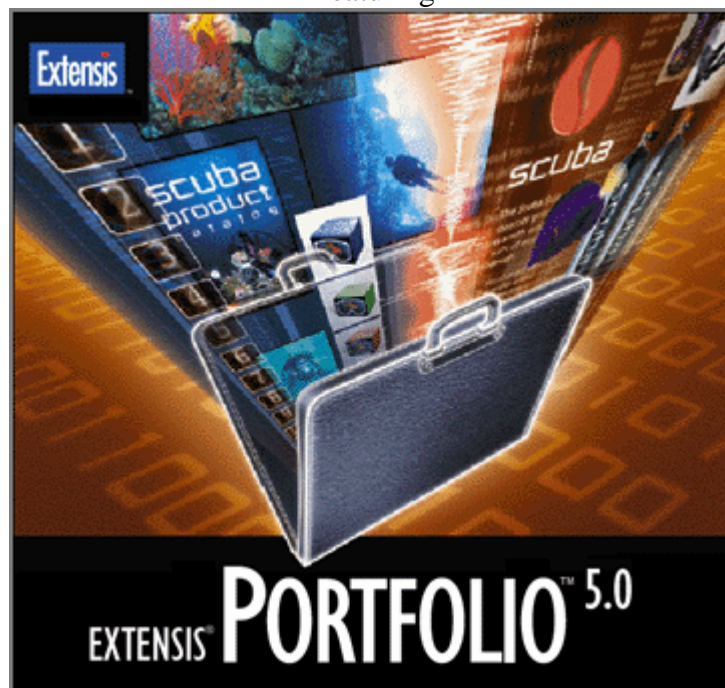


ATG 3032: Digital Asset Management

Featuring



May 2001

Wake Forest University

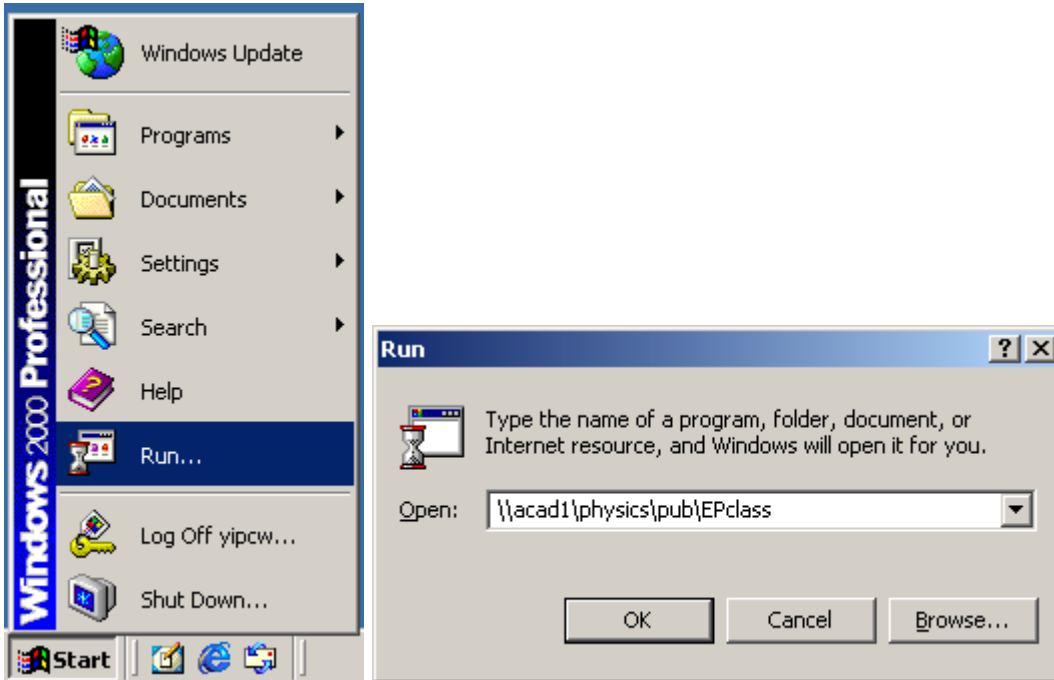
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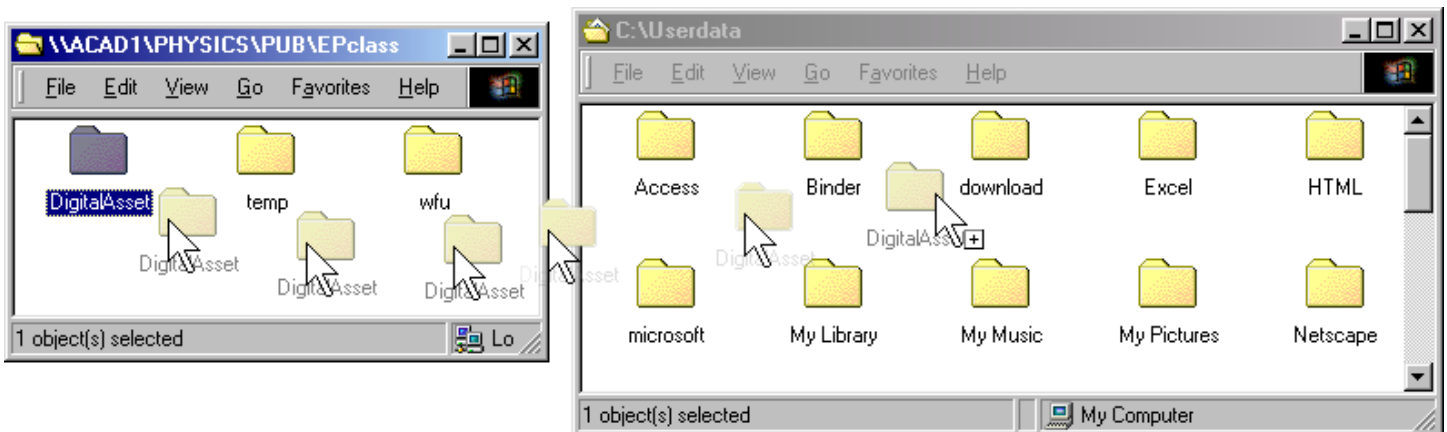
1 Installation

1.1 Class material

1. CD-ROM contains large sample files, and additional materials. You do not need to put it in at this time. You will be asked to insert the disc when it is needed.
2. Copy class materials from \\acad1\physics\pub\EPclass
From “Start menu”, choose “Run ...” and type the network path

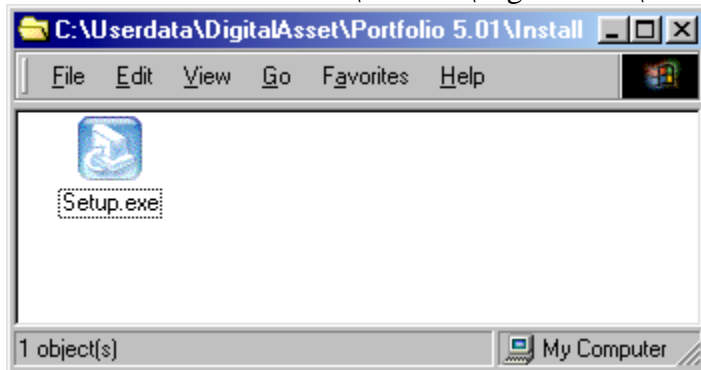


3. Copy the folder “DigitalAsset” to your local hard drive’s “C:\userdata” directory. It may take a few minutes; the folder is about 27 MB. Ignore any other folders on the server.

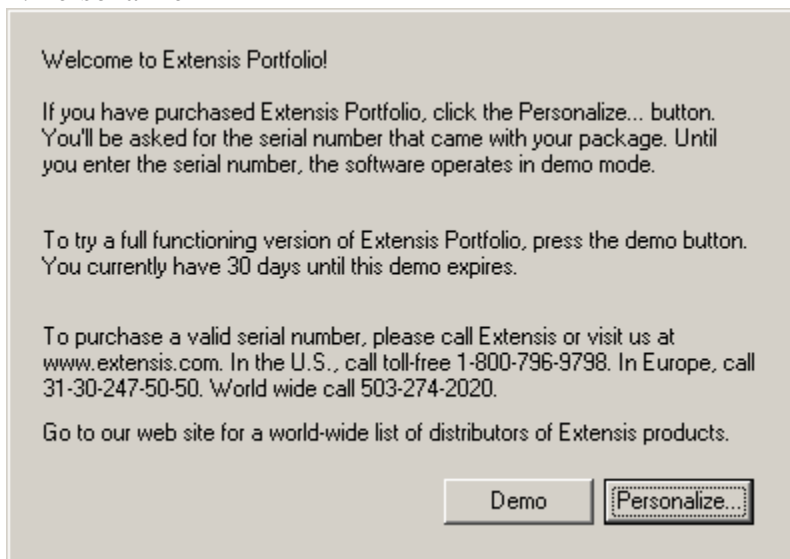


1.2 Install Extensis Portfolio

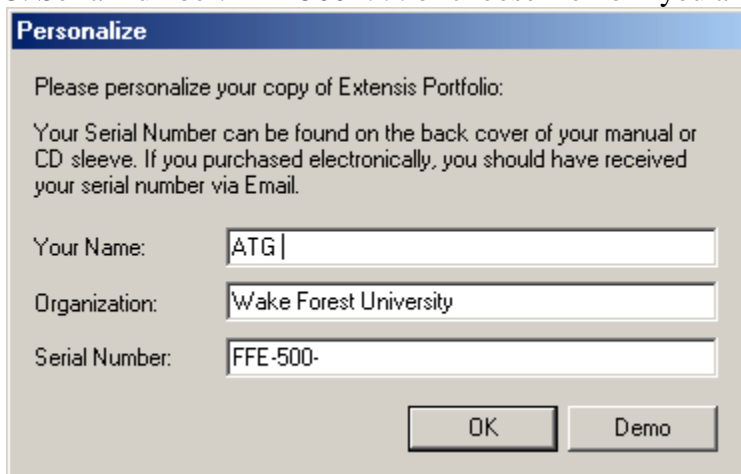
1. Install from hard disk C:\userdata\DigitalAsset\Portfolio 5.01\Install\setup.exe



2. Personalize



3. Serial number: FFE-500- . . . or choose Demo if you are not given one



2 Get organize

- ❖ Keywords – for searching



- ❖ Categories – like folders



- ❖ Custom fields – both



2.1 Keywords

Chinese	Mixed media	CGI
Egyptian		VR
Japanese	Dance	Panoramic
Greek		eBook
Roman	Re-sequenced	ePaper
Italian	Composite	
French		Interactive
Netherlandish	Renaissance	Dynamic
Spanish	Napoleon	
Dutch	Civil War	Clip art
British	World War I	Illustration
Ancient American	Revolution	Background
American	Hudson River painters	
Argentine		
African	Business	
	Commercial	
Gothic	Education	
Modern	Collaboration	
Contemporary	Personal Portfolio	
1600s	Workshop	
1700s	Lecture	
1800s	Seminar	
1900s	Presentation	
2000s	Contract	
	Fun	
1960s	Personal	
1970s	Collection	
1980s	Design	
1990s	Production	
2000s	Publishing	
	Performance	
Blue		
Brown	Inspiration	
Green		
Orange	Imaging	
Red	Computer Graphics	
Yellow	Animation	
	Digital Video	
Sculpture	Movie	
Pottery	Motion graphics	
Wheel throwing	Art	
Hand building		
	Press release	
Painting	Magazine	
Drawing	Brochure	
Sketch	Flyer	
Watercolor		
Oil	Font Design	
Acrylic	Layout	
	3D graphics	

2.2 Categories

Project
Idea
Brainstorm
Napkin Sketches
Draft
Prototype
Beta
Final
Production

Web Graphics
HTML pages
Digital Video

Borrowed from web
Scanned from book
Original

Digital Art
Photography

Splash Screen
Manual
Cover
Sleeve

Artists – me
my dad
my mom

Vendor - ItIsJustArt.com
Museum of Modern Art

Status - In Exhibitions
In Gallery
Used in public web pages
Completed
In Progress
In Final Production
Wait till someone call
Never going to finish
Not even started
Thinking about it

Major color scheme - Blue
Brown
Green
Orange
Red
Yellow

Priority - Spouse wants it
Mom wants it
Boss wants it
For tenure
Just for fun

Grade - shown it to everyone already
It is ok
Don't really like it
Don't let anyone see it

Target - Sell it
Publish it
Bury it
CD-ROM
DVD-ROM
Web
Print

Technical Fields

PhotoInfo

Shutter Speed – 1/16,000 s, 1/4000, 8s
F Number – f/64, f/32, f/11, f/8
Focal Length – 17mm, 50mm, 500mm
ISO Speed Rating – 100, 200, 400, 1600
Exposure Compensation - +0.3EV
Exposure Time – 0.0125 s

Flash On/Off

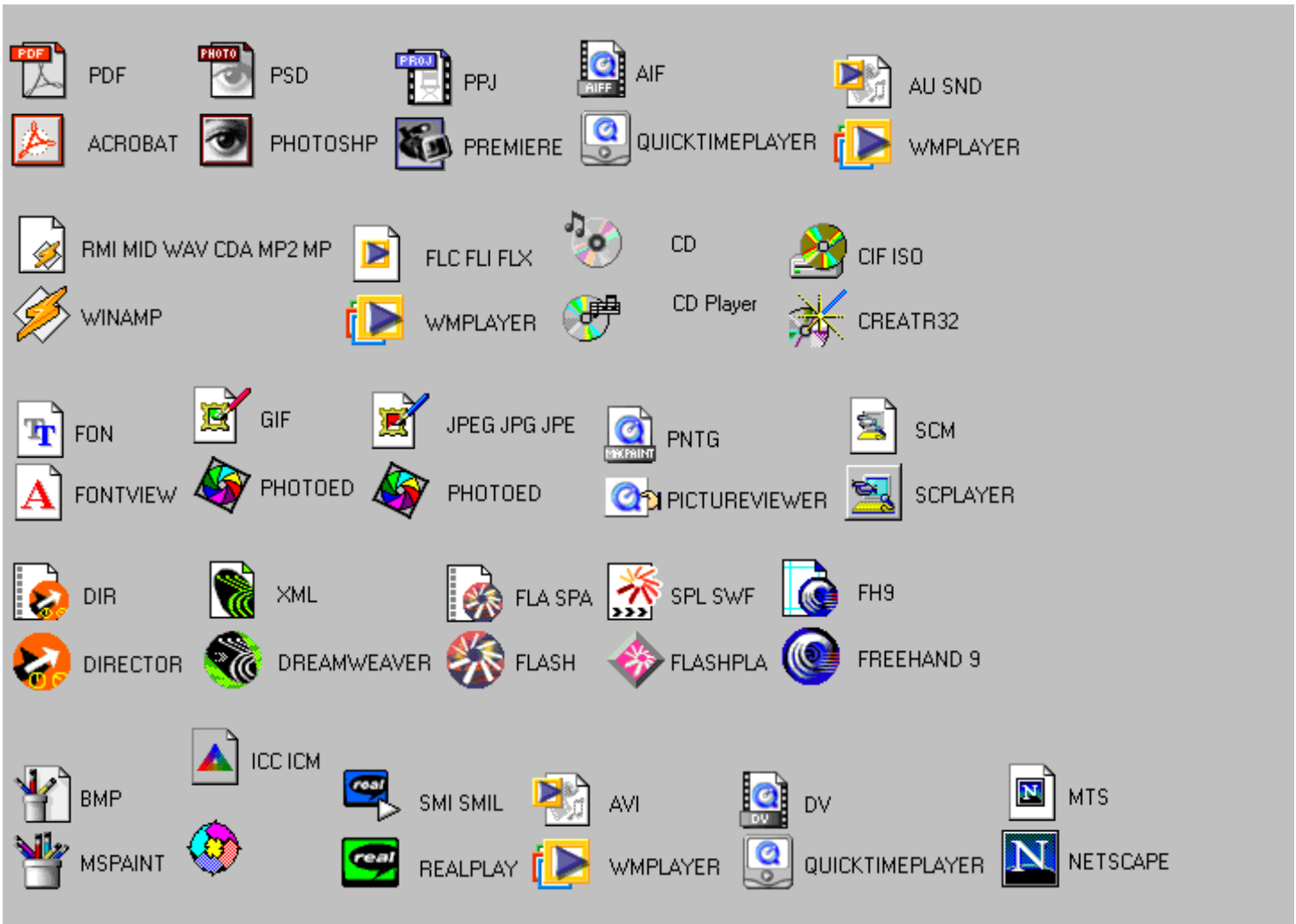
Quality Setting – HighQ, Normal
Camera Manufacturer – Nikon, Olympus
Camera Model – Coolpix 995, D1x,
DiMAGE 7,
Canon D30

White Balance - incandescent
Image Adjustment - sharpened
Resolution X, Y – 180 dpi
Unit - cm/inch
Components – RAW, YCbCr

MiscInfo

Country – USA, China, Japan, UK
Province/State – NC, SC, NY, CA
City – WS, MCO, LAX
Object Name -
Headline -
Caption -

3 Introduction



My Computer – local hard drive

Network - servers

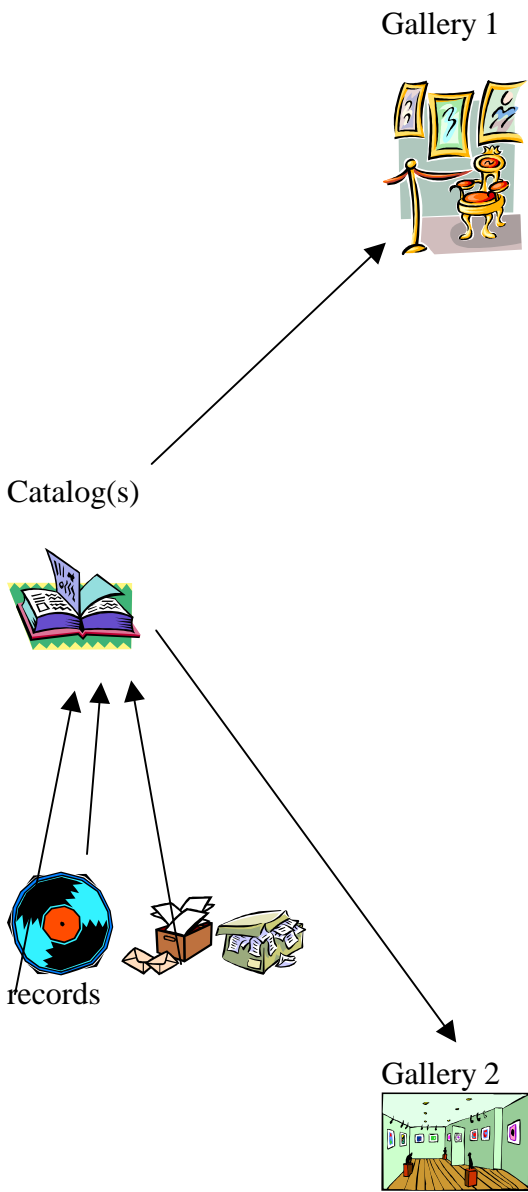


Removable media



4 Terminology

- ❖ **Records** – each piece of material
- ❖ **Catalog** (or many) – a file, each store many records
- ❖ **Gallery** (or many) – shows all or part of a catalog(s)
- ❖ **View** (3 kinds) – different way of showing a gallery



Thumbnail View

List View

Record View

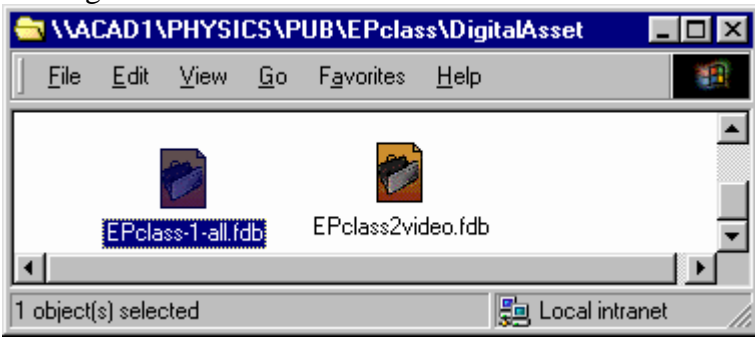


Thumbnail View

List View

Record View

Catalog



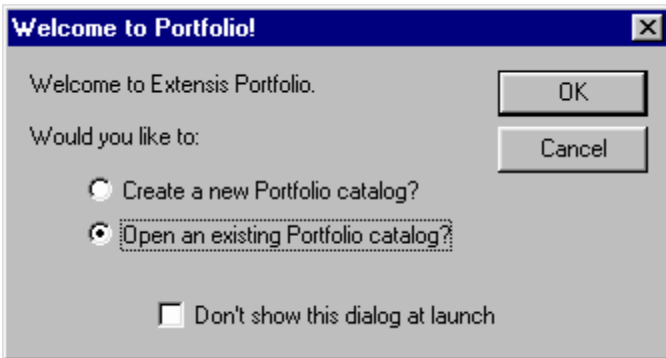
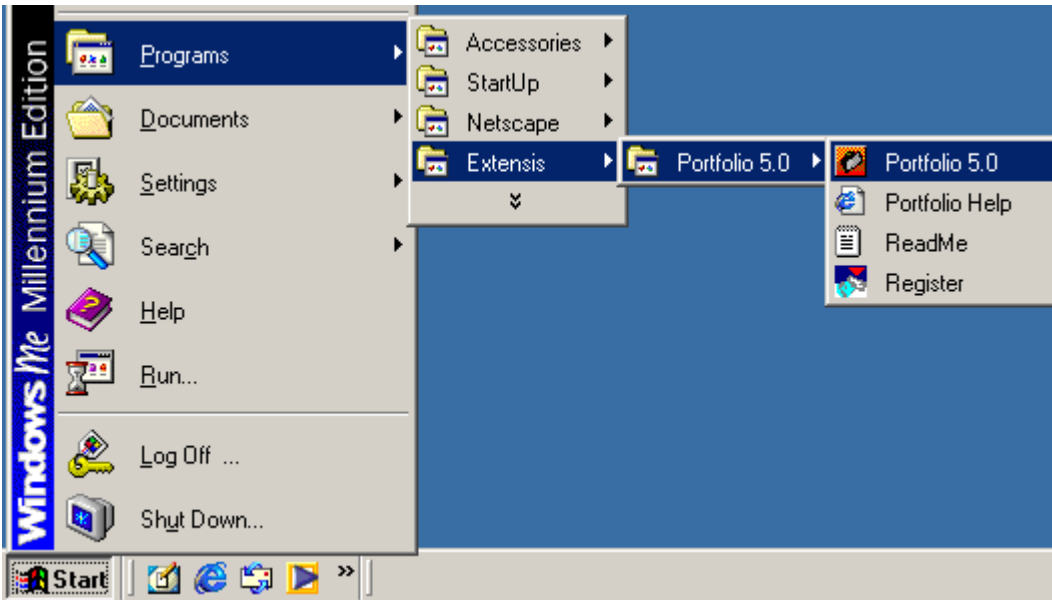
Gallery



3 Views



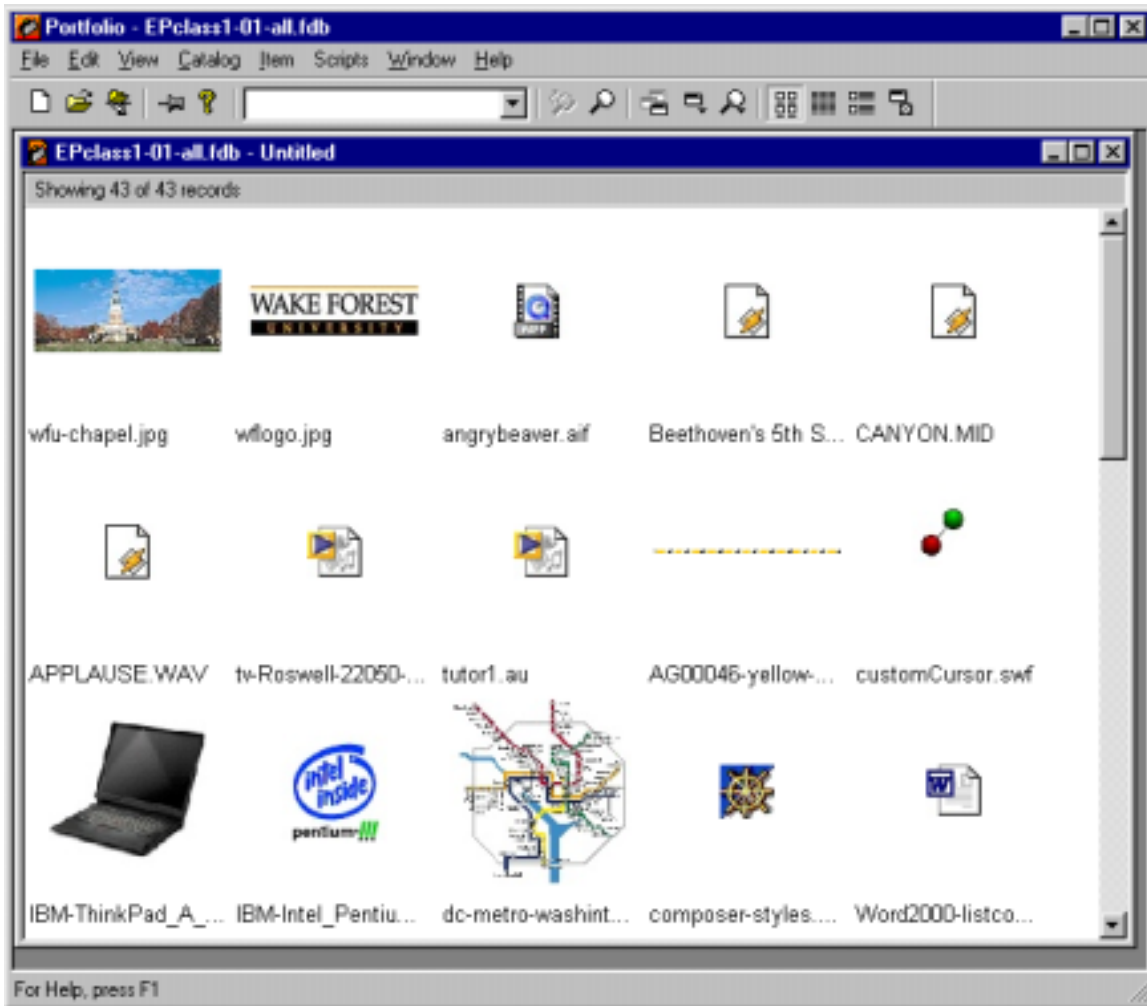
5 Getting Started



Go to C:\Userdata\DigitalAsset, open the file “EPclass1-01-all.fdb”. Ignore the .adm file if there is one there.



You should see something like the following.

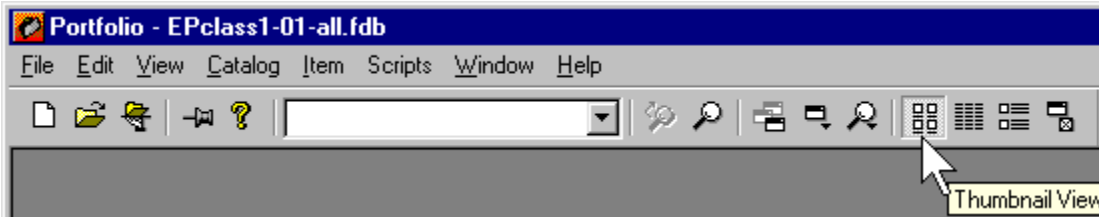


(Note: See Appendix B, p. 294 of manual for list of supported preview file type)

6 Viewing

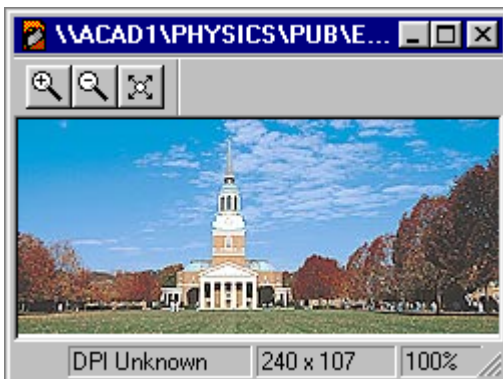
6.1 Views

Change to the 3 different views by clicking on the icons on the toolbar



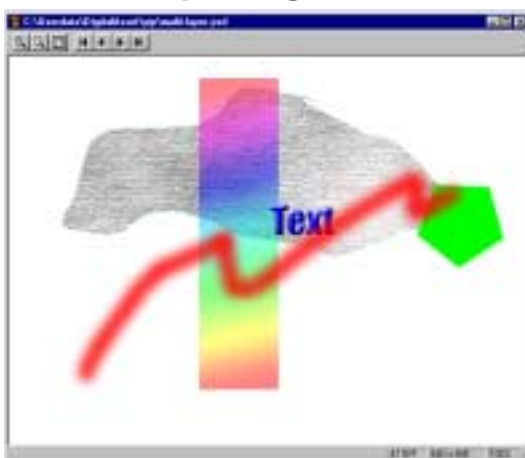
6.2 Previews

6.2.1 Single Image

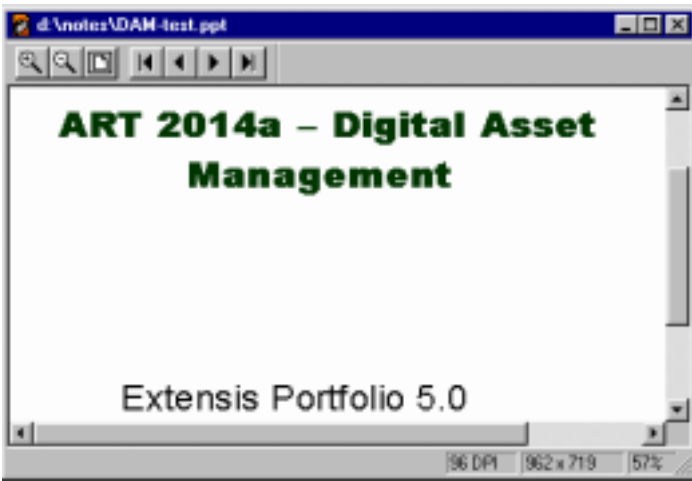


(note : it is from a network server)

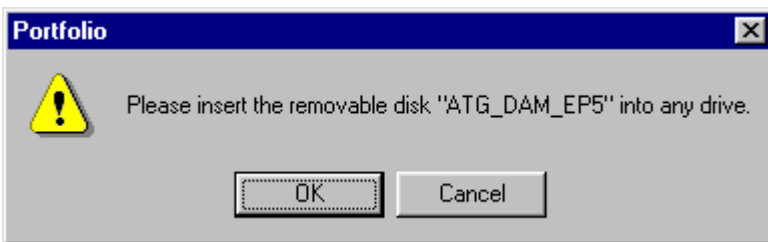
6.2.2 Multiple Pages



(note: the multi-page icon)



(Note: it is on the CD-ROM, you will be promoted to insert the removable disk with the volume)



(Caution: not all features supported of native application in preview)

6.2.3 Animated GIF



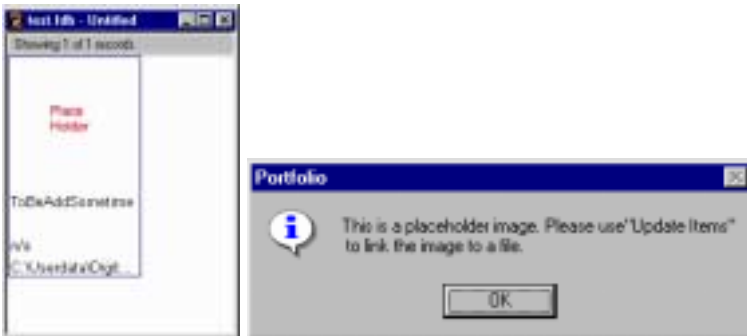
6.2.4 Audio



6.2.5 Video



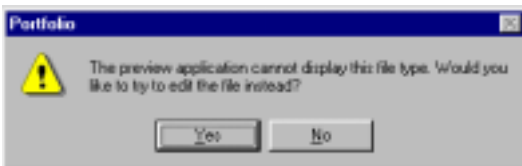
6.2.6 Placeholder



6.2.7 Other Files

Try

- Adobe Acrobat PDF – external application launch right away
- Text file – ask to edit



- snd file – ask for application



(Note: manual incorrectly said Acrobat has multipage preview, see Extensis' website FAQ)

7 Searching

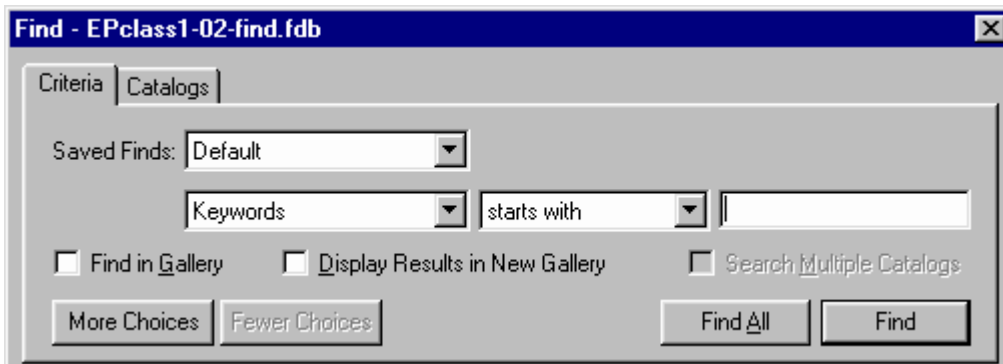
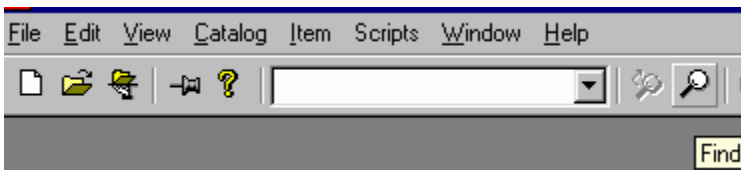
7.1 Simple Search

Open Epclass1-02-find.fdb



(Note: only some images are shown in this catalog's default gallery)

Click Find on toolbar



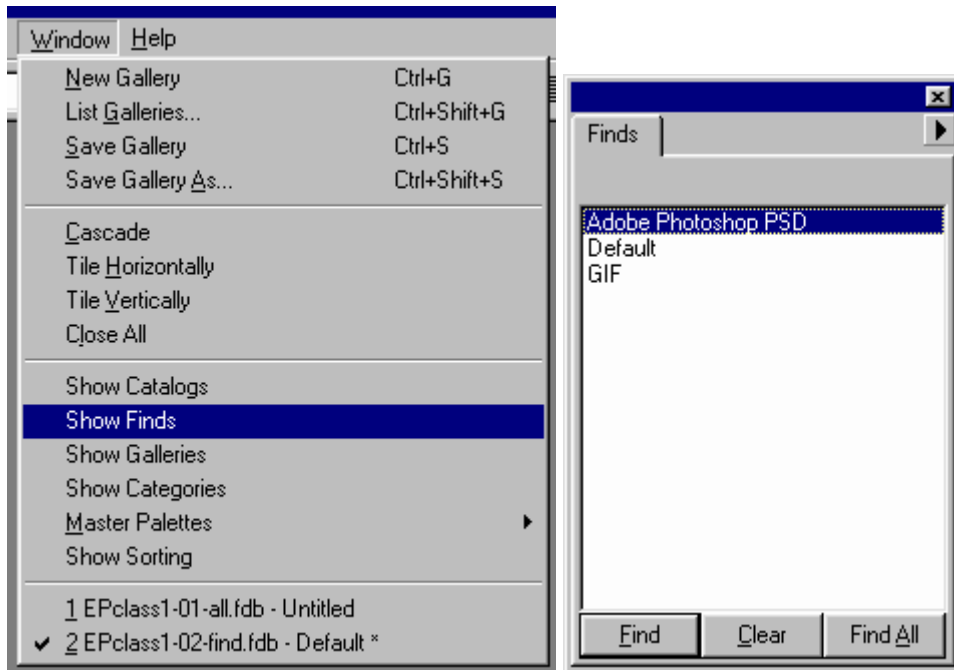
Let's try keywords like

Fog

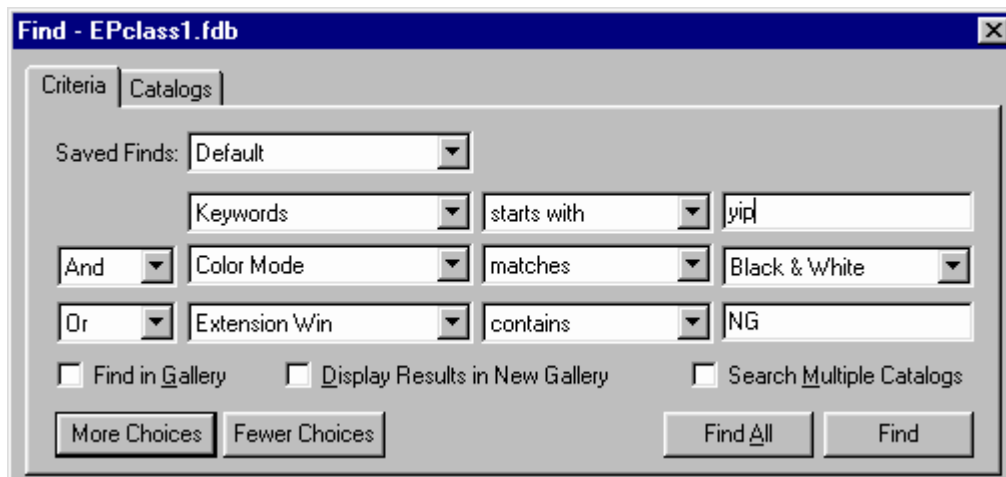
Pottery

(Note: Find All will show you all record)

7.2 Saved finds



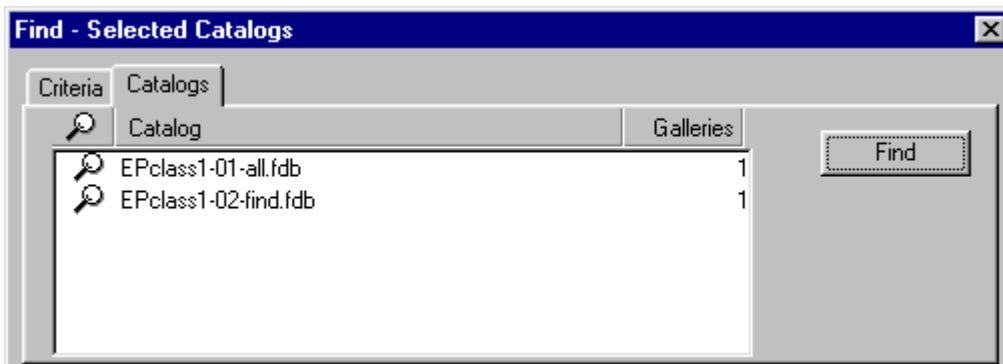
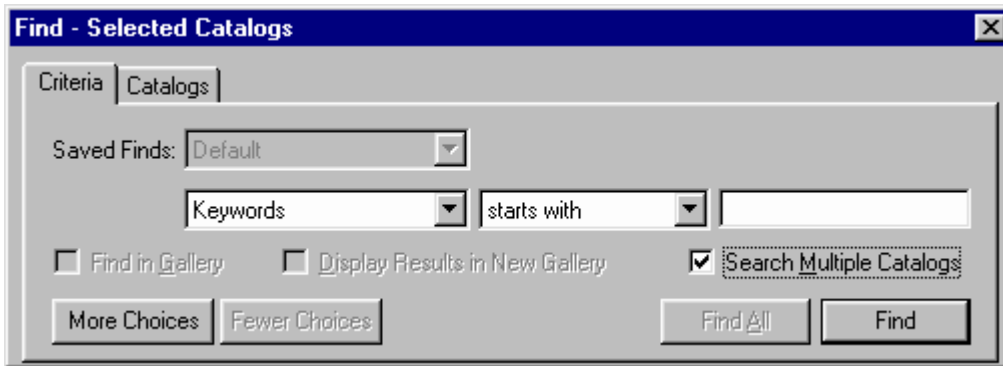
7.3 Complex find



Try
pottery and
extension win : PNG

(Note: see manual caution about date and time fields)

7.4 Multiple Catalogs

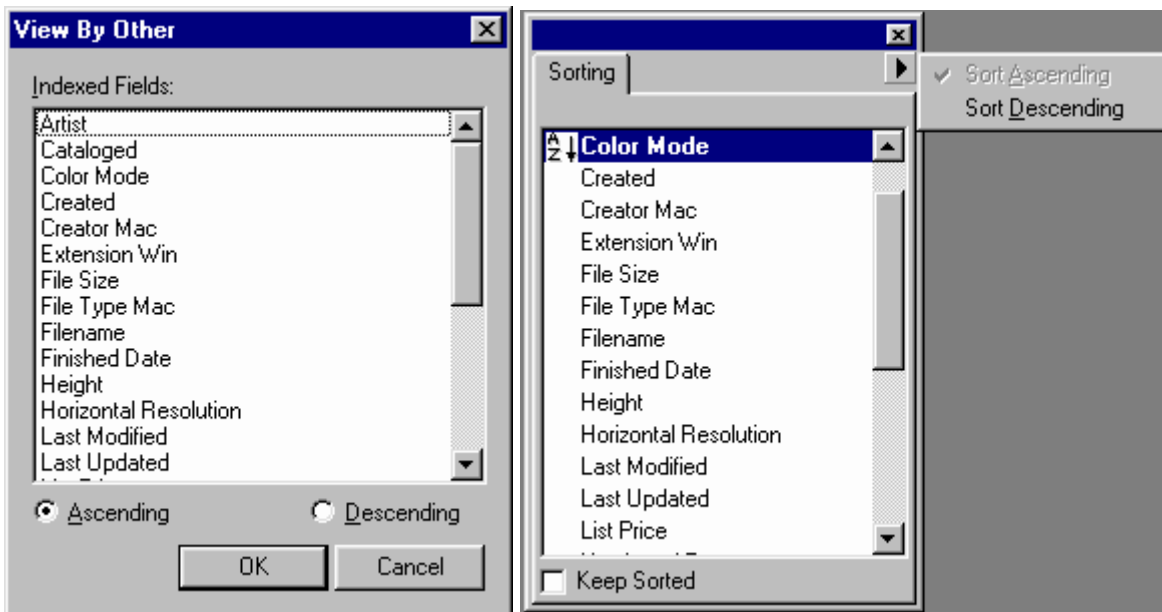
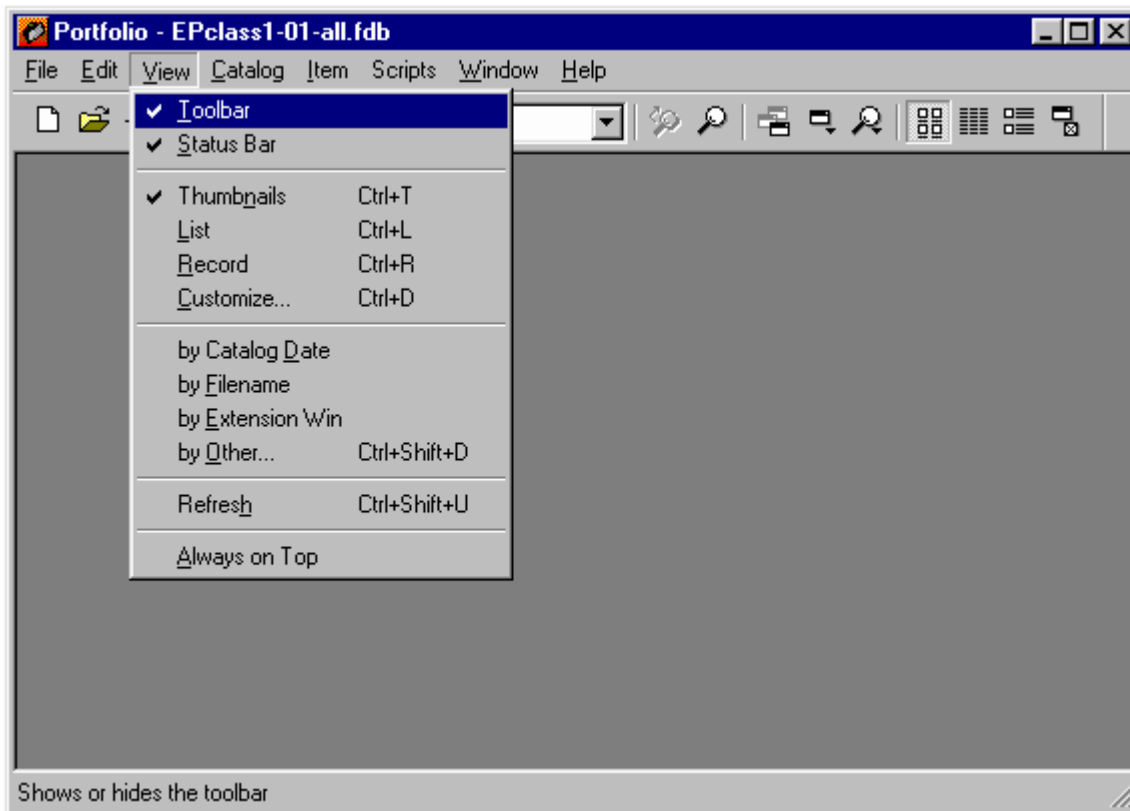


7.5 Document Text



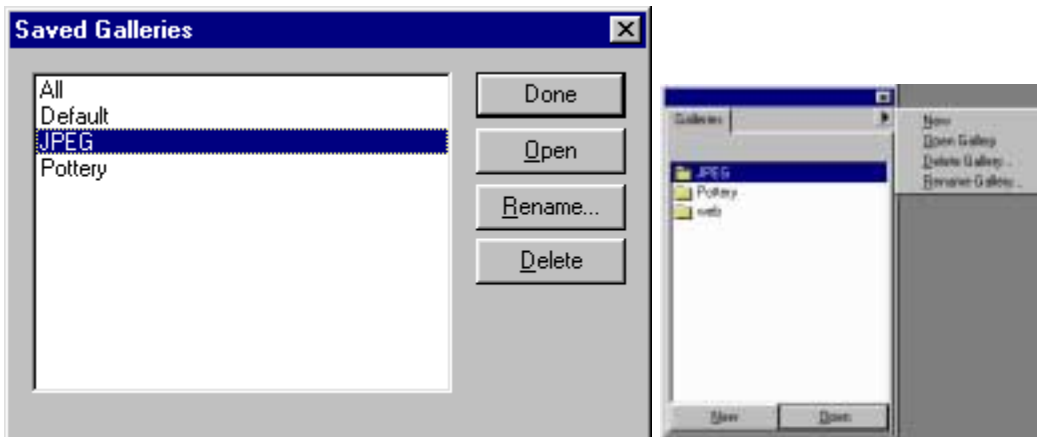
You can try to search for Blah

7.6 Sort

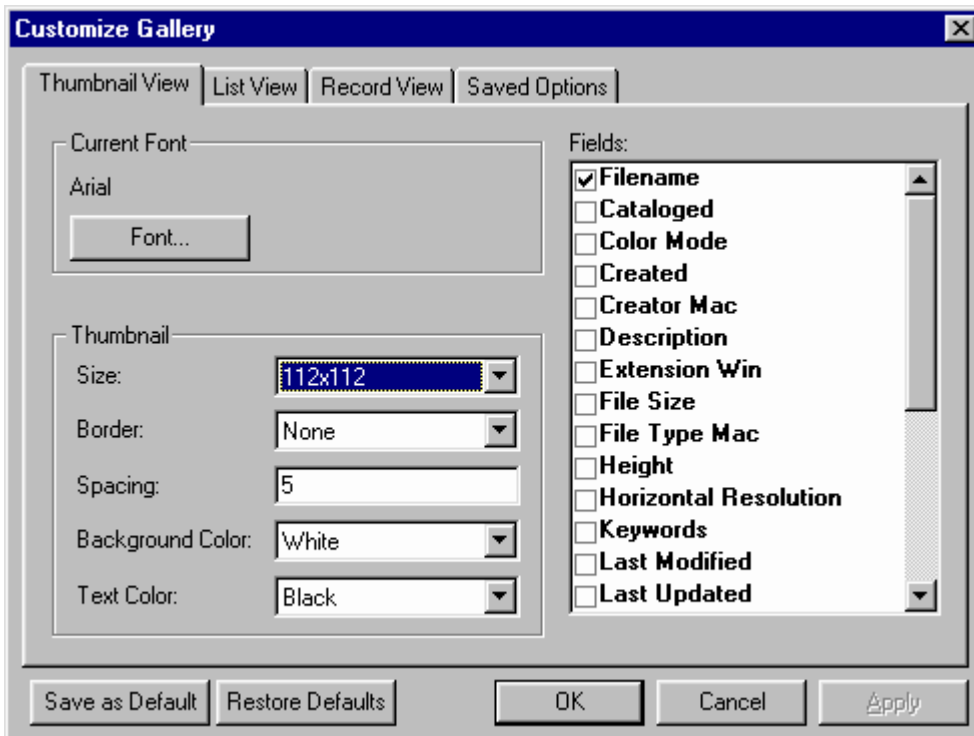


8 Gallery

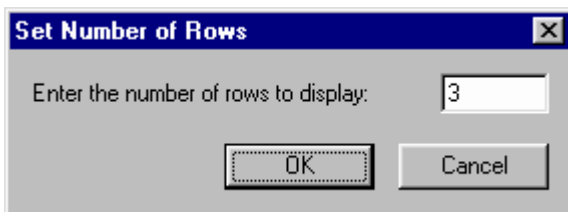
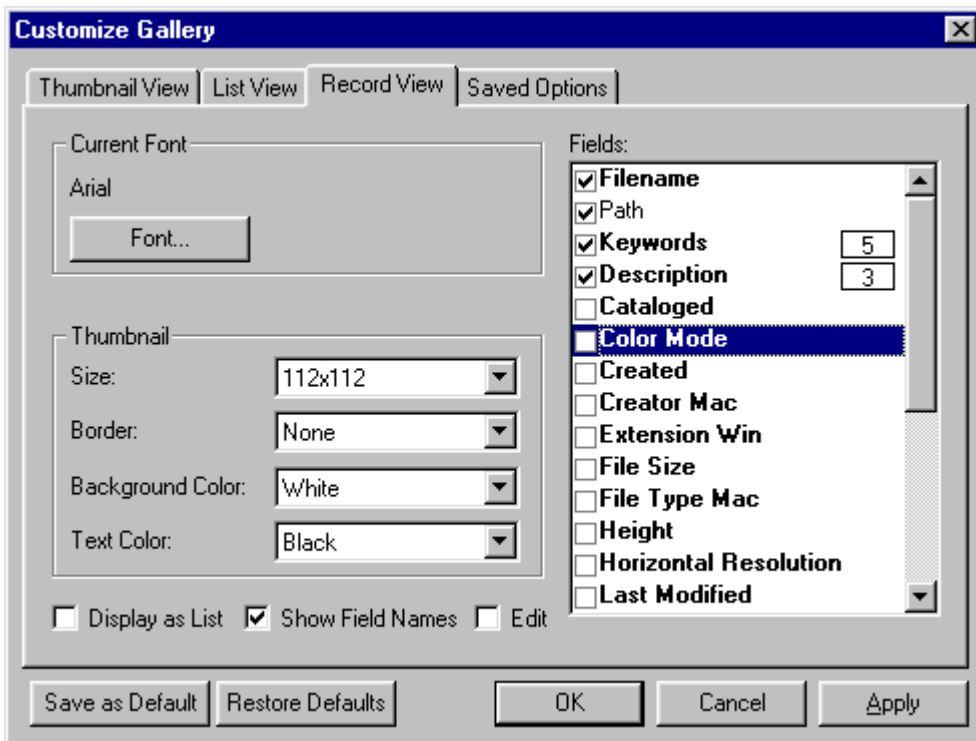
8.1 Save Galleries



8.2 Customize



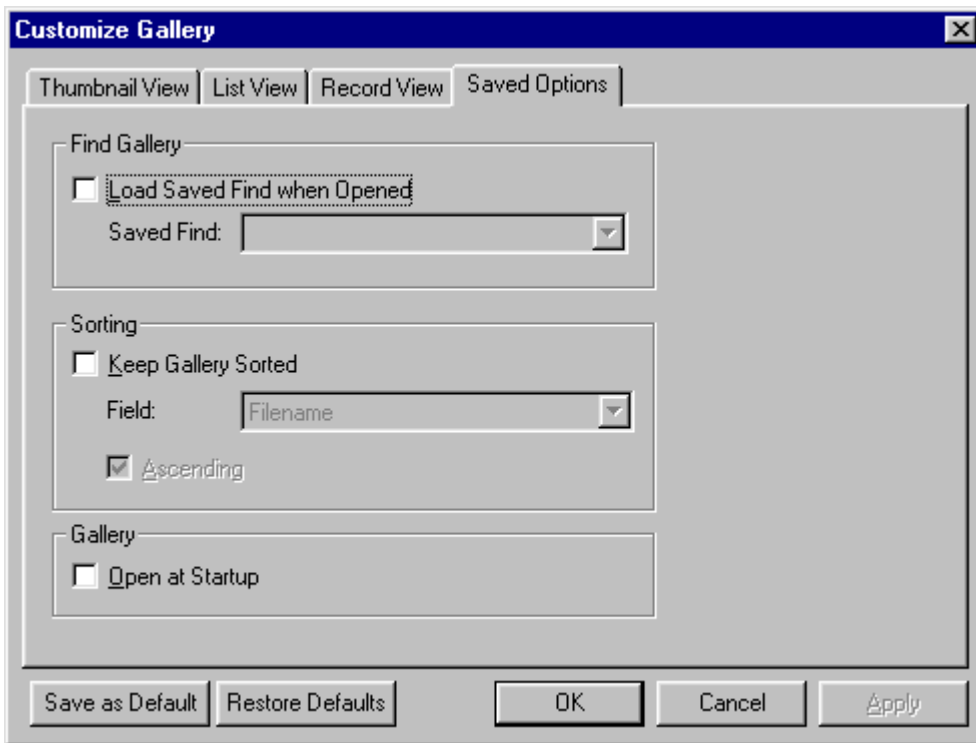
8.2.1 Record View



- Re-arrange field
- Number of rows for mutli line field
- Edit mode
- List mode

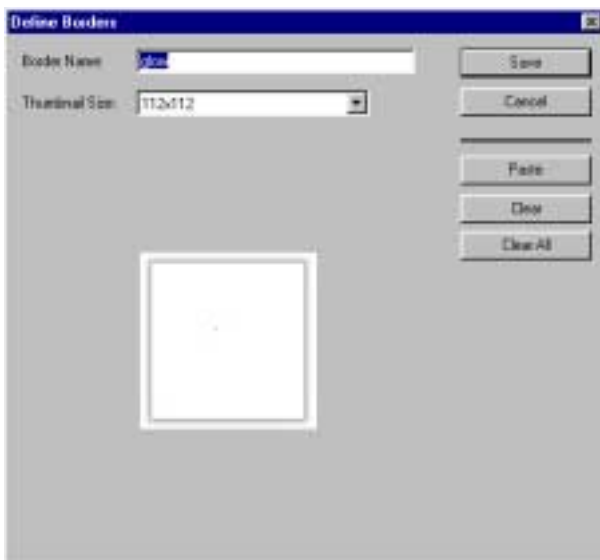


8.2.2 Saved Option



(Note: see manual for saved find gallery which is dynamic instead of a static collection)

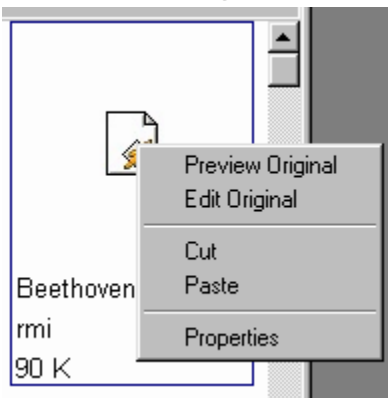
8.2.3 Borders



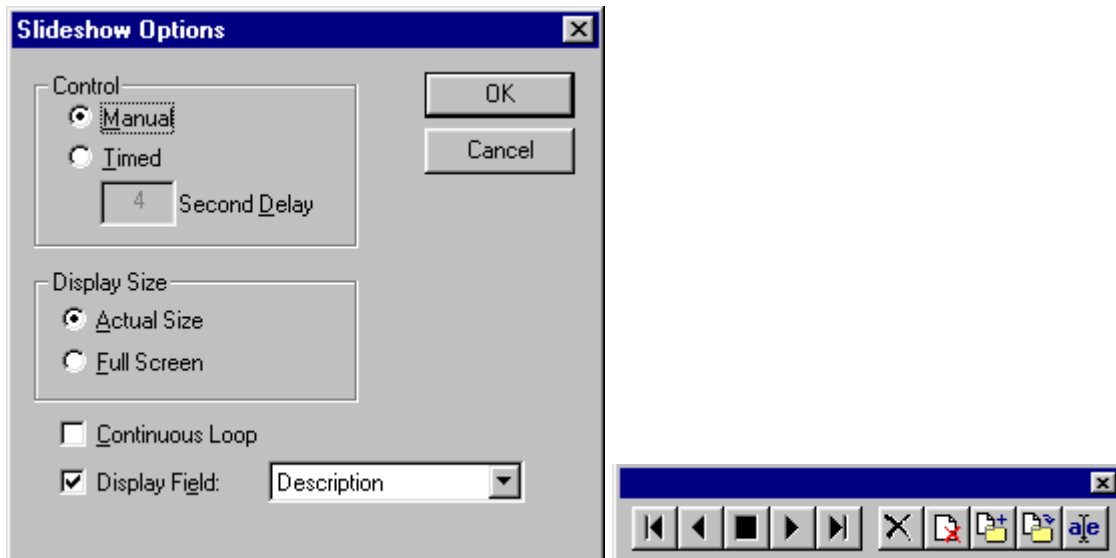
9 Using media

- Right mouse click to edit original
- Drag and drop
- Copy and Paste
 - in preview (according to manual, it usually works from gallery too)
 - section of image

9.1 Edit Original



9.2 Slide Show



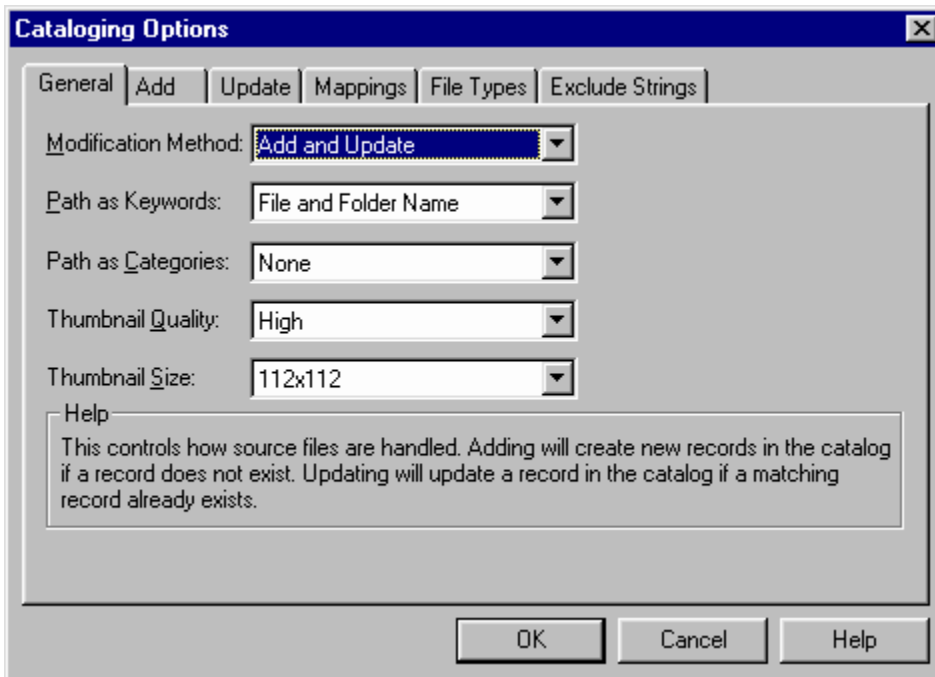
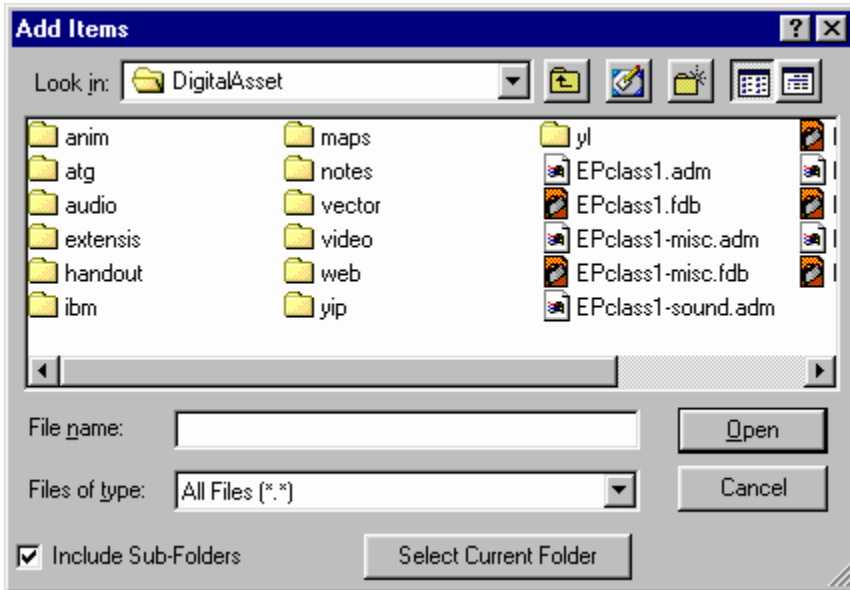
9.3 Copy to other applications

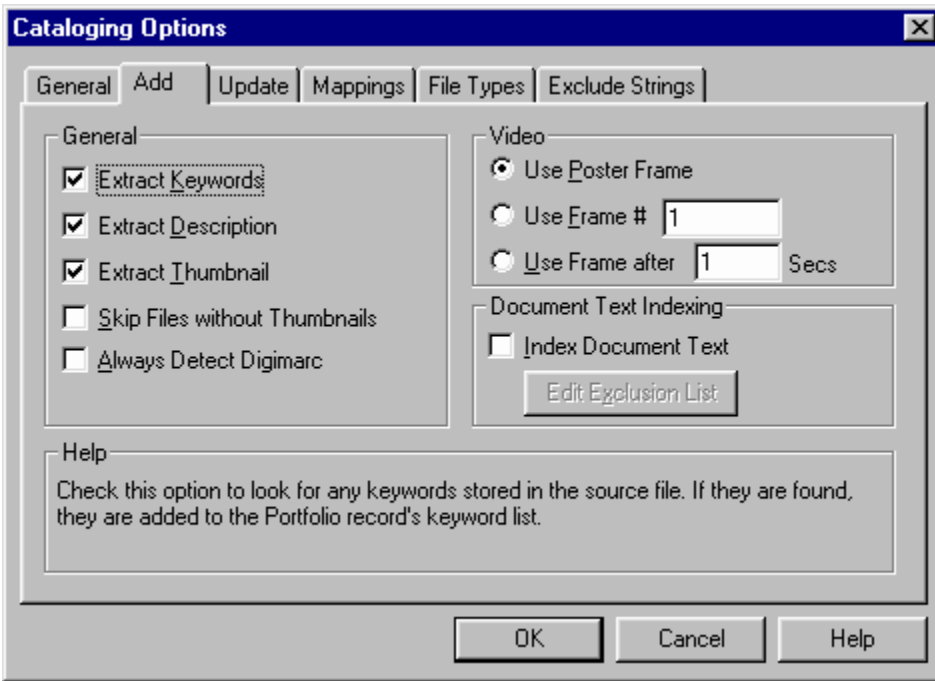
Let's create a new PowerPoint presentation

Break

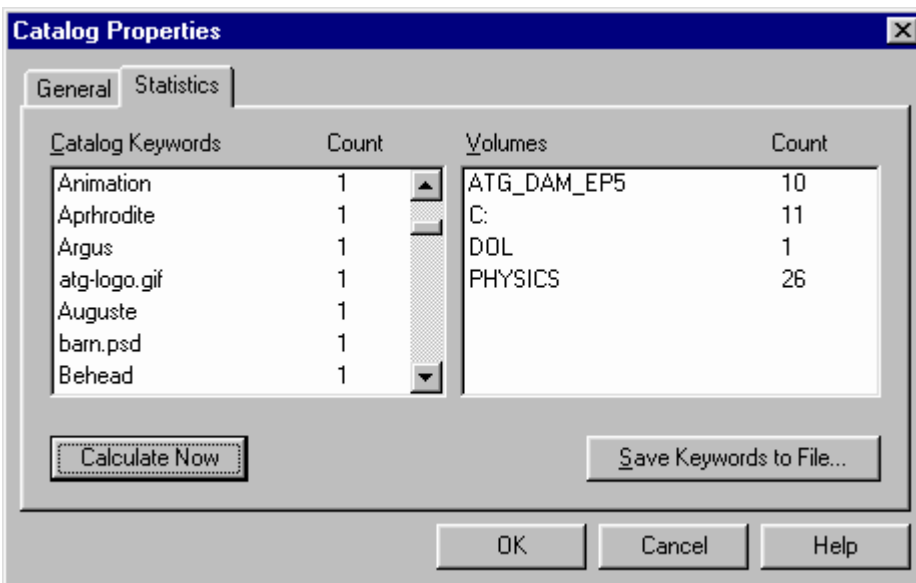
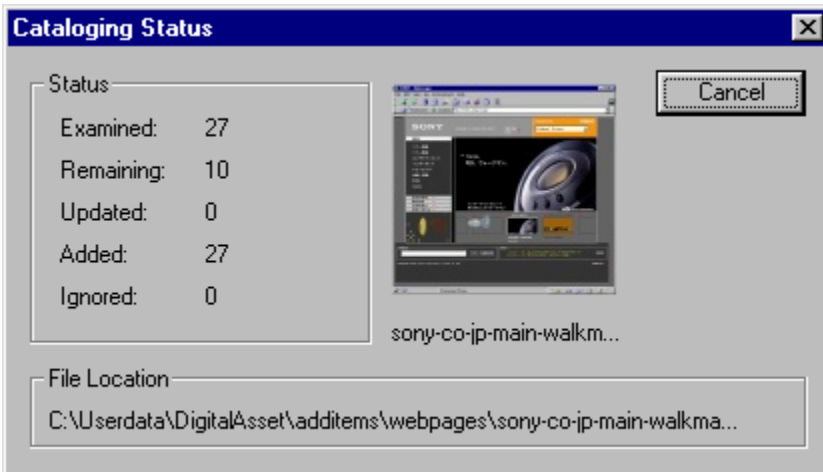
10 Creating & Importing

10.1 New catalog





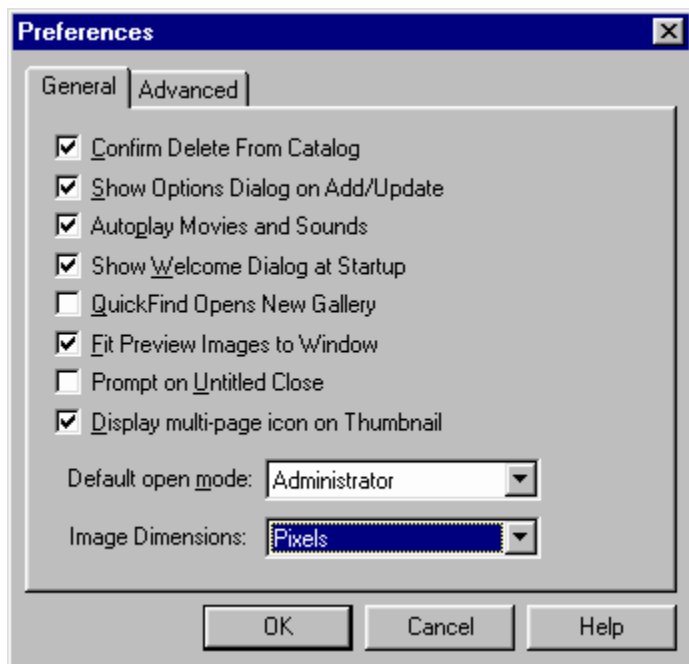
("include Document Text" for PDF and PPT only)



10.2 Administration - Level

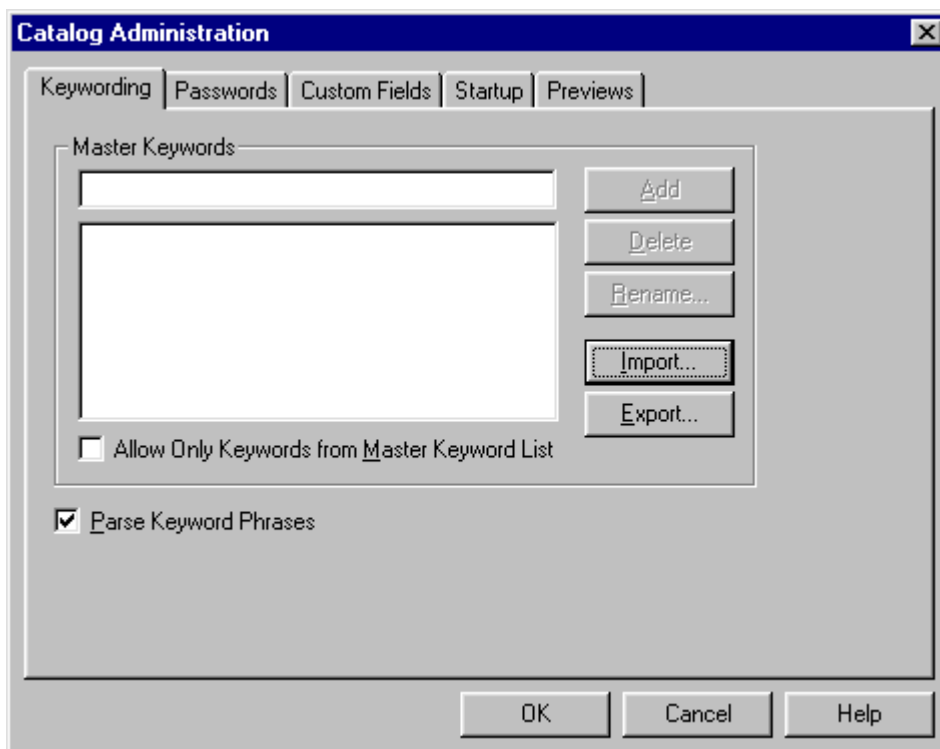
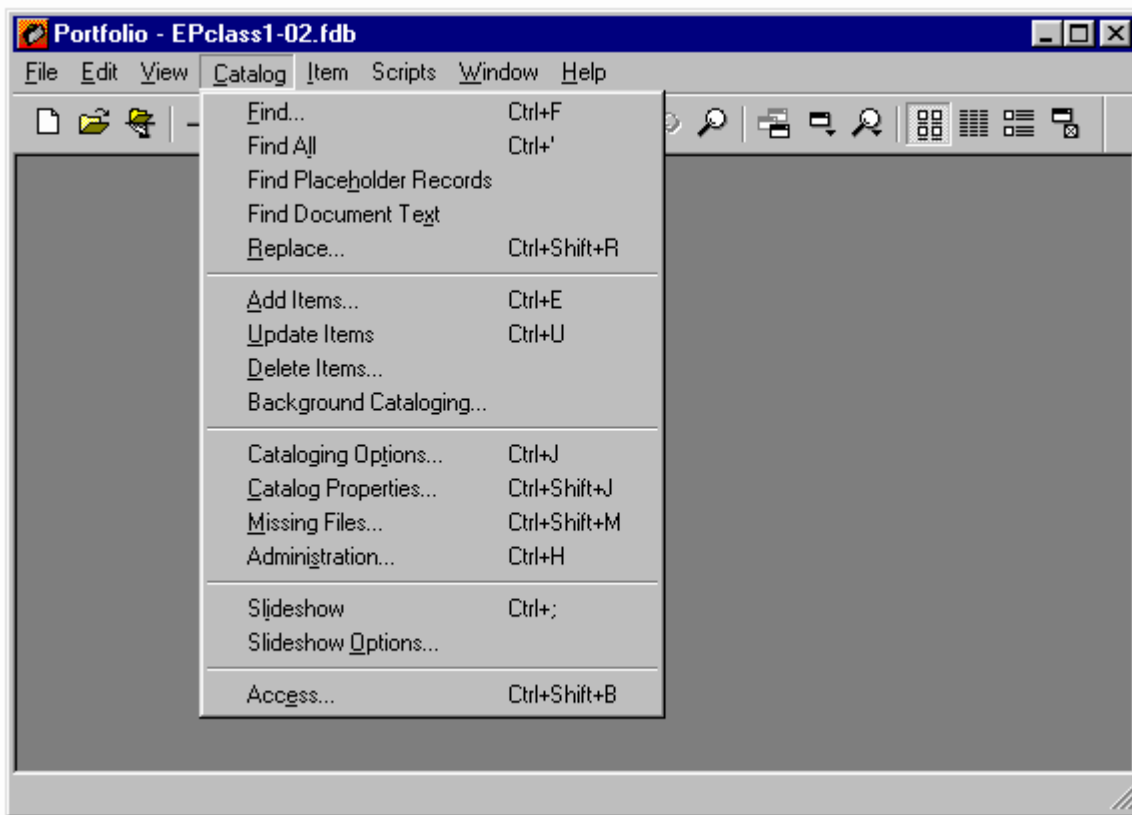


(Note: see manual for different access level)

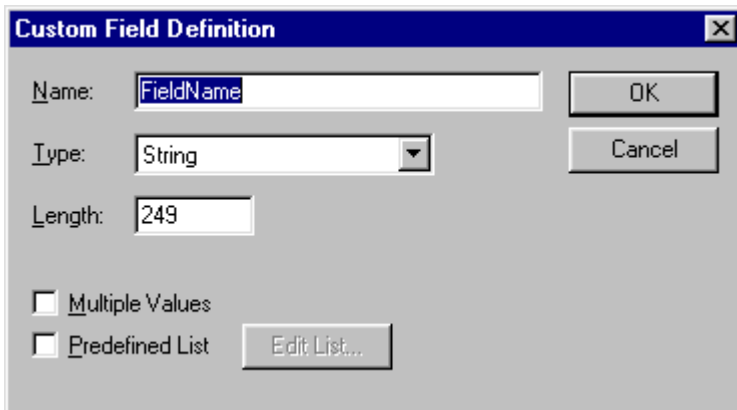
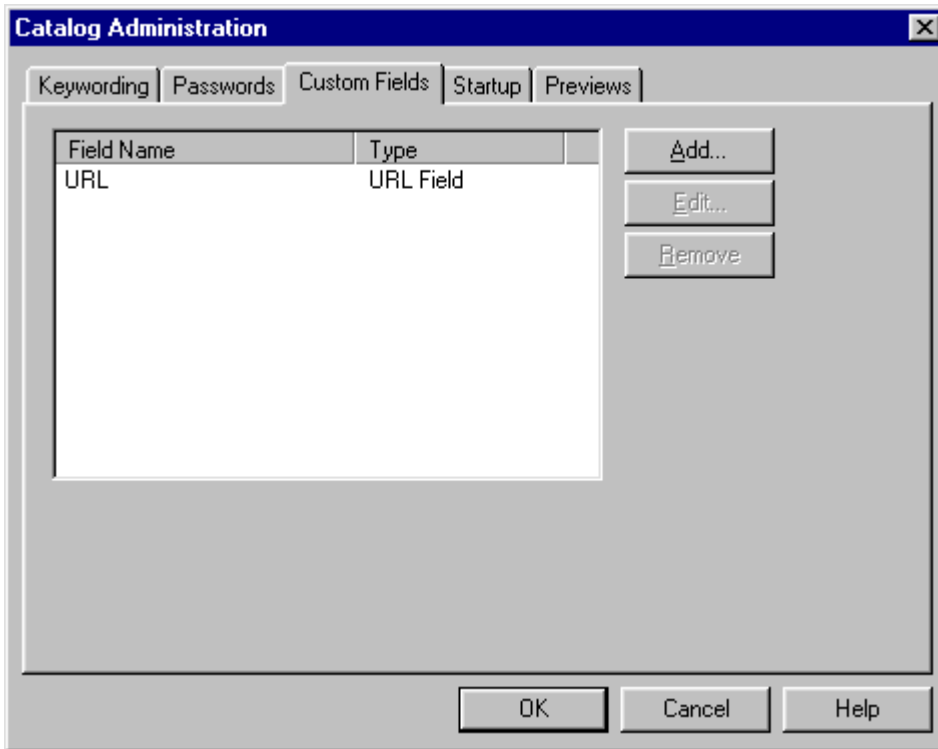


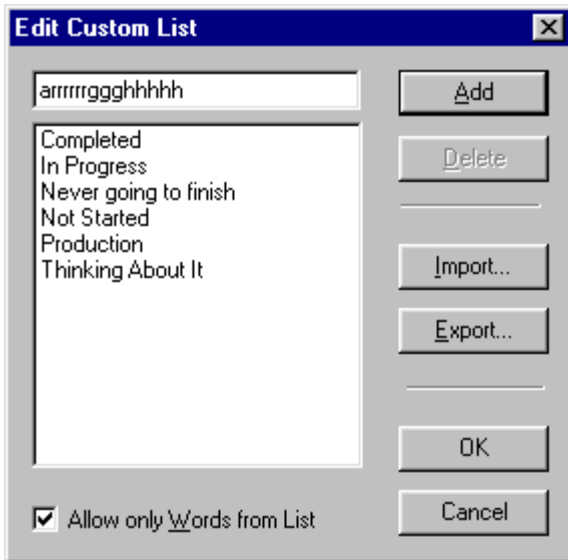
10.3 Organize

10.3.1 Keywords

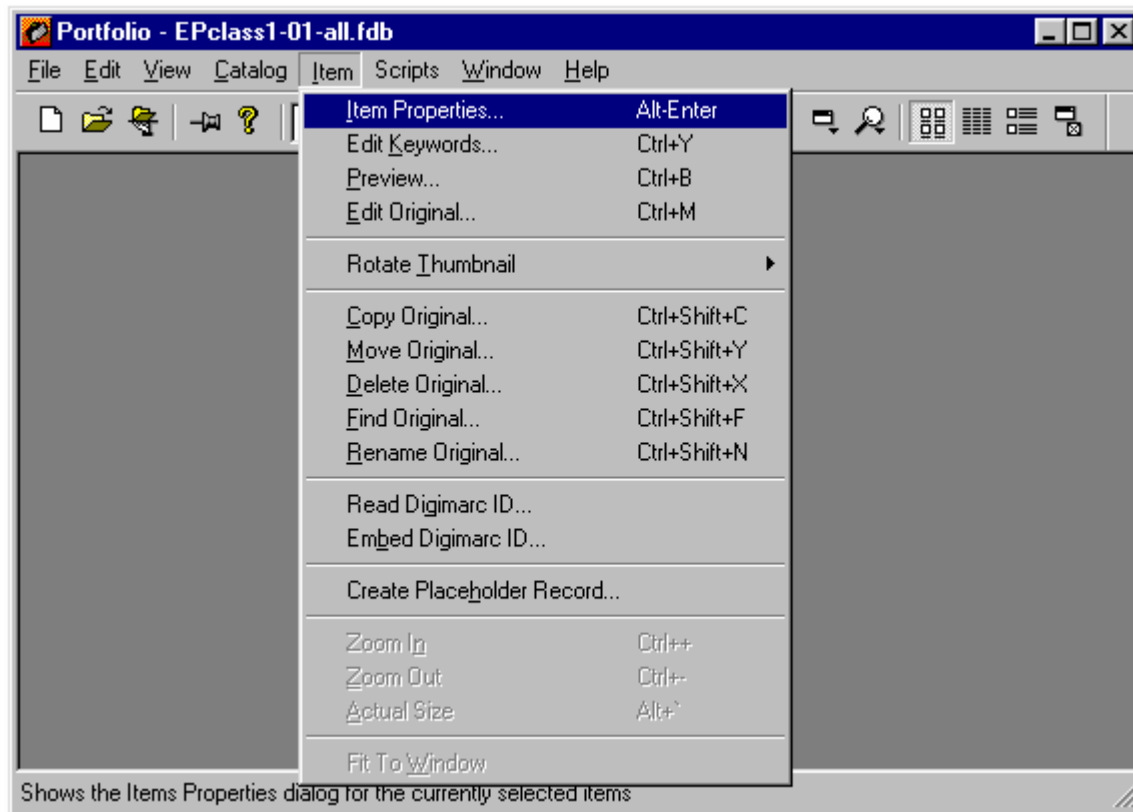


10.3.2 Custom Fields

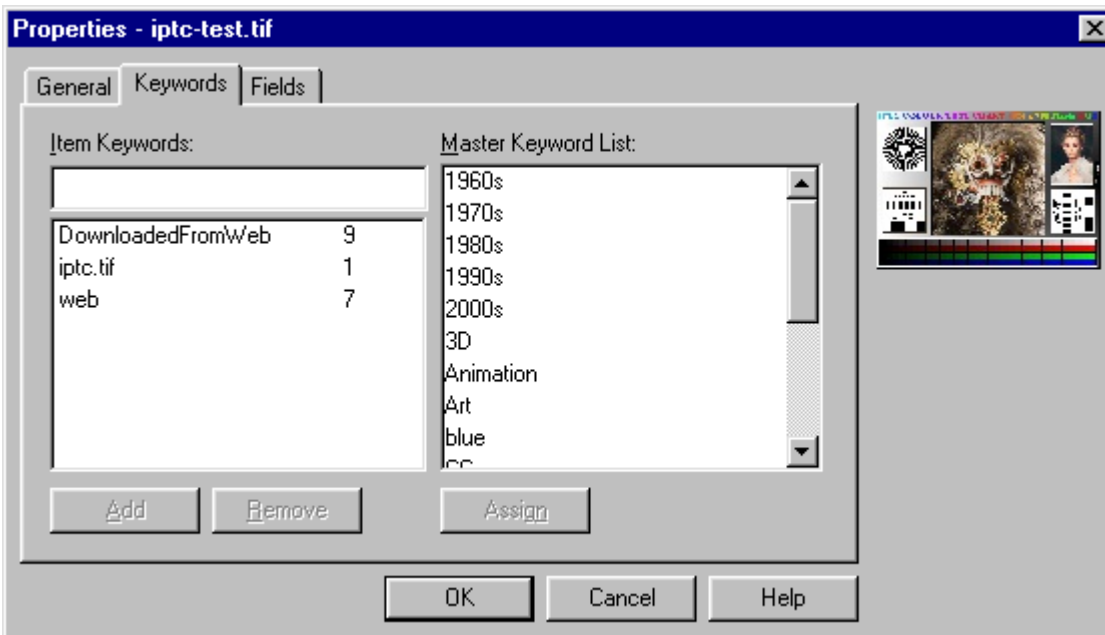
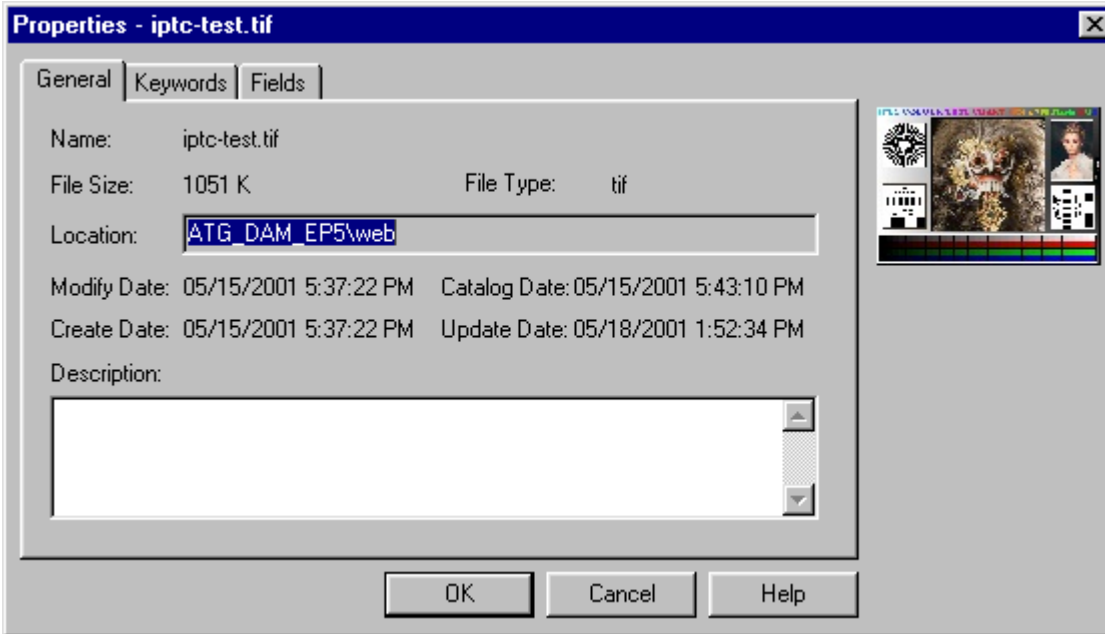


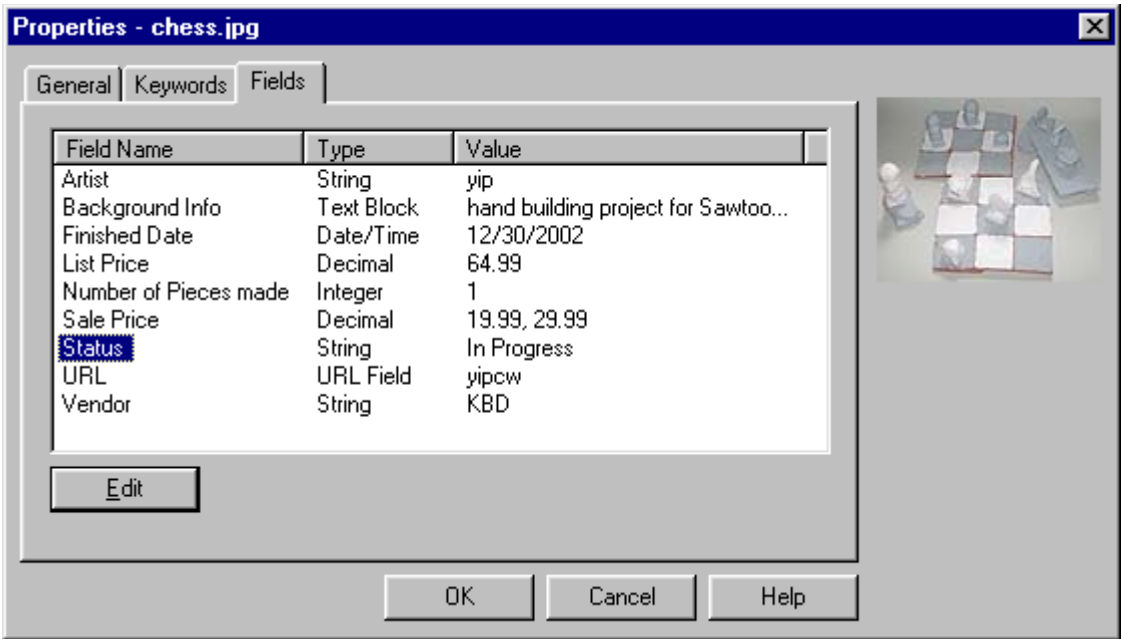


10.4 Items

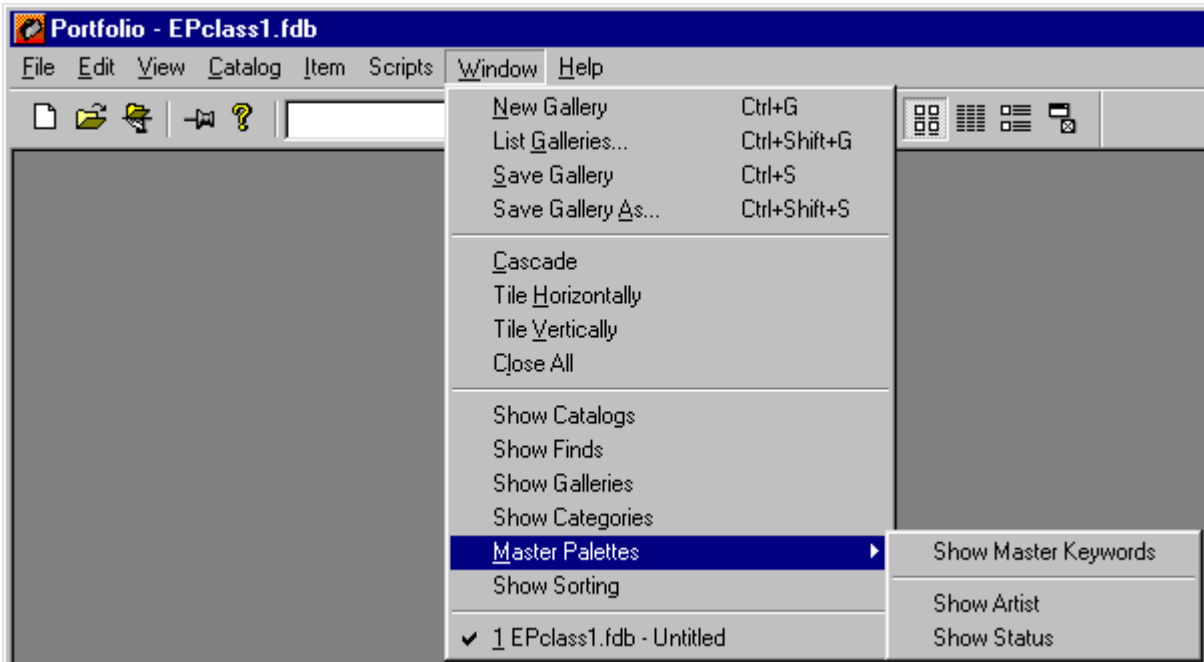


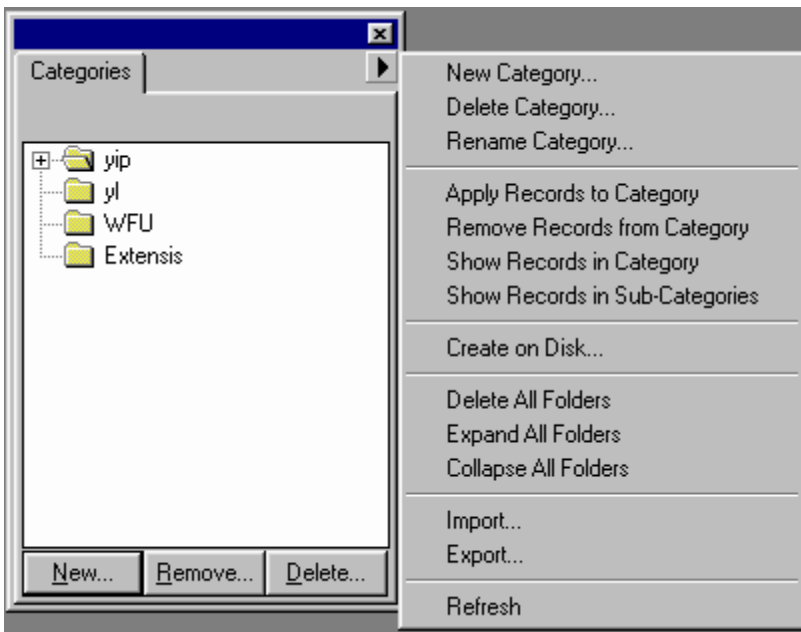
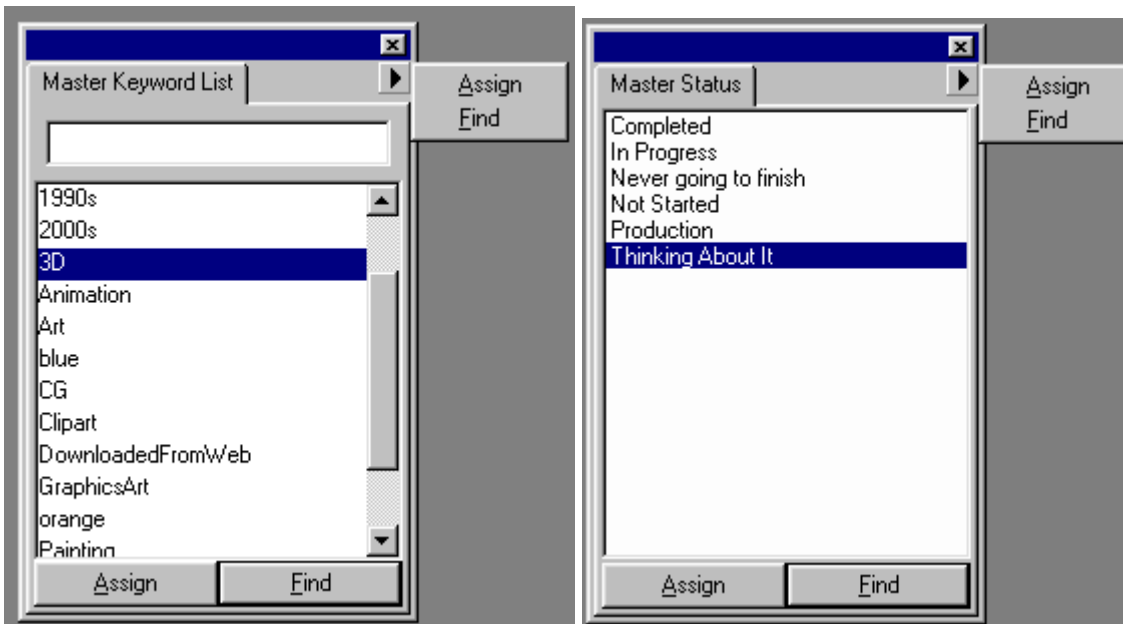
10.4.1 Properties





10.4.2 Keywords / Categories / Custom Fields

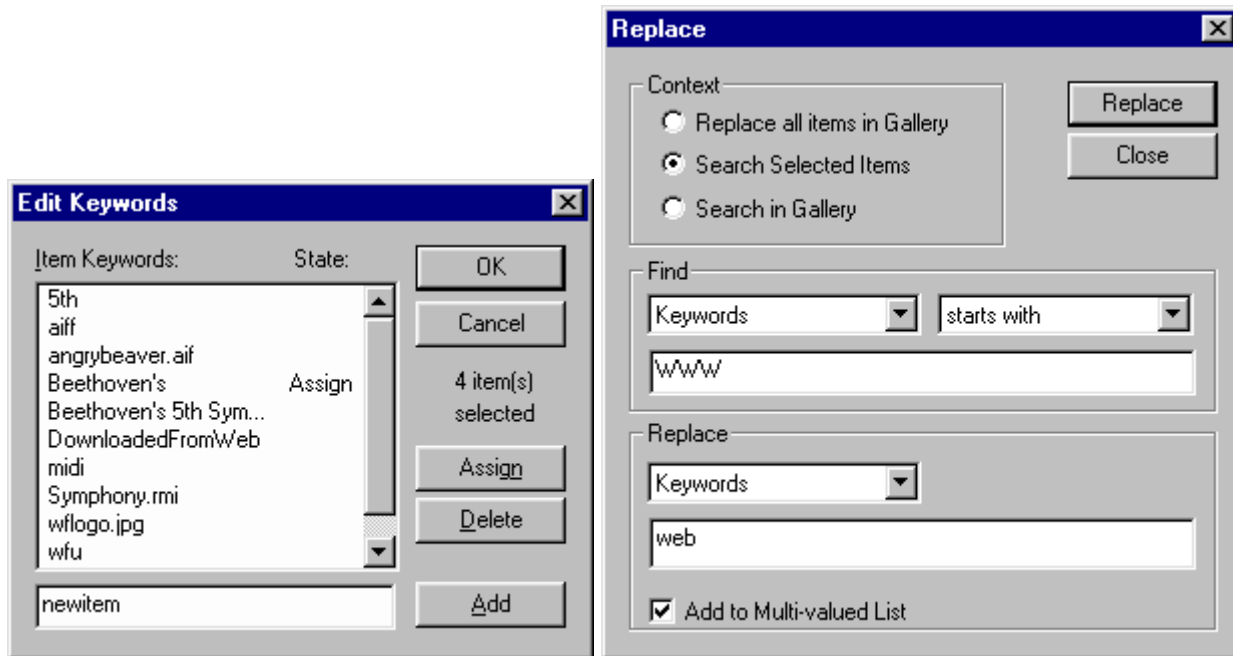




10.4.3 Advanced assign keywords

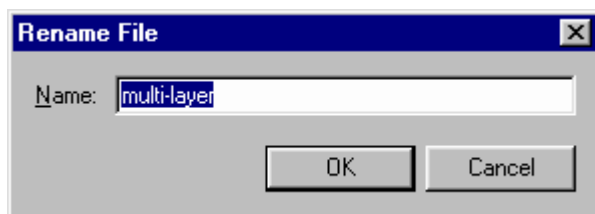
- ❑ Multiple items Edit
- ❑ Find and Replace

(Note: see manual for details)

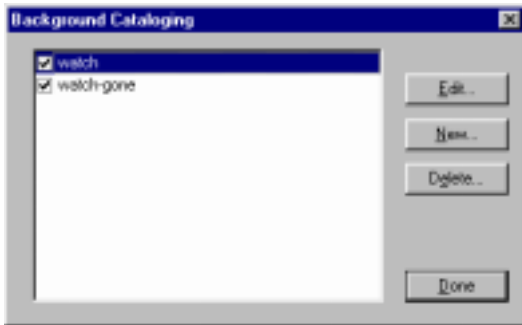


10.4.4 Originals

- ❑ Copy
- ❑ Move
- ❑ Delete
- ❑ Find
- ❑ Rename

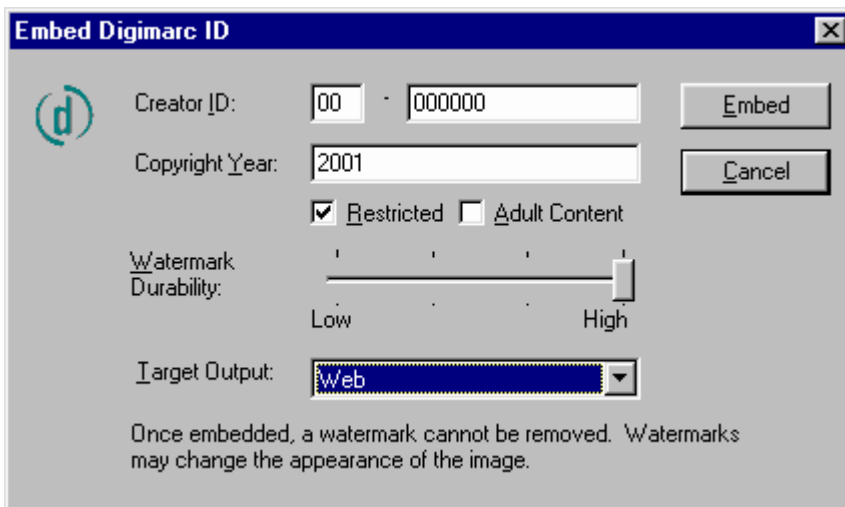


10.4.5 Background catalog, mapping, categorize with path



(Note: Need to have Portfolio running, and enable once to be active.
Manual shows the main window has status column, only in Mac version?)

10.4.6 Watermark (Digimarc)



(Note: see PDF file on CD for more information)

10.4.7 Other Options

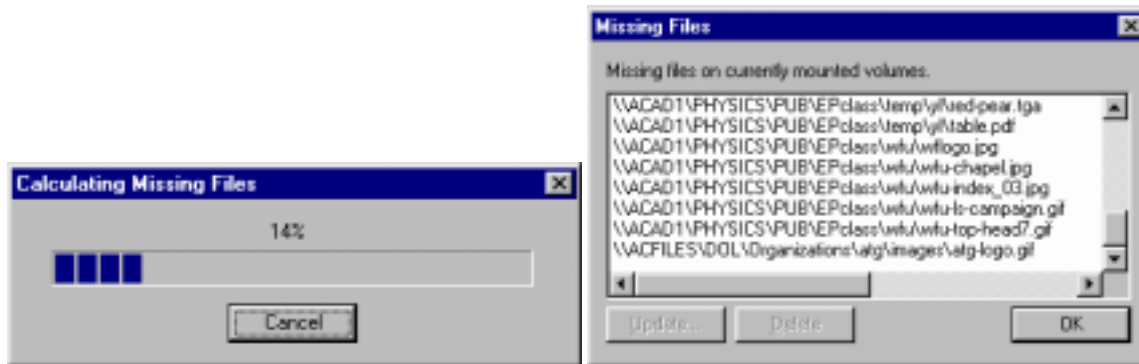
Note: See manual for other import options such as

- Add/Update methods
- Field conversion
- Categorizing from folder
- Disk preview
- Mapping

(Note: see Appendix C, p. 295 for mapping fields)

11 Managing

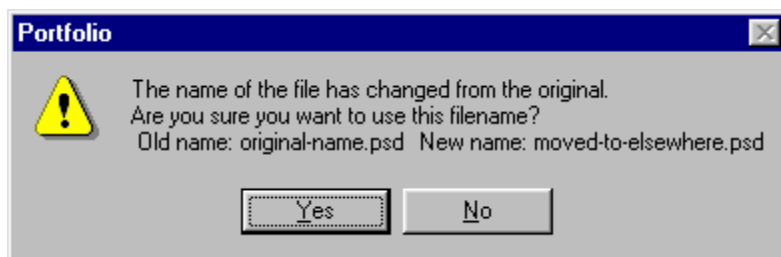
11.1 Missing Files



11.2 Updating

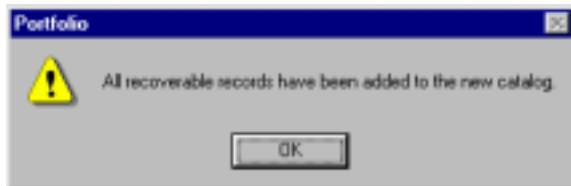
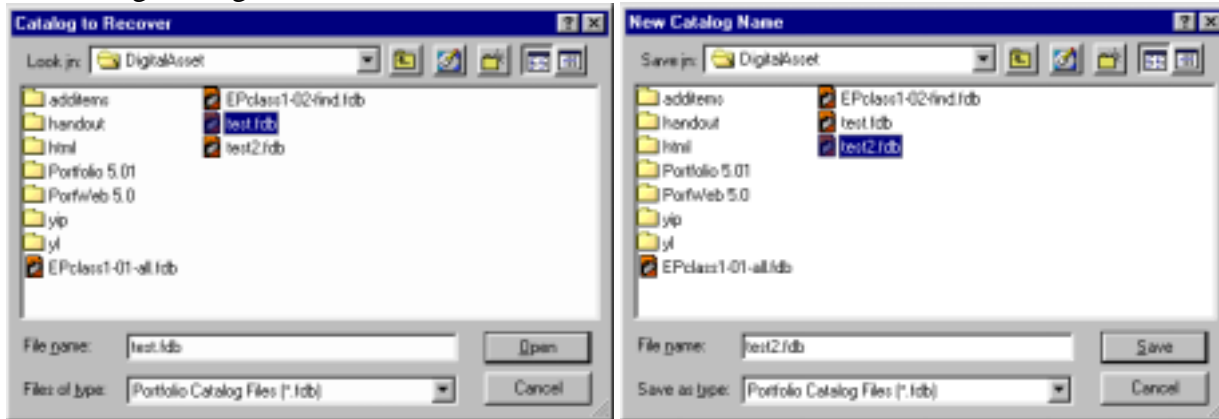


11.2.1 Name change



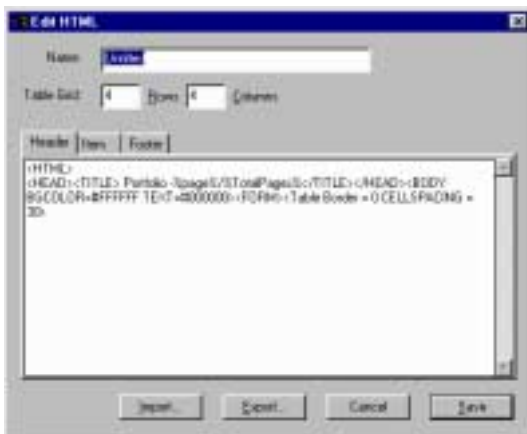
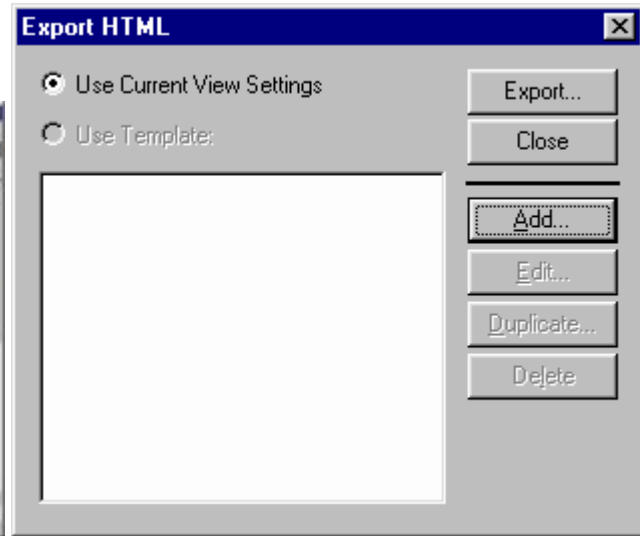
11.3 Recover

Rebuilding catalog



12 Exporting

12.1 HTML



12.2 Text file



12.3 Print



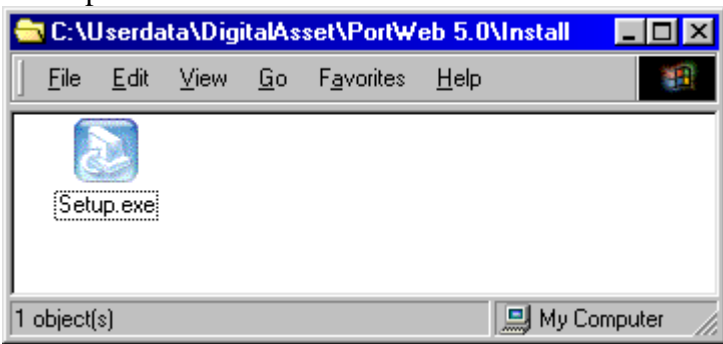
13 PortWeb

Demo

Optional to follow along

13.1 Setup

1. setup from CD or hard drive

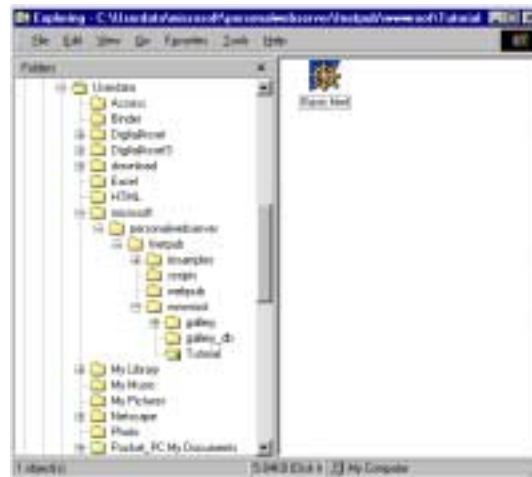


2. installation destination folders



13.2 Tutorial

<http://yourloginid.computer.wfu.edu/Tutorials/Basic.html>



13.3 Administration

<http://yourloginid.computer.wfu.edu/scripts/PortWeb.dll?adminshow>



14 Advanced Topics

- ❑ Thumbnails Extracting and Generating (p. 136)
- ❑ Importing (p. 178)
- ❑ Sharing on network, access right (p 193, 217)
- ❑ Templates and Macros (p. 277)
- ❑ Scripting (p. 177)
- ❑ Create CD based catalog (PDF)

Refer to manual and PDF files for details

15 Product line

Portfolio 5 Browser (FREE with Network Edition)

Portfolio 5 Desktop Edition (see evaluation guide for features only available in Network Edition)

Portfolio 5 Network Edition (Number of records per catalog [depending on thumbnail size and qty of data] is between 300,000 and 400,000)

Portfolio 5 Server (The server can host an "unlimited" number of catalogs and the client can search up to 100 catalogs at once)

Portfolio 5 SQL connect (store millions of records in a single catalog.)