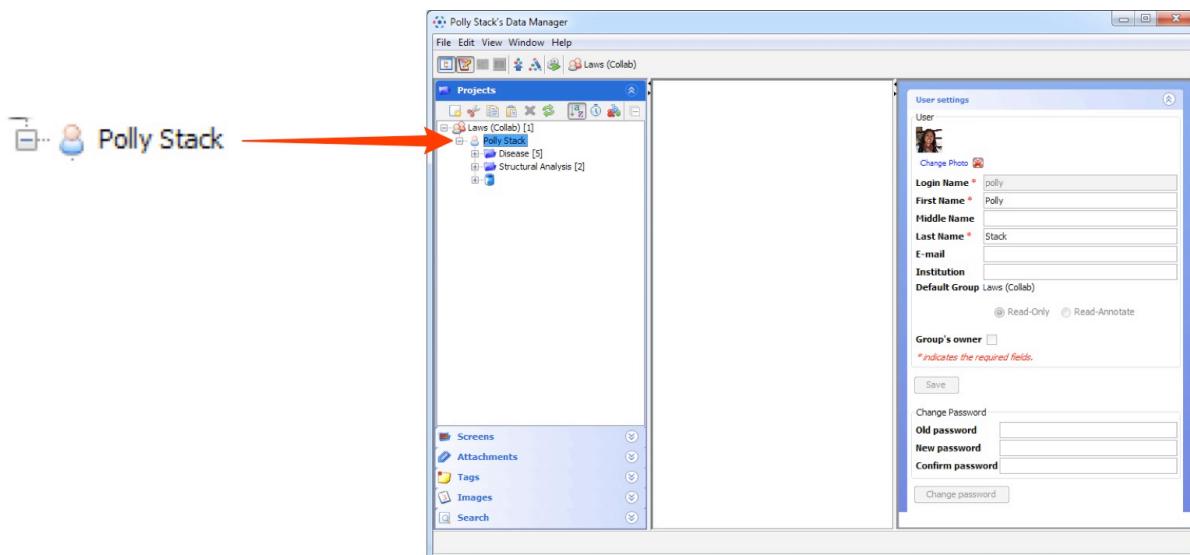


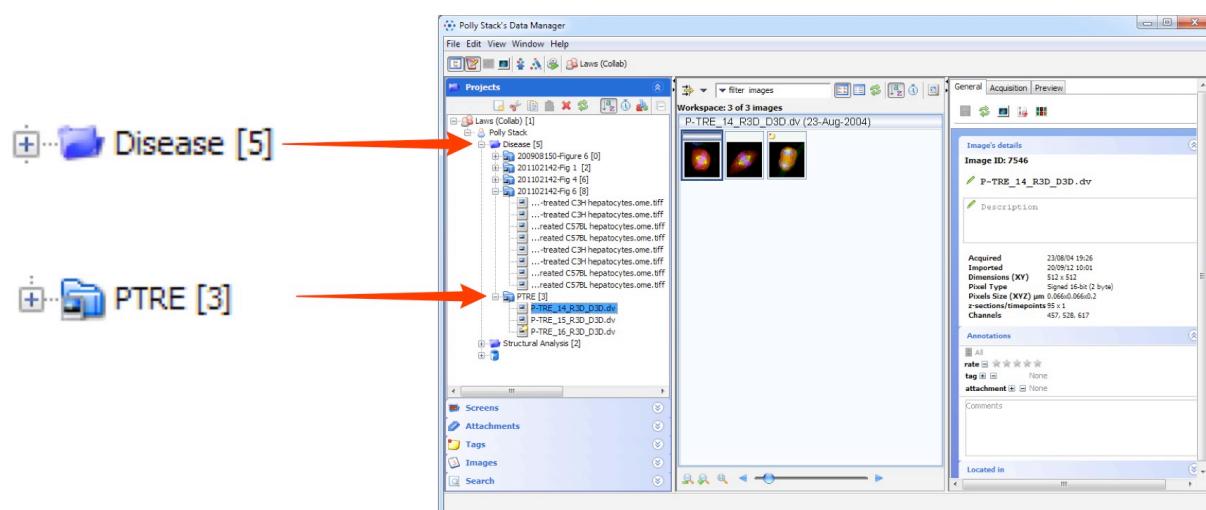
Managing Data

Using OMERO.insight to manage image data.

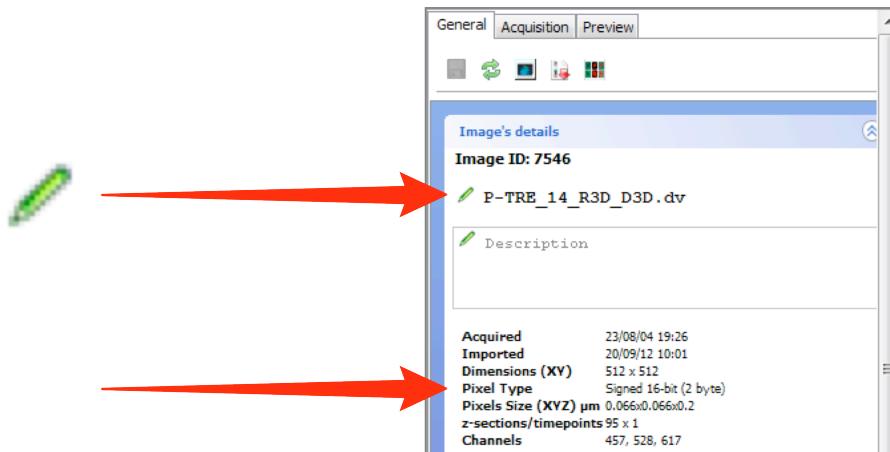
- 1 Click on your user name to see the **User settings** in the right hand pane.



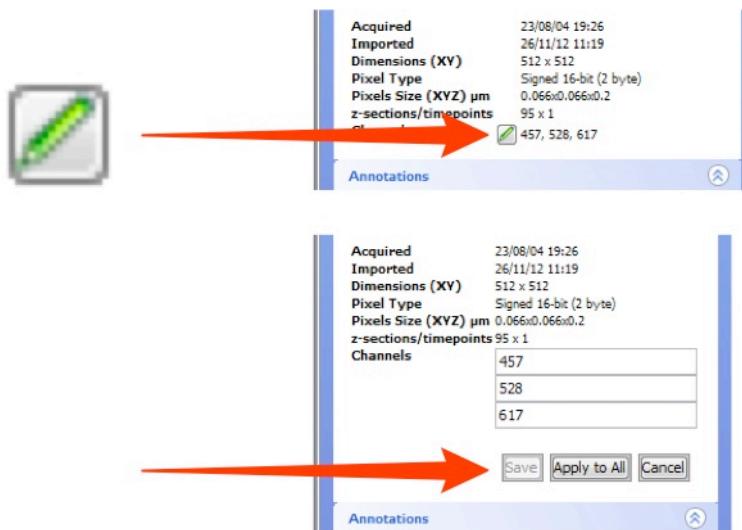
- 2 Click on a + in front of a **Project** in the data tree in left hand pane.
 Click on a + in front of a **Dataset** to expand the dataset and view images.
 Thumbnails of images in a dataset are seen in the centre pane.
 Select an image in the data tree to show detailed information in the **General** tab of the right hand pane.



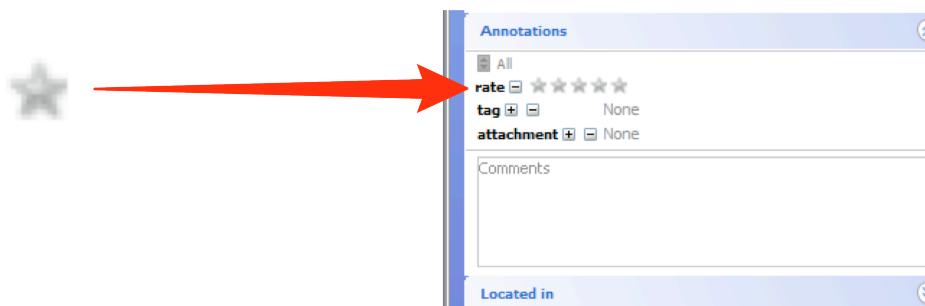
- 3** Click on the green Pen icons to edit the image name or description.
 Below the description in the **General** tab is a summary of information on the image.



- 4** To edit the channel names, click on the green Pen button.
 Click **Save** to make the changes to the selected image.
 Click **Apply to All** to save the changes to all images in the dataset.



- 5** In **Annotations** section of the **General** tab, click on one to five **Stars** to rate the image.

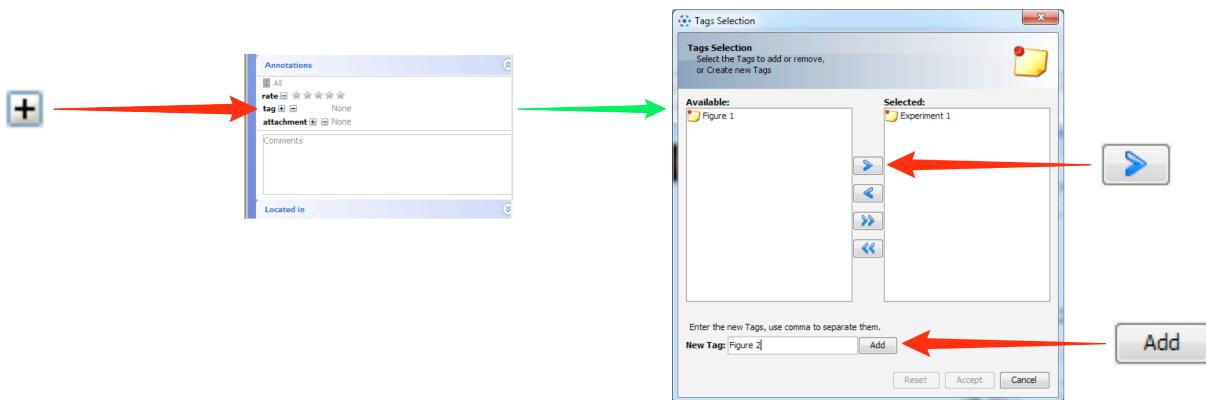


6 Click on the **+** to add a tag to an image.

In the **Tag Selection** window:

- select an existing tag and use the **right arrow** to add it to the image
- or - create a **New Tag** in the text field and click **Add**.

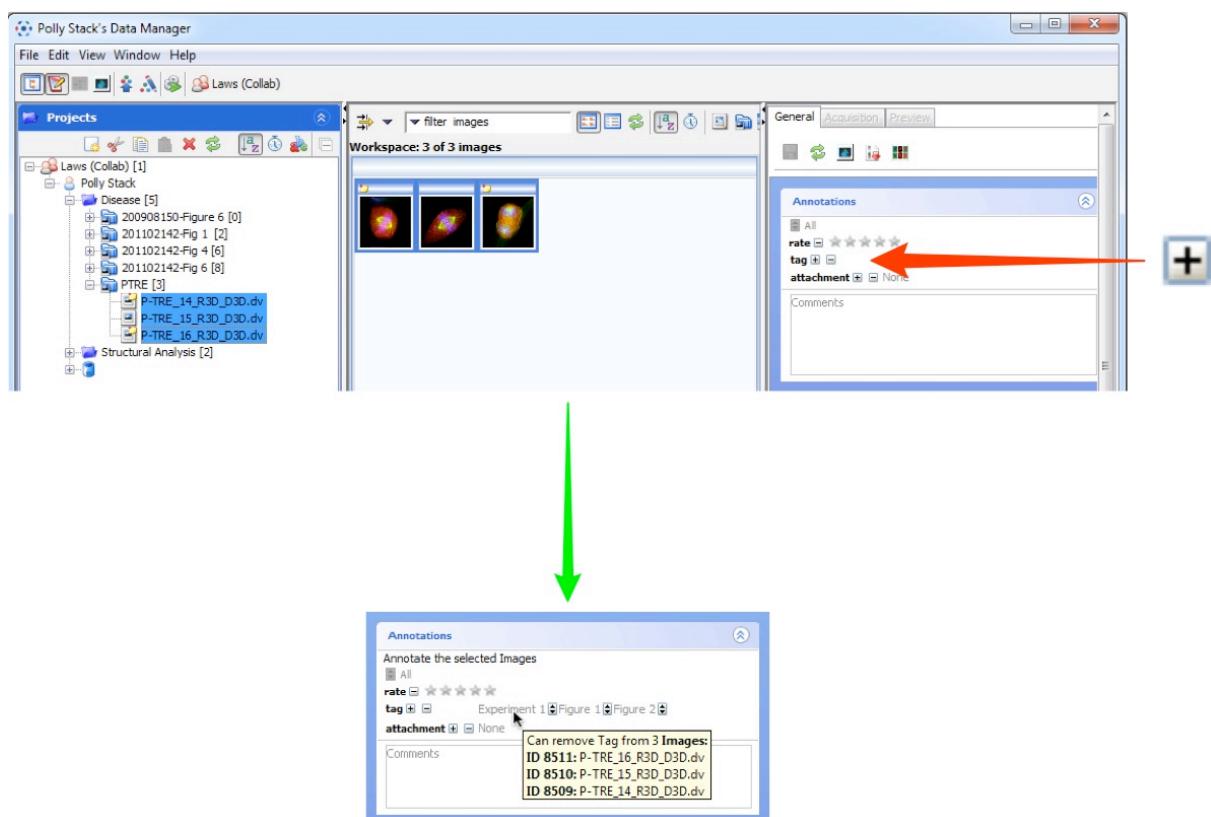
Click **Accept** to add the tags and close the window.



7 Select more than one image in the data tree or using thumbnails, and click on the **+** to batch tag them.

The **Tag Selection** window is used in the same way.

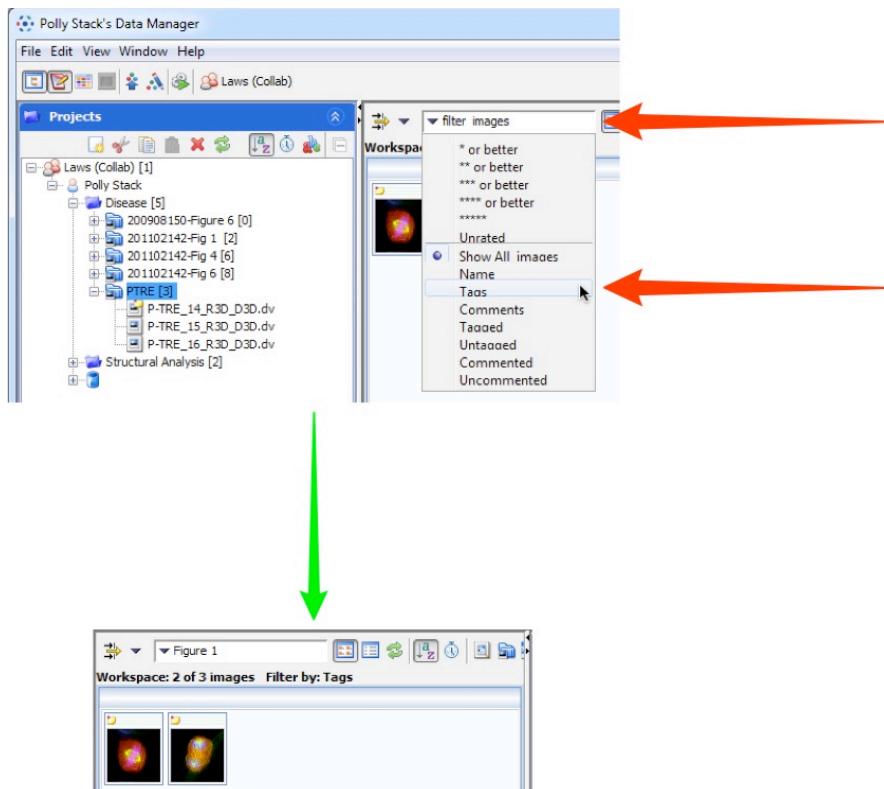
Mouse-over the annotations to see information on the annotations associated with selected images.



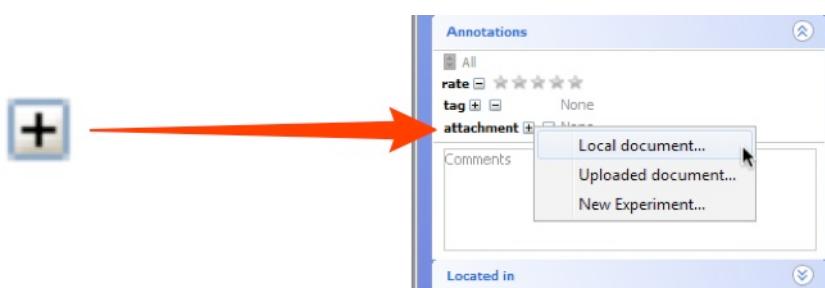
- 8** Select an expanded dataset and use the **Filter images** drop-down menu to select **Tags**.

Type in the name of a tag and select from autocomplete.

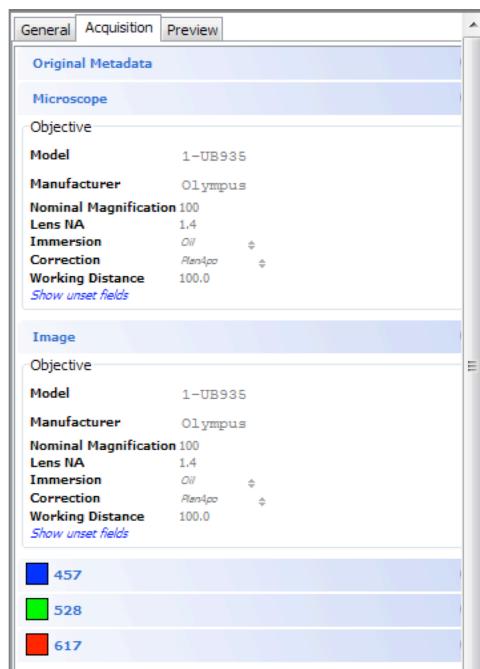
Return will filter the image thumbnails shown in the centre pane according to tag.



- 9** To attach a file to an image click on the **+** and select from the menu.
 Select **Local document ...** to upload a file from your local hard drive.
Uploaded document ... allows you to attach a file already on the server.
New Experiment ... opens a new OMERO.editor window which allows you to edit save an XML file describing an experiment.



- 10** Select the **Acquisition** tab in the right hand pane to see metadata and microscope details.



- 11** Use the **Preview** tab to change the rendering settings for the image.
 Click on **Apply to All** to apply the new rendering settings to all images in a dataset or plate, or to the selected images.
 Click on **Apply** to save the changes to the rendering settings.

