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

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>Close the current active cell and move one cell to the right</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Close the current active cell and move one cell to the left</td>
</tr>
<tr>
<td>Enter</td>
<td>Close the current active cell and move down one row</td>
</tr>
<tr>
<td>Ctrl + c</td>
<td>Copy text from an outlined cell</td>
</tr>
<tr>
<td>Ctrl + v</td>
<td>Insert copied text into an outlined cell</td>
</tr>
<tr>
<td>Ctrl + x</td>
<td>Cut text from an outlined cell</td>
</tr>
<tr>
<td>Ctrl + arrow key</td>
<td>Move to the farthest cell in that direction</td>
</tr>
<tr>
<td>Ctrl + Enter</td>
<td>Insert a carriage return in the text in an active cell. This is displayed when used in a full-text search field.</td>
</tr>
</tbody>
</table>
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
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
DEMONSTRATION:
EDIT AND ADD USING CONTENTDM ADMINISTRATION
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
Import using a Tab-Delimited Text File

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

The .txt file sits outside of the image directory.

The image files are stored in one directory.
Map the Imported Fields to the Collection Fields

- 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Creator</th>
<th>Subject</th>
<th>Date</th>
<th>Tag</th>
<th>Filename</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craven Letter</td>
<td>Edgar Craven</td>
<td>farm life</td>
<td>1805</td>
<td>craven</td>
<td>LTR_C015.jpg</td>
</tr>
<tr>
<td>Craven Letter page 1</td>
<td>Edgar Craven</td>
<td>farming</td>
<td>1805</td>
<td>craven</td>
<td>LTR_C016.jpg</td>
</tr>
<tr>
<td>Craven Letter page 2</td>
<td>Edgar Craven</td>
<td>farming</td>
<td>1805</td>
<td>craven</td>
<td>LTR_C017.jpg</td>
</tr>
<tr>
<td>Craven Letter page 3</td>
<td>Edgar Craven</td>
<td>travel</td>
<td>1805</td>
<td>craven</td>
<td>LTR_C018.jpg</td>
</tr>
<tr>
<td>Craven Letter page 4</td>
<td>Edgar Craven</td>
<td>travel</td>
<td>1805</td>
<td>craven</td>
<td></td>
</tr>
</tbody>
</table>

- **Metadata Fields name**: Title, Creator, Subject, Date, Tag, Filename
- **Object-level metadata**: Creator, Subject, Date, Tag
- **Page-level metadata**: Title, Creator, Subject, Date, Tag
Tab-Delimited Text (.txt) File

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

<table>
<thead>
<tr>
<th>CDM_LVL</th>
<th>CDM_LVL_NAME</th>
<th>Title</th>
<th>Creator</th>
<th>Identifier</th>
<th>Book Title</th>
<th>Tag</th>
<th>Filename</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>A Full and Complete Dev</td>
<td>A Full and Complete DeFarrington, Edmund F.</td>
<td>scf0166c01p001</td>
<td>A Full and Complete shortbridge</td>
<td></td>
<td>scf0166-c01-p001-r600.tif</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td>A Full and Complete Dev</td>
<td>A Full and Complete DeFarrington, Edmund F.</td>
<td>scf0166c01p002</td>
<td>A Full and Complete shortbridge</td>
<td></td>
<td>scf0166-c01-p002-r600.tif</td>
</tr>
<tr>
<td>1</td>
<td>Description of the Bridge</td>
<td>Description of the Bridge</td>
<td>Farrington, Edmund F. scf0166c02p003</td>
<td>scf0166c02p003</td>
<td>A Full and Complete shortbridge</td>
<td></td>
<td>scf0166-c02-p003-r600.tif</td>
</tr>
<tr>
<td>2</td>
<td>The Anchorages</td>
<td>The Anchorages - Page</td>
<td>Farrington, Edmund F. scf0166c02p004</td>
<td>scf0166c02p004</td>
<td>A Full and Complete shortbridge</td>
<td></td>
<td>scf0166-c02-p004-r600.tif</td>
</tr>
<tr>
<td>3</td>
<td>Advertisements</td>
<td>Advertisements - Page</td>
<td>Farrington, Edmund F. scf0166c03p018</td>
<td>scf0166c03p018</td>
<td>A Full and Complete shortbridge</td>
<td></td>
<td>scf0166-c03-p018-r600.tif</td>
</tr>
<tr>
<td>4</td>
<td>Advertisements</td>
<td>Advertisements - Page</td>
<td>Farrington, Edmund F. scf0166c03p022</td>
<td>scf0166c03p022</td>
<td>A Full and Complete shortbridge</td>
<td></td>
<td>scf0166-c03-p022-r600.tif</td>
</tr>
</tbody>
</table>

**Metadata Fields name**
- Object-level metadata
- Page-level metadata

**Filename of associated images**
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/