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Joseph P. Healey Library

February 2015

Batch Uploading to ContentDM with the Help of MS Access

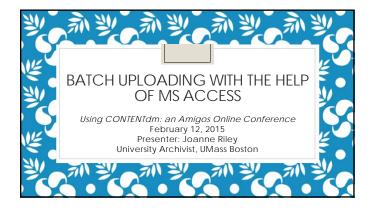
Joanne M. Riley University of Massachusetts - Boston, joanne.riley@umb.edu

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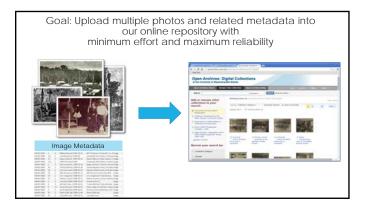
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Riley, Joanne M., "Batch Uploading to ContentDM with the Help of MS Access" (2015). *Joseph P. Healey Library Publications*. Paper 25. http://scholarworks.umb.edu/hlpubs/25

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A few definitions... and a poll...

- ContentDM (CDM): a commercially available digital asset management system (DAM) primarily used by libraries and archives. Supports the upload, description, management and access of digital collections. (source: Wikipedia)
- The Project Client: A Windows-based, digital collection builder where data and digital items can be prepared in large batches. Runs on the user's desktop and uploads items and metadata to CDM collections.
- Microsoft Access: database management software. The main components of a database are tables, forms, queries, reports.

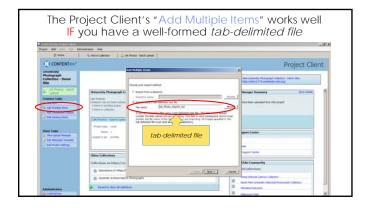
The fields in our Sample CDM Collection

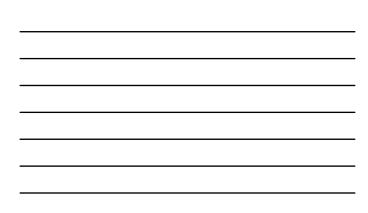
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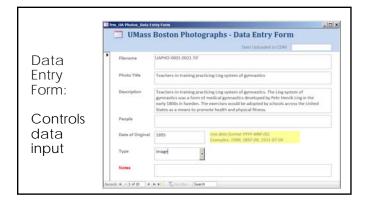




- 1. Create a simple table in MS Access
- 2. Create a Query in MS Access to auto-generate additional fields for CDM
- 3. Copy and paste the query results into a text file and save file.
- 4. Use that text file as the "tab delimited text file" during the batch upload process in the Project Client.

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- 2. Create a Query in MS Access to auto-generate additional fields for CDM
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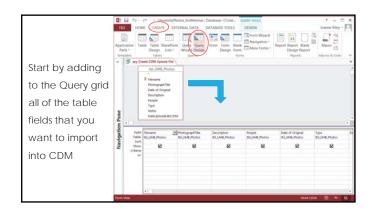
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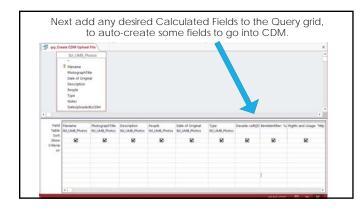


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UAPHO 0001-0046.71F	Grant Drake, music faculty	Grant Drake, music faculty at Teachers	Drake, Grant	1931	àrsage	1930-1939	UASC-UAPHD-0001-0046	http://blogs. mb.edu/arch
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UAPHO-0002-0002.11/	Donna Summer receiving flowers from Chancellor Sherry	Singer and Dorchester native Dorna Summer,	Summer, Donna;	1996-10-16	image	1990-1999	UASC-UAPHD-0002-0002	http://blogs. mb.edu/arch
UAPHO-0002-0001.TIF	Makine Hong Kingston and Brenda Cherry at the 1991	Author and UC Berkeley professor Maxine Hong	Kingston, Maxine	1991-06-01	image	1990-1999	UASC-UAPHO-0002-0001	http://blogs. mb.edu/arch
UAPHO-0002-0107.11F	Judith Jameson speaking at the 1999 Commencement dinner at	Dancer and choreographer Judith	Jameson, Judith	1999-06-05	inage	1990-1999	UASC-UAPHO-0003-0507	http://blogs. mb.edu/arch
UAPHO-0003-0346.TH	Student reading in front of cubicles in Joseph P. Healey	Student reading in front of cubicles in Joseph P.		1978	Image	1930-1939	UASC-UAPHO-0001-0346	http://blogs. mb.edu/arch
UAPHO-0001-0483.TH	"Hand" by Jean Tock on display in the Joseph P, Healey Library	'Hand.' (32' height). Plaster, vermiculite and		1982-04-13	image	1980-1989	UASC-UAPHO-0003-0483	http://blogs. mb.edu/arch
UAPHD-0001-0174.11F	Aerial view of the Call Pasture Pumping Station on Columbia	Aerial view of the Calf Pasture Puriping Station,		1964	Image	1960-1969	UASC-UAPHO-0001-0578	http://blogs. mb.edu/arch
UAPHO-0001-0175-TH	Aerial view of the Call Pasture Pumping Station on Columbia	Aerial view of the Calf Pasture Pumping Station,		3964	image	1960-1969	UASC-UAPHD-0001-0175	http://blogs. mb.edu/arch
UAPHO-0002-0040.11F	David McCullough and Carl Lewis at the 1998	Author David McCullough and Olympic	Lewis, Carl; McCullough,	1998-05-31	image	1990-1999	UASC-UAPHO-0002-0040	http://blogs. mb.edu/arch
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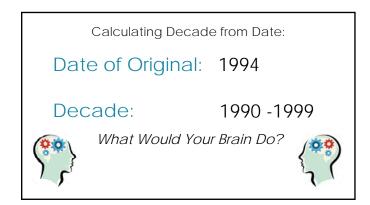
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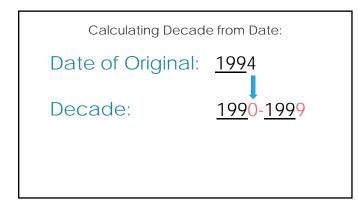
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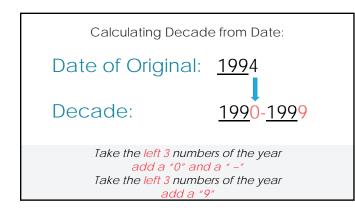


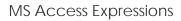






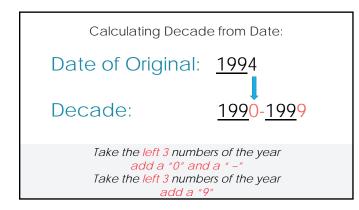






- Enclose fieldnames in square brackets []
- \circ String together text and field contents with an ampersand &
- $\circ\,$ Enclose literal text in quotes " "
- ° Use Functions to operate on the contents of a field

Example: [LASTNAME] & ", " & [FIRSTNAME] Smith, Mary Jones, Jack Carini, Stella ...





	MS ACCESS: FUNCT	IONS - LISTED BY CATEGO	DRY
	into the type of function based of	ovided a list of all Microsoft Access function is adegories such as string, numeric/math sversion, group by, and file/directory funct	
MS Access		are 2 type of functions in Access - function in be used as both, but some can not.	ts used in SQL/Queries and functions used
functions –	Below is the list of MSAccess fu	nctions, sorted by category (ie: type of fur	nction).
10110110	STRING FUNCTIONS		
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	Concat with &	Len	Str
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Source: http://www.techonthenet.com/access/functions/		Red (context method)	

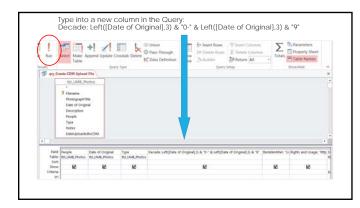
MS Access	MS ACCESS: FUNCTIONS - LISTED BY CATEGORY For early reference, we have provided a list of all Microsoft Access functions. The list of Access functions is sorted with the type of Access functions and and approximately access functions and accessful point domain aggringets, data type convention, group by, and Reiderstory functions.
functions – something for everyone!	DESCRIPTION The Microsoft Access Left function extracts a substring from a string, starting from the left- most character. SYNTAX The syntax for the Microsoft Access Left function is: Left (text, number_of_characters) Parameters or Arguments Text is the string that you wish to extract from. Number_of_characters indicates the number of characters that you wish to extract starting from the left-most character.
Source: http://www.techonthenet.com	/access/functions/

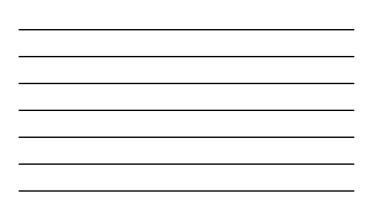


Calculating Decade from Year field	in MS Access
Left(text, number-of-cha	aracters)
Left([Date of Original],3) &"0-" & Left([Date of Original],3) &"9"	199 1990- 1990-199 1990-1999
Remember: String together text and field contents with &	
Enclose fieldnames in	

Calculating Decade f	rom Year field in MS Access
Left([Date of Original],3) &"(0-"&Left([Date of Original],3)&"9"
DATE OF ORIGINAL	DECADE: Left([Date of Original],3) &*0-*&Left([Date of Original],3)&*9*
1994-01-25	1990 - 1999
2004	2000 - 2009
1877-12-15	1870 - 1879
1817-11-06	1810 – 1819
1943-05-10	1940 - 1949
2015-01-31	2010 - 2019

LEFT function syntax: Left(text field, number-of-characters)





Another example: Auto-generate the Identifier field	

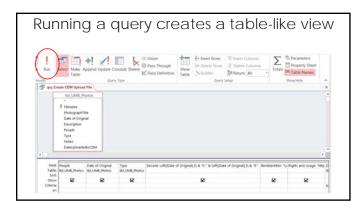
Identifier (at UMB) is based on the Filename
 FILENAME: UAPHO-0004-0382.TIF

• IDENTIFIER: UASC-UAPHO-0004-0382

In English? To create the CDM identifier, add "UASC-" to the front of the filename, and get rid of ".TIF" from the end of the filename.

In MS Access? "UASC-" & Replace([Filename],".TIF","")

Replace function syntax: Replace(Text field, Text-to-disappear, Replacement text)



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	Aerial view of the University of Massachusetts Boston campus	Aerial view of the University of		1967	image	1960-1969	UASC-UAPHO-0001-0226	http://blogs.umb.edu/archiv es/about/rights-and-
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	Maxine Hong Kingston and Brenda Cherry at the 1991	Author and UC Berkeley professor Maxine Hong	Kingston, Maxine	1991-06-01	inage	1990-1999	UASC-UAPHO-0002-0001	http://blogs.umb.edu/archiv m/about/rights.and-
	sudith lameson speaking at the 1999 Commencement dinner at	Dancer and choreographer Judith	Jameson, Judeth	1999-06-05	image	1990-1999	UASC-UAPHD-0002-0107	http://blogs.umb.edu/archiv es/about/rights-and-
	Student reading in front of cubicles in Joseph P. Healey	Student reading in front of cubicles in Joseph P.		1978	briage	1970-1979	UASC-UAPHO-0001-0346	http://blogs.umb.edu/archiv et/about/rights-and-
	"Hand" by Jean Tock on display in the Joseph P. Healey Library	'Hand.' (32' height). Plaster, vermiculite and		1982-04-13	lenage	1980-1989	UASC-UAPHO-0001-0483	http://blogs.umb.edu/archiv en/about/rights-and-
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	Aerial view of the Call Pasture Pamping Station on Columbia	Aerial view of the Call Pasture Pumping Station,		1964	Irrage	1960-1969	UASC-UAPHO-0001-0175	http://blogs.unib.edu/archiv es/about/rights-an5
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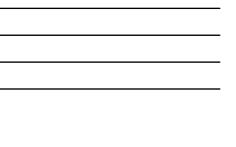
Access Query columns - exactly match order of CDM fields

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- 1. Create a simple table in MS Access
- 2. Create a Query in MS Access to auto-generate additional fields for CDM
- 3. Copy and paste the query results into a text file and save file.
- 4. Use that text file as the "tab delimited text file" during the batch upload process in the Project Client.





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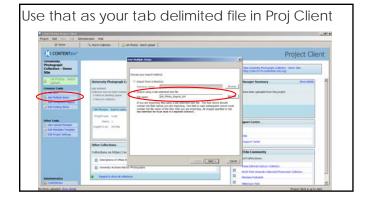
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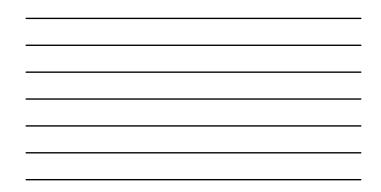
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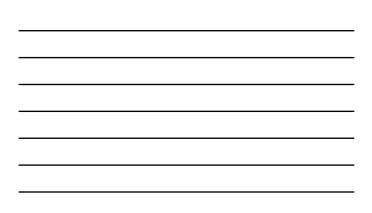








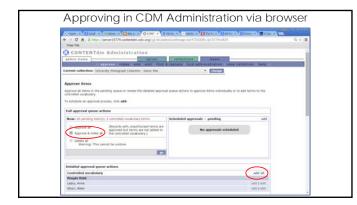




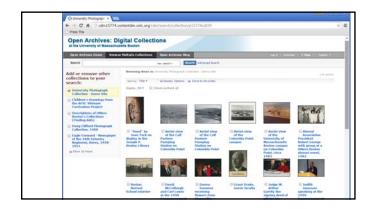
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Here, again, are the Steps:

- 1. Create a simple table in MS Access
- 2. Create a **Query** in MS Access to auto-generate additional fields for CDM
- 3. Check that the order of the fields matches in the query results and in CDM's Collection Field Properties
- 4. Copy and paste the query results into a text file and save file.
- 5. Use that text file as your "tab delimited text file" during the batch upload process in the Project Client

Questions? Feel free to contact me with follow-up questions: Joanne Riley University of Massachusetts Boston joanne.riley@umb.edu





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Copying a list of filenames to the clipboard (Win 7 and later)

• 1. Highlight one or more files for which you'd like to copy the path in Win Explorer. 2. Hold down the shift key, and right-click any of the highlighted files. 3. When the context menu pops up, left click on the **Copy As Path** entry that has magically

appeared because you're holding the shift key down.



Tips and Recommended Resources

• From a Windows Command Prompt (CMD): dir /b >myfilenames.txt

Filename grabber: <u>http://www.infonautics.ch/directorylistprint/index.htm</u>

Add an extension to the Send To menu to allow you to right-click on a file or files and choose Send To -> Clipboard (as Name).
 http://www.gabrieleponti.com/software/index.html#sendtotoys

http://www.gabtieleponti.com/solt/wate/index.html#sendiologs Macintosh: I select all the files in Finder, press Command-C, then copy into MS Access Earlier Windows OS: Launch the **Command Prompt** from the Run Window (**Windows 7 & Windows** 8) by pressing Win+R on your keyboard. Then, where you see "Open:" type "cmd" and press finter. At the command prompt, type the path of your image directory (e.g. E:\images\) and press enter. Then type "dir /b > imagefilenames.txt" and press enter. It will look like nothing happened, but you now have a new text file in the E:\images directly that contains a list of your image filenames as text. MS Access help with expressions: https://support.offce.com/en-ie/article/Guide-to-expression-syntax-ebc770bc-8486-4adc-a9ec-7427cce39a90