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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 Metadata

ID	Filename	Original Filename	Original Extension	Original Size	Original Dimensions	Original Date	Original Location	Original Description	Original Title	Original Author	Original Copyright	Original License	Original Rights	Original Keywords	Original Tags	Original Comments	Original Metadata	Original Date	Original Location	Original Description	Original Title	Original Author	Original Copyright	Original License	Original Rights	Original Keywords	Original Tags	Original Comments	Original Metadata
1	10000001.jpg	10000001.jpg	.jpg	10000001	1000x1000	2015-01-12	University																						
2	10000002.jpg	10000002.jpg	.jpg	10000002	1000x1000	2015-01-12	University																						
3	10000003.jpg	10000003.jpg	.jpg	10000003	1000x1000	2015-01-12	University																						

➔

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

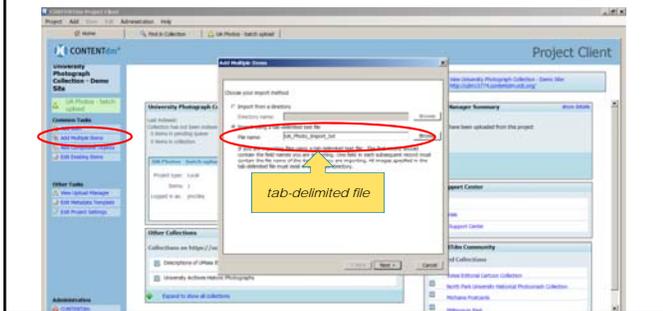
- **ContentDM - (CDM)**: a commercially available digital asset management system (DAM) primarily used by libraries and archives. Supports the upload, description, management and access of digital collections. *(source: Wikipedia)*
- **The Project Client**: A Windows-based, digital collection builder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

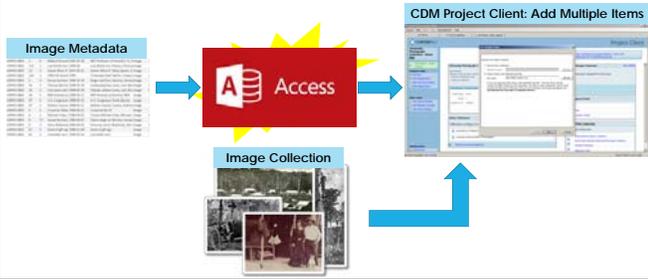
1. Title
2. Description
3. People
4. Date of Original
5. Decade
6. Type
7. Identifier
8. Rights & Usage

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.

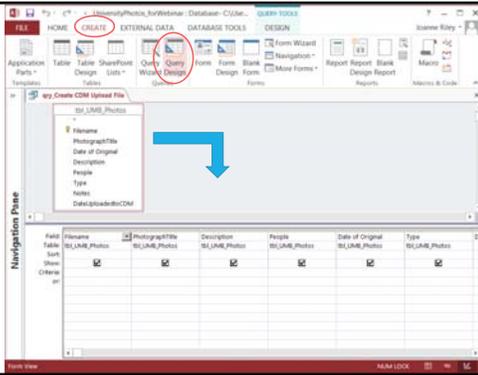


Steps

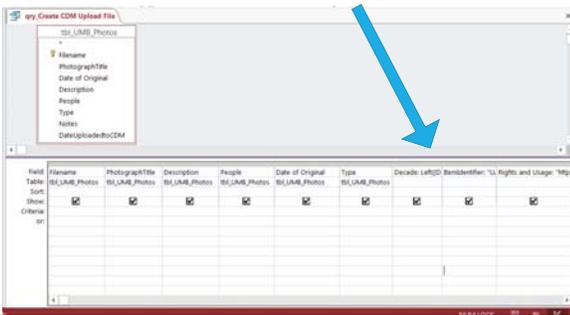
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Start by adding to the Query grid all of the table fields that you want to import into CDM



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!

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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 " "

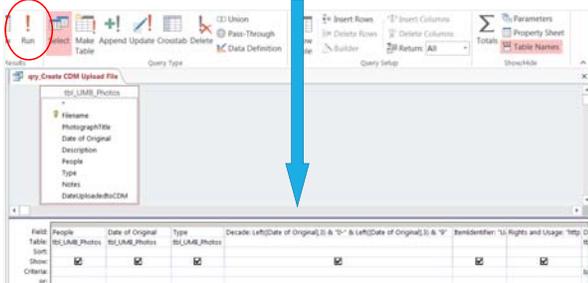
Calculating Decade from Year field in MS Access

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

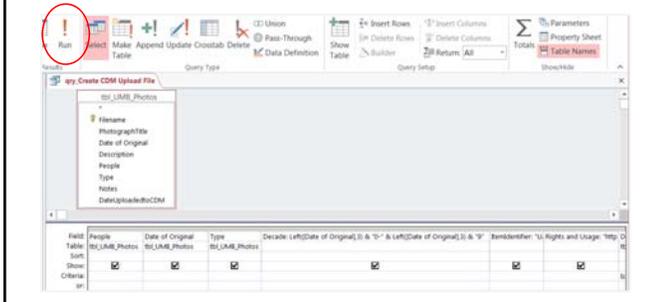
- Identifier (at UMB) is based on the Filename
- FILENAME: UAPHO-0004-0382.TIF
- IDENTIFIER: UASC-UAPHO-0004-0382

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.

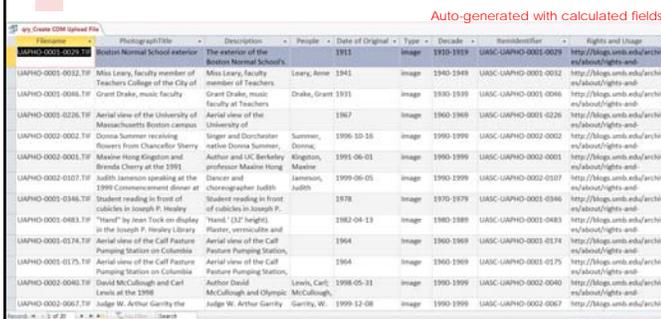
In MS Access? "UASC-" & Replace([Filename], ".TIF", "")

Replace function syntax: Replace(Text field, Text-to-disappear, Replacement text)

Running a query creates a table-like view



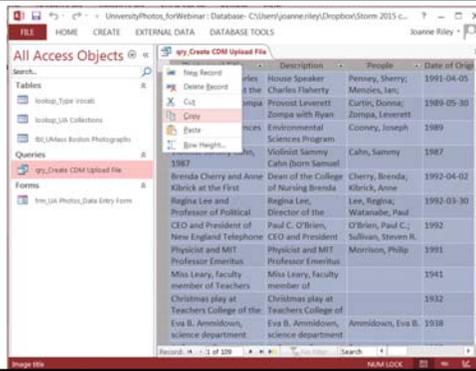
Run the Query - Voila'!



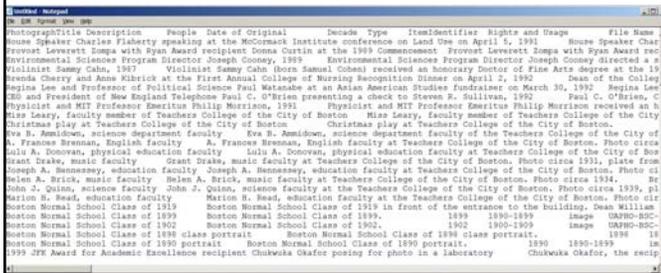
Time to batch upload!

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

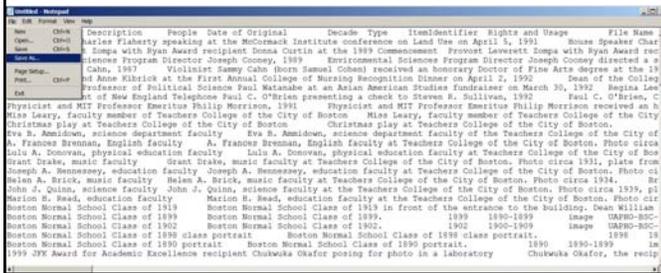
Copy...



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



Save the file someplace you can find it

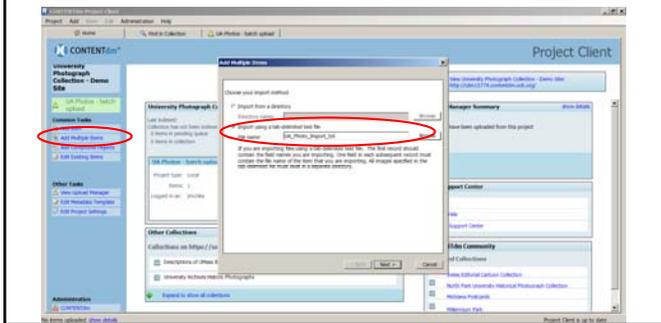


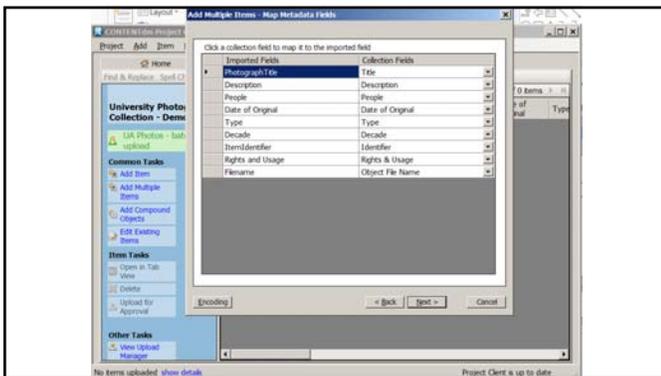
Steps

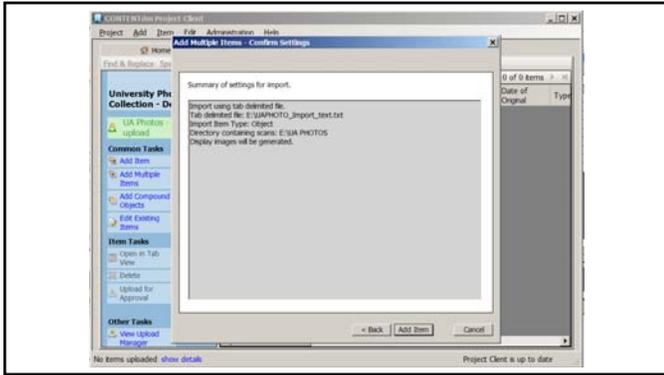
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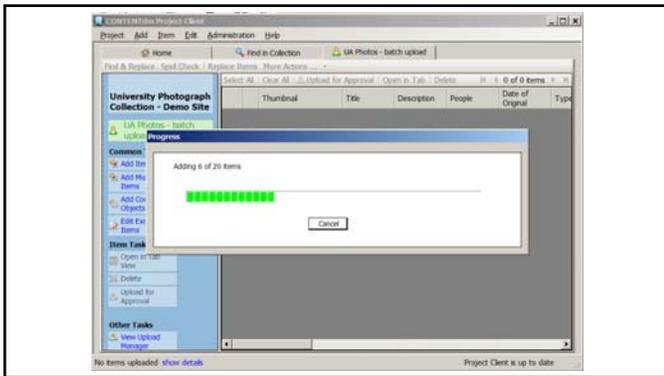


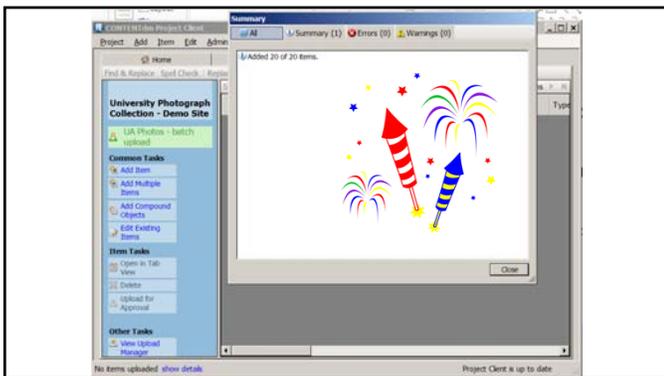
Use that as your tab delimited file in Proj Client







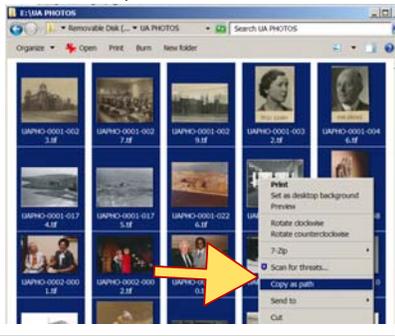






Copying a list of filenames to the clipboard (Win 7 and later)

- 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 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-expression-syntax-ebc770bc-8486-44dc-a9ec-7427cce39a90>
