# Using CONTENTdm's Multiple File Import Feature to Import EAD Files

Use this procedure to import and upload new Encoded Archival Description (EAD) XML files to the repository on CONTENTdm. You can upload as many new files as you like in one batch upload. You will run an extraction script to extract the EAD elements required and then use CONTENTdm Acquisition Station to import and upload the files to the server. (To change existing EAD files, do not use this procedure. Instead, see the procedure on "Updating an EAD File using xEAD and CONTENTdm.")

Extraction of EAD Elements

1. Place the completed EAD files and the extraction script file, **ead-to-cdm-extraction_v12.vbs**, into the same folder, probably the "upload to CONTENTdm" folder for your division on the O: drive.

2. **Double-click** the file ead-to-cdm-extraction_v12.vbs to run the script.
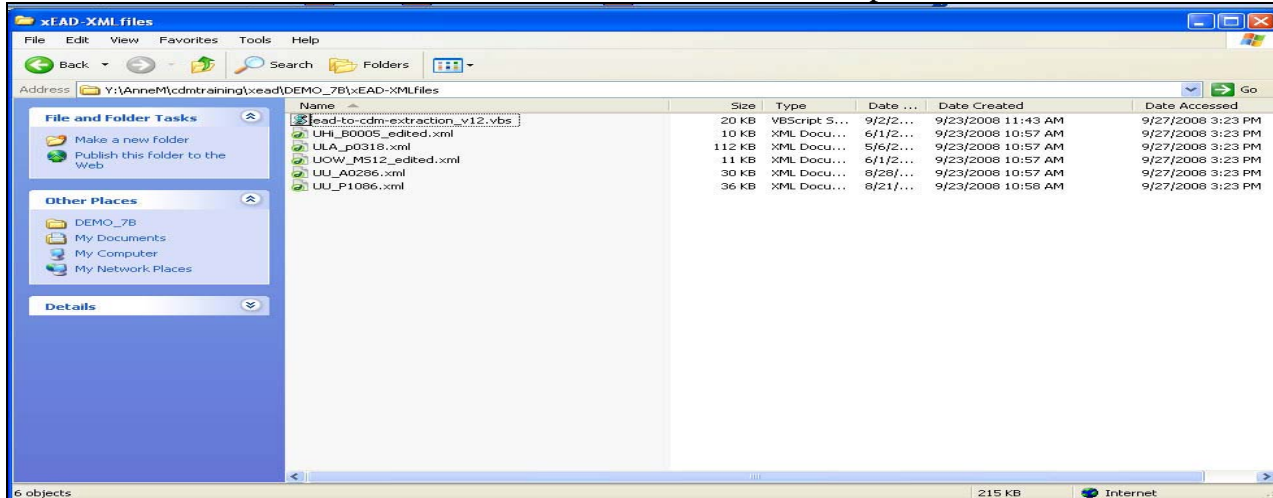
3. The "Open File – Security Warning" displays. Click **Open.**
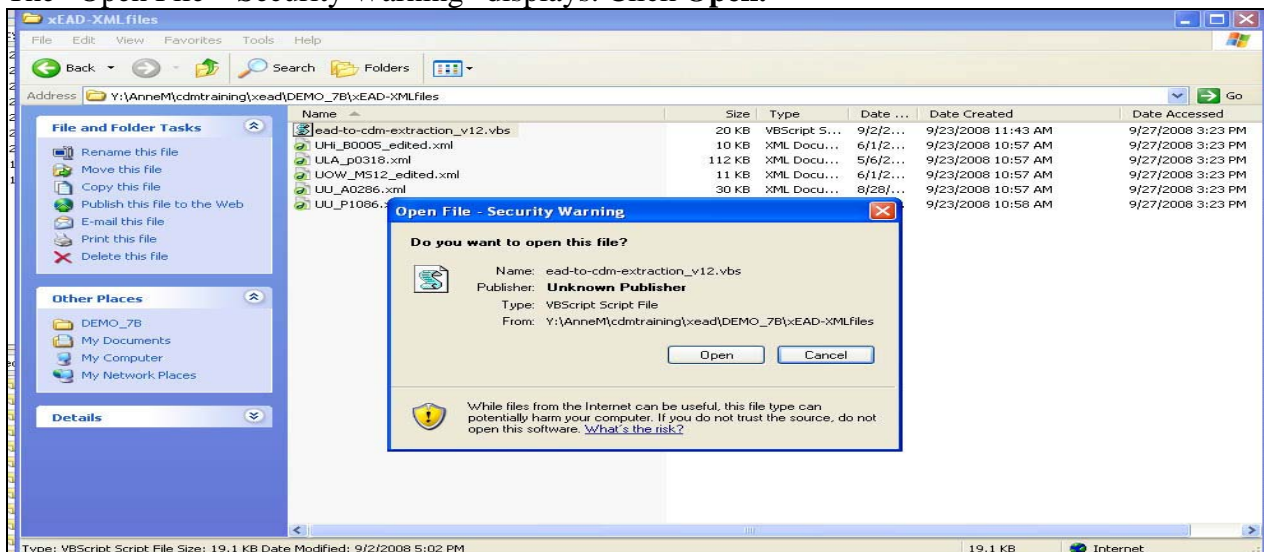
4. After a few second, an alert box displays, noting the number of EAD files processed. Click **OK.** Notice that an additional file has been added to the folder. This is the tab-delimited text file with the extracted metadata. At this point the files can be imported into CONTENTdm using the Acquisition Station.
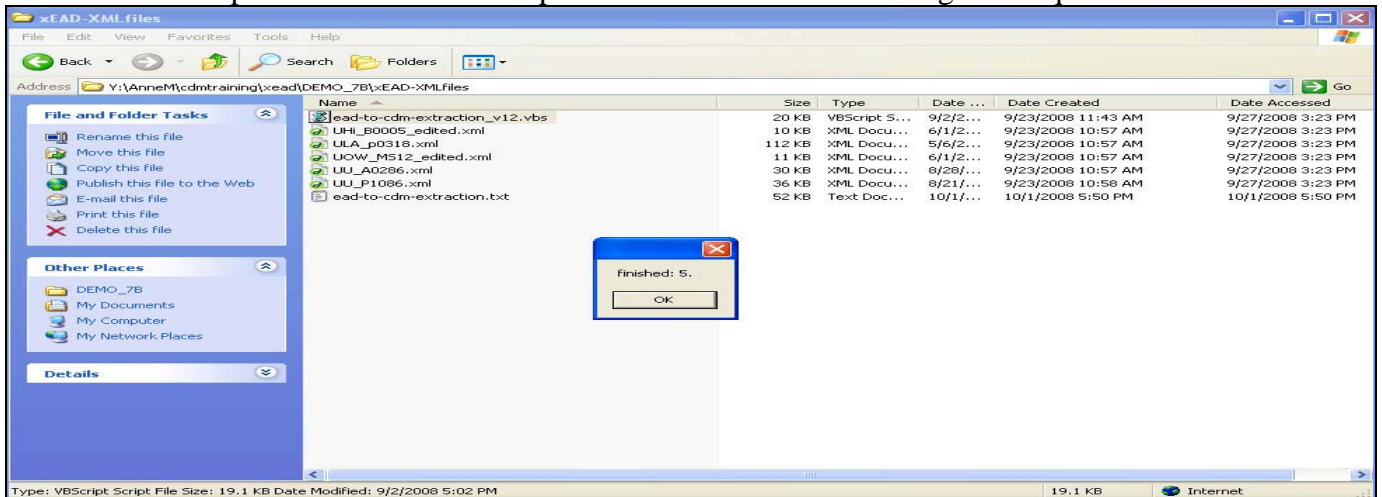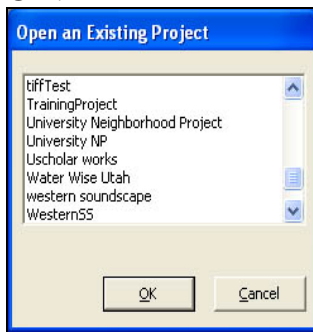

# Importing Files into Acquisition Station

1. Open CONTENTdm Acquisition Station. Click "**Open**" to access the existing projects list.
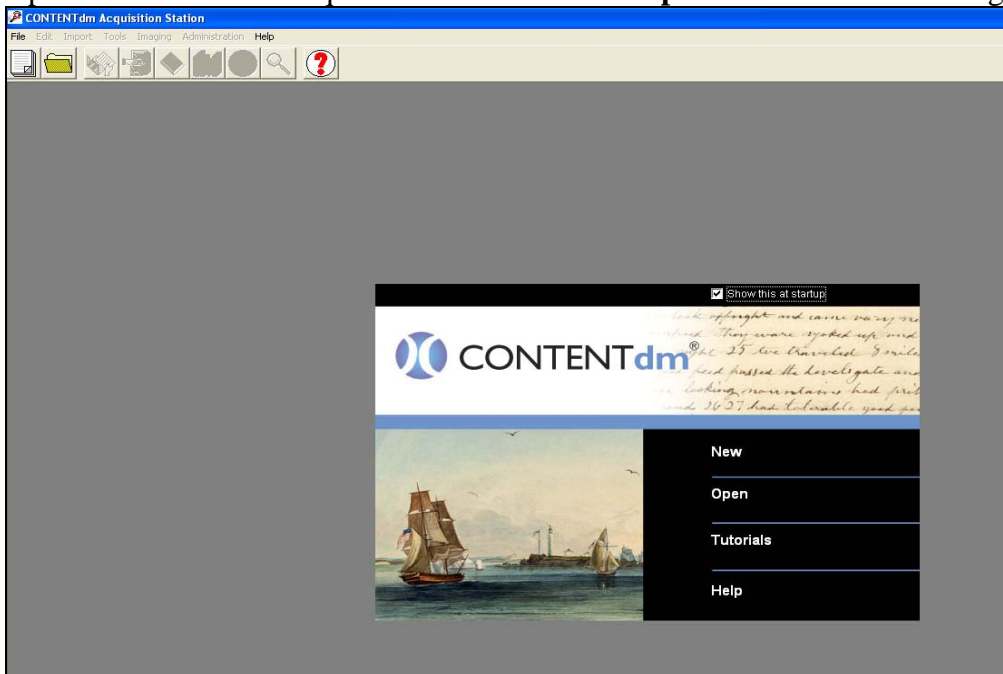
2. Select your EAD project from the list. (For training purposes we will use a project that uploads to a test collection, called "Training Project." For actual import and upload process, use your "EAD Project.") Click **OK**.
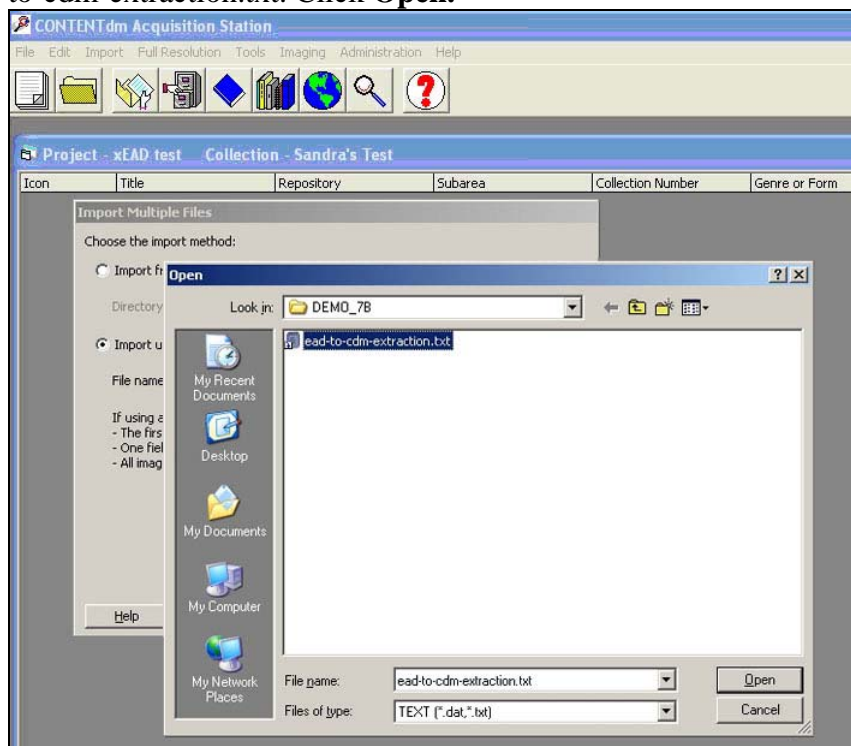

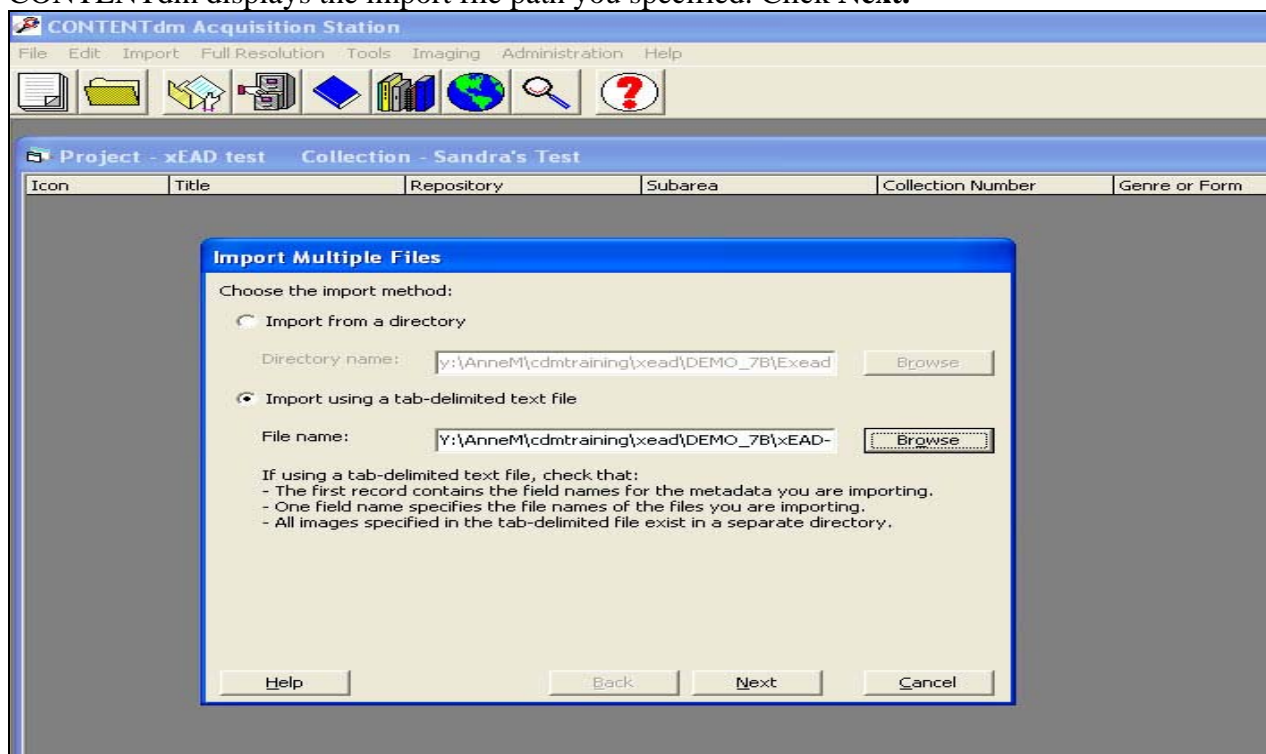**3.** From the **Import** menu select "**Multiple Files**."
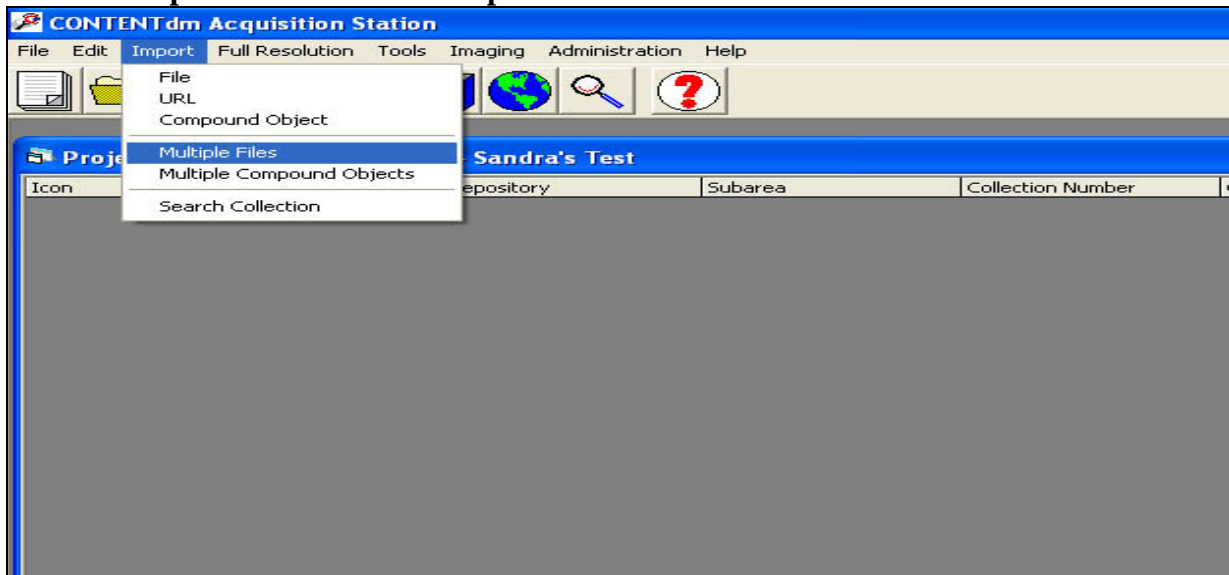
**4.** Click the "Import using a tab-delimited text file" radio button. Click **Browse**.
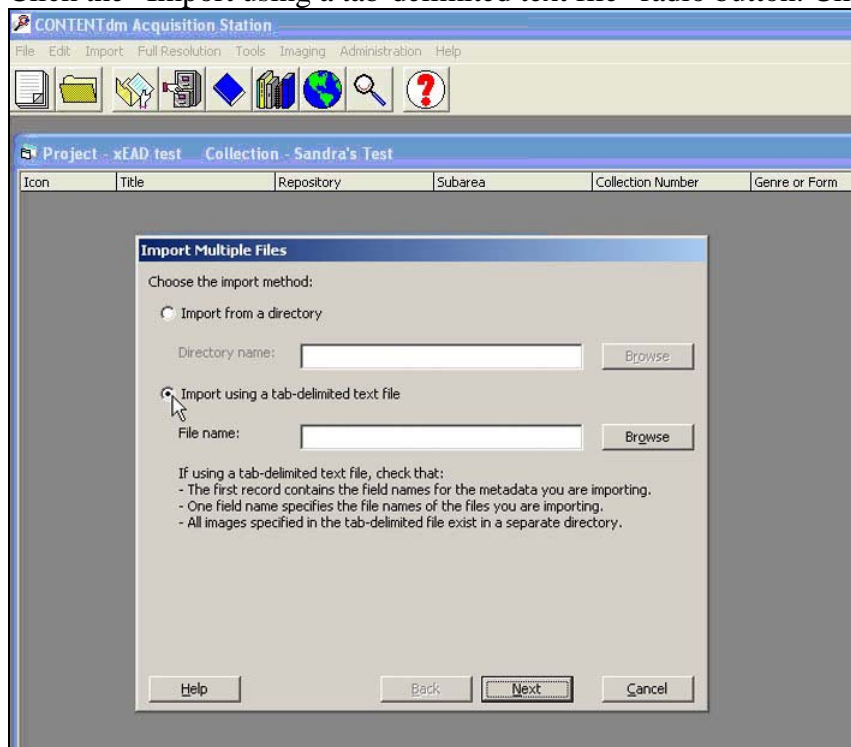
5. Navigate to the appropriate directory and select **the new tab-delimited text file** you just created, called ead-to-cdm-extraction.txt. Click **Open.**
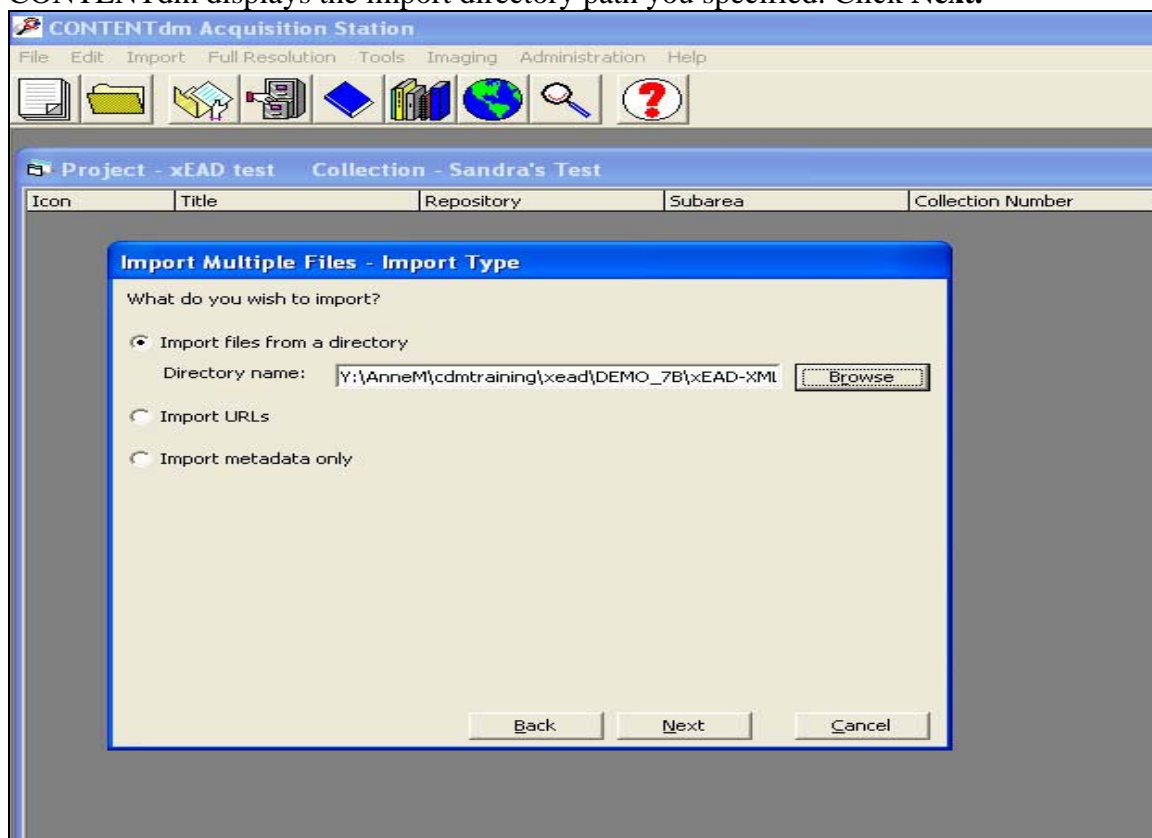
**6.** CONTENTdm displays the import file path you specified. Click **Next.**

7. Select the location of the EAD files (i.e., the same directory). Click **Browse** and navigate to the same directory. **Double-click the folder name.** A list of the files inside the folder will appear in the right panel. Click **OK**.
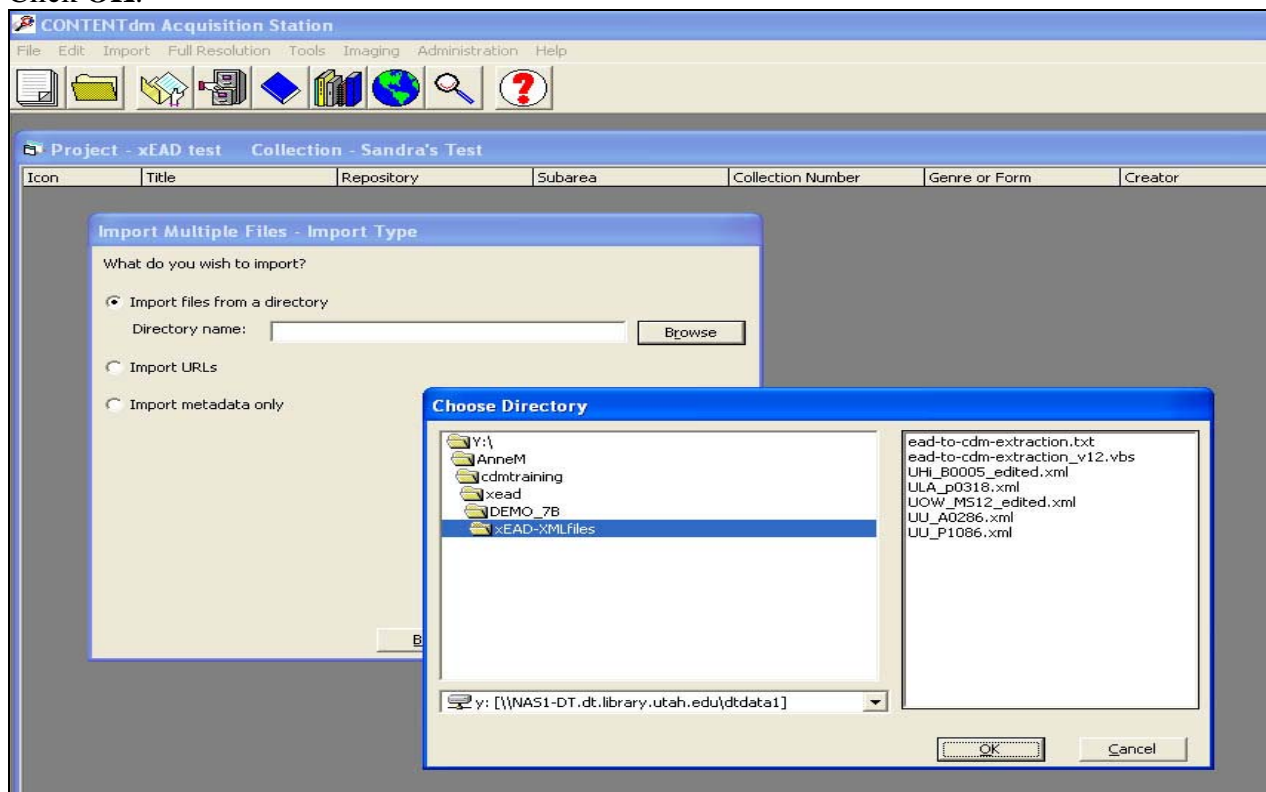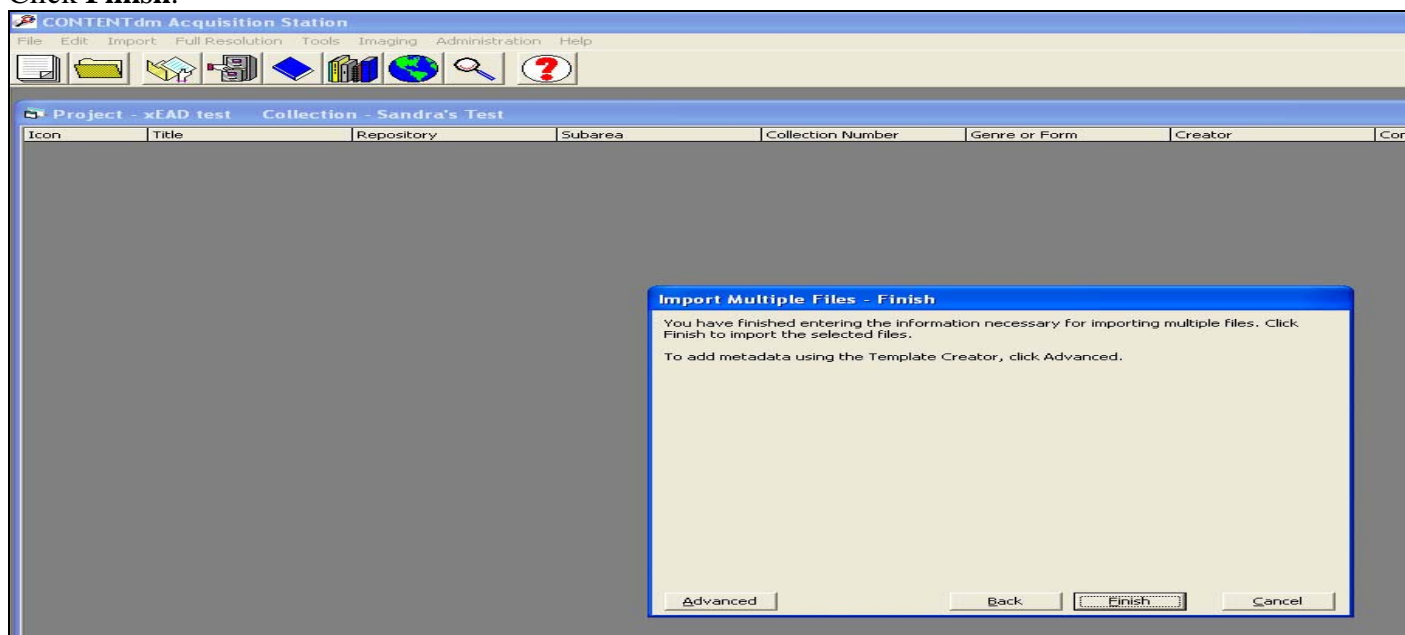
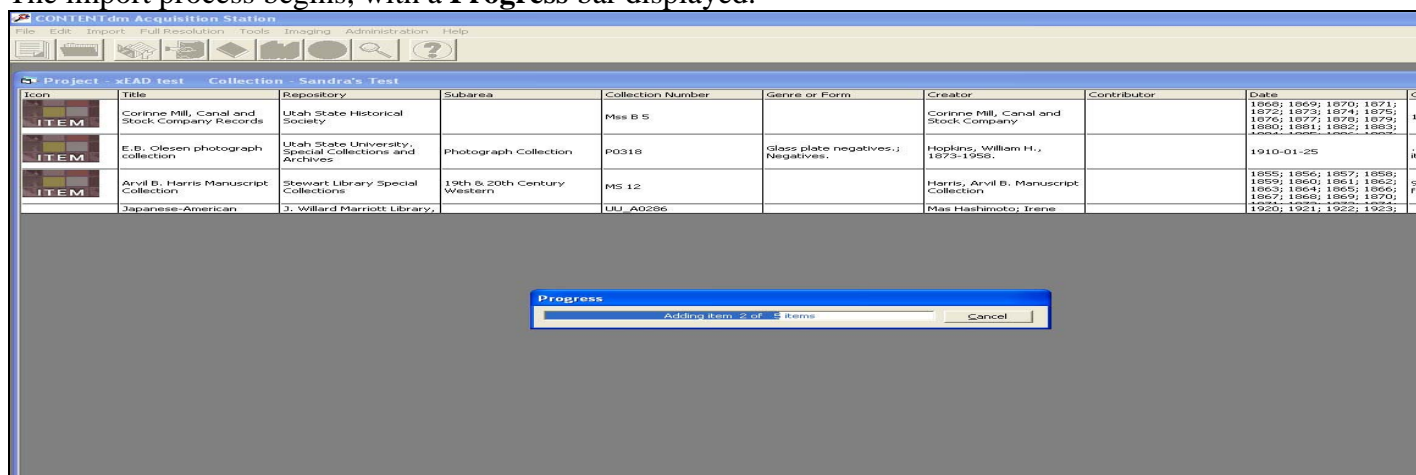**8.** CONTENTdm displays the import directory path you specified. Click **Next.**

9. The default mapping of metadata fields displays. This should be correct by default. Click **Next**.
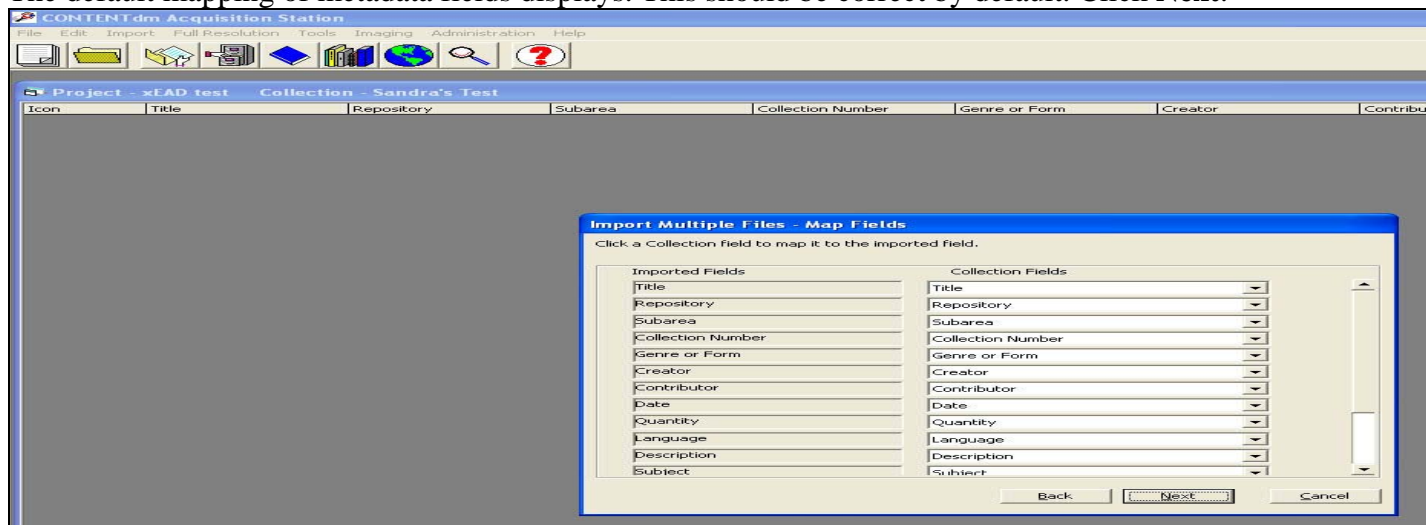
10. Click **Finish**.

11. The import process begins, with a **Progress** bar displayed.

12. The imported files appear in the Project Spreadsheet, and the import function is now complete. Your item thumbnail will be the EAD thumbnail:

Editing Imported Metadata for Date Ranges

Because of a bug in CONTENTdm, **some date ranges do not expand correctly** and will need to be manually edited. Normally, CONTENTdm's import expands most date ranges from the format yyyy-yyyy into the expanded list of years. For example, "1813-1815" expands automatically into "1813; 1814; 1815". However, when CONTENTdm encounters a date range that spans a century or more, it mangles it instead into an incorrect date with the format yyyy-01-dd. For example, "1898-1905" is converted to "1898-01-05". If you catch these errors before you move on to upload the records, you can correct them fairly easily as follows.

1. Carefully examine the Date column in the Project Spreadsheet. In the example below, there may be an error in the date field of the second record, and you need to check it. (If the unitdate of the EAD file happens to be January 25, 1910, there is no error. However, if the unitdate was 1910-1925, it has been mangled by CONTENTdm's import.)

2. **Double-click the thumbnail** for the record. The Media Editor window opens.
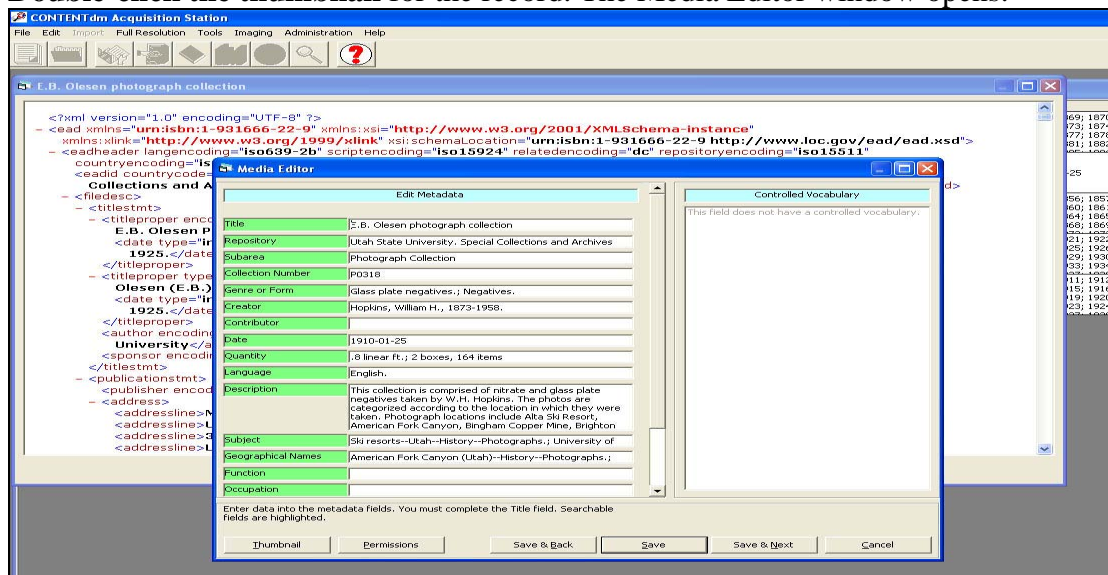
3. Click anywhere on the larger Digital Object Display window behind the Media Editor window, to bring the Digital Object Display to the foreground.
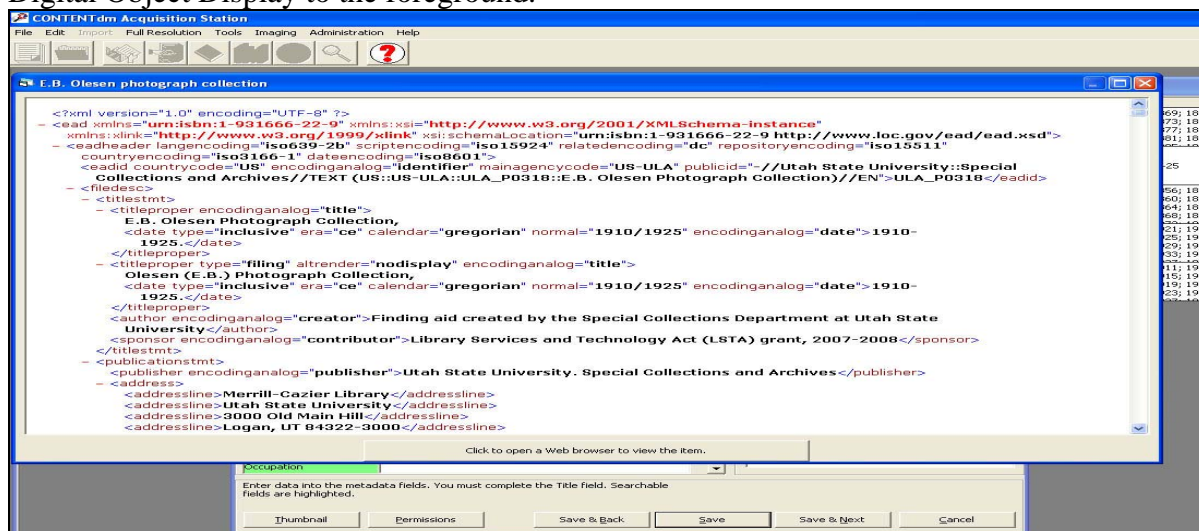
4. Press **Ctrl + F** to bring up the search window. Enter "unitdate" and click Find Next.
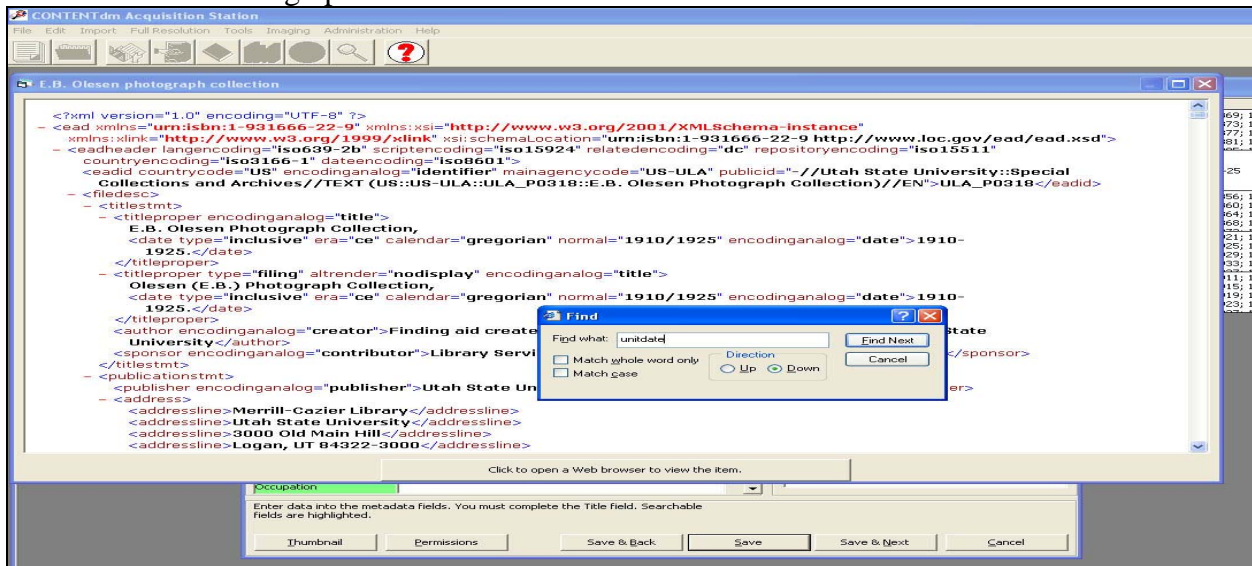
5. The search finds the first unitdate element in the EAD file. Note the "normal" value of the unitdate on this line. In the example here, the normal value is "1910/1925". (You may consult the document "Date Formats for EAD Central Index Project" for more information on what EAD normalized date formats are possible and how they are converted for CONTENTdm.)
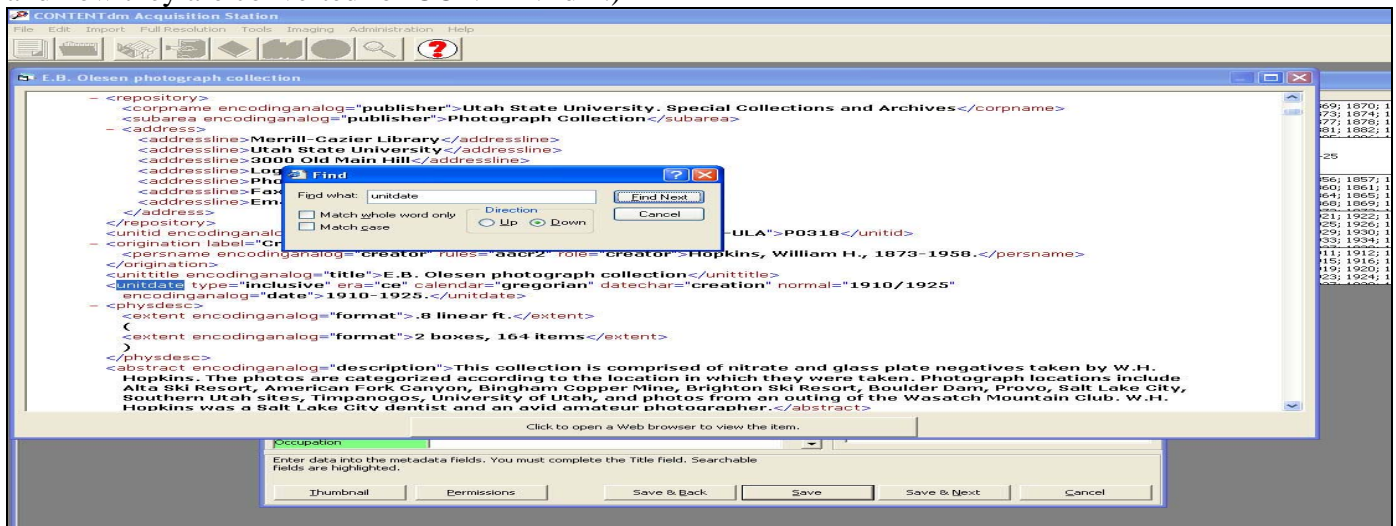
6. Compare the normal value of the unitdate as given in the Digital Object Display with the one in the Media Editor in the Date field. **Re-type the date range, using a hyphen**. In this example, change "1910-01-25" to "1910-1925".
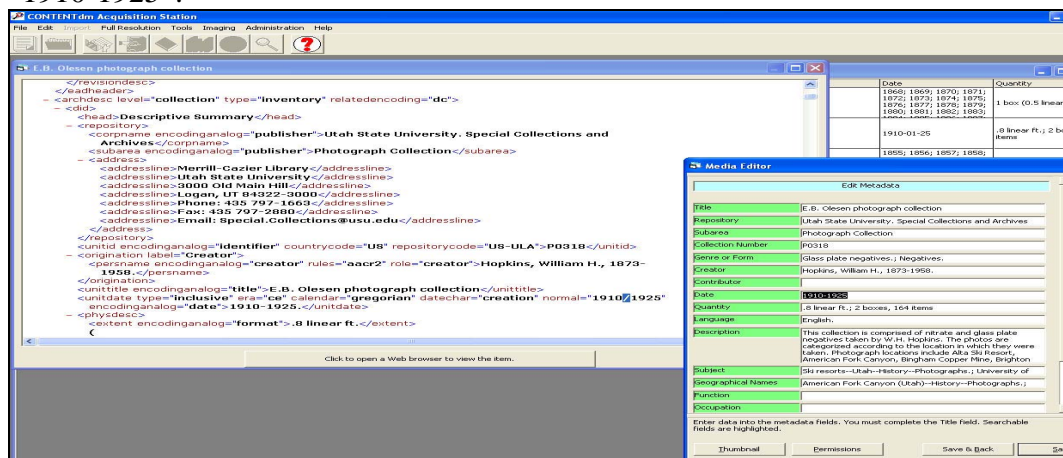
7. Click **Save**. The Media Editor closes, and CONTENTdm expands the date range correctly. Your items are now ready for uploading.
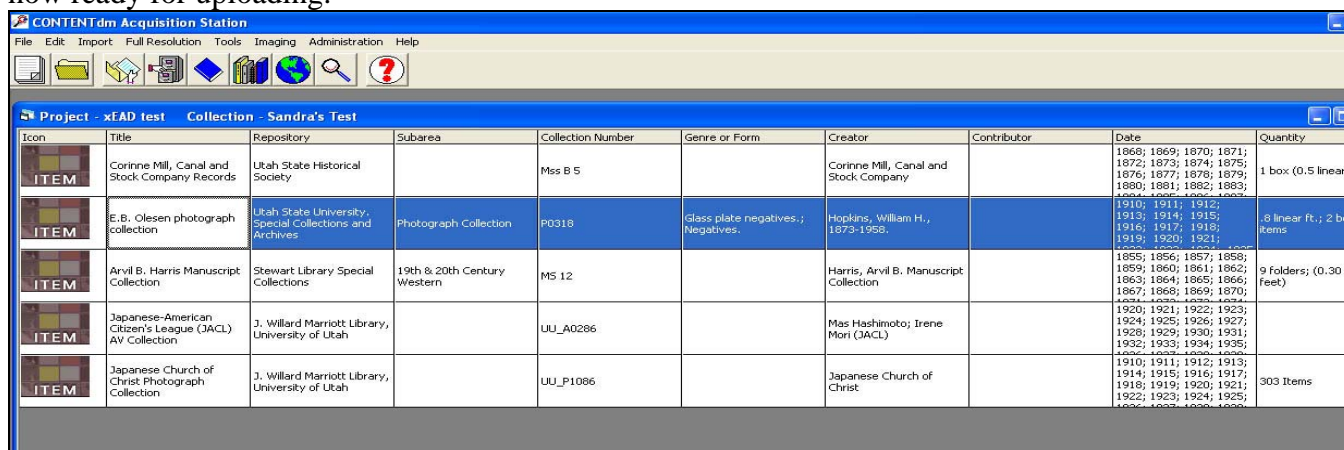
Uploading, Approval, and Indexing

1. Click the **Upload** button in the bottom right corner of the project window.
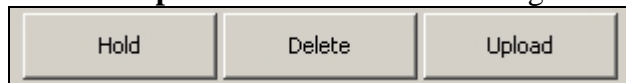
2. A progress window displays during the upload process.

3. CONTENTdm displays confirmation of upload success. Click **OK.**
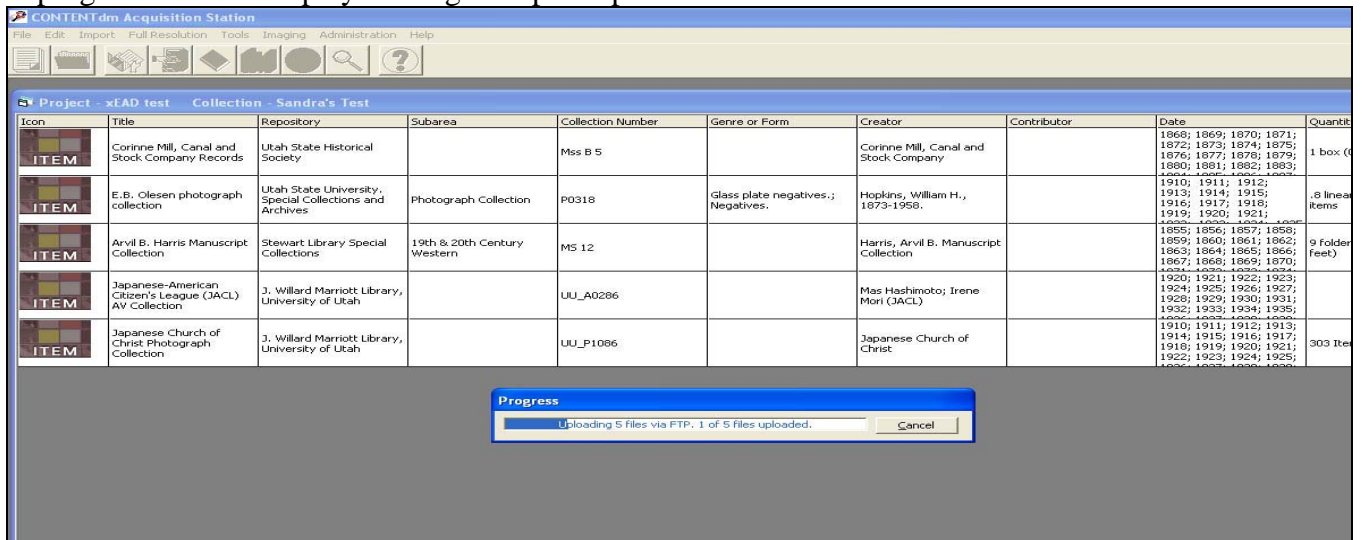
4. The new items need to be approved and indexed before they can be viewed by the public. From the **Administration** menu, select **CONTENTdm Administration.**
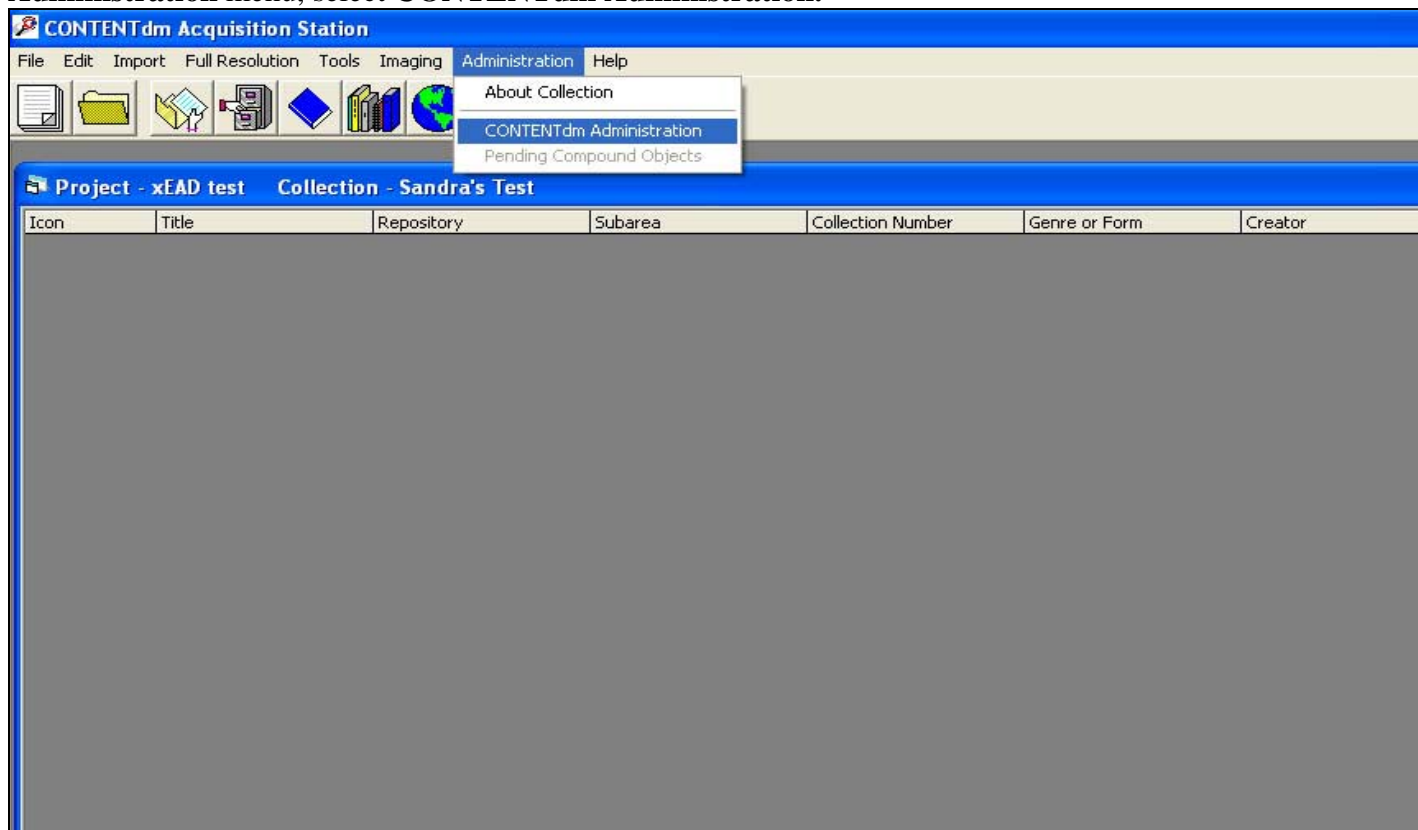
5. The CONTENTdm Administration interface opens. On the "items" tab panel, click **Approve** to open the approval queue.
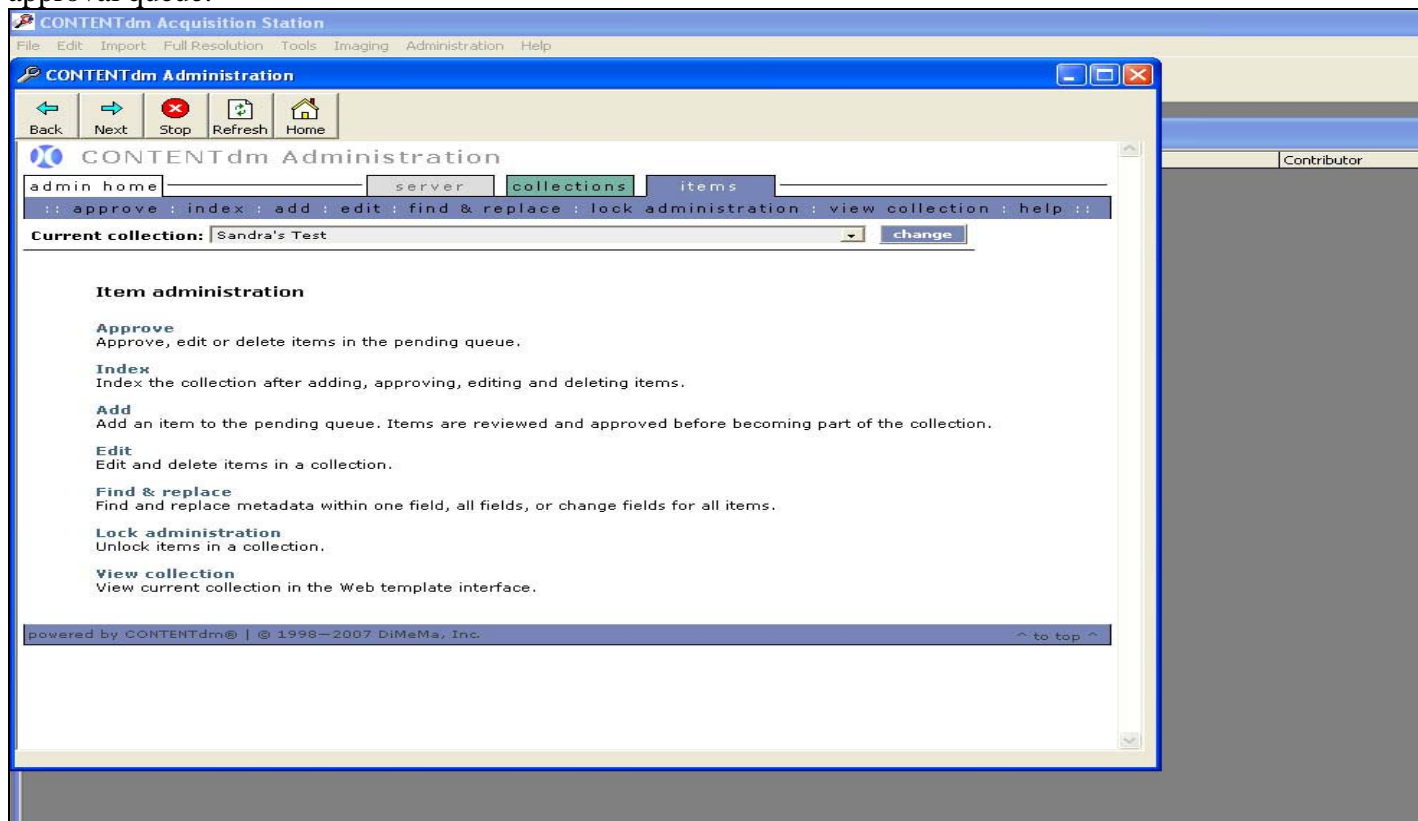
6. The approval queue displays items uploaded to the collection and awaiting approval and indexing prior to becoming publicly available. The entire list of items can be approved by clicking **approve all.** (Note: Items can also be approved one at a time by clicking "edit" to the right of the item. The record will open and it can be approved.)
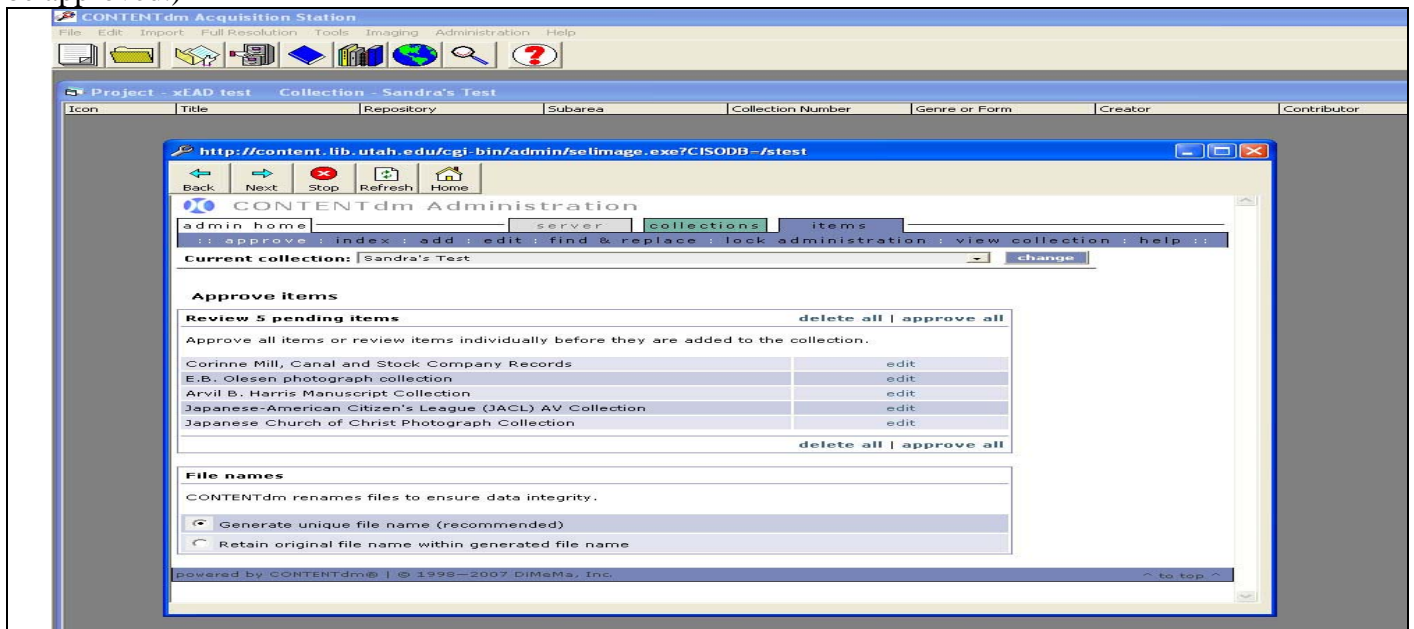
7. The collection needs to be re-indexed to reflect the metadata from the new additions. On the "items" tab panel, click **Index**. The Index window opens. Click **start index.**
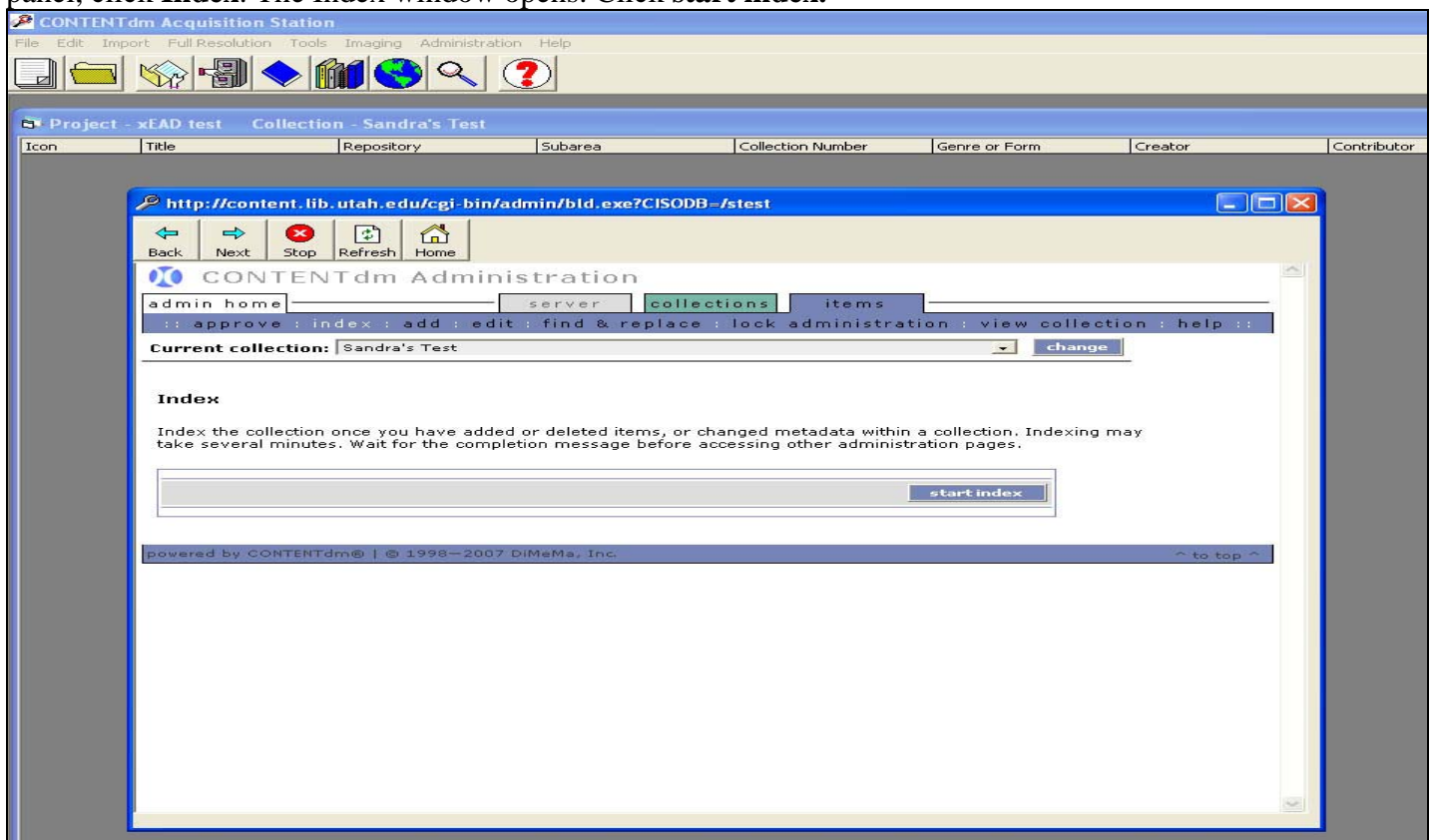
8. Wait for the window to display **Index build successful.** (Note: As a collection grows, indexing time will increase.)
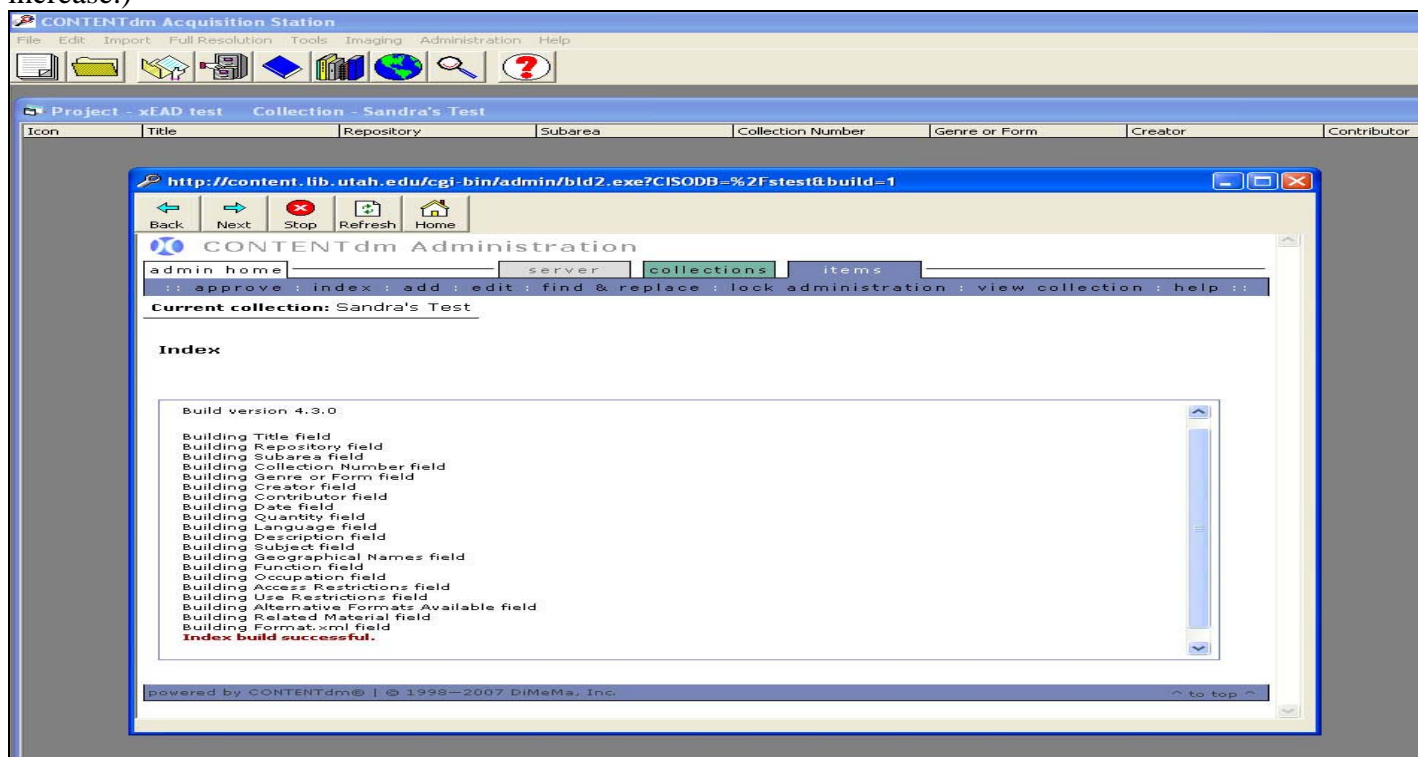
9. The items have been added to the collection and are publicly viewable. To see the collection, click **view collection** on the menu bar. The collection opens in a web browser. Note that the number of items has changed to reflect your new additions. You can use the **advanced search** to locate the exact items you just uploaded if you like.
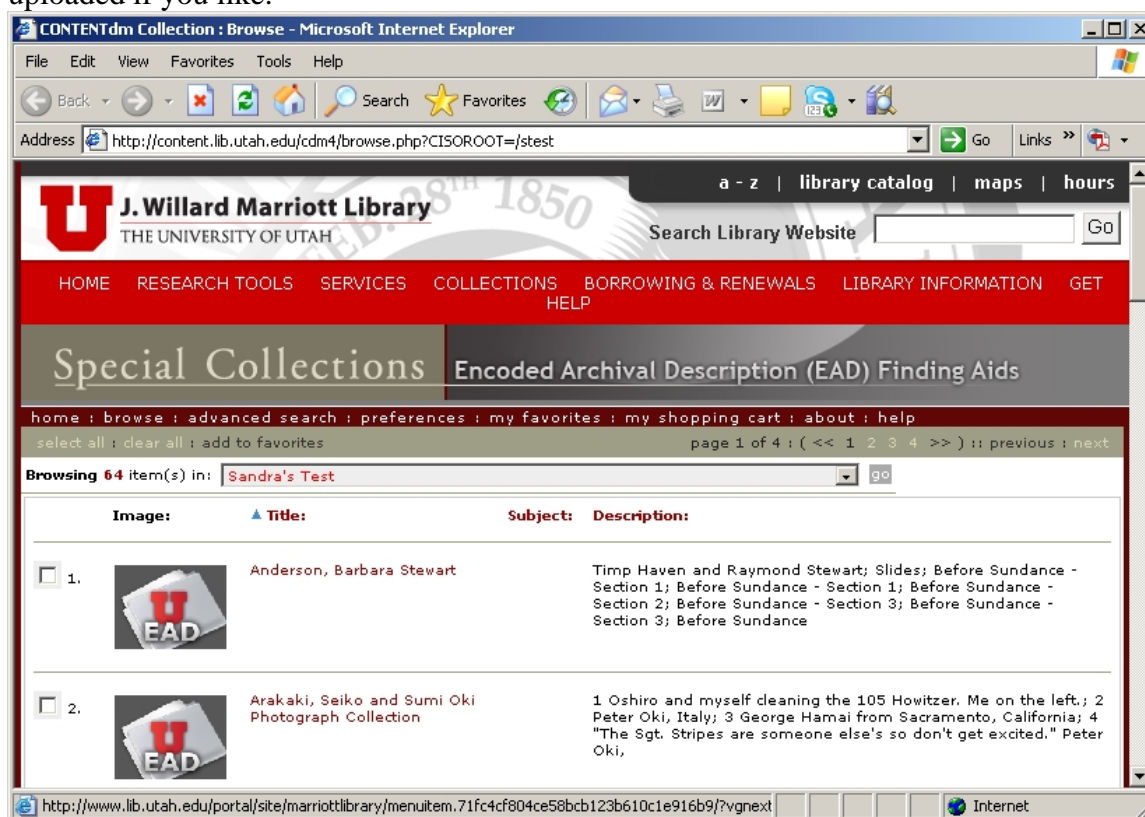
10. To review the metadata records and perform additional edits as necessary, click **edit** on the menu bar to open the Edit screen.
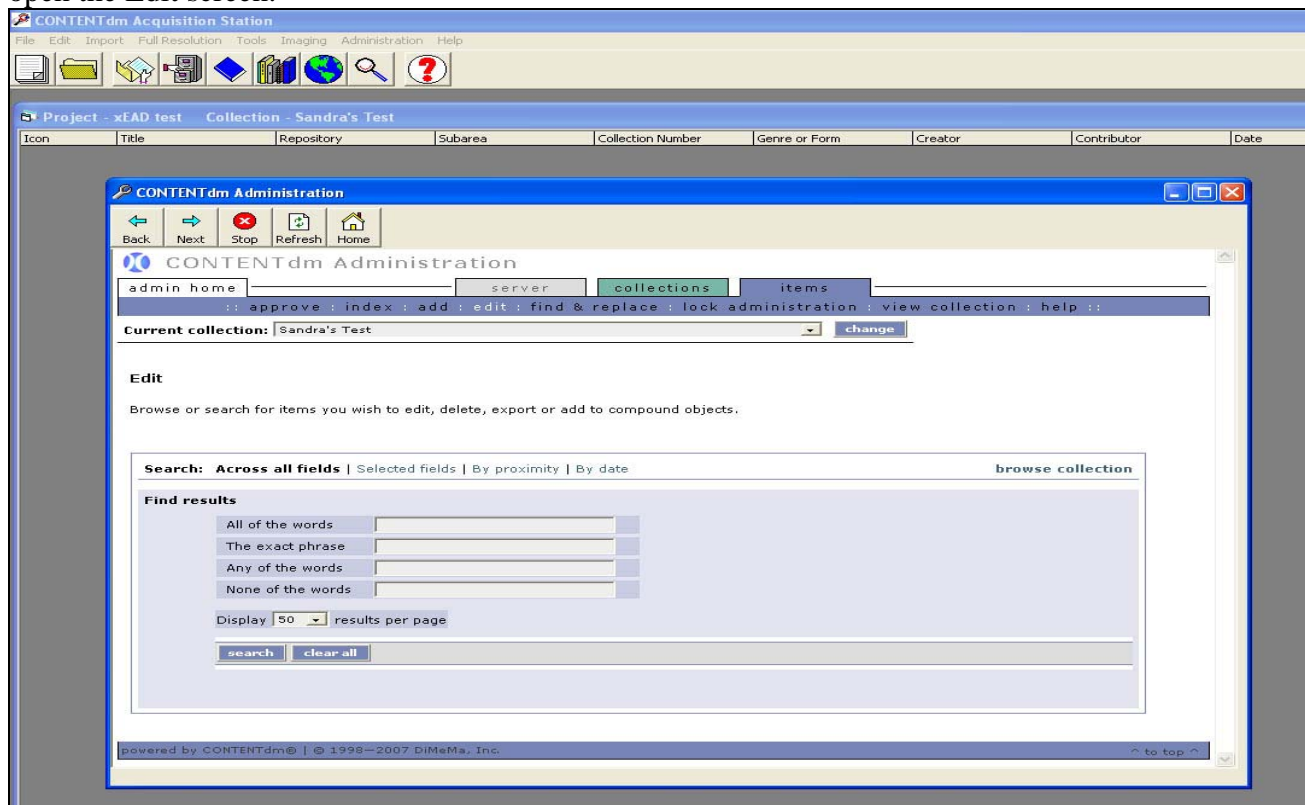
11. Click **selected fields** and from the drop down menu, select the field you want to search.
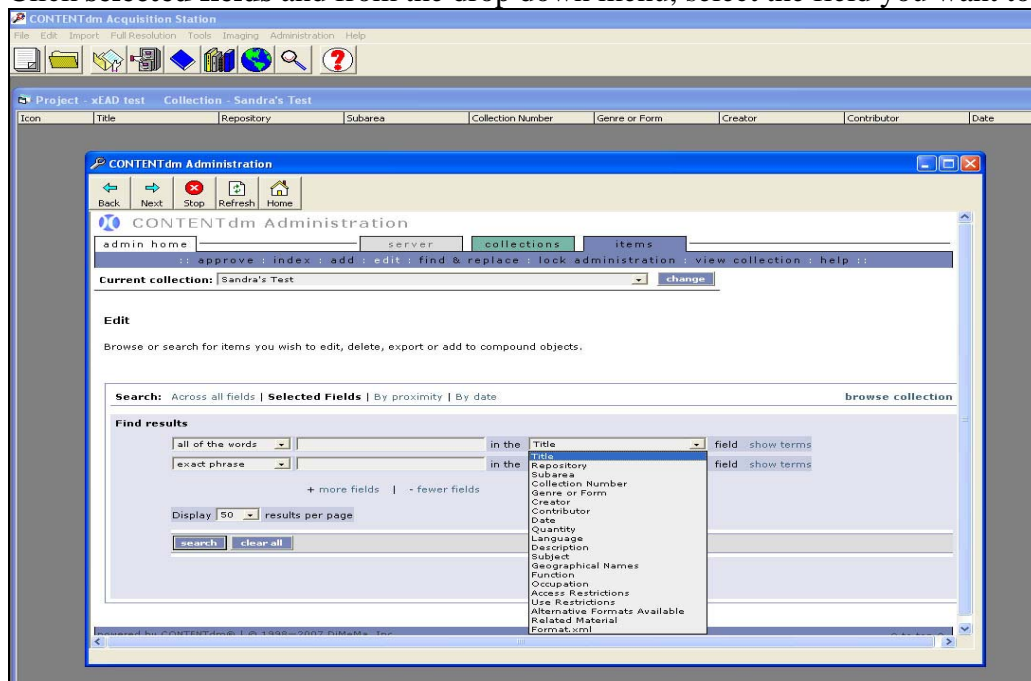
12. *Optional:* Clicking **show terms** at the right provides a handy way to view a list of terms that have already been used in a given field.
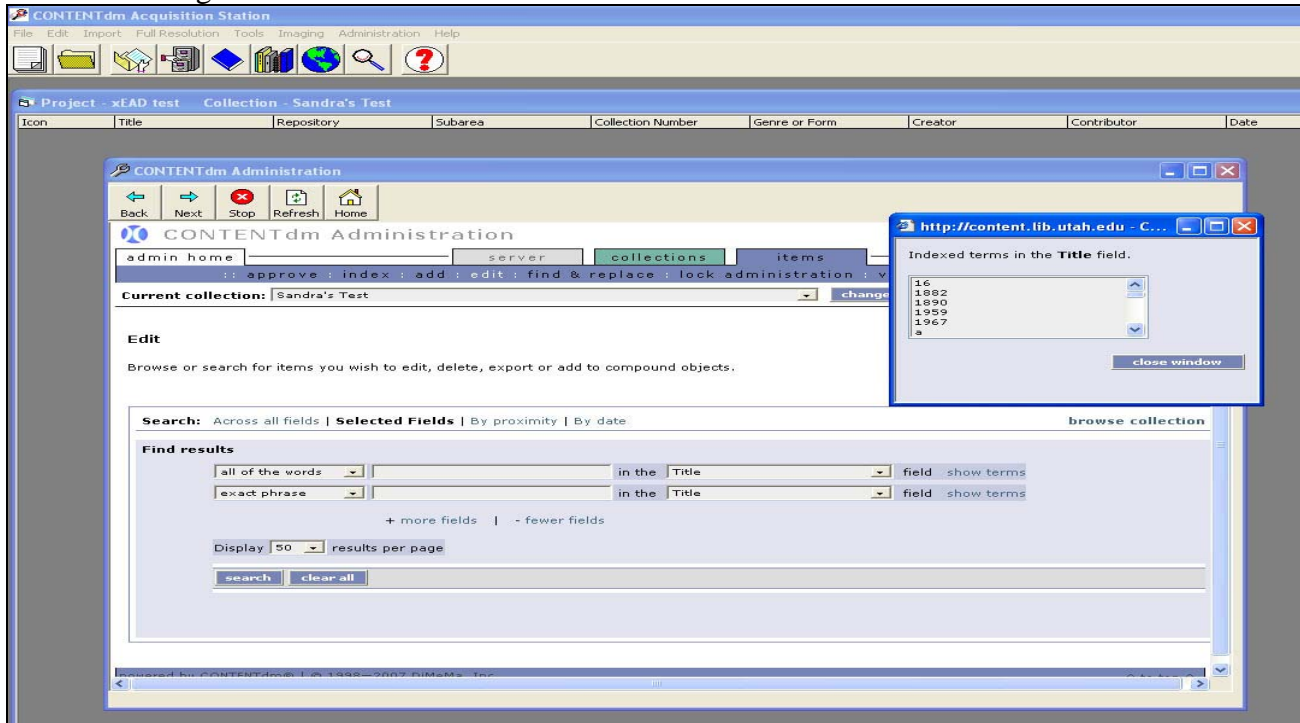
13. Search results display in grid view. If you want to review the public display of an individual EAD file, click the thumbnail. If you want to check or edit the metadata, click **metadata** at the right.

Appendix A.
EAD Collection Fields in CONTENTdm

	Field name	DC map	Data type	Large	Search	Hide	Vocab		add field
1	Title	Title	Text	No	Yes	No	No	move to	edit | delete
2	Repository	Publisher	Text	No	Yes	No	No	move to	edit | delete
3	Subarea	Publisher	Text	No	Yes	No	No	move to	edit | delete
4	Collection Number	Identifier	Text	No	Yes	No	No	move to	edit | delete
5	Genre or Form	Type	Text	No	Yes	No	No	move to	edit | delete
6	Creator	Creator	Text	No	Yes	No	No	move to	edit | delete
7	Contributor	Contributors	Text	No	Yes	No	No	move to	edit | delete
8	Date	Date	Date	No	Yes	No	No	move to	edit | delete
9	Quantity	Format	Text	No	Yes	No	No	move to	edit | delete
10	Language	Language	Text	No	Yes	No	No	move to	edit | delete
11	Description	Description	Full Text Search	Yes	Yes	No	No	move to	edit | delete
12	Subject	Subject	Text	No	Yes	No	No	move to	edit | delete
13	Geographical Names	Coverage	Text	No	Yes	No	No	move to	edit | delete
14	Function	Subject	Text	No	Yes	No	No	move to	edit | delete
15	Occupation	Subject	Text	No	Yes	No	No	move to	edit | delete
16	Access Restrictions	Rights	Text	No	Yes	No	No	move to	edit | delete
17	Use Restrictions	Rights	Text	No	Yes	No	No	move to	edit | delete
18	Alternative Formats Available	Relation	Text	No	Yes	No	No	move to	edit | delete
19	Related Material	Relation	Text	No	Yes	No	No	move to	edit | delete
20	Format.xml	Format	Text	No	Yes	No	No	move to	edit | delete
	Field name	DC map	Data type	Large	Search	Hide	Vocab		add field

*Setting Searchable Fields:

Not every field in every collection is set to be searchable. So if you need to search for a term in a field that doesn't appear in your query collection window in Acquisition Station, here is how to make it searchable:

1) Click **Administration**, click the **Collections** tab, and choose **Field Properties**.
2) Review fields in the metadata template to see which ones are set as searchable.
3) Click **edit** next to your targeted field. **Choose Yes** instead of No in the pull-down menu under the searchable option. Click **Save Changes**.
4) Close and reopen your project in Acquisition Station.

Appendix B.
Applying the Custom EAD Thumbnail Icon

To apply a custom thumbnail to EAD files as you import them in CONTENTdm, follow these directions for each CONTENTdm workstation. The thumbnail will be applied to all files ending in ".xml" upon import.

1. Open CONTENTdm Acquisition Station.
2. Open the project that you are using for your EAD collection.
3. From the "Tools" menu, select "Thumbnail Manager."
4. Click the "Add" button and enter:
   - Media type: EAD
   - File extensions: xml
   - Choose Thumbnail: [browse to the file eadThumb_UU.jpg]
5. Click "OK".

Note: This assumes that you are not uploading any other type of XML file to CONTENTdm. If you intend to upload other XML files (that is, XML files that are not EAD registers), you will need to disable or replace this thumbnail when uploading the others.

Appendix C.
Additional CONTENTdm Help

Contentdm.com provides extensive tutorials and documentation.

1) To sign up go to http://contentdm.com/. Click the **Users** tab to register.
2) Register using your University of Utah e-mail address.
3) The organization ID for the University of Utah is UUT1003.
4) Once you've logged in, the **tutorials** and **help files** will be accessible.

Useful Help Files, available at http://contentdm.com/help4/index.html:

- Starting a new project:
  http://contentdm.com/help4/acq-station/starting2.html

- Collection Administration
  http://contentdm.com/help4/collection-admin/index.html

- Item Administration
  http://contentdm.com/help4/item-admin/index.html

Useful Tutorials, available at http://contentdm.com/USC/tutorials/index.asp:

- Quickstart Guide
  http://contentdm.com/USC/tutorials/quickstart-guide.asp

- Controlled Vocabulary
  http://contentdm.com/USC/tutorials/controlled-vocab.asp

- Creating Compound Objects
  http://contentdm.com/USC/tutorials/compound-wizard.asp

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