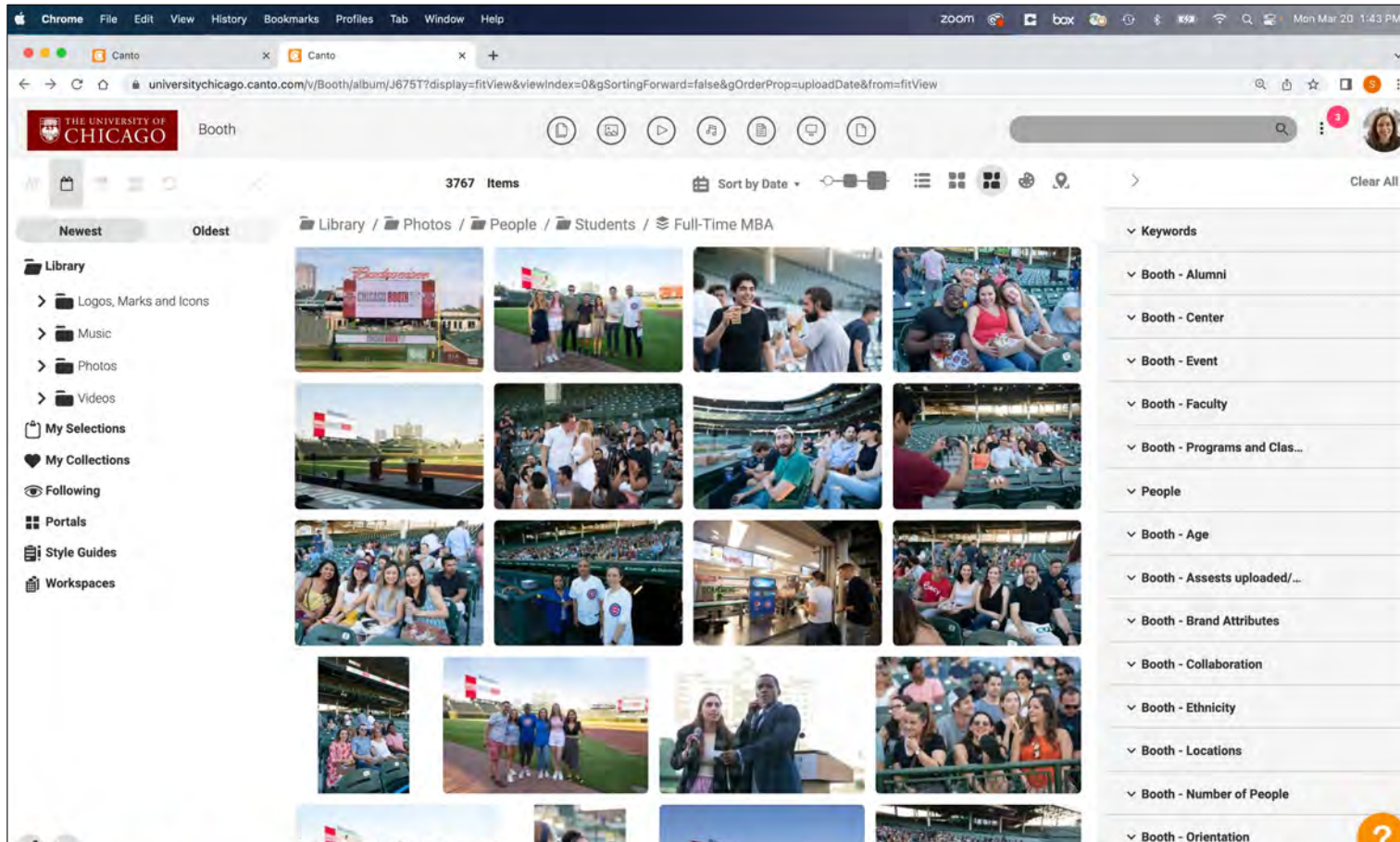


# Canto: Uploading Photos to the Chicago Booth Library

# Canto: Cloud Based Interface



# Canto: Photos and Selections

# Photos: Getting Started

## What photos should I add to Canto?

- Anything that shows life at Booth or the Booth community
  - Student Life
  - Events
  - Classes
  - Faculty
  - Alumni
  - Community Outreach
- Photos useful for marketing materials or historical context

## What photos should not be added to Canto?

- People with their eyes closed
- Photos with negative gestures or connotations
- Photos which may embarrass a student, alumni, faculty or guest; now or in the future
- Photos without permission to share (please contact [branding@chicagobooth.edu](mailto:branding@chicagobooth.edu) for assistance with waivers or questions regarding general Chicago Booth student and event photo permissions)

# Photos: Getting Started

## Image sets

- Select images that are good quality, and do not include duplicates. You only need one of each setting/pose unless there's a significant difference such as smile vs. no smile



**NO**

**THE MAIN MAN LOOKS GREAT, BUT  
THE OTHERS IN THE PHOTO HAVE  
LESS THAN PREFERABLE  
EXPRESSIONS.**



**NO**

**MAN IS MAKING AN  
EXAGGERATED EXPRESSION  
AND THE WOMAN'S HAND IS IN  
THE CENTER.**



**YES**

**MAN LOOKS MORE ENGAGED,  
EVENT THOUGH THE WOMAN'S  
HAND IS IN THE CENTER.**

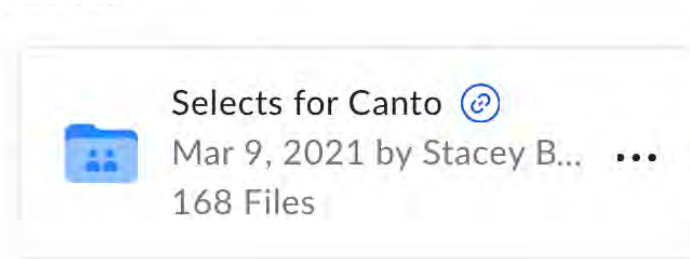
# Photos: Getting Started

## Image sets

- Not every photo from a set should be uploaded
- Create a sub folder of “selects” to upload to Canto.
  - We suggest you archive all photos. Do not use Canto as a photo storage system.



FULL SET OF PHOTOS

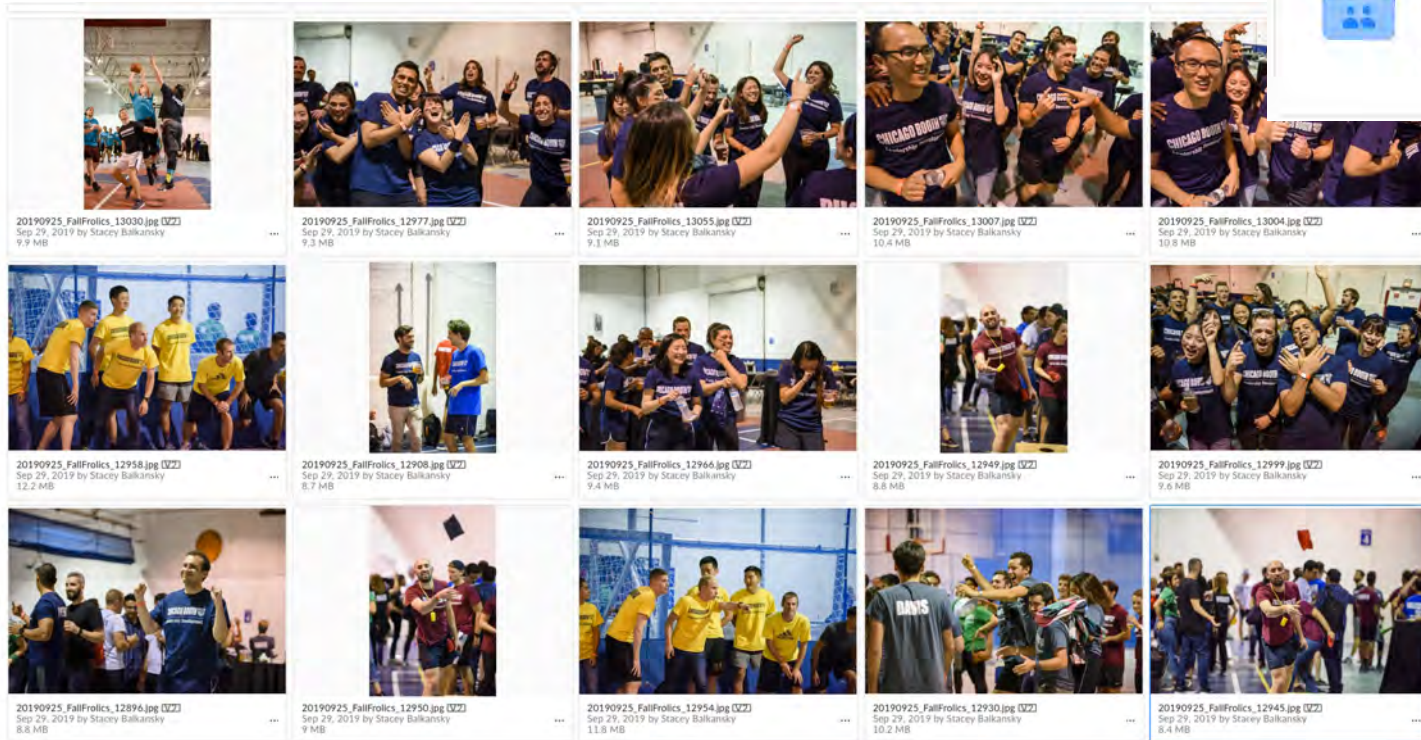


SELECTS FOLDER FOR UPLOAD





# Photos: Getting Started



Event Capture Shots

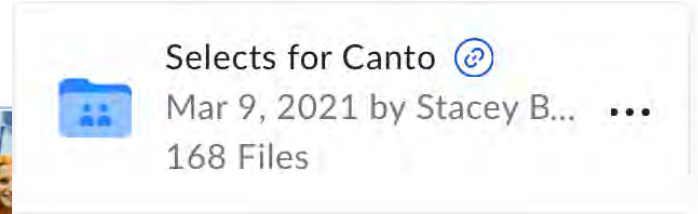
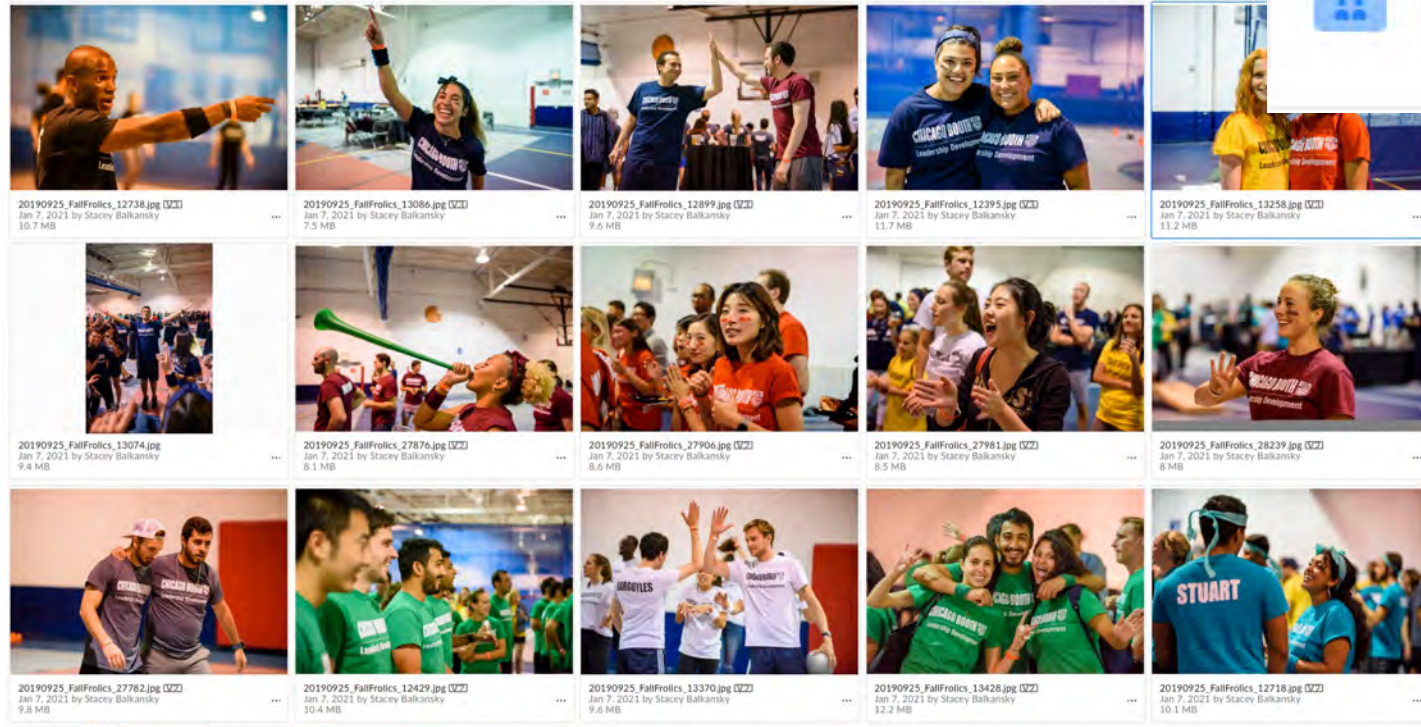
Sep 29, 2019 by Stacey ...

345 Files



**345 PHOTOS  
FULL SET OF PHOTOS**

# Photos: Getting Started

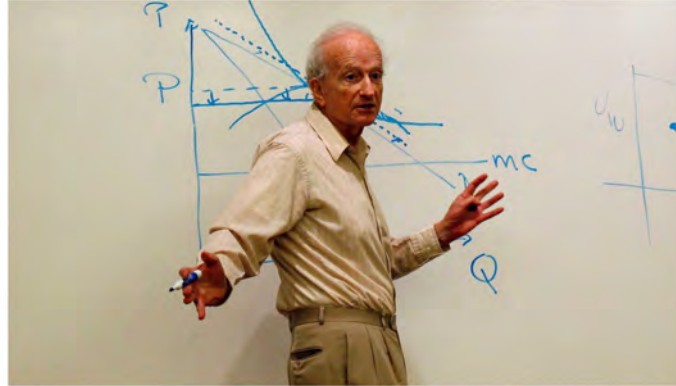


168 PHOTOS  
SELECTS FOLDER  
FOR UPLOAD



# Upload Photos: Metadata Dialog Box

## ANALYTICAL ATTRIBUTE EXAMPLES



# Upload Photos: Metadata Dialog Box

## BOLD ATTRIBUTE EXAMPLES





# Upload Photos: Metadata Dialog Box

## COLLABORATIVE ATTRIBUTE EXAMPLES



# Upload Photos: Metadata Dialog Box

## CURIOUS ATTRIBUTE EXAMPLES

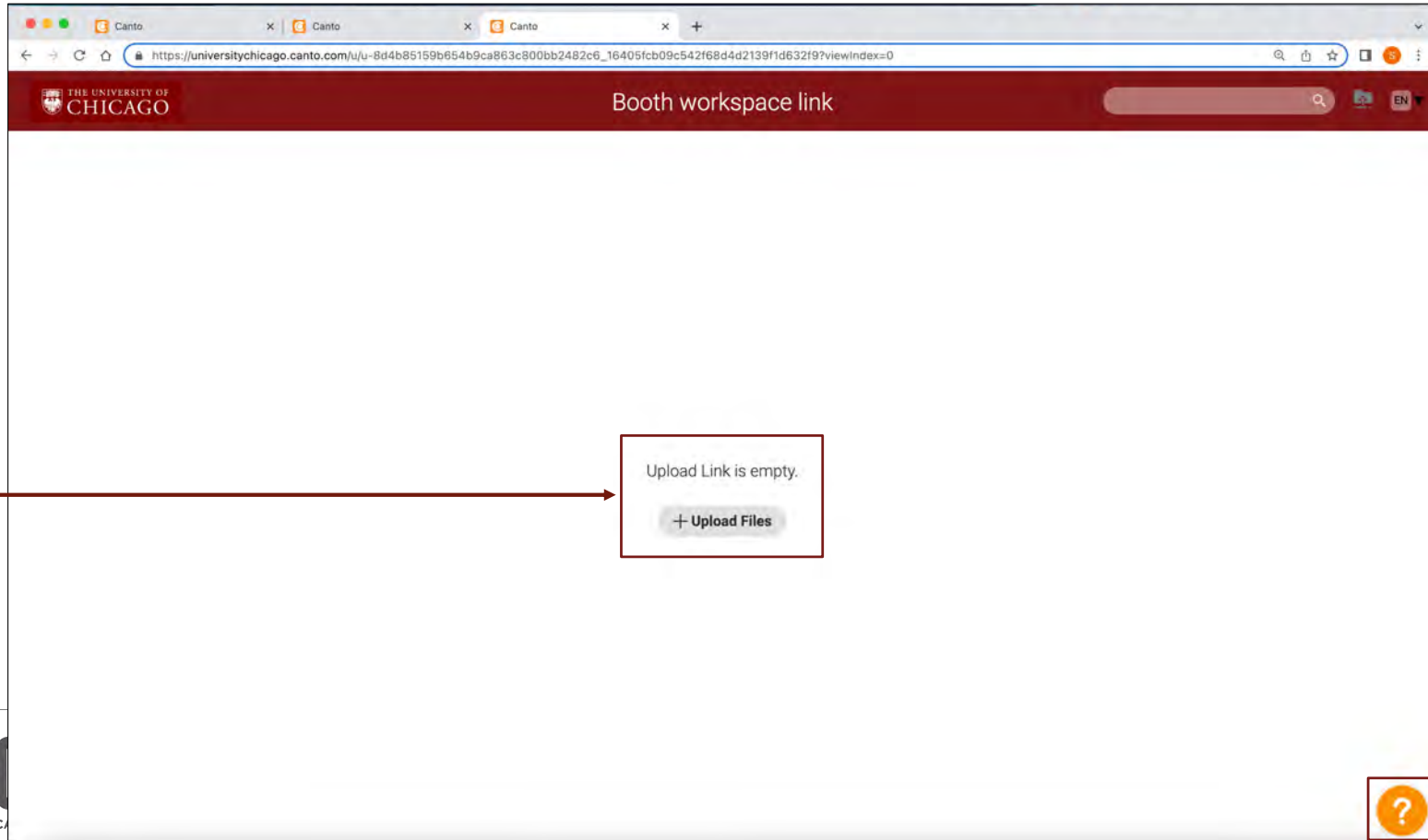


# Canto: Workspace Interface and Uploading Photos: Contributor



# Interface: Uploading

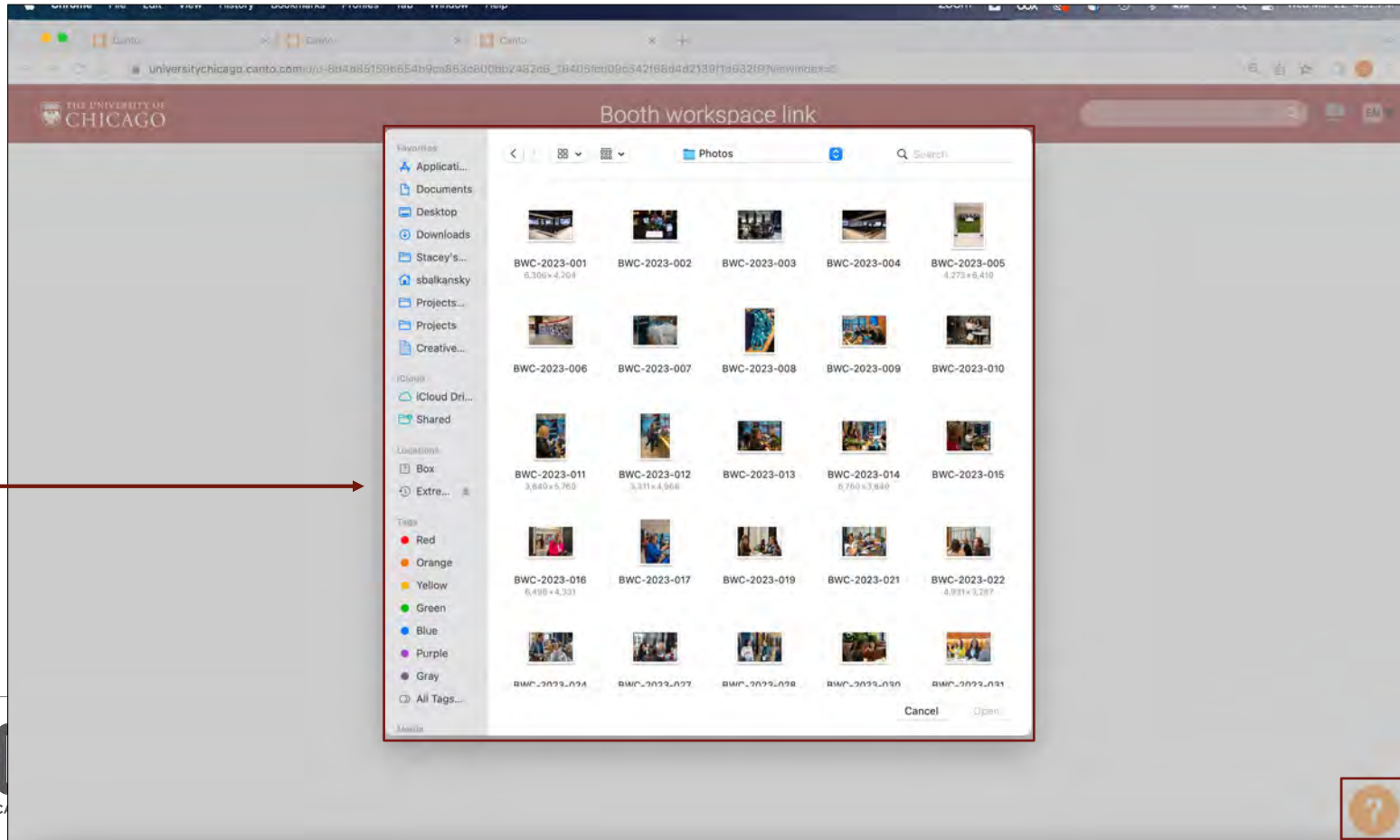
[https://universitychicago.canto.com/u/u-8d4b85159b654b9ca863c800bb2482c6\\_16405fcb09c542f68d4d2139f1d632f9?viewIndex=0](https://universitychicago.canto.com/u/u-8d4b85159b654b9ca863c800bb2482c6_16405fcb09c542f68d4d2139f1d632f9?viewIndex=0)



UPLOAD  
MEDIA

# Interface: Uploading

*\*Canto works best through the Google Chrome platform*



MEDIA  
FOLDER

# Interface: Uploading

*\*Canto works best through the Google Chrome platform*

The screenshot shows a web browser window with the Canto interface. The browser's address bar displays the URL: `universitychicago.canto.com/u/u-8d4b85159b654b9ca863c800bb2482c6_16405fcb09c542f68d4d2139f1d632f9?viewIndex=0`. The page header includes the University of Chicago logo and the text "Booth workspace link". A red "Add Metadata" dialog box is open in the center, featuring the following fields and controls:

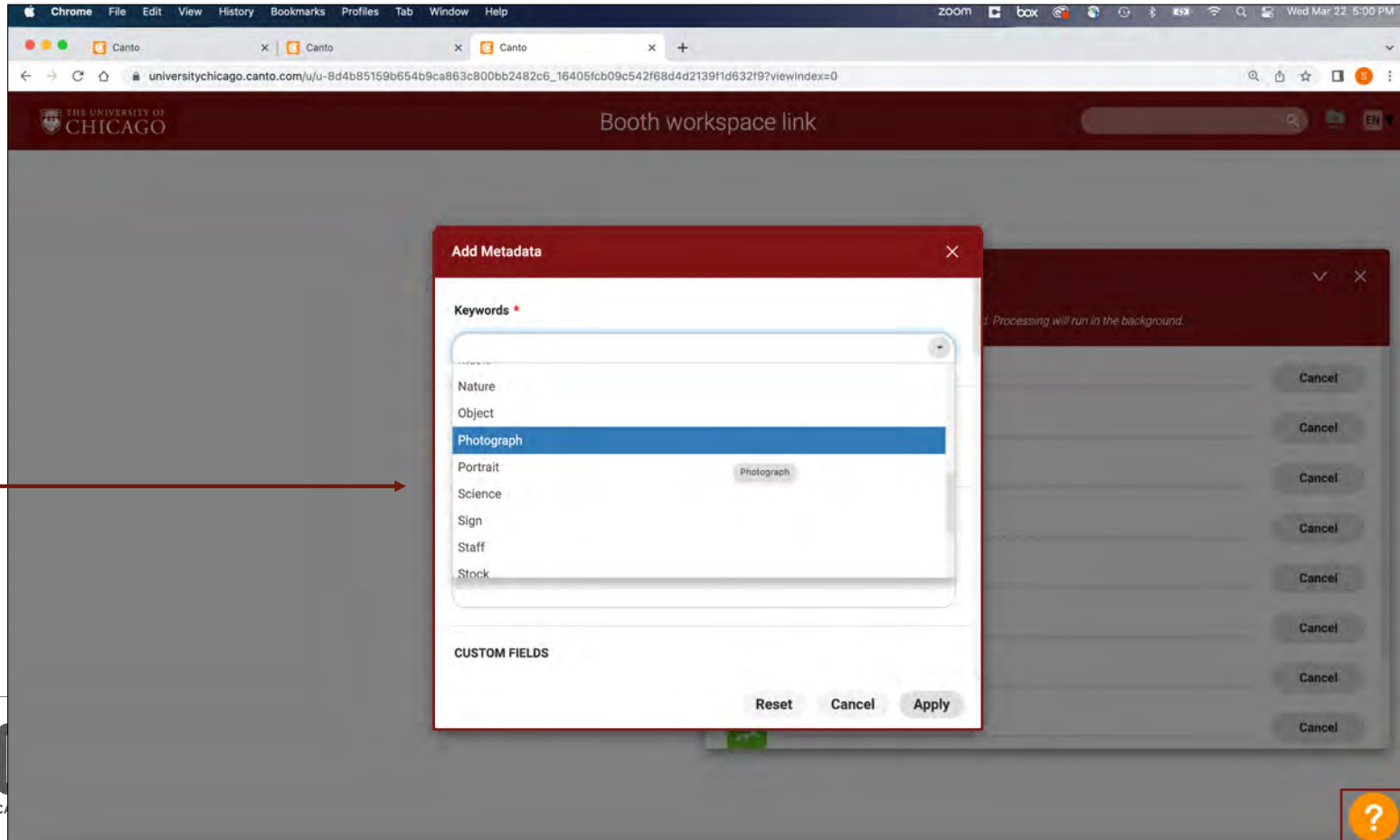
- Keywords \***: A text input field with a dropdown arrow.
- Tags**: A text input field with the placeholder "Type the tag".
- Description \***: Radio buttons for "Add" (selected) and "Overwrite", followed by a large text area.
- CUSTOM FIELDS**: A section for additional metadata.
- Buttons**: "Reset", "Cancel", and "Apply" at the bottom.

In the background, a processing status window is visible with the text "Processing will run in the background." and a vertical column of "Cancel" buttons. A red arrow points from the "UPLOAD DIALOG BOX" label to the "Add Metadata" dialog. A red box with a question mark icon is located in the bottom right corner of the interface, with a red arrow pointing from the "RESOURCE CENTER" label to it.

UPLOAD  
DIALOG BOX

# Interface: Uploading

*\*Canto works best through the Google Chrome platform*



UPLOAD  
DIALOG BOX

# Interface: Uploading

*\*Canto works best through the Google Chrome platform*

DEFAULT TAG  
DO NOT USE

The 'Add Metadata' dialog box has a red header bar with a close button. It contains several sections: 'Keywords' with a text input field and a 'Photograph' button; 'Tags' with a text input field and a 'Type the tag' label; 'Description' with a text area and 'Add' and 'Overwrite' buttons; and 'CUSTOM FIELDS' at the bottom with 'Reset', 'Cancel', and 'Apply' buttons.

UPLOAD DIALOG BOX

This screenshot shows the 'CUSTOM FIELDS' section of the 'Add Metadata' dialog box. A red box highlights the 'AD - Program or Event (if applicable):' field, which has a sub-label 'Program or Event (If applicable)'. Below this are three groups of checkboxes: 'Booth - Alumni' (DAA Winners, General, Headshots), 'Booth - Ethnicity' (African/African A..., Caucasian, East Asian, Hispanic / Latinx, Middle Eastern, Native American), and 'Booth - Age' (Child, Undergraduate, Adult, Mature Adult). The 'Reset', 'Cancel', and 'Apply' buttons are at the bottom.

UPLOAD DIALOG BOX

This screenshot shows the 'Booth - Brand Attributes' and 'Booth - Center' sections of the 'Add Metadata' dialog box. 'Booth - Brand Attributes' includes checkboxes for 'Analytical', 'Bold', 'Collaborative', and 'Curious'. 'Booth - Center' has a text input field for 'Name of Booth Center'. Below are 'Booth - Collaboration' (Community Outrea..., Faculty, Students, Students and Facu...) and 'Booth - Commonly referred to as:' (Booth Tags). At the bottom is 'Booth - Custom Tags:' (Booth Category) and the 'Reset', 'Cancel', and 'Apply' buttons.

UPLOAD DIALOG BOX



# Interface

*\*Canto works best through the Google Chrome platform*

**Add Metadata**

**Booth - Center:**

Name of Booth Center

Becker Friedman Institute for Research in Economics

Center for Applied Artificial Intelligence

Chookaszian Accounting Research Center

Center for Decision Research

Center for Research in Security Prices

Harry L. Davis Center for Leadership

Fama-Miller Center for Research

Initiative on Global Markets

James M. Kilts Center for Marketing

**Booth - Event:**

Booth - Events

Reset Cancel Apply

**UPLOAD DIALOG BOX: CENTERS**

**Add Metadata**

☐ Students and Facu...

**Booth - Commonly referred to as:**

Booth Tags

Booth Women Connect, BWCC, BWC

Center for Applied Artificial Intelligence, AAI

Center for Decision Research, CDR

Center for Research in Security Prices, CRISP, CRSP

Chicago Booth Magazine, CBM

Chicago Booth Review, CBR

Chookaszian Accounting Research Center, CARC

Committee on International Relations, CIR

Corporate Social Responsibility Revisited, CSR, CSRR

☐ Nobel Laureates ☐ Preferred Portraits

**Booth - Locations:**

☐ Additional locations ☐ Asia ☐ Chicago

Reset Cancel Apply

**UPLOAD DIALOG BOX: COMMONLY  
REFERRED TO AS**

**Add Metadata**

**Booth - Custom Tags:**

Booth Category

**Booth - Event:**

Booth - Events

**Booth - Faculty:**

☐ Deans ☐ General ☐ Faculty Portraits

☐ Nobel Laureates ☐ Preferred Portraits

**Booth - Locations:**

☐ Additional locations ☐ Asia ☐ Chicago

☐ EMEA ☐ Gleacher Center ☐ Harper Center

**Booth - Number of People: \***

☐ No People ☐ 1 Person ☐ 2 People

Reset Cancel Apply

**UPLOAD DIALOG BOX**

# Interface

*\*Canto works best through the Google Chrome platform*

The 'Add Metadata' dialog box for Events contains the following fields:

- Booth - Number of People:** Radio buttons for No People, 1 Person, 2 People, and a checkbox for Group of People.
- Booth - Orientation:** Radio buttons for Horizontal and Vertical.
- Booth - Person in image:** A text input field with the placeholder 'Booth - Person in image'.
- Booth - Preferred status:** A radio button for Preferred.
- Booth - Setting:** Radio buttons for Indoors and Outdoors.

Buttons at the bottom: Reset, Cancel, Apply.

UPLOAD DIALOG BOX: EVENTS

The 'Add Metadata' dialog box for Commonly Referred To As contains the following fields:

- Booth - Preferred status:** A radio button for Preferred.
- Booth - Setting:** Radio buttons for Indoors and Outdoors.
- Booth - Shot type:** A dropdown menu with the selected option 'Booth - Shot type'.
- Booth - Students:** Checkboxes for Classes, Collaboration, International, Leadership, and Student Life and Cl...
- Booth - Year photo was added:** A text input field with the placeholder 'Booth - Year photo was taken'.

Buttons at the bottom: Reset, Cancel, Apply.

UPLOAD DIALOG BOX: COMMONLY  
REFERRED TO AS

The 'Add Metadata' dialog box for the main upload contains the following fields:

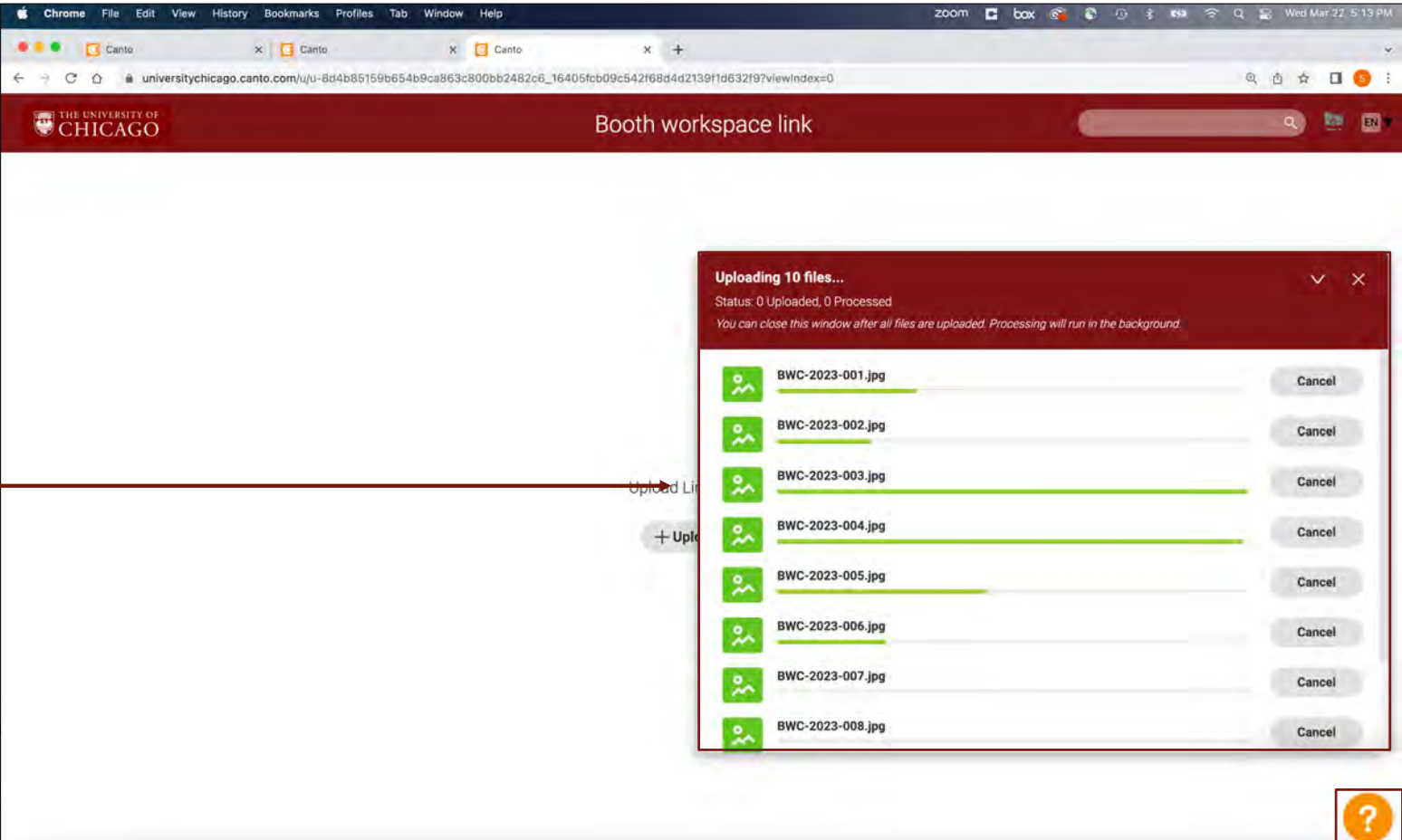
- Booth - Preferred status:** A radio button for Preferred.
- Booth - Setting:** Radio buttons for Indoors and Outdoors.
- Booth - Shot type:** A dropdown menu with the selected option 'Action - Classroom'.
- Action - Classroom:** A list of options: Action - Panel Discussion, Action - Other, Audience, Environmental, Networking, Portrait - Headshot, and Portrait - Pose.

Buttons at the bottom: Reset, Cancel, Apply.

UPLOAD DIALOG BOX

# Interface: Image Uploads

*\*Canto works best through the Google Chrome platform*

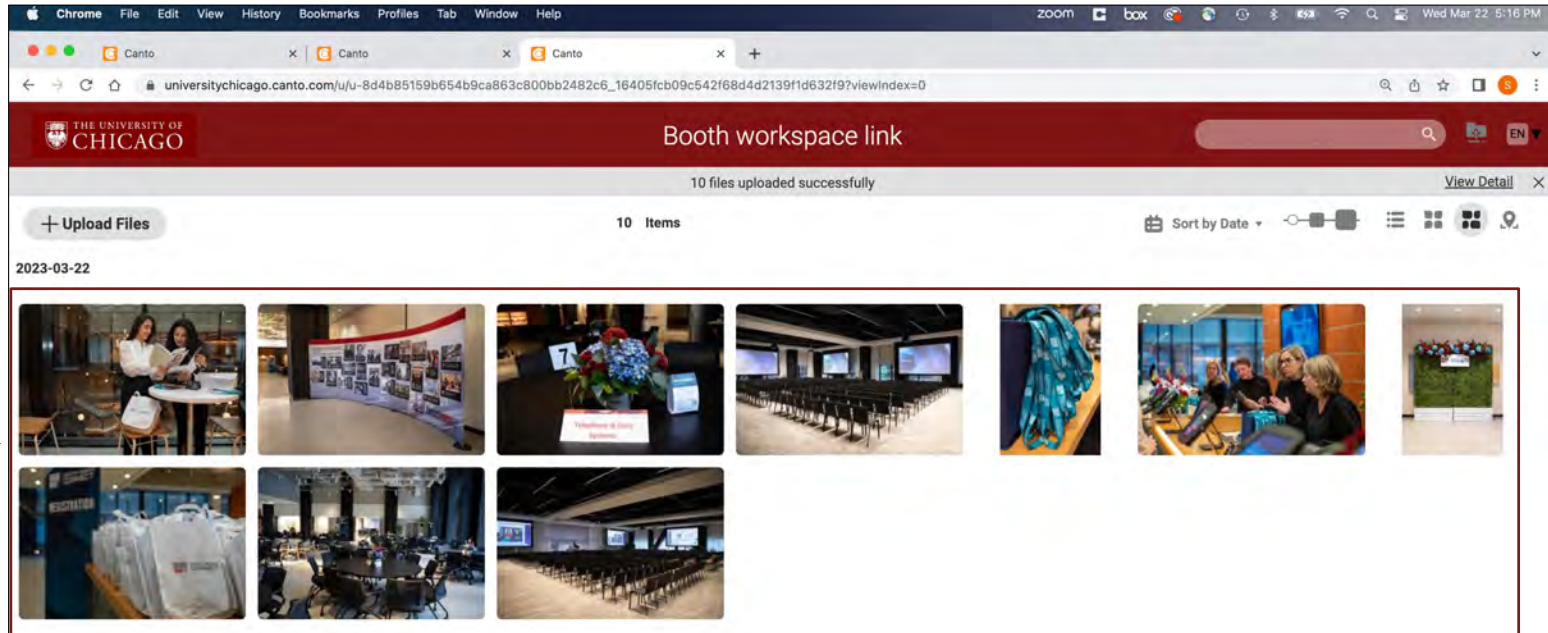


UPLOAD  
DIALOG  
PROGRESS  
BOX



# Interface: Image Uploads

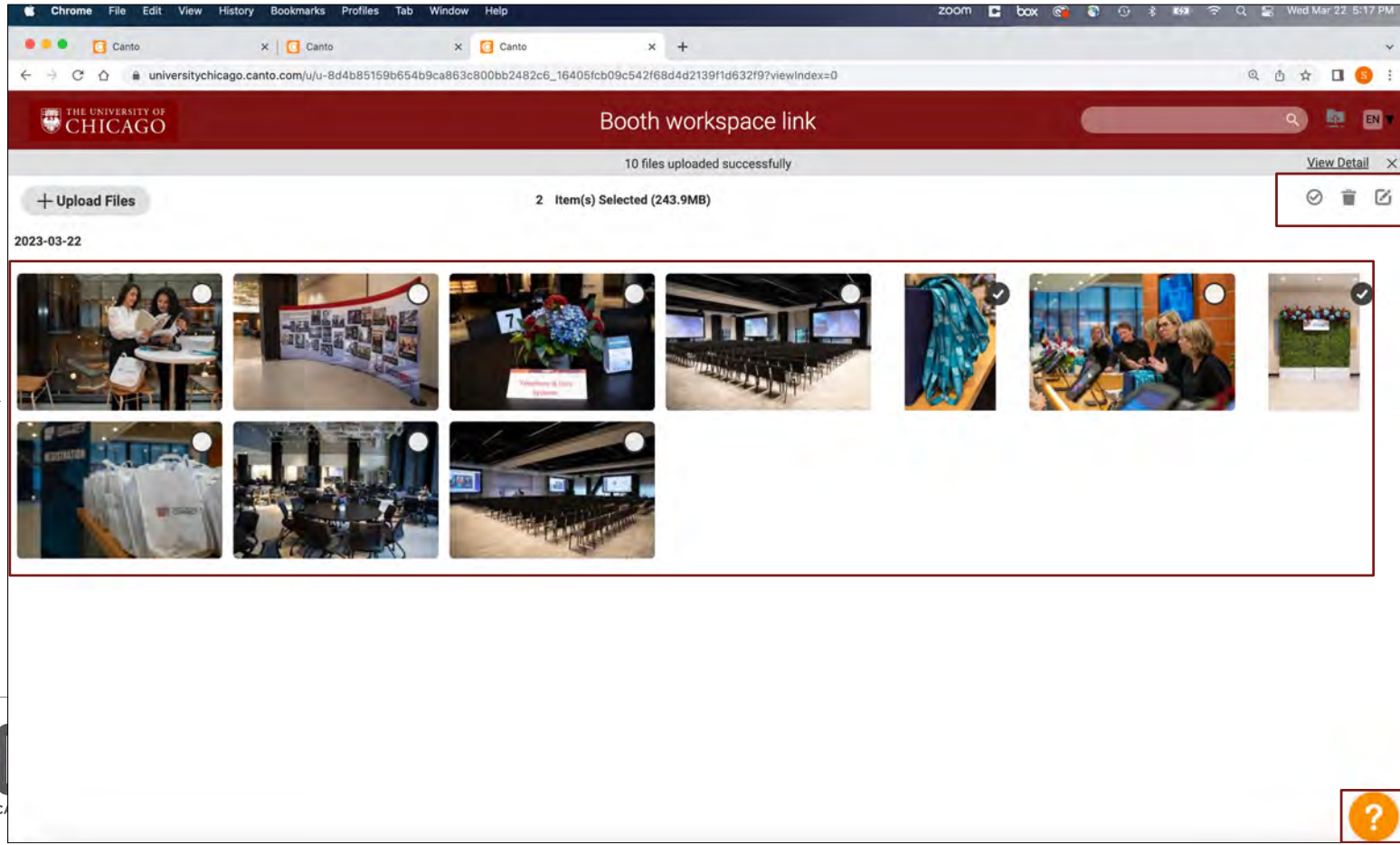
*\*Canto works best through the Google Chrome platform*



UPLOADED  
PHOTOS →

# Interface: Bulk Tagging

*\*Canto works best through the Google Chrome platform*



SELECT  
PHOTOS →

→ IMAGE  
EDITING  
TOOLS  
(Select all,  
trash and  
edit)

→ 23  
RESOURCE  
CENTER



# Interface: Bulk Tagging

*\*Canto works best through the Google Chrome platform*

The screenshot shows a dialog box titled 'Edit Content | New Metadata' with a close button (X) in the top right corner. Below the title bar, there is a section header 'BOOTH ASSET INFORMATION' with an upward arrow icon. The main content area contains several metadata fields, each with a checkbox and a set of controls (Add, Overwrite, and a trash icon). The fields are: 'Booth - Review status' (with radio buttons for 'Ready for Creative ...' and 'Sent back for mor...'), 'Booth - Assests uploaded/reviewed after 2020' (with a radio button for 'Uploaded/reviewe...'), 'Booth - Alumni' (with checkboxes for 'DAA Winners', 'General', and 'Headshots'), and 'Booth - Age' (with checkboxes for 'Child', 'Undergraduate', 'Adult', and 'Mature Adult'). At the bottom right, there are 'Cancel' and 'Apply' buttons.

UPLOAD DIALOG BOX: BOOTH ASSET INFORMATION

The screenshot shows the same dialog box as the previous one, but with a red box highlighting the 'Add' and 'Overwrite' radio buttons for the 'Booth - Orientation' field. The 'Overwrite' option is selected. The 'Booth - Orientation' field has a checked checkbox and two radio buttons: 'Add' and 'Overwrite'. Below the highlighted area, there are other fields like 'Booth - Person in image' (with a text input field containing 'Booth - Person in image'), 'Booth - Preferred status' (with a radio button for 'Preferred'), and 'Booth - Proograms and Classes'. At the bottom right, there are 'Cancel' and 'Apply' buttons.

UPLOAD DIALOG BOX: ADD VS. OVERWRITE

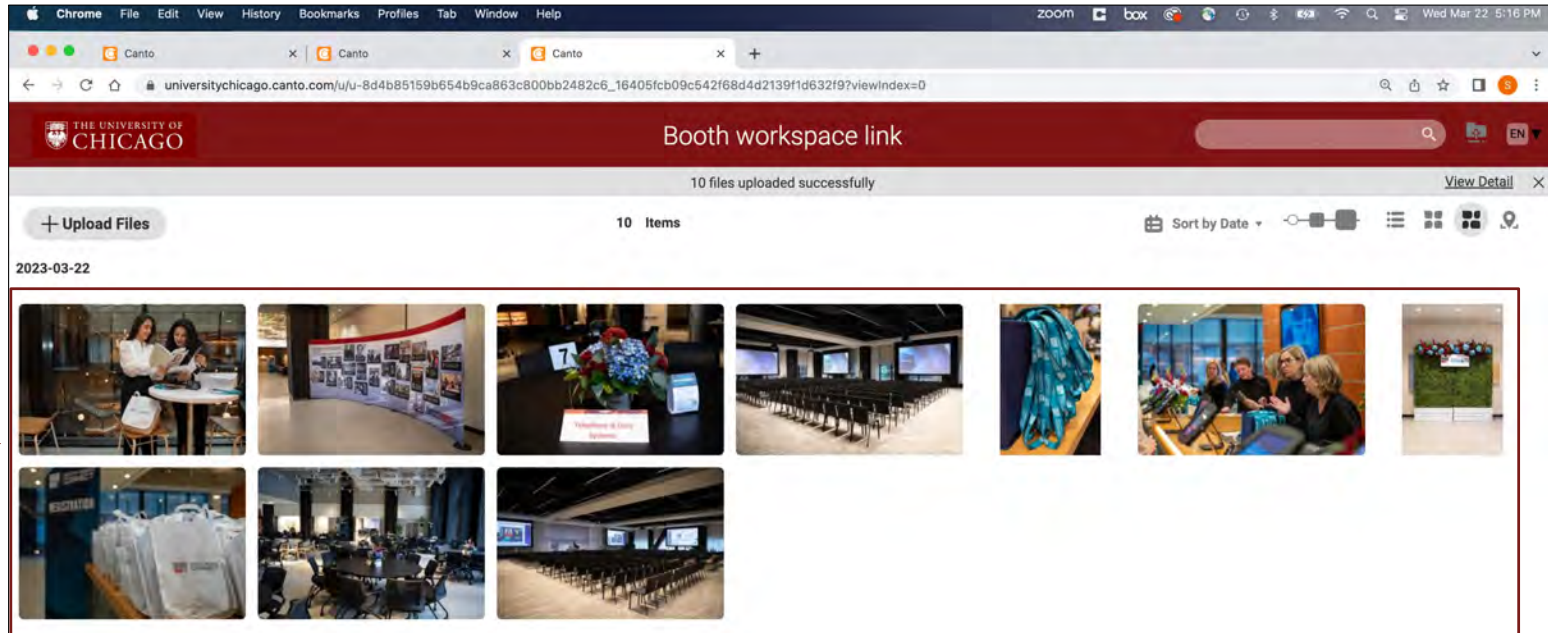
**TIPS:**  
“Overwrite” should be used when you are making a change to an existing tag.

“Add” is used when you are adding a tag to a category that allows multiple options.

**WHEN DONE EDITING, CLICK “APPLY”**

# Interface: Single Image Tagging

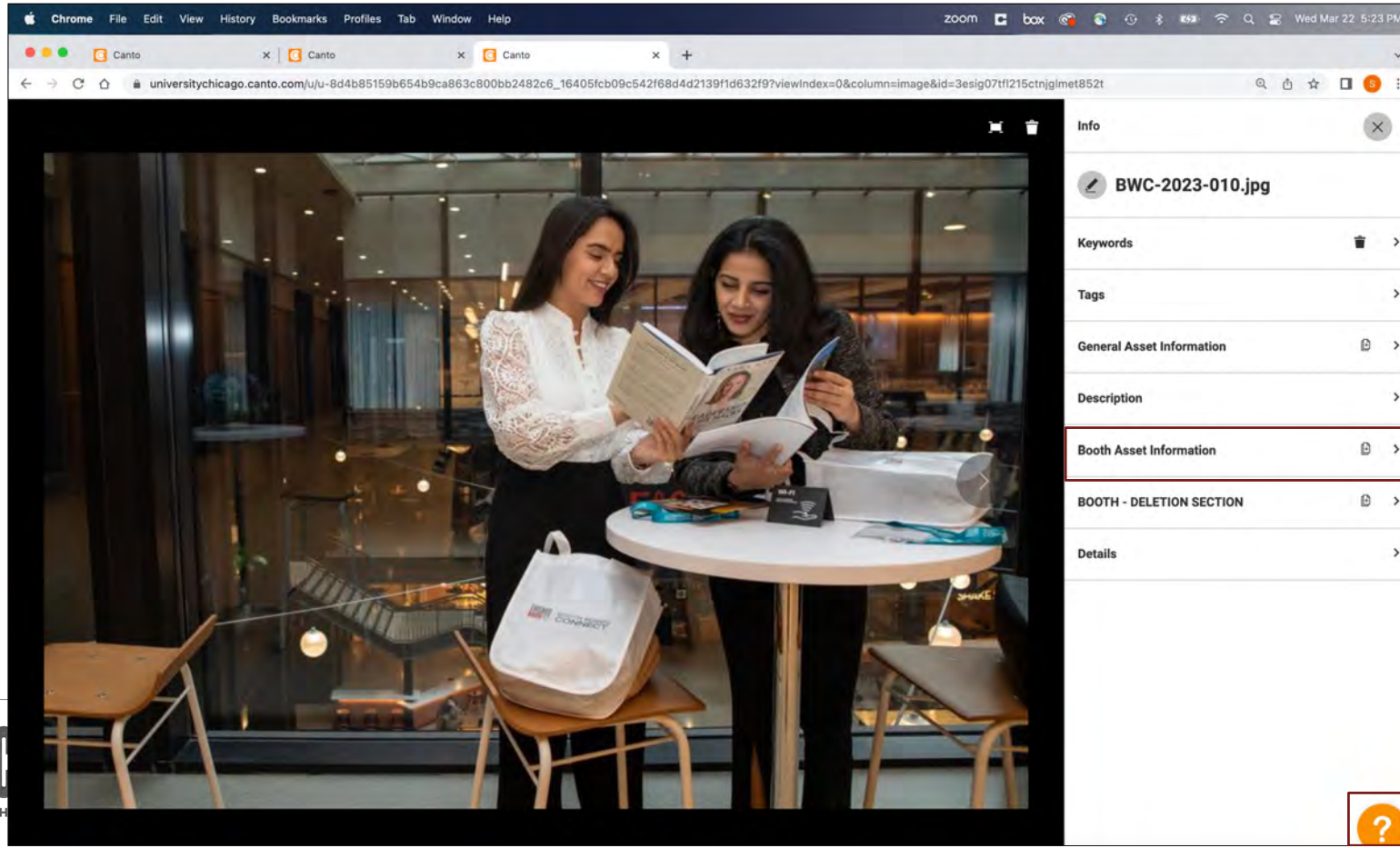
*\*Canto works best through the Google Chrome platform*



DOUBLE  
CLICK  
PHOTO

# Interface: Single Image Tagging

*\*Canto works best through the Google Chrome platform*

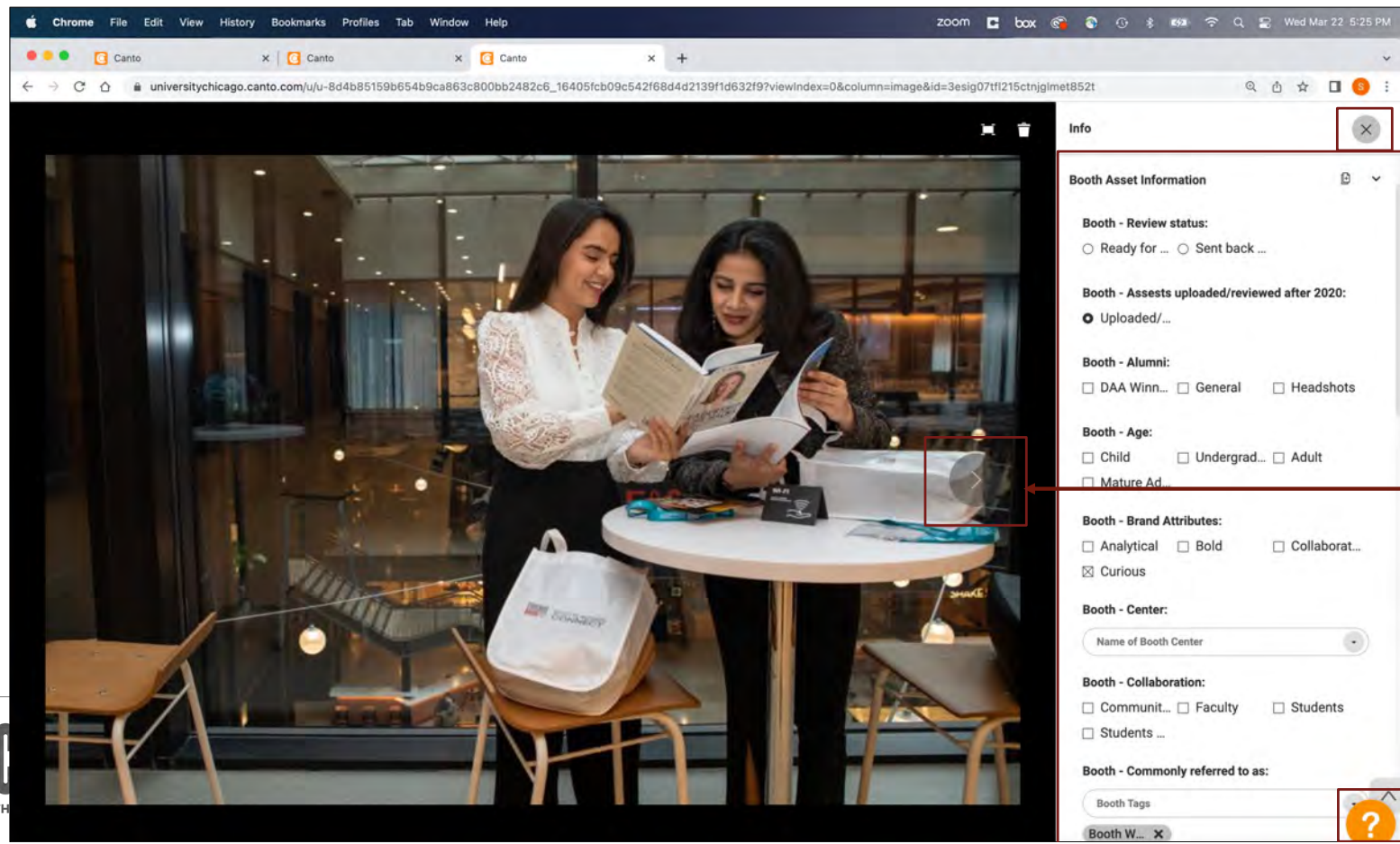


**BOOTH  
SINGLE  
IMAGE  
DIALOG  
BOX**

**RESOURCE  
CENTER**

# Interface: Single Image Tagging

*\*Canto works best through the Google Chrome platform*



RETURN TO  
ALL PHOTOS

BOOTH  
SINGLE  
IMAGE  
DIALOG  
BOX

NEXT PHOTO

RESOURCE  
CENTER

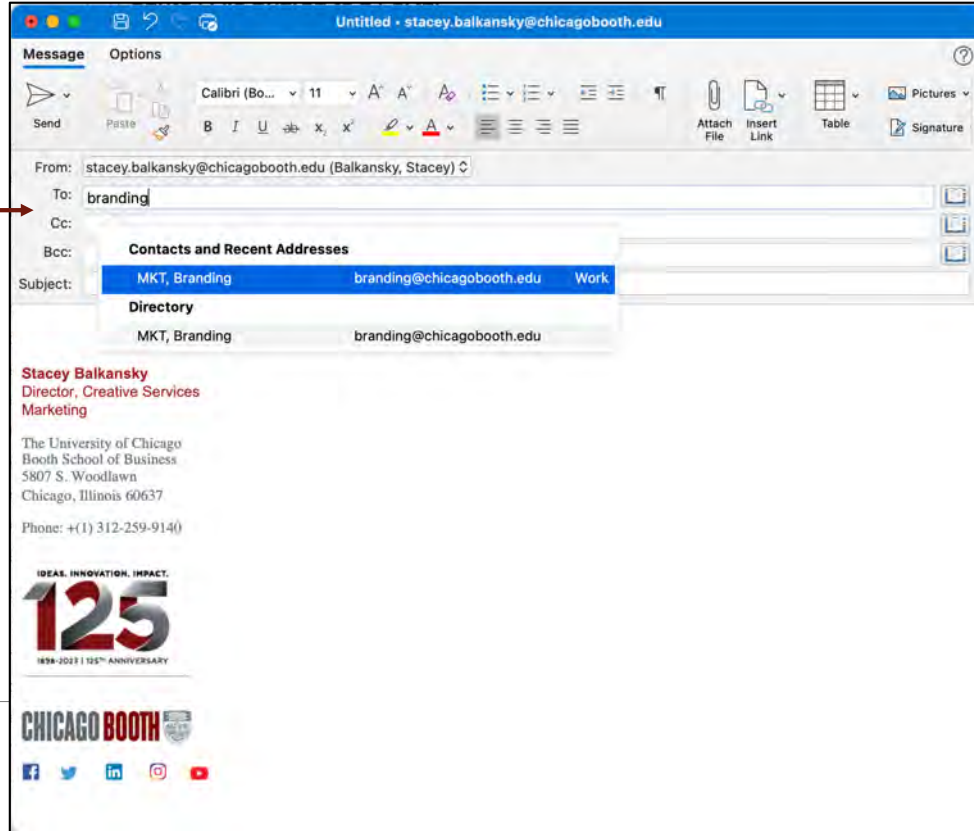


# Upload Photos: Request Review and Approval

## EMAIL FOR REVIEW

Please email the creative team to initiate the review process at [branding@chicagobooth.edu](mailto:branding@chicagobooth.edu). Email should include the date of upload and image set quantity.

A member of the team will review the upload and respond with edits or to let you know your files have been published.



## TIPS:

If you haven't initiated the approval, your files will not be published. Please remember to take this last step!



# Canto: Metadata Dialog Box and Tagging Details and Guidance

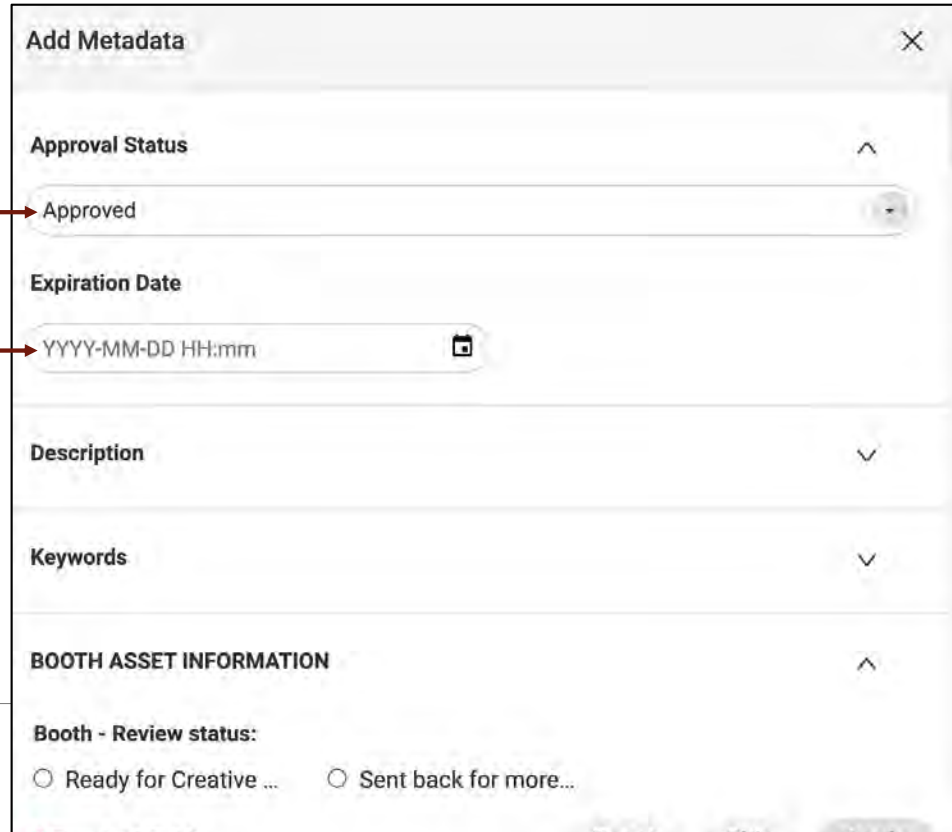
# Upload Photos: Metadata Dialog Box

## APPROVED

This is the default setting.  
You may see pending in  
future updates

## EXPIRATION DATE

Default setting. We do not  
set expiration dates. Please  
ignore.



The screenshot shows a 'Add Metadata' dialog box with the following fields:

- Approval Status:** A dropdown menu with 'Approved' selected. A red arrow points to this field.
- Expiration Date:** A text input field with the placeholder 'YYYY-MM-DD HH:mm' and a calendar icon. A red arrow points to this field.
- Description:** A text input field.
- Keywords:** A text input field.
- BOOTH ASSET INFORMATION:** A section header.
- Booth - Review status:** Two radio buttons: 'Ready for Creative ...' (selected) and 'Sent back for more...'.

## TIPS:

There are a lot of fields and  
sometimes it's easy to miss one.  
You can always go back and  
adjust as needed!

# Upload Photos: Metadata Dialog Box

## DESCRIPTION

Add as much general detail about the set of photos. Dates, times, event descriptions etc.

**Add Metadata**

**Description** ☒ Add ☐ Overwrite

Fall photos around the Harper Center and Woodlawn Avenue. Trees full of colorful leaves.

**Keywords**

Logo  
Music  
Nature  
Object  
**Photograph**  
Portrait

\* Required Fields

Reset Skip Apply

## KEYWORDS

Select logo, photograph, music or video. Please do not use the other tags.

## TIPS:

You cannot add too many details to the description. All content in this field is searchable. Tag, tag and tag some more!

Remember, you may know details about these photos but people in the future will not.

Put yourself in the mind of a user. What would you search for?

# Upload Photos: Metadata Dialog Box

## REVIEW STATUS

This field is for Creative Team review purposes. When uploading select “Ready for Creative review”

## ASSETS UPLOADED...

Select for all uploads.

## ALUMNI

Select applicable options if photo includes Alumni.

## AGE

Select applicable option. If person is 75+ please also select “Mature adult”.

The screenshot shows a 'Add Metadata' dialog box with a close button (X) in the top right corner. The dialog is titled 'Add Metadata' and contains a section 'BOOTH ASSET INFORMATION' with a collapse arrow (^). Below this section are several fields with checkboxes:

- Booth - Review status:** Two radio buttons: ☐ Ready for Creative ... and ☐ Sent back for more...
- Booth - Assests uploaded/reviewed after 2020:** One radio button: ☐ Uploaded/reviewed...
- Booth - Alumni:** Three checkboxes: ☐ DAA Winners, ☐ General, and ☐ Headshots.
- Booth - Age:** Three checkboxes: ☐ Child, ☐ Undergraduate, and ☐ Adult.
- ☐ Mature Adult
- Booth - Brand Attributes:**

Red arrows from the text on the left point to the 'Booth - Review status:', 'Booth - Assests uploaded/reviewed after 2020:', 'Booth - Alumni:', and 'Booth - Age:' labels.

## TIPS:

It's ok to leave a field blank if it doesn't apply.

If the majority, but not all of the images may be represented by a tag, go ahead and use the tag. Just remember to go back and adjust the ones that don't apply later in the process!

# Upload Photos: Metadata Dialog Box

## BRAND ATTRIBUTES

Some photos may have more than one attribute.



The screenshot shows a dialog box titled "Add Metadata" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Booth - Brand Attributes:" with a red arrow pointing to it from the left. Below this section, there are four checkboxes: "Analytical", "Bold", "Collaborative", and "Curious".

## TIPS:

Attributes may be easier to apply at a later stage in the process unless all photos being uploaded share the same attributes.

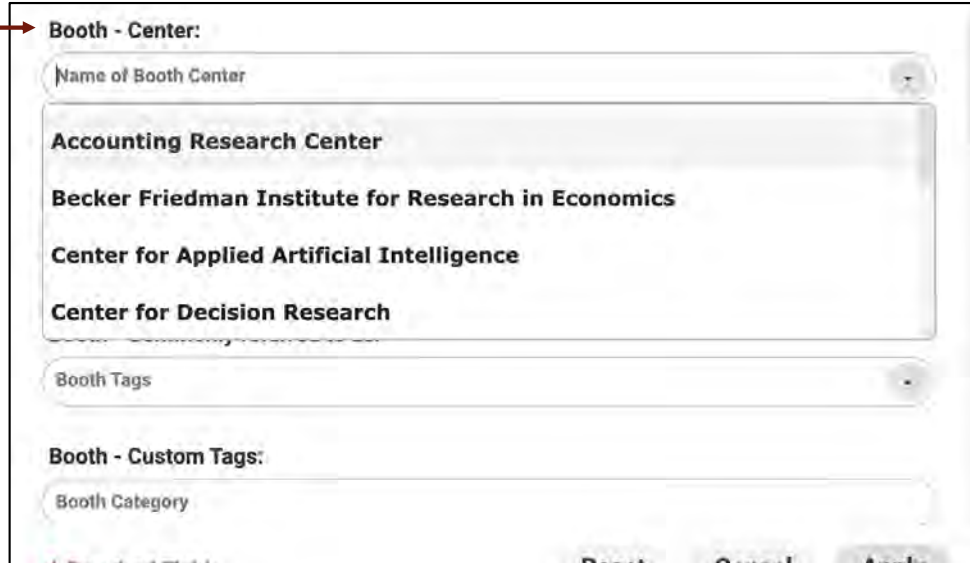
There will be photos in your set that do not strongly reflect an attribute like crowd shots. That's OK! Do your best. If an audience looks engaged you can tag it as "Curious". Otherwise, it's ok to leave it blank!



# Upload Photos: Metadata Dialog Box

## CENTER

All Chicago Booth Centers are listed in this drop down. Select all that are applicable.



The screenshot shows a metadata dialog box with the following sections:

- Booth - Center:** A dropdown menu with a search bar labeled "Name of Booth Center". The menu is open, showing a list of centers: Accounting Research Center, Becker Friedman Institute for Research in Economics, Center for Applied Artificial Intelligence, and Center for Decision Research.
- Booth Tags:** A dropdown menu with a search bar.
- Booth - Custom Tags:** A section with a search bar labeled "Booth Category".

At the bottom of the dialog box, there are buttons for "Back", "Cancel", and "Apply".

## TIPS:

Please tag any applicable Centers when appropriate. Multiple Centers may be tagged if subject has connections to more than one.

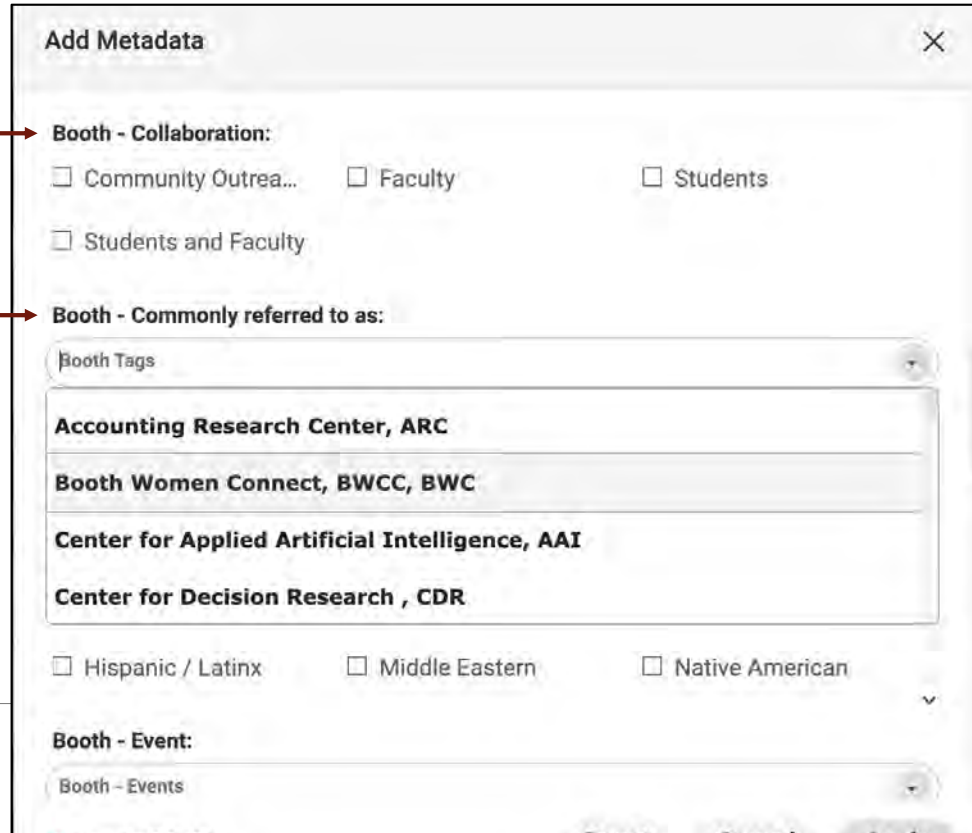
# Upload Photos: Metadata Dialog Box

## COLLABORATION

Select for any applicable photos.

## COMMONLY REFERRED TO AS

This drop down allows you to select various nicknames, acronyms and abbreviations for various Booth groups and events.



The screenshot shows the 'Add Metadata' dialog box with the following sections:

- Booth - Collaboration:** Includes checkboxes for 'Community Outrea...', 'Faculty', 'Students', and 'Students and Faculty'. A red arrow points to this section.
- Booth - Commonly referred to as:** Features a dropdown menu currently showing 'Booth Tags'. A red arrow points to this section. The dropdown list is open, showing the following options:
  - Accounting Research Center, ARC
  - Booth Women Connect, BWCC, BWC
  - Center for Applied Artificial Intelligence, AAI
  - Center for Decision Research , CDR
- Includes checkboxes for 'Hispanic / Latinx', 'Middle Eastern', and 'Native American'.
- Booth - Event:** Features a dropdown menu currently showing 'Booth - Events'.

## TIPS:

Collaboration helps the user find images of people working together. This is a common search for people creating marketing materials and reflects our brand attribute “Collaborative”.

Using the “Commonly referred to as:” drop down allows people to find photos using common acronyms and abbreviations in the open search field.

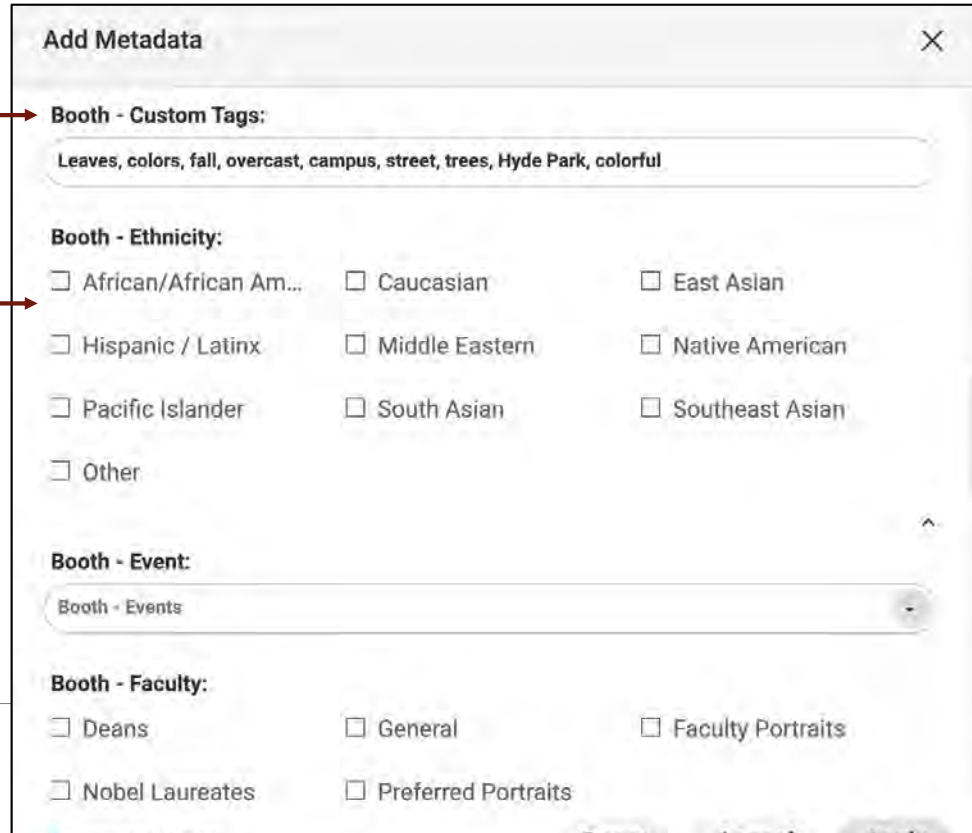
# Upload Photos: Metadata Dialog Box

## CUSTOM TAGS

Add any details in the photo to this open field. You can separate words with commas.

## ETHNICITY

Select for any applicable photos. If you know a person is of color but unsure of specific ethnicity, please select "Other".



The screenshot shows a dialog box titled "Add Metadata" with a close button (X) in the top right corner. It contains several sections for adding metadata to a photo:

- Booth - Custom Tags:** A text input field containing the tags: "Leaves, colors, fall, overcast, campus, street, trees, Hyde Park, colorful". A red arrow points to this section.
- Booth - Ethnicity:** A section with a grid of checkboxes for different ethnicities:
  - ☐ African/African Am...
  - ☐ Caucasian
  - ☐ East Asian
  - ☐ Hispanic / Latinx
  - ☐ Middle Eastern
  - ☐ Native American
  - ☐ Pacific Islander
  - ☐ South Asian
  - ☐ Southeast Asian
  - ☐ OtherA red arrow points to this section.
- Booth - Event:** A dropdown menu currently showing "Booth - Events".
- Booth - Faculty:** A section with checkboxes for different faculty types:
  - ☐ Deans
  - ☐ General
  - ☐ Faculty Portraits
  - ☐ Nobel Laureates
  - ☐ Preferred Portraits

## TIPS:

Put as many details into the "Custom Tags" field as you can see in the image. Imagine what words someone may search by. This helps the user find images using search terms in the open search field.

**East Asian:** China, Taiwan, Japan, Mongolia, North Korea and South Korea and Singapore.

**South Asian:** Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka

**Southeast Asian:** Brunei, Burma (Myanmar), Cambodia, Timor-Leste, Indonesia, Laos, Malaysia, the Philippines, Singapore, Thailand and Vietnam

**Pacific Islander:** Hawaii, Guam, Samoa, or other Pacific Islands

**Other:** If you know the person is not Caucasian, but are unsure of what to select, select "Other".

# Upload Photos: Metadata Dialog Box

## EVENT

Select for any applicable photos.

**Add Metadata**

**Booth - Event:**

Booth - Events

- Booth Women Connect
- Chicago Booth Renaming
- Chicago Conversations
- Convocation

☐ Additional locations    ☐ Asia    ☒ Chicago

☐ EMEA    ☐ Gleacher Center    ☒ Harper Center

☐ Hong Kong    ☐ London    ☒ North America

☐ Singapore    ☒ University of Chicago

**Booth - Number of People:**

## TIPS:

It's ok to leave a field blank if it doesn't apply.

Events in the drop down are mainly Enterprise Events or large events like Convocation. If your event is not listed please add in the description and/or custom tags.

# Upload Photos: Metadata Dialog Box

## FACULTY

Select for any applicable photos.

## LOCATIONS

Select as many options as possible for any applicable photos.

**Booth - Event:**

Booth - Events

**Booth - Faculty:**

☐ Deans ☐ General ☐ Faculty Portraits

☐ Nobel Laureates ☐ Preferred Portraits

**Booth - Locations:**

☐ Additional locations ☐ Asia ☒ Chicago

☐ EMEA ☐ Gleacher Center ☒ Harper Center

☐ Hong Kong ☐ London ☒ North America

☐ Singapore ☒ University of Chica...

**Booth - Number of People:**

## TIPS:

If you select a Chicago campus, you should also select “North America” and “University of Chicago” as well.

If you select the Hong Kong campus, you should also select “Asia” and “University of Chicago” as well.

If you select the London campus, you should also select “EMEA” and “University of Chicago” as well.



# Upload Photos: Metadata Dialog Box

## NUMBER OF PEOPLE

Select applicable option.

## ORIENTATION

Select applicable option.

## PERSON IMAGE

List everyone in the photo separated by commas.

## PREFERRED STATUS

If the photo subject has a preferred photo for use, please select this option.



The screenshot shows a dialog box titled "Add Metadata" with a close button (X) in the top right corner. Below the title bar, there are four sections, each with a red arrow pointing to it from the left:

- Booth - Number of People:** This section contains three checkboxes: ☒ No People, ☐ 1 Person, and ☐ 2 People. Below these is a checkbox for ☐ Group of People.
- Booth - Orientation:** This section contains two checkboxes: ☒ Horizontal and ☐ Vertical.
- Booth - Person in image:** This section contains a text input field with the placeholder text "Booth - Person in image".
- Booth - Preferred status:** This section contains a radio button labeled "Preferred".

## TIPS:

In group photos, use name tags and placards to capture as many names as possible.

If you are adding a preferred headshot to replace another, please contact the Booth creative team to remove the tag from the original photo.

# Upload Photos: Metadata Dialog Box

## PROGRAMS AND CLASSES

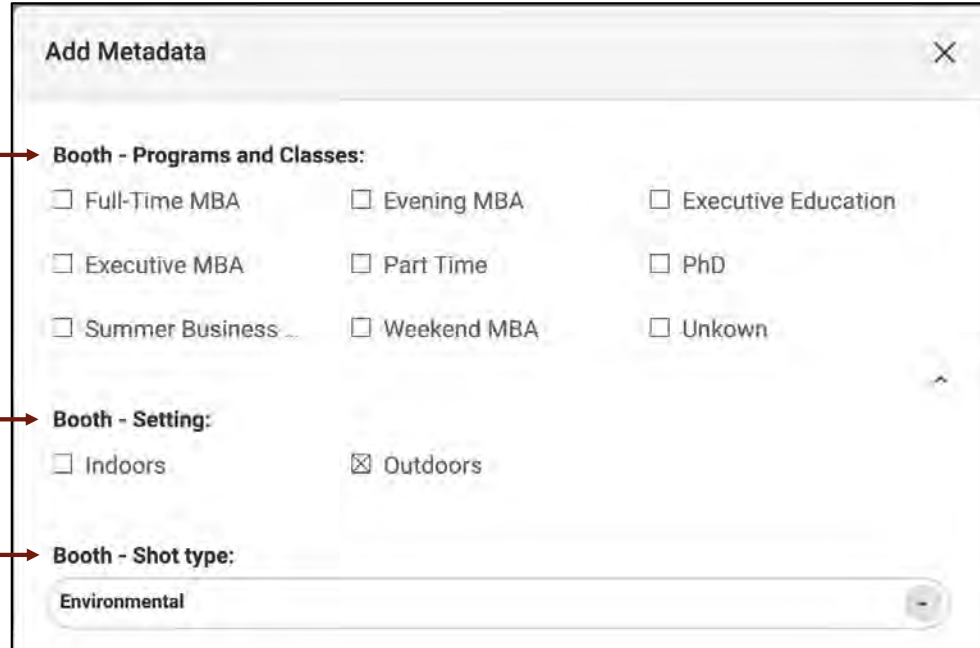
Select applicable option. If you do not know which program to select, please choose “Unknown”

## SETTING

Select applicable option.

## SHOT TYPE

Select applicable option.



The screenshot shows a dialog box titled "Add Metadata" with a close button (X) in the top right corner. It contains three sections, each with a red arrow pointing to it from the left:

- Booth - Programs and Classes:** This section contains nine checkboxes arranged in a 3x3 grid:
  - Full-Time MBA
  - Executive MBA
  - Summer Business ...
  - Evening MBA
  - Part Time
  - Weekend MBA
  - Executive Education
  - PhD
  - Unkown
- Booth - Setting:** This section contains two checkboxes:
  - Indoors
  - Outdoors (checked)
- Booth - Shot type:** This section contains a dropdown menu with "Environmental" selected.

## TIPS:

There is no wrong option to select in the “Shot type” category. More than one option may apply but only one may be selected.

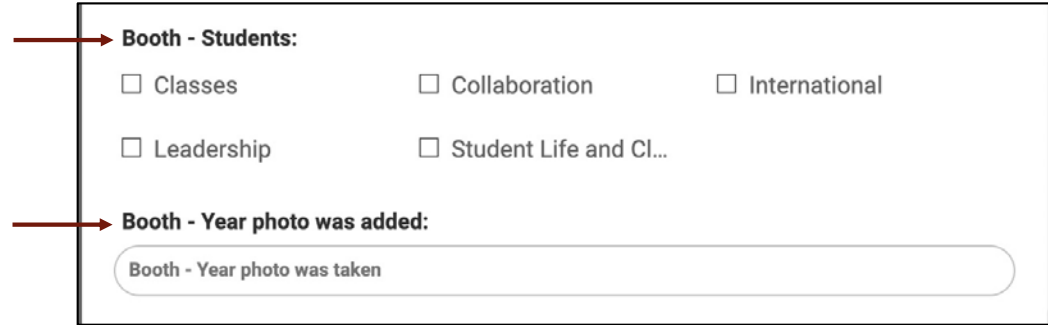
# Upload Photos: Metadata Dialog Box

## STUDENTS

Select applicable options if photos are of students.

## YEAR PHOTO WAS ADDED

Enter applicable year.



The screenshot shows a metadata dialog box with two sections. The first section, 'Booth - Students:', contains four checkboxes: 'Classes', 'Collaboration', 'International', and 'Leadership'. The second section, 'Booth - Year photo was added:', contains a text input field with the placeholder text 'Booth - Year photo was taken'. Two red arrows point from the text on the left to the respective sections in the dialog box.

**Booth - Students:**

☐ Classes ☐ Collaboration ☐ International

☐ Leadership ☐ Student Life and Cl...

**Booth - Year photo was added:**

Booth - Year photo was taken

## TIPS:

Tag any student shots with the appropriate tags for quick searches. Some may feel repetitive but it's helpful to add as many as possible!

# Upload Photos: Bulk Image Workspace

## ADDITIONAL TAGGING OF MORE THAN 1 IMAGE

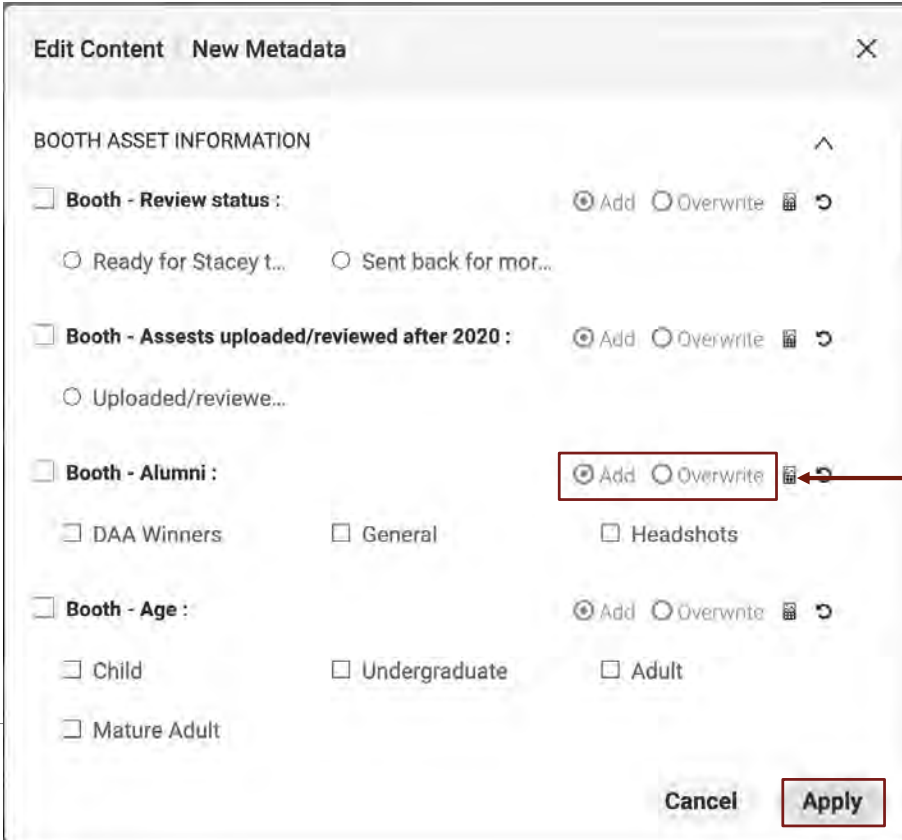
Metadata window mirrors the options in the upload window.

Edits made in this window only apply to all selected images.

When adding a tag, make sure **“Add”** is selected.


When changing a tag in a category with one option, please select **“Overwrite”** or your edit will not be accepted.

Click apply when finished and your tag will be applied to all selected images.




Edit Content New Metadata


BOOTH ASSET INFORMATION

☐ Booth - Review status : ☒ Add ☐ Overwrite 


☐ Ready for Stacey t... ☐ Sent back for mor...

☐ Booth - Assests uploaded/reviewed after 2020 : ☒ Add ☐ Overwrite 

☐ Uploaded/reviewe...

☐ Booth - Alumni : ☒ Add ☐ Overwrite 

☐ DAA Winners ☐ General ☐ Headshots

☐ Booth - Age : ☒ Add ☐ Overwrite 

☐ Child ☐ Undergraduate ☐ Adult

☐ Mature Adult

Cancel **Apply**

ADD/OVERWRITE

CLICK APPLY

# Upload Photos: Bulk Image Workspace

Edit Content | New Metadata

☐ Students and Facu...

☐ Booth - Commonly referred to as :

Add

Overwrite

Booth Tags

☒ Booth - Custom Tags :

Add

Overwrite

Lecture, classroom, light, bright, point, screen, gesture, screen, speak, speaking,

☐ Booth - Ethnicity :

Add

Overwrite

☐ African/African A...☒ Caucasian☐ East Asian

☐ Hispanic / Latinx☐ Middle Eastern☐ Native American

☐ Booth - Event :

Add

Overwrite

Booth - Events

☐ Booth - Faculty :

Add

Overwrite

Cancel

Apply

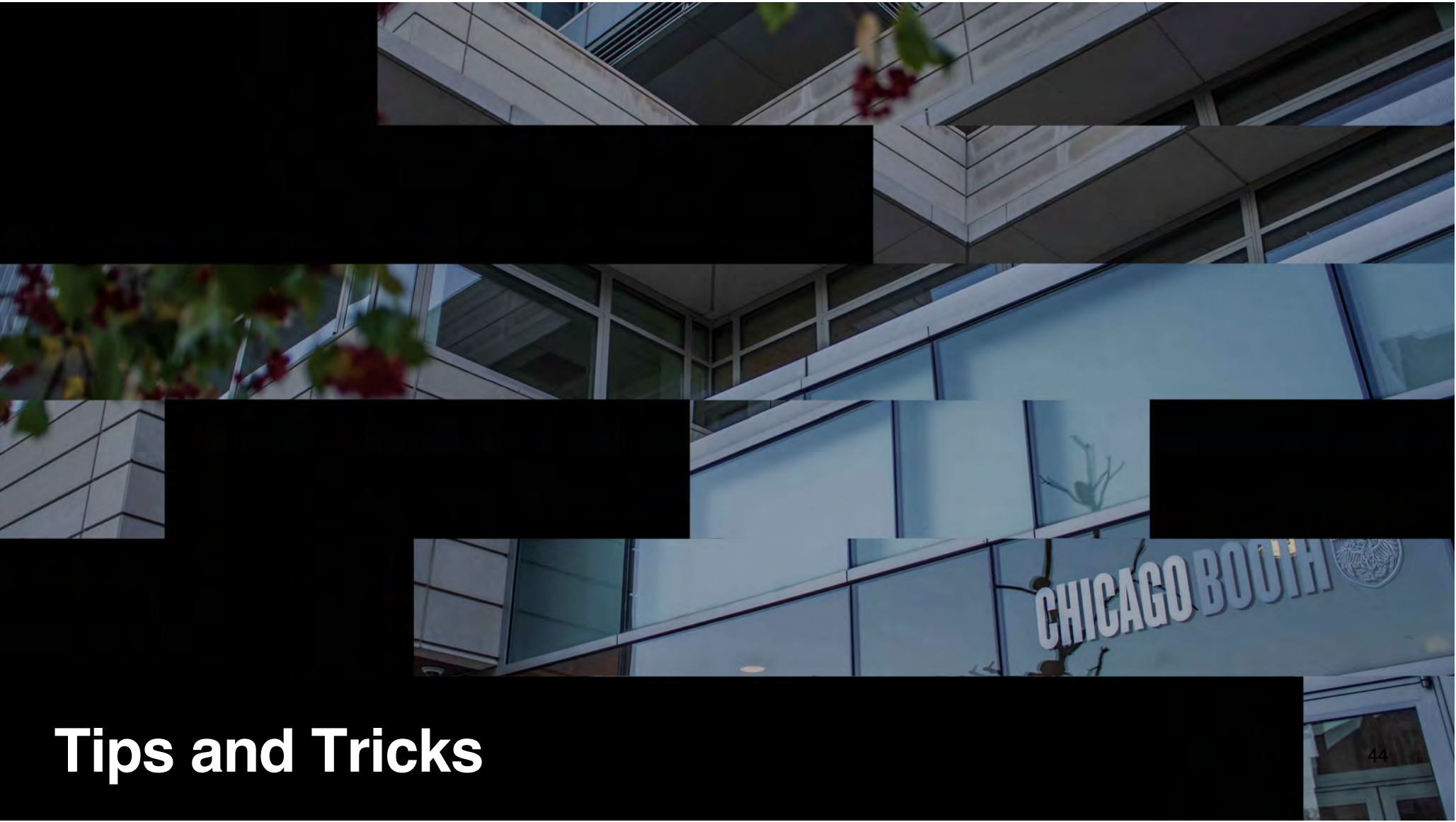
← OVERWRITE

← CLICK APPLY

## TIPS:

When adding text to an open text field, click overnight rather than add. If you just add you will duplicate the existing text in addition to adding the new content.





# Tips and Tricks

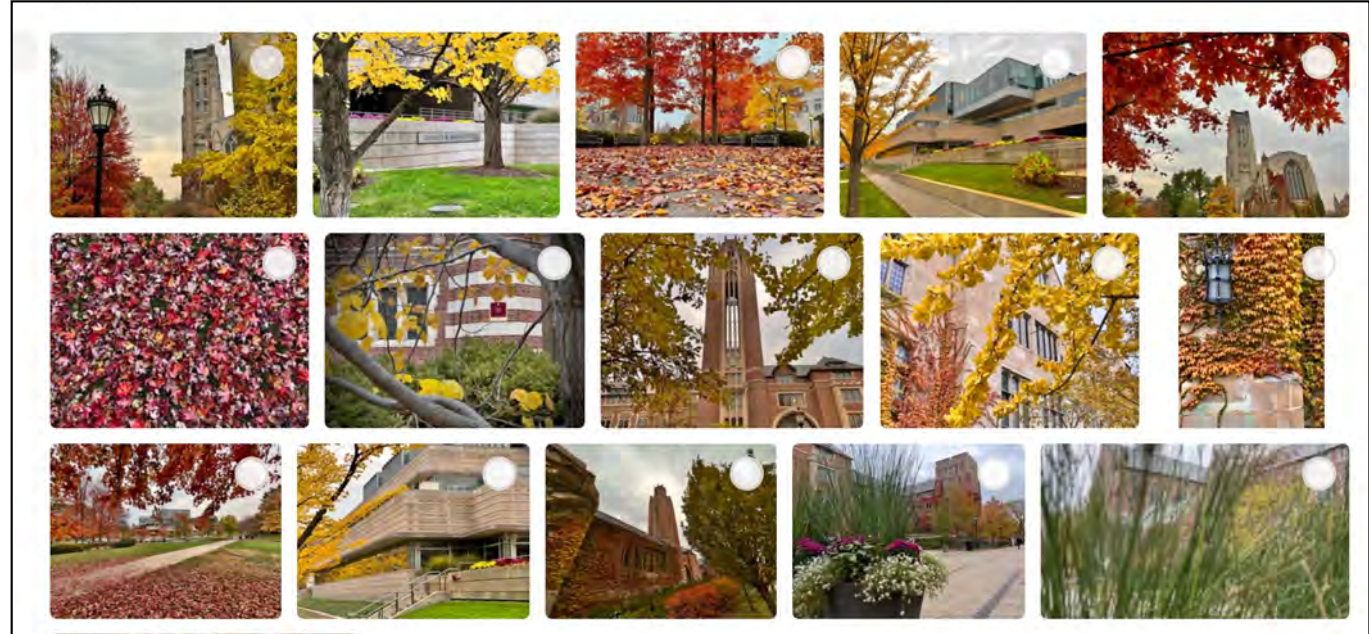
# Tips

## ADDITIONAL TAGGING OF MORE THAN 1 IMAGE

Click on an image in the set. This will allow you to select multiple images from your upload for bulk image metadata tagging.

To select a row or images, you may hold the shift key and select the last image in the group. It allows you to quickly select a larger set but not select all.

*\* If you use the “Select All” option please note, it will select ALL images in the workspace. Not just the latest upload.*

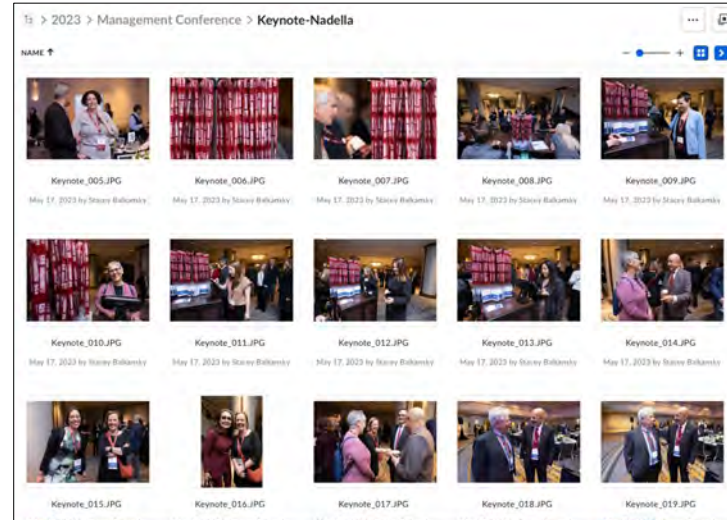




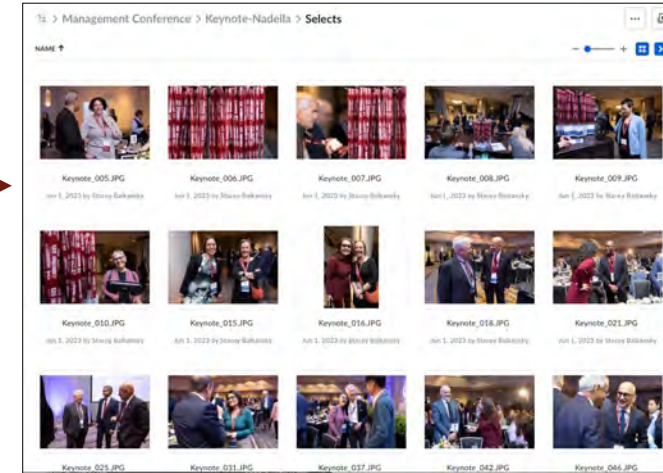
# Tips

## CREATE SUBFOLDERS FOR UPLOAD

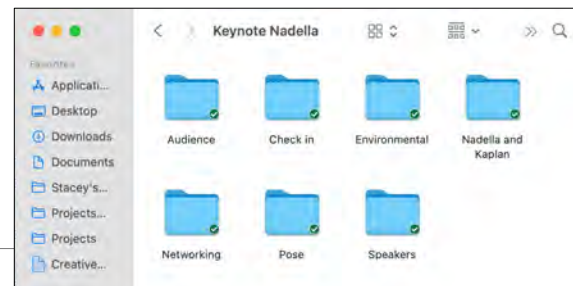
Divide "selects" into smaller subfolders with similar tags for faster bulk uploading and tagging



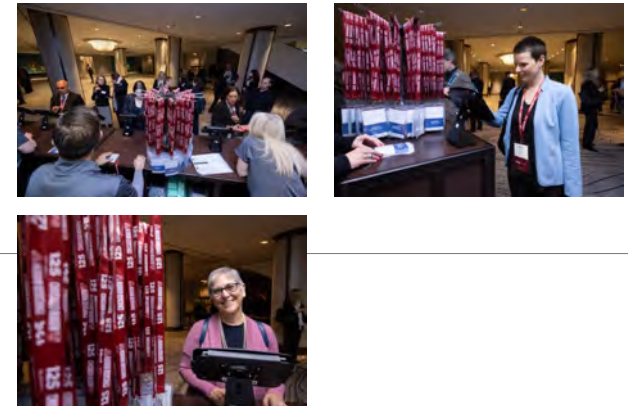
206 photos in album



67 "selects" to upload



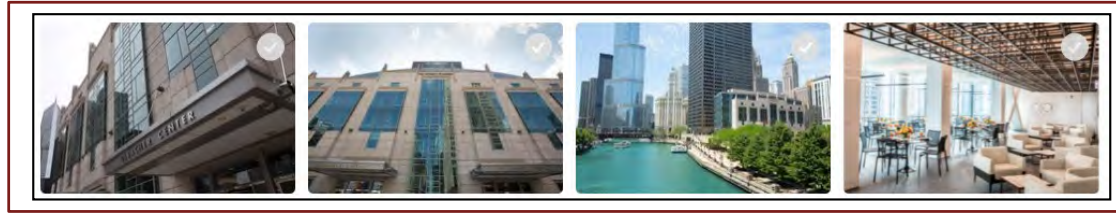
Selects subfolders



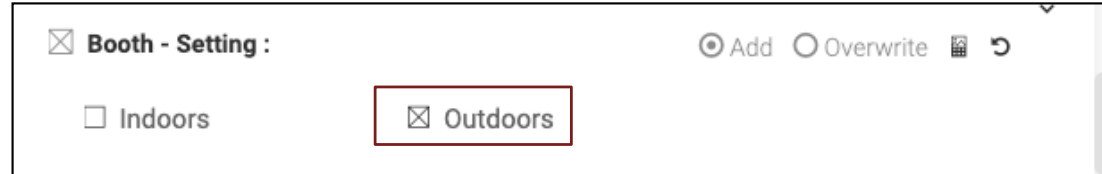
# Upload Photos: Bulk Image Workspace

## WHEN TO BULK TAG AND ADJUST OUTLIER

Select group of photos  
(Example shows 3  
outdoor/1 indoor photo)



Tag all with :Outdoors” and  
click “Apply”



Go back and select the  
image that requires a  
different tag and select the  
applicable option.  
(Example shows “Indoors”  
for the photo in the set of  
photos)



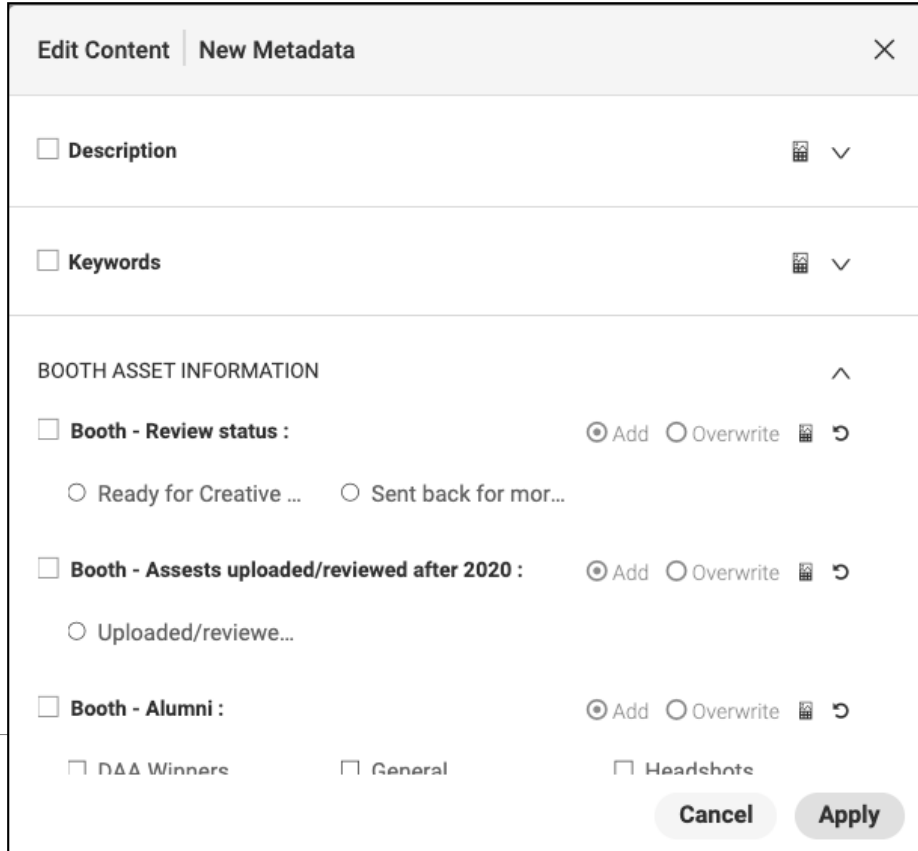
# Upload Photos: Bulk Image Workspace

## ADDITIONAL TAGGING OF MORE THAN 1 IMAGE

When you have added all of the applicable metadata to your photos, please select all in the set and tag with the “Ready for Creative Review” tag under “Review status”

Click “Apply” and email the Creative Team at [branding@chicagobooth.edu](mailto:branding@chicagobooth.edu) that the set is ready for review. The Creative Team will review and approve or send back for additional tagging, edits or information.

Once the Creative Team approves, the photos will be published by the team.



**Edit Content | New Metadata** [X]

☐ **Description** [icon] [v]

☐ **Keywords** [icon] [v]

**BOOTH ASSET INFORMATION** [^]

☐ **Booth - Review status :** [Add] [Overwrite] [icon] [v]

☐ Ready for Creative ... ☐ Sent back for mor...

☐ **Booth - Assests uploaded/reviewed after 2020 :** [Add] [Overwrite] [icon] [v]

☐ Uploaded/reviewe...

☐ **Booth - Alumni :** [Add] [Overwrite] [icon] [v]

☐ DAA Winners ☐ General ☐ Headshots

**Cancel** **Apply**







# IMAGE ACTIONS (FILE FORMAT SEARCH)





The screenshot displays the University of Chicago Canto web application. The browser's address bar shows the URL: `universitychicago.canto.com/folder/KS83C?display=fitView&viewIndex=0&gSortingForward=false&gOrderProp=uploadDate&from=fitView&filter=%7B%22fileTypes%22%3A%7B%7D`. The interface features a red header with the University of Chicago logo and navigation icons. Below the header, a sidebar on the left lists various categories like Library, TestFolder, ChicagoBooth, Videos, Music, Logos, Marks and Icons, Photos, Miscellaneous, Centers, People, Locations, Events, PhotoStore, Unassigned, My Selections, My Uploads, My Collections, and Following. The main content area shows a grid of 16 image thumbnails, mostly depicting people in lecture halls. A right-hand sidebar contains filters: Keywords, Tags, Campus Artwork, Campus/University Location, City, Content Type, and Country. The 'Content Type' filter is expanded, showing a grid of file format icons. The 'JPG' icon is selected, indicated by a red box. Other visible file formats include PNG, PSD, GIF, EPS, XLS, CR2, MPEG, AI, Others, TIF, NEF, and PDF. A red arrow points from the text 'QUICK SEARCH BY FORMAT' to the 'JPG' selection.

QUICK SEARCH  
BY FORMAT

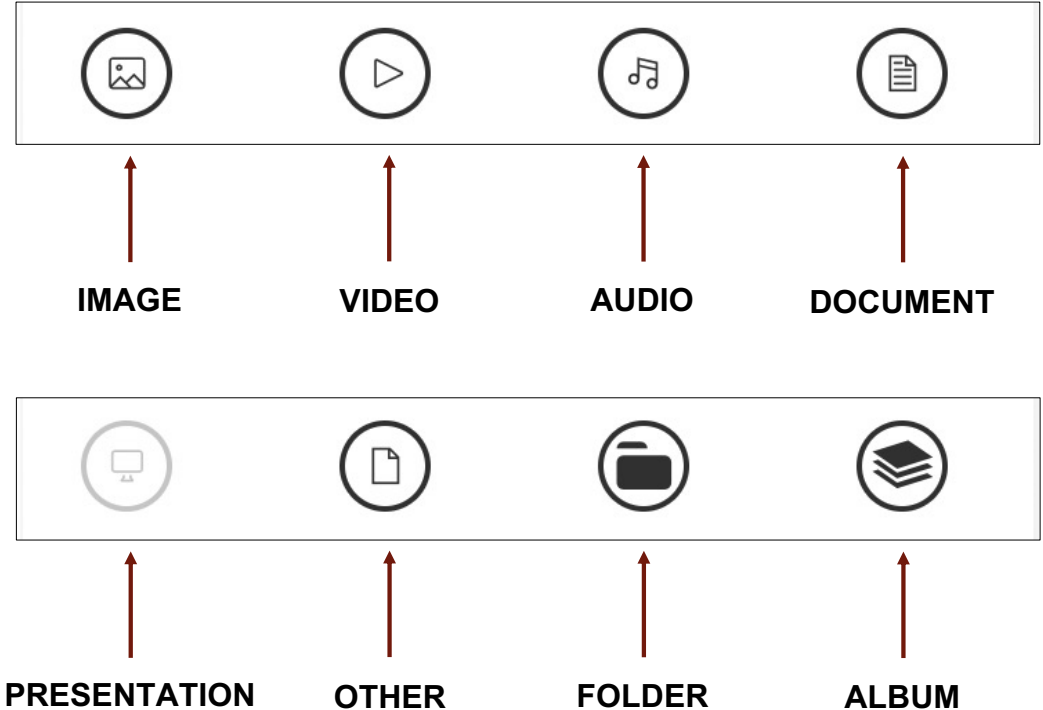
# IMAGE ACTIONS (FILE FORMAT SEARCH)

**Content Type** ... Clear

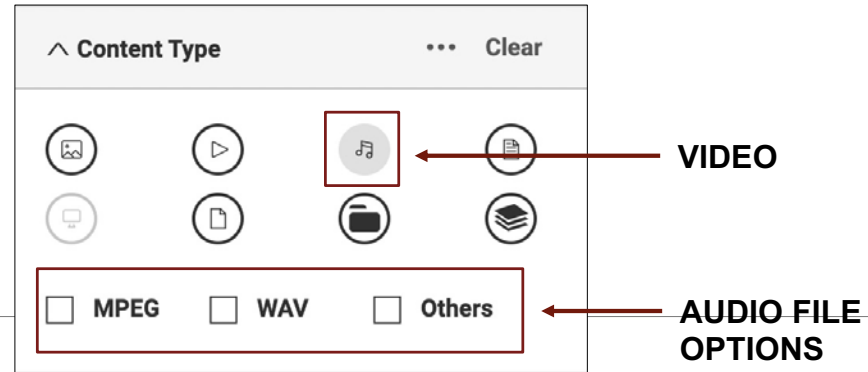
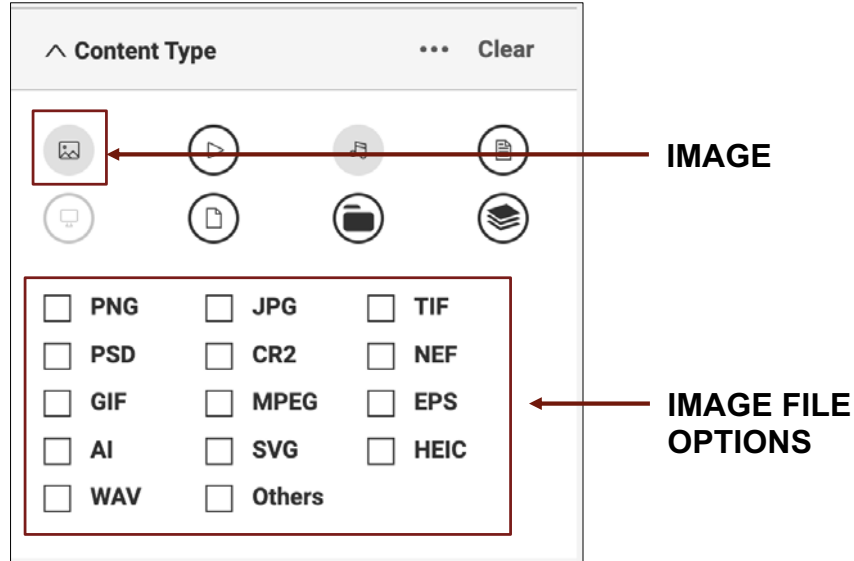




<input type="checkbox"/> PNG	<input type="checkbox"/> JPG	<input type="checkbox"/> TIF
<input type="checkbox"/> PSD	<input type="checkbox"/> CR2	<input type="checkbox"/> NEF
<input type="checkbox"/> GIF	<input type="checkbox"/> MOV	<input type="checkbox"/> MP4
<input type="checkbox"/> MPEG	<input type="checkbox"/> PDF	<input type="checkbox"/> EPS
<input type="checkbox"/> AI	<input type="checkbox"/> SVG	<input type="checkbox"/> HEIC
<input type="checkbox"/> XLS	<input type="checkbox"/> WAV	<input type="checkbox"/> Others



# IMAGE ACTIONS (FILE FORMAT SEARCH)



**\* IMAGE, VIDEO AND AUDIO ARE CURRENTLY THE ONLY FILE TYPES ADDED TO CANTO**

# Canto: Trouble Shooting

# Common FAQs

## Old meta tag is still on photo

- The image most likely was not (de)selected when applying the tag. Open the image and remove the tag manually.
- When selecting multiple photos, periodically clicking on the image does not select it although appears to do so. Please make sure you see the check mark in the image window after clicking. If it doesn't please click on it again.



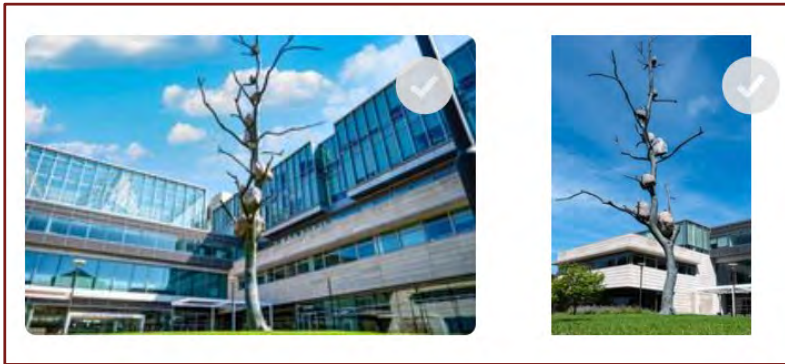
← **IMAGE SELECTION**



# Common FAQs

## Bulk tags missing

- When adding tags in bulk, you may notice a tag missing on one of the images. If one image in the set selected does not share the same tag, it will appear as blank on all. Do not add it or it will add it to all the photos. Deselect the image that does not apply. The shared tags should appear on the others.



EXAMPLE

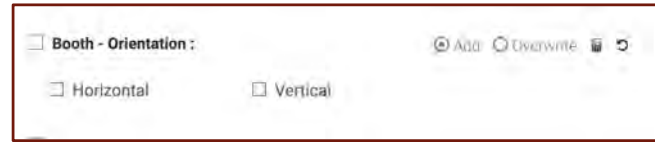


IMAGE BLANK ON BULK EDIT

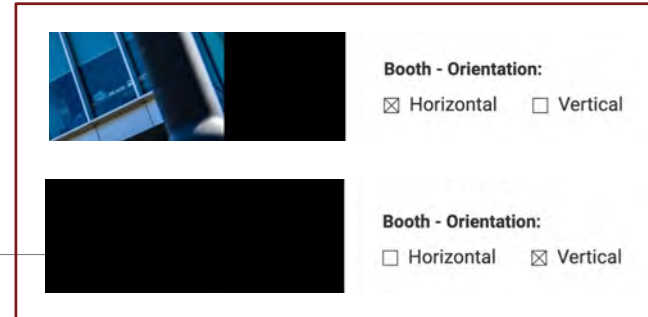
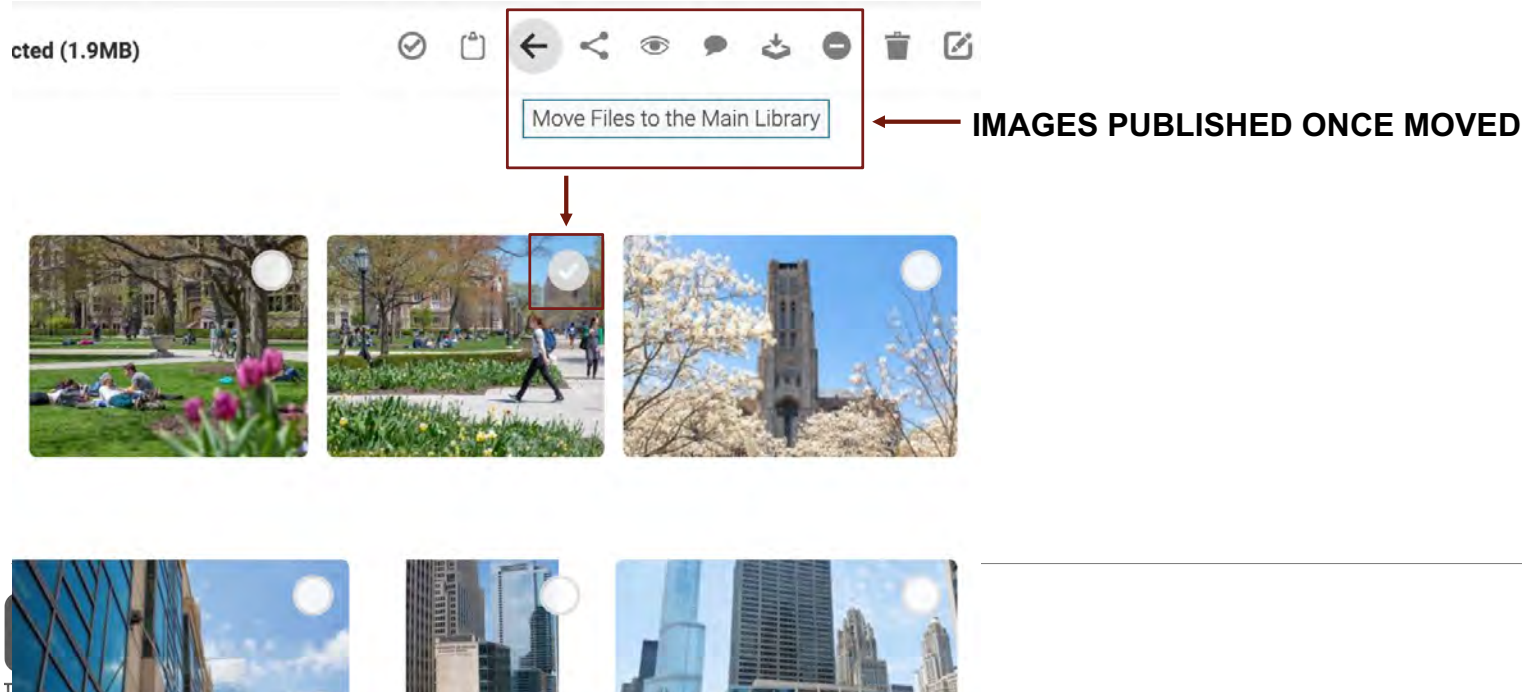


IMAGE TAG SELECTED ON SINGLE IMAGE EDIT

# Common FAQs

## How does the image get published?

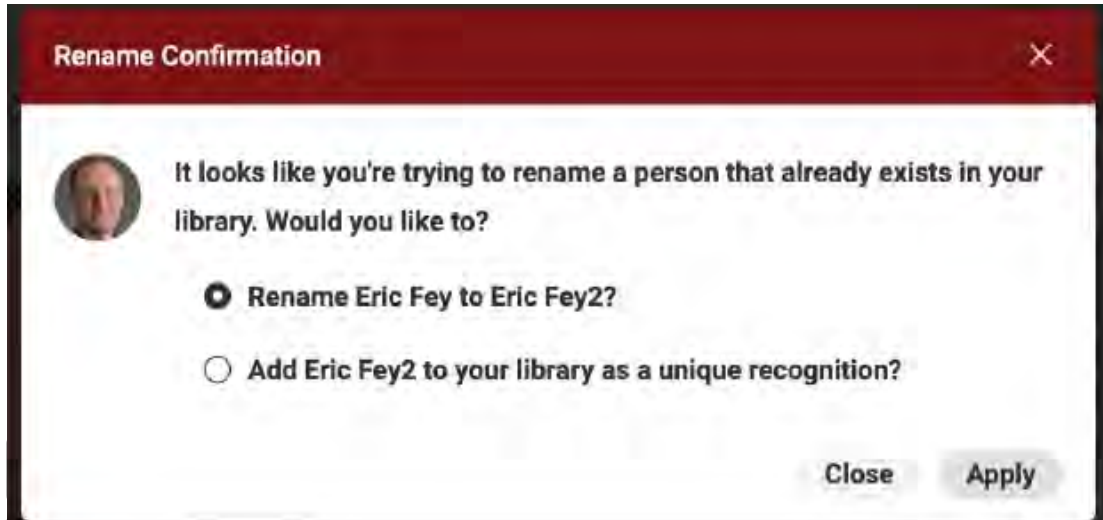
- Selected image is moved over manually by the Creative Team



# Common FAQs

## Wrong person tagged in facial recognition

- If you find someone has been incorrectly recognized, you can edit their name and choose to change all the other assets with that "face" or identify that face as a new person. choose "Add NAME HERE to your library as a unique recognition?"
- If person is tagged as someone else and you cannot adjust, please contact [branding@chicagobooth.edu](mailto:branding@chicagobooth.edu) for assistance



# Contacts:

- **Create a user account**

- Submit your request for access <https://uchicago.wufoo.com/forms/r1owlqof15iqy5o/> An account will be created within 48 hours.

- **Upload photos**

- Contributor upload link: [https://universitychicago.canto.com/u/u-8d4b85159b654b9ca863c800bb2482c6\\_16405fcb09c542f68d4d2139f1d632f9?viewIndex=0](https://universitychicago.canto.com/u/u-8d4b85159b654b9ca863c800bb2482c6_16405fcb09c542f68d4d2139f1d632f9?viewIndex=0)

- **Initiate upload review**

- Contact The Booth Creative Team at [branding@chicagobooth.edu](mailto:branding@chicagobooth.edu) to initiate your image review. Please include the date uploaded and quantity of images.

- **Have photos to add or need help?**

- Contact The Booth Creative Team at [branding@chicagobooth.edu](mailto:branding@chicagobooth.edu) for assistance.

# Questions?



Thank you!