# Copyright registration file preparation process 2018

Prefix:

1. New copyright regulations 2018 a maximum of **750 images** per application.
2. Must have content titles for each image
3. Content title box has a limit of **1,995 characters**
4. An Excel spreadsheet listing all the content titles must be uploaded with the images.

Process:

1. In Adobe Lightroom, sort images by creation date.
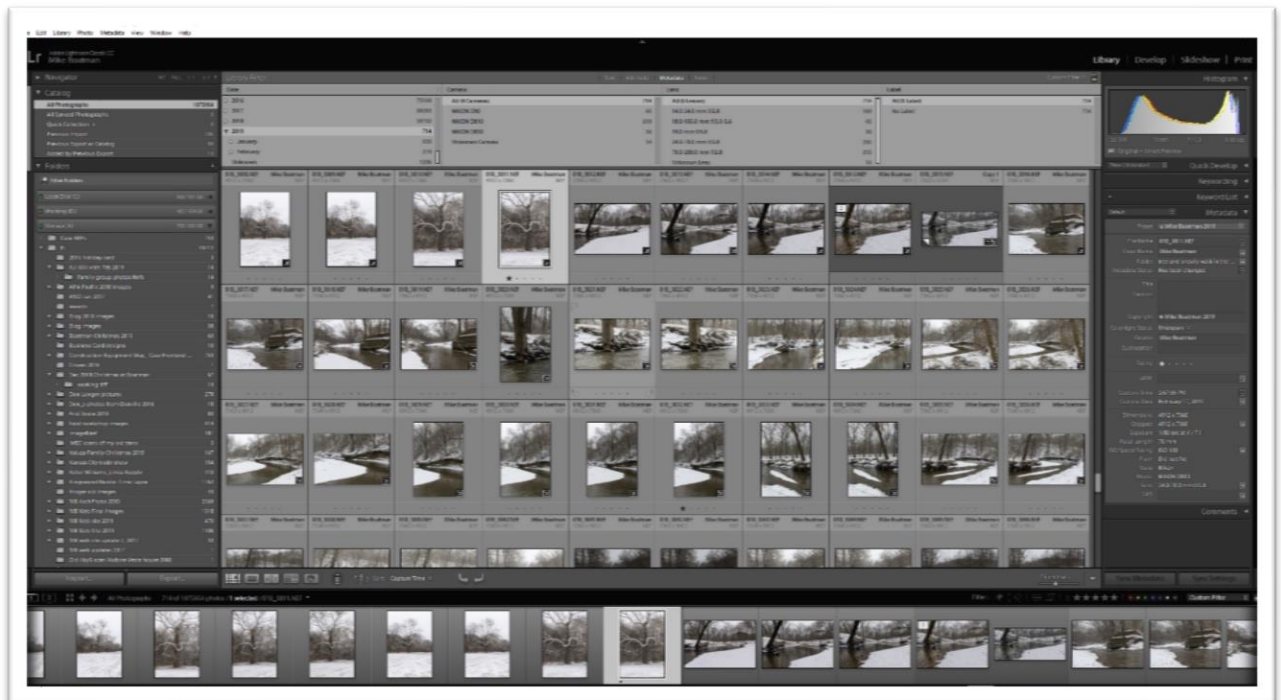
Use the metadata tab as your filtering agent. Make certain that your set on all photographs.

2. Export images to designated folder.

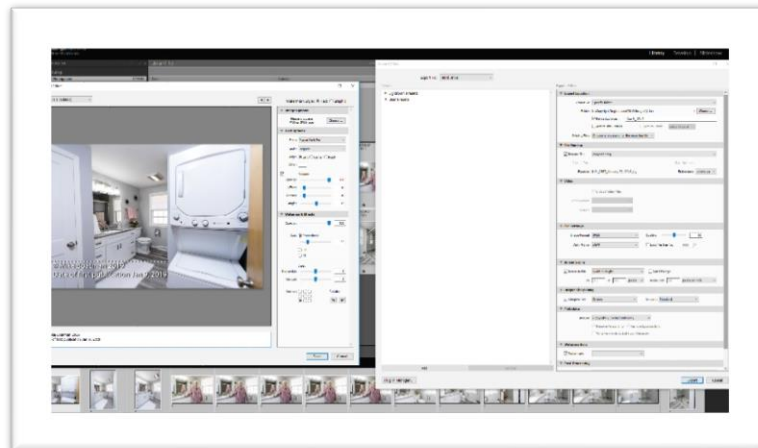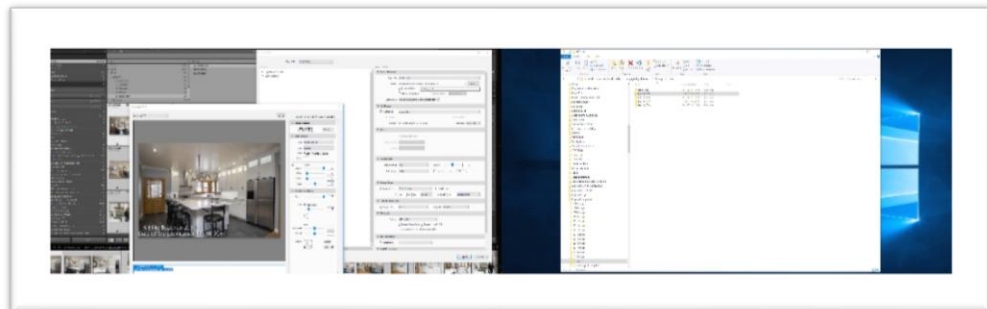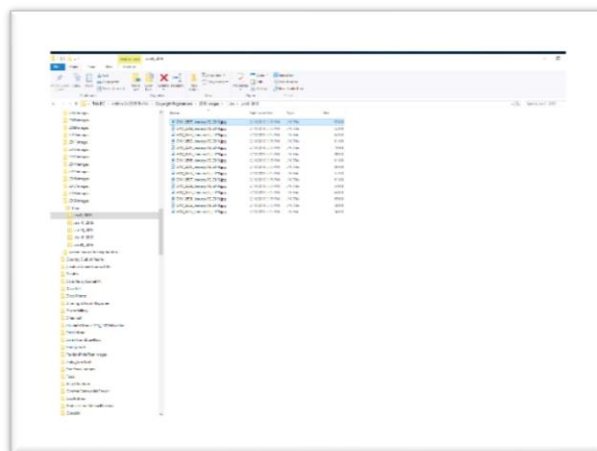Folder name will correspond to creation date.

Image files size 800 Pixels long side at 72 DPI Jpeg compression 3

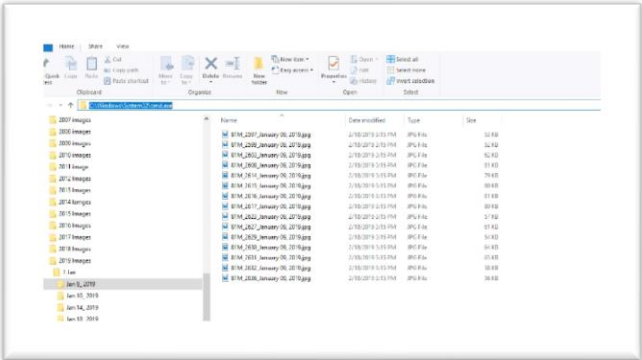File name will be exported out as "filename number suffix"

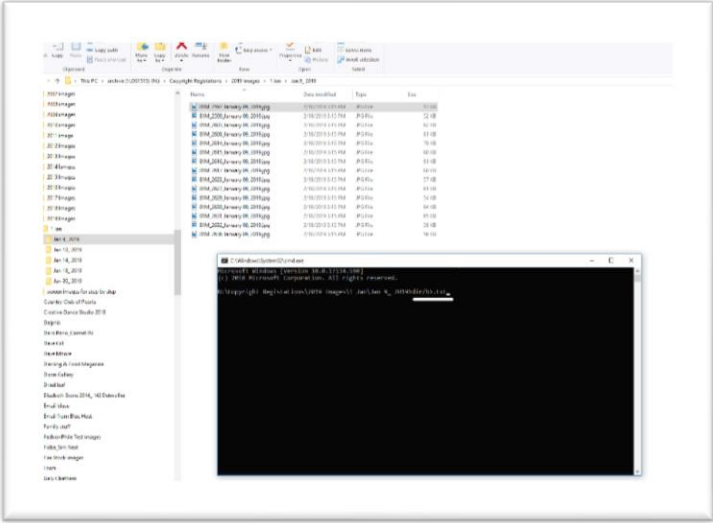3. Creating text word pad listing folder content titles.

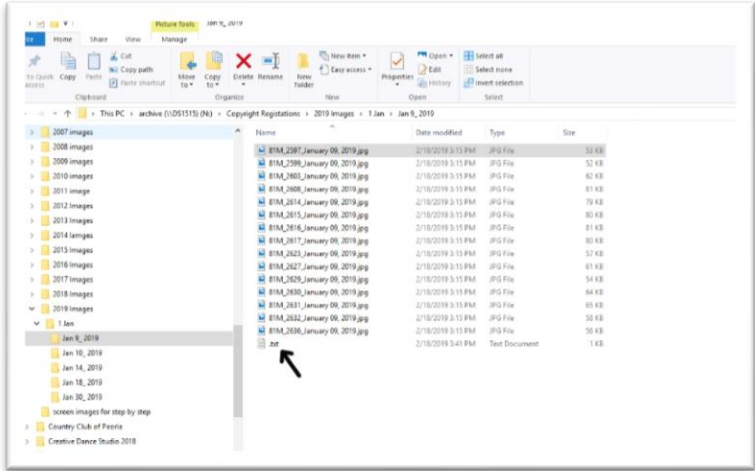   Navigate to inside the folder you want to list content titles

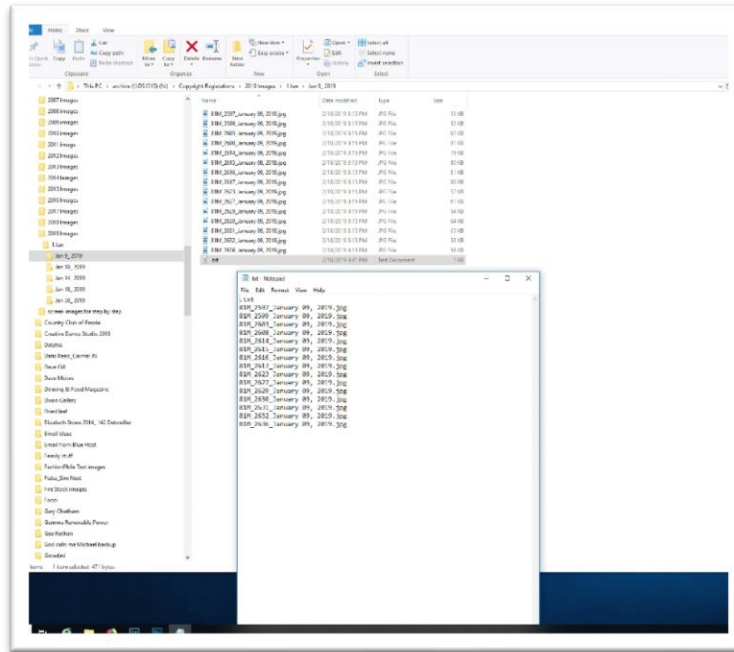Hold down the ALT + D Key or type in CMD in the address bar to bring up the Root directory.

Then type in, dir/B>.txt and hit the enter key

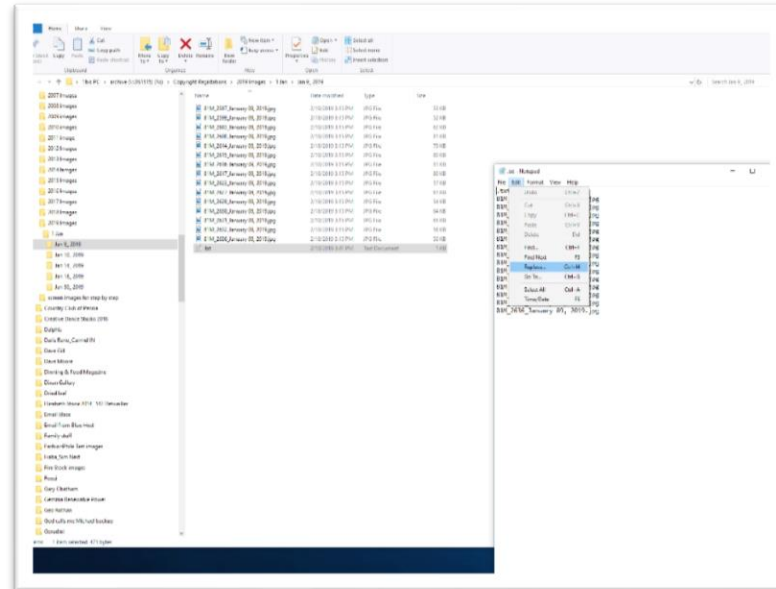This creates a text file in the folder with the images.

The text file list the image names in a word pad file

4. Preparing the text file.

Using the find and replace tool

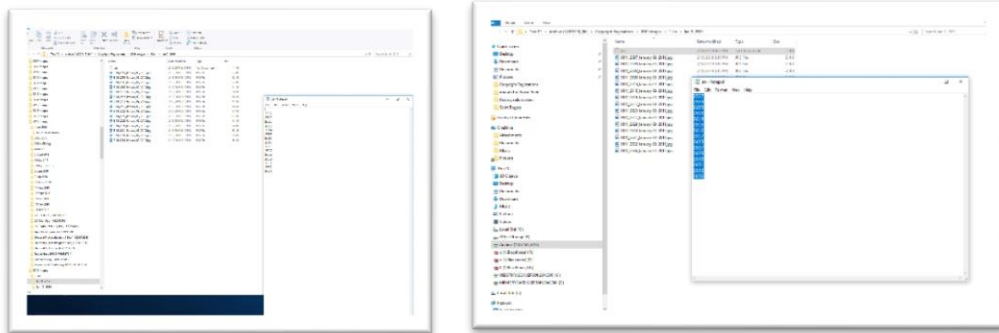remove the designated text from the title. Title needs to be reduced down to frame numbers or whatever you desire.
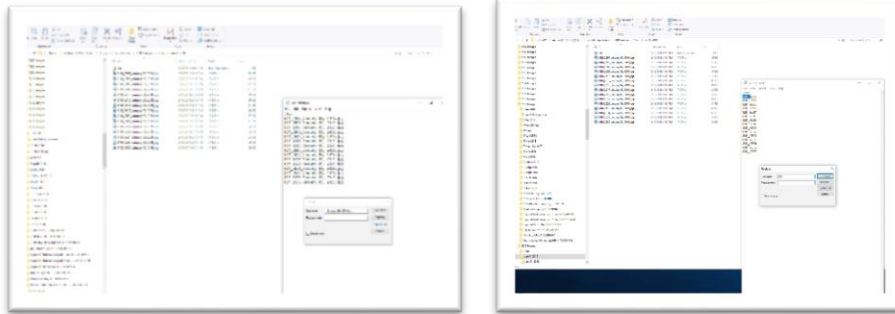
Now do Control A and Control C to copy all the text
Delete ".txt" from list
Remove any open lines do to the deleting of .txt

5. Creating a Word Doc file.
   Open Word Doc and paste all of the content titles.
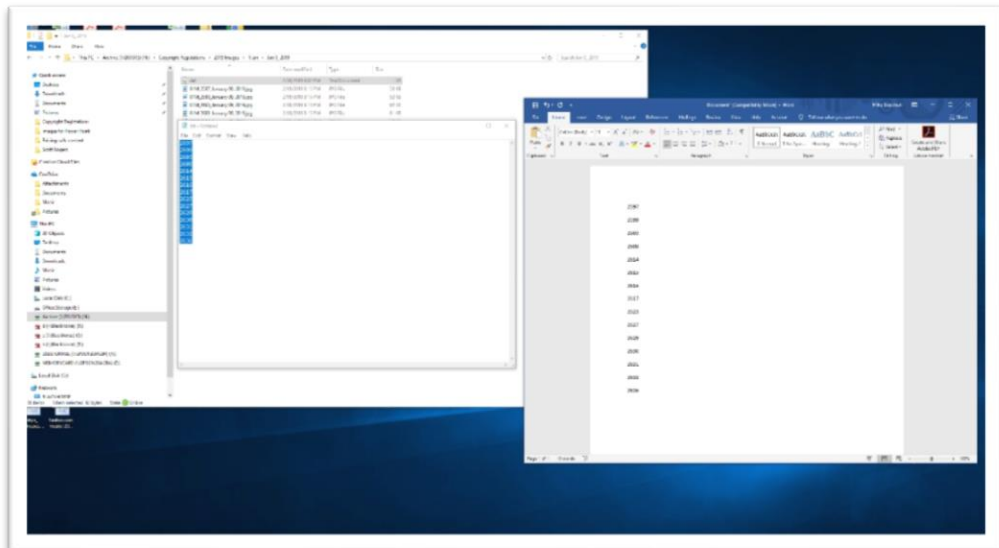
This will create a single line per each title double space column.

To convert this format to a " ; space format " in order to divide into the appropriate limitation of characters per copyright office of 1995 characters do the following.

Using the Replace function type, ^p in the Find what space
In the replace with space type ;   and the space bar once.
Hit enter.

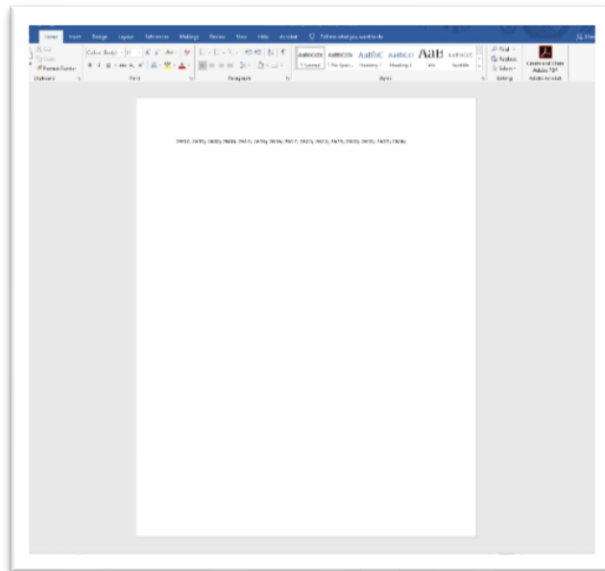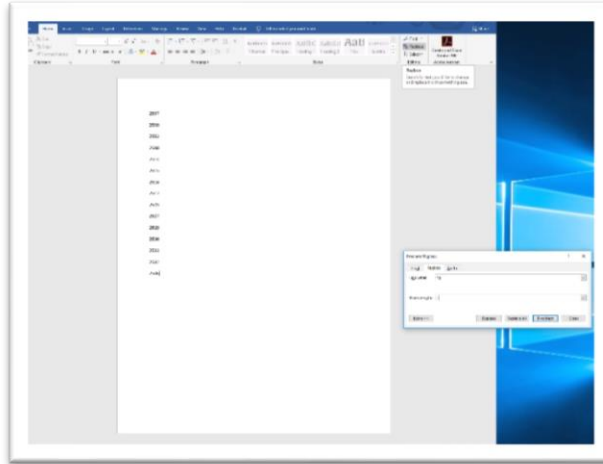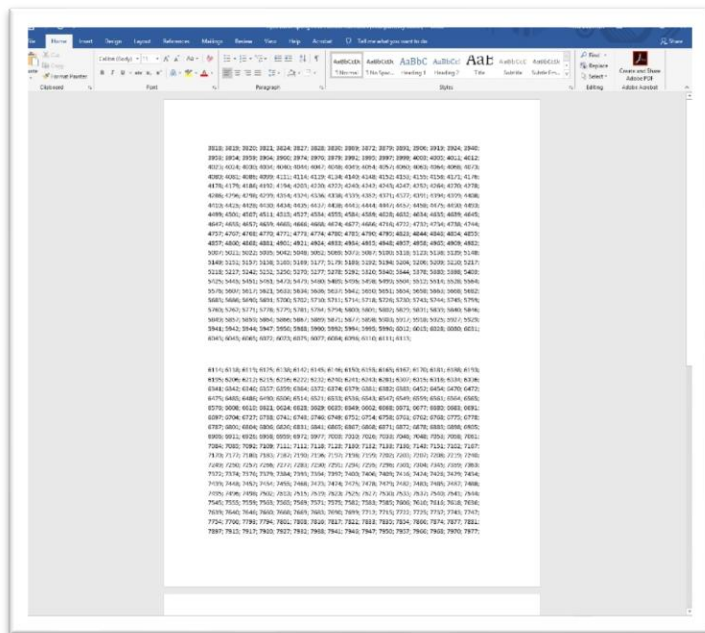Now you can use the word count function under the review tab to divide these   ; space titles, into paragraphs of the appropriate number of character limitation by copyright office

6. Creating the Excel spreadsheet

Using the Excel spreadsheet template supplied from the copyright office, copy and paste, from the notepad text Doc the content titles into the appropriate column designated by the copyright office.
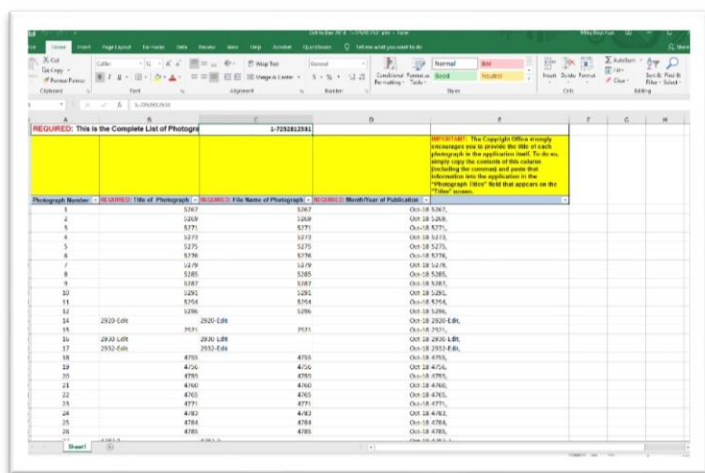
Optional, if you want to create two WordPad documents one for content titles in the second four image file names that's up to you. Per the copyright office all they require is that there be an element of continuity, something in common between the title and the file name for identification purposes. I have chosen to use the frame number generated by the camera at creation as that element. This preserves a constant chain of evidence created by the camera all the way through delivery to the client. On

Fill out the balance of the Excel sheet following the instructions from the copyright office.

The service number which is required by the copyright office to be on the Excel sheet is not generated until you start the application in the eCO website. I believe it's best to have the Excel sheet hundred percent completed except for the addition of the service number prior to starting the application.

Note, you're going to use the word pad to create the Excel sheet and you're going to use the Word document to copy and paste your content titles into the content title box.

7. Now that your files are prepared, it is time to start the application.

8. Title of work being registered example:
    Group registration photos, by Mike Boatman, published *(insert the date of creation and or range of dates*) ; (image count) photos.

    Group registration photos, by Mike Boatman, published January 1, 2018 to February 1, 2018; 750 photos.

9. Now from the prepared Word document copy and paste, content titles in the content title box.

10. Once all the content titles have been pasted in the content title box complete, the balance of the application and upload process.