## Index of External Documentation

### Space Index

<table>
<thead>
<tr>
<th>0-9</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>1</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
</tr>
<tr>
<td>L</td>
<td>0</td>
<td>M</td>
<td>N</td>
<td>O</td>
<td>P</td>
</tr>
<tr>
<td>R</td>
<td>0</td>
<td>S</td>
<td>T</td>
<td>U</td>
<td>V</td>
</tr>
<tr>
<td>X</td>
<td>0</td>
<td>Y</td>
<td>Z</td>
<td>@#$</td>
<td>0</td>
</tr>
</tbody>
</table>

### A

Page: A. Creating an Account

An account on this repository is no longer needed. All publication information is available without needing an account. If you are a CSHL researcher, you can manage your publication at: https://elements.cshl.edu

https://elements.cshl.edu All information

### B

Page: B. Setting Up Database Alerts for IR content

Setting up alerts in publications databases or other specialized databases "up front" is a great first step for creating a complete library of records in the IR. This is the most efficient way to keep your IR records library current and complete. Because

Page: Backing up the AP EndNote Library

EndNote AP master library backup NOTE: The AP master library should be backed up after every major alert update (i.e. weekly or bi-weekly). The EndNote AP master library and it's backup are stored in the G drive in the EndNote folder in G:\EndNote\CSHL P

Page: Backing Up the IR

Back to Administrative Functions page Back to Table of Contents

### C

Page: C. Creating Records in your IR Workflow Space

This process flow is obsolete. EndNote is no longer used to house our CSHL publications. We are currently using Elements to gather and import the papers into EPrints. Creating IR records The basic organizational entity for digital objects in the IR

Page: Creating and Modifying Ontologies

Back to Administrative Functions page Back to Table of Contents

Page: Creating Groups in EndNote Libraries

1. Highlight the references in your library you want to copy into a group. To select multiple references in Windows hold down the mouse key and scroll over groups of references or click on individual references To select multiple references in MAC hold

Page: Creating Records in the AP EndNote Library

NOTE: To back up the AP EndNote Master Library go to the Backing up the AP EndNote Library page

Page: Exporting IR Content

Back to Table of Contents

Page: G. Exporting IR Content

Back to Table of Contents
Searching http://www.screencast.com/t/99Ja5TMmBoUm to get started. You can search and retrieve top level metadata and digital object.

Page: H. Administrative Functions
Back to Table of Contents

Page: I. Resources and Documentation
Go to Administrative Functions Go to Table of Contents
Page: Index of External Documentation
Page: IR CSHL Authors Ontology
NOTE: for directions on how to change parent-child relationships go to the IR Subject Ontology page This page includes instructions on how to create CSHL Author names in the ontology modify names delete names How to create CSHL Author names Copy the sta
Page: IR Subject Ontology
To Make changes to the IR Subject Ontology you must be an IR Administrator. Please email the IR Administrator mailto:tadams@cshl.edu with any additions or changes you would like made to the IR Subject Ontology. This page contains instructions on How to cr
Page: IR troubleshooting
Back to Administrative Functions page Back to Table of Contents

Page: J

Page: K

Page: L

Page: M
Page: Monitoring IR utilization and generating statistics
Back to Administrative Functions page Back to Table of Contents

Page: N

Page: O

Page: P

Page: Q

Page: R

Page: S

Page: T
Page: Updating AP database
Updating the AP database Each publication year from the current year down to 1070 has it’s own XML file. All publications from 1969 to the beginning of the AP database are in an XML file called CSHL Early Publications Database. Typically we need to updat
Page: Uploading records from the AP database EndNote Library
A word version of this document is at G:\Institutional Repository Documentation\IR Info\Document processing protocols\IR Document Processing protocols\IR document processing protocol JS 012012 general version.docx The order in which we are processing and

Page: V

Page: W

Page: X

Page: Y

Page: Z

Page: !@#$