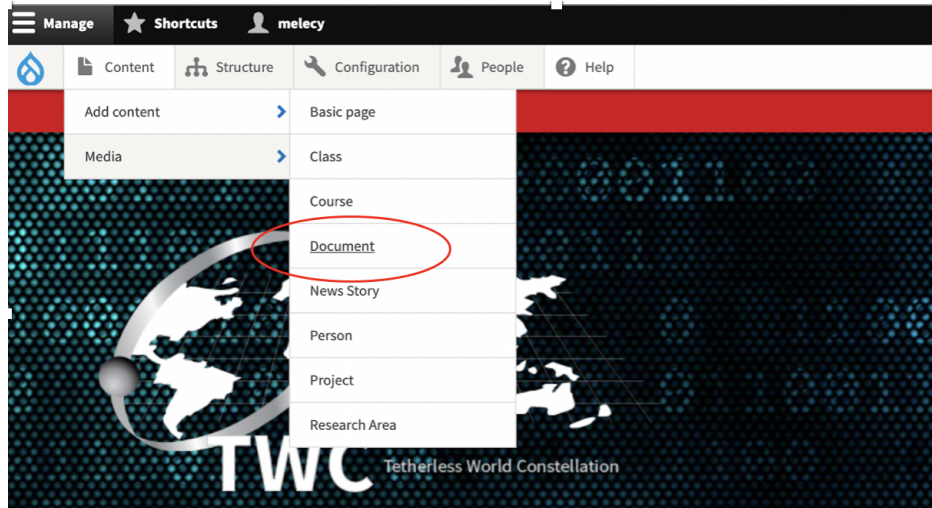


(All TWC employees and staff have this level of access)

1 - From white navigation bar, select Content > Add content > Document



2 - On “Create Document” screen, add Title, Document Type and Publication Date; for Document Type, type first few letters of words “Publication” (pub) or “Presentation” (pre).

Create Document

[Home](#) » » [Add content](#)

Title *

Document Type

Publication (531)

Publication Date

11/16/2021

Abstract ([Edit summary](#))

Create Document

[Home](#) » » [Add content](#)

Title *

Document Type

Presentation (532)

Publication Date

11/16/2021

Abstract ([Edit summary](#))

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Format Styles Source

3 - Add in as much information as possible in remaining fields

- **Project**

Type first few letters of project title that is used on project pages (<https://tw.rpi.edu/projects>).

- **Authors**

Only add authors that are listed in TWC People pages and Project pages. To add, type first few letters of person's name.

PROJECT

+

"Health Empowerment by Analytics, Learning, and Semantics (HEALS) (4679)"

Add another item

Show row weights

RESEARCH AREA

+

Add another item

Show row weights

CONCEPT

+

Add another item

Show row weights

AUTHORS

+

Deborah L. McGuinness (9993)

+

John S. Erickson (5948)

Add another item

Show row weights

- **Published in**

Type first few letters of publication name to see if it already exists in the portal; if it does not, type in the name of the entire Publication title.

- **Presented at**

If relevant, type the first few letters of the event name to see if it already exists in the portal; if it does not, type in the name of the event title and add date and location of event in following fields.

[Show row weights](#)

PUBLISHED IN

✚ Semantic Web Journal (658) ○

Add another item

[Show row weights](#)

PRESENTED AT

✚ ISWC 2003 (571) ○

Add another item

Event Start Date

11/15/2023

- Leave the “Research area” and “Concept” fields blank

4 - Check the box for “Published” ***if entry is complete*** or leave unchecked and select “Preview” if you prefer to quality check your update.

Keep in mind, partial entries are possible. You can always return to your update after and make additional changes then publish.

5 - Select “Save”

Additional Info:

- There is no need to make any selections on screen on right (see image below)

▼ **MENU SETTINGS** (Not in menu)

☐ Provide a menu link

▼ **URL ALIAS** (Automatic alias)

☒ Generate automatic URL alias

Uncheck this to create a custom alias below.

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

▼ **AUTHORING INFORMATION** (By melecyc (767) on 2021-11-17)

Authored by

melecyc (767) 

The username of the content author.

Authored on

11/17/2021 10:53:15 AM

Format: 2021-11-17 10:53:15. Leave blank to use the time of form submission.

▼ **PROMOTION OPTIONS** (Promoted to front page)

☐ Sticky at top of lists

☒ Promoted to front page