

## How to post an item to WinnSpace

### 1. Electronic theses and dissertations (ETD)

PDF is the default format for text files in WinnSpace. In the beginning stages of the project the University will allow graduate students to submit both paper and electronic copies of their theses. The library staff will scan paper copies of theses, convert them to PDF format and post them to the web. Other text formats (MS Word, OpenOffice.org) mostly supported by WinnSpace and can be accepted by the repository. The repository encourages graduate students to convert their theses to PDF and deposit them to WinnSpace electronically. For conversion of materials to PDF graduate students can use Adobe Acrobat or open source software. The library systems department will provide assistance with selection and installation of the open source software for departments where Adobe Reader is not installed. We recommend the following free software for Word PDF conversion: PrimoPDF, doPDFFree Free PDFconverter, SolidPDFCreator. Before posting theses to WinnSpace, the authors are supposed to get an authorization from the Office of Research and Graduate Studies.

The authors have to register with WinnSpace and get an ID and password prior to submission of their theses. To request to register as an authorized WinnSpace depositor the author has to visit the registration page of the repository, enter their e-mail and click to register button. After establishment of WinnSpace ID and password the authors should send an e-mail to the repository manager at [winnspace@uwinnipeg.ca](mailto:winnspace@uwinnipeg.ca) their name, WinnSpace ID, department name, and brief description of the deposit.

- **Procedures for submitting ETD to WinnSpace**
  - Register with WinnSpace
  - Login with the repository
  - Select Community and Collection where you want to deposit your work
  - Click to submit a new item to this collection
  - Answer initial questions
  - Describe your item (Basic description: Authors, Title, Series/Report number, identifiers, type of materials, language)
  - Second level of description: subject keywords (select a few words that will describe your work), abstract (maximum 150 words for master's thesis, 350 words for dissertations), sponsor (department, research center), any other description
  - Upload the file
  - Review and correct any of the information you have entered
  - You will be asked to sign "**WinnSpace Non-Exclusive Distribution License**". By clicking on this agreement you give the University of Winnipeg the right to retain one copy of your item.
  - Notify WinnSpace administrator about your submission

## **2. Research publications**

### **Procedures for submitting research publications to WinnSpace**

- Register with WinnSpace and obtain password and ID
- Check copyright issues related to the publication before posting
- Login with the repository
- Add descriptive information (see Electronic Theses and Dissertations)
- Upload the file
- Verify the information you have entered
- Sign “**Non-Exclusive Distribution License**”
- Notify WinnSpace administrator about your submission

## **3. Learning objects**

A learning object is a resource, usually digital and web-based, that can be used and re-used to support learning (Wikipedia). Procedures for submitting learning objects to WinnSpace are similar to procedures for submitting research publications.