

Instructions for uploading a document to CIPHER

*Please only upload one document at a time

Logging In

- 1.) Visit the English Department homepage, and scroll to the tiny white “login” icon at the bottom right-hand corner of the page. Click to enter the login page.
- 2.) Enter your login username and password; you will be taken to the Expression Engine menu, which is purple and white. If you haven’t logged in to Expression Engine before, please email Matt Schario (schario@ohio.edu) from your OU account to retrieve password.
- 3.) There are three tabs in the upper left section of the screen, PUBLISH, EDIT, and MY ACCOUNT. Choose the PUBLISH tab to upload a document. This will take you to a weblog menu (Expression engine publishes content in spaces called weblogs)
- 4.) You will have to choose the CIPHER weblog to post in. Once you choose CIPHER, the Publish page will appear. Upload file before filling out other fields.

Uploading File

- 1.) Choose “Upload File” just below the submit section.
- 2.) A window will appear offering File Upload and File Browser. CHOOSE FILE UPLOAD. Browse your computer for the file that you wish to upload. Then, select a destination directory based on whether your file is a PDF or a Word Document. (If you have a different type of file, please email me to set up a new directory.)
- 3.) Choose “Upload.”
- 4.) “Select Your Placement Options” will appear. This is important.
 - *Choose “Embedded in Entry”
 - *Choose “Upload Space” for Image Location
 - *Choose “Place File and Close Window”

Fill Out Form

- 1.) Back to the publish form, there are five tabs, but you only need to fill out information in three of them (PUBLISH FORM, CATEGORIES, and OPTIONS).
- 2.) The first tab is the PUBLISH FORM, and contains general information about your document. In the PUBLISH FORM tab, do the following:

*Write a short, descriptive title for your document

*Please choose a category that your document would fit into. If your document applies to a new category, please email me.

***Do not write any information in the Upload Space...** Expression Engine will fill out this field automatically.

*Be as helpful as you can when writing the material description.

*Your name is optional.

*Please provide an upload date.

3.)The second tab is a DATE setting, which is optional.

4.)The third tab is CATEGORIES, and you should choose the same subcategory that you chose in the drop-down menu in the PUBLISH FORM tab.

5.) The fourth tab is OPTIONS, and this is where you should check to see if your name is listed as the “author”

6.) If your file has been uploaded and all fields are completed, you can finally click SUBMIT.