Data Import Guide

DBGALLERY

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. If the images already exist, the zip file may contain just the csv file.

Features

1. All data fields can be imported, including custom fields.
2. 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.
3. Any number of data fields may be imported.
4. All file types may be imported.

Rules

Data import and the csv file are 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 easy to repeat, over and over, and easy to tweak.

- img_loc must be the first column. This is usually just the filename, but can also be the full path. All other fields are optional and may be specified in any order.
- There must be a newline after the last line in the file.
- Any fields not specified will not affect existing data, i.e. If Title is not specified but already exists for the specified image, the existing Title will remain. This is a great way to add specific fields to existing images without affecting data which already exists.
- Ensure there are no commas in filenames or other data. 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 (unless importing data only to existing images). Only this zip file is uploaded.
- The maximum size of a single zip file is 2GB. If larger than this limit it will fail in processing immediately after upload. If adding more than 2 GB: Multiple zip files may be uploaded at one time. Also, batches of images up to 50 GB may be uploaded without zipping them, followed by uploading a zipped csv file to populate those images with data from the csv.

- 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. See more in the "Data-Only Import: Folders and Sub-folders" section below.
- 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 semicolon.
- 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'

Examples

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.

NOTE: Data and files import to the currently selected folder within DBGallery. The examples below will each work when uploaded to any folder, where the files and data will be added to the currently selected folder within DBGallery's folder tree. (An exception to this is when image files already exist within DBGallery and only data is being imported. See the next section for more on data-only import.)

A simple example:

> 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
- C**omplex 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 they are defined within DBGallery's web UI first. All other data fields will import. See Tools | Define Custom Data Fields in DBGallery's main menu.

Data-Only Import: Folders and Sub-folders

When image files already exist within DBGallery and only data will be imported, specifying the path to where the files are is done using the following path specifications.

Import data to the current folder
If just file names are specified in img_loc, the folder where those files exist within DBGallery must be selected when uploading the zip file.
> Example:
>> img_loc,title
>> 20190209_154153.jpg, Pink
>> Newest Blog Post.docx, Tutorial

Import using a full path
To be anywhere in DBGallery and upload a data import zip file, specify the full path to the files.
> Example:
>> img_loc,title
>> \\file-server\images\New York\20190209_154153.jpg, Pink
>> \\file-server\images\Tokyo\Newest Blog Post.docx, Tutorial

Import data to sub-folders
To import data to files which exist within sub-folders of a specific folder, be within that folder in DBGallery's folder tree and have the sub-folder names specified in the csv file. From the \\file-server\images folder within DBGallery's folder tree, the csv file would look like:
> Example:

img_loc,title
New York\20190209_154153.jpg, Pink
Tokyo\Newest Blog Post.docx, Tutorial

List of fields and their names

Note: Fields names are case sensitive.

Mandatory Field

img_loc [see notes above]

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
Licensing and Expiry
expiration_date [Format is YYYY-MM-DD, e.g. 2025-12-31]
license_expiry_note
license_document_url

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.

Uploading the Import File: DBGallery's Upload Page

To start an import, zip files are dropped here on the upload folder (or press 'Add files' to select the file from your computer or network location).

Once added here, the import file will be processed. When completed, press Return to Folder (not shown here). Depending on the import file size, it may take some time for the files to appear in the folder because processing continues after the import file has been uploaded.