

Works Image File Name Utility

IMAGE FILE PATH NAME CHANGE

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When attaching images to Work records, the full network directory 'pathname' for each image file is stored with each Work record, so that the program knows where to find the image to display it with the record. The **Filename Utility** provides for quickly changing the file pathname on selected work records when images are stored in another directory, or for mass entry of the same image name on a group of works, such as an edition.

Note: Before working with the Filename Utility always create a backup copy of your data.


The Administrator can delegate rights for users to have access to the Works Image Filename Utility under Tools>Administrative Options. Please refer to the User Guide for additional information on setting security user groups.

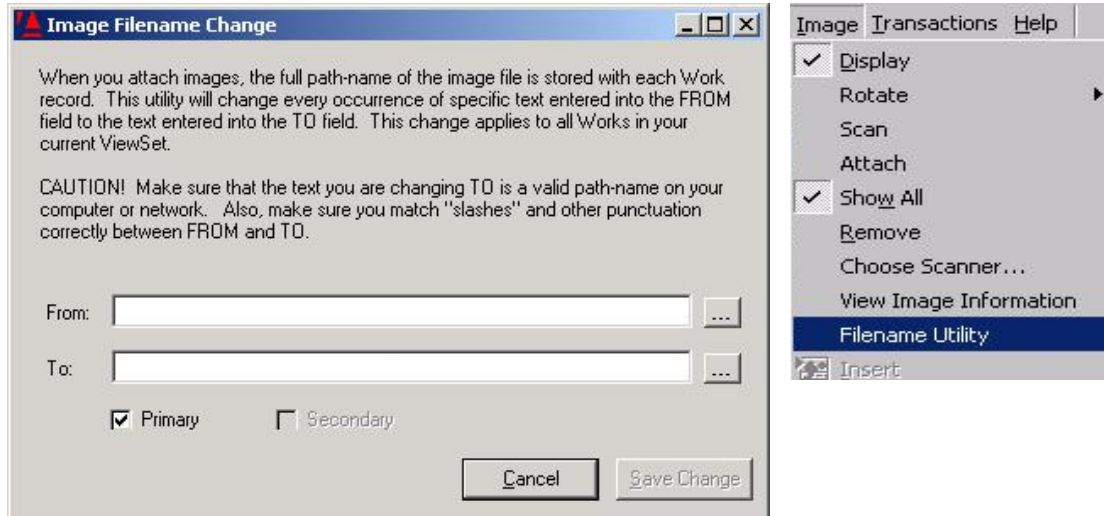
1. Place the image or images whose pathname is to be changed into the appropriate folder on the computer or network.
2. In Works, create a data set for the selected records where the network directory pathname for the image is to be changed. **Note:** Check the records in spreadsheet view prior to using the filename utility. The image column is populated with the full network pathname of the **primary** image file associated with each record.

Position the Image column on the spreadsheet for ease of reference.

Image	Inventory Number	Artist	Title
U:\Wance\DA00297.JPG	DA-00297	Davies, Sally	Painting no. 145: Chinese Sex Shoe, 1997
U:\Wance\DA01297.JPG	DA-01297	Davies, Sally	Painting No. 201, 1995
U:\Wance\DA00697.JPG	DA-00697	Davies, Sally	Painting no. 239: Lichtenstein - My Melody Hau
U:\Wance\DA00497.JPG	DA-00497	Davies, Sally	Painting no. 413: Ralph Lauren Motorcycle Boot
U:\Wance\DA00897.JPG	DA-00897	Davies, Sally	Painting no. 549: White Plastic Chair, 1997
U:\Wance\DA00397.JPG	DA-00397	Davies, Sally	Painting no. 697b: Prada Loafer AP, 1997
U:\Wance\DA00797.JPG	DA-00797	Davies, Sally	Painting No. 749: Eames Chair with Pony Hide C
U:\Wance\DA00579.JPG	DA-00597	Davies, Sally	Painting no. 791: Frank Ghery Chair, 1997
U:\Wance\DA01197.JPG	DA-01197	Davies, Sally	Painting Number 215, 1995



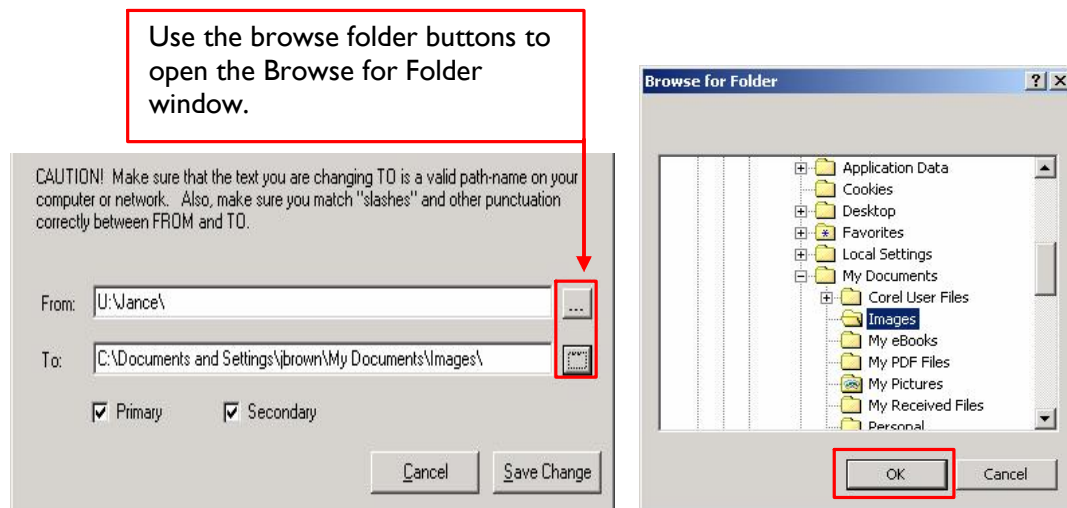
3. Click the **Form** button  on the tool bar. The Image command will become available on the Menu bar.
4. Click **Image**. Highlight **Filename Utility** and click.
5. An **Image Filename Change** window opens.



CHANGING IMAGE PATHNAMES

Caution! Make sure that the text you are changing TO is a valid pathname on your computer or network. Also, make sure you match “slashes” and other punctuation correctly between FROM and TO. For example, *C:\Documents and Settings\My Documents\Images*.

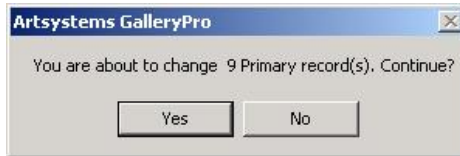
6. In the **FROM** field, enter the full network or computer pathname to the folder in which the images are stored. This can be entered manually or by clicking on the Browse folder button located to the immediate right of the From and/or To field, browsing until the correct folder is highlighted and clicking **OK**.



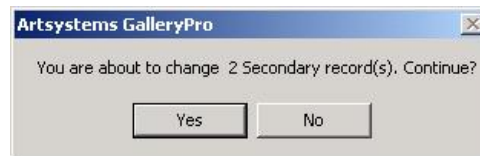
7. In the **TO** field, enter the full network or computer pathname to the folder in which the moved images are stored.

Important! The back slashes at the end of each file pathname are necessary for the program to correctly change the image pathname.

8. Indicate **Primary** or **Secondary** image records to change, by selecting or de-selecting the Primary and/or Secondary buttons. Only the records in the view set with the specific From: and To: pathnames will be changed.
9. Click **Save Change** button.
10. A prompt will appear indicating the number of **Primary** image records about to change. Press the **Yes** button to continue or the No button to cancel the changes on the Primary records.



11. A second prompt will appear indicating the number of **Secondary** image records about to change. Press the **Yes** button to continue or the No button to cancel the changes on the Secondary image records.



12. Close the **Image Filename Change** window.
13. Return to Spreadsheet view to verify the changes. The file pathname is now updated.

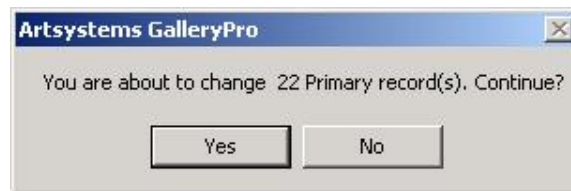
Image	Inventory Number	Artist
C:\Documents and Settings\jbrown\My Documents\Images\DA00297.JPG	DA-00297	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA01297.JPG	DA-01297	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA00697.JPG	DA-00697	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA00497.JPG	DA-00497	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA00897.JPG	DA-00897	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA00397.JPG	DA-00397	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA00797.JPG	DA-00797	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA00597.JPG	DA-00597	Davies, Sally
C:\Documents and Settings\jbrown\My Documents\Images\DA01197.JPG	DA-01197	Davies, Sally

ATTACHING THE SAME IMAGE TO MULTIPLE WORKS RECORDS

The image Filename Utility also provides for attaching the same image name en masse to multiple works record groups such as Editions. Attaching an image to multiple works records only applies to the Primary Image.

- I. Place the image or images whose pathname is to be attached into the appropriate folder on the computer or network.

8. A prompt will appear indicating the number of records about to change and the option to continue. Press the **Yes** button to continue or the No button to cancel the changes on the **Primary** records.



9. Close the **Image Filename Change** window.
10. Refresh the record by clicking Next or Previous and then returning to the record.
11. The image should appear on the record. **Note:** If the image is not displayed, verify that Display is checked and enabled under Image on the Menu Bar.
12. Return to spreadsheet view and verify that all the records have the new image path and filename displayed in the Image field.

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