Compound objects are two or more files bound together with an XML structure.

• About compound objects

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Compound objects are two or more files bound together with an XML structure.

• Add a compound object

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The Compound Object wizard helps you make all the decisions necessary to create a compound object. Once you begin to familiarize yourself with compound objects, you can save time by using the Multiple Compound Object wizard.

◦ Add compound objects with tab-delimited text
◦ Add full resolution images
◦ Choose a type of compound object to create
◦ Enter metadata for compound objects
◦ Map fields when adding compound objects
◦ Use the Metadata Templates

• Add multiple compound objects

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Use one of three options within the Add Compound Objects wizard if you have many compound objects to import.

◦ Directory structure
◦ Object List

• Upload compound objects

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After you have created your compound objects and added them to the project spreadsheet by using the Add Compound Objects wizard and one of its options, you can upload them to the collection for approval just as you would any other item in the project spreadsheet.

◦ Assign permissions
◦ Correct errors
• **Web-based compound object creation**

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  Using the Web-based functions, you can edit metadata and structure within existing compound objects and you can create a compound object out of items already within the collection.

• **Edit compound objects**

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  After a compound object has been added to a collection, CONTENTdm provides multiple options for making changes to the objects. You can edit metadata and structure in both the Project Client and the Web Editor.

  ◦ Edit and delete compound objects in the Web Editor

  ◦ Edit compound objects in the Project Client