

Depositing Your Work in QSpace



A. Converting Your Document to PDF format

Even if your collection does not require it, it is a good idea to convert your document into PDF format. The conversion program, *Adobe Acrobat Professional*, is mounted on all of the Queen's Library computers.

1. **MS-Word.** If you have written your project with MS-Word, you can convert your document directly from within the Library Workstation's copy of *MS-Word*.
 - 1.1. Open the document in *MS-Word*, click on the **Acrobat** tab in the menu and click on the **Create PDF** selection.
 - 1.2. If your project consists of multiple files, you will have to retrieve and run *Adobe Acrobat Professional* from the **Microsoft Office and Other Programs** folder on the Library Workstation screen. Click on **Create** and select either **Merge Files into Single PDF** or, if you are combining different sized documents or items in different formats, select **Assemble PDF Portfolio** and follow the instructions.
 - 1.3. Alternatively, Queen's Printing Services (Dunning Hall) can convert your document from MS-Word to PDF format for free, from your USB key or CD, if you have your document printed there.
2. **Other Word Processors.** If you have used a different word processor, you will have to retrieve and run *Adobe Acrobat Professional* from the **Microsoft Office and Other Programs** folder on the Library Workstation screen.

B. Depositing Your Document

1. Go to the **QSpace** web site: <https://qspace.library.queensu.ca/>
2. Click on the **My Account** link in the navigation bar on the left of the home page
3. Click on **My QSpace** (Figure 1)

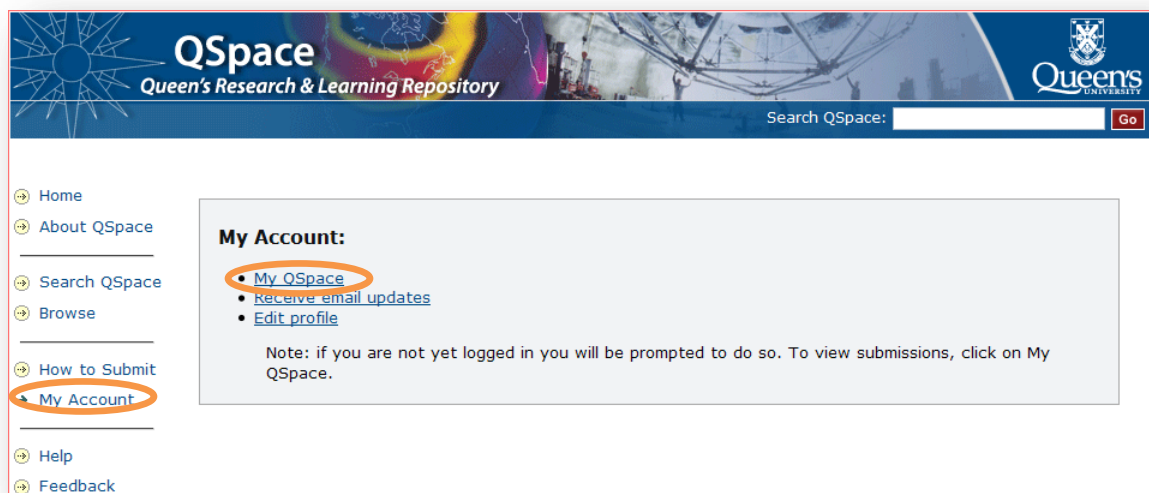


Figure 1

Depositing Your Work in QSpace

4. Enter your **Netid** and **Password**. If you have a problem logging in or at any other step, email the QSpace Coordinator (qspace@queensu.ca)
5. Select the desired collection. If you do not see a **Submit To This Collection** button, you may not yet be authorised to submit to the collection (Figure 2). Please contact the QSpace Coordinator (qspace@queensu.ca).

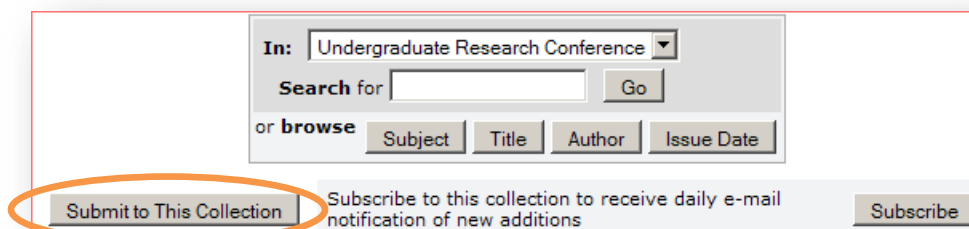


Figure 2

6. Click on the **Submit To This Collection** button.
7. Click the **Next** button to begin the submission process.

Tips

Stopping during the Submission Process:

At any point in the submission process you can stop and save your work for a later date by clicking on the "cancel/save" button at the bottom of the page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your "My QSpace" page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My QSpace" page. You can also cancel your submission at any point.

Progress Bar - Oval Buttons at Top of Page:

At the top of the submit pages you will find a series of oval buttons representing each step in the submission process. As you move through the process these ovals will change colour. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.

A progress bar consisting of eight oval buttons. The first three buttons are labeled 'Describe' and are highlighted in red. The remaining five buttons are labeled 'Upload', 'Verify', 'License', 'License', and 'Complete' and are in a light grey color.

7.1. Describe Your Item - Page 1.

- 7.1.1. Tick any of the appropriate boxes and click the **Next** button to move to the next page (Figure 3).

A screenshot of the 'Submit: Describe Your Item' form. At the top, there is a progress bar with eight oval buttons: 'Describe', 'Describe', 'Describe', 'Upload', 'Verify', 'License', 'License', and 'Complete'. The first three 'Describe' buttons are highlighted in red. Below the progress bar, the title 'Submit: Describe Your Item' is displayed. Underneath, there is a text box that says 'Please check the boxes next to the statements that apply to this submission. [More Help...](#)'. Below this text box, there are three checkboxes with the following labels: 'The item has more than one title, e.g. a translated title', 'The item has been published or publicly distributed before', and 'The item consists of more than one file'. At the bottom right of the form, there are two buttons: 'Next >' and 'Cancel/Save'.

Figure 3

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7.2. Describe Your Item - Page 2.

7.2.1.**Author:** Insert the name of the author, clicking the **Add More** button to add more authors.

7.2.2.**Title:** Enter the full title and any subtitles.

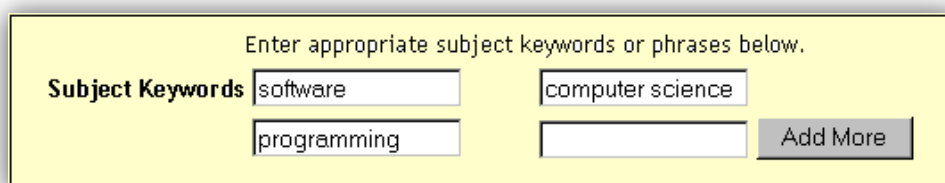
7.2.3.If it has been published, insert any **Series/Report No.** and **Identifiers** (ISBN, etc.).

7.2.4.Select a document **Type** and **Language** from the drop-down menus.

7.2.5.Click on the **Next** button to proceed, or **Cancel/Save** button to stop and save or cancel your submission.

7.3. Describe Your Item - Page 3.

7.3.1.**Subject/Keywords:** Please enter as many subject keywords as are appropriate to describe this work. Use one input box for each subject word or phrase. You can get more input boxes by clicking on the **Add More** button. (Figure 4). You must enter at least one subject keyword.



Enter appropriate subject keywords or phrases below.

Subject Keywords

Figure 4

7.3.2.**Abstract:** You can either cut and paste an abstract into this box, or you can key in the abstract.

7.3.3.Fill in the **Sponsor** box if the work was sponsored and or the **Description** box if you have any other information to add about the work.

7.3.4.Click on the **Next** button to proceed, or **Cancel/Save** button to stop and save or cancel your submission.

7.4. Upload a File.

7.4.1.Click on the **Browse** button and navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.

7.4.2.Click on the **Next** button to proceed.

7.4.3.In the next screen (Figure 5), you have the opportunity to select a new file if you have selected the wrong one.

7.4.4.If you have indicated at the beginning of the process that your submission will consist of more than one file, you will be offered the option to upload more files.

7.4.5.Click the **Next** button if the correct files have been selected.

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Submit: Uploaded File

Here are the details of the file you have uploaded. Please check the details before going to the next step. [More Help...](#)

File	Size	File Format
ARL-repository-services-report.pdf	1,349,341 bytes	Adobe PDF (known)

[Click here if this is the wrong format](#)

[Click here if this is the wrong file](#)

You can verify that the file has been uploaded correctly by:

- Clicking on the filename above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) [Show checksums](#)

Figure 5

7.5. Verify Submission.

7.5.1. This page lets you review the information you have entered to describe the item. To correct information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages (Figure 6).

7.5.2. Click on the **Next** button to continue when you are satisfied that the submission is correct or click on the **Cancel/Save** button to stop and save your data, or to cancel your submission.

Authors Smith, Jeff	
Title Test title	
Series/Report No. None	Correct one of these
Identifiers None	
Type Thesis	
Language English	
Subject Keywords test1 test2	
Abstract This is a test	Correct one of these
Sponsors None	
Description None	
Uploaded File: information-letter.pdf - Adobe PDF (Known)	Upload a different file
< Previous Next > Cancel/Save	

Figure 6

7.6. License.

7.6.1. Creative Commons licenses help you share your work while keeping your copyright. If you decide not to grant such a license, you can click on **Skip Creative Commons**.

7.6.2. License Agreement For Qspace. QSpace requires agreement to this non-exclusive distribution license before your item can be deposited in QSpace. With this agreement, you retain full copyright control but allow Queen's to make your paper available online. If you have any questions, please contact the QSpace Coordinator (gspace@queensu.ca).

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7.6.3. After you click on the *I grant this license* button, you should see the message, **Submission Complete**. If you decide not to grant the license, the submission will remain uncompleted until you either delete the incomplete submission or complete the approval of the license.

7.7. Completed Submission

As soon as the screen shows that the submission is complete (Figure 7), **Log out**.
Submission is now complete.

NOTE: Do not duplicate your submission by clicking on the *Submit to the Collection* and re-keying your submission.

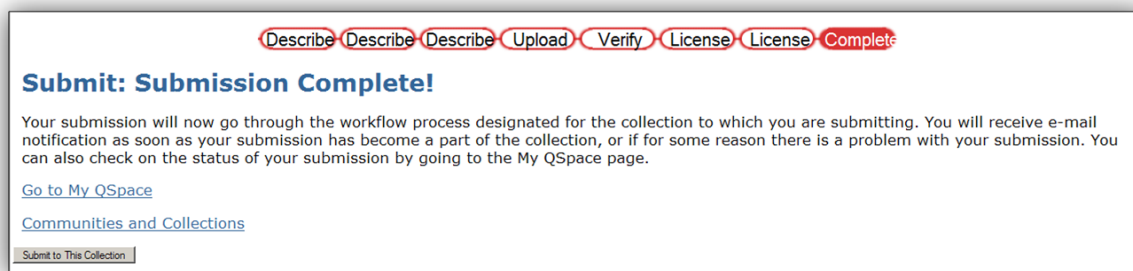


Figure 7

Contact: direct your questions to QSpace Coordinator (gspace@queensu.ca).