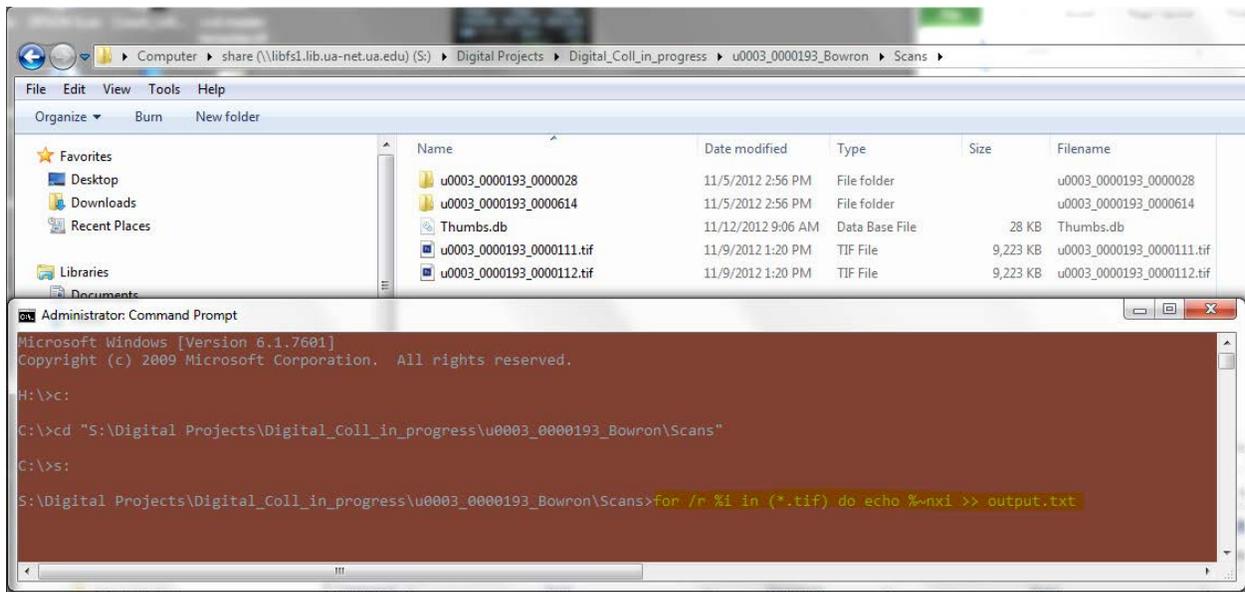# Creating Batch metadata for upload

Outline

Make list of item identifiers to include in the batch

Use list of item ids to parse out rows from the descriptive Metadata

Save copy of parsed out rows to a separate batch xlsx document

Make notation of batch in collection descriptive metadata and save
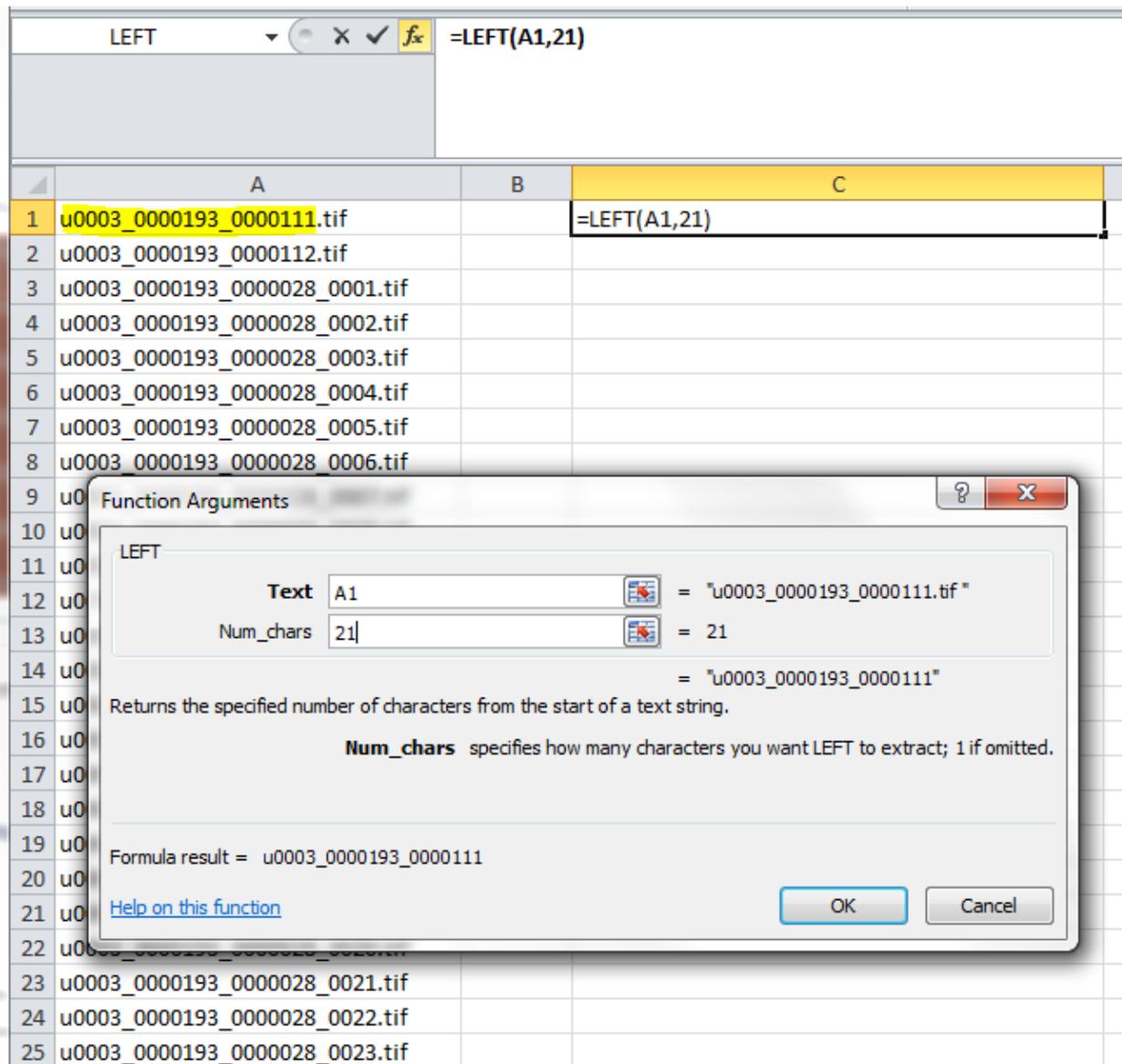
Export tab delimited text document in utf-8 for use in creating MODS.xml

- Use a DOS prompt to run "FOR" loops to generate reports of all tif files you want to include in the batch.

The "FOR" loop is written like this:

```
For /r %i in (*.tif) do echo %~nxi >> output.txt
```

LEFT   × ✓ *fx*   =LEFT(A1,21)

	A	B	C
1	u0003_0000193_0000111.tif		=LEFT(A1,21)
2	u0003_0000193_0000112.tif		
3	u0003_0000193_0000028_0001.tif		
4	u0003_0000193_0000028_0002.tif		
5	u0003_0000193_0000028_0003.tif		
6	u0003_0000193_0000028_0004.tif		
7	u0003_0000193_0000028_0005.tif		
8	u0003_0000193_0000028_0006.tif		
9	u0		
10	u0		
11	u0		
12	u0		
13	u0		
14	u0		
15	u0		
16	u0		
17	u0		
18	u0		
19	u0		
20	u0		
21	u0		
22	u0		
23	u0003_0000193_0000028_0021.tif		
24	u0003_0000193_0000028_0022.tif		
25	u0003_0000193_0000028_0023.tif		

Function Arguments   ?   X

LEFT

Text   A1   = "u0003_0000193_0000111.tif "

Num_chars   21   = 21

= "u0003_0000193_0000111"

Returns the specified number of characters from the start of a text string.

    Num_chars specifies how many characters you want LEFT to extract; 1 if omitted.

Formula result = u0003_0000193_0000111
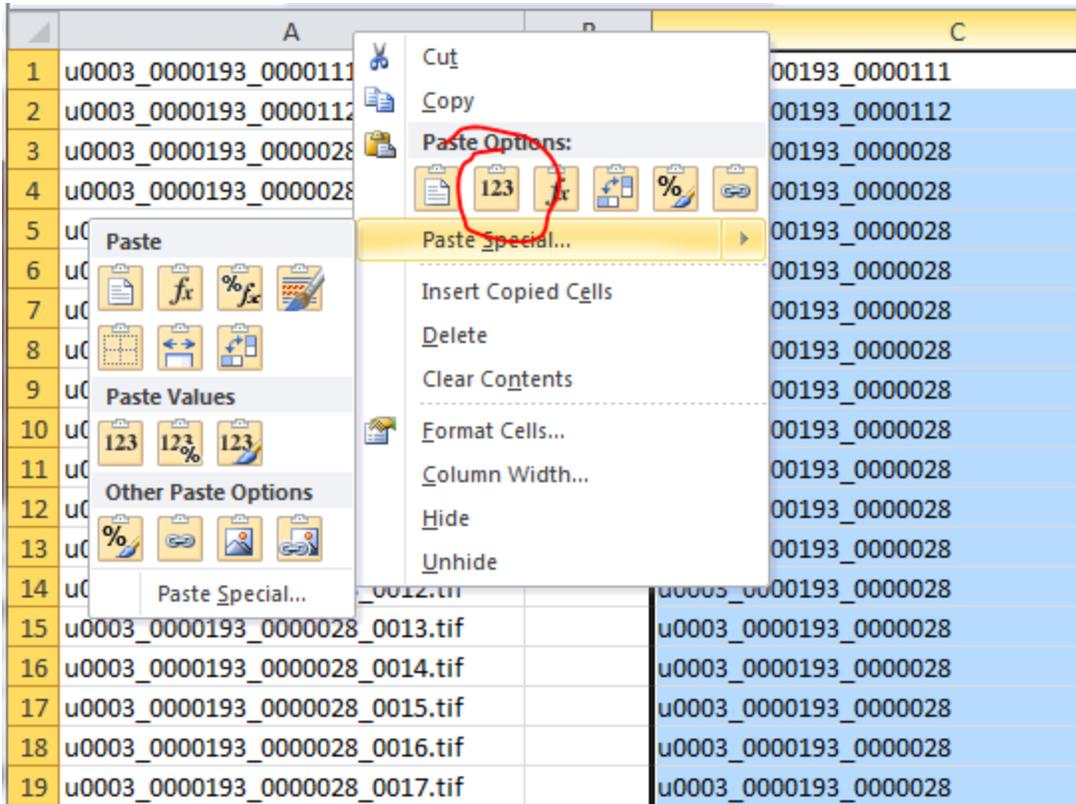
Help on this function   OK   Cancel

- Open the resulting output files in excel and remove any extensions, or, sub-item level naming with a "LEFT" text formula

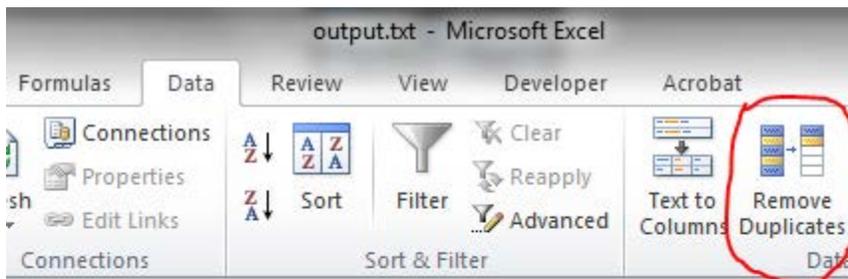The "LEFT" formula it written like this:

    =LEFT(Text,Num_chars)

    And in our case we use 21 for the number of characters as that includes only up to item level identification.

- Drag this formula down the length of the list to populate all the cells with the row adjusted formula
- Then select the whole column, copy, and "paste special - values" back over the formulas
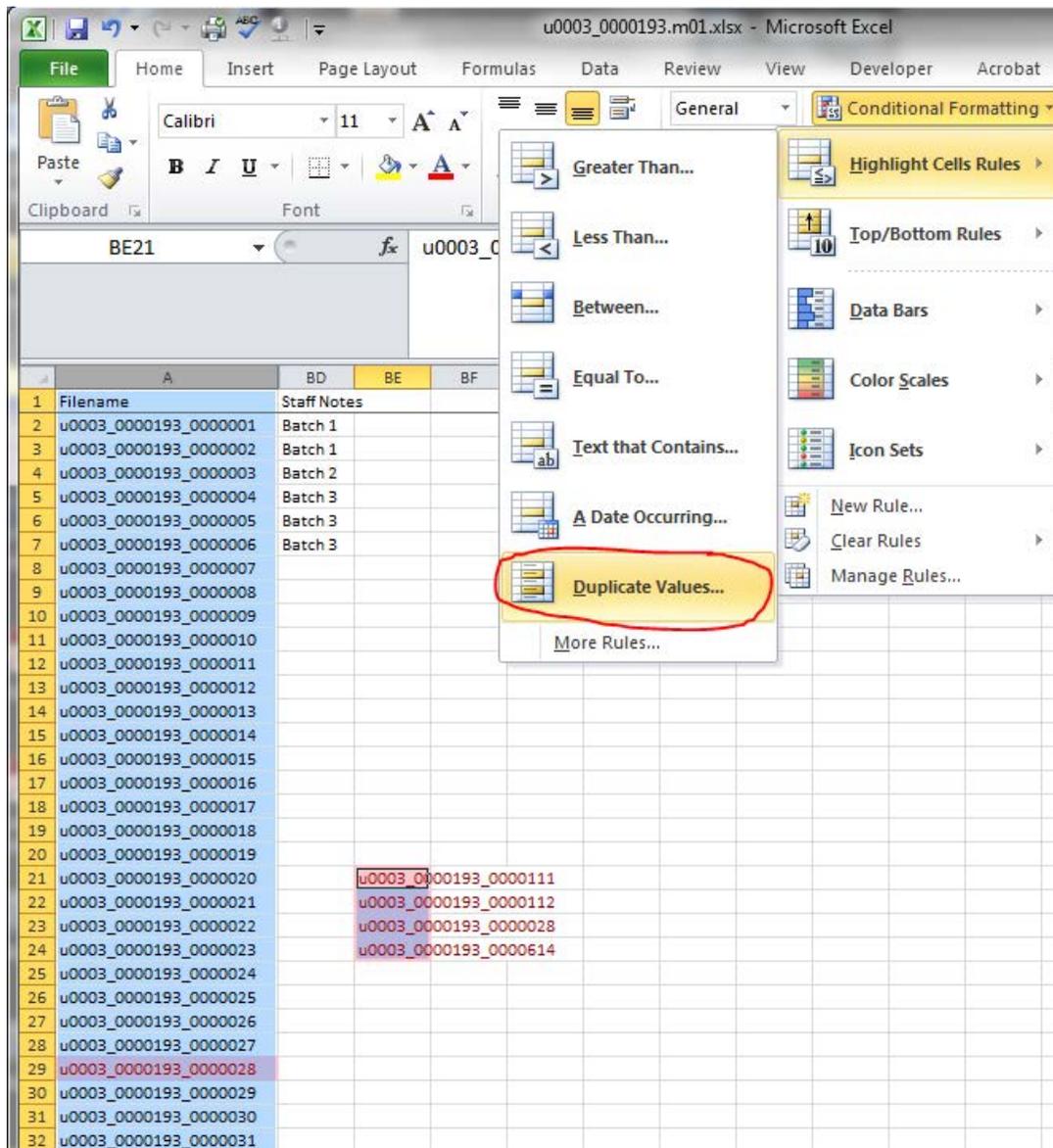
	A		C
1	u0003_0000193_0000111		00193_0000111
2	u0003_0000193_0000112		00193_0000112
3	u0003_0000193_0000028		00193_0000028
4	u0003_0000193_0000028		00193_0000028
5	u0		00193_0000028
6	u0		00193_0000028
7	u0		00193_0000028
8	u0		00193_0000028
9	u0		00193_0000028
10	u0		00193_0000028
11	u0		00193_0000028
12	u0		00193_0000028
13	u0		00193_0000028
14	u0		u0003_0000193_0000028
15	u0003_0000193_0000028_0013.tif		u0003_0000193_0000028
16	u0003_0000193_0000028_0014.tif		u0003_0000193_0000028
17	u0003_0000193_0000028_0015.tif		u0003_0000193_0000028
18	u0003_0000193_0000028_0016.tif		u0003_0000193_0000028
19	u0003_0000193_0000028_0017.tif		u0003_0000193_0000028

- While the column is still selected run "remove duplicates" from the "data" tab to reduce the list down to just unique item level identifiers.

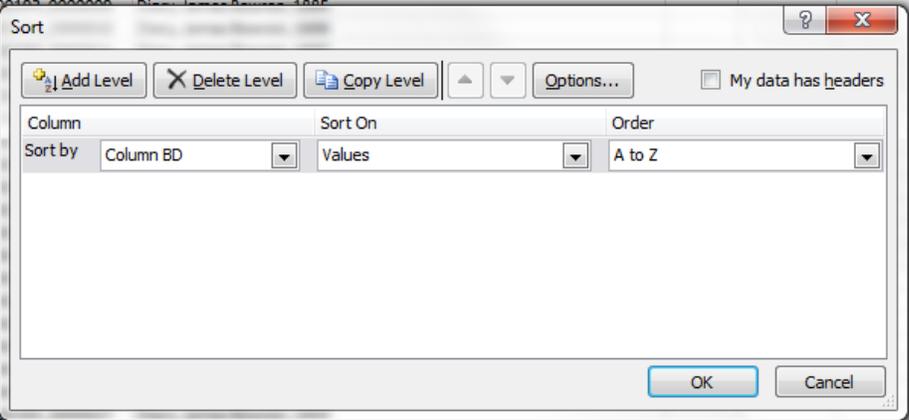| B	C	D
	u0003_0000193_0000111	
	u0003_0000193_0000112	
	u0003_0000193_0000028	
	u0003_0000193_0000614	

- Copy the list of unique item level ids from the output .xlsx and temporarily paste them into a blank column in the descriptive metadata for the collection from which you are making the batch.
- Select the list of unique ids and the "filename" column on the main sheet of the descriptive metadata, and apply "conditional formatting" "duplicate values"
- The item level identifiers in the filename column will now be highlighted if there is a match with an id collected from the items in the scans folder being processed for upload
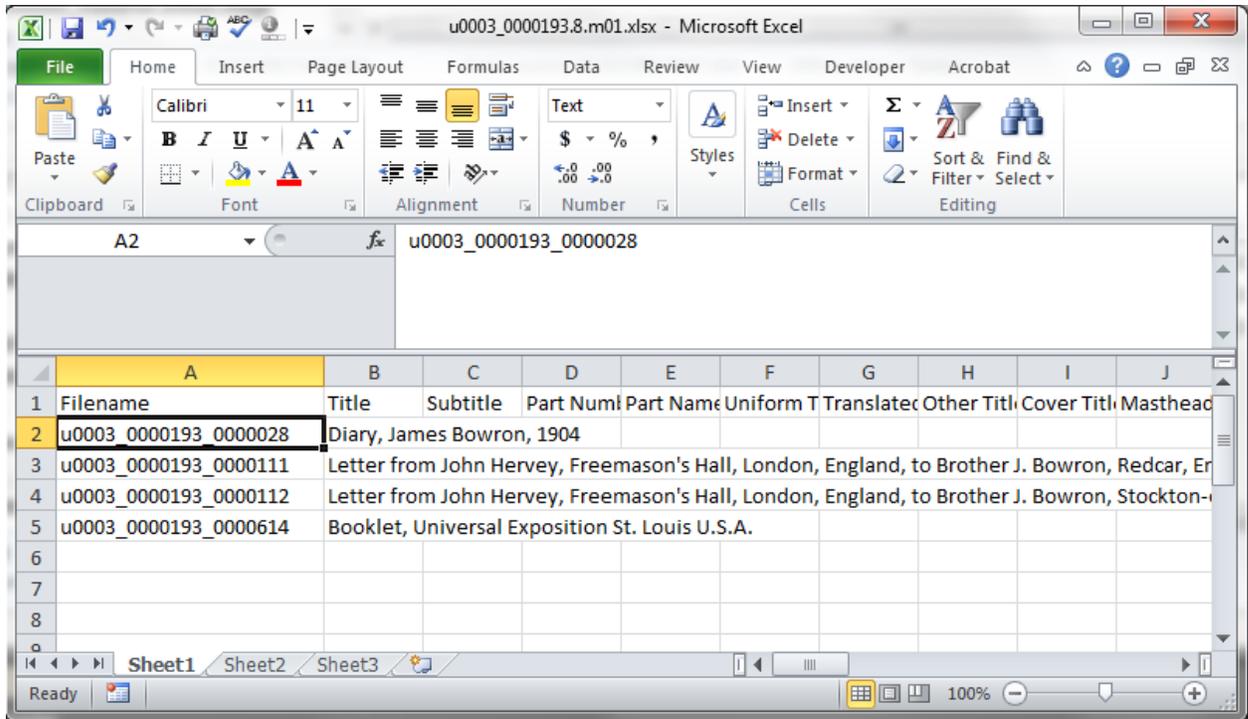

- Mark the "staff notes" or "batch column" in the highlighted rows with the number of the batch being processed, then delete the temporary list of unique item level ids and save the collection descriptive metadata.

- Sort the whole sheet by the values in the batch column then copy and paste those rows of metadata into a new spreadsheet.
- Copy and paste the header row from the descriptive metadata to the batch spreadsheet

	A	B	C	D	E	F	BD
1	Filename	Title	Subtitle	Part Number	Part Name	Uniform Title	Staff Notes
2	u0003_0000193_0000001	T. J. & J. Smith's Commercial Scribbling Diary, No. 8, James Bowron, 1877					1
3	u0003_0000193_0000002	Diary, James Bowron, 1878					1
4	u0003_0000193_0000003	Diary, James Bowron, 1879					2
5	u0003_0000193_0000004	Diary, James Bowron, 1880					3
6	u0003_0000193_0000005	Diary, James Bowron, 1881					3
7	u0003_0000193_0000006	Diary, James Bowron, 1882					3
8	u0003_0000193_0000028	Diary, James Bowron, 1904					4
9	u0003_0000193_0000111	Letter from John Hervey, Freemason's Hall, London, England, to Brother J. Bowron, Redcar, England, May 8, 1871					4
10	u0003_0000193_0000112	Letter from John Hervey, Freemason's Hall, London, England, to Brother J. Bowron, Stockton-on-Tees, England, June 2, 1871					4
11	u0003_0000193_0000614	Booklet, Universal Exposition St. Louis U.S.A.					4
12	u0003_0000193_0000007	Diary, Daily Journal for 1883, James Bowron, 1883					
13	u0003_0000193_0000008	Diary, James Bowron, 1884					
14	u0003_00	Diary, James Bowron, 1885					
15	u0003_00						
16	u0003_00						
17	u0003_00						
18	u0003_00						
19	u0003_00						
20	u0003_00						
21	u0003_00						
22	u0003_00						
23	u0003_00						
24	u0003_00						
25	u0003_00						
26	u0003_00						
27	u0003_00						
28	u0003_00						
29	u0003_00						
30	u0003_00						
31	u0003_00						
32	u0003_00						
33	u0003_0000193_0000029	Diary, James Bowron, 1905					

Sort dialog box:

Add Level   Delete Level   Copy Level   Options...   ☐ My data has headers

Column	Sort On	Order
Sort by Column BD	Values	A to Z

OK   Cancel

- Close the collection descriptive metadata without saving the sort.
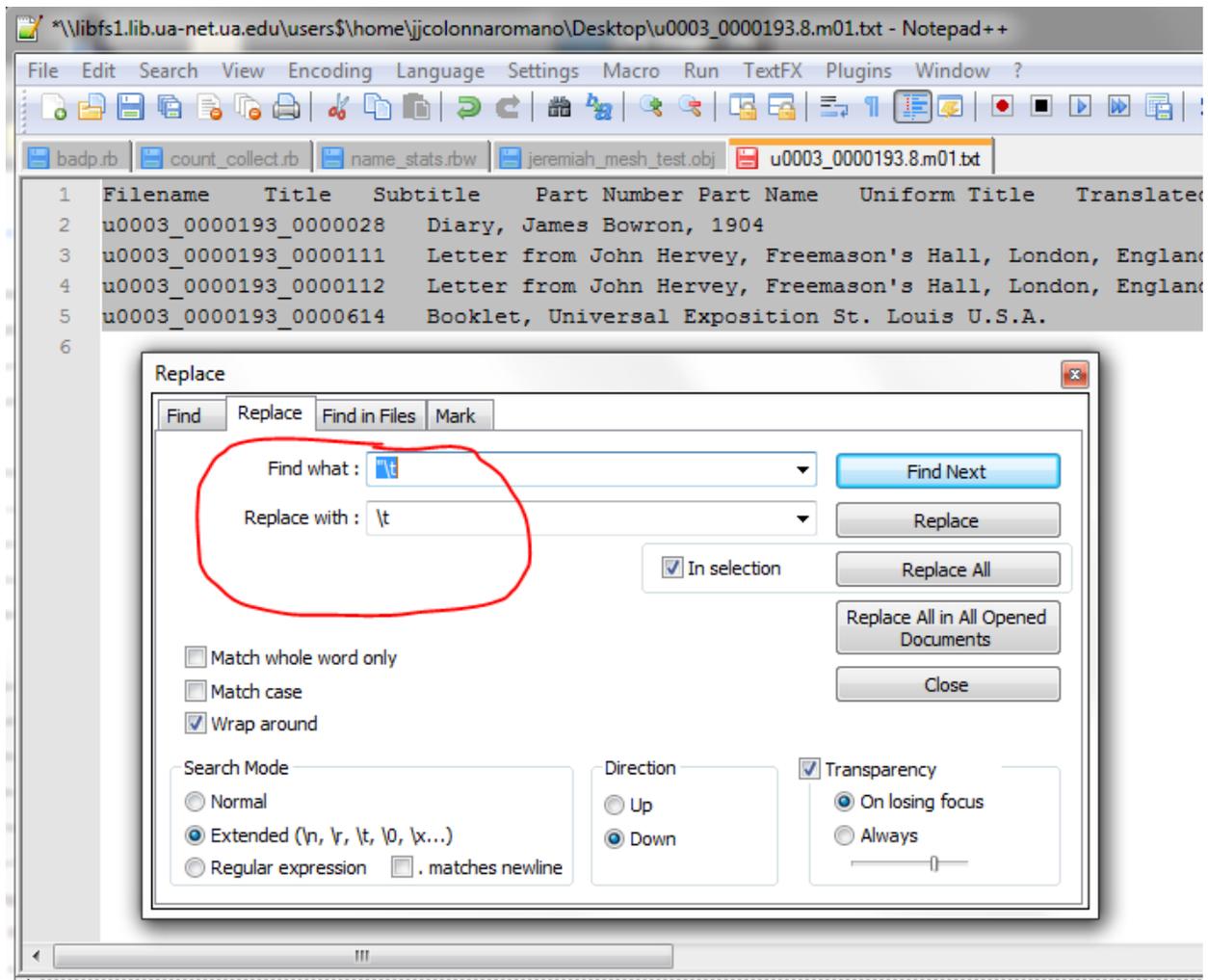- Save the batch metadata as an .xlsx excel spreadsheet file

- This file is also ready to be exported from excel as a tab delimited text file for use in making MODS.xml files and upload to the server.
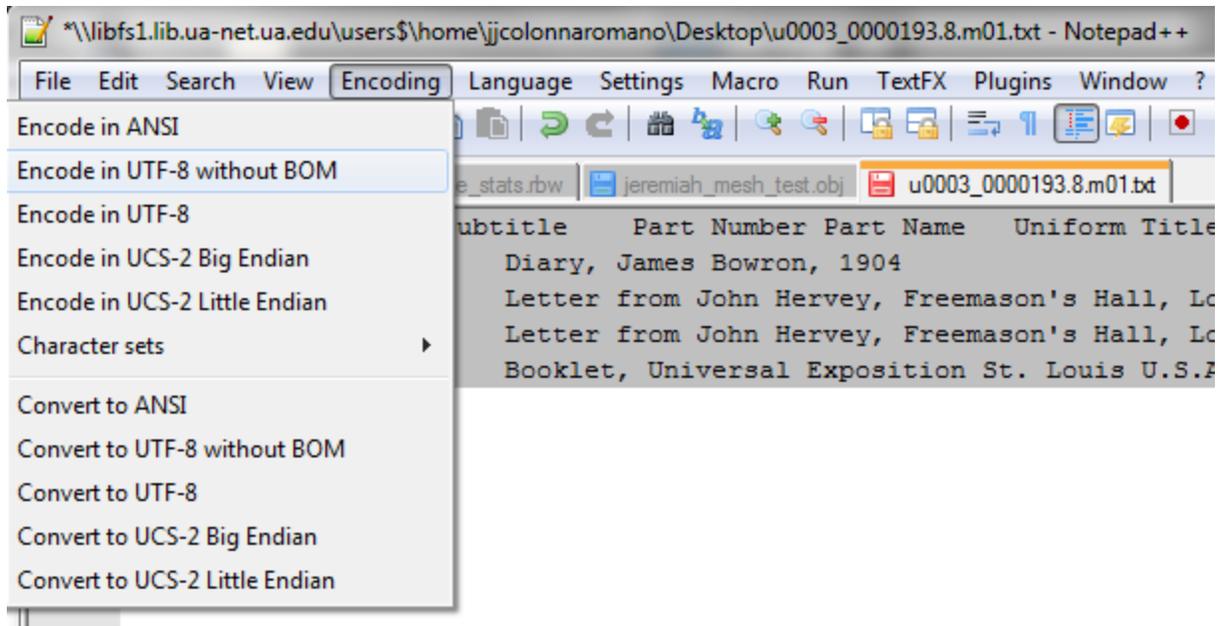

- From Excel, Save as "Text (Tab delimited) (*.txt)" and open the resulting file in Notepad++
- In Notepad++ select all the text in the file and from the "Search" drop down open the "replace" window.

- First replace "quote tab" with tab then replace "tab quote" with tab. Doing these two replacements removes quotes placed around fields by excel

    The "tab" character is written as \t so "tab quote" is written like \t"

- Encode the batch text file in "UTF-8 without BOM"

- Save the. txt file as it is now ready to be used for making MODS.xml files for upload