Exercise 2: Start a New Project

Before You Begin

To create a new CONTENTdm Project, you will need your

- CONTENTdm URL for the Server (https://server17214.contentdm.oclc.org)
- User Name and Password

What you will learn

In this exercise you will start a new Project and learn how Projects might be used. Each Project is affiliated with exactly one collection, though each *collection* may be linked to many *projects*.

The Exercise

- **1)** Open the Project Client either by clicking on the Shortcut on your desktop, or by opening the Start menu on your computer desktop and selecting Programs.
- 2) From the Programs menu, locate OCLC and click **Project Client**. This opens the Project Client opening screen.

CONTENT dm Project Client				
Project Add Item Edit Administr	ation Help			
🔂 Home				
() CONTENTdm®				Project Client
Welcome				
Getting Started	Choose a Task			
Create New Project	Choose & rusk			
😤 Open Existing Project	To create a new project			
	You will need your CONTENTdm Server address, user name and password.	Create New Project		
🕜 Help		🖭 Import shared project		
	To open a shared project			
	You will need to know the location on the network of the shared project. Only one user at a time may work in a shared project.			ji i
	CONTENTION Community		User Support Center	
	Featured Collections	here and the second	Help	
	C.K. Berryman Cartoons		1 Tutorials	
	I NC State Publications Collection		() User Support Center	
	🔝 Dallin Aerial Survey Company, 1924-1941			
	m American Civil War Collection			
o items in Upload Manager				Checking for updates

Figure 1: CONTENTdm Project Client Opening screen

- 3) From the Project Client menu click the New icon OR click on the "Create a New Project" option in the task bar or in the "Choose a Task" area of the client.
- 4) Follow the New Project Wizard to create a new project tied to your Test Collection.

Enter the **server name** for the CONTENTdm Server and enter your **User name** and **Password**.

Enter URL and logon credentials CONTENTdm Server URL https://server17214.contentdm.oclc.org/ User name: amyi Password: ******	> •
CONTENTdm Server URL https://server17214.contentdm.oclc.org/ User name: amyi	
CONTENTdm Server URL https://server17214.contentdm.oclc.org/	-
CONTENTdm Server URL https://server17214.contentdm.oclc.org/	
User name: amyi	
Password:	
< Back Next >	Cancel

Figure 2: Enter Server name and User name and password

5) After clicking **Next**, you will be given a drop-down list of ALL the collections on the server. <u>Scroll down to your test collection.</u>

NOTE: Collections will be listed alphabetically.

NOTE: AT THIS TIME, ANY CONTENTEM USER CAN CREATE A PROJECT IN ANY CONTENTEM COLLECTION. MAKE SURE YOU ARE ACCESSING YOUR OWN COLLECTION!!!!!

. i i oje	ct - Choose Collection	
Choose	collection:	
	A Test Collection	~
1	NTest Collection NWEE Tale Photograph Collection (Governors State University)	
4	ndele Fay Williams Collection of Drawings and Prints (Lewis University) Numni Directory 1887-1937 (Benedictine University)	
1	merican Civil War Collection (Southern Illinois University Edwardsville)	
1	wchitecture Collection (Lewis & Clark Community College) wthur Takeuchi Materials Lab (Illinois Institute of Technology)	-
Ŀ	urora Yearbook (Olivet Nazarene University)	×

Figure 3: Choose YOUR test collection

6) After clicking Next, you can enter the name of your Project. Call this project "Photographs"

N	New Project - Name and Share Project 🛛 🔀			
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	Name your project			
	CARLI Test Collection (CARLI)			
	Project name:	Photographs		
		Share this project on a network with other users		
		Specify a shared project location		
		Browse		
			1	
L				
		< Back Finish Cano	el	

Figure 4: Enter the name of your project

7) Click **"Finish"** to complete the steps. Your Project's name (and the name of the Collection with which it is affiliated) will now appear at the top of the task bar of your project's tab—the project name is in green. Your work is automatically saved.

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Start Shut Down Suspend Config	rre	Full Screen Cohere
Project Add Item Edit Administrati	on Help	
Home 🔍	Find in Collection	
CONTENTdm®		Project Client
CARLI Test Collection (CARLI)	Collection information undefined.	View CARLI Test Collection (CARLI): http://collections.carli.illinois.edu/
A Photographs	CARLI Test Collection (CARLI)	Upload Manager Summary
Common Tasks	Last indexed:	0 items in Upload Manager
Add Item	June 08, 2010 11:14 AM 0 items in pending queue Import shared project	No items in Upload Manager
1 Add Multiple Items	32 items in collection	
Compound Objects	Photographs	
Edit Existing Items		😤 Wiew Upload Manager
Other Tasks	Project type: Local Cal Edit project settings	User Support Center
😤 View Upload Manager	Logged in as: amyi	
🛃 Edit Metadata Template		O Help
🔀 Edit Project Settings	Other projects in this collection	Tutorials
	Other Collections	(i) User Support Center
	Collections on http://collections.carli.illinois.edu/	CONTENTION Community
		Teatured Collections
	CARLI Dublin Core Template	C.K. Berryman Cartoons
	CARLI VRA Core Template	III NC State Publications Collection
Administration	Expand to show all collections	Dallin Aerial Survey Company, 1924-1941
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No items in Upload Manager		Project Client is up to date
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• Figure 5: Project has been created. Note the Project name in the third tab and the Collection name in the left-side task bar

NOTE: When you open the Project Client, it will automatically open the last project you were using even if you closed the project before exiting the client. Be careful to make sure you are opening the project you want to work on! This is especially true when you are working on multiple collections.