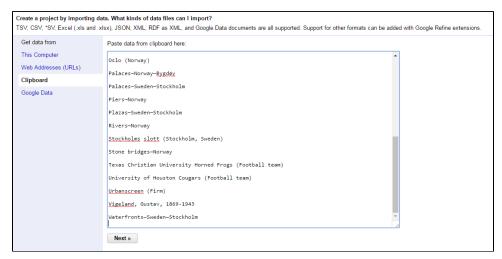
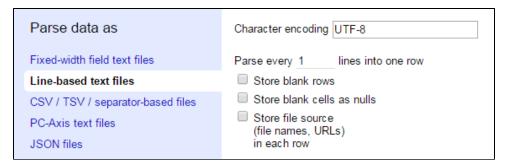
Updating the Historical Images RDF Thesaurus file

- 1. The updating process begins when the Metadata/Copy Cataloging Unit Team Lead sends a list of terms (usually as a Word document) newly added to the local Historical Images thesaurus spreadsheet.
- 2. Start OpenRefine and navigate to Create Project > Clipboard. Paste in the new terms. Click Next.

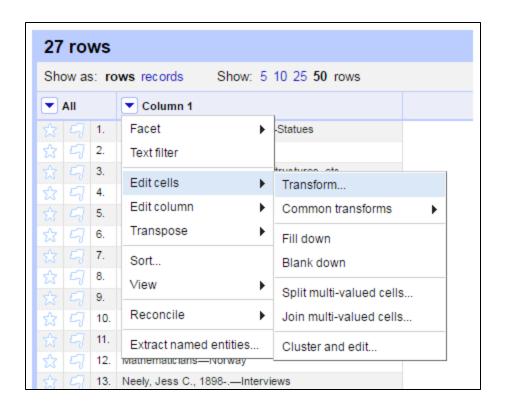


3. Use the below parameters and click Create Project.

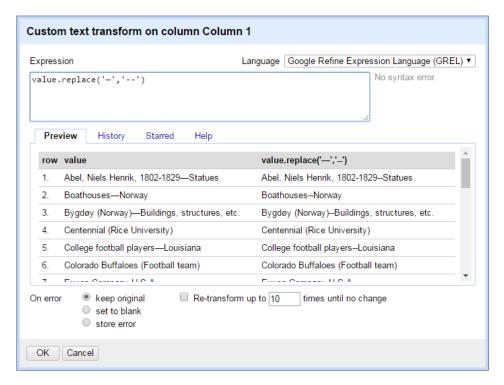


4. Microsoft Word routinely changes double-dashes (-) into the longer emdash (--). These need to be replaced with the correct double-dashes.

This change can be accomplished by navigating to **Edit Cells > Transform**:

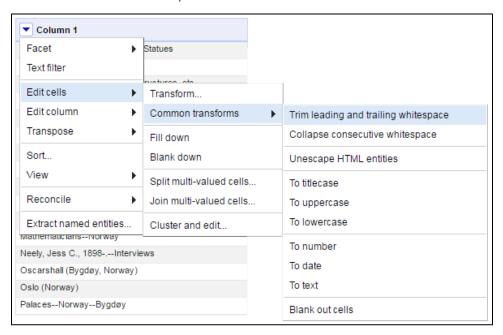


In the Transform window, using the following expression: value.replace('-','--')

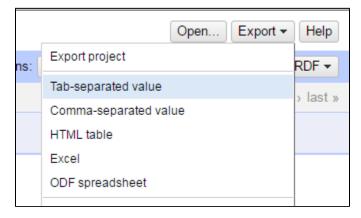


Click okay. All emdashes should now be replaced.

5. Return to Edit Cells to trim the whitespace in the new terms:



6. Export your reconciled data to a new TSV file using the Export button at the top right hand part of the screen:



- 7. Open the Excel spreadsheet that generates RDF entities you will find it on the Projects server at: \\Projects\AuthorityWork\RDF\HI\\HI-Thesaurus-Updated.xlsx
- 8. Load your new terms from the TSV file into the spreadsheet in column A.
- 9. The FORMULAS tab contains pre-written Excel FORMULAS to help you generate the RDF elements.

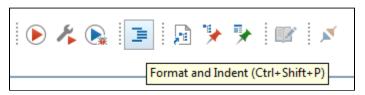
NOTE: this is not real-world linked data. The formulas concoct bunk URIs which are necessary for the RDF to function.

- a. Increment the URI number (column B)
- b. Generate URI (column C)
- c. Compile SKOS (column G) generates RDF XML elements from columns A & C.
- 10. Next, you will add the SKOS RDF XML elements generated in Column G. To start, open the the RDF file which can be found at \\Projects\AuthorityWork\RDF\HI\\HI\.rdf using Oxygen XML editor.

Copy the new terms and paste them in the RDF file just before the STATUS declaration at the end of the file. The pasted-in entities will look different than the ones that already exist:

```
t="http://sandbox.metadataregistry.org/uri/TV/5722
                                                       <skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV"/>
24652
                                                       <reg:status rdf:resource="http://metadataregistry.org/uri/RegStatus/1001"</pre>
24653
                                                       <skos:prefLabel xml:lang="en">University of Texas at Austin--Track and field</skos:prefLabel>
                                       </skos:Concept>
24654
24655
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5723" xml:lang=</pre>
24656
                                                     <skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV"/>
<reg:status rdf:resource="http://metadataregistry.org/uri/RegStatus/1001"/</pre>
24658
                                                       <skos:prefLabel xml:lang="en">William M. Rice Institute--Caricatures and cartoons</skos:prefLabel>
24659
                                       </skos:Concept>
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5724" xml:lang="en"><skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5724" xml:lang="en"</pre>
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5725" xml:lang="en"><skos:inScheme rdf:resource=</pre>
24662
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                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5727" xml:lang="en"><skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5727" xml:lang="en"></skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5727" xml:lang="en"></skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5727" xml:lang="en"></skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5727" xml:lang="en"></skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5727" xml:lang="http://sandbox.metadataregistry.org/uri/TV/5727" 
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5728" xml:lang="en"><skos:inScheme
<skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5729" xml:lang="en"><skos:inScheme</pre>
24664
24666
                                       <skos:Concept rdf:about="http://sandbox.metadataregistrv.org/uri/TV/5730" xml:lang="en"><skos:inScheme rdf:resour</pre>
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                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5731" xml:lang="en"><skos:inScheme</pre>
24668
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5732" xml:lang="en"><skos:inScheme</pre>
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                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5734" xml:lang="en"><skos:inScheme rdf:resour</pre>
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                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5735" xml:lang="en"><skos:inScheme</pre>
24672
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                                                                                                                                  "http://sandbox.metadataregistry.org/uri/TV/5737" xml:lang="en"><skos:inScheme
                                       <skos:Concept rdf:about=
24674
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                                       <skos:Concept rdf:about=</pre>
                                                                                                                                  "http://sandbox.metadataregistry.org/uri/TV/5739" xml:lang="en">>skos:inScheme
24676
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5740" xml:lang="en"><skos:inScheme rdf:resour</pre>
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24877
                                                                                                                                 ="http://sandbox.metadataregistry.org/uri/TV/5741" xml:lang="en"><skos:inScheme
                                       <skos:Concept rdf:about=</pre>
24678
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                                       <skos:Concept rdf:about=</pre>
                                                                                                                                  "http://sandbox.metadataregistry.org/uri/TV/5743" xml:lang="en">skos:inScheme
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5744" xml:lang="en"><skos:inScheme rdf:resour</pre>
                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           ="htt
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5745" xml:lang="en"><skos:inScheme</pre>
24681
24682
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24683
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24684
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5748" xml:lang="en"><skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5748" xml:lang="en"</pre>
                                       <skos:Concept rdf:about="http://sandbox.metadataregistry.org/uri/TV/5749" xml:lang="en"><skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5749" xml:lang="en"></skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5749" xml:lang="en"></skos:inScheme rdf:resource="http://sandbox.metadataregistry.org/uri/TV/5749" xml:lang="http://sandbox.metadataregistry.org/uri/TV/5749" xml:lang="http://sandbox.metadataregistry.
24686
                                       <!-- Status properties used in this document --> <skos:Concept rdf:about="http://metadataregistry.org/uri/RegStatus/1001">
24687
24688
                                                     <skos:prefLabel xml:lang="en">Published</skos:prefLabel>
                                       </skos:Concept>
                          </rdf:RDF>
```

To fix this, click on the Format and Indent button in the toolbar:



- 11. Your code should be indented and beautiful. Save the RDF file.
- 12. Finish by emailing the Metadata/Copy Cataloging Unit Team Lead to say the RDF file is updated.