**Purpose:**

This documents describes how to alter a metadata record that contains “RI\_nnn” codes to more-standard English. This normally occurs with records created by jNAP. This is an optional step.

To do so uses a custom XSLT and can be run in the free text editor Notepad++ (NPP) with the XML Tools plugin installed.

The following process describes the one-time complete installation of NPP and XML Tools. Subsequent transformations only require steps 4 and 5.

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| 1 | Download and install NPP, if necessary. Choose the **32-bit version**, because the 64 bit version does not presently support the plugin manager | * <https://notepad-plus-plus.org/> * The latest downloads include plugin manager |
| 2 | Download and install “XML Tools” using plugin manager   * Open NPP * Select Plugins, Show Plugin Manager * Choose and install XML Tools * Accept all prompts and reboots * XML Tools should now be present on the dropdown Plugins tab |  |
| 3 | Using NPP, open the xml file to be translated |  |
| 4 | In NPP, click on   * Plugins * XML Tools / XSL Transformation | * The XSLT to translate the RI codes is “**RI\_Code\_to\_English.xsl**” |
| 5 | A “XSL Transformation Settings” will open   * Browse to and select the desired XSL * Click on the “Transform” button * The transformed xml will appear in a new window * Save the result | Metadata record is now ready for uploading to a metadata server. |