LHDRP Handbook: 6 - Metadata Creation: Working with CONTENTdm

Step-by-Step Procedures for Creating Digital Objects
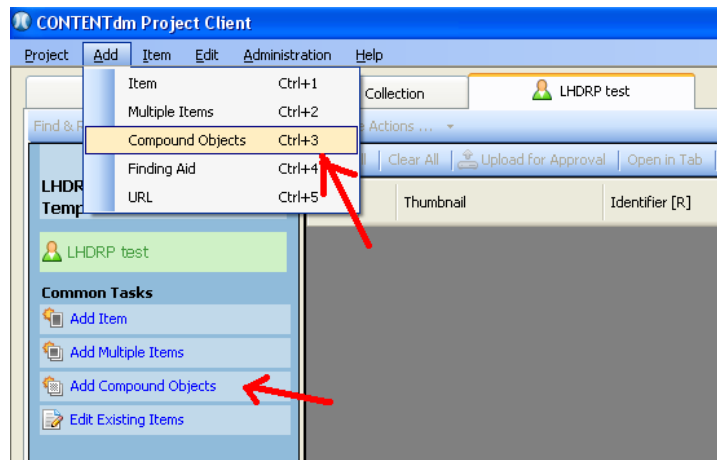

E. Import a Single Compound Object

Optionally, **first prepare any full-text transcripts for the components of the compound object**
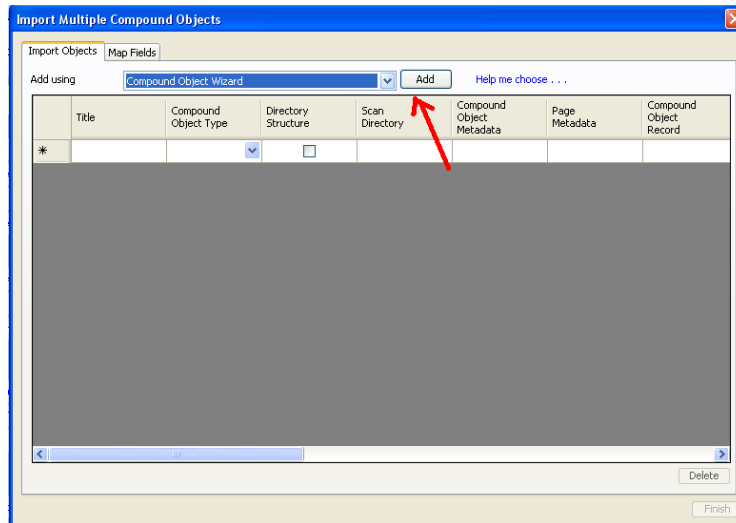
1. Create a directory for the given compound object on your C: drive. Name the folder "transcript":

    - [-]🗁CSJ_003
        - [-]🗁transcript

2. For each component of the compound object, create a simple text file of the full-text transcription, using a simple text editor. The only formatting allowed is the line break, e.g., <br>.

3. Save each file as a .txt file, and place it in the "transcript" folder. Name the file after the specific component. For example, the transcript file for CSJ_003_PAGE01.jpg should be named " CSJ_003_PAGE01.txt".
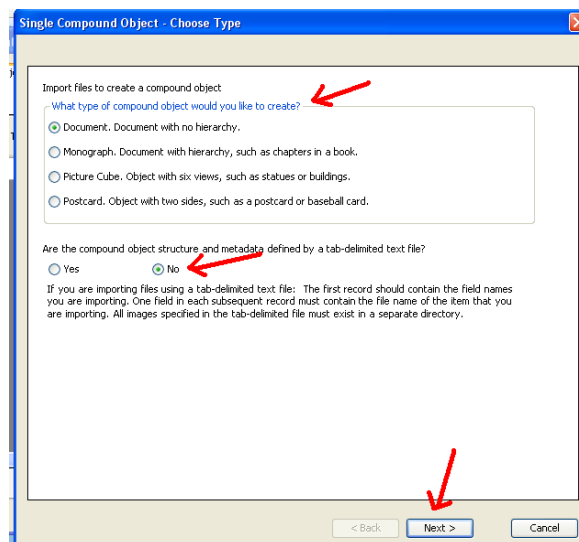

Next, import the compound object:

4. Launch the Project Client and open your project.

5. From the toolbar, select "Compound Objects" from the **Add** menu. (Or select **Add Compound Objects** from the left-hand navigation.
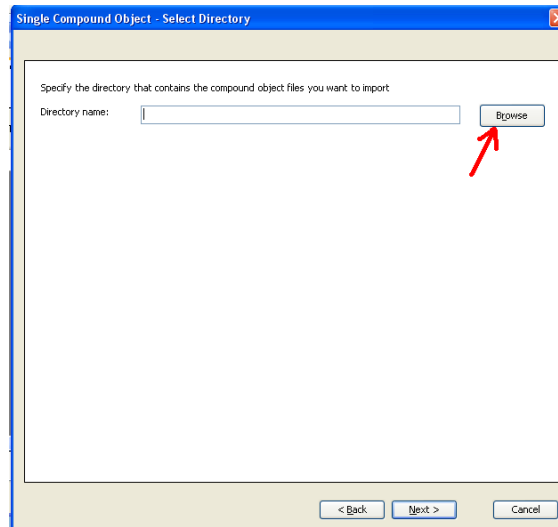

6. Under the pull-down menu called "Add using…", select "Compound Object Wizard." Click the **Add** button.
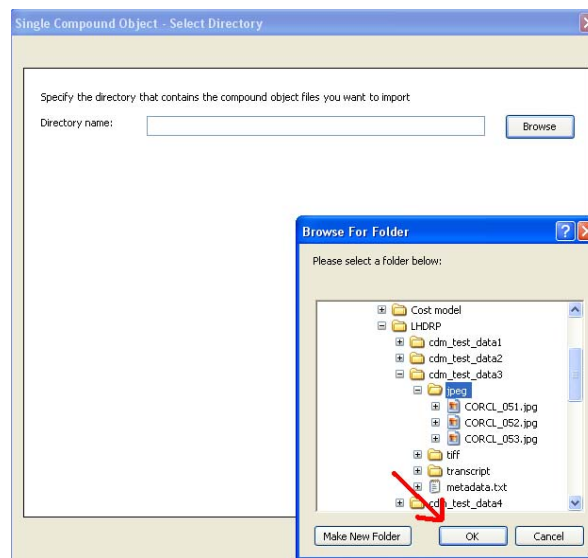
7. Under "Import files to create a compound object," specify the type of compound object you're creating. CONTENTdm categorizes compound objects into four different types, depending on the structure of the object:
    - Document: multi-page item with no hierarchy; we recommend using this option if describing an object representing an aggregation of related items (e.g., a "folder" of related photographs or negatives) or an object in which page order is the only hierarchy, e.g., page 1, page 2.
    - Monograph: multi-page item with hierarchy, such as chapters in a book
    - Picture cube: an object represented as "three-dimensional," using six different views
    - Postcard: two-sided object, such as a postcard

8. Select "No" to "Are the compound object structure and metadata defined by a tab-delimited file?"
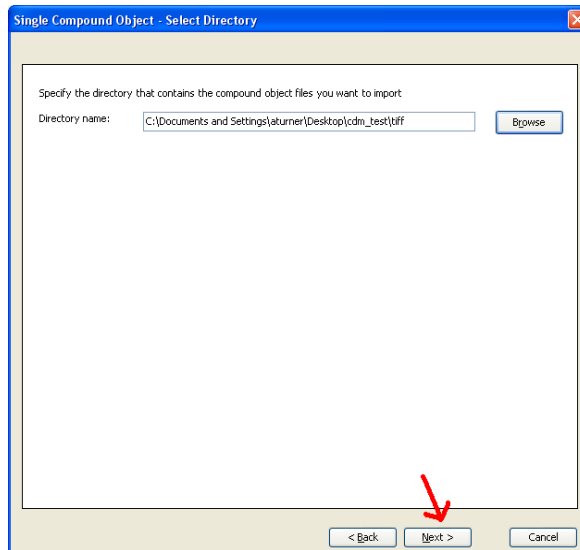
9. Click the **Next** button.

10. Under "Specify the directory that contains the compound object files…", click the **Browse** button and navigate to your TIFF folder with the TIFF image files.

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11. Once you've located the TIFF folder, select it and press the **OK** button. (Make sure you double-click the folder).
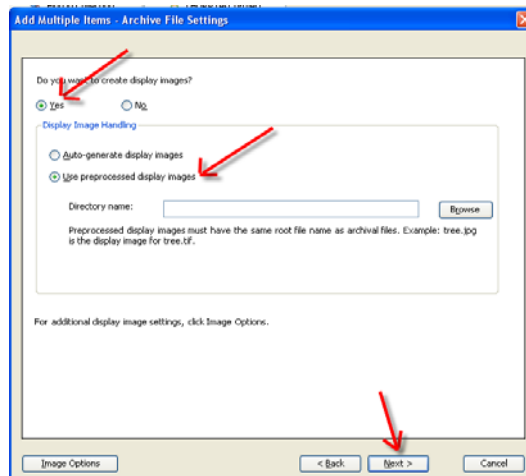

12. Click the **Next** button.

13. Select "Yes" to "Do you want to create display images?"

14. Under Display Image Handling, select "Use preprocessed display images"

15. Click the **Browse** button and navigate to your JPEG folder with the JPEG image files.

16. Once you've located the JPEG folder, select it and press the **OK** button.

17. Click the **Next** button

18. Under "Specify page names," select "Label pages using sequence". In the "Name" field, provide a descriptive title for each component of the compound object (e.g., "Page"). Don't modify the "Begin with" field.

19. Under "Transcripts," select "No transcripts" if you do not have a separate full-text transcript text files for the components of the compound object.

    If you *do* have full-text transcripts, select "Import transcript files from a directory": click the **Browse** button and navigate to the "transcripts" folder with the .txt files. Once you've located the "transcripts" folder on your C: drive, select it and press the OK button. (Make sure you double-click the folder).

20. Click the **Next** button

21. Click the **Finish** button to complete the process.

22. You will receive a summary report, confirming the import. Press the **Close** button.
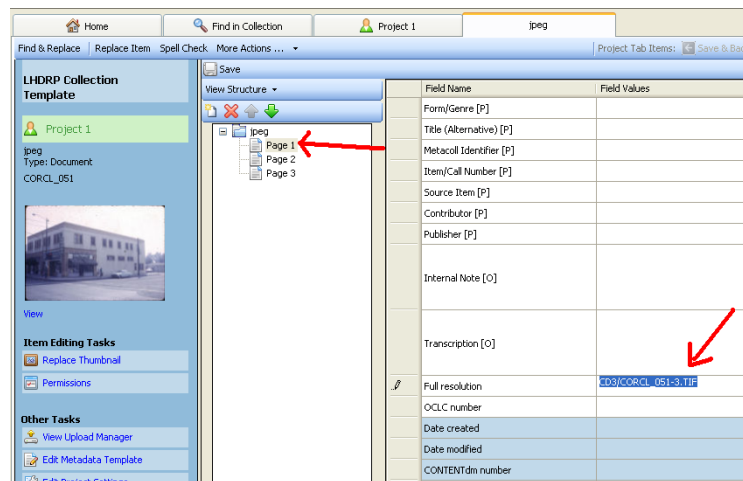

23. If you have another compound object, Click **Add** and repeat steps 7-22. When you have added the compound objects for this session, click **Finish**.

24. You will receive a summary report, confirming the import. Press the **Close** button

25. Double-click the thumbnails to open each imported compound object.
    - Add metadata to the parent-level record of the compound object, pertaining to the entire compound object
    - Next, select the first component (e.g., "Page 1" or "Side 1") and scroll down to the "Full Resolution" (or "Archival File") field. The field will reference the name of the TIFF file that was imported; double-check the file name to ensure that the TIFF file name is exact.
    - Repeat this step each of the remaining components (e.g., any other pages or sides).

26. When finished, Click the **Save** button above the structure of the object; then click the **Close** button.