

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.

The screenshot shows a web interface for 'Aquatic Commons'. On the left is a 'Main Menu' with links for 'Home', 'Upload Data', and 'Enter Data'. The main content area is titled 'Item Type' with a red star icon and the instruction 'Please select the most appropriate type for your deposit.' Below this is a list of item types, each with a radio button and a description. The 'Monograph or Serial Issue' option is selected. At the bottom of the form is a 'Next >' button. The footer contains the URL 'http://aquaticcommons.fsls.edu' and the text 'Provider: Florida Center for Library Automation'.

Main Menu
[Home](#)
[Upload Data](#)
[Enter Data](#)


[Next >](#)

★ Item Type
Please select the most appropriate type for your deposit.

- Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section
A chapter or section in a book.
- Monograph or Serial Issue
This may be a technical report, project report, documentation, manual, working paper, discussion paper, or complete serial issue, e.g., entire newsletter or journal issue.
- Conference or Workshop Item
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book
A book or a conference volume.
- Thesis
A thesis or dissertation.
- Image
A digital photograph or visual image.
- Charts and maps
Charts or maps.
- Other
Something within the scope of the repository, but not covered by the other categories.

[Next >](#)

<http://aquaticcommons.fsls.edu> Provider: Florida Center for Library Automation

- 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.]

[Main Menu](#)
[Home](#)
[Upload Data](#)
[Enter Data](#)

[Aquatic Commons](#)

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

- 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.

[Main Menu](#)
[Home](#)
[Upload Data](#)
[Enter Data](#)

[Aquatic Commons](#)

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.

<ul style="list-style-type: none"> • <input type="checkbox"/> Atmospheric Sciences • <input type="checkbox"/> Agriculture • <input type="checkbox"/> Aquaculture • <input checked="" type="checkbox"/> Biology • <input type="checkbox"/> Chemistry • <input type="checkbox"/> Conservation • <input type="checkbox"/> Earth Sciences • <input checked="" type="checkbox"/> Ecology • <input type="checkbox"/> Economics • <input type="checkbox"/> Education • <input type="checkbox"/> Engineering • <input type="checkbox"/> Environment 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Fisheries • <input type="checkbox"/> Food and Nutrition • <input type="checkbox"/> Health • <input type="checkbox"/> Information Management • <input type="checkbox"/> Law • <input type="checkbox"/> Limnology • <input type="checkbox"/> Management • <input type="checkbox"/> Oceanography • <input type="checkbox"/> Planning • <input type="checkbox"/> Policies • <input type="checkbox"/> Pollution • <input type="checkbox"/> Sociology
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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:

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

▼

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>