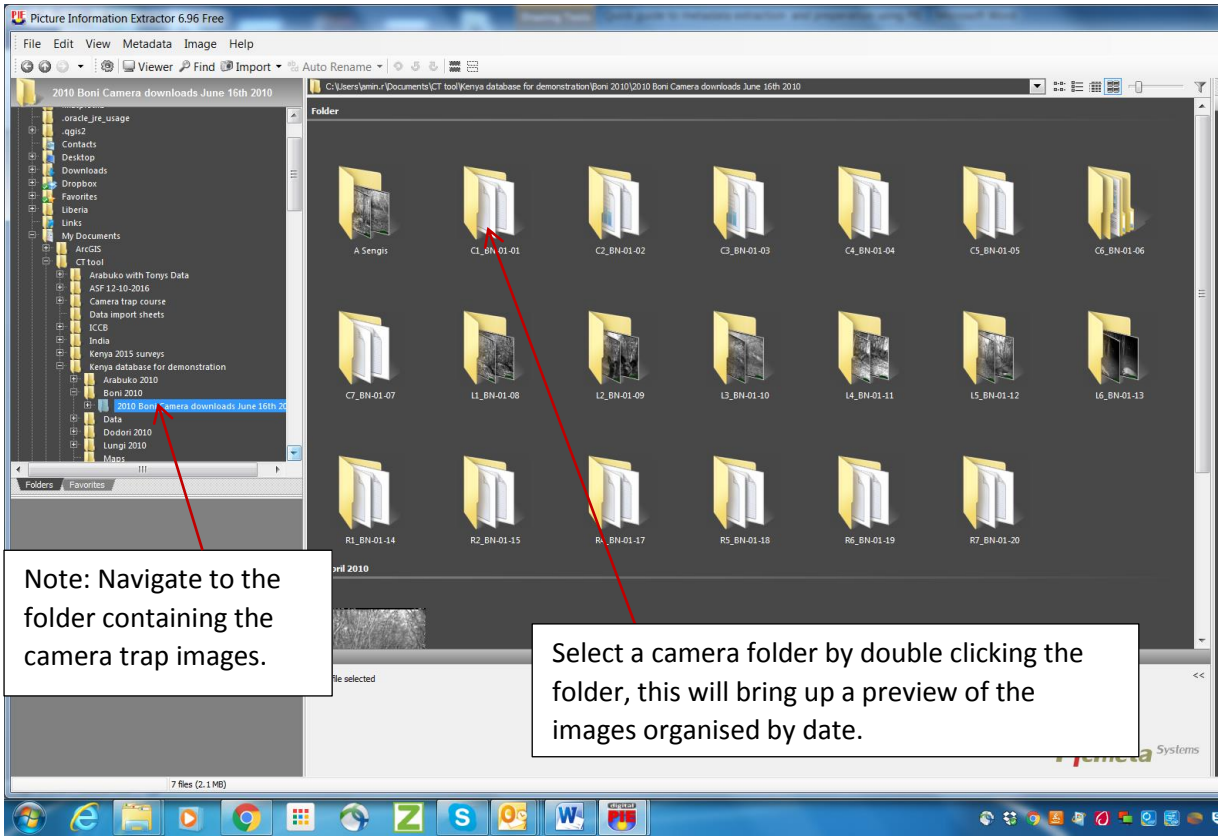
Preparing image data for CTAP Image data sheet using Picture Information Extractor

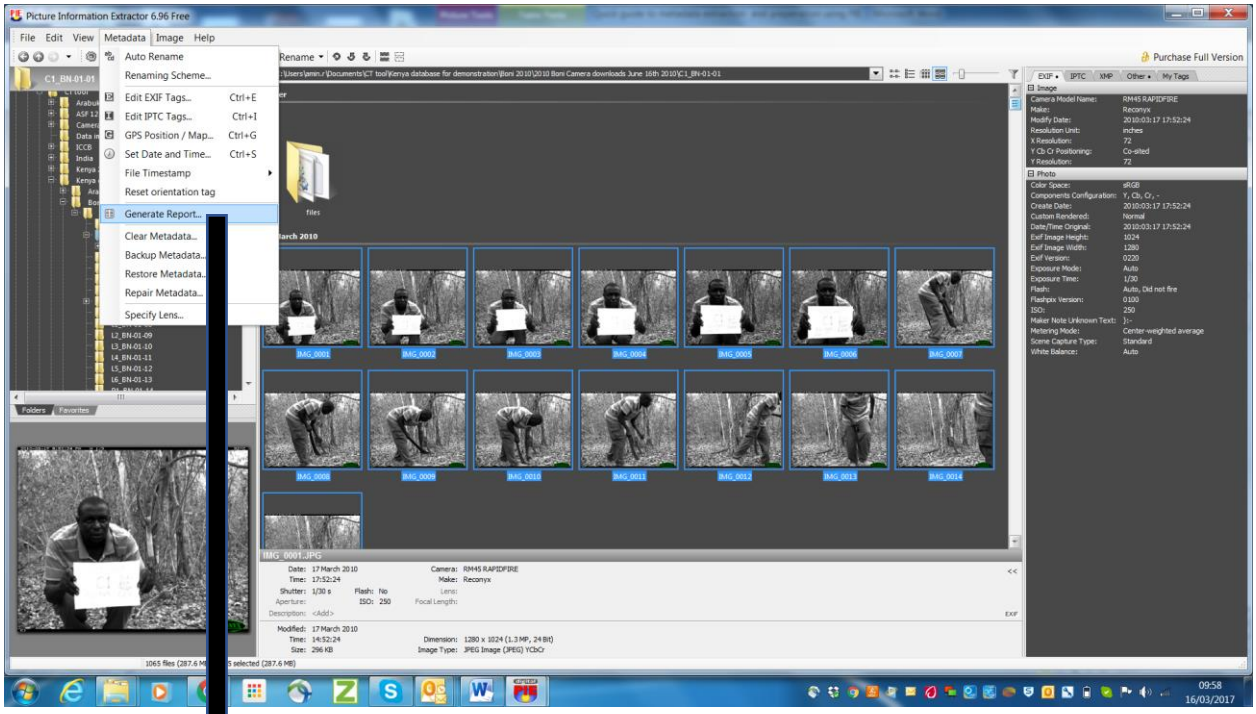
First you will need to install the Picture Information Extractor software by running the 'PIEFreeSetup' file and following the onscreen prompts.

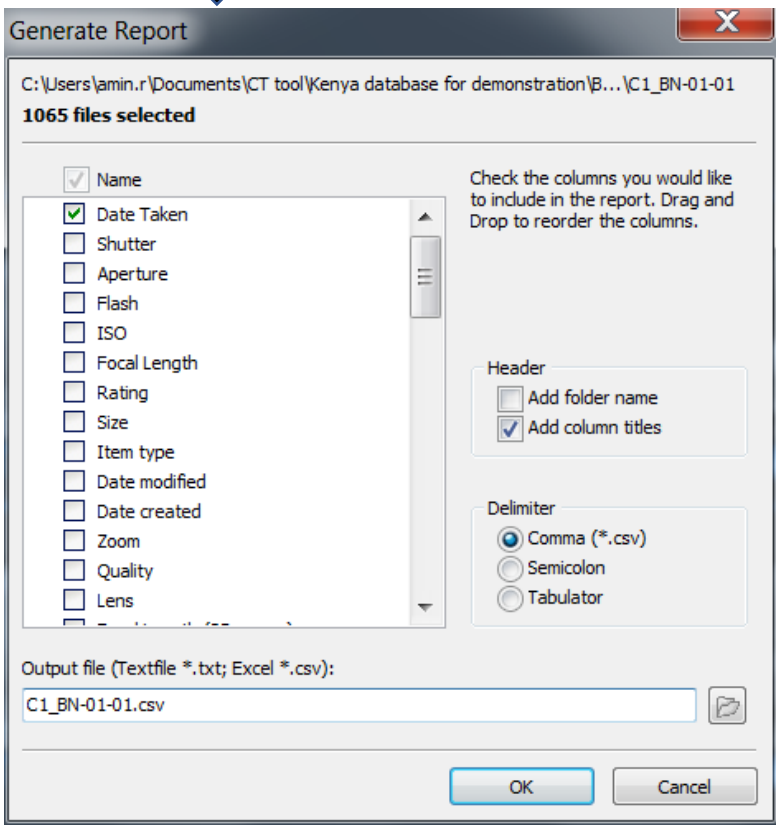
Next organise all of your images into the appropriate folders, i.e. one folder per camera station (C1,C2,C3….).

Once your folders are correctly setup, start the Picture Information Extractor software. In the left window navigate to the survey folder containing the camera folders.



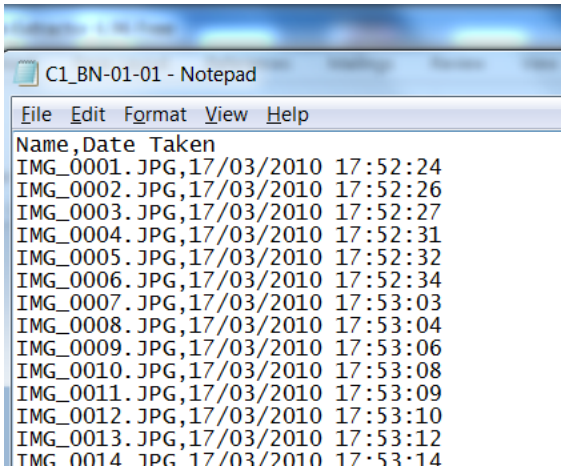
Select a camera folder by double clicking the folder in the main window, this will then bring up a preview of the images organised by date. Highlight all of the images within this folder by pressing ctrl+A , then click 'Metadata' and 'Generate Report…' to bring up the 'Generate report' Console'.


Picture Information Extractor 6.96 Free
File Edit View Metadata Image Help
Auto Rename
Renaming Scheme...
Edit EXIF Tags... Ctrl+E
Edit IPTC Tags... Ctrl+I
GPS Position / Map... Ctrl+G
Set Date and Time... Ctrl+S
File Timestamp
Reset orientation tag
Generate Report...
Clear Metadata...
Backup Metadata...
Restore Metadata...
Repair Metadata...
Specify Lens...
Purchase Full Version


Generate Report
C:\Users\amin.r\Documents\CT tool\Kenya database for demonstration\B...\C1_BN-01-01
1065 files selected
Name
Date Taken
Shutter
Aperture
Flash
ISO
Focal Length
Rating
Size
Item type
Date modified
Date created
Zoom
Quality
Lens
Check the columns you would like to include in the report. Drag and Drop to reorder the columns.
Header
Add folder name
Add column titles
Delimiter
Comma (*.csv)
Semicolon
Tabulator
Output file (Textfile *.txt; Excel *.csv):
C1_BN-01-01.csv
OK
Cancel

Ensure that any metadata items you want to include in the report are checked (in the box). In this example only ‘Date taken’ will be selected. Rename the output file to ‘camera label’.csv, in this example C1_BN-01-01.csv and press ‘ok’.

Wait for the programme to run once the process has been completed an excel spreadsheet or notebook file will open containing the requested metadata.



To prepare the metadata for importing image data sheet into CTAP, open the file in EXCEL. The Picture Image Extraction software will have saved the file to the folder the metadata was extracted from, in this example folder C1_BN-01-01.

Next the date and time field now need to be moved into two separate columns, this can easily be done using the ‘Text to Columns’ function found in the ‘Data’ tab of excel. Launch the ‘Text to Columns Wizard’ and follow the onscreen prompts selecting ‘Delimited’ on the first step, ’Space’ as the delimiter on the second step, and finally check the data will separate as expected in the third step (I.e. date in the first column time in the second), ensure the date column is set as text format and press finish.

C1_BN-01-01 - Microsoft Excel

Formulas | Data | Review | View | Acrobat

Connections | Properties | Edit Links | Refresh All | Sort | Filter | Clear | Reapply | Advanced | Text to Columns | Remove Duplicates | Data Validation | Consolidate | What-If Analysis | Group | Ungroup | Subtotal | Show Detail | Hide Detail

Connections | Sort & Filter | Data Tools | Outline

Date Taken

	A	B
1	Name	Date Taken
2	IMG_0001	17/03/2010 17:52
3	IMG_0002	17/03/2010 17:52
4	IMG_0003	17/03/2010 17:52
5	IMG_0004	17/03/2010 17:52
6	IMG_0005	17/03/2010 17:52
7	IMG_0006	17/03/2010 17:52
8	IMG_0007	17/03/2010 17:53
9	IMG_0008	17/03/2010 17:53
10	IMG_0009	17/03/2010 17:53
11	IMG_0010	17/03/2010 17:53
12	IMG_0011	17/03/2010 17:53
13	IMG_0012	17/03/2010 17:53
14	IMG_0013	17/03/2010 17:53
15	IMG_0014	17/03/2010 17:53
16	IMG_0015	17/03/2010 17:53
17	IMG_0016	18/03/2010 08:09
18	IMG_0017	18/03/2010 08:09
19	IMG_0018	18/03/2010 08:09
20	IMG_0019	18/03/2010 08:34
21	IMG_0020	18/03/2010 08:34
22	IMG_0021	18/03/2010 08:34
23	IMG_0022	18/03/2010 15:53
24	IMG_0023	18/03/2010 15:53
25	IMG_0024	18/03/2010 15:53
26	IMG_0025	18/03/2010 22:41
27	IMG_0026	18/03/2010 22:41
28	IMG_0027	18/03/2010 22:41
29	IMG_0028	20/03/2010 06:10
30	IMG_0029	20/03/2010 06:10
31	IMG_0030	20/03/2010 06:10
32	IMG_0031	20/03/2010 06:11

C1_BN-01-01

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- (•) Delimited - Characters such as commas or tabs separate each field.
- ( ) Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

```
1 Date Taken
2 17/03/2010  17:52:24
3 17/03/2010  17:52:26
4 17/03/2010  17:52:27
5 17/03/2010  17:52:31
6 17/03/2010  17:52:32
```

Cancel | < Back | Next > | Finish

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- [x] Tab
- [ ] Semicolon
- [ ] Comma
- [x] Space
- [ ] Other:

[x] Treat consecutive delimiters as one

Text qualifier: "

Data preview

```
Date        Taken
17/03/2010  17:52:24
17/03/2010  17:52:26
17/03/2010  17:52:27
17/03/2010  17:52:31
17/03/2010  17:52:32
```

Cancel | < Back | Next > | Finish

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- ( ) General
- (•) Text
- ( ) Date: DMY
- ( ) Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

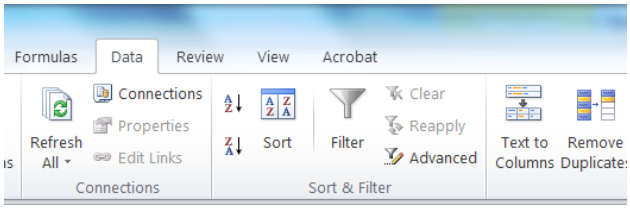
Destination: B1

Data preview

```
Text        General
Date        Taken
17/03/2010  17:52:24
17/03/2010  17:52:26
17/03/2010  17:52:27
17/03/2010  17:52:31
17/03/2010  17:52:32
```

Cancel | < Back | Next > | Finish

Once the previous steps have been completed the data should appear as in the image below. The date column will need to be formatted into ‘Short Date’ format, which is selected from the home tab in excel. Ensure that you have saved the updated .csv file.



	A	B	C	D	E
1	Name	Date	Taken		
2	IMG_0001	17/03/2010	17:52:24		
3	IMG_0002	17/03/2010	17:52:26		
4	IMG_0003	17/03/2010	17:52:27		
5	IMG_0004	17/03/2010	17:52:31		
6	IMG_0005	17/03/2010	17:52:32		
7	IMG_0006	17/03/2010	17:52:34		
8	IMG_0007	17/03/2010	17:53:03		
9	IMG_0008	17/03/2010	17:53:04		
10	IMG_0009	17/03/2010	17:53:06		
11	IMG_0010	17/03/2010	17:53:08		
12	IMG_0011	17/03/2010	17:53:09		
13	IMG_0012	17/03/2010	17:53:10		
14	IMG_0013	17/03/2010	17:53:12		
15	IMG_0014	17/03/2010	17:53:14		
16	IMG_0015	17/03/2010	17:53:15		
17	IMG_0016	18/03/2010	08:09:00		
18	IMG_0017	18/03/2010	08:09:01		

You can now ‘Copy’ and ‘Paste’ the required information into the relevant columns of image data import sheet.

Then you are now ready to go through all the images and fill in the phototype and species information in each photo.