

BOLD Image Submission Protocol - Jan-01-2006

1. Collect Images :

Take high-quality images of the specimen in .jpg format.

2. Assemble Package :

The image submission package should consist of all images (.jpg) and a spreadsheet with the file names and ancillary data. Make sure that all images in the package are accounted for in the spreadsheet. When submitting more than one image per specimen simply copy the '**Sample ID**' and '**Process ID**' to the next line with the file name of the consecutive image. The submission spreadsheet should be named **ImageData.xls** and contain the following columns:

Image File - complete (incl. extension) and identical file name (case sensitive)

Original Specimen - yes/no. Yes: The image shows the actual specimen for this record. No: The image shows a representative (e.g. same species) for this specimen.

View Metadata - A short tag describing the nature of the image (e.g. Dorsal View,Skull, or Colony)

Notes - Additional information about the image.

Measurement - Measurement that was taken (including the unit of measurement).

Measurement Type - Item that was measured (e.g. body length, wing span, etc.)

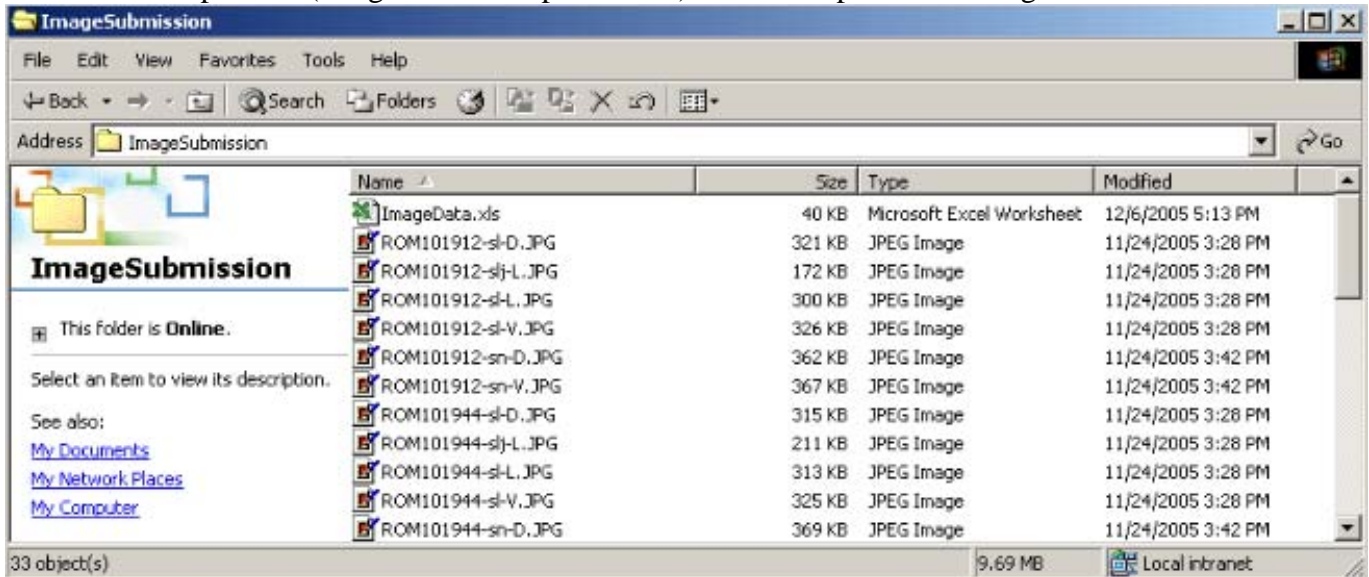
Sample Id - Sampleid of photographed specimen, must match Sampleid in BOLD (case sensitive)

Process Id - Processid of photographed specimen, must match Processid in BOLD (case sensitive)

Image File	Original Specimen	View Metadata	Notes	Measurement	Measurement Type	Sample Id	Process Id
ROM101912-sl-D.JPG	yes	Dorsal view	skull	15 mm	skull length	ROM101912	BM272-03
ROM101912-sl-L.JPG	yes	Lateral view	lower jaw	7 mm	length	ROM101912	BM272-03
ROM101912-sl-R.JPG	yes	Lateral view	skull	15 mm	skull length	ROM101912	BM272-03
ROM101912-sl-V.JPG	yes	Ventral view	skull	15 mm	skull length	ROM101912	BM272-03
ROM101912-sn-D.JPG	yes	Dorsal view	skin	50 mm	head and body length	ROM101912	BM272-03
ROM101912-sn-V.JPG	yes	Ventral view	skin	50 mm	head and body length	ROM101912	BM272-03
ROM101944-sl-D.JPG	no	Dorsal view	skull	17 mm	skull length	ROM101944	BM278-03
ROM101944-sl-L.JPG	no	Lateral view	lower jaw	9 mm	length	ROM101944	BM278-03
ROM101944-sl-R.JPG	no	Lateral view	skull	17 mm	skull length	ROM101944	BM278-03
ROM101944-sl-V.JPG	no	Ventral view	skull	17 mm	skull length	ROM101944	BM278-03
ROM101944-sn-D.JPG	no	Dorsal view	skin	53 mm	head and body length	ROM101944	BM278-03
ROM101944-sn-V.JPG	no	Ventral view	skin	53 mm	head and body length	ROM101944	BM278-03

Steps :

1. These two components (Image files and Spreadsheet) need to be placed in a single folder.



2. File lists can be generated by opening a terminal window (run cmd in windows), moving to the folder where the image files have been placed(cd command in all OS's), and then running one of the following commands :

Windows - dir > list.txt

MacOS - ls -l > list.txt

Linux/Unix - ls -l > list.txt

These commands will generate a list of all the files in the current folder and save it in list.txt. You can then open list.txt in any spreadsheet application.

To generate a list of the image files use the following commands:

Windows - dir *.jpg > list.txt (or - dir *.JPG > list.txt)

MacOS - ls -l *.ab1 > list.txt (or - ls -l *.JPG > list.txt)

Linux/Unix - ls -l *.ab1 > list.txt (or - ls -l *..JPG > list.txt)

3. Once the spreadsheet has been generated and placed in the same folder as the image files, compress them into a single file before submitting. The following free tools are available to provide this functionality :

WinZip - http://www.download.com/WinZip/3000-2250_4-10454671.html?tag=lst-0-1

WinRar - http://www.download.com/WinRAR/3000-2250_4-10446177.html?tag=lst-0-1

MacZipIt - <http://www.maczipit.com>