



OCTOBER 26, 2023

AUSPIC: FOTOSTATION

QUICK START GUIDE

PIVOTAL BT

support@pivotalbt.com

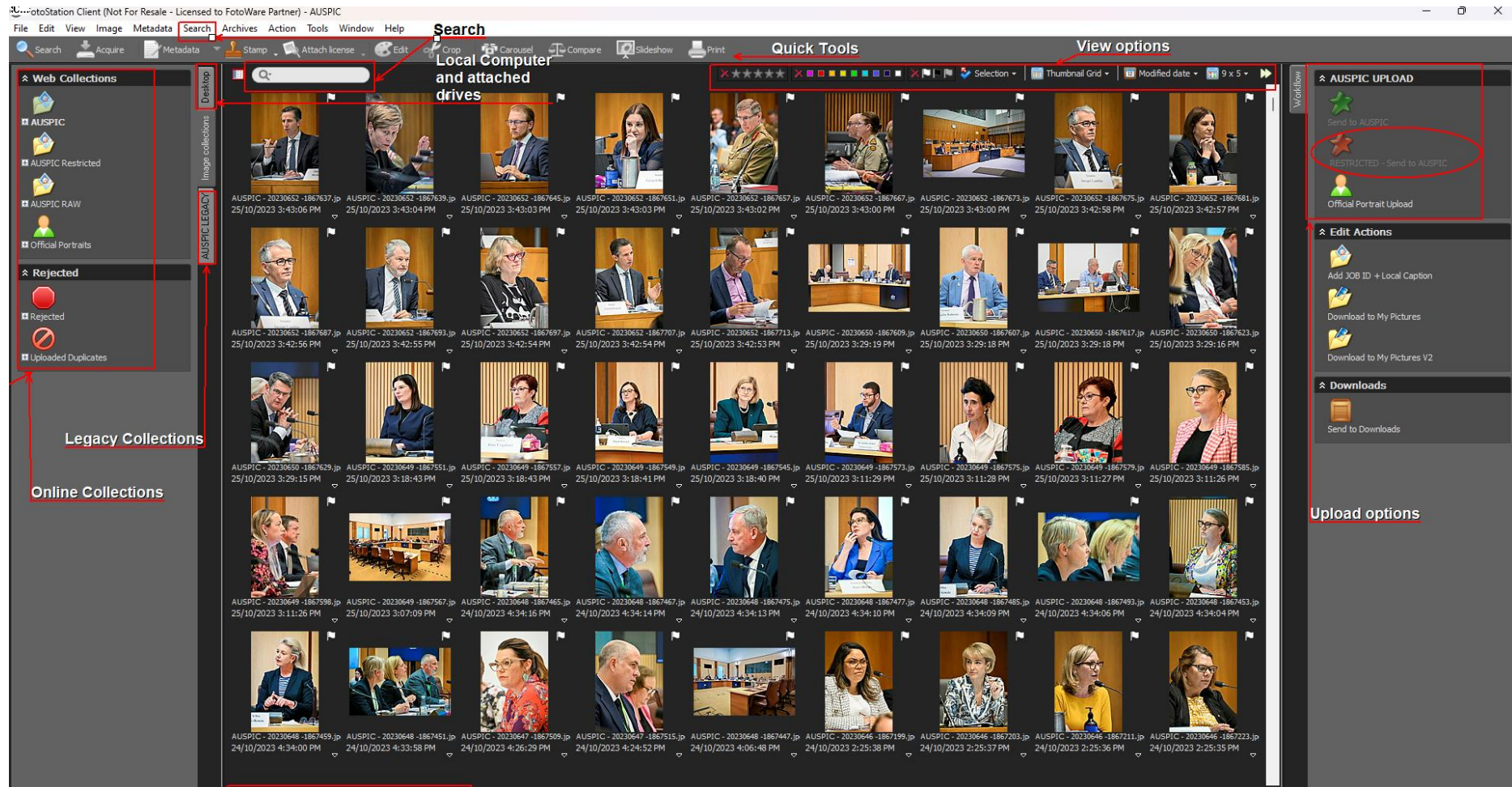


Contents

1. FotoStation Desktop App.....	2
2. Viewing files.....	3
3. Viewing Options.....	4
4. Uploading Files to FotoWare.....	9
5. Restricting and Unrestricting files	11
6. Editing Metadata.....	12
7. Advanced Searching.....	14
8. Creating contact sheets	17

1. FotoStation Desktop App

FotoStation is the Desktop version of FotoWeb. If your device is connected to the internet, it can perform the same actions as FotoWeb, and can view files that have already been uploaded to the AUSPIC FotoWare server. FotoStation can also be used to prepare files before they are uploaded to AUSPIC's FotoWare Server. If your files are saved to your device or an attached storage device, you can edit them without being connected to the internet.

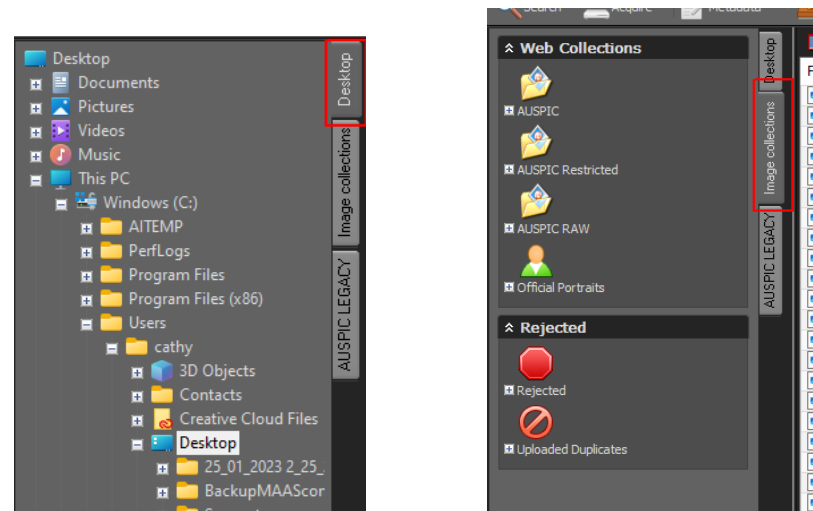


2. Viewing files

As stated above, FotoStation can be used to view and edit files that are stored on:

- FotoWare (Image Collections (Production) and AUSIPC Legacy)
- Your local computer
- Portable storage devices
- Linked network drives

The navigation works like File Explorer on a PC. You can switch between your local device/network drives and FotoWeb files by using the tabs on the right-hand toolbar. The files at each location will appear in the centre viewing pane.



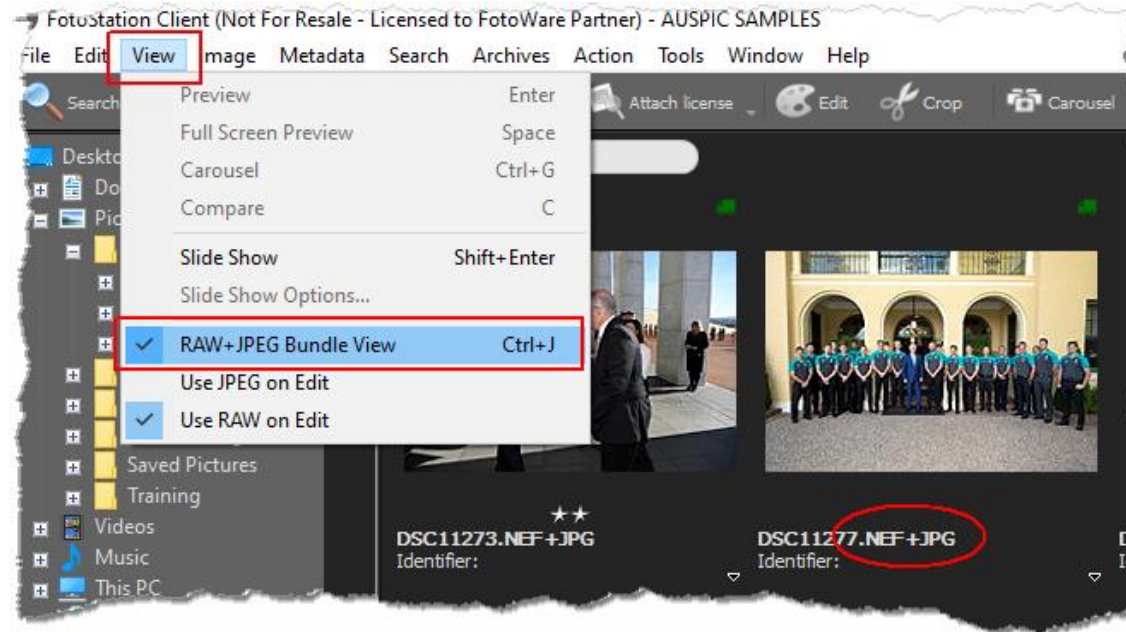
Left: FotoStation displaying files from user's local computer.

Right: FotoStation displaying files from FotoWeb Production.

NB: When connecting to a Desktop → Network location that has >1000 files do not select the 'Include Subfolders' option. FotoStation may slow down or freeze as it tries to index every file.

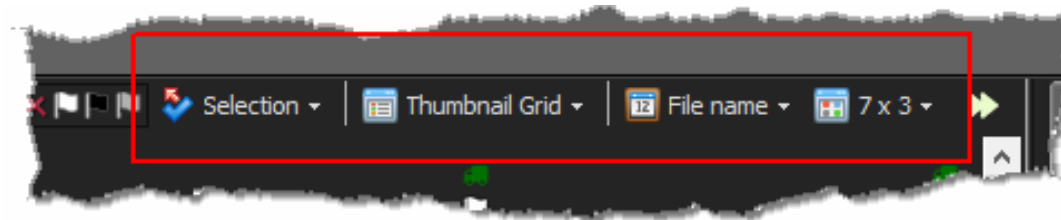
3. Viewing Options

Displaying NEF + JPEG pairs: FotoStation can display NEF+Jpeg pairs 'bundled' together – ie. If a NEF and Jpeg file share a filename, FotoStation might display them as one thumbnail, rather than as individual files. You can turn this option on or off by going to **View → RAW+JPEG Bundle View**

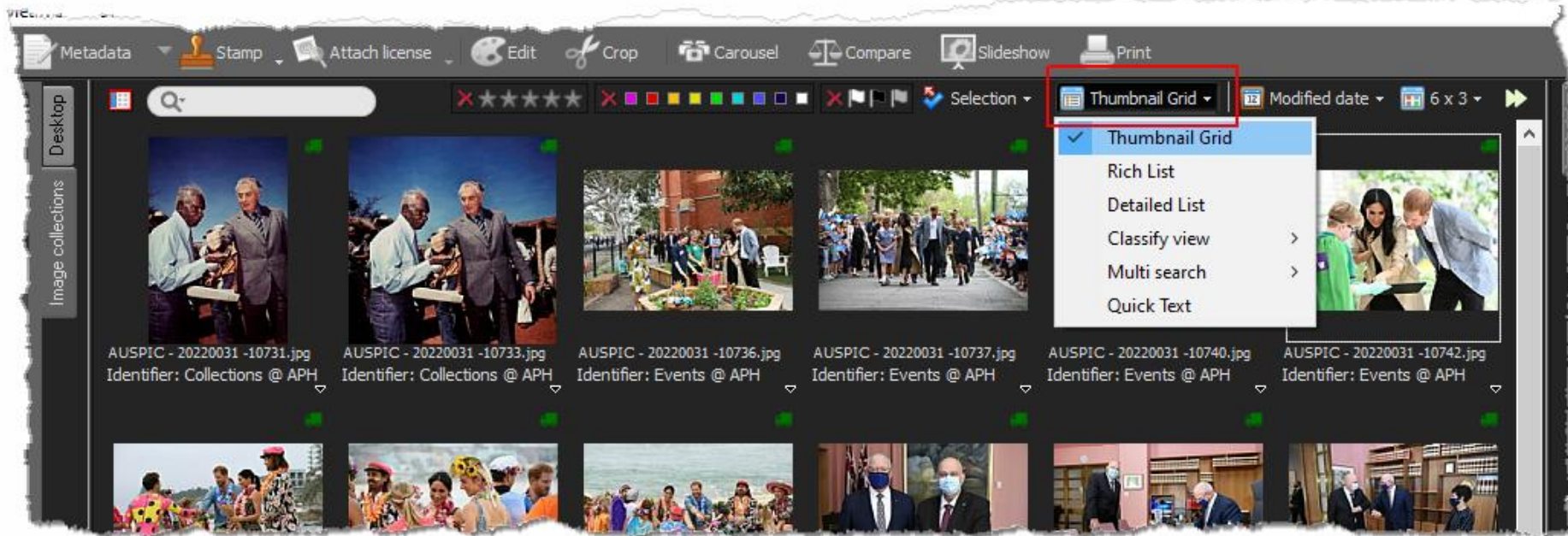


Viewing Control Buttons:

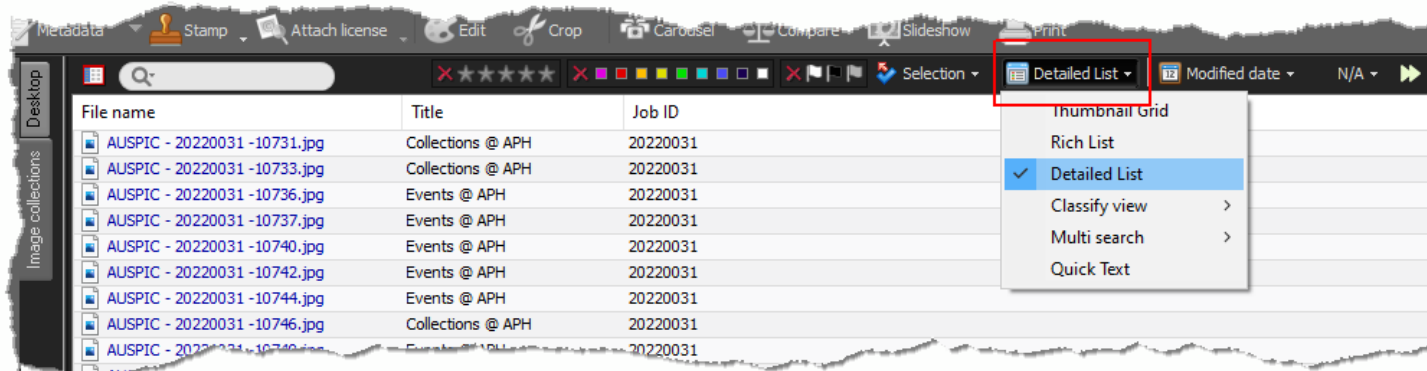
At the right-hand corner of the viewing plane, you can find several viewing options. Here are the most useful:



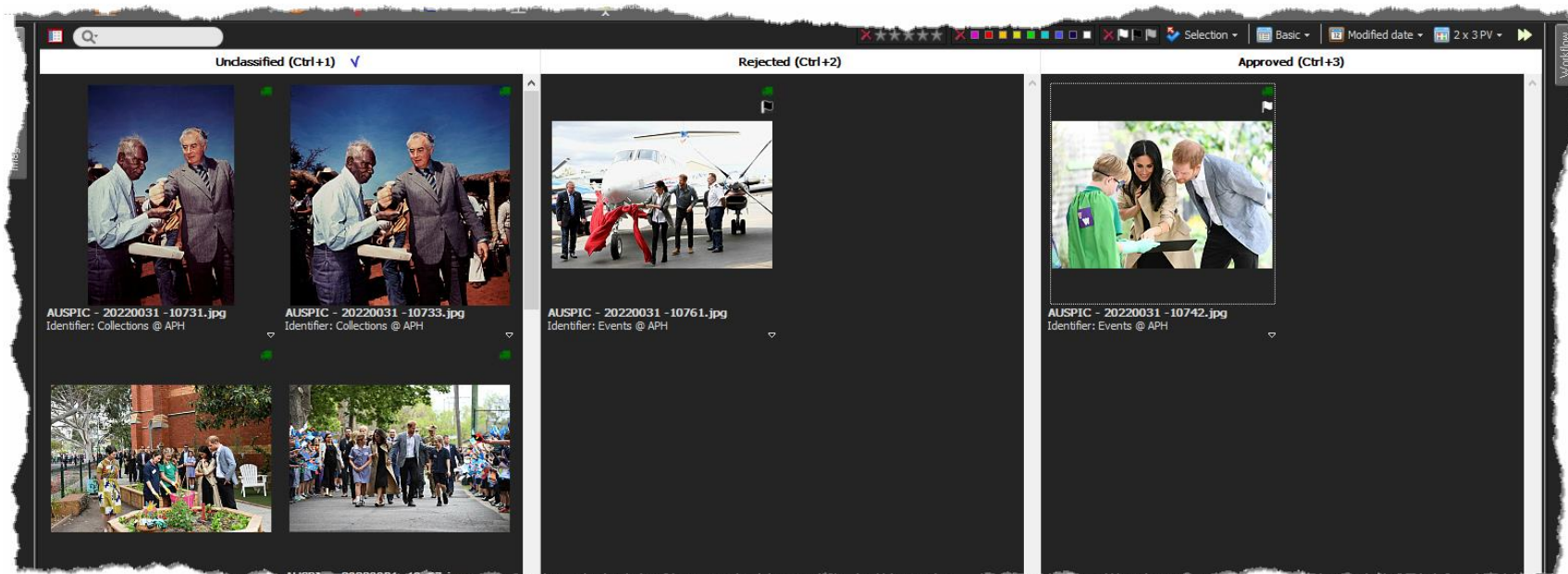
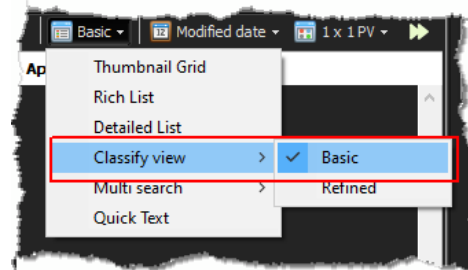
Thumbnail Grid: Displays images as thumbnails with filenames and basic info displayed below.



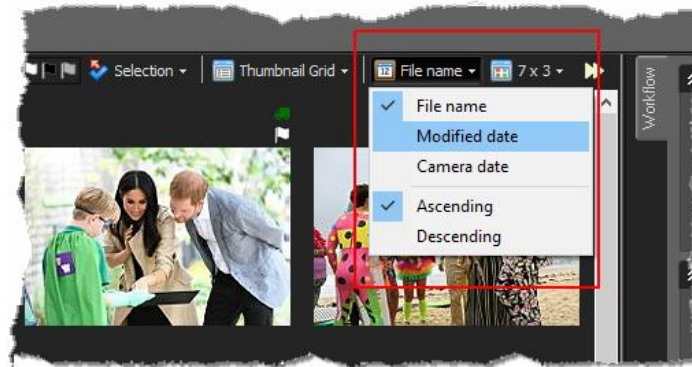
Detailed List: Displays filenames and metadata and allows you to sort according to these fields but doesn't display images.



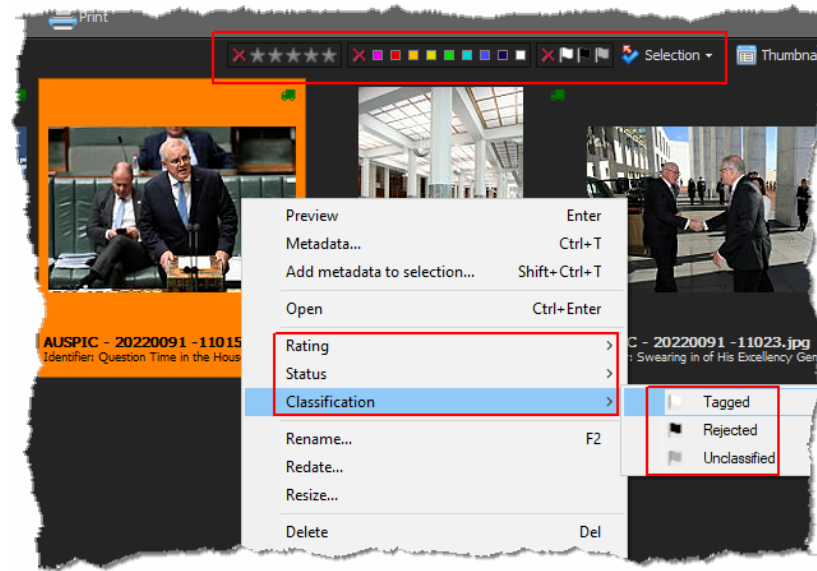
Classify view – Basic: Allows you to easily sort files into categories by dragging and dropping images from the ‘Unclassified’ column to the ‘Approved’ or ‘Rejected’ columns. This view is very useful for sorting files prior to upload to FotoWare.



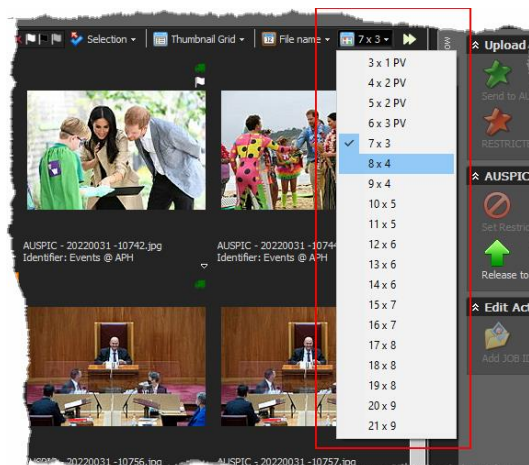
Sorting Options: The Sorting menu allows you to sort files by Filename, Camera date or Modified date, Descending or Ascending:



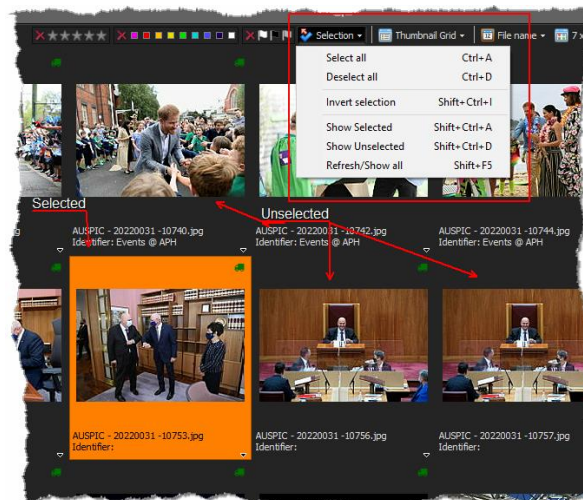
Classification Options: By right clicking on an image or a selection of images, you can assign them different colours, ratings, or flags. These can then be used to sort according to these categories:



Size Options: This view menu allows you to alter the size of the thumbnails displayed in the viewing pane:

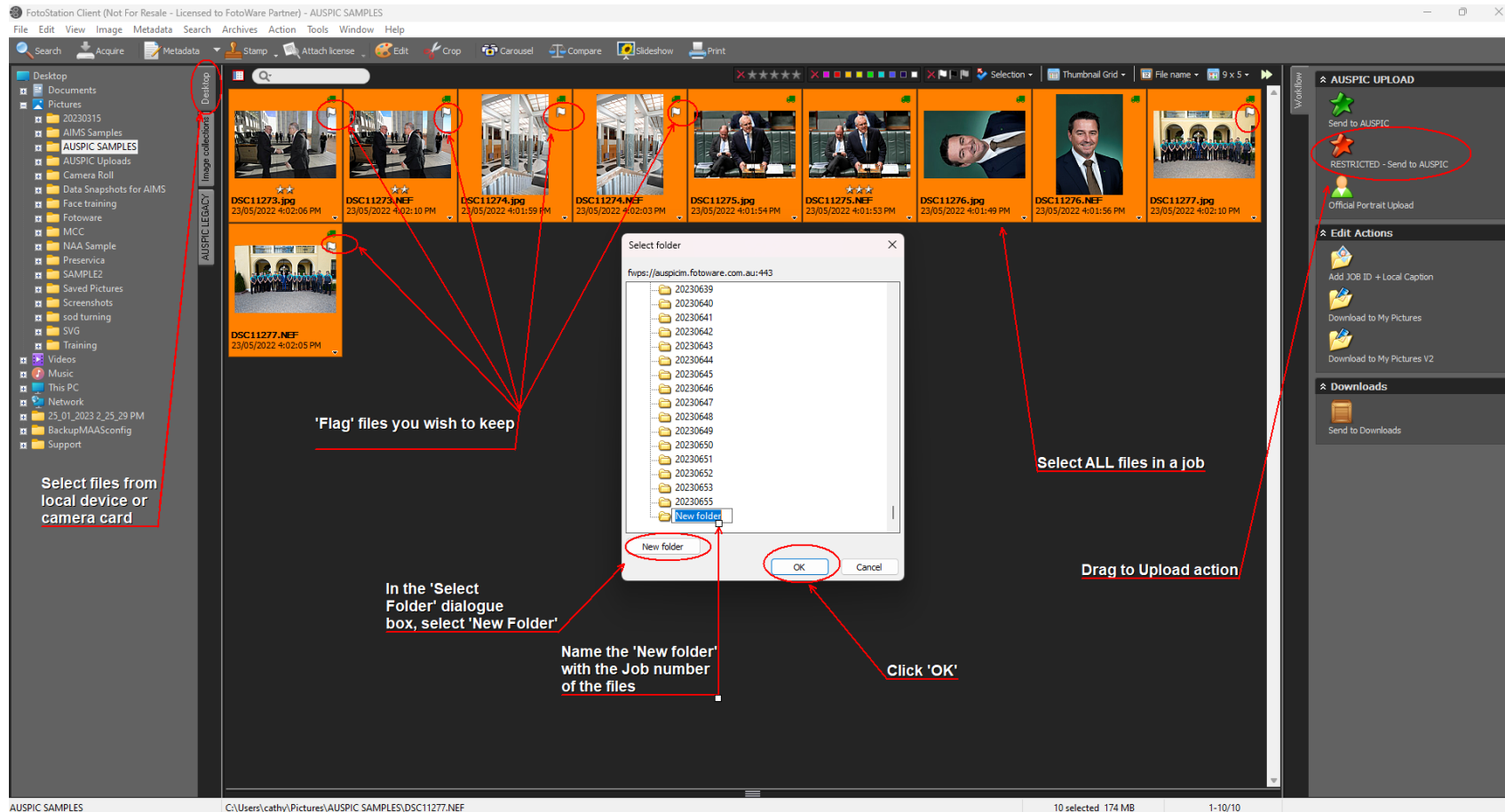


Selection Options: This menu allows you to sort according to selection, or invert your selection:



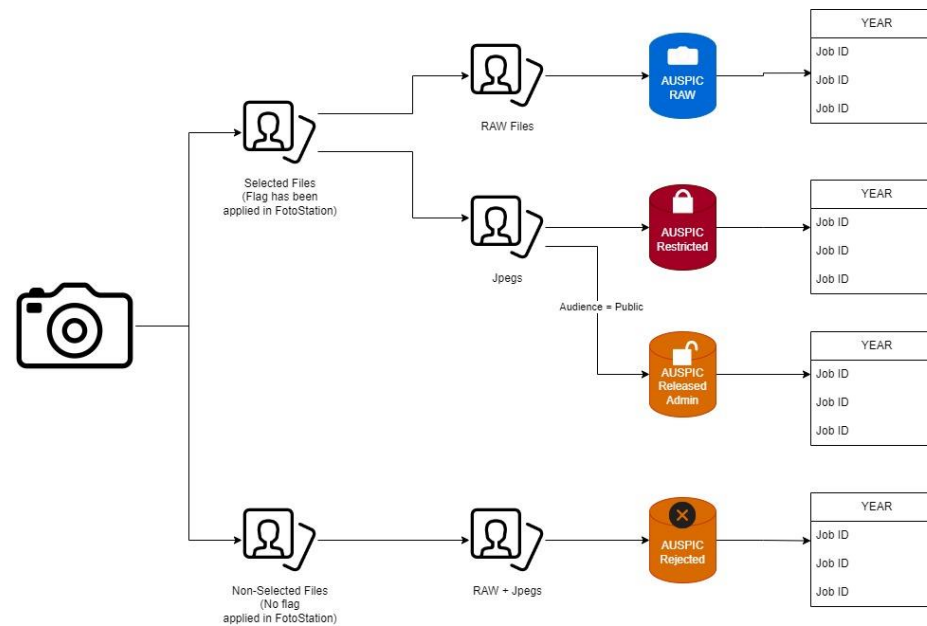
4. Uploading Files to FotoWare

- In FotoStation, open the file location of the files you wish to upload.
- Select the files you want to add to the FotoWare archive by clicking 't' to assign a white flag.
- Files that are not flagged will be uploaded directly to the 'Rejected' archive, and will be automatically deleted after a set period of time.
- Drag and drop the files onto the 'Send to AUSPIC' or the 'RESTRICTED - Send to AUSPIC' action in the right-hand toolbar.



- A dialogue box will pop up asking if you would like to add the files to the archive. Click 'OK'.

- f) The 'Select Folder' window will open. You have two options:
 - a. Upload a new Job:
 - i. Click on the 'New Folder' button
 - ii. Rename the new folder with the new Job ID
 - iii. Select the new Job ID folder
 - iv. Click 'OK'
 - b. Upload to an existing Job ID:
 - i. Find the Job ID folder in the folder tree.
 - ii. Select the Job ID Folder
 - iii. Click 'OK'.
- g) A window will pop up showing the progress of your upload, and close when the upload is complete.
- h) Files will be automatically routed to specific folders according to the diagram below:

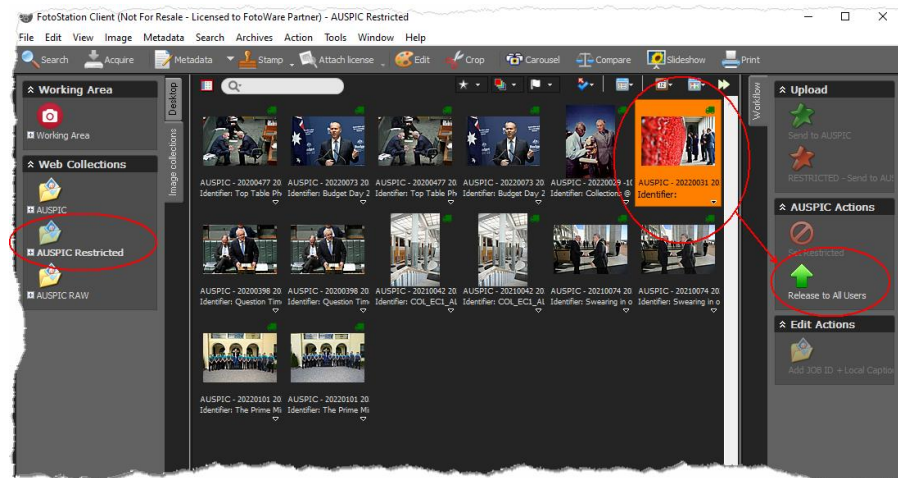


5. Restricting and Unrestricting files

To restrict files in the AUSPIC Collection, select the file/s you wish to restrict, and drag and drop them onto the 'Set Restricted' action on the right-hand toolbar:



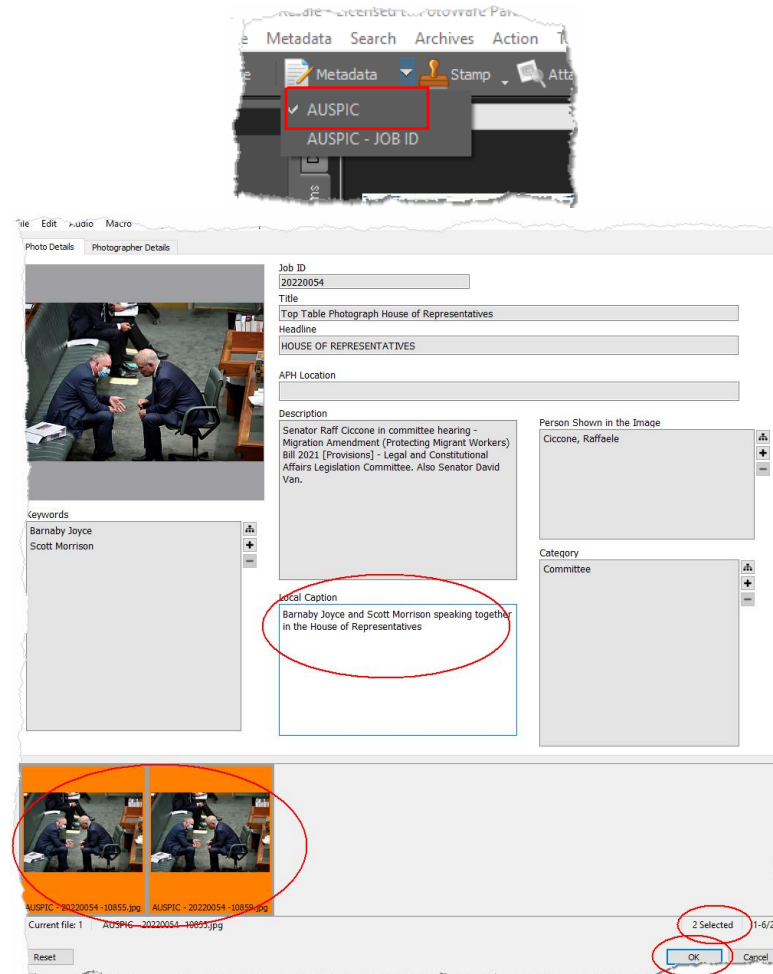
To release files from the 'AUSPIC Restricted' Collection, select the file/s you wish to release, and drag and drop them onto the 'Release to All Users' action on the right-hand toolbar:



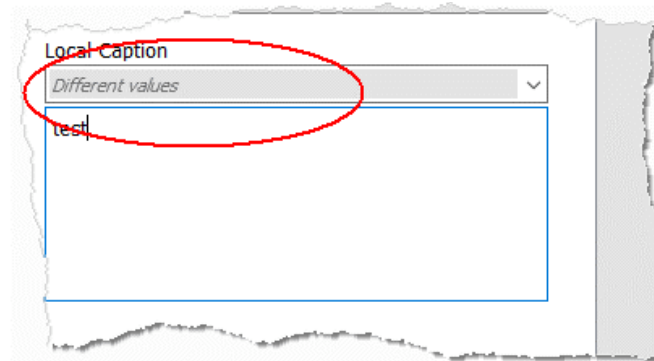
6. Editing Metadata

You can edit the metadata on individual files or on several files at once.

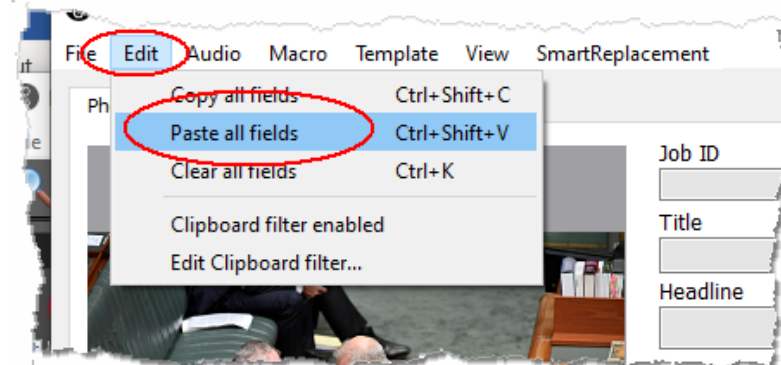
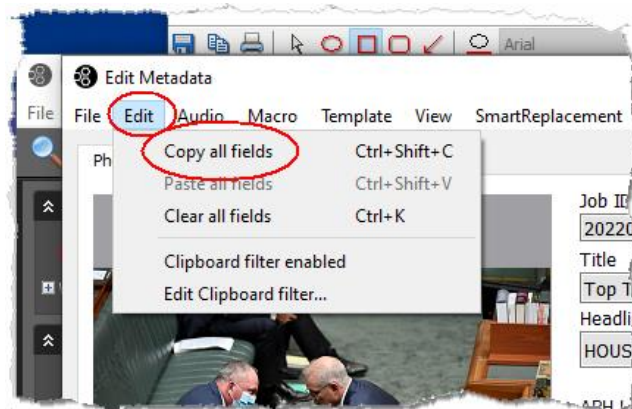
- a) Select the file/s you wish to edit and click on the arrow next to the 'Metadata' button on the tool bar. There are two Metadata views; 'AUSPIC', which has all file description fields, while 'AUSPIC - JOB ID' only has Job ID number and Local Caption.



- b) The file/s will appear in the Metadata Editor box. If you wish to edit more than one file at once, make sure they are all selected in the filmstrip at the bottom of the editor.
- c) Edit the metadata element you wish to change for all files and click 'OK'.
- d) **NOTE!** If you have selected several files that have different metadata in the same field, the 'Different values' drop-down will be displayed. You can select one of the existing pieces of data to be copied to all files, or enter new data.



- e) If you want to copy all metadata from one image to another (or several others), you can select 'Edit → Copy all fields' in the image you wish to copy. Once you have selected the images you wish to copy this metadata to, open the metadata editor and select 'Edit → Paste all fields'.

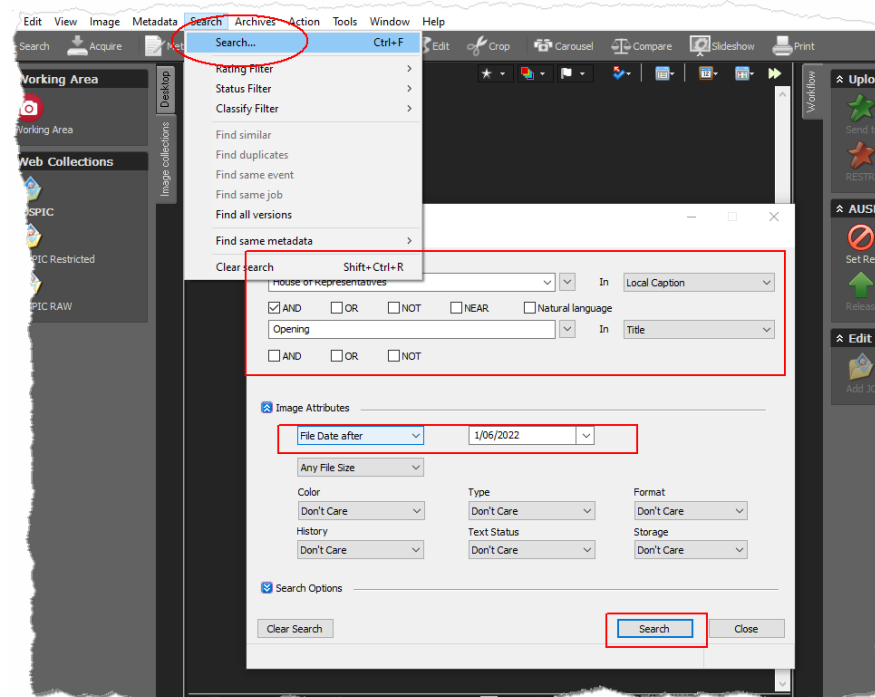


7. Advanced Searching

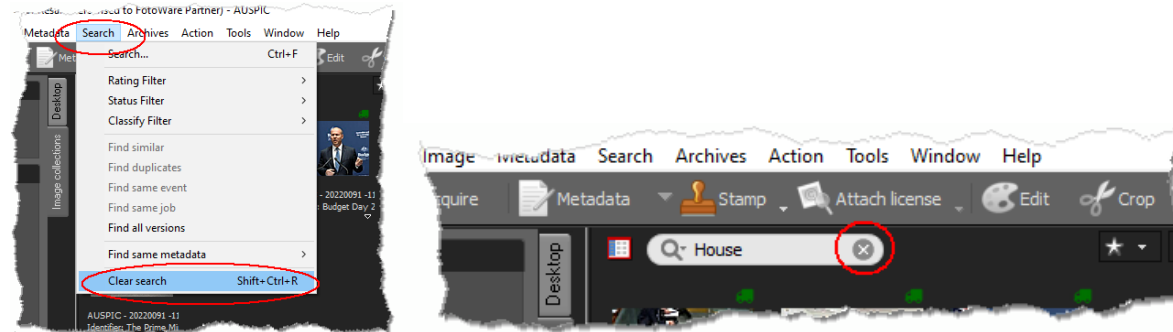
Search Bar: The Search Bar automatically searches for a word or phrase in all metadata fields. General search terms are:

- 'House of Representatives' – searches for a string of words or numbers
- *present* - Wildcard search – will search for word or number which forms part of a larger word or number.
- House **AND** Representatives – will search for files with BOTH words in metadata
- House **OR** Representatives – will search for files with EITHER word in metadata
- House **AND NOT** Representatives – will search for files with one but not the other word in metadata

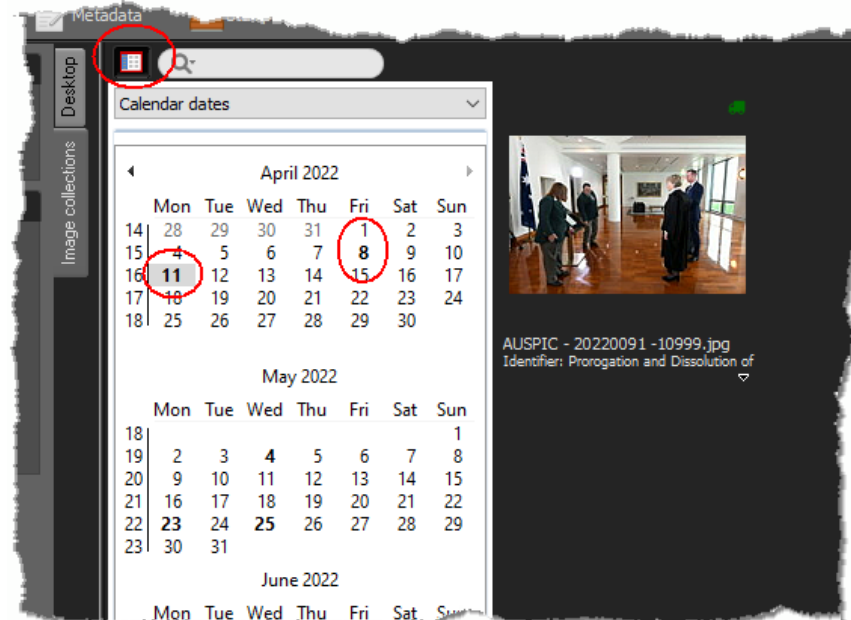
Extended Search Bar: By clicking on the 'Search' option on the menu and choosing 'Search...' you can open the extended search box. This allows you to choose one or more search terms in specific fields and define dates and file attributes:



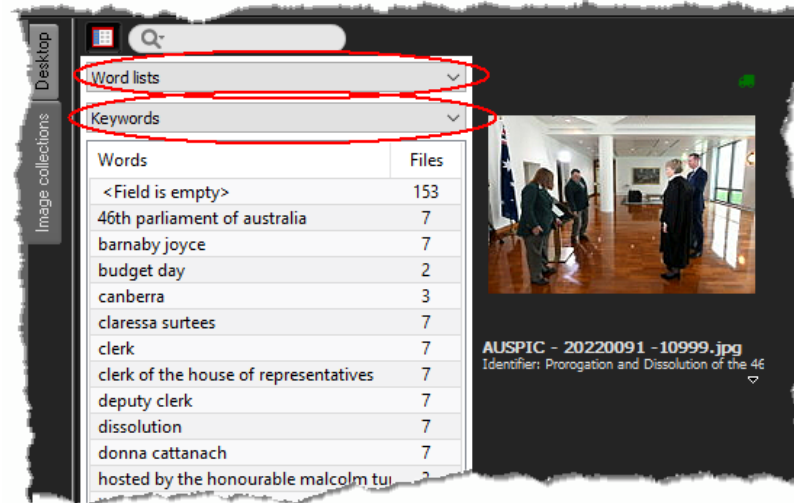
Clear Search: You can clear the search by clicking on the cross icon in the search bar, by selecting 'Search' → 'Clear Search' from the tool-bar menu, or by using the short-cut **'Shift + Ctrl +R'**.



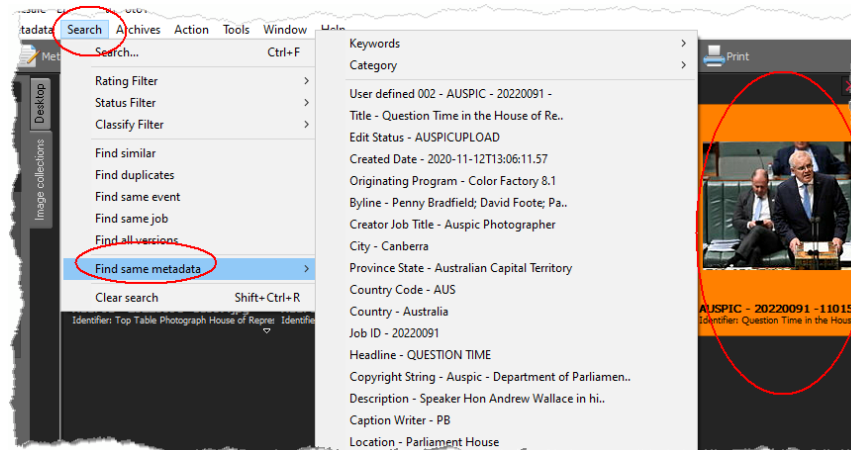
Date Filter: Beside the Search Bar is a calendar icon. You can use this to select specific dates to filter on. Dates that have images associated with them appear in bold:



Word Filters: This search bar can also search using common words- select 'Word List' from the drop-down option and the most common words in a selected will appear as filters. You can change the metadata field the filter is interrogating in the second drop-down option:



Find related images: If you have an image selected and want to find images with the same piece of metadata, you can choose 'Search' → 'Find same metadata' and select the piece of data you wish to use as your search filter.



8. Creating contact sheets

Use the 'Print' option to create a contact sheet of selected files.

When the 'Print' dialogue opens, scroll through the Print Layouts to select an 'images with text' option. Select the 'Use preview' tick-box (this will speed up the generation of the contact sheet) and click 'OK'. If you wish to save rather than print, select 'Print to file'.

