

Apex File Tweaking

Collection _____

remove entity declaration _____

<ead> add attribute relatedencoding="MARC21" _____

<eadheader>

set audience attribute to "internal" _____

<eadid>

insert value _____

add attributes systemid="TxU-Hu" source="DLC" type="file" _____

change <langusage> to _____

<language>Finding aid written in <language>English.

</language></language>

<archdesc>

add other languages to <langmaterial> if appropriate _____

add <origination label="Creator"> with <persname> or

<corpname> as appropriate _____

change <unittitle> to _____

<unittitle>creator name in direct order Collection/

Papers/Records <unitdate></unitdate></unittitle>

change label attribute in <unitid> to "RLI N Record #" _____

add <corpname> in <repository> and delete <address> _____

delete <note> in <did> _____

add <abstract> _____

delete <head> and <p> for RLI N Record I D in <add> _____

add <controlaccess> _____

combine two <dsc>s where applicable _____

add <container> to each <component> _____

change headings for all indexes from <p><emph> to <head> _____

entire file

search for &#8220; and &#8221; _____

--if an actual title, replace with

<title render="quoted"></title>

--if simply a quoted word, replace with

<emph render="quoted"></emph>

add I D attributes (follow Cookbook template) _____

add encodinganalog (follow Cookbook template) _____

proofread all changes _____

validate document _____

problems/questions/additional revisions