

Instructions for Handling RBC Photographs

1. A Microsoft Access file exists under *F:\Common\RBC Pictures* entitled “photographs” which contains a searchable archive of digital photos, both past and current, relevant for use in all RBC promotional material and publications. The photos are catalogued by category, subjects pictured and search keywords, and each entry includes a visual preview of the photo (categories include *academic, campus, faculty, music/drama, recreation, social, special events, spiritual, staff/administrators, students*). Pictures include faculty and staff file photos (as in, mugshots from the yearbook), pictures taken by students, publicity photos for Salt and Light, Drama, Chorale, IPS, general campus photos, pictures of students...you get the idea. The archive will be updated throughout the year.
2. **To search the archive:**
 - a. open Windows Explorer (My Computer) and open the F drive
 - b. follow the path to *F:\Common\RBC Pictures*
 - c. open the Access file “photographs,” then double-click the “archive” icon
 - d. press ‘control F’ to open a search window
 - e. type in a search term in the “Find what” box.
 - f. under “Look In,” select “archive” – under “Match,” select “Any Part of Field.” This will open your search to include any occurrence of the word you are looking for in the archive. It is possible to search by a single field (Ex: by category), but the best search is usually a full-archive search.
 - g. those familiar with Access will be able to create more advanced searches when necessary

Editing the archive

- a. while searching, feel free to add to the descriptions in the “search keywords” and “subjects pictured” boxes
 - b. record any use of the photograph in “search keywords.” Ex: If you use it in a Salt and Light poster, write ‘used in Salt and Light 06 poster’
3. **Using a picture from the archive:**

The Access archive doesn’t contain the actual picture file itself—only a preview of it. The picture files are stored in *F:\Common\RBC Pictures\catalogued pictures* and are separated into folders based on the academic year in which they were taken. The “location” and “file name” boxes in each archive entry tell you where to find the picture file.

 - a. **if the “location” box contains the current academic year** (i.e., ‘2006’ during the 05-06 academic year), the picture will be located in the “catalogued current year” folder, that is,
F:\Common\RBC Pictures\catalogued pictures\catalogued current year.
 - b. **If the “location” box contains a previous academic year**, the picture will be located in the “catalogued previous years” folder. Open it and click on the correct year.
 - c. Once you have the correct folder open, you may either browse through the folder until you find the picture or perform a search using the

filename (usually the best option, since the folders contain up to 300 pictures). **To perform a search in the picture folder:**

- 1) press 'control F' to open a Windows Explorer search panel in the folder you want to search
- 2) click "pictures, music, or video"
- 3) click "advanced search options"
- 4) click the checkbox next to "pictures and photos," copy the photograph filename from the "filename" box in the archive and paste it into the "All or part of the filename:" box. (be careful not to alter the filename in the archive in the process)
- 5) check the "Look in" box to make sure it is searching the correct folder, then click "search"
- 6) never take the picture out of the folder. Copy it.

4. **Selecting Pictures for the Archive**

All new pictures considered relevant for RBC publications – whatever the source, whatever the subject – should be sent to the "incoming" folder – *F:\Common\RBC Pictures\Incoming*. This includes publicity photos for chorale, salt and light, drama team, etc. Example: Forty pictures of chorale are taken for their pre-tour poster. Ken creates a subfolder inside the "incoming" folder entitled "chorale 06" and places all forty photographs in that folder. Subfolders aren't necessary unless there are numerous pictures of the same subject: a single picture of a professor teaching a class could be placed directly in the "incoming" folder.

a. **Sorting**

In the example above, the forty pictures would then be culled. Three or four of the best would be selected for entry into the archive and made available for use in the poster and other publications (the *Beacon*, the *MIRROR*, *MWR*, etc.).

- 1) Culling should be done by whoever is closest to the project—Ken and the poster designer, in this case. General photographs (those not specific to an identifiable project) can be culled by whoever has the urge (the webmaster, for example), but will mainly be the responsibility of the publications editor. Any photograph used on the web or in any RBC publication belongs in the archive.
- 2) Pictures selected for the archive should be removed from the "incoming" folder and placed in the "to be catalogued" folder: *F:\Common\RBC Pictures\catalogued pictures\to be catalogued*
- 3) Pictures not deemed worthy of the archive should be removed from the "incoming" folder and placed in the "extra" folder: *F:\Common\RBC Pictures\catalogued pictures\extra*
- 4) Once a picture has been "judged," (sorted or culled) it should no longer be in the "incoming" folder. Either move it to "to be catalogued" or move it to "extra" so that no one else has to do your work over again in deciding which picture to use.

b. **Entering pictures in the archive**

The publications editor will enter selected pictures in the "to be catalogued" folder into the archive. Don't try it.