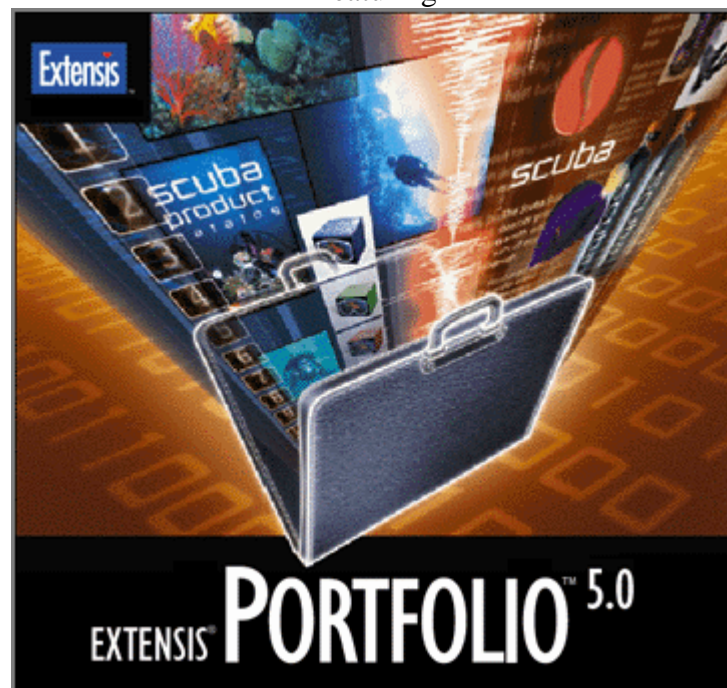


# ATG 3032: Digital Asset Management

Featuring



May 2001

Wake Forest University



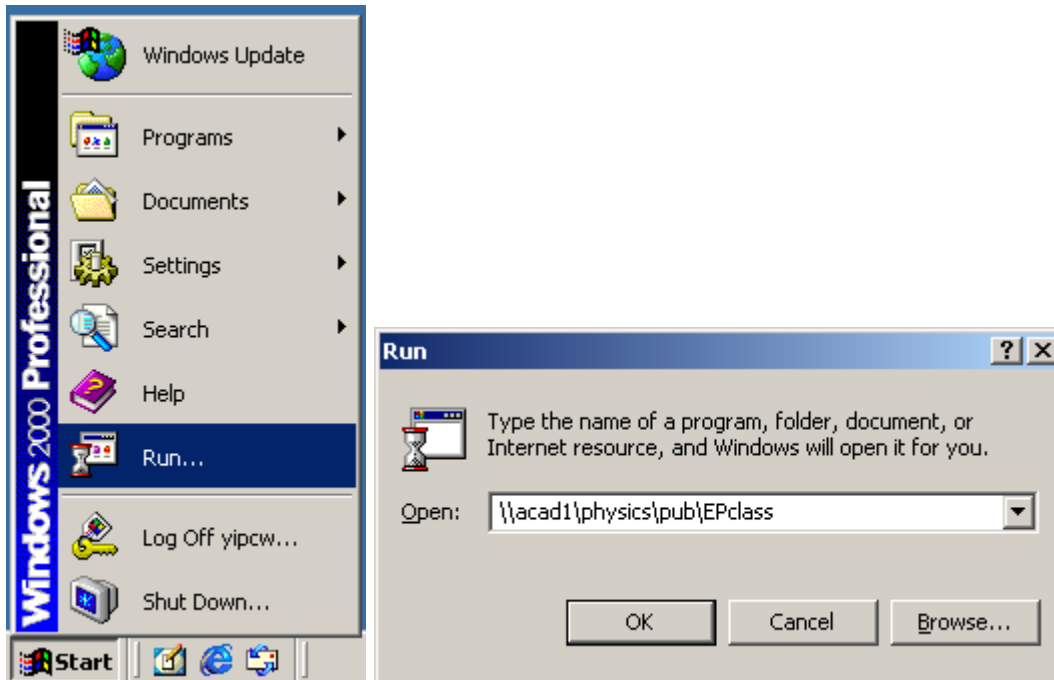
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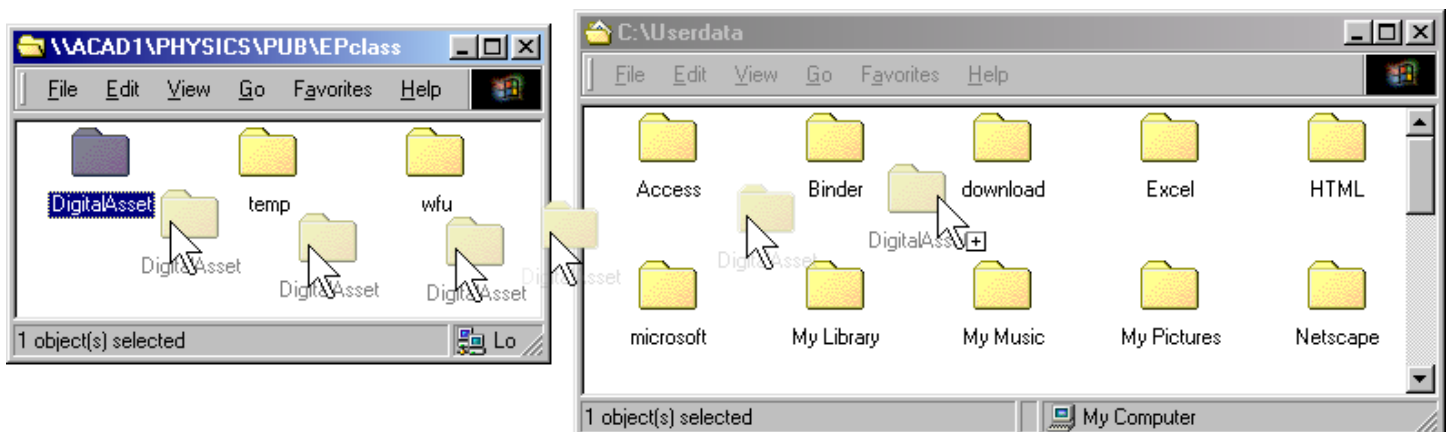
# 1 Installation

## 1.1 Class material

1. CD-ROM contains large sample files, and additional materials. You do not need to put it in at this time. You will be asked to insert the disc when it is needed.
2. Copy class materials from \\acad1\physics\pub\EPclass  
From “Start menu”, choose “Run ...” and type the network path

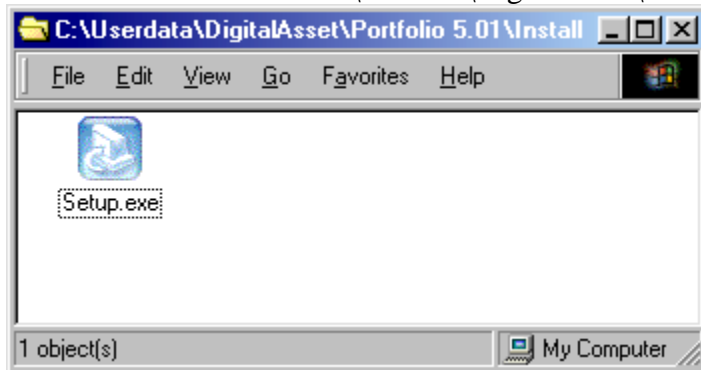


3. Copy the folder “DigitalAsset” to your local hard drive’s “C:\userdata” directory. It may take a few minutes; the folder is about 27 MB. Ignore any other folders on the server.

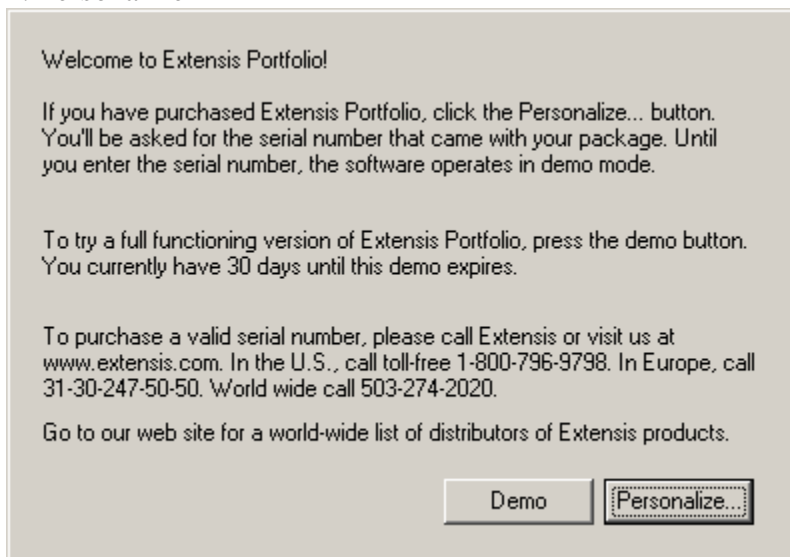


## 1.2 Install Extensis Portfolio

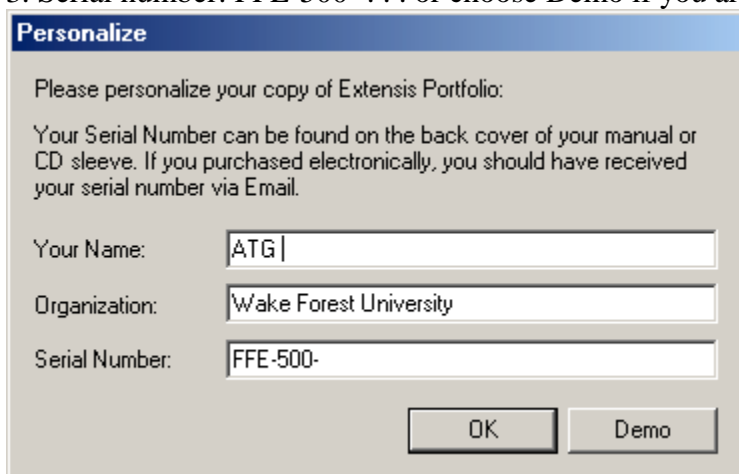
1. Install from hard disk C:\userdata\DigitalAsset\Portfolio 5.01\Install\setup.exe



2. Personalize



3. Serial number: FFE-500- . . . or choose Demo if you are not given one



## 2 Get organize

- ❖ Keywords – for searching



- ❖ Categories – like folders



- ❖ Custom fields – both



[illegible]



Chinese  
Egyptian  
Japanese  
Greek  
Roman  
Italian  
French  
Netherlandish  
Spanish  
Dutch  
British  
Ancient American  
American  
Argentine  
African  
  
Gothic  
Modern  
Contemporary

1600s  
1700s  
1800s  
1900s  
2000s

1960s  
1970s  
1980s  
1990s  
2000s

Blue  
Brown  
Green  
Orange  
Red  
Yellow

Sculpture  
Pottery  
Wheel throwing  
Hand building

Painting  
Drawing  
Sketch  
Watercolor  
Oil  
Acrylic

Mixed media  
  
Dance  
  
Re-sequenced  
Composite  
  
Renaissance  
Napoleon  
Civil War  
World War I  
Revolution  
Hudson River painters

Business  
Commercial  
Education  
Collaboration  
Personal Portfolio

Workshop  
Lecture  
Seminar  
Presentation  
Contract  
Fun  
Personal  
Collection  
Design  
Production  
Publishing  
Performance

Inspiration

Imaging  
Computer Graphics  
Animation  
Digital Video  
Movie  
Motion graphics  
Art

Press release  
Magazine  
Brochure  
Flyer

Font Design  
Layout  
3D graphics

CGI  
VR  
Panoramic  
eBook  
ePaper  
  
Interactive  
Dynamic  
  
Clip art  
Illustration  
Background

[illegible]

Project  
Idea  
Brainstorm  
Napkin Sketches  
Draft  
Prototype  
Beta  
Final  
Production

Web Graphics  
HTML pages  
Digital Video

Borrowed from web  
Scanned from book  
Original

Digital Art  
Photography

Splash Screen  
Manual  
Cover  
Sleeve

[illegible]

Artists – me  
my dad  
my mom

Vendor - ItIsJustArt.com  
Museum of Modern Art

Status - In Exhibitions  
In Gallery  
Used in public web pages  
Completed  
In Progress  
In Final Production  
Wait till someone call  
Never going to finish  
Not even started  
Thinking about it

Major color scheme - Blue  
Brown  
Green  
Orange  
Red  
Yellow

Priority - Spouse wants it  
Mom wants it  
Boss wants it  
For tenure  
Just for fun

Grade - shown it to everyone already  
It is ok  
Don't really like it  
Don't let anyone see it

Target - Sell it  
Publish it  
Bury it  
CD-ROM  
DVD-ROM  
Web  
Print

## Technical Fields

### PhotoInfo

Shutter Speed – 1/16,000 s, 1/4000, 8s  
F Number – f/64, f/32, f/11, f/8  
Focal Length – 17mm, 50mm, 500mm  
ISO Speed Rating – 100, 200, 400, 1600  
Exposure Compensation - +0.3EV  
Exposure Time – 0.0125 s

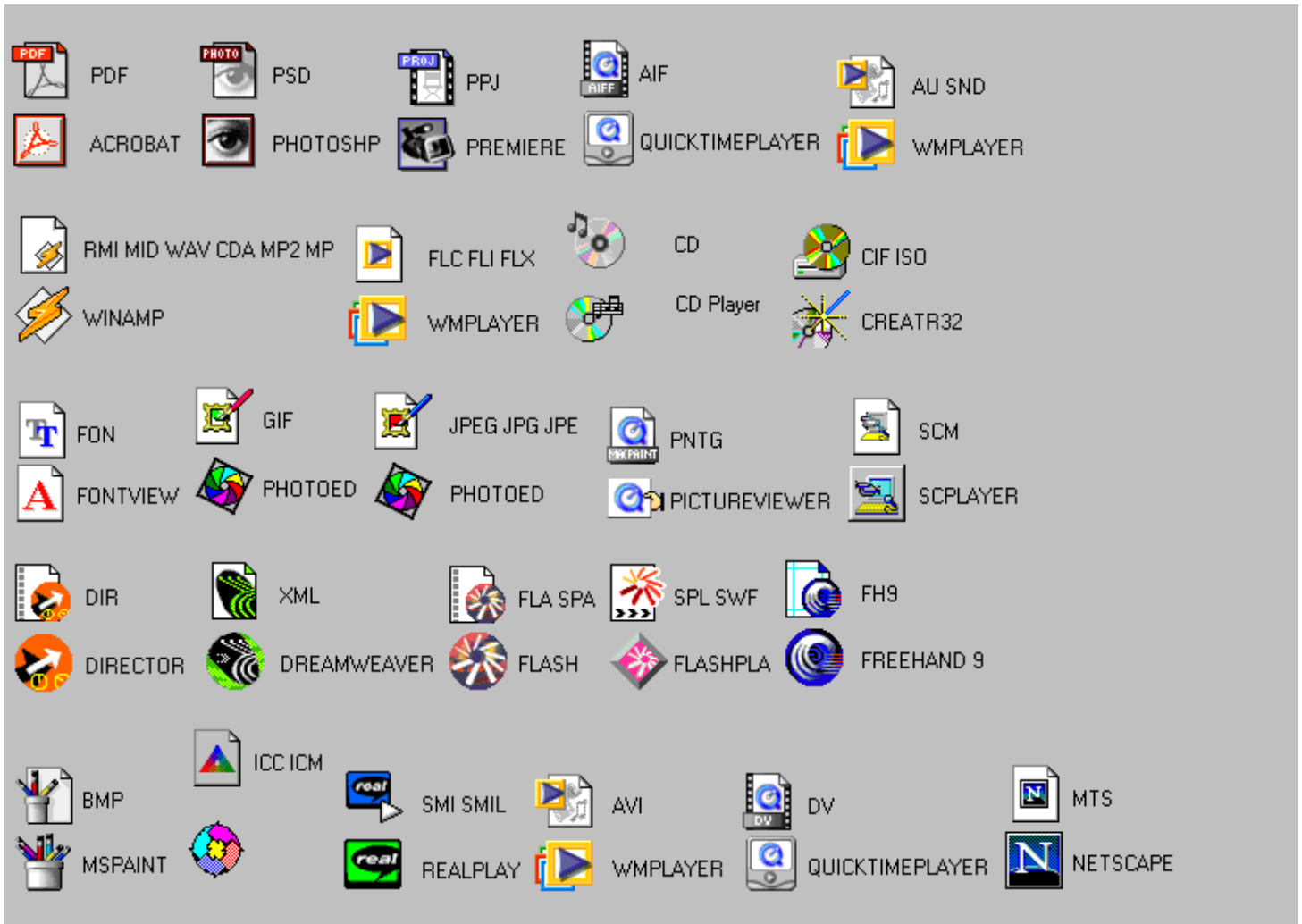
Flash On/Off  
Quality Setting – HighQ, Normal  
Camera Manufacturer – Nikon, Olympus  
Camera Model – Coolpix 995, D1x,  
DiMAGE 7,  
Canon D30

White Balance - incandescent  
Image Adjustment - sharpened  
Resolution X, Y – 180 dpi  
Unit - cm/inch  
Components – RAW, YCbCr

### MiscInfo

Country – USA, China, Japan, UK  
Province/State – NC, SC, NY, CA  
City – WS, MCO, LAX  
Object Name -  
Headline -  
Caption -

### 3 Introduction



My Computer – local hard drive

Network - servers

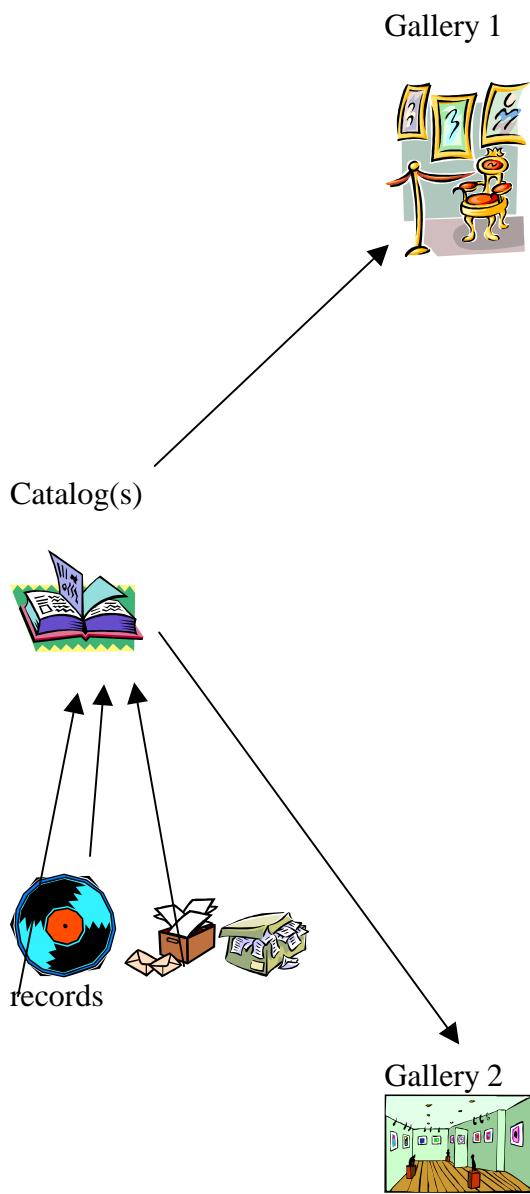


Removable media



## 4 Terminology

- ❖ **Records** – each piece of material
- ❖ **Catalog** (or many) – a file, each store many records
- ❖ **Gallery** (or many) – shows all or part of a catalog(s)
- ❖ **View** (3 kinds) – different way of showing a gallery



Thumbnail View

List View

Record View



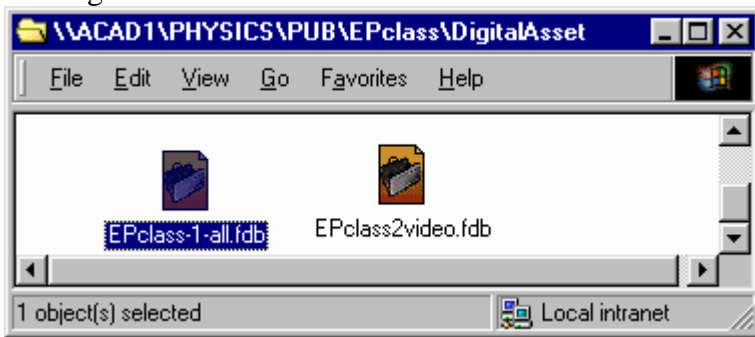
Thumbnail View

List View

Record View



## Catalog



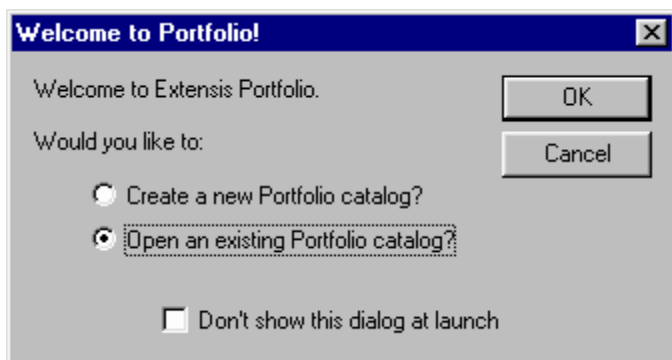
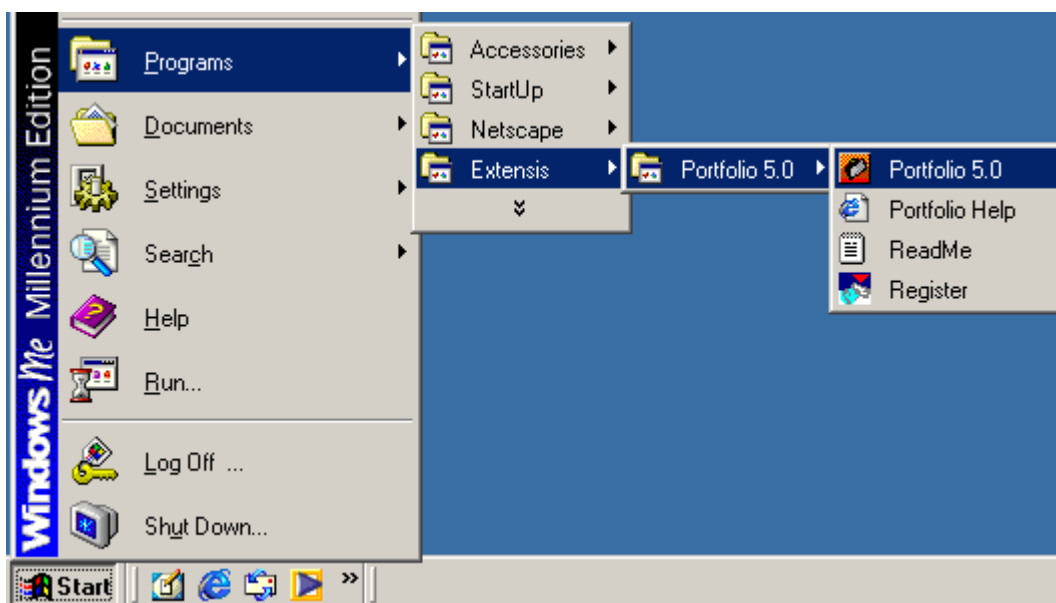
## Gallery



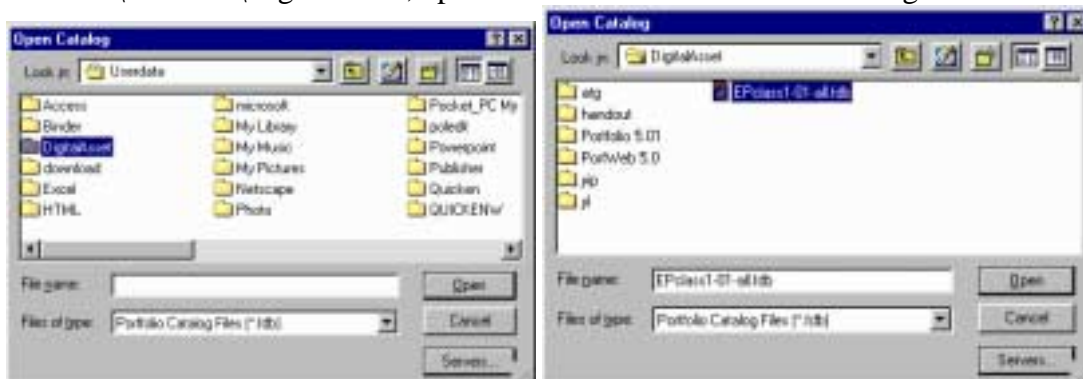
## 3 Views



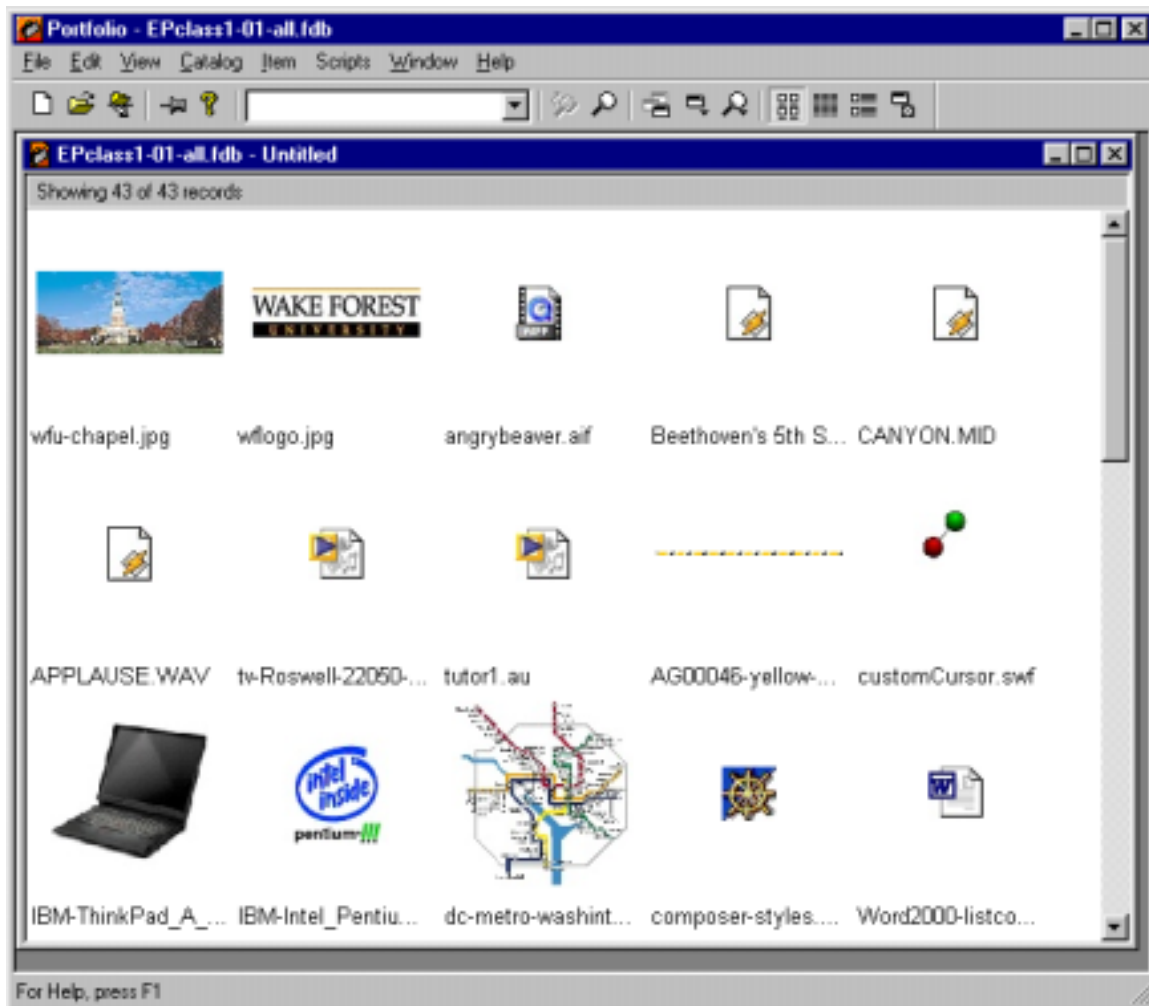
## 5 Getting Started



Go to C:\Userdata\DigitalAsset, open the file “EPclass1-01-all.fdb”. Ignore the .adm file if there is one there.

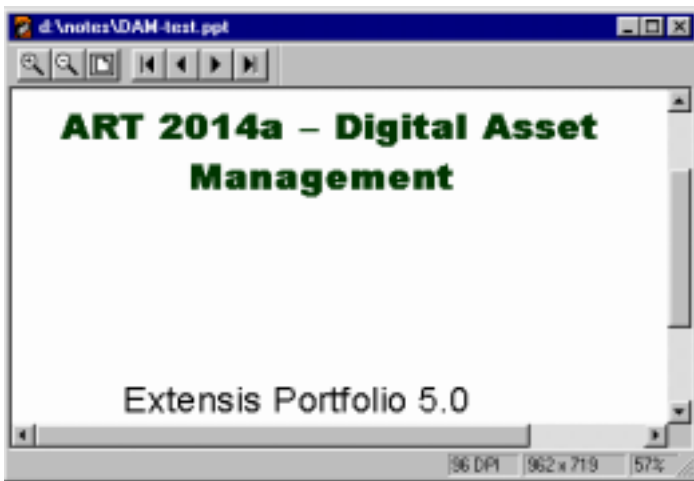


You should see something like the following.

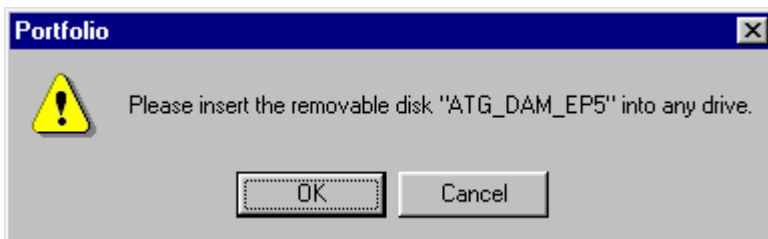


(Note: See Appendix B, p. 294 of manual for list of supported preview file type)





(Note: it is on the CD-ROM, you will be promoted to insert the removable disk with the volume)

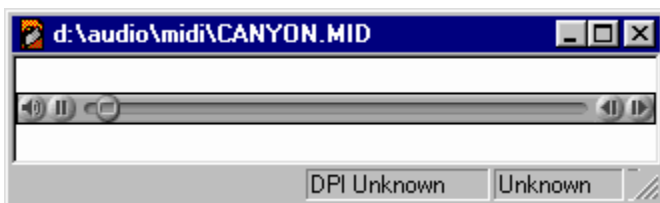


(Caution: not all features supported of native application in preview)

### 6.2.3 Animated GIF



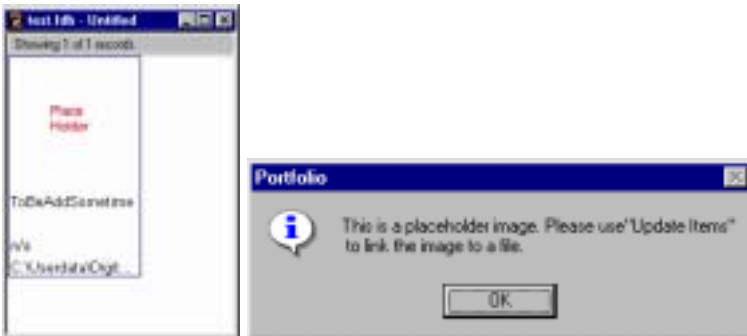
### 6.2.4 Audio



## 6.2.5 Video



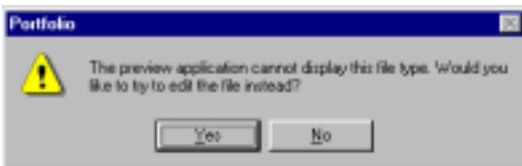
## 6.2.6 Placeholder



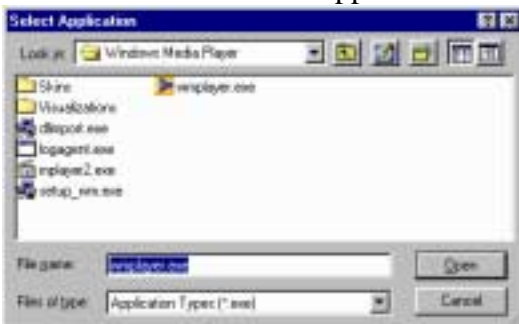
## 6.2.7 Other Files

Try

- Adobe Acrobat PDF – external application launch right away
- Text file – ask to edit



- snd file – ask for application

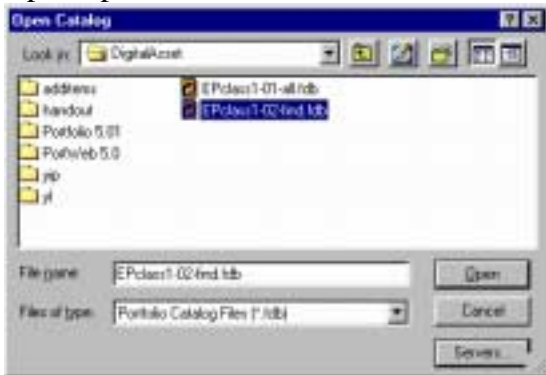


(Note: manual incorrectly said Acrobat has multipage preview, see Extensis' website FAQ)

## 7 Searching

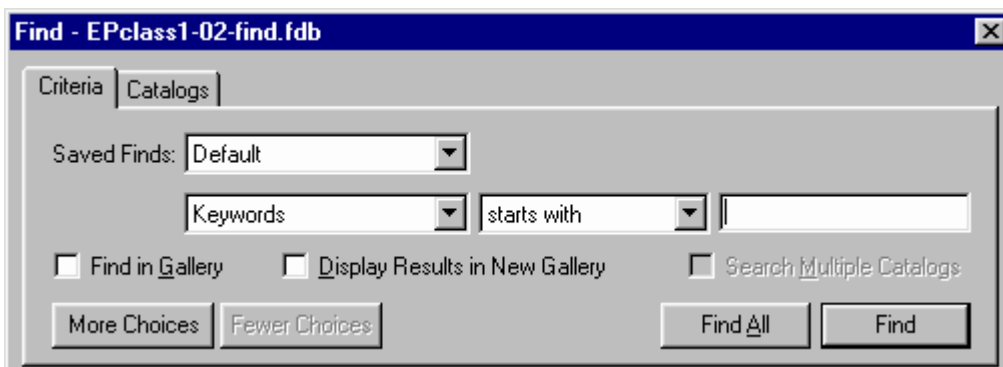
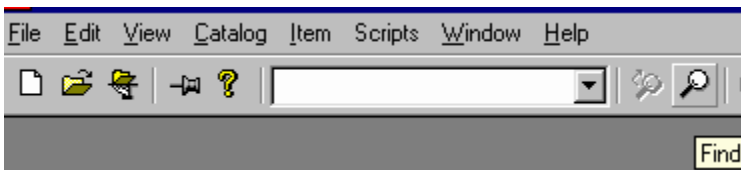
### 7.1 Simple Search

Open Epclass1-02-find.fdb



(Note: only some images are shown in this catalog's default gallery)

Click Find on toolbar



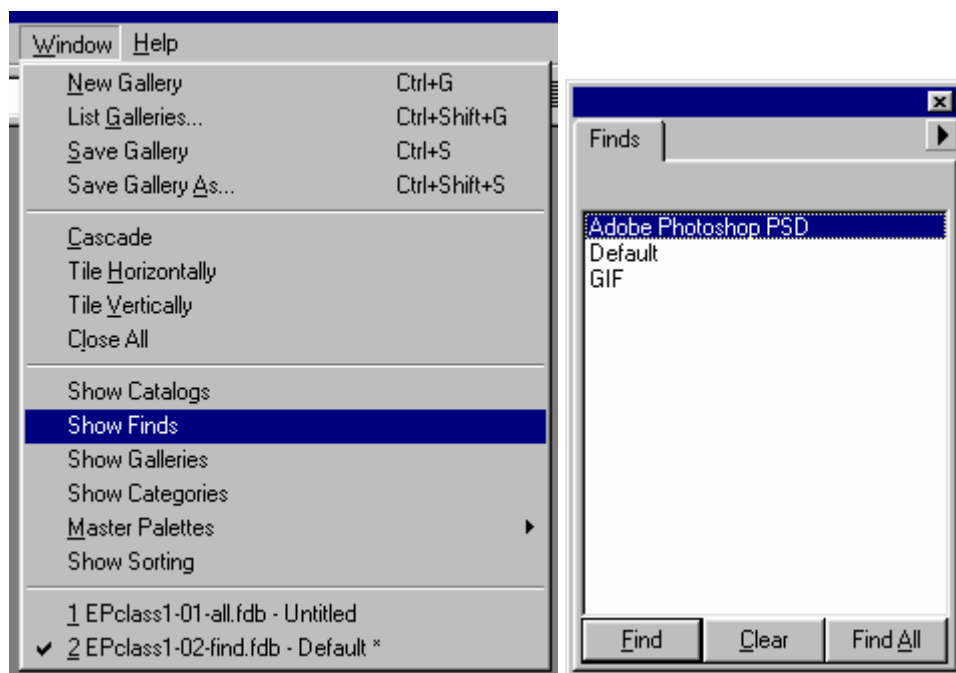
Let's try keywords like

Fog

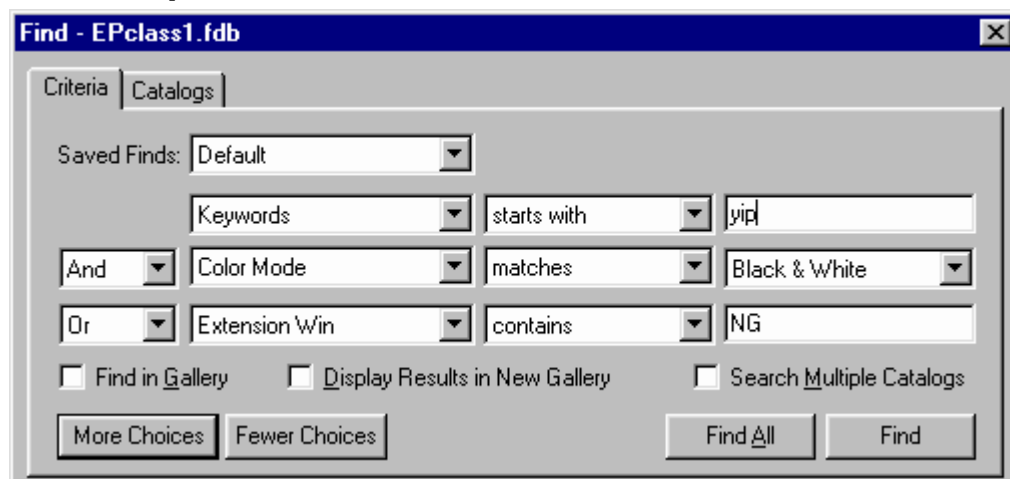
Pottery

(Note: Find All will show you all record)

## 7.2 Saved finds



## 7.3 Complex find

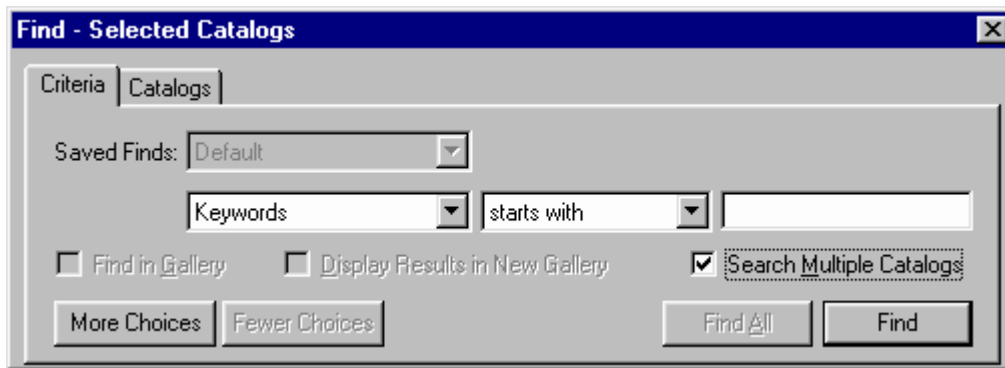


Try  
pottery and  
extension win : PNG

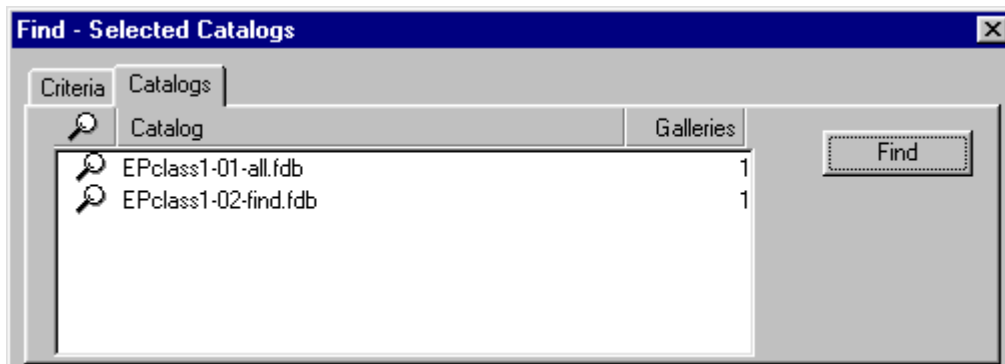
(Note: see manual caution about date and time fields)



## 7.4 Multiple Catalogs



The 'Find - Selected Catalogs' dialog box has a title bar with a close button. It contains two tabs: 'Criteria' and 'Catalogs'. The 'Criteria' tab is active. It features a 'Saved Finds' dropdown menu set to 'Default'. Below this are two dropdown menus: 'Keywords' and 'starts with', followed by an empty text input field. There are three checkboxes: 'Find in Gallery' (unchecked), 'Display Results in New Gallery' (unchecked), and 'Search Multiple Catalogs' (checked). At the bottom are four buttons: 'More Choices', 'Fewer Choices', 'Find All', and 'Find'.



The 'Find - Selected Catalogs' dialog box is shown with the 'Catalogs' tab active. It displays a table with two columns: 'Catalog' and 'Galleries'. The table contains two rows of results, each with a magnifying glass icon in the 'Catalog' column.

Catalog	Galleries
EPclass1-01-all.fdb	1
EPclass1-02-find.fdb	1

To the right of the table is a 'Find' button.

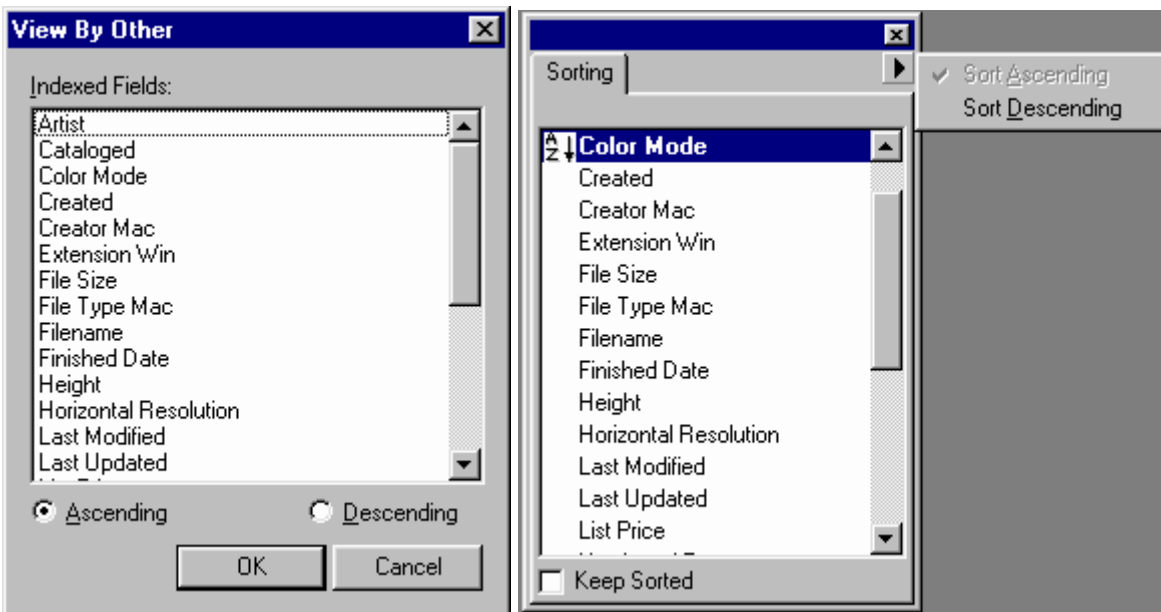
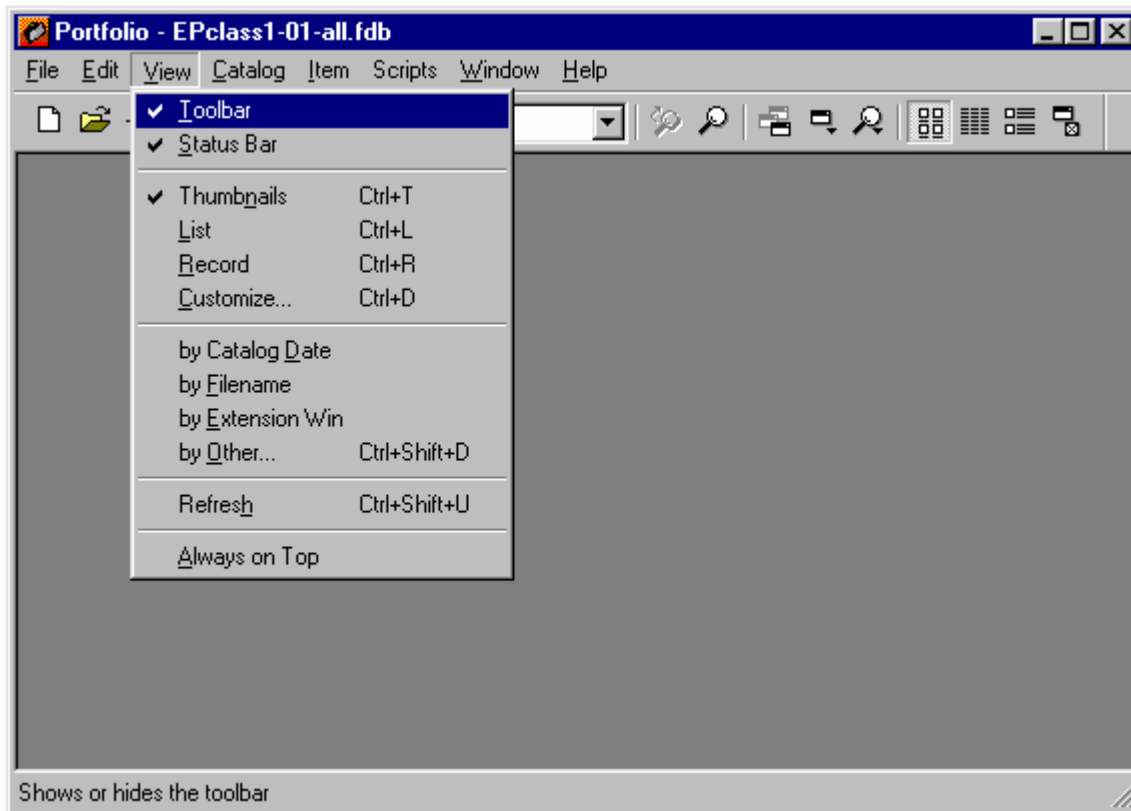
## 7.5 Document Text



The 'Find Document Text' dialog box has a title bar with a close button. It contains a 'Words to Find:' label above a text input field. Below the input field are two dropdown menus: an empty one and 'starts with'. There is a section titled 'Find Options' containing three checkboxes: 'Find in Gallery' (unchecked), 'Search Multiple Catalogs' (unchecked), and 'Display Results in New Gallery' (unchecked). At the bottom are two buttons: 'Find' and 'Close'.

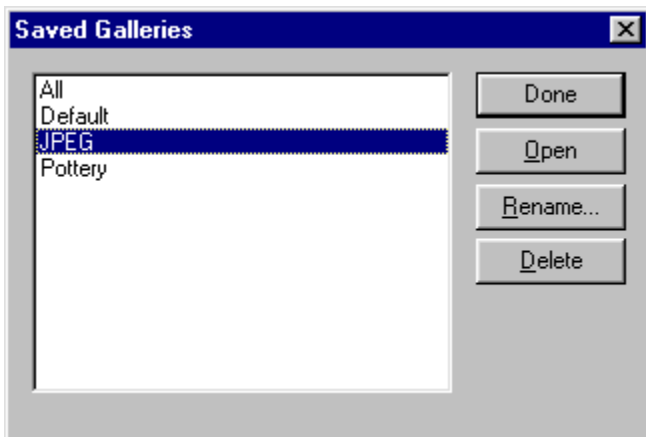
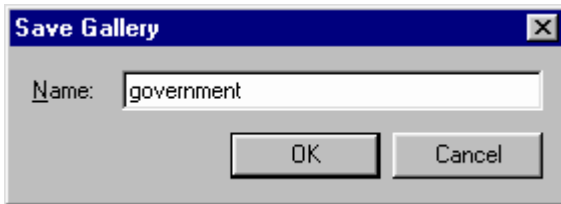
You can try to search for Blah

## 7.6 Sort

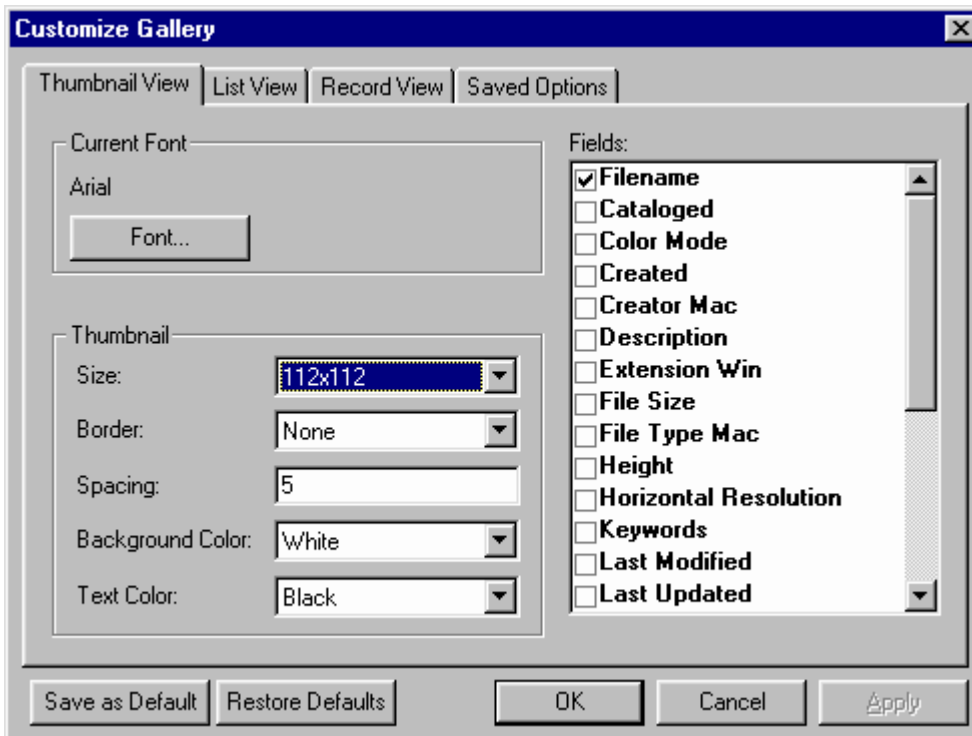


## 8 Gallery

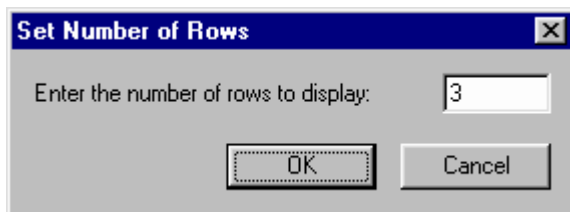
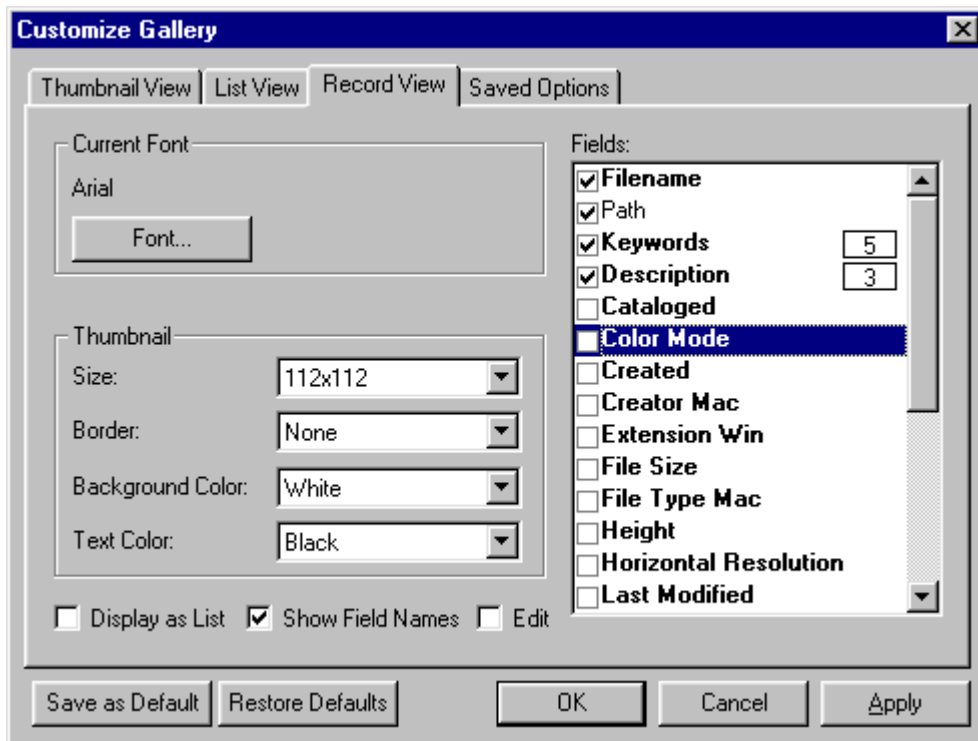
### 8.1 Save Galleries



### 8.2 Customize



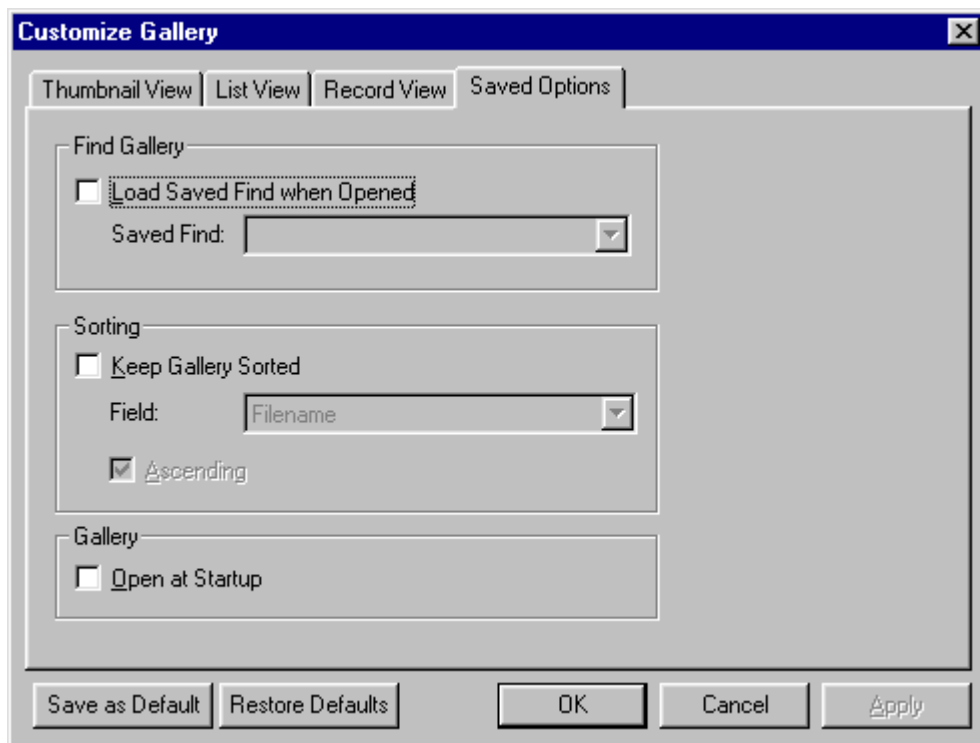
## 8.2.1 Record View



- ❑ Re-arrange field
- ❑ Number of rows for mutli line field
- ❑ Edit mode
- ❑ List mode



## 8.2.2 Saved Option



(Note: see manual for saved find gallery which is dynamic instead of a static collection)

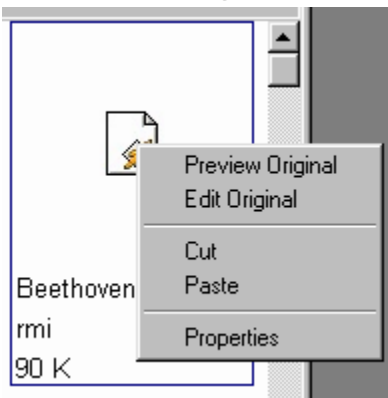
## 8.2.3 Borders



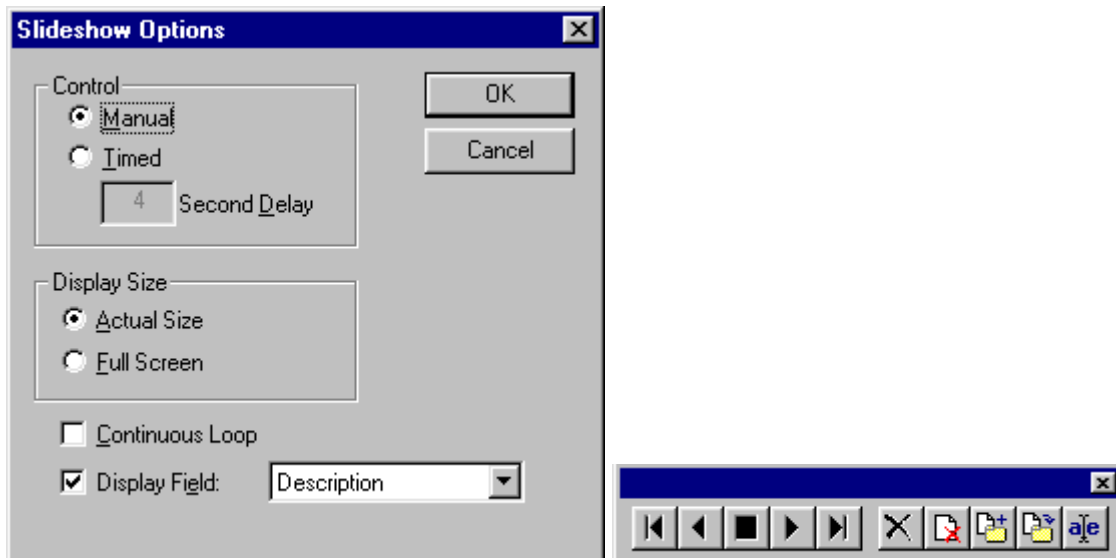
## 9 Using media

- Right mouse click to edit original
- Drag and drop
- Copy and Paste
  - in preview (according to manual, it usually works from gallery too)
  - section of image

### 9.1 Edit Original



### 9.2 Slide Show



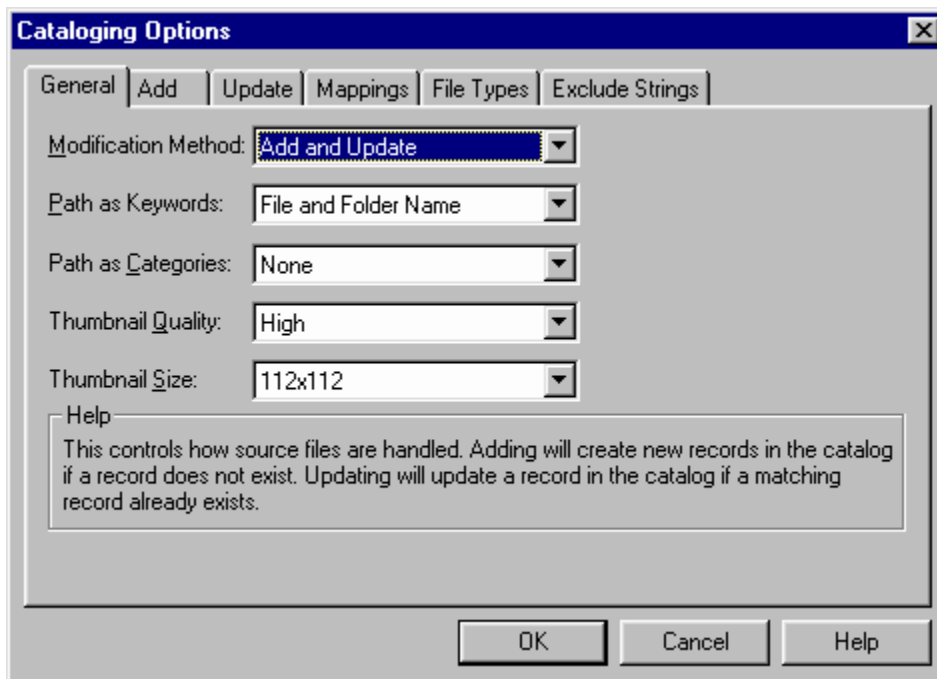
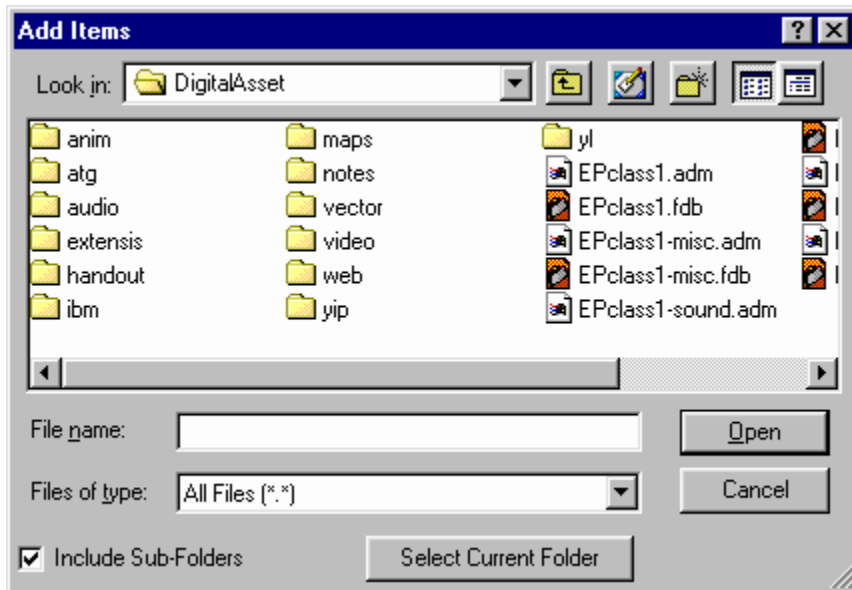
### 9.3 Copy to other applications

Let's create a new PowerPoint presentation

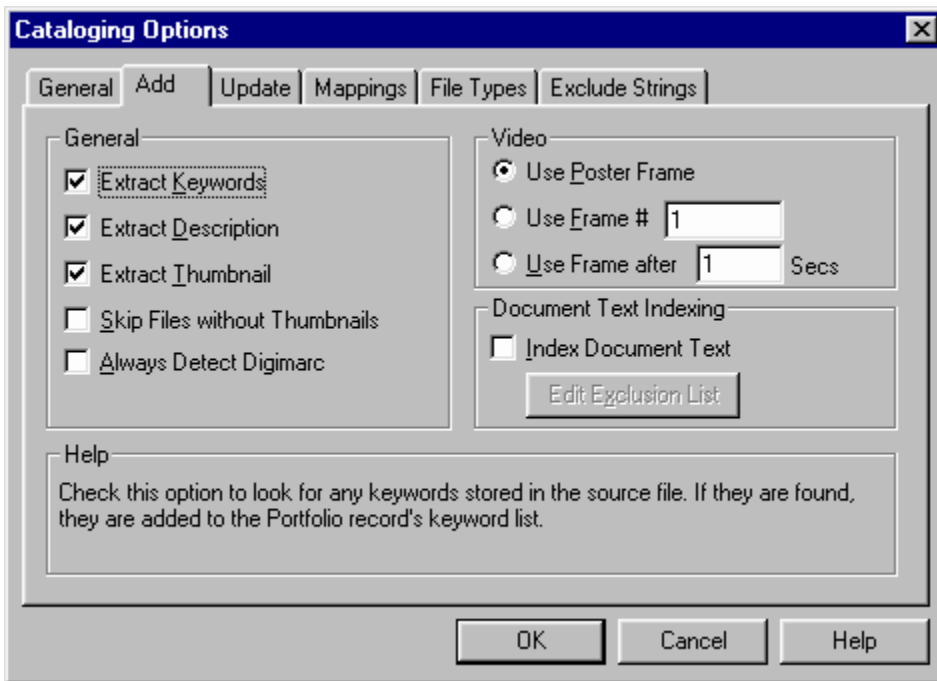
**Break**

## 10 Creating & Importing

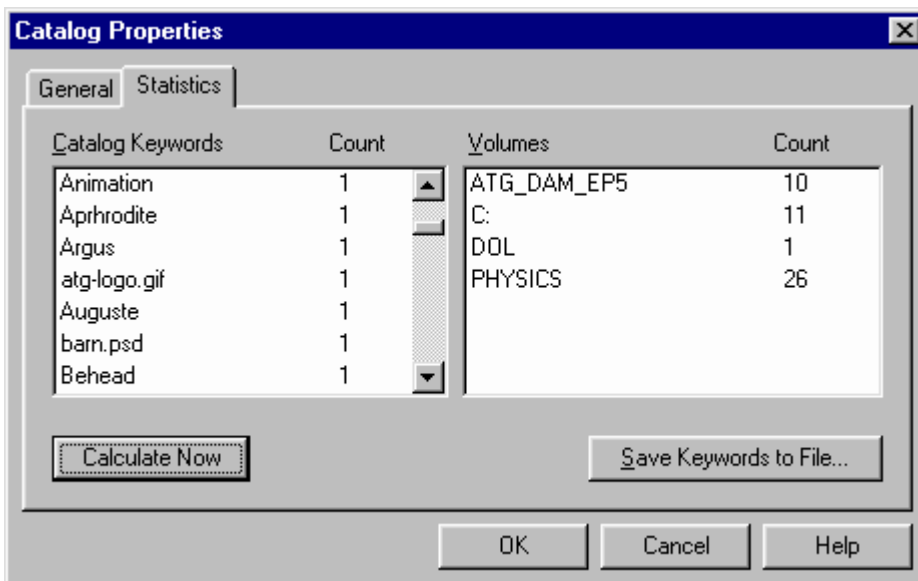
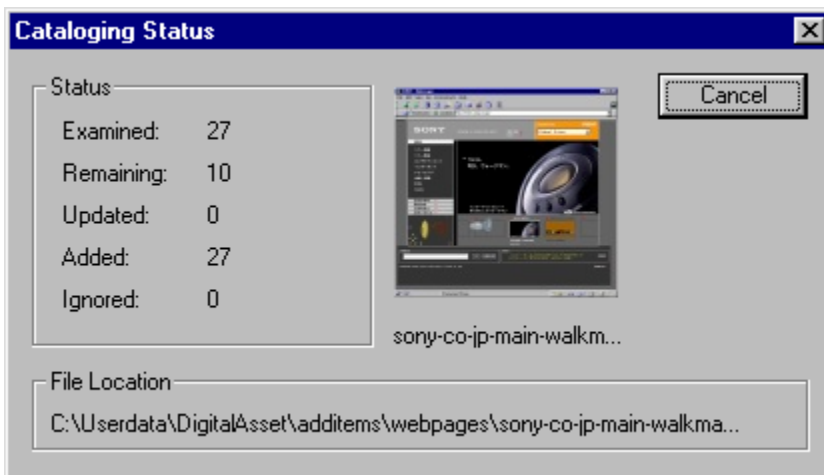
### 10.1 New catalog



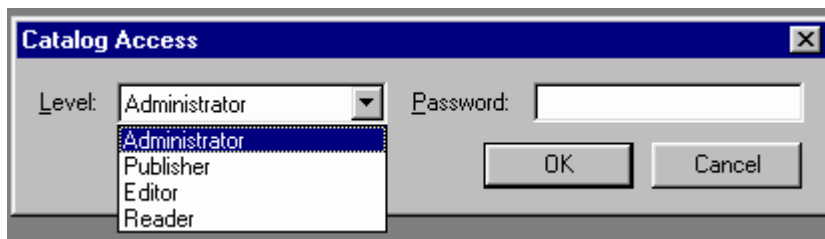




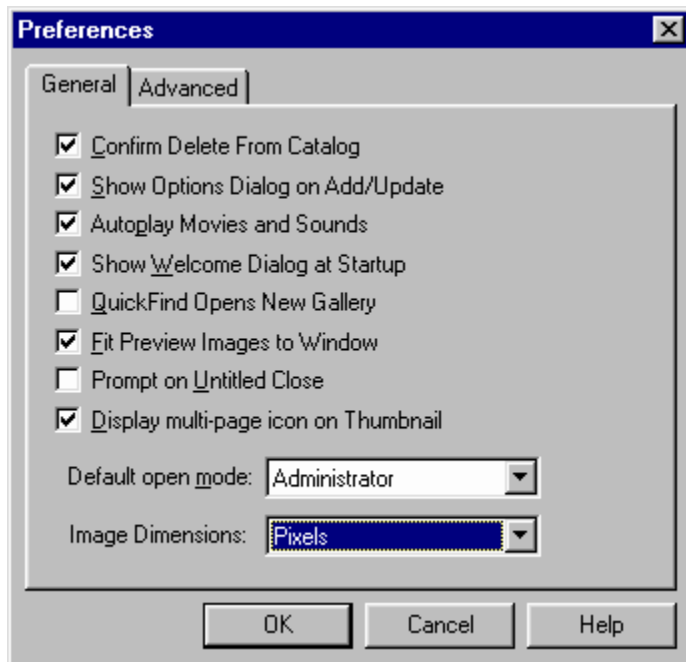
("include Document Text" for PDF and PPT only)



## 10.2 Administration - Level

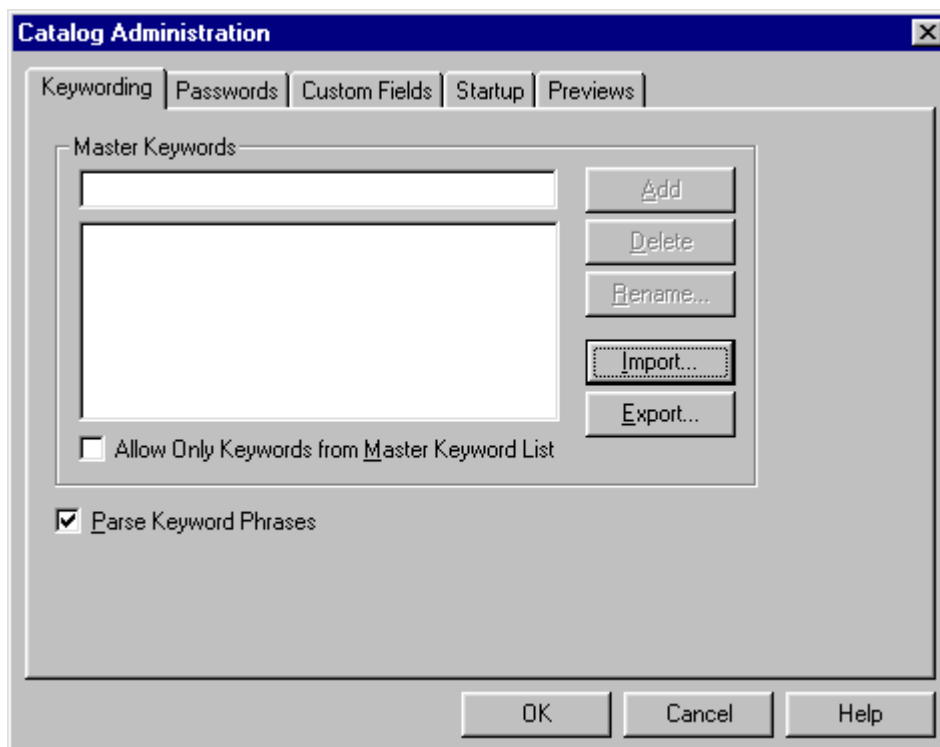
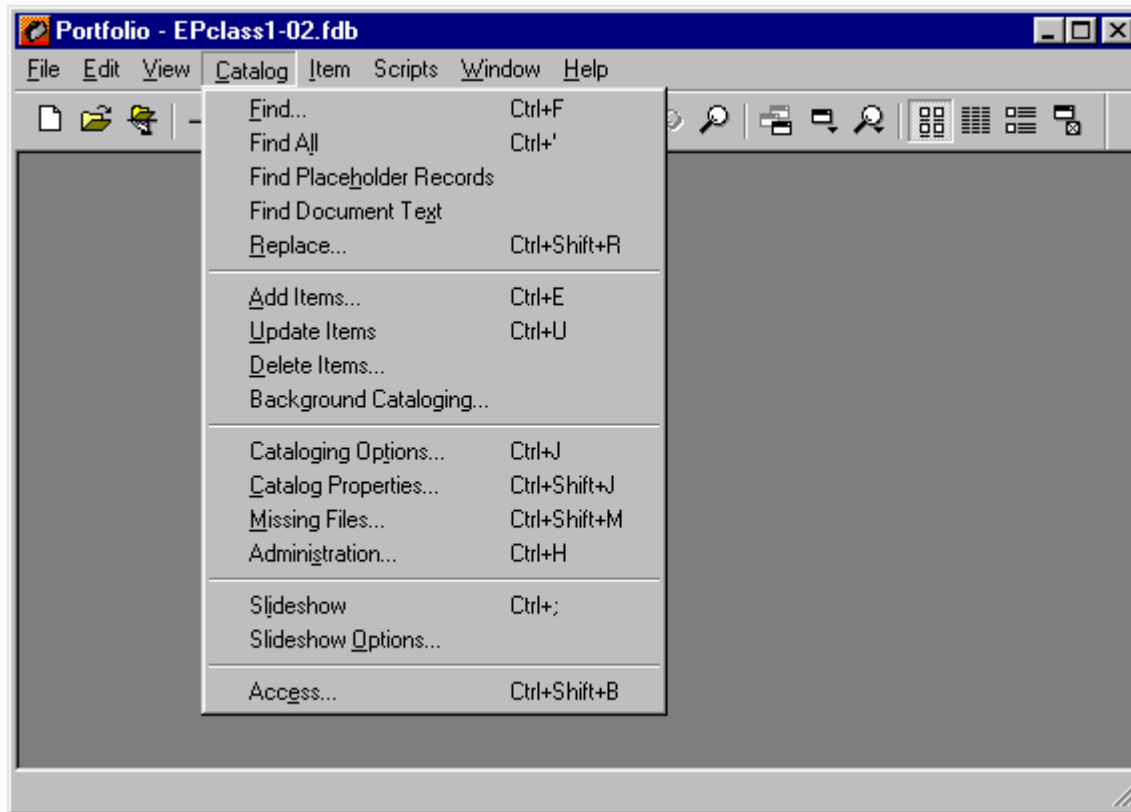


(Note: see manual for different access level)

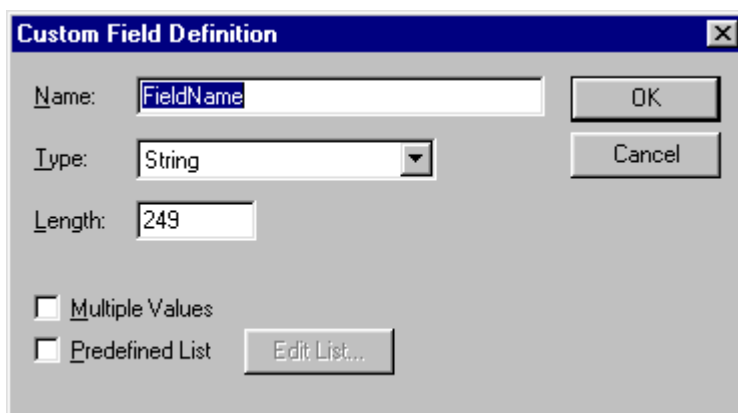
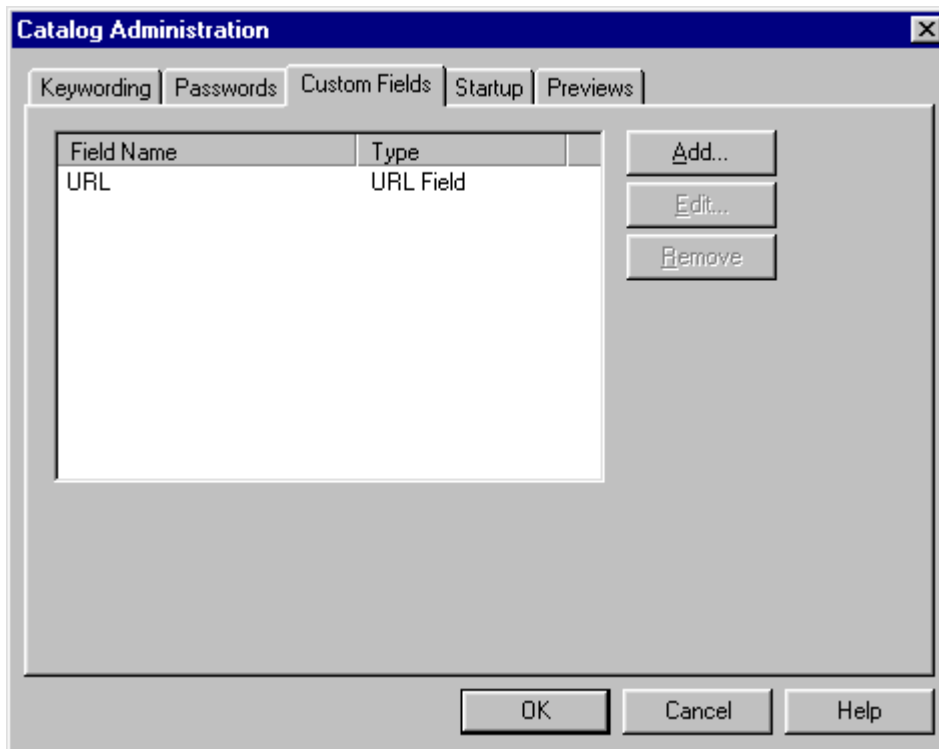


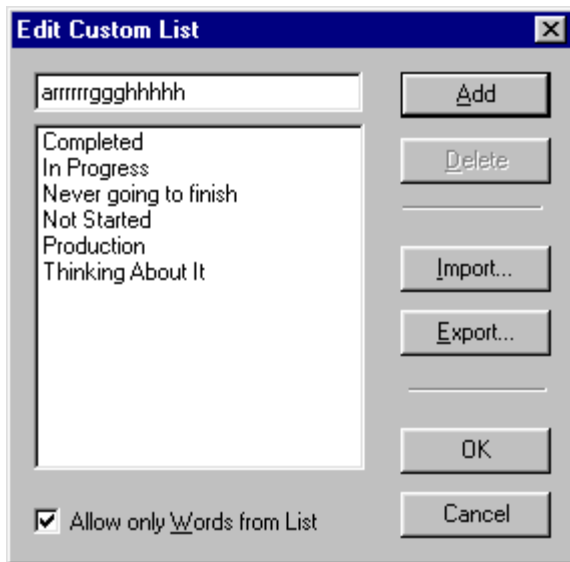
## 10.3 Organize

### 10.3.1 Keywords

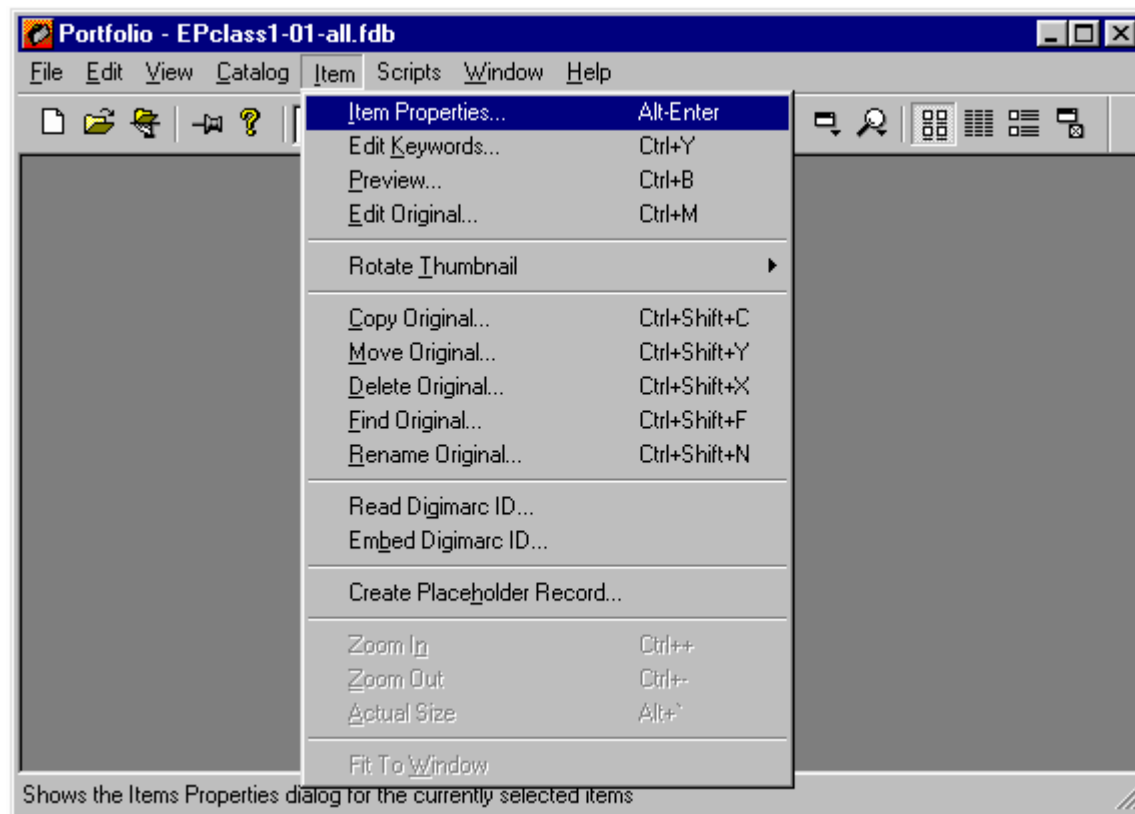


### 10.3.2 Custom Fields

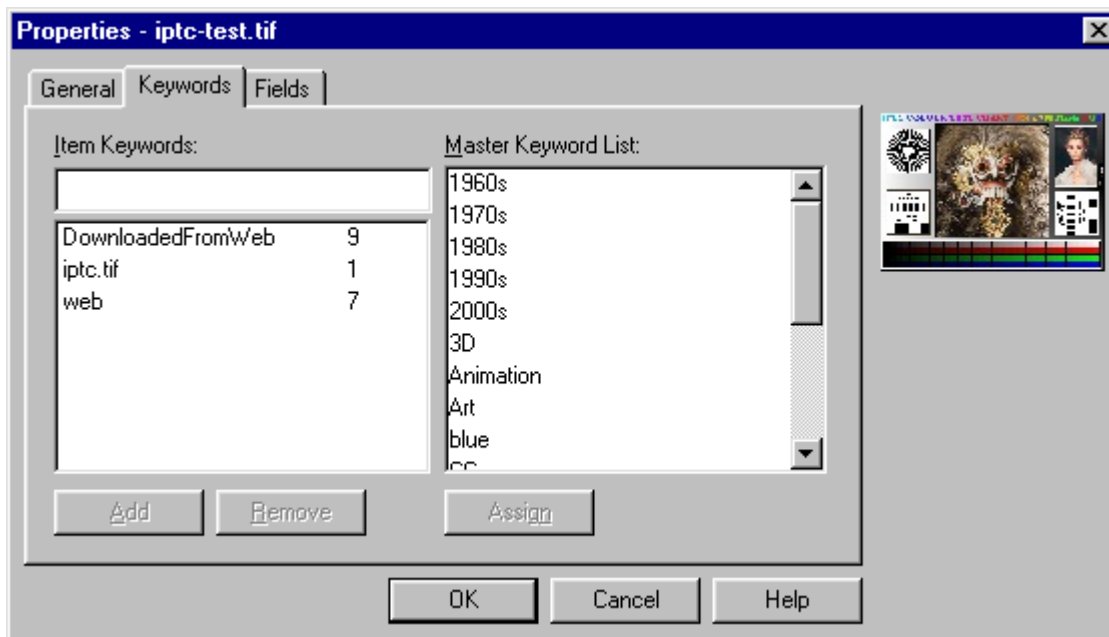
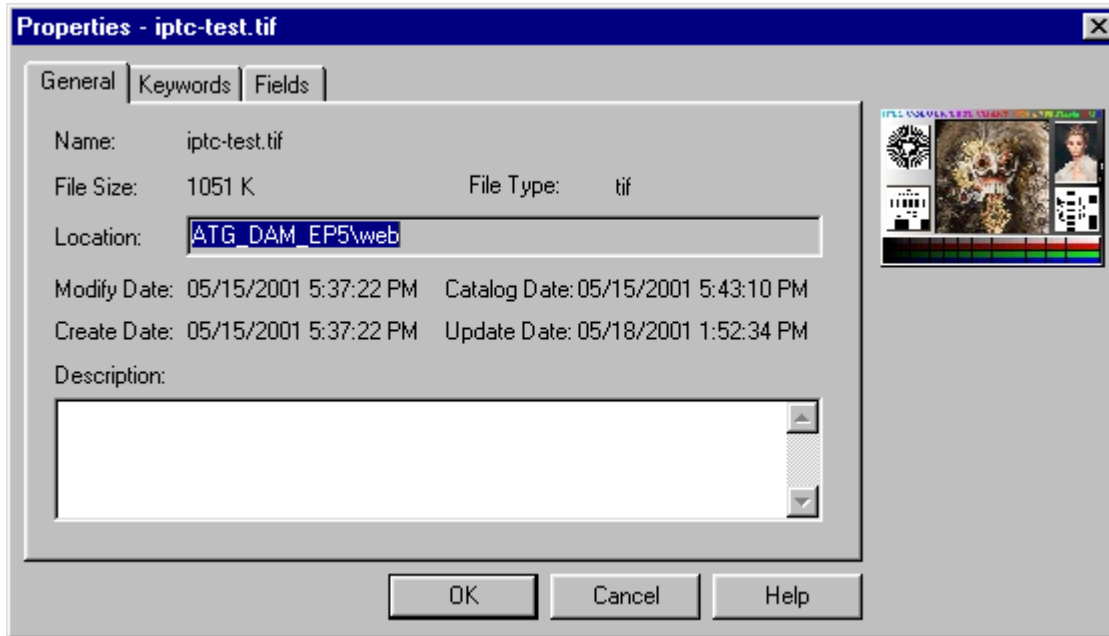


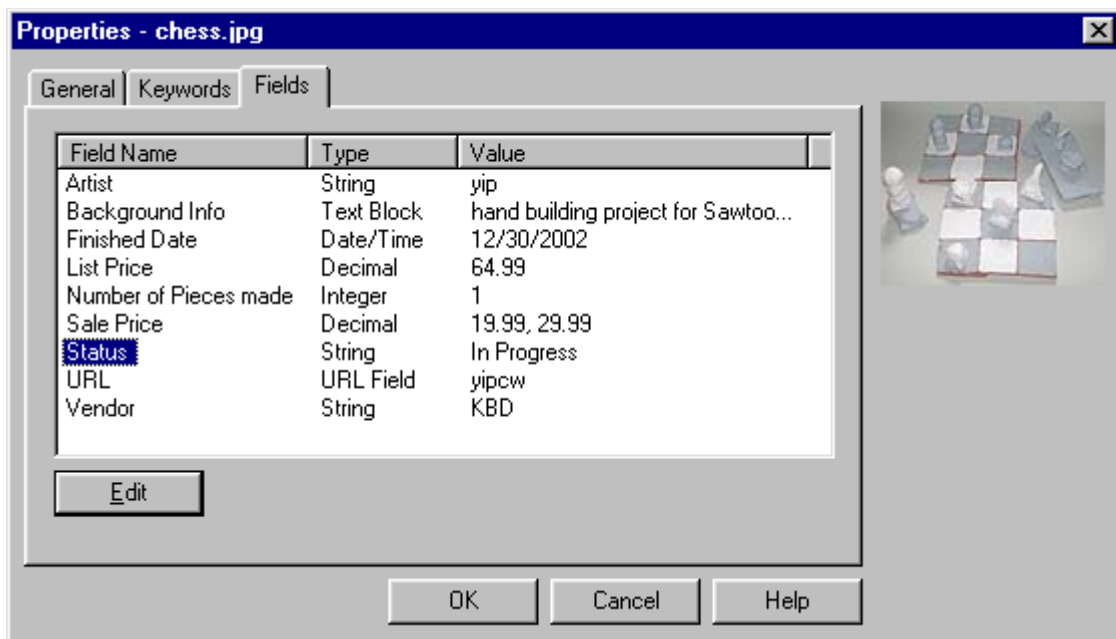


## 10.4 Items

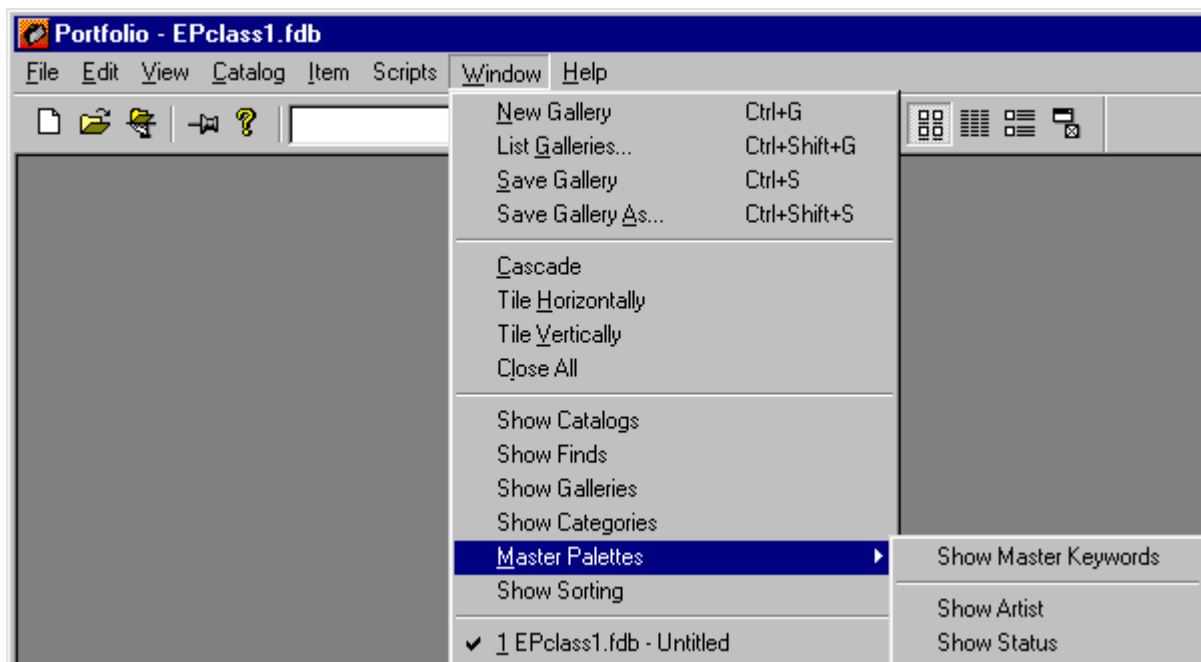


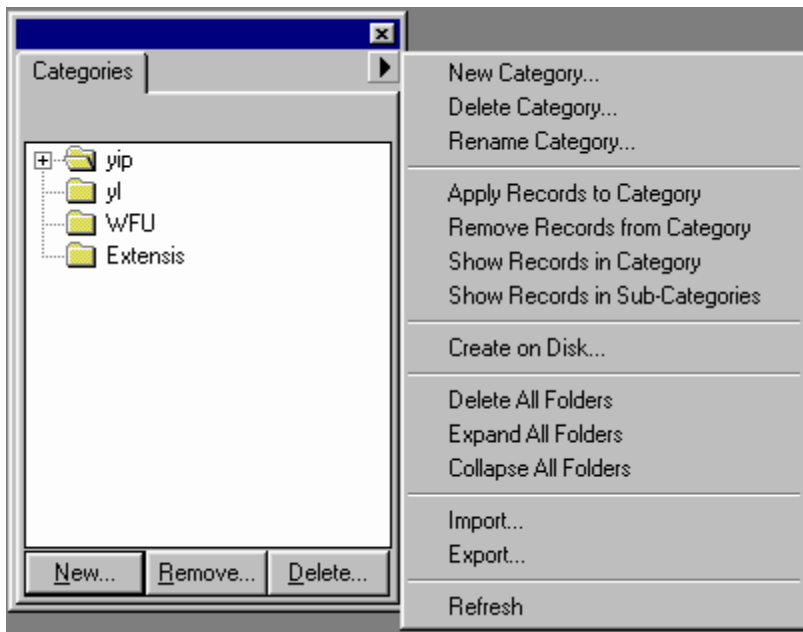
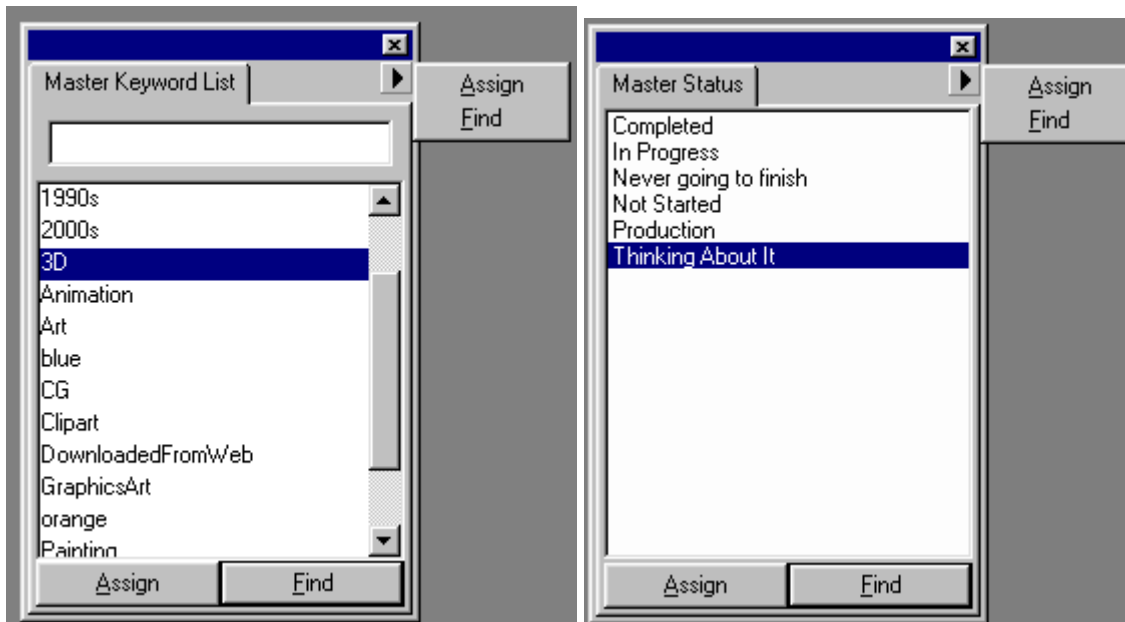
## 10.4.1 Properties





## 10.4.2 Keywords / Categories / Custom Fields



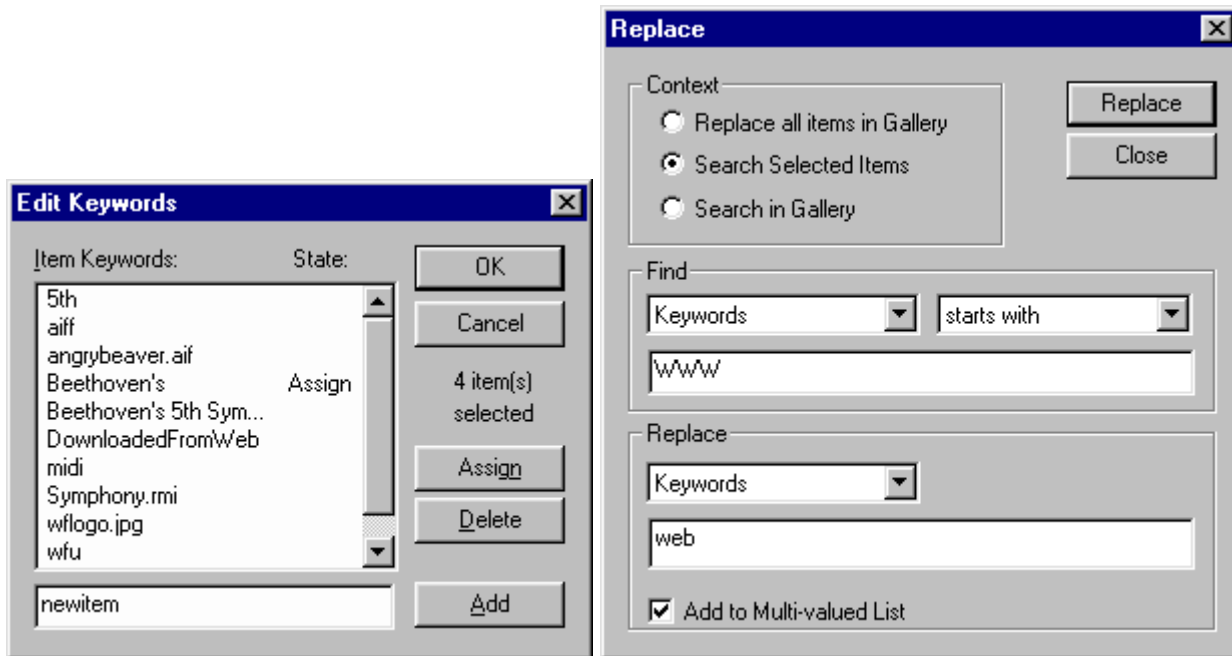




### 10.4.3 Advanced assign keywords

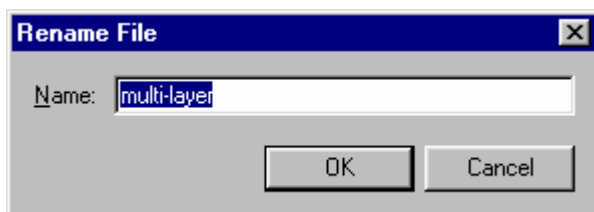
- ❑ Multiple items Edit
- ❑ Find and Replace

(Note: see manual for details)

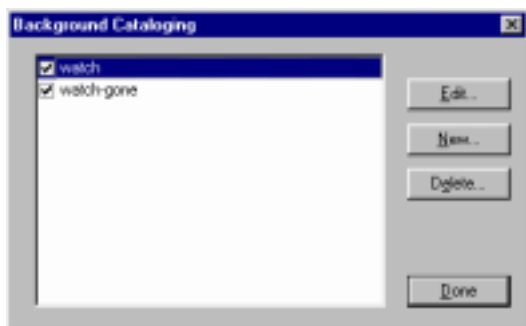


### 10.4.4 Originals

- ❑ Copy
- ❑ Move
- ❑ Delete
- ❑ Find
- ❑ Rename

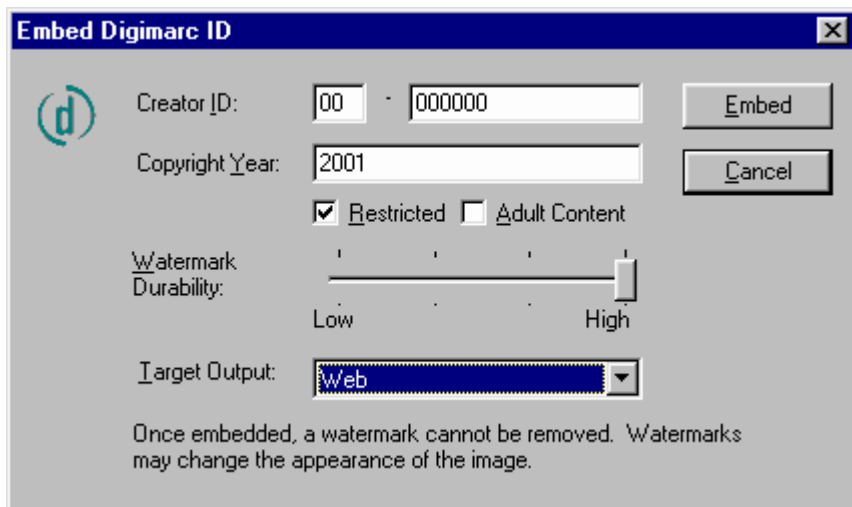


## 10.4.5 Background catalog, mapping, categorize with path



(Note: Need to have Portfolio running, and enable once to be active.  
Manual shows the main window has status column, only in Mac version?)

## 10.4.6 Watermark (Digimarc)



(Note: see PDF file on CD for more information)

## 10.4.7 Other Options

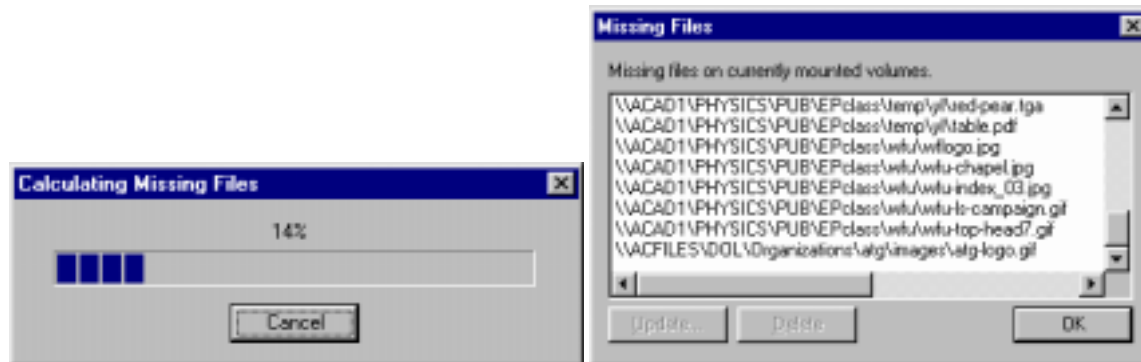
Note: See manual for other import options such as

- ☐ Add/Update methods
- ☐ Field conversion
- ☐ Categorizing from folder
- ☐ Disk preview
- ☐ Mapping

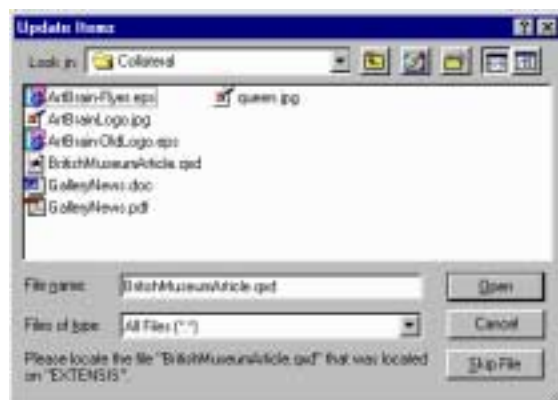
(Note: see Appendix C, p. 295 for mapping fields)

# 11 Managing

## 11.1 Missing Files



## 11.2 Updating

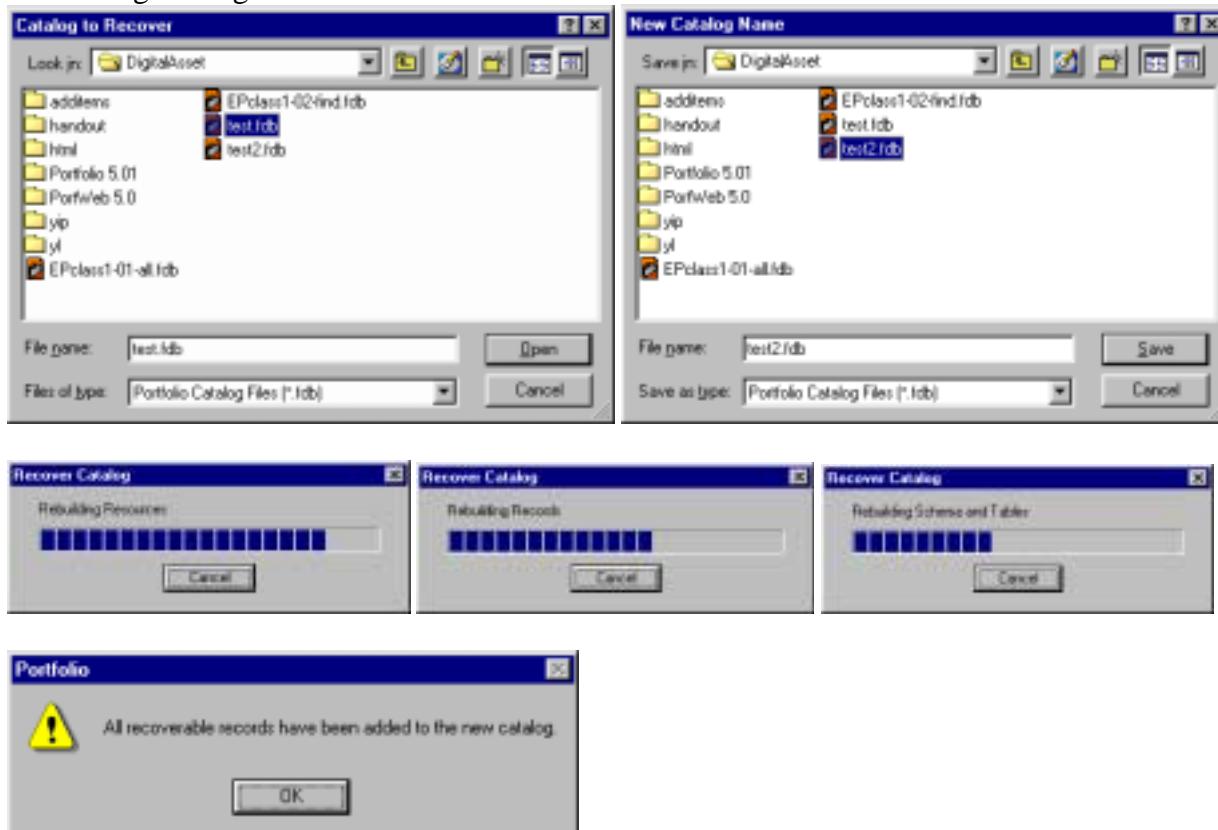


### 11.2.1 Name change



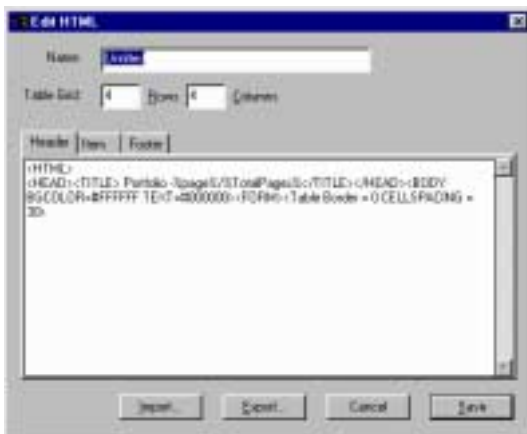
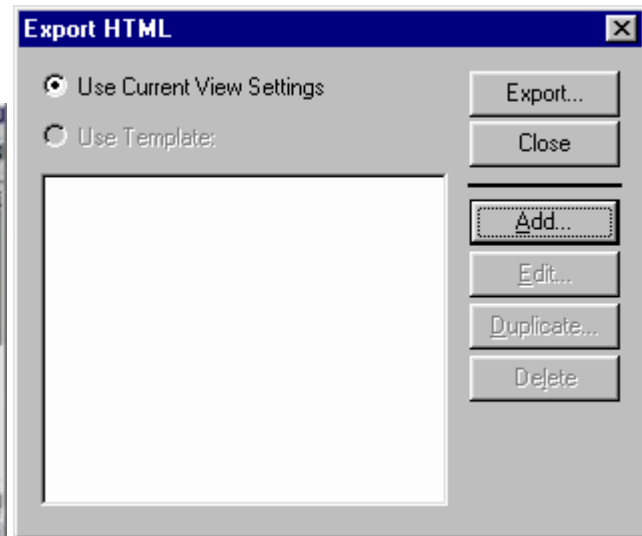
## 11.3 Recover

### Rebuilding catalog

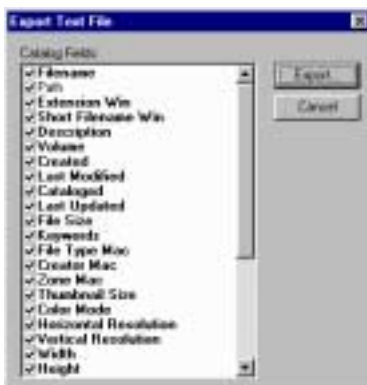


## 12 Exporting

### 12.1 HTML



### 12.2 Text file



## 12.3 Print



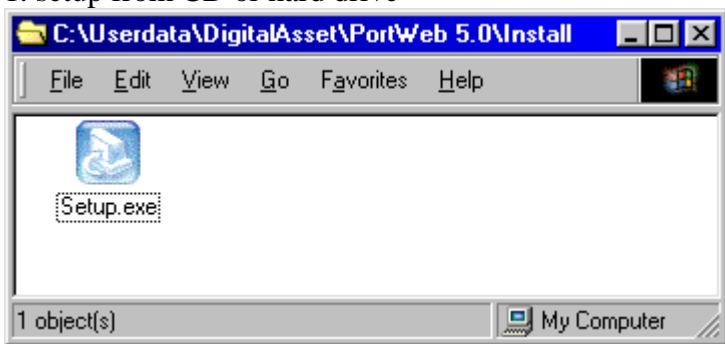
## 13 PortWeb

Demo

Optional to follow along

### 13.1 Setup

1. setup from CD or hard drive

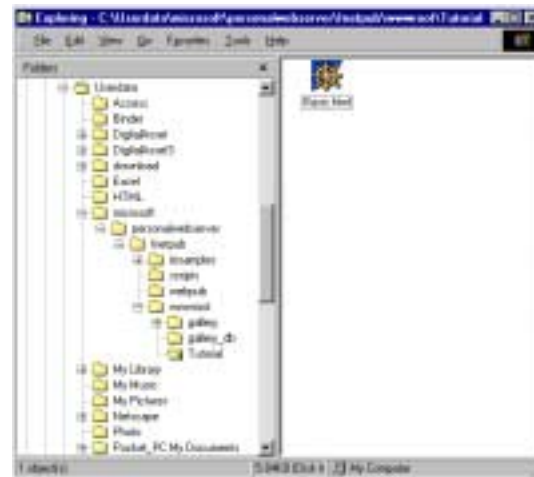


2. installation destination folders



## 13.2 Tutorial

<http://yourloginid.computer.wfu.edu/Tutorials/Basic.html>





### 13.3 Administration

<http://yourloginid.computer.wfu.edu/scripts/PortWeb.dll?adminshow>



### 14 Advanced Topics

- ❑ Thumbnails Extracting and Generating (p. 136)
- ❑ Importing (p. 178)
- ❑ Sharing on network, access right (p 193, 217)
- ❑ Templates and Macros (p. 277)
- ❑ Scripting (p. 177)
- ❑ Create CD based catalog (PDF)

Refer to manual and PDF files for details

### 15 Product line

Portfolio 5 Browser (FREE with Network Edition)

Portfolio 5 Desktop Edition (see evaluation guide for features only available in Network Edition)

Portfolio 5 Network Edition (Number of records per catalog [depending on thumbnail size and qty of data] is between 300,000 and 400,000)

Portfolio 5 Server (The server can host an "unlimited" number of catalogs and the client can search up to 100 catalogs at once)

Portfolio 5 SQL connect (store millions of records in a single catalog.)