
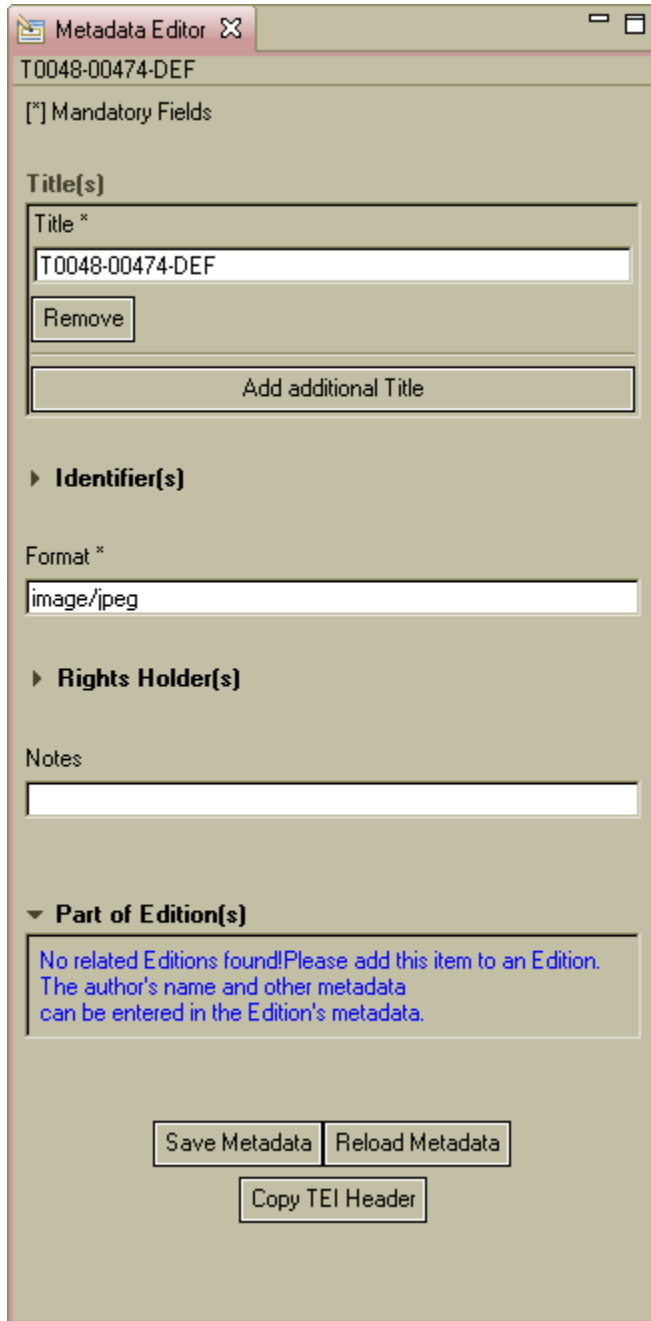


1 Open the Metadata Editor

The Metadata Editor is, by default, part of the [XML Editor](#) and the [Aggregations Editor](#) Perspective and can be accessed in other perspectives in several ways:

1. by selecting "Tools > Show View > Metadata" in the menu bar, or
2. by clicking on the Metadata Editor icon  in the toolbar.

In order to load the Object's metadata into the Metadata Editor, you must authenticate and select a TextGrid Object for editing.



The screenshot shows the Metadata Editor window for the object T0048-00474-DEF. The window title is "Metadata Editor" and the object ID is "T0048-00474-DEF". The interface includes a section for "Title(s)" with a text field containing "T0048-00474-DEF", a "Remove" button, and an "Add additional Title" button. Below this is a section for "Identifier(s)" with a "Format" field containing "image/jpeg". There is also a "Rights Holder(s)" section and a "Notes" text area. At the bottom, there are buttons for "Save Metadata", "Reload Metadata", and "Copy TEI Header". A message at the bottom states: "No related Editions found! Please add this item to an Edition. The author's name and other metadata can be entered in the Edition's metadata."

Metadata Editor View