

## Knowledge Check



# CONTENTdm Basic Skills 2: Working with Text in CONTENTdm

## Test your knowledge

- 1) What are the four types of compound object structures that CONTENTdm supports?
- 2) How does CONTENTdm distinguish a monograph from a document?
- 3) There is really only one required action that must be done as part of collection configuration to prepare the collection for transcript files. What is that step?
- 4) When importing images and text as part of compound object, how does CONTENT match the image file to the appropriate text file? In other words, what does it match on?
- 5) True or False: If you use the compound object wizard, it is not necessary for the files to be stored in a root directory.

6) True or False: Do all PDF files contain embedded text?

7) There are two options for importing PDF files in CONTENTdm. What are they?

8) When viewing a compound object for which there is a transcript file, what is the advantage for the end user if the institution has chosen to use the OCR feature that is available through CONTENTdm?

See next page for answers

# Answers

- 1) What are the four types of compound object structures that CONTENTdm supports?

CONTENTdm supports four compound objects types: **document**, **monograph**, **picture cube**, and **postcard**.

- 2) How does CONTENTdm distinguish a monograph from a document?

Whereas a **Document** lets you create multiple sequential pages of a report, journal, photo album, or related image sets, a **Monograph** allows you to retain the hierarchical structure of documents, including sections, chapters, and pages.

- 3) There is really only one required action that must be done as part of collection configuration to prepare the collection for transcript files. What is that step?

The administrator must define a Full Text Search field by editing the [collection field properties](#) in CONTENTdm Administration.

- 4) When importing images and text as part of compound object, how does CONTENT match the image file to the appropriate text file? In other words, what does it match on?

The root file name. For example, for the files bell1.tiff and bell1.txt, bell1 is the root file name.

- 5) True or False: If you use the compound object wizard, it is not necessary for monograph files to be stored in a root directory.

**False.** If using directory structure, monographs require the files be stored in subdirectories within the root directory to create hierarchical organization.

- 6) True or False: Do all PDF files contain embedded text?

**False.** To check whether your PDF file has embedded text, save it as a .txt file. If the text file contains the text, then the PDF has embedded text

7) There are two options for importing PDF files in CONTENTdm. What are they?

You can import the PDF file as a single file or convert the file into a compound object.

8) When viewing a compound object for which there is a transcript file, what is the advantage for the end user if the institution has chosen to use the OCR feature that is available through CONTENTdm?

Search terms will be highlighted in both the text and image file.