ATG 3032: Digital Asset Management

May 2001

Wake Forest University
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<td>15 Product line</td>
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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 \acad\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

Welcome to Extensis Portfolio!

If you have purchased Extensis Portfolio, click the Personalize... button. You'll be asked for the serial number that came with your package. Until you enter the serial number, the software operates in demo mode.

To try a full functioning version of Extensis Portfolio, press the demo button. You currently have 30 days until this demo expires.


Go to our web site for a world-wide list of distributors of Extensis products.

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
<table>
<thead>
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<th>Mixed media</th>
<th>CGI</th>
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<tr>
<td>Egyptian</td>
<td>Dance</td>
<td>VR</td>
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<tr>
<td>Japanese</td>
<td>Re-sequenced</td>
<td>Panoramic</td>
</tr>
<tr>
<td>Greek</td>
<td>Composite</td>
<td>eBook</td>
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<td></td>
<td>ePaper</td>
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<tr>
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<td>Netherlandish</td>
<td>Napoleon</td>
<td>Dynamic</td>
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<td>Clip art</td>
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<td>Dutch</td>
<td>World War I</td>
<td>Illustration</td>
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<tr>
<td>British</td>
<td>Revolution</td>
<td>Background</td>
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<tr>
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<td>3D graphics</td>
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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
2.3 Custom fields
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
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 prompted to insert the removable disk with the volume)

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

### 6.2.3 Animated GIF

![Animated GIF](d:\anim\AG0046-yellow-black-strip.GIF)

### 6.2.4 Audio

![Audio](d:\audio\midi\CANYON.MID)
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

Click Find on toolbar

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

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

Find · Selected Catalogs

Criteria · Catalogs

Saved Finds: Default

Keywords starts with

Find in Catalog Display Results in New Gallery Search Multiple Catalogs

More Choices Fewer Choices Find All Find

Find · Selected Catalogs

Criteria · Catalogs

Catalog Galleries

EFclass1-01-all.fdb 1
EFclass1-02-find.fdb 1

7.5 Document Text

Find Document Text

Words to Find:

Find Options

Find in Gallery
Search Multiple Catalogs
Display Results in New Gallery

Find Close

You can try to search for Blah
7.6 Sort

Shows or hides the toolbar.

View By Other

Indexed Fields:
- Artist
- Cataloged
- Color Mode
- Created
- Creator Mac
- Extension Win
- File Size
- File Type Mac
- Filename
- Finished Date
- Height
- Horizontal Resolution
- Last Modified
- Last Updated

Ascending
Descending

Sorting

Color Mode
- Created
- Creator Mac
- Extension Win
- File Size
- File Type Mac
- Filename
- Finished Date
- Height
- Horizontal Resolution
- Last Modified
- Last Updated
- List Price

Keep Sorted

Sort Ascending
Sort Descending
8 Gallery

8.1 Save Galleries

8.2 Customize
8.2.1 Record View

- Re-arrange field
- Number of rows for multi 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
Cataloging Options

- Extract Keywords
- Extract Description
- Extract Thumbnail
- Skip Files without Thumbnails
- Always Detect Digimarc
- Use Poster Frame
- Use Frame # 1
- Use Frame after 1 Secs
- Document Text Indexing
- Index Document Text
- Edit Exclusion List

Help:
Check this option to look for any keywords stored in the source file. If they are found, they are added to the Portfolio record's keyword list.

Cataloging Status

Status:
- Examined: 27
- Remaining: 10
- Updated: 0
- Added: 27
- Ignored: 0

File Location:
C:\Userdata\DigitalAsset\additems\webpages\sony-co-ip-main-walkm...

Catalog Properties

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<tr>
<td>Aphrodite</td>
<td>1</td>
<td>C.</td>
<td>11</td>
</tr>
<tr>
<td>Argus</td>
<td>1</td>
<td>DOL</td>
<td>1</td>
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<tr>
<td>aig-logo.gif</td>
<td>1</td>
<td>PHYSICS</td>
<td>26</td>
</tr>
<tr>
<td>Auguste</td>
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<td></td>
<td></td>
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<td>barn.psd</td>
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<td></td>
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<td>Behead</td>
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</table>

Calculate Now

Save Keywords to File...
10.2 Administration - Level

(Note: see manual for different access level)
10.3 Organize

10.3.1 Keywords

![Software Interface](image1)

![Catalog Administration](image2)
10.3.2 Custom Fields

Catalog Administration

Keywording | Passwords | Custom Fields | Startup | Previews

<table>
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<tr>
<th>Field Name</th>
<th>Type</th>
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<td>URL</td>
<td>URL Field</td>
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Add...  Edit...  Remove

OK  Cancel  Help

Custom Field Definition

Name: FieldName
Type: String
Length: 249

Multiple Values
Predefined List

OK  Cancel

Edit List...
10.4 Items
10.4.1 Properties

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<th>Keywords</th>
<th>Fields</th>
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<td>File Type: tif</td>
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<td>File Size: 1051 K</td>
<td>Location: ATG_DAM_EPR_web</td>
<td></td>
</tr>
<tr>
<td>Modify Date: 05/15/2001 5:37:22 PM</td>
<td>Catalog Date: 05/15/2001 5:43:10 PM</td>
<td></td>
</tr>
<tr>
<td>Create Date: 05/15/2001 5:37:22 PM</td>
<td>Update Date: 05/18/2001 1:52:34 PM</td>
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**Item Keywords:**
- DownloadedFromWeb: 9
- iptc.tif: 1
- web: 7

**Master Keyword List:**
- 1960s
- 1970s
- 1990s
- 2000s
- 3D
- Animation
- Art
- blue
- EC

[OK] [Cancel] [Help]
10.4.2 Keywords / Categories / Custom Fields
10.4.3 **Advanced assign keywords**

- Multiple items Edit
- Find and Replace

(Note: see manual for details)

![Edit Keywords dialog box]

10.4.4 **Originals**

- Copy
- Move
- Delete
- Find
- Rename

![Rename File dialog box]
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.)