

## EMBEDDING METADATA INTO A PDF FILE

These instructions detail how UCL staff and students can embed their metadata into their PDF learning objects using the 'PDF Enterprise' programme which is available on UCL computers. Please contact ISD ([servicedesk@ucl.ac.uk](mailto:servicedesk@ucl.ac.uk) or x25000) if you require help running this.

### 1. SEARCH FOR 'PDF CONVERTER ENTERPRISE' IN THE WINDOWS SEARCH MENU

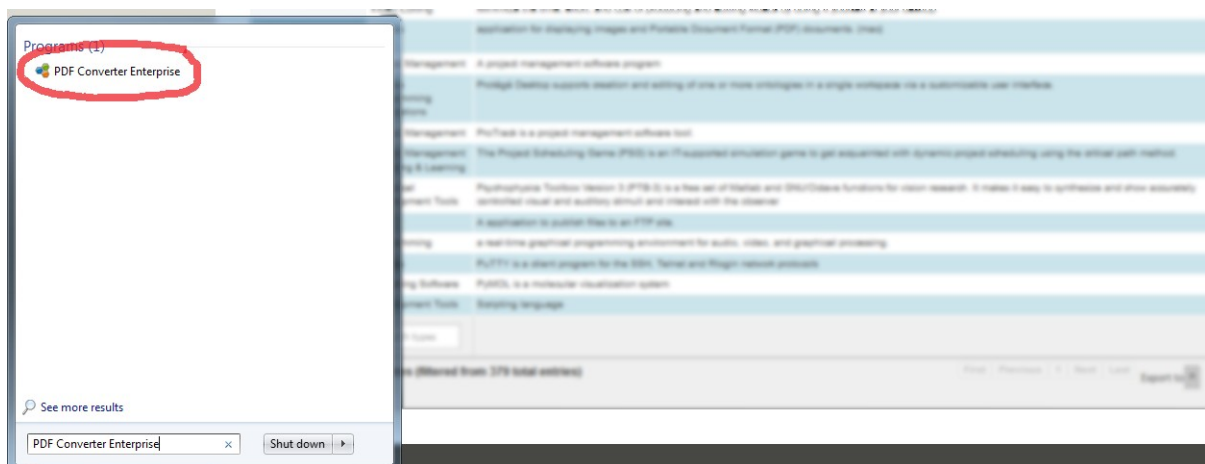


Fig. 1 Screenshot of Windows menu search result

### 2. LAUNCH THE 'PDF CONVERTER ENTERPRISE' PROGRAMME

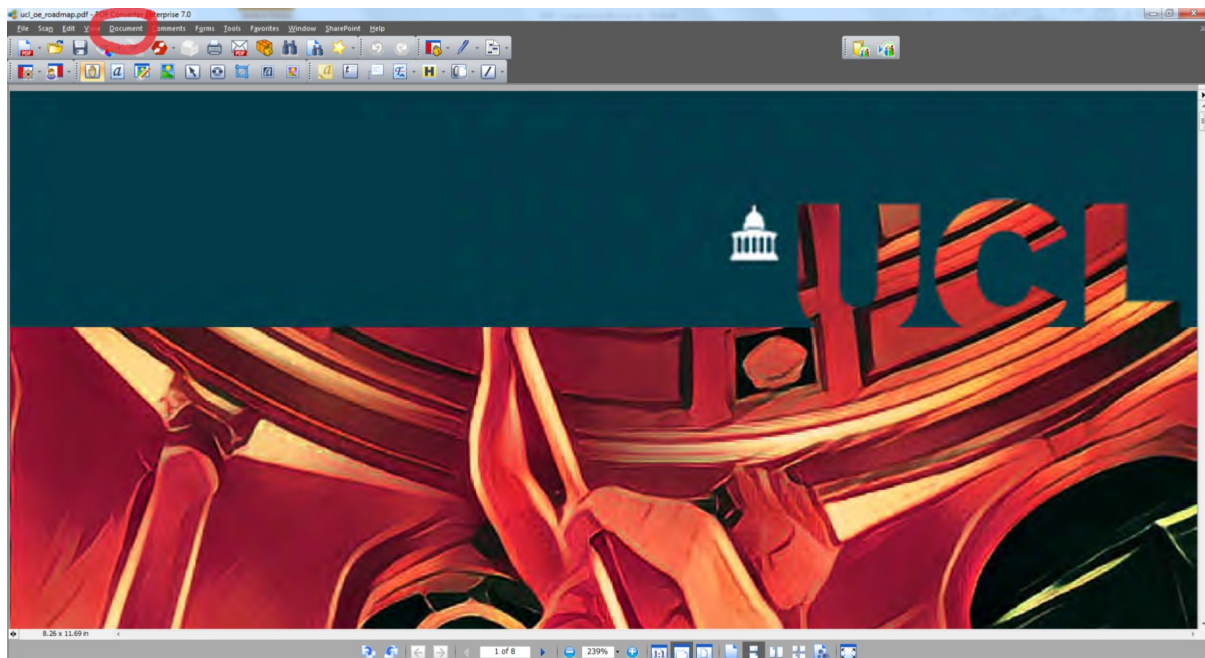


Fig. 2 Screenshot of 'PDF Converter Enterprise' programme at start-up

### 3. CLICK ON THE 'DOCUMENT' TAB ON THE TOP MENU, THEN SELECT 'DOCUMENT PROPERTIES' FROM THE DROP-DOWN MENU

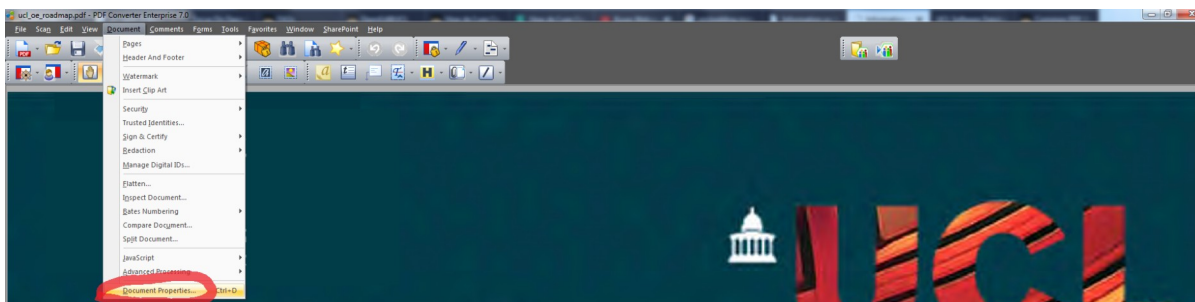


Fig. 3 Screenshot of 'PDF Converter Enterprise' programme - with 'Document' tab open

**4. IN THE 'DOCUMENT PROPERTIES' WINDOW, INPUT THE FOLLOWING INFORMATION:**

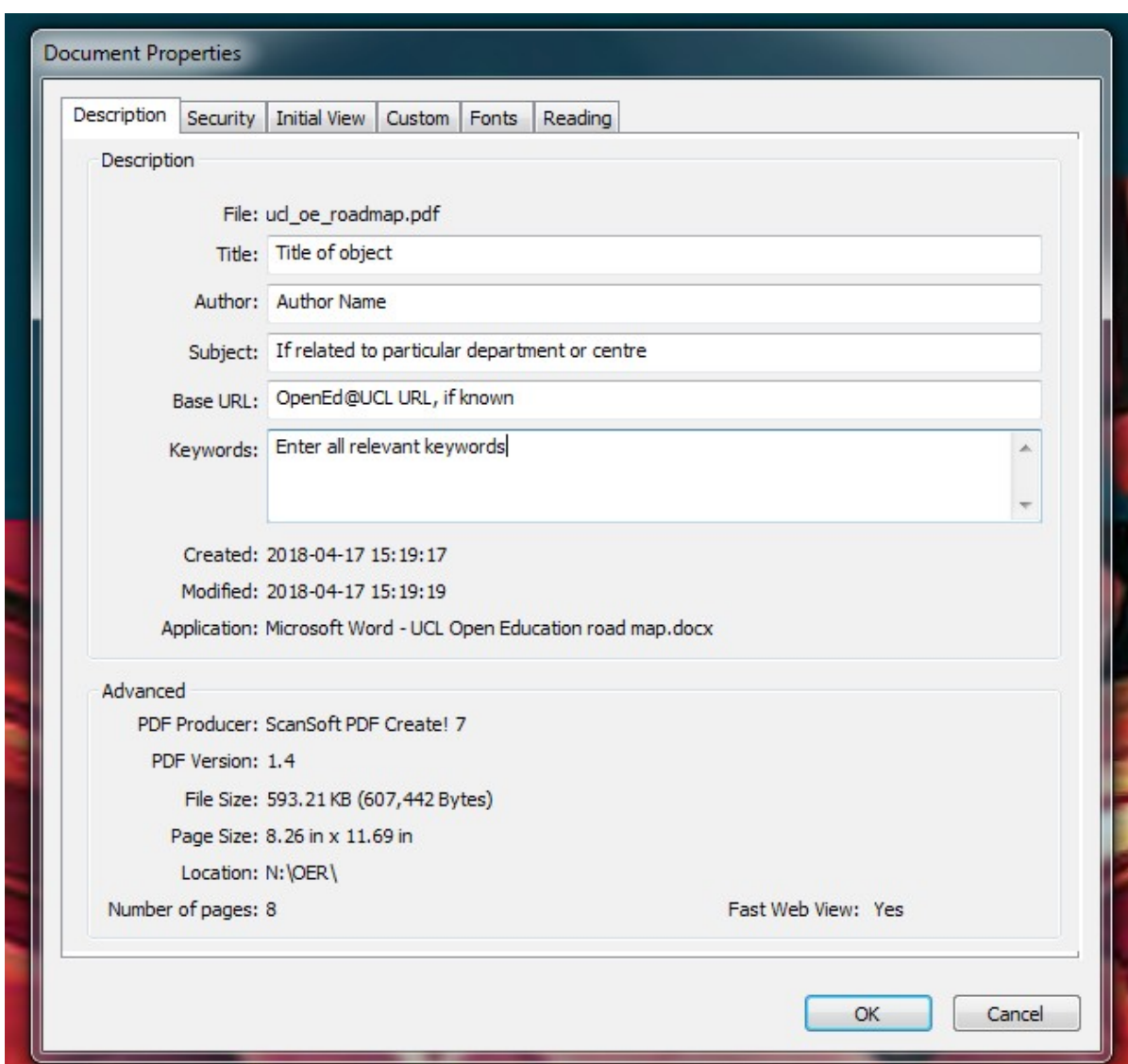


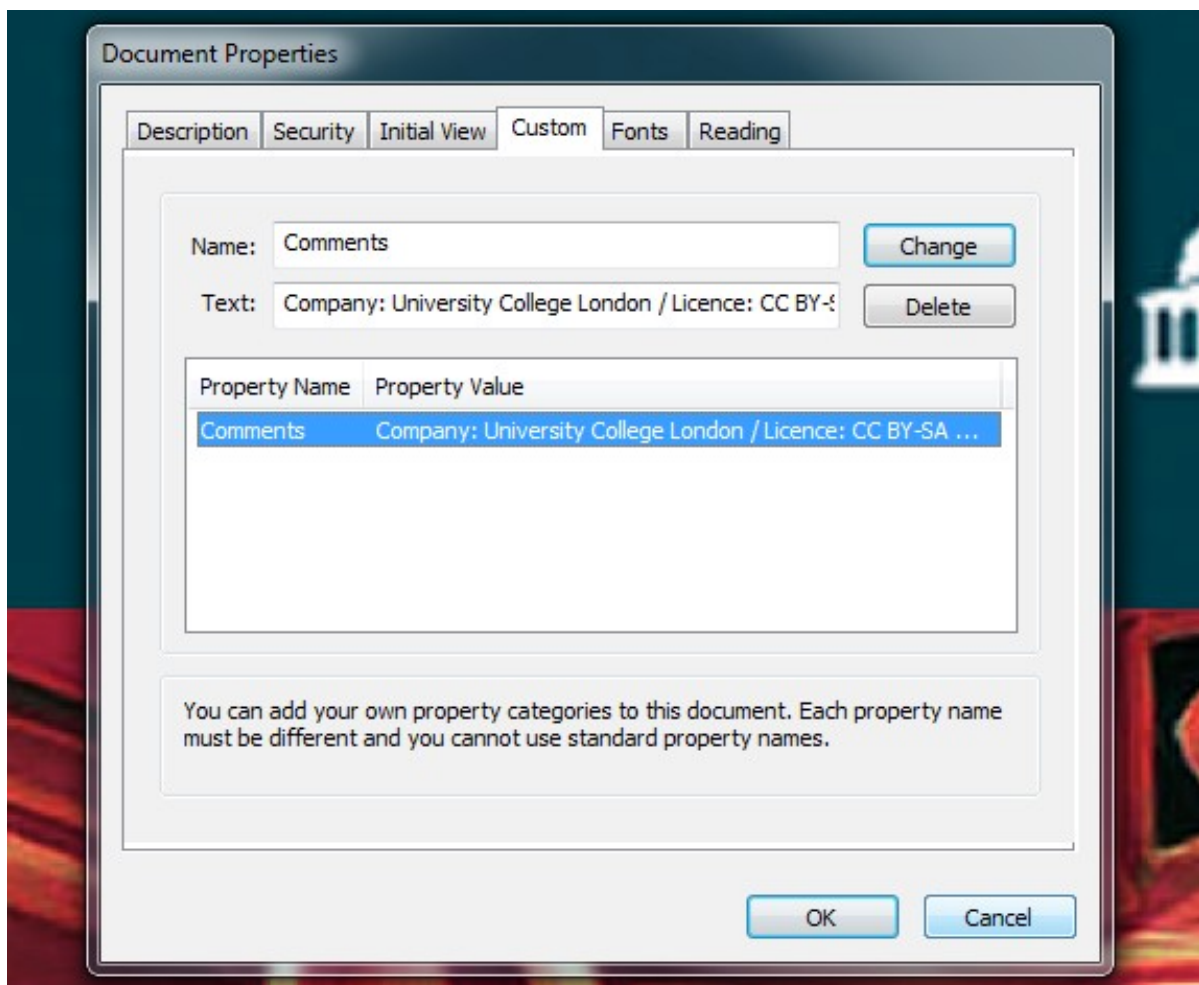
Fig. 4 Screenshot of 'PDF Converter Enterprise' programme - 'Document Properties' window, 'Description' tab

Title: Title of the object  
 Author: Author Name

Subject: If related to a particular department or centre  
Base URL: OpenEd@UCL URL, if known  
Keywords: Enter all relevant keywords

**5. THEN CLICK ON THE 'CUSTOM' TAB IN THE 'DOCUMENT PROPERTIES' WINDOW AND INPUT THE FOLLOWING INFORMATION:**

Name: Comments  
Text: Company: University College London / Licence: CC, etc. / Licence info: CC web link, e.g. <https://creativecommons.org/licenses/by-sa/4.0/>



*Fig. 5 Screenshot of 'PDF Converter Enterprise' programme - 'Document Properties' window, 'Custom' tab*

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

The metadata information is now embedded into the PDF file.

Nb. If you want to add more metadata information, you can add more property values under the 'Custom' tab in the 'Document Properties' window.