Uploading JPEG Images to the Portal

The jpg versions of your images should be uploaded to the project portal (Macroalgae.org). To do this, you should transfer your jpg images via FTP to the folder that has been set up for you on the iDigBio storage server. A script that is run nightly on the server will "ingest" your images and link them to you data records on the portal. Here are instructions to get you started. If you run into any problems, contact Stephen or Naveed (email below).

1) Provide a generic format of your image file names, which should match your barcode format. For example: New York's is NY_12345678.jpg, New Hampshire uses NHA-12345678.jpg, Connecticut uses CONN12345678.jpg. You may simply email this image format to Stephen and Naveed at sgottschalk@nybg.org and ndavoodian@nybg.org. The jpg images for the portal should be under 8 MB each. If you are using a 20 MP camera, like the Canon EOS 5D Mark II, you will need to use a little compression when you save the jpg. If you set the quality to 80 or 90%, the file size will be around 5 or 6 MB, which is perfect.

2) Log in to the server using an FTP client (such as WinSCP, WP_FTP, or FileZilla).

host: storage.idigbio.org
user: idigstorage
pass: bryo&lich
port: 21
protocol: FTP [no encryption]

3) Wait for feedback / a confirmation from Stephen or Naveed that the server is ready to load your institution's images.

4) Test the process: Go to your institutional directory and copy two or three images into the proper Macroalgae subdirectory, the script will run over night and if all goes as expected the images will have moved out of the ftp directory by the following day. If you believe an error has occurred (i.e., your images have not moved out of the ftp directory) let Stephen or Naveed know.

5) After we have successfully ingested the test images, you may proceed with posting your images to the ftp site.