Managing your Images

Recording a rock art panel can result in a large number of photographs. After fieldwork, it is very important to organise these images so that you can easily find them again, and monitor whether or not you have all the photographs for a particular panel. Organising your images will prevent photographs from different panels getting mixed up, and it will make it much simpler to upload the images to our website.

We have put together a few recommendations and easy steps for file naming and organisation to help you manage your images – this is illustrated in the chart on the next page.
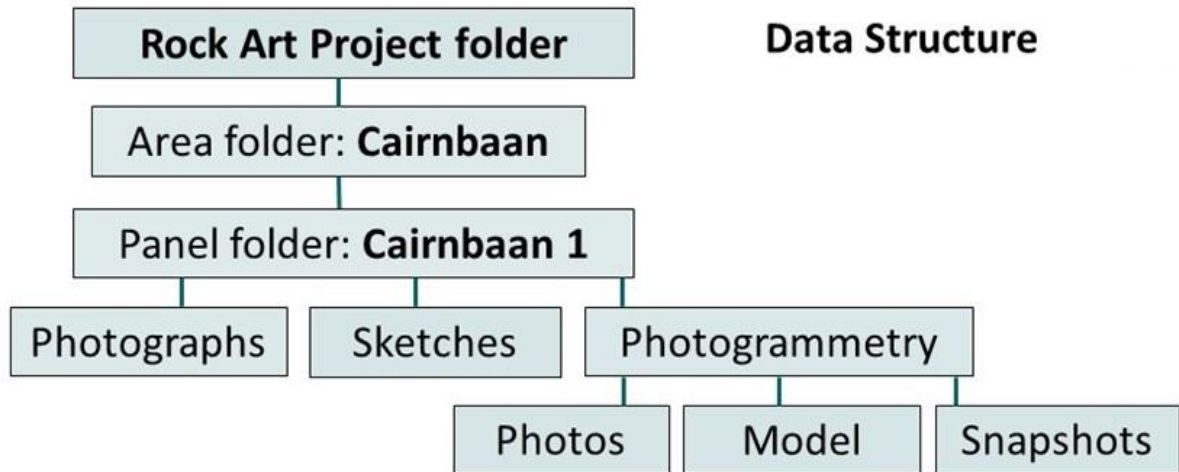
On your computer, create a 'master' folder to store all the information you gather during the project (you could call this folder **SCRAP,** or **Rock Art Project** for example).

1. Within this master SCRAP folder, create a sub-folder for each area you are working on, if you intend to record panels in different parts of the country (e.g. **Dumfries and Galloway**, and **Tiree**).

2. Inside each of the area folders, create an individual folder for each carved rock you record, using the panel name (and number) (e.g. **Drumtrodden 1; Laggan Hill 3** etc).

3. Within each individual panel folder, create three folders, as follows:
    *   **Photographs** – use for storing all your conventional photographs
    *   **Sketches** – use for digital versions of your location sketch and panel sketch, which you will have scanned or photographed after fieldwork
    *   **Photogrammetry** – for storing all your photogrammetry photographs and processed 3D models

4. Within the **Photogrammetry folder** create three sub-folders for the following:
    *   **Photogram Photos** – The field photographs used to produce a 3D Model
    *   **Model** – Files generated when you create the 3D Model, including your .PSZ file from Agisoft, and your .OBJ, .MTL and .JPG files. **Remember to name all your model files with the panel name (and number)** (e.g. **Drumtrodden 1**)
    *   **Snapshots** – Snapshots of your 3D model from Meshlab

Downloading your images to the folders

Once you have set up your file structure, you can then easily download your fieldwork images into the relevant folders without getting them mixed up. This will make it much easier to store them, and to upload them to the ScRAP database when you are ready.

There is no need to rename all the panel images as this will be done automatically when you upload them to our database. Any existing image names will be overwritten at this point. However, if you want to distinguish between specific images in a folder (e.g. in the **Context** folder), it is good practice to rename these particular images with relevant details (e.g. **from N; from S; from E** and so on). You will then be able to quickly identify the correct image when you upload them to the ScRAP database.

1. Create a Rock Art project folder on your computer

2. Within this, create a folder for each area e.g. **Cairnbaan, Ardifuir** etc

3. Create folders for each panel within that area, and rename each with folder with the Panel name and number e.g. Cairnbaan 1, Cairnbaan 2 etc

4. Inside each Panel folder create three folders for **Panel photographs, Panel sketches, and Photogrammetry** (3D modelling)

5. In the Photogrammetry folder, create three folders for your **Photogrammetry Photos, Processed Model, and Snapshots** of the model

Always use this data structure!