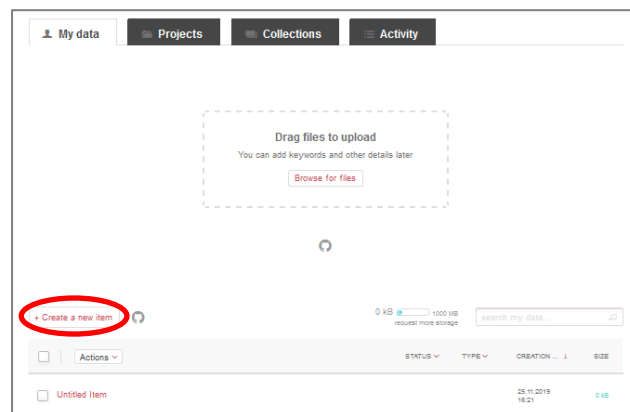


Uploading items to ORDA

Creating an item record

1. Go to figshare.shef.ac.uk. To access your ORDA account, log in with your MUSE username and password, or if you are already logged in to MUSE, click on 'Upload' at the top of the screen. Click on 'Create a new item'.

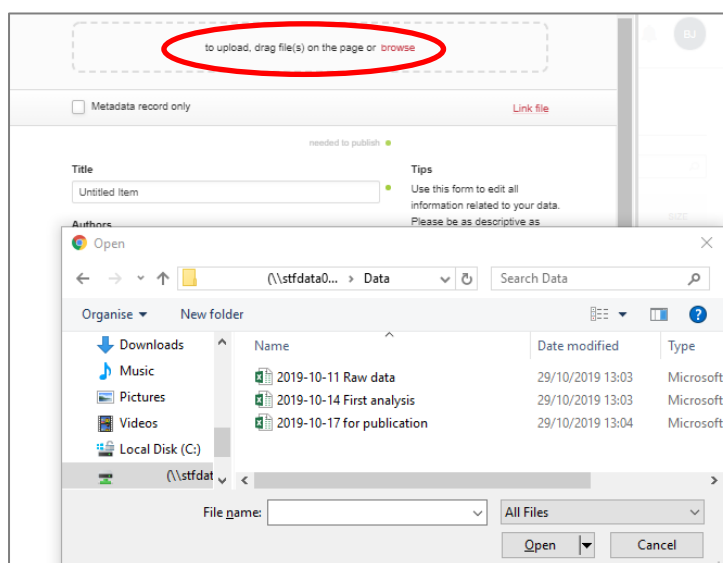


2. Complete as many fields as possible, then click on 'Save changes'. When you click on a field, information will appear at the top-right of the page to help you complete it. You can find a link to more useful tips on the Library's [ORDA](#) page.

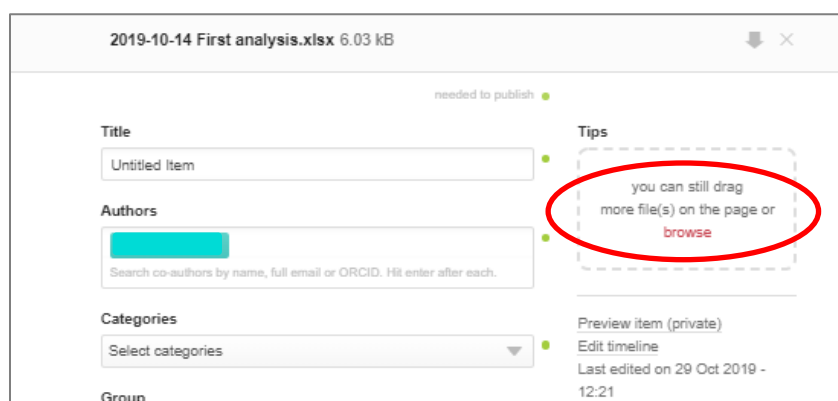


Uploading files

1. You can upload files by 'dragging' them from your desktop or by browsing files on your PC. If your files are in a folder, you will need to upload them individually or zip them together. We recommend including an explanatory file with your data (ideally a plain text file with the name 'README'). This could include a description of the data included; an inventory of the files (folder structure, naming conventions, format); software required to access the data; data collection and quality control methodology.



2. When the file has uploaded, you can add further files.



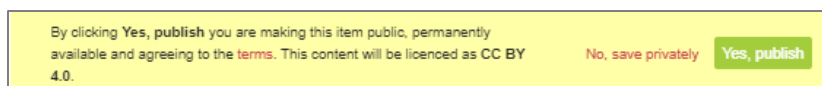
3. Click on 'Save changes'.

Submitting the record for publication

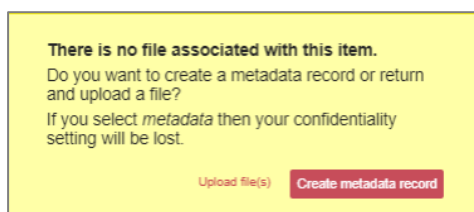
1. When the record is complete, tick the 'Publish' box below the information fields. If any of the mandatory fields are incomplete, a notification will prompt you to complete them.



2. Click on 'Publish item'. A notification box appears, asking you to confirm whether you want to publish the item making it permanently available, and also the licence under which it will be available. Two options are given: 'No, save privately' or 'Yes, publish'.



3. Click on 'Yes, publish'. If you have not either uploaded files or made the record 'metadata only', you will be prompted to do so.



4. When the details are complete and you have clicked on 'Yes, publish', the Library team will check the record. They will contact you if they need any more information. Once this has been done, the record and files will be made available publicly or under the restrictions you have selected, and you will receive a notification by email.