

Uploading new objects to the King's Image Library

1. Web upload

Web upload can be used if you are uploading a small number of objects. The limit for web upload is 25 objects. If you are uploading audio or video it is advisable to use smart.upload (see guidance below) as no preview for these objects will be generated through web upload.

To begin uploading objects with web upload either right click on the folder you wish to upload in and select 'Create/Upload' → 'Create/Upload Objects' or use the *Active Menu* and click on 'Create/Upload'.

A box will appear where you can begin uploading.

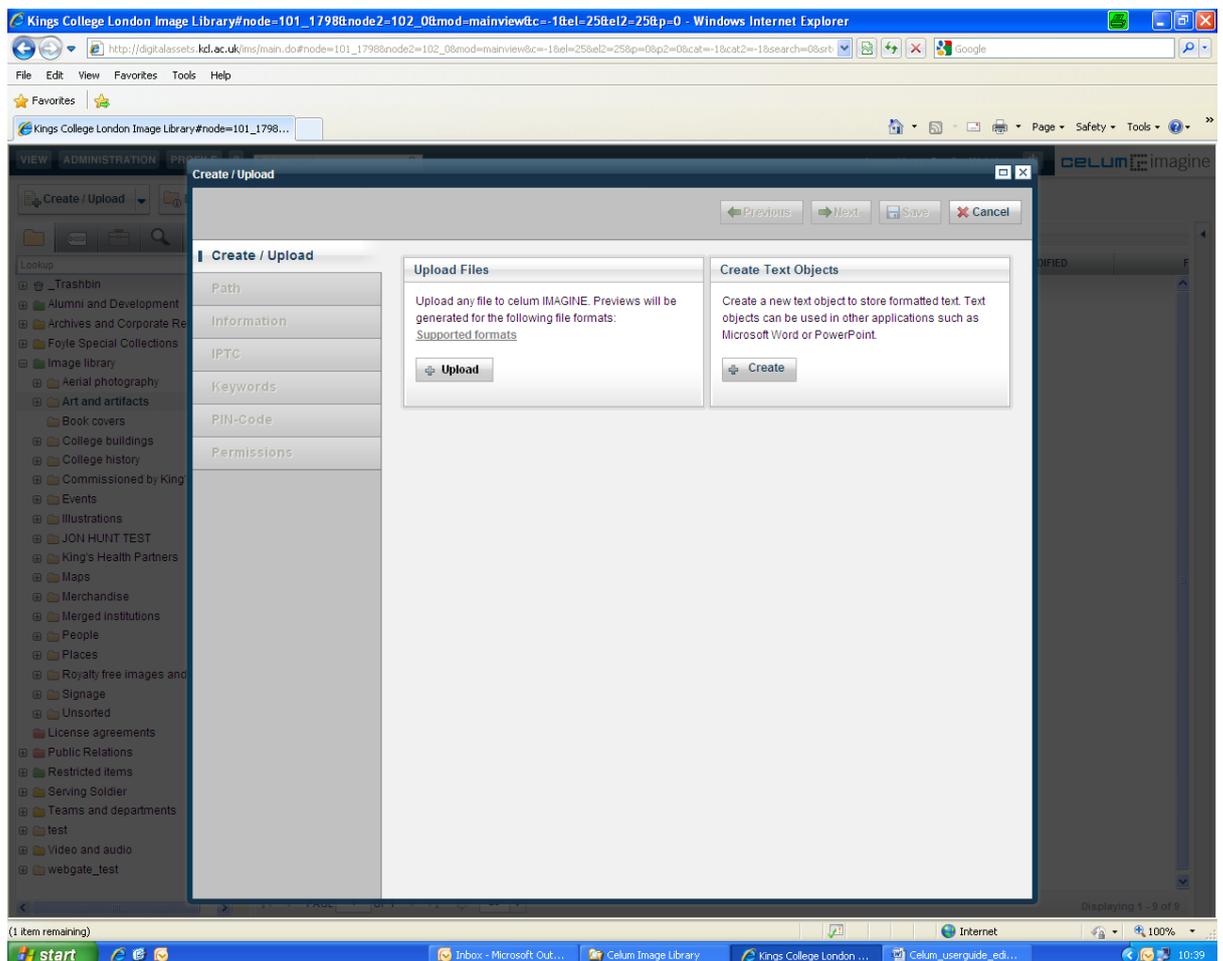


Fig. 1. Create/Upload box for web upload

Click on the 'Upload' button to begin uploading (you can check whether the formats you wish to upload are supported by Celum by clicking on the 'Supported Formats' link. You can still upload

an object that is not supported; however no preview will be generated once the object is the Library).

Select objects to upload from the box which appears and click 'Open'.

Previews of images will appear below the 'Upload Files Box'

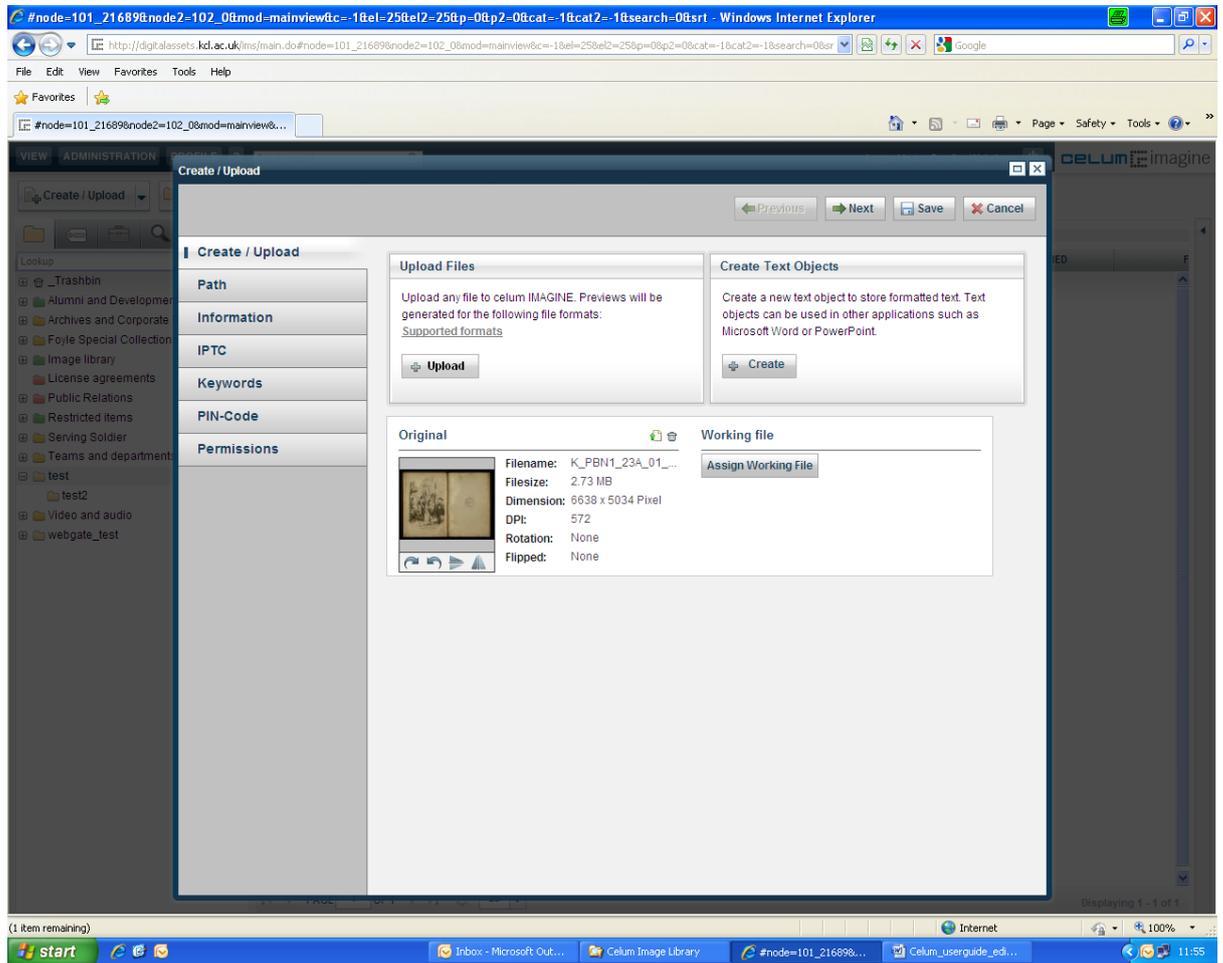


Fig. 2. Preview of uploaded image using web upload

Click on 'Next' and you will be taken to 'Path', where you can confirm where the object will be placed. The folder in **bold** is the target folder for the object. If you wish to change this, click on the desired folder destination.

Click on 'Next' and you will be taken to 'Information', where you can input metadata for the object. The more metadata you can input for an object, the more valuable the object will become as it can be more easily searched in the system and re-used by others.

Click on 'Next' until you come to the 'Keywords' section, where you can assign keywords to your assets.

To add a keyword, simply click on your desired keyword, which will then be turned **bold**, this means the keyword will be added when you save the changes.

If you would like the keyword to be added to more than one of your objects, press the 'Apply to all' button, which is last icon next to the 'Lookup' bar above the keyword tree.

Click 'Save' and your objects will be saved successfully in the target folder. If the objects don't appear automatically in the target folder, click on F5 to refresh the browser.

2. smart.upload

Smart.upload should be used if you need to upload large sets of objects into the Image Library. It is part of a range of desktop tools which Celum offer and will need to be installed on your machine (if it isn't already) by a member of ITS.

To upload with the smart.upload tool you do not need to be logged into the Image Library. When you open the smart.upload tool, the central box will show the folder structure as it appears in the Library, which you can use to decide the destination of your objects.

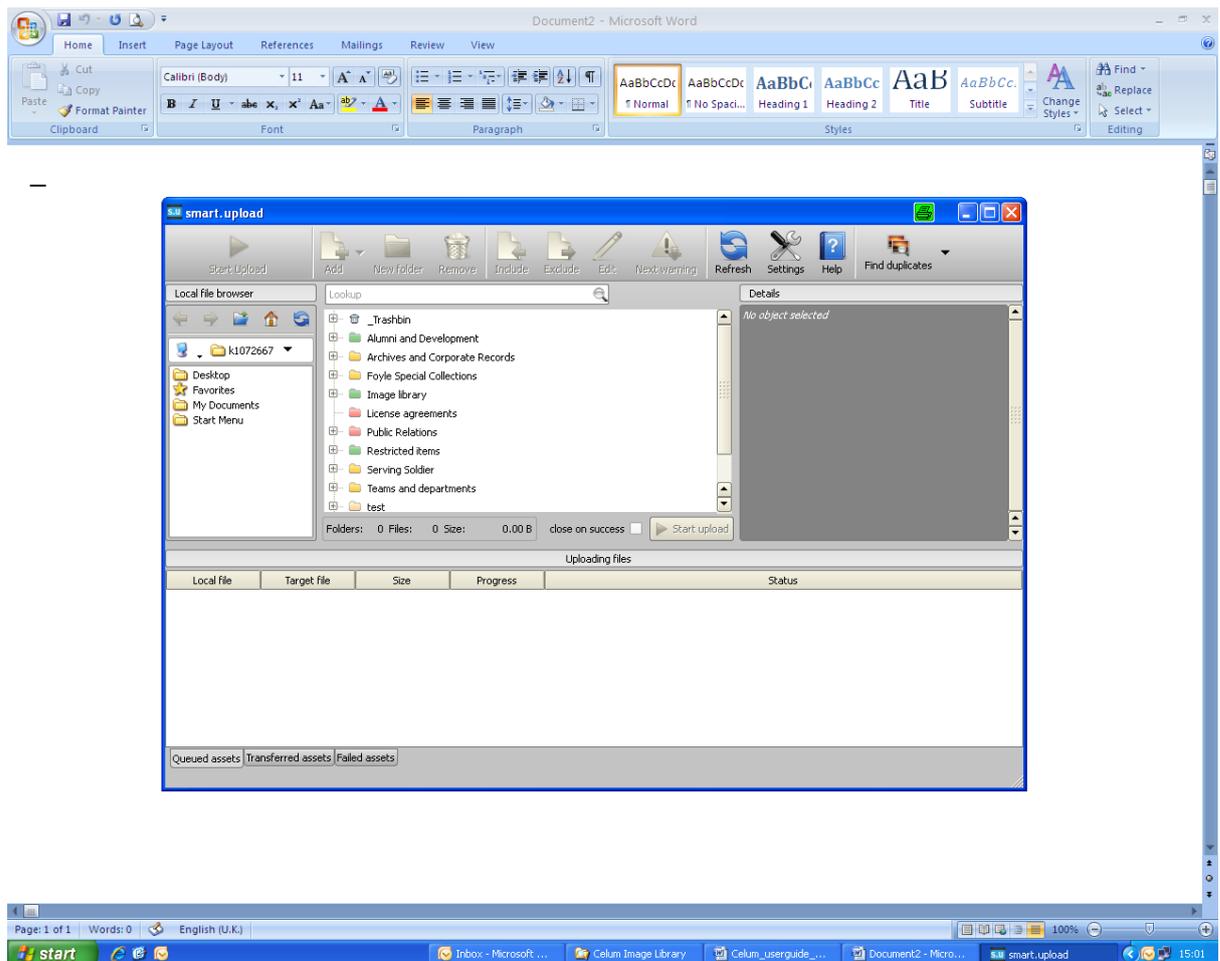


Fig. 3. Celum smart.upload tool

First select the target folder for the images by clicking on the appropriate folder name. You can also create a new folder during the upload process by clicking on the folder you would like the new folder to sit under and selecting the 'New folder' icon in the top taskbar of smart.upload.

There are two ways to upload images into your target folder using smart.upload;

- You can either click the 'Add' icon on the top taskbar and a pop-up window will appear where you can select the images and then, once highlighted, click 'Open' to add them to their target folder in Celum.

- Alternatively, you can use the left hand box to navigate through your computer's folder structure. By clicking on the computer icon you can select the appropriate computer drive where the images are stored. Highlight the images and drag and drop them into your target folder.

Once added to the target folder, the '*Start Upload*' icon will become green and the target folder will have a little + sign in the bottom left hand corner of the folder icon.

Press the '*Start Upload*' icon and the images will begin to upload. The status of the upload for each image will be shown in the section at the bottom of smart.upload.

The three tabs at the bottom of the smart.upload will indicate how many objects are waiting to be uploaded (queued assets), how many objects have been loaded into the folder (transferred assets) and how many objects have not uploaded (failed assets).

Once uploaded, you can close smart.upload and log into the Image Library to see your newly loaded objects. You can automatically close smart.upload by checking the box '*Close on Success*'. Files that turn green in the smart.upload tool means they have been uploaded successfully.

Orange files mean the object(s) already exist in Celum and you will be offered the option to replace the object, upload as new or not upload at all. Red files mean the object(s) has failed to upload.

If you have created a new folder, you can add metadata to it by right-clicking on the folder icon and selecting '*Edit*'. In smart.upload, you can add metadata to newly created folders but not to existing folders.

You can copy metadata to objects from the folder metadata, once the objects are in their parent folder by right clicking on an object and clicking on '*Copy Metadata*'. Highlight all objects if you want to copy the metadata to all.

Note: Although you can see the folder structure in smart.upload, you will be unable to view the objects within these folders. smart.upload is an upload tool; it is not an alternative way to use the Image Library.