Make Your Images Searchable with Embedded Metadata

Washington Museum Association Workshop
June 15, 2012
Seattle, Washington

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Downloads available: http://crossroadsarchive.org/about/aboutwma-presentation

PhotoMechanic http://www.camerabits.com

Introduction

Determine the Dublin Core fields you use.   Match your data's format in the columns. We are using:

 Identifier   -> Filename
 Title -> Title
 Subject -> Keywords
 Description -> Caption
 Creator -> Photographer
 Publisher - Credit
 Date -> Edit Status
 Contributor -> Source
 Rights -> Copyright
 Format -> Special Instructions
 Item Type -> Intellectual Genre
 Coverage -> Location
 People -> Headline

Method 1

First method: Add basic info using IPTC Stationary Pad, and then enter fields per image with the IPTC Information. Useful for multiple page ledgers

Images -> IPTC Stationary Pad -> Clear -> Add fields
Filename
Format
Location (if they are all the same)
Year   (if they are all the same)
Keywords (Basic fields)

Begin filling in other fields using the standard for your museum.

Use Structured Keywords.   Library of Congress terms without the location are available for free through PhotoMechanic.   Set preferences IPTC/XMP to use semi-colon for the separator, select "sort" and "use separator".

Second method of adding data: Using a spreadsheet

Match your data's format in the columns:
 Identifier (File name must match exactly TIF vs tif)
 Title
 Subject
 Description
 Creator
 Publisher
 Date
 Contributor
 Rights
 Format
 Item Type
 Coverage
 People

Insert {filename} into your filename field (Transref)
Save spreadsheet as Tab delimited (txt file)
Remove any Quote marks to avoid clashes with delimiter with Find/Replace
Characters must be UTF-8 characters, the long hyphen is not one of them.
Edit-> Settings -> Code Replacement ->File with data
Select images to add data to
Image -> IPTC Stationary Pad -> Clear ->Load Omeka Upload Fields
In each field add " \{transref}#2\ " changing the number to match the column
First column is filename, second is column 1, third is column 2.
Check for !missing! and Quote marks with Find/Replace

Third method: Partial upload from a spreadsheet
Match your data's format in the columns:
 Identifier (File name must match exactly TIF vs tif)
 Title
 Date
 Format

Insert {filename} into your filename field (Transref)
Edit-> Settings -> Code Replacement ->File with data
Select images to add data to
Images -> IPTC Stationary Pad -> Clear ->Load Omeka Upload Fields
Remove !missing! and Quote marks with Find/Replace
Add information for remaining images field by field

Other options

Exporting as a CSV file for uploading. Go to Export, select Text Exporter

For the Title area:
"Identifier","Title","Subject","Description","Creator","Publisher","Date","Contributor","Rights","Format","Item Type","Coverage","People"

For the Body area, match with your own file location.
"http://crossroadsarchive.net/upload/{transref}","{title}","{keywords}","{caption}","{photog}","{credit}","{editstatus}","{source}","{copyright}","{instructions}","{genre}","{location}","{headline}"

Remember to click "Clear" before adding anything with the IPTC Stationary Pad.   This removes checks from the check boxes and prevents overwriting material.

Three fields Caption, Caption Writer, and Keywords have a second check box to add instead of replace entries.