Keyword identification

- Keywords are 1 to 2-word phrases, acronyms, or concepts that relate to the essential content and theme of the publication
- Review the publication and identify the words/phrases within that most accurately and succinctly speak to the main points of the publication
- Consider utilizing resources like *MeSH on-demand* to aid in keyword identification
- Examples:
 - Keywords describing practice environment: 'inpatient' 'outpatient' 'long-term care'
 - Keywords describing publication themes: 'infectious disease' 'diabetes management' 'drug information'
 - Keywords for general use: 'pharmacy' 'Wisconsin'
- Do not utilize any of the words in the publication title as keywords

Metadata incorporation

- 1. Open the PDF document in Adobe Acrobat
- 2. Click 'File', then click 'Properties'
- 3. Enter the publication's title in the 'Title' field
- 4. Enter the full list of authors in the 'Author' field, using the format shown below:

Author: Matthew T. Stanton; Mark A. Kostic; Jillian L. Theobald; Amy E. Zosel; David D. Gum

- 5. Leave the 'Subject' field blank
- 6. Identify keywords using the criteria described in the *Keyword identification* section above
- 7. Enter relevant words and phrases in the 'Keywords' field, using the format shown below Keywords: acetaminophen; N-acetylcysteine; antidote; toxicity; poison center
- 8. Click 'OK' and save the PDF document