

Preparing Image Files for Use with Artsystems Software

IMAGE FILE SPECIFICATIONS

STEP 1: CREATING SOURCE IMAGE FILES

For each individual object to be recorded in the Works module of *Artsystems* software, we recommend first saving a high-resolution digital image file separate from your *Artsystems* program. This file should be archived in a safe place and should have the following properties:

- TIFF or PSD format (or JPEG if source camera creates JPEGs)
- 300 ppi (pixels per inch) resolution (or higher)

A **copy** of these image files should always be used as the **'source files'** for copying and **'saving as'** the image files for each work. These additional files should be the same image in JPEG format with a .jpg extension (lowercase), but with other sizes and/or other resolutions for different purposes such as:

- Printing on an in-house printer (recommended 300 ppi)
- For use on a Web site (72 ppi)

STEP 2: EDITING SOURCE IMAGE FILES FOR USE WITH ARTSYSTEMS SOFTWARE

Using imaging software (*Photoshop*, etc.), open this source image file and use the 'Save As' option to create individual JPEG images of varying resolutions (ppi), according to your needs as described below. For the name of each image, we recommend using inventory numbers. It is important that all images have **unique filenames**, and recommend that **only letters and/or numbers** be used. Other characters will not work with *Artsystems Web Manager* (**no spaces and commas or any special characters like *, &, #, @, %, ?, :, etc.**). To create separation between words, you may use the underscore _ or the hyphen - or capitalize each word (**e.g., file_name_2005.jpg or file-name-2005.jpg or fileName2005.jpg**).

Note: Only JPEG files should be attached to *Artsystems Software Work* records. See also **'Notes on saving an image file as a JPEG'**, below.

STEP 3: ATTACHING IMAGES TO ARTSYSTEMS WORK RECORDS

These Images to be attached to *Artsystems Works* records should be placed in a permanent location. When an image is attached, only the path directing the program to the image is stored in the database not the image itself. We suggest saving all images to be attached to the Works records to the same folder (can be named 'Image') on the root directory (or C:\Drive) of the workstation (for single license users) or on the server (for multi-license users). For network users, we suggest mapping a drive (using the same letter such as "P") to the Image folder on the server for each workstation. See Windows Help or consult your technician for assistance in mapping a drive.

- For the **'Primary Image'** that is to be attached to an *Artsystems Works* record (the

image that will be used in saved and printed reports), we recommend that the JPEG file be saved at 150 to 300 ppi. Please note that the higher the resolution, the finer the printed image, but the slower the image reports will generate and the larger the saved image report files will be. For good ink-jet or photo-based printers, the resolution should ideally be between 240 and 300 ppi. (A 300 ppi resolution also makes sure that the image will look good on the computer monitor when enlarged to full screen.) As above, the height or width of this image should be approximately the size at which it will be printed (6.25 inches works well). Test different usage scenarios to see what works best. If no problems are encountered in testing, go with 300 ppi.

- For the '**Secondary Image**' to be utilized by the *Artsystems Web Manager* standard site template, open the original source file and "Save As" a JPEG image file with a resolution of 72 ppi (the maximum viewable resolution on a computer monitor) with a lower case .jpg extension as follows:
 - Size one image as the Web image equal to or slightly larger than 800 pixels wide OR 700 pixels high This size will enable an extra-large image to pop up from the detail image on the Web site when 'Enlarge' is clicked on the detail page. The Web Manager will automatically resize this image for use as the Detail and Thumbnail image on the Web site, so that this one image will cover the three different sizes. **Note: Using this 'enlarge' (800 pixel) image is optional.** Images that are minimum 450 pixels on their longest dimension can be used instead, but the enlarge image feature for the Web site will not activate.
 - Attach this (or any other) 'Secondary Images' to the appropriate work record by un-checking 'Primary Image' box in 'attach screen'.
 - Designate this Web image as **Web 1** (via dropdown selections in 'attach image' dialogue) as it is attached, so the *Web Manager* will know which image file to send to the Web site. Further image designations (**Web 2, Web 3, etc. Alt 1, Alt 2, Alt 3, etc.**) are available for alternative images.
- Additional 'Secondary Images' such as for different views of sculpture, any useful detail views, and different angle views of sculptures can also be attached to the Work record. For display of additional images on Web site, please consult *Artsystems* Web support.

Changing and saving many images to have identical properties can easily be automated using a 'batch' process through software such as *Adobe Photoshop*.

IMPORTANT NOTES ON SAVING AN IMAGE FILE AS A JPEG FILE

When saving in Joint Photographic Experts Group (JPEG) format, one may specify the image quality and compression level. To specify image quality and compression, enter a value between 0 and 100, or choose an option for Quality, or drag the slider. There's always a bit of a trade-off between image quality and the amount of compression: higher-quality images use less compression (and more disk space) than lower-quality images. 'Medium' (3) is probably the best selection, although this depends on your printer and the type of work you are printing. Please test to see what is acceptable for your needs. One should also select a format option for the JPEG file. Select the

Baseline Optimized format, which optimizes the color quality of the image. Also choose the default mode **RGB format** and save the file without **ICC** profile embedded.

Most important: Because the JPEG format discards data, it is important to save JPEG files only once. Edit each image from the source file in a format that does not discard data (such as the TIFF or Photoshop (PSD) format), and then 'save as' in JPEG format only as a final step.

Image Editing Software

Although Artsystems prefers and uses *Adobe Photoshop*, the de-facto industry standard for professional image editing, below is a list of photo editing software that may suit your purposes. In most cases, the software is available as a free download for a trial period or simply free like *Irfanview* to determine if the software's capabilities and ease of use fit your needs. All the programs listed below offer batch processing capabilities for editing many files at once.

Adobe Photoshop CS4: <http://www.adobe.com/products/photoshop/photoshop/>
\$699 — The most robust photo editing application available. This is suitable for professional photographers, artists and designers. **Mac and Windows.**

Photoshop Elements: <http://www.adobe.com/products/photoshopelwin/>
\$89 — For consumer level photo-editing. Photoshop Elements has many "one-click" editing features and easy interface. **Windows only.**

Corel Paint Shop Pro PHOTO x: <http://www.corel.com/>
\$79 — more robust than Elements - user has more nuanced control over images (including layers). **Windows only.**

Aperture 2: <http://www.apple.com/aperture/>
\$199 — Pro consumer level photo-editing that is fairly robust. Aperture has nice options such as the ability to create "Export Versions" where specs for an export profile are created and saved — i.e. Web1 version (801 pixels wide, 72dpi). **Mac only.**

Irfanview: <http://www.irfanview.com>
Shareware (free) photo-editing program — basic. Good for resizing images, batch-processing and basic paint functions. **Windows only.**

Gimp: <http://www.gimp.org/>
Freeware raster graphics editor used to process digital graphics and photographs.

If further assistance is needed, please contact Artsystems Support.
Artsystems Support 212-620-5500 x 2 <mailto:Support@artsystems.com>