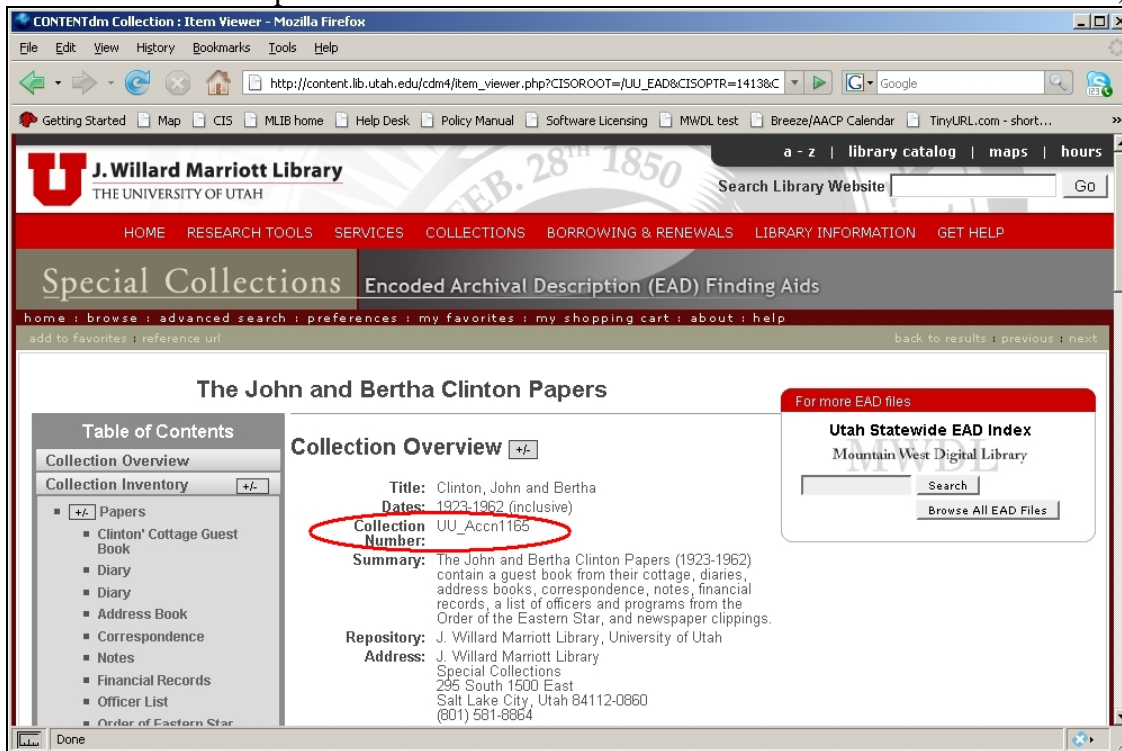


Updating an EAD File Using xEAD and CONTENTdm

Use this procedure to change an existing EAD file. You will use the xEAD tool to change the EAD file and then use CONTENTdm Acquisition Station to replace the file on the CONTENTdm server and to edit the metadata. (To import and upload new EAD files to CONTENTdm, do not use this procedure. Instead, see the procedure on “Using CONTENTdm’s Multiple File Import Feature to Import EAD Files.”)

Editing an EAD File in xEAD

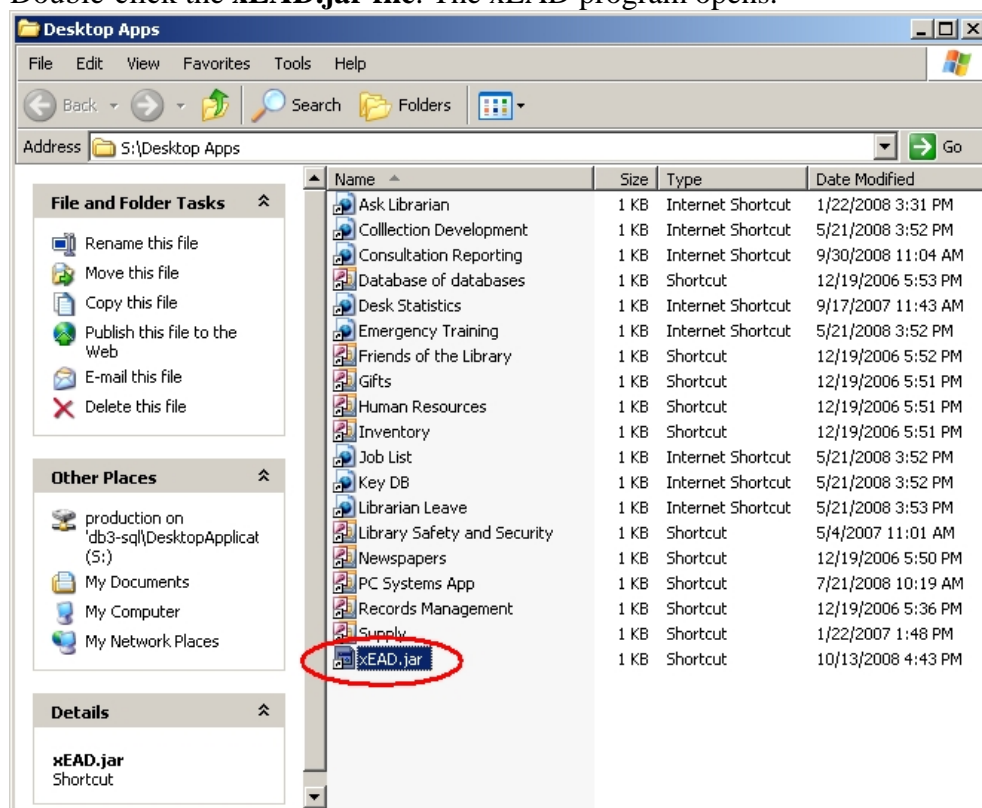
1. Identify the Collection Number of the EAD file you need to edit. If you don’t already know the Collection Number (e.g., UU_Ms0509.xml), you can find it on the EAD file online. Locate the EAD to be updated in CONTENTdm and open the item. Make a note of the Collection Number – in this case, UU_Accn1165.



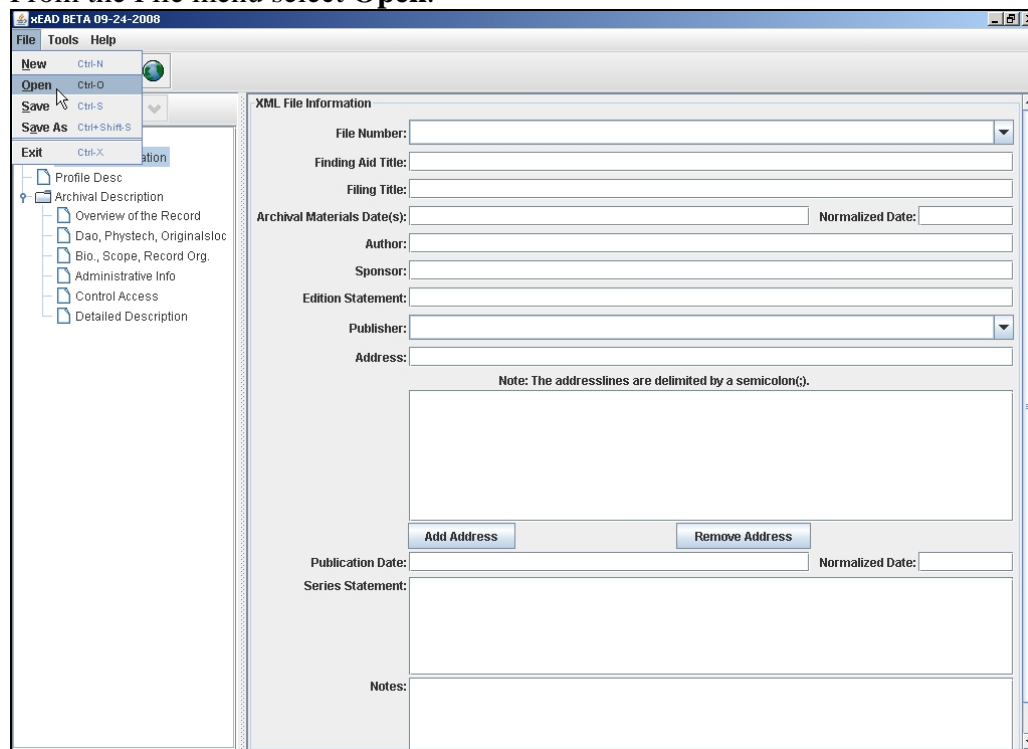
2. Double-click the **Desktop Apps** folder on your desktop.



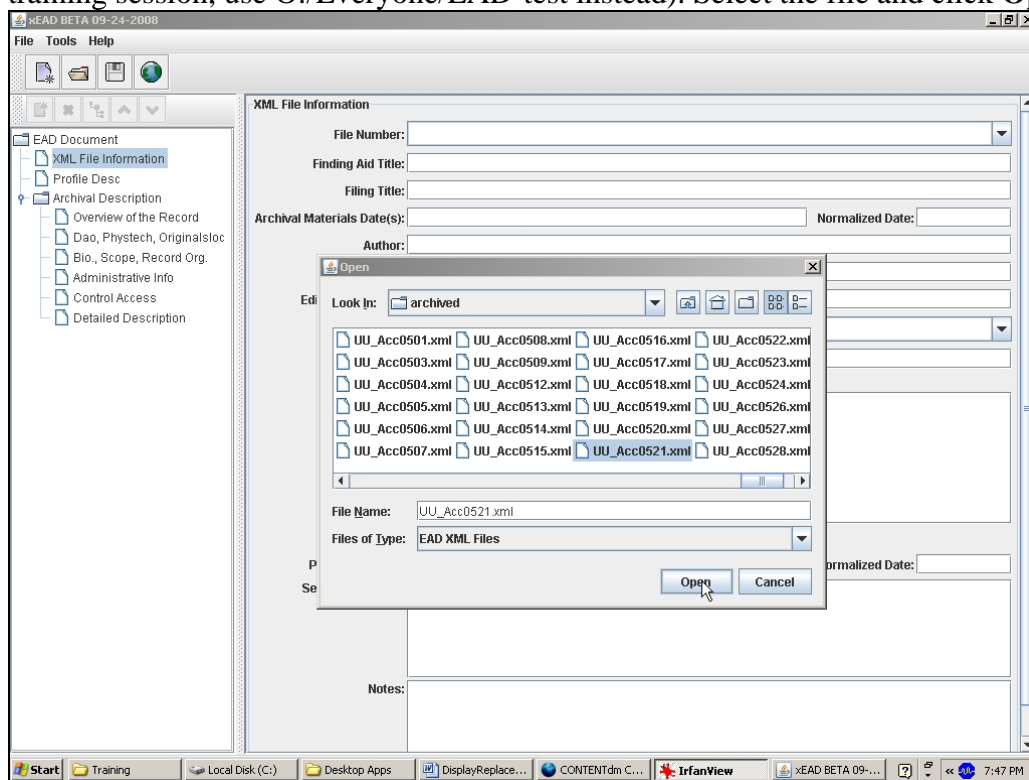
3. Double-click the **xEAD.jar** file. The xEAD program opens.



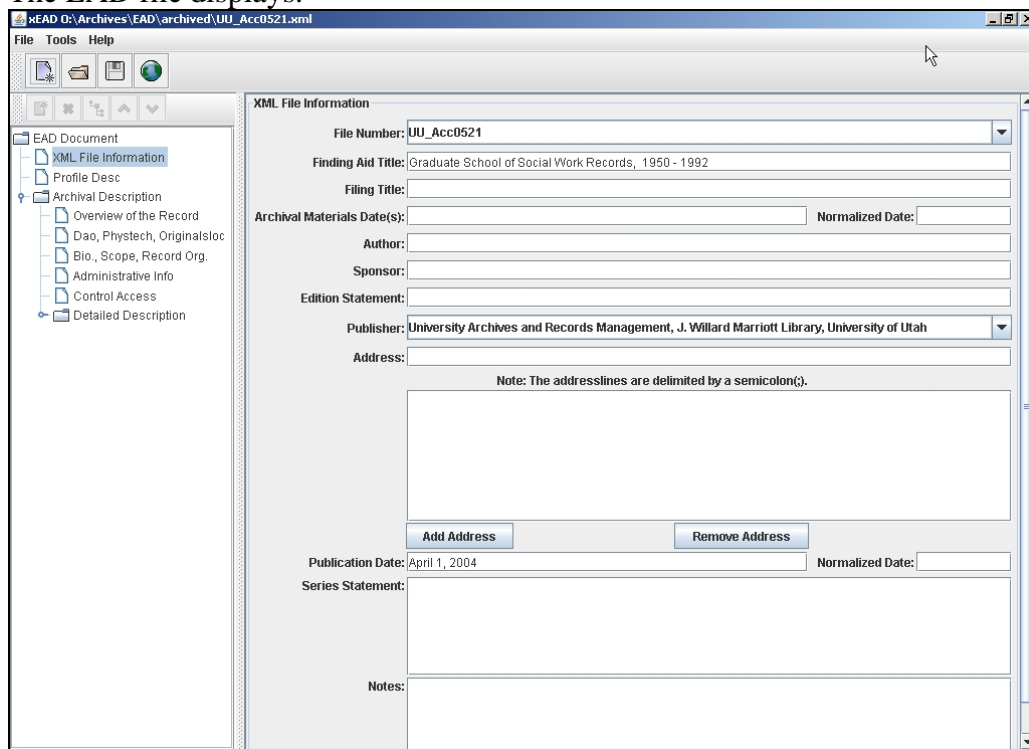
4. From the File menu select **Open**.



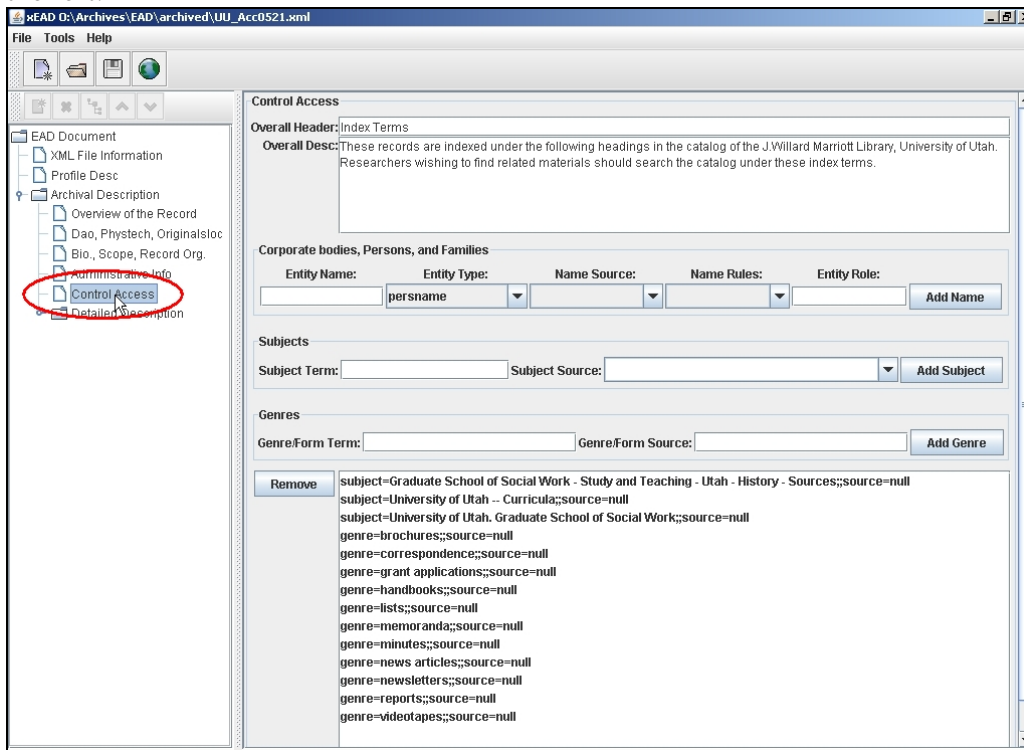
5. Navigate to the EAD file to be updated, on the O: drive in your division's EAD/archived folder (for this training session, use O:/Everyone/EAD-test instead). Select the file and click **Open**.



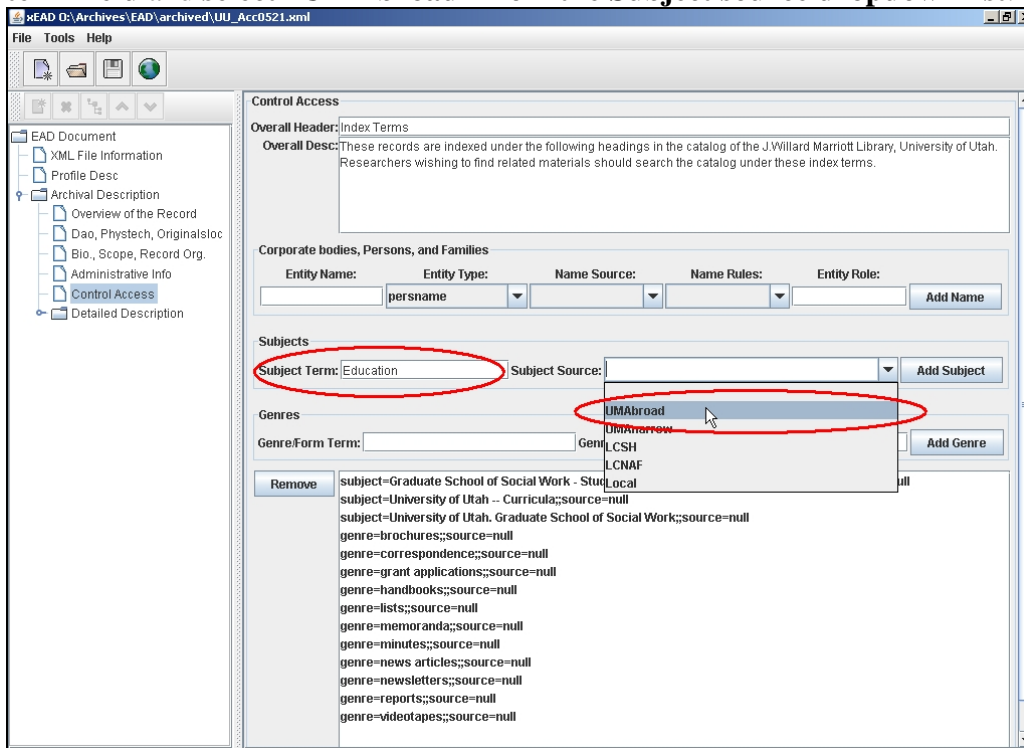
6. The EAD file displays.



7. Browse to the section to be edited by **clicking the section title in the navigational panel** at the left. In this example, we are going to add a new subject in the Controlled Access section, so click “Control Access” at the left.



8. Add the additional information or correction. In this example, we will add two new subject terms from the UMA Browse Topics list. First, add “Education” as a UMA broad topic. **Type “Education” in the Subject term field and select “UMABroad” from the Subject source dropdown list.**



9. Click “Add Subject”. The new subject term appears in the list of subject terms and genres.

xEAD 0:\Archives\EAD\archived\UU_Acc0521.xml

File Tools Help

EAD Document
 XML File Information
 Profile Desc
 Archival Description
 Overview of the Record
 Dao, Phystech, Originalsloc
 Bio., Scope, Record Org.
 Administrative Info
 Control Access
 Detailed Description

Control Access

Overall Header: Index Terms

Overall Desc: These records are indexed under the following headings in the catalog of the J. Willard Marriott Library, University of Utah. Researchers wishing to find related materials should search the catalog under these index terms.

Corporate bodies, Persons, and Families

Entity Name: Entity Type: Name Source: Name Rules: Entity Role: Add Name

Subjects

Subject Term: Subject Source: UMAbroad Add Subject

Genres

Genre/Form Term: Genre/Form Source: Add Genre

Remove subject=Graduate School of Social Work - Study and Teaching - Utah - History - Sources;source=null
 subject=University of Utah -- Curricula;source=null
 subject=University of Utah. Graduate School of Social Work;source=null
 genre=brochures;source=null
 genre=correspondence;source=null
 genre=grant applications;source=null
 genre=handbooks;source=null
 genre=lists;source=null
 genre=memoranda;source=null
 genre=minutes;source=null
 genre=news articles;source=null
 genre=newsletters;source=null
 genre=reports;source=null
 genre=videotapes;source=null
 Subject-Education;source=UMAbroad

10. Similarly, add the UMA narrow term of “Colleges and Universities.” Click “Add Subject”. The new subject terms appears in the list.

xEAD 0:\Archives\EAD\archived\UU_Acc0521.xml

File Tools Help

EAD Document
 XML File Information
 Profile Desc
 Archival Description
 Overview of the Record
 Dao, Phystech, Originalsloc
 Bio., Scope, Record Org.
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Overall Header: Index Terms

Overall Desc: These records are indexed under the following headings in the catalog of the J. Willard Marriott Library, University of Utah. Researchers wishing to find related materials should search the catalog under these index terms.

Corporate bodies, Persons, and Families

Entity Name: Entity Type: Name Source: Name Rules: Entity Role: Add Name

Subjects

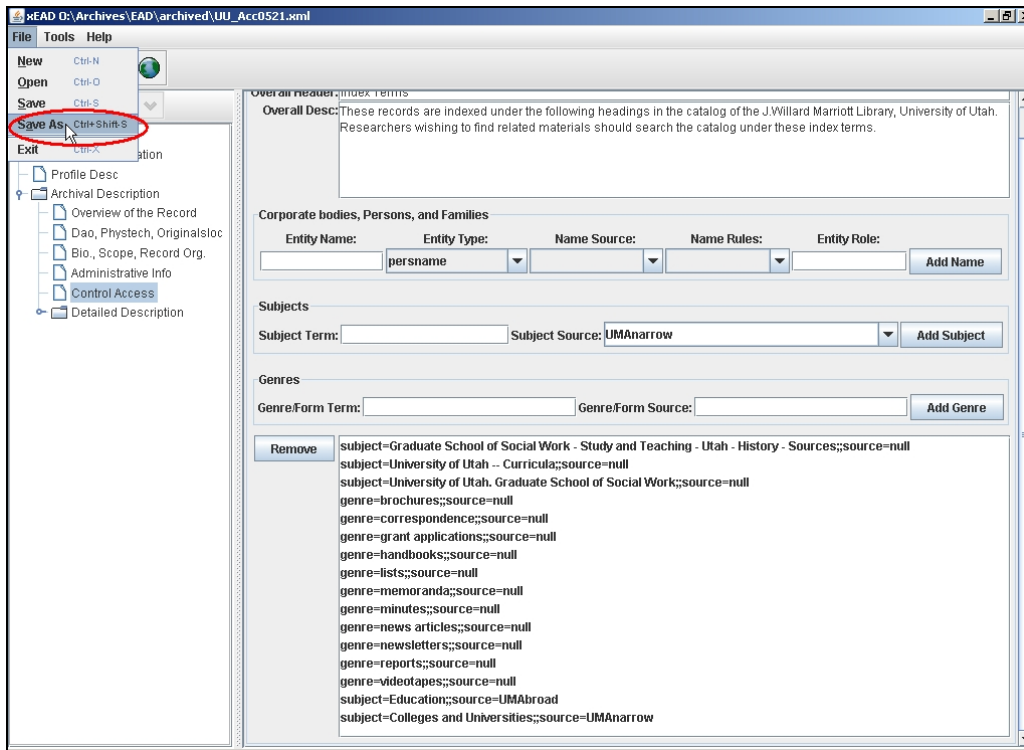
Subject Term: Colleges and Universities Subject Source: UMAnarrow Add Subject

Genres

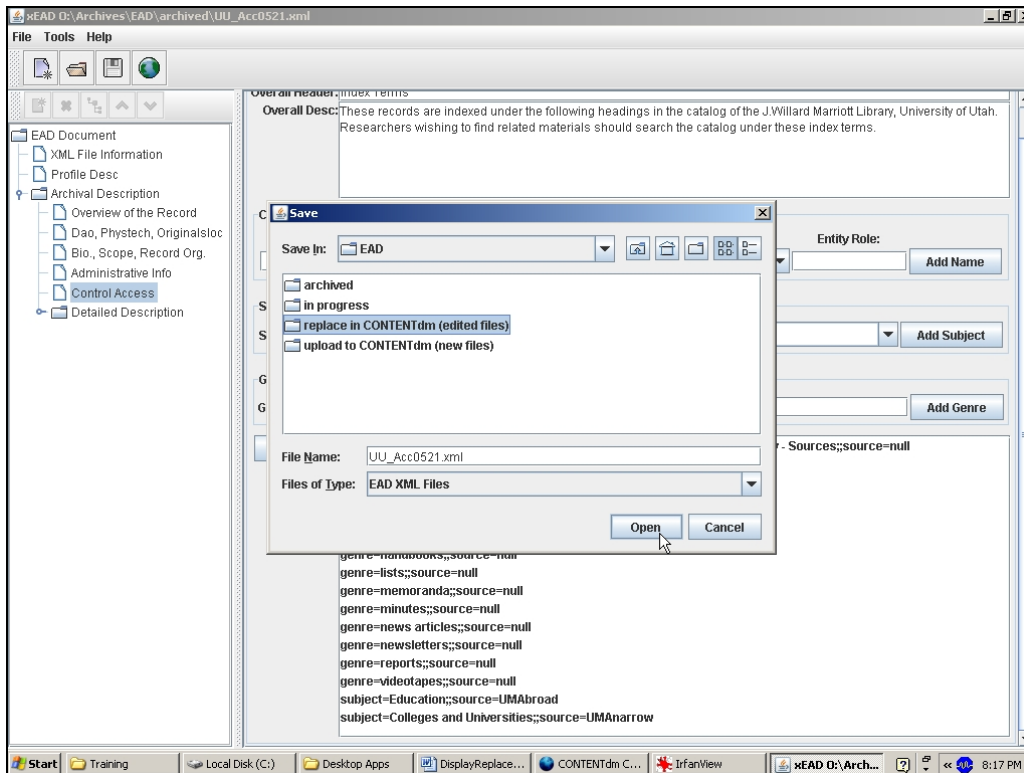
Genre/Form Term: Genre/Form Source: Add Genre

Remove subject=Graduate School of Social Work - Study and Teaching - Utah - History - Sources;source=null
 subject=University of Utah -- Curricula;source=null
 subject=University of Utah. Graduate School of Social Work;source=null
 genre=brochures;source=null
 genre=correspondence;source=null
 genre=grant applications;source=null
 genre=handbooks;source=null
 genre=lists;source=null
 genre=memoranda;source=null
 genre=minutes;source=null
 genre=news articles;source=null
 genre=newsletters;source=null
 genre=reports;source=null
 genre=videotapes;source=null
 subject-Education;source=UMAbroad

11. In the File menu select **Save As**.



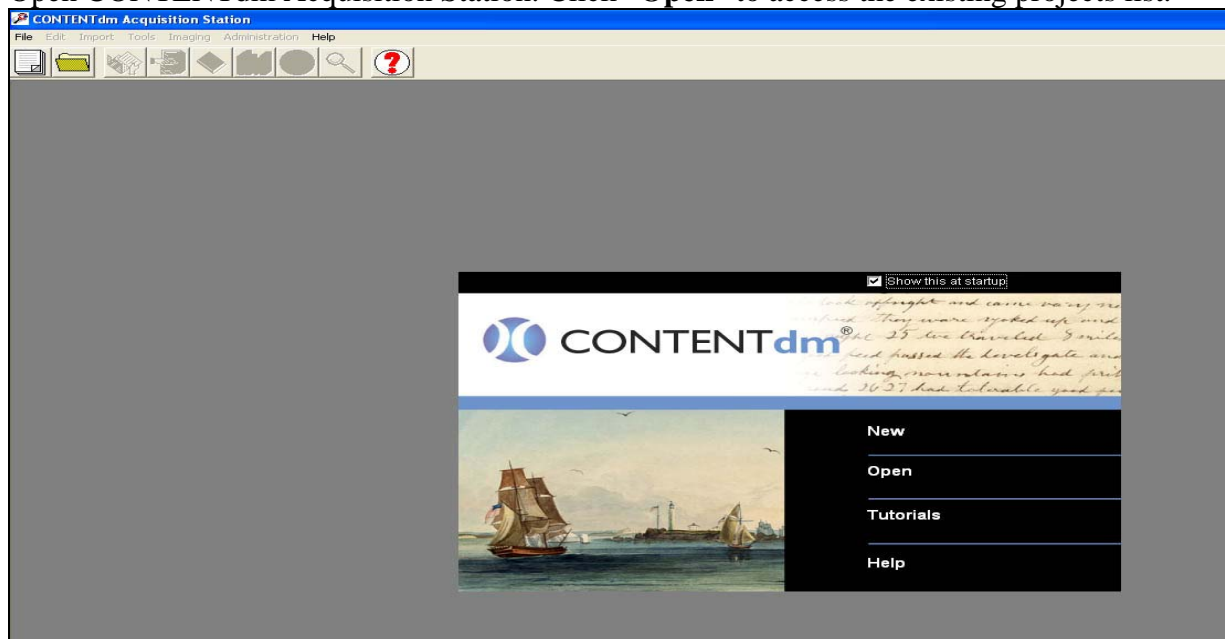
12. Navigate to the “replace in CONTENTdm” directory in your division’s EAD folder on the O: drive (for this training session, use O:/Everyone instead). Click Open to open the folder. Click Save to save the file. Do ***not*** rename the file.



13. In the File menu select **Exit**. The xEAD program will close.

Replacing the Edited File in CONTENTdm

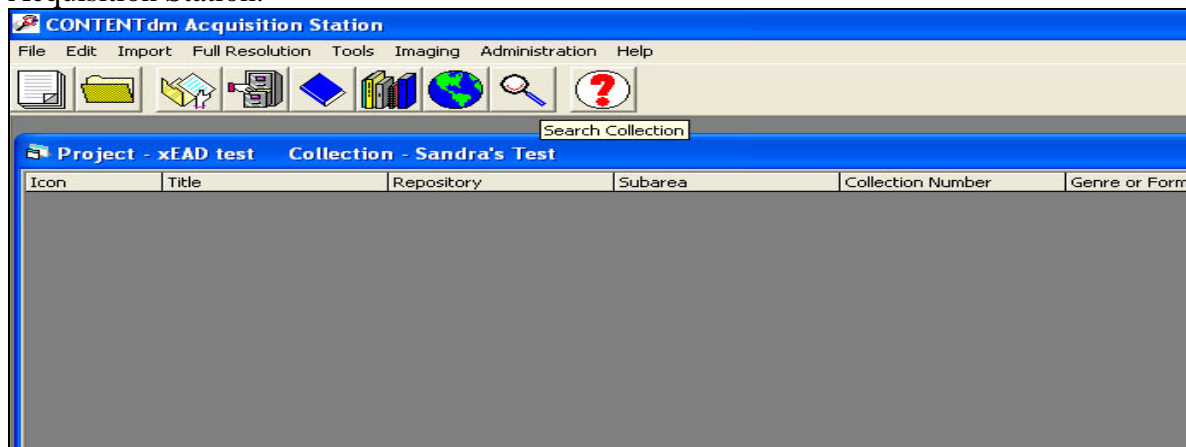
1. Open CONTENTdm Acquisition Station. Click “**Open**” to access the existing projects list.



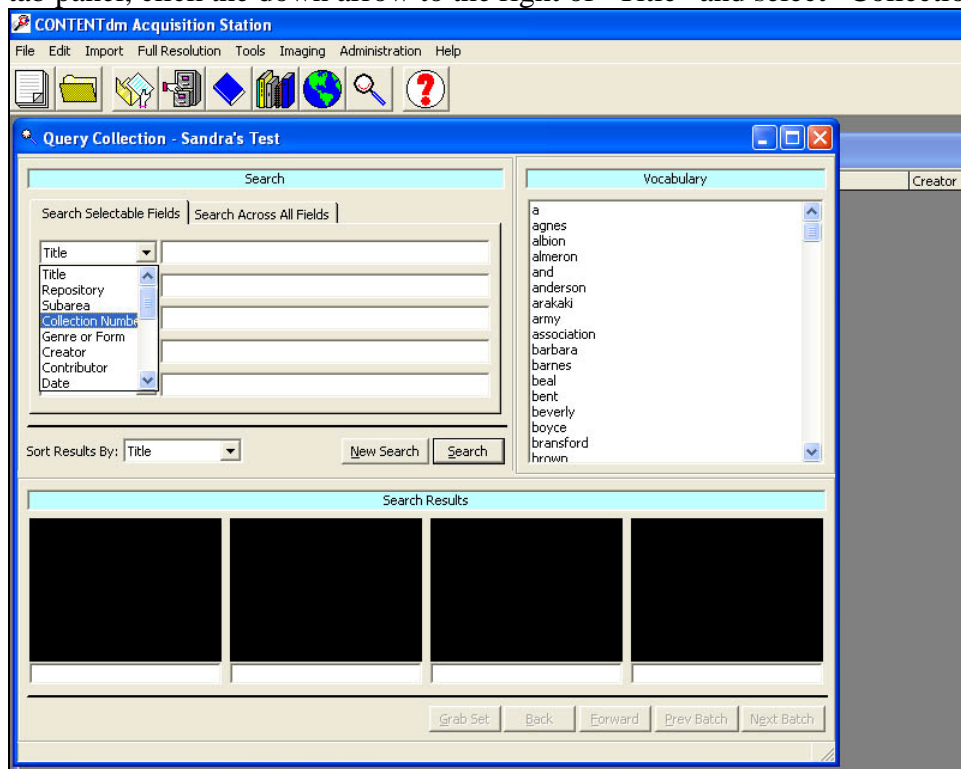
2. Select your EAD project from the list. Click **OK**. The Project Workspace opens.



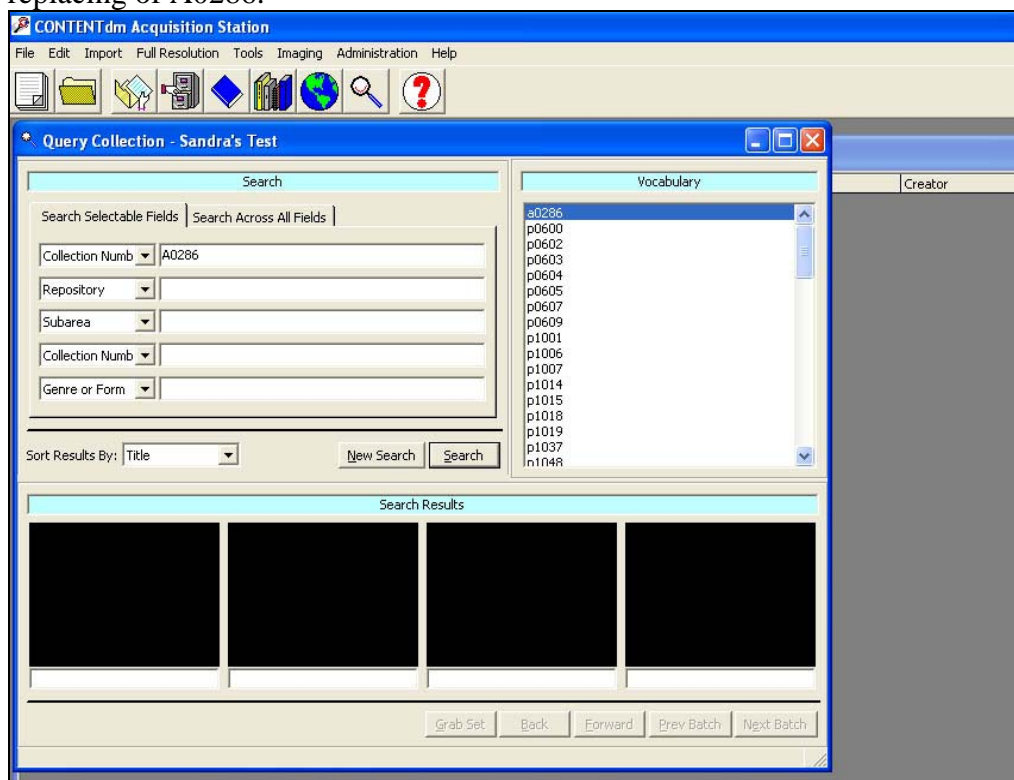
3. Click the magnifying glass icon (or from the Import menu select “Search Collection”) to open the Query Collection. We are going to pull the item we want to change from the CONTENTdm server to the Acquisition Station.



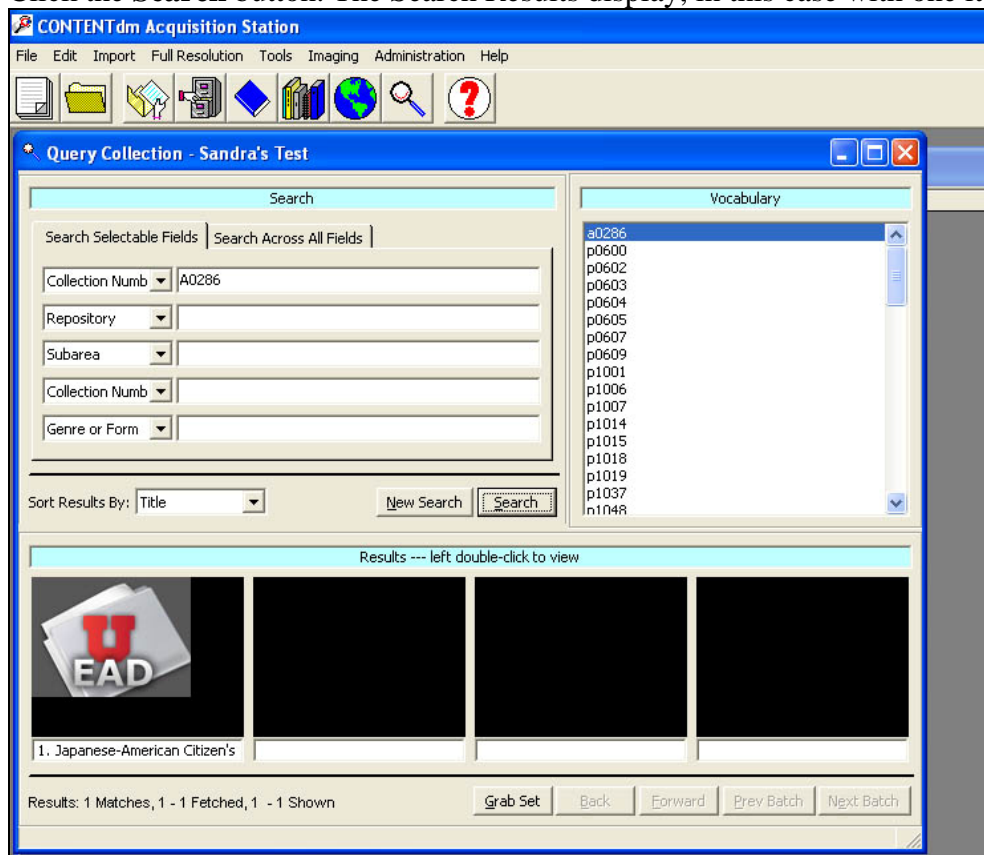
4. The easiest way to retrieve the item we want is by Collection Number. On the “Search Selectable Fields” tab panel, click the down arrow to the right of “Title” and select “Collection Number”.



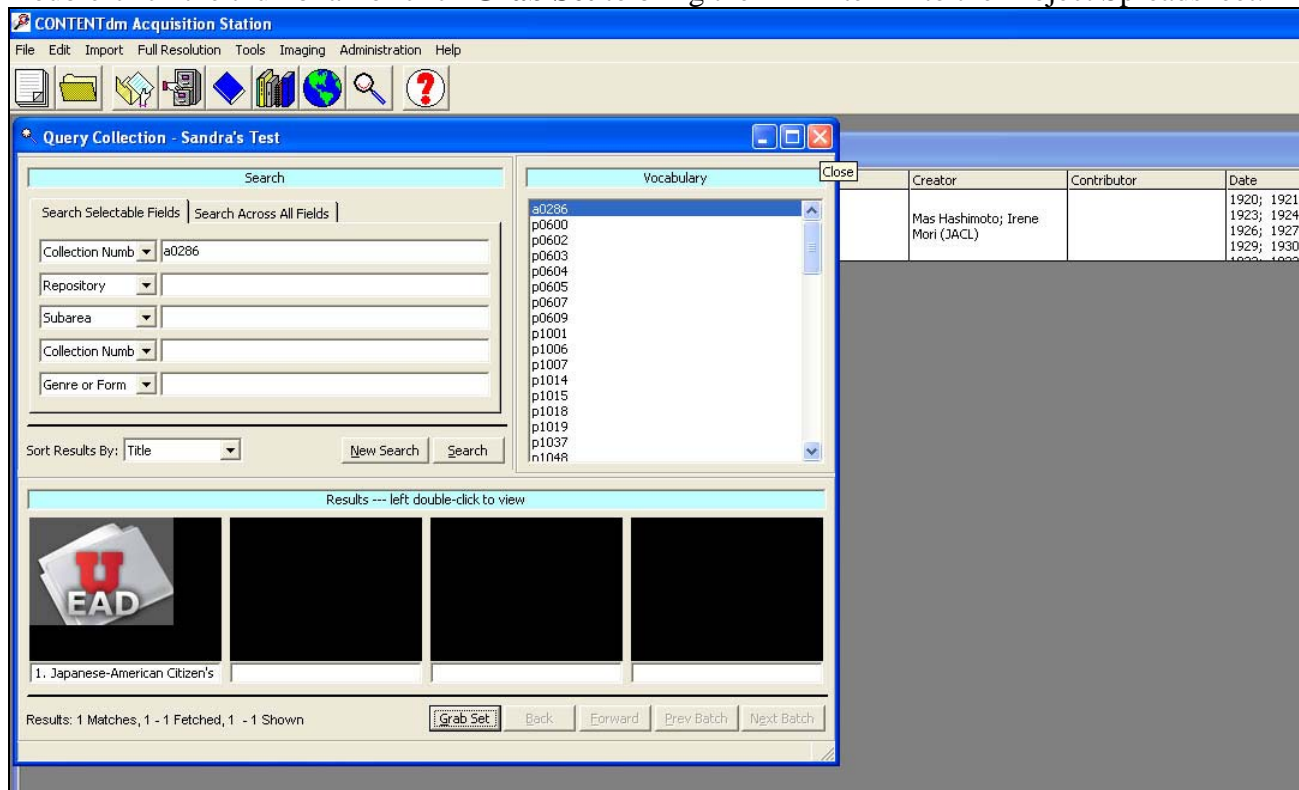
5. The panel to the right displays values already entered in the field, so you can double-click any of the values in the list to fill in the Collection Number or you can type the number into the field. The example shows the replacing of A0286.



6. Click the **Search** button. The Search Results display, in this case with one item meeting the search criterion.



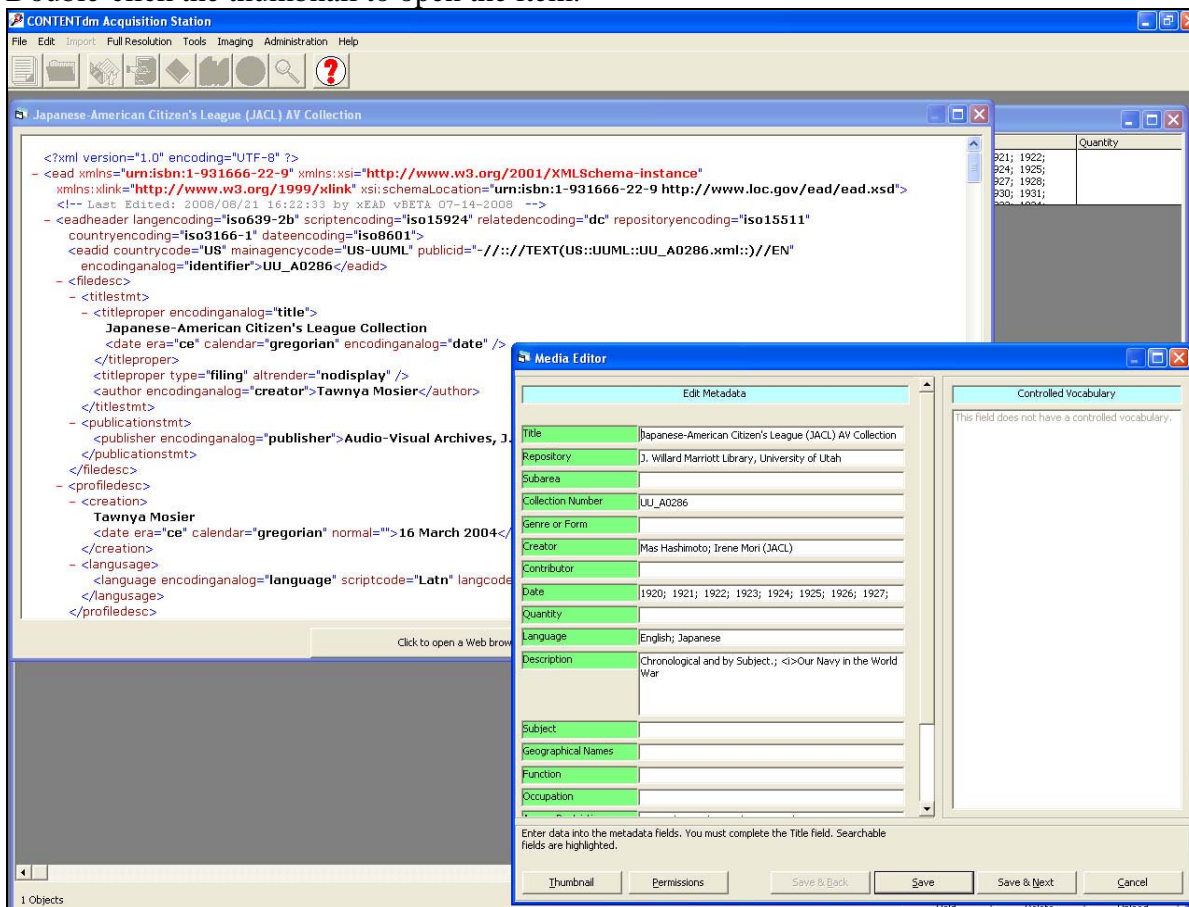
7. Double-click the thumbnail or click **Grab Set** to bring the EAD item into the Project Spreadsheet.



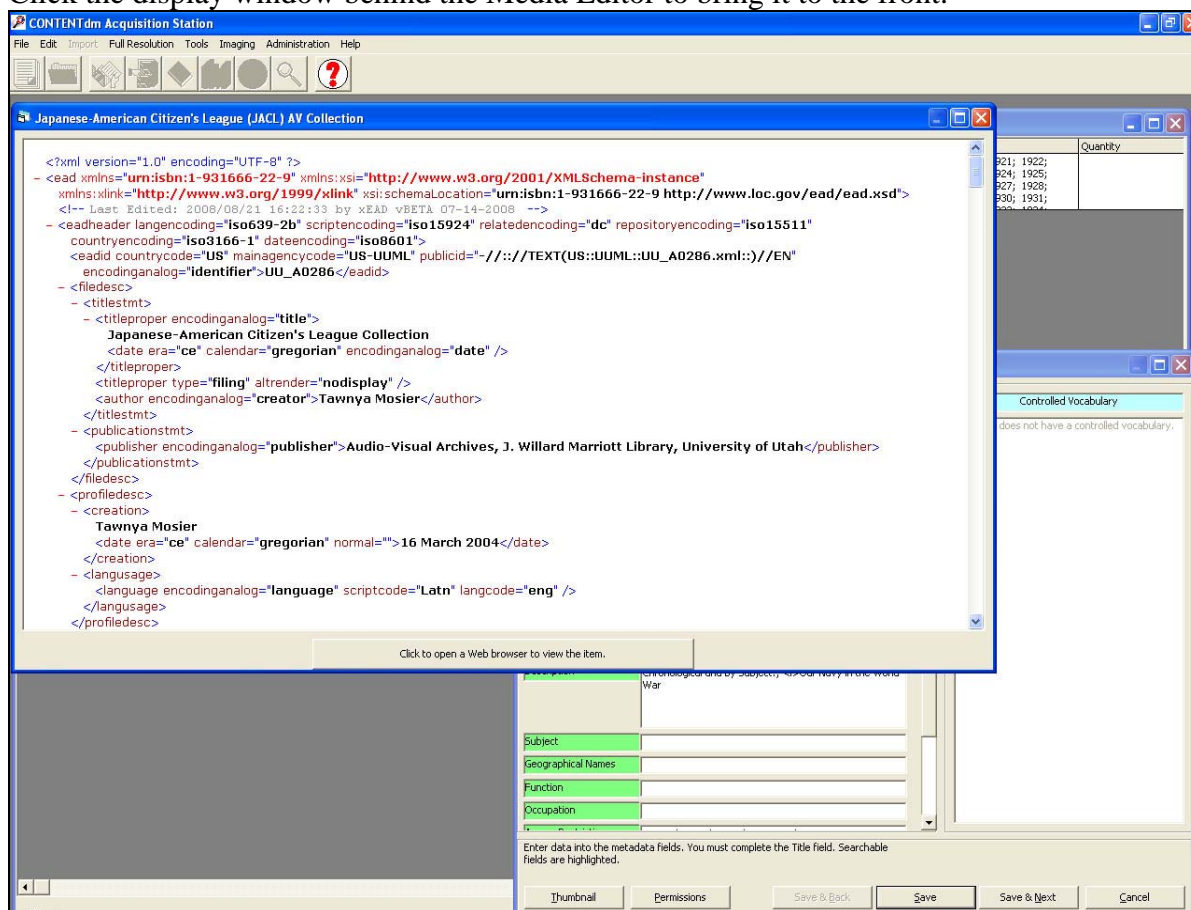
8. Click "X" at the top right to close the Query Collection.



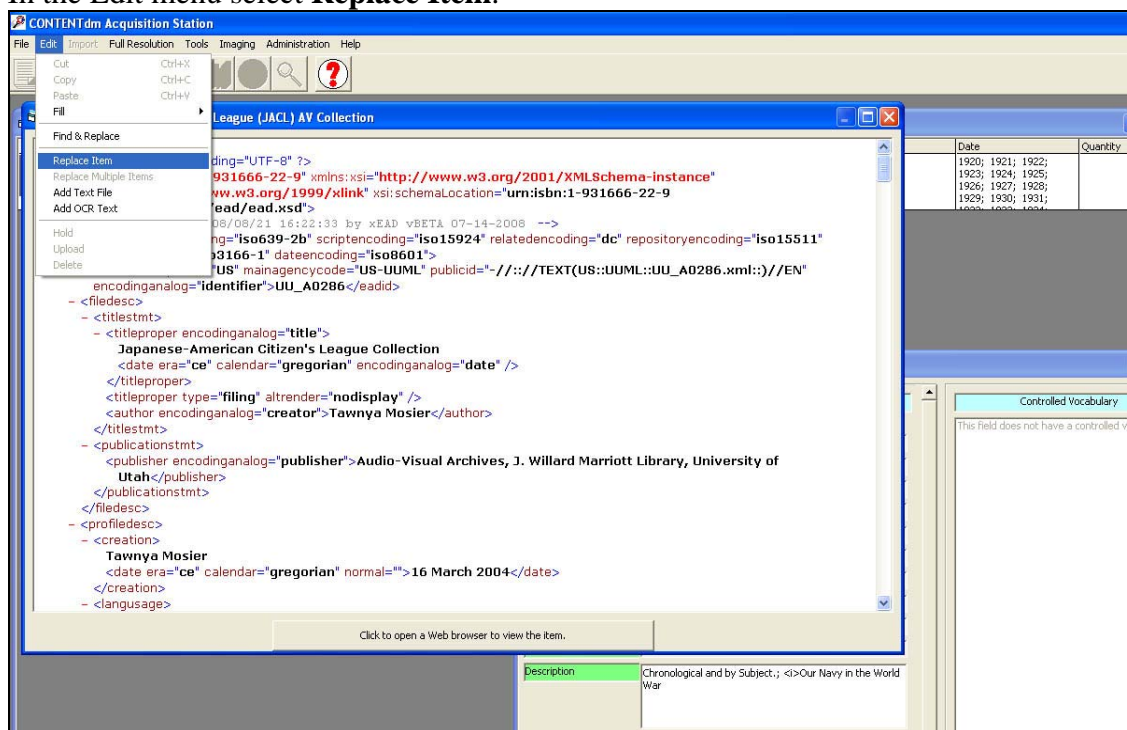
9. Double-click the thumbnail to open the item.



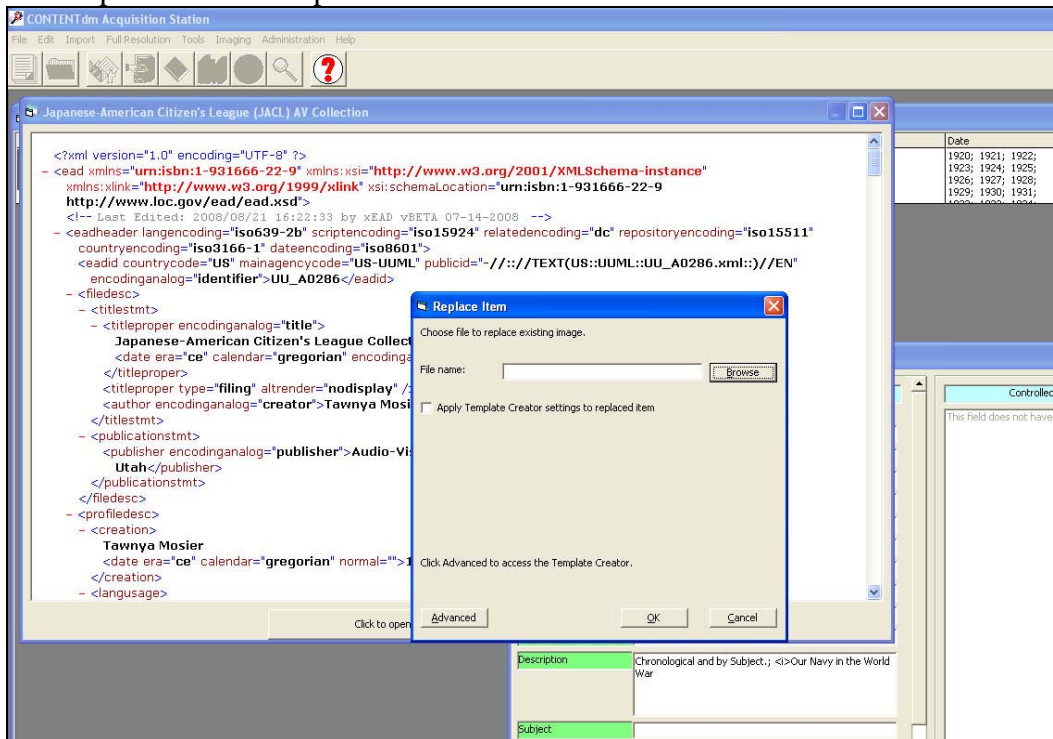
10. Click the display window behind the Media Editor to bring it to the front.



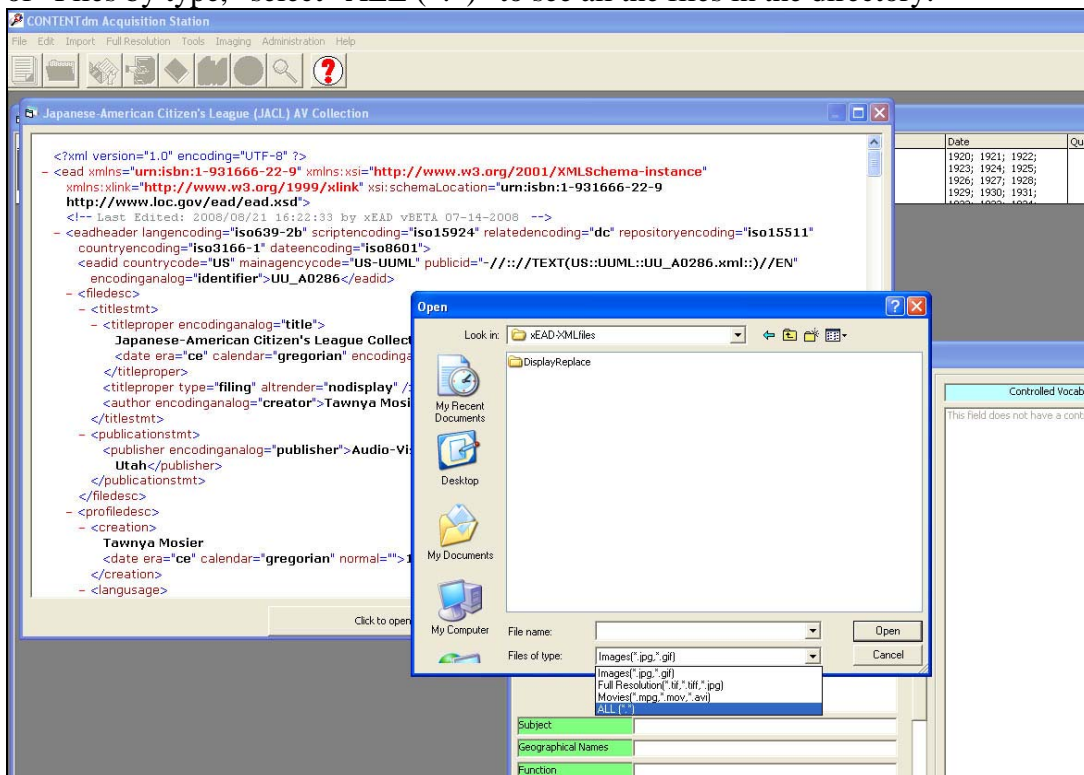
11. In the Edit menu select **Replace Item**.



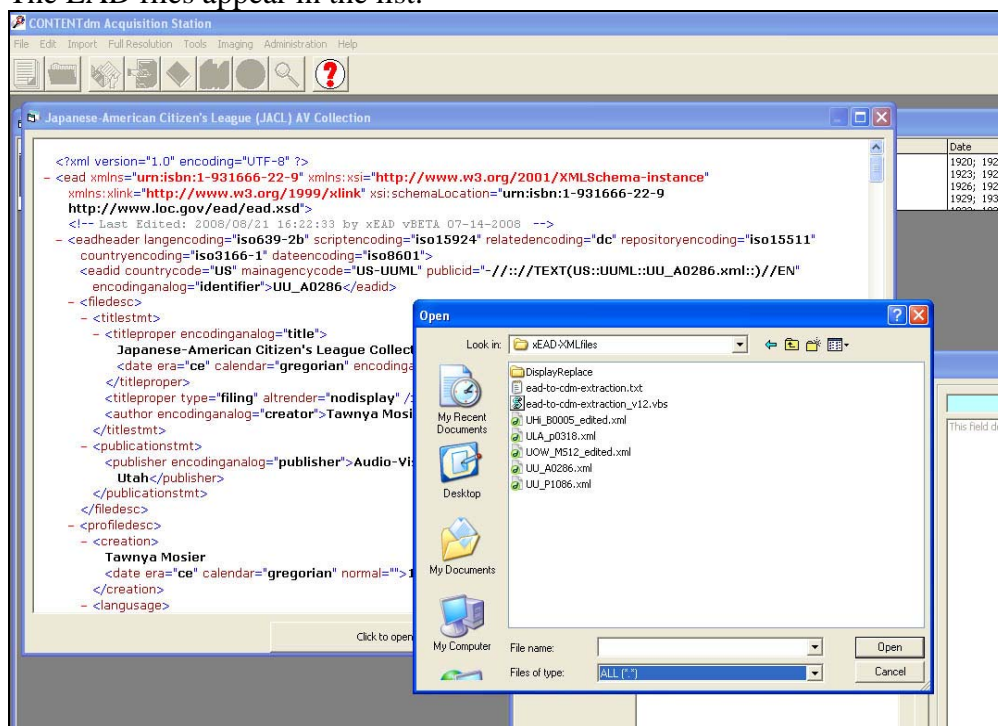
12. The Replace Item box opens. Click the **Browse** button.



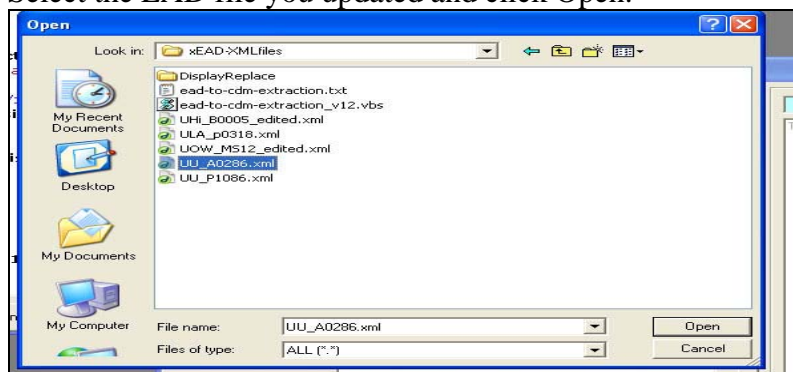
13. Browse to the location of the edited EAD file on the O: drive, in the “replace in CONTENTdm” directory on your division’s EAD folder (for this training session, use O:/Everyone instead). From the dropdown list of “Files by type,” select “ALL (*.*)” to see all the files in the directory.



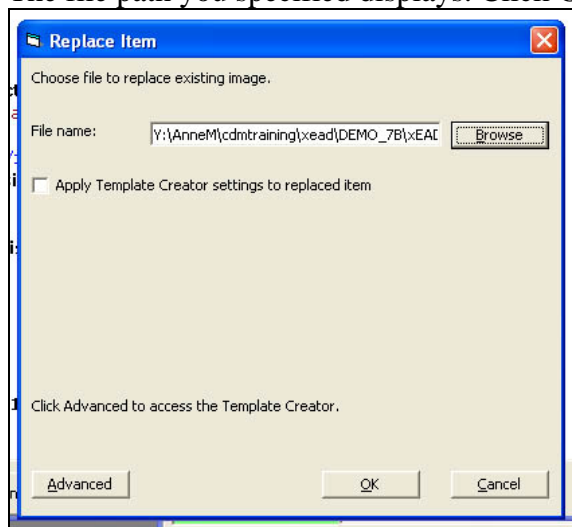
14. The EAD files appear in the list.



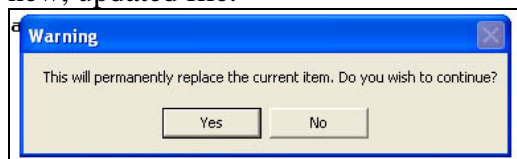
15. Select the EAD file you updated and click Open.



16. The file path you specified displays. Click OK.



17. A warning box opens. Click **Yes**. You have now replaced the EAD file on the CONTENTdm server with the new, updated file.



Updating the Metadata in CONTENTdm

Important: The metadata record in CONTENTdm must be updated also.

1. Locate the appropriate metadata field in the template and type in the updated information.

 The screenshot shows the "Media Editor" window with the "Edit Metadata" tab selected. The metadata fields are as follows:

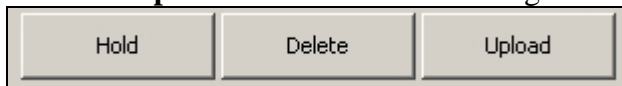
Edit Metadata	
Title	Japanese-American Citizen's League (JACL) AV Collection
Repository	J. Willard Marriott Library, University of Utah
Subarea	
Collection Number	UU_A0286
Genre or Form	
Creator	Mas Hashimoto; Irene Mori (JACL)
Contributor	
Date	1920; 1921; 1922; 1923; 1924; 1925; 1926; 1927;
Quantity	
Language	English; Japanese
Description	Chronological and by Subject.; <i>Our Navy in the World War
Subject	
Geographical Names	
Function	
Occupation	

 To the right of the metadata fields is a "Controlled Vocabulary" panel with the message: "This field does not have a controlled vocabulary." At the bottom of the window, there is a status bar that reads: "Enter data into the metadata fields. You must complete the Title field. Searchable fields are highlighted." Below this are five buttons: "Thumbnail", "Permissions", "Save & Back", "Save", "Save & Next", and "Cancel".

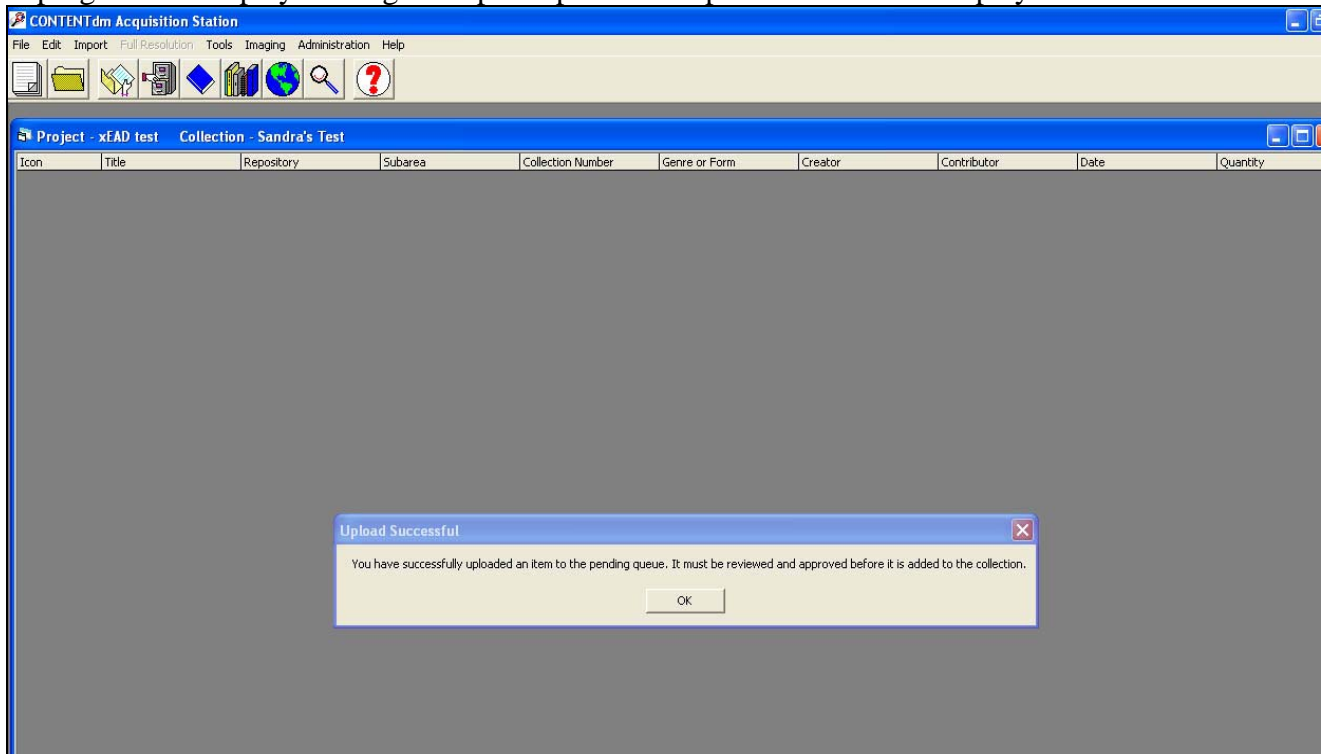
2. Click **Save**. The Media Editor closes.



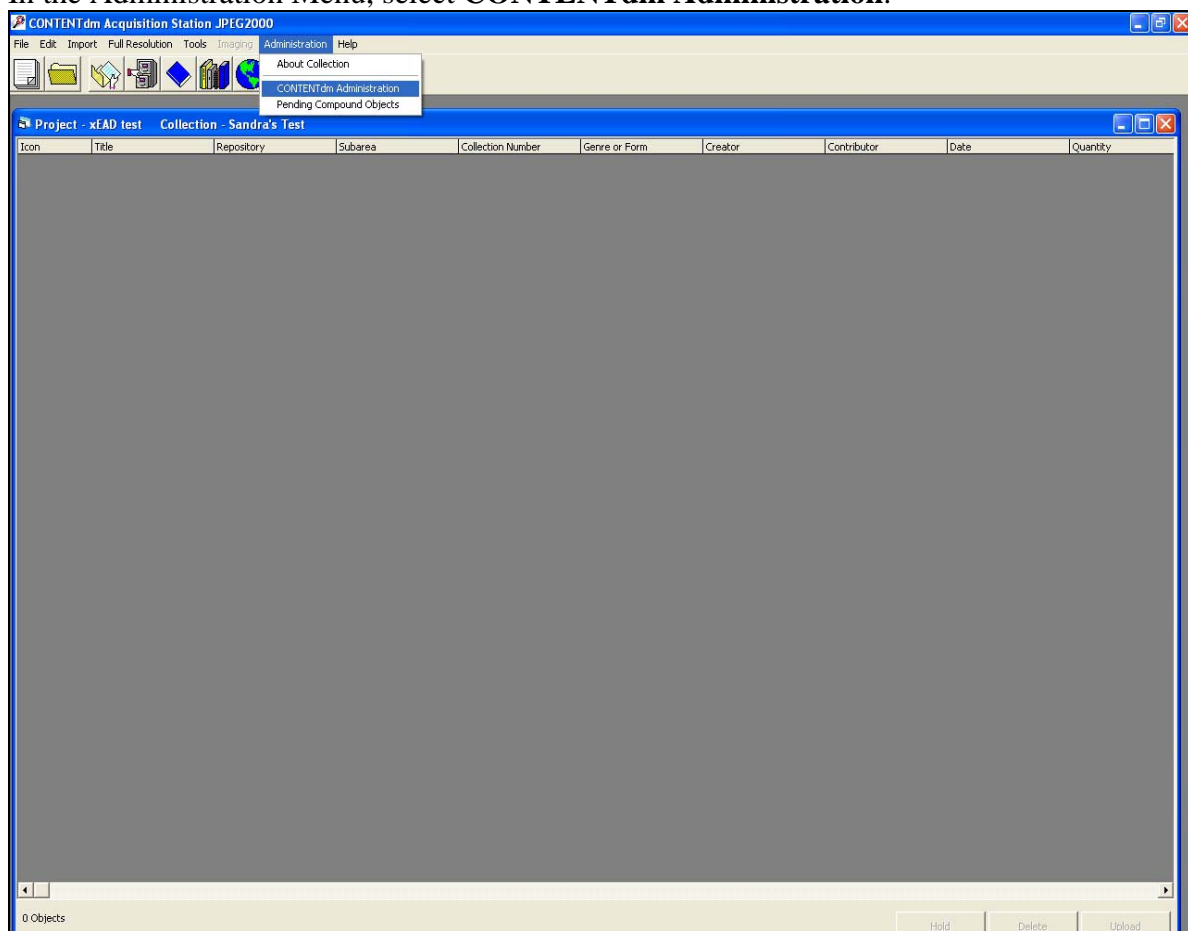
3. Click the **Upload** button at the bottom right.



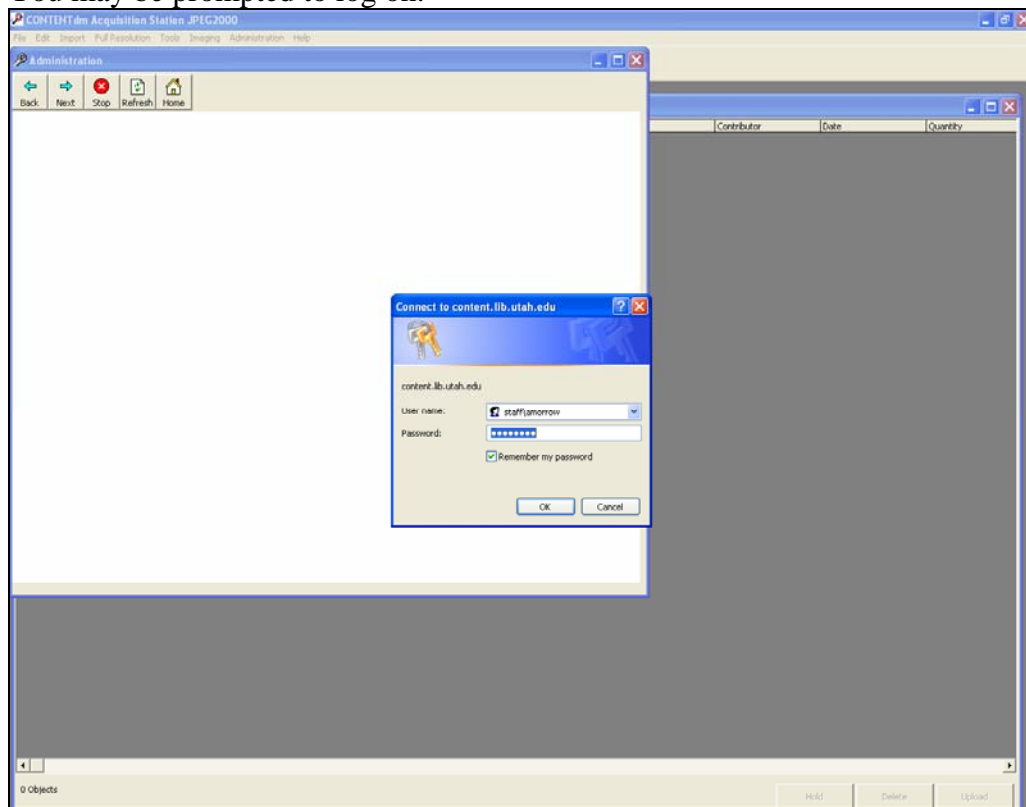
4. A progress bar displays during the Upload process. "Upload successful" displays. Click **OK**.



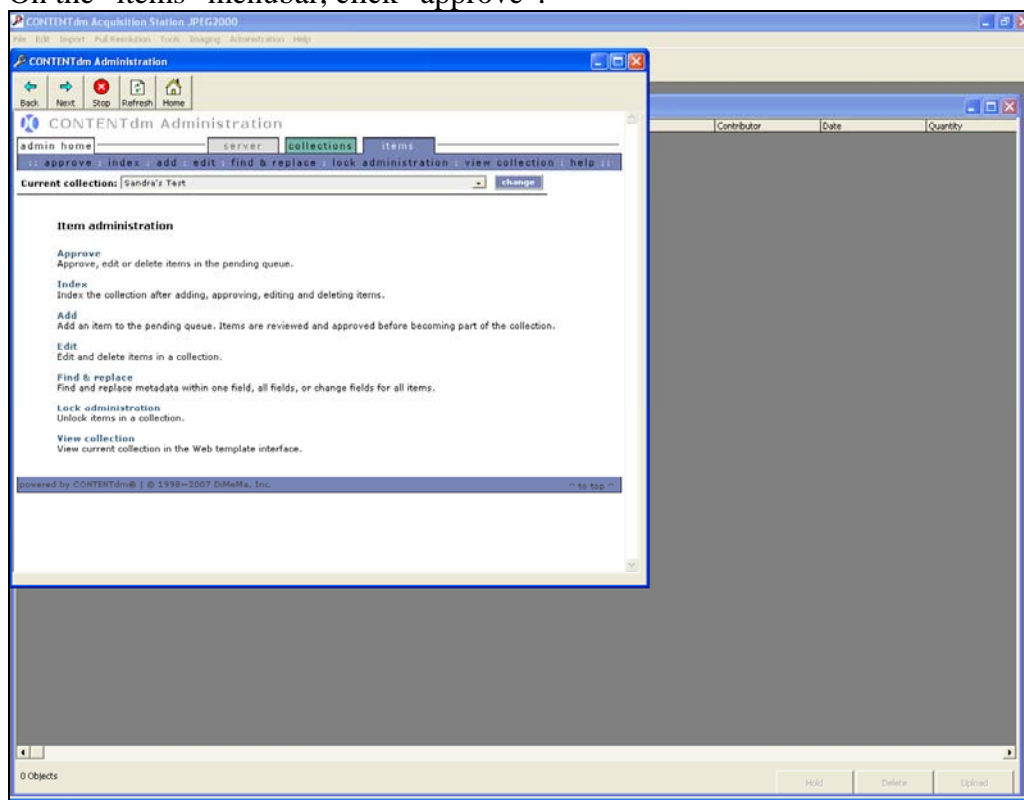
5. In the Administration Menu, select **CONTENTdm Administration**.



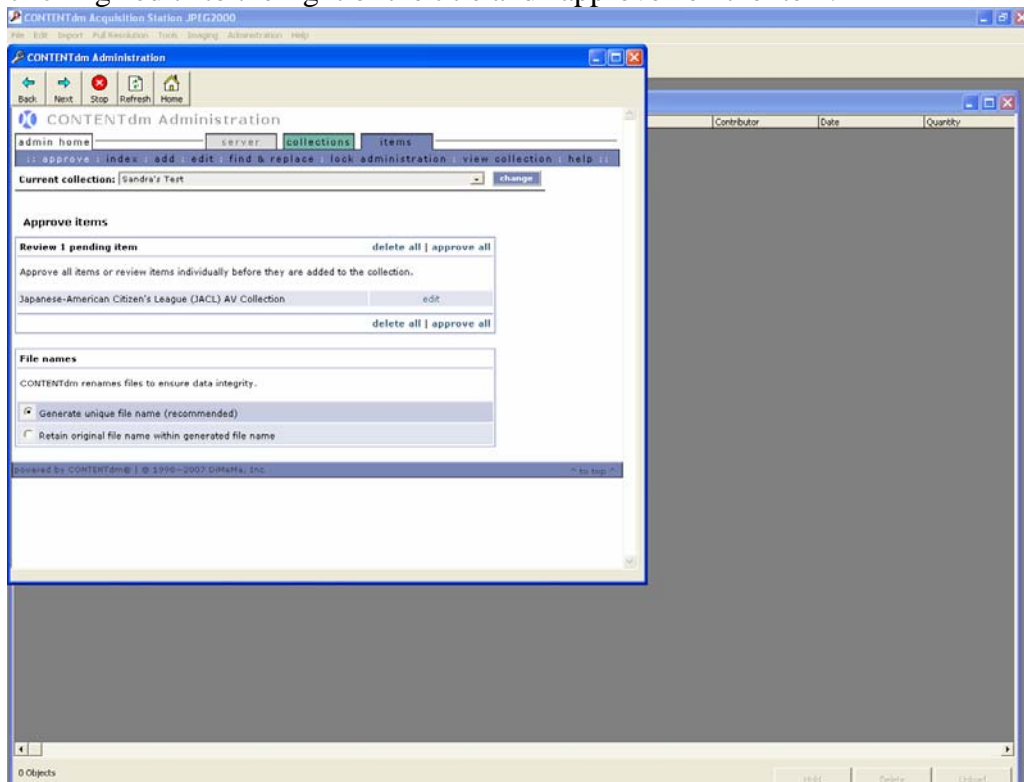
6. You may be prompted to log on.



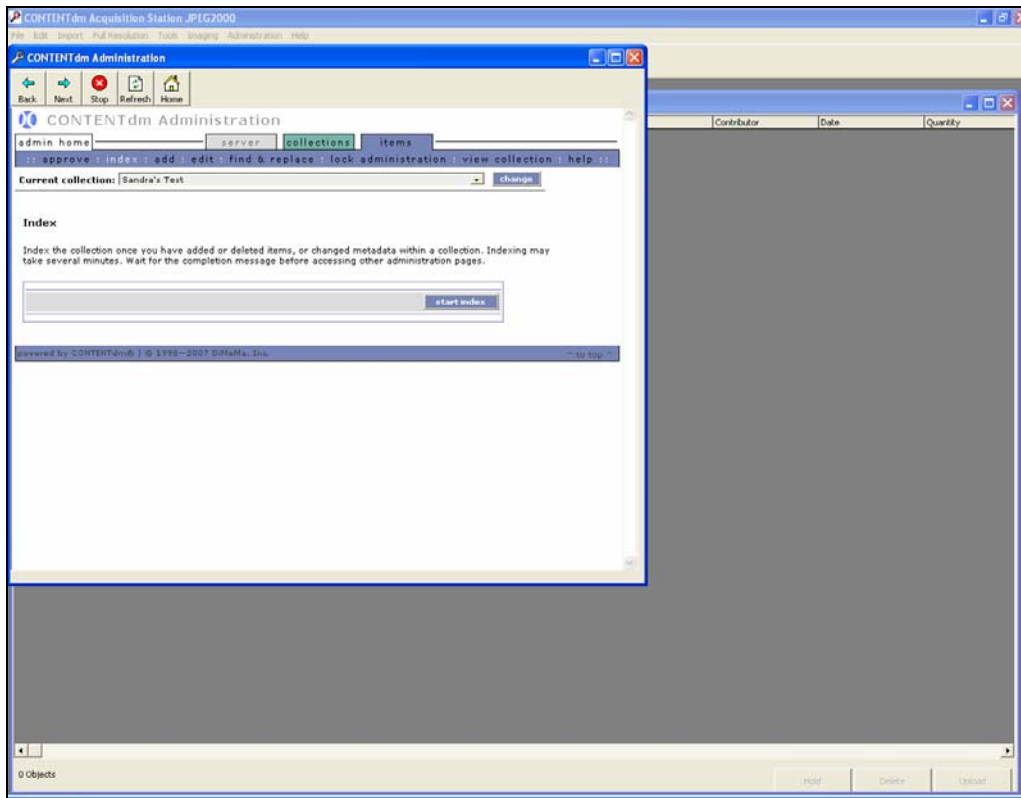
7. On the “items” menubar, click “approve”.



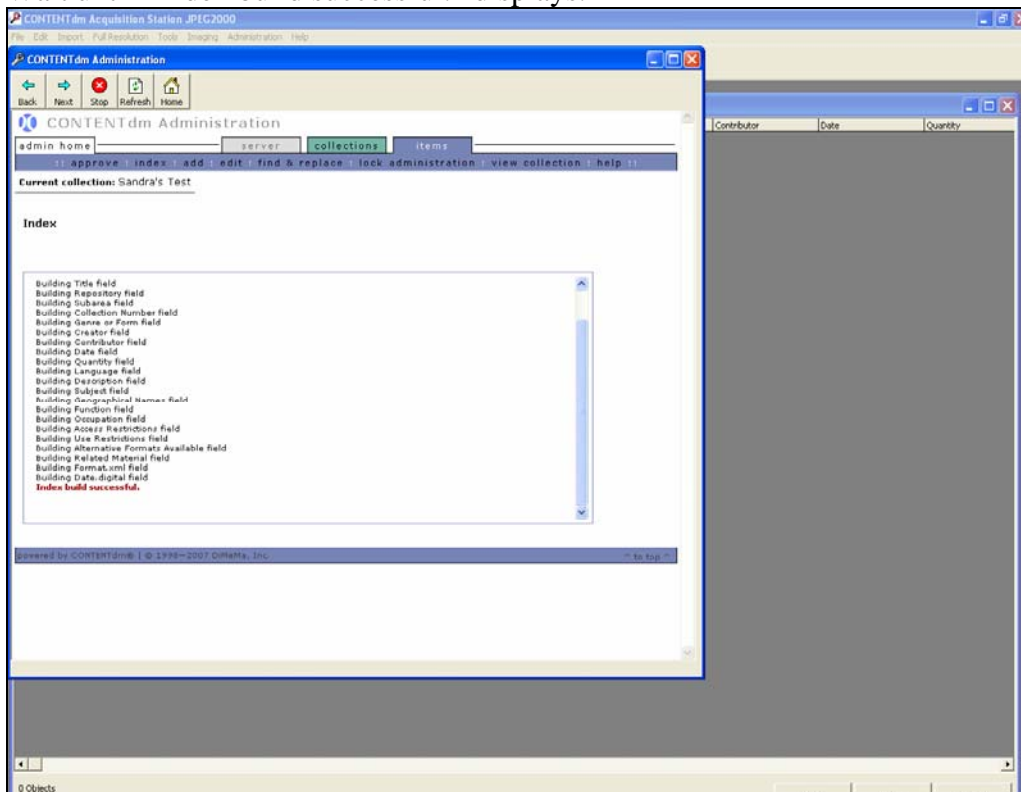
8. Click “Approve All” or, if you have more than one item to be approved, approve them one at a time by clicking “edit” to the right of the title and “approve” on the item.



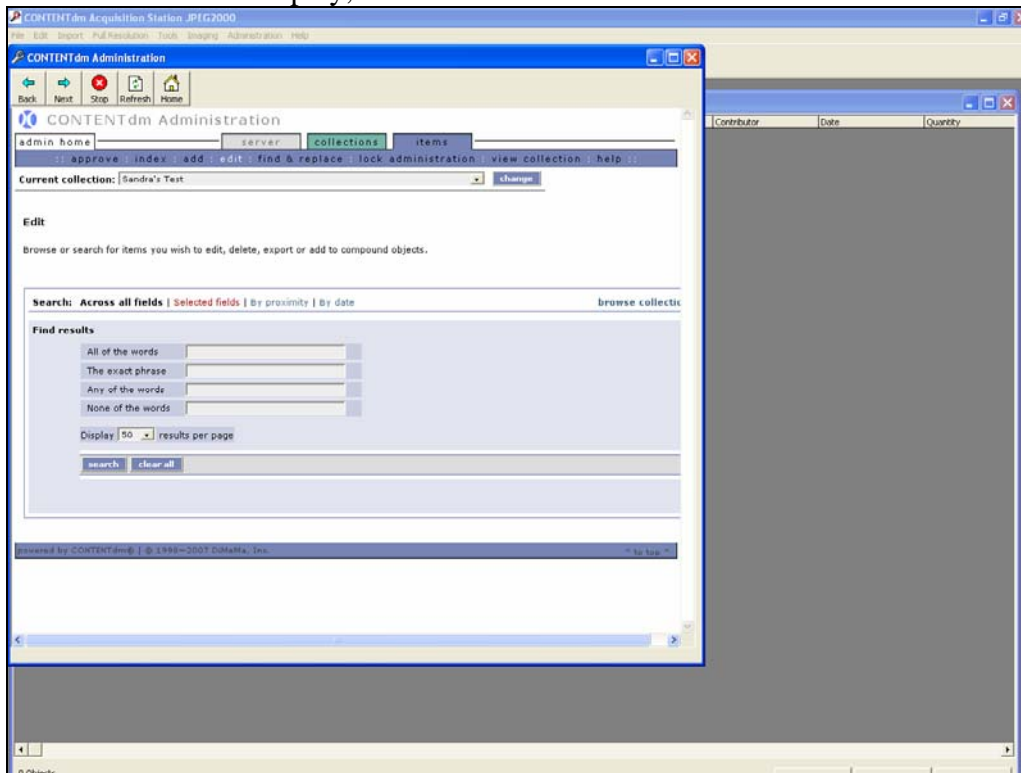
9. Select “Index” and click “Start Index”.



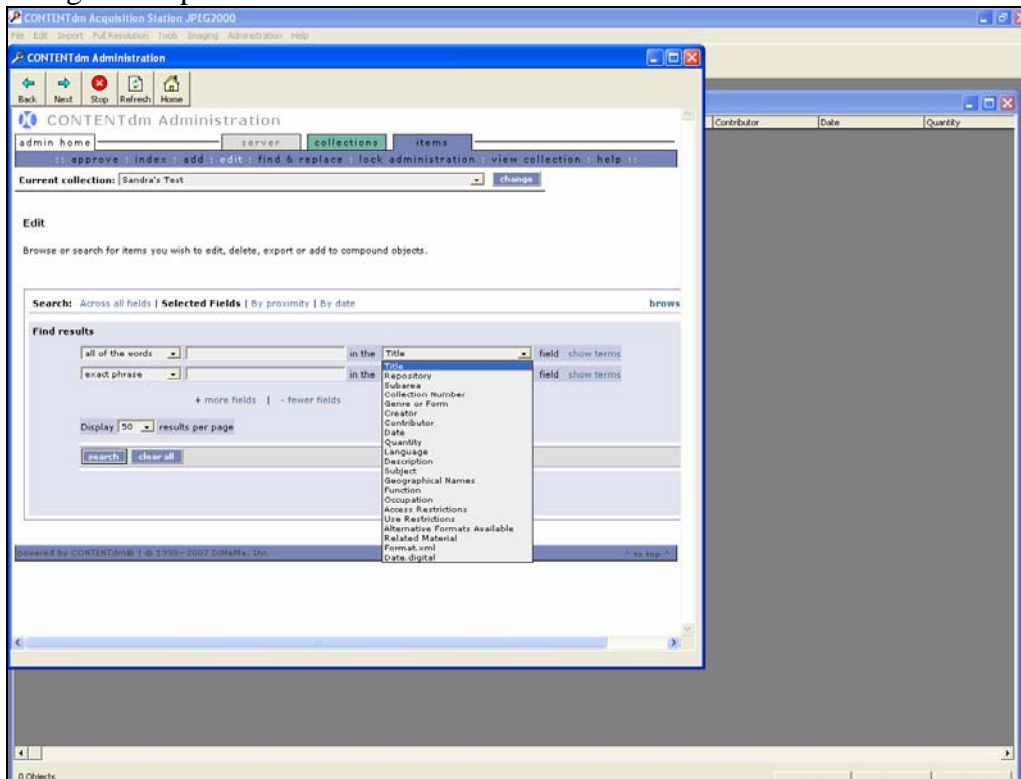
10. Wait until “Index build successful.” displays.



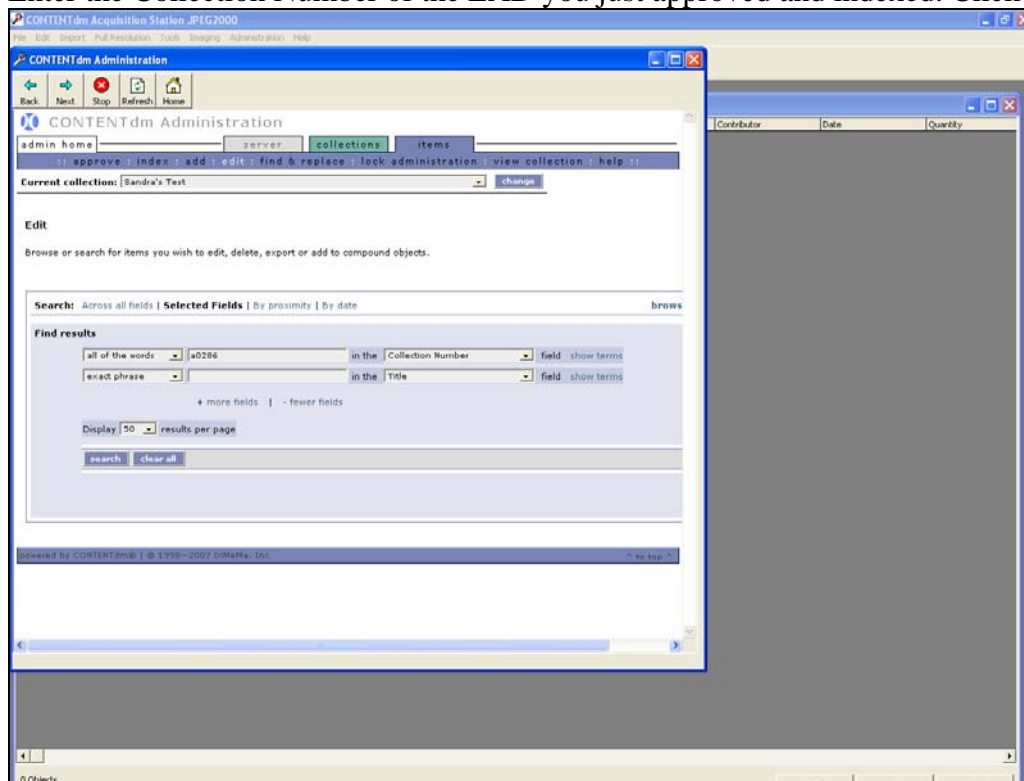
11. To check the EAD display, click “edit” on the items tab and on Search: “Selected Fields”.



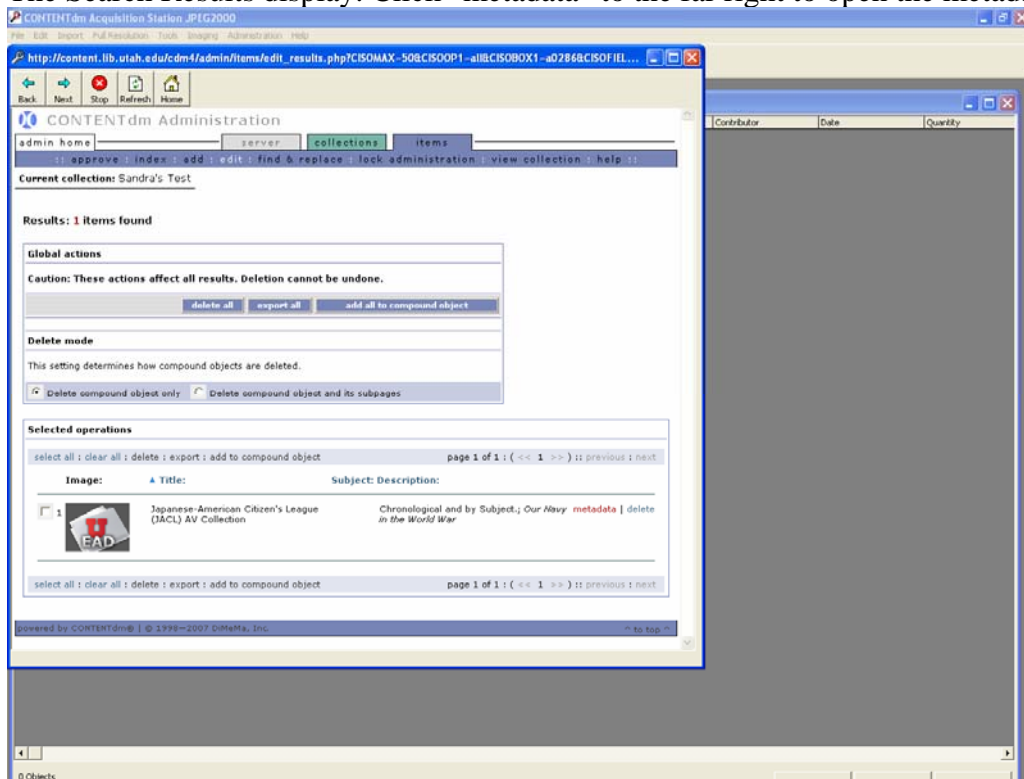
12. Using the drop down menu select Collection Number.



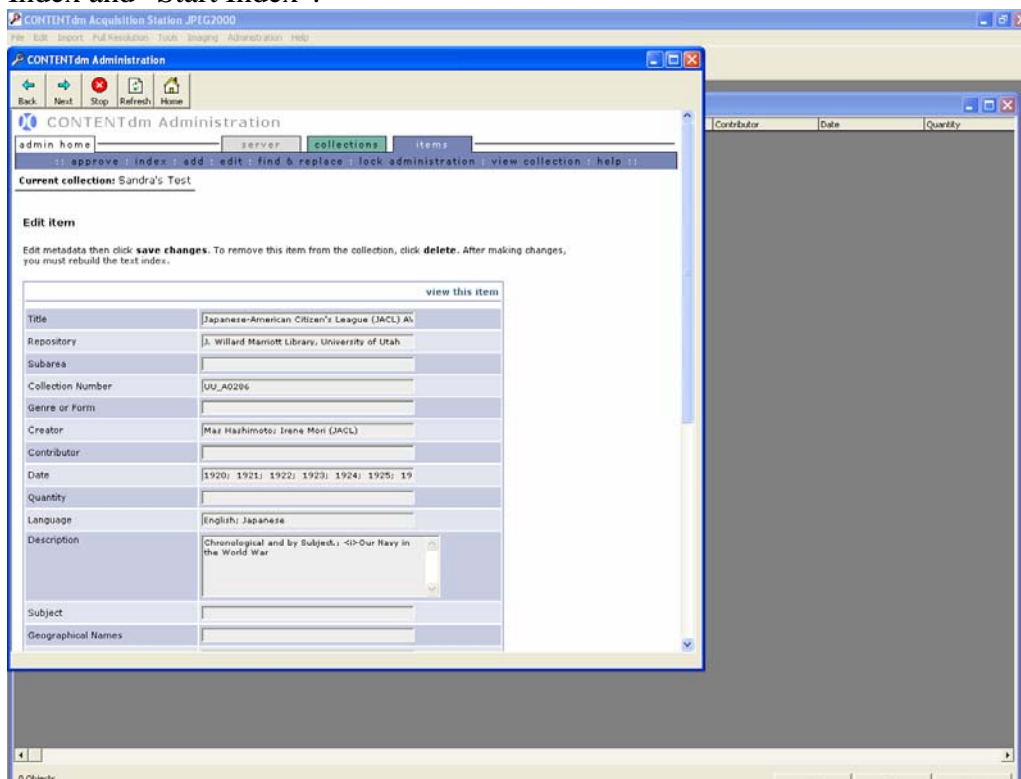
13. Enter the Collection Number of the EAD you just approved and indexed. Click Search.



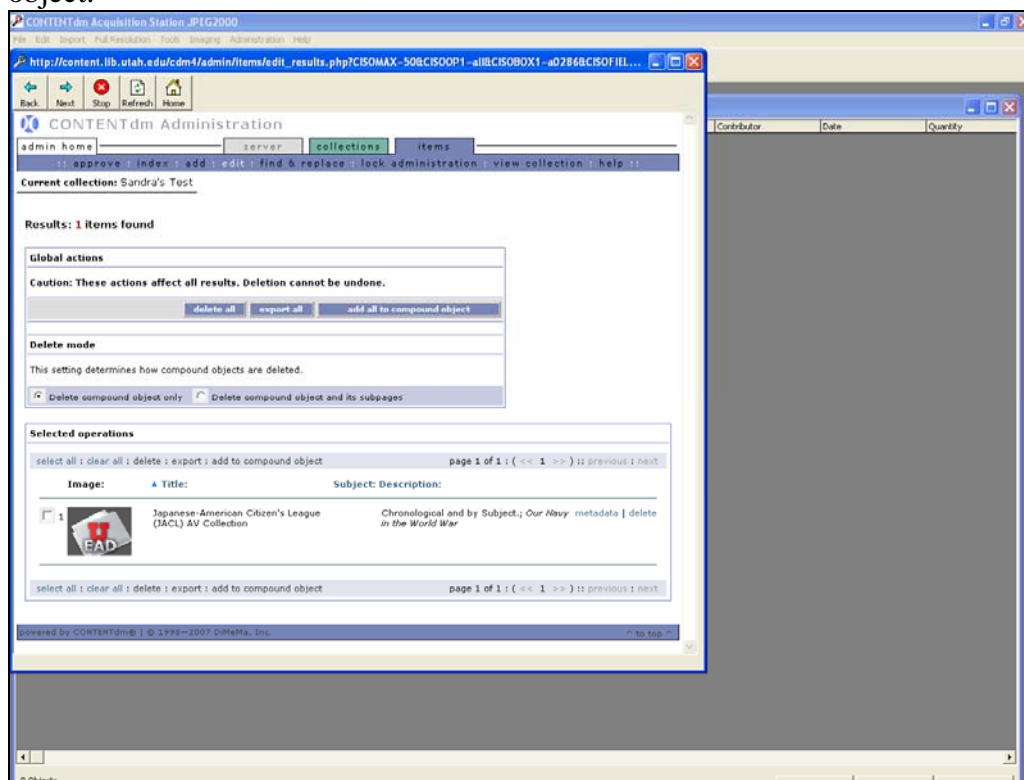
14. The Search Results display. Click “metadata” to the far right to open the metadata record.



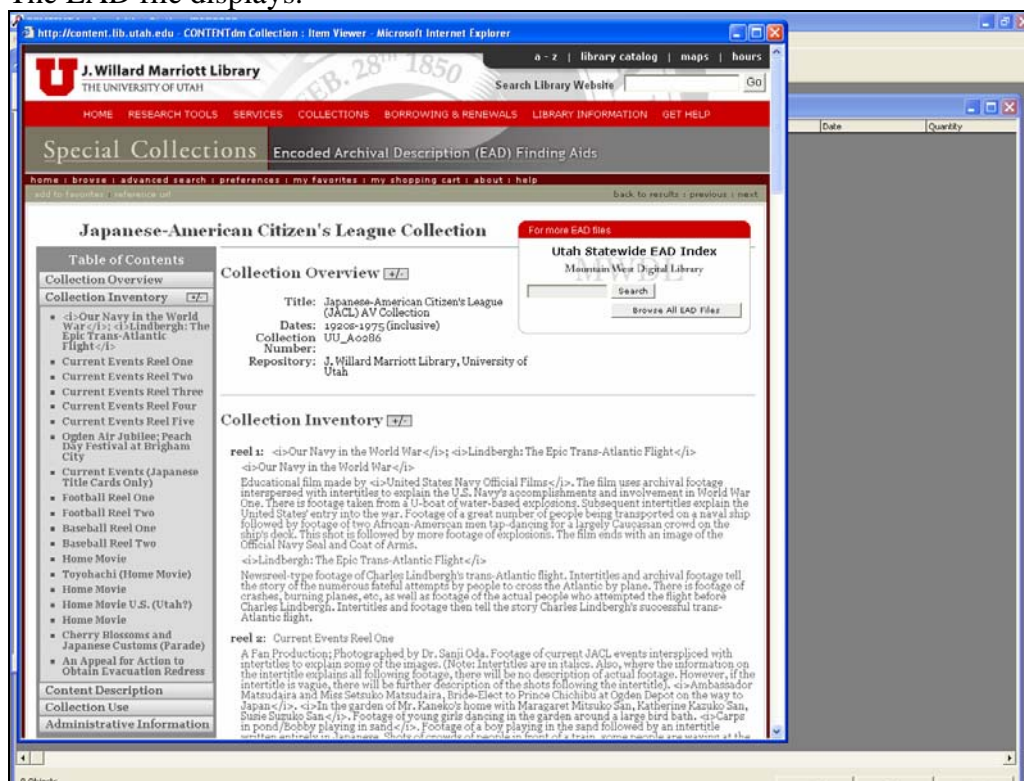
15. If metadata needs to be updated or edited, apply the edit to the appropriate field. Scroll to the bottom and click Save. The collection **must** be indexed in order to reflect changes made. To index collection click on Index and “Start Index”.



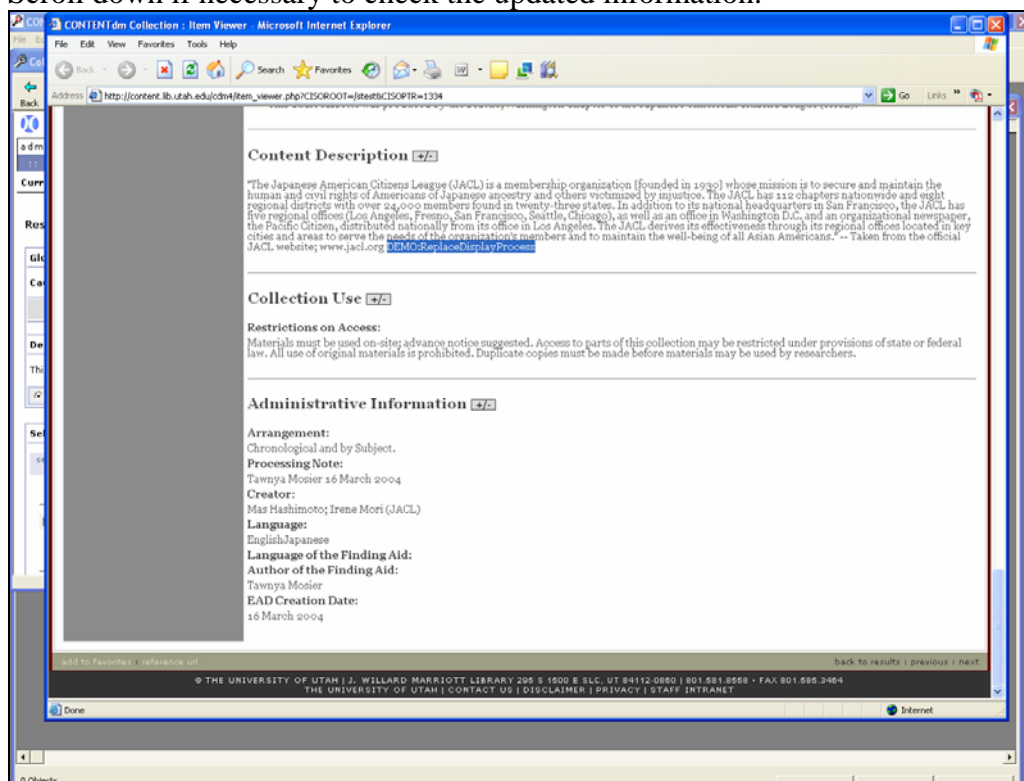
16. Verify EAD information displays correctly by double-clicking the thumbnail in the grid view to open the object.



17. The EAD file displays.



18. Scroll down if necessary to check the updated information.



19. Move the edited EAD file to your division's "archived" folder on the O: drive (for this training session, use O:/Everyone instead). Overwrite the earlier file. The EAD file in your "archived" folder is now the same as the one on CONTENTdm.

Appendix A.

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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