

# Getting Started in OpenScholar



Tool Name: **OpenScholar**

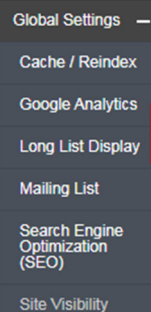
Type: **Personal Websites for Scholars, Web-based Site Building and Management Tool**

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

After visiting your site (which if it's a Lab site, by default, is set to Private), 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). To see your site after changes are made click the Home icon in the Admin Bar.

## Setting Your Site to Public

To set your site to Public, go to **Settings > Global Settings > Site Visibility** and choose **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

### Settings

Location: **Admin Bar > Settings**

The **Settings Menu** is broken down into **three sections, Enable/Disable Apps, Apps Settings, and Global Settings**. To make tools available, they need to be turned on under Enable/Disable Apps. Certain Apps, like Publications, have settings that can be changed. These changes will happen in Apps settings. Global Settings are settings that relate to Site Visibility, Site cache, and other options outside of App Settings.

### Site Content

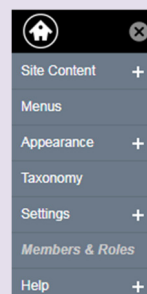
Location: **Admin Bar > Site Content**

Under **Browse**, you can view content that has been added to the site. Add will allow you to add new content. Import will allow you to import content

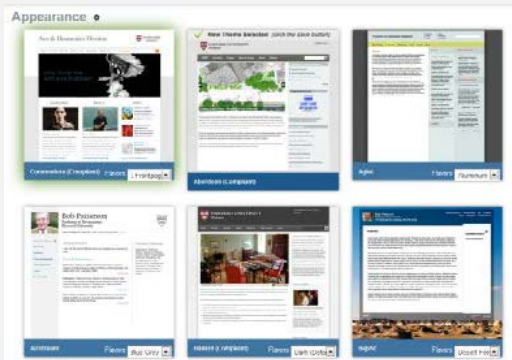
### Members and Roles

Location: **Admin bar > Members & Roles**

**Members & Roles** allows you to **add other people** that have OpenScholar account to your site. The person must have an **active netID**. The roles you can add people are Administrator, Content Editor, Basic member, Viewer.



## Appearance



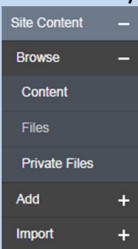
Location: **Admin Bar > Appearance > Themes**

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 > Site Content > Browse**

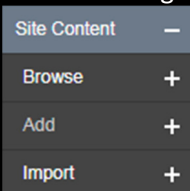
You can review the content you created on your site (your Bio, pages, etc.) and files you attached to your site. You can edit and delete content from this section of your Admin Bar.



## Create New Pages

Location: **Admin Bar > Site Content > Add > Page**

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 Site Content > Add > 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.



## 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](mailto:openscholar@princeton.edu).

## Apps, Layout, and Menu

### Apps

Location: **Admin Bar > App Settings**

Apps 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 setting them to Disabled. When you are finished, click on Save to save your changes.

### Layout

Location: **Admin Bar > Appearance > 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 > 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 Menu page.

