Getting Started in OpenScholar

OpenScholar

Tool Name: **OpenScholar**

Type: **Personal Websites for Scholars, Ö Ö   Web-based Site Building and Management Tool**

Location: **http://scholar.princeton.edu/**

Your new OpenScholar site is ready for you to edit. **After visiting your site enter your Net ID and password to login (if site is public, click on the login link at the bottom of the page to log in to the system) if you have not done so already.**

To see your site after you make changes from the Admin Bar, click the Home icon.

Setting Your Site to Public

To set your site to Public from Private Ö Ö , go to the top of your site and click on Settings. Click the radio button next to "Public on the Web".
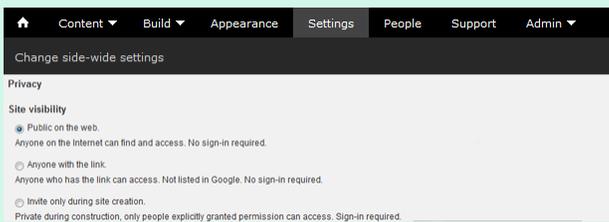
Editing the Header

To edit your header information for your site, hover over the header until you see a gear icon. Click the gear and in the drop down menu choose "Edit Widget". Click Save after you edited your information.
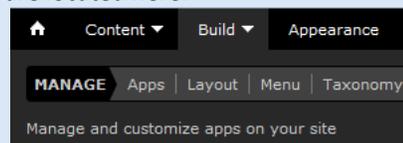

Admin Bar

Build

Location: **Admin Bar➔Build**

Build contains the main features that allow you to turn on content and add content to your site. Apps (Features), Layout, Menu, and Taxonomy are located here.

Settings
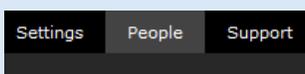
Location: **Admin Bar➔Settings**

The Settings area allows you to set your Privacy, clear Site Cache and even attach a Google Analytics ID to your site.
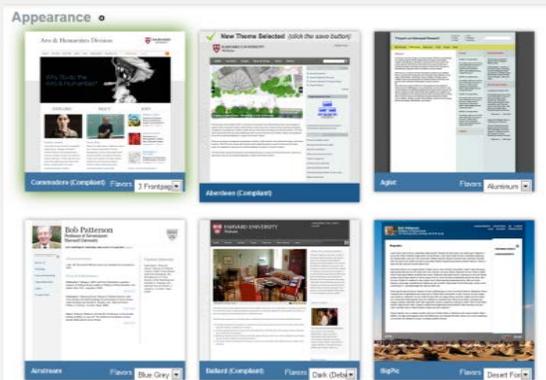
People

Location: **Admin Bar➔People**

The people section of the Admin Bar allows you to add users to your site and give them editing rights to your site.

Appearance

Location: **Admin Bar→Appearance**

Clicking the **Appearance** button on the Admin Bar selects a theme. Themes are visual presentations of a particular look and feel. You can change your theme at any time. Changing the theme only affects the look and feel of your site, but not the content you've created. However you may have to re-add widgets to your site layout after changing the theme, since each theme has a set of default widgets and positions where they are placed on the site layout. You cannot edit CSS files for the themes (it's a fixed design).
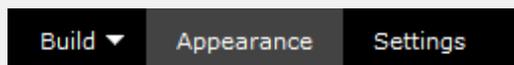
Find Files

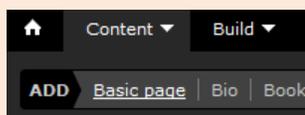Location: **Admin Bar→Content→Find**

In the Find section, you can review the content you created on your site (your Bio, pages, etc.) and files you attached to your site. You can edit and delete content from this section of your Admin Bar.
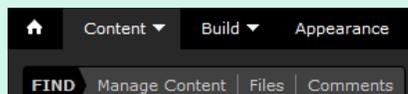
Create New Pages

Location: **Admin Bar→Build→Apps→Basic Pages**

To create new pages, enable **Basic Pages** in the Apps section of the Admin Bar (choose either Private or Public). Click the Save button. Click on **Content > Add > Basic Page**. Enter a page a title and fill in the body of the page. Click Save after you are finished. You can add this page to your main menu by clicking on **Menu Settings** and check **Provide a menu link**.

Apps (Features), Layout, and Menu

Apps (Features in older version)

Location: **Admin Bar→Build→Apps**

Apps (called Features in old version) is the area where you turn on tools that allow you to add content and build out your page. You can also set different areas to Private or to hide them all together, by set them to Disabled. When you are finished, click on Save to save your changes.

Layout

Location: **Admin Bar→Build→Layout**

Select Layout to alter the layout of the widgets on your site. You can also add new widgets by dragging them from the top menu of widgets.

Menu

Location: **Admin Bar→Build→Menu**

There are two menus included in your website, the Primary menu and the Secondary menu. The links contained in these menus and the sequences of links within the menus can be controlled the Menus page.

Help

For more info, see the Princeton OpenScholar Support page at http://scholar.princeton.edu/openscholar. For questions about OpenScholar, you can email openscholar@princeton.edu. u