

INSTALLING IMAGEAXS-PRO (PC)

* If you are currently using ImageAXS, you would need to remove it before installing ImageAXS-Pro. There are two simple steps to complete the installation:

Step 1: Deleting old ImageAXS

Step 2: Installing ImageAXS-PRO

Step 1: Deleting old ImageAXS

Double click on *My Computer* on the desktop

Select the *Control Panel* folder

Select *ADD/REMOVE PROGRAMS*

- Scroll down the REMOVE list and highlight the ImageAXS program

- Once highlighted, click on the *ADD/REMOVE* button

Click on *OK* to complete the deleting process

Step 2: Installing ImageAXS-PRO

Insert the ImageAXS-PRO 4.1 CD into your CD drive

Double click on *My Computer* on the desktop

Select the CD drive, *E:!* (the name of the disc should appear)

Select *IMSet-up* (an automatic setup window will guide you through the process)

Once the program is done setting up, remove the ImageAXS-PRO CD, and restart the computer

Once steps 1 and 2 are completed, you are ready to use ImageAXS-PRO

INSTALLING IMAGEAXS-PRO (Mac)

Insert the ImageAXS-PRO 4.1 CD into your CD drive

Open the CD by double clicking on the CD icon that appears on your desktop. , (the name of the disc should appear)

Select *Set-up* (an automatic setup window will guide you through the process)

Once the program is done setting up, remove the ImageAXS-PRO CD, and restart the computer

Once this is done, you are ready to use ImageAXS-PRO

Note: You need not remove other versions of ImageAXS from your computer. Unlike a PC,, you can run several different versions on a Mac.

CREATING FIELDS IN IMAGEAXS-PRO

Fields is the area in the Info Sheet View of ImageAXS-PRO where you enter information. A field holds one piece of information, such as the title of a record, the name of the person responsible for creating the source file, or other data.

ImageAXS-PRO supports four types of fields:

1. Text - Holds up to 255 ASCII characters
2. Numeric - Can contain only numeric information; used primarily for sorting
3. Date/Time - This field is automatically filled with the system date and time when the record is created
4. Boolean - Designed to hold binary (true/false, yes/no) information

Setting up Field Labels

Open ImageAXS-PRO program

Go to *Tools*, and select *Field Labels* (On a Mac go to *Edit*)

In the *Field Labels* dialog box, you can select how the thumbnails would be displayed by choosing the type for *Thumbnail Label*

To create field labels, click on the white boxes and input the field names you would like to create. (eg: *Artist, Origin, etc.*)

* If there are blank fields, you can hide it by checking the hide box. This would hide the unnamed fields from appearing in the *Info Sheet View*

Once you are done with labeling your fields, click on *Done*

To see if whether or not the fields are assigned, go to *View*, and select *Info Sheet*

Entering Information in the Field Labels

Go to *View*, and select *Info Sheet*

Click on the text field that corresponds with the field label to enter the information you want

ImageAXS-PRO automatically saves the modifications, so there is no need to manually save

Acquiring Images to Create a Collection in ImageAXS-PRO

Collections are the data files created and read by ImageAXS-PRO. Each is composed of individual records and pointers to the source files associated with them. You can create and open as many collections as you like.

Note: When you start the application, ImageAXS-PRO will automatically display any collections or portfolios that were open when you quit the previous screen.

There are two ways that you can acquire images:

- 1) From files that are already stored in the computer
- 2) From removable discs, such as ZIP disc, CD, or floppy

Acquiring Images from the computer

- Open ImageAXS-PRO program
- Go to *File*, select *New Collection*
- Name the collection, and click on *Save* *an empty collection will open
- Go to the *Acquire* icon (the red box with yellow “plus” sign located in the toolbar) or go to *Source File*, select *Acquire Source File*

- From the “Acquire Files” dialog box, locate the folder or source file containing the images that you wish to acquire.
- Check the “Filter Duplicates” and “Path as Keywords” boxes.
- This will put the phrases that appear in the path in the keyword section of the image record. It will assist with searching if you label the files by course, artist, period, etc.

(For a Mac go to *Source File*, then *Acquire*, then *Folder*. Locate the folder and click *Select*. There are no "Filter Duplicate" or "Path as Keyword" boxes.)

To select images individually:

- Check the *Preview* box
- Click on an image icon/file name. If the image shown in the *Preview* box is the one you want, select *ADD*.
- After selecting all of the images you wish to add to your collection, select *Acquire*

To select images in a group:

- Click on the *ADD ALL* button to select all the images, *OR*
- Click on the first image that you want and then while holding down the *Shift Key*, click on the last image, *OR*
- Hold the *CTRL KEY* down and click on images you want when they are not next to one another.
- Click *ADD* after you have completed your selection.
- Select *Acquire* to finish the process

** To select images in a group, the Preview box cannot be checked.*

Note: if you want to add new images to a previous collection you can follow the above steps, but instead of going to File, select New Collection, go to File, then choose Open Collection.

(Mac: To acquire images individually on a Mac go to *Source File*, then *Acquire*, then *Filr*. Locate the image in the folder ; view it in *Preview* and click on the image)

Acquiring images from removable disks

Create a new folder on the Desktop

- Right click on the mouse
- Scroll down to new/folder
- Rename folder

Insert the removable disk into its proper drive

Select the files to be copied from the removable disk to the Hard Drive

- Double click on My Computer on the Desktop
- Double click on appropriate drive
 - * E:/ for CDs, D:/ for ZIPS, A:/ for Floppy
- Select desired folders/files from the drive
- Drag the selected folders/files into the new folder created on the Desktop

Note: Once the files are copied onto the computer, you can use the directions in *Acquiring Images from the Computer* to have your pictures copied to your collection.

(Mac: Create a file for your images on the hard drive and drag the folders/files from the zip or CD into that folder.)

HOW TO SORT IMAGES IN IMAGEAXS-PRO

ImageAXS-PRO allows you to sort the records in your collection according to the content of their fields. The sort utility in ImageAXS is iterative; i.e., the first pass arranges the records based on the field's contents; the second pass arranges records when two or more records have the same value in the first sort field, and so on. You can sort records in ascending or descending order using the Order radio buttons in the sorting dialog box. When your sort is finished, ImageAXS displays the records in their new order using the view you had open when you started the sort (e.g., the Thumbnails View or the Text List View). If you are viewing records in the Info Sheet View or Keywords View and use the navigation controls in the Toolbars to display the records, the records appear in the new sort order as you navigate.

Step1- Getting Started

- Open ImageAXS-PRO
- With the collection open, go to *File*, select *Selection, Sort* OR
- Select the icon (A-Z), located on the right hand side of the toolbar
- From the "sort" dialog box, select the fields to be sorted by double clicking on the mouse or click on *ADD*.
- In addition, you have the option to arrange the fields from ascending or descending order.
- Once you are done, select *OK* to complete the sorting process

Note: When the "sort" dialog box is automatically closed after sorting is finished, you can choose any layout, and the records would be sorted the way you organized it.

(Mac: On a Mac the Sort menu is under the Record menu. You may also use the Sort icon which is indicated by overlapping pages.

HOW TO MAKE AND MAINTAIN PORTFOLIOS IN IMAGEAXS-PRO (PC)

When using ImageAXS-PRO, you can create many different Portfolios within any of your collections and then use them to organize your lectures. It is especially helpful when you want to work with only a few records at a time. You can name portfolios so that they can be easily recalled, as well as modify their contents as your needs change.

Organizing and maintaining a portfolio is simple through 2 steps:

Step 1: Select images to copy into a portfolio

Step 2: View and make changes to existing portfolios

Note: When you open a portfolio, ImageAXS-PRO places the name of the portfolio and the name of the collection from which it was derived in the title bar, so you can identify the portfolio easily. This name also appears in the open window list in the Window menu to make navigation easier.

Step 1: Select images to copy into a portfolio

- Select the images you want to be copied to the portfolio from your collection
- You can either select all or some of the images
- To select a couple of images that are next to each other, hold the shift key down while clicking on the images.
- To select images that are scattered around, hold the Ctrl key down while clicking on the images. **(Mac: use the Apple/Command key).**
- After the images are selected (they should have a red/white frame around each thumbnail), go to *Record*, and select *Add to portfolio*
- At this point, you can either add to an existing portfolio, or create a new one.
- To add to an existing portfolio, click on *ADD TO*
- To add to a new portfolio, click on *NEW* and give it a name.
- Once the portfolio has either been named or added to, click *DONE*
- Your portfolio is now complete
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(Mac: After you have selected your images select *Open As A Portfolio* from the *Record* menu and give it a name.. To add additional images simply drag them into your portfolio.)

Step 2: View and make changes to existing portfolios

- Go to *Record*, and select *Portfolio*
- A pop up window for Portfolio appears
- Choose the portfolio that you want to work with and select *OPEN*
- If you want to delete or add to the portfolio, you can just treat it like a collection.
- *Deleting Images:* select the image(s), then hit the *delete* key/ or select the Delete icon on the tool bar, which says DELETE RECORD when the cursor moves over it. **Note: it will only delete the image in portfolio, not the collection*
- *Adding Images:* click and drag images from other collections, or use acquire image procedure (see Acquiring Images above)

Step 3: Arranging the images in a portfolio.

Open one of your portfolios.

Click on images you wish to move and drag to the desired position.

Note: images will stay in the position you place them within Portfolios, but images in the Collections will stay in the order in which they were acquired.

HOW TO USE IMAGEAXS-PRO WITH POWERPOINT

There are two steps in creating a PowerPoint presentation with images from ImageAXS-PRO

Step 1: Create a presentation in PowerPoint

Step 2: Import images from ImageAXS-PRO into PowerPoint

Step 1: Create a presentation in PowerPoint

- Open the PowerPoint program
- Select *Blank Presentation* in the “PowerPoint” dialog box
- A “New Slide” dialog box should appear, and select the appropriate slide (Example: Title, blank, etc)
- Now you are ready to import images into PowerPoint

Step 2: Import images from ImageAXS-PRO into PowerPoint

- Go to *Insert*, select *Picture, From File*
- In the “Insert Picture” dialog box, choose the file/folder in which the images are located
- A preview of the image should appear in the dialog box, click on *Insert* to import the image into PowerPoint
- You can resize the image to fit the slide by click and drag the corners of the image. * there should be 8 white boxes around the image, you can click on them to resize it
- To import another image, go to *Insert*, select *New Slide*
- After you are done with importing all the images, do not forget to save them
- Go to *File*, select *Save As* and name the presentation

HOW TO EXPORT IMAGEAXS-PRO COLLECTION TEXT RECORDS INTO EXCEL

There are three steps in exporting an Image AXS-PRO collection into Excel:

Step 1: Exporting the Collection’s Text

Step 2: Opening ImageAXS-PRO text file in Excel

Step 3: Sorting and printing text in Excel

Exporting ImageAXS-PRO text records into Excel allows users to lookup information in a spreadsheet style format. This keeps records organized and it’s easier to read.

Step 1: Exporting Text

- Open ImageAXS-PRO
- Select the text data you want to export by clicking on the image(s)
- Go to *File*, select *Export*, choose *CSV TEXT*
- Name the file and select and navigate to a folder of your choice
- Click on *Save* and move on to Step 2

*Note: The file will be saved with extension CSV (eg. *.csv).*

Step 2: Opening ImageAXS-PRO text file in Excel

- Open the Microsoft Excel program
- Go to *File*, select *Open*
- Look for and select the exported CSV-TEXT file
- Select *Open*
- Once the file is open, you can resize the columns to make the information fit on the screen.

Step 3: Sorting and printing text in Excel

- Open Excel with the CSV-TEXT file opened
- Go to *Data*, and select *Sort*, and fill out the dialog box
- When you are ready to print, go to *File*, select *Print Preview*
- Select *Setup Sheet*, select *gridlines*
- Select *Close*

Note: the dotted lines indicate the edge of the printed page

- Select and arrange the data you wish to print.
- Go to *File*, click *Print* when you are ready to print.

**Use Excel's HELP if you need assistance*

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