

Adding a Faculty Publication

STEP ONE

Navigate to the Faculty Publications page on your website. You will click on:

faculty-staff
_data
publications

STEP TWO

Click the green “New” button at the top of your screen and click “Faculty Publication”

STEP THREE

For the filename, please type the author of the publication’s last name in lowercase, followed by a dash and a brief description of the article.

New Faculty Publication

Filename
Enter a filename using only lowercase letters, underscores, or dashes

Publication Information

Author

Publication Title

Publication Press

Publication Date

Publication Permalink

Faculty Publication Options

Overwrite Existing

If selected, this file will overwrite any existing file of the same name in the same location.

Access Group

Specify the group with rights to edit this file.

STEP FOUR

To select an “author” click on the button that looks like a piece of paper. You’ll be directed to a file directory. Follow this path:

1. Scroll down the list and click on the name of your department.
2. Click on faculty-staff
3. Click on _data
4. Click on authors
5. Select the name of the author

STEP FIVE

Fill out the remaining fields of the form, including publication title, publication press, publication date and the link to the publication (if it’s online).

New Faculty Publication

Filename

Enter a filename using only lowercase letters, underscores, or dashes

Publication Information

Author  Clear

Publication Title

Publication Press

Publication Date 

Publication Permalink

Faculty Publication Options

Overwrite Existing

If selected, this file will overwrite any existing file of the same name in the same location.

Access Group

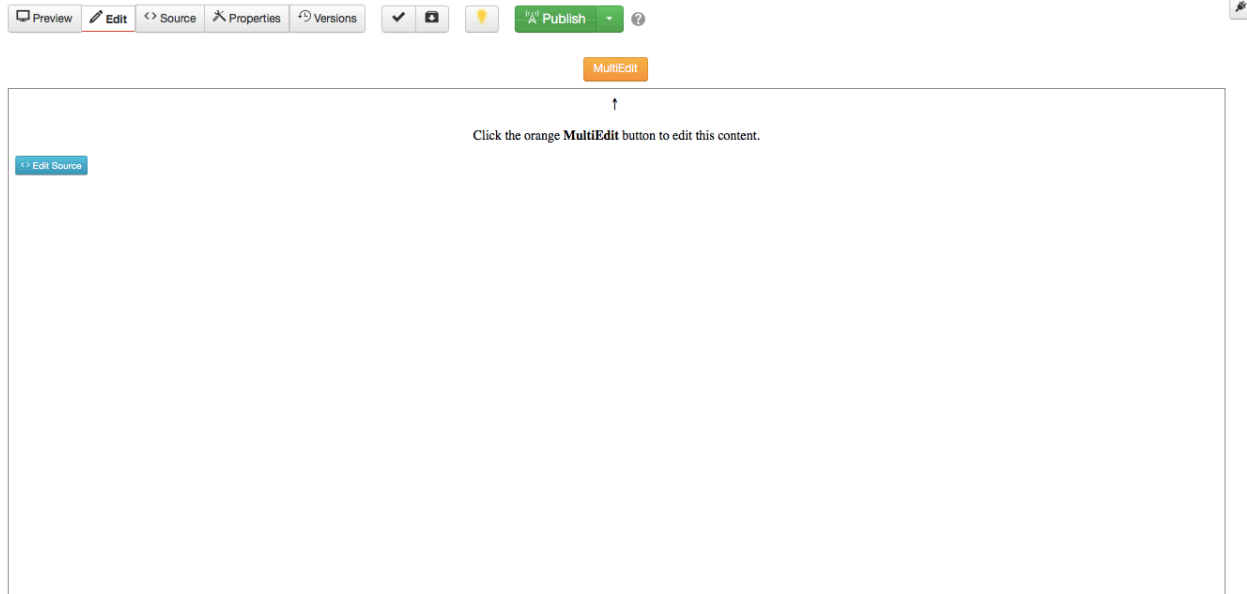
Specify the group with rights to edit this file.

Cancel

Create

STEP SIX

Click “create”. You’ll then be directed to the screen below. From there, click the large green button that says “publish” at the top of the page.



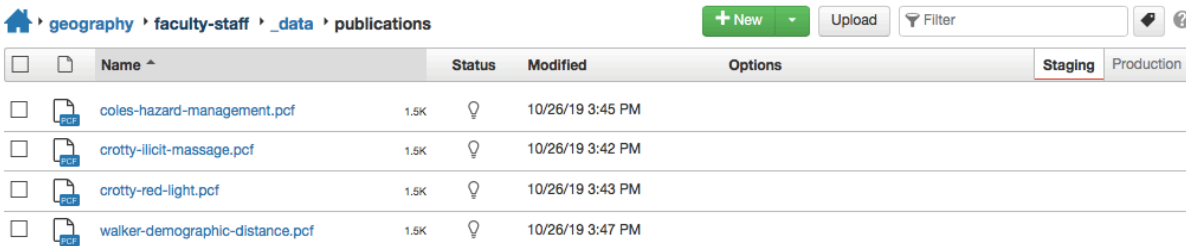
STEP SEVEN

Click on the blue “pages” link on the gray toolbar above the publish button.



STEP EIGHT

Click on the blue “faculty-staff” link at the top of the page.



STEP NINE

Click on the page that says “publications”

geography > faculty-staff

+ New Upload Filter

<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	_data		9/26/19 5:32 PM			
<input type="checkbox"/>	_nav.inc	188B	9/17/19 8:46 AM			
<input type="checkbox"/>	_props.pcf	671B	9/17/19 8:45 AM			
<input type="checkbox"/>	index.pcf	2.1K	10/24/19 9:28 PM			
<input type="checkbox"/>	publications.pcf	2.3K	10/26/19 3:47 PM	Edit Review Publish File		

publications.pcf

STEP TEN

Click the large green publish button at the top of the page.

Preview Edit Source Properties Publish

TCU Search TCU Navigation

AddRan College of Liberal Arts
Department of Geography

Academics Student Experience Faculty & Staff Center for Urban Studies Calendar

Faculty Publications

Geography Home > Faculty & Staff > Faculty Publications

Main Content

Editing a Faculty Publication

STEP ONE

Navigate to the Faculty Publications page on your website. You will click on:

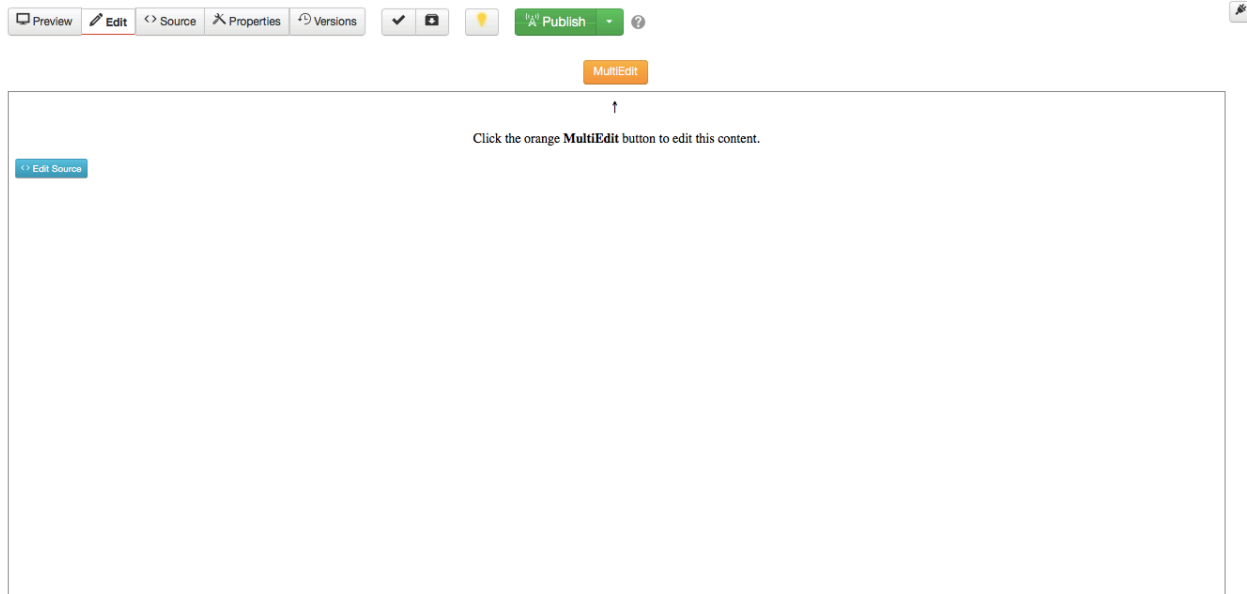
faculty-staff
_data
publications

STEP TWO

Click on the publication you'd like to edit.

STEP THREE

Click on the orange "Multiedit" button at the top, center of the page.



STEP FOUR

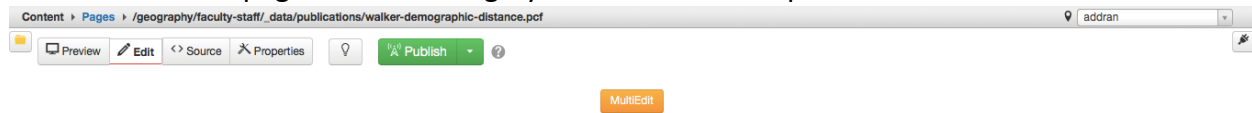
Adjust the necessary information on the form. Then click the large green “publish” button at the top of the page.

The screenshot shows the 'MultiEdit Content' form for the file 'coles-hazard-management.pcf'. The form is located in a sidebar on the left of the page. The main content area contains the following fields:

- Author:** /geography/faculty-staff/_data/authors/ashley-coles.pcf
- Title:** From silence to resilience: prospects and limitations for incorporating non-expert knowledge into hazard manag
- Press:** ENVIRONMENTAL HAZARDS-HUMAN AND POLICY DIMENSIONS, 17(2), 128-145
- Publication Date:** 11/16/2018
- Publication Permalink:** (empty field)

STEP FIVE

Click on the blue “pages” link on the gray toolbar above the publish button.



STEP SIX

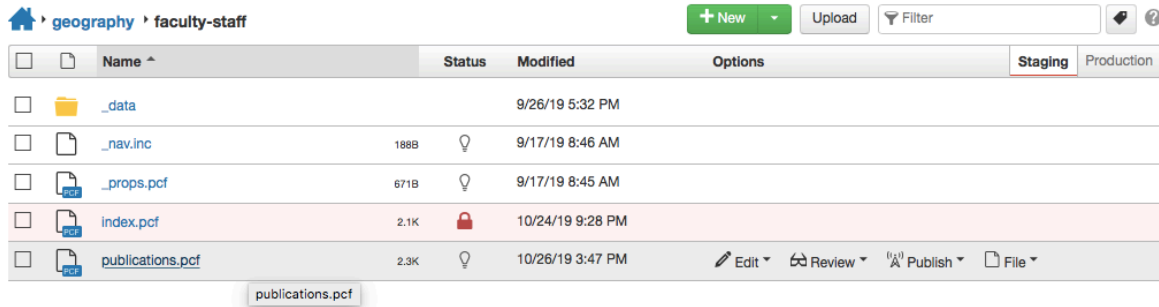
Click on the blue “faculty-staff” link at the top of the page.

The screenshot shows a file browser interface with a list of publications. The breadcrumb path is 'geography > faculty-staff > _data > publications'. The table below lists the files:

	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	coles-hazard-management.pcf	1.5K	💡	10/26/19 3:45 PM		
<input type="checkbox"/>	crotty-illicit-massage.pcf	1.5K	💡	10/26/19 3:42 PM		
<input type="checkbox"/>	crotty-red-light.pcf	1.5K	💡	10/26/19 3:43 PM		
<input type="checkbox"/>	walker-demographic-distance.pcf	1.5K	💡	10/26/19 3:47 PM		

STEP SEVEN

Click on the page that says “publications”



geography > faculty-staff

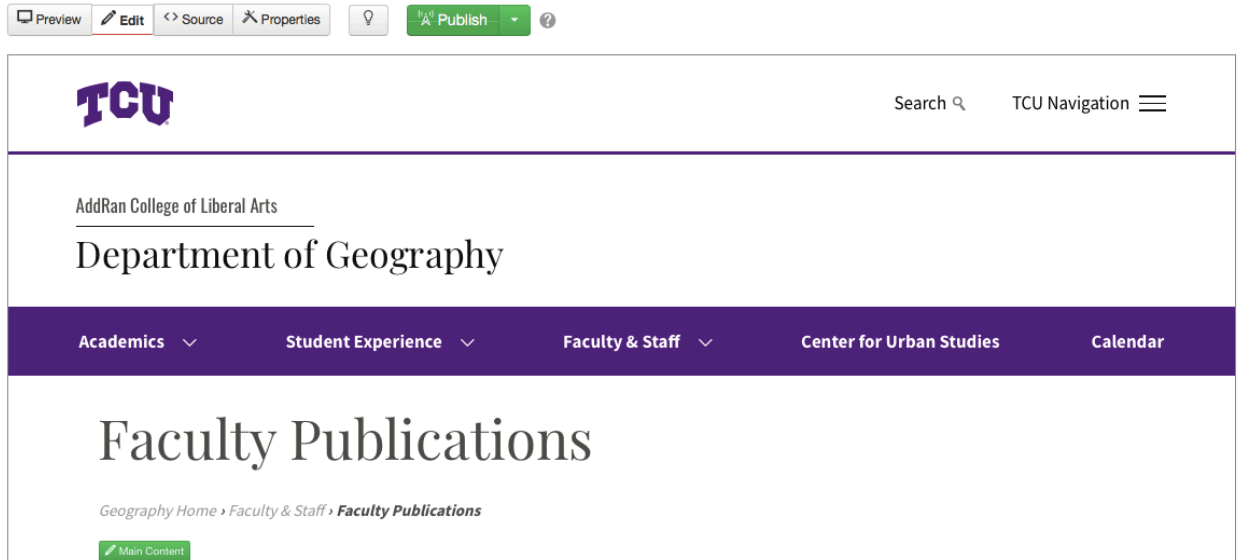
+ New Upload Filter ?

<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	_data		9/26/19 5:32 PM			
<input type="checkbox"/>	_nav.inc	188B	9/17/19 8:46 AM			
<input type="checkbox"/>	_props.pcf	671B	9/17/19 8:45 AM			
<input type="checkbox"/>	index.pcf	2.1K	10/24/19 9:28 PM			
<input type="checkbox"/>	publications.pcf	2.3K	10/26/19 3:47 PM	Edit Review Publish File		

publications.pcf

STEP EIGHT

Click the large green publish button at the top of the page.



Preview Edit Source Properties ? Publish ?

TCU Search TCU Navigation

AddRan College of Liberal Arts
Department of Geography

Academics Student Experience Faculty & Staff Center for Urban Studies Calendar

Faculty Publications

Geography Home > Faculty & Staff > Faculty Publications

Main Content

Deleting a Faculty Publication

STEP ONE

Navigate to the Faculty Publications page on your website. You will click on:

faculty-staff

_data

publications

STEP TWO

Click the white checkbox next to the publication you'd like to delete.

geography > faculty-staff > _data > publications

+ New Upload Filter

coles-hazard-management.pcf Select all 4 Files Edit Move Copy Move to Recycle Bin Publish Check Out

<input checked="" type="checkbox"/>	coles-hazard-management.pcf	1.5K	🔍	10/26/19 3:45 PM
<input type="checkbox"/>	crotty-illicit-massage.pcf	1.5K	🔍	10/26/19 3:42 PM
<input type="checkbox"/>	crotty-red-light.pcf	1.5K	🔍	10/26/19 3:43 PM
<input type="checkbox"/>	walker-demographic-distance.pcf	1.5K	🔍	10/26/19 3:47 PM

STEP THREE

Click “Move to Recycle Bin” on the light blue toolbar.

geography > faculty-staff > _data > publications

+ New Upload Filter

coles-hazard-management.pcf Select all 4 Files Edit Move Copy Move to Recycle Bin Publish Check Out

<input checked="" type="checkbox"/>	coles-hazard-management.pcf	1.5K	🔍	10/26/19 3:45 PM
<input type="checkbox"/>	crotty-illicit-massage.pcf	1.5K	🔍	10/26/19 3:42 PM
<input type="checkbox"/>	crotty-red-light.pcf	1.5K	🔍	10/26/19 3:43 PM
<input type="checkbox"/>	walker-demographic-distance.pcf	1.5K	🔍	10/26/19 3:47 PM