

# ONIXEDIT Cloud

## Table of contents

---

Introduction .....	3
Main title list .....	3
Presentation .....	3
Searching titles .....	5
Selecting titles .....	8
Applying actions to titles .....	11
Activating ONIX 3.0 .....	13
Metadata Entry .....	14
Insert or edit a title with the Entry Form .....	14
Title validation .....	18
Entry Form Controls .....	20
Supply Detail tab .....	23
How to .....	23
Define default values .....	23
Get and transmit my ONIX file .....	25
Make a backup of my metadata .....	30
Define multiple suppliers and prices .....	30
Define cover images .....	31
Duplicate a title .....	35
Add or modify titles from an external source .....	36

## Introduction

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## Welcome to ONIXEDIT Cloud ©

[ONIXEDIT Cloud](#) is a Web application that allows you to manage your ONIX metadata directly from your Internet browser. It's powered by our most advanced ONIX solution: ONIXEDIT Server Edition. It's cross-browser compatible and also works on any platform. There's no software to install and it allows you to access your books and ebooks metadata from anywhere without any contract.



## Main title list

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- [Presentation](#)
- [Searching Titles](#)
- [Selecting Titles](#)
- [Applying actions to titles](#)
- [Activating ONIX 3.0](#)

### Presentation

The Main Title List is your entry point to ONIXEDIT Cloud. Using it, you can

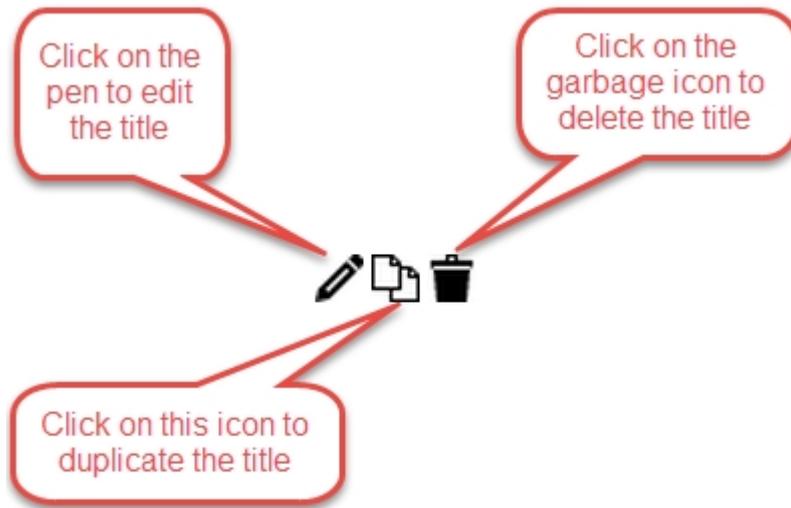
- Select an ONIX metadata catalogue to work with;
- Import/Export your books and ebooks metadata;
- Upload or Download your ONIX file;
- Search for specific titles;
- Modify or Create new ONIX titles.

Here is what the main title list looks like:

The screenshot shows the ONIXEDIT Server Edition interface. At the top left is the logo (1). Below it is a 'CATALOGUE:' dropdown menu (2) set to 'ONIXEDIT'. To the right is an 'ACTIONS' dropdown menu (4). Below the catalogue menu is a 'Search by Title' textbox (3) with a search icon. To the right is an 'Advanced Search' button (5) with a search icon. Below these is a 'Title Index Control' (6) with letters A-Z and 'All'. Below the index is a 'Clear selection' link (8). The main area is a table (7) with a '+ New Title' button (9) in the header. The table has columns for ISBN, Title (10), ISBN 13/EAN, Product form, Author, and ONIX. Each row has a 'Title Selection Control' (checkbox) and individual title controls (pen, double-sheet, and trash icons) (11).

	+ New Title	ISBN	Title	ISBN 13/EAN	Product form	Author	ONIX	
<input type="checkbox"/>		1894110919	101 Time Smart Solutions for Teachers	1894110919	9781894110914	BC	Thea Morris	
<input type="checkbox"/>		189411034X	A Day with Loved : A Family in Zimbabwe	189411034X	9781894110341	BC	Helene Tremblay	
<input type="checkbox"/>		9781553792260	A Feast of Rhyme, Rhythm, and Song : Developing Phonemic Awareness through Music	1553792262	9781553792260	BC	Carol McCormick Nancy Cecil	
<input type="checkbox"/>		1894110307	A New Life in an Old Village : A Family in Portugal	1894110307	9781894110303	BC	Helene Tremblay	

1. The **ONIXEDIT Server Edition** or **ONIXEDIT Cloud** logo: Click on this logo anytime to get back to the main title list.
2. **Catalogue** drop-down list: If you have more than one ONIX metadata repository, use this drop-down list to select the catalogue you want to show in title list. A catalogue is like a distinct ONIX file and each one may contain one or several ONIX titles. For example, if you have chosen to maintain distinct ONIX 2.1 and ONIX 3.0 metadata, you will then have one catalogue for each standard. You may have more if you are using ONIXEDIT Server Edition.
3. **Search by title** textbox: If you want an easy and fast way to search books by their title, you should use this control. Just type the sequence of characters you are searching for and press "Enter". ONIXEDIT Cloud main list will then show you the corresponding books having the sequence of characters anywhere in their title.
4. **Action** combo box: This is a list of actions you can take on your ONIX titles (selected titles or complete list). For more information on the **Action** combo box, see the [Applying actions to titles](#) subtopic.
5. **Advanced Search**: If you need to search by more specific criteria, click on this button to show the advanced search panel. For more information on the **Advanced Search tool**, see the [Searching titles](#) subtopic.
6. **Title Index Control**: Click on any letter in this index to see the books with a **Title** that begins with this letter in the list. The **@** index option allows you to see the titles that begin with a number or a punctuation character. Click on the **All** index option to get back to the full title list of the catalogue.
7. **Title Selection Control**: This control allows you to select one or more titles prior to applying an action from the **Actions** combo box. Using the **Title Selection Control** in the header of the list, you will select all the titles shown in the current page (10 titles per page). You can also select each title individually by clicking on the **Title Selection Control** at the left of each title.  
**Important tips #1**: If you want to apply an action to all of your catalogue's titles, don't select any (or clear the selection using control #8) and apply the action you want. ONIXEDIT will then ask you if you want to apply the action to all of your titles.  
**Important tips #2**: Your selection will remain as it is until you change your current catalogue or you log off.
8. **Clear selection** link: Click on this link to reset the selection so no more titles will be selected (also clears selection on all pages of the list).
9. **New Title** button: Click on this button to add a new ONIX title in your current catalogue.
10. **Main Title List Headers**: Click on any column's header to sort by that column. A first click will sort ascending, a second will sort descending.
11. **Individual title controls**: The second column of the main title list provides individual title controls. Use the pen (or double-click the title) to edit the corresponding title. Use the double sheet icon to create a copy of the title and go to the [Edit title](#) form to fill in required new values. Use the garbage icon to delete the corresponding title from the current catalogue.



The last column of the Main List indicates if the corresponding titles comply with the ONIX standard. Titles having a green check mark are compliant while those presenting a red X are not:

<input type="checkbox"/>	<b>+ New Title</b>	Ref	Title	↑ ISBN	ISBN 13/EAN	Product form	Author	ONIX
<input type="checkbox"/>		9780099436690	H Jones VC : The Life and Death of an Unusual Hero	0099436698	9780099436690	BC	John Wilsey	✓
<input type="checkbox"/>		9780449140833	H M S ULYSSES	0449140830	9780449140833	BC	Alistair Maclean	✗
<input type="checkbox"/>		9780449129296	H.M.S. Ulysses	0449129292	9780449129296	BC	Alistair Maclean	✓
<input type="checkbox"/>		9780449125823	H.M.S. ULYSSES	0449125823	9780449125823	BC	Alistair Maclean	✗
<input type="checkbox"/>		9780739358115	H.R.H.	0739358111	9780739358115	AC	Danielle Steel	✓

## Searching titles

The advanced search tool will allow you to do a more specific search through your titles. With this tool, you will be able to search by:

- Record Reference
- ISBN13 / EAN
- ISBN
- Title
- Author
- Subject
- Availability
- Sale date
- Product form

Here is what the advanced search panel looks like:

By default, ONIXEDIT suggest you to search by **Text and Key fields**. In that case, you have only one possible operator which is **Contains**. By selecting Text and Key fields, you will be able to search in all your ONIX metadata for particular words providing you an handy "Full Text" search capability. You must enter a complete word or use the wild-card character "\*". As an example, the following will search in all your metadata for the exact word "Electric":

If you add "\*" after "Electric", you will search for titles having words beginning by Electric in all your metadata:

You can define multiple search criteria by combining each with operator AND or OR. To add a criterion, just click on the "Add a criterion" button of the Advanced Search tool:

Then, you will have to select which logical operator you want to apply between all your search criteria (AND by default):

Next, choose the ONIX field you want to search:

Search in

- Text and Key fields
- Record Reference
- ISBN10
- ISBN13 / EAN
- Title
- Author
- Subject

Then, select the search operator:

Search in

- Begins with
- Does not begin with
- Contains
- Does not contain
- Equals to
- Is not equal to
- Is Null

And finally, enter a value:

Search in

You can combine as many search criteria as you want. Depending on which ONIX field you choose, the search operator dropdown list and the value text box may vary. As an example, if you choose to search by Audience, the search operator will be set automatically to "Equals to" because you will be allowed to select only a predefined value corresponding to the ONIXAudience list:

Search in

- 01 - General/trade
- 02 - Children/juvenile
- 03 - Young adult
- 04 - Primary and secondary/elementary and high school
- 05 - College/higher education
- 06 - Professional and scholarly
- 07 - ELT/ESL

Also, date fields allow you to make particular searches:

Search in

Within  
 Between

Using **Between** operator, you can search for titles published between a range of dates. You can also define only a "From" or a "To" date. As an example, the following will find all titles with a publication date starting from January 1st, 2013:

Search in

You can also use the **Within** operator if you want to find a title published within a specific number of days. That is, if you precise 30 days, ONIXEDIT will present all your titles with a publication date less than or greater than 30 days from today.

## Selecting titles

When you need to work on a specific title or even apply actions such as "Delete selected titles" or "Export selected titles to ONIX 2.1" (see [Applying actions to titles](#)), you may create ad hoc selection of titles.

To do so, you must use the check boxes in the first column of the main list:



CATALOGUE:

ONIXEDIT ▼

ACTIONS

▼

A

@ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

[Clear selection](#) [Show selected titles \(14\)](#)

<input type="checkbox"/>	+ New Title	Ref	Title	↑ ISBN	ISBN 13/EAN
<input type="checkbox"/>		1894110919	101 Time Smart Solutions for Teachers	1894110919	9781894110914
<input checked="" type="checkbox"/>		189411034X	A Day with Loved : A Family in Zimbabwe	1894110080	9781894110082
<input checked="" type="checkbox"/>		9781553792260	A Feast of Rhyme, Rhythm, and Song : Developing Phonemic Awareness through Music	1553792262	9781553792260
<input checked="" type="checkbox"/>		1894110307	A New Life in an Old Village : A Family in Portugal	1894110307	9781894110303

Using your mouse pointer, simply click on the check boxes corresponding to the titles you want to select. Each check box is a toggle. That is, a first click select the title, a second deselect it.

You can also use the check box in the header of the first column:



onixEDIT  
Server Edition

CATALOGUE: ONIXEDIT

ACTIONS

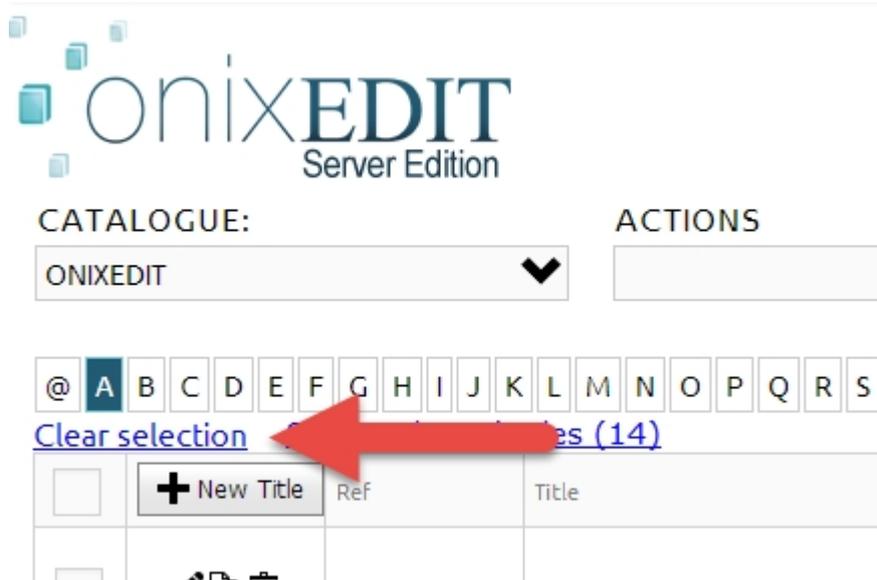
A B C D E F G H I J K L M N O P Q R S

[Clear selection](#) [Show selected titles \(14\)](#)

<input type="checkbox"/>	+ New Title	Ref	Title
<input type="checkbox"/>			

In that case, ONIXEDIT will select all titles in your current page. Consequently, if you have 3 pages and want to select all the titles in those pages, you will have to check that header checkbox 3 times (one for each page).

The titles remain selected as long as you stay connected in the same catalogue or until you click on Clear Selection:



onixEDIT  
Server Edition

CATALOGUE: ONIXEDIT

ACTIONS

@ A B C D E F G H I J K L M N O P Q R S

[Clear selection](#) [Show selected titles \(14\)](#)

<input type="checkbox"/>	+ New Title	Ref	Title
<input type="checkbox"/>			

You can thus make different searches or use the title index and select different titles each time. ONIXEDIT will keep your complete selection active.

As soon as a title is selected, you will see the link "Show selected titles" with the total number of currently selected titles:

onixEDIT  
Server Edition

CATALOGUE: ONIXEDIT

ACTIONS

@ A B C D E F G H I J K L M N O P Q R S

[Clear selection](#) [Show selected titles \(14\)](#)

	+ New Title	Ref	Title

If you click on that link, ONIXEDIT will show only the titles you selected in the Main List.

## Applying actions to titles

The **Actions** drop down list allows you to take specific action on the current list, current catalogue or selected titles. Here are the actions you will find in the drop down list and their purpose:

ACTIONS

- Download the Excel template
- Import metadata from Excel template
- Import an ONIX file
- Import images
- Export selected titles to ONIX 2.1
- Export selected titles to ONIX 3.0
- Export selected titles to Excel
- Delete selected titles
- Edit default values
- Generate report

### Download the Excel template

This action allows you to download a pre-built Excel template in which you can put your title metadata in some specific columns and then import it to ONIXEDIT Cloud. The template contains 100 preformatted lines with all the required ONIX lists already defined. The first line is a complete eBook sample. If you need more lines, you can copy the first one and paste it to the extra lines needed.

The screenshot shows the Excel interface for 'SimplifiedForm.xlsx'. The ribbon includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, and LOAD TEST. The HOME ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Styles. The formula bar shows 'AG2' and the formula '=A01-By (author)'. The spreadsheet grid shows columns AF, AG, AH, and AI, and rows 1 through 10. Cell AG2 is selected, and a dropdown menu is open, displaying a list of contributor roles: 'A01-By (author)', 'A02-With', 'A03-Screenplay by', 'A04-Libretto by', 'A05-Lyrics by', 'A06-By (composer)', 'A07-By (artist)', and 'A08-By (photographer)'. A red callout bubble with a white background and red border points to the dropdown list, containing the text 'ONIX list values available when applicable'.

Ideal for those who want to convert their current metadata from Excel to ONIX.

If the Excel template does not correspond to your specific needs, we can modify it following your specifications. [Contact us](#) for a quote.

#### Import metadata from Excel template

Use this action to upload the Excel template downloaded from ONIXEDIT Cloud that you filled with your title information. The maximum file size allowed is 20 MB.

#### Import an ONIX file

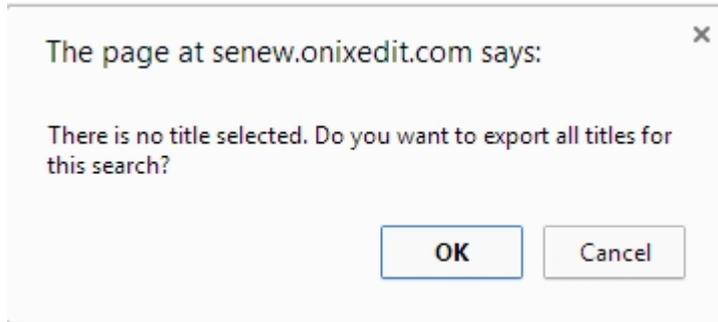
Use this action to upload a valid ONIX 2.1 file (into an ONIX 2.1 or ONIX 3.0 catalogue) or an ONIX 3.0 file (into an ONIX 3.0 catalogue) created with ONIXEDIT or any other software or tool. We accept ONIX files having extension .xml or .onix. The maximum file size allowed is 20 MB.

#### Import images

This action allows you to upload one or multiple images and associate those images to your ONIXEDIT Cloud titles. You can upload an archive file (.zip or .gz) containing images of existing titles in your catalogue. The image name must match the ISBN, ISBN13/EAN or Record Reference of the corresponding title for the image to be imported and associated with a title. The maximum archive file size is 20 MB and the supported image types are GIF, JPEG, JPG, PNG and TIFF.

#### Export selected titles to ONIX 2.1

Use this action to download [selected titles](#), your last search result or your complete metadata catalogue to an ONIX 2.1 file. If some titles are selected, this will download the ONIX file corresponding to those titles. If no titles are selected, you will be asked if you want to export all titles found from your latest search:



### Export selected titles to ONIX 3.0

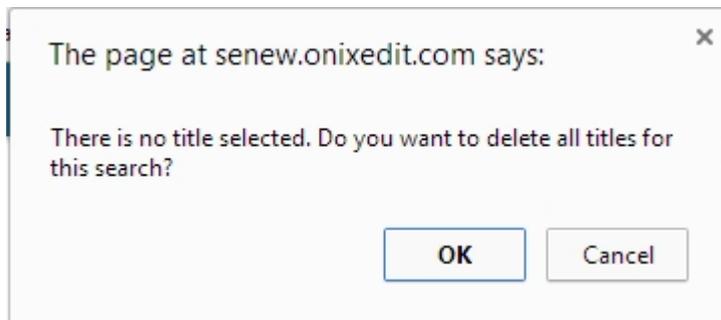
Same as "Export selected titles to ONIX 2.1" action. Of course, from an ONIX 2.1 catalogue, you can create ONIX 2.1 files but also, ONIX 3.0 with the help of our automatic conversion tool. You have nothing particular to do except to be sure your ONIX titles are all valid.

### Export selected titles to Excel

Use this action to download [selected titles](#), your last search result or your complete metadata catalogue to an Excel file. If some titles are selected, this will download the ONIX file corresponding to those titles. If no titles are selected, you will be asked if you want to export all titles found from your latest search.

### Delete selected titles

Use this action to delete all [selected titles](#). A confirmation dialog will appear to confirm how many titles will be deleted if you confirm the deletion. If there is no title selected, ONIXEDIT will ask you if you want to delete all titles currently displayed in the main list - that is, all titles from your latest search. As an example, if you clicked on letter C of the title index, and did not select any title, applying action "Delete selected titles" will delete all titles beginning by letter C if you then click OK in the following window:

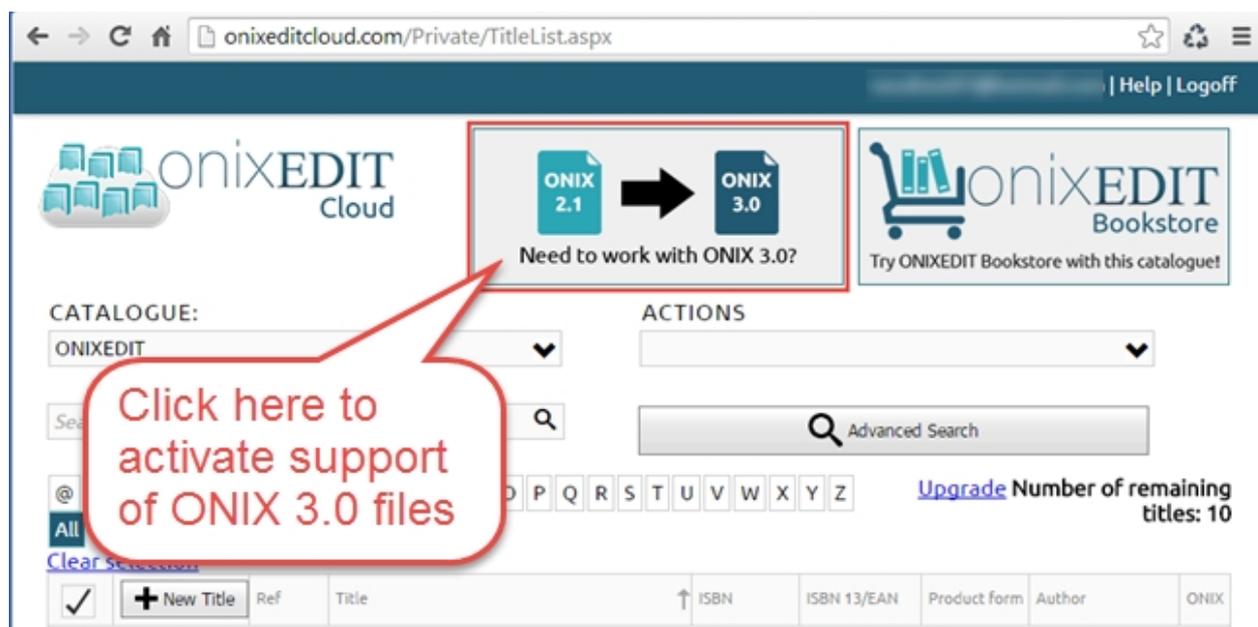


### Edit default values

By choosing this action, you will be redirected to the [Insert/Edit Form](#) where you will be able to set the default values for your new titles. After saving them, any new title you create will have these values filled in automatically. Please, consult section [Define default values](#) for more details.

## Activating ONIX 3.0

When you register to ONIXEDIT Cloud, you get one ONIX 2.1 catalogue by default. If you need to provide ONIX 3.0 files to your trading partners or if you need to load ONIX 3.0 files in your ONIXEDIT Cloud account, you will have to activate support to ONIX 3.0 first by clicking on the corresponding button at top of the main list:



By clicking this button, ONIXEDIT Cloud will present you 3 possible options:

- **Produce ONIX 3.0 from your ONIX 2.1 catalogue using our automatic converter:** This is the easiest solution. You will have only one catalogue of metadata to maintain. We will activate some additional validations that will ensure your ONIX 2.1 titles are compliant with ONIX 3.0 requirements. A new action will be added to the Action menu "Export Selected Titles to ONIX 3.0". This option won't allow you to import ONIX 3.0 files.
- **Change your current ONIX 2.1 catalogue to ONIX 3.0 and automatically convert its content to ONIX 3.0:** With this option, you will still have only one catalogue of metadata but it will be an ONIX 3.0 catalogue. You will also be able to import ONIX 2.1 and ONIX 3.0 files. ONIX 2.1 files will be automatically converted to the ONIX 3.0 standard. **WARNING:** If you choose this option, you will be able to produce ONIX 3.0 files only and you can't go back to ONIX 2.1 anymore!
- **Create a new ONIX 3.0 catalogue:** You will keep your current ONIX 2.1 catalogue and you will have access to a new ONIX 3.0 catalogue too. Your allowed titles from your subscription will be shared between both catalogues. This means that if you are allowed up to 100 titles and you currently have 80 titles in your ONIX 2.1 catalogue, you will need to upgrade your subscription if you want the same titles in both catalogues. If you need to produce a title in both ONIX formats, it is important to know that you will have to maintain 2 distinct copies of that title: one in each catalogue separately. However, your ONIX 3.0 catalogue will be able to import ONIX 2.1 and ONIX 3.0 files. It is not the case for your ONIX 2.1 catalogue that can import ONIX 2.1 files only.

**It is also important to know that you can choose between these 3 possible options only once and you can't reverse your choice.**

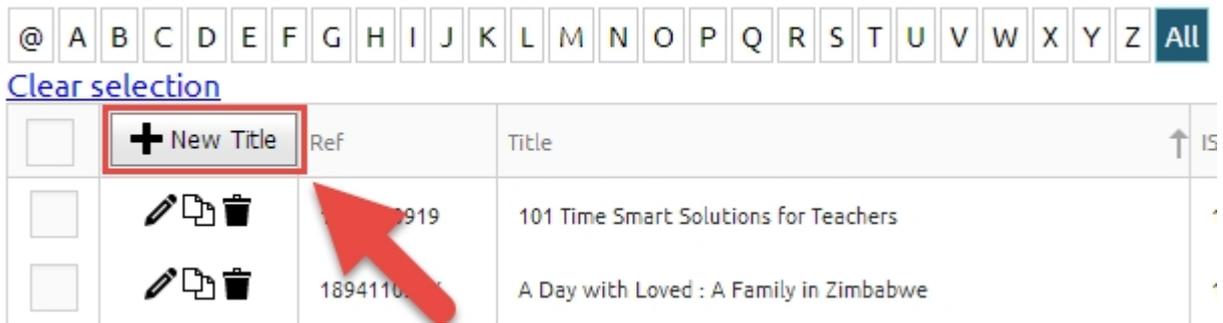
## Metadata Entry

- [Insert or edit a title with the Entry Form](#)
- [Title validation](#)
- [Entry Form Controls](#)
- [Supply Detail tab](#)

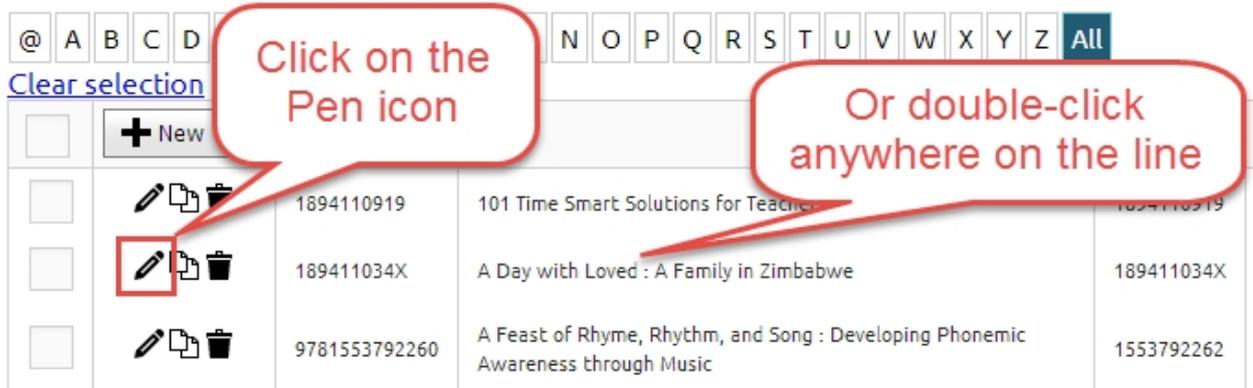
## Insert or edit a title with the Entry Form

To edit or insert a title, you will have to use the user-friendly ONIXEDIT Cloud Entry Form. To do so, you can

create a new title by clicking on the New Title button in the Main List:



Or you can double-click an existing title or click on its Pen icon to edit the corresponding title:



You can also make a copy of an existing title by using the duplicate icon:



Whatever action you take, you will then get access to the ONIXEDIT Cloud Entry Form:

The following sections are identified from 1 to 5 in the above screen capture:

1. At the top, you will find the toolbar:

This icon toggles visibility of the ONIX sections panel (2)

Saves modifications, creates a new title and stays in the Entry Form

Validates current title and identifies errors

This icon saves modifications to the current title and brings you back to the Main List

Formats: BISG

server\_demo@onixedit.com | Help | Logoff

Validates current title and identifies errors

If you have access to different validation formats, this menu allows you to choose the one to apply to the current title. If this menu is not shown, the default validation is ONIX

Cancel modifications to the current title and gets back to the Main List

2. At the left side, you will find the ONIX sections panel:



You can go directly to a specific section by clicking on it. If a section has a validation error, it will be displayed with a red background. The last section named "Error Summary" will present you a list of all validation errors in your current title. For more information about validation, see the [Title validation](#) subtopic.

- Under the toolbar, you will find persistent information such as the cover image and title that will appear no matter what ONIX section is selected.

The screenshot shows the ONIXEDIT Server Edition interface. On the left, there is a toolbar with a cover image of a book titled "onixEDIT User manual". Below the cover image are two buttons: "Upload a cover image" and "Clear cover image". To the right of the toolbar, there are several metadata fields:

- ISBN 13:** 9781556228568
- RECORD REFERENCE:** 1
- TITLE PREFIX:** (empty field)
- TITLE WITHOUT PREFIX:** (empty field)
- TITLE:** ONIXEDIT Cloud

- Directly under the title, you will find the current ONIX section with the metadata fields that you

can define. If the section contains validation errors, you will easily spot them as the erroneous fields are framed in red. You can also get detailed error message by placing your cursor over each erroneous field:

## Imprint

NAME CODE TYPE:

NAME CODE VALUE:

NAME:

This is a required field.

Place your cursor here to see the error message under the textbox.

5. At the bottom, you will find arrows to browse to the previous or next ONIX section:



## Title validation

If your current title is compliant with the ONIX standard, you will see this message in the top right section of the title metadata entry from:

**This title is valid** ✓

If your current title contains any errors, the ONIX sections panel will indicate which sections are erroneous and an "Error Summary" section will be displayed at the bottom of the panel with details about each error:

Entry Form

Format: BISG

server\_demo@onixedit.com | Help

onixEDIT Server Edition

ISBN 13:  
9781894110082

RECORD REFERENCE:  
189411034X

TITLE PREFIX: TITLE WITHOUT PREFIX:

TITLE:  
A Day with Loved

Cover image is required.

Upload a cover image

### Error Summary

- Cover image is required.
- ExclusiveRights: This is a required field.
- NumberOfPages: This is a required field.
- KeyNames (Row 2): This is a required field.  
Row 2: PersonNameInverted value must include a comma.  
Row 2: You can't have a person and a corporation in a Contributor.
- MainDescription: You must add at least one Text record.
- BISACSubject: This is a required field.

Any erroneous field in the current title will be framed in red. You can put your cursor over the incorrect field to show a tooltip specifying the reason of the error. This is an example with the ISBN13 that is a required field:

ISBN 13:

This is a required field.

After correcting the missing or invalid values, you must click on the "Validate" icon of the toolbar to pass your title through our validation engine to see if your title is now ok.



## Entry Form Controls

As for any web form, ONIXEDIT Cloud provides many different controls that you will have to use. Here is a brief description of important things you should know about them:

- **Textbox:** These are the most common data entry controls included in ONIXEDIT Cloud Entry Form. They are very simple to use as shown in the following picture:

The screenshot shows a form with the following fields and callouts:

- ISBN 13:** A text box containing "9781556228568". A callout bubble says: "Edit the content of a textbox simply by clicking on it".
- RECORD REFERENCE:** A text box containing "1".
- TITLE PREFIX:** A text box containing "The".
- TITLE WITHOUT PREFIX:** A text box containing "Title". A callout bubble says: "Pressing TAB after editing a field will move focus and edit the next one.".
- TITLE:** A text box containing "The Title".

Red arrows indicate the flow of focus from the ISBN field to the Record Reference field, then to the Title Prefix field, then to the Title Without Prefix field, and finally to the Title field.

- **Drop Down List:** You will find many Drop Down lists in the Entry Form. You can simply click on it as for any regular textbox and enter some letters composing the value you are searching for or use the up and down arrows to select the desired value and press Enter:

The screenshot shows a dropdown menu for the field "LANGUAGE OF TEXT". The current selection is "eng". The dropdown list contains the following options:

- eng
- ang - English, Old (ca. 450-1100)
- ben - Bengali
- cpe - Creoles and pidgins, English-based
- eng - English
- enm - English, Middle (1100-1500)

Red callouts explain the usage:

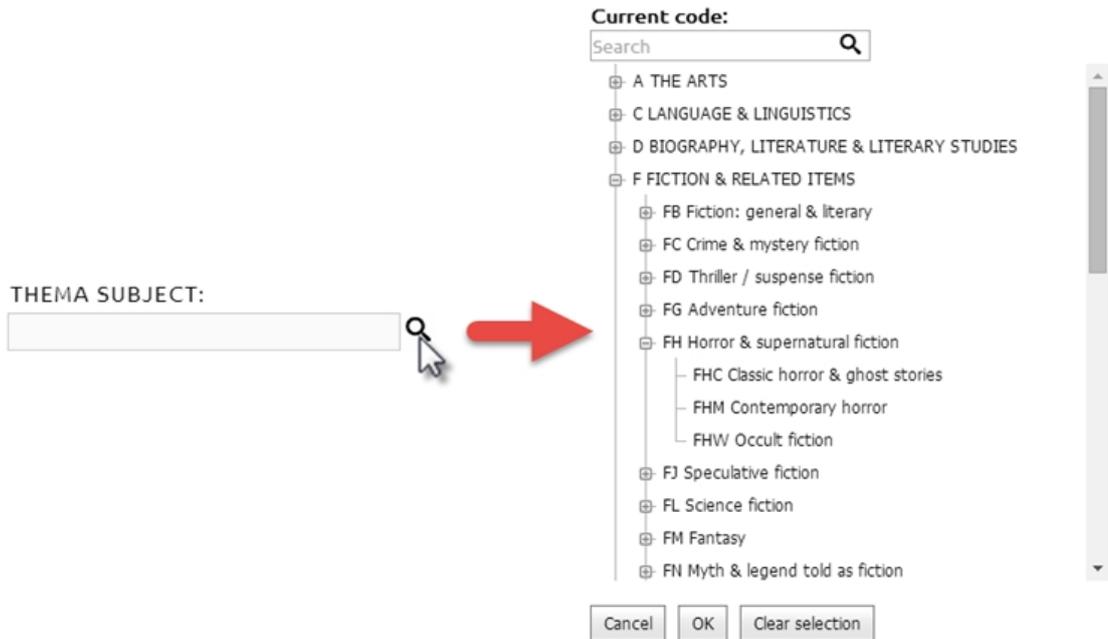
- "Edit the dropdown like a textbox and type the value you are searching for" (pointing to the search input).
- "Use the down arrow on your keyboard to move to the value you want and press ENTER." (pointing to the dropdown arrow).

To clear content of a Drop Down list, just edit it and delete the value.

- **Special Selector:** Some textboxes will show special icons at right. When you click on those icons, a special selector will pop up, like the Countries selector:



Or the Thema Subjects selector:



- **HTML Editor:** ONIXEDIT Cloud allows you to define many different kinds of descriptive text to support your marketing efforts. You can simply enter unformatted text directly in the corresponding textbox:

## Text

<b>MAIN DESCRIPTION:</b> <input type="button" value="HTML"/> The runaway international bestseller by "the must-read author of summer" (Ottawa Citizen)  Orphaned and penniless at the height of the Depression, Jacob Jankowski escapes everything he	<b>TABLE OF CONTENT:</b> <input type="button" value="HTML"/> <div style="border: 1px solid red; border-radius: 15px; padding: 5px; display: inline-block; color: red; font-weight: bold;">Type your text directly here</div>	<b>BACK COVER COPY:</b> <input type="button" value="HTML"/>
<b>BIOGRAPHICAL NOTE:</b> <input type="button" value="HTML"/>	<b>EXCERPT FROM BOOK:</b> <input type="button" value="HTML"/>	<b>REVIEW QUOTE:</b> <input type="button" value="HTML"/>

Or use the Rich Text box editor to create HTML formatted text:

**MAIN DESCRIPTION:**

```

<p><strong>The runaway international bestseller by "the must-read author of summer" (<em>Ottawa Citizen</em>) </strong></p>
<p>Orphaned and penniless at the
  
```

The rich text editor window shows the following content:

**The runaway international bestseller by "the must-read author of summer" (*Ottawa Citizen*)**

Orphaned and penniless at the height of the Depression, Jacob Jankowski escapes everything he knows by jumping on a passing train—and inadvertently runs away with the circus. So begins *Water for Elephants*, Sara Gruen's darkly beautiful tale about the characters who inhabit the less-than-greatest show on earth.

Jacob finds a place tending the circus animals, including a seemingly untrainable elephant named Rosie. He also comes to know Marlena, the star of the equestrian act—and wife of August, a charismatic but cruel animal trainer. Caught between his love for Marlena and his need to belong in the crazy family of travelling performers, Jacob is freed only by a murderous secret that will bring the big top down.

Buttons: Cancel, OK

- **Included List:** You will also find different included lists allowing you to define one or more sub-records associated with an ONIX title. As an example, the following list allows you to define one or many contributors:

**Contributor**

Click on the New button to add a new record in the list

+ New	First name (bef. key)	Name (clé)	Person name	Person name inv.	Corporate	Role	Country
 	Raoul	Guénette	Raoul Guénette	Guénette, Raoul		A01 - De (auteur)	
 	Maxime	Ménard	Maxime Ménard	Ménard, Maxime		A01 - De (auteur)	
 	Danny					A01 - De (auteur)	

Delete a record with the garbage bin icon

Edit the record with the pen icon.

## Supply Detail tab

The Supply Detail section is quite special compared to other sections of the Entry Form. Indeed, you can here define one to many Suppliers and each one may have a series of distinct prices for a single book. In order to keep the interface as simple as possible, you can work on a single Supplier at a time. Please refer to section [Define multiple suppliers and prices](#) for more details.

## How to

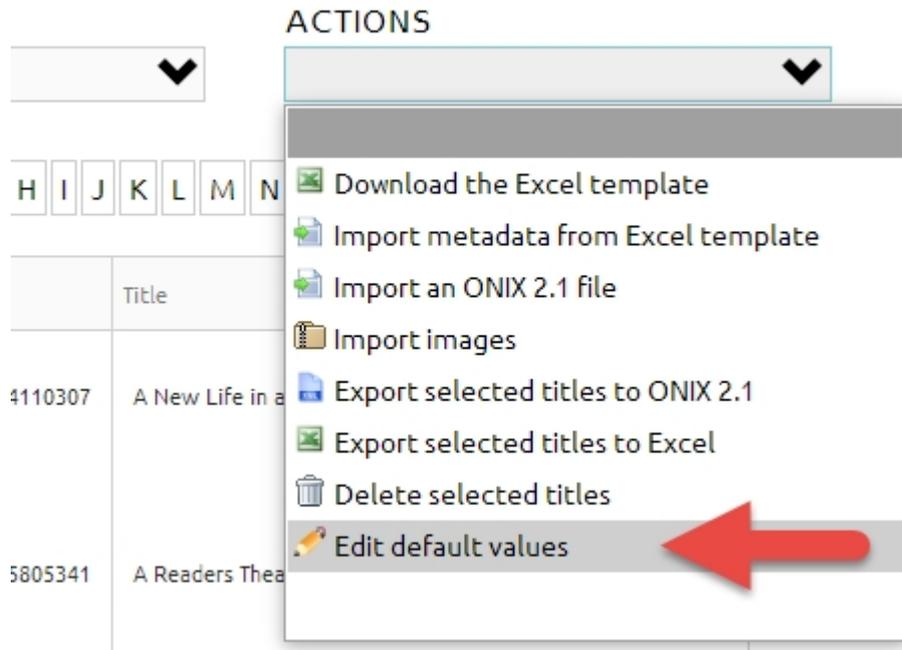
---

- [Define default values](#)
- [Get and transmit my ONIX file](#)
- [Make a backup of my metadata](#)
- [Define multiple suppliers and prices](#)
- [Define cover images](#)
- [Duplicate a title](#)
- [Add or modify titles from an external source](#)

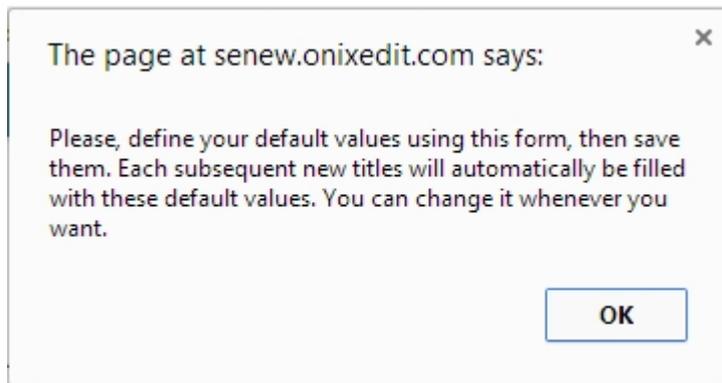
### Define default values

You can define default values that will be automatically added to your new ONIX metadata titles. To do so, follow these easy steps:

- 1- From the [Actions menu](#) of the Main List, select "Edit default values":



2- ONIXEDIT Cloud will open the [Entry Form](#) and will show you this message:



3- Close the message by clicking the OK button. You will then have access to the Entry Form. All the values that you define in this default values window will be added automatically when you create new titles.

4- When done, just click on the Save icon to get back to the Main List.



You can take advantage of this function to input values specific to your business which will then be repeated from one title to another. You can also define records of [included lists](#) such as prices which you want to be added automatically by ONIXEDIT. You then just make changes specific to each title when you create it. Also, you can modify your default values anytime.

## Get and transmit my ONIX file

Keeping your ONIX metadata in ONIXEDIT Cloud to be able to manage it from anywhere is a good idea. But there comes a time when you need to transmit those metadata to your trading partners. To do so, you must produce an ONIX file. ONIXEDIT Cloud makes this very easy to do.

### Create an ONIX file with all of your titles:

If you want to have a **backup copy** of all your precious metadata or need to send your complete collection of titles to your trading partners, follow these steps:

1- From the Main List, click on the "Clear selection" link to be sure there are no titles selected in your current catalogue:



The screenshot shows the ONIXEDIT Server Edition interface. At the top left is the logo. Below it, there are two dropdown menus: 'CATALOGUE:' set to 'ONIXEDIT' and 'ACTIONS'. To the right is a 'Search by Title' button. Below these is a title index bar with letters A-Z and an 'All' button. A red arrow points to the 'Clear selection' link below the index bar. At the bottom is a table with columns: Ref, Title, ISBN, ISBN 13/EAN, and Product form. A '+ New Title' button is in the first column.

2- Then, click on the title index button "All":



This screenshot is similar to the previous one, but the 'All' button in the title index bar is highlighted with a red arrow pointing down to it. The 'Clear selection' link is no longer highlighted.

3- Next, from the Actions menu, select "Export selected titles to ONIX 2.1". If you [activated ONIX 3.0 support with option #1](#), you may also select "Export selected titles to ONIX 3.0":



CATALOGUE:

ONIXEDIT

ACTIONS

- Download the Excel template
- Import metadata from Excel template
- Import an ONIX file
- Import images
- Export selected titles to ONIX 2.1
- Export selected titles to ONIX 3.0
- Export selected titles to Excel
- Delete selected titles
- Edit default values

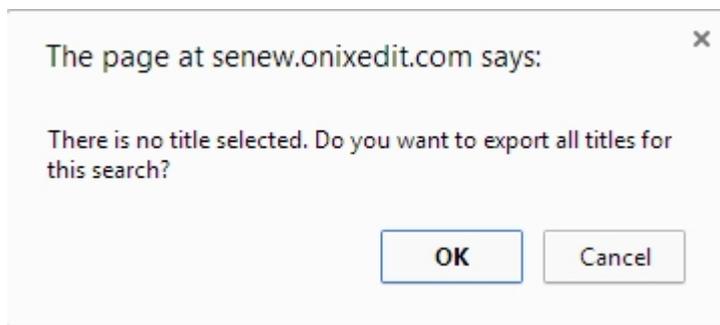
@ A B C D E F G H I J K L M N

[Clear selection](#)

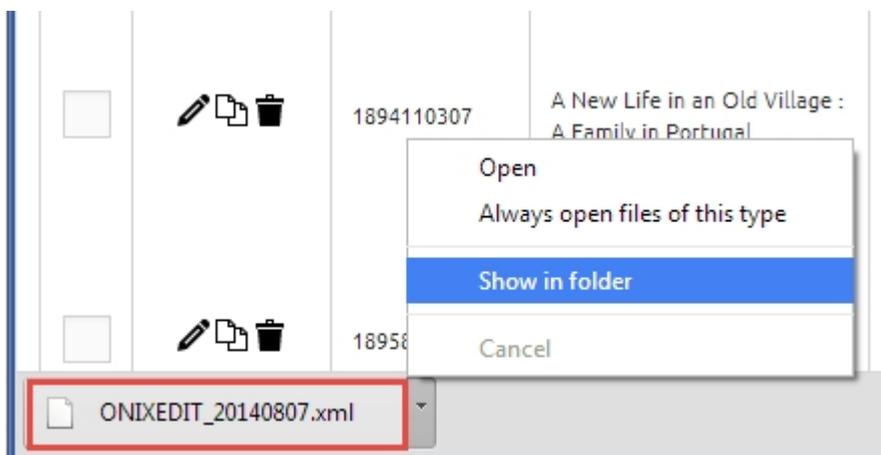
	+ New Title	Ref	Title
<input type="checkbox"/>		1894110	
<input type="checkbox"/>		1895805341	A Readers Thea



4- You will see the following message box. Press OK:



The download process will automatically begin. Once done, a complete ONIX file having your current catalogue name with the current date will be saved in your default download folder:



You can then grab that file and send it by email or FTP to your trading partners.

**Create an ONIX file containing titles found following a search:**

If you need to transmit a subset of your titles to your trading partners, you may follow these steps:

1- From the Main List, make a [Search](#) that will show the titles you want to transmit:

2- Then, click on the "Clear selection" link to be sure there are no titles selected in your current catalogue:

3- Next, from the Actions menu, select "Export selected titles to ONIX 2.1". If you [activated ONIX 3.0 support with option #1](#), you may also select "Export selected titles to ONIX 3.0":



CATALOGUE:

ONIXEDIT

ACTIONS

- Download the Excel template
- Import metadata from Excel template
- Import an ONIX file
- Import images
- Export selected titles to ONIX 2.1
- Export selected titles to ONIX 3.0
- Export selected titles to Excel
- Delete selected titles
- Edit default values

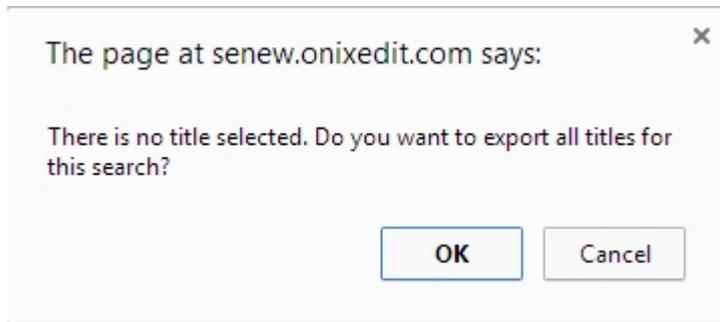
@ A B C D E F G H I J K L M N

[Clear selection](#)

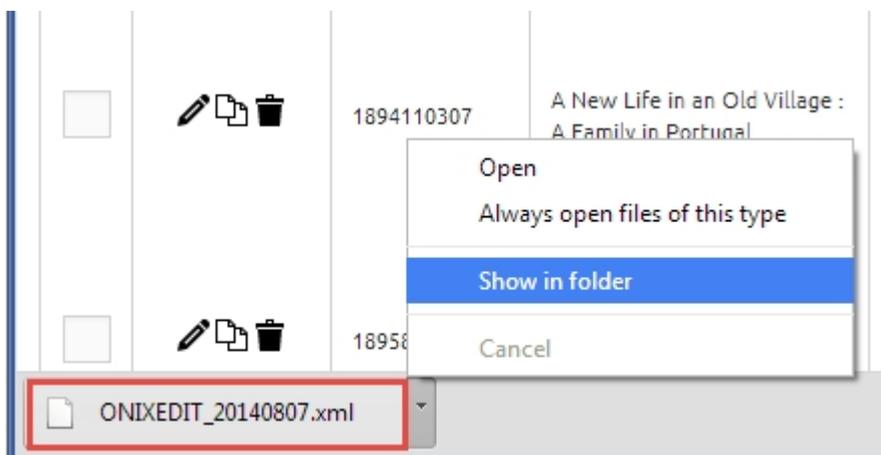
	+ New Title	Ref	Title
<input type="checkbox"/>		1894110	
<input type="checkbox"/>		1895805341	A Readers Thea



4- You will see the following message box. Press OK:



The download process will automatically begin. Once done, an ONIX file having only the titles found from your latest search will be saved in your default download folder:



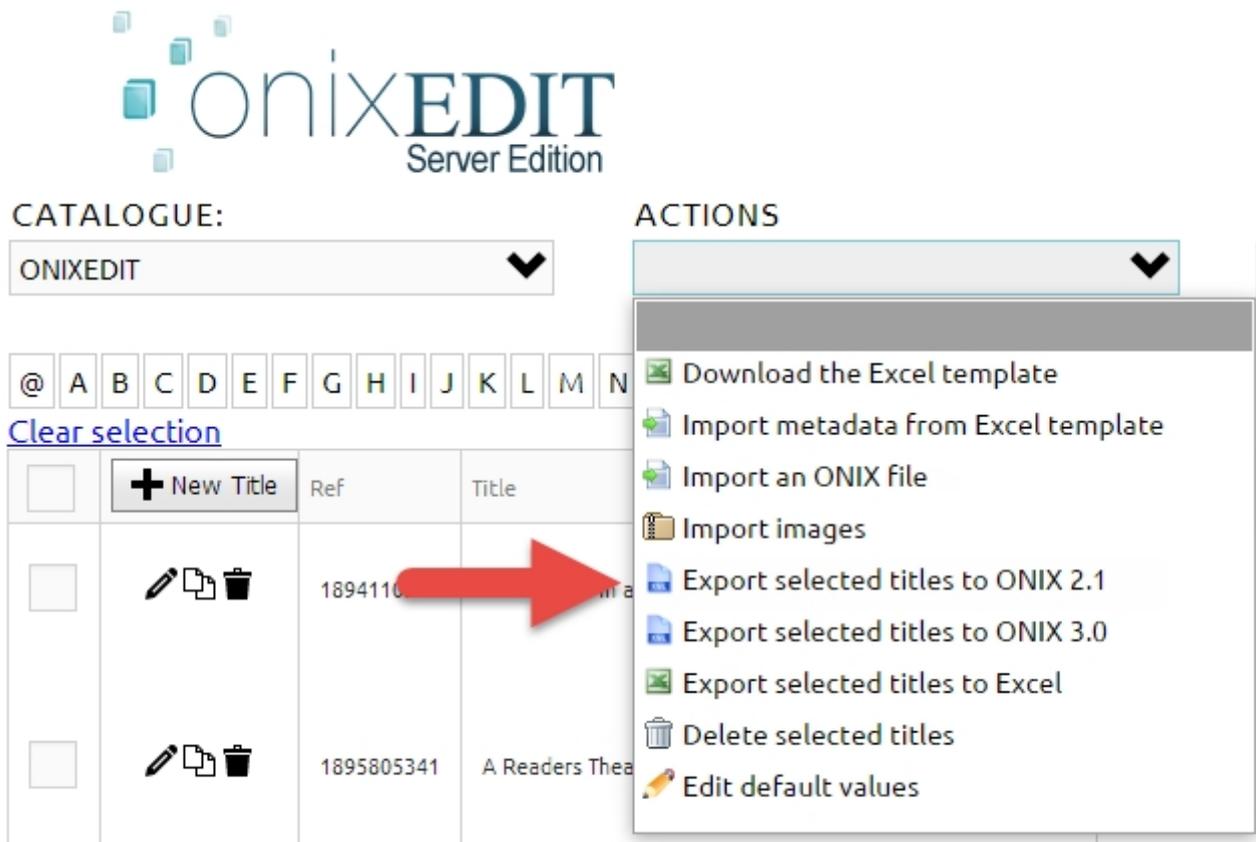
You can then grab that file and send it by email or FTP to your trading partners.

**Create an ONIX file containing selected titles:**

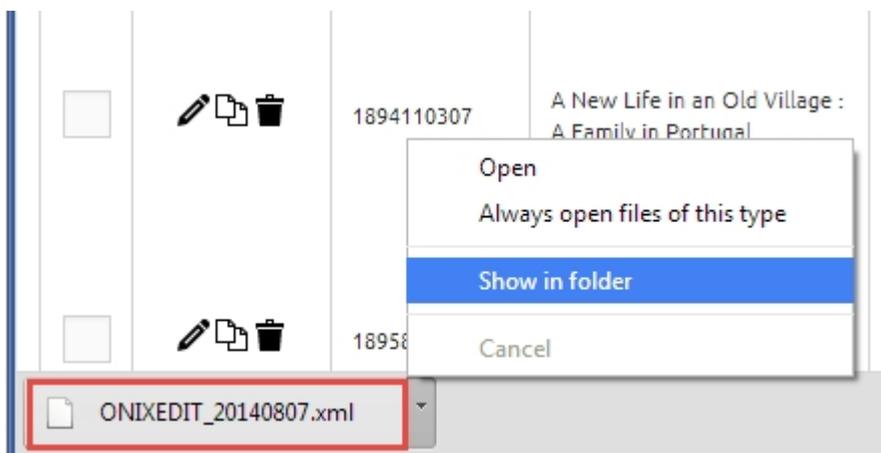
If you need to create an ONIX file having only titles that you can't get from a single search, follow these steps:

1- Make a selection of titles as explained in section "[Selecting titles](#)".

2- Next, from the Actions menu, select "Export selected titles to ONIX 2.1". If you [activated ONIX 3.0 support with option #1](#), you may also select "Export selected titles to ONIX 3.0":



The download process will automatically begin. Once done, an ONIX file having only the titles selected will be saved in your default download folder:



You can then grab that file and send it by email or FTP to your trading partners.

## Make a backup of my metadata

At ONIXEDIT we take care of making a backup copy of your metadata automatically and we keep it for one week (ONIXEDIT Cloud and ONIXEDIT Server Hosted Model only). Indeed, if ever you need to restore a backup, you can contact us and we can go back up to 7 days before the current date. However, this operation will cost you some extra money.

However, you can still do a backup by yourself on your own computer and restore it at any time for free. Here's how to proceed: Just go to section [Get and transmit my ONIX file](#) and follow the steps in the first part entitled "Create an ONIX file with all of your titles". But be careful: [If you activated ONIX 3.0 support with option #1](#), you will have to Export selected titles to ONIX 2.1 file to get a backup, **not to ONIX 3.0**.

As a result, you will have a complete ONIX file containing all of your titles. You can verify this by opening it with any text editor or browser. **Be sure you have all your titles in it...**

To restore it, use the action Import an ONIX file:

The screenshot shows the ONIXEDIT Server Edition interface. At the top, there is a logo for 'onixEDIT Server Edition'. Below it, there are two main sections: 'CATALOGUE:' and 'ACTIONS'. The 'CATALOGUE:' section has a dropdown menu set to 'ONIXEDIT'. Below this, there are navigation buttons for letters A through L, and a 'Clear selection' link. The main area is a table with columns for selection, actions, reference (Ref), and title (Title). The 'ACTIONS' dropdown menu is open, showing several options: 'Download the Excel template', 'Import metadata from Excel template', 'Import an ONIX file' (highlighted with a red box and a mouse cursor), 'Import images', 'Export selected titles to ONIX 2.1', 'Export selected titles to ONIX 3.0', 'Export selected titles to Excel', 'Delete selected titles', and 'Edit default values'.

		Ref	Title
<input type="checkbox"/>	<b>+ New Title</b>		
<input type="checkbox"/>		1894110307	A New Village Portug
<input type="checkbox"/>		1895805341	A Read Treasur

## Define multiple suppliers and prices

In the ONIXEDIT Cloud Entry Form, the Supply Detail section is a special one. Indeed, you can here define one or many Suppliers, each having its own metadata presented in the same handy interface. To simplify the interface, you are working on one Supplier metadata at a time. By default, ONIXEDIT creates one Supply Detail section for you when you add a new title. But you may define as many as you want. The following picture explains the important elements of the Supply Detail section that will help you create and manage Suppliers, Prices and other commercial metadata:

Supply detail (2 of 3)

Supply Detail record currently shown

Number of Supply Detail records in current title

Use this button to select the already defined supplier you want to edit

Choose a Supplier

Add a new Supplier

Delete current Supplier

PRODUCT AVAILABILITY:  
20 - Available

RETURN

CREATE a new Supplier with this button

SUPPLIER NAME:  
Amazon

SUPPLIER ROLE:  
Current Supplier

Delete current supplier and delete its metadata for this title

PACK QUANTITY:

ON SALE DATE:

EXPECTED SHIP DATE:

Price									
+ New	Price type	Price	Currency	Discount type	Discount code	Tax code	Taxable amount	Tax amount	Class of trade
	01 - Prix de vente public recommandé (PVR), hors taxes sur les ventes ou TVA	14.95	USD - dollar US						

## Define cover images

One of the main problem in the transmission of ONIX files is without a doubt sending cover images which should accompany the titles. Of course, it is easy to [transmit an ONIX file](#) to your trading partner by email or by using an FTP program. But what happens to the cover images? Unlike in Word, PowerPoint, Quark, or InDesign, when you are working on an ONIX document, images cannot be included. These external files are only referenced by their access paths, for example using a <MediaFileLink> tag:

```
<MediaFileLink>
  C:\Documents and Settings\Admin\My Documents\Books\Book1\cover.jpg
</MediaFileLink>
```

Consequently, when you send your ONIX file by email or by FTP, your cover images locally referenced on your computer are not automatically transferred! However, ONIXEDIT offers a simple and effective solution to this problem: The Media Space. In your private media space, ONIXEDIT classifies the cover images associated to your books and ebooks, whatever their source, making everything easily available to your trading partners. As a result, each of the cover images that you associate to your titles with ONIXEDIT Cloud will be available on the Internet to your trading partners. Instead of referring to a local file on your computer, the MediaFileLink tags in your ONIX files will refer to an URL like this:

```
<MediaFileLink>
  http://www.onixedit.com/MediaSpace/2FFEE8E5-2865-42D9-BDFA-D16A32C37941/46/90af5c9f-
  c94b-4574-baa4-9a718b810686/ONIXEDIT_UserManual.jpg
</MediaFileLink>
```

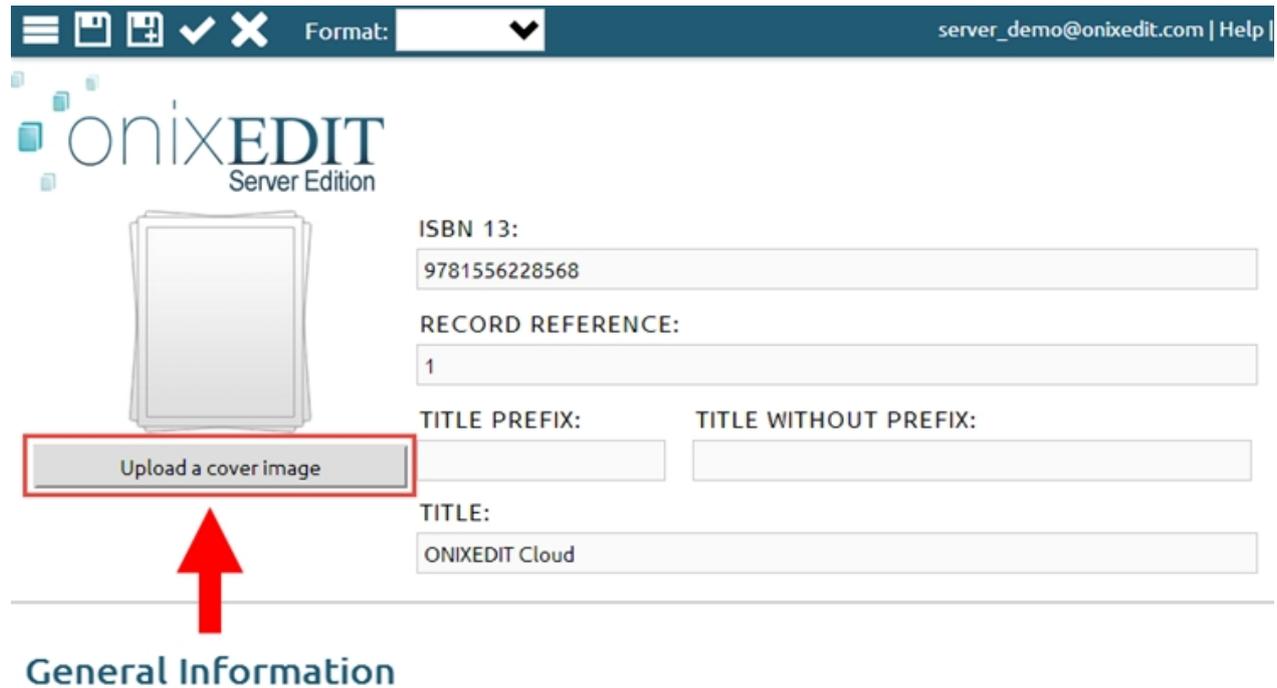
With ONIXEDIT Cloud, you can define cover images using two different methods:

### Defining a cover image for a specific title

If you want to add or modify a cover image for a specific title, follow these steps:

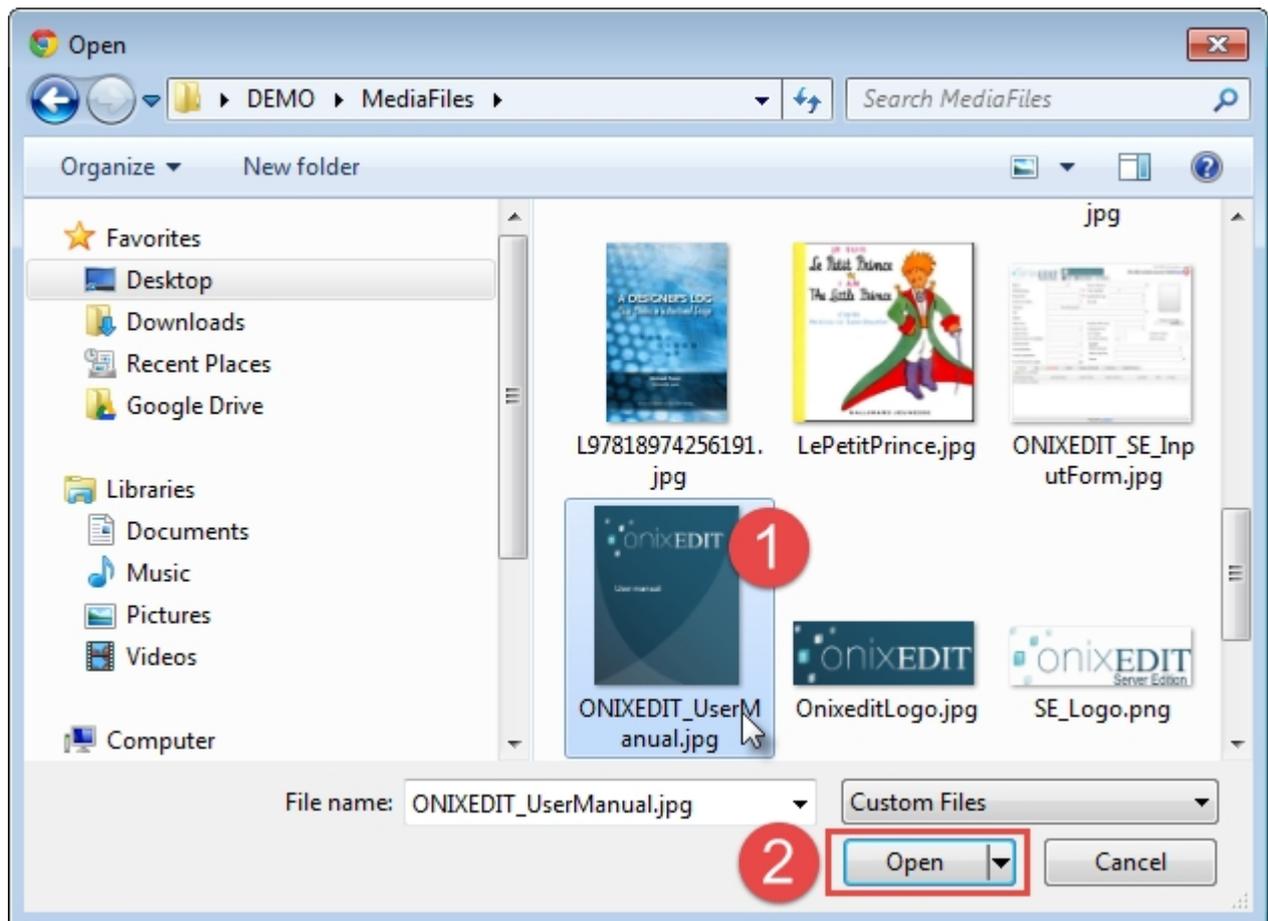
1- [Find the title](#) to which you want to add a cover image and [Edit it](#).

2- Right under the ONIXEDIT logo of the Entry Form, you will find the button "Upload a cover image". Just click on it:



The screenshot shows the ONIXEDIT Server Edition interface. At the top, there is a dark blue header with navigation icons (hamburger menu, save, refresh, checkmark, close) and a 'Format:' dropdown menu. The user email 'server\_demo@onixedit.com | Help |' is visible in the top right. Below the header is the ONIXEDIT logo and a stack of books icon. A red box highlights the 'Upload a cover image' button, with a red arrow pointing to it from below. To the right of the icon are several input fields: ISBN 13 (9781556228568), RECORD REFERENCE (1), TITLE PREFIX (empty), TITLE WITHOUT PREFIX (empty), and TITLE (ONIXEDIT Cloud). Below the form is a section titled 'General Information'.

3- A standard File Open dialogue will appear for you to select the cover image to add to your title. Just select a JPG, TIFF, PNG or GIF image on your computer or from a server you have access to and click on the "Open" button:



Your cover image will then be uploaded and automatically associated to your title.

### Defining cover images for a series of titles

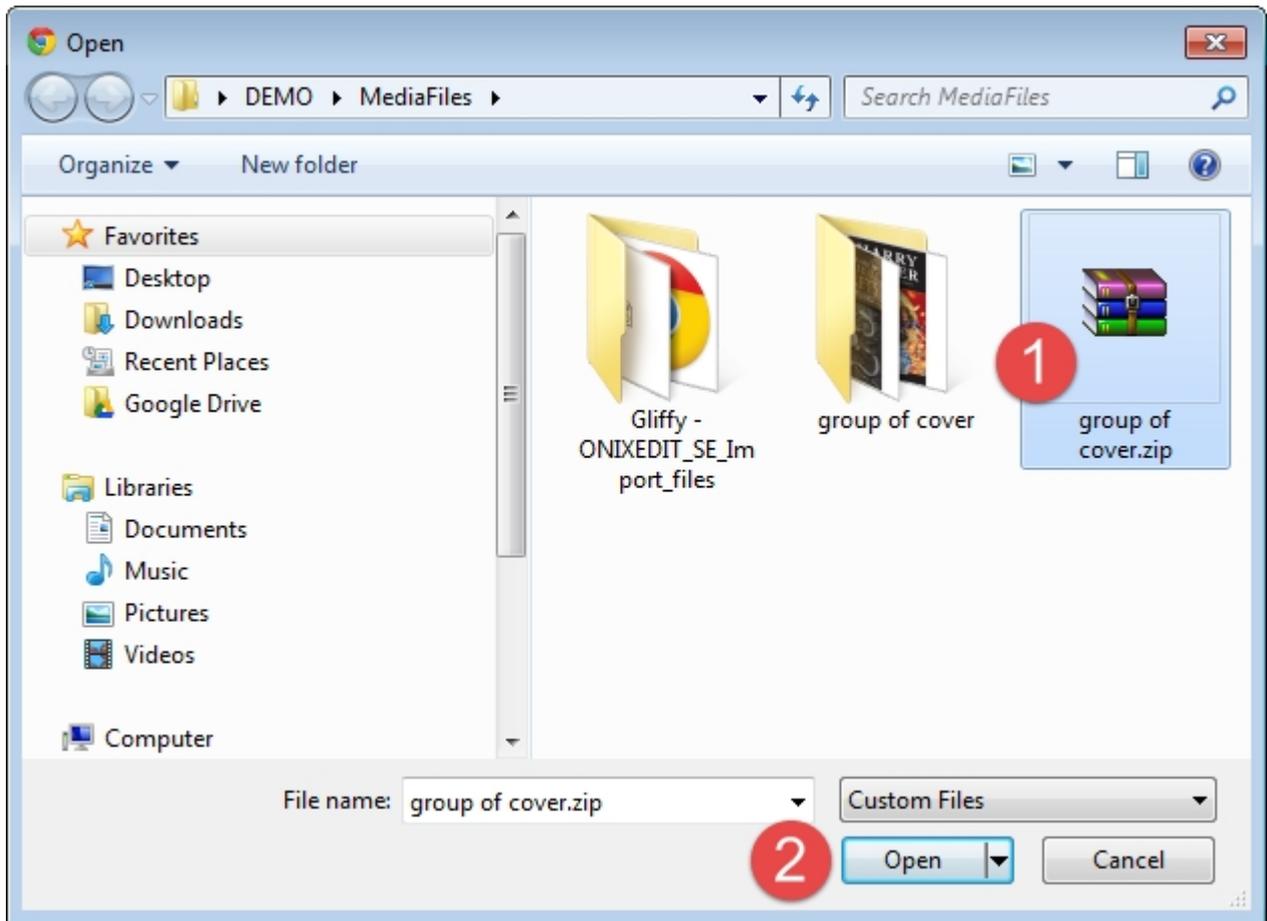
If you want to upload and associate multiple cover images specific to a series of titles in one single step, the fastest way to proceed is to follow these steps:

- 1- First, prepare your cover images. They must be of type GIF, JPEG, JPG, PNG or TIFF and their name must include the ISBN 13, ISBN 10 or the RecordReference of the titles to which they must be associated.
- 2- Group all those cover images in a single folder and compress it as a .zip or .gz archive.
- 3- From the Main List, open the [Actions drop down menu](#) and choose "Import Images".

The screenshot displays the ONIXEDIT Server Edition interface. At the top left is the logo for ONIXEDIT Server Edition. Below it, the 'CATALOGUE:' dropdown menu is set to 'ONIXEDIT'. To the right, the 'ACTIONS' dropdown menu is open, showing a list of options: 'Download the Excel template', 'Import metadata from Excel template', 'Import an ONIX 2.1 file', 'Import images' (highlighted with a red box and a mouse cursor), 'Export selected titles to ONIX 2.1', 'Export selected titles to Excel', 'Delete selected titles', and 'Edit default values'. Below the dropdowns is a navigation bar with letters A through L and a '@' symbol, along with a 'Clear selection' link. The main area contains a table with columns for selection, actions, reference numbers, and titles. Two rows are visible, each with a selection checkbox, edit/delete icons, a reference number, and a title.

		Ref	Title
<input type="checkbox"/>	<b>+ New Title</b>		
<input type="checkbox"/>	  	1894110307	A New Village Portug
<input type="checkbox"/>	  	1895805341	A Read Treasur

4- A dialogue box will pop up. Click on the button "Upload an archive" and select the archive file prepared at step #2.



Your file will then be uploaded, uncompressed and each cover image it contains will be automatically associated with the corresponding title based on its ID.

### Duplicate a title

It is easy to make a copy of an existing title with ONIXEDIT Cloud. As an example, if you have to create an eBook version of a printed book, you can proceed as follows:

- 1- From the Main List, [search for the title](#) you want to duplicate.
- 2- Once you find it, click on the duplicate button of the title you want to copy:

CATALOGUE: ONIXEDIT ACTIONS: onixedit

@ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

[Clear selection](#)

	+ New Title		↑ ISBN	ISBN 13/EAN	Product form	
<input type="checkbox"/>		1	ONIXEDIT Cloud	1556228562	9781556228568	DG

Click on this button

3- The Entry Form will open with a complete copy of the title. However, the ISBN13 and the Record Reference fields will be empty because each distinct ONIX title must have distinct ISBN and Record Reference even if they concern the same book.

4- You can make the modifications you want and save that new title. If you don't save it, the duplicated title won't be kept in your current catalogue.

## Add or modify titles from an external source

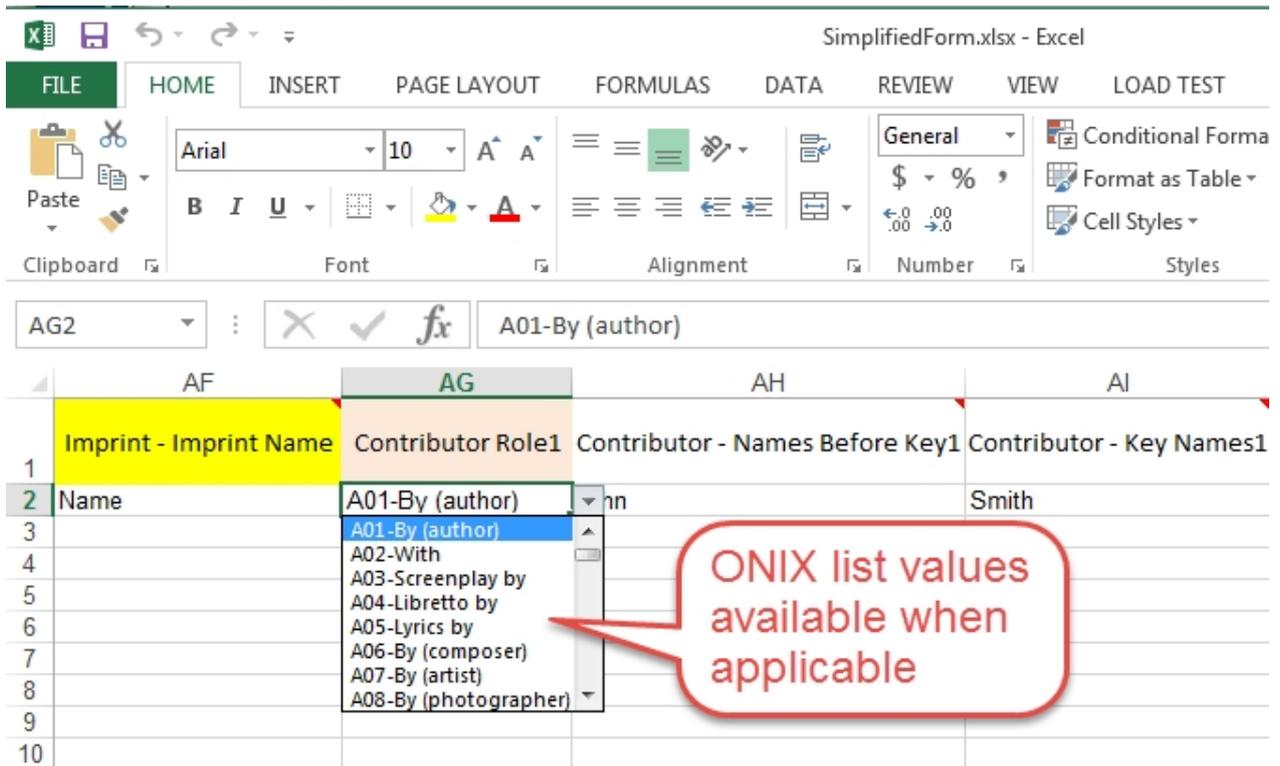
You can easily import metadata from an external source and add it to your current ONIXEDIT Cloud catalogue. To do so, follow these steps:

1- Download the Excel template

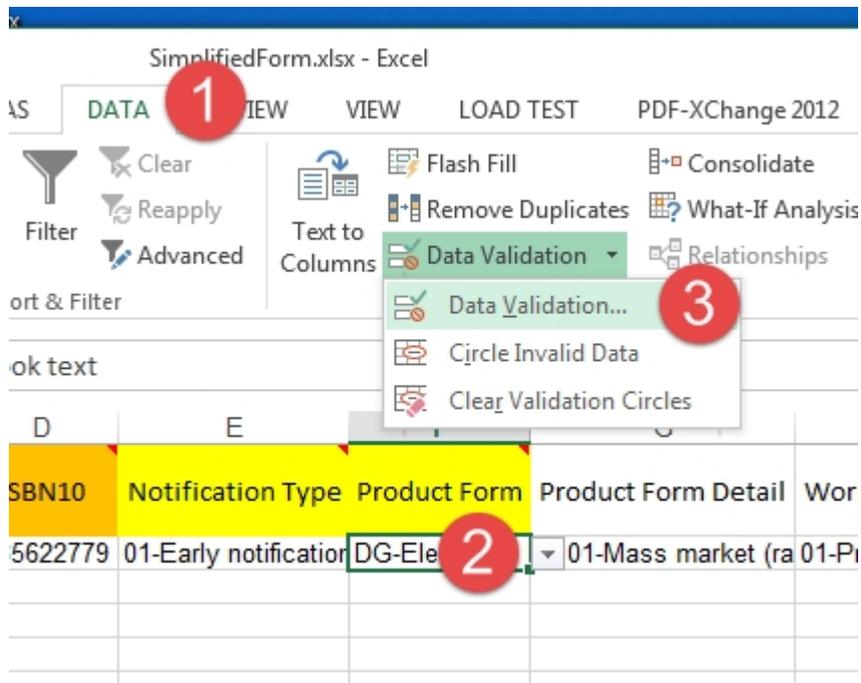
The screenshot shows the ONIXEDIT Server Edition interface. At the top, the logo 'onixEDIT Server Edition' is displayed. Below it, there are two dropdown menus: 'CATALOGUE:' set to 'ONIXEDIT' and 'ACTIONS' which is open, showing a list of actions. The 'Download the Excel template' action is highlighted with a red box and a mouse cursor. Below the dropdowns, there are navigation buttons labeled '@', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L'. A 'Clear selection' link is also visible. The main area contains a table with columns for selection, actions, reference (Ref), and title (Title). The table has two rows of data, each with a selection checkbox, a set of icons (edit, copy, delete), a reference number, and a title snippet.

		Ref	Title
<input type="checkbox"/>	<b>+ New Title</b>		
<input type="checkbox"/>		1894110307	A New Village Portug
<input type="checkbox"/>		1895805341	A Read Treasur

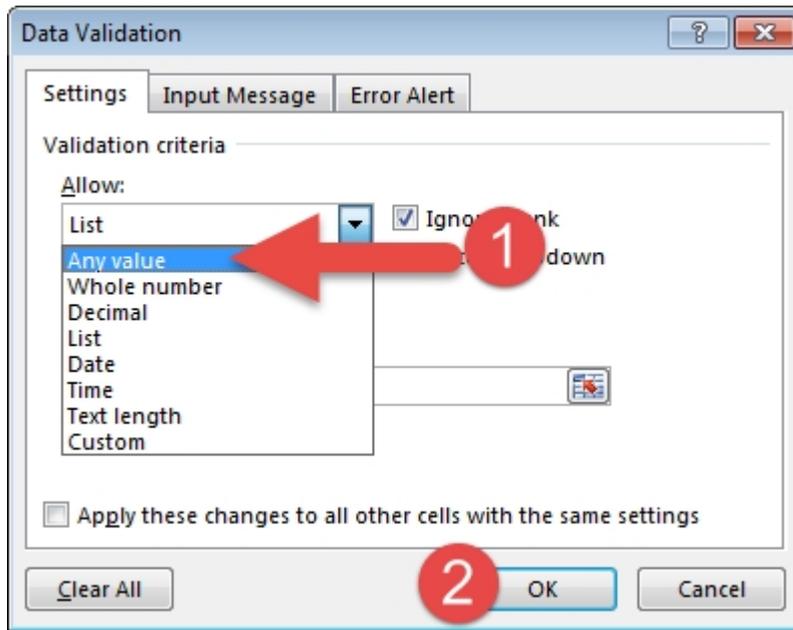
The template contains 100 preformatted lines with all the required ONIX lists already defined. The first line is a complete eBook sample. If you need more lines, you can copy/paste the first one.



2- Enter your title's metadata using the Excel template downloaded at step #1. You can type it one by one or import it from a CSV file or other source. The important thing to remember is that you can neither add, delete nor move the columns of the Excel template. However, for columns validated by a drop down list like Contributor Role, there is no need to provide the complete list value. Only the code is required. But if you prefer not to use the predefined ONIX list, you will have to remove the validation of the column. To do so, follow these steps



- First, click on the Data tab in Excel;
- Second, select the cell(s) for which you want to remove the validation;
- Third, select Data Validation



- Finally, select Any value and click OK.

Excel will then allow you to enter the ONIX code only.

As an example, in the above picture, the first value of the drop down list for Contributor role shows "A01-By (author)". If you import metadata from an external source, you can enter only A01. It will be accepted by ONIXEDIT.

If you need to have the complete reference of all the valid ONIX values, please refer to [EDItEUR website](#).

3- Once your Excel file is completed, go back to your ONIXEDIT Cloud account, select the catalogue where you want to import your metadata and then, use the action "Import metadata from Excel template":

The screenshot shows the ONIXEDIT Server Edition interface. At the top left is the logo with the text "onixEDIT Server Edition". Below it, the "CATALOGUE:" dropdown is set to "ONIXEDIT". To the right, the "ACTIONS" dropdown is open, showing a list of options: "Download the Excel template", "Import metadata from Excel template" (highlighted with a red box), "Import an ONIX 2.1 file", "Import images", "Export selected titles to ONIX 2.1", "Export selected titles to Excel", "Delete selected titles", and "Edit default values". A mouse cursor is pointing at the "Import metadata from Excel template" option. Below the dropdowns, there is a grid of columns labeled "@", "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L". A link "Clear selection" is visible. Below that is a table with columns for selection, actions, reference numbers, and titles. Two rows are visible: one with reference number 1894110307 and title "A New Village Portug", and another with reference number 1895805341 and title "A Read Treasur".

If you did not alter the Excel template (like moving columns around or deleting some) ONIXEDIT will import and convert each line of the Excel file to a corresponding ONIX title. At the end of the import process, you will find your new titles in the Main List.

If some titles already exist (based on the ISBN13), they will be modified by the new imported metadata.