

**European Language
Resource Coordination**
Connecting Europe Facility

ELRC-SHARE Repository Walkthrough for Editors



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1 Introduction

The current document guides editors of the ELRC-SHARE repository through the processes of managing, editing and publishing resource descriptions (metadata records).

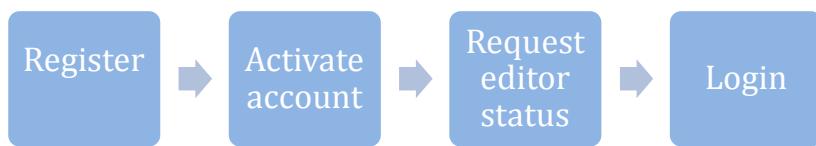
Metadata records and the corresponding uploaded resources may be added to the repository in one of the following modes:

- (a) resulting from a process of transformation from resources uploaded by contributors,
- (b) resulting from a process of transformation from crawled data,
- (c) input into the repository by editors entirely from scratch.

In order to be valid and become publicly available through the inventory, all metadata records, regardless from the source, must comply with the ELRC-SHARE metadata schema, which is based on the META-SHARE schema.

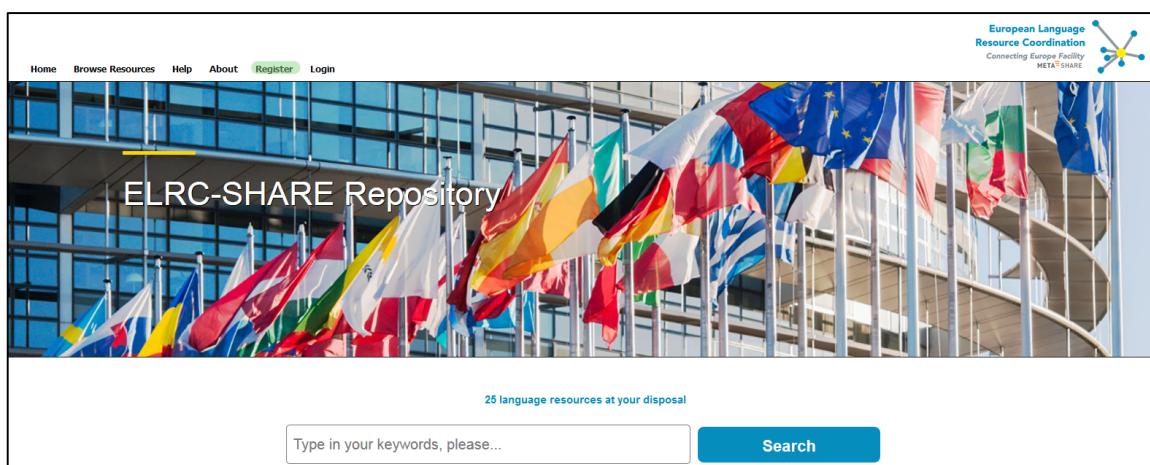
The process of editing the metadata record is the same for all cases. However, the information that appears on the initial metadata record differs depending on the source.

2 Becoming an editor

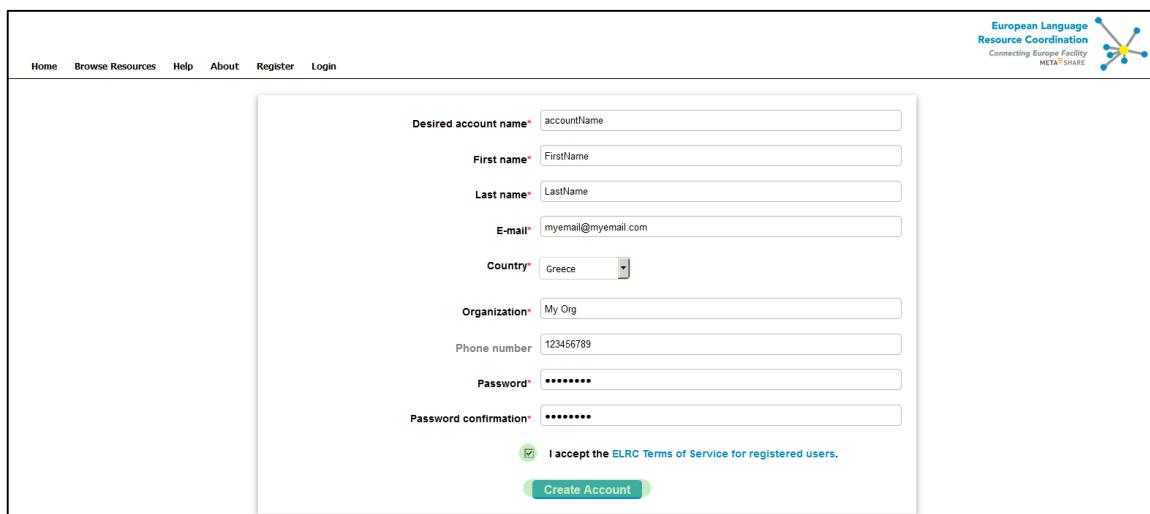


2.1 Registration procedure

To register, please go to the ELRC-SHARE repository: elrc-share.ilsp.gr and click **Register**.



On the registration page, please fill in all the required information.



The registration form contains the following fields:

- Desired account name*:
- First name*:
- Last name*:
- E-mail*:
- Country*:
- Organization*:
- Phone number:
- Password*:
- Password confirmation*:

I accept the [ELRC Terms of Service for registered users](#).

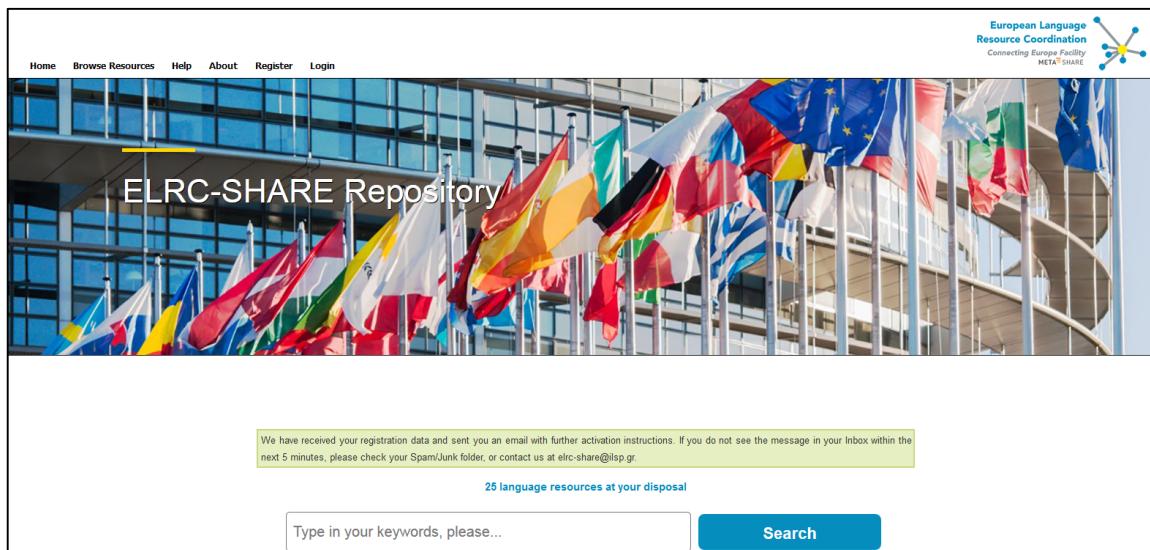
Create Account

Click on **ELRC Terms of Service for registered users** to read the terms of use for registered users.

If you accept the terms of use, check the checkbox next to **I accept the ELRC Terms of Service for registered users.**

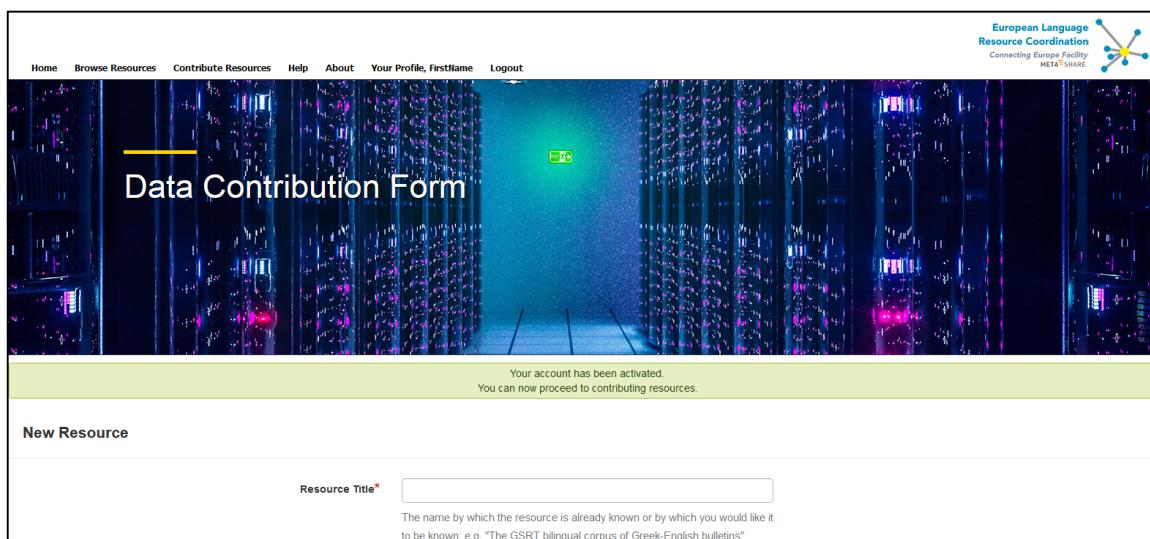
Click the **Create Account** button.

A notification message appears that acknowledges receipt of the request and informs you that a confirmation email has been sent to the email address you have filled in at the registration form.



Check your email account and click the activation link that is included in the email message.

Your account will be activated and you will be directed to the **Data contribution form**, which is meant to be used by editors.



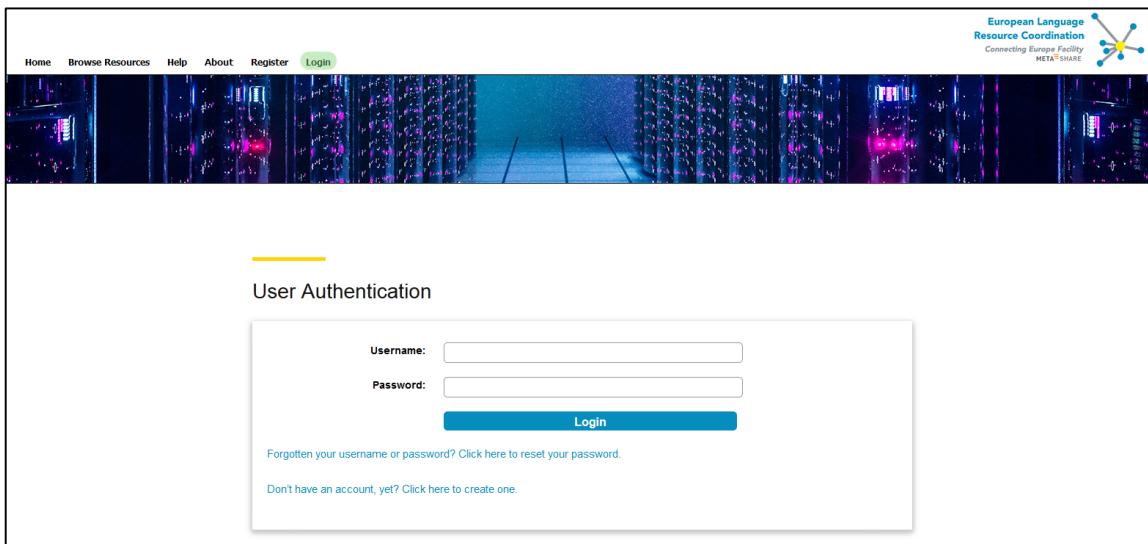
2.2 Obtaining editor status

Only authorized staff from NAPs and the ELRC consortium can request for editor status. ELRC representatives who are responsible for data collection in a country or, in exceptional cases, the NAP who represents it are assigned the tasks of managing and editing metadata records of contributors from this country.

Users that wish to obtain editor status should contact the ELRC-SHARE repository administrators at elrc-share@ilsp.gr, after registering, stating the organization they represent. Once this has been approved by the ELRC consortium, they will be notified by email.

2.3 Logging in

To log in to your account, visit: elrc-share.ilsp.gr and click **Login**.



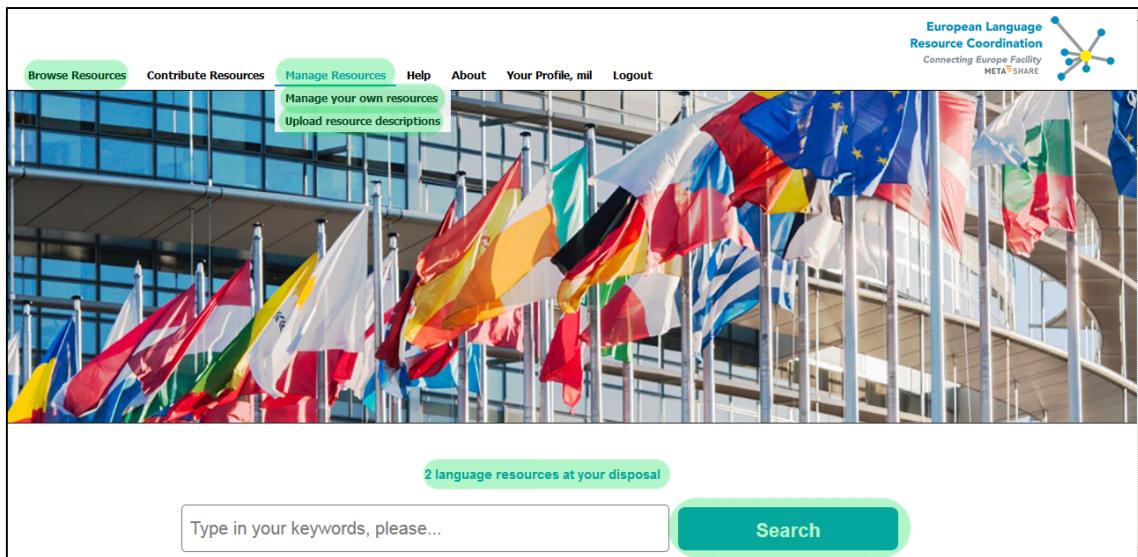
3 Editor - the basics

3.1 Editor menu

Users that are granted editor rights have access to the following menu items (along with the default items for contributors):

- Browse Resources
- Manage Resources
 - Manage your own resources
 - Upload resource descriptions

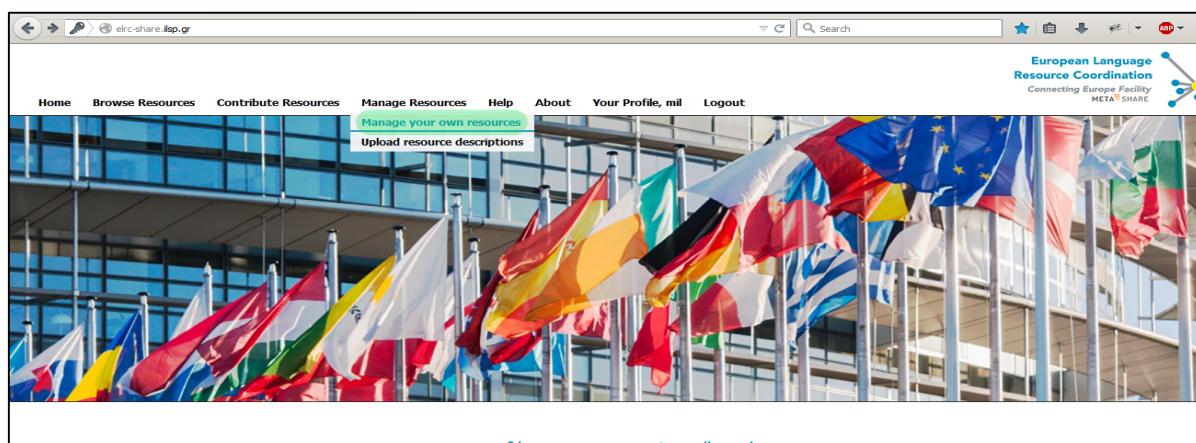
Editors can also use the **search** functionality to look for specific published metadata records.



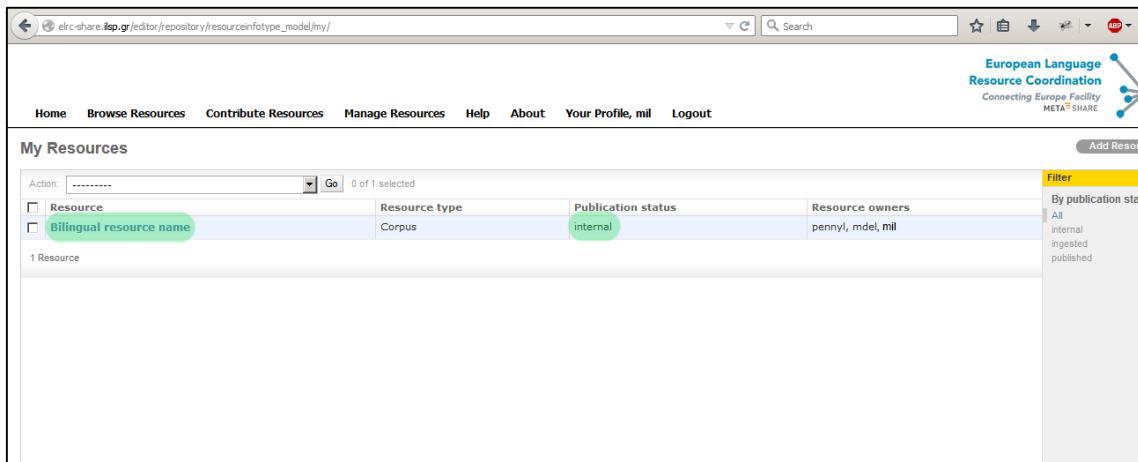
3.2 Managing form

The managing form is the central point from which you can proceed to adding new resource descriptions, editing existing resource descriptions and changing their publication status (e.g. making them publicly available or deleting them).

To access the managing form, click **Manage your own resources** from the drop-down menu item **Manage resources**.



In the list of available resources, editors can see the **name**, **resource type**, **publication status** and the **owners** of each resource, namely the users that may edit it.



The resource type can be one of the following types:

- **corpus**: for sets of documents in one or more languages, including, for instance,
 - sets of public administration official documents (e.g. ministerial decisions, legal acts, Board decisions etc.),
 - sets of journal, newspaper, bulletin, blog articles, etc.
 - parallel corpora, i.e. sets of original document with its translations (without any processing)
 - translation memories, i.e. translated documents aligned with their originals.
- **language description**: for resources such as:
 - grammars, i.e. sets of rules that formalize a language
 - language and translation models, which contain statistical information that assigns a probability to a piece of unseen text (based on some training data).
- **lexical/conceptual resource**: for resources such as:
 - terminological lexica, glossaries etc., i.e. including lists of terms, with or without any other information (e.g. definition, examples, translation equivalents, linguistic information etc.)
 - lists of words, such as person names, names of places, names of products etc.
 - lexica and dictionaries containing words with linguistic information (e.g. part of speech, inflectional information, etc.).

The publication status can be:

- **internal**: used as the initial status for all metadata records created from scratch by editors or uploaded from resource descriptions of contributors; in the latter case, the records contain basic information and they must be enriched by editors with information about the resource obtained, for instance, during interviews with the contributors and/or viewing of the resource itself;
- **ingested**: after enriching a metadata record, editors can ingest the metadata record to show that it has completed the first step of validation; some information may still be left incomplete or undecided (e.g. the value of the *licence* element may be set to *under review* for resources with unclear legal status, in which case editors should notify the legal

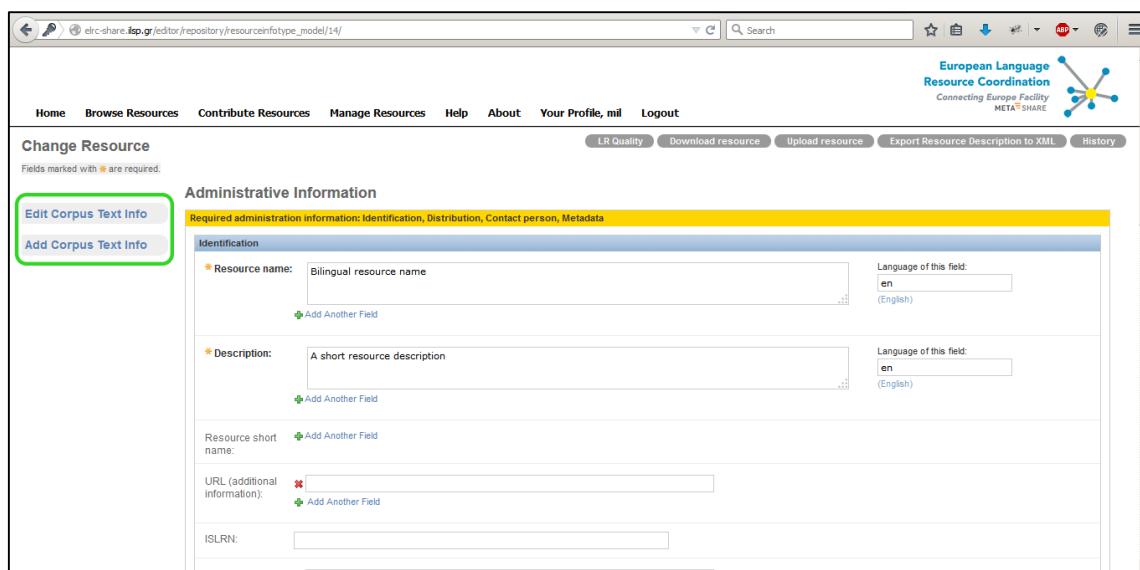
helpdesk for further instructions); it is also the initial status for metadata records transformed from the metadata of crawled resources;

- **published:** as soon as the description of the resource has been finalized, editors can publish the metadata record. Published records are displayed on the public inventory of resources; for the time being, however, downloading is not allowed even for resources with permissive licences.

3.3 Editing form & Schema basics

The **editing form** is where you can describe and upload a resource; you can access it through the managing form, either by clicking the button **Add Resource** or selecting an existing resource description - see Section 4.

The editing form displays all the metadata elements that can be filled in for each resource organized in pages: administrative information for all resources and, depending on the resource type, additional technical information. The pages are accessed via the **left side menu**.



The screenshot shows the 'Change Resource' page of the ELRC-SHARE editing form. At the top, there's a navigation bar with links like Home, Browse Resources, Contribute Resources, Manage Resources, Help, About, Your Profile, and Logout. On the right, there are buttons for LR Quality, Download resource, Upload resource, Export Resource Description to XML, and History. Below the navigation, a yellow bar labeled 'Required administration information: Identification, Distribution, Contact person, Metadata' spans the width of the page. Under this bar, the 'Identification' section is expanded, showing fields for 'Resource name' (Bilingual resource name) and 'Description' (A short resource description). Both fields have language dropdowns set to 'en (English)'. There are also sections for 'Resource short name', 'URL (additional information)', and 'ISLRN'. On the left side, there are buttons for 'Edit Corpus Text Info' and 'Add Corpus Text Info'.

The ELRC-SHARE schema includes the following **mandatory metadata categories**:

- Administrative information
 - *Identification* (e.g. resource name, description)
 - *Distribution* (e.g. licensing, access form of the resource)
 - *Contact Person*
 - *Metadata* (e.g. creator and creation date of the metadata record)
- Technical information for all resource types
 - *Linguality* (i.e. number of languages included in the resource)
 - *Languages*
 - *Sizes*
 - *Text Formats* (e.g. plain text, PDF, XML, TMX etc.)
- Technical information for specific resource types
 - for lexical/conceptual resources
 - *Lexical conceptual resource type* (e.g. terminological glossary, bilingual dictionary etc.)
 - for language descriptions

- *Language description type* (e.g. grammar).

In addition, the following metadata categories are **optional**:

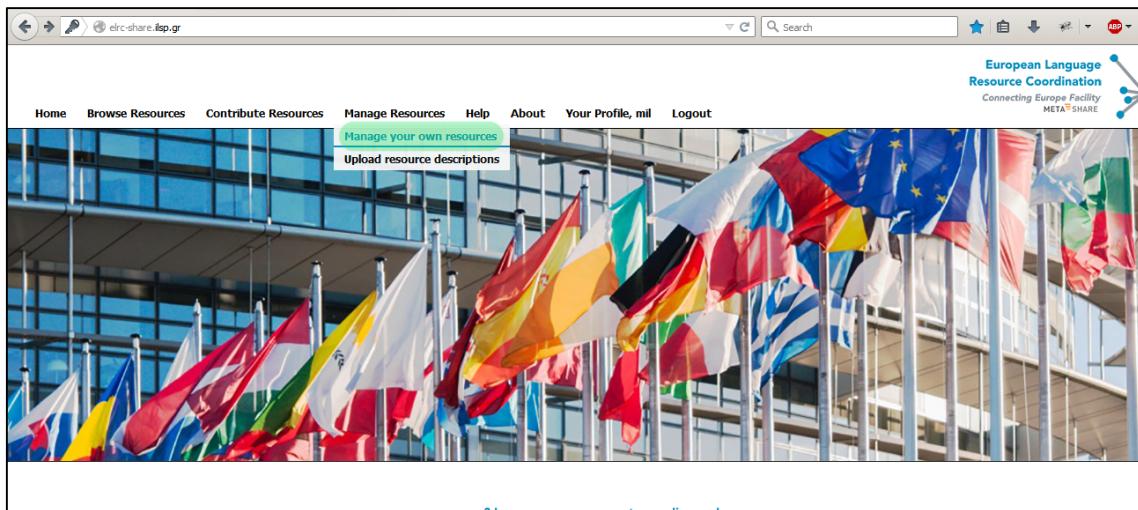
- Administrative information
 - *Resource Documentation*
 - *Resource Creation*
- Technical information
 - *Character Encodings*
 - *Annotations* (only for corpora)
 - *Domains*
 - *Text Classifications*
 - *Creation*
 - *Encoding Information for Language Description* (e.g. *linguistic level of encoding*)
 - *Encoding Information for Lexical Conceptual Resource* (e.g. *types of encoding* for its contents, such as lemmas, grammatical information, translation equivalents etc.)

Inside each category there are mandatory and optional metadata elements. Mandatory ones are displayed in bold typeface and are marked with a yellow asterisk (*). You can see an explanation for metadata elements when you move over each element.

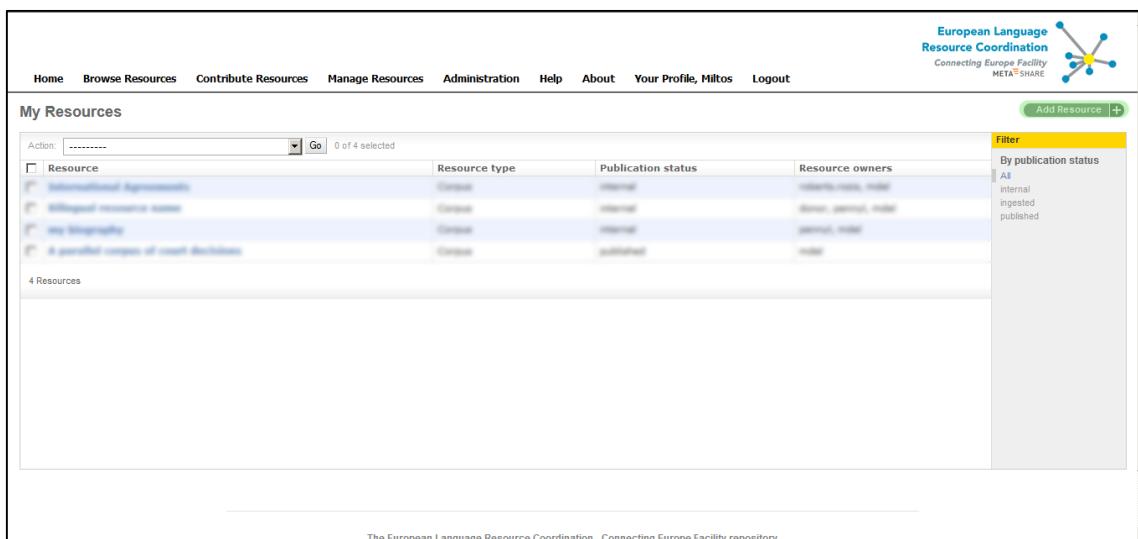
4 Adding and editing resources (metadata records)

4.1 Adding new resources

To add a new resource, click **Manage your own resources** from the drop-down menu item **Manage resources**.



On the **Managing form**, click **Add Resource**.

A screenshot of the 'My Resources' management form. The top navigation bar includes Home, Browse Resources, Contribute Resources, Manage Resources (highlighted in blue), Administration, Help, About, Your Profile, and Logout. On the right side, there is a sidebar titled 'Filter' with a dropdown menu set to 'By publication status' showing options: All, internal, ingested, and published. The main content area is titled 'My Resources' and contains a table with four rows. The columns are labeled 'Resource', 'Resource type', 'Publication status', and 'Resource owners'. The first row has a checkbox next to 'Resource' and a link 'Add new resource'. The second row has a checkbox next to 'Resource' and a link 'Edit'. The third and fourth rows have checkboxes next to 'Resource' and links 'Edit'. Below the table, it says '4 Resources'. At the bottom of the page, there is a footer with the text 'The European Language Resource Coordination - Connecting Europe Facility repository.'

Select the **resource type** that fits the resource you want to describe.

Home Browse Resources Contribute Resources Manage Resources Administration Help About Your Profile, Miltos Logout

Add Resource

* Resource type:

Please, use one of the values:

- **corpus:** Language description Lexical/conceptual resource
 - sets of documents in one or more languages, including, for instance,
 - sets of public administration official documents (e.g. ministerial decisions, legal acts, Board decisions etc.),
 - sets of journal, newspaper, bulletin, blog articles, etc.
 - parallel corpora, i.e. sets of original document with its translations (without any processing)
 - translation memories, i.e. translated documents aligned with their originals.
- **language description:** for resources such as:
 - grammars, i.e. sets of rules that formalize a language
 - language and translation models, which contain statistical information that assigns a probability to a piece of unseen text (based on some training data).
- **lexical/conceptual resource:** for resources such as:
 - terminological lexicons, glossaries etc., i.e. including lists of terms, with or without any other information (e.g. definition, examples, translation equivalents, linguistic information etc.)
 - lists of words, such as person names, names of places, names of products etc.
 - lexica and dictionaries containing words with linguistic information (e.g. part of speech, inflectional information, etc.).

Click **Proceed**.

Home Browse Resources Contribute Resources Manage Resources Administration Help About Your Profile, Miltos Logout

Add Resource

* Resource type:

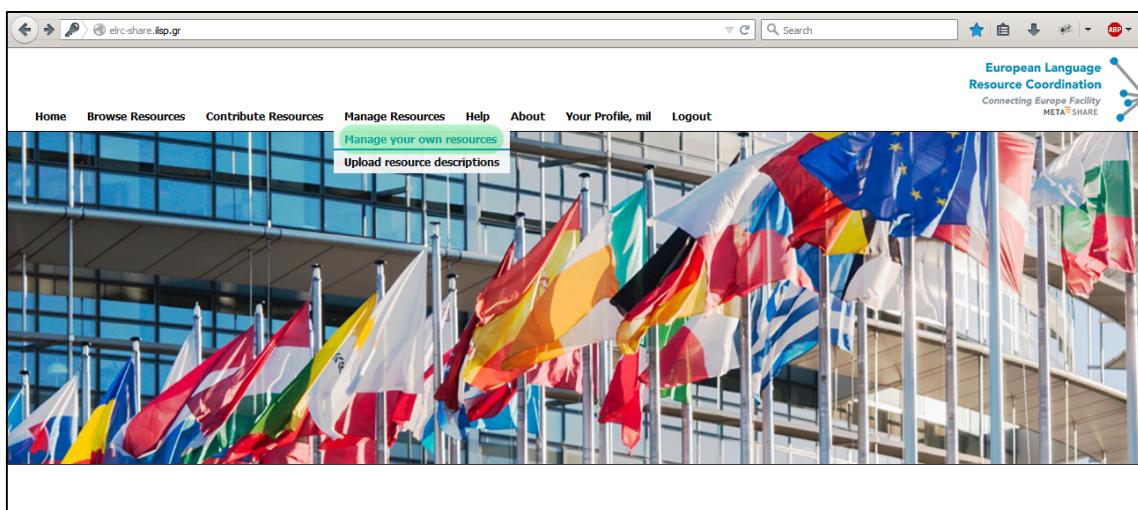
Please, use one of the values:

- **corpus:** for sets of documents in one or more languages, including, for instance,
 - sets of public administration official documents (e.g. ministerial decisions, legal acts, Board decisions etc.),
 - sets of journal, newspaper, bulletin, blog articles, etc.
 - parallel corpora, i.e. sets of original document with its translations (without any processing)
 - translation memories, i.e. translated documents aligned with their originals.
- **language description:** for resources such as:
 - grammars, i.e. sets of rules that formalize a language
 - language and translation models, which contain statistical information that assigns a probability to a piece of unseen text (based on some training data).
- **lexical/conceptual resource:** for resources such as:
 - terminological lexicons, glossaries etc., i.e. including lists of terms, with or without any other information (e.g. definition, examples, translation equivalents, linguistic information etc.)
 - lists of words, such as person names, names of places, names of products etc.
 - lexica and dictionaries containing words with linguistic information (e.g. part of speech, inflectional information, etc.).

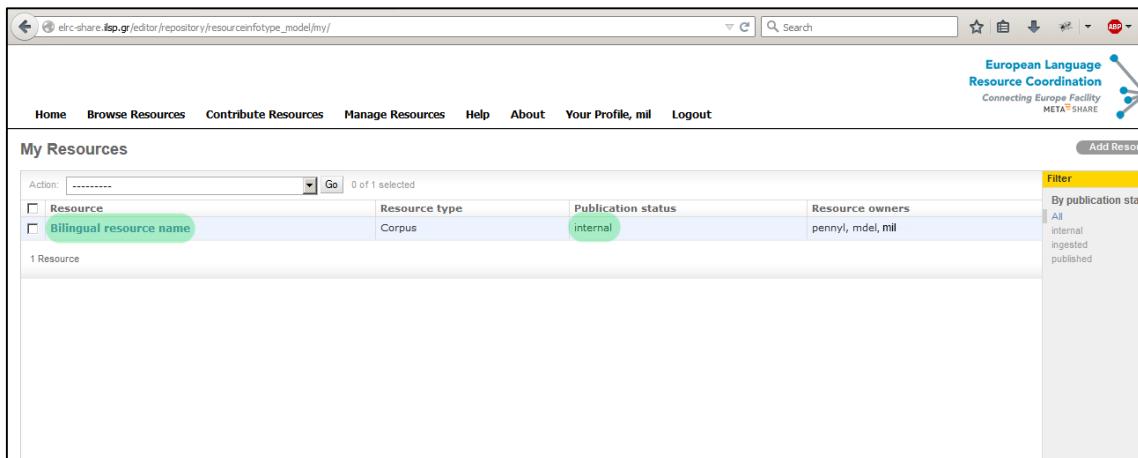
You will be directed to the **editing form**.

4.2 Selecting a resource for editing

To edit an existing resource, click **Manage your own resources** from the drop-down menu item **Manage resources**.

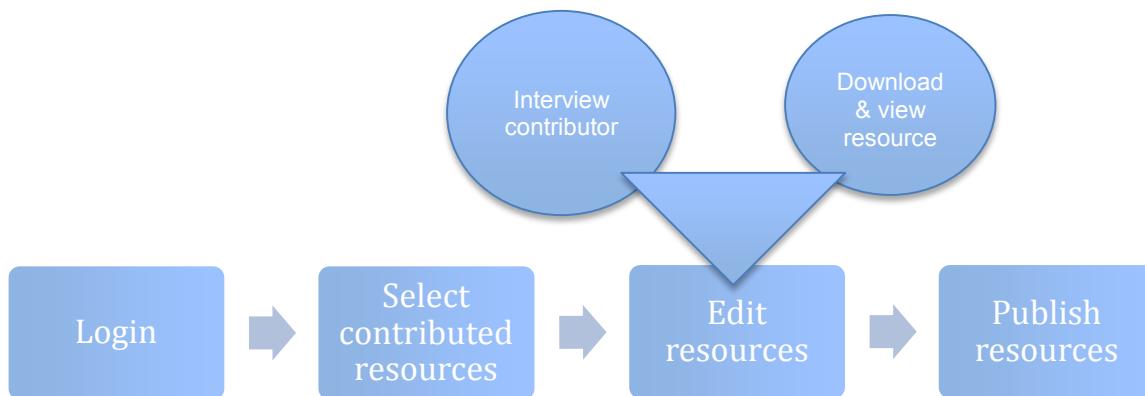


On the **Managing form**, from the list of available resources, click on the name of the resource you wish to edit.



You will be directed to the **editing form**.

5 Working on resources (metadata records) from contributors



5.1 Pre-processing procedure

Contributors upload and describe resources with basic information through a simple web form. The following process is triggered afterwards:

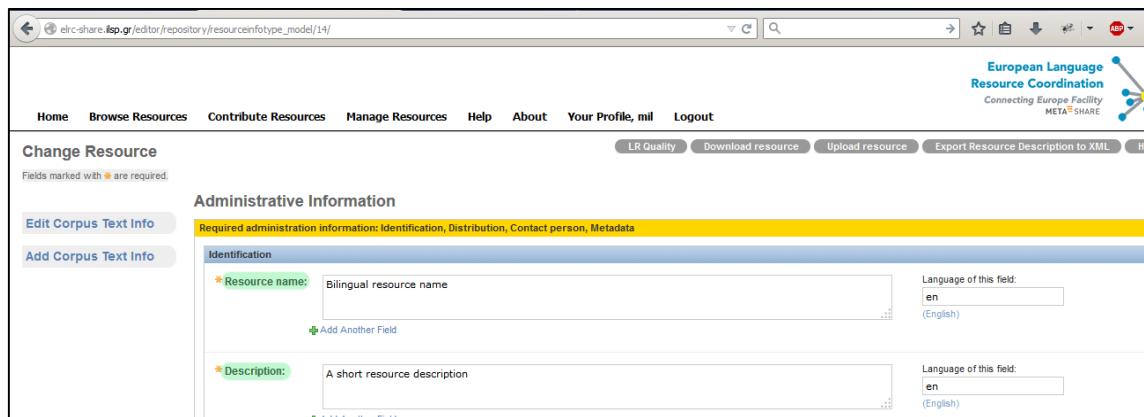
- the resource description is validated by the ELRC-SHARE administrator, an initial metadata record is created and the information entered by the contributor is fed into the appropriate metadata fields;
- a notification email is sent to the editor that has been designated as representative of the contributor's country of origin (as declared on his/her registration form);
- the editor can log into the repository with his/her credentials in order to view, edit and publish the metadata record.

5.2 Editing of metadata records from contributors

In order to edit the assigned metadata records, please access the managing form as described in section 4 and select one-by-one the appropriate records from the managing form.

You must edit the metadata records in order to **fill in at least the required information** (e.g. licence, text format, size etc.) and, if possible, optional information that may help further processing of the resource (e.g. domain classification). The information can be obtained either by interviewing the contributor (see Section 5.2.1 on how to find his/her contact details) and/or downloading the resource and having a look at its contents (see Section 5.3).

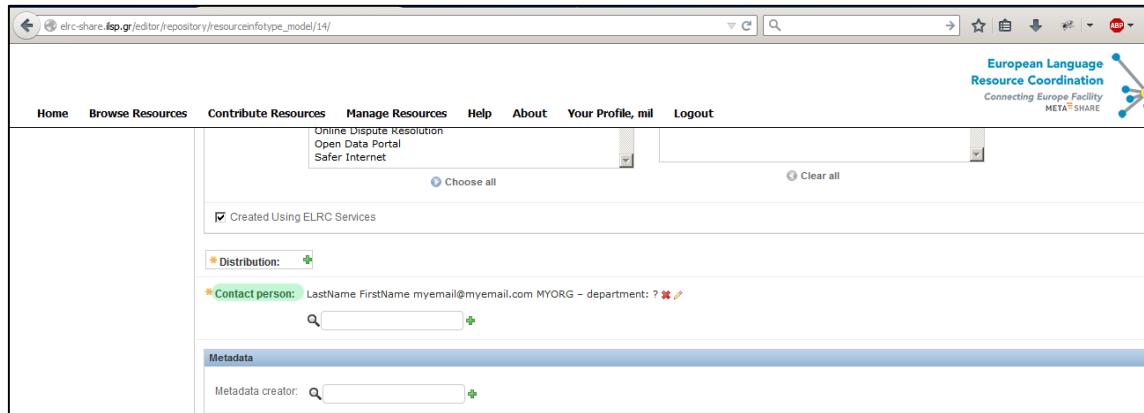
The editing area is displayed, where specific fields are pre-populated with information obtained from the contribution form, namely *Resource name*, *Description* and *Contact person*.



The screenshot shows the 'Change Resource' interface. At the top, there are tabs for Home, Browse Resources, Contribute Resources, Manage Resources, Help, About, Your Profile, and Logout. Below these are buttons for LR Quality, Download resource, Upload resource, Export Resource Description to XML, and Help. The main area is titled 'Change Resource' and contains a note that fields marked with a red asterisk (*) are required. Under 'Administrative Information', there is a section for 'Identification' with fields for 'Resource name' (containing 'Bilingual resource name') and 'Description' (containing 'A short resource description'). To the right of these fields are dropdown menus for 'Language of this field' set to 'en (English)'.

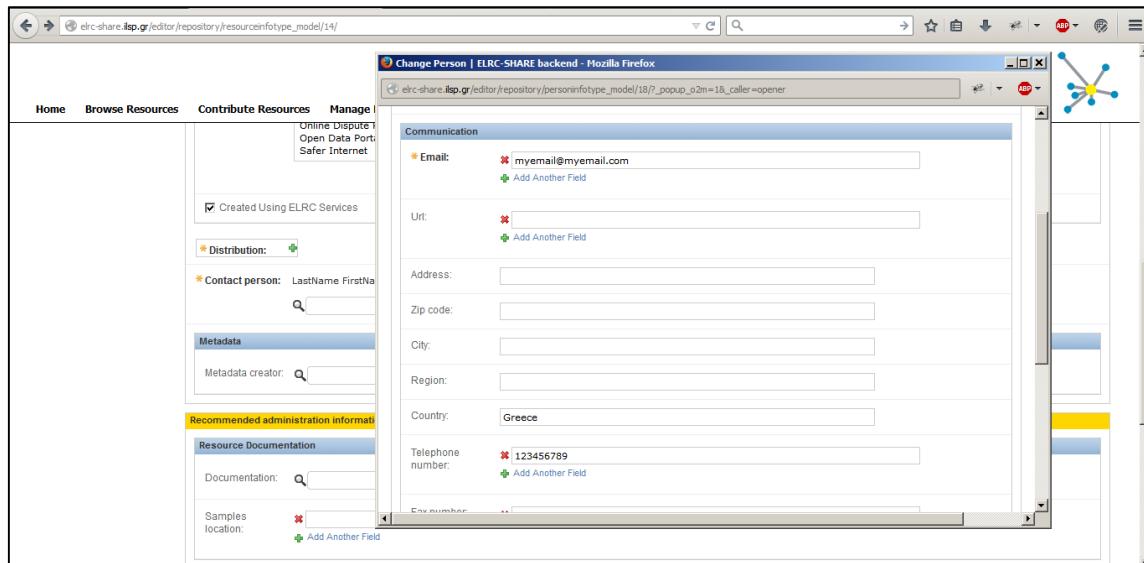
5.2.1 Editing Contact person

The *Contact person* contains information about the contributor, which the editors can use to contact them for more information regarding the resource.



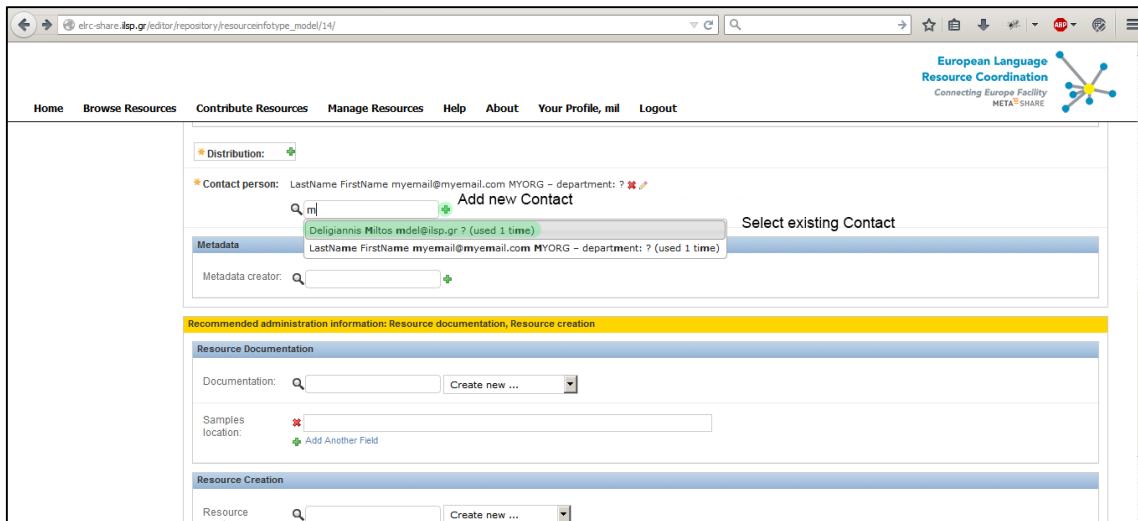
This screenshot shows the 'Change Resource' interface with the 'Contact person' section highlighted. It includes fields for 'Distribution' and 'Contact person' (Last Name First Name myemail@myemail.com MYORG - department: ? *). Below these are sections for 'Metadata' and 'Communication'. The 'Communication' section contains fields for Email (myemail@myemail.com), URL, Address, Zip code, City, Region, Country (Greece), Telephone number (123456789), and Fax number.

To view/edit details of a contact person, click on the  icon.

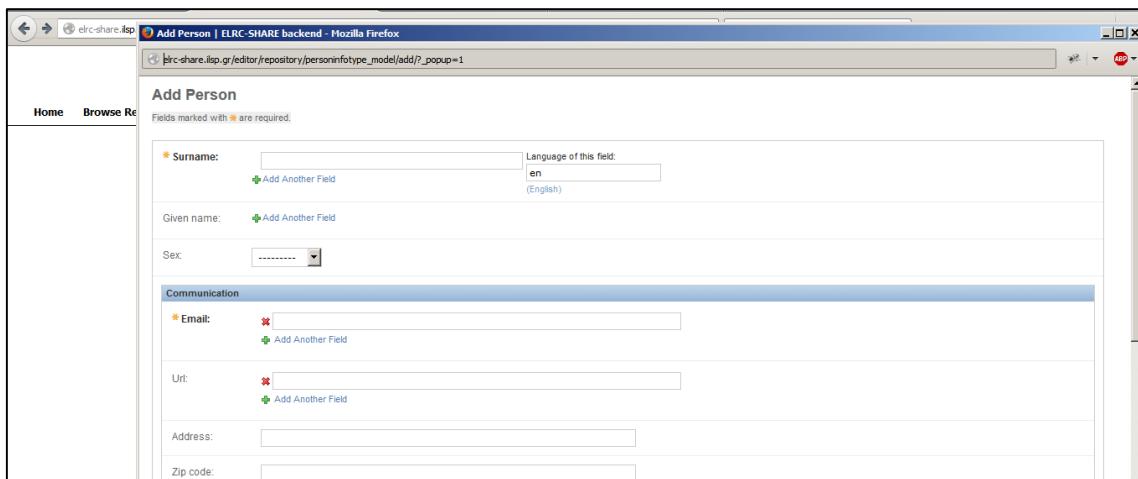


This screenshot shows the 'Change Person' page in Mozilla Firefox. It displays detailed contact information for a person. The 'Communication' section includes fields for Email (myemail@myemail.com), URL, Address, Zip code, City, Region, Country (Greece), Telephone number (123456789), and Fax number. Other sections visible on the left include 'Online Dispute Resolution', 'Created Using ELRC Services', 'Distribution', 'Contact person', 'Metadata', 'Recommended administration information', 'Resource Documentation', and 'Samples location'.

You can also add another contact person either by selecting an existing one or creating a new one by clicking the  icon.



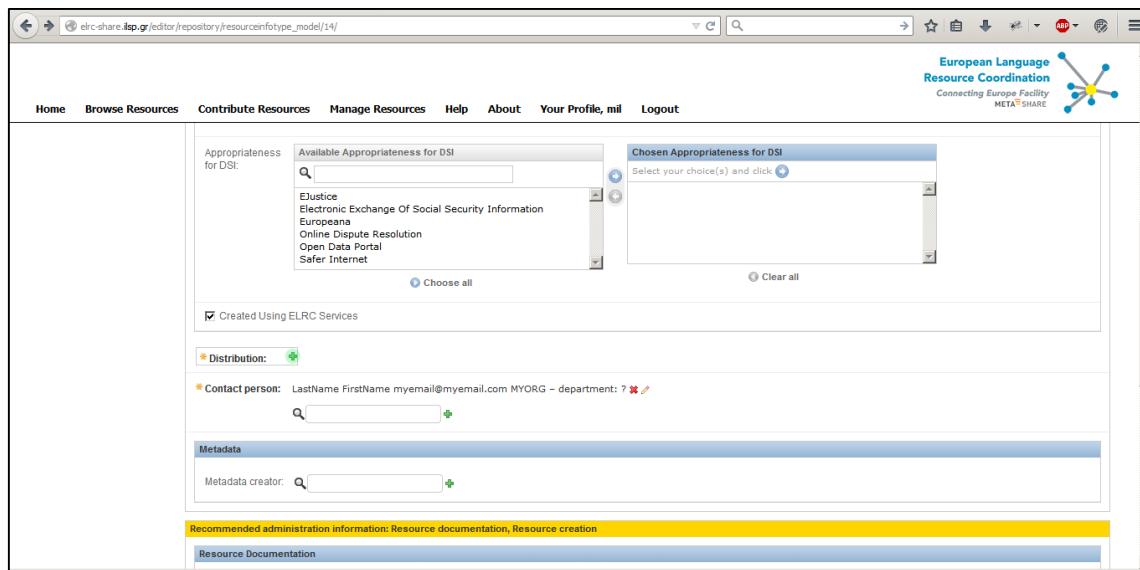
The screenshot shows the 'Distribution' section of the editor. It includes fields for 'Contact person' (LastName FirstName myemail@myemail.com MYORG – department: ? ), 'Metadata' (Deligiannis Miltos mdel@ilsp.gr ? (used 1 time)), 'Metadata creator' (Metadata creator:  ), and 'Samples location' (Samples location:   Add Another Field). Below these are sections for 'Resource Documentation' (Documentation:  Create new ...) and 'Resource Creation' (Resource creation:  Create new ...).



The screenshot shows the 'Add Person' form. It includes fields for 'Surname' (Surname:   Language of this field: en (English)) and 'Email' (Email:   Add Another Field). Other fields include 'Given name' (Given name:  Add Another Field), 'Sex' (Sex: ), 'Communication' (Email:   Add Another Field, Url:   Add Another Field, Address: , Zip code: ), and 'Address' (Address: ), and 'Zip code' (Zip code: ).

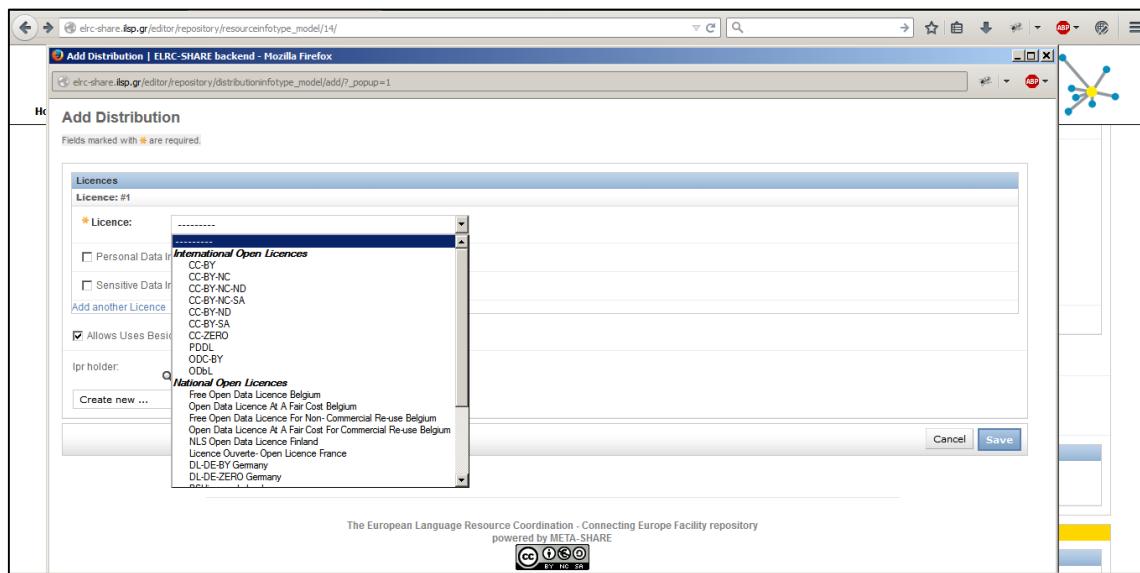
5.2.2 Adding Distribution

Click on the  icon of the *Distribution* field.



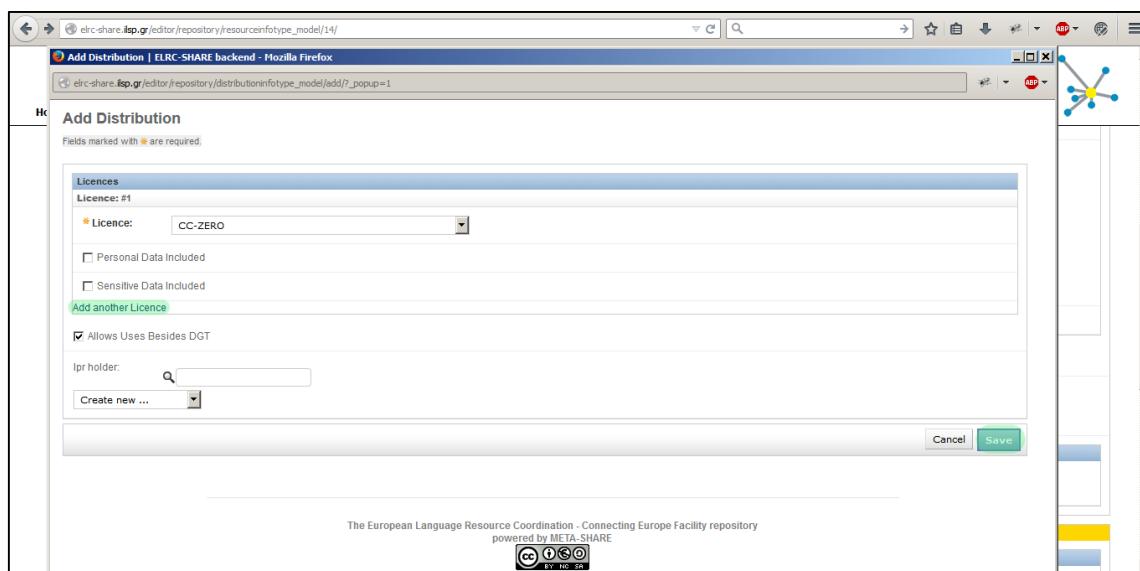
The screenshot shows the 'Available Appropriateness for DSI' dropdown menu open, listing various options like EJustice, Electronic Exchange Of Social Security Information, Europeana, Online Dispute Resolution, Open Data Portal, Safer Internet, etc. Below it, the 'Chosen Appropriateness for DSI' dropdown menu is shown as empty. There are also sections for 'Distribution', 'Contact person', and 'Metadata'.

Select one of the available licences from the drop down list.



The screenshot shows the 'Add Distribution' dialog box. In the 'Licences' section, there is a dropdown menu. The 'International Open Licences' section is expanded, showing options like CC-BY, CC-BY-NC, CC-BY-NC-ND, CC-BY-NC-SA, CC-BY-ND, CC-BY-SA, CC0, PDDL, ODC-BY, and ODbL. The 'National Open Licences' section is also visible, listing various local data licenses. At the bottom right of the dialog box are 'Cancel' and 'Save' buttons.

If you want to add a licence, click **Add another Licence**.



The screenshot shows the 'Add Distribution' page in the ELRC-SHARE backend. The main form has a section titled 'Licences' where 'CC-ZERO' is selected. There are checkboxes for 'Personal Data Included' and 'Sensitive Data Included', both of which are unchecked. Below this is a section for 'IPR holder' with a search bar and a 'Create new ...' button. At the bottom of the form are 'Cancel' and 'Save' buttons. The footer of the page includes the text 'The European Language Resource Coordination - Connecting Europe Facility repository powered by META-SHARE' and a Creative Commons BY-NC-SA license logo.

You may add optional elements about the distribution of a resource (e.g. IPR holders), if you wish.

As soon as you have filled in the metadata elements that you want, click **Save** at the bottom of the page.

5.2.3 Adding/Editing resource-type specific pages

Resource-type pages can be accessed by clicking on the menu items that appear on the left side menu and which are labelled according to the resource type:

- Edit Corpus Text Info
- Edit Language Description Text Info
- Edit Lexical Conceptual Resource Text Info
- Edit Language Description General Info
- Edit Lexical Conceptual Resource General Info

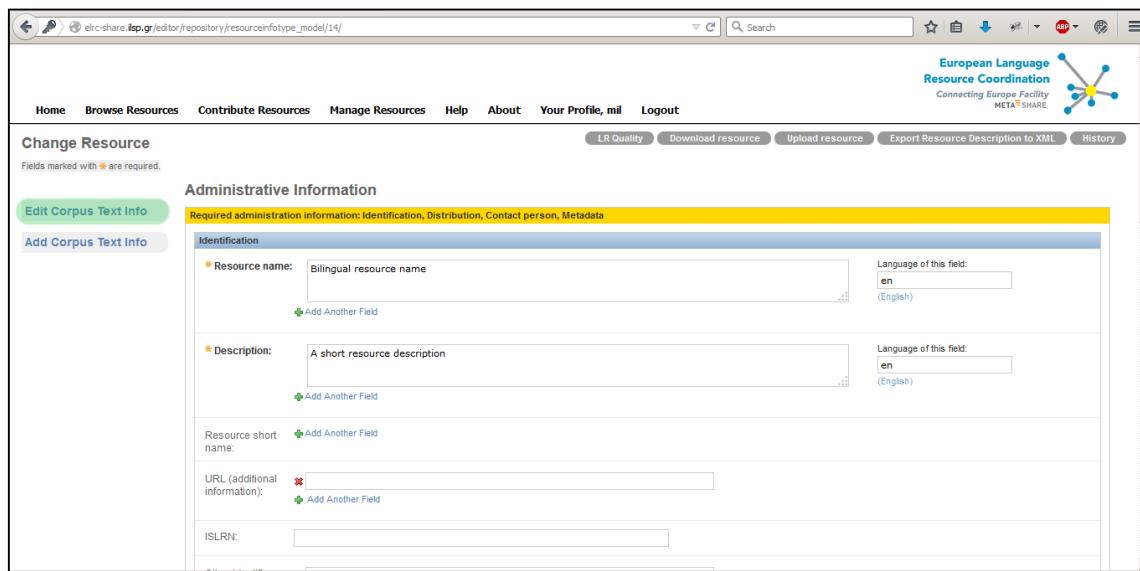
Mandatory information is included in all of the above pages, so you **must view all of them** in order to ensure that the metadata record is valid. The following paragraphs describe the process to be followed for editing **xTextInfo** as an illustrative case.

If the contributor has provided information about the language(s) of the resource (optional in the contribution form), a **CorpusTextInfo** / **LanguageDescriptionTextInfo** / **LexicalConceptualResourceTextInfo** record is created, where this information is initially stored. To edit and fill in missing information click **Edit xText Info** at the left side menu. Mandatory elements are again marked with *****.

If the contributor has not provided any language information, you must create a new **xText Info** by clicking the relevant button, i.e. add **xTextInfo**.

Assuming that there is language information available for a resource of type **corpus**:

Click on **Edit Corpus Text Info**.

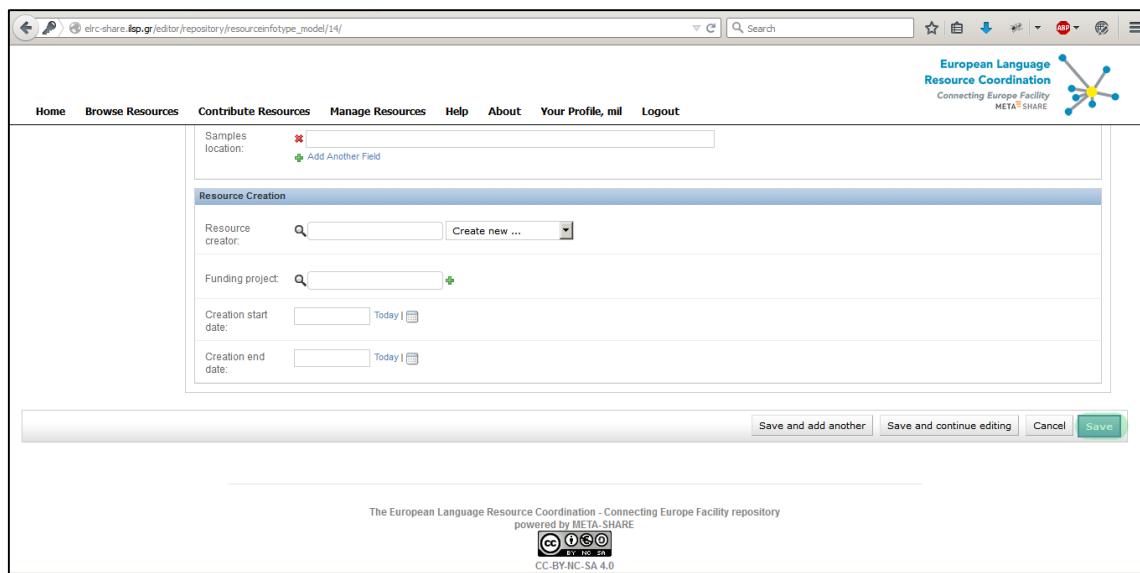


The new window displays all the required and recommended fields. The language information is already filled in and the editor should at the very least provide the rest of the required fields, namely *Linguality type*, *Size* and *Size unit*, *Mime Type*.

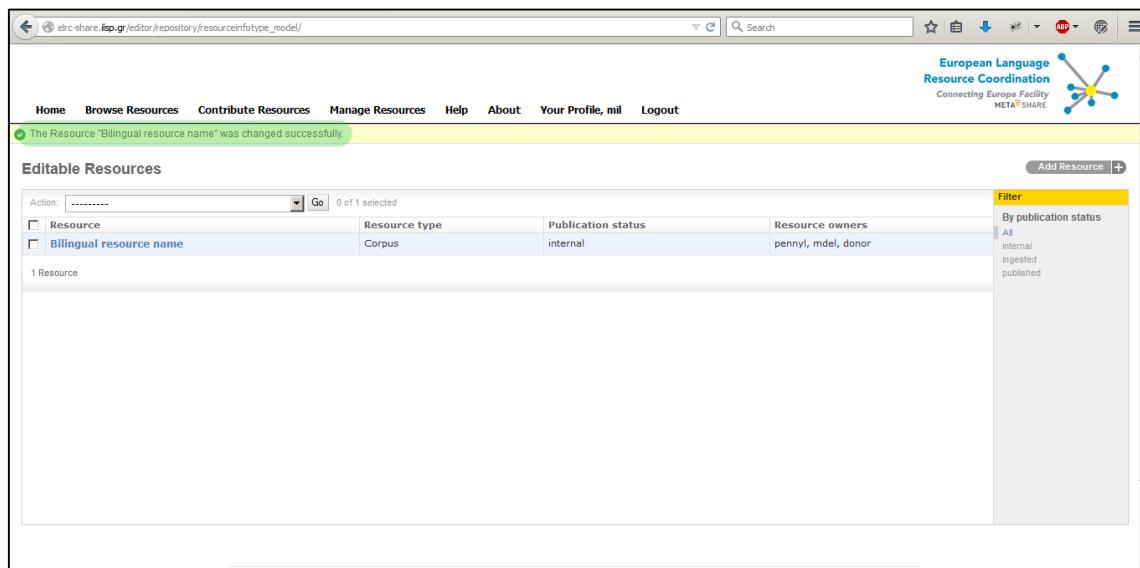
As soon as you have filled in all the required information, click **Save** at the bottom of the page.

Do the same for all resource type specific editing pages.

When you have finished editing a resource description, you should finally save the record by clicking **Save** at the bottom of the main (**Administrative Information**) page.



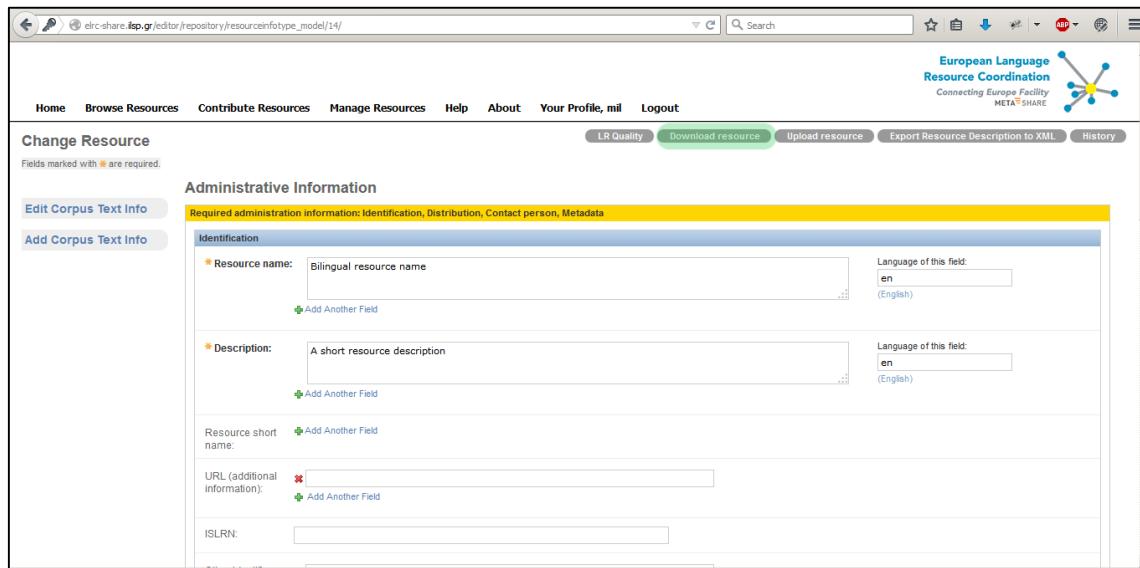
You are redirected to the managing form where a notification about successful modification is displayed.



The screenshot shows a browser window for the ELRC-SHARE Repository at elrc-share.iscp.gr/editor/repository/resourceinfotype_model/. The page displays a table titled 'Editable Resources' with one row: 'Bilingual resource name' (Corpus, internal, penny, mdel, donor). A green success message at the top states: 'The Resource "Bilingual resource name" was changed successfully.' On the right, there is a 'Filter' sidebar with options for 'By publication status' (All, internal, ingested, published).

5.3 Downloading a resource

Further information regarding the resource can be concluded from the resource itself, which you can directly download and inspect by clicking on the Download Resource link.



The screenshot shows the 'Change Resource' form for the 'Bilingual resource name' entry. The 'Download resource' button is highlighted in green. Other buttons visible include 'LR Quality', 'Upload resource', 'Export Resource Description to XML', and 'History'. The form contains sections for 'Administrative Information' and 'Required administration information: Identification, Distribution, Contact person, Metadata'.

5.4 Publishing metadata records

When you have finished editing a metadata record, you can proceed to its publication through the managing form - see section 8.

6 Working on resources from crawling

Resources that have been produced by the ILSP-FC web crawler can be uploaded to the repository via the *ILSP-FC_Upload* tool. The tool converts the metadata file (*.md.xml*) that is automatically generated by the ILSP-FC web crawler into an ELRC-SHARE valid xml description and, at the same time, packages the actual data in a .zip file ready to be uploaded. If you wish to gain access to the tool, please contact elrc-share@ilsp.gr.

7 Working on resources from scratch



You can access the **editing form** for new resources as described in section 4.

On the Administrative information page, fill in **at least all the required information**.

From the left menu, click on **Add x Text Info** and **Add x General Info** in order to go to the editing page(s) for the resource type technical information; fill in on all these pages at least the required information. Don't forget to click **Save** at the bottom of each page.

On the **Administrative information page**, click **Upload resource** from the upper right menu.

The screenshot shows the 'Change Resource' page with the following details:

- Identification:**
 - Resource name: Bilingual resource name
 - Description: A short resource description
- Distribution:**
 - Email: en (English)
 - URL (additional information):
- Contact person:**
 - Name: [empty]
 - Email: [empty]

You will be redirected to the upload resource form.

In this page the following information are displayed:

1. **Current Resource Folder**
The path of the current resource
2. **Current Resource Path**
The path of the current resource's data. If there is not any data already uploaded, this information will not be displayed.

Home Browse Resources Contribute Resources Manage Resources Administration Help About Your Profile, Miltos Logout

Upload resource: "Bilingual resource name"

Current Resource

Folder: /var/opt/ELRCSHARE/metashare/storage/877baafdda2a11e5b68800155d0205022a089e23d0d941f58da1e0fc7ef263e
Path: /var/opt/ELRCSHARE/metashare/storage/877baafdda2a11e5b68800155d0205022a089e23d0d941f58da1e0fc7ef263e/archive.zip

Upload

Resource: No file selected.
You can upload resource data (<=50.0 MB) using this widget. Note that this will overwrite the current data!

Upload Terms: By clicking this checkbox, you confirm that you have cleared permissions for the file you intend to upload.

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To upload a resource

a. Click **Browse**

In the window that opens, browse the folders of **your computer** for the respective zipped file (.zip) containing the data you want to contribute, select it and click **Submit**.

Home Browse Resources Contribute

Upload resource: "Bilingual resource name"

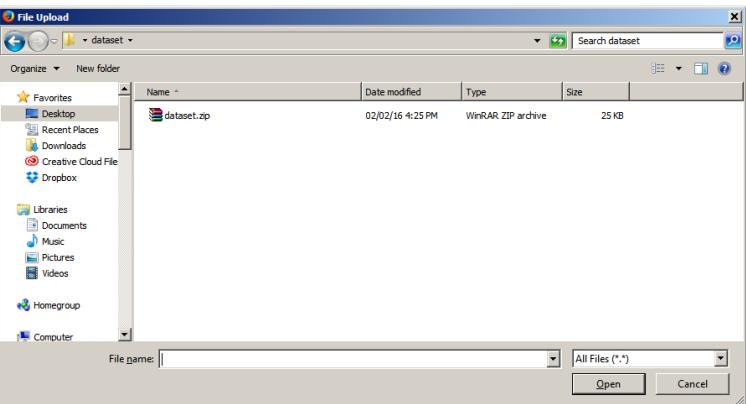
Current Resource

Folder: /var/opt/ELRCSHARE/metashare/storage/877baafdda2a11e5b68800155d0205022a089e23d0d941f58da1e0fc7ef263e
Path: /var/opt/ELRCSHARE/metashare/storage/877baafdda2a11e5b68800155d0205022a089e23d0d941f58da1e0fc7ef263e/archive.zip

Upload

Resource: No file selected.
You can upload resource data (<=50.0 MB) using this widget. Note that this will overwrite the current data!

Upload Terms: By clicking this checkbox



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b. Check the **Upload Terms** checkbox,

c. Click **Upload**

Any upload will replace any existing data that have been previously uploaded.

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Upload resource: "Bilingual resource name"

Current Resource

Folder: /var/opt/ELRCSHARE/metashare/storage/877baafdda2a11e5b68800155d0205022a089e23d0d941f58da1e0f0c7ef263e
Path: /var/opt/ELRCSHARE/metashare/storage/877baafdda2a11e5b68800155d0205022a089e23d0d941f58da1e0f0c7ef263e/archive.zip

Upload

Resource: No file selected.
You can upload resource data (<=50.0 MB) using this widget. Note that this will overwrite the current data!

Upload Terms: **a**
By clicking this checkbox, you confirm that you have cleared permissions for the file you intend to upload.

b

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Monday, February 29, 2016

When you have finished editing a resource description, you should finally save the record by clicking **Save** at the bottom of the main (**Administrative Information**) page.

Proceed to the **Managing form** in order to **ingest** and **publish** the record.

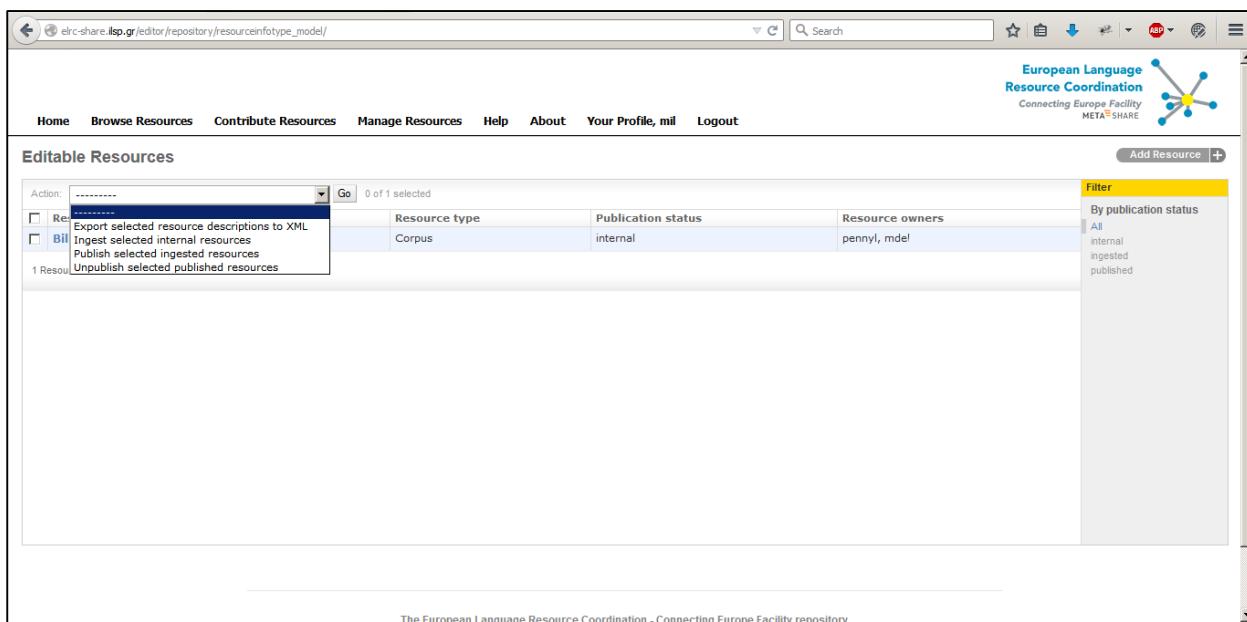
8 Publishing resource descriptions (metadata records)

When you have finished editing a metadata record and consider it ready for publication, go to the managing form and select it from the list; you can now **ingest** and, right afterwards, **publish** it (see section 3.2 for publication status).

On the **Managing form**, select from the list the metadata record(s) that you want to publish, by clicking on the box left to the resource name; from the drop-down menu select the appropriate action :

- Ingest selected internal resources
- Publish selected ingested resources.

Tip: Keep metadata records that you have worked on as ingested while you seek further information, e.g. on licensing issues.



You can also use the same functionality for **exporting metadata records in XML format** or **marking as "unpublished" metadata records** in order to withdraw them from the public inventory.