



Standard Operating Procedures (SOPs) for Meditor and DigiTool

Produced by FIU Libraries, Digital Collections Center

Sonia Olivella, Creator

Gail Clement, Editor

Jamie Rogers, Layout Editor

April 9, 2009

FLORIDA INTERNATIONAL UNIVERSITY
L I B R A R I E S



This Standard Operating Procedures Manual was developed for internal staff use at the Florida International University Libraries. While we have done our best to accurately document the processes and procedures used at FIU to ingest digital entities into the DigiTool Digital Asset Management system maintained by the Florida Center for Library Automation (FCLA), we do not guarantee that this manual is free of errors or is directly applicable to other institutions. Furthermore we do not warrant that this manual contains definitive, authoritative information about DigiTool. We refer users to the FCLA site (<http://www.fcla.edu/dlini/dlinipg.html>) and the Ex Libris Documentation Website (<http://docs.exlibrisgroup.com/docportal/logon.php>) for official information about DigiTool and its features and functions.

Any questions or comments about this Standard Operating Procedures Manual may be directed to us at the following address:

Digital Collections Center
Florida International University Libraries
GL823, University Park, Miami, FL 33199
Phone: 305/348-6708 E-mail: dcc@fiu.edu
URL: <http://digitalcollections.fiu.edu/>

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Ingest Workflow # 1: File stream with no relationships

This workflow is used to create a simple record with one file and no relationships. The second part of the procedure shows how to create a Dublin Core record to add and edit metadata. The final two screen shots show the record as it is seen online.

Click once on “Ingest” on the left grey sidebar.

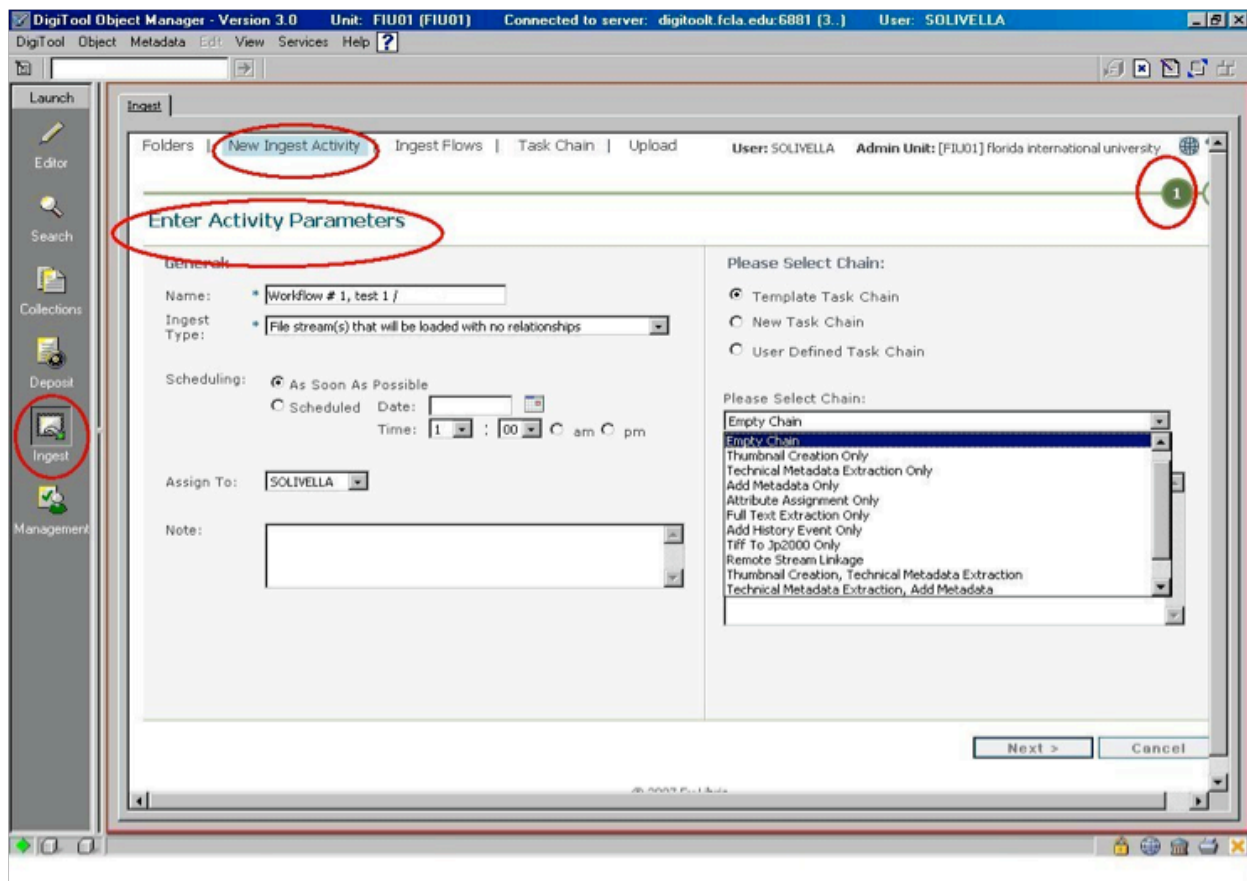
Select “New Ingest Activity” on the top menu and it opens to “Enter Activity Parameters” (Step 1).

To start the creation of the record, enter a “Name”.

Under “Ingest Type”, select in the pull-down menu “File stream(s) that will be loaded with no relationships”.

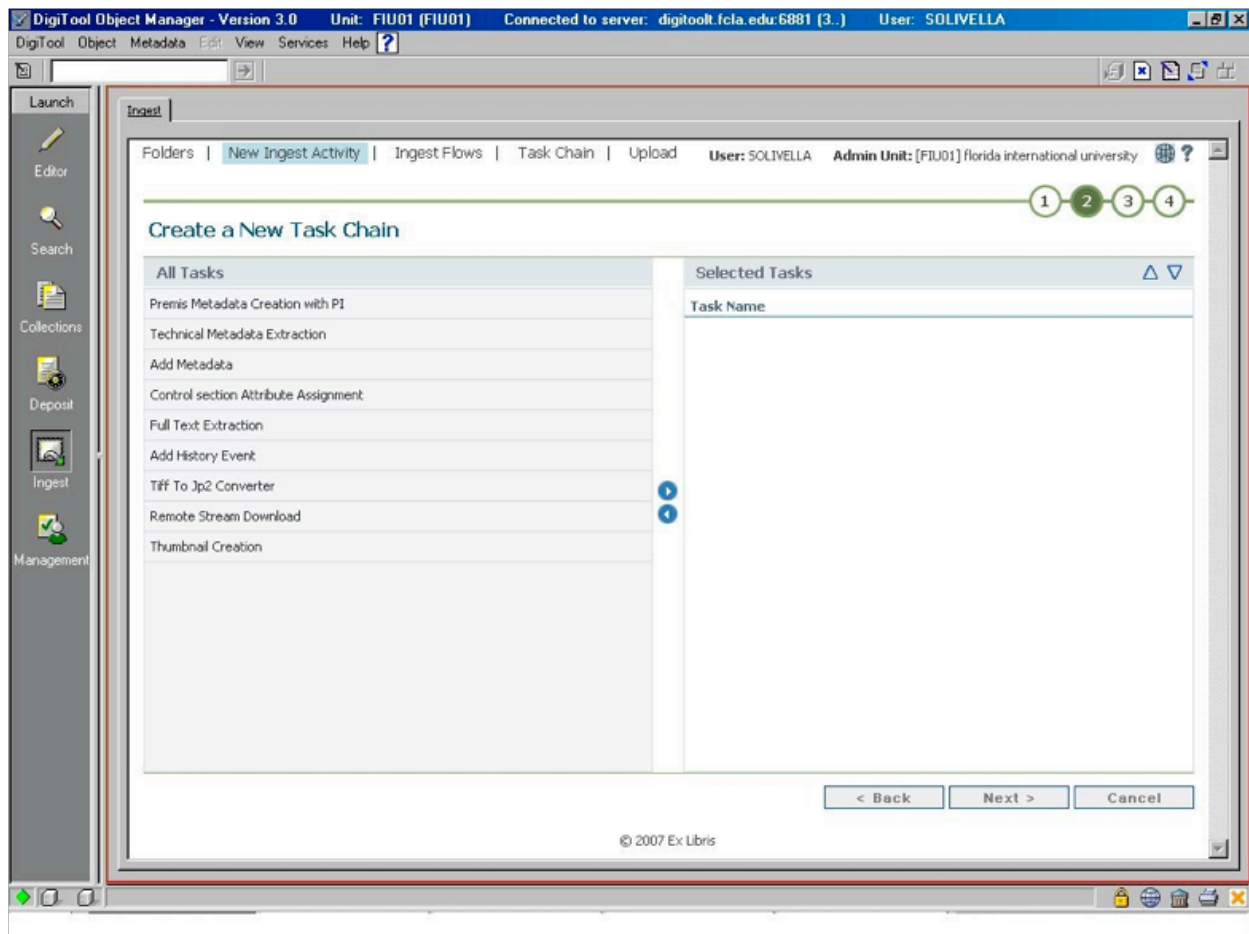
Under “Please Select Chain” select “Template Task Chain” and then “Empty Chain” in the pull-down menu.

Click on “Next” to continue.



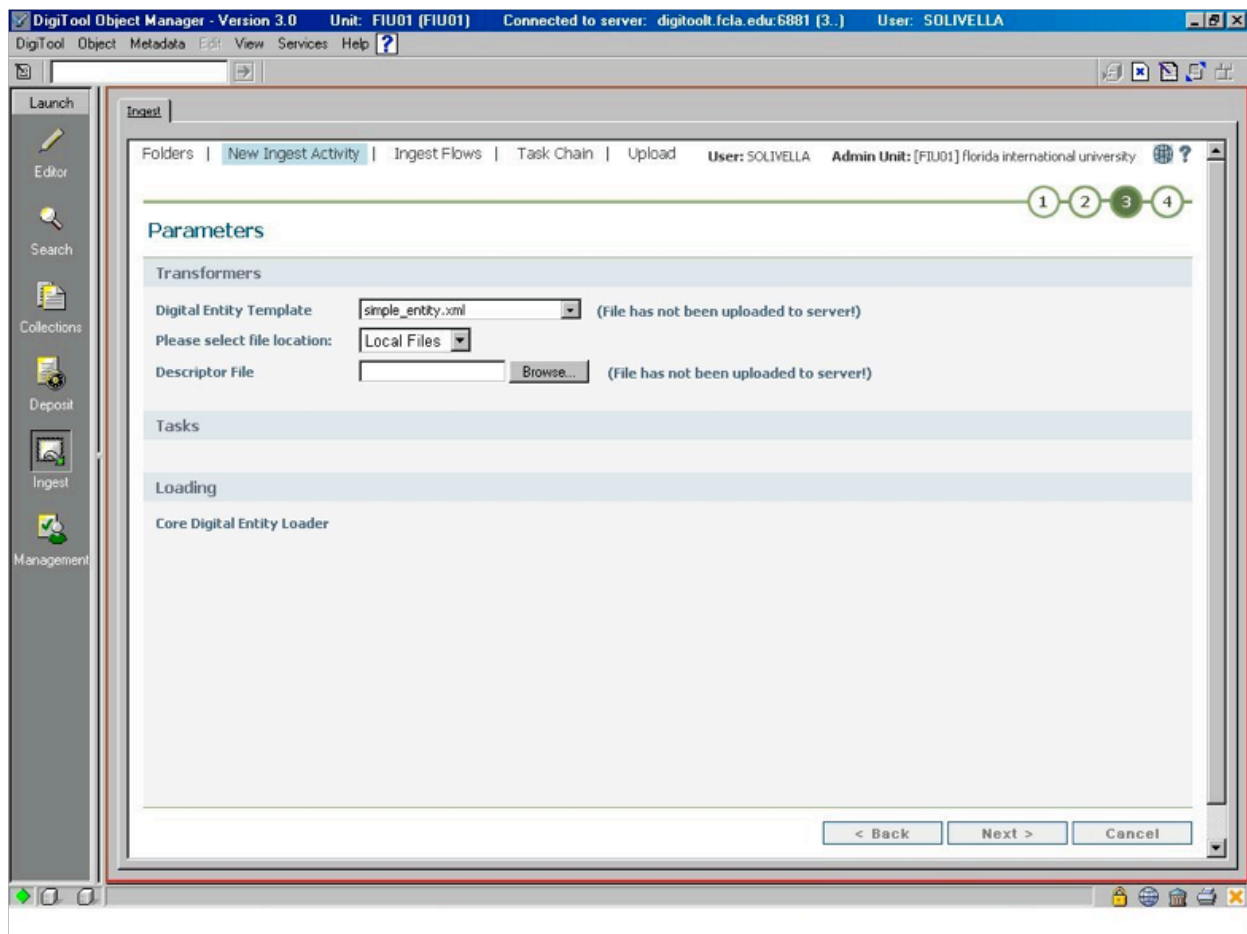
“Create a New Task Chain” (Step 2) will show up. Nothing needs to be done here, as the task chain selected in Step 1 was an “Empty Chain”.

Click on “Next” to continue.



“Parameters” (Step 3) will show up. Nothing needs to be done here, as the task chain selected in Step 1 was an “Empty Chain”.

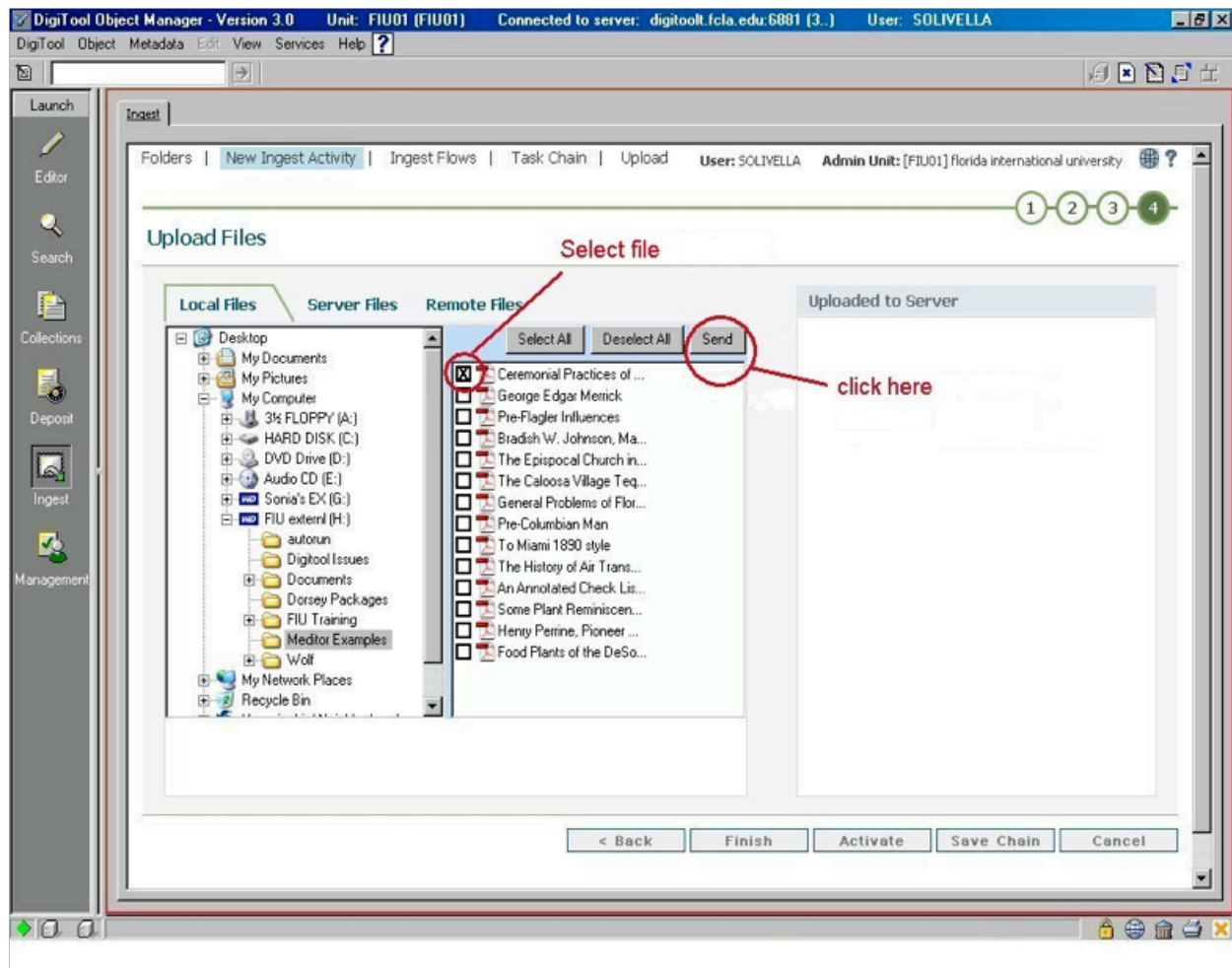
Click on “Next” on continue.



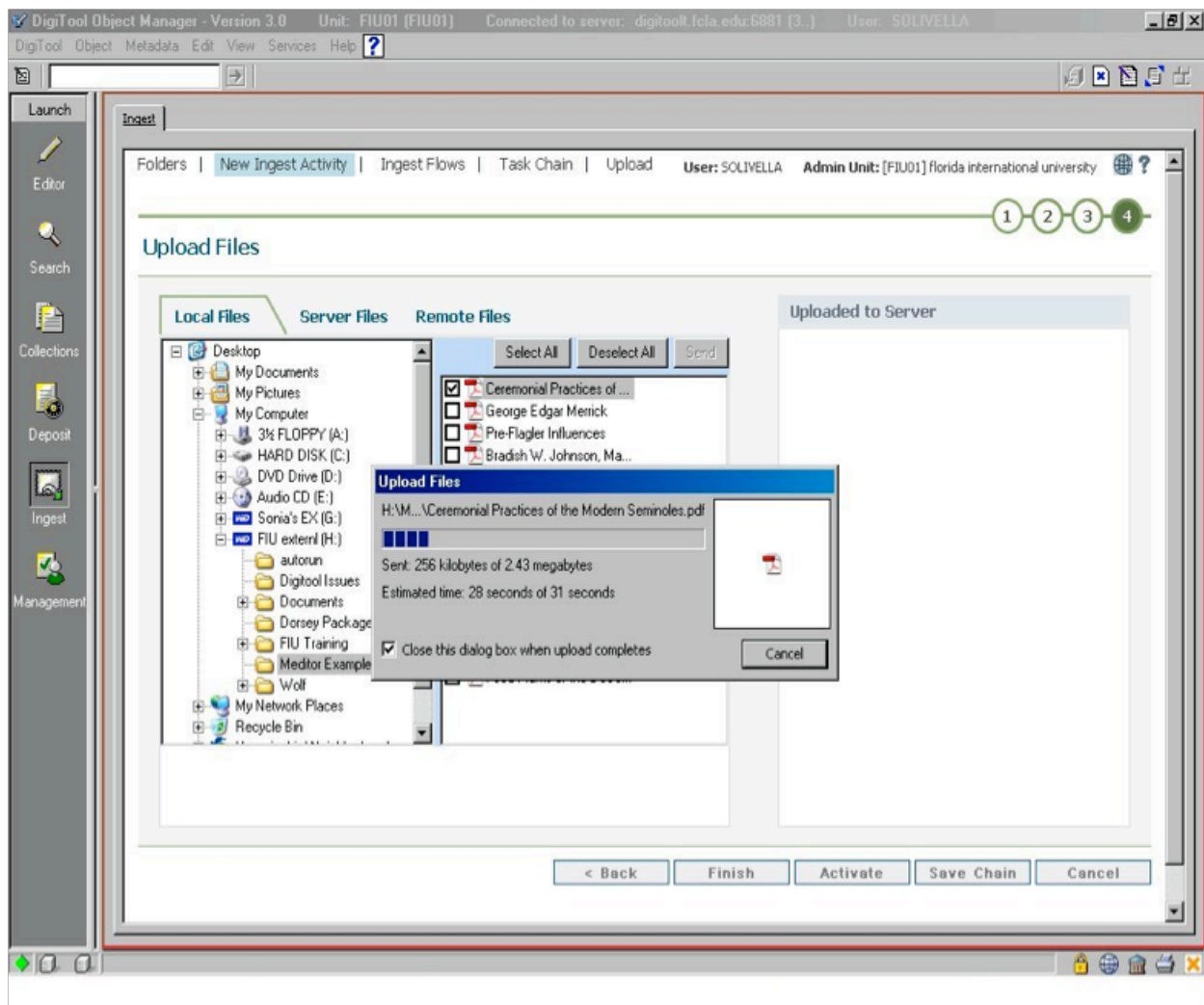
“Upload Files” (Step 4) will show up. This is where the file is uploaded to the server.

Select the file by clicking on the small box next to the name. An ‘X’ will appear.

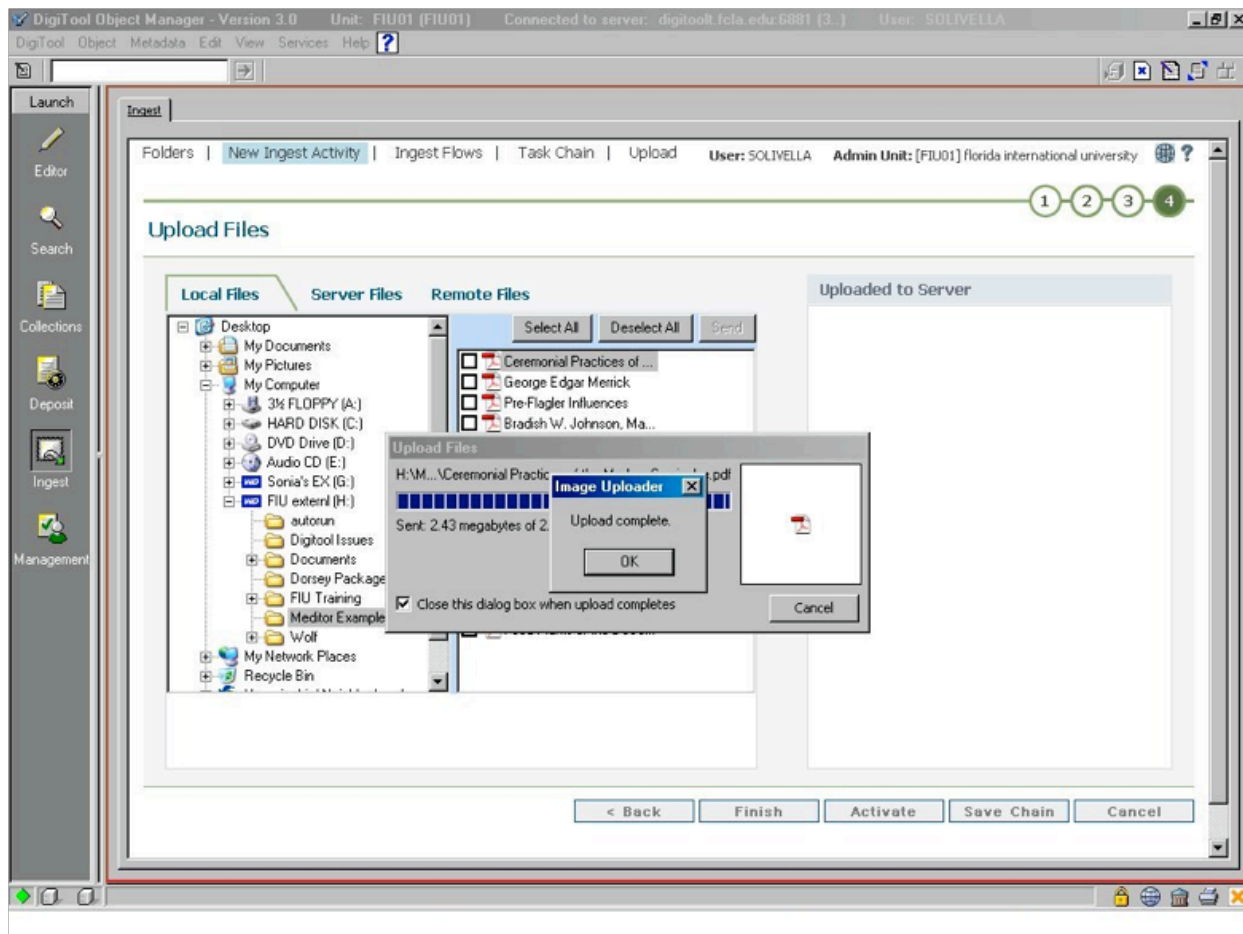
When ready to upload the file over to the server, click on “Send”.



A window will come up to verify that the file is transferring.

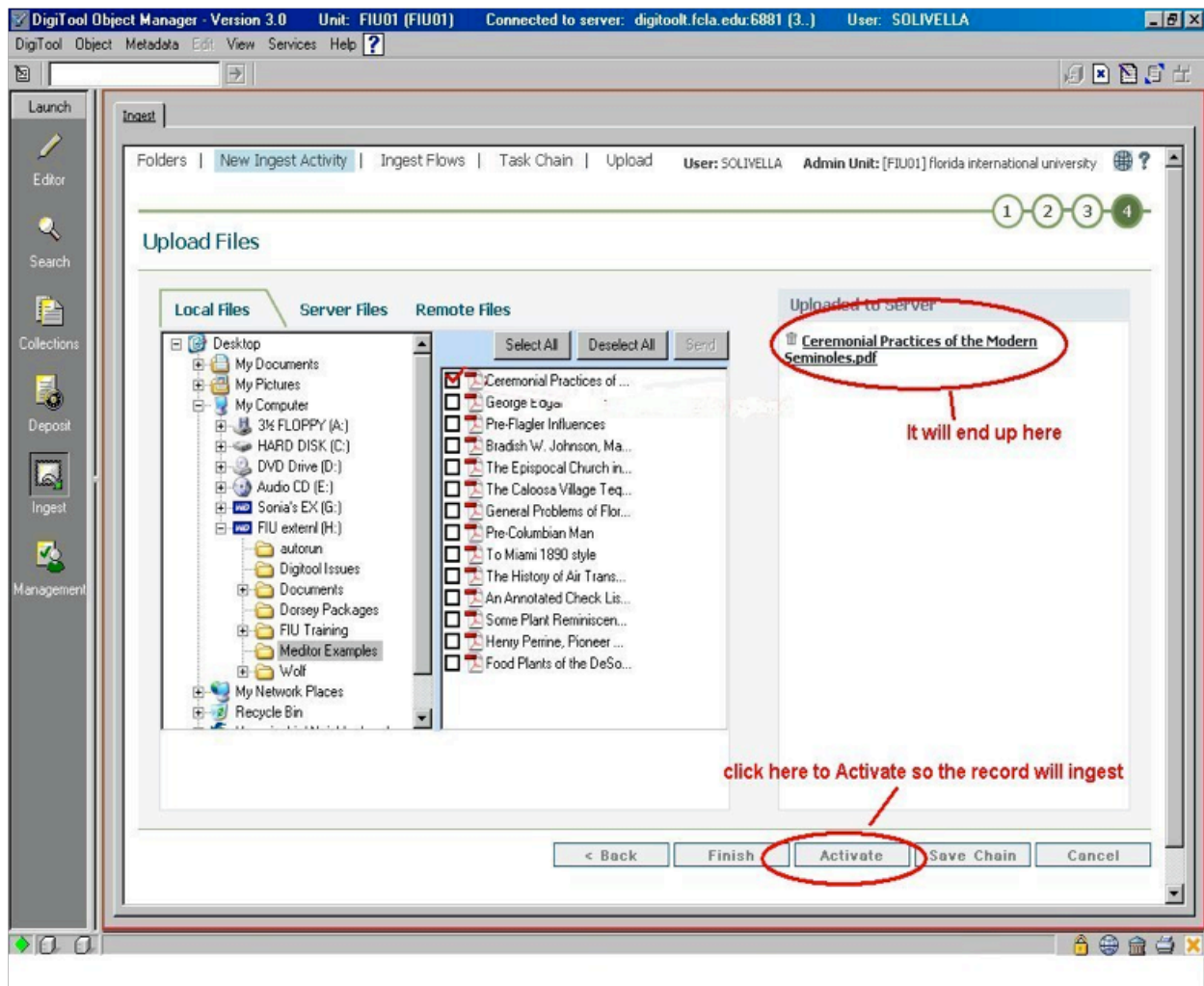


A smaller window will notify you that the upload is complete.



You will see the selected file is now to the right section under “Uploaded to Server”.

The final step in this ingest section is to click on “Activate”. This will ingest the record.



Add a Dublin Core metadata record to the digital entity

To check that the ingest is a success, click on the “Success” section.

The new record will be at the top of the list.

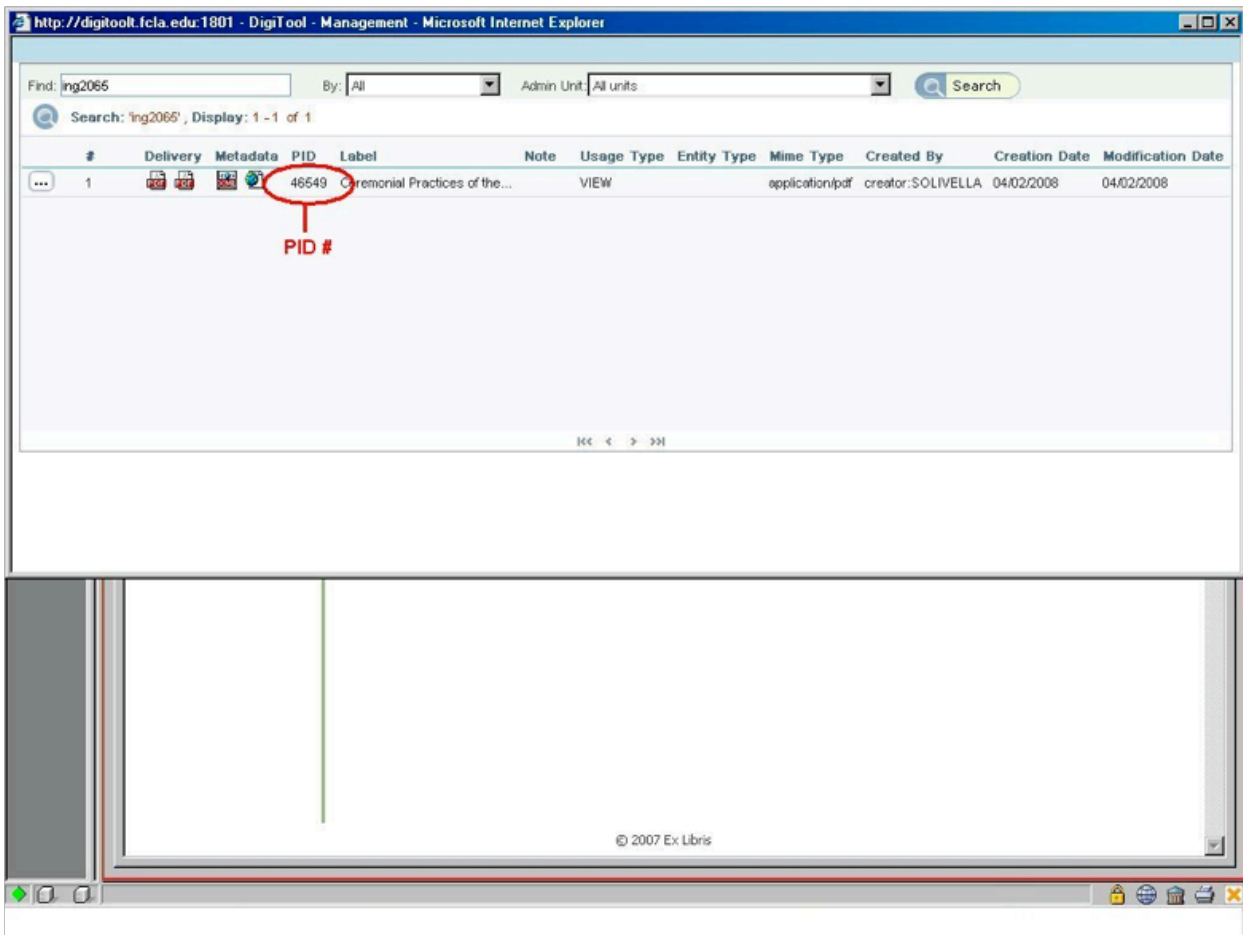
In order to edit a record, you will first need the PID.

Click on the “ing” number (in this case it’s ing2065) under the “Id” column to get the PID number.



The screenshot shows the DigiTool Object Manager interface. On the left, a sidebar contains navigation options: Launch, Editor, Search, Collections, Deposit, Ingest, and Management. The main window displays the 'Ingest' section with a status summary on the left and a table of records on the right. The status summary shows: Not Scheduled (0), Scheduled (0), Running (0), Success (19), and Failed (2). The 'Success (19)' section is highlighted with a red circle, and a red arrow points from it to the first record in the table. The table has columns for #, Id, Activity Name, Task Chain Name, and Actions. The first record has Id 'ing2065' and Activity Name 'Workflow # 1, test 1 /'. Below the table, a red text annotation reads: 'If the ingest is a "Success" it will end up in this section and you can see it in the list'. The bottom of the window shows the copyright notice '© 2007 Ex Libris'.

#	Id	Activity Name	Task Chain Name	Actions
1.	ing2065	Workflow # 1, test 1 /	Empty Chain	(X) (R)
2.	ing2062	Sonia workflow#2 test 7/ 4-...	Thumbnail Creation Only	(X) (R)
3.	ing2061	Sonia workflow#2 test 6/ 4-...	Thumbnail Creation Only	(X) (R)
4.	ing2060	Sonia workflow #2 test 5 / ...	Thumbnail Creation Only	(X) (R)
5.	ing2038	Sonia Thumbnail test 2 3-31...	Thumbnail Creation Only	(X) (R)
6.	ing2033	Sonia thumbnail test -- 3 3...	Thumbnail Creation Only	(X) (R)
7.	ing2032	Workflow_4_3	chain_31.03.08.12.18.51.815	(X) (R)
8.	ing2031	Sonia thumbnail test 3-31-08	Thumbnail Creation Only	(X) (R)
9.	ing2030	Workflow_4_test2	chain_31.03.08.9.40.48.227	(X) (R)
10.	ing2029	Sonia 4th Document	Thumbnail Creation Only	(X) (R)

The PID number will appear. Record this number, as you will need it later on.

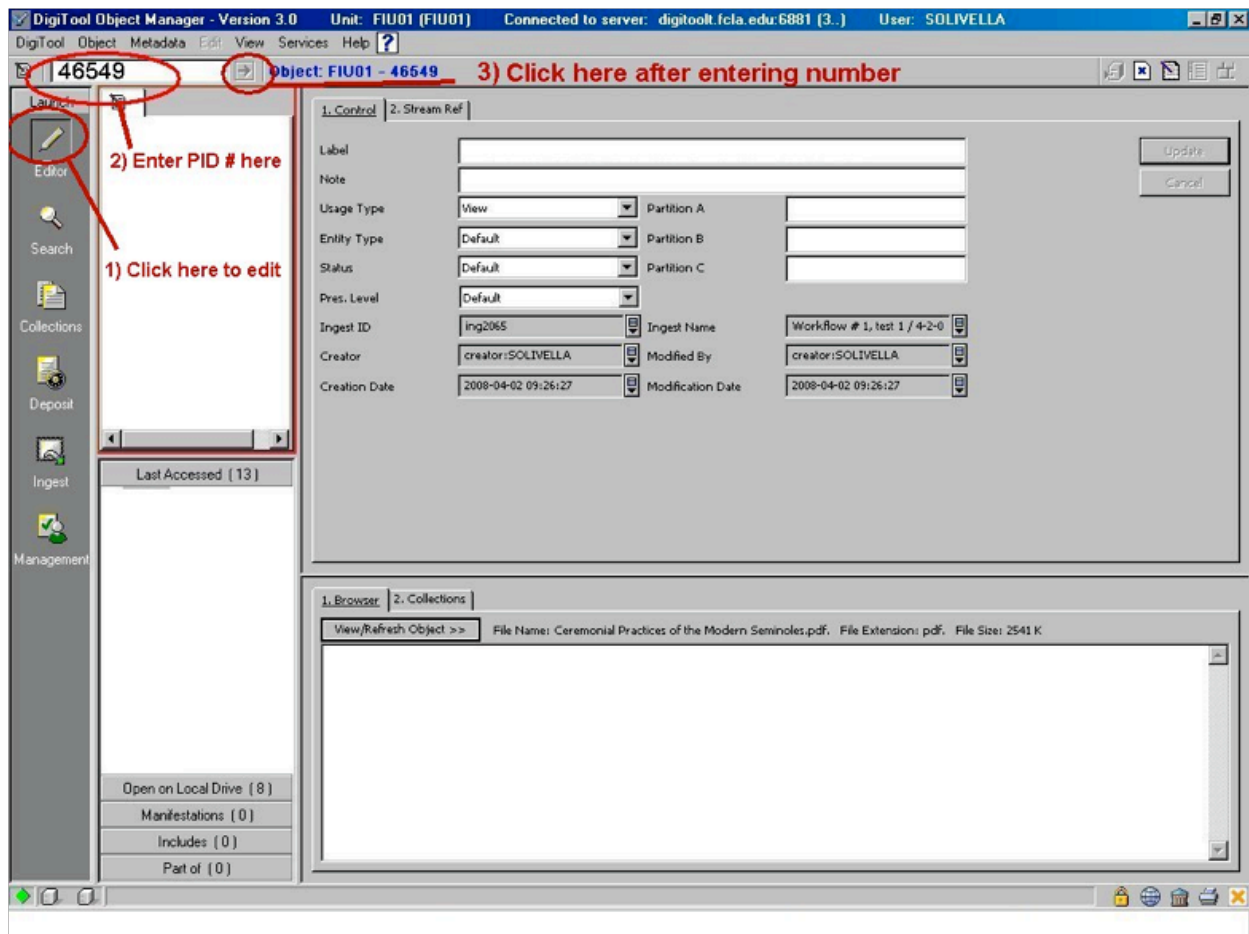


The screenshot shows the DigiTool Management interface in Microsoft Internet Explorer. The search results table is as follows:

#	Delivery	Metadata	PID	Label	Note	Usage Type	Entity Type	Mime Type	Created By	Creation Date	Modification Date
1			46549	Ceremonial Practices of the...		VIEW		application/pdf	creator:SOLIVELLA	04/02/2008	04/02/2008

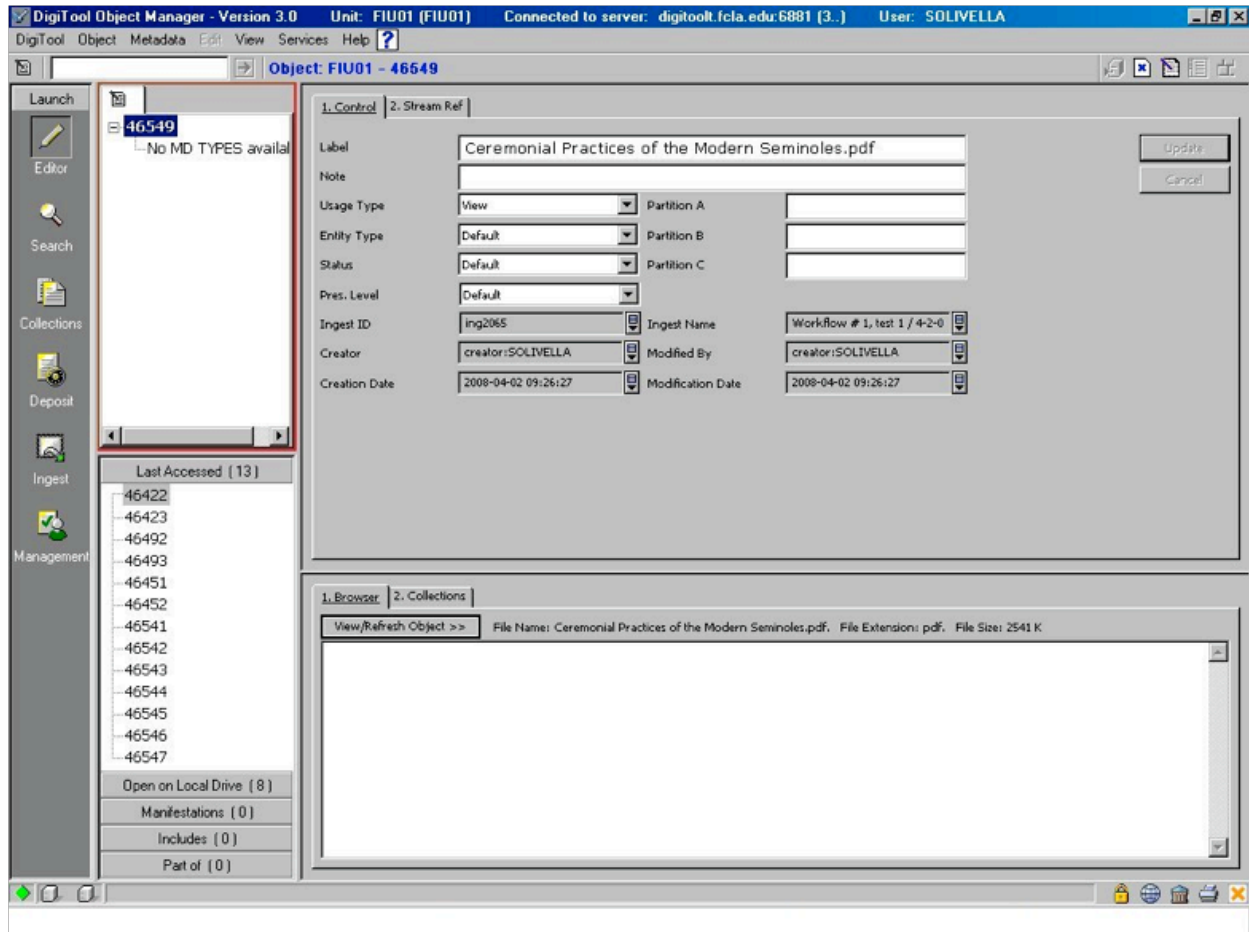
The PID number '46549' is circled in red, and a red arrow points from the circle to the text 'PID #' below it.

Click on “Editor” at the top left corner of the grey sidebar.
Enter the PID number at the top left. Then click on the arrow to the right.



The “Control Values” screen opens up to the main section of the record.

The screen shot here shows default Control Values.

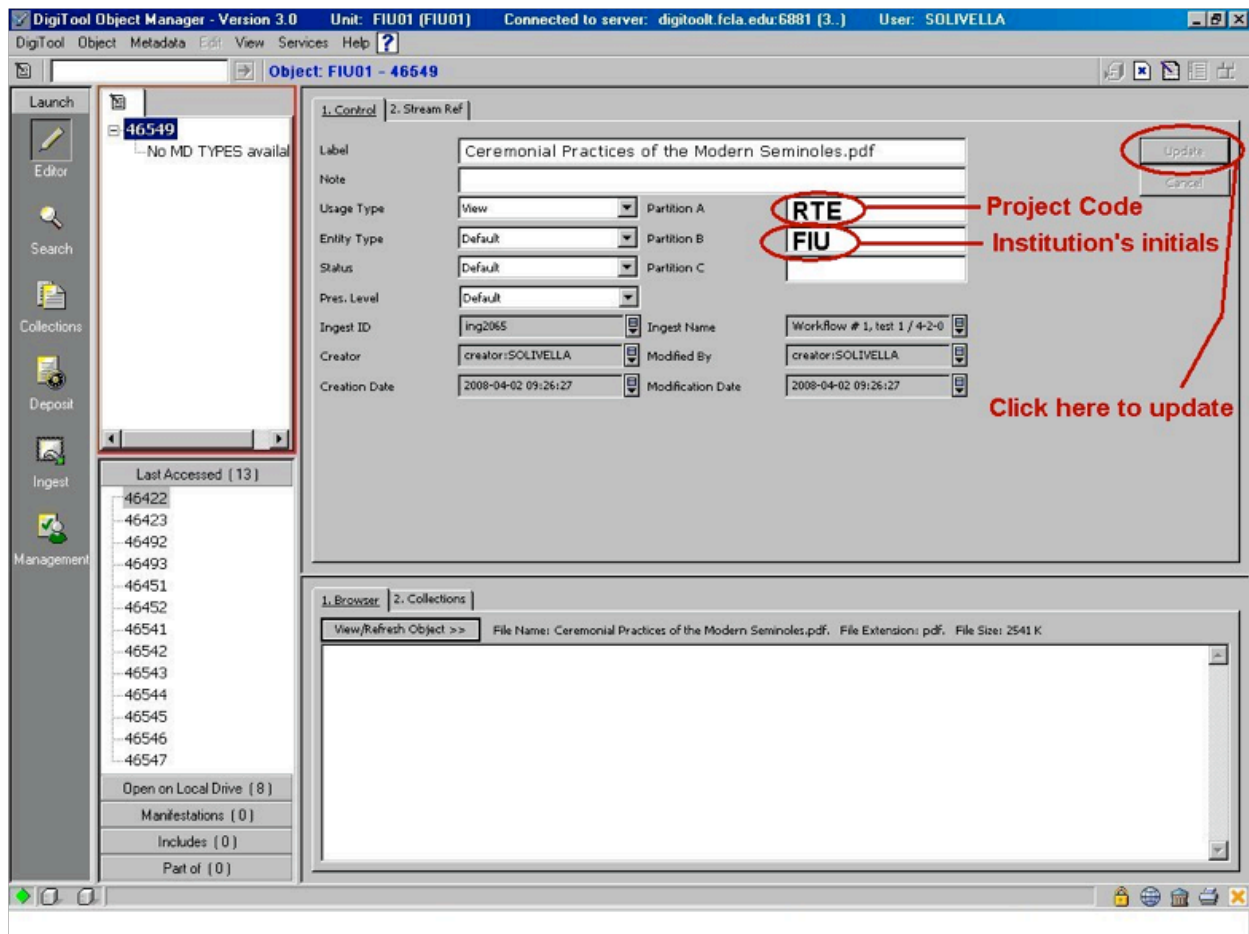


Fill in “Partition A” and “Partition B”

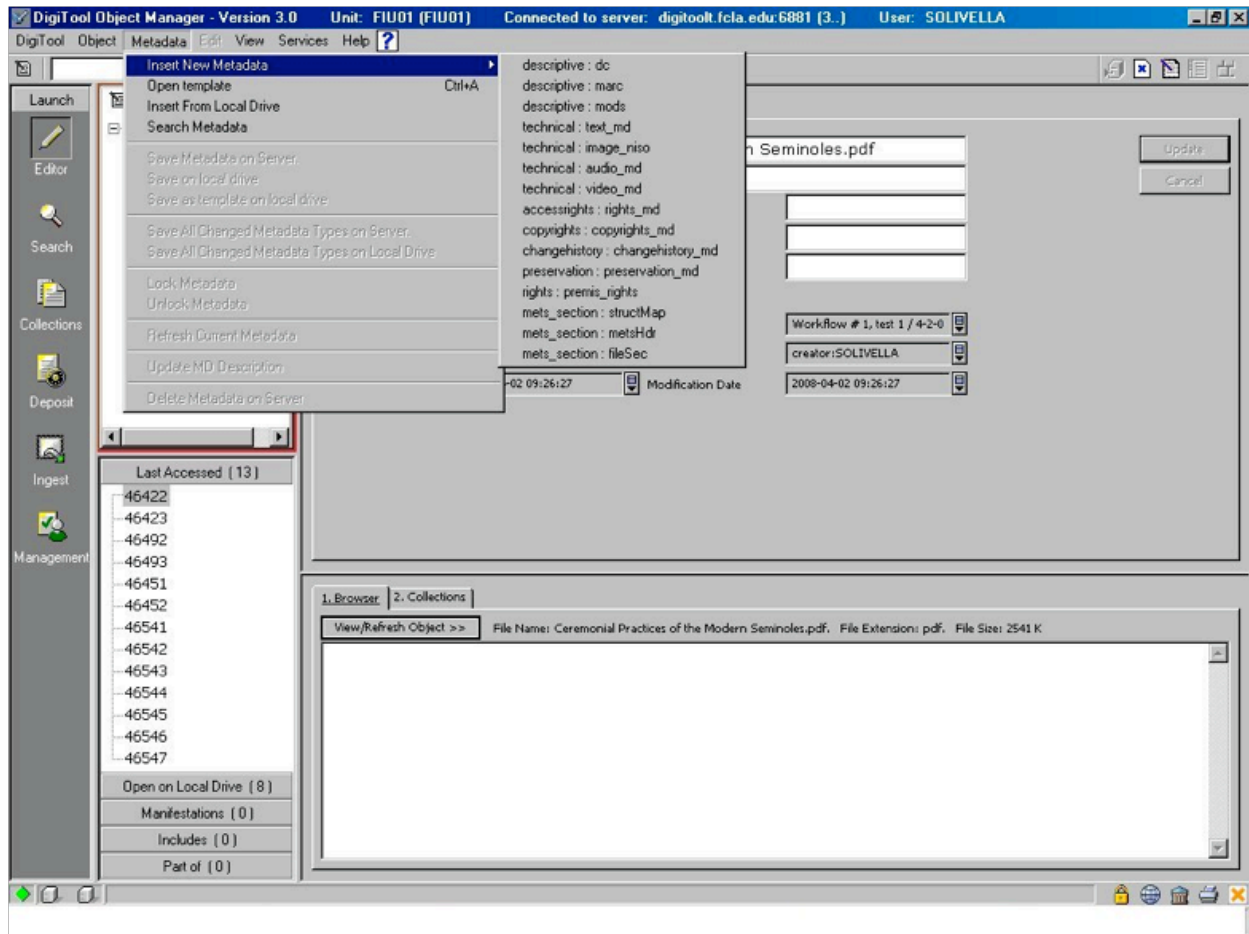
Partition A: is the code name of the project/ collection name where this record will reside (Keep in mind that Project Codes change from one project to the next. This example uses the code RTE for the Reclaiming the Everglades project, but there are numerous other project codes in use by FIU Digital Collections.)

Partition B: is the initials of the institution; in this case, it’s FIU.

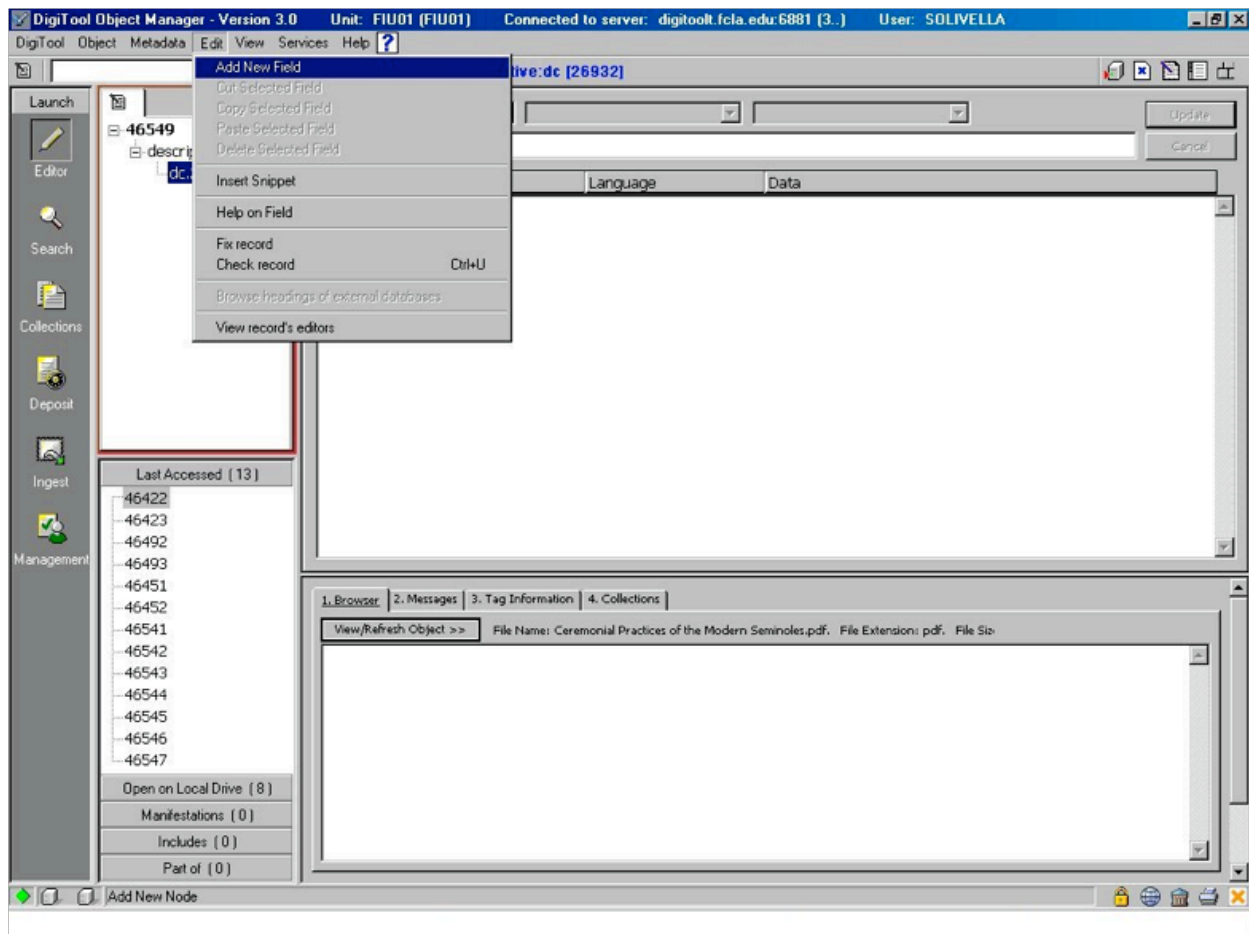
Once the Control Values are set as desired, click "Update"



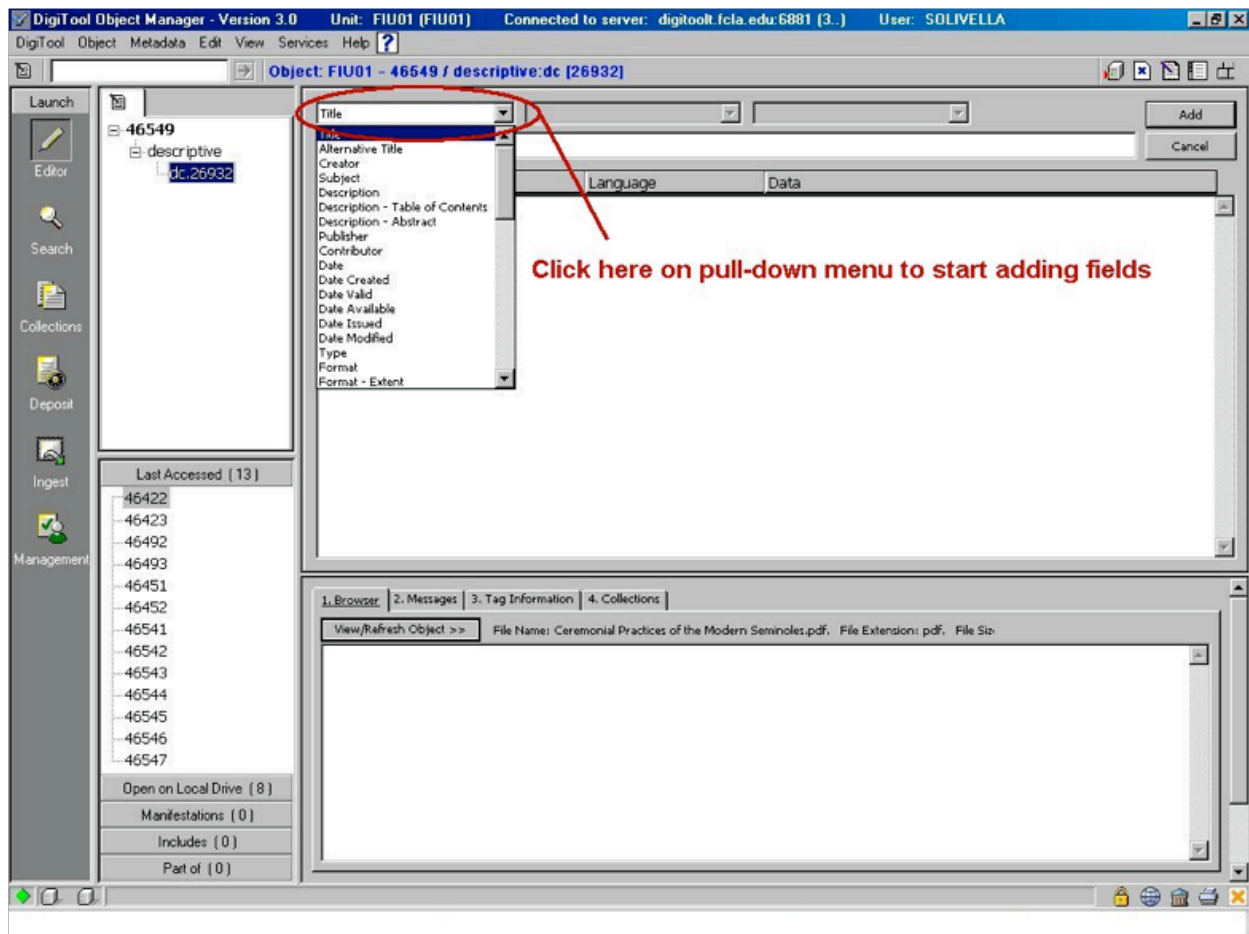
You can create various descriptive metadata records for a digital entity, such as Dublin Core, MARC, etc. In this case a Dublin Core record will be created. Click on “Metadata”, then click on “Insert New Metadata”, and then on “descriptive:dc” to create the Dublin Core record.



Before you can edit any data, you have to add fields. Click on “Edit” and then “Add New Field”.

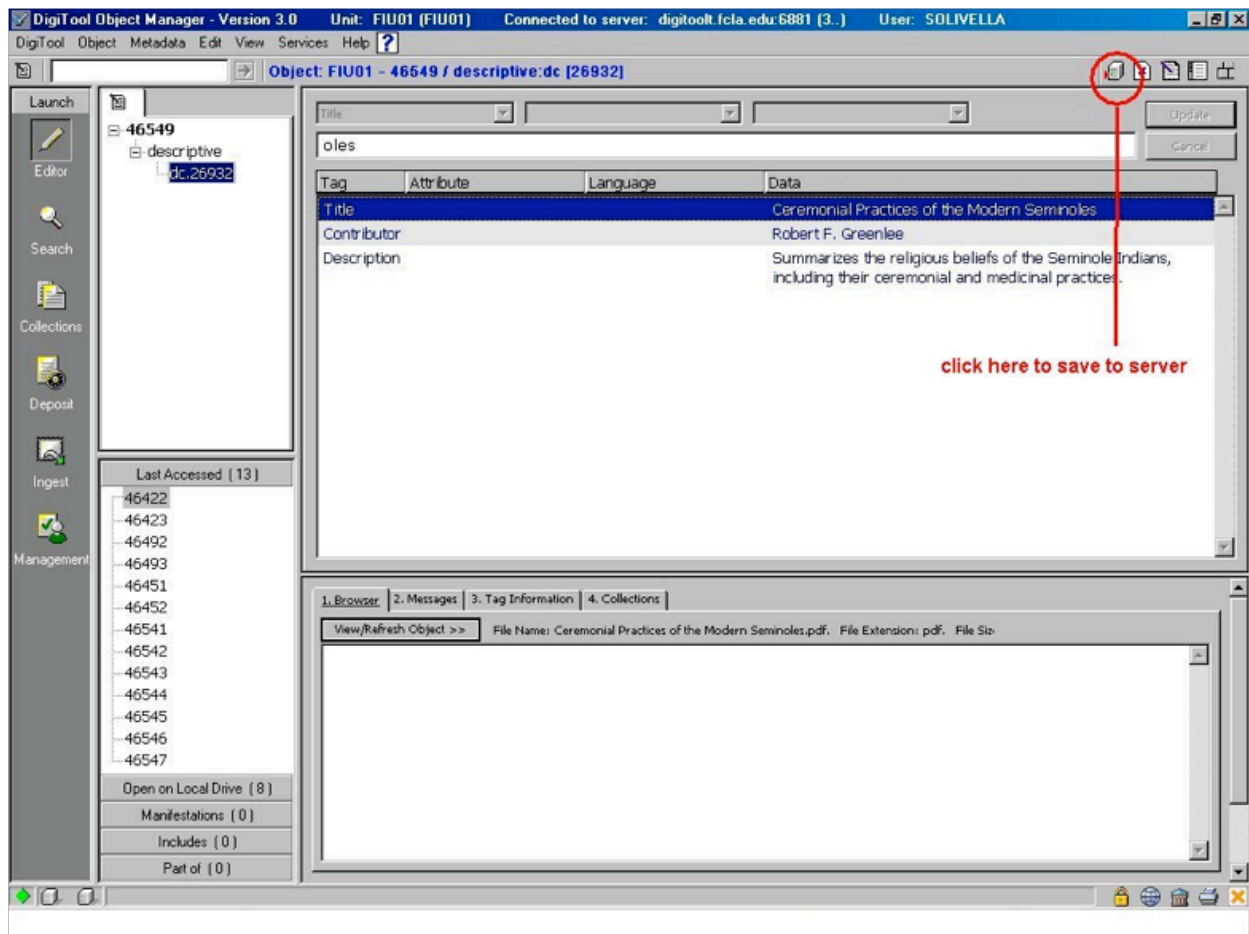


A new field can be added by using the pull-down menu. As many fields that are needed, can be added.

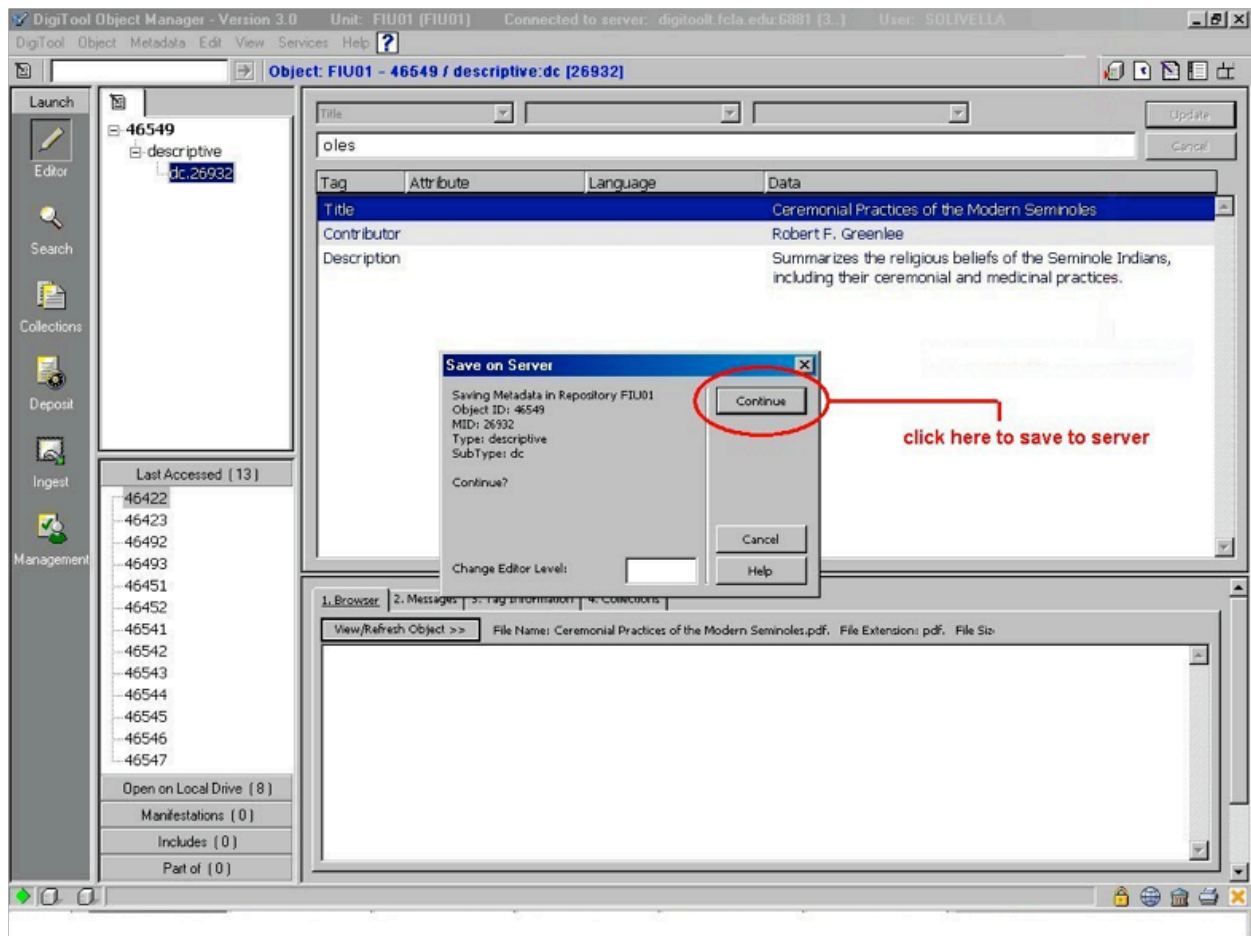


The final step is to click on the file cabinet on the top right; this will send the metadata to the server.

A smaller window will come up to verify that you want to save it.




Click on “continue” to save it to the server.

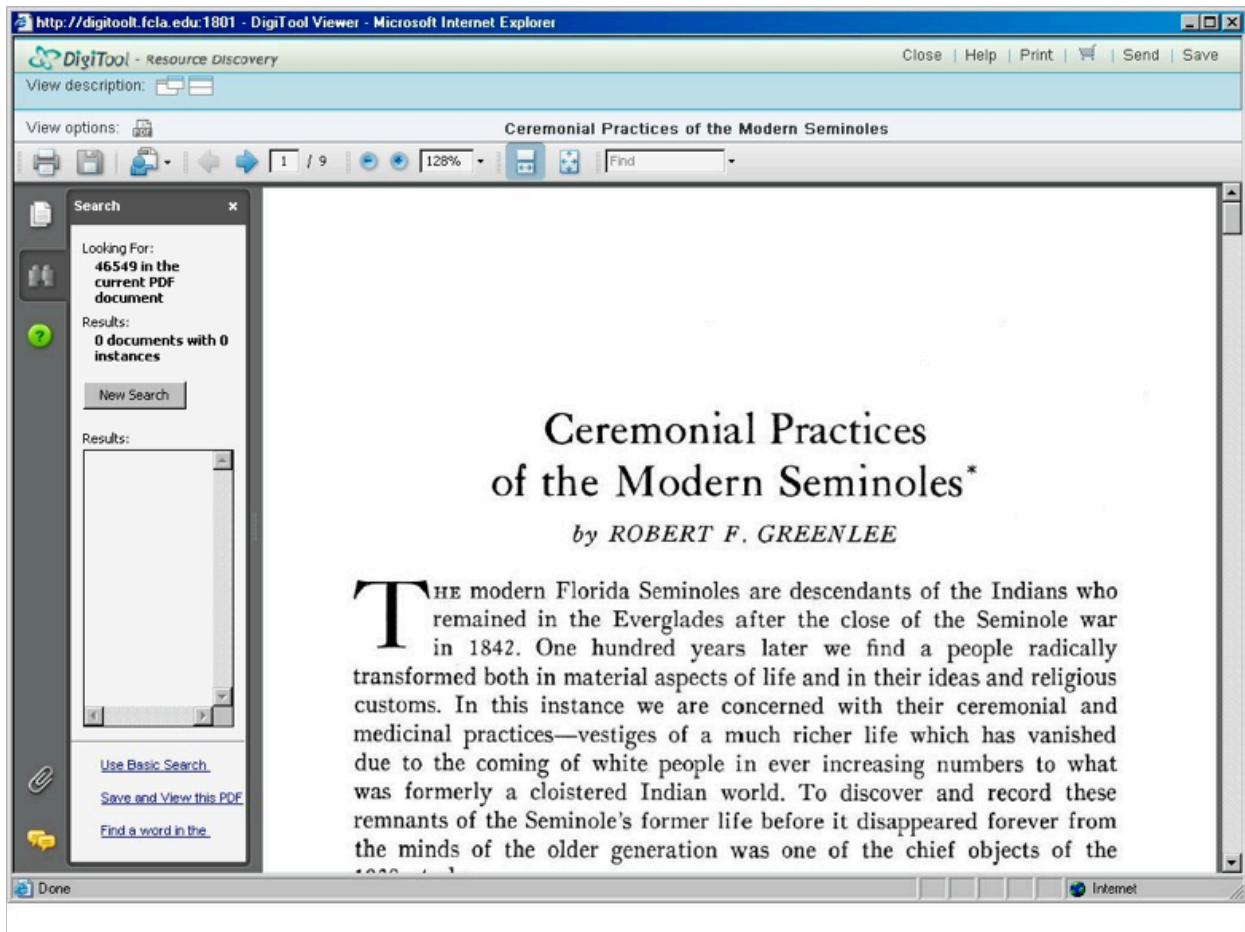


This is the final view of the record online. Note that the thumbnail image for this item is the default icon from DigiTool. (The process for creating a custom thumbnail will be covered in Workflow # 2). Click on the thumbnail to get the uploaded file. In this example, the file is a PDF but it could also be a JPEG image, PPT file, MP3 audio file, and more.

The screenshot shows a Microsoft Internet Explorer browser window displaying the DigiTool interface. The address bar shows the URL: <http://digitool.fcla.edu:8881/R/RPVNREJDU24RBX1IUSYVJFU6NYQI725KYGGPQMITEDLQY1G-X6G-01385>. The page header identifies the institution as the State University Libraries of Florida. The search results show a single record for a PDF document titled "Ceremonial Practices of the Modern Seminoles" by Robert F. Greenlee. The record details include a description, contributor, PID (46549), and related collections. The footer contains contact information for the State University System of Florida and the date of the last update (November 15, 2006).

Object	 - PDF Document (2 M)
Title	Ceremonial Practices of the Modern Seminoles
Description	Summarizes the religious beliefs of the Seminole Indians, including their ceremonial and medicinal practices.
Contributor	Robert F. Greenlee
PID	46549
Related collections	Everglades Digital Library > Reclaiming the Everglades

This is the DigiTool viewer showing the uploaded PDF document online.



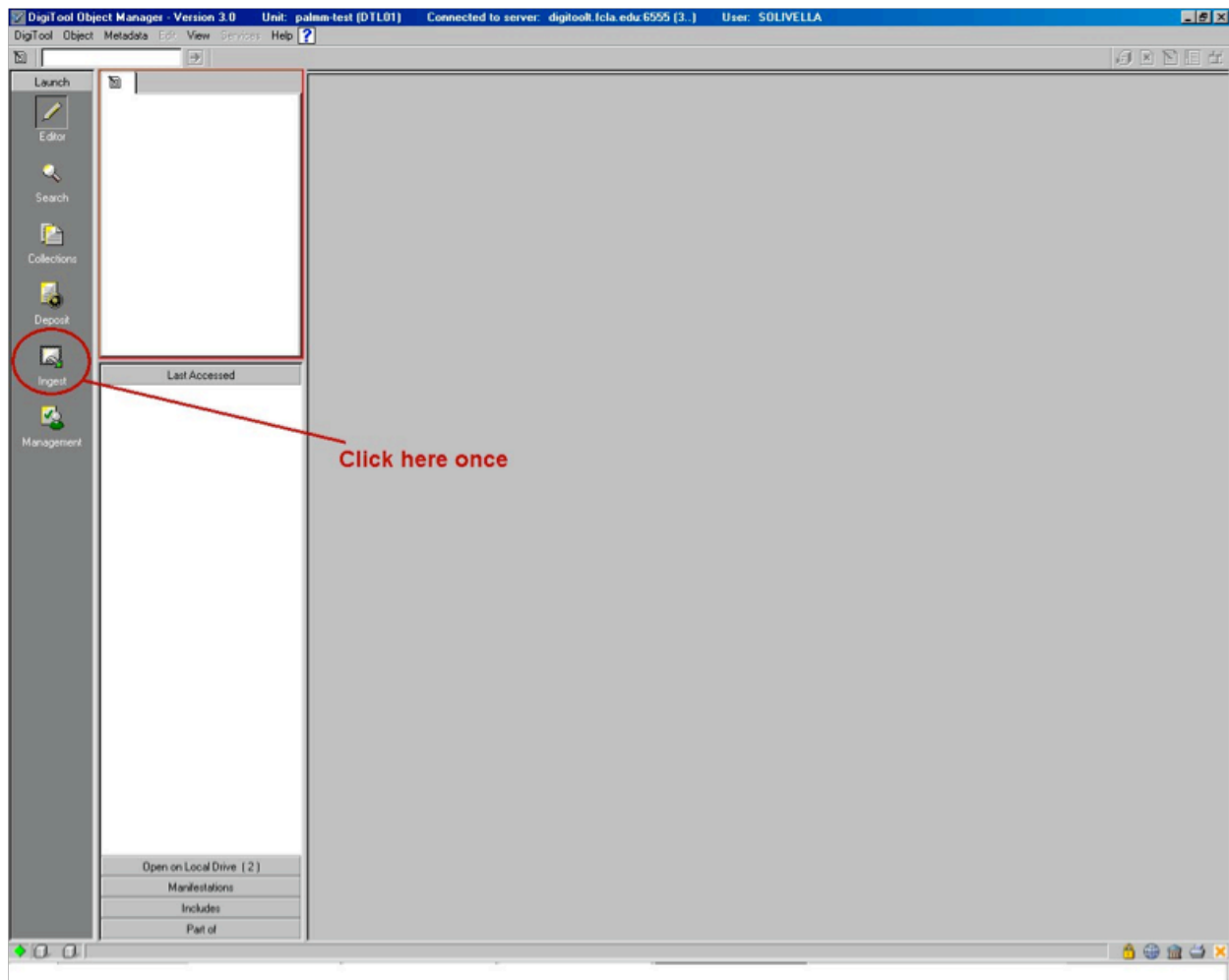
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Ingest Workflow # 2: File stream with no relationships, custom thumbnail

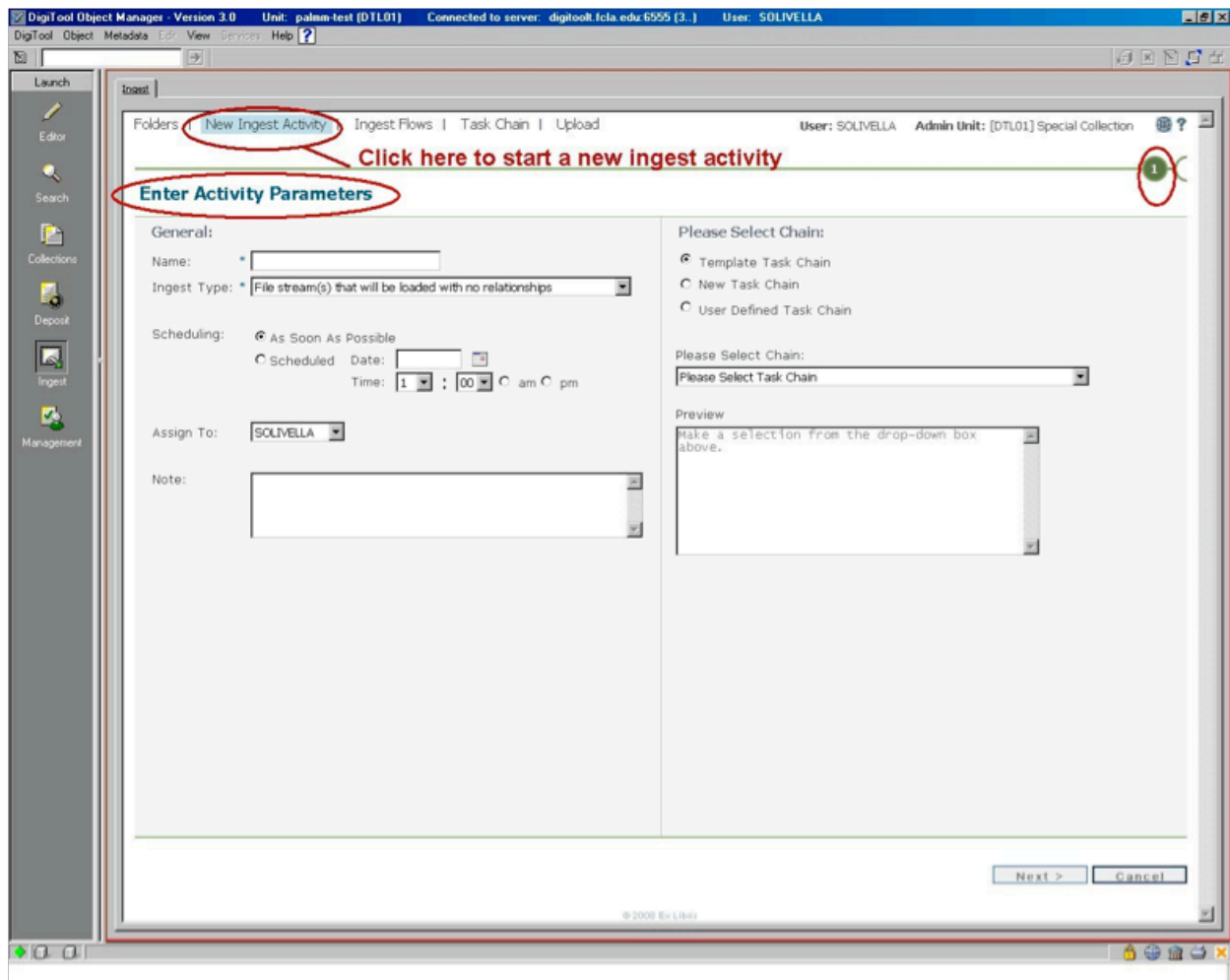
This workflow is used to create a simple record with one file and no relationships, plus a custom thumbnail produced from an image file provided by FIU.

A Dublin Core record will then be added to the digital entity after it is uploaded and ingested.

Click once on “Ingest” on the left grey sidebar.



Select “New Ingest Activity” on the top menu and it opens to “Enter Activity Parameters” (Step 1).



To start the creation of the record, enter a "Name".

Under "Ingest Type", select in the pull-down menu "File stream(s) that will be loaded with no relationships".

Under "Please Select Chain" select "Template Task Chain" and then "Thumbnail Creation Only" in the pull-down menu.

Click on "Next" to continue.

The screenshot shows the 'Enter Activity Parameters' dialog box in the DigiTool Object Manager. The dialog is titled 'Enter Activity Parameters' and has a 'Launch' sidebar on the left. The main area is divided into several sections:

- General:** Contains a 'Name' field with the text 'jpg image with thumbnail and met' and an 'Ingest Type' dropdown menu set to 'File stream(s) that will be loaded with no relationships'.
- Scheduling:** Includes radio buttons for 'As Soon As Possible' (selected) and 'Scheduled', along with date and time pickers.
- Assign To:** A dropdown menu set to 'SOLIVELLA'.
- Note:** A text area for additional information.
- Please Select Chain:** A radio button for 'Template Task Chain' (selected), and options for 'New Task Chain' and 'User Defined Task Chain'.
- Please Select Chain:** A dropdown menu set to 'Thumbnail Creation Only'.
- Preview:** A preview window showing 'Thumbnail creation only'.

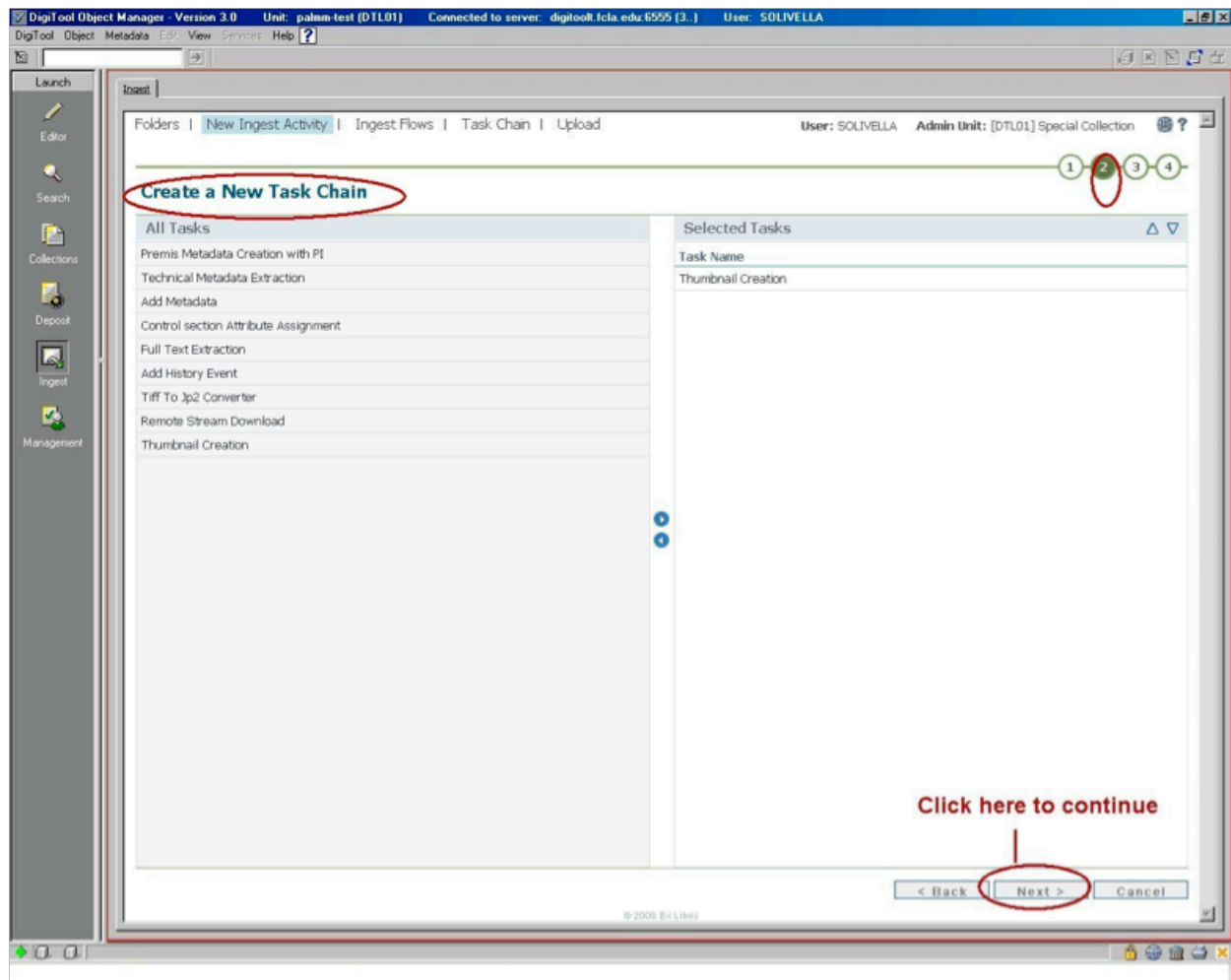
Red annotations and arrows point to the following elements:

- 1) Enter name of record:** Points to the 'Name' text field.
- 2) Select "file stream(s) that will be loaded with no relationships":** Points to the 'Ingest Type' dropdown menu.
- 3) Select "Template Task Chain":** Points to the 'Template Task Chain' radio button.
- 4) Select "Thumbnail Creation Only" from pull-down menu:** Points to the 'Please Select Chain' dropdown menu.

At the bottom right, a red arrow points to the 'Next >' button with the text 'Click here to continue'. A 'Cancel' button is also visible next to it.

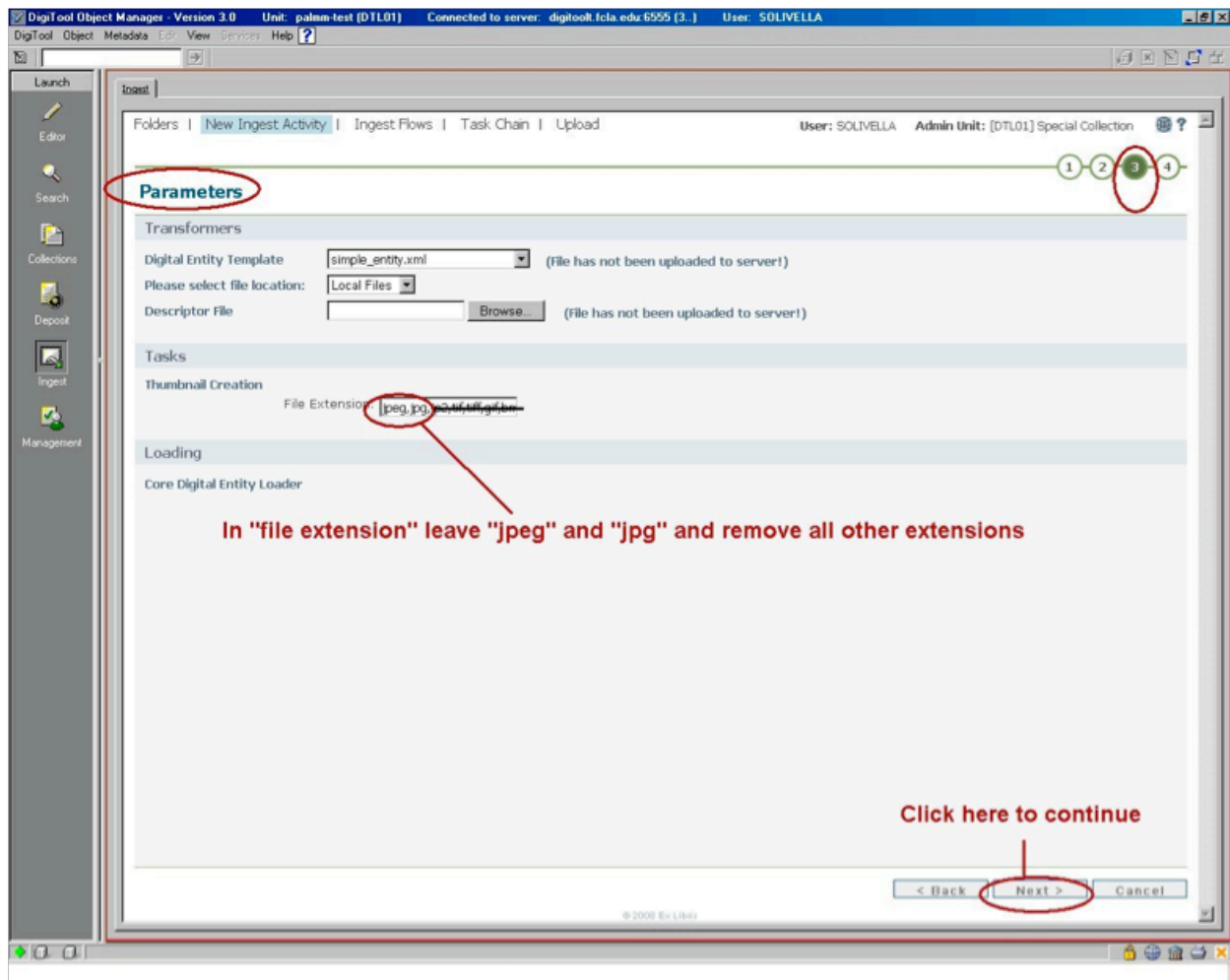
“Create a New Task Chain” (Step 2) will show up. Nothing needs to be done here, as the choice of “Thumbnail Creation” was selected in Step 1.

Click on “Next”.



“Parameters” (Step 3) will show up. The default values shown in the “Transformers” section are fine for this workflow. Move on to the “Tasks” section, and remove the extra extensions, as the choice selected in Step 1 needs to “see” the correct file extension to make the thumbnail. Since, in this example, FIU is supplying a JPEG image as the source for the custom thumbnail, delete all file extensions except variations of .jpg.

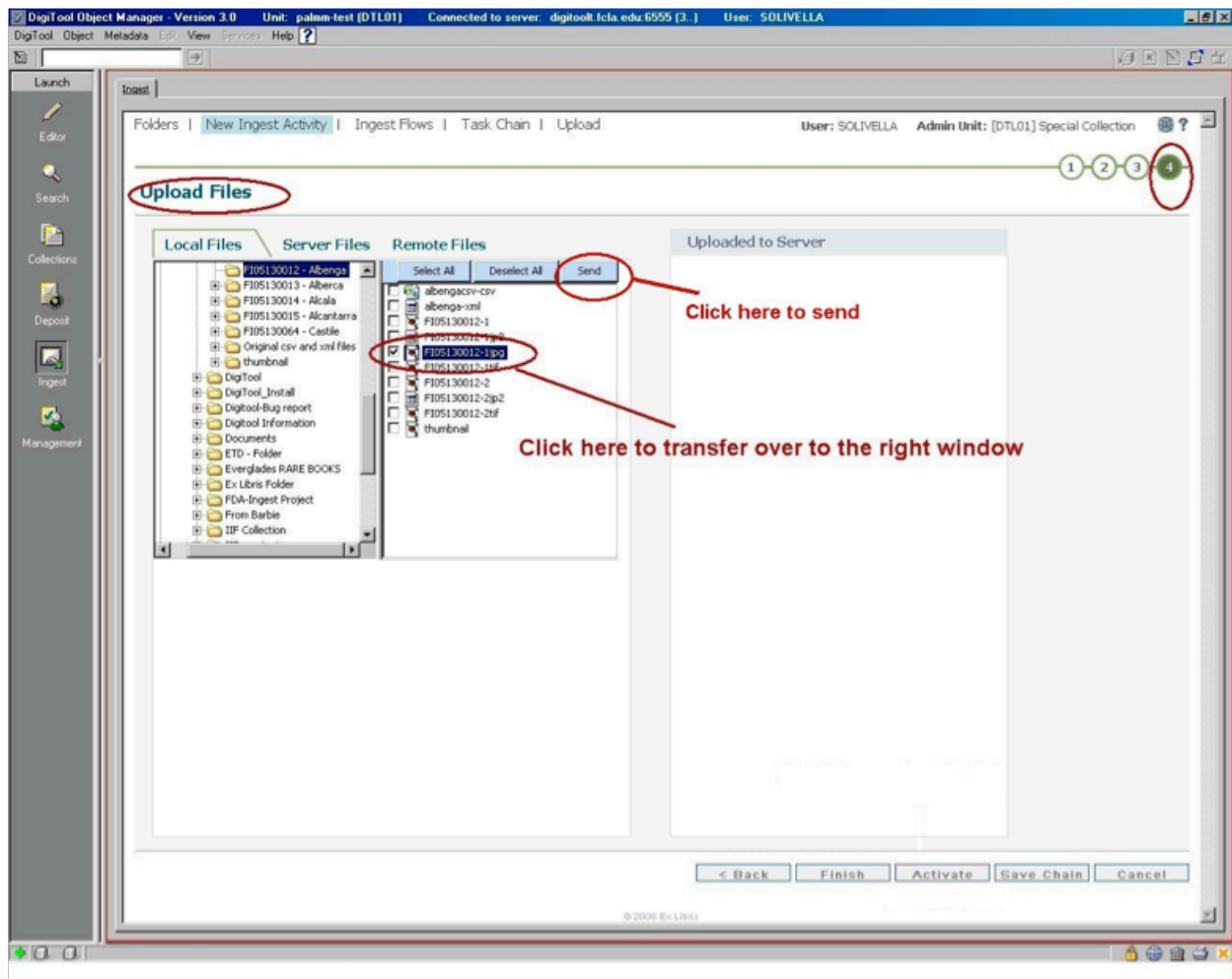
Click on “Next”.



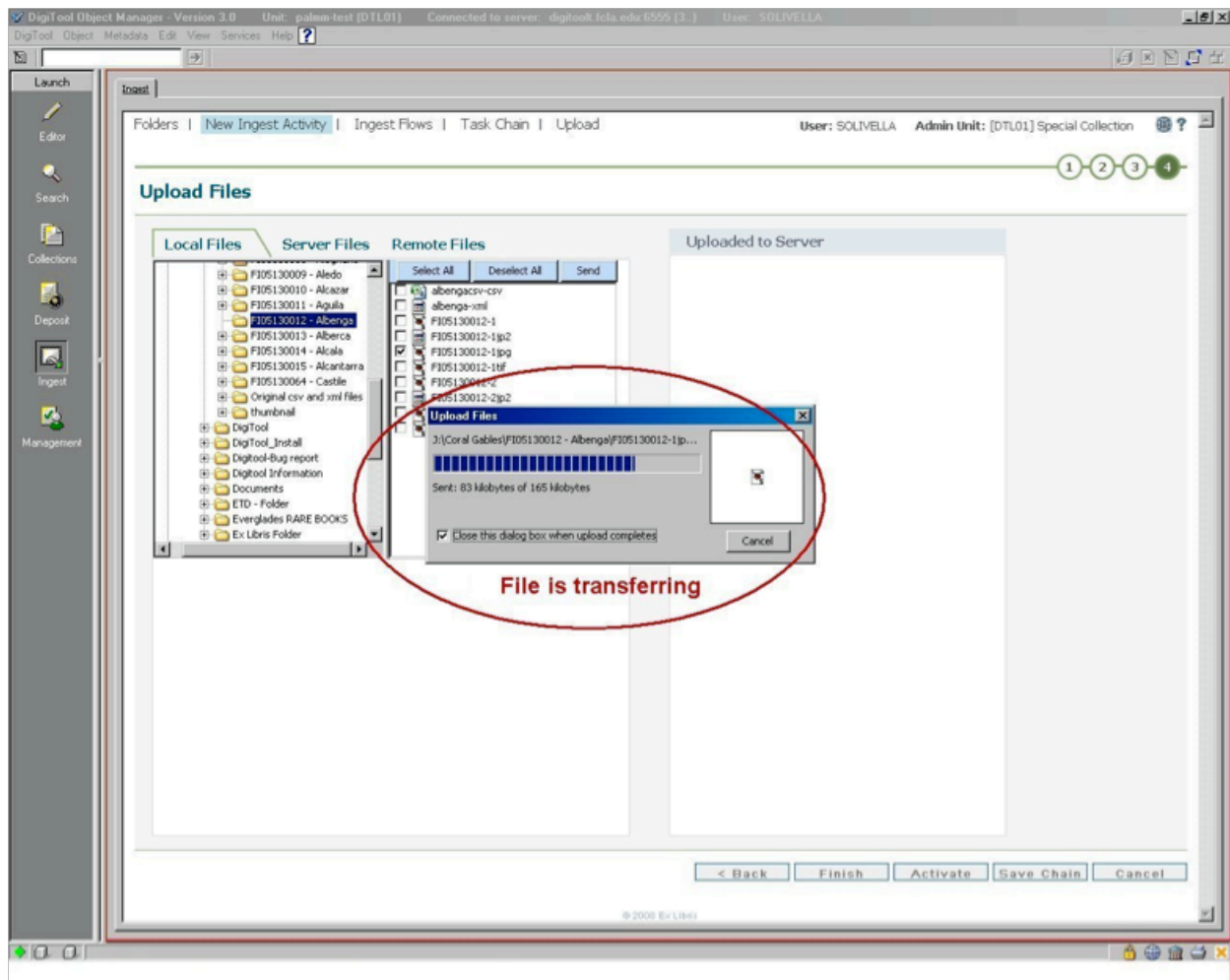
“Upload Files” (Step 4) is the next screen. This is where the file is uploaded to the server.

Select the file by clicking on the small box next to the name. An “X” will appear.

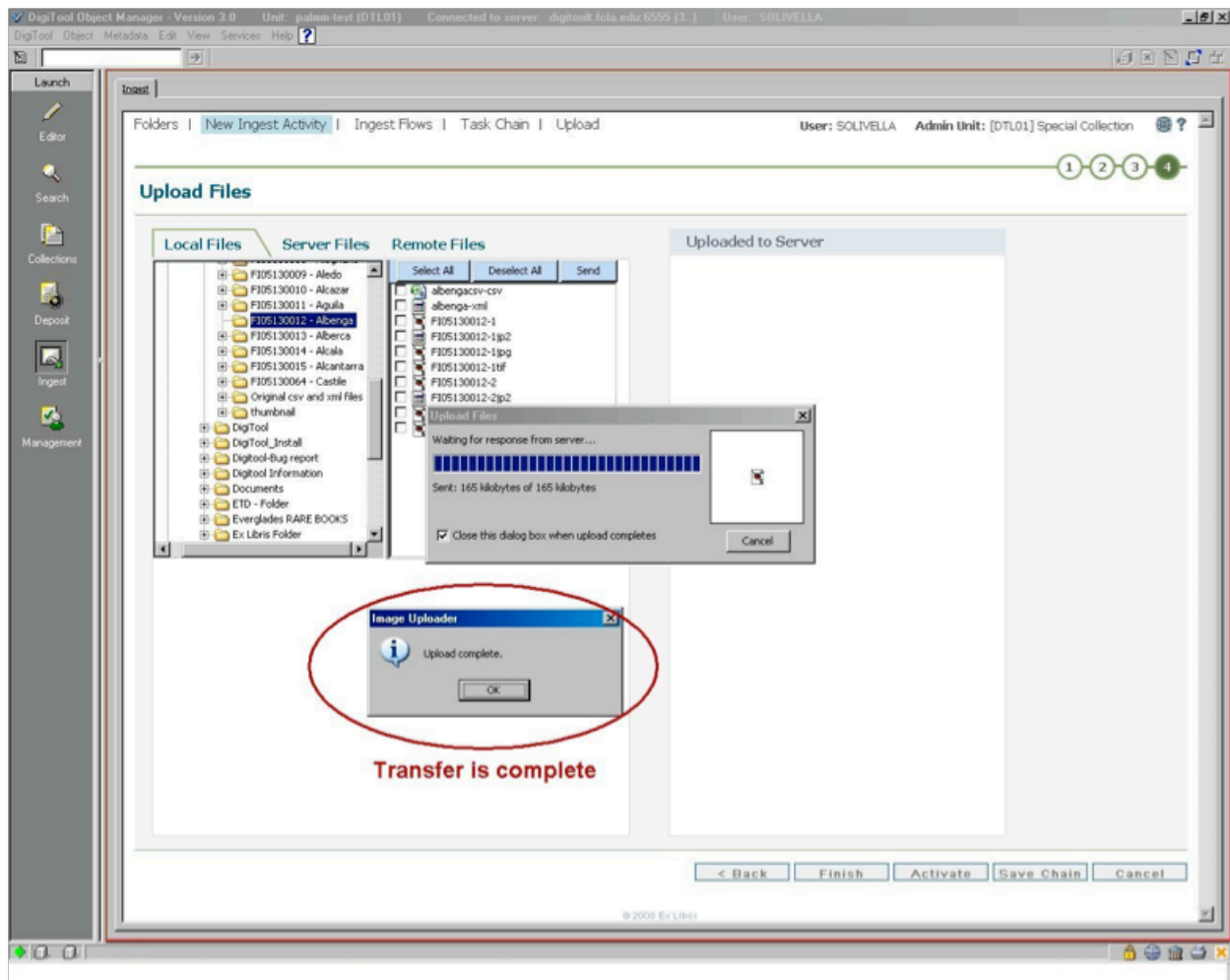
When ready to send the file, click on “Send”.



A window will come up to verify that the file is transferring.

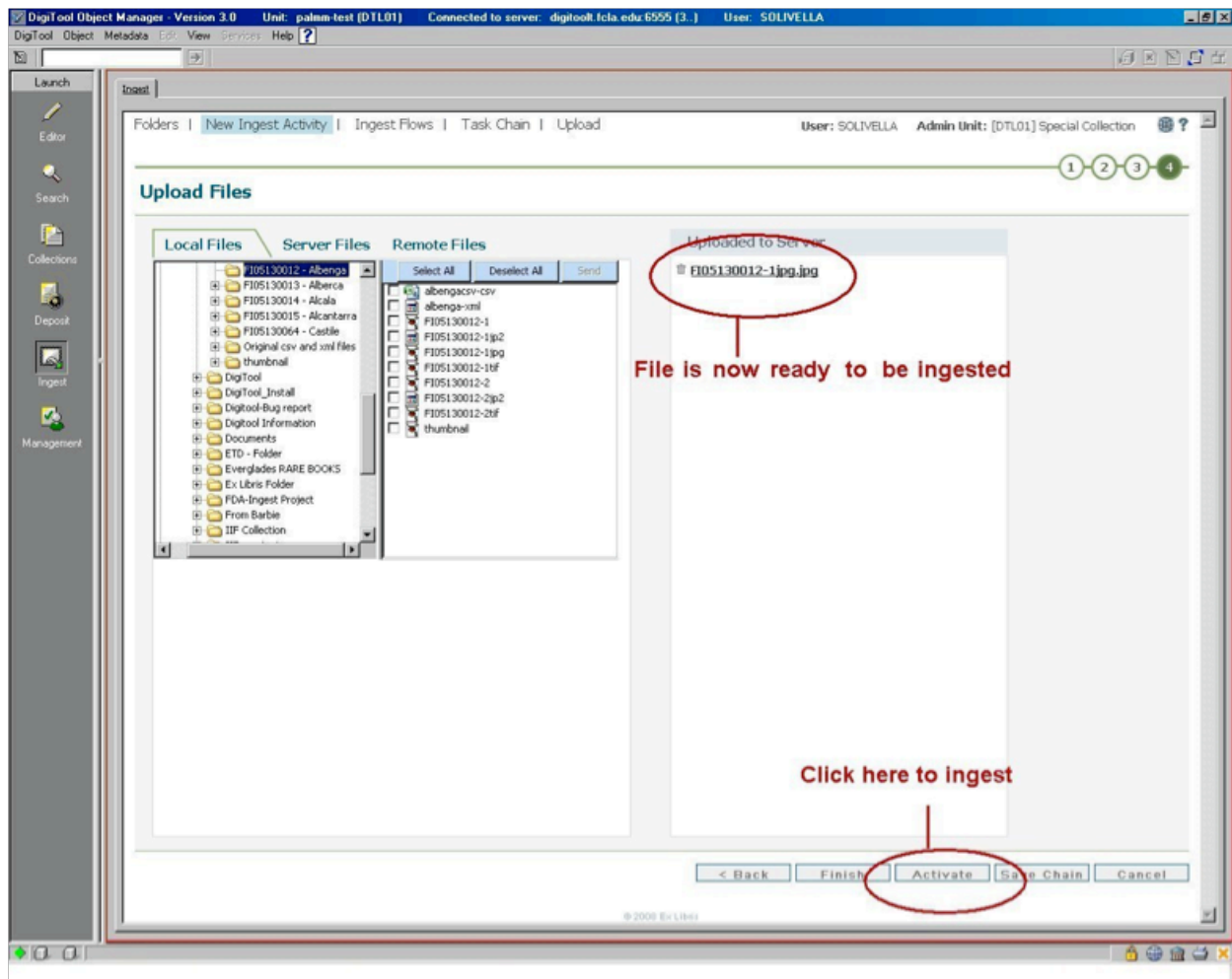


A smaller window will notify you that the transfer is complete.



You will see the selected file is now to the right section under “Uploaded to Server”.

The final step in this ingest section is to click on “Activate”. This will ingest the record.



To check that the ingest is a success, click on the “Success” section.

The new record will be at the top of the list.

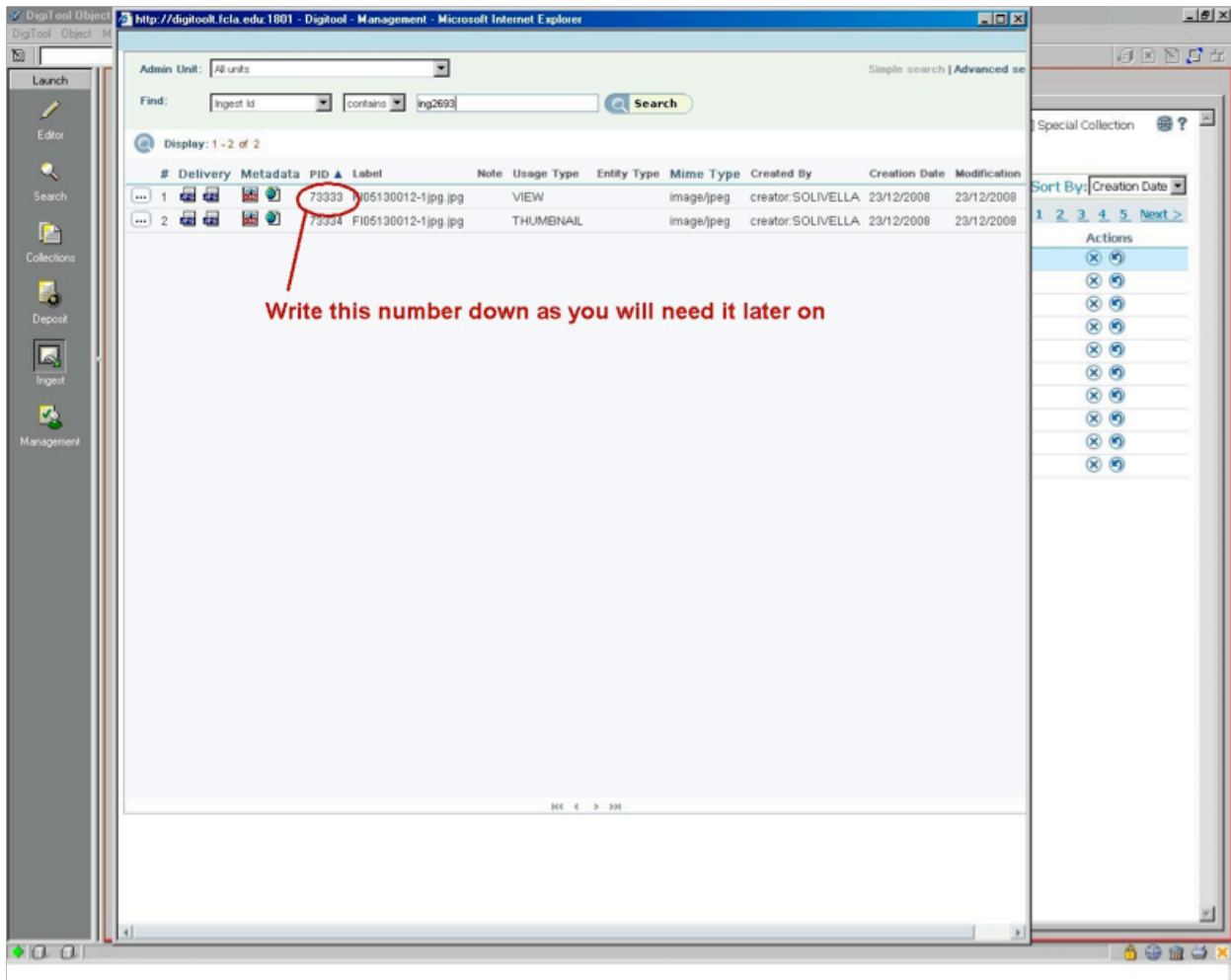
In order to edit a record, you will first need the PID.

Click on the “ing” number (in this case it’s ing2693) under the “Id” column to get the PID number.

The screenshot shows the DigiTool Object Manager interface. On the left sidebar, the 'Ingest' icon is selected. The main window displays the 'Ingest' section with a table of records. The 'Success (211)' status is highlighted with a red circle and labeled '1) Click here'. The table has columns for '#', 'Id', 'Activity Name', 'Task Chain Name', and 'Actions'. The first row is highlighted in blue and labeled '2) Click on the "ing" number (in this case it's ing2693) under ID, to get the PID number'.

#	Id	Activity Name	Task Chain Name	Actions
1.	ing2693	Jpg image with thumbnail an...	Thumbnail Creation Only	⊗ ⊕
2.	ing2692	Following the SOP	Thumbnail Creation Only	⊗ ⊕
3.	ing2691	Final Abenga with jpg only	Thumbnail Creation Only	⊗ ⊕
4.	ing2690	Final Abenga test	Thumbnail Creation Only	⊗ ⊕
5.	ing2689	Abenga .jpg only	Thumbnail Creation Only	⊗ ⊕
6.	ing2686	test 3 workflow #2	Thumbnail Creation Only	⊗ ⊕
7.	ing2685	test 2 - Abenga - workflow...	Thumbnail Creation Only	⊗ ⊕
8.	ing2684	Abenga - Test - Workflow # 2	Thumbnail Creation Only	⊗ ⊕
9.	ing2681	workflow 2	Thumbnail Creation Only	⊗ ⊕
10.	ing2680	workflow 2	Thumbnail Creation Only	⊗ ⊕

The PID numbers will appear for both the original file and the custom thumbnail that was generated during the ingest process. You will need the parent PID, which corresponds to the "VIEW" usage type, to edit the record. Write this number down as you will need it later on.



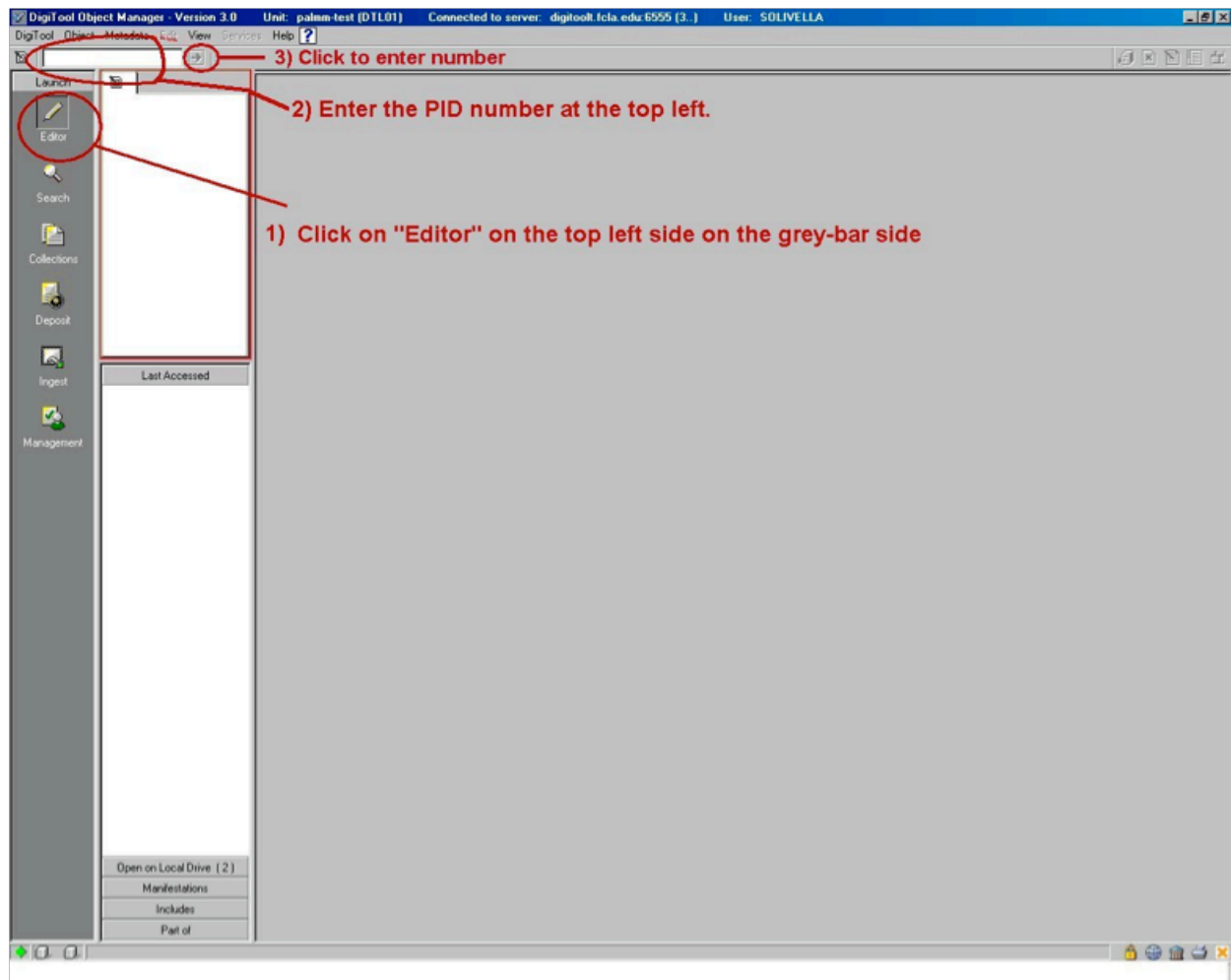
The screenshot displays the DigiTool Management interface in Microsoft Internet Explorer. The search criteria are set to 'Ingest Id' containing 'ing2693'. The results table shows two entries:

#	Delivery	Metadata	PID	Label	Note	Usage Type	Entity Type	Mime Type	Created By	Creation Date	Modification
1			73333	F105130012-1.jpg.jpg		VIEW		image/jpeg	creator:SOLIVELLA	23/12/2008	23/12/2008
2			73334	F105130012-1.jpg.jpg		THUMBNAIL		image/jpeg	creator:SOLIVELLA	23/12/2008	23/12/2008

A red circle highlights the PID '73333' in the first row, and a red arrow points to it with the text "Write this number down as you will need it later on".

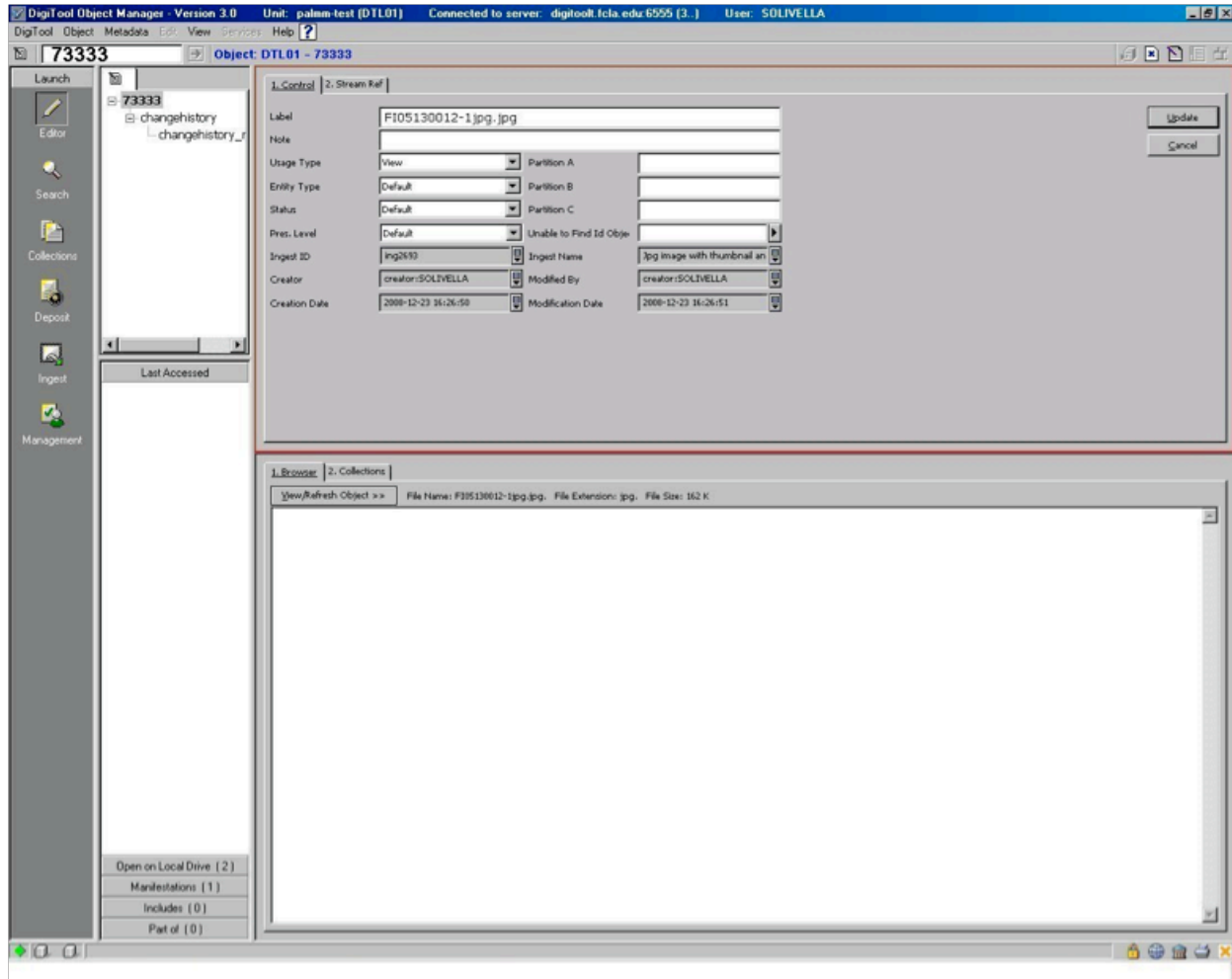
Click on "Editor" on the top of the left grey sidebar to create a Dublin Core record.

Enter the parent PID number at the top left and then click on the arrow to the right.



The “Control Values” screen opens up to the main section of the record.

The screen shot here shows default Control Values.

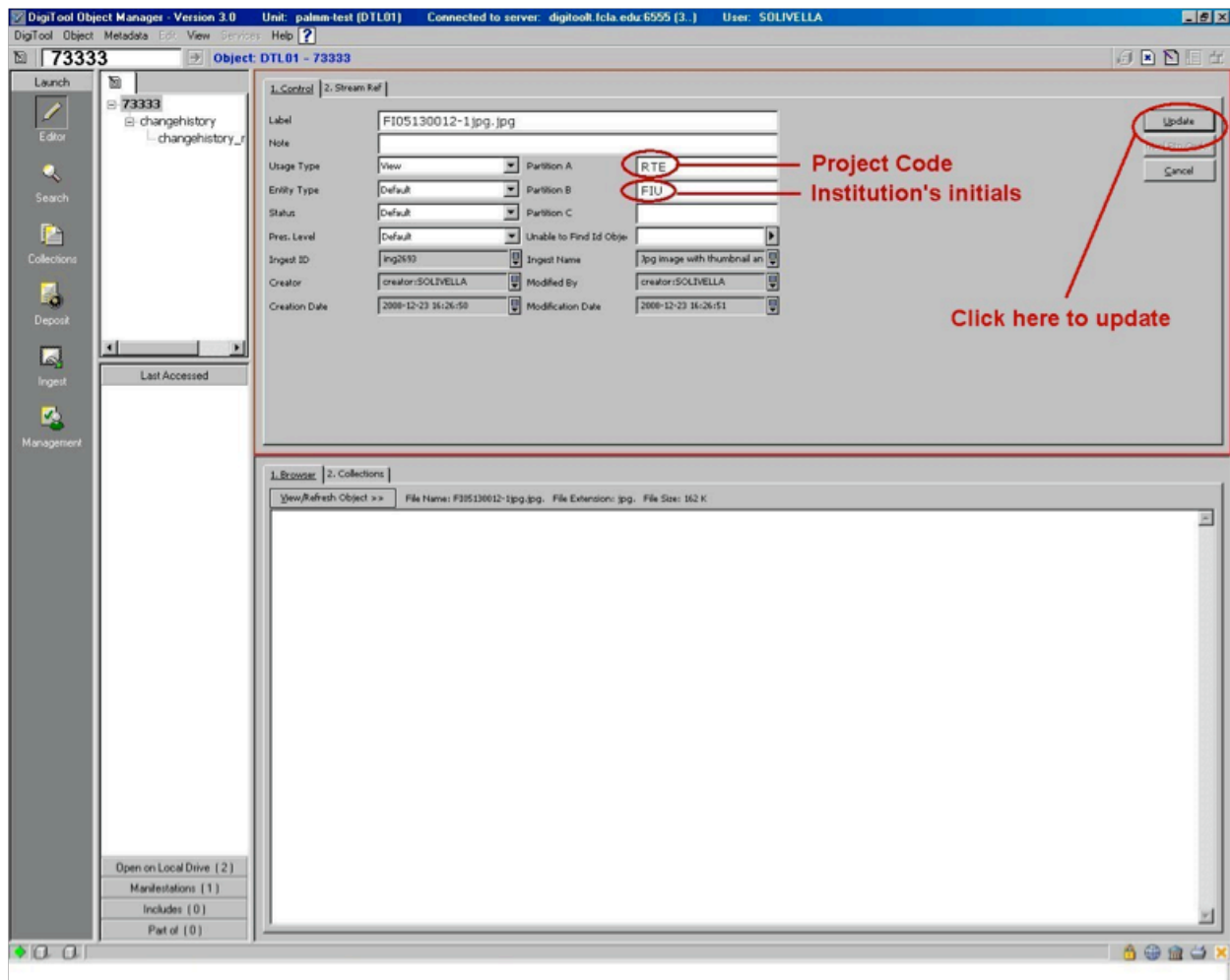


Fill in “Partition A” and “Partition B”

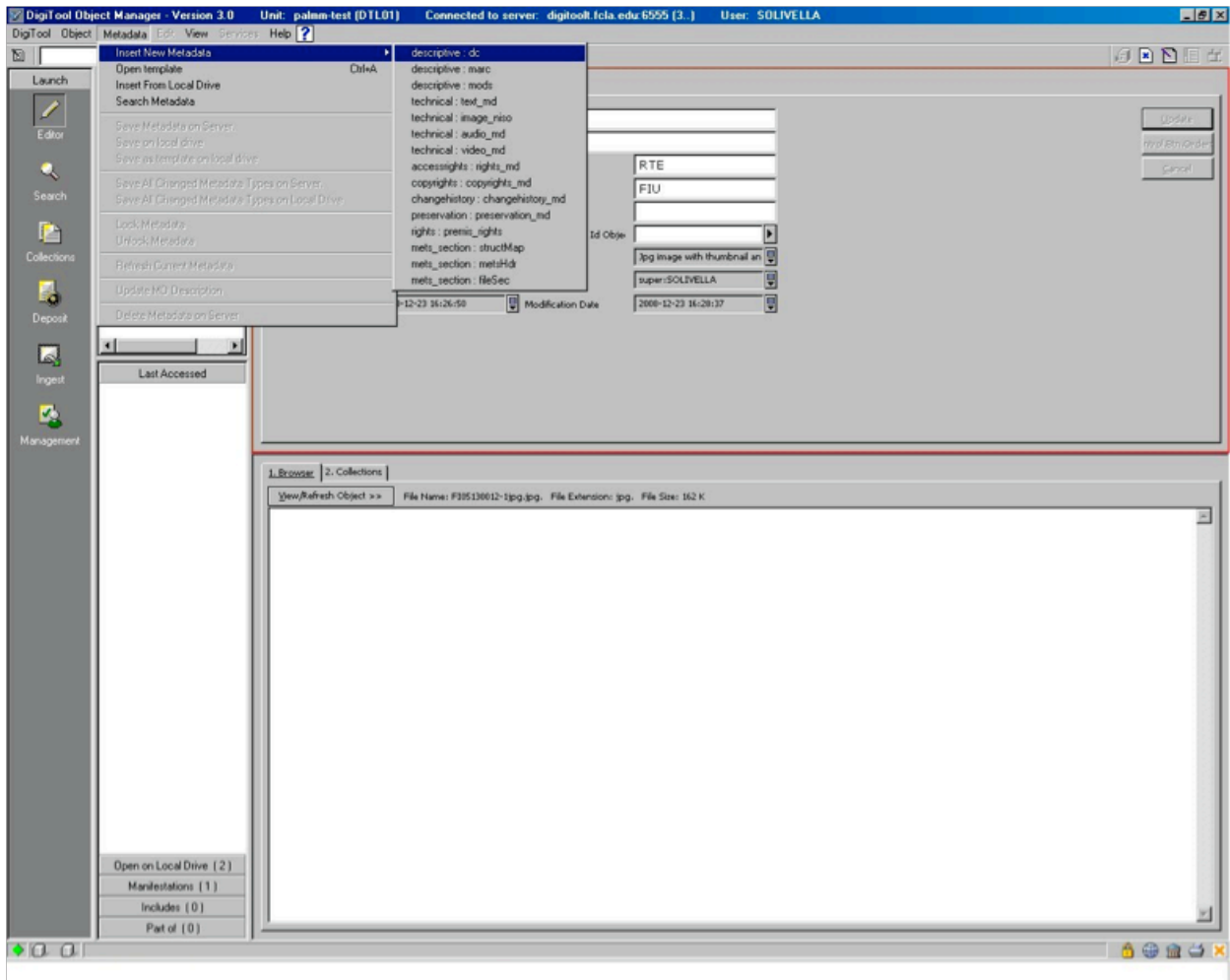
Partition A: is the code name of the project/ collection name where this record will reside (Keep in mind that Project Codes change from one project to the next. This example uses the code RTE for the Reclaiming the Everglades project, but there are numerous other project codes in use by FIU Digital Collections.)

Partition B: is the initials of the institution; in this case, it’s FIU.

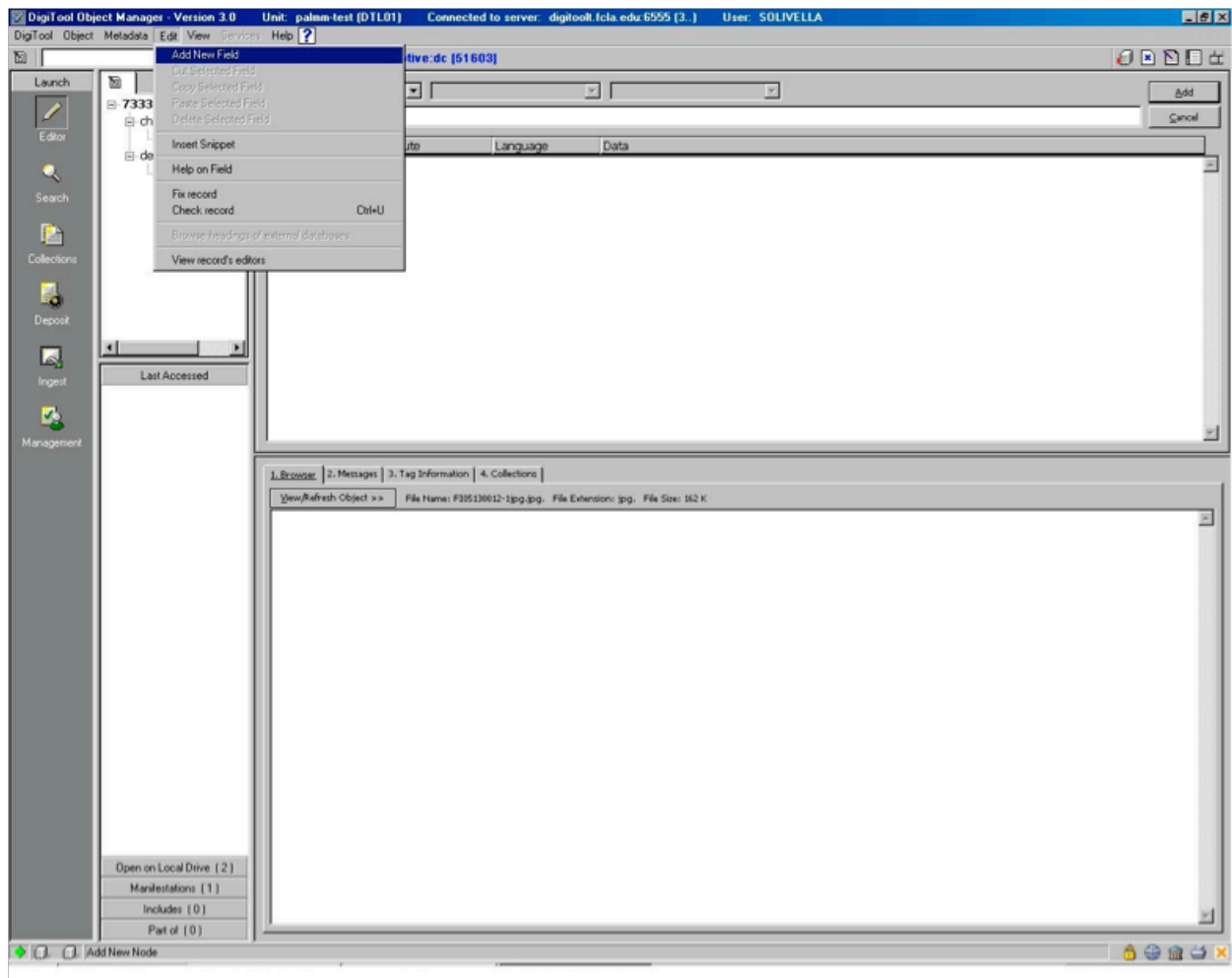
Once the Control Values are set, click on “Update”



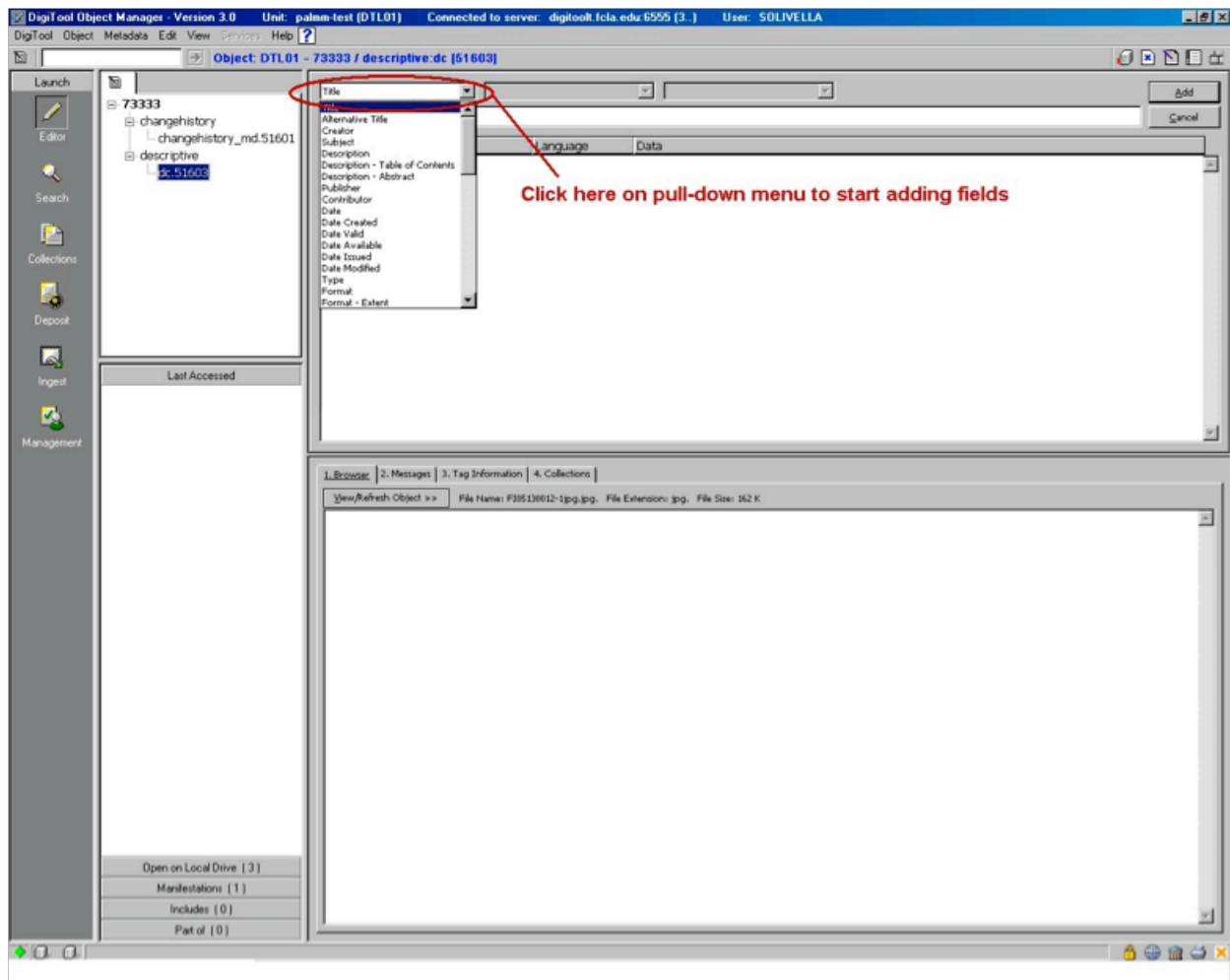
You can create any metadata type you like for a record, such as Dublin Core, MARC, etc. In this case a Dublin Core record will be created. Click on “Metadata”, then click on “Insert New Metadata”, and then on “descriptive:dc” to create and edit the Dublin Core record.



Before you can edit any data, you have to add fields. Click on “Edit” and then “Add New Field”.



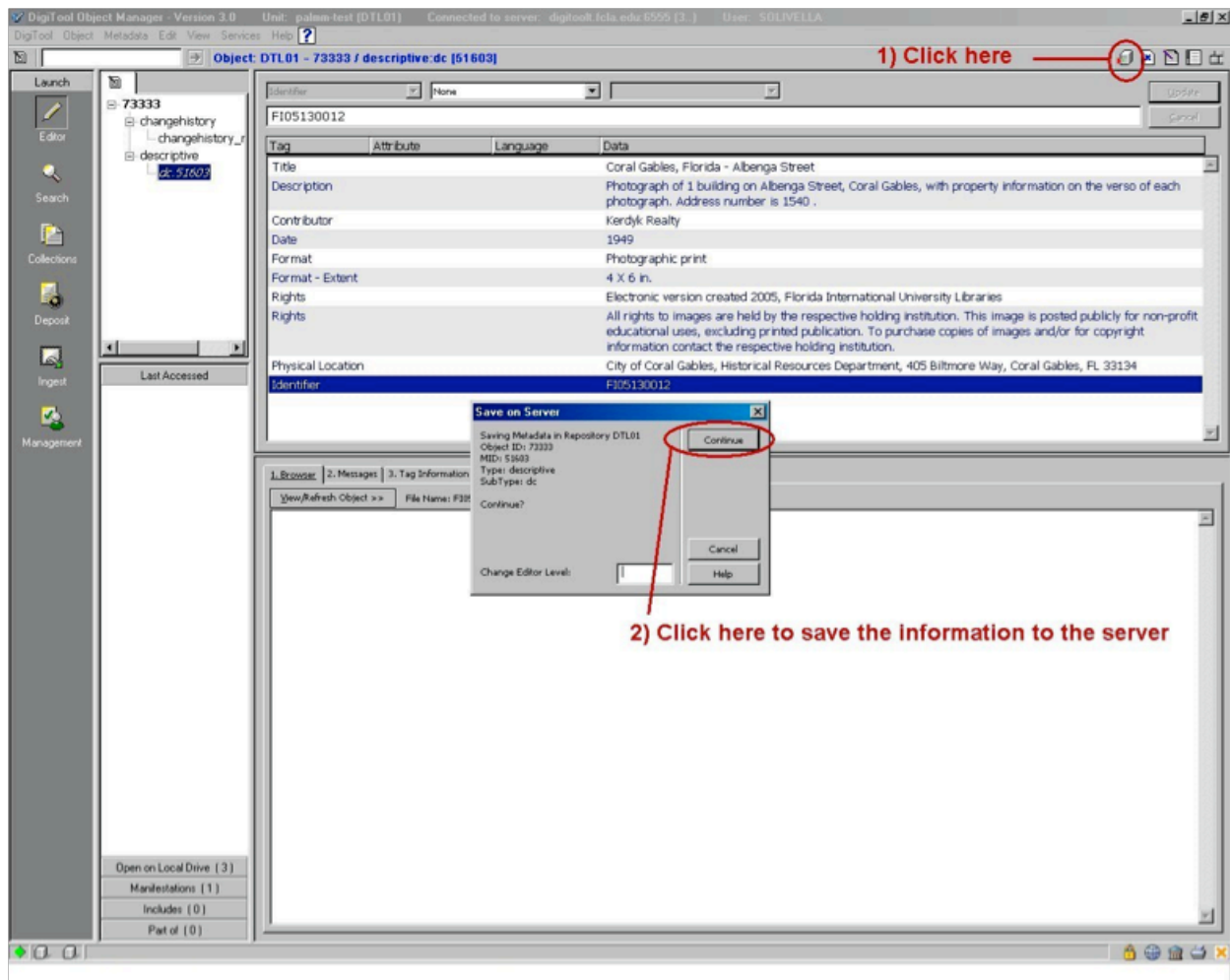
A new field can be added by using the pull-down menu. As many fields that are needed, can be added.



The final step is to click on the file cabinet icon on the top right; this will send the metadata to the server.

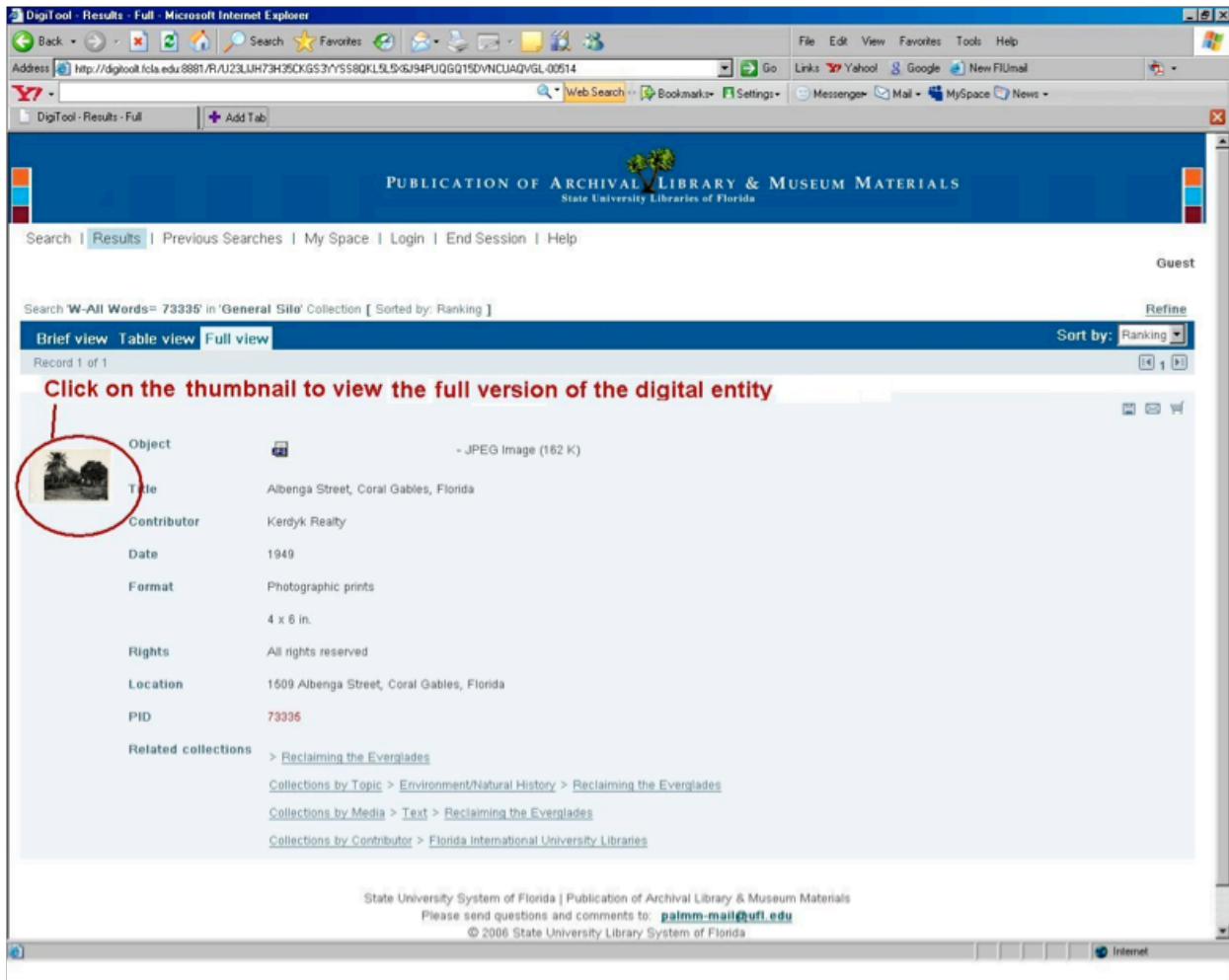
A smaller window will come up to verify that you want to save it to the server.

Click on “Continue” to save to the server.




This is the view of the record online. Note that the thumbnail is now a custom image.

Click on the thumbnail to view the full version of the digital entity (in this example, a JPEG image).



The screenshot shows a Microsoft Internet Explorer browser window displaying a record from the 'Publication of Archival Library & Museum Materials' website. The browser's address bar shows a long URL. The page header includes the site name and navigation links like 'Search', 'Results', 'Previous Searches', 'My Space', 'Login', 'End Session', and 'Help'. A search bar indicates a search for 'W-All Words= 73335' in the 'General Site' collection, sorted by 'Ranking'. Below the search bar, there are tabs for 'Brief view', 'Table view', and 'Full view', with 'Full view' selected. A 'Sort by: Ranking' dropdown is also visible. The main content area features a red text instruction: 'Click on the thumbnail to view the full version of the digital entity'. A red circle highlights a small thumbnail image of a street scene. To the right of the thumbnail, the record details are listed in a table format:

Object	 - JPEG Image (162 K)
Title	Albenga Street, Coral Gables, Florida
Contributor	Kerdyk Realty
Date	1949
Format	Photographic prints 4 x 6 in.
Rights	All rights reserved
Location	1509 Albenga Street, Coral Gables, Florida
PID	73335
Related collections	Reclaiming the Everglades Collections by Topic > Environment/Natural History > Reclaiming the Everglades Collections by Media > Text > Reclaiming the Everglades Collections by Contributor > Florida International University Libraries

At the bottom of the page, there is a footer with contact information for the State University System of Florida, including an email address 'palm-mail@ufi.edu' and a copyright notice for 2006.

This is the “DigiTool Viewer” view.

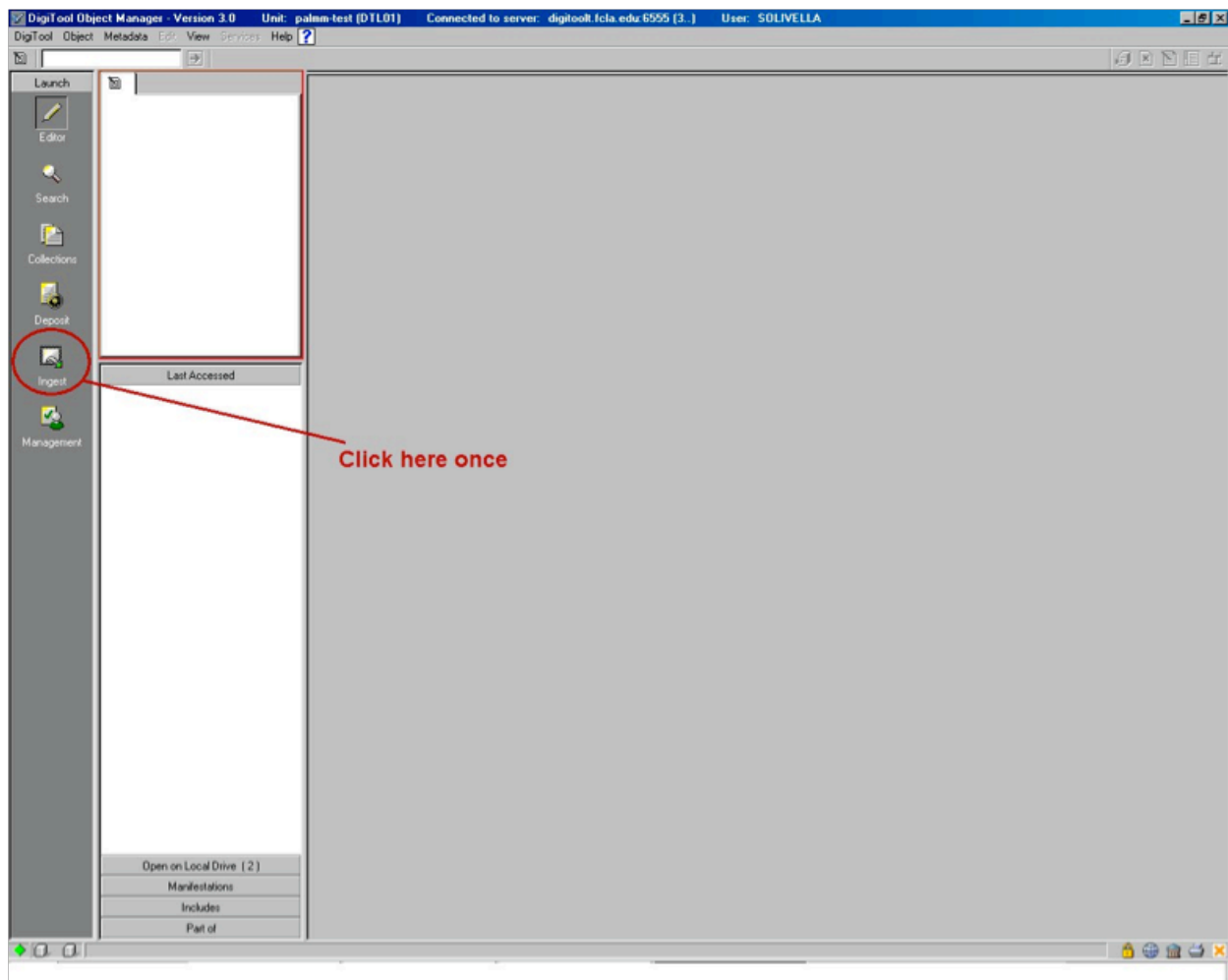


Ingest Workflow # 3: File stream that is part of one parent record, with custom thumbnail, and full-text extraction

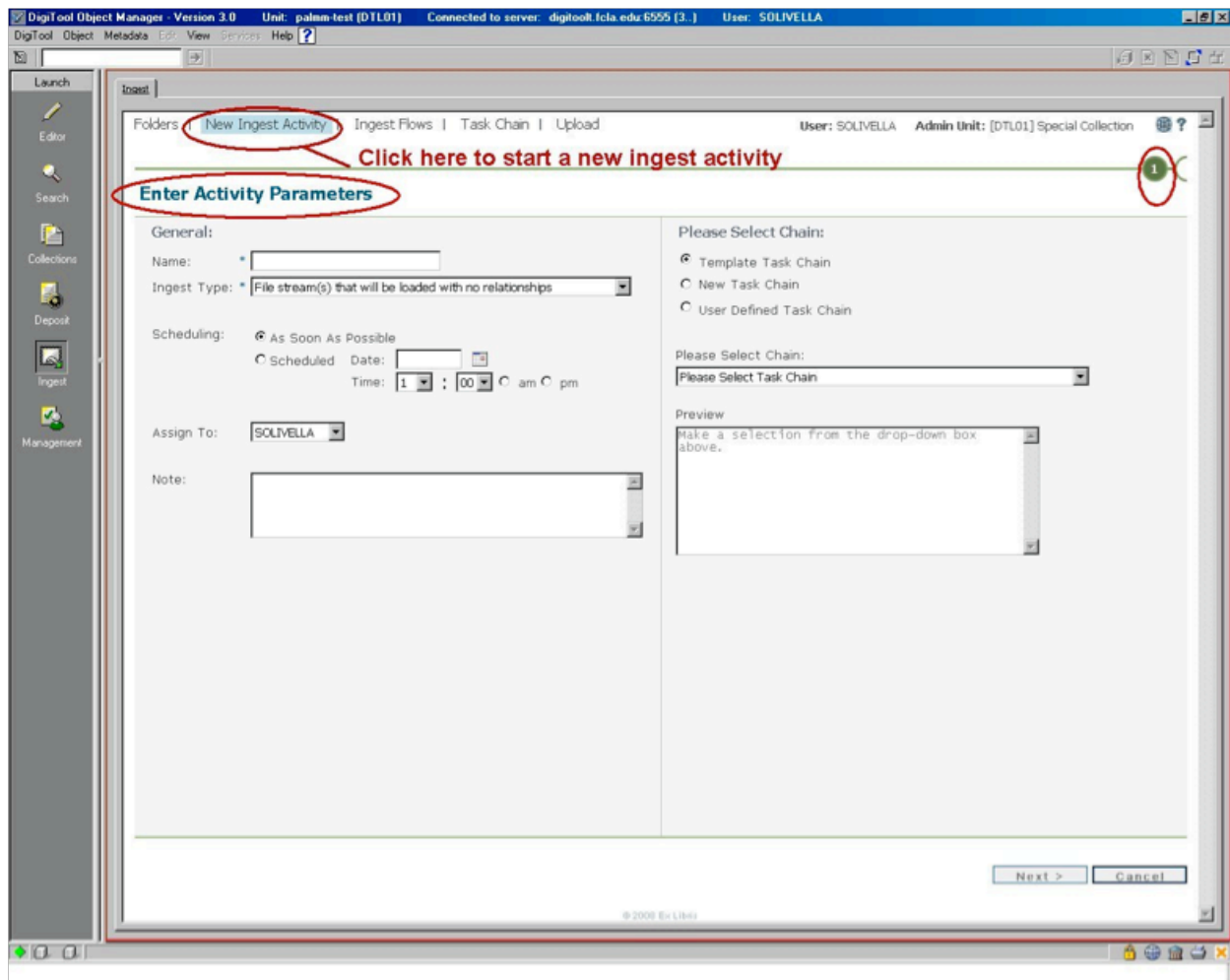
This workflow creates a parent record with multiple parts (in this case, multiple PDF files). This workflow also involves creation of a custom thumbnail and full-text extraction.

A Dublin Core record will be added to the digital entity after it is uploaded and ingested.

Click once on “Ingest” on the left grey sidebar.



Select “New Ingest Activity” on the top menu and it opens to “Enter Activity Parameters” (Step 1).



To start the creation of the record, enter a "Name".

Under "Ingest Type", select in the pull-down menu "File stream(s) that will become part of one parent record".

Under "Please Select Chain" select "Template Task Chain" and then "Thumbnail Creation Only" in the pull-down menu. "Full Text Extraction" will be selected in the next step.

Click on "Next"

1) Enter name of record

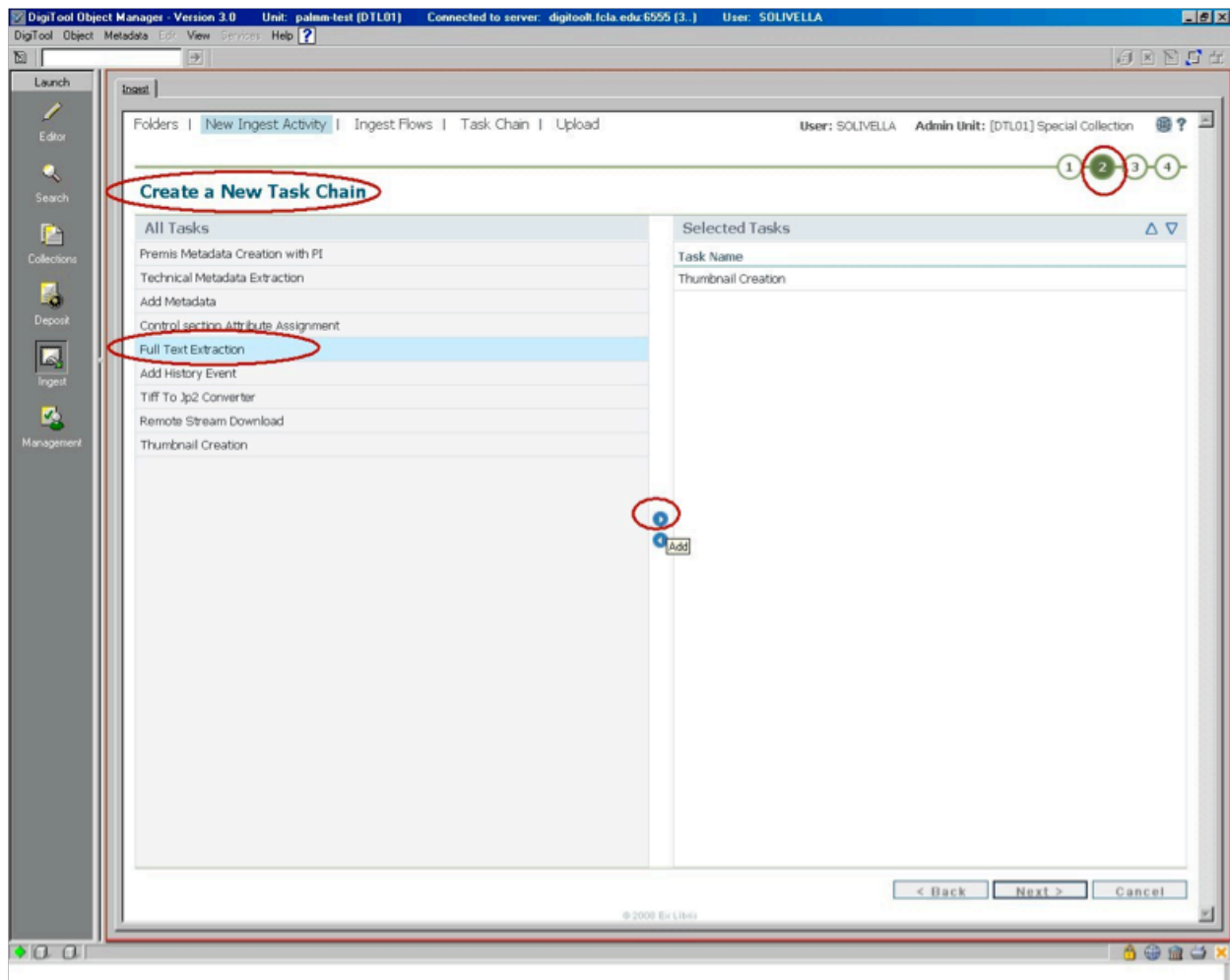
2) From the pull down menu, choose "File stream(s) that will become part of one parent record"

3) Select "Template Task Chain"

4) Select "Thumbnail Creation Only" in this pull-down menu, you will choose "Full Text Extraction" on the next step

“Create a New Task Chain” (Step 2) will show up. Select “Full Text Extraction” by clicking on it once on the left hand side and then click on the arrow pointing to the right. This will transfer the task chain over to the right.

Click on “Next”.



“Parameters” (Step 3) will show up. The default values in the “Transformers” section are fine. Move on to the “Tasks” section, where you need to indicate what file extension will be used for generating the custom thumbnail and the full text, respectively. For the “Thumbnail Creation”, enter the appropriate file extension for the source file FIU is supplying for thumbnail creation (in this case, it is a PDF). For “Full Text Extraction”, enter the appropriate file extension for the source file FIU is supplying for full-text extraction creation (in this case, it is a PDF). All other file extensions should be removed from this section.

Click on “Next”.

The screenshot displays the DigiTool Object Manager interface. The main window is titled "Ingest" and shows a progress bar with four steps: 1, 2, 3, and 4. Step 3, "Parameters", is currently active and highlighted with a red circle. The interface is divided into several sections:

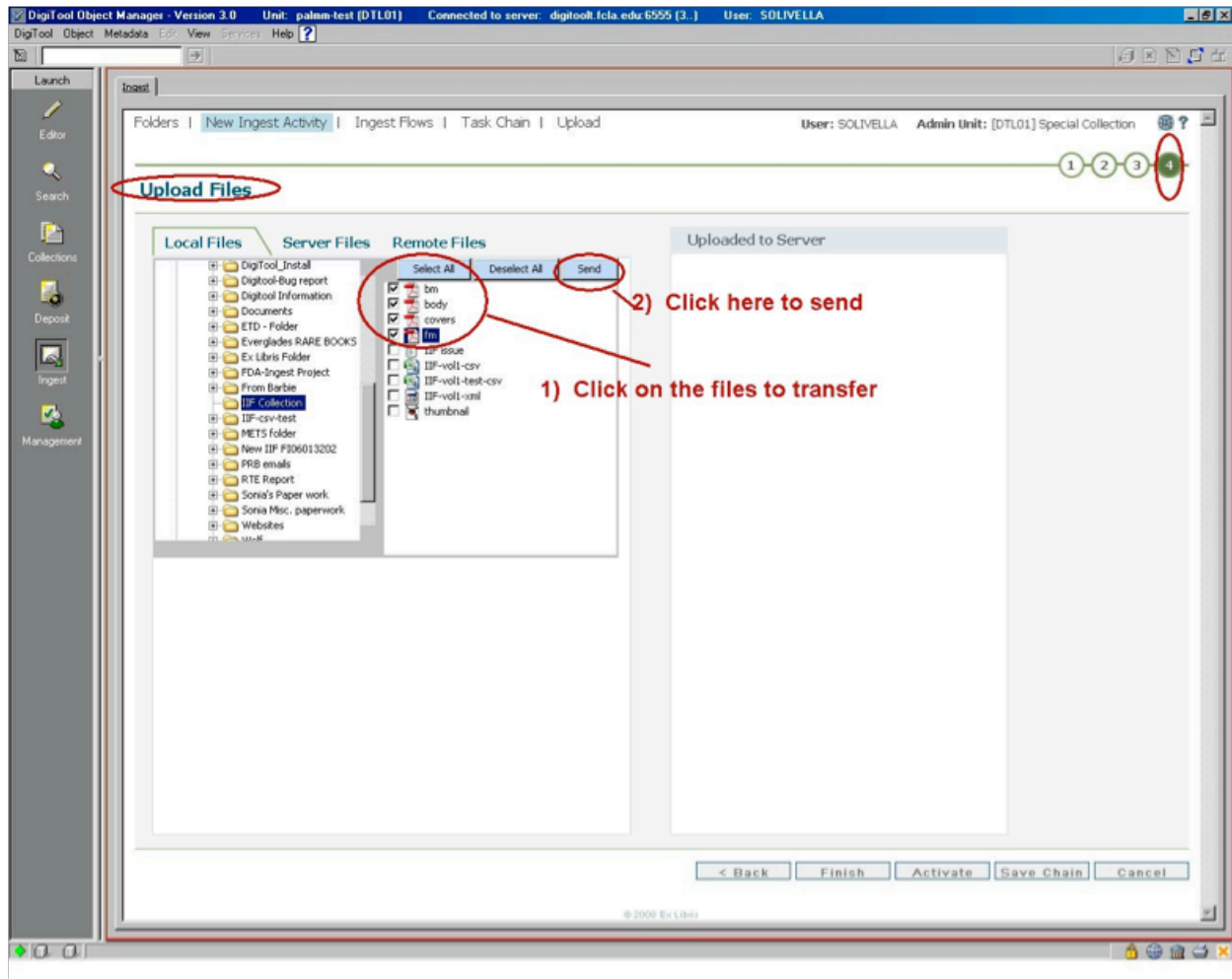
- Transformers:** Contains fields for "Digital Entity Template" (set to "simple_entity.xml"), "Descriptive Metadata Option" (set to "Have MD in all objects (copied)"), "Please select file location:" (set to "Local Files"), "Descriptor File" (with a "Browse..." button), "Label", and "Generate Mets Sections" (checkbox).
- Tasks:** Contains two sections:
 - Thumbnail Creation:** "File Extension:" field is set to "pdf". A red circle highlights this field, with a red arrow pointing to the text "PDF only, remove all other extensions".
 - Full Text Extraction:** "Encoding:" is set to "UTF-8" and "File Extension:" is set to "pdf". A red circle highlights the "File Extension:" field, with a red arrow pointing to the text "Enter PDF only".
- Loading:** Shows "Core Digital Entity Loader".

At the bottom of the window, there are navigation buttons: "< Back", "Next >", and "Cancel". The footer of the window indicates "© 2009 ESI LIBS".

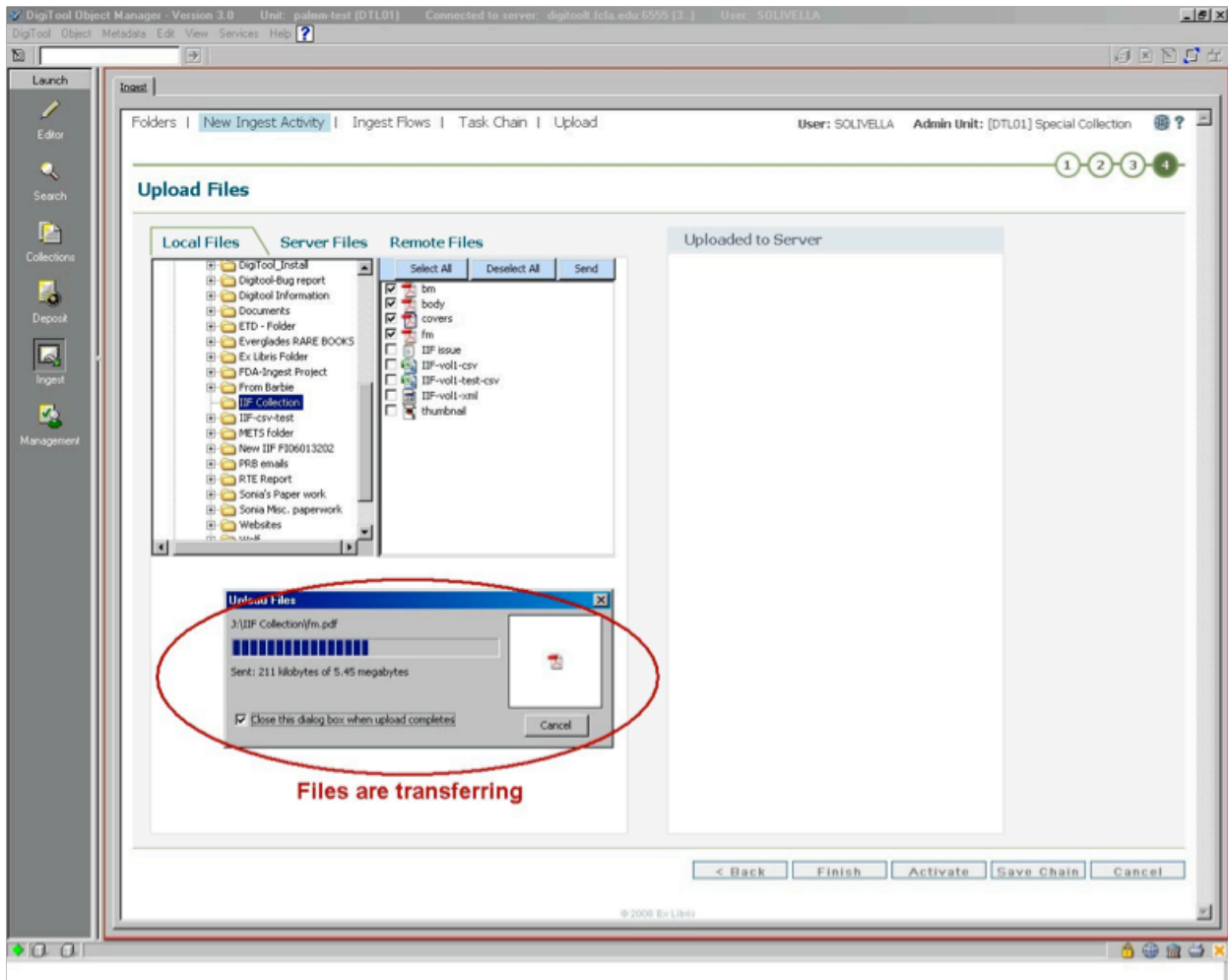
“Upload Files” (Step 4) will show up. This is where the four PDF files belonging to the parent record are uploaded to the server.

Select the files by clicking on the small box next to each name. An “X” will appear.

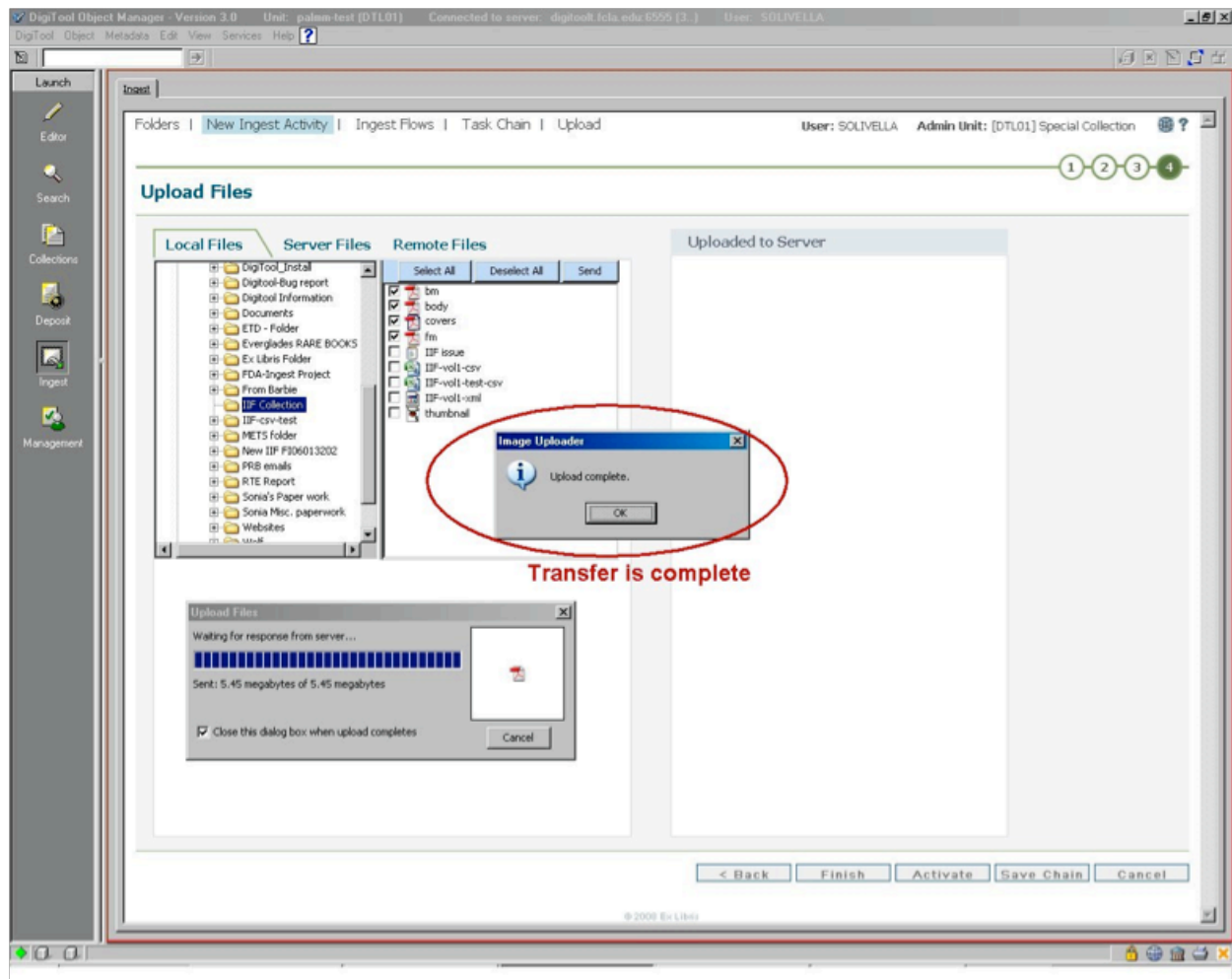
When ready to send the files, click on “Send”



A window will come up to verify that the files are transferring.

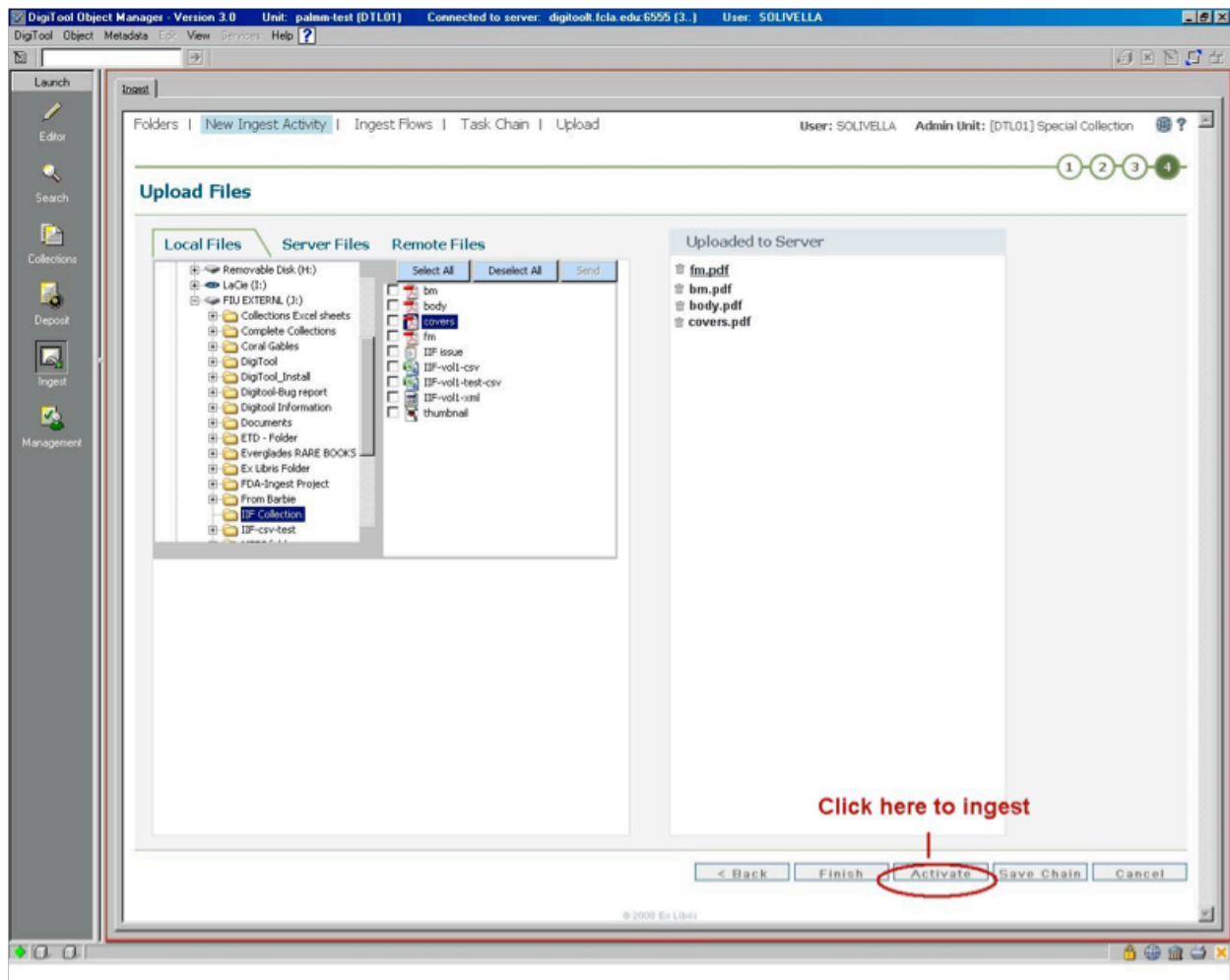


A smaller window will notify you that the transfer is complete.



You will see the selected files are now to the right section under “Uploaded to server”.

The final step in this ingest section is to click on “Activate”. This will ingest the record.



To check that the ingest is a success, click on the “Success” section.

The new record will be at the top of the list.

In order to edit a record, you will first need the PID.

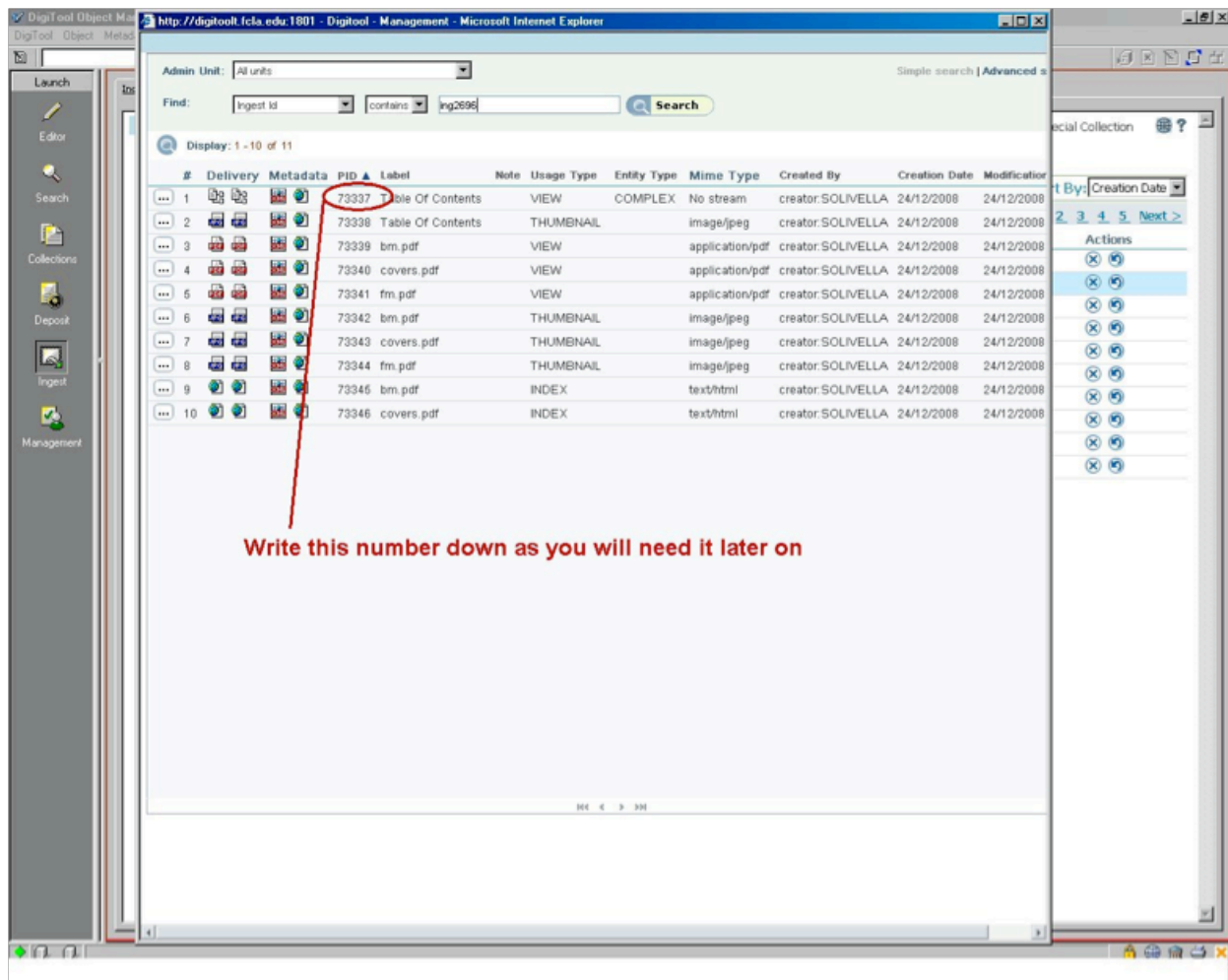
Click on the “ing” number (in this case it’s ing2696) under the “Id” column to get the PID number.

The screenshot shows the DigiTool Object Manager interface. On the left sidebar, the 'Success (214)' status is highlighted with a red circle and a red arrow pointing to it with the text "Click here". Below this, a table of ingest activities is displayed. The first row of the table has the ID 'ing2696' circled in red, with a red arrow pointing to it and the text "Click on the 'ing' number (in this case it's ing2696) under ID to get the PID number".

#	Id	Activity Name	Task Chain Name	Actions
1.	ing2696	workflow 3	Thumbnail Creation Only	⊗ ⊕
2.	ing2694	jpg, no add data	Thumbnail Creation Only	⊗ ⊕
3.	ing2693	jpg image with thumbnail an...	Thumbnail Creation Only	⊗ ⊕
4.	ing2692	Following the SOp	Thumbnail Creation Only	⊗ ⊕
5.	ing2691	Final Abenga with jpg only	Thumbnail Creation Only	⊗ ⊕
6.	ing2690	Final Abenga test	Thumbnail Creation Only	⊗ ⊕
7.	ing2689	Abenga.jpg only	Thumbnail Creation Only	⊗ ⊕
8.	ing2686	test 3 workflow #2	Thumbnail Creation Only	⊗ ⊕
9.	ing2685	test 2 - Abenga - workflow...	Thumbnail Creation Only	⊗ ⊕

The PID numbers for this digital entity will appear, with one PID for each file that belongs to this parent record. There is also a parent PID for the complex object as a whole. The PID corresponding to entity type "COMPLEX", which is the Parent PID, is the one you will need to edit.

Write this number down as you will need it later on.

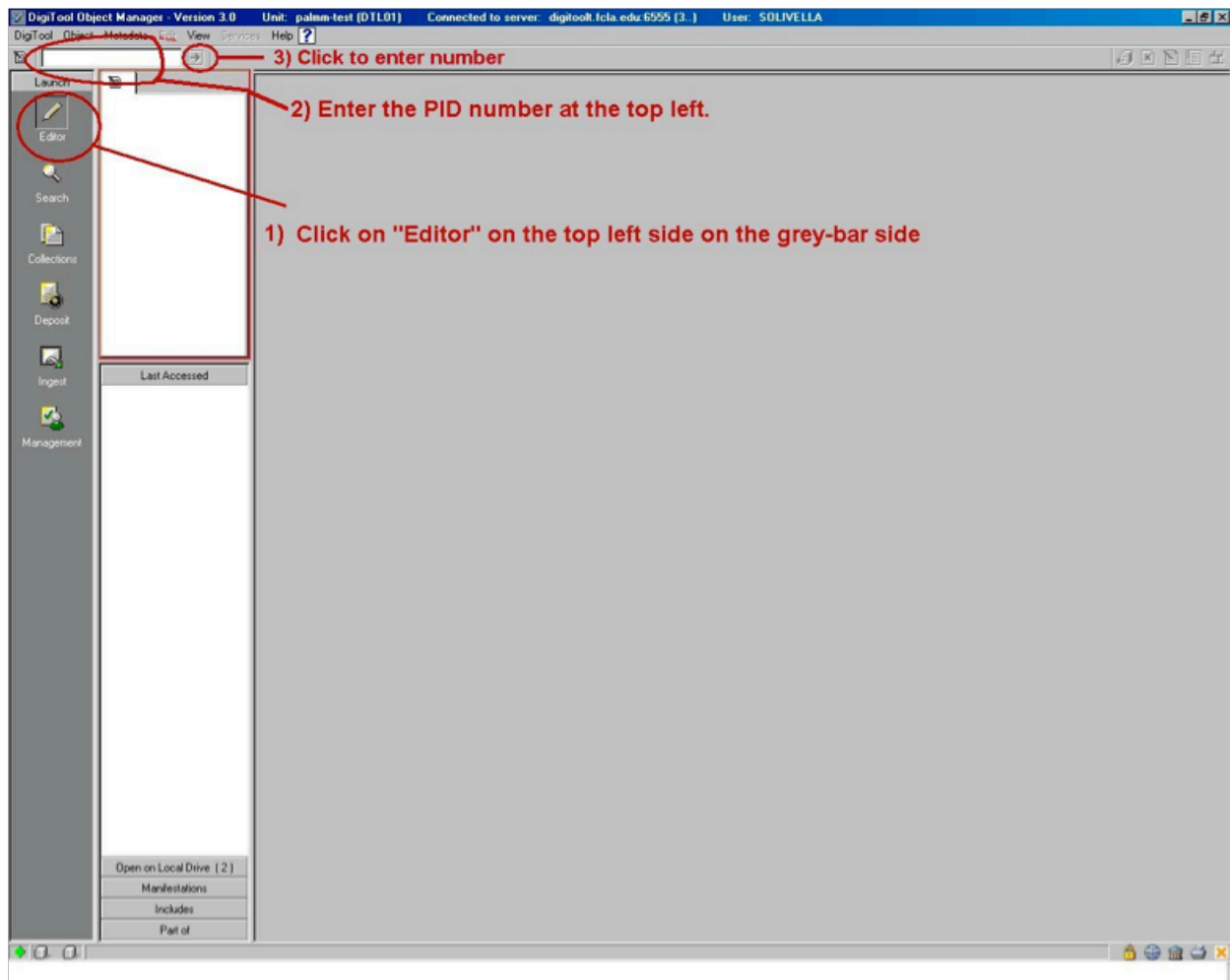


The screenshot shows the DigiTool Management interface in Microsoft Internet Explorer. The search criteria are 'Ingest Id' contains 'ing2696'. The table displays 10 items, with the first item (row 1) highlighted. The PID for this item is 73337, which is circled in red. A red arrow points from the circled PID to the text 'Write this number down as you will need it later on'.

#	Delivery	Metadata	PID	Label	Note	Usage Type	Entity Type	Mime Type	Created By	Creation Date	Modification
1			73337	Table Of Contents		VIEW	COMPLEX	No stream	creator.SOLIVELLA	24/12/2008	24/12/2008
2			73338	Table Of Contents		THUMBNAIL		image/peg	creator.SOLIVELLA	24/12/2008	24/12/2008
3			73339	bm.pdf		VIEW		application/pdf	creator.SOLIVELLA	24/12/2008	24/12/2008
4			73340	covers.pdf		VIEW		application/pdf	creator.SOLIVELLA	24/12/2008	24/12/2008
5			73341	fm.pdf		VIEW		application/pdf	creator.SOLIVELLA	24/12/2008	24/12/2008
6			73342	bm.pdf		THUMBNAIL		image/peg	creator.SOLIVELLA	24/12/2008	24/12/2008
7			73343	covers.pdf		THUMBNAIL		image/peg	creator.SOLIVELLA	24/12/2008	24/12/2008
8			73344	fm.pdf		THUMBNAIL		image/peg	creator.SOLIVELLA	24/12/2008	24/12/2008
9			73346	bm.pdf		INDEX		text/html	creator.SOLIVELLA	24/12/2008	24/12/2008
10			73346	covers.pdf		INDEX		text/html	creator.SOLIVELLA	24/12/2008	24/12/2008

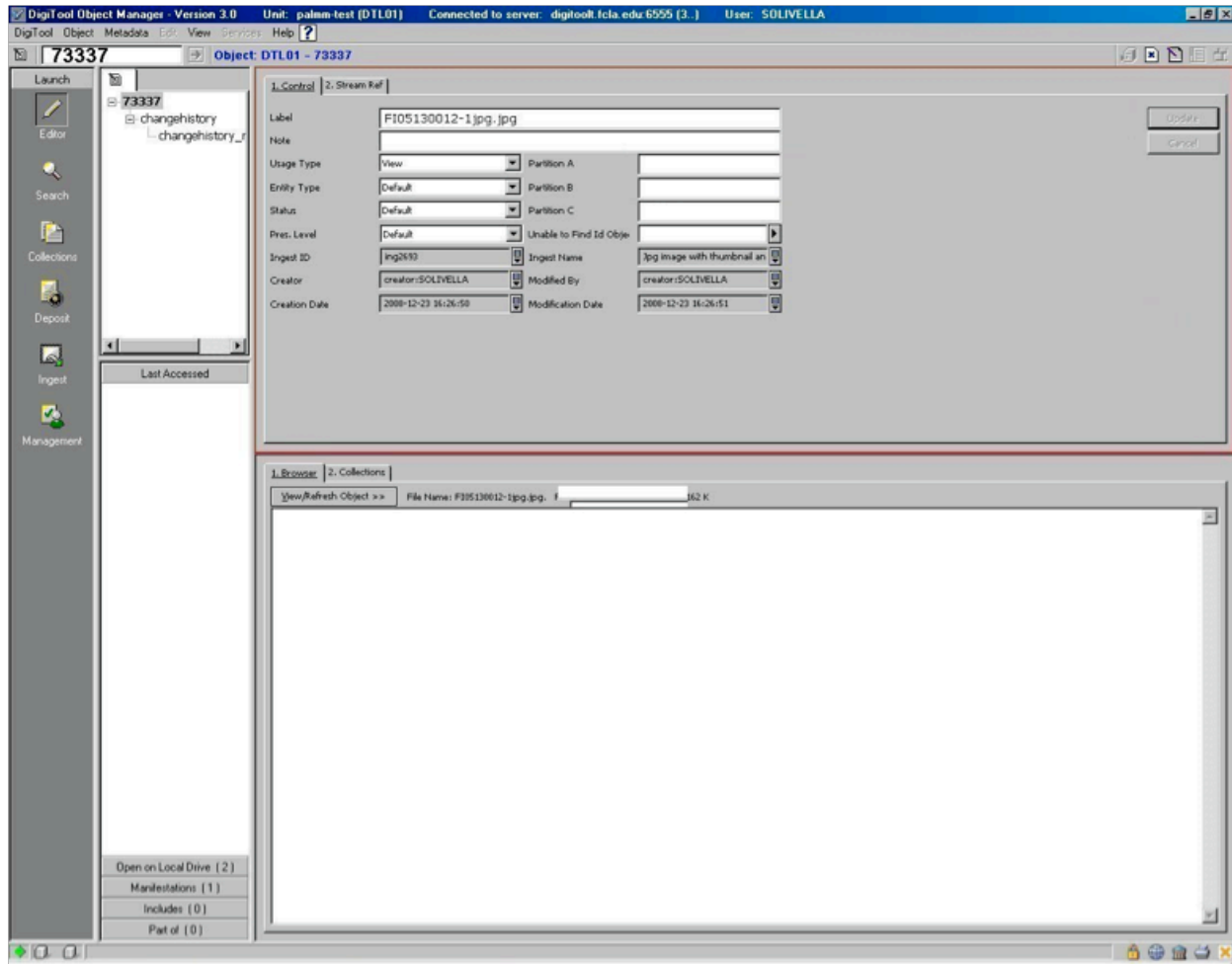
Click on "Editor" on the top left grey sidebar to create a Dublin Core record.

Enter the parent PID number at the top left, and then click on the arrow to the right.



The “Control Values” screen opens up to the main section of the record.

The screen shot here shows default values.

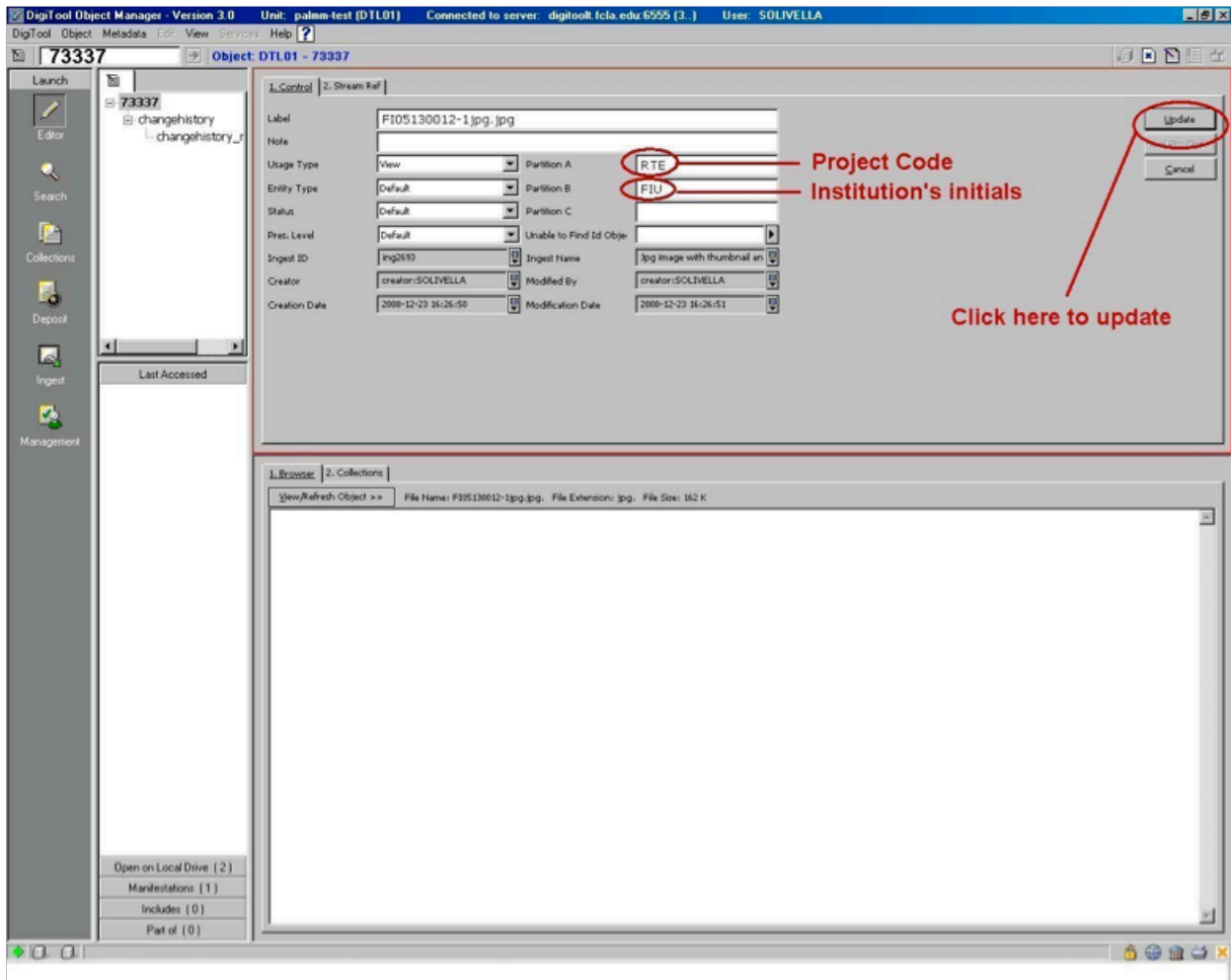


Fill in “Partition A” and “Partition B”

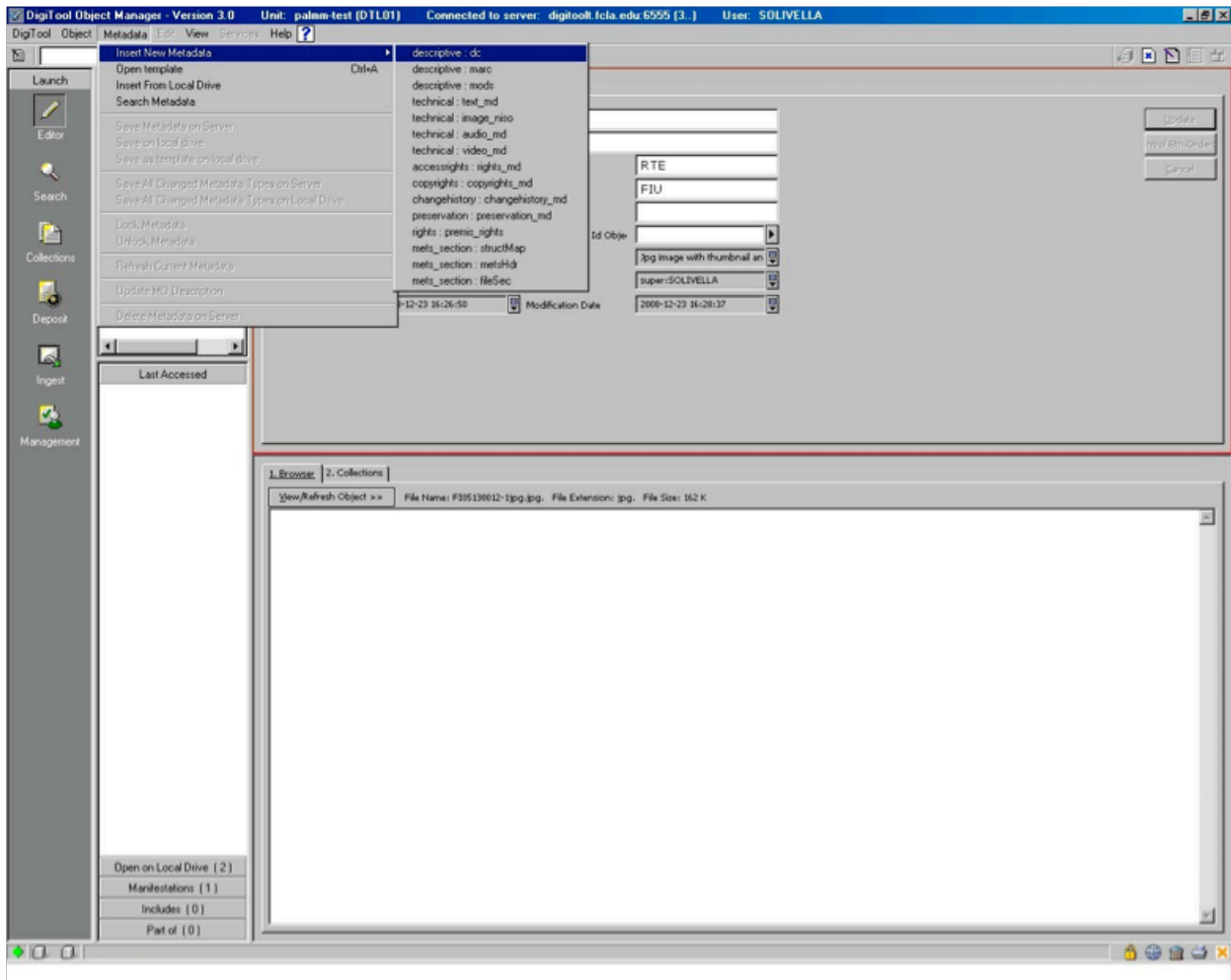
Partition A: is the code name of the project/ collection name where this record will reside (Keep in mind that Project Codes change from one project to the next. This example uses the code RTE for the Reclaiming the Everglades project, but there are numerous other project codes in use by FIU Digital Collections.)

Partition B: is the initials of the institution; in this case, it’s FIU.

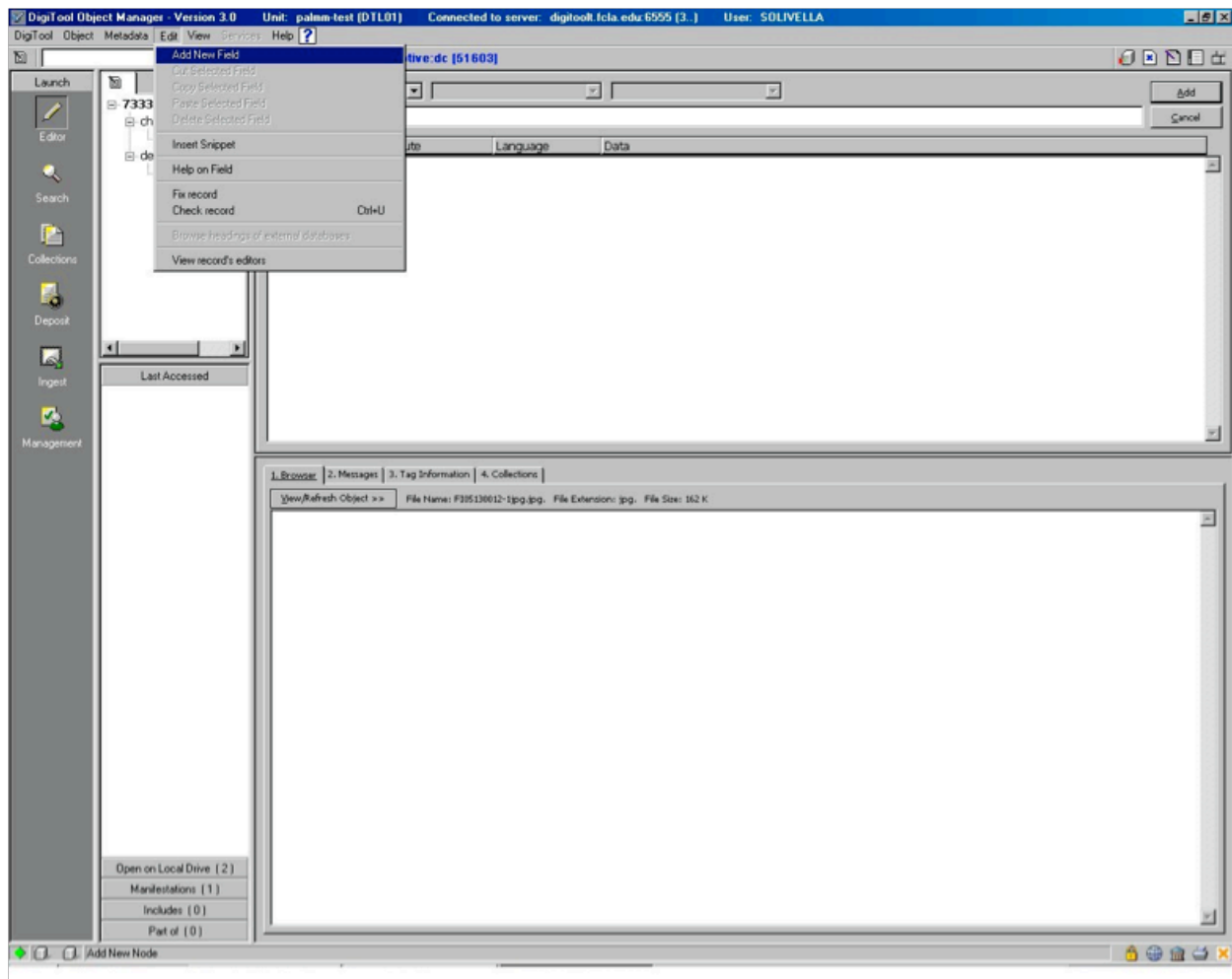
Once the Control Values are set, click on “Update”.



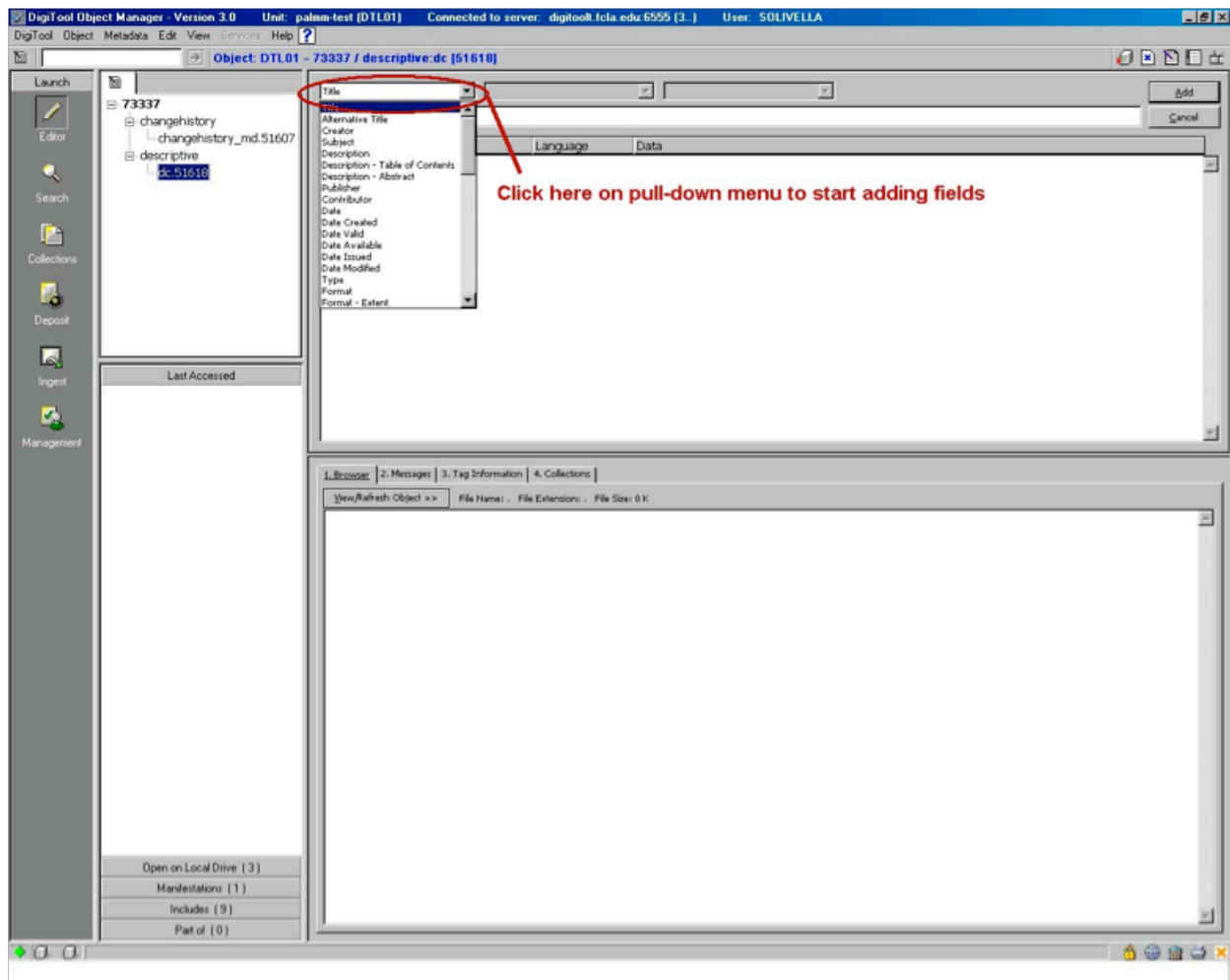
You can create any descriptive metadata type you like for a record, such as Dublin Core, MARC, etc. In this case a Dublin Core record will be created. Click on “Metadata”, then click on “Insert New Metadata”, and then on “descriptive:dc” to create and edit the Dublin Core record.



Before you can edit any data, you have to add fields. Click on “Edit” and then “Add New Field”.



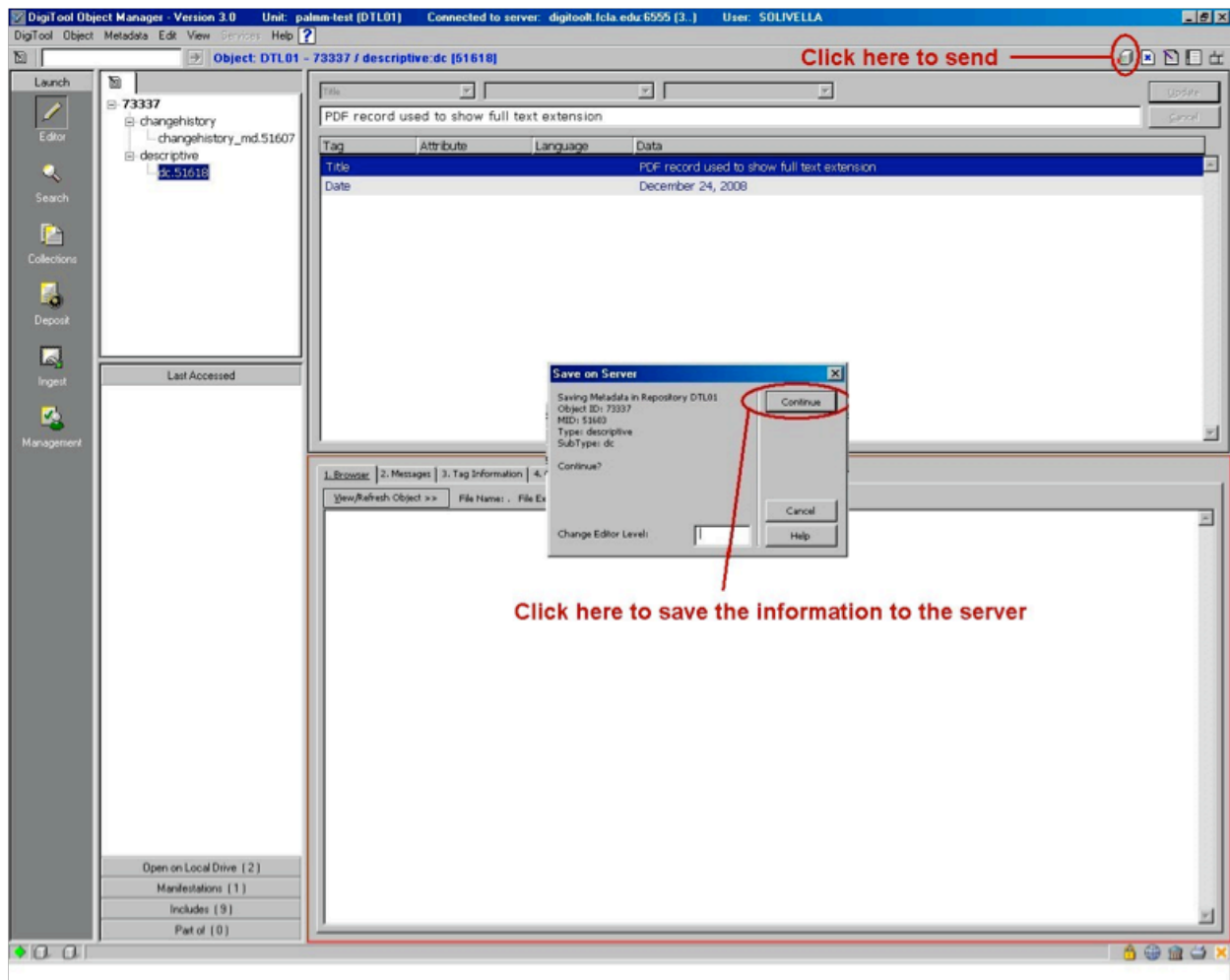
A new field can be added by using the pull-down menu. As many fields that are needed, can be added.



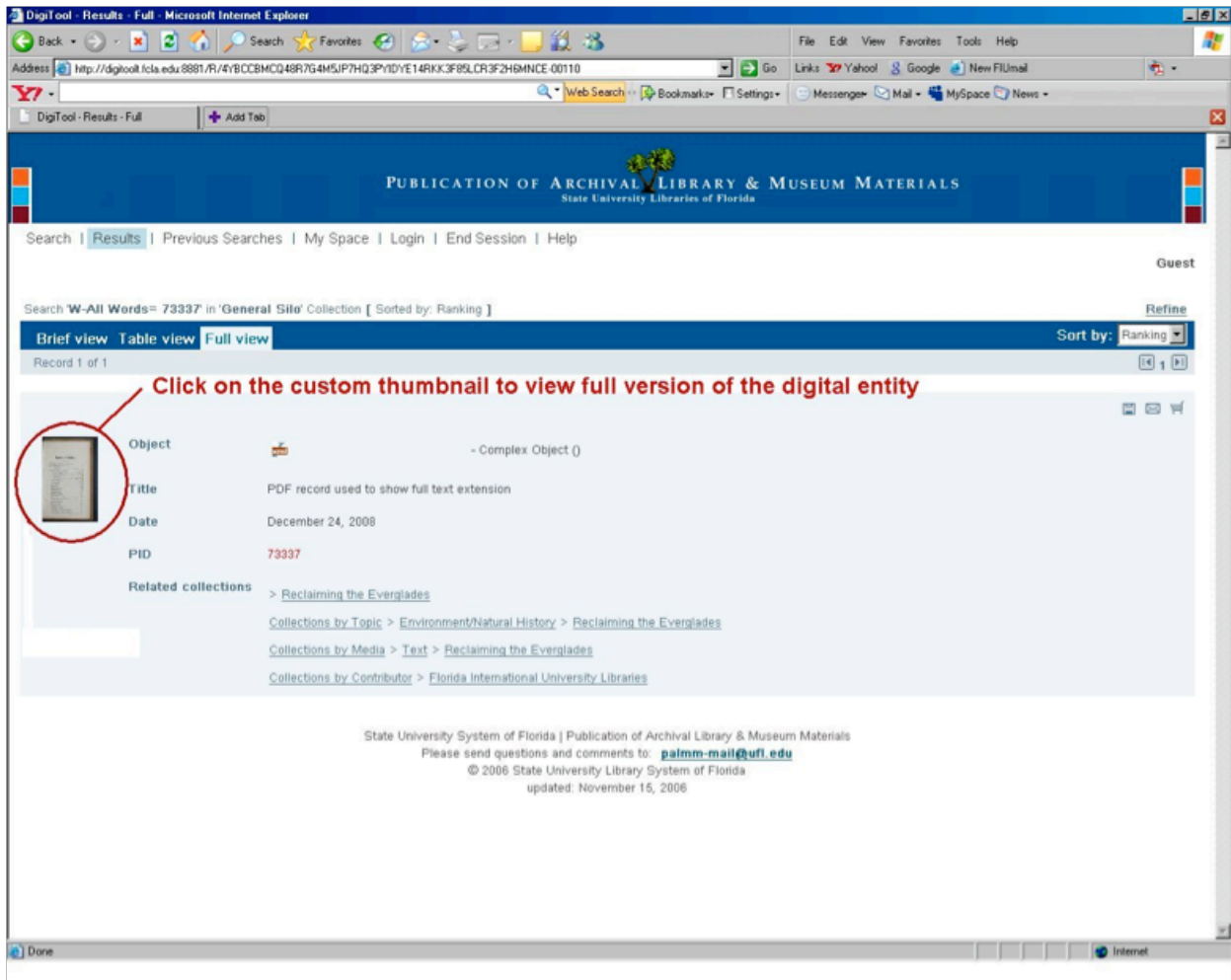
The final step is to click on the file cabinet icon on the top right; this will send the metadata to the server.

A smaller window will come up to verify that you want to save it to the server.

Click on "Continue" to save to the server



This is the view of the record online. Note that the thumbnail is a custom image. Click on the thumbnail to view the digital entity online.



Because this digital entity is a complex object (parent with multiple children), DigiTool uses a “METS Viewer” to help navigate among the various parts of this item. Note the “Table of Contents” on the left side pane displays with links to each of the parts uploaded during ingest.

In the right pane, the PDF reader provides a feature to search for words in the text of the PDF files.

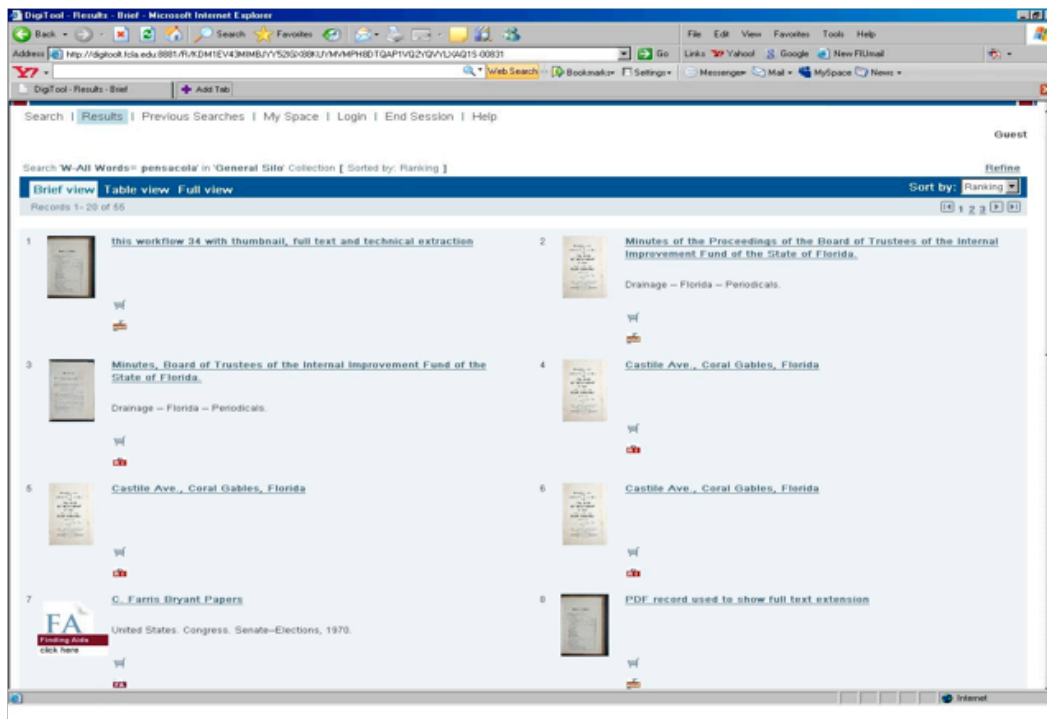
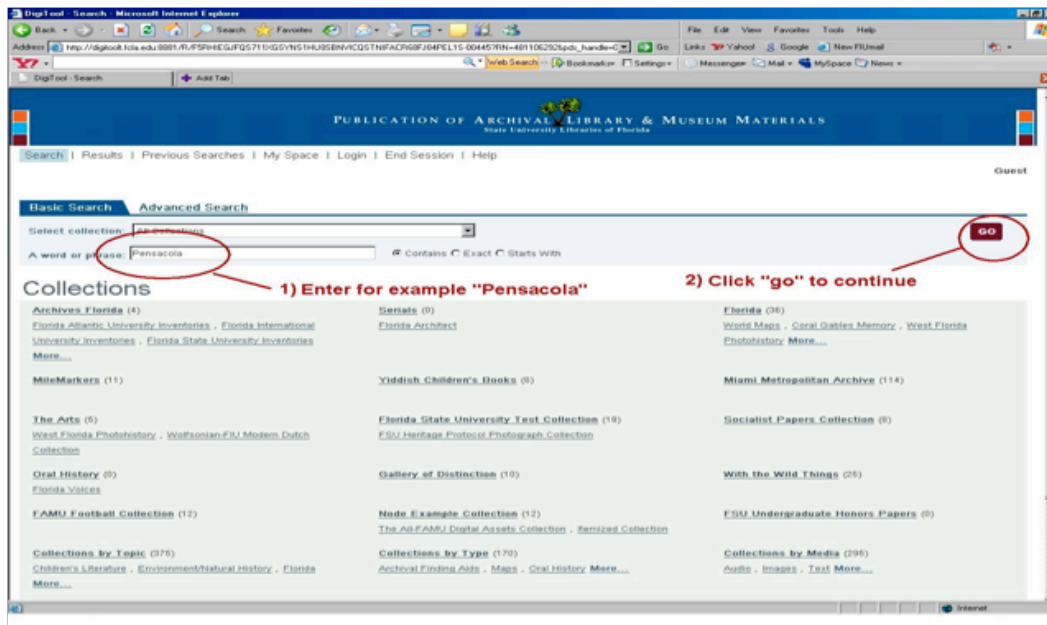
The screenshot displays the ExLibris DigiTool interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://digitool.fcla.edu:1801>. The page title is "ExLibris DigiTool - Resource Discovery".

The interface is divided into several sections:

- Top Bar:** Includes navigation buttons (Close, Help, Print, Save, Send) and a "Current View" dropdown set to "Table Of Contents". A link "Show MetaData for: PDF record used to show full text extension" is also present.
- Left Pane (Table of Contents):** Shows a hierarchical view of the document parts:
 - 73337 >> Table Of Contents > brn.pdf
 - Table Of Contents
 - brn.pdf
 - covers.pdf
 - fm.pdf
- Center Pane (PDF Viewer):** Displays the PDF document "brn.pdf" at 120% zoom. The document content is an index page titled "INDEX, XXIX" with the following entries:
 - RANDOLPH & WELLS—(Continued.)
 - count 16
 - 3. Ordered that \$5,000 be paid to 24
 - 4. Profiles of railroads referred to for report on State lands within six miles 25
 - 5. Ordered that \$2,500 be paid to 27
 - 6. Monthly payments ordered made to 29, 32
 - 7. Ordered to surrender maps and plats of swamp land selections to Trustees 152
 - 8. Prerequisites to making payments to 172
 - 9. Accounts filed 194
 - 10. Payment of for swamp land selections . . . 195, 196
 - RIENFROE, JASPER C.
 - Land contest with Keshah Phillips 190
 - RESERVATIONS OF LANDS.
 - 1. Application for from L. B. Northrop 10
 - 2. All lake lands and lands within traverse of U. S. surveys withdrawn from sale 21
 - 3. All lands within 6 miles of certain railroads reserved 26
 - 4. For Fla. R. R. Co. 26
 - 5. For Ala. & Fla. R. R. Co. 48, 55, 114
 - 6. For St. Augustine-Picolata R. R. 45
 - 7. For Railroad Depot sites 49
 - 8. For Fla. Atl. & G. C. R. R. Co. 50
 - 9. For J. A. Sumnerella, N. Norton and A. I. Phillips 119
 - 10. Certain lands restored to market 155
 - 11. For St. Johns and Indian River Commis. Sinepa 194
 - 12. Along coast to prevent salt monopoly 251
 - 13. All lands of found withdrawn from market 255
 - 14. For Fla. Canal and Inland Trans. Co. 208
 - 15. For Hubbard L. Hart 308, 309
 - 16. Lands along line Great Son, Ry. Co. 414
 - 17. Trustees reserve certain lands for G. F. Drew 473
 - 18. Certain lands for use of Fla. Railroad Co. 490
- Right Pane (Search PDF):** Contains a search interface with a "Search PDF" button and a "Hide" button. Below the search bar, it shows:
 - Finished searching for: florida
 - Total instances found: 25
 - A "New Search" button.
 - A "Results:" section listing search results, including:
 - Florida News 53 F. R. F.
 - Florida Union 399 Tal.
 - FLORIDA R. R. CO. . Notice of accepta of pr
 - Florida Railroad Company 502 AT
 - Co., Florida R. R. Co.; Pensacola & Ga. R. R
 - See Florida R. R. Co. 3, 8. Let ter from in re
 - See Florida Railroad Co., 45, 46; Railroad Co
 - of Florida R. B. 21, 24, 32, 33, 40, 47, 57,
 - of Florida Railroad Company
 - FLORIDA, ATLANTIC & GULF CENTRAL R. R.
 - FLORIDA ATLANTIC & GULF E. R. R. 46. Mr.
 - FLORIDA 18C6AnN7eLent oAf NreDv eNt
 - FLORIDA PENINSULAR R. R. CO. 1. Accept
 - FLORIDA RAILROAD COMPANY. See Yulee
 - FLORIDA RAILROAD COMPANY-(othued.) 4
 - Florida Central and Gulf R. Road. 1. OfFers
 - of Florida R. L. . . 250 3. (ommunication in
 - For Florida . R Co..... 5. For All
 - Purchase Florida Railroad
 - SOUTH FLORIDA RAILROAD COMPANY. See
 - For Florida, Atlantic & Gulf Central R. R. Co.
 - OF FLORIDA. See reas o Trstee 1. Trustees

Because this workflow also included a step for full-text extraction, DigiTool enables a searcher to retrieve this item as a result of a key word or phrase entered under “Basic Search” or “Advanced Search”.

For example, if you search on the word “Pensacola”, DigiTool will retrieve this item because the term “Pensacola” appears in one or more pages within the PDF files that were ingested for this item.



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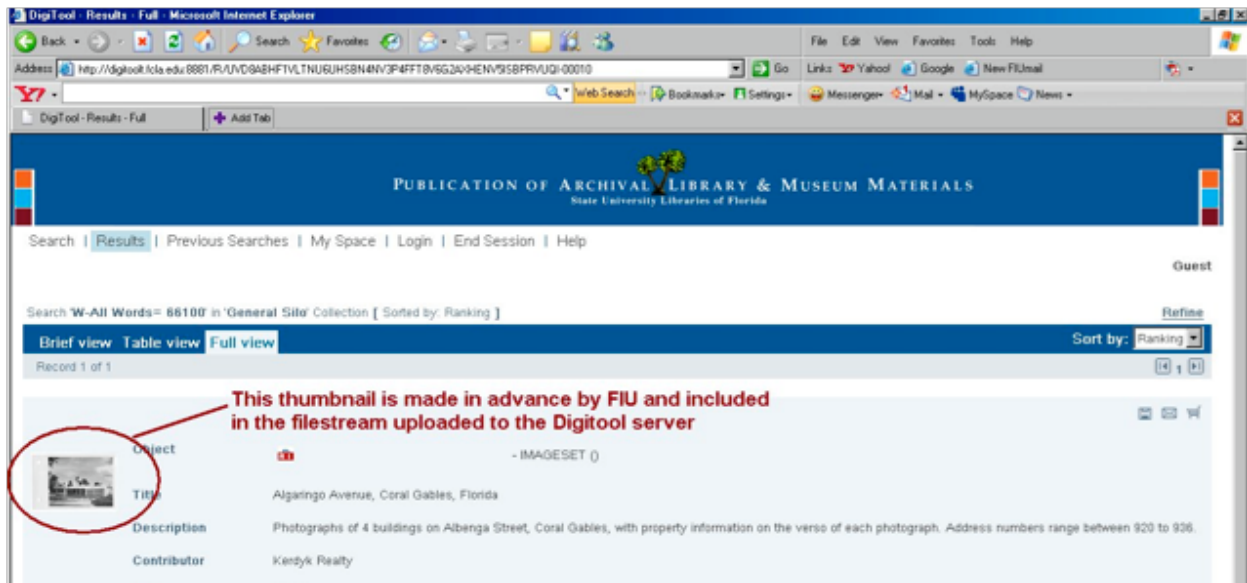
Ingest Workflow # 4: Complex object using Comma-Separated-Value (CSV) files

This workflow shows how to create a complex object (“grandparent” record with “parents” and “grandchildren”). The example used for this workflow is an item for Coral Gables Memory:

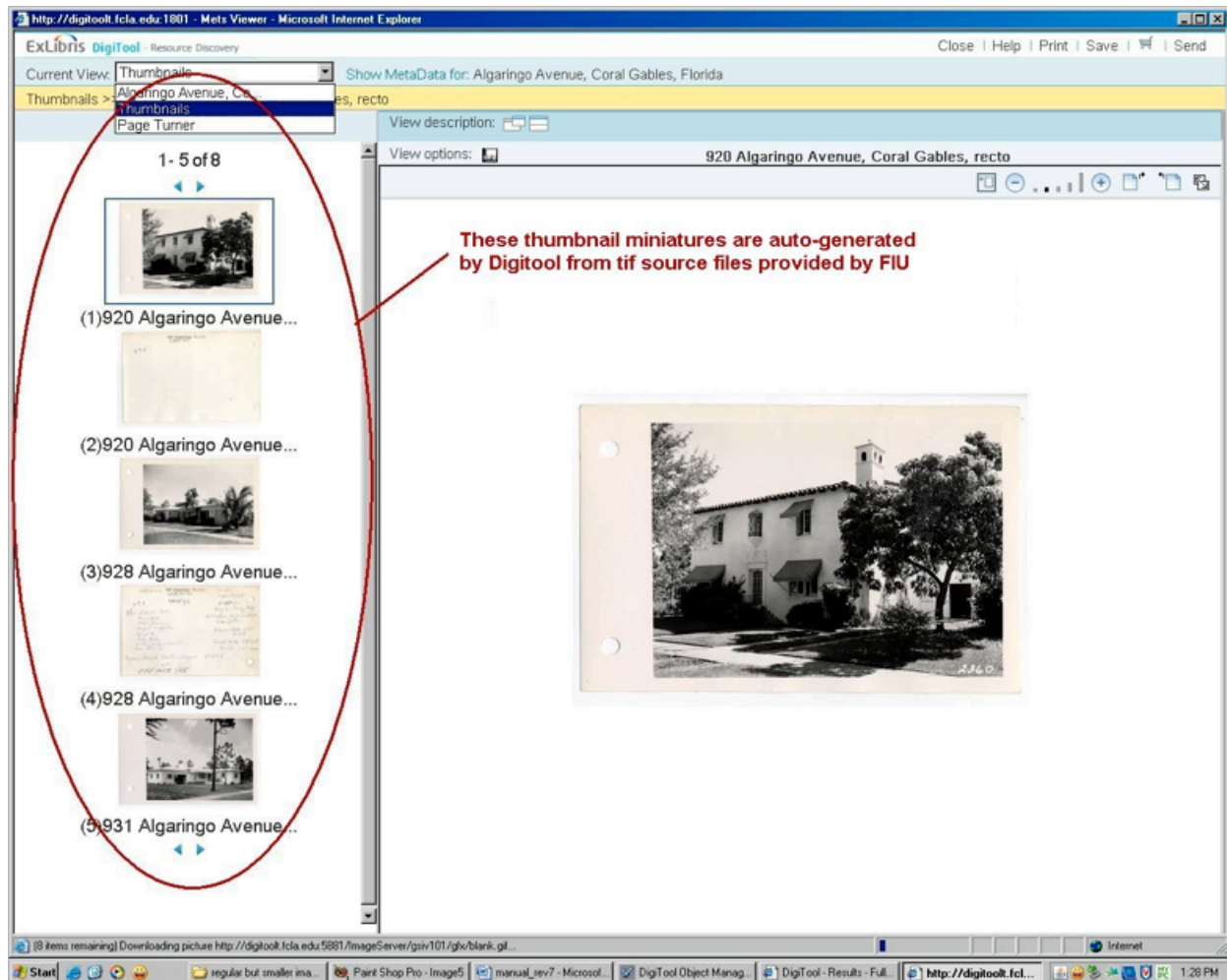
- the “grandparent” is a particular street (e.g, Algaringo Avenue);
- the “parents” are the specific houses on that street (e.g., 920 Algaringo, 928 Algaringo, etc.);
- the “grandchildren” are the individual images representing the front and back views of a house, back (e.g., 920 Algaringo - recto and 920 Algaringo - verso).

For the example illustrated, the following specific workflow parameters are also used:

- The item is ingested into the DigiTool test server (Admin Unit DTL01) but could also be ingested into the DigiTool production server (FLL01);
- In advance of the ingest process, FIU staff create the CSV file (in Excel) and the corresponding XML mapping file (in Wordpad). A sample from the CSV is shown on page 65 below.
- In this workflow, DigiTool automatically creates JP2000 images using TIF images supplied by FIU;
- This workflow uses two different kinds of thumbnail images, each type serving a different purpose. To avoid confusion, here is an explanation to differentiate the two types of thumbnails:
 1. One type of thumbnail is the clickable icon (pictured below) that links the user from the metadata record to the full digital entity. There is just one of these thumbnails for the entire complex object. This type of thumbnail has been part of the previous workflows included in this Manual.



-
2. The other type of thumbnail used in this example is the miniature representative of each image included in the complex object. There is one thumbnail for each image file. These thumbnails are auto-generated by DigiTool.



The following page describes the CSV file used in this example.

This is a view of the CSV file used to create the Algaringo Avenue record in DigiTool.

As you will notice in column 'A3', it says "thumbnail.jpg". This is the first type of thumbnail explained above--it appears in the metadata record and links the user between the metadata and the full digital entity. FIU creates this thumbnail in advance at 150 pixels for width and 100 pixels for height.

A	B	C	D	E	F	G	H	I	J	K	
1	file_name	directory path	stream_location	store_command	label	usage_type	relation_type	vpuld	relations	entity_type	partition_a
2	thumbnail.jpg	default	nfs	copy	Algaringo Avenue, Coral Gables, Florida	VIEW	manifestation	1	0	IMAGESET	MCA, CGM
3	FI05130004-1.tif	default	nfs	copy	920 Algaringo Avenue, Coral Gables, recto	ARCHIVE	part_of	2	0	MCA, CGM	MCA, CGM
4	FI05130004-2.tif	default	nfs	copy	920 Algaringo Avenue, Coral Gables, verso	ARCHIVE	part_of	3	0	MCA, CGM	MCA, CGM
5	FI05130004-3.tif	default	nfs	copy	928 Algaringo Avenue, Coral Gables, recto	ARCHIVE	part_of	4	0	MCA, CGM	MCA, CGM
6	FI05130004-4.tif	default	nfs	copy	928 Algaringo Avenue, Coral Gables, verso	ARCHIVE	part_of	5	0	MCA, CGM	MCA, CGM
7	FI05130004-5.tif	default	nfs	copy	931 Algaringo Avenue, Coral Gables, recto	ARCHIVE	part_of	6	0	MCA, CGM	MCA, CGM
8	FI05130004-6.tif	default	nfs	copy	931 Algaringo Avenue, Coral Gables, verso	ARCHIVE	part_of	7	0	MCA, CGM	MCA, CGM
9	FI05130004-7.tif	default	nfs	copy	936 Algaringo Avenue, Coral Gables, recto	ARCHIVE	part_of	8	0	MCA, CGM	MCA, CGM
10	FI05130004-8.tif	default	nfs	copy	936 Algaringo Avenue, Coral Gables, verso	ARCHIVE	part_of	9	0	MCA, CGM	MCA, CGM
11											
12											

L	M	N	O	P	Q	R	S	T	U
12	partition_b	partition_c	pres_level	dc_title_1	dc_description_1	dc_contributor_1	dc_date	dc_format	dc_rights
2	FIU			Algaringo Avenue, Coral Gables, Florida	Photographs of 4 buildings	Kerdyk Realty	1949?	Photographic prints.	4 x 6 in.
3	FIU								Electronic vers
4	FIU	FIU,MCA	critical	920 Algaringo Avenue, Coral Gables, recto					
5	FIU	FIU,MCA	critical	920 Algaringo Avenue, Coral Gables, verso					
6	FIU	FIU,MCA	critical	928 Algaringo Avenue, Coral Gables, recto					
7	FIU	FIU,MCA	critical	928 Algaringo Avenue, Coral Gables, verso					
8	FIU	FIU,MCA	critical	931 Algaringo Avenue, Coral Gables, recto					
9	FIU	FIU,MCA	critical	931 Algaringo Avenue, Coral Gables, verso					
10	FIU	FIU,MCA	critical	936 Algaringo Avenue, Coral Gables, recto					
11	FIU	FIU,MCA	critical	936 Algaringo Avenue, Coral Gables, verso					

V	W	X
22	dc_rights	dc_identifier_1
2	All rights to images are held by the respective holding institution. This image is posted publicly for non-profit educational uses, excluding printed publication.	City of Coral Gables, Historical Resources Department, 2327 Salzedo Street, Coral Gables, FL 33134
3		FI05130004
4	To purchase copies of images and/or for copyright information contact the respective holding institution.	
5		
6		
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8		
9		
10		
11		
12		

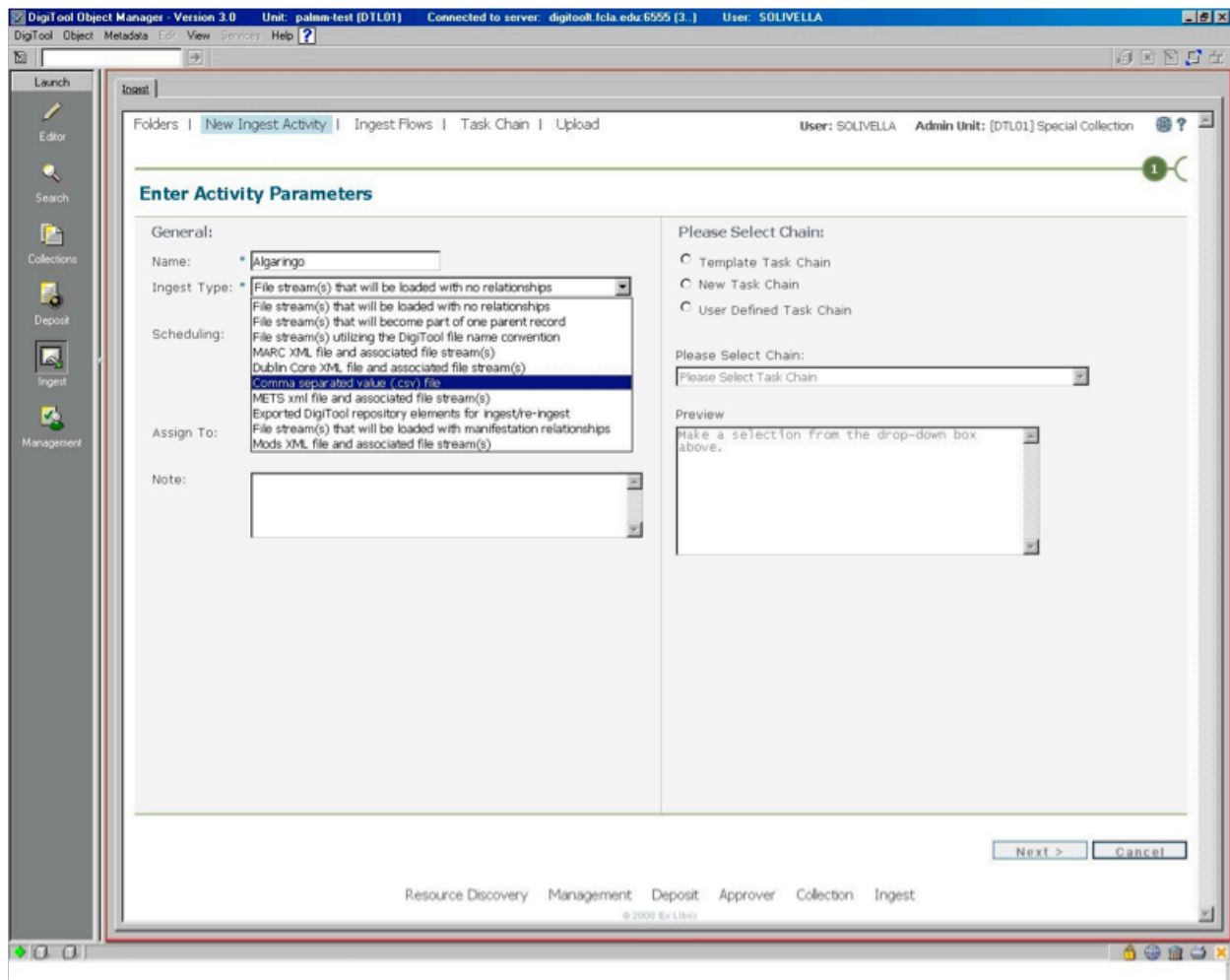
Once the CSV and mapping files are completed, the next step is going to Meditor's "Connect to" option and pick the preferred Admin. Unit. In this case it's a test, so use DTL01 (palmm-test).

The screenshot displays the DigiTool Object Manager software interface. The title bar indicates the version is 3.0, the unit is 'palmm-test (DTL01)', and the user is 'SOLIVELLA'. The main window shows a sidebar with navigation options like Search, Collections, Deposit, Ingest, and Management. The central area is titled 'Enter Activity Parameters' and contains several sections:

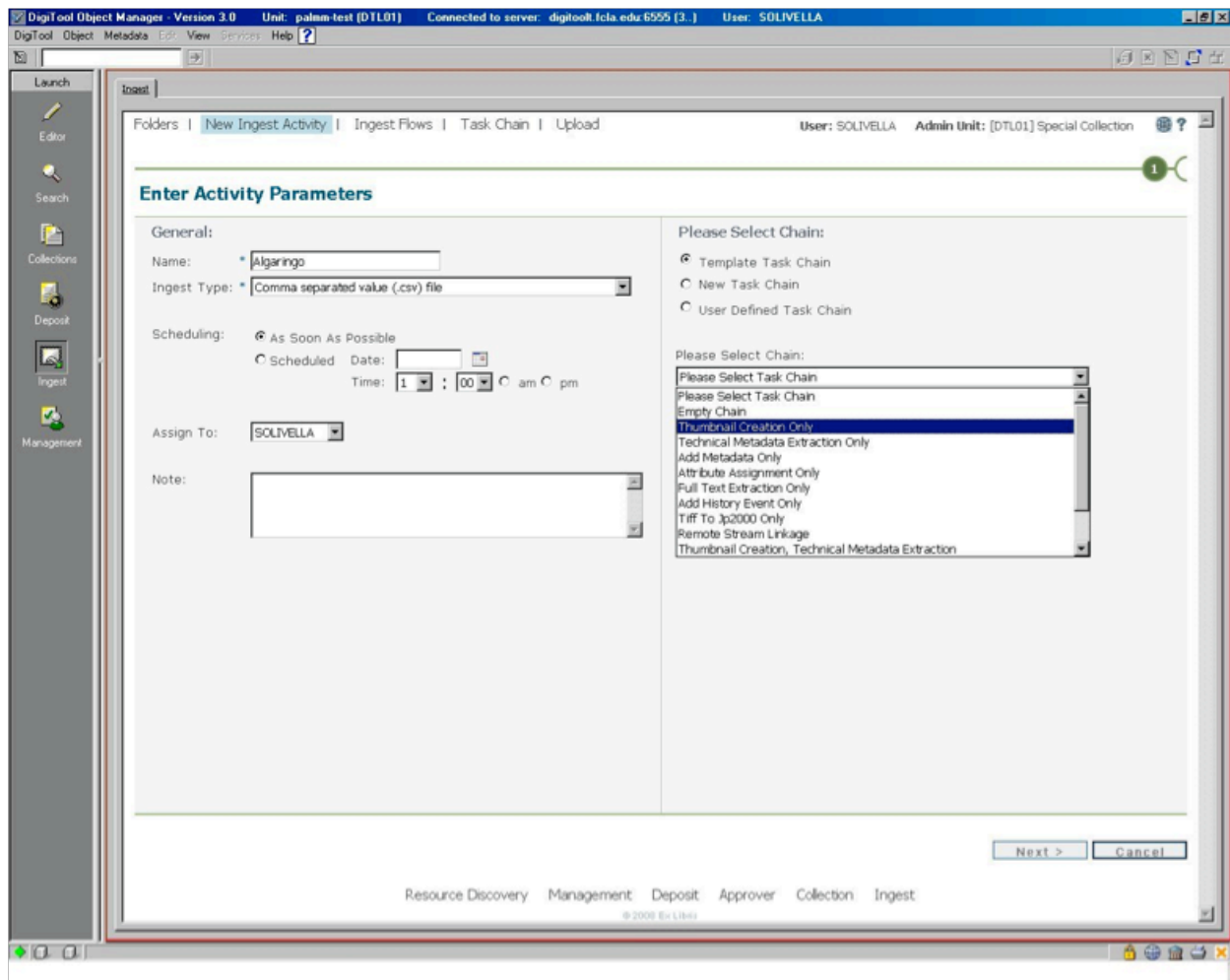
- General:** Includes a 'Name' field, an 'Ingest Type' dropdown menu (set to 'File stream(s) that will be loaded with no relationships'), and an 'Assign To' dropdown menu (set to 'SOLIVELLA').
- Scheduling:** Offers options for 'As Soon As Possible' (selected) or 'Scheduled'. The 'Scheduled' option includes fields for 'Date' and 'Time' (set to 1:00 am).
- Please Select Chain:** Contains radio buttons for 'Template Task Chain', 'New Task Chain', and 'User Defined Task Chain', along with a dropdown menu for 'Please Select Task Chain'.
- Preview:** A text area with the instruction 'Make a selection from the drop-down box above.'

At the bottom of the dialog, there are 'Next >' and 'Cancel' buttons. The footer of the application window lists 'Resource Discovery Management Deposit Approver Collection Ingest' and a copyright notice for '© 2008 ESI LIB44'.

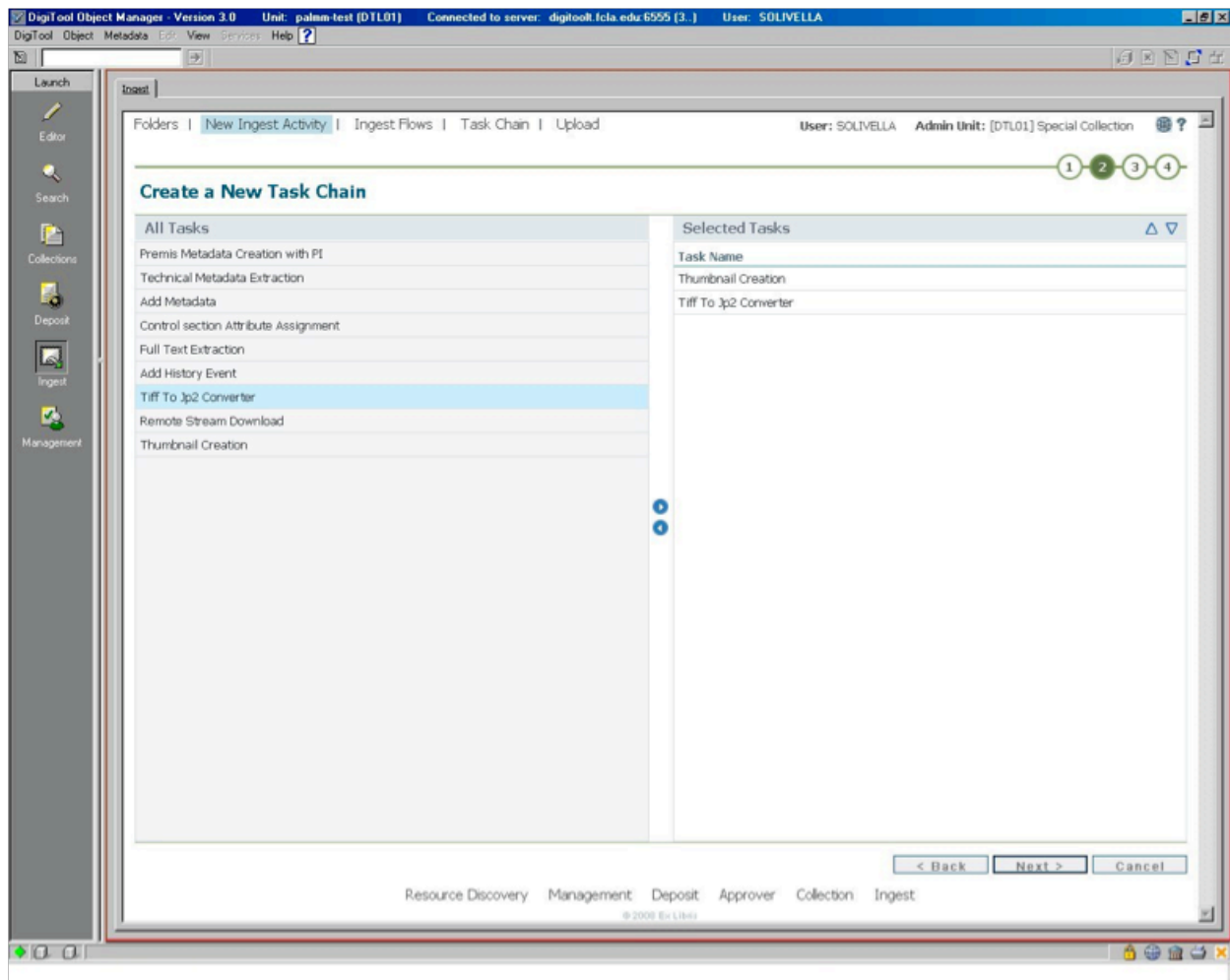
Start by naming this record with the Street's name (In this case it's Algaringo). Then choose "Ingest Type", which in this case is "Comma separated value (CSV) file".



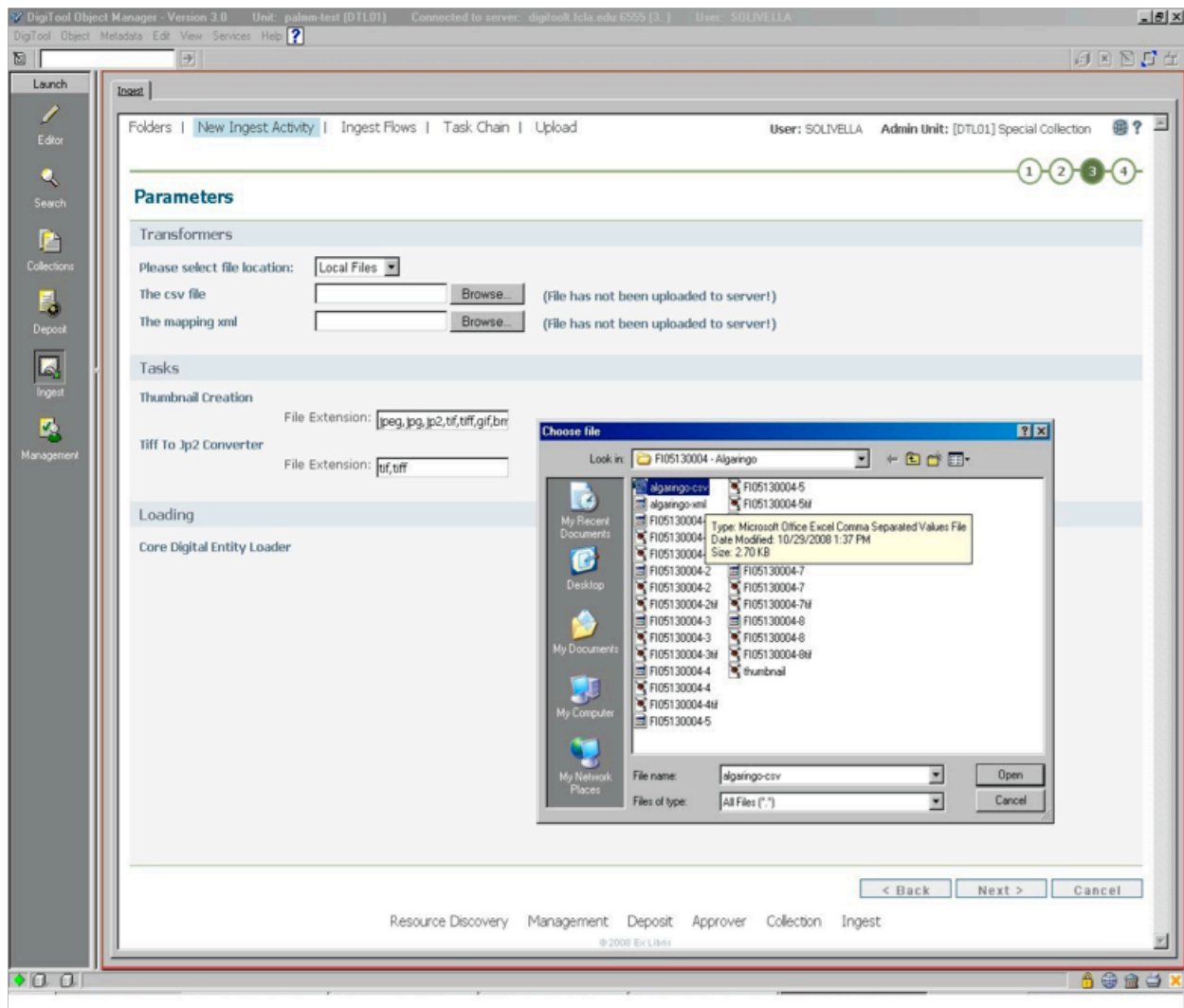
Select “Template Task Chain” and on the pull-down menu, choose “Thumbnail Creation Only”. (This is the step that sets up DigiTool to make the thumbnail miniatures for each image file loaded in the file stream). Then click on “Next”.

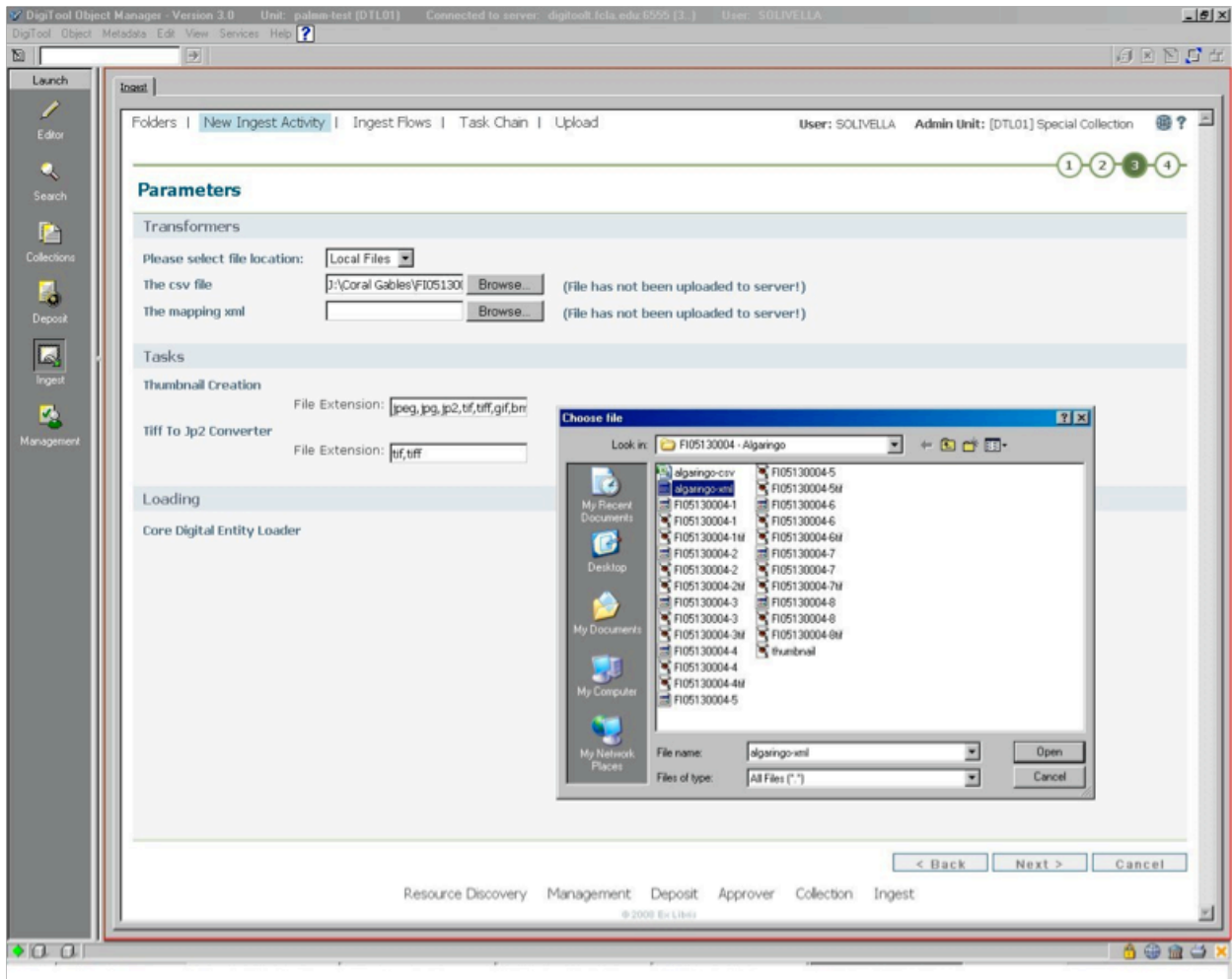


Since you will want the files to display as JPEG2000 images to the user, set up DigiTool to auto-generate them instead of having FIU create them ahead of time. On the left hand side click (one time) on “Tiff to JP2 converter”; then click on the arrow pointing to the right. Meditor will move the task over to the right side. Then click on “Next.”



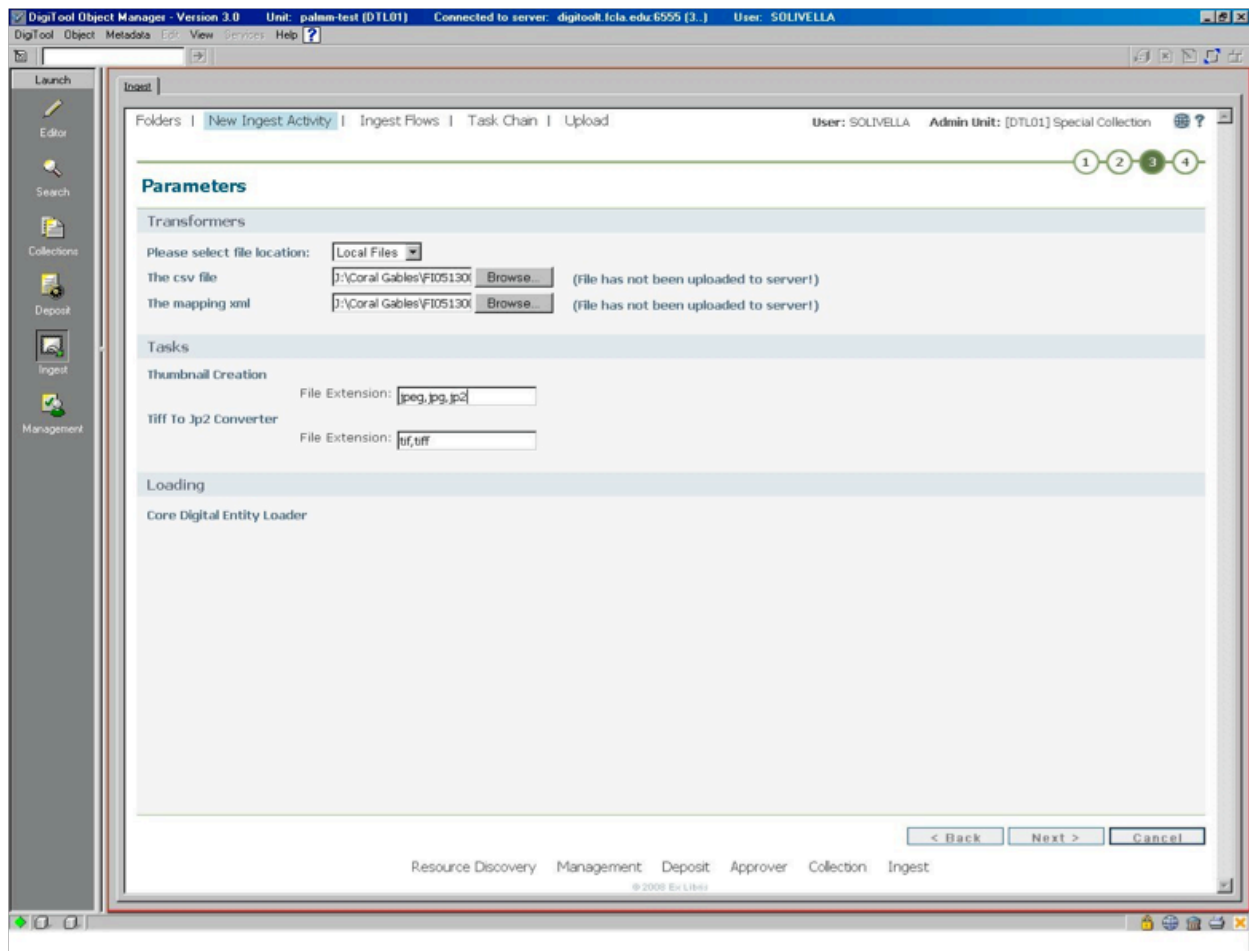
Now you will want to set the commands in motion by selecting the “csv file”, “mapping xml”, “Thumbnail Creation” and “Tiff To Jp2 Converter”. Start by clicking “Browse” and looking for the CSV and mapping xml files in your file directory.



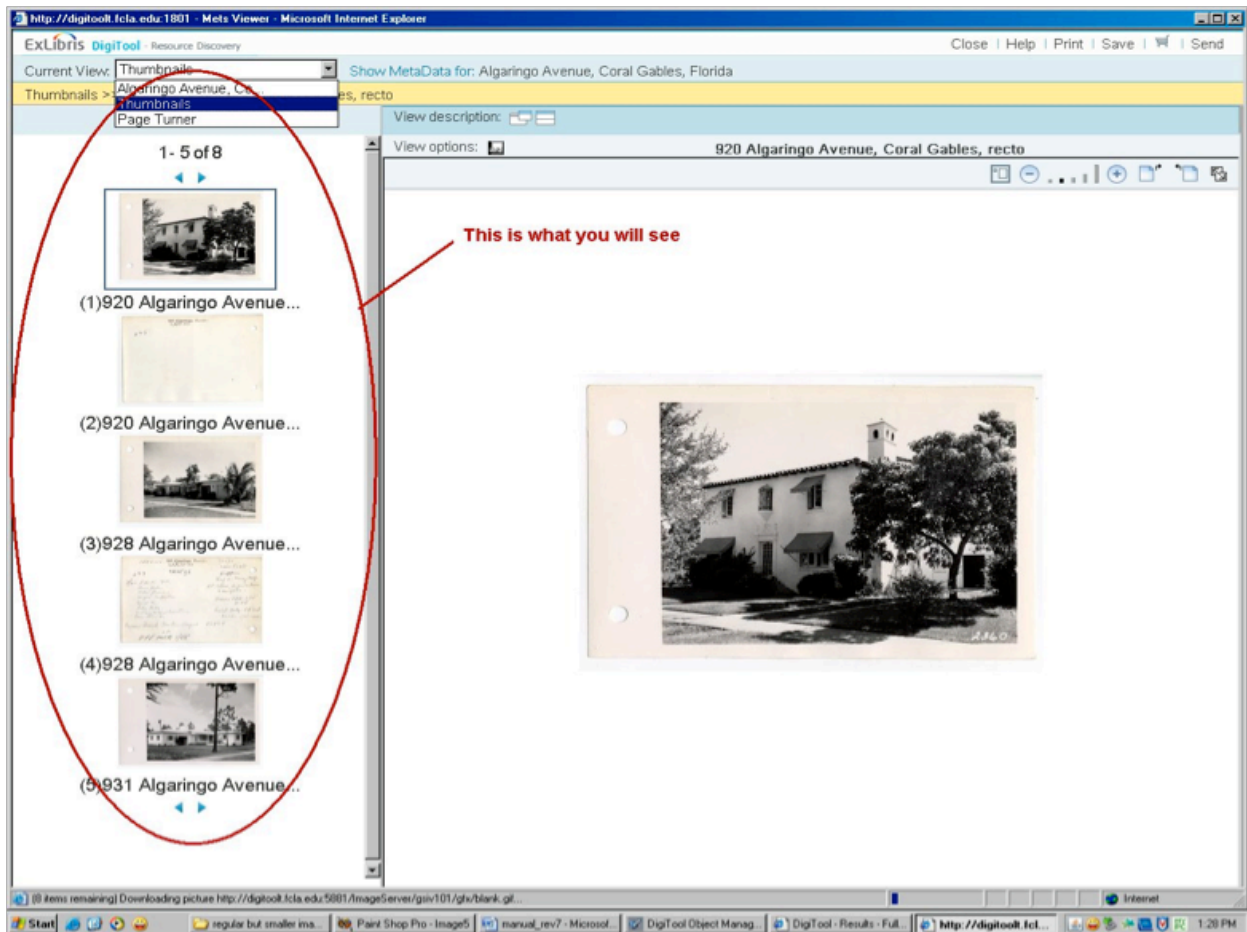


Under “Tasks” where it says “Thumbnail Creation”, indicate the file extension for the files being supplied to make the miniature thumbnails for each file in the filestream. Make sure you enter “jpeg”, “jpg” and “jp2” (if creating JP2000 files).

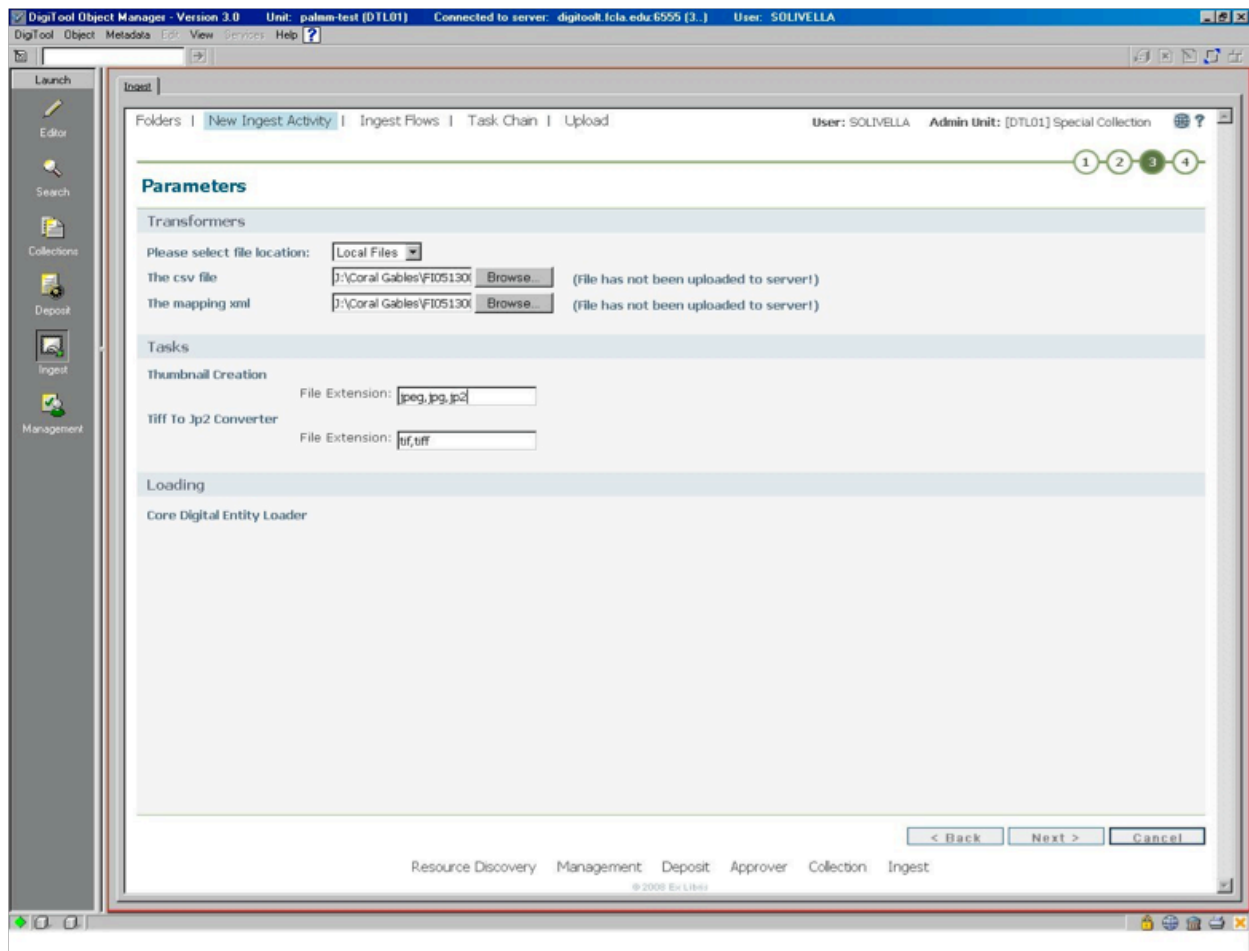
See the next page for a more detailed view of what the resulting thumbnails will look like.



The thumbnails being auto-generated by DigiTool will end up looking like those shown here. For each JPEG2000 image displayed in the right pane, there will be a corresponding thumbnail in the left pane.

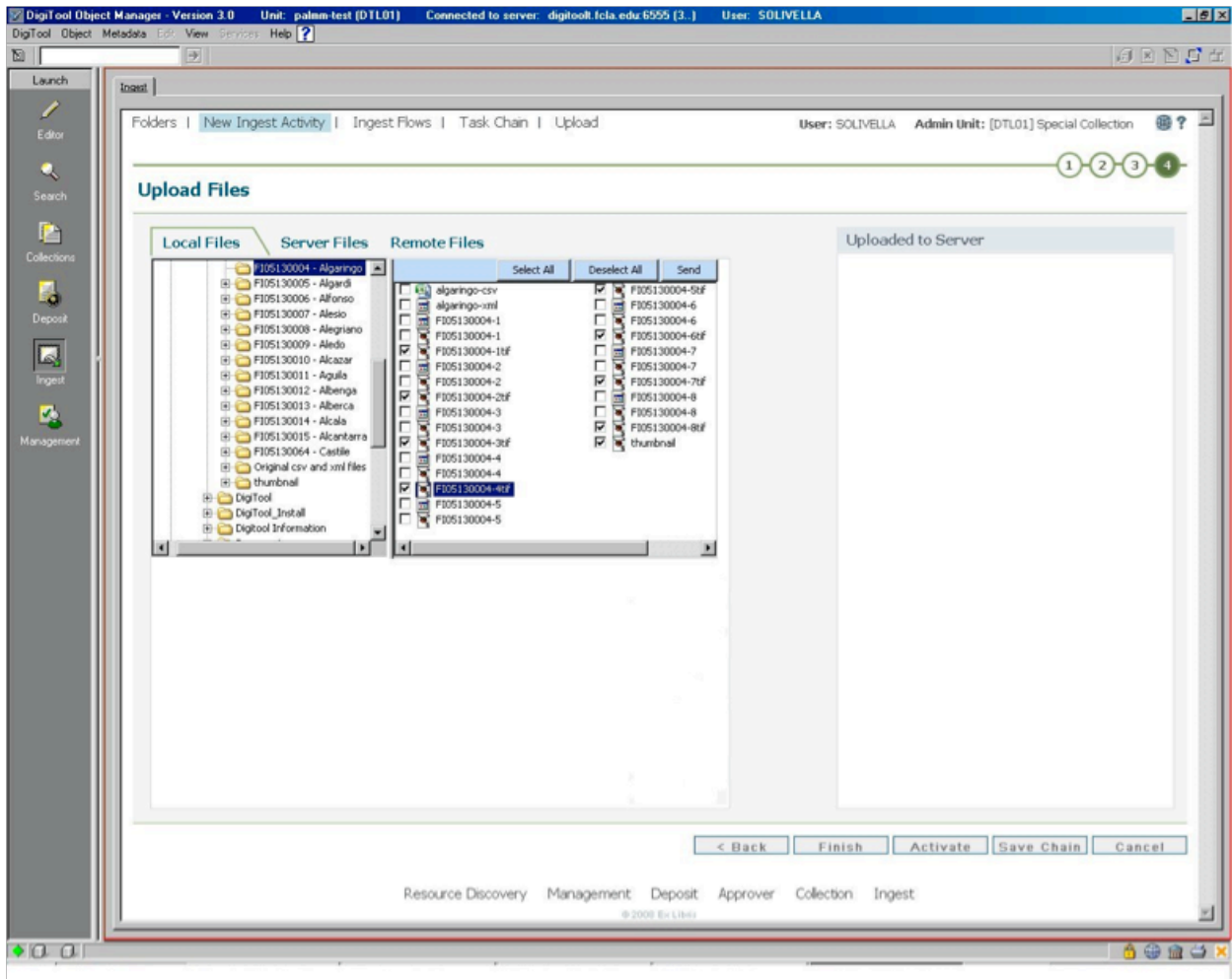


In the “Tiff to Jp2 converter”, type in “tif, tiff”, because FIU is supplying source TIF files from which DigiTool will auto-generate JP2000 files for display to the user. Click on “Next”.

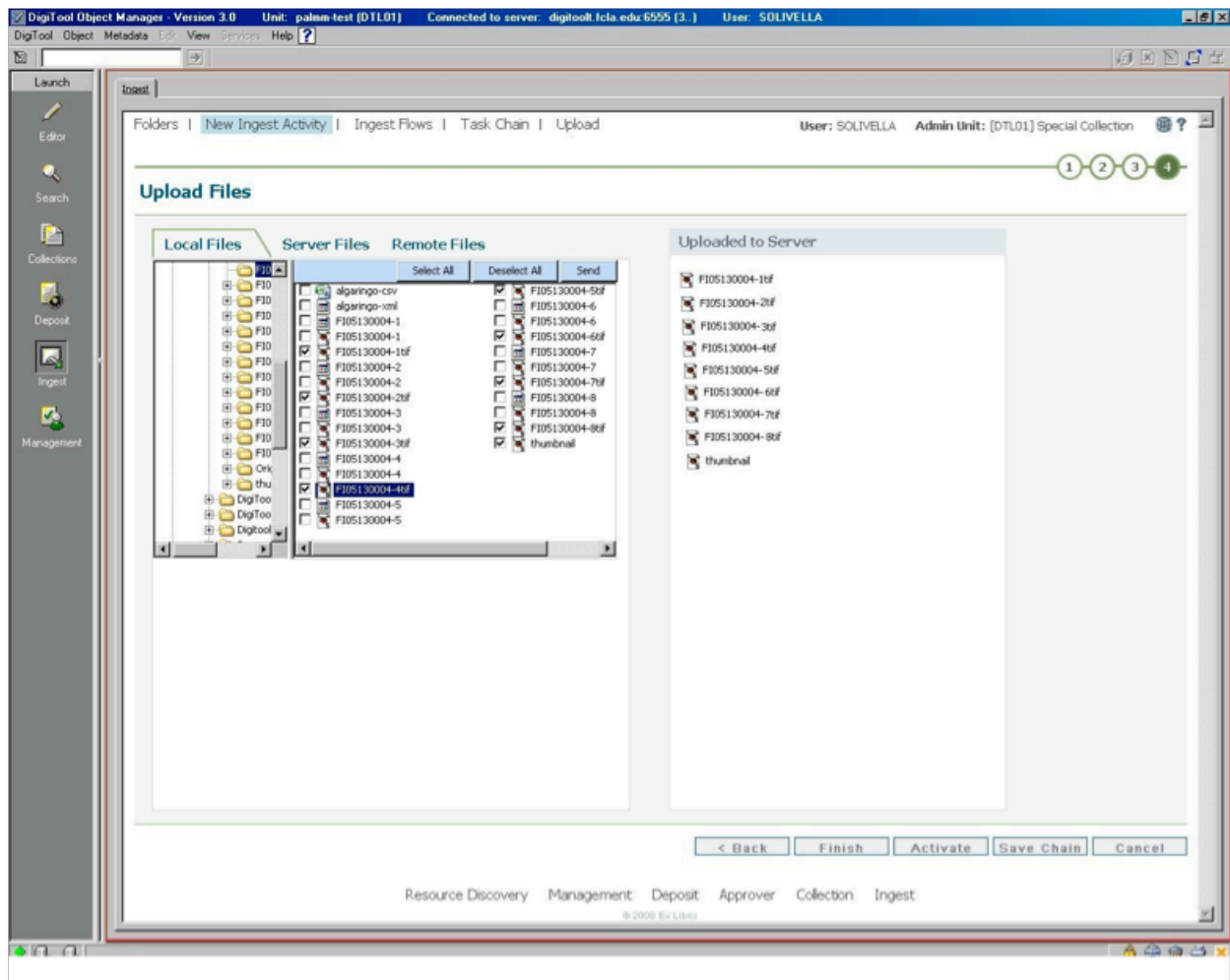


Choose the images needed to upload. Remember that DigiTool will auto-generate the JP2000 files and the set of thumbnail miniatures, so only click on the TIFs and the thumbnail.jpg.

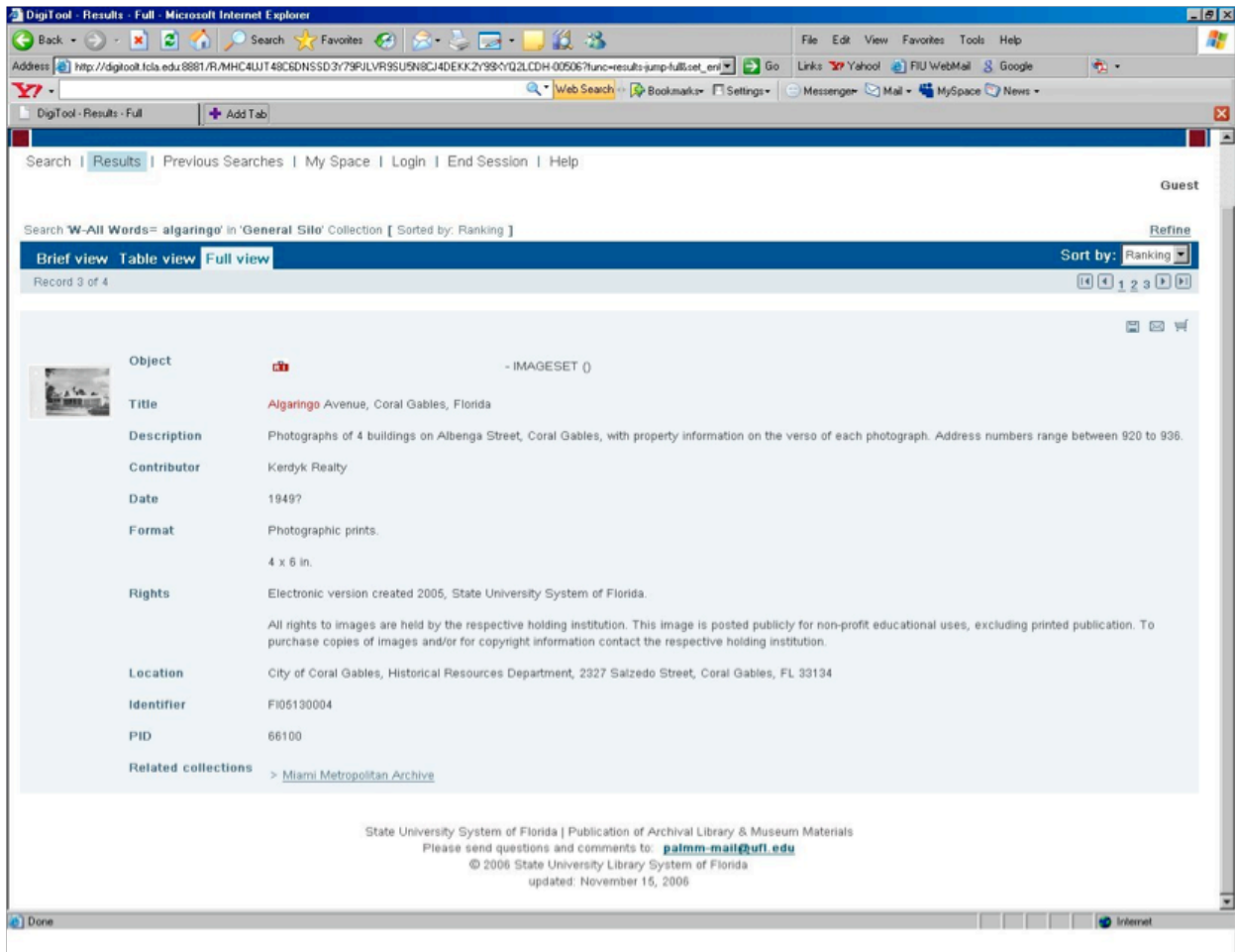
Click on “Send”.



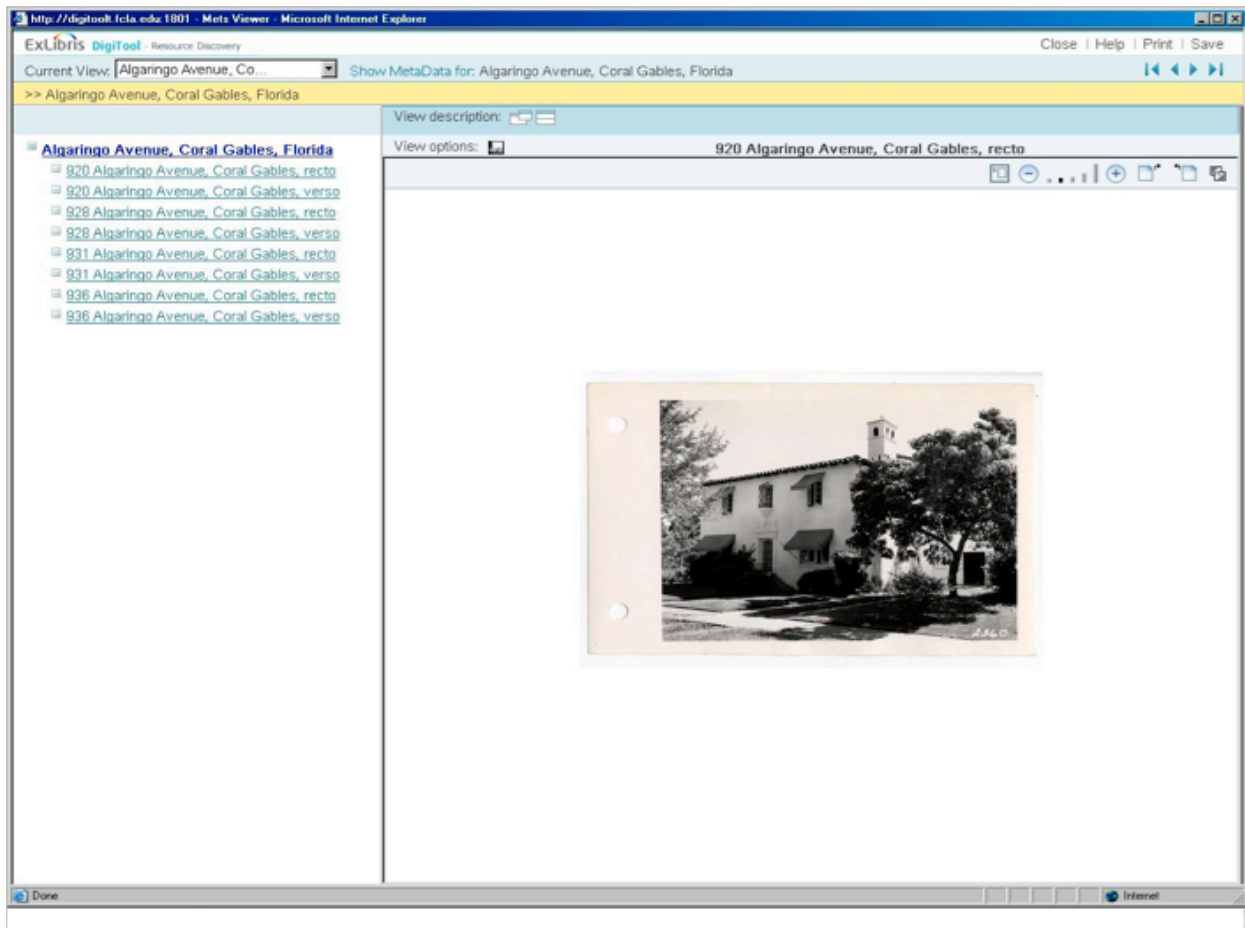
Once the images have moved over to the “Uploaded to Server” screen, you are ready to click “Activate” and DigiTool will do the rest.



This is the final view of the Coral Gables record in DigiTool. The metadata record describes the complex digital entity as a whole, which represents a particular street in Coral Gables (the “grandparent”).



Clicking on the thumbnail icon in the previous screen takes the user to the METS viewer to see the full object. The TOC in the left pane displays all of the houses (or “parents”) for the street (or “grandparent”). Clicking on any of the entries in the TOC brings up the images for the individual houses (“grandchildren”).



Creating a Collection in DigiTool

This procedure describes how to make a new collection in DigiTool and then configure it so it is searchable in DigiTool. The example illustrated here is for a new collection entitled “Tequesta” which is created in the DigiTool test server.

Step 1: Open up the “Collection Manager” module in Meditor by clicking on the icon located in the grey sidebar.

Step 2: Go to “DigiTool” and “Connect to” the unit you want to work with. In this example, FIU is working on a new collection on the DigiTool test server labeled as “palmm-test” in the DigiTool configuration menu.

Step 3: Fill in the form on the right side of the screen, and click the “Save” button.

Step 4: To configure the settings for this new collection, click on the title of the collection (one time) so it highlights into a light blue; then click on the yellow folder icon to go to the next step.

The screenshot displays the DigiTool Object Manager interface. The window title is "DigiTool Object Manager - Version 3.0" and it shows the user is logged in as SOLIVELLA. The interface is divided into several sections:

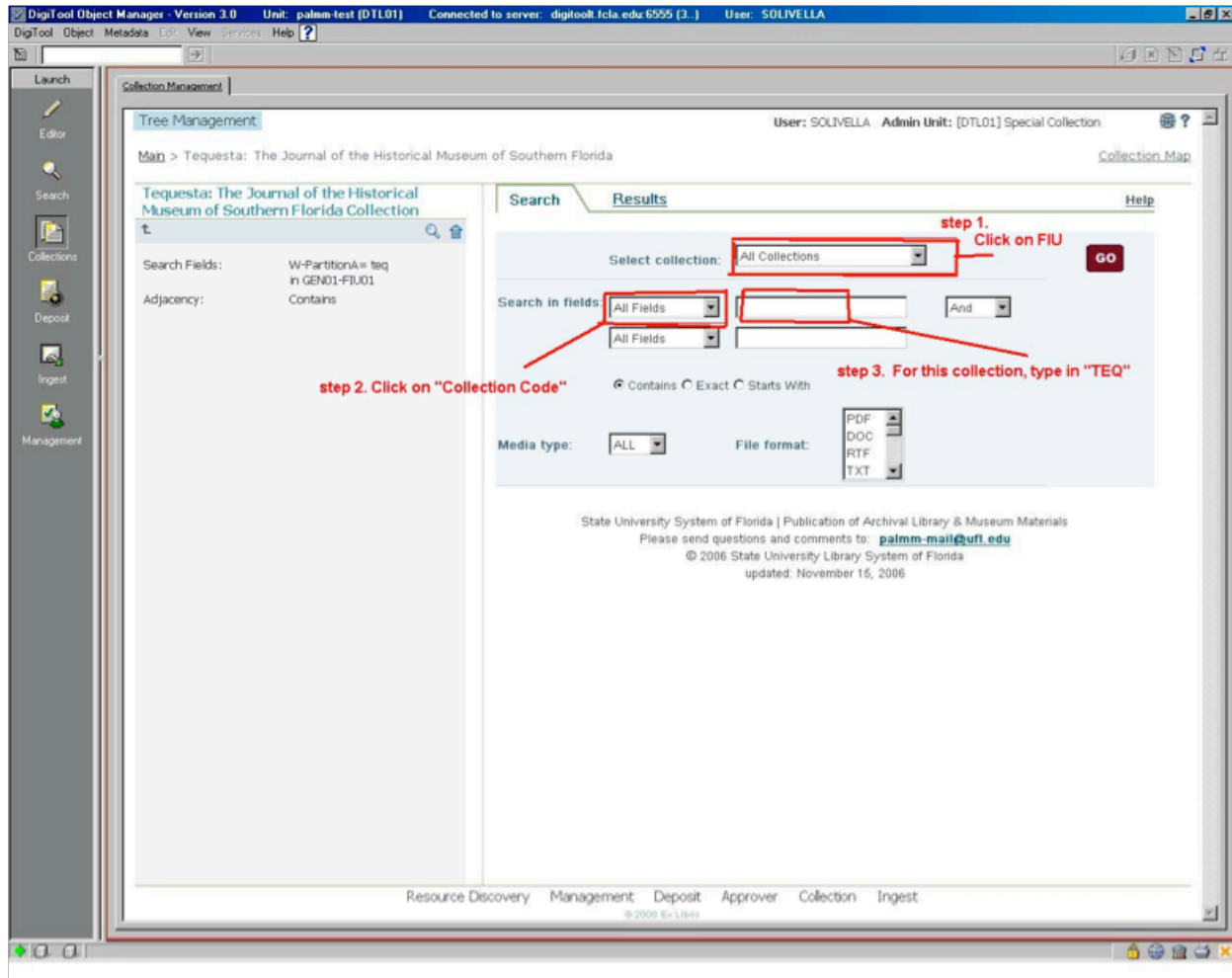
- Top Menu:** Includes "Connect to...", "Print", "Utility", "Administration", "Utilities", and "Exit". A red box highlights the "Connect to..." menu, with a red arrow pointing to the "palmm-test" option. A red label "Step 2. Go to 'DigiTool' then 'connect to' and choose the Admin. Unit desired" points to this menu.
- Left Sidebar:** Contains icons for "Search", "Collections", "Deposit", "Ingest", and "Management". A red box highlights the "Collections" icon, with a red arrow pointing to it. A red label "Step 1. Click here" points to this icon.
- Main Collection List:** A list of various collections is shown, including "Art(5)", "Departments(3)", "E-Reserve(3)", "Finding Aids(3)", "Maps(3)", "Institutional Repository(3)", "Music(3)", "Video(3)", "Archives Florida(10)", "Special Collections(3)", "FAU Digital Repository(2)", "Serials(1)", "Florida(7)", "MileMarkers(Logical)", "Miami Metropolitan Archive(Logical)", "Yiddish Children's Books(Logical)", "Department of Music(1)", "Abstract Art(Logical)", "Florida State University Test Collection", "The Arts(2)", "Judaica Sheet Music(1)", "Socialist Papers Collection(Logical)", "Everglades Digital Library(2)", "Oral History(1)", and "Tequesta: The Journal of the Historical Museum of Southern Florida". The "Tequesta" entry is highlighted in light blue. A red box highlights this entry, with a red arrow pointing to it. A red label "Step 4. Click here" points to this entry.
- Details Panel:** On the right, the details for the selected collection are shown. The "Collection Name" is "Tequesta: The Journal of the Historical Museum of Florida". Other fields include "Silo" (General Silo), "Search Base" (Admin Unit FIU01), "Collection Type" (Logical), and "Short Description" (This site offers a digital version of the existing printed journal publ). A "Save" button is visible at the bottom of the details panel. A red label "Step 3. Choose a collection name, in this case it's Tequesta" points to the "Collection Name" field.

On this screen you set up the parameters for searching the new collection in DigiTool, and including all the items it contains within the browseable collection that displays in DigiTool.

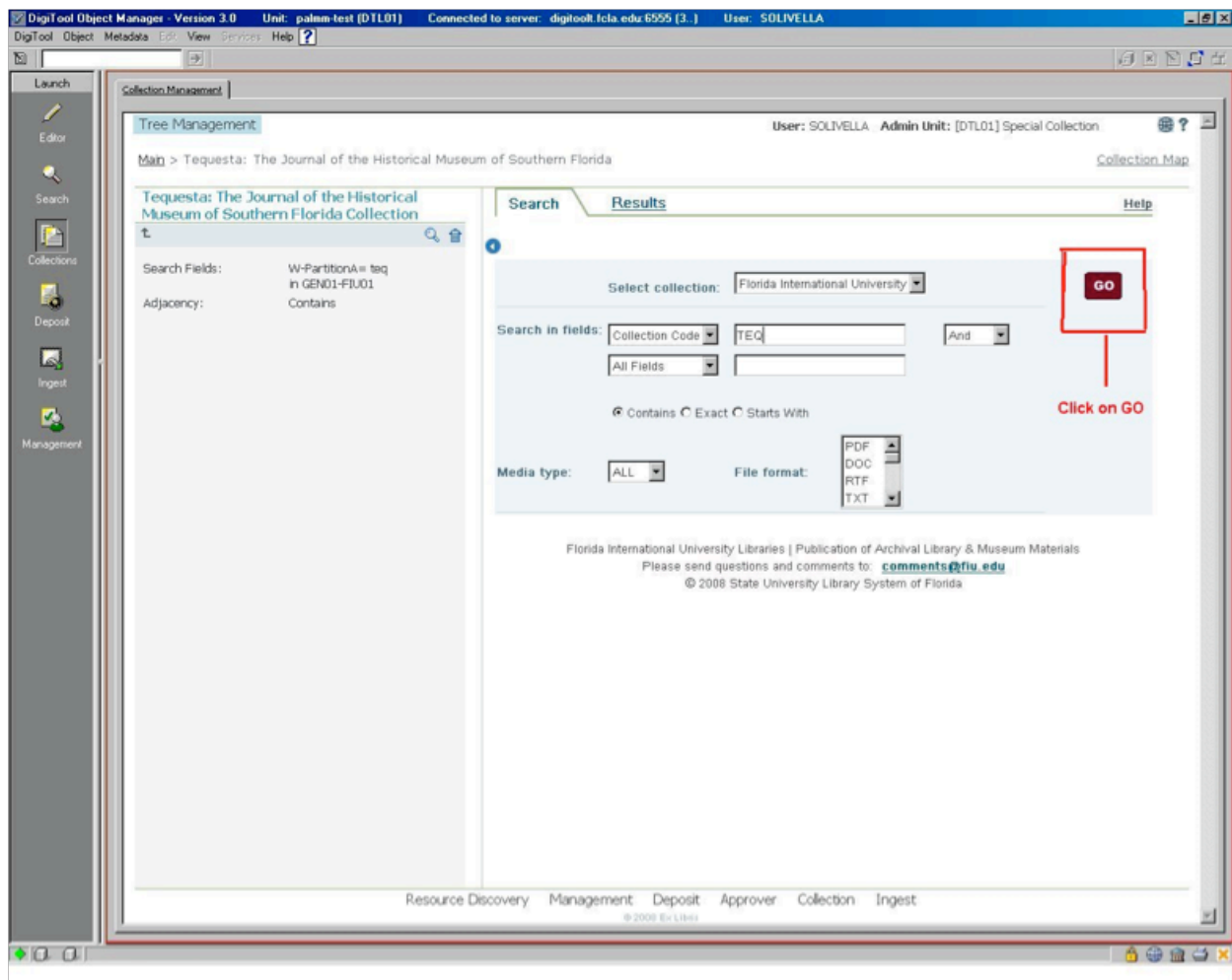
Step 1: Click on the drop-down menu and choose “Florida International University” (FIU)

Step 2: Click on the “Search in fields” menu and choose “collection code”

Step 3: Type in “TEQ” (for Tequesta). Note that the collection code must already have been created through arrangements with FCLA. Otherwise, the process will fail because DigiTool won’t recognize the new collection.



Click on the red “Go” button in the top right corner to store the search parameters for this collection.



You should be able to review the set-up for the new collection in the final step.

Click on the top left arrow to save.

Remember to notify FCLA that you have created and published a new collection, because there is a job they need to run to pick up newly published collections.

The screenshot displays the DigiTool Object Manager interface. The window title is "DigiTool Object Manager - Version 3.0". The user is identified as "SOLIVELLA" and the admin unit is "[DTL01] Special Collection". The interface is divided into several sections:

- Left Sidebar:** Contains navigation icons for Launch, Editor, Search, Collections, Deposit, Ingest, and Management.
- Tree Management:** The main area shows a breadcrumb trail: "Main > Tequesta: The Journal of the Historical Museum of Southern Florida". Below this, the collection name "Tequesta: The Journal of the Historical Museum of Southern Florida Collection" is displayed. A search icon is circled in red, with a red arrow pointing to the text "Click here to save".
- Search Fields:** Shows "Search Fields: W-PartitionA= teq in GEN01-FIU01" and "Adjacency: Contains".
- Search Results:** The "Search" tab is active, showing a search query: "Search 'W-PartitionA= teq' in 'Admin Unit FIU01' Collection [Sorted by: Ranking]". The results are displayed in "Brief view" mode, showing one record: "Tequesta: The Journal of the Historical Association of Southern Florida, Volume 1, number 3." The record is from the "Historical Museum of South Florida" and is categorized as "South Florida - History - Periodicals".
- Footer:** Includes the text "Florida International University Libraries | Publication of Archival Library & Museum Materials" and "Please send questions and comments to: comments@fiu.edu".

Deleting a record that is in the live DigiTool server

This SOP will show you how to delete a record you don't want to display in DigiTool.

Step 1: Open up Meditor

Step 2: Go to "Ingest" and then "Success" to find the record you want to delete.

Step 3: Click on the arrow to "roll back"

The screenshot shows the DigiTool Object Manager interface. On the left, a sidebar contains navigation options: Launch, Editor, Search, Collections, Deposit, Ingest, and Management. The main window displays the 'Ingest' section with a left-hand menu showing status counts: Not Scheduled (123), Scheduled (0), Running (0), Success (152), and Failed (5). The 'Success' status is selected. The main area shows a table of ingest records with columns for #, id, Activity Name, Task Chain Name, and Actions. The first record (id: ing2123) is highlighted. Red circles and arrows point to the 'id' field and the 'roll back' arrow in the 'Actions' column. Red text instructions are overlaid on the screenshot.

#	id	Activity Name	Task Chain Name	Actions
51.	ing2123	workflow 6, test 2	Full Text Extraction Only	[X] [roll back]
52.	ing1122	workflow6	Full Text Extraction Only	[X] [roll back]
53.	ing1118	2thumbs	Thumbnail Creation Only	[X] [roll back]
54.	ing1113	nond	Empty Chain	[X] [roll back]
55.	ing1112	wild	Full Text Extraction Only	[X] [roll back]
56.	ing1110	wild	Empty Chain	[X] [roll back]
57.	ing1106	wild	Empty Chain	[X] [roll back]
58.	ing1105	wildthings	Empty Chain	[X] [roll back]
59.	ing1055	istabfyk	Thumbnail Creation Only	[X] [roll back]
60.	ing1053	simpledbi	Empty Chain	[X] [roll back]

1) Find the record you want in "success"

2) Click here for a "rollback", it will go back to "not scheduled"

The record will roll back to “Not Scheduled” section, so go there.

Look for the record to delete and click on the “X” in the “Actions” column.

It takes until the next day for the changes to take place when the DigiTool Live server updates.

The screenshot shows the DigiTool Object Manager interface. The left sidebar contains navigation options: Launch, Editor, Search, Collections, Deposit, Ingest, and Management. The main window displays a list of records under the 'Not Scheduled (124)' tab. The table has columns for #, Id, Activity Name, Task Chain Name, Assign To, and Actions. Record #20 is highlighted with a red circle, and its 'X' delete button in the Actions column is also circled in red. Below the table, two red annotations are present: '3) Find the record in "not scheduled"' and '4) This delete button will remove the record'.

#	Id	Activity Name	Task Chain Name	Assign To	Actions
11.	ins2194	test	wftest	CAPLAN ...	ⓘ ✕
12.	ins2192	files uploaded at: Wed Apr ...	FCLATRAIN ...	FCLATRAIN ...	ⓘ ✕
13.	ins2191	files uploaded at: Wed Apr ...	CAPLAN ...	CAPLAN ...	ⓘ ✕
14.	ins2190	files uploaded at: Wed Apr ...	FCLATRAIN ...	FCLATRAIN ...	ⓘ ✕
15.	ins2189	files uploaded at: Wed Apr ...	FCLATRAIN ...	FCLATRAIN ...	ⓘ ✕
16.	ins2178	test	wftest	CAPLAN ...	ⓘ ✕
17.	ins2159	fmed	fmed	CAPLAN ...	ⓘ ✕
18.	ins2155	x	fmed	CAPLAN ...	ⓘ ✕
19.	ins2152	fmed	fmed	CAPLAN ...	ⓘ ✕
20.	ins2122	workflow 6, test 2	Full Text Extraction Only	SOLIVELLA ...	ⓘ ✕

3) Find the record in "not scheduled"

4) This delete button will remove the record



Revising data for a complex object

This procedure describes how to revise a record for a complex object, once it has already been ingested in DigiTool and displays to the user. For this example, a journal issue with several articles is being used. What needs to be revised is the title of one article within the journal. The example PID 72440 from the Tequesta collection is used to illustrate the procedure.

Revisions need to be made in two places: in the parent metadata record, where the article titles are listed; and in the child metadata record where the erroneous title is located.

Below is what the Tequesta record looks like online. Recall that the metadata record describes the complex object as a whole - in this case, a specific issue of the journal Tequesta. The contents of this metadata record needs to be revised - specifically, the title of the article.

The screenshot shows a web browser window with the following metadata record:

	 - Complex Object 0
Title	Tequesta: The Journal of the Historical Association of Southern Florida. Volume 1, number 63.
Creator	Historical Museum of Southern Florida
Subject(s)	South Florida - History - Periodicals.
Description	Tequesta is published annually by the Historical Association of Southern Florida.
Contents	TABLE OF CONTENTS: On the Eve of Destruction: People and Florida's Everglades from the late 1800s to 1908, by Christopher F. Meindl — Hell's Angel: Eleanor Kinzie Gordon's Wartime Summer of 1898, by Jacqueline E. Clancy — Early Miami Through the Eyes of Youth, by William M. Straight, M.D. — Historical Association of Southern Florida Members.
Date	2003
Type	Serial
Format	Portable Document Format (PDF)
Rights	Copyright 2003 by the Historical Association of Southern Florida. For permissions please contact the rights holder.
Location	Historical Museum of Southern Florida, 101 West Flagler Street, Miami, FL 33130
Identifier	F108060963
Identifier	ISSN: 03633705
PID	72440
Related collections	> Tequesta: the Journal of the Historical Association of Southern Florida

To revise the title of a particular article within the journal requires drilling down deeper into components of this complex object. Start by viewing the journal issue via the METS viewer, as shown below.

Note that the individual article titles are displayed in the “Table of Contents” pane on the left side of the screen.

The screenshot displays the DigiTool interface within a Microsoft Internet Explorer browser window. The address bar shows the URL <http://digitool.fcla.edu:1801>. The browser title is "Mets Viewer". The DigiTool logo and "Resource Discovery" text are visible in the top left. The current view is set to "Tequesta: Volume 1, ..." with a "Show MetaData for: Tequesta: The Journal of the Historical Associatio..." link. The main content area shows the cover of "Tequesta" journal, featuring the title in a large, green, cursive font, a tree illustration, and the text "THE JOURNAL OF THE HISTORICAL ASSOCIATION OF SOUTHERN FLORIDA 2003 LXIII". On the left, a "Table of Contents" pane lists items such as "Cover", "Table of Contents", "On the Eve of Destruction: People and Fl...", "Hell's Angel: Eleanor Kinzie Gordon's Wa...", "Early Miami Through the Eyes of Youth, b...", and "Backmatter: Historical Association of So...". The interface includes navigation controls, a search bar, and a status bar at the bottom.

This is a view of a specific article within this journal issue.

The screenshot shows a Microsoft Internet Explorer browser window displaying a digital article. The address bar shows the URL: <http://digitool.fcla.edu:1801>. The page title is "Mets Viewer - Microsoft Internet Explorer". The browser's address bar shows the current view: "Tequesta: Volume 1, ...". The page content includes a navigation menu on the left with options like "Table of Contents", "Search", and "Advanced Search". The main content area displays the article title: "On the Eve of Destruction: People and Florida's Everglades from the late 1800s to 1908" by Christopher F. Meindl. The page number "5" is visible in the top right corner. The browser's status bar at the bottom shows "Done" and "Internet".

http://digitool.fcla.edu:1801 - Mets Viewer - Microsoft Internet Explorer

DigiTool - Resource Discovery

Close | Help | Print | Save

Current View: Tequesta: Volume 1, ... Show MetaData for: Tequesta: The Journal of the Historical Associatio...

>> Tequesta: Volume 1, number 63>On the Eve of Destru>...>...m the late 1800s to 1908, by Christopher F. Meindl

Table of Contents Search Advanced Search

- Tequesta: Volume 1, number 63
 - Cover
 - Table of Contents
 - On the Eve of Destruction: People and Fl...**
 - Hell's Angel: Eleanor Kinzie Gordon's Wa...
 - Early Miami Through the Eyes of Youth, b...
 - Backmatter: Historical Association of So...

View description:

Format options: On the Eve of Destruction: People and Florida's Everglades from the

1 / 32 93.9% Find

5

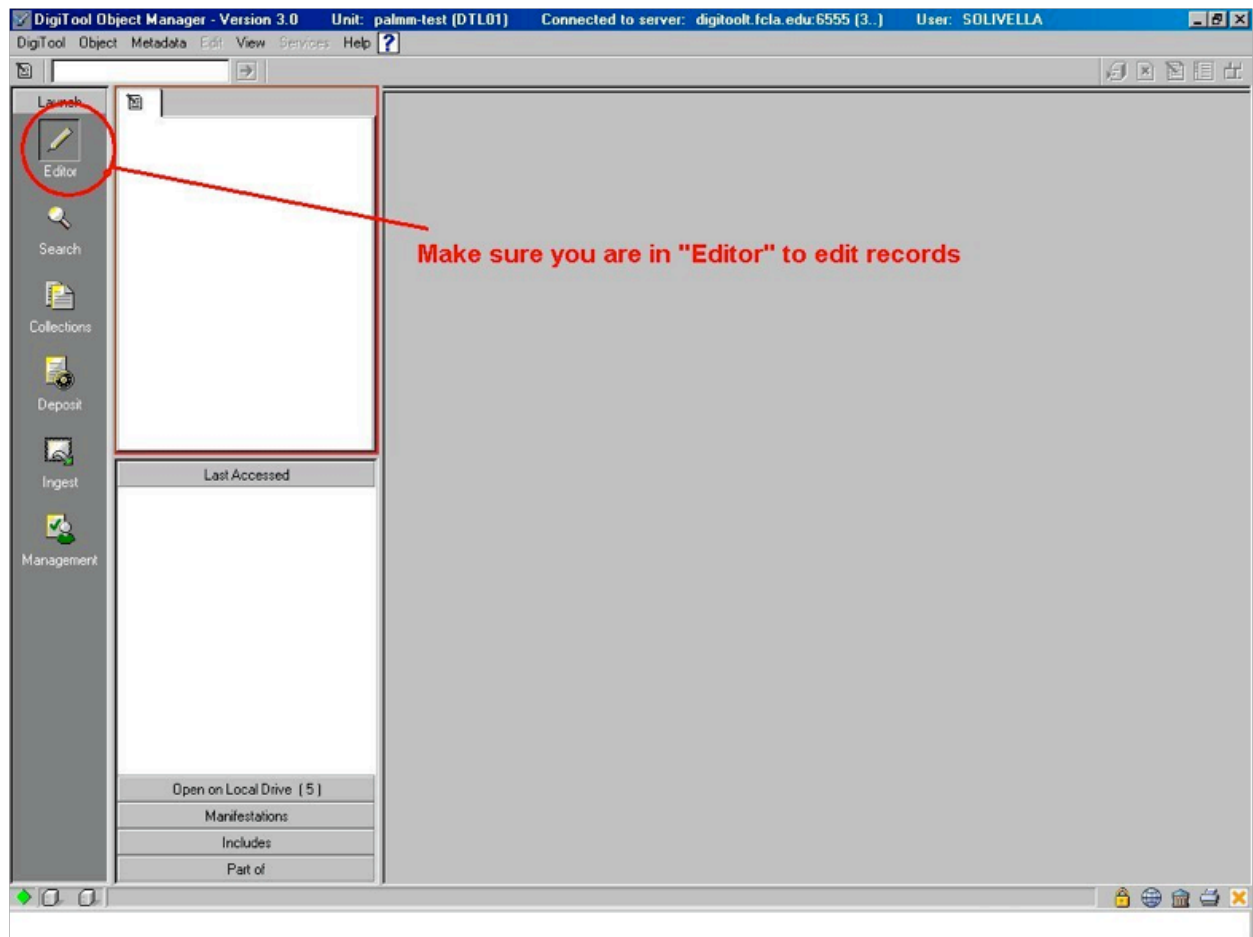
On the Eve of Destruction: People and Florida's Everglades from the late 1800s to 1908

Christopher F. Meindl

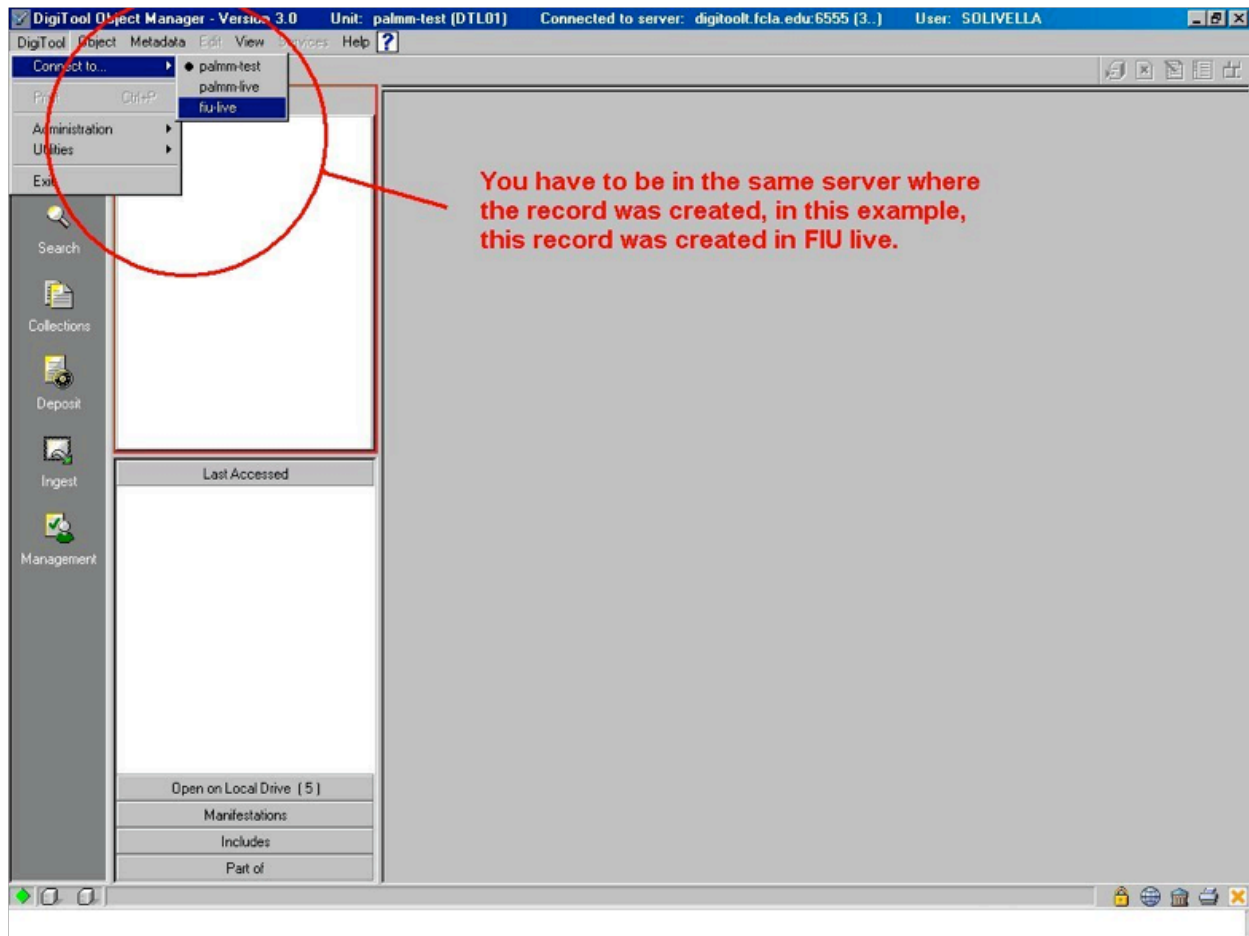
Florida's Everglades have been the subject of much public discussion during the past century, and most of the current discourse deals with efforts to restore parts of the region to some semblance of its pre-drainage condition. Furthermore, most of the recent scholarly literature

Done Internet

Open up Meditor and go to "Editor" to edit the record.



Click on “DigiTool” and click on “Connect to” the server that you need; in this case it’s “fiu-live”



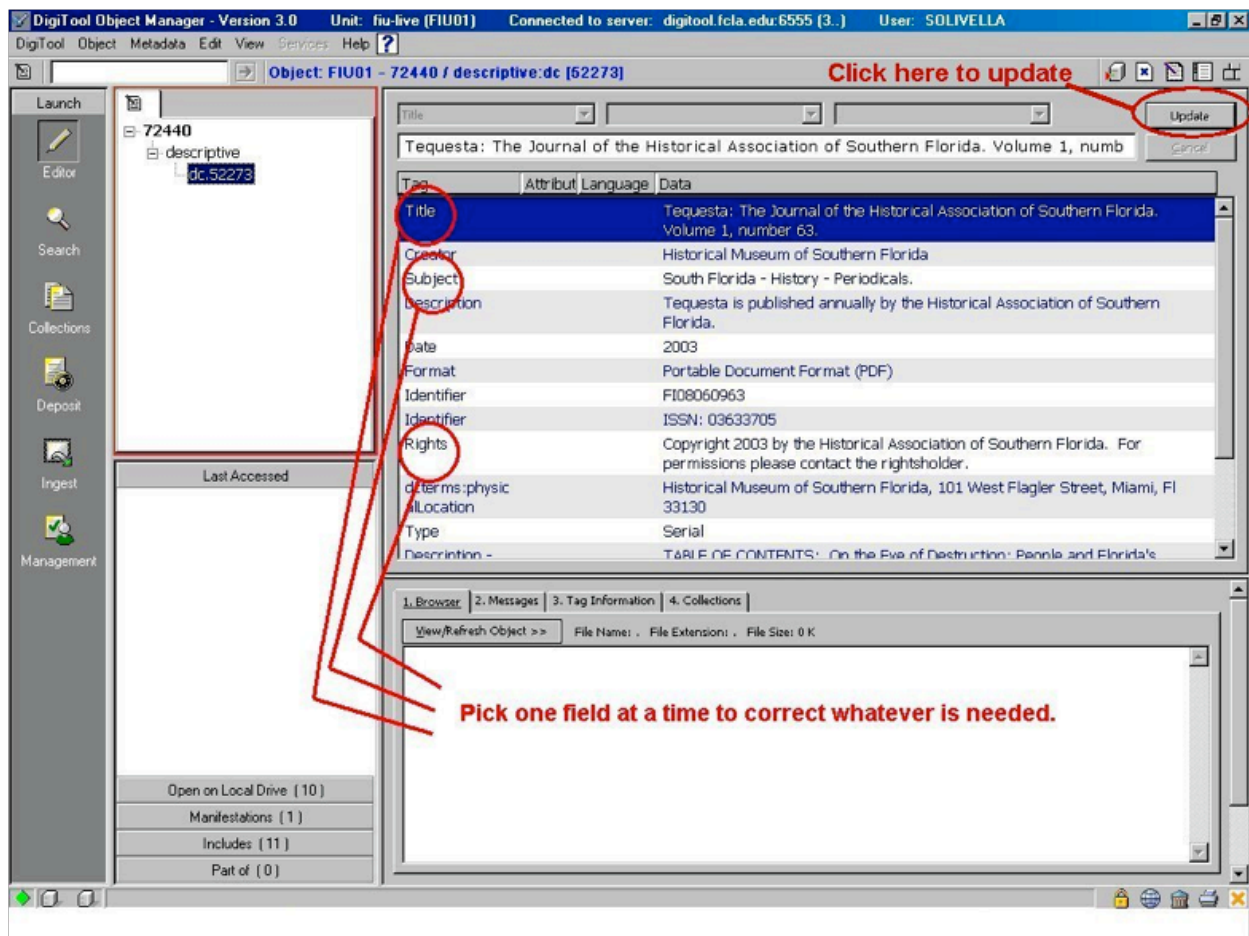
Normally to the right side, where it says “Control” and “Stream Ref” you don’t have to do much unless “Label” has something that needs fixing. Click on dc.52273 to take you to the Dublin Core metadata record.

The screenshot shows the DigiTool Object Manager interface. The title bar indicates the unit is 'fiu-live (FIU01)' and the user is 'SOLIVELLA'. The main window displays the object '72440' with a tree view on the left showing '72440' and 'descriptive' sub-items, with 'dc.52273' highlighted. The main panel shows the 'Control' tab with various metadata fields. A red circle highlights the '72440' PID in the tree view, and a red arrow points to it with the text: '1). Enter the PID number you want to edit, in this case, it's 72440.' A blue circle highlights the 'dc.52273' item, and a blue arrow points to it with the text: '2) Click on this to go to the Dublin Core section to edit what you need.'

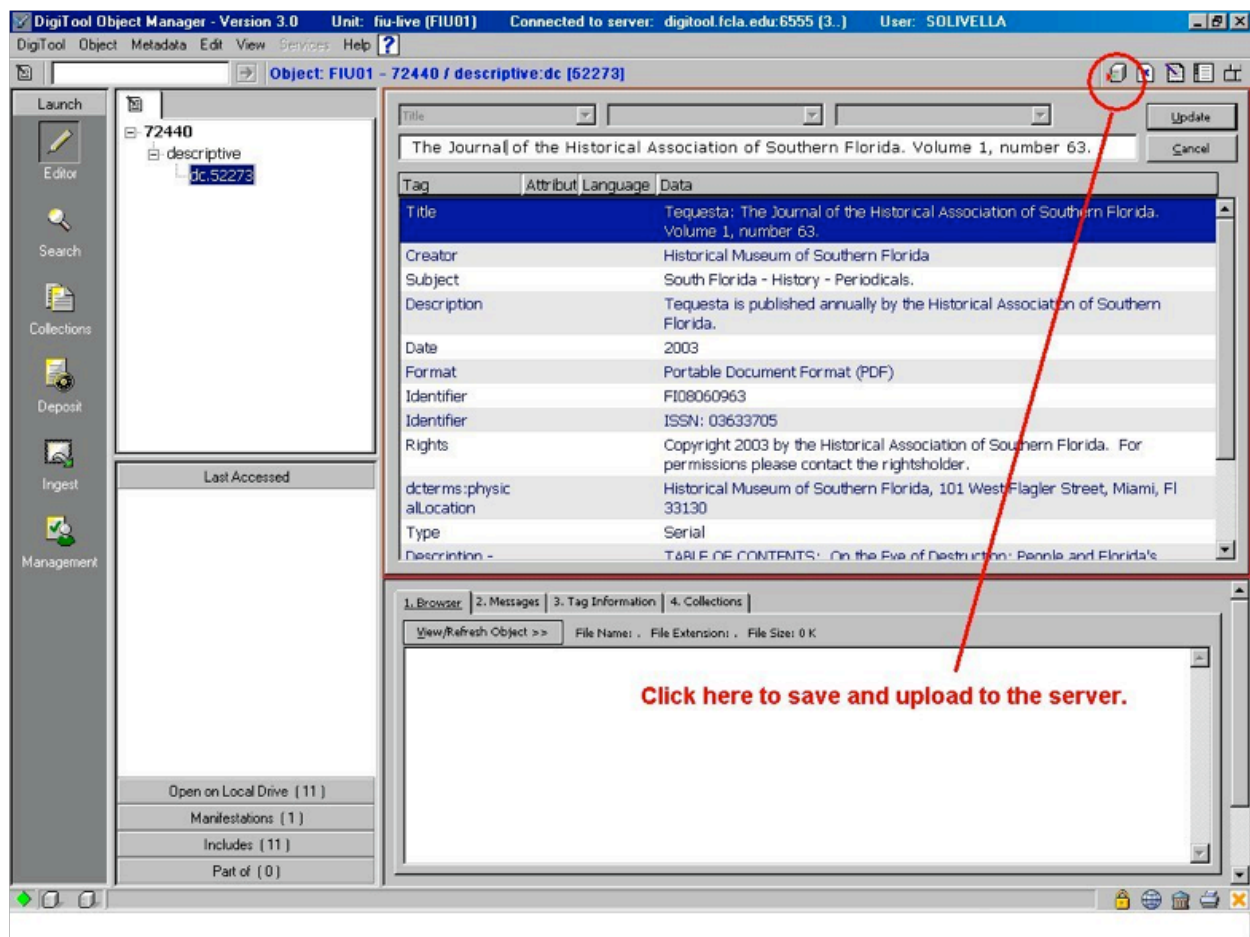
1). Enter the PID number you want to edit, in this case, it's 72440.

2) Click on this to go to the Dublin Core section to edit what you need.

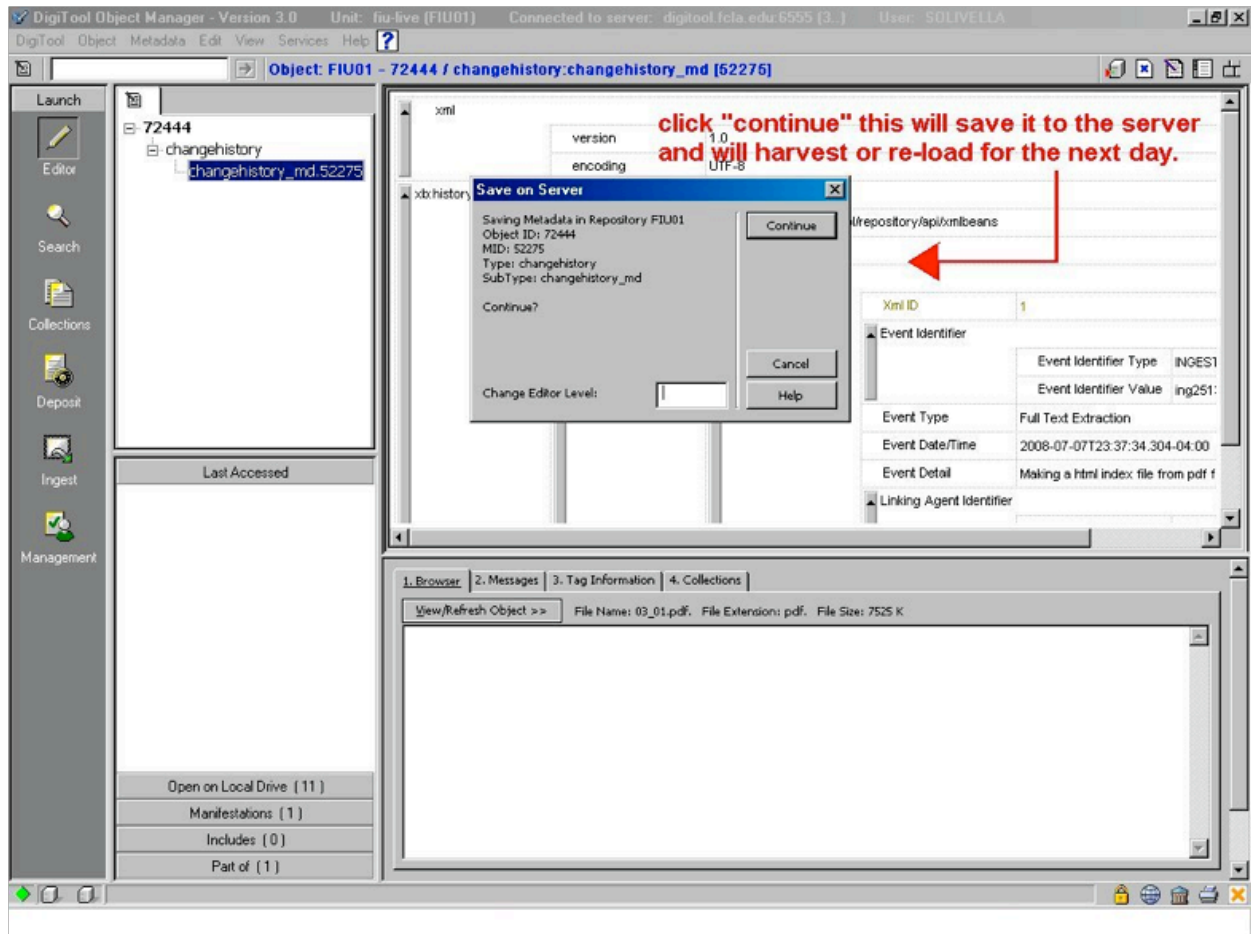
To the right, you pick the field you want to edit and go one by one, clicking on the “Update” button after every entry.



Click on the file cabinet icon to save the revised record and upload to the server.



A window will pop up where you click "Continue".

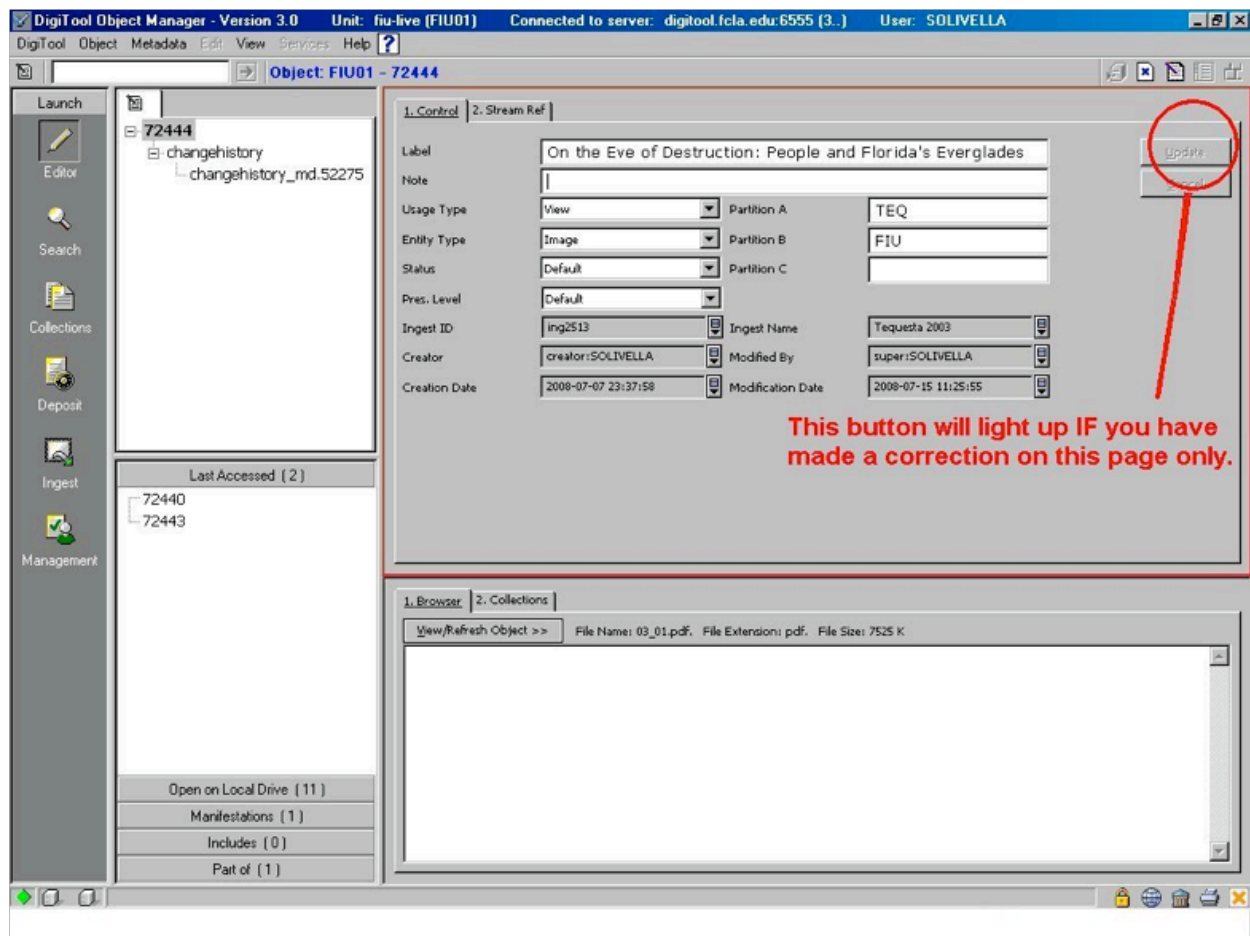


To further edit a METS file, you must look for sub-PIDs.

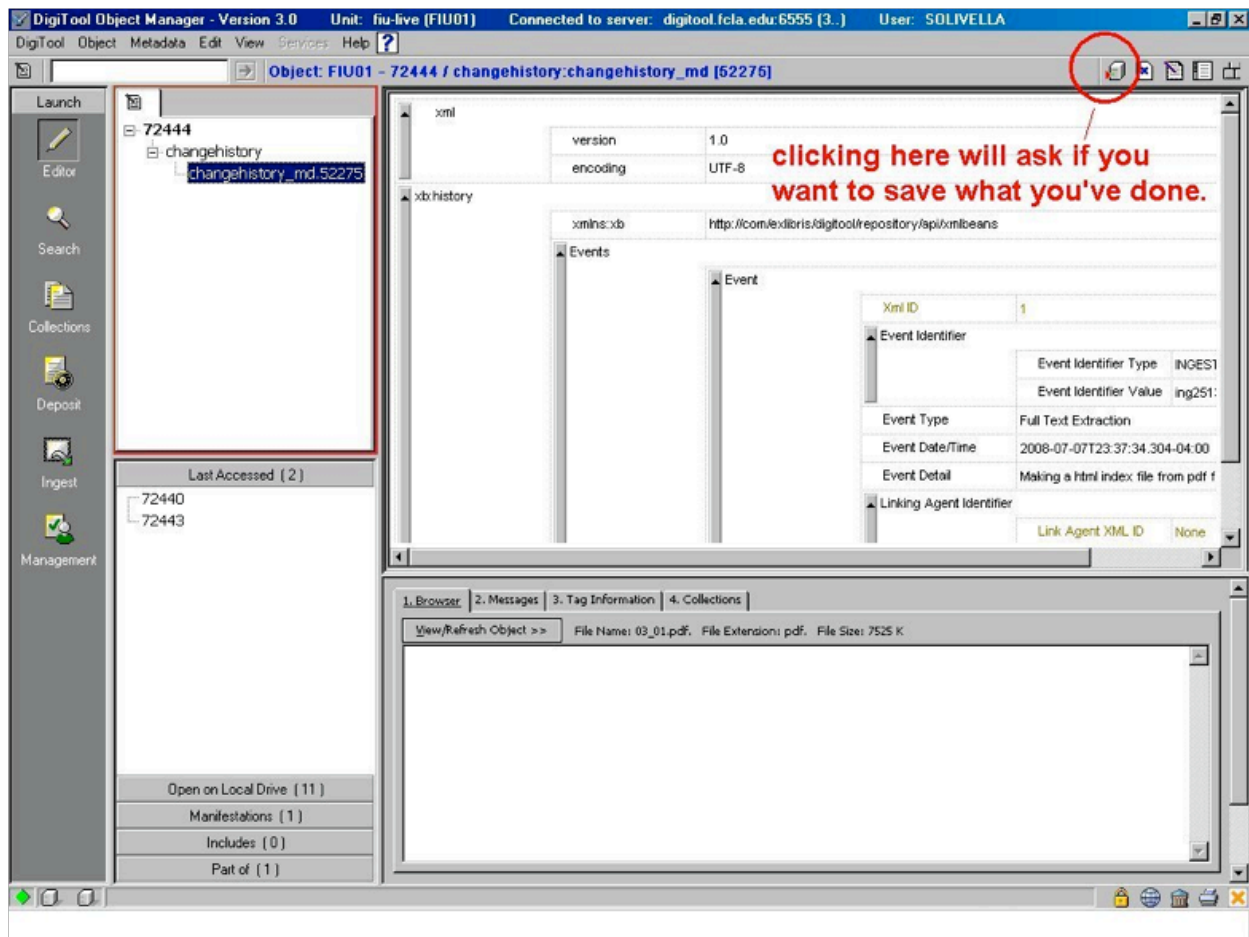
For example, to find “On the Eve Destruction: People and Florida’s Everglades” you have to fish around till you find the METS TOC, you do that by typing in numbers after the parent PID.... it’s kind of like by numbers...if the parent PID number is 12000 and this record has 5 children, plus the cover, FM, 5 chapters and BM, you have to count down so the cover would be 12001; the front matter 12002; each chapter would be 12003 through 12208; respectively back matter would be 12009; and so on.

Know the main PID number and know how many chapters you have, and you can usually zero in within two or three tries

In this example the parent PID is 72440 but the sub-PID for this particular chapter is 72444. The only thing you really need to edit is the “Label” section, then you click on the “Update” button.



Then to make sure it properly uploads to harvest again, go to “changehistory_md.52275” on the left hand side. And click on the file cabinet, just to make sure it uploads.



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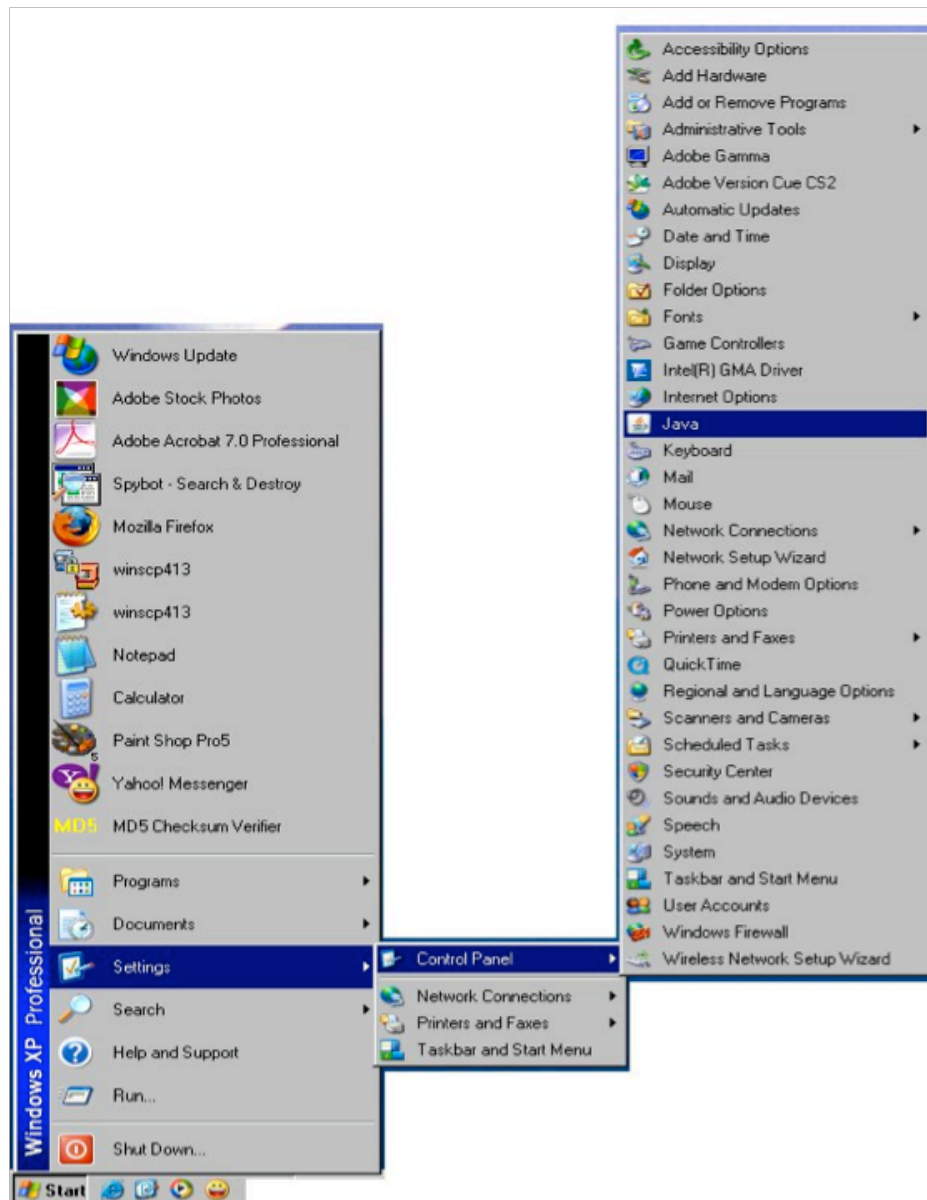
Adding more memory within Meditor

Download and install JRE ver. 1.6 update 10, follow directions

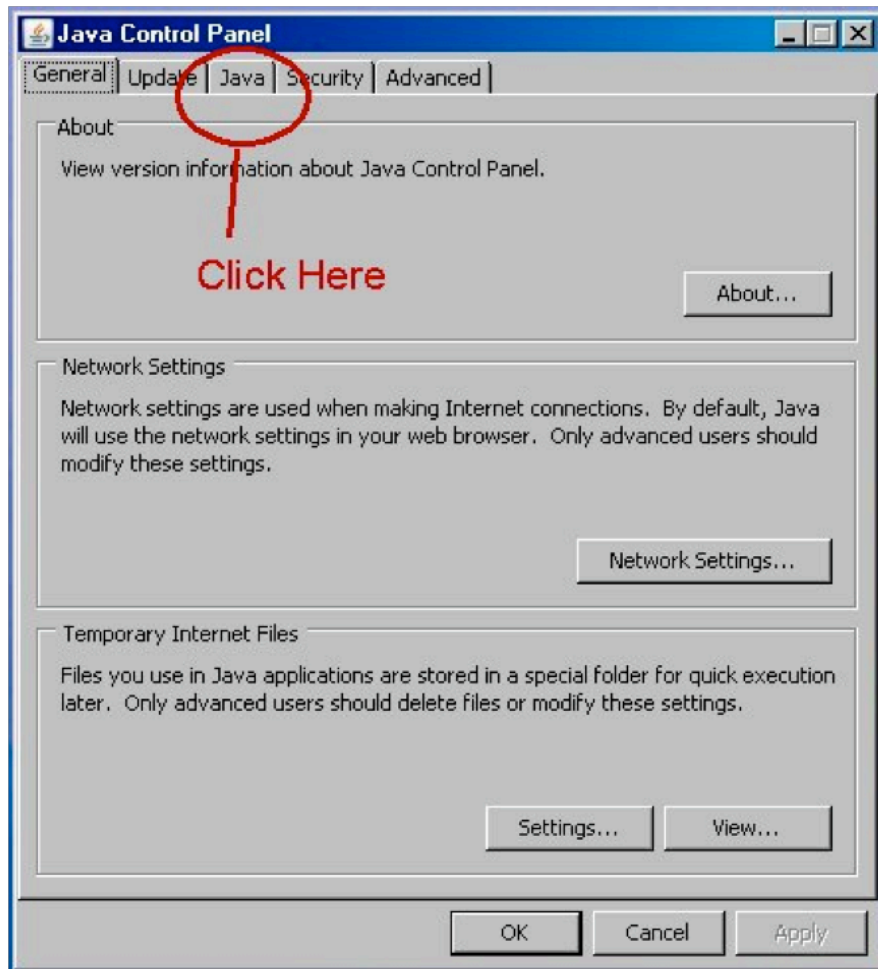
(This is needed to resolve a problem in previous versions when working with large memory.)

Close all browser windows.

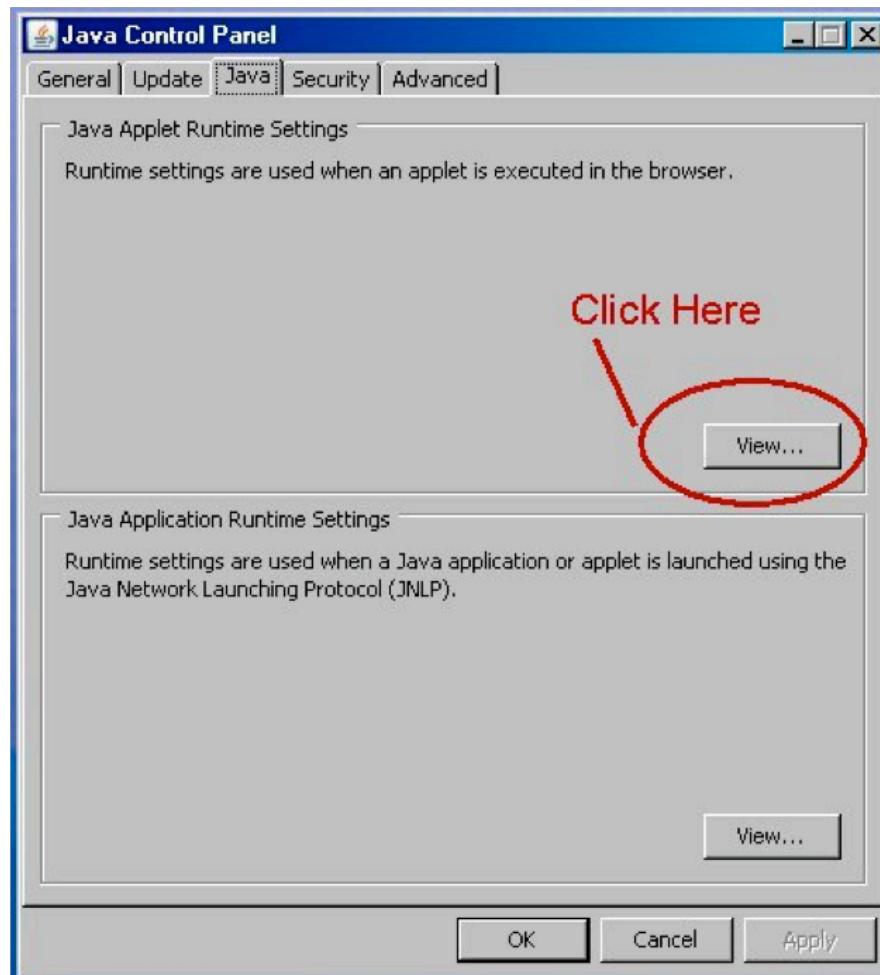
Then go to “Start” at the bottom left of the computer, then “Control Panel” and “Java”



Click on the “Java” tab.



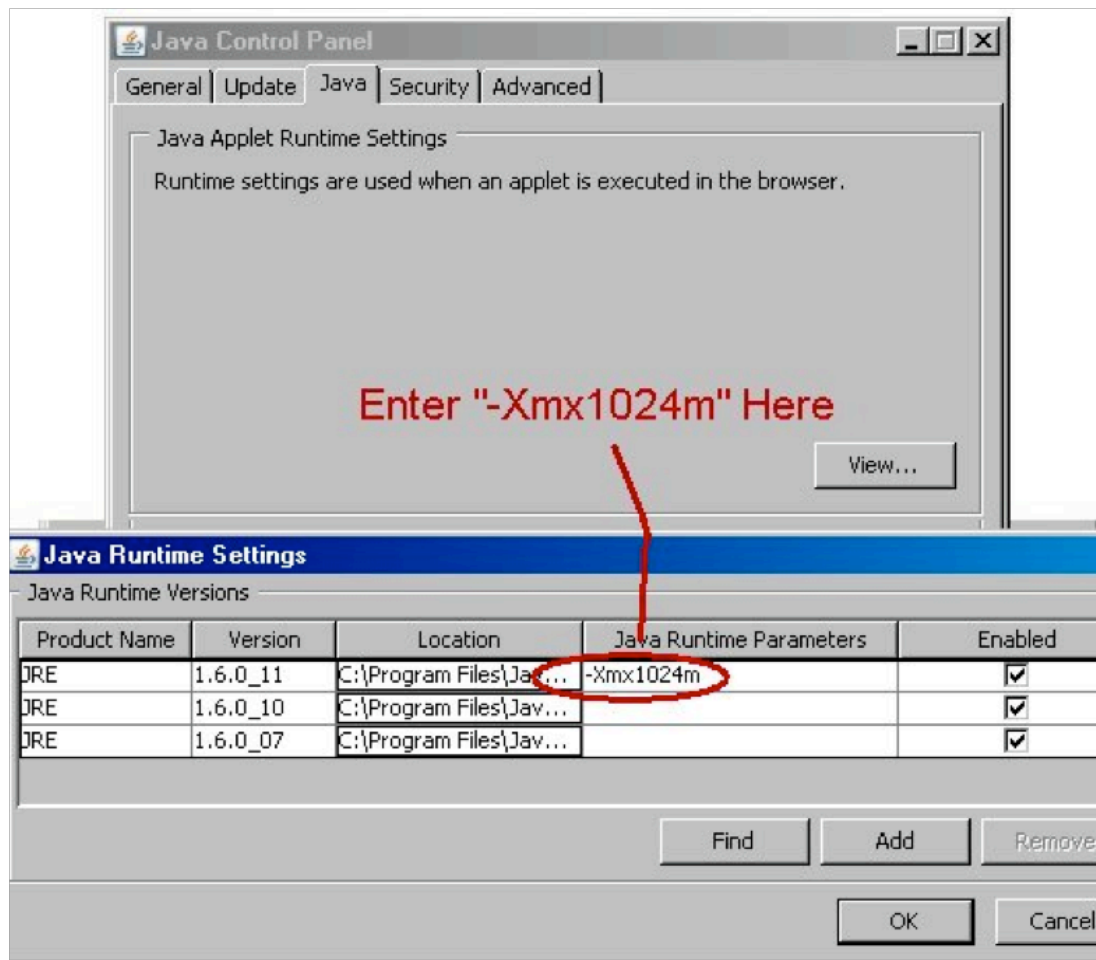
Then click on “View” under “Java Applet”.



A window will come up that says “Java Runtime Setting”

Where it says “Java Runtime Parameters” double click in the column and enter”-Xmx1024m”

Hit “OK” and reboot. You can now use Meditor as normal.



Note: Set JRE max memory (e.g. 1024m - this should not exceed 3/4 of your physical RAM) - see attached.