
Submissions Manual



Index

1. Specs: Images, Clips & Vectors	3
1.1. Image characteristics	3
1.1.1. DSLR images*	3
1.1.2. Mobile device images	3
1.2. Clips characteristics	3
1.3. Vector characteristics	4
2. Naming your files and folders	4
3. Metadata (IPTC)	5
3.1. Images IPTC	5
3.1.1. DSLR images*	5
3.1.2. Mobile device images	5
3.2. Clips Metadata	5
3.3. Vectors Metadata	7
4. Model and Property Releases	7
4.1. Release format	7
4.2. Release numbering/naming	7
4.3. Releases submission	8
5. FTP	8
5.1. Submission by FTP	8
5.2. Images Submission by FTP	9
5.2.1. DSLR images*	9
5.2.1.1. Choose the Image folder: licenses	9
5.2.1.2. Close the connection	9
5.2.2. Mobile device images	10
5.3. Clips Submission by FTP	10
5.3.1. Close the connection	11
5.4. Vectors submission by FTP	11
5.4.1. Close the connection	11
Appendix	13

* (Digital single-lens reflex camera)

1. Specs: Images, Clips & Vectors

1.1. Image characteristics

1.1.1. DSLR images (Digital single-lens reflex camera)

- Minimum picture size of 26 MB (3700 x 2460 pixels at 300 dpi and 8 bit depth) once decompressed / opened. (As a guide, a 26 MB file with the ratio 3:2 from a SLR is approximately 3700 x 2460 pixels)
- Ideal picture size of 50 MB (5150 x 3450 pixels at 300 dpi and 8 bit depth) once decompressed / opened. (This is the highest resolution available on our platform. As a guide, 50 MB in the ratio 3:2 from a SLR is approximately 5150 x 3450 pixels.)
- Maximum file size of 500 MB
- RGB mode (8 bits)
- Color Space: Adobe RGB 1998
- JPG compressed with "quality 12" (minimum quality 10) in Adobe Photoshop.
- If you are a non-exclusive photographer you must send images that are fully retouched and web ready

1.1.2. Mobile device images

- Minimum picture size of 11MB once decompressed / opened. (Images obtained with mobile devices from 4 Mp. As a guide, an 11 MB file with the ratio 4:3 is approximately 2464 x 1632 pixels).
- RGB color mode.
- JPG format.

1.2. Clips characteristics

- Capture. We accept the following resolutions:
 - Full 4K - 4096 x 2160 pixels
 - UltraHD 4K - 3840 x 2160 pixels
 - 2K/Full HD - 2048 x 1080 pixels
 - Full HD/1080p - 1920 x 1080 pixels
 - HD/720p - 1280 x 720 pixels
 - SD/576p - 720 x 576 pixels

If you send videos in different resolutions at the same time, we prefer to receive them in separated folders to process the clips more efficiently.

- File format: .mov or .mp4
- Codec: H.264
- Frame rate: The frames per second (fps) as you originally filmed it.

- Edited clip duration: Minimum of 5 seconds / max. 90 seconds. If you have clips that are longer than this, you may consult with us.
- Videos that are destined for use in TV should be filmed horizontally. However, in other mediums such as internet, vertical videos can be used, so we will accept them. However, keep in mind that the standard orientation is horizontal.
- Avoid excessive post-processing of the color or other characteristics of your clips so that the client will have more options available if they need to adjust the clip's appearance. It is advisable not to change the original bit rate of the video file, as it would further compressing the clip, with the consequent loss of quality.

1.3. Vector Characteristics

- Format: .eps
 - You only need to send your .eps files. If you send your files also in .jpg the system will report an error.
 - Color space RGB or CMYK.
 - Maximum file size accepted is 100 MB
-

2. Naming your files and folders

- The file names for your images, video clips and vectors can be a maximum of 20 characters plus 4 more characters for the extension in Mac and in PC (.jpg for images, .mov or .mp4 for clips and .eps for vectors).
Examples: FH2125_879.jpg, E40-25-2b.mov, L456-2b.mp4, TL435.eps
- The folder name containing your files can be a maximum of 20 characters.

Please, follow these rules for acceptable characters:

The characters can be letters (upper and lower case), numbers, hyphens (-) or underscores (_). Blank spaces, apostrophes, accents, or tildes are not admissible characters, and will be replaced by underscores when detected by the system.

- Special characters: -_ (Hyphen and underscore)
 - Valid numbers: 0 1 2 3 4 5 6 7 8 9
 - Valid letters: a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
-

3. Metadata (IPTC)

3.1. Images IPTC

3.1.1. DSLR images (Digital single-lens reflex camera)

Images should have the keywords and description of the picture in English incorporated in the IPTC of each photo. Exclusive photographers are not required to keyword their images; however we do require description/caption information for the picture from all photographers. See more on requirements for non-exclusive photographers below.

You should confirm that the information you add corresponds to these file info fields in Photoshop (in the case that you use a non-Photoshop program to prepare your images):

Our system only accepts information from these 2 fields:

- Description. For the caption of the image.
- Keywords. For the search words. Separated by commas (,) or semi-colons (;)

These fields of your files are read automatically. Any information in other fields will be ignored.

In addition, if you are a non-exclusive photographer your images must come with an image caption and a minimum of 10 keywords in English embedded in the IPTC. If they do not meet these basic conditions your images will be automatically rejected by the system.

Important: Please check that your keywords are separated by commas or semi-colons and do not contain "enters".

If you are an exclusive photographer your images always must come with a caption. If they do not meet this basic condition your images will be automatically rejected by the system. We will supply the keywords for your images.

You can find an example of the info embedded in the IPTC of a photo in the Appendix of this manual (Example 1).

3.1.2. Mobile device images (Photographer's Area)

Once your mobile images are edited they will be available in the "My Submissions" section in your Photographer's area, where you can add a description and a minimum of 10 keywords.

Help is available in the Photographer's area, as well as in the attached information in Appendix 3 of this manual.

3.2. Video Clips Metadata (Excel)

Clips should have keywords and description information. This metadata must be incorporated in an excel file (.xls). This excel file must be named metadata.xls and sent along with your clips in the same folder.

Please prepare the first row of the excel file with the titles described below. Those titles followed by an asterisk * are a MUST. All the information must be in English.

- **Clip_Code ***: The code of the clip (you must use characters allowed, explained in section 1.2) Just enter the clip name, not the characters of the file extension.
- **Videographer_name ***: The name of the photographer/videographer (max. 20 characters)
- **Caption ***: Short piece of text describing the clip (up to 255 characters)
- **Category**: The categories you would like your clip to belong to. The list of currently available categories has been included here for your convenience:
 - Historical & Fine Arts
 - Celebrities
 - Science & Industry
 - Nature
 - Contemporary
 - World Locations
 - Concepts
 - Agriculture & Food
 - Space & Astronomy
 - Medical & Healthcare
- **Keywords ***: All the keywords that best describe the clip, separated by comma (,). You can enter as many keywords as you want in this field as there is no limit. Keywords may contain characters (upper and/or lower case, apostrophes, accents), numbers and punctuation marks. We need a minimum of 10 keywords.
- **Model_Release ***: For each clip, you must indicate the availability or non applicability of a Model Release by putting one of the values explained below:
 - **MR**: Clip with a signed Model Release
 - **No**: Clip not having a Model Release
 - **NA**: Not Applicable.

Erroneous information in this column may generate unpredictable responsibilities of legal and financial importance.
- **Property_Release ***: For each clip, you must indicate the availability or non applicability of a Property Release, by putting one of the following values:
 - **PR**: Clip with a signed Property Release
 - **No**: Clip not having a Property Release
 - **NA**: Not Applicable

Erroneous information in this column may generate unpredictable responsibilities of legal and financial importance.

You can find an example of an excel file in the Appendix of this manual (Ex. 2).

3.3. Vectors Metadata (Photographer´s area)

Once your vectors are edited they will be available in “My Submissions” section in your Photographer´s area, where you add description and a minimum of 10 keywords. Help is also available in the Photographer´s area, as well as in the attached information in Appendix 3 of this manual.

4. Model and Property Releases

4.1. Release format

Model and property releases should have:

- Dimensions: A4 (letter size) at 72 dpi
- Maximum file size 1 MB
- Compressed as JPGs using a medium/high “Quality 8” in Adobe Photoshop.
- RGB or greyscale.
- The Model Release must include a picture of the model who signs the document, as a visual identification.
- Please, review the text of the document to verify that it is legible, so it is best not to use big margins and a small font size.

4.2. Release numbering/naming

- The file names for your MR or PR can be a maximum of 27 characters.
- You should use the same code as the relevant image or clip referenced.
- Use a maximum of 20 characters for the filename, plus 3 characters behind the filename to indicate that is a model _MR or property release contract _PR.
- Please do not use _MR or _PR within the filenames of your images unless they are actual releases. Otherwise our system will mistakenly recognize the file as a release, not an image file, and it will not be reviewed by our editors.
- And finally 4 characters for the extension in MAC or PC. The extension should be jpg or JPG, not JPEG, jpeg, JPE or jpe.

Examples: FH2125_879_MR.jpg FH2125_879house_PR.jpg

Acceptable characters/numbers/letters are the same as detailed in section 2.

4.3. Releases submission

We encourage photographers to submit their releases together with the initial image or clip submission in the same folder. If they are correctly named with `_MR` or `_PR`, they will be recognized as releases and your images/clips will be web-ready much faster.

If you choose to submit the releases after your images/clips have been edited, you will receive an email from the Release Department requesting the releases. If we don't receive your response and release(s) within 60 days of that email, your content will be eliminated.

5. FTP

5.1. Submission by FTP

- Create a folder on your computer, put the images, clips or vectors you wish to submit for selection in this directory or folder. Review the section 2 ("Name your files and folders").
- You may send notes or comments about your submission, if necessary. In order to do this, you must create a txt file and name it: "message.txt" or "MESSAGE.TXT".

ATTENTION: This is the only file name recognized by the system for messages. Your messages will not arrive if you do not use this exact file name.

- Include your model releases (MR) and/or property releases (PR) in the same submission folder.
- Access the agefotostock server.

From a PC:

Use the URL <ftp://ftp.agefotostock.com>

We recommend using an FTP program such as Filezilla, which works better than an internet navigator to upload files directly to our servers.

From a MAC:

Use the FTP program of your choice to connect to the agefotostock FTP server, using the URL <ftp://ftp.agefotostock.com>

- You have to Access to the agefotostock FTP server using the username and password provided to you. If you don't currently have access, you can request it now to Raquel Gisbert rgisbert@agefotostock.com. For security reasons, once you have the assigned user name and password they can't be modified.

5.2. Images Submission by FTP

5.2.1. DSLR images (Digital single-lens reflex camera)

Once you have accessed the FTP server you will find any of the following 5 folders for images:

- AGE RM EXC
- AGE RM NO-EXC
- PIXTAL RF
- PIXTAL RF NO-EXC
- easyFotostock LBRF

5.2.1.1. Choose the Image folder: licenses

- **Images for one license type only.** If you have already sent the contract, drag the submission folder into the appropriate folder.
- **agefotostock RM + Pixtal RF.** If you have sent contracts for both license types, and you want your images to be reviewed for agefotostock and Pixtal, you should put your folder inside the folder **AGE RM** (EXC or NON-EXC) along with a text message (message.txt) stating "For the selection of age and Pixtal". Your images will be reviewed, first for agefotostock, and then the remaining photos will be automatically reviewed for Pixtal.
- **agefotostock RM + Pixtal RF + easyFotostock LBRF.** If you have sent contracts for all license types, and you would like your images to be reviewed for agefotostock RM, Pixtal RF and easyFotostock LBRF, you should submit your folder to your **AGE RM** folder together with a text message stating "for the selection of age, Pixtal and easyFotostock." If you do not have agefotostock RM contracted, you may put the images into **PIXTAL RF** and request review for both license types.

Please remember that **easyfotostock** is non-exclusive option with certain conditions: web-ready, caption, 10 keywords. Your images will only be considered for easyFotostock if they meet those conditions.

5.2.1.2. Close the connection

The agefotostock FTP vectors reception system processes the submissions periodically, starting at 1:00 AM (GMT + 1:00).

At this time, the system will send an automatic email of confirmation indicating the reference number for the submission and a report of the file transfer. The reception of this email does not mean that all of your files were successfully received by our system. You must click the link to the FTP report to see which images were received properly and which were not. Please note that the email of reception is not an email of selection.

If you have to resend images, we will consider them to be a new submission and not

part of the original submission.

Please note, if you are in the middle of a file transfer when the system collects the images in the early morning, your submission could end up divided into 2 parts: what was collected before the cut-off, and the rest, collected on the next working day. When this happens, you don't need to re-submit the same images.

5.2.2. Mobile device images.

If you want to send your mobile device images straight from the device, you can use one of the Client FTP apps available for Android or IOS (for example AndFTP for Android or FTP Manager Free for IOS - free apps that you can download in your device from Play Store or App Store).

Once you have downloaded the app, you should configure the connection to age. This process is similar to that which you do when you send content from your computer to age FTP.

Hostname: <ftp.agefotostock.com>

Type: FTP

Port: optional (default is 21)

Enter your user and password. This should be the same user and password that you use to access age FTP when sending DSLR images, videos or vectors.

To adjust the connection properly, you will need to define the folder that you will send your pictures from mobile devices to. You will find two folders to send this kind of pictures:

mobilefotos RF
mobilefotos RM

Once you have adjusted the settings in the FTP client app, you will now be ready to send your pictures. In the picture gallery of your device you will find the FTP client option amongst the other share options. Select this option.

Please be aware that the speed of your transmission will depend on your internet connection.

5.3. Clips Submission by FTP

- Once you have accessed the FTP server you will find any of the following 3 folders for video:
 - Video RM
 - Video LBRF
 - Video RF
- Drag the submission folder into the appropriate folder (with your clips + your excel file + your releases if necessary)

5.3.1. Close the connection

The agefotostock FTP vectors reception system processes the submissions periodically, starting at 1:00 AM (GMT + 1:00).

At this time, the system will send an automatic email of confirmation indicating the reference number for the submission and a report of the file transfer. The reception of this email does not mean that all of your files were successfully received by our system. You must click the link to the FTP report to see which clips were received properly and which were not. Please note that the email of reception is not an email of selection.

5.4. Vector Submission by FTP

- Once you have accessed the FTP server you will find the two following folders:
 - Eps LBRF
 - Eps RF
- Drag the folder you created with your vectors to place it within the appropriate folder (only .eps files)

5.4.1. Close the connection

The agefotostock FTP vectors reception system processes the submissions periodically, starting at 1:00 AM (GMT + 1:00).

At this time, the system will send an automatic email of confirmation indicating the reference number for the submission and a report of the file transfer. The reception of this email does not mean that all of your files were successfully received by our system.

You must click the link to the FTP report to see which vectors were received properly and which were not. Please note that the email of reception is not an email of selection.

If you have questions regarding the contents of this manual, you can write to:

Raquel Gisbert
Photographer's Liaison
rgisbert@agefotostock.com

Appendix

1. IPTC info for images. Information incorporated in one photo

Author Title:

Description:

Rating: ★ ★ ★ ★ ★

Description Writer:

Keywords:

(i) Semicolons or commas can be used to separate multiple values

2. Clips Metadata. Example of Excel file

Clip_Code	Videographer_name	Caption	Category	Keywords	Model_Release	Property_Release
1005-06	John Polard	Newport Bay. Oregon. USA	Nature	boy, dog, sky, sea, animal, etc.	MR	NA
4852A5	John Polard	People on boat dock. Newport Bay. Oregon. USA	Nature	america, animal, people, etc.	No	NA
0237_B	John Polard	Sea Lions on boat dock. Newport Bay. Oregon. USA	Nature	dock, animal, Sea Lion, etc.	NA	NA

3. Vectors Metadata (Photographer's area)

Single Captioning and Keywording:

age[®]
FOTOSTOCK

my submissions my age images my easy images my profile my web profile my sales my resources [Log out](#)

My Submissions > Submission 1311436 > Keywording/Caption Issues

Number	1311436	Images Received	74
Date Received	07/01/2014	Selected Images	74
Date Selected	07/01/2014	Rights Managed	0
Exclusivity	Non-Exclusive	Royalty Free	74
Status	In process	Low Budget Royalty Free	0
		Warnings	74
		Keywording/Caption	74

Images with captions and/or keywording issues (74)

Find below all selected images with caption and/or keyword problems which prevent their incorporation to the web. **Fields to be corrected are marked in red.**

You should correct them before 08/03/2014. Otherwise, these photos will be eliminated.

Select images by clicking their grey image frame. Once you're finished, notify us by clicking on the **"Submit all changes for approval"** button at the "Keywording Tools" pane on your right.

age fotostock comments:

THESE VECTORS NEED CAPTIONS AND KEYWORDS IN ORDER TO BE UPLOADED ONTO OUR WEBSITE.

CAPTIONS AND KEYWORDS SHOULD BE SUBMITTED IN ENGLISH ONLY. YOU CAN USE THE TRANSLATOR SUPPLIED IN THE SECTION "KEYWORDING TOOLS > KEYWORD IMAGES IN YOUR OWN LANGUAGE" IF NECESSARY.

CAPTIONS AND KEYWORDS MUST BE ADDED TO ALL VECTORS BEFORE CLICKING ON THE BUTTON "SUBMIT ALL CHANGES FOR APPROVAL".

TO LEARN MORE ABOUT HOW THIS AREA WORKS, CLICK ON THE QUESTION MARK SYMBOL AT THE TOP RIGHT HAND CORNER OF THE KEYWORDING/CAPTION ISSUES SCREEN.

KEYWORDING TOOLS ?

Keyword images in your own language

Selected images

Images selected : 1 [Deselect all](#)

a) Set selected images metadata

Caption | Keywords (0)

3. Write your caption or keywords here

Set Keywords

b) Keyword list

Submit all changes for approval

1. Click on the gray frame

2. Click on "Caption" or "Keywords" tab

4. Click on "Set Caption" or "Set Keywords" button

5. Once finished, click on "Submit all changes for approval" button

fl.09.atl.001 (0)
Keywording Issues

Caption:

Keywords:

fl.09.atl.002 (0)
Keywording Issues

Caption:

Keywords:

Multiple Captioning and Keywording:

my submissions my age images my easy images my profile my web profile my sales my resources
my sales my sold images in gallery

Log out

My Submissions > Submission 1311436 > Keywording/Caption Issues

Number	1311436	Images Received	74
Date Received	07/01/2014	Selected Images	74
Date Selected	07/01/2014	Rights Managed	0
Exclusivity	Non-Exclusive	Royalty Free	74
Status	In process	Low Budget Royalty Free	0
		Warnings	74
		Keywording/Caption	74

Images with captions and/or keywording issues (74)

Find below all selected images with caption and/or keyword problems which prevent their incorporation to the web. Fields to be corrected are marked in red. You should correct them before 08/03/2014. Otherwise, these photos will be eliminated. Select images by clicking their grey image frame. Once you're finished, notify us by clicking on the "Submit all changes for approval" button at the "Keywording Tools" pane on your right.

age fotostock comments:

THESE VECTORS NEED CAPTIONS AND KEYWORDS IN ORDER TO BE UPLOADED ONTO OUR WEBSITE.
CAPTIONS AND KEYWORDS SHOULD BE SUBMITTED IN ENGLISH ONLY. YOU CAN USE THE TRANSLATOR SUPPLIED IN THE SECTION "KEYWORDING TOOLS > KEYWORD IMAGES IN YOUR OWN LANGUAGE" IF NECESSARY.
CAPTIONS AND KEYWORDS MUST BE ADDED TO ALL VECTORS BEFORE CLICKING ON THE BUTTON "SUBMIT ALL CHANGES FOR APPROVAL".
TO LEARN MORE ABOUT HOW THIS AREA WORKS, CLICK ON THE QUESTION MARK SYMBOL AT THE TOP RIGHT HAND CORNER OF THE KEYWORDING/CAPTION ISSUES SCREEN.

KEYWORDING TOOLS

Keyword images in your own language

Selected images

Images selected : 2 [Deselect all](#)

a) Set selected images metadata

Caption Keywords (0)

Synchronize Keywords

b) Keyword list

3. Click on "Caption" or "Keywords" tab

4. Write your caption or keywords here

5. Click on "Synchronize Captions" or "Synchronize Keywords" button

6. Once finished, click on "Submit all changes for approval" button

fl.09.atl.001 (0)

Keywording Issues

Caption:

Keywords:

1. Click on the gray frame to select your first image

fl.09.atl.002 (0)

Keywording Issues

Caption:

Keywords:

2. Select additional images by pressing the Ctrl key while clicking image frames or by selecting multiple images with the shift key pressed