Using ContentDM

Instruction for Metadata Workshop

I. Understanding the functions of ContentDM

- Go to <u>http://www.clevelandmemory.org/postcards/</u> Click on "Browse all images " Choose an item which has 'subject' terms, examine the record and find out what fields are searchable. Discuss if any other field(s) should be searchable.
- 2. Download two images for future exercise

From this website download two postcard images to your computer drive or disk. Name with appropriate identifier, e.g., postcard002 or postcard1956-005 (with year).

II. Start a new project

3. Go to class website:*

http://class11025.contentdm.oclc.org/cgi-bin/admin/start.exe

and login. (User names and passwords are distributed in class.)

CONTENT (ONTENTdm Administration								
admin home	[server	collections	items					
		·							
Welcome	to CONTENTdm Administrat	ion							
In CONTENTdm Administration, you can administer the server, the collections, and the items. If any of the above tabs are gray, you do not have administration rights to that area. The collections and items sections contain drop-down lists that you use to select your current collection.									
	Click the server tab to create new collections, delete existing collections, edit settings (including viewer settings, the stop list, and OAI harvesting), assign user rights, view reports, and see server information.								
	Click the collections tab to configure collections (including viewer settings, field properties—setting full text searching and creating controlled vocabulary—full resolution support, and PDF conversion), view collection reports, and export data.								
Click the item	Click the items tab to approve items, build the text index, and add, edit, and unlock items.								

4. Click on 'Collections' tab.

Your collection (e.g., 'Collection 1', or whichever collection number you logged in for) will be the only one you will be able to work on.

The following interface contained all you need to do for managing your metadata collection.

* Any training program can obtain its own access and a set of account by contacting Ms. Ingram,Geri [ingramg@oclc.org] This is the class of KSU SLIS.

CONTENTdm Administration							
admin home server	collections	items					
:: co.figuration : fields : view	vers : reports : exp	port : view collection : help					
Curren collection: Collection 1 + change							
Collection administration							
Configuration Change collection details and description, and configure collection settings (including full resolution and PDF conversion).							
Field properties Administer controlled vocabulary. View, add, edit, and delete field properties.							
Viewers Configure the item and object viewers for this collection.							
Reports View collection summary and build history.							
Export Export metadata as tab-delimited text files, XML, or OCLC SiteSearch.							
View collection View current collection in the Web template interface.							

5. Change to 'Item' tab. Now you can add metadata records.
6. Choose Add. For exercise 1, put the URL in the "Add URL" box and create a record. For exercise with images, upload a file from your image folder (Please choose only 1 image to upload. The image size should not be larger than 1 mb).

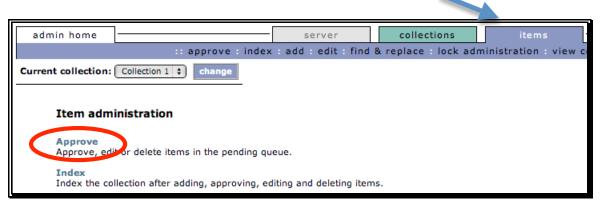
admin home]		server		collections	items		
:: approve : index		: add : edit : find	&	replace lock ad	ministra	ation view	collection : help	
Current collection: Collection 1 + change								
Add item Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use the Project Clien								
 Fields marked with an asterisk are required. 								
 Add an item 		Choose	File 📄 DC.jpg					
O Add URL		http://						
Add metadata								
Title *		Washing	gton DC Cherry Blosso					
Subject		Spring,	Cherry blossom					
Description			Cheery blossom time at Washington, D.C. with the background of Washington Monument.					
Creator		GQ Tian)]	
Publisher]	
Contributors]	
Date		2010-03	2010-03-30					
Type		image	e					
Format		jpg						
Identifier		DC01.jp	al]	

7. After filling in the template, click **Add** at the end of the page. The system will give a statement:

The item has been added to the pending queue.

and an empty template again.

8. Click on **items** tab, choose **Approve**.



Then choose Approve & index all \rightarrow go

	Approve items	
	Approve all items in the pending queue or review the detailed approve controlled vocabulary.	al queue a
٦	Fo schedule an approval process, click add .	
	Full approval queue actions	
	Now: 1 pending item(s), 0 controlled vocabulary terms	Schedul
	 Approve all (Records with unauthorized terms are approved but terms are not added to the controlled vocabulary.) 	
	 Delete all Warning: This cannot be undone. 	
	go	

Wait a few minutes for the server to upload your file and make it to the Website. Choose '**View Collection**' from the top navigation bar to see your item on the Web!

III. Setting up properties for your metadata schema or application profile

The default format is simple Dublin Core. So, you will need to revise and design it first.

- 1. Go back to the '**collections**' tab.
- 2. Select "Field Properties". Now you will see the list of metadata fields:

Col	lection field p	roperties								
			nable full text sear	ching and	controlled	vocabu	lary. After yo	ou have ad	ded, changed, or	deleted fields,
ina	ex the collection	n to update chang	ges.							
	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Title	Title	Text	No	Yes	No	Yes	No	move to \$	edit delete
2	Subject	Subject	Text	No	Yes	No	No	No	(move to \$	edit delete
3	Description	Description	Text	Yes	Yes	No	No	No	move to \$	edit delete
4	Creator	Creator	Text	No	No	No	No	No	move to \$	edit delete
5	Publisher	Publisher	Text	No	No	No	No	No	move to 🛊	edit delete
6	Contributors	Contributors	Text	No	No	No	No	No	move to 🛊	edit delete
		Date	Text	No	No	No	No	No	move to \$	edit delete

- 4. Edit a particular field. For a field you want to be searchable, select 'yes' for 'search'.
- 5. Add a field.

Add field						
Index the collection after editing field.						
Caution: Project Client users must close and re-open their current project in order to access changes to fields.						
Field name						
DC map	None 🗘					
Data type	Text 🗘					
Show large field	No 🗘					
Searchable	No 🗘					
Hidden	No 🗘					
Required	No 🗘					
Controlled vocabulary	⊙ No 🕜 Yes					
	save changes					

If your structure is hierarchical, write the element name as "element.subelement". make the field like: measurement.size | measurement.shape

Now you are ready to input data using the template you set and put a collection online.