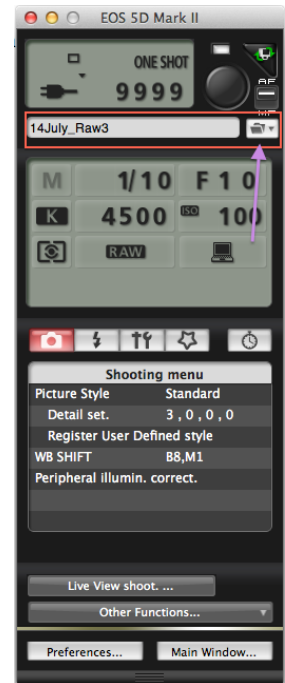


Specimen Imaging and File Renaming

Imaging

1. Turn on the lights (give them a minute or two to get bright).
2. Turn on the camera (flip the camera switch to “on”).
3. If it does not open automatically, open EOS Utility → click on “Camera settings/Remote shooting” → make sure images are being saved in correct folder. We save each day’s images in a separate folder named with the barcode of the specimen being imaged that day (i.e. “ILL00012000-ILL0012100”, etc.).
4. Open Digital Photo Professional → make sure the correct folder is being displayed in window (select the folder from the menu on the right side of the screen)



5. Take the first specimen to be photographed
 - a. Open the packet/box and remove any ancillary items (additional labels, notes, illustrations, spore prints, etc.)
 - b. One at a time, place each item separately under the camera with the barcode and capture an image.
 - c. After all the ancillary items have been photographed, the barcode can then be attached to the main specimen packet/box and photographed.
 - Some items may be very old and brittle- please, handle them carefully.
 - With folded items, gently unfold them to image. They do not need to be perfectly flat; the camera will autofocus and collect a clear image.
6. If using PhotoShop to edit, repeat this process until you have about 80 images in the folder, then switch to a new, empty folder and continue. If using Lightroom only, there is no need to split images into different folders

[If images are not showing up in Digital Photo Professional, double check to make sure you (1) have them saving to the correct folder through EOS Utility (step 3 above) and (2) have the correct folder selected for display on the screen of Digital Photo Professional (step 4 above.)]

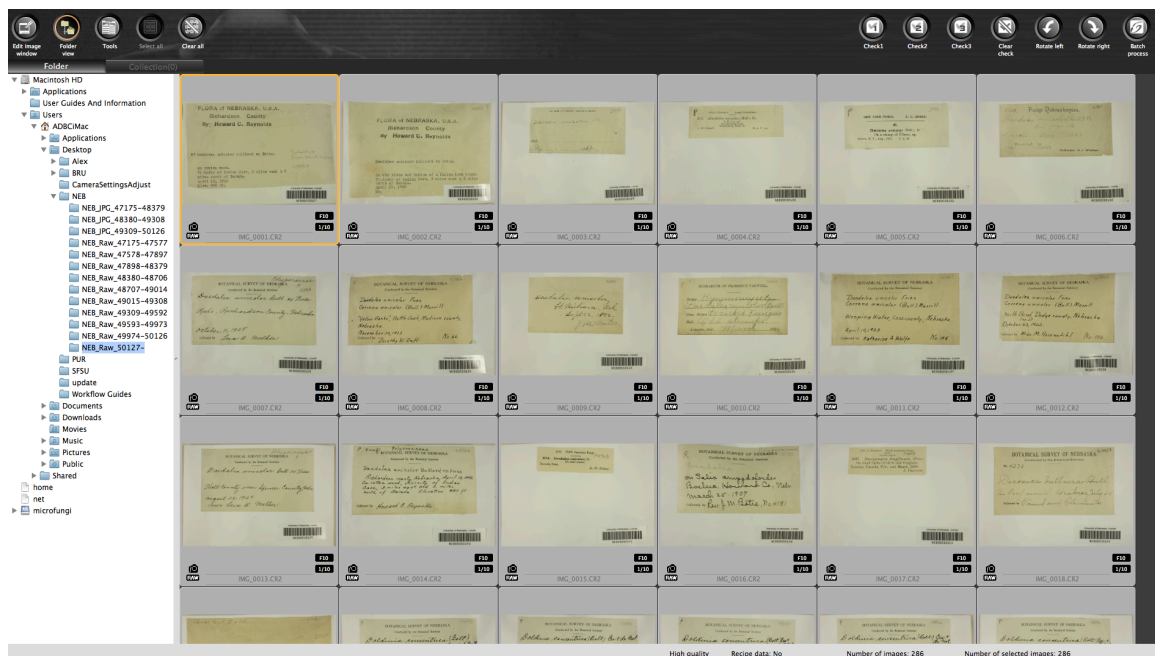
Renaming in Digital Photo Professional

Rename the images with the barcode number according to the following protocol (barcode_1, barcode_C1, etc.).

Image naming conventions for jpeg uploads to MyCoPortal

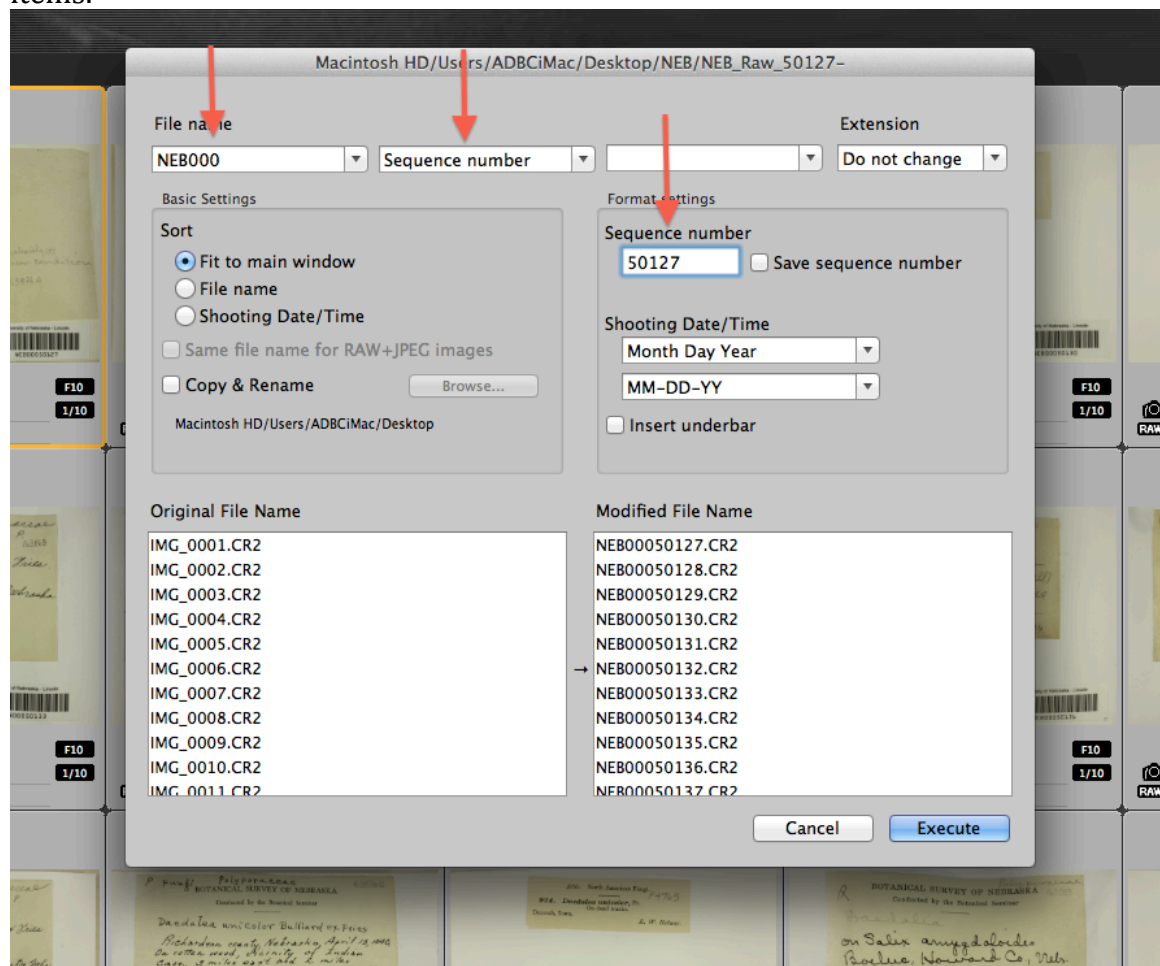
Image Type	Convention	Example
Main Label	Just the Barcode	ILL00042658
Additional Labels	Barcode_Integer	ILL00042658_1
		ILL00042658_2
Field Notes	Barcode_C[Integer]	ILL00042658_C1
		ILL00042658_C2
Photographs of live specimens	Barcode_B(Integer)	ILL00042658_B1
		ILL00042658_B2

1. In Digital Photo Professional, begin by pressing Command-A (ctrl+A in Windows) to select all pictures.



2. Once all photos have been selected, find the images with ancillary items and deselect them (Command-click with mouse), as these will need to be renamed individually.
3. Once all ancillary items have been deselected, press Command-Alt-R (or Tools → Start Rename Tool) to bring up the Renaming option. Type in the section of the barcode that is consistent throughout the sequence into the first box. In the second box, select the “Sequence Number” option from the dropdown menu. Then, in the “Format Settings” box, type the first barcode number of the set. Press execute.

Tip: before executing, scroll to the bottom of the “Modified File Name” section to double check that the last number matches up with the last barcode imaged. If it doesn’t match, return to step two to check if you have missed any ancillary items.



4. Renaming the ancillary items must be done individually. Select the first image, press Command-Alt-R to pull up the Renaming tool. Leave the first section of the barcode, but in the second box, choose "User Selected String" from the dropdown menu and enter the rest of the barcode number here. In the third box, enter the extra naming convention that corresponds with the image. Press execute, and repeat until all images are renamed.

Macintosh HD/Users/ADBCiMac/Desktop/NEB/NEB_Raw_50127-

File name: NEB000 50212 Extension: _1 Do not change

Basic Settings

Sort

- ☒ Fit to main window
- ☐ File name
- ☐ Shooting Date/Time

☐ Same file name for RAW+JPEG images

☐ Copy & Rename Browse...

Macintosh HD/Users/ADBCiMac/Desktop

Format settings

Sequence number

 ☐ Save sequence number

Shooting Date/Time

Month Day Year MM-DD-YY

☐ Insert underbar

Original File Name: IMG_0086.CR2

Modified File Name: NEB00050212_1.CR2

→

Cancel Execute