



USER MANUAL *for the* PICTURE CATALOG



LEARN HOW TO USE
THE PICTURE CATALOG

HOW DO I USE THE PICTURE CATALOG?

This user manual contains all the instructions for properly managing and using the picture catalog, ensuring a smooth and efficient experience.

ABOUT THE PICTURE CATALOG



WHAT IS THE PICTURE CATALOG ABOUT?

This Picture Catalog contains organized photos of the College of Public Affairs and Development (CPAf) from the year 2005 to 2024.

This user manual is designed to help users understand how to manage the Picture Catalog.



USER MANUAL for the PICTURE CATALOG

STEPS GUIDE AND INFORMATION

① FILTER IMAGES

Delete duplicates, dark, overly bright, and blurred images.

② PLACE THE FILTERED IMAGES IN A FOLDER

Create a designated folder for the filtered images to facilitate organization.

UPLOAD RAW IMAGES ON ONE DRIVE

③

Transfer the original, unedited images to a cloud storage service like OneDrive.

CREATE A SEPARATE FOLDER FOR THE COMPRESSED IMAGES

④

Organize a specific location for the compressed versions of the images.

UPLOAD RAW IMAGES ON ONE DRIVE

③

Utilize image compression tools to reduce file size while maintaining quality.



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COMPRESS THE IMAGES

Utilize image compression tools to reduce file size while maintaining quality.

7

ADDING THE IMAGES

Integrate the resized images into your designated folder structure.

INPUT PREDEFINED TASKS AND IMAGE DIMENSIONS

8

Specify tasks and image dimensions as needed for further processing.

PROCESS BATCH

9

Execute batch processing to apply predefined tasks and resize images accordingly.

EXTRACT FILES

10

Extract the processed images from the batch processing tool.



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UPLOAD COMPRESSED IMAGES TO GOOGLE PHOTOS

Transfer the compressed images to a cloud photo storage service like Google Photos.

12

TRACK IMAGES

Optionally, implement a tracking system to monitor changes or updates to the image collection.

REMINDERS

As you follow these steps, remember to maintain consistency in folder organization to streamline future access. Additionally, periodically review and update your image collection to ensure it remains relevant and organized according to your needs. Happy organizing!





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1

FILTER IMAGES

DELETE



The first step is to filter images, deleting duplicates or unnecessary ones, including dark, overly bright, and blurred images. This process aids in storage management and ensures a clean, organized collection.

2

PLACE THE FILTERED IMAGES IN A FOLDER



If the Image you edited is from year 2024 create a folder for example:
CPAf Pictures_2024



Inside the CPAf Pictures 2024 folder you can create another folder depending on the type of the Image for example: **2024_Seminar**

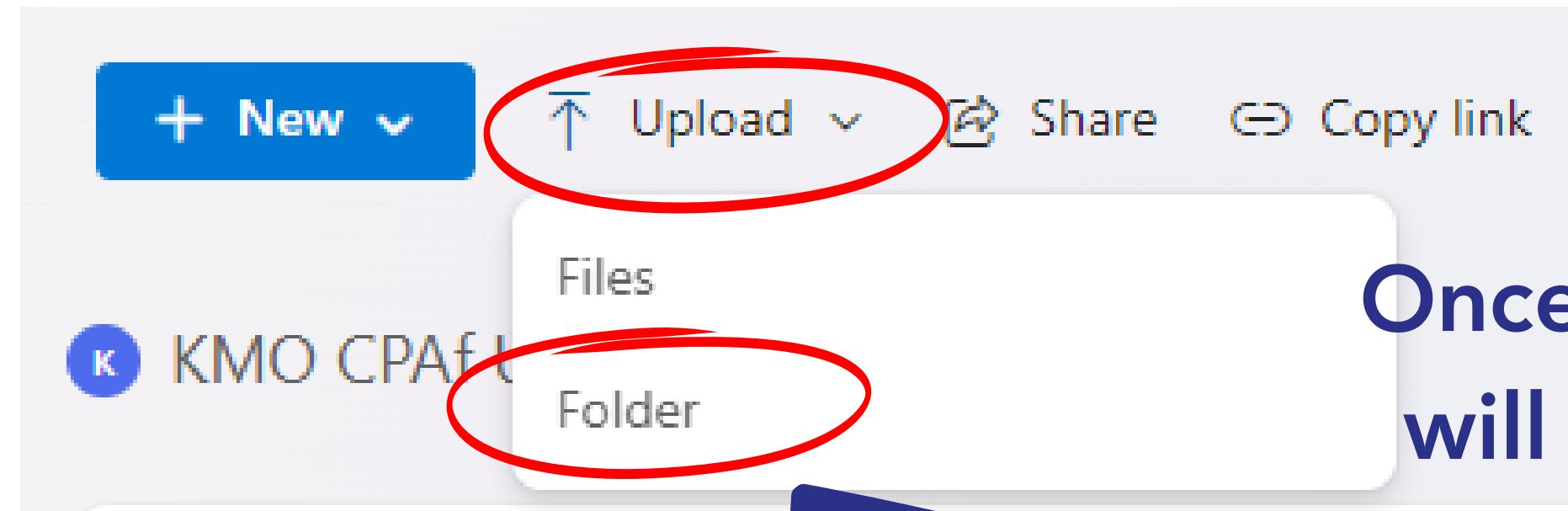


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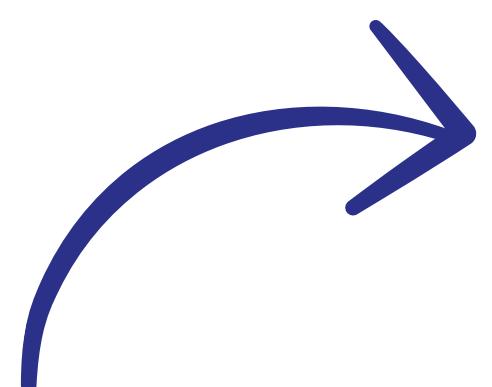
UPLOAD RAW IMAGES ON ONE DRIVE

The third step is to upload the images to OneDrive. Simply select the "Upload" button within OneDrive.



Once selected, a dropdown menu will appear. Choose "Folder" to streamline the process and reduce hassle, as it eliminates the need to select multiple files individually.

	CPAf Pictures 2020	4/3/2024 11:43 AM	File folder
	CPAf Pictures 2021	4/3/2024 10:42 AM	File folder
	CPAf Pictures 2022	4/3/2024 10:07 AM	File folder
	CPAf Pictures 2023	4/2/2024 1:46 PM	File folder



Once the folder is selected, the folders will be displayed in the file viewer. From there, you can simply choose the location where you placed the folder and select the folder you want to upload.





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CREATE A SEPARATE FOLDER FOR
THE COMPRESSED IMAGES

The fourth step is to create separate
folders where the compressed images
will be placed.

Compressed

Filtered and Sorted Images

As you can see, I have two different folders
containing the filtered images and the
compressed ones. This organization will simplify
the process of compressing the images.

COMPRESS THE IMAGES

5



The fifth step is to go to this link:

<https://redketchup.io/bulk-image-resizer>

This link will redirect you to a page where you
can compress the images. This step is crucial for
saving storage space once the images are
uploaded to Google Photos, which serves as the
main picture catalog.



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USING REDKETCHUP.IO'S BULK IMAGES RESIZER

The sixth step is to compress the images using Redketchup's bulk image resizer. This site allows you to upload multiple images and compress them simultaneously by clicking the link provided in step 5.

RedKetchup Bulk Image Resizer ⓘ

Select Multiple Images

- Browse and select multiple images you want to resize, convert, or compress in batch.
- Drag-and-drop the image files into folders.
- Select a zip containing the images.
- Paste one image from the clipboard (Ctrl+V or ⌘+V)

Unpack multi-image files ⓘ

No image selected

Add Images

This is the User Interface of RedKetchup's Bulk image resizer, You will see the select multiple images this is where you will upload the Raw images

No image selected

Add Images ⓘ

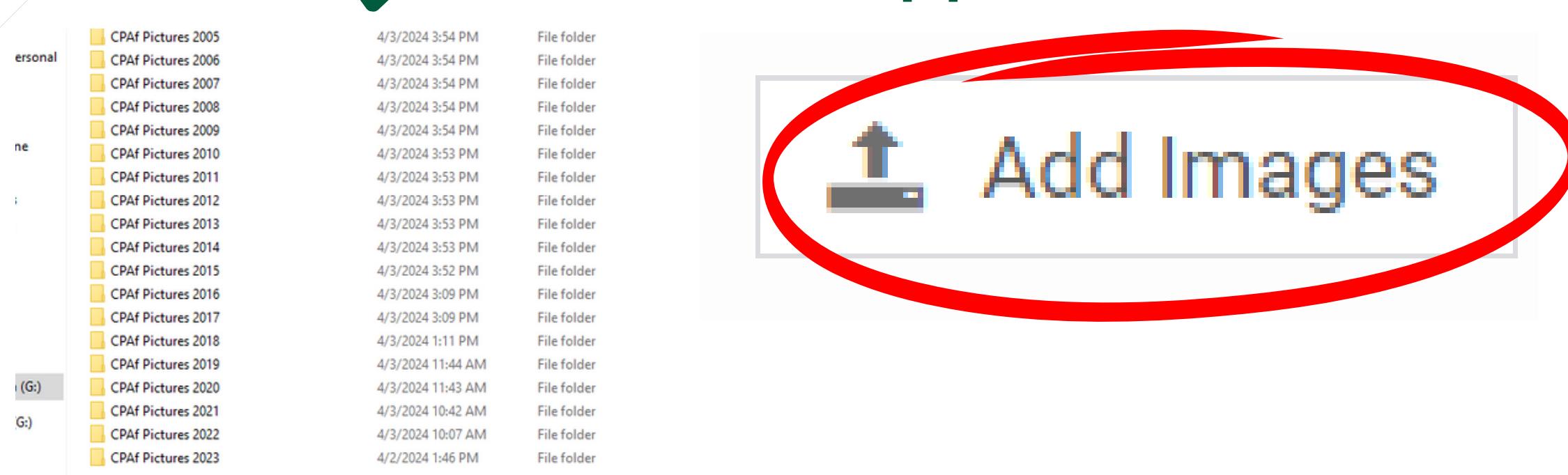
To upload the images you just have to select the Add Images button on the bottom right corner of the Select Multiple Images



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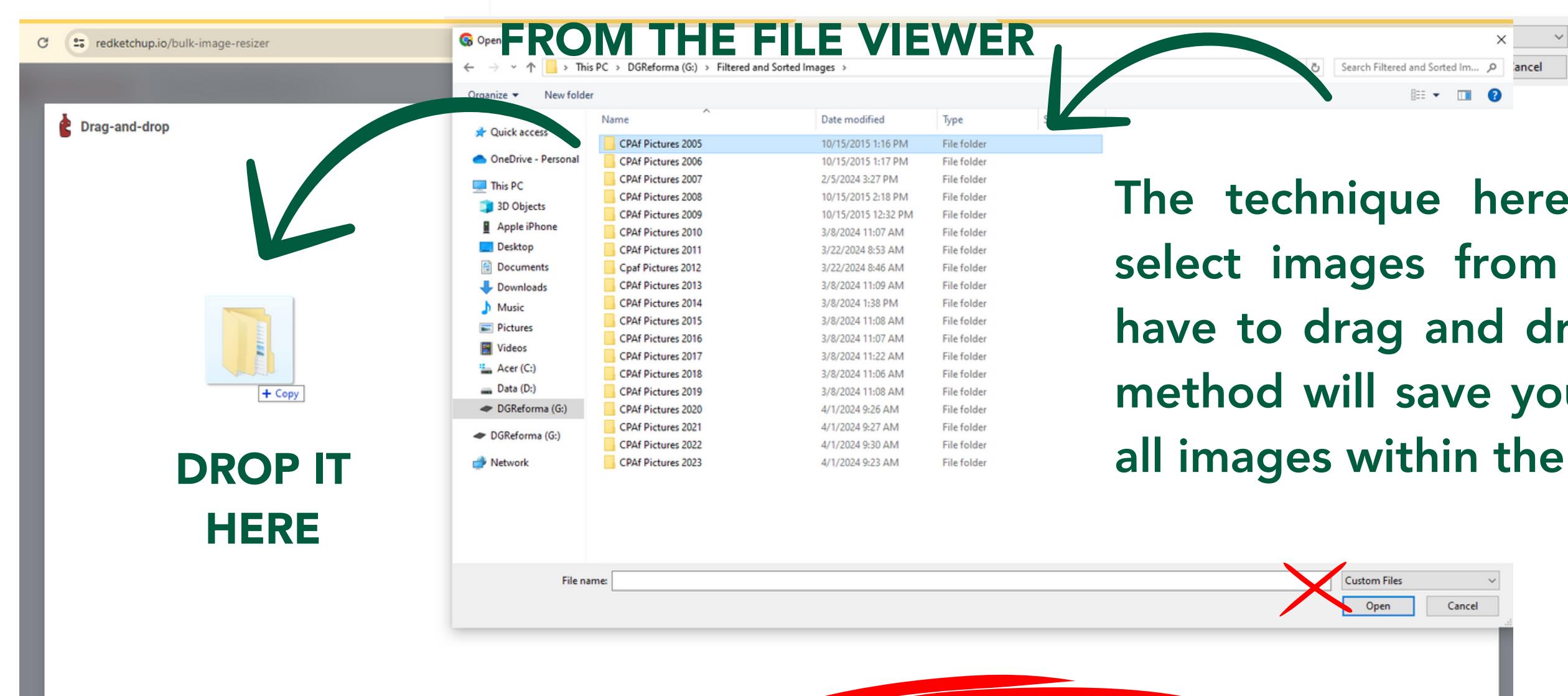
7 ADDING THE IMAGES

The seventh step is to add the images from the select multiple Images once the Add Images button is selected the file viewer would appear



DRAG THE SELECTED FOLDER

FROM THE FILE VIEWER



The technique here is not to choose "open" and select images from inside the folder. Instead, you have to drag and drop the folder onto the site. This method will save you time by automatically selecting all images within the folder.

All the images from that folder will then be selected, displaying the size of each image and the total number of images uploaded. You can also view the selected images by pressing the arrow on the left side of the check



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INPUT THE PREDEFINED TASKS AND IMAGE DIMENSIONS

The eighth step is to input the predefined tasks and image dimensions. In this configuration batch, we will start by selecting a task template from a drop-down menu.

Configure Batch

Predefined Tasks ⓘ

Select a task template ▾

Manage Settings ⓘ

Load Save Reset

Resize ⓘ

Resize by Do not resize

Optional Effect ⓘ

Effect None

Export As ⓘ

Original format - Do not convert

Quality ⓘ

Quality 92

Predefined Tasks ⓘ

Resize to exact dimensions ▾

Resize to exact dimensions

Scale from a percentage

Downscale to a maximum file size

Resize for a slideshow

Compress images

Convert to another image format

Center images

Crop the center

Apply an image effect

Set a background color

Resize to desktop resolution

Dimensions ⓘ

Width	2000
Height	1333

Since the only task we need to do is to compress the image and reduce its size for efficient storage in Google Photos, we'll simply select "resize to exact dimensions."

The last step in configuring the batch is to enter the dimensions of the image we desire. I have chosen the aspect ratio of 2000(width) x 1333 (height), which maintains good quality suitable for printing or magazines.



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⑨ PROCESS BATCH

The ninth step is to process the selected images based on the dimensions we inputted in the configure batch. Afterward, we select "Process Batch" from the bottom right corner.

Process Batch

Process images in parallel ⓘ

▶ 0 image ready

>Delete Download All

Process Batch

Process images in parallel ⓘ

▶ 36 images ready, 19.13 MB (-0.08%)

Delete Download All Process Batch

Stop (37%)

Download All

Downloading

The download will begin in 19 seconds.

To avoid the countdown and download files immediately

Recent download history

redketchup (18).zip
19.1 MB • 2 minutes ago

After a few minutes, the images will be ready to download. Simply click "Download All," and then a window with a timer will pop up. Wait for a moment, and the images will be downloaded. You can find them in the recent download history in your Chrome browser or the file viewer.

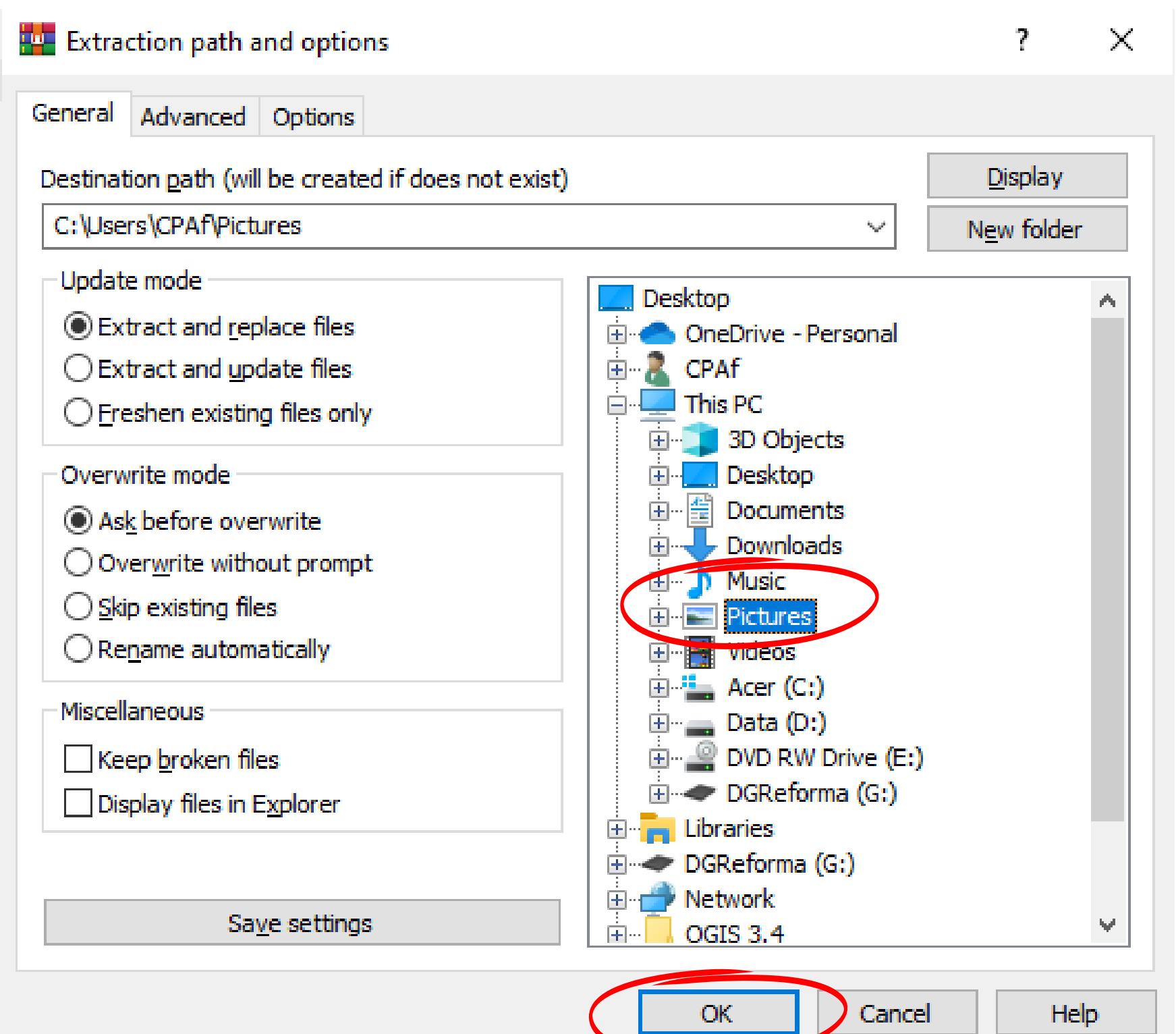
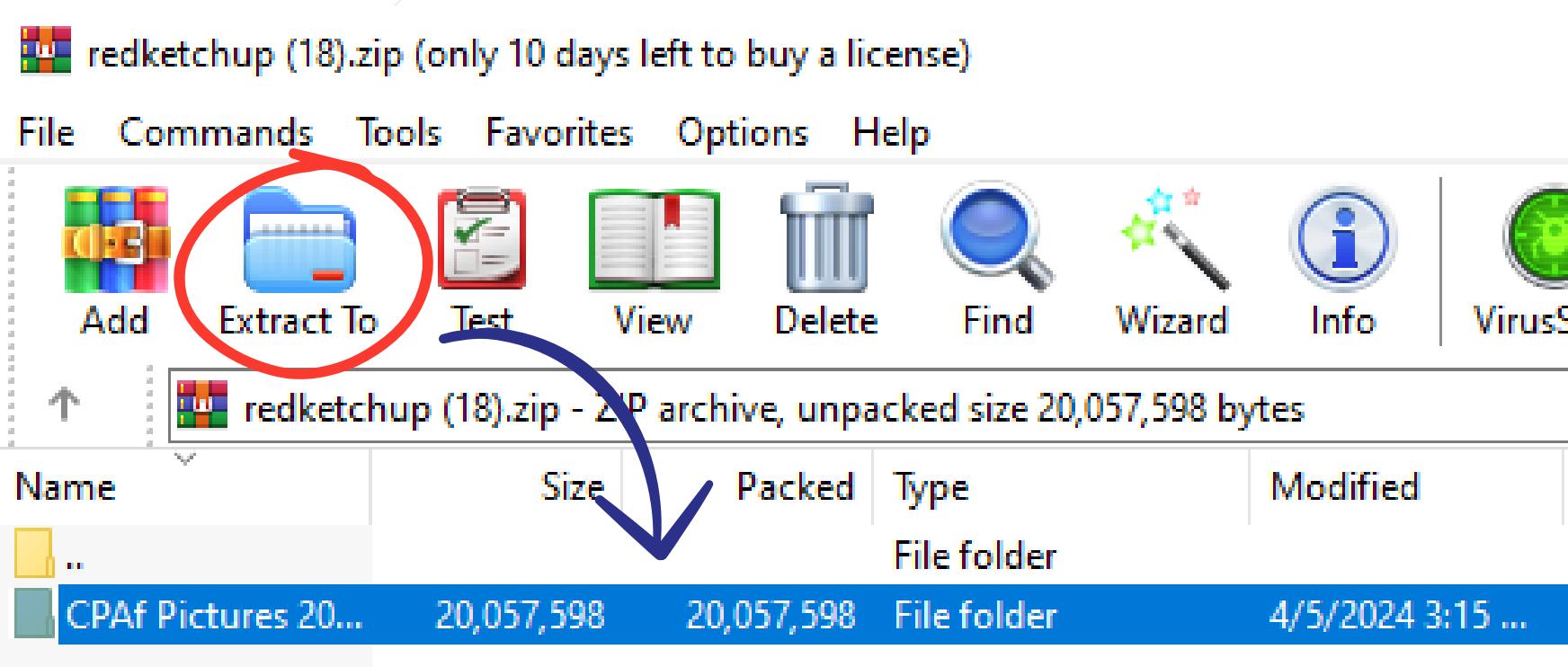


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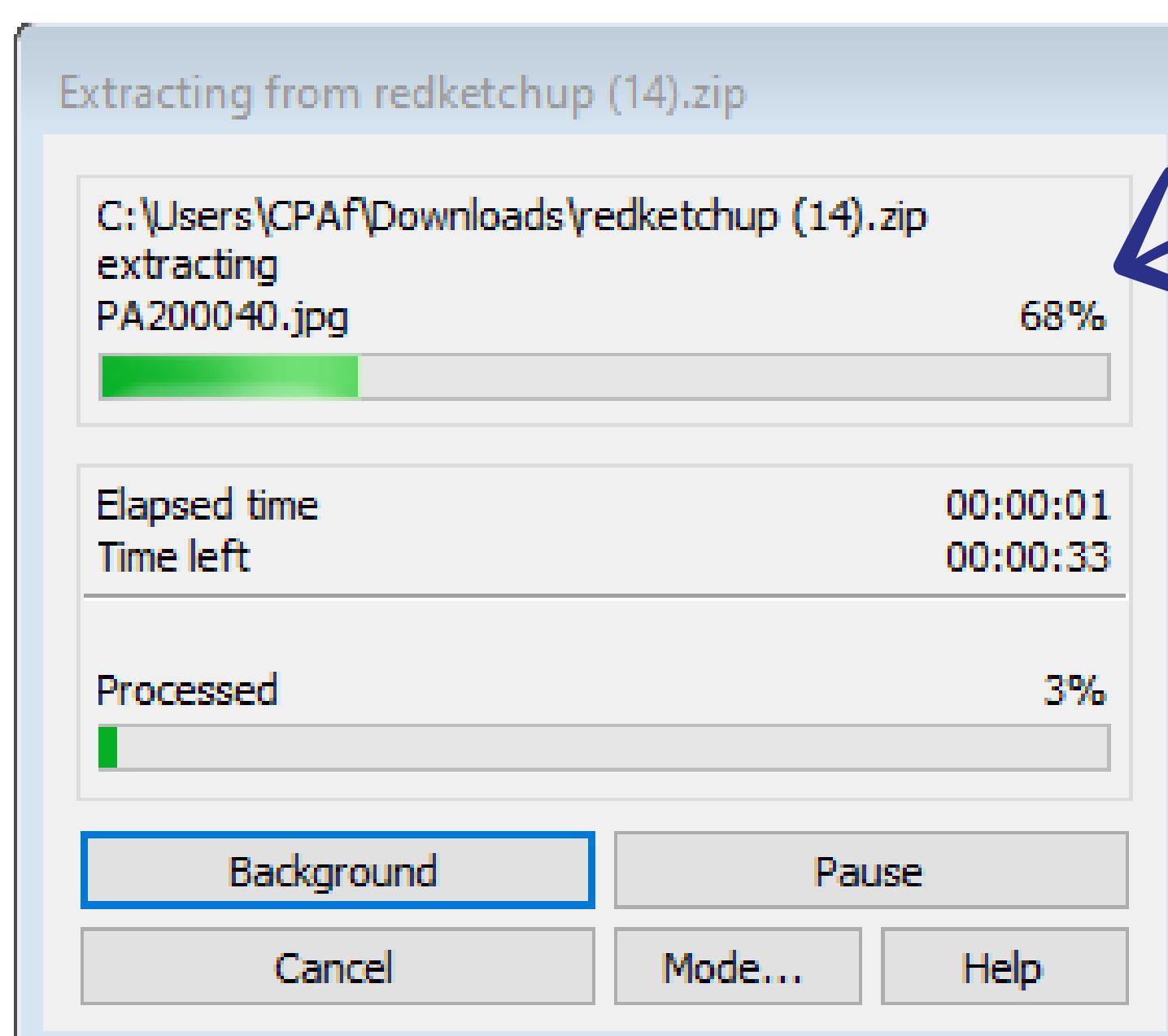
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EXTRACT FILES

The tenth step is to extract the downloaded zip file. First, select the zip file from the downloads. Then, choose "Extract to" from the upper left menu. Don't forget to highlight the folder that you are going to extract.



A window will pop up; simply select any directory or location where you want to place your compressed images, then proceed.



Just wait for a few seconds or minutes, and the extracted files will be in your chosen location. The Zip File extractor used is WinRAR. You can download it for free using this link:

<https://www.win-rar.com/download.html?&L=0>



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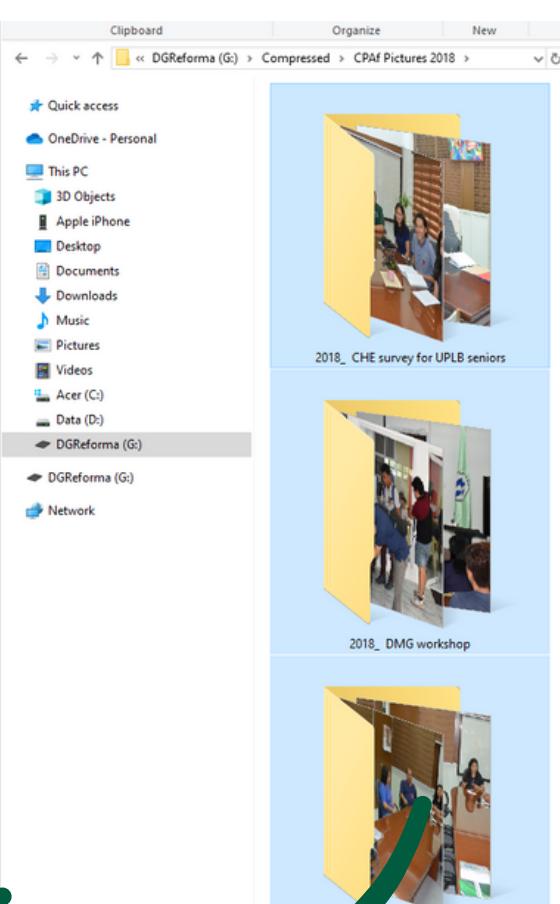
UPLOAD COMPRESSED IMAGES TO GOOGLE PHOTOS

This is the eleventh step where the user will upload the compressed images to Google Photos. The user simply needs to create albums corresponding to the year or type of the image and then upload the images using the drag and drop technique.

Drag all the folders from the file viewer, ensuring that they do not contain any nested folders that contains Media, otherwise they wouldn't be downloaded.



drop the folders in
the selected album



503 of 695
Backing up your
items will take about
2 hours 11 minutes

Stop

Show more



2015



2016



2017



Wait for the items to be backed up,
and then the process is complete.



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TRACK IMAGES

Take your media management to the next level with this optional step. By tracking your images, you gain better control over your storage usage. Monitor how much space your media files occupy and easily keep tabs on the number of media uploads per year. Upgrade your organization effortlessly

Type	Total Amount of Images	Size	Size on Disk	Total amount of Videos	Total of files in a different format
Unfiltered and Unsorted (Original)	72,956 Files, 1,252 Folders	394 GB	399 GB		
Filtered and Sorted (Raw)	23,097 Files, 938 Folders	134 GB	136 GB	360 Videos	714
Filtered and Sorted (Compressed)	22,368 Files, 922 Folders	11.9 GB	13.3 GB	360 Videos	714

A	B	C	D	E	F
Year	Content	Type	Size	Size on Disk	Videos
2023	806 Files, 14 Folders 789 Files, 13 Folders	Raw Compressed	5.29 GB 425 MB	5.34 GB 473 MB	17 17
2022	1,376 Files, 64 Folders 1,368 Files, 63 Folders	Raw Compressed	6.25 GB 690 MB	6.33 GB 775 MB	8 8
2021	470 Files, 24 Folders 427 Files, 23 Folders	Raw Compressed	7.74 GB 202 MB	7.77 GB 228 MB	43 43
2020	449 Files, 24 Folders 401 Files, 23 Folders	Raw Compressed	8.06 GB 217 MB	8.09GB 192 MB	48 48
2019	2,243 Files, 76 Folders 2,223 Files, 75 Folders	Raw Compressed	20.4 GB 1.05 GB	20.5 GB 1.18 GB	19 19
2018	1,871 Files, 81 Folders 1,851 Files, 80 Folders	Raw Compressed	21.9 GB 970 MB	22.0 GB 1.06 GB	19 19
2017	1,280 Files, 62 Folders 1,218 Files, 60 Folders	Raw Compressed	8.85 GB 606 MB	8.93 GB 682 MB	4 4
2016	1,231 Files, 48 Folders 1,147 Files, 47 Folders	Raw Compressed	10.3 GB 641 MB	10.4 GB 712 MB	5 5
2015	2,135 Files, 113 Folders 2,038 Files, 107 Folders	Raw Compressed	35.9 GB 1.00 GB	36.1 GB 1.13 GB	17 17

This data is generated using Google Sheets, providing a versatile platform for managing your information. It allows for easy sharing with multiple users, facilitating collaborative efforts in maintaining the Picture Catalog. Additionally, users can input formulas to expedite calculations, enabling quicker summation and analysis of data.

if you want to Access the Data use this link below:

https://docs.google.com/spreadsheets/d/1UDSnBwdpMfFB2c018siUY_B5y01wlwkSIUGshk67c/edit?usp=sharing



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ABOUT THE CREATOR

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CONTACT ME THRU

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