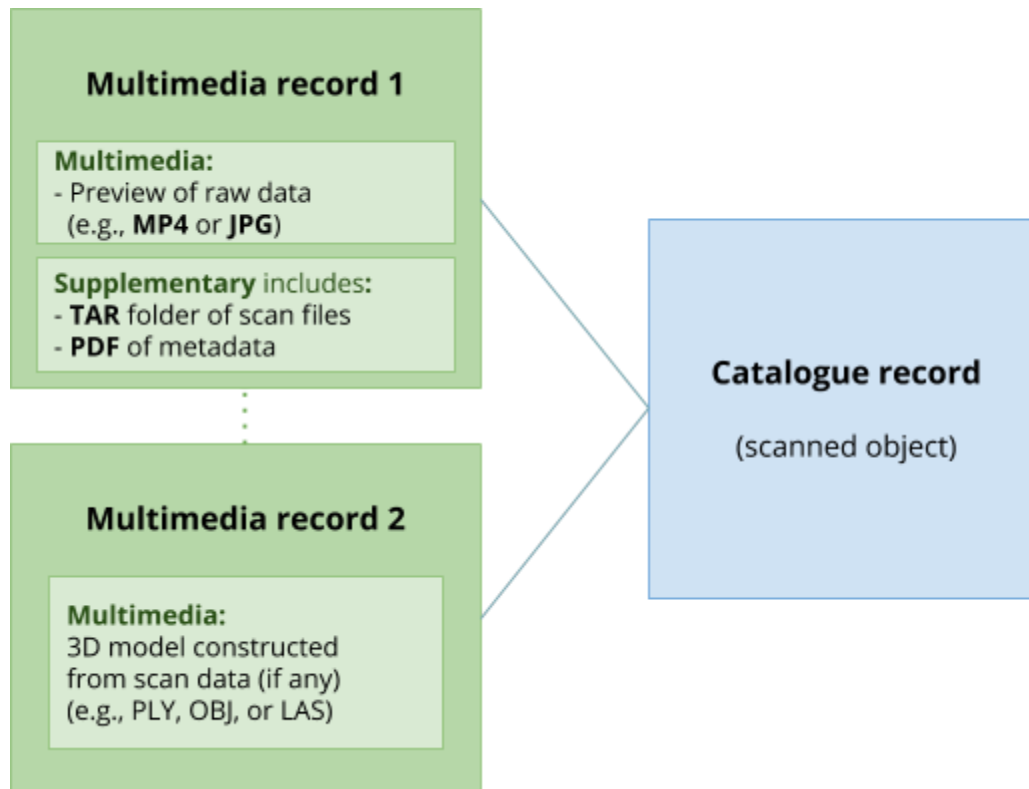


How to Catalog CT Scans in EMu



Overview:

[I\) Make a Multimedia Record for CT Scan Image Set](#)

[II\) Attach Multimedia to the Scanned Object's Catalogue Record](#)

I) Make a Multimedia Record for CT Scan Image Set

- 1) In EMu, open the Multimedia module, and go to **File** → **New**
- 2) If a preview video or jpeg of the scan imagery is available:
 - add it to the record by going to **Multimedia** → **Add** → **File...** (Browse to the file, and select it.)
 - For help generating a preview video from an image sequence, [see this help doc](#) or contact helpdesk@fieldmuseum.org

3) On the **Multimedia tab**, fill in these fields:

(Required)


Title = Brief title, e.g. "[Specimen number or taxon] CT Data"

Description = A brief description of the scan data (its content and technical format details).

Creator = Attach party record(s) for who created the scan, and Collection area.

Role = "Scanner" for the creator of the scan, and "Creator" for the Collection area.

For any other creators, indicate their role as needed.

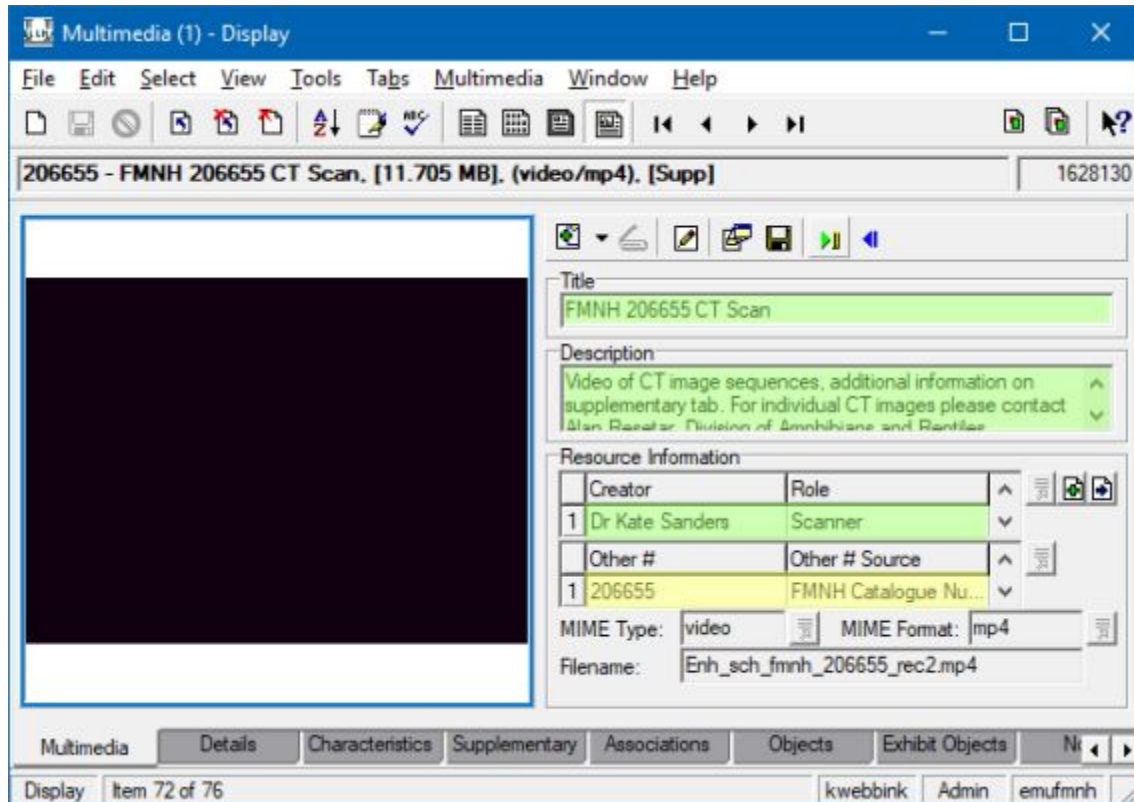
Try to use existing values from the lookup list -- 

(Optional - If the scan is of an FMNH specimen/artifact this is **required**.)

Other # = Any catalogue/inventory/other numbers related to the CT scan.

Other # Source = What type of number, e.g., "FMNH Catalogue Number" for specimen #s

Try to use existing values from the lookup list -- 



The screenshot shows a web application window titled "Multimedia (1) - Display". The window has a menu bar (File, Edit, Select, View, Tools, Tabs, Multimedia, Window, Help) and a toolbar with various icons. The main content area displays metadata for a multimedia item. The title bar shows "206655 - FMNH 206655 CT Scan. [11.705 MB]. (video/mp4). [Supp]" and the item ID "1628130". The metadata fields are as follows:

Title	
FMNH 206655 CT Scan	

Description	
Video of CT image sequences, additional information on supplementary tab. For individual CT images please contact Alan Reeser, Division of Amphibians and Reptiles	

Resource Information	
Creator	Role
1 Dr Kate Sanders	Scanner
Other #	Other # Source
1 206655	FMNH Catalogue Nu...

MIME Type: video MIME Format: mp4
Filename: Enh_sch_fmnh_206655_rec2.mp4

The window also has a bottom navigation bar with tabs: Multimedia, Details, Characteristics, Supplementary, Associations, Objects, Exhibit Objects, and a search bar. The status bar at the bottom shows "Display Item 72 of 76" and user roles "kwebbink", "Admin", and "emufmnh".

4) On the **Details tab**, fill in these fields:

Subject/Keywords = Short descriptive tags for the scan

Date = Date when the scan was made, if known

Description (Date) = "Created" (or other description of date/s)

Resource Type = "Image | CT Data"

Rights = Attach the Rights record for "© The Field Museum CC BY-NC" (Rights in 46)
(To license the data more strictly as "© Field Museum", use Rights in 36,
but consider the [FMNH collections data norms](#))

Source = Individual and/or Collection who provided objects for scanning.

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

206655 - FMNH 206655 CT Scan. [11.705 MB]. (video/mp4). [Supp] 1628130

Subject/Keywords
1 CT scan

Publisher

Other Contributor(s)
Contributor Role

Relation

Connection Details
Connection ID Connection Kind

Resource Details
Date Description
2016 Date Created

Source: Alan Resetar - Division of Amphibians and Reptiles

Resource Type: Image | CT Data

Language

Coverage

Rights
(c) Field Museum of Natural History - CC BY-NC

Multimedia Details Characteristics Supplementary Associations Objects Exhibit Objects

Edit Item 1 of 1 kwebbink Admin emufmnh

5) On the **Associations tab**:

Attach related Multimedia records if any exist, e.g.:

- URL for published data hosted in an external repository (e.g., MorphoSource.org)
 - How to Catalog a URL
- Raw or Lower/Higher-resolution version of the CT Scan image data
- 3D model constructed from this CT scan data
 - [How to Catalog a 3D Model](#)

Media = Attach the related Multimedia record here

Relationship = What is the related media relative to this record? (e.g., “Constructed 3D Model”)

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

206655 - FMNH 206655 CT Scan. [11.705 MB]. (video/mp4). [Supp] 1628130

Is Parent?
☒ Yes ☐ No

Child Parent Media: []

Child Media []

Related Media

	Media	Relationship
1	206655 - FMNH 206655 CT Data, (application/x-unk...	Constructed 3D Model
*		

Notes: []

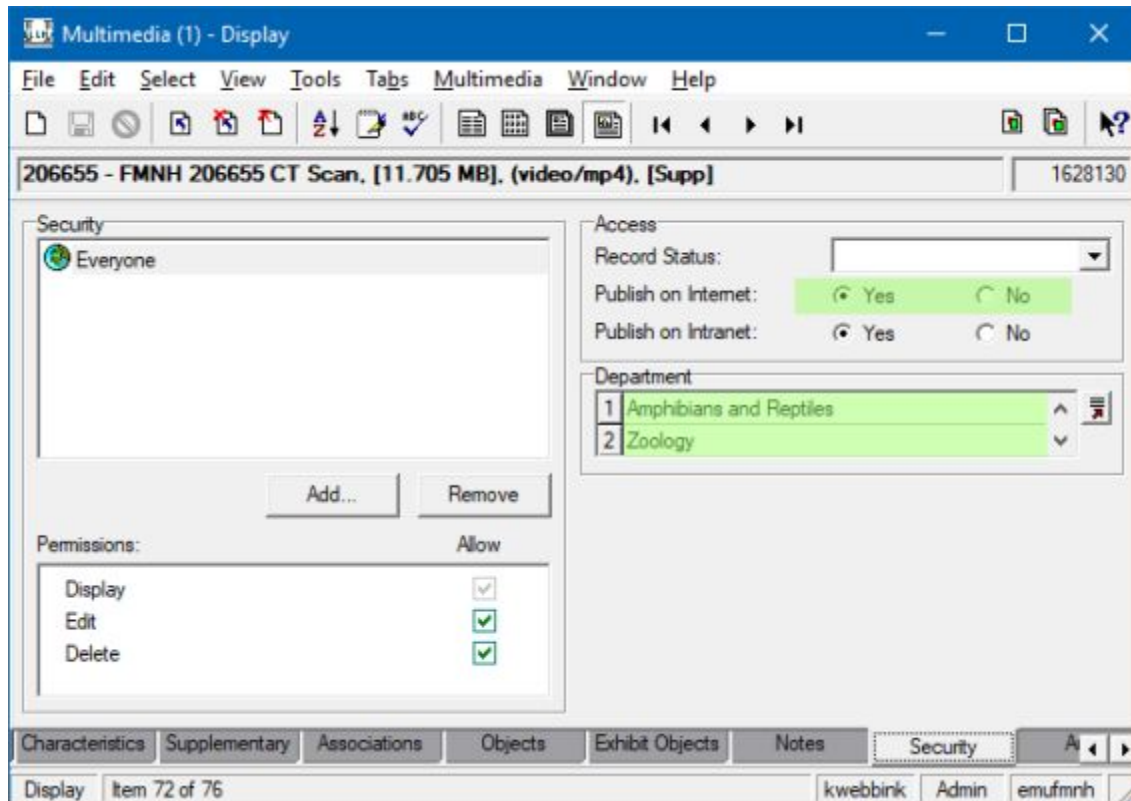
Multimedia Details Characteristics Supplementary Associations Objects Exhibit Objects New

Edit Item 1 of 1 kwebbink Admin emufmnh

6) On the **Security tab**, fill in these fields:

Publish on Internet = Yes (if ready/licensed to publish)

Department = [Name of Your Department]



7) Save the record.

8) On the **Supplementary tab**, fill in these fields:

Usage = Indicate why the scan data was collected--e.g., "Research" and "Archival"

Also: Add the raw scan data and associated metadata:

1) Upload Associated metadata:

- a PDF of any text metadata about the scan's technical setup or specs.
- a TXT of the raw dataset's directory structure and contents.

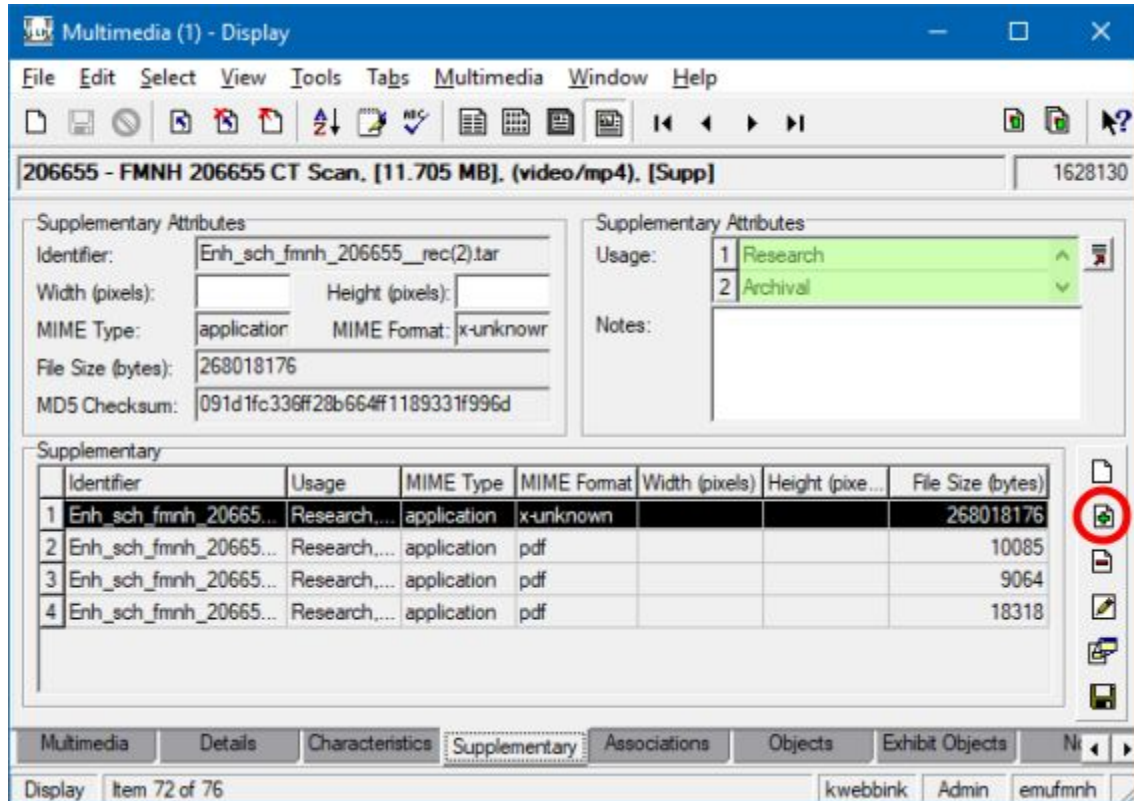
2) Save the record.

3) Raw scan data = a zipped folder (a .ZIP or .TAR file) containing raw image data for one scan.

4) Re-Save the record.

To add them to the record:

- Click the green plus near the lower-right side of the tab.
- Browse to each file, and add/upload it to the Multimedia record.
- Save the Multimedia record to complete the uploads.



9) Re-save the record.

II) [Attach Multimedia to the Scanned Object's Catalogue Record](#)

[References and Background Notes](#)