

## Submit Items to the Cartes Postales

1. Open the jpeg version of the image to have ready to describe
2. Login to the digital repository

Login

# ARCHIVES DU SENEGAL

DSpace Home

## DSpace/Manakin Repository

Welcome to the new Manakin interface to the DSpace digital repository. DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

## Communities in DSpace

Select a community to browse its collections.

- [Iconographie](#)

## Search DSpace

Search DSpace

Go

[Advanced Search](#)

### Browse

- All of DSpace
  - [Communities & Collections](#)
  - [By Issue Date](#)
  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)

### My Account

- [Login](#)
- [Register](#)

3. If you have forgotten your password, or if it is the first time you have logged in, click the "Forgot the Password" link.

Login

# ARCHIVES DU SENEGAL

DSpace Home Sign in

## Sign in to DSpace

Email Address:

Password:  [Forgot your password?](#)

[Sign in](#)

### Register new user

Search DSpace

Go

[Advanced Search](#)

### Browse

- All of DSpace
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  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)

4. Click the "Submissions" link in the right column

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## Communities in DSpace

Select a community to browse its collections.

- [Iconographie](#)

## Search DSpace

Enter some text in the box below to search DSpace.

**Search DSpace**

[Advanced Search](#)

**Browse**

- All of DSpace
  - [Communities & Collections](#)
  - [By Issue Date](#)
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  - [Subjects](#)

**My Account**

- [Logout](#)
- [Profile](#)
- [Submissions](#)

5. Click the “start a new submission” link

**ARCHIVES DU SENEGAL**

DSpace Home [Submissions](#)

## Submissions & workflow tasks

### Submissions

You may [start a new submission](#). The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

**Search DSpace**

[Advanced Search](#)

**Browse**

- All of DSpace
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  - [By Issue Date](#)
  - [Authors](#)

6. Select the collection from the dropdown and click “Next”

Profile: Karen Estlund | Logout

# ARCHIVES DU SENEGAL

DSpace Home » Item submission

## Item submission

Select a collection

Collection:  to submit an Item to.

[Advanced Search](#)

**Browse**

- All of DSpace
  - Communities & Collections
  - By Issue Date
  - Authors

7. Describe the item according to the metadata guidelines, and click “Next”

Profile: Karen Estlund | Logout

# ARCHIVES DU SENEGAL

DSpace Home » Iconographie » Cartes Postales » Item submission

## Item submission

→  →  →  →

**Describe Item**

**Auteur:**     
 Mettez le nom de l'auteur ici.

**Titre:**

**Participant:**     
 Mettez le nom du participant ici.

**Date:**

**Publications:**

☒ Search DSpace ☐ This Collection [Advanced Search](#)

**Browse**

- All of DSpace
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  - By Issue Date
  - Authors
  - Titles
  - Subjects
- This Collection
  - By Issue Date
  - Authors
  - Titles
  - Subjects

8. Upload the JPG and TIFF files, use the “upload and add another” option. Give the JPG a description of “Low resolution image” and the TIFF a description of “High resolution image” and click “Next”

## Item submission

Describe → **Upload** → Review → CC License → Complete

### Upload File(s)

**File:**  [Browse...](#)  
 Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**   
 Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

[Upload file & add another](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

### Search DSpace

[Go](#) [Search](#)

☐ DSpace  
☐ This Collection

[Advanced Search](#)

### Browse

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  - [Communities & Collections](#)
  - [By Issue Date](#)
  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)
- This Collection
  - [By Issue Date](#)
  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)

- Review on the next screen and correct any mistakes and make any changes needed, then click "next"
- Select "Creative Commons" with "No" for Commercial uses and "ShareAlike" for modifications

## Item submission

Describe → Upload → **Review** → CC License → Complete

### License Your Work

If you wish, you may add a [Creative Commons](#) License to your item. Creative Commons licenses govern what people who read your work may then do with it.

**License Type:**

**Allow commercial uses of your work?** ⓘ  
☒ No  
☐ Yes

**Allow modifications of your work?** ⓘ  
☒ ShareAlike  
☐ No  
☐ Yes

You must click Next to save your changes.

[< Previous](#) [Save & Exit](#) [Complete submission](#)

### Search DSpace

[Go](#) [Search](#)

☐ DSpace  
☐ This Collection

[Advanced Search](#)

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- All of DSpace
  - [Communities & Collections](#)
  - [By Issue Date](#)
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### My Account

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- [Submissions](#)

- Click "Complete submission"