Tutorial - To make edits/changes to publications listed on an existing faculty page, under his/her tab “Publications”

This tutorial can also illustrate how to find any given “page number” associated with a given child-page on any entry, and how to upload information to these pages

by MT Weber, Sept 2016
1. Open Expression Engine for the AFRE site

2. Click on the “Edit” tab at top of the page

3. Select “Pages”

4. As shown in the box at the bottom of this page, where it says “Keywords”, type in “Publications”. This will sort all the “pages into keyword groups, or Publications” as shown in the box. Notice that each “Publications” page is numbered. To find the “Publications” page of the faculty person you are doing the edit for, you must find the number for his/her publication page. (See instructions on the next pages of this tutorial)
5. On the “Structure” view in Expression Engine (the page you first view upon entry) you can find the number of different pages by first using the function “control F” to bring up a “Find in Page” search box on the lower left side of the page.

6. Type the faculty person’s name here.
7. (Use “Robison” as an example.
8. This will take you to a section of the structure view where you see the page & all child-pages associated with Lindy Robison’s faculty page.
9. As you move the cursor over the various child-pages for Robison, different urls will appear at the bottom of the page. In this example, we have stopped the Cursor on “Publications”. Notice toward the end of the url, you find “entry id=56439&parent id=34286. To find Robison’s publication “page” use the id number “56439”
10. Go back to the “Publications” screen shown in slide 2 of this tutorial. On this screen, scroll down to this page, that is page number 56439.

11. Now click on the word “Publications” in red for this entry. This will open Robison’s publication page where you can make changes and post additional items.
12. Many AFRE faculty just use their Google Scholar link – set up for current date – to provide an automatic listing of publications. This is fine but they do need to look on Google Scholar from time to time to make sure it is correct. Any edit they make on Google Scholar will automatically show up on their publication tab if you click on their Google Scholar link.

13. Some faculty want a “Supplemental listing of selected publications” These must be posted in Expression Engine. This is what Lindy Robison does, for example. So let continue this example.

14. Ideally Lindy will send the citation he wants listed already worked up in the proper format. The simple case then is to just copy and paste this additional citation onto his supplemental list, adding a bullet then pasting in the citation. Paste using the control V function and follow instructions that appear.

15. Had Lindy wanted this publication linked to an external url link, he would need to send that, and you would need to provide the url so you could add this link, using the button for this on Expression Engine.

16. Since it is not available on the web for downloading, you will have to upload the pdf of this publication that he sent. This has already been done and appears as: 


19. To see how to upload the citation, and add the hot link to the pdf, copy the above citation.
20. Then open the publication page in Expression Engine for Lindy, and paste this citation to the list. This is easiest if you put in the bullet first, then use control v command to past the citation onto this page after the bullet.
21. Being on the publication page for Lindy, use the command for “Insert/Edit Link” to hot link the title.

22. This will open the box shown below.
23. As shown in the box on the prior page, use the top item “Link URL” to browse to the pdf and upload it to Lindy’s folder. Do this by clicking on the small red box on the left of the “link URL tab, and this will open the box further below.

![Moxiecode File Manager](image)

24. These are all the folders where uploads are located. If the list of folders which includes Lindy’s does not come up, click on “Favorites”. Page down to find Lindy’s folder. A screen shot of this box is shown on the next page. (Note, if this is a new faculty that does not yet have a folder here, you must create on by using the create folder option shown on the upper right hand side of the box.)
25. Use the tools in this box to browse to the location on your computer where this file is found and upload it to Expression Engine. Do this by click on the upload option shown on the upper right. This will bring up a new screen shown on the next page.
26. Now click on “basic uploader” and this will bring up the “Browse” function that you use to go find this pdf, saved somewhere on your computer system. Note, on the next page I provide a screenshot of the file system I use for organizing faculty information loaded onto their respective web site pages. I will copy this file structure and provide you a copy if you want to use a similar approach.
27. When you highlight the title of the pdf you want to upload, then click on upload. Then as the screen below shows, the title will appear, and you click on “upload”.
28. Click on the small box to the left of the title you want, and then also click On “Insert” on the lower left hand side of the this screen (inside the red circle below.
29. This will give you the following screen. You can see that a url has been pasted automatically into the box for “Link URL”. If you now hit return, the text you highlighted to start this task will now have the hot link embedded.

30. You are done! Way to go, I hope it worked.