Excel-erate Your Metadata
Tips & Tricks for using Excel® to Generate Metadata

Teressa M. Keenan – Metadata & Digital Production Librarian - 
Mansfield Library
The University of Montana – Missoula

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The Project

- http://forms.lib.umt.edu/research/digitalcollections/forest.htm

- Forest Service Research Legacy Documents
  - 250+ publications
  - Scanned and saved as PDFs
The Challenge

- Streamline workflows
  - Metadata creation
  - Non-computer programmers
  - Play nice with CONTENTdm

Our Solution

- Repurpose information
  - Bib records from library catalog
  - Info from the filenames

- Use Microsoft Excel
  - Available
  - Low learning curve
Formulas

- FIND AND REPLACE
- CONCATENATE
- FILL
- PASTE SPECIAL
- CLEAN

\[ a^2 + b^2 = c^2 \]

Find and Replace

- Facilitate crosswalking from MARC => DC
- Remove MARC punctuation
- Add punctuation for readability
CONCATENATE

- =CONCATENATE(text1,text2,...text_n)

- Merge contents of multiple cells
  - Cat + Nip = Catnip
  - Contributor
  - Subject

FILL

- Allowed repeating formula without additional typing

![Image of cats的情况下]
PASTE SPECIAL

- Values only
- Compatible with CONTENTdm

CLEAN

- `=CLEAN(text)`
- Non-printing characters +
- Hidden line breaks =
- Error messages from CONTENTdm
Macros

- Repeat steps
- Combine steps

Conclusions

- Worked well
- Not perfect
  - Find and Replace
- Applicable to future projects
- Not the only solution
- Considered a success
Questions/More Info?

teressa.keenan@umontana.edu