Editing Existing Items in CONTENTdm’s Project Client

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• Open an existing collection in Project Client
• Click the “Find in Collection” tab
• Click “Browse Collection” (may take awhile to load, depending on collection size)
- Items in collection will appear in the center pane
Select items for editing, option #1: Select All
• Select items to edit, option #2: Check off individual items using the checkboxes
• Then click “Add to Project (edit)”

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Description</th>
<th>Creator</th>
<th>Publisher</th>
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<tbody>
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<td>Minnesota Econ...</td>
<td>The wages of...</td>
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<td>At your service...</td>
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<td>Minnesota Dep...</td>
<td></td>
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</tbody>
</table>
• Items will turn blue and a lock will appear on the left
• Next, click the tab with the name of your project
- You will be taken to the screen where you can begin editing your items.
You can edit fields directly on this screen, but beware of bugs that will lose your changes.
• To edit an item, you can either...
- ... check the item's checkbox and select “Open in Tab”
• Or you can double-click any of the item’s fields
Either option will open the screen where you can edit the item’s metadata.
Double clicking a field will open a bigger window for easier editing.
The wages of Minnesotans are looking up / by Dave Senf -- Occupational profile climbing ladders to success / by Kar Schuch -- Moonlighting in Minnesota / by Dave Senf -- The age divide generations in the workplace / by Rachel Hillman -- Through no fault of your own history, purpose and process of unemployment insurance / by John Berglund -- Water transportation in Minnesota / by Matthew Schoppner -- Letter to our readers -- Meet the writers -- Commissioner's forum.
• When editing, you can also run “Find & Replace” and “Spell Check” options on metadata
When editing a compound object, you can also select individual pages and add metadata for each of those.
To return to main metadata for item, click the name of the item at top of the list of pages.
When you're done editing, you can save two ways:
• If you’re only editing one item in a collection, click “Save” on left and “Close” on right.
• If you’re editing multiple items, click “Save and Next” (or “Save and Back”)
• When you’re done editing, check the items ready to be re-uploaded to the web
• Then click “Upload for Approval”
• If you are uploading many items at once, you can monitor progress via “View Upload Manager”
• Upload Manager (at bottom of screen) shows progress of items being uploaded
• Once uploads are complete, click “Administration” menu and select “Approve”
This takes you to the web-based admin approval screen, where you can approve and index items like usual.
• That’s it for basic editing!

• A couple extra tips…
Tip #1: Don’t want to edit the item after all? Check the box and click “Delete” at the top.
• Deleted items are unlocked and restored to normal on “Find in Collection” tab
• Tip #2: Is your item stuck in locked mode despite being approved and re-indexed?
• Go to the web-based administration screen and select the “Items” tab. Then select “Lock Administration” from the main menu.
- Use “Unlock All” to unlock all items or the individual “unlock” options for specific items or pages

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Editing Existing Items in CONTENTdm

Questions?
Sharing Projects in CONTENTdm’s Project Client

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Sharing Projects in CONTENTdm

Why share projects?

So multiple people can access and edit items in a collection without having to share the same computer.
Sharing Projects in CONTENTdm

First, you’ll need (at least) two computers that:

• Have Project Client installed

• Are connected to the same network

• Have access to the same folder on the network
Second, within the shared network folder set up a new folder dedicated to Project Client files.
Third, create the collection within CONTENTdm that will be shared (if it doesn’t already exist)
To do so, log in into the web-based CONTENTdm Administration screen.
Click the “Server” tab
• Click “Add” under Collections
Then, create and configure a collection that fits your needs.
Once your collection is created, you’ll need to set up a project for it in Project Client on one of the computers...
• Open Project Client
• Select “Create New Project”
• Enter your server and log in credentials and click “Next”
Choose the collection you want to set up a shared project for, click “Next”
• Give your Project a name
• Check “Share this project on a network with other users”
• Click “Browse” to locate the shared network folder that your Project will reside in.
• Browse to the shared folder, select it and click OK
• Finally, click Finish
• Project Client will open your new shared project. You’re done with this computer!
Sharing Projects in CONTENTdm

• Now, you’ll need to import the shared project on each one of the other computers that should access it.

• On each of those computers, open Project Client and...
• Select “Import Shared Project”
• Select “Browse”
- Navigate to the shared folder on the network, select the **sub-folder** that has the name of your project, click OK.
• Click “Import”
• Project Client will open the shared project. You’re done with this computer!
Sharing Projects in CONTENTdm

Continue the process of importing a shared project for each computer that you wish to share projects on.

That’s it!

Questions?