## delos foto Imagine the world

- 1. Basic principle
- 1.1 Finally, a picture is a message.
- 1.2 A picture is meant to convey an infomartion, an event, a feeling.
- 1.3 In this regard, the following questions are to be answered:
- 1.3.1 Where did the event take place?
- 1.3.2 What happened? How did the take place? Why did it happen?
- 1.3.3 Who was involved?
- 1.3.4 When did the event take place?
- 1.3.5 Where did the message come from?
- 1.4 If all questions are answered, the picture is optimally described. Pictures without a description are worthless.
- 1.5 The diagnosis of a random way of description, which currently seems to be a predominant, but unpractical approach of photo stock agencies, must inevitably conclude in the idea of a standardisation of the picture description.
- 1.6 The standardisation of picture descriptions is one of the concepts of delosfoto.
- 2. This is how the description of your pictures is captured in the data base of delosfoto:
- 2.1 Direct entry into the data base
- Necessary precondition:2.1.1 You are a registered photographer with a keyword release
- 2.1.2 Internet access
- 2.1.3 The actual version of Mozilla Firefox or Google Chrome as a browser
- 2.2 Data delivery in form of a table
- 2.2.1 Ods-, xls- or PDF-Document
- 2.3 Typewritten or rather printed list in form of a table
- 3. Important categories for the inscribtion by photographers:

3.1	Basedata	Basic data	Where, when, wherefrom
3.2	Technical data	Technical data	When
3.3	Comments	Comments of the photographer	
3.4	General	General, common description	What, how, why
3.5	Sentiment	Sentiment, atmosphere	What, how, why
3.6	Nature	Nature	What, how, why
3.7	Culture	Culture	What, how, why
3.8	Economy	Economy	Who, what, how, why
3.9	Lifestyle	Lifestyle	Who, what, how, why
3.10	Politics	Politics	Who, what, how, why
3.11	Sports	Sports	Who, what, how, why
3.12	War	War	Who, what, how, why
3.13	Disaster	Disaster, catastrophy	Who, what, how, why
3.14	Chance status	Enabling of the description	

4. Effects on the charge

If you cunduct the picture description by yourself, you therewith also define your charge. An accurate, apposite and extensive picture description advances the chance of selling your pictures.

- 4.1 If you enter the description of the categories "Base data" and "Technical data" by yourself via our internet access, the usual charge for the base data in case of picture sellings will be omitted.
- 4.2 If you enter the description of the tags 3.4 ("General") till 3.13 ("Disaster") by yourself, the usual charge for the tagging in case of picture sellings will be omitted.
- 4.3 If you deliver files which are suitable for publishing (TIFF, 4000 dpi, colour depth 16 Bit), the usual charge for the scanning and the editing of analogue pictures will be omitted.



- 5. Expenditure of time, working efficieny
- 5.1 As you will notice, the direct description of your pictures within our data base proves much more efficient than the creation of extensive tables. In doing so, you save precious time.
- 5.2 After the upload of your pictures (which is done by delosfoto) you can immediately start with the description.
- 5.3 Right after the finishing of a picture description, the necessary administration data will be added by delosfoto and the picture will be published.
- 5.4 Once published, your pictures are quickly set up for sale.
- 2.1 Direct entry into the data base
- 3.1 "Base data"

#### 3.1



Fertig

Inputfields Basic data

Navigation in inputfields happens with "enter key= Return" along the given order or rather with the mouse (during selective choice).

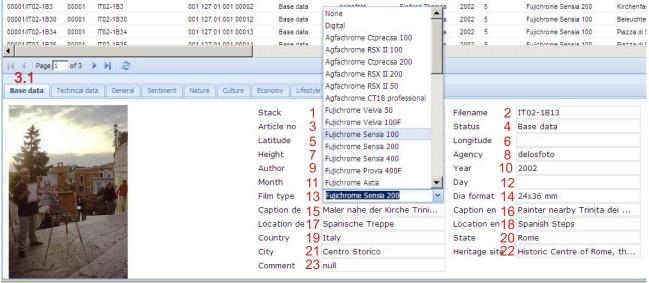
Field 1 Field 2 Field 3 Field 4 Field 5 Field 6 Field 7 Field 8 Field 9 Field 10 Field 10 Field 11 Field 12 Field 13 Field 14 Field 15 Field 16 Field 17 Field 18 Field 19 Field 20 Field 21 Field 22	Month Day Film type Dia format Caption de Caption en Location de Location en Country State City Heritage site	Stack number, generated by delosfoto during the import Inscribed from delivered data by delosfoto during the import Automatically generated from "Agency", "Country", "State" and "City" by committing Shows the status of the picture Import just for digital photos with integrated GPS Import just for digital photos with integrated GPS Import just for digital photos with integrated GPS Photo stock agency, administration limited to the number of 999 First name and last name of the author Year of origin Day of origin Film type used for production Size of original image Accurate description of visual content German Accurate description of visual content English Addition/exemplification for caption German Addition/exemplification for caption English State according to the UN definition in which the picture was taken Federal state of the accordant state City or village of the accordant federal state UNESCO-world culture heritage (if applicable)
Field 22	Heritage site	UNESCO-world culture heritage (if applicable)
Field 23	Comment	Internal processing notes

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2.1 Direct entry into the data base3.1 "Base data"

Possible entries

Field 1 Field 2 Field 3 Field 4 Field 5 Field 6 Field 7 Field 8 Field 9 Field 10 Field 11 Field 12 Field 13 Field 14 Field 15 Field 16 Field 17 Field 18 Field 19 Field 20 Field 21 Field 22	Caption en Location de Location en Country State City Heritage site	Cannot be influenced by the user Data name has to be assigned before picture delivery. Max. 12 signs! Cannot be influenced by the user Imported by delosfoto from the meta data of a digital picture Imported by delosfoto from the meta data of a digital picture Imported by delosfoto from the metadata of a digital picture Temporarily only delosfoto; to be chosen from table After the regisitration of a photographer; to be chosen from table Manual entry; from 1900 on; only numerics Manual entry; months 1-12; only numerics Choice from table Choice from table Manual entry Manual entry Manual entry Manual entry Manual entry Choice from table Choice from table Choice from table Choice from table Choice from table Choice from table
Field 22	Heritage site	Choice from table if applicable
Field 23	Comment	Manual entry



Fertig

Table (extract) "film type"

Navigation within the chosen table by mouse or arrow keys

Navigation within the entry boxes by "Enter key = Return" along the given order or rather by mouse (in case of directed choice)

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Table (extract) "filmformat"

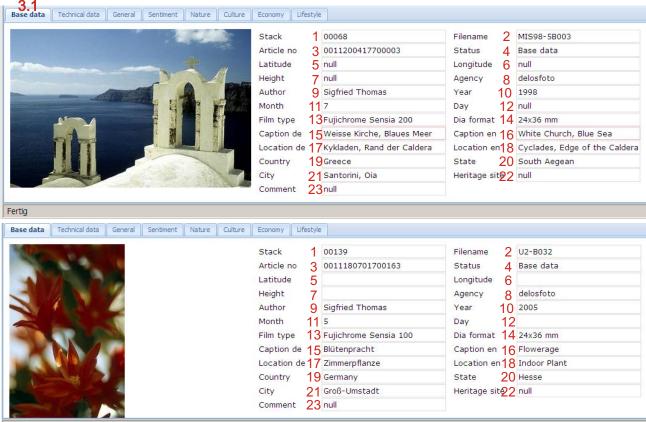
Navigation in chosen table is raised by mouse or with the arrow key

Navigation in inputboxes by "enter key = Return" along the given order or rather with the mouse (during selective choice)

2.1 Direct entry into the data base 3.1 "Base data" Explanation Field 1 Stack Field 2 Filename Maximal 12 signs if analogue; numerics, letters, special signs only "\_" or " /" Field 3 Article no Field 4 Status Field 5 Format has to be clarified Latitude Field 6 Longitude Format has to be clarified Field 7 Format has to be clarified Height Field 8 Agency Field 9 Author First name, last name Field 10 Year Field 11 Month Field 12 Day Field 13 Film type Field 14 Dia format Field 15 Caption de Only German umlauts and English ABC Field 16 Only German umlauts and English ABC Caption en Field 17 Only german umlauts and English ABC Location de Field 18 Location en Only German umlauts and English ABC Field 19 Country Field 20 State Field 21 City Field 22 Heritage site Only for contents described by UNESCO Editing note, always begins with "Editing, ..." Field 23 Comment If you think that the assistants of delosfoto treated your picture in a bad way, please confirm your opinion within this field.



- 2.1 Direct entry into the data base
   3.1 "Base data" Characteristics
- Field 13 For pictures only available in digital format choose "Digital".
  Field 14 For pictures only available in digital format choose "Digital".
  The entries are being analysed and entail an accordant classification note within the display of search results.
- Field 15 "Caption" describes the visual character of the picture: Field 16 Example on page 2: Front of a Church, Obelisk Example on page 5: White Church, Blue Sea
  - Example on page 5: Flowerage
- Field 17 The field "Location" offers additional information:
  Field 18 Example on page 2: detailed description and the name of the church Example on page 5: "Cyclades" is an established term, as well as "Caldera". Established historical terms like "Cappadocia" or landscapes as "Odenwald" are always to be listed. Example on page 5: subdivision in ordinary items, for example: house plant garden plant wild plant Example on page 6: If a term is common in the national language, it can be inserted here.



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The variable entry fields "Caption" and "Location" are not limited in length.

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 2.1 Direct entry into the data base
 3.1 "Base data" Inscription example "Location"

00027	AE87-18050	001 316 15 003 00023	Tagged	delosfato	Sigfried The	omas 198	87 8	Koda	achrome 64	24x36 mm	Skulptur Kalks	tein ir 🗄	Sculpti	ire from Li	im∈ Sahra al Beida	Sal
00027	AE87-1B051	001 316 15 003 00024	Tagged	delosfato	Sigfried The	omas 198	37 8	Kode	achrome 64	24x36 mm	Skulptur Kalks	tein ir 🗄	Sculpti	are from Li	ima Sahra al Beida	Sal
00027	AE87-1B052	001 316 15 003 00025	Tagged	delosfato	Sigfried The	omas 198	37 8	Koda	achrome 64	24x36 mm	Skulptur Kalks	tein ir 🗄	Sculpti	ire from Li	imε Sahra al Beida	Sal
4																
14 4	Page 2 of	4 🕨 🕅 🌊														
3.1																
Base d	ata Technic	al data Comments	General	Sentiment	Nature	Culture	Econor	my Lifestyle	Politics	Sports W	ar Disaster	Ran	king	Stock		
	Ш								0							
1000					S	tack	1	00027			Filename	2	AE87	-1B050		
					A	rticle no	3	00131615003	00023		Status	4	Tago	ed		
and the					A	gency	8	delosfoto			Author	9	Sigfr	ied Thon	nas	
		10	See.		Y	ear	10	1987			Month	11	8			
1000		1	-		D	aγ	12	·			Film type			chrome	64	
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		120			to an interest La	ocation en	18	Sahra al Beid	a		Country	19	Egyp	t		
					S	tate	20	New Valley			City	21	Whit	e Desert		
					H	leritage site	22				Comment	23				
		The stand	a.		See See											

By using the button "Commit", your entries are being saved. If you leave the page without saving, your entries will get lost.

📑 Geofoto - Admin 🛛 🔅												
Delosfoto - Administration (0.1-147-ga04ad82) - log												
Stacks	Stacks Photos Tables Tags Resources											
🛷 Comr	nit 📥 Print shee	ets 📥 Print labels	Change S									
Stack	Filename	Article no	Status									

With the exception of "Day", "Location de" and "Location en", all fields of the base data are mandatory fields and have to be filled. In case of missing entries you are requested for completion.

		Commit Changes X There are invalid records!		
t Nature C	Culture Economy	/ Lifestyle Politics Sports	War Disaster F	Ranking Stock
Sta	ack (	)0177	Filename	T7-B001
Arti	ticle no		Status	Uploaded
Age	ency o	lelosfoto	Author	Sigfried Thomas
Yea	ar 1	1985	Month	8
Day	y		Film type	Kodachrome 64
Dia	a format 2	24x36 mm	Caption de	
Car	ption en		Location de	
Loc	cation en		Country	
Sta	ate		City	
Her	ritage site		Comment	

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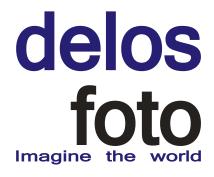
2.1 Direct entry into the database3.2 "Technical data"

00027 AE8	7-18067 0	001 316 15 00	3 00040	Tagged		fal	lse true true	Sca	an 4000 dpi 16 Bit	RGB	Ho	rizont	al format	Crosslight	Noon
🚺 🖣 🛛 Page	e 3 of 4	► N I @	þ												
Base data	3.2 Technical d	<b>jata</b> Com	ments	General	Sentiment	Nature	Culture	Econ	omy Lifestyle Politics	Sports	War Disaster	Ra	nking St	ock	
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						¢	Article no	3	0013161500300030		Status	4	Tagged		
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art.	12	Car and	and the second second	Ca-2		C C	Color space	11	RGB		Format	12	Horizonta	il format	
2.05	14	A PAR				L L	ighting	13	Crosslight		Time of day	14	Early mo	rning	
				States.	Maria and	т	īff	15	true		Jpeg	16	false		
		Carlor .	7 4	60 · · ·		F	sd	17	false		Red	18	14		
					all a	L	ime	19	11		Blue	20	10		
and the		and a state		- AND -		Y I	rellow	21	9		Cyan	22			
	Carl State				A DECEMBER OF	No.	4agenta	23	3 7		Black	24			
						Ų	Vhite	25							

Entry boxes "Technical data"

Navigation within entry boxes by "Enter key = Return" along the given order or by mouse (in case of directed choice)

Field 1 Field 2 Field 3 Field 4	Stack Filename Article no Status	Stack number, generated by delosfoto during the import Inscribed from the delivered data by delosfoto during the import Automatically generated from "Agency", "Country", "State" and "City" while committing Shows the status of the picture
Field 5 Field 7 Field 8 Field 9 Field 10 Field 11 Field 12 Field 13 Field 14 Field 15 Field 15 Field 16 Field 17 Field 18 Field 19 Field 20 Field 21 Field 22 Field 23 Field 24 Field 25	Tiff Jpeg Psd Red Lime Blue Yellow Cyan	For a manipulated picture, choose here the kind of manipulation. Always enter "false" "True" for coloured picture If the original were transmitted to delosfoto, the is entry "true" Choose a camera from the table Choose the colour depth of the digital data from the table Choose the colour space of the digital data from table Choose the format of picture from table Choose the format of picture from table Choose the lightning conditions during the shoot from table Choose the lightning conditions during the shoot from table Choose time of day during the shoot from table If the digital data is a TIFF-Data, enter "true" If the digital data is a PSD-Data, enter "true" If the digital data is a PSD-Data, enter "true" Percentage of pixel for colour red Percentage of pixel for colour green Percentage of pixel for colour gen Percentage of pixel for colour yellow Percentage of pixel for colour cyan Percentage of pixel for colour magenta Percentage of pixel for colour magenta Percentage of pixel for colour black Percentage of pixel for colour white



- 2.1 Direct entry into the data base 3.2 "Technical data" Characteristics
- Field 1 The boxes 1-4 cannot be edited.

Field 4

Field 5 A manipulated picture has to be marked. Every manipulation being concealed is a fraud.

Field 8 The entry "true" within the box "Analogue" means that the picture is stored by delosfoto.

Field 13 It is always an against-the-light photography, if you can see the sun in the picture.

Field 14 A sunset can also be an interessting cloud formation without a direct view to the sun.

Field 15 When inscibing a picture for the first time, it makes sense to choose only one of the classifications "TIFF", Field 16 "JPEG" and "PSD". Other data formats will be added by an assistant of delosfoto. We do not accept other data

Field 17 formats as TIFF, JPEG or PSD for the import into data base.

Field 18 The boxes for the colour values are already being generated during the import into the data base; that is the reason why the entries display during the first insciption of a picture and cannot be edited. Field 25





All contents of the tables are specified by delosfoto.

00157 TU96-5E042 001 353 06 008 00012 Base data	false true true	Sca	n 4000 dpi 16 Bit RGB	Ho	rizonta	i format Contreiour shot Subset
🔰 🖣 Page 2 of 4 🕨 🕅 🤯						Dawn
3.2						Early morning
Base data Technical data Comments General Sentiment Natur	e Culture	Econo	omy Lifestyle Politics Sports	War Disaster	Ra	Morning
			<u>~ n _ n ~ n</u>	-		Noon
	Stack	1	00157	Filename	2	Afternoon
	Article no	3	0013530600800012	Status	4	Late Afternoon
	Manipulation	5		Duplicate	6	Dusk
	Colored	7	true	Analogue	8	Night
	Camera	9	Scan 4000 dpi	Pixel depth	10	Sunrise
	Color space	0	RGB	Format	12	8
						Contraction and a second se
· · · · · · · · · · · · · · · · · · ·	Lighting		Contrejour shot	Time of day		Sunset 💌
	Tiff	15	true	Jpeg	16	false
	Psd	17	false	Red	18	11
	Lime	19	8	Blue	20	5
	Yellow	21		Cyan	22	
	Magenta	23	4	Black	24	32
	White	25				

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2.1 Direct entry into the data base3.3 "Comments"



Photographer comment If necessary, please use these boxes for annotations.

Photographer marketing Please notifiy here if there are any limitations for the sale of the picture.

Photographer costs Here, please notify all factors that could possibly influence the sales price of the picture. In this case, delosfoto will try to set up the price in regard to these conditions.

#### 2.1 Direct imput in data base 3.4 Tag "General" оот 127 от оот ооотч таууса 00001 1102-1000 LOOK ITOIL THE DULLO LOOK ITOIL THE DULLO AVEIL-DEILY, INCIDAU Table with one level Look from the Butto L Frontal picture 00001 IT02-1B36 001 127 01 001 00048 Tagged Look from the Butto L, Header Text Clearance 00001 IT02-1B37 001 127 01 001 00047 Tagged "General" describes general Look from the Butto L Horizon Centred 00001 IT02-1B38 001 127 01 001 00046 Tagged characteristics of the picture (e.g. Look from the Butto L Horizon Low 00001 IT02-1B39 001 127 01 001 00049 Tagged perspective, persons, objects, text Crowd, Long Shot, C Long Shot 00001 IT02-1B41 001 127 01 001 00050 Tagged clearance). Crowd, Relief, Long C Look from the Buttom Up 00001 IT02-1B43 001 127 01 001 00051 Tagged Header Text Cleara H Look to the Left Side 00001 IT02-1B44 001 127 01 001 00052 Tagged 00001 IT02-1B47 001 127 01 001 00053 Tagged Multiple persons, Lc M Look to the Right Side 00001 IT02-1B48 001 127 01 001 00054 Tagged Multiple persons, Lo M Look Top Down • Macro Photography 🕅 4 | Page 🚺 of 3 | 🕨 🔰 🍣 Medium Long Shot 3.4 Mirroring General Sentiment Nature Multiple Objects Base data Technical data Comments itics Sports Multiple persons Look from the Buttom Up delete Crowd delete Long Shot delete

Relief

delete delete

## delos foto Imagine the world

### 2.1 Direct entry into the data base3.5 Tag "Sentiment"

ner:Blue Sk
ier:Blue Sk
ner:Blue Sk
her:Blue Sk
ner:Blue Sk
her:Blue Sk
ner:Blue Sk
ner:Blue Sk
her:Blue Sk
ICI. Diac Oil
ics Spo
delete
delete
delete
1

Table with only one level

"Sentiment" describes the emotion being conveyed by the picture.

2.1 Direct entry into the data base

#### 3.6 Tag "Nature"

The tables afford an exact description of the visual content up to three levels.

	3.6					
General Sentiment Na	ature Culture	Economy	Lifestyle	Politics Spo	orts War	Disaster
Landscape Part of Plant	Plant Species	Animal N	1ineral Roc	k Weather	Organizal	tion N

Landscape	Table for the general description of the landscape: beach, coast, mountains, lake,
Part of Plant	Table for relevant parts of plants: bloom, branch, bole, leaf
Plant Species	Table for the description of plant species and plant families, also for the Latin term
Animal	Table for the description of animal families and animal species, also for the Latin term
Mineral	Table for the description of minerals and their varieties
Rock	Table for the description of stone groups and their subspecies
Weather	If the weather is a characteristic component of the picture, an accordant entry should follow here.
Organisation N	Table of organisations connected to nature or nature protection

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# It Page 1 or 4 It It

- 2.1 Direct entry into the data base
- 3.7 Tag "Culture"

The tables afford an exact description of visual content on two levels 37

General	Sentiment	Nature	Culture	Culture Economy		Lifestyle Politics		Sports War	
Scene	Architecture	Religion	Museum	Education	Science	/Research	Organiz	ation C	

Scene	Table for general description: capital city, village, places of interest,
Architecture	Table for relevant architectural styles: Roman, Greek, Egyptian, Modern,
Religion	Table for the description of religions if relevant for the visual content
Museum	Table of museums
Education	Table for educational institutions
Science/Research	Table for scientific insitutions and research.
Organisation C	Table of organisations connected to culture



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#### 2.1 Direct entry into the database

#### 3.8 Tag "Economy"

The tables afford an exact picture description of economical issues on two levels.

3.8

General Sent	iment Natu	re Culture	Economy	Lifestyle	Politics	Sports	War	Disaster
Industry Sector	Company	ompany Occupation		Currencies	Currencies Organization E			

Industry sector	Description of the kind of industry according to the US-standard
Company	Table of relevant companies
Occupation	Table for occupations (people at work)
Trademark	Table of labels and trade marks
Currencies	Tablel of currencies
Organisation E	Table of science organisations
Traffic	Table for traffic



2.1 Direct entry into the data base

#### 3.9 Tag "Lifestyle"

The tables afford an exact description of pictures representing the daily life.

					5.9				
General	Sentiment	Nature	Culture	Economy	Lifestyle	Politics	Sports	War	Disaster
Eating and Drinking		Health	Residence	Freetime	Hobby				

Eating and drinking	Table for all components of food
Health	Tables for topics of health care
Residence	Table for objects from domicile, flat and bureau
Freetime	Table for freetime topics.
Hobby	Table of relevant hobbies

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2.1

6.1

3.9 3.10 3.11 3.12 3.13

Base data Technical data Comments General Sentiment Nature Culture Economy Lifestyle Politics Sports War Disaster Ranking S



Direct entry into the database

Health	Smoking, Cigarette	delete
Free time	Recovery	delete
	delete	

While tagging your pictures, please consider that the view on things always can appear different, as shown in the example. Or: A house could be an owner-occupied house, an old-age provision or also income property.

3.10	Tag "Politics" The table affords an exact picture description of politicians, events, parties.
2.1 3.11	Direct entry into the database Tag "Sports" The table affords an exact picture description of athletes, competitions, functionaries.
2.1 3.12	Direct entry into the database Tag "War" The table affords an exact picture description of wars or rather of the involveds.
2.1 3.13	Direct entry into the database Tag "Disaster" The table affords an exact picture description of catastrophies and disasters.
21	Direct entry into the database

2.1 Direct entry into the database

3.14 "Change status"

By the confirmation of your entries with this button, you inform us that your picture description is finished. After further processing steps being handled by delosfoto, your pictures will be published.

- Ressources
   You can realize a lot of important tables under the menuepoint "Ressources" and download these as PDF data. Upon your request (phone or email) we verify your description and complete the tables that proove important.
  - As a photographer you do not have access to all appearant menue items being displayed below.

Delosfoto - Administration (0.1-143-g7ff7fig) - logged in as Sigfried Thomas - Logout							
Stacks Photos Tables Tags Resources Users Employees Photographers Pages Deleted							
🕂 Create 🔎 Edit 🛷 Commit 💻 Delete 🐻 Export Upload							
ld	Category 🔺	Name de	Name en	File type	Version	Size	Download
31	Document	DPMA_Marke_delos	DPMA_Marke_delos	PDF	1	5440738	Download
34	Document	Corporate Identity	Corporate Identity	PDF	2	3019477	<u>Download</u>
35	Document	Briefkopf	Letterhead	PDF	1	147967	Download
29	Info	Bildrechte/Freigabe	Rights/Releases	PDF	1	89218	Download

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- 7. You are enabled to archive your pictures at delosfoto. For that, there are two detailed functions at your disposal:
- 7.1 The complete overview of the picture description is available for all registered photographers.
- 7.2 Against an accordant charge, you can require the print of the labels for your slides.

Stacks	Photos	Tables	Tags	Resources	Users	Employee:	Pho	otographers	Pages	D	eleted
Commit 🖶 Print sheets 🖶 Print labels Change Status 🔽 Stack 00013 Artic							Article r				
Sheets (application/pdf Object)											



#### Technical data

Manipulation	
Duplicate	false
Colored	true
Analogue	true
Camera	Scan 4000 dpi
Pixel depth	16 Bit
Color space	RGB
Format	Horizontal format
Lighting	Crosslight
Time of day	Afternoon

The picture displays an extract of all available information.

E	Base data
Stack	00013
Filename	AE03-5-B30
Article number	001 316 27 001 00032
Status	Tagged
Latitude	
Longitude	
Height	
Agency	delosfoto
Author	Sigfried Thomas
Year	2003
Month	10
Day	
Film type	Fujichrome Sensia 200
Dia format	24x36 mm
Caption de	Feluken auf dem Nil
Caption en	Felucca on the River Nile
Location de	
Location en	
Country	Egypt
State	Luxor
City	Luxor
Heritage site	
Comment	



Label printing

You receive the labels on a roll. The order accords to your account on your display and being listed with an afferent grading.

The labels are suitable for small pictures and 6x6 dia frames.

0013162700400027   AE03-5-B2 S. Thomas   delosfoto 2003 Fujichrome Velvia 50	
Colossi of Memnon, left Statue EG   Luxor   West Bank West Bank	

8. Our software is absolutely new. In spite of extensive tests, errors cannot be completely ruled out.

In case of errors, please send us a problem report, if possible with a screenshot and a list of the errors being displayed during the incident.

Please describe the function which entailed the error.

Please indicate the software version and the way in which you were logged in.

Thank you for therewith helping us to optimise our service for all photographers.

Delosfoto - Administration (0.1-143-g7ff7f60) - logged in as Sigfried Thomas - Logout