**Using ContentDM**
Instruction for Metadata Workshop

## I.  Understanding the functions of ContentDM

1. Go to http://www.clevelandmemory.org/postcards/ 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.)
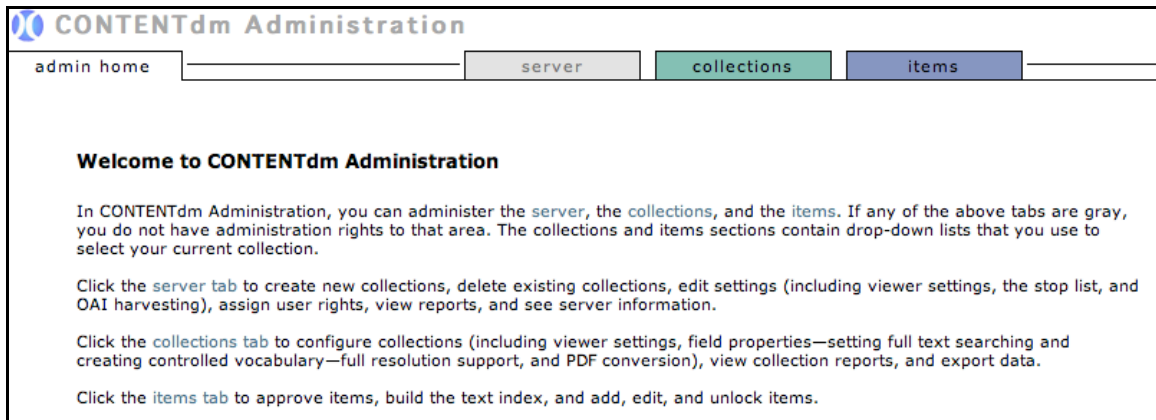


4. Click on 'Collections' tab.

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.
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* 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.
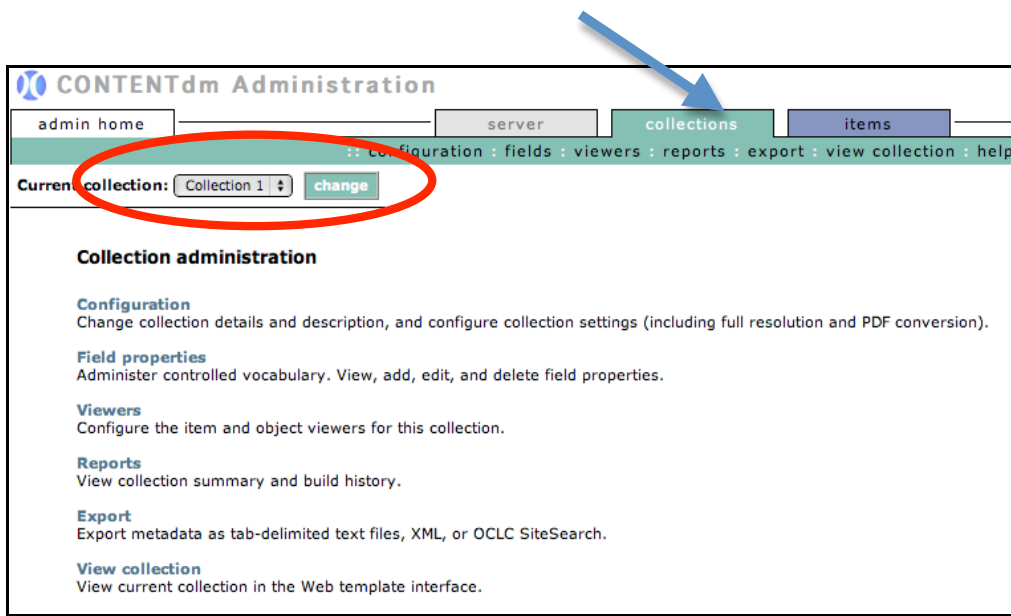
5. Change to 'Item' tab. Now you can add metadata records.

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).

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**.
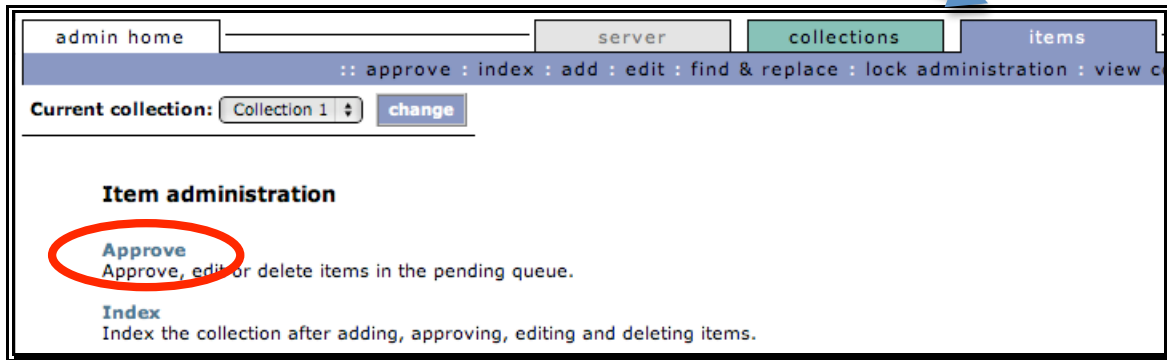


Then choose **Approve & index all** → **go**
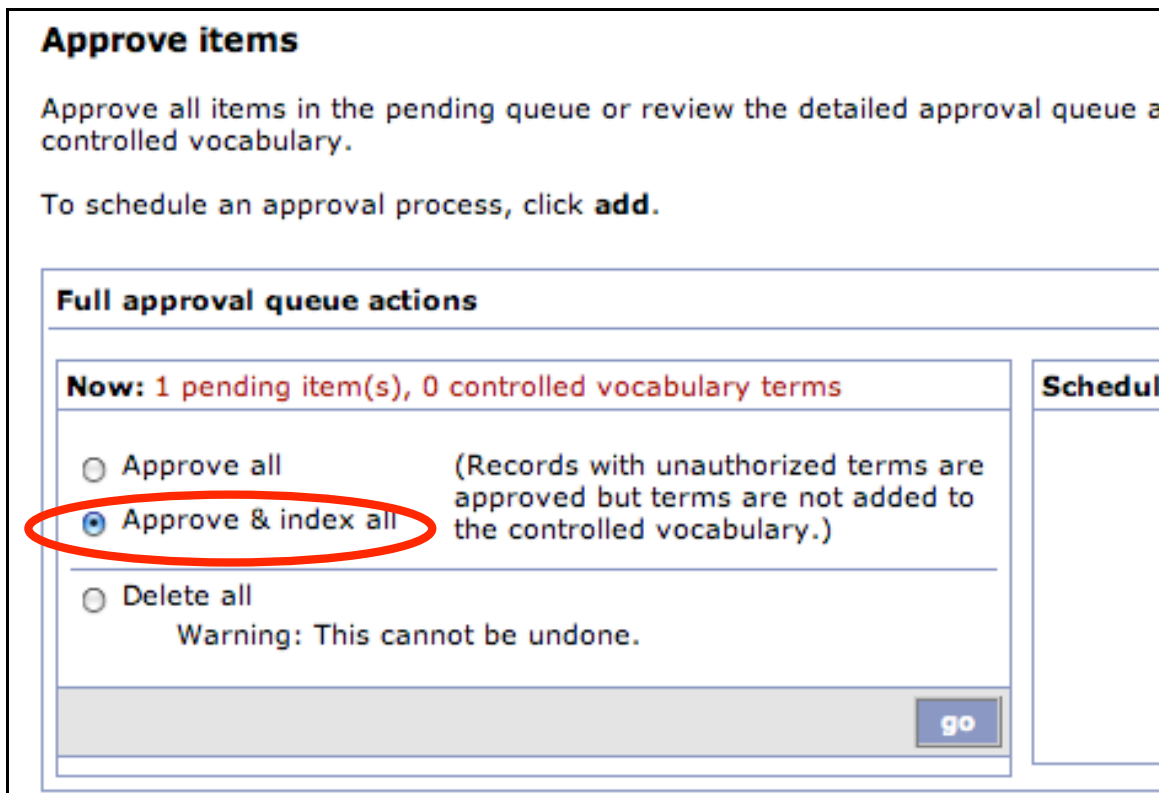


Wait a few minutes for the server to upload your file and make it to the Website.
Choose '**View Collection'** from the top navigation bar to see your item on the Web!

**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:

**Metadata fields**

View and configure collection and administrative fields.

**Collection field properties**

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.

| | 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 |
| 7 | Date | 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.**