

Uploading a document and making it available for general download

1. Go to **Workflow** -> **Publisher Library** -> **Add File**
2. Upload your file

The screenshot shows the 'Publisher Library' section of the Open Journals management interface. The page title is 'Incontri. Rivista europea di studi italiani' with a user count of 803. The navigation menu includes Submissions, Issues, Announcements, Settings (Journal, Website, Workflow, Distribution, Users & Roles), and Statistics (Articles, Editorial Activity, Users, Reports). The 'Workflow Settings' panel is active, with tabs for Submission, Review, Publisher Library, and Emails. The 'Publisher Library' tab is selected, displaying a table with columns for Marketing, Permissions, Reports, and Other, all showing 'No Items'. A yellow 'Add a file' button is visible in the top right corner of the table area.

While uploading, you can name your file and assign it a type. This is primarily for your own overview.

If you want the file to be accessible for everyone, not just your editors, you should check the checkbox 'Public Access'.

Add a file ×

Name *

Type *

Choose One ▼

File *

Drag and drop a file here to begin upload Upload File

Public Access

This library file can be accessible for download, if "Public Access" is enabled, at:

<https://rivista-incontri.nl/libraryFiles/downloadPublic/id>

* Denotes required field

After uploading, you can press the **triangle** -> **edit** to see the file and access it's link:

Other

▼ [Example](#)

[Edit](#) [Delete](#)

Name *

Type *

File

File Name	Example.txt
File Size	21B
Date uploaded	2023-08-11 11:03 AM

Public Access

This library file can be accessible for download, if "Public Access" is enabled, at:

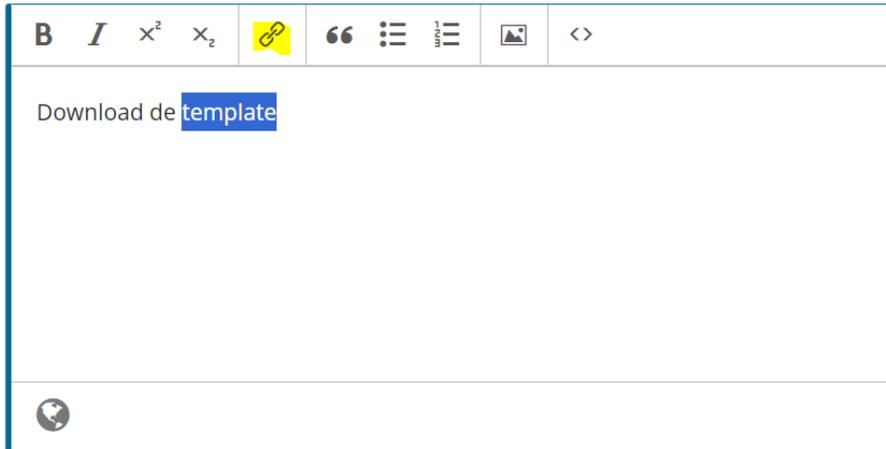
<https://rivista-incontri.nl/libraryFiles/downloadPublic/95>

This link can be used to, in a place of your choosing, make a link to the file. It will be downloaded immediately when clicked.

You can make a link through the 'link' icon in the text editor. For example:

Additional Content

Anything entered here will appear on your homepage.



The screenshot shows a text editor interface with a toolbar at the top. The toolbar contains icons for bold (B), italic (I), subscript (x₂), a link icon (a yellow square with a chain link), a quote icon (two speech marks), a list icon (three horizontal lines), an image icon (a square with a mountain and sun), and a code icon (less than and greater than signs). Below the toolbar, the text "Download de template" is visible, with the word "template" highlighted in blue. At the bottom left of the editor area, there is a small globe icon.