

## Upload instructions to NDSU Institutional Repository

North Dakota State University Digital Repository is a web-based, open access compliant, institutional repository for scholarly digital content produced by the North Dakota State University (NDSU) community, and includes that which is produced by others for conferences held at NDSU

### Getting Started

Before you submit an item you must register an account (<http://library.ndsu.edu/repository/>)

- Under Your Account click *Register*
- Enter your Email Address; click *Register*
- Create profile
- Once you have created a profile send an e-mail to [karen.bjork@ndsu.edu](mailto:karen.bjork@ndsu.edu) in order to receive the necessary permission to deposit your work; otherwise the system will not allow you to submit your poster.

### File Naming conventions

- File names should be unique
- Do not use special characters, such as, spaces . \ / : \* ? " & |, except for dashes or underscores
- All letters should be lower case.
- Use only alpha-numeric characters, except for dashes, – , and underscores, \_ .
- Use 8 or fewer characters in the file name, whenever possible.
- Use leading zeros. For example, a collection with 999 items should be numbered: mac001.pdf

### Submitting Your Electronic Project

Use Firefox to ensure successful upload process. Your projects must be submitted as a **PDF, JPEG, MPEG, MOV, WMV, or AVI**

Log in (<http://library.ndsu.edu/repository/>)

1. Click on *Conferences and Workshops Community*
2. Click on *North Dakota CyberInfrastructure Conference Poster Session*
3. Click on the University, College or Tribal College you attend
4. Click on the link *Submit a New Item to this Collection*
5. Follow the prompts and enter information about your item including:
  1. Full title of your poster (required)
  2. Author(s)(required)
  3. Advisors full name (required)
  4. Institution you attend (required)
  5. Date – Enter presentation date YYYY – MM (required)
  6. Subject Area poster focuses on (required) - Enter general discipline area such as; math, engineering, arts, humanities, social sciences, etc...
  7. Abstract (required) - cut and paste your abstract text into the box
6. Click *next*
7. Select **Browse** to locate and select your file

8. Enter **Poster** in the description
9. If you wish to upload supplementary files click **Upload file & add another one** otherwise skip to step 14
10. Select **Browse** to locate and select your file
11. Repeat this process for each additional file you want to upload.
12. When you are done click *Next*
13. From this screen you can revise your submission
14. Click *Next*
15. In order for DSpace to reproduce, translate and distribute your submission worldwide, you must agree to the following terms and grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.
16. Click *Complete Submission*

**You will not be able to make changes or edits to your submission after it has been posted (made public)**

**Need Help**

If you need any assistance with your submission, please contact Karen Bjork at [Karen.bjork@ndsu.edu](mailto:Karen.bjork@ndsu.edu) or by phone at 701-231-7288