

Practise finding your files, matching documents and checking before submission

For reading or paper notes, use the prepared PDF. You do not need to unpack a ZIP or use Numbers just to read it. To type into a table, save it and open it again, unpack the ZIP and open its `index.html` in your browser. Filenames and file-operation instructions printed in the PDF are not download buttons. For the G15 exercise, get `tables/releases-blank.en.tsv` from section 5 of `index.html`.

This is the English edition of the existing G14–G16 practice set. It uses the same two fictional people, filenames and table columns as the articles. Read the shoot note, participation record and two practice documents first, then write what you establish in a blank table. Save your notes, reopen them and find the source documents again to finish the record-keeping exercise.

The people, shoot records and documents are fictional. No real photograph or live-action video of the two people is included. The practice documents have no real signatures and cannot be submitted as releases. Leave checks that need a real picture or signature marked “unverified” or “incomplete.”

You can read the worked examples below in a browser without a spreadsheet application. Use Numbers if you want to edit and save your own table. The prepared PDF downloads directly.

Download the practice guide PDF — you are reading this PDF; it is also in the ZIP.

Download the practice ZIP — use the online practice entry to download the ZIP.

See the files first — in the unpacked ZIP, open `index.html` and follow its link to `#files`.

Online, “Return to G14,” “Return to G15” and “Return to G16” open the same articles on the site. In the unpacked ZIP, they open the included copies. Other related articles require an internet connection.

1. Check the unpacked folder

Download the ZIP and open it in Finder to unpack it. Open `index.html` in a browser. Before editing, duplicate the folder or copy the blank tables to a practice folder so you can start again.

<code>index.html</code>	Start here
<code>FieldNotes_G14-G16_Practice_Guide_en.pdf</code>	Reading and optional printing
<code>articles/</code>	G14, G15 and G16
<code>tables/</code>	Eleven editable TSVs
<code>documents/</code>	Two unsigned practice documents and reading sheets
<code>operation-only/</code>	Existing diagram JPEG and two-second diagram video
<code>images/</code>	Diagrams
<code>SHA256.json</code>	File integrity list

TSV means tab-separated values: a text file with columns separated by Tab characters. Numbers opens it as a table. These are personal working notes, not files for importing into a stock submission system. The set does not contain `IMG_0042.JPG`, `C0042.MP4` or `IMG_0042-stock.jpg`, real signatures or private contact details.

The existing

diagram JPEG — in the unpacked ZIP, open `index.html` and follow its link to `operation-only/r15-ui-time.jpg`.

and

two-second diagram video — in the unpacked ZIP, open `index.html` and follow its link to `operation-only/r15-ui-test.mp4`.

were used for earlier operation checks. They can help you practise opening a file. They do not establish real photograph quality, anyone's consent or the article's example size of 12 MB.

2. Read the shoot note and participation record

Start with the fictional shoot note. Camera A was set to Japan time; Camera B was set to UTC. UTC is a shared reference for time; Japan time is nine hours ahead of it. The note establishes that the video followed the photograph, but it does not supply a verified timestamp or exact second for the video. Leave that unknown instead of calculating a value to fill it.

2. Read the shoot note and participation record

Example row 1

Shoot date

2026-10-01

Camera

Camera A

Clock setting during the shoot

Japan time

What was recorded / known order

IMG_0042.JPG: two people checking papers at a desk

Still unknown

No timezone shown in the photograph's Exif

2. Read the shoot note and participation record

Example row 2

Shoot date

2026-10-01

Camera

Camera B

Clock setting during the shoot

UTC

What was recorded / known order

C0042.MP4: same scene; recorded immediately after the photograph

Still unknown

The video's recorded timestamp and exact second remain unverified

Shoot note — example TSV — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/shoot-notes-example.en.tsv](#).

Shoot note — blank TSV — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/shoot-notes-blank.en.tsv](#).

The participation record connects each person with the name written on their document, using the same diagram, names and date. Similar-looking English and Japanese names alone do not establish identity. In this fictional example, the record below connects the two spellings.

Find the same scene in the photograph and video

Fictional shoot: 1 October 2026

Left: Mina Sato

Right: Ren Takahashi



Photo IMG_0042.JPG → video C0042.MP4 just after

Submission JPEG: IMG_0042-stock.jpg

A diagram, not a photograph. Use it as the reference for the fictional participation record.

2. Read the shoot note and participation record

Example row 1

Shoot date

2026-10-01

Position in the photograph

Left

Participant name spellings

Mina Sato (佐藤みな)

Name on the document

佐藤 みな

Original document filename

Mina_Sato_20261001.jpg

Reference for comparing people

Left in two-person-scene.svg (fictional diagram)

2. Read the shoot note and participation record

Example row 2

Shoot date

2026-10-01

Position in the photograph

Right

Participant name spellings

Ren Takahashi (高橋れん)

Name on the document

高橋 れん

Original document filename

Ren_T_20261001.jpg

Reference for comparing people

Right in two-person-scene.svg (fictional diagram)

Participation record — example TSV — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/participation-example.en.tsv](#).

Participation record — blank TSV — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/participation-blank.en.tsv](#).

3. Open the two practice documents

These are reading exercises made for this material. Use them to find the name, shoot date and signature field. They are not Adobe's model-release form and contain no real signatures, addresses or contact details.

Mina's name is written “佐藤 みな”; Ren's is “高橋 れん.” Both shoot dates are 1 October 2026. Ren's filename, `Ren_T_20261001.jpg`, is abbreviated, so return to the participation record rather than deciding from the filename alone.

Knowing whose document it is and having all fields needed for submission are separate results. **Both documents are incomplete because their signature fields are blank.** Do not sign them with your own or an invented person's name.

Open Mina's practice document — in the unpacked ZIP, open `index.html` and follow its link to `documents/Mina_Sato_20261001.jpg`.

Open Ren's practice document — in the unpacked ZIP, open `index.html` and follow its link to `documents/Ren_T_20261001.jpg`.

Open the blank reading sheet — in the unpacked ZIP, open `index.html` and follow its link to `documents/document-reading-blank.en.html`.

Open the document-reading examples — in the unpacked ZIP, open `index.html` and follow its link to `documents/document-reading-example.en.html`.

The document images come from the editable English HTML in `documents/document-reading-example.en.html`. Edit that HTML when changing the text. No image imitates a handwritten signature.

4. G14: write a note that helps you find both files again

Return to G14: save what you established in a table — in the unpacked ZIP, open `index.html` and follow its link to `articles/G14.html#map-sheet`.

1. In Numbers, choose **File** → **Open** and open `assets-blank.en.tsv`. Check that its six headings appear in separate columns.
2. Use the fictional shoot note and the article's worked example to fill two rows: one photograph and one video. You have not opened the actual media files, so label the dates as "copied from the article's fictional example."
3. Choose **File** → **Save** and save `Shoot-practice-file-note.numbers` inside your unpacked practice folder. Close its window, then reopen the saved file.
4. Read the photograph's location again, and the video's result: "immediately after the photograph; exact second unconfirmed." Do not record this as a check of real capture metadata.

The article's worked example follows. Its six headings match the blank table.

4. G14: write a note that helps you find both files again

Example row 1

Original file location

Shoot practice/Originals/IMG_0042.JPG

Date/time or information read

2026-10-01 09:00:10

Where I looked

Preview → Inspector → Exif → Date Time Original

What I established / remaining question

Shoot note: Camera A used Japan time. No timezone shown in photograph.

Known date/time or shooting order

Japan time 2026-10-01 09:00:10

Submission copy location

Shoot practice/Submission/IMG_0042-stock.jpg

4. G14: write a note that helps you find both files again

Example row 2

Original file location

Shoot practice/Originals/C0042.MP4

Date/time or information read

Date/time not readable on screen; two people at desk

Where I looked

QuickTime playback. Shoot note: Camera B used UTC; video immediately after photo.

What I established / remaining question

UTC is a shared time reference, nine hours behind Japan time. Recorded time in this file remains unverified.

Known date/time or shooting order

Immediately after IMG_0042.JPG; same scene. Exact second unconfirmed.

Submission copy location

Not created (not submitted in this exercise)

File note — blank TSV — in the unpacked ZIP, open index.html and follow its link to tables/assets-blank.en.tsv.

File note — article's example TSV — in the unpacked ZIP, open index.html and follow its link to tables/assets-example.en.tsv.

5. G15: keep a candidate document separate from a matched document

This exercise uses three rows so you can compare a change. In an actual working record, update one row per person. Keep Mina's row and two stages for Ren: candidate and matched. In a real record, once you establish whose document Ren's file is, clear that person's candidate field and update the matched-document field and next action in the same row.

Download the blank release-note TSV — in the unpacked ZIP, open `index.html` and follow its link to `tables/releases-blank.en.tsv`.

. Open `releases-blank.en.tsv` in Numbers.

Return to G15 — in the unpacked ZIP, open `index.html` and follow its link to `articles/G15.html`.

1. Open the blank table. In Mina's row, note that the participation record and document show the same name and date.
2. For Ren, first put `Ren_T_20261001.jpg` in the candidate field. Leave "Matched original document filename" blank.
3. Read the participation record: the person on the right, the two name spellings and the date. Once you establish the match within the fictional records, use the next row to record the stage "after checking the participation record." Put Ren's filename in the matched-document field and leave the candidate field blank.
4. In the last field, write that the signature is blank: you know whose document it is, but it cannot be used for submission.
5. Save `Shoot-practice-release-note.numbers`, close it and reopen it. Compare Ren's first and later rows: the candidate and matched-document fields have changed.

The blank table starts with two rows. When you need Ren's later row, right-click the last row and choose **Add Row Below** to add a third. The worked example already has three rows.

5. G15: keep a candidate document separate from a matched document

Example row 1

Stage checked

When looking for documents

Photo filename

IMG_0042-stock.jpg

Person in the photograph

Left: Mina Sato (佐藤みな)

Candidate document — not yet matched

Not applicable

Matched original document filename

Mina_Sato_20261001.jpg

Record used and next action

Read the participation record's reference picture, name and shoot date and the document's 佐藤 みな.
Required release fields need a separate check.

5. G15: keep a candidate document separate from a matched document

Example row 2

Stage checked

When looking for documents

Photo filename

IMG_0042-stock.jpg

Person in the photograph

Right: Ren Takahashi (高橋れん)

Candidate document — not yet matched

Ren_T_20261001.jpg (the document says 高橋 れん)

Matched original document filename

(blank)

Record used and next action

A similar name is not enough. Read the participation record's reference picture, name and shoot date.

5. G15: keep a candidate document separate from a matched document

Example row 3

Stage checked

After reading the participation record

Photo filename

IMG_0042-stock.jpg

Person in the photograph

Right: Ren Takahashi (高橋れん)

Candidate document — not yet matched

(blank)

Matched original document filename

Ren_T_20261001.jpg

Record used and next action

The same shoot's reference picture and both name spellings match. Clear the candidate column and move the filename to the matched column. Required release fields need a separate check.

Release note — blank TSV — in the unpacked ZIP, open index.html and follow its link to tables/releases-blank.en.tsv.

Release note — article's example TSV — in the unpacked ZIP, open index.html and follow its link to tables/releases-example.en.tsv.

6. G16: save what is missing and leave the work unsubmitted

Return to G16: save the result in Numbers — in the unpacked ZIP, open `index.html` and follow its link to `articles/G16.html#submit-save`.

The article's `preflight-example.en.tsv` is a fictional completed example that assumes the real picture and both signed documents have been checked. It is not the result of inspecting the unsigned documents in this set. For this practice, use the results below.

1. Open `preflight-blank.en.tsv` and check its five columns.
2. Mark checks needing the missing real JPEG “unverified,” and the unsigned documents “incomplete.” Do not copy 24 MP or 12 MB as values you actually read.
3. The final state is “practice finished; do not submit.” There is no upload or submission step in this exercise.
4. Save `Shoot-practice-preflight-note.numbers`, close it and reopen it. Check that “unverified,” “unsigned” and “not submitted” remain readable.

6. G16: save what is missing and leave the work unsubmitted

Example row 1

What to check

Submission file

What you do

Read the package's file list and explanation

Values read or picture contents

The real IMG_0042-stock.jpg photograph is not supplied

Result

Not checked

Repair or next action

If you optionally choose your own submission JPEG, replace the example filename.

6. G16: save what is missing and leave the work unsubmitted

Example row 2

What to check

JPEG, pixels, file size and color

What you do

Only if you have your own JPEG, read Finder and Preview

Values read or picture contents

The article's 6000 × 4000 / 12 MB / sRGB are fictional values. No real file measured in this package exercise.

Result

Not checked

Repair or next action

Do not copy the example as measured data. Write the values actually displayed for your own file.

6. G16: save what is missing and leave the work unsubmitted

Example row 3

What to check

Quality and picture contents

What you do

Only with a real photograph, enlarge faces, hands, desk and corners

Values read or picture contents

A diagram cannot establish real focus, blur or objects in a photograph

Result

Not checked

Repair or next action

If you use your own picture, inspect what actually appears in it.

6. G16: save what is missing and leave the work unsubmitted

Example row 4

What to check

Releases for two people

What you do

Read names, shoot dates and signature fields on the practice documents

Values read or picture contents

Mina_Sato_20261001.jpg / Ren_T_20261001.jpg. Both signature fields are blank.

Result

Incomplete

Repair or next action

The fictional person/document matches are understood, but these are unsigned documents. Do not submit them as releases.

6. G16: save what is missing and leave the work unsubmitted

Example row 5

What to check

Title and keyword draft

What you do

Compare the fictional diagram with the example wording

Values read or picture contents

Two people checking papers at a desk / two people, papers, desk, checking, indoors

Result

Fictional draft example

Repair or next action

If choosing your own photograph, replace these words with what it actually shows.

6. G16: save what is missing and leave the work unsubmitted

Example row 6

What to check

End of this exercise

What you do

Keep the unconfirmed and incomplete rows; save and reopen

Values read or picture contents

Document matching practised. Real photograph not checked; no signatures; not uploaded or submitted.

Result

Practice finished — do not submit

Repair or next action

Do not call actual submission preparation complete until real-image checks, agreement and required fields are finished.

Preflight note — blank TSV — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/preflight-blank.en.tsv](#).

This practice's results — some checks unfinished — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/preflight-practice-result.en.tsv](#).

Article's fictional completed example — separate from this result — in the unpacked ZIP, open [index.html](#) and follow its link to [tables/preflight-example.en.tsv](#).

7. If you want to use your own photograph and video

You may use a photograph and video you took of the same scene. A picture and clip of the same place or objects without people also work for G14. Copy the originals into a practice folder; use your actual filenames, dates and number of people. There is no need to send your media to this site.

1. Open the photograph in Preview. Choose **Tools** → **Show Inspector**, then read **Exif** → **Date Time Original**. If the field is absent, write “not displayed.” Do not substitute Finder’s modification date.
2. Play the video in QuickTime Player and compare the scene. **Window** → **Show Movie Inspector** can show dimensions and duration, but does not guarantee a readable capture time. Leave an unknown time unverified.
3. For G16, use a separately exported JPEG after finishing the picture. Read its kind and size in Finder’s **Get Info**, and its width, height and profile in Preview’s Inspector, under **General**. Keep the original unchanged.
4. For G15, use the people actually in your photograph. A picture without people does not need Mina’s or Ren’s documents. Keep actual names and releases locally; do not substitute the fictional practice documents.
5. Save a description that fits your real photograph and note what remains unchecked. This set does not submit your work.

Ordinary photographs, videos and individual Missions have different submission conditions. These tables are your own working notes, not a submission-site import CSV. Reading the examples without the software does not mean you have checked a real photograph or edited, saved and reopened a table.

8. Start again, or check what you have finished

To start again, copy another blank table. Keep the example tables and documents as references, separate from your three saved Numbers files. If you use real media, work on copies of the originals.

After the exercise, reopen the three notes and find the shoot note, participation record and both documents again. You have finished this record-keeping practice when you can explain why Ren's file moved from candidate to matched, and why missing signatures still prevent submission. Real image quality, actual rights and review acceptance need their own checks.

Return to G14 — in the unpacked ZIP, open index.html and follow its link to articles/G14.html.

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Return to G15 — in the unpacked ZIP, open index.html and follow its link to articles/G15.html.

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Return to G16 — in the unpacked ZIP, open index.html and follow its link to articles/G16.html.

Official sources used by the articles

[Adobe Stock: ordinary photo requirements](#) · [Adobe Stock: model releases](#). The included practice documents do not replace the required forms.

English edition of the existing Japanese practice set, created on 20 October 2026 JST. It retains the Japanese articles' official-source check date of 19 October 2026 and adds no submission conditions. Choose reading or local file practice as needed. Downloading alone does not verify a real picture or signature. Prior Japanese-interface operation checks and existing English wording checks are retained; this translation is not a new English-interface or real-media acceptance test.

Document-reading sheet — blank

Fictional practice only · not a legal release · no signatures supplied

Whose document?

Name written on the document

Shoot date

Photographer

What is in the signature field?

Which person in the participation record?

What needs checking next?

Read a fictional practice document

Fictional practice only · unsigned · not a legal release · do not submit

Mina Sato

Original document filename

Mina_Sato_20261001.jpg

Name written on the document

佐藤 みな

Shoot date

1 October 2026

Photographer

Fictional practice photographer

Signature field

_____ (left blank for practice)

Status

Unsigned and incomplete. Not usable as a submission release.

This exercise does not replace agreement, required form fields or a signature. Use the participation record to follow a person's name and notice what is missing.

Read a fictional practice document

Fictional practice only · unsigned · not a legal release · do not submit

Ren Takahashi

Original document filename

Ren_T_20261001.jpg

Name written on the document

高橋 れん

Shoot date

1 October 2026

Photographer

Fictional practice photographer

Signature field

_____ (left blank for practice)

Status

Unsigned and incomplete. Not usable as a submission release.

This exercise does not replace agreement, required form fields or a signature. Use the participation record to follow a person's name and notice what is missing.