

Lab B (Module 14)  
Batch Importing Images

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In this lab, you setup a library to support the batch import of images. The library leverages the EXIF data in the images to automatically provide metadata for the images.

# Task 1: Create a library

In this task, you create the library and configure it for the image content type.

1. Open Internet Explorer and navigate to <http://intranet.contoso.com/sites/ECMForTheMassesV3>.
2. In the Quick Launch area, click **All Site Content.**
3. Click the **Create** button at the top of the page.
4. In the left column, in the **Filter By** area, click **Library**.
5. Click the **Asset Library** option.
6. Type the name *Images*.
7. Click the **Create** button.

# Task 2: Upload Images

In this task, you upload some images into the library.

1. From the Images Library (<http://intranet.contoso.com/sites/ECMForTheMassesV3/Images1>), click the **Library Tools – Documents** tab.
2. On the **Upload Document** button, click the down arrow.
3. On the fly out menu that displays, click **Upload Multiple Documents.**
4. In the Upload Multiple Documents web dialog, click the **Browse for files instead** link.
5. In the **Open** dialog, navigate to C:\Content Packs\Packs\SharePoint 2010 ECM for the Masses Demo Version 4.4.0\Demo\Documents\Images.
6. Click the **OK** button.
7. Wait for the files to be uploaded, and then click **Done.**

# Task 3: Verify Metadata

In this task, we demonstrate the metadata associated with the image was added to the library with the image.

1. Click the first image in the thumbnail view.
2. In the pop-up that displays, click the **View Properties** link.
3. On the web dialog that displays, note that the *Picture Size* field contains the size of the image of 1600x1200.

# Lab Summary

