

IPY-DiTRL File Upload Instructions (Public)

SINGLE and BATCH uploads:

1. Open an internet browser and go to <http://sunsite.ualberta.ca/Projects/IPY/>
2. If you are already a subscriber, click on the word [Log-In](#) located on the upper left and enter your “Username” and “Password”. If you are not a subscriber, click the word [Subscribe](#) located on the right and fill in the form. Log in using your username and password.
3. Go to “Contribute [Media](#)” on the right hand side of the page and click on the word [Media](#).
4. Read the [Terms of Use](#), [Contribution Directions](#), and [Contribution Guidelines](#) for useful information relating to uploading procedures and acceptable media formats. If you need additional assistance please see the notes below.

SINGLE (1-10 files) upload:

5. Select a “*Project Number” from the drop-down menu. Click on the word [Browse](#) located to the right of the drop-down menu if you wish to see a list of the projects.
6. Enter the “*Title” of the contribution.
7. Enter the “*Provenance Information” in this order and separated by commas: (1) name, (2) relationship to IPY, (3) dates of involvement with IPY, and (4) institution, and (5) contact information.

e.g. John Smith, Administrator, 2007/06-2008/08, Scott Polar Research Institute, Lensfield Road Cambridge CB2 1ER England
8. Enter a “*Description” for the contribution.
9. Scroll down and enter “Keywords” that highlight the general content of the contribution. Separate keywords with a comma i.e. . An up to date list of keywords already in use can be accessed from the [Contribution Directions](#) page. Scroll down to the **Keywords** section and click on the word [here](#).
10. Go to “Select Media” and click the button on the right. To view a list of acceptable media formats click on the words “([how to format](#))”. Select the file you wish to upload. Note that the file name cannot contain special characters (e.g. , ' # @ \$ % ^ & *) or spaces.
11. Click on the button at the bottom of the page.
12. Repeat as necessary for up to 10 items.

Thank you for your contribution.

BATCH (>10 files) upload:

5. Go to the line of text stating “*If you are uploading more than 10 documents, please click [here](#)” and click on the word [here](#). Read the instructions.
6. Scroll down to the paragraph starting with “1. Download the batch upload table...” and click on the words ([click here](#)).
7. Open up the template in Excel and enter the “Provenance Information”, “Filename”, “Title”, “Project Number”, “Creator”, “Description”, “Countries”, “Start Date”, “End Date”, “Keywords”, and “Accessibility” for **UP TO 30** contributions.

Provenance Information: Enter your (1) name, (2) relationship to IPY, (3) dates of involvement with IPY, and (4) institution, and (5) contact information in that order and separated by commas.

e.g. John Smith, Administrator, 2007/06-2008/08, Scott Polar Research Institute, Lensfield Road Cambridge CB2 1ER England

Filename: Do not put commas, apostrophes, spaces or special symbols in the filename (e.g. , ' # @ \$ % ^ & *). Include the appropriate file extension to the end of the filename (e.g. .doc, .pdf, .JPG, .zip). Filenames are case sensitive and should match exactly what is in the csv file.

Title: Enter the title of your contribution.

Project Number: The ‘Project Number’ column allows us to associate your data contributions with an endorsed international project, media, or one of the organizing IPY bodies. Contributions not associated with a specific Endorsed IPY Project, should still be given a Project Number. To view a list of the project numbers go to the [Contribution Directions](#) page. Scroll down to the **Project Number** section and click on the word [Browse](#). Look first at the “900 series” to assign the item to either the International Programme Office or one of the National IPY Programs. If none of these apply, assign that item the number “0 – Unclassified media”. The default classification is “0 – Unclassified media.” If you are unsure what number to assign, leave it as unclassified. The administrator will examine each contribution and determine which number to assign.

Creator: Name of the individual or organization that created the item being contributed.

Description: Enter a description for your contribution.

Countries: Include all that apply as well as Arctic, Antarctic, or Bi-Polar. Enter countries separated by commas i.e. .

Start Date: Start date of a collection in dd/mm/yyyy format. If the content of the item does not span a period of time put the date associated with the item in this field.

End Date: End date of a collection in dd/mm/yyyy format. If the content of the item does not span a period of time leave this field empty.

Keywords: Enter keywords separated by commas i.e. . An up to date list of keywords already in use can be accessed from the [Contribution Directions](#) page. Scroll down to the **Keywords** section and click on the word [here](#).

Accessibility: Either **open** or **closed**. **Open** items (preferred) are available for viewing by all users of the website and for download by subscribers. **Closed** items will have the associated metadata available for viewing but requests for **closed** items will be directed to Scott Polar Research Institute (SPRI). All items (open and closed) uploaded to IPY DiTRL will be provided to DSpace@Cambridge where open items will be accessible and access to closed items will administered by SPRI.

Do not put more than 30 files into a folder and associated CSV. If uploading more than 30 files, create multiple folders and CSVs.

8. Place the folder(s) or files you would like to contribute, including the upload table(s), onto a CD or into a zipped folder titled with your first and last name i.e. John_Smith.
9. If using a zipped folder, transfer to the SFTP site using an FTP program such as WinSCP (Windows) or Fugu (Mac). Links to sites where downloads are available are provided at the bottom of the bulk upload page. Click on either [WinSCP](#) or [FreeMacWare](#) to access the appropriate site.
10. For WinSCP: (a) click on the word [Session](#) on the left side, (b) enter the “Host name:” [moss.biology.ualberta.ca](#), “User name:” [ipy](#), and “Password:” [Up*loads](#), (c) click the button, (d) open the folder titled “IPY_uploads”, (e) transfer zipped folder into the “IPY” folder, and (f) close WinSCP.

Thank you for your contribution.