25 March 2010

#### **Submitting images to Antweb:**

#### **Files for Antweb**

Four image files for each specimen are typically uploaded to correspond with that specimen's data. These files are comprised of four standard images: dorsal, head, profile, and a label image. Images in addition to the standard views can also be uploaded, e.g. wings of a queen or male genitalia. In addition, any type of image of a specimen, such as SEM, can be loaded on AntWeb as long as specimen data is available.

Images cannot be viewed on Antweb unless the image files are correctly named and correspond with specimen data.

#### **Image File Names:**

Each image file name consists of the specimen code followed by an underscore, then a letter code that refers to the position of the specimen.

#### specimen codes:

Each specimen imaged is given a specimen code. CAS specimens are given a unique, seven-digit, "CASENT" number such as CASENT0172421, CASENT0005664, and CASENT0435930

#### letter codes:

D = dorsal image of specimen

H = full-face image of head of specimen

P = profile, or lateral image of specimen

L = label image

Therefore, a profile image of an ant with a specimen code of CASENT0006129 would be named CASENT0006129\_P.

A label image for the same specimen would be named CASENT0006129\_L.

#### Naming Extra Images:

If additional images are necessary, e.g. wings of a queen or male genitalia, name the original image using the suffix \_D\_1, \_H\_1, or \_P\_1 and the additional images as \_D\_2, \_H\_2, or \_P\_2. etc.

Therefore, a profile image of an alate queen or male ant with a specimen code of CASENT0006129 would be named CASENT0006129\_P\_1, while a second profile image would be named CASENT0006129\_P\_2.

**Note:** Any image containing a "\_1" suffix is the first image seen in thumbnails and field guides on Antweb.

For male ants and alate queens, take one close-up image of the wings.

Male ants should also get an additional image of the genitalia taken at a 45-degree angle. This image would have a suffix "\_P\_3" (assuming you have taken a close up of the wing for "\_P\_2").

If a specimen is broken and mounted on more than one point, multiple profile shots are needed. If the head is on a separate point, the standard frontal image \_H\_1 should be taken plus an additional image from the lateral view labeled \_H\_2.

Additional images (for keys, plates, publications or information) are always welcome, and should be called \_3, \_4, \_5 etc.

Here are some examples of image names for AntWeb:

For specimen CASENT0119330:	For specimen CASENT0119792:
CASENT0119330_D	CASENT0119792_D_1
CASENT0119330_H	CASENT0119792_D_2
CASENT0119330_L	CASENT0119792_H_1
CASENT0119330_P_1	CASENT0119792_H_2
CASENT0119330_P_2	CASENT0119792_L
CASENT0119330_P_3	CASENT0119792_P

Add an appropriate label to the pinned specimen to ensure that the imaged specimen can be easily found within a larger collection. At CAS, we add a green ANTWEB label to the pin of the imaged ant.

#### Metadata:

When uploading images to AntWeb, please include the following documents:

1. A Word file containing the name of the author of each image and any copyright information

2. An Excel spreadsheet with the specimen (label) data

#### Uploading:

There two options for uploading images. The first is to transfer images and associated data to an ftp server for uploading by CAS AntWeb team. The second option is to upload images yourself after emailing the specimen data.

#### FTP transfer:

Files should be uploaded to the Antweb ftp server. Contact Michele Esposito for instructions. .

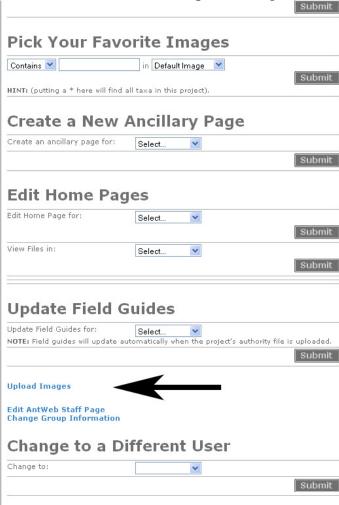
In a single folder, include both original and Photoshop-edited files in two separate folders, along with the metadata Word file and Excel file of specimen data.

#### Direct image upload:

1. Login to the AntWeb Admin. Tool page.

# AntWeb Admin Tool Please Login to AntWeb Username: Password: Submit

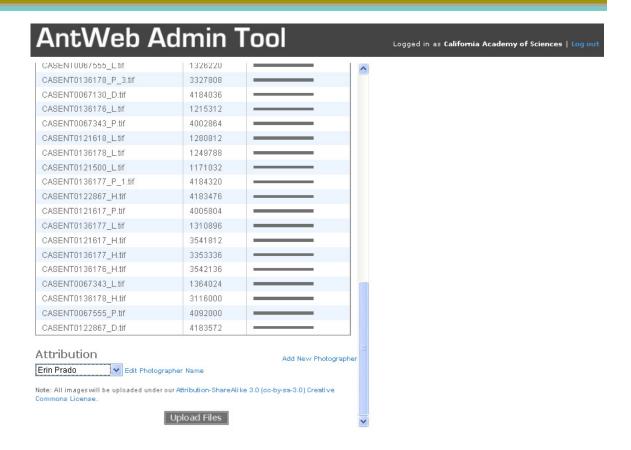
2. Scroll down and click the Upload Images link.



3. On the Upload Files page, click the link to select files to upload.

## AntWeb Admin Tool Upload Files Click here to select files to upload

- 4. Browse to and select all images to be uploaded, then click Open.
- **5.** Scroll down and choose or add the photographer name and click Upload Files.



The grey processing bars will eventually turn red. **Wait** until the Images Successfully Uploaded page is displayed.



**6.** Scroll down to and select Upload More Images to continue uploading or return to the AntWeb Admin Homepage.



7. Check images for issues or problems via the AntWeb homepage by clicking the "More" link under Recent Images.

