Creating a Portrait Index

In order to flow portraits onto pages, a compatible portrait database needs to be loaded into our design software. The portrait database contains two things: a folder that contains portraits and a text file that contains information matching names to specific portrait files.

If you are not provided a compatible portrait database, there are three options available to get portraits onto page layouts.

1. Use a spreadsheet program that is capable of saving tab delimited text files to create the index file (these instructions explain how.)
2. Create the database directly within the software – uploading each portrait and then entering the portrait information one by one.
3. Upload and place the portrait images as candid images and manually place a text box underneath each one. This is the least desired option, due to the amount of time and attention to detail that would be involved. This is really only a viable option for a school with a very small student body or very few portraits to place.

Generally speaking, putting in the work of creating a database text file will deliver the most efficient result. This article will help you create the index file in a spreadsheet program, such as Microsoft Excel®, that is capable of saving tab delimited text files.

You may use any program capable of saving tab delimited text (.txt) files. Begin by opening a new spreadsheet.

In this spreadsheet, each **row** will represent a single person or portrait in the database and each **column** will represent one of the six fields (Image Folder Name, Image File Name, First Name, Last Name, Grade and/or Teacher.) *Note: You only* **need** *a Grade or Teacher; you are not required to have both. However, it may be helpful to have both especially for combined K-12 schools where the younger grades may flow by homeroom and the upper classmen may flow by grade.*

1. Create the spreadsheet with the columns in this order:
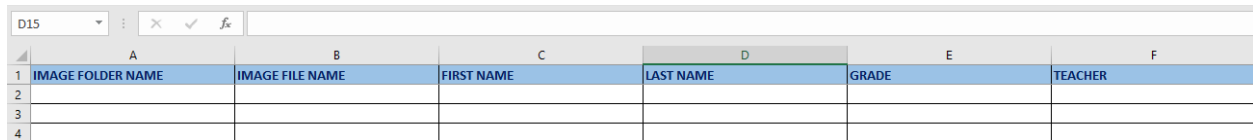
Colum **A**: Image Folder Name

Column **B**: Image File Name (this is the jpg of image)*

Column **C**: First Name

Column **D**: Last Name

Column **E**: Grade

Colum **F**: Teacher

	A	B	C	D	E	F
1	IMAGE FOLDER NAME	IMAGE FILE NAME	FIRST NAME	LAST NAME	GRADE	TEACHER
2						
3						
4						

*Colum B - The Image File Name - must be an exact match of the file name and extension. For example, if the image file is named "001.JPEG", the software will not be able to find and import the image if you enter "1.JPEG", 001.JPG", "001.jpg" or "001.jpeg" into the spreadsheet.

2. Create each person in the database individually and make sure that all the necessary columns contain the correct information. *Make sure to save your file on a regular basis! This is a labor-intensive process and no one wants to do it twice.*

3. Click **Save As** and choose the file type **Text (.txt, tab delimited).**
You may need to save this file in the same folder the portrait images are in. Different software types manage this differently.

Call our Tech Support Team at 888-680-0143 if you need

any assistance with this process.