



MLTPA Photo Library Workflow

May 2, 2023

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MLTPA Photo Library Workflow

May 2, 2023

Intro

The following workflow document is designed as a complete set of information, tutorials, and instructions for all hardware and software used in the MLTPA Photo Library Digital Asset Management (DAM) program. This program is designed to enhance and manage a library of over 46,000 digital image files generated over a decade usable and safe from data loss, as well as providing specific and controlled access to those images for appropriate uses. If you are working within the MLTPA Photo Library in any capacity (as an end-user, contractor, or Photo Librarian), consult the table of contents above and familiarize yourself with the procedures relevant to your project.

General Practices

Beyond the specific workflows and data protection measures outlined here, adherence to procedure and best practices will ensure that all data is well organized and easy to use.

Note: If you're uncertain about any task, search this document or contact the Photo Librarian at photo@mltpa.org before proceeding. If no procedure exists for your problem, congratulations - you've just found a new section for this document!

- a. Read this document (or at least the sections which apply to the software, hardware, and processes you intend to use) thoroughly *before* you begin.
- b. Make certain any changes to the Photo Library are in accordance with the workflows, naming conventions, and procedures outlined in this document.
- c. Communication is key – if you make changes without prior approval or knowledge of the Photo Librarian, let them know afterwards with a quick email to photo@mltpa.org.
- d. Pay attention to folder labels and names – if you don't think you should open them (or are unsure), DON'T OPEN THEM and consult the Photo Librarian.
- e. Power off all machines or put them in sleep/hibernate mode when not in use, and close all programs when you are done with them. This preserves the longevity and value of all hardware.
- f. Treat all hardware with respect and care, making sure software and operating systems remain updated to the most current version on an ongoing basis.
- g. “Measure twice, cut once,” “Haste makes Waste,” “A Stitch in Time saves Nine,” and so forth – make sure you know what you need to do and how to do it before engaging with any part of the Photo Library workflow.

Disclaimer

As of September 2012, all master photographic image files collected and developed through contractual service agreements between the Mammoth Lakes Trails and Public Access Foundation (MLTPA) and the Town of Mammoth Lakes (TOML) for the Mammoth Lakes Trail System (MLTS) are stored in the MLTPA Photo Library. At the specific direction of the Town and at any time, Town owned images can be exported from the MLTPA Photo Library for relocation to a destination of the Town's choosing. For technical reasons, references are made to components of the MLTPA Photo Library - server names and sharepoints, naming conventions, etc., - throughout the MLTS Photo Library workflow documentation. This workflow is consistent with the development process that has been used for Town owned images. Absent specific direction from the Town, the Town's images will remain stored as part of the MLTPA Photo Library.

MLTPA – September 2, 2012

Systems

The MLTPA Photo Library uses a variety of hardware platforms and software programs in its systems and workflows.

Hardware

The MLTPA Photo Library is adaptable to a variety of hardware platforms.

1. Apple iMac (referred to in this document as the Photo Library iMac)
 - a. The workflow for the MLTPA Photo Library is designed to function on Mac computers using Apple OSX and 3rd party software compatible with OSX. Screen shots and keyboard shortcuts for this document are from macOS Sierra 10.12.6
2. Syntology DS923+ NAS
 - a. The MLTPA Photo Library (MLTPA Photo) and its Time Machine Backup (MLTPA Photo TM) are housed on a pair of Syntology DS923+ NAS systems. These are password protected and connected to the local network of the Photo Librarian, and should not be moved or accessed by another computer without prior approval from the MLTPA Photo Librarian. (*see “Data Management Procedures and Maintenance.”*)
 - i. Hard Drives – The data for MLTPA Photo and MLTPA Photo TM is stored across multiple traditional hard drives within the NAS systems using RAID protocols.
3. Lexar Multi-Card Reader
 - a. The Photo Library iMac uses a connected USB Media Card reader to import photos generated during field photography.
4. Digital Cameras
 - a. The MLTPA Photo Library Workflow is designed to work with digital photographs generated by the digital camera used by the photographer. Generally, any camera with a digital sensor and memory card or internal memory device is usable within this workflow (DSLRs, Point and Shoot, cell-phone cameras, etc.).

Software

The MLTPA Photo Library uses the following software in its workflow.

1. Adobe DNG Converter (*see “DNG Format”*)
 - a. Used to convert RAW files to DNG format
2. Adobe Bridge CC (*see “Adobe Bridge CC Workflow”*)

- a. Used to catalog, organize, rename, keyword, annotate, and prep images for the Photo Library
- 3. Adobe Lightroom Classic CC (*see "Lightroom Workflow"*)
 - a. Used to process images, color correct, crop, export to JPEG or TIF formats, create web galleries, organize all collections in the Photo Library, search files by keywords, create JPEG "selects" for future staff needs, and synchronize the MLTPA Photo Flickr Photostream with the current contents of the Photo Library
- 4. Cincopa
 - a. Used to upload, edit, and host galleries populated by Jpeg exports from Lightroom to mammothtrails.org.
- 5. Microsoft Excel
 - a. Used to inventory and update all live Cincopa galleries.
- 6. Panic Transmit 5 (*see "Transmit Workflow"*)
 - a. Used to upload web galleries created in Adobe Lightroom Classic CC to the MLTPA website via FTP.
- 7. Expression Engine (*see "Expression Engine Workflow"*)
 - a. Used to make changes to the MLTPA website, including adding links to live photo galleries, via browser-based CMS.
- 8. Syntology Assistant (*see "Data Management Procedures and Maintenance"*)
 - a. Used to format and manage the media volumes on the MLTPA Photo and MLTPA Photo TM NAS Systems, detect problems with the hard drives, monitor the health of the devices, and handle any other tasks relating to the systems beyond file basic management.
- 9. Apple Time Machine (*see "Data Management Procedures and Maintenance"*)
 - a. Used to create regular hourly backups of the Photo Library and its content to the MLTPA Photo TM

Project Organization

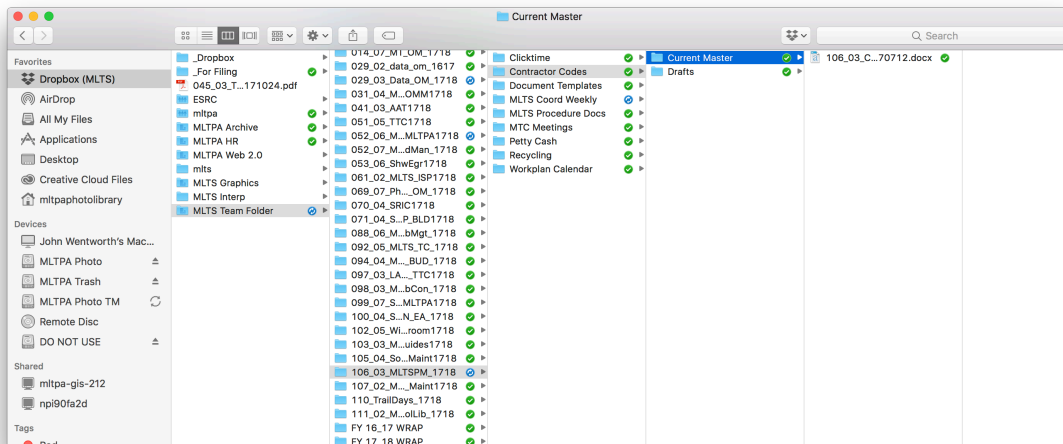
Every system in MLTPA, from payroll to itineraries to the Photo Library itself, is organized around a standardized system of project codes. Some of these are live – used for ongoing projects in the current fiscal year – while others are inactive – used for archiving past projects and wrapped fiscal years. It is critical that all files and folder structures within the MLTPA Photo Library follow this system exactly.

MLTPA Project Codes

All project codes have a three-digit prefix assigned to an alphanumeric project code, which is typically an abbreviation of that project’s description. For example, **017_LABSS** is the project code for the Lakes Basin Special Study. Many project codes have sub-project codes that identify specific projects within a project code. For example:

1. **051_SharpTTC**
 - a. **051_01_TTC10** (Trails Technical Committee 2010)
 - b. **051_02_TTC11** (Trails Technical Committee 2011)

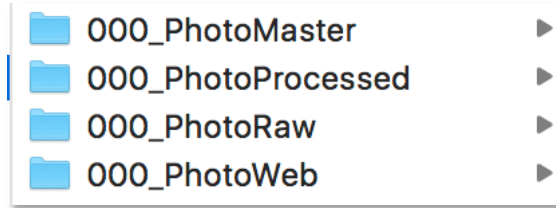
The current list of MLTPA project codes (which is frequently updated and amended) can be found on the MLTPA Dropbox in the Team Folder for the current Fiscal Year.



If you have any questions, please contact the MLTPA Operations Manager.

Library Folders Structure

All photo library project folders follow MLTPA’s established project code structure (see “MLTPA Project Codes”). The Photo Library is found on the Syntology DS923+ NAS labeled as MLTPA Photo. Each project code within the Photo Library has a basic sub-folder organization based on the various file types in the library. In this structure, the project-code prefix is followed by an underscore (_) and then the following:

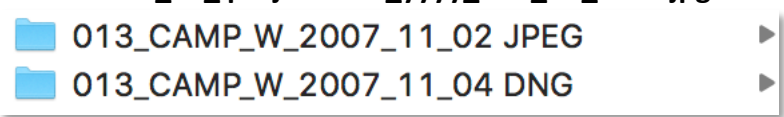


When sub-project codes are present, the basic higher-level folder structure for project codes remains the same, but is assigned to each specific sub-project code. For example:

1. **051_SharptTC**
 - a. **051_01_TTC10**
 - i. **051_01_PhotoMaster**
 - ii. **051_01_PhotoProcessed**
 - iii. **051_01_PhotoRaw**
 - iv. **051_01_PhotoWeb**

Project Code Naming Conventions

The following conventions are used for the naming of files within individual Photo Library project folders:

1. The **PhotoMaster** folder is where all DNGs (converted from RAW files) and JPEGs (originating from non-MLTPA photographers) live. Files are placed in corresponding folders, and named according to the following format:
 - a. **000_00_projectcode_yyyy_mm_dd DNG**
 - i. **000_00_projectcode_yyyy_mm_dd_0000.dng**
 - b. **000_00_projectcode_yyyy_mm_dd JPEG**
 - i. **000_00_projectcode_yyyy_mm_dd_0000.jpg**A screenshot of a file explorer window showing two folders. The first folder is named '013_CAMP_W_2007_11_02 JPEG' and the second is '013_CAMP_W_2007_11_04 DNG'. Both folders are represented by a blue folder icon and a right-pointing arrow.
 2. The **PhotoProcessed** folder is where all JPEG Selects – which have been color corrected and processed in Lightroom – live. Files are named according to the following format.

NOTE: This folder is used only for the temporary storage of processed images and is not part of the overall workflow. Remove PhotoProcessed files offsite as soon as possible.

- a. **000_00_projectcode_yyyy_mm_dd Processed** (unless client/project requires a different naming convention)
 - i. **000_00_projectcode_yyyy_mm_dd_0000.jpg**

3. The **PhotoRaw** folder is where all RAW files uploaded from the photographer's media card live until they are converted to DNGs. Files are not renamed until after they are converted.

NOTE: This folder is only used for the temporary storage of raw images and is not part of the overall workflow. If possible, do not use the PhotoRaw folder.

- a. **000_00_projectcode_yyyy_mm_dd RAW**
 - i. *Camera Generated Filename.(file format)*
4. The **PhotoWeb** folder is where the web gallery for the corresponding project code lives. Files are named according to the following format.
 - a. **000_00_projectcode_yyyy_mm_dd_WEB**
5. **Legacy** or **Legacy Panos** folders are created for photos organized under a different convention or generated from physical media such as film and scanned as digital files. (*see "Scanned Images"*). Contact the MLTPA Photo Librarian for information on these files.
6. **Catalogues** folders contain legacy Media Pro Second Edition Catalogues, formerly used for the ingest and organization of image files. These catalogues are no longer used by MLTPA and should be moved to the MLTPA Trash Drive, under *_Legacy_MPSEcatalogues*.

Color Codes in Finder

Folders and files within the MLTPA Photo Library are highlighted with a variety of colored labels. Below is a list of colors and their corresponding meanings.

- **Red:** Not available to staff or users – RED LIGHT: *do not access or alter*.
- **Green:** Available for use – GREEN LIGHT: *ready and available for access*. Folders highlighted in green contain usable photos and the PhotoMaster folder has been keyworded and processed.
- **Yellow:** Not yet processed – YELLOW LIGHT: *ask the Photo Librarian before accessing*. A yellow PhotoRaw folder indicates unconverted RAW files, a yellow PhotoMaster folder indicates DNGs or JPEG files not yet processed, a yellow Catalogues folder indicates problems with catalogue organization, etc.
- **No Color:** Empty – NO LIGHT: *nobody home*. Folder does not contain photos. It has been created as a placeholder in preparation for images.

Image File Naming

All images brought into the MLTPA Photo Library will go into the appropriate project code's PhotoRaw folder (Camera RAW files) or PhotoMaster folder (DNGs after conversion, or JPEGs)

Image File-Naming Conventions

All images brought into the PhotoRaw folder have automatically assigned names generated by the camera, with an extension corresponding to that camera. For example, images shot with a Canon camera in RAW format have the naming convention IMG_0000.CR2.

Once images have been brought in as RAWs and converted to DNG's (see "DNG Format") they are placed in the corresponding project code's PhotoMaster folder. If these images have not been renamed in Adobe Bridge CC (see "Adobe Bridge CC Workflow") they will have filenames identical to the corresponding RAWs, except for the extension ".dng." For example, the file from above would now be IMG_000.dng Images are not renamed until they are brought into Adobe Bridge CC. All images are renamed using the following convention:

- 000_00_ projectcode_yyyy_mm_dd_0000

Image Generation

The MLTPA Photo Library uses digital photography as the primary means for image collection and generation. The following steps are a basic checklist for capturing digital images for the Photo Library.

Equipment Basics

Before a shooting assignment, check the camera battery is fully charged, camera and lenses are clean, and carry a spare battery if possible. Format your memory card (using the camera, not a computer, so the card will be formatted to the correct standard) **before** the event. *Ensure you have copied all photos on the card to another computer or hard drive before formatting: all photos on the media card will be erased!*

Synchronized Camera Clocks

Check the camera's time/date stamp for accuracy. This is especially important for event with two or more photographers, as it ensures photos brought in from multiple cameras can be organized chronologically.

File Formats

The MLTPA Photo Library is adaptable to many file formats, but primarily uses Camera RAW and JPEG files during the Image Generation workflow.

- **RAW:** Shoot photos in a digital raw file format whenever possible. A digital raw file is a record of the raw sensor data from the camera, including capture date and time, and basic settings such as exposure, focal length, dimensions, etc. Different camera vendors encode raw data differently, so “digital camera raw” is not a single file format; rather, it’s a catchall term. Some RAW formats include Canon CR2, Nikon NEF, Olympus ORF, etc. All of these formats are readable by Adobe Camera Raw. With raw, the only camera settings which have a permanent effect on the captured image are the ISO speed, shutter speed, and aperture. Everything else, including white balance, colorimetric rendering, tonal response, and detail rendition, is under the control of the RAW file conversion.
- **JPEG:** When shooting JPEG, the camera carries out all the aforementioned tasks to produce an image and compress it, using JPEG compression algorithms. There is far less freedom in processing JPEG images. The MLTPA Photo Librarian will intake RAW files, convert them into DNGs, and process them using Adobe Lightroom Classic CC (see “*Lightroom Workflow*”). After processing, select images will be converted into JPEGs – smaller, compressed files – and used for web galleries, client and staff needs, graphics, etc.

Memory Cards

Memory cards store pictures and videos captured by your camera. The type of memory card can have an effect on how fast your camera operates. Most common are SD, SDHC, and CF cards, and almost every modern digital camera supports these formats. The difference relates to capacity and read/write speed. With greater capacity, you can capture more photos and videos to the card before you run out of memory. With greater speed, the camera can record image data faster (there are also limits on speed, based on your camera’s hardware). This becomes important when capturing large format images in RAW format, or when recording video.

At the end of a shooting assignment, remove the Media Card from the camera and lock it, if it has the capability. This read/write protects the card, ensuring that no images are accidentally erased.

Image Import

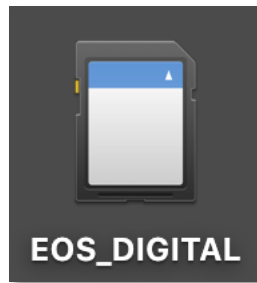
Once Image Generation is complete, the images will be imported to the Photo Library. Due to the variety of cameras and workflows used by photographers, there are several different procedures for importing images in the MLTPA Photo Library workflow.

Importing RAW Files

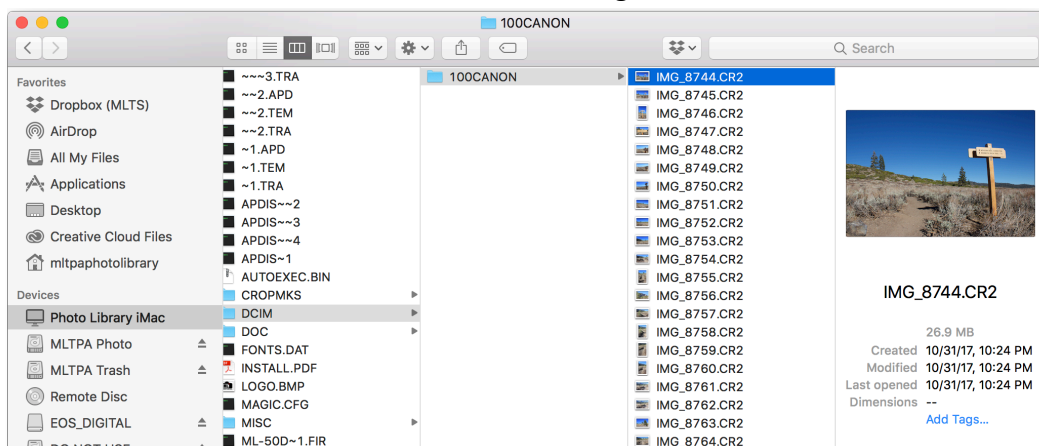
What follows is a step-by-step guide for importing RAW images to the MLTPA Photo Library.

Note: If possible, do not copy RAW files to the MLTPA Photo Library from the Media Card and use Adobe DNG Converter to convert them directly from the Media Card (see “Adobe DNG Converter Workflow”).

1. When a media card is inserted into the card reader (either using the Lexar Multicard reader or the built-in SD reader on the back of the PhotoLibrary iMac), it will appear as an icon on the desktop.

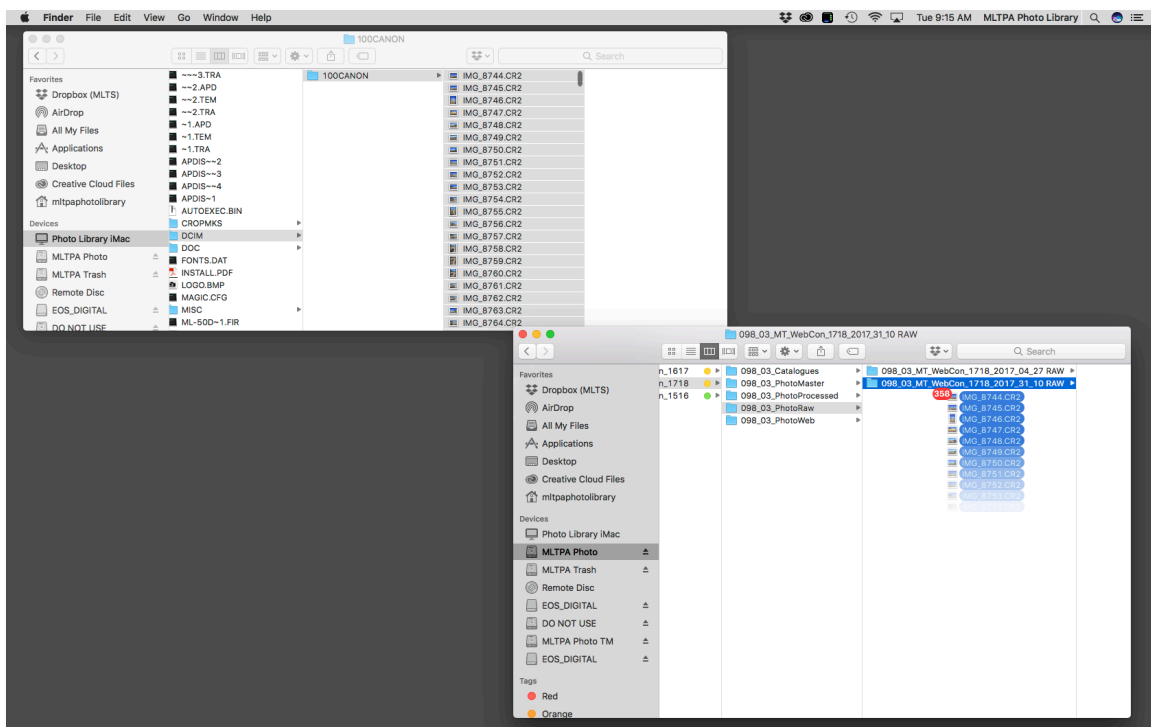


2. Double click this icon or navigate to the card in the finder. From this window, find the folder on the media card containing the camera RAW files.

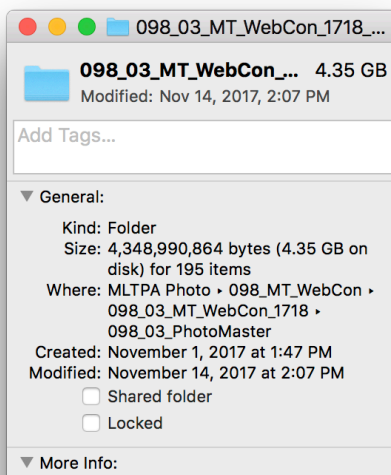


3. Navigate to the MLTPA Photo folder (for the Syntology DS923+ System) through a new finder window (not the window you've used for the media card).

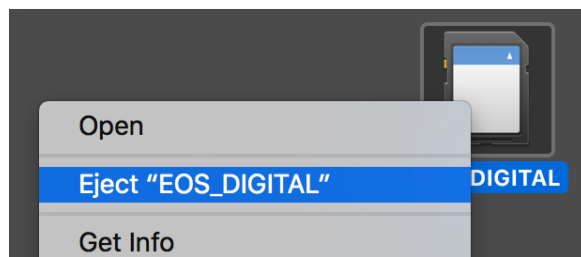
4. Find the folder that matches the project code for this photo assignment. If no folder exists, create one using proper naming conventions (see “Project Organization”).
5. Once you’ve located/created a PhotoRaw folder with the correct project code and date, return to the finder window containing the Media Card.
6. Select all photos you wish to copy over by clicking the first, then shift+clicking the last. If you wish to import only specific photos and they’re not listed next to one another, click the first, then command(⌘)+click each individual photo. If you wish to import all photos, click the first, then press command(⌘)+a to select all.
7. Once the photos you wish to import are selected, click+drag them from the media card to the PhotoRaw folder.



8. Ensure all photos you wish to import have been transferred. If necessary, select the PhotoRaw folder and press command(⌘)+i to determine the size and number of files (photos) in the folder and confirm that both match the folder on the media card they were copied from.



9. To eject the media card safely without losing data, right-click or control+click the media card icon on the desktop and choose the “Eject” option from the drop-down menu. When the icon disappears from the screen, it is safe to eject the media card.

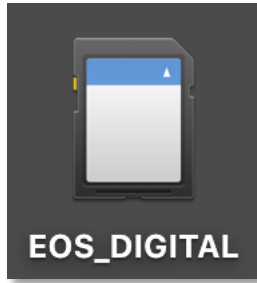


Importing JPEG Files

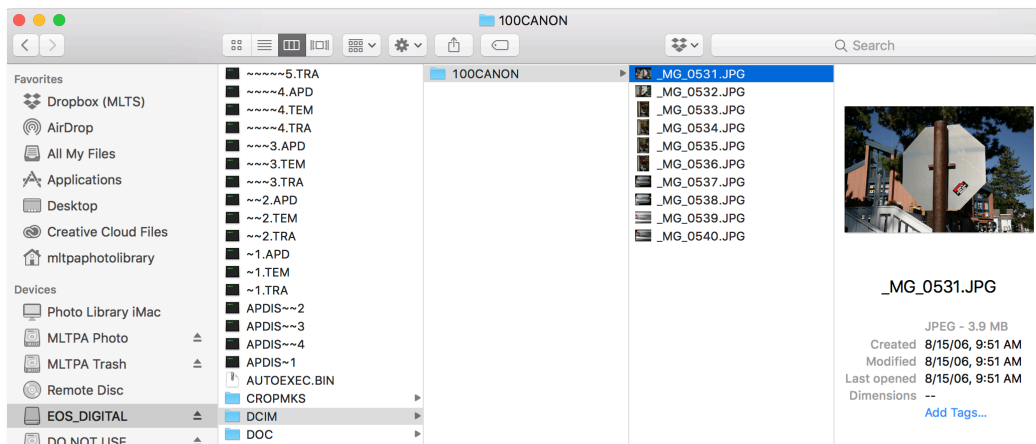
What follows is a step-by-step guide for importing JPEG images to the MLTPA Photo Library.

Note: This process is only to be used if the camera is not capable of shooting RAW files.

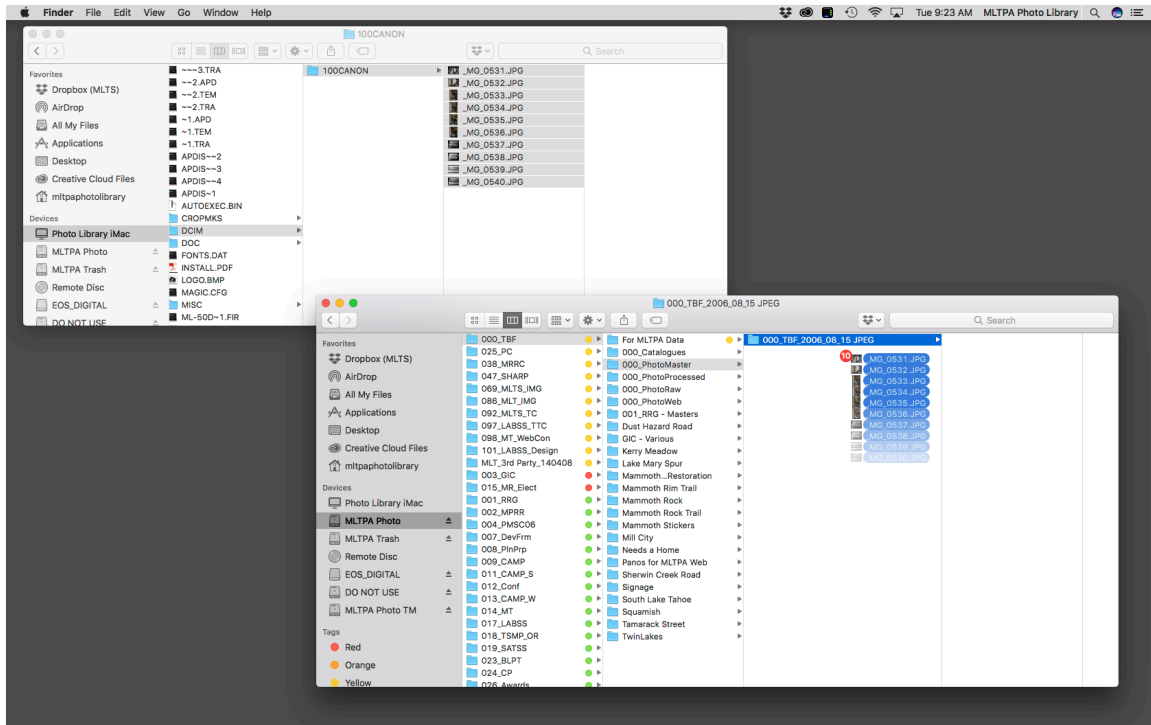
1. When a media card is inserted into the card reader (either using the Lexar Multicard reader or the built-in SD reader on the back of the PhotoLibrary iMac), it will appear as an icon on the desktop.



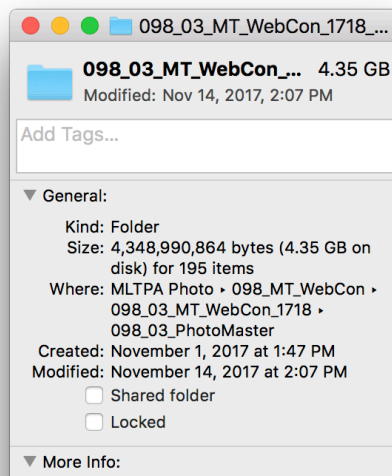
2. Double click this icon or navigate to the card in the finder. From this window, find the folder on the media card containing the JPEG files.



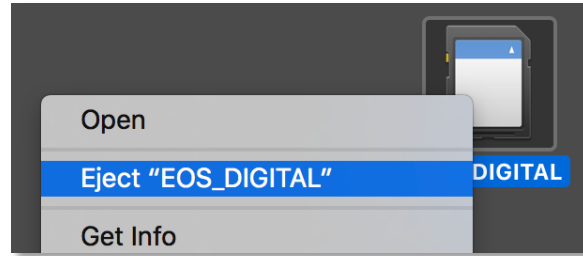
3. Navigate to the MLTPA Photo folder (for the Syntology DS923+ System) through a new finder window (not the window you've used for the media card).
4. Find the folder that matches the project code. If no folder exists, create one using proper naming conventions (see "Project Organization").
5. Once you've located/created a PhotoMaster JPEG folder with the correct project code and date, return to the finder window containing the Media Card.
6. Select all photos you wish to copy over by clicking the first, then shift+clicking the last. If you wish to import only specific photos and they're not listed next to one another, click the first, then command(⌘)+click each individual photo. If you wish to import all photos, click the first, then press command(⌘)+a to select all.
7. Once the photos you wish to import are selected, click+drag them from the media card to the PhotoMaster JPEG folder.



8. Ensure all photos you wish to import have been transferred. If necessary, select the PhotoMaster JPEG folder and press command(⌘)+i to determine the size and number of files (photos) in the folder and confirm that both match the folder on the media card they were copied from.



9. To eject the media card safely without losing data, right-click or control+click the media card icon on the desktop and choose the “Eject” option from the drop-down menu. When the icon disappears from the screen, it is safe to eject the media card.



Importing from an External Memory Device

What follows is a step-by-step guide for importing image files from an external hard drive, flash/thumb drive, or USB device.

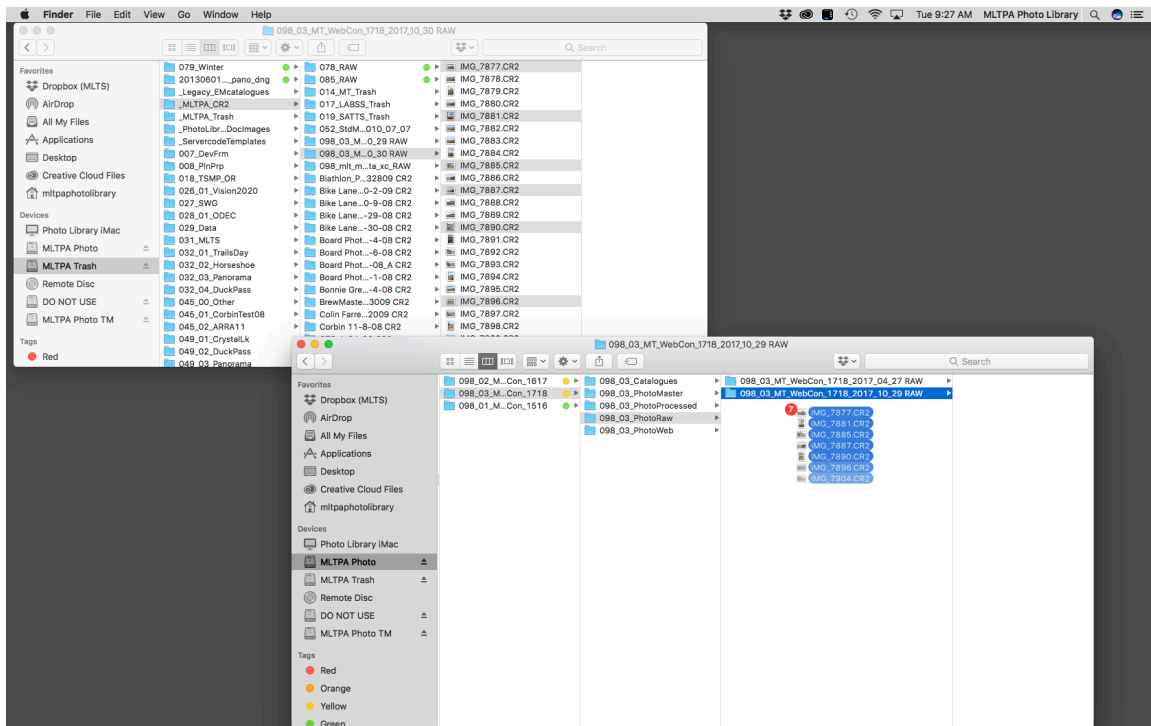
Note: If drive contains RAW files, do not copy them to the PhotoRaw folder and use Adobe DNG Converter to convert them directly from the Media Card if possible (see “Adobe DNG Converter Workflow”).

1. When an external memory device is connected to one of the Photo Library iMac’s USB ports (located on the back of the monitor) it will appear as an icon on the desktop.

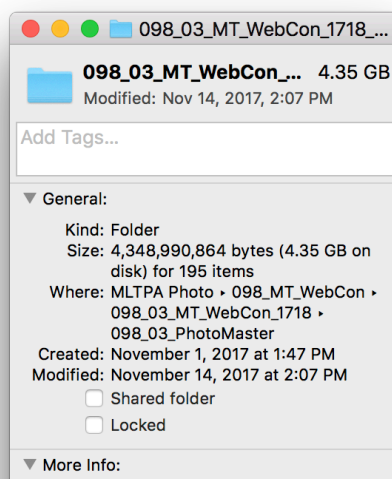


2. Double click this icon or navigate to the device in the finder. From this window, find the folder on the media card containing the image files.
3. Navigate to the MLTPA Photo folder (for the Syntology DS923+ System) through a new finder window (not the window you’ve used for the memory device).
4. Find the folder that matches the project code. If no folder exists, create one using proper naming conventions (*see “Project Organization”*).
5. Once you’ve located/created a PhotoRaw folder (if importing DNGs) or a PhotoMaster JPEG folder (if importing JPEGs) with the correct project code and date, return to the finder window containing the external memory device.
6. Select all photos you wish to copy over by clicking the first, then shift+clicking the last. If you wish to import only specific photos and they’re not listed next to one another, click the first, then command(⌘)+click each individual photo. If you wish to import all photos, click the first, then press command(⌘)+a to select all.

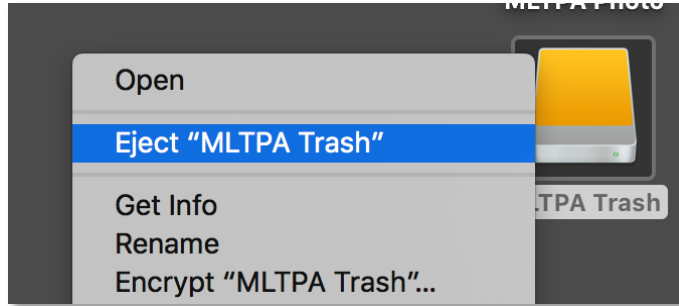
- Once the photos you wish to import are selected, click+drag them from the external memory device to the PhotoRaw or PhotoMaster JPEG folder.



- Ensure all photos you wish to import have been transferred. If necessary, select the PhotoRaw or PhotoMaster JPEG folder and press command(⌘)+i to determine the size and number of files (photos) in the folder and confirm that both match the folder on the external memory device they were copied from.



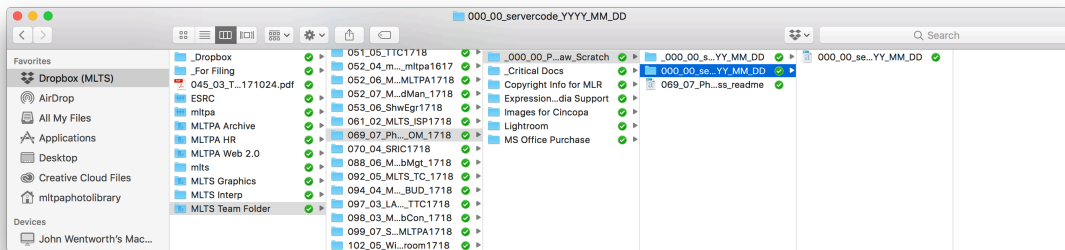
- To eject the external memory device safely without losing data, right-click or control+click the media card icon on the desktop and choose the “Eject” option from the drop-down menu. When the icon disappears from the screen, it is safe to eject the external memory device.



Importing from Dropbox

When it is not possible to provide a memory card or external memory device containing the images or the images are already stored on another computer, they may be uploaded to the MLTPA Dropbox in a temporary “scratch” folder. What follows is a step-by-step guide to uploading and importing photos from Dropbox to the MLTPA Photo Library.

1. In the finder, navigate to the MLTPA Dropbox -> MLTS Team Folder -> 069_[Current Fiscal Year Project Code] -> _069_PhotoRaw_Scratch.



2. Rename folder labeled 000_00_projectcode_YYYY_MM_DD with the corresponding date and project code (see “Project Organization”).
3. Copy all camera RAWs or JPEGs to the renamed folder. Do not rename the image files – all renaming will occur at a later point in the MLTPA Photo Library Workflow.
4. Locate Microsoft Word document 000_00_ImageUpload_YYYY_MM_DD within the folder.
5. Open the document and edit list to include suggested keywords to assist in photo library organization and keywording, including location, activities, people/subjects, and miscellaneous (organize from general to specific).



Image Upload | 098_MT_WebCon_20171110

Locations: (i.e. Mammoth Rock Trail Connector)
Mammoth Creek, Meadow Trails Connector

Activities: (i.e. Hiking, Running, Bicycling, Dog-Walking)
Trail Work, Hiking

Subjects: (i.e. John Wentworth, MLTS Staff, Signage)
Team Photo, MLTS Staff, Joel Rathje

Miscellaneous: (i.e. Dogs, Sponsors)
Dogs, Signage and Wayfinding

Intended Image use: (i.e. Print, Projection, Website, Video, Social Media)
Website, Social Media

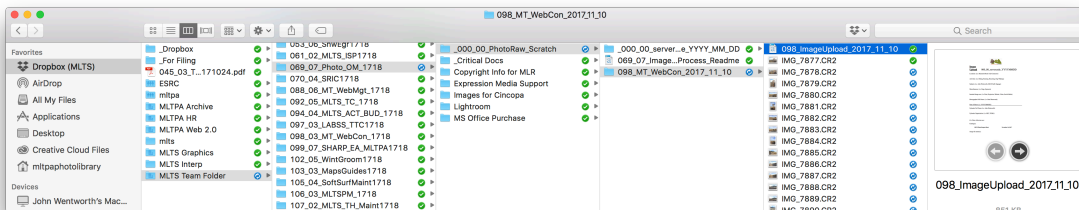
Photographer Full Name: (i.e. John Wentworth)
Trevor Van Winkle

Date of Shoot: (i.e. YYYY/MM/DD)
2017/11/10

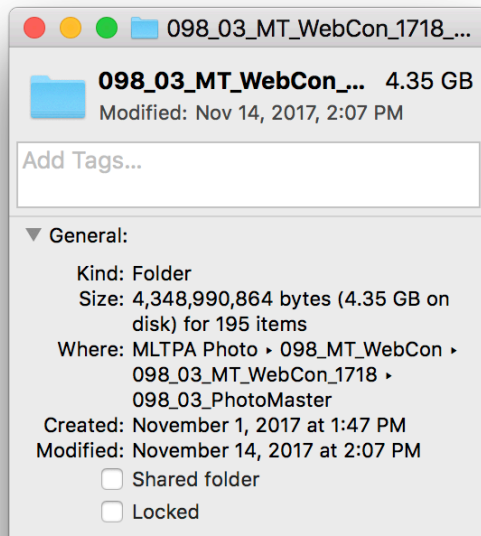
Uploader: Full Name: (i.e. John Wentworth)
Trevor Van Winkle

Uploader: Organization: (i.e. MLT, TOML)
MLTPA

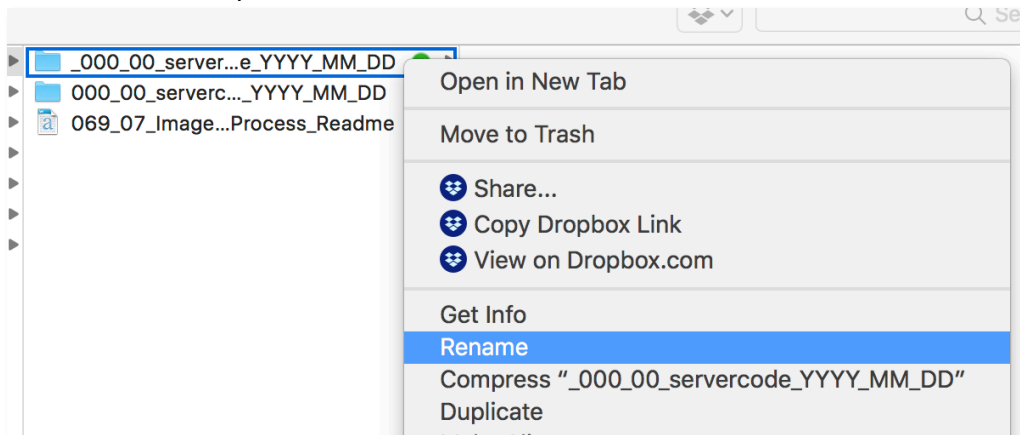
6. Change heading to reflect the project code and date for upload. Press command(⌘)+s to save the document.
7. In the finder, rename the document to reflect the project code and date for upload (matching the date for the photo folder). Close the finder window.



8. Send an email to photo@mltpa.org to inform photo librarian of the new upload.
9. Navigate to the MLTPA Photo folder (for the Syntology DS923+ System) through a new finder window (not the window you've used to open Dropbox).
10. Find the folder that matches the project code. If no folder exists, create one using proper naming conventions (see "Project Organization").
11. Once you've located/created a PhotoRaw folder (if importing DNGs) or a PhotoMaster JPEG folder (if importing JPEGs) with the correct project code and date, return to the finder window containing the Dropbox folder.
12. Select the folder in Dropbox containing the image files and the Image Upload word document and click+drag them from Dropbox to the PhotoRaw or PhotoMaster JPEG folder.
13. Ensure all photos you wish to import have been transferred. If necessary, select the PhotoRaw or PhotoMaster JPEG folder and press command(⌘)+i to determine the size and number of files (photos) in the folder and confirm that both match the folder on Dropbox.



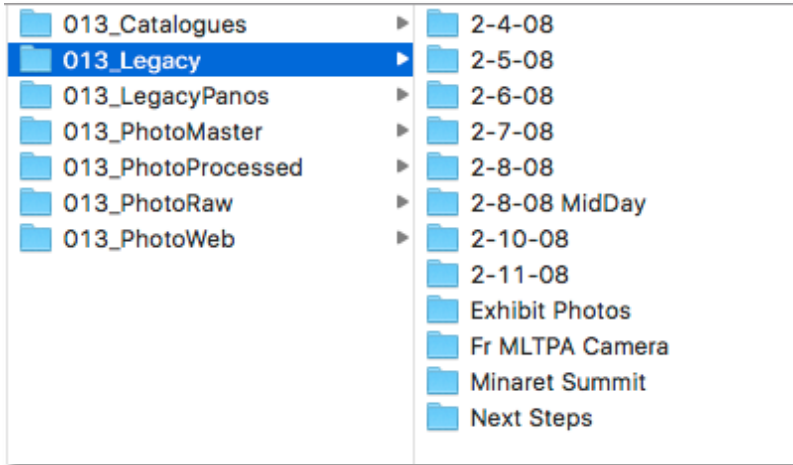
14. When you have confirmed all images have been copied, delete the folder from the Dropbox. Select the folder labeled `_000_00_projectcode_YYYY_MM_DD`, command(⌘)+click or right-click it, and select “Duplicate” from the drop-down menu. Rename the duplicated folder to `000_00_projectcode_YYYY_MM_DD` to create a new upload folder for the next user.



Importing a Physical Image

If an image was capture on film and needs to be scanned, contact the MLTPA Photo Librarian to scan the physical print or film negative to a digital file. It will be imported to a Legacy folder in the Photo Library and named in the following format:

- **000_00_projectcode_Legacy**



Adobe DNG Converter Workflow

Adobe's Digital Negative is an open-source documentation format whose file spec is readily available and designed to hold metadata written directly to the file. It simplifies the workflow by standardizing RAW file formats from the variety generated by different camera, and eliminates the need for additional sidecar files. Image data in the DNG remains unchanged throughout the conversion process.

RAW Conversion

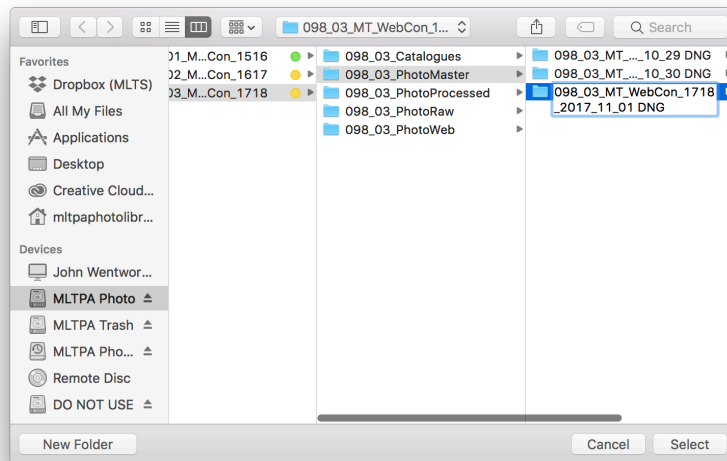
What follows is a step-by-step guide to converting RAW files to DNG in Adobe DNG Converter.

1. Locate Adobe DNG converter in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).

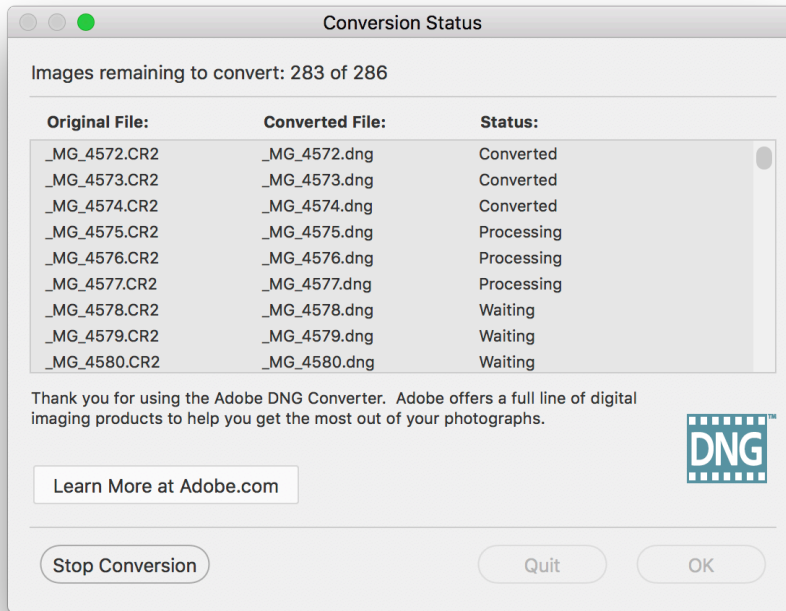


Adobe DNG
Converter

2. A new Adobe Digital Negative Converter window will open. There are four numbered sets of options.



- iii. “Select name for converted images:” Leave all options set to default (“Document Name”).
 - iv. “Preferences:” Leave all options set to default.
 - Compatibility: Camera Raw 7.1 and later
 - JPEG Preview: Medium Size
 - Don’t embed fast load data
 - Don’t use lossy compression
 - Preserve Pixel Count
 - Don’t embed original
3. Once these steps are complete, click “Convert” in the lower right-hand corner. A “Conversion Status” window will open as the images are converted.



4. Once conversion is complete, “Conversion was successful” will appear at the top of the “Conversion Status” window.

Note: This is the final step in the Adobe DNG Converter workflow for the MLTPA Photo Library. Click “Quit” in the bottom right-hand corner of the window to quit the program.

Adobe Bridge CC Workflow

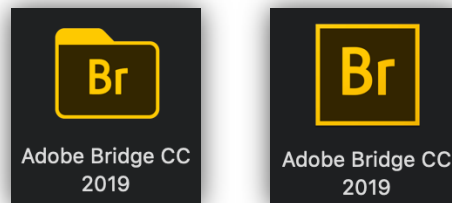
Adobe’s Bridge CC is the primary organizational program used for the MLTPA Photo Library. It supplements the functions of the finder by allowing for greater freedom and efficiency in copying, moving, renaming, organizing, and annotating image files. It forms the foundation of the MLTPA Digital Asset Management (DAM) program.

Note: Until early 2019, MLTPA’s DAM used Media Pro Second Edition as the primary organizational program. Folders labeled 000_00_ProjectCode_Catalogues contain archived Media Pro Catalogues no longer in use.

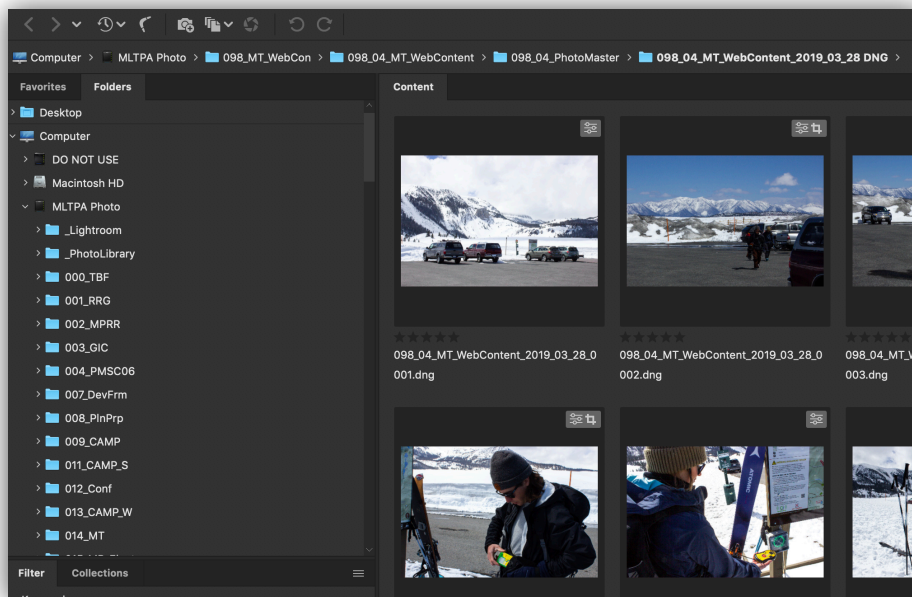
Navigating Files and Folders in Adobe Bridge CC

What follows is a step-by-step guide to importing image files into Adobe Bridge CC.

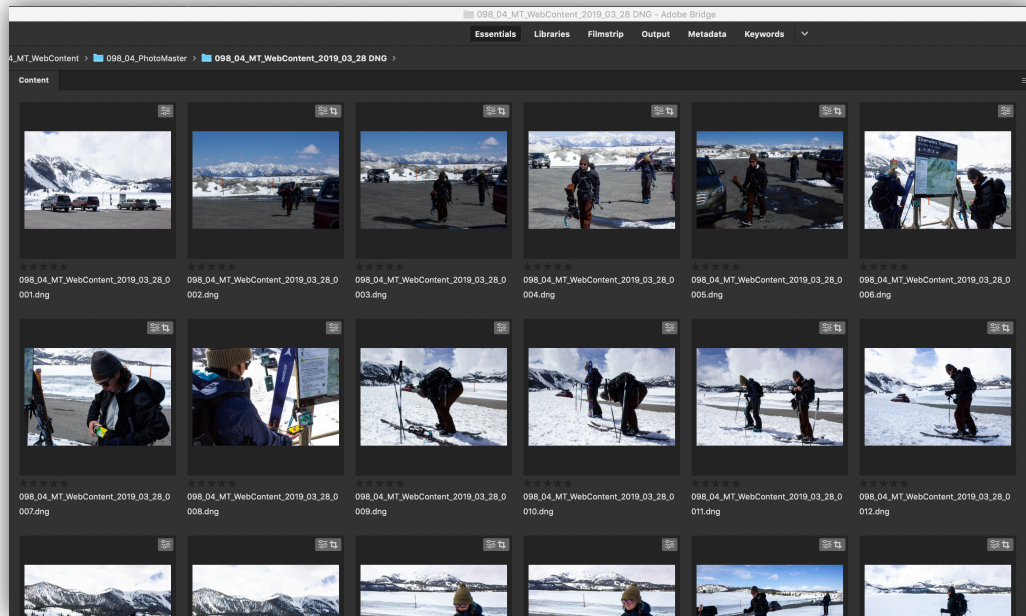
1. Locate Adobe Bridge CC in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).



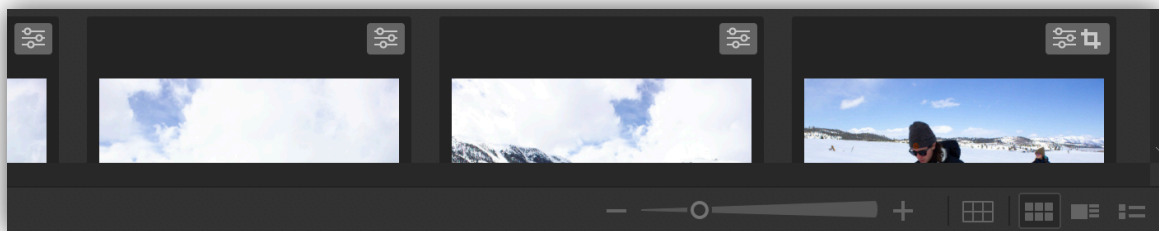
2. Navigate to the folder containing the Adobe DNG files you wish to import through the “Folders” panel in the top left-hand corner of the interface.



3. Locate to the PhotoMaster Folder with the appropriate project code. Click the folder to open it in the “Content” Window in the center of the screen.



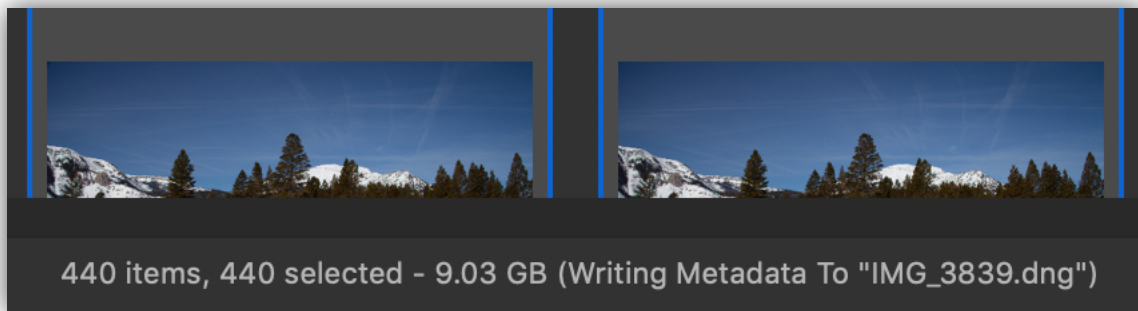
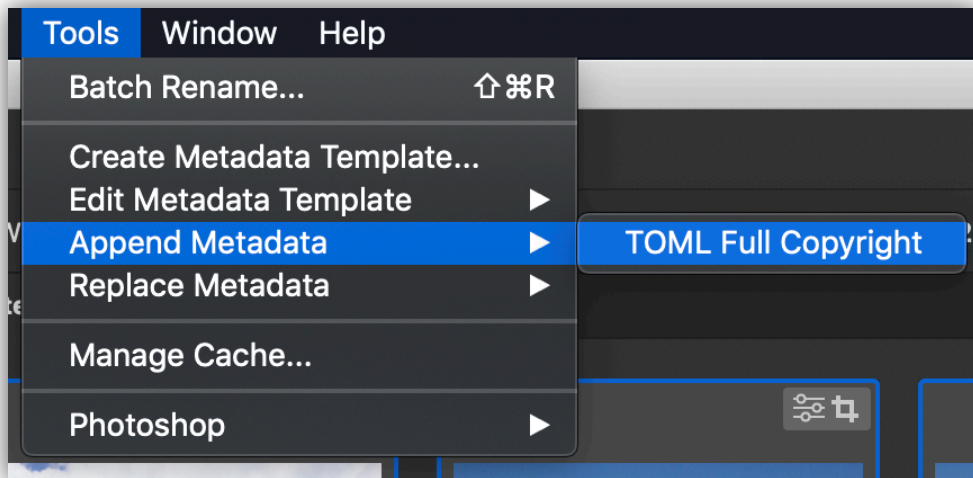
4. Be sure to set the Content Window view to thumbnails using the options on the bottom right-hand corner of the window, and adjust the zoom slider until the thumbnails are large enough to clearly see photo details.



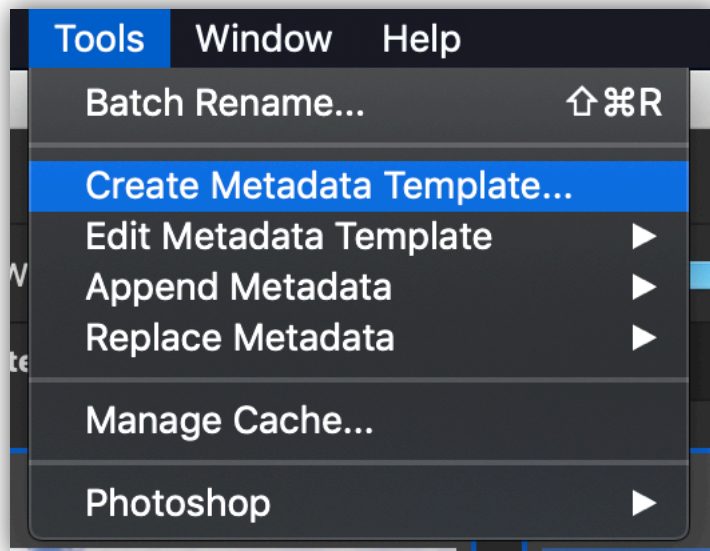
Assigning Copyright Metadata

Writing copyright information to an image file is an incredibly useful way of tracking usage rights and ownership of images, especially online: the more specific and complete the data, the better. What follows is a step-by-step guide for annotating image files with copyright information.

1. Select all images in the Content Window by pressing command(⌘)(⌘)+a.
2. Select Tools in the primary Bridge Menu Bar, then click “Append Metadata.” There should already be a Metadata template titled “TOML Full Copyright” available on the Photo Library Workstation. Select it and wait for the metadata changes to be applied.



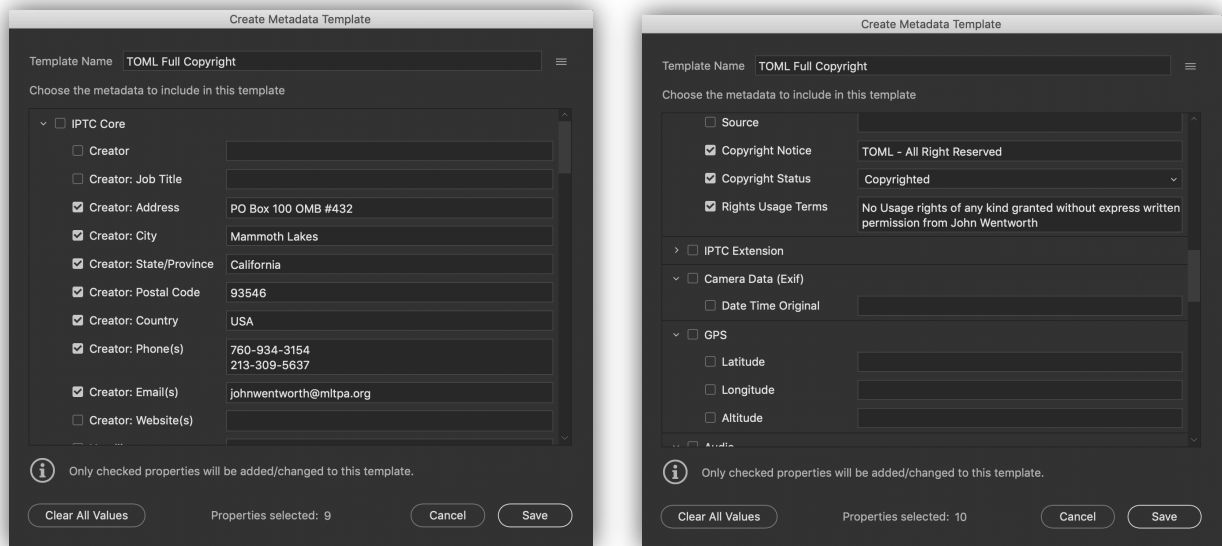
3. If the metadata template is not present, select Tools in the primary Bridge menu and select "Create Metadata Template..."



4. In the window that appears, copy the following information:

MLTPA Photo Library Workflow – May 2, 2023

- “Template Name:” TOML Full Copyright
- “Creator: Address:” PO Box 100 PMB #432
- “Creator: City:” Mammoth Lakes
- “Creator: State:” California
- “Creator: Postal Code:” 93546
- “Creator: Country:” USA
- “Creator: Phone:” 760-934-3154
213-309-5637
- “Creator: Email:” johnwentworth@mltpa.org
- “Copyright Notice:” TOML – All Rights Reserved
- “Copyright Status:” Copyrighted
- “Rights Usage Terms:” No Usage rights of any kind granted without express written permission from John Wentworth



5. Click “Save” in the bottom right-hand corner of the window.
6. Perform steps 1 and 2 to apply the new copyright metadata to the selected photos.

Note: Those who have worked with Media Pro Second Edition or other DAM programs are used to exporting annotations and resyncing metadata to files. As Adobe Bridge interacts directly with file metadata on disk, there is no need for this intermediary step.

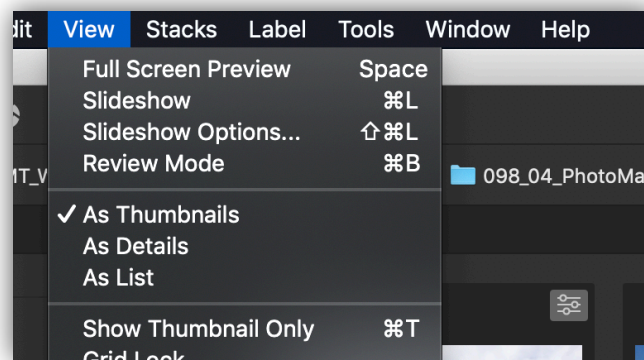
Trash Pass

The purpose of a “Trash Pass” in the workflow is to maintain an efficient Photo library that is highly representative of its project-code categories and can be easily utilized by the staff. There is no such thing as “taking too many pictures” during field photography, and by selecting the most representative photos, a more user-friendly library is created.

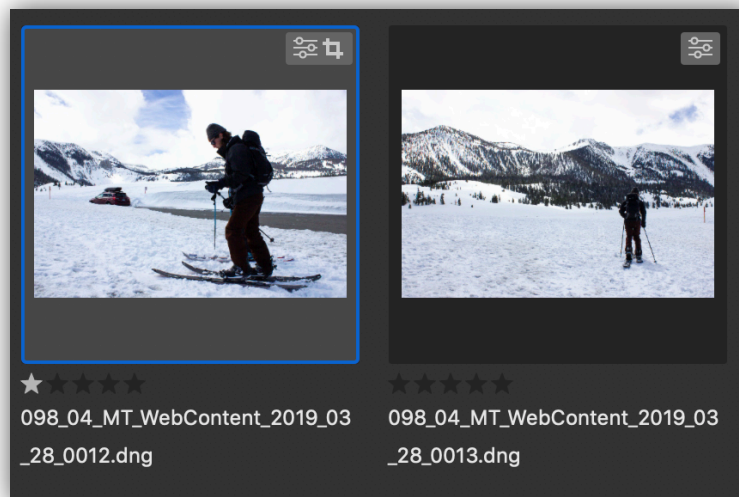
In the trash pass, blurred or out-of-focus images, duplicates (with the exception of multiple viewpoints of the same subject), and subjects with undesirable or awkward expressions or positions are discarded *before* images are renamed and assigned metadata. This streamlines photo-processing, saving time by preventing the Photo Librarian from keywording, adjusting, and sorting unusable images. It also aids users when searching for images, as it limits results to a representative sample.

What follows is a step-by-step guide to performing a Trash Pass.

1. Begin scanning through the photos using either the thumbnails in the Content Window, the larger image in the Preview window, or the Full Screen Preview (accessed through the view window, or by pressing space with a photo selected in the Content Window).



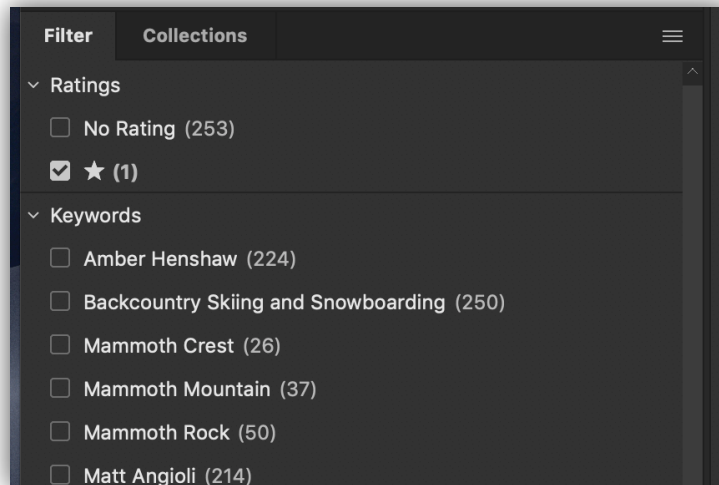
2. Locate undesirable images within the folder. When a duplicate, blurry, awkward, or otherwise unwanted image is found, press command(⌘)+1 to tag the photo as one-star. A single star will appear at the bottom of each image you tag.



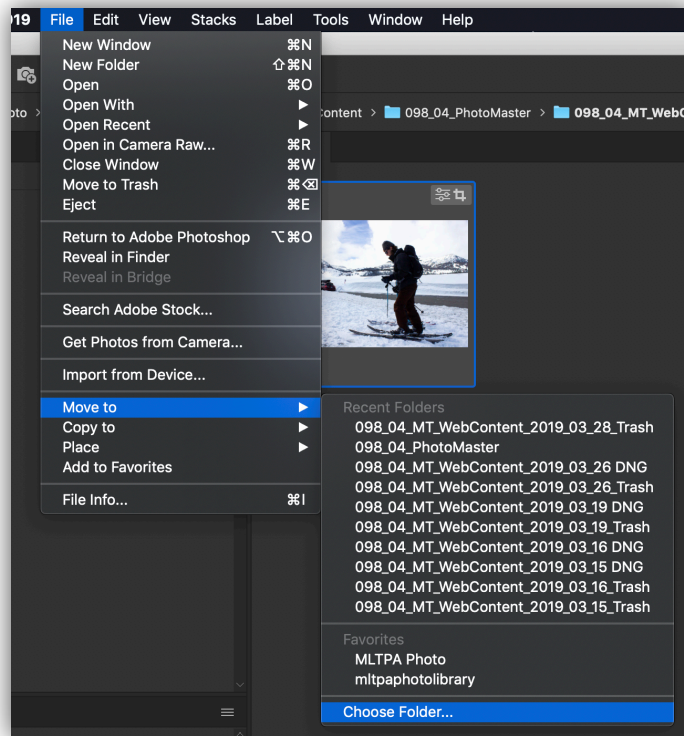
If you accidentally tagged a photo you want to keep, just press Command(⌘)+0 to reset it to zero stars.

All photos tagged in the Trash Pass will now be moved to the MLTPA Trash drive. If a user needs a photo not present in the library, or a photo was accidentally removed and needs to be restored, they can be searched for by project code.

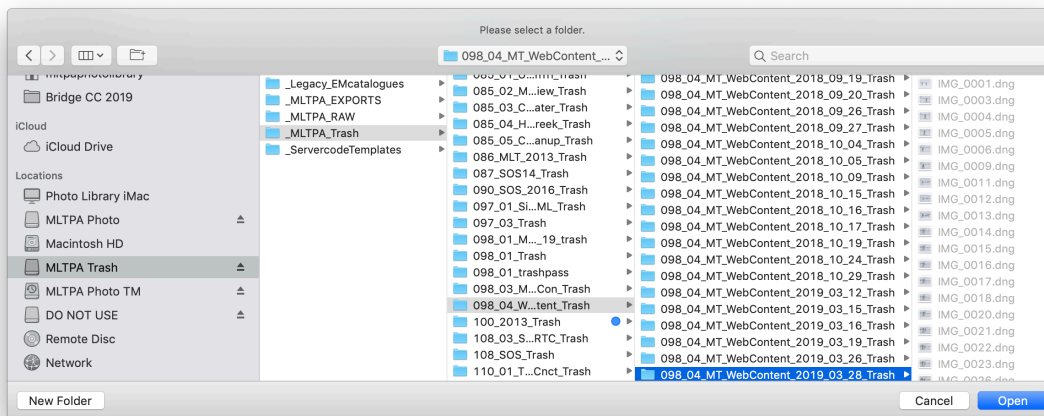
3. In the “Filter” window on the lower left-hand side of the screen, click the checkbox next to the One Star rating filter.



4. Press command(⌘)+a to select all displayed, one-star images. All undesired images tagged in the Trash Pass are now selected.
5. Click “File” in the primary Bridge menu bar and select “Move To” and “Choose Folder”

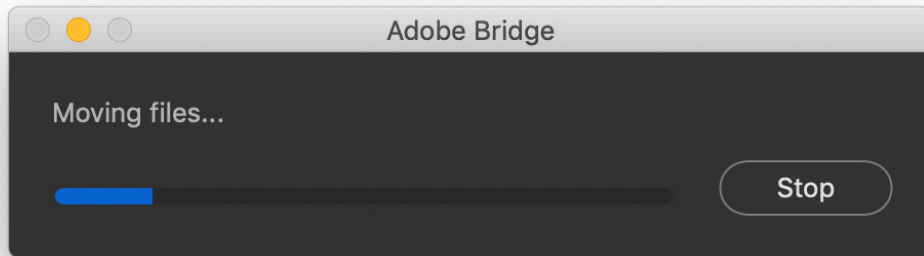


6. In the finder window that appears, navigate to the “MLTPA Trash” drive, then to `_MLTPA_Trash`. Locate or create a Trash folder (click “New Folder” in the bottom left-hand corner) named as follows:
 - `000_00_projectcode_YYYY_MM_DD_Trash`



Click “Open” at the lower right-hand corner of the window.

7. All tagged images will be moved off of the Photo Library and onto the Trash drive. It may take a few minutes to transfer a large number of files.

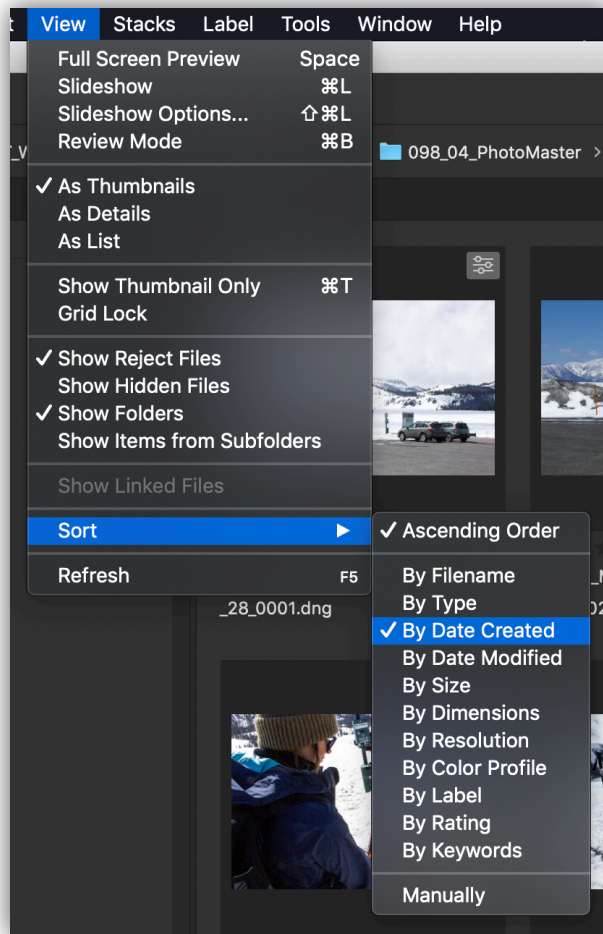


8. The Trash Pass photos will be removed from the folder on the Photo Library and no longer appear in the Content Window.

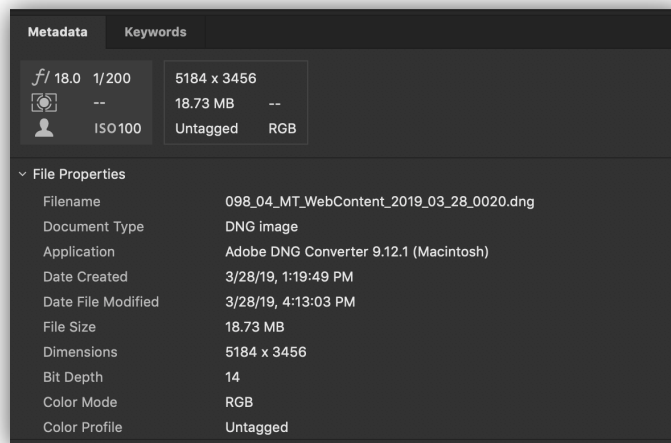
Renaming Image Files

After the Trash Pass is complete, all files are renamed per the MLTPA Photo Library naming conventions. What follows is a step-by-step guide to renaming images in Bridge.

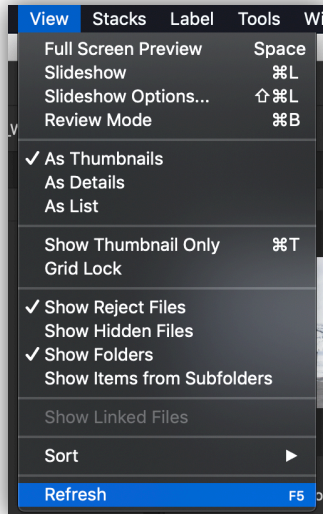
1. Images are renamed in batches based on their project code and the date they were captured, just like the PhotoMaster folders from which they originate. Make sure all image you wish to rename are open in the Content Window
2. Click "View" on the Bridge primary menu bar, select "Sort," and then click "By Date Created."



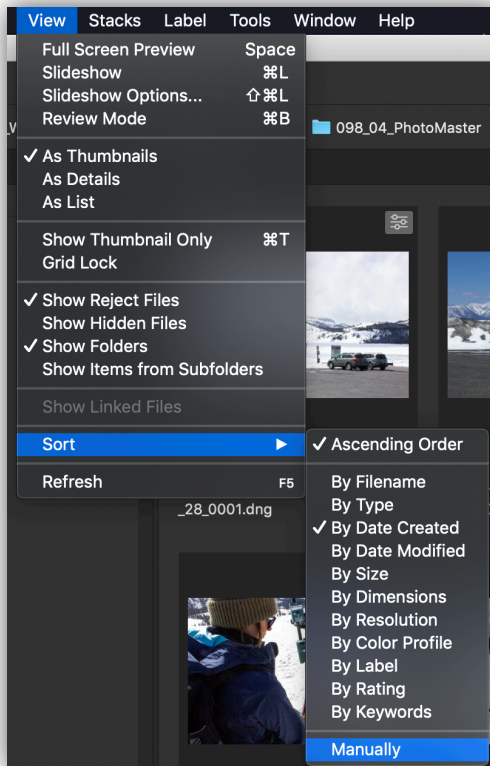
Confirm all pictures are sorted in the order they were taken, double-checking the “Date Created” in the Metadata panel on the right-hand column of the screen if necessary.



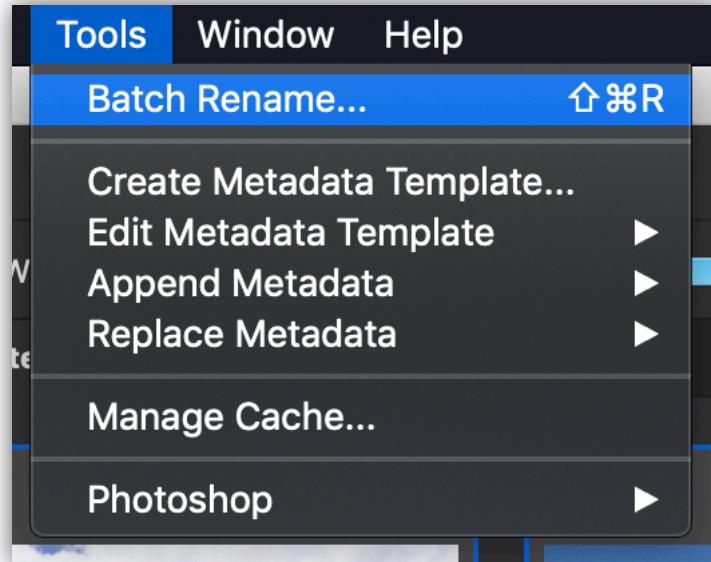
If the order is incorrect or backwards, click “View” in the Bridge primary menu bar and select “Refresh,” or press F5. If the order is still not correct, check the “Date Created” in the Metadata panel for errors.



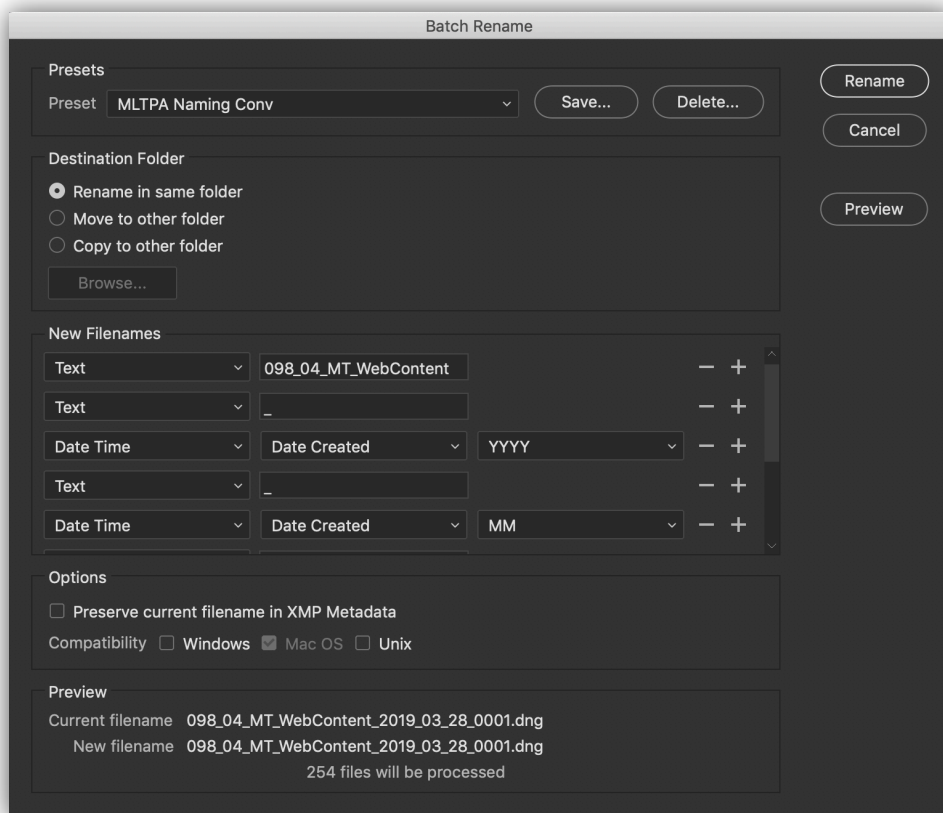
In the event of a data error (most often caused by unsynchronized camera clocks (see “Image Generation”)), you may need to manually reorganize the catalog. Click “View” on the Bridge primary menu bar, and select “Sort” and “Manually.”



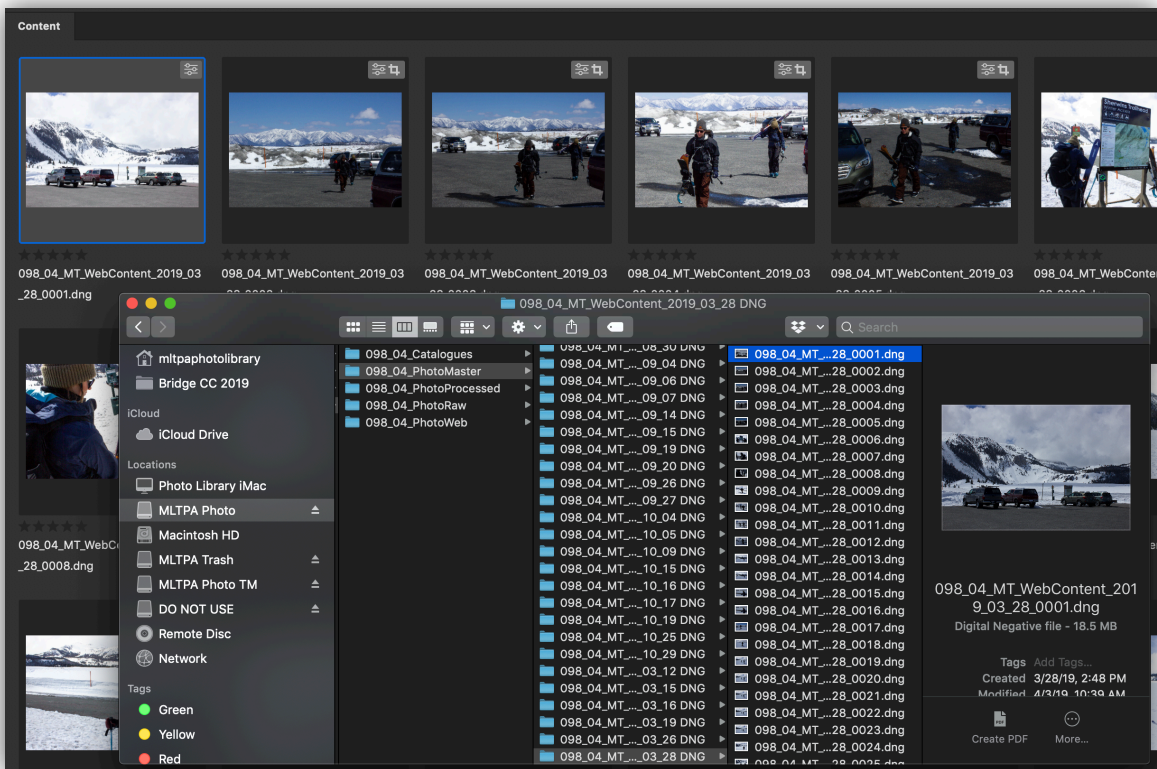
- Click and drag the image thumbnails to manually reorder them chronologically.
3. Once images are displayed in the order in which they were shot, press command(⌘)+a to select all. Click “Tools” on the Bridge primary menu bar and select “Batch Rename,” or press shift+command(⌘)+r.



4. In the Batch Rename window, select “MLTPA Naming Conv” from the Preset list. If the MLTPA Naming Conv Preset is missing, set the options as follows:
 - Destination Folder:
 - Rename in same folder
 - New Filenames: (create nine total fields in the following order)
 - Text: The established project code and date for the project (see “Project Organization”)
 - 000_00_Projectcode
 - Text: Underscore (_)
 - Date Time – Date Created – YYYY
 - Text: Underscore (_)
 - Date Time – Date Created - MM
 - Text: Underscore (_)
 - Date Time – Date Created - DD
 - Text: Underscore (_)
 - Sequence Number – 1 – Four Digits



5. In the “Options” section, deselect “Preserve current filename in XMP Metadata, and set “Compatibility to “Mac OS.”
6. Verify Current and New filenames are correct before clicking “Rename” in the top right-hand corner of the “Batch Rename” window.
7. When the renaming process is complete, verify the images have been properly renamed both in the Content Window and Finder.



Keywording

Applying keywords to image files is a critical component of the Photo Library workflow, allowing users to search for images as they would any other data in a database. Without them, finding images for specific needs would be incredibly time-intensive. As such, consistency, specificity, and uniformity are crucial.

Note: Normally, keywording is performed only by the MLTPA Photo Librarian.

Keywording Consistency

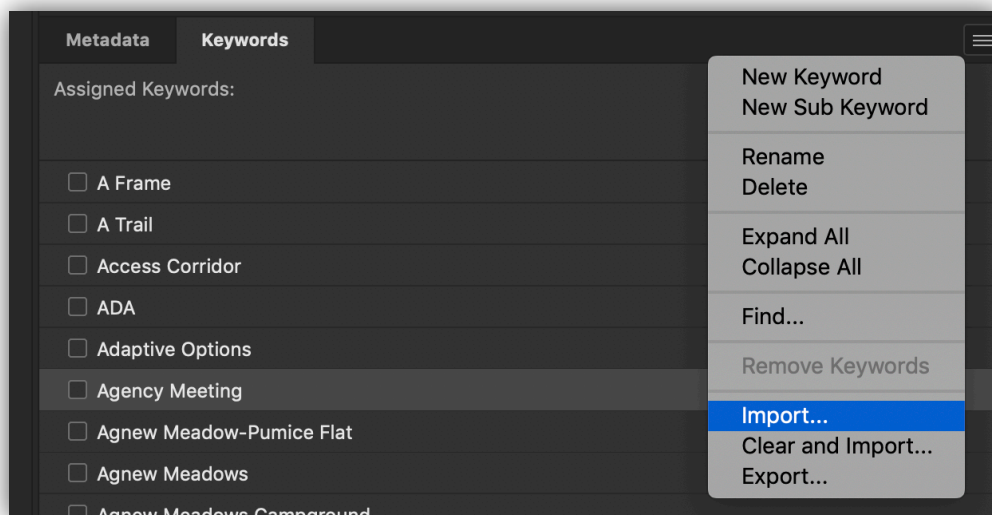
Consistency across all project codes and ongoing projects is critical to the usability of the photo library. All approved keywords are kept in the master keyword list on the MLTPA dropbox under MLTS Team Folder -> 069_[Current Fiscal Year Project Code] -> _Critical Docs -> Keywords -> 1_Master List -> Current Master. All keywords must begin with a capital letter and be correctly spelled.

In the Photo Library workflow, Adobe Bridge functions as the “parent” for keywording, while Lightroom is the “child.” Almost all keywording is performed in Bridge and written to the DNGs before they enter the Lightroom catalog. However, due to the connectivity between Bridge and Lightroom through the Adobe Software Environment, small changes to metadata can be made in Lightroom. This is not encouraged, but doing so will not cause conflicts between the two programs.

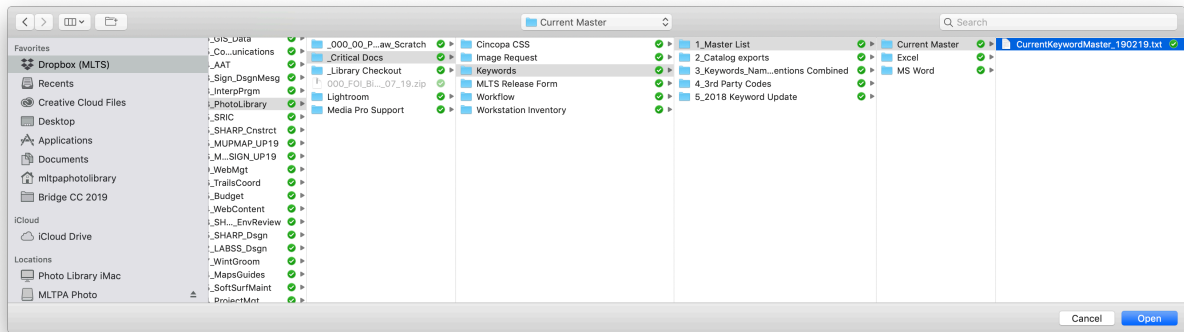
Applying Keywords

In Bridge, it is important to assign “flat” keywords rather than “hierarchical” keywords, as other programs can more easily read flat keywords. This will allow the Photo Library to be easily transferred to a new program if Lightroom becomes unusable for any reason. What follows is a step-by-step guide for applying “flat” keywords.

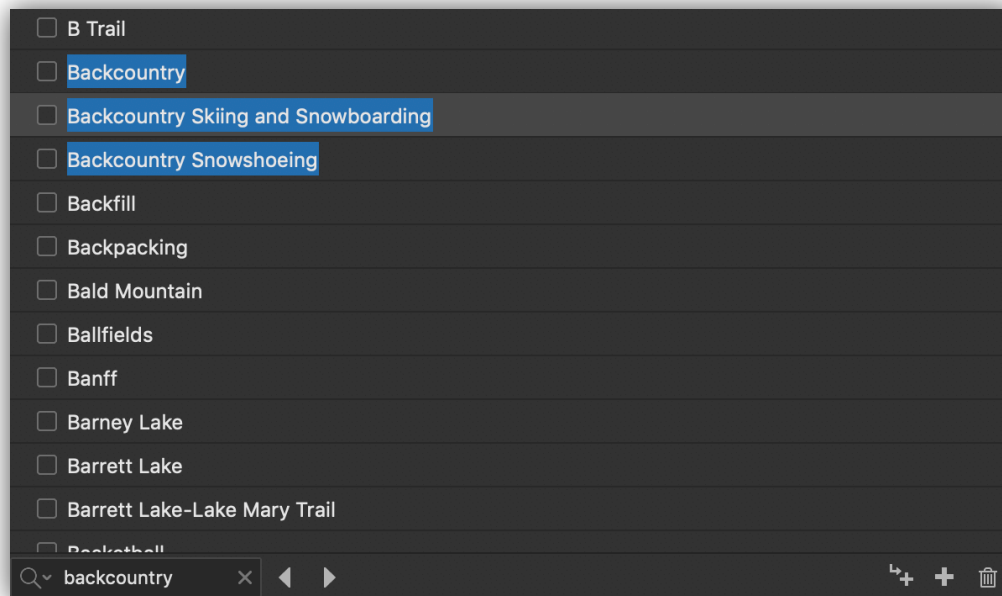
1. In the content window, use the thumbnail view to find photos that share a common location, subject, activity, or other keywordable attribute. Select the first of these photos, then hold command(⌘) and click all other photos to select the group.
 - a. Keyword best practices:
 - Add tags in the order Location, Activity, Subject, and Other (“LASO”).
 - As a general guideline, go from general to specific (i.e. “Lakes Basin,” then “Twin Lakes,” then “Tamarack Lodge”).
 - Include as many specific keywords as you feel appropriate to increase usability of the photos for different needs.
2. Open the “Keywords” panel in the lower right-hand corner of the screen. You will see a list of all approved Keywords in the MLTPA vocabulary. If you don’t see the list of keywords, click on the icon in the top right-hand corner of the Keyword panel and select “Import”



Use the finder window to navigate to the .txt file containing the master keywords list and click “Open.”



3. Scroll through the keyword list or begin typing in the search bar at the bottom left-hand corner of the panel. The panel will highlight matching term in the keyword list. Click the checkbox next to the desired term or press Return to apply the highlighted term to the selected photos.



4. If a necessary keyword is not in the database, click the “+” icon in the bottom right-hand corner of the panel and type the new keyword.
5. Double-check that it is capitalized and spelled correctly, then press enter to add it to the keyword list.
6. Repeat Step 3 to add the new keyword to the selected photos.
7. Make a note of the new keyword and email it to photo@mltpa.org. This allows the new keyword to be approved and added to the Master Keyword document.

Note: This is the final step in the Adobe Bridge CC workflow for the MLTPA Photo Library. Ensure all metadata has finished being written (the bottom left-hand corner of the Content Window will display a message if metadata is being written), then quit Bridge.

Lightroom Classic CC Workflow

Adobe Lightroom Classic CC is a powerful software program long recognized as the industry standard for photo library organization, basic photo manipulation, and output processing. As of October 2017, Lightroom exists as two separate products within the Adobe Creative Cloud: Lightroom CC and Lightroom Classic CC. Lightroom CC places more focus on cloud-based storage and editing, while Lightroom Classic CC retains a focus on locally stored images and catalog files.

Lightroom is a sophisticated program, requiring experience and skill to access its full potential. Within this workflow, it is used primarily as the final step in MLTPA's Photo Library workflow and as a searchable database of all files within the Photo Library. Additionally, it is used to export JPEG files for specific applications and synchronizing the Photo Library to the MLTPA Photo Flickr Photostream. It is *not* primarily used for assigning metadata and keywords, as it is the "child" program to Adobe Bridge CC and reads metadata written in that program. However, the Adobe Software Environment allows greater connectivity between the two pieces of software, and metadata changes made in Lightroom can be read by Bridge with little chance for conflicts.

Note: Normally, this workflow is used only by the MLTPA Photo Librarian, but if they are not available, authorized users may use the Photo Library workstation to import and organize images in Lightroom Classic CC.

Importing Images to Lightroom

What follows is a step-by-step guide to importing image files/folders that have been sorted, renamed, and annotated in Adobe Bridge into the MLTPA Photo Library.

1. Locate Lightroom Classic CC in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).

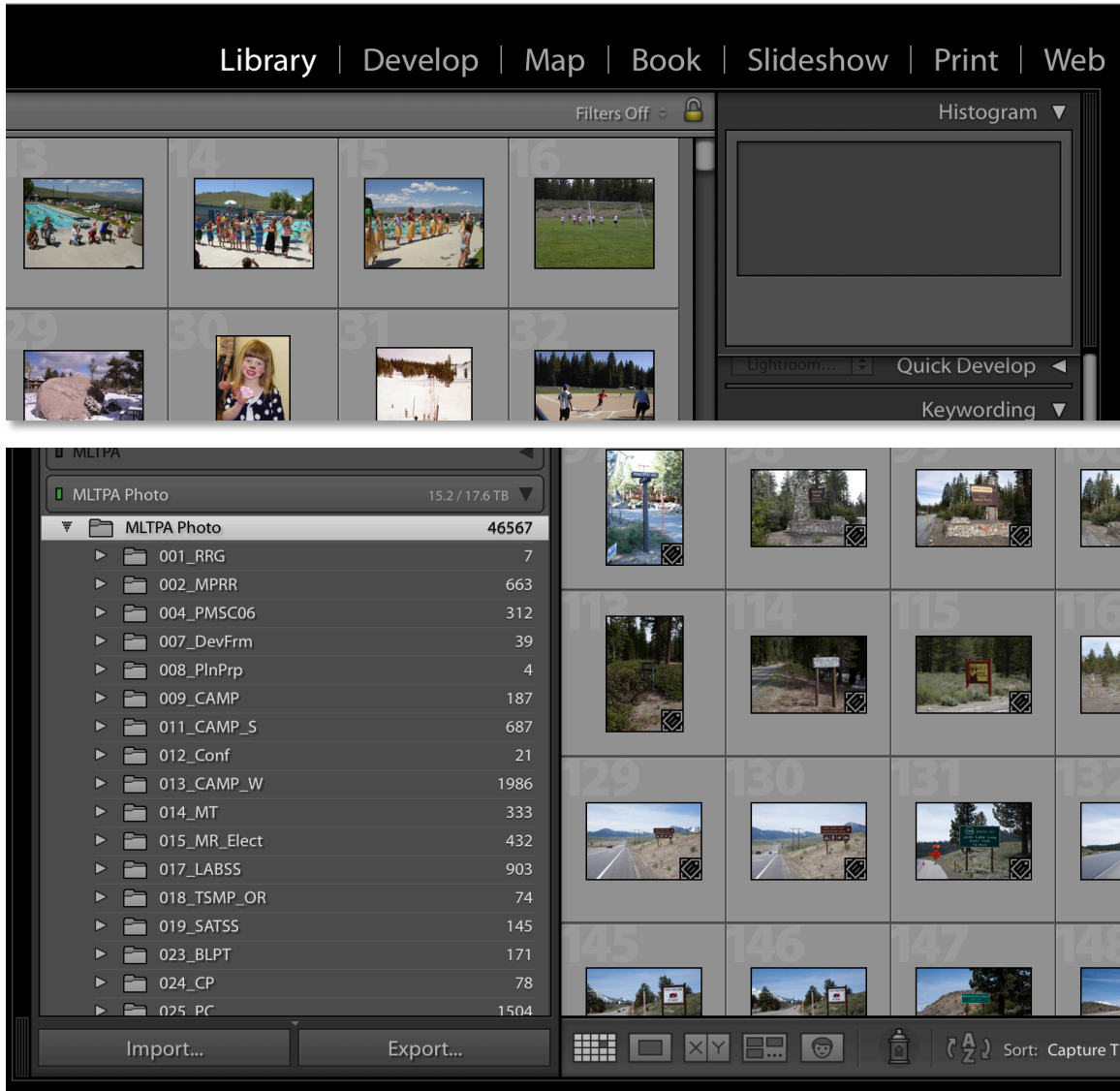


Adobe Lightroom
Classic CC

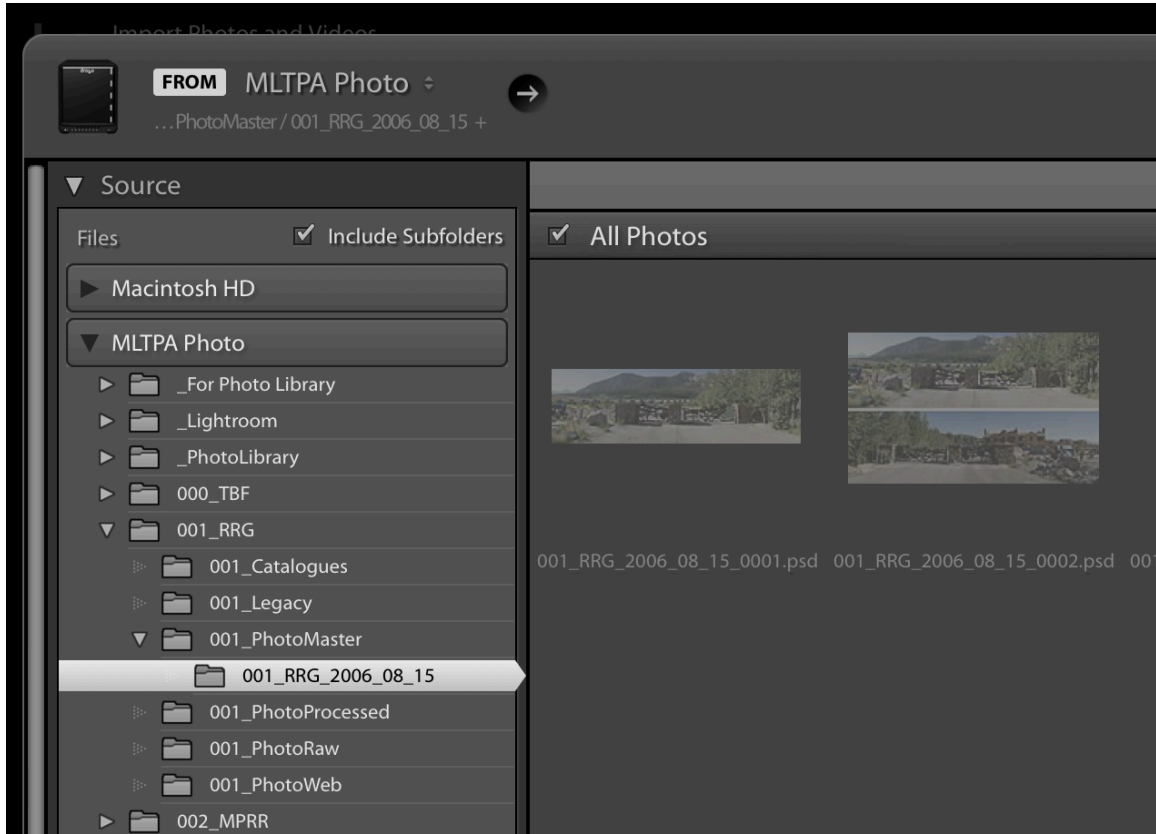


Adobe Lightroom
Classic CC

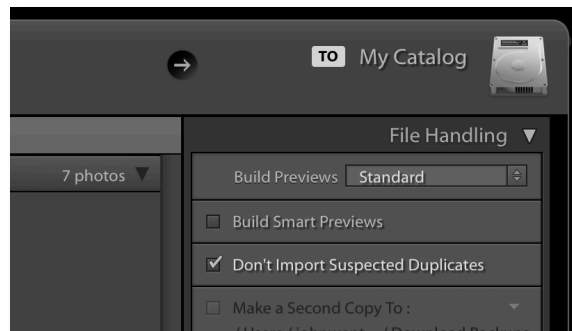
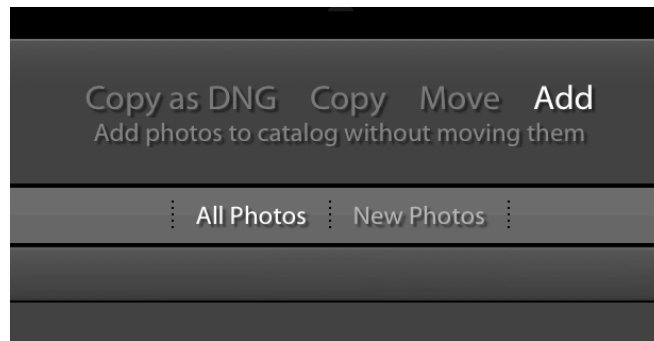
2. Open the MLTPA Photo Library Lightroom catalog, located on the MLTPA Dropbox under MLTS Team Folder -> 069_[Current Fiscal Year Project Code] -> Lightroom -> 160905 -> MLTPA_MLTS_2016_09_05.lrcat.
3. In the "Library" module (selected from the listed modules in the top right-hand corner of the primary window) click "Import" at the bottom left-hand corner of the screen. In any other module, press shift-command(⌘)-i.



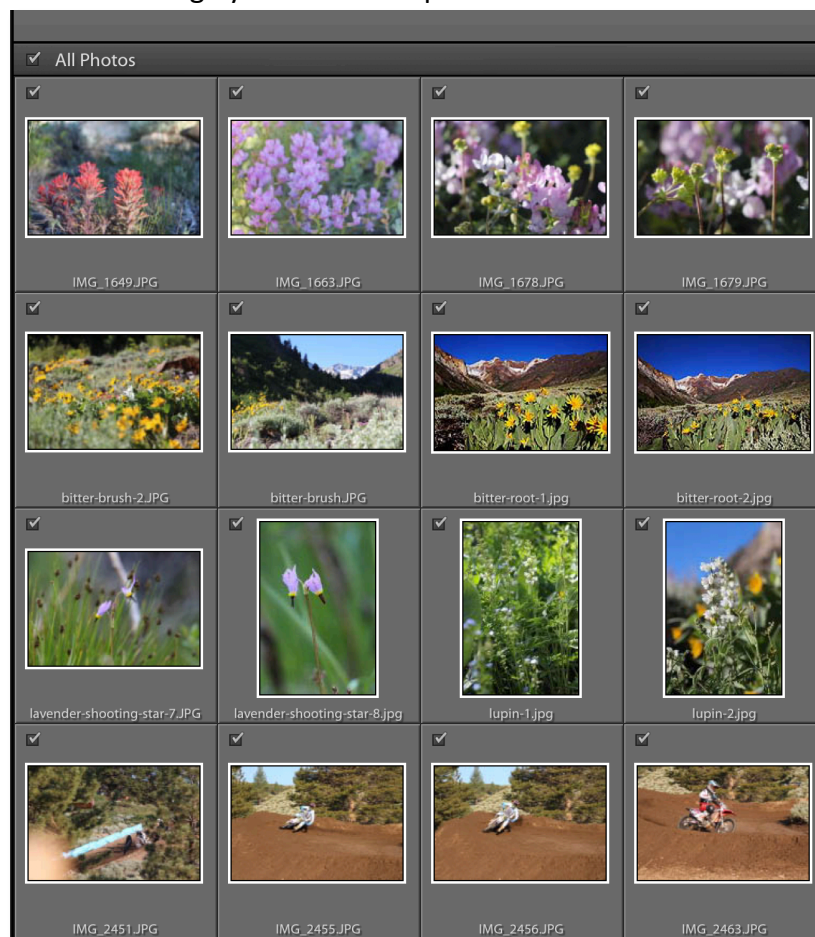
4. On the left-hand column of the import screen, navigate to the PhotoMaster folder on the MLTPA Photo drive that contains the images you wish to import.



5. Confirm that “Add” is selected at the top of the Import Window, and that “To My Catalog” is selected in the top right-hand corner.



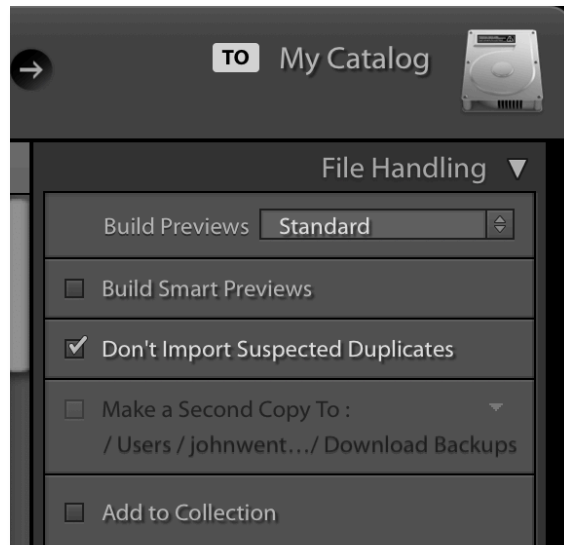
6. In the main window, select the images you want to import into the Photo Library.
Note: Only import photos that have been sorted, named, and annotated in Adobe Bridge, unless there are extenuating circumstances regarding legacy files or keywords. Ensure these have been made known to the photo librarian before importing.
7. If you want to import all photos in the folder, they are all selected by default. If you want to import only some of the images, either click the checkmark beside each photo you do not want to import to deselect it, or click the checkmark beside “All Photos” to deselect all and click the checkbox in the upper right-hand corner of each image you want to import.



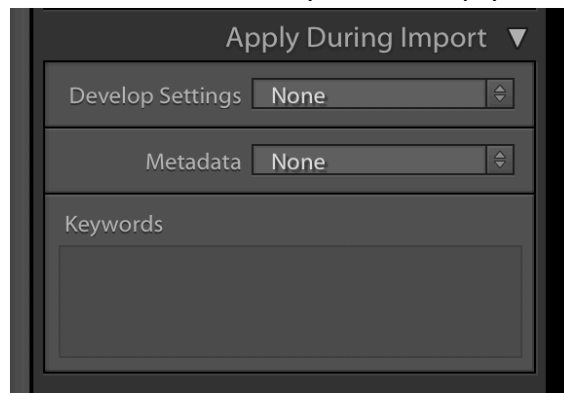
If photos have already been imported into the Photo Library, the Import window will grey-out their thumbnails.

8. Click the triangle next to “File Handling” in the right-hand column of the screen. In the drop-down menu, set the options as follows:
 - Select “Standard” from the “Build Previews” menu.
 - Uncheck “Build Smart Previews.”

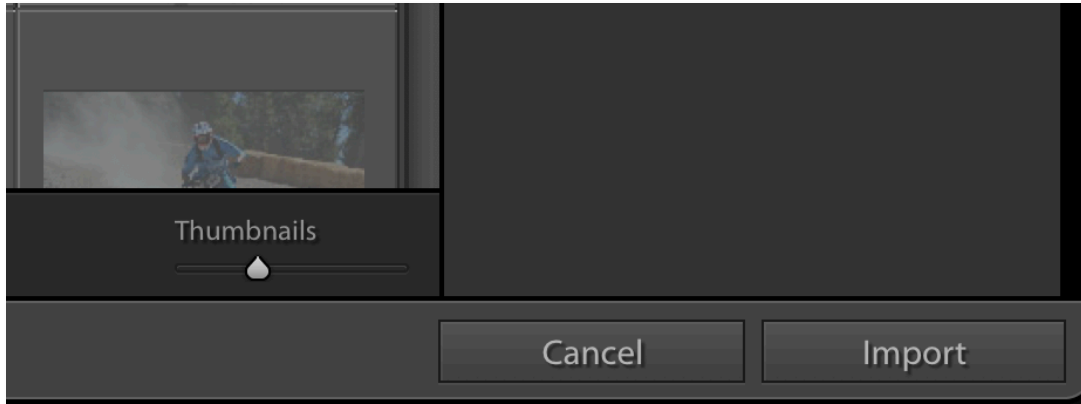
- Check “Don’t Import Suspected Duplicates”
- Uncheck “Make a Second Copy To.”
- Uncheck “Add to Collection.”



9. Click the triangle next to “Apply During Import” in the right-hand column of the screen. In the drop-down menu, set the options as follows:
- Set “Develop Setting” and “Metadata” to “None.”
 - Leave box below “Keywords” empty.



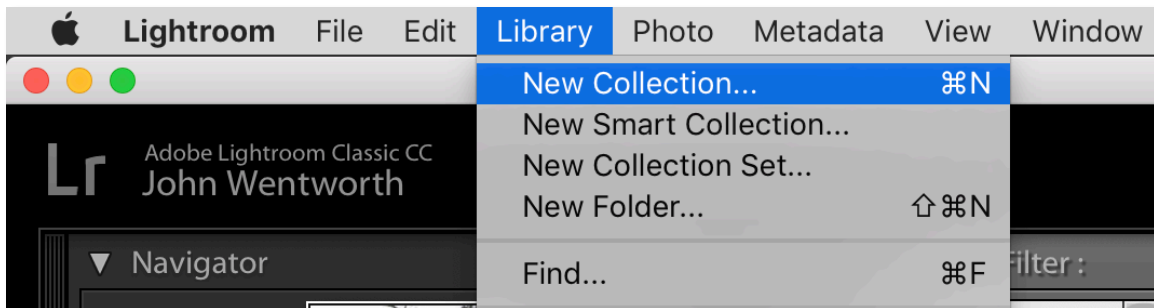
10. Click “Import” in the lower right-hand corner of the Import Window. The selected photos will then appear in the “Library” Module.



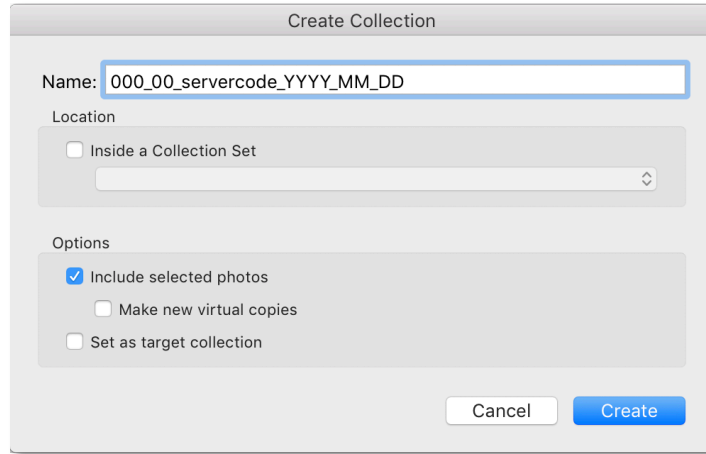
Lightroom Collections

Within the master Photo Library, Lightroom Collections function as an added layer of organization based on project codes. When importing images into Lightroom, it is often helpful to place them in collections to increase organization. Collections are also essential for the creation of web-galleries. What follows is a step-by-step guide to creating Lightroom collections within the Photo Library.

1. In the “Library” module (selected from the listed modules in the top right-hand corner of the primary window), select all photos you wish to add to the collection by clicking the first image and shift-clicking the last. If the images are not listed beside one another, click the first image and command (⌘)-click each individual image thumbnail. If the photos you wish to add are from one PhotoMaster folder, locate it in the Navigator Panel in the left-hand column of the Library window and click its name to display that folder.
2. Click “Library” in the primary menu bar and select “New Collection.” Alternatively, press command (⌘)+n to create a new collection.



3. In the window that appears, type the collection name into the box labeled “Name:” according to established naming conventions (*see “Project Organization”*), then check the box labeled “Include selected photos.” If a collection set (a group of collections based on a shared project) already exists for the project code, check the box labeled “Inside a Collection Set” and select the set from the drop down menu.

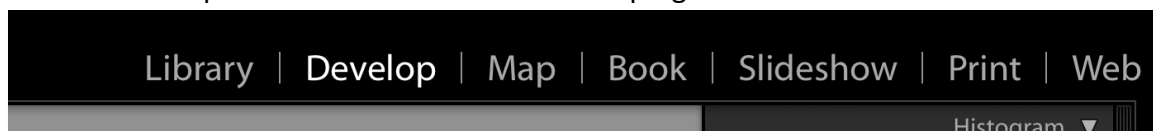


4. Click “Create” in the lower right-hand corner of the window to create a new collection with the selected photos. It will appear under “Collections” in the Navigator Panel, in the left-hand column of the Library window.

Develop Module

In an ideal world, photographers would capture perfect images every time and no corrections or enhancements would be needed. In the real world, with natural lighting, moving subjects, and uncounted variables at play in every photo, it’s often necessary to edit or tweak images to maintain a high standard of quality. What follows is a step-by-step guide to basic photo manipulation in the develop module in Lightroom Classic CC.

1. Begin in the Library Module (selected from the listed modules in the top right-hand corner of the primary window). If the photos you wish to develop are not visible in the library window or in the filmstrip along the bottom of the screen, navigate to the folder or collection that contains them in the Navigator panel in the left-hand column of the window.
2. If you want to edit only a few images within a collection or folder, select the images you want to develop by clicking the first and shift-clicking the last, or, if the images are not listed beside one another, click the first image, then command (⌘)-click each individual image thumbnail. Press b to create a quick collection, then located it in the Navigator panel in the left-hand column of the window under the name “Quick Collection.” To remove an image from the Quick Collection, select the image and press b again.
3. With your first image selected, open the Develop Module by clicking the word “Develop” in the listed modules in the top right-hand corner.

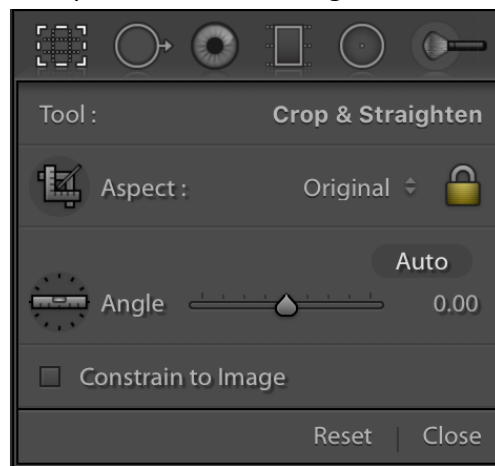


Here, you can apply a wide variety of changes to your DNG files. Which tools you use depends on the specific image and desired result. What follows is a step-by-step guide to using the most common tools.

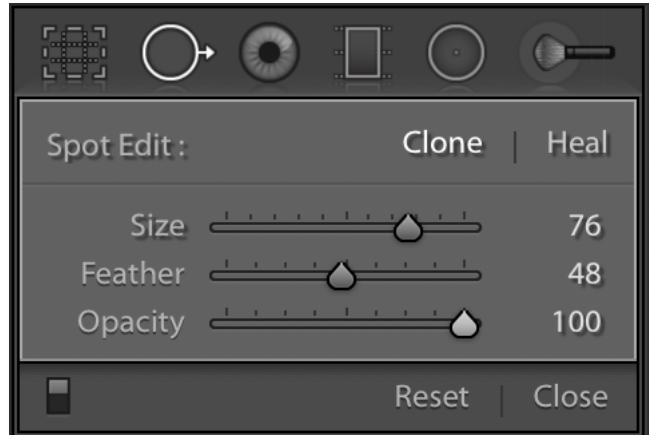
- a. Just below the histogram (the chart of light and color values in the photo) is this toolbar. From left to right, these tools are:



- I. Crop and Straighten: (shortcut r) Allows the image to be rotated and trimmed to a different size and shape in the main window. *Note: Leave "Aspect" locked to original unless otherwise instructed. Unusual aspect ratios create problems with web galleries.*



- II. Spot Removal: (shortcut q) Allows unwanted blemishes and small details to be removed from the photo in the main window.



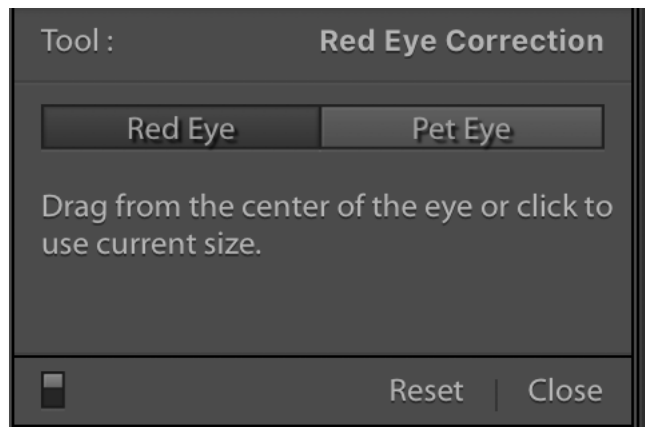
- “Size” controls the radius of spot editor.
- “Feather” controls how blurred the edges of the spot edit will be.
- “Opacity” controls how strongly the spot edit is applied to the target.
- “Spot Edit:” Controls how the operation is performed.
 - “Clone” copies pixels from a designated portion of the image over the pixels in a different part of the image.



- “Heal” takes the color and light values in a designated portion of the image and averages them over the pixels in a different part of the image.



i. Red Eye Correction: (no default shortcut) Automatically removes red-eye effects caused by a camera's flash from the photo in the main window.

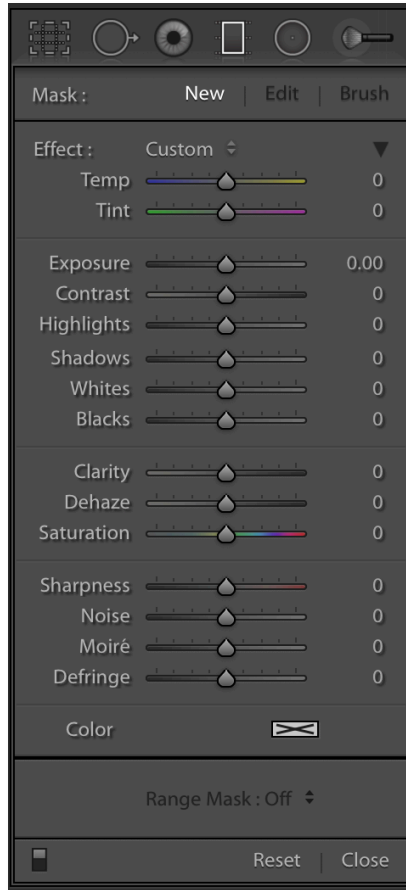


- “Red eye” is useful for human eyes, and “Pet eye” is useful for animal eyes. “Pet eye” creates a more extreme effect.
- In the main window, the Red Eye tool is a red dot with a white cross and a circle around it. Place the red dot in the center of the affected pupil and click+drag until the circle covers the red-eye area. If there is no eye in the selected area (as shown below), or Lightroom cannot detect an eye in the selected area, an error message will appear.



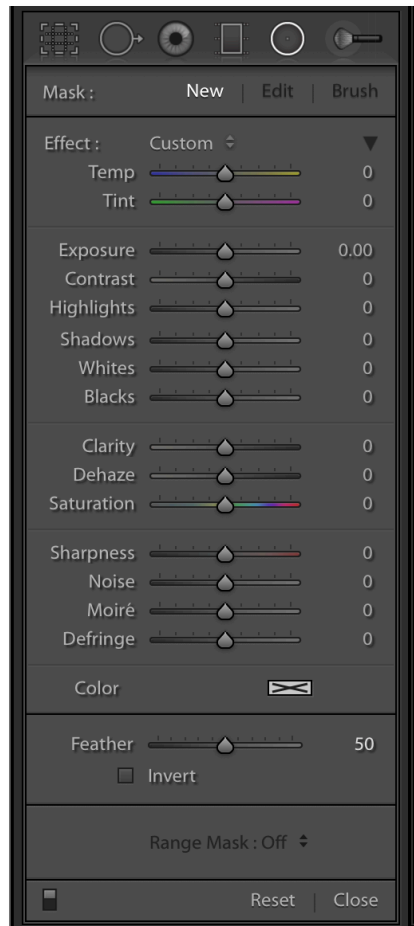
ii. Graduated Filter: (shortcut m) Allows changes in light, color, contrast, and clarity to be applied to a specified area of the image in the main window.

Note: The controls in this panel are more advanced, and should only be utilized by experienced users of photo-manipulation programs.



- III. Radial Filter: (shortcut shift+m) Allows changes in light, color, contrast, and clarity to be applied either within a specified circular area of the image in the main window or around it, based on the “Invert” setting. The “Feather” control determines how blurred the edge around the corrected area is.

Note: The controls in this panel are more advanced, and should only be utilized by experienced users of photo-manipulation programs.





- IV. Adjustment Brush: (shortcut k) Allows changes in light, color, contrast, and clarity to be applied to a specified area of the image in the main window, as defined by a “paintbrush” shape drawn by clicking and dragging across it.

Note: The controls in this panel are more advanced, and should only be utilized by experienced users of photo-manipulation programs.

- “Brush:” Allows the user to select between two sets of paintbrush settings (“A” and “B”) and an “Erase” brush.
- “Size:” Controls the radius of the paintbrush.
- “Feather:” Controls how blurred the edge of the paintbrush will be.
- “Flow:” Controls how intensely the changes are applied within the brushstroke (i.e. 100 performs 100% of the change, 25 performs only 25%).
- “Density:” Controls the maximum intensity of changes applied within the brushstroke (i.e. 100 lets %100 of the change apply, 25 only allows 25% of the change to be applied no matter how many times the brush is applied).



- b. Below the toolbar is a window labeled “Basic.” These tools apply changes to the entire image, and are very powerful for correcting problems with captured images and enhancing their overall appearance. The most common uses are described below.

Note: The controls in this panel are more advanced, and should only be utilized by experienced users of photo-manipulation programs.



- I. “Treatment:” Converts a color photo to Black & White.
- II. “WB:” Controls the white balance (the color of white light) in the photo. This can be set to “As Shot,” “Auto” (determined by Lightroom), one of several presets based on common lighting situations, or a “Custom” WB set by the user. To set a custom WB, use the “Temp” or “Tint” sliders or click the “eyedropper” tool and select a color-neutral area of the image.
- III. “Tone:” Controls the overall quality of lighting in the image.
 - “Exposure:” Overall brightness of the image.

- “Contrast:” Difference between darkest and lightest parts of the image.
 - “Highlights:” Brightness of the brighter parts of the image.
 - “Shadows:” Brightness of the darker parts of the image.
 - “Whites:” The level of brightness which is rendered as pure white.
 - “Blacks:” The level of darkness which is rendered as pure black.
 - i. “Presence:” Controls the characteristics of color and detail in the image.
 - “Clarity:” The sharpness of details in the image.
 - “Vibrance:” The vividness of colors in the image.
 - “Saturation:” The strength of colors in the image.
- c. Controls in the other windows of the develop module are also powerful, but more difficult to use. If a desired correction cannot be achieved with the toolbar or basic correction tools, there are numerous free tutorials online from Adobe and independent sources that the user can consult.

Note: The advanced image controls should only be utilized by experienced users of photo-manipulation programs.

Flickr Photostream Syncing

Once images have been imported, organized, corrected, and enhanced, they are ready to be synced to the MLTPA Photo Flickr Account for use by TOML Staff or other public partners at the direction of TOML Staff. This step is the final action to be taken in the Photo Library Ingest Workflow.

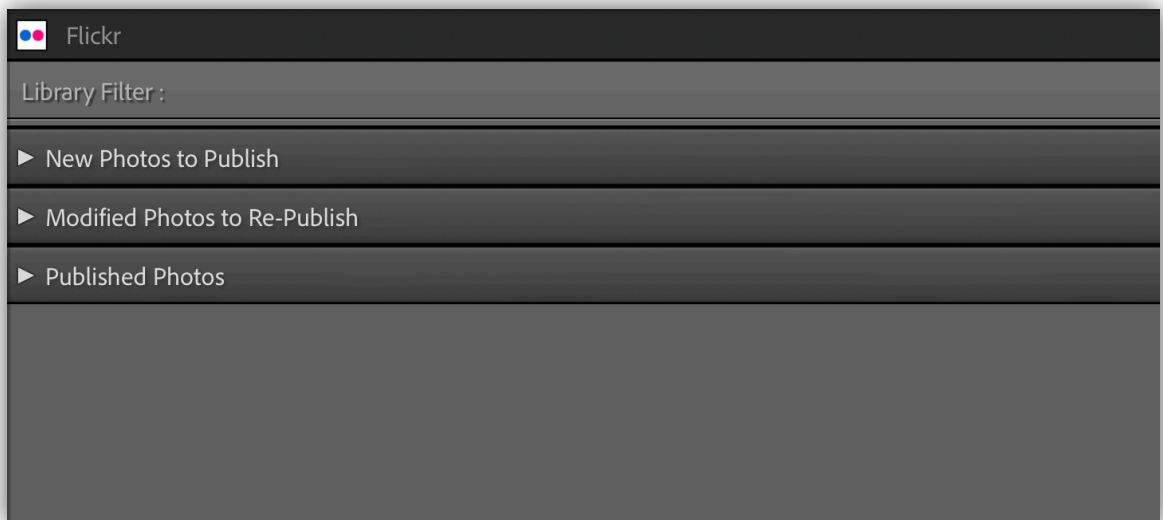
What follows is a step-by-step guide to syncing the contents of the Photo Library to Flickr in Lightroom Classic CC.

1. In the “Library” module (selected from the listed modules in the top right-hand corner of the primary window), select all photos you wish to export by clicking the first image, then shift-clicking the last. If the images are not listed beside one another, click the first image, then command (⌘)-click each individual image thumbnail. If you wish to export all images in a folder or collection, select its name in the “Navigator” panel on the left-hand column of the window and press command (⌘)+a to select all photos.
2. Scroll down the “Navigator” panel until you see “Publish Services,” then drag the selected photos from the “Library” module into “Photostream” to add them to

the Flickr Photostream collection.

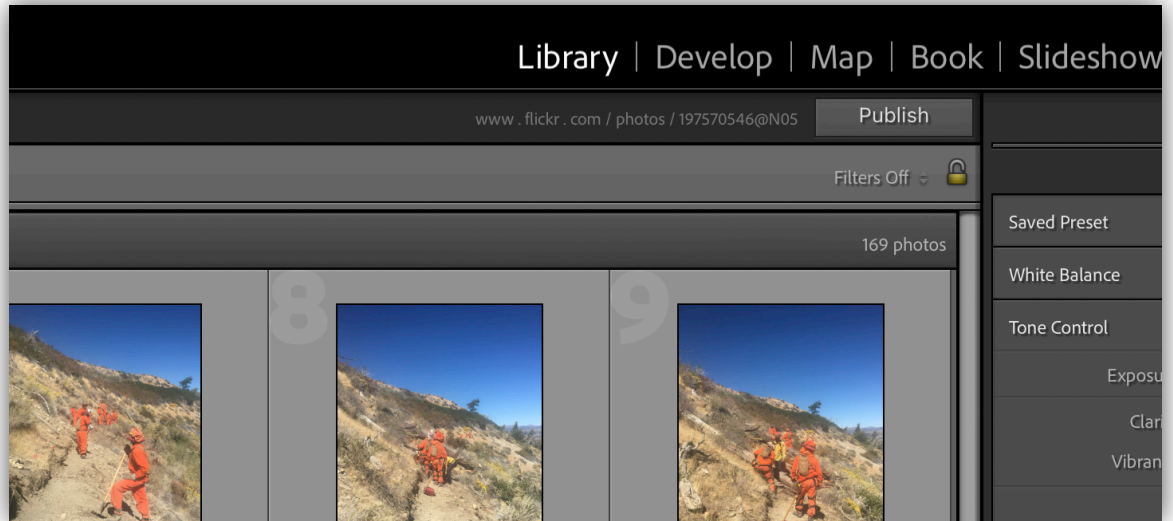


3. Click on “Photostream” in the “Navigator” panel to open the Photostream collection. You’ll see 3 sub-categories of photos – New Photos to Publish (photos that have not yet been synced to the Photostream), Modified Photos to Re-Publish (photos that have been synced to the Photostream, but have been updated/alterd in Lightroom and need to be re-synced), and Published Photos (all photos currently uploaded to the Photostream that are up-to-date with the current master files in Lightroom)



4. Check that all photos you wish to sync to the Flickr Photostream are included in the “New Photos to Publish” section, then click on the “Publish” Button in the

upper-right hand corner of the “Photostream” window.



5. Lightroom will now sync the photos in the collection with the MLTPA Photo Flickr Account. If there is an error with the upload process or Lightroom requires the account credentials to be updated, please check with the Photo Librarian for assistance to sign back in.

Image Export

To conserve storage on the Photo Library drive, all photos remain as DNGs with their development settings applied within Lightroom itself, unless an original image file is specifically needed for high resolution prints or other such purposes.

There are two common uses for photo exports from the library: general application JPEG files and Web Galleries.

JPEG Exports for General Purpose

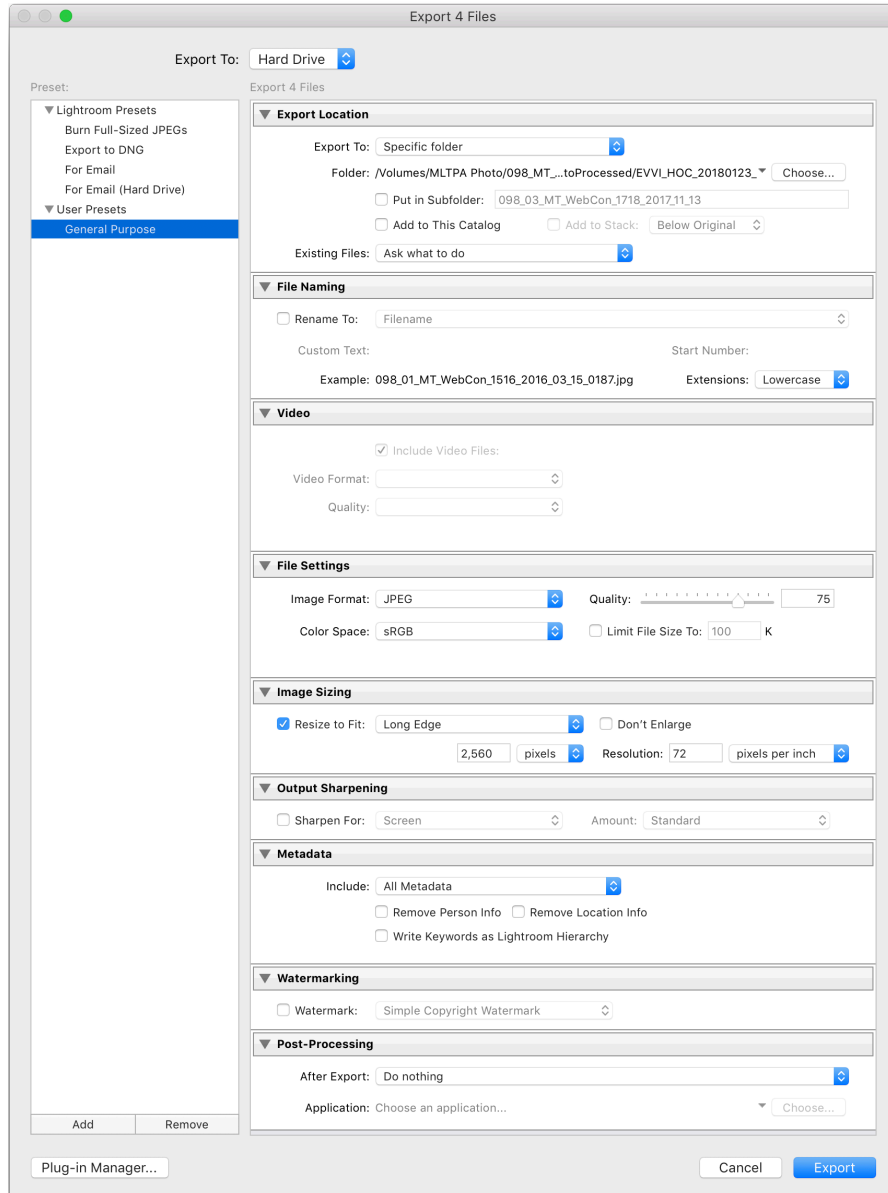
This process is used when JPEG image files are required for web, print, media, or communication purposes. JPEG files are smaller more widely usable than DNGs, as they do not contain raw camera data or require another program to interpret it. What follows is a step-by-step guide to exporting JPEG images from DNGs in Lightroom.

1. In the “Library” module (selected from the listed modules in the top right-hand corner of the primary window), select all photos you wish to export by clicking the first image, then shift-clicking the last. If the images are not listed beside one another, click the first image, then command(⌘)-click each individual image thumbnail. If you wish to export all images in a folder or collection, select its name in the “Navigator” panel on the left-hand column of the window and press command(⌘)+a to select all photos.

2. In the bottom left-hand corner of the Library window, click the “Export” button, or press command(⌘)+shift+e to access the export window.



3. In the Export window, select “General Purpose” from the “User Presents” section of the “Preset:” section in the left hand column. All options should be set as follows:



- a. “Export To:” Unless otherwise required, set to “Hard Drive.”
- b. “Export Location:” Unless otherwise required, set as follows:
 - i. “Export To:” Set to “Specific Folder”
 - ii. “Folder:” Click “Chose” and select the folder in which you want the JPEG images to be saved. Unless otherwise required, this will be the PhotoProcessed folder with the corresponding project code to the photos you are exporting
 - iii. “Put in Subfolder:” Type the folder name in the following format (see “Project Organization”):
 - **000_00_projectcode_YYYY_MM_DD Processed**

- iv. Leave “Add to This Catalog” and “Add to Stack:” unchecked, and “Existing Files:” set to “Ask what to do”
 - c. “File Naming:” Unless otherwise required, do not rename photos.
 - d. “Video:” No options should be available within the photo library.
 - e. “File Settings:” Unless otherwise required, set as follows:
 - i. “Image Format:” JPEG
 - ii. “Quality:” 100
 - iii. “Color Space:” sRGB
 - iv. “Limit File Size To:” Leave Unchecked, do not limit file size
 - f. “Image Sizing:” Unless otherwise required, set as follows:
 - i. “Resize to Fit:” Set to “Long Edge,” with a value of 2560 pixels
 - ii. “Resolution:” 72 pixels per inch
 - iii. “Don’t Enlarge:” Leave unchecked.
 - g. “Output Sharpening:” Unless otherwise required, leave “Sharpen For:” unchecked.
 - h. “Metadata:” Unless otherwise required, set “Include:” to “All Metadata,” and uncheck “Remove Person Info,” “Remove Location Info,” and “Write Keywords as Lightroom Hierarchy” to ensure all metadata added in Adobe Bridge is written onto the exports.
 - i. “Watermarking:” Unless otherwise required, leave “Watermark:” unchecked.
 - j. “Post-Processing:” Unless otherwise required, set “After Export:” to “Do nothing.”
4. ‘Click “Export” at the bottom right-hand corner of the Export Window. When the progress bar in the upper left-hand corner of the Library module disappears, all selected photos have been exported as JPEGs.

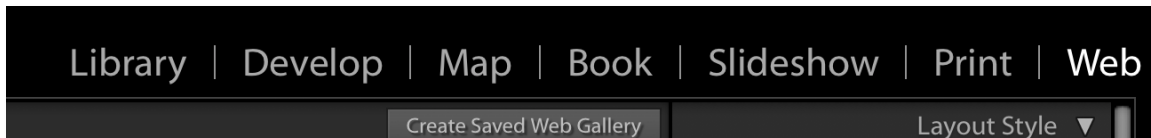
Web Gallery Exports

Lightroom web galleries are webpages created in Lightroom to display a collection of photos. They contain web-resolution photos, exported as HTML documents, as well as all web content necessary to display them. These folders can then be uploaded to the Internet and accessed like any other webpage (*see “Transmit Workflow”*).

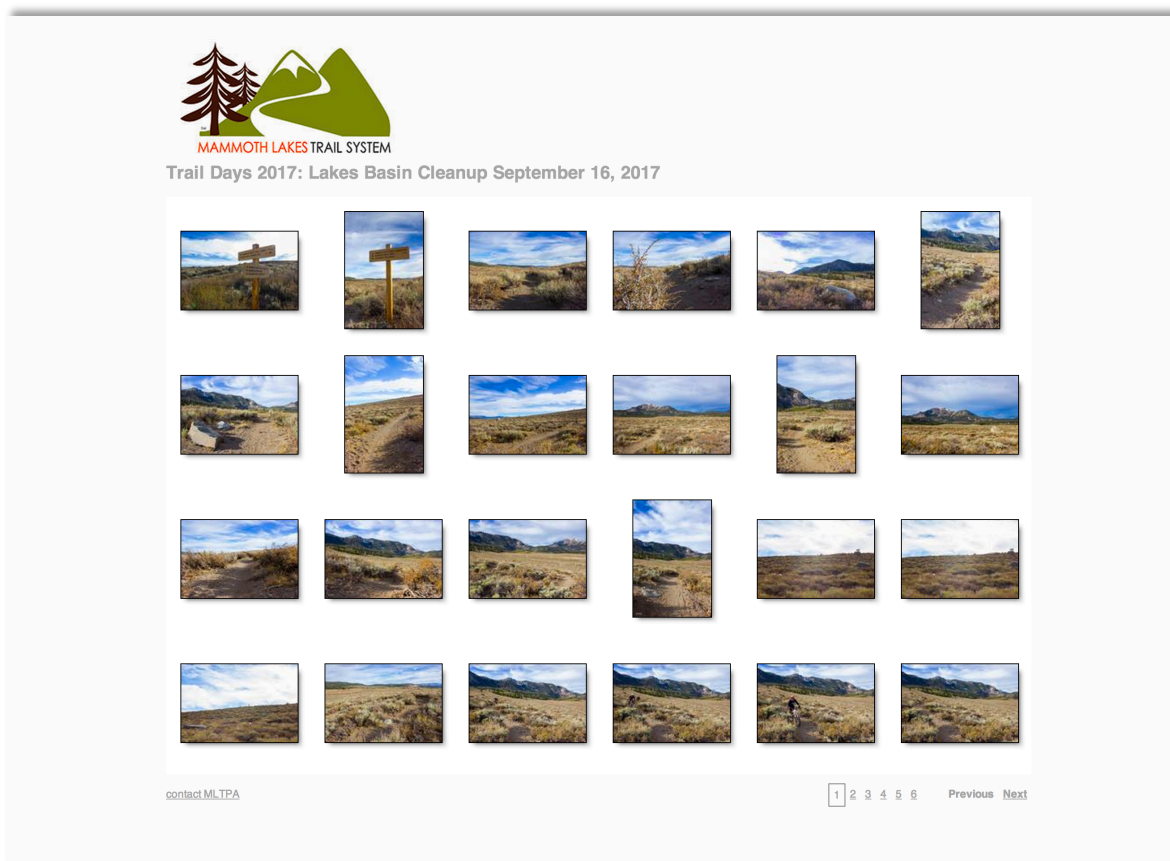
Web galleries featured on the MLTPA website have a consistent appearance and export settings, though other projects may require different procedures, designs, and information. Consult the MLTPA Photo Librarian or Webmaster with any questions before generating web galleries

What follows is a step-by-step guide to exporting a web gallery from Lightroom Classic CC for use on the MLTPA website.

1. Web-galleries are generated based on Lightroom collections. You must create a collection for the photos you wish to place in the gallery (See “*Lightroom Collections*” for a step-by-step guide to creating a collection).
2. With the collection selected in the “Navigator” panel in the left-hand column of the window, open the web gallery module by clicking “Web” from the listed modules in the upper right-hand corner of the screen.

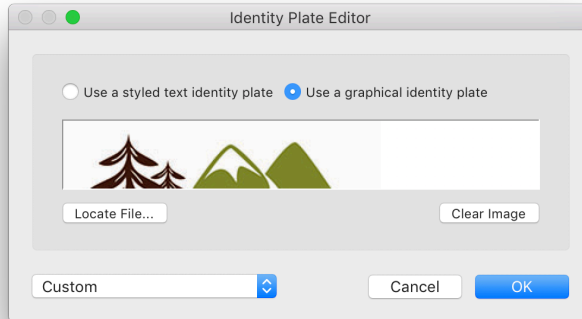


3. All web gallery settings should already be set properly. If they are, the gallery preview in the main window will look like this:

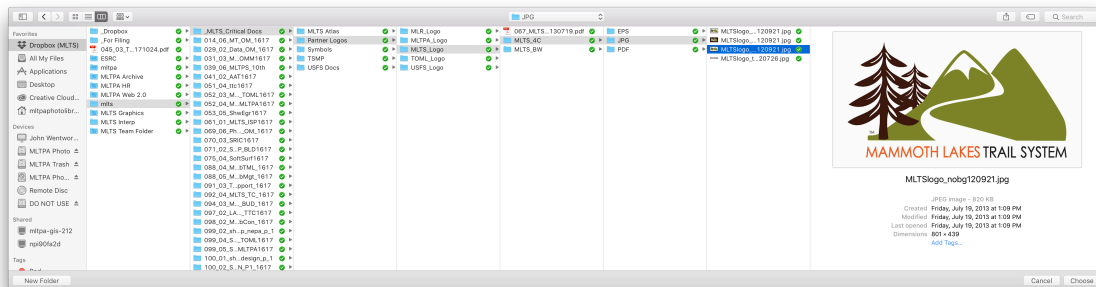


4. If the gallery looks different, the settings in the right-hand column of the module have been altered. Set them as follows:
 - I. “Site Info:”
 - a. “Site Title:” The name and (if applicable) date of the project or location featured in the collection – *Not the project code*. Consult Photo Librarian or Webmaster if unsure
 - b. “Collection Title:” Leave blank
 - c. “Collection Description:” Leave blank

- d. "Contact Info:" Set to "contact MLTPA"
- e. "Web or Mail Link:" set to "info@mltpa.org"
- f. "Identity Plate:" Make sure the box is checked, click the image in the window, and select "Edit..." from the drop-down menu



Click "Locate File..." in the pop-up window and use the finder to navigate to the MLTPA Dropbox -> mlts -> _MTLS_Critical Docs -> Partner Logos -> MLTS_Logo -> MLTS_4C -> JPG -> MLTSlogo_nobg120921.jpg



- g. "Web or Mail Link:" set to "index.html"

Site Info ▾

Site Title▾

Trail Days 2017: Lakes Basin
Cleanup September 16, 2017

Collection Title▾

Collection Description▾


Contact Info▾

contact MLTPA

Web or Mail Link▾

info@mltpa.org

Identity Plate

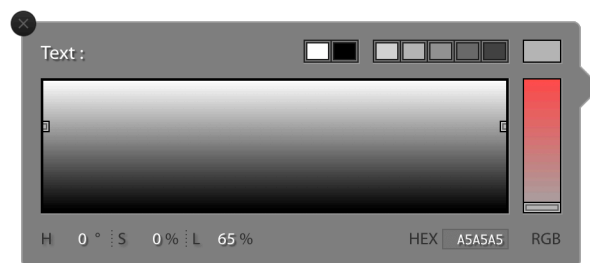


MAMMOTH LAKES TRAIL SYSTEM

Web or Mail Link▾

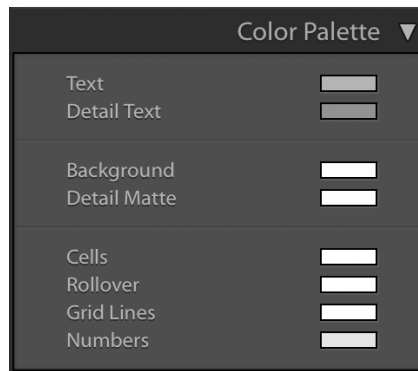
index.html

- II. “Color Palette:” To change colors, click the colored rectangle beside each heading and click “HEX” in the bottom right-hand corner of the color-picker. Paste the hexadecimal color codes below into the text box that appears and press enter to confirm.

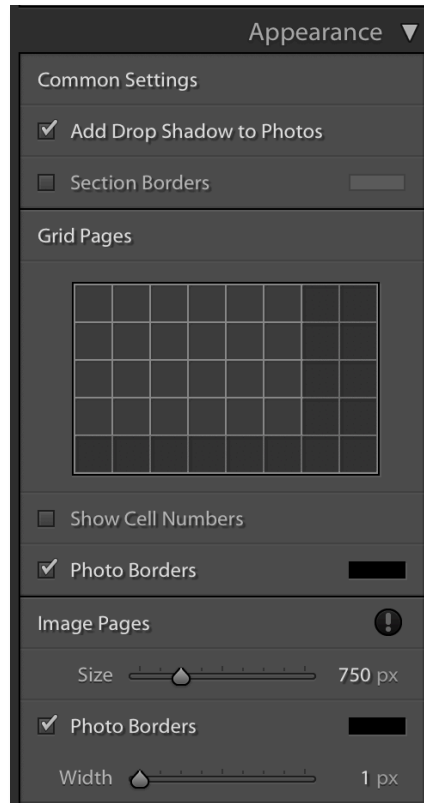


- a. “Text:” A5A5A5
- b. “Detail Text:” 7F7F7F
- c. “Background:” FCFCFC
- d. “Detail Matte:” FEFEFE
- e. “Cells:” FFFFFFFF
- f. “Rollover:” FFFFFFFF

- g. "Grid Lines:" FFFFFF
- h. "Numbers:" DFDFDF

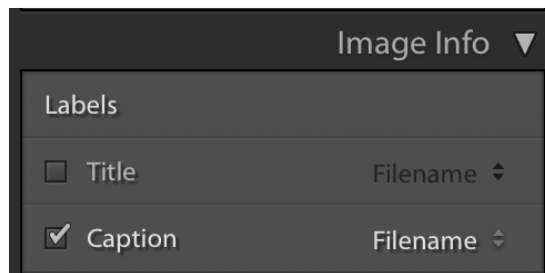


- III. "Appearance:"
 - a. "Common Settings:" Check "Add Drop Shadow to Photos" and leave "Section Borders" unchecked
 - b. "Grid Pages:" Using the 8x5 grid, click and drag from the upper left-hand corner to select 6 squares across and 4 squares down
 - c. "Show Cell Numbers:" Leave unchecked
 - d. "Photo Borders:" Check the box, then click the colored rectangle and set the color to HEX: 000000
 - e. "Image Pages:" Set to 750 px
 - f. "Photo Borders:" Check the box, set width to 1 px, then click the colored rectangle and set the color to HEX: 000000



IV. "Image Info:"

- i. "Labels:" Uncheck "Title," then check "Caption" and set to "Filename"



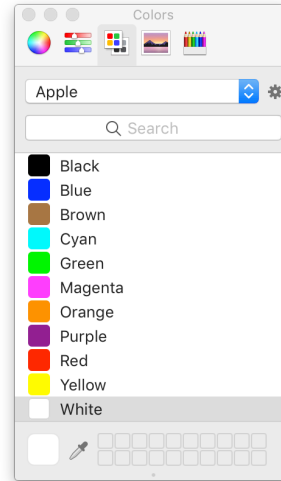
V. "Output Settings:"

- a. "Large Images:" Set "Quality" to 70 and "Metadata" to "All"
- b. "Watermarking:" Set to preset "TOML Watermark." If no preset exists, select "Edit Watermarks..." from the drop-down menu.

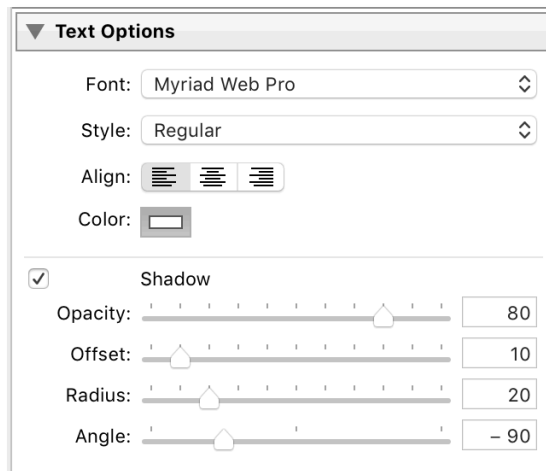
Set the Watermark settings as follows:

- "Watermark Style:" Click the circle labeled "Text"
- "Text Options:"
 - "Font:" Set to "Myriad Web Pro"
 - "Style:" Set to "Regular"

- “Align:” Set to right align (first icon from the left)
- “Color:” Set to “White” (selected from the “Color Palettes” tab).

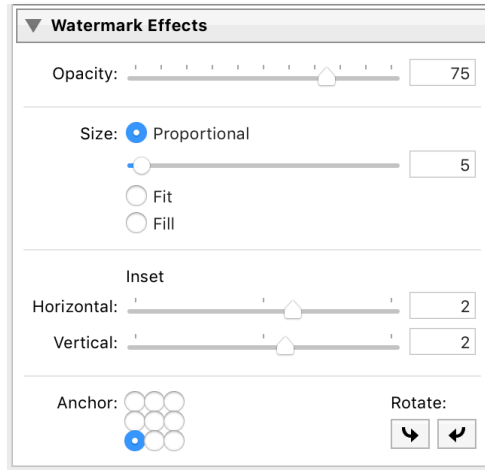


- “Shadow:” Check the box and set the sliders as follows:
 - “Opacity:” 80
 - “Offset:” 10
 - “Radius:” 20
 - “Angle:” -90

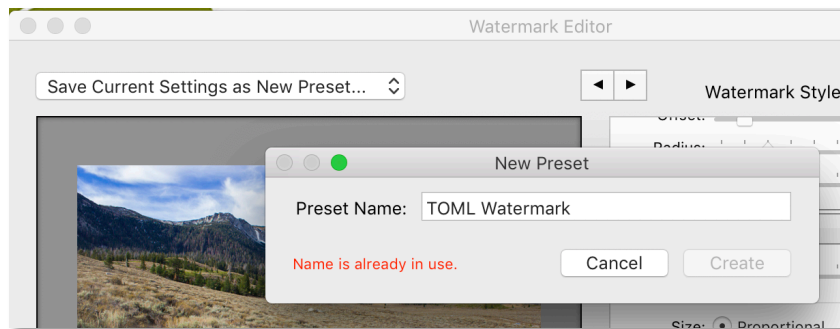


- “Watermark Effects:”
 - “Opacity:” Set to 75.
 - “Size:” Click the circle labeled “Proportional,” set the slider beneath to 5 and leave “Fit” and “Fill” unchecked.
 - “Inset:” Set both “Horizontal” and “Vertical” to 2.

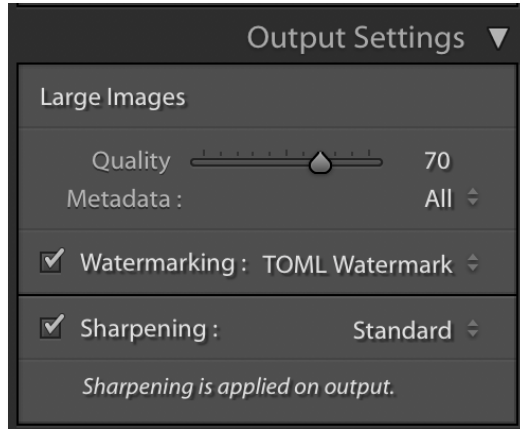
- “Anchor:” Click the circle at the bottom left-hand corner of the 3x3 grid.



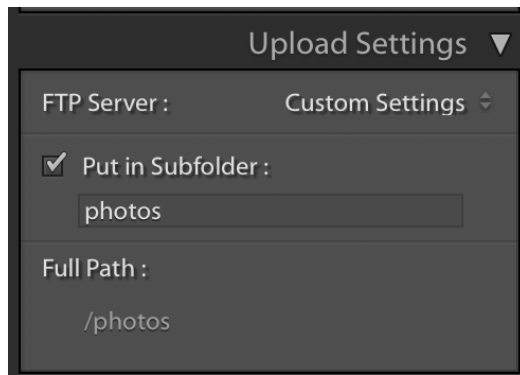
- In the text box at the bottom left-hand corner of the Watermark Editor, type “TOML” (all caps, no quotation marks).
- From the drop-down menu in the top left-hand corner of the Watermark Editor, select “Save Current Settings as New Preset...” and type “TOML Watermark” into “Preset Name:” before clicking “Create.” *Note: If the preset already exists, the window will display an error, as shown below.*



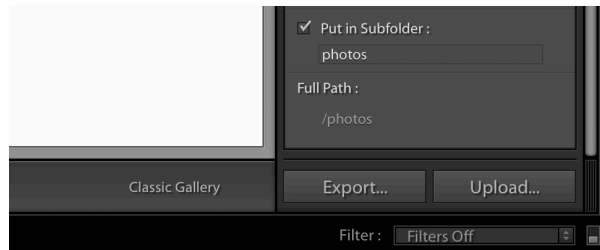
- c. “Sharpening:” Check the box and set to “Standard.”



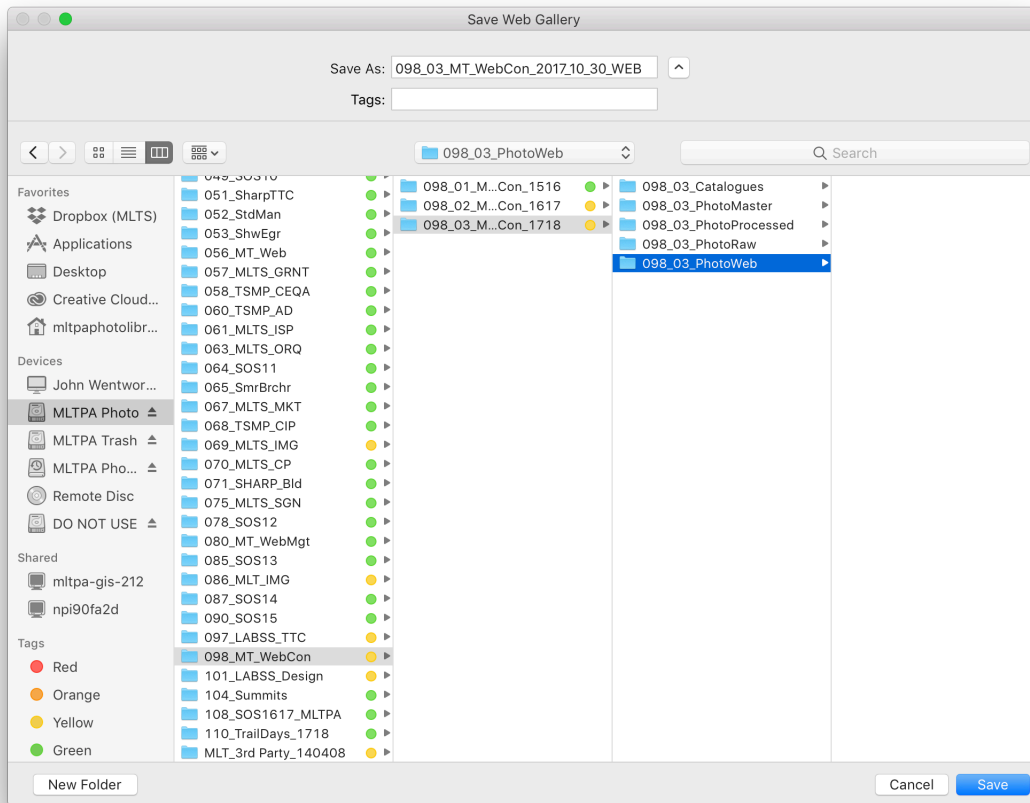
- VI. “Upload Setting:” Check the box labeled “Put in Subfolder:” and set to “photos” (all lower-case, no quotation marks).



5. Once all gallery settings are correct, click “Export...” in the bottom right-hand corner of the web gallery module.



6. In the finder window, navigate to the folder you wish to save the web gallery to. Unless otherwise required, this will be the PhotoWeb folder with the corresponding project code.
7. In the “Save As:” window, type the name of the web gallery, in accordance with established naming conventions (see “Project Organization”).
- **000_00_projectcode_yyyy_mm_dd_WEB**



8. Click “Save” at the bottom right-hand corner of the window. When the progress bar in the upper left-hand corner of the Library module disappears, the web gallery has finished exporting, and now exist as a series of folders and HTML documents in the Photo Library drive.

Note: This is the final step in the Lightroom Classic CC workflow for the MLTPA Photo Library. If moving on to other applications, quit LR. When prompted to backup the catalog, make sure it's backing up to /volumes/MLTPA Photo/_PhotoLibrary/Lightroom Backups and click “Back up” at the bottom right-hand corner of the pop-up window. For more information, see “Data Management Troubleshooting and Maintenance”

Cincopa Workflow

Cincopa is a multimedia hosting service, offering photo/video hosting and playback for a wide variety of applications. It is used by MLTPA to populate Photo Galleries on the Mammoth trails website. For that purpose, a web-browser based client grants flexibility to upload, edit, and host galleries populated by Jpeg exports from Lightroom.

Note: Before beginning, ensure you have permission from the MLTPA webmaster to make edits, and credentials for Cincopa. Without the correct credentials, you will be unable to access the web gallery editor.

Note: Normally, this workflow is used only by the MLTPA Photo Librarian or Webmaster.

Updating Cincopa Galleries in Lightroom

What follows is a step-by-step guide to updating existent photo galleries in Lightroom.

1. Locate Lightroom Classic CC in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).

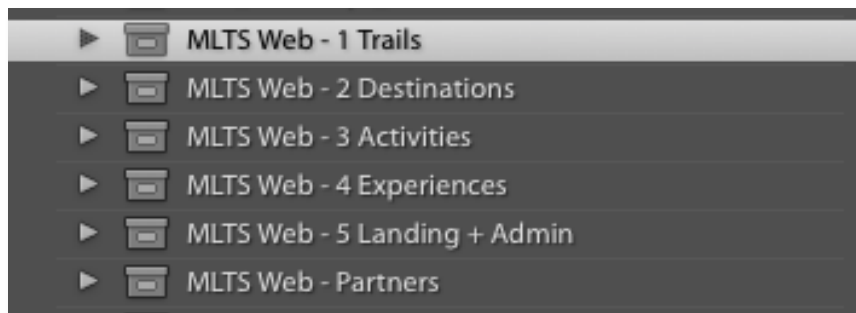


Adobe Lightroom
Classic CC



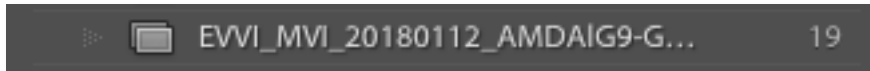
Adobe Lightroom
Classic CC

2. Open the MLTPA Photo Library Lightroom catalog, located on the MLTPA Dropbox under MLTS Team Folder -> 069_07_Photo_OM_1719 -> Lightroom -> 160905 -> MLTPA_MLTS_2016_09_05.lrcat.
3. In the “Collections” section of the Navigator panel on the left-hand side of the screen, there are 6 collection sets used for MLTS Web: Trails, Destinations, Activities, Experiences, Landing+Admin, and Partners. These sets contain all photos currently in use within Cincopa galleries.



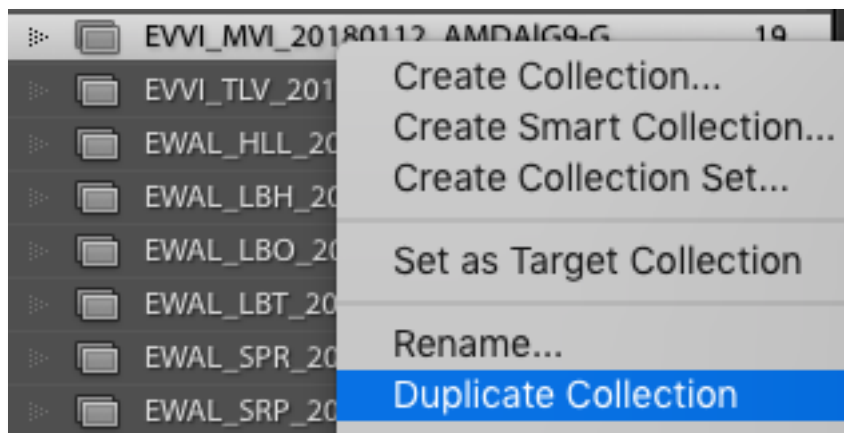
4. Locate the collection corresponding to the Web Gallery you wish to update using the Cincopa code used within the web client (typically, this will be a prefix (T, D,

A, E, or P) corresponding with the collection set (Trail, Destination, Activity, Experience, or Partner – Landing pages have no prefix) followed by a three character abbreviation. Experience galleries have a three-character suffix describing their location.

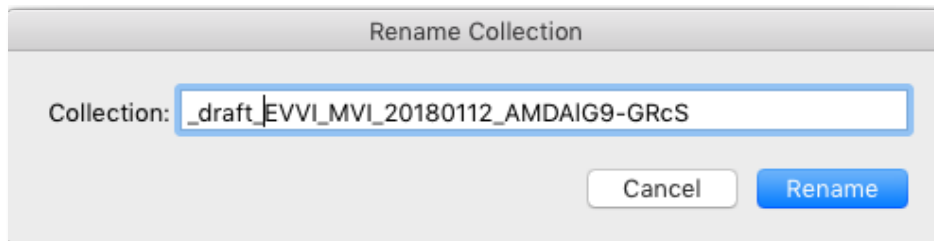


For example, this is an Experience Gallery (E) for Vista Viewing (VVI) at Minaret Vistas (MVI), updated on the January 12, 2018 (20180112). The alphanumeric sequence following the date in the automatically generated Cincopa Gallery code.

5. Right click on the gallery and select “Duplicate Collection” from the drop-down menu.



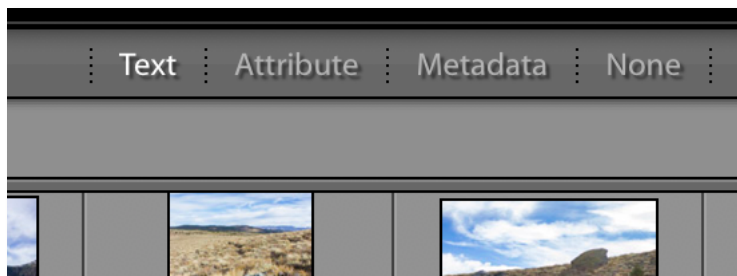
6. Right click on the new, duplicate gallery and select “Rename” from the drop-down menu. Add “_draft_” to the start of the gallery name, and change the date code to the current date (YYYYMMDD). Click “Rename” to confirm.



7. In the “Library” module (selected from the listed modules in the top right-hand corner of the window), use the “Navigator” panel in the left-hand column to select “All Photographs” from the “Catalog” section.



- All photos in the MLTPA Photo Library will now appear in the Library window. From the filter menu at the top of the grid view, select “Text” from the listed options.



- In the drop-down menu that appears, set the first box to “Keywords,” then set the second box to “Contain All.” Type the keyword/keywords you would like to search for into the search bar, such as the location of the destination or activity or the name of the trail.

Note: If unsure what to search for, all approved keywords originate from a master keyword list found on the MLTPA dropbox, under MLTS Team Folder -> 069_07_Photo_OM_1718 -> _Critical Docs -> Keywords -> 1_Master List. All keywords begin with a capital letter and must be correctly spelled.

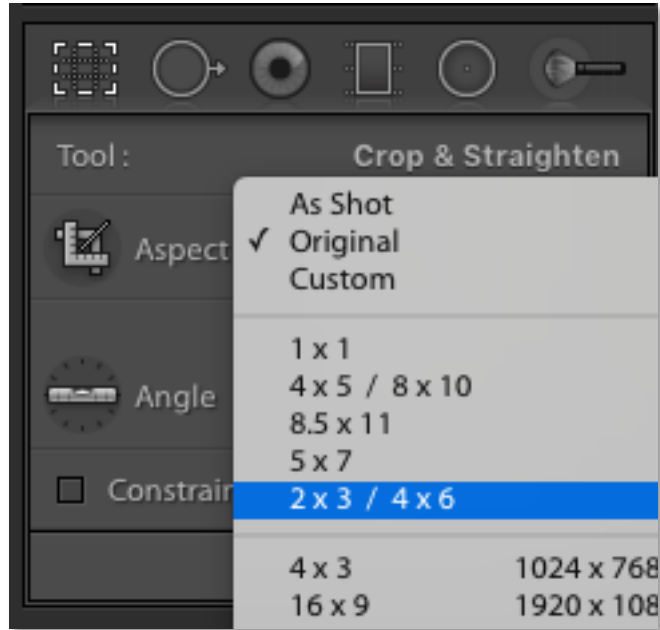


If there are any other filters you wish to apply (i.e. year/date of the shoot, camera used, or rating within LR), use the “Attribute” and “Metadata” tabs by clicking them and selecting applicable filters.

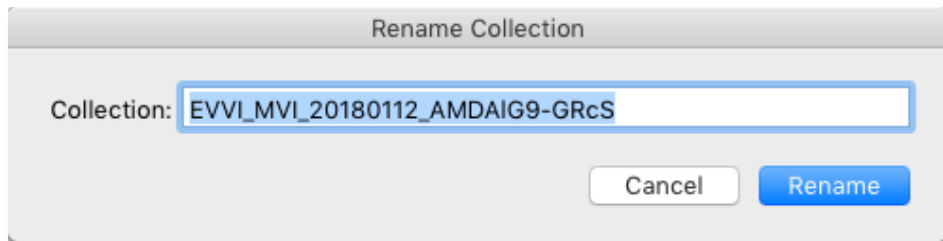
10. Within the filtered collection, select all photos you wish to export by clicking the first image, then shift-clicking the last. If the images are not listed immediately beside one another, click the first image, then command(⌘)-click each individual image thumbnail. Avoid photos with a portrait orientation and panoramas, as they create unwanted fluctuations in the size of the final Cincopa gallery.
11. When all images have been selected, locate the collection you created in the Navigator panel (the _draft collection should be pinned to the top of the appropriate collection set). Click+drag your selected images over to the name of the collection so that it is highlighted in grey, then release the mouse button.
12. Repeat steps 3-6 as needed to add more images.
13. Return to the _draft collection by clicking on it in the navigator. Sort through the photos in the collection and delete any duplicated, unfocused, or undesirable photographs until the collection has no less than 5 photos and no more than 20 (aim for around 10 highly representative shots).

Note: If performing a seasonal update (i.e. adding winter/fall photos to a gallery with only summer photos), DO NOT delete the photos currently in the gallery.

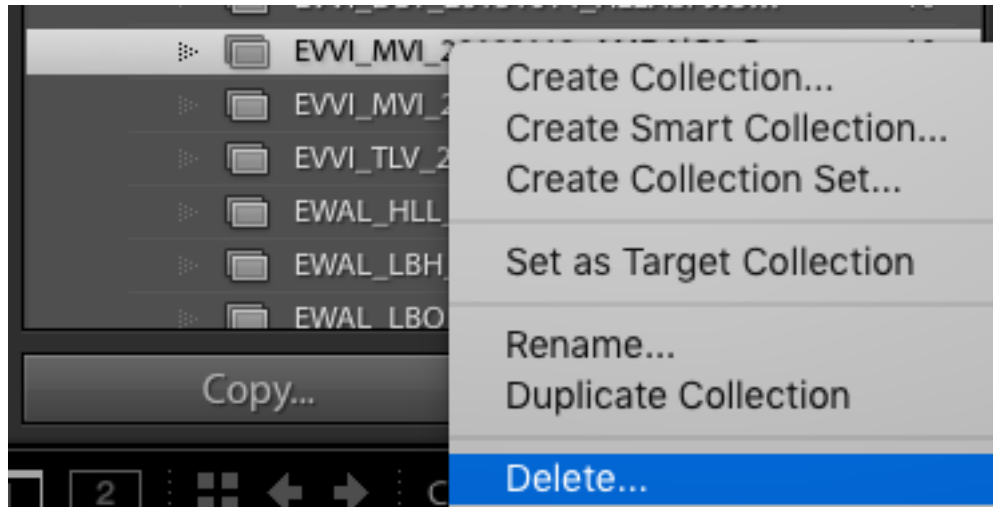
14. Once the selections are finalized and approved for upload, select the first photo and open the Develop Module by clicking the word “Develop” in the listed modules in the top right-hand corner.
15. Press R to open the Crop & Straighten tool, then select “2 x 3 / 4 x 6” from the “Aspect:” drop down menu. Make sure the photo is properly cropped (all relevant elements are in frame), then press Enter to confirm.



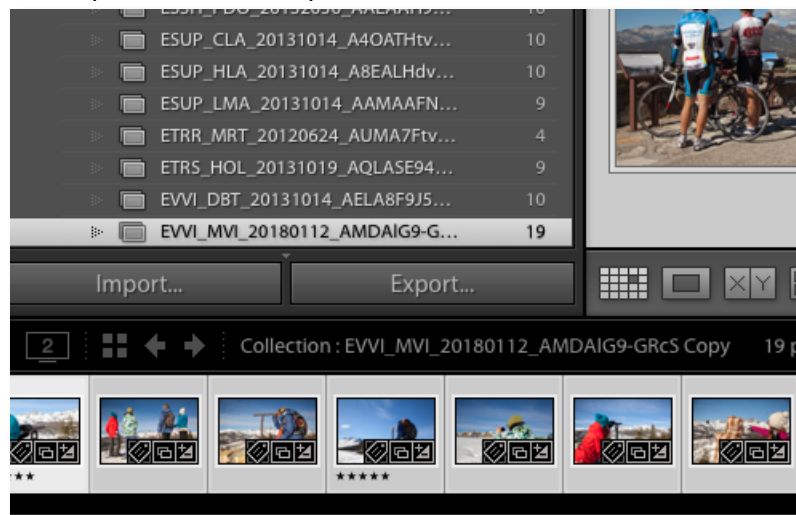
16. Press the right arrow key to move to the next photo and repeat step 15 until all photos in the gallery have the same aspect ratio. This ensures the final Cincopa gallery will remain a consistent size when switching between photos. Also use this step as a chance to review the photos for inconsistencies, poor white-balance or color, or any other problems. Use the tools in the Develop Module (see “*Develop Module*”) to fix them before exporting.
17. With all photos properly cropped and fixed, return to the grid view by pressing the word “Library” in the listed modules in the top right-hand corner.
18. Right click on the name of the gallery in the Navigator panel and click “Rename.” Remove the “_draft_” prefix and make sure the date is current. Select the name and press command(⌘)+c to copy it, then click rename to confirm.



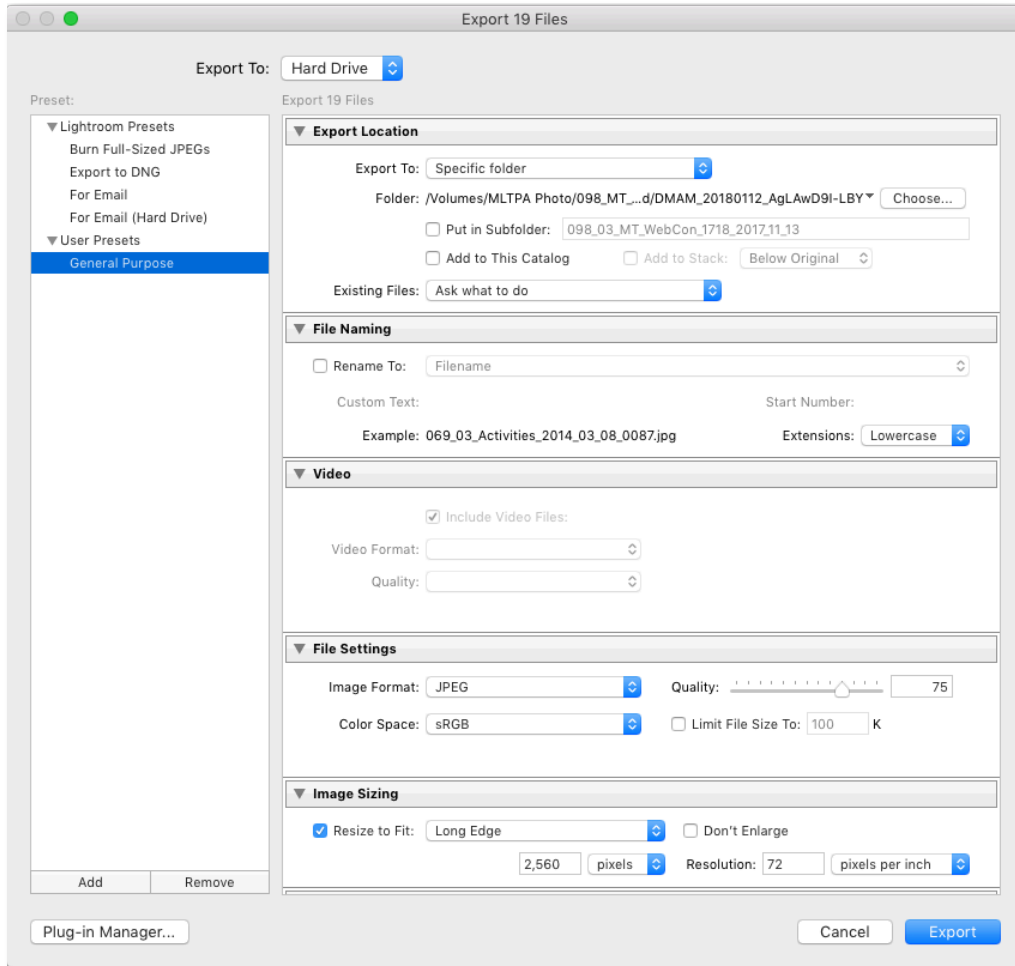
19. Delete the old version of the collection from the collection set by right-clicking on the collection name in the Navigator panel (identical to the updated collection, except for the date) and clicking “Delete...”



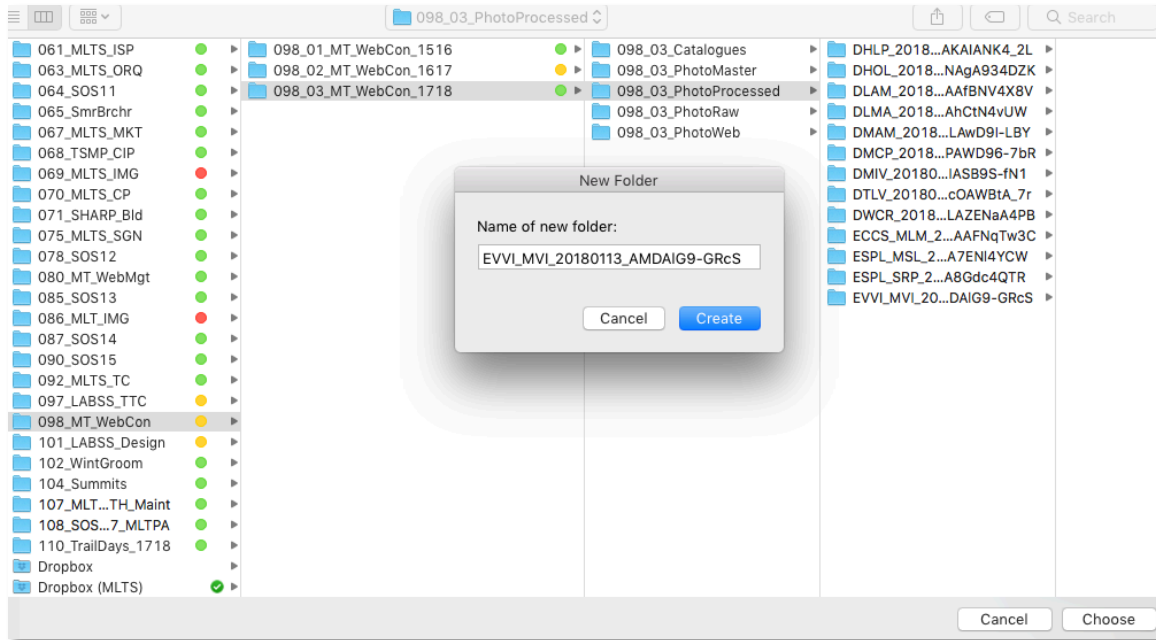
20. Select the updated collection in the Navigator Panel and press command(⌘)+a to select all photos. Click “Export” in the bottom left-hand corner.



21. In the “Export” window, select “General Purpose” from the “User Presets” in the left-hand column. The settings should look as follows:



22. Click “Choose...” next to “Folder:” in the “Export Location” section. Using the finder, navigate to MLTPA Photo -> 098_MT_WebCon -> 098_03_MT_WebCon_1718 -> 098_03_PhotoProcessed. Click “New Folder” in the lower left-hand corner, then press command(⌘)+v to paste the collection name. Click “Create,” then “Choose” to confirm.



23. Click “Export” in the bottom right-hand corner of the “Export” window. Lightroom will generate JPEG files from your DNG selects in the PhotoProcess folder you selected.

Creating New Cincopa Galleries in Lightroom

What follows is a step-by-step guide to creating new photo galleries in Lightroom.

1. Locate Lightroom Classic CC in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).

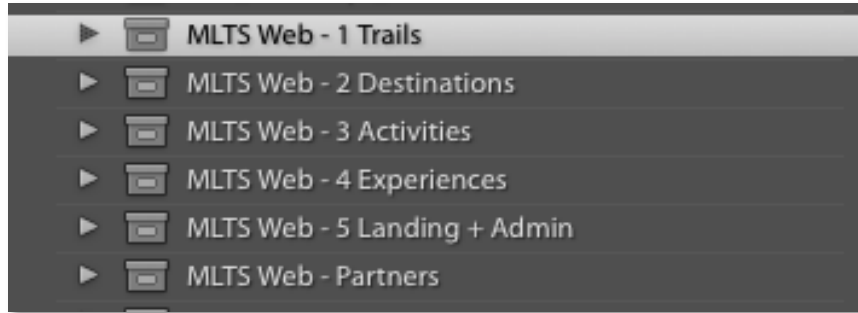


**Adobe Lightroom
Classic CC**

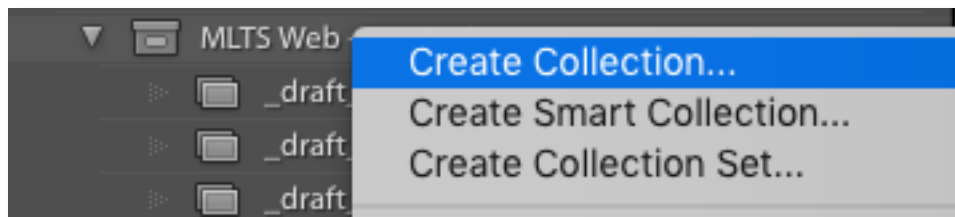


**Adobe Lightroom
Classic CC**

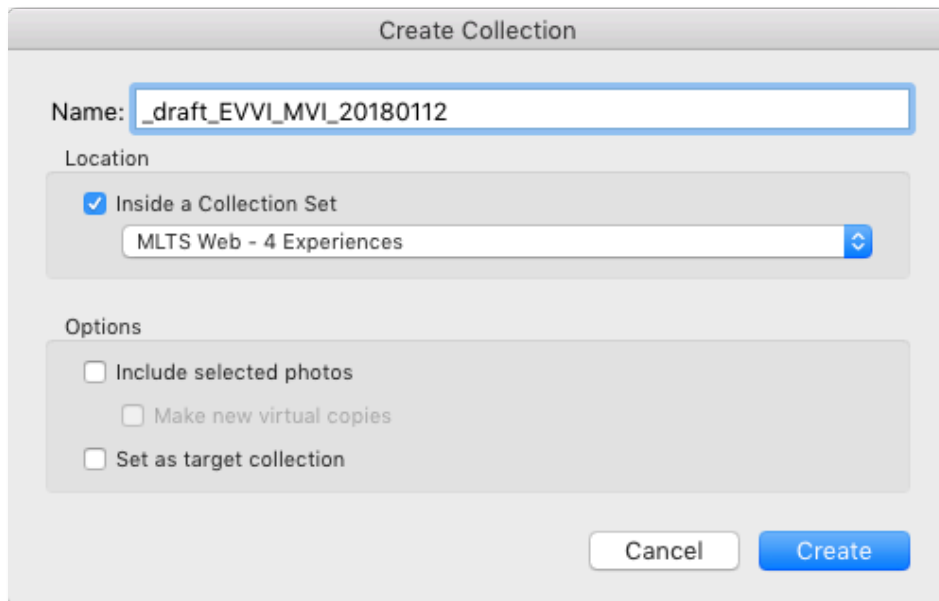
2. Open the MLTPA Photo Library Lightroom catalog, located on the MLTPA Dropbox under MLTS Team Folder -> 069_07_Photo_OM_1719 -> Lightroom -> 160905 -> MLTPA_MLTS_2016_09_05.lrcat.
3. In the “Collections” section of the Navigator panel on the left-hand side of the screen, there are 6 collection sets used for MLTS Web: Trails, Destinations, Activities, Experiences, Landing+Admin, and Partners. These sets contain all photos currently in use within Cincopa galleries.



4. Locate the collection set corresponding to the Web Gallery you wish to create. Right click and select “Create Collection...”



In the window that appears, type “_draft_” then the name of the gallery. Typically, this will be a prefix (T, D, A, E, or P) corresponding with the collection set (Trail, Destination, Activity, Experience, or Partner – Landing pages have no prefix) followed by a three character abbreviation. Experience galleries have a three-character suffix describing their location.

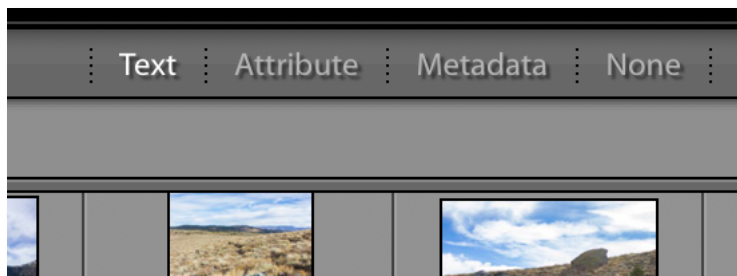


For example, this is an Experience Gallery (E) for Vista Viewing (VVI) at Minaret Vistas (MVI), updated on the January 12, 2018 (20180112).

5. In the “Library” module (selected from the listed modules in the top right-hand corner of the window), use the “Navigator” panel in the left-hand column to select “All Photographs” from the “Catalog” section.



- All photos in the MLTPA Photo Library will now appear in the Library window. From the filter menu at the top of the grid view, select “Text” from the listed options.



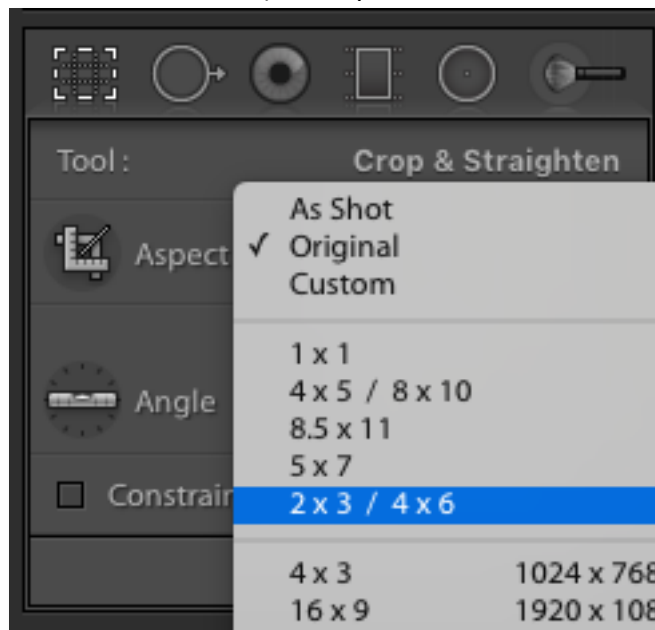
- In the drop-down menu that appears, set the first box to “Keywords,” then set the second box to “Contain All.” Type the keyword/keywords you would like to search for into the search bar, such as the location of the destination or activity or the name of a trail.

Note: If unsure what to search for, all approved keywords originate from a master keyword list found on the MLTPA dropbox, under MLTS Team Folder -> 069_07_Photo_OM_1718 -> _Critical Docs -> Keywords -> 1_Master List. All keywords begin with a capital letter and must be correctly spelled.



If there are any other filters you wish to apply (i.e. year/date of the shoot, camera used, or rating within LR), use the “Attribute” and “Metadata” tabs by clicking them and selecting applicable filters.

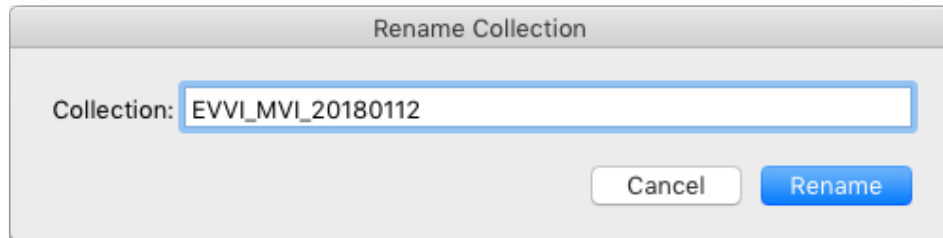
8. Within the filtered collection, select all photos you wish to export by clicking the first image, then shift-clicking the last. If the images are not listed immediately beside one another, click the first image, then command(⌘)-click each individual image thumbnail. Avoid photos with a portrait orientation and panoramas, as they create unwanted fluctuations in the size of the final Cincopa gallery.
9. When all images have been selected, locate the collection you created in the Navigator panel (the _draft collection should be pinned to the top of the appropriate collection set). Click+drag your selected images over to the name of the collection so that it is highlighted in grey, then release the mouse button.
10. Repeat steps 3-6 as needed to add more images.
11. Return to the _draft collection by clicking on it in the navigator. Sort through the photos in the collection and delete any duplicated, unfocused, or undesirable photographs until the collection has no less than 5 photos and no more than 20 (aim for around 10 highly representative shots).
12. Once the selections are finalized and approved for upload, select the first photo and open the Develop Module by clicking the word “Develop” in the listed modules in the top right-hand corner.
13. Press R to open the Crop & Straighten tool, then select “2 x 3 / 4 x 6” from the “Aspect:” drop down menu. Make sure the photo is properly cropped (all relevant elements are in frame), then press Enter to confirm.



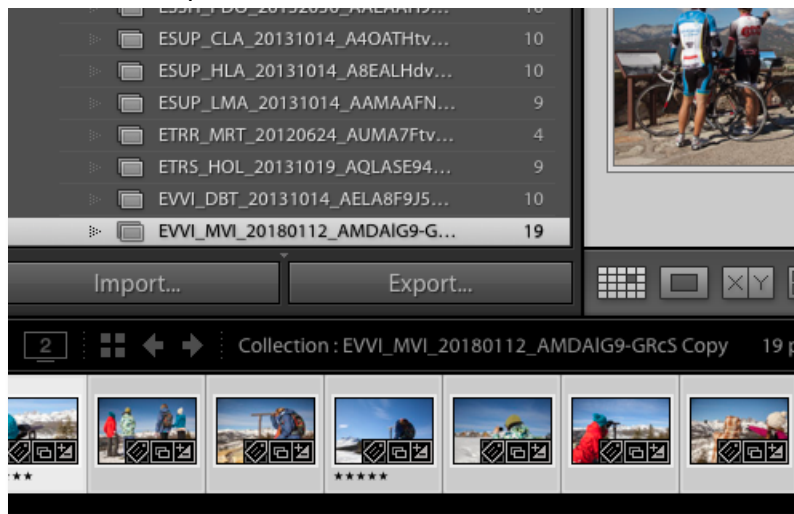
14. Press the right arrow key to move to the next photo and repeat step 15 until all photos in the gallery have the same aspect ratio. This ensures the final Cincopa

gallery will remain a consistent size when switching between photos. Also use this step as a chance to review the photos for inconsistencies, poor white-balance or color, or any other problems. Use the tools in the Develop Module (see “Develop Module”) to fix them before exporting.

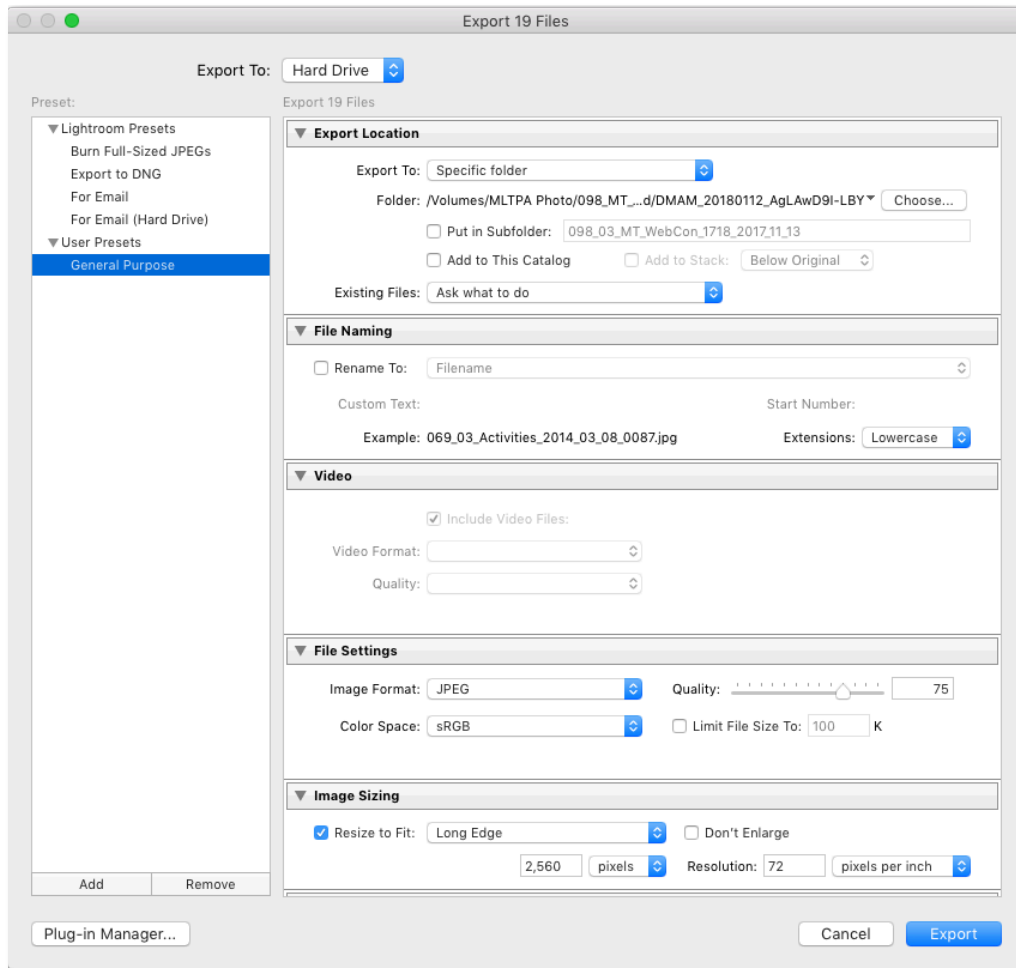
15. With all photos properly cropped and fixed, return to the grid view by pressing the word “Library” in the listed modules in the top right-hand corner.
16. Right click on the name of the gallery in the Navigator panel and click “Rename.” Remove the “_draft_” prefix and make sure the date is current. Select the name and press command(⌘)+c to copy it, then click rename to confirm.



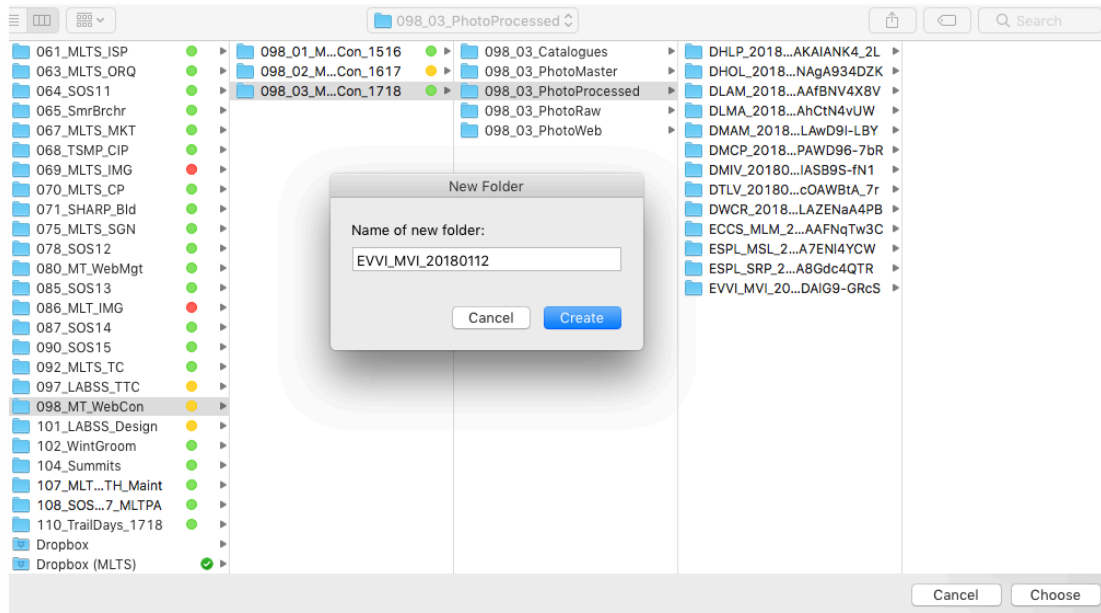
17. Select the collection in the Navigator Panel and press command(⌘)+a to select all photos. Click “Export” in the bottom left-hand corner.



18. In the “Export” window, select “General Purpose” from the “User Presets” in the left-hand column. The settings should look as follows:



19. Click “Choose...” next to “Folder:” in the “Export Location” section. Using the finder, navigate to MLTPA Photo -> 098_MT_WebCon -> 098_03_MT_WebCon_1718 -> 098_03_PhotoProcessed. Click “New Folder” in the lower left-hand corner, then press command(⌘)+v to paste the collection name. Click “Create,” then “Choose” to confirm.

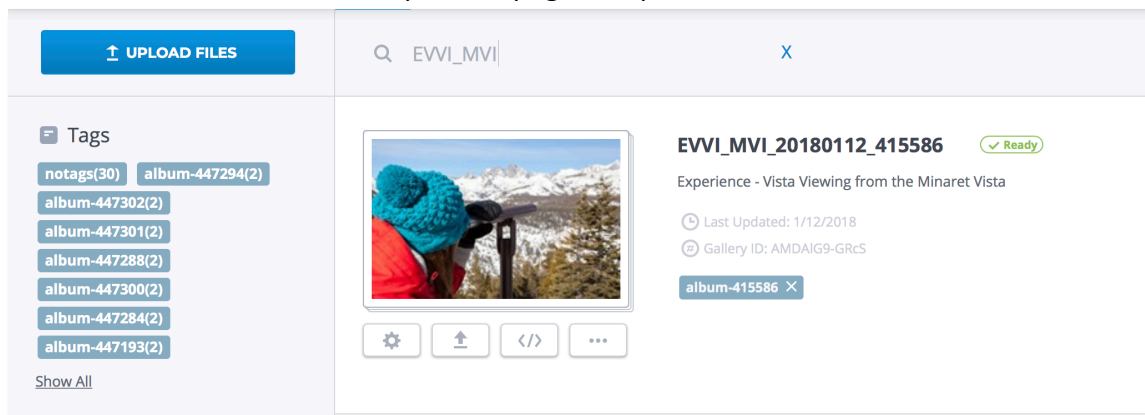


20. Click “Export” in the bottom right-hand corner of the “Export” window. Lightroom will generate JPEG files from your DNG selects in the PhotoProcess folder you selected.

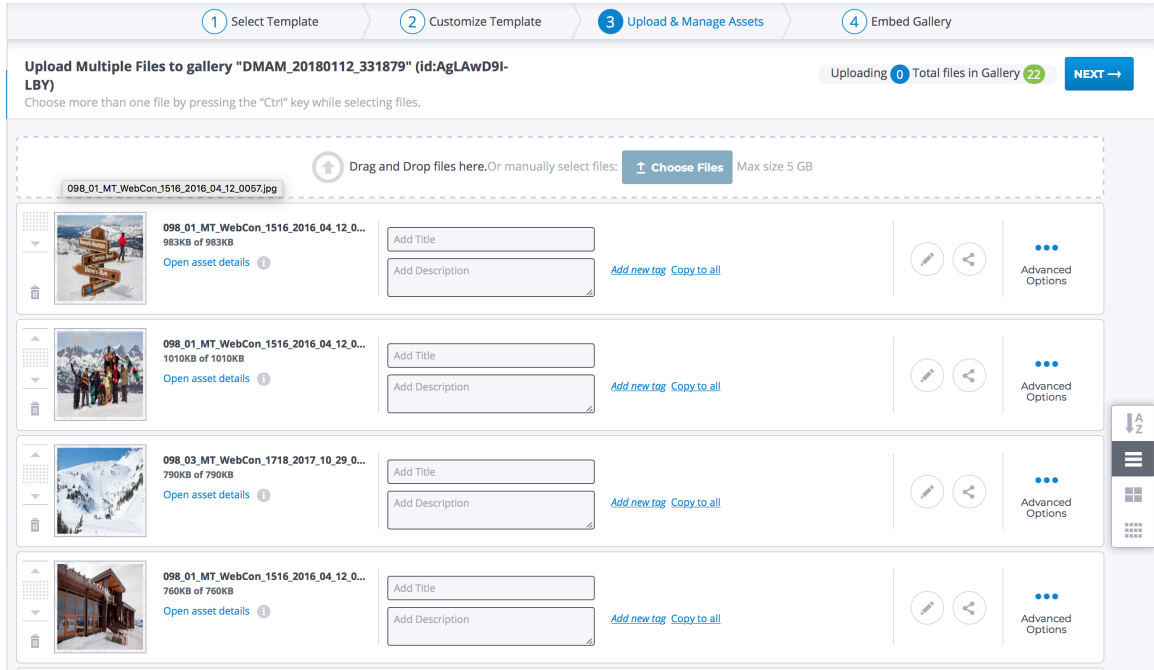
Creating and Updating Photo Galleries in Cincopa

What follows is a step-by-step guide to creating and updating photo galleries in Cincopa.

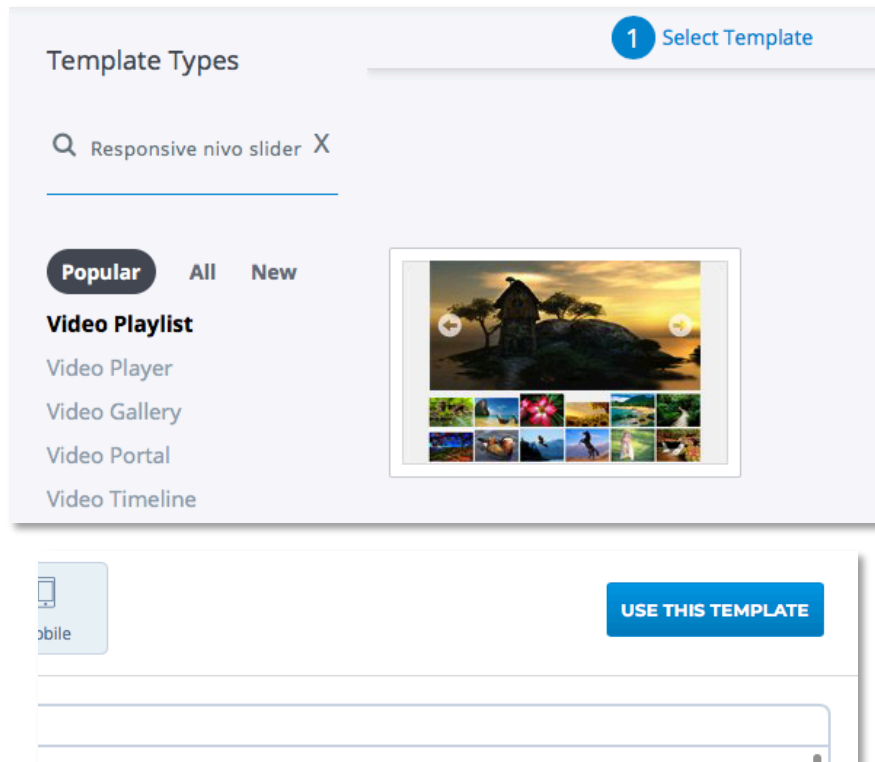
1. Locate your preferred web-browser in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).
2. Using the credentials provided by the MLTPA webmaster, login to Cincopa. <https://www.cincopa.com/login.aspx>
3. Click “Galleries” from the listed tabs at the top of the screen to access the web gallery list. If you are editing an existent gallery, type the name of the gallery into the search bar at the top of the page and press enter.



Click the “up-arrow” (“Upload”) symbol to open the gallery editor. The photos currently uploaded to the gallery will appear in a list format.



4. If creating a new gallery, click the green button labeled “+ NEW GALLERY.” In the “Select Template” window, search for “Responsive nivo slider” in the upper left-hand corner and select the template that appears. Click “Use This Template” in the upper right-hand corner of the next window.



In the “Customize Template” window that appears, apply the following settings:

- “Basic Settings”
 - “Gallery Title:” The name of the corresponding Lightroom catalogue.
 - “Gallery Description:” Gallery type (i.e. Destination) – Location
 - “Max gallery width:” 600 PX
 - “Effect:” fade

The screenshot shows the 'Basic Settings' section of the 'Customize Template' window. It includes the following fields and controls:

- Gallery Title:** A text input field containing 'DMAM_20180112_331879'.
- Gallery Description:** A text area containing 'Destination - Mammoth Mountain'.
- Max gallery width:** A control with minus and plus buttons, a numeric field showing '600', and a dropdown menu with '%', 'PX', and 'CM' options. 'PX' is selected.
- Effect:** A dropdown menu with 'fade' selected.

- “Advanced”
 - “Fullscreen button:” Off
 - “Autoplay:” Off
 - “Main CSS:”
 - Locate text document **069_07_CincopaCSS_20180122** in the MLTPA Dropbox under MLTS Team Folder -> 069_07_Photo_OM_1718 -> _Critical Docs -> Cincopa CSS -> Current Master
 - Open the doc, press command(⌘)+a to select all text, then press command(⌘)+c

```

#-gallery_div~.ze_nivoSlider {
  position:relative;
  background:#fff url(~skin_path~css/images/loading.gif) no-repeat 50% 50%;
  margin-bottom:10px;
  -webkit-box-shadow: 0px 0px 0px #4a4a4a;
  -moz-box-shadow: 0px 0px 0px #4a4a4a;
  box-shadow: 0px 0px 0px #4a4a4a;
}
#-gallery_div~.ze_nivoSlider img {
  position:absolute;
  top:0px;
  left:0px;
  display:none;
}
#-gallery_div~.ze_nivoSlider a {
  border:0;
  display:block;
}
#-gallery_div~.nivo-controlNav {
  text-align:center;
  padding: 0px 0;
}
#-gallery_div~.nivo-controlNav a {
  display:inline-block;
  width:22px;
  height:22px;
  background:url(~skin_path~css/images/bullets.png) no-repeat;

```

- In Cincopa, click the “Main CSS” button, press command(⌘)+a to select all text, then press command(⌘)+v to paste in the CSS
- “Slices:” 15
- “Box columns:” 8
- “Box rows:” 4
- “Animation speed:” 100
- “Pause time:” 30000

Fullscreen button ⓘ Off

Autoplay ⓘ Off

Main CSS ⓘ

Slices ⓘ
 15

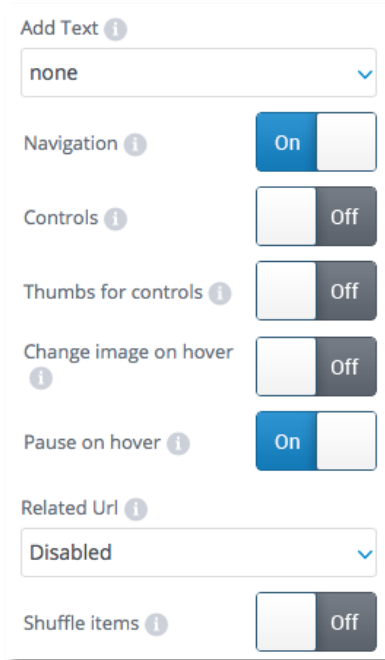
Box columns ⓘ
 8

Box rows ⓘ
 4

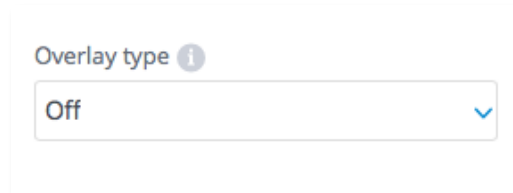
Animation speed ⓘ
 100

Pause time ⓘ
 3000

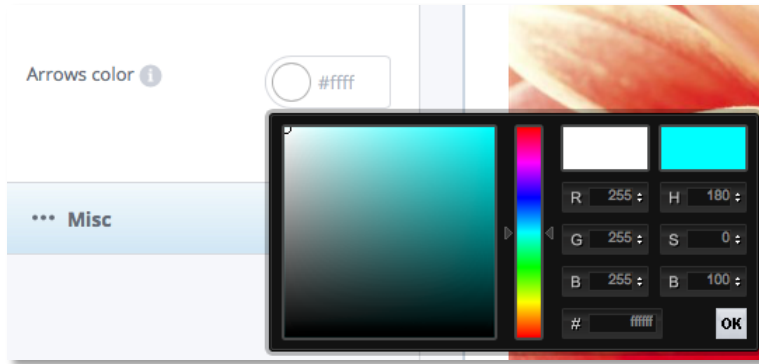
- “Add Text:” none
- “Navigation:” On
- “Controls:” Off
- “Thumbs for controls:” Off
- “Change image on hover:” Off
- “Pause on hover:” On
- “Related URL:” Disabled
- “Shuffle items:” Off



- “Overlay”
 - “Overlay type:” Off



- “Design”
 - “Arrows color:” #ffff (pure white)



- “Misc”
 - “Allow Download:” No
 - “Password:” Leave Blank
 - “iframe:” Off
 - “Track Events With GA:” Off (default)
 - “Search box:” No (default)
 - “Domain Lock:” Leave Blank
 - “Domain Lock Message:” Leave Blank

Arrows color ⓘ

... Misc

Allow Download ⓘ

Password ⓘ

iframe ⓘ Off

Track Events With GA ⓘ

Search box ⓘ

domain lock

Domain Lock ⓘ

Domain Lock Message ⓘ

- “Right-Click Text:” Powered by Cincopa
- “Right-Click URL:” //www.cincopa.com

- “Allow download on Right Click menu:” Off
- “Download Size:” Original files
- “Fix Position:” No (Default)
- “Gallery margins:” 0

right click

Right-Click Text ⓘ

Right-Click URL ⓘ

Allow download on Right Click menu ⓘ Off

Download Size ⓘ

position

Fix Position ⓘ

Gallery margins ⓘ

- “Open gallery in lightbox:” No (default)

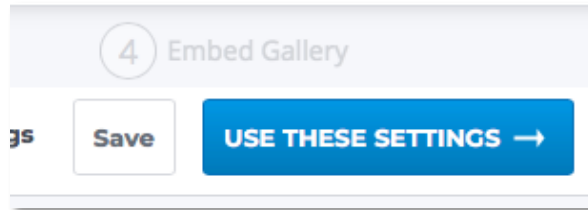
launch in lightbox

Open gallery in lightbox ⓘ

Lightbox button text ⓘ

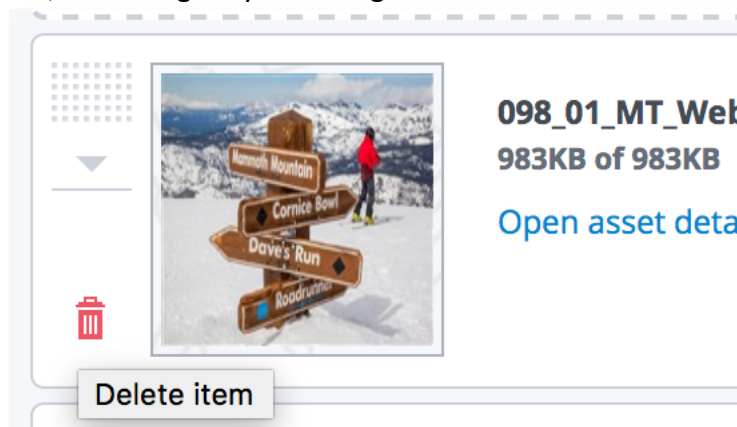
Lightbox thumbnail size ⓘ

- Click the blue button labeled “USE THESE SETTINGS” in the upper right-hand corner.

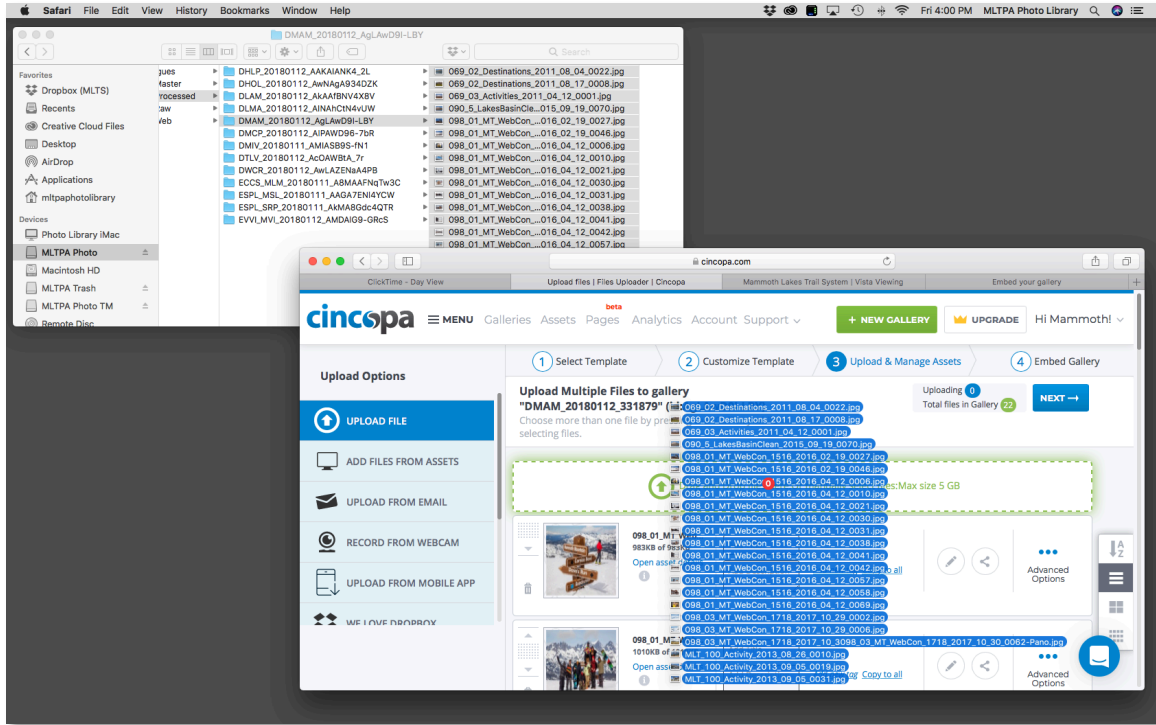


Note: The Gallery editor occasionally glitches, causing changes to be applied inconsistently or preventing the interface from working properly. Press F5 to refresh the page as needed.

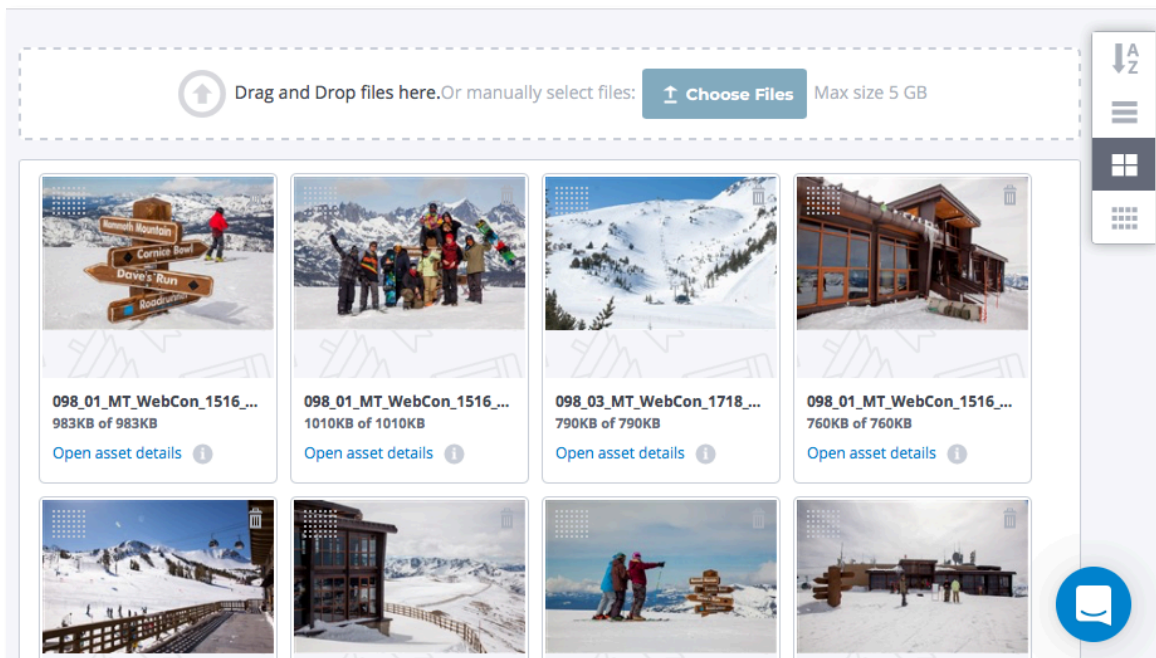
5. Click the “trash-can” icon in the bottom left-hand corner of any existing photos to delete them, even if they are used in the updated gallery. The images will be greyed-out, indicating they are being deleted.



6. In the finder, navigate to the 098_03_PhotoMaster subfolder containing the Lightroom exports (its name should correspond to the name of the web gallery). Press command(⌘)+a to select all photos in the folder, then click+drag them to the box at the top of the Photo Gallery editor. The photos will appear in the list, along with a green progress bar. Once this is full, the photos have been uploaded.



7. The photos will be listed alphabetically by default. On the right hand side of the screen, click the “four-squares” icon to bring up the grid view, then click and drag each photo to reorder the gallery. Place photos from the current season first and organize the photos so the best photos from each season appear first.



8. If editing an existent gallery, open a new tab and find the corresponding page on mammothtrails.org. Check to see that all changes have been correctly applied,

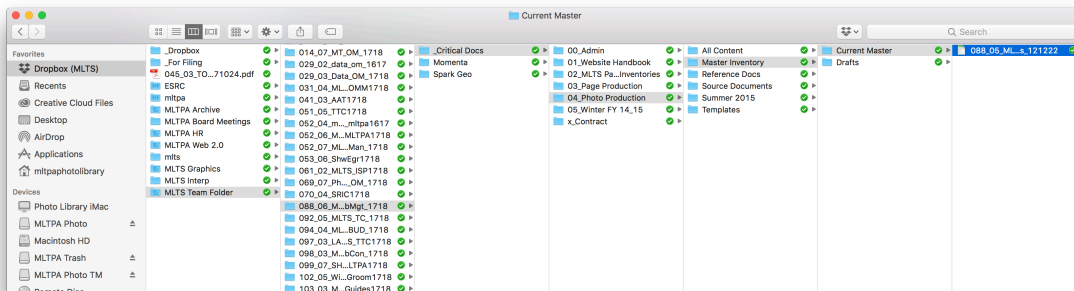
and if not, refresh the gallery editor to see if the changes applied correctly. If they did not, reapply the edits and refresh both pages until the changes are applied.

- Return to the “Galleries” tab (listed in the menu at the top of the screen), locate the gallery you’ve just edited, and click on its name. Confirm the date is set to the current **YYYYMMDD**.

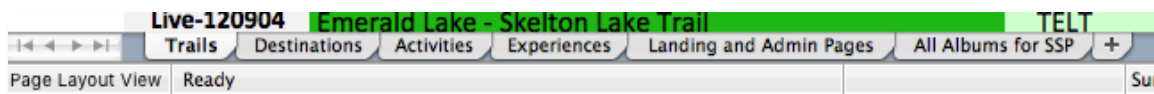
Updating the Master Photo Inventories

Maintaining a current inventory of all live Cincopa galleries is a critical step in the management of the Mammoth Trails website, as it allows migration of different photo hosting platforms as needed. This inventory is kept in an Excel spreadsheet, and must be kept current. What follows is a step-by-step guide to updating the master photo inventory with new Cincopa galleries in Microsoft Excel.

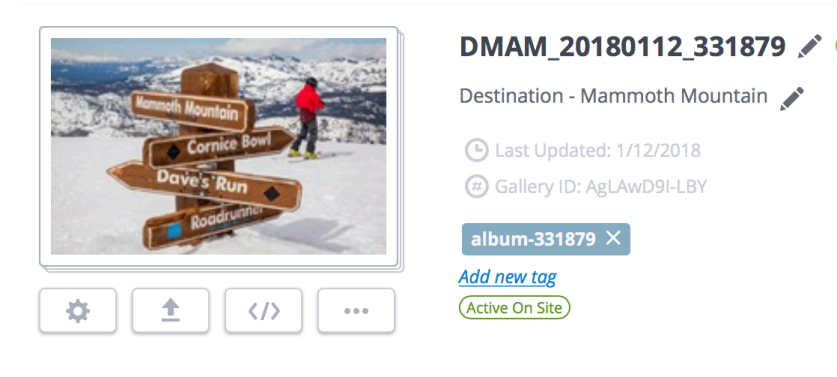
- Locate the Master photo gallery inventory on the MLTPA Dropbox, under MLTS Team Folder -> 088_06_MT_WebMgt_1718 -> _Critical Docs -> 04_Photo Production -> Master Inventory -> Current Master.



- Open the sheet corresponding to the gallery type (listed along the bottom of the window).



- Scroll to the bottom of the sheet and type the following into the first open row (below the last listed gallery)
 - “PUB DATE:” **Live-YYMMDD** (date of initial upload)
 - If gallery is live on Cincopa but not on Mammoth Trails website, use **INVT-YYMMDD** instead.
 - “Name:” Name of the trail, destination, activity, experience, or landing page the gallery belongs to.
 - “CODE:” The four or seven character code used as the name for the Lightroom collection and Cincopa gallery.
 - “CINCOPA CODE:” The alphanumeric code assigned by Cincopa to the gallery (found in the galleries tab of Cincopa, under “Gallery ID”)



- e. "STATUS:" Any additional notes (need for additional photos, update/approval required, etc.)
4. Use the "Fill Color" tool under the "Home" tab to color the row according to the key at the top of the sheet (typically, live albums are colored light green)
5. Once all fields are filled, click the arrow next to "CODE" and click "Ascending" under "Sort." The sheet will now be reordered so all galleries are listed alphabetically.
6. Save the spreadsheet to the Current Master folder in the Dropbox by pressing command+shift+s, and rename the document with the current date in the YYMMDD format.

Note: This is the final step in the Cincopa workflow for the MLTPA Photo Library. Do not add or remove any photos or galleries without permission from the MLTPA webmaster. Quit Cincopa and Excel before moving on to other applications.

Transmit Workflow

Panic’s Transmit 5 is an FTP (file transfer protocol) client, the self-described “gold standard of macOS file transfer apps.” In essence, FTP is the transfer of data between a local client (such as a standard PC or Mac computer, laptop, or other device) and a remote file server (a website or a private network). Within the MLTPA Photo Library workflow, Transmit is primarily used to upload (or, if you prefer, transmit) web galleries created in Lightroom Classic CC to the MLTPA website.

Note: Normally, this workflow is used only by the MLTPA Photo Librarian or Webmaster.

Uploading Web Galleries

What follows is a step-by-step guide to uploading web galleries to the MLTPA website using Transmit 5.

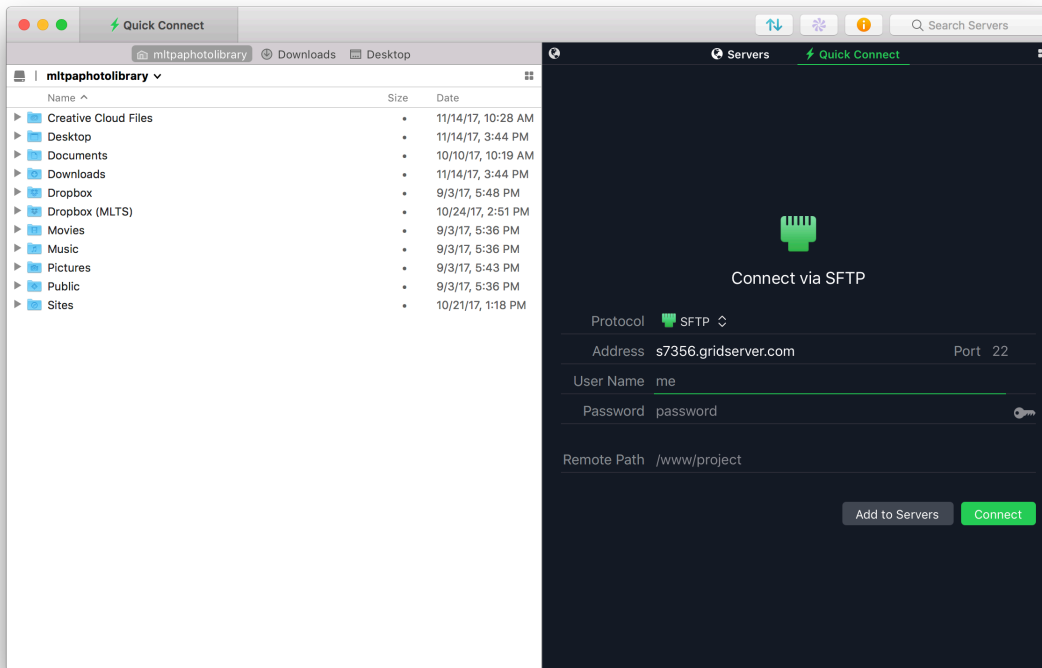
Note: Before beginning, ensure you have permission from the MLTPA Webmaster to upload and credentials for the server. Without the right username and password, you will be unable to access the server.

1. When the Lightroom web gallery you wish to upload is complete (*see “Lightroom Classic CC Workflow”*), locate Transmit in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).



Transmit

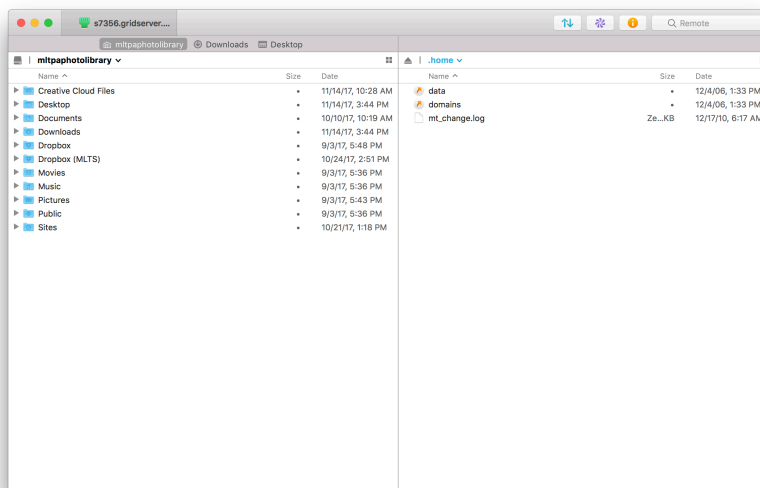
2. The Transmit interface has two columns, one for local files (those on the computer), one for remote files (those on the server). The right-hand column will display no files until you connect. Select “Quick Connect” from the middle of the right-hand column.



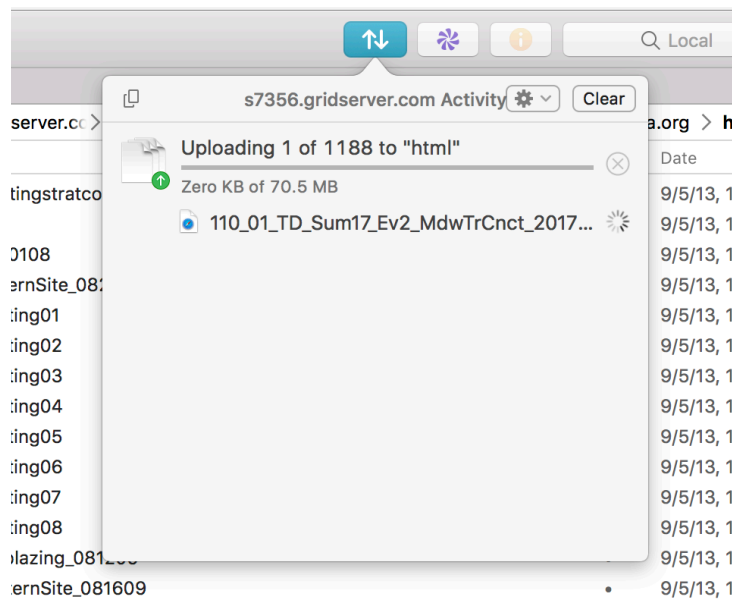
3. Enter the following information into the Quick Connect fields:

- “Protocol:” SFTP
- “Address:” s7356.gridserver.com
- “Port:” 22
- “User Name:” Enter the user name provided
- “Password:” Enter the password provided

Click “Connect” at the bottom right-hand corner of the window.



4. Both columns will display a finder-type navigator. In the left-hand column, navigate to the PhotoWeb folder with the corresponding project code and select the web gallery folder generated by Lightroom. This should be named according to the following convention (see “Project Organization”):
 - **000_00_projectcode_yyyy_mm_dd_WEB**
5. In the right hand column, navigate to Domains -> gallery.mltpa.org -> html. You should see a list of web gallery folders.
6. Select the web gallery folder you wish to upload in the left-hand column and click+drag it into the right-hand column (making sure not to highlight one of the pre-existing web gallery folders) before releasing the mouse. Click the “up-arrow/down-arrow” icon in the upper right of the screen to display the upload progress.



7. When the upload is complete, the web gallery is live on mltpa.org. You can confirm this by opening a web browser and going to the following URL, replacing **galleryname** with the name of the Web Gallery folder *exactly*. If the folder name is not an exact match, it will lead to a missing page.
 - **<http://gallery.mltpa.org/galleryname>**

Note: If moving on to the Expression Engine workflow, copy this URL by pressing command(\mathcal{H})+c, as you will need it to generate a link to the web gallery on the MLTPA website.

Note: This is the final step in the Transmit workflow for the MLTPA Photo Library. Do not add or remove any files other than pre-approved Web Galleries from the server without permission from the MLTPA webmaster. Quit Transmit before moving on to other applications.

Expression Engine Workflow

EllisLab's Expression Engine is a CMS (content Management System) used to create and edit pages on the MLTPA website. EE has a robust set of powerful editing tools, all of which can be used to alter the web-presence of MLTPA to great effect. Unless you are familiar with CMS, HTML, and other web-development protocols, do not make any changes other than those outlined in this workflow. Any unintended or unwanted changes become visible to the general public once they are applied.

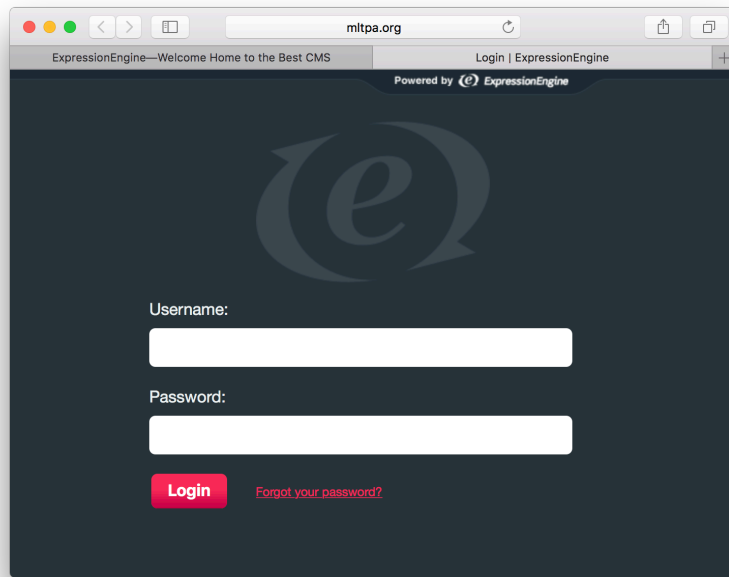
Note: Before beginning, ensure you have permission from the MLTPA webmaster to make edits, and credentials for Expression Engine. Without the correct credentials, you will be unable to access the CMS.

Note: Normally, this workflow is used only by the MLTPA Photo Librarian or Webmaster.

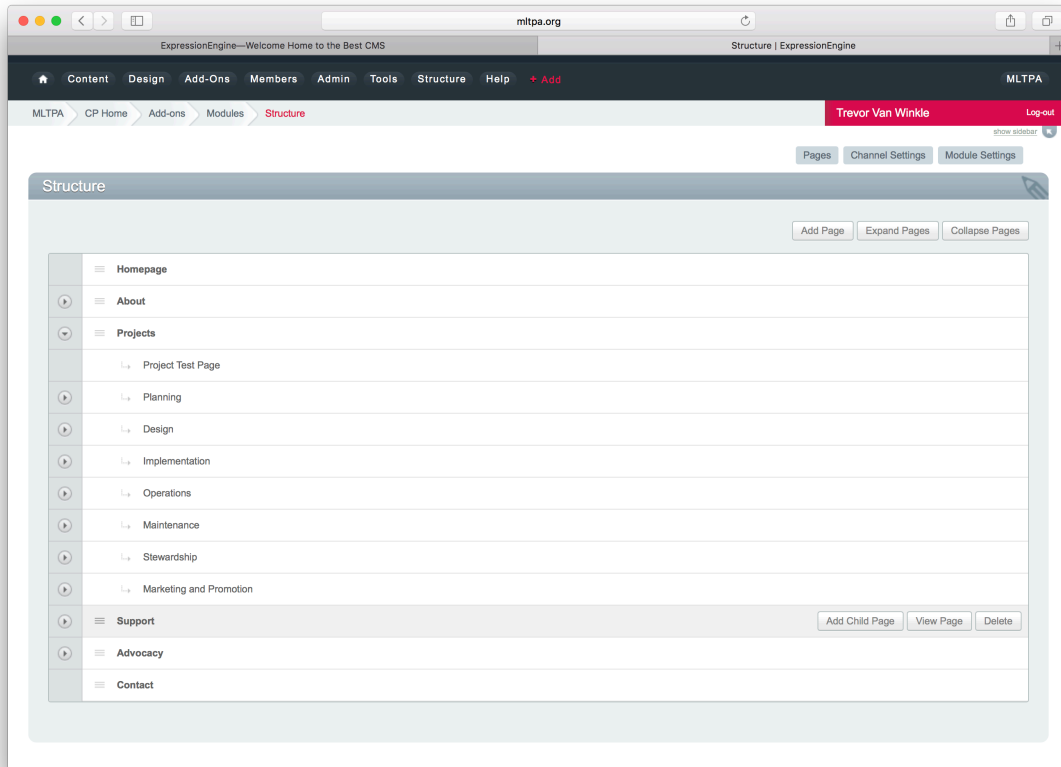
Adding Web Gallery Links

What follows is a step-by-step guide to adding links to active web galleries on MLTPA webpages through the Expression Engine web client.

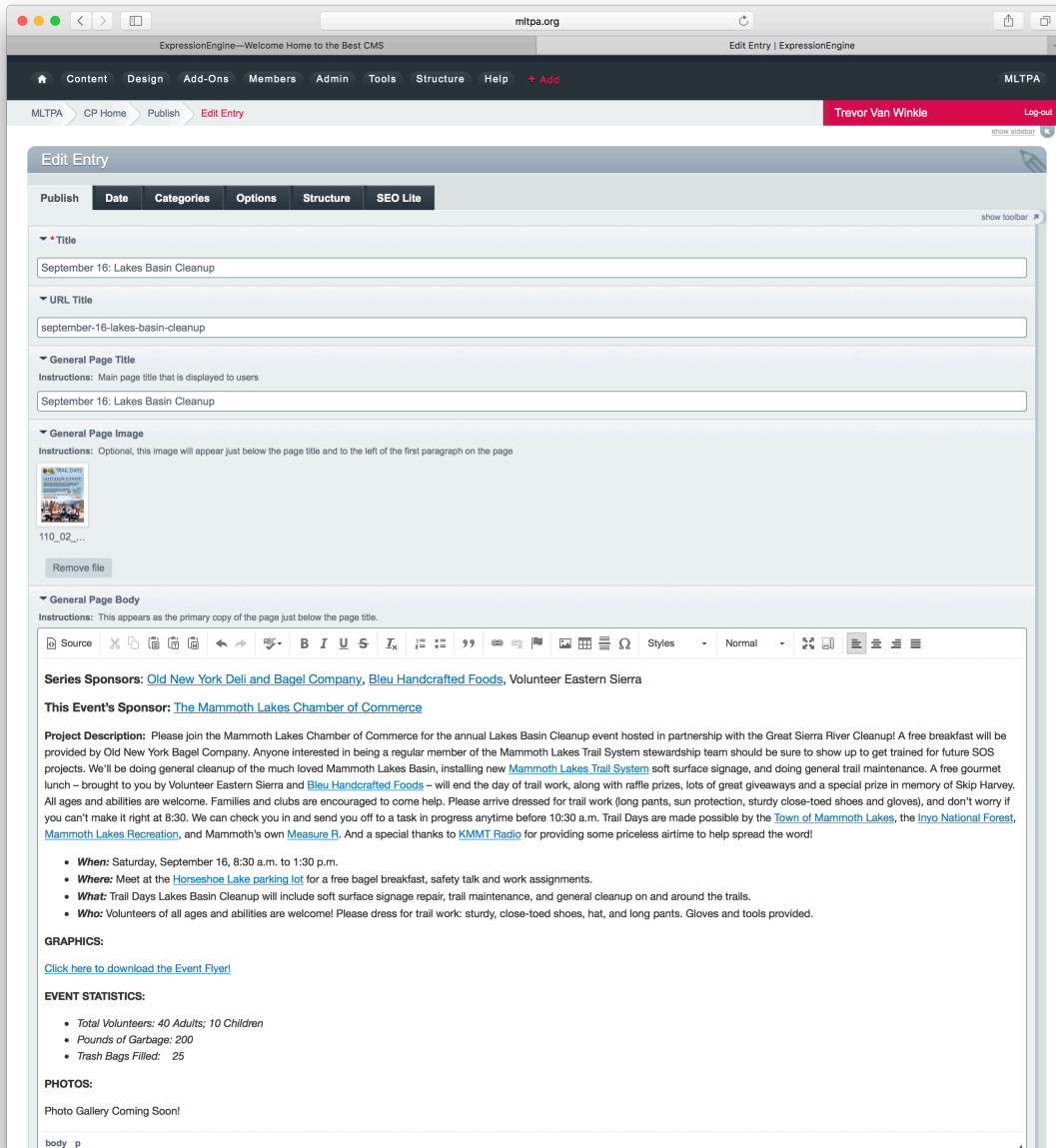
10. Locate your preferred web-browser in the application bar or through the finder, in the applications folder (press command(⌘)+shift+a).
11. Using the credentials provided by the MLTPA webmaster, login to Expression Engine.
<http://mltpa.org/admin.php?S=1d3d742e1da1ade344a8702c307eccc1&D=cp&C=login>



12. In the “Structure” module (accessed by clicking “Structure” in the module list along the top of the page), use the finder-type window to locate the page you wish to add a link to and click its name. Normally, this will be the page for the event or project the Web Gallery corresponds to.



13. The “Edit Entry” window will open. Scroll down to the “General Page Body” section to edit the page. Generally (with event pages), there will already be a section for “Photos:” with placeholder text reading “Photo Gallery Coming Soon!” or similar. If not, add the text “Photos:” as you would in any other text editor.



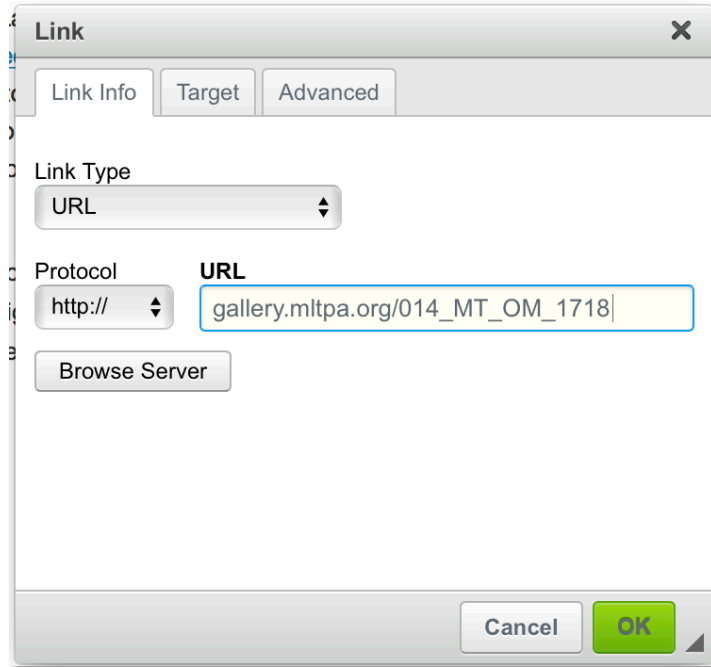
14. Delete the placeholder text (if present) and type “Click Here to Access the Photo Gallery!” (capitals as shown, no quotation marks) under the heading “Photos:” Highlight that text and click the Link button at the top of the “General Page Body” section (the “chain-link” icon).



15. In the “Link” popup window that appears, set “Link Type” to “URL,” “Protocol” to “http://.” In the “URL” bar, press command(⌘)+v to paste the URL you copied at the end of the Transmit Workflow or type the following:

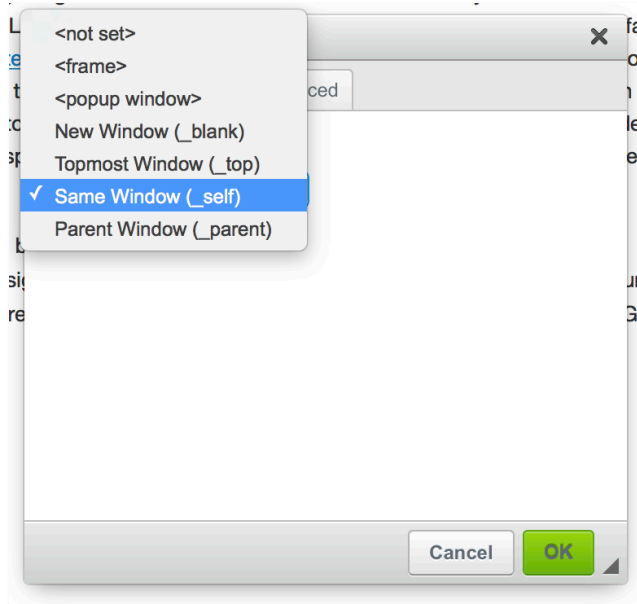
- **http://gallery.mltpa.org/galleryname**

Replace **galleryname** with the name of the Web Gallery folder *exactly*. If the folder name is not an exact match, the link will lead to a missing page.

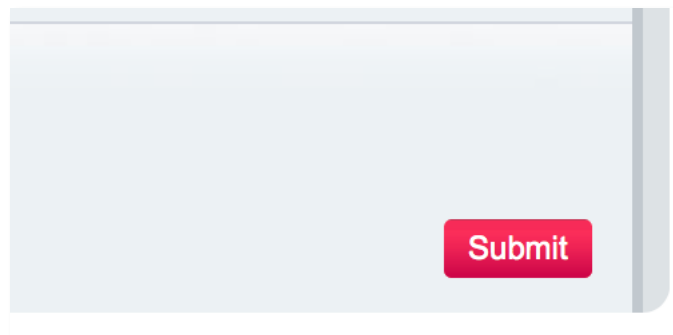


If you did not copy the URL at the end of the Transmit Workflow, locate the web gallery folder in finder, right-click or control-click it, and select “Rename...” from the drop-down menu. Highlight its name and press command(⌘)-c to copy it. Then, highlight **galleryname** in EE and press control-v to paste the folder name.

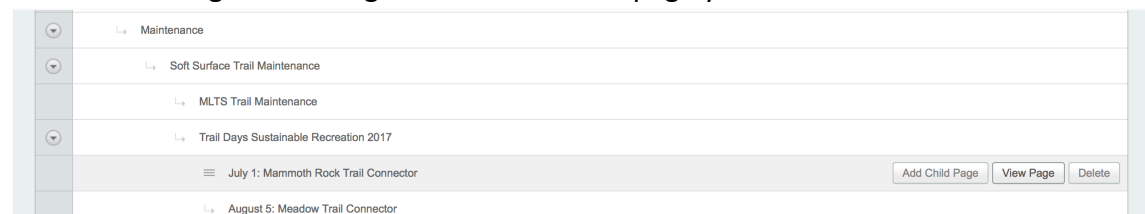
16. Click the “Target” tab at the top of the “Link” window and set “Target” to “Same Window (_self).”



17. Click “OK” in the bottom right-hand corner of the “Link” window to set the link.
18. Press “Submit” in the bottom right-hand corner of the “Edit Entry” module to apply all changes to the webpage.



19. You will then return to the “Structure” module. To confirm the link is live, click “View Page” to the right-hand side of the page you edited.



20. Confirm the link is present on the page and that clicking on it opens the correct web gallery. Additionally, confirm that the Gallery does not open a new tab or window.

Note: This is the final step in the Expression Engine workflow for the MLTPA Photo Library. Do not make any alterations to any page other than links to pre-approved Web

Galleries without permission from the MLTPA webmaster. Logout of EE by clicking “Logout” in the red box in the upper right-hand corner of the screen and close your web-browser before moving on to other applications.

Data Management Procedures and Maintenance

Digital Asset Management programs like the one outlined in this document ensure files are organized and protected from misuse. They do not, however, protect against total data loss from hard drive failures, power surges, or accidents involving mishandling of hardware or software.

The MLTPA Library uses a pair of Synology DS923+ RAID Network Attached Storage devices to house and back-up all photographic data. In essence, RAID (Redundant Array of Inexpensive Disks) systems store data across multiple inexpensive, consumer-level hard drives or solid-state drives and present that data to the computer in one or more volumes. This allows greater flexibility in storage capacity, as well as keeping data spread across all available drives and backed up against loss of data should any single hard drive fail.

However, RAID systems are not without faults, and in the world of data management, the worst can sometimes happen (multiple simultaneously drive failures, accidental RAID reformatting, etc.), which is why the MLTPA Photo Library has instituted a number of redundancies and policies to protect its hardware and digital assets from loss or corruption. These systems are described below.

Hardware Procedures and Protection

What follows is step-by-step guide to ensuring the MLTPA Photo Library workstation is properly set-up to avoid common causes of hardware failure.

Synology RAID Procedures

Synology DS923+ systems, used for the MLTPA Photo and Photo TM drives, have a cooling fan at the back of the above the data and power connection ports. Both Systems should be placed to allow a continuous flow of air to these fans (i.e. not directly against a wall – a small gap is all that is needed). This prevents the RAID from overheating.

RAID Systems should only be accessed and worked on by the Photo Librarian or other MLTPA staff member specifically trained to utilize the systems and who have access to the credentials for both Network Access and the Synology Control Panel. If you're unfamiliar with the system, please review the user manual on the Synology website: https://kb.synology.com/en-global/HIGs/DS923p_HIG/1

APC Back-UPS Pro 1500 Procedures

UPS (uninterrupted power supplies) are battery-based power backups that function as surge protectors and emergency power sources. The MLTPA Photo Library workstation uses an APC Back-Ups Pro 1500. If connecting the Photo Library to a different USP, consult its accompanying manual or online tech support for instructions.



Image source: www.apc.com
All rights to APC by Schneider Electric

- a. Ensure the battery is properly installed by removing the battery cover on the bottom of the unit and pulling it out by the tabs on one end. If the sticker on the top of the battery is green, the battery is right side up. If it is red, turn it over and re-insert it into the battery compartment with the tabs facing out. Replace the battery cover.
- b. Plug the UPS into a wall outlet near the DROBOs and the computer, and ensure there is enough space for all power cords to connect to the back of the unit.



Image source: www.apc.com
All rights to APC by Schneider Electric

- c. There are a variety of different plugs on the back of the APC. Connect devices to them in the following order:
 - i. “MASTER:” In power saving mode, this plug will determine when power is supplied to the “Controlled by “MASTER” plugs. Connect the primary workstation computer to this plug.
 - ii. “Controlled by MASTER:” In power saving mode, these plugs will shut down if the device on the “MASTER” plug is powered off. Connect all DROBOs and powered accessories used by the workstation computer (monitors, printers, etc.) to these plugs.
 - iii. “BATTERY BACKUP:” These plugs (along with “MASTER” and “Controlled by MASTER”) provide backup power during an outage. Prioritize sensitive electronics in these plugs, including other external storage devices, computers, and powered accessories (monitors, printers, etc.).
 - iv. “SURGE ONLY:” These plugs do not provide backup power from the battery during an outage. Use only if there are no protected plugs left (if possible, use only for powered accessories without data storage), or for non-sensitive electronics (desk lights, space heaters, anything that will not be damaged by sudden power loss).

Hardware Troubleshooting

The Synology DS923+ and APC Back-UPS 1500 have certain hardware-based indicators for communicating status information and problems independent of support software on the computer they’re connected to. These indicators and the information they communicate, along with some basic troubleshooting steps, are listed below. If information regarding your specific problem is not included, consult the Synology knowledge base at <https://kb.synology.com/en-global> or the online APC manual at http://www.apc.com/salestools/EALN-7V5MXA/EALN-7V5MXA_R2_EN.pdf.

Time Machine Backup

An additional layer of Data Protection is performed through Apple’s Time Machine utility. This software performs automatic hourly backups and automatically deletes old ones when storage space runs low. These backups are stored to the MLTPA Photo TM Synology DS923+.

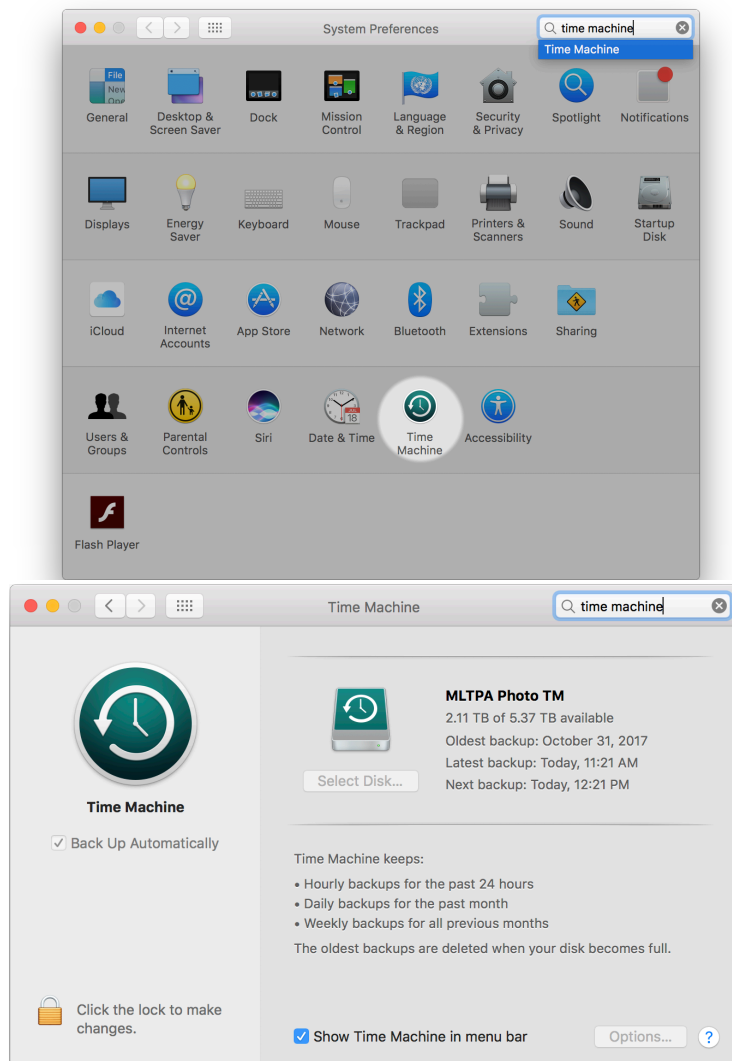
Note: You will need administrator credentials from the MLTPA Photo Librarian to change Time Machine Preferences.

1. Locate System Preferences in the application bar or through the finder, in the applications folder (press command(\mathbb{A})+shift+a).

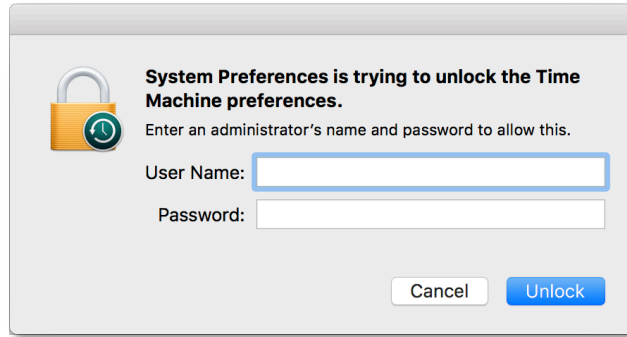


System Preferences

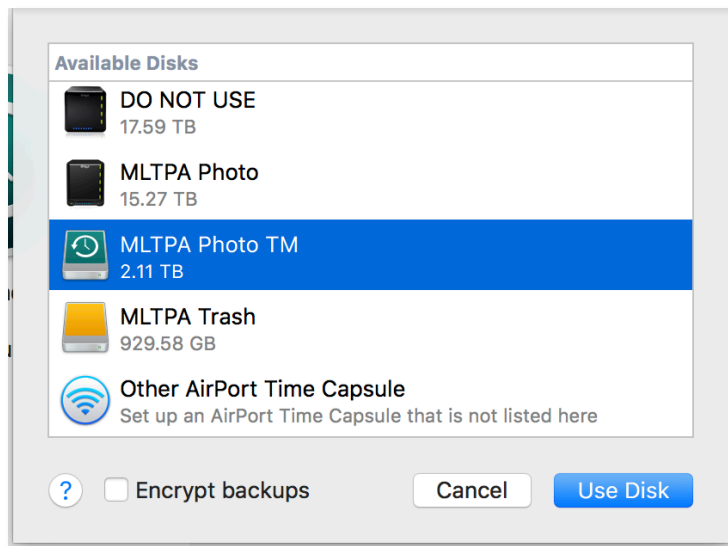
2. Click “Time Machine” to open Time Machine preferences.



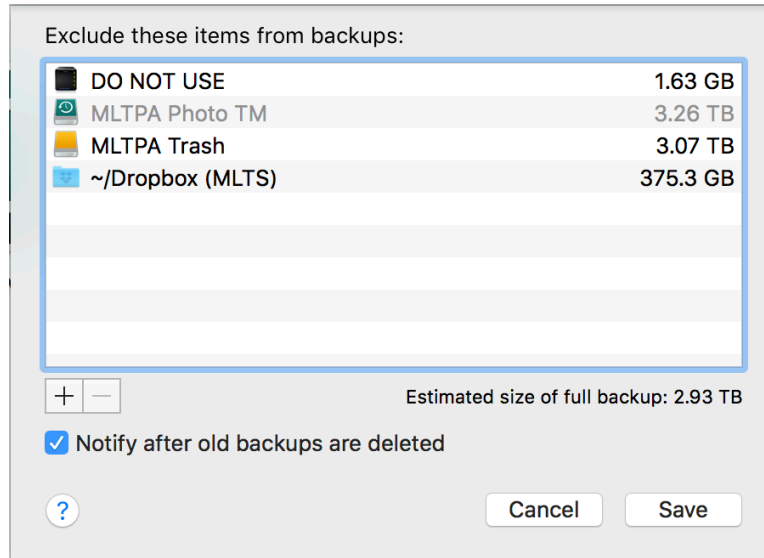
3. Click the “padlock” icon at the bottom left-hand corner of the window and enter the administrator username and password.



4. Click "Select Disk..." in the middle of the "Time Machine" window, then select "MLTPA Photo TM" from the listed drives. Leave "Encrypt backups" unchecked and click "Use Disk" in the bottom right-hand corner of the pop-up window to confirm.



5. In the lower right-hand corner of the "Time Machine" window, click "Options..."

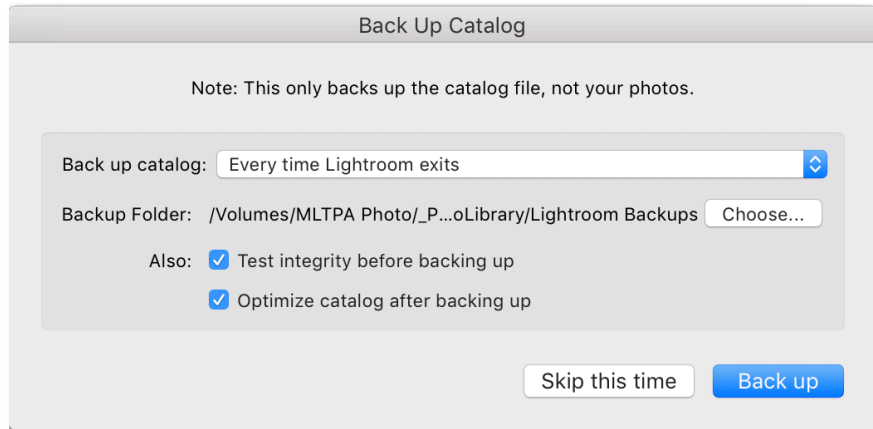


6. A list of drives excluded from the Time Machine backup appears. Generally, any drives that do not include data necessary to the MLTPA Photo Library (such as the “MLTPA Trash” drive) and any drives which are not being used for essential storage (such as the “DO NOT USE” drive above) should be added to this list. Otherwise, every internal, external, and virtual drive will be backed up. “MLTPA Photo TM” is excluded by default and cannot be removed. Click the “+” icon in the lower left-hand corner of the window, then use the finder window to select drives you wish to exclude and click “Exclude” to add them to the list.
7. Click “Save” in the bottom right-hand corner of the window to confirm changes.
8. Click the “padlock” icon in the bottom left-hand corner of the “Time Machine” window to prevent further changes. Time Machine will then begin regular hourly backups of the MLTPA Photo Library.

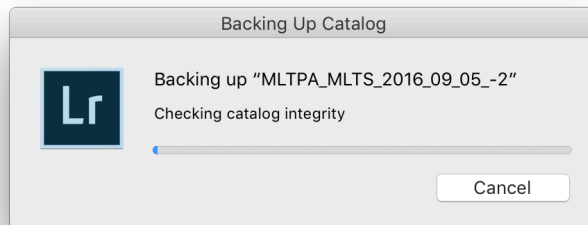
Lightroom Catalog Backup

The Photo Library Lightroom Catalog is stored on the MLTPA Dropbox, meaning the file is saved to the Photo Library iMac’s hard drive and automatically synched to a cloud-based server protected by Dropbox’s data management systems. However, in the world of Digital Asset Management, additional layers of security are never wasted, and so an additional local backup is performed each time Lightroom Classic CC is closed. This backup is stored to the MLTPA Photo RAID, so all other backup measures protect this file as well.

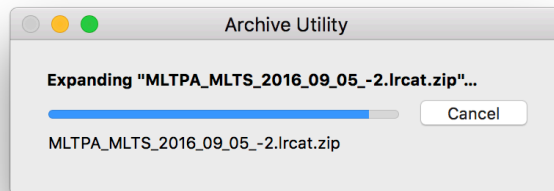
- a. Every time you use the Photo Library, make sure you are opening the current master Lightroom Catalog on the MLTPA Dropbox.
- b. When you end a session in Lightroom Classic CC and quit the program, a window prompting you to back up the catalog appears. Set the options as follows:



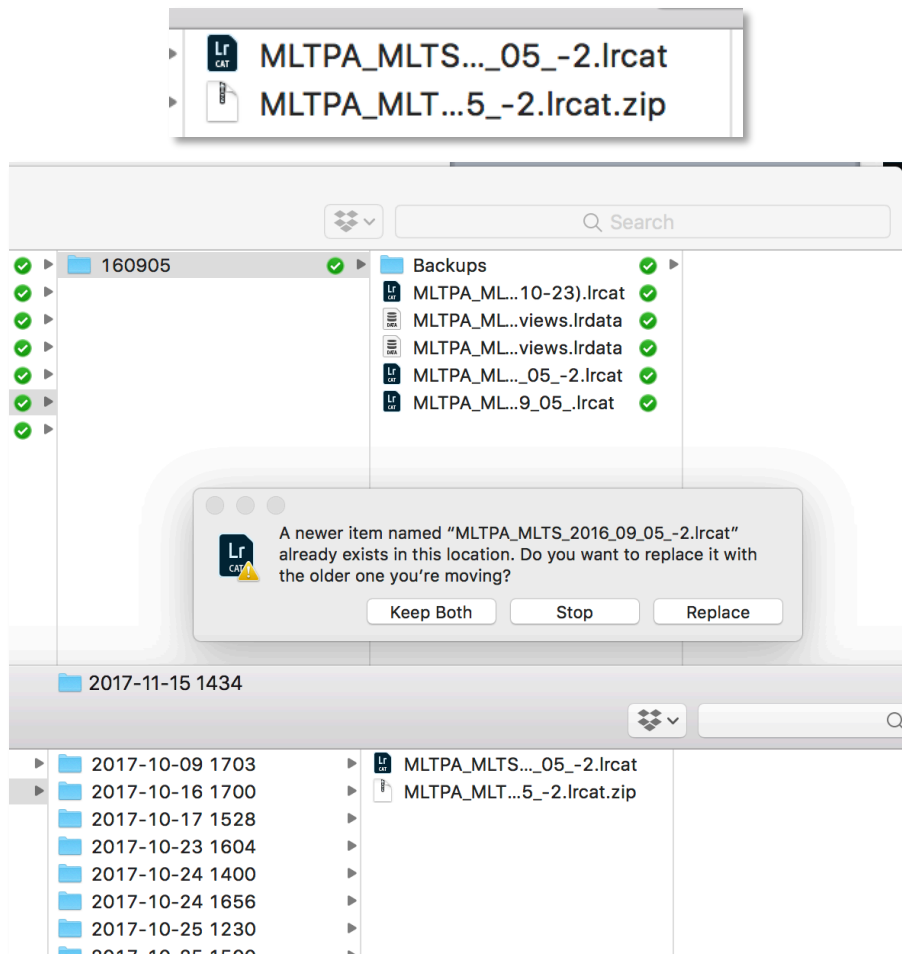
- “Back up Catalog:” Select “Every time Lightroom exits” from the drop-down menu.
 - “Also:” Check the boxes next to “Test integrity before backing up” and “Optimize catalog after backing up.”
- c. Click “Back up” in the bottom right-hand corner of the pop-up window. A progress window will appear. Once the progress window disappears, a compressed version of the Lightroom Classic CC catalog has been created on the MLTPA Photo RAID.



- d. If the primary Lightroom Classic CC catalog is lost, corrupted, or altered accidentally, it can be restored from this file.
- e. Double-click the .zip file in finder. An “Archive Utility” progress window will appear as finder “expands” the compressed folder.



- f. Copy the .lrcat file that appears to the MLTPA Dropbox project folder for the Photo Library. When asked by finder, click “Replace” to replace the existing file with the backup.



Note: This is the final step in the MLTPA Photo Library Workflow. Log out of and quit all open programs and shut down the Photo Library Workstation when finished by clicking the “Apple” icon in the top left-hand corner of the primary menu bar and selecting “Shut Down...”



MLTPA Photo Library

Appendix A: Model Release Form

November 17, 2017



Model Release

Model's Name: _____

Model's Address: _____

Model's Phone: _____

Model's Email: _____

MODEL'S PERMISSION AND RIGHTS GRANTED:

For good and valuable Consideration herein acknowledged as received, and by signing this release, I hereby give the Photographer and Assigns my permission to license the Images and to use the Images in any media for any purpose (except pornographic or defamatory) which may include, among others, advertising, promotion, marketing, and packaging for any product or service associated with the Mammoth Lakes Trail System. I agree that the Images may be combined with other images, text, and graphics, and cropped, altered, or modified. I acknowledge and agree that I have consented to publication of my ethnicity(ies) as indicated below, but understand that other ethnicities may be associated with Images of me by the Photographer and/or Assigns for descriptive purposes. I agree that I have no rights to the Images, and all rights to the Images belong to the Photographer and Assigns. I acknowledge and agree that I have no further right to additional Consideration or Accounting, and that I will make no further claim for any reason to Photographer and/or Assigns. I acknowledge and agree that this release is binding upon my heirs and assigns. I agree that this release is irrevocable, worldwide, and perpetual, and will be governed by the laws of the state of California, excluding the law of conflicts. **I represent and warrant that I am at least 18 years of age and have the full legal capacity to execute this release.**

DEFINITIONS:

"MODEL" means me and includes my appearance, likeness, and form.

"MEDIA" means all media, including digital, electronic, print, television, film, and other media now known or to be invented.

"PHOTOGRAPHER" means photographer, illustrator, filmmaker, or any other person or entity photographing or recording me.

"ASSIGNS" means a person or any company to whom Photographer has assigned or licensed rights under this release, as well as the licensees of any such person or company.

"IMAGES" means all photographs, film, or recording taken of me as part of the Shoot.

"CONSIDERATION" means something of value I have received in exchange for the rights granted by me in this release.

"SHOOT" means the photographic or film session described in this form.

TO BE COMPLETED BY MODEL:

Model's Signature: _____ Date: _____

Model's Printed Name: _____

Model's Date of Birth: _____

TO BE COMPLETED BY PHOTOGRAPHER:

Photographer's Signature: _____ Date: _____

Photographer's Printed Name: _____

Shoot Date: _____ Shoot Description/Contractor Code: _____



MLTPA Photo Library

Appendix B: Image Upload Form

May 2, 2023



Image Upload 000_00_projectcode_YYYYMMDD

Locations: (i.e. Mammoth Rock Trail Connector)

Activities: (i.e. Hiking, Running, Bicycling, Dog-Walking)

Subjects: (i.e. John Wentworth, MLTS Staff, Signage)

Miscellaneous: (i.e. Dogs, Sponsors)

Intended Image use: (i.e. Print, Projection, Website, Video, Social Media)

Photographer Full Name: (i.e. John Wentworth)

Date of Shoot: (i.e. YYYY/MM/DD)

Uploader Full Name: (i.e. John Wentworth)

Uploader Organization: (i.e. MLT, TOML)

For Photo Librarian use:

Catalog(s):

Image file name(s):