Submitting an item to the ANU repository, Digital Collections.

1. Sign on to Digital Collections

   - Digital Collections
     Welcome to ANU Digital Collections, our online location for collecting, maintaining and disseminating the scholarly output of the University. This service allows members of the University to share research with the wider community. Digital Collections accepts journal articles, conference papers, book chapters, working or technical papers and other forms of scholarly communication. It is also a repository for digital images of manuscripts and photographs in University research collections.

   - Communities in Digital Collections
     Choose a community to browse its collections.

     - ANU Research
     - Research Collections
     - Test Community

2. Log in with your ANU uid and password.

   - Digital Collections Login
     University ID: [blank]
     Password: [blank]

   - Items with restrictions
     Generally all material in Digital Collections is available open access, with three exceptions:
     1. Embargos - There are a few items which are held under embargo until we can make them available.
     2. Restrictions - A very small number of items have restrictions on their availability.
     3. High resolution images - see Research Collections information at https://digitalcollections.anu.edu.au/contacts for information on how to purchase these images.

     If you are having trouble opening an item, please contact us at repository.admin@anu.edu.au for assistance.

   - Login support
     - Forgot your password?
3. Click on “Start a New Submission”

4. You can enter your submission details in manually by choosing the option “Manual submission” or if you know the DOI of your item, choose “Search for identifier”.

New submission: get data from bibliographic external service

Search Form

Results

Default mode Submission

Select collections: Select... Manual submission

Free search

Search for identifier

Upload a file
5. Enter your doi in the DOI search box and click on the **Search** box.

![DOI search form](image)

**New submission: get data from bibliographic external service**

6. If your item is located and retrieved, you will see the search result:

![Search result](image)

**Multistep Microreactions with Proteins Using Electrocapture Technology**

*Astorga-Wells, Juan, Bergman, Tomas, Jornvall, Hans*

2004

[See details & import the record]

**Select collections:**

[Select...]

[Manual submission]
If no results are returned, please return to the search form and complete a “manual submission.”

7. Click **See details & import the record**

8. Check the publication details of the item you wish to import. **Use the drop down box** at the bottom of the page to select the collection you wish to submit to – for most users, there will be only one option displayed, ie “Open Access Research.”

**Publication details**

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<th>Value</th>
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<tr>
<td>authors</td>
<td>Astorga-Weiss, Juan, Bergman, Tomas, Jörnvall, Hans</td>
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<td>2004</td>
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<td>abstract</td>
<td>A method to perform multistep reactions by means of electroimmobilization of a target molecule in a microwell stream is presented. A target protein is captured by the opposing effects between the hydrodynamic and electric forces, after which another medium is injected into the system. The second medium carries enzymes or other reagents, which are brought into contact with the target protein and react. The immobilization is reversed by disconnecting the electric field, upon which products are collected at the outlet of the device for analysis. On-line reduction, alkylation, and trypsin digestion of proteins is demonstrated and was monitored by MALDI mass spectrometry.</td>
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**Open Access Research**

Fill data and start submission
9. Click on **Describe** and start submission.

10. Fill in as many details as you can on the submission form:

<table>
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<th>Describe</th>
<th>Upload</th>
<th>Verify</th>
<th>License</th>
<th>Complete</th>
</tr>
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</table>

Submit: **Describe this Item**

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

- **Authors**
  - Last name, e.g. Smith: [Input Field]  
  - First name(s) + “Jr.” e.g. Donald J: [Input Field]  
  - Add More: [Add More Button]

- **Author’s email**
  - [Input Field]  
  - Add More: [Add More Button]

- **Author’s Uni ID**
  - [Input Field]  
  - Add More: [Add More Button]

- **Author’s Affiliation**
  - [Input Field]  
  - Add More: [Add More Button]

- **Associated Rights**
  - [Input Field]  
  - Add More: [Add More Button]

- **Title**
  - Multistep Microreactions with Proteins Using Electrocapture Technology

- **Electronic access or address of the source document (usually a hyperlink)**
  - [Input Field]  

- **Identifiers**
  - **ISSN**: [Input Field]  
  - **DOI**: 10.1021/ac0364342  
  - **EISSN**: [Input Field]  
  - Add More: [Add More Button]
Some of the details have been pre-filled for you as a result of the doi search. Use the buttons at the bottom of each page to continue through the submission.

11. If you have a file to upload with your submission, do so at this point:

**Submit: Upload a File**

Please enter the name of the file on your local hard drive corresponding to your item. If you click “Browse...”, a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the Digital Collections system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.

Document File: **Browse...**

Upload is starting...

Please give a brief description of the contents of this file, for example “Main article”, or “Experiment data readings”.

File Description: 

If there is no file to upload, click “Skip file upload”.

12. The next screen you will see will be a “Verify Submission.” If you are satisfied with your submission, click “Next.” If not, you may return to any of the metadata fields that need correction and click on **Correct one of these**.
13. If you are satisfied with your submission, you will be asked to grant the license to allow the repository to display your work. Click on [Grant the License].

Your submission is complete! If you require any assistance with item submission, please do not hesitate to contact the repository team on X59729 or repository.submission@anu.edu.au

THANK YOU FOR SUBMITTING YOUR PUBLICATION TO THE ANU REPOSITORY