



EMBEDDING METADATA INTO AN MS OFFICE FILE

These instructions detail how UCL staff and students can embed their metadata into their learning objects using 'MS Office' programmes which are available on UCL computers. Although the example below uses MS Word, the instructions apply to all other MS Office programmes.

1. OPEN YOUR FILE IN A MS OFFICE PROGRAMME, SUCH AS MS WORD

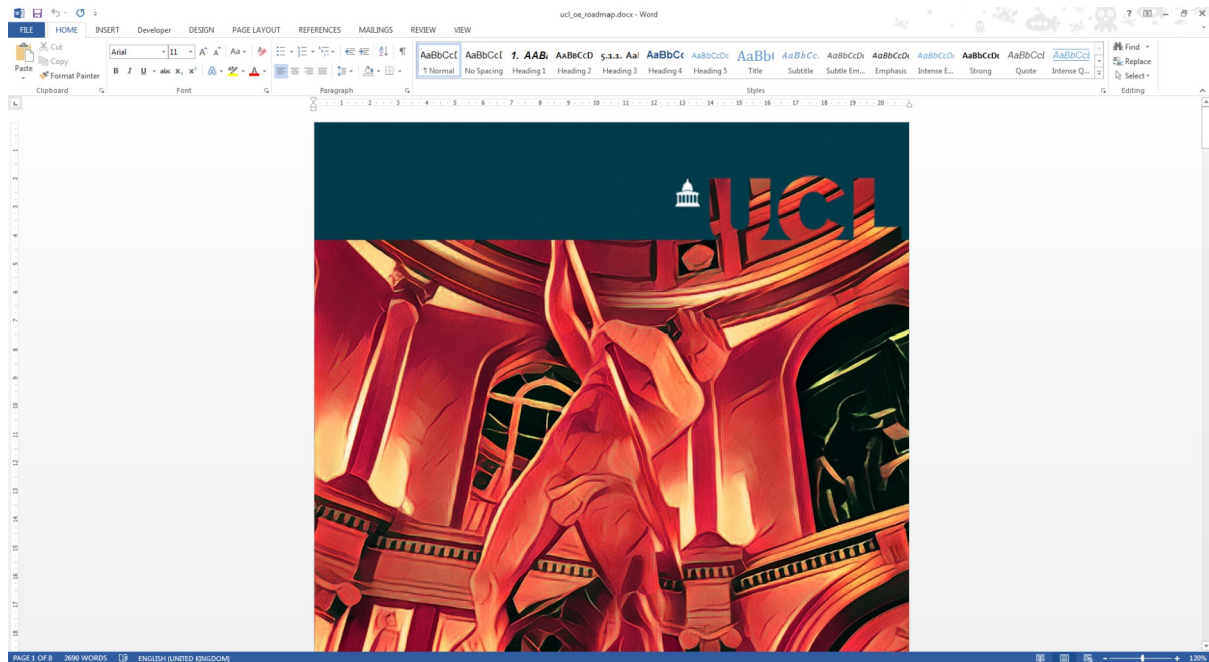


Fig. 1 Screenshot of the 'MS Word' programme at start-up

2. CLICK ON THE 'FILE' OPTION, IN THE TOP LEFT-HAND MENU



Fig. 2 Screenshot of the 'MS Word' programme - 'File' option

3. CLICKING THE 'FILE' OPTION WILL LAUNCH THE 'INFO' VIEW

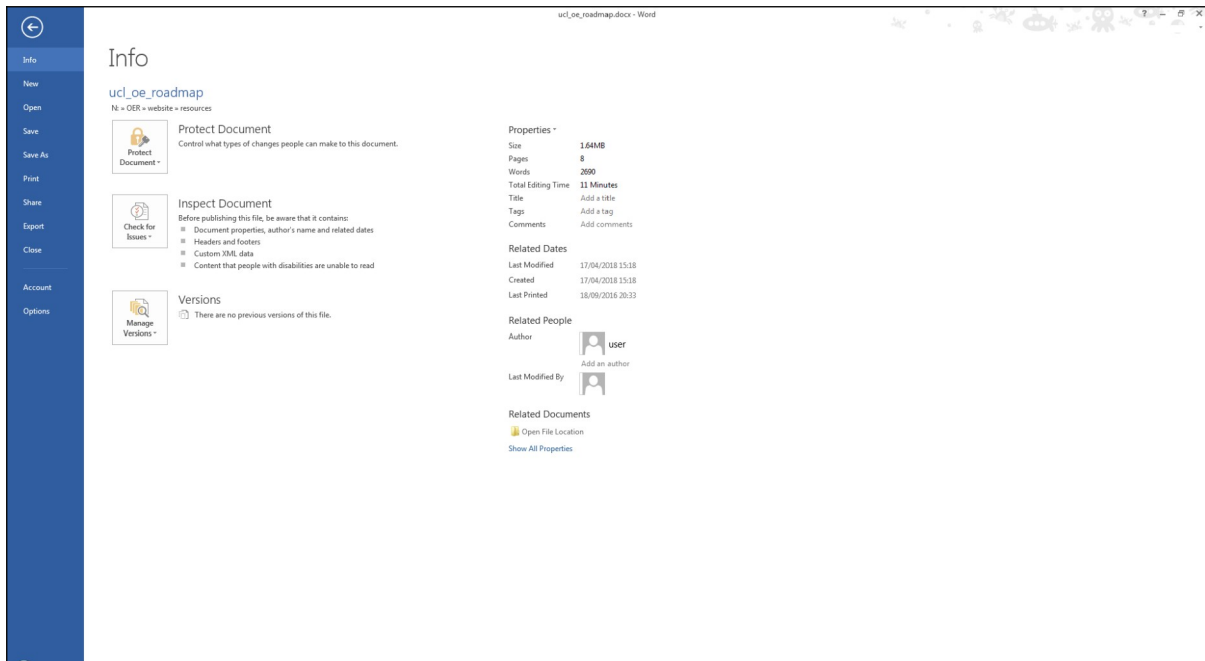


Fig. 3 Screenshot of the 'MS Word' programme - 'Info' view under the 'File' option

4. UNDER THE 'PROPERTIES' INFORMATION ON THE 'INFO' VIEW, INPUT THE FOLLOWING INFORMATION:

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

Nb. If you want to add more metadata information, input it in the 'Comments' field because when converting to another file-type other metadata fields may not copy over.


Properties ▾


Size 1.64MB


Pages 8

Words 2690

Total Editing Time 12 Minutes

Title  Title of the object

Tags  Enter all relevant keywords

Comments 

Company: University College London /
 Licence: CC BY-SA 4.0

Related Dates

Last Modified 17/04/2018 15:18


Created 17/04/2018 15:18


Last Printed 18/09/2016 20:33


Comments

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Related People

Author 


 user

 Author Name

Add an author

Last Modified By 

Related Documents

 Open File Location

[Show All Properties](#)

Fig. 4 Screenshot of the 'MS Word' programme – 'Info' view under the 'File' option

5. 'SAVE' THE DOCUMENT AND CLOSE.

The metadata information is now embedded into the MS Office file.