

Creating a New EML Document

ezEML provides several ways to create new EML documents:

- from scratch,
- from an already-existing document, or
- from a template.

These options are available via the **EML Documents** drop-down menu list located in the toolbar at the top of the ezEML screen, and each is described below.

Creating a New EML Document from Scratch

To create a new EML document from scratch, select **New...** in the EML Documents drop-down list. This takes you to a screen where you enter the name of the document to be created:

New EML Document

Enter a name for the new document:

Document Name



Create

Cancel

Enter the document name and click **Create**.

Creating a New EML Document from an Already-Existing Document

You may have occasion to use one of your existing documents as the starting point in creating a new, different document. To accomplish this, select **Open...** in the EML Documents drop-down list. This takes you to a screen where you select the document you'd like to use as the starting point.

Open EML Document

Select an EML document to open:


Document Name

Click **Open** to open the document. Then, select **Save As...** from the menu list and enter a new name for the document:

Save As

Enter a new document name:

Document Name

Click **Save** to save the document under its new name. Then proceed to edit the document in the usual way.

Creating a New EML Document from a Template

A particular research site or organization may find it useful to create templates that can serve as starting points for EML documents to be created by anyone in the organization. Such templates reside in their own space on the ezEML server, rather than in an individual ezEML login account, so they are accessible to everyone.

A typical template might contain a selection of Creators, Geographic Coverages, and Keywords, for example. When a new document is created from the template, it is pre-populated with all of the items in the template. This saves work, but it also assists in standardizing spellings, addresses, etc., so they are consistent across documents.

To create a new EML document from a template, select **New from Template...** from the EML Documents drop-down list. This takes you to a page where you select the desired template. Templates are organized in a folder structure defined by their creators. The folder structure shown below is hypothetical, for demonstration purposes.

Let's suppose that all templates are under a root folder called LTER. Then when you select **New from Template...** you will see a page that looks like this:

New EML Document from a Template

Select a template:

 *LTER*

OK

Cancel

To expand the LTER folder, click its name (not the icon). This might bring up a page like:

New EML Document from a Template

Select a template:

 *LTER*

-  *FCE*
-  *LUQ*
-  *MCR*
-  *NTL*
-  *SBC*

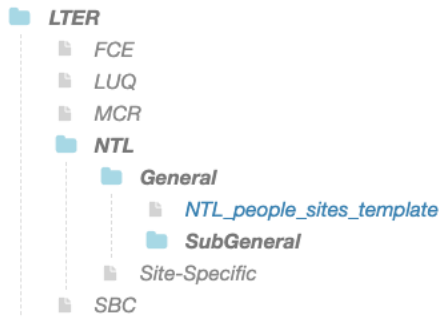
OK

Cancel

Clicking our way through the folder hierarchy in this way, we arrive at something like:

New EML Document from a Template

Select a template:



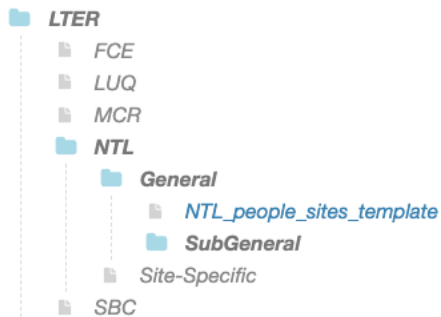
OK

Cancel

The item in blue, *NTL_people_sites_template*, is the name of a template. Let's say that's the template we want. We click it and get:

New EML Document from a Template

Select a template:



Selected: *NTL_people_sites_template*

OK

Cancel

Now that we have selected a template, the **OK** button is activated. Clicking **OK** will take you to a page where you enter the name of the document you want to create from the template:

New EML Document from a Template

Enter a name for the new document:

Document Name



Create

Cancel

Enter the name of the new document to be created and click **Create**. This creates the document, with the template information pre-entered. You can then proceed to edit it in the usual way. In particular, you can delete any items that were in the template that don't pertain to your specific dataset.

If you are a data manager for a site or organization and you would like to create one or more templates for use by your organization, please email EDI at support@edirespository.org for more information. Templates are just (partial) EML documents; you create them in ezEML like you'd create any EML document. You can define any number of templates and organize them in folders as you see fit, but you will need our assistance to get them deployed on the ezEML server.