

CHEAT SHEET

Uploading Your Collection Data

- Simple rectangular spreadsheets (if using MS Excel, use only .xls files as .xlsx are not currently supported)
- XML MODS records
- Dublin Core Data from an OAI Open Archives Initiative end point (OAI-PMH)
- Some Instances of ContentDM (Version 4 Only)

Describing Your Collection Data

Use the green plus button to augment data into a new field

Use the toolbar green arrows to scroll through individual records




















Permanently delete a record from the collection

Enable metadata fields (check makes them available for use when building views)

Edit metadata field names (pencil icon)

Define metadata type (drop down box -- for use in building views and in augmentation)

Permanently delete a metadata field from the entire collection (red x button)

Enabled	Field Name	 Add	Type	Value	1 of 22	 	 Delete Record
<input checked="" type="checkbox"/>	 Category		text	Famous Residences			
<input checked="" type="checkbox"/>	 City and State		text	Gunston Hall, Virginia			
<input checked="" type="checkbox"/>	 Name		text	Gunston Hall, Home of George Mason.			
<input checked="" type="checkbox"/>	 Related Date		text	1755			
<input checked="" type="checkbox"/>	 Country		text	United States			
<input checked="" type="checkbox"/>	 Image URL		<div><div>image</div><div>text</div><div>url</div><div>image</div><div>datetime</div><div>location</div></div>				
<input checked="" type="checkbox"/>	 Description			Built between 1755 and 1759, Gunston Hall was the home of founding father George Mason. Mason served as a delegate from Virginia to the Constitutional Convention. His work on the Virginia Declaration of Rights provided a model for the Bill of Rights. William Buckland, an indentured servant who worked for George Mason, designed the home. The house is an excellent example of Georgian style architecture and has had a significant impact on design in the area. For example, notice the engineering buildings at Fort Belvoir. Gunston Hall was located at the center of Mason's 5,500-acre plantation overlooking the Potomac.			

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Building Views

Use the setting options to define view type-specific fields like sort order, color keys, title, and linkage.

Use “Add a view” to create a new view. The view tabs can be dragged to change their order.

Toggle between “Show Preview” and “Show Builder” to preview views as you build

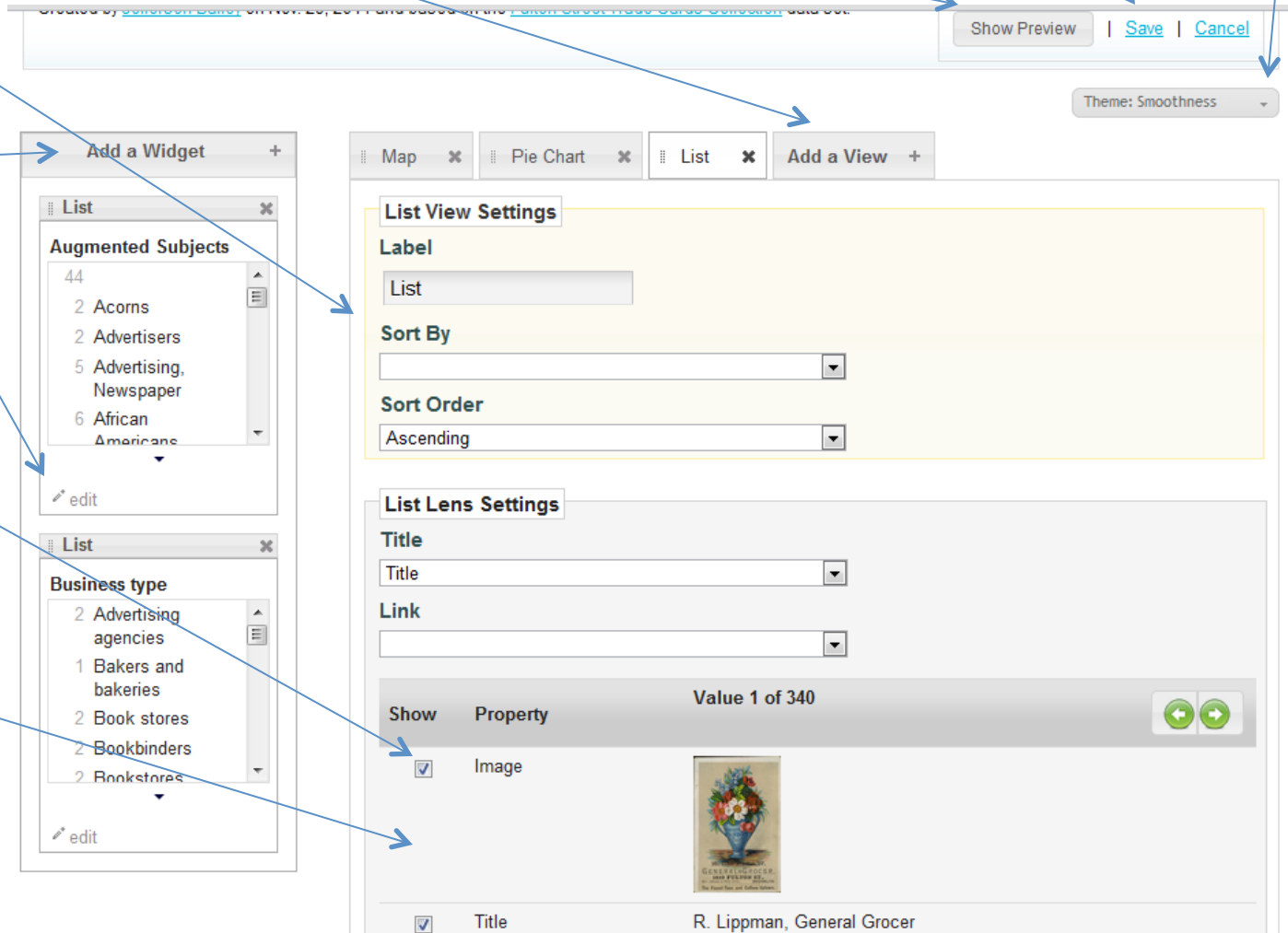
Choose page theme. Always be sure to save your view as you work

Add widgets, including facets, search box, tag cloud, sliders, and logo and text

Edit existing widgets

Check specific metadata element to have them appear in views

Metadata elements can be dragged to change their order in views



The screenshot shows the Viewshare interface with several panels and settings:

- Top Bar:** Includes a status bar with text like "Created by [user] on [date] and saved as [name]". Buttons for "Show Preview", "Save", and "Cancel" are visible. A theme selector shows "Theme: Smoothness".
- View Tabs:** A row of tabs labeled "Map", "Pie Chart", "List", and "Add a View".
- Add a Widget Panel:** A sidebar on the left with a search bar and a list of widgets. The "List" widget is selected, showing a list of "Augmented Subjects" (e.g., "44", "2 Acorns", "2 Advertisers") and "Business type" (e.g., "2 Advertising agencies", "1 Bakers and bakeries").
- List View Settings Panel:** A panel on the right with settings for the "List" view. It includes fields for "Label" (set to "List"), "Sort By" (a dropdown), and "Sort Order" (set to "Ascending").
- List Lens Settings Panel:** A panel on the right with settings for the "List" lens. It includes fields for "Title" (set to "Title") and "Link" (a dropdown). Below these is a table with columns "Show", "Property", and "Value 1 of 340". The "Image" property is checked and displayed as a small image of a vase of flowers. The "Title" property is also checked and displayed as "R. Lippman, General Grocer".