# **Learning DSpace**

The DSpace Community Advisory Team (DCAT) is developing this user-facing guide to DSpace 7. All are welcome to participate.

## **Pages**

- · Community and Collection management
  - Collection Management
    - Create Collection
    - Delete Collection
    - Edit Collection
    - Export Collection
  - Community Management
    - Create a Community
    - Delete Community
    - Edit Community
- Content (Item) management
  - Add item
  - O Delete item
  - o Edit Item
    - Authorizations (Manage access to an item)
    - Collection Mapper
    - Edit Bitstream
    - Edit Metadata
    - Edit Relationship
    - Make an Item Private
    - Move an Item
    - Reinstate an item
    - Versioned Item
    - Withdraw an item
  - o Embargo an item
  - o Lease an item
- DSpace 7 Demo Quick Start
- Management sidebar
- Menus
- Registry management
   Metadata Registry Management
- Request-a-copy
- Search Advanced
- Submitter actions
- User management
  - Add or Manage an E-Person
  - Create or manage a user group

#### Videos

https://new.d2t.co/knowledge-center

### For repository/DSpace administrators

Community and Collection management

Content (Item) management

User management

Registry management

Draft page not yet transferred -

· Administrative search

Pages not yet created; please feel free to add, and start writing, these pages for topics requested by the DCAT DSpace Community Advisory Team:

- · Perform curation tasks
- · Manage active workflow tasks

#### For submitters

Submitter actions

### For DSpace users

Request-a-copy

## **Editing Guidelines**

- Crop images before loading.
  Add a border around each image.
  Add an image as "large" if text is small.
  Avoid tables, if possible.

## Transfer images from Google Doc to the Wiki

- Download the Google Doc as an HTML file. This will include an images folder.
   Crop the images, if needed. (GIMP, free open source; cropping instructions)
   Upload those images to the Wiki storage area.