

WRLC Digital Collections Production Center

Instructions for Using DC-dot

Access DC-dot

URL: <http://test.aladin.wrlc.org/gsd/>
Username: xxxxxx
Password: xxxxxx

Click on your library link.

Edit Record

1. Click the “Update Descriptions” button under the collection name.
2. Select the record you want to edit from the list. Or enter a search term in the Search box on the top, press “Enter” or click on the “Search” button, then select the record from the search result list.
3. When a record is open, you can click the [JPEG] link on the left top corner to view the image that is linked to the record.
4. Edit the text in the Dublin Core fields.
 - 1) Follow the existing format and punctuation in the record.
 - 2) Separate multiple values in a single field by two vertical bars ||. ([Shift] + [\]).
 - 3) If you want to add a creator/contributor name or a subject heading, check first from the drop-down list found under Creator, Contributor, and all Subject fields. Click on the value found to add to the text box. If you cannot find a value in the drop-down list, create the value according to cataloging rules.
 - 4) Do not touch anything below the Administrative Metadata line, except the **materiallocation** field where you can edit the Box, Folder and Item numbers.
5. Click the “Save Changes” button to save the record.
6. We will update the records every night. You will see the changes you have made on the test server at <http://test.aladin.wrlc.org/dl/> next day. If you satisfy with the changes you have made, notify Allison Zhang at zhang@wrlc.org, indicating which collection you have edited. We will move the files to the production server upon request.

Delete Record

Please be cautious when you delete a record.

1. Click the “Update Descriptions” button under the collection name.
2. Find the record you want to delete from the list by scrolling done or searching a term in the search box.
3. Click the link “delete” on the left side of the title.
4. We will update the records every night. You will see the changes you have made on the test server at <http://test.aladin.wrlc.org/dl/> next day. If you satisfy with the changes you have made, notify Allison Zhang at zhang@wrlc.org, indicating which collection you have edited. We will move the files to the production server upon request.

Create New Record

In order to create a new record, the image must be on the WRLC server. Please contact Allison Zhang at zhang@wrlc.org if you want to add new records to your collection.

Retrieve Master TIFF files

1. Click the “Update Descriptions” button.
2. Select the record that you want to retrieve the master files from.
3. When the record is open, click the [TIFF] link on the top. You will be asked to open the file or to save the file. Save the file to your local disk. You can also click on the [Master Files] link on the top. This will open the master file directory. Select the file you want to retrieve and follow the instructions to save it on your local drive.

It is very easy to identify an image by its file name. A file name is consisted of

Box number folder number – item number – page number. extension

Ex.	b02f02-a03-001.tif	Box 2 Folder 2 Item 3 Page 1
	b02f02-a03-002.tif	Box 2 Folder 2 Item 3 Page 2
	b02f02-a03-003.tif	Box 2 Folder 2 Item 3 Page 3

An item may be associated with multiple tiff images. Look at the item number and the page numbers to make sure you retrieve all images associated with an item.

All master files can be put on CD by DCPC if requested.