

CONTENTdm

CONTENTdm Basic Skills 3: Maintaining Collections in CONTENTdm

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Agenda

- Edit collection materials using the Project Client
- Edit collection materials using the CONTENTdm Administration
- Using the **tab-delimited text method**
 - Add simple items
 - Add compound object

EDIT USING PROJECT CLIENT

Edit Item and Metadata

Use **Find in Collection** feature to **edit item** and its **metadata**

1. In the **Find in Collection** tab, **search** or **browse** for item
2. Select the item and “**Add to project (edit)**” – this locks the item
3. Edit the item metadata in your project tab
4. Upload, Approve, Index



The photographer's daughter called. We now know who took the photos...

Edit Object Structure and Metadata

Use **Find in Collection** feature to **edit object structure and metadata**

1. In the **Find in Collection** tab, **search** or **browse** for object
2. Select the object and “**Add to project (edit)**” – this locks the object
3. Edit the object structure and metadata in your project tab
4. Upload, Approve, Index

The last page (copyright statement) of each student thesis must be moved to the front and the copyright information must be added to the metadata record.



Find and Replace Metadata

Use **Find and Replace** to correct spelling or replace terms

1. In the **Find in Collection** tab, **search** or **browse** for item or object
2. Select the item or object and “**Add to project (edit)**” – this locks the item or object
3. Choose **Find and Replace** to find the term(s) in selected item or object and replace with new terms.
4. Upload, Approve, Index

The painter is Dutch; it's Lucas *van* Leyden, not *von* Leyden. We'll need to change the metadata in all these records.



Replace Items

Use **Replace Items** feature to switch out items

1. In the **Find in Collection** tab, **search** or **browse** for item
2. Select the item and “**Add to project (edit)**” – this locks the item
3. Replace and edit the item in your project template
4. Upload, Approve, Index

Research requires more detail. We'll need to replace the image



Keyboard Shortcuts to Use When Working with Project Spreadsheet

Shortcut	Description
Tab	Close the current active cell and move one cell to the right
Shift + Tab	Close the current active cell and move one cell to the left
Enter	Close the current active cell and move down one row
Ctrl + c	Copy text from an outlined cell
Ctrl + v	Insert copied text into an outlined cell
Ctrl + x	Cut text from an outlined cell
Ctrl + arrow key	Move to the farthest cell in that direction
Ctrl + Enter	Insert a carriage return in the text in an active cell. This is displayed when used in a full-text search field.

DEMONSTRATION:
EDIT USING THE PROJECT CLIENT

EDIT USING CONTENTDM ADMINISTRATION

Edit Item and Metadata

In the **Items** tab of
CONTENTdm Administration:

1. Use **edit** to search or browse for item
2. Click **metadata** link to begin editing the item metadata
3. Save changes
4. Index



The photographer's daughter called. We now know who took the photos...

Edit Object Structure and Metadata

In the **Items** tab of CONTENTdm Administration:

1. Use **edit** to search or browse for object
2. Edit the **metadata** or **structure** of the object
3. Save changes
4. Index

The last page (copyright statement) of each student thesis must be moved to the front and the copyright information must be added to the metadata record.



Find and Replace Metadata

1. In the **Item** tab of CONTENTdm Administration, use **Find and Replace** to:
 - Replace selected term(s) or phrase(s) within a single field or all fields
 - Choose **Change field metadata** to remove all contents in a specific field and replace with new term(s) or phrase(s)
2. Index

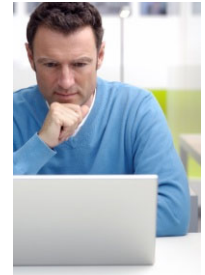
The painter is Dutch; it's Lucas *van* Leyden, not *von* Leyden. We'll need to change the metadata in all these records.



Add Items using CONTENTdm Administration

In the **Items** tab of CONTENTdm Administration:

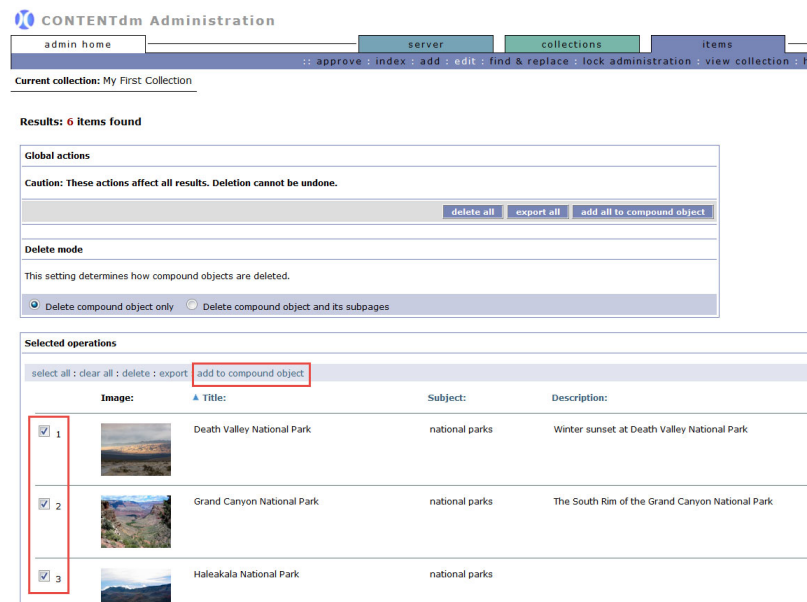
1. Use **add** to add a new item to the collection
 - Locate item to be added
 - Add metadata
2. Save changes
3. Approve and Index

A screenshot of the CONTENTdm Administration web interface. The page title is "CONTENTdm Administration". There are navigation tabs for "admin home", "server", "collections", and "items". Below the tabs, there is a "Current collection:" dropdown menu set to "Craven Family" and a "change" button. The main section is titled "Add item" and contains instructions: "Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use to import full resolution items and items with transcripts." Below this, there is a note: "* Fields marked with an asterisk are required." The form has two radio buttons: "Add an item" (selected) and "Add URL". The "Add an item" option has a "Browse..." button next to it. The "Add URL" option has a text input field containing "http://". Below the radio buttons is a section titled "Add metadata" with a "Title *" field and an empty text input box.

Build a Compound Object using CONTENTdm Administration

In the **Items** tab of CONTENTdm Administration:

1. Use **edit** to search or browse for items
2. Select items to **add to compound object**
3. Save changes
4. Approve and Index



CONTENTdm Administration

admin home server collections items

Current collection: My First Collection

Results: 6 items found

Global actions

Caution: These actions affect all results. Deletion cannot be undone.

delete all export all add all to compound object




Delete mode

This setting determines how compound objects are deleted.

Delete compound object only Delete compound object and its subpages

Selected operations

select all : clear all : delete : export : **add to compound object**

	Image:	Title:	Subject:	Description:
<input checked="" type="checkbox"/> 1		Death Valley National Park	national parks	Winter sunset at Death Valley National Park
<input checked="" type="checkbox"/> 2		Grand Canyon National Park	national parks	The South Rim of the Grand Canyon National Park
<input checked="" type="checkbox"/> 3		Haleakala National Park	national parks	

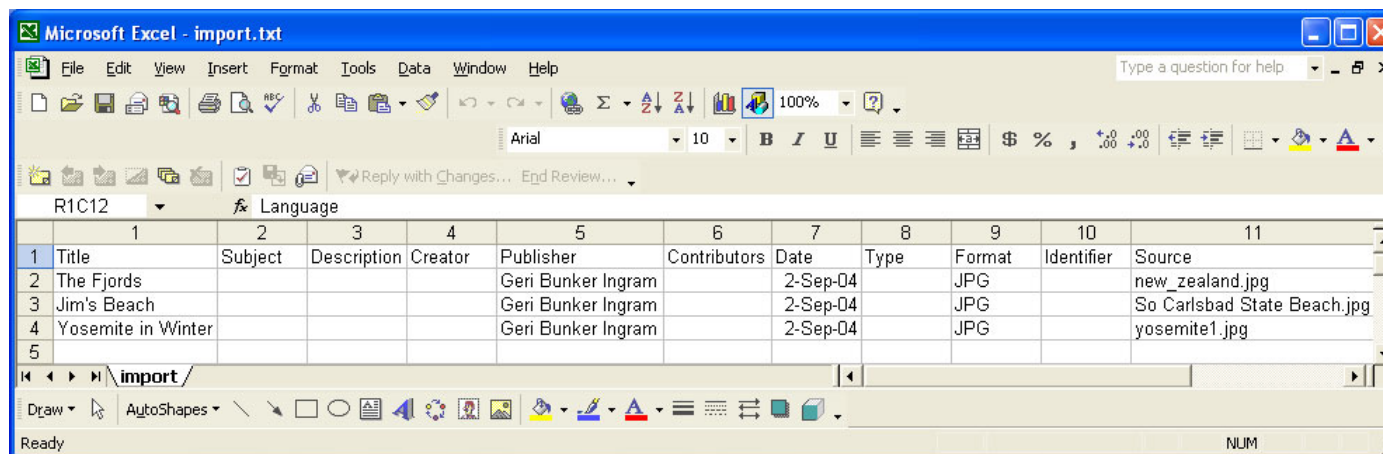
DEMONSTRATION:

**EDIT AND ADD USING CONTENTDM
ADMINISTRATION**

TAB-DELIMITED TEXT METHOD

Tab-Delimited Method to Add Multiple Simple Items and Metadata

- Handy method for migrating digital collections from legacy and external systems
- Importing metadata-only records and adding images later

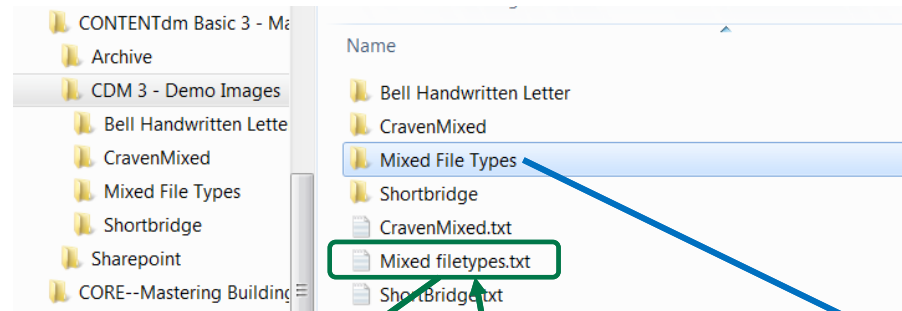


The screenshot shows a Microsoft Excel window titled "Microsoft Excel - import.txt". The spreadsheet contains a table with 11 columns and 5 rows. The columns are labeled: 1 Title, 2 Subject, 3 Description, 4 Creator, 5 Publisher, 6 Contributors, 7 Date, 8 Type, 9 Format, 10 Identifier, and 11 Source. The data rows are as follows:

	1	2	3	4	5	6	7	8	9	10	11
1	Title	Subject	Description	Creator	Publisher	Contributors	Date	Type	Format	Identifier	Source
2	The Fjords				Geri Bunker Ingram		2-Sep-04		JPG		new_zealand.jpg
3	Jim's Beach				Geri Bunker Ingram		2-Sep-04		JPG		So Carlsbad State Beach.jpg
4	Yosemite in Winter				Geri Bunker Ingram		2-Sep-04		JPG		yosemite1.jpg
5											

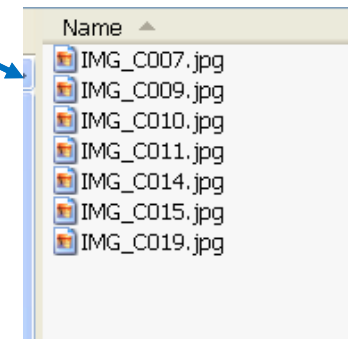
Import using a Tab-Delimited Text File

Looking at the **.txt** file we can identify the **image file names**



	A	B	C	D	E	F	G	H
1	Title	Date	Source					
2	Cycling Medal Front	1903	IMG_C007.jpg					
3	Photo Album Page 2	1881	IMG_C009.jpg					
4	Photo Album Page 1	1881	IMG_C010.jpg					
5	Photo Album Page 3	1881	IMG_C011.jpg					
6	Closehead Lane	1997	IMG_C014.jpg					
7	David A. Craven	1918	IMG_C015.jpg					
8	Marie Theresa Waddington	1905	IMG_C019.jpg					
9								
10								

.txt file sits outside of the image directory



The **image** files are stored in one directory

Map the Imported Fields to the Collection Fields

Import Multiple Files - Map Fields

Click a Collection field to map it to the imported field.

Imported Fields	Collection Fields
Date	Date
Type	Type
Format	Format
Identifier	Identifier
Language	Language
Relation	Relation
Coverage	Coverage
Rights	Rights
Audience	Audience
Tag	Tag
Transcript	Transcript
Source	Object File Name

Back Next Cancel

- ✓ Check that the imported metadata will land in the correct collection field
- ✓ Check that the last field contains the pointer to the location of image files – map to “Object File Name”

DEMONSTRATION:

TAB-DELIMITED IMPORT OF SIMPLE ITEMS

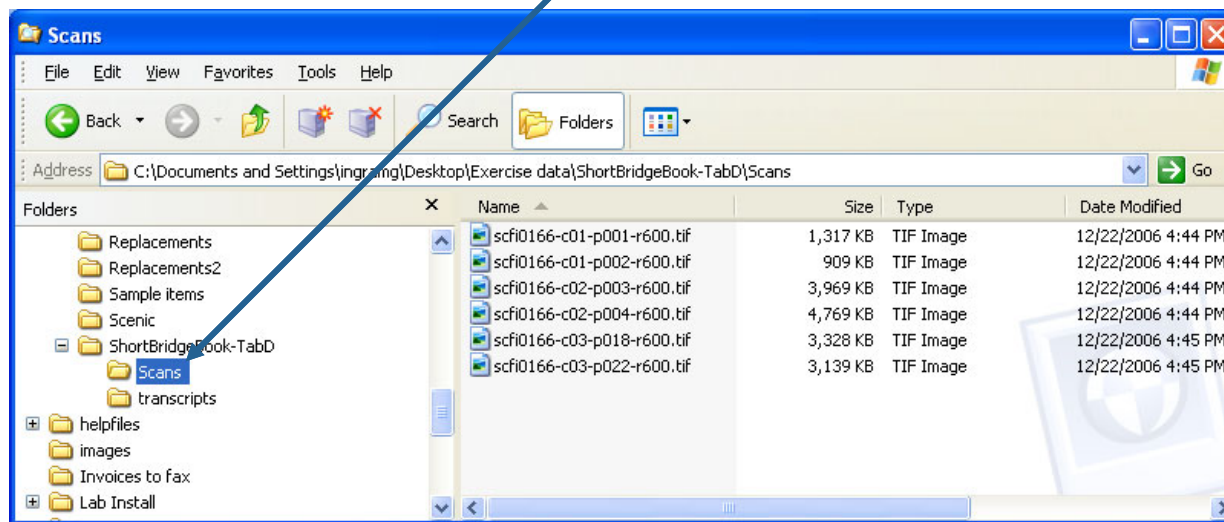
Tab-Delimited Method to Add a Compound Object and Metadata

- Helpful when the scanned images have been named and organized differently than CONTENTdm expects
- Use metadata templates to generate additional metadata upon import



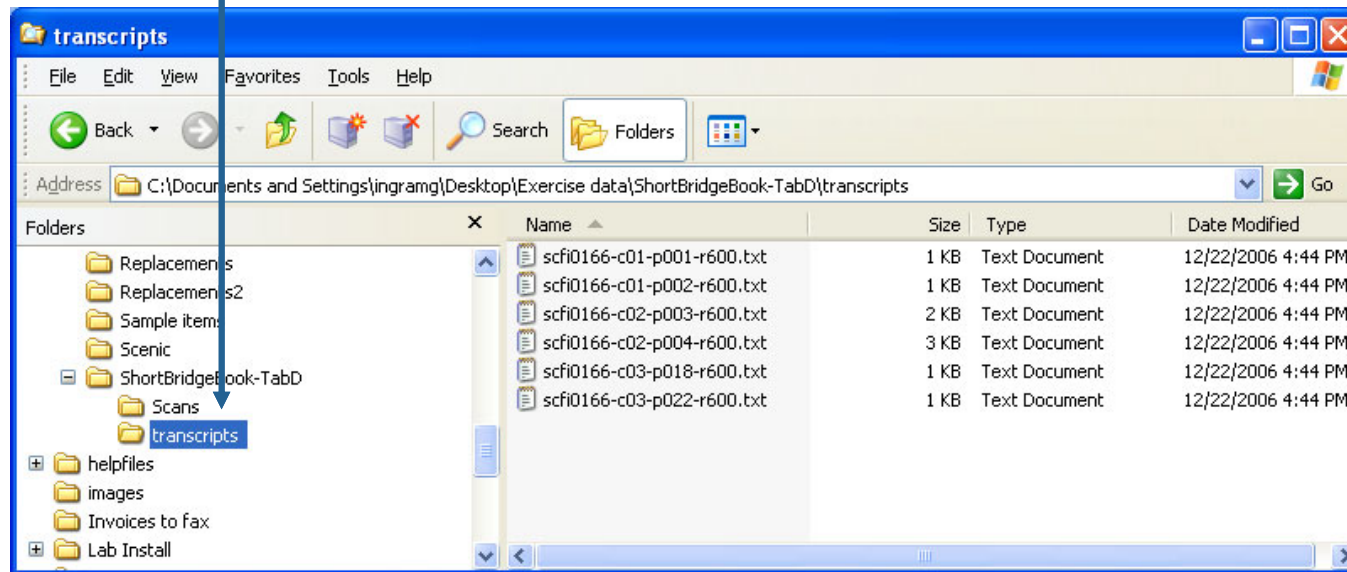
File Organization—Image Files

Image files are in one parent folder rather than in subfolders



File Organization—Optional Text Files

Transcript files, if you have them, are also all in one parent folder



Tab-Delimited Text (.txt) File

Tab-delimited text file that contains the metadata without hierarchical structure

	A	B	C	D	E	F	G	H	I	J	K
1	Title	Creator	Subject	Date	Tag	Filename					
2	Craven Letter	Edgar Craven	farm life	1805	craven						
3	Craven Letter page 1	Edgar Craven	farming	1805	craven	LTR_C015.jpg					
4	Craven Letter page 2	Edgar Craven	farming	1805	craven	LTR_C016.jpg					
5	Craven Letter page 3	Edgar Craven	travel	1805	craven	LTR_C017.jpg					
6	Craven Letter page 4	Edgar Craven	travel	1805	craven	LTR_C018.jpg					
7											
8											
9											
10											
11											
12											
13											

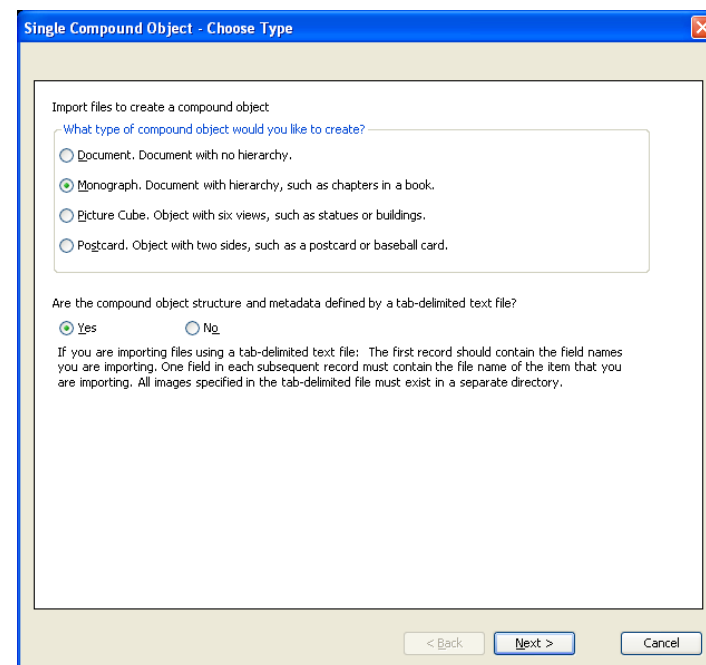
Tab-Delimited Text (.txt) File

Tab-delimited text file that contains the metadata and shows the hierarchal structure

CDM_LVL	CDM_LVL_NAME	Title	Creator	Identifier	Book Title	Tag	Filename
	A Full and Complete De	A Full and Complete	Farrington, Edmund F.	scfi0166c01p001	A Full and Complete	shortbridge	scfi0166-c01-p001-r600.tif
0	A Full and Complete De	A Full and Complete De	Farrington, Edmund F.	scfi0166c01p002	A Full and Complete	shortbridge	scfi0166-c01-p002-r600.tif
0	A Full and Complete De	A Full and Complete De	Farrington, Edmund F.	scfi0166c01p002	A Full and Complete	shortbridge	scfi0166-c01-p002-r600.tif
1	Description of the Bridge	Description of the Bridge	Farrington, Edmund F.	scfi0166c02p003	A Full and Complete	shortbridge	scfi0166-c02-p003-r600.tif
2	The Anchorages	The Anchorages - Page	Farrington, Edmund F.	scfi0166c02p004	A Full and Complete	shortbridge	scfi0166-c02-p004-r600.tif
1	Advertisements	Advertisements - Page	Farrington, Edmund F.	scfi0166c03p018	A Full and Complete	shortbridge	scfi0166-c03-p018-r600.tif
1	Advertisements	Advertisements - Page	Farrington, Edmund F.	scfi0166c03p022	A Full and Complete	shortbridge	scfi0166-c03-p022-r600.tif

Process to Create a Compound Object using Tab-Delimited Text Method

1. Use Compound Object Wizard
2. Select the **Type of Compound Object**
3. Select **Yes** to use a tab-delimited text file
4. Point the Wizard to the locations of the **.txt** file, the **image** folder, and optional **transcript** folder
5. Confirm mapping of metadata fields
6. Upload, Approve, Index

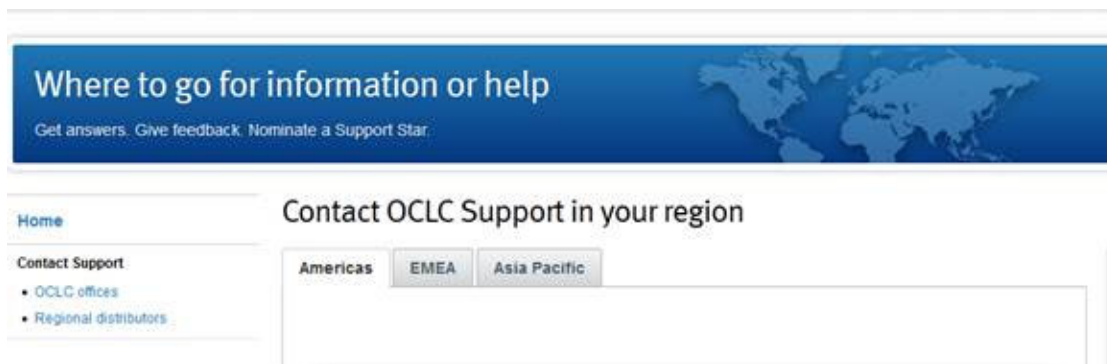


DEMONSTRATION:

**TAB-DELIMITED IMPORT OF A COMPOUND
OBJECT**

Questions?

Contact OCLC Support in your region
<http://oc.lc/support>



1-800-848-5800



Thank You!

Please remember to fill out the evaluation for this class

- Instructor: Mindy Tran
- Category: Digital Collection Service
- Class name: CONTENTdm Basic Skills 3 – Maintaining Collections in CONTENTdm

Training questions? Contact OCLC Training training@oclc.org/