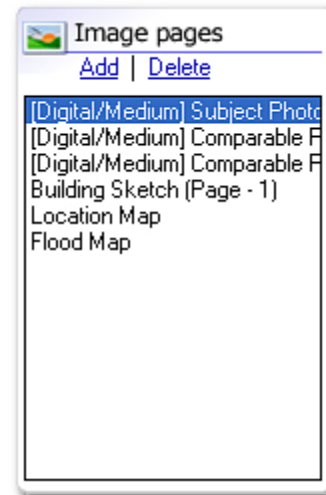
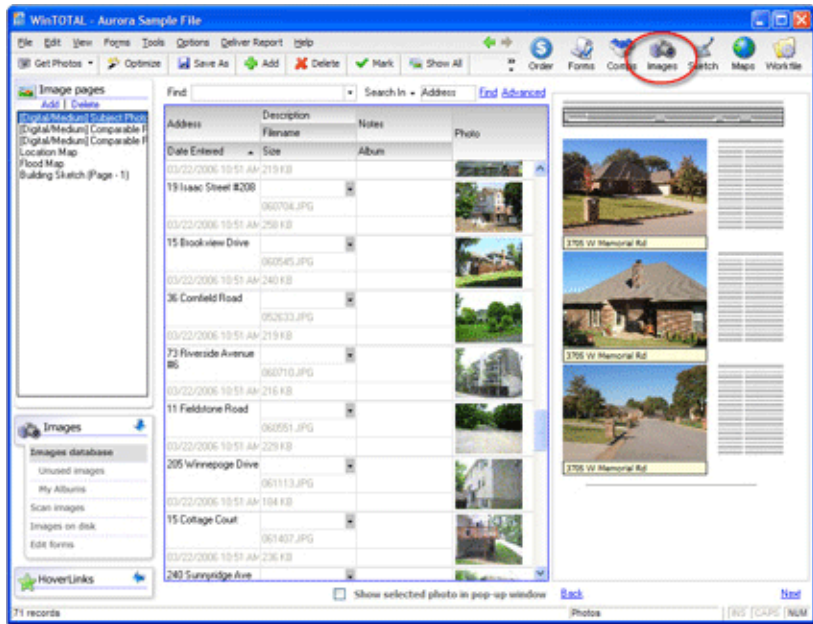


Images PowerView

Images PowerView

The photo capabilities of WinTOTAL are accessed by opening a report, then clicking **Images** from the toolbar at the top. In each of the different views, thumbnail images are displayed. You can view a larger image by simply hovering your mouse pointer over any thumbnail. The image then expands and remains there until you move your mouse away from that photo. To access the Images PowerView, just click the **Images** button to the upper left of WinTOTAL.



To add additional photos pages...

1. In the [Images PowerView](#), click **Add** at the top of the **Image pages** pane to bring up the **Contents** page.
2. The list on the left shows the available photo pages in WinTOTAL. From this list, double-click a form you wish to add to your report.
3. The list on the right displays the forms you've added to your report. Click and drag the new form to the desired position in the report.
4. Continue to add photo forms and click **OK** when you're done.

Work with Image Pages

The **Image pages** list on the left side of the **Images** PowerView shows all of the photo pages currently in your document.



Note: If you choose to add one of the **Comparable Photos** pages, you should be prompted to indicate which comp or comps the page should be linked with. Enter the desired comp number and click **OK**. Any relevant information is automatically copied from the comp(s) to the photo page.

Images PowerView

Some additional options are available in the **Image pages** pane as well:

- To delete an unwanted photo page, select it and click **Delete**.
- To view any of the photo pages, simply click it.

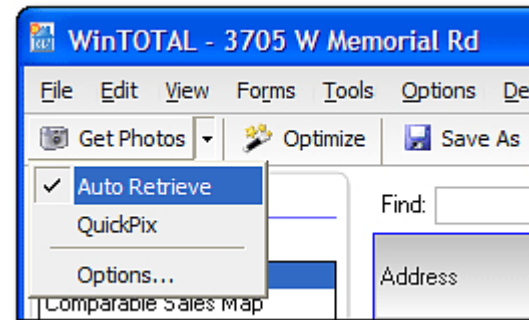
Download Photos

If your camera is configured to work with your Windows operating system, Windows should prompt you about how you'd like to handle the images on your removable device or camera. To simplify this process, we've added an option to this list so that you can choose to run the WinTOTAL photo retrieval process whenever you connect the device you're your computer or place it in its docking station. You have two options for retrieving photos:

- The new **Auto-Retrieval Wizard** which can import your photos based on the same criteria each time and can eliminate some of the data entry that QuickPix requires from your workflow.
- The same QuickPix application found in previous versions of WinTOTAL.

To tell WinTOTAL which method you prefer to use...

1. From the [Images PowerView](#), click the **small arrow** to the right of **Get Photos** in the toolbar at the top.



2. From the pop-up menu, choose **Options**.
3. Mark the option for the photo retrieval method you'd like the system to use as a default and click **OK**.



Note: You can always override the default setting by choosing either retrieval method from the pop-up menu accessed by clicking the **small arrow** to the right of **Get Photos** in the toolbar.

Auto Retrieval Wizard

The first time you run the Auto-Retrieval Wizard, you need to set the options you'd like it to use each time it is run. Once you've configured WinTOTAL to import photos from your digital camera or card reader, you can forego the setup and skip straight to importing the photos.

First Time Setup

1. Connect your camera to your system, or insert your storage device into a card reader.

Images PowerView

2. In the [Images PowerView](#), click **Get Photos** in the toolbar at the top of the screen.
3. If asked to use previous settings, click **No** to set up the import process. Once you've configured it, you can click **Yes** to automatically perform the import in the future.
4. The **Auto-Retrieval Wizard** appears to walk you through the configuration process. Click **Next** to begin.
5. The first step is to configure your camera.
 - o Select the **Photo Source** from the drop-down menu if you use an older camera. Otherwise choose **Disk/Directory/PC Card**.
 - o Mark the **Retain image quality** option if you prefer to have your photos imported without any additional compression.
 - o In the **Path to Photos** field, type the directory name where your photos are stored. If you're using a storage device like a Compact Flash or SD card reader, just enter the drive letter Windows has assigned to that device. If necessary, click **Browse** to find your directory.
 - o The final option forces WinTOTAL to prompt you about deleting the images from the directory or storage device after they are imported. This is useful if you wish to keep your memory card clean for your next batch of photos.
6. Click **Next** to continue.
7. This step allows you to designate the information you want to place in the **Notes** field for each image after it is imported. This can be very useful in finding images using the image database's search features. Options are:
 - o The **Notes** field allows you to enter any other data that is not likely to change each time you import images. For example, you might wish to include your initials or office ID.
 - o The **Append dates to Notes** option puts the date that the images were imported into the database in the notes field.
 - o The **Append photo number to Notes** adds a sequential number to each image and adds that to the notes field.
8. Click **Next** to continue.
9. Automatic filenames are generated for each image as it's imported. These can replace the often cryptic file names that most cameras apply to photos. The name is made up of any of these optional items:
 - o Any text filename prefix you'd like to assign. Once again, this might be the appraiser's initials or some other individual designator.
 - o A two-digit Year, a numeric or text Month, and the Day. These items are taken from the date that the images are imported.
 - o As you make your selections, note the **Sample Filename** at the bottom of the screen.
10. Click **Finished** when you're done.
11. You're prompted to enter a name for a new album containing these photos. The default album name is set to the current date, and a "Set" number. Edit this album name and choose **OK**. Or, choose **Skip** if you do not wish to use albums. If you prefer not to ever use albums, check the **I do not wish to use Albums** box as well.

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Note: See the [My Albums](#) section of this user guide to learn more about albums.

12. If you marked the option about deleting the original files, answer **Yes** or **No** in the screen that appears to indicate your choice and complete the import process.

Once you've imported your photos and they appear in your Images Database, you can simply place them in your report as usual and WinTOTAL automatically assigns the property information to your photo for you. If you have photos remaining that do not apply your current appraisal and you need to assign property information to them, type it directly into the available fields in the database.

Future Photo Imports

1. In the [Images PowerView](#), click **Get Photos** in the toolbar at the top of the **Images** PowerView.
2. Click **Yes** to reuse your previous settings and begin the import immediately. Or, click **No** to change your import options.

QuickPix

If you're more comfortable using the QuickPix application found in previous versions of WinTOTAL it's still available in Aurora. While this utility can often require you to enter more property information about your photos than the Auto-Retrieval Wizard requires, an advantage outside of familiarity is that you can always run this tool entirely outside of WinTOTAL. As with the Auto-Retrieval Wizard, the first time you run QuickPix, you must configure it to

work with your digital camera or card reader. From then on, WinTOTAL remembers your configuration so you can skip to the import process. To start QuickPix...

- In the [Images PowerView](#), click the **small arrow** to the right of **Get Photos** in the toolbar at the top of the **Images** PowerView and choose **QuickPix**. Or, if you've configured your default retrieval options to always use QuickPix, just click **Get Photos** in the toolbar.

- OR -

- Click the Windows **Start** menu, and then choose **All Programs, WinTOTAL, QuickPix**.

QuickPix Configuration

1. With [QuickPix](#) open, click **Camera/Card/Disk, Setup** from the menus.
2. Type the path to your photos on your camera or disk or use the **Browse** link to browse out to them. Alternately, if you have an older camera that does not comply with most common Windows integration methods, you can check the box indicating that and search the drop-down list for your camera.
3. Once you have either indicated the camera type or path to your photos, just click **OK**.

You should now be able to load your photos into QuickPix.

Use QuickPix

One of the advantages of this utility is the ability to preview the photos on your camera or storage device before you

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load them into your database. The process of downloading images from your digital camera into your **Images Database** is summarized as follows:

1. Load previews of your photos into QuickPix.
2. Mark the photos you wish to import.
3. Label the previews with address, descriptions and other notes.
4. Download the selected images into your database.

QuickPix allows you to first see previews or “thumbnails” of the images in the camera before taking the time to acquire the whole picture. It automatically assigns a filename to the pictures it downloads and inserts them into the WinTOTAL Images Database. Here's how to do it.

1. From [QuickPix](#), click **Previews**.
2. Once the previews are loaded, use the scroll bar on the right to move through the photos. Mark the check box to the right of those images you wish to retrieve or click **Mark All** to quickly select all of the photos you've loaded.
3. For each photo you mark, complete the **Address**, **Description** and **Notes** fields, as desired. If you loaded QuickPix from within the **Images PowerView**, and have a report loaded in WinTOTAL, you can select the address of the subject property and any comps from the drop-down menu. Likewise, the **Description** field drop-down menu is populated with your common photo descriptions like Front, Rear and Street. (For instructions on adding additional photo descriptions, see the [Create Photo Labels](#) section of this user guide.)
4. Once the desired images have been marked, click **Retrieve** in the toolbar to import your photos.

5. If you've decided to use the albums feature in Aurora, you're prompted to give this photo set a name. Type a name in available box and click **OK**. Or, if you don't want to place these in an album, click **Skip** and check the box to stop using albums in the future.



Note: See the [My Albums](#) section of this user guide to learn more about albums.

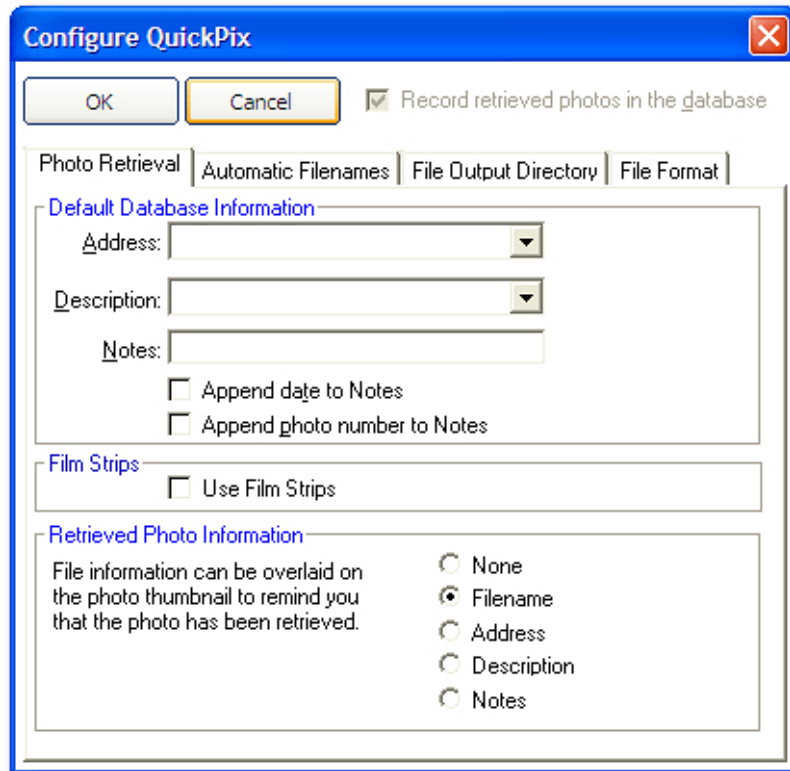
6. After the photos are downloaded, you return to QuickPix. If necessary, you can retrieve additional photos from this set of previews, creating separate albums for separate photo sets. For reference, the file names of those photos you've already retrieved appear in the upper-left corner of the preview image.
7. When you are through downloading images, exit QuickPix by selecting **Exit** from the **File** menu.

Customize QuickPix

There are several options you can configure in QuickPix.

1. In [QuickPix](#), click **File, Configure QuickPix** from the menus at the top to start the configuration process. You are presented with four tabs representing the different areas of the program which you may configure.

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- **Photo Retrieval** - When importing images into the database through QuickPix, you first must display and label the previews as described above. To automate the task of labeling photos, you can set defaults for the database entries. For example, if all of the images you are going to download are for the same address, you can enter a default **Address** before displaying the previews - then perhaps change the default **Address** back before

downloading other images. Likewise, you can choose a default **Description** or enter text into the **Notes** field (such as the appraisers' initials).

- Below these defaults is the option to use albums. Check the box to turn on this feature and have QuickPix prompt you for an **Album name** whenever you import images.
- Finally, you can customize what information is displayed for images that have already been downloaded during the current QuickPix session. Mark an option to select it.
- **Automatic Filenames** - Digital images are simply data files stored on your computer. When QuickPix imports them from your digital camera, it assigns them a name and stores them in the default image directory (normally, that is C:\A LA MODE\WINTOTAL\IMAGES). As a default, QuickPix assigns the images a file name based on the date of the download and the picture number. However, you can customize this aspect of QuickPix to meet your needs. QuickPix automatically assigns a file extension based on the format of the image.
- **File Output Directory** - Depending on your circumstances, you may need to change the directory in which QuickPix saves its images. We strongly discourage doing this since it could cause an inexperienced user difficulty in tracking images. But, if you're fairly comfortable with your system and desire a different location for images, you can certainly do so.
- **File Format** - Depending on your circumstances, you may need to change the format in which

Images PowerView

QuickPix saves its images. You can choose one of several formats in this screen. As you click each particular type of file, a brief description appears at the bottom of the screen.

- For the JPEG format, you also have the option to change the compression level that QuickPix uses to make your image files smaller. Move the slider to the left to reduce file size. Of course, this also reduces the quality of the photo. But given the high detail most modern digital cameras produce, you can often move this down to the 40% range without compromising quality.



Hint: JPEG is by far the most common file format for images. Unless you have a compelling reason to select one of the other formats, it is strongly recommended that you stick with JPEG.

2. Once you've configured QuickPix, click **OK** to save your changes. You can exit QuickPix by selecting **Exit** from the **File** menu.

Images Database

The Images Database allows you to quickly find images that you've imported from your camera, scanner, or card reader and use them in WinTOTAL. This can be great when you need to find additional photos for later reports as you can search for the photo by its address instead of visually scouring your old images to find the one that looks correct. As with many other sections of WinTOTAL, the Images Database contains a variety of views to help you reorganize

your images in more intelligible ways. There are three primary views in the Images Database:

- **Images Database** – This option shows you all of the images in your database, regardless of whether they've been used or not.
- **Unused Images** – Shows you images that you've added to your database at some point, but have not yet used in a report
- **My Albums** – Shows a list of images, grouped by the time you imported them from your digital camera or storage device.

To access an alternate view, simply click **Images Database** in the **Images** pane on the left.

Search for Images

You can often shorten the time it takes to find a photo you wish to use in your report by searching or sorting the images in your database.

Searching for Images

To search for an image in your Images Database...

1. In the **Images Database**, type an address, street name or other information in the **Find** field. If you're not sure of the complete address or street name, just type a portion of the name. For example, just entering "elm" finds anything on Elm Street, Elm Avenue, Elmhurst Blvd or Shady Elms Court.
2. From the **Search In** menu, select the field you would like to search.

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3. Click **Find** to begin the search and display the results in the window.
4. To reset the database view to show all photos, click **Show All** in the toolbar at the top.

If you'd like to narrow your search criteria even further, click the **Advanced** link. The **Advanced Photo Search** screen appears, offering additional search fields. Enter as many search criteria as needed to pinpoint your property. You can use any combination of the fields.

As with the "quick find" method described above, if you type partial information in the **Address**, **Description**, **Filename** or **Notes** fields, the program finds any photos that contain that information in their fields. If you'd like to limit your search to exact matches, check the **Exact match** box at the end of each field. Click **OK** to view the results of your search.

Sorting Images

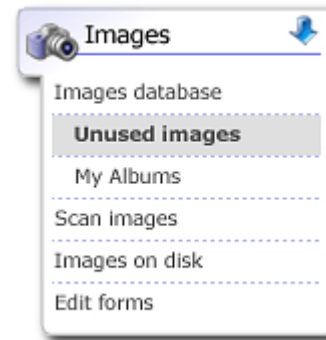
To sort the images in your [Images Database...](#)

- Just click the column header, like **Address**, to sort by a given column.
- Click it again to sort your images in reverse order.

Unused Database Images

WinTOTAL provides a simple way for you to find and manage the photos you've previously imported into your Images Database, but have not yet used in a report. To access the Unused Images view to help you manage these images, click **Unused Images** in the **Images** pane on the left side of the [Images PowerView](#). This view allows you to

quickly sort through your photos when handling new properties. You can also locate and delete photos that you have no intention of using in the future.



On this page you have the option of viewing thumbnails of your photos, or a text list. Check the **View previews** box at the bottom of the screen to toggle between these two options.



Note: If you have the pop-up window enabled, your photos are displayed in that window, regardless of whether you're viewing the thumbnails or the text list.

My Albums

Photo albums are a great way to group images together as you import them. Whenever you import photos into your image database, you have the option of placing them into a new photo album. This can be very convenient if you have multiple appraisers taking photos of different homes, and an assistant importing them into your company's image database. As you import the photos, simply place them in an album that includes the date the photos were taken and

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the name of the appraiser that took them. When that appraiser sits down to start building reports, he can quickly find the album containing his photos. For information on creating albums, see the [Download Photos](#) section of this user guide. To view the contents of an album:

1. In the [Images PowerView](#), click **My Albums** in the **Images** pane on the left.
2. Locate the desired album in the list and double-click its name, or select it and click **Show Images in current album** at the top of the window. The photos in that album are displayed.
3. Click **Show all Albums** to re-display the list of albums.

If you have a large number of albums, you can use the search feature to find a specific album. See the [Search for Images](#) section of this user guide for information about using the search features.



Hint: If you find that albums are a great way to sort your photos, you can make sure that an album is always created when you import photos. Just check the **Always use albums when retrieving images** box at the top of the **My Albums** page.

Photo Pop-up Window

The [Images PowerView](#) gives you several ways to view both the images in your database and those stored on your computer. In each view listed in the **Images** pane on the left, the images are displayed as thumbnails. Using

thumbnails instead of the actual photos greatly speeds up WinTOTAL. However, thumbnails may be a bit hard to view, depending upon your screen resolution. To give you a better view of your images, each of the image views has an option to **Show selected photo in pop-up window**. Check the box to enable this feature and a separate window appears containing whichever image is currently selected. Each time you click a different image, the window displays the new photo.

- Click and drag any edge or corner of the window to resize it. The image resizes automatically to fill the new box.
- Click the title bar of the window to drag it anywhere on your screen. If you're working with dual monitors, you can tuck it out of the way on your second display.
- As you change views by clicking any of the items in the **Images** pane on the left, the pop-up window remains in place.
- If you click a view that does not support the pop-up viewer – or you leave the **Images** PowerView – the window closes automatically.
- To close the window, click **Close** in the upper right of the window, or un-check the option on your image view screen.

Scan Images

WinTOTAL provides a simple way for you to scan images into your report. Images can be photos, maps or any other paper-based documents. To scan an image...

1. From the [Images PowerView](#), click **Scan Images** in the **Images** pane.

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2. Click **Source** at the top of the screen to select the scanner device you wish to use. A list of scanner devices configured for your system appears. Select your scanner from this list and click **Select**.
3. Click **Acquire Image** to scan a picture or **Acquire Document** to scan a document. Depending upon how your system is configured, your scanner software should launch and lead you through the steps to bring in your image.
4. When the scanning process is complete, the image appears in the available box at the bottom of this view. From here, you can add a new image page and drag the scanned image to the page. See the [Work with Image Pages](#) section of this user guide for instructions on adding an appropriate page to hold your scanned image.

Images on Disk

If you have images on your hard drive or another disc that you need to insert into your report, you can easily browse out to those photos in WinTOTAL and add them into your report. To view the photos on your hard disk or other media...

1. From the [Images PowerView](#), click **Images on disk** in the **Images** pane on the left.
2. Type the directory name into the **Path** field at the top of the screen, or click **Browse** to select a directory from a local or networked drive or select an attached storage device. The photos in that directory or device are automatically displayed in the window.
3. Check the **View Previews** box at the bottom of the screen to toggle between viewing thumbnails of your

photos and a simple list view. In the list view, click the heading of each column to sort your photos based on that column.

If you have a large number of photos, you can use the search feature to find a specific image. See the [Search for Images](#) section of this user guide for more information about finding your images.

Edit Image Forms

As you're working in the Images PowerView, you may need to directly edit your photo forms. While some of your photo information is automatically transferred from your report into the appropriate fields you can edit the information or type additional data in the comments fields through the **Edit Forms** view in the Images PowerView. To edit an image page...

1. From the [Images PowerView](#), click **Edit Forms** in the **Images** pane.
2. Now, select the desired form from the **Image pages** pane at the top of the page. You can also use the **Next** and **Back** links at the bottom of the forms to cycle through the image pages in your report.
3. Click in any of the fields on the displayed page to edit or enter data.



Note: If you make changes to any of the fields that already have data in them, you need to lock that field so your data is not overwritten the next time your report is saved. Place your cursor in the field you changed, then click the **Forms** menu, and select **Lock field from transfers**.

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Place Photos

To place a photo into a report...

1. In the [Images PowerView](#), click the image page you want to edit in the **Images Page** pane on the left.
2. Find the desired photo using any of the methods described in the [Images Database](#) section of this user guide.
3. Click and drag the desired photo over to one of the photo positions on the selected form.

Edit Images

In an ideal world, every photo you take is perfect. But in the real world, images are often over- or under-exposed or must be cropped to eliminate unwanted obstructions. WinTOTAL's **Image Optimizer** is designed to help with just such tasks. To edit any photo...

1. From the Images PowerView, double-click any thumbnail or full image to open the **Image Optimizer**. Or, select the image and click **Optimize** in the toolbar.
2. Then, in the Image Optimizer, just edit your images with any of the provided options. Options include:
 - o Light adjustment
 - o Size changes
 - o Color scale
 - o Cropping
 - o Sharpness

- o Annotation
- o File size

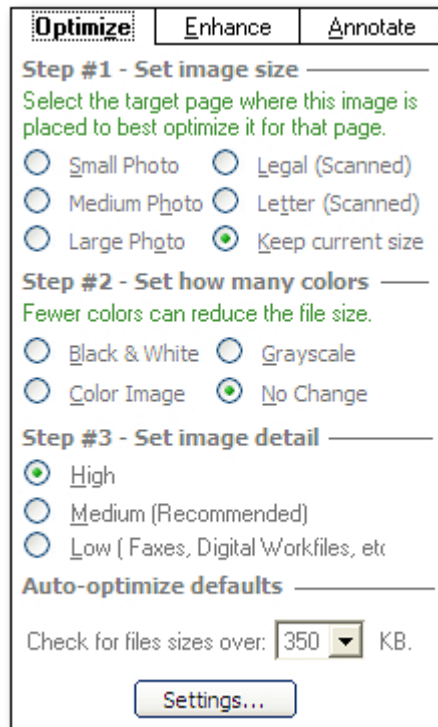
3. As necessary, click the **Show All Report Images** button to the bottom left of the **Image Optimizer** to see all the images in your current report, drag a corner of the image optimizer to expand it, or click Restore Image to revert your changes back to the original photo.

Optimize Images

The options in the **Optimize** tab of the **Image Optimizer** allow you to minimize the size of your images, while maintaining photo quality. To "optimize" your image...

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1. From the [Image Optimizer](#), click the **Optimize** tab.



2. Reset the size of your image to **Small**, **Medium** or **Large**, depending upon the size of the photo pages you use in your report. If you're working with a scanned map or other full-page document, select either **Legal** or **Letter** size.
3. Choose the color depth for your image. If the document is a line drawing or map, the **Black and White** or **Grayscale** setting may work well. If you only output your documents on non-color printers, then select **Grayscale**.

4. Finally, change the image detail to further trim file size. Most digital images contain far more resolution than the typical printer can reproduce. Selecting a **Medium** detail for photos, or even **Low** for graphics can save valuable disk space without sacrificing the quality of your final report.
5. When you're finished, click **OK** to apply your changes.



Hint: While you're optimizing your image, keep an eye on the lower portion of the screen. You can quickly see the effect that your changes are having on the file size as the current image size is displayed, along with its original size.

Automatic Optimization

The Image Optimizer provides a simple way to apply your preferred optimization settings automatically as you place images into your report. To set up automatic optimization so that you don't have to manually optimize your images...

1. In the [Image Optimizer](#), click the **Optimize** tab.
2. Click the **Settings** button at the bottom of the **Optimize** tab.
3. Mark your preferred optimization settings. Options include:
 - o Photo size
 - o Photo quality
4. Check the **Auto apply** box at the bottom of the screen to ensure that WinTOTAL applies these settings for you when you add images into your report.

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5. When finished, click **OK** to save your settings.

Enhance Images

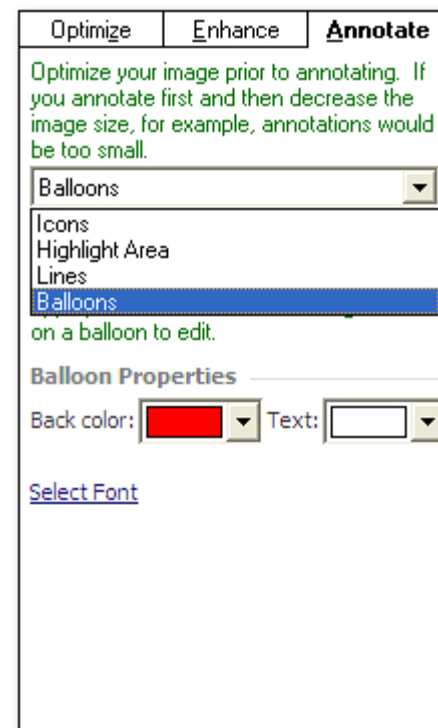
The options in the **Enhance** tab of the **Image Optimizer** help you adjust for lighting, color or rotation problems. In addition, you can use the **Crop** tool to eliminate unwanted features from pictures. To “enhance” an image in your report...

1. In the [Image Optimizer](#), click the **Enhance** tab.
2. Apply your preferences to your image as necessary. Options include:
 - o Slide the **Brightness**, **Contrast**, **Saturation** and **Sharpness** controls to the left or right to adjust the appearance.
 - o Click the rotated “**A**” buttons to spin your image to the proper orientation.
 - o **Equalize Brightness** attempts to balance your photo automatically.
 - o To eliminate unwanted items from your image, click **Crop**. Then, click and drag a rectangle around the portion of the image you want to keep. When you release the mouse button, the image crops automatically. If you want your cropped image to have the same height and width ratio as the original, check the **Maintain aspect ratio when cropping** box before you crop it.
3. When you’re finished, click **OK** to apply your changes.

Annotate Images

The annotation tools in the **Annotate** tab of the **Image Optimizer** allow you to add icons, balloon text and other items to your images. To annotate your images...

1. In the **Image Optimizer**, click the **Annotate** tab.



2. Apply your preferred annotations using the options provided. Options include:
 - o **Icons** - In the **Icon** area, you can choose **Color**, **B&W** or **Legacy** icons.

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1. Select the desired icon. Then, click anywhere in the image to place that icon.
 2. Click and drag the icon to move it around.
- **Highlight Area** – You can highlight a portion of your image to draw attention to certain aspects of the property.
 - To highlight an area, first choose the size of the line around the highlighted area from the **Width** drop-down menu.
 - Then, click the **Fill Color** and **Line Color** links to select the color for your highlighted area.
 - Click the image to anchor the first corner of your area.
 - Continue clicking to surround the area desired. Instead of drawing the last line, just double-click or press **A** to complete the area.
 - **Lines** – As with highlighting your image, drawing lines on the image can be a good way to draw attention to certain aspects of the property.
 - To draw a line on your image, choose the desired size for your line from the thickness from the **Line Width** drop-down menu.
 - Click **Line Color** to choose the color.
 - Click and draw the desired line across the image.
 - **Balloons** – Balloons often pair well with lines and highlighted areas as a way of designating and explaining key aspects about the property.

- To add a balloon, choose a background color, text color and font for the balloon from the drop-down menus.
- Click the image to place the balloon.
- Type the text for your balloon in the box available and then click **OK**.
- Once a balloon is placed, click and drag the balloon or its square “handles” to reposition or resize the balloon.



Note: When you click another tab to leave the annotations section, all annotations become one item and you cannot go back and reselect or edit individual modifications.

When finished, click **OK** to apply your changes.