

These instructions detail how UCL staff and students can embed their metadata into their learning objects using 'MS Office' programmes which are available on UCL computers. Although the example below uses MS Word, the instructions apply to all other MS Office programmes.

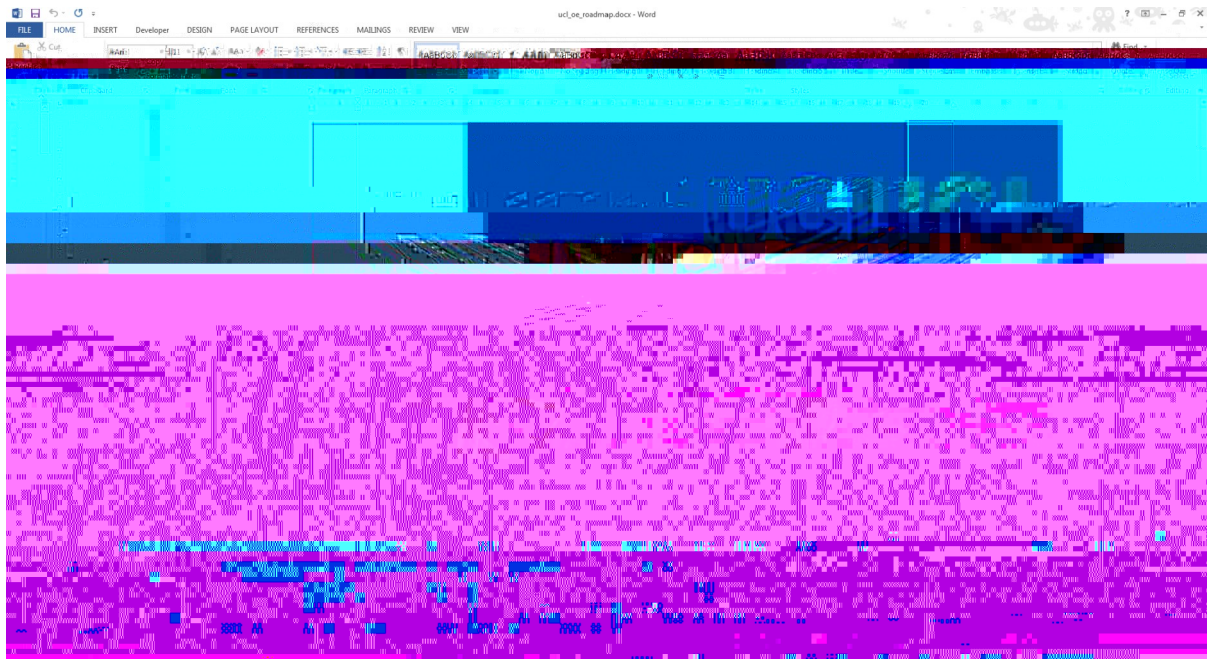


Fig. 1 Screenshot of the 'MS Word' programme at start-up



Fig. 2 Screenshot of the 'MS Word' programme - 'File' option



Fig. 3 Screenshot of the 'MS Word' programme - 'Info' ie / under the 'File' option

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