

How to Publish a Document Page

A document is a page that can contain text, images, and attached files, all under a single title and author.

For example, if you have a topic page in your section that is devoted to E-Readers, you could add a document to that page that gives a description of the Amazon Kindle, has a picture of the various models, and includes an attached PDF file of a Kindle tip sheet that library staff can download and print to hand out at their library.

Or, if you have a group page devoted to Training Trustees, you could add a document to that page that includes a sample syllabus for a training session along with attachments of any exercises that accompany the session.

Here is an example of a published document page. The following steps will demonstrate how this page was created.

Connecticut Public Libraries: A Statistical Profile, July 2009 † June 2010

by Tom Newman

Last Modified: December 14, 2011

This report gathers data received through the annual survey submitted by Connecticut public libraries.



 [Statistical Profile Organized by Population Group](#)

 [Five-Year Statewide Summary Pages](#)

RELATED TOPICS

[Library Statistics](#)

Connecticut's Public Libraries:
A Statistical Profile
July 2009 - June 2010



Connecticut State Library
Hartford, Connecticut
2011

Summary

This profile is based on data provided in the [Connecticut Public Library Annual Report 2009/2010](#) and Application for State Grant 2010/2011. The State Library will not be printing and distributing the Profile this year.

The Statistical Profile is available in these two versions:

- Excel Version (may be customized by the user to suit local needs)
- PDF Version (can be printed at 194 pages)
- Excel Version (may be customized by the user to suit local needs)
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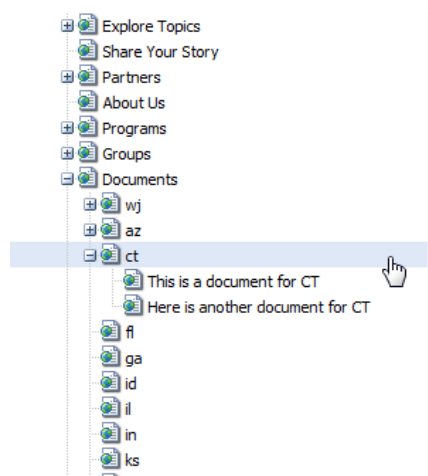
Please note: we strongly recommend the use of the Excel version. Be sure to go from worksheet to worksheet by choosing the different

tabs at the bottom of the spreadsheet. Each worksheet has a filter/sort tool that allows users to choose specific libraries by any variable (including population and wealth) and then sort them by any variable. This is an important tool if you are trying to compare libraries that serve the same size and type of community.

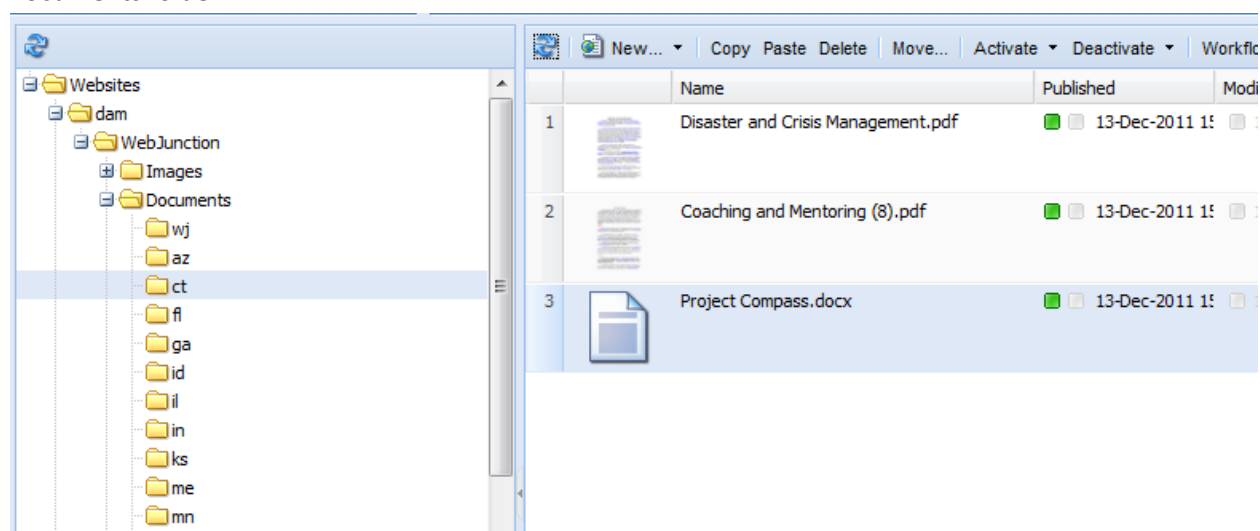
There are several other resources that are created using data from the Statistical Profile, including:

- [Automatic Chart-Makers](#) (create customized statistical charts for your library)
- [Connecticut Libraries, the Facts](#) is a one page fact sheet about public libraries in Connecticut.
- [Connecticut Public Library Statistical Trends, 2001 - 2010](#)
- [Connecticut Public Library Statistics, By County, 1996 - 2010](#)
- Five-Year Statewide Summary Pages from the Statistical Profile
- [Selected Library Statistics for All CT Public Libraries, 1996 - 2010](#)

In CQ, Document pages are all stored under **WebJunction / Documents**. Each partner has a section under Documents for their pages.



Attached files that are added to a document page are stored in the digital asset manager (DAM), in the Documents folder.



Note: Attached files that are submitted by members through a document submission form are not stored in the DAM but on a separate server, so that they can be scanned for viruses.

Steps to Publish a Document Page

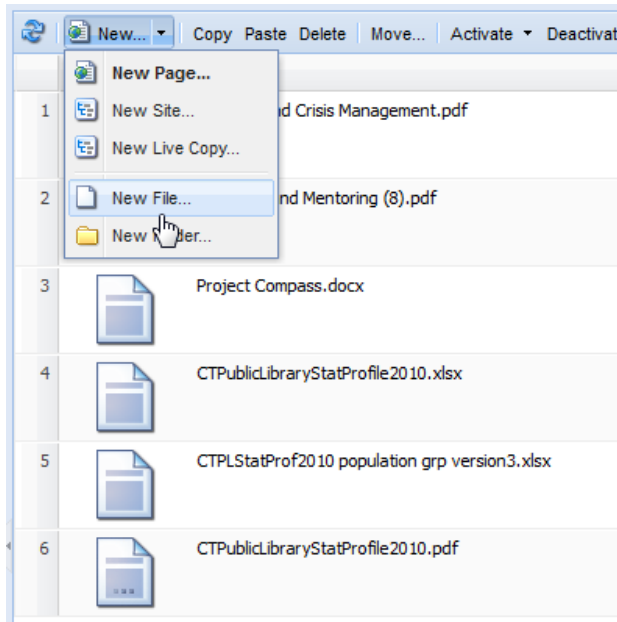
1. Upload any images used to the DAM
2. Upload any file attachments to the DAM
3. Create the Document Page from the Sample Document Page
4. Tag with Page Tags
5. Edit Document Page header
6. Attached files
7. Add any body text and images

8. Preview and publish

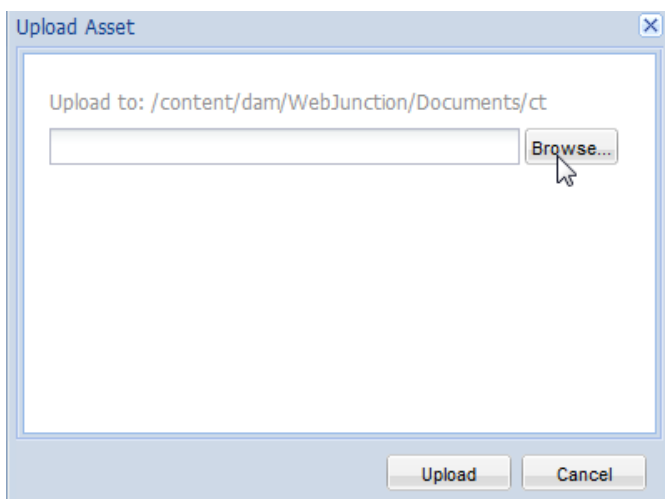
How to add attached files to the DAM

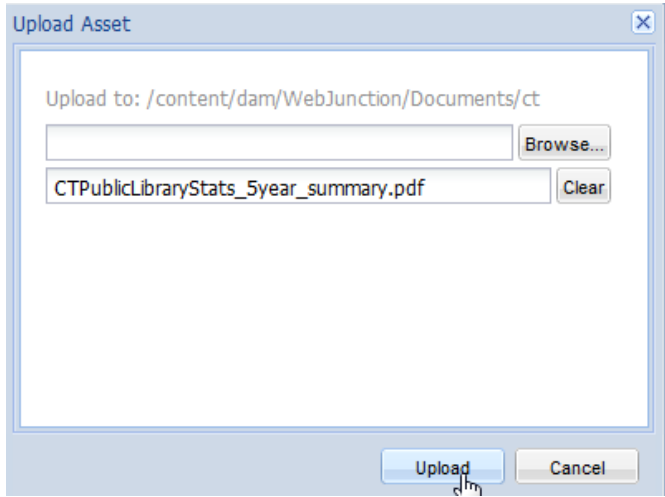
If you have binary files (e.g., PDF, Word, PowerPoint) that you would like to attach to your document page, then you will want to upload them to CQ.

Go to **dam/WebJunction/Documents/<partner code>** and open your folder. Select **New File** from the dropdown toolbar menu.

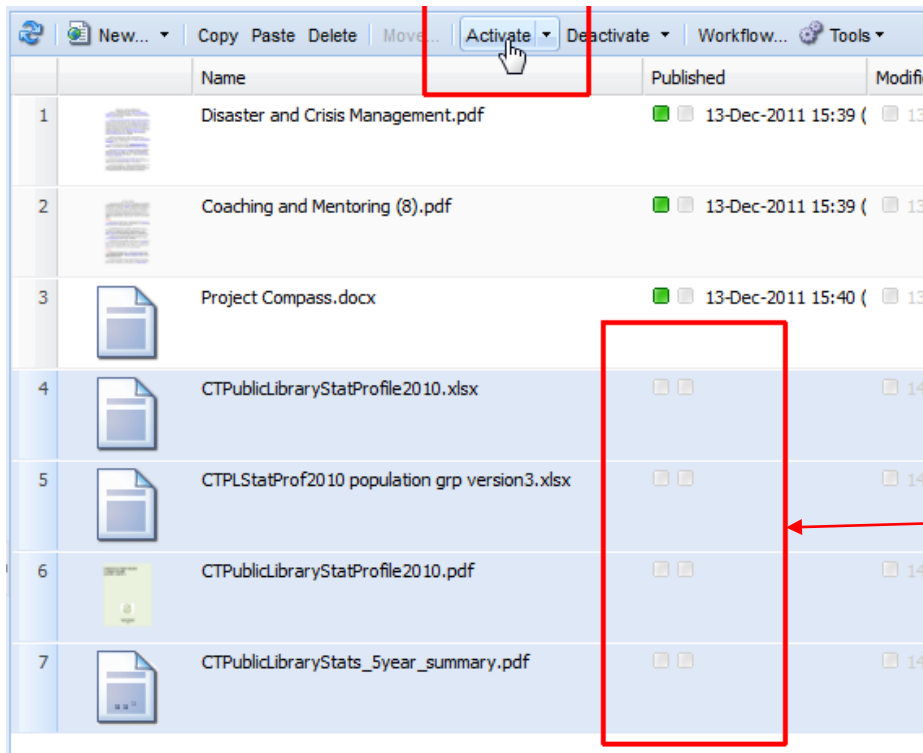


An Upload Asset dialog box will open. Browse to the location on your computer where your file is stored, and click **Upload**.












Repeat the same process for any additional files you wish to upload at this time. Once completed, you will see that the files have not yet been published. Highlight with your mouse the new files and click the **Activate** button. Now these files can be added to a document page.



grayed out boxes
means not yet
activated

		Name	Published	Modified
1		Disaster and Crisis Management.pdf	<input checked="" type="checkbox"/> <input type="checkbox"/> 13-Dec-2011 15:39 (<input type="checkbox"/> 13-D
2		Coaching and Mentoring (8).pdf	<input checked="" type="checkbox"/> <input type="checkbox"/> 13-Dec-2011 15:39 (<input type="checkbox"/> 13-D
3		Project Compass.docx	<input checked="" type="checkbox"/> <input type="checkbox"/> 13-Dec-2011 15:40 (<input type="checkbox"/> 13-D
4		CTPublicLibraryStatProfile2010.xlsx	<input checked="" type="checkbox"/> <input type="checkbox"/> 14-Dec-2011 11:07 (<input type="checkbox"/> 14-D
5		CTPLStatProf2010 population grp version3.xlsx	<input checked="" type="checkbox"/> <input type="checkbox"/> 14-Dec-2011 11:07 (<input type="checkbox"/> 14-D
6		CTPublicLibraryStatProfile2010.pdf	<input checked="" type="checkbox"/> <input type="checkbox"/> 14-Dec-2011 11:07 (<input type="checkbox"/> 14-D
7		CTPublicLibraryStats_5year_summary.pdf	<input checked="" type="checkbox"/> <input type="checkbox"/> 14-Dec-2011 11:07 (<input type="checkbox"/> 14-D

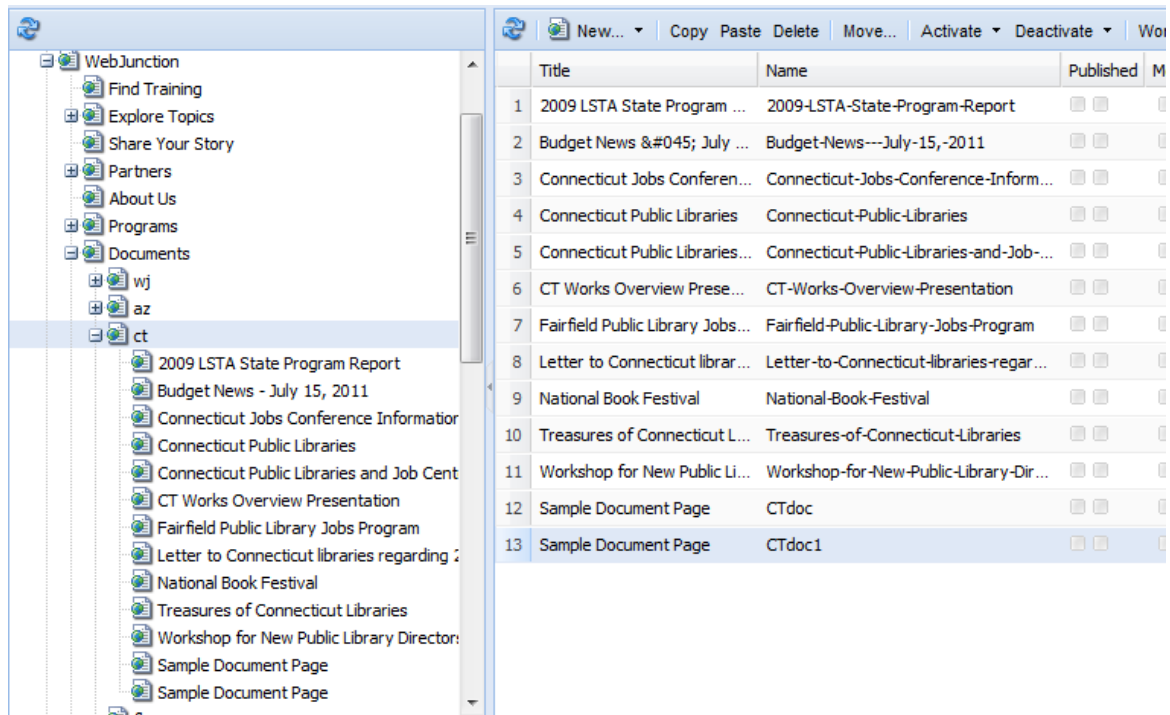
Green box means activated

How to Build the Document Page from the Sample

Open your documents folder (**Documents/<partner code>**) and look for the document titled **Sample Document Page**. You will copy this page and use to build your new document page. *Be sure to never make changes to a sample page.*

Click **Sample Document Page**. Click **Copy**, then **Paste**.

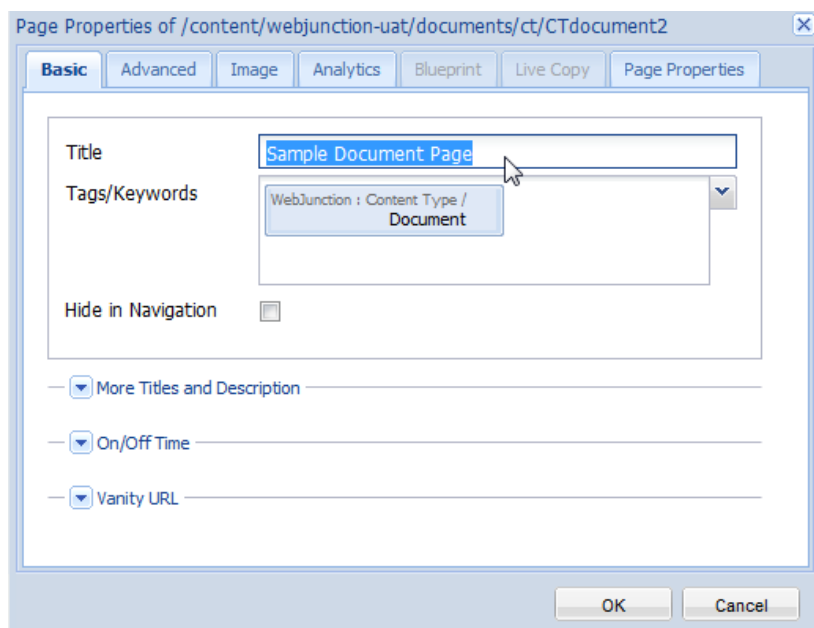
Click **OK** to close the reminder dialog box.

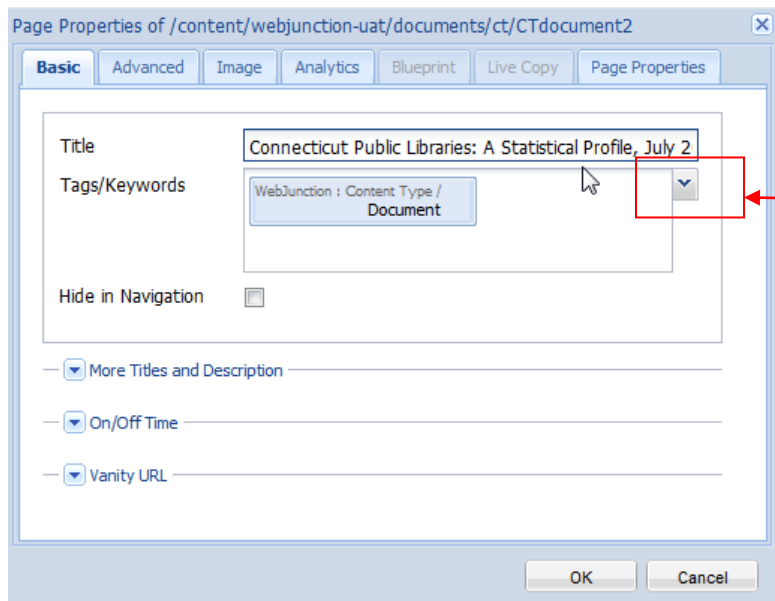


Your new page, appears at the bottom of the list. The **Title** will be Sample Document Page, and the **Name** will be <Partner code>Doc#. (In the example above, the name is “CTdoc1”)

The **Name** will build the URL for the page. If you wish the name to be more meaningful, select the page, click **Move**, and edit the **Rename to** field. Click **Move** to complete the action.

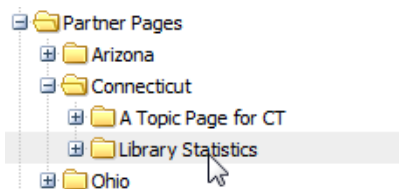
Right-click the page and select **Properties**. Change the **Title** to the actual title you would like the document page to have. This title is how the document will be listed on topic pages and in the user’s browser title bar.





Click the arrow to access the Tag menu

Click on the downward arrow button next to **Tags/Keywords**, then choose the **WebJunction** tab and browse down through **Partner Pages** and **<Partner State>** to select the topic Page where you wish your document to appear. In our example, we are choosing the Page “Library Statistics” from the Connecticut folder.



Click **OK** once you have finished choosing your page tags.

Add Content to your Document Page

To edit the content, first open the page by *right-clicking* on it and selecting **Open**. The page will open in a new browser tab, and the original tab will still display the content tree navigation.

You will be replacing the placeholder text from the sample with the content for your page.

Hover over the title of the page until the blue frame appears. *Right-click* so that the frame turns orange and you see the popup menu. Click **Edit**.

The Title Should Be No More Than 100 Characters

by Type Authors Names Here
Last Modified: December 13, 2011

The description can be no more than 256 characters. This description will appear in a list view of documents, so make sure it is descriptive of the content on this page.

If you have text for your document page, add it here. If you have attached files, you can delete this component.

If you would like to include an image and some descriptive text, add the text here, and then click the Image tab to pull in an image from the DAM. If you do not wish to put anything here, then simply delete the component.

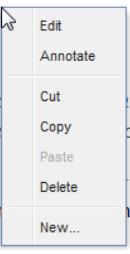
Drag components or assets here

RELATED TOPICS

- Patron Training
- A Topic Page fo CT

Drag components or assets here

Drag components or assets here



Replace the text in the resulting Edit dialog box with the text that you wish to use for your document page. Note the character limits:

- **document title** = 100 characters. *This title should match the title you gave the page in CQ.*
- **authors** = 100 characters
- **description** = 256 characters

OCLC Details

Title of Document:

Author(s) of Document:

Description:

Attached Files:

Select [+] button to add, [↑] [↓] to arrange, [-] to delete

Show Copyright Information:

Tags:

OK Cancel

OCLC Details

Title of Document: Connecticut Public Libraries: A Statistical Profile, July 2009 - June 2010

Author(s) of Document: Tom Newman

Description: This report gathers data received through the annual survey submitted by Connecticut public libraries.

Attached Files: +

Select [+] button to add, [↑] [↓] to arrange, [-] to delete

Show Copyright Information:

Tags:

OK Cancel

Now add the files that you uploaded to the DAM. If you do not have attachments for the page, simply skip this step.

Click on the plus [+] sign button to the right of **Attached Files**, then on the browse icon to the right of the URL field and browse to your folder in the DAM. In the example below, we are selecting the Excel file *CTPublicLibraryStatsProfile2010* from Connecticut's folder.

OCLC Details

Title of Document: Connecticut Public Libraries: A Statistical Profile, July 2009 - June 2010

Author(s) of Document: Tom Newman

Description: This report gathers data received through the annual survey submitted by Connecticut public libraries.

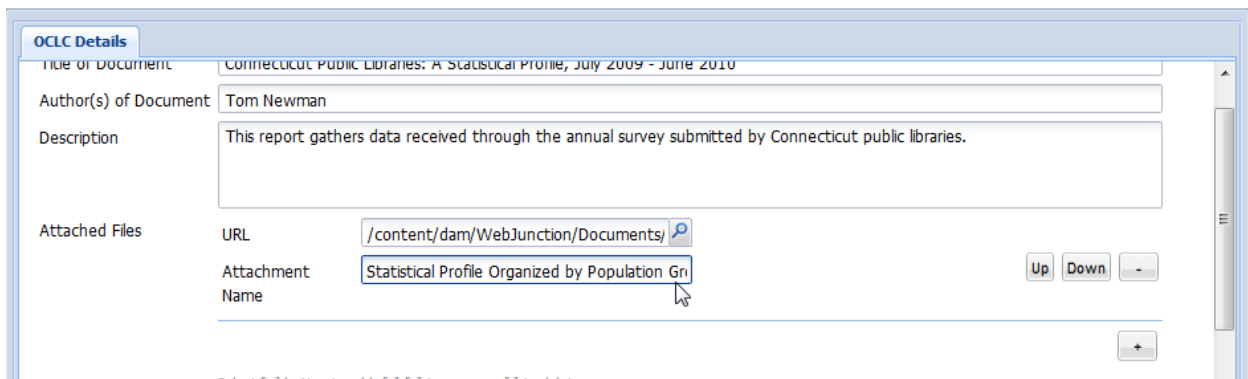
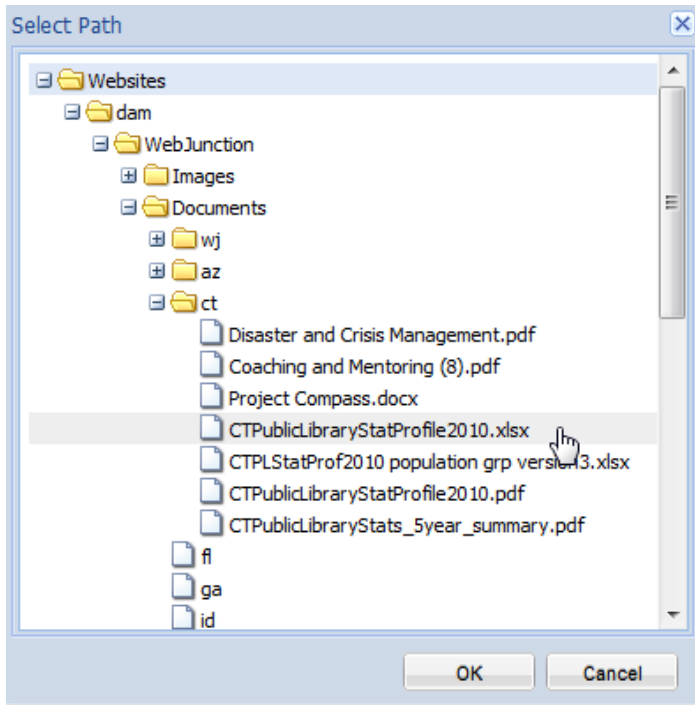
Attached Files: +

Select [+] button to add, [↑] [↓] to arrange, [-] to delete

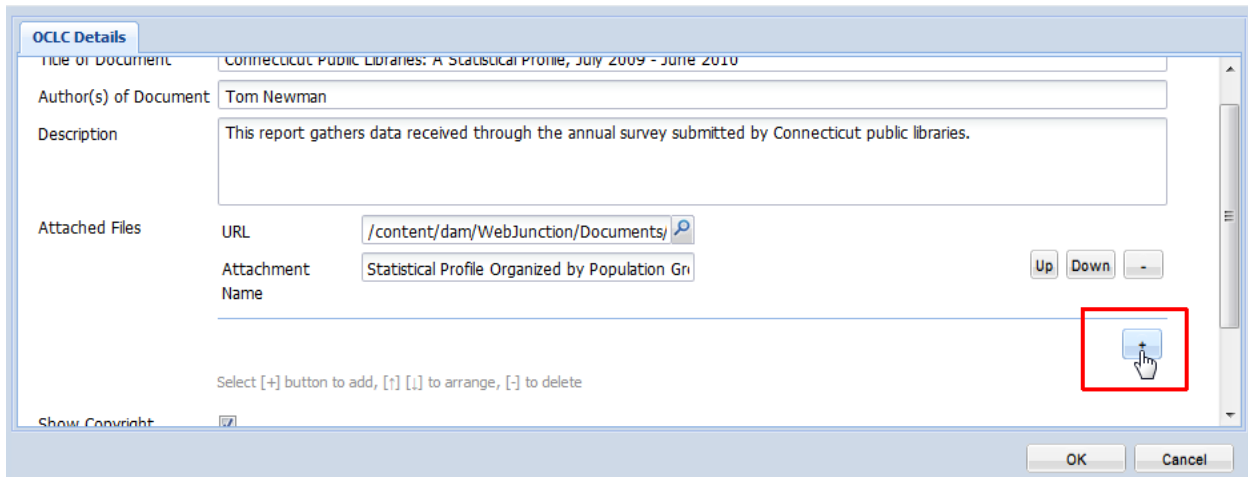
Show Copyright Information:

Tags:

OK Cancel



If you have more than one file to attach, click the plus sign again to add another attached file field. Click **OK** when complete.

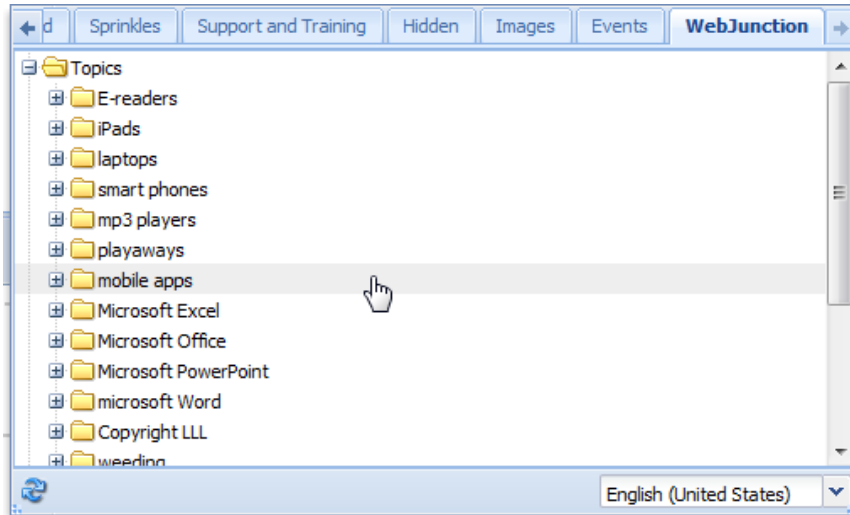


Copyright

If you do not wish the document to have Creative Commons licensing, uncheck the “Show Copyright Information” box.

Topic Tags

For the Tags field, this is where you can select subject keywords to help build the Related Tags lists that display on your pages.



Click OK to submit your edits to the page. Here is what you have built so far:

Connecticut Public Libraries: A Statistical Profile, July 2009 - June 2010

by Tom Newman

Last Modified: December 14, 2011

This report gathers data received through the annual survey submitted by Connecticut public libraries.



▼ RELATED TOPICS

Text and Images

Now you can add text and images to the body of the page, which will display below the description. If you will be including images, you should upload them to the dam/WebJunction/<partner code>/Images folder first.

1. Highlight the Text Component that is displayed below the description. *Right-click* and select **Edit**.

Public Library Annual Statistical Report and Application for State Aid

by WebJunction Connecticut

Last Modified: January 10, 2012

Background information on applying for and receiving state aid grants.

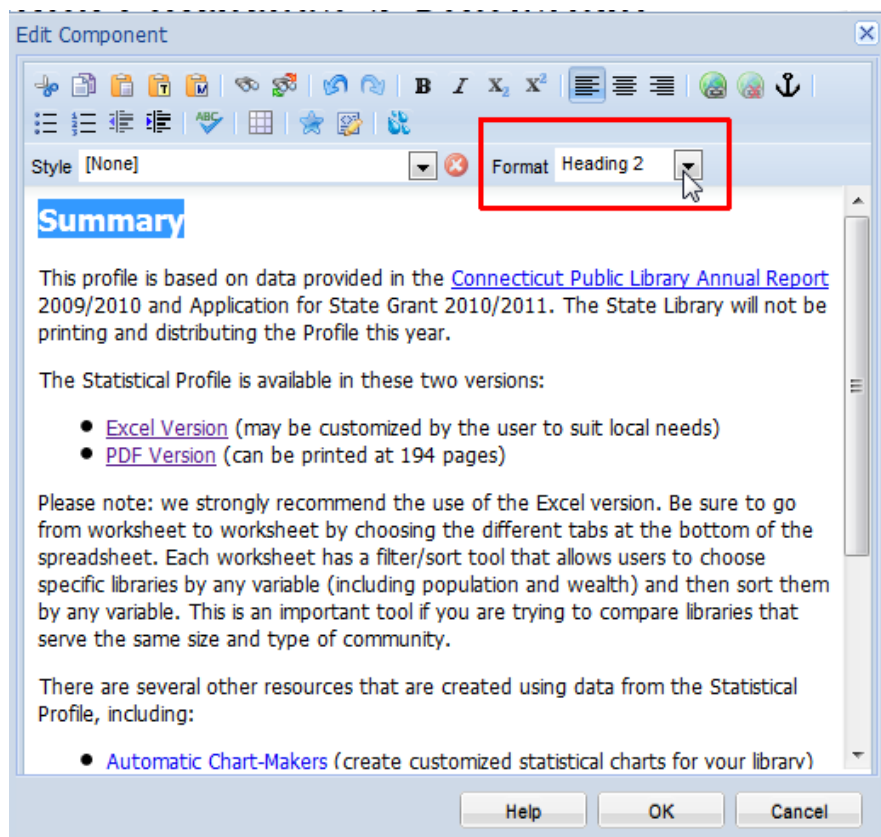
If you have text for your document page, open this component and add it here. If you just have attached files, you can delete this component.

Edit

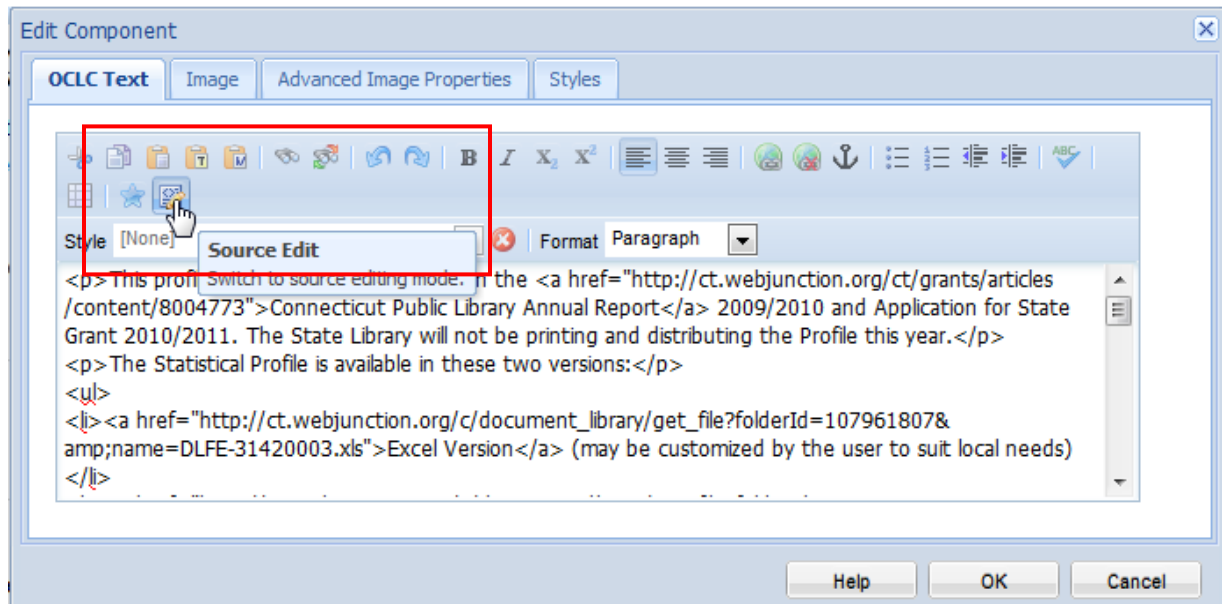
2. Type or paste the text into the rich text editor box.

Tip: You can increase the size of the editing box by dragging the corner of it outwards with your mouse.

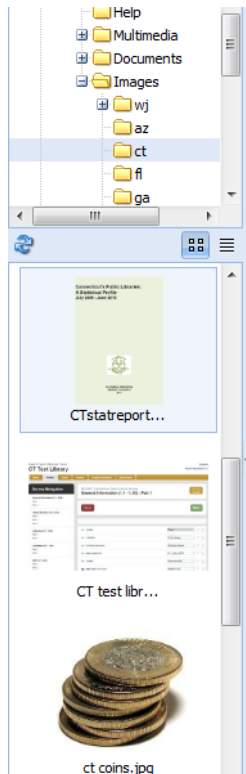
3. Use the menu buttons on the editor for basic text formatting. Use the **Format** drop-down menu to format headers headings and subheadings.



If you are comfortable with HTML, you can edit your text in source view by clicking on the icon.

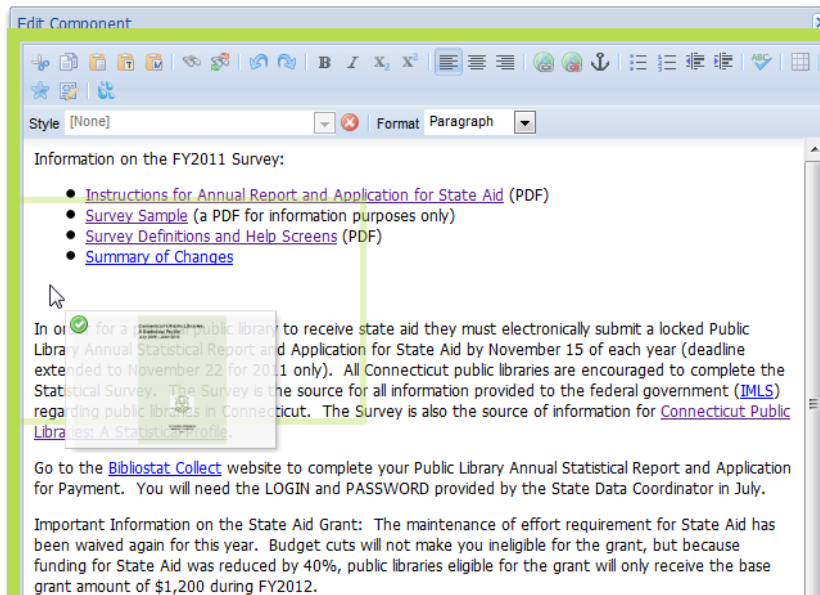


- To add an image to the text, browse to its location in the DAM via the Left Pane, and then drag it into the text box. A green check mark will appear when the image is ready to be dropped into the box.

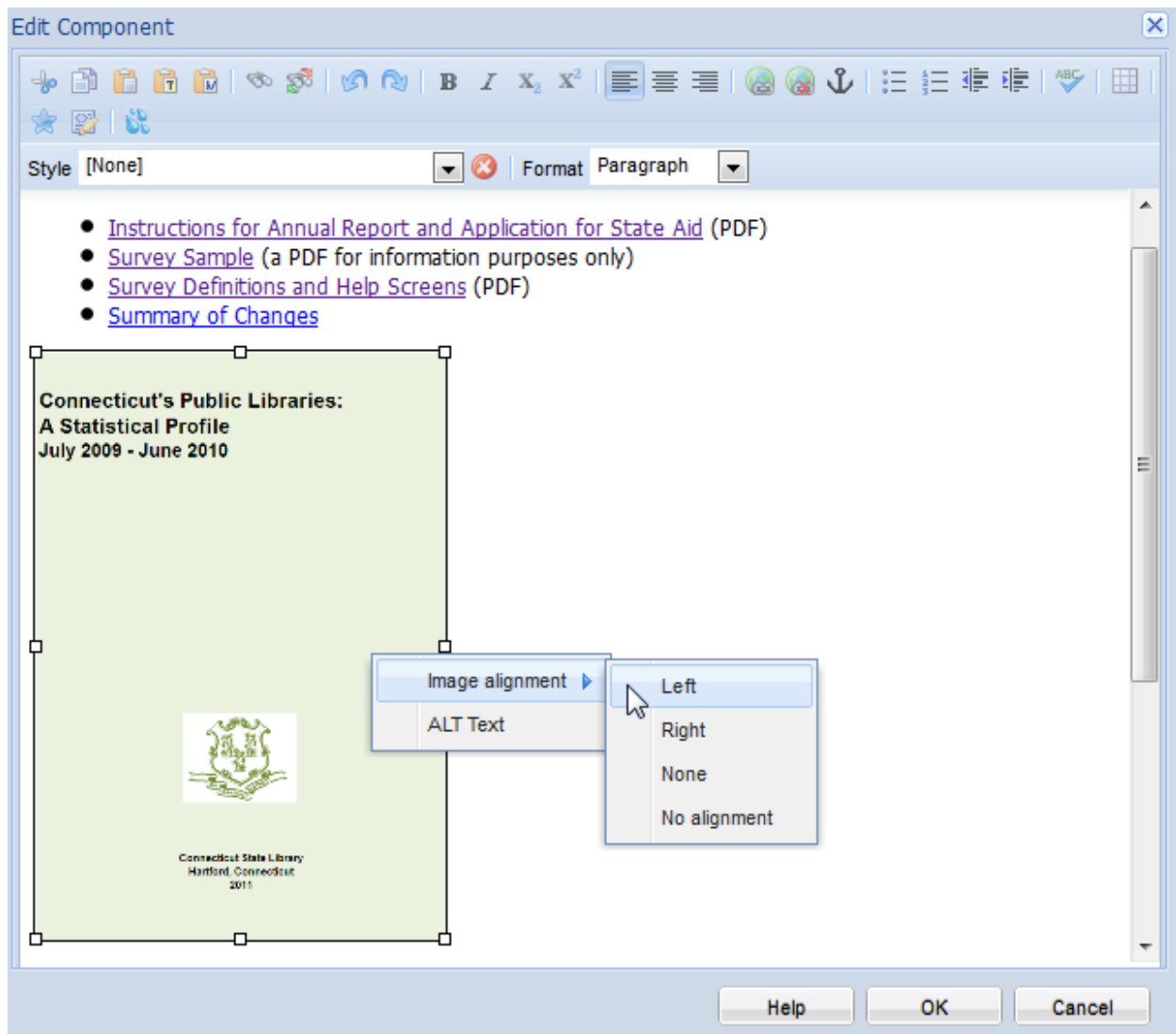


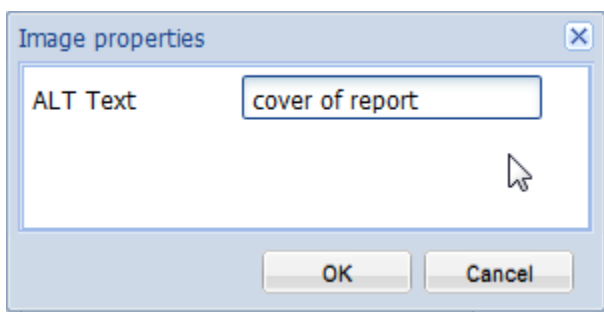
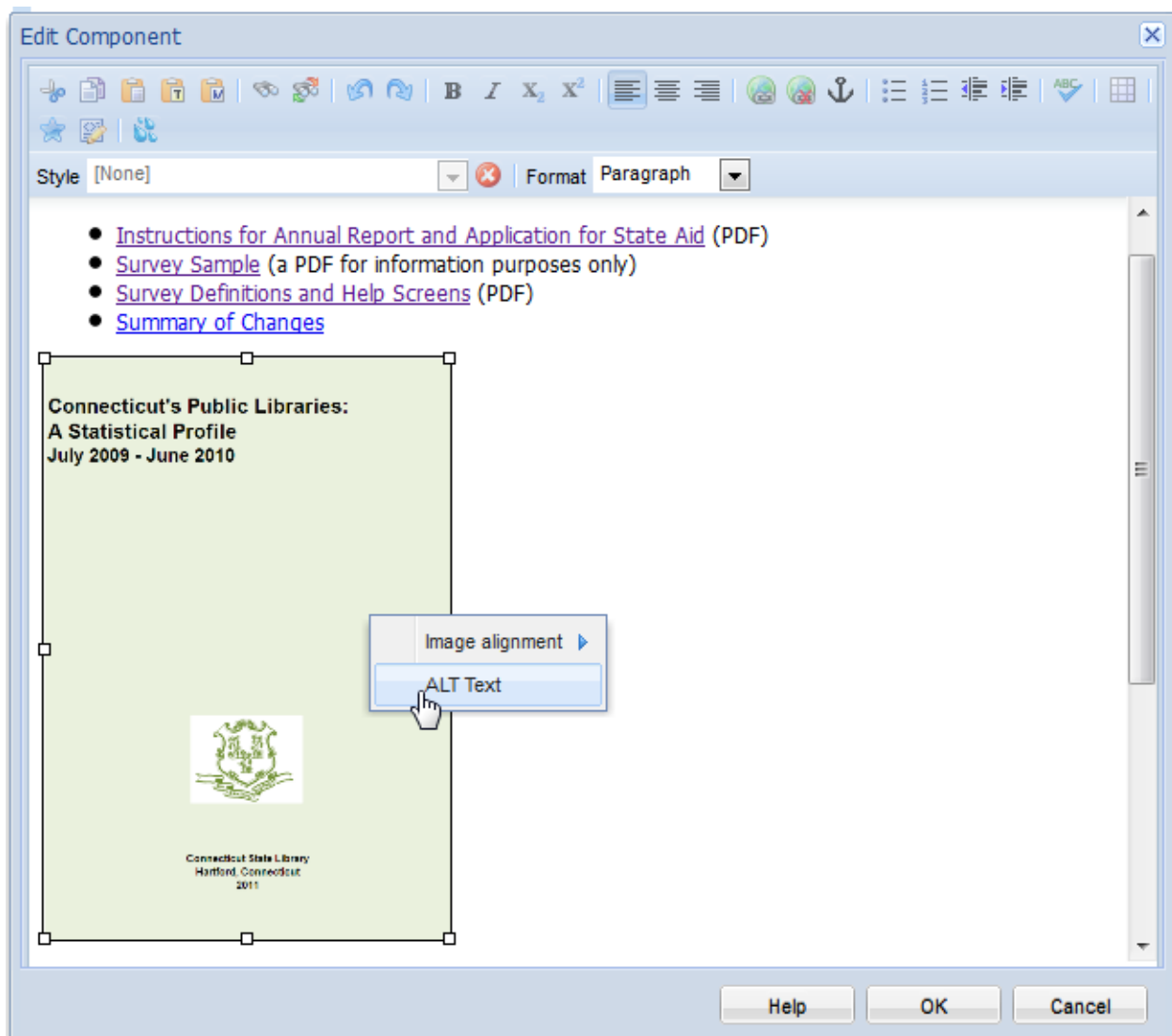
Public Library Annual Statistical Report and Application for State Aid

by WebJunction Connecticut

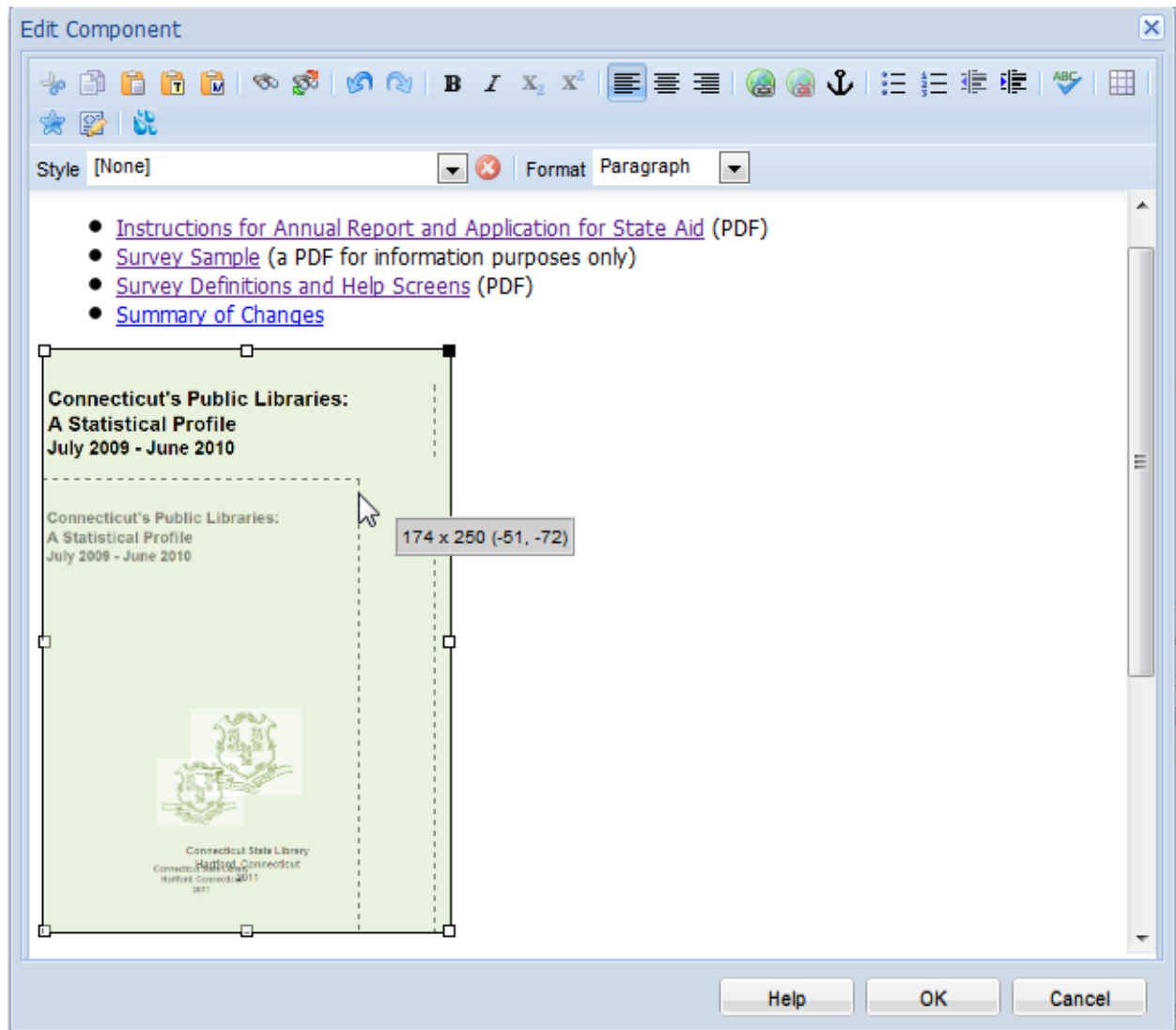


- Click on the image so that the black frame appears, then right-click to pop up an image formatting menu.
 - Image alignment
 - Alt text





- To resize the image “on the fly” you can drag the frame inwards or outwards to the desired size.



When you have finished adding text and images, click **OK**. Here is a page after text and images were added.

Public Library Annual Statistical Report and Application for State Aid

by WebJunction Connecticut

Last Modified: January 10, 2012

Background information on applying for and receiving state aid grants.

Information on the FY2011 Survey:

- [Instructions for Annual Report and Application for State Aid](#) (PDF)
- [Survey Sample](#) (a PDF for information purposes only)
- [Survey Definitions and Help Screens](#) (PDF)
- [Summary of Changes](#)

In order for a principal public library to receive state aid they must electronically submit a locked Public Library Annual Statistical Report and Application for State Aid by November 15 of each year (deadline extended to November 22 for 2011 only). All Connecticut public libraries are encouraged to complete the Statistical Survey. The Survey is the source for all information provided to the federal government ([IMLS](#)) regarding public libraries in Connecticut. The Survey is also the source of information for [Connecticut Public Libraries: A Statistical Profile](#).

Connecticut's Public Libraries:
A Statistical Profile
July 2009 - June 2010



CONNECTICUT STATE LIBRARY
Hartford, Connecticut
2011

Go to the [Bibliostat Collect](#) website to complete your Public Library Annual Statistical Report and Application for Payment. You will need the LOGIN and PASSWORD provided by the State Data Coordinator in July.

Important Information on the State Aid Grant: The maintenance of effort requirement for State Aid has been waived again for this year. Budget cuts will not make you ineligible for the grant, but because funding for State Aid was reduced by 40%, public libraries eligible for the grant will only receive the base grant amount of \$1,200 during FY2012.



Now that you have added all of your text and images, you can preview the page in Preview mode, by clicking on the magnifying glass icon at the bottom of your Sidekick. The screen shot below shows how CQ flags broken links on your page before you publish it.



Summary

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- [Five-Year Statewide Summary Pages](#) from the Statistical Profile
- [Selected Library Statistics for All CT Public Libraries, 1996 - 2010](#)
- [Statistical Profile Organized by Population Group](#) (Excel)

If you have questions about the Profile, or want to find out ways to customize it for your library, please contact [Tom Newman](#) at 860-757-6573. Thank you.

Once you have fixed the links and your page looks as you wish, you can **Activate** it to the live site.

You will now see the document listed on the Documents tabs for those Related Topics pages that you choose with your Page Tags.