STEP BY STEP INPUTTING DATA TO EPRINTS

1. Open *http://digitaleprints.um.edu.my/* and click to *"Create Account".*
2. Register as member – use your UM MAIL to register.
3. Settle the registration process follow step-by-step from the web site.
4. Next page : login : put your username and password.
5. Click *"Manage deposits"*

6. Click *"New Item"* – Item type – Thesis – Next

7. Add a new document – choose File – and upload

Edit item: Article #9

Type → Upload → Details → Subjects → Deposit

< Previous | Save for Later | Cancel | Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

| File | From URL | From OpenXML | .tar.gz File | Zip File |

New document: Choose File No file chosen   Upload

< Previous | Save for Later | Cancel | Next >

↓

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

| File | From URL | From OpenXML | .tar.gz File |

New document: Choose File No file chosen   Upload

PDF
646Kb

| Metadata | Files |

Content: UNSPECIFIED

⭐ **Format:** PDF

Description:

⭐ **Visible to:** Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified   Day: ?

Update Metadata

< Previous | Save for Later | Cancel | Next >

Fill in the metadata of the thesis. Make sure you rename the file according to chapter in the thesis. Keep the format of the thesis as PDF and "visible to" – anyone. Click choose file to upload another file from the thesis. – click update metadata and click **"NEXT"**

- Front Cover
- Preface/table of content
- Text
- References

| File | From URL | From OpenXML | .tar.gz File | Zip File |

New document: Choose File No file chosen   Upload

PDF (Front page)
73Kb
Show options

PDF (Table of content)
556Kb
Show options

PDF (Text)
6Mb
Show options

PDF (Bibliography)
29Kb
Show options

PDF (Appendix)
289Kb
Hide options

- Appendices

8. Add bibliographic of the thesis → NEXT
    a. Title
    b. Thesis Type
    c. Creators
    d. Divisions
    e. Publication Details
    f. Uncontrolled Keywords (check abstract)
9. Subject – choose general subject heading for the thesis. Please refer librarian for the confirmation. → NEXT

Edit item: s

Type → Upload → Details → **Subjects** → Deposit

< Previous   Save for Later   Cancel   Next >

⊕ **Subjects**   ?

Search for subject: [   ]   Search   Clear

➕ A General Works
➕ B Philosophy. Psychology. Religion
➕ C Auxiliary Sciences of History
➕ D History General and Old World
➕ E History America
➕ F History United States, Canada, Latin America
➕ G Geography. Anthropology. Recreation
➕ H Social Sciences
➕ J Political Science
➕ K Law
➕ L Education
➕ M Music and Books on Music
➕ N Fine Arts
➕ P Language and Literature
➕ Q Science
➕ R Medicine
➕ S Agriculture
➕ T Technology
➕ U Military Science
➕ V Naval Science
➕ Z Bibliography. Library Science. Information Resources

< Previous   Save for Later   Cancel   Next >

10. Deposit item → Deposit Item Now

Deposit item: s

Type → Upload → Details → Subjects → **Deposit**

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