

## **Filling out the Photos With a Site Number Template**

The *Photos with a Site Number* Tab was created to facilitate the import of born digital photographs and associated metadata, resulting from surveys and excavations from sites containing a site number, into the UMNH collections database. This information should correlate to the project photograph log. This form can be used as a photolog in the field if the repositor chooses. This template will also aid the repositor in the renaming of image files to the correct format. There are two examples in rows 2 and 3 of the template to assist in the process. Contact Katie Saunders, the Anthropology Records Manager, at [ksaunders@nhmu.utah.edu](mailto:ksaunders@nhmu.utah.edu) with any questions.

### **Site Number (Column A)**

This is the number assigned by State History to the site, e.g. 42BO36. Typically, it is formatted in the Smithsonian trinomial system. Please do not add any extra place-holder or zeros. Please use capital letters. This column helps to formulate the image title in column V.

### **Field Specimen Number (Column B)**

This is a column for the field specimen (FS) number of an object that is photographed in the lab. If photographing an object in situ during an excavation or survey leave this column blank. This column helps to formulate the image title for photos in column V.

### **Photo Category (Column C)**

There are two options for this column. If it is a photograph taken of an archaeological site with a site number, fill in the cell as a "sitephoto." If it is a photograph taken in the lab of an object that comes from an archaeological site with a site number, fill it in as a "labphoto." This column helps to formulate the image title in column V.

### **Unique Photo Number (Column D)**

This number would ideally be found on the photolog created in the field. When recording a new site, the photographs should begin with the number '1' and increase with each photograph taken at that site. It is best if each time a site is revisited the photo number begins where the previous visit took left off. For example, if a crew visited 42BO36 in 1967 and the last photo taken that year was number 137, they should have begun with 138 in 1968. You may want to reach out to museum staff to find out the last number used on record. However, it is also acceptable to begin each year's visit with the number 1. The combination of the photo number with the year the photo was taken will make the image title/file name unique. This column helps to formulate the image title in column V.

### **Year (Column E)**

Fill in the cell with the year of the photograph's creation. This column helps to formulate the image title in column V.

### **Site Name (Column F)**

This column is for the colloquial site name, e.g. Hogup Cave for 42BO36. Not every site has a site name and this field may be left blank.

**Description (Column G)**

This column is for the description of each specific image.

**Photo View/Orientation (Column H)**

This column is a place to note the cardinal direction in which the photographer was facing when taking the photograph.

**Date (Column I)**

This Column is for the date the photograph was taken or created. The format should be YYYY-MM-DD.

**People Pictured (Column J)**

This Column is a place to list any people that are visible in the photograph. Please use their full first and last name.

**Photographer's Name (Column K)**

This column is a place to put the first and last name of the photographer.

**Organization's Name (Column L)**

This column is a place to put the name of the organization responsible for the project.

**Organization's Photo Tracking Name (Column M)**

This column is a place to insert the file name that the organization uses to track the photograph. It is generally automatically generated. It may just be an image number that a digital camera assigns like IMG3929.jpg or it may be a combination of the organization's name, device used, and number assigned. Insert the file name of the photograph in whatever format it is saved within your folder. Make sure to include the file extension of .jpg or .tif. This column helps to formulate a PowerShell command in column X that assists in renaming image files in a folder. The information in this column will also be saved in the museum's database and digital asset management system as metadata so that it can be traced back to notes using it as a descriptor.

**Geographic Location of Area (Column N)**

This is a column to place broad geographical information. For example, the county, state, and or general name of an area would be appropriate here.

**Project Name (Column O)**

This column is a place to put the project name associated with the photograph.

**Accession Number (Column P)**

This number is assigned to the depositor by the Natural History Museum of Utah, e.g. UMNH.A.2014.3. You can find this number with the information given when applying for an UMNH accession number prior to the start of the project.

### **Photo Equipment (Column Q)**

This column is a field to insert the brand and model of the equipment (camera, tablet, etc.) used to take the photograph.

### **Keyword (Column R)**

This is an open field to insert information that you feel is pertinent but missing in another column.

### **Note (Column S)**

This column is an open field for comments about the image or its metadata.

### **Image Type (Column T)**

This column is a field to insert the type of image. For digital photographs please insert 'Born digital' into the cell.

### **Language (Column U)**

This column is a field to insert the language used on the photo-board and/or the photolog during the project.

### **Formula to Create the Photo Title (Column V)**

This column combines information provided in columns A, B, C, D, and E to create the image title which is a unique name for each digital image. See pages 9, 10, and 11 of the Anthropology Repository Procedures for examples and explanations about photo file formats. This column will be used to direct the computer in renaming file names to the correct format in column X. Click on cell V3 then double click on the bottom right hand corner of V3 to apply the settings to the whole column. It may be helpful to leave this step until the whole spreadsheet is filled out in columns A through U.

### **File Extension (Column W)**

Use this column to indicate the type of file extension (.jpg or .tif) used to save your images. Photos should be saved as an uncompressed .TIF (.TIFF). Camera settings should be adjusted when taking the photo to save in the correct format. This is ideal for long term storage of the digital file. However, if this step was not taken at the time the photograph was captured **do not** convert photographs from a compressed format to an uncompressed format (e.g. JPEG to a TIFF). Reposit as a JPEG. It will be converted during the process of saving it to NHMU's digital asset management system. The museum will only accept images saved as TIFF or JPEG files.

### **Formula to rename original file name (Column X)**

This column uses information from columns P, V, and W. It creates a formula that can be used to tell the computer to rename the image file name found in column P and change it to column V plus the file extension from column W. Click on cell X3 then double click on the bottom right hand

corner of X3 to apply the settings to the whole column. It may be helpful to leave this step until the whole spreadsheet is filled out in columns A through W.

### **Copied Value of Column X to use in PowerShell (Column Y)**

This column is a place to copy information in column X as a **value** which can then be used as a command in PowerShell to rename the image files to the correct format. You do this by copying the cell in column X then right clicking in column Y. Select the paste special option then paste it as a value. The icon looks like a clipboard with the numbers 123.

### **PowerShell Command**

Copy the cells in column Y. Open the folder containing the images that are ready to be renamed. Click on the task bar at the top and type in "powershell". Paste the values from column Y, click enter and it will rename the old file names into the new file name format.

## **Filling out the Photos Without a Site Number Template**

The *Photos without a Site Number* Tab was created to facilitate the import of born digital photographs and associated metadata, resulting from surveys and other activities at locations lacking a site number, into the UMNH collections database. This information should correlate to the project photograph log. This form should be submitted in addition to photologs created in the field even though the content will be similar. This template will also aid the depositor in the renaming of image files to the correct format. There are two examples in rows 2 and 3 of the template to assist in the process. Contact Katie Saunders, the Anthropology Records Manager, at [ksaunders@nhmu.utah.edu](mailto:ksaunders@nhmu.utah.edu) with any questions.

### **Accession Number (Column A)**

This number is assigned to the collection by the Natural History Museum of Utah, e.g. UMNH.A.2014.3. You can find this number with the information given when applying for an UMNH accession number prior to the start of the project. Please do not add any extra spaces, dashes, or zeros. Please use capital letters. This column helps to formulate the image title in column S.

### **Photo Category (Column B)**

There are two options for this column. If it is a photograph taken of an isolated find, fill in the cell as an "isophoto." If it is a photograph that is unrelated to an archaeological site or an isolated find, fill it in as a "genphoto." Some examples could be a crew shot taken at camp or a panoramic image of a valley that may or may not include many sites. This column helps to formulate the image title in column S.

### **Unique Photo Number (Column C)**

This number would ideally be found on the photolog created in the field. For the first 'isophoto' taken under the umbrella of an accession number begin with the number 1 and increase numerically. Do not restart numbering with each isolated find. Do the same with general photographs. Begin with the number 1 and increase numerically with each accession number. This column helps to formulate the image title in column S.

### **Year (Column D)**

Fill in the cell with the year of the photograph's creation. This column helps to formulate the image title in column S.

### **Image Description (Column E)**

This column is for the description of each specific image.

### **Photo View/Orientation (Column F)**

This column is a place to note the cardinal direction in which the photographer was facing when taking the photograph.

**Date (Column G)**

This column is for the date the photograph was taken or created. The format should be YYYY-MM-DD.

**People Pictured (Column H)**

This column is a place to list any people that are visible in the photograph. Please use their full first and last name.

**Photographer's Name (Column I)**

This column is a place to put the first and last name of the photographer.

**Organization's Name (Column J)**

This column is a place to put the name of the organization responsible for the project.

**Organization's Photo Tracking Name (Column K)**

This column is a place to insert the file name that the organization uses to track the photograph. It is generally automatically generated. It may just be an image number that a digital camera assigns like IMG3929.jpg or it may be a combination of the organization's name, device used, and number assigned. Insert the file name of the photograph in whatever format it is saved within your folder. Make sure to include the file extension of .jpg or .tif. This column helps to formulate a PowerShell command in column U that assists in renaming image files in a folder. The information in this column will also be saved in the museum's database and digital asset management system as metadata so that it can be traced back to original notes using it as a descriptor.

**Geographic Location or Area (Column L)**

This is a column to place broad geographical information. For example, the county, state, and or general name of an area would be appropriate here.

**Project Name (Column M)**

This column is a place to put the project name associated with the photograph.

**Photo Equipment (Column N)**

This column is a field to insert the brand and model of the equipment used to take the photograph.

**Keyword (Column O)**

This is an open field to insert information that you feel is pertinent but missing in another column.

**Note (Column P)**

This column is an open field for comments about the image or its metadata.

### **Image Type (Column Q)**

This column is a field to insert the type of image. For digital photographs please insert 'Born digital' into the cell.

### **Language (Column R)**

This column is a field to insert the language used on the photo-board and/or the photolog during the project.

### **Formula to Create the Photo Title (Column S)**

This column combines information provided in columns A, B, C, and D to create the image title which is a unique name for each digital image. See pages 9, 10, and 11 of the Anthropology Reposit Procedures for examples and explanations about photo file formats. This column will be used to direct the computer in renaming file names to the correct format in column U. Click on cell S3 then double click on the bottom right hand corner of S3 to apply the settings to the whole column. It may be helpful to leave this step until the whole spreadsheet is filled out in columns A through R.

### **File Extension (Column T)**

Use this column to indicate the type of file extension (.jpg or .tif) used to save your images. Photos should be saved as an uncompressed .TIF (.TIFF). Camera settings should be adjusted when taking the photo to save in the correct format. This is ideal for long term storage of the digital file. However, if this step was not taken at the time the photograph was captured **do not** convert photographs from a compressed format to an uncompressed format (e.g. JPEG to a TIFF). Reposit as a JPEG. It will be converted during the process of saving it to NHMU's digital asset management system. The museum will only accept images saved as TIFF or JPEG files.

### **Formula to Rename Original File Name (Column U)**

This column uses information from columns K, S, and T. It creates a formula that can to be used to tell the computer to rename the image file name found in column K and change it to column S plus the file extension from column T. Click on cell U3 then double click on the bottom right hand corner of U3 to apply the settings to the whole column. It may be helpful to leave this step until the whole spreadsheet is filled out in columns A through T.

### **Copied Value of Column U to use in PowerShell (Column V)**

This column is a place to copy information in column U as a value which can then be used as a command in PowerShell to rename the image files to the correct format. You do this by copying the cell in column U then right clicking in column V. Select the paste special option then paste it as a value. The icon looks like a clipboard with the numbers 123.

### **PowerShell Command**

Copy the cells in column V. Open the folder containing the images that are ready to be renamed. Click on the task bar at the top and type in "powershell". Paste the values from column V, click enter and it will rename the old file names into the new file name format.