

## Site Uploader

Uploading content via the Site Uploader is easy, fast and efficient. The process can be broken down into three easy steps:

*Please note: this service is provided primarily for users wanting to upload newsworthy and current content. To upload large quantities of **stock** imagery, S3 is recommended.*

### Step 1:

- From your dashboard click the '**Upload Sets**' button for new content or click the '**Upload Stock**' button for stock content.
- This will take you to the Create Set page. Click on the '**Upload files**' button or '**Upload Video**' button depending on the content type.
- A file selection window will appear so you can navigate to the folder in which you have saved your content.

### Step 2:

- Select the content you wish to upload and click open.
- The content will start uploading.
- **Please wait until all content is uploaded before entering details. This will ensure that it is transferred to every individual item.**
- If you have already filled out the details in Description/Caption and keywords in Lightroom, Photo Mechanic, Aperture or Photoshop, etc they will come across with the individual images into the matching fields.
- By clicking on an individual image you can edit specific caption details for that image.

### Step 3:

- Once the content has finished uploading and you have filled in all relevant details, click '**Submit**'.
- If you don't have time to complete all the details at the time of upload, you can click '**Save Draft**' to return and complete the details later.
- Please note that the content will not be available for sale until the content has been submitted and approved.
- Submitted content will then be reviewed by the Diimex Picture Desk and once approved will be available for sale.

## S3 Uploader

To **upload large quantities of stock images**, we offer an easy alternative to the Site Uploader. It's called S3 and it's very similar to FTP. The initial set up will take about five minutes.

*Please note: this service is provided primarily for users wanting to upload **large quantities of stock** imagery, for newsworthy and current content the site uploader is recommended.*

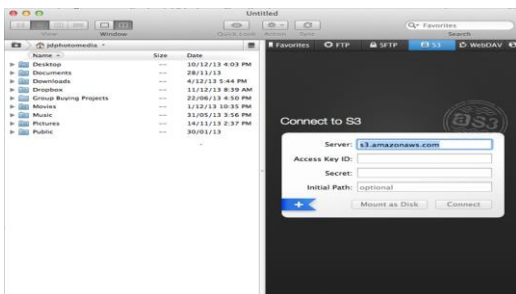
### Step 1: Download/install an S3 application.

PC (Windows)	Mac
Cloudberry	Transmit
S3 Browser	3hub
Crossftp	Forklift

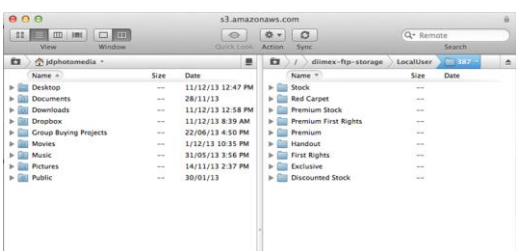
*(Note: The above are suggested applications only, Diimex accepts no responsibility for the functionality of any third party software.)*

### Step 2: Establish a connection

- Your personal S3 details are located on your dashboard and under the **'My Account'** tab. Copy the matching fields to your software to establish connection as per below screen shot. **Do not forget to select the S3 option and NOT FTP.**



- Once a connection is established you will see the various content type "drop" folders, as per the screen shot below. **(Transmit)**



### Step 3: Get your files ready and organized

- Make sure your images are the correct size, for image sizing guidelines see below.
- Please make sure all of your images are grouped into individual 'sets' (a set of images are a group of images relating to each other, usually shot around the same time and based around the same theme). All images relating to a 'set' must be contained in a 'set folder' with the appropriate 'set name' as the folder name. (a 'set folder' can contain **between 1 and 100 images and/or videos.**)

- Even if you are uploading a single image please **ensure that it is in a 'set folder'**.

### Step 4: Upload

- Once you are 100% ready just drag and drop your content into the appropriate drop folder.

### Step 5: Submit

- After uploading via S3, the content will be sitting in your drafts.
- Please go to your drafts and ensure you complete the relevant details and submit the content as soon as possible. The content will not be displayed for sale until it has been submitted and approved.

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## Diimex Image Sizing Guidelines

In summary, where possible all images should be in jpeg format as follows:

- Between 1-5 MB's compressed (Max 5MB's)
- 5000 pixels (longest edge)
- 75% jpeg compression

Please note:

- ***Do not upload watermarked images***, Diimex automatically watermarks the content. If larger file sizes are required at a later date, we will contact the Contributor to arrange the transfer of the necessary high resolution images.
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## Video Compression Guidelines

As a general guide Diimex recommends the following:

**Codec:** H.264

**Frame rate:** 24, 25, or 30 FPS (Constant)

**Bit rate:**

- 2,000 – 5,000 kb/s (SD)
- 5,000 – 10,000 kb/s (720p HD)
- 10,000 – 20,000 kb/s (1080p HD)

**Resolution:**

- 640 x 480 px (4:3 aspect ratio)
  - 640 x 360 px (16:9 aspect ratio)
  - 1280 x 720 px (16:9 aspect ratio)
  - 1920 x 1080 px (16:9 aspect ratio)
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## Audio Compression Guidelines

As a general guide Diimex recommends the following:

**Codec:** AAC-LC (Advanced Audio Codec)

**Data rate:** 320 kbit/s

**Sample rate:** 48 kHz

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The complete Diimex 'Acceptable Content Guidelines' can be found on the website in the 'About Us' section under 'Legals and Pricing'.