



EDI Depositor

February 2007

Jesse White, Secretary of State and State Librarian

"The power to withhold the facts of government is the power to destroy that government."

*U.S. House of Representatives
Committee Report on Freedom of
Information
(1976)*

Upcoming EDI Depositor Training

Training sessions on electronic document depositing are scheduled for the morning of Monday, **February 26th** and the afternoon of Tuesday, **March 6th** in **Springfield** at the **Illinois State Library** 5th floor training room. Training is on a first-come, first-served basis. There is limited seating.

If you know of anyone who should be trained to deposit state electronic documents, please refer them to <http://finditillinois.org> and **Online Learning** to find **CleO** to register for a training session. **If the person who makes deposits is changing, the new person with the responsibility needs to be trained.**

A trainer will also come to your area for a group training session. If you are not in the Springfield area and

employees in your office need training, gather a group together to train and please contact me to arrange a training date.

Contact:

Connie Frankenfeld

217-782-5432

cfrankenfeld@ilsos.net

Please Proof Your Metadata!

It's **very important** that you check for typos before you submit your metadata records. While the records are examined at ISL, library staff may not recognize an error because of unfamiliarity with the special vocabulary of your field.

The Metadata Generator does not check spelling, and much of the data you enter will be available to the public after you deposit. Therefore, it's very important that you proof your submissions carefully.

Identify a Creation Software Application and Date

It's easy for PDF

PDF files can present a confusing situation when identifying the creating software application because the application that reads a PDF file is different from the one that creates it. Fortunately, the file can tell you what application created it, down to the version.

When a PDF file is displayed on a monitor, there is a triangle or arrowhead just above the scroll bar that points to the right. Just click on the arrow to see a short menu. Click on the first item of the menu, Document Properties. A pop-up window will appear giving data about the creation of the file.

On this screen, you will find several useful bits of information. The dates of creation and last modification are displayed. Also, Created and PDF Producer, or similar language, head fields with application information. Please use the application and version listed by PDF Producer or whatever the field label is immediately below the "Advanced" designation.

The application information will read something similar to "Acrobat Distiller 7.0.5 (Windows)." In this example, Acrobat Distiller is the creation software, and 7.0.5 (Windows) is the version of the software.

Please copy the creation software application information exactly as it appears to best support preservation of your agency's publications into the future.

Electronic Documents Initiative Interface

The **Electronic Documents Initiative** (EDI) interface, which has a maximal accessibility rating, gives online access to the electronic publications that have been deposited so far at:

<http://iledi.org>

The interface is not being publicized until more content is collected. The State Library would appreciate your comments and reactions for improving it.

Click on "what's New" in the left column to see the latest deposits, or subscribe to an RSS feed on the new additions.

We Are Your Library

The **Illinois State Library** is the library for state government employees and elected officials. Please contact the Illinois State Library for assistance with your information needs.

Reference desk: 217-782-7596

Please send questions and concerns to:

Connie Frankfeld
Digital Programs Librarian
Library Automation and Technology
Illinois State Library
217-782-5432

cfrankfeld@ilsos.net
