



Digital Photo Guide

Version 8

Simsol's Digital Photo Guide Contents

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Setting Up Your Camera to Take a Good Photo

It's important to set up your camera correctly in order to keep your image sizes at the most efficient size in creating a Photo Sheet for a Simsol Claim file. Please remember different cameras have different camera set-up menus and settings. You must first refer to your camera owner's manual for proper steps accessing your camera set-up procedure.

Simsol, by default, will automatically downsample all images importing in the Simsol Program to 800x600 sizes but it is more desirable to set your camera to 640x480 first to cut down the photo sizes.

Please follow the steps below:

1. Set your camera setting to 640x480 Resolution. If your camera does not have a resolution by pixels setting then use the 'Standard Resolution'.
 - a. If your camera does not have the 640x480 resolution, or are unfamiliar with the 'Standard Resolution' setting, use the next one closest to the 640x480 resolution.
2. If your camera has a DPI Setting; then use 70 to 100 DPI for your images.
3. If your camera setup menu has an E-mail option, then select this setting when taking your photos. If you prefer plugging your device into your system to transfer photos in bulk to your computer follow your device's instruction manual in order to set this up.
4. If your camera allows you to choose a file type, Simsol recommends using .JPG or .JPEG.

Additional Tips for Taking a Good Photo:

1. It is important to have a zoom feature on your camera.
2. Purchase a camera with a good-to-high quality lens with flash.
3. In taking a close-up photo, e.g. placard off washer:
 - a. Stand back from the placard or desired subject.
 - b. Use your zoom feature to zoom in on the subject.
 - c. Have your Flash on Auto to capture the correct light for the photo.
 - d. Take additional photos as a backup in case the first picture is out of focus.

Once you have set up your camera, try taking sample photos; then check the file size of the image by downloading the image in a sample Simsol Claim File. Please refer to 'Creating Digital Photo' listed below for proper instruction for importing your image into Simsol. The ideal file size should range from 70k to 150k for each photo.

Importing Digital Photos into Simsol

To begin, the system contains two (2) ways of importing a Digital Photo into the Simsol Claim file: New Image or Thumbnail Import.

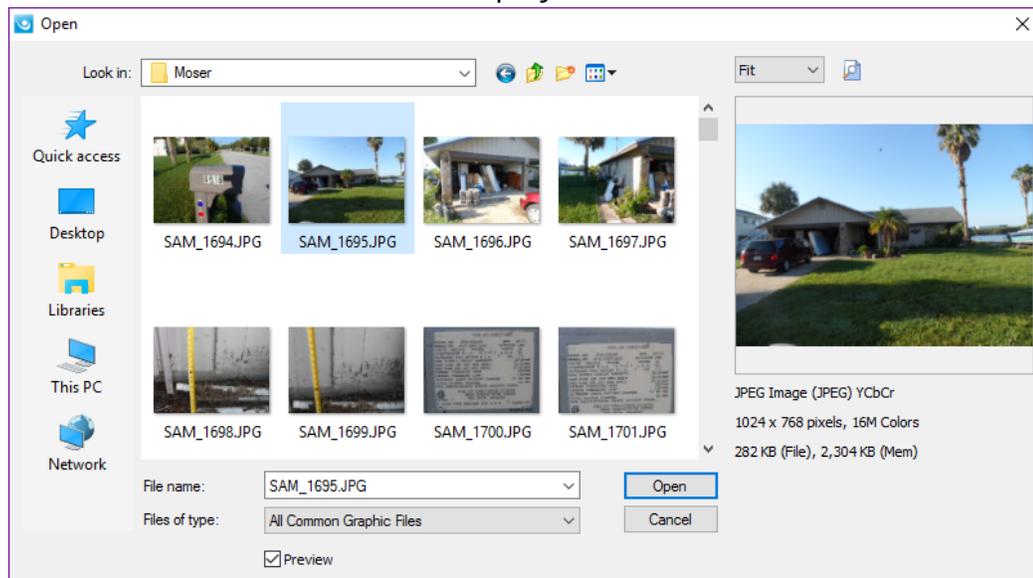
Importing a Single Photo Using 'New Image'

1. With the proper Claim file displayed in the Claim Enclosure Tree, Click Digital Photos from the Claim Enclosure Tree. (see below)



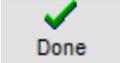
2. Select New Image 
 - a. The Digital Imager Screen is then displayed.
 - b. Selecting 'New' Photo

- i. Click Open Image 
 - ii. Photo Browse Screen is displayed



(Example of Open/Browse Screen)

- iii. Select 'Look in'  and browse to the desired folder where your digital photos are located
 - iv. Select the desired photo and select 'Open'
 - v. The photo will then be added to the claim file
 - vi. Do not forget about selecting the Date Taken field box
 - vii. At this time, you may also apply the Image Comments to the photo

- viii. Click 'Done'  to complete importation of a single photo into Simsol Program. The photo will be added to the Ungrouped Photos Screen

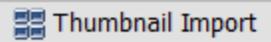
Importing Multiple Photos Using 'Thumbnail Import'

1. With the proper Claim file displayed in the Claim Enclosure Tree, Click '**Photo Import**'

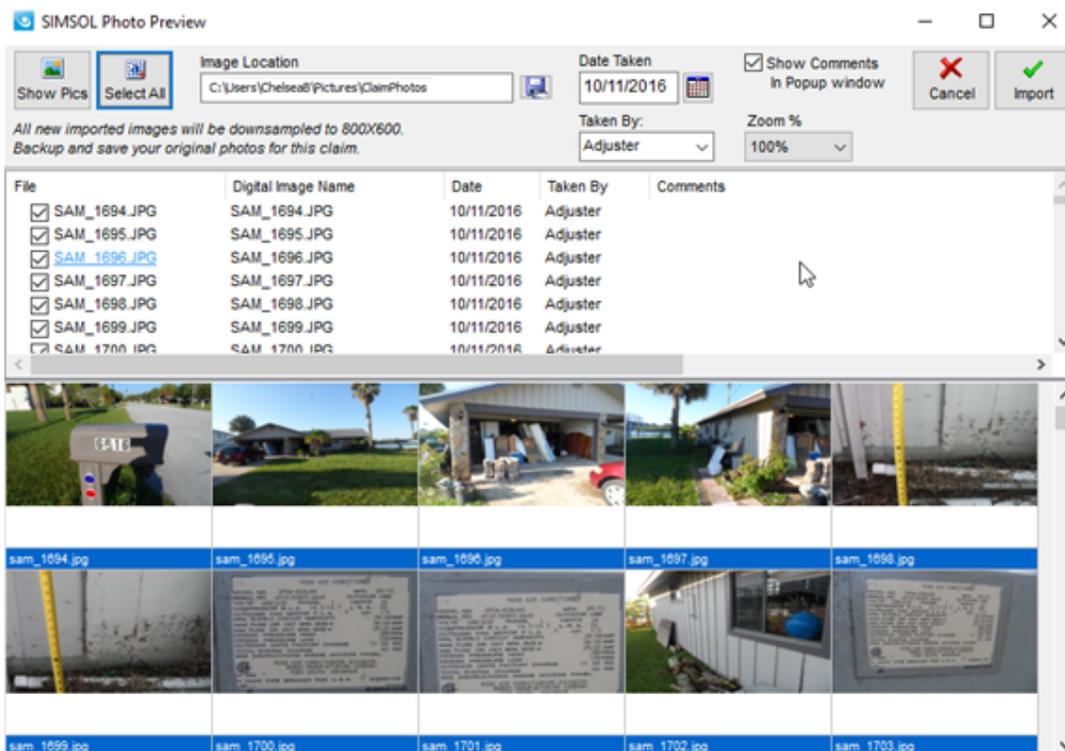


from the Main Menu or Digital Photos from the Claim Enclosure Tree (see below).



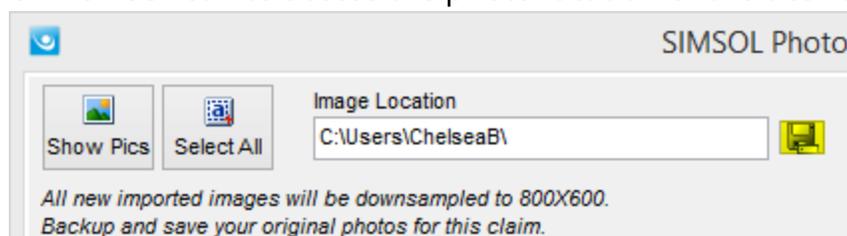
2. Click on the '**Thumbnail Import**'  located on the Digital Photo Module.

The Simsol Photo Preview Screen is then displayed.



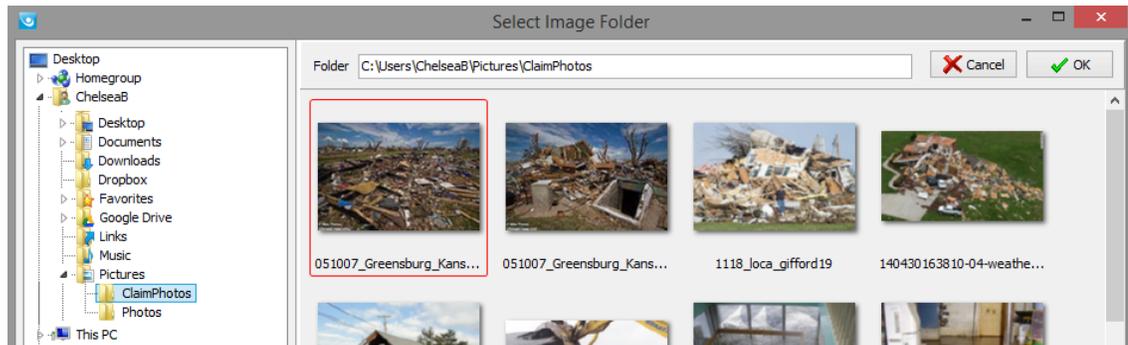
(Example of Simsol Photo Preview Screen)

- a. Click the '**Browse**' icon to access the photo location of the desired claim photos.



(Example of the Simsol Photo Preview Screen/Browse Selection Icon)

- b. When browsing for your image location, you'll want to note you will not be selecting the images themselves, only the folder they are residing in. Hit **'OK'** once folder is selected.



(Example of the Simsol 'Select Image Folder' screen)

- c. Click **'Show Pics'**  to activate the Thumbnail Previewer.
- d. The Thumbnail Previewer will allow you to view all available digital photos before you import them into a claim.
3. To expand the view of the image before import, **Double Click** on the photo from the Image Previewer / Thumbnail view which displays the 'Image Information' screen **OR** click on the desired photo file name.

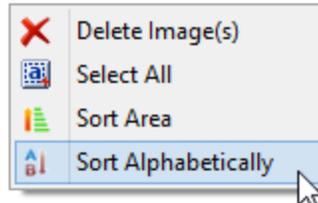
_72875380_76lhp6g5.jpg Image-564882.jpg 05/12/2017 Adjuster A/C Unit Front

- a. **'Import'**  places a checkmark in the Import Box to signal it's a image needing to be pulled into this claim.
- b. Add a comment or use a the  Comment Library
- c. Click **'Next'**  icon to enter the next photo screen and continue or just click 'Done' to exit the Photo Previewer.
4. An alternative method is to use the **'Select All'**  icon to mark all photos from the Photo Previewer for import into the claim file without adding comments.
- 'Select All' Icon from the Photo Previewer screen.
 - All photos will have a check box associated to the photos.
 - Uncheck any unwanted photos
- d. Finally click the **'Import'**  icon to activate the import function.

Sorting Photos

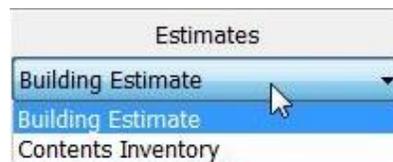
Sorting Photos: Sorting Alphabetically

Once photos are renamed, it's a good idea to make sure they are properly ordered. You can skip this step if you'd like, but it will help you get organized for sorting images into areas. To do this, **right click** in the **'Ungrouped Images'** section and select 'Sort alphabetically'.



Sorting Photos: Sorting into Areas

1. In order to group the photos into particular areas, select the appropriate estimate from the **'Estimates'** section in the upper right-hand corner.

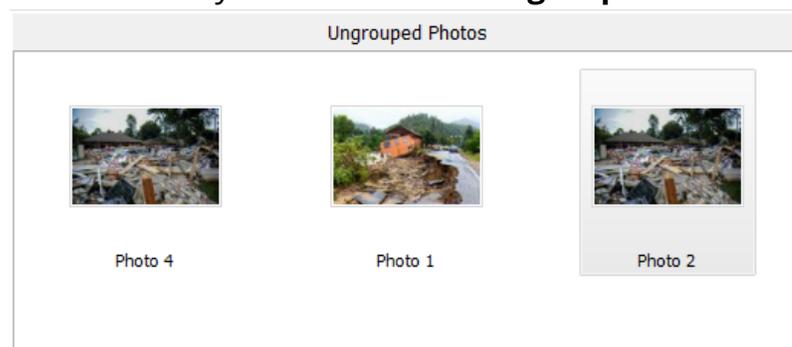


2. The areas you have created for the selected estimate will now appear in the **'Area Listing'** section below.



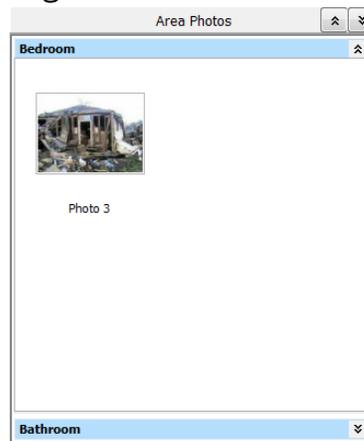
Note: At least one area must be created prior to this step in the 'Scope of Damage' section of the claim in order for you to sort.

3. View photos that are currently unsorted in the **'Ungrouped Photos'** section.



(An example of photos in the Ungrouped Photos section of Digital Photos)

4. View photos that have been assigned to an area in the **'Area Photos'** section.

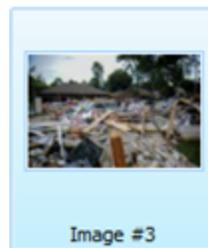


(Photo in the Area Photos section)

- a. To Show/Hide an area, click the **'Show'**  or **'Hide'**  button for that particular area.
- b. To Show/Hide **ALL** areas, click the **'Show'** or **'Hide'**   button to the right of **'Area Photos'**.

Sorting Photos: Selecting Photo(s) in Order to Sort

1. To select a single photo, left click on the image you wish to select. A selected photo will appear with a blue border around it. This can be done in either the **'Ungrouped Photos'** section or any area in the **'Area Photos'** section.



(A selected photo in the Digital Photos section of Simsol)

2. There are various methods for selecting multiple photos. This can be done in both the **'Ungrouped Photos'** section and any area in the **'Area Photos'** section.



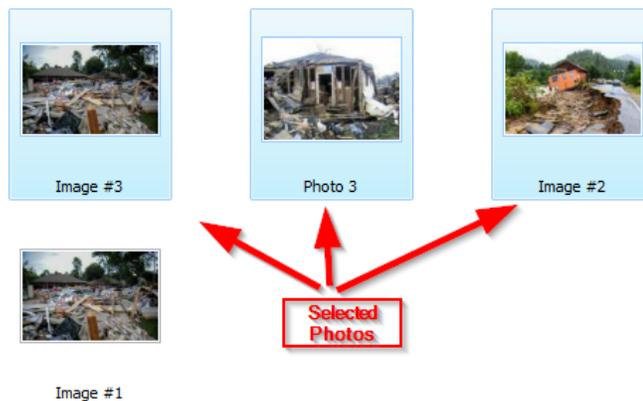
(When multiple photos are selected, there will be a blue border around them)

- a. Holding the **Ctrl** key, multiple photos can be selected by individually clicking on each photo you want to be selected. This option allows you to select multiple photos individually.



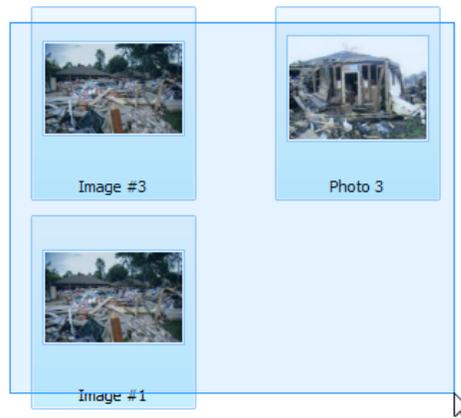
(Image #1, Image #2, and Image #3 selected by individual Ctrl clicks)

- b. Holding the **Shift** key, multiple photos can be selected by clicking a photo and then clicking on another photo. Contrary to the **Ctrl** key method, all of the photos **in between** the two photos you have clicked will also be selected.



(Image #3 and #2 were clicked holding Shift. Photo 3 also selected by using this method)

- c. All of the photos in a particular section can be selected by right clicking in the empty white space of '**Ungrouped Photos**' or any area in the '**Area Photos**' section. From here select the menu option, '**Select All**'  **Select All** . This will highlight all of the photos in that section.
- d. You may also select a single or multiple photos using a mouse click/drag method.



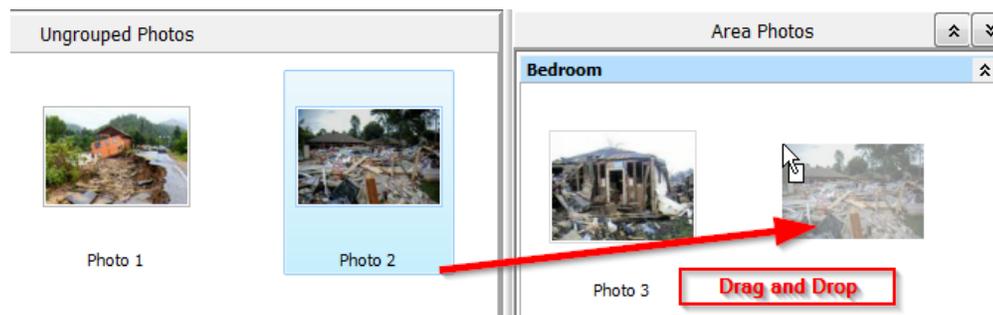
(Images are selected via clicking and dragging the mouse)

- i. Hold left-click down in the white space around the photo(s) you want to select.
- ii. While holding drag the mouse over the photo(s) you want to select. Release the mouse click to select the photo(s).

Sorting Photos: Sorting from Ungrouped Photos to a Particular Area

1. Move Photos from Ungrouped to an Area

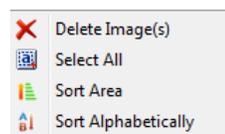
- a. Select an Image in the **'Ungrouped Photos'** section. Then click on the photo and drag it to the corresponding area.
- b. Release the mouse to move the photo to the appropriate area.
 - i. The opposite action also works. You may drag and drop a photo from any area to any other.
 - ii. You may also drag and drop multiple photos in the same manner.

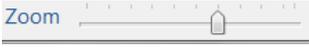


(Sort photos to a different area within Simsol)

Sorting Photos: Sorting within the Same Area

1. There are four methods to sort photos within the same area of the Digital Photo Section.
 - a. Right click in the empty white space of **'Ungrouped Photos'** or any area in the **'Area Photos'** section.



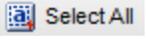
- i. Click '**Sort Alphabetically**' 
 - a. As covered in an earlier section for Ungrouped Photos, right clicking in a particular area will sort all the photos in the selected area by alphabetical order.
- ii. Click '**Sort Area**' 
 - a. The 'Sort Photographs' window will pop up. On this screen you can drag and the photos in order, as well as zoom  the photos.
- iii. You may also **drag and drop** the photos into position on any of the area sections in the Digital Photos section.

Editing Images Imported into Simsol

For the ease of claims writing, many adjusters choose to mass import their photos and then edit them after the fact. Because of this Simsol has developed an intuitive way for you to edit your photos fast. In this section of the tutorial, we will cover renaming photos, editing comments, annotations, rotating photos, and deleting photos that aren't needed.

Editing Images: Mass Renaming Photos

Cameras, by default, will automatically assign your photos a name. Should you wish to change the given name, Simsol provides a quick and easy way to do so. Many adjusters find it easier to rename photos prior to sorting as it will allow them to easily find which photos belong to which area. In order to rename your photos you'll want to make sure all claim photos are imported prior to following the steps below.

1. You'll begin by highlighting all photos you wish to rename. You can do this by either holding down the **CTRL** key to select images out of order, the **SHIFT** key to select multiple photos that are in a row, or by hitting the '**Select All**'  button in your photo options.



Note: if you choose to rename after sorting and wish to rename all photos in a certain area, you can right-click in the area and hit '**Select All**'.

2. Once all photos are selected, head up to the photo options. You'll see the rename tool:



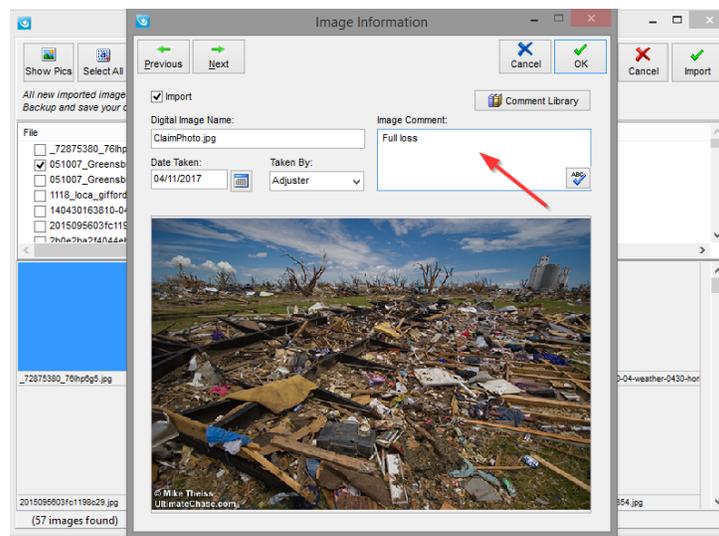
- Clear out the word *Image* and type in the name you wish to give these photos.
- Select whether you would like to append the name with a number. This would give numerical values to your photos, e.g. Bedroom 01, Bedroom 02, Bedroom 03, etc...
- Once the name and append option is correct, simply hit '**Rename selected to:**' to rename all photos that are currently highlighted.
- Repeat as necessary.

Editing Images: Adding Comments for an Image

Adding comments to your photos can be done two different ways. Either you can add them before importing in your photos to Simsol or after importing. Most users find the easiest way to add comments is after importing your photos, but you may want to test out both methods to see which one works best for you.

Option A - Adding comments before importing:

- Click on **Thumbnail Import** from within the Digital Photos section of Simsol.
- With the **Simsol Photo Preview** window open, insure the '**Show Comments in Popup Window**' checkbox is checked.
- Next, identify the photo from the list that you want to place a comment on. Then select the checkbox to the left of that photo's filename. This will open the **Image Information** window.



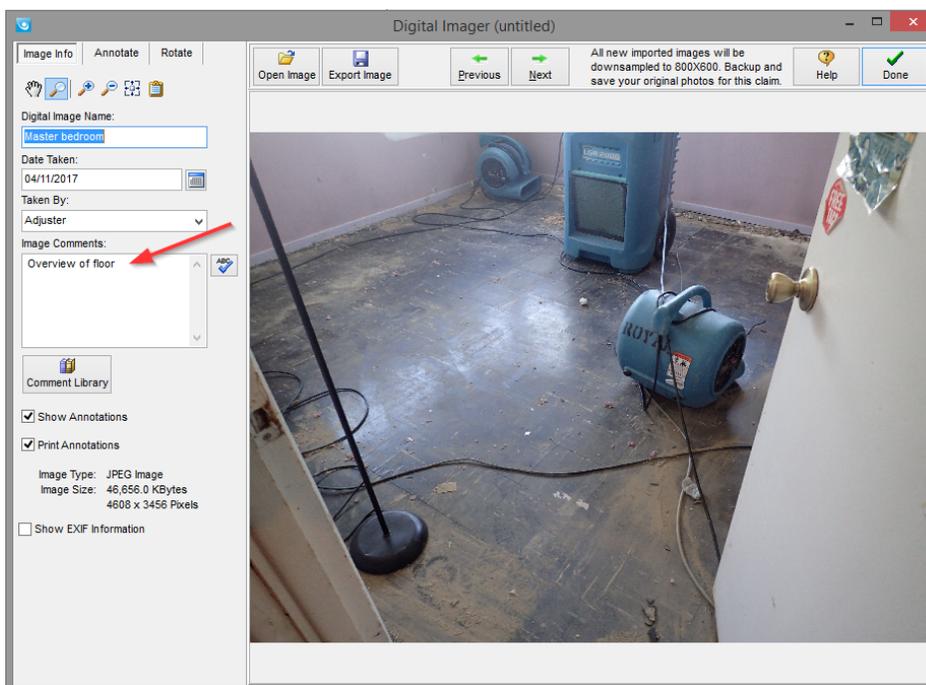
(Your Image Information screen can be accessed through the Thumbnail Import screen)

- In the **Image Information** window, you can edit various parameters of the image including the Digital Image Name, Date Taken, and the Taken By fields. To add a custom comment, simply type in the **Image Comment** section.
- Alternatively, select the **Comment Library** button to see a list of stored generic comments. Highlight the comment you want to add from the list and click '**OK**'. The comment is now entered in the **Image Comment** section.

- vi) Click the **'ABC'** button if you wish to spellcheck the added comment. Then click **'OK'**, in the top-right of the **Image Information** window, to save these changes to the photo.
- vii) From here, you can click **'Next'** and repeat these steps for any photo you want to add a comment to. Make sure the 'Import' button is checked for any photo you wish to add to this claim.
- viii) Hit **'Done'** when all photos have been edited and marked for import.
- ix) Click **Import**, from the **Simsol Photo Preview** window, to add these photos.

Option B - Adding comments after importing:

- i) As previously stated, you may also add a photo comment after importing the photo(s) into the **Digital Imager** section.
- ii) First, double click the photo you want to add a comment to. You'll be brought into the **Digital Imager**.



(The Digital Imager screen can be accessed by double clicking on the photo within Simsol)

- iii) This will allow you to edit details of the photo and add annotations (covered later in this guide). To add a custom comment, type in the **Image Comments** section.
- iv) You may also use the **Comment Library** from this window. Click the button to see a list of generic comments. To add one, select the comment from the list and click **'OK'**.
- v) Use the **'ABC'** button to spellcheck the comment.

- vi) Click '**Next**' to move to the next photo, or hit '**Done**' save all changes. The comment is now added to the photo. Repeat this for any other photo(s) you want to add a comment to.

Note: See end of tutorial, under Miscellaneous Tips and Tricks, for how you can use voice-to-text software to add comments.

Editing Images: Annotating an Image

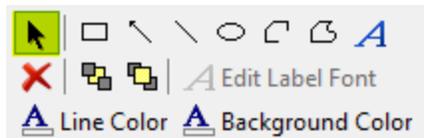
Annotating an image is handled from within the Digital Imager pop up window. To get to this window, double click on the photo you would like to start on.

1. In order to annotate an image, first click the **Annotate tab** in the upper left hand side of the Digital Imager.



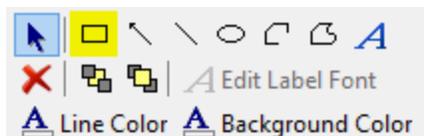
2. The Annotate tab has a number of tools and option that you can use. As you navigate through this section, many of the tools you select will indicate that they are selected with darker shading.

- a. The first option in this tab is the **Selection Tool**.



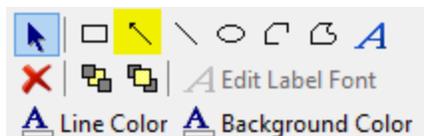
The Selection Tool is used to select annotations that you have already created, in order to edit or delete those annotations. By dragging the cursor you can select multiple annotations at the same time.

- b. Next is the **Box Tool**.



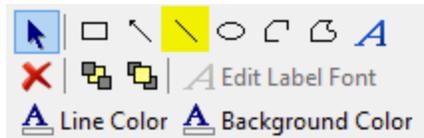
The Box Tool allows you to draw a rectangular shaped object in order to highlight certain areas of the photo. Click and hold down your cursor, then drag the mouse. As you do, it will show you a preview of the shape it is going to create. Release the mouse to finalize the shape.

- c. The **Arrow Tool** is use to create arrows within the program.



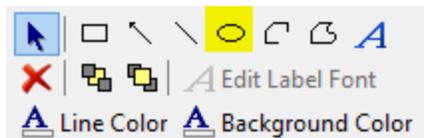
You can use this tool to draw attention to particular sections of the photo. You can click a point on the image where you want to begin drawing the arrow, hold down you cursor and drag the mouse to the area you want the arrow to be pointing towards, and then release the mouse to create the pointer of the arrow at that location.

- d. The **Line Tool** is used to draw a simple line in the program.



It follows the same rules as the arrow tool, but does not end in a triangular pointer.

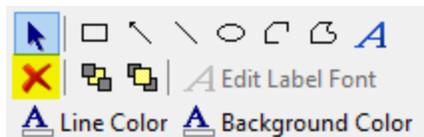
- e. The **Circle Tool** works in much the same way as the Box Tool, except that it creates a circular shape rather than a rectangular.



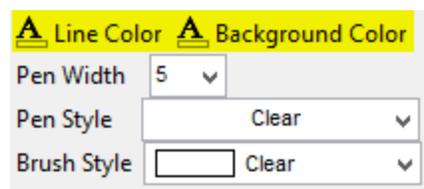
- f. The **Label/Text Tool** allows you to enter text in the photo. After the text is entered, the text box will automatically resize to match the text. The font, size, color, and other factors of the text can be edited with the **Edit Label Font Tool**, just below the Label Tool.



- g. The **Delete Tool** is used to delete any annotations that are currently selected. Be very careful using this tool as these deletions are permanent.



- h. The **Line Color** and **Background Color** Tools are used to change the color of the other annotations. This will set the default color for future annotations in this image, as well as change the color of any currently selected annotation.



- i. The **Delete All Annotations** tool works in the same manner as the Delete Tool, except that it deletes all annotations from the currently displayed image.



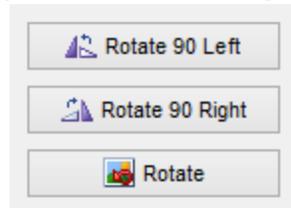
If you select this tool, it will prompt you as to whether you really want to delete all the annotations from the image before it proceeds.

Editing Images: Rotating an Image

1. In order to rotate an image, click the **Rotate Tab** in the upper left-hand side of the Digital Imager.



2. The **Rotate 90 Degrees Left** and **Rotate 90 Degrees Right** tools will rotate the image 90 degrees in whichever direction you select. Beneath these options is the **Variable Rotate Tool**, which will allow you to enter a value to the number of degrees you want to rotate the image. This tool will always rotate to the right.



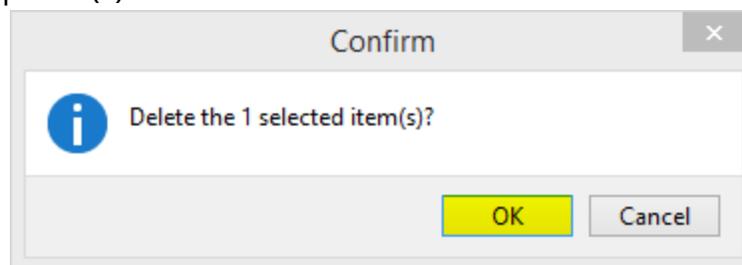
Editing Images: Deleting a Photo

1. To delete a photo, or multiple photos, you must first select the photos that are to be deleted.

a. Follow the **Selecting a Photo Section** above to select the photo(s) you wish to delete.

i. Right click on one of the selected photos and select '**Delete Image(s)**' . Or, simply press the delete key on your keyboard.

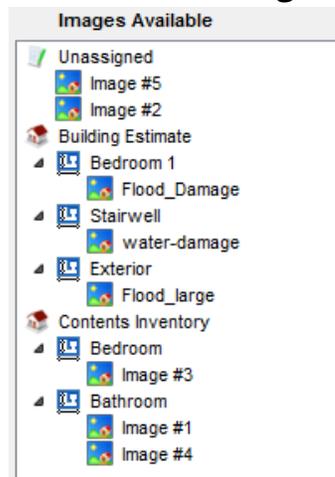
ii. Both options will prompt you to delete the images, Click **OK** to delete the photo(s).



Printing Photo Sheets

For the final step of the photo tutorial, we'll cover how you'll package these photos to send as a PDF. This process is very similar to how you would print off your estimate, forms, reports, etc.; but it will also cover the various print options available.

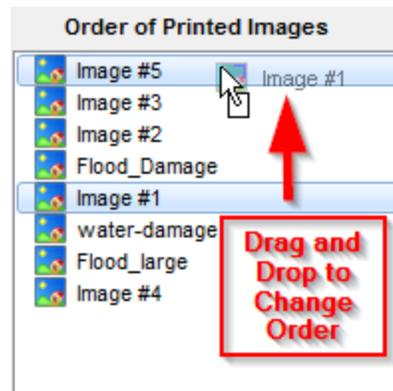
1. Navigate to the **'Print'**  button from within the claim.
2. From here, select **'Photo Sheets'**  **Photo Sheets** from the **Available Print Items** section and click the arrow . **Photo Sheets** will now appear in the **Selected Print Items** section.
3. Use the **Print Options** section of **Photo Sheets** to set-up which photos you want to print, the order in which the photos are printed, and various other options detailed below.
 - a. In the **Images Available** section, you will see the images that are included in the claim. They will be grouped depending on the estimate and/or area they were assigned to in the **Digital Photos** section of **Simsol**. If the photos were not assigned, they will be listed under the **'Unassigned'** group.



(Images are sorted based on being assigned to a particular estimate or area)

- i. Once you have selected the photos you want to print click the forward arrow  to print only those selected photos. You will now see the selected photos located in the **Order of Printed Images** section.
- ii. If you wish to print just certain area photos, highlight the area(s) needed and hit .
- iii. If you wish to print all the photos in the **Images Available** section, click the double forward arrow . Notice that all of the photos are now in the **Order of Printed Images** section.

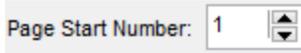
- iv. If you do not want certain photos to be printed that have already been selected for printing, simply select those photos and click the back arrow . Alternatively, to move all of the photos from **Order of Printed Images** back to **Images Available** click the back double arrow .
- b. Once you have moved the photos you want to print to the **Order of Printed Images** section, you will be able to select the order the photos are to be printed in.
- i. One option to order the photos is to select a photo and then drag and drop the photo into the desired position.



(Drag and Drop images into the desired print order)

- ii. Alternately, you may use the **Up**  and **Down**  arrows to order the photos.
- c. In the **Print Options** section, you can also customize how the printed photos will be presented.

i. You can set the **'Photo Start Number'**  to specify the first photo printed on the first page.

ii. Additionally, set the **'Page Start Number'**  to specify the page number for the first page printed.

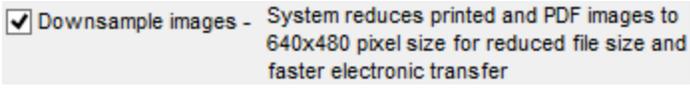
iii. Blank photo sheets can be added to have a space for physical photos. Select how many you would like to print using the **'Number of Blank Photo**

Sheets'  option.

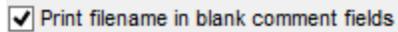
iv. Select how many images appear per page by using the **'Print ___ Images per Page'**  option.

v. If you recall from earlier that Simsol, by default, downsampled images to insure faster electronic transfer and reduced file size. Unchecking the **'Downsample images'** checkbox will print the photos in their native

resolution. This is not recommended for optimal printing or conversion to PDF.



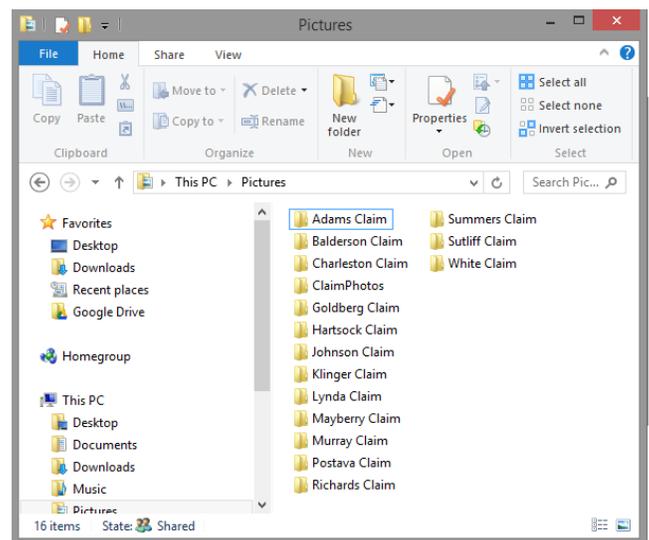
- vi. The final print option for **Photo Sheets** allows the user to put the filename of the image into photos' comment fields that are blank. If a comment for a photo is left blank, the filename of that photo will appear as the comment. This option is on by default, if you do not want blank comment fields to contain the filename of the photo, simply uncheck the '**Print filename in blank comment fields**' option.



Miscellaneous Tips and Tricks

- ❖ Most voice-to-text 3rd party apps are compatible with Simsol! This means you can add all photo names and comments by simply speaking into your microphone. The two most common voice-to-text programs available on the market today are 'Dragon Naturally Speaking' and 'Microsoft's Speech', but feel free to use one that you're comfortable with.
 1. You'll want to begin by making sure your software is downloaded and configured to your voice. Simsol recommends following the manufacturer's installation methods and voice recognition training exercises.
 - i. Please note, this does take some time adapting your voice to the recognition software but this operation will stream line the process and text will be far more accurate.
 2. Once configured, open your Simsol program and double click on the photo you wish to add text too.
 3. Turn on the text to speech program, verbally add the comment, verify and correct comment if necessary, then turn off the voice-to-text software.
 4. Click 'Next' to add the next comment to the next photo.
 5. Repeat steps 3 and 4 for all remaining comments.

- ❖ The way you save photos to your computer could save you tons of time; organized system folders can make finding your claim photos a breeze. Try saving your photos into individual folders for each claim, this way all you need to do is find the folder within Simsol, 'Select All', and then 'Import'. No more deleting unnecessary photos or combing through photos that may be relevant to a different claim file!





End of Tutorial

This concludes Simsol's tutorial on the Digital Photo module. Should you have any further questions or comments we'd love to hear from you!

Simsol Support can be reached by chat, by phone at 1.800.447.4676, or send us an email at support@simsol.com.

