# Sending Your Package to a Colleague

When you've entered all required metadata and uploaded all associated data files (data tables and other entities) to ezEML, you're ready to submit your data package to the repository of your choice.

To submit to the repository hosted by EDI, the Environmental Data Initiative, see **Submitting Your Package to EDI** in this User Guide.

To send your data package to a recipient other than the EDI repository (e.g., to send it your LTER Information Manager), use the **Export ezEML Data Package** command in the **Import/Export** menu.

Clicking **Export ezEML Data Package** brings you to a page that looks like:



This initial page is just a reminder to make sure that the current versions of all data tables and other data entities have been uploaded to ezEML, since the uploaded versions are the ones that will be incorporated in the archive file that will be sent to your colleague.

Clicking the **Export ezEML Data Package** button takes you to a new page that looks like:

# ezEML Data Package Download

Your ezEML Data Package archive file is available for download. To download it to your browser's download directory, click the Download Link below.

**Package Archive Name**
Sample.zip

**Download Link**
Download the package archive to your browser

You may wish to send the package to someone else (e.g., a project collaborator) for them to import into their ezEML account. In such cases, you could download the package and attach it to an email. Alternatively, you can click the button below to copy the package archive's URL to your clipboard. You can then paste the URL into an email, and the email's recipients can use it to download the file for themselves. This is especially handy in cases where the archive file is too large to send as an email attachment. The package archive will be available at the provided URL address for at least four weeks.
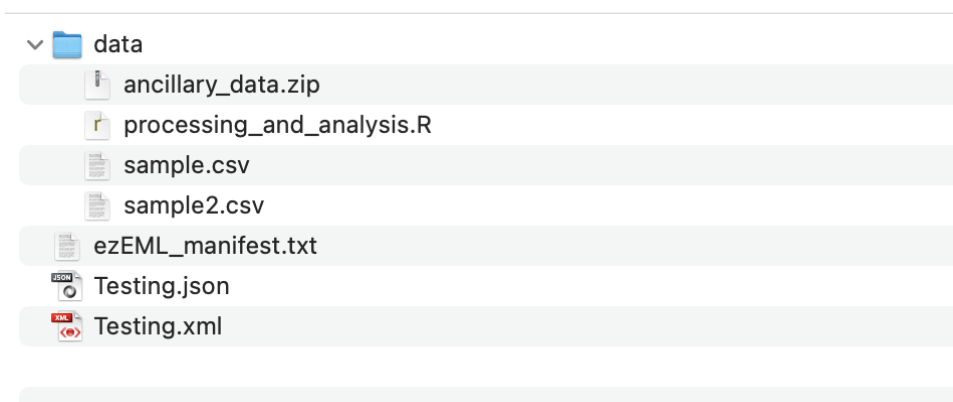
| Copy URL to Clipboard | Continue |
|---|---|

The page contains a link **Download the package archive to your browser** that you can use to retrieve the archive to inspect it or email it to your desired recipient.

The archive is also retrievable via a URL, and there is a button **Copy URL to Clipboard** that puts its URL in your clipboard so you can paste it into an email. Sending the URL to your recipient may be preferable to sending the archive file itself, especially in cases where the archive is large and may exceed email attachment size limits. The recipient can then use the URL to retrieve the archive to their local system.

The archive itself is a zip file with contents like:

- data
  - ancillary_data.zip
  - processing_and_analysis.R
  - sample.csv
  - sample2.csv
- ezEML_manifest.txt
- Testing.json
- Testing.xml

If the recipient is an ezEML user, they can use the **Import ezEML Data Package** command to load the package and its data files into ezEML for additional processing. Alternatively, the recipient can edit the EML XML file (Testing.xml in the example, above) in an XML editor.