

Adding DocuFax Files

Adding Documents

The term document in ERes refers to any number of file formats including, but not limited to, Microsoft Word, Microsoft PowerPoint, images, text, and Adobe Acrobat. In addition to the ability to upload files, ERes has the ability to receive documents via DocuFax. DocuFax allows you to take a hard copy of a document and fax it into the ERes server where it is converted to Adobe Acrobat format (.pdf). You can then post the document to your Course Reserves Page. **If you wish to fax documents to the ERes server, use the following fax number: 215-951-6857 (from on-campus use x6857).**

L001 - Comparative Religions (Spring 2005) - Wiemer

Course Info

Documents

Page Management

| | |
|--|---|
| Course Reserves Page Settings | Manage the basic properties of this course reserves page, including course number, course name, term, year, etc. |
| Crosslistings | List this course reserves page under another name or department. |
| Documents & Copyright | Add, modify and delete documents and manage copyright information. |
| Re-order Documents on Course Reserves Page | Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering. |
| Manage Folders | Add folders to your course reserves page, or manage existing folders. |
| Student Email List | View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address. |

From the **Main Menu** select **Documents & Copyright**.

A new window will appear.

Document List

[+ Add Document](#) [Modify Selected](#) [Delete Selected](#) [Export Data](#)

Displaying of 0 Matching Documents << Page of 1 >>

| <input type="checkbox"/> | Document Title | Password |
|--------------------------|----------------|----------|
|--------------------------|----------------|----------|

Click on **Add Document**.

Please select from one of the following options:

- [Add a new Document](#) and associate it with this Course Reserves Page.
- [Select one or more existing Documents](#) to associate with this Course Reserves Page.

Select **Add New Document**.

Title

Pages

Description

Step 2: Provide Optional Information

[Bibliographic Information](#)

[Web Link](#)

[Hard Copy Information](#)


[Quick Text](#)

Enter a **Title** for your document. **# Pages** and **Description** are optional. Indicating the number of pages can be very useful to the students so they can plan for the number of printed pages they will be needing.

In **Step 2**, you have the option to include **Bibliographic Information**, a **Web Link**, **Hard Copy Information** or **Quick Text**. These can be added in place of or in addition to an uploaded file or faxed document. To add any of these items, click on the appropriate link and fill in the text boxes that appear on the screen. When you are done, click **Save**.

A new screen will appear giving you the opportunity to attach a file to your document. At the lower left corner of the window will appear a list of documents in the **DocuFax Staging Area**. Faxed documents are listed according to the date and time received. When you fax your document to the Server, be sure to take notice of the time the document was sent. This will make the identification process easier. You may also click on the document to preview it.







[Document Info](#) [Attached Files](#) [Page Specific Info](#) [Permission Requests](#) [Copyright & Fees](#)

 [Transfer File\(s\) To Server](#)

File(s) Attached to this Document:
There are no files attached to this Document.

File(s) in User Staging Area (Private):
There are no files in your personal staging area; use the link at the top of the page to upload files to the server.

File(s) in the DocuFax Staging Area (Shared):



| Attach | Filename | Filesize | Delete |
|---|---|----------|---|
|  | fax09_09_2004_09_23_00_am.pdf | 910 KB |  |
|  | fax09_09_2004_09_27_15_am.pdf | 327 KB |  |
|  | fax09_09_2004_09_32_07_am.pdf | 445 KB |  |

To attach a DocuFax file to your document, click on the paperclip next to the file name.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees



Transfer File(s) To Server

File(s) Attached to this Document:

| Return Filename | Filesize | Delete |
|---|----------|---|
|  fax09_09_2004_09_32_07_am.pdf | 445 KB |  |

File(s) in User Staging Area (Private):
There are no files in your personal staging area. Click the link at the top of the page to upload files.

File(s) in the DocuFax Staging Area (Shared):

| Attach Filename |
|---|
|  fax09_09_2004_09_23_00_ar |
|  fax09_09_2004_09_27_15_ar |

If you are not using folders to organize your documents, or if you wish to have this document in the Root Level of your Course Reserves Page, click on **Close Window**, which will return you to the **Page Management** Screen. If you wish to place this document in a folder, click on the **Page Specific Info** tab.

Document Info Attached Files Page Specific Info Permission Requests Copyright & Fees

Password

Place in Folder

Limit Visibility Dates? - - (MM/DD/YYYY) to - - (MM/DD/YYYY)

Check box to automatically remove from course reserves page on end date.

From this screen you can set a Password for the individual document. If you have used a Password for your Course Reserves Page, it is not necessary to enter a Password here. To place your document in a folder, click on the drop box next to **Place in Folder** and select the folder into which you would like to place your document. Click **Save** when you are done and then **Close Window**.