Universiteit Stellenbosch University

How To: Publication Lists

Uploading & Displaying Publication Lists

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7-30-2015

Getting a Publication List for your site

You will need to contact the Digital Media Team and request for them to create the publication list on your site.

You will just need to specify what publications they are going to be and where you want it to be displayed

Once your list(s) have been added then you'll need to start adding items to it so that they can display on your pages
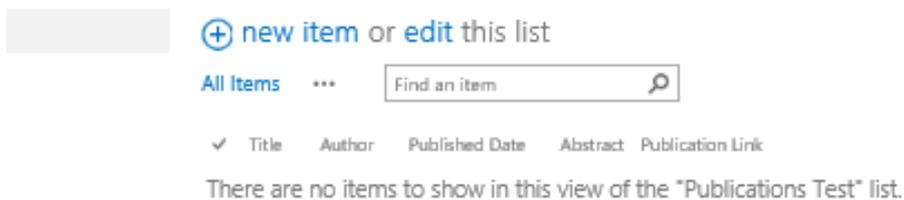
Adding Items to your list

Finding your list

If you take a look in your site contents there will be a list there with the prefix of 'Publication – " and then your specified name. Open up this list

Creating Items

When you open your list it should look like the example below, there are currently no items here

Step 1:

Click on the 'new item' button in the top left hand corner of your list and you should arrive at a view that looks like the example below:

Step 2:

Fill out the information until you get your information looks like the example below:

Step 3:

Press save and then the item will be added to the list, remember, you can always go back later and edit it if there any mistakes. Just press on the ellipsis next to the item you want to edit and choose 'Edit Item'

Publications Test
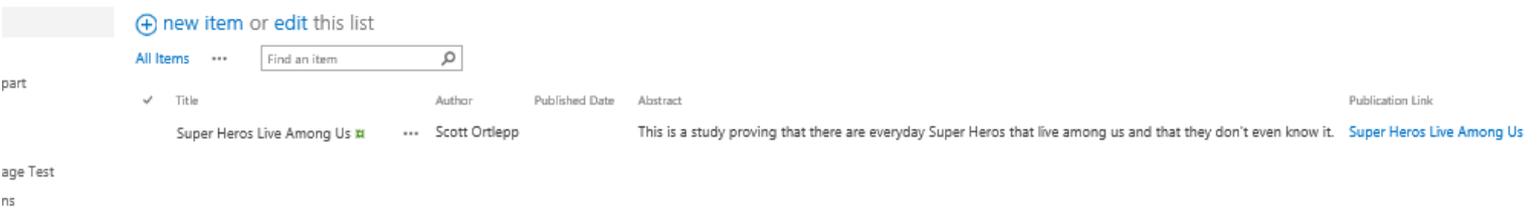
part

(+) new item or edit this list

All Items   •••   [Find an item] 🔍

✓	Title	Author	Published Date	Abstract	Publication Link
	Super Heros Live Among Us ✶ •••	Scott Ortlepp		This is a study proving that there are everyday Super Heros that live among us and that they don't even know it.	Super Heros Live Among Us

age Test

ns

Step 4:

Take a look at your item on your page, this normally takes about 30min to push through to the front end. Your list should look like this:

Publications

30/07/2015, 16:20

Super Heros Live Among Us

This is a study proving that there are everyday Super Heros that live among us and that they don't even know it.
http://www.sun.ac.za/english/Documents/Articles/How%20To%20Documents/How%20to%20Create%20a%20News%20Article.pdf

Step 5:

Done