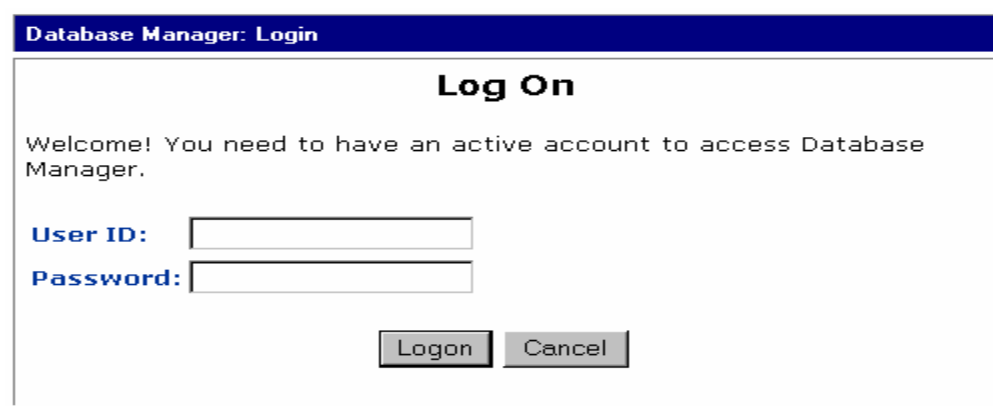


# Procedures for Inputting Records into Database

## NAMING THE TEXT FILE

- Edit the scanned text using Microsoft Word
- Name the file (*do not use capital letters or spaces—use underscores instead of spaces*)
- Save as a RTF (Rich Text Format) file

## LOGGING ON TO DATABASE MANAGER



Database Manager: Login

**Log On**

Welcome! You need to have an active account to access Database Manager.

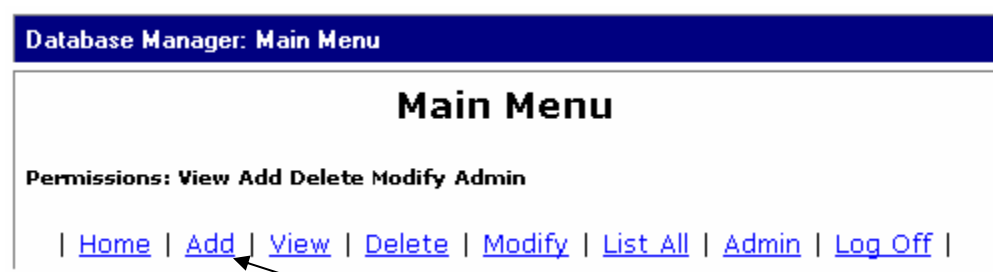
User ID:

Password:

Logon Cancel

- Access database via *http://www.lib.lsu.edu/cgi-bin/dbmansql/nmrt/nmrt.cgi*
- User ID is “\*\*\*\*\*”
- Password is “\*\*\*\*\*”

## INPUTTING RECORDS INTO THE DATABASE



Database Manager: Main Menu

**Main Menu**

Permissions: View Add Delete Modify Admin

| [Home](#) | [Add](#) | [View](#) | [Delete](#) | [Modify](#) | [List All](#) | [Admin](#) | [Log Off](#) |

- At “Main Menu” screen, select **ADD** to input a new record.
- Type the information pertaining to each document into the Database Template (*below*):

# Database Template

Database Manager: Add a New Record

### Add a New Record

Title:	<input type="text"/>
Author/Creator:	<input type="text"/>
Subject	<input type="text"/>
Keywords:	<input type="text"/>
Description:	<input type="text"/>
Publisher:	<input type="text"/>
Other Contributor:	<input type="text"/>
Date (YYYY-MM-DD):	<input type="text"/>
Resource Type:	<input type="text"/>
Format:	<input type="text"/>
Resource Identifier:	<input type="text"/>
Language:	<input type="radio"/> English <input type="radio"/> French <input type="radio"/> German
Source:	<input type="text"/>
Coverage:	<input type="text"/>
Rights Management:	<input type="text"/>
Addressee Name:	<input type="text"/>
Status:	<input type="text"/>
Url:	<input type="text"/>
Cut and paste document text here:	<input type="text"/>

| [Home](#) | [Add](#) | [View](#) | [Delete](#) | [Modify](#) | [List All](#) | [Admin](#) | [Log Off](#) |

- Use similar wording as shown in the fields below. Make sure to adjust specific terms as they pertain to the particular meeting or report:
  - The Date field should contain the date of the meeting or report.
  - The Author is the person who originally submitted the minutes.
  - In the Description, include the city where the conference was held.
- Many of the other fields may be left blank.

Title:	ALA/JMRT Executive Board Meeting 1
Keywords:	minutes, midwinter meeting, Executive Board, Board of Directors
Description:	Minutes of the first of three 1986 Midwinter meetings of the JMRT Executive Board held at the ALA in Chicago, recording business conducted by the Board, including personnel actions, resolutions and policy decisions.
Publisher:	ALA, JMRT/NMRT
Resource Type:	Minutes
Format:	html

Source:	paper document converted to rtf/html
Rights Management:	open access
Status:	final copy of official minutes

- Use [http://www.lib.lsu.edu/ALA/nmrt/midwinter\\_86-1.htm](http://www.lib.lsu.edu/ALA/nmrt/midwinter_86-1.htm) for the URL.
- The URL string (*see box below*) should contain the filename assigned to the Word document for that meeting. (*Do not use caps or spaces in the filename.*)

Url:	<a href="http://www.lib.lsu.edu/ALA/nmrt/midwinter_86-1.htm">www.lib.lsu.edu/ALA/nmrt/midwinter_86-1.htm</a>
------	--

**FOLLOW THESE STEPS TO INSERT THE DOCUMENT TEXT INTO THE “Cut and Paste” FIELD**

(Do not copy text directly from Word. Some characters do not read properly within the database.)

1. Open WordPad from the Accessories in the Start Menu.



2. Click on File, Open and locate the RFT file that is needed and open into WordPad.
3. “**Select all**” of the RFT file in Word Pad and copy it.
4. “**Paste**” this RTF file into the **Cut and Paste** field of the database.

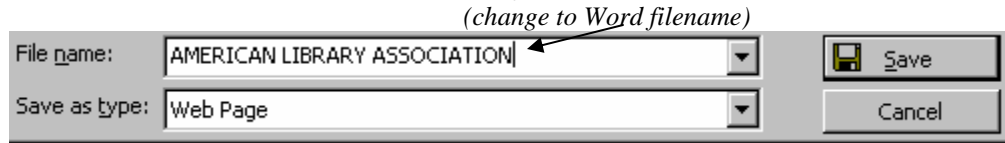
Cut and paste document text here:	<input style="width: 500px; height: 40px;" type="text"/>
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5. Click on  at the bottom of the template to insert the record into the database.
6. When modifying a record, the button will change to

**FOLLOW THESE STEPS TO CONVERT THE RTF FILE TO HTML**

1. Open Word RTF file in WordPad.
2. Highlight and copy the whole document then paste back into a new Word window.

3. Save as a “**web page.**” (The web page will display appropriately in both Netscape and Internet Explorer. If you skip the WordPad stage, and simply save as a web page in Word, dashes will read as question marks in Netscape, even though they will display correctly in IE.)
4. Make sure to change the default file name (usually the first words of the document being saved) to the name of your RTF file.



5. Email the original RTF file and the HTML file as attachments to \*\*\*\*\* at LSU (\*\*\*\*\*@lsu.edu). (NOTE: If your email account is through Yahoo, convert the files to a zipped format first before sending them as attachments; otherwise, Yahoo will reformat the html coding and incorporate the file into the email message.)