Syracuse University

Sharing NP3M Documents

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NP3M Sign Up

If you are not already signed up for NP3M, go to

https://tinyurl.com/joinnp3m

and follow the instructions.

Log in with your institutional ID, or ORCiD if that does not work.

Archiving documents

Document archive at dcc.np3m.org

To upload, click "Reserve a Number" which will take you to the page at https://dcc.np3m.org/cgi-bin/private/DocDB/ReserveHome

Click "**Reserve** a new document number" and fill in the metadata at https://dcc.np3m.org/cgi-bin/private/DocDB/DocumentAddForm

Entering Document Metadata

Use G for graphics, slides, presentations, etc.

Use P for papers, pre-prints, etc.

Under View Group Hierarchical select either NP3M or Public_Pending depending on whether it should be private or public

Select NP3M as Specific Modify Group

Complete metadata and request a number

Select or type all the *NP3M authors* of the document

Do not include co-authors who are not in NP3M

For collaboration documents, you can select NP3M as an author group, otherwise ignore this

Select some relevant topics and click **Request document ID**

Upload the document

Click "Go to new document" to upload the document

Click on the button on the left to upload version 1

You can upload multiple files (e.g. Keynote/PowerPoint source and a PDF for a presentation) and select one as the main document

Updates can be listed as new versions