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iBase Cataloguing Details

1. Capacity & storage

iBase systems are fully scalable, there is no inherent limit to the number of records that can be created for a picture library or digital media asset management system. Any limitation will be with the hardware on which the system is installed, and is most likely to concern the amount of file storage space available. See [calculating storage space](#) requirements.

2. Configurable database



Name	Alias	Type	Maximum
IMAGE_ID	Identifier	Text (Alph)	50
CAPTION	Caption	Text (Alph)	300
DESCRIPTION	Description	Text (Alph)	255
COPYRIGHT_HOLDER	Copyright Holder	Text (Alph)	300
CREDIT_HOLDER	Credit Holder	Text (Alph)	300
RIGHTS_STATUS	Rights Status	Text (Alph)	25
RESTRICTIONS	Restrictions on use	Text (Alph)	255
MODEL_REFERENCE	Model Reference	Text (File)	1
MAX_FILE_SIZE	Max File Size Available (MB)	Fraction Number	5
FILE_TYPE	File Type (e.g. JPG, PNG)	Text (Alph)	25
PRICE_CODE	Price Code	Text (Alph)	255
NOTES	Notes	Text (Alph)	255
WEB_PUBLISH	Web Publish	Yes / No	1
WEB_UPDATE	Web Update	Yes / No	1
WEB_PUBLISH_DATE	Web Publish Date	Date	1
IMAGE_PREVIEW	Image Preview	Text (Alph)	25
KEYWORD_STORE	Keyword Store	Text (Alph)	255
KEYWORD_ORDER	Keyword Order	Text (File)	1
SPACE_1	Space 1	Text (Alph)	255
SPACE_2	Space 2	Text (Alph)	255
MAP_LOCATION	Map Location	Text (Alph)	255

You start with a clean sheet, nothing is imposed. Choosing field types for text; number; logical yes/no; date; and memo - you build the metadata structure that you want, with as many fields as you need and pick-lists as required to validate input and ensure data integrity. The field labels (aliases) seen by users are entirely customizable.

- Relational and configurable database structure.
- Multiple types of item (each with its own set of fields within a single database). See Metadata for different types of things below.
- Field aliases or labels can be whatever you want.
- New fields can be added.
- Fields can be deleted.
- Create parent / child / peer relationships between records.
- Choose which fields can be seen by web or intranet users.

Note: iBase will do all of this for you if you wish, as part of our implementation service.

Metadata for different types of things

Whilst it is often possible to apply the same metadata structure and field labels to a variety of item types, such as an oil painting, a photograph, pottery etc..., there will be occasions when such an approach is insufficiently flexible. There may simply be just too many differences between some of your types for the viable use of the same metadata fields for each, especially if you need to describe each item in considerable depth.

For example, trying to use the same metadata structure for in-depth cataloguing of both scenic water colours and textile machinery might prove too challenging.

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iBase deals with the requirement for in-depth cataloguing - or for that matter any other circumstance where a number of individual and unique metadata fields are needed within the overall database - by enabling, within a single overall database, the creation of a unique set of fields and labels for each type of item that requires it.

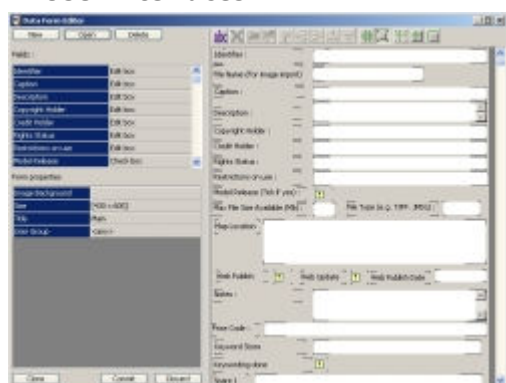
Having said all this, if only summary metadata is being written there is usually no need to cater for different item types with their own unique sets of metadata fields. It may be possible to use a single database structure and field labels that will work for just about any type of item. For example, the label 'Creator' can be used for an artist's name, or the name of the manufacturer of an item, or a photographer's name, and so on.

As a general principle we recommend keeping things as simple as possible without compromising your objectives.

3. Multiple databases

As many separate and completely independent databases as are required can be created. All of the features described here are applied to each independantly, and each database will have their own user logins and permissions, their own data forms and workspaces etc...

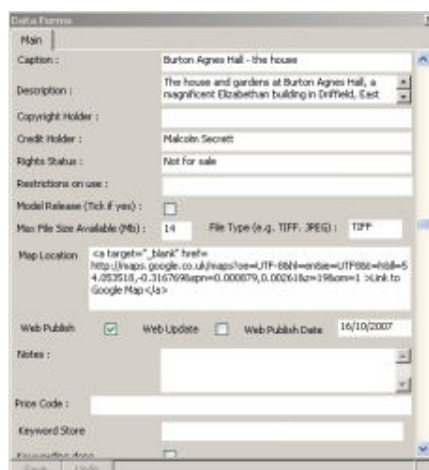
4. User interfaces



Data entry forms can be created in iBase Manager, and are fully customisable for position and size of field entry spaces, field labels, font size and colour, background colours etc...

There's a wizard to help you create data entry forms, and an editor to modify them with.

Here's an illustration of the data form editor in use for the iBase demonstration picture library database.

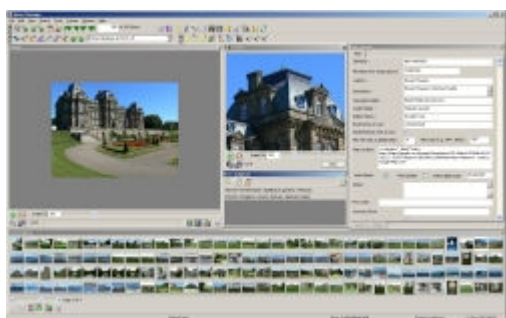


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As many data entry forms can be created as are required. If there are a lot of fields it can often be helpful to group them in a way to suit a particular stage of the cataloguing process, or perhaps just to collect together the more commonly used ones. Multiple tabs can be created on the data entry form, and are often a convenient way to manage large numbers of fields. This form has one tab, called Main.

User configurable workspaces which can be set up and saved by each individual user.

A workspace in iBase Manager means the arrangement, on the user's screen, of the various views and windows available for images, metadata, tags and so on. As many workspaces as are required may be created in iBase Manager and saved for each user.

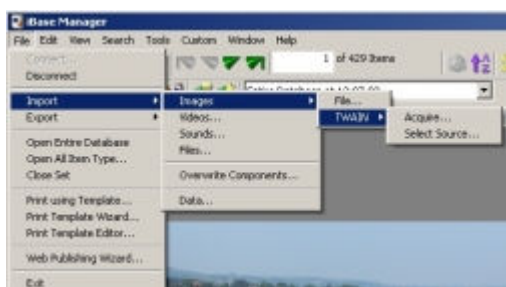


Here is a workspace - used on a wide screen - that employs the image viewer, image tracker magnifier, keyword assignment, data viewing and editing form, and a gallery of thumbnail images.

5. Importing images & other assets

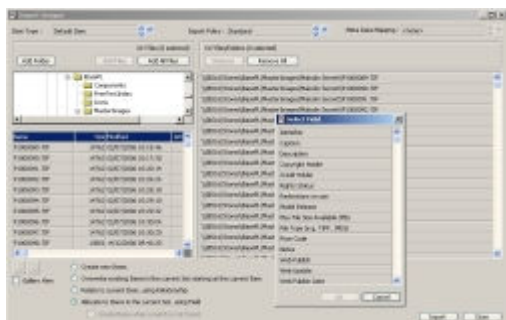
Digital assets can any that has a standard MIME type, including images, video and sound clips, PDF's etc... There is a list of MIME type and file extensions at <http://www.mimetype.org/>

There are many ways in which images or other digital assets be added to the database:



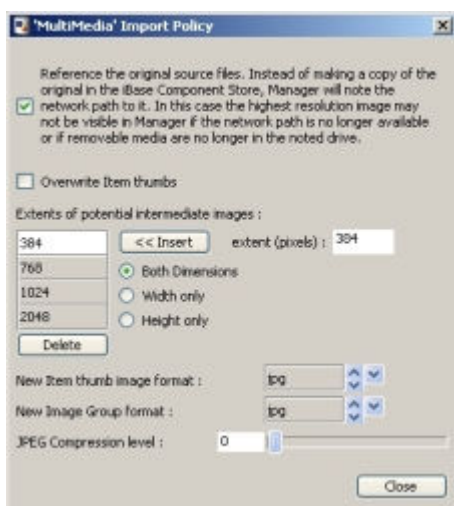
- Upload singly or in bulk.
- Drag and drop from a local or networked drive.
- Automatically monitor local and networked drives and memory devices for new images.
- Directly from a scanner, camera or any other [TWAIN compatible](#) device.

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When images are added:

- Additional appended records can be created, or existing images or other digital assets can be overwritten.
- Images can be automatically assigned to existing data using specified fields or relationships.
- Thumbnail and preview images are automatically created.



- Any number of surrogate images of any size can be created automatically, according to the import policy used.
- Import policies determine the behaviour of the import and the characteristics of any surrogates required. As many import policies can be set up and saved as are required. Here is one example.
- According to the import policy in use, master files will either be copied into the system or a reference is recorded about where they are stored, e.g. on a networked drive or portable disc etc...
- iBase systems maintain [ICC colour profile](#) information throughout all processes, enabling consistency of colour across a variety of output devices.

6. Watermarking

Images exported from the catalogue record, can be watermarked with text or a graphic of any size and in whatever position on the image is required.

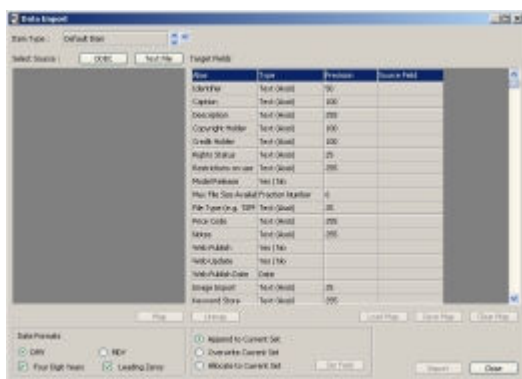
7. Importing metadata

Metadata can be uploaded in bulk from a variety of source formats, including -

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- Fixed width text files, containing values arranged so that each field has a certain width.
- Delimited text files, values separated by commas, tabs, semicolons, or other characters.
- ODBC data sources created with an application such as Microsoft Access and Microsoft Excel.

When you import data you can specify options to determine how data is handled:



- Map fields in imported data source to existing fields in the database.
- Embedded metadata (EXIF,IPTC,XMP) mapped to specified data fields.
- Specify whether imported data is added as new items, or overwrites data for items in a particular set of records.
- Specify a date format.

8. Editing metadata

Data creation and editing options available and configurable by administrators, or general users as required, include:

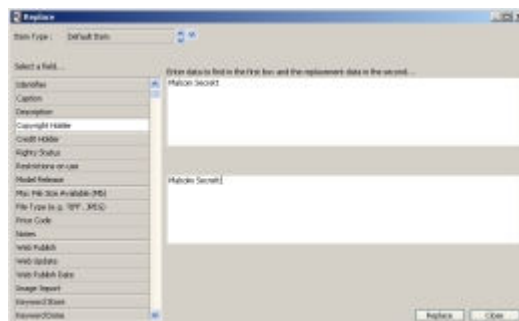
- Display of whichever fields are required on the data entry form, per individual user.
- Create as many tabs as are required on the data entry form, enabling fields to be conveniently grouped to suit a workflow process or individual operator's tasks.
- Label catalogue fields as required.
- Re-arrange catalogue fields.
- Default field values can be set.
- Entire records can be duplicated with a couple of clicks.



- Add / edit data in a spreadsheet style grid - sometimes it can be convenient to add, edit or view data in a data sheet form, much like a spreadsheet, and iBase Manager can present the data in this way as shown here.
- Automatically assign images or other digital assets to existing data.

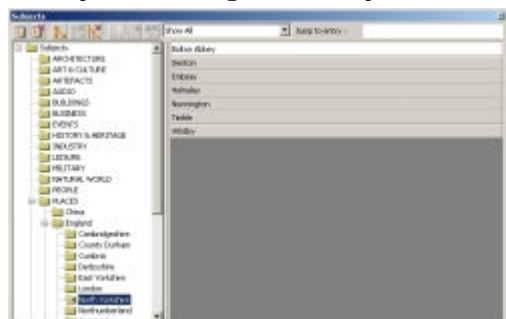
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- Batch edit metadata.
- Global find and replace.



- Create drop-down pick-lists.
- Controlled vocabulary / support for thesauri (with broader and narrower terms).
- Validation of dates and numbers.
- Import existing metadata in standard delimited formats.
- Import existing metadata in XML formats.
- Export of metadata in standard delimited formats.
- Read IPTC metadata from within the image file.
- Read EXIF metadata from within the image file.
- Read XMP data.
- Write IPTC metadata into image file.
- Edit EXIF metadata.
- Write XMP data.
- An audit trail of who did what and when.

9. Keyword & tag hierarchy



Keywords - which might also be called tags, subjects, categories etc... - can be created and nested, with as many nested sub-levels as required.

Here's a section of the subject hierarchy in iBase Manager used for the iBase demonstration picture library.

10. Relationships

Relationships can be created between items - for example a parent / child to associate related images to a master record, maybe for multiple aspects of a single 3D object, pages of a book, and so on.

[Here's](#) an example of multiple aspects of a 3D object that has been published to a web site.

There's a single master image which is the one that will be seen when a search returns the item on iBase Net, with additional views of the same object being available as related items.

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Creating links between items

Relationships allow users to link different Items together. Take the above example of an Artist Type and an Artwork Type. In a typical database there will be one Artist but many of their works of Art. Manager can link that one Artist (Type), with its own data fields, to all their related Artwork. This feature can be extended to create exhibitions, narratives and educational resources.

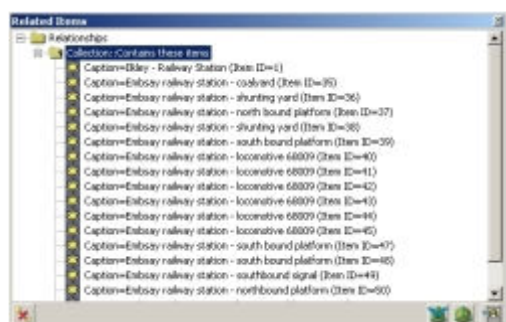
Collections

Another way in which relationships can be used is to create collections of records which can be seen with a single click on the website. Each record can belong to as many collections as are required, and there is no limit to the number of collections that can be created.



For example, this shows in iBase Manager that an image in the demonstration picture library belongs to two collections, named 'Views of iBase's home town of Ilkley' and 'Pictures of trains - some old, some new'.

These collections, which may be called whatever is required, e.g. exhibitions, highlights, best sellers etc... can be grouped together on iBase Net like [this](#), and clicking one of the thumbs will return all of the images in the collection.



You can also view the relationship the other way around, seeing which images are part of a collection. For example, here is the view of the collection named 'Pictures of trains - some old, some new' showing which images it contains.

There are many other ways in which the powerful relationship building capability of the iBase database model can be used.

11. Metadata for different types of things

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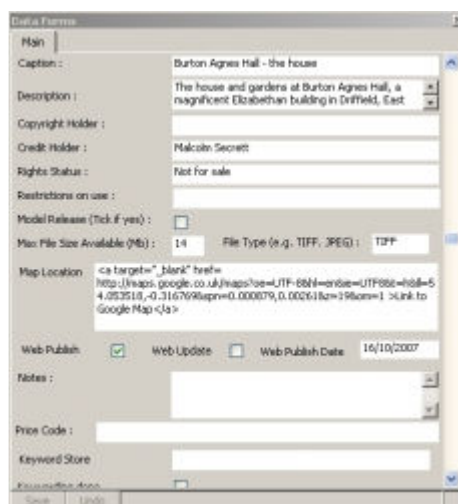
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As a general principle we recommend keeping things as simple as possible without compromising your objectives.



The screenshot shows a 'Data Entry' window with the following fields:

- Caption:** Burton Agnes Hall - the house
- Description:** The house and gardens at Burton Agnes Hall, a magnificent Elizabethan building in Driffield, East
- Copyright Holder:** Malcolm Secrett
- Credit Holder:** Malcolm Secrett
- Rights Status:** Not For sale
- Restrictions on use:**
- Model Release (Tick if yes):**
- Max File Size Available (Mb):** 14 **File Type (e.g. TIFF, JPEG):** TIFF
- Map Location:** `Link to Google Map`
- Web Publish:** **Web Update:** **Web Publish Date:** 16/10/2007
- Notes:**
- Price Code:**
- Keyword Store:**
- Enclosures/Files Added:**

12. Embedded HTML

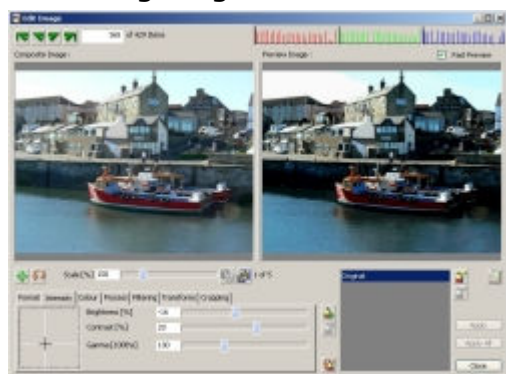
Embedded HTML can be included in data fields for any purpose when records are published to a web or intranet site. In the screen shot on the right you'll see the HTML for a link to Google maps specifically for the image portrayed by the record.



This appears as an ordinary link on iBase Net - see the Google map link in the iBase demonstration picture library by clicking on this image.

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13. Editing images



A number of image editing features are available to super-users:

- Format - JPG, PNG, BMP, TIFF.
- Intensity - of brightness, contrast and Gamma settings. Gamma is the measure of the contrast-brightness of the midtone values produced by a device such as a computer monitor or in a photographic image, and the value of each pixel in the image can be adjusted.
- Colour - individually adjust Red, Green, Blue, Hue and Saturation.
- Process - stretch contrast, negate, greyscale, histogram equalisation.
- Filtering - sharpen, sharpen more, soften, soften more, edges, emboss, outline, lithograph.
- Transforms - mirror, flip, shear horizontal by degrees, shear vertical by degrees and rotate by degrees.
- Cropping.

14. Browsing and viewing records

iBase Manager is designed to make viewing records simple and efficient. Users can move through items, viewing media records and associated data individually, or browse a gallery of thumbnails.



Images can be zoomed to display progressively more detail and "panned" if they are larger than the screen.

A unique tracker feature allows a low-resolution preview to be displayed alongside a high-resolution version indicating the portion of the high-resolution image that is displayed on screen. As the high-resolution image is panned, the preview changes to reflect the area currently in view.

Images can be "dropped" onto an imagedesk to allow side-by-side comparison.

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15. Searching data

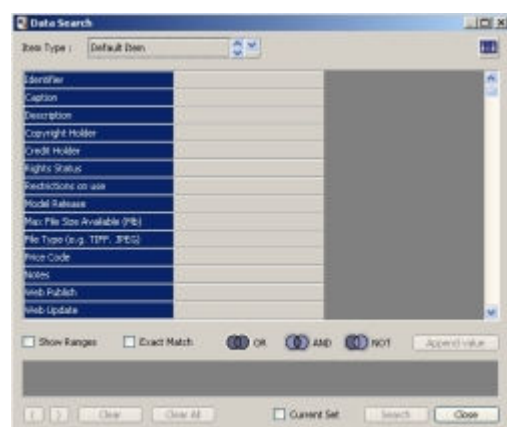
iBase Manager enables the user to retrieve items using any of the four powerful search mechanisms:

- 1. *Word Search* - find items that contain a word, word stem or phrase.
- 2. *Data Search* - locates items containing any piece of data, including numeric or date ranges (e.g. a user could search for pictures executed in 1840 and painted using watercolour).
- 3. *Subject Search* - displays a hierarchical subject tree or subject list and allows the user to search on any level of the tree or list.
- 4. *Media Search* - allows the user to locate records that do / do not have images, videos, sounds or files associated with them.

All of Manager's search engines can also be used to create Boolean search strings for really precise and sophisticated retrieval. The user can save the results of their search and access them at any time.



On the left is a view of the search menu options in iBase Manager...

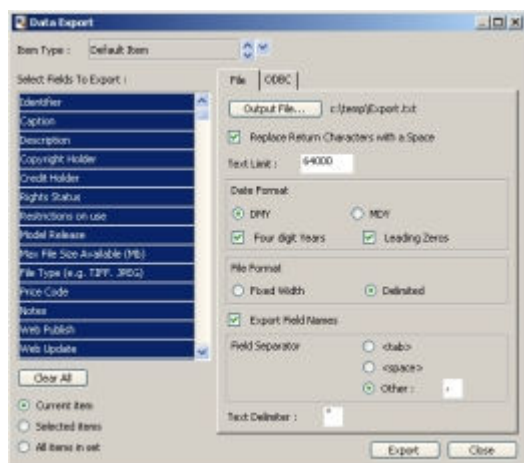


...and on the right the detail of the data search option showing that searches can be conducted on any available field, with Boolean operators for maximum flexibility.

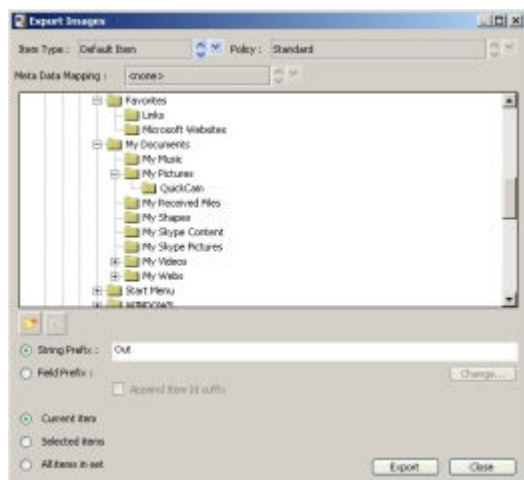
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16. Exporting images and data

Export files for use in other applications. iBase Manager exports image, sound, video and components in their current file format. For example, if an image component is stored in JPEG format, it is exported as such.



You can export data as fixed-width or delimited text files, or export them directly into other ODBC databases.



Images can be exported to the Clipboard and then pasted into other applications.

Exported images can be watermarked with text or a graphic.

17. Access control

iBase Manager user accounts can be set up with login and password to control which users can -

- Import images and data
- Export images and data
- Create new items
- Edit items
- View only

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- View / edit import policies
- Create / edit subjects
- View / edit print templates
- Add to picklists
- Edit data forms
- View / edit export policies
- ... and many more options