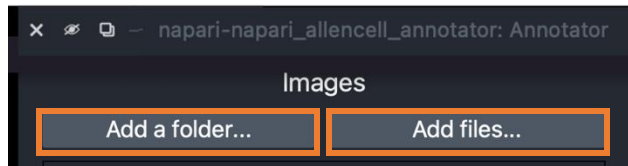


# Annotator: Add Images

## 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.

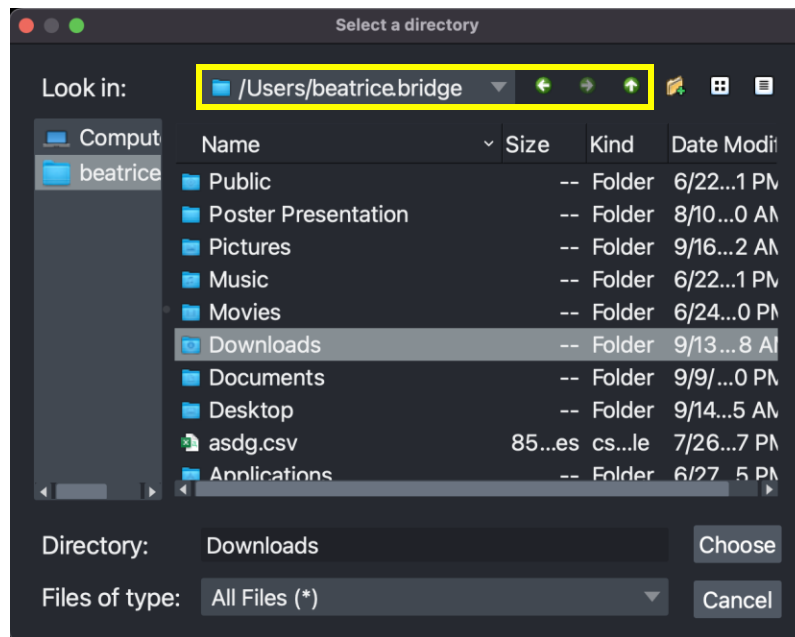


- tiff
- ome.tiff
- png
- jpeg
- czi
- ome.zarr

- 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.



### 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

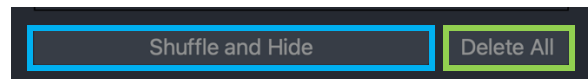
**MacOS:** New finder window → right-click on the folder → Get Info → Where

## 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*



## 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.

A screenshot of a 'Create Annotations' dialog box. The dialog has a title bar with standard window controls. Inside, there's a section titled 'Create Annotations' with a list of four template items. Each item has a checkbox on the left, a 'Name' field with placeholder text 'Enter name', a 'Type' dropdown menu, and a 'Default' field. The types shown are 'text', 'number', 'checkbox', and 'dropdown'. The 'number' type has a default value of '2'. The 'checkbox' type has a default value of 'checked'. Below the list is an 'Options' field with placeholder text 'Enter a comma separated list of o...'. At the bottom of the dialog are four buttons: 'Add +', 'Delete Selected', 'Cancel', and 'Apply'.

- 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 5 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.
  5. Point: allows creating points on an image.
- 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
  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.

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

## Annotation Template Preview

Annotations

comments

number of cells - 2 +

pass/Fail ✓

category a ▼

Clear Edit Save Start

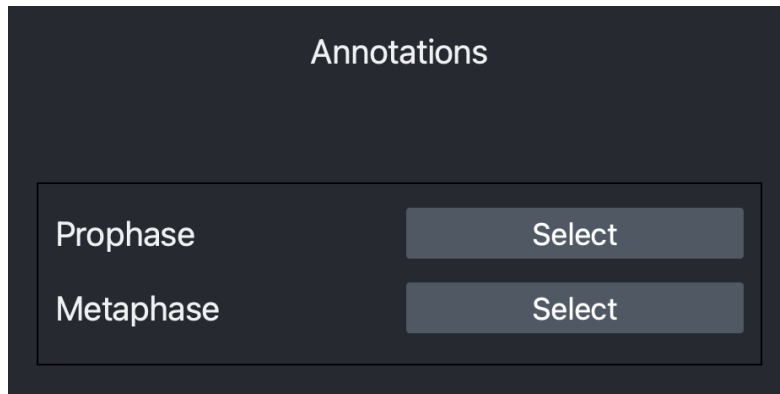
- **Clear** will remove all annotation items currently shown.
- **Edit** allows adding, deleting, and altering the annotation template.  
*Editing the template is not available if you are continuing annotating from a csv file*
- **Save** will allow you to save the annotation template in a JSON file. 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.*

## Annotating

- **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.

## Point Annotating



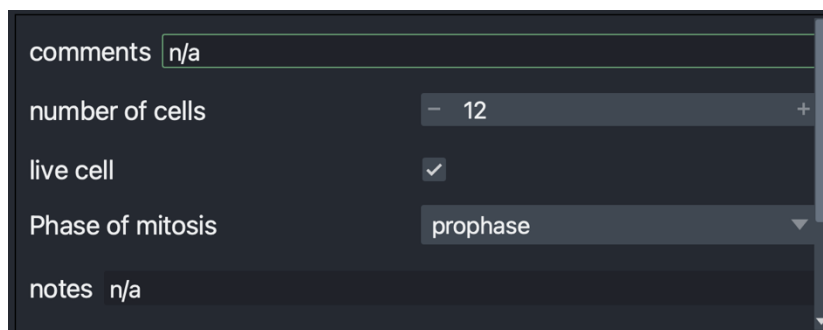
- To start point annotating, click **Select**. You will be able to add points to the image.
- Click **Finish** to complete.
  - If you move to a new annotation item or image without clicking Finish, point annotations will be automatically recorded.

## Annotator: Helpful Hints

### Keyboard Shortcuts

- The following keyboard shortcuts can be used while annotating.

	Next Image	Previous Image
Windows	<b>CTRL + &gt;</b> or <b>CTRL + SHIFT + .</b>	<b>CTRL + &lt;</b> or <b>CTRL + SHIFT + ,</b>
MacOS	<b>CMD + &gt;</b> or <b>CMD + SHIFT + .</b>	<b>CMD + &lt;</b> or <b>CMD + SHIFT + ,</b>


A screenshot of a dark-themed annotation form. It has several input fields: 'comments' with 'n/a', 'number of cells' with a slider set to '12', 'live cell' with a checked checkbox, 'Phase of mitosis' with a dropdown menu showing 'prophase', and 'notes' with 'n/a'. A vertical scrollbar is on the right.

## Keyboard Shortcuts

- 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	<b>CTRL + ENTER</b>	<b>CTRL + SHIFT + ENTER</b>
MacOS	<b>CMD + RETURN</b>	<b>CMD + SHIFT + RETURN</b>

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

Checkbox 	Toggle Check
Windows	<b>CTRL + SHIFT + SPACE</b>
MacOS	<b>CMD + SHIFT + SPACE</b>

Drop Down	Move Between Options	Select an Option
	<b>Arrow Keys</b>	<b>Enter/Return</b>

## 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**.

