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Batch Uploading to ContentDM with the Help of MS Access

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BATCH UPLOADING WITH THE HELP OF MS ACCESS

Using CONTENTdm: an Amigos Online Conference
February 12, 2015
Presenter: Joanne Riley
University Archivist, UMass Boston



Goal: Upload multiple photos and related metadata into our online repository with minimum effort and maximum reliability

Image ID	Image Title	Image Description	Image Date	Image Location	Image Author	Image Creator	Image Subject	Image Keyword	Image Language	Image Format	Image Size	Image Type	Image Status
1	1950s Group Photo	Group of five people in formal attire	1950	University	Unknown	Unknown	Group	Formal	English	JPEG	1000x1000	Image	Active
2	Aerial View of Building	Aerial view of a large building complex	2000	University	Unknown	Unknown	Building	Architecture	English	JPEG	1000x1000	Image	Active
3	Two Women at Table	Two women sitting at a table	2000	University	Unknown	Unknown	People	Event	English	JPEG	1000x1000	Image	Active
4	Classroom	Classroom with students at desks	2000	University	Unknown	Unknown	Classroom	Education	English	JPEG	1000x1000	Image	Active
5	Waterfront View	Waterfront view of a city	2000	University	Unknown	Unknown	City	Waterfront	English	JPEG	1000x1000	Image	Active
6	Group in Snow	Group of people in winter clothing	2000	University	Unknown	Unknown	Group	Winter	English	JPEG	1000x1000	Image	Active

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

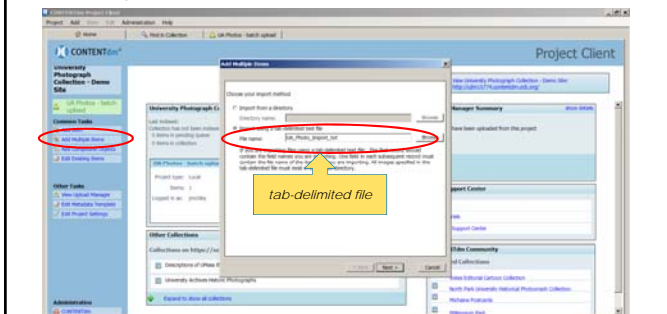
- **ContentDM - (CDM)**: a commercially available digital asset management system (DAM) primarily used by libraries and archives. Supports the upload, description, management and access of digital collections. *(source: Wikipedia)*
- **The Project Client**: A Windows-based, digital collection builder 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

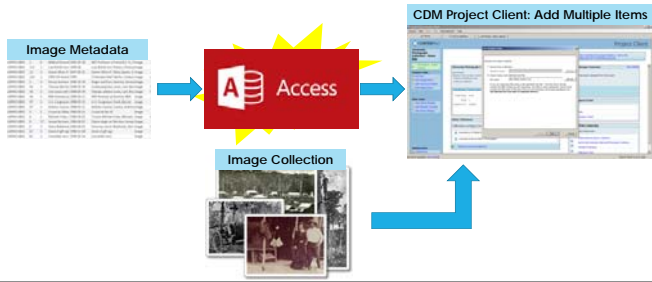
1. Title
2. Description
3. People
4. Date of Original
5. Decade
6. Type
7. Identifier
8. Rights & Usage

Field name	DC map	Data type	Large	Search	Hide	Required	Vocab
1 Title	Title	Text	No	Yes	No	Yes	No
2 Description	Description	Text	Yes	Yes	No	No	No
3 People	Subject	Text	No	Yes	No	No	Yes-shared
4 Date of Original	Date	Date	No	Yes	No	No	No
5 Decade	Coverage-Temporal	Text	No	Yes	No	No	Yes-shared
6 Type	Type	Text	No	Yes	Yes	No	Yes
7 Identifier	Identifier	Text	No	Yes	No	Yes	No
8 Rights & Usage	Rights	Text	No	No	No	Yes	No

The Project Client's "Add Multiple Items" works well IF you have a well-formed *tab-delimited file*



At UMB, we use MS Access to create reliable tab-delimited text files for the CDM Project Client



Steps

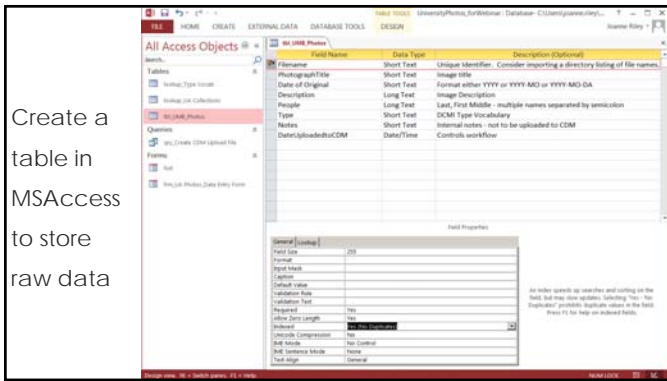
1. Create a simple **table** in MS Access
2. Create a **Query** in MS Access to auto-generate additional fields for CDM
3. Copy and paste the query results into a **text file** and save file.
4. Use that text file as the "**tab delimited text file**" during the batch upload process in the Project Client.



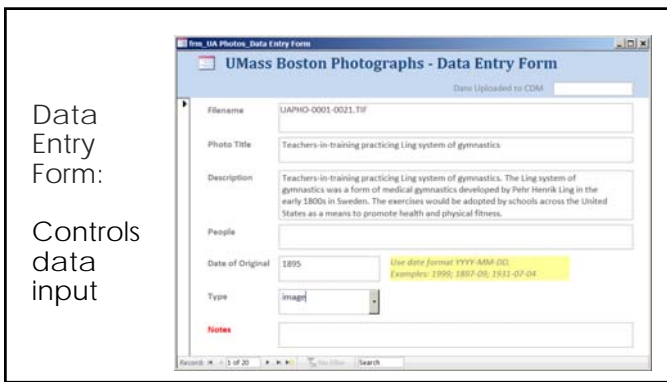
Steps

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.





Create a table in MS Access to store raw data



Data Entry Form:
Controls data input

Steps

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.



Results of a Query that combines table data + calculated fields:

Data from the table(s):		Calculated Fields						
ItemID	PhotographFile	Description	People	Date of Original	Type	Decade	ItemIdentifier	Rights and U..
UAPHO-0001-0029.tif	Boston Normal School exterior	The exterior of the Boston Normal School's		1911	Image	1910-1919	UASC-UAPHO-0001-0029	http://ibags.u...
UAPHO-0001-0032.tif	Miss Leary, faculty member of Teachers College of the City of Boston	Miss Leary, faculty member of Teachers College of the City of Boston	Leary, Anne	1941	Image	1940-1949	UASC-UAPHO-0001-0032	http://ibags.u...
UAPHO-0001-0046.tif	Grant Drake, music faculty at Teachers College of the City of Boston	Grant Drake, music faculty at Teachers College of the City of Boston	Drake, Grant	1931	Image	1930-1939	UASC-UAPHO-0001-0046	http://ibags.u...
UAPHO-0001-0226.tif	Aerial view of the University of Massachusetts Boston campus	Aerial view of the University of Massachusetts Boston campus		1967	Image	1960-1969	UASC-UAPHO-0001-0226	http://ibags.u...
UAPHO-0001-0002.tif	Donna Sommers receiving review from Chancellor Sherry	Singer and Doncaster Donna Sommers, Donna	Sommers, Donna	1996-10-16	Image	1990-1999	UASC-UAPHO-0002-0002	http://ibags.u...
UAPHO-0001-0001.tif	Maxine Hong Kingston and Brenda Cherry at the 1991	Author and UC Berkeley professor Maxine Hong Kingston, Maxine	Kingston, Maxine	1991-06-01	Image	1990-1999	UASC-UAPHO-0001-0001	http://ibags.u...
UAPHO-0001-0107.tif	Judith Jaramon speaking at the 1999 Commencement dinner at the University of Massachusetts Boston	Director and choreographer Judith Jaramon, Judith	Jaramon, Judith	1999-06-05	Image	1990-1999	UASC-UAPHO-0001-0107	http://ibags.u...
UAPHO-0001-0346.tif	Student reading in front of sculptures in Joseph P. Healey	Student reading in front of sculptures in Joseph P. Healey		1978	Image	1970-1979	UASC-UAPHO-0001-0346	http://ibags.u...
UAPHO-0001-0483.tif	"Hand" by Jean Tock on display in the Joseph P. Healey Library	"Hand," 132" height, plaster, vermiculite and fiberglass sculpture by Jean Tock, Jean	Tock, Jean	1982-04-11	Image	1980-1989	UASC-UAPHO-0001-0483	http://ibags.u...
UAPHO-0001-0174.tif	Aerial view of the Call Pasture Pumping Station on Columbia Island	Aerial view of the Call Pasture Pumping Station on Columbia Island		1964	Image	1960-1969	UASC-UAPHO-0001-0174	http://ibags.u...
UAPHO-0001-0175.tif	Aerial view of the Call Pasture Pumping Station on Columbia Island	Aerial view of the Call Pasture Pumping Station on Columbia Island		1964	Image	1960-1969	UASC-UAPHO-0001-0175	http://ibags.u...
UAPHO-0001-0040.tif	David McCullough and Carl Lewis at the 1998	Author David McCullough, Carl	Lewis, Carl	1998-05-31	Image	1990-1999	UASC-UAPHO-0002-0040	http://ibags.u...
UAPHO-0001-0009.tif	Judge W. Arthur Ganley	Judge W. Arthur Ganley	Ganley, W. Arthur	1999-12-08	Image	1990-1999	UASC-UAPHO-0001-0009	http://ibags.u...

Results of a Query that combines table data + calculated fields:

Data from the table(s):		Calculated Fields						
ItemID	PhotographFile	Description	People	Date of Original	Type	Decade	ItemIdentifier	Rights and U..
UAPHO-0001-0029.tif	Boston Normal School exterior	The exterior of the Boston Normal School's		1911	Image	1910-1919	UASC-UAPHO-0001-0029	http://ibags.u...
UAPHO-0001-0032.tif	Miss Leary, faculty member of Teachers College of the City of Boston	Miss Leary, faculty member of Teachers College of the City of Boston	Leary, Anne	1941	Image	1940-1949	UASC-UAPHO-0001-0032	http://ibags.u...
UAPHO-0001-0046.tif	Grant Drake, music faculty at Teachers College of the City of Boston	Grant Drake, music faculty at Teachers College of the City of Boston	Drake, Grant	1931	Image	1930-1939	UASC-UAPHO-0001-0046	http://ibags.u...
UAPHO-0001-0226.tif	Aerial view of the University of Massachusetts Boston campus	Aerial view of the University of Massachusetts Boston campus		1967	Image	1960-1969	UASC-UAPHO-0001-0226	http://ibags.u...
UAPHO-0001-0002.tif	Donna Sommers receiving review from Chancellor Sherry	Singer and Doncaster Donna Sommers, Donna	Sommers, Donna	1996-10-16	Image	1990-1999	UASC-UAPHO-0002-0002	http://ibags.u...
UAPHO-0001-0001.tif	Maxine Hong Kingston and Brenda Cherry at the 1991	Author and UC Berkeley professor Maxine Hong Kingston, Maxine	Kingston, Maxine	1991-06-01	Image	1990-1999	UASC-UAPHO-0001-0001	http://ibags.u...
UAPHO-0001-0107.tif	Judith Jaramon speaking at the 1999 Commencement dinner at the University of Massachusetts Boston	Director and choreographer Judith Jaramon, Judith	Jaramon, Judith	1999-06-05	Image	1990-1999	UASC-UAPHO-0001-0107	http://ibags.u...
UAPHO-0001-0346.tif	Student reading in front of sculptures in Joseph P. Healey	Student reading in front of sculptures in Joseph P. Healey		1978	Image	1970-1979	UASC-UAPHO-0001-0346	http://ibags.u...
UAPHO-0001-0483.tif	"Hand" by Jean Tock on display in the Joseph P. Healey Library	"Hand," 132" height, plaster, vermiculite and fiberglass sculpture by Jean Tock, Jean	Tock, Jean	1982-04-11	Image	1980-1989	UASC-UAPHO-0001-0483	http://ibags.u...
UAPHO-0001-0174.tif	Aerial view of the Call Pasture Pumping Station on Columbia Island	Aerial view of the Call Pasture Pumping Station on Columbia Island		1964	Image	1960-1969	UASC-UAPHO-0001-0174	http://ibags.u...
UAPHO-0001-0175.tif	Aerial view of the Call Pasture Pumping Station on Columbia Island	Aerial view of the Call Pasture Pumping Station on Columbia Island		1964	Image	1960-1969	UASC-UAPHO-0001-0175	http://ibags.u...
UAPHO-0001-0040.tif	David McCullough and Carl Lewis at the 1998	Author David McCullough, Carl	Lewis, Carl	1998-05-31	Image	1990-1999	UASC-UAPHO-0002-0040	http://ibags.u...
UAPHO-0001-0009.tif	Judge W. Arthur Ganley	Judge W. Arthur Ganley	Ganley, W. Arthur	1999-12-08	Image	1990-1999	UASC-UAPHO-0001-0009	http://ibags.u...

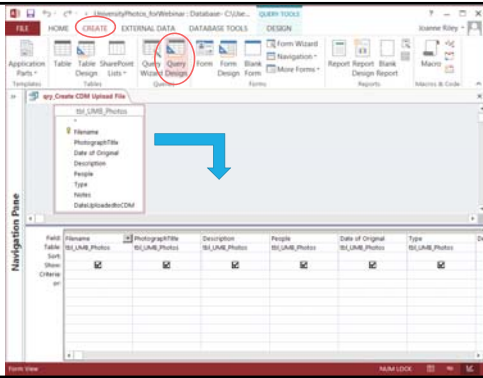
Some fields in our ContentDM Collection that could be auto-generated by MS Access:

- Decade (*generate from the item date*)
- Identifier (*generate from the filename*)
- Rights and Reproduction URL (*use same text each time*)

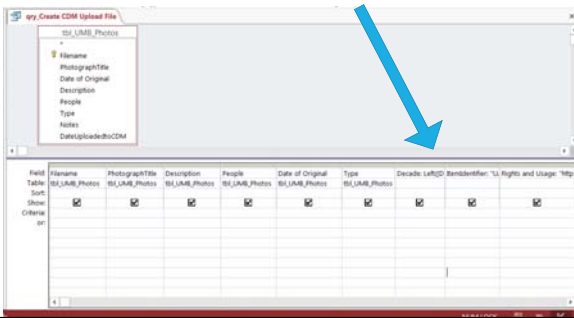
Field name	DC map	Data type	Large	Search	Hide	Required	Vocab
1 Title	Title	Text	No	Yes	No	Yes	No
2 Description	Description	Text	Yes	Yes	No	No	No
3 People	Subject	Text	No	Yes	No	No	Yes-shared
4 Date of Original	Date	Date	No	Yes	No	No	Yes-shared
5 Decade	Coverage Temporal	Text	No	Yes	No	No	Yes-shared
6 Type	Type	Text	No	Yes	Yes	No	Yes
7 Identifier	Identifier	Text	No	Yes	No	Yes	No
8 Rights & Usage	Rights	Text	No	No	No	Yes	No



Start by adding to the Query grid all of the table fields that you want to import into CDM



Next add any desired Calculated Fields to the Query grid, to auto-create some fields to go into CDM.



Calculating Decade from Date:

Date of Original: 1994

Decade: 1990 -1999

What Would Your Brain Do?



Calculating Decade from Date:

Date of Original: 1994
Decade: 1990-1999

Calculating Decade from Date:

Date of Original: 1994
Decade: 1990-1999

Take the left 3 numbers of the year
add a "0" and a "-"
Take the left 3 numbers of the year
add a "9"

MS Access Expressions

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

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

Calculating Decade from Date:

Date of Original: 1994

Decade: 1990-1999

Take the *left 3 numbers of the year*
 add a "0" and a " -"
 Take the *left 3 numbers of the year*
 add a "9"

MS Access functions – something for everyone!

MS ACCESS: FUNCTIONS - LISTED BY CATEGORY

For easy reference, we have provided a list of all Microsoft Access functions. The list of Access functions is sorted into the type of function based on categories such as string, numeric/mathematical, datetime, advanced logical, domain aggregate, data type conversion, group by, and field/object functions.

It is important to note that there are 2 type of functions in Access - functions used in SQL/Queries and functions used in VBA code. Some functions can be used as both, but some can not.

Below is the list of MS/Access functions, sorted by category (ie: type of function).

STRING FUNCTIONS

Asc	LCase	RTriM
Chr	Left	Space
Concat with &	Len	Str
CutDel	LTrim	StrComp
Format (with Strings)	Mid	StrConv
Instr	Replace	Trim
InstrRev	Right	UCase

NUMERIC / MATHEMATICAL FUNCTIONS

Abs	Fix	Round
Atn	Format (with Numbers)	Sign
Avg	Int	Sum
Cos	Max	Val
Count	Min	

Source: <http://www.techonthenet.com/access/functions/>

MS Access functions – something for everyone!

MS ACCESS: FUNCTIONS - LISTED BY CATEGORY

For easy reference, we have provided a list of all Microsoft Access functions. The list of Access functions is sorted into the type of function based on categories such as string, numeric/mathematical, datetime, advanced logical, domain aggregate, data type conversion, group by, and field/object functions.

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-characters)

Left([Date of Original],3) 199
 &"0-" 1990-
 & Left([Date of Original],3) 1990-199
 &"9" 1990-1999

Remember: String together text and field contents with &

Enclose fieldnames in []

Enclose literal text in " "

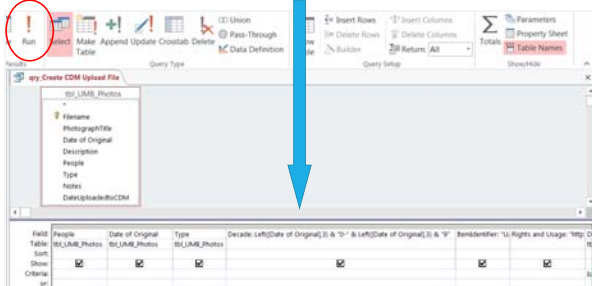
Calculating Decade from Year field in MS Access

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)

Type into a new column in the Query:
 Decade: Left([Date of Original],3) &"0-" & Left([Date of Original],3) &"9"



Another example: Auto-generate the Identifier field

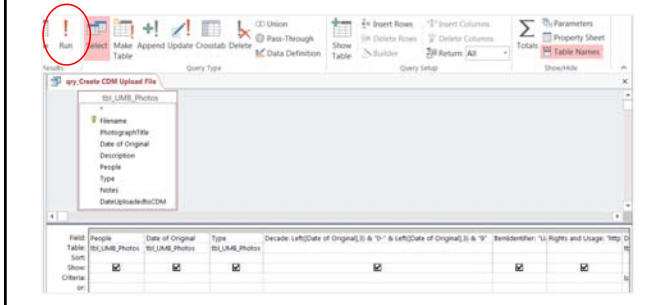
- Identifier (at UMB) is based on the Filename
- FILENAME: UAPHO-0004-0382.TIF
- IDENTIFIER: UASC-UAPHO-0004-0382

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)

Running a query creates a table-like view

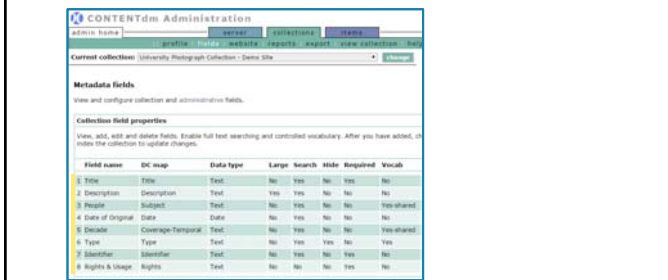


Run the Query - Voila'!

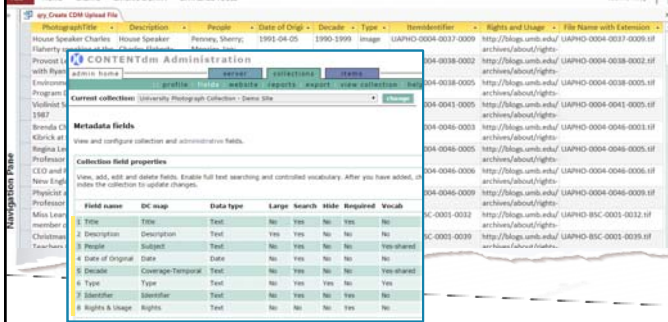
Auto-generated with calculated fields

UAPHO-0001-0029.TIF	PhotographTitle	Description	People	Date of Original	Type	Decade	Remidentifier	Rights and Usage
UAPHO-0001-0029.TIF	Boston Normal School exterior	The entrance of the Boston Normal School's		1911	Image	1910-1919	UASC-UAPHO-0001-0029	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0032.TIF	Miss Leary, faculty member of Teachers College of the City of	Miss Leary, faculty member of Teachers College of the City of	Leary, Anne	1941	Image	1940-1949	UASC-UAPHO-0001-0032	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0046.TIF	Grant Drake, music faculty	Grant Drake, music faculty	Drake, Grant	1931	Image	1930-1939	UASC-UAPHO-0001-0046	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0226.TIF	Aerial view of the University of Massachusetts Boston campus	Aerial view of the University of Massachusetts Boston campus		1967	Image	1960-1969	UASC-UAPHO-0001-0226	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0002-0002.TIF	Donna Summer performing Powers From Character Sherry	Singer and Doncaster Donna Summer, Boston, MA	Summer, Donna	1996-10-10	Image	1990-1999	UASC-UAPHO-0002-0002	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0002-0001.TIF	Maxine Hong Kingston and Brenda Cheney at the 1991	Author and UC Berkeley professor Maxine Hong Kingston, Boston, MA	Kingston, Maxine	1991-06-01	Image	1990-1999	UASC-UAPHO-0002-0001	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0002-0107.TIF	Judith Jamerson speaking at the 1999 Commencement dinner at	Judith Jamerson speaking at the 1999 Commencement dinner at Boston College	Jamerson, Judith	1978	Image	1970-1979	UASC-UAPHO-0002-0107	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0346.TIF	Student reading in front of cubicles in Joseph P. Healey	Student reading in front of cubicles in Joseph P. Healey Library		1982-04-13	Image	1980-1989	UASC-UAPHO-0001-0346	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0483.TIF	"Hand" by Jean Tock on display in the Joseph P. Healey Library	"Hand" (12' height) by Jean Tock on display in the Joseph P. Healey Library		1964	Image	1960-1969	UASC-UAPHO-0001-0483	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0174.TIF	Aerial view of the Call Pasture Pumping Station on Columbia	Aerial view of the Call Pasture Pumping Station, Columbia, MA		1964	Image	1960-1969	UASC-UAPHO-0001-0174	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0001-0175.TIF	Aerial view of the Call Pasture Pumping Station on Columbia	Aerial view of the Call Pasture Pumping Station, Columbia, MA		1964	Image	1960-1969	UASC-UAPHO-0001-0175	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0002-0040.TIF	David McCullough and Carl Lewis at the 1968	Author David McCullough and Olympic athlete Carl Lewis, Boston, MA	Lewis, Carl	1968-05-31	Image	1960-1969	UASC-UAPHO-0002-0040	http://blogs.umb.edu/archives/about/rights-and-usage/
UAPHO-0002-0067.TIF	Judge W. Arthur Garity the	Judge W. Arthur Garity the	Garity, W.	1999-12-08	Image	1990-1999	UASC-UAPHO-0002-0067	http://blogs.umb.edu/archives/about/rights-and-usage/

Access Query columns – exactly match order of CDM fields



Access Query columns – exactly match order of CDM fields



Steps

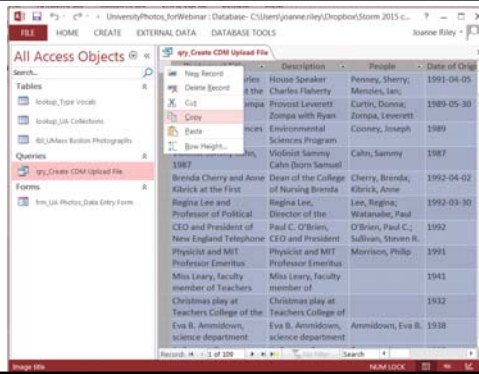
1. Create a simple table in MS Access
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3. Copy and paste the query results into a text file and save file.
4. Use that text file as the "tab delimited text file" during the batch upload process in the Project Client.



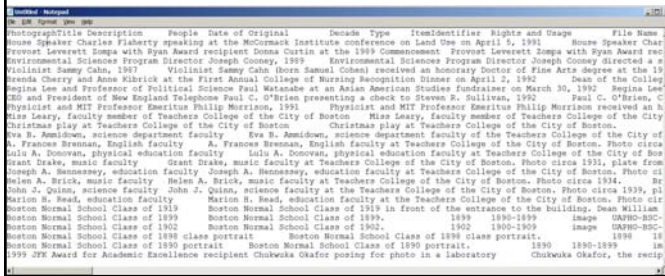
Time to batch upload!

“Select All” in the query results (Ctrl-A or click the upper left grey box)

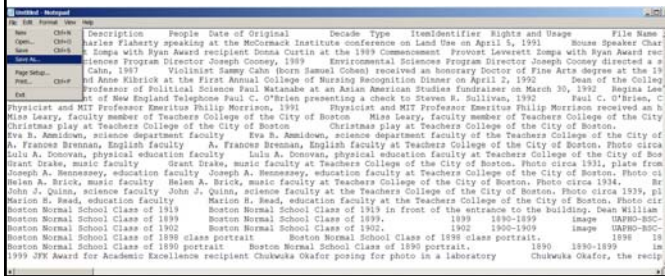
Copy...



Paste into a plain text file (Notepad) Turn Wordwrap OFF under “Format”



Save the file someplace you can find it

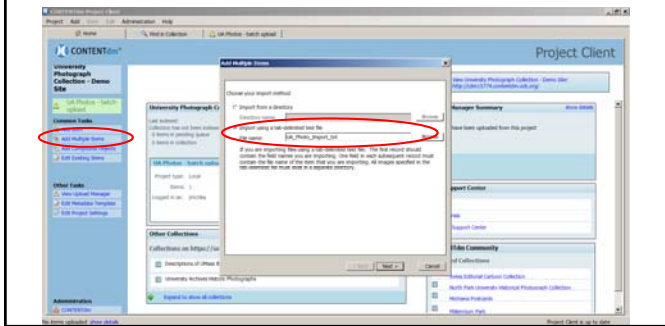


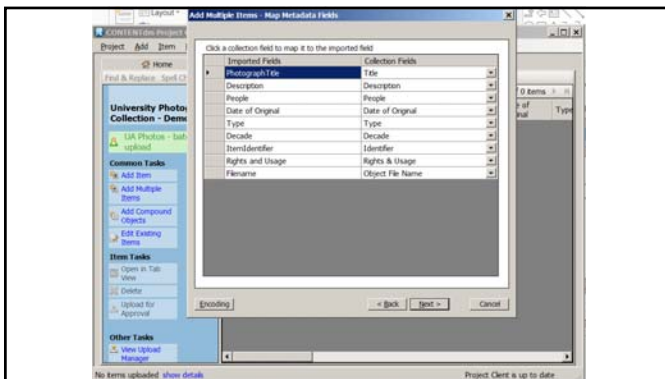
Steps

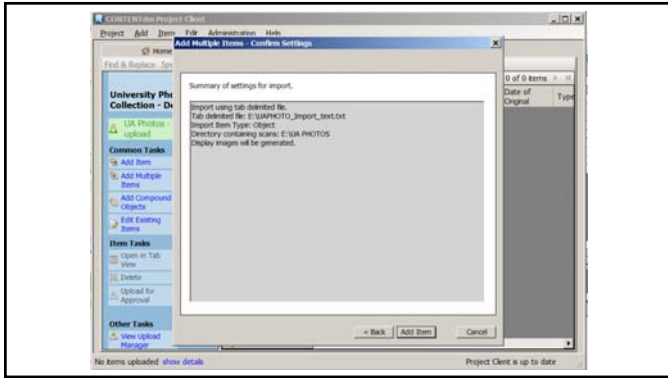
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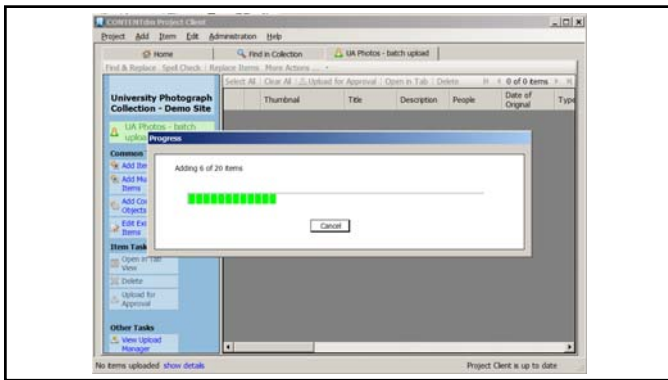


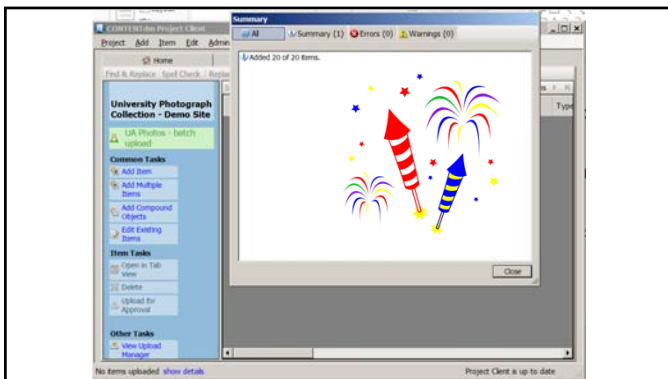
Use that as your tab delimited file in Proj Client

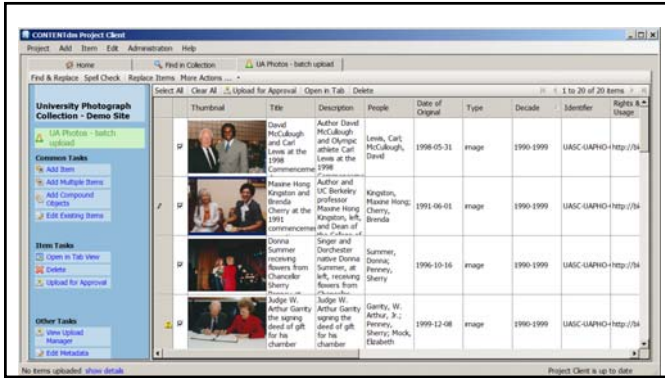


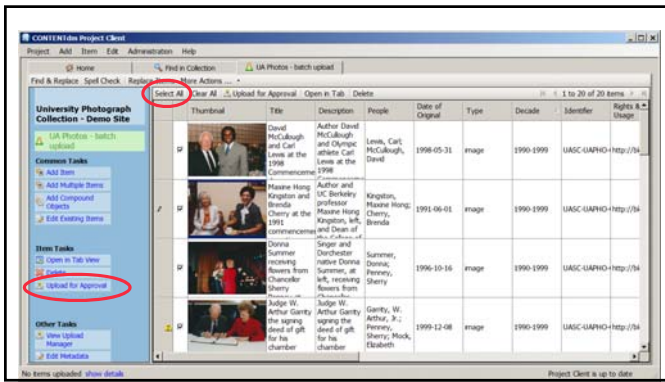




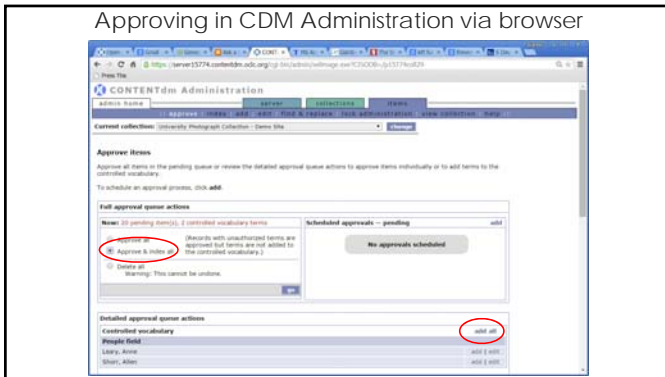


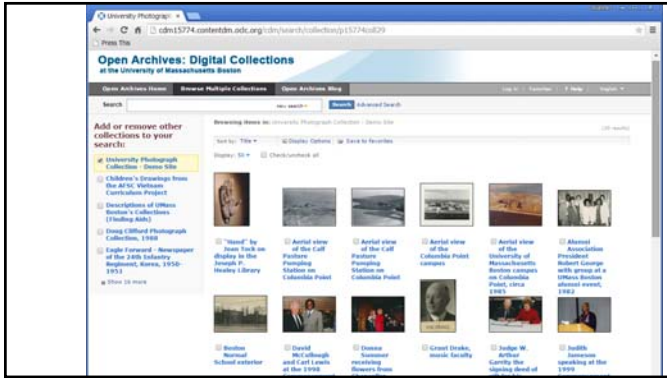






Approving in CDM Administration via browser





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:

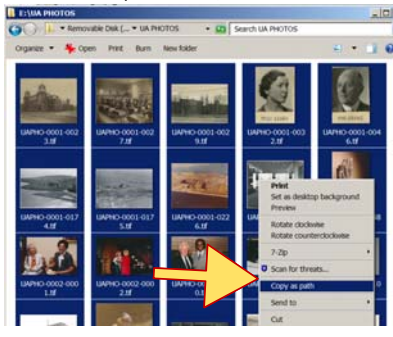
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Copying a list of filenames to the clipboard (Win 7 and later)

- 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: <http://www.infonautics.ch/directorylistprint/index.htm>
 - 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#sendtotoyz>
- 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 Enter. At the command prompt, type the path of your image directory (e.g. E:\images\N) 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 directory that contains a list of your image filenames as text.
- MS Access help with expressions: <https://support.office.com/en-ie/article/Guide-to-expression-syntax-ebc770bc-8486-44dc-a9ec-7427cce39a90>
