TMI image upload template instructions

v1.1, January 2012

This document includes instructions on filling out the ImageUploadTemplate.xlsx file that is directly input to TMI (http://tmi.laccore.umn.edu). Some of the directions will seem arcane, but they are necessary. Please don't get hung up on any of them. If you are unclear on something, or make a mistake, our techs will catch and fix it before uploading. Please contact Amy Myrbo (amyrbo@umn.edu) with any questions.

Please use one line in the spreadsheet for each image. Fill out as much information as possible, and please append your initials to each filename (e.g., calcite-rhomb-01_AM.jpg) so that we don't have any problems with duplicate file names.

Provide images in .jpg format if possible, but if you only have them as .tifs or another format, don't worry - we can batch-convert them. Preferred resolution is at least 1200*1000 pixels. Please contact Amy Myrbo (amyrbo@umn.edu) to arrange transfer of large image files. Email may be best (depending on my email access at the time); we can also arrange for ftp upload, Sendoid, and other methods.

Whenever possible and useful, please send both a plane-polarized and cross-polarized image of the slide.

For specific fields in the spreadsheet:

-Please make sure the field "image file name" matches the file name of the image the line pertains to. This allows us to associate the data with the image in the database.

-For "component," please provide the simple name of the mineral or organic component in the slide, such as "tourmaline," "ostracode," "sapropel," etc.

-For "component type," you must select from the following list:
   mineral
   lithofacies (for representative lithologies rather than individual components)
   algae
   plant (include phytoliths, charcoal, etc.)

arthropod

invertebrate (really "other invertebrate" but we're keeping it simple)

fish

Although this list seems somewhat restrictive (and probably makes biologists and other folks cringe), we believe it does cover all the biological remains found in lake sediments. If you don't know where something fits, you can leave the column blank and we will fill it in.

-"View" will usually be pp (plane polarized light) or "cp" (cross-polarized light), but if you use reflected light (rl) or other types of light (in addition or alternately), indicate as much.

-The next several fields are self-explanatory. If you have existing slides that do not have the requested information, or in a format different from the LacCore standard naming scheme, fill these out as best you can. Lake name at least would be nice!

-It is not necessary for you to fill out "original file name."

-"Tags" should refer to the specific expression of this component in the particular slide/image. The general description of the component overall (e.g., "rhombic" and "high-birefringent" for calcite) will be given elsewhere and does NOT need to be repeated here. Also, do not put the mineral/component name in the tags. Use adjectives rather than nouns (e.g., "prismatic" rather than "prism"). For multiple-word tags, please hyphenate so that the application sees them as a single term.

-"Submitted by" is your full name

-"Notes" is a freeform field for additional information about the slide.

-"Magnification" should be filled out even if your image doesn't have a scale bar. We certainly prefer a scale bar, but can insert one based on your magnification information if necessary.