

Moving Images into Zangle from Lifetouch Administrator's CD or ImageStream CD

Thank you for choosing Lifetouch. An expedited process to import student images into Zangle is now available. The images are saved in Zangle-compatible format in the Zangle folder on your CD. You may load the images directly into Zangle from this folder. If you do not know how to load images into your Zangle database, we have included the instructions below for your convenience.

Start by placing your Administrator's/Image CD or your ImageStream CD into your CD drive and follow the instructions below to load the images. If a window appears asking you to install the program, you may exit the window or click Cancel before the installer starts. The program is not required for the import; however you may install it if you wish.

Import images into Zangle using the Image Load function.

- 1) Start Zangle and navigate to the Image Load area (Click the System button, Click the Utilities button, Click the Image Load button).
- 2) Click the Change Directory button, and navigate to the CD drive. The CD drive is usually the D: or E: drive on most computers, and the CD is named Lifetouch. Open the CD (Lifetouch) drive and select the Zangle folder on the CD. Be sure that you are in the correct drive (the CD drive) instead of the default Zangle drive (usually a network drive such as V: or Z:).
- 3) Under Image File, select JPEG then select the Images for Students button.
- 4) Type in the appropriate school year if it is not already there (use 2007 for the 2006/2007 school year).
- 5) Unless you know you don't want to replace images, check the box that says Replace image if one already exists.
- 6) Click the Load button.
- 7) When the load is complete, click on Report if you want to see the report.
- 8) Click Quit.
- 9) Verify that you can now see student photos when you look up students in Zangle.