

How do I add a second portrait index to my database?

Date : March 14, 2016

If you have received a second portrait database for retakes, you can add this to projects with existing database.

A few important points to note:

- The database imported under the My Book's Portrait tab is uploaded directly to the cloud. This database cannot be reopened or edited directly once it has been imported and saved.
- Panel sections added to your ladder have independent copies of the original database. Each panel section has an editable database that is specific to that section - so changes made to one section will not be applied to other sections.
- Choosing to replace an index currently attached to a section will erase any customization done to the original database. The new database can only be appended to preserve your edits.
- If your new index contains a complete duplicate set of images as the first database, appending the new database will double the number of portraits and duplicate images/records in that database.

With this in mind, you'll need to decide the best strategy for bringing in new portraits on a new cd to your book.

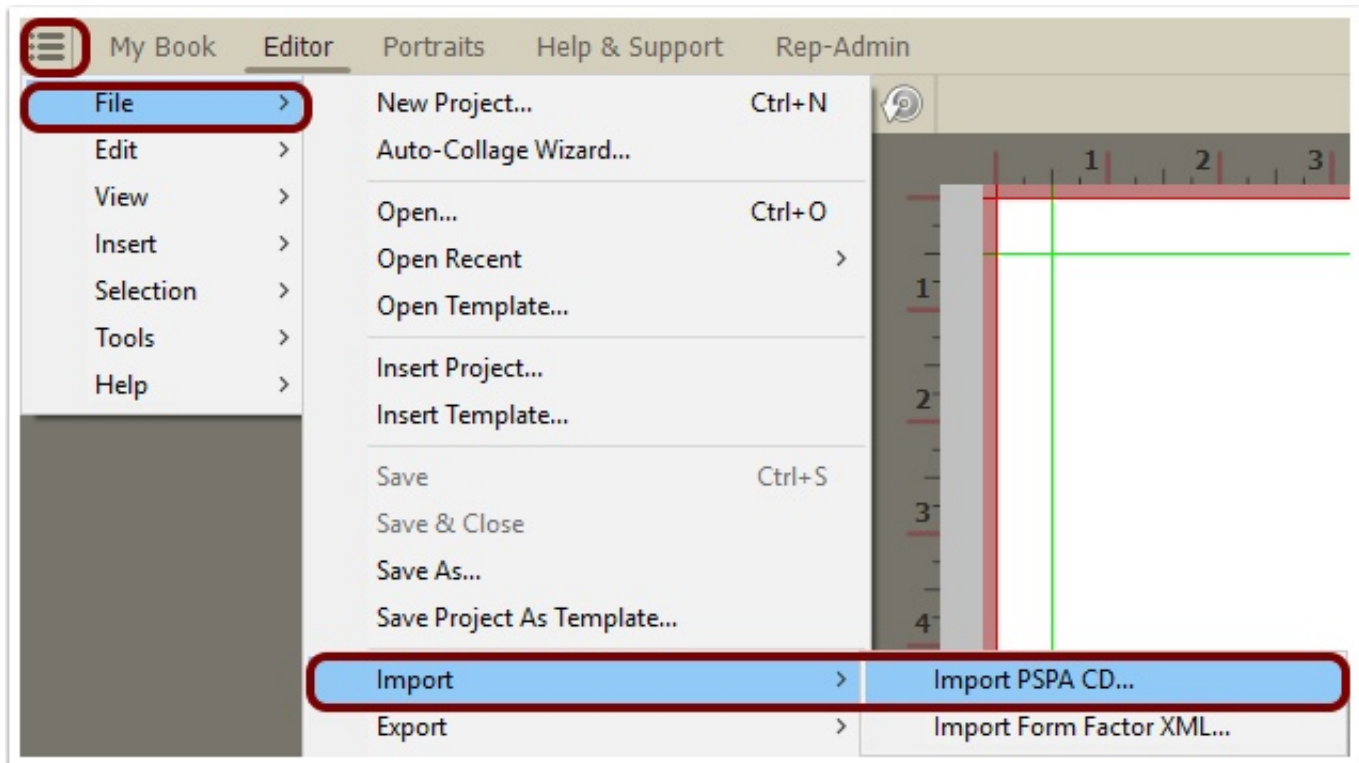
Does the new database duplicate images already imported (and possibly customized) on panel sections in your book?

Yes, the cd contains a complete set of images, including ones already on my panel

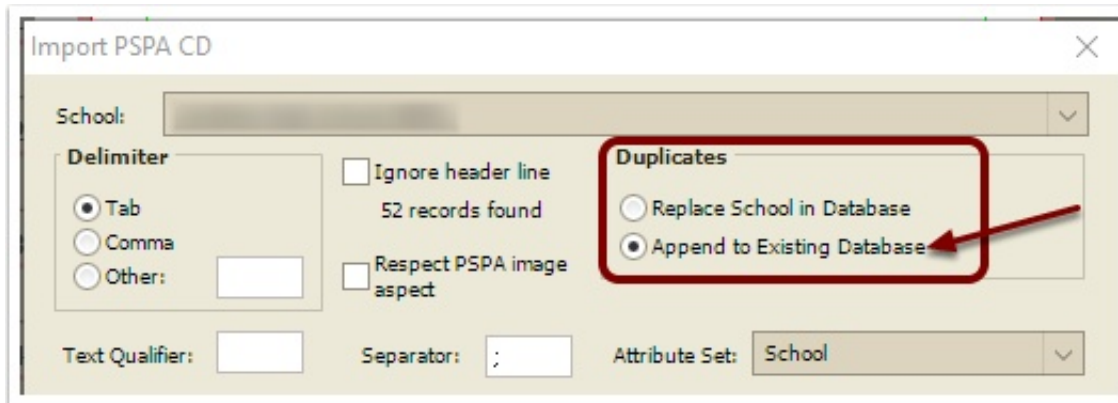
pages: It is recommended that only the new or retake photos be manually added to your panel sections(s). Copy the contents of the CD to your desktop, locate the photos that are new to the

database, and manually add these to the affected panel sections. Details on how to add retakes or new photos can be found [here](#).

No, the cd only contains new or retake images: Open up your panel section(s) - individually - and append the index to your database. Choose FILE > Import > Import PSPA CD...



Point to the index.txt file to load the portrait index. Ensure that the DUPLICATES rule is set to APPEND, not Replace.



The new portraits will be added to the existing database. At this point, you can customize them to ensure that the portrait information matches the groups and priorities assigned to the existing images in the database.

IMPORTANT NOTES

- You will need to import the new index into each and every portrait section to add the additional portraits to these sections.
- If the portraits include retake photos of people already in the database, be sure to [exclude](#) the old portraits from their panel sections.

Are your panels created in one or two large sections, or in multiple small

sections (by grade or homeroom)?

My panels are flowed in one or two large sections: In this case, you can choose to import the new cd into these sections, providing you are not overwriting any database customization done previously (eg: replacing all the records after correcting typos, group assignments, etc.).

My panels are flowed into many small sections: It is recommended that only the new or retake photos be manually added to your panel sections(s). Copy the contents of the CD to your desktop, locate the photos that are new to the database, and manually add these to the affected panel sections. Details on how to add retake or new photos can be found [here](#).