

# Data entry

## → Files / Title, type

Step 5/8 — Upload project items (images, videos)

◀ Back to step 1/8   ◀ Back to previous step

**Title ↓**

|                                                                                    |                                                                           |                                                                                                                                                                                                                                                                                                                                          |                                     |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|   | <p>Document title</p> <input type="text" value="Plan 1er, 1:100"/>        |                                                                                                                                                                                                                                                                                                                                          |                                     |
|  | <p>Document title</p> <input type="text" value="Perspective intérieure"/> | <div><p><b>Representation type ↓</b></p><ul style="list-style-type: none"><li>Axonometry</li><li>Detail</li><li>Elevation</li><li>Illustration</li><li>Map</li><li>Model</li><li>✓ Image</li><li>Photography</li><li>Plan</li><li>References</li><li>Schema</li><li>Section</li><li>Sketch</li><li>Video</li><li>Writing</li></ul></div> | <div><div>✕</div><div>✕</div></div> |

+ Add document   **Submit**

For each document

→ Entrer a **title**

→ Select **type**

## → Files / Video

Step 5/8 — Upload project items (images, videos)

◀ Back to step 1/8   ◀ Back to previous step

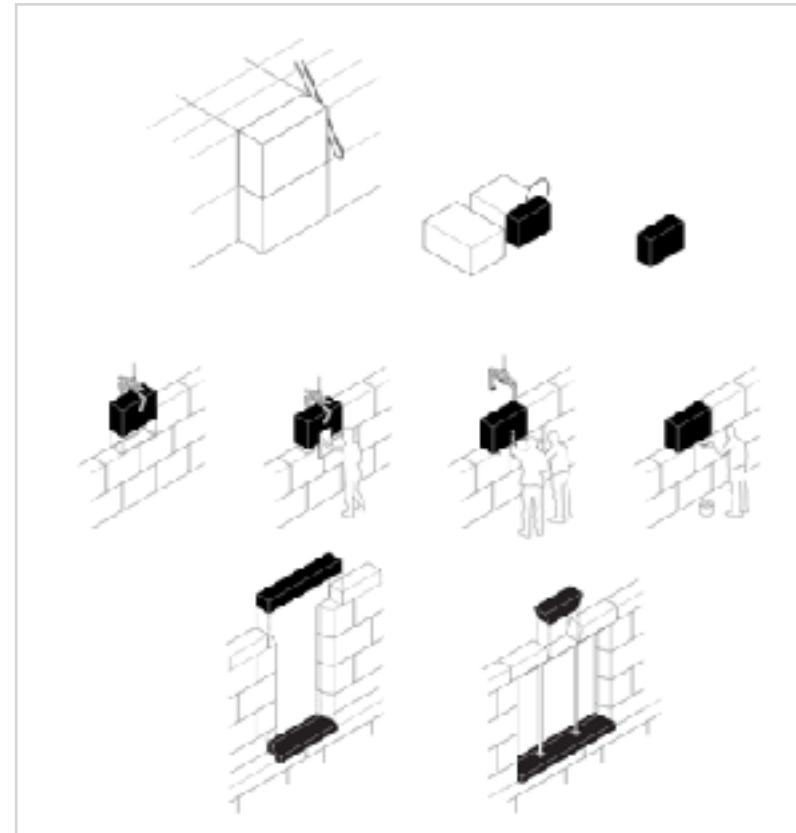
| Document                                                     | Document title                     | Type    |                                                                                     |
|--------------------------------------------------------------|------------------------------------|---------|-------------------------------------------------------------------------------------|
| <input type="button" value="Choisir le fichier"/> EPFL...mp4 | <input type="text" value="Jurys"/> | Video ▼ |  |

+ Add document   Submit   **loading ...**

- ✓ MPEG-4 (.mp4)
- ✓ Quicktime (.mov)
- ✓ Reduce video before

⚠ Wait until the video has fully being uploader (green) before submitting  
... it may take a moment for the video to appear on the project page

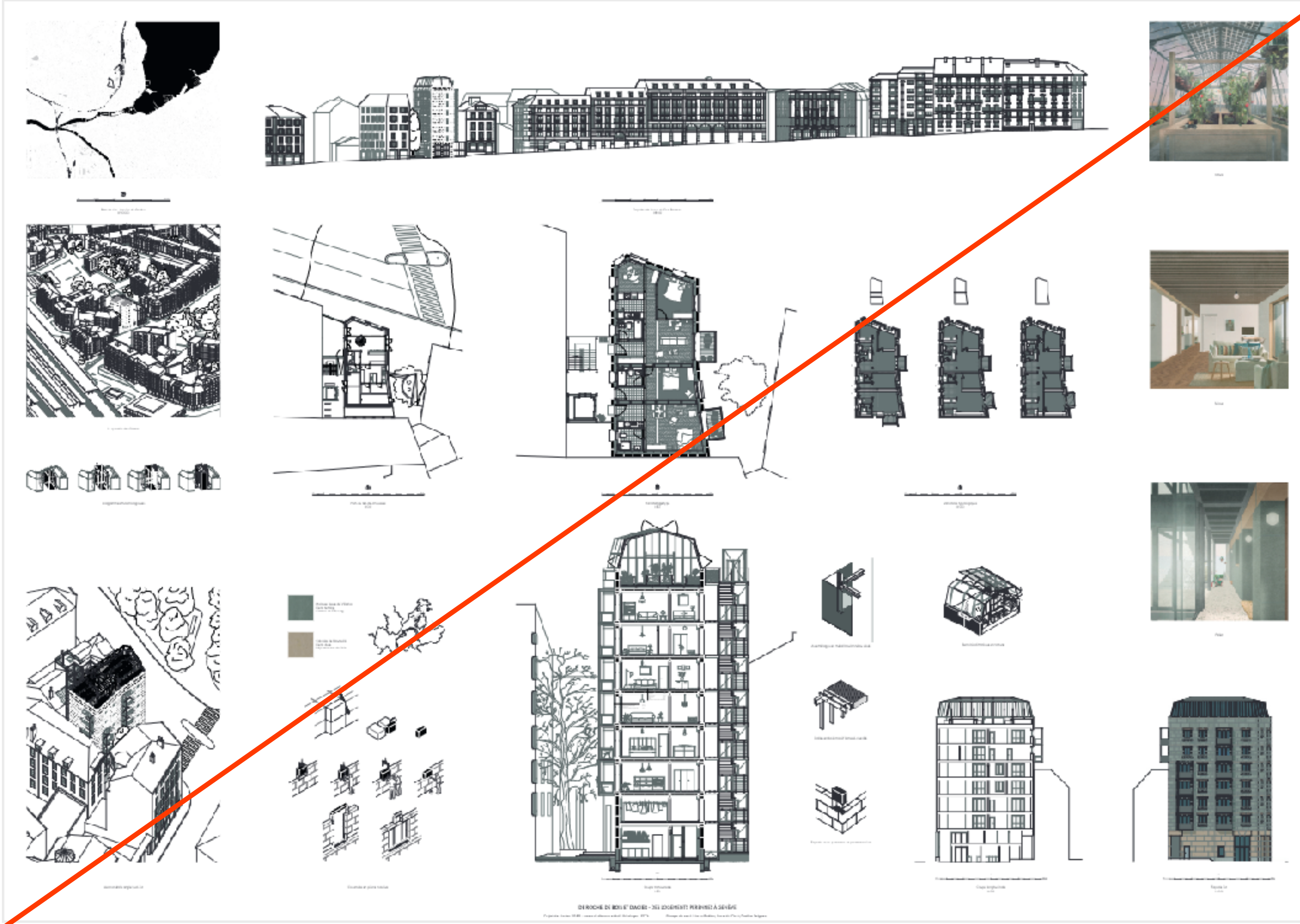
## → Files / Separated



- ✓ Separate files
- ✓ ~~Captions, scales,~~ legends
- ✓ JPG, TIFF, PNG



## → Files / Separated



✗ All documentation in one document

→ *Planches* and other PDF documentations can be uploaded a later step

## → Documentation / Model



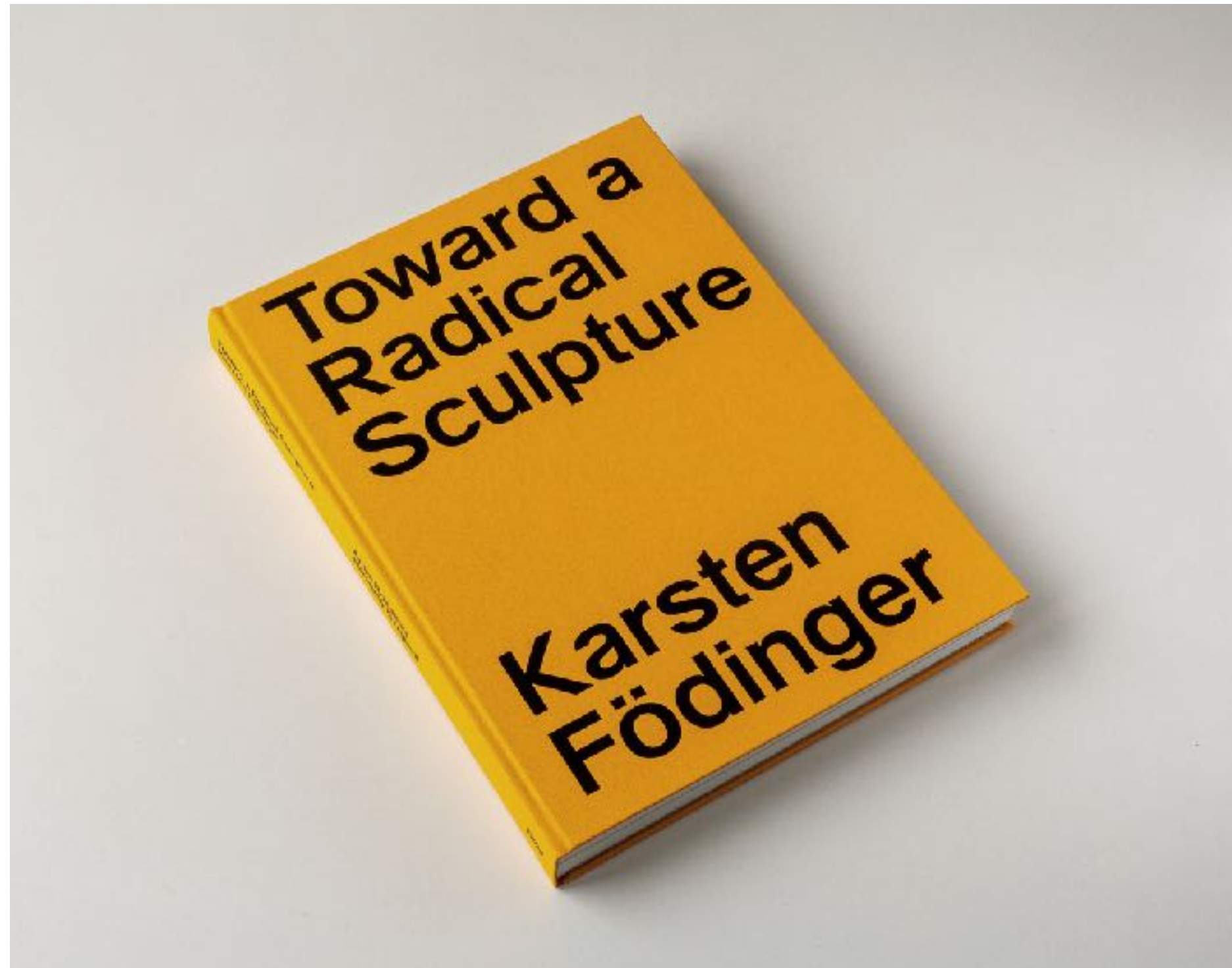
- ✓ Appropriate light
- ✓ Elaborated framing
- ✓ Photo studio  
(BP 3 122 ENAC)

## → Documentation / Model



- ✗ Wrong context
- ✗ Against daylight
- ✗ Poor framing

## → Documentation / Publication, paper



- ✓ Appropriate light
- ✓ Elaborated framing



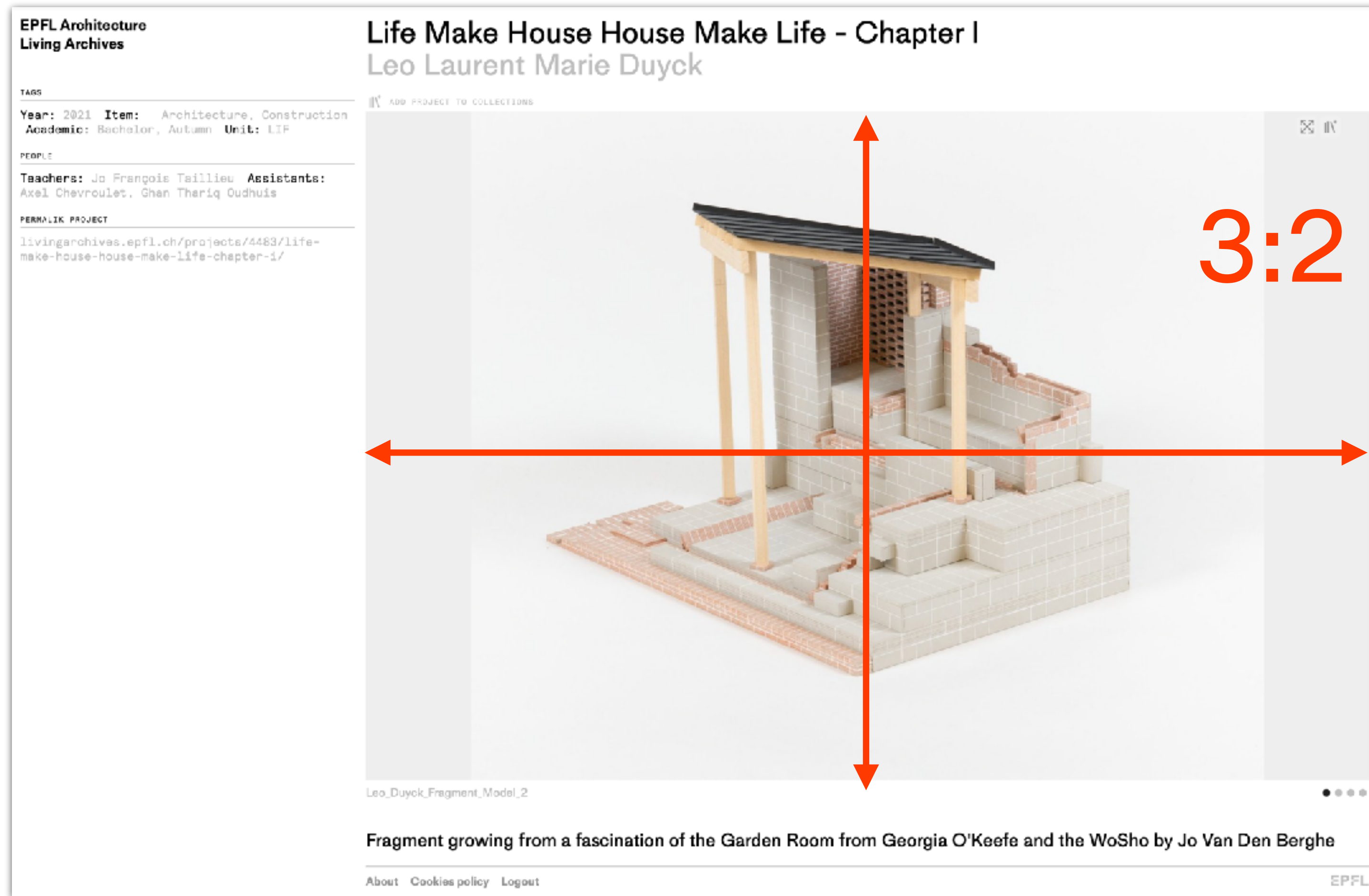
## → Documentation / Publication, paper



- ✓ Appropriate light
- ✓ Elaborated framing

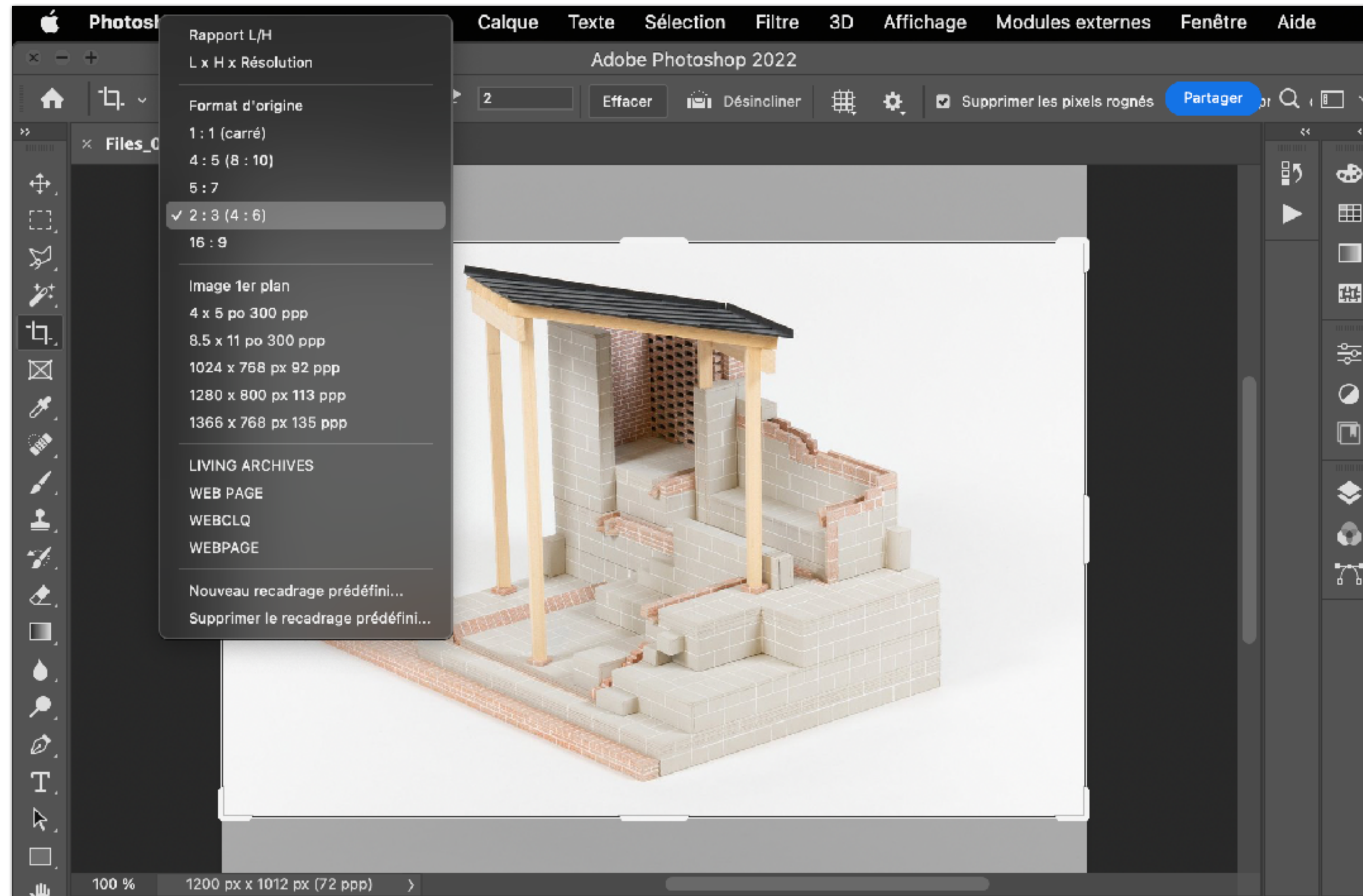


# → Files / Dimensions



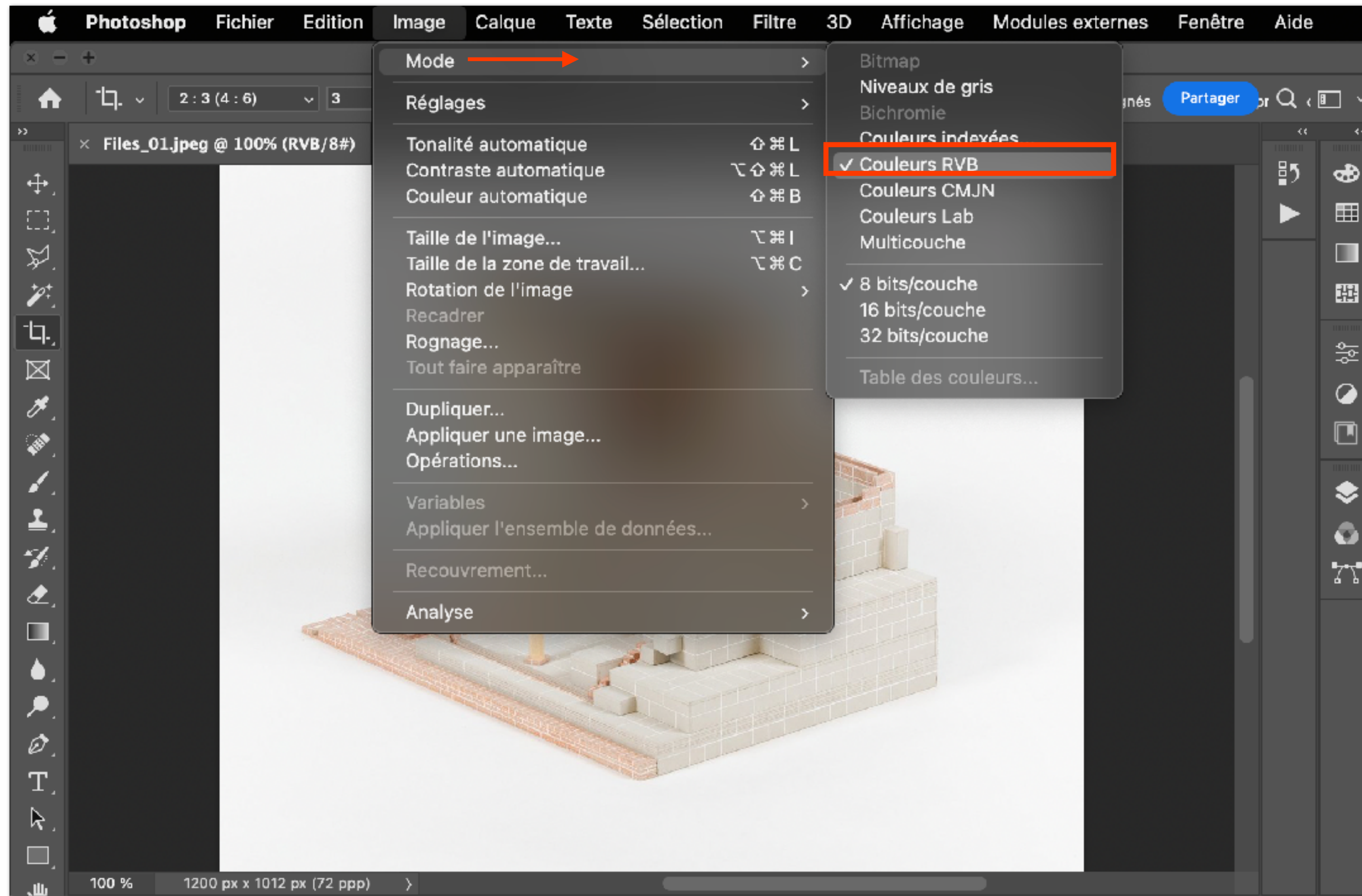
✓ Other format than 3:2 →  
grey filling

# → Files / Dimensions



✓ Full format 3:2

## → Files / Color mode



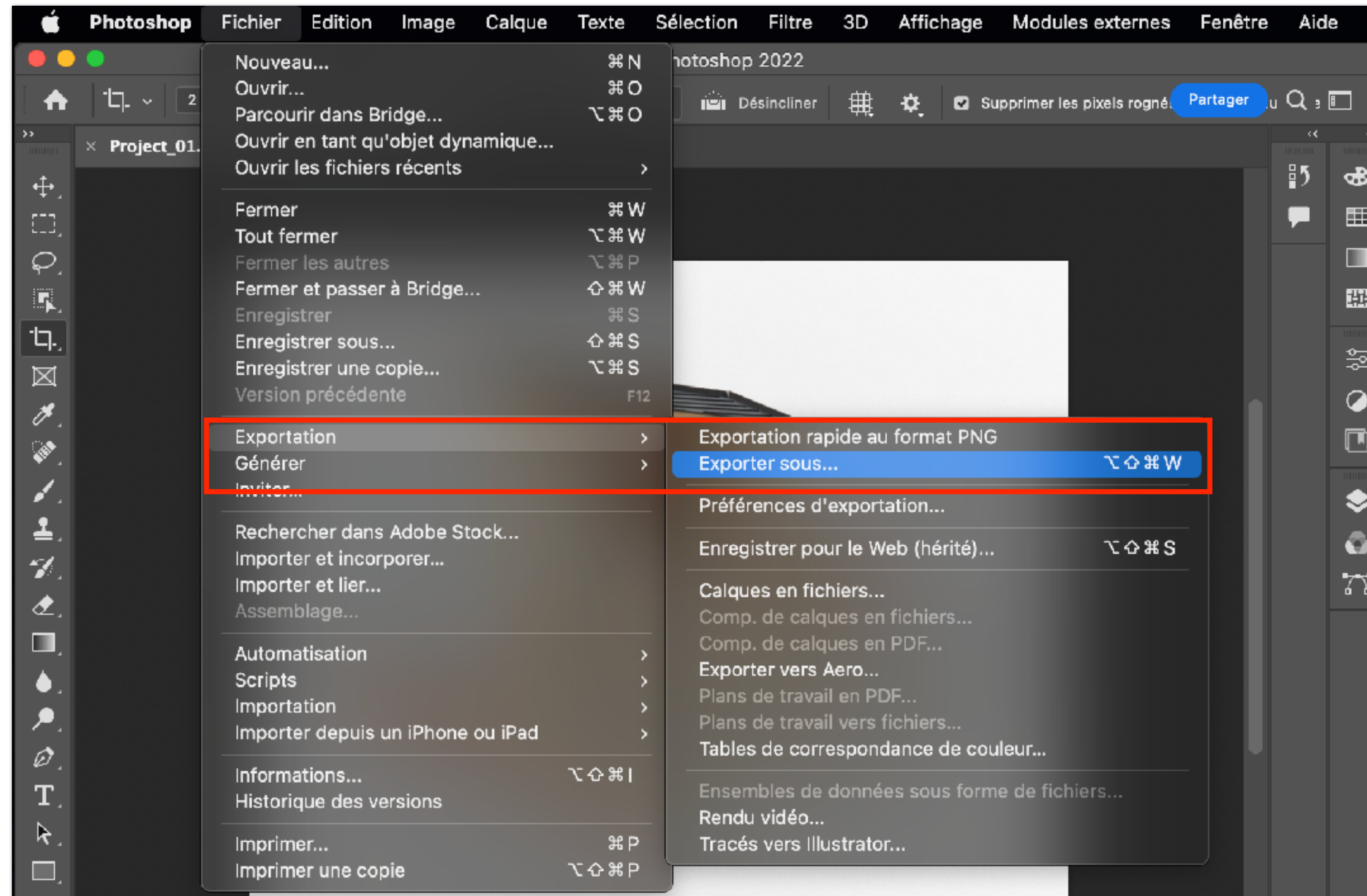
✓ RVB (RGB)

✗ CMJN (CMYK)

→ the **RGB** color mode is best for digital work, while **CMYK** is used for print products

✓ Image > Mode > RVB

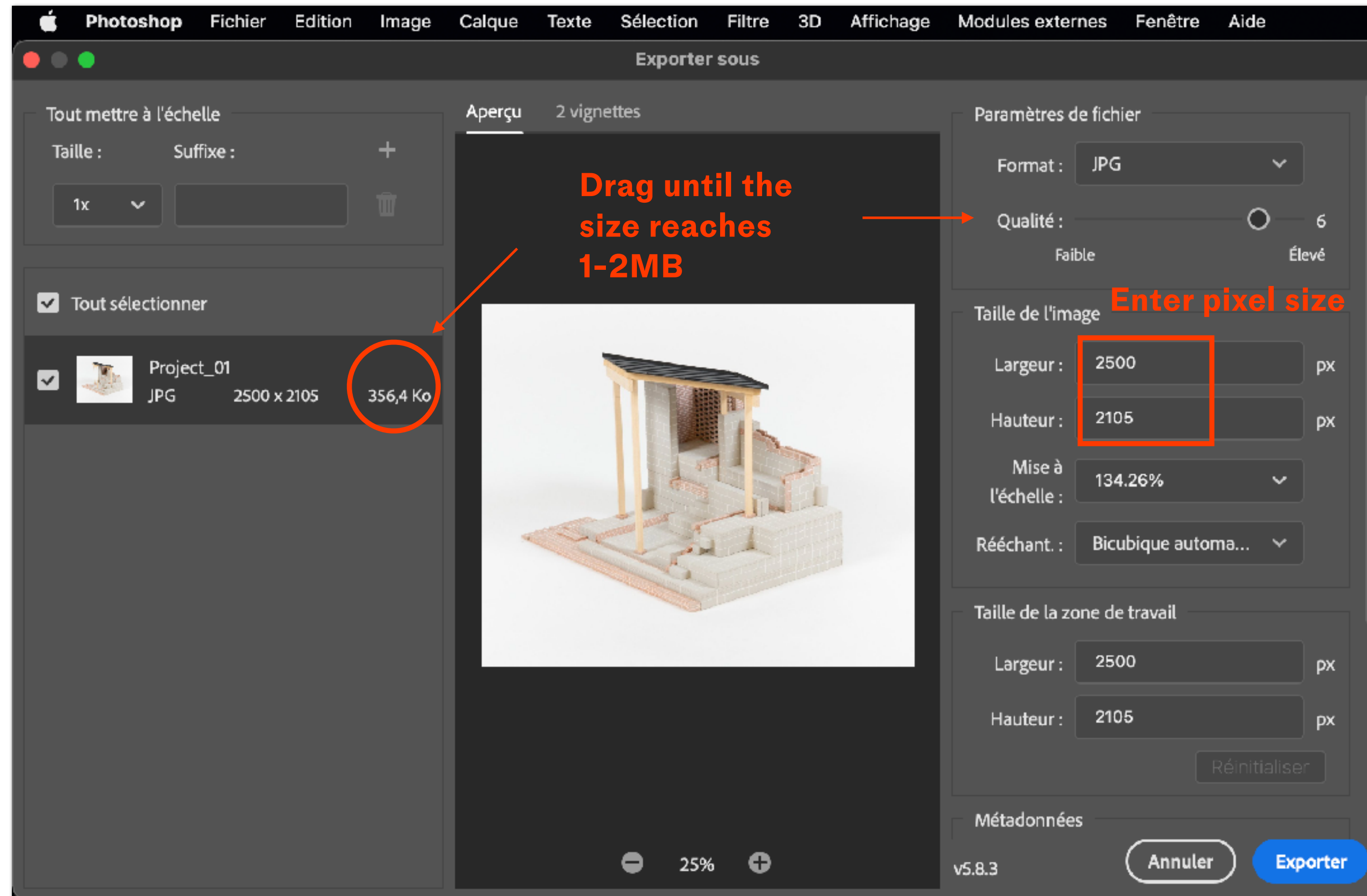
## → Files / Resizing



- ✓ 1-3MB
- ✓ 200 px/pouce
- ✓ 2000-4000px

Photoshop > Fichier > Exportation > Exporter sous...

## → Files / Resizing



- ✓ 1-3MB
- ✓ 200 px/pouce
- ✓ 2000-4000px

## → Files / Video

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+ Add document   Submit   **loading ...**

- ✓ MPEG-4 (.mp4)
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# Data entry in the Living Archives

- Image format: jpg, png, tiff, gif
- Video format: mp4, mov
- One title + one representation type per image file
- One representation (drawing, illustration, detail,...) per image file
- Image gallery dimension = 3:2 (without grey filling)
- Image file color mode = RVB (RGB) (~~CMJK~~)
- Image resized in 1-3MB + 200px/pouce + 2000-4000px
- Model/publication photo reproduction with appropriate light and framing