

### CONTENTdm Acquisition Station Starting a New Project

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

1. Have CARLI establish the 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 Acquisition Station and Click New on the Startup screen, or go to File > New.
3. Click Next to start the New Project Wizard.
4. Type in the Project Name. This is the local name (not the public name) of the project on your PC. Use only alphanumeric characters; do not use any punctuation. Click Next.

New Project Wizard - Enter Project Name

Enter a name for the project that is easily associated with the collection to which you will upload your items.

Type up to 128 alphanumeric characters for the project name. Do not use special characters.

Back Next Cancel

5. Enter the server URL: <http://collections.carli.illinois.edu> and Click Next.

New Project Wizard - Enter URL of Server

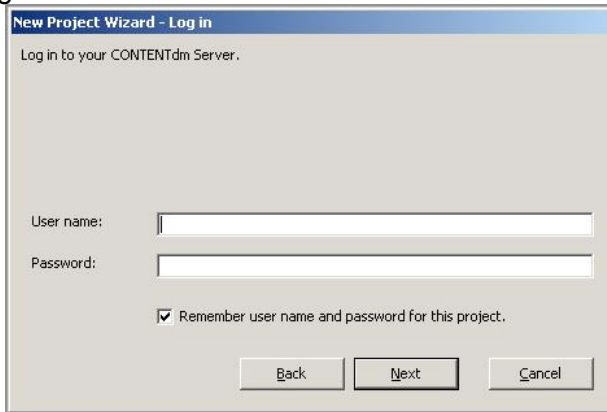
Enter the URL address of the server where your collection is located. Contact your administrator if you do not know the URL.

http://collections.carli.illinois.edu

Back Next Cancel

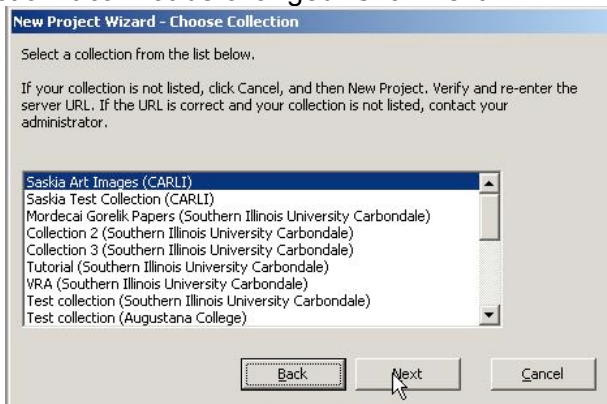
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6. Enter your user name and password. For information on user name and passwords see the “Getting Started with CONTENTdm in the CARLI Environment” handout. Click Next.



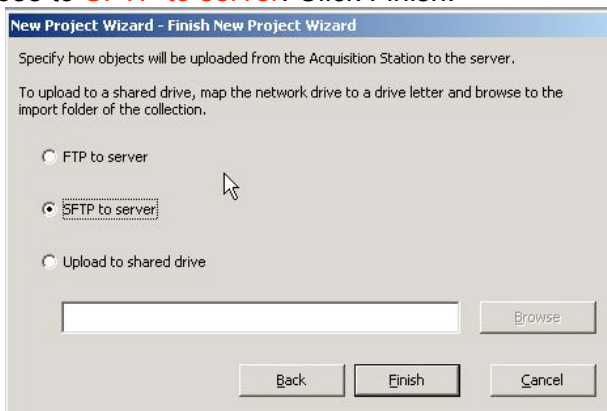
The dialog box is titled "New Project Wizard - Log in". It contains the text "Log in to your CONTENTdm Server." Below this are two text input fields: "User name:" and "Password:". A checkbox labeled "Remember user name and password for this project." is checked. At the bottom are three buttons: "Back", "Next", and "Cancel".

7. Choose the collection you want this project associated with. Once a project is associated with a collection it cannot be changed. Click Next.



The dialog box is titled "New Project Wizard - Choose Collection". It contains the text "Select a collection from the list below." and a paragraph: "If your collection is not listed, click Cancel, and then New Project. Verify and re-enter the server URL. If the URL is correct and your collection is not listed, contact your administrator." Below this is a list box containing the following items: "Saskia Art Images (CARLI)", "Saskia Test Collection (CARLI)", "Mordecai Gorelik Papers (Southern Illinois University Carbondale)", "Collection 2 (Southern Illinois University Carbondale)", "Collection 3 (Southern Illinois University Carbondale)", "Tutorial (Southern Illinois University Carbondale)", "VRA (Southern Illinois University Carbondale)", "Test collection (Southern Illinois University Carbondale)", and "Test collection (Augustana College)". At the bottom are three buttons: "Back", "Next", and "Cancel".

8. Choose to **SFTP to server**. Click Finish.



The dialog box is titled "New Project Wizard - Finish New Project Wizard". It contains the text "Specify how objects will be uploaded from the Acquisition Station to the server." and a paragraph: "To upload to a shared drive, map the network drive to a drive letter and browse to the import folder of the collection." Below this are three radio button options: "FTP to server", "SFTP to server" (which is selected), and "Upload to shared drive". Below the radio buttons is a text input field and a "Browse" button. At the bottom are three buttons: "Back", "Finish", and "Cancel".

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