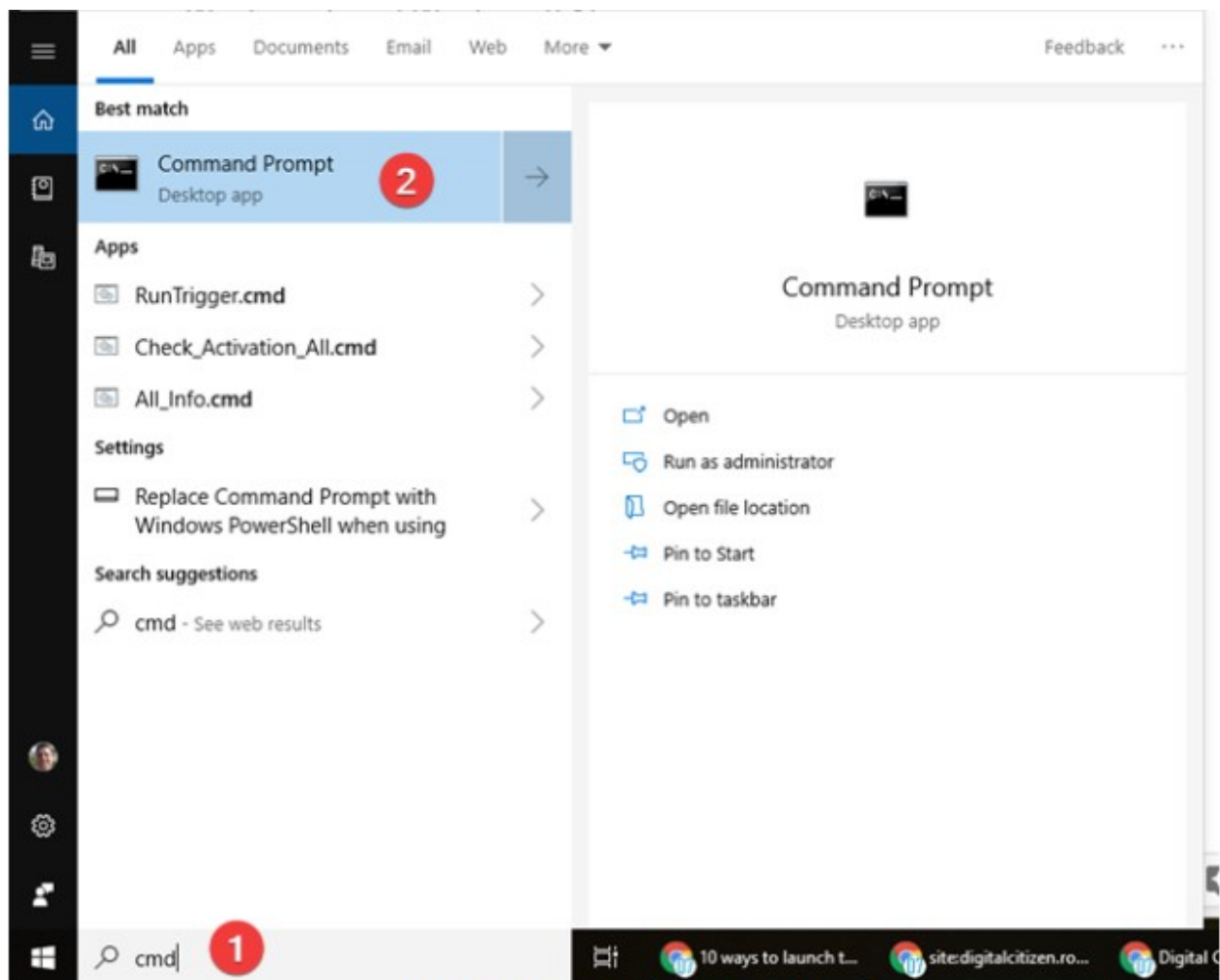


Metadata Embedding Procedures Using exiftool

These procedures are intended to “parallel” those outlined in “Metadata Batch Editing Using PhotoShop”. These procedures outline how to embed metadata in photos using the command line tool, exiftool.exe.

Exiftool is run from the Microsoft command-line interpreter, cmd.exe.

So start, enter “cmd” in the

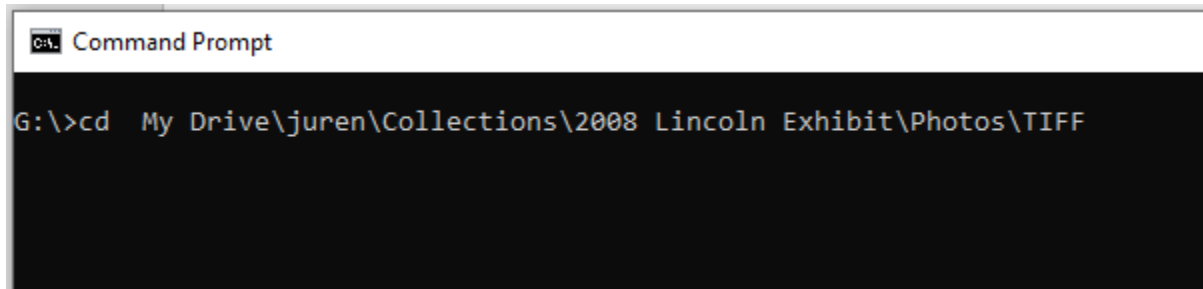


Search for cmd in Windows 10

With the CMD Window open, go the directory where the TIFF images reside that need metadata tags added.

Example:

```
G: <Enter>
cd My Drive\username\Collections\2008 Lincoln Exhibit\Photos\TIFF <Enter>
or
S: <Enter>
cd S:\SCAN\AV Photo Scans\username\Collections\2008 Lincoln Exhibit\Photos\TIFF
<Enter>
```

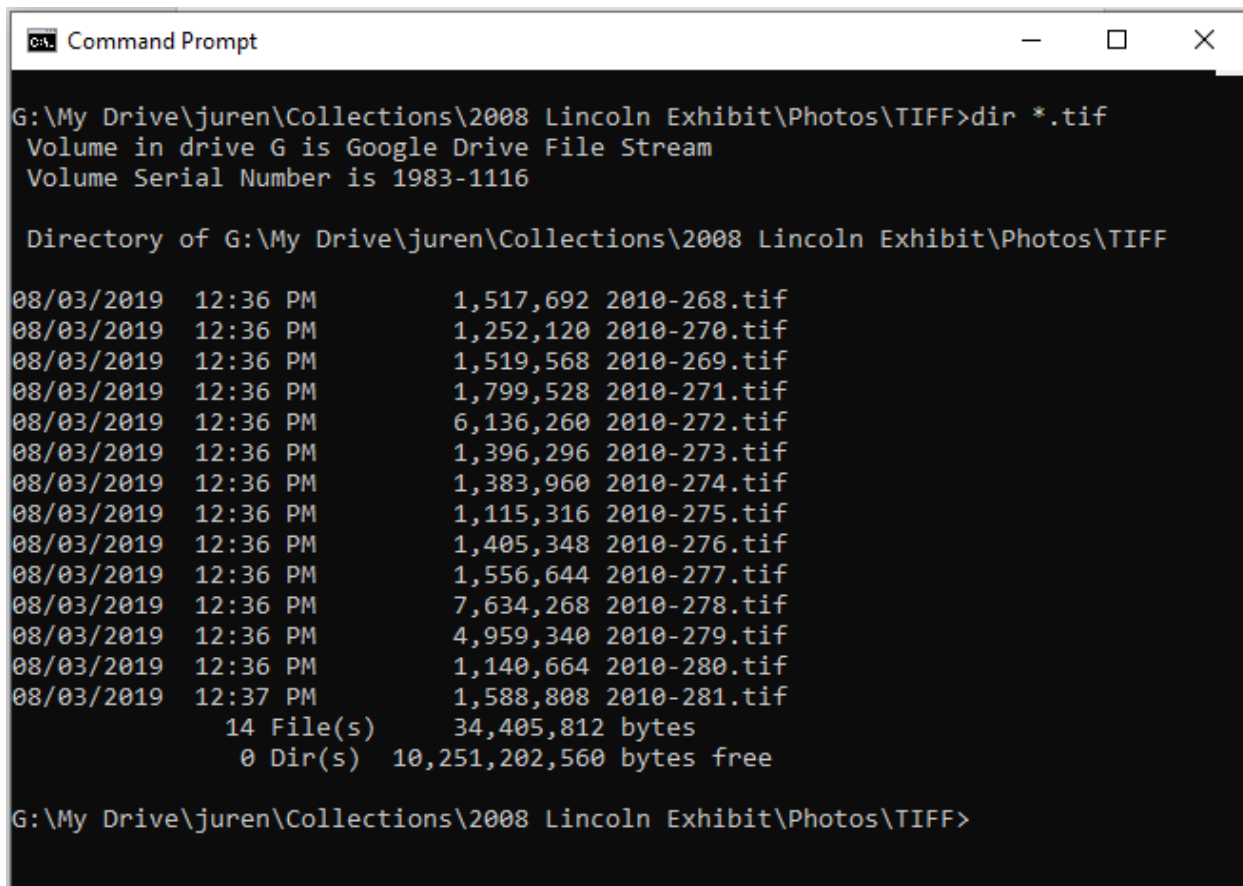


```
Command Prompt

G:\>cd My Drive\juren\Collections\2008 Lincoln Exhibit\Photos\TIFF
```

To list all TIFF images in the directory enter:

```
dir *.tif <Enter>
```



```
Command Prompt

G:\My Drive\juren\Collections\2008 Lincoln Exhibit\Photos\TIFF>dir *.tif
Volume in drive G is Google Drive File Stream
Volume Serial Number is 1983-1116

Directory of G:\My Drive\juren\Collections\2008 Lincoln Exhibit\Photos\TIFF

08/03/2019  12:36 PM           1,517,692  2010-268.tif
08/03/2019  12:36 PM           1,252,120  2010-270.tif
08/03/2019  12:36 PM           1,519,568  2010-269.tif
08/03/2019  12:36 PM           1,799,528  2010-271.tif
08/03/2019  12:36 PM           6,136,260  2010-272.tif
08/03/2019  12:36 PM           1,396,296  2010-273.tif
08/03/2019  12:36 PM           1,383,960  2010-274.tif
08/03/2019  12:36 PM           1,115,316  2010-275.tif
08/03/2019  12:36 PM           1,405,348  2010-276.tif
08/03/2019  12:36 PM           1,556,644  2010-277.tif
08/03/2019  12:36 PM           7,634,268  2010-278.tif
08/03/2019  12:36 PM           4,959,340  2010-279.tif
08/03/2019  12:36 PM           1,140,664  2010-280.tif
08/03/2019  12:37 PM           1,588,808  2010-281.tif
               14 File(s)      34,405,812 bytes
               0 Dir(s)  10,251,202,560 bytes free

G:\My Drive\juren\Collections\2008 Lincoln Exhibit\Photos\TIFF>
```

IPTC Tags

AV Archives at the Harry S. Truman Library has adopted the IPTC Metadata Standard for images and photos. (IPTC stands for the [International Press Telecommunications Council](#), a world-wide group of news organizations.)

To embed a single IPTC tag into a TIFF image, the command structure is as follows:

```
C:\exiftoolgui\exiftool -[tag_name]="[tag]" [filename]
```

for example:

```
C:\exiftoolgui\exiftool -Headline="2018 Big Sonia Screening" 2010-392.tif
```

embeds "2018 Big Sonia Screening" into the file 2010-392.tif.

To "bulk" embed a number of IPTC tags into all TIFF images in a directory, copy and paste the following:

```
C:\exiftoolgui\exiftool^
-Headline="[Title]"^
-Caption-Abstract="[Description]"^
-ObjectName="[ Accession Number ]"^
-By-line="[ Photographers Name ]"^
-By-lineTitle="[ Photographers Title ]"^
-DateCreated="[ Date Photograph was created ]"^
-Writer-Editor="[ Person who entered metadata ]"^
-Sub-location="[ Site photo was taken ]"^
-City="[ City ]"^
-Province-State="[ State ]"^
-Country-PrimaryLocationName="[ Country ]"^
-Source="[ NARA Collection Number e.g. RG-64 ]"^
-CopyrightNotice="[ Rights Statement ]"^
-SpecialInstructions="[ Photographer, Agency, Harry S. Truman Presidential Library and Museum ]"^
*.tif ^
| more
```

For example to bulk embed metadata common to all photos in a directory, enter the following:

```
C:\exiftoolgui\exiftool^
-Headline="" ^
-Caption-Abstract="" ^
-ObjectName="" ^
-By-line="Scott Kraft" ^
-By-lineTitle=" Independent " ^
-DateCreated="2018:01:18 " ^
-Writer-Editor="J. U'Ren " ^
-Sub-location="Harry S. Truman Library and Museum" ^
-City="Independence" ^
-Province-State="MO" ^
-Country-PrimaryLocationName="USA" ^
-Source="[ NARA Collection Number e.g. RG-64 ]" ^
-CopyrightNotice="Public Domain – This item is in the public domain and can be used freely without
permission." ^
-SpecialInstructions="Scott Kraft, Independent, Harry S. Truman Presidential Library and Museum ]" ^
*.tif ^
| more
```

Note: Headline [Title], Caption-Abstract [Description], and ObjectName [Accession Number] are unique to each photo in a series and will have to be individually entered for each photo.

Each tag needs to be bound in quotes

Items such as Headline, Caption-Abstract and ObjectName that require unique tags and are to be left blank in the “bulk embedding step” can contain empty quotes.

To list all IPTC tags embedded in TIFF images in the directory, copy and paste the following:

```
C:\exiftoolgui\exiftool^
-Headline^
-Caption-Abstract^
-ObjectName^
-By-line^
-By-lineTitle^
-DateCreated^
-Credit^
-Writer-Editor^
-Sub-location^
-City^
-Province-State^
-Country-PrimaryLocationName^
-Source^
-CopyrightNotice^
-SpecialInstructions^
*.tif ^
| more
```

It will look like this:

```
C:\tmp>C:\exiftoolgui\exiftool^
More? -Headline^
More? -Caption-Abstract^
More? -ObjectName^
More? -By-line^
More? -By-lineTitle^
More? -DateCreated^
More? -Credit^
More? -Writer-Editor^
More? -Sub-location^
More? -City^
More? -Province-State^
More? -Country-PrimaryLocationName^
More? -Source^
More? -CopyrightNotice^
More? -SpecialInstructions^
More? *.tif ^
More? | more
===== 2010-365.tif
Headline           : 2018 Harry's Hop n' Hunt
Caption-Abstract   : Easter Egg Roll at the 2018 Harry's Hop'n Hunt.
Object Name        : 2010-365
By-line            : Ed Autry
By-line Title      : NARA
Date Created       : 2018:06:14
Credit             : Ed Autry, NARA, Harry S. Truman
Writer-Editor      : J. U'Ren
Sub-location       : Harry S. Truman Library
City               : Independence
```

Standard limits for the number of characters in IPTC tags are:

Headline	: 256
Caption-Abstract	: 2000
Object Name	: 64
By-line	: 32
By-line Title	: 32
Date Created	: 8
Credit	: 32
Writer-Editor	: 32

Sub-location	: 32
City	: 32
Province-State	: 32
Country-Primary Location Name	: 64
Time Created	: 11
Source	: 32
Copyright Notice	: 128
SpecialInstructions	: 128

The full IPTC spec can be found at:

<https://sno.phy.queensu.ca/~phil/exiftool/TagNames/IPTC.html>