



## Getting started with the ContentDM Project Client part 1: The things you need to do ahead of time.

ContentDM is the software underpinning the Alaska's Digital Archives website. The software app that works with it that allows you to upload files and attach description to them is called the Project Client. To use the Project Client you will need:

- Active internet access
- Windows-based operating system. If you're using a Mac, you'll need to have a setup that will allow you to run a Windows client within. The Project Client is not Mac-compatible.
- A computer. The Project Client is not a size-responsive app. It will work on most 13" or larger laptops or monitors. It will not work on most tablets (ones smaller than a standard laptop), smartphones, or netbook-type devices.
- Since it's a software you'll be downloading from the OCLC website, you will need administrative privileges on your computer to install it. If you don't have those privileges, you'll either need to get them or have your computer help person download and install the software for you.

At least 2 days prior to starting:

The person at your institution who will have administrative privileges for your materials on the site will need to have or sign up for a WorldCat login. If that person does not have an existing log-in, they will need to go to the WorldCat site and create one. To do that, go here: <https://www.worldcat.org/account/?page=login> and choose the "Create an account" option, follow the instructions. Then email the login name (but not the password) to the Digital Archives statewide project coordinator at [ak-digital-archives@alaska.edu](mailto:ak-digital-archives@alaska.edu) so that login name can be give permissions for your institution's collection. Each person involved with the project can sign up for and have a separate log-in, but security access levels may vary depending on the role that person has.

It generally takes about 24 hours for that administrative permission to become functional on the site. The Statewide Project Coordinator will work with your site administrator to make sure the logins are functioning.

Once this is all in place, you're ready to move to Part 2: Installing the software.