

**CONTENTdm ADMINISTRATION**

1. Which template should be used to create the new collection? \_\_\_\_\_
2. What is the name of the new collection? \_\_\_\_\_
3. What should the collection alias? \_\_\_\_\_
4. Should the collection be published? \_\_\_\_\_
5. Enter the user name(s) of the person(s) for whom you want to grant access: \_\_\_\_\_
6. Enter an IP address to grant access to: \_\_\_\_\_
7. Collection information: \_\_\_\_\_
8. Convert multiple-page PDF files to compound objects? \_\_\_\_\_

Generate display images from full –resolution images? \_\_\_\_\_

1. Display image format & settings: \_\_\_\_\_
  - \_\_\_ a. JPEG2000
  - \_\_\_ b. JPEG
  - \_\_\_ c. If JPEG2000, use lossy compression? \_\_\_\_\_
  - \_\_\_ d. If lossy compression is used, by compression ratio of (from 10:1 to 100:1) or  
by quality selection (minimum, medium, high or maximum)? \_\_\_\_\_

2. Advanced settings
  - a. Tile dimensions (512 x 512, 1024 x 1024, 2048 x 2048) \_\_\_\_\_
  - b. Resolution levels (Auto, 4, 5, 6, 7, 8, 9, 10) \_\_\_\_\_
  - c. Quality layers (10 – 30) \_\_\_\_\_

Save files to specified archive volume location? \_\_\_\_\_

Please send the collection data dictionary via email.

Administrative fields include Archival file, OCLC number, date created, date modified, CONTENTdm number and CONTENTdm file name. DC map, Data type, Search and Hide are editable options.

## WEBSITE CONFIGURATION

### APPEARANCE

#### 1. HEADER

- a. Use the global header \_\_\_\_\_
- b. Use the default header \_\_\_\_\_
- c. Use a graphical header (Pre-configured for the UD brand) \_\_\_\_\_
- d. Background Color \_\_\_\_\_

#### 2. TEXT

A. LEVEL 1 HEADERS (used for home page: website name, collection landing page, item title when viewing an item)

- a.i. Font-Family (Arial, Verdana, Helvetica, Arial Unicode MS) \_\_\_\_\_
- a.ii. Font-Size (16px, 18px, 20px, 22px) \_\_\_\_\_
- a.iii. Font-Weight (bold, normal) \_\_\_\_\_
- a.iv. Color \_\_\_\_\_
- a.v. Font-Style (normal, italic) \_\_\_\_\_
- a.vi. Text-Decoration (none, underline) \_\_\_\_\_

B. LEVEL 2 HEADERS (Used for key labels in the interface such as collection label text for "All Collections" list and "About Collections", page title on item pages, left navigation section headers on results pages)

- b.i. Font-Family (Arial, Verdana, Helvetica, Arial Unicode MS) \_\_\_\_\_
- b.ii. Font-Size (12px, 14px, 16px, 18px) \_\_\_\_\_
- b.iii. Font-Weight (bold, normal) \_\_\_\_\_
- b.iv. Color \_\_\_\_\_
- b.v. Font-Style (normal, italic) \_\_\_\_\_
- b.vi. Text-Decoration (none, underline) \_\_\_\_\_

C. LEVEL 3 HEADERS (Used for prominent instructional text and labels in the interface, such as: Item title in the breadcrumbs on the item pages, instructional text on the browse/results page. Quickview field labels.

- c.i. Font-Family (Arial, Verdana, Helvetica, Arial Unicode MS) \_\_\_\_\_
- c.ii. Font-Size (10px, 12px, 14px, 16px) \_\_\_\_\_
- c.iii. Font-Weight (bold, normal) \_\_\_\_\_
- c.iv. Color \_\_\_\_\_
- c.v. Font-Style (normal, italic) \_\_\_\_\_
- c.vi. Text-Decoration (none, underline) \_\_\_\_\_

**APPEARANCE (Continued)**

D. DIRECTIONAL COPY (used for less prominent instructional text such as number of results, no results search suggestions, number of pages on item pages, such as x "of 195."

- d.i. Font-Family (Arial, Verdana, Courier) \_\_\_\_\_
- d.ii. Font-Size (8px, 9px, 10px, 11px) \_\_\_\_\_
- d.iii. Font-Weight (bold, normal) \_\_\_\_\_
- d.iv. Color \_\_\_\_\_
- d.v. Font-Style (normal, italic) \_\_\_\_\_
- d.vi. Text-Decoration (none, underline) \_\_\_\_\_

E. BODY COPY (used for most of the unlinked text displayed on the website, such as: home page collection descriptions, item pages metadata and user-generated content. Browse/Results pages metadata and QuickView metadata and about page body text.

- e.i. Font-Family (Arial, Verdana, Courier, Arial Unicode MS) \_\_\_\_\_
- e.ii. Font-Size (11px, 12px, 14px, 16px) \_\_\_\_\_
- e.iii. Font-Weight (bold, normal) \_\_\_\_\_
- e.iv. Color \_\_\_\_\_
- e.v. Font-Style (normal, italic) \_\_\_\_\_
- e.vi. Text-Decoration (none, underline) \_\_\_\_\_

F. BODY LINKS (used for most of the links on the website, such as home page collection names, collection landing pages item titles)

- f.i. Font-Family (Arial, Verdana, Courier, Arial Unicode MS) \_\_\_\_\_
- f.ii. Font-Size (11px, 12px, 14px, 16px) \_\_\_\_\_
- f.iii. Font-Weight (bold, normal) \_\_\_\_\_
- f.iv. Color \_\_\_\_\_
- f.v. Font-Style (normal, italic) \_\_\_\_\_
- f.vi. Text-Decoration (none, underline) \_\_\_\_\_
- f.vii. Hover Color \_\_\_\_\_
- f.viii. Hover Text-decoration (none, underline) \_\_\_\_\_
- f.ix. Hover Font-Style (normal, italic) \_\_\_\_\_
- f.x. Visited Color \_\_\_\_\_

**APPEARANCE (Continued)**

G. ACTION LINKS (used for clickable interface elements such as home page advanced search and back to top links, breadcrumb links on collection pages, etc.)

g.i. Font-Family (Arial, Verdana, Courier, Arial Unicode MS) \_\_\_\_\_

g.ii. Font-Size (11px, 12px, 14px, 16px) \_\_\_\_\_

g.iii. Font-Weight (bold, normal) \_\_\_\_\_

g.iv. Color \_\_\_\_\_

g.v. Font-Style (normal, italic) \_\_\_\_\_

g.vi. Text-Decoration (none, underline) \_\_\_\_\_

g.vii. Hover Color \_\_\_\_\_

g.viii. Hover Text-decoration (none, underline) \_\_\_\_\_

g.ix. Hover Font-Style (normal, italic) \_\_\_\_\_

g.x. Visited Color \_\_\_\_\_

**3. MISC PAGE ELEMENTS**

A. BODY BACKGROUND COLOR \_\_\_\_\_

B. PAGE BOX BACKGROUND COLOR \_\_\_\_\_

C. PAGE BOX BORDER COLOR \_\_\_\_\_

**SEARCHING & BROWSING**

**1. SEARCH**

A. DEFAULT SEARCH MODE (any of the words, all of the words, exact phrases) \_\_\_\_\_

B. CHOOSE ADVANCED SEARCH FIELDS (All fields, Title, Alternative Title, Creator, Contributor, Creation Date, Work Type, Medium, Publisher, Description, Subject (LCSH), Digital Publisher, Digital Format, Image Filename, Permission to Use, plus any added fields) \_\_\_\_\_

C. DEFAULT ADVANCED SEARCH FIELD (All fields, select one from list of all fields) \_\_\_\_\_

D. DEFAULT ADVANCED SEARCH CONNECTOR (and, or) \_\_\_\_\_

E. DATE SEARCH (Enable date search for available collections, disable date search) \_\_\_\_\_

SEARCHING & BROWSING (Continued)

**2. RESULTS**

- A. CHOOSE A LAYOUT (Grid, Thumbnail) \_\_\_\_\_
- B. CHOOSE FIELDS FOR DISPLAY AND ORDER THEY APPEAR IN (limit of five fields) \_\_\_\_\_  
\_\_\_\_\_
- C. DEFAULT NUMBER OF RESULTS PER PAGE (20, 50, 100, 200) \_\_\_\_\_
- D. DEFAULT SORT ORDER (search results) field (select from all available fields) \_\_\_\_\_
- E. DEFAULT SORT ORDER (browse all) field (select from all available fields) \_\_\_\_\_
- F. SUPPRESS PAGES OF COMPOUND OBJECTS? \_\_\_\_\_
- G. CHOOSE SORT FIELDS (Relevancy, Title, Description, Subject (LCSH) or another field(s)) \_\_\_\_\_
- H. SEARCH WITHIN RESULTS DROPDOWN MENU DEFAULT MODE (within results, new search) \_\_\_\_\_
- I. ALLOW USERS TO CHANGE DISPLAY OPTIONS? \_\_\_\_\_
- J. SHOW TOP PAGINATION? \_\_\_\_\_
- K. SHOW BOTTOM PAGINATION? \_\_\_\_\_
- L. ENABLE FACETS \_\_\_\_\_
- M. SEARCH FACETS (Subject (LCSH), Creator, etc.) limit of five \_\_\_\_\_  
\_\_\_\_\_

**UI WIDGETS**

- 1. ENABLE SUGGESTED TOPICS?** \_\_\_\_\_
- A. SUGGESTED TOPICS (add suggested topic) \_\_\_\_\_
- 2. QUICKVIEW OPTIONS**
- A. ENABLE QUICKVIEW FOR LANDING PAGE? \_\_\_\_\_
- B. ENABLE QUICKVIEW FOR RESULTS PAGES? \_\_\_\_\_
- C. DISPLAY COLLECTION NAME IN QUICKVIEW? \_\_\_\_\_
- D. CHOOSE FIELD FOR DISPLAY IN QUICKVIEW TITLE BAR: \_\_\_\_\_
- E. CHOOSE FIELDS FOR DISPLAY AND ORDER THEY APPEAR IN (limit 3 fields) \_\_\_\_\_  
\_\_\_\_\_
- F. QUICKVIEW BACKGROUND COLOR \_\_\_\_\_
- G. QUICKVIEW BORDER COLOR \_\_\_\_\_
- H. COLLECTION BAR BACKGROUND COLOR \_\_\_\_\_
- I. COLLECTION BAR FONT-SIZE (11px, 12px, 14px, 16px) \_\_\_\_\_

**IMAGE VIEWER**

**1. VIEWPORT**

- A. VIEWPORT BACKGROUND (CONTENTdm background) \_\_\_\_\_
- B. SOLID COLOR (background color) \_\_\_\_\_

**2. TOOLBAR**

- A. ENABLE ZOOMING? \_\_\_\_\_
- B. ENABLE FULL BROWSER? \_\_\_\_\_
- C. ENABLE FIT TO WINDOWS? \_\_\_\_\_
- D. ENABLE FIT TO WIDTH? \_\_\_\_\_
- E. ENABLE IMAGE ROTATION? \_\_\_\_\_

**3. THUMBNAIL NAVIGATOR**

- A. ENABLE THUMBNAIL NAVIGATOR (show, hide)? \_\_\_\_\_
- B. THUMBNAIL OVERLAY COLOR: \_\_\_\_\_

**4. ZOOM**

- A. DEFINED ZOOM LEVELS (in percentage of full size) 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 125, 150, 200) \_\_\_\_\_
- B. INITIAL VIEWPOINT ZOOM LEVEL (fit to window, fit to width, use custom initial zoom level) \_\_\_\_\_

**NAVIGATION**

- 1. GLOBAL NAVIGATION** (up to 8 link labels, URLs; URLs must include "/cdm/") \_\_\_\_\_
- 2. FOOTER NAVIGATION** (up to 8 link labels, URLs) \_\_\_\_\_

**ITEMS**

**1. PRINT**

- A. ENABLE PRINT BUTTON? \_\_\_\_\_

**2. DOWNLOAD**

- A. ENABLE DOWNLOAD BUTTON? \_\_\_\_\_
- B. ENABLE DOWNLOAD OF SMALL IMAGE (250 x 250)? \_\_\_\_\_
- C. ENABLE DOWNLOAD OF MEDIUM IMAGE (500 x 500)? \_\_\_\_\_
- D. ENABLE DOWNLOAD LARGE IMAGE (> 500 x 500)? \_\_\_\_\_
- E. ENABLE DOWNLOAD OF FULL RESOLUTION IMAGE? \_\_\_\_\_

ITEMS (Continued)

**3. SHARE**

- A. ENABLE ADDTHIS FUNCTIONALITY? \_\_\_\_\_
- B. EDIT THE LIST OF SERVICES TO SHOW IN COMPACT VIEW (on hover) (delicious, digg, email, facebook, google, live, myspace, stumbleupon, twitter, twitthis, more) \_\_\_\_\_

**4. REFERENCE URL**

- A. ENABLE REFERENCE URL (Allow users to copy Reference URL, don't allow users to copy Reference URL) \_\_\_\_\_

**5. USER-GENERATED CONTENT**

- A. ENABLE TAGS? \_\_\_\_\_
- B. ENABLE COMMENTS? \_\_\_\_\_
- C. ENABLE RATINGS? \_\_\_\_\_
- D. RATINGS DISPLAY (above description, below description) \_\_\_\_\_
- E. ENABLE REPORT ABUSE FOR COMMENTS \_\_\_\_\_
- F. ENABLE REPORT ABUSE FOR TAGS \_\_\_\_\_

**6. FULL TEXT**

- A. ENABLE USERS TO VIEW FULL TEXT (display full text when available, hide full text) \_\_\_\_\_

**7. METADATA**

- A. DISPLAY "VIEW DESCRIPTION" LINK (show "view description" jump link, hide "view description" jump link) \_\_\_\_\_
- B. ENABLE/DISABLE HYPERLINKING? \_\_\_\_\_
- C. HYPERLINK MAX LENGTH (default is 20000) \_\_\_\_\_
- D. SEARCH SCOPE COLLECTIONS (all, this collection, selected collections) \_\_\_\_\_
- E. SEARCH SCOPE FIELDS (all fields, this fields) \_\_\_\_\_
- F. DATE FORMATTING (format date fields, don't format date fields) \_\_\_\_\_
- G. DATE FORMAT (yyyy-mm-dd, dd-mm-yyyy, mm-dd-yyyy, MONTH dd yyyy, dd MONTH yyyy, mm/dd/yyyy, dd/mm/yyyy) \_\_\_\_\_

**PAGE TYPES**

**1. LANDING PAGES**

- A. TITLE \_\_\_\_\_
- B. TELL US ABOUT YOUR COLLECTIONS \_\_\_\_\_

**PAGE TYPES (Continued)**

- C. IMAGE PREFERENCES FOR THIS COLLECTION'S LANDING PAGE (display multiple images from this collection in a carousel (default), upload a custom image or graphic, display no image) \_\_\_\_\_
- D. LANDING PAGE CAROUSEL OPTIONS (random, newest, oldest) \_\_\_\_\_
- E. IMAGE PREFERENCES FOR THIS COLLECTION'S DESCRIPTION ON THE SITE HOMEPAGE (display multiple images from this collection in a carousel (default), upload a custom image or graphic, display no image) \_\_\_\_\_
- F. HOMEPAGE (random, newest, oldest) \_\_\_\_\_

**2. ABOUT**

- A. COLLECTION ABOUT PAGE (enable collection-level About page, disable collection-level About page, show an About page for this collection, but use the global About description) \_\_\_\_\_
- B. ABOUT PAGE TITLE: \_\_\_\_\_
- C. ABOUT PAGE CONTENTS: \_\_\_\_\_
- D. CHOOSE AN ABOUT PAGE TEMPLATE (Default CONTENTdm template, custom (replace with my own HTML page) \_\_\_\_\_

**3. COMPOUND OBJECTS**

- A. DISPLAY CONTENTS NAVIGATION TABS: THUMBNAILS? CONTENTS? \_\_\_\_\_
- B. CHOOSE DEFAULT VIEW FOR TABBED AREA (Thumbnails, Contents) \_\_\_\_\_
- C. ITEM TITLE IN TABBED AREA (Show (default), Hide)) \_\_\_\_\_
- D. REFERENCE URL PREFERENCES: Show reference URL for overall item? Show reference URL for individual pages? \_\_\_\_\_

**4. PDF**

- A. PDF FILE DISPLAY (Display in website, Display link for users to view in Adobe Acrobat) \_\_\_\_\_
- B. SHOW NAVIGATION PANE WITHIN ADOBE ACROBAT? \_\_\_\_\_
- C. SHOW TOOLBAR WITHIN ADOBE ACROBAT? \_\_\_\_\_
- D. PROVIDE SEARCH-TERM PASS-THROUGH IN ACROBAT \_\_\_\_\_

**TOOLS**

**1. LANGUAGE**

- A. ENABLE USERS TO SELECT LANGUAGE OF WEBSITE INTERFACE TEXT \_\_\_\_\_
- B. AVAILABLE WEBSITE INTERFACE LANGUAGES (English, Deutsch, Espanol, Pirate English, Korean, Chinese, Simplified, Chinese, Traditional, Nederlands, Francais, Catala, Japanese and/or Thai) \_\_\_\_\_
- C. DEFAULT WEBSITE INTERFACE LANGUAGE (select from list above) \_\_\_\_\_
- D. UPLOAD A CUSTOM WEBSITE INTERFACE LANGUAGE FILE \_\_\_\_\_



## 2. PERMISSIONS

A. ENABLE LOGIN? \_\_\_\_\_

B. WEB ADD FORM USERNAME: \_\_\_\_\_

C. WEB ADD FORM PASSWORD: \_\_\_\_\_

## CUSTOM PAGES/SCRIPTS

**1. INCLUDE ONE OR MORE SCRIPTS IN THE TOP** (in the <head> tag) or at the bottom (before the </body> tag of your pages

A. UPLOAD TOP INCLUDES: \_\_\_\_\_

B. UPLOAD BOTTOM INCLUDES: \_\_\_\_\_

**2. UPLOAD ONE OR MORE CSS FILES:** \_\_\_\_\_

**3. ADD CUSTOM PAGE** (add custom pages to your website by creating a directory and then uploading files for the page to that directory. Then specify layout and search configuration) \_\_\_\_\_