

Creating and Editing Compound Objects Using CONTENTdm Administration

CONTENTdm Administration enables you to create and edit compound objects without using the Project Client. Use the Administration interface if you only have one or two compound objects to create and/or edit, or if you do not have access to a computer that has the Project Client installed on it.

This tutorial describes how to create and edit a compound object using the Web interface in CONTENTdm Administration. This guide assumes that you have CONTENTdm administration rights to edit metadata and approve items and build indexes. For more information about CONTENTdm administration rights, please see your CONTENTdm administrator or review **Managing Users** in the CONTENTdm Help files. This tutorial leads you through uploading images to the server, creating a compound object from the images, and then editing the compound object.

Note: CONTENTdm provides functionality for creating and working with PDF compound objects that differs from working with other compound objects. To learn more, see the **Using PDF Files** tutorial, and the **About Working with PDF Files** and **Editing Items and Compound Objects** help topics.

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Section I Before You Begin

The Web interface allows you to create compound objects from items in a collection. You can also edit the structure of existing compound objects and add, delete, and edit metadata.

Use the Web interface for creating compound objects and making changes to existing compound objects. Do not use the Web interface if you are creating a compound object with more than 500 pages. However, you can use the Web interface to edit a compound object with more than 500 pages.

The Web interface does not allow you to create more than one compound object at a time. This is unlike the Project Client, which provides multiple ways of importing more than one compound object. The Web interface, then, is best used if you only have one or two compound objects to create, or if you do not have access to a Project Client.

The Web interface also does not enable you to edit or delete individual pages of PDF compound objects. To edit or delete individual pages of PDF compound objects, you must delete the compound object from the collection, update the structure, edit, or remove the pages in the original PDF file, and then import the file again. For more information, see **About Working with PDF Files**.

To use the Web interface to create and edit compound objects, you will need CONTENTdm administrator rights to edit metadata and approve items and build indexes.

Section II Upload Items to the CONTENTdm Server

You must first import the items that will make up the compound object into the collection. To do this, you could use the Project Client to import the items. Or, you could use the Web interface, by either:

- Navigating to CONTENTdm Administration at <http://your.server.address/cgi-bin/admin/start.exe>. Click the **Items** tab and then click **Add**. You must have CONTENTdm administration rights to use this option.
- Or using the link within the Project Client to open CONTENTdm Administration and then navigating to the Add page. You must have CONTENTdm administration rights to use this option.

The files that you add must be on your local machine or in a directory that is mapped to a network drive. For more information, see **Adding Items**.

In this example, we will create a monograph with the Administration interface. Monographs are compound objects that have a hierarchical structure, such as sections or chapters. For this example, we are importing excerpts from a book, including excerpts from three chapters.

Edit Titles

Before we add the items that make up a compound object, we need to ensure that they are named so that we know the structure of the compound object.

In this example, we will rename the image files so that we can tell whether they belong in Chapter 1, Chapter 2, or outside the chapters. We rename the files to start with "CH00" for the table of contents and the preface, and "CH01" for Chapter 1 and "CH02" for Chapter 2.

Name	Size	Type
CH00-01_Cover.jpg	588 KB	JPG File
CH00-02_Inside Cover.jpg	279 KB	JPG File
CH00-03_Table of Contents.jpg	1,265 KB	JPG File
CH00-04_Table of Contents.jpg	1,441 KB	JPG File
CH00-05_Preface.jpg	1,809 KB	JPG File
CH01_Page 01.jpg	1,799 KB	JPG File
CH01_Page 02.jpg	1,703 KB	JPG File
CH01_Page 03.jpg	1,836 KB	JPG File
CH02_Page 08.jpg	1,950 KB	JPG File
CH02_Page 09.jpg	2,036 KB	JPG File
CH02_Page 10.jpg	1,885 KB	JPG File

Figure 1. File Titles

Note: Use the Project Client to import full resolution files. The Project Client has several features that allow you to easily manage full resolution files. See the tutorial entitled **Archiving Full Resolution Images**.

Add Items Using the CONTENTdm Administration

To ensure that we can easily find the items we want to use to make a compound object, we need to add common metadata to each item. Many people find it beneficial to add unique metadata in a searchable, hidden field within their collection so that they can easily find the items that make up the compound object. We will do that in this tutorial, using a field named Internal Search Term.

When adding items, we will also create titles that will sort in alphanumeric order so the items display in the order we want to add them.

To add an item:

1. From CONTENTdm Administration, click the **Items** tab and then click **Add**.
2. Select the collection where you want to add an item. Click **Next**.

The screenshot shows the 'CONTENTdm Administration' interface. At the top, there are navigation tabs for 'admin home', 'server', 'collections', and 'items'. Below the tabs is a breadcrumb trail: 'approve > index > add > edit > find & replace > lock administration > view collection > help'. The 'Current collection' is set to 'Medieval Architecture' with a 'change' button. The main section is titled 'Add item' and contains instructions: 'Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use the Project Client to import full resolution items and items with transcripts. * Fields marked with an asterisk are required.' Below this are three main sections: 'Add item' with a text input and a 'Browse...' button; 'Add URL' with a text input containing 'http://'; and 'Add metadata' with three rows: 'Title *', 'Subject', and 'Description', each with a text input field.

Figure 2: Select Collection Name

3. Log in, if prompted.
4. Select **Add an Item**. Then, use the browse button to navigate to the first item that we will add. In this case, we will add the cover page, entitled CH00-01_cover.jpg.
5. Add the metadata related to the item.
6. In the Title field, enter **01 - Cover**.
7. In the Subject field, enter **Ohio**.
8. In the Internal Search Term field, enter **CanalsExample1**. (This is the unique term added to a searchable, hidden field, which we will use to easily find all of the items that will comprise the compound object.)
9. Under **Select Thumbnails**, select **Use CONTENTdm thumbnail**.

Because this item will be part of a compound object, we will wait to enter a description and other metadata until we create the record that describes the entire compound object.

10. Click **Add**. The item is added to the pending queue.

Next, repeat steps 4-9 to add all eleven items to the pending queue. As you add the items, enter the appropriate title field, as shown below.

File Name	Title
CH00-01_Cover.jpg	01 - Cover
CH00-02_Inside Cover.jpg	02 - Inside Cover
CH00-03_Table of Contents.jpg	03 - Table of Contents, Page i
CH00-04_Table of Contents.jpg	04 - Table of Contents, Page ii
CH00-05_Preface.jpg	05 - Preface
CH01_Page 01.jpg	Chapter 1, Page 1
CH01_Page 02.jpg	Chapter 1, Page 2
CH01_Page 03.jpg	Chapter 1, Page 3
CH02_Page 08.jpg	Chapter 2, Page 8
CH02_Page 09.jpg	Chapter 2, Page 9
CH02_Page 10.jpg	Chapter 2, Page 10

Table 1. Item File Names and Titles

Approve and Index the Items

Now that we have added items to the pending queue, we are ready to approve the items and add them to the collection. We will approve and index the items that we just added.

To approve items, navigate to CONTENTdm administration to use the approve and index functions. For more information, see [Approving Items](#) and [Building the Index](#).

Section III Create a Compound Object

Because the files are already imported to the collection, creating a compound object is considered an editing function.

Since you are already using CONTENTdm Administration, having just indexed the collection, you will just need to click **Edit** to access the editing functions.

Note: To learn about adding a multiple-page PDF file and handling it as if it were a compound object, see the [Using PDF Files](#) tutorial.

Search for Items within the Collection

The first step in creating a compound object is to find the items that will make up the compound object. Once we find the items, we can create a compound object.

There are four types of compound objects: documents (multiple sequential pages of a report, journal, photo album, or related image set), monographs (documents with a hierarchy, such as chapters, sections, etc.), postcards (two-sided objects), and picture cubes (select up to six images to link together views of a three-dimensional object).

Note: With the release of the CONTENTdm Website (version 6+), there are no longer specific viewers for each of the compound object types. While the options to create postcards (now displayed as a two-page object) and picture cubes (now displayed as a six-page object) remain in the Project Client, note there are no distinctions for these objects in the end-user interface.

Additionally, the CONTENTdm Responsive Website does not offer specific viewing support for monographs. Monographs are displayed as standard compound objects with no hierarchy in the Responsive end-user interface.

To create a compound object, perform a search to find all items that make up a compound object so they display in the results page. In this example, we will create a monograph out of five items and then add structure before adding the rest of the items that make up the compound object.

To search for the items in CONTENTdm Administration:

1. Click **Edit** from the **Items** tab.
2. In the Any of the words field, type the unique term we entered in the hidden, searchable field:

CanalsExample1

3. Click **Search**. The Results page displays.

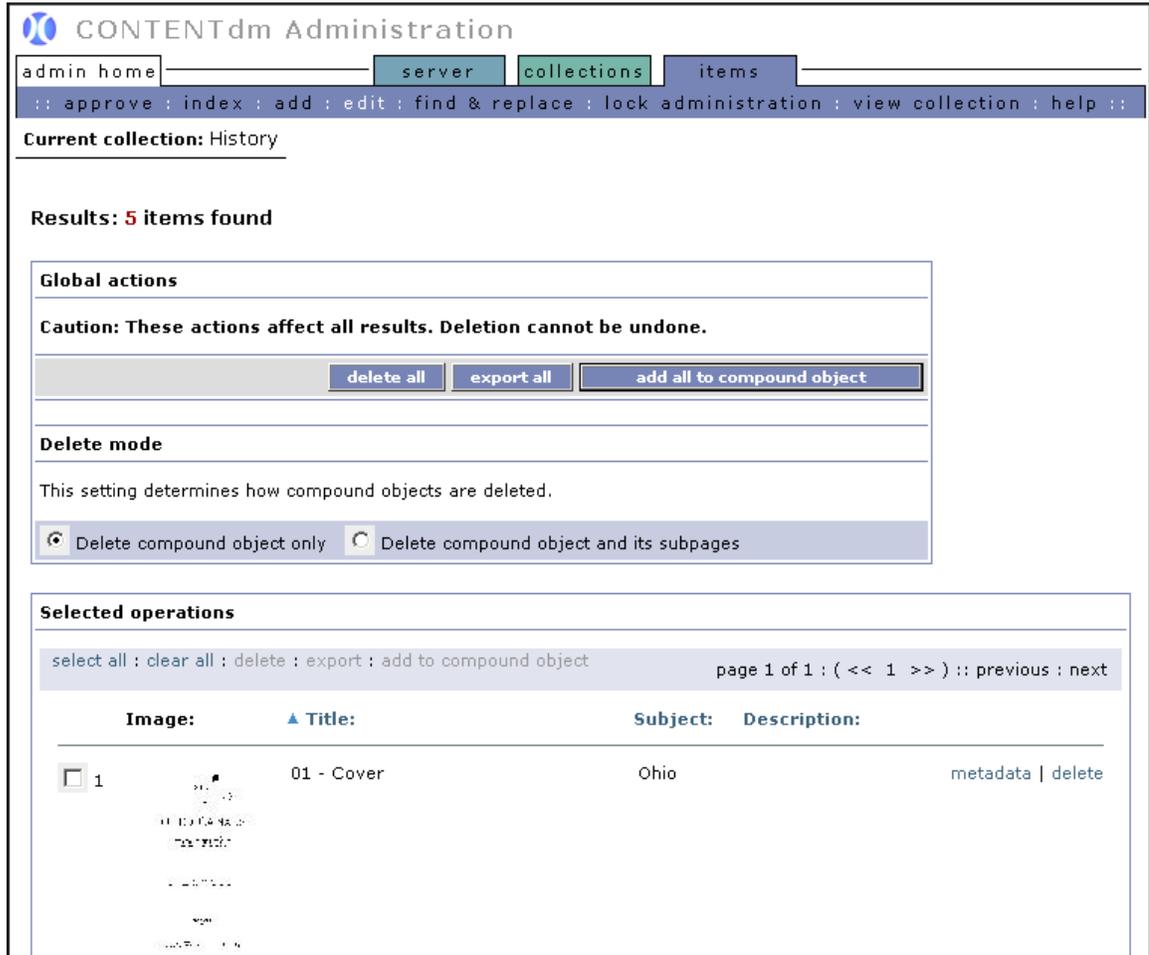


Figure 3. Find Items

Create Compound Object with CONTENTdm Administration

We will now use one of the global actions to add the five items found to a compound object. However, if your search results returned items that you did not want to add to the compound object, you could use the check boxes beside the item to select the appropriate items and then use the **Add to compound object** link within the selected operations.

To create a compound object

1. In the results page, select **Add all to compound object**. The Add Compound Object screen opens.
2. Select **Monograph**.

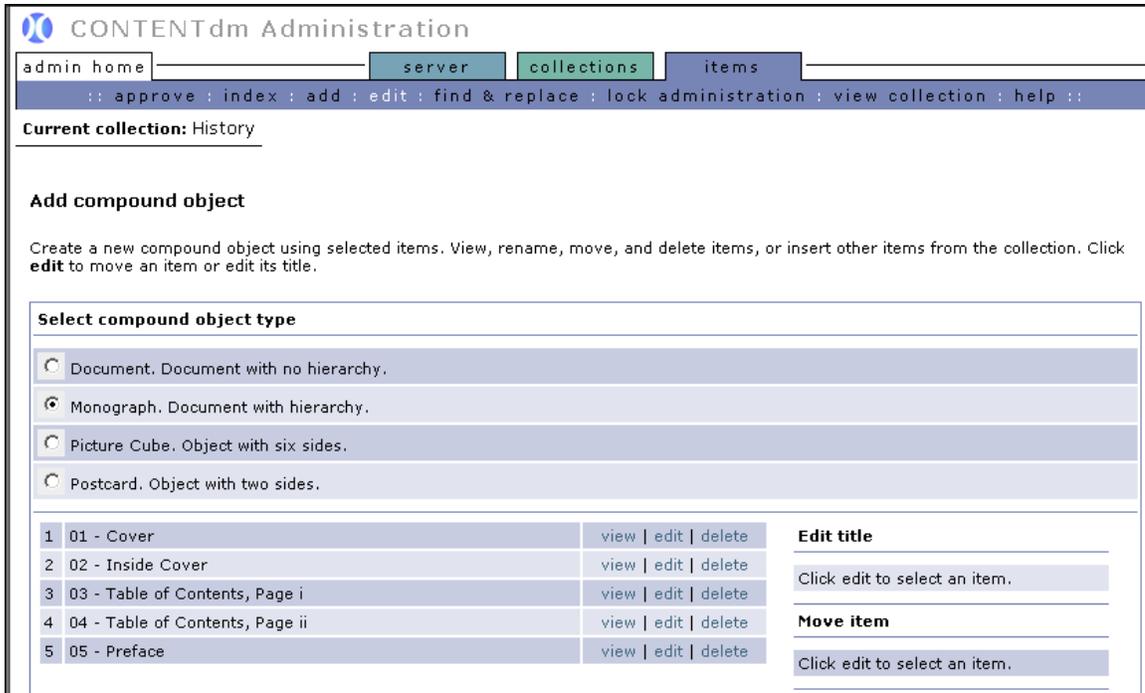


Figure 4. Create a Compound Object

3. Click **Edit** next to *01 - Cover*.
4. Edit the title field so that the title is *Cover*.
5. Click **Change**.

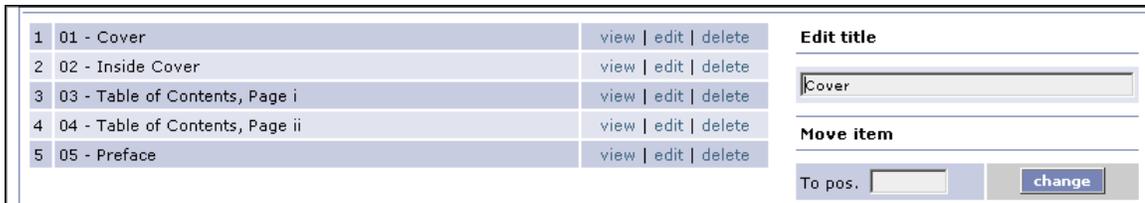


Figure 5. Edit Title Field

6. Repeat for the other four pages.

Now, we will add structure to the compound object. Add the structure before inserting items into the compound object.

In this example, we add two nodes. Nodes are the hierarchical structure in a compound object. There can be up to nine levels of nodes, meaning that there can be up to eight nodes inside a single node. Nodes cannot be moved so we must be exact about where they are placed within the monograph.

We will insert items into the two nodes.

To add nodes to the compound object:

1. Type Chapter 1 in the Insert node name field.
2. Use the drop-down menu to select **After**. You have three choices in this field: **After** creates a node after the named position, **Before** adds a node before the named position, and **In** adds a node (or item) within another node.

3. Select the position. The pages of the compound object are numbered. In this case, we select **5** as the position.

Figure 6. Insert Node Actions

4. Click **Insert**. The node appears in a different color than the existing items in the compound object.
5. Follow Steps 1-4, using Chapter 2 as the node title. Insert the node **After** the last node.

1	Cover	view edit delete	Edit title Click edit to select an item.
2	Inside Cover	view edit delete	
3	Table of Contents, Page i	view edit delete	Move item Click edit to select an item.
4	Table of Contents, Page ii	view edit delete	
5	Preface	view edit delete	
6	Chapter 1	edit delete	
7	Chapter 2	edit delete	

Figure 7. View Two Nodes

Next, we will add pages within each of these nodes.

To add pages within monograph nodes:

1. Scroll down the Insert item section to find the items beginning with Chapter 1. Click **Insert** next to the image entitled Chapter 1, Page 1.
2. Select **In** from the Insert item drop-down list.
3. Enter **6** for the position.

Figure 8. Insert Item

4. Click **Insert**. Chapter 1, Page 1 appears in Position 7, indented to show that it is within Chapter 1.

1	Cover	view edit delete	Edit title Click edit to select an item.
2	Inside Cover	view edit delete	
3	Table of Contents, Page i	view edit delete	Move item Click edit to select an item.
4	Table of Contents, Page ii	view edit delete	
5	Preface	view edit delete	
6	Chapter 1	edit delete	
7	Chapter 1, Page 1	view edit delete	

Figure 9. Add item into a Chapter

Now we are ready to insert two more items, Chapter 1, Page 2, and Chapter 1, Page 3.

5. Scroll down the Insert item list to find Chapter 1, Page 2. Click **Insert** and select **After** from the drop-down list. Type **7** for the location after which you want the item to be inserted. Click **Insert**.
6. Scroll down the Insert item drop-down list to find Chapter 1, Page 3. Click **Insert** and select **After** from the drop-down list. Type **8** for the location after which you want the item to be inserted. Click **Insert**.
7. After we have inserted these items, we will add items for Chapter 2. Follow Steps 1-4 above, finding the items beginning with Chapter 2. Select **In** from the drop-down list to assign Chapter 2, Page 8 as the first item in the Chapter 2 node. Use **After** for items added after the initial item.

6	Chapter 1	edit delete	Edit title
7	Chapter 1, Page 1	view edit delete	Click edit to select an item.
8	Chapter 1, Page 2	view edit delete	
9	Chapter 1, Page 3	view edit delete	Move item
10	Chapter 2	edit delete	Click edit to select an item.
11	Chapter 2, Page 8	view edit delete	
12	Chapter 2, Page 9	view edit delete	

Figure 10: Items Added into Chapters

We are ready to add compound object metadata. Click **Next** to access the Add Compound Object Metadata page.

Enter Compound Object Metadata

When entering compound object metadata, follow the standards set forth by your organization. You must enter a title. For this example, we enter the title, subject, and description fields.

The Web interface also allows you to control access to the compound object by setting permissions if needed. In this example, we will not demonstrate this.

In the Add compound object metadata page, enter the following:

Field Name	Enter
Title	History of Ohio Canals
Subject	history; Ohio; canals
Description	This is an excerpt from the History of Ohio Canals.
Internal Search Term	CanalsExample1

Table 2. Add Metadata to Compound Object

Once you have finished entering metadata, click **Save Changes**. A confirmation message displays.

Approve and Index a Compound Object

The new compound object is added to the pending queue. A CONTENTdm administrator must approve the new item and index the collection before it becomes part of the collection. This is the exact procedure completed when we approved and indexed the items that made up the compound object.

For more information, see [Approving Items](#) and [Building the Index](#).

View a Compound Object

To view a compound object within a collection:

1. Open your Web browser and navigate to your CONTENTdm server URL or IP address.
2. Click **Browse** or use the search function to view thumbnails of the items in your collection. You may need to select the collection to browse or search.
3. Click the thumbnail to view.
4. In the navigation pane, click the **Content** tab and then click a node to view the items within the node and navigate to them (6.x Website only).

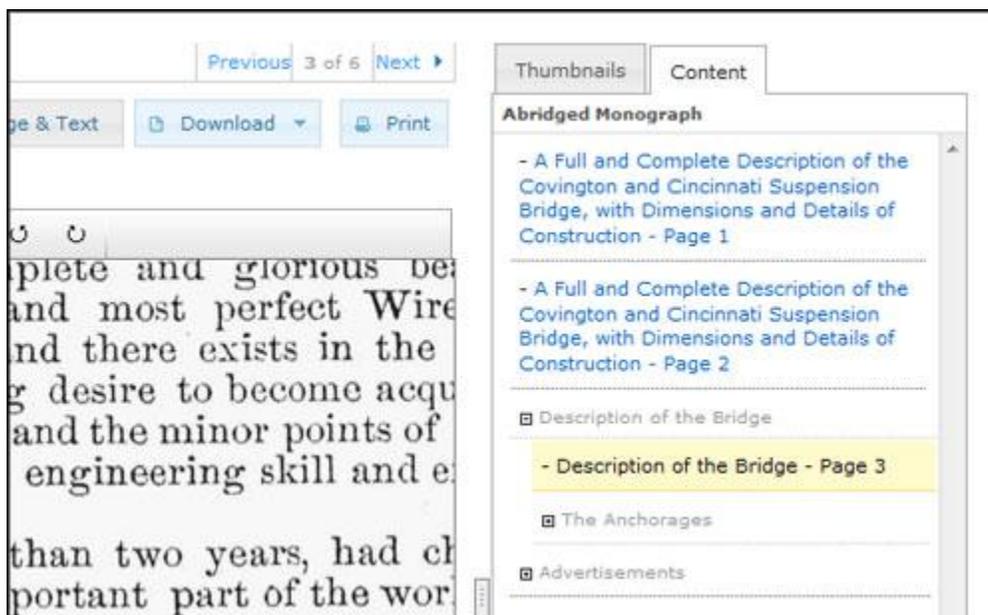


Figure 11. Click the Node to Open.

Once the node is open, you can click to view the items within it.

Section IV Edit an Existing Compound Object

Now that we have added a compound object to a collection, we will add two more items to the collection and then search for the existing compound object in CONTENTdm Administration. Once we have found the compound object in the collection, we will then add the two new items to the compound object.

Add Items in CONTENTdm Administration

We will add two more items to the collection so that we can add them to the existing compound object. Because we performed this earlier in the tutorial, we will only provide the

name and title of the image. See Section II, Use the CONTENTdm Administration Add Items Interface section, for step-by-step instructions. Use the titles provided in this table, use Ohio as the subject, and use CanalsExample1 for the internal search term field value.

File Name	Title
Ch03_Page22.jpg	Chapter 3, Page 22
Ch03_Page23.jpg	Chapter 3, Page 23

Table 3. Metadata for New Items

Once we have added the images, we will approve and index them. This is the exact procedure that we did earlier in the tutorial. For more information, see **Approving Items** and **Building the Index**.

Find the Compound Object on the Server

In this section, we will again use the edit function, using the same procedures used in Section III, Search for Items within the Collection. However, in this section, we will identify and edit a compound object instead of creating one.

In CONTENTdm administration, click the **Items** tab and click **Edit**. In the **All the words** field, enter CanalsExample1 and click **Search**. This should return only the compound object that also contains this unique string in its hidden field.

You can tell a compound object from an item because a compound object has the option of editing structure — adding or deleting pages and nodes, editing titles, and moving items within a compound object.

Note: PDF compound objects do not display a structure option. You cannot edit or delete individual pages of PDF compound objects by using CONTENTdm Administration. To edit or delete individual pages of PDF compound objects, you must delete the compound object from the collection, update the structure, edit, or remove the pages in the original PDF file, and then import the file again. For more information, see **Using PDF Files**.

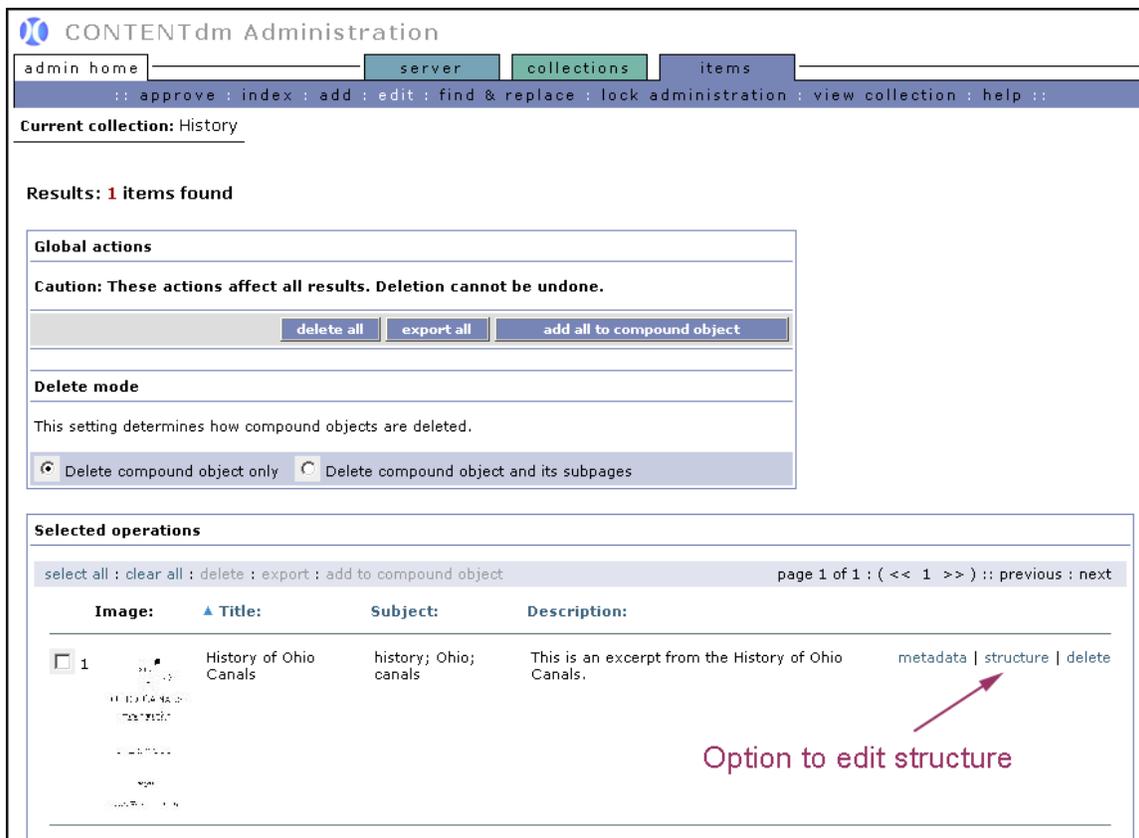


Figure 12. Find Compound Object

Add Items to a Compound Object

In this example, we will add another node and then two additional items under it. First, we will add the node after the last page.

To add a node to an existing compound object:

1. Find the compound object by searching (above) or browsing the collection.
2. Click **Structure** next to the compound object that you wish to edit.
3. Type **Chapter 3** in the Insert node name field.
4. Use the drop-down menu to select **After**.
5. Select the position. The last node currently in the compound object is at place 10, so we select **10** for the position.

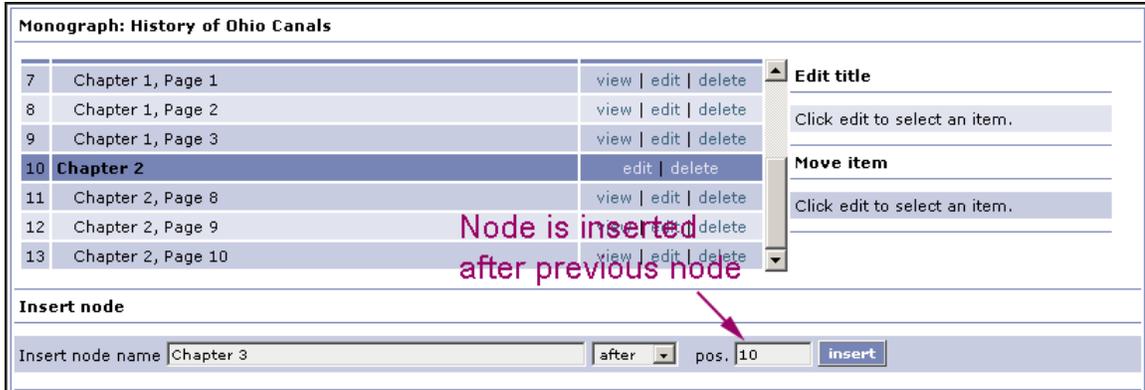


Figure 13. Insert Third Node after the Second Node

6. Click **Insert**.

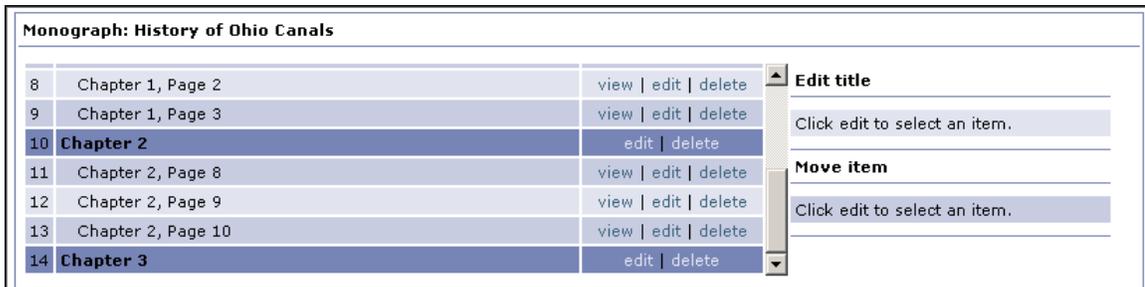


Figure 14. View Third Node

After the third node is inserted, it is listed in Position 14, the first position after the second node which is at the same level as the second node.

We will now add the two new pages within the Chapter 3 node.

To add pages to an existing compound object:

1. Use the scroll bar under Insert item to find Chapter 3, Page 22.
2. Click **Insert** next to the item.
3. Select where to insert the item. For this item, we are inserting the item in Position 14 (Chapter 3). Select **In** from the drop-down list. Type **14** for the position.

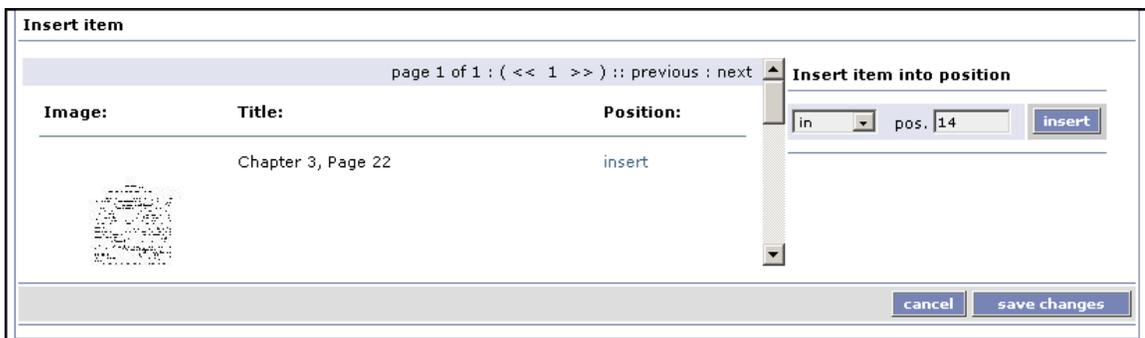


Figure 15. Insert Chapter 3, Page 22

4. Click **Insert**.
5. Repeat the insert process for Chapter 3, Page 23. Select **After** from the drop-down list. Type **15** for the position.

6. Click **Save changes**.

Confirm Compound Object Changes

The changes have been made to the compound object. You do not need to re-index the collection because only the compound object structure has changed. If you had changed metadata, we would need to re-index the collection.

Verify that the changes have been made to the compound object by viewing the compound object on the Website.