

Explanation of metadata terms for Vector Graphic files deposited with the ADS

TERM	MEANING	EXAMPLE
Filename	This is simply the name of the file.	plan.dwg
Caption	Add a short caption for each image which should describe what the image depicts. This metadata will appear next to the image within the interface, and will be used by those searching your collection.	
Description	Add a longer description for each vector graphic which should describe what is depicted in more detail and will be used by those searching your collection.	
Creation Date	The date when the drawing was created.	01/Mar/2012
Creator	This is the person and/or organisation responsible for the creation of the drawing.	Sean Conlon Oxford Archaeology Ritchie Neville, A1 Archaeology
Copyright Holder	The copyright holder for the drawing. This can be either an individual and/or an organisation.	Scott Robinson Highways Agency Abz Love, TVAS
Software	The software, or device, that was used to create the file.	Autodesk AutoCAD CorelDraw Graphics Suite Adobe Illustrator
Software Version	The version of software used to create the file.	2013 5 16.0.2
Other Supporting Documentation	Any supporting documentation should be enclosed separately. This would typically include any codes, abbreviations or terminology utilised within the drawing. Ideally this should be uploaded in an accepted file format (.doc, .docx or .pdf).	Abbreviations.pdf

Example of completed metadata sheet for Vector Graphic files deposited with the ADS

File name	Caption	Description	Creation date	Creator			Copyright holder			Software	Software Version	Supporting documentation (this should be enclosed separately and include an abbreviations, codes or notations used)
				First Name	Last Name	Organisation	First Name	Last Name	Organisation			
plan.dwg	Caption	Description	01-Mar-12	Sean	Conlon	Oxford Archaeology	Scott	Robinson	Highways Agency	Autodesk AutoCAD	2013	Abbreviations.pdf