

## Using CONTENTdm PowerPoint Plug-in 2009

The CONTENTdm PowerPoint Plug-in 2009 enables the creation of Microsoft® PowerPoint® presentations using images in CONTENTdm collections. You can use images in CONTENTdm collections or CONTENTdm images already saved to CONTENTdm My Favorites. After images and their metadata are downloaded to PowerPoint, the slides can be modified using PowerPoint editing tools.

This guide provides instructions for downloading and using the plug-in to create PowerPoint slides with images managed on a CONTENTdm Server.

### Learn about:

- Section I: Overview & System Requirements**
- Section II: Installing CONTENTdm PowerPoint Plug-in 2009**
- Section III: Getting Started**
- Section IV: Importing Items**
- Section V: Selecting Slide Layout & Choosing Metadata**

## Section I Overview & System Requirements

This guide provides instructions on how to install the plug-in, then search for CONTENTdm images or locate your existing CONTENTdm My Favorites and download them into a PowerPoint presentation through the following steps:

1. Installing CONTENTdm PowerPoint Plug-in 2009.
2. Opening PowerPoint and the CONTENTdm PowerPoint Plug-in 2009.
3. Entering the CONTENTdm Web site address (URL) that contains the collections and images you want to download.
4. Searching collections on the CONTENTdm Web site for items to download or locating your existing CONTENTdm My Favorites.
5. Downloading selected items to PowerPoint.
6. Editing the PowerPoint slides and saving the presentation.

**Note:** The CONTENTdm PowerPoint Plug-in 2009 supports the following file formats: JPEG, JPEG2000, GIF, and TIFF. Audio, video, MrSID, and PDF files are not supported.

### System Requirements

- Windows XP or Windows Vista, running Microsoft Windows .NET Framework Version 2.0 or later.
- Microsoft PowerPoint 2003 or 2007.
- To create and download images from CONTENTdm My Favorites:
  - Cookies must be enabled on your computer in order to create My Favorites.
  - Microsoft Internet Explorer 6.0 or later, or Firefox 2.0 or later must be used to save My Favorites.

## Section II Installing CONTENTdm PowerPoint Plug-in 2009

Installing the plug-in includes downloading the file from the CONTENTdm User Support Center and running the installation wizard. If you do not have access to the User Support Center,

contact your CONTENTdm administrator to request the PowerPoint Plug-in installation file. If your computer is not yet running the .NET Framework version 2.0 or later, you will need to install it before installing the plug-in.

#### To install the PowerPoint Plug-in:

1. Close Microsoft PowerPoint, if it is open.
2. Download the CONTENTdm PowerPoint Plug-in 2009 from the **User Support Center** (log-in required). Or obtain the installation file from your CONTENTdm Administrator.
3. Double-click the executable file to install CONTENTdm PowerPoint Plug-in 2009.
4. Follow the installation directions.

**Note:** If you have a previous version of the CONTENTdm PowerPoint Plug-in installed on your computer, we recommend that you uninstall it using the Windows Control Panel Add or Remove Programs before installing the CONTENTdm PowerPoint Plug-in 2009. However, removing the previous version is not required.

## Section III Getting Started

After you have installed the PowerPoint Plug-in, you are ready to create your presentation by searching for images or by importing My Favorites. This section covers opening the plug-in, selecting a Web site, and editing settings.

### Opening the PowerPoint Plug-in

#### To open the CONTENTdm PowerPoint Plug-in:

1. Start Microsoft PowerPoint, and then open an existing or new PowerPoint presentation.
2. Open the CONTENTdm PowerPoint Plug-in by clicking the **CONTENTdm** button on the PowerPoint toolbar, usually located in the upper-left corner, under other toolbars.

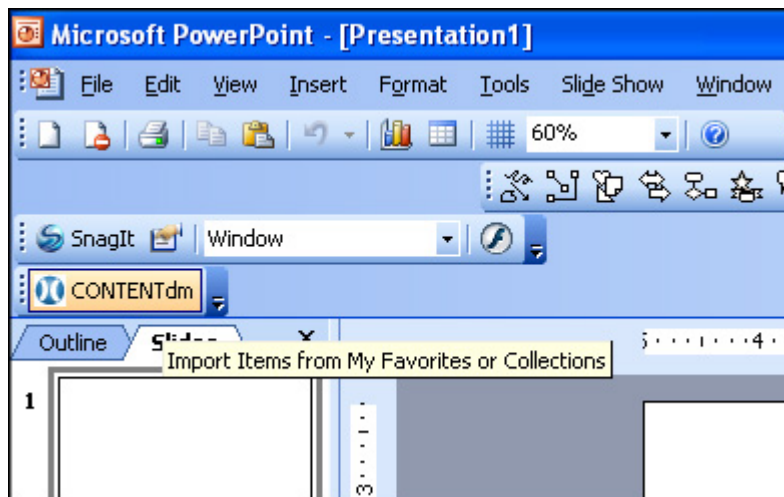


Figure 1: The CONTENTdm PowerPoint Plug-in button usually appears in the upper-left of the screen.

If your PowerPoint application has other plug-ins or if you have customized your toolbar display, the **CONTENTdm** button may display elsewhere.

3. The CONTENTdm PowerPoint Plug-in **Welcome** screen displays. Click **Next** to continue.

Figure 2: The **Welcome** screen.

### Selecting a Web Site

After advancing from the **Welcome** screen, you can specify a CONTENTdm Web site address.

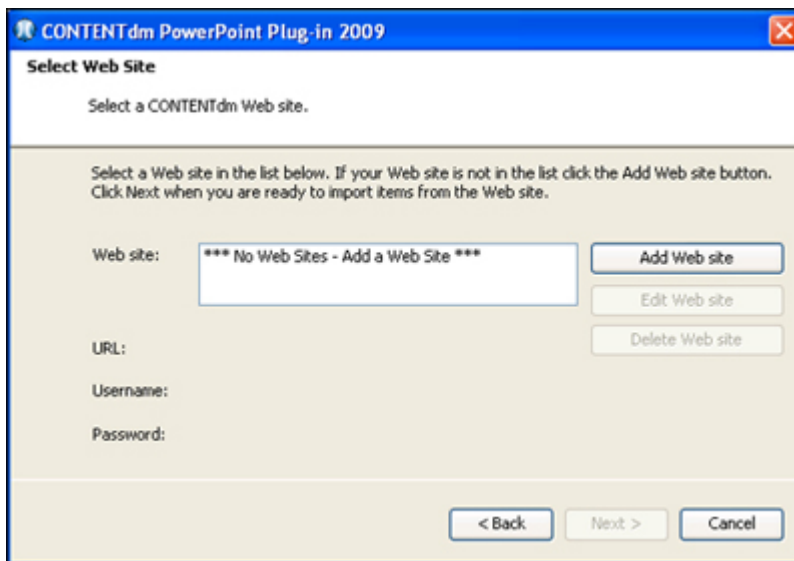


Figure 3: Selecting the CONTENTdm Web site.

#### To select a Web site:

Select a site from the list box and then click **Next**.

#### To add a Web site:

1. Click **Add Web Site**. The Web Site Settings dialog displays.

**Add Web Site**

**Web Site Settings**

Enter a Web site name and URL for this CONTENTdm Web site. If this Web site contains restricted items, enter your username and password to access these items.

Web site name:

URL:

Username:

Password:

Save Cancel

Figure 4: Adding a Web site.

2. Enter a name the site. This is just for your reference.
3. Enter a URL (the full Web site address). If you have to use a user name and password to access items on the Web site, enter your credentials (optional).
4. Click **Save** to close the dialog and save the Web site. The Select Web site screen displays, with the site that you added available to select.

**CONTENTdm PowerPoint Plug-in 2009**

**Select Web Site**

Select a CONTENTdm Web site.

Select a Web site in the list below. If your Web site is not in the list click the Add Web site button. Click Next when you are ready to import items from the Web site.

Web site:

URL:

Username:

Password:

< Back Next > Cancel

Figure 5: Selecting a Web site.

## Editing or Deleting a Web Site

### To edit a Web site:

1. From the Select Web Site screen, select the site name you want to edit from the list, and then click **Edit Web Site**.

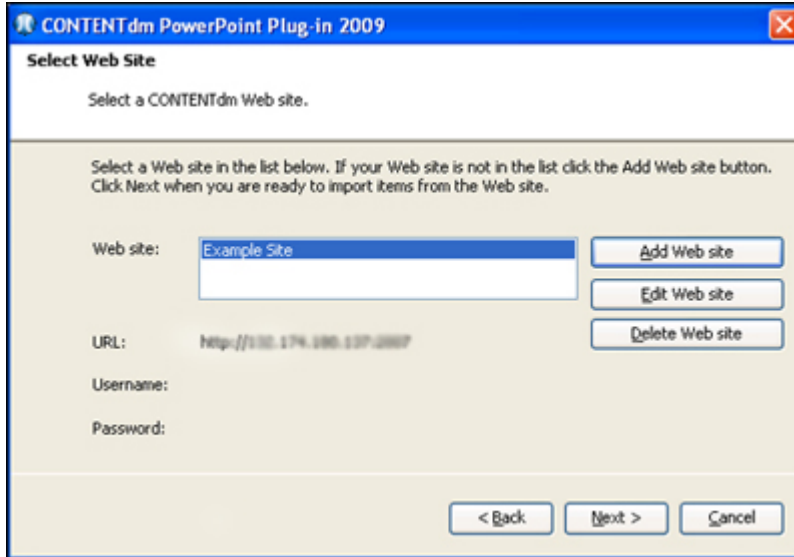


Figure 5: Selecting a Web site to edit.

2. The Edit Web Site screen displays.

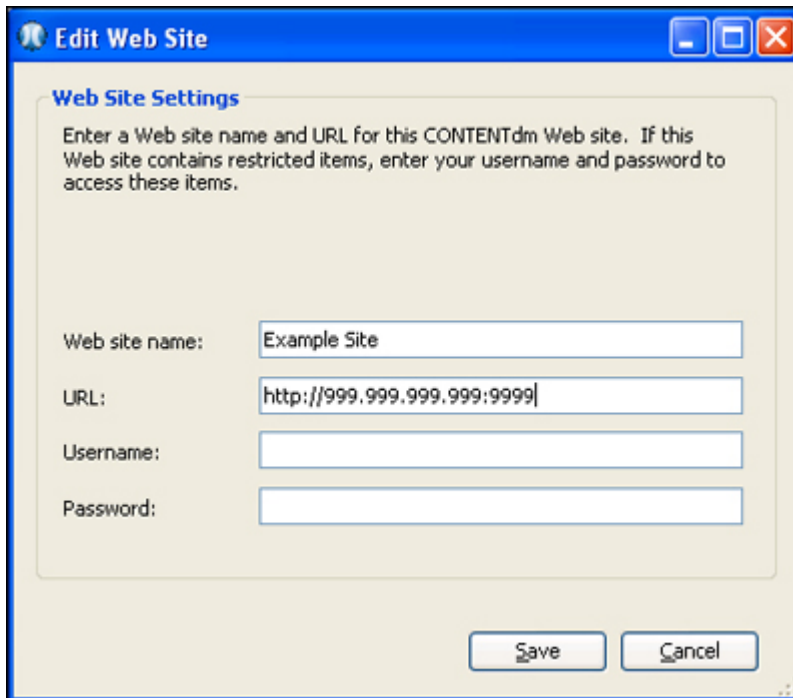


Figure 6: Editing Web site information.

3. Enter the new information and click **Save** to close the dialog and save changes.

**To delete a Web site:**

1. From the Select Web Site screen, select the site name you want to delete from the list, and then click **Delete Web Site**. The Delete Site dialog displays.

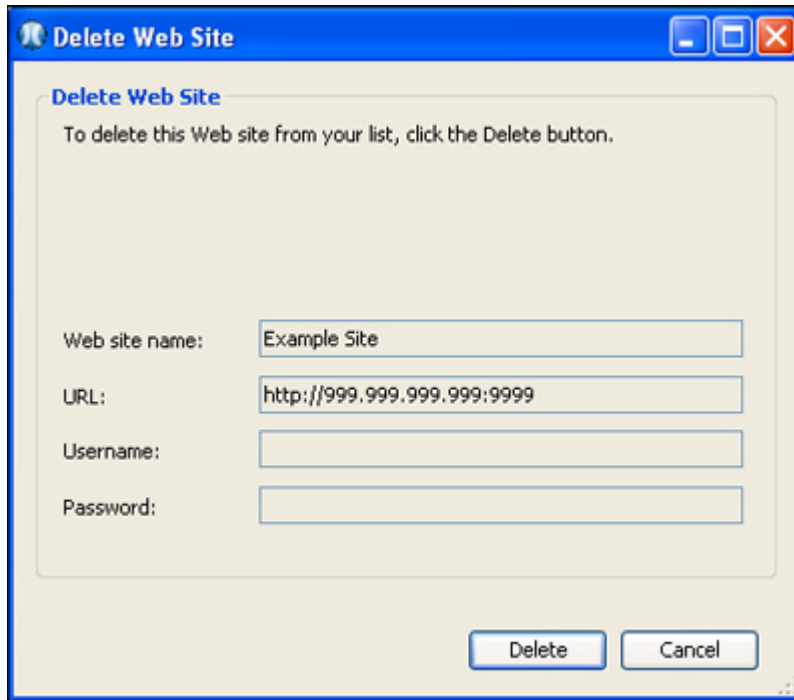


Figure 6: Deleting a Web site.

2. Click **Delete** to remove the site and the stored credentials from your Web site list in the plug-in. A confirmation dialog displays.
3. Click **Yes** to clear the dialog. The Select Web Site screen displays, with the site you deleted no longer listed.

## Section IV      Importing Items

After you have selected the CONTENTdm Web site address, you are ready to select your import method and then begin finding and importing items.

### Selecting Your Import Method

You can find items to download from CONTENTdm by searching collections or by selecting items you have saved to My Favorites. If you wish to import items from My Favorites, you first need to save items to My Favorites outside of the plug-in.

#### To select your import method:

1. From the **Select Import Method** screen, select whether you want to to import CONTENTdm items you have already saved to My Favorites or to search CONTENTdm collections on the specified Web site.

If you choose to import items from My Favorites, you can improve performance when importing to PowerPoint by specifying the browser you used when saving My Favorites.

2. Click **Next** to continue.



Figure 6: **Select Import Method** screen.

## Searching for Items

To search for images on CONTENTdm servers:

1. On the **Select Import Method** screen, select **Search for Items in Collections** and click **Next**. The **Search for Items** screen displays.

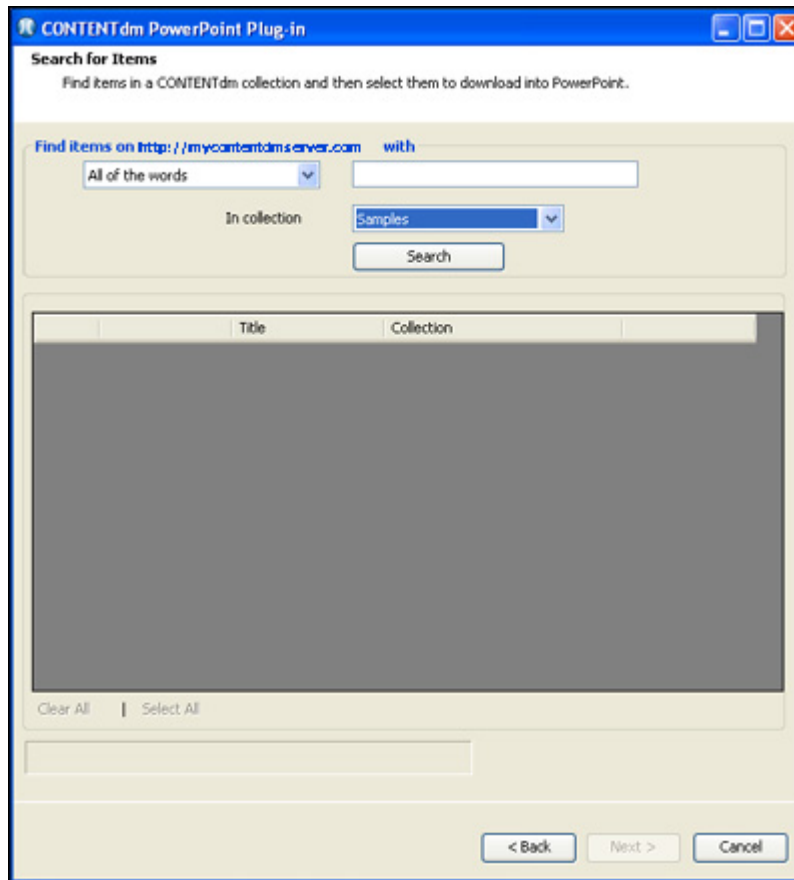


Figure 7: Search options consist of any of the words, all of the words, and the exact phrase.

2. Specify your search parameters and the CONTENTdm collection.
3. Click **Search**. Your search results display, sorted by relevancy.

In this example, the search term *water* matched 14 items in the specified collection:

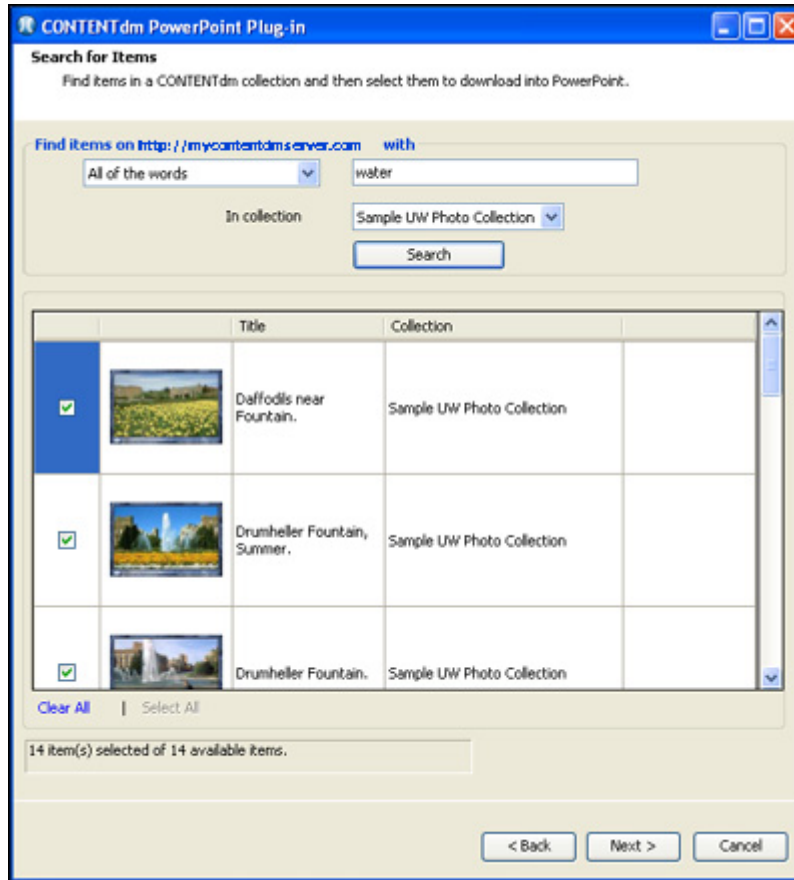


Figure 8: Search results.

- All results are selected by default. Deselect any items you do not want to download to PowerPoint.

**Note:** Your results may include restricted items or compound objects. For more information about working with those types of items, see the following sections.

- Click **Next** to select your slide layout and metadata.

### About Restricted Items

The CONTENTdm administrator may restrict access to items for copyright, confidentiality, or other reasons. If you wish to download a restricted item to PowerPoint and have been authorized to access it, you need to have provided the appropriate user name and password when you added the site to the Select Web Site screen. You can edit user name and passwords from the Select Web Site screen. For more information, see **Getting Started**.

### About Compound Objects

Some of the items you retrieve may be made up of multiple images or pages logically associated in CONTENTdm to form compound objects. For example, the two sides of a postcard may comprise a compound object.

Compound objects display in results with a **Select More Pages** link in the far-right column.

	Title	Collection	
<input checked="" type="checkbox"/>	 postcard 1 - 118admin, 118user01	compound objects 1	<a href="#">Select more pages</a>
<input checked="" type="checkbox"/>	 postcard 1 - 118admin, 118user01	compound objects 1	<a href="#">Select more pages</a>
<input checked="" type="checkbox"/>	 postcard 2 - 118admin, 118user01,	compound objects 1	<a href="#">Select more pages</a>

Clear All | Select All

Figure 10: **Select More Pages** link displays in the far-right column for compound objects.

By default, if the CONTENTdm item you select is a compound object, only the first item (or page) is downloaded. However, you can also select to download individual or multiple pages of a compound object by clicking the **Select More Pages** link.

#### To select pages of a compound object:

1. From your search results or My Favorites display, click **Select More Pages** for the compound object you want to include in your presentation. The **Select More Pages** dialog box displays.

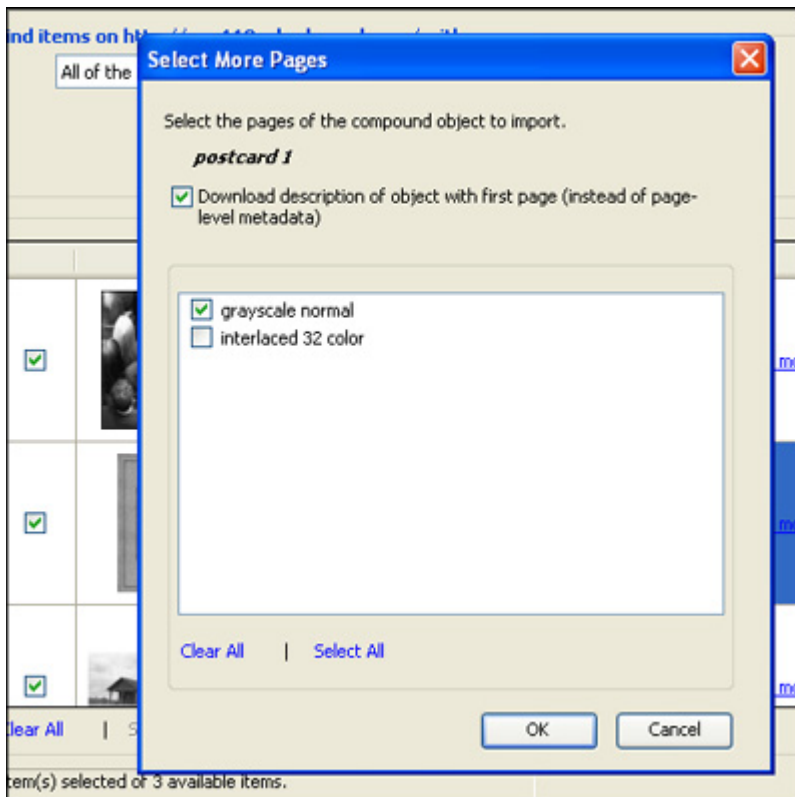


Figure 11: Selecting more pages of the compound object.

2. Select the pages that you want to download.

**Note:** By default, the overall description of the compound object is downloaded as the metadata for the first page (rather than the metadata for the first page itself). To download the metadata for the first page and not the object-level metadata, clear the **Download description of object...** check box. (You can still specify which metadata fields to include in your presentation later in the plug-in screens.)

3. Click **OK** to save your specified pages and close the dialog box. The **Search for Items** screen displays, and you can continue selecting other items.

## Importing Items from My Favorites

To import My Favorites into PowerPoint, you must first create a collection of Favorites.

**Note:** To save a selected CONTENTdm item to My Favorites, your Web browser privacy settings must allow cookies, and you must use Microsoft Internet Explorer 6.0 or later, or Firefox 2.0 or later to save My Favorites.

### To add an item to My Favorites in CONTENTdm:

1. Search or browse a CONTENTdm collection. When you open an item to view it, links to add items to My Favorites appear in the upper- and lower-left corners of the display pages.

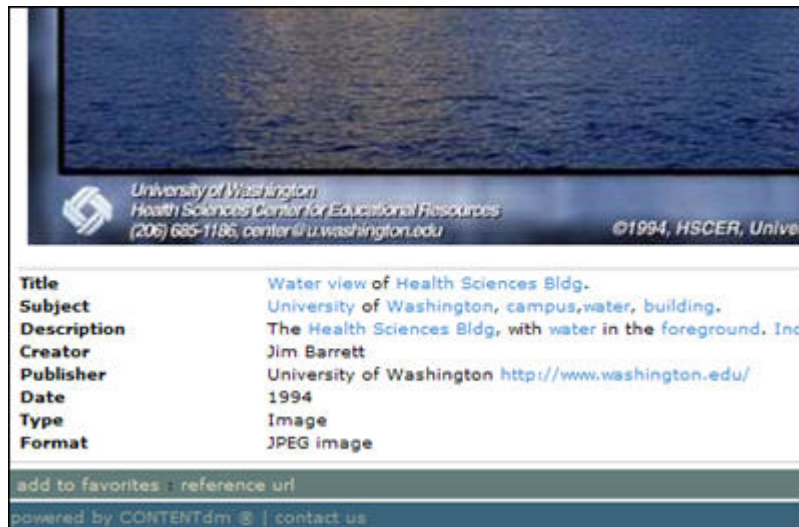


Figure 12: This example shows **Add to Favorites** in the lower left corner.

2. Click **Add to Favorites**. The image and its metadata are added to My Favorites.
3. When viewing documents, add whole documents by clicking **Add Document to Favorites** or add single pages by clicking **Add Page to Favorites**.



Figure 13: The whole-document and single-page My Favorites options appear in the upper-left corner.

4. Click **Back to Results** to return to browsing or searching for more items to add.

**To add multiple items to My Favorites:**

1. From the browse or search-results view, place a check in the boxes to the left of the desired items or click **Select All**. The **Select All** link is in the upper- and lower-left corners of the display page.

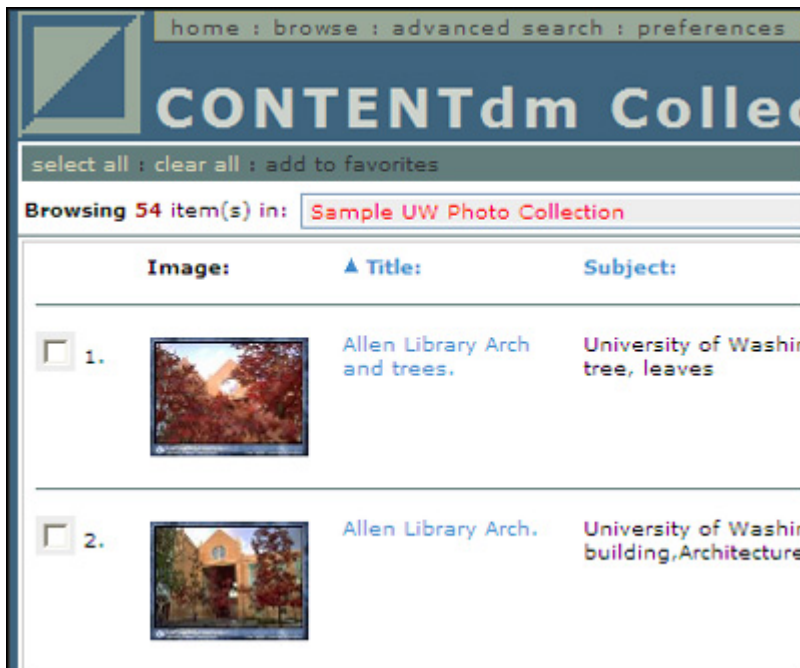


Figure 14: This example shows **Select All** in the upper-left corner.

2. Click **Add to Favorites**.

**Note:** Only items on the current Web page can be added to My Favorites. In other words, you cannot select items on one results page, and then move to another page to select more items before adding the first page's selected items to My Favorites.

**To import items from My Favorites:**

1. After you have selected **Import My Favorites** on the **Select Import Method** screen, your Favorites are downloaded to the plug-in and displayed on the **Choose Items from My Favorites** screen.

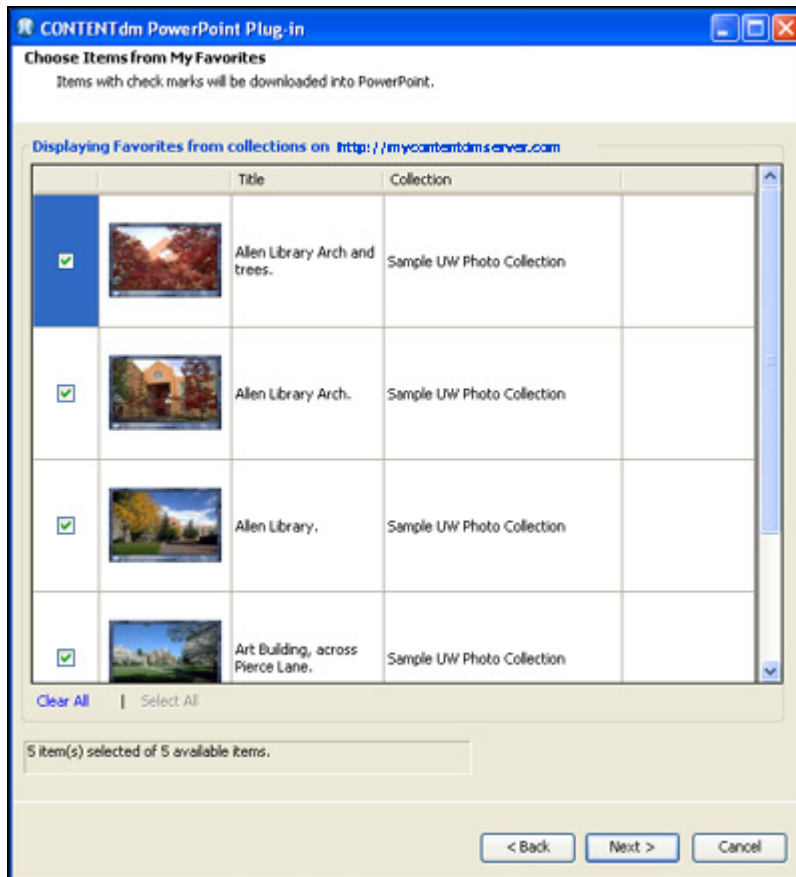


Figure 15: Favorites are displayed for selection.

2. All results are selected by default. Deselect any items you do not want to download to PowerPoint.

**Note:** Your Favorites may include restricted items or compound objects. For more information about working with those types of items, see the previous section.

3. Click **Next** to select your slide layout and metadata.

## Section V      Selecting Slide Layout & Choosing Metadata

After you have selected the items you want to download into your presentation, choose your slide layout and specify which metadata to include.

### Selecting Slide Layout

On the **Select Layout** screen, first choose the number of images to include on each slide. (Images are automatically sized smaller when you choose to include more than one on each slide.) Then specify the metadata you want to include for each item.

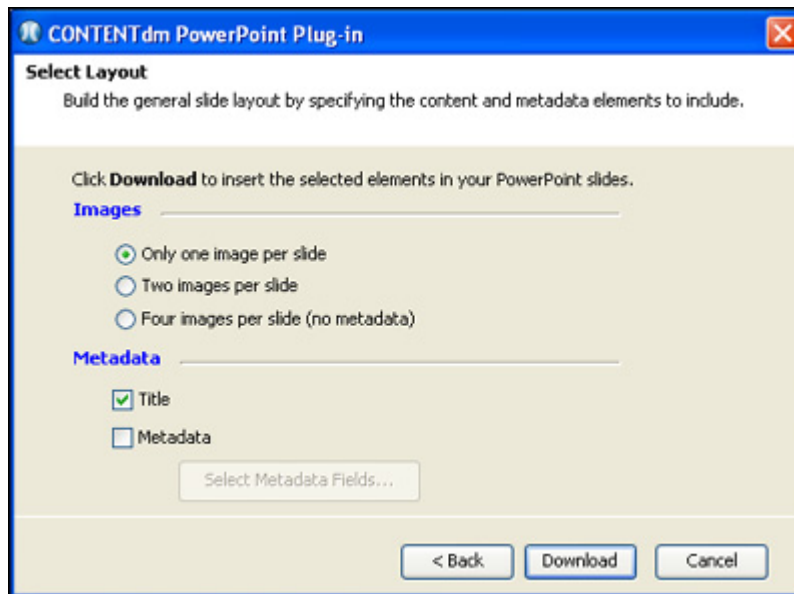


Figure 16: Images are automatically sized smaller when layout is defined as more than one image per slide.

## Choosing Metadata to Import

You can determine what item information you want to download into your presentation by clicking the **Select Metadata Fields** button on the **Select Layout** screen. All items have at least one metadata field that describes them — the Title field — and they may have others from which you can choose. If the item has other metadata fields in addition to the Title, the plug-in preselects commonly used fields, so choosing which fields you would like to include is an optional step.

### To select metadata fields:

1. Click the **Select Metadata Fields** button on the **Select Layout** screen. The **Select Metadata Fields to Export** screen displays.
2. From the list of fields, uncheck any metadata you do not wish to download.

If you have imported items from more than one collection, you can use the collection drop-down list to specify the metadata to include for each collection.

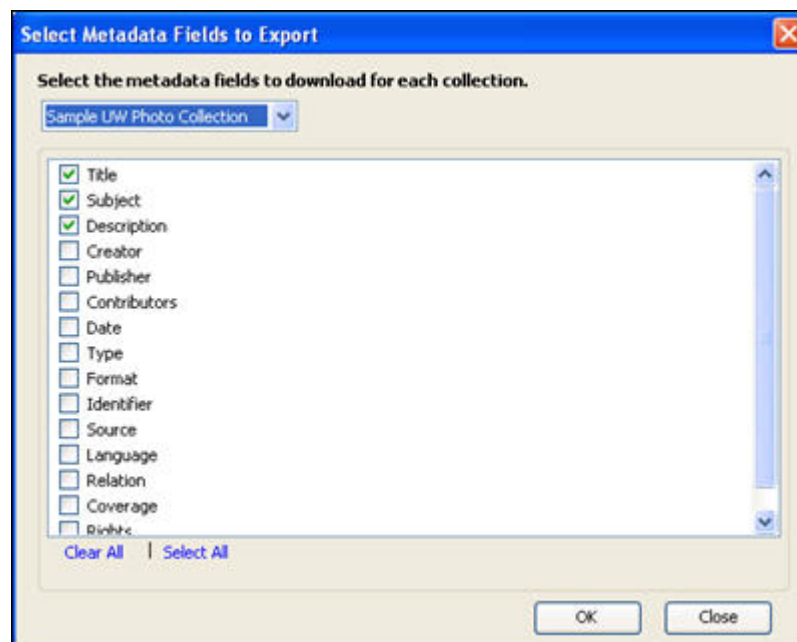


Figure 17: **Clear All** and **Select All** offer convenient shortcuts when selecting metadata to download.

1. Click **OK** to save any changes. Click **Close** to close the dialog box without saving any changes.
2. On the **Select Layout** screen, click **Download** to download your selected items and associated metadata to PowerPoint.

**Note:** Depending on the number and types of items you selected, downloading may take a few minutes. The **Downloading Options** screen displays a progress bar (you can stop downloading by clicking **Cancel**).

3. The **Item Download Complete** screen confirms the number of items downloaded.



Figure 18: The number of items downloaded successfully is displayed.

To import more items from the same or a different CONTENTdm collection or server, click **Start Over** on the **Item Download Complete** screen to display the Select Web Site screen again.

4. Click **Finish** on the **Item Download Complete** screen to close the plug-in and review your presentation.

**Note:** If the plug-in does not support the file type of an item you selected for download — audio, video, MrSID, or PDF — you will receive a notification message and only the item metadata for the unsupported file type will be downloaded.

Following is an example of a PowerPoint slide presenting one image with metadata from a CONTENTdm collection. You can edit your slides to include other information or formatting.

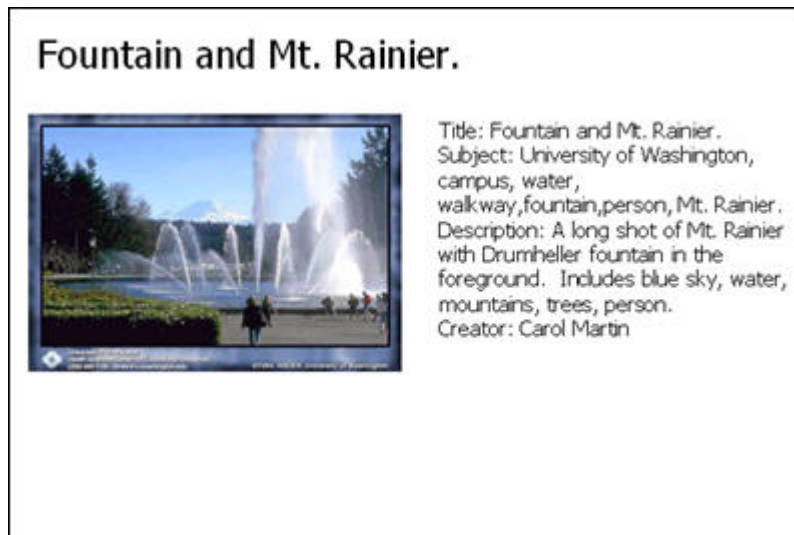


Figure 19: PowerPoint slide showing one image with metadata.