Exercise 9: Editing item in your collections

Before You Begin

To access the Collection Administration tools either from Project Client or from the Host URL, you will need your CONTENTdm:

- User Name and

- Password

What you will learn

You will use the **Edit** function in CONTENTdm Web Administration to access individual and global metadata editing capabilities and enhance the metadata of some of your items.

You will use **Field Properties** and the **Find and Replace** functions to add a new metadata field and populate it for all items in a collection.

You will also use the Project Client **Find in Collection** tool retrieve items in your collection so you may edit them.

The Exercises

Web-accessible functions

1) In your Web Browser, use your complete Web Administration URL:

https://server17214.contentdm.oclc.org/cgi-bin/admin/start.exe

and your User Name and Password to access the CONTENTdm Administration menu.

2) Select the **Items tab.**

Note: If you have permission to administer more than one collection, by default the first one on the server will be selected. If needed, change to the collection you want using the dropdown box that appears at the top of the list of functions.

Figure 1: Administer items in your library's collection.

Editing existing items' metadata on the server

1) From the **Administration > items** menu or navigation bar, click on **edit**.

2) Search the collection for items where we want to enhance the metadata for all images of whales. Remember that file names are stored in the Identifier field. Since these will have the media type extension (e.g., jpg, gif, tif), use the wildcard asterisk (*) to find all of the pictures of whales. Search on the **Identifier** field for *whale**
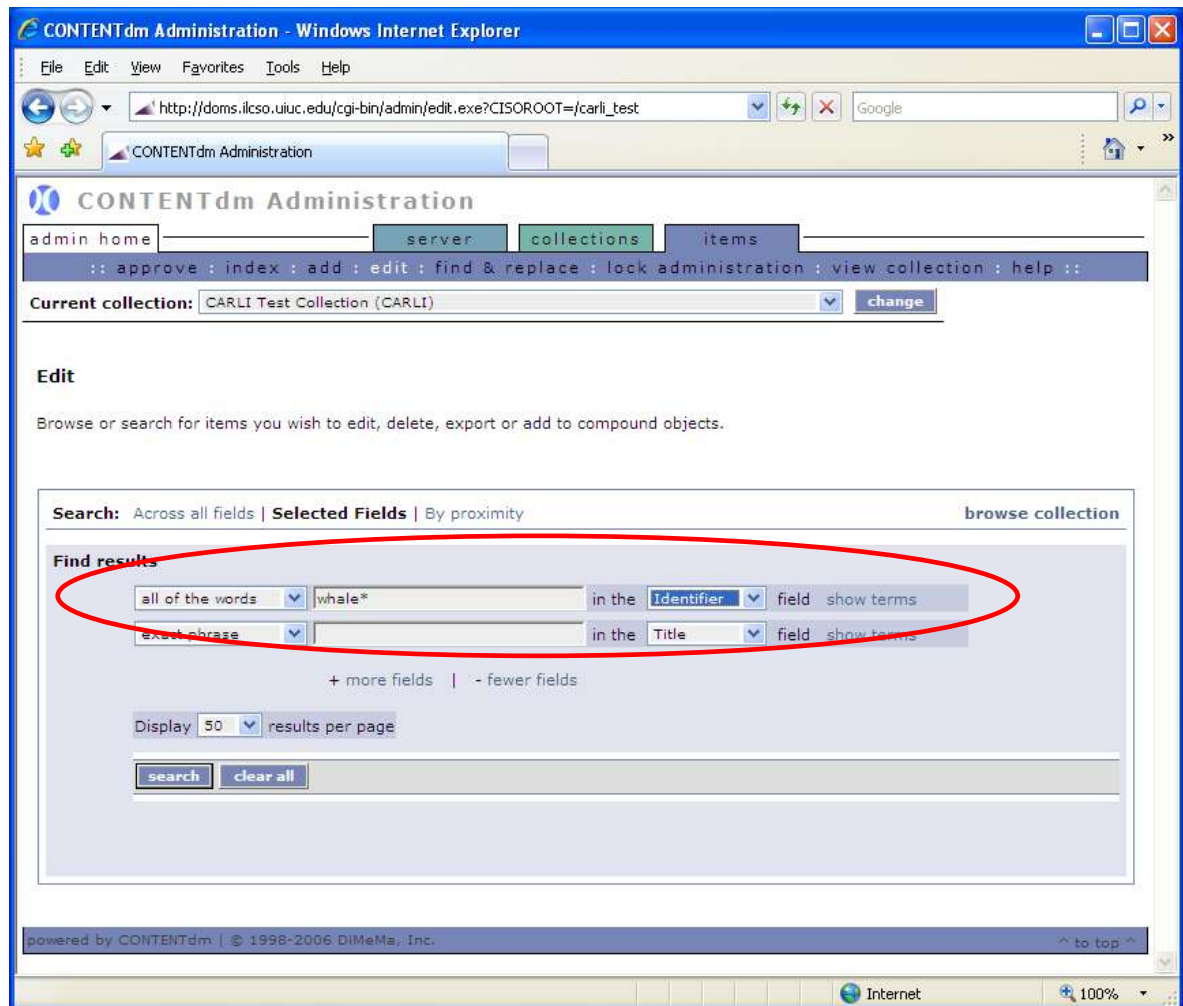

Figure 2: Search on the Identifier field for the file name you stored.

Note: Once your search returns results, there are both global and selected actions available to you in the Edit functions.

   a. Global functions work *on every result* found from your search. You can delete simple and compound objects; with compound objects, you have the choice to delete all components in addition to the compound object itself.

   b. Selective actions operate on *sets* or *individual* items. You can select individual items and delete them, export them, or assemble them into a compound object. Alternatively, you can operate on a subset of the retrievals, choosing to edit metadata or to delete the subset.
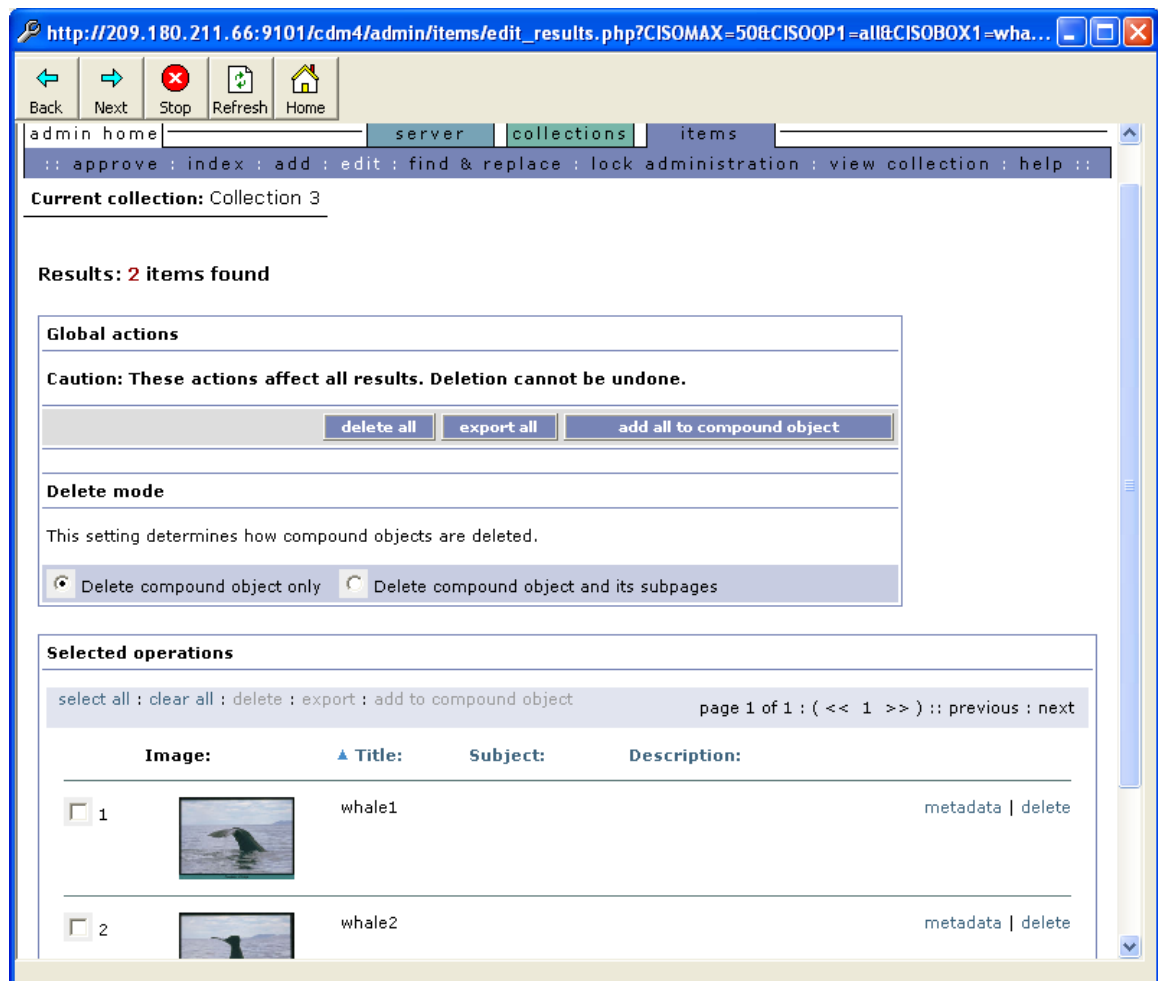

Figure 3: Search returns two items to edit.

3) Give the first item a better title and a fuller description, by clicking on **metadata** link on the right and filling in the fields more fully.
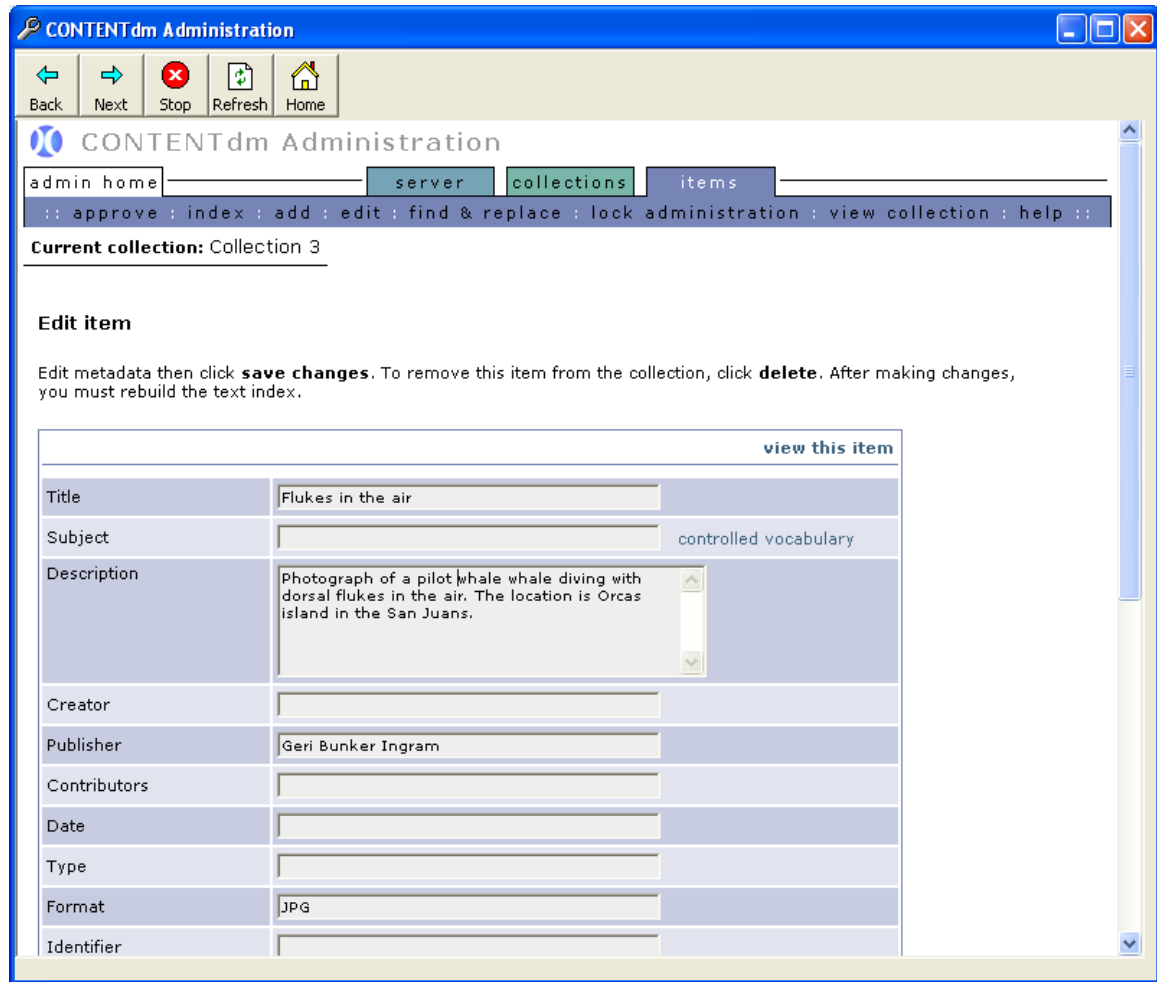
Figure 4: Editing metadata for an existing record via Web Administration.

4) Save changes, and build the index to have them take effect.

Adding and Populating a New Metadata Field for All Existing Items in a Collection

If you need to add a metadata field to a current collection and then populate that field with the same information for every item within the collection (such as the CARLI-required "Collection" or "Rights" fields, or the recommended "Contact Information" field for DPLA-harvested collections), follow these steps to first add the new field and then populate it.

Add a New Metadata Field to Your Current Collection

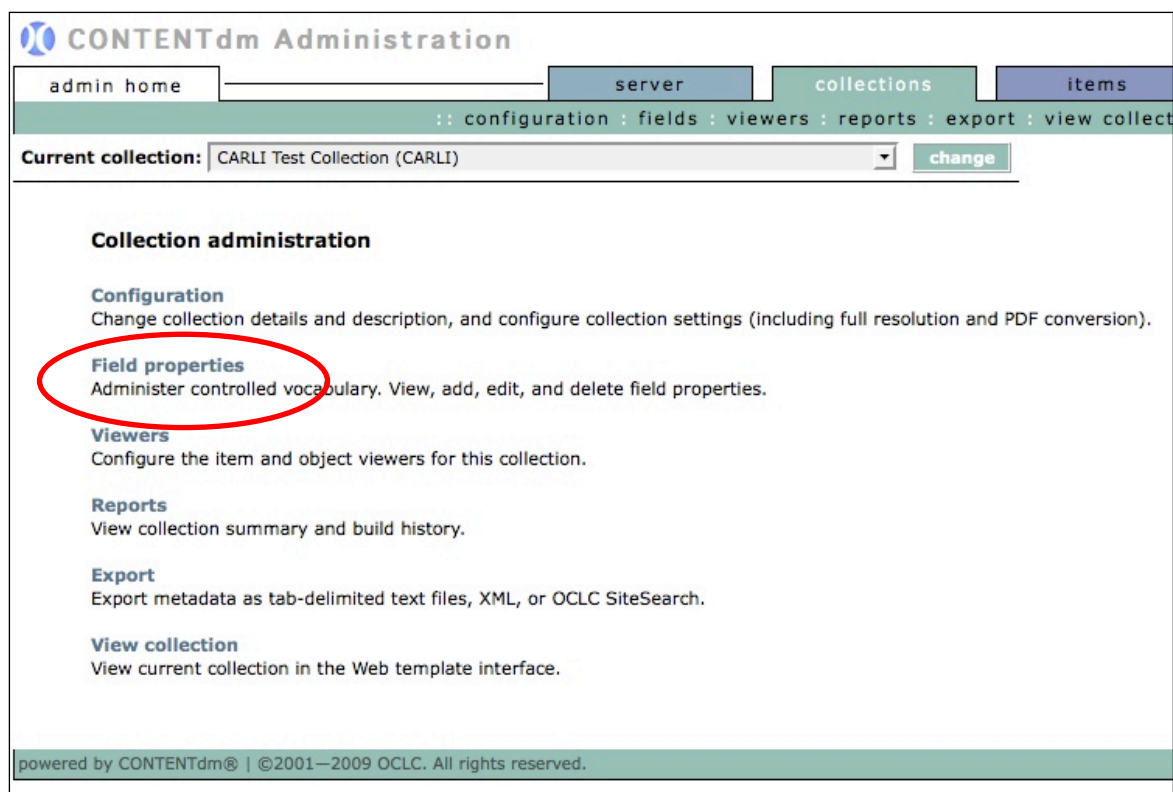1) Go to the **Collections** tab and choose **Field properties.**

Figure 1: Field properties on the Web Administration Collections tab

2) Add a new metadata field called "**Contact Information**". For this field, the Dublin Core (DC) mapping should be "None" and the field should have Searchable set to "No," Hidden set to "No," and Required set to "Yes."

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	Contact Information
DC map	None
Data type	Text
Show large field	No
Searchable	No
Hidden	No
Required	Yes
Controlled vocabulary	● No ○ Yes

save changes

Figure 2: Add a new Contact Information field to the existing collection.

3) Click the "**save changes**" button to save the new field.

4) Once your new field(s) is added, you may use the "move to" dropdown list to change its position in the list of fields within the collection's Field Properties.

5) After you have created your new field you can add text to it using a global find and replace. This will add the same text to the field for every item in the collection.

Making Global Find and Replace Edits

1) In the **Items** tab of CONTENTdm Web Administration, choose **Find & replace**.
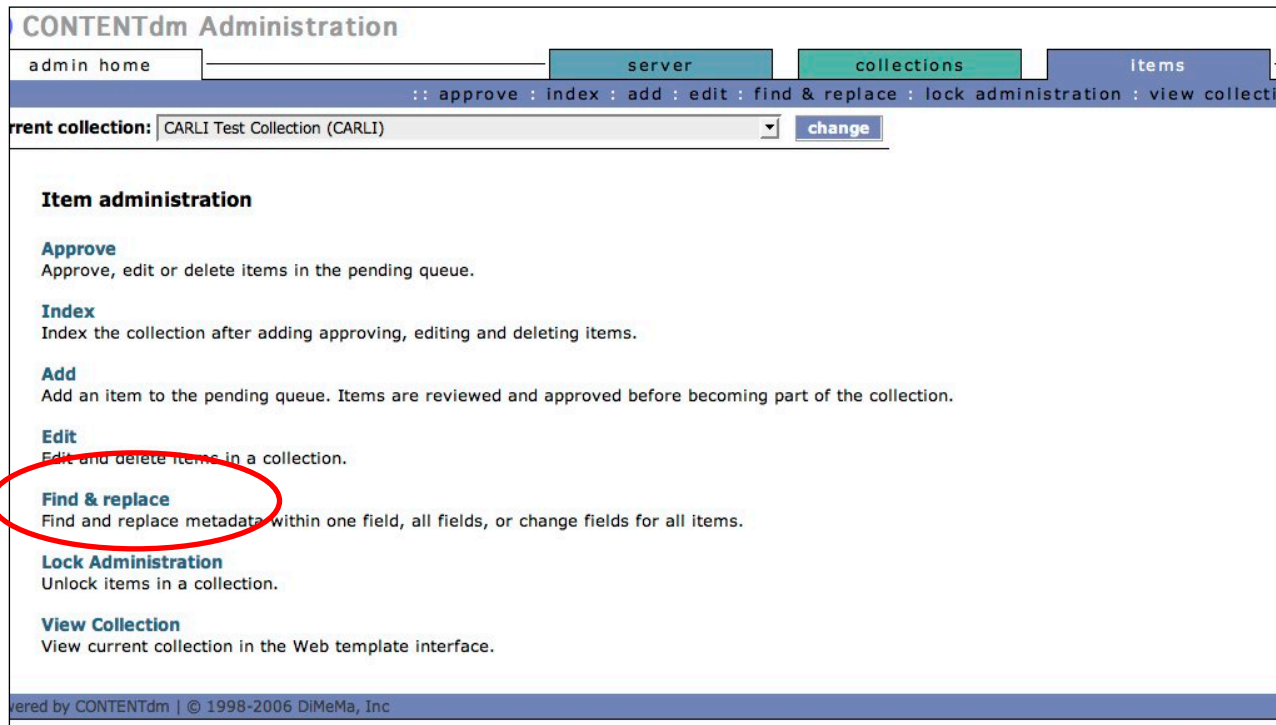

Figure 1: Find and replace option on the Web Administration Items tab.

2) In the **Change Field Metadata** option, select the field from the dropdown list into which you want to input information, and then enter the appropriate text you want to populate the field. Contact information should include an email address and/or phone number for your institution.
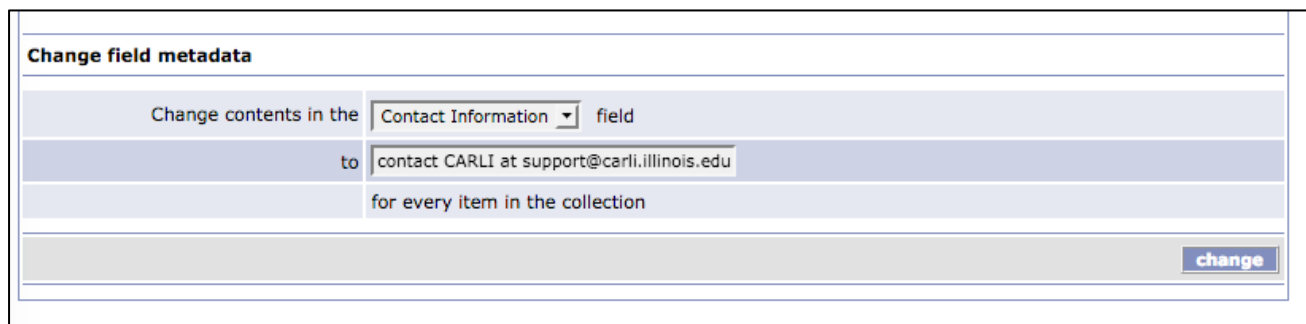

Figure 2: Selecting the correct field in the Change field metadata option

3) Click the **change** button. This will add information into that field for every item in this collection. Note: This action will replace any existing data in the field if you are making this kind of change on a field that was already in your collection and populated with data.

4) Once the change is completed you will receive a confirmation page stating how many records were affected.
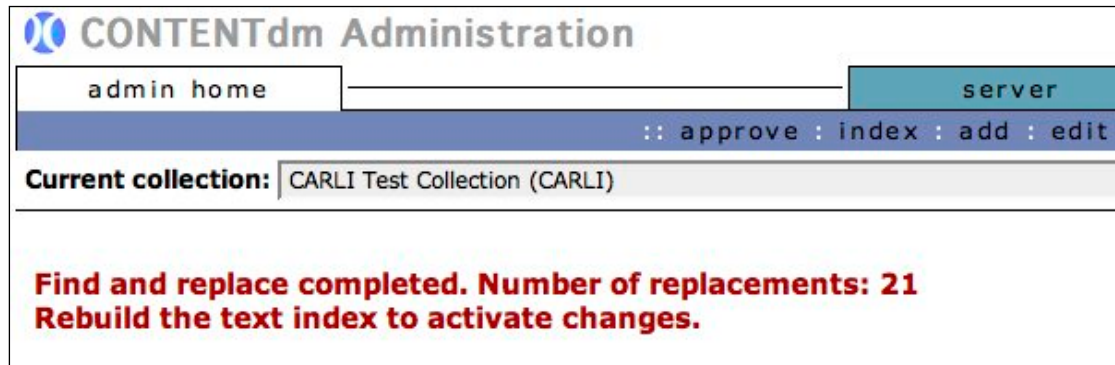

Figure 3: Number of replacements shown after change is completed.

5) Index the collection in order for the changes to appear.

Editing from the Project Client

1) Open your **Photographs Project** in the Project Client.

2) Imagine that you want to update certain items in your collection with a better image or add additional metadata, without losing the metadata you've already created.

Finding Items to Edit Using the "Find in Collection" Tab

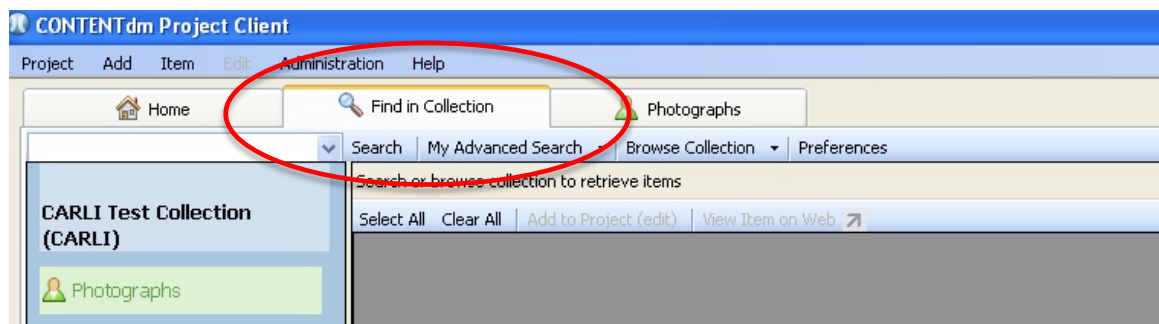**1)** Click on the **Find in Collection** tab in your Project Client.

Figure 1: Finding items in your collection for editing

There are several options in the Find in Collection tab:

You may BROWSE the collection to retrieve multiple results without doing an exact search

You may SEARCH across all fields for a specific term.

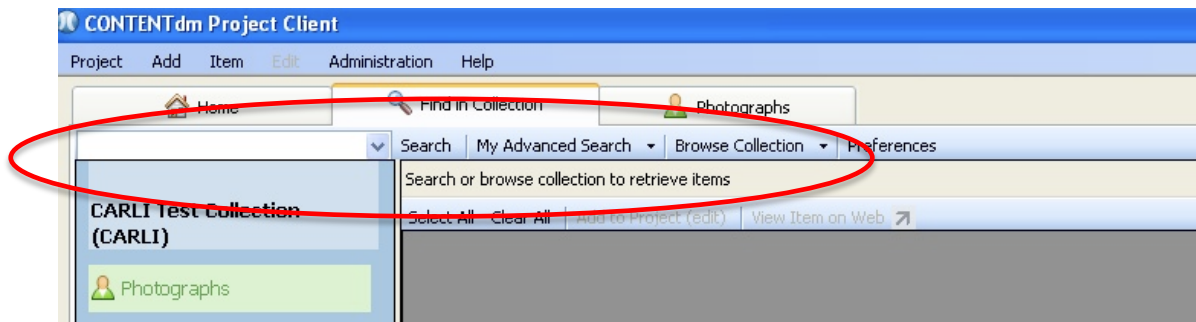You may use ADVANCED SEARCHING to narrow your search, by searching specific fields.

Figure 2: Search options when using Find in Collection

2) Search across all fields for items with metadata containing the partial word " **sea*** " which will return all items with "sea" as part of their metadata).
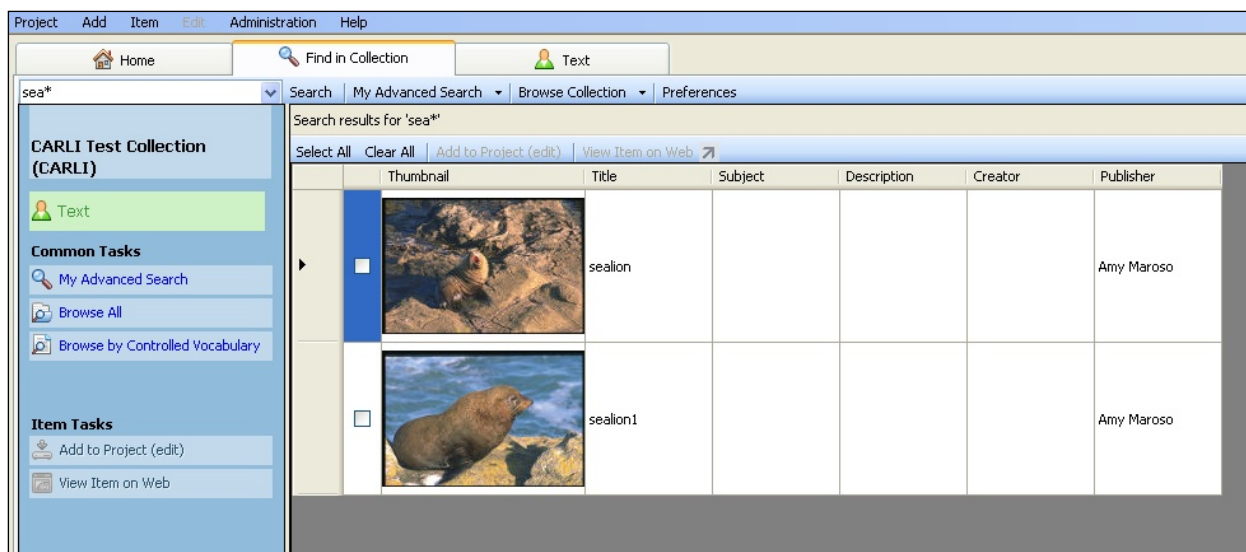

Figure 3: The Project Client returns a list of items with "sea*" in their metadata.

3) To Edit any of these items, choose individual items using the check box next to the item's icon or use the "Select all" option in the submenu. For this exercise, select **ALL** of the images.

4) Once you select all the images, they are now ready to be imported back into your Project for editing. **Click** on **"Add to Project (edit)"** to move these items to you project spreadsheet.
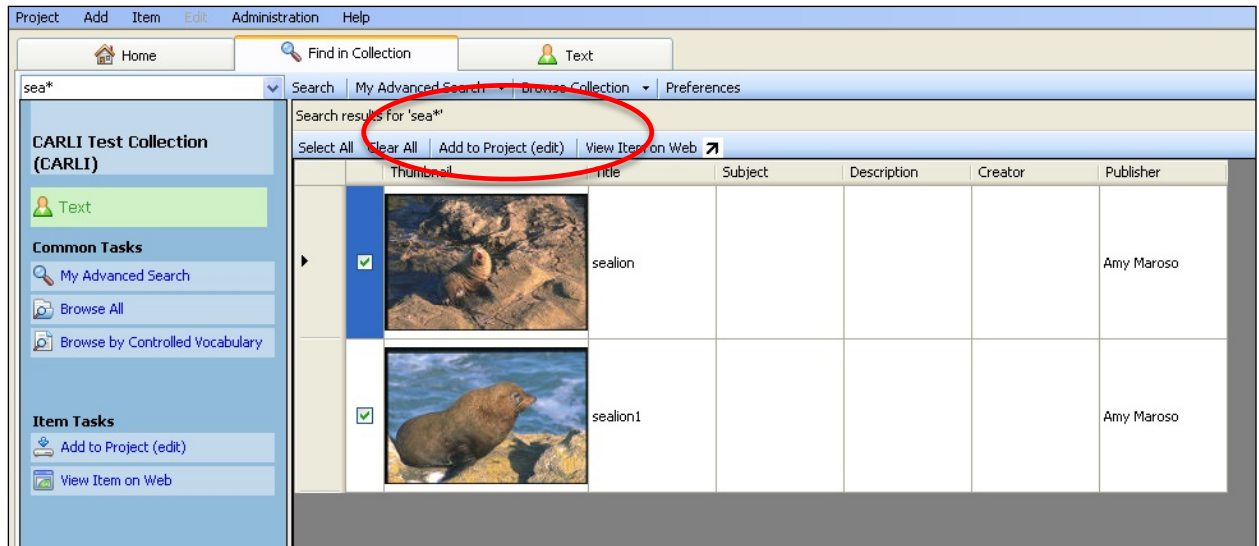
Figure 4: Add to Project (edit) option in the submenu

5) A lock icon appears next to each item. This means the item is LOCKED and cannot be worked on by anyone else until is it deleted from your project, or uploaded and approved and the collection is indexed. This prevents two people from making edits to an item at the same time.
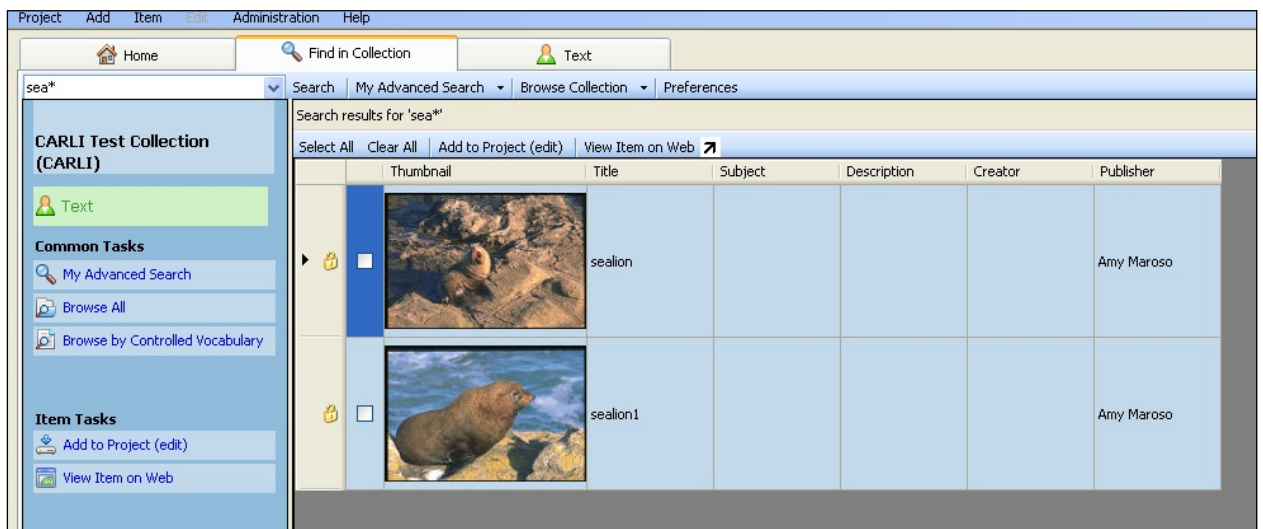

Figure 5: Items are locked when added to your project.

6) Click on your project tab to view the project spreadsheet. The items you just imported are now back in the spreadsheet and ready to be edited just as you would any item that had been imported into the project for the first time. Edits items as you wish, then re-upload, approve and index the collection. Note: Updated metadata will only appear after the edited items are approved and indexed. Until then, the old metadata will be visible.