

Chapter 14 - Import From Graphic Files

The graphic import module is accessed by selecting **Labels | Photo caption labels | Import from graphic files** from the main menu.

This powerful tool will rename and copy your graphic files to your high and medium resolution storage folders, create a corresponding Fotofile record, as well as generate JPGs and thumbnails. Imported by the folder, the images should be similar enough to share the same prefix code. You can specify a generic title for the images or use the graphic's IPTC data to populate the Fotofile label record. Once the images are imported into Fotofile as label records, they may be edited with more detailed information.

The import process utilizes a three step form:

The screenshot shows the 'Batch Import' dialog box with the following fields and options:

- Import images from:** A text field containing 'C:\Work Graphics\GC 7-15-06\' with a 'Browse' button and a 'View Files' button.
- Enter a 6 character prefix and title text or select a pre-existing one from the titles database.**
 - Rename to prefix:** A text field containing 'AZGCNR'.
 - Title:** A text field containing 'Place holder text'.
 - Add to titles database:** A checked checkbox.
 - Get Prefix / Title:** A button.
- Do not rename or move source graphic files:** An unchecked checkbox.
- If necessary, use the 'Settings' button to select a permanent location where your high and medium resolution graphics will be deposited. Select the parent folder only. A prefix named sub-folder will be created if needed.**
 - Copy to:** A section with two sub-sections:
 - Medium Resolution (JPG):** A text field containing 'E:\Images\MedRez\AZGCNR\'.
 - High Resolution (TIF, PSD, RAW):** A text field containing 'E:\Images\HiRez\AZGCNR\'.
 - Settings:** A button.
- Step 1 of 3:** A label at the bottom left.
- Buttons:** 'Help', 'Close', and 'Next >>' at the bottom.

Figure 107: Graphic Import Module - Step 1 of 3

Field Definitions

Import images from

Use the *Browse* pushbutton to select the source folder of import-ready graphics. The *View Files* pushbutton enables inspection of the source folder's files.

Rename to Prefix

Enter a prefix to use in the resulting Fotofile IDnumbers. You will not be allowed to deviate from the IDnumber picture template selected in the setup program.

Title

If not using IPTC information, you can enter a generic title of your choosing or use the **Get Prefix/Title** pushbutton select from a list of existing prefixes and titles. Select the **Add to title database** checkbox to archive a new title.

Copy to:

The final destination of the graphic files. If needed, use the *Settings* pushbutton to setup your storage paths. When finished, click the **Next** pushbutton.

Checkbox - Do not rename or move source graphic files

Checking this box disables the *Copy to...* field object. As a result, all imported graphics will be linked but *not* renamed or moved. On the surface, this appears to be an easy method for importing graphics – and it is. However, if you ever need to move the graphics, re-linking can be tedious if the file name cannot be readily matched to a Fotofile IDnumber. If using this method, check the *Append source image path to Fotofile notes* checkbox found on page 2 of the dialog.

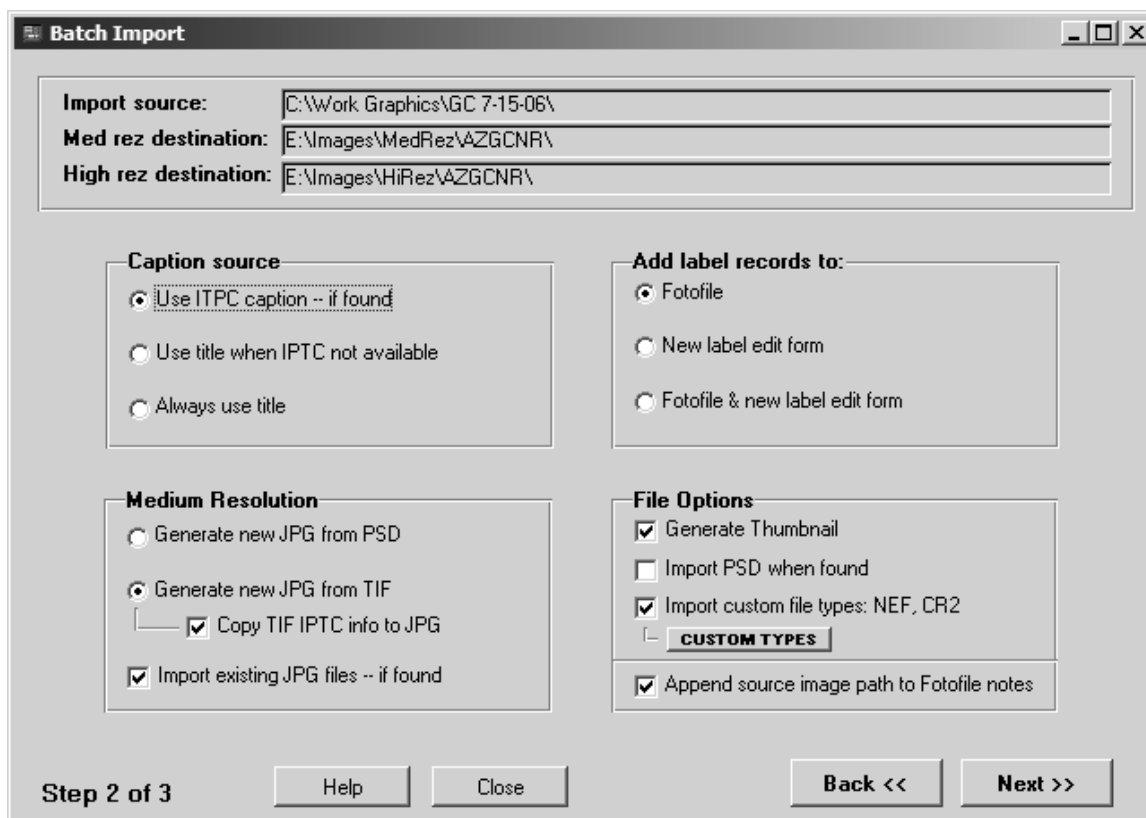


Figure 108: Graphic Import Module - Step 2

Step 2 of 3

Radio Buttons

Caption Source

Specifies what to use as the Fotofile caption source -- IPTC data or generic title.

Medium Resolution Object

Determines the source of your medium resolution JPGs. Typically, you will allow Agave to generate a JPG using the TIF as the source. If a JPG already exists, it must share the same name as the TIF or PSD to be associated to the same

Fotofile label record, (e.g., ABAC1234.tif matches ABAC1234.jpg). Be sure to check the *Import existing JPGs - if found* checkbox if you want to use matching JPGs or if you want to import JPGs only. You are also provided the option of copying TIF IPTC data to the JPG.

Importing only JPGs

Some photographers elect to save disk space by importing only JPG files and creating processed TIFs only as needed. JPGs may be imported as the source image if no matching TIF file exists and *Import exist JPG files – if found* is checked. Matching raw file types can be included in the import by checking the appropriate checkbox.

Add label records to:

If using a generic title as the caption, using IPTC data or prefer to enter caption details at a later time, *Add to Fotofile* is the logical choice. The second option, *New label edit form* will add the records to the new label entry database for editing. Remember to post the labels after editing, so they are updated to Fotofile. The final selection: *Fotofile and new label edit form* is a good all-around option. The records are added to Fotofile *and* the label edit database. Again, be sure to post the labels if edited.

File Options

Typically, you will import TIF and JPG as well as generate thumbnails. You may also include specific raw file types such as DNG, NEF or CR2. Click the *Custom Type* pushbutton to define the specific raw file types being used. It only makes sense that you should want to include all related files types in the import.

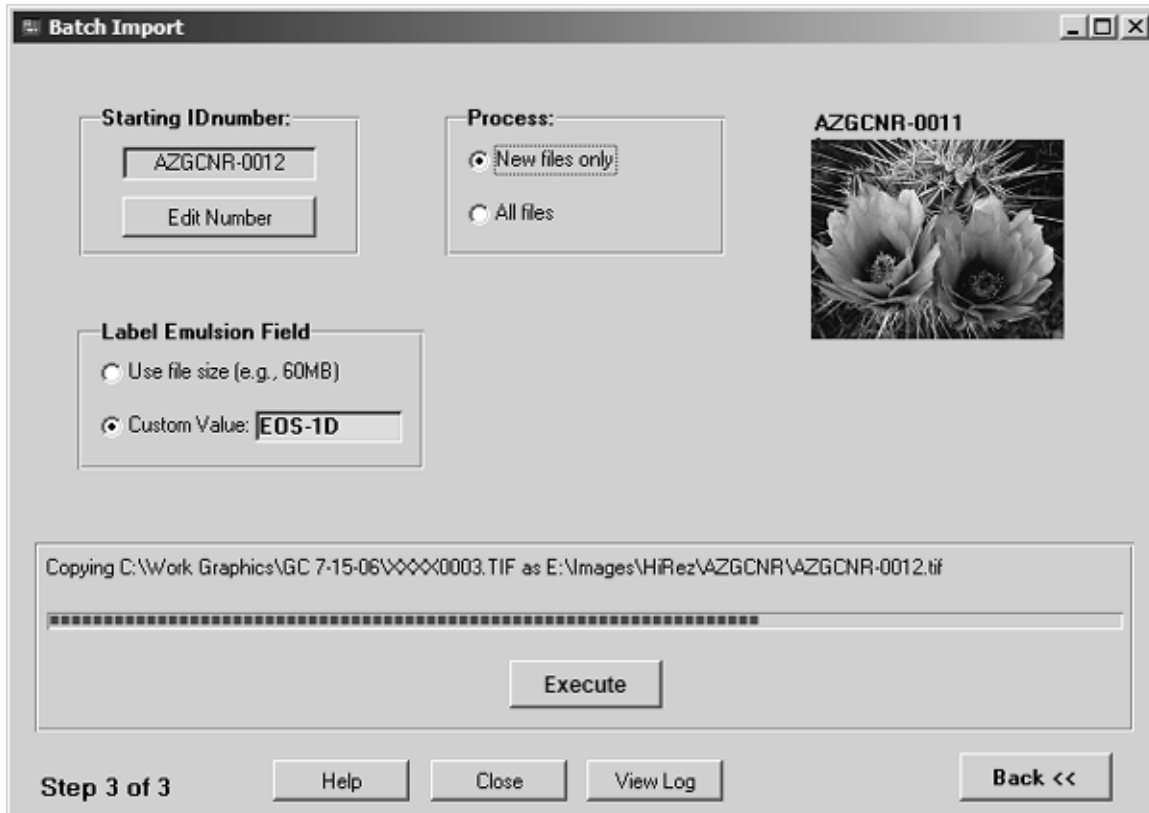


Figure 109: Graphic Import Module - Step 3

Step 3 of 3

Field Definitions

Starting IDnumber

This field displays the first available IDnumber that utilizes the prefix defined in step 1. Number sequencing of imported graphics begins with this IDnumber. Use the **Edit Number** pushbutton to change the starting IDnumber.

Radio Button Definitions

Process

The *New files only* selection scans the import log database for graphics previously imported, regardless of the prefix used at the time. If found, that image import will be skipped. *All files* will import all appropriate files in the folder regardless of prior import history.

Label Emulsion Field

This object enables you to define the value used in the resulting Fotofile record's emulsion field. *Use file size* places the size of the file in megabytes. *Custom Value* allows you to specify your own value such as camera type.

Pushbutton Definitions

Execute

As the name implies, it initiates the import process. This process may take some time if many large files are involved. Once execution commences, a *Cancel* button will appear in the progress bar object. Clicking cancel will terminate the operation. You may experience slight lag as the current process runs to completion. It is recommended that you import a maximum of 20 or 30 graphics at a time and be sure you have adequate disk space on the destination drive.

View Log

Documents the success and failure status of every graphic imported. Use this log as a reference or to help pin point problems that may arise during import.