

## Media Field Descriptions

05/18/2007

<b>Caption</b>	Image Management: Enter a caption for the image.[caption:c(30)]
<b>Catalog</b>	This required field does not display. It denotes the catalog: A - Archives L - Library O- Objects P - Photos [cat:c(1)]
<b>Copyright</b>	[copyright:c(100)]
<b>Created by</b>	Image Management Metadata: Name of the person who created the digital image. This field is controlled by an authority file. To add, edit, or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Users" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[createdby:c(20)]
<b>Date created</b>	Image Management Metadata: Date the digital image was created.[createdate:date]
<b>Details</b>	Enter any extra information about the image in this unlimited notes field.[details:memo]
<b>Equipment used to acquire</b>	Image Management - Metadata Screen: Record the specific piece of equipment used to create or acquire the image. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.  To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Equipment used to acquire" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[equipment:c(40)]
<b>Grayscale or RGB (color)</b>	Image Management - Metadata: This field enables you to record whether the image was created in color or black and white. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.  To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "grayscale or RGB" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list. [gsrgb:c(20)]
<b>High resolution image file name</b>	You may wish to create a high resolution image for archival purposes while using a lower resolution image as a discovery image in PastPerfect. Use this field to enter the file name of the high resolution image file.[hisresfile:c(100)]
<b>Imagefile</b>	Name of associated image file (must include image subdirectory, example: "001\mypic.jpg")[imagefile:c(60)]
<b>Location high res image</b>	Enter the location of the high resolution image. This is usually in the form of the computer path to the location of the image on the hard drive or the location of the storage media.[lochighres:c(110)]

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<b>Negative no</b>	If there is a negative associated with the image, enter its negative number here.[negno:c(25)]
<b>Objectid</b>	This is the unique number assigned to an object or artifact by your museum. It may be any combination of characters and/or numbers up to 25 characters in length.[objectid:c(25)]
<b>Original object format</b>	<p>Enter the original format of the item represented in the image. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.</p> <p>To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Original Object Format" and press the Next&gt; Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.</p> <p>[origformat:c(40)]</p>
<b>Original size</b>	Enter the size of the original object.[origsize:c(20)]
<b>Position</b>	The Position field indicates the numerical position in a list of images associated with a catalog record. For example: "1 of 3".[position:n(3)]
<b>Resolution used to acquire</b>	Indicate the resolution (dots per inch) used to acquire the image with your scanner or other TWAIN device.[resolution:c(40)]
<b>Restricted</b>	Place a checkmark in the box next to the word "Restricted" to place a flag on the image to let users know that the image is restricted from use.[restricted:logical]
<b>Software used to acquire</b>	If software was used to create the image, enter the name of the software in this field.[software:c(40)]
<b>Updated</b>	The date the image was created or the last date it or any of the meta data was changed.[updated:datetime]
<b>Veinclude</b>	[veinclude:logical]
<b>Velheight</b>	[velheight:c(4)]
<b>Velwidth</b>	[velwidth:c(4)]
<b>Vesheight</b>	[vesheight:c(4)]
<b>Veswidth</b>	[veswidth:c(4)]