

## Adding EAD-Encoded Finding Aids in CONTENTdm

This tutorial leads you through the steps for configuring collections for use with the Add Finding Aid functionality in the CONTENTdm Project Client, tips for creating finding aids encoded using Encoded Archival Description (EAD) that work smoothly with CONTENTdm, and using the Add Finding Aid wizard to add EAD encoded archival finding aids to CONTENTdm collections. To successfully complete this:

- The CONTENTdm Server must be running.
- You have one or more existing collections in CONTENTdm with metadata fields mapped to Dublin Core.

### Learn About

**Section 1: Overview**

**Section 2: Collection Configuration**

**Section 3: Creating EAD Encoded Finding Aids for CONTENTdm**

**Section 4: Using the Add Finding Aid Wizard**

**Select a finding aid and corresponding thumbnail**

**Map metadata fields**

**Define the compound object for the Description section**

**Define the compound object for the Contents List section**

**Use a custom stylesheet for the full finding aid display**

**Finding aids in the CONTENTdm end user interface**

**Editing the default EAD stylesheets**

**Use the CONTENTdm <thead> alternative stylesheets**

**Use customized stylesheets for the compound object display**

## Section 1: Overview

You can use the Project Client Add Finding Aid wizard to add archival finding aids encoded using Encoded Archival Description (EAD) to your CONTENTdm collections. The Project Client processes the EAD and enables you to:

- Define a metadata mapping for the EAD tags
- Select options for displaying the EAD as a compound object
- Select a custom Extensible Stylesheet Language (XSL) file to govern the display of the Full Finding Aid view
- Select a custom thumbnail
- Manage an archival copy of the EAD by using the Archival File Manager

When added to your Project Client project, the finding aid is converted to HTML and processed as a compound object. After you upload it to the server, and it is approved and indexed, end users can search the full text of the finding aid and see highlighted search results.

In this tutorial, we will process a sample finding aid by using the Add Finding Aid wizard and discuss options for customizing finding aid displays.

## Section 2: Collection Configuration

Before adding finding aids, configure your collection for optimal use by designating a full text search metadata field into which the full text of the finding aid will be copied. For granular metadata mapping, map the metadata fields to Qualified Dublin Core.

For this tutorial, we have created the Finding Aids collection using the default Qualified Dublin Core template and an additional full text field.

For more information about setting field properties, see **Field Properties**. For more information about configuring your collection, see **Accessing and Editing Collection Configuration**.

If you would like to archive the original EAD XML for the finding aid, you may use the **Archival File Manager**. When used with finding aids, the Archival File Manager copies the original XML file to the current volume during import. (Note that stylesheets are not included in the volume.)

## Section 3: Creating EAD Encoded Finding Aids for CONTENTdm

After your collection is configured, use the following tips to create an EAD file that can be processed by CONTENTdm.

- Make sure the EAD is a valid XML document. If the XML is badly formed, the EAD will not be processed.
- Make sure the EAD is encoded using UTF-8 or ANSI. If another form of encoding is used, the EAD will not be processed. To change the encoding, use an XML editor and save as UTF-8.
- Use absolute URLs. If the EAD refers to a file or page on the Web, use the complete URL instead of a relative path.
- Remove references to local files. If a reference to the local file is between the <xml> and <ead> tags, it will be removed, and the EAD will be processed without using the referenced file. If the reference to the local file is within the <ead></ead>, EAD processing will fail.

- Confirm all references to external XSD or DTD files are accessible. If the externally referenced XSD or DTD is available, the finding aid will be processed using it. If the externally referenced XSD or DTD is not available, the finding aid will be processed using the publicly available Library of Congress EAD XSD/DTD. If the Library of Congress EAD XSD/DTD is not available, EAD processing will fail.
- Use the following list of values for <container type= >. If a finding aid uses a value for <container type= > other than the values defined below, it may not display properly.

carton  
box  
folder  
reel  
frame  
oversize  
reel-frame  
volume  
map-case  
box-folder  
page  
folio  
othertype

## Section 4: Using the Add Finding Aid Wizard

Use the Add Finding Aid wizard in the Project Client to add single, EAD-encoded finding aids to your CONTENTdm collections.

**Note:** Before using the wizard, review your finding aid to be sure it complies with the processing rules in Section 3.

**Note:** If your EAD implementation uses the <thead> tag, you will need to change the CONTENTdm default stylesheets before using the wizard. See **Step 7** for instructions.

### Step 1: Select a finding aid and corresponding thumbnail

1. Open an existing project in the Project Client. In this example, we are using the Finding Aids project and the Finding Aids collection.
2. From the **Add** menu, click **Finding Aid**.

## Adding Finding Aids in CONTENTdm

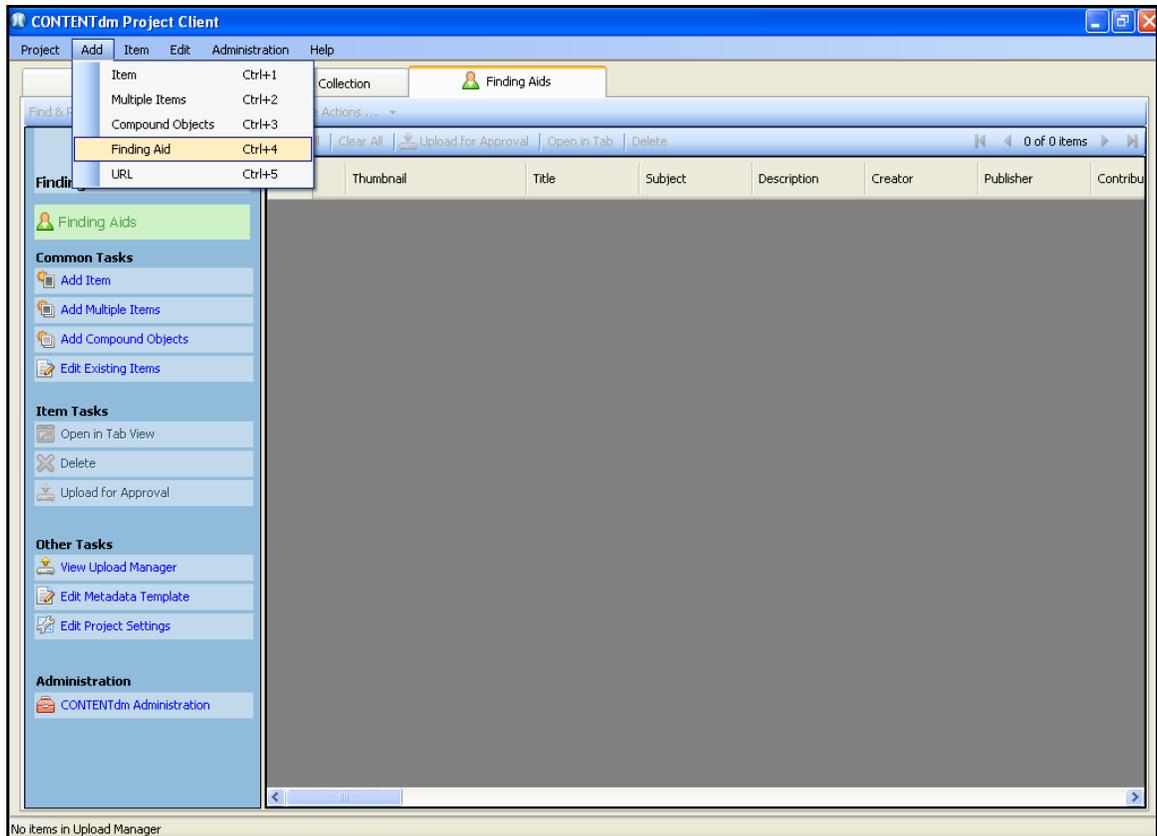


Figure 1: Menu option, Add Finding Aid

3. The Add Finding Aid wizard displays.

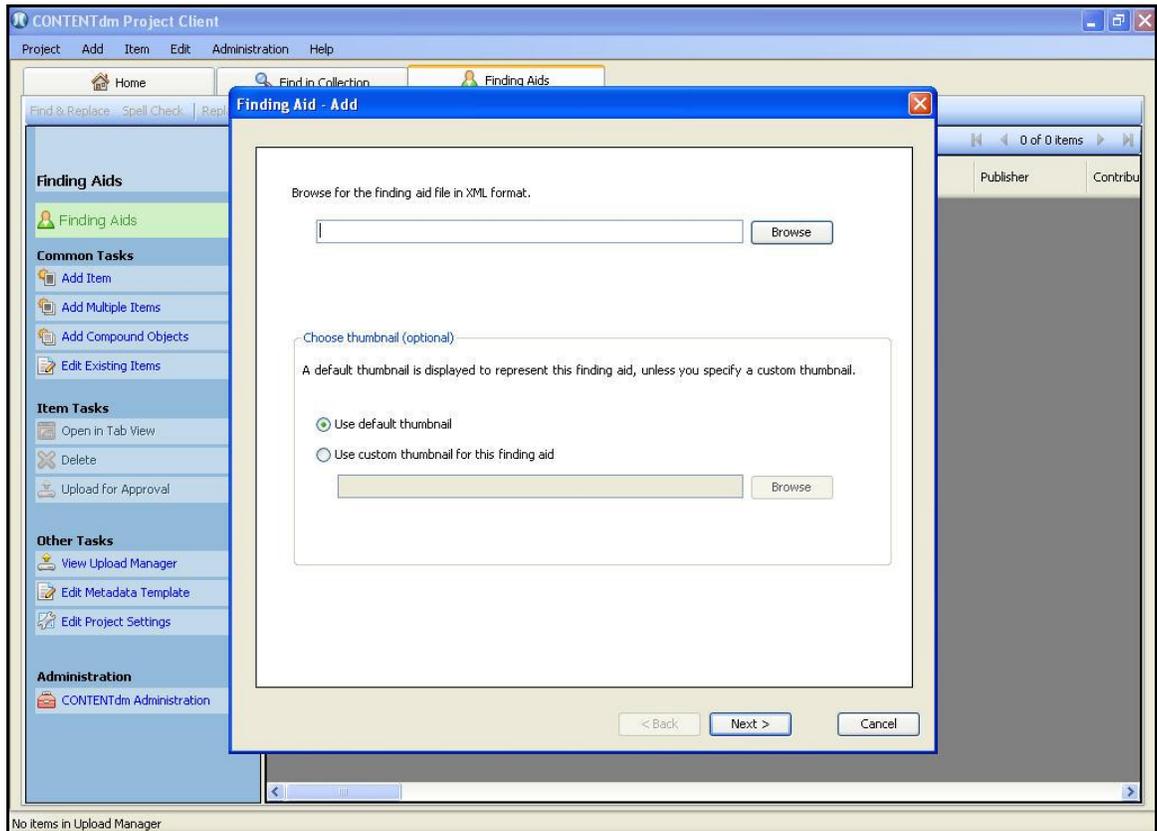


Figure 2: Add Finding Aid wizard

4. Click **Browse** to select the finding aid you want to add. In this case, the finding aid "**A Guide to the Curatorial Office Records of the Prints and Drawings Department, 1952-1996**" has been selected.

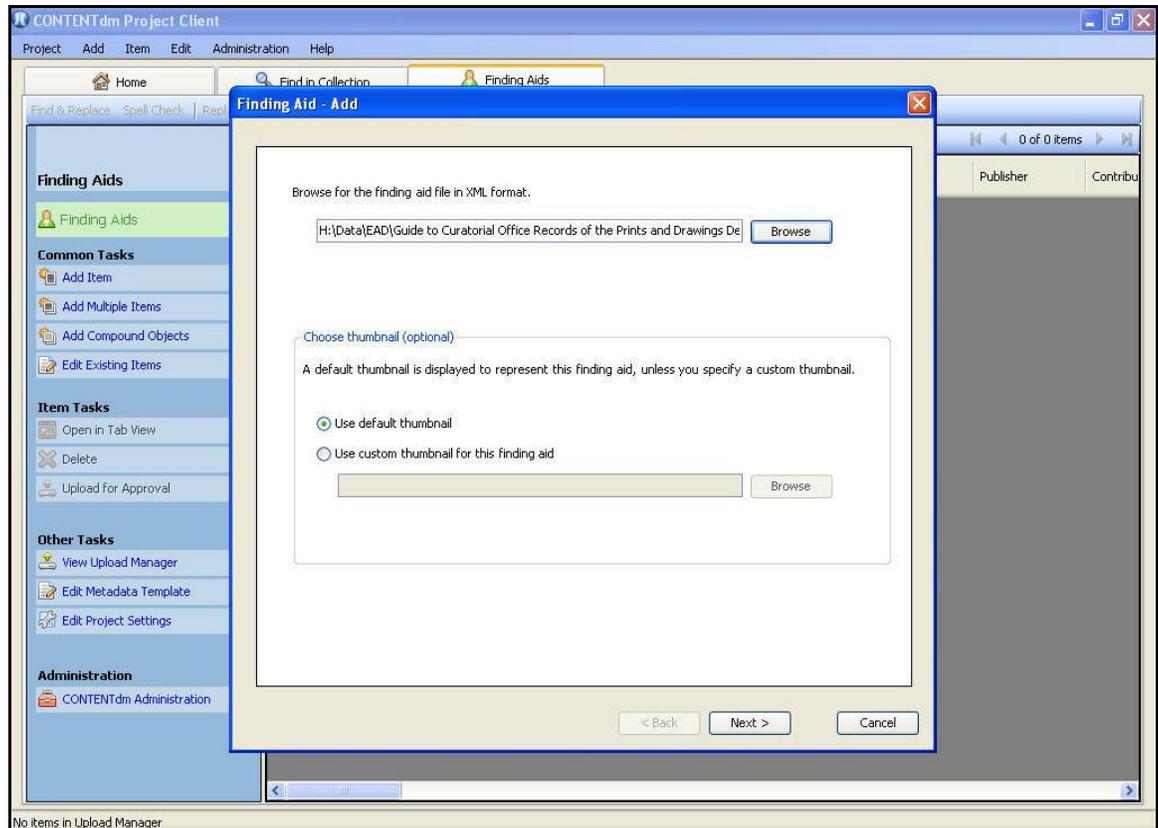


Figure 3: Select finding aid

You can use the default finding aid thumbnail, or a custom thumbnail.

5. If you want to use a custom thumbnail for this finding aid, select **Use custom thumbnail for the finding aid**. Then click **Browse** to select the custom thumbnail image you would like to use.

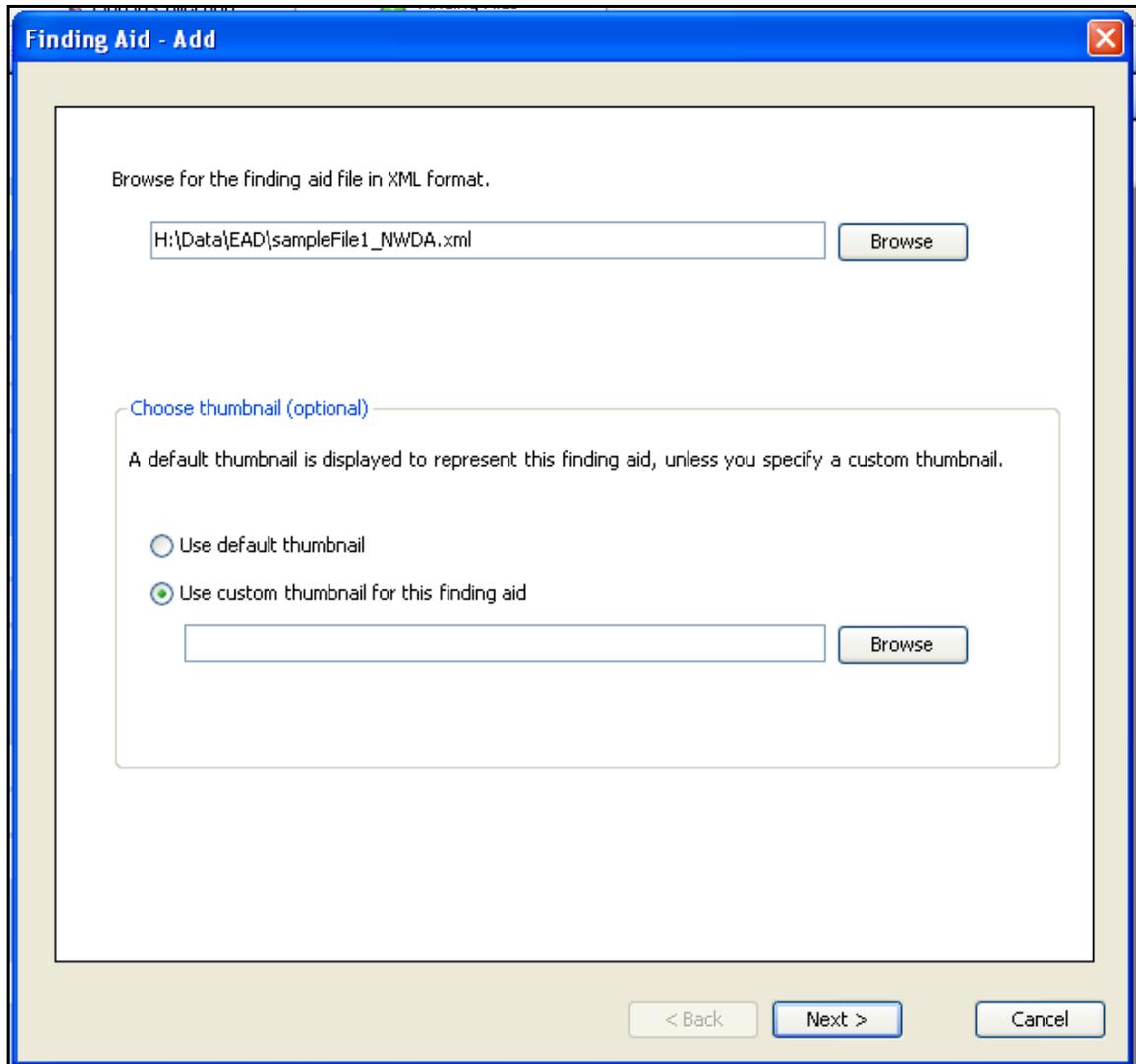


Figure 4: Use custom thumbnail

For the example in this tutorial, we have used the default thumbnail image.

6. Click **Next**. A progress screen displays while the finding aid is being processed.

## Step 2: Map metadata fields

**Note:** This mapping applies to the compound object-level metadata only. Page-level metadata is not mapped.

On the left of the mapping interface, the wizard displays the mappable tags found in your finding aid, while the right side displays a drop-down list of the collection's metadata fields. Use the drop-down list to select a collection metadata field for the EAD tags you want mapped in your collection metadata. See **Available Tags for Metadata Mapping** for a list of the tags that can be mapped.

The first time you add a finding aid into your project, the wizard displays a default metadata mapping. If you change the default mapping, the wizard retains those settings for subsequent finding aid imports in this project. If any of the Dublin Core fields used in the default map do not exist in the CONTENTdm collection, the EAD field is mapped to None.

### To edit a metadata mapping

1. Click the drop-down list for the appropriate collection field. A list of mappable fields displays.
2. Click the metadata field to which you want to map the EAD tag. In this case, we are mapping the <ead><archdesc><bioghist> tag to Dublin Core description. By doing this, we have mapped two tags to Description — the <bioghist> and the <abstract> tags. The data from within both tags will be included in the Description field separated by a semi-colon.

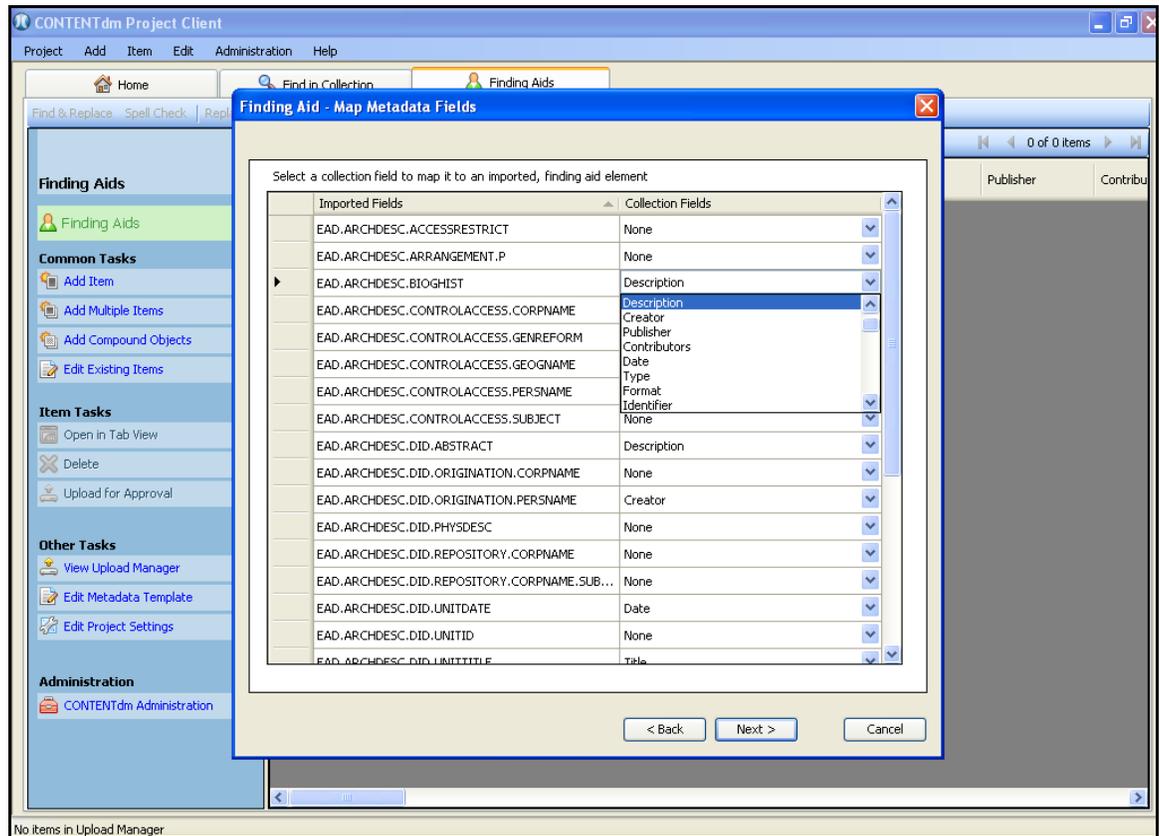


Figure 5: Customize the metadata mapping

Next, we want to remove the metadata mapping for the <ead.archdesc.did.unittitle> tag. The default mapping for this tag is to Dublin Core Title. However, we would like to use a different mapping for Title.

### To unmap a field

1. Click the drop-down list in the corresponding Title field.

2. Scroll down the list of metadata fields and click **None**. This indicates there is no mapping for the <ead.archdesc.did.unittitle> tag.

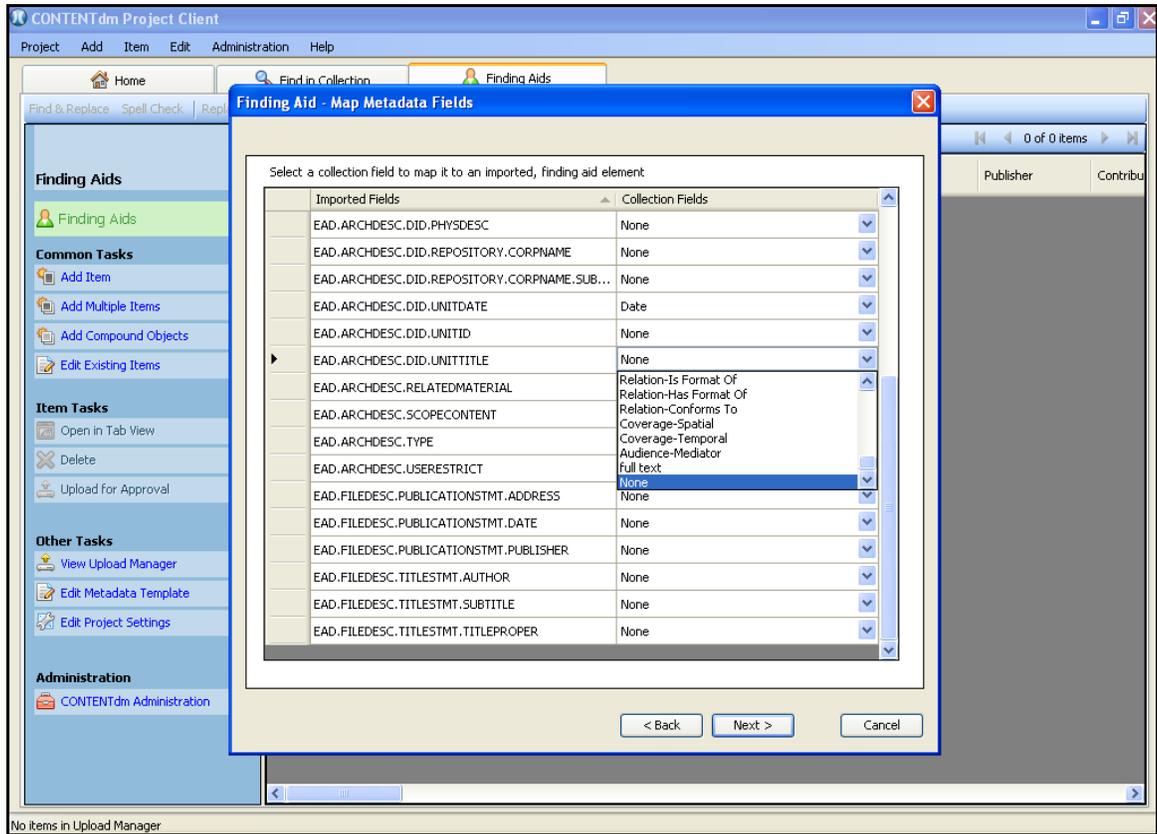


Figure 6: Unmapping a tag

3. Finally, we want to map the <ead.filedesc.titlestmt.titlepropoer> tag to the Dublin Core Title field. Click the drop-down list in the corresponding Collection field.

4. Scroll down the list of metadata fields and click **Title**.

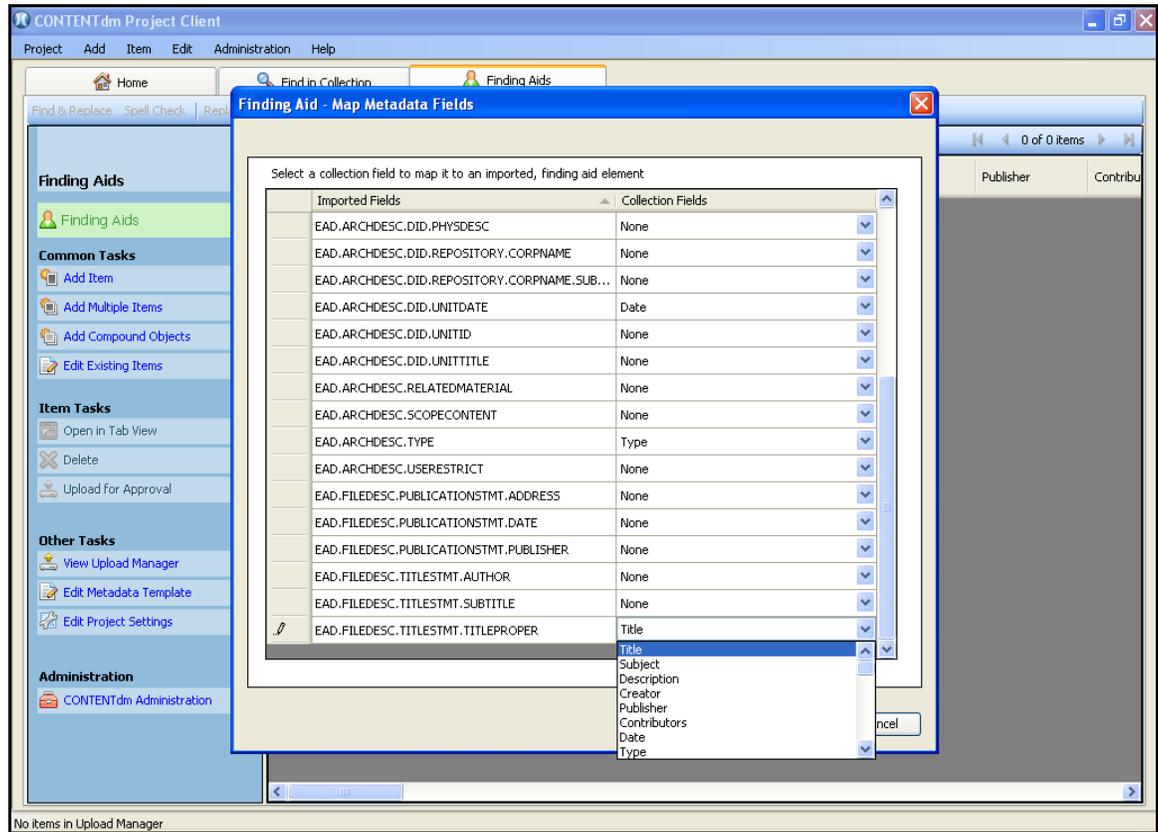


Figure 7: Adding a metadata mapping

5. When you are done editing the metadata mapping, click **Next**.

**Note:** The EAD tags are not included in the extracted data added to the metadata record for the finding aid; only the data from within the tags is displayed.

### Step 3: Define the compound object for the Description section of the finding aid

The compound object finding aid display is made up of several HTML pages, depending on the settings you use for formatting. Within the Add Finding Aid wizard, the formatting options are divided into two sections, one for the Description and one for the Contents List.

The Description section displays data within the <eadheader> and <archdesc> tags.

There are two formatting options for the Description pages of the compound object.

- Display as single page
- Break into sections and display as separate pages

**Display as single page** generates a single compound object page using the data contained in the tags listed below:

Page #	Page Title	Data from these tags displayed in the HTML page
1	Generated from data within the <archdesc><did><unittitle> tag	<eadheader><filedesc> <eadheader><profiledesc> <archdesc><did> <archdesc>< <descgrp> <archdesc><abstract> <archdesc><accessrestrict> <archdesc><arrangement> <archdesc><prefercite> <archdesc><scopecontent> <archdesc><bioghist> <archdesc><controlaccess> <archdesc><relatedmaterial> <archdesc><userrestrict> <archdesc><separatedmaterial>

**Break into sections and display as separate pages** generates multiple compound object HTML pages using the data contained in the tags listed below:

Page #	Page Title	Data from these tags displayed in the HTML pages
1	Collection overview	<p><b>If &lt;frontmatter&gt; exists, the following tags display:</b></p> <frontmatter> <archdesc level="collection"> <did><abstract> <archdesc level="collection"> <did><physdesc> <archdesc level=" "> <did><origination> <archdesc level=" "><custodhist> <archdesc level=" "><acqinfo> <archdesc level=" "><processinfo> <archdesc level=" "><altformavail>
		<p><b>If &lt;frontmatter&gt; does not exist, the following tags display:</b></p> <eadheader><filedesc> <titlestmt> <titleproper> <eadheader><filedesc> <titlestmt><author> <eadheader><filedesc><publicationstmt> <archdesc level=" "> <did><physdesc> <archdesc level=" "> <did><abstract> <archdesc level=" "> <did><origination> <archdesc level=" "><custodhist> <archdesc level=" "><acqinfo> <archdesc level="collection"><processinfo> <archdesc level="collection"><altformavail>
2	Biographical history*	<archdesc><bioghist>
3	Scope and content*	<archdesc><scopecontent>

4	Arrangement*	<archdesc> <arrangement>
5	Using the Collection*	<archdesc> <accessrestrict> <archdesc> <userrestrict> <archdesc> <prefercite>
6	Related materials*	<archdesc> <relatedmaterial>
7	Separated materials*	<archdesc> <separatedmaterial>
8	Subject terms*	<archdesc> <controlaccess>
9	About the finding aid	<eadheader> <profiledesc> <archdesc level="collection"> <descgrp> <processinfo>

\* If a finding aid file includes this tag in a location other than <archdesc>, it will not be processed as a page in the compound object.

### Deciding which option to use

Finding aids with minimal data for the tags included in the Description section display best with the single page option. Finding aids with significant amounts of data may display best broken into several pages to reduce end-user scrolling through a very long Description page. You may want to experiment with both options to determine which option is appropriate for your finding aids and the end-user experience.

### To select a Description display option:

1. Click the radio button for the Description compound object display option you want to choose.

In this case, we are using the **Display as a single page** option.

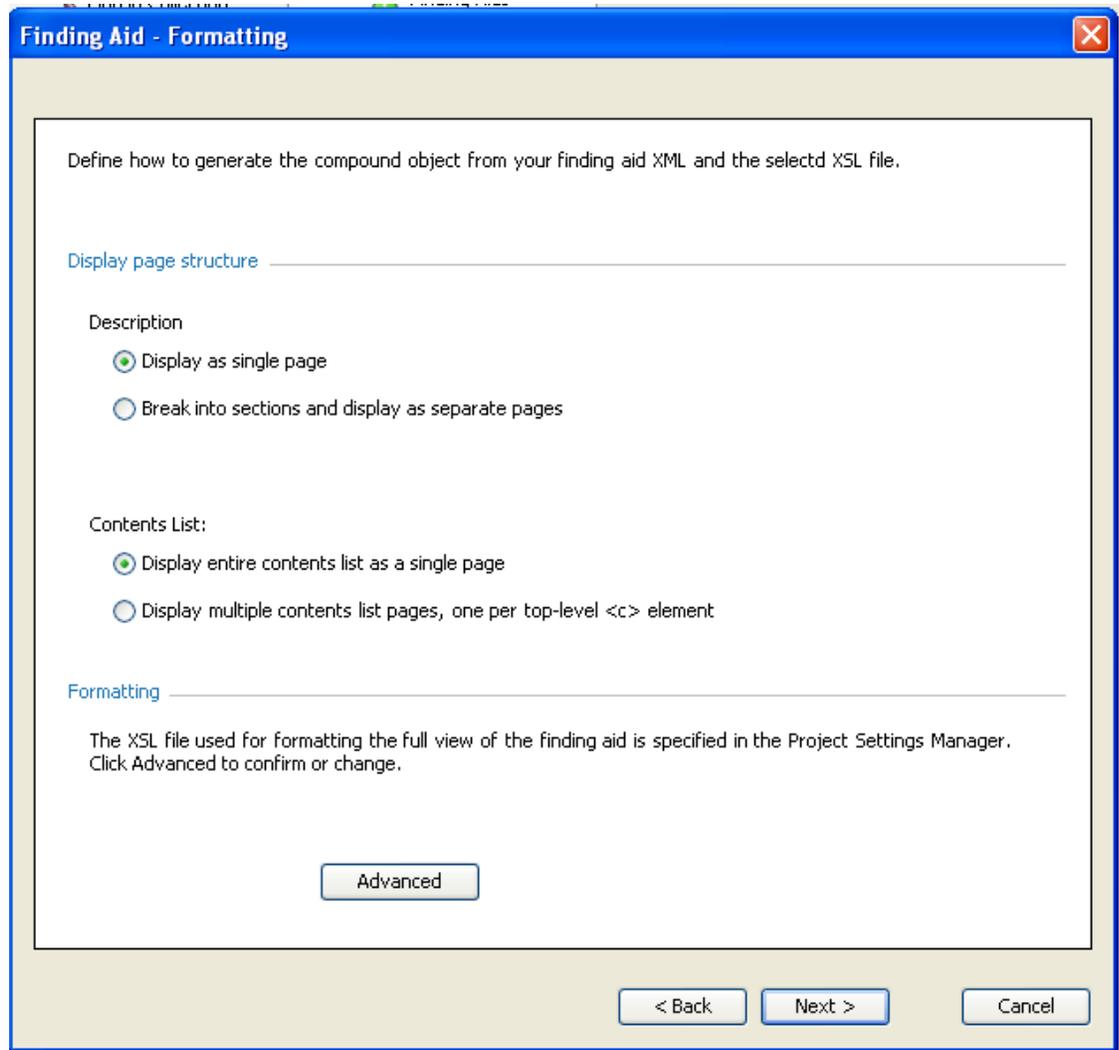


Figure 8: Display description as a single page

#### **Step 4: Define the compound object for the Contents List section of the finding aid**

The compound object finding aid display is made up of several HTML pages, depending on the settings you use for formatting. Within the Add Finding Aid wizard, the formatting options are divided into two sections, one for the Description and one for the Contents List.

The Contents List section refers to the data within the `<archdesc><dsc>` tag.

There are two formatting options for the Description pages of the compound object.

- Display entire Contents List as a single page
- Display multiple Contents List pages, one per top level `<c>` element (or `<c01>`)

**Display entire Contents List as a single page** generates a single compound object page from the Contents List that contains the following data:

<b>Page #</b>	<b>Page Title</b>	<b>Data from these tags displayed in the HTML pages</b>
1	Contents List	<archdesc><dsc>

**Display multiple Contents List pages, one per top level <c> element (or <c01>)**  
generates multiple compound object pages from the Contents List. One page is created for each level-one <c> tag:

<b>Page #</b>	<b>Page Title</b>	<b>Data from these tags displayed in the HTML pages</b>
1	Generated from data within the <c01><did><unitttitle> tag	<archdesc><dsc> data coded before the <c01> and all data within first <c01></c01>
2 and higher	Generated from data within the <c01><did><unitttitle> tag	Beginning with the second instance of <c01></c01>, one page is created per <c01></c01>

**To select a Contents List display option:**

Select the radio button for the Contents List compound object display option you want. In this case, we are using the **Display entire contents list as a single page** option.

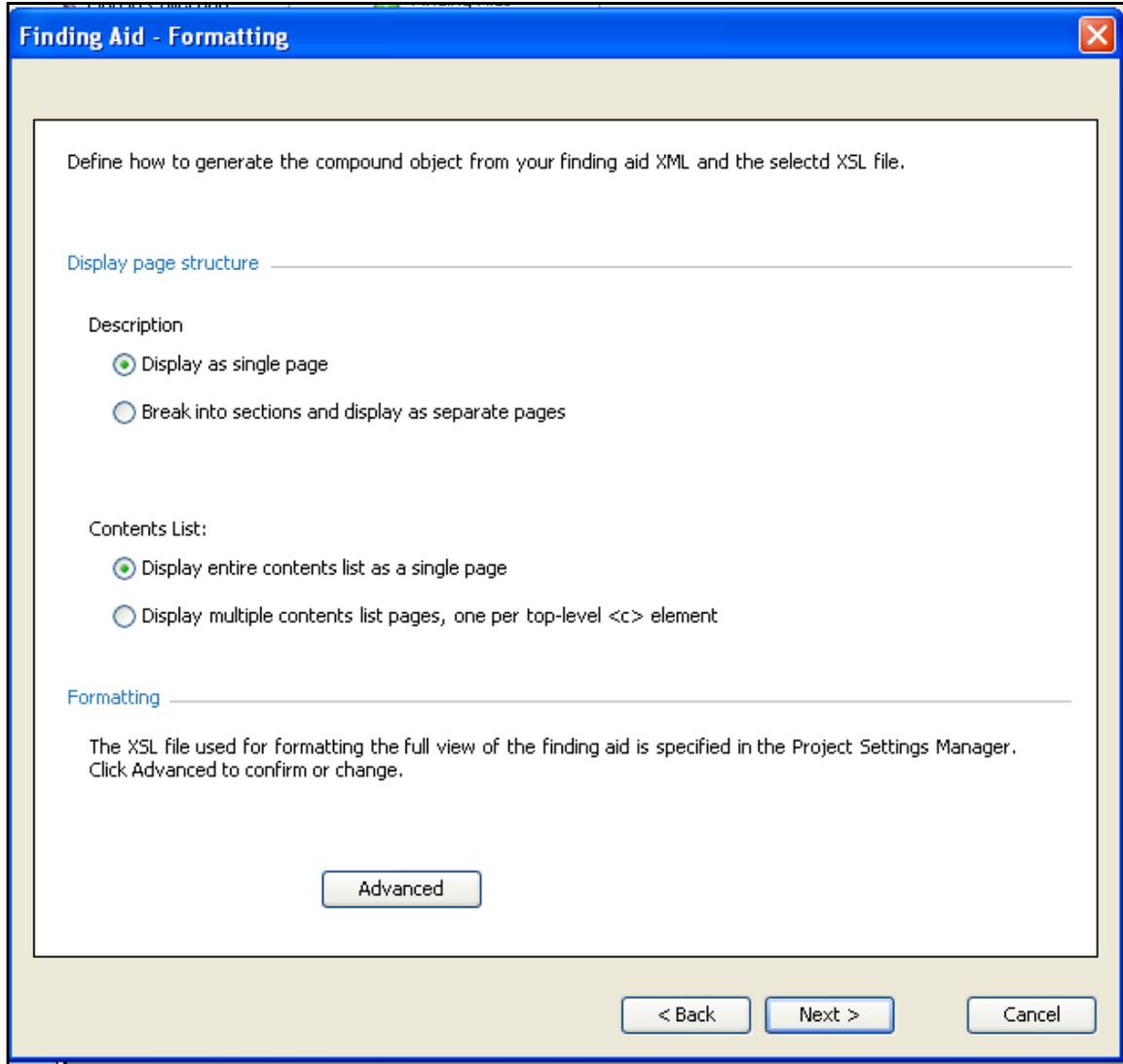


Figure 9: Display Contents List as a single page

### Step 5: Use a custom stylesheet for the Full Finding Aid display (optional)

The finding aid processing not only creates the compound object view of the finding aid described in Step 4, but also generates a Full Finding Aid View. This view is an HTML representation of the entire finding aid and is generated using a default, full finding aid stylesheet. Alternatively, you have the option of using a custom stylesheet for the Full Finding Aid view.

#### To select and use a custom stylesheet for the Full Finding Aid View

1. Click **Advanced** to select formatting for the full view of the finding aid. The Project Settings Manager displays the Processing Settings page.

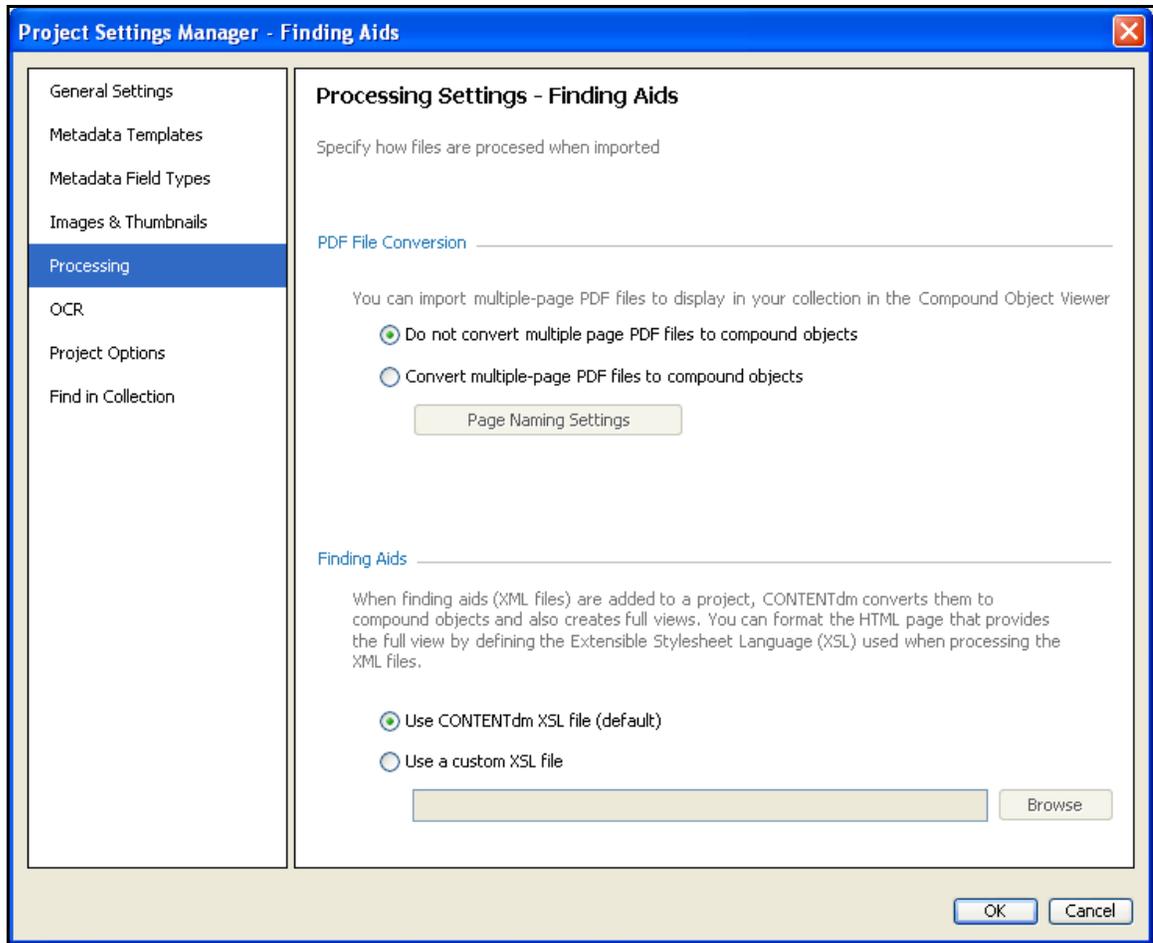


Figure 10: Use a custom XSL file

The default CONTENTdm XSL file is selected by default. You can choose a custom XSL file to customize the display of the full finding aid. Under the Finding Aid section, click **Use a Custom XSL File**.

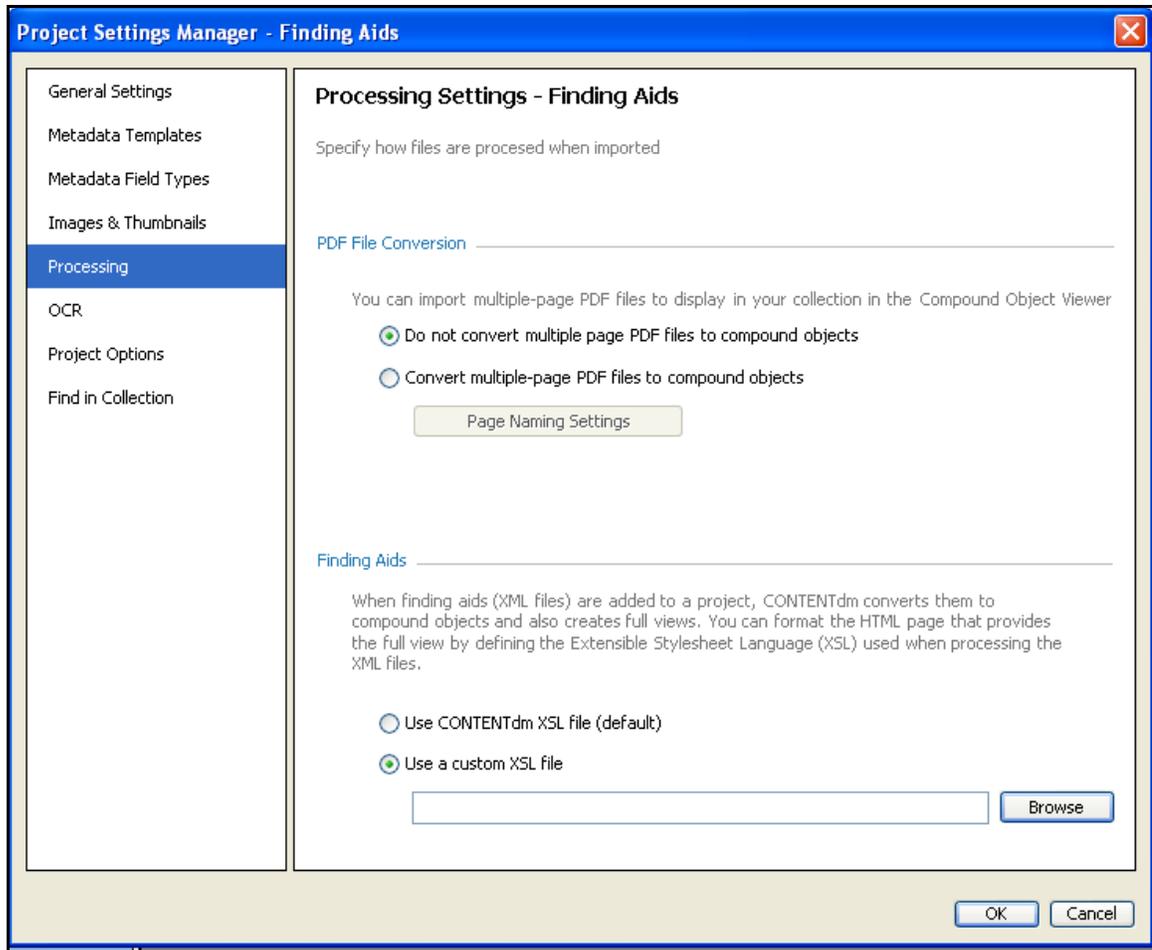


Figure 11: Use a custom XSL file

2. Browse to select the XSL file that you want to use, and click **Open**.

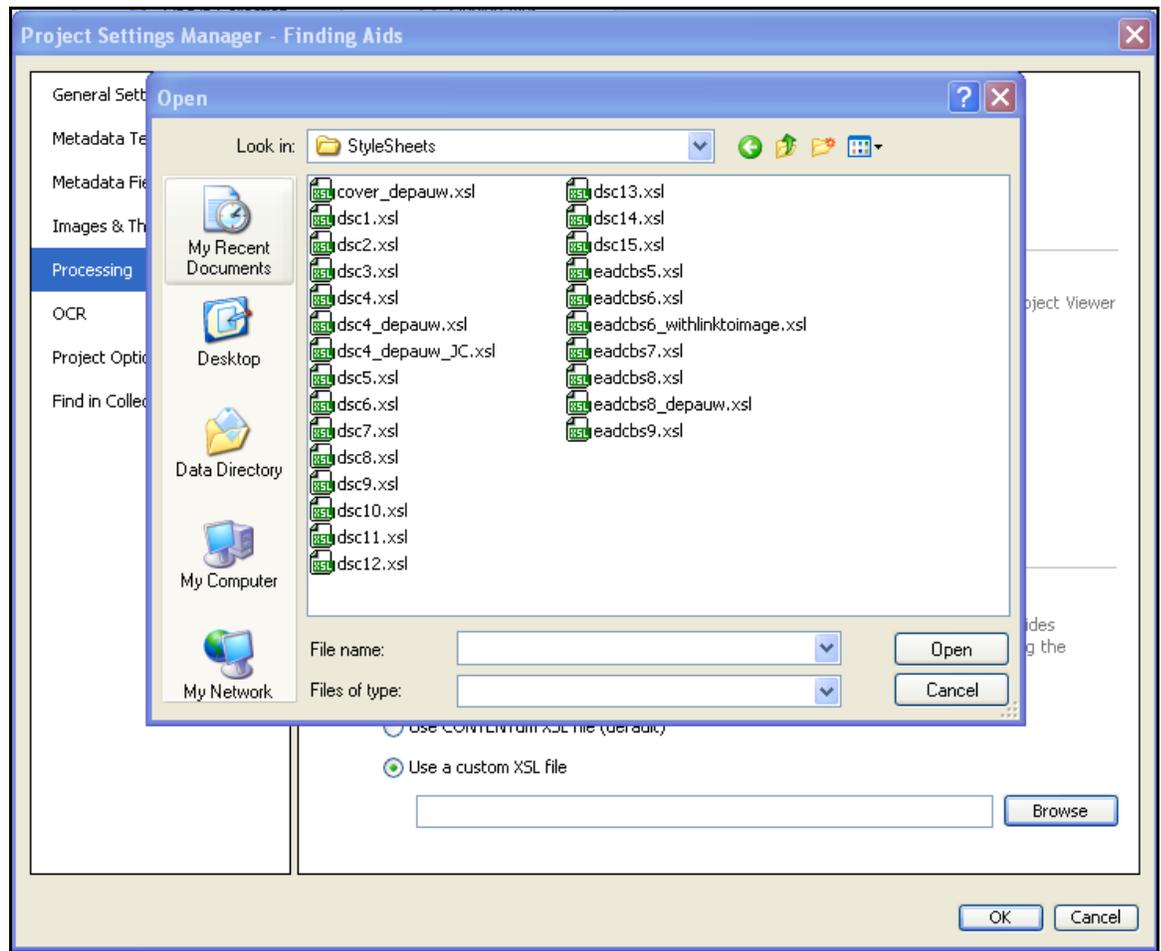


Figure 12: Select a custom XSL

3. Click **OK** to save your settings and return to the Add Finding Aid wizard.

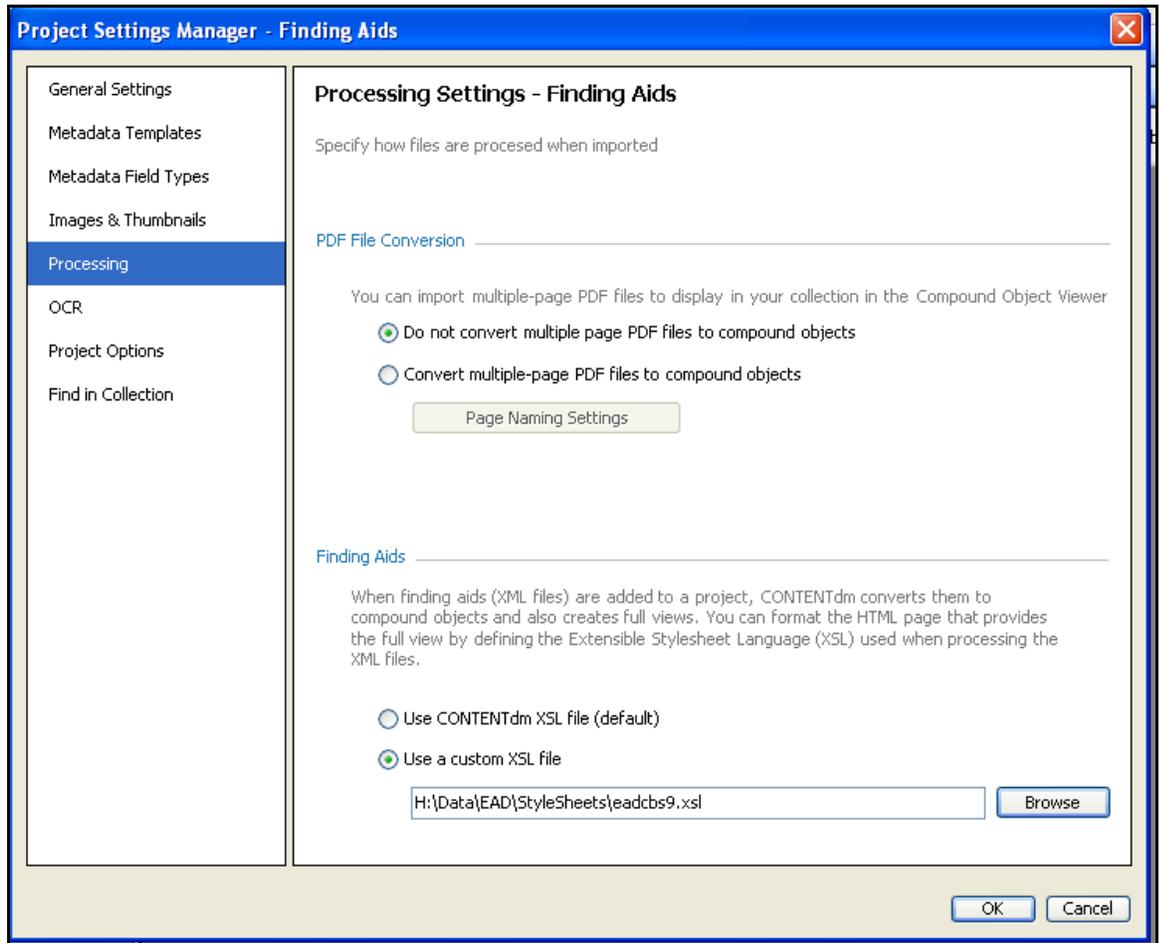


Figure 13: Custom XSL selected

4. Click **Next**. The Confirm Settings screen displays.

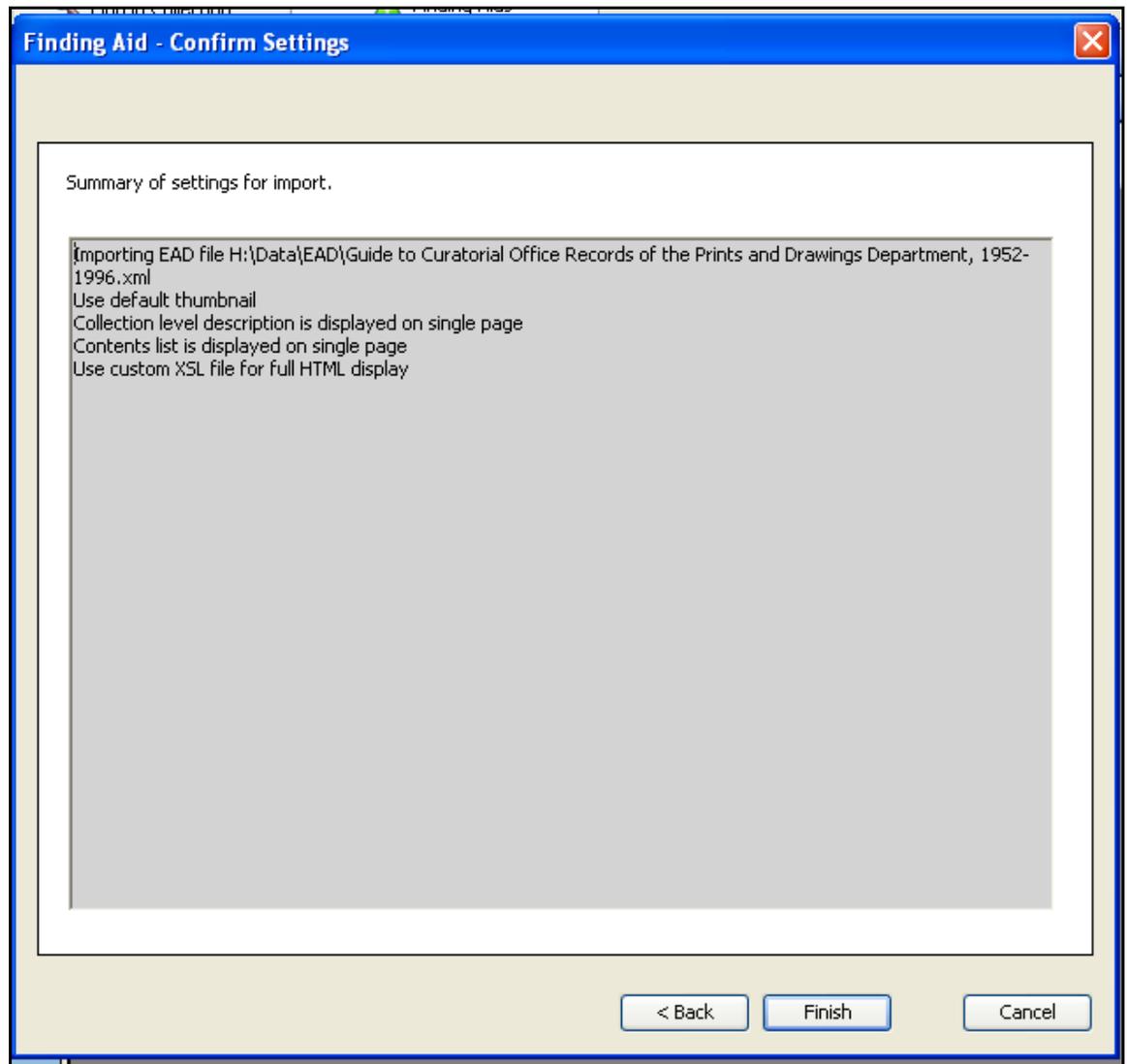


Figure 14: Confirm settings

5. Click **Finish** to complete the processing.

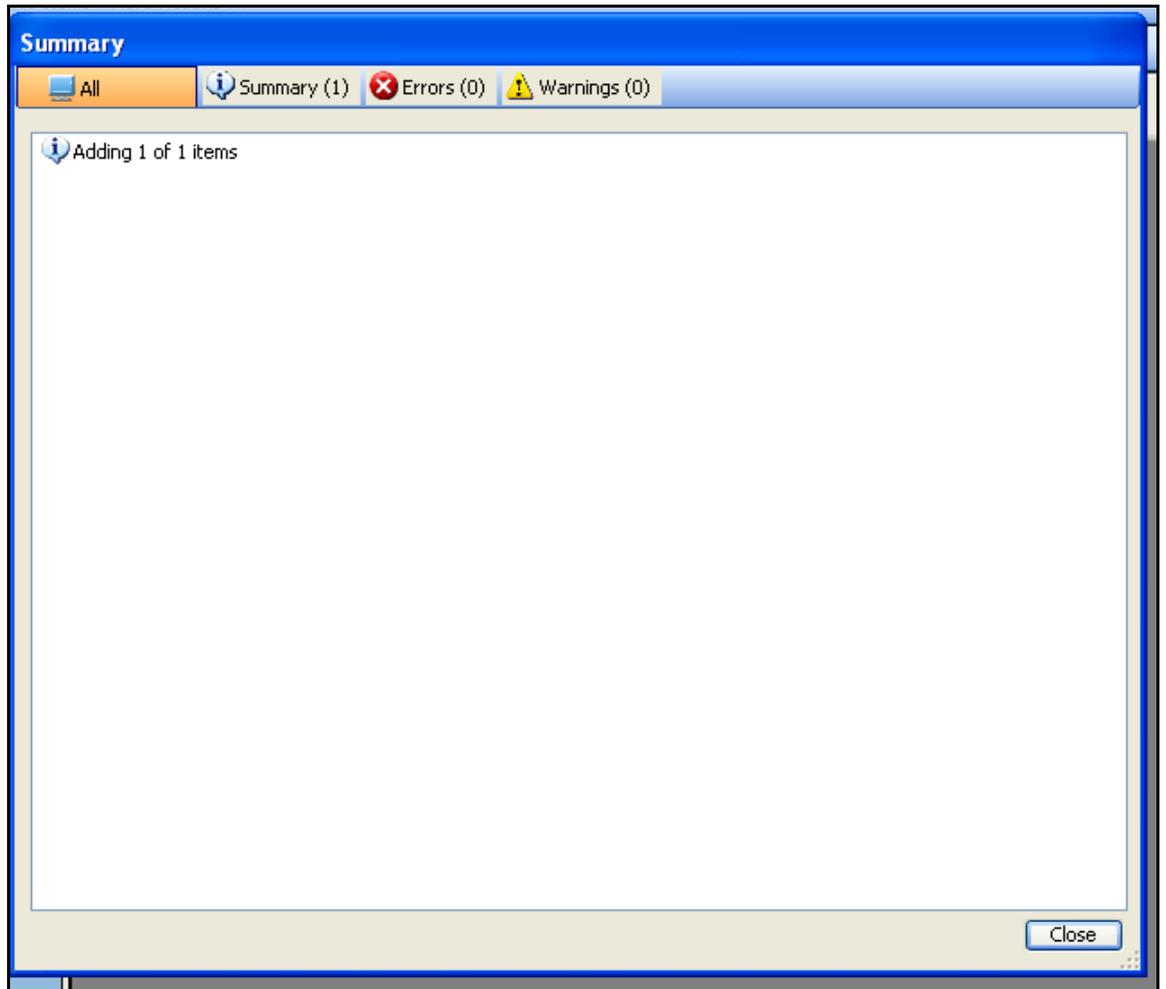


Figure 15: Summary of add finding aid

- Click **Close** to complete the process and add the finding to the project. The finding aid displays in the Project Spreadsheet.

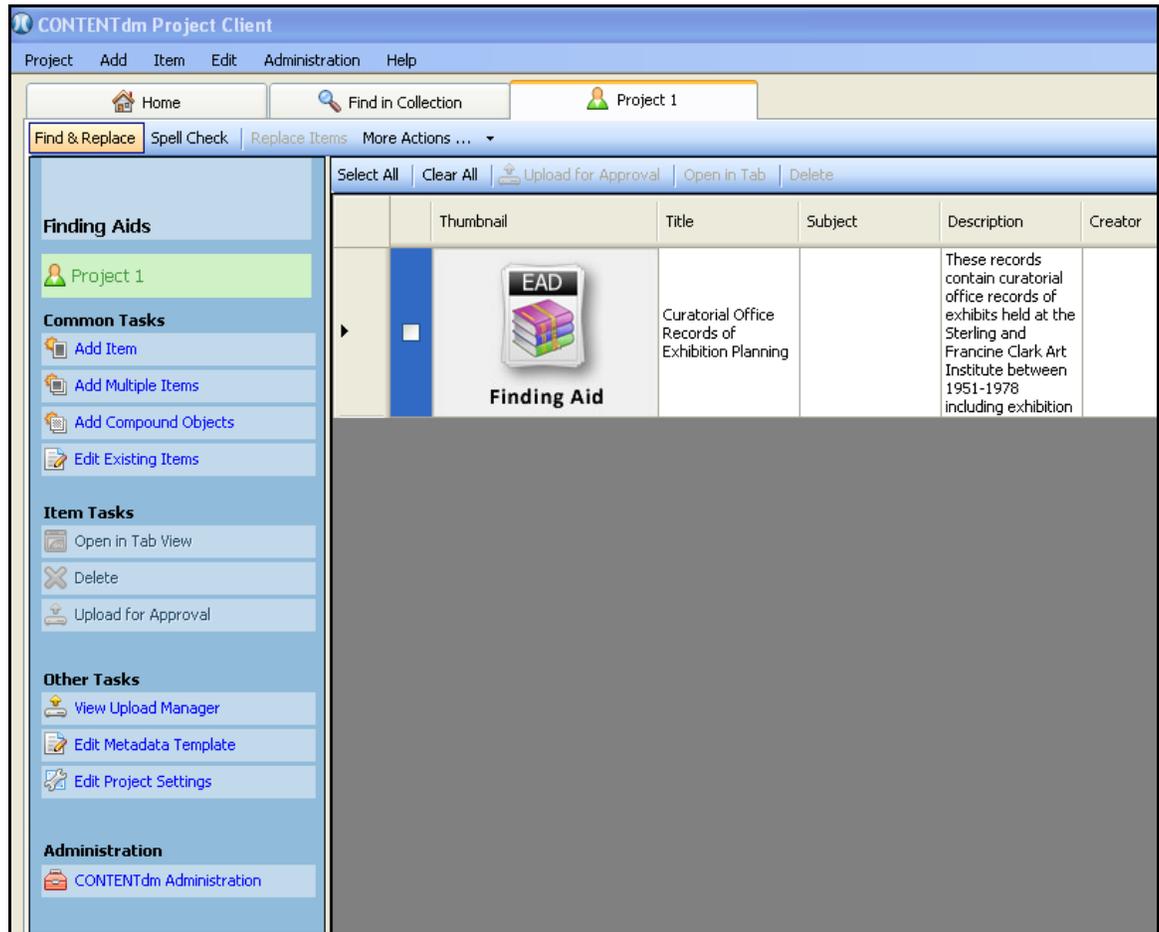


Figure 16: Finding aid added to the project

The finding aid has now been processed. You may do further metadata editing using the Project Client. Then you can upload to the server, and approve and index the collection as you would any other item in Project Client.

**Note:** You can edit both compound-object and page-level metadata for a finding aid.

**Note:** The structure of a finding aid compound object is not editable, but page names can be edited using the Project Client.

**Note:** For more information about editing finding aids (a kind of compound object), see **Editing Compound Objects**.

### Step 6: Finding aids in the CONTENTdm end user interface

After uploading, approving and indexing, the finding aid is available to end users via your CONTENTdm end user interface. The default view of the finding aid is as a compound object. For the example finding aid, we set up processing to use a single page compound object for both the Description and Contents List pages. And we did not use a custom stylesheet for the full finding aid view.

Based on these settings, the default view of the finding aid displays as shown:

The screenshot displays the CONTENTdm Website interface. At the top, there is a navigation bar with 'Home' and 'Browse All' links, and a search bar with 'Search' and 'Advanced Search' buttons. Below the navigation bar, the breadcrumb trail reads 'Home >> Finding Aids >> Curatorial Office Records of Exhibition Planning'. The main content area features a search bar with the text 'search this item' and a 'Go' button. The title of the finding aid is 'Sterling and Francine Clark Art Institute: A Guide to Curatorial Office Records of Exhibition Planning, 1951-1978'. Below the title, the address 'Sterling and Francine Clark Art Institute, 225 South St. Williamstown, MA 01267' and the date 'May 16, 2007' are displayed. The 'Profile Description' section includes 'Creation: Finding aid encoded by Dani Ryan May 16, 2007' and 'Language: Finding aid written in English.'. The 'Collection Summary' section includes 'Repository: Sterling and Francine Clark Art Institute, 225 South St. Williamstown, MA 01267'. On the right side, there is a 'Content' tab and a 'Curatorial Office Records of Exhibition Planning' section with a 'Contents List' link. At the bottom, there is an 'Object Description' section with a 'Title' field containing 'Curatorial Office Records of Exhibition Planning'.

Figure 17: Compound object end user display

The Full Finding Aid view can be accessed in a new browser window by selecting **Open Finding Aid**:

**CONTENTdm Website**

Home Browse Sterling and Francine Clark Art Institute: A Guide to Curatorial Office Records of Exhibition Planning, 1951-1978 - Mozilla Firefox

Search

Home » Finding Aids

Reference URL

**Curatorial Office**

Curatorial Office

[View Description](#)

search this item

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**Profile Description**

**Creation:** Finding aid encoded by Dani Ryan May 16, 2007

**Language:** Finding aid written in English.

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**Collection Summary**

**Repository:** Sterling and Francine Clark Art Institute  
225 South St.  
Williamstown, MA 01267

**Creator:** Sterling and Francine Clark Art Institute

**Title:** Curatorial Office Records of Exhibition Planning

**Dates:** 1951-1978

**Quantity:** 2.5 linear ft.

**Abstract:** These records contain curatorial office records of exhibits held at the Sterling and Francine Clark Art Institute between 1951-1978 including exhibition catalogues and planning materials for exhibition events.

**Identification:** CAI ARC 2007.12

**Language:** English

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**Arrangement of the Records**

Object Description

Title

Description

Figure 18: Accessing the Full Finding Aid view

End users can view the metadata for the finding aid also by scrolling down or by clicking **View Description**.

The metadata record that is displayed was created from the metadata mapping we defined in the Add Finding Aid wizard. The **Object Description** shows the item-level metadata for the finding aid and **the Description** shows the page-level metadata for the particular page being viewed

<b>Object Description</b>	
<b>Title</b>	Curatorial Office Records of Exhibition Planning
<b>Description</b>	These records contain curatorial office records of exhibits held at the Sterling and Francine Clark Art Institute between 1951-1978 including exhibition catalogues and planning materials for exhibition events.
<b>Date</b>	1951-1978
<b>Type</b>	inventory
<b>Description</b>	
<b>Title</b>	Curatorial Office Records of Exhibition Planning
<b>Full text</b>	<p>Sterling and Francine Clark Art Institute: A Guide to Curatorial Office Records of Exhibition Planning, 1951-1978 Inventory prepared by Dani Ryan Sterling and Francine Clark Art Institute 225 South St. Williamstown, MA 01267 May 16, 2007 Finding aid encoded by Dani Ryan May 16, 2007 Finding aid written in English. Collection Summary Sterling and Francine Clark Art Institute 225 South St. Williamstown, MA 01267 Sterling and Francine Clark Art Institute Curatorial Office Records of Exhibition Planning 1951-1978 2.5 linear ft. These records contain curatorial office records of exhibits held at the Sterling and Francine Clark Art Institute between 1951-1978 including exhibition catalogues and planning materials for exhibition events. CAI A&amp;C 2007.12 English Restrictions on Access: This material is currently restricted. Arrangement of the Records This collection is arranged chronologically. Preferred Citation [Cite the item (as appropriate)], Curatorial Office Records of Exhibition Planning, 1951-1978, Sterling and Francine Clark Art Institute Records, Sterling and Francine Clark Art Institute, Williamstown, Massachusetts. Scope and Contents of the Records These records contain curatorial records of exhibits held at the Sterling and Francine Clark Art Institute between 1951-1978. The materials include exhibition catalogues, invitations to exhibition events, lists of invitees and attendees to exhibition events, press releases, newspaper and magazine articles about the exhibitions and occasionally correspondence about insurance, costs and scheduling with other institutions collaborating on or co-hosting exhibitions. History of the Sterling and Francine Clark Art Institute In 1950 Sterling and Francine Clark chartered the Sterling and Francine Clark Art Institute as a home for their extensive art collection. Opened to the public in 1955, the Institute has built upon this extraordinary group of works to become a highly respected art museum and one of the few institutions in the United States that combines a public art museum with a complement of research and academic programs, including a major art history library. The Clark's had a strong familial tie to Williams College, where Sterling's grandfather had served as a trustee between 1878 and 1882 and his father was a trustee from 1882 to 1886. Encouraged by a series of conversations with the leaders of Williams College and its art museum, Sterling and Francine Clark first visited Williamstown in the early autumn of 1949. A charter for the new Institute was signed on March 14, 1950, just six months later. In 1955 the Sterling and Francine Clark Art Institute opened its doors under the guidance of its first director, former silver dealer Peter Guille. There were only two galleries on view, and the majority of the works were not displayed. The Institute slowly unveiled its treasures during several exhibitions in the coming years. A decade of immense change began at the Clark in 1960. Francine Clark died in April, four years after her husband, and the museum gained a significant additional endowment, enabling it to consider both new acquisitions and special programmatic initiatives in the coming years. J. Phinney Baxter, former Williams College president; John E. Sawyer, president of Williams and Clark Trustee; Talcott Banks, future Clark board chair; and Dr. William Milliken, a leader among American museum directors, helped the Institute find its direction and take the first major step toward establishing itself as a center for research and academic programming as well as a museum. With the support, encouragement, and prompting of this group, the Institute enlarged its educational and research focus, embraced the academic mission of the Clark's 1950 charter, and decided to establish a graduate program. Noted art historian George Heard Hamilton joined the Clark in June 1966 as the director of the Institute and also as the head of the future graduate program. To accommodate rapid growth, including an expanded library and a redirected and enlarged educational initiative, construction began on a new building, which was completed in 1973. Designed by Pietro Belluschi and The Architects Collaborative, it houses a library, graduate seminar rooms, galleries, offices, and an auditorium. The auditorium allowed for the addition of children's education programs, film and lecture series, and concert programs. The Williamstown Regional Art Conservation Laboratory, now known as the Williamstown Art Conservation Center, was founded on the Institute's campus in 1977. This nonprofit organization is dedicated to conservation and other issues of collection care. This same year, David S. Brooke became director of the Institute. Important purchases during this time included Vulcan Pressing Arms to Venus for Aeneas by François Boucher, Young Christian Girl in Prayer by Paul Gauguin, and Port of Rouen: Unloading Wood by Camille Pissarro. The 1990s began with the expansion of the Clark Art Institute's national and international profile through its hosting of important exhibitions, including Winslow Homer in the 1990s and The Art of Sir Lawrence Alma-Tadema. Michael Conforti joined the Institute as director in 1994. In 1995 an addition to the newer building was completed, which enabled the Clark to organize several major exhibitions such as A Passion for Renoir: Sterling and Francine Clark Collect (1996), Uncanny Spectacle: The Early Career of the Young John Singer Sargent (1997), and Jean-Francois Millet: Drawn into the Light (1999). The Institute launched a number of new programs in the mid-1990s, including the Clark Fellows program, which enables leading academic scholars, museum professionals, and independent researchers from around the world to pursue research in art, art history, and visual culture at the Clark. The Institute also began to host symposia and conferences designed to contribute to a broader public understanding of the role of art in culture and introduced several new family-oriented programs. In January 2001, the Clark announced its master plan to preserve and develop the 140-acre campus. The goal of the master plan is to provide for the continued expansion of the Institute's many programs and to satisfy the needs of its growing visitorship, while at the same time preserving the unique character of the Clark and its surroundings for the century ahead. Index Terms Names: Guille, Peter Hamilton, George Heard Organizations: Sterling and Francine Clark Art Institute Willdenstein 8; Co. (London, England) Subjects: Art museums Art museums -- Exhibitions Museum publications Places: Williamstown (Mass.) Document Types: Invitations Exhibition catalogs Correspondence Attendance lists Related Materials Related or similar material can be found in the following series in the Sterling and Francine Clark Art Institute Records, Williamstown, Massachusetts: Curatorial Office Records of Charles Cunningham; Curatorial Office Records of Jennifer Lovett; Curatorial Office Records of Lisa A. Jolin; Curatorial Office Records of Stephen Kern; Curatorial Office Records of the American Paintings Catalogue; Curatorial Photographic Services Orders; Records of the Curator of Paintings; Publications from the Sterling and Francine Clark Art Institute; Director's Office Records of Exhibitions; Director's Office Records of David Brooke, 1980-1994. Restrictions on Use This material is currently restricted. Separated Materials Photographs and other images from this series are housed separately.</p>

Figure19: Viewing finding aid metadata

When searching, end users will see their search term highlighted in red in the compound object view of the finding aid.

### Step 6: Editing the Default EAD Stylesheets (optional)

If the default stylesheets used to generate the compound object do not adequately display your finding aids, you can edit them to meet your needs.

To process an EAD finding aid, CONTENTdm uses three default stylesheets:

- description\_default.xml — Generates the Description section of the finding aid
- contentslist\_default.xml — Generates the Contents List section of the finding aid
- fullfindingaid\_default.xml — Generates the Full Finding Aid view

The Full Finding Aid stylesheet can be over-riden by using the wizard, as well as by using this manual method. See **Step 5** above.

All of these files are located within the Project Client in the EAD folder (if you installed the Project Client in a folder other than ProgramFiles, you will need to locate that directory, then follow the rest of the path indicated below):

Drive or Network Location\ ProgramFiles\OCLC\CONTENTdm Project Client\EAD

### **To edit the Default Stylesheet files**

1. Copy the default files to another location on your local system.
2. Before editing the default files, make a back-up copy of the original, unchanged default stylesheets.
3. Open the .xsl file you want to edit, and use an XML editor make your changes.
4. Save the edited files in their original location in the Project Client.

**Note:** the file names must retain their original names (see above) in order for processing to work correctly.

### **Step 7: Use the CONTENTdm <thead> alternative stylesheets (optional)**

To more fully support EAD finding aids, we have provided the following alternative stylesheets that are compatible with CONTENTdm 5.1. They may be used in lieu of the default stylesheets.

These stylesheets work with EAD files that use the <thead> tag for formatting:

- **description\_thead.xsl**
- **contentslist\_thead.xsl**
- **fullfindingaid\_thead.xsl**

### **To use these alternative stylesheets**

1. Download the appropriate stylesheet.
2. Save the stylesheet(s) in the Project Client\EAD folder.
3. Rename the original default stylesheets located in the Project Client\EAD folder.
4. Rename the alternative stylesheets with the corresponding original default filename(s):

description\_default.xsl  
contentslist\_default.xsl  
fullfindingaid\_default.xsl

The next time you use the EAD wizard in Project Client, these alternative stylesheets will be used for finding aid processing.

**Note:** More alternative stylesheets will be made available in the future.

### **Step 8: Use customized stylesheets for the compound object display (optional)**

You can replace the default CONTENTdm stylesheets with your own customized stylesheets. Note that CONTENTdm does not guarantee ongoing compatibility when you use your own customized stylesheets.

### To replace the Default EAD Stylesheets with customized stylesheets

1. Copy and save the original default files as a back up.

Move your replacement files into the Project Client EAD folder:

Drive or Network Location\ ProgramFiles\OCLC\CONTENTdm Project Client\EAD

2. Name your replacement files as follows:

```
description_default.xml
contentlist_default.xml
fullfindingaid_default.xml
```

3. Test your stylesheets by using the Add Finding Aid wizard in the Project Client to process an EAD file.
4. Upload the finding aid to the server for approval and indexing.
5. View the finding aid in the collection to determine if the custom stylesheets are satisfactory.

### To create Customized Stylesheets from the EAD Cookbook

If you are replacing the default stylesheets with EAD Cookbook stylesheets, note the following instructions detailing changes that you will need to make to the Cookbook files.

1. Using an XML editor, open the Cookbook stylesheet you want to use with CONTENTdm.
2. Edit the dsc file (dsc1.xml - dsc15.xml), by adding the following template above the "`<!-- .....Section 1..... -->`" tag:

```
<xsl:template match="/ead">
  <html>
  <head>
  <style type="text/css">
  h1, h2, h3, h4 {font-family: arial}
  td {vertical-align: top}
  </style>
  <title>
  <xsl:value-of select="eadheader/filedesc/titlestmt/titleproper"/>
  <xsl:text> </xsl:text>
  <xsl:value-of select="eadheader/filedesc/titlestmt/subtitle"/>
  </title>
  </head>
  <body>
  <xsl:apply-templates select="archdesc/dsc"/>
  </body>
  </html>
</xsl:template>
```

3. Save the changes to the file(s).
4. Proceed with the instructions in the above section for replacing the default stylesheets.