



Figure 1: Text Search Field

Figure 2: List Search Field

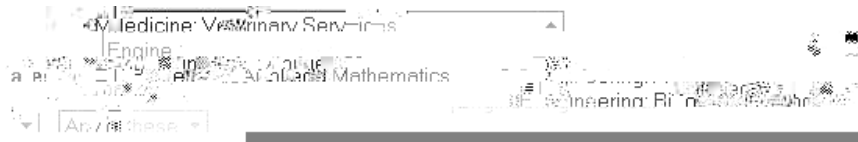


Figure 3: List Search Field Popup Menu

Press" and \Published" articles, but not \Unpublished" articles. If no value in the list is selected, the system will not filter out records in the search using this field (i.e. it will retrieve records with any value for this field.)

In cases where each individual record may have more than one value attached to the list, you can also change search behaviour by selecting \Any of these" or \All of these" from the popup menu on the right of the list, as shown in Figure 3.

Any of these. If this is selected, any record which has any of the values you selected, will be retrieved.

All of these. If you selected, this option, a record must have all the values you choose associated with it to be retrieved.

Again, if no value or \Any" is selected, the field is not used to retrieve records

2.2.3 Years

When you're searching a year field, you can specify a single year or range of years that you're interested in:

1999 retrieves only records where the year is '1999';

1987-1990 retrieves records with created between 1987-1990 (inclusive);

-1998 retrieves records with created up to and including 1998.

2.2.4 Yes/No Fields

Some fields (can)-358(ha)28(v)28(e)-358(the)-359(v)56(alue)]TJ/F27 9.963 Tf 137.708 0 Td[(yes)]TJ to have the value *yes* or *no* for this field, or whether you have no preference, in which case the field isn't used to find records

Figure 4: Search Options

2.2.5 Search Options

At the bottom of each search screen, you can set a couple of search options,



Figure 5: Subscription Options

\Search" and \Reset the search" buttons, you'll see the options shown in figure 5 at the bottom of the form.

The lower two options update your subscription options and remove the



Figure 7: Page Range Input Field

6.3 Bibliographic Information

Next you will be asked to enter bibliographic information about your item. The exact details that are required will vary depending on the deposit type you selected in the first stage.

Above each input field will be a short explanation of what should be put in

Figure 8: Inputting a List of Names



Figure 9: Document Storage Formats Display

6.4 Subject Categories

In the subject categories stage, you should select the subject or subjects from the list that best represent the content of your item. Please try and be as accurate as possible here, and please don't just select lots of categories if you're unsure, just pick the categories you are sure of.

If you think there's a serious omission from the subject category list, you can suggest a new category in the two boxes below the subject list.



Figure 10: Selecting the Upload Method

When you do this, you'll be presented with the "Document file upload" screen described in the next section.



Figure 11: Document/Compressed File Upload Field



Figure 12: Uploading Documents from an Existing Web Site

(commonly used on UNIX systems) to collect all of those files into one compacted file.

Now click on the "Upload" button.

If you selected "plain files" or are uploading a compressed file, you'll see a display similar to figure 11. You can either type in the full filename and path of the document file or compressed file into the text field, or (recommended) click on the "Browse..." button, and select the relevant file using the file selector¹. If you're uploading more than one file, there will be a corresponding number of these fields to fill out.

If you selected "from an existing Web site," you'll see the display in figure 12. Enter the full URL of the first page of the actual document; don't just enter the URL of the Web site the document appears in or the URL of an index or contents page. See the section "uploading from an existing Web site" below.

When you've entered the filenames or URLs, click on the "Upload" button. You'll then be taken back to the "Document File Upload" screen, and if everything's gone well, it should look something like the display in figure 13.

At least one file needs to be shown first. In many cases (e.g. PDF, Postscript) there will only be one file; if you've uploaded many files you will need to select the one to be shown first. This should be the first file in the document that a reader should be presented with; the .html file if your document is in HTML format, or the contents page if your document is spread over several uploaded several HTML documents. Use the "Show First" button to tell the system which file should be shown first.

The "Delete" buttons on the right of the table can be used to remove individual files that you've uploaded in error. "Delete all files" will wipe the slate

Figure 13: Uploaded Files

clean (for this document storage format only) so you can start again.

You can continue to upload more files as before. If you've uploaded all necessary files, click on "Finished". This will take you back to the "Document Storage Format" page.

6.6.1 Uploading From an Existing Web Site

When you give the archive a URL to retrieve your document from, the archive

Only files at the same depth or deeper in the Web site file hierarchy are retrieved. For example, if a link points to /index.html or ../index.html, the file will not be copied.

This method of uploading items cannot have a guaranteed 100% success rate. However we have been using it here at Southampton for a number of months and it usually works very well.