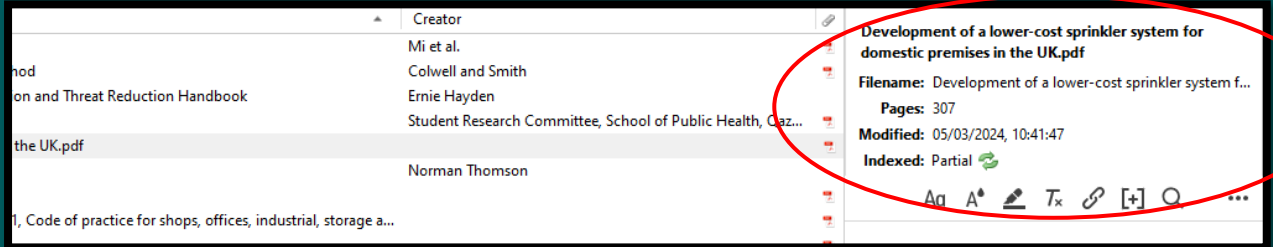
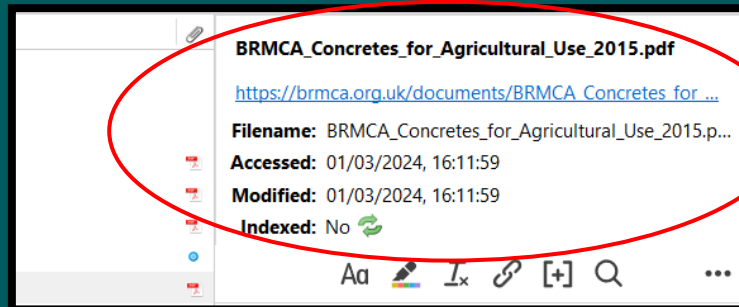


## ATU How To : Create metadata for PDF's saved from the web

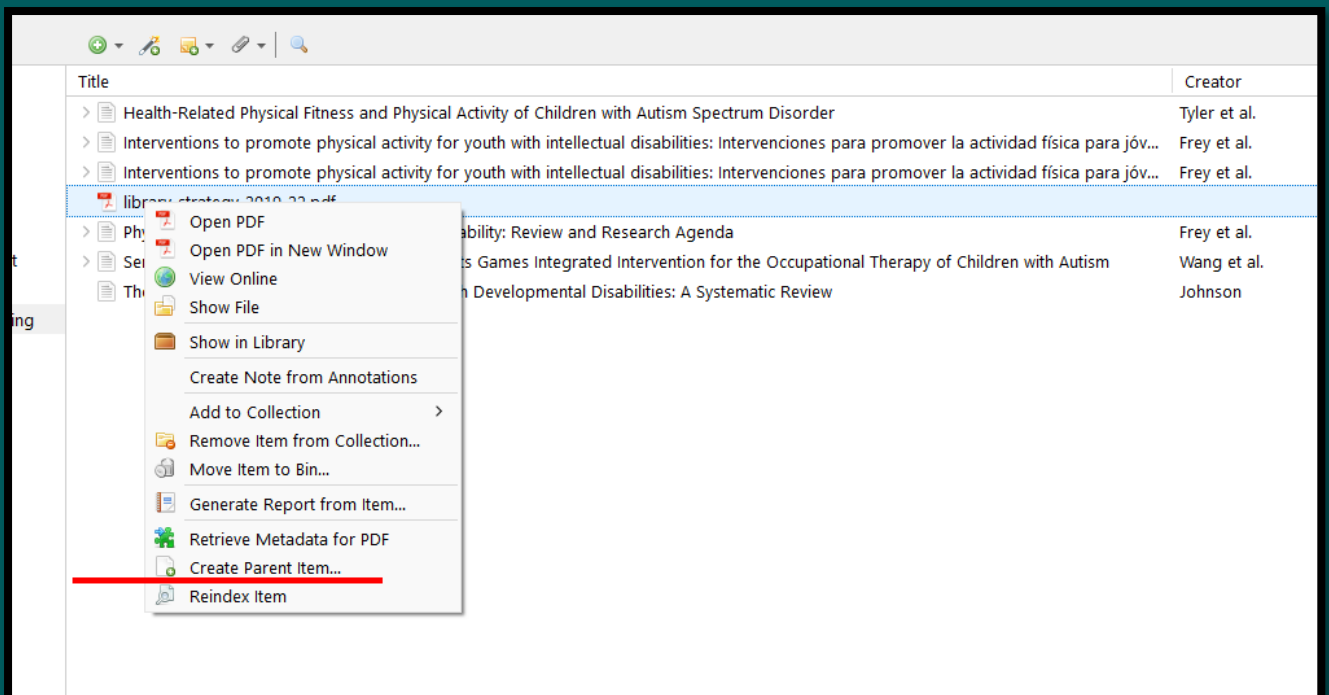
If an item saves as a pdf and has no metadata available, you 'create a parent item', which will then give you metadata fields that you can edit yourself.



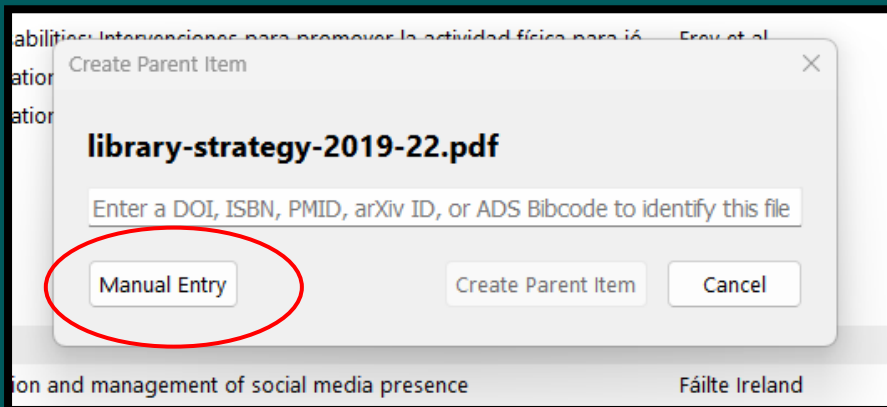
No metadata, or fields you can click into and edit



1. Right click on the pdf you want to add metadata to, select **Create Parent Item**

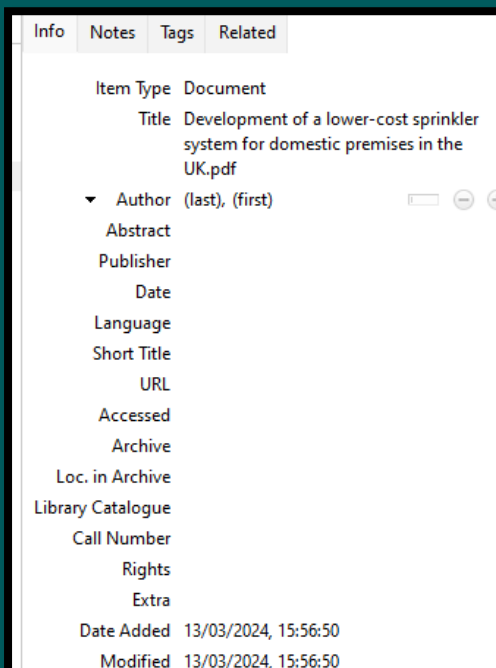


## 2. Select manual entry

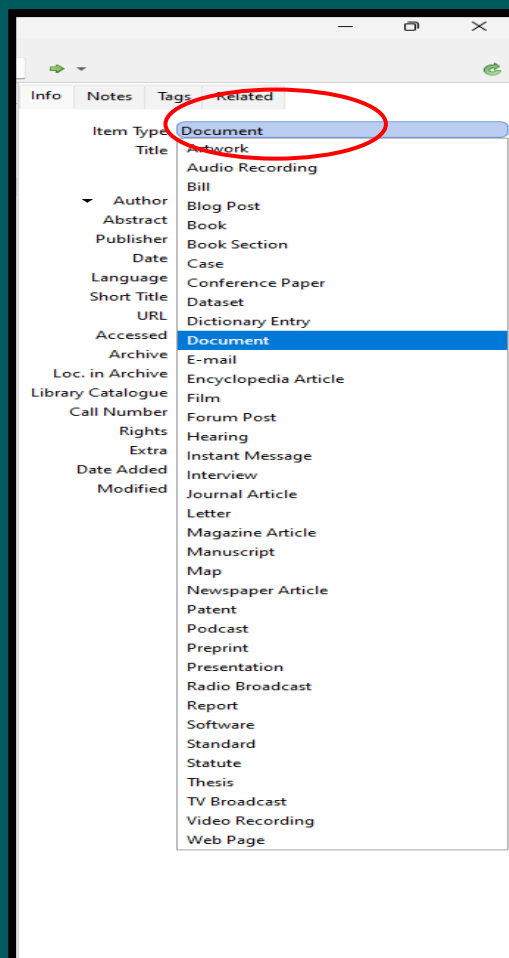


3. The 'Item Type' might save as a webpage or report or document. It also provides you with fields you can click into and add the metadata.

You can pick whatever 'Item type' you want simply by clicking in the item type field and selecting from the large selection of different document types.



Manual Entry



Changing document type