

Tips for Uploading PDF Pages Successfully to New AWSOM

This file may be found on the internet at <http://www.awna.com/NAUploadTips.pdf>

Tips on SEARCHING the AWSOM archives are available at <http://www.awna.com/NASearchTips.pdf>

Additional documentation on using the AWSOM system is available at <http://www.awna.com/archives.htm>

This is a collection of tips found and reported over time by AWSOM uploaders who have found them helpful. They are indexed by date, with the newest ones at the top. If you have a suggestion or tip that you think may help other New AWSOM users, please forward it to the AWSOM Administrator at awsomadmin@awna.com

21 Oct 05

If you prefer, you may use your favorite FTP client program to upload your pages instead of the DropSite provided. To do this, you need to know three things:

The host name	ftp.newawsom.awna.com
Your FTP ID	(same as your New AWSOM ID)
Your FTP PW	(same as your New AWSOM PW).

Uploaders have reported that using an FTP client instead of their DropSite has helped them with more successful, faster, and consistent uploading from some parts of the country.

10 Oct 05

Ensure you follow the AWSOM PDF file naming convention when saving your PDF page files for upload. AWSOM requires **ALL** the information in this filename to properly index and archive your PDF page. If the filename is incorrect, AWSOM will reject the file(s) which will require you to correct the name and to re-upload the misnamed page(s). Uploaders will be so informed via the New AWSOM Upload report (see below).

The most common naming mistake is for uploaders to omit the section and number of pages, especially if their paper contains only one section. The section must ALWAYS be included.

A PDF may contain either one (1) page or a 2-page spread, either contiguous (ie: pps. 12-13) or non-contiguous (ie: pps. 1-24) if it is to be indexed and properly by New AWSOM.

Uploads that contain multiple PDF pages or are compressed archives (Stuffit or ZIP) will be rejected by New AWSOM and will need to be corrected by the publisher and re-uploaded.

Concerned that your pages were actually uploaded? There are two solutions to this.

First, New AWSOM automatically sends to the email address of record for a paper an Upload Report detailing the disposition of all pages received as an upload. If your pages are not listed in the report, New AWSOM did not receive them and you should re-upload them. Generally, pages are posted for viewing/searching and Upload Reports sent within 24 hours of an upload.

Second, after you upload, wait 24 hours and try searching your site for your pages. If they are not there, or if they do not appear properly, contact the AWSOM Administrator at awsomadmin@awna.com for assistance

28 Jul 05

We often get asked why New AWSOM is so slow uploading PDF pages from Members. Well, the fact of the matter is, it's not. That's not to suggest that you don't see slowness when uploading – just that this slowness can be caused by several factors, all beyond AWNA's control. Here are some of the reasons.

The entire article is available at <http://www.awna.com/UploadSpeed.pdf> It outlines why you may not be getting the upload speed you wish and offers suggestions on how to speed up your uploads.

19 Jul 05

When you are uploading files using your DropSite, you can drag a few files directly on to the DropSite. However, if you try to drag more than 15 files +/- onto a DropSite, the program will complain and not upload your files. Solution: place your files in a folder and drag the folder onto the DropSite.

If you are uploading to a number of papers, you can place the DropSites for all the papers you upload to on your DeskTop and drag files onto the appropriate folder as required. However, trying to upload files through two or more DropSites at the same time often cause problems due to FTP contention issues. Solution: upload to only one paper at a time.

When naming folders to place your file is, be careful of the characters you use. Some FTP clients have lower tolerance for special characters than others. Solution: use only the letters "a-z", the numbers "0-9", the underscore (" _"), and the period (".") in your file and folder names.

If you are not getting these reports, please contact the New AAWSOM Administrator at newawsom@awna.com and confirm or correct your email address.

The second is to upload your files, wait 24 hours, then search your archives for your new pages. Tips on searching the AWSOM archives are available in the PDF document <http://www.awna.com/NASearchTips.pdf>