

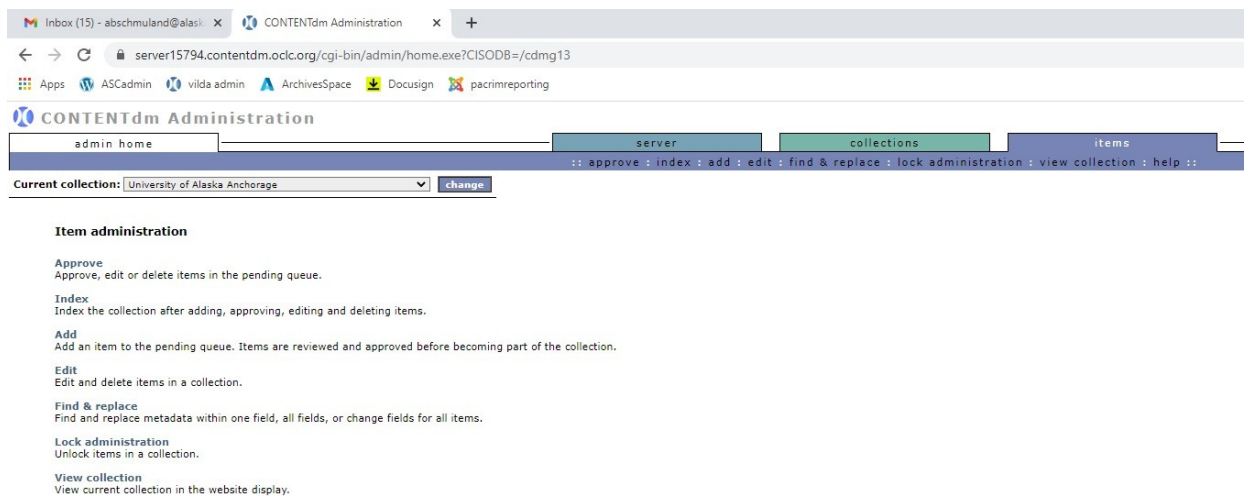


Creating a record for an online object (i.e. URL)

If you already have something online on a site (a video on YouTube, an audio recording on some other platform, whatever it may be), you can build a Digital Archives record around a URL.

A few things in advance: this can only be done within the web administrative interface, so it has to be done by somebody with administrative privileges. As well, it defaults to a system-provided thumbnail which is fine, but boring. So if you have a thumbnail image you'd like to associate with the record, have that file ready. And if you wish to add multiple records based on URLs, you'll have to add them individually. There's no way to batch add them as is possible for other file types through the Project Client.

Go to the administrative site and make sure you're in the items tab (the blue tab on the right).



Click on Add which you can find in two places: in the list in the main text of the page, or in the blue tabs bar. That will bring up a screen that looks like the following one:

Current collection: University of Alaska Anchorage

Add item

Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use the Project Client to import full resolution items and items with transcripts.

* Fields marked with an asterisk are required.

<input checked="" type="radio"/> Add an item	<input type="button" value="Choose File"/> No file chosen	
<input type="radio"/> Add URL	<input type="text" value="http://"/>	
Add metadata		
Filename	<input type="text"/>	
Identifier	<input type="text"/>	controlled vocabulary
Display Full Text	<input type="text"/>	
Collection Name	<input type="text"/>	controlled vocabulary
Title *	<input type="text"/>	
Description	<input type="text"/>	
Creator	<input type="text"/>	controlled vocabulary
Contributors	<input type="text"/>	controlled vocabulary
Required citation *	<input type="text"/>	
Subject	<input type="text"/>	controlled vocabulary
Personal Name	<input type="text"/>	controlled vocabulary
Corporate Name	<input type="text"/>	controlled vocabulary
Location	<input type="text"/>	controlled vocabulary
Region	<input type="text"/>	controlled vocabulary
Latitude	<input type="text"/>	

Place your URL in the Add URL field. Very important note: DM defaults, as you can see, to http instead of https, which most websites use these days. Be sure to replace the whole string. Also, doublecheck your URL for accuracy when it's been entered: this is the one instance in which you cannot replace this URL once the record is saved. If the URL is entered incorrectly or changes at some point, you cannot simply replace it. You will have to create a completely new record for this item and delete the old record.

From there, you can enter the rest of the fields as appropriate. If you don't want to do your data entry from this screen, especially if you have a lot of metadata within the controlled vocabulary fields and working on those would be simpler in the Project Client, or you'll be doing repetitive data entry for multiple URL records, enter any required fields (those will be marked with a red asterisk) so you will be able to save the record.

Page down to the bottom of the screen.

Subject	<input type="text"/>	controlled vocabulary
Personal Name	<input type="text"/>	controlled vocabulary
Corporate Name	<input type="text"/>	controlled vocabulary
Location	<input type="text"/>	controlled vocabulary
Region	<input type="text"/>	controlled vocabulary
Latitude	<input type="text"/>	
Longitude	<input type="text"/>	
Date	<input type="text"/>	
Date.searchable	<input type="text"/>	
Date.digital	<input type="text"/>	
Type	<input type="text"/>	controlled vocabulary
Language	<input type="text"/>	controlled vocabulary
Related Materials	<div style="border: 1px solid black; height: 60px;"></div>	
Rights	<input type="text"/>	controlled vocabulary
Ordering & Use	<input type="text"/>	
Holding Institution	<input type="text"/>	
Metadata completed by *	<input type="text"/>	controlled vocabulary
Permissions	<input type="text"/>	edit

Select thumbnail

Use CONTENTdm thumbnail. Thumbnails are generated automatically for PDF, JPEG, GIF, PNG and TIFF files. Other file types use default thumbnails.

Use custom thumbnail No file chosen

At the very bottom, you'll see the option to use the ContentDM-provided thumbnail which currently looks like this:



<https://soundcloud.com/user-65161682/donald-mitchell-interview-with-red-boucher-october-7-1993>

Or you can upload your own thumbnail file. Remember: custom thumbnail images should be sized no greater than 160 pixels wide and 120 pixels high. Since the thumbnail will show up in search results list as well as at the top of the individual record page, consider a thumbnail that resembles a logo rather than a photograph, so users don't assume they'll be viewing a larger version of a photograph rather than whatever item you have linked.

From there, click the Add button. You'll now need to go into the Approve tab on the blue tabs bar. Add the item, go to the Index tab, index the collection. Once the collection is indexed, your item will be live on the site. If you need to complete more metadata work, the item can now be pulled up in the Project Client search function and edited. For instructions on how to complete that, see the [Editing records in the Alaska's Digital Archives tutorial](#).