



Inserting Photos into a Report

This document provides instructions for using the Image Gallery to insert photos into a report, and the image editor to resize photos and keep file size manageable.

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Inserting Photos into a Report

Use the Image Gallery to insert photos into a report from another report, a canister, a folder, a memory card or a database.

Inserting Photos from a Report



1. Click the **Thumbnails** icon (🖼️), or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from Report** icon (📁🖼️).
3. Select a report file and click **Open**. Photos load into the gallery





4. Click and drag a photo into the corresponding slot in the *Thumbnails*.
5. Click the **X** in the upper right corner of the gallery to exit.

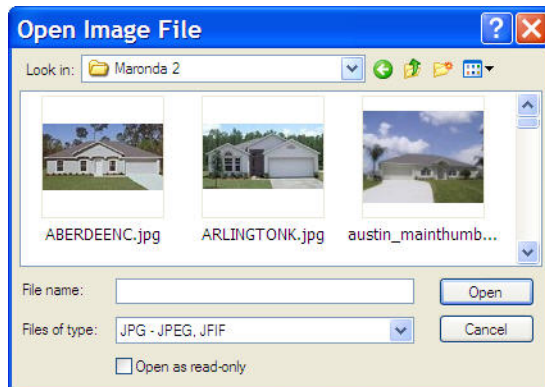
TIP: Right-click a thumbnail in the report to cut, copy, paste, clear, or insert an image.

Inserting Photos from a Canister

1. Click the **Thumbnails** icon () , or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from Canister** icon () .
3. Select a canister and click **Open**. Photos load into the gallery.
4. Click and drag a photo into the corresponding slot in the *Thumbnails*.
5. Click the **X** in the upper right corner of the gallery to exit.


Inserting Photos from a File

1. Click the **Thumbnails** icon () , or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from Folder** icon () .
3. Browse to a folder, select the image file, and click **Open**. The image imports into the gallery.





TIP: To select multiple images, press **CTRL** on the keyboard while clicking the image files. Click **Open** to import images.

4. Click and drag a photo into the corresponding slot in the *Thumbnails*.
5. Click the **X** in the upper right corner of the gallery to exit.

TIP: Click the **Options** icon () and select **View > 1X, 2X, 3X** to magnify images in the gallery.

Inserting Photos from a Memory Card



1. Click the **Thumbnails** icon () , or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from Memory Card** icon ().
3. Browse to a folder, select the image file, and click **Open**. The image imports into the gallery.

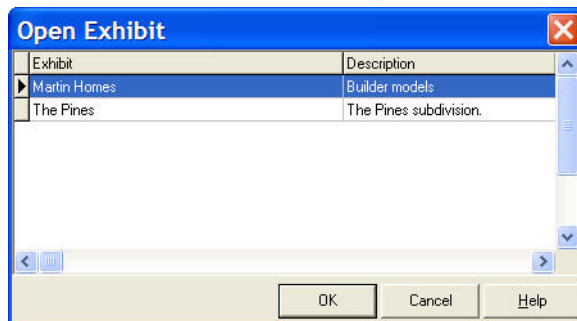
TIP: To select multiple images, press **CTRL** on the keyboard while clicking the image files. Click **Open** to import images.

4. Click and drag a photo into the corresponding slot in the **Thumbnails**.
5. Click the **X** in the upper right corner of the gallery to exit.

Inserting Photos from a Database



Use the Gallery to insert image files into a report from an exhibit database. An exhibit is a collection of image files stored in the Flash database.

1. Click the **Thumbnails** icon () , or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from Database** icon ().
3. Select an exhibit and click **OK**. The images open in the gallery.



4. Click and drag a photo into the corresponding slot in the **Thumbnails**.
5. Click the **X** in the upper right corner of the gallery to exit.

Inserting Photos from a Database Search



1. Click the **Thumbnails** icon () , or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from Database Search** icon () .
3. Enter search criteria and click **Search**.

TIP: Click **Clear** to remove the search criteria and enter a new search. Enter the search criteria and click **Search**.

4. Click **OK** and the images open in the gallery.
5. Click and drag a photo into the corresponding slot in the Thumbnails.
6. Click the **X** in the upper right corner of the gallery to exit.

Inserting Photos from a TWAIN Device

TWAIN is a communication protocol used to download images from cameras and scanners into a software application.

1. Click the **Thumbnails** icon () , or any other Photo Page icon in the Component List. Click **View > Gallery**, or press **CTRL+SHIFT+G** on the keyboard.
2. Click the **Open Gallery from TWAIN** icon () .
3. Select a device and click **Select**.
4. The image capture software should open. Click Save Scan or similar prompt. The image downloads to the gallery.
5. Click and drag a photo into the corresponding slot in the Thumbnails.
6. Click the **X** in the upper right corner of the gallery to exit.

Resizing Images

Photos and scanned images can quickly inflate total file size. Use the image editor to resize photos and keep file size manageable.

1. Right-click the image and click **Edit Image**.
2. Click **Resize** to edit image size.

NOTE: The recommended total image size is 150 KB or less.

3. Adjust the *Resize %* or the *Width x Height*. Click **Apply** and then click **OK**.

TIP: 800 x 600, medium resolution, is a good default.

4. Review the image in the *Image Edit* window and make additional adjustments, if necessary. Click **OK** to accept the changes and close the editor, or click **Reset** to cancel changes.

CAUTION: Changes made to images are permanent. To undo the changes, reinsert the original image into the report.

Image Adjustments

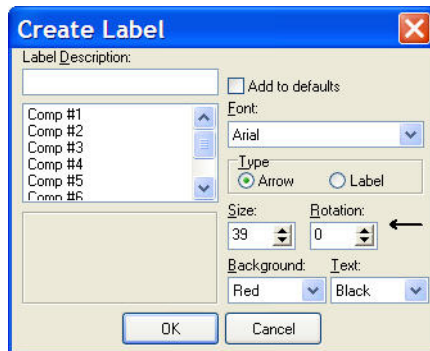
Edit images using the *Zoom*, *Label*, *Tone*, *Rotate*, and *Grayscale* adjustments.

Zoom

1. **Right-click** the image and click **Edit Image**.
2. Click **Zoom**.
3. Click the image and click and drag the frame to define the *Zoom In* area.
4. Click **OK** to save, or click **Cancel** to abandon the changes.
5. Click **OK** to close the *Image Editor*.

Label

1. **Right-click** the image and click **Edit Image**.
2. Click **Label**.
3. Double-click an area of the photo. This is the location for the label.
4. Create the label and click **OK**.



Add to Defaults

Saves the label description for future use.

Label Description

Enter the label text or select default text.

Font

Select the label font.

Type

Select the label type: arrow or label.

Size

Increases or decreases the label size.

Rotation

Select the degree of rotation (angle) of the label.

Background

Select the color of the label background.

Text

Select the color of the label and border text.

5. Click **OK** to close the *Image Editor*.

Tone

1. **Right-click** the image and click **Edit Image**.
2. Click **Tone**.
3. Using the arrows, set the levels for *Brightness*, *Contrast*, *Sharpness*, and *Saturation*.



4. Click **Apply** and then click **OK** to save, or click **Reset** to clear the settings.
5. Click **OK** to close the *Image Editor*.

Rotate

1. **Right-click** the image and click **Edit Image**.
2. Click **Rotate**.
3. Click **Left** to rotate the photo counter-clockwise 90° or click **Right** to rotate the photo clockwise 90°.
4. Click **OK** to save, or click **Cancel** to abandon the changes.
5. Click **OK** to close the *Image Editor*.

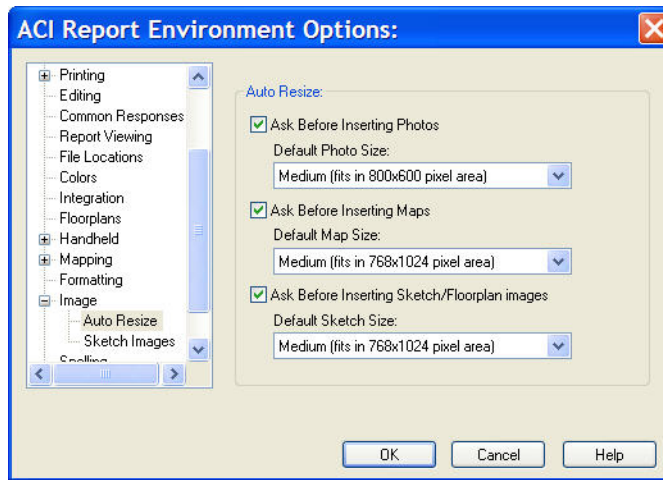
Grayscale

1. **Right-click** the image and click **Edit Image**.
2. Click **Gray**.
3. Click **OK** to save the image in grayscale, or click **Cancel** to abandon the changes.
4. Click **OK** to close the *Image Editor*.

Auto Resize

The Auto Resize options help manage image size. Set the default image size for photos, maps and sketches. Defaults may be manually overridden.

1. Click **Options > Environment**. Click the + (plus sign) next to Image and click **Auto Resize**.
2. Select the *Auto Resize* options and click **OK**.



NOTE: All selections are selected by default.
The default size is Medium (800 x 600).

Ask Before Inserting....

Selecting this option triggers an image resize confirmation prompt when inserting images larger than the default size. If this option is unchecked, the images resize automatically.

Default Photo Size

Select the default photo size:

Small (fits in 640 x 480 pixel area)

Medium (fits in 800 x 600 pixel area)

Large (fits in 1024 x 768 pixel area)

Default Map Size

Select the default map size.

Small (fits in 800 x 600 pixel area)

Medium (fits in 768 x 1024 pixel area)

Large (fits in 1200 x 1600 pixel area)

Default Sketch Size

Select the default sketch size.

Small (fits in 800 x 600 pixel area)

Medium (fits in 768 x 1024 pixel area)

Large (fits in 1200 x 1600 pixel area)

NOTE: The Auto Resize feature works when inserting images using the **View > Gallery** method.

Image Options

1. Click **Options > Environment > Image**.
2. Select the *Storage* and *Printing* preferences and click **OK**.

Storage

JPEG Compression

Use the slide bar to change the quality/compression factor of .JPEG images.

Higher compression results in lower quality images and a smaller file size. Lower compression results in higher quality images but also increases file size.

Printing

Printing Brightness Adjustment

Use the slide bar to adjust the brightness of printed images.

Output Quality

Select **Low** for faster printing and lower quality images. Select **High** for higher quality images. Printing will be slower when High is selected. This setting only affects print jobs sent to a postscript printer.