Setting Up Your Selected Works

Quick Guide

1. Establishing A Selected Works Page
   - Go to http://trace.tennessee.edu and click on the Establish a SelectedWorks Page button in the left sidebar.
   - Click the link http://works.bepress.com/ under Getting Started.
   - Click Start Your Selected Works Site. If you already have a Bepress account, log in with your email address and password. If you don't have an account, click Sign up under Create New Account.
   - To create a new account, fill out all the required fields in the new account form.
     - After filling out the form and pressing the sign up button, you will receive a confirmation email. Follow the link in this email to begin creating your site.
2. Building Your Site

- Follow the link in your confirmation email to begin building your site.

Step 1

- Choose your site url. Caution: *You will not be able to change this url later, so pick a good one!*

Step 2

- Identify your Institution. Enter “University of Tennessee” and press the Find My Institution button. Click the appropriate result.

Step 3

- Pick your academic fields. Use the expandable lists to select as many academic fields as appropriate.
- When you are finished, check the box in the yellow part of the screen to agree to the SelectedWorks Terms of Service and Privacy Policy.
- Press the Build Site Now button.
- Once processed, your browser should automatically take you to the main edit page for your SelectedWorks page.
3. Personalizing Your Page

- The right hand toolbar includes the **Edit My Photo**, **Edit About Me**, **Edit My Background Info**, and **Edit Links** buttons.

- Click on the **Edit About Me** button in the right hand side bar to enter your:
  - Full name
  - Email address
  - Change your institution
  - Add titles and affiliations
  - Contact information
  - Upload your CV
  - Upload your photo

- Click on the **Edit My Background Info** to enter your:
  - Areas of expertise
  - Courses/Seminars taught
  - Honors and Awards
  - Add/remove disciplines

- Click on the **Edit Links** to add links. In the left hand column, type the Title for the link as you wish it to appear on your site. In the right hand column, enter the link.

- In the middle of the page you will find the **Edit My Intro Paragraph**, **Categorize My Writings**, **Upload Content**, and **Collect bepress Content** buttons.
  - Click **Edit My Intro Paragraph** to add introductory text to your site.
  - Click **Categorize My Writings** to organize your works. (See Section 5 for more information).
  - Click **Upload Content** to load articles, books, and other documents to your page.
  - Click **Collect bepress Content** to search all bepress journals, series and repositories for content that may belong to you. This content can then be added to your SelectedWorks site.
4. Uploading Content

- Press the **Upload Content** button in the main menu.

- Complete the form to upload a new document.
  - Select the **document type** from the drop down list.
  - Add any additional **authors**.

- Enter the citation information. The information required varies from one document type to the next. (Ex: articles and books). Different information fields are also available per different document types.
Next, you may classify and index your content.

- You can add **subject headings** for the document to classify your writings by your own unique subject areas on your page. (See Section 5 for more information).
- You can also use the expanding menus to select or remove disciplines that fit your publication.
- You may also enter keywords to help users find your work. Remember to separate keywords with commas.

Next, you may paste or type an abstract for publication.
Note: If using more than one paragraph, select “multiple paragraphs as indicated by blank lines” to create a double space between paragraphs. You may also select “paragraphs formatted with HTML tags” to customize your abstract with the HTML tags in the box below:

How to include HTML tags

To get this effect: Type this:
Bold phrase <strong>bold text</strong>
Italic phrase <em>italic phrase</em>
Text with subscript Text with <sub>subscript</sub>
Text with superscript Text with <sup>superscript</sup>
This is the first paragraph. 
This is the second paragraph.

Finally, you can either upload your file, provide a link to the full text file, or publish the meta data (citation) only.

If you click **upload a file**, a field will appear for you to select your file from your computer.

If you click **provide a link to the full text**, a field will appear for you to enter the link.

After you have filled out all the information, click the **upload** button to upload your document to your site.
5. Categorizing Writings

- Click on the **Categorize My Writings** button in the main menu on your page.
- You may organize your writings by **subject heading** or **document types**.
- To organize documents by **document type**, check the box next to “organize my homepage by **document type**.” You may then change the label for these document types and sort the order in which they appear on your **SelectedWorks** homepage.

You can also create unique **subject headings** to organize your writings. (Example: Some users prefer to organize their content by subject area instead of document type).

- To do this, check **Organize my homepage by subject headings** and enter as many **subject headings** as you wish. Press “New Row” for additional rows to enter additional headings.
• Next, click the **Assign papers to subject headings** button. Here you can choose which subject heading to assign your papers to. Choose the appropriate subject heading for each document and then click the **save changes** button.

![Assign Papers to Subject Headings](image)

• Your homepage should now organize your writings by subject headings.

6. **Accessing Your Account Again**

• To re-enter your account at a later date, go to [http://trace.tennessee.edu](http://trace.tennessee.edu) and click on the **Log into Selected Works** link in the left tool bar.

• Enter your email and password to access the **My Account** page.

• Click the **Edit My Site** link to return to the Edit page.

7. **Further Help and More In-Depth Guides**


• Selected Works FAQs: [http://works.bepress.com/faq.html](http://works.bepress.com/faq.html)

• Trace User Support: [http://wp.lib.utk.edu/tracesupport/](http://wp.lib.utk.edu/tracesupport/)

• Contacts:
  - **Trace Administrator**: Seth Jordan, sjordan@utk.edu
  - **Associate Dean for Scholarly Communication & Research Services**: Holly Mercer, hollymercer@utk.edu

• For further information on a particular topic, you may contact the appropriate librarian liaison from the following page: [Subject Librarian Liaison](http://trace.tennessee.edu/subjectliaison)