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The Download actions will allow you to either open or save a metadata item(s) in Microsoft Word or PDF format. You can use the default settings or advanced download options to do this.

Note for Downloads on search pages and multi-selection: Bulk downloads do not currently work, please download an item one at a time.

Default settings

Click the link for the format you wish to download (Word or PDF). This will open the Download item page where the metadata item name is presented as a hyperlink. Clicking this name will open a dialog box with the option to either open or save the metadata item.

Selecting open will open the metadata item in the internet browser.

Some metadata items provide you the option of selecting to open/save in long form or short form. They are as follows:

- Data element – The long-form includes selected attributes from its data element concept and value domain
- Data element concept – The long-form includes selected attributes from its object class and property
- Value domain – The long-form includes selected attributes from its classification scheme (if it has one)
- Data set specification – The long-form includes its data elements

Advanced options

Click on the Advanced options link. This will open a page which allows you to change some of the default options for downloading metadata. You can select whether you want to download items in short or long form or to Word or PDF. There are some additional options as well:

Download with/without supporting items

Downloading metadata with supporting items allows you to download items with their underlying building blocks. For example, if you download a set of data elements with supporting items, your resulting document will include an appendix containing the object classes, properties, classification schemes and glossary items linked to these data elements.

Download by short/technical name

This functionality is only available when downloading data elements. Data elements are the only metadata items which have a short name attribute. Downloading by short name allows you to have items sorted and presented in your document by their short (or common) name, rather than by their technical name. For example, the data element *Person—date of birth, DDMMYYYY* would be presented under the name *Date of birth* and listed under D in the table of contents. When downloading data elements by short or technical name, a name conversion table of contents is included in the document so that items can still be discovered by their alternate name.