Creating Compound Objects

1. Open Acquisition Station. Select File > Open Project.

2. A window will appear. Select your institution from the list. If you have more than one project, click on the appropriate project where you want your compound object to appear.

3. Import > Compound Object

4. You want to create a "Document." Is structure defined by a tab-delimited file? No > Next.

5. Select the directory. Click Browse > Check to see that you are on the proper drive (i.e. **Drive E:**)

6. Select the folder where your TIFF or JPG images are located. "Ok" > Next.

7. Importing full resolution images? "Yes." Display image? Click the radio button "Generate display images" > Next.

8. Enter Compound Object Metadata > Next.

9. How should pages of the compound object be named? Click the radio button "Label pages using sequence" Name page. Beginning with 1.

10. Transcript > Import transcript files from a directory. > Browse (choose the directory that contains your .TXT files) > Next.

11. You should receive a message that reads your upload was successful.

12. Click on Administration > CONTENTdm Administration.

13. Click on the "Items" tab > Approve. Review the metadata to ensure that you have completed all of the fields you want to display.

14. Index > Indexing Complete.

15. Edit > "Browse Collections."

16. Click on Edit > "Structure." Review the pages to ensure that they are in the correct page order. Click "Save changes."

17. Click Index > Start index.

18. Click "View Collection" under the items tab.