



## Instructions for the submission of digital imagery

OKAPIA imports digital picture material by using a partly automated process. To guarantee an efficient workflow, various technical requirements should be observed. Please note that we cannot accept submissions which do not comply with these instructions. Also, please take the trouble to provide good captions and keywords to facilitate sales via our web portals.

- file format:** **JPG** or JPEG, not compressed (top quality).  
**TIF** or TIFF  
Please do not submit RAW files.
- resolution digital camera:** Please submit images in their **maximum** resolution (but not interpolated). Low resolution images will not be accepted.  
The longest picture side should have at least **3000 pixels** (or more).
- resolution scanner:** Please do not use the maximum technical resolution, but ca. 90% only.  
The longest side should have at least **4000 pixels** (or more).
- file size:** The size of TIF files is directly dependent on the amount of pixels and the colour depth (24/48Bit). For example, images from a 10 megapixel camera attain a size of about 30 MB (24Bit colour depth).  
In comparison, the average size of JPG files (without compression) is about 5 to 7 MB, dependent on image content.
- image editing:** Pictures should be correctly rotated and not mirrored. Please crop unnecessary borders but otherwise leave the images unedited, e.g. do not apply any kind of filter such as 'sharpening', 'dust removal', et cetera.  
Exceptions: artistic processing and cutouts.
- image captions:** **IPTC** metadata provides a standard way of storing information such as captions, keywords, description, location and credits in JPEG or TIF images. The IPTC of ADOBE Photoshop 7.0.1 (or higher) is preferred, however, other software providing IPTC data compatible with Photoshop can be used. The text information of images should not be supplied in separate files such as Excel or Word because it hinders the automated workflow and increases handling time considerably.
- important:** Picture caption software should write data according to IPTC/ANPA standard. IPTC data may also be additionally stored in XMP format.  
Please fill out at least the following IPTC fields: *photographer / description or caption / keywords*  
Other IPTC fields such as location or country may complement the image text.
- IPTC keywords:** Multilingual keywords may be separated by the following ISO3 language markers:  
<GBR> for english keywords  
<FRA> for french keywords  
<LAT> for latin keywords  
A marker is set at the beginning of an IPTC field and is valid until a new marker is set.



**... image captions:**

the don'ts: Do not enter address data or contact details into the IPTC; we must then remove these entries manually.  
Do not include terms into the IPTC that are far-fetched and do not reflect the visual content: our clients are annoyed by too many bad hits during online searches.  
Do not repeat terms/keywords in different IPTC fields.  
Avoid typing errors or misspellings.

**file name:**

The file name should not exceed 20-30 characters, contain no additional dots (periods) and should always bear the correct extension of the file format (.JPG/.JPEG/.TIF/.TIFF), even when coming from a MAC.  
The use of upper and lower case letters and the underline character \_ as a separator is acceptable and improves legibility. Please avoid using hyphens in the file name because our software replaces them by underlines.

the don'ts: Please do not use **special characters** (such as !"\$%&/=?#\*~ ^`\' ), **umlauts** (ä, ö, ü) or **space characters** in the file name. Most importantly, do not use file names differing only by blank spaces because our software automatically replaces all space characters by an underline. This would result in identical file names.  
Also, please avoid using identical file names in different directories.

note: Each image should have a distinctive file name. We strongly recommend to use your own **archive numbers** as file names. A new OKAPIA image number is automatically assigned to each image selected, however, your file name is stored as „*original photographer-No*“ and is shown, for example, in the photographer statement.

**dpi setting:**

The image size in MB results from the amount of pixels, the image size in cm results from the dpi value and the available pixel amount. The dpi setting you choose is not important but a value of 300 dpi is commonly used.

**colour management:**

**Colour space** should always be RGB, eci RGB v2 (24Bit or 48Bit colour resolution) or sRGB, but never CMYK.  
Images should contain embedded **colour profiles**.

**data medium:**

Please submit your images on **CD** oder **DVD** in the “ISO 9660 + Joliet“ format, readable for both PC and Mac.

the don'ts: Multi-session CD/DVD must be finalised, otherwise the disc is not readable. CD/DVD in UDF format are not accepted. Do not use adhesive CD/DVD labels, they may cause –in case of unbalance– damage to the CD/DVD drive.

**helpful software:**

PC: Captionwriter, Exifer, PixVue, Photo Info (Windows XP and Vista only).  
MAC: Captionwriter, GraphicConverter.



### **General information on our image import:**

All pictures initially undergo an automatic technical examination. After having made a selection the optical quality of the selected images is examined on calibrated monitors and all necessary corrections are carried out. Subsequently, the pictures are converted into three resolutions (LOW, MED and HIGH/loss-free, optionally 48Bit HIGH) and stored in the local data base together with the readout IPTC data. Our picture editors from several special fields (botany, zoology, medicine, etc) then revise the image text and the new IPTC data are embedded into the pictures which are finally stored on both our local image server as well as on all connected web gates.

#### Resolutions:

LOW res picture, longest picture side 600 pixels.

MED res picture, longest picture side 2800 pixels.

HIGH res picture, longest picture side exceeds 2800 pixels, i.e., the original maximum resolution.

48Bit HIGH res: maximum resolution with 48Bit colour depth.

We scan original slides with a resolution of up to 11,000 dpi, using a Linotype Hell Drum Scanner from the company Heidelberg. On average the high res pictures have a long side of 5000 pixels.

**After the editing process is completed the photographers receive a PDF listing our archive numbers, the original file name and the full image text.**

### **Questions?**

Should any further questions arise please call us (+49 (0) 69 943440-12) or send an email to [scanroom@okapia.de](mailto:scanroom@okapia.de).

For questions on INFORDATA's zoom server kindly address inquiries to [ZoomServer@infordata.de](mailto:ZoomServer@infordata.de)

Our service team is pleased to provide the information required.

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