

Universiteit Stellenbosch University

# How To: Publication Lists

Uploading & Displaying Publication Lists

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# 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

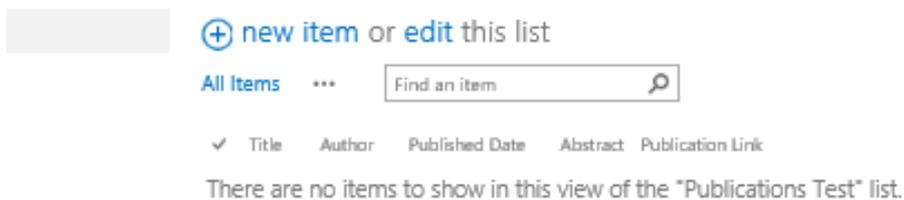
### Finding your list

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

## Publications Test



The screenshot shows a user interface for a list titled "Publications Test". At the top left, there is a grey rectangular button. To its right, the text "+ new item or edit this list" is displayed. Below this, the text "All Items" is followed by three dots and a search input field containing the placeholder text "Find an item" and a magnifying glass icon. Underneath the search field, a table header is visible with columns: "Title", "Author", "Published Date", "Abstract", and "Publication Link". The "Title" column has a checkmark icon. At the bottom of the screenshot, a message states: "There are no items to show in this view of the 'Publications Test' list."

## 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:

Title *	<input type="text"/>
Author	<input type="text"/> <small>The primary author. Die primäre outeur.</small>
Abstract	<input type="text"/>
Publication Date	<input type="text"/> 
Publication Link	Type the Web address: <a href="#">(Click here to test)</a> <input type="text" value="http://"/> Type the description: <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

## Step 2:

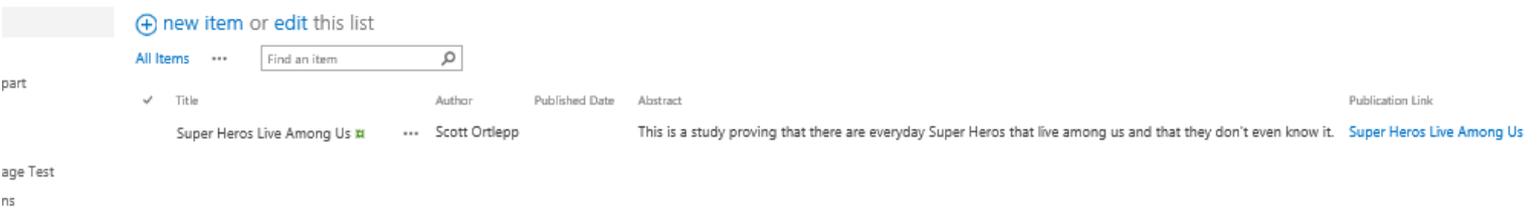
Fill out the information until you get your information looks like the example below:

Title *	<input type="text" value="Super Heros Live Among Us"/>
Author	<input type="text" value="Scott Ortlepp"/> <small>The primary author. Die primäre outeur.</small>
Abstract	<input type="text" value="This is a study proving that there are everyday Super Heros that live among us and that they don't even know it."/>
Publication Date	<input type="text" value="7/1/2015"/> 
Publication Link	Type the Web address: <a href="#">(Click here to test)</a> <input type="text" value=":\20Documents/How%20to%20Create%20a%20News%20Article.pdf"/> Type the description: <input type="text" value="Super Heros Live Among Us"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### 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



The screenshot shows a web interface for a publications list. At the top, there is a button labeled '+ new item or edit this list'. Below it, there is a search bar with the text 'Find an item' and a magnifying glass icon. The main content area is a table with the following columns: Title, Author, Published Date, Abstract, and Publication Link. The table contains one row with the following data: Title: 'Super Heros Live Among Us', Author: 'Scott Ortlepp', Published Date: (empty), Abstract: 'This is a study proving that there are everyday Super Heros that live among us and that they don't even know it.', and Publication Link: 'Super Heros Live Among Us'. There are also some small icons and text on the left side of the interface, including 'part', 'age Test', and '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