Creating Aquatic Commons Records on a USB (Flash) Drive (2011)

Caution: **Always run your virus software against any Flash drive.**

Naming digital files: pdfs, jpgs, wav, etc.

In order to help reviewers match digital files to the metadata, please name the files with publication year, a single underline, followed by the author's last name, e.g., 1986_facey.pdf

This work was published in 1986 by Facey.

If there are multiple works by the same author in a given year, add the first four letters of the first significant word of the title, e.g., 1986_facey_hydr.pdf   Facey's 1986 book on hydrilla. DO NOT INCLUDE spaces: always use an underline between elements.

You will need to contact fi-library@fao.org to request a USB of Programme and instructions before being able to send records.

BEGIN

1) Insert the USB (Flash) drive. Run your virus check. If any virus is found, delete/clean before continuing

2) Double click on **portablewebap.exe**.
   Once the software loads you will see the menu below. Click on Enter data.

3) The first screen that appears allows you to choose the Item type. Choose the appropriate type and then click NEXT.

4) Fill in the fields associated with the Item type you chose. You must fill in the ★ starred fields.   Once data entry is complete, click on NEXT. [**Note:** Please use year of publication only. Leave month/day fields blank.]

Enter Publication Details: monograph

Title (required) ⭐

The title of the item. The title should not end with a full stop, but may end with a question mark. There is no way to make italic text, please enter it normally. If you have a subtitle, it should be preceded with a colon [:]. Use capitals only for the first word and for proper nouns.

Example: Life: an unauthorised biography

Example: Ecosystems of the world. Vol. 26. Estuaries of the world

> Species Profiles: Life Histories and
> Environmental Requirements of Coastal Fishes
> and Invertebrates [Mid-Atlantic]: American shad

Alternative Title

If this item is commonly known or referred to by an additional title, enter that title here.

> American shad

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5) This screen allows you to choose relevant subjects, of which you must select at least one and upload the digital file .

5a) Select the 2 letter language code: en, fr, es from the drop down menu and click on the SUBMIT button at the bottom.

5b) Browse to the file for the digital item and highlight and open it. This will upload a copy to your Flash drive.

Add Subjects

⭐ **Subjects**

Please select at least one main subject category, and optionally up to two other subject categories you think are appropriate for your submission, from the list below.

- ☐ Atmospheric Sciences
- ☐ Agriculture
- ☐ Aquaculture
- ☑ Biology
- ☐ Chemistry
- ☐ Conservation
- ☐ Earth Sciences
- ☑ Ecology
- ☐ Economics
- ☐ Education
- ☐ Engineering
- ☐ Environment

- ☑ Fisheries
- ☐ Food and Nutrition
- ☐ Health
- ☐ Information Management
- ☐ Law
- ☐ Limnology
- ☐ Management
- ☐ Oceanography
- ☐ Planning
- ☐ Policies
- ☐ Pollution
- ☐ Sociology

File Name and URL

Enter the name of the file that contains the full text of this item (e.g., article.pdf).

Choose a file to upload: [C:\Documents and S] [Browse...]

Enter the 2-letter language code for this item (lowercase, ie, en, es or fr).

[es ▾]

[Submit]

6) Once you submit, you may enter another record.

The metadata records and the digital files, e.g., pdf, jpg, etc., are stored in the **Files** folder on your Flash drive.

Pathway is **Program/www/localhost/Files**

CLOSING SESSION AND PROGRAM

7) When you have finished entering records, use the upper X box to close the session.

8) **You must close the programme as well.** Double click on the blue sphere (PortableWebAp.com) on your bottom menu bar, then click on EXIT. This will close the programme.

EJECT the USB (Flash) drive by double clicking on the Safely Remove Hardware icon and post the USB to:

Fisheries & Aquaculture Branch Library
Fisheries & Aquaculture Department

Food and Agriculture Organization of the United Nations (FAO)
Viale delle Terme di Caracalla
00153 Rome
ITALY
E-mail: fi-library@fao.org

<end>