

## Depositing Your Faculty of Education Graduate Project in QSpace

### A. Converting Your Project to PDF format

After your project has been accepted as complete by the Faculty of Education, you must convert it to a single PDF file. The conversion program, *Adobe Acrobat Professional*, is mounted on all of the Queen's Library computers.

1. **MS Word.** If you have written your thesis with MS Word, you can convert your thesis 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 PDF** and select **Multiple Files** as your source.
  - 1.3. Alternatively, Queen's Printing Services (Dunning Hall, room. 9) 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. For further information please call Paul or Lynn at 613-533-6600 or 77374 (on campus).
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. Click on **Create PDF** and select single file or multiple files as your source.

### B. Depositing Your Project 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

4. Enter your **Netid** and **Password**. If you have a problem logging in or at any other step, email Sam Kalb ([kalbs@post.queensu.ca](mailto:kalbs@post.queensu.ca))
5. Select the **Education** -> **Graduate Student Papers, Projects & Publications** collection. If you do not see a **Start a New Submission** button, you may not yet be authorised to submit to the collection. Please contact the QSpace Coordinator, Sam Kalb: [kalbs@queensu.ca](mailto:kalbs@queensu.ca)
6. Click on the **Start a New Submission** button.

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7. Click the **Next** button to begin the submission process.

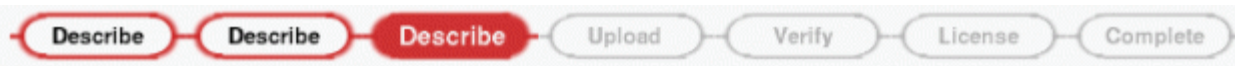
### Tips

#### 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.



#### 7.1. Describe Your Item - Page 1.

7.1.1. Click the **Next** button to move to the next page.

#### 7.2. Describe Your Item - Page 2.

7.2.1. **Author:** This is your name in the form of LastName, FirstName Initials. (Figure 2)

A form for entering author information. It has a yellow background. On the left, the word 'Authors' is written. To its right are two input fields. The first is labeled 'Last name' and contains the text 'Smith'. The second is labeled 'First name(s)' and contains the text 'John D. Jr.'. To the right of the second field is a button labeled 'Add More'.

Figure 2

7.2.2. **Title:** Enter the full title and any subtitles (Figure 3)

A form for entering the title. It has a yellow background. On the left, the word 'Title' is written. To its right is a single input field containing the text 'Development of a new programming language'.

Figure 3

7.2.3. **Type:** Accept the default *thesis* document type.

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

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### 7.3. Describe Your Item - Page 3.

7.3.1. **Subject/Keywords:** Please enter as many subject keywords as are appropriate to describe this item. 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.

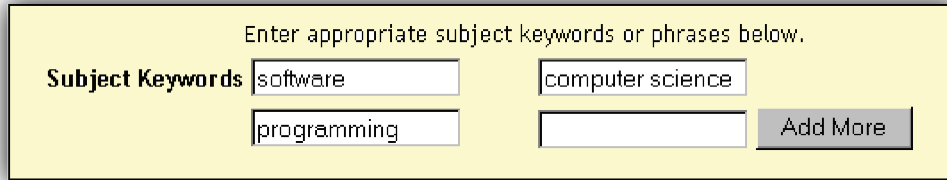


Figure 4

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

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

### 7.4. Upload a File.

There are two methods of entering the name of the documents you wish to upload:

7.4.1. Type the full path and file name into the input box and then click on the "next" button in the lower right hand corner of the screen.

7.4.2. Click on the "browse" button and a window showing your files will appear. You can 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.

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

### 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.

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. (Figure 5)

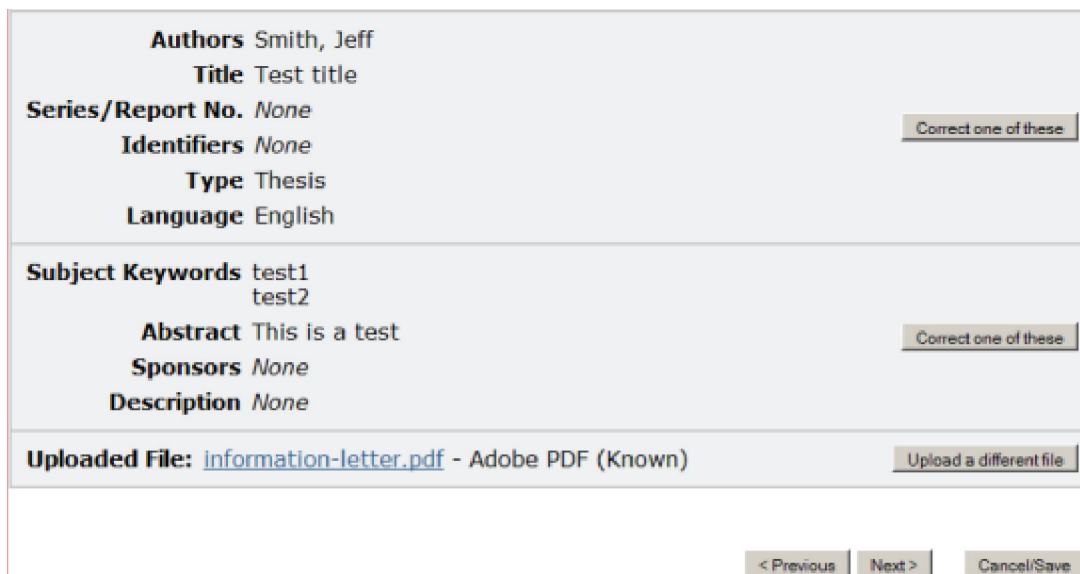


Figure 5

## Depositing Your Faculty of Education Graduate Project in QSpace

### 7.6. License.

QSpace requires agreement to this non-exclusive distribution license before your item can appear on QSpace. With this agreement, you retain full copyright control but allows Queen's to make your paper available online. If you have any questions, please contact Sam Kalb ([kalbs@post.queensu.ca](mailto:kalbs@post.queensu.ca)).

**7.6.1.** 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 6), your project will be accessible for searching. **NOTE:** Do not duplicate your submission by clicking on the **Submit to the Collection** and re-keying your submission.

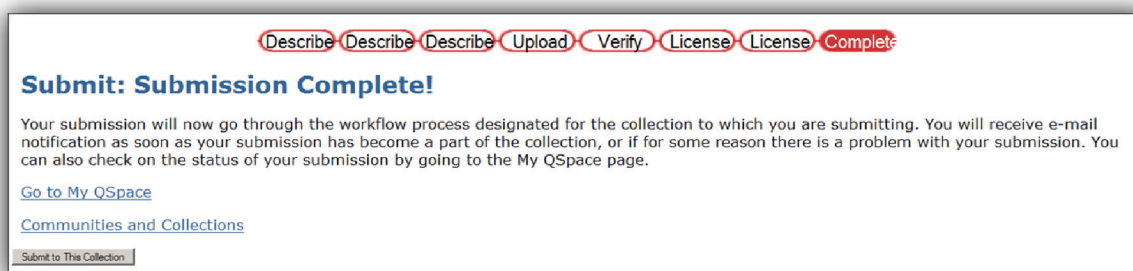


Figure 6

**Contact:** For questions about pdf conversion or the submission process, contact Sam Kalb, QSpace Coordinator at [kalbs@queensu.ca](mailto:kalbs@queensu.ca) or 533-2830?