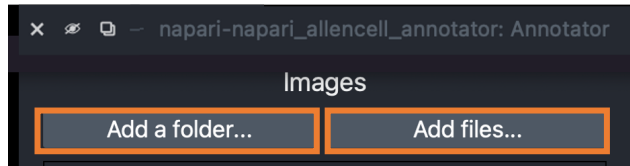# Annotator: Add Images

Add Files and Folders

- There is no drag and drop option.
- If you are annotating images from the Allen network, copy them into your folder before trying to add them.

napari-napari_allencell_annotator: Annotator
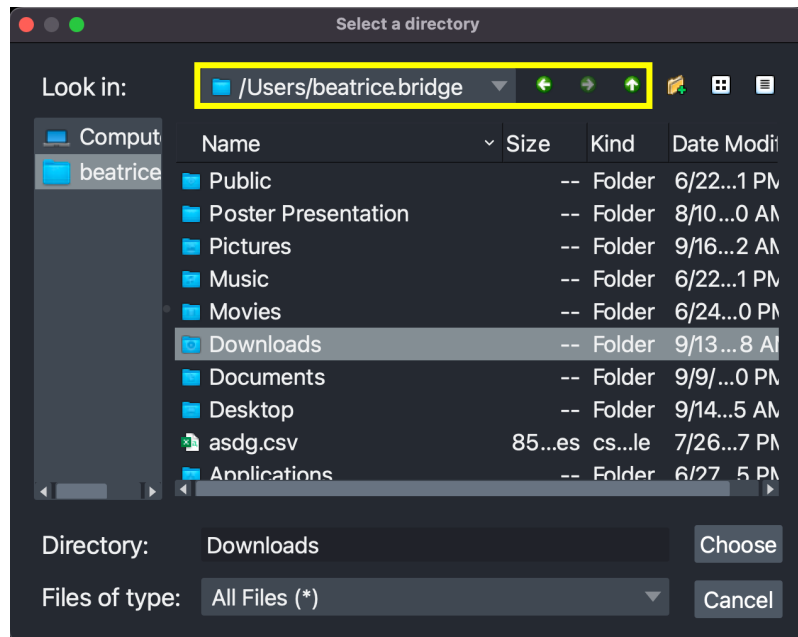Images
Add a folder...   Add files...

- tiff
- ome.tiff
- png
- jpeg
- czi

- Select **Add a folder** to add every file in a folder.
  - If there are files in the folder that are not a supported file type those files won't be added
- Select **Add files** to multi-select files.

Using the File Finder

- Use the green arrows to navigate back/forward to previous folders.
- Use the grey arrow to choose from a list of recent paths.
- Select the folder or files and click **Choose** to complete.

Select a directory

Look in: /Users/beatrice.bridge

	Computt		Name	Size	Kind	Date Modif
	beatrice		Public	--	Folder	6/22...1 PN
			Poster Presentation	--	Folder	8/10...0 AN
			Pictures	--	Folder	9/16...2 AN
			Music	--	Folder	6/22...1 PN
			Movies	--	Folder	6/24...0 PN
			Downloads	--	Folder	9/13...8 Al
			Documents	--	Folder	9/9/...0 PN
			Desktop	--	Folder	9/14...5 AN
			asdg.csv	85...es	cs...le	7/26...7 PN
			Applications	--	Folder	6/27...5 PN

Directory: Downloads   Choose

Files of type: All Files (*)   Cancel

Can't find a folder?

Try finding the path to the folder outside of the Annotator.

Windows: New file explorer window → click into folder → look at the top title bar for file path

MacOS: New finder window → right-click on the folder → Get Info → Where

Shuffle and Hide

- If images are shuffled and hidden:
  - No image names are shown
  - Images are in a random order
  - Images can't be deleted
- Images can be un-hidden and un-shuffled.
  - Images are returned to original order

Deleting Images

- **Delete All** to clear selected images.
- To **Delete Selected** images, check the box on the right of each image. ✓
  Windows Users: to see image check boxes scroll to the right

Shuffle and Hide	Delete All
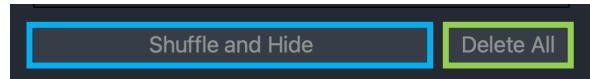
Annotator: Add Annotations

Create New Annotation Template

- Select **Create Template** if you are going to be starting a new set of annotations.
  - If you are using the same annotation criteria/template as others, using **Import Template** is the better option.

- In the create annotations popup, **Add** up to 10 annotations.
- You can **Delete Selected** template items by checking the box on the left and then clicking the delete button.
- Template items can be reordered with drag-and-drop.
- **Cancel** will discard all items and close the popup.
- **Apply** will close the popup and show a preview of the template in the main window
- There are 4 annotation types:
  1. Text: allows letters and numbers.
  2. Number: allows 2-digit numbers. For 3-digit numbers use text.
  3. Checkbox: use for pass-fail or yes-no annotations.
  4. Dropdown: allows the annotator to select from a set list of options.
- Default values will be automatically filled in for the annotation. Useful if you anticipate writing or selecting the same value for many of the images.

Import an Existing Annotation Template

- **Import a Template** to re-use an existing set of annotations.

  Create Template Import Template (.csv or .json)

- In the file dialog popup, make sure to select the file type you are using.

  Files of type: ✓ CSV Files (*.csv)
                    JSON (*.json)

- A JSON file contains only the annotation template.
- A CSV file contains

  > **Would you like to use the images and annotation values from this csv in addition to the annotation template?**
  >
  > **Note: any currently listed images will be cleared.**
  >
  > No   Yes

  1. a list of files
  2. an annotation template
  3. annotation values
     - Select **No** in the popup if you only want to use the annotation template.
     - Select **Yes** to continue annotating the image list in this csv.

Annotation Template Preview

Annotations

comments	
number of cells	− 2 +
pass/Fail	✓
category	a ▼

Clear   Edit   Save   Start

- **Clear** will remove all annotation items currently shown.
- **Edit** allows adding, deleting, and altering the annotation template.
     - *Editing the template is not available if you are continuing annotating from a csv file*
- **Save** will allow you to save the annotation template in a JSON file. You can create a new file or overwrite an existing JSON file.
     - Use this JSON file to share an annotation template so others can use your template.
- Click **Start** to begin annotating!
     - Once annotation begins, no further editing or changes are allowed.
     - You will be asked to **select or create a CSV file.**
          - Choose a destination folder where you want the CSV to be placed and name the file
          - **Or** find and select an existing csv
     If you are continuing annotating a previously created CSV and replace that file, you will not lose any annotations.

- **Exit**: save values to CSV, exit annotation, return to start.
- **Save**: save values to CSV. Annotations are not automatically saved, so make sure to save periodically and exit the Annotator using the **Exit** button.
- **Next/Previous**: move to a new image.

Annotator: Helpful Hints

Keyboard Shortcuts

- The following keyboard shortcuts can be used while annotating.

	Next Image	Previous Image
Windows	**CTRL + >** or **CTRL + SHIFT + .**	**CTRL + <** or **CTRL + SHIFT + ,**
MacOS	**CMD + >** or **CMD + SHIFT + .**	**CMD + <** or **CMD + SHIFT + ,**

- The annotation highlighted in green is the current annotation. To move the cursor/focus up or down an annotation, use the following.

	Down	Up
Windows	**CTRL + ENTER**	**CTRL + SHIFT + ENTER**
MacOS	**CMD + RETURN**	**CMD + SHIFT + RETURN**

- Depending on the current annotation type, there are additional shortcuts.

Checkbox ☑		Toggle Check
Windows		**CTRL + SHIFT + SPACE**
MacOS		**CMD + SHIFT + SPACE**

Drop Down	Move Between Options	Select an Option
	Arrow Keys	**Enter/Return**

Napari Window Hints

- To move the plugin to a separate window, click the multi-window icon on the top of the plugin.

- If you do not need to use layers, you can close the layer controls and make more room for image viewing by clicking **Window** and unchecking **layer controls** and **layer list**.