Uploading preprints

Scan the preprints on the copy machine and email them to the library email account.

Download and save them in I:\services\groups\nscl\_library\nscl\_preprint With the appropriate name; MSUCL-### or MSUCP-###, depending on the number and CP/CL indicated on the preprint.

Using dreamweaver, open I:\services\groups\nscl\_library\nscl\_preprint\main.htm

For the main website, and I:\services\groups\nscl\_library\nscl\_preprint\1999 Or what year you would like to add preprints to.

If it’s a new year not yet present, add it to the main website, create a new website with the name, identical to the previous websites (Easy way to do this is to save as one of the present websites (e.g. 1999) as the new year and delete the info and replace it with the new info)  
Following the same way the other preprints are added, add the new preprints.