

Bulk Metadata Editor

This plugin allows the user to quickly fill the same field(s) in multiple records in a single operation.

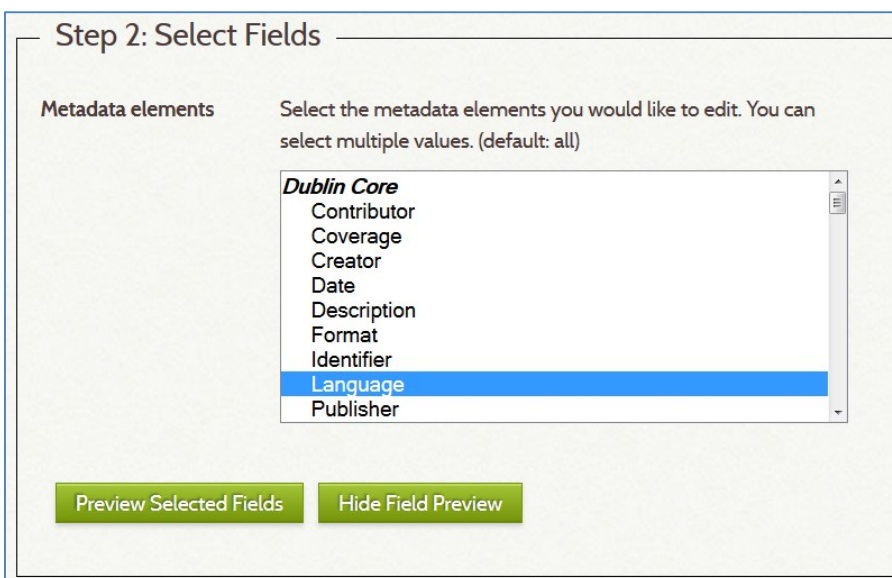
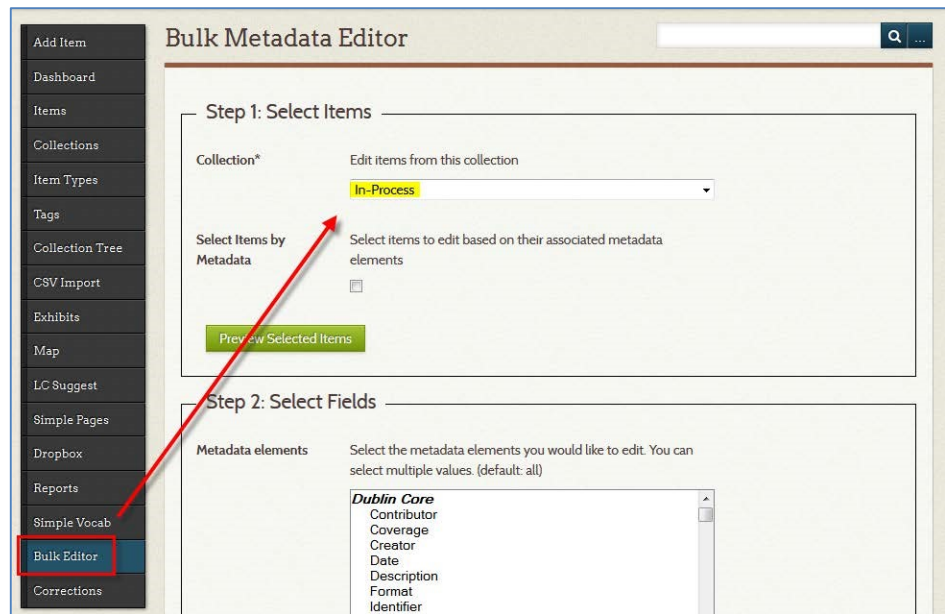
Your Omeka installation has a private collection named **In-Process** which is specifically designed for bulk editing. When creating a number of records of the same type, assign them to the In-Process collection and add all metadata that is unique to each item as you create it. You may skip fields for metadata that will be the same for all of these records, and add that information quickly using the **Bulk Metadata Editor**.

In the example below, the Language field of all selected records is populated with “English”.

Click Bulk Editor on the menu, then select the In-Process collection.

You may use the Select Items by Metadata filter, but this can be time-consuming. Check the box to view the selection options.

Click the **Preview Selected Items** button to see a summary listing of the records prepared for the edit.



Click to select the field (element) to edit.

To select multiple fields, hold down the Ctrl key and click each field name.

The **Preview Selected Fields** button will display the item title and contents of the selected field(s) for each record.



Select the **Edit Type** “Add a new metadatum...” and enter **English** in the new field.

Selecting another option will open appropriate fields (if any) for that operation.

Click the **Preview Changes** button to verify that the results are what you need.

If correct, click the **Apply Edits Now** button.

The changes will be made, and a ‘successful’ message will display at the top of the window.

Step 3: Define Changes

Define Edits to Apply

Edit Type Choose the type of edit you would like to perform

- Search and replace text
- Add a new metadatum in the selected field
- Append text to existing metadata in the selected fields
- Delete all existing metadata in the selected fields

Text to Add

Input text you want to add as metadata

English

Item	Field	Old Value	New Value
Rooftop panorama - copy	Language	null	English
Sterling Chamber of Commerce	Language	null	English
Military group with tents	Language	null	English

In the following example, two fields are selected. Both fields will have the same metadata inserted.

Step 2: Select Fields

Metadata elements Select the metadata elements you would like to edit. You can select multiple values. (default: all)

- Description
- Format
- Identifier
- Language
- Publisher**
- Relation
- Rights
- Source**
- Subject
- Title

You cannot select multiple fields and add different data in each!

Adding the language AND the publisher (for example) will require two separate operations.

Exactly the same metadata will be added for both the Publisher and the Source fields in this example.



Step 3: Define Changes

Define Edits to Apply

Edit Type Choose the type of edit you would like to perform

- Search and replace text
- Add a new metadatum in the selected field

Text to Add

Input text you want to add as metadata

Sterling Free Public Library, Sterling, Kansas

- Append text to existing metadata in the selected fields
- Delete all existing metadata in the selected fields

Preview Changes Hide Change Preview

Item	Field	Old Value	New Value
Rooftop panorama - copy	Publisher	null	Sterling Free Public Library, Sterling, Kansas
Rooftop panorama - copy	Source	null	Sterling Free Public Library, Sterling, Kansas

Once all bulk edits have been done, the records need to be moved to their permanent collections. This can be done in an **Items** Batch Edit.

Click on Items, then check to select the items and click the **Edit** button.

Review the options that can be changed at this location (see screenshot below) and click the **Save Changes** button.

- Add Item
- Dashboard
- Items
- Collections
- Item Types
- Tags
- Collection Tree
- CSV Import
- Exhibits
- Map
- LC Suggest
- Simple Pages
- Dropbox
- Reports

Browse Items (50 total)

Add an Item
Show Details
Search Items
Edit
Delete

<input type="checkbox"/>	Title	Creator
<input type="checkbox"/>	Rooftop panoramas - copy (Private) Details · Edit · Delete	
<input checked="" type="checkbox"/>	Sterling Chamber of Commerce (Private) Details · Edit · Delete	
<input checked="" type="checkbox"/>	Military group with tents (Private) Details · Edit · Delete	
<input checked="" type="checkbox"/>	George Sutton III harvest crew with header (Private) Details · Edit · Delete	
<input checked="" type="checkbox"/>	Unknown group or class (Private) Details · Edit · Delete	



- Add Item
- Dashboard
- Items
- Collections
- Item Types
- Tags
- Collection Tree
- CSV Import
- Exhibits
- Map
- LC Suggest
- Simple Pages
- Dropbox
- Reports
- Simple Vocab
- Bulk Editor
- Corrections

Batch Edit Items

Items

- Sterling Chamber of Commerce
- Military group with tents
- George Sutton III harvest crew with header
- Unknown group or class

Changes will be applied to checked items.

Save Changes

Item Metadata

Public? Public

Featured? Select Below

Item Type Select Below

Remove?

Collection Sterling, KS Historic Photographs

Remove?

Add Tags

List of tags to add to all checked items, separated by ,.

Delete Items

Check if you wish to delete selected items.

Delete

