

Herron Digital Image Gallery Assistant Procedures Manual v.20120506

Overview This manual is a set of procedures and guidelines for curating the Herron Digital Image Gallery. The procedures listed here are what have been found by trial and error to work well and produce viable images in a reasonable time span.

These guidelines can be varied as necessary, but please ask questions first, have a good idea what is required before proceeding, and *never* work from an original image file or folder.

As softwares and procedures change, it is the responsibility of the Digital Image Gallery Assistant to amend this document in conjuncture with the Communication Design Specialist.

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Tools Adobe Bridge (or similar with photo viewing and metadata editing capability). All instructions in this manual will be for Adobe Bridge.

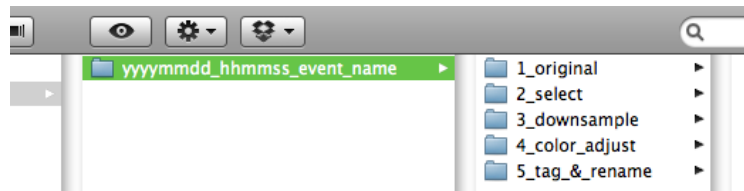
Adobe Photoshop (or similar with batch-processing capability). All instructions in this manual will be for Adobe Photoshop

Finder / Windows Explorer

Duplicate Image Finder. See the Communication Design Specialist (Marshall Jones) for a copy of the software and the registration key.

Backups and Iterations For every change you make to a file or file batch, a copy of the unchanged files should exist.

Folder Structure



Parent Folder Photos from each event should be placed into their own folder, regardless of number of photos or photographers. Do not combine different events into the same folder. This Parent folder should lead with the 14-digit date code (see p.6) and then the name of the event, separated by underscores.

Subfolder:
1_original Original files should be saved to their own subfolder immediately and not touched. These files should be copied into the next subfolder for alteration. No image files should appear outside of these subfolders.

Subfolder: This first step is for deleting bad or duplicate images.
2_selected

Minimum pixel count (height or width) is 900px. If either dimension of the image is smaller than this, delete it. This information can be found in the pre-view pane of Finder or in Adobe Bridge.

Blurry images should be deleted, even if it means all the photos of a particular subject will be deleted. Show some lenience for children's gatherings, but if the background is blurry, delete the photo.

If there are any questions about an image that may be too dark or light, leave it until the color adjustment phase (see p.4).

Cropping the image should only be done if absolutely necessary to make the image identifiable. If cropping the image causes it to fall below the minimum pixel count, delete it.

In instances of large number of photos per event, it is best to use Duplicate Image Detector to weed out those similar to each other. Best settings are for a 90% match, but verify the results visually. It may find false matches.

For fewer than 50 images, you should be able to find duplicates and near-duplicates manually.

After these changes have been made, copy all files into the next folder

Subfolder: As higher resolution cameras become increasingly
3_downsample common, it may be necessary to downsample the images to a manageable size before proceeding. This speeds up processing time and reduces server usage.

Maximum dimension of these images should be 8" at 300ppi (2400px). As servers, space, and bandwidth

Subfolder: 3_downsample
(cont'd) change periodically, please check with The Communication Design Specialist at the beginning every semester regarding maximum image size.

To accomplish this, use Adobe Bridge to sort them into two sub-folders appropriately named for either landscape or portrait orientation.

Then, in the Actions menu of Photoshop, create a batch file to downsample the images from each folder. *Note: use caution specifying the output of these folders to avoid over-writing files.*

After these changes are made, copy the images from both folders into the next folder.

Subfolder: 4_color_adjust In instances where the image is of a regularly-shaped work (paintings, photographs, drawings, etc.) it may be necessary to correct the straightness. This is best accomplished using the Filter > Lens Correction function (Cmd + Shift + R). This edit should be applied to individual images, not batched.

In Photoshop's Actions menu, create a new batch for auto-adjusting the levels (Cmd+Shift+L). After running the batch file(s) on all images, visually inspect them in Bridge. If any have gone awry, copy (not move) those files back in from the previous folder and manually adjust them (Cmd+L). If neither automatic or manual Levels correction produces a viable result, delete the file.

In instances of small batches where all the photos have been taken in the same location with the same camera & lighting, the downsampling and color correction can be combined into the same step.

After these changes have been made, copy the images into the next folder.

Subfolder: 5_
tag_&_rename

All files must be tagged with the proper copyright information and hand-edited to conform to the naming convention (see p.6) so they appear in the computer in chronological order.

Metatags

Copyright information is *absolutely critical*.

For photos taken inside Herron (Eskenazi Hall) by employees of IUPUI, the copyright is always:

“© YYYY, Herron School of Art & Design.”

Photos taken off-campus *must* be of Herron student work *only*.

Photos of Herron Student work by non-IUPUI employees (in whatever location), retain copyright, but with usage rights for Herron added into the tags.

Do not edit the Date Created field. This information will be needed intact later for the renaming step.

▼ IPTC Core	
Creator	Photographer Name
Creator: Job Title	If Applicable
Creator: Address	If Supplied
Creator: City	If Supplied
Creator: State/Province	If Supplied
Creator: Postal Code	If Supplied
Creator: Country	If Supplied
Creator: Phone(s)	If Supplied
Creator: Email(s)	If Supplied
Creator: Website(s)	If Supplied
Headline	Event Name, Season, Year
Description	Event Name, Season, Year
Keywords	Event Name; Season; Year; Gallery / Location; Person 1; Person 2; etc.
IPTC Subject Code	Leave this Blank
Description Writer	Herron Digital Image Gallery Assistant Name
Date Created	
Intellectual Genre	Leave this Blank
IPTC Scene Code	Leave this Blank
Sublocation	Herron School of Art & Design / Other Location
City	Indianapolis
State/Province	IN
Country	US
ISO Country Code	Leave this Blank
Title	Title of the Piece being Photographed (if Applicable & Known)
Job Identifier	Leave this Blank
Instructions	Leave this Blank
Credit Line	Photographer Name
Source	Leave this Blank
Copyright Notice	© YYYY, Herron School of Art & Design. If Other, specify Rights Usage Terms below.
Copyright Status	Copyrighted
Rights Usage Terms	Rights Usage Terms for non-employees of Herron School of Art & Design

Renaming The easiest mistake in the renaming process is the am / pm switch. 6:05 is am, 18:05 is pm.

Please also be mindful that the Date Created field may not be the time the photo was actually taken. Many photographers don't bother setting the time or date correctly in their camera. Natural lighting is a good indicator of actual time; other photographers' work of the same event is a good indicator of the actual date. If more questions arise, the Communication Design Specialist will likely be able to give you more precise information.

In rare cases, you may run into two photos taken at exactly the same second. In this case, advance the filename of one of them by 1 second until no duplicate file names appear.

Naming Convention All files and folders will lead with a 14-digit date code as follows: YYYYMMDD_HHMMSS.jpg. Note: the hours are based on the 24-hour clock.

Example: the 23rd of May, 2009 at 3:32:12 pm would look like: 20090523_153212. No spaces.

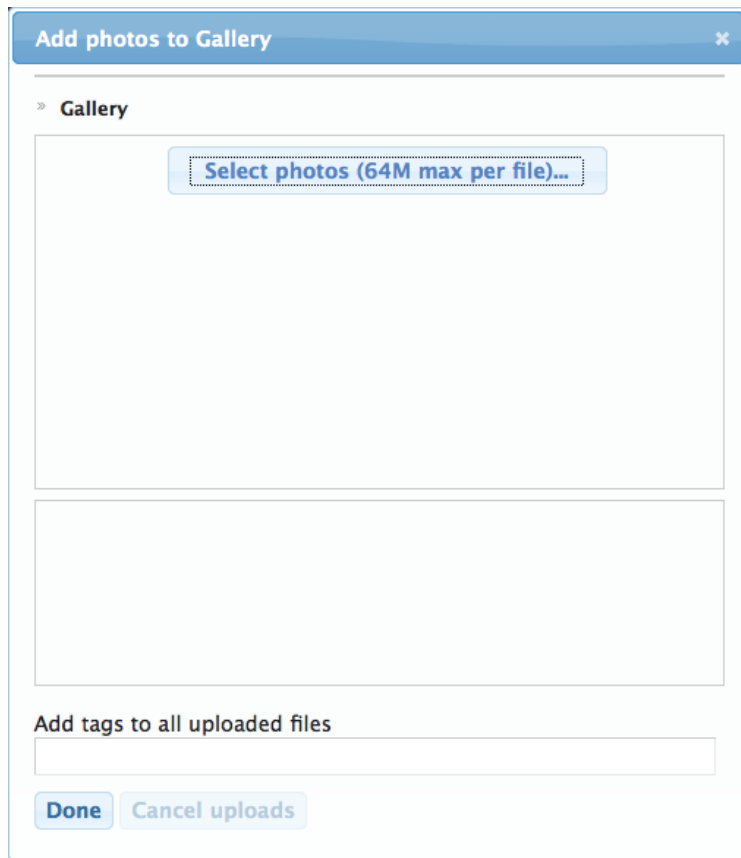
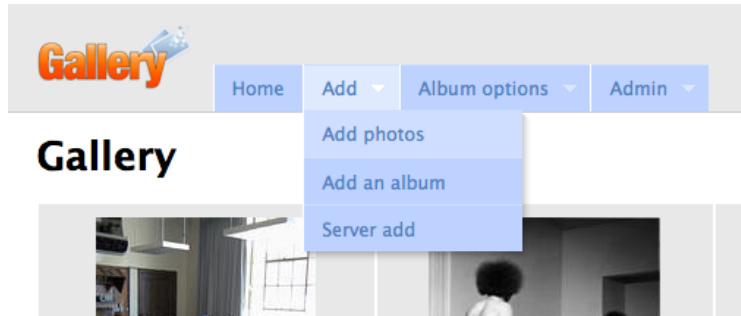
Gallery3 Introduction The address for the Herron Digital Image Gallery is: <http://artdesign.herron.iupui.edu/gallery>

In the upper right corner is the login button. Your Communication Design Specialist will give you a username and password without which you will not be able to make changes to the gallery.

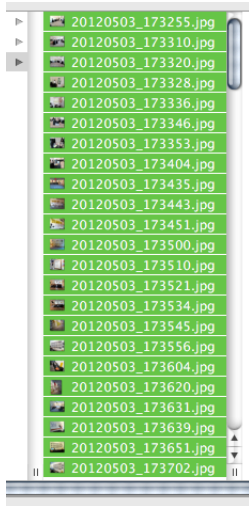
Note, new albums are created every calendar year, not every school year.

Uploading
Images

Gallery3 has two ways to add photos. The first and most common is under Add > Add Photos.



Uploading (cont'd)



Note the 64Mb maximum selection size. This is a function of Gallery3, and cannot be changed.

At this stage, keeping written notes is not only very useful, it is critical to your documentation process.

When you determine based on average image file size how many files you can select at once to not exceed the 64Mb limit, jot down the range of images

There *will be upload errors*. These are most often the fault of Gallery3's rigorous standards about the image file header. Don't rule out operator error, but expect as high as a 60% failure rate in uploading. Simply jot down which files failed, and resubmit them. They may need to be resubmitted more than once.

After you have uploaded them all, visually check them against the Bridge thumbnail view panel to be sure there are no duplicates or missing images.

Documentation

The Digital Image Gallery Assistant is responsible for documenting common errors and recommending changes to softwares and procedures within the framework of the gallery's servers and bandwidth.

Best success can be achieved by keeping in regular contact with the Communication Design Specialist and discussing the progress of the image editing / uploading process.

Good night, good luck, win awards.