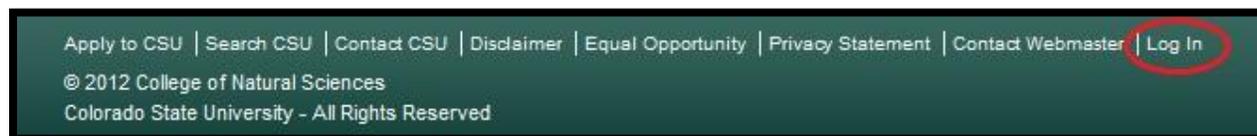


How to add a Publication

CNSIT South users that hold the role of 'Faculty' are allowed to add and manage a list of Publications that will appear on the departmental website. These instructions will help you add and manage the Publication list that appears on your user profile.

Logging In

To log in to the Administrative Back-End of the Content Management System (CMS), you will need to click on the 'Log In' link located at the bottom of the Departmental web site:



This will display a login screen that will accept your CSU eName and CSU password. If you have trouble logging in, you have either forgotten your CSU eName information, or do not have an account that allows you to administer content on the site. Please contact CNSIT South for assistance: <http://cnsit.natsci.colostate.edu>

Adding a Publication



Once you are logged in you will be presented with the CMS Dashboard. This will contain bits of news regarding the software being used, as well as a menu showing you what content you can administer. To add a Publication, select the Publication menu item located in the left hand side.

From here, a list of your publications (if you have some already) will be shown. Otherwise, you will be presented with a list of all publications on the site. Click on the 'Add New' button at the top of the list. You will now see a screen similar to the screenshot below (Next Page).

There are three items that can be added to a Publication.

Title: This is the title of your Publication article.

EXAMPLE: "A rare nucleotide base tautomer in the structure of an asymmetric DNA junction"

Content: This is the formatted information that describes the Publication article.

EXAMPLE: "Khuu, P.A., and Ho, P.S., A rare nucleotide base tautomer in the structure of an asymmetric DNA junction, *Biochemistry*, 2009, **48**: 7824-7832, cover article."

Publication PDF: This is where you would upload a PDF copy of the publication (if legally available). To add a PDF file, first click on the 'Upload' button, and then the 'Select Files' button in the new dialog box. This will allow you to choose the PDF file for your publication. Once the file is uploaded, information will be displayed – all you need to do now for this step is to close that dialog by clicking on the 'X' in the top right. Now, you will click on the 'Choose A PDF' button, and click 'Select' beneath the PDF you just uploaded. This will associate that file with the Publication.

Now that you have all of the information filled out, you should click on the 'Publish' button in the top right.

Ordering your Publications

Publications are ordered by their 'Publish' date in descending order when listed on the Faculty Profile page. When you add a new Publication, the default publish date is 'immediately' – however, you may want to change that date to order them according to something that is more subjective. Therefore, all you need to do is to change the 'Publish' date to something else. Please note that the dates must not be set to something in the future, or they will not appear until that time. The Publish setting appears on the right hand side of the 'Add New Publication' window in the 'Publish' meta box.

 Add New Publication Screen Options ▾

Enter title here

Upload/Insert 

Visual HTML

Font size Paragraph                                        

Path: p
Word count: 0

Custom Fields

Publication PDF

Choose PDF Upload

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

[Move to Trash](#) [Publish](#)