

DIRECT UPLOAD GUIDE TO VIEW WEBSITE

The database is arranged in BUILDINGS and the images are added to an existing or new building. If you are adding city views or portraits for example, you do not have to create a building, but it will help visibility of the group of pictures if you do create a "building" for that set of images.

It is simple, once you have done it the first time.

but before you start:

email dennis@viewpictures.co.uk with a contact sheet of proposed images. We will then get back to you with the edited list we want, FTP details, the correct code for the pictures, and a building number if it is an existing building.

1. CREATE CODES FOR YOUR IMAGES

IMAGE CODES are always in the form **XXXX-YYYY-NNNN**

X = architect [can be 2, 3 or 4 letters, no 'R' or other characters allowed]

Y = building [can be 2, 3 or 4 letters, no 'R' or other characters allowed]

N = number sequence [must ALWAYS be 4 numbers] starting -0001

and **dashes** not **underscores**

You can create a code, but wait for it to be approved please.

Numbers -0001, -0002, -0003 are displayed first in the building searches, so choose these images carefully as they 'represent' your building for the initial impression

[If you need to rename several images, try the free Name Mangler www.manytricks.com]

2. RUN THEM THROUGH YOUR PERSONAL COOKSON SCRIPT

This will take any image, 16 bit included, and convert to a 48mb jpeg ready for upload

3. DROP THEM IN THE FTP WINDOW

Get an FTP program like TRANSMIT <http://www.panic.com/transmit>

DRAG YOUR IMAGES INTO THE FTP WINDOW [ONLY JPEGS VIA YOUR COOKSON SCRIPT]

and wait for upload to complete [should be about 2-5 min per image]

Don't worry about what appears in the FTP window-- they will go straight through to the READY TO IMPORT PAGE if all is well. So don't try uploading a second time as there is no doubt some error. Just contact Dennis then.

4. GO TO ADMIN SECTION OF VIEW WEBSITE > BUILDINGS

5. CREATE A NEW BUILDING ONLINE or FIND THE EXISTING BUILDING CODE

go to:

www.viewpictures.co.uk/ADMIN

>**BUILDINGS** [click on the "+" button to get the full menu]

>**ADD/EDIT/DELETE**

If it is a new building, at the bottom of the panel, click on button **ADD NEW**

It takes a good while to bring up the new dark grey panel to fill in the information..

[Before making a new building, check that it does not already exist using BUILDINGS/ARCHITECTS search

If it is an existing building, search for it and note the 5 digit I.D. number in the URL at top of page:

<http://www.viewpictures.co.uk/Building.aspx?ID=24435>

You can also find this URL by finding a single image of the building, getting the full size image detail page up, then going to VIEW OTHER IMAGES button just below the notes in the panel below the image, which takes you to the full building images page.]

Enter the details as follows:

BUILDING CREATION

USE PULLDOWN LISTS WHEREVER POSSIBLE, NEVER WRITE IN NEW DATA UNLESS YOU CANNOT USE THE PULLDOWN

BUILDING NAME	ST MARY AXE THE GHERKIN	NAME and nickname if exists [GHERKIN, SHARD ETC]
STREET	80 ST MARY AXE	not always required
TOWN	LONDON	CHOOSE FROM EXISTING DROP DOWN or add if new
COUNTY/ LONDON POSTCODE	EC3	CHOOSE FROM EXISTING DROP DOWN or add if new
COUNTRY	UNITED KINGDOM	CHOOSE FROM EXISTING DROP DOWN
ARCHITECT NAME	FOSTER AND PARTNERS	CHOOSE FROM EXISTING DROP DOWN or add if new
BUILDING TYPE	OFFICE	CHOOSE FROM EXISTING DROP DOWN
CLIENT'S URL	www.swissre.com	fill in client's URL
ARCHITECT'S URL	www.fosterandpartners.com	fill in architect's URL
NOTES	Award-winning revolutionary skyscraper structure, constructed for Swiss Re insurance company, attributed to Ken Shuttleworth in the Foster office etc etc	**IMPORTANT: find a short blurb to help sell the pictures of the building from the client or architect's website, or write it yourself** LIMIT 1000 characters
ADMIN NOTES	Shot for the architects and O'Reilly Construction	This is useful for the library staff [not seen by the site visitors]-- so we know who already has rights to the pictures
COLLECTION	ARCHITECTURE	ARCHITECTURE or INTERIORS ['INTERIORS' means HOUSES ONLY: interiors and exteriors]
YEAR OF COMPLETION	2004	fill in date

click button **INSERT**

.....This page takes a while to refresh, so just wait for that to happen, then:

make a note of the 5 digit new building I.D. which will appear at the top of the buildings list now

6. GO TO ADMIN SECTION OF VIEW WEBSITE > READY TO IMPORT

7. EDIT THE IMAGES IN A BATCH ONLINE

go to
www.viewpictures.co.uk/ADMIN

>ASSET UPLOAD [click on the "+" button to get the full menu]

>READY TO IMPORT

In the grey panel under **REFERENCE** enter the first two sections of the image codes:
XXXX-YYYY or for example **FAP-BJ** [without the image numbers] and click **FILTER**

This will give you all the images of the one building, make sure they are all displayed on the first page by choosing enough '50' etc per page, then

click button **SELECT ALL**

click button **EDIT ONLINE**

It is important to add the architect and building name to the captions and keywords, to choose your name in the photographer drop down, and to add the ID number.

Now look at the separate KEYWORD AND CAPTIONS guide for help with filling in the table below....

EDIT ONLINE GUIDE

Image Code	Caption	Keywords	Category	Model Release	Property Release	Contributor	Orientation	License	Visible	Type	Restrictions	Project
	see CAPTION GUIDE	see KEYWORD GUIDE	auto set to "other"	auto set to no release	auto set to no release	select YOUR NAME and copy to all	automatically calculates	auto set to RM	auto set to universal visibility	auto set to I	auto set to "EDITORIAL, CONTACT US FOR OTHER USES" or choose other if sensitive	enter here the BUILDING ID NUMBER ALREADY OBTAINED online [existing or new]
		ALL KEYWORDS SEPARATED BY commas PLEASE				CHOOSE YOUR NAME						** DON'T FORGET-- THIS ATTACHES YOUR PICS TO THE BUILDING **
FAP-BJ-0002	THE BUILDING NAME ARCHITECT CITY DATE and SHORT DESCRIPTION OF IMAGE	THE ARCHITECT NAME, THE BUILDING NAME, CITY, MATERIALS, CONCEPTS, STYLE, PERIOD, RELEVANT PHRASES etc			add if you have release	YOUR NAME					add restriction if you need to	12345
FAP-BJ-0003	etc	etc			etc	etc					etc	etc
FAP-BJ-0004	etc	etc			etc	etc					etc	etc
FAP-BJ-0005	etc	etc			etc	etc					etc	etc

8. CLICK **SAVE** TO SAVE THEM TO DATABASE

Only hit SAVE when you are finished.. you can't save as you go along

Now the images are live on the site, it may take 30 mins or so for the server to update them.

Accuracy is essential.. Thanks and good luck!