

1 Using the Metadata Editor

Open the context menu of any Object in the Navigator that you want to edit in the Metadata Editor. Select "Open Metadata". The respective input mask opens. Fill in all input fields with the requested or required metadata.

After having completed all required metadata, the record set can be saved by clicking on the "Save Metadata" button at the bottom of the Metadata Editor View. Reload all the entries by clicking the "Reload Metadata" button beside the "Save" button.

To copy the external metadata into the header of a TEI object, click the "Copy TEI Header" button at the bottom of the Metadata Editor View. The Header can be pasted into the source code presented in the [XML Editor](#). The Metadata Editor can also be used to [create references](#) between certain Objects, namely Editions and Works.