## University of Massachusetts Boston

## ScholarWorks at UMass Boston

Joseph P. Healey Library Publications

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

Follow this and additional works at: https://scholarworks.umb.edu/hlpubs



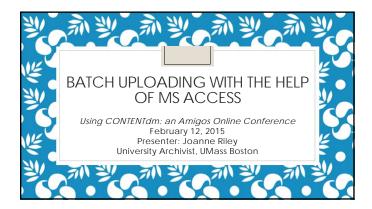
Part of the Education Commons

### **Recommended Citation**

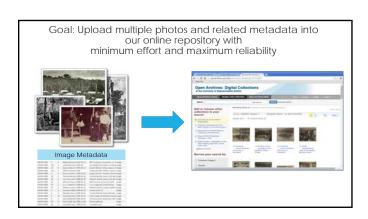
Riley, Joanne M., "Batch Uploading to ContentDM with the Help of MS Access" (2015). Joseph P. Healey Library Publications. 25.

https://scholarworks.umb.edu/hlpubs/25

This Presentation is brought to you for free and open access by the Joseph P. Healey Library at ScholarWorks at UMass Boston. It has been accepted for inclusion in Joseph P. Healey Library Publications by an authorized administrator of ScholarWorks at UMass Boston. For more information, please contact scholarworks@umb.edu.







## 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



## 

The Project Client's "Add Multiple Items" works well

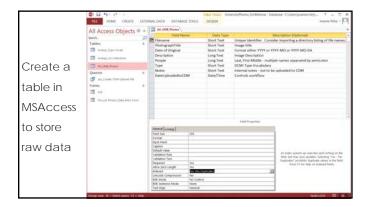
	e use MS Access ext files for the C		
Image Metadata		CDM Project Client:	Add Multiple Items
March   Marc	A Access	Water and the second se	Distriction of the state of the
	Image Collection		5

## Steps

- 1. Create a simple table in MS Access
- 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
- 4. Use that text file as the "tab delimited text file" during the batch upload process in the Project Client.



Data
Entry
Form:

UMass Boston Photographs - Data Entry Form

Date Uploaded to CDM

Filename
UAPID-0001-0021. Tif

Photo Title
Photo Title
Description
Teachers in training practicing Ling system of gymnestics. The Ling system of gymnestics was a form of medical gymnestic developed by Petr Internal Ling in the gymnestics was a form of medical gymnestic developed by Petr Internal Ling in the gymnestics was a remain to promote health and physical filmes.

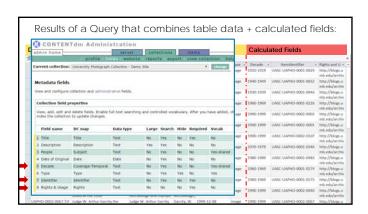
Controls
data
Input

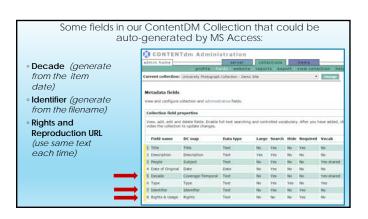
Date of Original
IEEE.

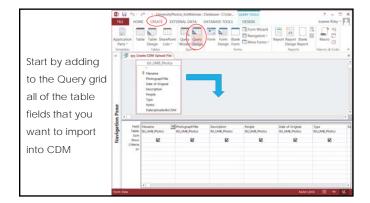
Date of

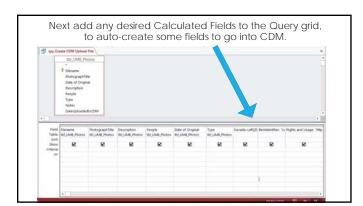
## Create a simple table in MS Access Create a Query in MS Access to auto-generate additional fields for CDM Copy and paste the query results into a text file and save file. Use that text file as the "tab delimited text file" during the batch upload process in the Project Client.

Data from the	table(s):					Calcul	ated Fields	
spy, Greate CDM Upland F	ile \						N	
Filename +	Photograph little •		People +	Date of Original -	Type	Decade		Hights 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://blogs.r mb.edu/archi
UAPHO-0001-0032.TIF	Miss Leary, faculty member of Teachers College of the City of	Miss Leary, faculty member of Teachers	Leary, Anne	1941	image	1940-1949	UASC-UAPHO-0003-0012	http://blogs.r mb.edu/arch
UAPHO-0001-0046.71F	Grant Drake, music faculty	Grant Drake, music faculty at Teachers	Drake, Grant	1931	irrage	1990-1939	UASC-UAPHO-0003-0046	http://blogs.i mb.edu/arch
UAPHO 0001-0226.TIF	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.i mb.edu/arch
UAPHO-0002-0002.TIF	Donna Summer receiving flowers from Chancellor Sherry	Singer and Dorchester native Donna Summer,	Summer, Donna;	1996-10-16	image	1990-1999	UASC-UAPHO-0002-0002	http://blogs.r mb.edu/arch
UAPHO-0002-0001.TIF	Maxine Hong Kingston and Brenda Cherry at the 1991	Author and UC Berkeley professor Maxine Hone	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	image	1990-1999	UASC-UAPHO-0002-0507	http://blogs.i mb.edu/archi
UAPHO-0001-0346.TH	Student reading in front of cubicles in Joseph P. Healey	Student reading in front of cubicles in Joseph P.		1978	Image	1970-1979	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). Master, vermiculite and		1982-04-13	image	1980-1989	UASC-UAPHO-0001-0483	http://blogs.i mb.edu/archi
UAPHO-0001-0174.11F	Aerial view of the Call Pasture Pumping Station on Columbia	Aerial view of the Calf Pasture Paraping Station,		1964	Image	1960-1969	UASC-UAPHO-0001-0174	http://blogs. mb.edu/arch
UAPHO-0001-0175.TIF	Aerial view of the Calf Pasture Pumping Station on Columbia	Aerial view of the Calf Pasture Pumping Station,		1964	Image	1960-1969	UASC-UAPHO-0001-0175	http://blogs. mb.edu/arch
UAPHO-0002-0040.TIF	David McCullough and Carl Lewis at the 1998	Author David McCullough and Olympic	Lewis, Carl; McCulough	1998-05-31	image	1990-1999	UASC-UAPHO-0002-0040	http://blogs. mb.edu/arch
UAPHO-0002-0067.TH	Judge W. Arthur Garrity the	Judge W. Arthur Garrity	Garrity, W.	1999-12-08	image	1990-1999	UASC-UAPHO-0002-0067	http://bloam.









Calculating Decade from Date:

Date of Original: 1994

Decade: 1990 -1999



What Would Your Brain Do?



Calculating Decade from Date:	
Date of Original: 1994	
Eate of original 177	
Decade: <u>199</u> 0- <u>199</u> 9	
Calculating Decade from Date:	
Date of Original: 1994	
Decade: <u>199</u> 0- <u>199</u> 9	
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	
<ul><li>Enclose fieldnames in square brackets [ ]</li></ul>	
<ul> <li>String together text and field contents with an ampersand &amp;</li> </ul>	
<ul><li>Enclose literal text in quotes " "</li></ul>	
Ouse Functions to operate on the contents of a field	
xample: [LASTNAME] & ", " & [FIRSTNAME]	
Smith, Mary Jones, Jack	

Calculating Decade from Date:					
Date of Original:	<u>199</u> 4				
Decade:	<u>199</u> 0- <u>199</u> 9				
Take the left 3 numbers of the year  add a "0" and a " -"  Take the left 3 numbers of the year					

	MS ACCESS: FUNCT	IONS - LISTED BY CATEGO	DRY				
	For easy reference, we have provided a list of all Microsoft Access functions. The list of Access functions is sorted with the type of Suction based on categories such as siting numeric insthematical, date/time, advanced/logical, domain aggregate, data type conversion, group by, and fielderedly functions.						
MS Access	It is important to note that there are 2 type of functions in Access - functions used in SQL/Queries and functions used in VSA code. Some functions can be used as both, but some can not.						
functions –	Below is the list of MSAccess functions, sorted by category (ie. type of function).						
	STRING FUNCTIONS						
something for	Asc	LCase	RiTrien				
everyone!	Ow	Lett	Space :				
- · · · · · · · · · · · · · · · · · · ·	Concat with &	Len	Str				
	OwD#	LTren	StrComp.				
	Format (with Strings)	Mid	StrCovy				
	Instr	Replace	Trim				
	Instrikev	Right	UCase				
	NUMERIC / MATHEMATICAL FUNCTIONS						
	Abs	Fix	Round				
	Altri	Format (with Numbers)	Sign				
	Avg	ier	Sun				
	Cos	Max	Val				
	Count	Min					
Source: http://www.techonthenet.com/access/functions/	Post Contract Contrac	Wast franchise married					

MS Access	For easy reference, we hat into the type of function ba- domain aggregate, data typ	NCTIONS - LISTED BY CATEGORY  We provided a list of all Mcmool Access functions. The list of Access function  Led on categories such as strong numeric insufferentical, date-time, advance or conversion, group by, and file	
functions – something for everyone!			
	SYNTAX The syntax for the Microsoft Access Left function is:		
	Left ( text, number_of_characte		
	Text is the string that you wish to ex Number_of_characters indicates the from the left-most character.	tract from. e number of characters that you wish to extract star	
Source: http://www.techonthenet.com/	/access/functions/	Min	

Calculating Decade from Year field in MS Access

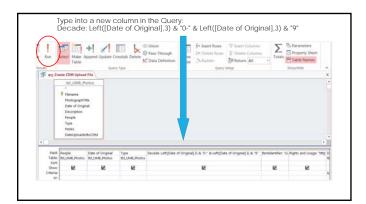
Left(text, number-of-characters)

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"

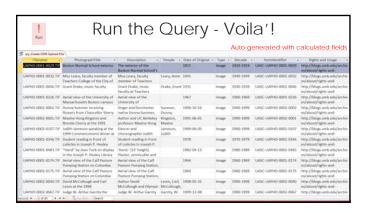
DATE OF ORIGINAL	DECADE: Left([Date of Original],3) &"0-"&Left([Date of Original],3)&"9"
1994-01-25	1990 - 1999
2004	2000 - 2009
1877-12-15	1870 - 1879
1817-11-06	1810 – 1819
1943-05-10	1940 - 1949
2015-01-31	2010 - 2019
LEFT function s	yntax: Left(text field, number-of-characters)



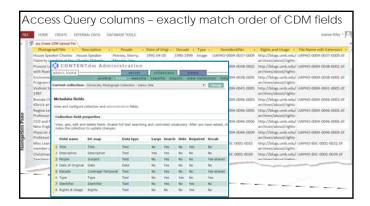
## Another example: Auto-generate the Identifier field oldentifier (at UMB) is based on the Filename of FILENAME: UAPHO-0004-0382.TIF oldentifier: UASC-UAPHO-0004-0382 In English? To create the CDM identifier, add "UASC-" to the front of the filename, and get rid of ".TIF" from the end of the filename. 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 | Second State | Second



ss Que	ry colu	umns	- ∈	exa	ct	ly n	natch	order of CDM fi
CONTENT	Idm Admini	stration						
atmin home		947947	Teatle	CTIONS	100	Steme:	-	
	Tracelle: 10	ifde mebute	(spor	2 119	act .	view calls	street hets	
Current collections	University Photograph	Calection - Dema	Sile				(Name)	
Collection field pr View, add, edit and  index the collection  Field name	delete fields. Enable !	full lest searching.				After you!	A CAMP A CAMP A	
1 Title	Troe	Test	No	Yes	No	Yes	No	
2 Description	Description	Test	Yes	Yes	No	No.	No	
3 People	Subject:	Test	No.	Yes	Ne	No	Yes-shared	
4 Date of Original	Date	Date	No	res	No	No	No	
S Decade	Coverage-Temporal	Test	Mo	791	No	No	Yes-shared	
	Yype	Sect	100	Yes	Ves :	Sec	Yes	
6 Type					150000	Tree .		
n Type 2 Edentifier	Spenther	Test	- No.	Yes	No.	799	No	



# Create a simple table in MS Access Create a Query in MS Access to auto-generate additional fields for CDM Copy and paste the query results into a text file and save file. 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	Companies   Comp	
	to a plain text file (Notepad) rdwrap OFF under "Format"	
COUNTY NAME - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Lie Date of Original Decode Type ItemSentifier Rights and Usage File Name 2 ting at the McCormack Institute conference on Land Use on Agril 5, 1991 Source Speaker Char of recipient Contac Curring at the 1999 Commoncement Provont Leverett Zongs with Pyna Award recipients Contac Curring at the 1999 Commoncement Provont Leverett Zongs with Pyna Award recipient Contac Curring Contact	
Save the	file someplace you can find it	
State Advant	Die Date of Original Decede Type ItemSentifier Rights and Usage Tile Name 2 and recipient Sense Control of the	

## Steps

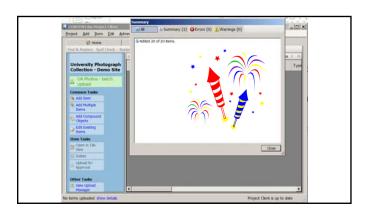
- 1. Create a simple table in MS Access
- 2. Create a Query in MS Access to auto-generate additional fields for CDM
- 3. Copy and paste the query results into a **text file** and save file.
- 4. Use that text file as the "tab delimited text file" during the batch upload process in the Project Client.

# Use that as your tab delimited file in Proj Client | Committed file in Project | Committed file i



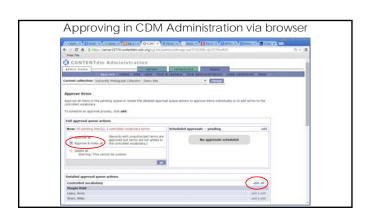


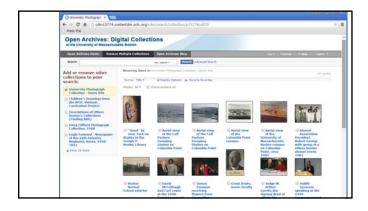












## Here, again, are the Steps:

- 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





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

- o 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: <a href="http://www.infonautics.ch/directorylistprint/index.htm">http://www.infonautics.ch/directorylistprint/index.htm</a>
- 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.gabrielepontl.com/software/index.html/sendtoloys
Macintosh: Iselect 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 farter. 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\) timages directly that
contains a list of your image filenames as text.

MS Access help with expressions: https://support.office.com/en-ie/article/Guide-to-expressionsyntax-ebc770bc-8486-4adc-a9ec-7427cce39a90