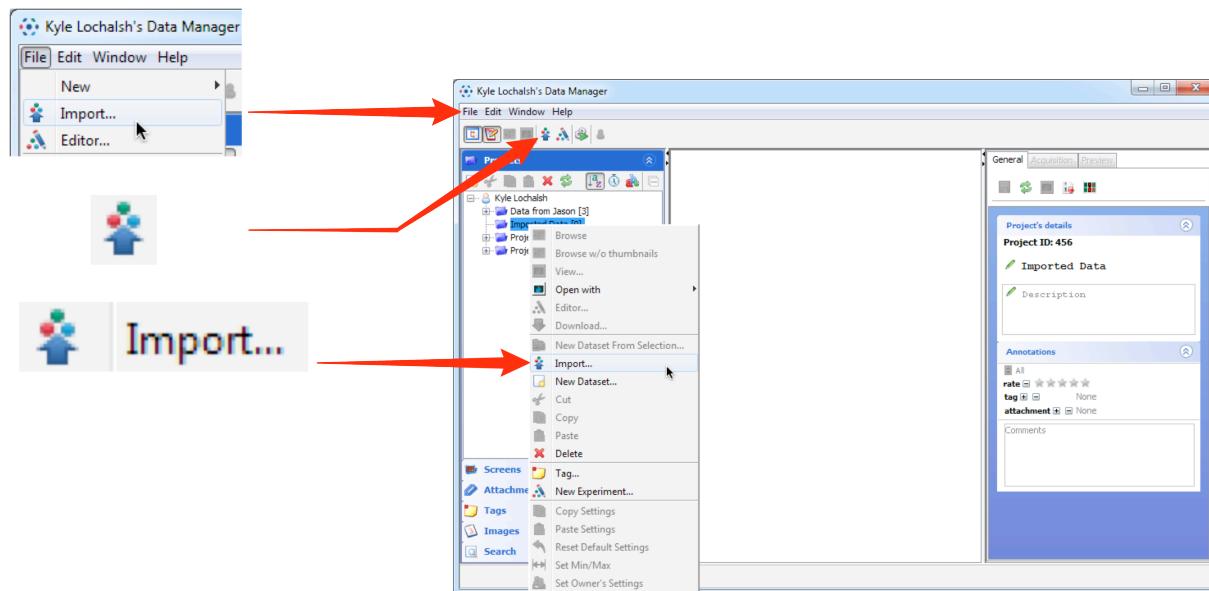


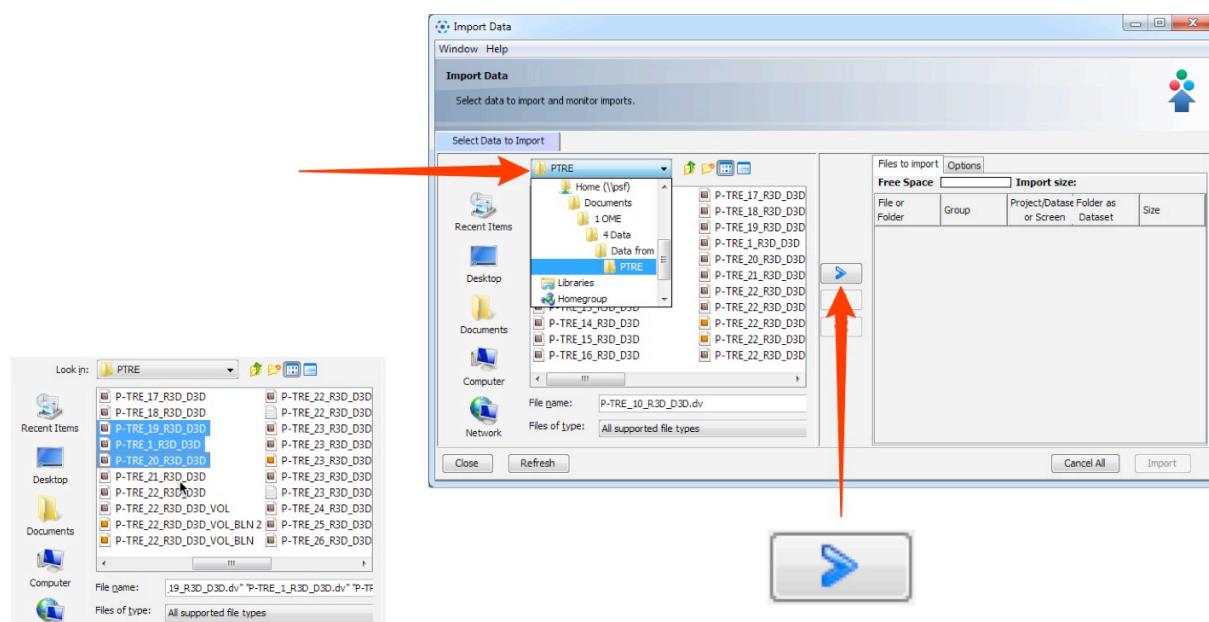
Importing Data - OMERO.insight v. 5.0.3

Using the OMERO.insight to import image data onto the OMERO server.

- 1** Select **Import** from the **File** menu;
 or Click on the Import icon in the toolbar;
 or Select a destination Project or Dataset for the imported data and right click then select **Import**.

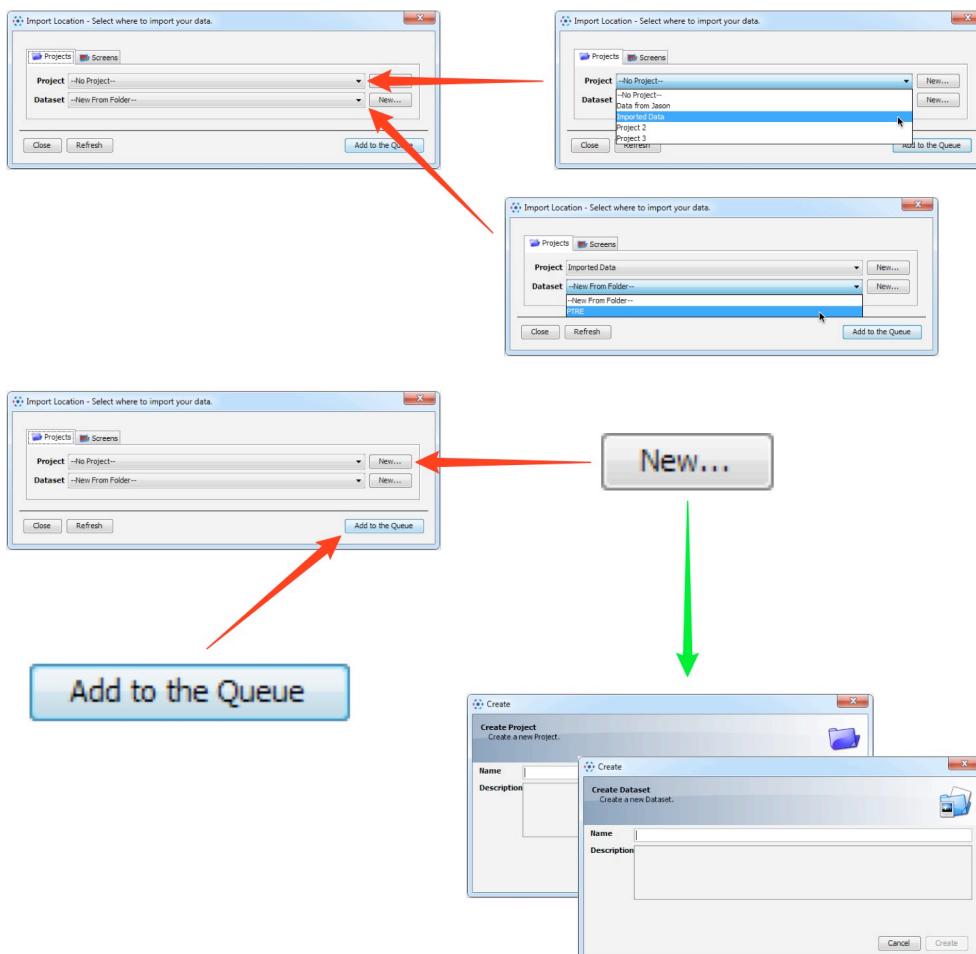


- 2** Use the **File Finder** to locate data to be imported on local or networked drives.
 Select files for importing and click the top arrow to add them to the import queue.



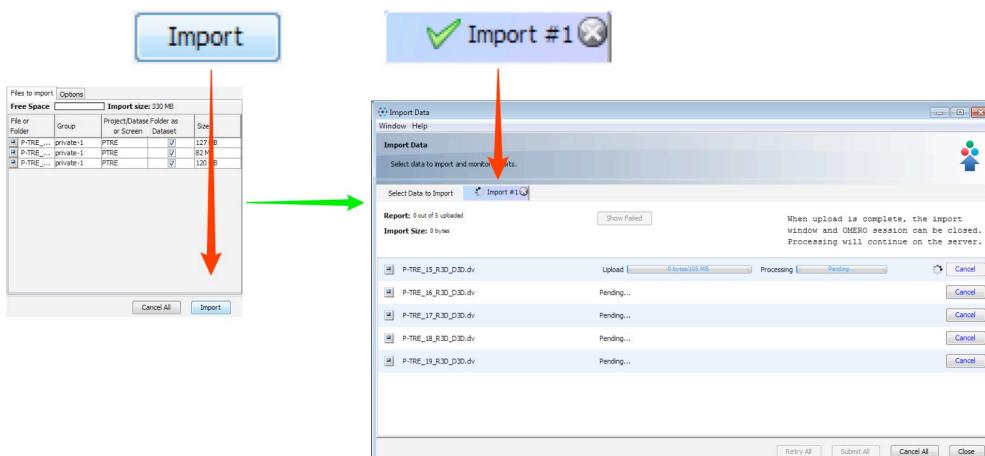
3

- Use the **Location Selection** window to determine to where the data will be imported.
- Choose an existing project or dataset using the drop-down menus;
 or Click **New** to create a new project or dataset.
 When import location has been set, click **Add to the Queue**.

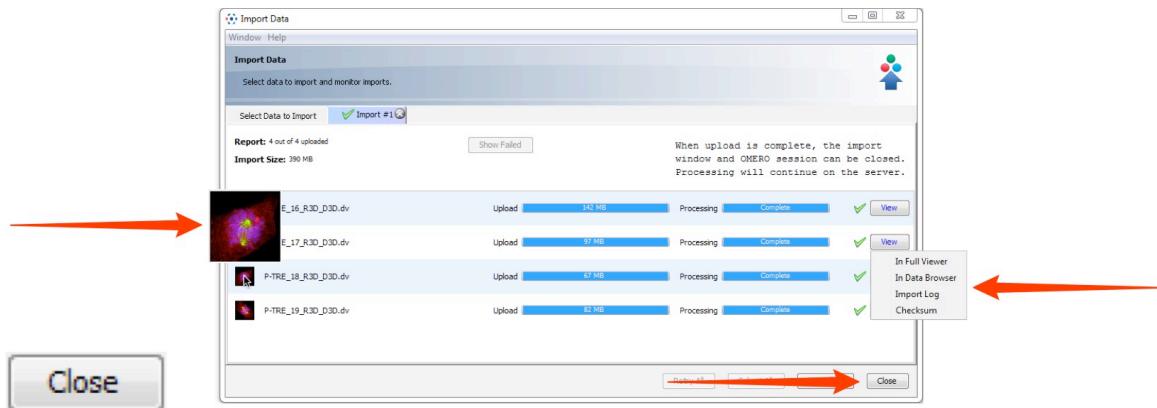


4

- When ready, click **Import** to start importing queued data.
 The progress of imports is shown in the **Import** tab.
 A green tick indicates when the queue is successfully imported.

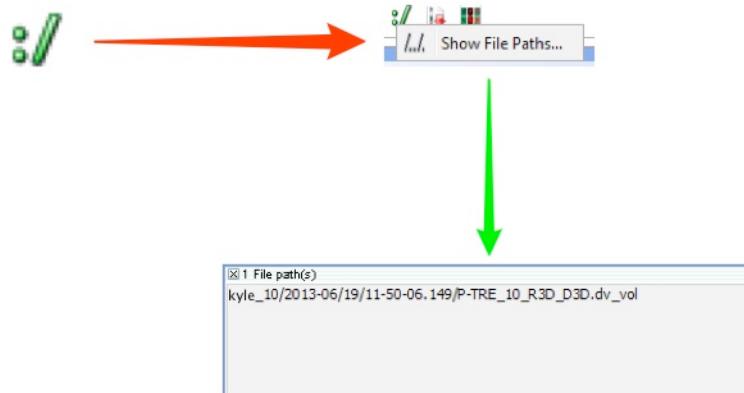


- 5** Mouse-over the thumbnails of successfully imported images to see a preview.
 Click on the **View** menu to view the image in the **Viewer** or **Data Manager**, or view the **Import Log** and the data **Checksum** verification.
 Or close the **Import** window to view the data in the **Data Manager**.



Note: From Version 5, OMERO imports and stores image files unchanged, in their original format. Therefore there is no longer any need to archive files on import.

- 6** Select an image and click on the green **File Path** button to see the file path of the imported data in the OMERO data repository.

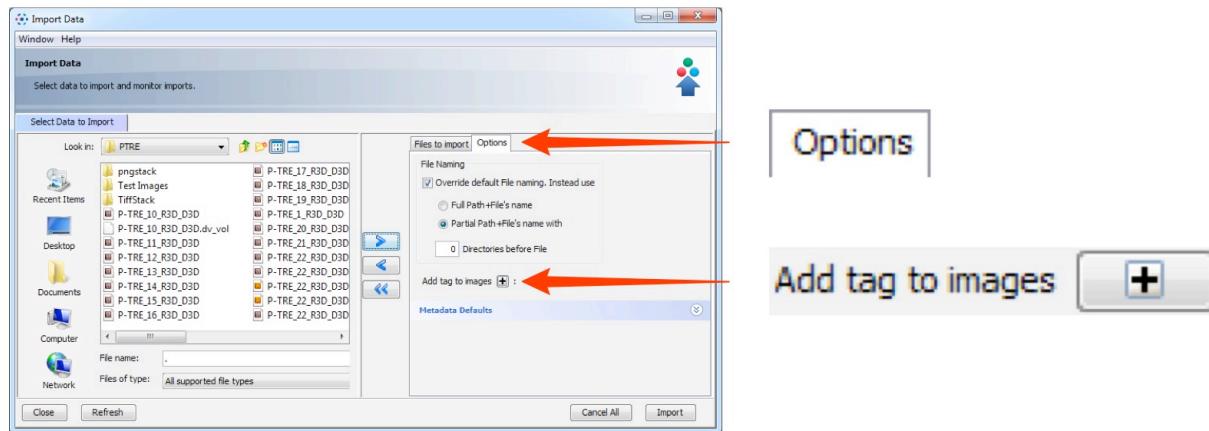


Importing Options

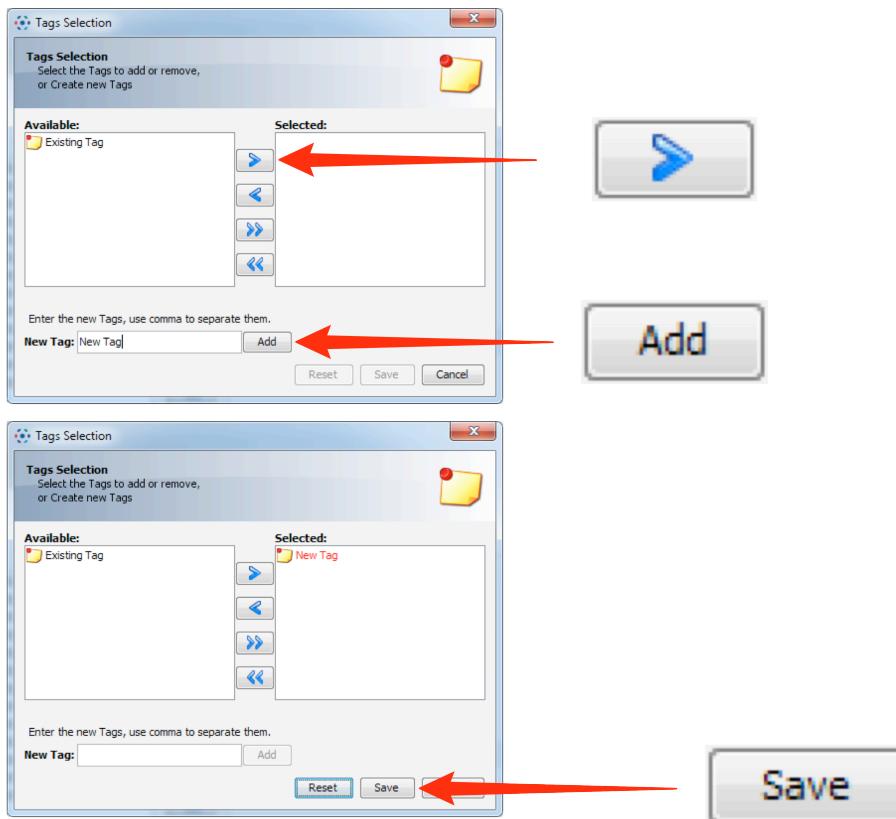
The following points illustrate how to set some of the options that can be used when importing.

Adding tags at import

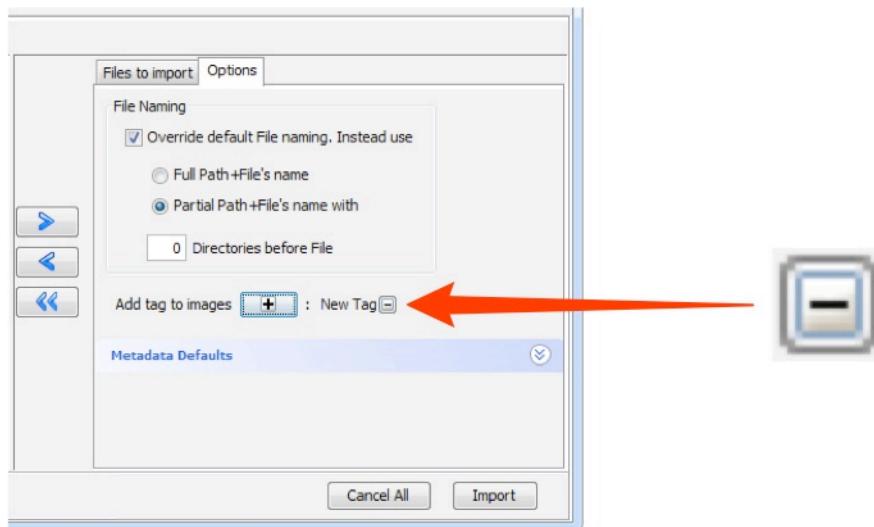
Click the **Options** tab then **Add Tags** to batch-add tags to the data as it is imported.



- Select an existing tag in the left hand pane and click the right arrow;
 or Enter the name of a new tag and click **Add**.
 Click **Save** to add these tags to the data at import.

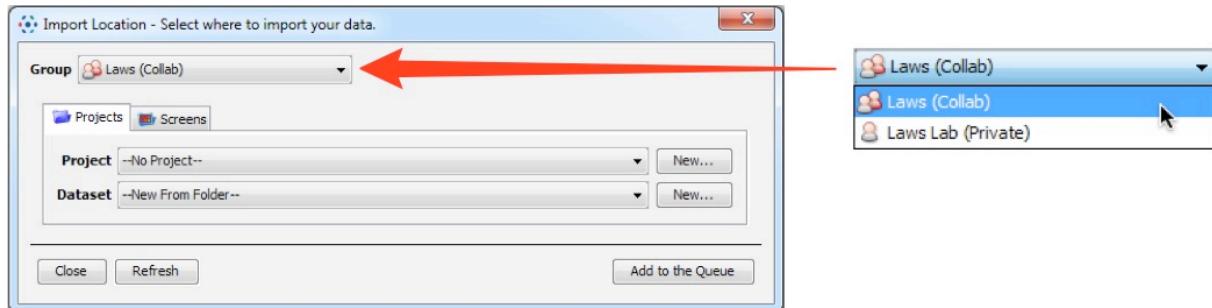


After saving, added tags can be seen in the **Options** tab and can be removed by clicking the **-** button



Selecting Group for Import

If you are a member of more than one group, use the **Group** drop down box to select the group into which to import the data.



Change between project and screen

Click the **Project** or **Screen** tabs to change between image and screen data. The File Finder window changes to reflect available file types, according to the selection.

