

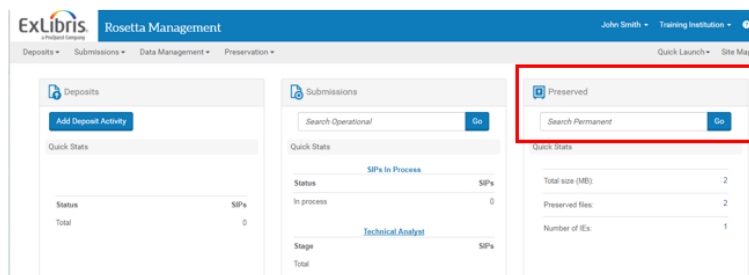
## 7.7 Hands-On: Web Editor

# Working with the Web Editor

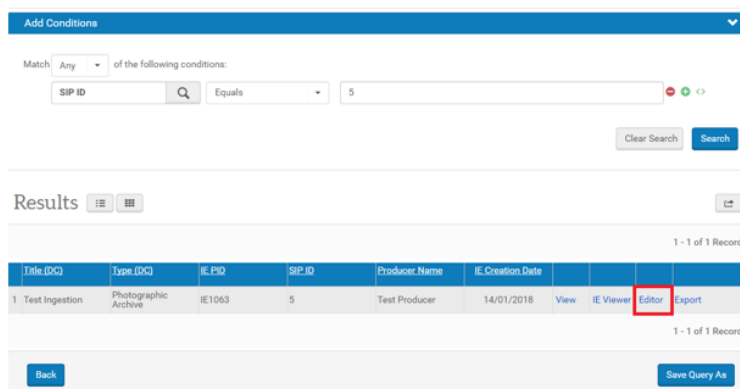
Motivation: Being able to edit/modify/correct metadata in Rosetta

Scenario: *Edit your SIP*

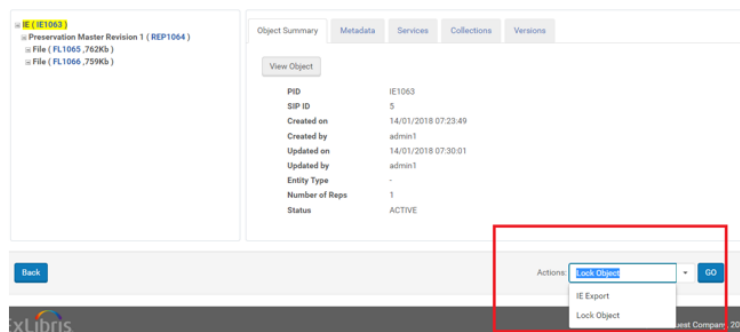
1. Locate the deposit using the SIP ID under 'Preserved' on the home screen.



2. Click on 'Editor' to open the web editor.

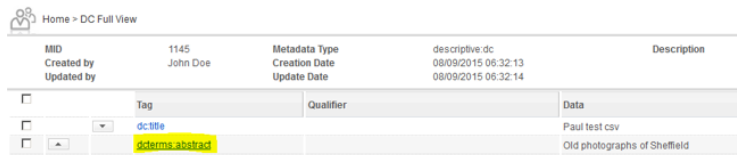


3. Lock object for editing. **Actions > Lock Object > GO.**



Note the 'locked by me' warning

4. Under the 'Metadata' tab, edit the descriptive DC by changing the wording of the abstract.



MID	Created by	Updated by	Metadata Type	Creation Date	Update Date	Description	Tag	Qualifier	Data
1145	John Doe		descriptive:dc	08/09/2015 06:32:13	08/09/2015 06:32:14		dc:title		Paul test csv
							scterms:abstract		Old photographs of Sheffield

5. Click on 'Save Field', and then 'Save'.  
Under the 'Metadata' tab Assign Access Rights for staff user only.
6. Under the 'Services' tab select 'Metadata Validation', click on 'Submit'.
7. Commit the changes. **Actions > Commit Changes > GO.**
8. Wait for the commit to finish.
9. Open the 'Versions' tab.
10. Click on 'events' to see what changed between versions.
11. View the **METS** xml (this can also be downloaded).