



PictureVictoria Training Manual

www.picturevictoria.vic.gov.au

Presented by the **PictureVictoria Management Committee**
in collaboration with the State Library of Victoria

Content in this manual has been based on information from:

PictureVictoria website

- www.picturevictoria.vic.gov.au

Image digitisation of local history collections: Victorian public libraries, July 2002. Compiled by Swinburne Library Information Systems (SLIS) for the State Library of Victoria.

- Available online at:

http://www.libraries.vic.gov.au/downloads/Victorias_Virtual_Library_Digital_Collection/manual.htm

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BACKGROUND

PictureVictoria is a Victorian Local History Project, which was originally funded from Arts Victoria, through the Statewide Public Library Development Grants. In 2005, PictureVictoria shifted to administration by Viclink. This project aims to increase the accessibility of the local history collections held by Victorian public libraries, in particular through the development of a digitisation strategy.

The PictureVictoria website is an Internet based service that allows you to search many pictorial collections simultaneously. The site aims to complement existing portals, such as Picture Australia and the State Library of Victoria's Picture Collection.

The database is hosted on a centralised server that all public libraries can progressively add to, enabling individual library services to create links from their own web site back to this main collection of images.

When you do a search in PictureVictoria, you are searching the collections of local history societies that have been digitised in collaboration with public libraries. The images will relate to Victoria - people, places, buildings and events. They may be black and white, or colour photographs; drawings; sketches; paintings or maps. All the images that are searchable through PictureVictoria will also be available through searching Picture Australia

COPYRIGHT

All pictorial content on the PictureVictoria server is owned or managed by the library service that provided it.

Material on this site may be used for study, research, criticism or review, subject to the fair dealing provisions of the Copyright Act 1968 (as amended). However, in accordance with commonly held practice, users are requested to attribute any use of material from this site.

Images must not be reproduced for commercial purposes, communicated in any way to the public (such as reproduction of this material on the internet) or gathered into a compilation for re-use without the express permission of the copyright owner.

For example:

You can use an image in a school project, or while researching a family history. As a courtesy you should include the title, the name of the creator, and agency that owns it. You cannot put it on your personal web site, or reproduce it in a book or newsletter, without checking if there are any copyright restrictions.

Copyright in each image displayed is owned or managed by the supplying library. There may also be a separate copyright in an artistic work depicted in an image (such as a painting that has been photographed). This copyright is also managed by the source agency, but may be owned by another person. Contact the individual supplying library for advice on the copyright requirements.

Due to the nature of the Internet, it is not possible to guarantee the suitability, completeness, or accuracy of any material to which a host site may be linked. In light of this, a disclaimer for all Victorian Government websites is mandatory. The PictureVictoria site adheres to the Whole of Victorian Government (WoVG) copyright and disclaimer statements.

PC SETTINGS

To enable the best display of the PictureVictoria website, you should ensure the following settings are applied to your computer.

DISPLAY

Click on **Start** in the toolbar at the bottom of the screen.

- Select the **Settings** option, then the **Control Panel** option. You will then be presented with either another menu, or the Control Panel window.

- Select **Display** icon.



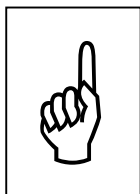
- In the Display Properties window, select the **Settings** tab.

- In the Screen area display, the setting should be set at **1024 x 768 pixels**.



- Colour is best set at **True Color (32 bit)**.

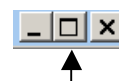
- To save any changes, click **OK**.



BROWSER WINDOW

To enable you to view the PictureVictoria website at its optimal settings, you should maximize the Browser window, that is open the Browser window to fill your computer screen.

- To do this, click on the “Window” icon in the top right corner of the Browser window.



BROWSER VERSION

PictureVictoria will not work with early Browser versions; we have found it works best with Internet Explorer v.5.5 or later.

JAVASCRIPT

PictureVictoria works best with JavaScript enabled in the browser. Most likely, you currently have Javascript enabled. Most browsers will have JavaScript enabled as a default setting, however follow the instructions below to enable JavaScript if necessary.

Microsoft® Internet Explorer® v5.5 and above

- Select **Tools** from your browser's toolbar
- Select **Internet Options**
- Select the **Security** tab
- Click on the **Custom Level...** button
- Select **Medium** from the "Reset custom settings" section
- Click **OK/Reset**

Netscape® Navigator® v4.7

- Select **Edit** from your browser's toolbar
- Select **Preferences**
- Click **Advanced** on the left hand side
- Ensure that "Enable Java" and "Enable Javascript" are ticked

Netscape® v6.2

- Select **Edit** from your browser's toolbar
- Select **Preferences**
- Click **Advanced** on the left hand side
- Ensure that "Enable Java" and "Enable Javascript for Navigator" are ticked

Microsoft® Internet Explorer® for Macintosh®

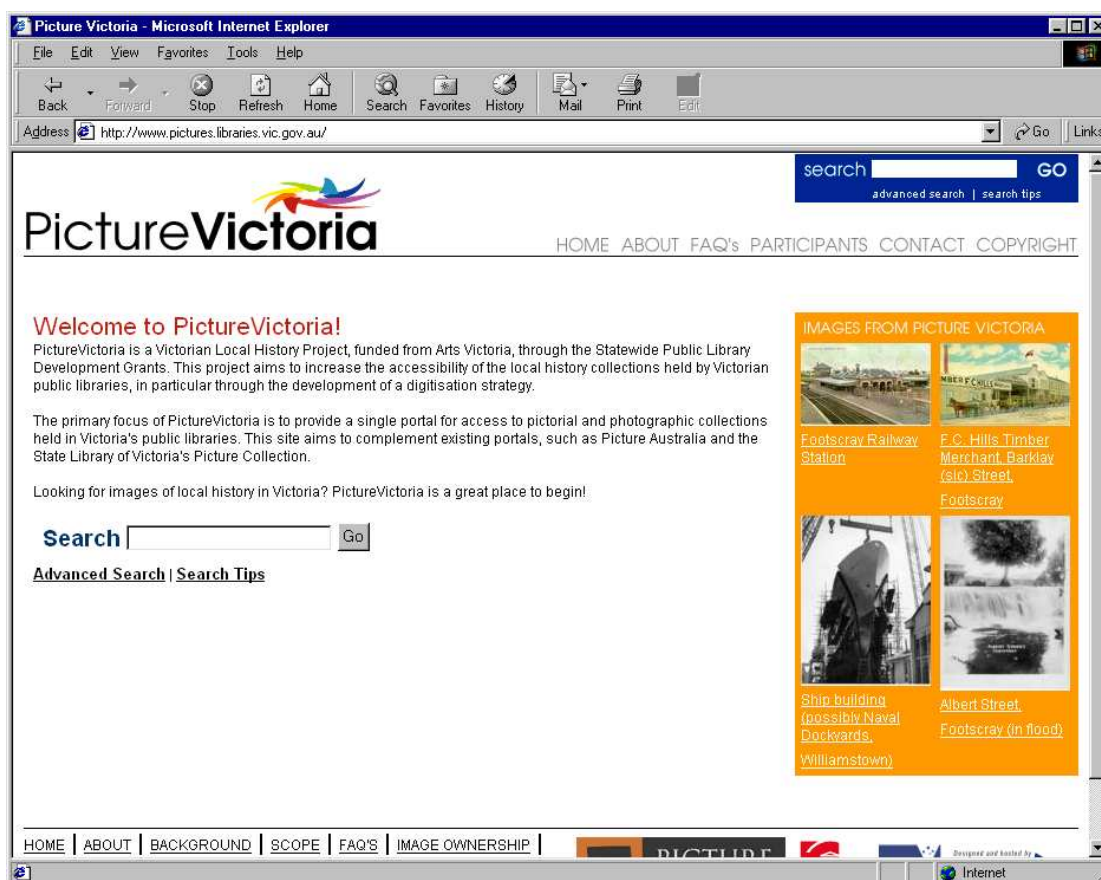
- Select **Edit** from your browser's toolbar
- Select **Preferences**
- Click **Web Content** under "Web Browser" on the left hand side
- Ensure that "Enable scripting" under "Active Content" is ticked

Mozilla Firefox™ V1.0

- Select **Firefox Settings** from your browser's toolbar
- Select **Tools** option, then **Options**
- Click **Web Features**
- Ensure that "JavaScript" is ticked

PictureVictoria - THE PUBLIC VIEW

SEARCHING PictureVictoria



You can perform 2 types of searches of the PictureVictoria database; basic and advanced:

BASIC SEARCH

Searches on the all keywords in a record. A single word or part thereof will return a list of records containing the specified text. For example either "dog" & "sheep" entered into the basic searchbox will return all records containing those words, as well as records with the word "sheepdog".

ADVANCED SEARCH

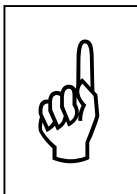
Works in a similar way to the Basic Search, but allows Boolean searches to be performed on any 3 of 5 database fields (ID, Title, Creator, Subject, Description). You may also limit the search to one specific Library Service, or you can search against all library searches.

BOOLEAN SEARCHING:

AND specifies: only fields that contain **both** words.

OR specifies: fields that contain **either** word.

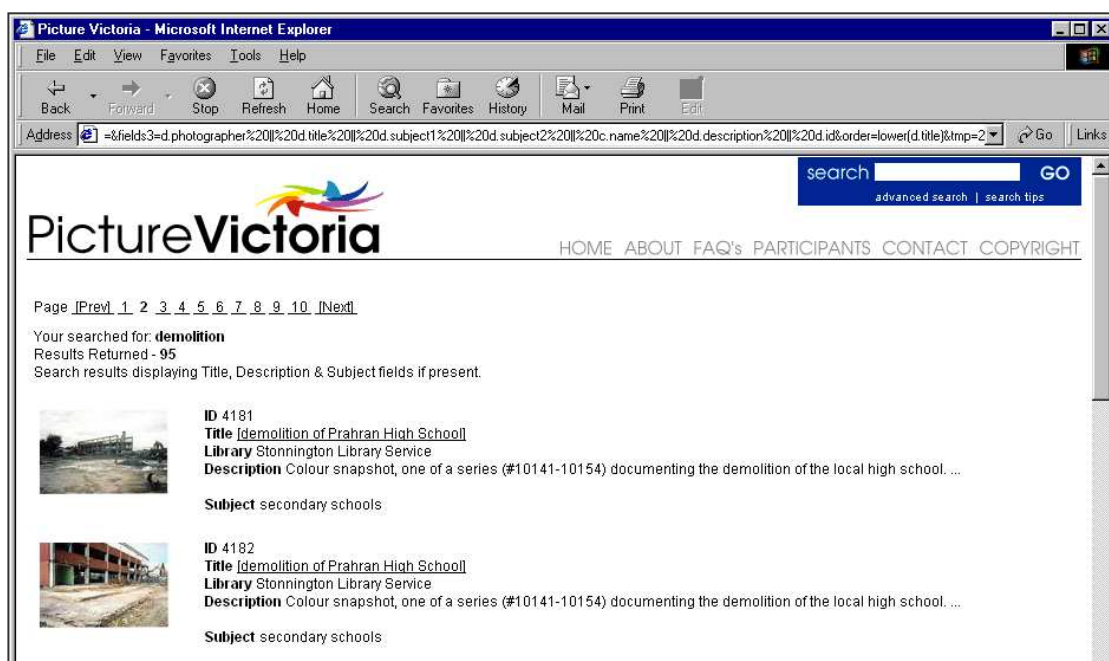
NOT specifies: fields that do not contain the specified word.



Note: The search does not truncate terms.

The ID Field is PictureVictoria's ID. To search for an internal library service picture ID select 'Search All Fields' in the advanced search.

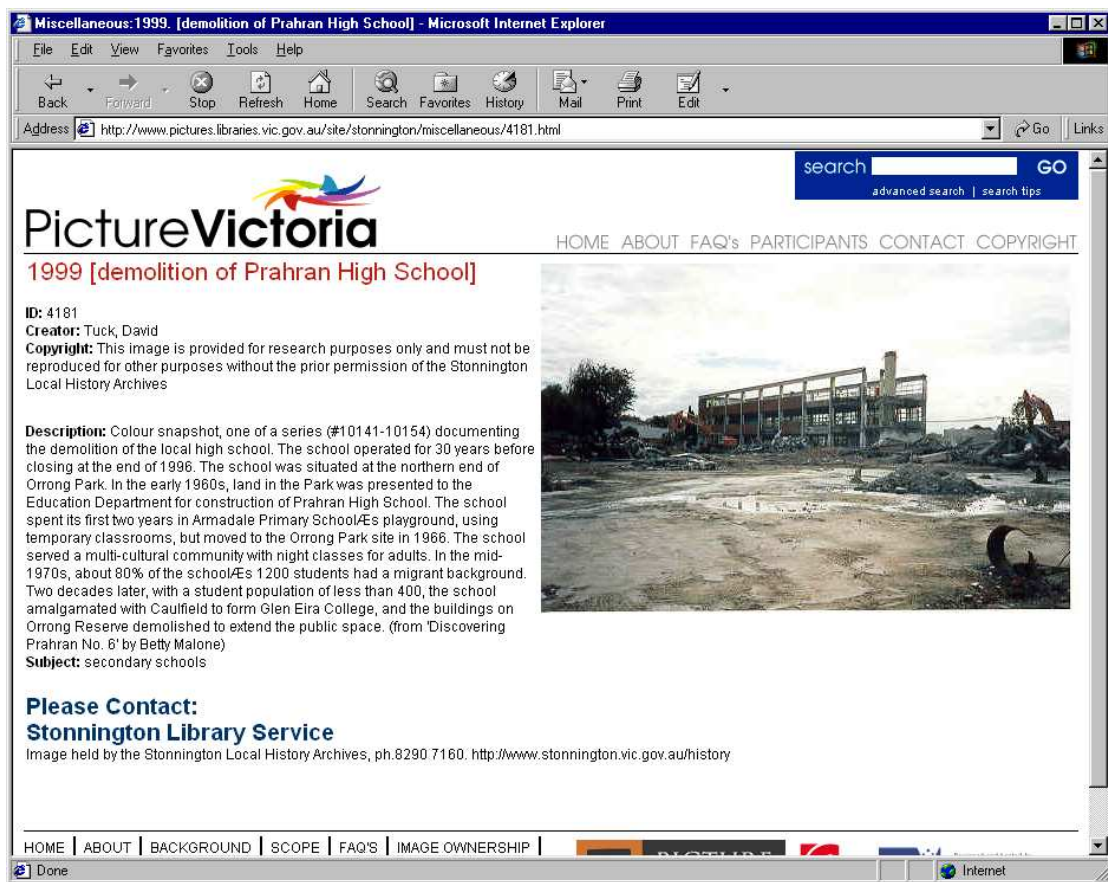
THE RESULTS SCREEN



To browse the complete list, click on the page numbers to move forwards and backwards.

To view any of the records from your results list, click on the record title. This will display the full record details.

FULL RECORD DETAILS DISPLAY

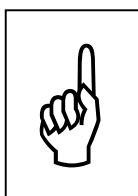


DIGITIZATION

There are many different digital file formats even for a single original media type.

Open standards	JPEG	Developed by a group of experts and agreed for usage across the computer industry. Specifications of these standards are openly available and allow software companies to develop their products to handle items in these formats.
Proprietary standards	TIFF GIF	Developed by individual companies. In some cases the technical specifications are released, encouraging wide use of the format. This can result in proprietary formats becoming a 'de facto' open standard. Future hardware or software systems may not be able to access or use these files.

For digital images, it is important to establish the level of quality required by the user. Two main elements affect the image quality in most of the common digital image file formats.



Note: All images loaded to PictureVictoria, must be in JPEG format

TONALITY

The bit depth of an image describes how many digital bits are used to colour each pixel. Pixels are the picture elements (or small dots) which make up images. The more bits used per pixel, the more different shades or colours are available in the image. This increases both the image quality and the resultant file size.

1-bit image (B&W)	each pixel can only be black or white (good for text or line drawings)
8-bit image (Greyscale)	256 shades of grey possible for each pixel (recommended for b&w photographs)
24-bit image (Colour)	each pixel can have 1 of 16 million different colours

RESOLUTION

This refers to the number of dots or pixels used per inch (**dpi**) when undertaking the digital capture of each item. In general the higher the '**dpi**', the better quality of the resulting image. Again, the higher the resolution, the larger the file size.

File Format	Definition	Ideal Image	Notes
TIFF Tagged Image File Format	Used extensively for the storage of high-quality images. Appears as .tif or .tiff	Master images	This is the industry standard for archiving and manipulation. Widely supported by imaging software.
GIF Graphic Interchange Format	Used for colour graphics (not photographs). Appears as .gif	Cartoons or illustrations. Only supports 256 colours.	Does not discard information when images are saved again.
JPEG Joint Photographic Experts Group	Compressible bit-map graphic. Appears as .jpeg .jpg .jif or .jiff	Photographs that have continuous tone, many colours, gradients and textures. Supports millions of colours.	Picture Australia requires JPEG thumbnails.

MASTER SCANS

When you scan you should have made the decision of the intended purpose of the scan. Then you should scan at the maximum size required. For example if the final file is to be stored for printing on a standard inkjet printer it would be best to scan it at 300dpi and save this file as a TIFF. This is now your master scan. This can be saved onto a CD ROM or on a hard drive. Using software such as Photoshop or Photoshop Elements you can then resize the image for web output at 72dpi, with pixel dimensions at 600 x 480 (a large image in a browser window) or 150 x 110 (a thumbnail image).

THUMBNAIL SCANS

Picture Australia has set requirements for thumbnails. The following pixel dimensions are all valid:

150 x 110 Landscape
150 x 150 Square
110 x 150 Portrait

PictureVictoria will automatically generate the thumbnail image for any image loaded.

Rule of thumb for master scans:

Original	Scan	Size
Photograph colour/b&w	300 dpi / 24 bit / TIFF	Creates a large file
Line Art (black & white)	600 dpi / line art / TIFF	File size not as large: only 2 colours (b&w)
Negative/Slide	1200 dpi / 24 bit / TIFF	High resolution as the original is quite small

FILE NAMING PROTOCOL

Whatever protocol is chosen it should be clearly documented. If a mechanism for automatic generation is used, for example using existing thesauruses, there are likely to be fewer misnamed (and therefore possibly permanently lost) files.

The State Library of Victoria uses an 8 character file name with the first 2 alphabetical characters referring to the collection, and the final 6 numerical characters a sequential number. Consideration should be given to the effect of using leading zeros before sequential numbers if later items may need to be inserted into the sequence for any reason.

Examples of file naming:

- ST0000045 First two letters of the library service, followed by a sequential number.
- PR0000045 First two letters of the collection name or local history society, followed by a sequential number.
- ITEM000045 Barcode number on item.

ADMINISTRATION OF YOUR PICTUREVICTORIA RECORDS

LOGGING IN

From the PictureVictoria Home Page at www.picturevictoria.vic.gov.au



(i) Scroll to the bottom of the page. Click the **Admin Login** option.

(ii) Type in the username and password assigned to your organisation in the boxes provided.

Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Log In"/>	

(iii) Click **Log In**.

The Administration home page contains a search screen which can be used to edit your records. To the left of the screen is the main menu, from which you can make changes to your settings.

MANAGING YOUR ADMINISTRATION SETTINGS

You can change your password, and create some text (such as contact details for your collection), which will appear with each of your records.

Password

Statement

From the Main Menu

- (i) Click the **Settings** menu option.
- (ii) Your Password and the Statement box should be displayed. If not, scroll down the page to view.
- (iii) Type a new Password
- (iv) In the **Statement** box, type any information that you wish to appear with your records
- (v) Click **Edit settings** to save your changes and exit.

A confirmation screen will appear briefly, and then you will be returned to the Administration home page.

You may wish to include a hyperlink to your website, or a partner organisation's website, in your settings information. To do this, use the following format:

display text

The 'href' is the url address of the website.

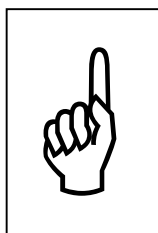
Target = "new" will open a new browser window.

Display text is what will appear on Picture Victoria.

An example is:

State Library of Victoria

If you change the Settings information at any time, you will need to use the **Publish Metadata** menu option to update the information on all the records.



More than one person may use your organisation's login at one time. However, if more than one person is working on the same record, the logins may overwrite each other. It is safer to either have only one person logging in, or to ensure that multiple people using the same login are working on different records.

CATEGORIES

Organisations may use categories to manage their records. If you plan to use categories, these should be set up before adding records. If you do not wish to use categories, you will still need to set up a default category as the category field must be completed in each record.



Please note: Categories are for internal use only, and are not visible on the records displayed to the public on the PictureVictoria website.

Click the **List categories** menu option from the main menu to the left of the Administration home page. Any categories previously set will be listed. You may need to scroll down to see the options.

The screenshot shows the 'Administration' page of the Stonnington Library Service. On the left is a main menu with options: 'Add Picture Record', 'Search for a Picture', 'List Categories', 'Publish Metadata', 'Settings', and 'Logout'. The 'List Categories' option is highlighted with a callout box labeled 'List Categories menu option'. The main content area has a header 'Welcome Stonnington Library Service' and a sub-header 'You are now in ADMINISTRATION MODE'. Below this is a note: 'Categories are for internal organisation of images. Click on a category to view the images associated to it. Changing a category's name will update all existing records which are associated with that category.' Below the note is a table with two columns: 'Name' and 'Actions'. The table contains one row with the category name 'Prahran' and an 'Add Category' link. A callout box labeled 'Category name' points to the 'Prahran' text, and another callout box labeled 'Add Category option' points to the 'Add Category' link.

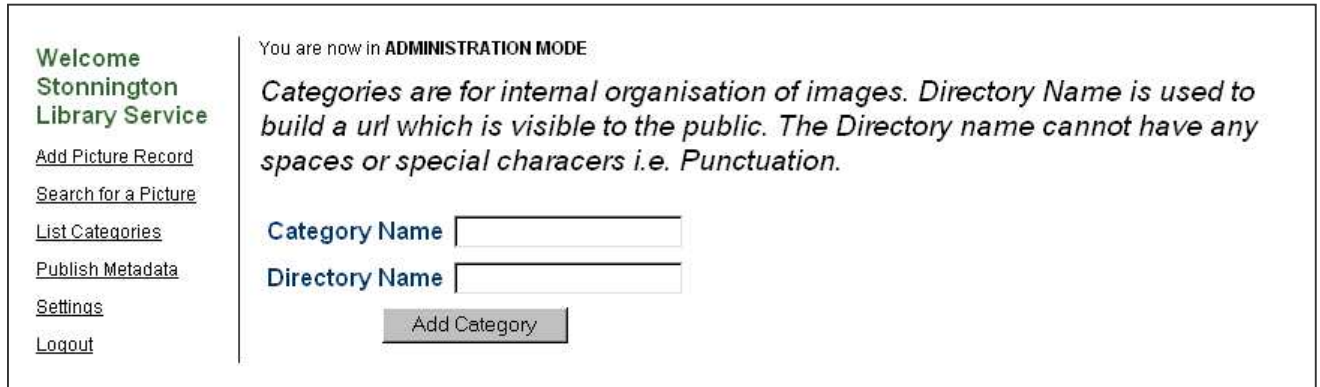
Name	Actions
Prahran	Add Category

Clicking on a Category name will take you to a list of all the records in this category. You may need to scroll down the page. The records are listed under their PictureVictoria ID number

TO ADD A CATEGORY:

From the **List Categories** screen:

- (i) Click the **Add Category** option
- (ii) Type the Category name in the box




The screenshot shows a web interface for the Stonnington Library Service. On the left is a sidebar with links: [Welcome Stonnington Library Service](#), [Add Picture Record](#), [Search for a Picture](#), [List Categories](#), [Publish Metadata](#), [Settings](#), and [Logout](#). The main content area is titled 'You are now in ADMINISTRATION MODE'. It contains a paragraph: 'Categories are for internal organisation of images. Directory Name is used to build a url which is visible to the public. The Directory name cannot have any spaces or special characers i.e. Punctuation.' Below this are two input fields: 'Category Name' and 'Directory Name'. At the bottom of the form is a button labeled 'Add Category'.

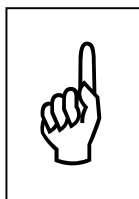
- (iii) Type a Directory Name. (Note: The Directory Name is used to build a url that will be visible to the public. The Directory Name cannot have any spaces or special characters i.e. Punctuation. Ideally the Category and the Directory should match.)
- (iv) Click **Add Category** to save your changes and exit

TO EDIT A CATEGORY

This will change the name of the category.
From the **List Categories** screen:



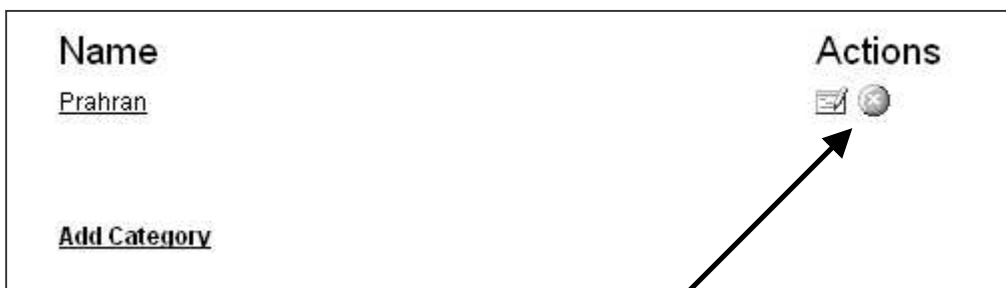
- (i) Under the **Actions** heading, click the **edit**  icon
- (ii) Change the name in the box
- (iii) Click **Edit Category** to save your changes and exit




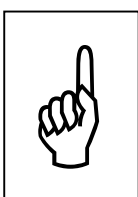
Please note: If you edit a Category, it will automatically change the Category against all the records attached. You will not need to update any records individually.

TO DELETE A CATEGORY:

From the **List Categories** screen:



1. Under the **Actions** heading click the **delete**  icon
A warning message will appear.
2. Click **OK** to continue, or **cancel** to stop the deletion



Please note: if you delete a Category, it will delete any records that use that Category. To ensure this doesn't occur, change the Category on any existing records so that the Category is not being used before deletion.

CREATING RECORDS

From the **Administrator** Home Page.

Select the **Add Picture Record** menu option from the left of the screen. This will load a new worksheet.

The screenshot shows a web browser window titled 'Picture Victoria - Microsoft Internet Explorer'. The address bar shows the URL: <http://www.pictures.libraries.vic.gov.au/cgi-bin/admin/pics.cgi?addForm=1>. The page content includes a left-hand navigation menu with links: 'Welcome Stonnington Library Service', 'Add Picture Record', 'Search for a Picture', 'List Categories', 'Publish Metadata', 'Settings', and 'Logout'. The main content area is titled 'You are now in ADMINISTRATION MODE' and contains the instruction: 'Fill in the fields below to add a picture record. Fields marked with a red asterisk are mandatory.' The form fields are: 'Photographer' (text input), 'Title *' (text input), 'Photo Date' (text input with a date mask 'dd/mm/yyyy'), 'Creator (Other origin) if different to photographer' (text input), 'Copyright' (dropdown menu), 'Category * (For internal use only)' (dropdown menu), 'Subject 1 *' (text input with a 'Select a term' button), 'Subject 2' (text input with a 'Select a term' button), 'Image *' (text input with a 'Browse...' button), 'Description *' (text area), and 'Local Ref ID' (text input). A black arrow points from a text box labeled 'Category drop down menu' to the 'Category *' dropdown menu.

Category drop down menu

Complete as many fields on the worksheet as possible, using TAB on your keyboard to move between the fields. Note that fields marked with a red asterisk* must be completed.

If you have set up Categories for your collection, the headings you have allocated will appear in the drop-down menu.

STANDARD DATA ENTRY

ID	The ID will be generated automatically by PictureVictoria.
Photographer	Surname, Given Names
Title	Use parentheses if image had not been named.
Photo date	Year image was produced
Creator	Other origin if different from photographer, for example a photographer's image may appear on a postcard, but there is then the printing company that produced the postcard.
Copyright	Use the drop down menu to choose the most appropriate copyright statement. If none of the options are suitable, please contact picvic@vicnet.net.au for a new statement to be created.
Category	Use the drop down menu to choose the most appropriate category.
Subject 1 / 2	See "To add a subject heading" .
Image	See "To add an image" .
Description	This can be used to describe the image content, media, origin, etc. You may enter up to 500 words.
Local Ref ID	Your organisation's unique number, ie. barcode
Date Created	This is generated by PictureVictoria.
Date Modified	This is generated by PictureVictoria.

EXAMPLES OF DATA ENTRY

Picture Victoria - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <http://www.pictures.libraries.vic.gov.au/cgi-bin/admin/pics.cgi?edit=1&id=1909> Go Links

[Search for a Picture](#)
[List Categories](#)
[Publish Metadata](#)
[Settings](#)
[Logout](#)

ID 1909

Photographer Cooke, Mardi

Title * Genery's Pharmacy, 108

Photo Date 1972

Creator (Other origin) if different to photographer Kanepe, I.

Copyright This image is provided for research purposes only and must not

Category * (For internal use only) Prahran

Subject 1 * shops

Subject 2

Image (if same leave blank)


Description * Black and white photograph. Photograph of Genery's Pharmacy, 108 Greville Street, Prahran (Paul Genery, Chemist). Possibly subsequently renumbered as No. 110. Part of a series of photographs (#2205.1-51) taken by Mardi Cooke in

Local Ref ID 2205.21

Date Created 20/10/2004

Date Modified Record has not being modified

[Image](#) [Delete Image](#)



Picture Victoria - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <http://www.pictures.libraries.vic.gov.au/cgi-bin/admin/pics.cgi?edit=1&id=4192> Go Links

[Search for a Picture](#)
[List Categories](#)
[Publish Metadata](#)
[Settings](#)
[Logout](#)

ID 4192

Photographer

Title * Rail bridge over the Yarra

Photo Date

Creator (Other origin) if different to photographer Tuck, David

Copyright This image is provided for research purposes only and must not

Category * (For internal use only) Prahran

Subject 1 * bridges

Subject 2 railway bridges

Image (if same leave blank)


Description * Snapshot of the rail bridge over the Yarra River at Heyington. From an unsourced photo album. Photographic negatives are held in the Malvern Archives.

Local Ref ID 10157

Date Created 20/10/2004

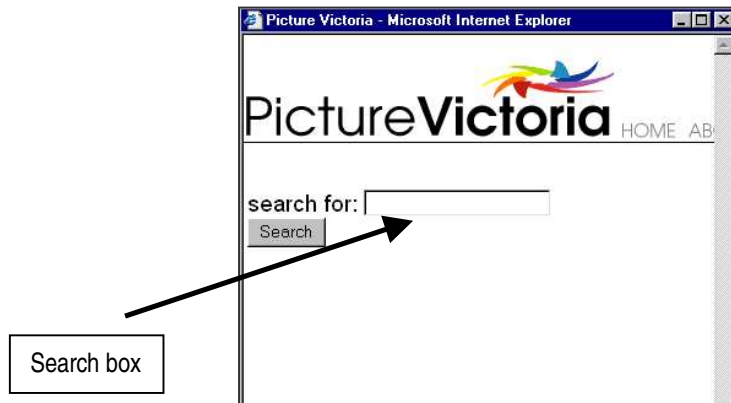
Date Modified Record has not being modified

[Image](#) [Delete Image](#)

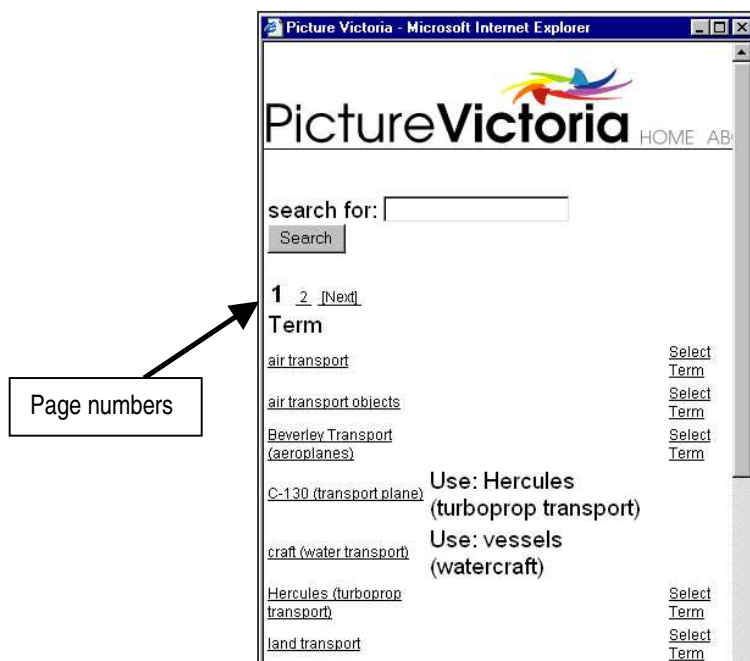


TO ADD A SUBJECT HEADING

- (i) Click on “**Select a term**” to the right of the subject entry box
A search box will open. The subject field is linked directly to the ***Australian Pictorial Thesaurus***, and will not allow you to type a subject directly into the field.



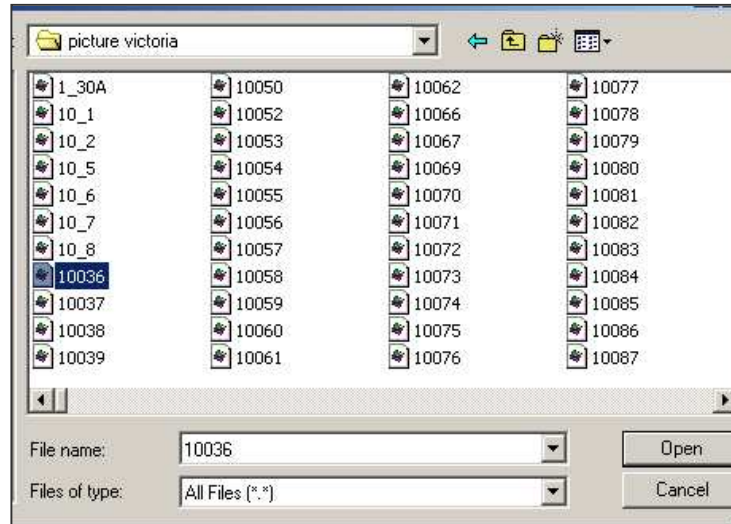
- (ii) Enter a keyword in the search box and click on **Search**.
A list of terms similar to that which you have entered will appear. If there is more than one page of results, the page numbers will appear at the top of the list. If no matches are found, the screen will go back to the empty search box



- (iii) To browse the complete list, click on the page numbers to move forwards and backwards. If you cannot find a term to use, type an alternative search term in the box at the top of the screen and click **Search** to commence a new search
- (iv) When you find the correct term to use, click on the **Select Term** option to the right of the term.
- (v) The term will be now loaded into the record.

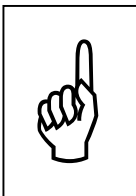
TO ADD AN IMAGE

- (i) To the right of the Image field, click **Browse**.
- (ii) Locate the image file on your computer or network



- (iii) Click **Open**.
The file directory will appear in the Image field.

Once the worksheet has been filled in, click on **Add Record** at the bottom of the page.



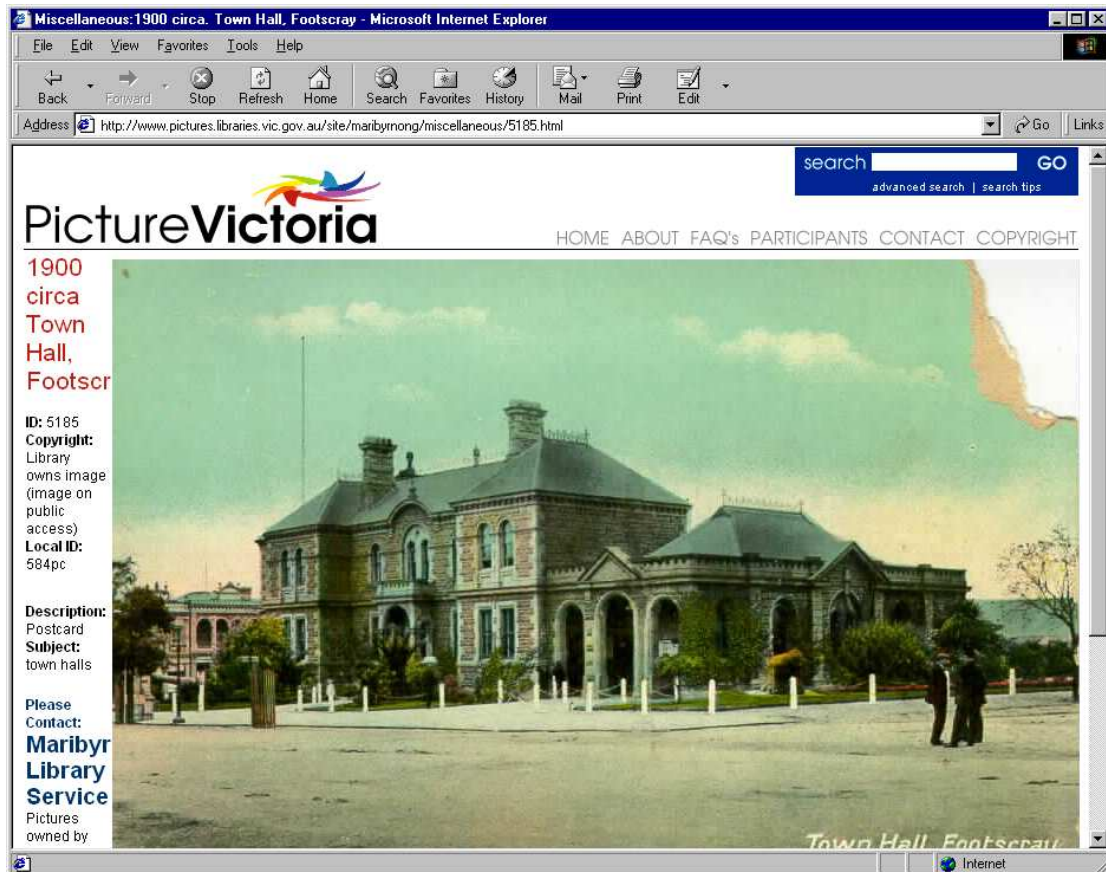
If any one of the compulsory fields is not completed, an error message will appear alerting you that this field is blank. Click OK and complete the relevant field. You will then be able to add the record.

Once the record is added a confirmation screen will appear briefly, and then the screen will return to the Administration Home Page.

PictureVictoria will automatically assign an ID number to the record.

RESIZING AN IMAGE


If an image is too large, when it displays in the Full Record Display window the image may obscure the text displayed in the left of the window. An example is shown below.



To resize the image, you need to edit the record.

Search for the record you wish to edit

From the results list:

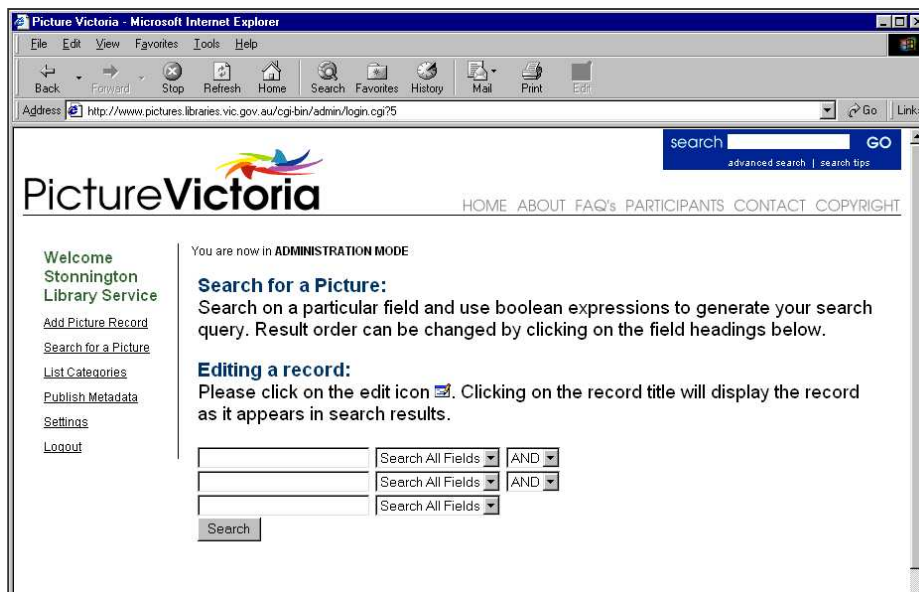
- (i) Click on the Edit icon  to open the record. The completed worksheet for the record will be displayed
- (ii) Under Save Changes information about the image will be displayed. If the image is too large, an option will be provided to resize the image, as below:

Full sized image is too large. Current size is 819 px. Click [here](#) to resize

Current Full sized image width is 640 px.
- (iii) Select the option to resize. A prompt will ask if you are sure. Select OK. The new image size will be displayed.

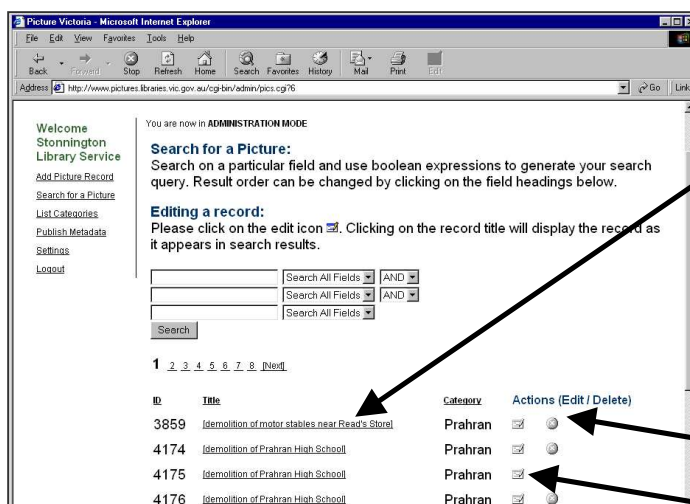
SEARCHING FOR RECORDS FROM ADMINISTRATOR PAGES

From the **Administrator** Home Page



- (i) Enter a search term in the field provided.
- (ii) You can limit the search to a specific field, or search across all fields. Use the drop down menu to select the search field.
Note: that **ID** refers to the PictureVictoria ID number (not your unique ID).
- (iii) You can use Boolean searching by choosing from **AND, OR, NOT** and then adding an additional terms in the remaining search boxes
- (iv) Click **Search**.

The results will be displayed under the search box. You may need to scroll down to view your results.



To view any of the records from your results list, click on the record title. This will display the record as the public will see it, in a new browser window.

If no results are found, you will see a statement that "There are no pictures in this category".


Delete icon

Edit icon

TO EDIT A RECORD

Search for the record you wish to edit


From the results list

- (i) Click on the **Edit** icon  to open the record. The completed worksheet for the record will be displayed
- (ii) Make the changes required
- (iii) Click **Save changes** to update the record

TO DELETE A RECORD

Search for the record you wish to delete.

From the results lists

- (i) Click on the Delete  icon. A message will appear on the screen to confirm the deletion
- (ii) Click **OK** to delete, or **Cancel** to return to your search results

TO EXIT THE ADMINISTRATION PAGES

From the Main Menu, click Logout

If you do not logout, your login will default to logged out after 60 minutes of non-use.

PUBLISHING METADATA

This function should be used when you alter the Settings information. It updates all records with the new information. If you click on the **Publish Metadata** menu option, you will be presented with an information box, as shown below.



Click **OK** to continue, or **cancel** to stop the creation of metadata.