



What is MetaShotPpt?

Pronounced "meta shot put," MetaShotPpt is an application that automatically transfers IPTC, VRA Core (Work) and IPTC Artwork metadata, embedded in image files to PowerPoint. The idea is to save time manually entering captions in presentations. It was built in Node.js and works on Mac and Windows.

About version 2.0

This upgrade to MetaShotPpt was created with a 2015 Visual Resources Association Foundation (VRAF) (<http://www.vrafoundation.org/>) project grant awarded to Greg Reser and Sheryl Frisch, members of the Visual Resources Association's, Data Standards Committee Embedded Metadata working group. The previous version was created using a 2013 VRAF project grant awarded to Amanda Rybin. Ben Lange was the software programmer. The tool was built in AppleScript, in consultation with Greg Reser and Heidi Eyestone, who developed the 2012 version for the PC, also funded by a VRAF project grant.

Getting Started

You will need:


1. Image files with embedded metadata that you wish to place on a slide in a Microsoft PowerPoint (.pptx format) presentation. (Need a group of test images with embedded metadata? Click here to download a zipped folder of images from the [South Side Community Art Center in Chicago: metashotppt-test-jpegs.zip](#). Unzip the folder and note its location on your computer).
2. Software capable of opening PowerPoint .pptx files (Keynote, LibreOffice Impress, Google Slides, etc.).
3. MetaShotPpt installed on your computer.

Download and Install MetaShotPpt

Go to: <http://metadatadeluxe.pbworks.com/w/page/114307649/MetaShotPpt>





Mac OS 10.6 or above

1. Click on: **Download Mac version**. The folder, **MetaShotPptMac.zip** is downloaded to your computer. Note where it is saved -- likely in your Downloads folder.
2. Unzipping **MetaShotPptMac.zip** shows the **MetaShotPpt_osx64** folder. Open the folder.
3. Double click on the  application. (Feel free to move the app to your Desktop or Dock for easy access.)
4. The first time you open the application, you may receive a message "MetaShotPpt is an application downloaded from the Internet. Are you sure you want to open it?" Click **Open**.*

(*NOTE: Depending upon how your computer is setup, you may have to log in with admin credentials to permit the program to work. To do this, go to **System Preferences >Security & Privacy>Allow apps downloaded from: (choose) App Store and identified developers**. You will be asked to log in as an administrator. Once you log in, the program will open. You will only need to do this the first time MetaShotPpt is installed.)


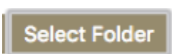


Windows 7 or 10


1. Click on: **Download Windows version**
2. Unzip "MetaShotPpt_Windows_Installer.zip"
3. Double click  MetaShotPpt_Windows_Installer.exe"
 1. You might get a warning that "Windows prevented an unrecognized app from starting". Click "More info". Click "Run anyway"
 2. Follow the on-screen installation instructions
4. Look for the  in your Start menu desktop

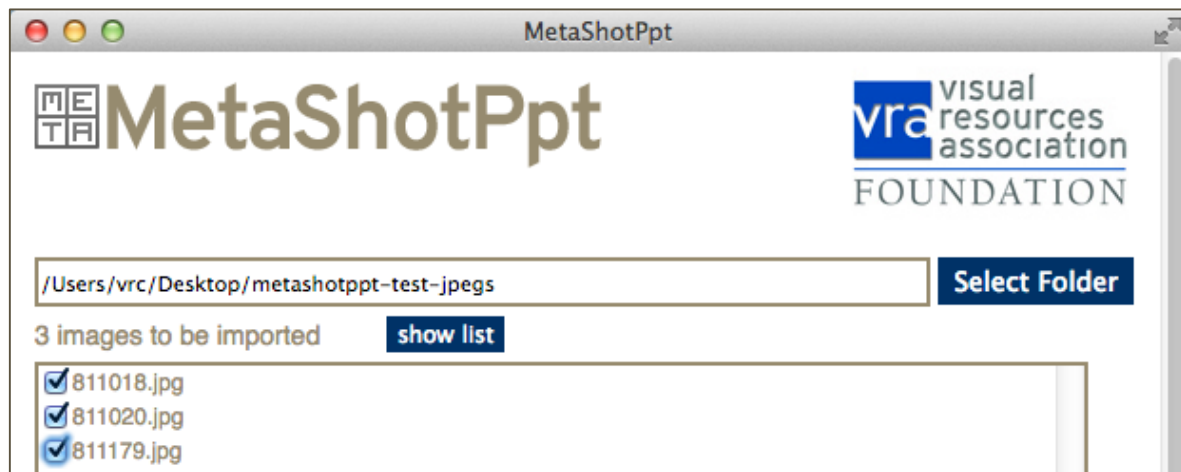
Using MetaShotPpt

Select Your Image Files

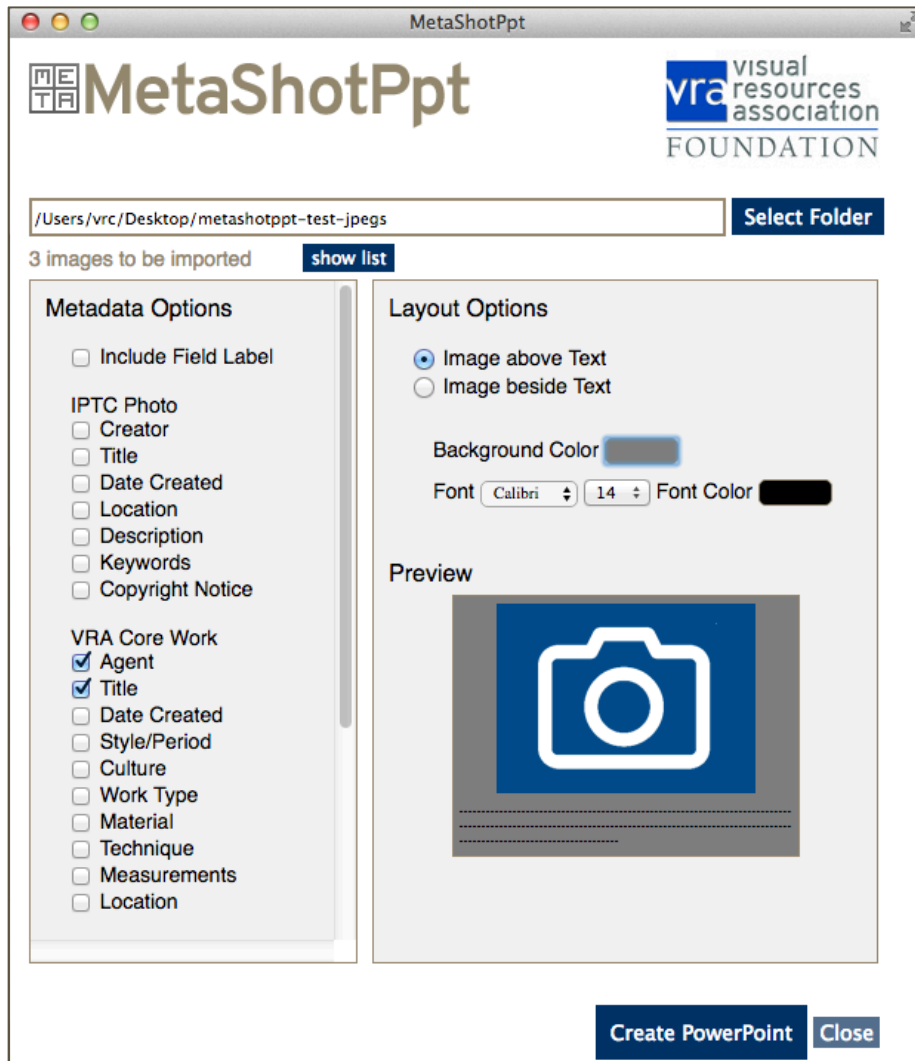
1. Click the application  to start. MetaShotPpt opens.
2. Find the  button and browse to your folder of images and select it. The file path appears in the selection box, along with the number of images to be imported.



3. Pressing the  button shows a list of files that have been selected. A check box appears next to each file indicating that the image will be imported into the presentation software. If there are images that you do not wish to be in the slide presentation, simply uncheck the box. Selecting the **show list** button again, closes the list.

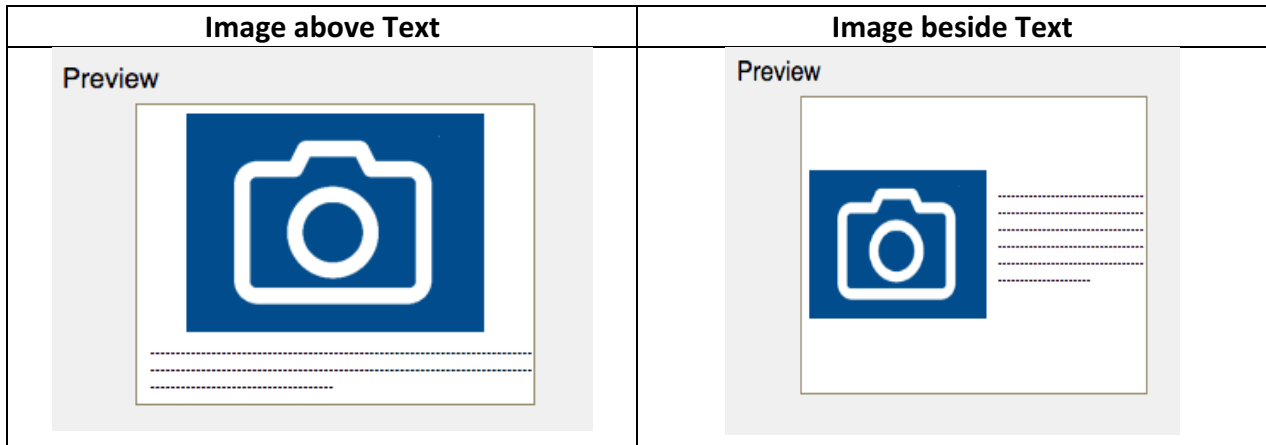


Selecting the MetaData Options



1. In the **Metadata Options** box, select the fields containing the data you wish to place on the PowerPoint slides by clicking the corresponding box. If you wish to include the **Field Label**, check the box next to **Include Field Label**.
2. In the **Layout Options** box, you can select how you would like the metadata to appear on the PowerPoint slides, either below, or next to the image.

3. Look at the **Preview** to see how your selection will look.

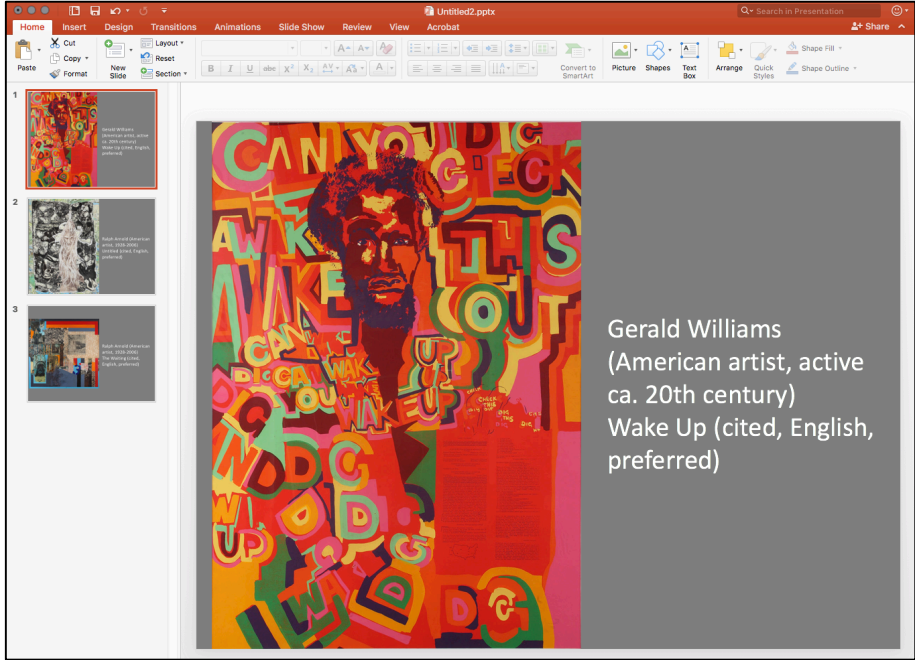


4. Next, select the background color for your slides, **black**, **grey**, or **white**. Note that the color is reflected in the **Preview** of the slide.



5. Next, choose the **Font** type (**Calibri**, **Helvetica**, **Times**), size and color (**black**, **grey**, or **white**).
6. When you are finished customizing your slide, click the **Create PowerPoint** button. Enter the name of your file (the default name is **Untitled.pptx**), and **Save** it. You will see an alert saying that you were successful.
7. Next, if you have PowerPoint, click **Open PowerPoint** to open your presentation. It may take a little time to open depending on whether PowerPoint is already open and the number of image files being imported. If you don't have PowerPoint, skip this and open the file in the presentation software you have.

Once opened, you will see your presentation with the metadata added to your slides. You may need to do additional adjustments to your text and image in the event that you have some images that are oriented vertically and some, horizontally.



The projected slide will look like this:

