
Before you begin

This document is written with the assumption that the computer that you are using has installed:

- Microsoft Windows 2000 Professional or Windows XP
- Microsoft[®] Internet Explorer as its default Web browser and *Notify when downloads complete* is selected under **Tools > Internet Options > Advanced > Browsing**.

If you are using a different browser, consult your local Help organization for assistance.

Understand Collections and Projects within CONTENTdm:

Collections. On the server, items are contained in collections. Each collection can contain items from many projects.

Projects. In the Acquisition Station items are processed in a project. When a project is created, a project is linked to a single collection.

Follow the steps below to download the Acquisition Station, create a project, add items to the project, upload items to a collection on the server, and view those items with your Web browser.

Download Acquisition Station

Download the Acquisition Station from a CD (Direct License users) or from the User Support Center (Hosted users or Direct License users).

From a CD:

1. Click the Acquisition Station executable, using the CONTENTdm CD.
2. Follow the instructions within the InstallShield wizard to install the Acquisition Station on your computer.

From the User Support Center:

Important: You must register before entering the USC for the first time. To register, you must have your Organizational ID, which is in your CONTENTdm Welcome e-mail.

1. Navigate to the downloads section of the CONTENTdm User Support Center, located at www.contentdm.com/USC/downloads/. Select one of the three platform links and click the Acquisition Station link on that page. A security warning opens.
2. Click **Save**. The Save As dialog box opens.
3. Navigate to the directory to which you want to download the file.
4. Click **Save**. The file downloads. When the download is finished, the buttons at the bottom of the Download Complete window become active (black). Close the dialog box.

5. Using Windows Explorer, navigate to where you have saved the Acquisition Station program and double-click on the file.
6. Click **Run**.
7. Follow the instructions within the InstallShield wizard to install the Acquisition Station on your computer.


Download sample images

Follow these steps only if you do not have any items of your own for a project.

1. Click the URL for downloading the tutorial file at www.contentdm.com/USC/tutorials/quickstart.zip or enter the URL in your Web browser address and press **<Enter>**. The File Download dialog box opens.
2. Click **Save**. The Save As dialog box opens.
3. Navigate to the directory to which you want to download the file.
4. Click **Save**. The file downloads. When the download is finished, the buttons at the bottom of the Download Complete window become active (black).
5. Click **Open**. The zipped file opens. The image files are visible.
6. Save the files to a directory that is accessible from the Acquisition Station. Some utilities may require you to extract the files.

Work with a project

Create a new project

1. Open the Acquisition Station.
2. On the Acquisition Station toolbar, click  or select **New Project** from the File menu. The New Project Wizard Welcome window opens.
3. Click **Next**. The Enter Project Name window opens.
4. Enter the name of your project and click **Next**. The Enter URL of Server window opens.
5. Enter the server URL and then click **Next**.

If you don't know your server URL:

Hosted users: Check your Welcome e-mail.

Direct License users: Check with your CONTENTdm Administrator.

6. Enter your user name and password in the text boxes and then click **Next**. The Choose Collection window opens.

If you don't know your user name and password:

Hosted users: Check your Welcome e-mail.

Direct License users: Check with your CONTENTdm Administrator.

- Click the collection that you wish the project to link to. Then, click **Next**. The Finish New Project window opens.
- Select **FTP to Server** to indicate how items are uploaded from the project to the collection and click **Finish**. A project spreadsheet opens with the name you typed in Step 3.


If you have questions:

Direct License users: Contact your CONTENTdm Administrators.

Hosted users: Contact CONTENTdm Support.


Add a single item



- On the Acquisition Station toolbar, click  or select **File** from the Import menu. The Import File window opens.
- Enter the name of the file that you are importing or use **Browse** to navigate to where the file is located.
- Click **OK** once you have selected your file.
- Enter the item's title (required) and any other data in the Media Editor.
- Click **Save**. A copy of the image is added to the project spreadsheet.

Add multiple items



- On the Acquisition Station toolbar, click  or select **Multiple Files** from the Import menu. The Import Multiple Files window opens.
- Note that the **Import from a directory** option is selected.
- Enter the name of the directory containing the items that you are importing or use **Browse** to navigate to that directory. Click **Next**. The File window opens.
- Click **Finish**. Copies of all items in the selected directory are added to the project spreadsheet. The Title field contains the name of the file that was imported.

Add metadata

- Double-click a thumbnail image in the project spreadsheet. The Media Editor opens. The full view of the image also opens.
- Type your metadata into the form.

Note: When typing multiple terms in a controlled vocabulary field, separate them with a semicolon. This displays each term on a separate line.
- When finished, click **Save** in the Media Editor.

Upload items to server

- Click **Upload**, located in the lower right corner of the project spreadsheet.
- If the login dialog box opens, enter your user name and password and then click **OK**.

The Status window shows the progress of the upload. When the upload is finished, the upload window indicates that your items will be reviewed and approved by a CONTENTdm Administrator before they are added to the collection.

- Click **OK**.

Building a collection

Approve items within a collection

- Click **CONTENTdm Administration** from the Administration menu of the Acquisition Station. The CONTENTdm Item Administration page opens. Click **Approve** to view the files waiting to be approved.
- Click **Approve All** to approve all items on the list. A screen indicates the items are being added. When it is done, **Completed** appears at the bottom of the screen.
- Click **Items** to return to the CONTENTdm Item Administration page or click **Index** to move to the next procedure.

Build text index

- From the CONTENTdm Item Administration page, click **Index**. The Index page opens.
- Click **Start Index**. The page indicates that the items are being indexed. The words *Index Build Successful* indicate that indexing was successful.
- When finished, close the CONTENTdm Administration page and the Acquisition Station.

View items

Browse collections on a server

- In your browser's address bar, type the server URL. The CONTENTdm Welcome page opens.
- Click **Browse**. The first page of the selected collection opens.
- Click the drop-down list to select another collection to browse. The images in the collection you chose appear.
- To navigate, use the links in the top right corner or the bottom right corner of the page.
- To view the full item and its metadata, click the thumbnail image or the image title.

User and network support

Help Files:

www.contentdm.com/help4/

User Support Center:

www.contentdm.com/USC/

Tech Support: 1-877-797-0887 ext. 1

Support is available 8:00 am-5:00 pm U.S. Pacific Time, Monday through Friday.

E-mail: support@dimema.com