Digital Imaging Workflow for Treatment Documentation

Conservation Division, Preservation Directorate, Library of Congress

METADATA

Figure 3.01

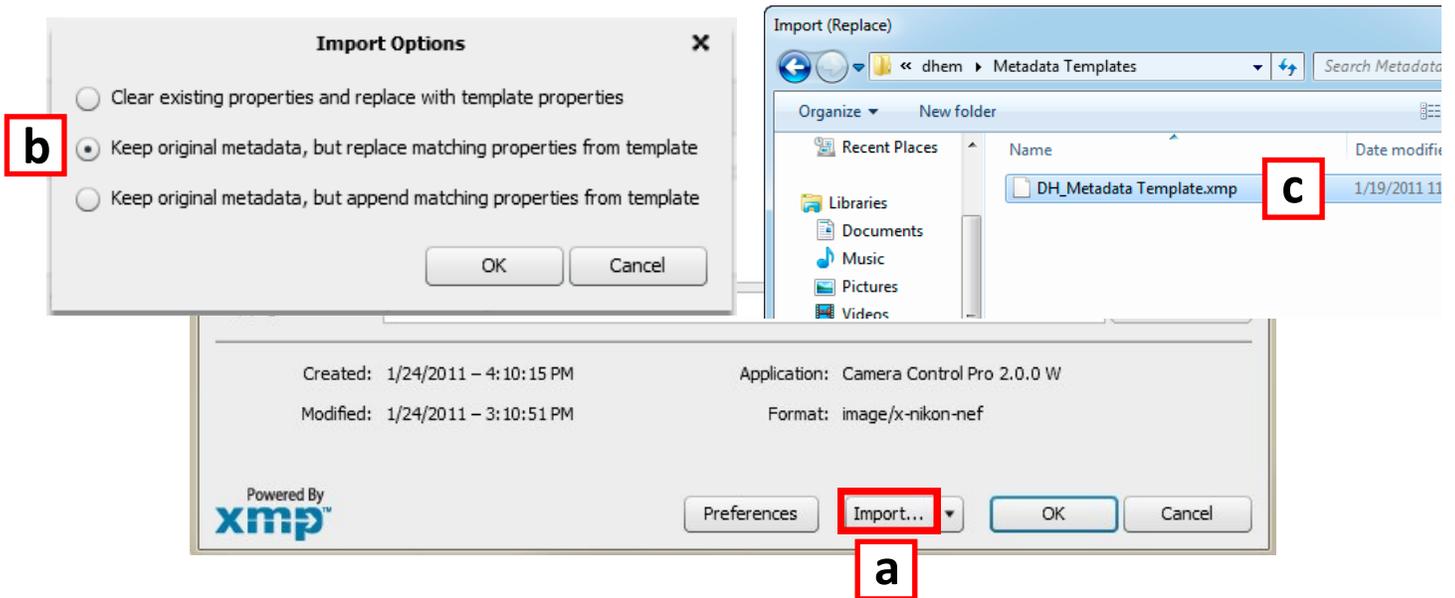**Figure 3.02**
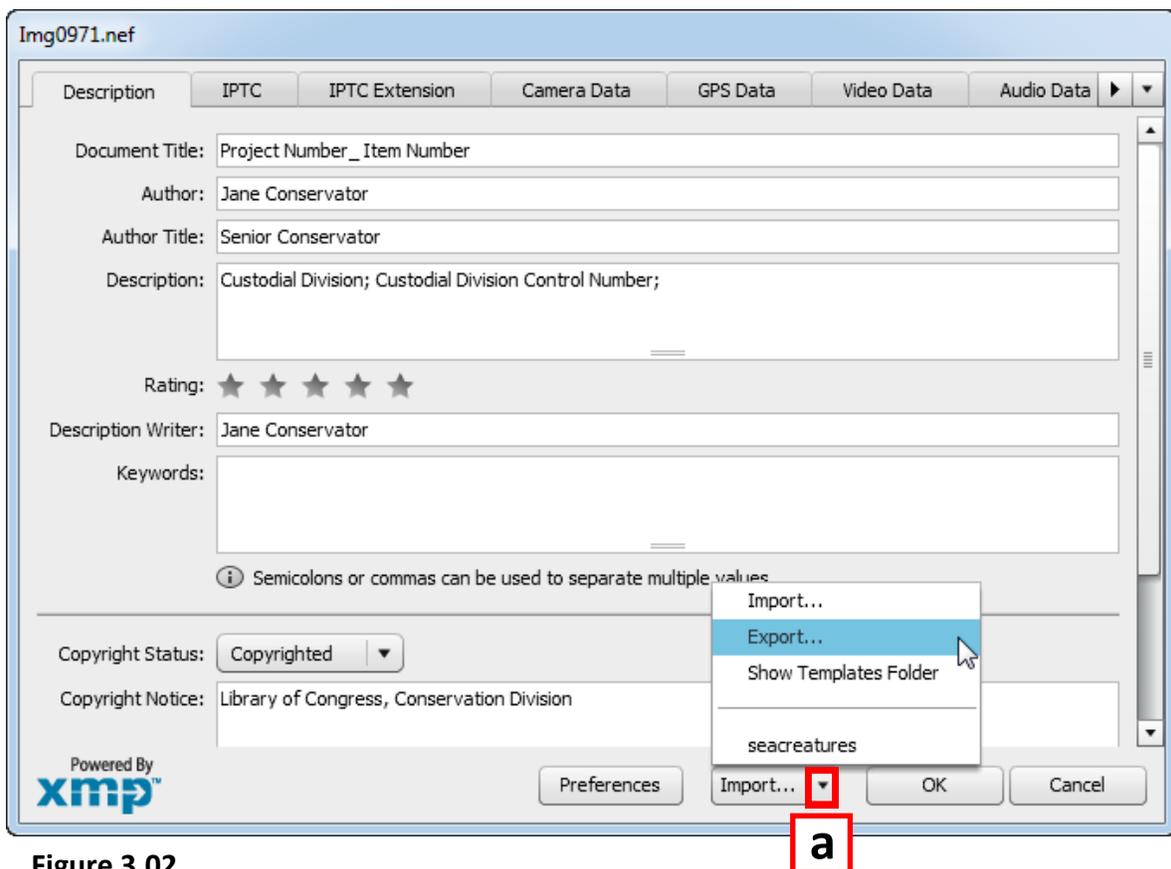
Create the Project-Specific Metadata Template (New Projects Only)

1. The workflow on this page is needed <u>only for a new project</u> — if you already created the project-specific metadata, skip to the next page: *Apply the Project Metadata Template.*

2. In **Bridge**, under *FAVORITES*, click on your user folder.

3. In the center *CONTENT* panel, right click on one of your new project images → Left click *File Info*.

4. Click *Import* (fig. 3.01a).

5. Select *Keep original metadata, but <u>replace</u> matching properties from template* (fig 3.01b). Click *OK*.

6. Click through to *N: > PROJECTS > 0000 Convert_to_DNG > [your username] > [your initials]_Metadata_Templates* (fig. 3.01c).

7. Double click to open the file: *General_Template_[your initials].xmp.*

8. Click on the *Description* tab (fig 3.02).

9. After *Document Title*: Type in the [project number_item number].

10. After *Description:* Type in the [custodial division and the custodial division object identifying number].

11. Confirm your name and title appear after *Author*, *Author Title*, and *Description Writer.*

12. Click the arrow next to the *Import* button → Click *Export* (fig. 3.02a).

13. Name the file: "[project number_item number]_Template_[your initials]" and save it in *N:\PROJECTS\0000 Convert_to_DNG\[your username]\[your initials]_Metadata_Templates.* Click *OK*.
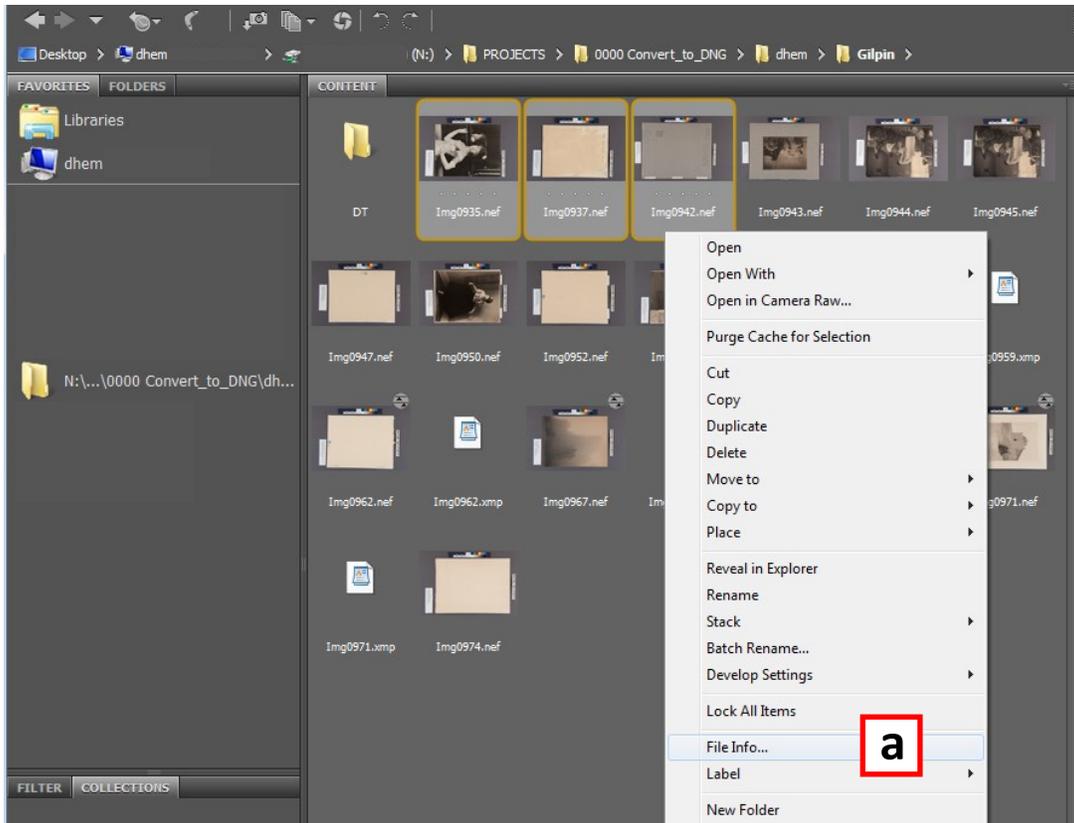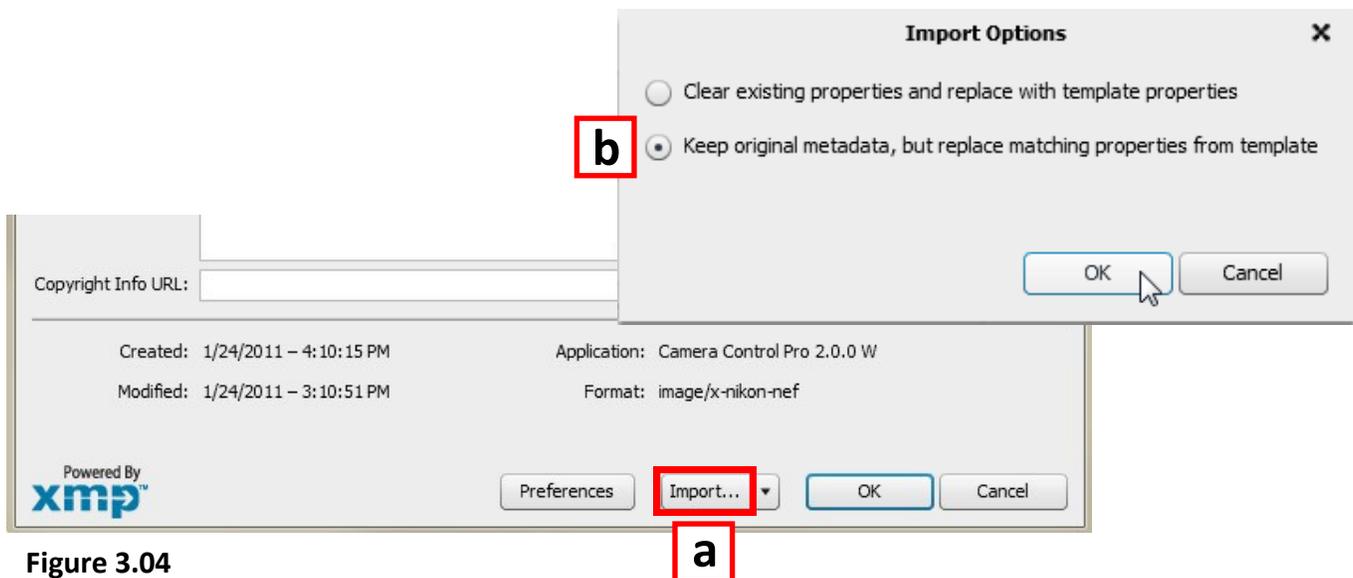
Figure 3.03

Figure 3.04

Apply the Project Metadata Template to Images

1. In **Bridge**, open the folder with the images you need to apply the project metadata template to.

2. Highlight all of the images that need the project metadata template added.

3. Right click one of the highlighted images → Left click *File Info* (fig. 3.03a).

4. Click *Import* (fig. 3.04a).

5. Click *Keep original metadata, but replace matching properties from template* (fig. 3.04b).

6. Click *OK*.

7. Click through to *N: > PROJECTS > 0000 Convert_to_DNG > [your username] > [your initials]_Metadata_Templates*.

8. Double click to open the project template: [project number_item number]_Template_ [your initials] (you made the project template on the previous page).

9. Confirm correct information in *Document Title*, *Author*, *Author Title*, *Description*, *Description Writer.*

10. Click *OK.*

NOTE: Metadata added to RAW (.nef) files are stored as a separate .xmp file. Do not delete any .xmp files from your folders!

Figure 3.05

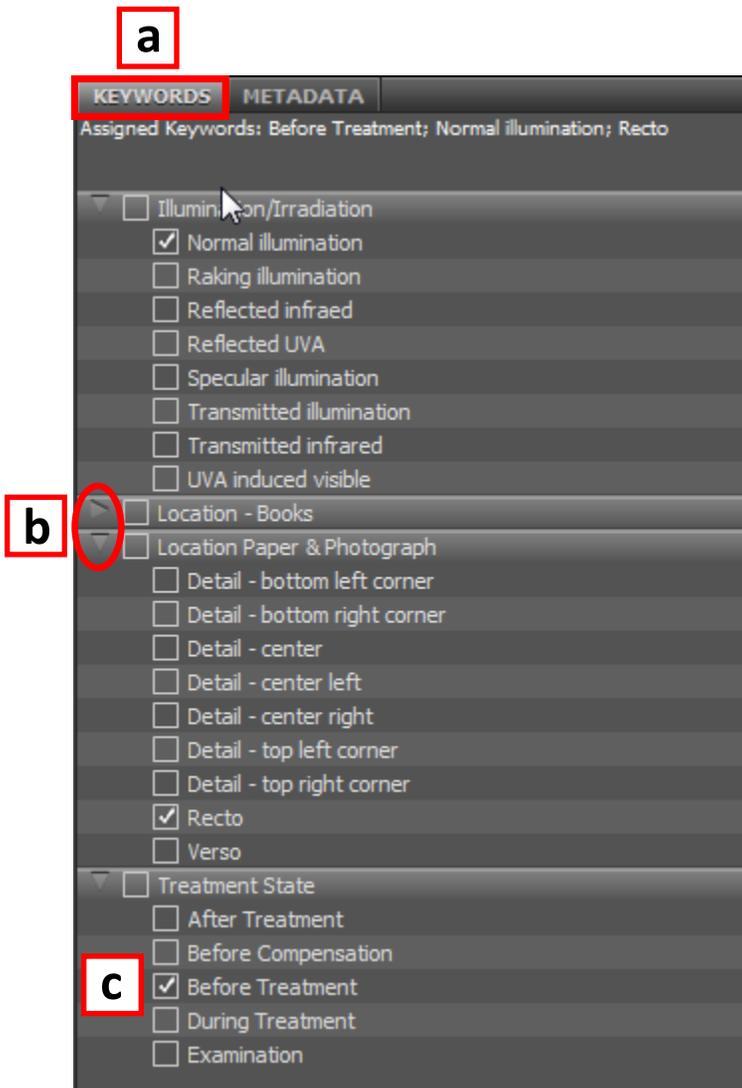**Figure 3.06**
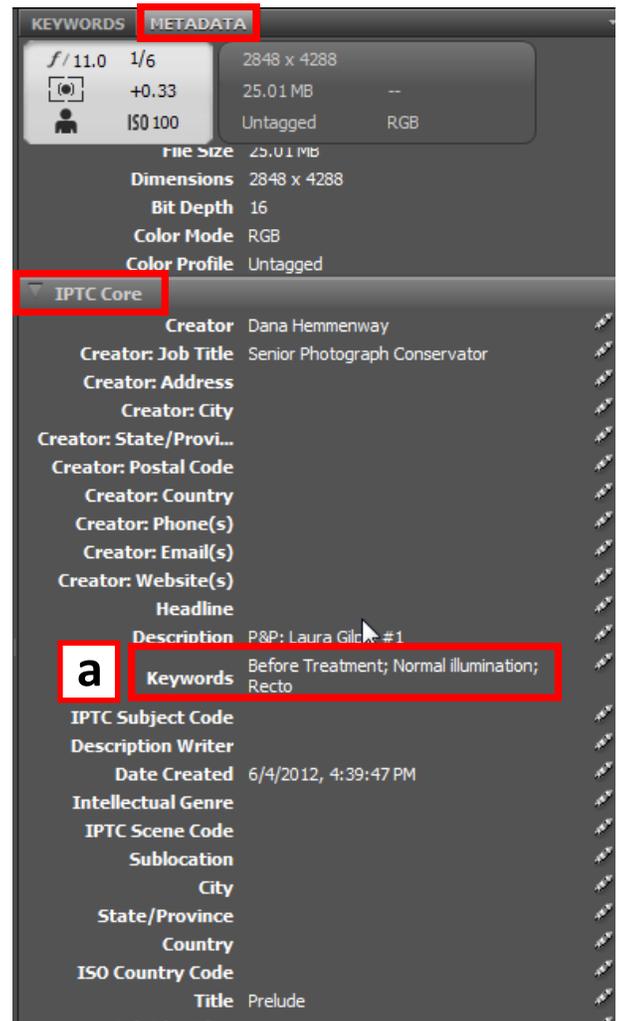
Applying Keywords (Bridge)

1. In **Bridge**, open the folder with the images you want to add keywords to.

2. Highlight the image(s) you want to add keywords to.

3. Click the *KEYWORDS* tab in the right panel (fig. 3.05a).

4. Click the arrows to the left of each heading to expand the keyword list (fig. 3.05b).

5. Check the appropriate box(es) to add keywords for the image(s) you highlighted (fig. 3.05c).

   Time saving tip: First add keywords that are relevant to the greatest number of images. For example, highlight all *Before Treatment* images and check the *Before Treatment* metadata box. Then highlight the few *Before Treatment* image that are *Recto* and check the *Recto* metadata box. What you should be do last is add the metadata checkmarks that are relevant to only one image; in other words, there's no need to spend time applying keywords one image at a time, until you get to the few images you took to illustrate something unique that will have keywords no other image will need.

6. To see each image's keywords: Highlight the image → Click the *METADATA* tab in the right panel → Click *IPTC Core* (fig 3.06a). To see camera and technical metadata (e.g., date created, file size, resolution, f-stop, shutter speed, camera mode, lens, focal length, etc.): Highlight the image → Click the *METADATA* tab in the right panel → Click *File Properties* and *Camera Data.*

DO NOT CREATE OR ADD KEYWORDS TO THE CD KEYWORD LIST