

Guidelines filenaming Fingerprint

General principles

Differentiation between elements is always indicated by an underscore “_”

No spaces are used in filenames

No special characters such as . ; / \ , # \$ % ^ ° or accented letters are used in filenames, they are skipped.

NOT SAII.DR/123\abc~9

BUT SAIIDR123abc9

File extension NO CAPS: tif NOT TIF

Image Data Filenaming

Iconography_Drawing Or Print_Institute_Shelfmark_ROI_Camera Data_Number.extension

Elements

Iconography: Hollstein or Mielke number:

Holstein: NHD16

Mielke: M19

Drawing or Print: D or P

Institute: KBR or other institute specific code

Shelfmark: institute specific code, no special characters or spaces are used!

SII133707, SII135128c, R200910613, Inv4060490, SI7597, ...

Region of interest (ROI):

GEN: general

TR or TL or BR or BL or C or TC or BC: TopRight, TopLeft, BottomRight, BottomLeft, Centre, Top Centre, Bottom Centre

Specific Detail: number

Camera data: Camera_DPI_Light

Camera

P1: Phase One

MSMD: Multi-Spectral MicroDome

WLMD: White Light MicroDome

MS780: Multi-Spectral camera with indication of nm (780)

MSVIS: Multi-Spectral Camera, VIS spectrum

MSFLVIS: Multi-Spectral Camera, Fluorecence in the visual spectrum

MSFLIR: Multi-Spectral Camera, Fluorecence in the IR spectrum

DPI: 300 or 600 or 1000 or 1200, ...

DPI: 300, 600, 1000, 1200, or

Light:

N: Normal

R: Raking

B: Backlight

Number: always 3 digits

Extension: jpg, eip, tif

Examples

NHD16_P_KBR_R200910613_GEN_P1_600_R_001.jpg

New Hollstein Dutch: 16

Print

Collection: KBR

Shelfmark: R200910613

ROI: General overview

Camera: Phase One/ P1

DPI: 600

Light: Raking

Image Number: 001

M19_D_KMSKB_Inv4060490_TL_MS780_600_N_004.jpg

Mielke: 19

Drawing

Collection: KMSKB

Shelfmark: Inv4060490

Camera: Multi-Spectral camera with 780 nm filter

ROI: TopLeft

DPI: 600

Light: Normal

Image Number: 4

Document Filenaming

Types:

Information sheets: xslx/docx to be discussed

Reports: PDF

Documents

Object information sheet: Condition Report (CR): aangeleverd door KBR

Iconography_Drawing Or Print_Institute_Shelfmark_CR.extension

NHD16_P_KBR_R200910613_CR.xlsx

Object information sheet: Photography Report (PR): data over welke opnames gemaakt zijn

Iconography_Drawing Or Print_Institute_Shelfmark_PR.extension

NHD16_P_KBR_R200910613_PR.xlsx

Databank

<http://elise.arts.kuleuven.be/fingerprint>

Username

Password

Fingerprint



Welcome to dARTS

Login for access to files published by dARTS. Use the box to the right to connect using your user name and password.

dARTS Sites is the website portal of the Faculty of Arts (KU Leuven) that provides file distribution for accounts holders.

Login

Enter your user name and password to login using your account.

User Name:

Password:

Login

Layout

Welcome Fingerprint.Team Logout | My Collections | Downloads

Cumulus

Search

Filter Conditions | 0 Active Filters

Categories

Fingerprint

- \$Categories
- \$Keywords
- \$Sources

All

File suffix

- Docx (3)
- Jpg (587)
- Pdf (7)
- Zun (54)

Fingerprint

Collection contains 651 items.

Record Name

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Stylometry.pdf

Sedes.jpg

KULEUVEN_CSDIGITAL...

KULEUVEN.jpg

KIKIRPA.jpg

KBR_SII133707_04_10...

Art Technical Studies

Logo

KU LEUVEN

KU LEUVEN

IRPA KIK

Screenshots report

KBR_SII133707_04_09...

KBR_SII133707_04_08...

KBR_SII...

Screenshots report

Screenshots report

Screenshots report



Screenshots report

Items per page: 12







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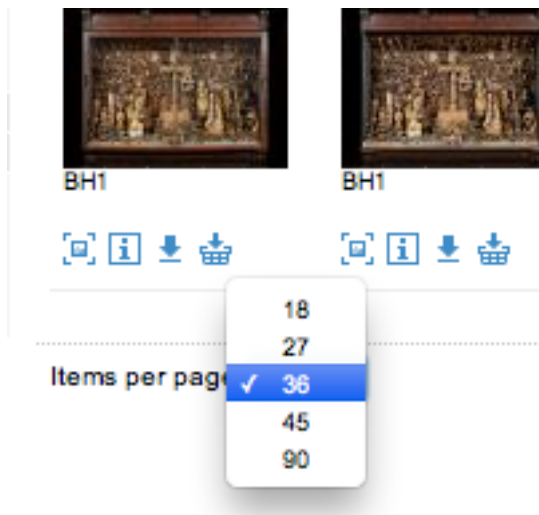
Categorieën

▼ Categories	
	
\$Categories	
▶ Corpus	
▶ General Images	
▶ Preparation	
- Reporting	
▶ Working documents	
▶ Documentation	

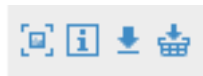
Filters

▼ All	
▼ Object number	
	
- Justicia (180)	
- Luxuria (67)	
- Messina (120)	
▶ Inventory number	
▶ Material type	
▼ Imaging technique	
	
- Multispectral microdome (239)	
- White light microdome (378)	
▶ File suffix	
▼ ROI	
	
▶ B... (112)	
▶ T... (56)	

aantal beelden per pagina:



Preview, Information, Download, add to collection basket

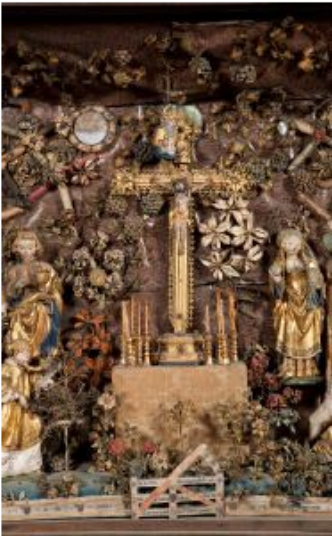


Information View

Information

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BH1_KIK_20121010_X057001.jpg



BH1

▼ Info

Objectnumber:

BH1

Material type:

Document type:

Photographer:

KIK IRPA

Notes:

Document Text:

▼ Asset information

Asset Name:

BH1_KIK_20121010_X057001.jpg

Date Time Digitized:

Oct 10, 2012 2:48:29 PM

Date Time Original:

Oct 10, 2012 2:48:29 PM

Image Height:

4,236 px

Image Width:

2,623 px

Horizontal Resolution:

350

▼ Related Files List

No related files found.

▼ Find Similar Files

Categories


Click one of the categories below to close the window and find files that share the selected category.


[BH1](#)

Download

Download

The following download options are available:

☒  **Copy Original Asset**

☐  **Resize for Presentation**


☐ **Edit before Download**

"Download Now" will display the status of your downloads in the "Downloads" section of the main window (upper right corner).

Download Now




Close

Collection Basket


 **Collection Basket (3)**
Active Basket: Standard






Collection Basket

Your basket contains 3 items.
Active Basket: Standard


Thumbnail Size:  Sorting: Unsorted   |< < 1 / 1 > >|






BH5_KIK_2012...




    






BH5_KIK_2012...



BH5_KIK_2012...



▼ Rename Basket

New Name:

Rename


▼ Manage Your Baskets

Create New Collection Basket

Once created, the new basket will be active. Close the Collection Basket window to add items.

New Name:

Create

Items per page: 10  |< < 1 / 1 > >|

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Software

Advanced Renamer

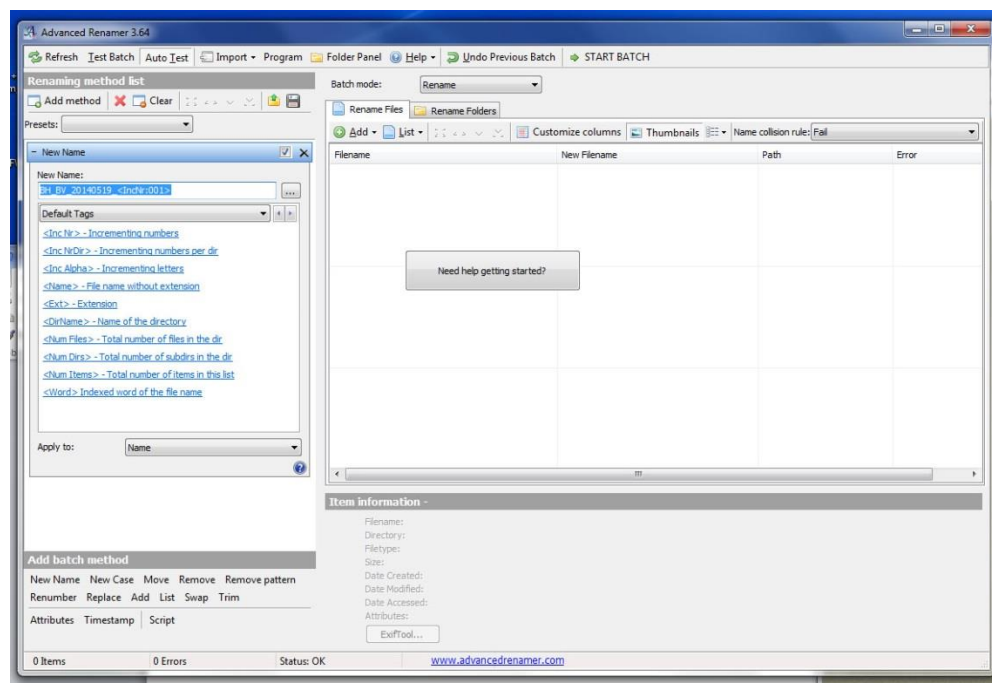
Download: <http://www.advancedrenamer.com/>

Free

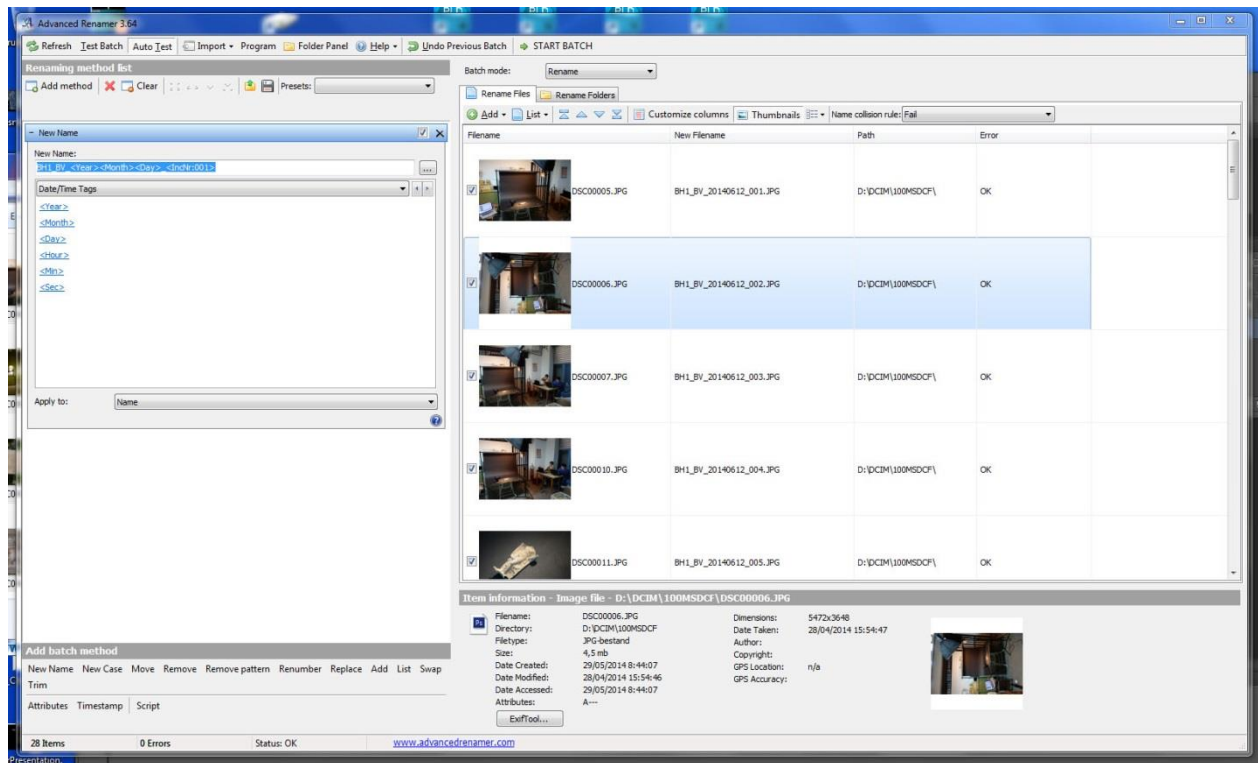
Windows

User guide: http://www.advancedrenamer.com/user_guide/gettingstarted

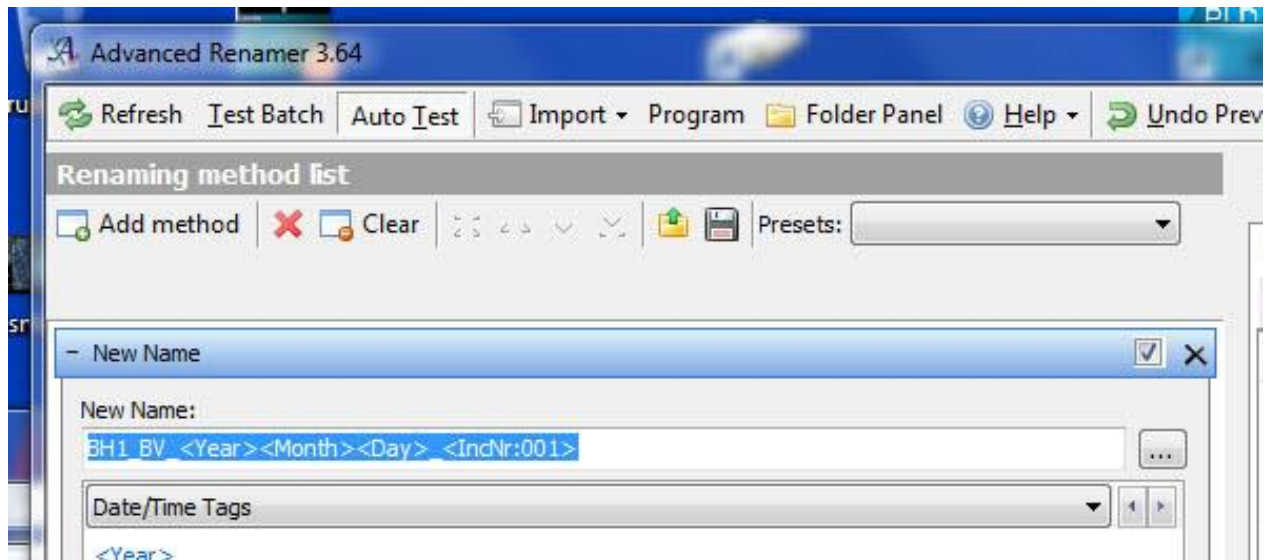
Start



Drag and drop images, documents in window



Fill in string in window New Name (Above Left)



String: **BH1_BV_<Year><Month><Day>_<IncNr:001>**




BH1 kan u uiteraard vervangen door een andere code

BV initiaal, vervang dit door uw eigen initiaal

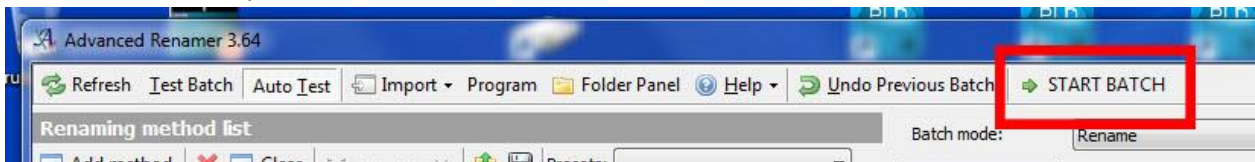
<Year><Month><Day>: hiermee wordt automatisch de datum van de dag ingevuld. Indien u de beelden later hernummert, vul dan manueel de juiste datum van opname in, bijvoorbeeld 20140601

<IncNr:001>: hiermee wordt automatisch een getal met drie karakters ingevuld, bijvoorbeeld 001, 002, ...

In het venster rechts verschijnt naast de oude bestandsnaam de nieuwe zodat u alles kan controleren:

Filename	New Filename	Path	Error
<input checked="" type="checkbox"/>  DSC00005.JPG	BH1_BV_20140612_001.JPG	D:\PCIM\100MSDCF\	OK
<input checked="" type="checkbox"/>  DSC00006.JPG	BH1_BV_20140612_002.JPG	D:\PCIM\100MSDCF\	OK
<input checked="" type="checkbox"/>  DSC00007.JPG	BH1_BV_20140612_003.JPG	D:\PCIM\100MSDCF\	OK

Druk rechts boven op Start Batch en uw bestanden worden hernummerd



Bevestig en de beelden worden hernoemd.

