

Final MS Word and Data Store Procedures for Nationally Published NRR and NRDS Reports

This is an informal guide for managing [Data Store](#) references for reports published in the [Natural Resource Reports \(NRR\)](#) series or [Natural Resource Data Series \(NRDS\)](#). All reports published in these series are required to have:

- 1) An active Data Store record (makes the report discoverable and available).
- 2) A PDF version of the final report uploaded to that Data Store record.

More detailed information about managing and using information in the Data Store can be found on the [Data Store Help Page](#).

This document is a work in progress. If you can't get something to work right or see something that needs to be changed, please contact the Natural Resource Publications Manager ([Fagan Johnson](#)).

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Step 1. Download the Updated MS Word Report and Manuscript Submittal Form (MSF)

- 1) You must be one of the NPS employees included in the final email on layout policy (otherwise you will not be able to download the files from the NPS Google Drive system).
- 2) Make sure that you are logged onto an NPS computer that is:
 - a) Physically located inside an NPS office and is connected to the NPS computer network, or
 - b) Connected to the NPS computer network via an [NPS VPN connection](#).
- 3) In the [Bison Connect](#) email system, open the email sent to you by the Natural Resource Publications staff, and click on the Google Site web link provided.

Three Remaining Steps
[Download detailed instructions for all three steps.](#)

Step 1. Download the updated MS Word file and final and updated MSF at:

<https://drive.google.com/a/doi.gov/folderview?id=0Bx0uAOormwkIbFY4eFNyRDVqMDg&usp=sharing>

**Maintaining your own copy of the final MSF is optional. We maintain multiple archived versions.

- 4) On the next Google Site screen, double-click on each document.

The screenshot shows a Google Drive interface. At the top left is the 'BISON CONNECT' logo. Below it is the 'Drive' logo and a search bar. The main area shows a folder named 'jela_narca_4-2016'. Inside the folder, there are two documents listed in a table:

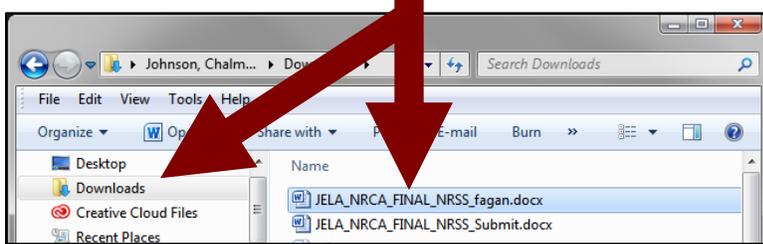
Name	Owner
W JELA_NRCA_FINAL_NRSS_Submit.docx	me
W JELA_NRCA_FINAL_NRSS_fagan.docx	me

- 5) When the document pops-up, click on the *Download* arrow icon.

The screenshot shows a document viewer window for 'JELA_NRCA_FINAL_NRSS_Submit.docx'. The toolbar at the top includes icons for 'Open with', print, download (a downward arrow), and other options. A red arrow points to the download icon. Below the toolbar, the document content is partially visible, showing the National Park Service logo and the text 'National Park Service U.S. Department of the Interior Natural Resource Stewardship and Science'.

Note: Do not edit the file using the Google Drive document application (doing so can cause layout errors in MS Word and in the final PDF as well).

- 6) In some cases, one or more “*Are you sure*” pop-up boxes will appear. Click the *OK*, *Download*, *Yes*, or *I Am Sure* buttons as needed to download the files.
- 7) This will automatically save the files to the *Downloads* folder on your computer.



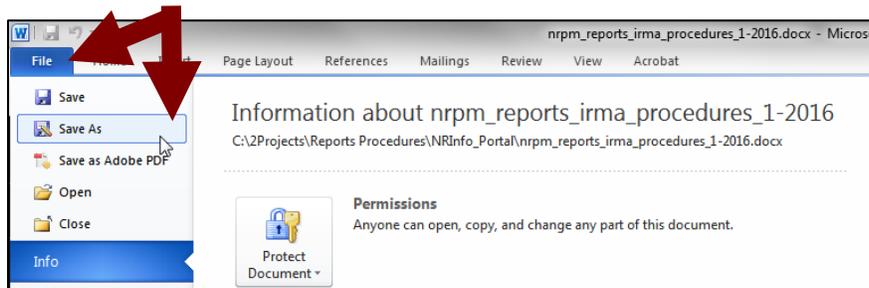
- 8) Proceed to Step 2 on the next page.

Note: Maintaining your own copy of the final MSF is optional. The Natural Resource Publication staff also archives the MSF in multiple systems.

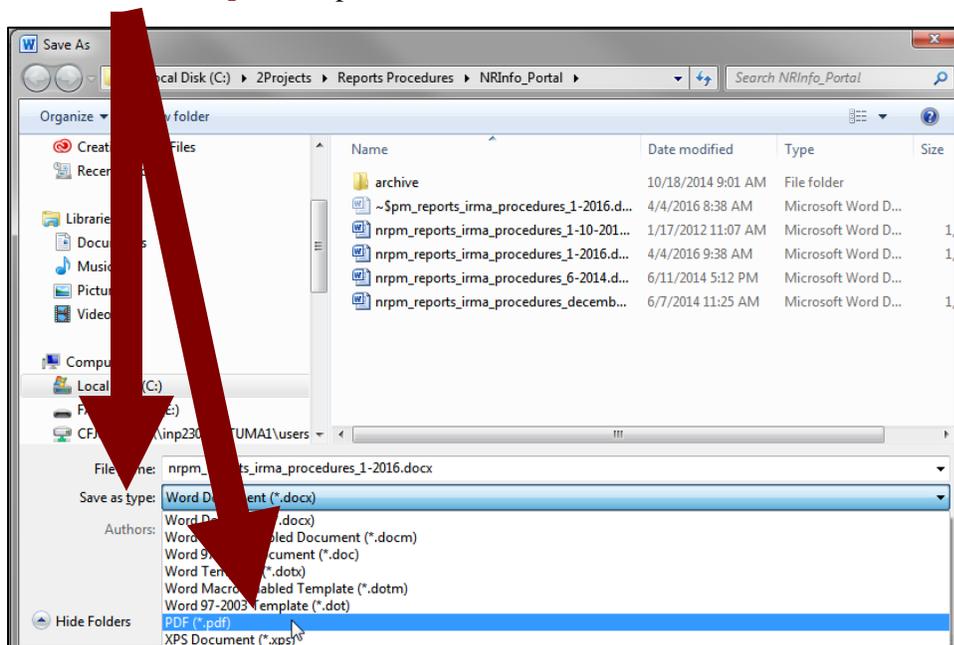
Step 2. Make Your Absolute Final Edits and Export the Report to Adobe Acrobat Format (PDF)

The methods below were generated using Microsoft (MS) Office 2010 and Adobe Acrobat Pro DC. While there are some differences, very similar methods also work with MS Office 2013 and 365, and Adobe Acrobat Pro 11. Other versions of MS Office and Adobe Acrobat Pro are not recommended.

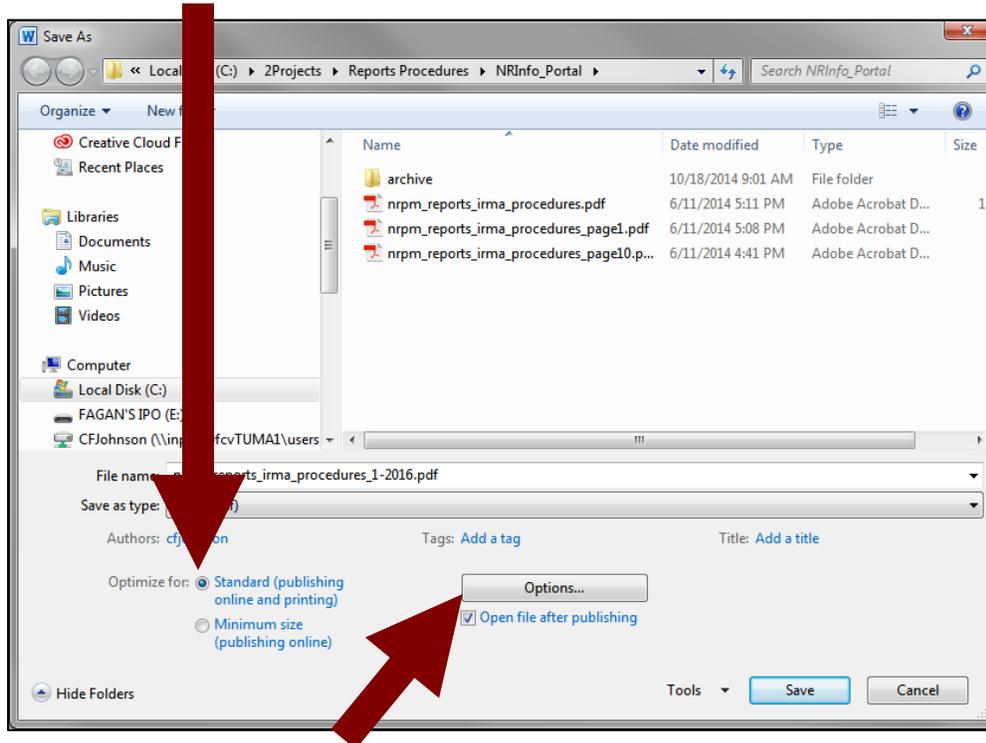
- 1) Make any absolute and final edits to the MS Word document that we sent back to you.
 - a) Feel free to make additional edits anywhere except the first four and last two pages of the MS Word document that we sent back to you.
 - b) [Edits are restricted once the report is finalized and uploaded to the Data Store](#), so please make sure that the version you export to Acrobat format (i.e., the .pdf you are about to create) is the **absolute final version** of the report.
- 2) Click on the *File* menu, and choose the *Save As* option.



- a) On the *Save As* pop-up screen, in the *Save as type:* drop-down menu, choose the *PDF (*.pdf)* option.



- b) Make sure that the *Standard (publishing online and printing)* button is selected or checked.

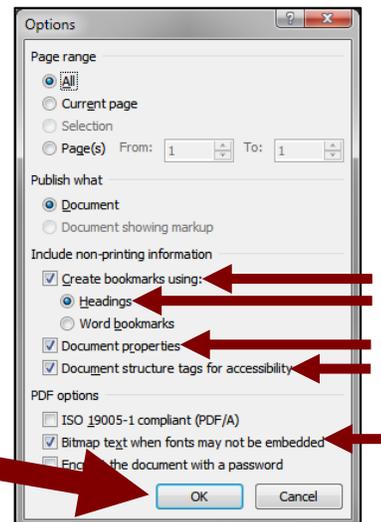


- c) Click the *Options* button.

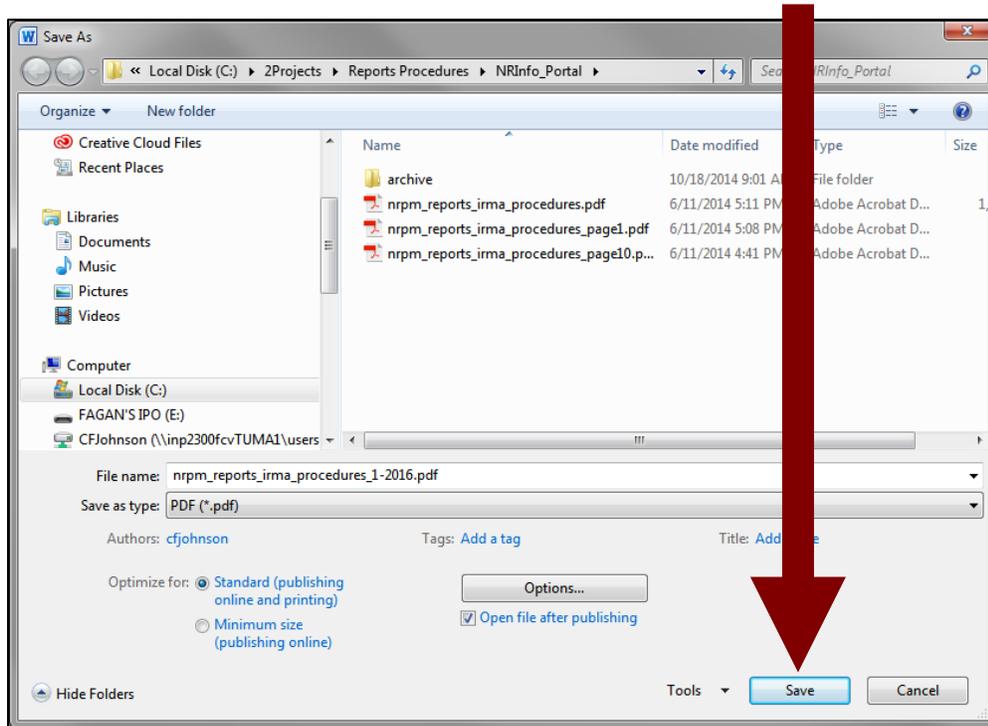
- d) On the *Options* pop-up screen, make sure that these buttons are selected or checked:

- i) *Create Bookmarks using*
 - (1) *Headings*
- ii) *Documents Properties*
- iii) *Document structure tags for accessibility*
- iv) *Bitmap text when fonts may not be embedded*

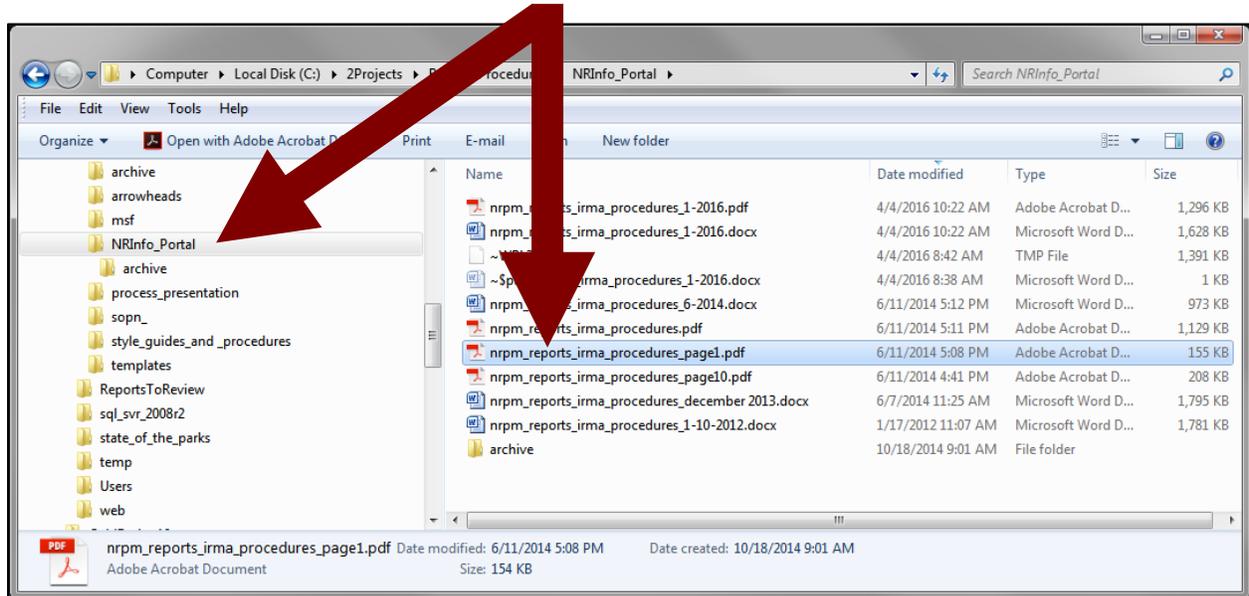
- e) Click the *OK* button.



3) Back on the *Save As* screen, click the *Save* button.



4) Depending on the size of the document, it may take a few minutes for the new PDF file to be automatically added to the same folder that contains the final MS Word document.



5) Proceed to Step 3 on the following page.

Step 3. Activate the Draft Data Store Record That Was Created For You and Upload the Final PDF

Please use the draft Data Store record that the Natural Resource Publications staff created for you. Why?

The *Reference Code* for the draft Data Store record that we sent you has already been *permanently* archived in external data systems (we cannot change the external information later).

The first three sub-steps below are very similar to those at the beginning of Step 1. They are repeated here because these steps are often performed by different NPS employees and on different dates.

- 1) You must be one of the NPS employees included in the final email on layout policy (otherwise you will not be able to download the files from the NPS Google Drive system).
- 2) Make sure that you are logged onto an NPS computer that is:
 - a) Physically located inside an NPS office and is connected to the NPS computer network, or
 - b) Connected to the NPS computer network via an [NPS VPN connection](#).
- 3) In the [Bison Connect](#) email system, open the email sent to you by the Natural Resource Publications staff, and click on the Data Store web link provided.

Step 3. Activate the draft IRMA record that I created for you and upload the final PDF (Name) ([Download detailed instructions for all three steps](#)).

a) Go to this address to open the draft Data Store record that I created for you:

<https://irma.nps.gov/DataStore/Reference/Profile/2222864>

This will automatically open the webpage for the draft Data Store record that we created for you. Internet Explorer or Chrome web browsers are recommended.

- 4) On the draft Data Store record webpage, click on the *Actions* button, located near the top right-hand part of the page, and choose the *Edit* option.

Data Store
Integrated Resource Management Applications
Part of IRMA

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Search Reports Create My Content UPOC Administrator Help Contact Us

Published Report - (Code: 2222864)
(Draft)

Title Natural resource condition assessment for Jean Lafitte National Historical Park and Preserve

Description This report provides an assessment of the condition of key natural resources at the Jean Lafitte National Historical Park and Preserve (JELA). It discusses stressors that threaten these resources and the biological integrity of habitats in the park. This assessment focuses on vital signs

Actions
Add to Collection
Clone
Edit

- 6) On the next *Editing Published Report* page, edit and update the Data Store record metadata as you desire.

Data Store
Integrated Resource Management Applications
Part of IRMA

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Search Reports Create My Content UPOC Administration Help Contact Us

Editing Published Report - (Code: 2222864) CFJohnson

* Required to Submit

Display Citation Hatt JL and Others. Natural resource condition assessment for Jean Lafitte National Historical Park and Preserve. Natural Resource Report. NPS/JELA/NRR--2015/953. National Park Service. Fort Collins, Colorado

Current Lifecycle **Draft** (In Edit Mode)

Core Permissions Files and Links Units and Geography Subjects and Keywords Taxonomy Cross-References Version History Change Type

Published Report

* Title Natural resource condition assessment for Jean Lafitte National Historical Park and Preserve

Note: For discoverability, it is very important to update the Data Store metadata for a new report.

- The Natural Resource Publication staff will have already filled in some fields for you (Title, Authors, etc.).
 - At a minimum, it is a good idea to double-check and update these fields as needed:
 - *Author(s)* - spelling and listing order (found on the *Core* tab)
 - *Units* - especially for reports covering multiple park units (found on the *Units and Geography* tab)
 - *Keywords* - especially if you use [IRMA widgets](#) to dynamically list your publications on webpages (found on the *Subjects and Keywords* tab)
 - Updating information in other metadata fields is also recommended because:
 - Search engines can only search on the information found in metadata fields.
 - Search engines cannot search digital files (PDFs, spreadsheets, etc.) that were uploaded to the Data Store.
 - More detailed information concerning the management of Data Store records can be found on the [Data Store Help Page](#).
- 7) When you have finished updating the metadata, click on the *Activate* button located near the bottom of the page.

Published Report Series (Optional) (Linked to ref# 2007603)

Cancel Save Inactivate Draft **Activate**

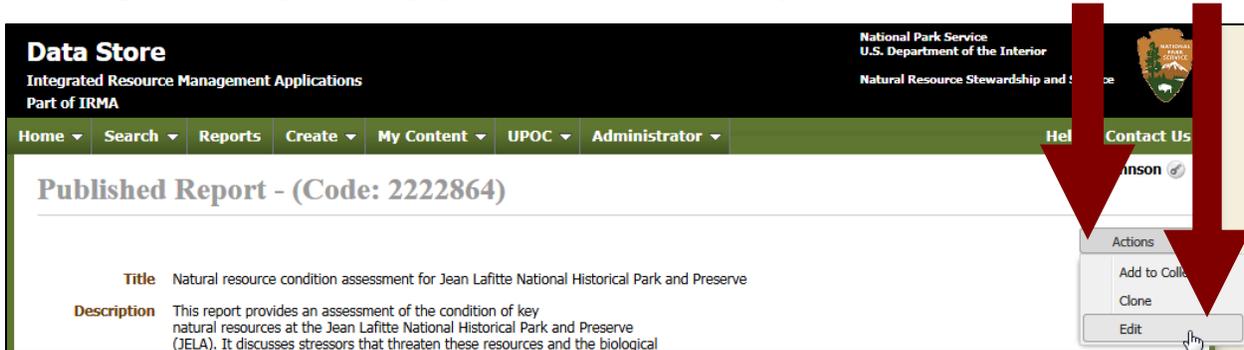
Save & Close

US Department of the Interior FOIA Privacy Policy Disclaimer and Ownership NPS Home USA.gov Accessibility EXPERIENCE YOUR AMERICA™

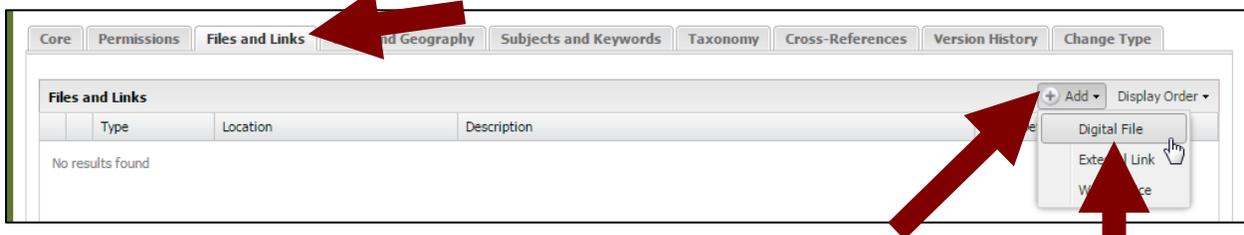
Your Data Store record is now visible to the public via search engines, [Data Store widgets](#), etc.

Note: Activating the Data Store record before you upload the final PDF is recommended. This helps to prevent errors with saving digital files to the Data Store (especially for larger files and offices with slow or intermittent Internet connection speeds).

- 8) On the newly activated Data Store record webpage, click on the *Actions* button, located near the top right-hand part of the page, and choose the *Edit* option.

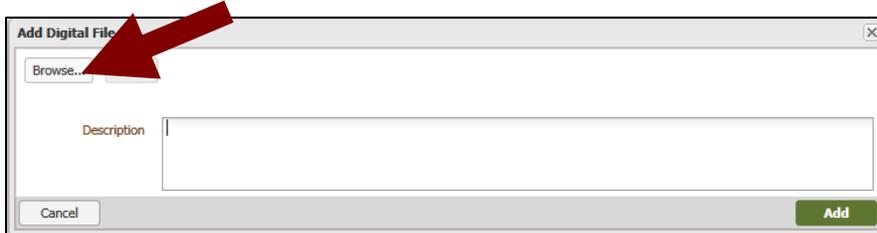


- 9) On the next page, click the *Files and Links* tab.

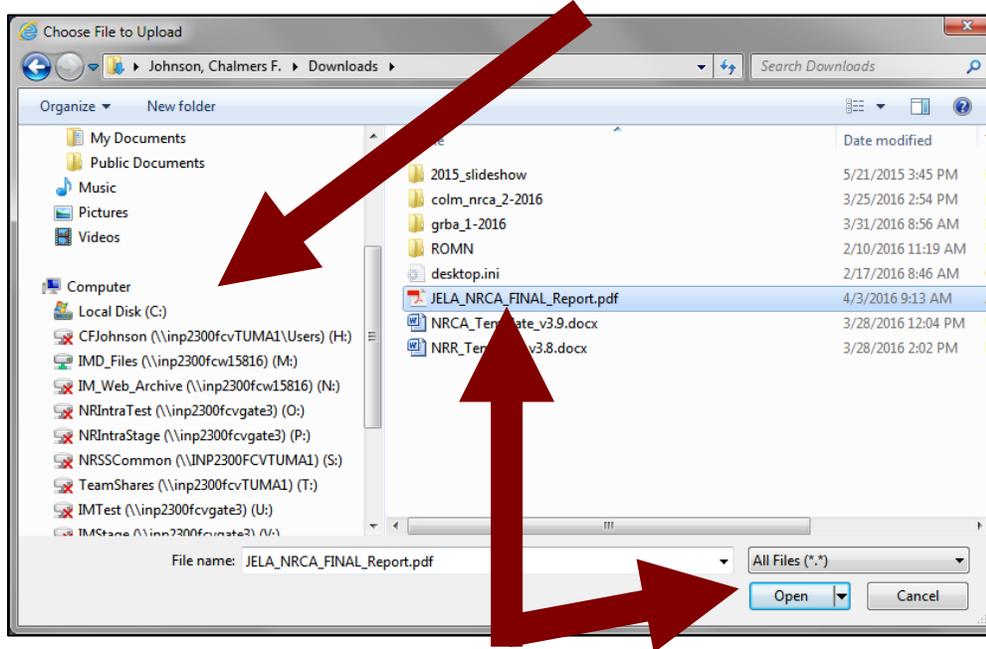


- 10) Click the *Add* button, and choose the *Digital File* menu option.

- 11) Click the *Browse* button.

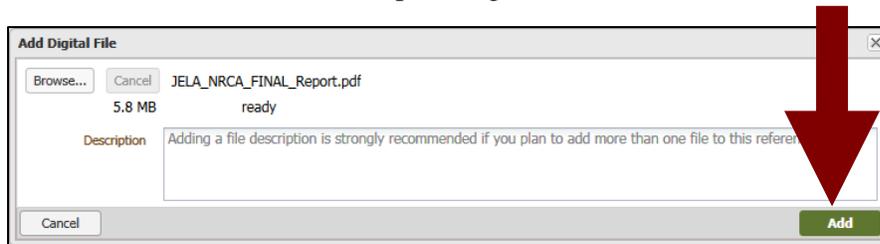


12) On the next screen, navigate to the folder that contains the PDF file.



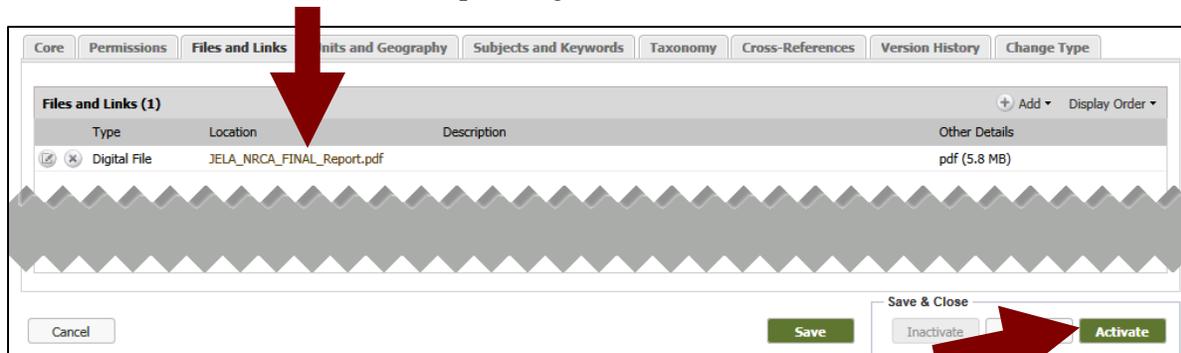
13) Select/highlight the PDF file, and click the *Open* button.

14) When the file has finished uploading, click the *Add* button to add it to the Data Store.



Upload times vary depending on your connection speed (usually within 1-3 minutes).

15) When the PDF file has finished uploading, it will be listed in the *Files and Links* table.



16) Scroll to the bottom of the page, and click on the *Activate* button. Your PDF is now available for download by the public.

17) Once the final report has been uploaded and the Data Store record activated, the process is complete, and you do not need to contact the Natural Resource Publications staff again about this report.

Edits Are Restricted Once the Report Is Finalized and Uploaded to the Data Store

NRR and NRDS reports are officially published by the NPS. After they are they are released to the public, all PDF files of NRR and NRDS reports sharing the same report series number should be identical (variations in image quality are allowed, but all other content should be the same).

If you find something that absolutely must be changed after the final PDF has been uploaded to the Data Store (released to the public), you have three basic options (listed below in order of preference).

- a) Just live with the errors. This is the preferred option for a vast majority of cases.
- b) Publish a completely new version of the report with a new and unique report number, TIC number, Data Store record, etc.
 - i) Examples where this option is recommended include: The original report contains incorrect information that could potentially lead to incorrect interpretation, or that conflict with current DOI or NPS policy.
 - ii) To publish a new version:
 - (1) Add text to the report subtitle to differentiate it from the original (e.g., April 2016 Revision, Updated April 2016, etc.).
 - (2) Send the new final MS Word file, along with a new MSF, to the Natural Resource Publications Manager ([Fagan Johnson](#)) for a new final layout policy review.
- c) Create a separate Addendum or Errata document (in PDF format).
 - i) This option is only recommended in situations such as: Adding additional contributors or a new appendix, correcting significant errors in a single table or chart, etc.
 - ii) Recommendations for creating a separate Addendum or Errata document.
 - (1) The PDF of the original report remains unchanged.
 - (2) Create the separate Addendum or Errata document.
 - (3) Place the PDF of the original report and the separate Addendum or Errata PDF inside a single zip file.
 - (4) Upload the zip file to the Data Store record created for the original report.
 - (5) Inactivate the original stand-alone PDF report file from the Data Store.
 - (6) Notify the Natural Resource Publications Manager ([Fagan Johnson](#)) of the change.

A reminder: This document is a work in progress. If you can't get something to work right or see something that needs to be changed, please contact the Natural Resource Publications Manager ([Fagan Johnson](#)).