LumaPix
YEARBOOKFUSION

How do I import a database (PSPA) file?

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Panel pages require a database to link the portrait images to information about the people portrayed in the images.
The information is be used to group and sort the images into panels, and to label the portraits.

Importing the database index

If you are using My Book tab to manage your project, your import will set up a base project containing your database, which will be used as a template for creating all your panel page sections.

To begin the import, insert the CD into your computer to access the files. You can copy the CD to your local system (eg. make a folder on your desktop) or leave them on the CD.

On the **My Book** tab, click on the **Portraits** tab at the top of your page (Managers & Co-Managers Only)
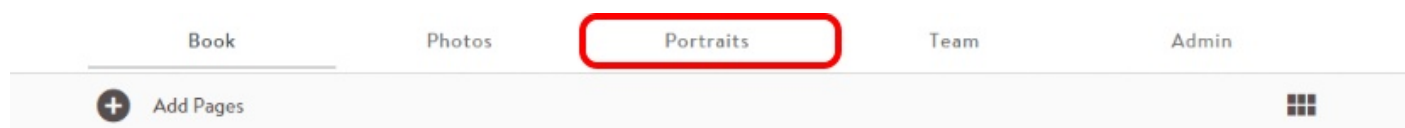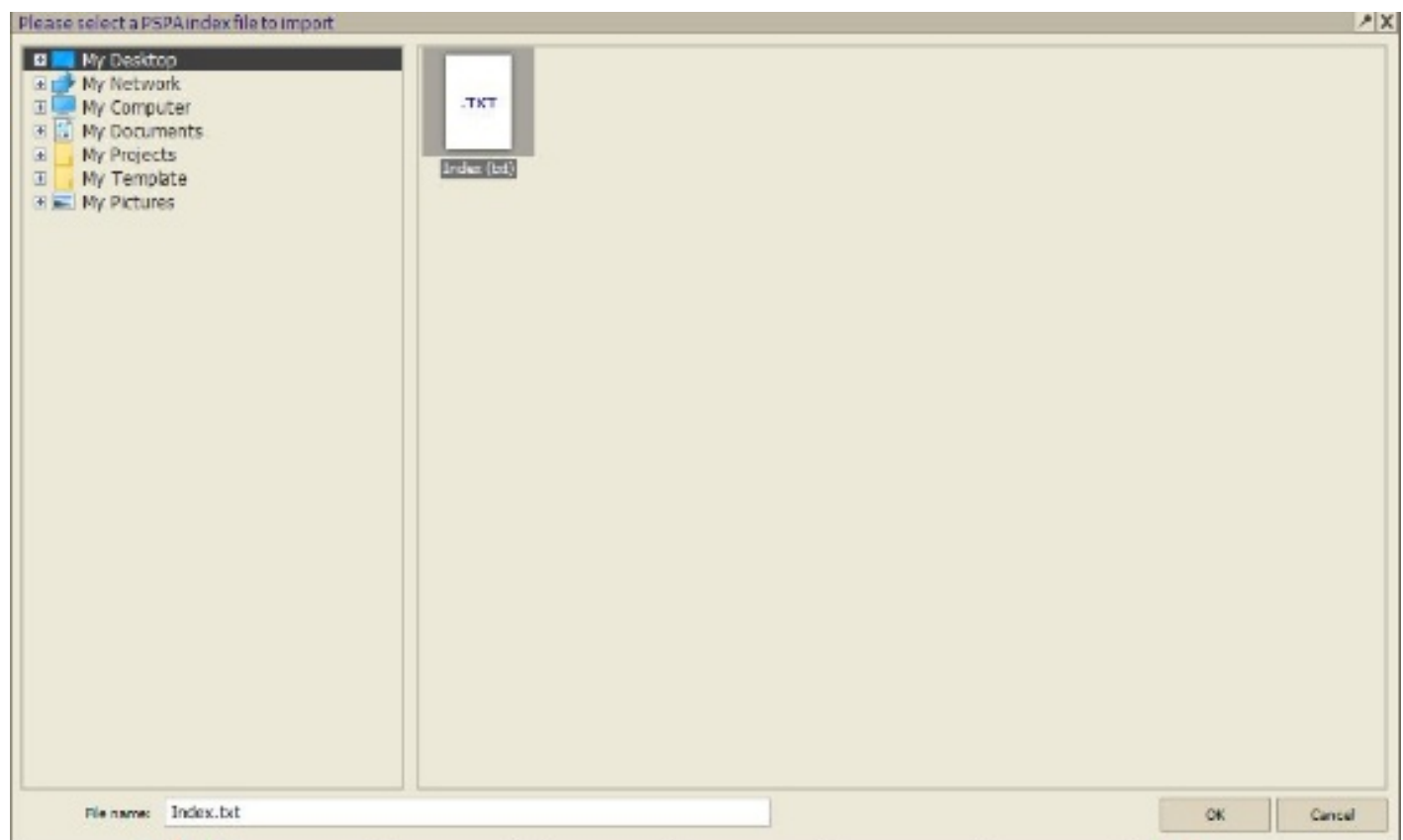
A panel import wizard will open to walk you through the process. In general, these are the step you will follow.

A window will open to show your file system.
Navigate to find a file named index.txt - either on the CD or in the folder where you copied your index.
This is the database file that describes your portraits. Select it and click OK.

The database information will be displayed in detail, so you can review it for errors before completing the import.

First, check that the headers over each column match the information beneath them. Are the first and last names under the correct column? Is homeroom and/or teacher information lined up? If there are discrepancies, right-mouse click on the column header to reassign it to the correct information.
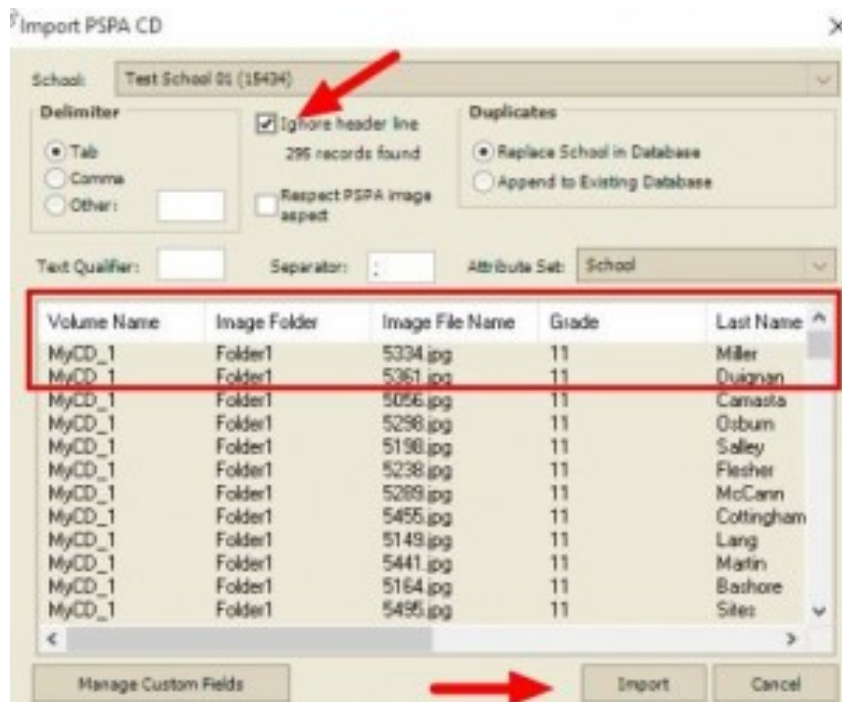
 If your PSPA includes a header line, where the column titles are repeated, click **Ignore header line** to remove it.
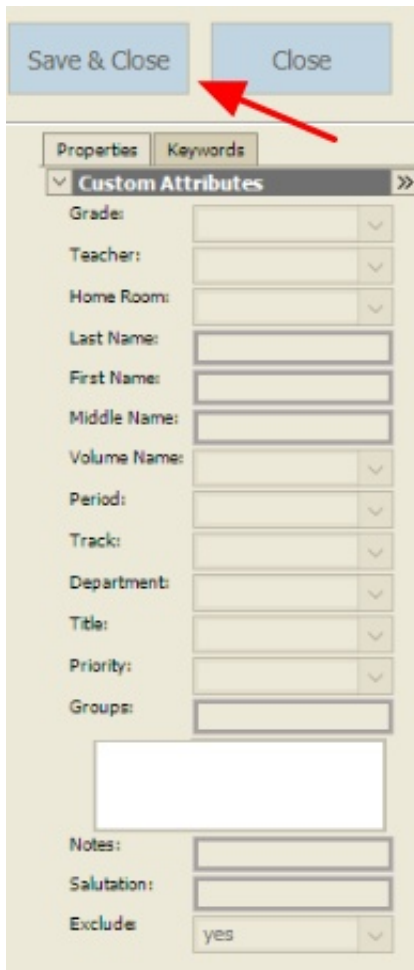
When the data looks correct, click **Import**.

Next steps

After the import is complete, you will see all the portraits under the Portraits tab.
You can edit the data associated to the portraits - select portraits to access their associated data under the Custom Attributes area. Update names, change or create groups, etc., as required.

IMPORTANT: A particularly useful edit to make before Saving and Closing is to tag your images with some additional information to describe and group the portraits according to their roles at the school. To learn more, consult the article detailing the Make Into *feature.*

When you are finished making changes, click **Save & Close**.

Keep in mind that the database can still be edited on your panel projects if you don't have all the information you need at the time of import.You can now proceed to make panel pages sections for your book.