Fact Mapper Image Uploader User Guide

Introduction

The Fact Mapper Image Uploader application has been designed to provide the ability to upload custom images for use by all users within a site.

Who should use it?

The Fact Mapper Image Uploader application should be used by the person responsible for deciding what images should be available for each Read&Write user.

This person will require the utilities password to launch the Fact Mapper Image Uploader application. This is required to prevent unauthorised uploading of images.

When should you use it?

Fact Mapper Image Uploader can be used at any time to add new images to the site’s custom image library.

Using the Fact Mapper Image Uploader application

The first screen that will be displayed in this application will be the password screen (see figure 1).

Enter the password specified during the Fact Mapper Image Uploader installation and click OK to continue.

Figure 1
Once the password screen has been completed the custom image upload web page will be displayed (see figure 2).

Figure 2

- The buttons on the Image toolbar are as follows:
  1. Add a new image
  2. Delete the selected image
  3. Delete all images
  4. Copy the selected image to the clipboard
- You can add multiple images to the fact mapper. To do this:
1. Click on the button.
The Add Multiple Images window is displayed.
2. Click on the Select Images button.
The Select file(s) to upload by factmapper.texthelp.com window is displayed.
3. You can now do one of the following:
   - click on a single image and then click Open. You can do this to select as many images as you like
   - hold down the Ctrl button on your keyboard, click on all the images you want to add, and then click Open
4. Make sure the All images received message is displayed and then click the OK button.
5. The selected images are shown in the Fact Mapper window. You can now:
   - delete an image - select it and click on the button, or right click on it and select the Delete option. You see a message box asking you if you are sure you want to delete the selected image. Click OK
   - delete all of the images - click on the button. You see a message box asking you if you are sure you want to delete all of the images. Click OK
   - copy an image for use in a fact map - select the image and click the button. Click on the main Fact Mapper window to enable it, then right click on it and select Paste.

You can search for the images you have uploaded at any time from the main Fact Mapper window.

You should therefore make sure that your images are named appropriately to allow you to search for them.

Deleting an image will remove the image from any saved fact maps that use it. A "file missing" image will be used in it's place.