

**CONTENTdm Project Client
Starting a New Project**

NOTE: For more information see Exercise 2 of the CARLI CONTENTdm training workbook or the Online Help available in the Project Client (Project Client > Working with Projects > Creating a Project).

1. If needed, have CARLI establish a new Collection that the project will be associated with on the CARLI Server (See “Getting Started with CONTENTdm in the CARLI Environment” document for more information).
2. Start the Project Client and Click “Create a Project” on the Home tab, or go to Project > New.
3. Enter the server URL: <http://collections.carli.illinois.edu> and your User name and password. For information on user name and passwords see the “Getting Started with CONTENTdm in the CARLI Environment” document. Click Next.

New Project - Server URL and Login

Enter URL and logon credentials

CONTENTdm Server URL

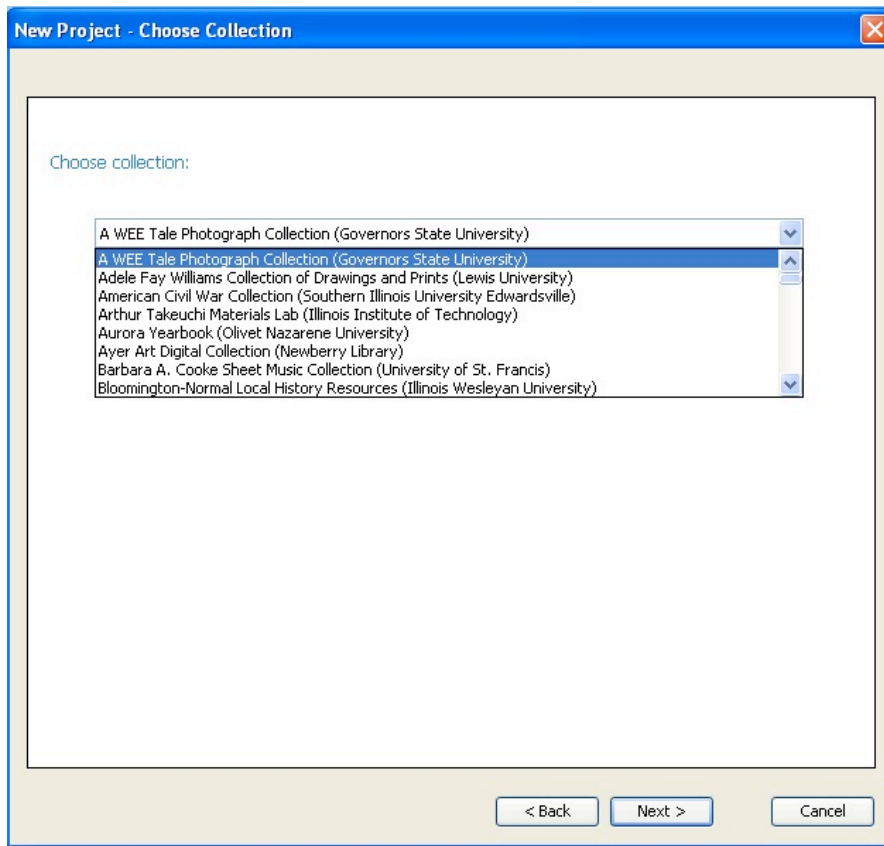
User name:

Password:

< Back Next > Cancel

Starting a New Project

4. Choose the collection you want this project associated with. Once a project is associated with a collection it cannot be changed. Note: the collection names appear in alphabetical order.



5. Name the project. Project names should NOT include any periods, commas, colons, or semi-colons. Dashes and underscores are acceptable.

Starting a New Project

New Project - Name and Share Project

Name your project

CARLI Test Collection (CARLI)

Project name: CARLI Project by Amy

Share this project on a network with other users

Specify a shared project location

Browse

< Back Finish Cancel

Optional: If you wish to share your project with other users on your network, you may choose to share the project on a shared network drive. Check the “Share this project on a network with other users” and browse to specific a location on your network where you would like to save the project.

Your project is now available for importing images and creating metadata.