

Image Submission Protocol

This protocol assists in the submission of images to BOLD. It describes the necessary format of the images and the ancillary data that is required for the correct submission.

1. Collect Images:

Collect high-quality images of the specimen in .jpg format for your project.

2. Assemble Package:

The image submission package should consist of all images (.jpg) and a spreadsheet with the file names and ancillary data. Make sure that all images in the package are accounted for in the spreadsheet. When submitting more than one image per specimen simply copy the '**Sample ID**' and '**Process ID**' to the next line with the file name of the consecutive image.

The submission spreadsheet should be named **ImageData.xls** and contains the columns described to the right. See the steps for assembling the package below.

Image File	complete (incl. extension) and identical file name(case sensitive)
Original Specimen	Enter yes if the image shows the actual specimen for this record. Otherwise enter no.
Orientation	A short tag describing the nature of the image that will appear on BOLD.
Caption	Additional information about the image. Copyright info or descriptions are recommended.
Measurement	Measurement that was taken (including the unit of measurement)
Measurement Type	Item that was measured (e.g body length, wing span, etc.)
Sample Id	Sample Id of photographed specimen, must match Sample
Process Id	Process Id of photographed specimen, must match Process Id in BOLD

Table 1 : Field definitions for accompanying spreadsheet

Steps:

A. Fill in the ImageData.xls data sheet with all the data about your images.

To create the list of image files in a folder, you need to open a terminal window (run cmd in windows), move to the folder where the image files have been placed and then run one of the following commands:

```
Windows    dir /b *.jpg>list.txt
MacOS     ls *.jpg*.JPG>list.txt
Linux/Unix ls *.jpg*.JPG>list.txt
```

These commands will generate a list of all the files in the current folder and save it in list.txt. You can then open list.txt in move the data into the Image File column.

Image File	Original Specimen	View Metadata	Caption	Measurement	Measurement Type	Sample Id	Process Id
ROM101912-sl.JPG	yes	Dorsal view	skull	15 mm	skull length	ROM 101912	BM272-03
ROM10191-L.JPG	yes	Lateral view	lower jaw	7 mm	length	ROM 101912	BM272-03
ROM10191sl-L.JPG	yes	Lateral view	skull	15 mm	skull length	ROM 101912	BM272-03
ROM101912-s.JPG	yes	Ventral view	skull	15 mm	skull length	ROM 101912	BM272-03
ROM101912-.JPG	yes	Dorsal view	skin	50 mm	body length	ROM 101912	BM272-03
ROM101912-.JPG	yes	Ventral view	skin	50 mm	body length	ROM 101912	BM272-03
ROM101944-D.JPG	no	Dorsal view	skull	17 mm	skull length	ROM 101944	BM278-03

Example 1: ImageData.xls with sample data filled in

B. These two components (Image files and Spreadsheet) need to be placed in a single folder. Compress them all into a single file before submitting. The following free tools are available to provide this functionality:

```
WinZip - http://www.download.com/WinZip/3000-2250_4-10454671.html?tag=1st-0-1
WinRAR - http://www.download.com/WinRAR/3000-2250_4-10454671.html?tag=1st-0-1
MacZipIt - http://www.maczipit.com
```

C. BOLD will accept a maximum file size of 200 MB. Upload the images to BOLD by clicking on the link Specimen Images in the Uploads panel of the desired project. Select the zipped folder of images and the hit "submit".

Image Submission Tips

This information describes the most common issues with image uploads.

- Zipped file must be under 200mb in size. If the upload fails to initialize, it is probably because the zipped file is too large. Try breaking it into two uploads.
- No formulas can be in the spreadsheet. If the upload program can not find the image files, it is possibly because it can not read the names. Make sure that you have text values only in the spreadsheet.
- Full filenames must be used in excel sheet. The extension (.jpg) must be included in the image file name (case sensitive).
- Spreadsheet must be named ImageData.xls. If the upload program can not find the excel sheet, confirm that it is named correctly (case sensitive).
- Max of 30 characters in the free text fields of the excel sheet. Verify that the data length in these fields and make adjustments if necessary