# Introduction

The Metadata Manager is a utility designed for Records Clerks managing custom metadata properties embedded files formatted as .pdf documents. The utility displays existing custom metadata properties in a grid control and allows editing of individual metadata properties stored within selected file or files. Extensible Metadata Platform (XMP) templates are supported and used for bulk modification of selected files using data stored in Excel. Basic reporting features that exports properties used for Destruction Logs and Record Inventories to Excel.

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## Scope

|  |  |
| --- | --- |
| **In Scope** | **Out of Scope** |
| Windows Forms Application | There will be no web based interface or mobile access |
| Persistent data stored as embedded metadata within Adobe PDF documents. | There will be no persistent data stored in an external database. |
| Display and Edit metadata embedded within pdf files in a grid format. | A representative set of metadata was chosen for this project. I leave it to others to define the agency standard metadata. |
| Supported PDF format: PDF/A  ISO 19005-1  Format designed for long-term preservation | The PDFs produced are not guaranteed to conform to other specifications. These formats add additional accessibility features that may (or may not) be useful to support in the future. |
| Open, Display, Edit and Export existing XMP templates. | Although XMP templates are standard and can be used by many formats, only .pdf files will be supported at this time. |
|  |  |
|  |  |

## Audience

This document is targeted to three audiences. This is my capstone project which will be presented to Professor Jesse Harlen of Centralia College who is the instructor for the course. The utility was written to help organize archival electronic records, and I present this to my record manager colleagues for review. I hope you find it useful. The third audience is my compatriots in information technology and my goal is to present useful system documentation and source code in order to secure their blessings.

## Challenges

This project was full of firsts: my first experience with a Windows form application; a deep dive into metadata standards; under Adobe’s implementation of metadata; as well as finding and learning iText which is an open source library for manipulating PDFs.

I have new technical skills, a better understanding of metadata implementation, and foundation with published standards such as Dublin Core used by records managers and archivists. Fun stuff.

## Operating Environment

The Metadata Manager will run as a Windows Forms Application on an average Windows 10 PC.

## Security

This utility is intended to manage metadata embedded in Public Records and will run under the context of the currently logged in windows user.

## Development Environment

This project is built in C# using Visual Studio 2022 and .net 6. Additional third party libraries were used to manage Acrobat and Excel files.

**Adobe Acrobat SDK 2021** : <https://opensource.adobe.com/dc-acrobat-sdk-docs/acrobatsdk/>

**iText7 v.7.1.8 :** <https://itextpdf.com/en>

Core 7.1 package: <https://www.nuget.org/packages/itext7>

API Reference : <https://api.itextpdf.com/iText7/dotnet/7.1.8/>

**GitHub :** <https://github.com/PowellAndrea/Capstone>

## XMP Reference

Adobe’s Extensible Metadata Platform (XMP) is a file labeling technology that enables the embedding of metadata into the digital files themselves. XMP is open source and an ISO standard(16684-1) that many application developers are now supporting.

**XMP Specification & SDK :** <https://www.adobe.com/devnet/xmp.html>

**Adobe’s XMP implementation of Dublin Core**<https://developer.adobe.com/xmp/docs/XMPNamespaces/dc/>

## Dublin Core Reference

Dublin Core is the most common metadata schema for web content. The specification is maintained by the Dublin Core Metadata Initiative and includes properties, vocabulary, schemes, syntax encoding schemes, and classes.

<https://www.dublincore.org/specifications/dublin-core/dcmi-terms/>

|  |  |
| --- | --- |
| **Namespace** | **Schema** |
| <http://purl.org/dc/elements/1.1/> | <http://dublincore.org/schemas/xmls/qdc/dc.xsd> |
| <http://purl.org/dc/terms/> | <http://dublincore.org/schemas/xmls/qdc/dcterms.xsd> |
| <http://purl.org/dc/dcmitype/> | <http://dublincore.org/schemas/xmls/qdc/dcmitype.xsd> |

# Features

1. Management of metadata properties embedded in .pdf records.
   1. Display pre-existing metadata properties from selected .pdfs within a grid control (UC: 1.1)
   2. Ability to modify metadata properties within a grid control for a single file (UC: 1.2)
   3. Ability for the user to select multiple .pdf files
   4. Ability to apply bulk metadata to user selected .pdf files
   5. Ability to update multiple custom metadata properties in selected .pdf files by applying an XMP template. Properties that do not exist are created. (UC: 1.5)
2. Management XMP Templates
   1. Display existing template fields in a Grid Control
   2. Modify pre-existing properties from XMP template within a Grid Control
   3. Export modified metadata properties as XMP formatted template
   4. Export modified metadata properties as user readable property tree formatted for Excel
3. Reports
   1. Export embedded metadata fields to Excel formatted files
   2. (Future) Formatted Destruction Request Form
   3. (Future) Formatted Archival Transmittal Form

# Selected Metadata

A minimal set of metadata properties has been selected for testing proof of concept. Adobe supports Dublin Core metadata. The selected metadata includes Dublin Core and custom retention metadata.

Future implementations may support the MARC formats which are standards for the representation and communication of bibliographic and related information in machine-readable form which are used by the Digital Archives and Washington State Library.

Graphical user interface, text, application

Description automatically generated

# Class Diagrams

Diagram

Description automatically generated

Table

Description automatically generated

# Use Case Diagrams

## UC 1.1 - Displaying Metadata Embedded in pdf Files

Record Manager needs the ability to display existing metadata in a grid view in order to easily view and manage properties embedded in .pdf files stored in the local file system.

Diagram

Description automatically generated

## UC 1.2 - Modifying Metadata in Grid View

Records Clerk needs the ability to select one or more .pdf files from the grid view in order to manually modify properties common to the set of selected files.Diagram

Description automatically generated

## UC 1.5 - Modifying Metadata using XMP Templates

User needs to view the metadata properties embedded in selected .pdf files stored on the local filesystem so that they can update document properties.

Diagram

Description automatically generated with low confidence

# Activity Diagrams

## Activity : Select and Load files

Diagram

Description automatically generated

# Reports

Not yet implemented. Planning for metadata extracted as .csv, xlsx, or pdf formatted document. See references reports below for an example of data included in forms for the State Archives.

# Reference Forms

The ability to create forms is out of scope for the current project, however the example forms are included here as reference to required Archival metadata properties used by these reports.

## Public Records Destruction Log

Table

Description automatically generated

## Digital Records Inventory

The record inventory form will be similar to the format used by the Digital Archives Transfer. In the future, the Metadata Manager will produce this type of report for both internal record inventory and digital archive transfer inventory sheets.

Text

Description automatically generated with medium confidence

# Project Status

**Change Log**

|  |  |
| --- | --- |
|  | Moved variables into classes; updated columns in dataGridView to use selected metadata set |
| 2022-04-16 | Implemented iText; can read from existing file & create a new file with the copied metadata. |
|  | Enabled multi-select; resize File Name column to fit & freeze full name; clear dataGridView before openFileDialog runs. |
| 2022-04-01 | First upload with documentation, Ability to run window form application, select file from windows openFileDialog, display the file name and path in a dataGridView control, and exit form. |

**Task List**

* Pop out thumbnail window
* Export metadata from selected files to a csv or xlsx

**Parking Lot**

* Reports
* XMP Templates
* Forms