

Quick guide to the publications webform

The webform at www.staffsubs.ox.ac.uk allows all staff from the collegiate University to register their preferences regarding:

- 1) whether they would like to receive email notifications alerting them to new online issues of the *Gazette*, *Blueprint*, *Oxford Today*, the *Oxford Magazine* and/or OUP's Annual Report and, if so, which email address/es they would like these notifications sent to
- 2) whether they would like to receive print editions of new issues of the *Gazette*, *Blueprint*, the *Oxford Magazine* and/or OUP's Annual Report and, if so, which University or college address they would like their copies sent to.

Note that, unless you complete your preferences on this webform, you will not receive print copies of any of the above publications with effect from January 2015. If you have already signed up for email notifications of the *Gazette* and *Blueprint*, you will continue to receive these as we are maintaining the email list.

How to complete the webform

There are 5 publications listed on the webform – you will need to scroll down to see them all. In this example, only the *Gazette* is visible.

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Gazette The University of Oxford Gazette is the official journal of record of the University of Oxford, and has been continuously published since 1870. It is published 36 times a year with gaps during the vacations. More information: www.ox.ac.uk/gazette.

I want to receive email notifications of new issues

I want to receive a print copy of each issue

Email Address dawn.dooher@admin.ox.ac.uk

Delivery Address Public Affairs Directorate

Address Line 1 University Offices Address Line 2 Wellington Square

Address Line 3 Post Code OX1 2JD

For each publication:

- 1) Decide whether you want to receive email notifications of new issues. If you do:
 - a. click in **this box**
 - b. decide whether you want your email notifications sent to your default work email address, which appears in **this box**. If so, leave it as it stands
 - c. if you want to change the email address, delete the existing address and type in the new one.This will only affect your email alerts for this one publication; you can choose different email addresses for each publication if you would like (but the default for each is always your work email address).
- 2) Decide whether you want to receive print copies of new issues (except *Oxford Today*, which is only available to staff online). If you do:
 - a. click in **this box**
 - b. decide whether you want your publications delivered to your default work address, which appears in **this box**. If so, leave it as it stands
 - c. if you want to change the delivery address, either click the down arrow next to the current address and choose one from the list, or delete the existing address and start typing in the new one. All options which match what you've typed will appear for you to choose the right one (eg if you type 'Pub' you will get the options 'Bodleian Communications and Publishing', 'Public Affairs Directorate' and 'Public Health').

This will only affect your deliveries for this one publication; you can choose different delivery addresses for each publication if you would like but the default for each is always your work address.

If you are not interested in reading one or more of the publications just leave the tick box/es blank for that title.

When you have entered your preferences for each publication, you must scroll to the bottom of the page and click the 'Save' button. If you click 'Cancel' you will lose all of your changes.

