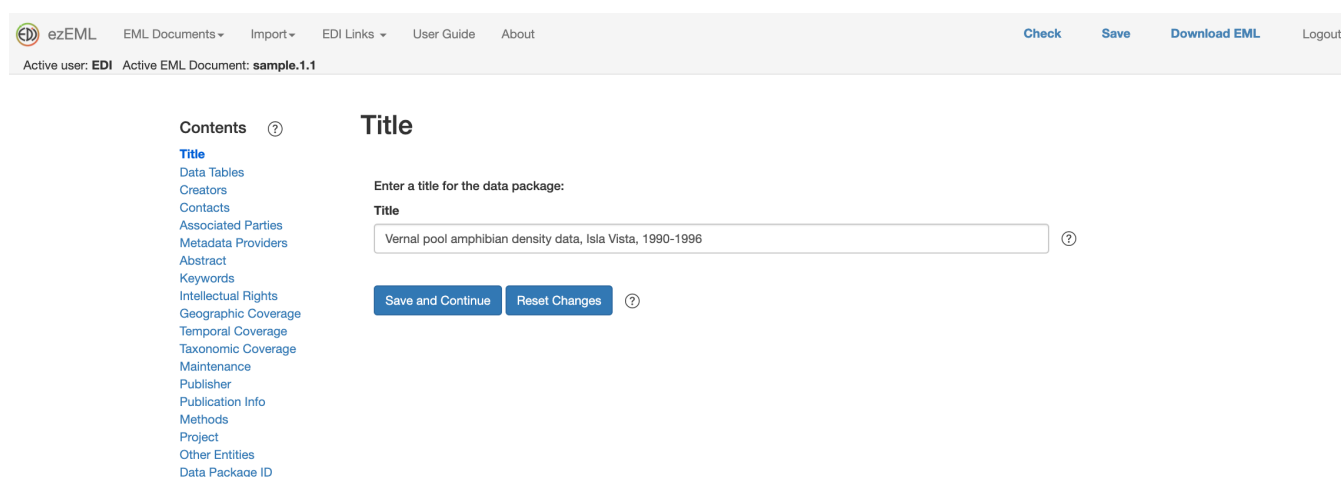


Navigating in ezEML

ezEML is a form-based web application. I.e., you enter needed information by filling out forms. Many form entries are optional and are marked as such. Entries not marked optional are required.

You can think of using ezEML as filling out one big form that's organized as a number of separate pages. As you move from page to page, your changes are automatically retained (as you'd expect when filling out a form), except in the cases where a page has a **Cancel** button, which lets you exit that page without saving.

When you open an EML document, you'll see a screen that looks like this:



The screenshot shows the ezEML web application interface. At the top, there is a navigation bar with the ezEML logo, a dropdown menu for 'EML Documents', and links for 'Import', 'EDI Links', 'User Guide', and 'About'. On the right side of the navigation bar are links for 'Check', 'Save', 'Download EML', and 'Logout'. Below the navigation bar, a status bar indicates 'Active user: EDI' and 'Active EML Document: sample.1.1'. The main content area is divided into two sections. On the left is a 'Contents' sidebar with a list of sections: 'Title' (highlighted in blue), 'Data Tables', 'Creators', 'Contacts', 'Associated Parties', 'Metadata Providers', 'Abstract', 'Keywords', 'Intellectual Rights', 'Geographic Coverage', 'Temporal Coverage', 'Taxonomic Coverage', 'Maintenance', 'Publisher', 'Publication Info', 'Methods', 'Project', 'Other Entities', and 'Data Package ID'. On the right is the 'Title' form, which has a heading 'Title' and a subheading 'Enter a title for the data package:'. Below this is a text input field containing the text 'Vernal pool amphibian density data, Isla Vista, 1990-1996'. To the right of the input field is a help button (a question mark icon). At the bottom of the form are two buttons: 'Save and Continue' and 'Reset Changes', with a help button to the right of the 'Reset Changes' button.

Contents on the left lists the major sections of EML documents that are supported by ezEML. You can use ezEML as a “wizard,” i.e., by stepping through the sections sequentially, or you can jump to a particular section at any time by clicking on the section name. The current section – **Title**, in the example above – is highlighted in the list.

The ezEML link at the top left of each page serves as a "Home" button, taking you back to the top of the Contents list.

Notice the help buttons. There are help buttons throughout ezEML. When in doubt, click help.

When you've completed a page's form, click **Save and Continue** to save your work and proceed to the next section in the sequence. Or, if you prefer, click a section name to jump directly to that section. Jumping in that way also causes your work to be saved.

You can think of using ezEML as filling out one big form that's organized as a number of separate pages. As you move from page to page, your changes are automatically retained (just as you'd expect

when filling out a form), except in the cases where a page has a **Cancel** button, which lets you exit a page without saving.

Some sections, like **Title**, consist of a single form. Others, like **Creators**, include multiple forms. Let's say we've already added three creators. The **Creators** screen, then, will look like this:

The screenshot shows the ezEML web interface. At the top is a navigation bar with links: ezEML, EML Documents, Import, EDI Links, User Guide, About, Check, Save, Download EML, and Logout. Below this, it says 'Active user: EDI' and 'Active EML Document: sample.1.1'. On the left is a 'Contents' sidebar with a list of sections: Title, Data Tables, Creators (highlighted), Contacts, Associated Parties, Metadata Providers, Abstract, Keywords, Intellectual Rights, Geographic Coverage, Temporal Coverage, Taxonomic Coverage, Maintenance, Publisher, Publication Info, Methods, Project, Other Entities, and Data Package ID. The main area is titled 'Creators' and contains a table of creators. The table has three rows: 'Charles Darwin', 'Alfred Russel Wallace', and 'Fictitious LTER Site'. Each row has a dropdown arrow for ordering, and 'Edit' and 'Remove' buttons. Below the table are two buttons: 'Add Creator' and 'Save and Continue'.

Creator	Order	Edit	Remove
Charles Darwin	▼	Edit	Remove
Alfred Russel Wallace	▲ ▼	Edit	Remove
Fictitious LTER Site	▲	Edit	Remove

[Add Creator](#) [Save and Continue](#)

The up and down arrow buttons let you order the list as desired. Click **Edit** to edit an existing creator or **Remove** to remove one. To add a new creator, click **Add Creator**.

Editing an existing creator or adding a new one takes you to a new page where you can enter the details for that creator. When you are done, click **Save and Continue** to save and return to the **Creators** list or click **Cancel** to return to the list without saving.

When you are done adding or editing creators, click **Save and Continue**, as always, to step forward to the next section.

All of the other sections are similar in structure, consisting of a single form, like **Title**, or incorporating several forms, like **Creators**.

In addition to the **Contents** links down the left side of the page, you will notice a number of links across the top of the page. We have more to say about those links in other sections of this User Guide.