

## Free Content

Free Content rules allow Journal Administrators the ability to set specified content as free. By making articles free, users will not need a subscription to access the full text of the article.

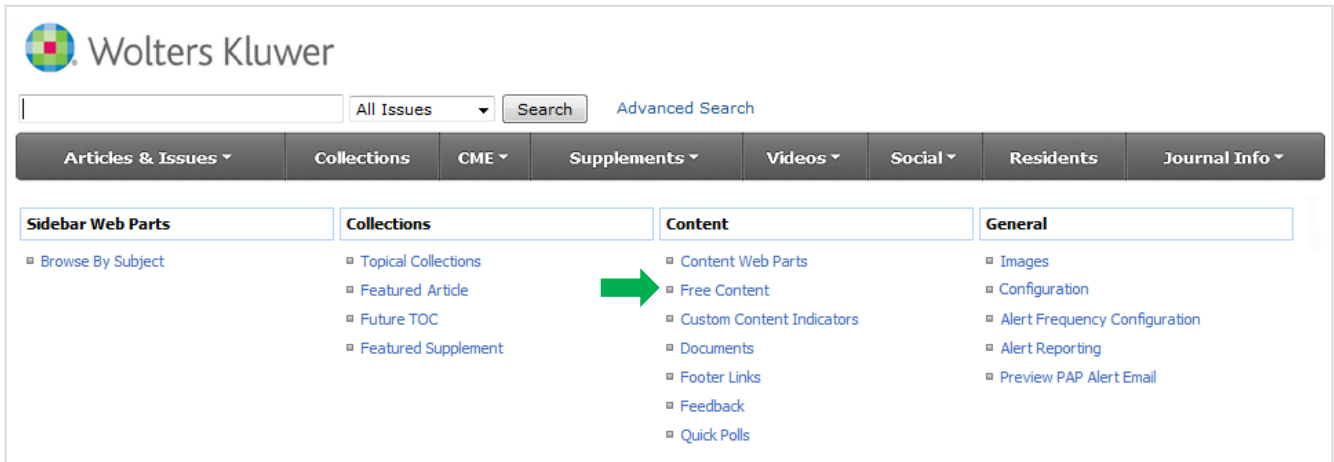


Figure 1

## Access Free Content

- Go to the 'Journal Administration' page
- Select the 'Free Content' link (Figure 1).
- Opens the Free Content Administration Tool

## Create Free Content

- From the Free Content Administration Tool
- Select 'New' to create new Free Content (Figure 2).

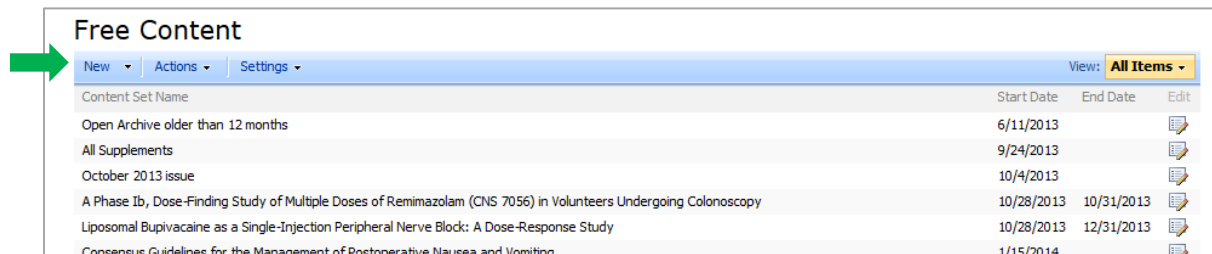
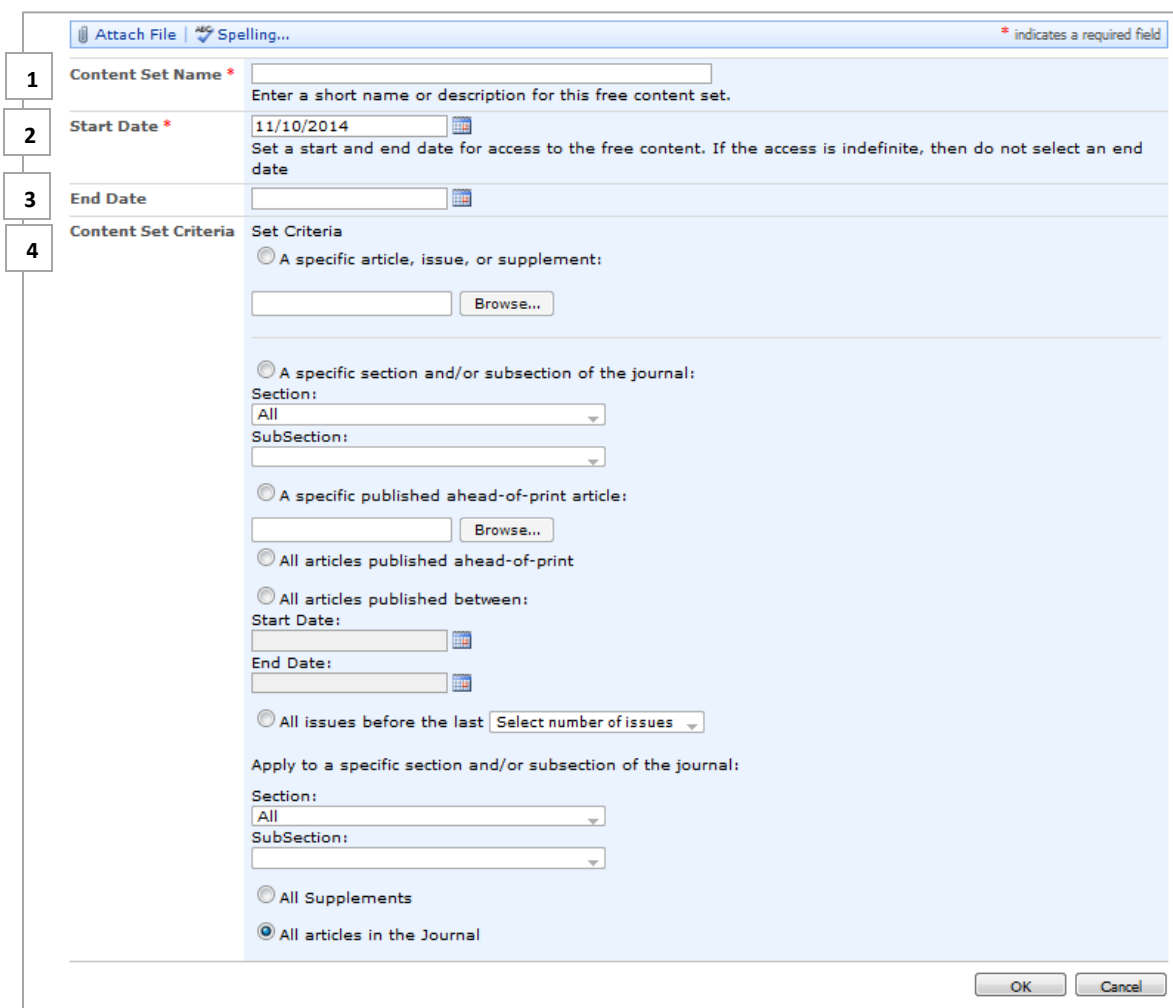



Figure 2



The screenshot shows a 'Free Content Rules' dialog box with a title bar containing 'Attach File', 'ABC Spelling...', and a red asterisk indicating a required field. The dialog is divided into several sections. On the left, four numbered callouts (1, 2, 3, 4) point to specific fields. Callout 1 points to the 'Content Set Name' field, which has a text input and a description: 'Enter a short name or description for this free content set.' Callout 2 points to the 'Start Date' field, which has a date input (11/10/2014) and a calendar icon, with a description: 'Set a start and end date for access to the free content. If the access is indefinite, then do not select an end date.' Callout 3 points to the 'End Date' field, which has a date input and a calendar icon. Callout 4 points to the 'Content Set Criteria' section, which contains several radio button options and dropdown menus. The options are: 'A specific article, issue, or supplement:' (with a text input and 'Browse...' button), 'A specific section and/or subsection of the journal:' (with 'Section:' and 'SubSection:' dropdowns, 'Section' set to 'All'), 'A specific published ahead-of-print article:' (with a text input and 'Browse...' button), 'All articles published ahead-of-print', 'All articles published between:' (with 'Start Date' and 'End Date' inputs and calendar icons), 'All issues before the last' (with a 'Select number of issues' dropdown), 'Apply to a specific section and/or subsection of the journal:' (with 'Section:' and 'SubSection:' dropdowns), 'All Supplements', and 'All articles in the Journal' (which is selected). At the bottom right are 'OK' and 'Cancel' buttons.

Figure 3

1. Content Set Name – This is the name of the rule that will display in the Free Content list.
2. Start Date - Enter a starting date for the content or select a date from the calendar icon. 
3. End Date - Enter an end date for the content to set a specific time period the rule should be active. If an article is to be free indefinitely, leave the End Date blank.
4. Content Set Criteria - Select the content criteria for the new rule. Only one of the criteria can be selected per Free Content Rule.

Content Criteria – Specific Article, Issue, or Supplement

Content Set Criteria

Set Criteria

☐ A specific article, issue, or supplement:

Browse...




Figure 4

- For a specific article, issue, or supplement select the radio button ‘A specific article, issue, or supplement’
- Click the **Browse** button to search for the issue, supplement or article

Select an Article, Issue, or Supplement to Be Free

2014

2013

2012

- Volume 114 Issue 1
- Volume 114 Issue 2
  - Editorials : Editorials
  - Cardiovascular Anesthesiology : Review Article
    - Fibrinogen and Hemostasis: A Primary Hemostatic Target for t
    - Procoagulant Activity in Hemostasis and Thrombosis: Virchow
  - Cardiovascular Anesthesiology : Echo Rounds
  - Anesthetic Pharmacology : Research Reports
  - Anesthetic Pharmacology : Brief Report
  - Technology, Computing, and Simulation : Research Reports
  - Patient Safety : Research Reports
  - Patient Safety : Review Article
  - Critical Care, Trauma, and Resuscitation : Brief Report
  - Obstetric Anesthesiology : Review Article
  - Erratum : Errata
  - Pediatric Anesthesiology : Research Reports
  - Pediatric Anesthesiology : Case Report
  - Neuroscience in Anesthesiology and Perioperative Medicine : Rese
  - Analgesia : Research Reports
  - Analgesia : Brief Report
  - The Open Mind : Research Reports

Close Window




Figure 5

The window will automatically close once content has been selected. The system will return to the form and the text box next to the Browse button will be populated with the ID of the item selected (Figure 6).

Attach File | X Delete Item | Spelling...

OK

Cancel



Content Set Name \*

Open Archive older than 12 months

Enter a short name or description for this free content set.

Start Date \*

6/11/2013

Set a start and end date for access to the free content. If the access is indefinite, then do not select an end date

End Date

Content Set Criteria

Set Criteria

☒ A specific article, issue, or supplement:

00000539-201202000-

Browse...




Figure 6

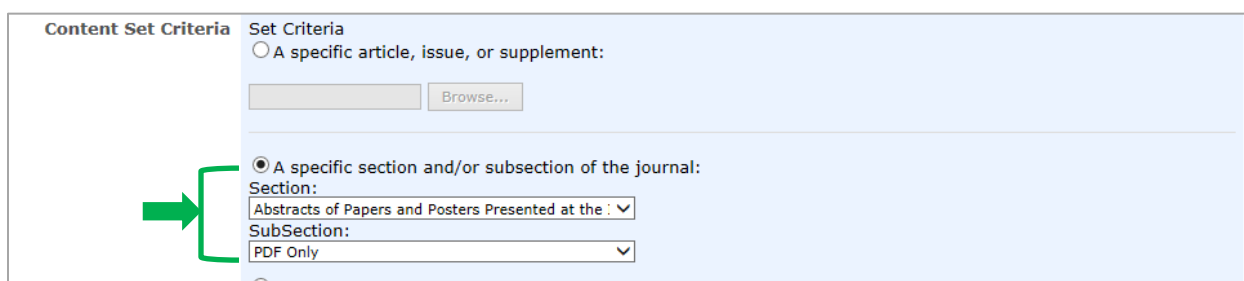
## Content Criteria – Specific Section and/or Subsection of the Journal

To select a specific TOC section or subsection of a journal, select the radio button

‘A specific section and/or subsection of the journal’ (Figure 7).

Using the ‘Section’ and ‘SubSection’ drop-down menus, select a specific TOC section. Once the ‘Section’ is selected a ‘SubSection’ can be selected (this is optional).

**Note:** All variations of the TOC titles in the ‘Section’ or ‘SubSection’ need a separate rule to ensure all articles in those sections are free.

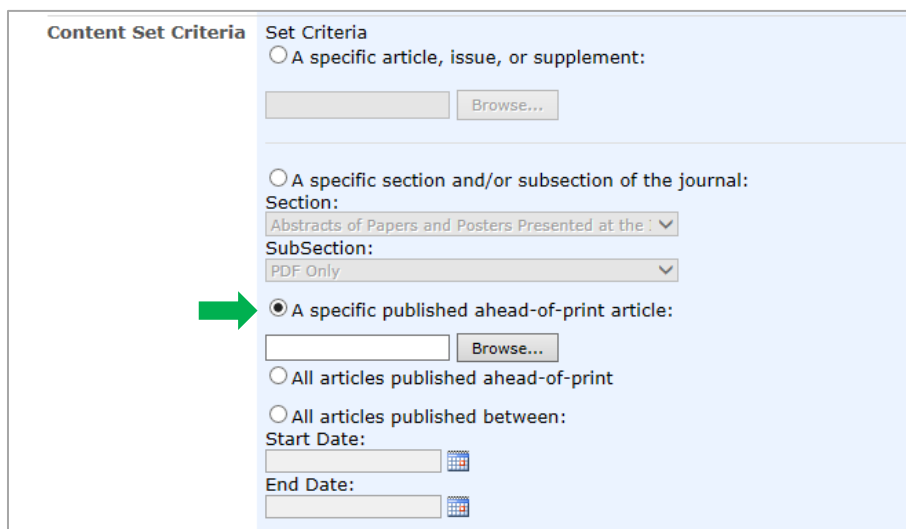


The screenshot shows the 'Content Set Criteria' form. Under the 'Set Criteria' section, the radio button for 'A specific section and/or subsection of the journal:' is selected. Below this, the 'Section:' dropdown menu is open, showing 'Abstracts of Papers and Posters Presented at the :'. The 'SubSection:' dropdown menu is also open, showing 'PDF Only'. A green arrow points to the 'Section:' dropdown menu.

Figure 7

## Content Criteria – A Specific Published Ahead of Print Article

If the journal participates in Published Ahead-of-Print, select the button next to “A specific published ahead-of-print article” to select an individual article (Figure 8).



The screenshot shows the 'Content Set Criteria' form. Under the 'Set Criteria' section, the radio button for 'A specific published ahead-of-print article:' is selected. Below this, there is a text input field and a 'Browse...' button. A green arrow points to the 'Browse...' button. Other options include 'All articles published ahead-of-print' and 'All articles published between:' with 'Start Date' and 'End Date' fields.

Figure 8

Click the ‘Browse’ button to search for the article to set free.

**NOTE:** Only one item can be selected per rule.

Click the plus sign (+) of the section that you want to expand, then click the desired article title.



The window will automatically close once an article is chosen. The system will return to the form and the text box next to the Browse button will be populated with the ID of the selected article

**NOTE:** A free rule created for a PAP article will NOT carry over once the article has published in an issue. After publication in an issue, a new rule for the article will need to be created under the Content Set Criteria – A Specific Article, Issue, or Supplement.

## Content Criteria – All Articles Published Ahead-of-Print

If the journal participates in Published Ahead-of-Print, select the 'All articles published ahead-of-print' button. This will make every article in the Published Ahead-of-Print queue free (Figure 9).

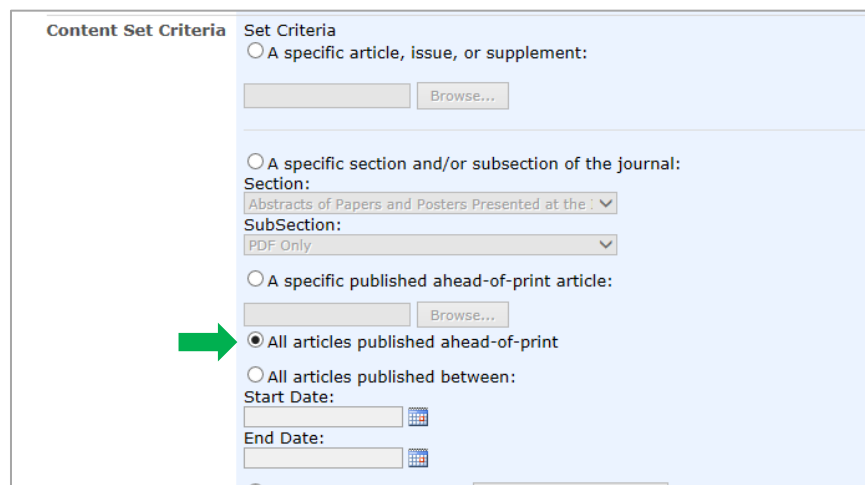
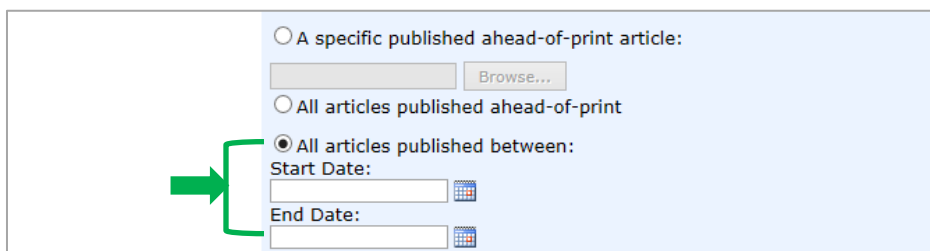
A screenshot of a web application form titled "Content Set Criteria". The form has a light blue background. It contains several sections for selecting criteria. The first section is "Set Criteria" with three radio buttons: "A specific article, issue, or supplement:", "A specific section and/or subsection of the journal:", and "A specific published ahead-of-print article:". Below the first radio button is a text input field and a "Browse..." button. Below the second radio button are two dropdown menus: "Section:" with the value "Abstracts of Papers and Posters Presented at the..." and "SubSection:" with the value "PDF-Only". Below the third radio button is a text input field and a "Browse..." button. A green arrow points to the third radio button, which is selected. Below the third radio button are two more radio buttons: "All articles published ahead-of-print" (which is selected) and "All articles published between:". Below the "All articles published between:" radio button are two date pickers: "Start Date:" and "End Date:". At the bottom of the form, there is a "Save" button.

Figure 9

## Content Criteria – All Articles Published Between Specific Dates

To set all articles free between a specific set of publication dates, select the 'All articles published between' radio button (Figure 10) and then select Start and End Dates. To set all articles published on or after a specific date free indefinitely, leave the End Date blank.

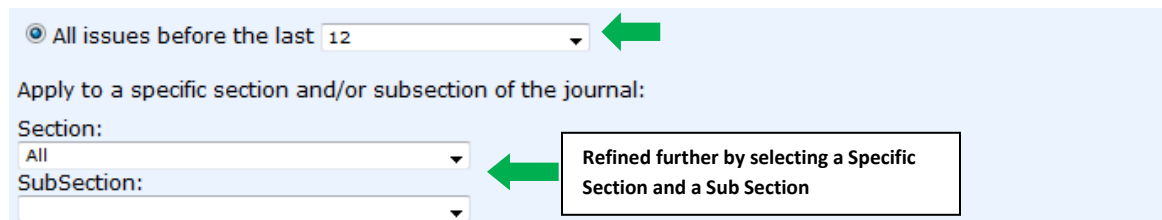


☐ A specific published ahead-of-print article:  
   
☐ All articles published ahead-of-print  
☒ All articles published between:  
 Start Date:    
 End Date:

Figure 10

**Content Criteria - All issues before the last # of issues** From the drop-down menu, select the number of back issues to include.

This rule can be refined further by applying the rule to a Specific Section and/or Sub Section.



☒ All issues before the last

Apply to a specific section and/or subsection of the journal:

Section:

SubSection:

Refined further by selecting a Specific Section and a Sub Section

**Note:** All variations of the TOC titles in the 'Section' or 'SubSection' need a separate rule to ensure all articles in those sections are free.

## Content Criteria – All Supplements

Select the 'All Supplements' button to make all supplements free.

☒ All Supplements




## Content Criteria – All Articles in the Journal

Select the 'All Articles in the Journal' option to make every article in the journal website free.

☒ All articles in the Journal

Edit Free Content

Select the Edit button that corresponds with the Free Content Rule to be edited.

| Free Content                      |            |            |                                                                                     |
|-----------------------------------|------------|------------|-------------------------------------------------------------------------------------|
| New ▾                             | Actions ▾  | Settings ▾ | View: All Items ▾                                                                   |
| Content Set Name                  | Start Date | End Date   | Edit                                                                                |
| Open Archive older than 12 months | 6/11/2013  |            |  |
| All Supplements                   | 9/24/2013  |            |  |
| October 2013 issue                | 10/4/2013  |            |  |

Make any changes you wish. In this example, we are revising the content set name with Rename. Click 'OK' to save the changes.

Free Content: Open Archive older than 12 months

OKCancel

Attach FileDelete ItemSpelling...

\* indicates a required field

Content Set Name \*

RENAME Open Archive older than 12 months x

Enter a short name or description for this free content set.

Start Date \*

6/11/2013

Get a start and end date for access to the free content. If the access is indefinite, then do not select an end date.

Delete Free Content

To delete a Free Content permission navigate to the content and select the **Delete Item** button.

OKCancel

AttachDelete ItemSpelling...

\* indicates a required field

Content Set Name \*

Open Archive older than 12 months

Enter a short name or description for this free content set.

Start Date \*

6/11/2013

Get a start and end date for access to the free content. If the access is indefinite, then do not select an end date.

Figure 11