

Adding a Web Link

From the **Course Reserves Page Main Menu**, click on **Documents & Copyright**.

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.

The Document List window will appear.

Document List

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

Displaying 10 of 0 Matching Documents << Page 1 of 1 >>

<input type="checkbox"/>	Document Title	Password
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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.

Title
Pages
Description

Step 2: Provide Optional Information

[Bibliographic Information](#)


[Web Link](#)

✓

In the case of a **Web Link**, enter the website URL in the box indicated. Be sure to include the **http://** in the address or the link will not function properly. If your Web Link is to one of the Gutman Library Databases, be sure to include the proxy server prefix (*https://ezproxy.philau.edu/login?url=*).

When you are done, click **Save**.







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	

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.

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**.