

## FL-Islandora Training Exercises – Quick Start Training, “Cars collection”

### Overview

The exercises below will provide you with the basic skills necessary to create a new user in Islandora, to create and do some basic theming of a collection, and to populate your new collection with content objects, both by creating objects one-by-one and by batch loading objects and metadata using the Islandora ZIP loader/batch import functionality.

### Your training examples

Images for these exercises will be found in the “Cars” folder. In that folder you have three subfolders containing files for these exercises:

- Collection files: contains the files necessary for you to create your own collection
- Images: contains JPG image files that you can use to manually create objects in your collection
- Zip loader: contains a file named “zip loader.zip” that can be used to batch load objects into your collection using the Islandora ZIP loader functionality

#### Exercise #1: Create a User

- Log in to the FL-Islandora test server as user “Annie Admin”. (URL <http://islandora-test.digital.flvc.org/user>)
- From the “People” link in the upper left-hand corner create a user with your first and last name as the user name, and your real email address as the user’s email address
- Assign the user the role of “Islandora\_coll\_manager”.

#### Exercise #2: Create a Collection in the collection named “FL-Islandora Training Collection”

- Click on the “Home” button to view all top-level collections , then click on the “FL-Islandora Training Collection” (the collection with the “Welcome to School” image) to create your own collection/sub-collection:
  - Click on the “Manage” tab
  - Click on the “+ Add an object to this Collection” link
  - Click “Next” to accept the “Islandora Collection Content Model” option
  - The “Collection PID” must start with the namespace **islandora-test**: (example: Islandora-test:cars). (*Note: if you use these exercises as instructions for adding materials to your own FL-Islandora site the namespace will be the same as your institution’s “root”/home page namespace/organization code. For example, if the URL for your FL-Islandora site is <http://spc.digital.flvc.org> then your Collection PID with start with the namespace “spc:” followed by a collection code or name, e.g., “spc:cars\_collection”.*)
  - Un-check the “Inherit collection policy” option.

- Under COLLECTION POLICY check all of the Islandora Content Models you'd like to permit in this collection. (For these exercises you can simply check the "Basic Image" Content Model and click "Next" to proceed to the creation of descriptive metadata for the collection.
- Click "Next" again if you don't have a MARCXML descriptive metadata file for your collection (you probably won't have this). This will take you to the Collection MODS metadata input form.
- Fill in the Collection Title (this is the label that users will see and is not the same thing as the Collection PID). You will name your collection "[your name's] Cars Collection" in the Collection label field.
- Optionally, you can add a Collection Description, Note and Language code. However, this metadata will not display to the public.
- Click "Ingest" to complete the creation of your collection.
- Now view your collection. Click on the "FL-Islandora Training Collection" link and note the default folder image for your collection.

### □ Exercise #3: Add a collection thumbnail and collection description text

- Find the "collection files" sub-folder in your training examples folder. That folder contains two files: a thumbnail image file, and descriptive text for your collection.
- Click on the collection you've just created
- Click on the "Manage" tab to manage/modify your collection
- Click on the "Datastreams" tab to see all of the datastreams (files) associated with your collection object.
- Replace the default thumbnail "TN" datastream:
  - Click on the "replace" link in the OPERATIONS column
  - Browse for the thumbnail file in your "collection files" folder, click on the file and "Open" it
  - Then click on "Add Contents"
- Click on the "FL-Islandora Training Collection" breadcrumb to view the new collection thumbnail
- Upload a collection description "DESC-TEXT" file to your collection:
  - Click on your collection object
  - Click on the "Manage" tab to manage/modify your collection
  - Click on the "Datastreams" tab (datastreams are the files associated with an Islandora object)
  - Click on the "+ Add a datastream" link to add a new datastream (file) to your collection object:
    - The "Datastream ID" **must be** DESC-TEXT for a descriptive text datastream.
    - The Datastream Label is a human-readable text label, e.g., collection description
    - Click on the Browse button to upload the file named "Description.asc"

- Click on “Add Datastream” to create the DESC-TEXT datastream. Your DESC-TEXT datastream should now display in your collection. (If it doesn’t you’ve made an error!)

Your collection now contains some basic theming.

#### □ **Exercise #4: Manually create a Basic Image Object**

- From within your collection, click on the Manage tab
- Click on the “+ Add an object to this Collection” link to manually create an object
- Select the “MODS Simple Entry” metadata form from the pull-down of data entry forms and click “Next”.
- If you have a MARCXML metadata file to upload for this object you can upload it from this screen. Otherwise, to manually enter MODS metadata, click “Next”.
- Enter some descriptive metadata in the MODS form. Remember that the required fields are:
  - “Owning institution”
  - “Title”
  - “Identifier” of Type “IID”. (This identifier must be unique.)
  - When you’re finished cataloging your new object, click “Next”
- Click on the “Browse” button select a \*.jpg file from your images folder, and click “Ingest” to create the object.
- Click on the “Manage” tab after your object is created
- Click on the “Datastreams” tab to view the various datastreams/derivatives created by loading your object.

You can repeat this exercise with the JPG files found in your “images” subdirectory

#### □ **Exercise #5: Edit/correct the MODS metadata for your new object:**

- Click on your new object’s “Manage” tab. Note that the parent collection of your object is displayed.
- To edit the MODS metadata, click on the “Datastreams” tab:
  - Note the various datastreams associated with your new object
  - Click on the “edit” link of the MODS datastream to edit your object’s MODS metadata.
  - Select the “MODS Simple Entry” MODS edit form and click “Next”
  - Create a more meaningful Title for your object, and make any other metadata changes your wish. Click “Update” to save your work.

#### □ **Exercise #6: Use the ZIP loader/batch import to load objects**

- Locate the “zip loader” subdirectory in your folder of exercises, and the zip\_loader.zip file in that folder. The “zip\_loader.zip” file contains descriptive metadata and single images and can be used to create a batch of new images in your collection. The individual JPG files and MODS.xml files are also found in that folder.
- From the “Manage” tab in your collection, click on the “Collection” tab.

- Click on the “+ Batch Import Objects” link.
- The ZIP File Importer is the only option for importers. Click “Next”.
- Use the “Browse” button to load this zip\_loader.zip file into your collection.
- Select the Content Model you want Islandora to use to load this file. In this example the Content Model must be “Islandora Basic Image Content Model”
- Click “Import” to load your .zip file of images and their metadata into your collection.

#### □ **Exercise #7: Examine the content objects in your collection**

- Click on “View All Items in this Collection” to view the objects in your collection as the public will see them.
- Note the facets on the left-hand side of your screen, and the brief records in your search results. Note any errors in the metadata.

#### □ **Exercise #8: Edit the metadata of one of the objects in your collection**

- By clicking on the thumbnail of one of the objects in your collection you’ll be able to view the full metadata of the object and make modifications as described in Exercise #5 above.
- Repeat as many times as you’d like.

#### □ **Exercise #9: Log out of the test site and search and view the “FL-Islandora Training Collection” and its sub-collections as the public would view them**

- Note that the default public view of a collection and its contents is the “search results view” (View all items view) that presents facets to the user instead of a “browse list”.
- Note that the MARCXML tab is not available to the public (FL-Islandora users’ choice)
- Use the “Advanced Search” tab to search for objects in your collection.

#### □ **Exercise #10: Delete your collection and all of its objects**

- When you are finished with these exercises, please delete your collection object and all of its child objects:
  - Log into the Islandora-test site.
  - Click on your collection’s “Manage” tab, and then click on the “Properties” tab.
  - Click on the “Delete Collection” button to delete the entire collection and its content objects.

Congratulations! You now have the basic skills required to populate an Islandora site with single file objects (Islandora Content Models “Basic Image”, “Large Image”, “PDF”, “Audio” or “Video”. You can repeat these exercises using your own data.

This is only a start. For more information on Islandora functionality, please refer to the detailed FL-Islandora documentation located under the “Documentation” link on the FL-Islandora wiki: <http://islandora.pubwiki.fcla.edu>.