



PHOTOGRAPHER WORKSPACE

FrameNote™ Capture User Guide

From camera card to captioned JPG

The complete workflow: Set up a job, import photos and voice tags, review autosaved captions, then finalize and download JPGs with caption metadata attached.

Use this guide with

[FrameNote™ Capture](#) and [FrameNote™ Capture Local Ingest for Mac](#)

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READ THIS FIRST

Where the caption is actually saved

FrameNote keeps your original photo safe. Caption metadata is written only into a new file that you download from FrameNote.

Most important: Opening the original JPG in another program will not show the FrameNote caption. Open the newly downloaded file ending in -captioned.jpg, or a JPG extracted from the FrameNote captioned ZIP.

Editing and autosave

- Type directly in the Caption box. FrameNote autosaves after a brief pause.
- Saved confirms that the current wording is stored; it is not a separate caption status.
- Once a caption exists, its queue status is Needs review until you finalize it. Downloaded appears only after FrameNote confirms delivery.
- Edits save automatically; use Finalize & Download JPG when the caption is complete.
- Autosave does not modify the photo file on your card or computer.

Finalizing the photo

1. **Review the latest caption.** Correct names, action, location, date, and any facts that matter to the editor.
2. **Click Finalize & Download JPG.** FrameNote finalizes the latest autosaved text and writes it into a new JPG. If delivery is interrupted, use Download JPG to try again.
3. **Open the downloaded file.** Look for Caption or Description in a metadata-aware program.

Single-photo filename: A photo such as DSC_1234.JPG downloads as DSC_1234-captioned.jpg.

Batch delivery: Download Captioned ZIP finalizes the included captions and downloads their captioned JPG copies.

Text export: Download Captions TXT creates a separate text file. It does not write metadata into a JPG.



FIRST ASSIGNMENT

Quick start: your first captioned photo

A new subscriber account opens with a private workspace and an empty job for the first assignment.

1. **Sign in.** Open FrameNote Capture and use the account created during signup.
2. **Name the job.** Use New Job when you need a separate assignment. The job switcher keeps events and photos from mixing.
3. **Complete Event Setup.** Enter teams, date, venue, location, sport, photographer, publication or client, and rights line. Click Save Event.
4. **Import a roster or code list.** This is optional, but it helps FrameNote turn spoken numbers or short codes into accurate names.
5. **Import photos and voice tags.** Use the browser for selected JPG and audio files, or use the Mac app for card markers, RAW files, and large selective ingests.
6. **Review the caption.** Open Needs review, correct the caption, and wait for the Saved confirmation.
7. **Finalize and download.** Click Finalize & Download JPG. Deliver that downloaded copy, not the original upload.

Recommended event details

Field	Why it matters
Teams and date	Adds assignment context and helps organize the job.
Venue and location	Supplies where the action happened and metadata location.
Photographer	Writes the creator or byline field.
Publication/client	Writes the credit field.
Rights line	Writes copyright and usage information.

Tip: Save recurring photographer, client, sport, location, venue, and rights details under Settings so new jobs start with useful defaults.



INGEST

Import in the browser

Browser import is the simplest path when you already know which JPGs and voice tags you want to send.

Pair files by name

Choose the photo and its matching audio file together. FrameNote pairs files that share the same filename stem.

Example: DSC_1234.JPG pairs with DSC_1234.WAV. DSC_1235.JPG needs DSC_1235.WAV if it has a separate voice tag.

Browser steps

1. **Open Ingest.** Confirm the correct job in the job switcher.
2. **Choose files.** Under Import Photos + Voice Tags, click Choose files and select JPG, WAV, or MP3 files.
3. **Start import.** Click Import files and keep the tab open while transfers and pairing finish.
4. **Move to Review.** Rows appear as completed files are registered. Processing can continue while later files upload.

When to choose the Mac app instead

- You want camera-protected, rated, tagged, or color-coded picks from a card.
- You are working with RAW or RAW+JPEG captures.
- You want FrameNote to skip files already ingested to the same job.
- You have a large card or folder and want a selective, retryable local scan.

Browser limitation: A website cannot automatically watch a memory card or freely read its local filesystem markers. That is why FrameNote offers the separate Mac companion.



MAC COMPANION

Use FrameNote Capture Local Ingest

The Mac app reads the card locally, selects the captures you asked for, and sends them to a FrameNote Capture job.

User action required: The Mac app is not an invisible plug-in. After downloading it, you must install it, open it, choose a source and job, scan, and click Send to Capture.

First use

1. **Install and sign in.** Download the Mac app from FrameNote Capture, open it, and use the same account. The session is protected with macOS Keychain-backed encryption.
2. **Choose a source and job.** Select a mounted card, DCIM folder, or local photo folder, then choose the destination FrameNote job.
3. **Choose a filter.** Select protected, tagged, rated, color-coded, any marked, tagged with audio, or all recognized photos.
4. **Scan and review.** Check the selected filenames, voice-tag matches, counts, and estimated size.
5. **Send.** Click Send to Capture and leave the card mounted until completion.

What happens automatically after you start

- Matching voice tags are paired by filename.
- Audio is sent first, and completed photos can be skipped on later scans of the same job.
- A same-stem camera JPG is preferred; supported RAW-only captures use a temporary embedded JPEG preview.

What the app does not do

- It does not auto-launch for a card or continuously watch folders in the background.
- It works directly with supported camera cards and local folders.
- It never uploads, edits, renames, moves, or deletes the RAW source file.



MAC REFERENCE

Filters, RAW files, and repeat scans

Use the filter that matches the way you mark keepers in camera or on the Mac.

Filter	Selects
Camera-protected	Photos marked as protected in the camera.
Tagged	Files tagged in Finder.
Tagged + voice tag	Tagged captures that also have matching audio.
Star-rated	Photos carrying a rating.
Color-coded	Colored Finder tags or standard XMP labels.
Any marked	Any protected, tagged, rated, or color-coded capture.
All recognized	Every supported JPG or RAW capture in the chosen source.

RAW behavior

- Supported families: ARW, CR2, CR3, DNG, NEF, ORF, PEF, RAF, and RW2.
- RAW+JPEG with the same stem: FrameNote uploads the camera-created JPEG.
- RAW-only: FrameNote tries to extract a sufficiently large, decodable embedded JPEG preview.
- The RAW source stays on the Mac and remains byte-for-byte untouched.
- For the most predictable workflow across untested cameras, shoot RAW+JPEG.

Repeat and interrupted scans

Keep Skip photos already ingested to this job checked for normal work. FrameNote remembers completed photo and voice-tag fingerprints on that Mac, even if the card later mounts under a different path.

Deliberate re-ingest: Uncheck the skip option only when you intentionally want to send the same files to the same job again.

Marker compatibility: FrameNote reads supported camera, Finder, rating, and color markers when they exist.



REVIEW

Review, finalize, and download

FrameNote drafts from the voice tag, event details, roster matches, and available photo metadata. You remain the final editor.

Read the status first

Status	Meaning
Creating caption	Audio transcription or caption generation is underway.
Needs review	A caption exists. Check it, edit it, and act on any useful Review notes.
Finalized	The current caption is fixed for export, but a file download has not yet been confirmed.
Downloaded	A captioned JPG or ZIP transfer was confirmed for the current finalized caption.
Needs attention	The row needs a retry, a clearer voice tag, or a manual transcript.

Review each photo

1. **Open the photo.** Select its row in Review. Use the arrow buttons or queue filters to move efficiently.
2. **Read the status.** Needs review still needs your decision. Finalized is fixed for export. Downloaded confirms delivery.
3. **Edit the Caption box.** Correct facts and wording. FrameNote autosaves after a brief pause.
4. **Check Review notes when shown.** Open the compact notes panel only when it contains a useful suggestion.
5. **Confirm Saved.** This confirms that the latest wording is stored in the job.
6. **Use Improve Caption only when useful.** It regenerates from the available voice tag and assignment context; review the result again.
7. **Finalize and download.** Finalize & Download JPG uses the latest autosaved caption. The status becomes Finalized while the file is prepared, then Downloaded after delivery is confirmed.

Editorial control: Review notes and Improve Caption assist the review. They do not replace checking identities, scores, dates, locations, or other publication-critical facts.



DELIVER

Download the files that carry the caption

FrameNote creates delivery copies. Your imported original remains unchanged.

One photo

1. **Open the photo in Review.** Make sure the Caption box shows the final wording and the save confirmation says Saved.
2. **Click Finalize & Download JPG.** FrameNote finalizes the caption, creates a new JPG, and writes the caption and event metadata.
3. **Confirm the status.** Finalized means the caption is fixed for export; Downloaded confirms the delivery transfer.
4. **Send the downloaded copy.** Deliver the file ending in -captioned.jpg.

Several photos

- Select rows and choose Download selected ZIP, or use Download Captioned ZIP for all captioned job photos.
- FrameNote finalizes the included captions, downloads framenote-captioned-jpgs.zip, and marks those rows Downloaded.
- Extract the ZIP before opening or sending individual JPGs.
- If included captions still have Review notes, FrameNote asks you to confirm before finalizing them.

Metadata written to the new JPG

Metadata field	FrameNote source
Caption / Description	The latest reviewed caption.
Creator / Byline	Photographer from event or account defaults.
Credit	Publication, agency, or client.
Copyright / Usage	Rights line.
Location and date	Saved event details.
Keywords	Useful assignment and caption context when available.

TXT is different: Download Captions TXT is useful when an editor requests a separate text list. It does not add metadata to a photo.



VERIFY

Check the caption in another program

Use a metadata-aware application and make sure you opened the FrameNote delivery copy.

1. **Find the downloaded file.** Look for -captioned.jpg, or extract the JPG from framenote-captioned-jpgs.zip.
2. **Open that exact copy.** Do not reopen the original card file or the original JPG you selected for upload.
3. **View metadata.** Look for Caption, Description, IPTC Caption, or Caption-Abstract. Programs label the same family of fields differently.
4. **Refresh if needed.** Some applications cache metadata. Reopen the file or use the program's metadata refresh command.

Common viewing differences

- Metadata-aware photo editors and newsroom systems can display caption metadata, but their panels and labels differ.
- Finder and Preview do not expose every IPTC/XMP field, so a missing visible caption there does not prove the file lacks metadata.
- A newsroom system may map Description or Caption-Abstract into its own caption field.
- If the filename has no -captioned suffix, first confirm that it actually came from a FrameNote export.

Fast diagnosis: If the caption appears in FrameNote but not in another program, the most common cause is opening the original photo instead of the downloaded captioned copy.

Safe source-file behavior

- Browser imports do not rewrite the source file you selected.
- FrameNote Capture Local Ingest leaves source RAW files and camera JPEGs in place.
- Exports are separate delivery files, so you can compare or re-export without risking the card originals.



HELP

Troubleshooting and button reference

Start with the symptom below. Most issues come down to the selected file, filename pairing, filter choice, or an unfinished transfer.

Quick fixes

Caption is missing after download: Open the -captioned.jpg copy and view IPTC/XMP Caption or Description.

Photo has no voice tag: Check that the JPG and audio share a filename stem and were imported together.

Mac scan finds no picks: Confirm the folder and filter, or test with All recognized photos.

RAW file cannot be ingested: Use a matching camera JPEG or shoot RAW+JPEG.

Upload was interrupted: Retry it; the Mac app skips completed files on later scans by default.

Caption processing is stuck: Use Retry captions or correct the transcript under Voice tag source.

Button reference

Button	What it does	What it does not do
Save Event	Stores assignment context for the current job.	Does not export a photo.
Import files	Uploads the chosen JPG and audio files.	Does not write captions into originals.
Scan Card	Reads the selected Mac card or folder using the chosen filter.	Does not upload until you click Ingest.
Send to Capture	Sends selected captures to the chosen Capture job.	Does not edit or upload RAW sources.
Improve Caption	Regenerates a draft from available facts.	Does not guarantee factual accuracy.
Finalize & Download JPG	Finalizes one caption and creates its metadata-embedded delivery JPG.	Does not modify the original.
Download JPG / Download JPG again	Retries or repeats delivery of the current finalized caption.	Does not change the caption text.
Download Captioned ZIP	Creates captioned JPG copies in one ZIP.	Does not include uncaptured or uncaptioned files.
Download Captions TXT	Creates a separate filename-and-caption list.	Does not add metadata to photos.

Get help

Open Settings > Send Feedback and include the job name, filename, what happened, and what you expected.