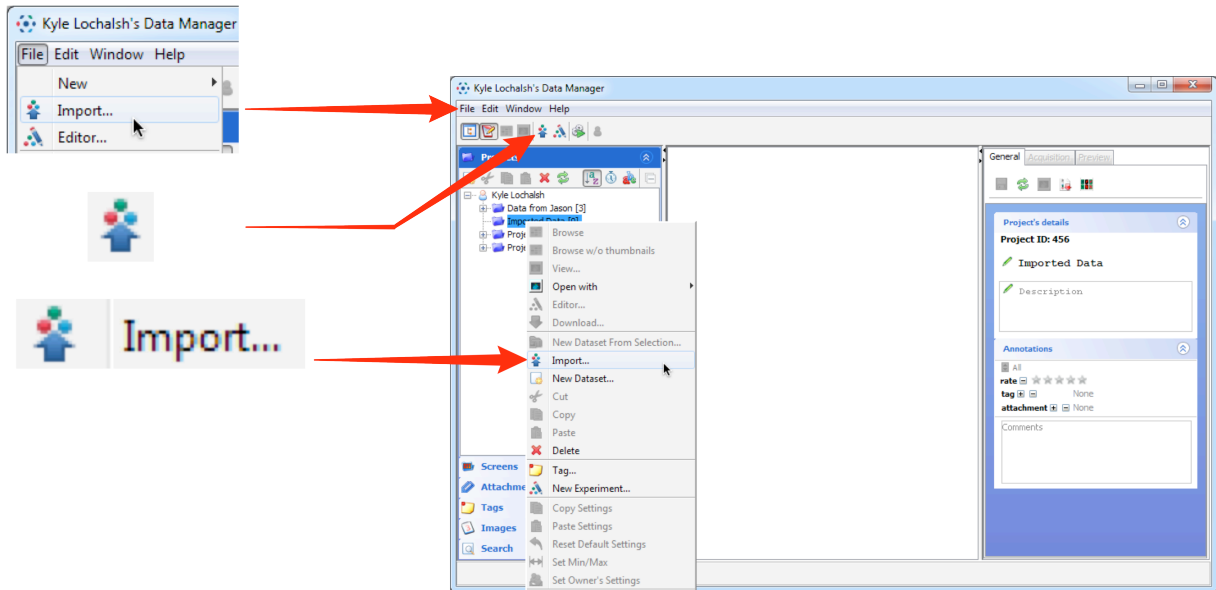


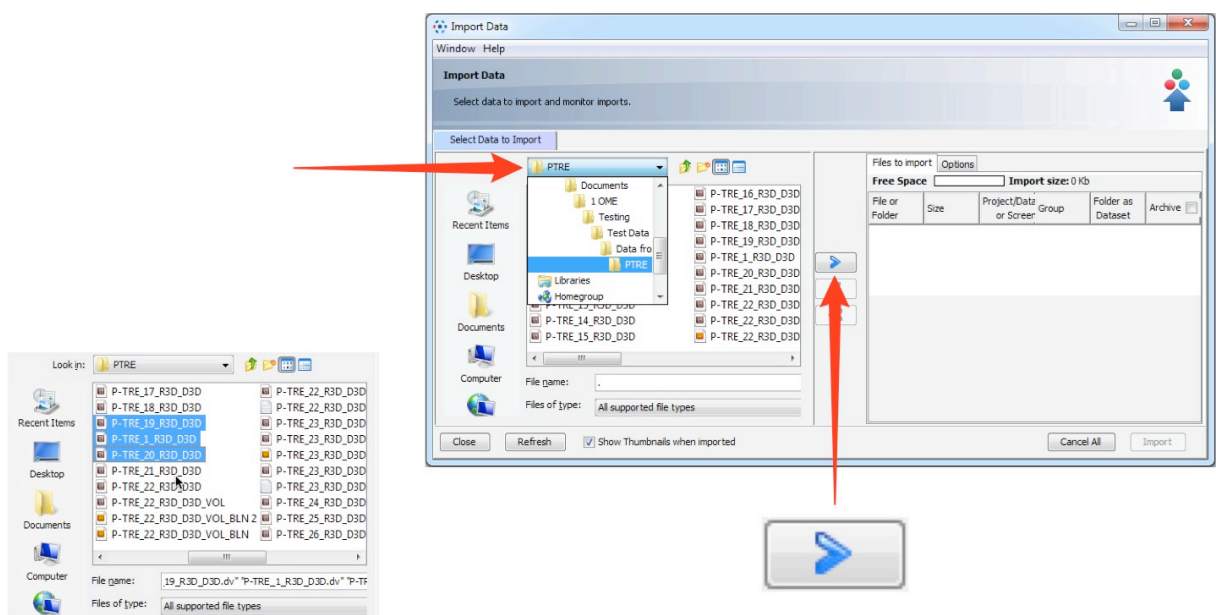
Importing Data - OMERO.insight version 4.4

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

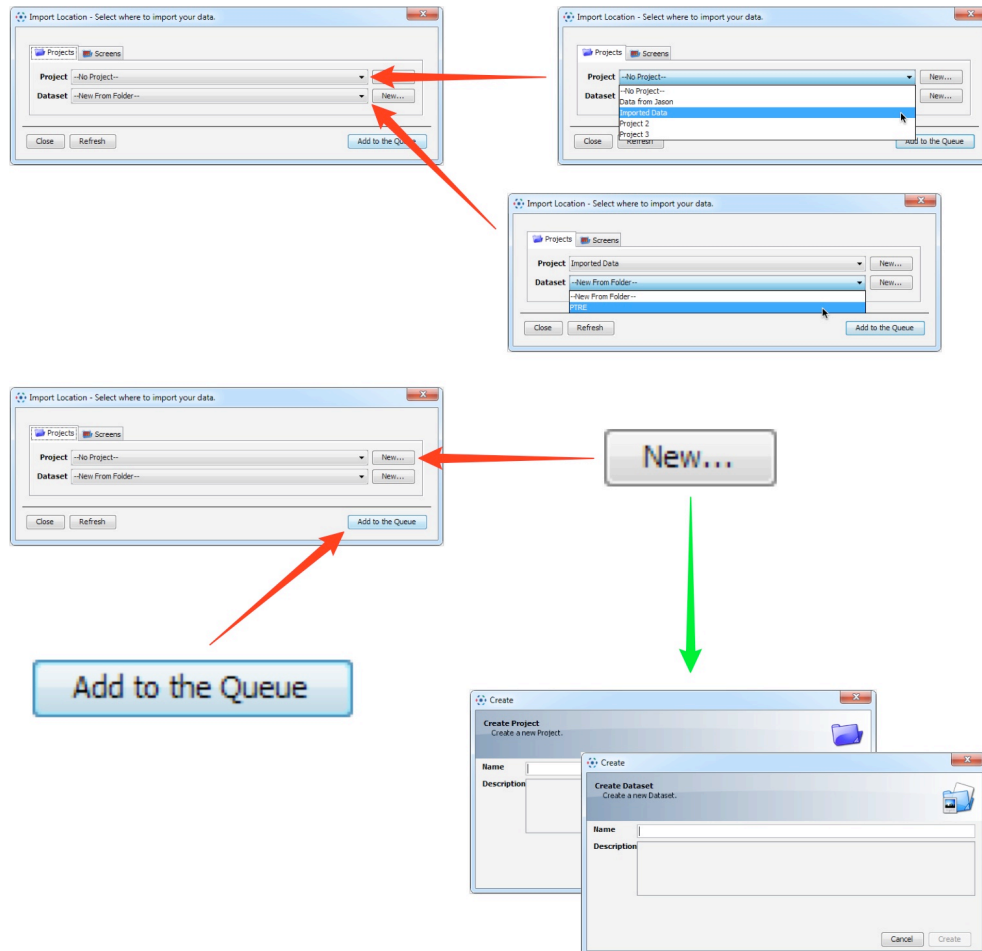
- 1 Select **Import** from the **File** menu;
or Click on the Import icon in the toolbar;
or Select a destination Project or Dataset for the imported data and right click then select **Import**.



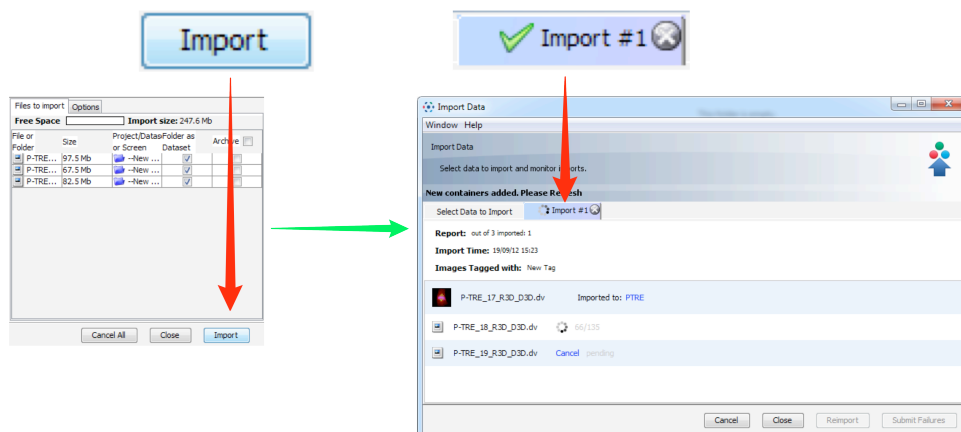
- 2 Use the **File Finder** to locate data to be imported on local or networked drives.
Select files for importing and click the top arrow to add them to the import queue.



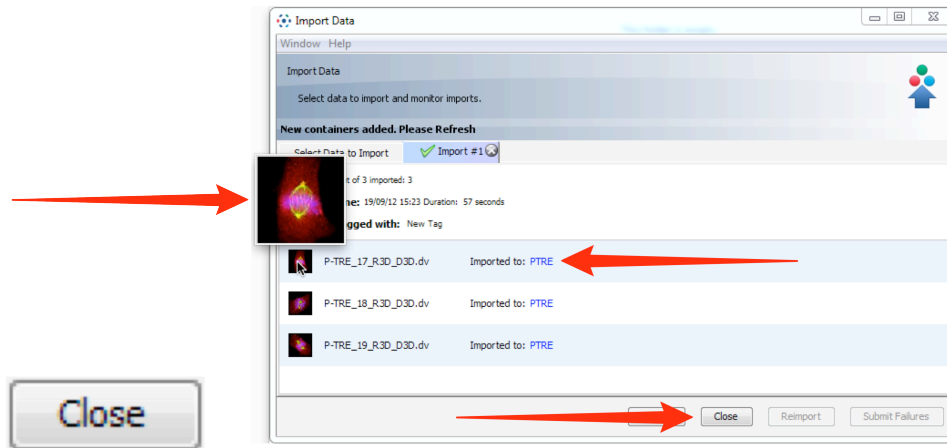
- 3** Use the **Location Selection** window to determine to where the data will be imported. Choose an existing project or dataset using the drop-down menus; or Click **New** to create a new project or dataset. When import location has been set, click **Add to the Queue**.



- 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**.



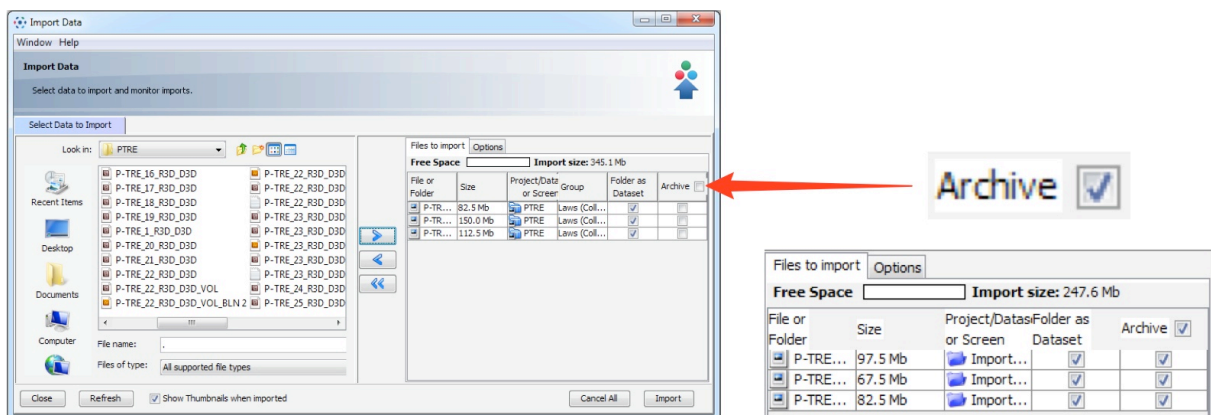
Importing Options

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.

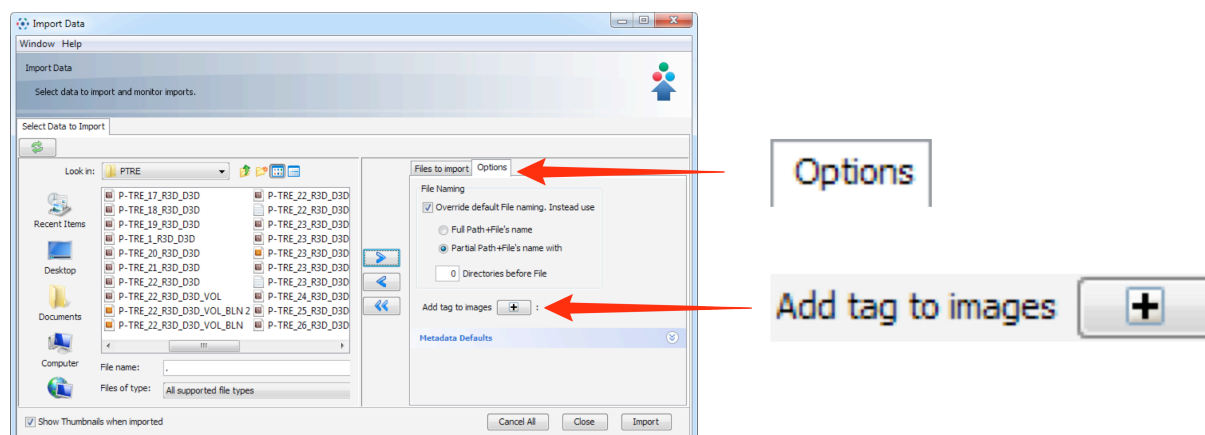
Individual data files can be selected or deselected using the checkboxes in the column below.



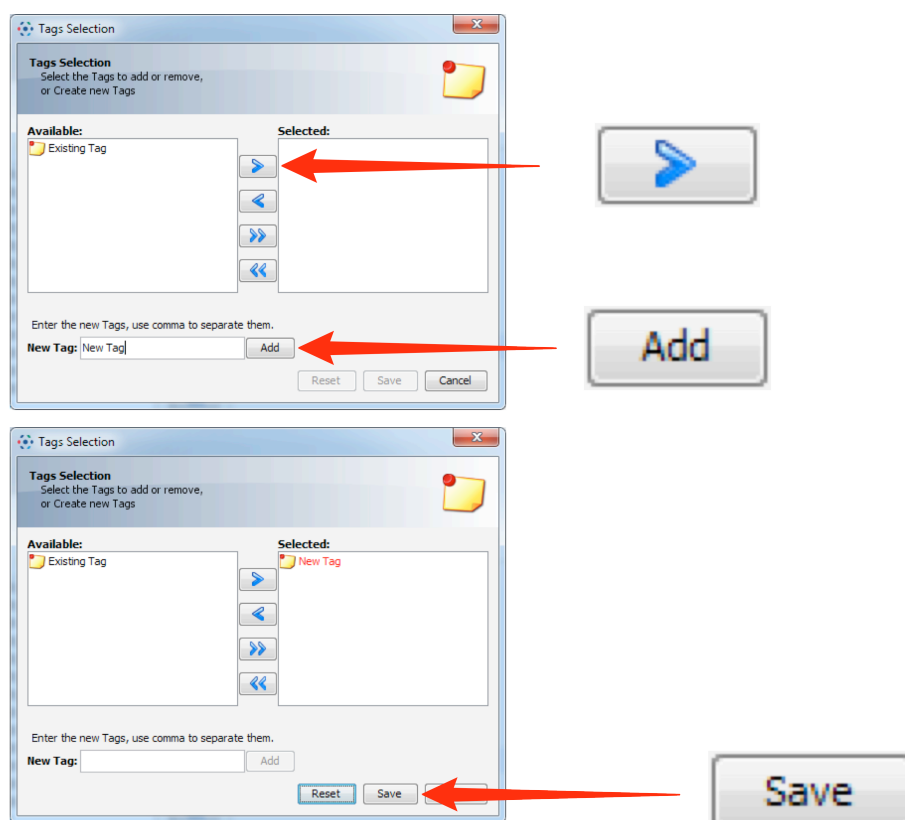
Note: Archiving at import enables subsequent retrieval of the file in the original format at a later date, in addition to the ability to export it as an OME-TIFF.

Adding tags at import

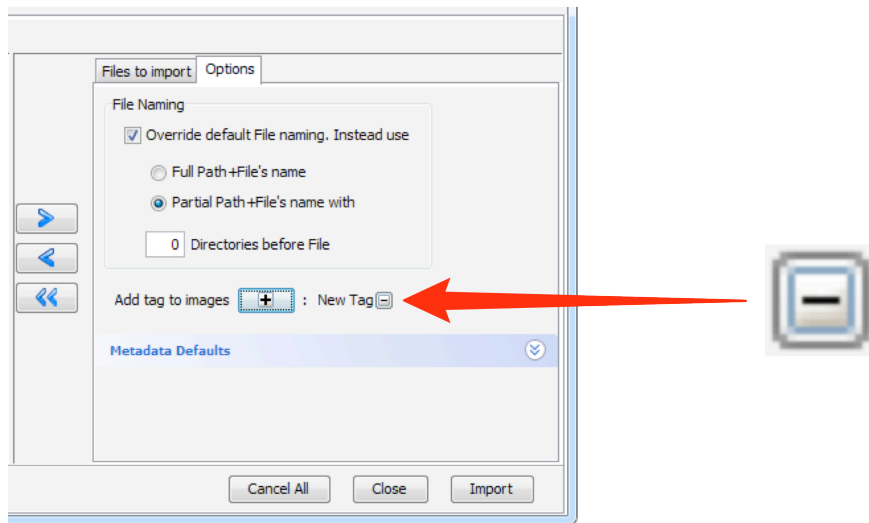
Click the **Options** tab then **Add Tags** to batch-add tags to the data as it is imported.



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.

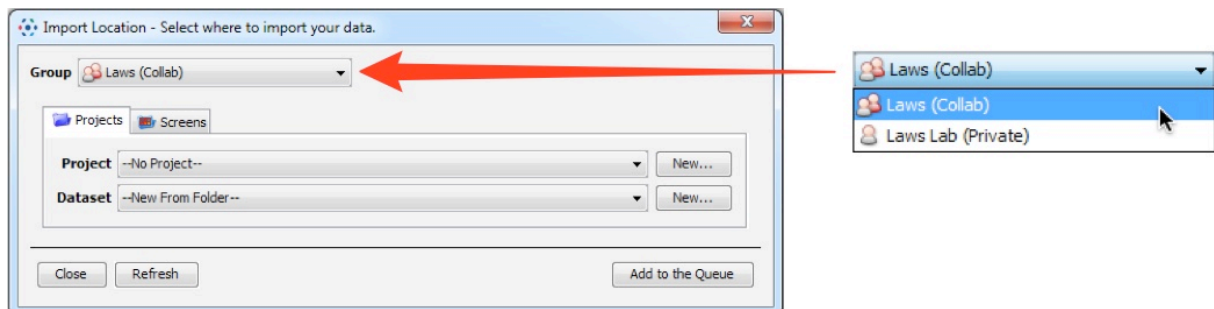


After saving, added tags can be seen in the **Options** tab and can be removed by clicking the **-** button



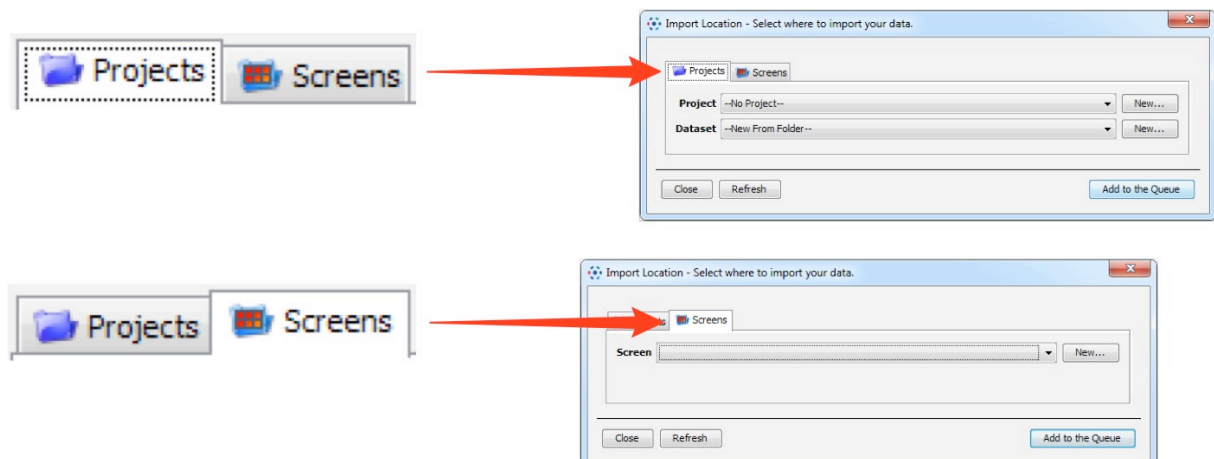
Selecting Group for Import

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.

