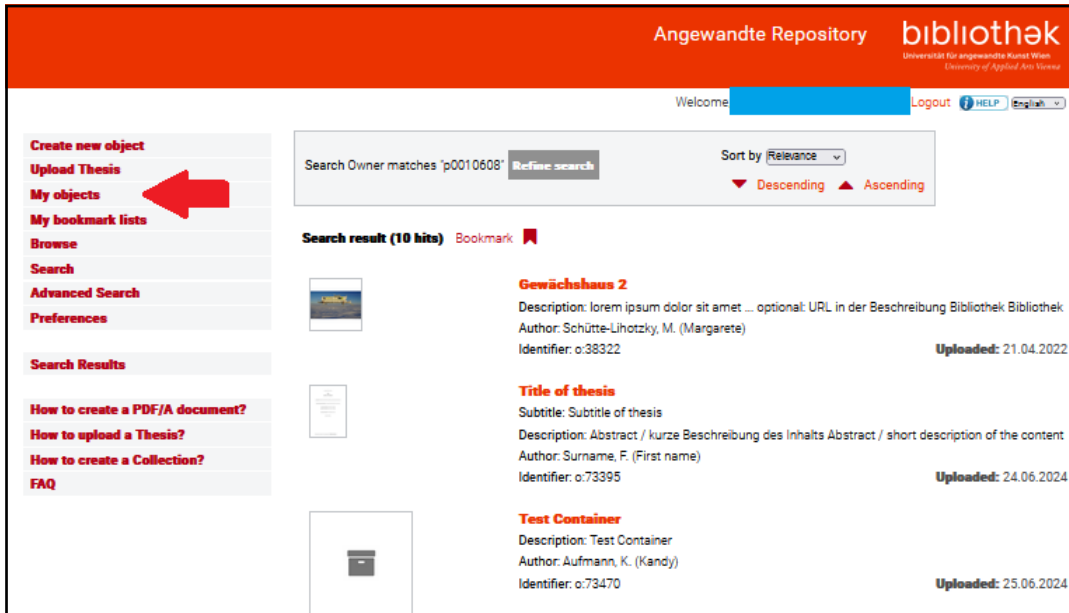


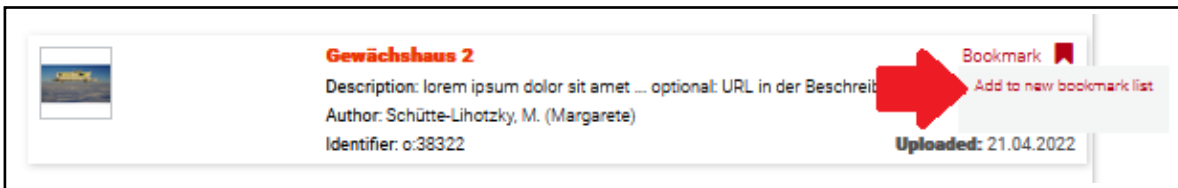
How to create a Collection

1. In the menu, go to **My Objects**. All your previously uploaded objects are displayed.



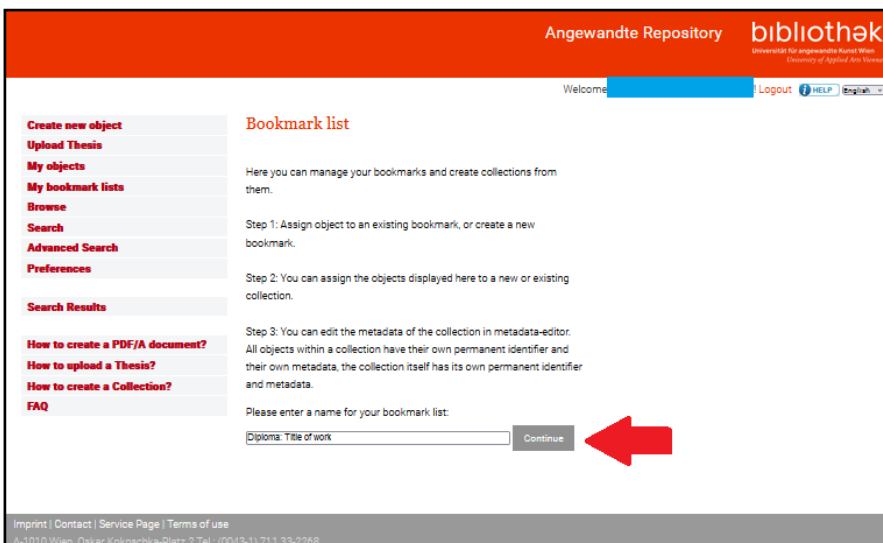
The screenshot shows the 'Angewandte Repository' interface. On the left is a navigation menu with 'My objects' highlighted by a red arrow. The main content area displays search results for 'p0010608'. Three items are listed: 'Gewächshaus 2' (uploaded 21.04.2022), 'Title of thesis' (uploaded 24.06.2024), and 'Test Container' (uploaded 25.06.2024). A 'Bookmark' icon is visible next to the search results header.

2. Select an object and click on **Bookmark**. To create a new bookmark list, select **Add to new bookmark list**.



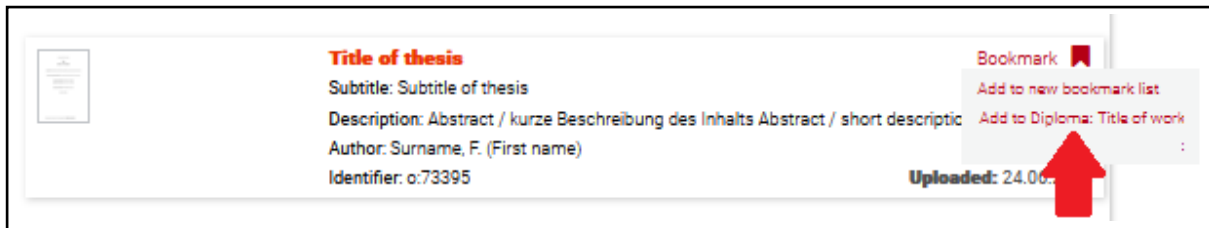
This close-up shows the 'Gewächshaus 2' object details. A red arrow points to the 'Bookmark' icon, and another red arrow points to the 'Add to new bookmark list' button. The object's metadata, including description, author, and identifier, is visible.

3. The title of the bookmark list must be as follows:
Diploma: Title of the work
Next, click on **Continue**.




The screenshot shows the 'Bookmark list' creation page. It includes instructions for creating a collection from bookmarks. At the bottom, there is a text input field containing 'Diploma: Title of work' and a 'Continue' button, which is highlighted by a red arrow.

4. Add all other objects to this bookmark list.

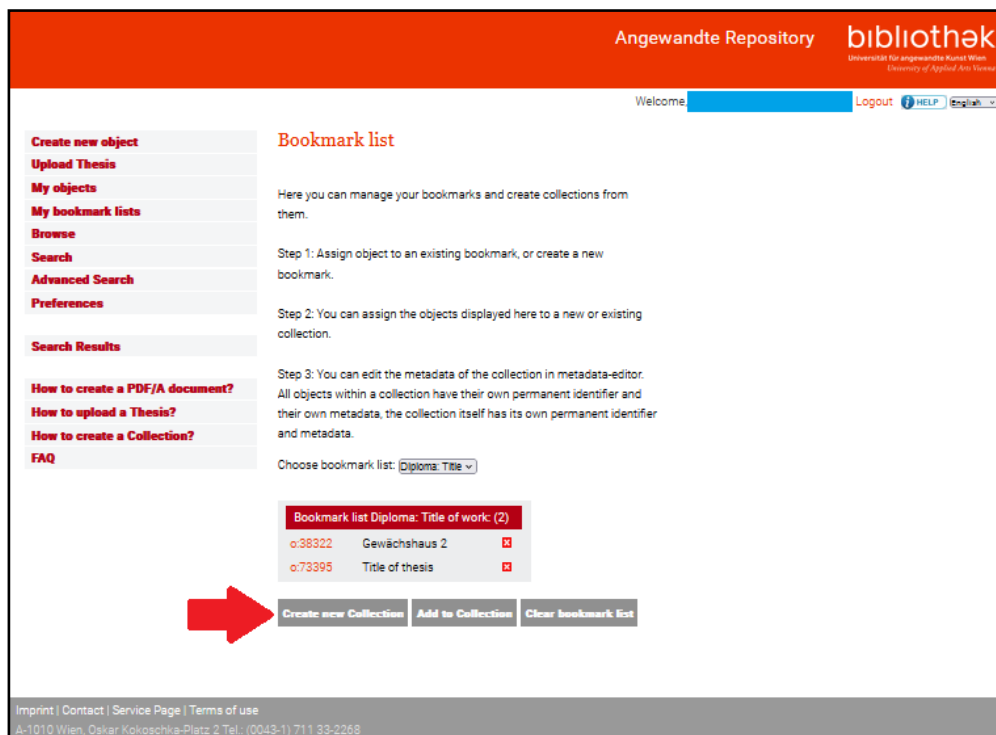


Title of thesis
Subtitle: Subtitle of thesis
Description: Abstract / kurze Beschreibung des Inhalts Abstract / short descriptio
Author: Surname, F. (First name)
Identifier: o:73395



Bookmark 
Add to new bookmark list
Add to Diploma: Title of work

Uploaded: 24.06.

5. Select **My bookmark Lists** from the menu. Check that all objects are present. Confirm by clicking on **Create new Collection**.



Angewandte Repository **bibliothek**
Universität für angewandte Kunst Wien
University of Applied Arts Vienna

Welcome Logout  

Create new object
Upload Thesis
My objects
My bookmark lists
Browse
Search
Advanced Search
Preferences

Search Results

How to create a PDF/A document?
How to upload a Thesis?
How to create a Collection?
FAQ

Bookmark list

Here you can manage your bookmarks and create collections from them.



Step 1: Assign object to an existing bookmark, or create a new bookmark.


Step 2: You can assign the objects displayed here to a new or existing collection.

Step 3: You can edit the metadata of the collection in metadata-editor. All objects within a collection have their own permanent identifier and their own metadata, the collection itself has its own permanent identifier and metadata.

Choose bookmark list:

Bookmark list Diploma: Title of work: (2)

o:38322	Gewächshaus 2	
o:73395	Title of thesis	

 **Create new Collection** **Add to Collection** **Clear bookmark list**

Imprint | Contact | Service Page | Terms of use
A-1010 Wien, Oskar Kokoschka-Platz 2 Tel.: (0043-1) 711 33-2268

6. Complete data fields in the Metadata Editor.

In the field **Description**, please enter a short description of your artistic work (max. 1000 characters). Next, click through all tabs to the tab **Digital Book**. Confirm with **Done – save metadata in object**. Congratulations, you successfully uploaded your diploma thesis!

The screenshot displays the 'Metadata editor for object 0:73617' interface. At the top, there's a navigation bar with 'Angewandte Repository' and 'bibliothek' logos. Below this, a sidebar on the left contains navigation links such as 'Create new object', 'Upload Thesis', 'My objects', 'My bookmark lists', 'Browse', 'Search', 'Advanced Search', 'Preferences', 'Search Results', and 'How to create a PDF/A document?'. The main content area features a series of tabs: 'GENERAL', 'LIFECYCLE', 'TECHNICAL DATA', 'EDUCATIONAL', 'RIGHTS & LICENCES', 'CLASSIFICATION', and 'ASSOCIATION'. The 'DIGITAL BOOK' tab is currently selected. The form contains several input fields: 'Name of Publication:' with a language dropdown set to 'English'; 'Pages or Volume:', 'Series Title:', 'Volume:', 'Number:', 'From Page:', and 'To Page:'. Below these are 'Name of Collection/Monograph:' (with a language dropdown), 'Publishing Address:', 'Publisher:', 'Publication Date:' (with a date format dropdown), 'Edition/Print Run:', 'Publication Dates:' (with a language dropdown), 'Medium:' (with a dropdown set to '(no selection)'), and 'Aleph-URL:'. A red arrow points to a button labeled 'Done - save metadata in object' at the bottom of the form. The footer contains contact information: 'Imprint | Contact | Service Page | Terms of use' and 'A-1010 Wien, Oskar Kokoschka-Platz 2 Tel.: (0043-1) 711 33-2268'.

Please note that objects uploaded to Phaidra are archived long-term. However, you may subsequently make certain amendments to the metadata and object. For alterations of metadata, select the **Metadata Editor** in the menu at the bottom right-hand corner.

The library will be happy to assist you and offer detailed information, please contact:

repositorium@uni-ak.ac.at

01/ 711 33 2274

01/ 711 33 2268