MANAGING DIGITAL PHOTOS AND MEDIA ASSETS: POTENTIAL SOFTWARE SOLUTIONS

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NEWBOLD COLLEGE, 2017

TYPES OF DIGITAL MEDIA ASSETS

Digital Photos

Audio

Video

MEDIA ASSET ORGANIZATION PROCESS

Audit

- Review non digitized holdings to determine what you have

Selection

- Determine what to do with what you have
- What should be digitized, what should be stored or tossed

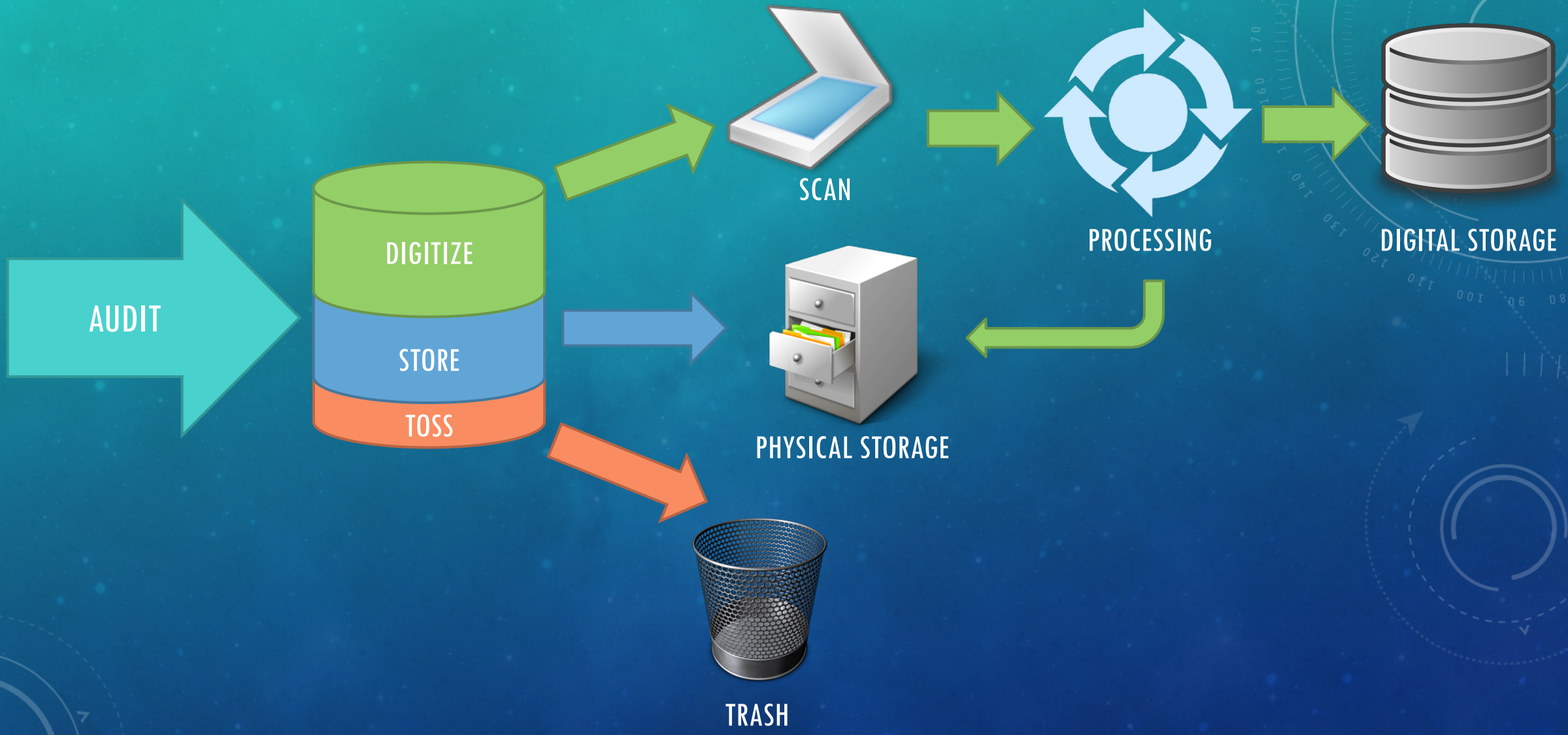
Digitization

- Digitize the media holdings that have been so designated
- Establish metadata standards, and enter metadata

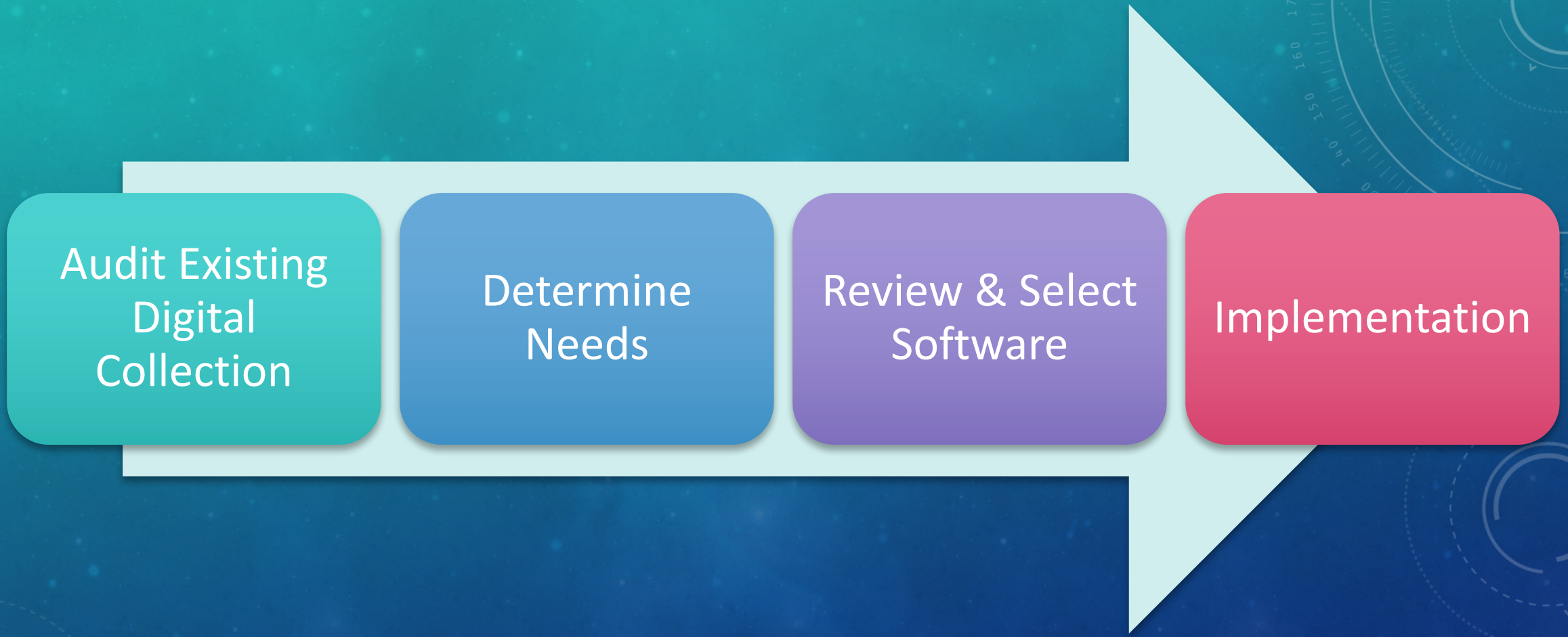
Storage

- Aptly store items in a determined physical location
- Create a digital storage area and store digitized content in this allocated space

MEDIA ASSET ORGANIZATION PROCESS



STEPS TO IMPLEMENTING A DIGITAL ASSET MANAGEMENT SYSTEM



AUDIT EXISTING COLLECTION

- Conduct a thorough content audit of digital assets
- How many files do you have?
- How much digital storage space do they use?
- What types of files do you have?
- Where are the files stored?
- Who needs access?

AUDIT EXISTING COLLECTION

Media Type	File Type	Number of Files	Total File Size
Photo	TIFF	1000	200 GB
Photo	JPG	1400	20 GB
Photo	PNG	800	30 GB
Video	MKV	27	270 GB
Audio	MP3	85	300 MB

Location
P:\Photos C:\Documents\Pictures D:\Photo Collection C:\Documents\Ellen White Photos C:\Backup\Adventist_Images D:\Sermons

User	Collection	Access Type
James White	All	Full Access
Benjamin Franklin	Ellen White Collection Adventist Buildings	Read Only Read Only
Rebekah Moore	Audio Collection	Full Access

DETERMINE NEEDS

- Estimate Digital Storage Space Needs
- Prepare a list of Requirements for Software
  - What functions are essential?
  - What additional features would be desired?

DETERMINE NEEDS

HOW MUCH DIGITAL STORAGE SPACE WILL YOU NEED?

- How much digital storage is currently being used?
- How much more will be needed for future additions?

Photo File Size Estimates

300 DPI PRINT SCANS:

	Pixel Dimensions	JPEG File Size	TIFF File Size
3 X 5	900 x 1500	650 KB - 1 MB	3.9 MB
4 X 6	1200 x 1800	1.1 MB - 1.6 MB	6.3 MB
5 X 7	1500 x 2100	1.6 MB - 2.3 MB	9.2 MB
8 X 10	2400 x 3000	3.2 - 4.5 MB	21.2 MB

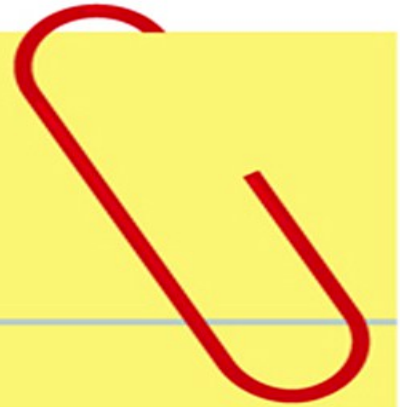
600 DPI PRINT SCANS:

	Pixel Dimensions	JPEG File Size	TIFF File Size
3 X 5	1800 x 3000	2.4 MB - 3.5 MB	15.8 MB
4 X 6	2400 x 3600	3.6 MB - 5.2 MB	25.3 MB
5 X 7	3000 x 4200	4.8 MB - 6.9 MB	36.9 MB
8 X 10	4800 x 6000	9.1 MB - 14.3 MB	84.4 MB

Approximately 85GB for every 1,000 photos (600dpi 8 x 10)

Video varies by format and compression (2GB – 1TB per hour of video)

REQUIREMENTS



Must Haves

- Metadata Management
- Embed Metadata Within Photos
- Facilitates Multiple Users over Network
- Filtered Search
- Batch Editing of Properties
- Batch Rename
- Manage Audio/Video Files
- Security/Permissions
- Broad File Format Support

Would Like

- Categorization
- Watermarking
- Image Editing Tools
- Multiple Catalogs
- Keyword Search
- Social Media Sharing
- Website Gallery Publishing

REVIEW & SELECT SOFTWARE

Considerations When Selecting a Digital Asset Management System

- Methods of Inputting Metadata
- Ability to Scale (Assets and Users)
- Customizable
- Grouping & Cataloging Options
- Interoperability with Other Systems
- Audio/Video Management Capabilities

REVIEW & SELECT SOFTWARE

Considerations When Selecting a Digital Asset Management System

- Search Functionality
  - Assets only useful if you can find them
  - Explore search filters and advanced searching features
- Security & Permissions
- Developer Track Record
- Customer Support

Capterra | The Smart Way to Find Business Software | Software Categories | Search

Top Digital Asset Management Software Products

Use Capterra to find the best digital asset management (DAM) system for your business.

All Products | Most Popular

FEATURED PRODUCTS

Webdam, a Shutterstock Company

by Webdam

(67 reviews)

Visit Website

Add to Compare

The leader in digital asset management in the cloud, Webdam helps marketers and creatives turn content into business impact. Our platform makes it easy for brands like Starbucks, Home Depot and Vodafone to organize, use and share the creative assets at the heart of impactful experiences. By uniting everyone who has a hand in shaping your brand on a common platform, Webdam allows brand-building activities to scale across the enterprise and around the globe. Webdam is part of of Shutterstock. View Profile

Filter Results (218)

Product Rating

4 & Up (93)

3 & Up (94)

BROUGHT TO YOU BY Capterra

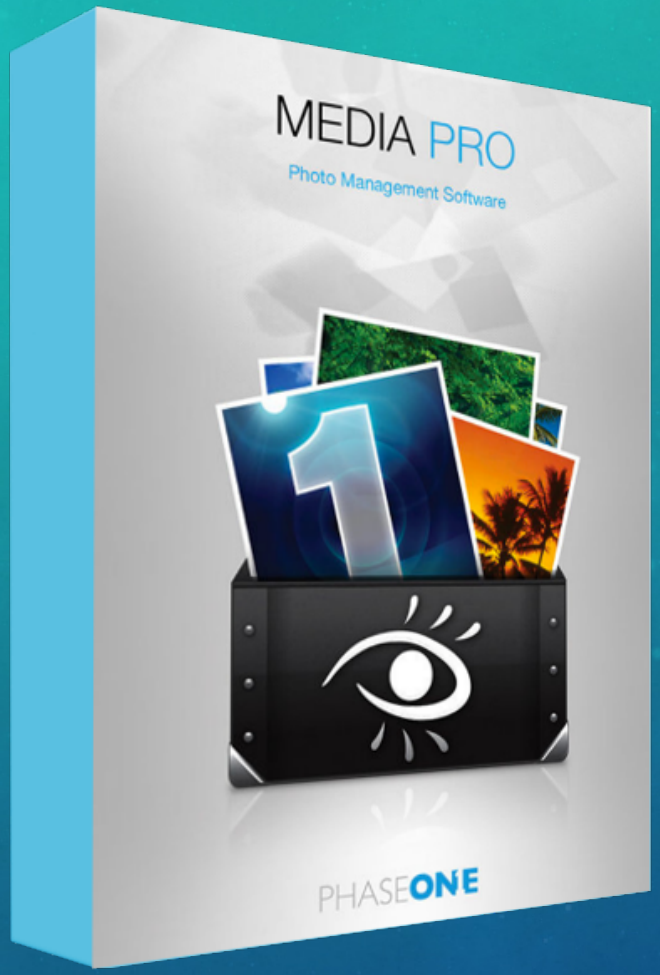
★ THE TOP 20 MOST POPULAR DAM Software

Digital asset management software (DAM) is designed to keep your media files safe and secure. Be it photographs, videos, logos, and more, these systems seek to keep your company's branding materials cohesive and protected. Below is a look at the most popular options as measured by a combination of their total number of clients, active users and online presence. In order to see a comprehensive list, please visit our DAM Software Directory.

Hide All Data | MARKET SCORE | CUSTOMERS | USERS | SOCIAL | VENDOR SIZE

			Customers	Users	Reviews	Likes	in Followers	Followers
1	Canto	73	2,500	1,000,000	48	512	2,511	3,301
2	CELUM	55						

Software Review Website
www.capterra.com



Phase One Media Pro SE

Daminion Digital Asset Management System

Adobe Bridge CC

Comparison Table

Software	Phase One Media Pro SE	Daminion	Adobe Bridge
Metadata Management	✅	✅	✅
Embed Metadata Within Photos	✅	✅	✅
Facilitates Multiple Users over Network	✅	✅	✅
Filtered Search	✅	✅	✅
Batch Editing of Properties	✅	✅	✅
Batch Rename	✅	✅	✅
Manage Audio/Video Files	✅	✅	✅
Security/Permissions	⛔	✅	⛔
Broad File Format Support	✅	✅	✅

Required Features

Comparison Table

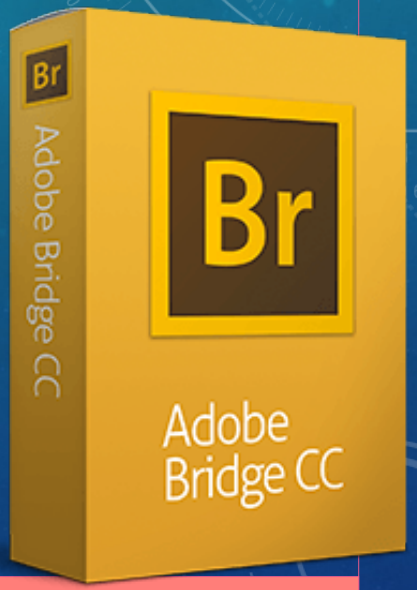
Software	Phase One Media Pro SE	Daminion	Adobe Bridge
Categorization	✅	✅	✅
Watermarking	✅	✅	⛔
Image Editing Tools	✅	⛔	⛔
Multiple Catalogs/Photo Collections	✅	✅	✅
Keyword Search	✅	✅	✅
Social Media Sharing	⛔	⛔	⛔
Website Gallery Publishing	✅	✅	⛔

Additional Desired Features

ADOBE BRIDGE

Pros & Additional Features

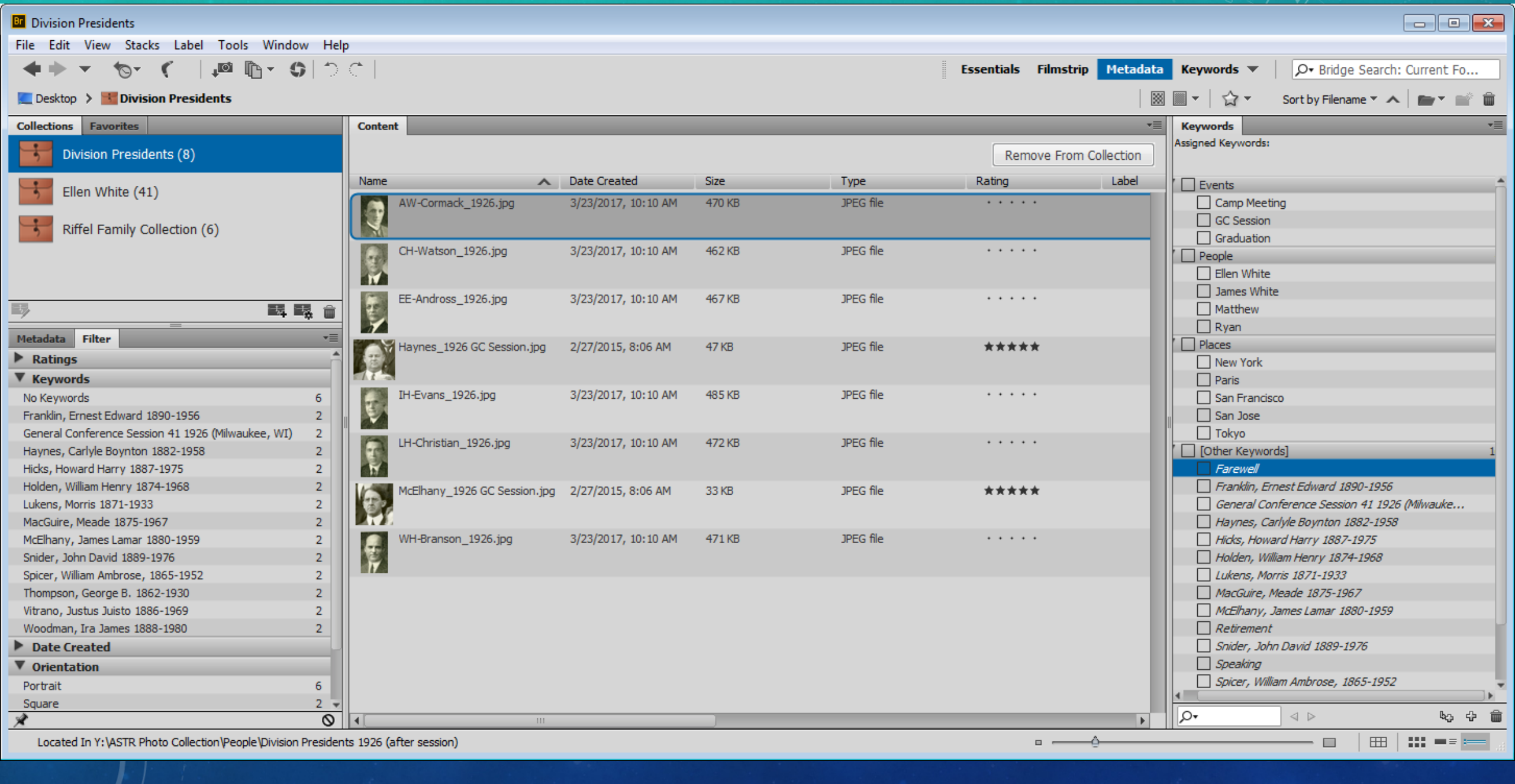
- Provides extensive metadata fields that extend beyond photos and includes general media management.
- Allows users to create Metadata Templates
- Very Robust and Flexible “Batch Rename” functionality
- Create and Save Custom Workspaces (User Interfaces)
- Free *(for now)*



Cons

- Does NOT facilitate user permissions and access restrictions
- Collections are local only and not accessible by other users over a network

ADOBE BRIDGE



DAMINION DIGITAL ASSET MANAGEMENT SYSTEM

Pros & Additional Features

- Facilitates embedding Watermarks on a batch of images.
- Feature that finds all duplicate images regardless of filename.
- Facilitates Checking In & Out images for editing. (Essentially prevents 2 persons from editing at the same time).
- Allows Tags and Image properties to be copied from one to others.
- Easy to filter assets by file type
- Extremely easy to use and flexible filtered search.
- Searches can be saved to allow users to easily conduct the search again
- Web-Client allows access to the catalog via the Internet
- Can publicly share select collections via the web
- Supports a significant number of video file types
- Supports Windows Authentication for User Access

Cons

- Multi-user license can be expensive
- Limited ”Batch Rename” functionality

DAMINION ASSET MANAGEMENT SYSTEM

DaminionCatalog.dmc - Daminion 4.1 (1278)

File Edit View Catalog Item Window Help Ask a Question License Type: Free Upgrade...

Catalog Tags

<Filter Tags>

- Saved Searches
- Folders
- Media Format
  - Audio 1/1
  - Video 1/1
  - Images 78/78
- Flag
- Rating
- Color Label
- Camera Model
- Camera Lens
- Creation Datetime
- People
  - Unassigned 66
  - Ellen G. White 13
  - Ellen White 1
  - Mark 0
  - Paul 0
  - Peter 0
- Place
  - [Country] 45
  - Bermuda 1
  - Germany 1
  - Indonesia 4
  - Malaysia 1
  - United States 12
  - United States of Amercia 0
  - United States of America 2
  - USA 14
- Event
  - Unassigned 79
  - Annual Council Meeting 0
  - Peter Chiomenti Farewell Eve... 0
  - Portrait Photo 1
- Keywords

Add Files Show All Quick Search Advanced Export Sync

Place: United States (with sub-tags)

4 12 of 80 items 1 selected Sort By: File Size

Tray

Properties

General

Filename
A466_Beechwood-Academy.tif

Folders
\\astrfiles\scans$\Archival Photograph Collection\A000466

File Size 89 224 KB
Media Format TIFF
Dimension 6177x4928x24
Creation Datetime 17 Aug 201
License Expiration Da

Image

Color Profile EPSON Standard RGB
DPI 600
Orientation Horizontal

Description

Rating
Color Label None
Title
Beechwood Manual Training Academy
Description
prior to 1919 - Beechwood, Indiana -

Save

Map

Beechwood, Indiana Map

PHASE ONE MEDIA PRO SE

Pros & Additional Features

- Web Gallery Export feature allows users to easily export catalogs to a format that can be uploaded to a website.
- Allows custom metadata fields to be added, however these are not stored in the image files themselves, but instead kept in a local database.
- Basic image editing functions included if necessary.
- Duplicate photos finder.
- Image Conversion Tools
  - Convert Image Files to JPG, PNG, BMP, Photoshop, etc.
  - Audio and Video File conversion functionality as well
- Easy Backup to CD/DVD
- PDF Creator
- Slide Show and Save Slide Show as Movie

Cons

- Does NOT offer advanced search functions
- Does NOT facilitate user permissions and access restrictions

PHASE ONE MEDIA PRO SE

Test Catalog 2

CATALOG FIELDS
- Label
- Rating
- Catalog Sets
- Date Finder
- File Type
- Event
  - 60th General Conference 9
  - Ellen G. White Funeral 1
  - Farewell for Eucaris Galic 70
- Author
- People
  - Christian, Lewis Harrison 1
  - Daniells, Arthur Grosvenor 1
  - Eucaris Galicia 70
  - Evans, Irwin Henry 1862- 1
  - General Conference of 373
  - Griggs, Frederick Harder 1
  - Haskell, Stephen Nelson 1 2
  - Israel, Frances L. Tenney 1
  - Knox, Walter T. 1858-193 1
  - Longacre, Charles Smull 1 1
  - Minier, Melvin Howard 187 1
  - Sisley, Frederika House 18 1
  - Sojourner Truth 2
  - Stephenson, Claiborne Be 1
  - Thompson, George B. 186 1
  - White, Ellen Gould Harmor 1
  - White, William Clarence 1 1
  - Wilcox, Francis McLellan 1 1

HIERARCHICAL KEYWORDS
- Amadon
  - Martha Dormer Byin 2
- Daniells
  - Arthur Grosvenor 18 8
  - L. T. Nicola Album Col 19

CATALOG FOLDERS
- ..:ASTR Photo Collection 2
  - _Events-Locations-Peopl 5
  - Administrative Structure 28
  - Adventist Heritage Maga 38
  - Documents From Ances 23

List | Thumbnail | Media

scans$:ASTR Photo Collection:Misc:Faith for Today Quartet:Faith for Today Quartet 1963.jpg — 2841 x 2540 pixels | 2.6 MB | JPEG

Faith for Today Quartet 1963.jpg

Faith for Today Quartet 1963.jpg

Faith For Today Quartet 1962.jpg

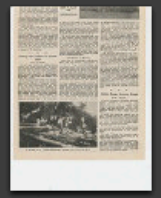
Faith for Today Quartet 1963.jpg

Feng Yung-seng lived in the pala...

Feng Yung-seng started his jour...

Find a School.jpg

Feng Yung-seng, a former Tibeta...


11-Stahl & Peugh in a huge raft....

11-Stahl & Peugh in a huge raft.jpg

13-Stahl, Officer & Piro Indians.jpg

13-Stahl, Officer & Piro Indians.jpg

7-Stahl & Peugh in Campa cano...

7-Stahl & Peugh in Campa cano...

Ana Stahl Clinic 1.jpg

Ana Stahl Clinic 2.jpg

Ana Stahl Clinic 3.jpg

Ana Stahl Clinic 4.jpg

Ana Stahl Clinic.jpg

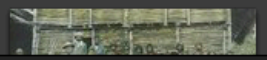
Ana Stahl Portrait.jpg

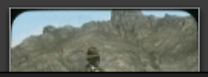
Seventh-day Adventist General...

Anna Stahl Collage.jpg

Four Cambodian ministers in fro...

Boosted.jpg





Catalog 239.4 MB | Media 166.2 GB

25545 items in list | 1 selected [4706]

PHASE ONE MEDIA PRO SE

Test Catalog 2

_Spicer Missonary College.jpg

Archived	6/12/17, 3:41:12 PM
Annotated	-
Thumbnail Size	6940 bytes
Annotations Size	40 bytes
Metadata Size	117 bytes
Recording Size	0 bytes
Source Software	MP Navigator EX 1.0
Source Device	Canon CanoScan 8800F
Photo EXIF	
EXIF Version	2.2
Capture Date	2015:08:21 10:12:03
Annotations	
Label	None
Rating	-
Title	-
Product	-
Genre	-
Intellectual Genre	-
Event	-
Event Date	8/21/15
Author	Picasa
Credit	-
Source	-
Copyright	-
Transmission	-
Rights Usage Terms	-
URL	-
Location	-
City	-
State	-
Country	-
ISO Country Code	-
Latitude	-

CAPTION

List Thumbnail Media

scans$:ASTR Photo Collection:Misc:Gordon Christo Photos:Christo - Spicer Missonary College Main Building:_Spicer Missonary College.jpg 3651 x 2248 pixels @ 29% | 1,015.8 KB | JPEG

_Spicer Missonary College.jpg

Catalog 239.4 MB | Media 166.2 GB

25545 items in list | 1 selected [5255]

IMPLEMENTATION

- Digital Asset Manager Role for the Implementation/Roll Out
- Phased Implementation (Roll out to new groups in phases)
- Train Users

THE END