ADDING PUBLICATIONS

to RISELab website

To enter the Editing mode, please go to: https://rise.cs.berkeley.edu/login/

Your login/password should be the same as for your LDAP; if you are having trouble logging on, please contact

rise-admin@eecs.berkeley.edu

STEPS 1 - 5: Once in Dashboard, please select Publications/Add New (**fig. 1 and 2**); then add title (**fig. 3**) and Abstract/Summary (**fig.4**). *Note: if you copy-& paste from MS Word or Google Docs, the formatting will paste in as well. This may or may result in desired outcome. If your page isn't displaying like other pages on the site, click the "Text" tab (next to "Visual") and strip out unnecessary markup, or re-paste your content while the "Text" tab is selected.*
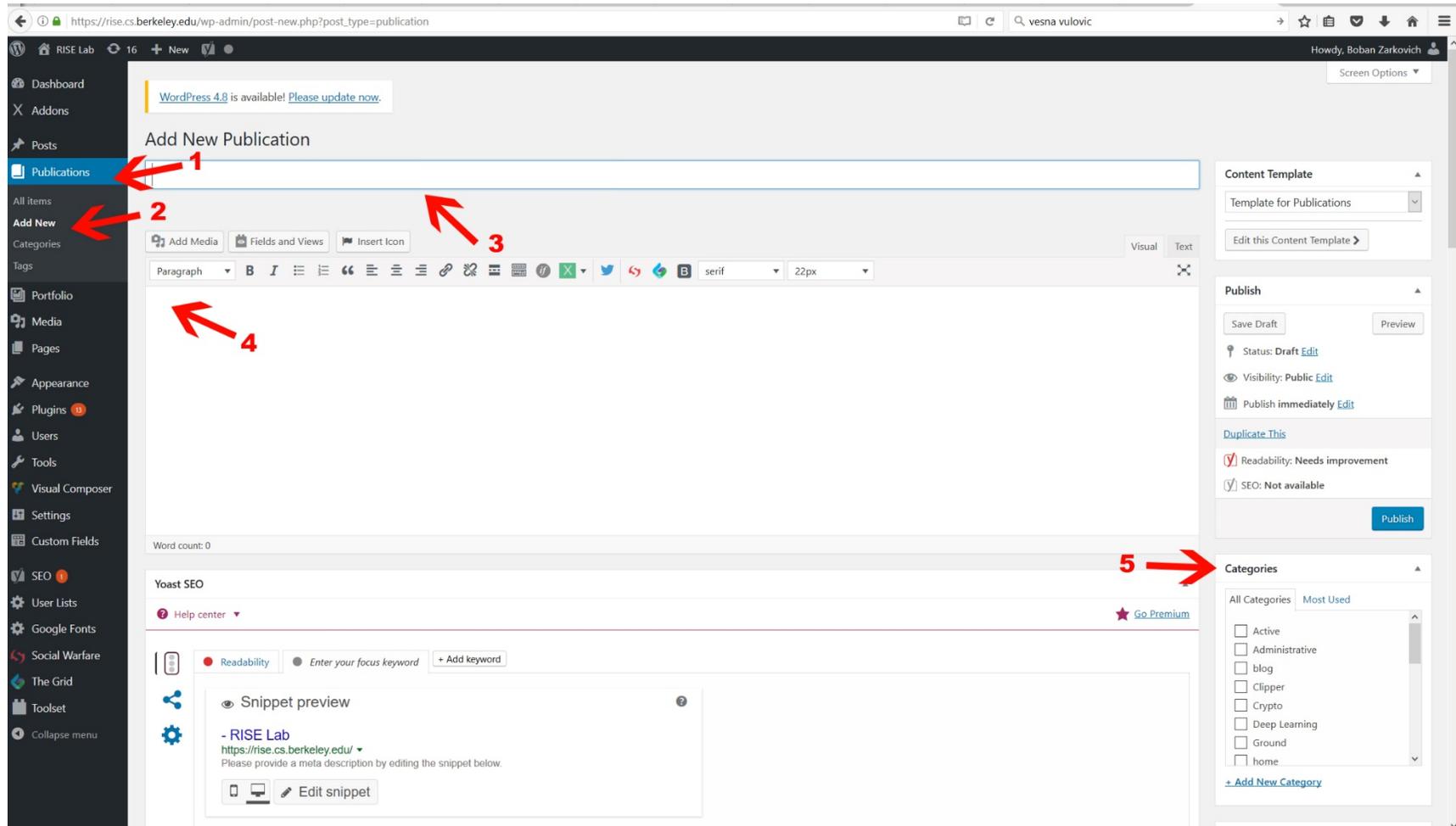
Fig. 5 (Categories): if you are adding a Publication, please do not select anything here (there is a separate field for Tags); *if you are adding a new Blog or News item, please select them from the list – otherwise, they will not get published under the appropriate category.*

STEPS 6 - 11:
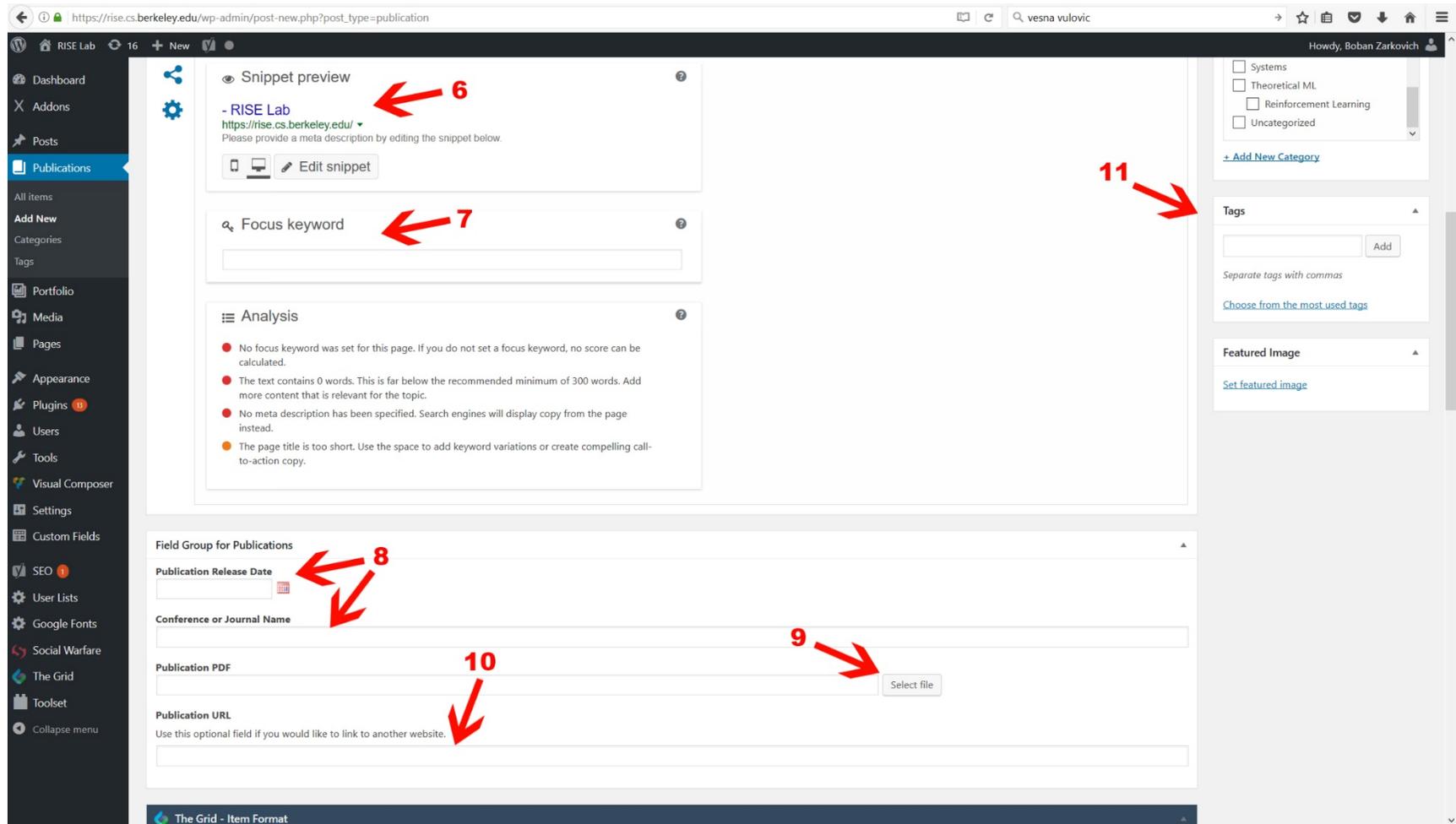
Fig. 6: Yoast helps you manage what your social links and Google search results will look like for your page. "Snippet preview" shows a preview of that information. By default, it is pulling the body content. The text is trimmed because Google imposes char counts. You may want to rewrite your titles to better conform to these standards. Click "Edit snippet" button to make any edits

Fig. 7: Optional. The focus keyword is a helper tool for writing better social and search language. If, for example, you were most interested in having this page be found when users search on "iterative", you would enter "iterative" in this box. Yoast then provides diagnostics and tips below to assist you in writing better search content. Green = good, but note that it's tough to get all green feedback here. So just do your best, or go with the defaults

Fig. 8: Always enter the original publication release date and Conference/Journal name

Fig. 9: Optional; it allows you to upload a pdf file to the site, so users can access your publication. Only PDF is currently supported.

Fig. 10: Alternatively, you can enter a link to where the publication is posted off-site, or to some other website (typically, arxiv.org)

**Fig. 11**: This is where you'd enter Tag words for Search Optimization

STEPS 12 – 14:

Fig. 12: If you plan to enter graphics, sound, video etc. as part of your publication, this is where you do it. Click on appropriate tab to upload the file(s).

Fig. 13: Strongly recommended. This text is used to provide a bit more context to users. If you do not provide this information, the first 80 characters of the body content will be used, which may result in truncated content being displayed

Fig. 14: You can add up to 10 authors. Their names will appear on the detail page, below the descriptive body. Only users that have registered on the RISELab site will appear in the dropdown menu (their names will link to their page on the website). If your team member is not listed, type the name in the right hand field

STEPS 15 – 16:
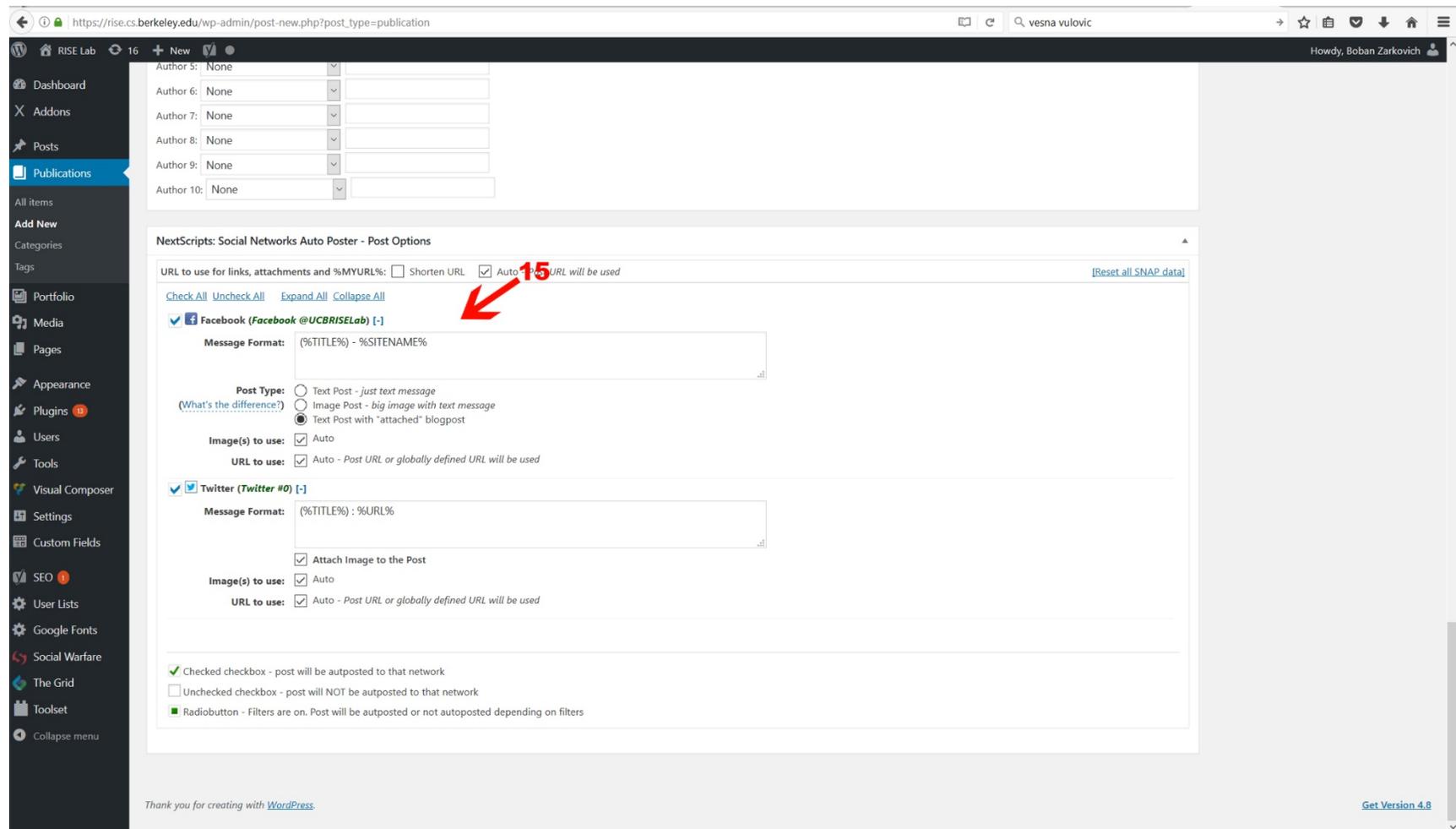
Fig. 15: All our content additions are set to automatically trigger social media posts. It is best to leave these values as default.

Fig. 16: The most important part: once all the editing has been done, don't forget to scroll up and click **Publish**!