

# ADDING PUBLICATIONS

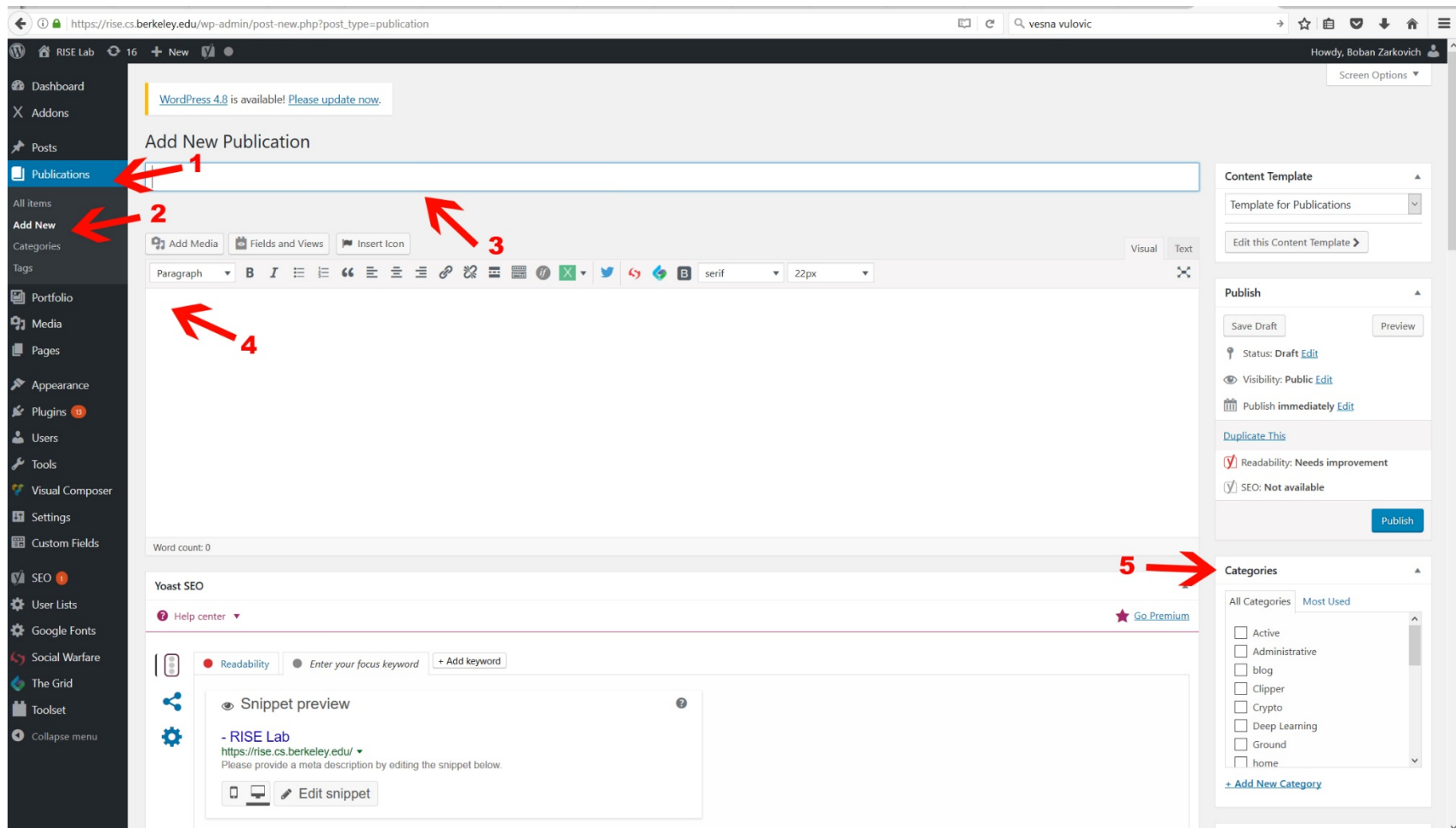
to RISELab website

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](mailto: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:**

The screenshot shows the WordPress admin interface for adding a new publication. The left sidebar contains the navigation menu with 'Publications' selected. The main content area is divided into several sections:

- Snippet preview** (Arrow 6): Shows the preview of the publication snippet, including the title '- RISE Lab' and the URL 'https://rise.cs.berkeley.edu/'.
- Focus keyword** (Arrow 7): A text input field for the focus keyword.
- Analysis**: A section providing feedback on the publication, including:
  - No focus keyword was set for this page. If you do not set a focus keyword, no score can be calculated.
  - The text contains 0 words. This is far below the recommended minimum of 300 words. Add more content that is relevant for the topic.
  - No meta description has been specified. Search engines will display copy from the page instead.
  - The page title is too short. Use the space to add keyword variations or create compelling call-to-action copy.
- Field Group for Publications** (Arrow 8): A section containing several fields:
  - Publication Release Date**: A date picker field.
  - Conference or Journal Name**: A text input field.
  - Publication PDF**: A text input field with a 'Select file' button (Arrow 9).
  - Publication URL**: A text input field with a note: 'Use this optional field if you would like to link to another website.' (Arrow 10).
- Categories** (Arrow 11): A section on the right sidebar showing a list of categories: Systems, Theoretical ML, Reinforcement Learning, and Uncategorized. There is a '+ Add New Category' link below the list.
- Tags**: A section on the right sidebar with a text input field and an 'Add' button. Below the input field, it says 'Separate tags with commas' and 'Choose from the most used tags'.
- Featured Image**: A section on the right sidebar with a 'Set featured image' link.

**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:

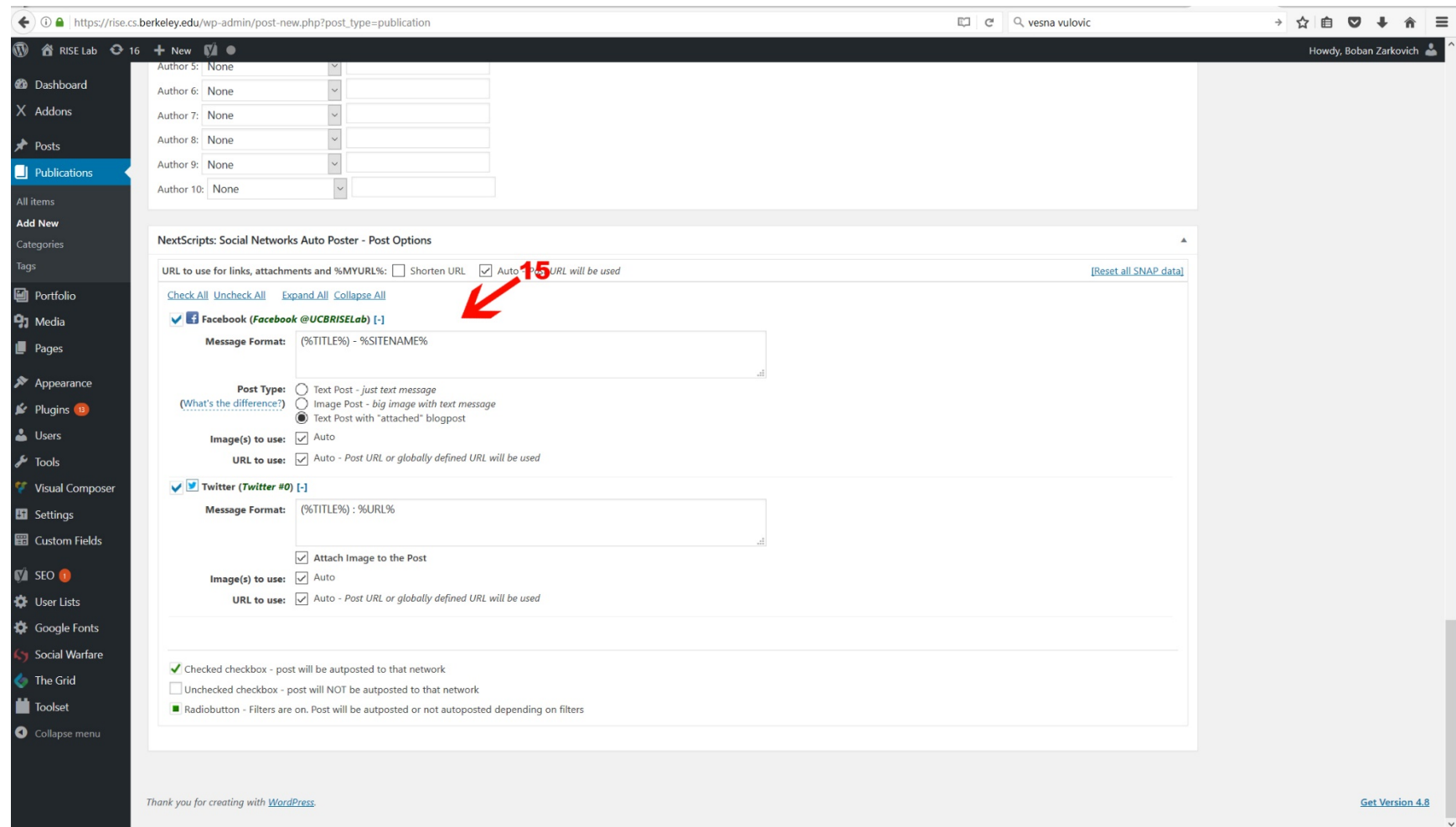
The screenshot shows the 'The Grid - Item Format' settings page in a WordPress admin interface. The left sidebar contains various navigation options. The main content area is divided into several sections. The 'Alternative Media' section has radio buttons for 'Default', 'Gallery', 'Audio', 'Video', 'Quote', and 'Link'. The 'Alternative Link' section has a text input and a 'Self' dropdown. The 'Item Skin' section has a 'Select a skin' dropdown. The 'Item Size' section has 'col(s)' and 'row(s)' inputs. The 'Excerpt' section has a large text area. The 'Publication Authors' section has five rows of 'Author' dropdowns and text inputs. Red arrows and numbers 12, 13, and 14 point to the 'Image' tab, the 'Excerpt' section, and the 'Publication Authors' section respectively.

**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:**



The screenshot shows the WordPress admin interface for the NextScripts: Social Networks Auto Poster plugin. The left sidebar contains various WordPress menu items, and the main content area displays the 'Post Options' for the plugin. A red arrow points to the 'Auto' checkbox for the 'URL to use' option for Facebook, which is labeled '15'.

**Author Selection:** A list of 10 author dropdown menus, each labeled 'Author 5' through 'Author 10'. Each dropdown is currently set to 'None'.

**NextScripts: Social Networks Auto Poster - Post Options**

**URL to use for links, attachments and %MYURL%:** ☐ Shorten URL ☒ Auto <sup>15</sup> URL will be used [\[Reset all SNAP data\]](#)

**Check All Uncheck All Expand All Collapse All**

**Facebook (Facebook @UCBRISLab) [-]**

**Message Format:** (%TITLE%) - %SITENAME%

**Post Type:** ☐ Text Post - just text message ☐ Image Post - big image with text message ☒ Text Post with "attached" blogpost (What's the difference?)

**Image(s) to use:** ☒ Auto

**URL to use:** ☒ Auto - Post URL or globally defined URL will be used

**Twitter (Twitter #0) [-]**

**Message Format:** (%TITLE%) : %URL%

☒ Attach Image to the Post

**Image(s) to use:** ☒ Auto

**URL to use:** ☒ Auto - Post URL or globally defined URL will be used

**Legend:**

- ☒ Checked checkbox - post will be autoposted to that network
- ☐ Unchecked checkbox - post will NOT be autoposted to that network
- ☒ Radiobutton - Filters are on. Post will be autoposted or not autoposted depending on filters

Thank you for creating with [WordPress](#) [Get Version 4.8](#)

**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!**

