

Editing a Published Collection

MMP contributors can now bring back items they have uploaded from the Project Client into CONTENTdm Administration. Although items can be edited in CONTENTdm Administration, I find the interface in the Project Client much easier to work with, and it will be more familiar to contributors.

What this feature allows:

- OCR can be applied to texts (must activate license before pulling item backwards)
- Transcripts can be manually entered
- Metadata can be edited
- A compound object's ordering can be rearranged
- Image rights can be added in
- And, likely much more to be discovered!

All you have to do is go into Project Client and browse the collection and select each item, which needs to be edited/modified, see below for a quick walkthrough.

- 1) Open Project Client
- 2) Find the item to pull back into the Project Client:
 - a) Option 1: If you are already in the collection, the just click on the tab called "Find in Collection" and enter in a search term for the item
 - b) Click on the button called "Browse Collection," locate the file
- 4) Once you have located the items, place a checkmark next to the item's thumbnail view and then click on "Add to Project (edit)".
- 5) All selected files will now be available for editing under the Project tab.
- 6) Exit the search tab and select the project tab to make edits
- 7) Make desired changes
- 8) Upload for approval
- 9) Approve and Index the item in CONTENTdm Administration
 - *More than likely, when trying to approve the edited item, warnings will come up about the item having metadata outside of the controlled vocabulary. To circumvent this likelihood, choose to "approve all" instead of approving items individually

Montana Memory Project

The screenshot shows the Montana Memory Project interface. At the top, there is a search bar labeled "Find in Collection" (circled in red) and a user profile icon labeled "School photographs" (with a black arrow pointing to it and the text "Must be in the project's collection"). Below the search bar are three tabs: "Search" (circled in red), "My Advanced Search" (circled in red), and "Browse Collection" (circled in red). The "Browse Collection" tab is active, showing a table of items. The table has columns for "Thumbnail", "Title", "Creator", "Subject", "Description", and "Date Original". The first row has a lock icon and a checkbox, a thumbnail of a group photo, the title "001", and the description "sample for MS...". The second row has a checkmark in a red box, a thumbnail of a group photo, the title "005", and the description "Sample for MS...". The third row has a checkbox, a thumbnail of a group photo, the title "012", and the description "Sample for MS...". A black arrow points from the "Add to Project (edit)" button to the thumbnail of the second row.

	Thumbnail	Title	Creator	Subject	Description	Date Original
 <input type="checkbox"/>		001			sample for MS...	
<input checked="" type="checkbox"/>		005		Sample for MS...		
<input type="checkbox"/>		012		Sample for MS...		

Working our way from the top to the bottom of the screen, please notice:

Project collection: The tab entitled "School photographs" is the project's name. The project must be opened in order to do a search. The default screen when the Project Client is opened is the Home Screen.

Find in collection (in red frame): there is a search bar to the left where an item could be searched for/. This option must be selected to locate the item. Other search options are available afterwards. These include:

Search: has a search bar to the left for keyword searches

Advanced Search: can search by metadata fields

Browse collection: brings up all items in the collection

The **checkmark:** items to be edited must be selected with a checkmark and then chosen to **Add to Project** (follow black arrow).