



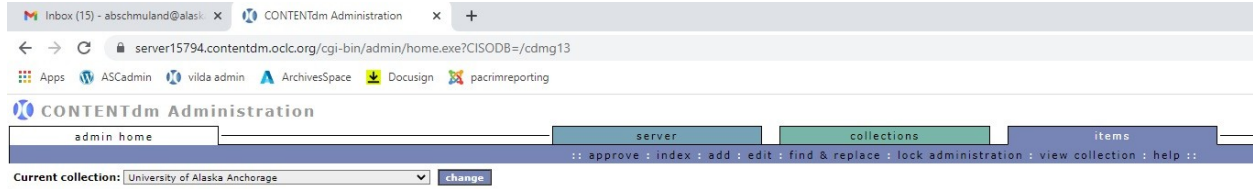
Creating a record for an online object (i.e. URL)

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 (details below). 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.

One last note: the fields in this view show only a very small portion of the metadata if you have lengthy data entry in any or many of the fields. If you will be adding a lot of metadata to some of the fields, have many controlled vocabulary entries that already exist in your extant controlled vocabulary for that field, or if you are adding several URLs with repetitive metadata between them, you may want to enter a basic record and complete the rest of the metadata in the Project Client to speed up the metadata entry. To do so, complete the URL, the file name, identifier, title, and any other fields which are set to required status for your bucket. Add, approve, index, and then pull the item into the Project Client for completing the rest of the metadata. Your record will be visible online with only the limited metadata until you've re-uploaded the revised version from 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:

 **CONTENTdm Administration**

admin home server

:: approve : index : add : edit

Current collection: University of Alaska Anchorage change

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

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	<input type="text"/>	
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](#).