

Uploading items into CONTENTdm (created by Andrea Payant – May 2017)

1. Open FileMaker Pro
 - 1.1. Search for the collection
 - 1.2. Check for items with a status of “Yes” under the column “Ready for Upload”
2. Open the shared drive for digital library projects
 - 2.1. Find the folder for the collection
 - 2.2. Using the FileMaker Pro list as a reference, find items that match the filenames ready for upload
 - 2.3. Copy the items to your computer
3. Open CONTENTdm
 - 3.1. Select “Add Item” or “Add Multiple Items” as appropriate >> “Import from a directory” should be selected

Add Multiple Items

Choose your import method

Import from a directory

Directory name: Browse

Import using a tab-delimited text file

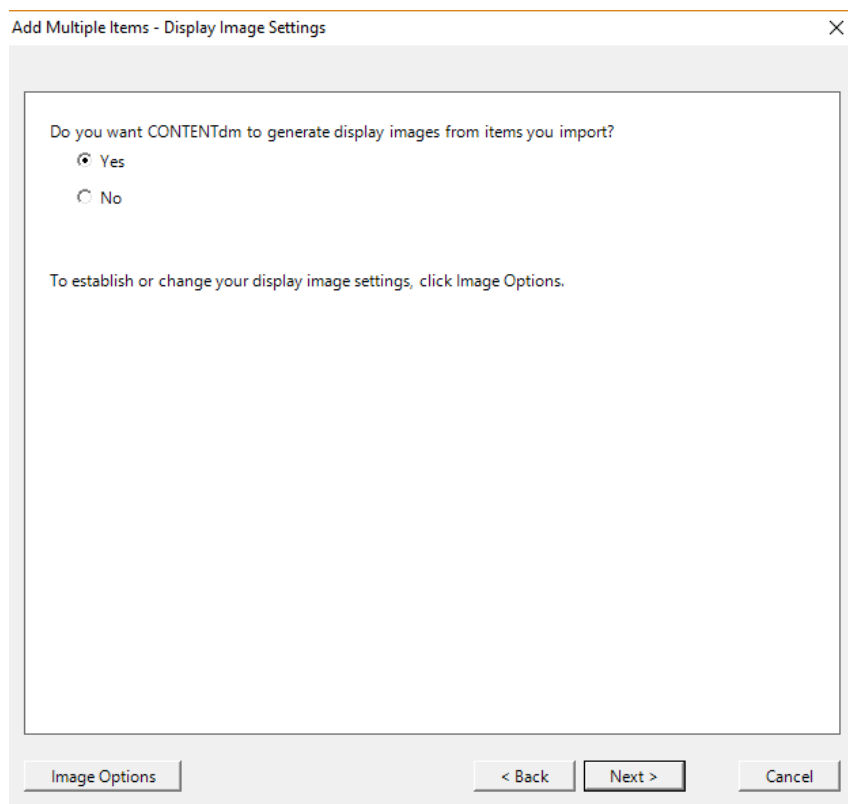
File name: Browse

If you are importing files using a tab-delimited text file: The first record should contain the field names you are importing. One field in each subsequent record must contain the file name of the item that you are importing. All images specified in the tab-delimited file must exist in a separate directory.

< Back Next > Cancel

- 3.2. Browse for the item folder or item you want to upload
- 3.3. Select “Next”

3.4. Make sure the option to create thumbnail images for the items is selected



3.5. Wait for the upload process to complete

3.6. Newly uploaded items are then ready to add to your project

3.7. Once items have been added to your project, check to make sure any metadata templates worked correctly for adding default types and values for items as they were uploaded