

“How To”- Attach Images To Detail Screens

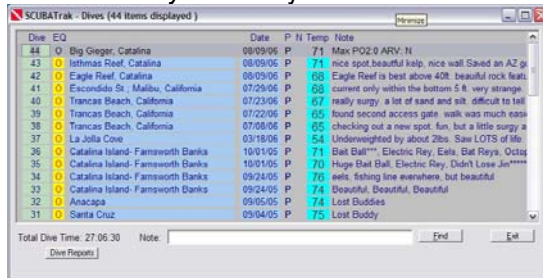
Important to Note: The term “IMAGE” often refers to a digital or scanned photo, but in ScubaTrak it can also be any scanned or saved documents, screen shots, video clips or movies, and even sound bites or songs.


- The steps that follow are the same for all *Key Features*



Your first step will be for you to select which *Key Feature* you’ll be attaching your images to, and single click it. If you are a new user, please see our [“How To” Getting Started \(1st Timers and Demo Users\)](#) to setup the *Key Features* in your ScubaTrak.


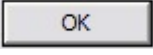
- Select (double click) the *Detail* entry that you’d like your image to be attached to from the *List* for the *Key Feature* you selected above.



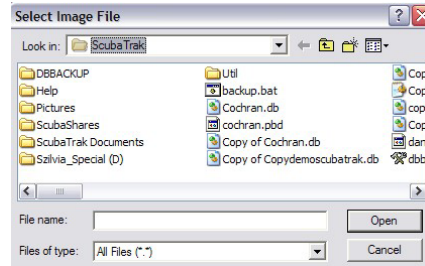
- If you will be attaching an image to a *Detail* not yet created, click  (on the Toolbar), enter your information in the new *Detail Screen*, and then continue with the following steps.



***Example of a *Dive Detail Screen*:

- When your *Detail Screen* is open and you have finished entering in your information into it, or have decided to do so later, click the “image” icon  on the Toolbar.
- This box will open asking you if you would like to Load an image, click .





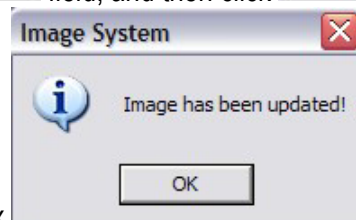
- This “Select Image File” directory box will open. Find the folder that contains the image file that you want to attach, and then single click the file name. This directory box may open at different folder locations for you.

Please note the “Look in:” field before proceeding. If you have set your device (i.e. Camera, Video, or Sound) driver to download your images directly into ScubaTrak, then select from the “Look In” box My Computer , Local Disk (C:) , Winapps , ScubaTrak , and then the folder where the image file is kept.

❖ Alternative Method of Locating an Image File:

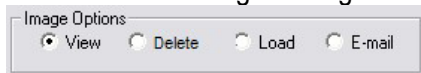
If you have the image open, you could Right-Click on the image and select Properties. This will show you the directory path to the file’s location. Usually the file name is in a box at the top of the Properties window. In the directory box you will need to type (or copy and paste) the location into the “File name” field, then type a back slash “\” (without the quotes) and finally type (or copy and paste) the file name (immediately following the “\” with no spaces).

- When you’ve selected your image file, it will appear in the



- Wait while the file is being loaded. This box will appear when it is finished, then click .

- The ScubaTrak Image Manager box will then ask if you’d like to “View” the image.



Click or depending on what you’d like to do next.

- Notice your *Detail Screen* will now show and your *List Screen* will show a “P” next to those *Details* which you’ve attached images.

Example:

Date	P
10/01/05	P