

DigitalHub


Getting started: Submitting items

This guide will take you through the process of uploading and labeling a file in DigitalHub.


Logging Into DigitalHub

1. Identify an item you would like to deposit and make sure you have permission to deposit it. (See <https://digitalhub.northwestern.edu/agreement/>)
2. Open a browser window and navigate to <https://digitalhub.northwestern.edu/>.

Note: Chrome is the recommended browser for DigitalHub.

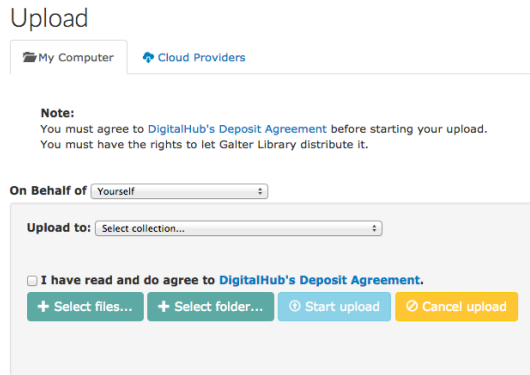
3. Click the  button at the top right-hand corner of the screen. When prompted, log in using your Northwestern netID and password. Once you have logged in you will be directed to your Dashboard. **Note that you can navigate to your dashboard at any time just by clicking on your name.**

Uploading Your File

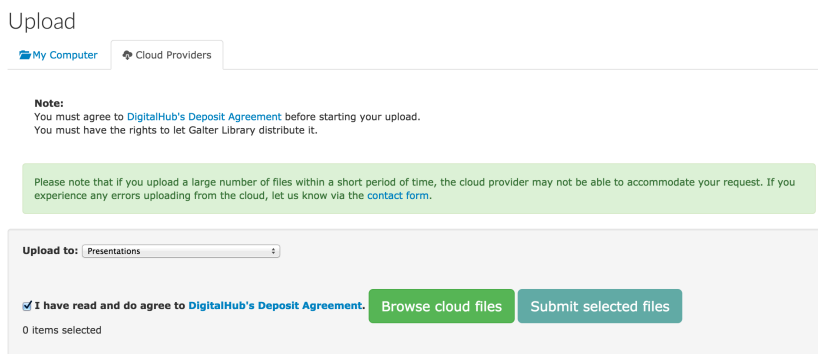
4. Click the  button.
5. Be sure to read the DigitalHub's deposit agreement. If you agree with DigitalHub's terms, mark the checkbox to indicate that you have read and agree with DigitalHub's terms of use.

Note: If you do not mark the checkbox you will not be able to deposit information in DigitalHub.

- If you are given permission to deposit files on behalf of someone else from the Northwestern Medicine community you will have the option to deposit on their behalf.
- If you have previously created collections in DigitalHub you are able to deposit your new file to your collection at this point.



- You will see an option to upload your files from cloud providers. Currently we support upload from Google Drive and Box (see photo).




6. Click the **+ Select files...** button. A file upload window will appear.

Note: If you are using Chrome you can upload an entire folder at once by clicking the **+ Select folder...** button.

7. Navigate to the location of your file on your computer in the file upload window. Select the file and then click the **Open** button.

Note: To select more than one file or folder at once, hold down the ctrl key in Windows or the command key in Mac OS before clicking the additional file names.

Note: If you are uploading a file from one of the supported cloud providers please make sure you connect your cloud providers with DigitalHub before clicking the button **Browse cloud files** and after selecting the file click the following button: **Submit 1 selected files**

8. Click the  button. Once the file has finished uploading you will be redirected to the Apply Metadata page. This is where you will enter the metadata for the file you have uploaded.

Apply Metadata. (Note: The name entered in the 'Title' field will be applied to the corresponding file only; however, all information entered in other fields will be applied to the entire batch of files deposited into DigitalHub. You may edit the individual files once this step is finished. An asterisk (*) indicates required fields.)

- **Title*** of the item - Title of the work you are submitting as it appears in the file. If not filled in, it will automatically default to the file name. This is a required field.

- **Resource type*** - Pre-defined categories to describe the type of content being uploaded, such as "article" or "clinical trial." More than one type may be selected.

- **Keyword*** - Word or phrase related to your work that you select to help interested users search for and locate your content. Note that the subject sections of the submission form provide lists of controlled vocabulary terms that can be used to describe the content of the file. Together "keywords" and "subjects" allow others to more easily discover a file in the repository.

- **Creator*** - (required field, automatically generated based on login information) – The person or group responsible for the content being submitted. Usually this is the author of the content. Personal names should be entered with the last name first, e.g. "Smith, John." This is a required field.

- **Rights*** (required field, see **Creative Commons page** for information - <http://creativecommons.org/>)

- **Contributor** - A person or group you want to recognize for playing a role in the creation of the content, but not the primary role. If there is a specific role you would like noted, include it in parentheses, e.g. "Jones, Mary (advisor)."

- **Description** - Free-text notes about the content or the file.

- **Abstract** - A summary statement about the file being deposited. For example, this may be a brief synopsis that accompanies a journal article, a conference presentation, or poster. The depositor can choose whether to use a "structured abstract" format (<http://structuredabstracts.nlm.nih.gov/>).

- **Bibliographic citation** - A synopsis of information about the file that contains essential identifying information: author/s (creator/s), title, source (journal or book) or other identification (volume, pages, date, place of publication, if applicable). This information may vary based on the type of file being submitted. To see examples, refer to The NLM Style Guide for Authors, Editors, and Publishers (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>).

- **Related URL** - A link to a website or other specific content (PDF document) related to the file, for example, the URL of a research project from which the file was derived or a dataset stored in a data repository.

- **Digital Publisher** - The person or group making the work publicly available. Generally this is the institution - Galter Health Sciences Library, Feinberg School of Medicine, Northwestern University.

- **Original Publisher** - Corporate body originally responsible for the issuance, distribution or dissemination of the work, whether subscription-based or open-access.

- **Date created** - The date on which the content was created, produced or published. Dates are accepted in the form YYYY-MM-DD, e.g. 1976-07-04.

- **Identifier** - A unique string of characters such as DOI for a journal article, PubMed ID, PubMed Central ID, or an ISBN for a book. The type of identifier used should be entered in parentheses before the identifier itself, e.g. "(PMID) 26269873.

- **Language** - The primary language in which the work was written. ISO639-2 standard is used. Suggestions are displayed as you type.

- **Subject: MeSH** - Controlled vocabulary terms developed by the U.S. National Library of Medicine. Suggestions are displayed as you type.

- **Subject: LCSH** - Controlled subject vocabulary terms developed by the Library of Congress. Suggestions are displayed as you type.

- **Subject: Geographic Name** - Controlled subject vocabulary terms developed by the Library of Congress. Suggestions are displayed as you type.

- **Subject: Name** - The Library of Congress Name Authority File (NAF) file provides authoritative data for names of persons, organizations, events, places, and titles. Suggestions are displayed as you type. Select a name of person, organizations, events, places, and titles.

- **Location** - The name of the location where the work was published or otherwise made available to the public. Calls upon the GeoNames web service (<http://www.geonames.org>).

- **Page number** - Numbers added by the submitter to each page or image, when creating a collection from a set of pages or images, to allow for orderly display in the image viewer.

- **Acknowledgments** – A statement recognizing anyone (other than co-authors and reviewers) who assisted in the research, composition, or publication of the work. For example: “The authors are grateful to the participants in this study, and to Dr. X and Dr. Y for their technical support.”

- **Grants and funding** – A statement acknowledging all private or public sources of funding for the research, composition, or publication of the work. For example: “This study [or research, article, work, etc.] was supported by [governmental body A] (grant number aaaa), the B Foundation and the C Trust (grant numbers bbbb, cccc), and [your department] (through the funding of block grant number dddd).”

- **DOI** – Stands for “Digital Object Identifier,” a character string which serves as a unique and persistent identifier of a digital information object. If you do not enter an existing DOI, a new one will be generated by DigitalHub.

- **ARK** – Stands for “Archival Resource Key,” a character string which serves as a unique and portable identifier for information objects of any type. If you do not enter an existing ARK, a new one will be generated by DigitalHub.

- **Private Note** – Free-form notes on the resource. “Private Notes” will only be shown to you and those with “edit” access to the resource.

Under the “Permissions” tab please select who should have the ability to read and download, and who would you like to share the file with:


- **Visibility** - who should have the ability to read and download.

Open Access (recommended) - Visible to the world.

Northwestern University - Visible to all Northwestern University users.

Private - Visible to users/groups specified below, if any.

- **Share with** - Specific Users OR Groups (**View/Download** and **Edit** option)

You may grant "**View/Download**" or "**Edit**" access for specific users and/or groups to files. Enter a valid user name from NU directory, one at a time, select the access level for that user and click the plus icon 

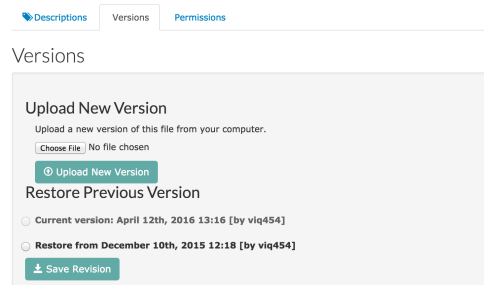
The list of groups in the drop-down marked "Select a group" is a list of User Managed Groups that you are a member of, and are managed by Northwestern University's NUIT department. You may select a specific group and assign an access level for a file within DigitalHub, similarly to adding user access levels.

Permission Definitions

View/Download: this file (both contents and metadata) is accessible from within DigitalHub.

Edit: this file (both contents and metadata) can be edited. You may only grant this permission to Northwestern University users and/or groups.

Under the “Version” tab you have an option to upload different versions of your file and select which one you want to share (see example below):



Descriptions Versions Permissions

Versions

Upload New Version

Upload a new version of this file from your computer.

No file chosen

Restore Previous Version

Current version: April 12th, 2016 13:16 [by viq454]

Restore from December 10th, 2015 12:18 [by viq454]

Note: Make sure you save the revision before you navigate away from this page.

9. Click the button 

You will be redirected to your dashboard. At this time unique identifiers, a DOI and an ARK, are being generated for your file.



The following message will be displayed at the top:

Your files are being processed by DigitalHub in the background. The metadata and access controls you specified are being applied. Files will be marked Private until this process is complete (shouldn't take too long, hang in there!). You may need to refresh your dashboard to see these updates.

Additional Information: Labeling Your Data


1. Describe your file.

a. Individual Titles—You may rename the file in the “Title” field. The default title is the name of your file.

b. Bulk Descriptions—Enter metadata for your file. Required fields include Resource type, Title, Creator, Keyword, and Rights. For descriptions of each of these fields, click the  icon. To add more than one entry for any of the metadata fields, click the  button. To identify your file as more than one Resource Type, hold down the ctrl key in Windows or the command key in Mac OS.

Note: If you have uploaded more than one file, the Bulk Descriptions settings will be applied to all of the files. You will be able to edit these descriptions in the records of individual files later.

Note: You may provide additional metadata for your files by clicking on the button at the bottom of the Bulk Descriptions section.

c. Bulk Permissions—Choose your privacy settings. For a description of these options, click the  icon.

Note: If you have uploaded more than one file, the Bulk Permissions settings will be applied to all of the files. You will be able to edit these permissions in the records of individual files later.

2. Click the button at the bottom of the screen. Once you have saved your file you will be redirected to your dashboard.

Note: You will not be able to save the file until you enter information into all of the required fields.

3. Wait for DigitalHub to process your files. While the files are being processed, you will see a green message at the top of the screen, and any files you just uploaded will be marked with an icon and a visibility rating. If these indicators do not disappear promptly, refresh your browser window.

4. Click the name of the file you deposited to view its information. You will be redirected to the file’s record, where you will see that there are many additional fields you may update.

5. Click Edit under the Actions heading.

6. Add additional information readers could use to find or identify the file, including an abstract or summary, the names of additional contributors, or a URL where the file can be located. Take note of the Versions and Permissions tabs; you can visit these tabs in the future to update your file or its access permissions. Note: In most cases, editing the advanced description of your file is optional but recommended in order to make your work more accessible. If you are uploading previously published content, you may be legally responsible for entering information such as the name of the publisher, location, and document identification number. For more information, consult your publisher, check the SHERPARoMEO (<http://www.sherpa.ac.uk/romeo/>), and read the discussion of copyright permissions in the DigitalHub Deposit Agreement (<https://digitalhub.northwestern.edu/agreement/>).

7. After entering your information, click the  button at the bottom of the page.

Congratulations! You have deposited your work in DigitalHub