

Administering controlled vocabulary in CONTENTdm

1)

 **CONTENTdm Administration**

admin home | server | **collections** | items

:: configuration : fields : viewers : reports : export : view collection : help ::

Current collection: Basque Digital Collection

Collection administration

Configuration

Change collection details and description, and configure collection settings (including full resolution and PDF conversion).

Field properties

Administer controlled vocabulary. View, add, edit, and delete field properties.

Viewers

Configure the item and object viewers for this collection.

Reports

View collection summary and build history.

2)

admin home | server | collections | **items**

:: configuration : fields : viewers : reports : export : view collection : help ::

Current collection: Basque Digital Collection

Metadata fields

View and configure collection and administrative fields.

Collection field properties									
View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.									
	Field name	DC map	Data type	Large	Search	Hide	Vocab		add field
1	Title	Title	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
2	Photographer	Creator	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
3	Image Date	Date	Text	No	No	No	No	<input type="button" value="move to"/>	edit delete
4	Searchable Date	Date	Date	No	Yes	Yes	No	<input type="button" value="move to"/>	edit delete
5	Summary/Description	Description	Text	Yes	Yes	No	No	<input type="button" value="move to"/>	edit delete
6	Specific Description	Description	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
7	Subject	Subject	Text	No	Yes	No	Yes	<input type="button" value="move to"/>	edit delete
8	Location	Coverage-Spatial	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete

3)

Edit field

Index the collection after editing field.

Field name	<input type="text" value="Subject"/>
Dublin Core mapping	<input type="text" value="Subject"/>
Data type	<input type="text" value="Text"/>
Show large field	<input type="text" value="No"/>
Searchable	<input type="text" value="Yes"/>
Hidden	<input type="text" value="No"/>
Controlled vocabulary	<input type="radio"/> No <input checked="" type="radio"/> Yes Administer controlled vocabulary
<input type="button" value="save changes"/>	

4)

Adding and deleting terms directly from controlled vocab. These terms will *not* be put in the approval queue; you are editing the active controlled vocabulary list. Changes you make cannot be undone.

Recommended process for editing:

- Browse current list
- Copy term you want to change (if you are changing a term)
- Paste into the "Delete term" box. Delete the old term
- Add new term in the "Add term" box.

Current collection: Basque Digital Collection

Administer controlled vocabulary for: **Subject**

Change sharing Learn more >

Share this controlled vocabulary across other fields and collections.
(**Caution:** Sharing the controlled vocabulary means that it can be edited in other collections.)

Name shared vocabulary

Do not share this controlled vocabulary

[change sharing](#)

Add term

Enter one term per line and click **add**.

Add new terms

[add](#)

Delete term

Enter one term per line and click **delete**.

Delete existing terms

[delete](#)

[Browse](#) the defined vocabulary for this field.

[Verify](#) the existing field contents against the defined vocabulary.

5)

Keep in mind that the process in #4 edits *only* the controlled vocabulary. If the term has been used in records, you must use find and replace to change the term in the records.



Item administration

Approve

Approve, edit or delete items in the pending queue.