

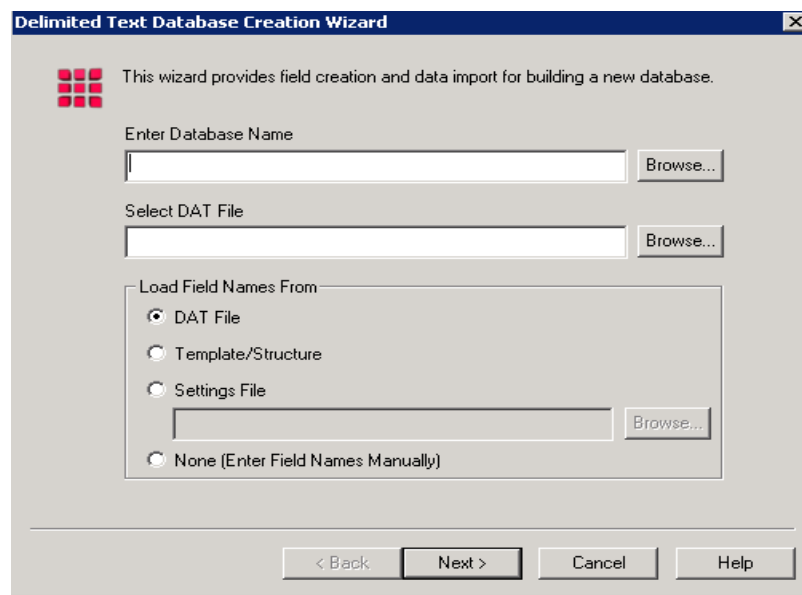
Importing FreeEed metadata.txt file into Concordance

As a prerequisite you should be able to install and run FreeEed player and process your data. This will result in a comma-separated txt file, called metadata.txt

1.) Start Concordance

2.) Start new import wizard

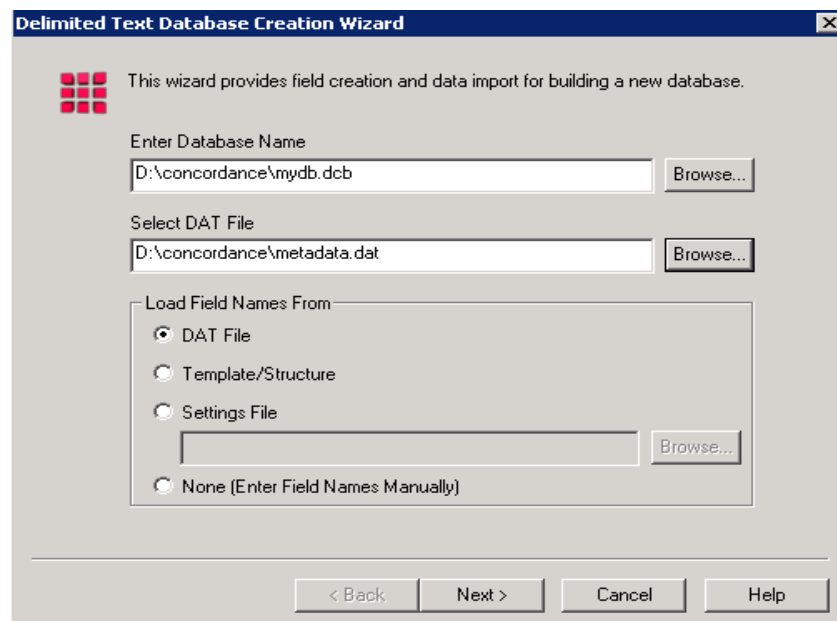
- Select File → New → Import wizard



The image shows the 'Delimited Text Database Creation Wizard' dialog box. It has a title bar with a close button. The main area contains a red 3x3 grid icon and the text: 'This wizard provides field creation and data import for building a new database.' Below this are three sections: 'Enter Database Name' with a text box and a 'Browse...' button; 'Select DAT File' with a text box and a 'Browse...' button; and 'Load Field Names From' with four radio button options: 'DAT File' (selected), 'Template/Structure', 'Settings File', and 'None (Enter Field Names Manually)'. The 'Settings File' option has a text box and a 'Browse...' button. At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

3.) Rename your file (in this case metadata.txt) to have .dat extension

4.) Select your Database name



The image shows the 'Delimited Text Database Creation Wizard' dialog box with the same layout as the previous one, but with specific file paths entered. The 'Enter Database Name' text box contains 'D:\concordance\mydb.dcb'. The 'Select DAT File' text box contains 'D:\concordance\metadata.dat'. The 'Load Field Names From' section remains the same, with 'DAT File' selected. The bottom buttons are '< Back', 'Next >', 'Cancel', and 'Help'.

- 5.) Click on Next. Select “Format” to Comma Delimited (CSV). Click next
- 6.) Check your fields/types

Field Name	Type	Length
UPI	Paragraph	
FILENAME	Paragraph	
CUSTODIAN	Paragraph	
SOURCEDEVICE	Paragraph	
SOURCEPATH	Paragraph	
PRODUCTIONPA	Paragraph	
MODIFIEDDATE	Paragraph	
MODIFIEDTIME	Paragraph	
TIMEOFFSETVA	Paragraph	
PROCESSING_E	Paragraph	
MASTER_DUPLI	Paragraph	
TEXT	Paragraph	
CREATIONDATE	Paragraph	
TO	Paragraph	
FROM	Paragraph	
CC	Paragraph	
BCC	Paragraph	
DATESENT	Paragraph	
TIMESENT	Paragraph	
SUBJECT	Paragraph	
DATERECEIVED	Paragraph	
TIMEOFFSETVA	Paragraph	

Status: Documents 0, Fields 26

Punctuation: ',./'

Name: NATIVE_LINK, Type: Paragraph, Length: , Places: , Format:

☐ Image ☐ Key ☐ Accession ☐ System ☒ Indexed

Buttons: New, Insert, Delete, Save To File, Append Equivio Fields, OK, Cancel

- 7.) Select your image and key field to be the UPI field. Click OK
- 8.) Select all your fields. Check the “Skip first line” checkbox.

Select the fields to import.

Available fields

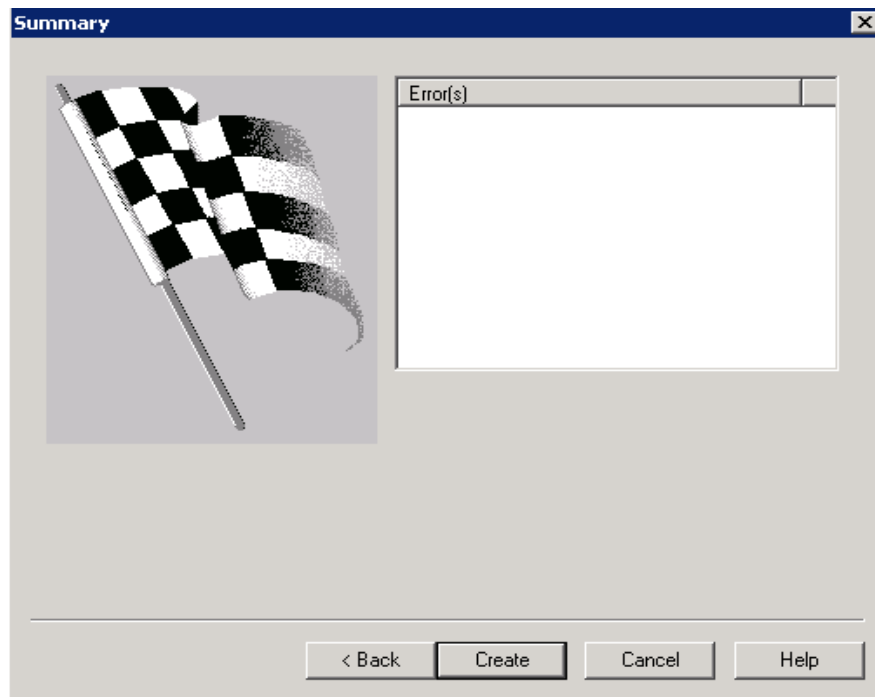
Selected fields

> < >> << Up Down

Options: ☐ Show system fields ☒ Skip first line

Buttons: < Back, Next >, Cancel, Help

- 9.) Click Next until you reach the “Summary” screen. Click on Create.



- 10.) Click on Done. You have imported your new Concordance database.
- 11.) To make you native files available – go to your Concordance database location. Extract the native.zip file (produced by the FreeEed player while processing) into this location.

New Volume (D:) ▾ concordance ▾				
▾ Share with ▾ New folder				
Name ▾	Date modified	Type	Size	
logs	7/4/2014 1:31 PM	File folder		
MYDB_7811A403-7ACC-4053-B822-EB10EE0...	7/4/2014 1:31 PM	File folder		
native	7/4/2014 1:34 PM	File folder		
metadata.dat	6/9/2014 8:45 AM	DAT File	2 KB	
mydb	7/4/2014 1:31 PM	Concordance Datab...	19 KB	
mydb	7/4/2014 1:31 PM	Configuration settings	1 KB	
mydb.KEY	7/4/2014 1:31 PM	KEY File	4 KB	
Mydb.Layout	7/4/2014 1:31 PM	LAYOUT File	4 KB	
Mydb.Ndx	7/4/2014 1:31 PM	NDX File	1 KB	
Mydb.Sortlayout	7/4/2014 1:31 PM	SORTLAYOUT File	4 KB	
Mydb.Tex	7/4/2014 1:31 PM	TEX File	2 KB	
MYDB.TRK	7/4/2014 1:31 PM	TRK File	21 KB	

- 12.) Make native links to be openable using CPL. Create a new file mydb.CPL and put the following lines inside:

```
main()
{
    int db, i, length, nAnnotationCount;

    cycle(db) {
```

```

        Message("Processing "+str(docno(db))+ " of " +str(count(db)), FALSE);

    if (len(db->NATIVE_LINK) > 0) {

        /* Delete any existing annotations */
        nAnnotationCount = annotationCount(db);
        for (i = nAnnotationCount; i >= 1; i = i - 1) {
            if (annotationGoto(db, i) == 0) {
                if (annotationRetrieve(db, "LINKFIELD") == "NATIVE_LINK")
                    annotationDelete(db);
            }
        }

        i = findline(db->NATIVE_LINK, 1, length);
        while(i > 0) {
            annotationAppend(db->NATIVE_LINK, i, length, "Launch "+capitalize(FileName(substr(db->NATIVE_LINK, i, length))),
"/"+capitalize(substr(db->NATIVE_LINK, i, length)), TRUE, NOTEATTACHEXTERNAL);
            i = findline(db->NATIVE_LINK, i, length);
        }
    }
}
return;
}
} /* main() */

/*****
* Name:      Message
* Synopsis:   Displays error message and waits for key.
*****/
Message(text message; int wait)
{
    text screen;
    int key;

    cursoroff();
    if (wait)
        screen = save(5,13,8,69);

    box(5,13,8,69, "3D", MenuColor_);
    puts(6,14,pad(message,'C',53),MenuColor_);

    if (wait) {
        key = getkey();
        restore(5,13,screen);
    }

    return(asc(upper(chr(key))));
} /* Message() */
/*****
* Name:      FileName
* Synopsis:   Trims the path from the file name.
*****/
FileName(text name)
{
    int i;
    if (i = match(name,":",1))
        name = substr(name,i+1);
    while(i = match(name,"\\",1))
        name = substr(name,i+1);
    return(name);
} /* FileName() */
/*****
* Name:      Path
* Synopsis:   Trims the file name from the path.
*****/
Path(text name)
{
    int i, j;
    char string[257];

    string = name;
    if (i = match(name,":",1))
        j = i;
    else
        j = 1;

    while(j = match(name,"\\", i))

```

```
    i = j + 1;  
    string[i - 1] = 0;  
    return(string);  
} /* Path() */
```

```
RGB(char red, grn, blu)  
{  
    return(((blu & 255) * 65536) | ((grn & 255) * 256) | (red & 255));  
}
```

- 13.) From Concordance, select File → Begin Program, and select the file that you have just created.
- 14.) The program should finish without errors.
- 15.) Search your documents
- 16.) Click on the native links → the files should be opened into their native viewer.