

Upload of Pictures of Stone Monuments to the LVPA Website

Step by step:

Step 1:

Prepare the pictures in the right sizes and mend the conventions of giving names to the pictures

Step 2:

Upload pictures via FTP into the right folders on the LVPA servers

Step 3:

Enter picture-names and copyright data into the table STEINDENMAELER via "Remote Data Entry"

Step 4:

Make a test: are all the entries correct and are all the pictures located in the right folders?

Step 1: Preparing pictures

a) Size of pictures

Color space: sRGB or Grayscale

Data format: JPEG

2 sizes of every picture are required: small („Thumbnails“) and large („Bignails“)

Thumbnails

Width = 120 pixels

Height = depends on the format of the stone monument

Resolution: 72 pixels/inch

Bignails

Width = 350, 450, or 550 pixels

Height = depends on the format of the stone monument

Resolution: 72 pixels/inch

!!! In order to limit data transfer via the web the choice of width depends on the dimensions of a photo: approximately square pics get scaled down to 450 pixels, wide formats get 550 and high formats get 350 pixels width.

b) Technical recommendations

Pictures that get prepared for the web usually have to be scaled down. Reducing of size lowers the sharpness of pictures. It is important to use sharpening filters *after* reducing the size of a picture.

A good way of getting homogenous results is to create specific *actions* in AdobePhotoshop (or any other image-editing software) following the steps:

- Reduce size
- Sharpen (unsharp mask), parameters see Fig. 1-2
- Export in JPEG-format.

JPEG settings:

25 % quality (or 3 out of 10) is usually good enough for viewing via the web. As a general rule „bignails“ should – if it is possible – not have more than 50 k file size.

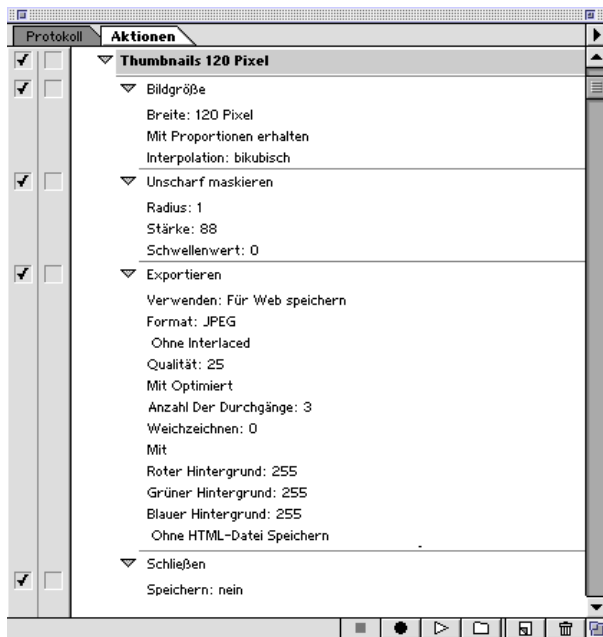


Fig. 1: Photoshop Action for creating „Thumbnail“
(Width: 120 pixels)

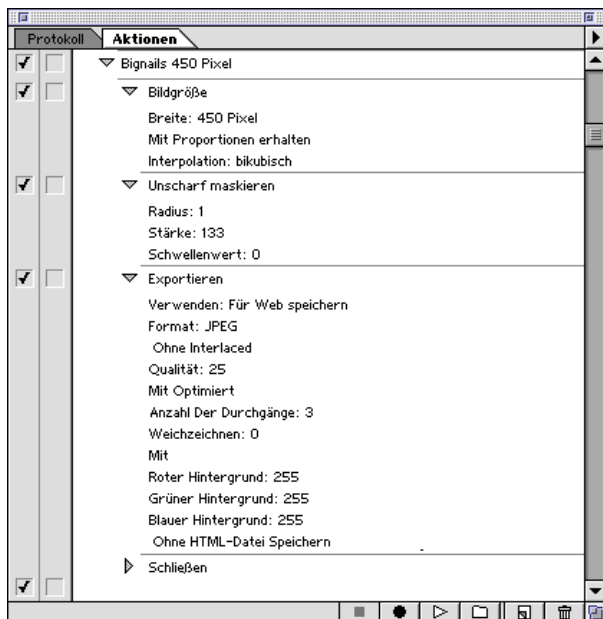


Fig. 2: Photoshop Action for creating „Bignails“
(Width: 450 pixels)

c) Conventions for naming pictures

All LVPA pictures should have names following a common schema:

Example: **A0111_G1**.jpg

- A** for „Aquincum Museum“, the institution who places the picture in the web (serves for easier identification)
- 0111** LVPA ID-number of the stone monument that is shown on the picture (at the moment 4 digit numbers are in use, use „0“ if an ID-number is smaller)
- _** underscore for better visual differentiation
- G** use G (Gesamtaufnahme) for pictures that show the whole object
use B (Bilddetail) for pictures that show a iconographical detail
use I (Inschrift) for a photo of the inscription alone
- 1** number the G, B, and I photos one by one (G1,G2...B1,B2...I1,I2...)

Step 2: Upload pictures via FTP

All Pictures („thumbnails“ as well as „bignails“) must be uploaded twice:

- on the test server: <http://ubi-erat-lupa.austrogate.at>

- on the regular server: <http://ubi-erat-lupa.org>

a) Connecting to the servers

For upload you need FTP software (FTP = FileTransferProtocol). The data required for accessing LVPAs FTP-servers (server names, directories, passwords...) are not part of this little help documentation. For reasons of security these data are sent individually by email.

b) Loading pictures into the right directories

After you have successfully entered the correct folders on the lupa-website you can upload the pictures:

Thumbnails (small pictures with width = 120) must be located in the folder „thumbnails“

Bignails (pictures with width = 350, 450, or 550 pixels) must be located in the folder „bignails“

!!! The folders „bignails“ and „thumbnails“ each contain thousands of pictures of stone monuments. The folders must show the same number of photos on both servers!
Please be careful!

Step 3: Enter picture-names and copyright data into the table STEINDENKMAELER

After the pictures are on the servers, the picture-names must be entered into the database on the **regular LVPA server** (<http://ubi-erat-lupa.org>)

Navigate via *Remote Data Entry* to the table „STEINDENKMAELER“ (Fig. 3), select an already existing data record to which pictures are intended to be added and fill in the fields:

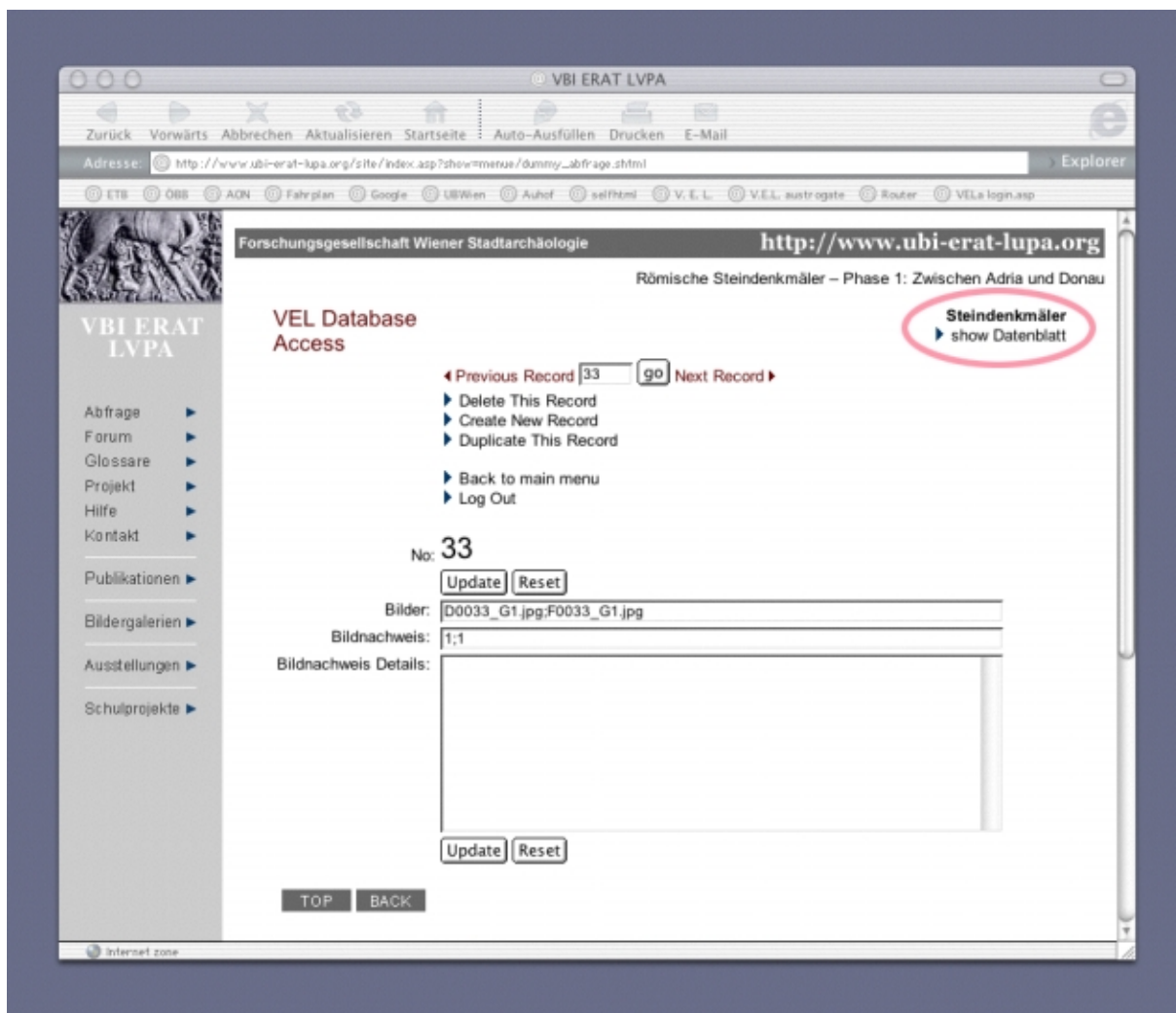


Fig. 3: The table STEINDENKMAELER. (Only the fields necessary for the upload of pictures are shown.)

Bilder:

Example: D0033_G1.jpg;F0033_G1.jpg

Rules: Follow the naming-conventions, separation of names by semicolon;no space after semicolon and no semicolon after the last entry

A special function controls if the entered pictures are already stored on the server.

Bildnachweis:

For every picture the owner of the copyright (= the *corresponding number* from the table BILDNACHWEIS) must be entered.

Example: 1;1

(= 2 pictures with copyright owned by the Forschungsgesellschaft Wiener Stadtarchaeologie)

!!! You can view copyright-numbers and add new copyright-owners following the path: Remote Data Entry > Login > Modify additional tables > Bildnachweis (see also: Access to Remote Data Entry.pdf)

Rules: Separation by semicolon;no space after semicolon and no semicolon after the last entry

A special function controls if the number of pictures corresponds with the correct number of copyright entries (a not completed data record will not appear in the web database)

Bildnachweis Details:

If the owner of a copyright is not entered into the BILDNACHWEIS-table (e.g. a private person who sent just a couple of photos to LVPA) he can be entered in this field. It is also possible to store additional copyright information that is intended to appear together with a certain “bignail” on the website.

Confirm your entries!

After you have made your entries you must click the “update”-button to send the changes to the database on the web server. If you forget this step your entries will be lost!

So: **UPDATE** and you will be informed: **The database has been updated.**

Step 4: Make a test

The pictures are now on the web-servers and connected to the database on the regular LVPA server. (Later on the administrator will upload a copy of this DB to the test server). Before you continue working you must check, if all your entries are correct and if all the pictures are located in the right folders.

So: Click „show Datenblatt“ (Fig. 3: red oval) and control if all the pictures you entered are shown on the web page and if the links to the bignails work (click on the thumbnails).