

Chapter 5. Metadata Records

Exercises

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 DC-dot to create a metadata record.
 - Instruction: Go to <http://www.ukoln.ac.uk/metadata/dcdot/>, submit a URL.
 - After the template appears, double check each field and resubmit after all necessary values are correctly input.
 - Choose to see output in XHTML, 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.
- Example of instruction for using ContentDM (using KSU SLIS Lab case):
Instruction UsingContentDM (in PDF)