

CONTENTdm Metadata Guide January 2016

El Palacio Archive

Collection configuration:

Current collection: [change](#)

Collection configuration

View and edit the collection profile and settings, including PDF conversion, display image settings, archival file management and image rights. To view and configure the metadata fields for this collection (and to enable full text searching), see fields.

Profile & permissions		edit
Collection name	El Palacio Archive	
Collection alias	/p16256coll106	
Directory name	/cdm/sites/16256/data/p16256coll106	
Collection status	Published	
Permissions		
User name		
IP address		
Require permissions	For metadata and items	
Collection information		
Collection information is displayed in the Project Client to help different users of the system distinguish between the collections.		
Collection information undefined.		

Optional collection settings summary		
Click edit to review and change the complete settings for each.		
PDF conversion	Convert multiple-page PDF files to compound objects	edit
Display image settings	Generate display images from full-resolution images	edit
Archival file manager	Save files to specified archive volume location	edit
Image rights	No image rights options available for Web imports (create in the Project Client)	

Metadata fields:

Current collection:

Metadata fields

View and configure collection and administrative fields.

Collection field properties										
View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.										
	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Issue designation	Title	Text	No	Yes	No	Yes	No	<input type="text" value="move to"/>	edit delete
2	Creator	Creator	Text	No	No	No	No	No	<input type="text" value="move to"/>	edit delete
3	Date	Date	Date	No	Yes	No	No	No	<input type="text" value="move to"/>	edit delete
4	Rights	Rights	Text	No	No	No	No	No	<input type="text" value="move to"/>	edit delete
5	Full Text	None	Full Text Search	Yes	Yes	No	No	No	<input type="text" value="move to"/>	edit delete
	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field

Administrative fields					
View and edit administrative fields (some field properties are system-defined and cannot be edited). Index the collection to update changes.					
Field name	DC map	Data type	Search	Hide	
Archival file	None	Text	No	Yes	edit
OCLC number	None	Text	No	No	edit
Date created	None	Date	No	Yes	edit
Date modified	None	Date	No	Yes	edit
CONTENTdm number	None	Text	Yes	No	edit
CONTENTdm file name	None	Text	No	Yes	edit

Field notes:

- use yyyy-mm-dd format for date

Fields for patron searching:

Global Settings | Collection-level Settings

Save Preview Publish More

Editing collection: El Palacio Archive [change](#)

Appearance

Search & Browse

Search
Results pages

UI Widgets

Image Viewer

Navigation

Items

Page Types

Tools

Custom

Searching [View Help and examples](#)

Default Search Mode: all of the words

More Search Configurations

Choose advanced search fields:

<input checked="" type="checkbox"/> All Fields	<input type="checkbox"/> Rights
<input checked="" type="checkbox"/> Issue Designation	<input checked="" type="checkbox"/> Full Text
<input type="checkbox"/> Creator	<input type="checkbox"/> CONTENTdm number
<input type="checkbox"/> Date	

Default advanced search field: All Fields

Default advanced search connector

And
 Or

Date Search

Enable date search for available collections
 Disable date search

Results display & sorting

Editing collection:

▸ Appearance

▾ Search & Browse

Search Results pages

▸ UI Widgets

▸ Image Viewer

▸ Navigation

▸ Items

▸ Page Types

▸ Tools

▸ Custom

Choose a layout

Grid

Thumbnail

Choose fields for display and order they appear in:

Field 1	<input type="text" value="Thumbnail"/>
Field 2	<input type="text" value="Issue designation"/>
Field 3	<input type="text" value="Date"/>
Field 4	<input type="text" value="Thumbnail"/>
Field 5	<input type="text" value="Collection"/>

Default number of results per page:

Default Sort Order (Search Results):

Field	<input type="text" value="Relevance"/>
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Default Sort Order (Browse All):

Field	<input type="text" value="Date"/>
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Suppress pages of compound objects

Yes

No

▾ More results configurations

Choose sort fields:

<input checked="" type="checkbox"/> Relevancy	<input type="checkbox"/> Rights
<input type="checkbox"/> Issue designation	<input type="checkbox"/> Full Text
<input type="checkbox"/> Creator	<input type="checkbox"/> OCLC number
<input checked="" type="checkbox"/> Date	<input type="checkbox"/> CONTENTdm number

Search within results dropdown menu default mode

Within Results

New Search

Allow users to change display options

Yes

No

Show top pagination

Show bottom pagination

Enable facets