

6 September 2018

## Submitting images to AntWeb:

### Files for AntWeb

Four standard image files for each specimen are typically uploaded to AntWeb, corresponding to specimen data. These files comprise a dorsal, head, profile, and label image. Additional images can also be uploaded, e.g. wings of a queen, male or male genitalia. Other images, such as SEM images, can be uploaded to AntWeb as long as the specimen data is available.

File types accepted; high resolution Tiff or Jpg files. All image files should be flattened and preferably no larger than 20 MB.

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 unique 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 available, e.g. wings of a queen, male or male genitalia, simply add a number to the suffix; \_D\_1, \_H\_1, or \_P\_1. The additional images would be \_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 (wing shot) would be named CASENT0006129\_P\_2.

**Notes:** Do not use suffix letters other than D, H, P, L. AntWeb will not accept them.

Any image containing a "\_1" suffix is the first image seen in thumbnails and field guides on AntWeb. If you name one image with no number suffix and an additional image with a "\_1" suffix, one will override the other.

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").

# AntWeb Documentation

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 include number suffixes based on the corresponding position; \_3, \_4, \_5 etc.

Here are some examples of image names for AntWeb:

For specimen CASENT0119330:

CASENT0119330\_D  
CASENT0119330\_H  
CASENT0119330\_L  
CASENT0119330\_P\_1  
CASENT0119330\_P\_2  
CASENT0119330\_P\_3

For specimen CASENT0119792:

CASENT0119792\_D\_1  
CASENT0119792\_D\_2  
CASENT0119792\_H\_1  
CASENT0119792\_H\_2  
CASENT0119792\_L  
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

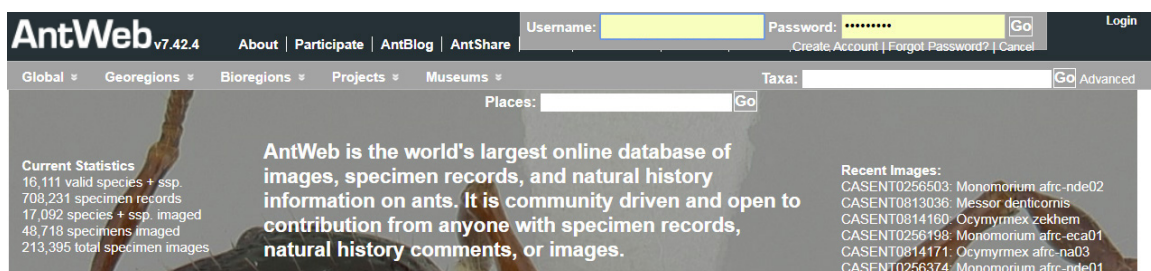
## Uploading:

There are two options for uploading images. The first is to share a Dropbox folder of images and associated data for uploading by the CAS AntWeb team. The second option is to upload your own images after emailing the specimen data to the CAS AntWeb team.

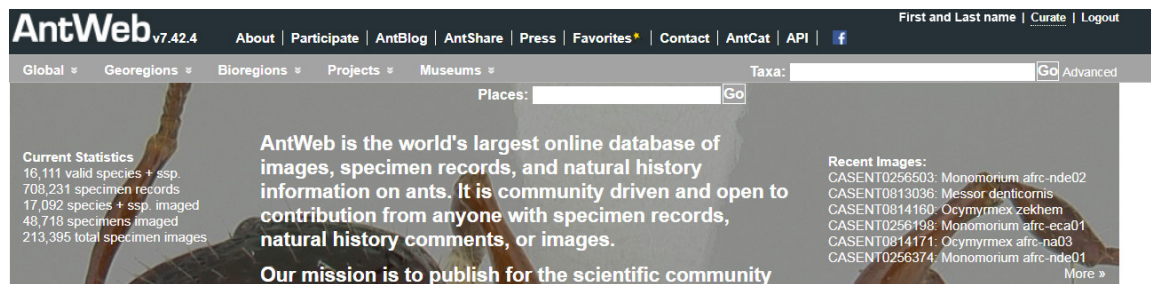
**Note:** The second option is for AntWeb administrators and requires a log in.

## Direct image upload (admin. login required):

Login to AntWeb and select **Curate**.

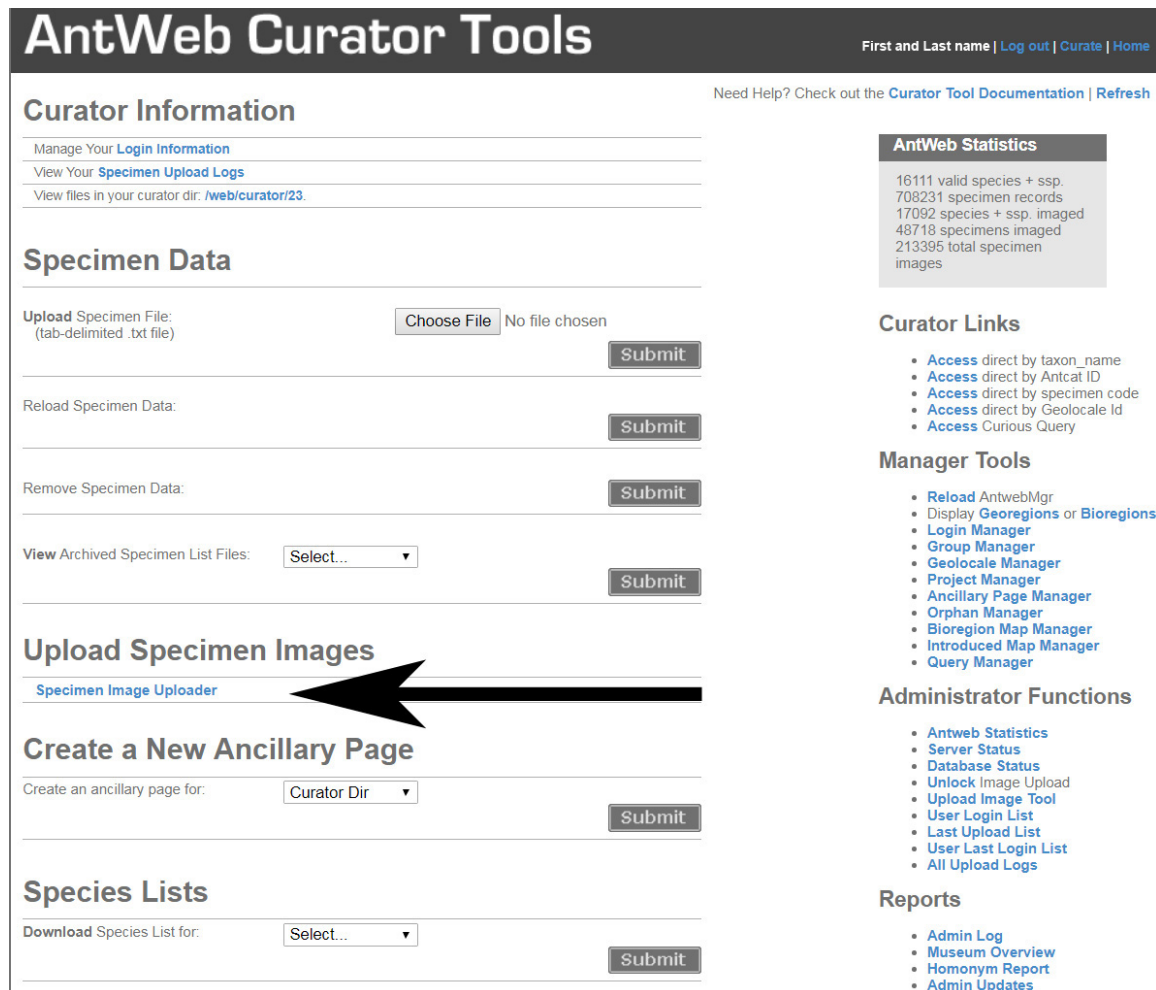


# AntWeb Documentation



The screenshot shows the AntWeb v7.42.4 homepage. The header includes navigation links: About, Participate, AntBlog, AntShare, Press, Favorites, Contact, AntCat, API, and a Facebook icon. A search bar is present with fields for 'Global', 'Georegions', 'Bioregions', 'Projects', 'Museums', 'Taxa', and 'Places'. The main content area features a large background image of an ant. On the left, 'Current Statistics' are listed: 16,111 valid species + ssp, 708,231 specimen records, 17,092 species + ssp imaged, 48,718 specimens imaged, and 213,395 total specimen images. The center text states: 'AntWeb is the world's largest online database of images, specimen records, and natural history information on ants. It is community driven and open to contribution from anyone with specimen records, natural history comments, or images. Our mission is to publish for the scientific community'. On the right, 'Recent Images' are listed with CAS numbers and species names, followed by a 'More »' link.

From the AntWeb Curator Tools page select **Specimen Image Uploader**.



The screenshot shows the AntWeb Curator Tools page. The header includes 'First and Last name | Log out | Curate | Home'. A 'Need Help?' link points to 'Curator Tool Documentation | Refresh'. The main content area is divided into several sections: 'Curator Information' with links for 'Manage Your Login Information', 'View Your Specimen Upload Logs', and 'View files in your curator dir: /web/curator/23'; 'Specimen Data' with 'Upload Specimen File' (tab-delimited .txt file) and 'Choose File' button, 'Reload Specimen Data', 'Remove Specimen Data', and 'View Archived Specimen List Files'; 'Upload Specimen Images' with a link to 'Specimen Image Uploader' and a large black arrow pointing to it; 'Create a New Ancillary Page' with 'Create an ancillary page for:' and 'Curator Dir' dropdown; and 'Species Lists' with 'Download Species List for:' and 'Select...' dropdown. The right sidebar contains 'AntWeb Statistics' (16111 valid species + ssp, 708231 specimen records, 17092 species + ssp imaged, 48718 specimens imaged, 213395 total specimen images), 'Curator Links' (Access direct by taxon\_name, Antcat ID, specimen code, Geolocale Id, Curious Query), 'Manager Tools' (Reload AntwebMgr, Display Georegions or Bioregions, Login Manager, Group Manager, Geolocale Manager, Project Manager, Ancillary Page Manager, Orphan Manager, Bioregion Map Manager, Introduced Map Manager, Query Manager), 'Administrator Functions' (Antweb Statistics, Server Status, Database Status, Unlock Image Upload, Upload Image Tool, User Login List, Last Upload List, User Last Login List, All Upload Logs), and 'Reports' (Admin Log, Museum Overview, Homonym Report, Admin Updates).

On the **Upload Files** page, click the link to select files to upload from your computer.

# AntWeb Documentation

## AntWeb Curator Tools

First and Last name | [Log out](#) | [Curate](#) | [Home](#)

Image Upload Lock **acquired**. Click here to [unlock](#).

The lock will be automatically released in **60.0 minutes**.

As an admin, you may [disable](#) the Image Upload Facility.

### Upload Files

[Click here to select files to upload](#)

Browse to and select all images to be uploaded, then 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.

## AntWeb Curator Tools

First and Last name | [Log out](#) | [Curate](#) | [Home](#)

Image Upload Lock **acquired**. Click here to [unlock](#).

The lock will be automatically released in **60.0 minutes**.

As an admin, you may [disable](#) the Image Upload Facility.

### Upload Files

[Click here to select files to upload](#)

Files To Upload:

File Name	Size	Upload progress
CASENT0256198_P.tif	4691384	<div></div>
CASENT0256374_D.tif	5633348	<div></div>
CASENT0256374_H_2.tif	3985396	<div></div>
CASENT0256198_L.JPG	1174605	<div></div>
CASENT0256374_H.tif	7032164	<div></div>
CASENT0256198_H_2.tif	5606952	<div></div>
CASENT0256198_H.tif	7086468	<div></div>
CASENT0256198_D.tif	4989224	<div></div>

#### Attribution

[Add New Photographer](#)

[Edit Photographer Name](#)

Note: All images will be uploaded under our [Attribution-ShareAlike 3.0 \(cc-by-sa-3.0\) Creative Commons License](#).

[Upload Files](#)

Images successfully uploaded! Scroll down to **Upload More Images** to continue uploading, **View Recently Upload Images** to check your images or return to the **AntWeb Admin Homepage**.

## AntWeb Curator Tools

First and Last name | [Log out](#) | [Curate](#) | [Home](#)

Image Upload Lock **acquired**. Click here to [unlock](#).

The lock will be automatically released in **60.0 minutes**.

As an admin, you may [disable](#) the Image Upload Facility.

### Images Successfully Uploaded

- casent0256198\_l
- casent0256374\_h\_2
- casent0256198\_p
- casent0256374\_d
- casent0256198\_h\_2
- casent0256374\_h
- casent0256198\_d
- casent0256198\_h

[Upload More Images](#) | [View Recently Uploaded Images](#) | [Return to Admin Homepage](#)

Check images for issues or problems via the **View Recently Uploaded Images** link (see previous image) or via the AntWeb homepage under **Recent Images**.

The screenshot shows the AntWeb homepage with a dark header containing navigation links: About, Participate, AntBlog, AntShare, Press, Favorites, Contact, AntCat, API, and a Facebook icon. Below the header is a search bar with tabs for Global, Georegions, Bioregions, Projects, and Museums. The main content area features a large banner with the text: "AntWeb is the world's largest online database of images, specimen records, and natural history information on ants. It is community driven and open to contribution from anyone with specimen records, natural history comments, or images. Our mission is to publish for the scientific community". To the left of the banner are "Current Statistics" and to the right is a "Recent Images" list. A black arrow points from the text in the previous block to the "Recent Images" section.

**Current Statistics**  
16,111 valid species + ssp.  
708,231 specimen records  
17,092 species + ssp. imaged  
48,718 specimens imaged  
213,395 total specimen images

**Recent Images:**  
CASENT0256503: Monomorium afrc-nde02  
CASENT0813036: Messor denticornis  
CASENT0814160: Ocymyrmex zekhem  
CASENT0256198: Monomorium afrc-eca01  
CASENT0814171: Ocymyrmex afrc-na03  
CASENT0256374: Monomorium afrc-nde01  
[More »](#)