

Chapter 5. Metadata Records

Exercises

Printer friendly
version (PDF)

1. Open any WORD document, add metadata descriptions.
 - Instruction: Choose *File* --> *Properties*, fill in the template provided at *Summary* and *Custom* windows.
 - **Note:** To complete this exercise, MS WORD software is needed.
2. Open a PDF file, add metadata descriptions.
 - Instruction: Choose *File* --> *Document Properties*. At the *Description* template, click "*Additional Metadata*" button to open a fuller template. Create metadata statements in this template.
 - Also choose *Advanced* to view generated DC statements under *Dublin Core Properties*.
 - **Note:** To complete this exercise, Adobe Acrobat software is needed.
3. Open an image from Photoshop and add metadata descriptions.
 - Option 1: open the image from *File Browser* by choosing *File* --> *Browse*. Select an image for preview and add metadata.
 - Option 2: Choose *File* --> *File Info* and fill in values in *Description* template. This is the same process as using an Adobe Acrobat for PDF file.
 - Choose *Edit* --> *Find* and set search criteria to find the image you just described.
 - **Note:** To complete this exercise, Adobe Photoshop CS software is needed. Different versions of CS may perform slightly different.
4. Use Template for creating a simple DC record
<http://metadataetc.org/dctemplate.html>.
 - Choose to see output in HTML, RDF, and XML and copy each of the output into a separate WORD or HTML.
 - Analyze records based on Section 5.5's explanations.
5. Create a set of metadata records using CONTENTdm.
 - **Note:** To complete this exercise, a CONTENTdm client and an account are needed. Go to <http://www.contentdm.com/> to set up a free 60 day hosted trial or a full evaluation copy.
Or go to this page directly:
<http://www.oclc.org/en-US/contentdm/ordering.html>
 - Example of instruction for using ContentDM (through the Web):
Instruction: [UsingContentDM \(PDF\)](#)

