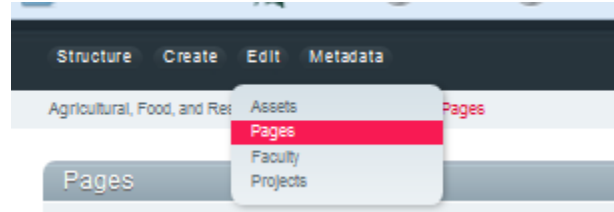


Tutorial - To make edits/changes to publications listed on an existing faculty page, under his/her tab “Publications”

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”

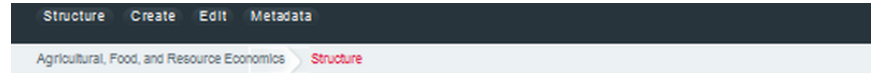


4. As shown in the box at the bottom of this page, where it says “Keywords”, type in “Publications”. This will sort all the “pages into keyword groups, or Publications” as shown in the box. Notice that each “Publications” page is numbered. To find the “Publications” page of the faculty person you are doing the edit for, you must find the number for his/her publication page. (See instructions on the next pages of this tutorial)

 A screenshot of the Expression Engine interface showing a list of 'Publications' pages. The interface includes a search bar with 'Publications' entered, and a table with columns: #, Title, View, Comments, Author, Date, Channel, Status, and a checkbox. The table contains 20 rows of data, all with 'Publications' as the title and 'Weber, Michael' as the author. The dates range from 07/25/16 to 08/05/14.

#	Title	View	Comments	Author	Date	Channel	Status	
84482	Publications	—	—	Weber, Michael	07/25/16 06:18 pm	Pages	Open	<input type="checkbox"/>
83915	Publications	—	—	Weber, Michael	07/13/16 08:09 pm	Pages	Open	<input type="checkbox"/>
76183	Publications	—	—	Weber, Michael	01/19/16 07:02 pm	Pages	Open	<input type="checkbox"/>
75051	Publications	—	—	Weber, Michael	12/17/15 10:46 pm	Pages	Open	<input type="checkbox"/>
72267	Publications	—	—	Logan, Taylor	09/24/15 01:32 pm	Pages	Open	<input type="checkbox"/>
71434	Publications	—	—	Weber, Michael	08/26/15 09:33 pm	Pages	Open	<input type="checkbox"/>
70687	Publications	—	—	Weber, Michael	08/10/15 02:28 pm	Pages	Open	<input type="checkbox"/>
69194	Publications	—	—	Weber, Michael	06/16/15 02:36 pm	Pages	Open	<input type="checkbox"/>
65925	Publications	—	—	Weber, Michael	05/26/15 06:15 pm	Pages	Open	<input type="checkbox"/>
67766	Publications	—	—	Weber, Michael	04/25/15 07:00 am	Pages	Open	<input type="checkbox"/>
64062	Publications	—	—	Weber, Michael	01/22/15 03:17 pm	Pages	Open	<input type="checkbox"/>
62138	Publications	—	—	Weber, Michael	11/15/14 07:22 pm	Pages	Open	<input type="checkbox"/>
58191	Publications	—	—	Weber, Michael	08/05/14 07:53 pm	Pages	Open	<input type="checkbox"/>
58195	Publications	—	—	Weber, Michael	08/05/14 07:09 pm	Pages	Open	<input type="checkbox"/>
58179	Publications	—	—	Weber, Michael	08/05/14 06:58 pm	Pages	Open	<input type="checkbox"/>
58169	Publications	—	—	Weber, Michael	08/05/14 05:54 pm	Pages	Open	<input type="checkbox"/>
58155	Publications	—	—	Weber, Michael	08/05/14 03:24 pm	Pages	Open	<input type="checkbox"/>

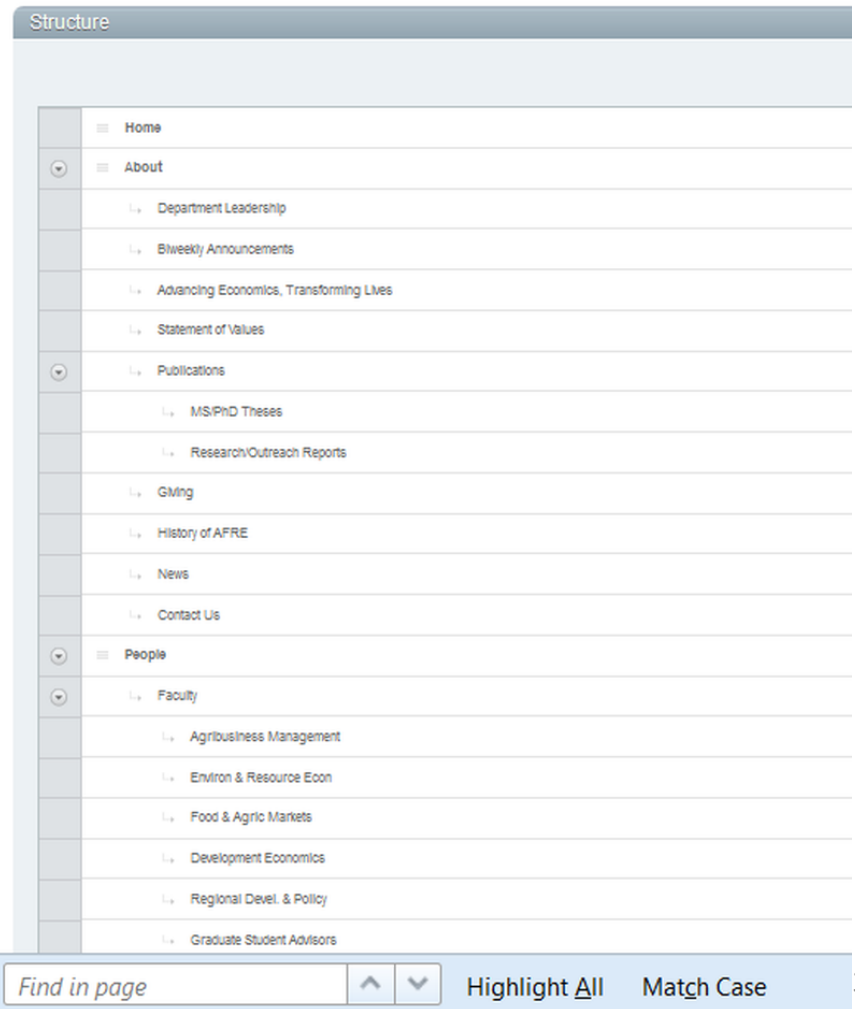
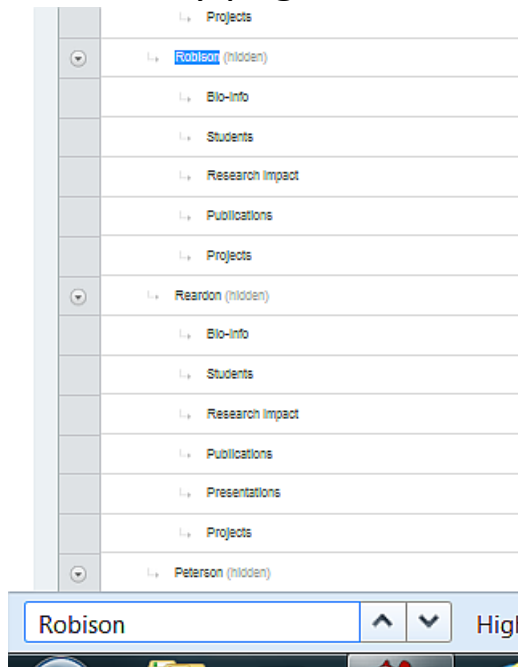
5. On the “Structure” view in Expression Engine (the page you first view upon entry you can find the number of different pages by first using the function “control F” to bring up a “Find in Page” search box on the lower left side of the page.



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”

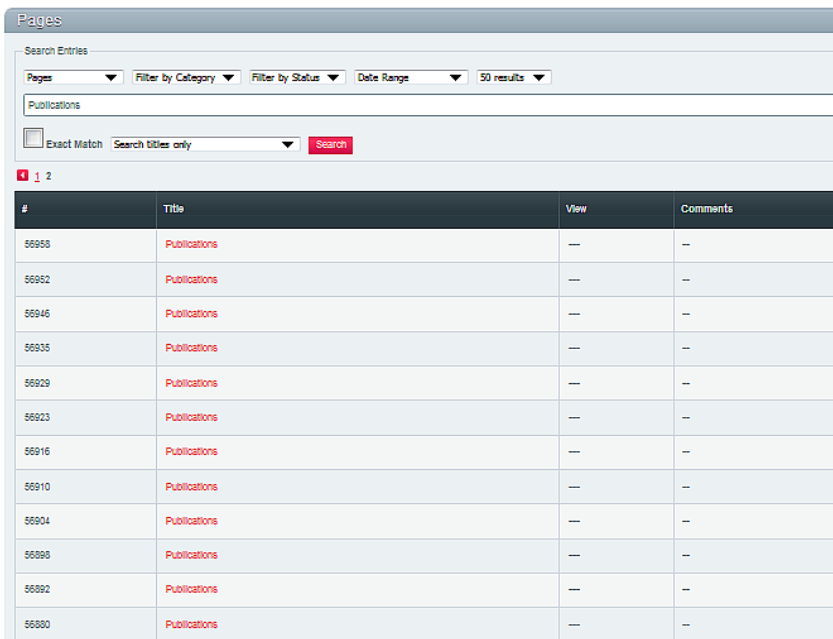


The image shows a vertical navigation menu on the left side of a page. The menu items are: Presentations, Projects, Robison (highlighted in green), Bio-info, Students, Research Impact, Publications (highlighted in grey), Projects, Reason (hidden), Bio-info, Students, Research Impact, Publications, Presentations, and Projects. At the bottom of the page, there is a search bar containing the text "Robison" and a search button. To the right of the search bar, there are links for "Highlight All", "Match Case", and "1 of 1 match".

https://expeng.anr.msu.edu/admin.php?S=83319265ea4eddca6e8fd6a0e173b78f4b35ff13&D=cp&C=content_publish&M=entry_form&channel_id=364&entry_id=56439&parent_id=34286

Robison Highlight All Match Case 1 of 1 match

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. ,



The screenshot shows a search interface titled "Pages". It includes a search bar with "Publications" entered, a "Search" button, and several filter options: "Filter by Category", "Filter by Status", "Date Range", and "90 results". Below the search bar is a table with the following data:


#	Title	View	Comments
56958	Publications	--	--
56952	Publications	--	--
56946	Publications	--	--
56935	Publications	--	--
56929	Publications	--	--
56923	Publications	--	--
56916	Publications	--	--
56910	Publications	--	--
56904	Publications	--	--
56898	Publications	--	--
56892	Publications	--	--
56880	Publications	--	--

11. Now click on the word “Publications” in red for this entry. This will open Robison’s publication page where you can made changes and post additional items.



The screenshot shows a table with the following data:

56507	Publications	--	--
56439	Publications	--	--
56419	Publications	--	--
52927	Publications	--	--
34051	Department Publications	--	--
31950	Publications	--	--

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:
17. Robison, Lindon J., Robert S. Shupp, Songqing Jin, Marcelo E. Siles, and Tawni H. Ferrarini. [The Relative Importance of Selfishness and Social Capital Motives](#). Journal of Socio-Economics 41 (2012) 118– 127.

18. The citation is: Robison, Lindon J., Robert S. Shupp, and Robert J. Myers. Expected utility paradoxes. Journal of Socio-Economics 39 (2010) 187– 193.

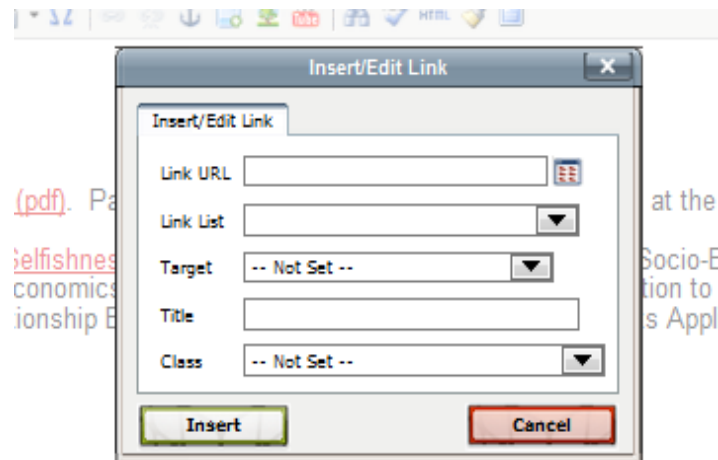
19. To see how to upload the citation, and add the hot link to the pdf, copy the above citation.

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.

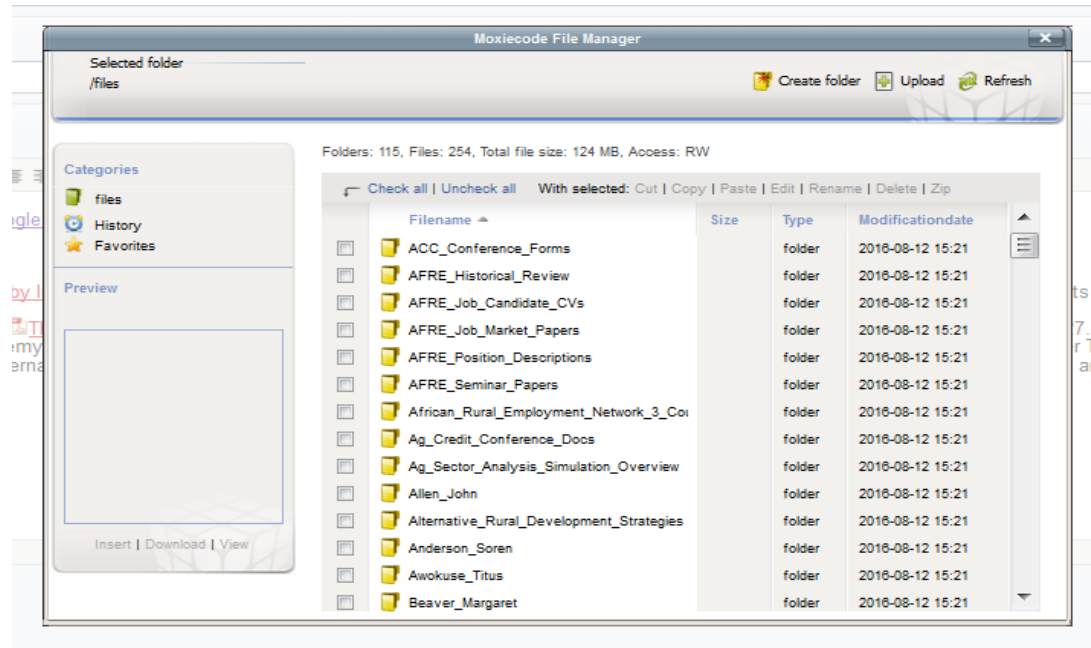
21. Being on the publication page for Lindy, use the command for “Insert/Edit Link” to hot link the title.



22. This will open the box shown below.

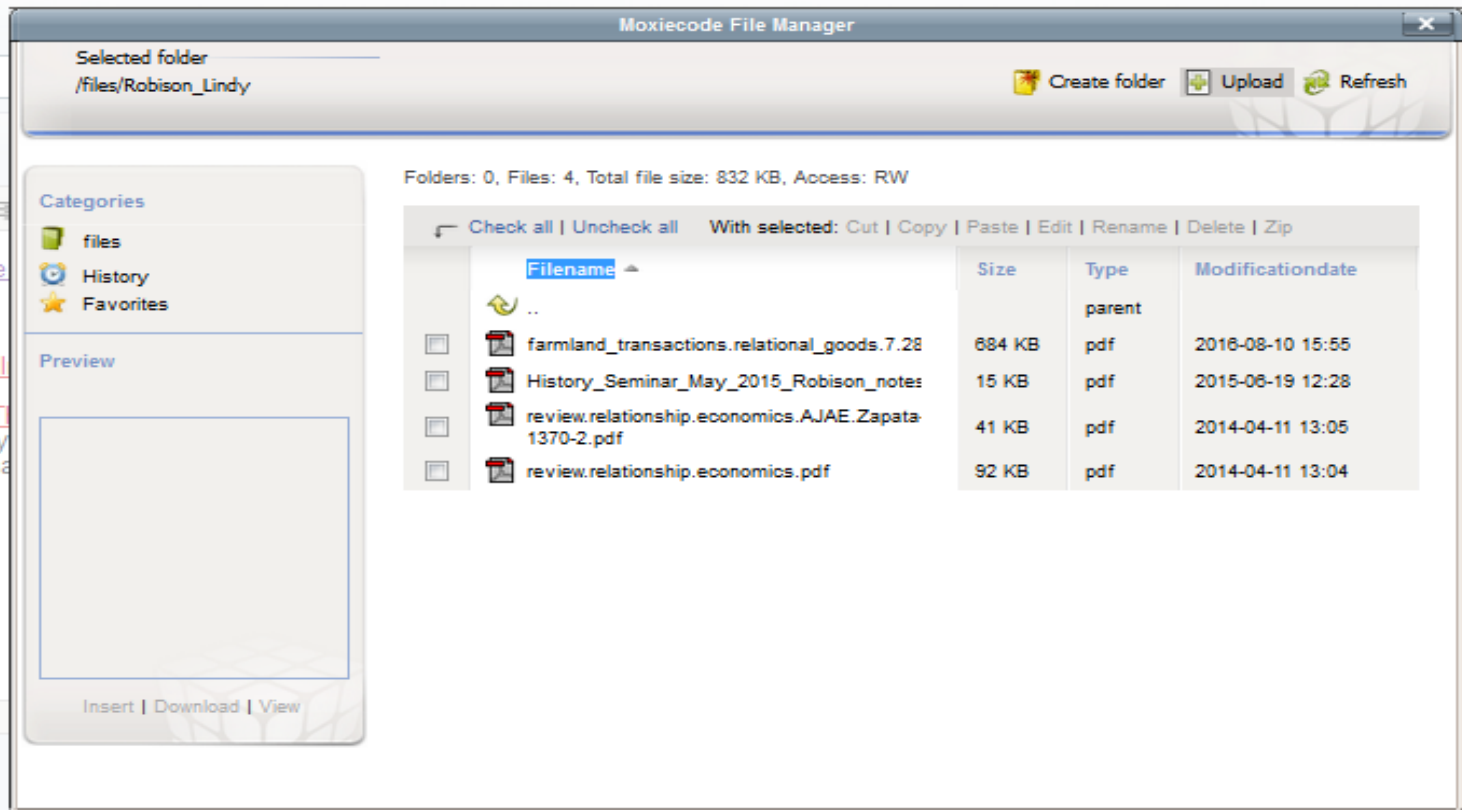


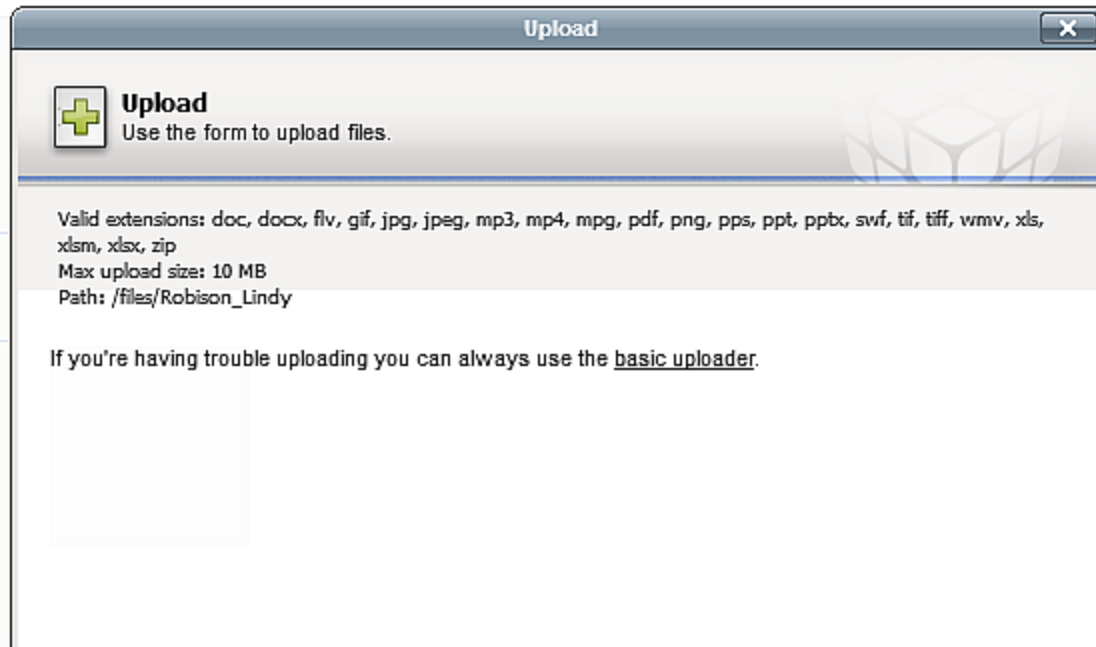
23. As shown in the box on the prior page, use the top item “Link URL” to browse to the pdf and upload it to Lindy’s folder. Do this by clicking on the small red box on the left of the “link URL tab, and this will open the box further below.



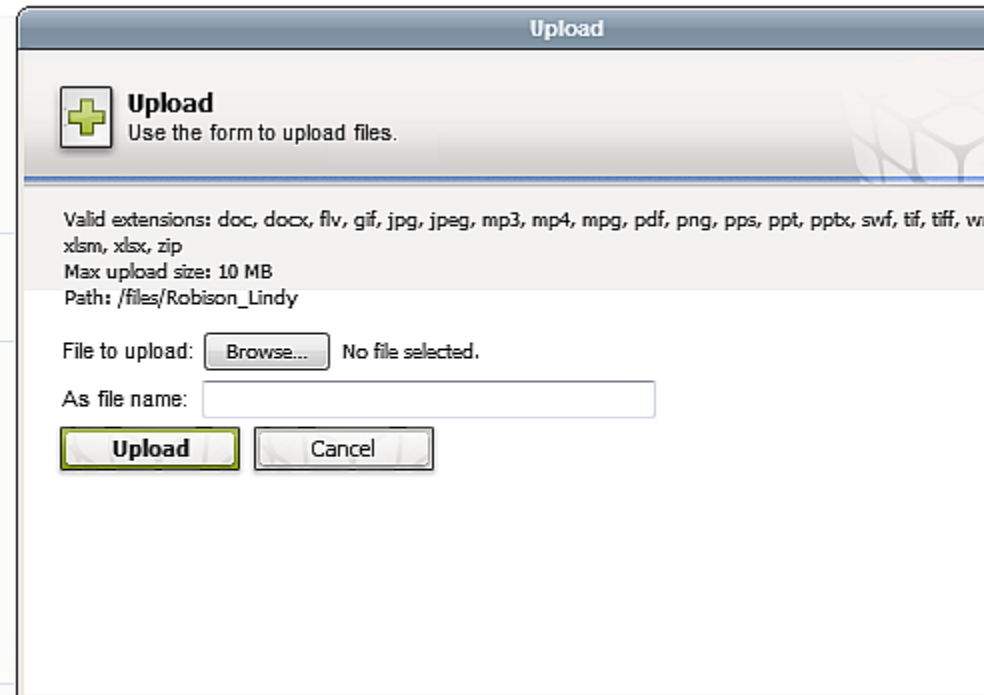
24. These are all the folders where uploads are located. If the list of folders which includes Lindy’s does not come up, click on “Favorites”. Page down to find Lindy’s folder. A screen shot of this box is shown on the next page. (Note, if this is a new faculty that does not yet have a folder here, you must create one 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 screen shot 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.



Organize ▾












New folder

- McKeown_Charles
- Me-Nsope_Nathalie
- Miller_S
- Minde_Issac
- Moser
- Moser_Coletta
- Muyanga_Milu
- Myers_Bob
- Nakasone_Eduardo
- NANKHUNI_FLORA JANET
- Norris_Patricia
- Novak_Diana
- Novak_Diane
- Nyange_David
- Ortega_David
- Peterson_Chris
- Porter_Maria
- Reardon_docs
- Reyes_Byron
- Risch_Corey
- Robison_Lindon**

Documents library

Robison_Lindon

Name

-  farmland transactions.relational goods.7.28.2016.pdf
-  History_Seminar_May_2015_Robison_notes_v1.pdf
-  AFRE.interim.chair.message.5.30_v2.docx
-  AFRE.interim.chair.message.5.30.docx
-  17300810575_6e3b32af97_o_Lindy_Fres_Spring_2015_original.jpg
-  Lindy_Fred_Poston_Spring_2015.jpg
-  Robison_Lindon_Biographical Information_v1.docx
-  review.relationship.economics.pdf
-  review.relationship.economics.AJAE.Zapata-1370-2.pdf
-  review.relationship.economics..pdf
-  Robison_Lindon_Biographical Information.docx

27. When you highlight the title of the pdf you want to up , then click on upload
Then as the screen below shows, the title will appear, and you click on “upload”.

Upload
Use the form to upload files.

Valid extensions: doc, docx, flv, gif, jpg, jpeg, mp3, mp4, mpg, pdf, png, pps, ppt, pptx, swf, tif, tiff, wmv, xls, xlsx, zip
Max upload size: 10 MB
Path: /files/Robison_Lindy

File to upload: farmland transactions.relational goods.7.28.2016.pdf

As file name:

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).

The screenshot shows the Moxiecode File Manager interface. The title bar reads "Moxiecode File Manager". The selected folder is "/files/Robison_Lindy". The interface includes a sidebar with "Categories" (files, History, Favorites) and a "Preview" section. The main area displays a file list with columns for "Filename", "Size", "Type", and "Modificationdate". The "Insert" button in the preview pane is circled in red.

Selected folder: /files/Robison_Lindy

Create folder Upload Refresh

Folders: 0, Files: 4, Total file size: 832 KB, Access: RW

Check all | Uncheck all With selected: Cut | Copy | Paste | Edit | Rename | Delete | Zip

	Filename	Size	Type	Modificationdate
	..		parent	
<input checked="" type="checkbox"/>	farmland_transactions.relational_goods.7.28.2	684 KB	pdf	2016-08-10 15:55
<input type="checkbox"/>	History_Seminar_May_2015_Robison_notes_	15 KB	pdf	2015-06-19 12:28
<input type="checkbox"/>	review.relationship.economics.AJAE.Zapata-1370-2.pdf	41 KB	pdf	2014-04-11 13:05
<input type="checkbox"/>	review.relationship.economics.pdf	92 KB	pdf	2014-04-11 13:04

farmland_transactions.relational_gc

Insert | Download | View

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.

