Performing Directory Uploads in CONTENTdm

In some environments, uploading to a directory might be preferred over the standard Project Client HTTP or HTTPS upload protocol. Directory uploads are good alternatives if either of the following conditions exists:

- You have direct access to your CONTENTdm Server as well as a sizeable amount of data to upload, and you want to avoid slowing the Web server for other users.
- Your organization’s security practices or firewalls significantly limit your CONTENTdm Server access.

This tutorial describes options for uploading items from your Project Client to the CONTENTdm Server for each type of environment (direct Server access and no Server access).

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Section I: Overview

In general, whether you have direct access to your CONTENTdm Server or no access to your server you must perform the following tasks:

1. Select Upload items in this project to a directory in the Project Settings Manager and specify an existing directory or create a new one.
2. Import items into your project. Edit or add any metadata.
3. When you’re ready, upload the items from the project. The files will be added to the directory you specified in step 1.
4. Administrator approval of files takes place as usual when the files are available in the pending approval queue on the server.

Section II: Changing the Upload Method

HTTP or HTTPS upload is automatically established for you whenever you create a new project in CONTENTdm. You can change the upload method in the Project Settings Manager for new or existing projects.

Tip: If multiple collections require directory upload, name your upload directories so that they can be distinguished from one another easily.

Setting Upload Method

From a new or existing project you can specify your upload method.

To specify directory upload in a project:

1. From the Project menu, click Project Settings Manager. Then click Project Options.
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Figure 1. Open Project Options to change your upload method

Or from the Home or Project tab, click **Edit Project Settings** in the left task pane, and then click **Project Options**.

2. Select **Upload items in this project to a directory**.

3. Click **Browse** to select the directory you want to add files to.

4. The Browse for Folder screen displays. Locate the folder, select it and click **OK**. If you need to create a new directory to upload to, click **Make New Folder**, name the folder and click **OK**. The Browse for Folder screen closes.
5. Click **OK** to close the Project Settings Manager. Items you upload for this project will now go to the directory you specified.

You are ready to add items to your Project Client project and enter metadata as usual. When you are ready to upload the items, click **Upload**.

### Section III: With Direct Server Access

The process of establishing directory uploads varies and is dependent on whether you have direct access to your CONTENTdm Server.

**If you have direct access to your CONTENTdm Server**

With direct access to your CONTENTdm Server you can establish a shared drive on the server, so that your uploaded data goes directly from the Project Client project to the import directory of the collection on your CONTENTdm Server. When items are in the import directory, they are available in the pending queue for administrator approval.

**To upload files directly to the server:**

1. Locate the disk drive and directory on the computer where the CONTENTdm collection data files are stored; often this is on the D drive. Below is an example of sharing a drive so that it can be accessed from other computers. Right-click on the appropriate disk drive or directory and click **Share**.... (This process and will be different for Unix servers.)
2. The Disk Properties dialog displays. Click **Advanced Sharing**.
3. The Advanced Sharing dialog displays. Check **Share this folder**. Make sure the letter of the drive you want to share is the one shown in the **Share Name** dropdown list. Add any additional permissions or comments and click **OK**.

![Advanced Sharing dialog](image)

**Figure 5. Advanced sharing dialog**

4. The Advanced Sharing dialog closes and the Disk Properties dialog displays. Now the drive where your CONTENTdm Server is located is shared. Click **Close** to exit the Disk Properties dialog.

![Disk Properties dialog](image)

**Figure 6. Shared drive in disk properties dialog**

5. On your local computer where you have installed the Project Client, you will need to map to the shared drive you just created. Right-click on the Start menu of your local machine. Windows Explorer opens. Click **Tools > Map Network Drive...**. The Map Network Drive dialog displays.
6. Windows automatically assigns a drive letter that does not conflict with any other drive on your local computer. Enter the server information in the Folder combo box. For example, we can enter the IP address of the server and the shared drive letter in the following format: `\111.111.111.111`\ (or click Browse to locate the shared drive). Click Finish. You might be prompted for the server user name and password before you can complete mapping the shared drive.

When this shared drive is available on your local computer, you can upload files directly to the server and from the Project Client by specifying this directory shared drive in the Project Options page of the Project Settings Manager.

7. To upload files to the newly shared drive, open your Project Client project associated with this collection and change the Upload Method to Upload items in this project to a directory. Click Browse, click My Computer and locate the drive you mapped in the step above. In our example it will be displayed in the Browse For Folder dialog as `c on '111.111.111.111' (W:)`. Click the shared drive and continue to browse to the import directory of the appropriate collection on the server.

8. Now when you upload files from your project they will be uploaded to the import directory of the collection. Uploaded items are available for administrator approval in the pending queue on the server.

Section IV: Without Direct Server Access

If organizational policies or firewalls prevent direct access to your CONTENTdm Server from the Project Client, you can create a local directory to upload your files to. The files in your local directory will need to be copied to storage media (such as a DVD or NAS) and transferred to the import directory on the CONTENTdm Server to make them available for administrator approval and addition to the collection.

To upload files to a local directory:

1. From your Project Client project, change your upload method to Upload item in this project to a directory and browse to or create a local directory. (See Section II Changing the Upload Method for step-by-step instructions on changing your upload method.)
Tip: In case you are working with directory uploads for multiple collections, be certain to name your local directories in a way that enables you to identify the associated collection. For example, one directory might be called `importFineArts` and the second might be labeled `importPhotographs` to correspond with the collection directories on the server.

![Figure 8. New upload directory in the file system](image)

2. Add files and metadata to your project as usual. When you upload the files from the Project Client, the files and all associated metadata will be sent to the local import directory you created. In our example, files and data uploaded from the Project Client will go into the `importPhotographs` directory. When you have finished working with your files, they will need to be transferred to the CONTENTdm Server for administrator approval before they are added to a collection.

3. Copy the local import directory (including all files within it) to your storage media so that the import directory can be transferred to the server. (Additional files that are created by CONTENTdm during the upload process are added to the local directory along with your files. To maintain the integrity of your data, these additional files must not be modified in any way.)

4. On the CONTENTdm Server, locate the import directory for the collection. In this example the collection name on the server is `Photographs`. 
5. From your storage media, copy the local import directory, `importPhotographs`, and all of the files within it to the `Photographs` directory on the server.

6. Next, copy the complete contents of the `importPhotographs` directory to the pre-existing `import` directory.

7. When you are certain all your files have been transferred successfully, you can delete the `importPhotographs` directory. The directory upload is completed and the files are now in the pending queue ready for approval by an administrator.