## Exercise 2: Start a New Project

### Before You Begin

To create a new CONTENTdm Project, you will need your

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

### What you will learn

In this exercise you will start a new Project and learn how Projects might be used. Each Project is affiliated with exactly one collection, though each *collection* may be linked to many *projects*.

### The Exercise

1) Open the Project Client either by clicking on the Shortcut on your desktop, or by opening the Start menu on your computer desktop and selecting Programs.

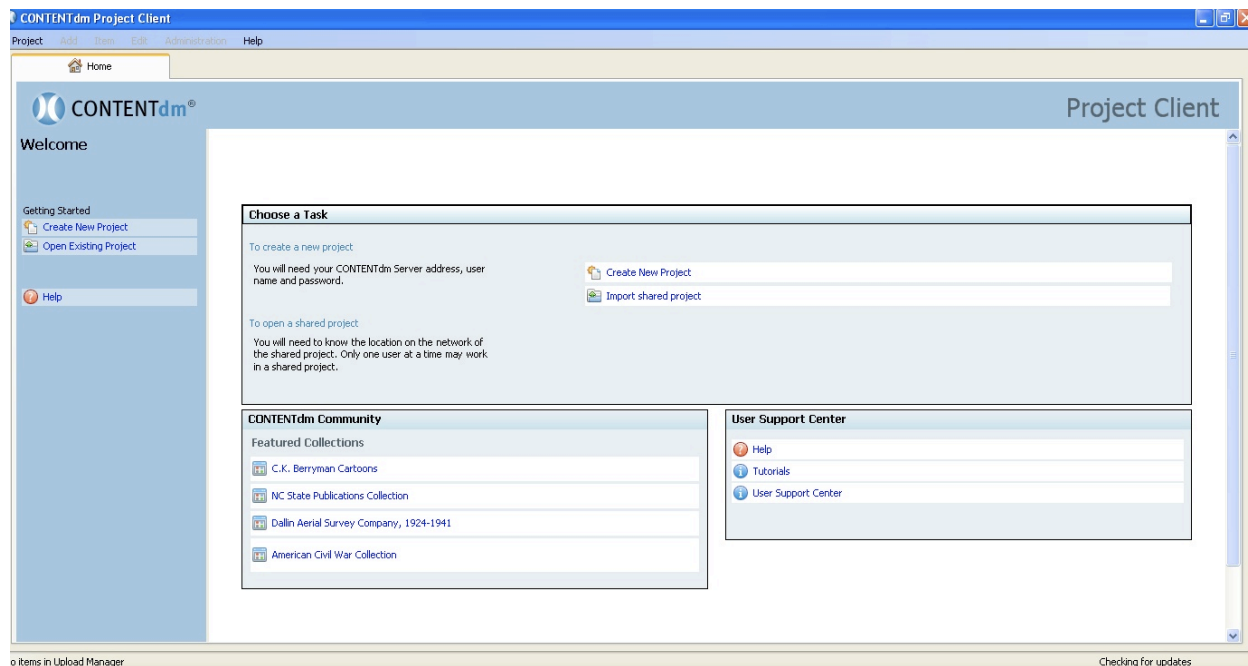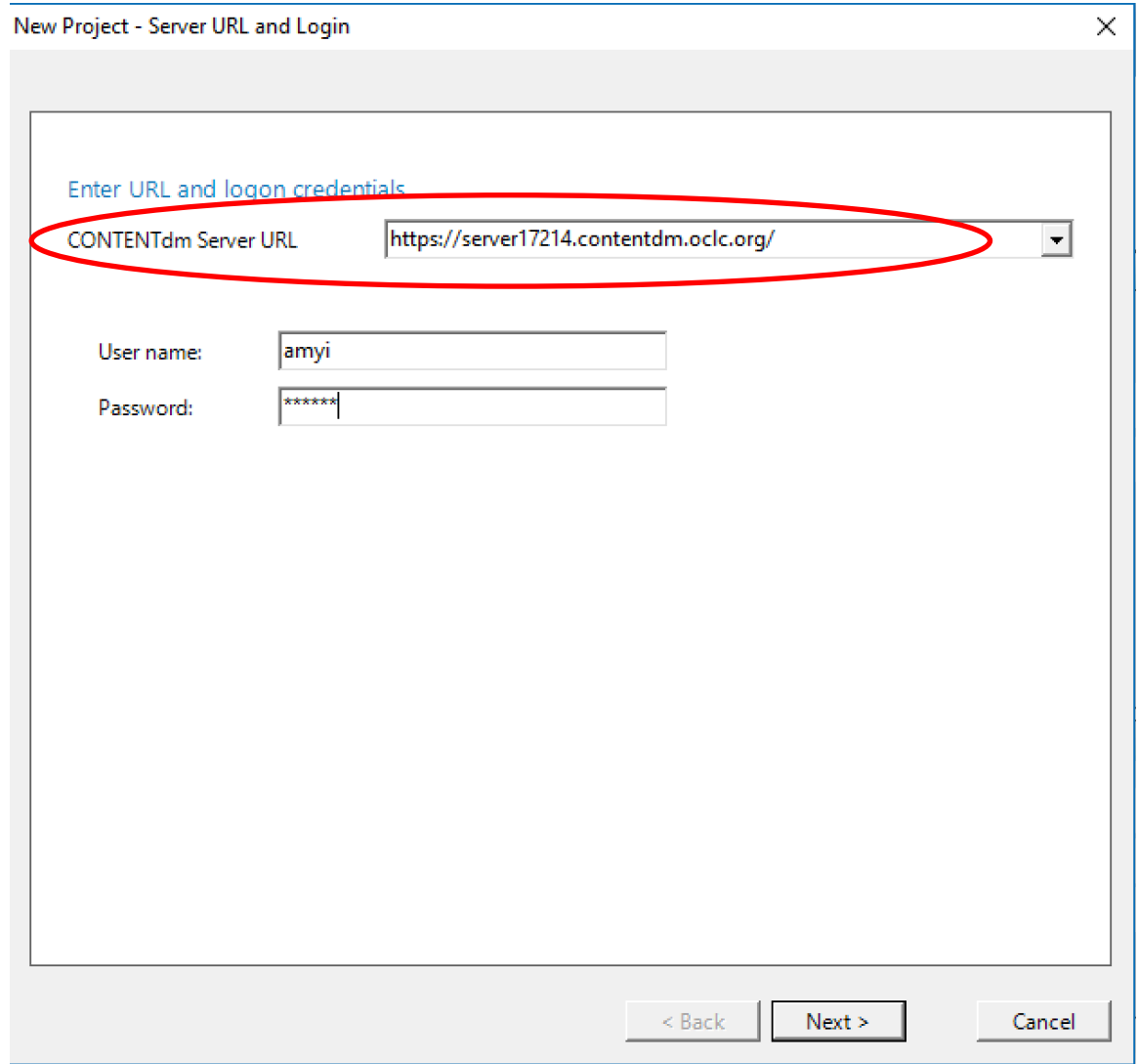2) From the Programs menu, locate OCLC and click **Project Client**. This opens the Project Client opening screen.



**Figure 1: CONTENTdm Project Client Opening screen**

3) From the Project Client menu click the **New** icon OR click on the "Create a New Project" option in the task bar or in the "Choose a Task" area of the client.

4) Follow the New Project Wizard to create a new project tied to your Test Collection.

Enter the **server name** for the CONTENTdm Server and enter your **User name** and **Password**.



**Figure 2: Enter Server name and User name and password**

**5)** After clicking **Next,** you will be given a drop-down list of ALL the collections on the server. Scroll down to your test collection.

NOTE: Collections will be listed alphabetically.

**NOTE:** AT THIS TIME, **ANY** CONTENTdm USER CAN CREATE A PROJECT IN **ANY** CONTENTdm COLLECTION. **MAKE SURE YOU ARE ACCESSING YOUR OWN COLLECTION!!!!!**

New Project - Choose Collection

Choose collection:

A Test Collection

A Test Collection
A WEE Tale Photograph Collection (Governors State University)
Adele Fay Williams Collection of Drawings and Prints (Lewis University)
Alumni Directory 1887-1937 (Benedictine University)
American Civil War Collection (Southern Illinois University Edwardsville)
Architecture Collection (Lewis & Clark Community College)
Arthur Takeuchi Materials Lab (Illinois Institute of Technology)
Aurora Yearbook (Olivet Nazarene University)
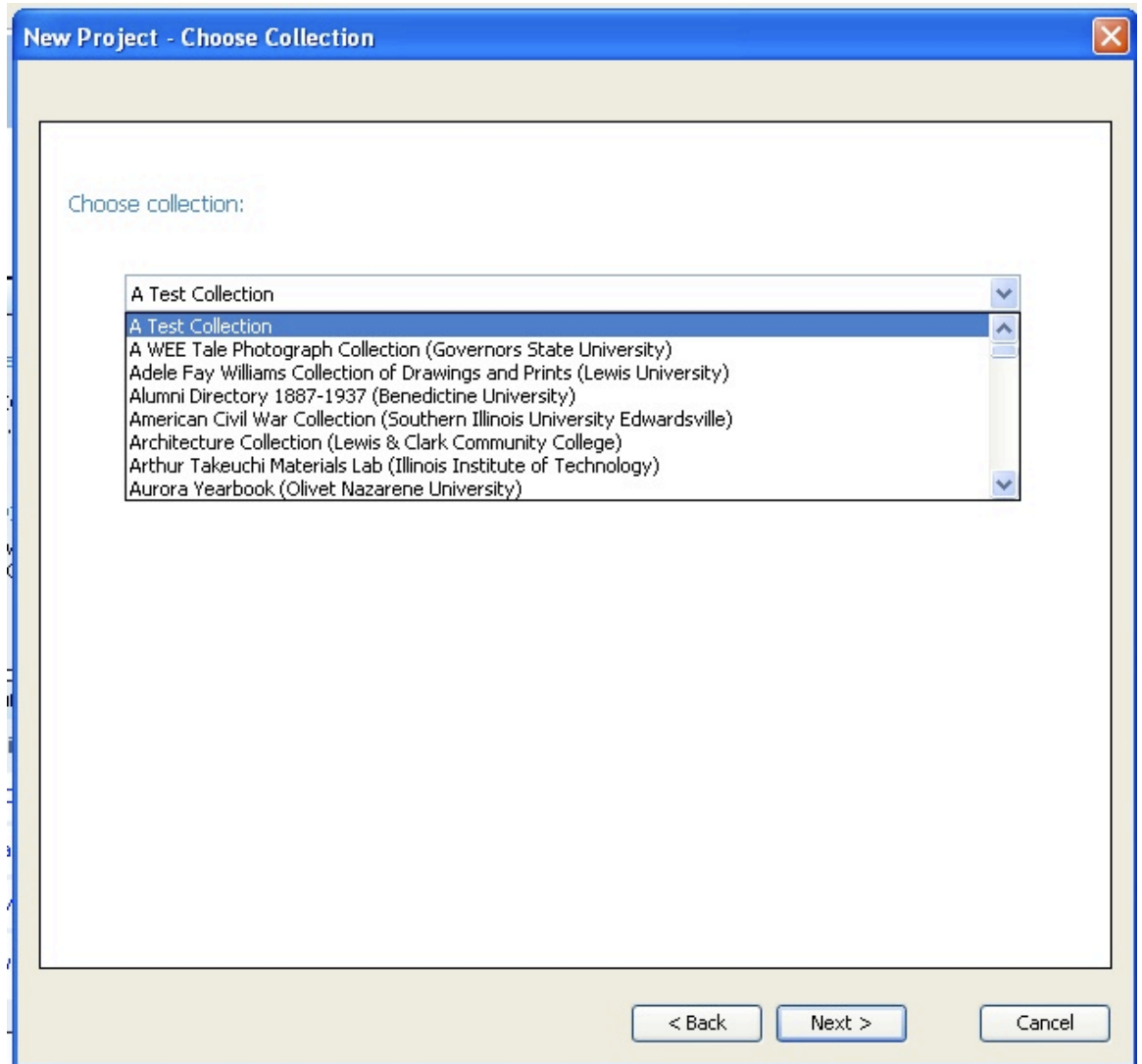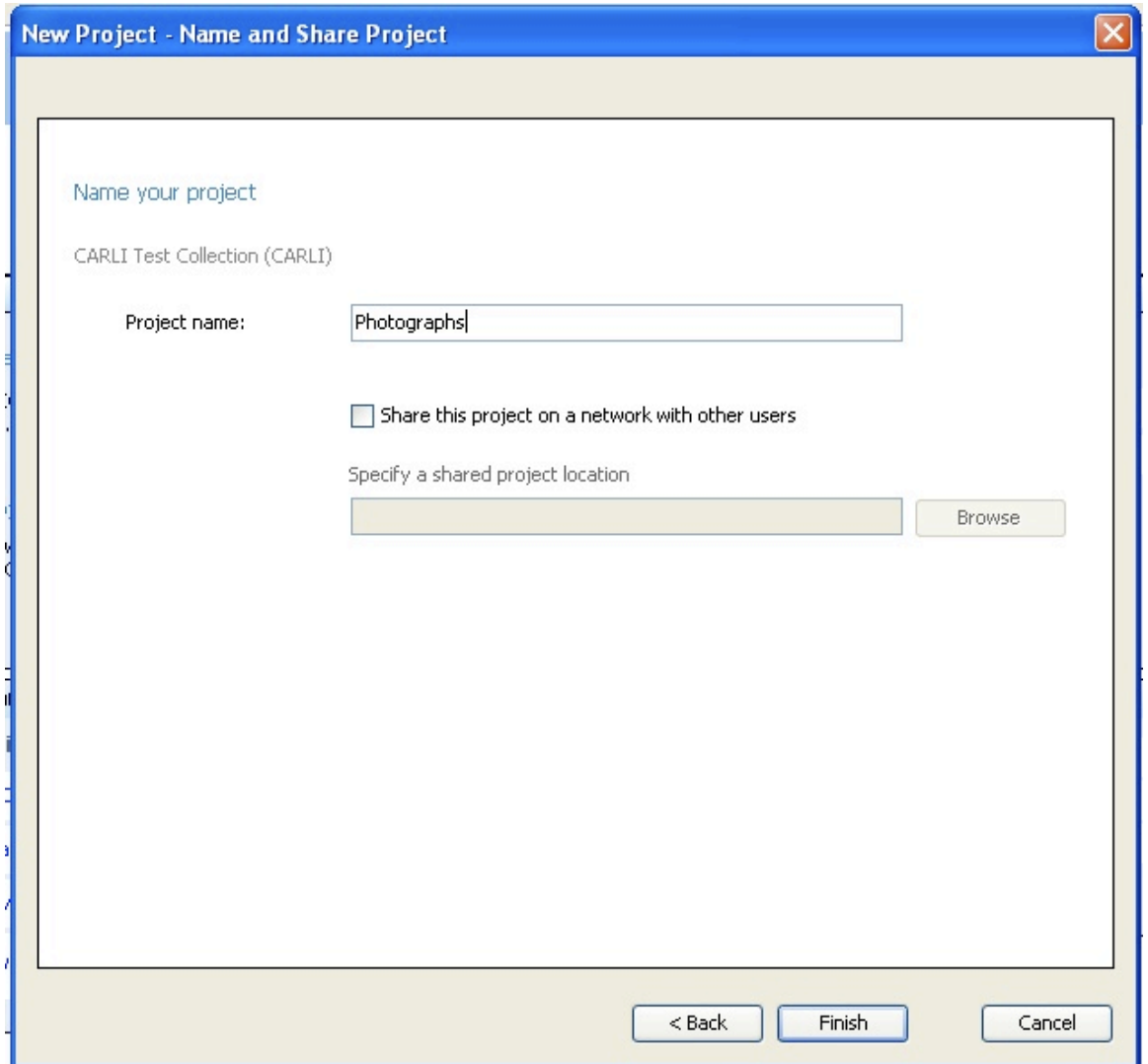
< Back        Next >        Cancel

**Figure 3: Choose YOUR test collection**

**6)** After clicking **Next,** you can enter the name of your Project.   Call this project **"Photographs"**



**Figure 4: Enter the name of your project**

**7)** Click **"Finish"** to complete the steps. Your Project's name (and the name of the Collection with which it is affiliated) will now appear at the top of the task bar of your project's tab—the project name is in green. Your work is automatically saved.
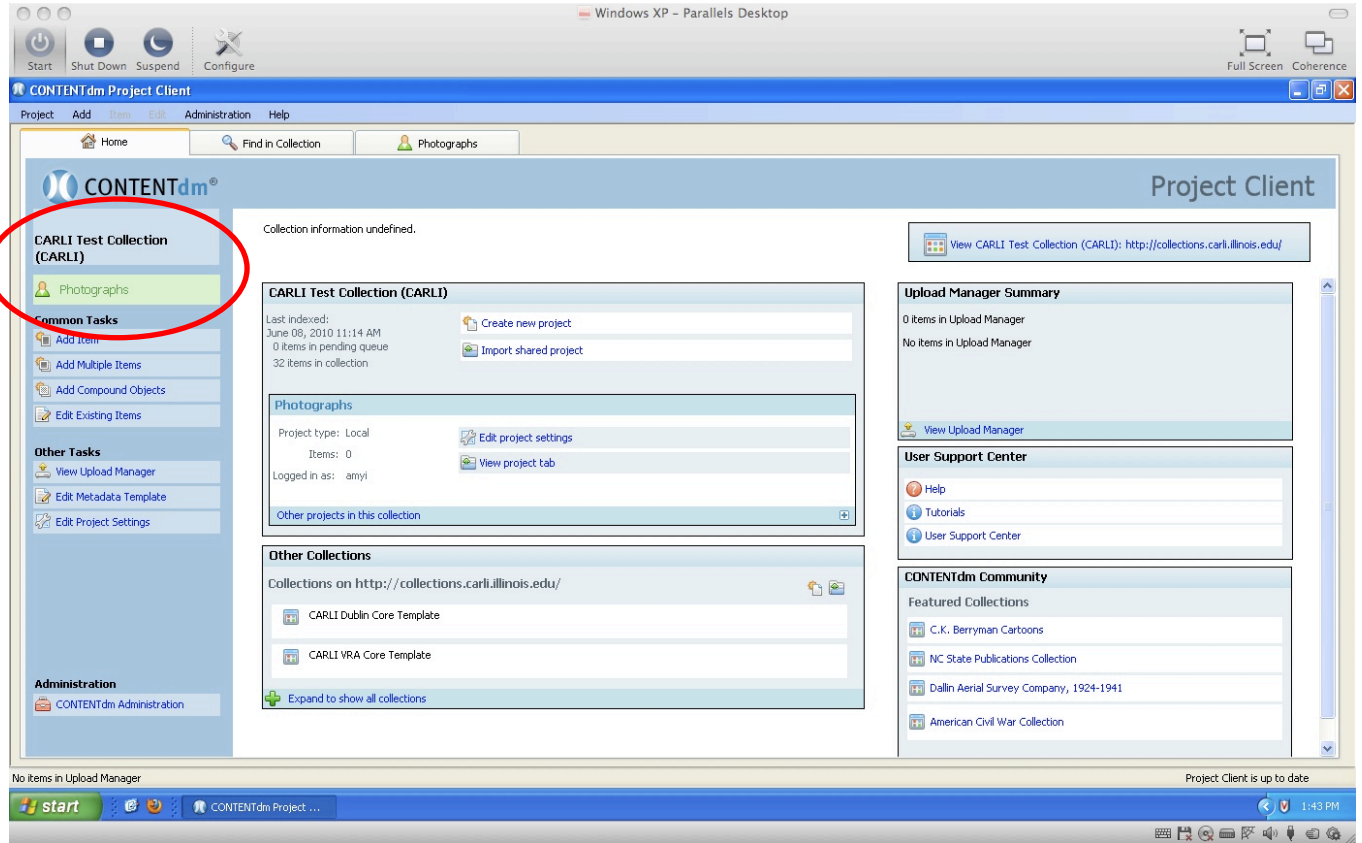
- **Figure 5: Project has been created.  Note the Project name in the third tab and the Collection name in the left-side task bar**

NOTE: When you open the Project Client, it will automatically open the last project you were using even if you closed the project before exiting the client.  Be careful to make sure you are opening the project you want to work on!  This is especially true when you are working on multiple collections.