

## Installing Lifetouch Photos to Follett software

### Install the Lifetouch Software

1. Insert disk.
2. Choose Install Image Stream then choose the following:
  - Next
  - Accept license agreement
  - Next
  - Full install
  - Next
  - Do you want to copy images from CD to your Computer? Yes, copy images
3. Where would you like to install?
  - Next
4. Create Icons
  - Desktop
  - Next
5. Install
6. Wait for install to finish (Seems slow at start)
7. Done

### Downloading the pictures to your computer

1. Usually the program opens automatically. If it does not, then open the “Lifetouch Image Stream” file that is now on the desktop and click OK.
2. Click on the “select all” button (bottom left) and then click on the yellow “Add” arrow (upper right).
3. Click on the “export wizard” button in the upper left.
4. Select “Administrative”
  - a. Next
5. Select “Follett Circulation Plus” from the little pull down menu and Finish.
6. Then open up MS Word and go to open and browse for this file: go to C:\ProgramFiles\ImageStream\_2008-09\Schooldata\imagestream\LID00068269\images
7. Arrow down through all those little jpg images until you come to file called IDLINK that is near the end of the images
8. Open it up and then just save it. Don’t change anything, just save. It will ask if you want to save it in TXT format. Say yes.

### Putting the pictures into Follett

1. Go to Patron Maintenance and go to File, Import patron pictures.
2. THIS IS WHERE EVERYONE HAS TROUBLE. When the import screen pops up, there are TWO pull down files. You have to change BOTH.
3. For the first file, browse to C:\ProgramFiles\ImageStream\_2008-08\Schooldata\imagestream\LID00068269\images and find that idlink again.
4. For the second file, go to the exact same place only stop at images. You don’t need to go to the IDLINK.
5. Then mark “Replace Pictures” and go for it! Don’t panic if there are lots of errors. Those are your 6<sup>th</sup> graders or kids you have added.