Browser Uploads

- Before uploading files into the IMS Library, please make sure file names are in accordance with BAC standards.

- From the Home page select Uploads > Browser Uploads to open the Browser Uploads page

- Select the folder that corresponds with your user group.

- Drag and drop files from your computer or network into the area indicated. Alternatively, select the Add button to browse and select files. You can select multiple files by holding down Shift or Control and selecting additional files or a range of files.

- Repeat until all the files you want to upload are listed in the Browser Uploads page.

- Select Upload

- Progress bars will show the progress of the upload and, if no further tasks are required, your files will be loaded into the required destination. You will be given the option to open the folder to which they have been added once it is complete.

- Adding metadata is required before the files can be made available in IMS. You will be prompted with the View the files now button. This opens the Pending Uploads page, which will prompt you for further input. If you choose not to open the Pending Uploads page at this stage, you can return to it at any time using the link included in the message placed on the left-hand side of the IMS window, reminding you that pending uploads require your attention. Again, files will not be available until the required metadata is added to the files, and then submitted to the Administrator for approval.
Desktop Upload Tool

- Before uploading files into the IMS Library, please make sure file names are in accordance with BAC standards.

- Login into the IMS Library

- Go to: uploads>desktop upload tool

- Download tool for appropriate system
  - Windows XP, Vista or Windows 7
  - Download for MacOS X
  - Install for iPhone or iOS

- Use the configuration settings table

<table>
<thead>
<tr>
<th>Server</th>
<th>thirdlight.the-bac.edu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port</td>
<td>443</td>
</tr>
<tr>
<td>HTTPS/SSL</td>
<td>Checked</td>
</tr>
<tr>
<td>Username</td>
<td>Enter your IMS username, eg. Sally.Newbury</td>
</tr>
<tr>
<td>Password</td>
<td>Enter your IMS password</td>
</tr>
</tbody>
</table>

- After logging in to the Desktop Upload tool, IMS will display a split window, with your computer's contents on the left and the IMS storage on the right.

- Navigate to the folder containing the file or files you wish to upload on the left-hand side.

- Select the file on the left-hand side, and drag it to a folder on the right-hand side. If you need to upload more than one file or folder at a time, you can either:
  - Hold down Control and select all of the files or folders you wish to upload one by one.
  - Hold down Shift and select the range of files or folders you wish to upload.
You can also right-click in the IMS panel on the right-hand side to create new Folders.

- When uploads are in progress, the queue at the bottom of the screen shows progress bars. Two files at a time are uploaded. IMS will show files as "preparing" when they are next to be uploaded, and "finalizing" when the server is completing the transfer (i.e., ingesting the new file to your database and creating a new thumbnail).

- If any errors occur (unrecognized file types for example) you can click on the 'Errors' tab above the queue to see a list. While files are waiting in the queue, you can add more files to the queue or right-click on items in the queue to remove them.

- Once the Desktop Upload tool has finished uploading your files, log into the IMS Library and check for a message about pending uploads on the left side of the IMS page. If a message appears click the embedded link to open the Pending Uploads page. It may take a few minutes for the message to appear.

FTP Uploads

FTP is used when the Browser Upload and the Desktop Uploader Tool are not adequate. Specialist and heavy contributors use FTP. If you are uploading files that are greater than 4GB please contact your IMS Library Administrator at imssupport@the-bac.edu

- There are FTP Upload Plugins for the following software systems:
  - Adobe Lightroom
  - Adobe Bridge
  - Adobe File Info Panel
  - Apple Aperture Plugin
  - Drupal Module
  - WordPress Plugin

Adobe Lightroom FTP

- Log into the IMS Library.
- Go to: Tools>Plugins>Adobe Lightroom Plugin
- Download Lightroom plugin for IMS
• Use the information in the Configuration Settings Table to setup your FTP Export in Lightroom:

<table>
<thead>
<tr>
<th>Server</th>
<th>thirdlight.the-bac.edu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>Enter your IMS FTP username, eg. Sally.Newbury</td>
</tr>
<tr>
<td>Password</td>
<td>Enter your IMS FTP password</td>
</tr>
</tbody>
</table>

• In Adobe Lightroom, select the photos you want to export into the IMS Library.
• Click on Export
• In the Export page, select Export to FTP Upload
• Click on Plug-in Manager
• Add the Third Light Plug-in
• Make sure your export file settings are setup to export the images at its highest res without enlarging:
  o Filename
    ▪ Shot date-description-photographerlastname-seq.tif
  o Resolution of 300 pixels per inch
  o Image at full size
  o AdobeRBG (1998)
  o 8 bits/component
• Go to the Third Light FTP Server field.
• Select Destination and enter information from Configuration Setting Table.
• Save the current setting as a New Preset.
• Click Ok.
• Click Export.
• Log into IMS Library and click on the Pending Upload message on the left.
• Enter required metadata. Please pay attention to detail and only add metadata that you are certain of. Uploads with in-correct metadata assigned will be rejected and returned to user for re-working.

• When all required metadata has been entered, submit to Admin.

Public Upload Forms

IMS includes a feature for creating generic HTML forms for uploading files that do not rely on a user having a login or FTP.

The purpose of these forms is to allow your organization to embed a picture upload page into an intranet or possibly into a protected part of a public-facing web site. In certain cases, such as Events, it may even be that a Public Upload form is used to gather images from a very wide range of sources.