

Instructions for creating an archival version of a small collection of documents

Instructions on how to create an archival version that complies with the requirements in Executive Order no. 128 on archival versions of a small document collection, e.g. 10 - 100 document, video, audio or image files on a folder drive.

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0. Reading instructions

Public authorities are required to hand over data and documents worthy of preservation to a public archive. Documents are submitted as archival versions, cf. the provisions on this in the Danish National Archives' Executive Order no. 128 on archival versions. The archive can also indicate that text documents must be printed on paper when submitted to the archive.

This guide shows you how to create an archival version of documents from a small document collection, such as a folder drive of 10-100 documents. Documents can be text, images, video, and/or audio files. Everything in this guide must be done by hand and thus not performed automatically using a converter program.

Archival versions of large document collections or databases should be created using professional converter programs, such as by a supplier.

A. The guide's target group and application

This guide is for those who produce small archival versions with few documents.

B. Reference to other instructions

In addition to this guide, the Danish National Archives has prepared other guides that are important for the production and submission of an archival versions:

Archival versions:

- Sample archival version with 10 documents AVID.SA.18006.1
- Executive Order no. 128 on archival versions.
- The document guide
- Brief information on testing archival versions
- User guide to ADA, the Danish National Archives' program for testing archival versions
- Overview of the most common errors when testing in ADA.

All guidance material can be accessed from the Danish National Archives' website www.sa.dk.

C. Legislation and legal precepts

Information about legislation etc. can be found on the Danish National Archives' website www.sa.dk.

D. Definitions

(1) Submission provision

Before the submission of the archival version is started, the receiving archive prepares a provision which determines the content of the archival version. The submission provision is a requirements specification for the **content** of the submission, while the executive order on the archival version determines the **format** for the submission.

Archival versions with documents from folder drives generally consist of a table with document records that are submitted in a more defined xml structure (see Executive Order no. 128 on archival versions), as well as documents that must be submitted in the Danish National Archives' archive formats.

Archive formats The Danish National Archives uses 6 archive formats: TIFF, JPEG2000, MP3, WAV, MPEG2 and MPEG4.

Documents in the archival version are data, e.g. journals, qualitative interviews, transcribed interviews, video recordings for field studies, etc.

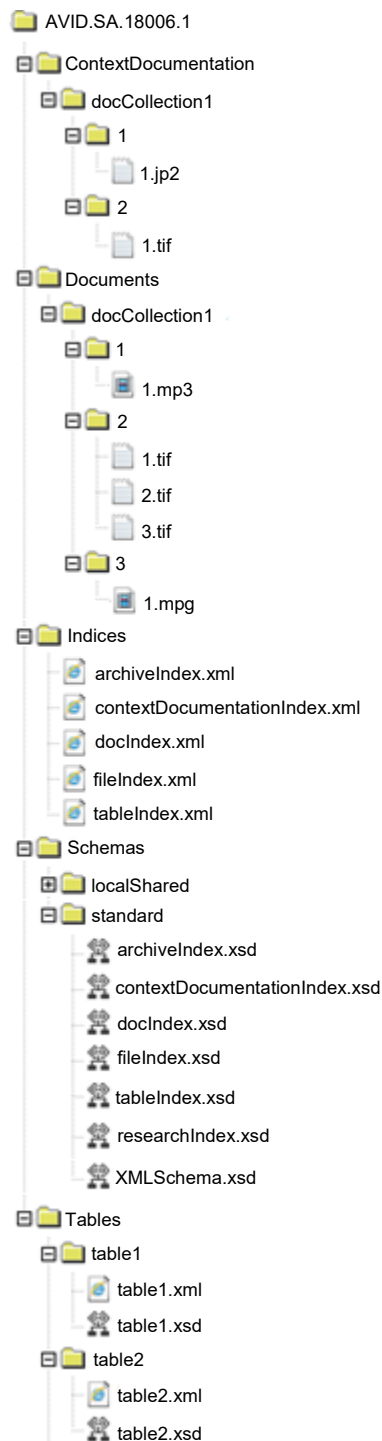
Context documents are documents that describe the submitted data/documents.

1. Download the sample archival version AVID.SA.18006.1

Download the sample archival version (AVID.SA.18006.1) of a small collection of documents from the Danish National Archives' website www.sa.dk. Extract the zip file.

It is based on the content and structure of AVID.SA.18006.1 and replace files and contents in files with your own metadata and documents, as described below.

Example of structure and content in an archival version with documents:



2. Fill in archiveIndex.xml

You must complete the index file **archiveIndex.xml**, which must be approved by the receiving archive before placing it in the *Indices* folder in the archival version.

You can create and fill in the archiveIndex.xml file with the Danish National Archives' input tool "Skab archiveIndex", which can be downloaded from the Danish National Archives' website www.sa.dk.

Replace the existing archiveIndex.xml file in the *Indices* folder in the sample archival version with your own.

3. Fill in ContextDocumentationIndex.xml

You must complete the index file **contextDocumentationIndex.xml**, which must be approved by the receiving archive before placing it in the *Indices* folder in the archival version.

The context documents to be included in the archival version are stated in the submission provision you have received from the archive.

You can create and fill in the contextDocumentationIndex.xml file with the Danish National Archives' input tool "Skab contextDocumentationIndex", which can be downloaded from the Danish National Archives' website www.sa.dk.

Replace the existing contextDocumentationIndex.xml file in the *Indices* folder in the sample archival version with your own.

4. Convert the context documents to archive format

The context documents must be converted to an archive format before being placed in the archival version.

The Danish National Archives uses 6 archive formats:

- TIFF or JPEG2000 for text files and image files
- MP3 or WAV for audio files.
- MPEG2 or MPEG4 for video files.

The digital documents must comply with the specifications set out in Executive Order no. 128 on archival versions, 5 E-F and H-J.

Instructions for converting documents, e.g. "Instructions for conversion to TIFF format" with PDFCreator can be downloaded from the Danish National Archives' website www.sa.dk.

5. Create the ContextDocumentation folder and its contents with ASTA

Use the ASTA program to create the *ContextDocumentation* folder and its contents.

ASTA is a program for creating information submission packages with data from statistics files, but the program can also be used to create only the *ContextDocumentation* folder.

ASTA can be downloaded from the Danish National Archives website www.sa.dk.

Before using ASTA, have the following ready:

- the index files archiveIndex.xml and contextDocumentationIndex.xml (from item 2 and 3)
- the context documents converted to archive format (from item 4)

Once you have created the *ContextDocumentation* folder with ASTA (see how in Appendix 1), copy the folder and its contents into the archival version. Replace the existing *ContextDocumentation* folder in the sample archival version with your own.

6. Reuse tableIndex.xml

The index file **tableIndex.xml** describes the contents of the **table1.xml** file (Table with document records) and the file **table2.xml** (Code table for storage form)

The index file **tableIndex.xml** from the sample archive version AVID.SA.18006.1 can be reused unchanged as long as you do not delete or add columns to table1.xml and table2.xml files.

But editing of **tableIndex.xml** is also allowed. For example, changing the column description in the <description> elements in **tableIndex.xml** (see Figure 8) is allowed, so that they more accurately describe the contents of the column. Adding more columns/descriptions of the document than the 17 indicated in figure 9 is also allowed, but the first 17 columns must be retained in the submission regardless of whether they are completed. Addition of several columns/document records must be stated both in **tableIndex.xml** (see figure 8), which describes the contents of the new columns, and in the rows of the **table1.xml** file itself (see section 7), which contain the information in the columns.

7. Complete table1.xml with document records

In an archival version with digital documents, there must be a table with records of information about the digital documents located in the *Documents* folder in the archival version.

The **table1.xml** file in the sample archival version AVID.SA.18006.1 contains this table with document records (see Figure 7). Make a copy of **table1.xml**, open the file in a text editor (e.g. Notepad or NotePad ++) and replace the contents of the columns with document records that match your documents.

A row <row> describes a document. Enter the number of <row> s corresponding to the number of your documents.

NOTE that the information Title (c1), DocumentID (c16) and Storage Form (c17) are mandatory to complete.

NOTE that blank fields are indicated by the value xsi:nil="true".

NOTE that dates must always be entered in the format YYYY-MM-DD, e.g. 2019-01-02. If only year is known and specified as date, the data type for the date column must be specified to e.g. VARCHAR (10) in the element <type> for this column in the file **tableIndex.xml**.

Figure 7: Example of description of documents in table1.xml

```
- <row>
  <c1>Interview A - barn</c1>
  <c2>Forsker Hans Hansen</c2>
  <c3>C:\Users\Hans\Desktop\Skilsmisseprojekt\Børn og skilsmisse</c3>
  <c4>Interview med Ida på 10 år om hvordan hun oplevede sine forældres skilsmisse.</c4>
  <c5>xsi:nil="true"</c5>
  <c6>Ida Jensen</c6>
  <c7>2007-12-05</c7>
  <c8>Tekst</c8>
  <c9>.docx (Word-fil)</c9>
  <c10>xsi:nil="true"</c10>
  <c11>xsi:nil="true"</c11>
  <c12>Dansk</c12>
  <c13>xsi:nil="true"</c13>
  <c14>19 KB</c14>
  <c15>xsi:nil="true"</c15>
  <c16>1</c16>
  <c17>1</c17>
  <c18>1</c18>
</row>
- <row>
  <c1>Interview B - barn</c1>
  <c2>Forsker Hans Hansen</c2>
  <c3>C:\Users\Hans\Desktop\Skilsmisseprojekt\Børn og skilsmisse</c3>
  <c4>Interview med Storm på 7 år om hvordan han oplevede sine forældres skilsmisse.</c4>
  <c5>xsi:nil="true"</c5>
  <c6>Storm Nielsen</c6>
  <c7>2007-12-06</c7>
  <c8>Tekst</c8>
  <c9>.docx (Word-fil)</c9>
  <c10>xsi:nil="true"</c10>
  <c11>xsi:nil="true"</c11>
  <c12>Dansk</c12>
  <c13>xsi:nil="true"</c13>
  <c14>17 KB</c14>
  <c15>xsi:nil="true"</c15>
  <c16>2</c16>
  <c17>1</c17>
  <c18>2</c18>
</row>
- <row>
  <c1>Interview C - barn</c1>
  <c2>Forsker Hans Hansen</c2>
  <c3>C:\Users\Hans\Desktop\Skilsmisseprojekt\Børn og skilsmisse</c3>
  <c4>Interview med Michael på 11 år om hvordan han oplevede sine forældres skilsmisse.</c4>
  <c5>xsi:nil="true"</c5>
  <c6>Michael Larsen</c6>
  <c7>2007-11-23</c7>
  <c8>Tekst</c8>
```

What you need to specify in which columns (e.g. column c1) is stated in the index file *tableIndex.xml* (see figure 8). The full contents of *tableIndex.xml* are also shown in Figure 9 below.

Figure 8: Excerpt from the tableIndex-xml file describing the contents of columns in table1.xml

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
- <siardDiark xmlns="http://www.sa.dk/xmlns/diark/1.0" xmlns:xsi="http://www.w3.org/2001/XMLSchema-Instance"
  xsi:schemaLocation="http://www.sa.dk/xmlns/diark/1.0 ../Schemas/standard/tableIndex.xsd">
  <version>1.0</version>
- <tables>
- <table>
  <name>Dokumentregistreringer</name>
  <folder>table1 </folder>
  <description>Tabel med oplysninger om dokumenter i arkiveringsversionen</description>
- <columns>
- <column>
  <name>Title</name>
  <columnID>c1</columnID>
  <type>VARCHAR(500)</type>
  <typeOriginal />
  <nullable>>false</nullable>
  <description>(Title) Indication of the original title or title registered subsequently on the document. I.e. the title of the image,
  movie, video, audio recording, or text document.</description>
  <functionalDescription>Dokumenttitel</functionalDescription>
</column>
- <column>
  <name>Creator</name>
  <columnID>c2</columnID>
  <type>VARCHAR(500)</type>
  <typeOriginal />
  <nullable>>false</nullable>
  <description>(Creator) Indication of the name of the person who took the initiative for or created the content of the document.
  For example, photographer, painter, illustrator, instructor, interviewer, researcher, author, caseworker, band
</column>
- <column>
  <name>Subject</name>
  <columnID>c3</columnID>
  <type>VARCHAR(500)</type>
  <typeOriginal />
```

Figure 9: Content in table1.xml with document records

The first 15 details are the core elements of Dublin Core

Columns c1, c16, and c17 must always be completed in an archival version with digital documents

Other information should be completed if available

Column in table1.xml	DC elementnavn (Danish translation)	Element description	The Danish National Archives' guide to completing the elements (inserted as <description> in tableIndex.xml)
c1	Title* (Title)	Name by which the resource is formally known	(Title) Indication of the original title or title subsequently registered on the document. I.e. the title of the image, movie, video, audio recording, or text document.
c2	Creator (Creator)	An entity primarily responsible for making the content of the resource	(Creator) Indication of the name of the person who took the initiative for or created the content of the document. For example, name of author, interviewer, researcher, photographer, test subject or other persons who have produced

			material that is included as empirical data in the research.
c3	Subject (Topic)	The topic of the content of the resource	(Subject) Indication of the subject or category associated with the document. For example, keywords that describe the contents of the document, the name of the folder where the document is located, path to the document in the folder structure, or other categorisations that group the documents.
c4	Description (Content description)	An account of the content of the resource	(Content description) Free text description of the document's content. For example, what the document contains, what the film is about, or what the picture shows.
c5	Publisher (Publisher)	An entity responsible for making the resource	(Publisher) Indication of the publisher of the document. For example, film company, producer, publishing house. Rarely relevant to fill in for research data.
c6	Contributor (Contributor)	An entity responsible for making contributions to the content of the resource	(Contributor) Indication of the names of persons or other entities that have contributed to the creation of the content of the document. For example, actors in a video, people talking in an audio recording, interviewees or respondents.
c7	Date (Production date)	A date associated with an event in the life cycle of the resource	(Production date) Indication of when the document was created. For example, the creation date of a document, the date when a video was recorded, or the date when an interview was performed. The specified date must comply with the format YYYY-MM-DD.
c8	Type (Object type)	The nature or genre of the content of the resource (sound, video, text, still	(Object type) Indication of the document type selected from the following fixed list: Audio, Video, Text, Picture.

		image)	
c9	Format (Original format)	The physical or digital manifestation of the resource (book, JPEG, Oil painting)	(Original format) Indication of the original format of the document. Here, for example, original media can be specified, such as drawing, photography, VHS tape or cassette. Here you can also specify the digital format the document had before conversion to preservation format, e.g. mov, wma, spreadsheet, word, pdf, docx, or jpeg.
c10	Identifier (Identification)	An unambiguous reference to the resource within a given context (ID)	(Identification) Indication of an original ID for the document used in a given context.
c11	Source (Original source)	A reference to a resource from which the present resource is derived	(Original source) Indication of a reference to another material from which the document is derived/digitised from. For example, indication of bar code, name, ID or other identification of the material referred to.
c12	Language (Language)	A language of the intellectual content of the resource	(Language) Indicates the language used in the document.
c13	Relation (Relation)	A reference to a related resource	(Relationship) Indication of information that constitutes a reference from this document to another material.
c14	Coverage (Size)	The extent or scope of the content of the resource	(Size) Specification of the dimensions of the document. For example, the size of an image where height times width are specified in centimetres (cm) or metres (m), a document size specified in Kilobytes (KB), Megabytes (MB), or Gigabytes (GB) or a video recording play time specified in minutes.
c15	Rights (Rights)	Information about rights held in and over	(Rights) Indication of copyright owner, i.e. who it is that grants

		the resource (copyright owner)	permission for the use of the document.
c16	DokumentID*		Specification of the folder number of the document folder in the archival version where the digital document is located. Document folder number must be a maximum of 12 digits.
c17	Lagringsform*		Specification of storage form. Outcome space: 1, 2 or 3. If a digital version of the document is available in the archival version, enter <i>1 = fully or partially digital</i> . If the document associated with the document record is only found on paper in the archive, enter <i>2 = paper</i> . If no file is associated with the document record, enter <i>3 = not relevant</i> .

8. Reuse table2.xml

The table **table2.xml** with codes and code explanations for storage form can be used unchanged.

9. Create document folders in docCollection1

The documents to be included in the archival version must be placed in the *Documents* folder. Create the *docCollection1* folder as a subfolder in the *Documents* folder. Create a number of **document folders** corresponding to the number of documents to be included in the archival version in the subfolder **docCollection1**. Name these document folders with the document IDs that appear in the <c16> columns in table1.xml (see Figure 10).

10. Convert the documents to archive format

The context documents must be converted to an archive format before being placed in the archival version.

The Danish National Archives uses 6 archive formats:

- TIFF or JPEG2000 for text files and image files
- MP3 or WAV for audio files.
- MPEG2 or MPEG4 for video files.

The digital documents must comply with the specifications set out in Executive Order no. 128 on archival versions, 5 E-F and H-J.

Instructions for converting documents, e.g. "Instructions for conversion to TIFF format" with PDFCreator can be downloaded from the Danish National Archives' website www.sa.dk.

11. Copy the documents to the document folders

Copy the converted documents to the *document folders* created in section 9.

Remember to copy the correct documents to the correct folders so that the contents of the document folder correspond to the document described in the table1.xml file. For example, the document with the title and content "Interview A-barn" (<c1>) is placed in document folder 1 (<c16>) (see figure 10).

Once the documents have been copied to the respective document folders, rename all the files to 1.tif.

Figure 10: Document registration in table1.xml

```
- <row>
  <c1>Interview A - barn</c1>
  <c2>Forsker Hans Hansen</c2>
  <c3>C:\Users\ Hans\Desktop\Skilsmisseprojekt\Børn og skilsmisse</c3>
  <c4>Interview med Ida på 10 år om hvordan hun oplevede sine forældres skilsmisse.</c4>
  <c5>xsi:nil="true"</c5>
  <c6>Ida Jensen</c6>
  <c7>2007-12-05</c7>
  <c8>Tekst</c8>
  <c9>.docx (Word-fil)</c9>
  <c10>xsi:nil="true"</c10>
  <c11>xsi:nil="true"</c11>
  <c12>Dansk</c12>
  <c13>xsi:nil="true"</c13>
  <c14>19 KB</c14>
  <c15>xsi:nil="true"</c15>
  <c16>1</c16>
  <c17>1</c17>
  <c18>1</c18>
</row>
```

12. Complete the docIndex.xml file

The information in Figure 11 must be specified in the index file *docIndex.xml* for all documents located in the folder *Documents*.

Use a copy of the *docIndex.xml* file in the sample archival version AVID.SA.18006.1 and replace the contents with information about your own documents and their location in the archival version.

Figure 11: Information in docIndex.xml

Element with example	Instructions for completing the element
<dID>1</dID>	To be filled in with documentID corresponding to the number of the document folder where the document is located in the archival version.
<mID>1</mID>	MedieID is always filled in with 1 for small submissions that are not spread over several media.
<dCf>docCollection1</dCf>	Document collection folder, which the document is in will always be docCollection1 for small submissions.
<oFn>Interview A - barn.docx</oFn>	Specification of the original name of the file (incl. extension)
<aFt>tif</aFt>	Specification of the file format in the

	archival version
--	------------------

Figure 12: Example of extract of completed docIndex.xml file

```
- <doc>
  <dID>1</dID>
  <mID>1</mID>
  <dCf>docCollection1</dCf>
  <oFn>Interview A - barn.docx</oFn>
  <aFT>tif</aFT>
</doc>
- <doc>
  <dID>2</dID>
  <mID>1</mID>
  <dCf>docCollection1</dCf>
  <oFn>Interview B - barn.docx</oFn>
  <aFT>tif</aFT>
</doc>
- <doc>
  <dID>3</dID>
  <mID>1</mID>
  <dCf>docCollection1</dCf>
  <oFn>Interview B - barn.docx</oFn>
  <aFT>tif</aFT>
</doc>
- <doc>
  <dID>4</dID>
  <mID>1</mID>
```

13. Complete the fileIndex.xml file

The following information about all documents in the archival version must be specified in *fileIndex.xml*, which is used to identify the documents in the archival version (see Figure 14).

Remember that all documents must be specified, i.e.:

- The context documents in the *ContextDocumentation* folder (**NB**: must be adjusted to your number of context documents)
- The documents in the *Documents* folder (**NB**: must be adjusted to your number of documents)

NB: Registrations for the files below in fileIndex.xml in the sample archival version AVID.SA.18006.1 can be reused unchanged but search and replace with your own AVID (e.g. AVID.SA.18006.1) in the paths!

- Index files in the *Indices* folder
- Schema files in the *Schema* folder
- Data files and schemas in the *Tables* folder

Figure 13: Information in fileIndex.xml

Element with example	Instructions for completing the element
<foN>AVID.SA.18006.1\ContextDocumentation\docCollection1\1</foN>	Specification of the path to the folder in the archival version

	where the file is located.
<fiN>1.tif</fiN>	Name of the document in the archival version incl. extension
<md5>96CDAB69F909F80D054F41C159D1879A</md5>	NB: Can be calculated by the test program ADA. The file's checksum of type MD5 according to IETF RFC1321 - The MD5 Message-Digest Algorithm: 128 bits (16 bytes) represented as 32 hexadecimal digits, all indicated with either lowercase or uppercase letters (uppercase or lowercase). This MD5 checksum is used during preservation to ensure that the contents of the files are not altered or corrupted during copying, use, or deliberate manipulation of the files.

Figure 14: Example of extract of completed fileIndex.xml file

```

- <f>
  <foN>AVID.SA.18006.1\ContextDocumentation\docCollection1\1</foN>
  <fiN>1.tif</fiN>
  <md5>96CDAB69F909F80D054F41C159D1879A</md5>
</f>
- <f>
  <foN>AVID.SA.18006.1\ContextDocumentation\docCollection1\2</foN>
  <fiN>1.tif</fiN>
  <md5>536848FE9FEDFE8F58C3B61E2925D3A3</md5>
</f>
- <f>
  <foN>AVID.SA.18006.1\ContextDocumentation\docCollection1\3</foN>
  <fiN>1.tif</fiN>
  <md5>26A21CF5CBE41730496FDDB70A143540</md5>
</f>

```

14. Create md5 values in fileIndex.xml with ADA

The md5 values for the individual documents registered in the fileIndex.xml file can be created with the test program ADA, which can be downloaded from the Danish National Archives' website www.sa.dk.

How to proceed:

- Copy the archival version to the root of a drive (for example, D:\AVID.SA.18006.1).

- Open ADA and select the outer folder of the archival version (e.g. AVID.SA.18006.1)
- Select executive order “128 of 12 February 2020”
- Click on the button “Create new fileIndex.xml”

15. Keep the Schema folder unchanged

Use the existing *Schema* folder and its contents from the sample archival version AVID.SA.18006.1 unchanged.

16. Name the archival version with the correct AVID

Name the archival version with the AVID you have received from the Danish National Archives and which appears from the submission provision and the archiveIndex.xml file, e.g. AVID.SA.12345.1.

17. Test the archival version with ADA

The test program ADA can be downloaded from the Danish National Archives' website www.sa.dk and correct any errors reported by ADA before submission to archive.

How to proceed:

- Copy the archival version to the root of a drive (for example, D:\AVID.SA.18006.1).
- Open ADA and select the outer folder of the archival version (e.g. AVID.SA.18006.1)
- Select executive order “128 of 12 February 2020”
- Click on the button “Run new test”

Appendix 1: Instructions for creating the ContextDocumentation folder with ASTA

A. Create the folder structure of the information submission package

Use ASTA to create the outer folder structure in the information submission package. Select the menu item “Create information submission package” and perform **ONLY** the creation of the folder structure, see figure 1.

ASTA

RIGSARKIVET

Home page

Create

information

submission

Edit information submission package

Test information submission package

Guidance

RAQ

Help

Restart ASTA

Create information submission package

Folder structure

Here you can create an empty folder structure for the information submission package.

Enter the serial number for the information submission package

12345

Enter the destination for the information submission package

C:\Users\lb030304\Desktop\12345

Browse

Create folder structure

Checklist

You should be sure to have the following things ready before you create an information submission package:

1. **Serial number for information submission package** – the serial number is provided by the archives and can be found on your submission provision
2. **The statistics files** to be included in the information submission package and submitted to the archives – remember to quality-assure the statistics files before extraction of your original statistics file!
3. **The index files** archiveIndex.xml and contextDocumentationIndex.xml
4. **The context documents** to be included in the information submission package. The context documents must be converted to TIFF, JPEG-2000, MP3, WAVE or MPEG before they are submitted to the archives
5. **Description of the statistics files' content**
6. **Clarify key variables** – which unique variables in the statistics files are to be declared as key variables?
7. **Clarify references** – over which variables are references created and between which statistics files in the information submission package?file

See [Quickguide.pdf](#) for more guidance as to how you can quality-assure the statistics file and prepare other documents for extraction via ASTA.

Figure 1: The page “Folder structure” under “Create information submission package” in ASTA

1. Enter the **serial number** of the information submission package in accordance with the serial number assigned by the archive and which are stated in your submission provision, e.g. 12345
2. Select the destination where the delivery package is to be saved by clicking on the ‘**Browse**’ button and finding the correct folder.
3. Click the ‘**Create folder structure**’ button to create the submission folder structure.
PLEASE NOTE that you should not continue with the other steps in the program hereafter.

After clicking the “Create folder structure” button (Figure 1), select the “**Edit information submission package**” menu item to place index files and context documents in the information submission package. The page in figure 2 appears, where you select the information submission package you have just created, e.g. FD.12345.

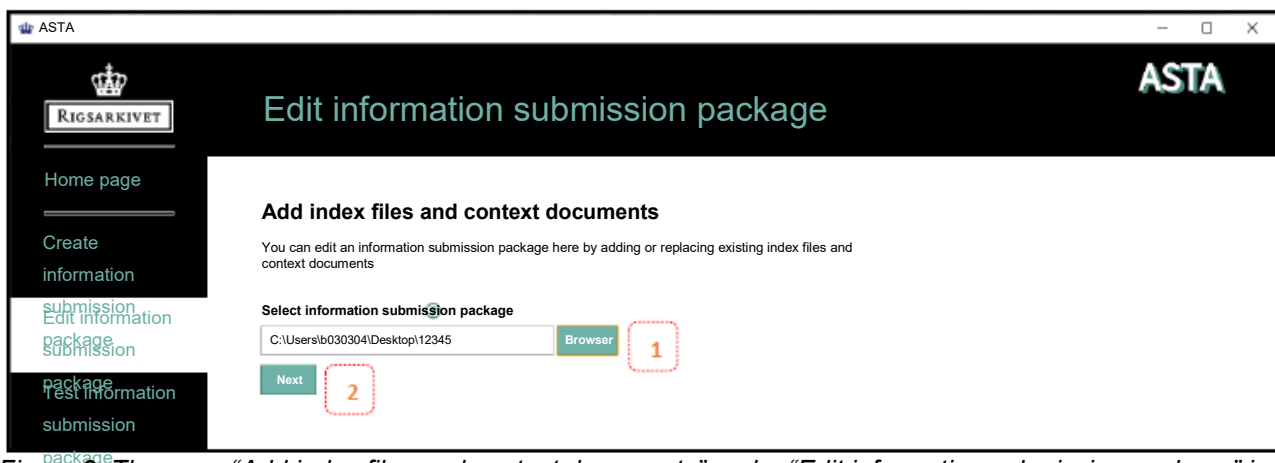


Figure 2: The page “Add index files and context documents” under “Edit information submission package” in ASTA

1. Select the information submission package (e.g. FD.12345) to be edited using the ‘**Browse**’ button
2. Click the ‘**Next**’ button to go to the next page

B. Place index files in the information submission package

By clicking on 'Next' in Figure 2, the page shown in Figure 3 appears. Here you can place the index files *archiveIndex.xml* and *contextDocumentationIndex.xml* in the information submission package.

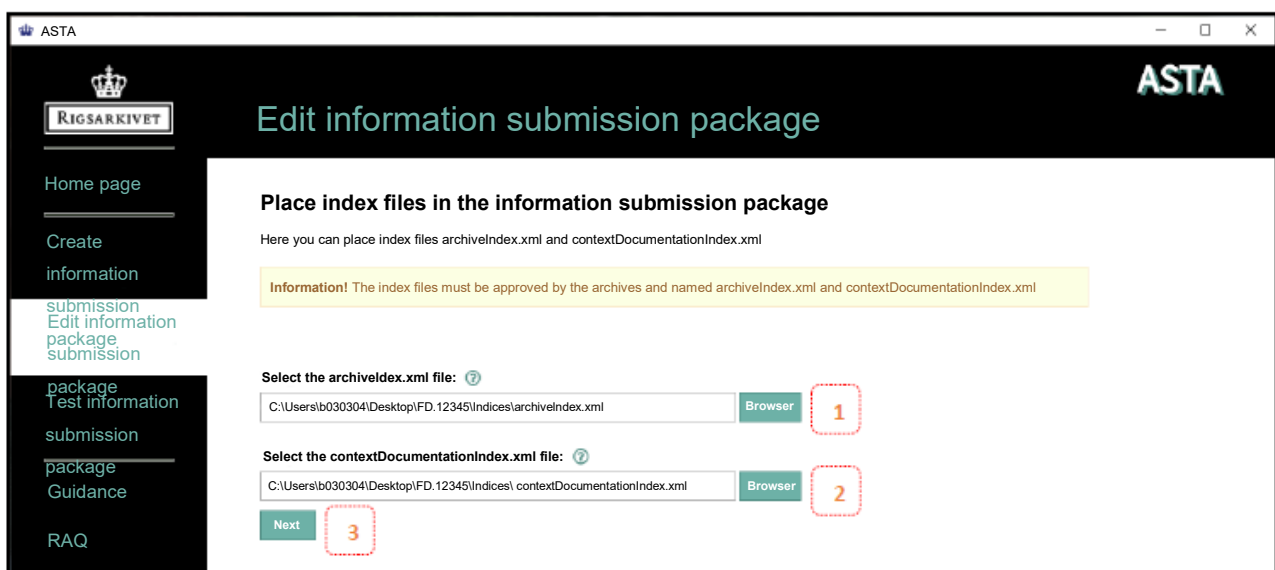


Figure 3: The page “Place index files in the information submission package” under “Edit information submission package” in ASTA

1. Select the *archiveIndex.xml* file using the ‘**Browse**’ button
2. Select the *contextDocumentationIndex.xml* file using the ‘**Browse**’ button
3. Click the ‘**Next**’ button to place the selected files in the information submission package.

C. Place context documents in the information submission package

By clicking on 'Next' in Figure 3, the page shown in Figure 4 appears.

Here you can place context documents in the submission package or replace existing context documents with new ones.

1. All context documents registered in the selected contextDocumentationIndex.xml are displayed in a document list. Click the **'Browse'** button next to each document and select the context document that corresponds to the document title in the document list.
PLEASE NOTE: You can place the documents even if they have not been converted to archive format such as TIFF. Then you must simply convert them later.
2. When you have finished placing all the context documents, it is recommended that you print the document list by clicking on the **'Print Document List'** button and check that the contents of the selected documents match the document title. When you click on the 'Print document list' button, the document list is displayed on your standard browser, e.g. Edge (see Figure 5). Use the browser's print function to print the list (see Figure 6). The document list is also automatically saved in an html version in the same place where the selected information submission package is located when you click on the 'Print document list' button.
3. Click the **'Next'** button to place the selected documents in the information submission package. A screen confirming that the information submission package is complete will appear.

Edit information submission package

Home page
Create information
submission
Edit information package submission
package Test information submission
package Guidance
RAQ
Help
Restart ASTA

✓ The index files are located

Place context documents in the information submission package

You must add the below context documents to the information submission package.
You can only place one file per document folder.
If a context document is not added, an empty document folder will be created with the name of the folder number.
If you do not have the context documents ready, you can print the document list and add them manually at a later time.
Information! Context documents must be converted to their preservation format before being submitted to the archive; e.g. .tif or .mp3

Document list

Folder number	Document title	Select document
1	Submission provision	C:\Users\b030304\Desktop\FD.12345\ContextDocumentation\docCollection1\1\1.tif Browse
2	System purpose note	C:\Users\b030304\Desktop\FD.12345\ContextDocumentation\docCollection1\2\1.tif Browse
3	Collection method	C:\Users\b030304\Desktop\FD.12345\ContextDocumentation\docCollection1\3\1.tif Browse
4	Research results	C:\Users\b030304\Desktop\FD.12345\ContextDocumentation\docCollection1\4\1.tif Browse
5	Project description	Use the button to select path Browse
6	Questionnaire	Use the button to select path Browse
7	Protocol	Use the button to select path Browse

Print document list 2

Next 3

Figure 4: The page “Place context documents in the submission package” under “Edit submission package”

in ASTA

The screenshot shows a web browser window with the title "Context documents FD". The address bar shows the file path: `file:///C:/Users/b030304/Desktop/FD.12345_ASTA_contextdocuments.html`. The main content area has a dark header with the text "ASTA Context documents" in a light green font. Below the header, there is a section titled "List of context documents registered in the contextDocumentationIndex.xml file placed in the information submission package: FD.12345". This section contains a table with three columns: "Folder number", "Document title", and "Original document path for the placed context documents". The table lists seven documents, with the last three (Project description, Questionnaire, and Protocol) having empty paths.

Folder number	Document title	Original document path for the placed context documents
1	Submission provision	C:\Users\b030304\Desktop\12345\Kontekstdokumenter\Afleveringsbestemmelse.tif
2	System purpose note	C:\Users\b030304\Desktop\12345\Kontekstdokumenter\System_formål_notat.tif
3	Collection method	C:\Users\b030304\Desktop\12345\Kontekstdokumenter\Indsamlingsmetode.tif
4	Research results	C:\Users\b030304\Desktop\12345\Kontekstdokumenter\Forskningsresultater.tif
5	Project description	
6	Questionnaire	
7	Protocol	

Figure 5: "Document list" which appears when clicking on "Print document list" in ASTA

This screenshot is similar to Figure 5, but with the browser's print menu open on the right side. The menu includes options like "New window", "New InPrivate window", "Zoom", "Favorites", "Reading list", "History", "Downloads", "Extensions", "Show in toolbar", "Print" (highlighted), "Search the page", "Read aloud", "Attach this page to the taskbar", "More tools", "Settings", and "Help and feedback". The "Print" option is selected, and its keyboard shortcut "Ctrl+P" is visible.

Figure 6: Printing of "Document list" via the browser's print function