Online Archive of California EAD Web Templates
Instructions on Use

1. General Instructions for Data Entry

- The template is divided into two component forms:

  - **1. High Level Description Form**: Use this form to encode single-level descriptive outputs at any level, typically large accumulations such as collections, record groups, fonds, or record series. It can, however, only describe materials at one explicitly articulated level and does not support multilevel encoding of subsequent lower levels. This level of encoding conforms to the OAC BPG EAD "OAC Basic" encoding scheme, the minimal scheme allowable for finding aids added to the OAC database.

  - **2. Major Subdivisions Form**: This form is linked off of the **High Level Description Form**. Use this additional form, if desired, to encode major subdivisions such as series through subseries, record groups through subgroups, or files and items.

    For instructions on attaching EAD files produced by both forms, see Section 7, Attaching Template Files. The template does note support the creation of extensive file-/item-level container lists. These must be created using a different encoding tool and cut and pasted into the EAD file.

- The template cannot be used to save files that are in process, nor can it be used to edit existing EAD files. Encoders must either recreate the file using the template, or use a text editor or SGML/XML authoring tool to directly edit the EAD file.

- Blank fields will not be encoded by the template.

- You may include EAD tagging directly in data entered into template fields.

- You will need to validate the EAD file using a validation tool since the template cannot do this. A simple text editor can be used in conjunction with the validation tool to correct encoding errors. For links to freeware and OAC-developed validation tools and simple text editors, see our "EAD Toolkit" webpages.

2. Notes on Cutting-and-Pasting Text into Templates

Copied text should be formatted into simple ASCII text prior to pasting into the template. The following kinds of characters and special formatting will not be rendered properly if directly cut-and-pasted into the template (consider globally replacing these characters in your source finding aid prior to cutting-and-pasting into the template):

- o **Smart quotes (i.e., hooked quotes), super- and subscripts, and small fraction signs.** Replace these characters with simple ASCII text.

- o **Bulleted and numbered lists**. Use the EAD <list> tag with TYPE attribute set accordingly, and nested <item> tags within <list>.

  Example:

  <list type=marked>

  <item>Smart quotes (i.e. hooked quotes), super- and subscripts, and small fraction signs.</item>

  <item>Bulleted and numbered lists.</item>

  [etc.]

  </list>

- o **Bold, underline, and italic formatting**. Use the EAD <emph> tag with RENDER attribute set accordingly.

  Example:

  ... see the EAD <emph render="italic">Tag Library</emph> for more information...

- o **Special symbols, graphics, characters with diacritics, and non-Latin characters.**

  - ▪ Encode directly in UTF-8 Unicode or use Unicode decimal or hexadecimal character references (for hexadecimal character references, see Unicode Website code charts).

  - ▪ Note that all decimal character references should begin with an ampersand and pound sign, and end with a semicolon (use the syntax "&#D;", where D is a decimal number). Note that all hexadecimal character references should begin with an ampersand, pound sign, and lower- or uppercase "x", and end with a semicolon (use the syntax "&#xH;" or "&#XH;", where H is a hexadecimal number).

    Example:

    ... The papers are especially rich on trends in high school and university education among Russian émigrés...

[**NOTE:** "é" UTF-8 Unicode hexadecimal character reference used to encode the letter "é" in the word "émigrés," derived from the Unicode Website's ***Latin-1 Supplement*** code chart]

o **Ampersands and left and right angle brackets**. These characters are reserved for markup delimiters when using XML, and need to be replaced with the following character entities:

Ampersand (&) = &
Left angle bracket (<) = <
Right angle bracket (>) = >

Example:

... the Contributing Members Benefits & Obligations Statement contains information for OAC affiliates...

[**NOTE:** "&amp" character entity used to replace ampersand in "Contributing Members Benefits & Obligations Statement"]

3. High Level Description Form: Required Fields

Use these fields to enter data specified as required by the OAC BPG EAD.

Preliminary Section

Finding Aid Type
- Select the type of finding aid for finding aid title, such as "Guide", "Inventory", or "Register". Do not include additional information.
- The template will create a title for the finding aid (not the collection) by appending the information supplied in **Title (Proper Title)** to the information supplied in this field.
- Do not include punctuation at the end of the text.

Processed by
- Enter the name of the processor of the collection.
- Do not include punctuation at the end of the text.
  Example:
  Jane J. Doe

Date Completed

- Enter the year processing was completed for the collection; add month and/or day if desired.

- Do not include punctuation at the end of the text.

  Example:
  2003

Encoded by

- Enter the name of the encoder of the EAD file.

- Do not include punctuation at the end of the text.

  Example:
  John D. Doe

Filename

- Enter a file name for this EAD file according to the following rules:

  - Filenames should end with a ".xml" extension.

  - Filenames should not contain spaces.

  - Filenames may only include lowercase letters and numbers, underscore or dash.

  - Periods may only be used for the file extension. Do not include punctuation at the end of the text.

  Examples of valid filenames:
  mss000261.xml
  bay-pap004.xml
  plen_session.xml
  p23.xml
  arequipa.xml

  Examples of invalid filenames:
  plen.session.xml
  sntrecs:corr.xml
  Hansen.xml
  fogerty.XML

Derived from

- Select a description of the source document or file used to create the finding aid.

- Do not include punctuation at the end of the text.

Language (Finding Aid)

Code

- Enter the language code for the most significant language(s) represented in the text of the finding aid. Use an <u>ISO 639-2B</u> code to represent the language.

- Do not include punctuation at the end of the text.

  Examples:
  eng

Script

- Enter the code for the script of the language used to encode the finding aid. Use an <u>ISO 15924</u> code to represent the script code.

- Do not include punctuation at the end of the text.

  Examples:
  latn

Language

- Enter name of most significant language(s) represented in the text of the finding aid.

- Do not include punctuation at the end of the text.

  Example:
  English

Descriptive Rules

- Enter the title for the content standard used to prepare the collection or archival description.

- Do not include punctuation at the end of the text.

  Example:
  Describing Archives: a Content Standard

Descriptive Summary

Level of Description

- Select the appropriate level of description.

Language (Collection Materials)

Code

- Enter the language code for the most significant language(s) represented in the collection materials described by the finding aid. Use an ISO 639-2B code to represent the language.

- Do not include punctuation at the end of the text.

  Examples:
  eng

Language

- Enter name of most significant language(s) represented in the collection materials described by the finding aid.

- Do not include punctuation at the end of the text.

  Example:
  English

Title of Collection

Proper Title

- Enter the title of the collection using proper-title capitalization conventions. Do not include inclusive or bulk dates.

- Form of title based on **DACS Form** title.

- Do not include punctuation at the end of the text.

  Examples (bolded to emphasize capitalization):
  Mitsuye Yamada **Papers**
  Edward W. Cochems **Photographs**
  Southern California Yachting Association **Records**
  Central Records Unit **Records**
  Mary Desti **Collection** on Isadora Duncan

DACS Form

- Enter the collection title without inclusive or bulk dates. Note that capitalization should follow AACR2 Appendix A rules.

- Form of title determined from Describing Archives: a Content Standard, Section 2.3.

- Do not include punctuation at the end of the text.

  Examples (bolded to emphasize capitalization):
  Mitsuye Yamada **papers**
  Edward W. Cochems **photographs**
  Southern California Yachting Association **records**
  Central Records Unit **records**
  Mary Desti **collection** on Isadora Duncan

Filing Title

- Enter the *filing title* for the collection, per the OAC BPG EAD (see instructions for <titleproper type="filing">)

- Do not include punctuation at the end of the text.

  Examples (bolded to emphasize capitalization):
  Yamada (Mitsuye) **Papers**
  Cochems (Edward W.) **Photographs**
  Southern California Yachting Association **Records**
  Central Records Unit **Records**
  Desti (Mary) **Collection** on Isadora Duncan

Dates 1-2

- Use **Date 1** to specify the primary date or date range of the collection. In general, it will either be a single date or inclusive dates. Use **Date 2** to specify bulk dates for collection items.

Type

- Select type of date.

DACS Form

- Enter dates of the collection. For bulk dates, include parentheses and the word "bulk".

- Include punctuation at end of text.

  Examples:
  1942-1998
  (bulk 1950-1960)
  ca. 1919-1949
  ca. 1950
  1911-
  1789 Jan. 1

Normalized ISO-8601 Form

- Enter dates of the collection normalized according to ISO 8601, using a modified form of the W3C *Date and Time Formats* profile of this standard. The following format is recommended: YYYY-MM-DD, YYYY-MM, or YYYY (using 4 digits for years and hyphens between elements). For example, December 12, 1904 would be normalized as "1904-12-12" and April 1962 as "1962-04." Use a forward slash (/) to separate dates in a range, and use the fullest form of the date at each end of the range. For example, normalize August 8-24, 1986 as 1986-08-08/1986-08-24 and November 1923-March 1924 as 1923-11/1924-03.

  Examples:
  1942/1998
  1914/1949
  1945/1955

1911/9999
1789-01-01

Collection Number

- Enter the collection number or a call number. If you do not assign collection numbers, enter "Consult repository."

- Do not include punctuation at the end of the text.

  Examples:
  MS-R34
  MSS-00004
  Consult repository

Creator or Collector 1-2

- Use **Creator or Collector 1** to specify the primary creator or collector of the collection. Use **Creator or Collector 2** to specify an additional creator or collector. The form of the name(s) should be taken from an standard naming authority file, such as the Library of Congress Name Authority File or Union List of Artists' Names. If a name does not appear in an authority file, establish the name according to a content standard such as Describing Archives: a Content Standard, or more generally, AACR2.

- Do not include punctuation at the end of the text.

  Examples:

  Creator
  Yamada, Mitsuye
  Cochems, Edward W. (Edward William), 1874-1949
  Southern California Yachting Association
  University of California, Irvine. Central Records Unit

  Collector
  Desti, Mary

Heading

- Select appropriate heading for the entry.

EAD Tag

- Select appropriate EAD Tag for the creator or collector, using "persname," "corpname," or "famname" for personal names, corporate names, or family names (respectively).

Source

- Select the standard naming authority file from which the name is taken: "lcnaf" for the Library of Congress Name Authority File, or "ulan" for the Union List of Artists' Names. If the heading does not appear in an authority file, select "[none]" and use the **Rules** pull-down window instead to indicate how the name is established.

Rules

- Select the content standard by which the heading is established: "aacr" for AACR2 or "dacs" for Describing Archives: a Content Standard. Select "[none]" if you have already entered data using the **Source** pull-down window.

Extent

- Use **Extent 1** to enter primary statement of collection extent. Optionally, use **Extent 2** to indicate an additional statement of extent.

- Include punctuation at the end of text.

  Examples:
  33.50 linear feet (71 archives boxes and 4 oversize folders).
  25 linear ft.
  71 archives boxes and 4 oversize folders.
  15 record cartons.

  or (optional use of Extent 1 and 2):

  Extent
  33.50 linear feet

  Extent
  (71 archives boxes and 4 oversize folders)

Extent (Digital Objects Only)

- Enter a statement describing the total number of digital objects associated with the finding aid, if any.

- Include punctuation at the end of text.

  Examples:
  350 images
  250 texts and 25 maps

Abstract

- Enter a *concise* abstract describing the content of the collection.

- Include punctuation at end of text.

Physical Location

- Enter a statement indicating location of the collection, if applicable. This is required for University of California collections stored at regional storage facilities and is recommended for any collection not physically stored in the repository.

- Include punctuation at end of text.

  Example:

Stored offsite at SRLF. Forty-eight hours advance notice is required for access to the papers.

Administrative Information

Access

- Enter a statement on access restrictions to the collection, if any, or indicate collection has no access restrictions.
- Include punctuation at end of text.

Publication Rights

- Enter a statement of conditions governing the use of the collection.
- Include punctuation at end of text.

Acquisition Information

- Enter a statement about the *immediate source of acquisition* of the collection. Information on other prior custodians of the collection, if relevant, should be entered separately using the <custodhist> Custodial History tag.
- Include punctuation at end of text.

Biography / Administrative History

- Enter a concise essay that places the materials in context by providing information about the creator(s) or collector(s).
- Include punctuation at end of text.

Chronology

- Optionally, enter a concise chronological list of dates and events that places the materials in context by providing information about the creator(s) or collector(s).
- Use either the **Automated input** or **Manual input** fields to encode a chronology.

Automated input

- This field is designed to automatically encode tab-delineated chronological lists, which can be cut and pasted into the field from non-EAD finding aids. Lists must be formatted so that dates are followed by the event. Separate dates and events with tab breaks or at least three blank spaces. Each entry in the list should end with a tab break, line-break, or return key.
- *When using this field, always check and validate your encoding to ensure accuracy. The automated encoding may produce errors if the tab-delineated list is not formatted properly.*

- An introductory statement can also be included within this field.

  Example:
  1995<tab>Published Mal d'archive.<tab>
  1996<tab>Participated in a symposium to celebrate the opening of the Critical Theory Archive at the UCI.<tab>

  -or-

  1995<space><space><space>Published Mal d'archive.<return>
  1996<space><space><space>Participated in a symposium to celebrate the opening of the Critical Theory Archive at the UCI.<return>
  [etc.]

Manual input

- This field is designed for manual encoding of chronological lists. List (in order) the date or date range for an event, followed by a description the event. Encode the date or date range in <date>; encode the event in <event>.

- An introductory statement can also be included within this field.

  Example:
  <chronitem><date>1982</date>
  <event>Published <emph render="italic">L'Oreille de l'autre</emph>.</event>
  </chronitem>

  <chronitem><date>1982</date>
  <event>Appeared in the Ken McMullen film <emph render="italic">Ghost Dance</emph>.</event>
  </chronitem>

  <chronitem>
  <date>1983</date>
  <event>Helped found the Collège international de Philosophie and served as its first president.</event>
  </chronitem>
  [etc.]

Scope and Content of Collection

- Enter a concise essay summarizing the document types, formats, and topical coverage of the collection.

- Include punctuation at end of text.

Arrangement

- Optionally, enter a statement summarizing how the materials have been organized or ordered.

- Include punctuation at end of text.

Indexing Terms

- Enter a list of controlled index terms for the most important names, topics, form/genres, occupations, and other concepts (i.e., subjects) represented in the collection, or the names of contributors to or co-creators (i.e., added entries) of the collection.

- The OAC recommends application of at least three subject heading in order to promote maximum topical access to your collection via the OAC interface.

- Use either the **Manual-Input** or **MARC-Input** field to encode controlled index terms.

Personal, Family, and Corporate Names; Geographical Names

- The form of the name(s) should be taken from an standard naming authority file, such as the Library of Congress Name Authority File or Union List of Artists' Names. If a name does not appear in an authority file, establish the name according to a content standard such as DACS, or more generally, AACR2.

Subjects or Topical Terms

- The form of the heading should be taken from a standard thesaurus, such as the Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus (AAT), or Thesaurus of Graphic Materials I (TGM). While the OAC does not prescribe that topical values be drawn from a specific thesaurus, it strongly prefers that repositories use LCSH.

  If a heading does not appear in a thesaurus, establish the heading according to standard thesaurus rules (such as the Library of Congress' *Subject Cataloging Manual*, AAT rules, or TGM rules), or according to local rules.

Titles

- Use for formal titles of works which are contained or represented in a collection, or for titles of projects and/or (meta)collections of which the collection is a member. A "metacollection" is an artificial collection of two or more discrete collections.

  The form of the title should be taken from an standard naming authority file, such as the Library of Congress Title Authority File. If a title does not appear in an authority file, establish the title according to a content standard such as DACS, or more generally, AACR2.

Form/Genre, Occupations, and Function Terms

- The form of the heading should be taken from a standard thesaurus, such as the Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus

(AAT), or Thesaurus of Graphic Materials II (TGM). While the OAC does not prescribe that topical values be drawn from a specific thesaurus, it strongly prefers that repositories use LCSH.

If a heading does not appear in a thesaurus, establish the heading according to standard thesaurus rules (such as the Library of Congress' *Subject Cataloging Manual*, AAT rules, or TGM rules), or according to local rules.

Manual Input

- These fields are designed for manually inputted indexing terms.
  - **Tag:** Select appropriate EAD tag based on the type of indexing term:
    - Corpname: Corporate names
    - Famname: Family names
    - Function: Function terms
    - Genreform: Form/genre terms
    - Geogname: Geographical names
    - Occupation: Occupation terms
    - Persname: Personal names
    - Subject: Subjects or topical terms
    - Title: Titles
  - **Role="subject"**: If the indexing term is being used as a subject (i.e., not as a co-creator or contributor, such as in the case of personal, family, or corporate names), then click on the checkbox.
  - **Source**: Select the standard naming authority file from which the heading is taken, using the code from the Library of Congress' Term, Name, and Title Sources Code List. If the appropriate code cannot be found in the pull-down window, enter it into the **Other source** field. If the heading does not appear in an authority file, use the **Rules** pull-down window instead to indicate how the name is established.
  - **Rules**: Select the content standard or thesaurus rules by which the heading is established, using the appropriate code for from the Library of Congress' Descriptive Conventions Code List or Term, Name, and Title Sources Code List. If a content standard or thesaurus rules are not used, use "local". If the appropriate code cannot be found in the pull-down window, enter it into the **Other rules** field. Do not enter data into this section if you have already entered data using the **Rules** pull-down window.
  - Enter the indexing term for the collection. If term is subdivided, use double-hyphen ("--") to express subdivision.

    Examples of indexing term field entry:
    Agriculture.

Contra Costa County (Calif.)--Sources.
Japanese Americans--Evacuation and relocation, 1942-1945--Photographs.

MARC-Input

- This field is designed to encode MARC formatted data copied and pasted from an existing cataloging record:
    - Copy and paste all MARC 6xx and 7xx fields (including indicators, source subfields, source codes, and other MARC formatting data) directly into this field.

4. High Level Description Form: Optional Fields

Use these fields to enter data specified as optional by the OAC BPG EAD. Completed fields will be inserted by the template into the appropriate section of the EAD file, as permitted by the EAD DTD. Note that the template will not produce encoding for these fields if left blank.

The following fields require additional instructions:

Bibliography

- Encode each bibliographic citation within a <bibref> tag. Encode titles of works within <title>. Use other tags within <bibref> as necessary and as allowed per the EAD TL.
- An introductory statement can also be included within this field.

    Example:
    <bibref>Armor, Samuel. <title>History of Orange County, California</title> (Los Angeles: Historic Record Co., 1911).</bibref>

    <bibref>Armor, Samuel. <title>History of Orange County, California</title>, 2nd ed. (Los Angeles: Historic Record Co., 1921).</bibref>

    <bibref>McPherson, William. "Joseph Edward Pleasants, '49er," <title>Orange County History Series</title> 3 (1939): 41-50.</bibref>
    [etc.]

Index

- Encode each index term within an <indexentry> tag. Use other tags within <indexentry> as necessary and as allowed per the EAD TL.
- An introductory statement can also be included within this field.

    Example:
    <indexentry><persname>Aaron, Daniel</persname></indexentry>
    <indexentry><persname>Abrams, M. H. </persname></indexentry>
    <indexentry><persname>Adams, David</persname></indexentry>

<indexentry><persname>Adams, Hazard</persname></indexentry>
[etc.]

5. Major Subdivisions Form

Type

- Specify type of description:
  - Use "combined" for finding aids that include a narrative description of major subdivisions following the collection-level description, such as series or subseries, and either 1) each series or subseries description is immediately followed by a file-/item-level container list, or 2) a series or subseries description overview is included in one section in the finding aid, followed later by an in-depth container list.
  - Use "anaylticover" for finding aids that include a narrative description of major subdivisions following the collection-level description, such as series or subseries, but each series or subseries description is not followed immediately by a file-/item-level container list.
  - Use "in-depth" for finding aids with a file-/item-level container list immediately following the collection-level description.

Heading

- Enter heading for this section, e.g. "Collection Contents", "Container List", "Series Descriptions", etc.
- Do not include punctuation at end of text.

Components 1-8

Level

- Select appropriate level of description for each major subdivision; this level of description should be subordinate to the level set in the **High Level Description Form**.
- Use Components numbered 1.1-8.4 to encode lower levels of description subordinate to each major subdivision,

Container Information

- Optionally, enter container data for major subdivisions. This is highly recommended for finding aids that will not have a more detailed file-/item-level container list following each major subdivision.

  Type

  - Select appropriate type of container. Use "box" for boxes only, "folder" for folders only, or "box-folder" for a combination of boxes and folders.

Heading

- o Enter heading for container data. Include a space at the end of the text.

- o If desired, include punctuation at the end of the text to differentiate the text from container data.

  Examples:
  Box:
  Box/folder:
  Flat file:
  Map case no./drawer:

Data

- o Enter container data.

  Examples:
  1 : 1-2
  15-20

Number or Identifier

- Enter number or identifier for the major subdivision, if applicable.

- Include end punctuation in order to differentiate this text from the series or record group title.

  Examples:
  Series 1.
  Subseries 1.4.
  Record Group 2.
  Subgroup 5.5

Title

- Enter the major subdivision title without inclusive or bulk dates. Note that capitalization should follow AACR2 Appendix A rules.

- Form of title based on Describing Archives: a Content Standard, Section 2.3.

- Do not include punctuation at the end of the text.

  Examples:
  Correspondence
  Project records
  Photographic prints
  Numbered reprint files

Dates 1-2

- Use **Date 1** to specify the primary date or date range of the major subdivision. In general, it will either be a single date or inclusive dates. Use **Date 2** to specify bulk dates.

- Refer to instructions for **Dates 1-2** in Section 4, for general encoding guidance.

Creator or Collector

- Use to specify the primary creator or collector of the major subdivision, if different from creator or collector specified at a higher level of description.

- Refer to instructions for **Creator** or **Collector** in Section 4, for general encoding guidance. .

Extent

- Use **Extent 1** to enter primary statement of collection extent. Optionally, use **Extent 2** to indicate an additional statement of extent of the collection.

- Include punctuation at the end of text.

Scope and Content Summary

- Enter a concise essay summarizing the document types, formats, and topical coverage of the major subdivision.

- Include punctuation at end of text.

- Note that default template headings may not be applicable to your description, such as descriptions of record groups or subgroups, and may need to be edited (i.e., "Record Group Scope and Content Summary" or "Subgroup Scope and Content Summary").

Arrangement

- Optionally, enter a statement summarizing how the materials have been organized or ordered.

- Include punctuation at end of text.

Access Note

- Enter statement on access restrictions to the major subdivision, if different from terms of access stated at collection-level.

Use Note

- Enter statement of conditions governing the use of the collection, if different from terms of access stated at collection-level.

6. Completing the Templates

Click on the "Submit" button when you are finished to see the EAD files generated by the templates. Save the file according to the following procedures, based on the Web browser you are using:

Netscape:

- These EAD file will appear in your browser window as HTML.

- Select "File" and choose "Save Page As..." or "Save As ... " from your browser's toolbar.

- In the "File name" window, assign the same file name to this file that you specified in the **Filename** field of the template. Note that if you are using both the **High Level Description Form** and **Major Subdivisions Form**, you should modify the name of the EAD file produced by the Major Subdivisions Form. Include the ".xml" extension for all file names.

  Example:
  msr2004-100.xml
  [Name for High Level Description Form EAD file]

  msr2004-100b.xml
  [Name for Major Subdivisions Form EAD file; "b" added at end of name to distinguish this file]

- In the "Save as type" window, select "Text file (*.txt)"
- Select a location on your local workstation to save the file to, using the "Save in" function.
- Save the file by hitting the "Save" button.
- An ".html" or ".htm" extension may be appended to the file name you specified in **Filename**; this additional extension should be deleted (click on the file name, or use the "Rename" file function).

Microsoft Internet Explorer:
- You will receive either an error message ("The XML page cannot be displayed") or a view of non-EAD encoded finding aid data.
- Select "View" and choose "Source" from your browser's toolbar. The EAD file should be produced in the browser or in a separate application such as Notepad.
- Select "File" and choose "Save As ... " from the toolbar of the application with the EAD file.
- In the "File name" window, assign the same file name to this file that you specified in the **Filename** field of the template. Include the ".xml" extension.
- In the "Save as type" window, select "Text file (*.txt)"
- Select a location on your local workstation to save the file to, using the "Save in" function.
- Save the file by hitting the "Save" button.
- An ".html" or ".htm" extension may be appended to the file name you specified in **Filename**; this additional extension should be deleted (click on the file name, or use the "Rename" file function).

8. Editing and Attaching Template Files

To edit files, you will need to work directly with the raw EAD files. This can be done with a simple text editor such as JGSoft EditPad Lite or SGML/XML authoring software.

If completing both the **High Level Description Form** and **Major Subdivisions Form**, you will need to attach the EAD files produced by both forms.

- Locate the EAD file produced by the Major Subdivisions Form on your local workstation, and open the file in your editor.

- Copy the entire EAD encoded text.

- Locate the EAD file produced by the High Level Description Form on your local workstation, and open the file in your editor.

- Paste the EAD encoded text from the Major Subdivisions Form into white space section with the comment "<!-- Insert DSC here -->". This should appear at the very end of the file, just before the </archdesc> and </ead> tags.

- Save the High Level Description Form EAD file, which now serves as your complete EAD file.

9. Validating Template Files

You will need to validate the EAD file using a validation tool since the template cannot do this. A simple text editor can be used in conjunction with the validation tool to correct encoding errors. For links to freeware and OAC-developed validation tools and simple text editors, see our "EAD Toolkit" webpages.