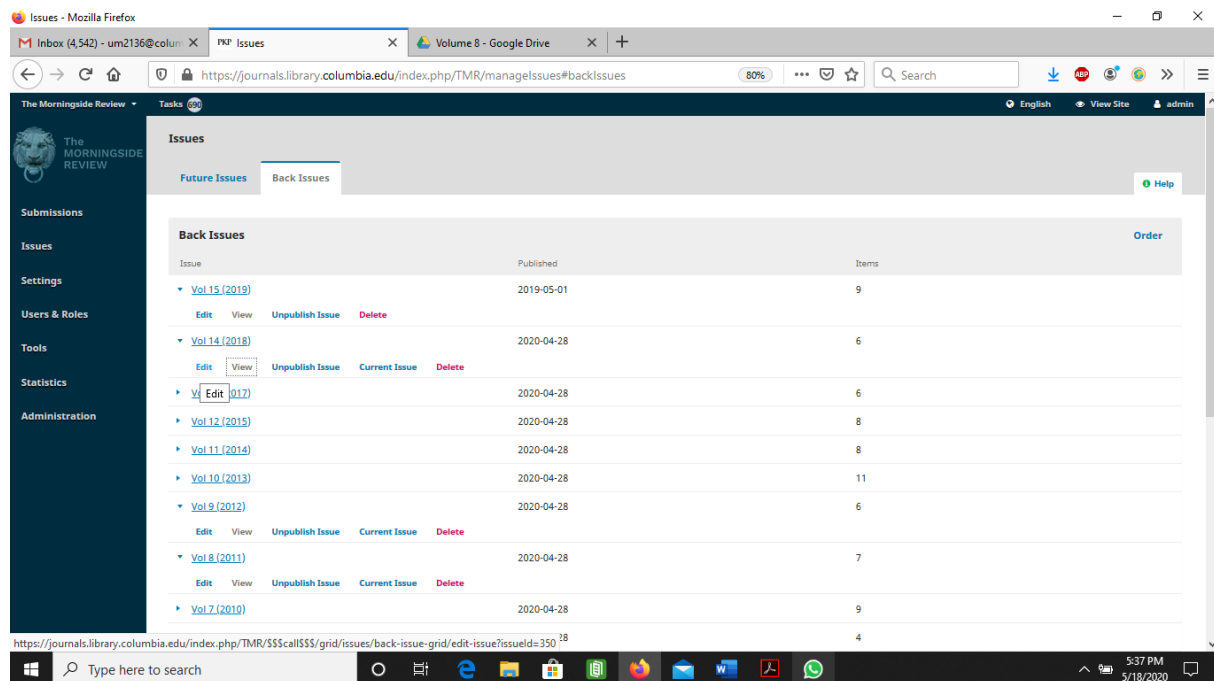


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OJS3 tutorial - How to add/change the PDF galley for an already existing article

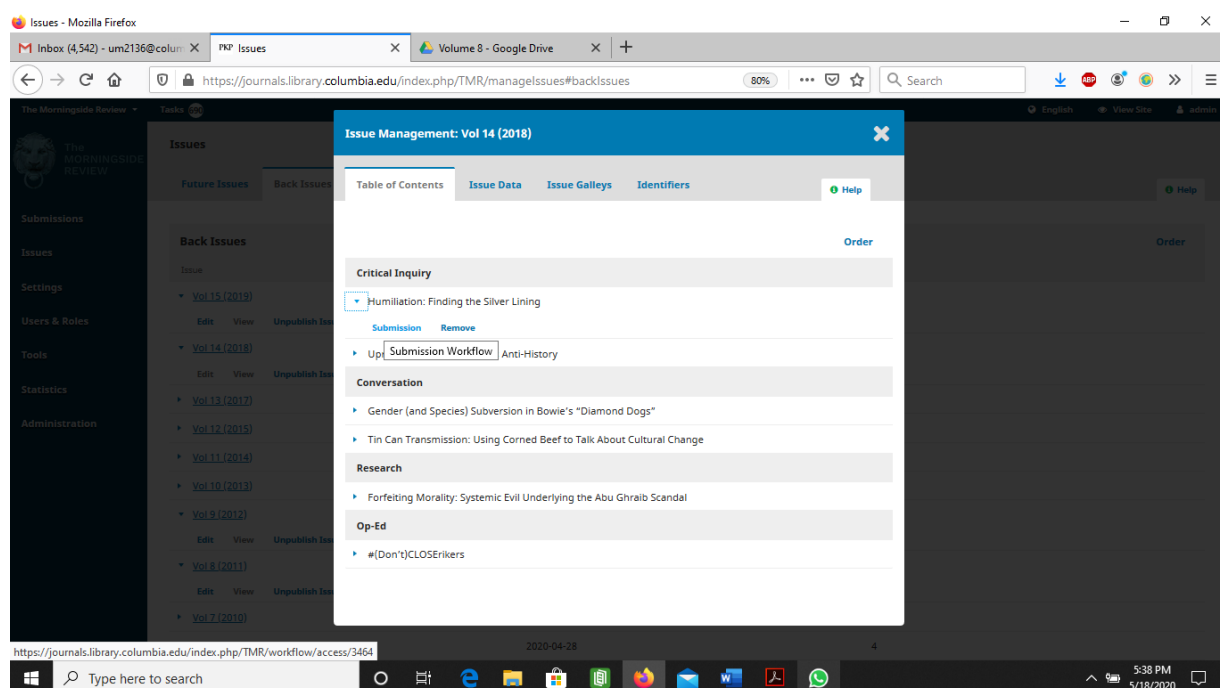
STEP 1. On the OJS dashboard, click on **Issues** → **Back Issues**, select the volume, click the arrow to open the menu and then on **Edit** to open the contents window.



The screenshot shows the OJS dashboard for 'The Morningside Review'. The 'Issues' tab is selected, and the 'Back Issues' sub-tab is active. A table lists back issues from Volume 7 to Volume 15. The 'Vol 14 (2018)' row is highlighted, and the 'Edit' link is visible. The table has columns for 'Issue', 'Published', and 'Items'.

Issue	Published	Items
Vol 15 (2019)	2019-05-01	9
Vol 14 (2018)	2020-04-28	6
Vol 13 (2017)	2020-04-28	6
Vol 12 (2015)	2020-04-28	8
Vol 11 (2014)	2020-04-28	8
Vol 10 (2013)	2020-04-28	11
Vol 9 (2012)	2020-04-28	6
Vol 8 (2011)	2020-04-28	7
Vol 7 (2010)	2020-04-28	9

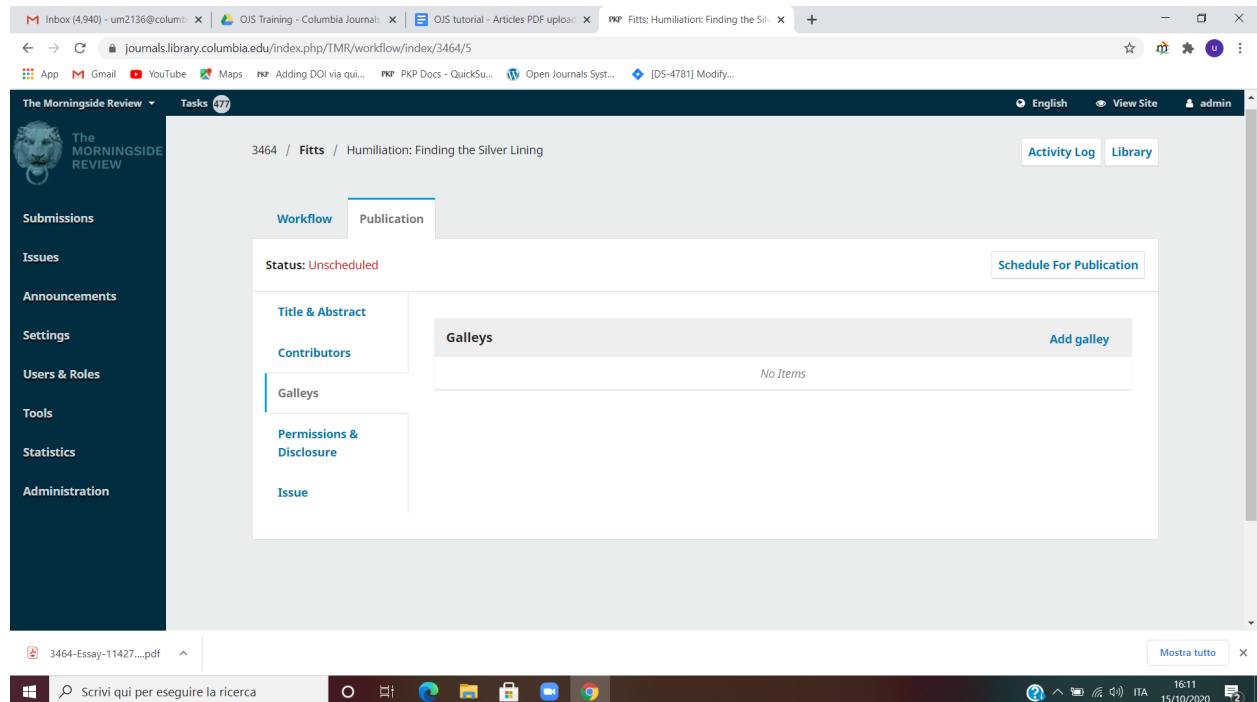
STEP 2. From the table of contents, select the article, open the arrow menu and click on **Submission**



The screenshot shows the 'Issue Management: Vol 14 (2018)' page. The 'Table of Contents' tab is selected. The page lists articles under the heading 'Critical Inquiry'. The article 'Humiliation: Finding the Silver Lining' is selected, and the 'Submission' link is visible. The table has columns for 'Issue', 'Published', and 'Items'.

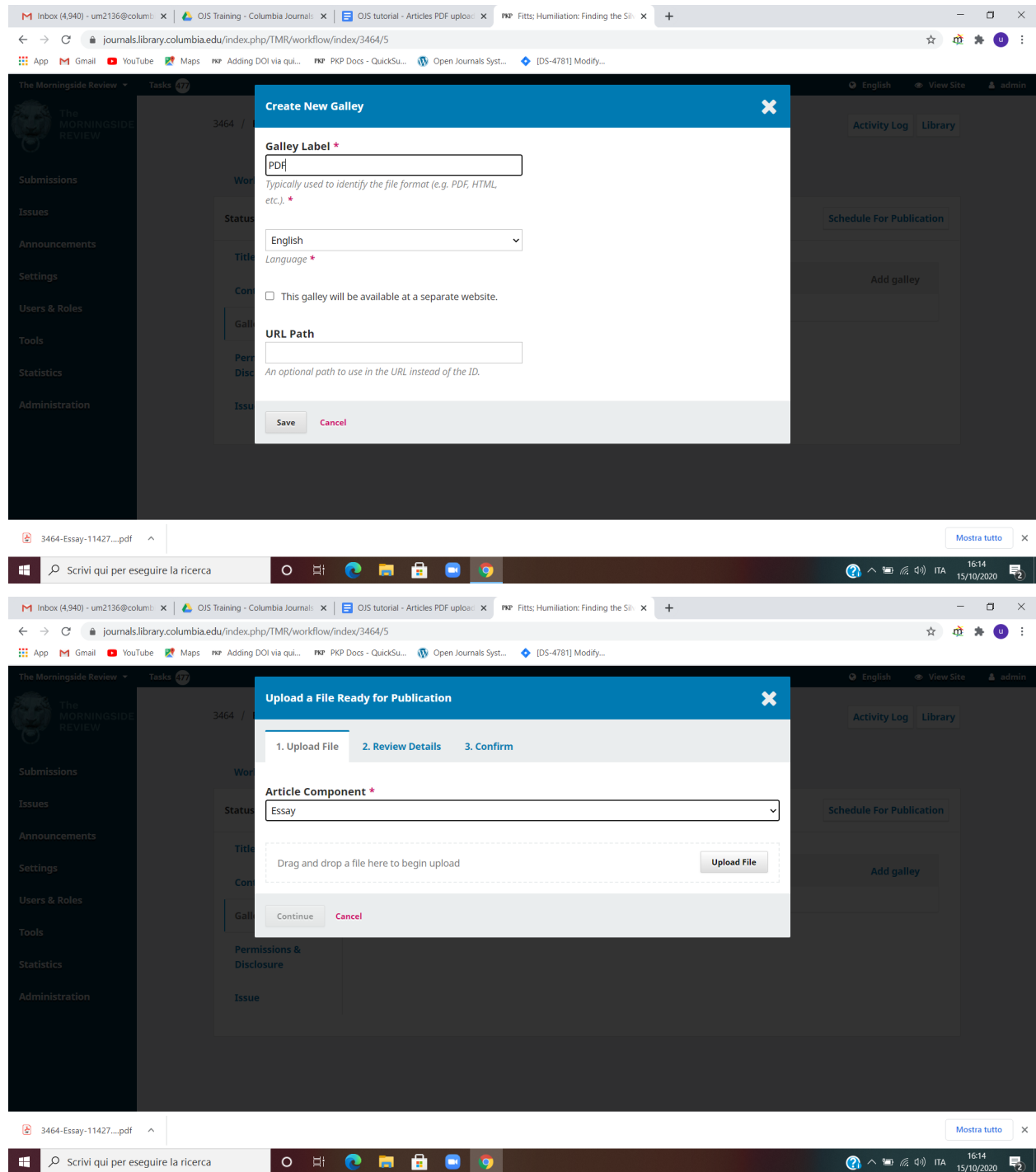
Issue	Published	Items
Vol 15 (2019)	2019-05-01	9
Vol 14 (2018)	2020-04-28	6
Vol 13 (2017)	2020-04-28	6
Vol 12 (2015)	2020-04-28	8
Vol 11 (2014)	2020-04-28	8
Vol 10 (2013)	2020-04-28	11
Vol 9 (2012)	2020-04-28	6
Vol 8 (2011)	2020-04-28	7
Vol 7 (2010)	2020-04-28	9

STEP 3. On the **Publication** tab select the menu item **Galley**. If the issue had already been published, to upload a new galley you will have to take the article temporarily offline, to do so click on **Unpublish**.



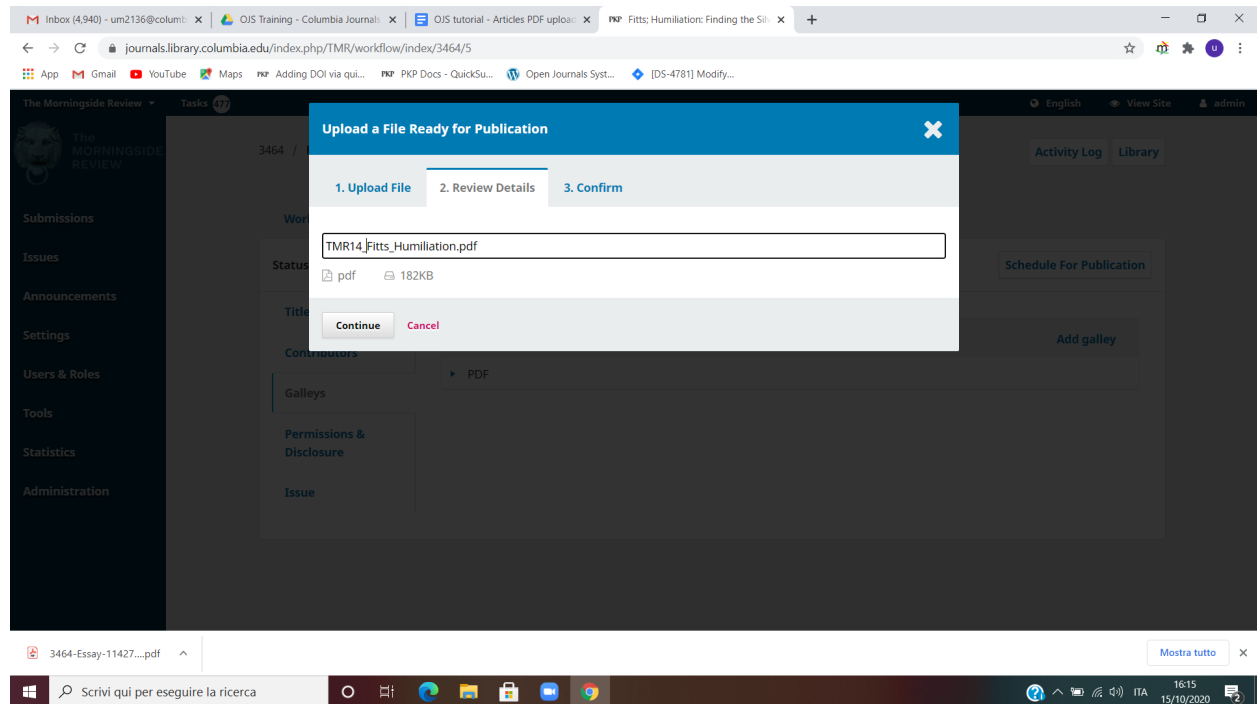
STEP 4. Click on **Add galley**. In the pop-up window first enter "PDF" in the galley label field, then select the article component (the default should be "Article Text", unless you have changed the name of the components) in the menu and upload the PDF.

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STEP 5. In the review details tab, edit the file name if needed (this is only for your record, the title assigned will be recorded in the activity log - however, when users download the PDF, OJS will assign a numeric string as title).

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STEP 6. Save and click **Schedule for Publication** to put the article back online where it was. The PDF button to download the galley will now be on display on the issue's page and on the article preview page.

