## Finding Aids Documentation Publishing Finding Aids with the EAD Publisher tool

This documentation describes how to use the EAD Publisher tool tool provided by NYU Libraries to publish an individual finding aid.

The finding aids publisher tool is located at, https://ead-publisher.dlib.nyu.edu/findingaids/publish

Credentials for use remain the same and have been shared with each of the archival repositories.

#### PREPARE EAD FILE

- 1. UPLOAD EAD FILE
- 2. REVIEW AND PUBLISH PENDING FINDING AIDS
- 3. REVIEW PUBLISHED FINDING AIDS

#### PREPARE EAD FILE

In order to publish an EAD file, it will need to meet the criteria described in detail in the document, EAD Validation Criteria for Publishing.

Note: the final EAD file name is determined by the <eadid> value within the uploaded EAD file. For example, if a file that contains <eadid>mss\_208</eadid> passes validation, the EAD Publisher will rename the uploaded EAD to mss\_208.xml.

#### 1. UPLOAD EAD FILE

| Please select archive:   Choose File No file chosen  |
|--|
| ☐ This EAD contains new or updated digital images. New thumbnails will need to be generated. |
| Upload EAD   |

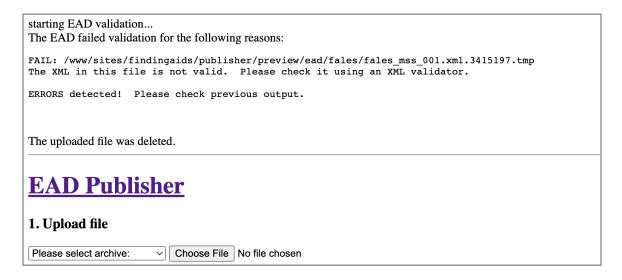
Select the archival repository from the list of drop down options. The theming for the finding aid is determined by this selection.

Click on Choose File button to select an EAD file from your local computer.

Click the Upload EAD button to begin the publishing process.

If the EAD contains new or updated digital images, click the box to indicate that new thumbnails will need to be generated for the preview finding aid. This option applies only to the NYU partners for whom DLTS publishes images.

Note: If the uploaded EAD file does not meet the EAD Validation Criteria for Publishing, an error will display at the top of the webpage. The error message will include information about why the EAD did not validate.

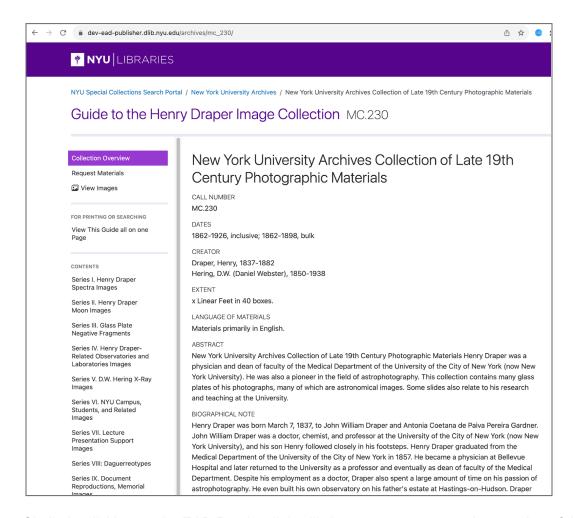


#### 2. REVIEW / PUBLISH PENDING FINDING AIDS



Before publishing an EAD file, it is strongly recommended to preview the HTML in order to confirm that the resulting web page looks as expected.

Clicking on the Preview HTML link will show a temporary, preview finding aid. It will be possible to navigate to all sections and pages within the preview.



Similarly, clicking on the EAD Preview link will show a temporary preview version of the EAD file itself.

**If the HTML preview is satisfactory**, click on the Publish button to confirm the publication of the finding aid to the web. Two things happen at the point of publishing. The finding aid is live on the web, and the EAD file is committed to a github repository managed by NYU Libraries for indexing by the Archival Discovery tool.

The Archival Discovery indexer runs at the top of each hour. Therefore, search results may take up to an hour to appear in the index.

Note: It may take up to 10 minutes for the EAD to appear in the github repository and for the finding aid and EAD links to show up in the "Review Published Finding Aids" section of the EAD publisher.

**If the HTML preview is not satisfactory**, then the remove button will allow one to remove the preview from the publishing system.

# University Archives mc\_230 Preview EAD Preview HTML Publish Remove archives/mc\_256 has been successfully removed

### 3. REVIEW PUBLISHED FINDING AIDS

It is possible to review recently published finding aids in this section of the publishing tool.

| Akkasah          | University       | Center for Brooklyn History |
|------------------|------------------|-----------------------------|
| ad_mc_0011.xml   | Archives         | 1974_002.xml                |
| URL: EAD         | cap_1.xml        | <u>URL: EAD</u>             |
| URL: HTML        | URL: EAD         | <u>URL: HTML</u>            |
| ad_mc_002.xml    | <u>URL: HTML</u> | 1974_003.xml                |
| <u>URL: EAD</u>  | mc_1.xml         | URL: EAD                    |
| URL: HTML        | <u>URL: EAD</u>  | URL: HTML                   |
| ad_mc_007.xml    | URL: HTML        | 1974_065.xml                |
| <u>URL: EAD</u>  | mc_10.xml        | <u>URL: EAD</u>             |
| <u>URL: HTML</u> | <u>URL: EAD</u>  | <u>URL: HTML</u>            |
| ad_mc_011.xml    | <u>URL: HTML</u> | 1974_131.xml                |
| <u>URL: EAD</u>  | $mc_100.xml$     | <u>URL: EAD</u>             |
| <u>URL: HTML</u> | <u>URL: EAD</u>  | URL: HTML                   |
| ad_mc_012.xml    | <u>URL: HTML</u> | 1978_165.xml                |
| <u>URL: EAD</u>  | $mc_103.xml$     | <u>URL: EAD</u>             |
| <u>URL: HTML</u> | <u>URL: EAD</u>  | URL: HTML                   |
| ad_mc_013_v1.xml | URL: HTML        | 1979_008.xml                |
| <u>URL: EAD</u>  | $mc_104.xml$     | <u>URL: EAD</u>             |
| <u>URL: HTML</u> | <u>URL: EAD</u>  | <u>URL: HTML</u>            |
| ad mc 013 v2.xml | <u>URL: HTML</u> | 1985 093.xml                |