

Working With RoboImport



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Chapter 1: Introduction

One of the first tasks in a digital photography workflow is the **download** of images from camera to computer, an activity that is also known as importing or ingestion.

The task is possible to perform in Windows Explorer by using copy and paste, however, to make the identification and retrieval of images simpler and easier, other steps should be performed.

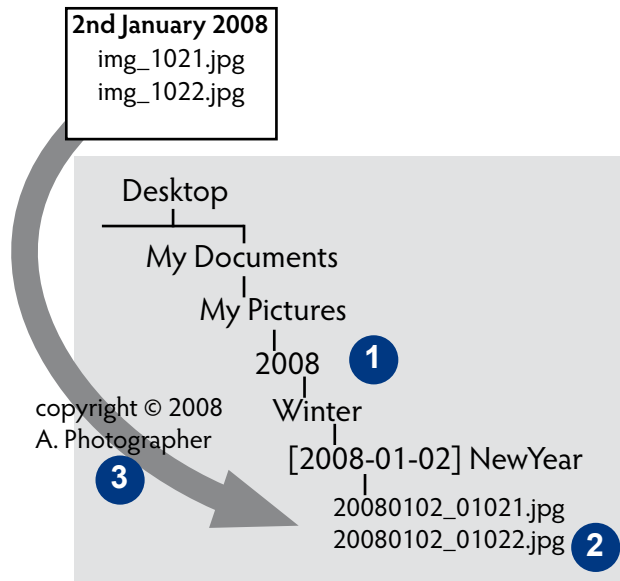
At the very least, images should be,

1. copied into an understandable folder structure
2. renamed to help with identification
3. copyrighted to protect the photographers rights

as shown in the diagram right.

These and many other functions are part of RobolImport (Appendix-1 provides a list of the main features).

The objective of this workbook is to show you how to setup and use RobolImport so that the downloading of images is a simple and reliable process.



The workbook content is designed to compliment the documentation supplied with RoboImport by taking you through 4 sample workflows.

Workflow	Description
Quick Start	Use the default settings to immediately start downloading images.
Recreational	For the occasional photographer who wishes to download images with minimal change to the default configuration.
Serious	Suits the regular photographer who wishes to use a custom folder structure, rename images, add basic IPTC data and make a backup of their images.
Professional	Covers the issues a professional photographer may wish to address. Customising the folder structure and image naming , adding comprehensive IPTC information, converting raw files into DNG, supporting multi-camera shoots and making a backup of their images.

Each workflow is self standing, just jump to the section of interest and off you go.

Do not limit yourself to the features of a specific workflow, investigate what is possible and develop an approach that works best for you.

There are three steps to follow when using RoboImport,

- setup, which only needs to be performed once or when you wish to alter existing settings
- download, which will be performed for many shoots using the same setup
- view, which is normally performed after the image download has completed

(occasional)

Setup

- decide the target folder structure and filename format
- setup the folder and image filename templates
- setup any other features you may require

Download

- connect the camera or card reader
- add specific project/event details
- select the images to download & start the download
- all the repetitive tasks are automated

(many times)

View

- launch your image viewer when the download completes
- check the IPTC information

RoboImport copies and renames images, placing them in a specific folder structure, as shown here.

Source images (a) will have a prefix and number that is managed by your camera.

RoboImport works from a preset destination folder (b), this is a location fixed by you, RoboImport does not alter it.

The sub-folder structure (c) is dynamically created by RoboImport using the folder scheme you have chosen. Here, parts of the image date along with a text identifier "NewYear" have been used.

The images are renamed (d), the filename can comprise the image date-stamp, the id and other information such as camera type, project etc.

Images In The Camera **a**

```
img_01234.jpg
img_01234.cr2
img_01235.jpg
img_01235.nef
```

```
img_05001.jpg
img_05002.jpg
```

Destination Folder **b**

```
C:
├── Photos
```

Sub folders **c**

```
├── 2007
│   ├── 01
│   ├── .....
│   └── 12
│       └── 200701_NewYear
└── 2008
    └── 200801_NewYear
```

Renamed Images **d**

```
EOS_20070101_001234.jpg
EOS_20070101_001234.cr2
EOS_20070101_001235.jpg
EOS_20070101_001235.nef
```

```
20080102_005001.jpg
20080102_005002.jpg
```

Objective

Download images using standard settings

Assumptions

RobolImport is installed

Connecting via a card reader

On Completion

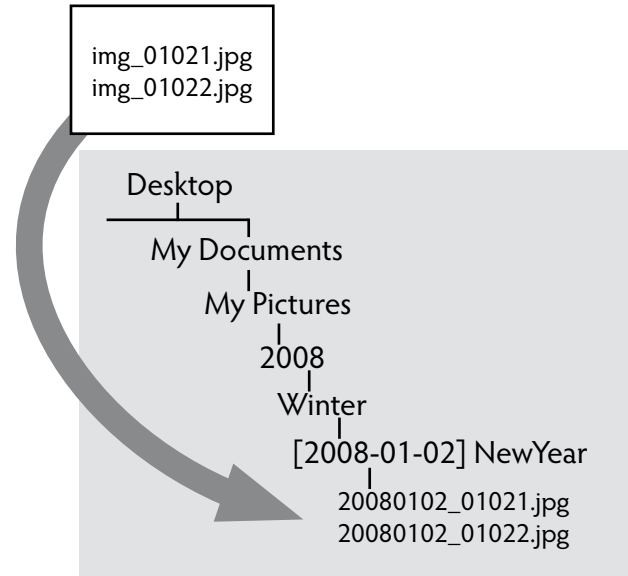
Image files will be renamed

Images will be placed in a specified folder

A copyright notice will be added to jpeg images

The Workflow

1. Connect the card reader.
2. Launch RobolImport.
3. Insert the media card into the reader.



Objective

Download images having altered some configuration settings

Assumptions

RobolImport is installed

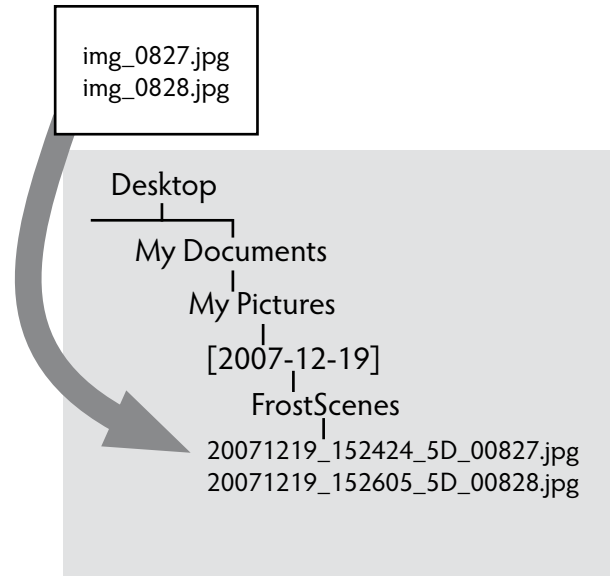
Connecting via a card reader

On Completion

Image filenames will be renamed to suit your needs

Images will be placed in a folder structure of your choice

A copyright notice will be added to jpeg images



Working With RoboImport

Chapter 4: Recreational User Setup Options

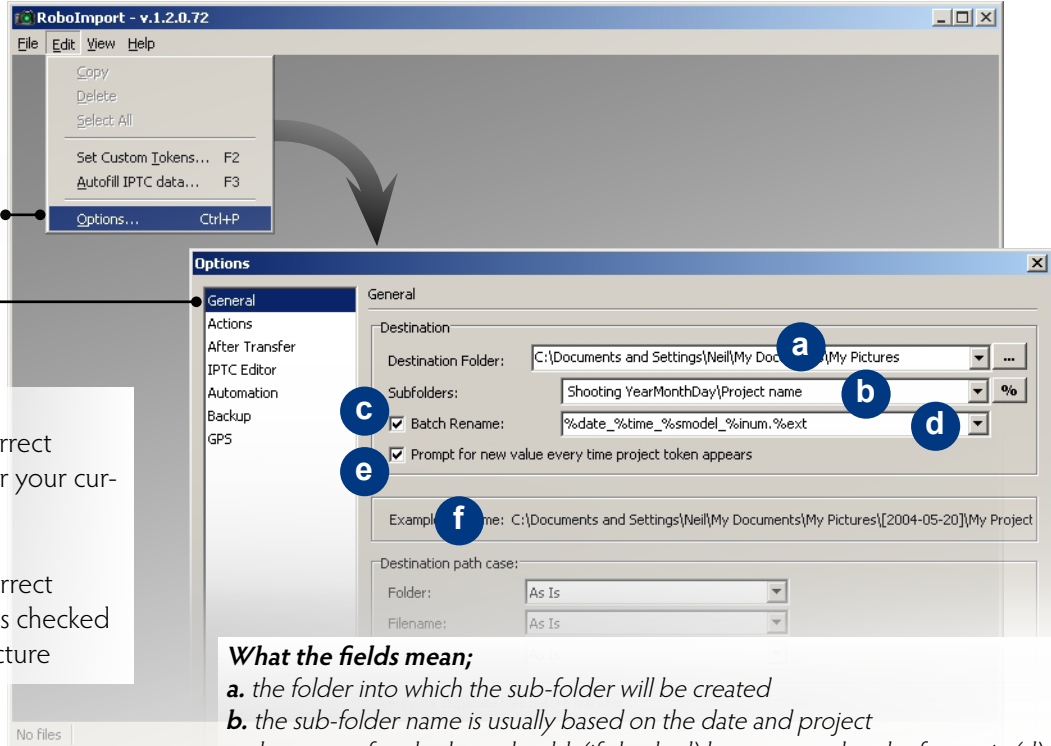
1. Launch RoboImport.

2. Select Options, menu Edit > Options.

3. Select General.

Check the following;

- a. the destination folder is correct
- b. the sub-folder is correct for your current project
- c. batch rename is checked
- d. the rename file format is correct
- e. the project token prompt is checked
- f. sample folder and file structure



What the fields mean;

- a. the folder into which the sub-folder will be created
- b. the sub-folder name is usually based on the date and project
- c. the name of each photo should (if checked) be converted to the format in (d)
- d. the format of the image name, should include the date and/or project details
- e. enabled when a project token appears either in fields (b) or (d)

Objective

Download images into a customised the folder structure, using a specified image filename scheme, adding basic IPTC information and copying the images to an archive folder.

Assumptions

RoboImport is installed

Connecting via a card reader

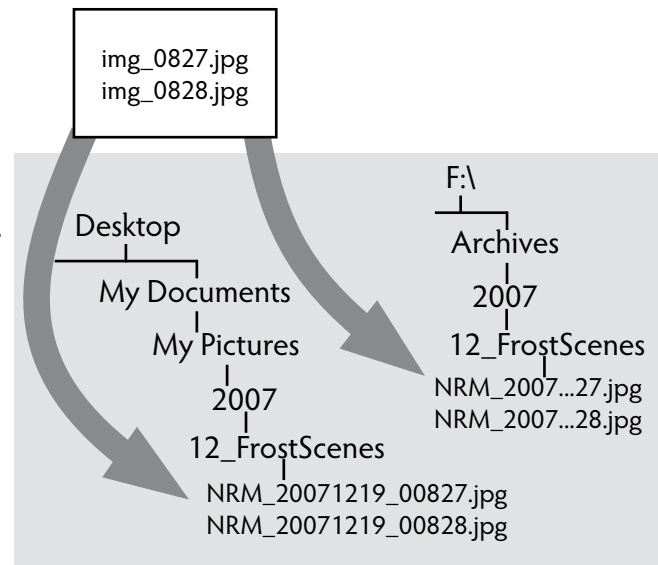
On Completion

Images will be placed in a folder structure that you define

Image filenames will be customised to suit your needs

IPTC information will be added to jpegs

Images will be backed up as the download proceeds



Objective

Download images into a customised folder structure and customise the target image filename, add full IPTC information, create a backup and generate a DNG (Digital Negative) image file from raw files.

Assumptions

RoboImport is installed

Connecting via a card reader

On Completion

Images will be placed in a custom folder structure

Image filenames will be customised

Raw files will be converted to DNG format

IPTC info will be added to jpegs and DNGs

Images will be backed up

The custom token list feature will have been used

