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*Document Metadata* .....

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# Document Metadata

Document properties in Microsoft Word are converted to metadata in the DAISY XML file. It is important to always insert the below properties in your file.

Document Properties	DAISY XML Code	Description of Use
Insert Title of the Book	<meta content="All Hands Lost : The Sinking of the Nova Scotian Gypsum Freighter Novadoc" name="dc:Title"/>	<p>This is the Title field in the document properties. It is usually found in File &gt; Properties &gt; Summary</p> <p>This field translates to the &lt;dc:Title&gt; tag in the document metadata.</p> <p>It also translates to the &lt;doctitle&gt; tag.</p>
Insert Author of the Book	<meta content="Blain Henshaw" name="dc:Creator"/>	<p>This is the Author field in the document properties. It is usually found in File &gt; Properties &gt; Summary</p> <p>If there is more than one author, separate their names with comma.</p> <p>This field translates to the &lt;dc:Creator&gt; tag in the document metadata.</p> <p>It also translated to the &lt;docauthor&gt; tag.</p>
Insert Publisher of the Book	<meta content="National Network for Equitable Library Service" name="dc:Publisher"/>	<p>This is the Company field in the document properties. It is usually found in File &gt; Properties &gt; Summary</p> <p>This field translates to the &lt;dc:publisher&gt; tag in the document metadata.</p> <p>The Publisher should always state: National Network for Equitable Library Service.</p>

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