Setting Up the Acquisition Station

STEPS

Installing the Acquisition Station

1. Begin by pointing your browser to: http://contentdm.com. Click on "Users."

2. If you are a first time user click on "register now." This can be found below the Email and password fields.

3. Our organization ID is: XXXX. Click on "Proceed." Fill in the fields on the form and when you have finished click "Submit."

4. Click on "Downloads" and under "Update" select "Windows."

5. Click on "Complete Windows 4.1 Update kit (ZIP 91MB)."

6. Save this kit onto your C:\ drive under "Program Files" > "CONTENTdm."

7. Once you have downloaded these files, double-click on the AcqStation.exe in your CONTENTdm folder.

8. The application will self-install.

9. Once the application has installed, a window will appear. Enter the name of your project (it will be the same name that you gave to Gail when you asked her to set up a profile on the project server).

10. The URL is: http://contentdm.auctr.edu. Click "Next."

11. Enter the username and password Gail assigned you. Click "Next."

12. "Does your project support full resolution images?" Go to your Desktop. On your C:\ drive create a new folder in C:\Program Files\ CONTENTdm\New Folder. Name this new folder "fri" (i.e. full resolution images). Click "Next."

13. Select the radio button: "Have server create a volume name." Click "Next."

14. Select the radio button: "FTP to server" and click on "Finish"

15. Select "Administration" > "CONTENTdm Administration" from the list of

choices at the top of your Acquisition Station window.

16. Customize your collection first by selecting "Collections" > "Configuration" > "Edit." Click "Save Changes."

17. Select "fields." Make edits, hide, or delete metadata fields in this section.

18. Select "full resolution." Make sure that "Full resolution enabled" is "Yes."

19. Click through the other links under collections and items to understand what they do.

Uploading your first image and metadata

This process will vary depending on whether you are uploading compound objects such as monographs or journals. For instructions on uploading compound objects see the guide to "Creating Compound Objects" located at:
http://hbculibraries.org/docs/creating_compound_objects.pdf.

1. Open the Acquisition Station.

   Note: These instructions are useful when uploading images and metadata via the Acquisition Station interface.

2. Select "Approve" to view the items currently in your queue waiting to be uploaded.

3. Click on "Import" > "Browse." Go to the location where your images are saved. Select the JPEG image for display on the web.

4. "Are you importing full resolution image." "No." **Note:** This applies only when you are importing TIFF files. TIFF images must be imported when you are creating compound objects. Select "OK."

5. Your image will appear in the window. Now, fill in the metadata that is associated with this image. Fields that appear in green are hyperlinked fields. You may turn off this feature by selecting "Administration" > "CONTENTdm Administration" > "Items" > "Fields" > "Edit."

6. To use controlled vocabulary terms for your image point your mouse to the "Subject" field and double-click on the appropriate terms to your right.

7. Click on "Thumbnail" and select "Generate" > "Close."

8. Choose "Save."

9. You may upload the image and metadata using one of two methods. **#1:** At the bottom right of your screen select "Upload." A progress bar will appear on your screen.

Note: These instructions apply when uploading images and metadata using the web interface.

10. **#2** Click on "Administration" > "CONTENTdm Administration." Select "Items" > "Add." Click the radio button next to "Add an item" > "Browse" your hard drive and locate your image.

11. Type in the appropriate metadata. For "Subject" click on the hyperlink to "Controlled vocabulary." You will have to enter your username and password to access the list of terms.

12. Once you have found your terms, select the term; copy and paste it into the Subject field. Separate multiple terms using a semicolon. Finish filling in the metadata for the fields you wish to use. "Use CONTENTdm thumbnail." Select "Add."

13. Click on "Items" > "Approve." CONTENTdm can generate a unique file name for you or you may use the title of your image as the file name. **Note:** CONTENTdm orders images using the file name. This will affect how your images appear in your collection.

14. Click on "Approve all."

15. The final step to adding your image to your collection is to select "Index."

16. Under "Items" select "View Collection." Your image and its thumbnail should open in a new browser window.