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

[   ] ⑦

[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

My data package ▾

Open   Cancel

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

⃝?

Save   Cancel

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 created by people 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, and it also assists in standardizing spellings, addresses, etc., so they are consistent across documents.

To learn more about creating an EML document from a template, see the chapter **Starting from an ezEML Document Template** in this User Guide.