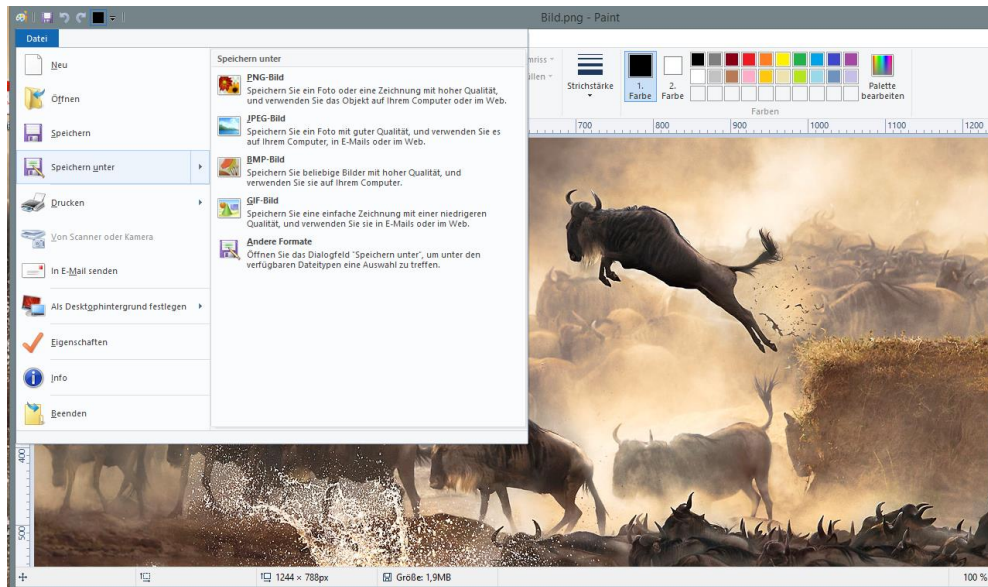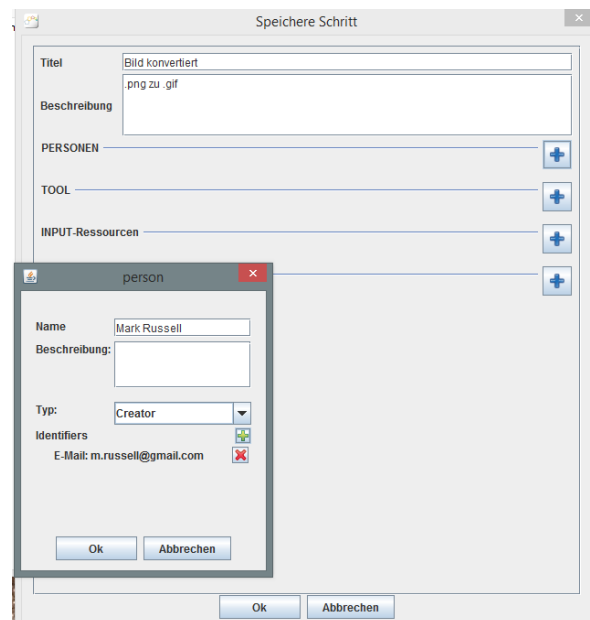# Tutorial 3: Metadata

RePlay-DH offers many optional metadata to keep a better documentation and overview the individual intermediate statuses. These are the topic of this tutorial.

- For this tutorial, open any image file (such as a self-captured photo) in your default image editor. Save them in another file format and move the newly created file to the workspace. For example: [Filename.png] open → file → save as... → [Filename].gif
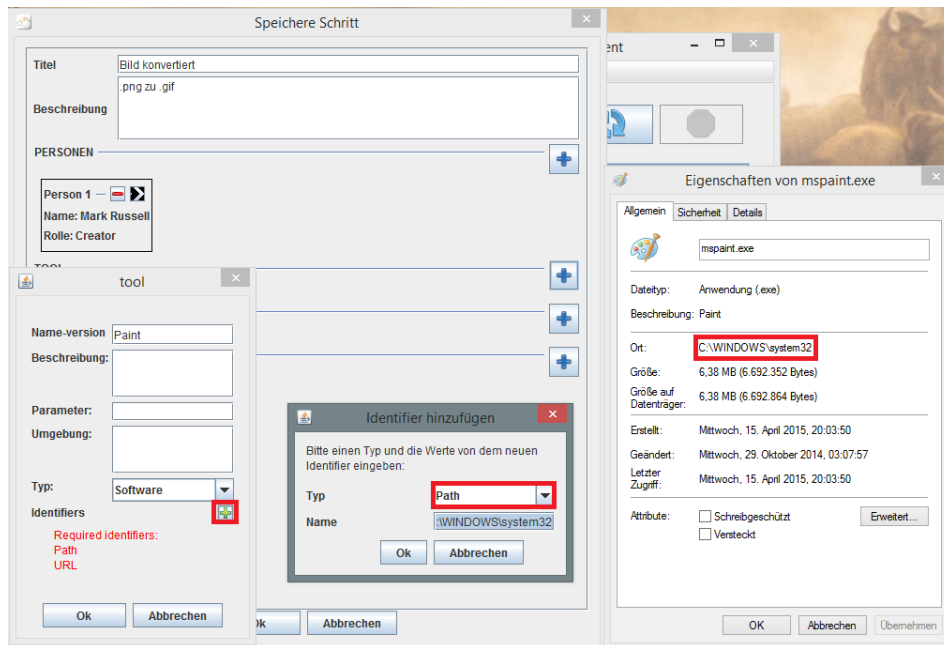 - o Note: Alternatively, you can also save a text document with a different file format.

- On the RePlay-DH client on "Save Step" and enter a name and description

- Now you can use the ⊞ - button to add the optional metadata for each item. Apply in person for example the photographer as a "creator" and / or an "editor".
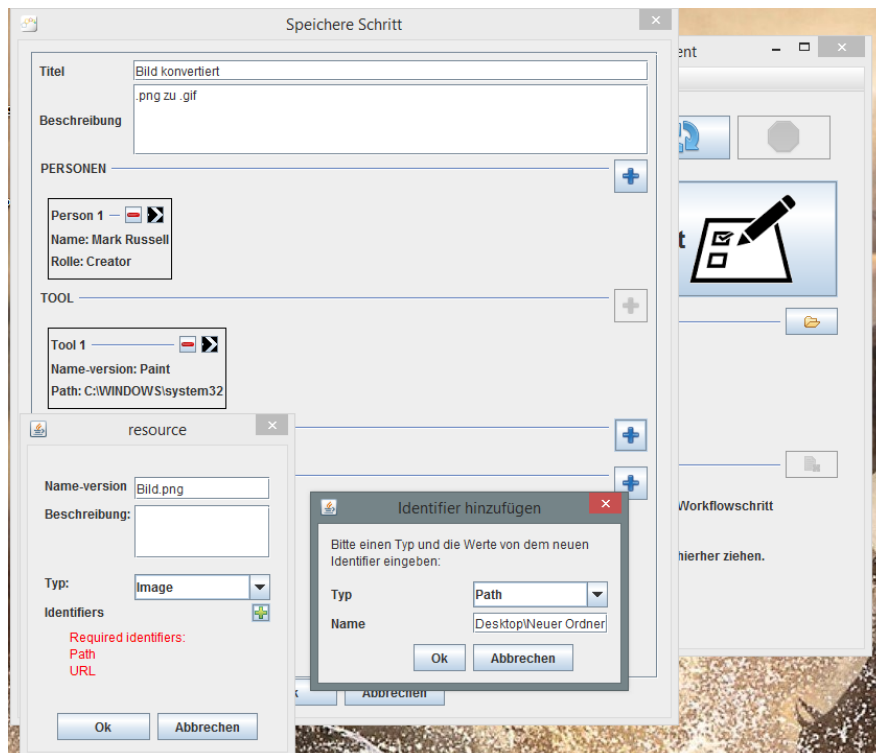
Tutorial 3: Metadata

You can also assign one or more identifiers to each person. This ranges from their institution via the e-mail address until specific ID numbers.

- Next, add metadata for the program (TOOL) with which you have just saved the image. The type here is accordingly "software". As an identifier you specify either the location (Path) of the program on the hard disk or an Internet address (URL).
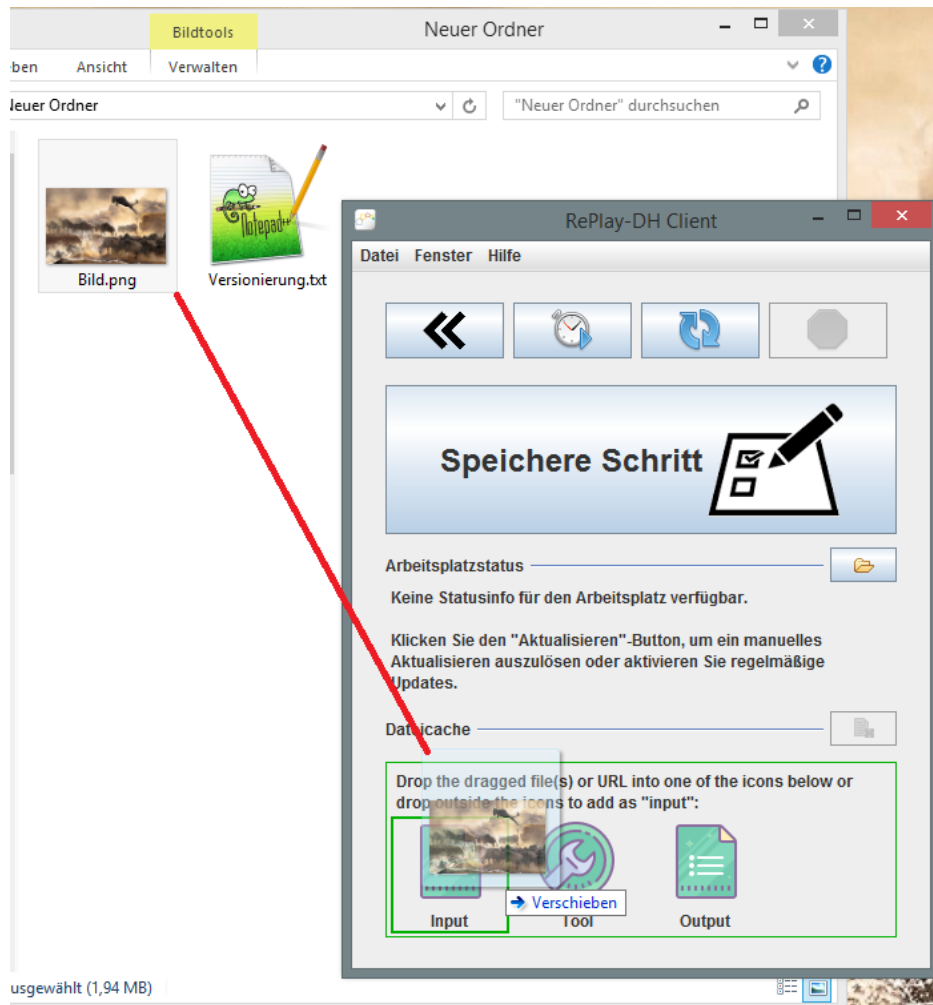

- Finally, as INPUT resources, you specify all the files that were involved in the creation process of the new image file - in this case, the original "Image" for the type image. Here you can specify the location or an Internet address as before.

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Tutorial 3: Metadata

- Under OUTPUT Resources you will find all the files which are changed or added in this step. These are automatically provided with metadata. However, you can add more identifiers or a name with ⟩⟩ .

- All these steps can be done via the File Cache-field. To do this, drag and drop a file from your file system into the field and release it on the symbol that describes the file (so Input, Output or Tool). This has the advantage that this metadata does not have to be defined manually via the "Save Step" dialog. Another advantage is that it automatically detects the path parameter.

Tutorial 3: Metadata

- The metadata contained in the data cache which to be stored next, are now included in the dialog box.