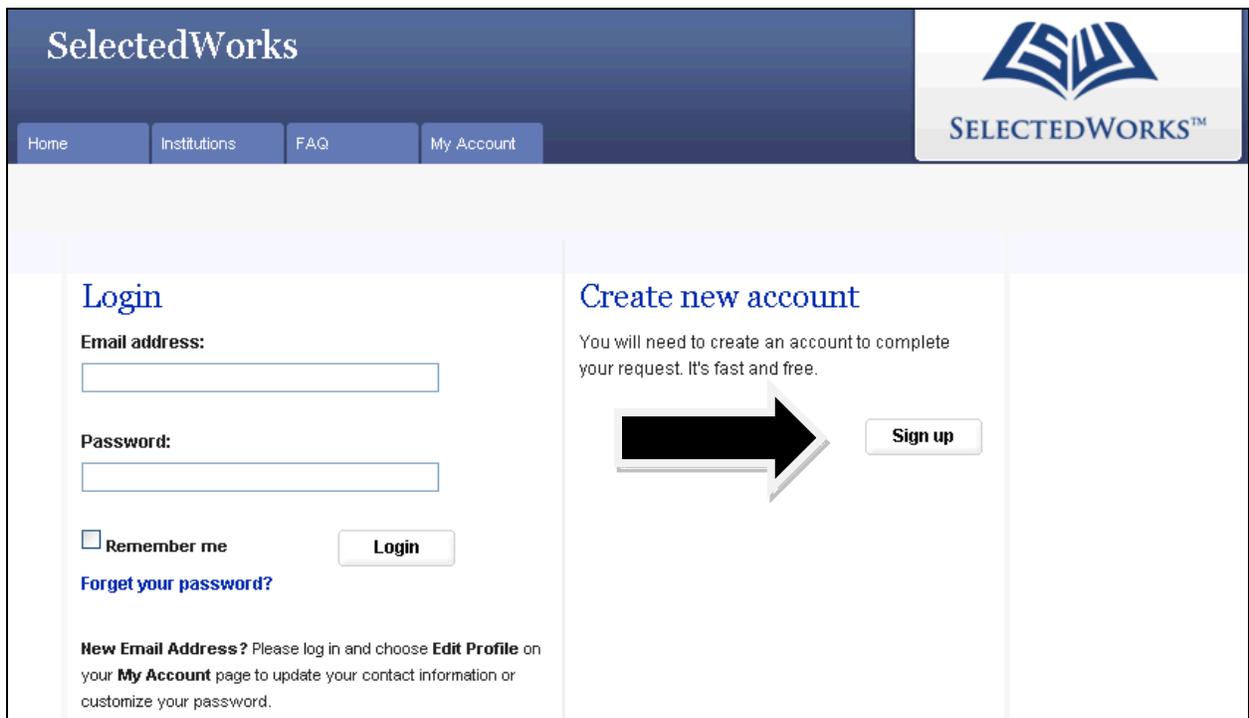


## How to create and update your bepress SelectedWorks page

The Berkeley Electronic Press (bepress) Legal Repository offers working papers and pre-prints from scholars and professionals at top law schools around the world. If you do not have a bepress account and would like to promote your work, go to <http://works.bepress.com/> and click the **START Your SelectedWorks Site** button.



Create your new account by clicking the **Sign up** button.



Complete the form then check your mailbox for confirmation email.

# SelectedWorks

Home   Institutions   FAQ   My Account

Please complete this form to create your user account. Use proper casing for names and institution publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an \*:

Email address \*

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password \*

Re-enter Password \*

Click the link in the email message to confirm your account.

Thank you for your interest in creating a free account in The Berkeley Electronic Press ("bepress") system. Academics, researchers, and site administrators use their bepress accounts to access a wide range of services, publications, institutional repositories, and research portals.

To confirm your account and resume your activity, please click [here](#).

If you experience problems clicking the link above, copy the URL below and paste it into your browser:

[http://works.bepress.com/cgi/sw\\_user\\_setup.cgi?cc=wh8MPsTQ&login=1859433](http://works.bepress.com/cgi/sw_user_setup.cgi?cc=wh8MPsTQ&login=1859433)

Still having trouble logging in? Please email us at [support@works.bepress.com](mailto:support@works.bepress.com).

Once you confirm your account, you will be able to start building your bepress SelectedWorks page immediately. Follow the steps that are listed.

You are just minutes away from having your own site to promote your scholarship.

Click here to download the [SelectedWorks User Guide](#)

## 1 Your Site's URL

### Choose your URL

Unlike everything else on your *SelectedWorks* site, you will **not** be able to return to edit the URL later so if you don't like "price\_cook" in the URL below, please choose an alternative.

http://works.bepress.com/

## 2 Identify Your Institution

### Search

For best search results of the 1500 institutions in SelectedWorks exclude generic words like "University of" and "College of" from your search query. For example, if your institution is the University of California, Berkeley, search simply for "Berkeley".

Start search here:

Skip this step. I don't have an institutional affiliation.

To further customize your page, click the + beside the academic fields to expand the subfields. Choose the relevant topics, then hit Select. Accept the terms of service and privacy policy, then click Build Site Now.

**3 Pick Your Academic Field(s)**

Academic field(s) are required to index your site.

**Available:**

- + Architecture
- + Arts and Humanities
- + Business
- + Education
- + Engineering
- + Law
- + Life Sciences
- + Medicine and Health Sciences
- + Physical Sciences and Mathematics
- + Social and Behavioral Sciences

**Selected:**

Select >  
< Remove

By checking the box you agree to the *SelectedWorks* [Terms of Service](#) and [Privacy Policy](#)

Build Site Now

It will take a few seconds to update then you will be sent to this landing page for further editing options. Click the **Update Site** button to save any changes. You will be notified by email once the update is complete.

**Congratulations! You can now begin populating your SelectedWorks site.**

- Once all changes/edits are made, click 'Update Site' to request that your changes be made visible. (You will be notified by e-mail once the update is complete.)

**Update Site**

**Edit My Intro Paragraph**  
Tell readers about yourself and provide context for the scholarship you are pursuing.

**Categorize My Writings**  
We leave it up to you to decide how to organize your SelectedWorks.

**Upload Content**  
Upload an article, book, book contribution, popular press, unpublished paper, presentation or other document here.

**Collect bepress Content**  
Search all bepress' journals, series and repositories for papers that may belong to you.

**Edit My Photo**

Join My Mailing List  
Enter email here Sign Up

**Edit About Me**  
Price Cook  
No institutional affiliation  
Contact Information

**Edit My Background Info**

**Edit Links**

Search the SelectedWorks of Price Cook  
Search

After you create and upload your site content, refresh the webpage, then you will see that the landing page will have a **site management tools** section. You may make changes to your page as often as you would like.

PRICE COOK	SELECTEDWORKS SITE MANAGEMENT TOOLS	ACTIVITY
<b>Upload a Paper</b>	Upload new submission.	
<b>Invite/Remove Subscribers</b>	Invite colleagues and readers to be notified of new works.	Total Subscribers: 0
<b>Edit My Site</b>	Add to your site or make changes (everything but the URL is customizable).	Last updated 09/13/2013

When you click any of these site management tools, you will then find tabs at the top of the page that will assist you with revision and mailing list capabilities, usage statistics, and editing rights.

The screenshot shows a navigation bar with the following tabs: Upload Content, Edit My Site, View Site, Reports, Mailings, My Editors, and My Account. Below the navigation bar, the main content area features the text "SelectedWorks of Price Cook" on the left and the SelectedWorks logo on the right. The logo consists of a stylized blue book icon above the text "SELECTEDWORKS™". Below the main content area, there are three buttons: Author Home, Browse Subjects, and Browse Article Types.

If you have general questions, you may find answers here: <http://works.bepress.com/faq.html>. If you have questions about the creation or editing process, or would like for an administrator to make updates for you, please contact Price Cook at [pcook@charlestonlaw.edu](mailto:pcook@charlestonlaw.edu) and she would be happy to assist.