

Overview:

DBGallery allows for metadata import via a csv file during upload. This is accomplished by uploading a zip file that contains the image files and a corresponding csv file holding the metadata.

- All data fields can be imported, including custom fields.
- Only one field is mandatory: `img_loc`. This will just be the filename. Realistically two fields would be the minimum since importing without at least one data field would be of little value.
- Any number of data fields may be imported.
- All file types may be imported.

- `img_loc` must be the first column. This is usually just the filename, but can also be the full path. All other fields may be specified in any order.
- Ensure there are no comma's in filenames. Suggestion: remove them or replace them with a dash.
- The csv file can have any name but must have a `.csv` extension (rather obvious), and only one `.csv` should exist in the zip file.
- All image files, including `summary.csv` must be in a zip file. Only this zip file is uploaded.
- Fields are comma delimited. Any use of a comma in data will be treated as a field separator, so must be avoided.
- To separate words such as those in the keywords field, use a semi-colon.
- Keywords are automatically added to our keywords dictionary if they do not already exist there.
- Only a single folder may be imported per zip file. Sub-folders are not supported.
- The format for date fields: `'YYYY-MM-DD HH:MM:SS'`

- Import data only: to import data to existing images, follow all the rules listed here, without image files in the zip file, or by uploading just the csv file.

Notes

Data import and the csv file is fragile! It needs to be exactly right. **It is highly recommended that when creating a csv file with a new set of data that it is tested in an empty folder.** This allows for errors to be found, uploaded images and their data to be deleted, and then tweaked and retried. The majority of those attempting a csv data import for the first time will require help from DBGallery support. After getting it right once or twice it is easily to get repeat.

Example

A simple csv file example is shown below. It gets more complex by adding additional header and data columns, and potentially adding hundreds or thousands of data rows.

```
img_loc,title
20190209_154153.jpg, Pink
Newest Blog Post.docx, Tutorial
```

The same in Excel:

	A	B
1	img_loc	title
2	20190209_154153.jpg	Pink
3	Newest Blog Post.docx	Tutorial
4		

Example template downloads:

- **Simple import template:** filename and keywords.
<https://dbgallery.com/download/DataImportSimpleTemplate.csv>
- **Simple full import package,** including the .csv and image files, ready for import into DBGallery as a test: <https://dbgallery.com/download/DataImportSimpleTemplate.zip>
- **Complex import template:** filename, author, keywords, description, Category and custom fields. <https://dbgallery.com/download/DataImportComplexTemplate.csv>
- **Complex full import package,** including the .csv and image files, ready for import into DBGallery as a test: <https://dbgallery.com/download/DataImportComplexTemplate.zip>
(Please Note: Custom fields data will not import unless those are added to your DBGallery first. All other data fields will import. See Tools | Custom Fields in DBGallery's main menu.)

List of fields and their names

Note: Fields names are case sensitive.

Typical Fields

- keywords
- title
- description
- author
- subject

GPS

- Latitude [E.g. 43.661944]
- Longitude [E.g. -79.374167]
- ZoomLevel [Values: 1 – 15. 1 being the zoomed in the furthest.]

Other Data

- Headline
- IPTCSubjectCode
- DescriptionWriter
- DateCreated
- IPTCScene
- ImgLocation
- ImgCity
- ImgStateProvince
- ImgCountry
- ImgISOCountryCode
- CreatorsJobTitle
- CreatorsAddress
- CreatorsCity
- CreatorsStateProvince
- CreatorsPostalCode
- CreatorsCountry
- CreatorsPhones
- CreatorsEmails
- CreatorsWebsites
- JobIdentifier
- Instructions
- Provider
- Source
- CopyrightNotice
- RightsUsageTerms
- Urgency
- Category
- CategoriesSupp

Custom Fields Note: Retain case for these field names. Custom fields, as with the fields above, may be placed in any order. The only rule relating to order is that `img_loc` (filename) must be the first column.

DBGallery's Upload Page

Zip files are dropped here, or press 'Add files' to select from a folder.

