

# Using the MediaPro Submission Utility with Getty Images

## About the Submission Utility

The iView MediaPro Submission Utility is designed to streamline the submission of photos to Getty Images, and is only for use by Getty Images signed Creative photographers. If you would like to find out how sign with Getty Images, visit:

<http://contributors.gettyimages.com/workwithus>

In conjunction with MediaPro, this utility makes it easy to add and edit required metadata and address errors with image and/or required metadata before sending material to Getty Images. Image file properties and metadata are validated to the Getty Images Submission Requirements.

This utility automatically creates a submission package (file structure, image versions, metadata and a folder for digital releases). These packages are saved locally and are ready to be burned to disc.

Please note that iView MediaPro is a digital asset management tool and does not convert RAW digital images into other formats. Images should be converted to the appropriate format (TIFF) with a RAW image converter prior to using the submission utility. Also note that the Getty Images Pre-flight tool is no longer required.

## Install Submission Utility & Getty plug-in

1. Download the Submission Utility and the Getty plug-in from the iView web site or Getty contributors web site.
2. On the Mac, open the .dmg by double-clicking. Then double-click on the MediaPro Submission Utility icon. This will install the app. On Windows, double-click the installer and follow the instructions.
3. Double click the plug-in file with the .emsplug extension. A dialog will ask which app to use to install the plug-in, simply click OK. This will install the Getty Images configuration package. (If for some reason your computer has added .zip to the end of the plug-in name, then remove the .zip and double-click to install.) The plug-in installer will automatically move itself



iView MediaPro Submission Utility desktop icon. This tool is installed in the Applications (Mac) or Programs directories.



About dialog, shown only on first launch.

to the trash when it's done installing.

4. The installer puts the utility in the Applications folder on the Mac, and the Program Files folder on Windows.

**Note:** If iView MediaPro was open during the installation process, you will need to restart iView MediaPro to make the new settings take effect.

**To uninstall** on the Mac, delete this file:

~Applications/MediaPro Submission Utility

**To uninstall** on Windows use:

Control Panel > Add/Remove Programs tool.

## Submitting to Getty Images

### A. Import & catalog TIFF files

1. Create a new iView MediaPro catalog.
2. Import all the TIFF files that you wish to submit to Getty Images.

### B. Create custom metadata fields

1. Under the Scripts menu, select Getty Images > Setup Fields (*Figure 1*). This script will create all the necessary custom fields needed for all Getty submissions (*shown in Figure 2*)  
**Note:** If you forget to create these custom fields, the Submission Utility will tell you on launch and will create them for you.
2. Open the Info Panel by clicking on the toolbar icon marked "Info". Expand the "Annotations" group. The custom metadata fields for Getty Images are located at the bottom of the Annotations group.
3. Make sure that you enter the necessary information for each of the required custom metadata fields for Getty Images.
4. Some fields, such as Release Status and Time of Day, will have metadata values automatically available in a drop-down list. These fields contain the only acceptable metadata values for Getty. These pre-defined values are called vocabularies and are installed as part of the Submission Utility. To activate the Getty Images vocabulary, open the Vocabulary Editor (Mac: Application Menu > Preferences; Windows: Edit Menu > Preferences). In the Vocabulary drop-down menu at the top of the dialog, select Getty Images and click OK.

### C. Complete IPTC metadata

1. In the Info Panel, enter the necessary information for all required IPTC Core metadata fields (*show in Figure 3*).  
**Note:** Keywords are optional and only three per image are allowed.
2. According to Getty Images specifications, the

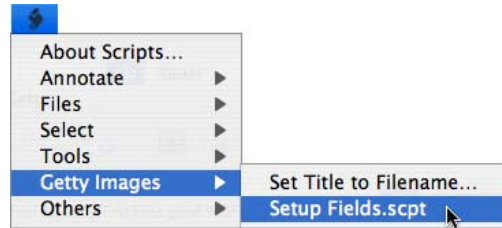


Figure 1: The Setup Fields script will create all the necessary custom metadata fields for Getty Images.

#### Custom Getty Images metadata fields

Release Status	Required
Release References	Required
Time of Day	Optional
Photographic Technique	Optional
Restrictions	Optional
Restrictions End Date	Optional
Notes	Optional

Figure 2: Custom metadata fields for Getty Images.

#### IPTC Core metadata fields

Title (CS2: Document Title)	Required
Creator (CS2: Author)	Required
Provider (CS2: Credit)	Required
Date Created	Required
Description	Required
Location	Required
Keywords (up to 3 allowed)	Optional

Figure 3: IPTC metadata fields for Getty Images.

IPTC Title field requires a copy of the image's filename. The Submission Utility has created a script to make this process simple. First, select all images that you are going to submit. Under the Scripts menu, select Getty Images > Set Title to Filename. Click OK. This will copy the filename of each image to the IPTC Title field.



