


## **“How To”- Import Images into Your Photo Section**

**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.

### **Importing Images:**

1. The Image Manager is in the “PHOTOS” section of ScubaTrak, though it is truly an image manager. It can also organize and make searchable your video, audio, and document files in the same way that it can with your photo files.

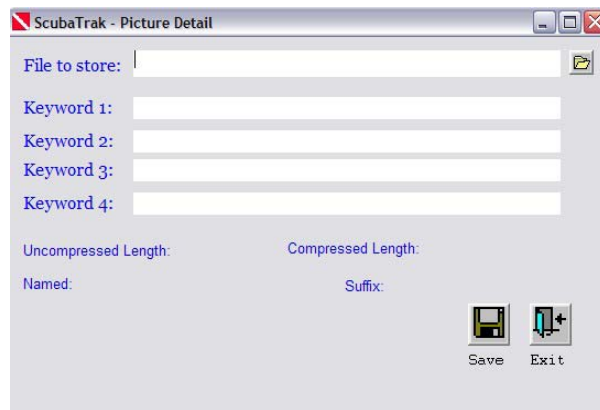
2. Click  on your ScubaTrak Assistant screen.




3. Your “Photo Management System” screen will open.



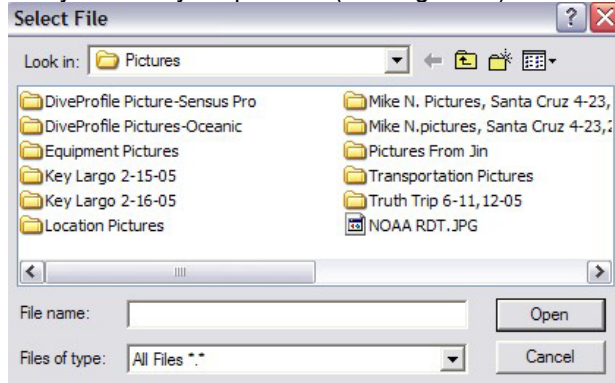
4. In the bottom-right corner of the screen, single click



5. The “Picture Detail” screen will open.

6. From that screen, click , this will allow you to browse your computer for whatever image you’d like to load.

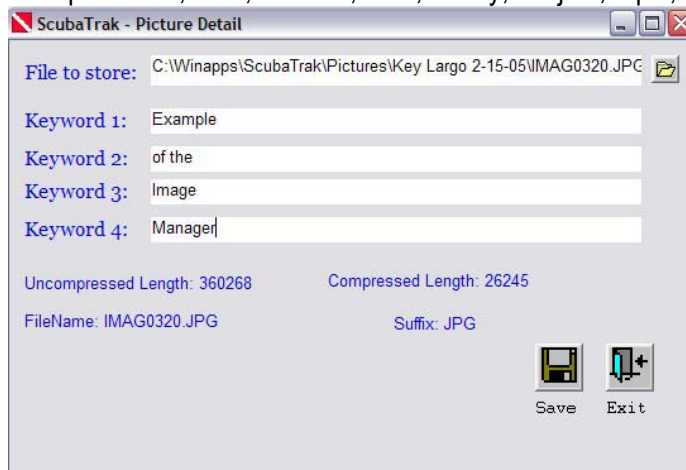
- If you have set up your camera software to load your diving images directly into ScubaTrak then you'll find your pictures (or image files) in C:\Winapps\Scubatrak\Pictures.



If this default location does not open automatically, then simply select from the drop-down ("Look in" box) and then from the following lists: My Computer , then Local Disk (C:) , then Winapps , then ScubaTrak , and finally Pictures .

- From within your "Picture" folder click on or select the image (file) you'd like to import into your Image Manager, and then click .

- Type in the four key words that are most relevant to your image. Examples: dive, date, location, boat, buddy, subject, topic, title, creator, etc.).



- Across the middle of the screen notice that the Image Manager has compressed your picture/image significantly. This will help save space on your computer.

**Uncompressed Length: 360268      Compressed Length: 26245**



Save



Exit



Save

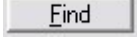

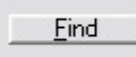
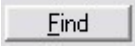
- Next click the Save button and then Exit . Or click the Save button and repeat steps 6 through 10 to add more image files.

### Searching for Images:

1. Select whether you'd like to search "By Keyword" or see "All" of your images by clicking on your choice.



A screenshot of a search style selection interface. It features a label "Search Style" at the top. Below it are two radio buttons: "All" (which is unselected) and "By Keyword" (which is selected).

2. If you select "All", you will then click  to produce a list of all images.
3. If you choose to search "By Keyword" then you'll need to first type a keyword into the box provided  , and then click  to produce a list of images that matches the keyword.

4. Once your file/s appear on screen, simply double click on any of the entries that appear in blue to open that image file.



A screenshot of a table showing search results. The table has three columns. The first column contains the file name "66 IMAG0320.JPG" in blue text. The second column contains the date "TIM 08/28/06" in blue text. The third column contains the file size "360,268" in blue text. Below the first column, the words "Example" and "Image" are written in red text. Below the second column, the words "of the" and "Manager" are written in red text.

66 IMAG0320.JPG	TIM 08/28/06	360,268
Example	of the	
Image	Manager	

5. You may also edit your original keywords (in red) at this point if you wish, but we recommend that you do not edit the file name information (in blue) without also changing the file information at its source location.

**\*\* Please refer to the ["How To" Set-up, Access, and Arrange Your ScubaTrak Files](#), if you'd like tips on setting up a special location for your ScubaTrak images.**