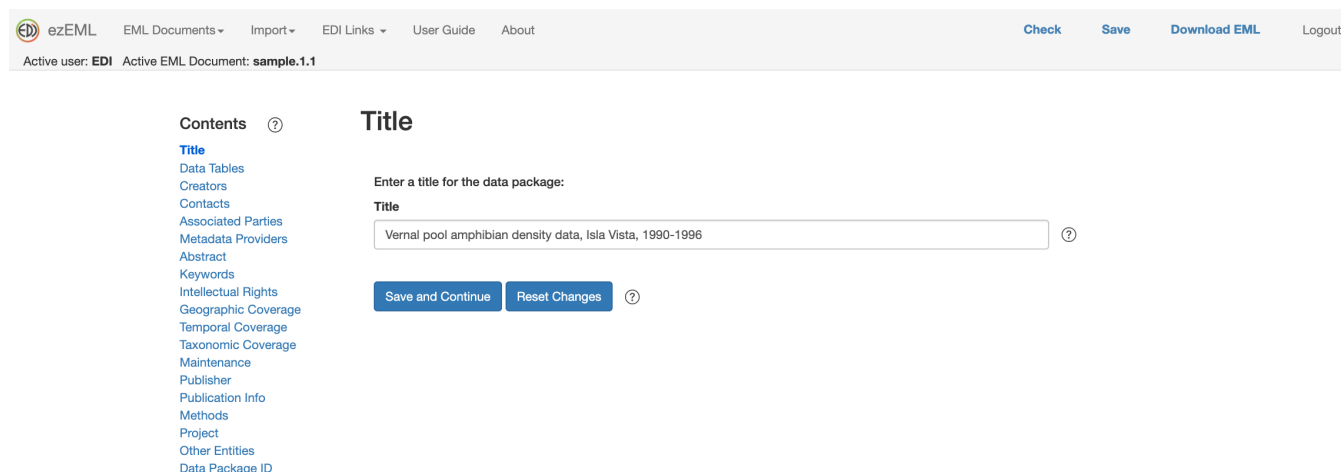


## Navigating in ezEML

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.

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 buttons 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, a 'Contents' sidebar lists various sections of an EML document: Title, 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. The 'Title' section is highlighted in blue. On the right, the 'Title' form is displayed. It has a heading 'Title' and a prompt '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 icon (a question mark in a circle). At the bottom of the form are two buttons: 'Save and Continue' and 'Reset Changes', with a help icon 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:

## Contents ?

Title  
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  
Data Package ID

## Creators ?

Creator			
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.