

# FIND IT! ILLINOIS

Jesse White • Secretary of State & State Librarian

## EDI Depositor Electronic Documents of Illinois

MARCH 2008

### EDI — Electronic Documents of Illinois

Now that EDI is a “program” and no longer an “initiative,” EDI (formerly Electronic Documents Initiative) now stands for Electronic Documents of Illinois.

Visit EDI at <http://iledi.org> to access more than 4,000 state publications. Click Issuing Agency in the left column to see how many state government entities have deposited publications into this database. Join other state agencies in making your publications accessible through EDI.

### Accessibility Standards — Requirements and Resources

The Illinois Information Technology Accessibility Act requires state agencies and universities to ensure that their Web sites, systems and other information technologies are accessible to persons with disabilities. The Act requires the state to establish and follow specific, functional accessibility standards and to proactively address accessibility. For more information, please visit [www.dhs.state.il.us](http://www.dhs.state.il.us).

### We Are Your Library

The Illinois State Library is the library for state government employees and elected officials. For assistance with your information needs, please contact:

**Ask?Away virtual reference and other online services at**  
[finditillinois.org](http://finditillinois.org)

or

**Reference Desk: 217-782-7596**

### EDI Depositor Training

**March 20 & April 17 — 9-11:30 a.m.**

**Illinois State Library  
5th-floor training room**

Because of limited seating, training is on a first-come, first-served basis. If you know of someone who should be trained to deposit state electronic documents, please refer them to the Continuous Learning Opportunities site at [finditillinois.org](http://finditillinois.org) to register. If the person who makes deposits for your agency is changing, the new person with the responsibility should be trained.

For training outside of Springfield, please contact Connie Frankenfeld at 217-782-5432 or [cfrankenfeld@ilsos.net](mailto:cfrankenfeld@ilsos.net).

### EDI Depositor Tips

It's easy to get behind in depositing documents, but it's very important to stay caught up in order to provide constituents up-to-date access to all your agency publications. If you have questions or need help getting back to depositing, please use the contact information at the end of this newsletter.

**TIP ONE** — Microsoft Word 2007 saves Word files with a “.docx” extension. Some files have been uploaded in which the extension has been manually changed to “.doc” instead of “.docx.” The correct file extension identifies the type of file deposited. Disguising the file type makes the file more difficult to manage. Please do not change the file extension in any way.

**TIP TWO** — Copying and pasting information from an electronic publication into the metadata generator is encouraged. This not only saves time but also avoids typing errors. **Please do not copy and paste titles or descriptions using all uppercase letters.** Instead, copy and paste a title or description into a word processing document by selecting “Change Case” from the Format menu and choosing either Title Case or Lowercase. Then you may copy and paste the information into the metadata generator.



Please send questions and concerns to:  
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