giz

Brief guide to managing photos and other media files in GIZ web albums

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Web albums for GIZ organisational units

Introduction: What is a web album?

You will no doubt be familiar with GIZ's company-wide photo pool at http://star-www.giz.de/fotopool/index.html, where you can download and use a wide range of photographic material free of charge.

Individual organisational units can now set up their own web albums through the IT Division. Although these web albums are based on GIZ's photo pool in terms of their structure, they can only be accessed by staff in the corresponding organisational unit. This is a convenient way of bringing together all the different folders and disks circulating in your division, allowing you to manage and swap your images and media files and make them available for publications. The web album application is operated by an external IT service provider. The associated costs are picked up centrally by GIZ's IT Division. Although all GIZ's organisational units are able to create and use a web album free of charge, please note that as GIZ has only a limited number of licences, not all staff can process and upload files. This brief guide explains the main steps involved in setting up a web album for your organisational unit and how to use it.

Please note regulations concerning data protection and copyright: you must not use photos, if you do not hold the rights. You must not include photos in the database, in which people appear, without having a signed declaration of consent for their use. More information and the declaration of consent in the intranet:
Home > Services > Communications > Corporate design and events > Corporate Design > Image rights & rights of use.

Magazines, flyers, banners, presentations, online media, films and advertising material

User access

There are two possible scenarios: a) finding and downloading images and b) uploading and managing images. For each organisational unit that creates a web album, two to three members of staff will need to be authorised to upload and manage images.
Authorisation should preferably be given to permanent staff (i.e. not interns or external workers) in order to avoid frequent changes and reduce the number of licences required. All other staff in the unit can search for and download the images in the web album.
You only need a separate user login if you wish to upload new images, not if you just wish to download photos.
Dorothea Hohengarten (dorothea.hohengarten@giz.de) and Hannes Utescher (hannes.utescher@giz.de) are responsible for quality and will be pleased to help if you have any questions about web albums. To set up a new web album and request user authorisations for uploading images, please contact the ITSC (itsc@giz.de).

1. Opening your organisational unit's web album

A link to the application can be found under *Quicklinks* on the intranet.
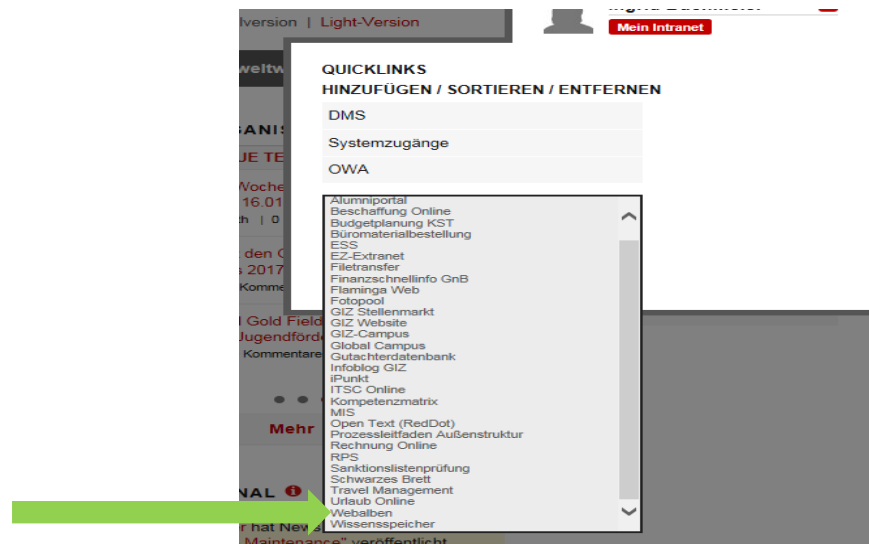
If your organisational unit has not yet requested a web album from the IT Division, the following message appears when you click the link:

GIZ organisational units can create their own web albums, which can only be accessed by staff in that department. A web album has not yet been set up for your organisational unit.

If you have any questions about web albums, please contact Dorothea Hohengarten (dorothea.hohengarten@giz.de) or Hannes Utescher (hannes.utescher@giz.de).

For technical support on creating a web album for your unit, please contact the ITSC (itsc@giz.de).

Thank you.

Once your web album has been created, the link will take you directly to the application. You can log in to the end user application using Open ID, i.e. without a separate login.

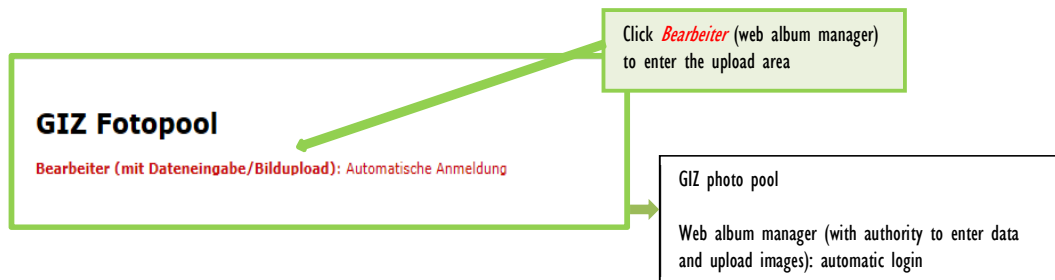## 2. Logging in as an authorised web album manager

Link to the application for authorised web album managers:

Log in with your user name and password.
You only need to log in once. Your login will then be stored until your browser session is cleared.

Already received your login details?

giz intranet

Informationszentrum

Melden Sie sich bitte mit ihrer persönlichen Benutzerkennung und ihrem Passwort an.

Diese Anmeldung ist nur einmal erforderlich und bleibt gespeichert, bis ihr Browserverlauf gelöscht wird.

Anmeldung

Benutzerkennung
Passwort

Anmelden

Login details for authorised web album managers can be obtained from the IT Division.

Click *Bearbeiter* (web album manager) to enter the upload area

GIZ Fotopool

Bearbeiter (mit Dateneingabe/Bildupload): Automatische Anmeldung

GIZ photo pool

Web album manager (with authority to enter data and upload images): automatic login

2.1   Selecting photos and media files

First you need to select your photos and media files. Before uploading, you must clarify who holds the rights to the photos. Who is the photographer? Who holds the copyright? All this information is available courtesy of Corporate Communications on the intranet under the heading 'Corporate Design Center'. If photos from your collection are to be used in GIZ publications, they must comply with GIZ's image selection requirements.
You can find GIZ's visual language guidelines here.
For information about image and user rights, click here.

2.2   Conditions of use

For GIZ internal and external media, you can use all the photos free of charge provided that your publications include a clear reference to GIZ, i.e. GIZ must at least be mentioned by name in the publication. Please note that you must not make the login details for your web album available to anyone outside GIZ.

You can choose to create one new data record (see no. 3 below) or to upload/import a number of photos from a project using the same details (e.g. name of the photographer, country and project) for the entire batch (see no. 4 below).


3. Creating a new data record

The *Neuen Datensatz anlegen* (Create a new data record) option opens a new dialogue box in which you can enter all the metadata for the data record and upload a photo. You can also import several photos into a data record (e.g. different versions of the same photo), although the preview and search displays will only ever show a thumbnail for the first photo you upload.
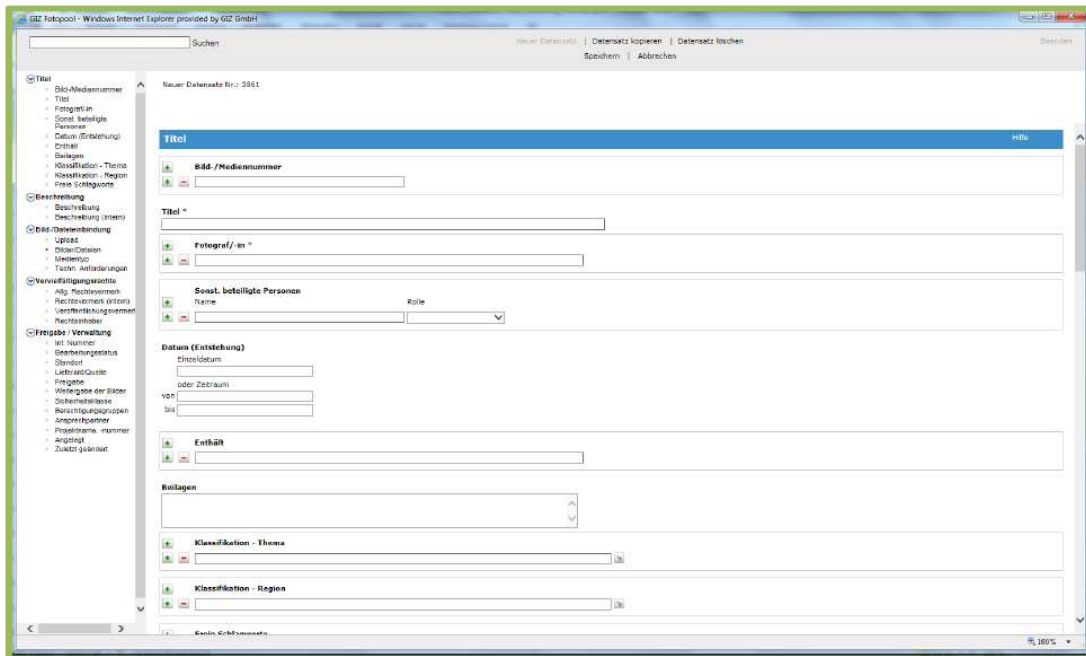
The menu on the left contains the items *Titel* (Title), *Beschreibung* (Description), *Bild-/Dateneinbindung* (Add new images/files), *Vervielfältigungsrechte* (Copying rights) and *Freigabe/Verwaltung* (Release/Administration). Although you can ignore many of the sub-items, some are very important.

3.1 The 'Title' menu item

The 'Title' menu item contains ten sub-headings, each with its own fields.
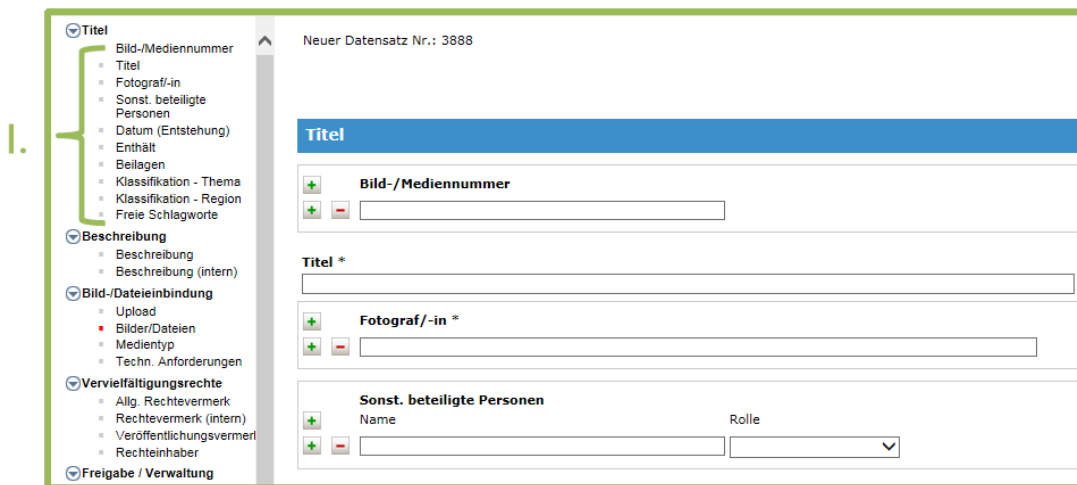
What information do I need to enter and where?

Bild-/Mediennummer

(Image/Media number)
Generated automatically, no need to

Titel *

(Title)
No strict rules on what information can be entered, but must contain details of country and theme, e.g. Ethiopia, rural development.

Fotograf/-in *

(Photographer)
Name of photographer

Sonst. beteiligte Personen
Name   Rolle

(Other individuals involved)
Contains details of other persons who are involved. If no information is available, simply leave blank.

Datum (Entstehung)
Einzeldatum

oder Zeitraum
von
bis

(Date and details)
When was the photo taken? Enter the year the photo was taken at the very least, ideally with the month and date too.

Enthält

(Content)
Enter keywords that describe the contents of the image. Enter one word in each box. Use the + sign to add boxes.

Beilagen

(Enclosures)
This field can be left blank.

Klassifikation - Thema

(Classification – Theme)
This field is very important when searching for suitable photos. It is used to list keywords (tags). You can select keywords from a predefined list. For more details, see below.

Klassifikation - Region

(Classification – Region)
Please enter continent, country and if possible the region/province.

Freie Schlagworte

(User-defined keywords)
Can be left blank

Under the *Klassifikation - Thema* (Classification – Theme) sub-item, enter the following information:

		Klassifikation - Thema	
+			
+	-	Agrarwirtschaft	
+	-	Ernährung	
+	-		

Here you can use the + and – symbols to add or remove boxes.
Click the small blue arrow to display the available keywords.

A new window appears. Here, you can select classifications at two levels.
Please activate all of the relevant categories.

Classification – Theme
Enter individual search words or a complete search term. You can use * as a wildcard

Klassifikation - Thema

Geben Sie einzelne Suchbegriffe oder einen kompletten Suchausdruck ein. Mit * können Sie die Suche trunkieren.

Suchen   Abbrechen

Bitte wählen Sie aus der Liste die Begriffe aus, die Sie übernehmen wollen.

ausgewählte Begriffe übernehmen   Abbrechen

☐ **Agrarwirtschaft**
☐ . . Agrarhandel
☐ . . Agrartechnik
☐ . . Bewässerung
☐ . . Gemüse
☐ . . Getreide
☐ . . Gewürz
☐ . . Kaffee
☐ . . Kakao
☐ . . Kleinwirtschaft
☐ . . Lagerung
☐ . . Milchwirtschaft
☐ . . Nahrungsmittel
☐ . . Obst
☐ . . Ölpflanze

Don't forget to select *ausgewählte Begriffe übernehmen* (Import selected terms)

3.2 Entering the file description

Under *Beschreibung* (Description), describe the <u>contents of the image</u> and enter any available information. What can you see?

The description enables you to put the photo in context. A good description also helps to create the alt tag/popup text description, which is required for accessibility e.g.
Market scene in Mekele, Ethiopia. A smiling woman sits behind a set of scales, surrounded by different vegetables.

This text is only visible to staff with authorised access to the organisational unit's web album, i.e. not to staff who are merely searching for images to use. Example of text:
The photo was taken on a business trip to the project LM/One World – No Hunger (global programme 'Soil protection and rehabilitation for food security') during a spontaneous visit to a market in Mekele, Tigray, Northern Ethiopia.

3.3 Uploading new images/files

Instructions for uploading the image

Bild-/Dateieinbindung

Upload   Bild/Datei anhängen

1. Klicken Sie auf "Bild/Datei anhängen", das Upload-Formular öffnet sich in einem neuen Fenster
2. Klicken Sie "Hinzufügen", um Dateien auf ihrem lokalen Laufwerk auszuwählen.
   Mit "Löschen" können sie ausgewählte Dateien aus der Liste entfernen.
   Klicken Sie anschließend auf "Hochladen", um die Dateien auf den Server zu übertragen.
3. Wenn alle Dateien auf den Server übertragen wurden, wird die Meldung "Upload beendet !" angezeigt. Schließen sie das Upload-Fenster.
4. Schließen Sie diesen Datensatz mit "Speichern", die hochgeladene Datei wird **nach dem Speichern** mit diesem Datensatz verknüpft.

When you click the *Bild/Datei anhängen* (Attach image/file), a new window appears.

Choose *Dateien hinzufügen* (Add files), select and add a file from your server/PC, add other files as required, and finally choose *Hochladen beginnen* (Start upload).

Media types
You can upload the following file formats:

- jpg/jpeg/png/tiff/gif
- mp4, ogv, webm, asf, flv
- mp3, aac, ogg, wma

Enter any of the formats listed above directly in the *Medientyp* (Media type) field.

3.4 Reproduction rights

(General copyright note)
Please enter any details required for compliance with legal requirements related to naming the author/ restrictions on forwarding or processing photos, etc.

(Copyright note — internal)
See above, for administrators only

(Title)
Has the photo already been used in a publication? If so, enter the publication and any other relevant details here.

(Copyright)
GIZ/name of photographer

3.5 Release/administration

Only a few details are required in this section of the menu:

(Release)
Once all the fields have been competed, choose *JA* (YES) here.

(Distribution of image)
Click here to indicate whether the photo is for internal use by GIZ only or may be used by the commissioning party/ client.

(Contact — Name)
Enter name of contact for any queries about the photo. Where are the consultant/appraiser contracts? Which GIZ staff member took the photo?

(Project name)
For which project were the photos taken? Where is the consultant/appraiser contract?

(Distribution of image)
You can use the *Berechtigungsgruppen* (Authorised groups) function to release individual photos or documents for use in another unit's album.
Contact the IT Division if you want to release an entire web album for use by another unit.

3.6 Saving your data!

When you have finished, always click *Speichern* (Save) button at the top.
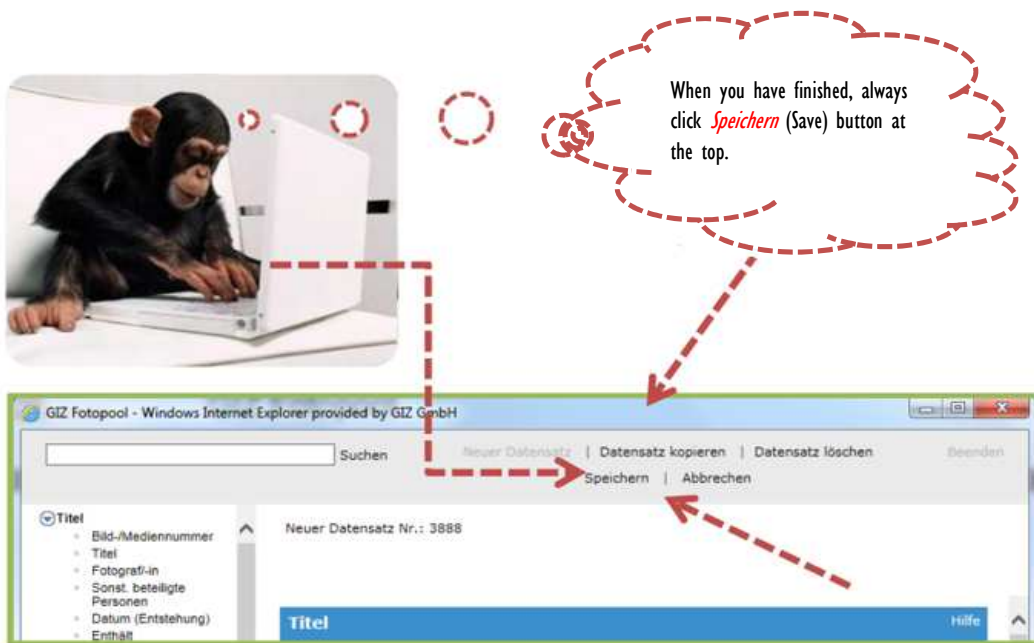
4. Uploading a batch of photos from a project using the same information

In the following sections, you will learn how to upload several photos from a project at once using the same details (e.g. name of the photographer, country and project description) for the entire batch.
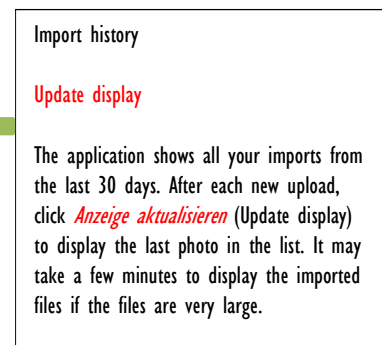
Click Upload/import in the left-hand column.

Start
Erweiterte Suche
Themensuche
→ Upload/Import

Dateiupload

Neuen Upload starten

Next, click *Neuen Upload starten* (Start new upload) and select and upload your   photos.

It might look like this …

Select files
Add files and click *Hochladen* (Upload)

Dateien auswählen
Dateien hinzufügen und auf 'Hochladen' klicken.

GIZ22.jpg
10.7 MB

GIZ05.jpg
9.8 MB

jpg

GIZ02.jpg
13.1 MB

3 files in the queue

Start upload

3 Dateien in der Warteschlange   Hochladen beginnen   0% 33.6 MB

In the first window, select *Anzeige aktualisieren* (Update display) and click the new data records.

Import-Historie

Anzeige aktualisieren

Es werden Ihre Importe der letzten 30 Tage angezeigt. Klicken Sie nach einem neuen Upload auf "Anzeige aktualisieren", um den letzten Import in der Liste anzuzeigen. Je nach Umfang der geladenen Daten kann es einige Minuten dauern bis die importierten Daten angezeigt werden.

Import history

Update display

The application shows all your imports from the last 30 days. After each new upload, click *Anzeige aktualisieren* (Update display) to display the last photo in the list. It may take a few minutes to display the imported files if the files are very large.

You can now display the imported files (in this case **3 images/files**) to enter the metadata.

Datum/Uhrzeit	Batch-ID	Importierte Dateien
10.01.2017 13:39:49	B170002133918-830	3 Bilder/Dateien
06.01.2017 14:26:54	B170005142649-191	1 Bilder/Dateien
05.01.2017 16:59:20	B170004165914-814	1 Bilder/Dateien

Click *Alle* (All) in the left-hand column to select all of the photos.

Then choose *Sammelbearbeitung* (Batch processing) and enter the required information (as described in 3.3 - 3.5).
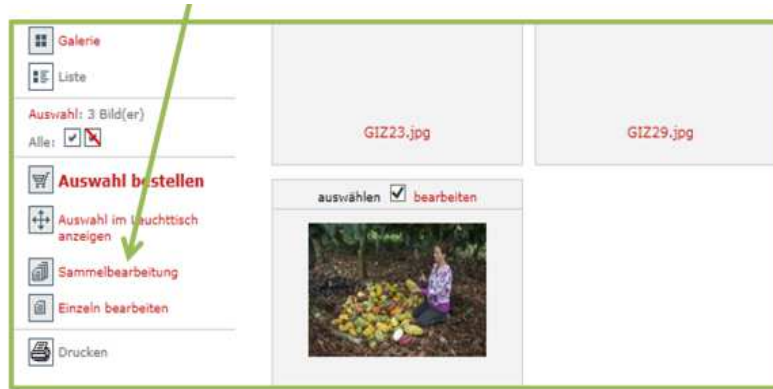

Important: If you upload several batches of photos one after another and use the batch processing option each time, remember to deselect the photos you do not want to include in the next batch after you close the dialogue box. Otherwise these photos will be included in the next batch and the data will be updated.

Entering specific information after batch uploading

After completing batch processing, you *must* add information on the individual photos. To do this, select the photo and complete the fields *Bildbeschreibung* (Image description/photo content), *Klassifikation – Thema* (Classification – theme) etc. as described in sections 3.1 – 3.2.

Don't forget to save!

When you have finished, always click *Speichern* (Save) at the top.
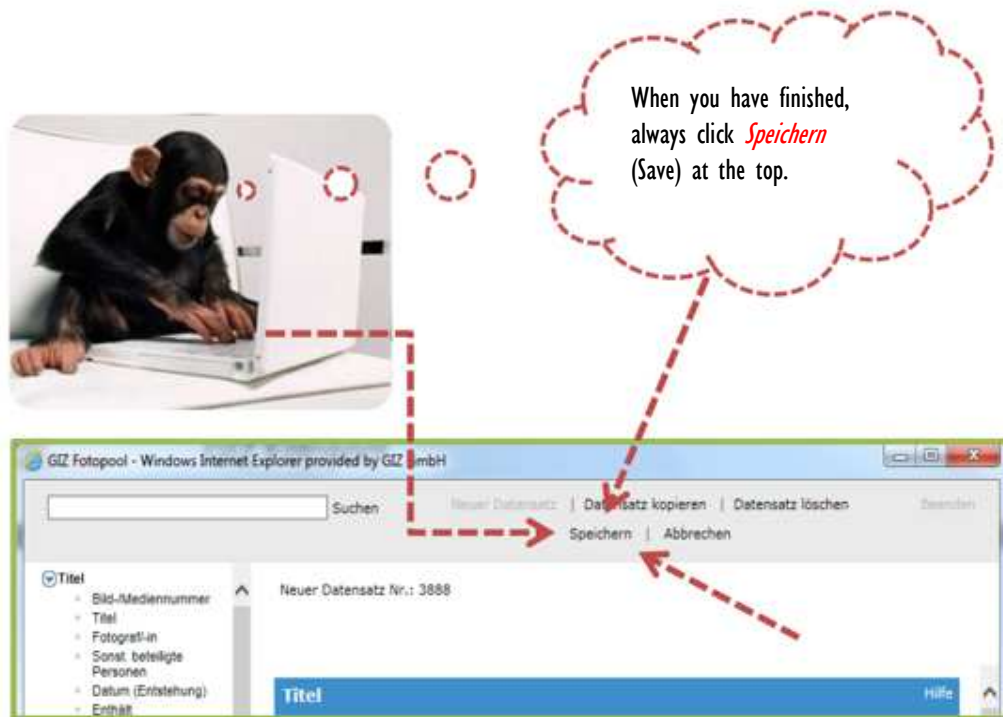
Once you have finished entering data, please remember to choose *Beenden* (Exit) so that the licence can be made available for other users.

5. Any questions?

If you have any questions about web albums, please contact Dorothea Hohengarten (dorothea.hohengarten@giz.de) or Hannes Utescher (hannes.utescher@giz.de). For technical problems, please contact the ITSC (itsc@giz.de).