

## Exercise 6: Import items (or metadata only) from a tab-delimited file

### Before You Begin

To start a new project, you will need your CONTENTdm:

- User Name and Password
- URL for the CONTENTdm Server (<https://server17214.contentdm.oclc.org>)

### What you will learn

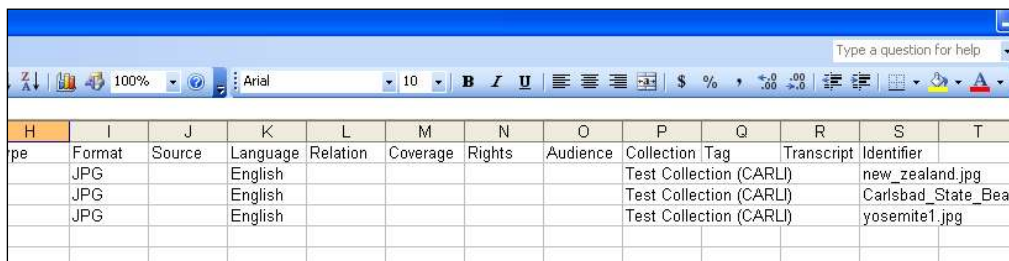
You will learn how to import a standard data format (ASCII) file of item metadata to CONTENTdm, with pointers to the associated digital objects. This is the standard method for migrating digital collections from legacy and external systems into CONTENTdm.

### The Exercise:

#### Part 1: Import metadata and objects from a tab-delimited text file

**Note:** What's been done already? For this training session, the Exercise Data folder contains a folder of image files called **Scenic**. There is also a text file containing metadata corresponding to them called **scenic\_metadata.txt**. The field names for your **Test Collection** are found in the first row. The **Object file name** will be found in the **Identifier** field.

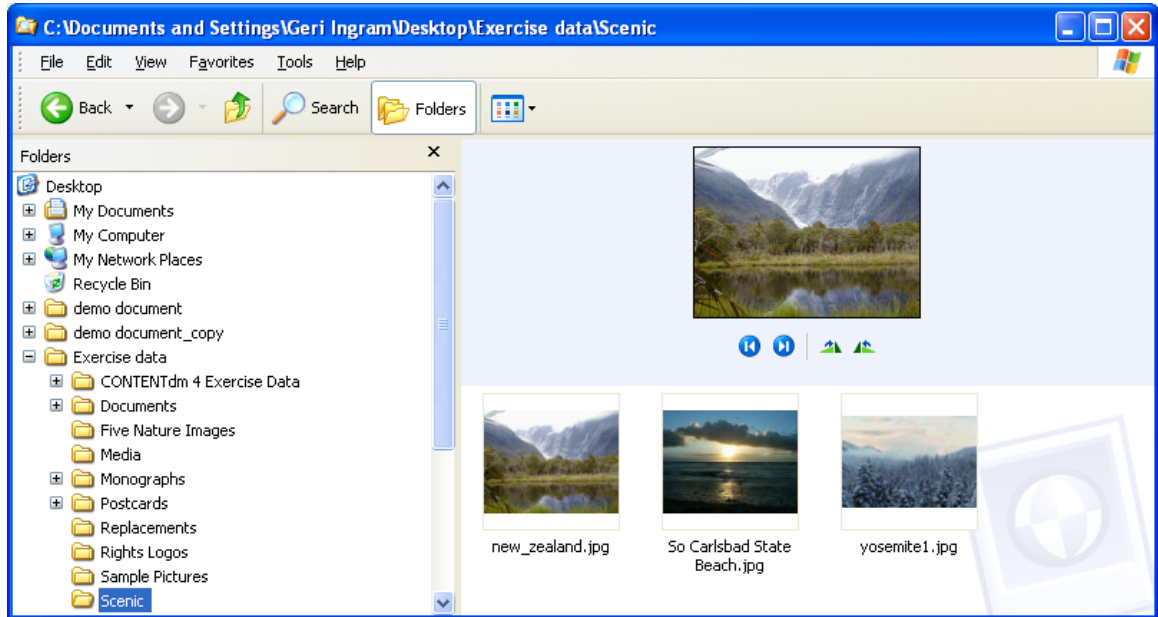
The **scenic\_metadata.txt** file is in the Exercise Data folder. If you wish, use Excel to open the .txt file. Note the contents of the **Identifier** column. For each row, this will be the name of the file that is imported along with its accompanying metadata.



H	I	J	K	L	M	N	O	P	Q	R	S	T
pe	Format	Source	Language	Relation	Coverage	Rights	Audience	Collection	Tag	Transcript	Identifier	
	JPG		English					Test Collection (CARLI)			new_zealand.jpg	
	JPG		English					Test Collection (CARLI)			Carlsbad_State_Beach.jpg	
	JPG		English					Test Collection (CARLI)			yosemite1.jpg	

Figure 1: Part of a tab-delimited ASCII text file opened with Microsoft Excel.

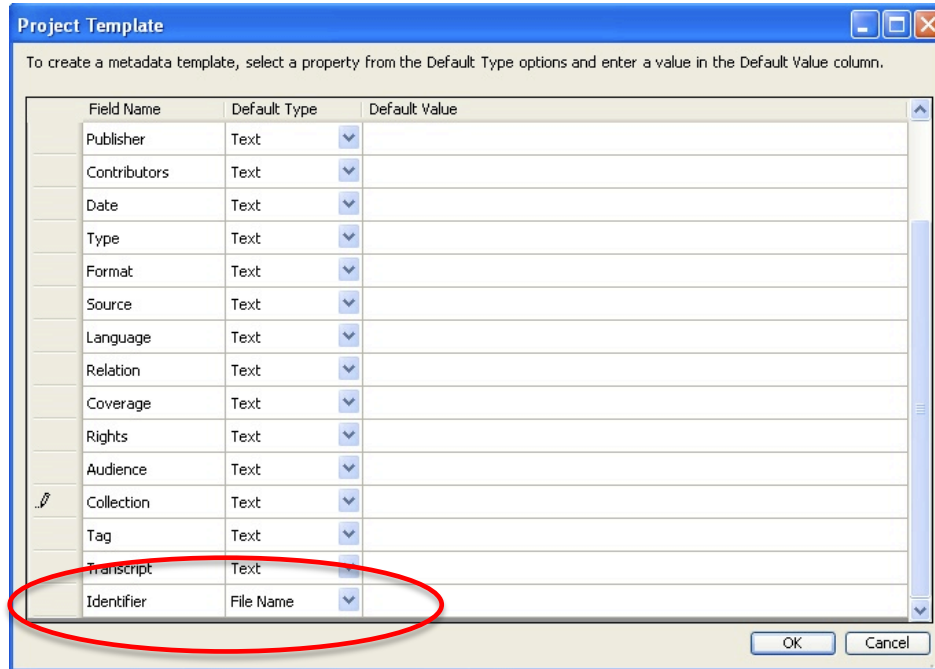
You may also wish to look at the images in the **Scenic** folder. You will find it in the **Exercise Data** folder as well. **Scenic** contains three jpg images. Note that the file names of the images are exactly the same as the file names listed in the Identifier field in our tab-delimited file.



**Figure 2: Images are located in your Exercise Data/Scenic folder.**

### The Exercise

- 1) Open the Project Client and create a new project linked to your **Test Collection**. Call the new project **Text**.
- 2) Since this is a NEW PROJECT, **edit the Metadata Settings** (found under the Project Settings Manager). Edit the Project template (general) and set the **Identifier field** to display the **File Name**.



**Figure 3: Set the general metadata template.**

3) Now we want to add items and attach the metadata from the tab-delimited file. From the Project Tab, choose the **"Add Multiple Items"** option from either the task bar or from the "Add" menu. This time select **Import using a tab-delimited text file.**

**Add Multiple Items**

Choose your import method

Import from a directory

Directory name:

Import using a tab-delimited text file

File name:

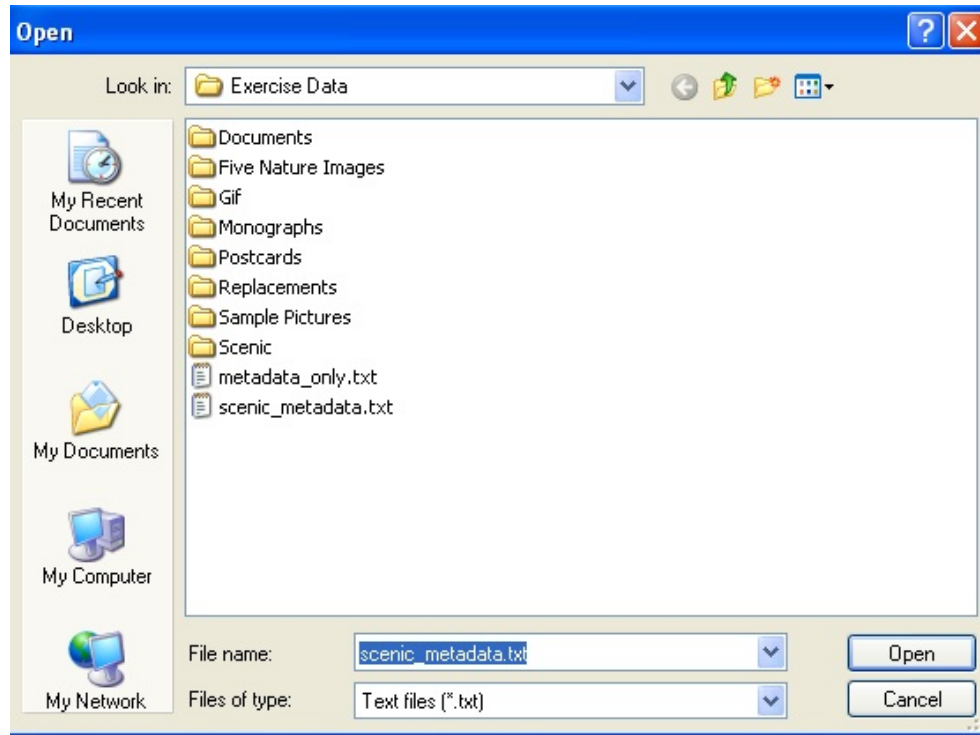
If you are importing files using a tab-delimited text file: The first record should contain the field names you are importing. One field in each subsequent record must contain the file name of the item that you are importing. All images specified in the tab-delimited file must exist in a separate directory.

< Back   Next >   Cancel

**Figure 4: Import multiple files with both metadata and objects**

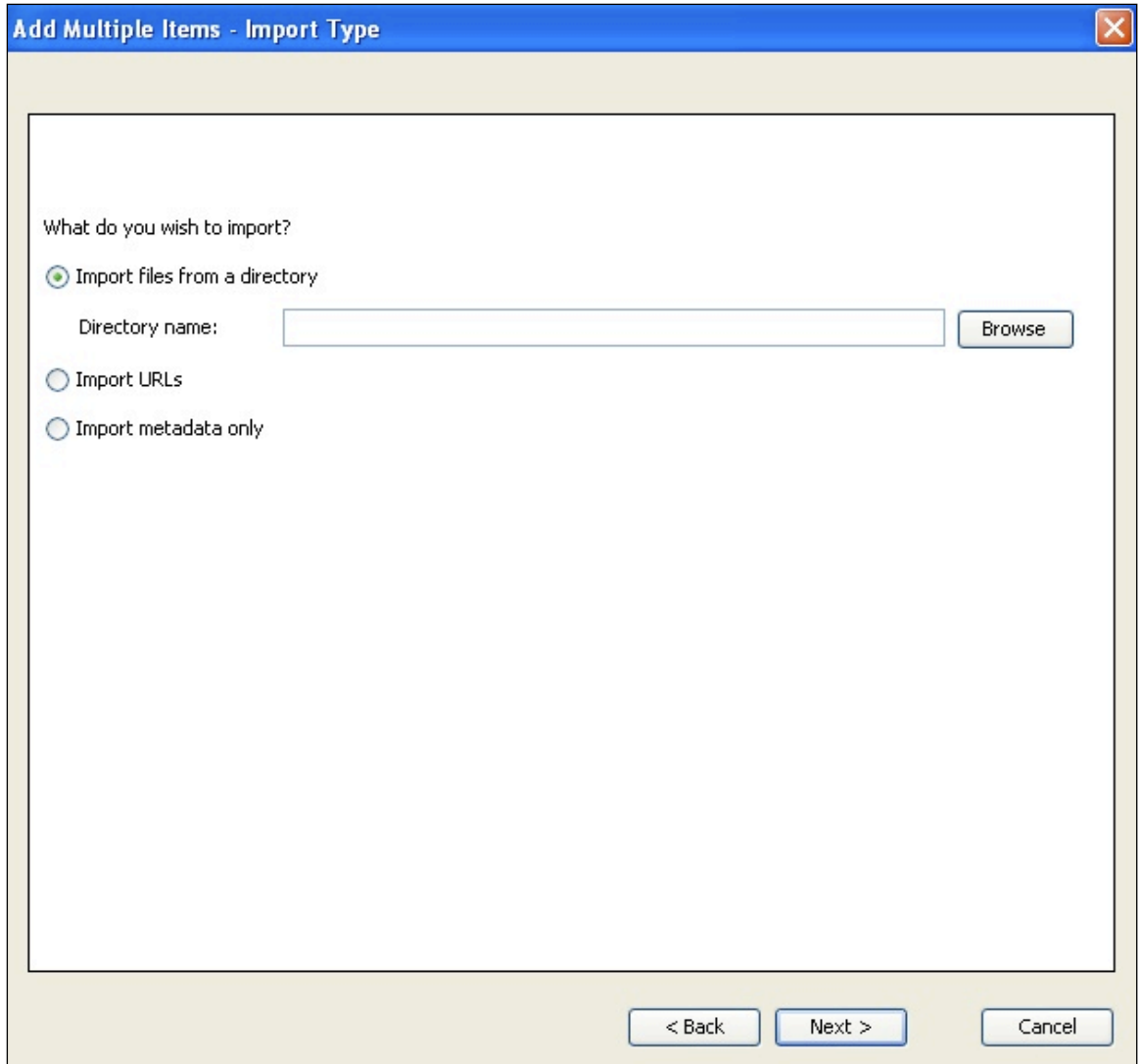
4) **Browse** to the **tab-delimited text file** that contains the metadata you are importing. This is the **scenic\_metadata.txt** file you just located on your desktop in the **Exercise Data** folder.

5) Click **Open** and then, from the dialog box, click **Next**.



**Figure 5: Locate and open the text file of metadata and file names.**

6) Now you are given the choice to import files from a directory (images), URLs, or metadata only. Since you do have images to import, select **Import files from a directory**, and click **Browse** to select the folder of images.



**Add Multiple Items - Import Type**

What do you wish to import?

Import files from a directory

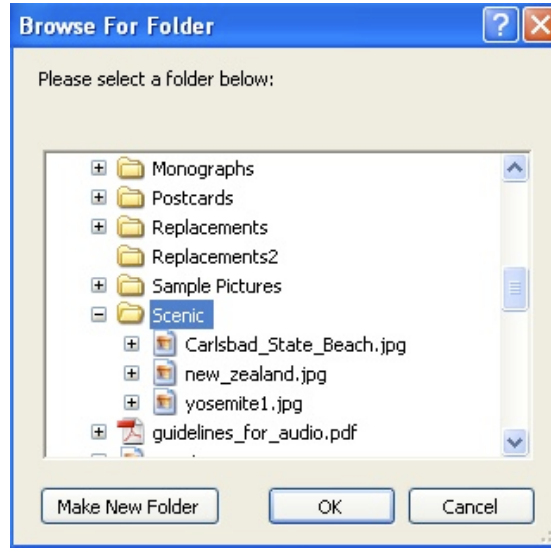
Directory name:

Import URLs

Import metadata only

**Figure 6: You are importing images with your metadata.**

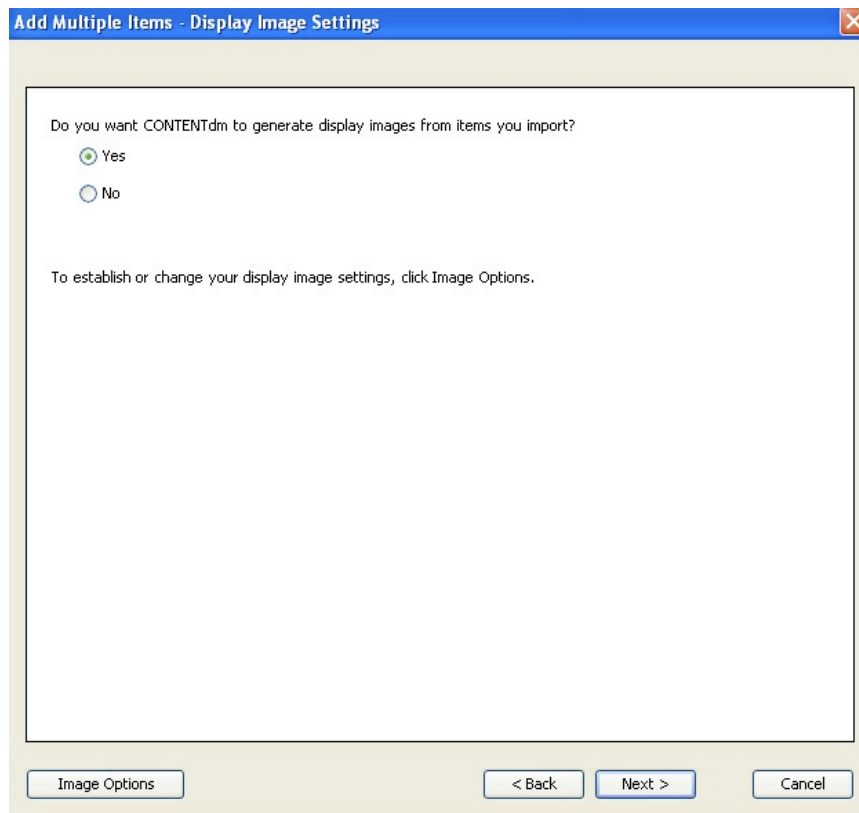
**7) Browse** to the **Scenic** folder in the **Exercise Folder**, clicking through each folder until you see the three items within the Scenic folder.



**Figure 7: Locate the Scenic folder of images you are importing.**

**8)** Click **OK** to select the folder, then, in the dialog box click **Next**.

**9)** Allow CONTENTdm to generate display images from the items you import (default is set to “Yes”) and click **Next**.



**Figure 8: Allow CONTENTdm to create display images.**

10) A metadata map will open. Fields will be ordered and labeled exactly as they are in your collection scheme. It is HIGHLY recommended that the metadata fields in your tab-delimited file are in the same order as your collection's field names because it will be much easier to match the fields. Scroll to the bottom and confirm that the **Identifier** field is mapped to **Object File Name**. (And check to make sure that **only** the **Identifier** field is mapped to **Object File Name**.)

**NOTE:** CONTENTdm will always map at least one field to **Object File Name** when uploading when the metadata contains the file names of digital objects in a field. By default, CONTENTdm selects the **last** field in the field list. Because the **Identifier** field contains the file name of the digital object, this is field we want mapped accordingly. Remember that you have **MOVED** the **Identifier** field to the last position in your list of fields. That was done to ease this mapping task.

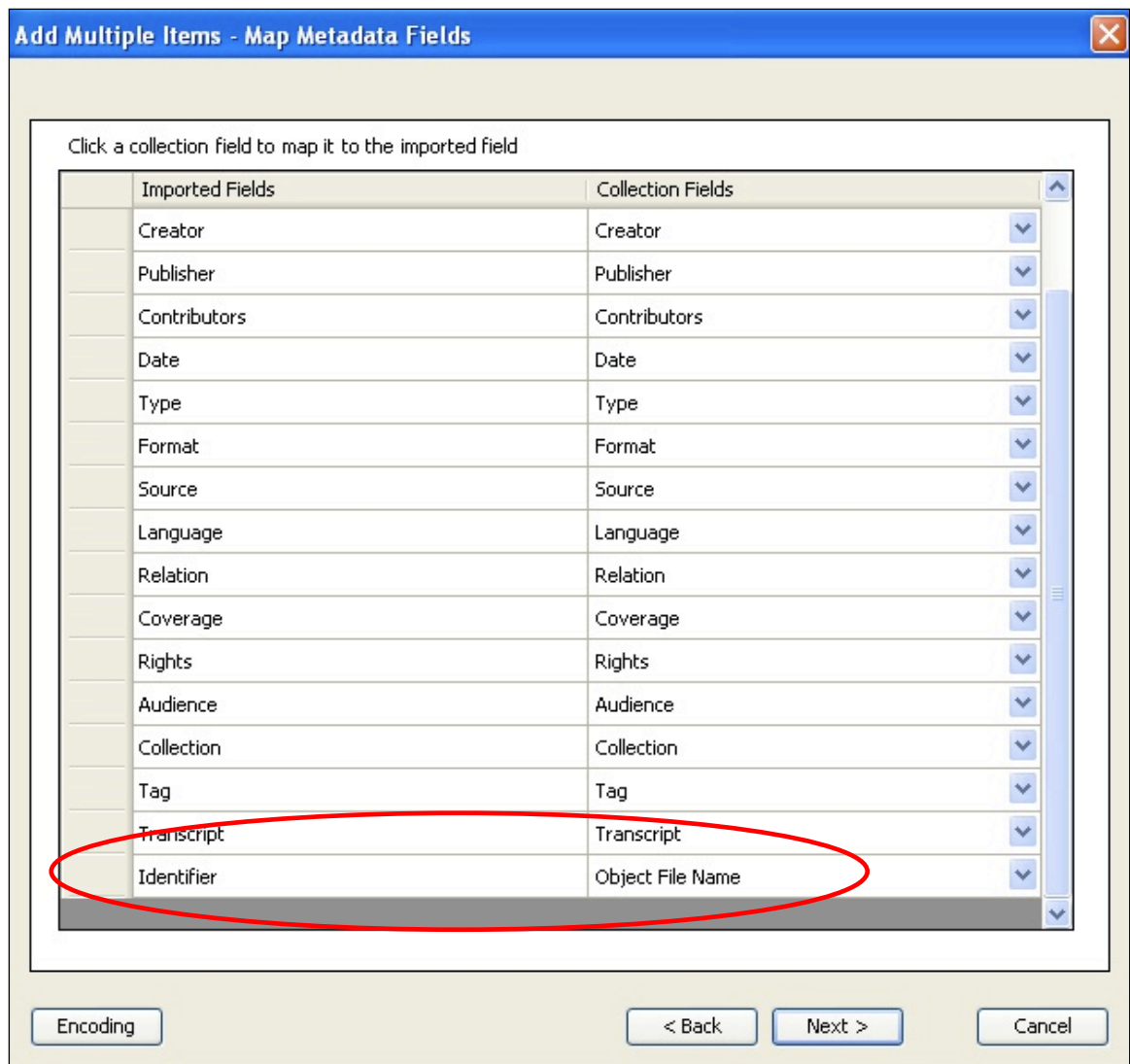


Figure 9: ONLY ONE field can be mapped to the "Object File Name"



11) Click **Next** to see the import settings summary window of what you have done to this point. A display of all the folders you've selected for both the metadata and the images will display. If this information is correct, click **"Add Items."**

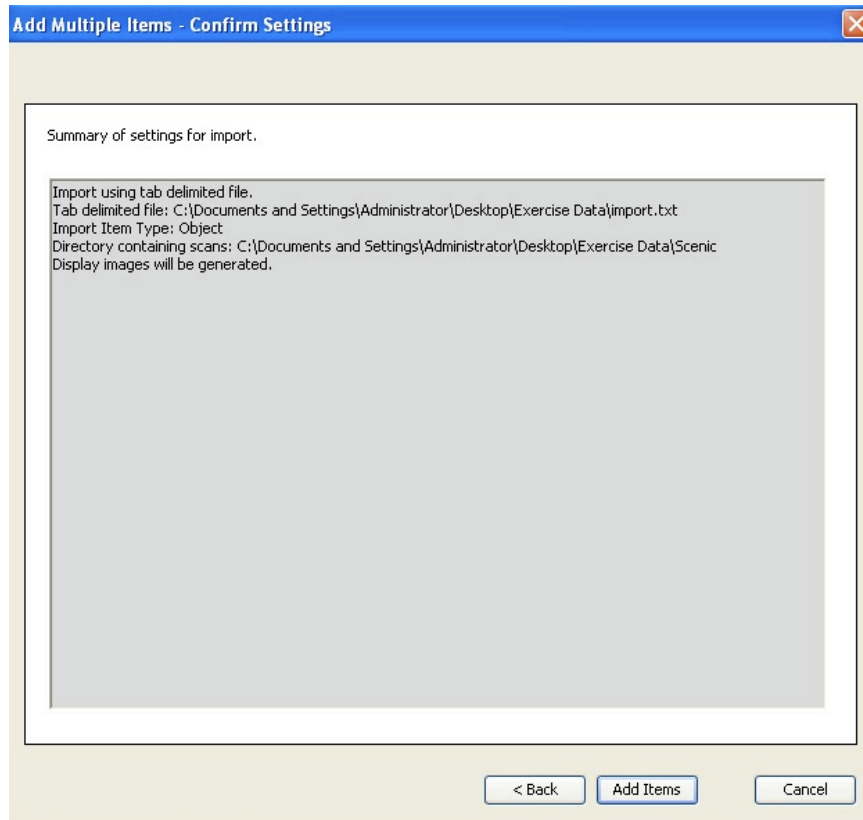


Figure 10: Summary of your actions.

12) Once you've clicked **"Add Items,"** the images and metadata will be imported into your project. A final summary page will appear when the import is successful. Click **Close** to close the summary.

Thumbnail	Title	Subject	Description	Creator	Publisher	Contributors	Date	Type	Format
	The Fjords				CARLI		1-Oct-09	Image	JPG
	Jim's Beach				CARLI		1-Oct-09	Image	JPG
	Yosemite in Winter				CARLI		1-Oct-09	Image	JPG

**Figure 11: Images and metadata brought together in project spreadsheet**

**13) Select All** the items in your spreadsheet. **Upload for Approval**, then, in Web Administration, **Approve & index** the items.