BLAUBLUT EDITION
PHOTO AGENCY

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Uploading instructions via the BLAUBLUT EDITION photographer portal

With this manual we would like to inform you about our new guidelines for image data upload - valid from August 2025.

This manual contains information and handling instructions regarding our image processing platform - from data transfer to captioning.

All data can now easily be sent directly to our image database. All previous transfer mechanisms via WeTransfer, Dropbox etc. are not applicable henceforth.

Upon successful image upload please complete the meta data of your highres jpegs using the entry mask.

In order to minimize the work for you, all data contained in the IPTC fields *caption* and *keywords* will be automatically detected and entered during the uploading process.

Please fill in all other mandatory fields of the entry mask.

Upon successful uploading we will as fast as possible check the meta data, edit the images and put them on offer via our sales channels.

As of: 08/2025

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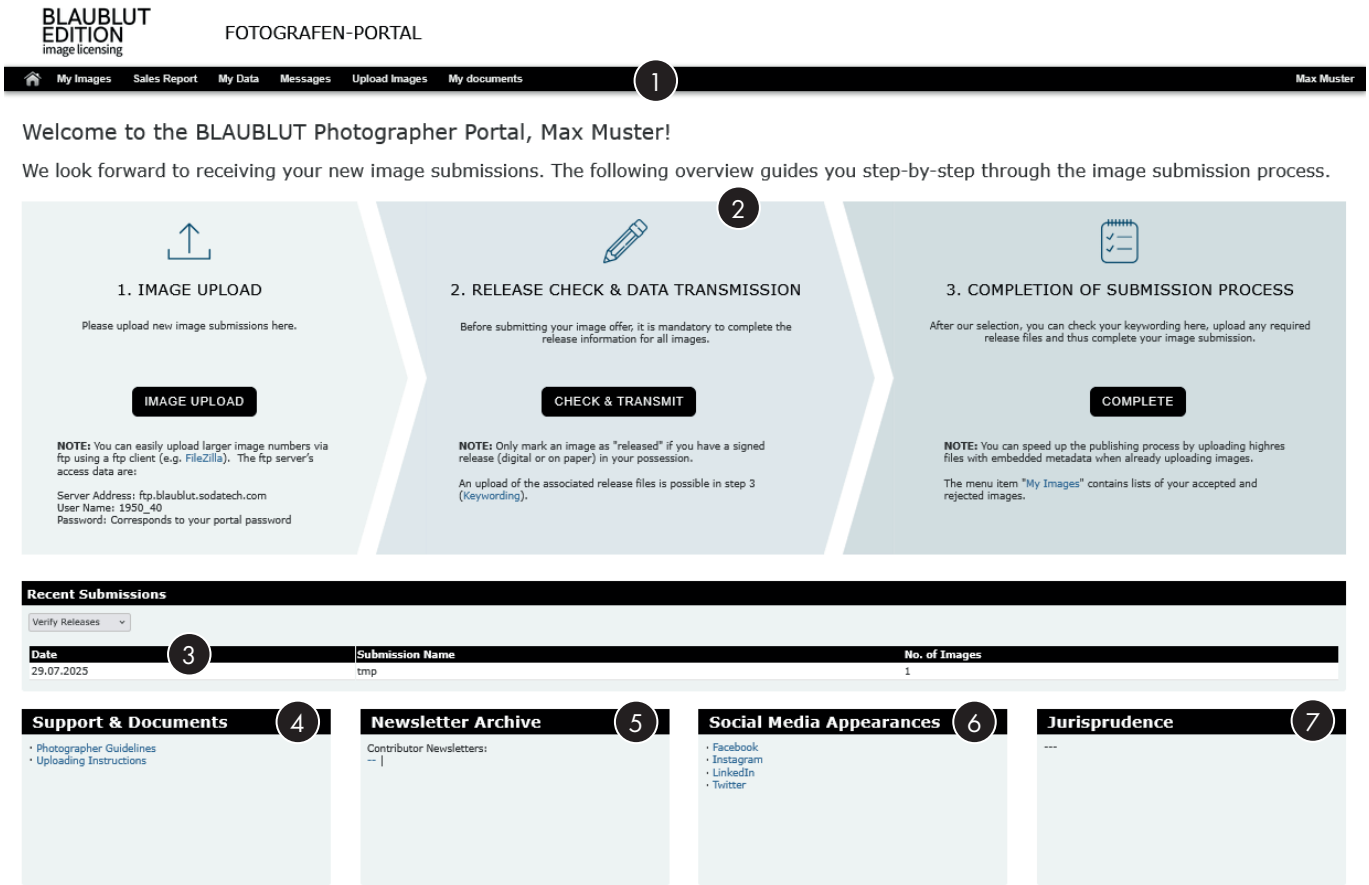

1 Logging-in to the photographer portal

Please use your personal log-in details to access the BLAUBLUT EDITION photographer portal: https://photographers.blaublut-edition.sodatech.com.

Upon logging-in to your personalised home page, you will find a quick guide regarding the image uploading process and various other content boxes containing info links to helpful documents.

1. Menu bar
   My Images - Accessing your image management
   My Sales Reports - Overviewing/downloading your sales reports
   My Data - Accessing/editing your data
   My Messages - Sending us e-mails via the portal
   Image Upload - Accessing direct image upload
   My Documents - Overviewing/downloading your sales reports until 01/2019

2. Overview Image Uploading Process
   Explaining the image uploading process step-by-step

3. Recent Submissions
   Overview of all image submissions including filter options

4. Support & Documents
   All important documents at a glance

5. Newsletter Archive
   Contributor briefings and service newsletters at a glance

6. Social Media Appearances
   Access to BLAUBLUT EDITION social media appearances

7. Jurisprudence
   Providing current documents/presentations on copyright issues

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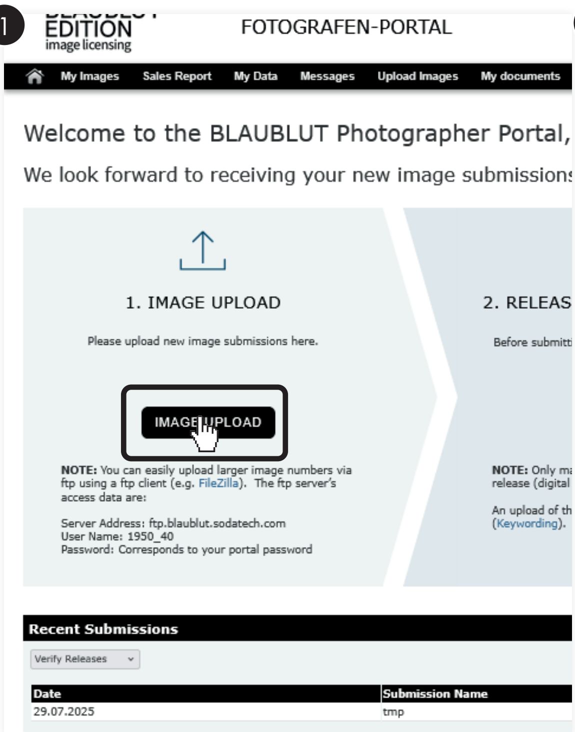
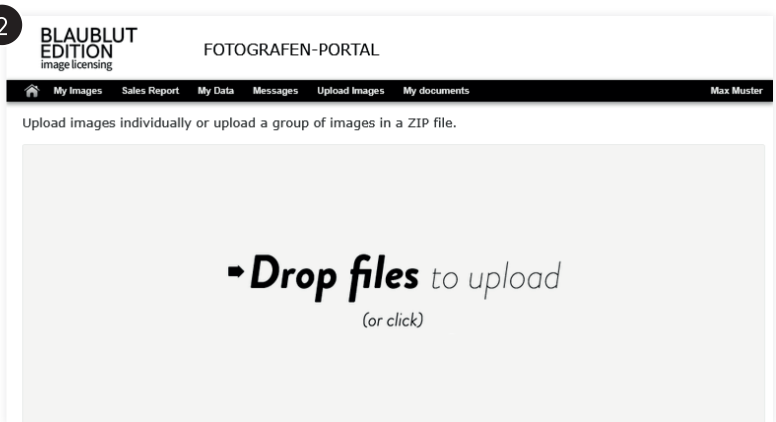
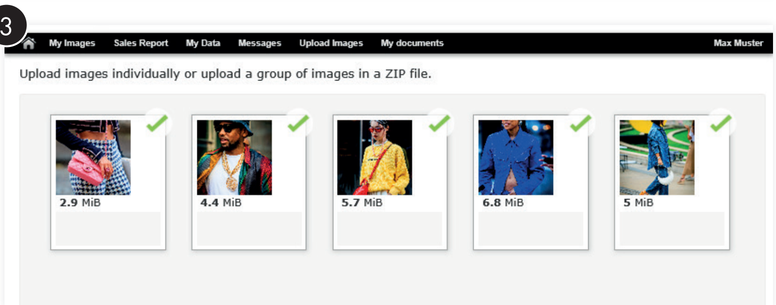
1 

2 

3 

2 Image Uploading Process

1. Click „Image Upload" on the home page (also accessible via the small blue menu bar).

2. Now, you will be directed to the uploading area, where you can upload your jpeg files via drag-and-drop. The upload will start automatically as soon as you pull files into the gray uploading box. This process cannot be stopped. Should you wish to delete images after uploading please refer to point 3.5 of this manual.

3. Successfully uploaded images will be marked with a green tick in the upper right corner.

TIP: Highres jpegs must be a minimum resolution of 300 dpi and comply with the Abode RGB colour space.

Alternative uploading method:
When uploading larger amounts of data and for faster transmissions you may use an ftp client. In this case please download and install, e.g. the ftp client FileZilla.

Server:
ftp.upload.blaublut-edition.com
Your ftp user name can be found on the portal home page underneath „1. Image Upload". The password is the same as the photographer portal login.

Using FileZilla you can directly upload new image offers using your login credentials.

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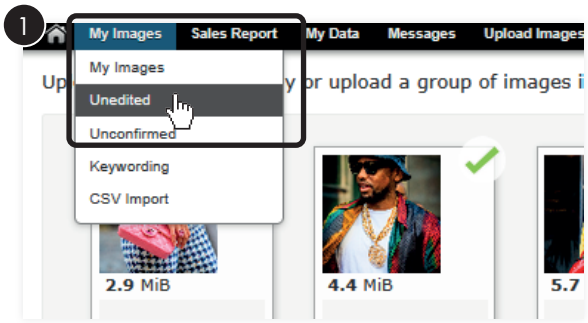
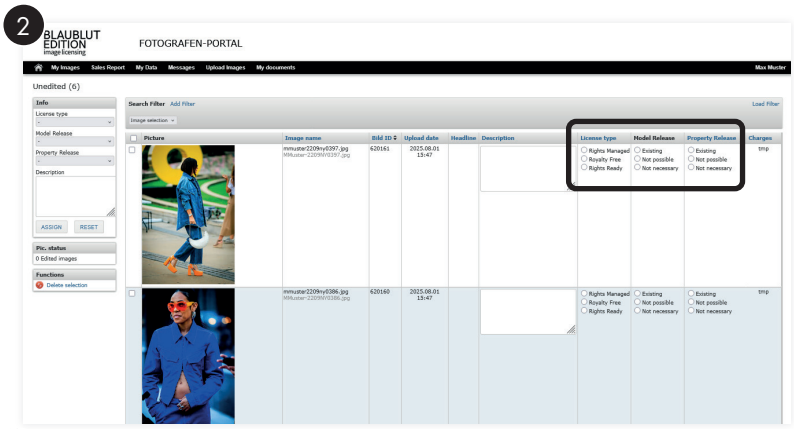
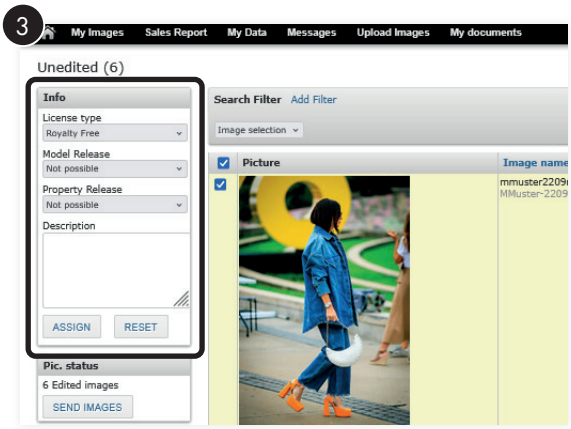
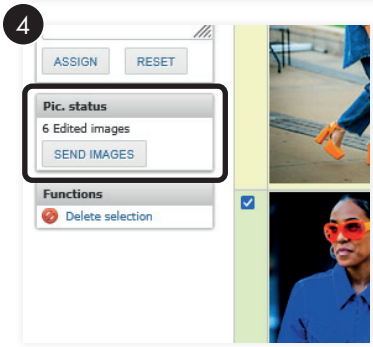
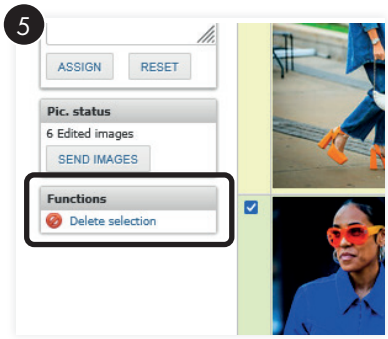










3 Release Check & Submission

In order for a new image offer to be completed and transmitted, it is necessary to attach relevant release information to the images.

1. Upon uploading, images will appear in the „Unedited" area. Access it via the small blue *Menu Bar > My Images > Unedited* (or via the portal home page menu point „2. Release Check & Data Transmission").

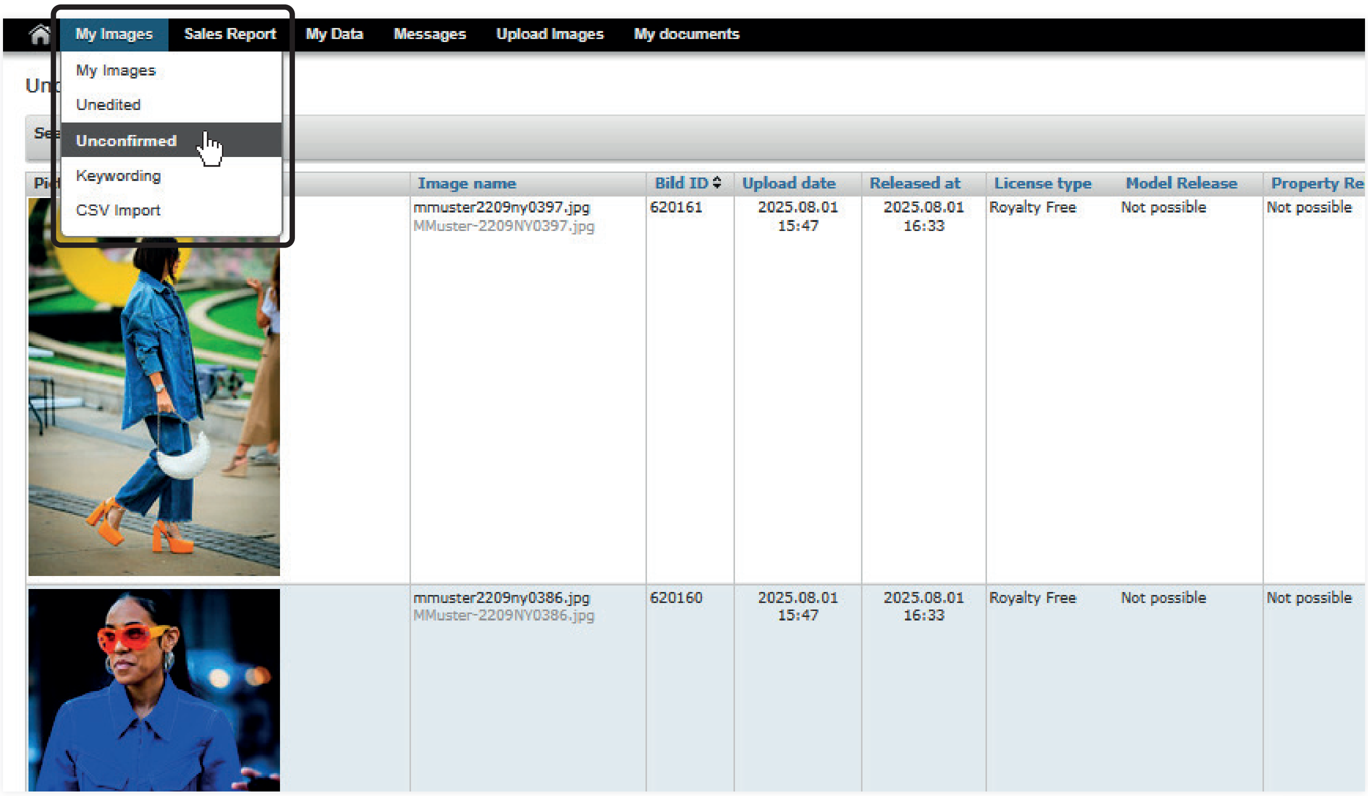
2. Please attach the following release information to each image:

   Not possible
   A release is needed but not available

3. Multiple release information can also be entered in one go via the left upper „Info" box. Please select all relevant images via the check mark column and select the correct release information, then click „Assign". Now, the release information will be added to all selected images.

4. Upon finishing the editing process for all images please send us your image offering by clicking „send images" in the „Pic. status" box.

5. Accidentally uploaded images can only be deleted in this area. Please select the relevant images via the check mark column and click „Delete selection" in the „functions" box.



4 Editing

Your image offer has now been transmitted to the art department team and will be edited swiftly.

As long as the image offer is in our editing area, the images will be shown as My images > Unconfirmed.

Once our art department has completed the editing and the keywording is in accordance with our keywording guidelines, we will publish the images immediately.

If this is not the case, we will send you the selected images with a corresponding note in order for you to finalise the keywording.

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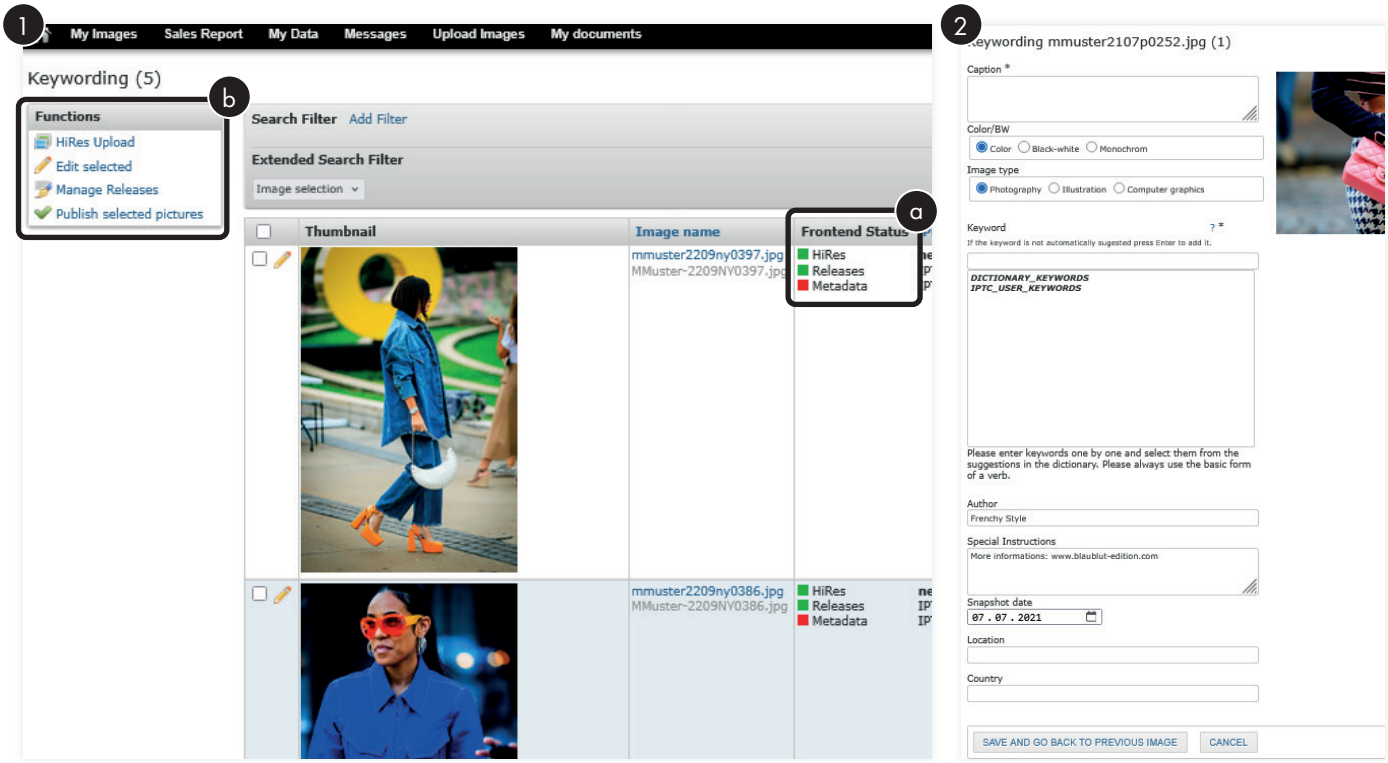

5 Keywording

Images, which need keywording can be called up via the *menu bar > My Images > Keywording* (or by clicking home page menu point *„3. Complete image submission"*).

The coloured boxes (■ / ■) in the column „Frontend Status" (a) will immediately show you what needs to be done to publish an image. As soon as all boxes are green (■) you can publish the images.

To edit a single image, you can open the keywording mask by clicking the pen icon next to the thumbnail (1) .

Please complete the meta data in accordance with our keywording guidelines (2).

Using the functions box (b) you will find several helpful tools:

HiRes Upload
Should you have sent lowres data for the selection process you will be able to overwrite images with their highres data.

Edit selected
Edit multiple images in batch mode.

Manage Releases
Signed releases (jpeg or pdf) for an image can be uploaded and attached to the respective image. A quick guide can be found on the following page.

Publish selected pictures
Upon completing the keywording for all images please complete the process by selecting the keyworded images via the check mark column and clicking (✔). The images will then be sent for a final check by our keywording department and published after successful examination.

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FAQ

How should images be offered?
To speed up the editing process in advance, please provide jpegs in 300dpi also complying with the Abode RGB colour space.

How can I tell whether my upload was successful?
Images that have been uploaded successfully via the portal will get a green tick. Images, that have been uploaded via ftp can be found via the *menu bar> My Pictures> Unprocessed*

What's the meaning of the status information in the „My Pictures"?
Via menu item „My Images" you can have a look at all your images, that are currently stored in our database. This will include all images, which you deleted during the submission process and/or images rejected in the editing process.

DELETED - the image has been deleted by the photographer

UNCONFIRMED - the image is currently in the editing process of the Art Department

REJECTED - the image was rejected by the Art Department

KEYWORDCHECK - the image is currently under review by the keyword department

QUALITY CHECK - the image quality is checked

KEYWORDING - the image needs a complete keywording by the photographer

ACTIVE - the image is currently for sale via our sales channels

How do we communicate most effectively?
After completing a submission, you can contact us via the portal (menu bar> Messages).

What happens after the upload?
In the case of completely keyworded highres jpegs you will receive a submission confirmation in the form of an image number list. Submissions, that do not meet the aforementioned standards, will be returned to the photographers for re-editing.

Which of the IPTC information will be accepted by the system?
The IPTC fields caption, keywords, location, country and the recording date will be accepted. Please edit the remaining fields according to our standards.

What should be considered regarding model and property releases?
Basically all pictures will have to be assigned to a status.

Please note the important difference between
Not possible = not available, but necessary and
Not necessary = not necessary because not relevant; or no person/property displayed on the image.
Please note that persons can be recognised by certain parts of their bodies, clothing or specific personal items. Likewise, details and silhouettes of objects may point to their brand, etc. Both are relevant to the law, and releases (for advertising reasons) will be required.

Who are my contact persons at BLAUBLUT EDITION?

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