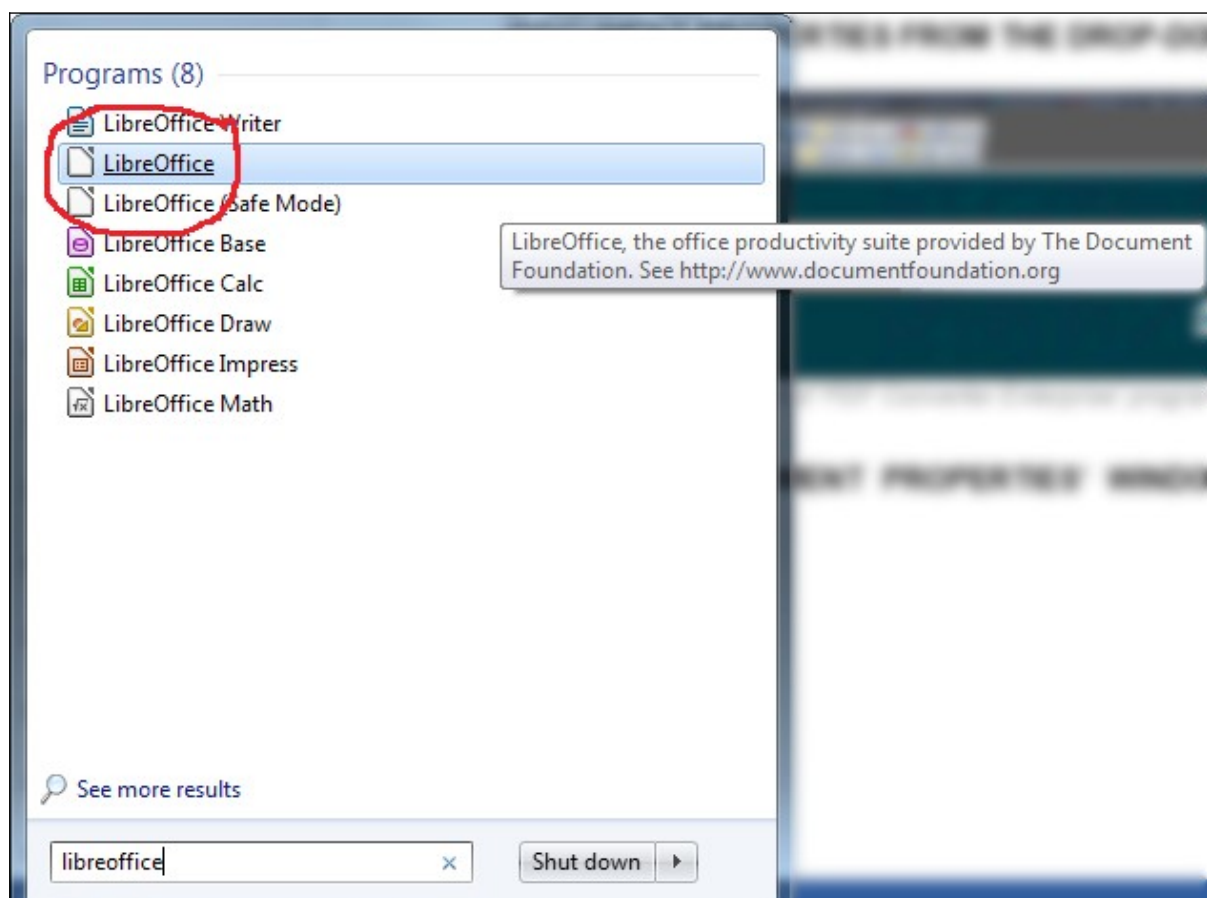


## EMBEDDING METADATA INTO AN ODF FILE USING THE LIBREOFFICE PRODUCTIVITY SUITE

Open document formats enable the reuse and editing of content using free and open source (FOSS) office/productivity suite software which can be accessed, downloaded, and used freely.

The recommended office suite to use is LibreOffice (which can be downloaded here: <https://www.libreoffice.org/>). These guidelines detail how to embed metadata into ODF files using the **LibreOffice** productivity suite.

### 1. SEARCH FOR 'LIBREOFFICE' IN THE WINDOWS SEARCH MENU



*Fig. 1 Screenshot of Windows menu search result for 'LibreOffice'*

### 2. LAUNCH THE 'LIBREOFFICE' PROGRAMME

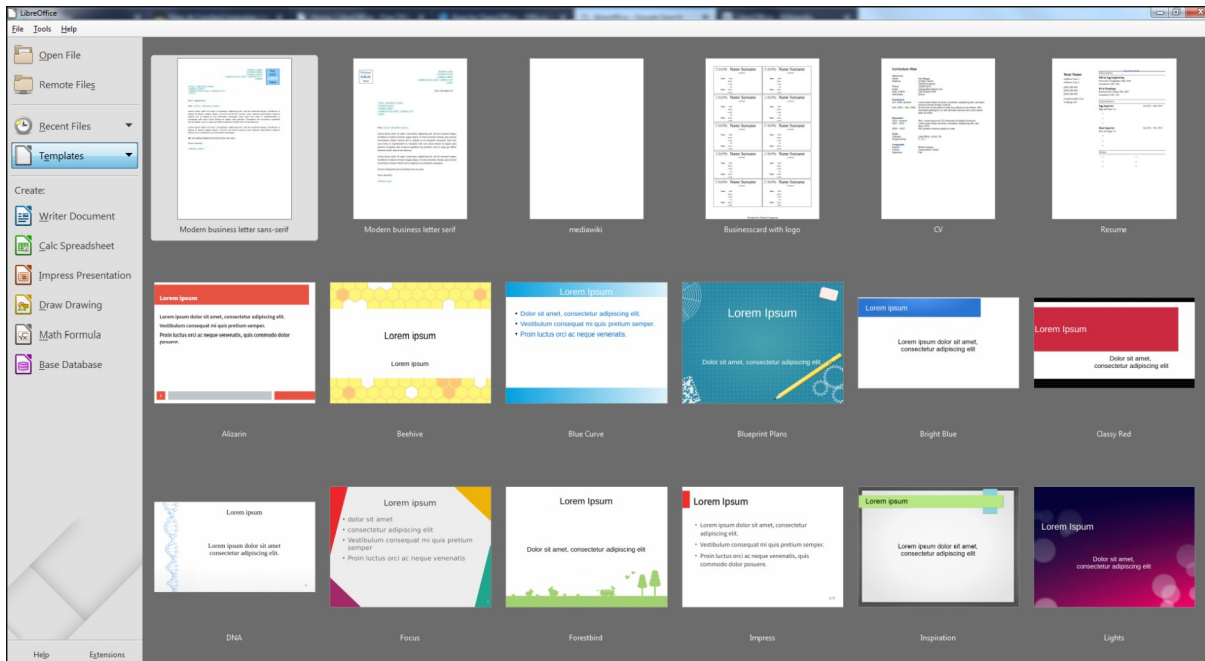


Fig. 2 Screenshot of the 'LibreOffice' software suite at start-up

**3. ONCE LAUNCHED, OPEN THE FILE YOU WANT TO EMBED METADATA FOR. FROM THE 'FILE' MENU, SCROLL DOWN AND SELECT 'PROPERTIES'**

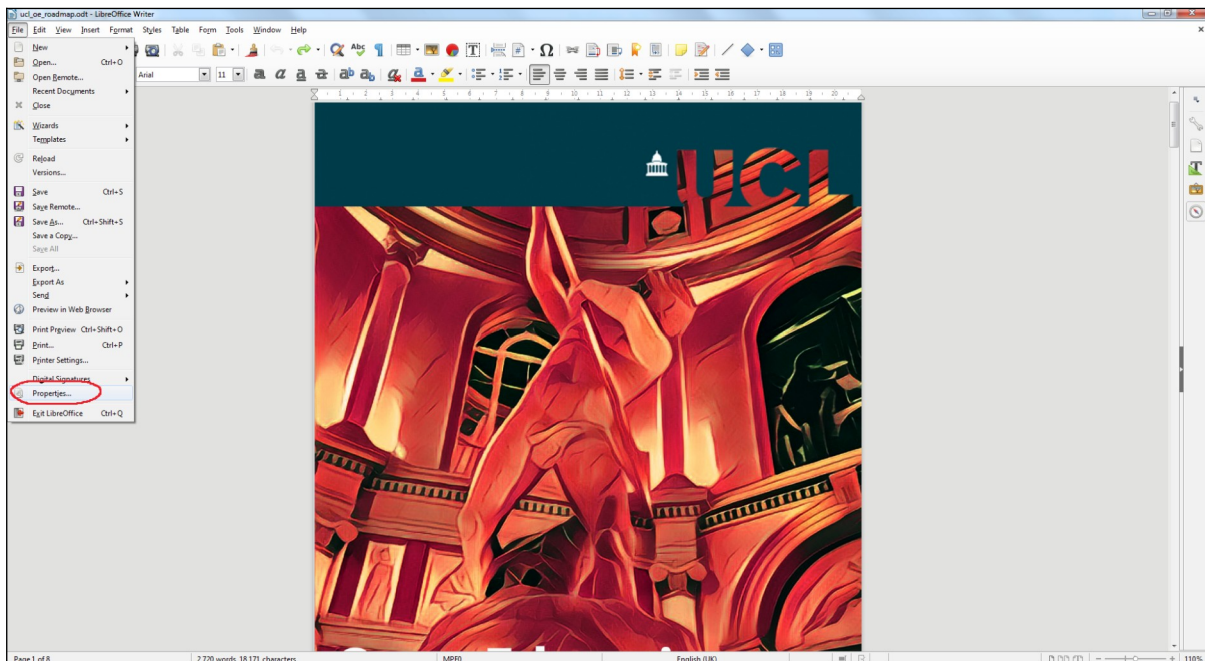


Fig. 3 Screenshot of the 'LibreOffice' software suite - with 'File' tab open

**4. IN THE 'PROPERTIES' WINDOW, SELECT THE 'DESCRIPTION' TAB:**

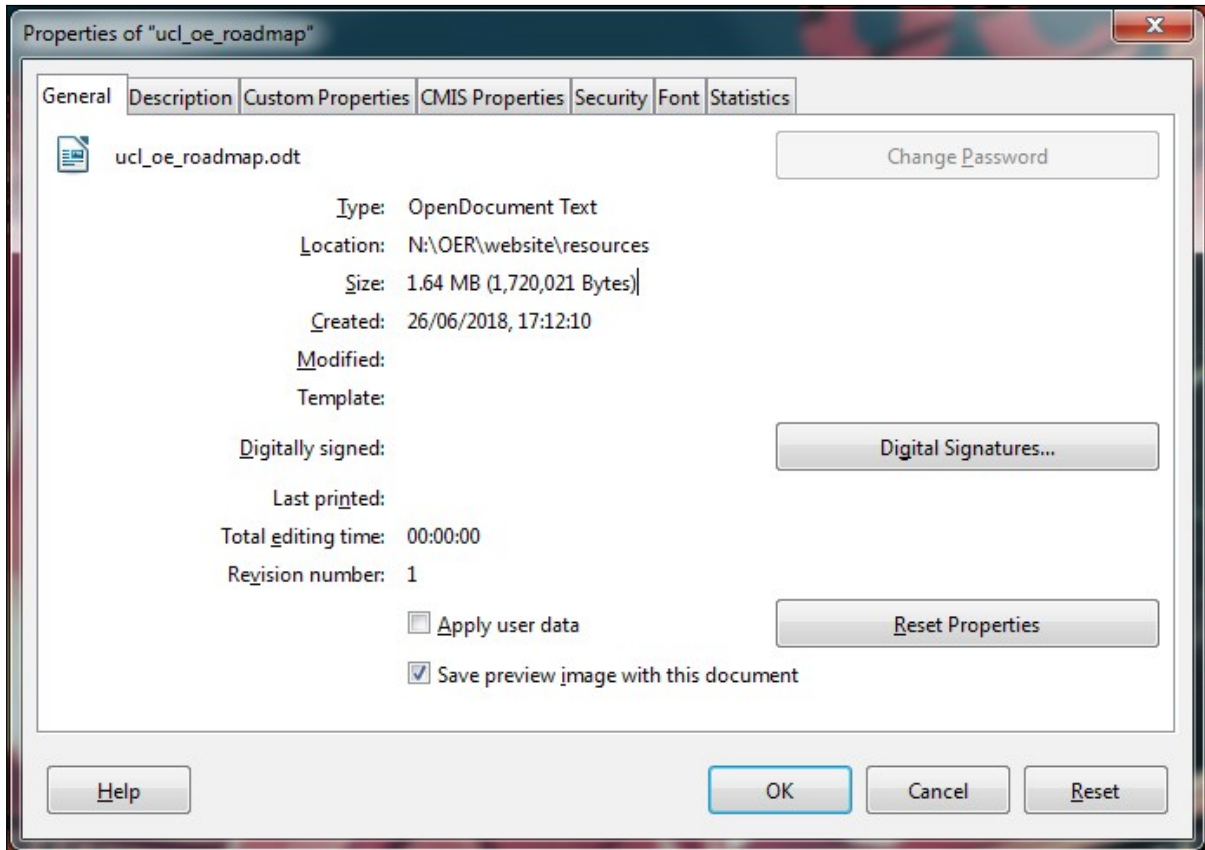
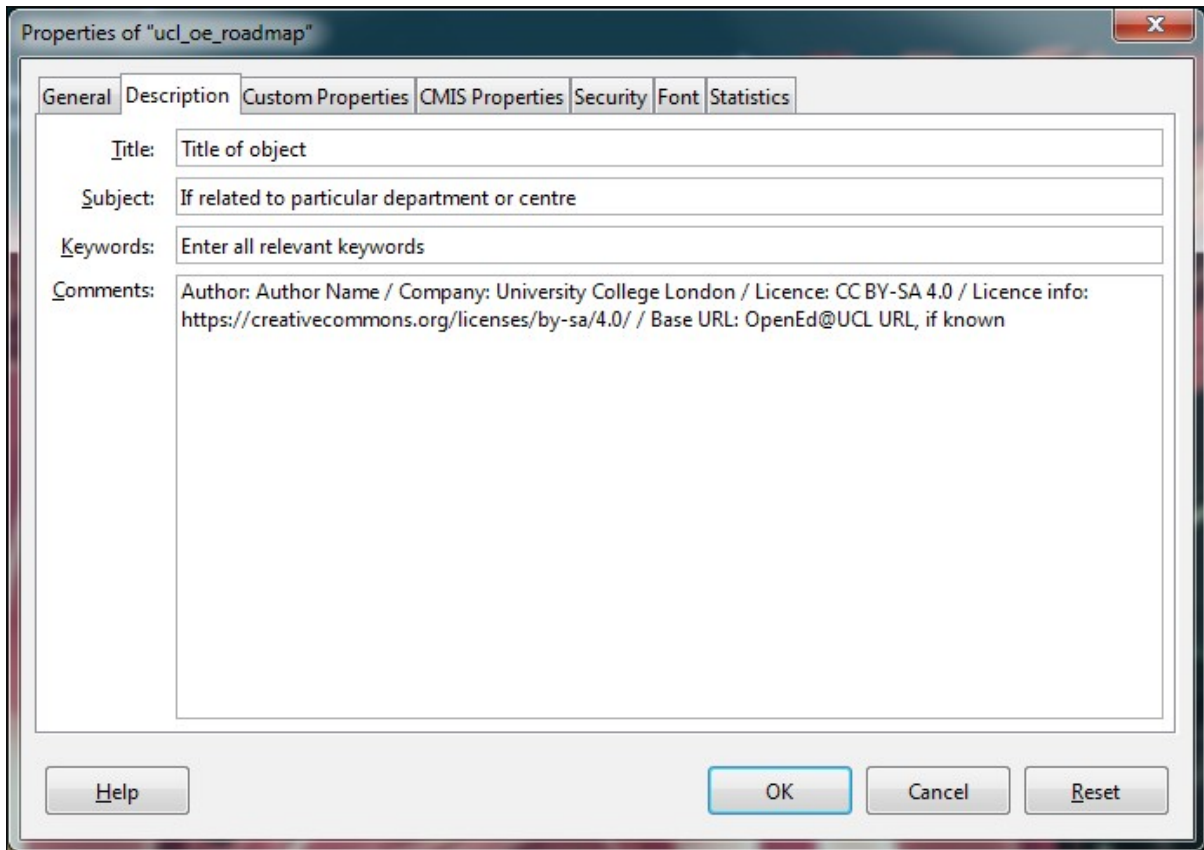


Fig. 4 Screenshot of the 'LibreOffice' software suite - 'Properties' window

**5. IN THE 'PROPERTIES' WINDOW UNDER THE 'DESCRIPTION' TAB, INPUT THE FOLLOWING INFORMATION:**

- Title: Title of the object
- Subject: If related to a particular department or centre
- Keywords: Enter all relevant keywords
- Comments: Author: Author Name / Company: University College London / Licence: CC, etc. / Licence info: CC web link, e.g. <https://creativecommons.org/licenses/by-sa/4.0/> / Base URL: OpenEd@UCL URL, if known



*Fig. 5 Screenshot of the 'LibreOffice' software suite - 'Properties' window, 'Description' tab*

## **6. SELECT 'OK' THEN 'SAVE' THE DOCUMENT AND CLOSE.**

The metadata information is now embedded into the ODF file.

Nb. If you want to add more metadata information, the 'Custom Properties' tab in the 'Properties' window will allow you to do this.