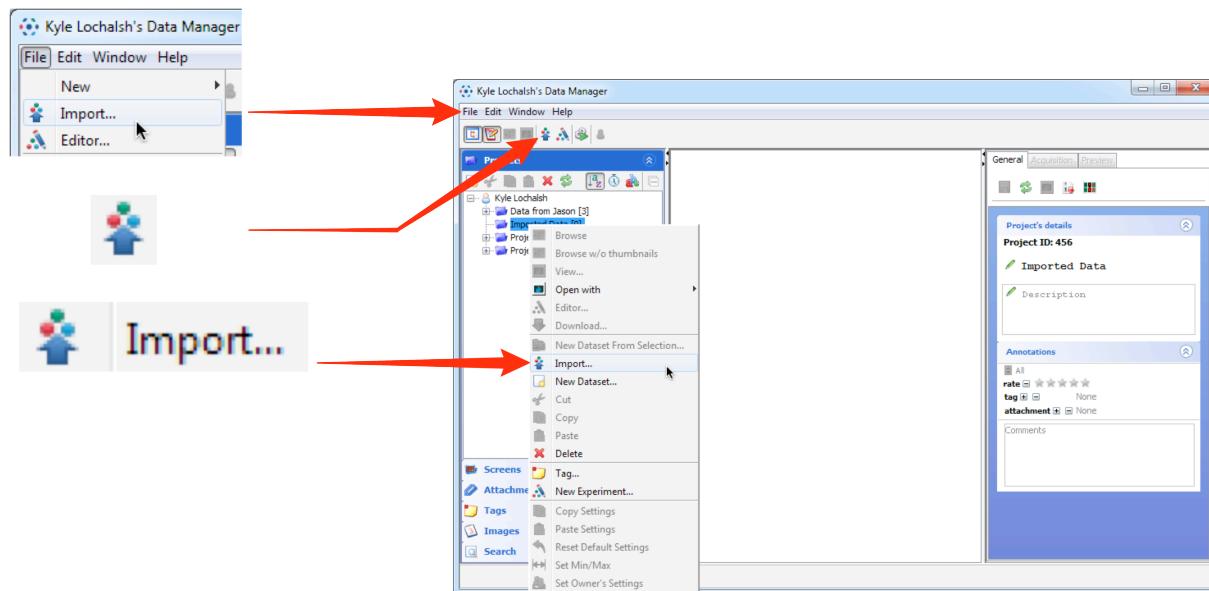


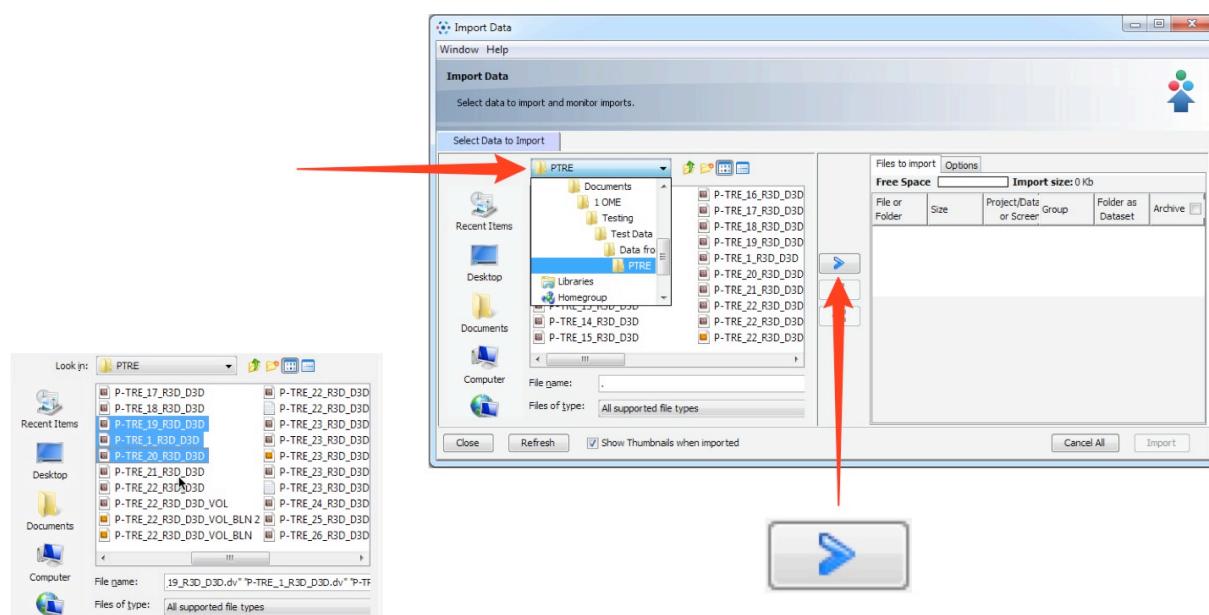
# Importing Data - OMERO.insight v. 4.4.9

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**.

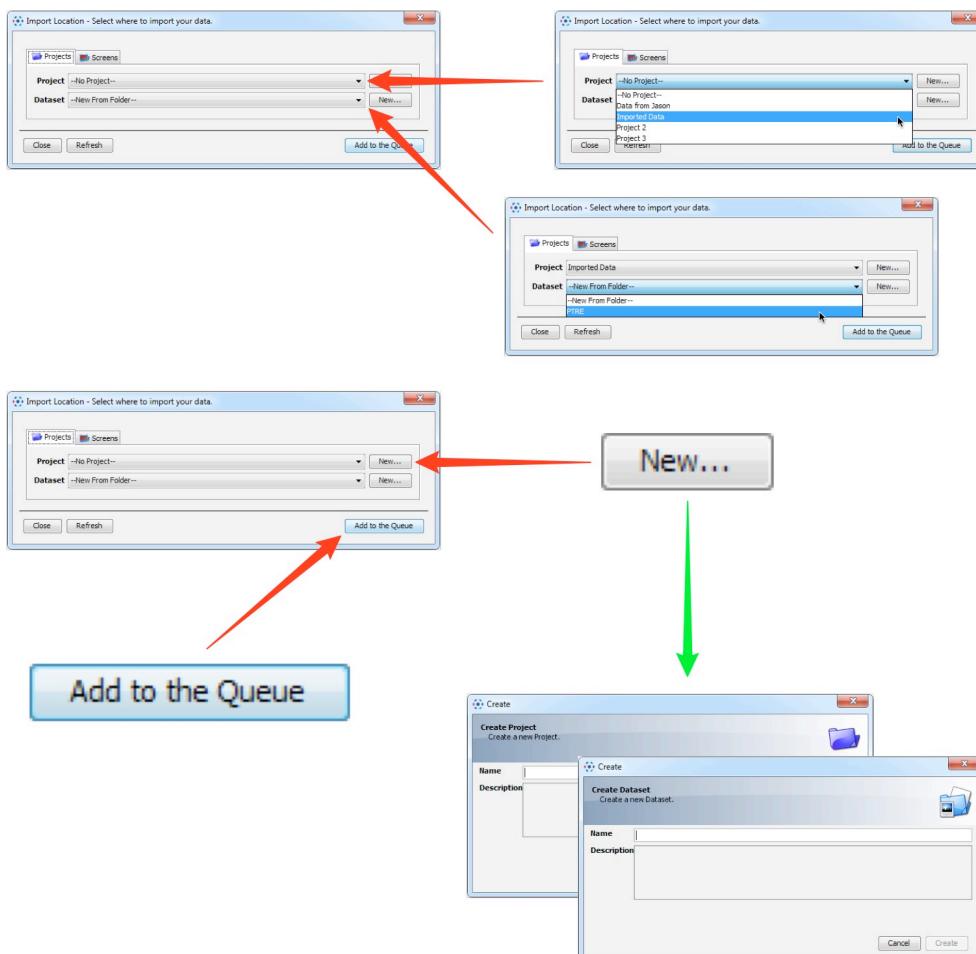


- 2** Use the **File Finder** to locate data to be imported on local or networked drives.  
 Select files for importing and click the top arrow to add them to the import queue.



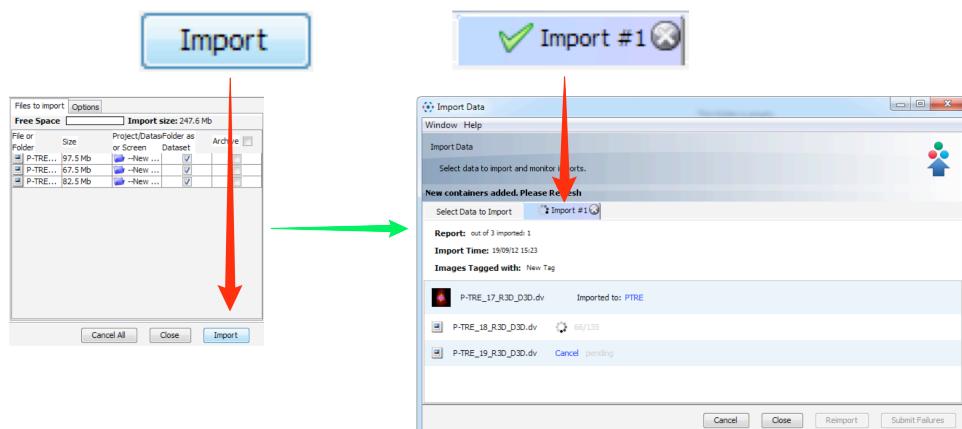
## 3

- 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**.

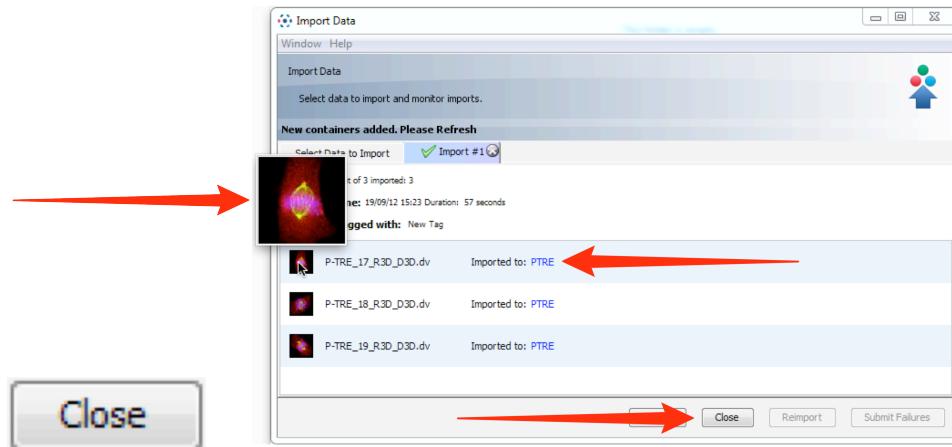


## 4

- 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 link to the dataset or close the **Import** window to view the data in the **Data Manager**.



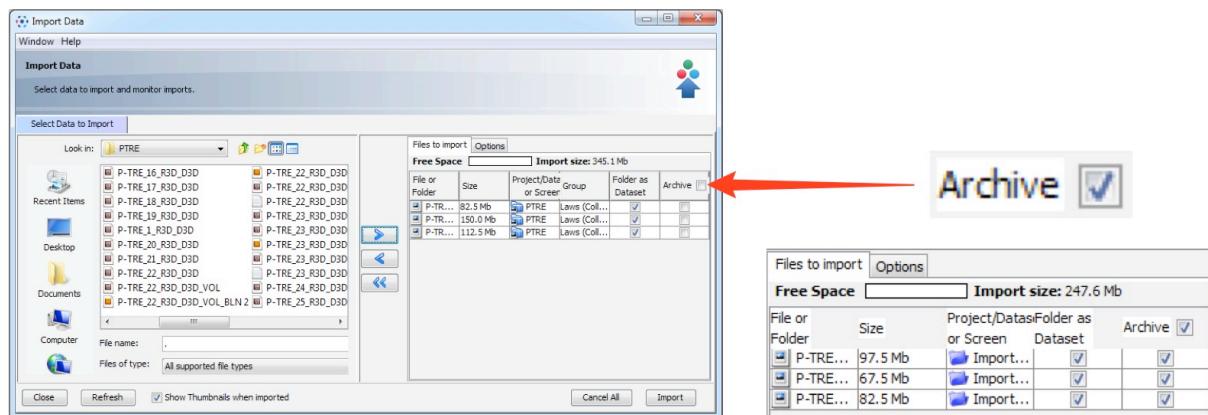
## Importing Options

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

### Archiving data

To archive data files in their original format on the OMERO server click the **Archive** checkbox.

Individual data files can be selected or deselected using the checkboxes in the column below.



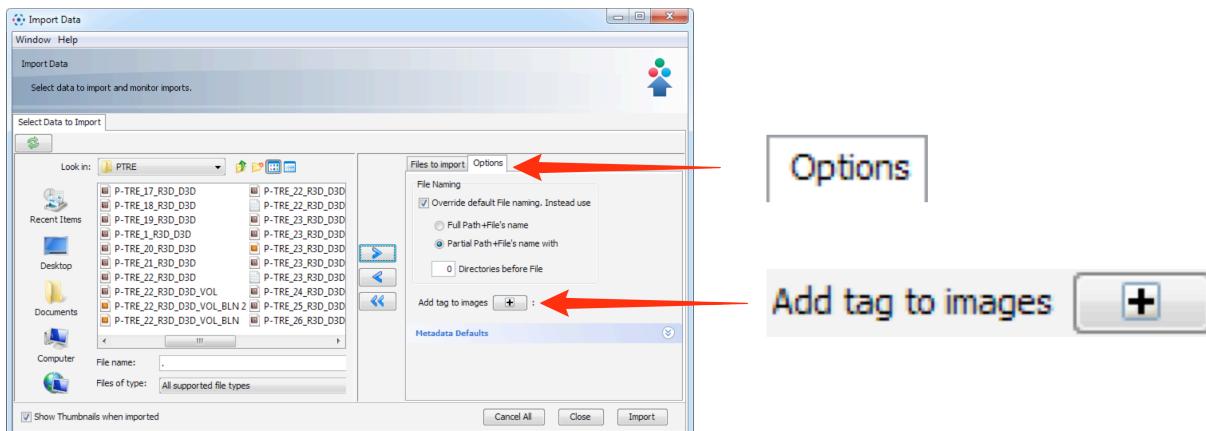
| File or Folder | Size     | Project/Data or Screen | Group         | Dataset | Archive                             |
|----------------|----------|------------------------|---------------|---------|-------------------------------------|
| P-TRE...       | 82.5 Mb  | PTRE                   | Laws (Coll... |         | <input checked="" type="checkbox"/> |
| P-TRE...       | 150.0 Mb | PTRE                   | Laws (Coll... |         | <input checked="" type="checkbox"/> |
| P-TRE...       | 112.5 Mb | PTRE                   | Laws (Coll... |         | <input checked="" type="checkbox"/> |

| File or Folder | Size    | Project/Data or Screen             | Group                               | Dataset                             | Archive                             |
|----------------|---------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| P-TRE...       | 97.5 Mb | <input type="checkbox"/> Import... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| P-TRE...       | 67.5 Mb | <input type="checkbox"/> Import... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| P-TRE...       | 82.5 Mb | <input type="checkbox"/> Import... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Note:** Archiving at import enables subsequent retrieval of the file in the original format at a later date, in addition to the ability to export it as an OME-TIFF.

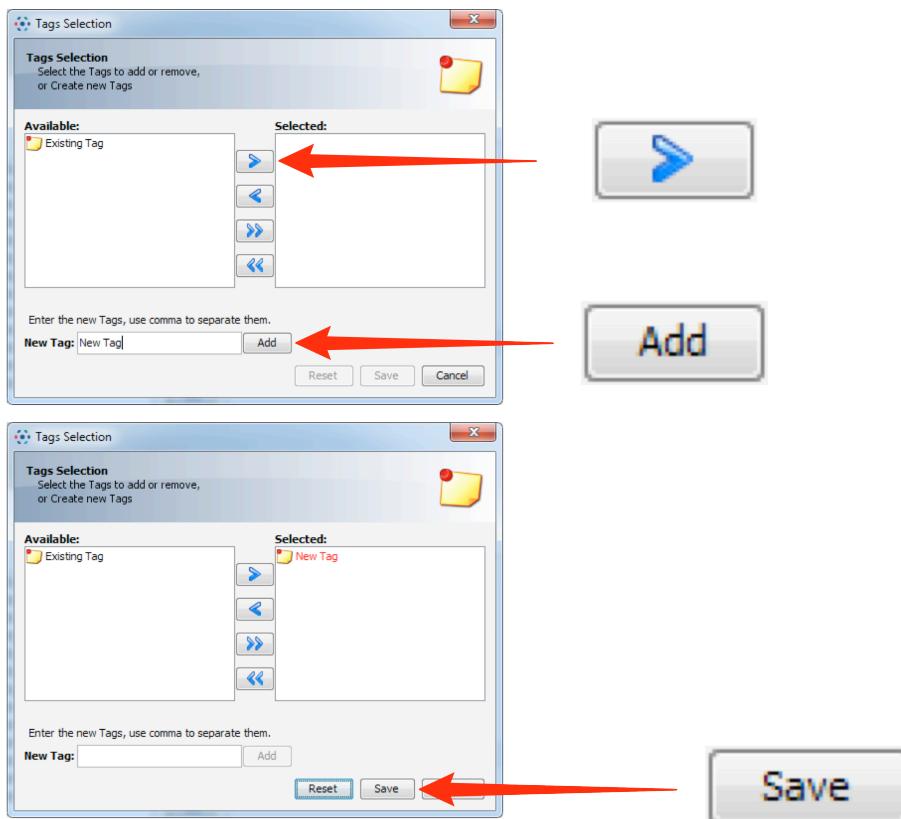
## Adding tags at import

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

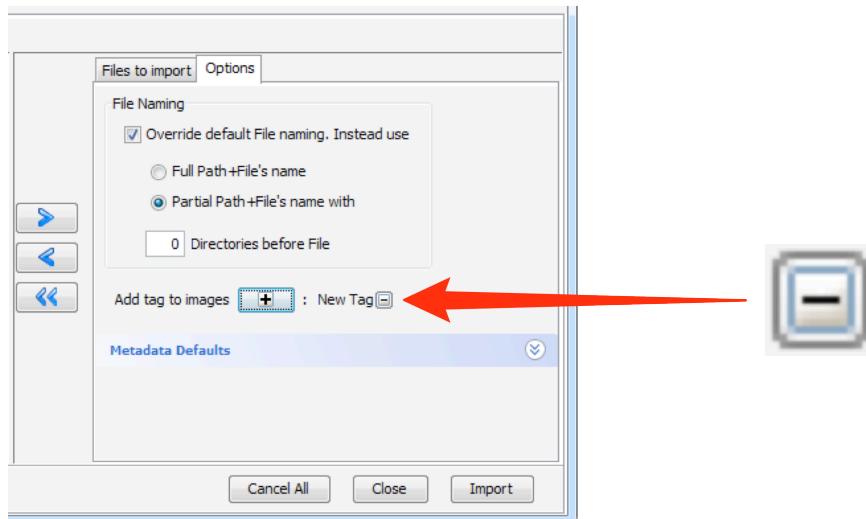


- or Select an existing tag in the left hand pane and click the right arrow;
- or Enter the name of a new tag and click **Add**.

Click **Save** to add these tags to the data at import.

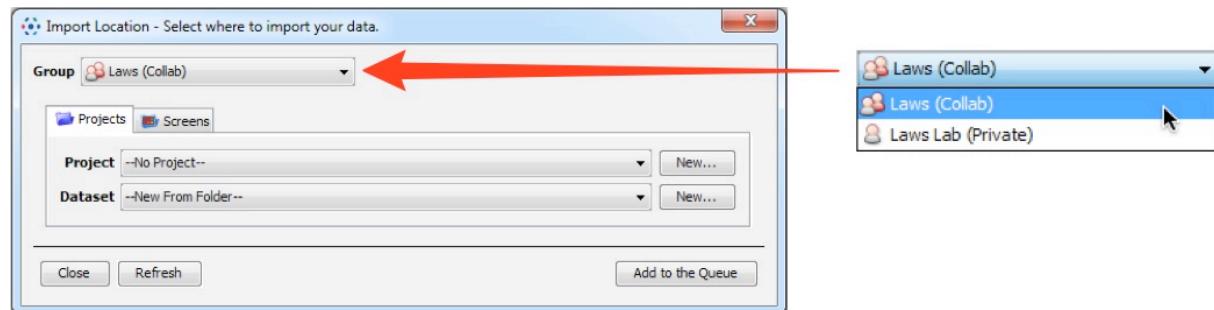


After saving, added tags can be seen in the **Options** tab and can be removed by clicking the **-** button



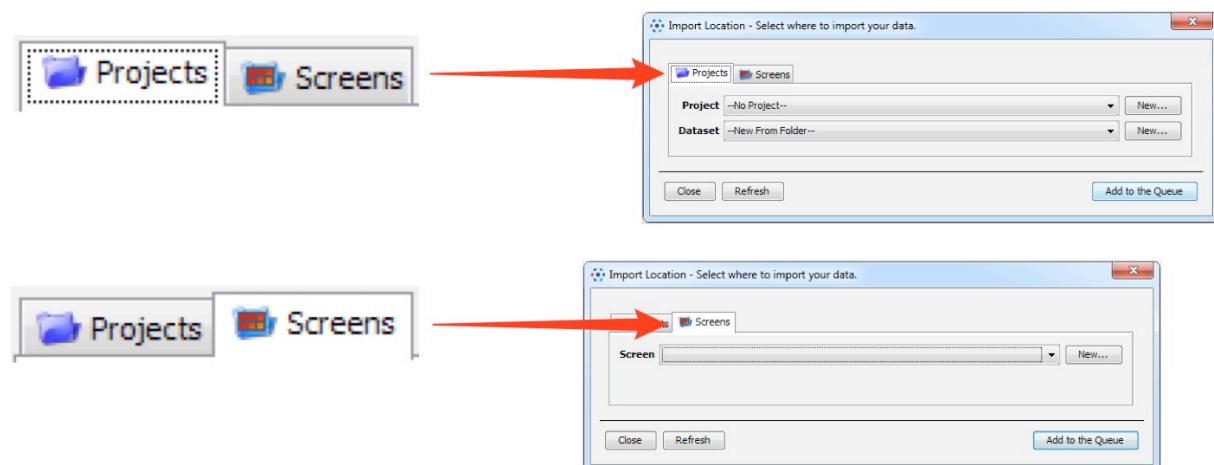
## Selecting Group for Import

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.



## Import for Another User

If you are an Administrator user, use the **Import For** drop down box to select another user to import the data as.

The chosen user will then own this data.

The projects and datasets shown in the drop-down boxes as available to import into, is determined by the permission status of the group.

