

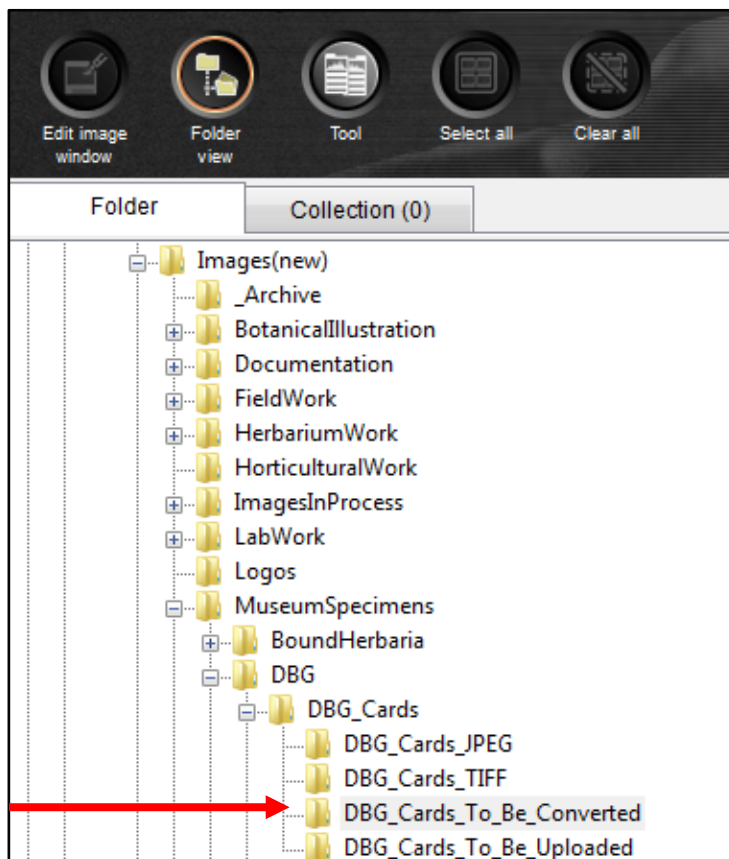
# DBG Specimen Card Processing Protocol

## Step 1: Create TIFF Versions of Image Files

- Navigate to the DBG\_Cards Folder and check the To\_Be\_Converted Folder for new images

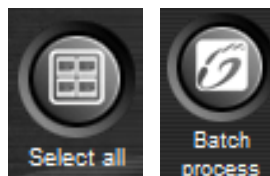
[Q:\Research\Images\(new\)\MuseumSpecimens\DBG\DBG\\_Cards](Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Cards)

- Open Image Processing Software Program (Digital Photo Professional is used here)
- In the left window pane, in the folder tab, navigate to DBG\_Cards\_To\_Be\_Converted



Digital Photo Professional

- Once all of the thumbnails have loaded click on the **Select All** button and then click the **Batch Process** button.



- In the Batch Settings Window
  - Set the Save folder destination for the TIFF images files to be created

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- Set the Kind of file to **TIFF-16bit**
- Set the File name to **Current file name**
- Click Execute to process

**Step 2: Move JPEG Files to DBG\_Cards\_To\_Be\_Uploaded Folder**

- Navigate to the To\_Be\_Converted Folder

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- Select all of the JPEG files and *MOVE* them to To\_Be\_Uploaded

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**Step 3: Notify Database Associate of new images to be uploaded**