Field Image Processing Protocol

Part A: Transferring and Renaming Images

1. Connect the camera to your computer. **Do not use the auto import method**.

2. **Copy and paste** all images from camera into **Q:\Research\Images(new)\ImagesInProcess_NewImages**

3. Double click the **renameFilesIn_NewImages.bat** file

4. The Command Prompt will open and aske the user to enter a value for renaming the files
5.
   a. Type in the desired file name using the format YYYYMMDD_TripName_SiteName. Press ENTER key to complete
   b. For YYYYMMDD use the date that corresponds to the date the image was taken.
   c. This will be appended to the beginning of the existing image file name

A Note on the _NewImages Folder

Only one person can use the folder at a time

This folder is only to be used when renaming image files or creating a CSV.

Do not leave images stored in this folder.

Always check to make sure the folder is empty before moving images into the folder.

⭐ IMPORTANT ⭐

For images from multiple sites or across multiple days

Images from multiple sites or days of collecting must be renamed separately (so the appropriate name can be assigned), but one can place them all together for creating a CSV/adding metadata

Q Drive

Research

Images(new)
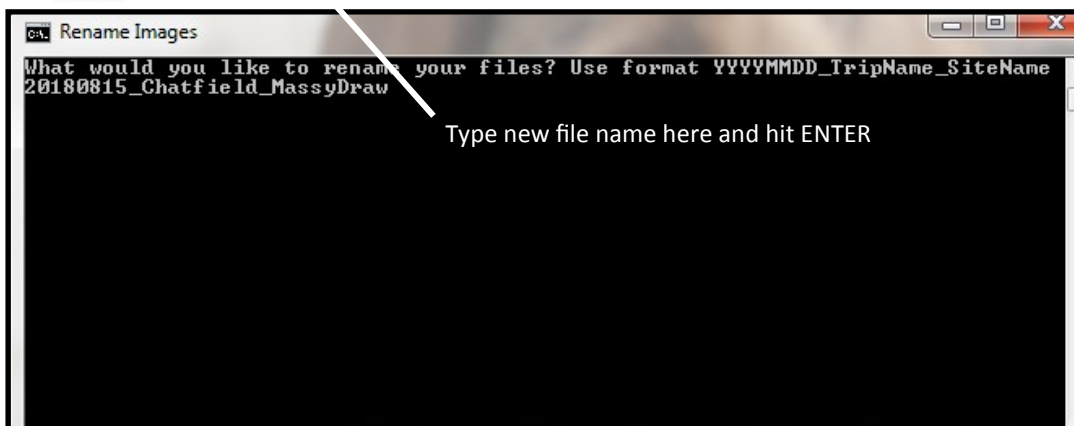
ImagesInProcess

_NewImages ⟵ Place images in this folder

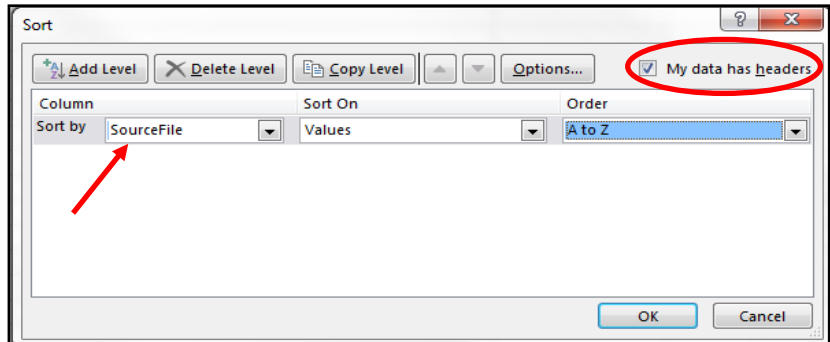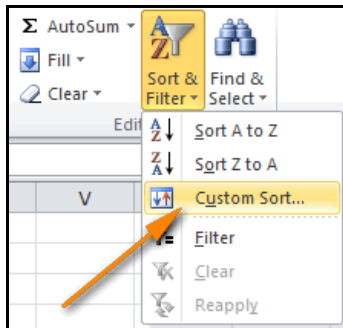renameFilesIn_NewImages.bat ⟵ Double click this file

createCSVfor_NewImages.bat

Rename Images

```
What would you like to rename your files? Use format YYYYMMDD_TripName_SiteName
20180815_Chatfield_MassyDraw
```

Type new file name here and hit ENTER

Part B: Adding Metadata To Images

1. Move renamed images into _NewImages folder, if they are not there already

2. Double click the **createCSVfor_NewImages.bat** file

3. A CSV (excel spreadsheet) will be created in the Im-　　　createCSVfor_NewImages.bat　　　agesInProcess Folder

4. Open the newly created CSV

5. The CSV lists the image file names and the date and time they were created

6. Add headers to the columns C, D, and E as **recordedBy**, **recordNumber**, and **siteName**, respectively

	A	B	C	D	E	F
1	SourceFile	DateTimeOriginal	recordedBy	recordNumber	siteName	Photographer
2	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_001.JPG	2017:05:27 07:33:08				
3	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_002.JPG	2017:05:27 07:33:19				
4	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_003.JPG	2017:05:27 07:33:29				
5	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_004.JPG	2017:05:27 07:33:46				
6	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_005.JPG	2017:05:27 07:33:56				
7	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_006.JPG	2017:05:27 07:37:01				
8	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_007.JPG	2017:05:27 07:37:16				
9	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_008.JPG	2017:05:27 07:38:19				
10	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_009.JPG	2017:05:27 07:39:49				
11	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_010.JPG	2017:05:27 07:40:03				
12	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_011.JPG	2017:05:27 07:41:38				
13	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_012.JPG	2017:05:27 07:41:57				
14	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_013.JPG	2017:05:27 07:42:13				
15	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_014.JPG	2017:05:27 07:41:48				
16						
17						

7. Using the **Field Image Data Recording Notebook**, add corresponding **Collector** (recordedBy), **Collector Number** (recordNumber), **Site Name,** and **Photographer** (person that took the pictures).

8. For **habitat shots** or other images that do not correspond to a specific specimen taken, only record the **Site Name**

   Be sure to use the exact same Site Name that is assigned in both the Collector's Field Book and the Field Image Data Recording Notebook

	A	B	C	D	E
1	SourceFile	DateTimeOriginal	recordedBy	recordNumber	siteName
2	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_001.JPG	2017:05:27 07:33:08			Chatfield_MassyDraw
3	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_002.JPG	2017:05:27 07:33:19	Chrissy Alba	72	Chatfield_MassyDraw
4	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_003.JPG	2017:05:27 07:33:29	Chrissy Alba	73	Chatfield_MassyDraw
5	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_004.JPG	2017:05:27 07:33:46	Chrissy Alba	74	Chatfield_MassyDraw
6	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_005.JPG	2017:05:27 07:33:56	Chrissy Alba	75	Chatfield_MassyDraw
7	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_006.JPG	2017:05:27 07:37:01	Chrissy Alba	76	Chatfield_MassyDraw
8	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_007.JPG	2017:05:27 07:37:16	Chrissy Alba	77	Chatfield_MassyDraw
9	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_008.JPG	2017:05:27 07:38:19	Chrissy Alba	78	Chatfield_MassyDraw
10	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_009.JPG	2017:05:27 07:39:49			Chatfield_MassyDraw
11	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_010.JPG	2017:05:27 07:40:03			Chatfield_MassyDraw
12	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_011.JPG	2017:05:27 07:41:38			Chatfield_MassyDraw
13	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_012.JPG	2017:05:27 07:41:57	Alex Seglias	34	Chatfield_MassyDraw
14	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_013.JPG	2017:05:27 07:42:13	Alex Seglias	35	Chatfield_MassyDraw
15	Q:/Research/Images(new)/ImagesInProcess/_NewImages/20180815_Chatfield_MassyDraw_014.JPG	2017:05:27 07:41:48	Alex Seglias	36	Chatfield_MassyDraw
16					

Part B: Adding Metadata To Images (continued)

9. Save and close the CSV

10. Create new folder and title YYYYMMDD_TripName_SiteName (using same info as the renamed images)

11. Move the Images and the CSV into this new folder

12. Move the new folder into the ToBeUploaded_DB folder

Q Drive

Research

Images(new)

ImagesInProcess

_NewImages

renameFilesIn_NewImages.bat

createCSVfor_NewImages.bat

ToBeUploaded_DB

20180815_Chatfield_MassyDraw

20180816AddImageDate.csv

1
Move all images from _NewImages into new folder

2
Move CSV into new folder

3
Move new folder into ToBeUploaded_DB