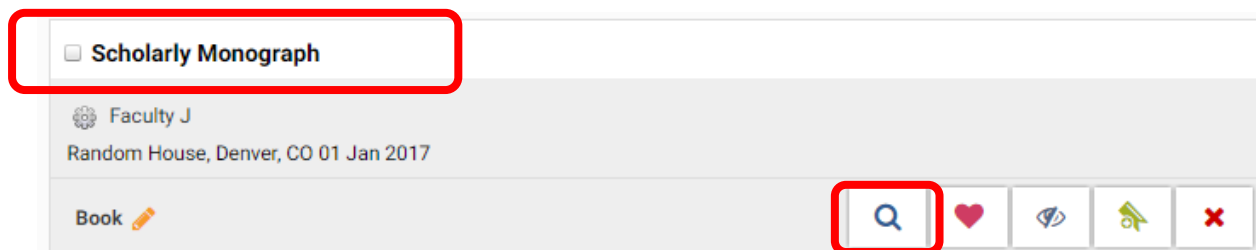


Editing a Manual Record

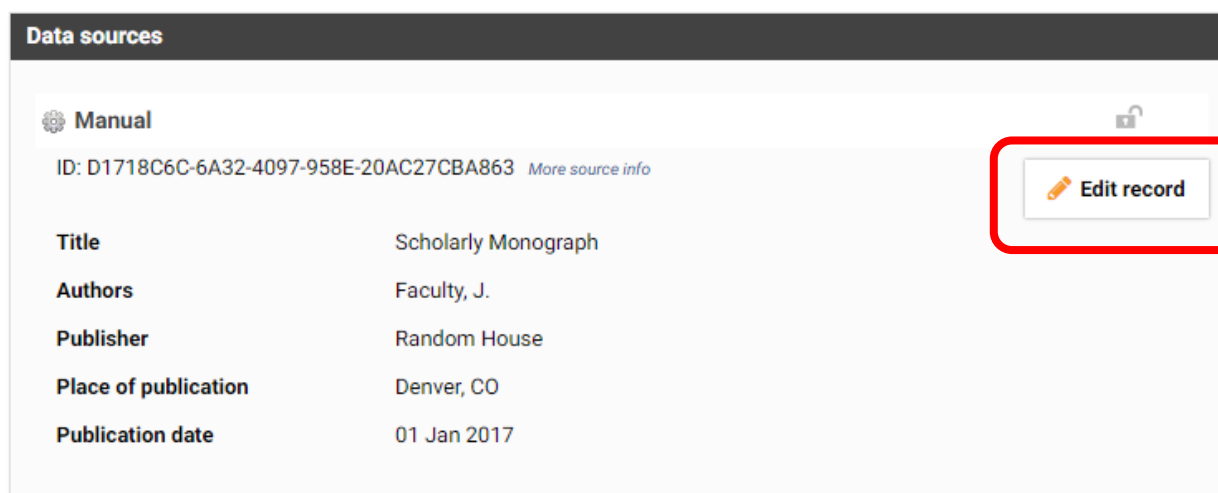
Records that do not come through the automated feed, may be added manually. All items that are added manually need to have the correct metadata to properly format a citation. Records added manually may be edited to add more information or make connections.

To edit a manual record:

- Navigate to the “My Scholarly and Creative Works” page, via the Menu.
- Click on the article title, **or** the magnifying glass icon, for the article you wish to edit.



- This will take you to a more detailed view of the record.”
- Click “Edit Record” to begin making changes



- Edit the fields with missing or incorrect information on the following page.
- Click “Save” to finish editing the record.

For more assistance, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.

<http://www.colorado.edu/FIS/CUBE>