

Electronic Publications

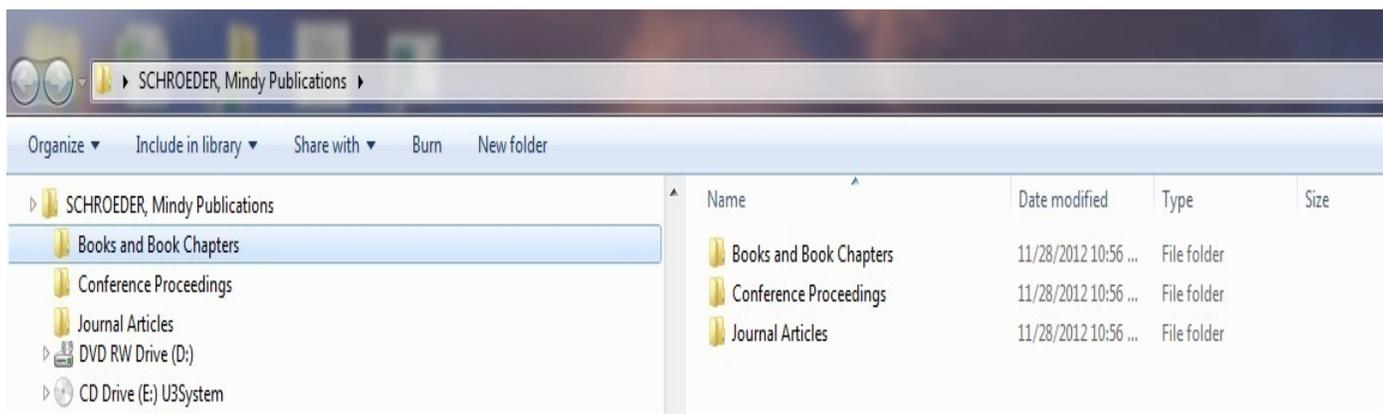
Academic Personnel Services will now accept electronic publications with review files. The electronic publications need to be managed locally, but can be done for free by registering for and using a Dropbox account (www.dropbox.com). There are other services out there that you can use as well, but Dropbox seems to be the most widely used file sharing program.

Follow the instructions below to create a unique weblink where the publications can be found. Then, once you have the link, insert it into the Academic Biography/Bibliography (BioBib) after the publications list and before the signature with a comment such as “New publications marked with * can be found at the following link:” Then place the link. When converting your BioBib to .pdf, the link should show as a hyperlink that reviewers can then click on (or copy and paste if necessary) to find the electronic publications.

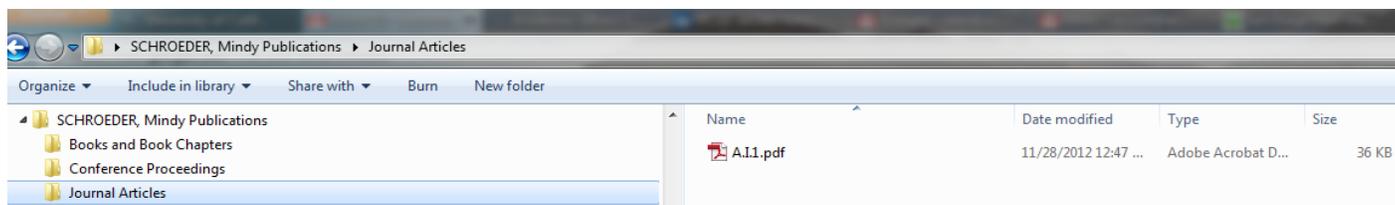
If you opt to insert electronic publication links on BioBibs, make sure that you are deleting the pub files from Dropbox ***after the final outcomes are received***. We’ve been advised by UC Counsel to be mindful of not leaving this information up longer than is necessary.

How to Create a Weblink

1. Create a new folder and title it “FACULTY NAME Publications”. Within this folder, create sub folders for each type of publication the candidate will be submitting. Examples: “JOURNAL ARTICLES”, “CONFERENCE PROCEEDINGS”, and “BOOKS/ BOOK CHAPTERS”



2. Save .pdf copies of the candidate’s publications into their respective folders. Name each file with the corresponding number that appears on the BioBib (i.e. A. I. 1, A.III.1).



- Open each publication file and type in the location of the publication in the BioBib onto the publication as you would if you were printing hard copies. (In adobe, depending on which version you have – X or XI - you will either click “TOOLS” or “SIGN”. You may have to hit the “content” tab next. Then select Add or Edit Text Box and click the top right corner of the page to begin typing the publication label)

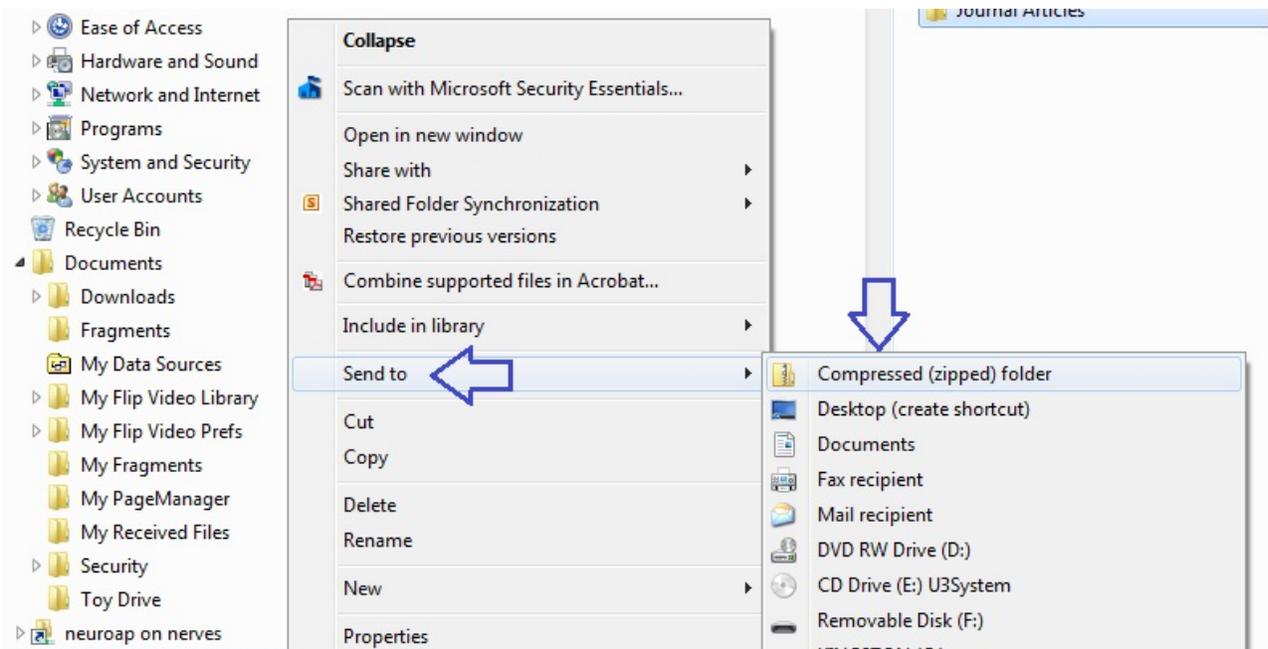
If you using Adobe X Pro



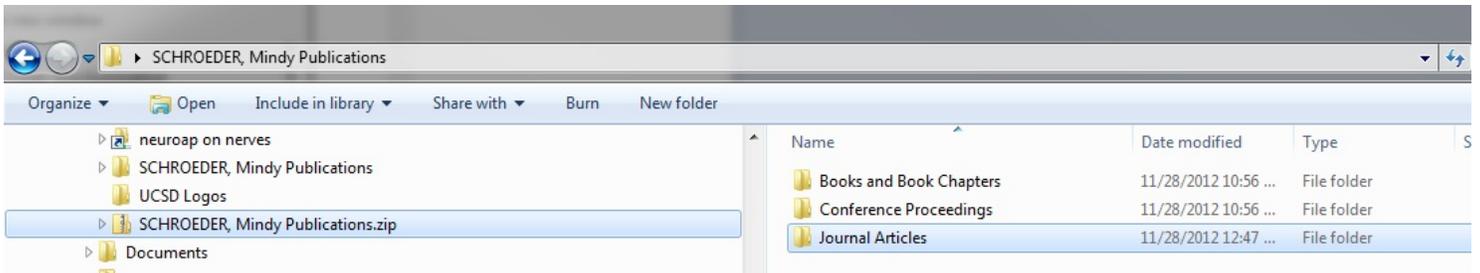
If using Adobe XI Pro



- Once each publication has been labeled, convert the entire FACULTY NAME Publications file into a zip file. If you are not using windows, then you will need to install a winzip program and follow their instruction to zip the file.
- If you are using windows, simply right-click it > send to > compressed (zipped) folder.

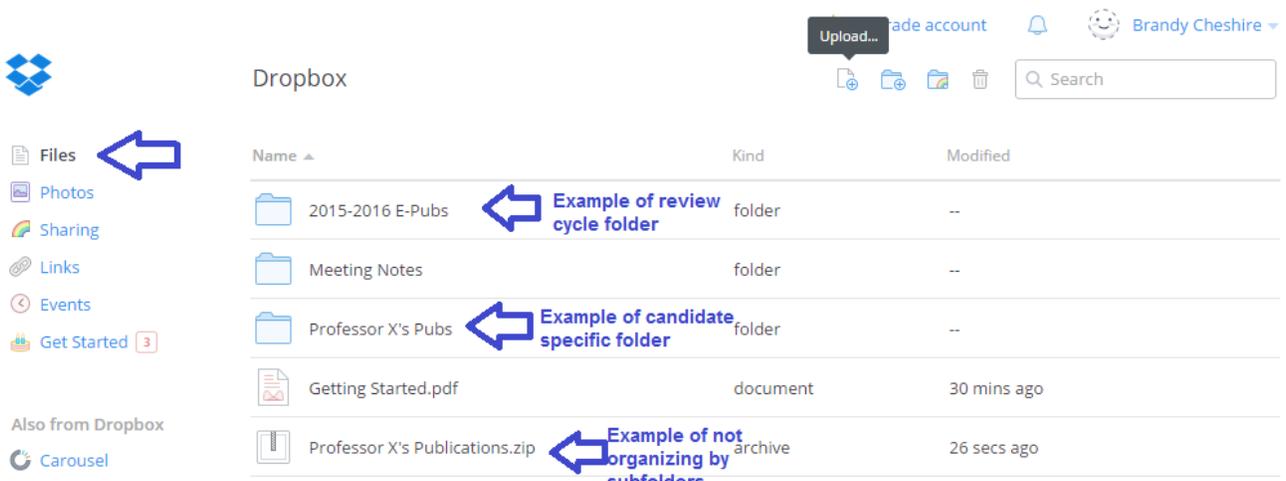


6. It will automatically convert and name the folder.

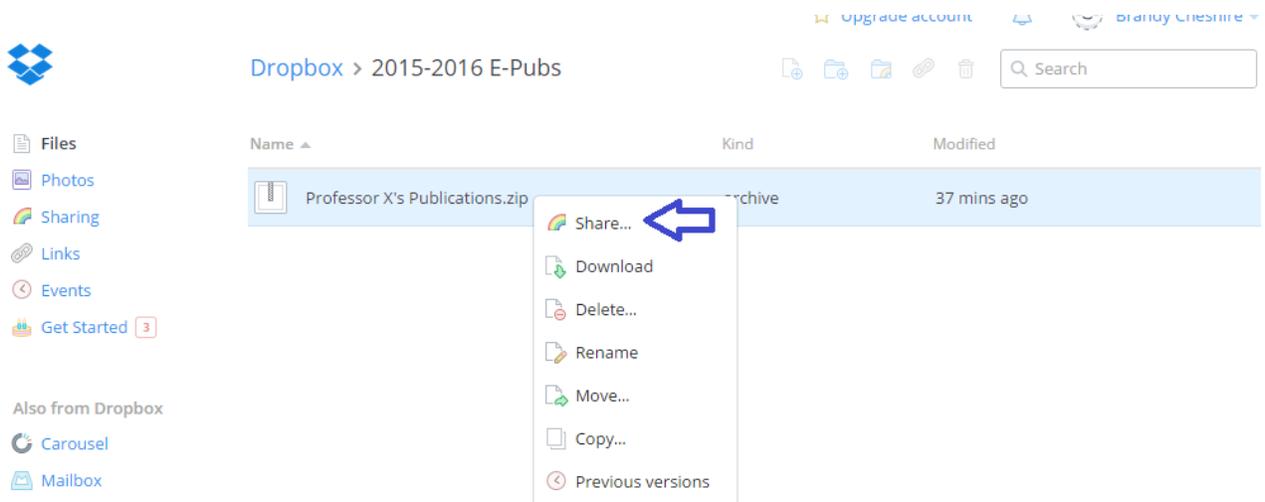


7. Go to www.dropbox.com and login. If you do not already have an account, register for one. (They are free!)

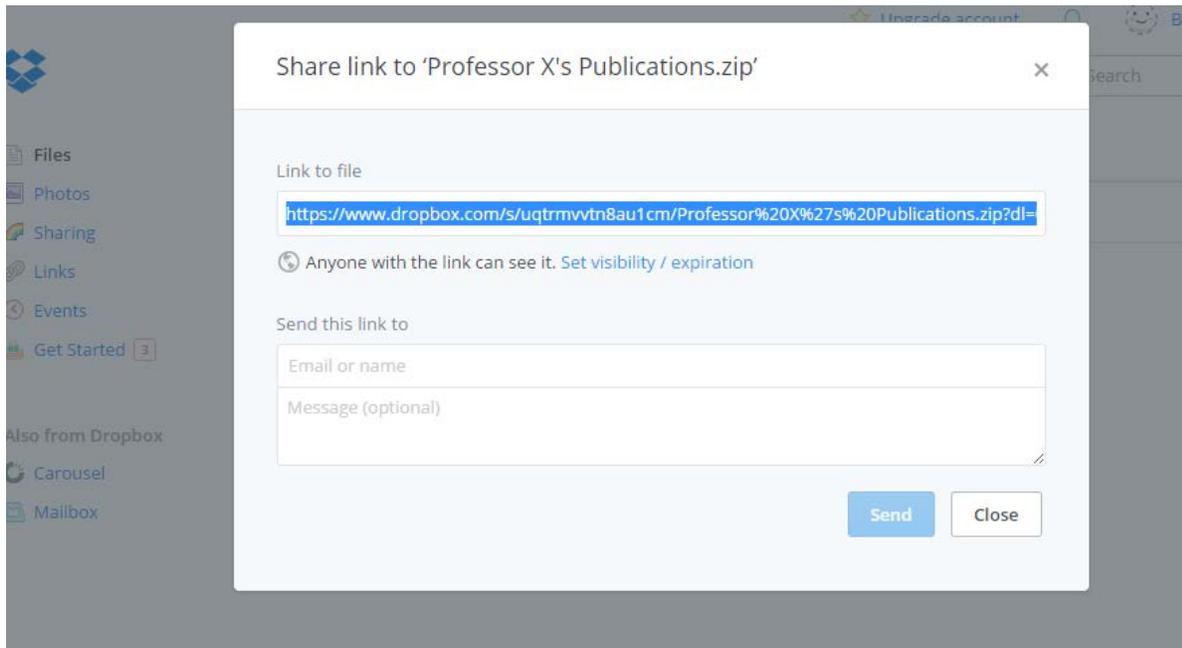
8. Upload your new ZIP folder into Dropbox under the Files section. APS recommends that you organize your zip files by placing them into subfolders. For example, you may create a generic review cycle publication folder or you can create a separate folder for each candidate under review.



9. Open your subfolder (if applicable) to find your Zip file. Right click on it and select "Share".



10. Cut and paste the link onto the BioBib at the end of the publication list and before the signature line.



Format Suggestions:

New publications marked with * can be found at the following link:

<https://www.dropbox.com/s/uqtrmvtn8au1cm/Professor%20X%27s%20Publications.zip?dl=0>

Electronic publications:

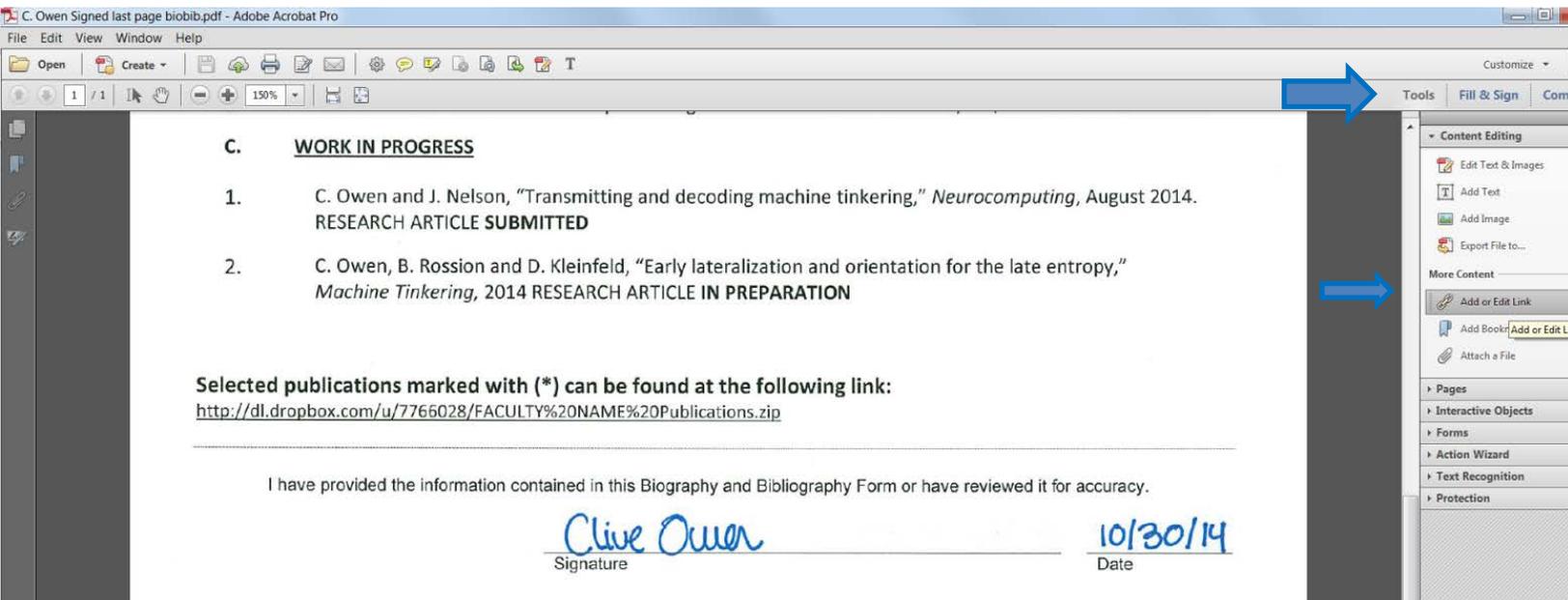
<https://www.dropbox.com/s/uqtrmvtn8au1cm/Professor%20X%27s%20Publications.zip?dl=0>

E-Pub link:

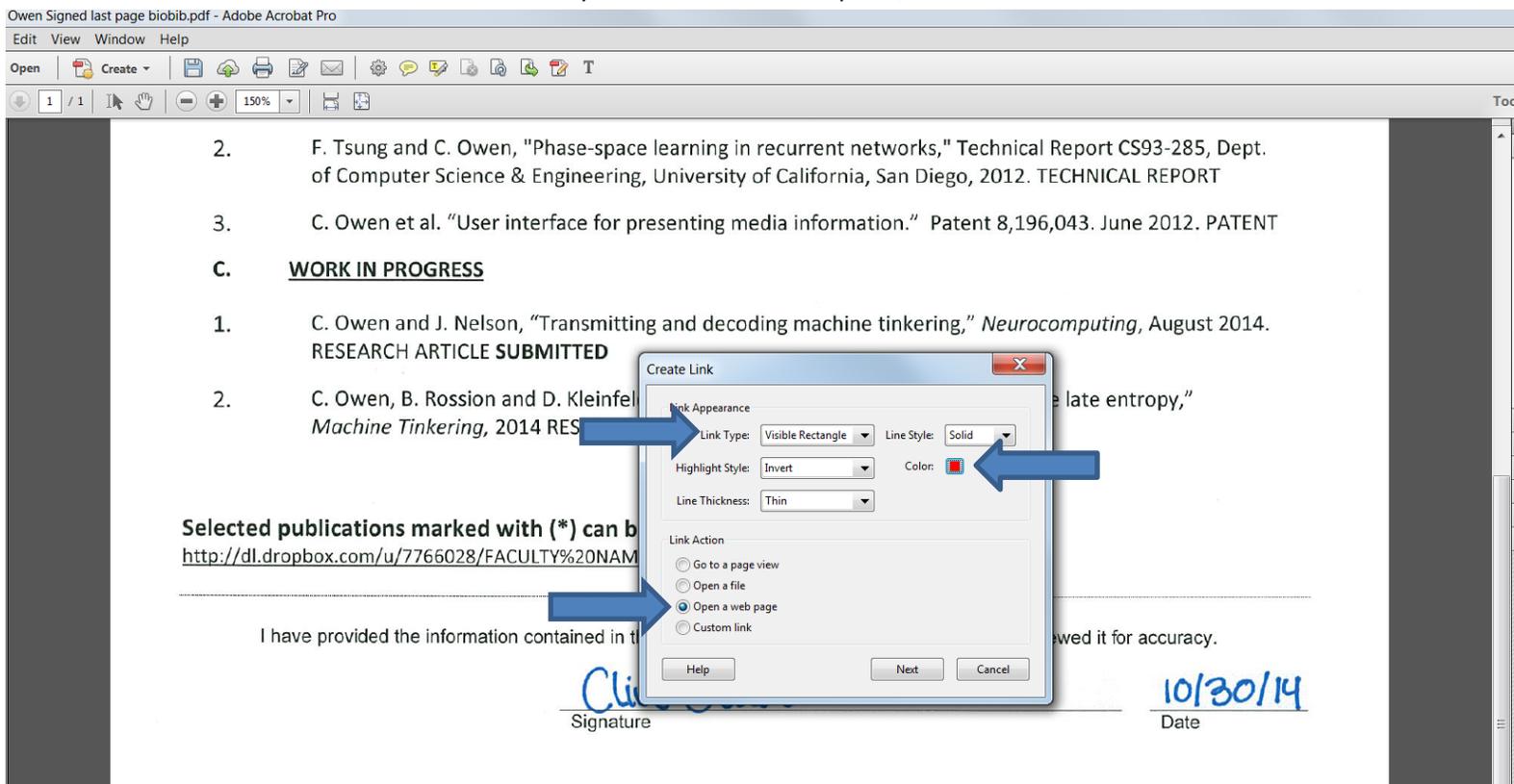
<https://www.dropbox.com/s/uqtrmvtn8au1cm/Professor%20X%27s%20Publications.zip?dl=0>

How to Create a Clickable Weblink When a Candidate Submits a Paper Biobib

1. Scan the signed signature page of the biobib and open the document in Adobe Acrobat Pro.
2. Click on the "TOOLS" menu and select the "CONTENT EDITING" tab.
3. Select "ADD OR EDIT LINK" under "More Content".



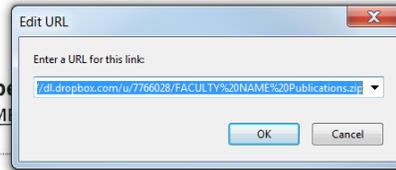
4. Using your cursor, select the portion of the scanned page that contains the publication weblink. A "Create Link" pop up menu will appear once you've selected the area surrounding the weblink.
5. Select "Visible Rectangle" for the link type and "Open a web page" for the link action. It is helpful for reviewer's to select red or blue as the box outline color so they can easily identify that the weblink is live and clickable. Once you've selected each option, hit NEXT.



6. An "Edit URL" pop up menu will appear. Type or paste the weblink and hit OK.

1. C. Owen and J. Nelson, "Transmitting and decoding machine tinkering," *Neurocomputing*, August 2014.
RESEARCH ARTICLE **SUBMITTED**
2. C. Owen, B. Rossion and D. Kleinfeld, "Early lateralization and orientation for the late entropy,"
Machine Tinkering, 2014 RESEARCH ARTICLE **IN PREPARATION**

Selected publications marked with (*) can be found at the following link:
<http://dl.dropbox.com/u/7766028/FACULTY%20NAME%20Publications.zip>



I have provided the information contained in this Biography and Bibliography Form or have reviewed it for accuracy.

Clive Owen
Signature

10/30/14
Date

7. A rectangle will now appear around the weblink. The weblink is now live and clickable.

8. Save and close the pdf. APS recommends that you re-open the pdf and double check that the weblink opens the correct webpage housing the candidate's publications before replacing the page in the biobib.

2. C. Owen, B. Rossion and D. Kleinfeld, "Early lateralization and orientation for the late entropy,"
Machine Tinkering, 2014 RESEARCH ARTICLE **IN PREPARATION**

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