

	HSTL Photo Metadata Process		
	Step	Code Package or Process	Checking and Validation
1			
2	Prepare Collaborative Google Spreadsheet	Build out Google Spreadsheet from TIFF image collection   save as a "Google Worksheet" before going on to next step	Confirm that Title, Description, AN, Date, Rights, Photographer, & Organization are completed
3	Convert Google WS to CSV file	Python code: g2c.py & gui_b2c.py creates an ' <b>export.csv</b> ' file	Number of rows in CSV file should closely match number of Accession Numbers
4	Unicode filtering of text in CSV file	Python code: analyze.py & fix.py & analyze.py catch 'special characters'	Post-processing Summary Reports should highlight problems to be addressed
5	Embed metadata into TIFF images	Python code: write_tags.py	Post-processing Summary Report   spot check metadata fields using nomacs &/or tagwriter
6	Convert TIFFs to JPEGs	[Reuse the Python code from Ver 1]	Number of TIFFs should match number of JPEGs
7	Resize JPEGs to fit 800x800 box	[Reuse the Python code from Ver 1]	Spot check in nomacs &/or tagwriter
8	Add watermarks to restricted JPEGs	[Reuse the Python code from Ver 1]	Spot check in nomacs &/or tagwriter
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