

eShare Guide: Uploading items

Library and Learning Services

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Find eShare

You can find eShare at www.eshare.edgehill.ac.uk

Preparing your items

Adding material is very straightforward.

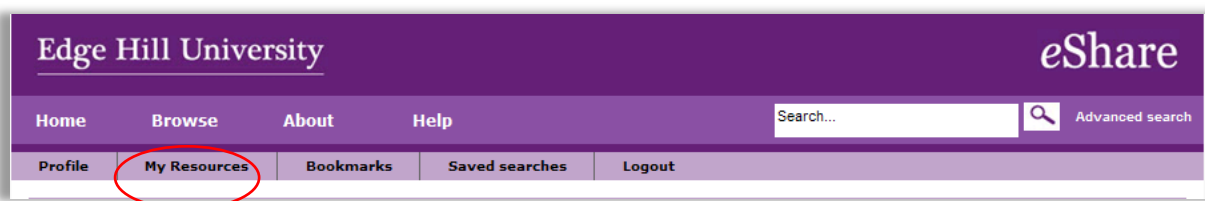
- Save documents as a PDF before uploading to eShare (users of devices that do not run on Windows, such as iPads, for example, cannot open documents saved in Microsoft packages, but *can* open PDFs).
- Please ensure that items conform to [The Public Sector Bodies](#) Accessibility Regulations 2018. You need to take a few simple steps to create accessible documents. For guidance please see the Learning Services Wiki pages on [Creating Accessible Content](#).
- Have the material you want to add in a place where you can easily access it – on your desktop, on a flash drive or in your usual server space.
- You can read the 'Terms and Conditions' for use of eShare – accessible from the foot of the eShare homepage.

eShare Login

Login to eShare with your University username and password.



Click on 'My Resources' to add an item



Uploading a new item

Click on **My Resources** and choose **New Resource**.

Files and Links

Click on **File** to select the item you want to upload.

Files & Links

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.

File From URL

Choose File No file chosen

Each document or link you upload will appear beneath the box:

Text
Making Corrections - using software.docx
2MB

Show options +

If you are uploading more than one document, Click **Show options** beneath the file to give each document a separate title in the 'description' box.

Hide options -

Type: Text

Description:

License: UNSPECIFIED

Update Metadata

Use the dropdown menu to select the appropriate Creative Commons licence for each document. (If you are unsure, choose the top option: 'Attribution-no derivative works'.)

Click **Update**

Metadata

If you have uploaded several documents you can re-order them using the blue arrows.



Resource information

Complete information about the item. Additional guidance can be obtained by clicking on the question mark next to the field you are completing.

- Title - concise title for the item.
- Description – A description of the resource and its files. State what type of file it is, and the size.
- Authors – People who have created the item. Click on ‘more input rows’ for additional authors.
- Corporate Authors - Please give your department as Corporate Author.
- Advice for reuse - this tells others how to make best use of the item.

The screenshot shows a web form titled 'Resource Information'. It includes the following sections:

- Title:** A single-line text input field with a star icon on the left and a question mark icon on the right.
- Description:** A large multi-line text area with a question mark icon on the right.
- Authors:** A section with three columns: 'First name', 'Family Name', and 'Email address'. Below these columns is a 'More input rows' button. A question mark icon is on the right.
- Corporate Authors:** A section with a numbered list (1, 2, 3) and a 'More input rows' button. Each list item has a small dropdown arrow. A question mark icon is on the right.
- Advice for reuse:** A single-line text input field with a question mark icon on the right.

Tags

Tags are essential to help users find the resource. A drop-down box will show you tags already in use – where possible re-use a tag rather than creating a new one.

- Focus your tagging on what is most important about the resource: themes and disciplines.
- Think from the top down –start with the relevant subject or field, for example, Education, then work down to the subject/focus of the resource. Try to think of the terms a user may search and use the various different ways a concept can be expressed – e.g. ‘technology enhanced learning’ I might also be called ‘TEL’.

- It is not necessary to tag information that appears in the title or description of the item – all this metadata is picked up in free text searching.

Viewing & Editing permissions

Set the permission level according to who should be able to access the item. The default is 'university'.

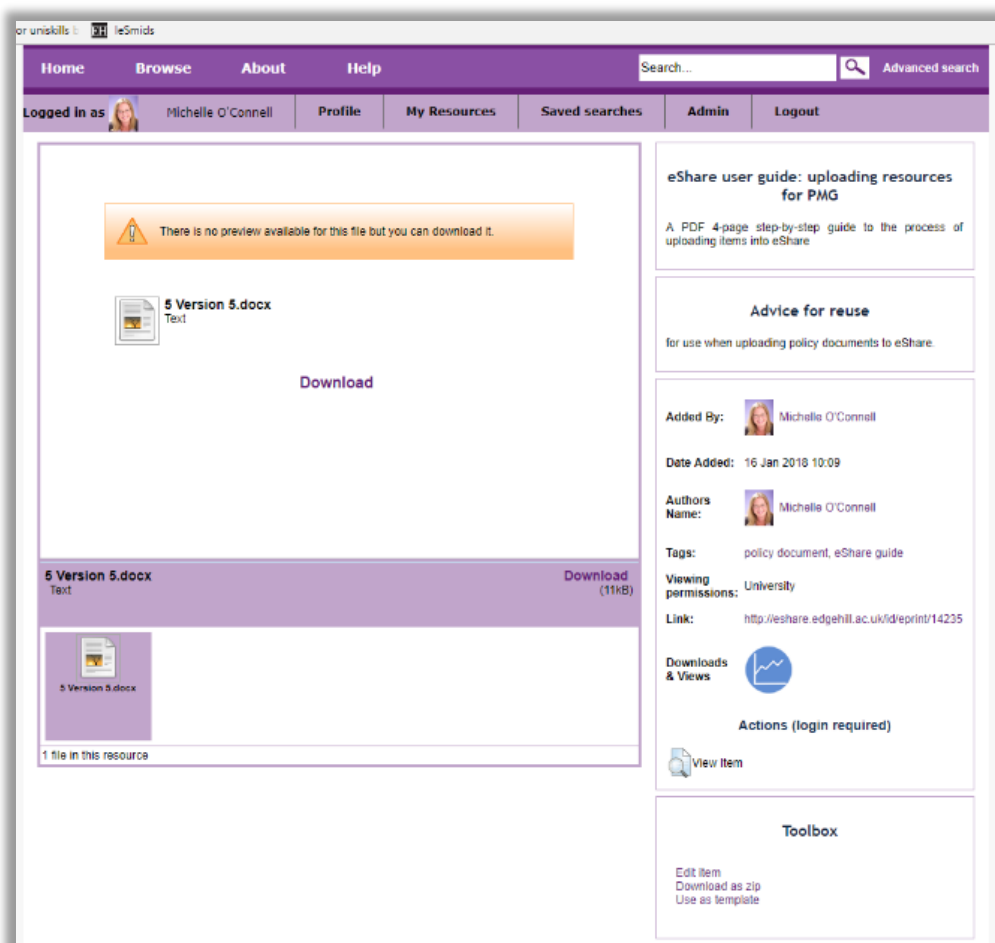
You are advised to give editing permissions to at least two members of your team.

Save and Return **Cancel**

Don't forget to Save.

Your item in eShare

This is how the item will be displayed in eShare:




This is how the metadata will appear in eShare:

eShare user guide: uploading resources for PMG


A PDF 4-page step-by-step guide to the process of uploading items into eShare

Advice for reuse

for use when uploading policy documents to eShare.

Added By:  Michelle O'Connell


Date Added: 16 Jan 2018 10:09

Authors Name:  Michelle O'Connell


Tags: policy document, eShare guide

Viewing permissions: University

Link: <http://eshare.edgehill.ac.uk/id/eprint/14235>

Downloads & Views 

Actions (login required)

 [View Item](#)

Toolbox

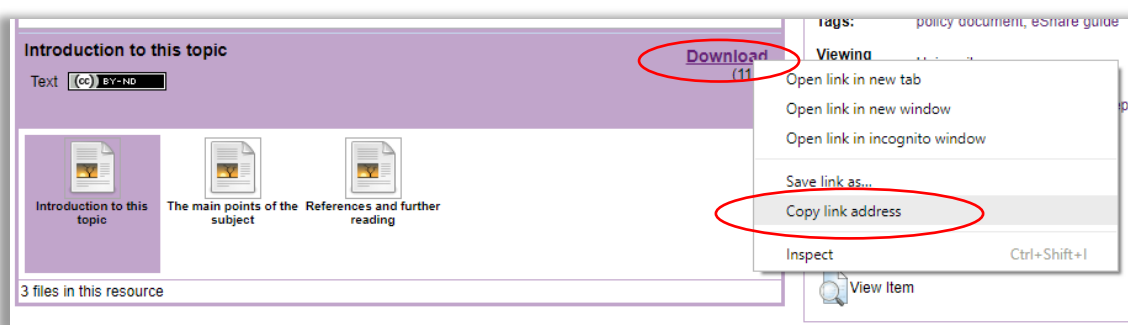
[Edit item](#)
[Download as zip](#)
[Use as template](#)

Linking to items

In **My Resources**, your uploaded items will be displayed (newest at the top). Click on the title to see information about the resource.

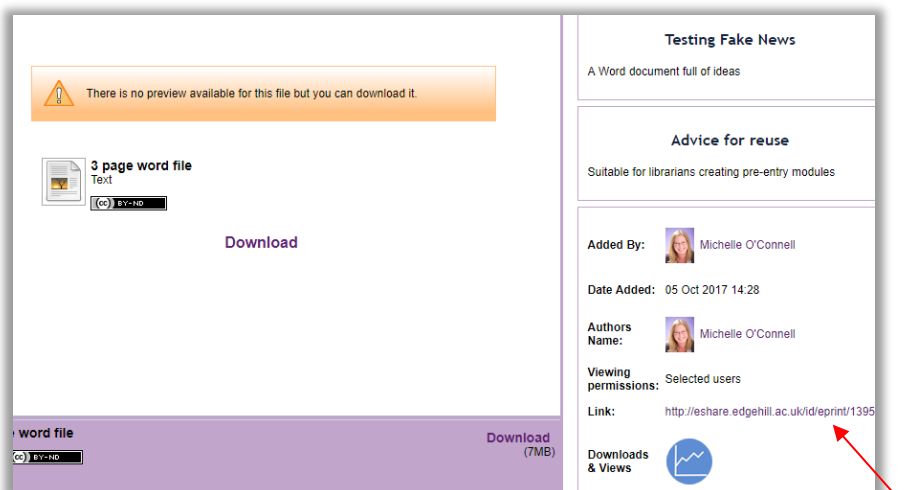
Option 1: This option will link directly to the resource and you will not see the eShare preview screen.

- Preview the resource and click on the individual document (so that it is highlighted in purple like the document called 'Introduction to this topic' in the screenshot below).
- Right click on 'Download'
- Select 'Copy Link Address' or 'Copy Shortcut', then paste the URL into your document / Learning Edge page etc.



Option 2: This option will link directly to the preview page where data about the resource will be available to the user.

- Preview the resource.



- Copy the **Link** on the right-hand side of the resource preview page.
- Paste this link into your document / webpages.

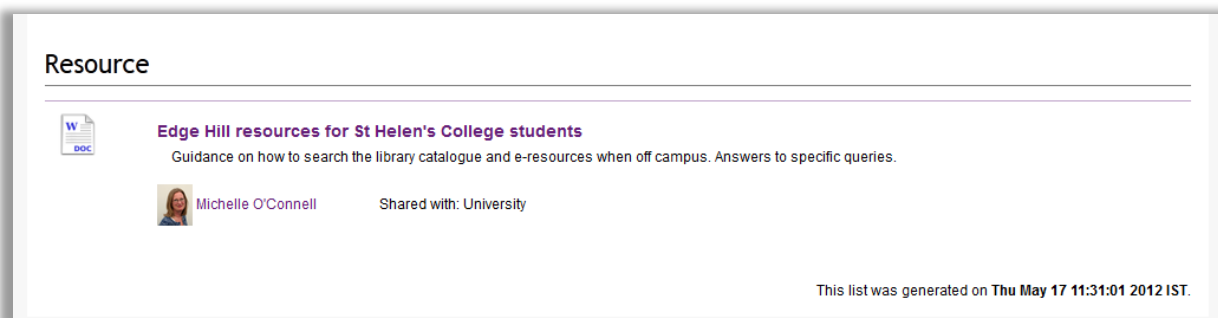
How to edit or update items in eShare

*This guide is available as a video: [eShare: how to edit items](#)

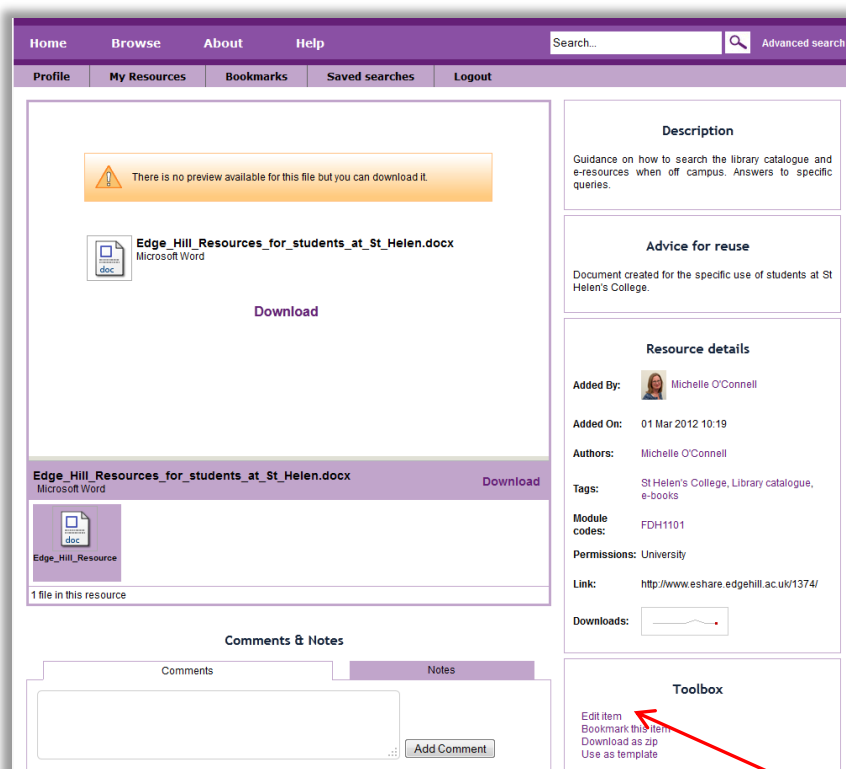
A resource in eShare cannot be removed, and its URL is permanent. An item within that resource, however, can be deleted or replaced but its URL will change each time unless you use the following method.

First, save a copy of the new version of your document with a slightly different name.

Open eshare, www.eshare.edgehill.ac.uk and login.



Click on the resource title to open it.



To edit or replace an item, go to the toolbox and choose 'edit item'.

Then click on the File icon.

Click on 'click to add supplementary files to this document'

File name	File size	Mime-Type	Checksum type	File checksum	Main file	Delete
Edge_Hill_Resources_for_students_at_St_Helen.docx	546kB	application/vnd.openxmlformats-officedocument.wordprocessingml.document	MD5	d06f535fb00c1b0e9d299430b64c790f	<input checked="" type="radio"/>	<input type="checkbox"/>

And choose OK when you get the pop-up warning message:

Then choose your replacement file and Upload:

Click **Apply**

You will be returned to the Details screen. Click on the File icon once again:

The screenshot shows the 'Details' screen for a document titled 'Edge_Hill_Resources_for_students_at_St_Helen.docx'. The document is restricted to registered users only and is 549kB. The 'Files & Links' section shows the document icon and a red arrow pointing to it. Below this, there are fields for 'Type' (Text), 'Description', and 'License' (UNSPECIFIED). There are also buttons for 'Choose File', 'No file chosen', and 'Update Metadata'.

Under 'main file', choose the new version of your document as Main file.

The screenshot shows the 'Files & Links' section with a table of files. The table has columns for 'File name', 'File size', 'Mime-Type', 'Checksum type', 'File checksum', 'Main file', and 'Delete'. The first row is 'Edge_Hill_Resources_for_students_at_St_Helen.docx' (546kB, application/vnd.openxmlformat-officedocument.document.main+xml, MD5, d06f535fb00c1b0e9d299430b64c798f). The second row is '6 Version 6.pdf' (2kB, application/pdf, MD5, fd4cc6c273b68be6b55296c024669810). A red arrow points to the 'Main file' column for the second row, which has a radio button selected.

File name	File size	Mime-Type	Checksum type	File checksum	Main file	Delete
Edge_Hill_Resources_for_students_at_St_Helen.docx	546kB	application/vnd.openxmlformat-officedocument.document.main+xml	MD5	d06f535fb00c1b0e9d299430b64c798f	<input type="radio"/>	<input type="checkbox"/>
6 Version 6.pdf	2kB	application/pdf	MD5	fd4cc6c273b68be6b55296c024669810	<input checked="" type="radio"/>	<input type="checkbox"/>

You can then delete the old version by clicking the blue crossed box. This is the preferred option. If you need to keep an archive of previous versions make sure that the latest version is the Main File.

Go to the bottom of the screen and click **Save and Return**.