

Best Practices for Picture Locations for Collectorpro

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In order to make locating pictures easy and to make transfer sets work best below are our recommendations for where to store appraisal pictures.

Object, Comparable, More Images, and Addendum Images

We recommend that you create a top-level folder for all your appraisal pictures. We recommend you create a folder in the Windows "Pictures" folder named "Appraisal Pictures" on all computers that use Collectorpro. Then create a folder inside the "Pictures\Appraisal Pictures\" folder for each appraisal. Examples:

Smith Appraisal Photo Location

"Pictures\Appraisal Photos\Smith Appraisal\"

Jones Appraisal Photo Location

"Pictures\Appraisal Photos\Jones Appraisal\"

Repeat this process for each appraisal you store photos for. **It is very important that all picture files (object, more images, and addendum images) for an appraisal are stored in a single folder and that this folder is specified in the Appraisal Setup tab #4. This will allow Collectorpro to copy all the images to a transfer set and make it easier for you to attach pictures to objects, comparables, and more.**

Placing the picture files in a single folder and specifying this folder in the Appraisal Setup tab #3 does two things:

- 1) When creating a transfer set to copy an appraisal to another computer with Collectorpro, all the images will be included in the transfer set (if selected to include images)
- 2) When attaching pictures to objects, more images, or addendum images the folder specified is automatically opened saving a lot of time navigating through folders to find the picture file to link.

Artist/Maker Images

We recommend that you create a top-level folder for all your artist/maker and pictures. We recommend you create a folder in the Windows "Pictures" folder named "Artist-Maker Pictures" on all computers that use Collectorpro.

Examples:

Artist/Maker Picture location example:

"Pictures\Artist-Maker Pictures\"

Placing the artist and maker picture files in a single folder and specifying this folder in Setup – Setup Company Information screen does two things:

- 1) When creating a transfer set to copy an appraisal to another computer with Collectorpro, all the artist/maker images will be included in the transfer set (if selected to include images)
- 2) When attaching pictures to artist/maker bios the folder specified is automatically opened saving a lot of time navigating through folders to find the picture file to link.

Other Important Notes

Collectorpro creates links to the image files for display and printing of images. When a picture is needed for a screen or report it is fetched from the disk. If image files or folders are renamed AFTER you attach them the links will be broken and Collectorpro will be unable to fetch the image. It is important that all image files be copied to a disk that is always available to your computer. This can be a removable disk as long as it remains available.

Linking to images on a CD-Rom or DVD is not recommended.