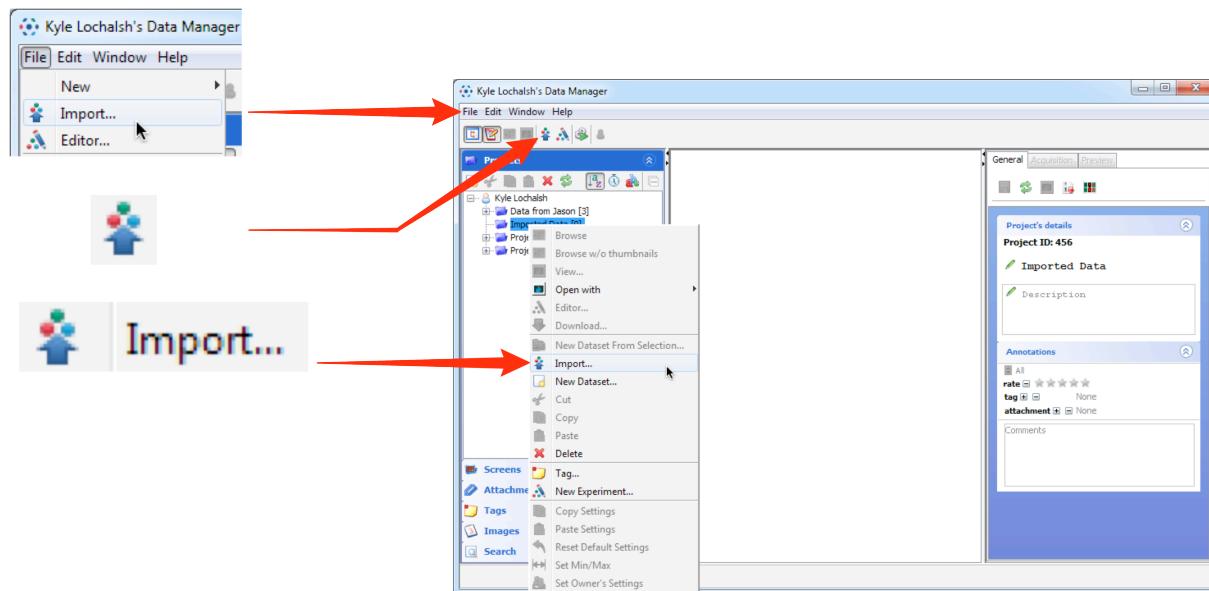


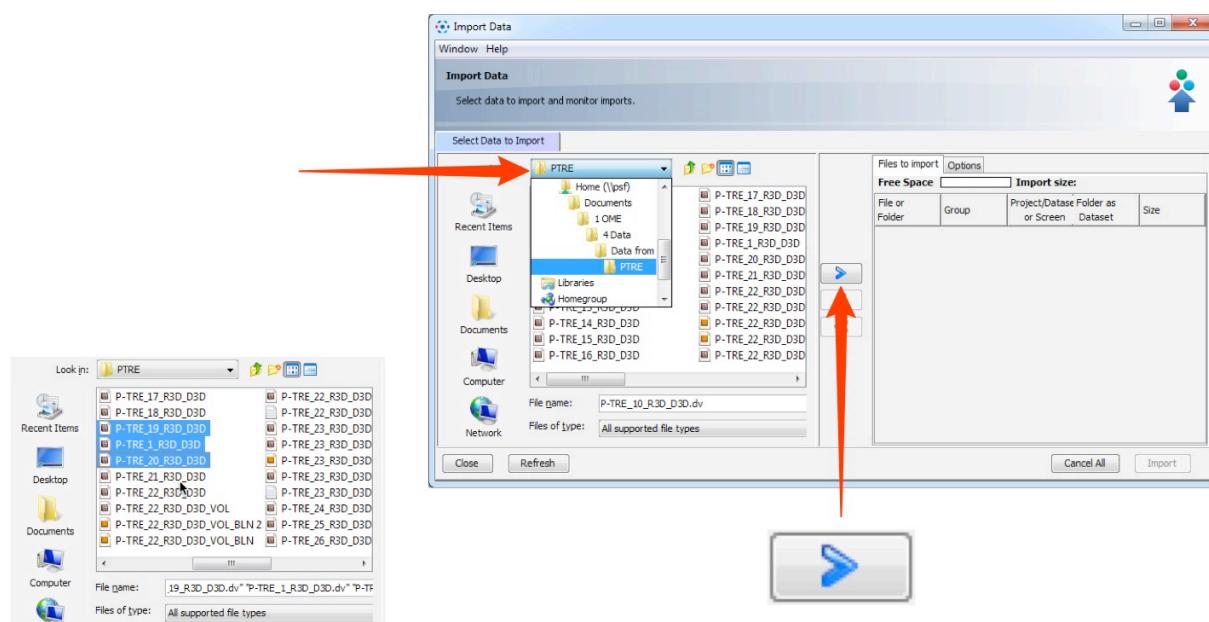
# Importing Data - OMERO.insight 5.0 beta

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**.

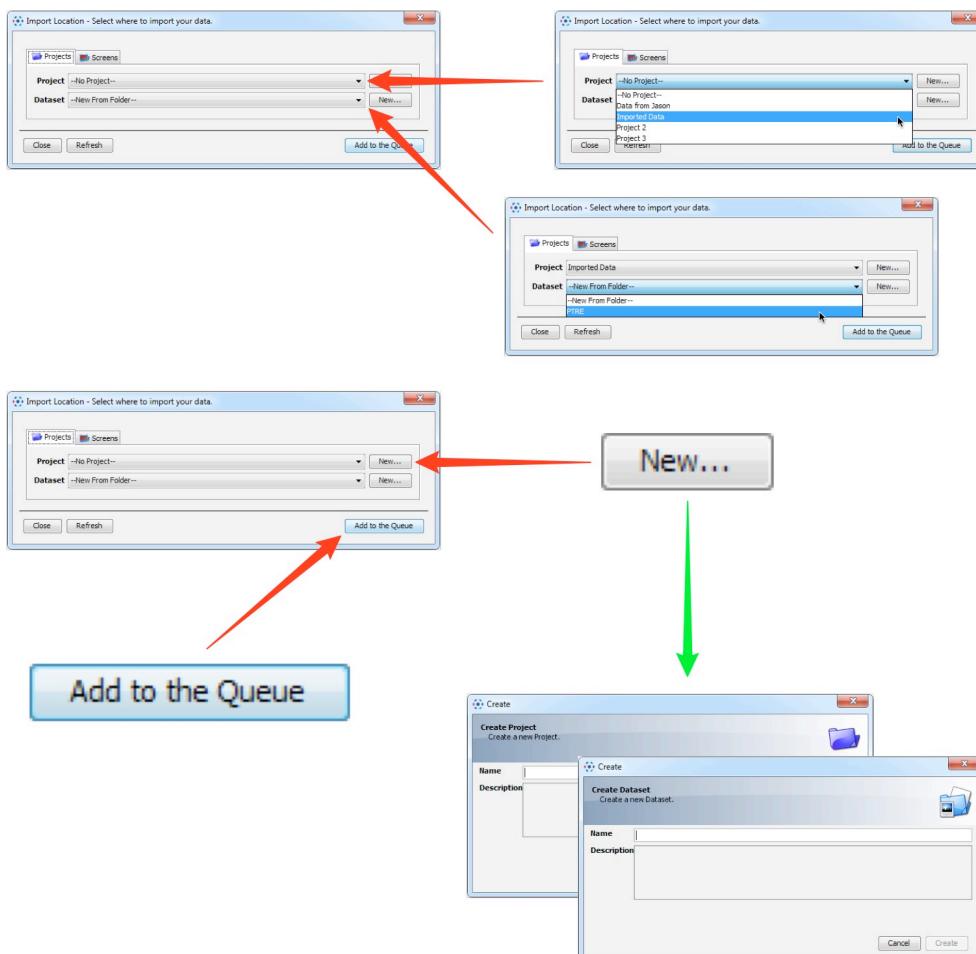


- 2** Use the **File Finder** to locate data to be imported on local or networked drives.  
 Select files for importing and click the top arrow to add them to the import queue.



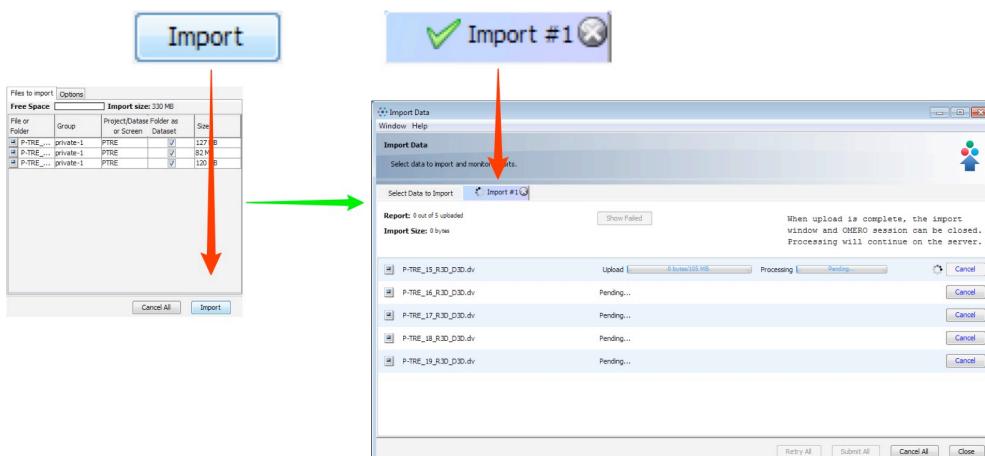
## 3

- 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**.

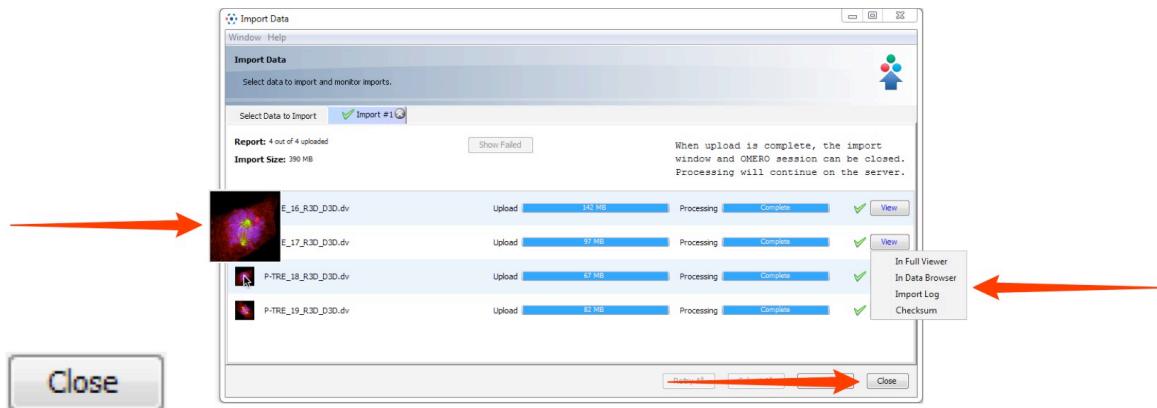


## 4

- 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.

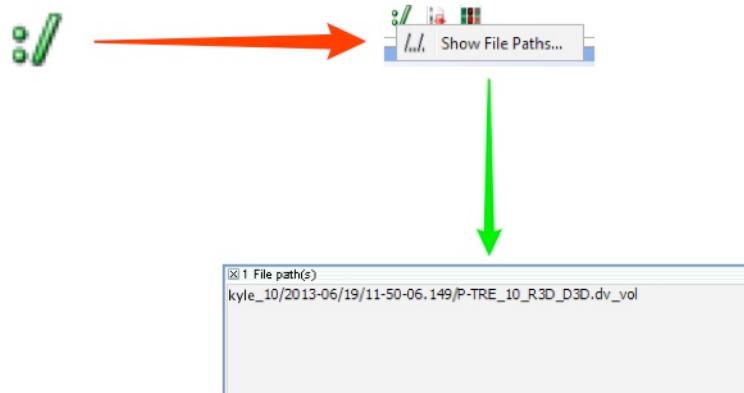


- 5** Mouse-over the thumbnails of successfully imported images to see a preview.  
 Click on the **View** menu to view the image in the **Viewer** or **Data Manager**, or view the **Import Log** and the data **Checksum** verification.  
 Or close the **Import** window to view the data in the **Data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

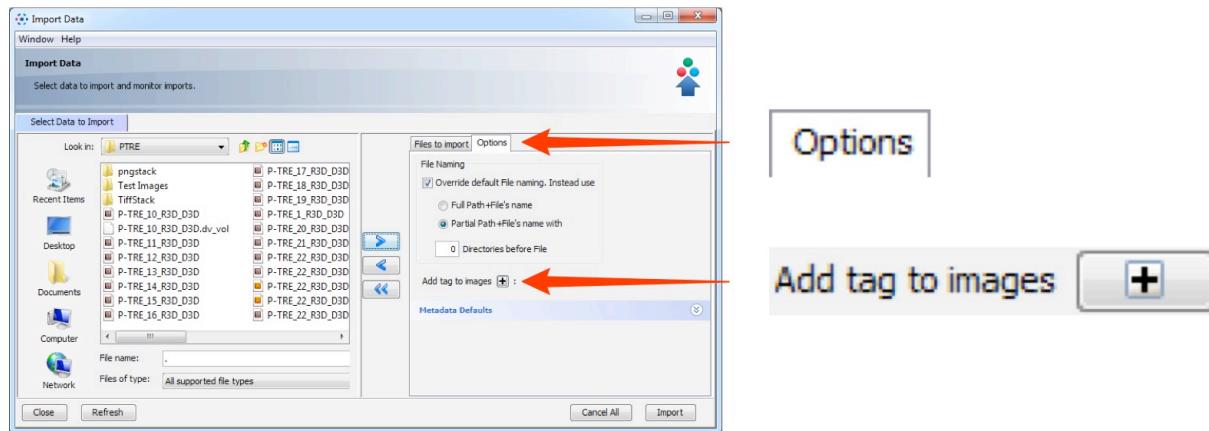


## Importing Options

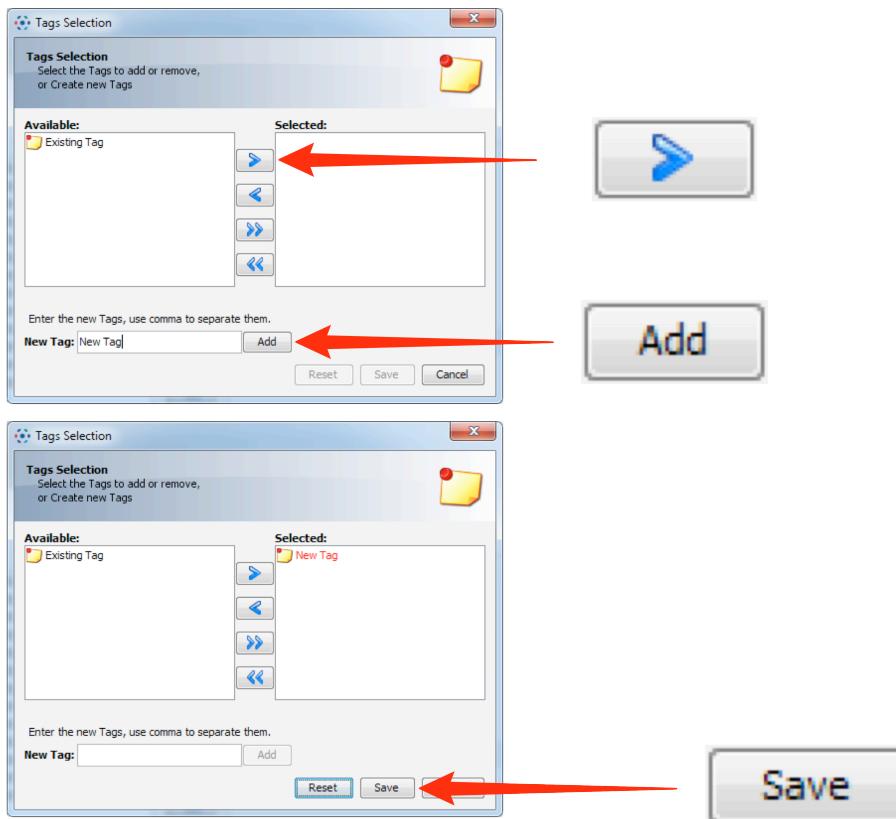
The following points illustrate how to set some of the options that can be used when importing.

### Adding tags at import

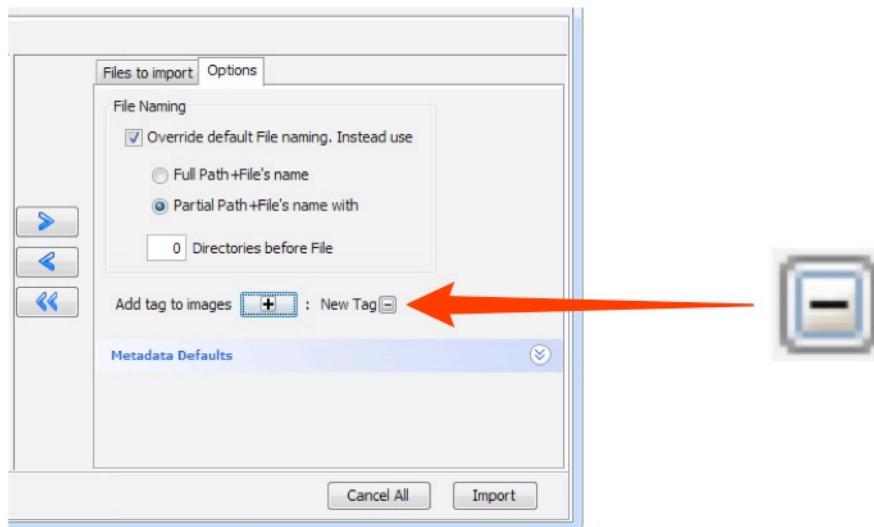
Click the **Options** tab then **Add Tags** to batch-add tags to the data as it is imported.



- 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.

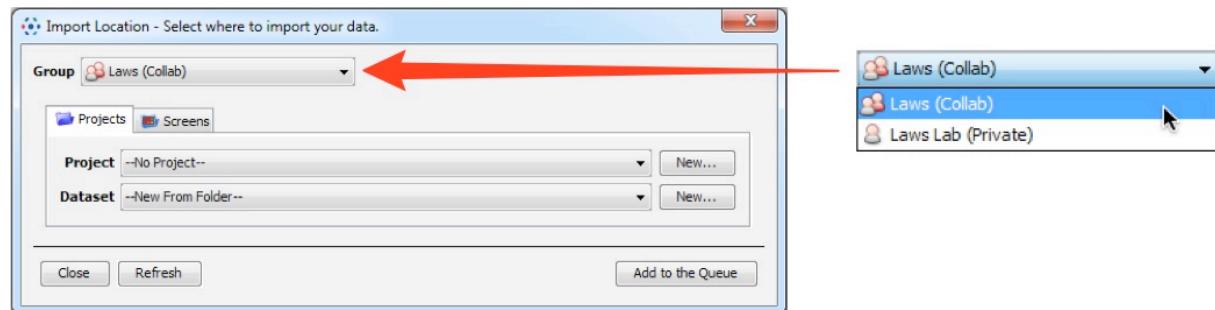


After saving, added tags can be seen in the **Options** tab and can be removed by clicking the **-** button



## 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.

