



Custom Metadata Palette for Adobe Bridge CS4 and higher

User Guide

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Legal Stuff

Back up your files first

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Specifications

Software supported

The VRA Metadata palette only works with Adobe Bridge CS4 and higher (including CC). It is written in Javascript and is installed in the Bridge Startup Scripts.

File formats supported

DNG (Digital Negative)
GIF (Graphic Interchange Format)
JPEG (Joint Photographic Experts Group)
PNG (Portable Network Graphics)
PSD (Adobe Photoshop)
TIFF (Tagged Image File Format)
RAW (data saved in sidecar files)

Installation

1. Start Adobe Bridge
2. Go to Bridge Preferences
 - a. Windows: Go to Edit --> Preferences --> Startup Scripts
 - b. Mac: Go to Adobe Bridge --> Preferences --> Startup Scripts
3. Click "Reveal My Startup Scripts". This will open the correct folder

4. In this folder, copy the the two downloaded files
 - a. "VRA_Metadata_Palette_[version number].jsx"
5. Close the folder
6. Quit Bridge
7. Start Bridge
8. When prompted, confirm the installation:
 - a. "VRA_Metadata_Palette"

Overview

To open the palette

1. Locate the menu "VRA Core Metadata at the top of the Bridge window (to the right of "Help")
2. Click "Metadata Palette" on the dropdown

The palette can be repositioned on your screen and can remain open as you select different thumbnails to edit.

You can select one or many thumbnails to edit. If you select many and you see "(multiple values)" in a field, this means that the images do not all have the same data in that field.

WARNING: If you edit this field, the old metadata will be replaced with the new metadata in all the images.

There is not an option, at this time, to append new data to existing data.

After editing metadata, click "Save" before selecting different thumbnails or closing the panel.

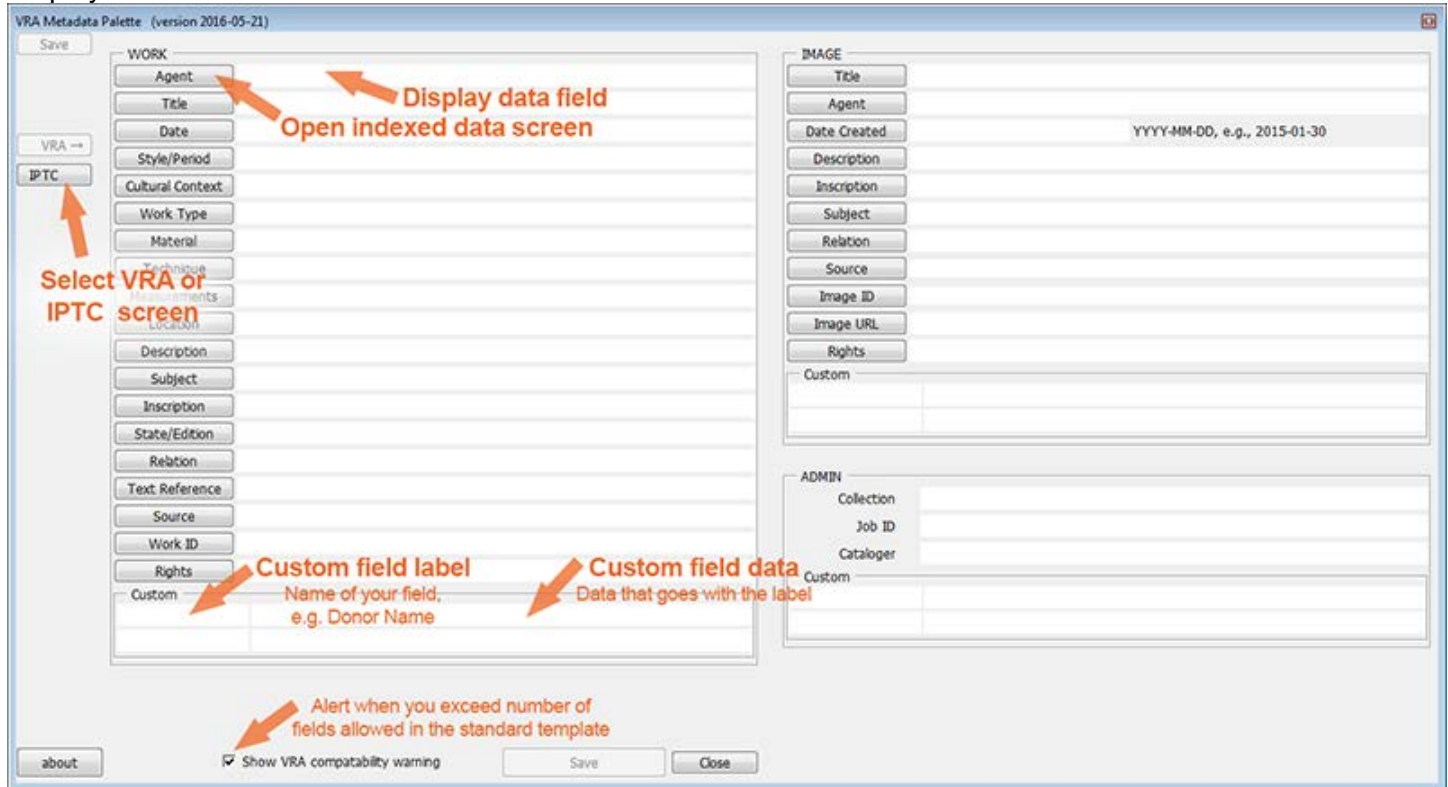
The palette is divided into two screens:

- VRA
 - Work: describes the creative artwork, object or performance shown in the image/photo.
 - Image: describes the photo as a visual surrogate of the Artwork/Object.
 - Admin: information used for project oversight and tracking.
- IPTC
 - Summary of the VRA data that will show in most photo applications.
 - Additional image creator and rights information.

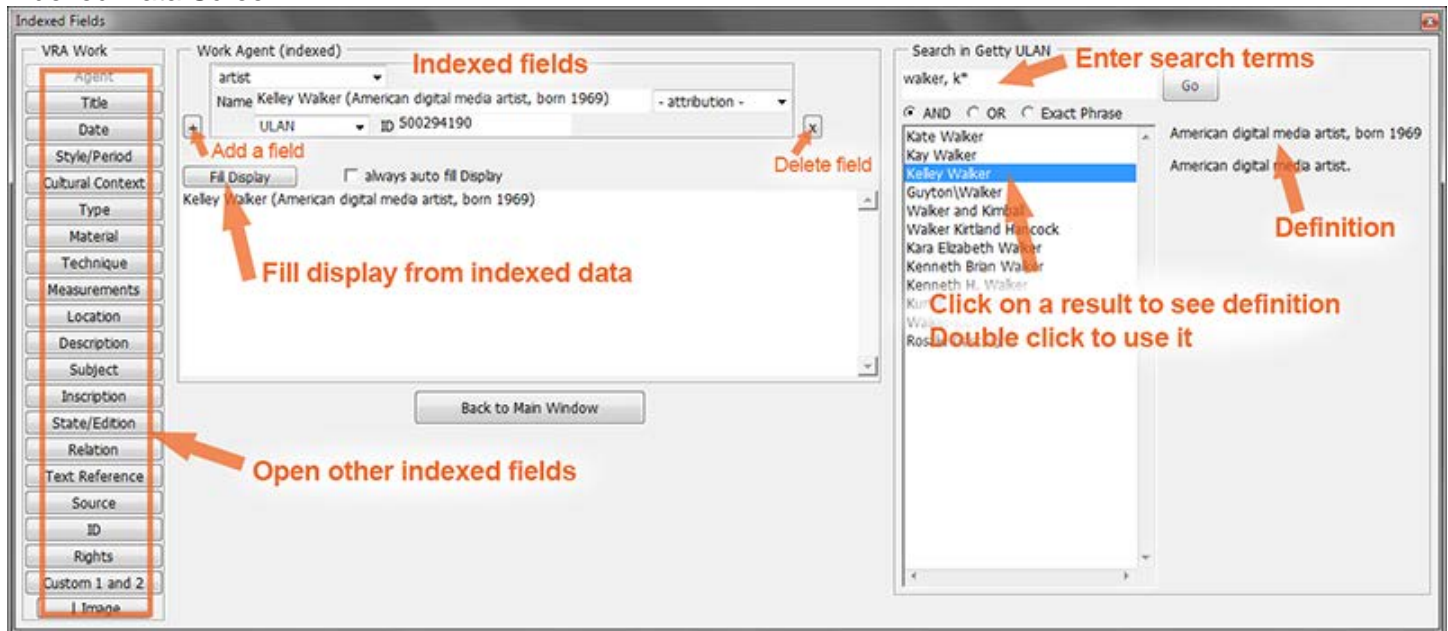
VRA data has two types:

- Display
 - User-friendly version of the data
 - Typically built by concatenating indexed data
 - Backward compatible with the previous VRA info panel
- Indexed
 - Data from standard vocabularies, formatted for database searches
 - Includes subfields, such as Agent role and attribution
 - Not required

Display Data Screen



Indexed Data Screen



IPTC Data Screen

VRA Metadata Palette (version 2016-05-21)

Save

IPTC

Fill from VRA clear Always auto fill Append

Title Work Title, Image Title

Work Title, Work Agent

Click to import VRA data

Description Work Agent; Work Title; Image Title; Work Date; Work Worktype; Work Material; Work Measurements; Work Location; Work ID; Work Rights

Work Type, Work Technique; Work Style/Period; Work Culture; Work Subject

Keywords

separate Keywords with semicolons ";"

Creator

Name

Job Title

Address

City

Country

State/Province

Postal Code

Email

Phone

Web URL(s)

Source

Credit Line

Usage Terms

Instructions

about Show VRA compatibility warning Save Close

Compatibility

- The VRA display fields are backward compatible with previous VRA file info panels and export-import tools
- This palette is compatible with the VRA Transform Tools http://core.vraweb.org/vracore_tools.html
 - A standard template is used which limits how many times fields can be repeated
 - You can exceed these limitations, but the additional data will not be recognized by other VRA tools.
- The IPTC fields are compatible with all other metadata tools

Use

- VRA Display screen
 - The first screen you see when you open the metadata palette
 - Enter data directly into the fields
 - To view or edit indexed data for a field, click its label
- VRA Indexed screen
 - Manually enter data in the indexed fields or use the Getty Vocabulary search box
 - To search for a Getty term, enter a word in the box and press "Enter".
 - Click on a result to see its definition
 - Double click on a result to use it in the indexed data
 - Add additional indexed fields by clicking "+"
 - Delete indexed fields by clicking "x"

- Indexed data can be used to create the display by clicking the “Fill Display” button or selecting the “always auto-fill Display” option.
 - “always auto-fill Display” works when you move to another field
 - The display data in the indexed screen is also shown the main display screen – they are linked
- Navigate to any other field by clicking its label
- IPTC screen
 - Summary (Title; Headline; Description; Keywords)
 - Optionally used to combine VRA display data into common, user-friendly IPTC fields visible in most software
 - Click “Fill from VRA” to use VRA data
 - If “always auto-fill Display” is selected, IPTC fields will be filled instantly when VRA data is edited
 - If “append” is NOT selected, VRA data will be used and manual editing of IPTC will be overwritten by VRA.
 - If “append” is selected, existing IPTC data will be retained, VRA will be added.
 - Creator and Rights
 - Additional data about the image creator and any associated rights

Fields

Label	Definition
Work ID	Source's unique identifier for this Work.
Work Agent (display)	Names of the individual, group of individuals, corporate body, cultural group, or other entity that contributed to creating, designing, producing, manufacturing, or altering the work. May include biographical information (nationality and birth and death dates) and roles when relevant. Multiple creators should be separated by a semi-colon.
Work Agent (indexed)	
- Name	Controlled name of a person or corporate body. For persons, use inverted order (LastName, FirstName). For corporate bodies, preferred names should generally be in natural order.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded.
- ID	ID numbers or codes coming from the controlled vocabulary.
- URL	Link to electronic resource for this heading.
- Role	
	Role or activity performed by the creator in the conception, design, or production of the work.
- Attribution	Unknown, uncertain, fictitious or pseudonymous attribution, or influenced by a known creator.
Work Cultural Context (display)	Name of the culture, people, or nationality from which the work originated.
Work Cultural Context (indexed)	
- Cultural Context	Name of the culture, people, or nationality from which the work originated.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded.
- ID	ID numbers or codes coming from the controlled vocabulary.
- URL	Link to electronic resource for this .
Work Date (display)	Date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration, etc., of the work or its components.

Work Date (indexed)	
- Type	alteration, broadcast, bulk, commission, creation, design, destruction, discovery, exhibition, inclusive, performance, publication, restoration, view, other
- Earliest	Earliest possible date when the work was created
- Latest	Latest possible date when the work was created
Work Description (display)	A free-text note about the work, including comments, description, or interpretation, that gives additional information not recorded in other fields.
Work Description (indexed)	
- Work Description Source	The local, print, or electronic source from which information is derived.
Work Inscription (display)	All marks or written words added to the object at the time of production or in its subsequent history, including signatures, dates, dedications, texts, and colophons, as well as marks, such as the stamps of silversmiths, publishers, or printers
Work Location (legacy)	
- Creation Location	The place where creation, design, or production of a cultural work or its components took place.
- Discovery Location	The geographic location where the work was discovered.
- Exhibition Location	The place where a work, or a collection of works, was exhibited.
- Installation Location	A place where a cultural work uses the exhibition space as part of the design.
- Other Location	Other location(s) associated with the work.
- Performance Location	The location where the work was performed or presented.
- Repository Location	The name and geographic location of the repository (museum, library, archive, church, public or private building, etc.) that is currently responsible for the work.
- Site Location	For monumental or architectural works, the geographic location where the work is found.
Work Location (display)	Free-text display for all Location information. Use for any uncertainty, ambiguity, approximations, and other information that might require explanation.
Work Location Notes	
Work Location (indexed)	
- Type	creation, discovery, exhibition, formerOwner, formerRepository, formerSite, installation, intended, owner, performance, publication, repository, site, other
- Name	Personal or Corporate entity used as a location.
- Name Vocabulary	Controlled vocabulary of the label.
- Name ID	ID numbers or codes coming from the controlled vocabulary.
- Object ID	
- Geo Name	Geographic place name.
- Geo Name Vocabulary	Controlled vocabulary of the label.
- Geo Name ID	ID numbers or codes coming from the controlled vocabulary.
Work Material (display)	Substance of which a work is composed.
Work Material (indexed)	
- Material	Substance of which a work is composed.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded.
- ID	ID numbers or codes coming from the controlled vocabulary.
- URL	Link to electronic resource for this heading
Work Measurements (display)	Physical size, shape, scale, dimensions, or format of the work. Dimensions may include such measurements as volume, weight, area or running time.

Work Measurements (indexed)	
- Unit	mm, cm, dm, m, km, mil, in, ft, yd, mi, pix, mm2, cm2, m2, km2, in2, ft2, yd2, c, g, kg, Mg, t, oz, lb, cwt, ton, ppcm, ppi, ms, s, min, h, d, B, kB, MB, GB
- Extent	The part of the work being described
	Physical size, shape, scale, dimensions, or format of the work.
- Value	Measurement value
- Type	area, base, bitDepth, circumference, count, depth, diameter, distanceBetween, duration, fileSize, height, length, resolution, running time, scale, size, target, weight, width, other
Work Relation (display)	Works, Images or Collections related to the work being described, and a description of the relationship.
Work Relation (indexed)	
- Relation	Work, Image or Collection related to the work being described
- Type	cartoonFor, cartoons, componentOf, componentIs, copyAfter, copyIs, counterProofFor, counterProofIs, depicts, depictedIn, derivedFrom, sourceFor, designedFor, contextIs, exhibitedAt, venueFor, facsimileOf, facimileIs, formerlyPartOf, formerlyLargerContextFor, imageOf, imagels, mateOf, modelFor, modells, partOf, largerContextFor, partnerInSetWith, pendantOf, planFor, plans, preparationFor, basedOn, printingPlateFor, printingPlatels, prototypeFor, prototypels, relatedTo, reliefFor, impressions, replicaOf, replicals, studyFor, studyIs, versionOf, versionIs
Work Rights (display)	Information about rights management; may include copyright and other intellectual property statements required for use.
Work Rights (indexed)	
- Type	copyrighted, publicDomain, undetermined, other
- Rights Text	Information about rights management; may include copyright and other intellectual property statements required for use.
- Rights Holder	Name of the individual or group that holds the copyright to the work.
- Rights Notes	
Work Source (display)	A reference to the source of the information recorded about the work.
Work State/Edition (display)	The identifying number and/or name assigned to the state or edition of a work that exists in more than one form and the placement of that work in the context of prior or later issuances of multiples of the same work. For published volumes, such as books, portfolios, series, or sets, the edition is usually expressed as a number in relation to other editions printed. In other cases, a scholar may have identified a series of editions, which have then been numbered sequentially. An state or edition may also be identified by a name or phrase.
Work Style/Period (display)	The named, defined style, historical or artistic period, movement, group, or school whose characteristics are represented in the work.
Work Style/Period (indexed)	
- Style/Period	The named, defined style, historical or artistic period, movement, group, or school whose characteristics are represented in the work.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded
- ID	ID numbers or codes coming from the controlled vocabulary.
Work Subject (display)	Terms that identify, describe, and/or interpret what is depicted in and by a work.
Work Subject (indexed)	
- Subject	Term that identifies, describes, and/or interprets what is depicted in and by a work.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded.
- ID	ID numbers or codes coming from the controlled vocabulary.

Work Technique (display)	Production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work.
Work Technique (indexed)	
- Technique	Production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded.
- ID	ID numbers or codes coming from the controlled vocabulary.
Work Text Reference (display)	Name of a related textual reference and any type of unique identifier that text assigns to the work.
Work Text Reference (indexed)	
- Name	Name of a related textual reference and any type of unique identifier that text assigns to the work.
- Name Type	book, catalog, corpus, electronic, serial, other
- ID	ID numbers or codes coming from the controlled vocabulary.
- ID Type	citation, ISBN, ISSN, openURL, URI, vendor, other
Work Title (display)	Identifying phrase, or name, given to a work of art or architecture. If no known title is available, a descriptive title constructed by the cataloger should be used.
Work Title (indexed)	
- Title	Identifying phrase, or name, given to a work of art or architecture. If no known title is available, a descriptive title constructed by the cataloger should be used.
- Type	brandName, cited, creator, descriptive, former, generalView, inscribed, owner, partialView, popular, repository, translated, other
Work Type (display)	Identifies the kind of work or works being described. It typically refers to a work's physical form, function, or medium.
Work Type (indexed)	
- Work Type	Identifies the kind of work or works being described. It typically refers to a work's physical form, function, or medium.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded
- ID	ID numbers or codes coming from the controlled vocabulary.
Work Custom 1 Label	User defined data
Work Custom 1 Data	User defined data
Work Custom 2 Label	User defined data
Work Custom 2 Data	User defined data
Image ID	Source's unique identifier for this Image.
Image URL	Link to source metadata.
Image Location	
Image Agent (display)	Name of the person who created the content of this image. In cases where the photographer should not be identified, the name of a company or organization is appropriate.
- Image Agent Role	Job Title of the person listed in the Agent field
Image Agent (indexed)	
- Image Agent Name	Controlled name of a person or corporate body. For persons, use inverted order (LastName, FirstName). For corporate bodies, preferred names should generally be in natural order.
- Image Agent Vocab	Controlled vocabulary source from which the name is recorded
- Image Agent ID	ID numbers or codes coming from the controlled vocabulary.
Image Date	The date on which the Image was first created.

Image Description (display)	A free-text note about the Image, including comments, description, or interpretation, that gives additional information not recorded in other fields.
Image Inscription (display)	All marks or written words added to the object at the time of production or in its subsequent history.
Image Relation (display)	Works, Images or Collections related to the Image being described, and a description of the relationship.
Image Rights (display)	Information about rights management; may include copyright and other intellectual property statements required for use.
- Rights Type	Copyright status of the image.
- Rights Holder Name	Owner or owners of the copyright in the licensed image.
- Rights Text	Person or entity to credit when this image is published.
- Rights URL	World wide web address for the licensor's copyright notice.
- Rights Notes	Additional information not recorded in other fields.
- Creative Commons	Creative Commons license assigned to the image.
Image Source	Identification of the agency, individual, repository, or publication from which the image or other resource was obtained, including a bibliographic citation in the case of copy photography.
- Name	Identification of the agency, individual, repository, or publication from which the image or other resource was obtained, including a bibliographic citation in the case of copy photography.
- Name Type	book, donor, electronic, serial, vendor, other
- ID	ID numbers or codes identifying the image source.
Image Vendor Name	
Image Vendor Image ID	
Image Subject (display)	Terms that identify, describe, and/or interpret what is depicted in and by an image.
Image Subject (indexed)	
- Subject	Term that identifies, describes, and/or interprets what is depicted in and by an image.
- Vocabulary	Controlled vocabulary source from which the term or phrase is recorded
- ID	ID numbers or codes coming from the controlled vocabulary.
Image Title (display)	Describes the specific view of the depicted Work.
Image Title (indexed)	
- Title	Describes the specific view of the depicted Work.
- Title Type	brandName, cited, creator, descriptive, former, generalView, inscribed, owner, partialView, popular, repository, translated, other
Image Custom 3 Label	User defined data
Image Custom 3 Data	User defined data
Image Custom 4 Label	User defined data
Image Custom 4 Data	User defined data
Admin Collection	A name or short phrase that identifies the resource as a member of a user-defined collection. This could be an institutional or a personal collection.
Admin Job ID	Identifier of a batch or other production unit for the purpose of improved workflow handling. This is a user created identifier related to the job for which the item is supplied.
Admin Cataloger	Identifier or the name of the person involved in writing, editing or correcting the description of the Image content.
Admin Custom 5 Label	User defined data

Admin Custom 5 Data	User defined data
Admin Custom 6 Label	User defined data
Admin Custom 6 Data	User defined data
IPTC Image Creator Contact Info	
- Creator Address	Address for the person that created this image.
- Creator City	City for the address of the person that created this image.
- Creator State/Province	State for the address of the person that created this image.
- Creator Country	Country name for the address of the person that created this image.
- Creator Postal Code	Postal Code for the address of the person that created this image.
- Creator Email	Work Email address(es) for the person that created this image, such as name@domain.com
- Creator Phone	Work Phone number(s) for the person that created this image, using the international format, such as +1 (123) 456789.
- Creator URL	Work Web URL(s) for the person that created this image, such as http://www.domain.com/
IPTC Source	Name of a person or party who has a role in the content supply chain, such as a person or entity from whom you received this image from.
IPTC Credit Line	Person or entity to credit when this image is published.
IPTC Usage Terms	Instructions on how this image can legally be used.
IPTC Instructions	Embargoes, or other restrictions not covered by the Rights Usage field.
IPTC Title	Short name for the Image.
IPTC Headline	Brief text summary of the contents of the image.
IPTC Description	Caption describing the content of the image and its context.
IPTC Keywords	Keywords, expressing the image content for search purposes.