

Running Batch Upload of Digital Library Files in Archon

When inputting multiple images or other digital library files (pdfs, wavs, etc.) into Archon's Digital Library (10-15+), it may be beneficial to do a batch upload of those files directly into Archon. This process results in the importation of digital library files into Archon but it does NOT link the files to their proper digital content entry (i.e. uploading a batch with image 0005000 will not link the image to the entry with the identifier 0005000). These images and files must be added by hand after the batch import is complete. The following guide covers the steps involved in importing multiple digital files into Archon using the database management tool. This includes using the correct files and the correct directory and having a University Archives supervisor import the file.

To see examples of how these imports come to fruition in a practical sense, consult the entries for images 0005145 - 0005163. These images were batch imported and then each digital library entry was opened and the appropriate batch-imported image was associated with the digital library entry.

***Please note, the actual import into Archon detailed in step 2 should be handled by a University Archives supervisor with "database manager" permissions in Archon. Please contact Chris Prom for further information or guidance.*

1: Selecting the proper files to upload

When attempting to import a csv spreadsheet file of digital library metadata into Archon it is crucial that the appropriate images (embossed jpegs) are used. If the original tiffs are used, Archon will have a difficult time working with the large files and when complete, the files will be unwatermarked and too large. Therefore, the files will need to be deleted and the process will need to be re-imported.

For images, create embossed jpegs per the instructions available in the ScanningProcedures documentation found in the ER Working Folder\Image Scan Resources or WhiledgeDoc directories. These files should end up in the ER Working Folder\Embossed JPEGs directory and they should remain there permanently. For other file types, follow the protocol established by Chris, Bill, and all those involved in the project. When the files that are to be uploaded into Archon are ready, select all of the low-resolution embossed jpgs or other files types that are to be included in the batch import (use the ctrl+click or shift+click methods for selecting multiple files). Then **COPY** (Do NOT CUT) these files into the W:\archon\incoming directory. Do not save over or delete any of the files in this directory. The files are now ready to be batch imported.

2: Importing batches of files into Archon

***Please note, this step should be handled by a University Archives supervisor with "database*

manager” permissions in Archon. Please contact Chris Prom for further information or guidance.

With the files to be batch imported copied into the W:\archon\incoming directory, it is now time to upload the files into Archon. To do this, enter the Archon Administrative interface and select “database management” from the Archon Administration package. Then select the “Import Digital Library File” import module and press “launch.” What will appear is a dropdown with all of the files in the W:\archon\incoming directory (including all of the csv template files). Select all of the files that you wish to import via the ctrl+click operation. Once you have selected all of the files you wish to have imported, click on “import.” Archon will now import the files, which may take some time depending on the number of files and the file size that Archon is working with. After it is complete a report will be generated which will note any errors. The most common errors occur because duplicate files are uploaded (i.e. the file was previously uploaded and you are trying to upload it again).

After the import is complete, these files will now populate the file dropdown of the “file(s)” tab of the Digital Library Manager module. To affiliate these files with the appropriate digital library entries, open the Archon administrative interface for each digital library file (click on the edit pencil when on the website), then select the “file(s)” tab, and then select the appropriate file from the dropdown. Remember that the title for each file, when working with photographic images is “image.” See the ScanningProcedures document for further details on this step.

W:\staff\documents\analog\metadata.wpd