

Batch Uploading Items to Spotlight

List of Ingredients

1. **User document:** A spreadsheet (.txt file) with metadata fields that you, the user, has chosen
2. **Crosswalking document:** A spreadsheet that lists your user document metadata fields and the corresponding fields in Spotlight
3. A **folder on Q:Drive** (preferably in the LSYS or Digitization folder) with all the digital objects (images, videos, pdfs, etc.)

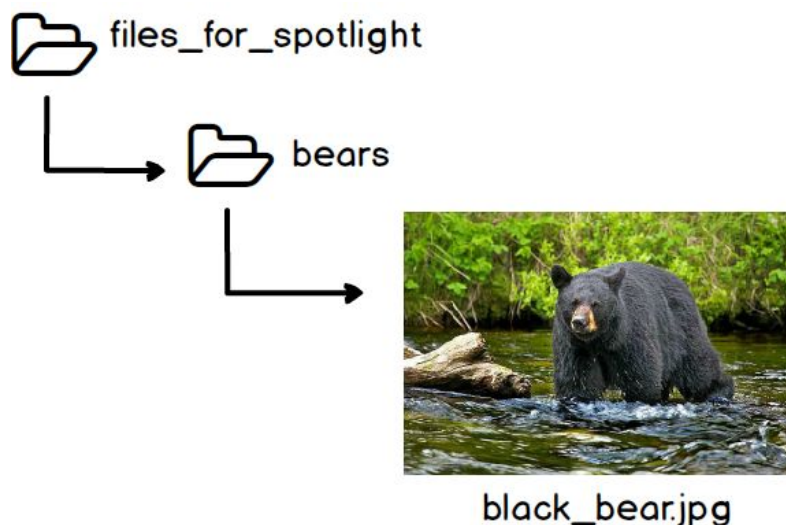
Notes on File Naming and Commas

For the spotlight field "url", the corresponding field in the user document is always the unique file name if all items are in 1 top-level folder. We'll call this field (in the user document) "filename." If your folder has subfolders, then it would be any subfolder names joined with "/" and the filename at the end.

You can name the files anything you want, so long as they are completely unambiguous and follow the note below. (The same filename in different folders is OK.) The filename won't display on Spotlight.

Note: Replace any spaces in your folder names with underscores (_) or hyphens (-) and include the extension in the filename.

For example, assume I have a nested folder structure like this:



The path would be bears/black_bear.jpg.

In my crosswalking document, I would have

A	B	C
Fields from user document	Spotlight Fields (f means faceted)	Displays in Spotlight as...
Filename	url	N/A
Title	full_title_tesim	Title
Description	spotlight_upload_dc_description_tesim	Description

And in the user document, I would have

	A	B	C
1	Filename	Title	Description
2	bears/black_bear.jpg	Black Bear	An image of a black bear in the river.

Imagine I am an ant living in the top-level folder (files_for_spotlight). How would you tell me to find black_bear.jpg? You would say something like "go into the bears folder and get the file named black_bear.jpg." This is what we're telling Spotlight to do.

Export the User Document

1. In Excel, go to File > Save As > Unicode Text (*.txt). (This is to preserve any non-English characters)
2. Attach the .txt file to an email or upload it onto Q:Drive with the rest of your files.

Note: If you close the txt file and then realize you needed to fix something, reopen the Excel workbook (.xlsx file) and overwrite or save to a new .txt file rather than edit the .txt file in Excel.

Copy/Upload Items to Q:Drive

Copy the entire top-level folder into the Q:Drive (preferably in the LSYS or Digitization folder). You're done!