

Photo Management and net.X Technology

presented by a la mode



Course Highlights

- ❑ Automatically download photos from your camera
- ❑ Store images using the new "My Albums" feature
- ❑ Retrieve maps, flood and census data and more from one Wizard
- ❑ Download driving directions to your subject and comps

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Introduction to Photo Management and net.X Technology

Adding photos and maps to your appraisals gives them an added graphic element that often conveys more than words. WinTOTAL has built in a number of features that make it simple to add graphic elements to your reports. Images can be retrieved from your storage devices, modified, enhanced and placed in documents with drag and drop ease.

In addition, a la mode's net.X technology lets you retrieve valuable information from the internet, such as location maps, flood and census data and FEMA flood maps.

Images

The image capabilities of WinTOTAL are accessed by opening a report, then clicking **Images** from the menu bar at the top.

In each of the different views, thumbnail images are displayed. You can view a larger image by simply hovering your mouse pointer over any thumbnail. The image expands and remain there until you move your mouse away from that photo.

Image pages

Listed on the left side of the **Images PowerView** are all of the photo pages currently in your document. To add additional pages:

1. Click the **Add** link at the top of the **Image pages** pane to bring up **Contents** page.
2. Automatically, the **Available forms** list is modified to display the photo pages available in WinTOTAL. From this list, double-click the form you wish to add.
3. In the **Forms in my report** list on the right, click and drag the new form to the desired position in the report.
4. Continue to add photo forms and click **OK** when you're done.

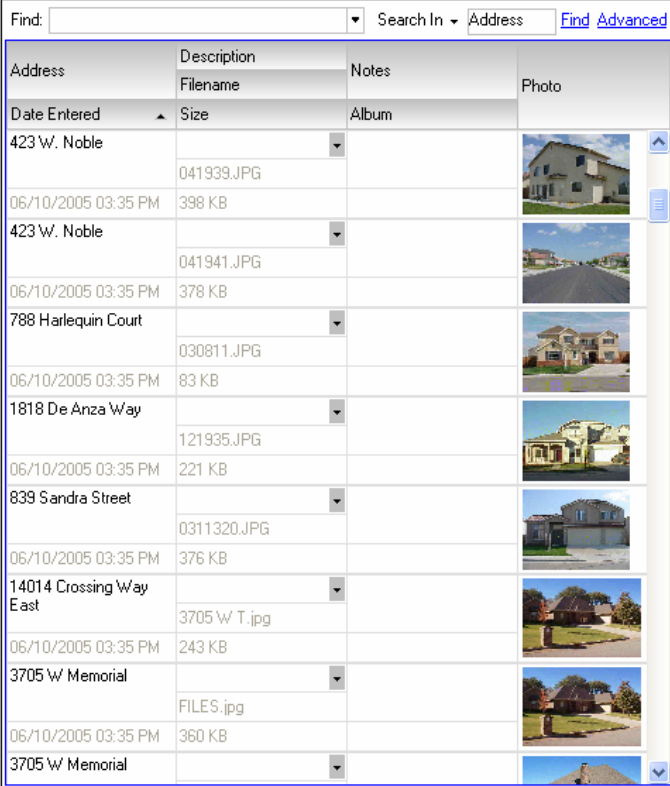
Some additional options are available in the **Images pages** pane as well:

1. To delete an unwanted photo page, select it and click the **Delete** link.
2. To view any of the photo pages, simply select click on it.

Images menu

Under the **Images pages** pane is the **Images** menu listing the primary capabilities in the **Images PowerView**.

Images Database – Click this menu option to open and search your images database.









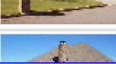

Address	Description	Notes	Photo
Date Entered	Filename	Album	
423 W. Noble	041939.JPG		
06/10/2005 03:35 PM	398 KB		
423 W. Noble	041941.JPG		
06/10/2005 03:35 PM	378 KB		
788 Harlequin Court	030811.JPG		
06/10/2005 03:35 PM	83 KB		
1818 De Anza Way	121935.JPG		
06/10/2005 03:35 PM	221 KB		
839 Sandra Street	0311320.JPG		
06/10/2005 03:35 PM	376 KB		
14014 Crossing Way East	3705 W T.jpg		
06/10/2005 03:35 PM	243 KB		
3705 W Memorial	FILES.jpg		
06/10/2005 03:35 PM	360 KB		
3705 W Memorial			

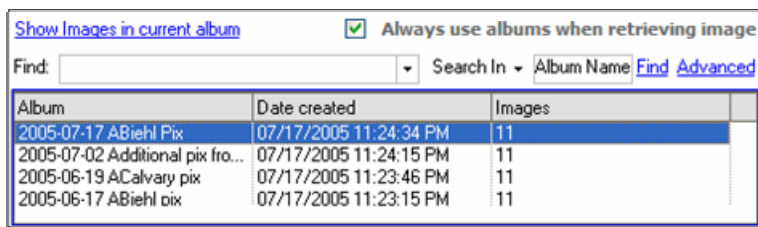
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To search your database:

1. Type an address, street name or other information in the **Find** field. If you're not sure of the complete address or street name, just type a portion of the name. For example, just entering "elm" will find anything on Elm Street, Elm Avenue, Elmhurst Blvd or Shady Elms Court.
2. From the **Search In** drop-down menu, select the field you would like to search.
3. Next, click the **Find** link to the right of the **Search In** field to begin the search and display the results in the window.
4. To reset the database view to show all photos, click the **Show All** button in the menu bar.
5. Alternately, you can sort the images in your database by clicking headers at the top of any column. Click it again to sort in reverse order.

Unused images – Select this option to display all of the images in your photos database that haven't been placed in reports.

My Albums – Photo albums are a great way to group images together as you import them. You can create any number of photo albums and organize them by neighborhood, date, property, appraiser or other criteria. Albums are created during the import process. To view the contents of an album, just double-click on the name.



Always use albums when retrieving image

Find: Search In [Find](#) [Advanced](#)

Album	Date created	Images
2005-07-17 ABiehl Pix	07/17/2005 11:24:34 PM	11
2005-07-02 Additional pix fro...	07/17/2005 11:24:15 PM	11
2005-06-19 ACalvary pix	07/17/2005 11:23:46 PM	11
2005-06-17 ABiehl oix	07/17/2005 11:23:15 PM	11

Scan images – This function is used to import images from a scanner attached to your system. Images can be photos, maps or other documents not available in electronic form. To scan an image:

1. Click the **Scan images** button on the **Images** pane.
2. Click the **Source** button to select the scanner device you wish to use.
3. Click **Acquire** to activate the scanner and retrieve the image.

Images on disk – This option allows you to quickly look through any directory and use the photos without importing them into your **Images Database**. To view these photos:

1. Type the directory name into the **Path** field at top of the screen, or click the **Browse** link to select it from your hard drive, network or attached storage device.
2. Use the **Find** field to search for a specific image by either its filename or extension. Click the **Find** link to execute the search.



Path: C:\PHOTOS [Browse](#)

Find: Search In [Find](#) [Advanced](#)

Edit forms – This view shows the photo form. Use this to edit the text that appears on any photo form.

Placing photos

To place a photo into a report:

1. Display the desired form by selecting it from the **Image pages** pane.
2. Find the desired photo using any of the methods described above.
3. Click and drag the desired photo over to one of the photo position on the selected form.

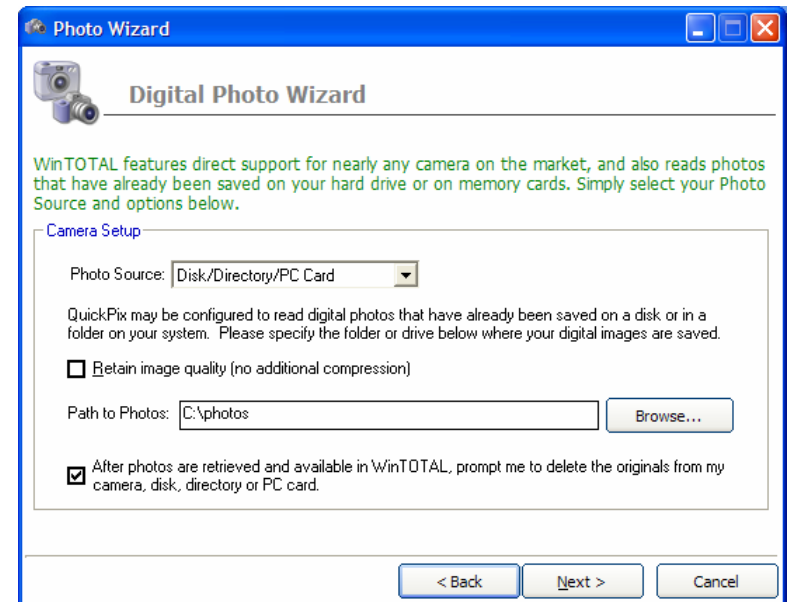
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Retrieving photos from cameras and storage devices

If your camera is configured properly, the retrieval process should launch automatically when you connect your camera to your system. Otherwise, follow these steps:

1. Connect your camera to your system, or insert your storage device into a card reader.
2. Click the **Get Photos** button in the menu bar.
3. The **Digital Photos Wizard** appears to walk you through the configuration process. Click the **Next** button to begin.
4. The first step is to configure your camera.

- Select the **Photo Source** from the drop-down menu. If your camera appears in the list, select it. Otherwise choose **Disk/Directory/PC Card**.
- Click the **Retain image quality** option if you prefer to have you photos imported without any additional compression.
- In the **Path to Photos** field, type the directory name where your photos are stored. If you're using a storage device like a Compact Flash or SD card reader, just enter the drive letter Windows has assigned to that device. If necessary, click the **Browse** button to find your directory.
- The final check box tells WinTOTAL that you would like to be prompted to delete the images from the directory or storage device after they are imported.
- Click **Next** to continue.

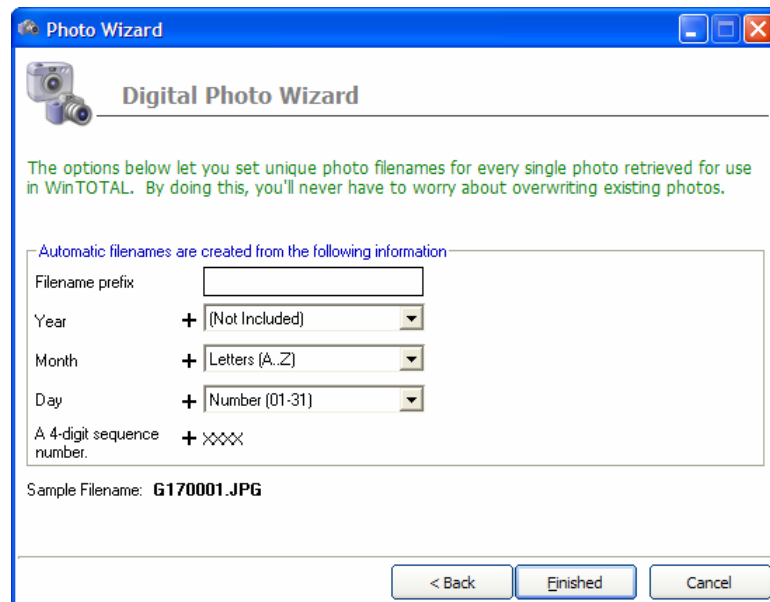


5. The next step allows you to designate certain information that gets placed in the **Notes** field for each image after it is imported. This can be very useful in finding images with the search features mentioned earlier. Options are:
 - The **Notes** field allows you to enter any other data that is not likely to change each time you import images. For example, you might wish to include your initials or office ID.
 - The **Append dates to Notes** option puts the date that the images were imported into the database in the notes field.
 - The **Append photo number to Notes** adds a sequential number to each image and adds that to the notes field.
 - Click **Next** to continue.
6. Automatic filenames are generated for each image as it is imported. These can replace the often-cryptic file names that most cameras

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apply to photos. The name is made up of any of these optional items:

- Any text filename prefix you'd like to assign. Once again, this might be the appraiser's initials or some other individual designator.
- A two-digit Year, a numeric or text Month, and the Day. These items are taken from the date that the images are imported.




- As you make your selections, note the sample filename at the bottom of the screen.
 - Click **Finished** when you're done.
7. The default album name is set to the current date, plus a "Set" number. Edit this album name and choose **OK**. Or, choose **Skip** to not put these images in an album. If you prefer not to use albums, click the **I do not wish to use Albums** check box.

8. When the retrieval is complete, you're prompted to display just the photos you've imported now. Click **Yes** to display your new photos, click **No** to continue working with your current image source.
9. Now, each time you click the **Get Photos** button, you can click **Yes** to reuse these same options.
10. If you asked to be prompted to delete the original files, a dialog box appears. Answer **Yes** or **No** to complete the process.

Image optimization and annotation

In an ideal world, every photo you take is perfect. But in the real world, images are often over or under exposed or must be cropped to eliminate unwanted obstructions. WinTOTAL's image optimizer is designed to help with just such tasks. To edit any photo:

In the **Images PowerView**, double-click on any image to open the **Image Optimizer**. Or, select the image and click the **Optimize** button in the menu bar.

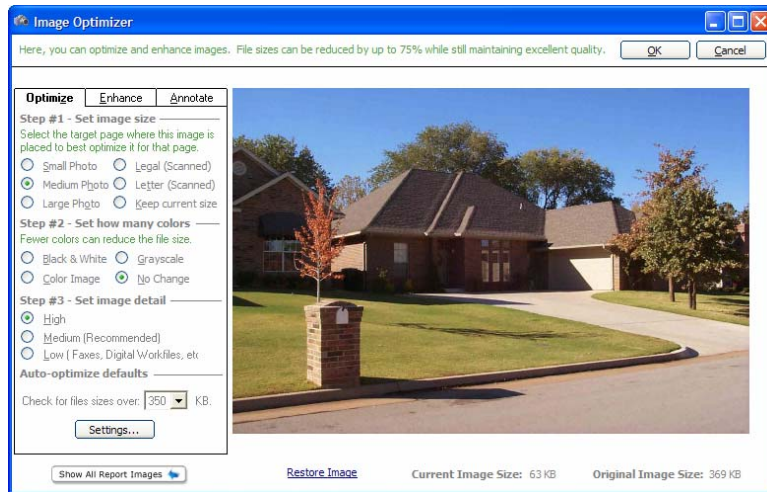
 **Note:** While working in the **Image Optimizer**, you can, at any time, click the **Restore Image** link to discard any changes you've made and revert to the original image. However, once you click the **OK** button, all changes are saved with the image and are permanent.

The **Image Optimizer** is divided into four tabs:

Optimize – These options allow you to minimize the size of your images, while maintaining photo quality.

1. Reset the size of your image to **Small**, **Medium** or **Large**, depending upon the size of the photo pages you use in your report. Or, if you're working with a scanned map or other full-page document, select either **Legal** or **Letter** size.
2. Next, choose the color depth for your image. If the document is a line drawing or map, the **Black and White** setting may work well. If you only output your documents on non-color printers, then select **Grayscale**.

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3. Finally, change the image detail to further trim file size. Most digital images contain far more resolution than the typical printer can reproduce. So selecting a **Medium** detail for photos, or even **Low** for graphics will save valuable disk space without sacrificing the quality of your final report.

Hint: The **Settings** button the **Optimize** tab allows you to set the **Optimization and Enhancement** settings that you would like to have **WinTOTAL** apply to all of your images automatically.

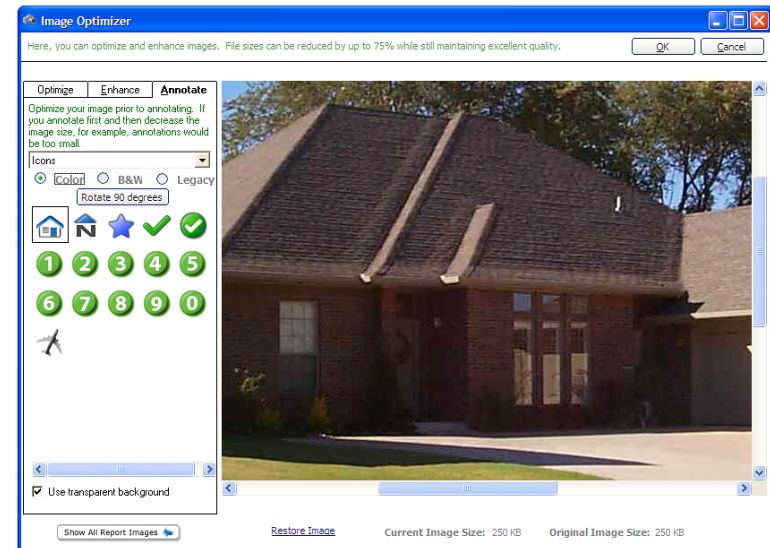
4. Click the **OK** button to accept your modifications and save the changed image.

Enhance – These options help you adjust for lighting, color or rotation problems. In addition, you can use the **Crop** tool to eliminate unwanted features from pictures.

1. Slide the **Brightness**, **Contrast**, **Saturation** and **Sharpness** controls to the left or right to adjust the appearance.
2. Click the rotated "A" buttons to spin your image to the proper orientation.

3. Clicking **Equalize Brightness** attempts to balance your photo automatically.
4. To crop a photo, first click the **Crop** button. Then, on the image, click and drag a rectangle which includes the portion of the image you want to keep. When you release the mouse button, the image crops automatically.
5. If you want your cropped image to have the same height and width ratio as the original, check **Maintain aspect ratio when cropping**.

Annotate – The annotation tools allow you to add icons, balloon text and other items to your images. Select one of the options from the drop-down menu.



1. To add icons to your image, choose **Icons** from the drop-down menu. Then, choose **Color**, **B&W** or **Legacy** icons. Select the desired icon, then click anywhere in the image to place that icon. Click and drag the icon to move it around.

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Additional image configuration options

2. To highlight an area, first choose **Highlight Area** from the drop-down menu, then choose the size of the line around the highlighted area. Then, click the **Line** color and **Fill Color** drop-down menus to select the color for your highlighted area. Now, click anywhere on the image to anchor the first corner of your area. Continue clicking to surround the area desired. Before drawing the last line, simply double-click or press **A** to complete the area.
3. To draw a line on your image, first choose **Lines** from the drop-down menu. Then, click the **Line Color** drop-down menu to choose the color and use the **Line Width** menu to choose the desired thickness of the line. Now, click and draw the desired line across the image.
4. The final option for annotating your image is balloons containing descriptive text. To add a balloon, choose **Balloons** from the drop-down menu, then click anywhere in the image. Type the desired text in field provided, then choose a **Back Color**, **Text** color and font for the balloon. Click **OK** to place the balloon. Once it is placed, click and drag the square "handles" to reposition or resize the balloon.

Note: When you click another tab to leave the annotations section, all annotations become one item and you cannot go back and reselect or edit the modifications.

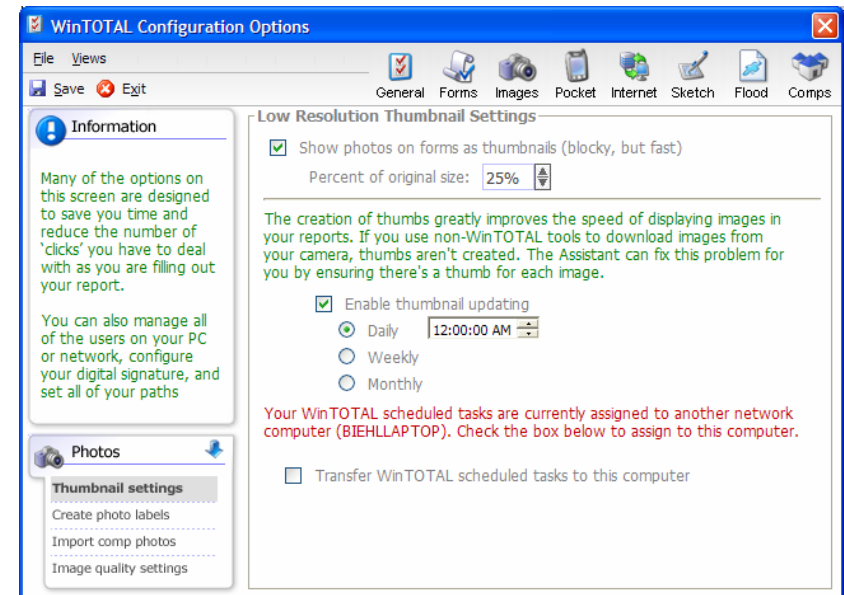
Additional image configuration options

In addition to the items in the optimizer, there are a few options you can select that WinTOTAL applies to all photos. To access these from the menu bar, choose **Tools**, **Configure**. Then click **Images** in the **Configuration Options** window.

Low Resolution Thumbnail Settings – Use these settings to create smaller thumbnail images for use in WinTOTAL. Turning on the option to **Show photos on forms as thumbnails** will speed up the performance of WinTOTAL, though the images will not appear as crisp. Since this option does not affect the quality of your final report, you can tweak the size of the thumbnail images using the **Percentage** field. Use the

Enable Thumbnail Updating option to have WinTOTAL automatically create thumbnails from your images on a regular basis; daily, weekly or monthly.

Create photo Labels - Type the word or phrase you want to use as standard photo descriptions – "Front view," "Street scene" or "Aerial image," for example.



Import comp photos – Use this setting to import any photos associated with a comparable into your report along with that comp. From the drop-down menu you can select which of the image form sizes you normally use for the photo pages in your reports.

Image quality settings – These settings allow you to adjust the amount of compression WinTOTAL applies to photos as they are imported. Slide the control to the left to reduce file sizes, though this will cause some loss in image resolution. You can change the file format size as well, but this is not recommended for most users.

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net.X Overview

Location maps, driving directions, flood maps, census and FEMA information are now all accessible from the **net.X PowerView** in WinTOTAL. Before using these features, you should configure WinTOTAL to work with your InterFlood account, if you plan on inserting flood maps into your reports.

Configure InterFlood in WinTOTAL

1. From the WinTOTAL menus, choose **Tools, Configuration**.
2. In the **Configuration Options** window, click the **Flood** icon.
3. Enter the **Account number** (or your a la mode **Username**) and your a la mode **Password** from your InterFlood account in the designated fields.
4. Choose either **Black and White** or **Color** maps using the radio buttons and, if desired, change the color of your flood maps by clicking the **Change** button.
5. Check the box at the bottom to have WinTOTAL prompt you about your map colorization settings before downloading each flood map.
6. Click **Save** to retain your settings.

Generating net.X maps

To insert a location map and retrieve additional data about your subject:

1. From the net.X PowerView, click New net.X.
2. Use the check boxes to indicate which items you'd like to retrieve:
 - Location map,
 - Flood, Census and USPS data
 - Digital FEMA flood map from InterFlood. If this option is selected, you must indicate whether you want the map retrieved only if the subject property is in a flood zone.

You may select any or all of the options.

First, please select the net.X data and maps you'd like to download:

- Location map
- Flood, Census and USPS data
- Digital FEMA flood map from InterFlood
 - Always retrieve flood map.
 - Retrieve flood map only if subject is in flood zone

3. Next, if you need to add any additional properties to your list, click the **Add property** link. Type a new property address in the dialog box added at the bottom of the list.
4. To delete a property from the list, simply choose a property you'd like to remove from the list, then click the **Delete property** link.
5. Verify the addresses of all properties. Click in any field to edit the address, city, state or zip code.
6. If you prefer to use GPS coordinates for your properties, click the **Add latitude and longitude fields** link. Enter the latitude and longitude coordinates for any or all of the properties in the appropriate column.
7. Click **Next** to continue.

Enhancing maps

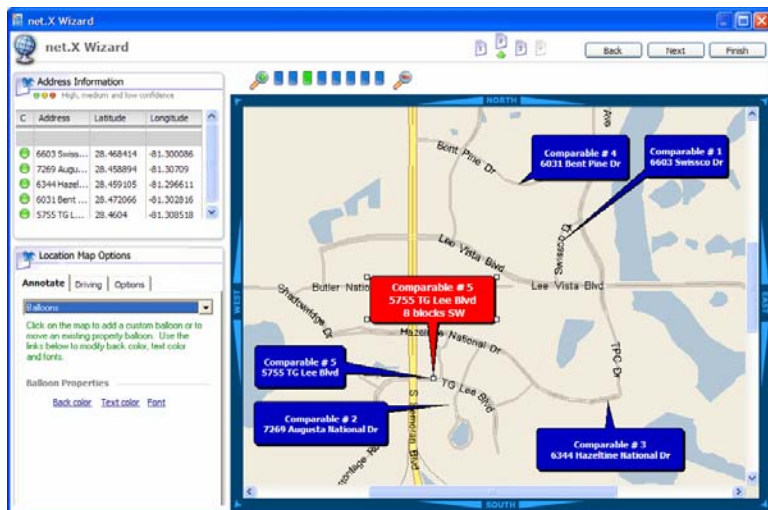
1. Once the location map is retrieved, use the **Zoom** buttons at top of the image to move in or out and display the desired area.
2. Click anywhere in the map to re-center the map around that point.
3. At this point, you can enhance the map using the annotation tools found in the **Location Map Options** pane. Click the **Annotate** tab to display these options.

Balloons – To add a balloon to your map, choose the **Balloons** option from the drop-down menu in the **Annotate** tab found in the **Location Map Options** pane. Click the location on the map you would like the new balloon to indicate. Choose to enter one of your current captions or

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your own **Custom** caption, then type the desired caption in the text box and click **OK**. Your new balloon is placed on the map. Move the location by clicking the balloon and dragging the square “handle” to a new location.

Symbols – First, choose **Color**, **B&W** or **Legacy** symbols. Select the desired symbol, then click anywhere in the map to place that icon. Click and drag the icon to move it around.



Highlight Area - To highlight an area of the map, first choose the size of the line around the highlighted area from the **Properties** drop-down menu. Then, click the **Line color** and **Fill color** links to select the color for your highlighted area. Now, click anywhere on the image to anchor the first corner of your area. Continue clicking to surround the area desired. Before drawing the last line, simply double-click or press **A** to complete the area.

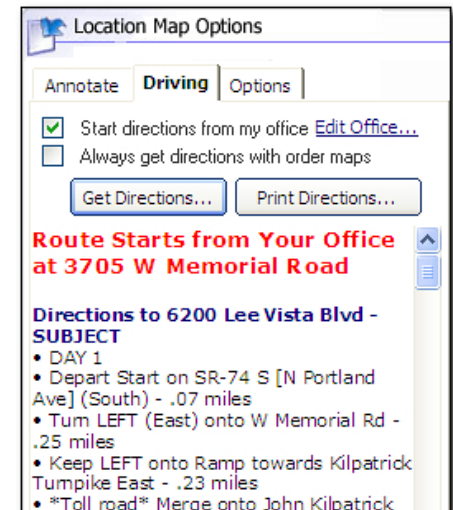
Lines - To draw a line on your image, first choose the line thickness from the drop-down menu. Then, click the **Line color** link to choose the color. Now, click and draw the desired line across the image.

Layers – Use these options to designate the order in which each item is drawn when your map is displayed.

Driving directions

Your net.X tool can also generate driving instructions to aid you in locating your comps while in the field. Click the **Driving** tab to display these options.

1. Select the **Start Driving Directions from my office** check box if that will be your starting point. Otherwise directions are generated from the subject property. If necessary, click the **Edit Office** link to update your office location, or enter a temporary address to start from.



2. Click the **Get Directions** button. Directions are displayed in a scrolling window in the pane. Click the **Print Directions** button to output the directions to your printer.
3. If desired, click the **Options** tab to further fine tune your map. These options are saved and applied to all future maps. Here, you can change:
4. **The Map Style** – Select the map color from one of 13 options by clicking the **Change** link. Or, if you’re using the Enterprise Version of WinTOTAL, click the **Use Optimal Map** check box. Selecting the **Center Map on Subject** option will always center your maps around the subject, though this may cause your comps to display in unexpected ways.

5. **Balloon Properties** – Use these options to indicate how the balloons display the address information and distance from the subject properties.
6. Click **Next** to continue.

Flood and census data

1. The Flood and Census data information displays, allowing you to select which of the items you'd like included in your report. Each item is marked with a “stop light” to indicate the confidence with which the application applies the data. A green light means the data is valid and has been confirmed. A yellow light indicates there may be some problem and the data should be verified independently. A red light indicates that no data was available.
2. Confirm the Flood and Census data, and click **Next**. Or click **Finish** if no flood map was requested.

Flood Maps

1. When the flood map is displayed, check the drop-down menu at the top of the map. If more than one FEMA map was located for this subject property, they'll all be listed in this box. Select the most appropriate map from the menu.
2. Now, you can edit it using the same annotation tools found for the location map.
3. Click the subject's location on the flood map to add a balloon for the subject property to the map.
4. Under the **Options** tab, you may choose a black and white map, or change the color of the current map.
5. Click **Finish** to complete the process.

Once the maps are added to your report, you can edit the text in the map form by clicking on either the **Location maps** or **InterFlood maps** in the **Views** pane.

To replace an existing map, select the map, then click the **Replace** button in the menu bar. Follow the steps above to retrieve your new map.

Likewise, selecting a map and clicking the **Edit** button reopens the map in the options screen where you can change any of the options described.

To delete a map, select it and click the **Delete** button.

Add manual map

Additional maps and images can be added to your report from other locations. From the **Add Additional Map** drop-down menu, choose:

Import from Clipboard – Use this to copy an image or map from another page or from the internet. First, select the image at its source and copy it to the clipboard. When you select this option from the menu, the image is loaded in the map editing tools described above.

Import from File - Select this option, then browse your system to find any image or map file. Click **Open** to retrieve that image into the **Image Optimizer**.

Import from Scanner – If you have a hard copy of a document you wish to include, select this option to launch your scanner software and retrieve the image.

NOTES:
