CONTENTdm Basic Skills 3: Maintaining Collections in CONTENTdm

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 Item 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

---

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
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

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>
Edit Item 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

---

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
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
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 image files are stored in one directory.

.txt file sits outside of the image 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”
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 and shows the hierarchal structure
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

Questions?

Contact OCLC Support in your region

http://oc.lc/support

1-800-848-5800