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
   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

![Add Multiple Items - Display Image Settings](image)

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