

## Help Documentation for Users

### 1. Where do I see the information you have about my project?

You will have received an e-mail asking you to update the information we have about your project.

In this e-mail, you will see a URL which will take you to the record of information about your project.

Please go to this URL, and review your record.

Remember that the information in your record will help users searching the database find information about your project.

You may not need to update the record at all if the information we have is current and up to date.

But if you see something that has changed, or that you would like to add, you should take this opportunity to update the information!

### 2. How do I change the information you have about my project?

The database record about your project is formatted so that the information you see looks like this:



The fourth line you see is a URL (highlighted in the above example).

To view and then update the record, first copy this URL (you can do this by highlighting the URL, selecting edit on your browser's control bar, then dragging down to select copy).

Then paste the URL into the address field of your browser window (select edit on your browser's control bar, then dragging down to select paste).

Click to go to this URL.

You will then see the Update record working form, an example of which appears below:



Please go through this page and add any new information to the text boxes, or using the pull down menus.

### 3. What information is required in each section?

#### Identifier of the item you are registering



You are asked to select from the following options:

URL URI URN DOI ISBN or ISSN

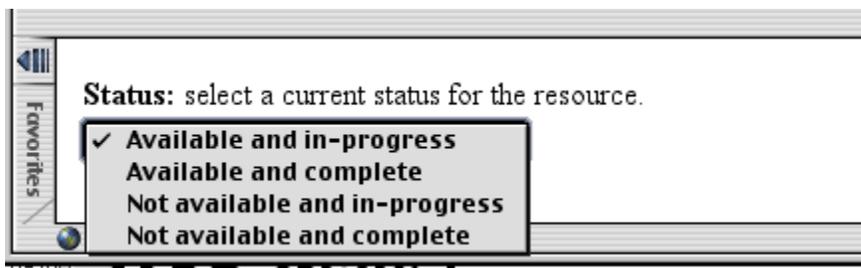
What are these abbreviations?

- URL: Uniform Resource Locator
- URI: Uniform Resource Identifier
- URN: Uniform Resource Name
- DOI: Digital Object Identifier
- ISBN: International Standard Book Number
- ISSN: International Standard Serial Number

If the project being described in this entry is available through the Internet and you are uncertain which category to choose, select 'URL'

Your project may have several of these identifiers assigned to it. For example, it may have a URL, a URN and an ISBN. Please select the identifier that you think is the best way for people to find your resource on a long-term basis.

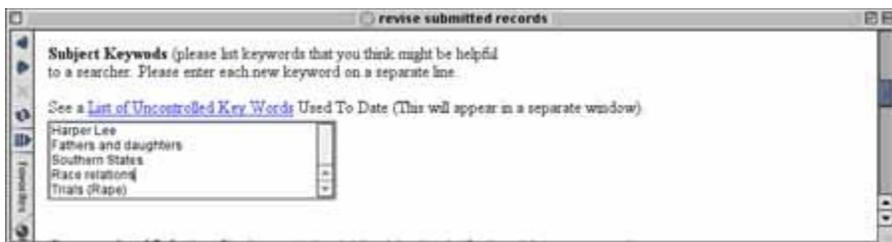
**Status:** select a current status for the resource.



You have four choices to select:

- *Available*: users have access to the project's resources.
- *Not Available*: users do not have access to the project's resources.
- *In-progress*: changes are likely to be made to the project that will have a noticeable effect on the experience of using the project, or on the results of using the project, e.g.:
  - content is being added to the project
  - new user tools (search & analysis capabilities, e.g.) are being added to the project
  - existing user tools are being refined and extended
  - project content is subject to revision, reorganization, or changes in presentation
- *Complete*: It is unlikely that changes will be made to the project that will have a noticeable effect on the experience of using the project, or on the results of using the project.

## Subject Keywords



Please add keywords you think are appropriate to help users find information about your project when they search the database. You can also see the list of uncontrolled keywords for additional selections you might like to add.

## Computational Information



Describe the project from a technical perspective.

For example, how project data is structured and stored (e.g. Relational database; encoded in sgml/xml); file formats used; languages for programming.

Has an proprietary system or software been used, is there any special technical information users may require, e.g., does the resources use plug-ins?

### Formal funding sources

A screenshot of a web browser window titled "revise submitted records". The page content includes the heading "Formal funding sources: Give formal sources of funding in the space below. Enter one source per line. Check [List of current funder names](#)". Below this is a text input area containing the text "National Endowment for the Humanities" and "Internal funding". The browser's address bar and navigation buttons are visible on the left.

Select from the list of current funders, or insert the names of any additional funders of this project, or write in the text box below any additional information about funding not covered in the above category. You may want to include Information about approaches taken to seeking funding; institutions to which proposals were submitted (unsuccessfully); institutions considered for submissions, but rejected.

### Rights

Fill in the text box with information about rights, including information about how the project obtained the rights to the materials it has used, and the rights of end users to use the materials in the project.

### When you are finished

When you have filled out the information required in each category, click on the **submit** button at the bottom of the page.

If you hit **reset**, you will erase the information on the page and you can start again.

After you submit the form, you will receive an e-mail confirmation thanking you for filling out this form.

After you have submitted your record, you can't go back and make changes. You will have to fill out a new form.

### Where do I go for help, or if I have additional questions?

As this is a prototype project, we are working on ways that we can have people available to answer your questions.