

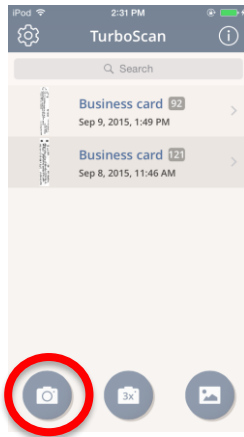
# Skin Tag Capture

## An Illustrated Guide

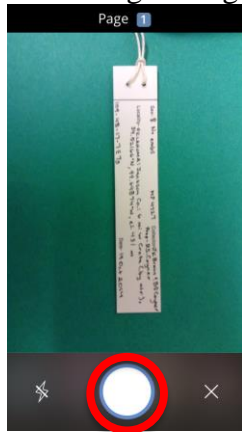
Brandi Coyner  
SNOMNH Mammal Collection  
05/12/2015

### Step 1: Take photos.

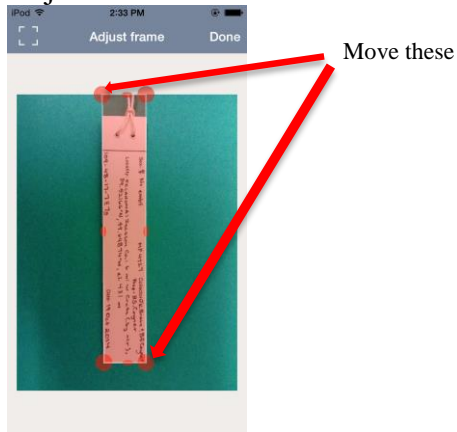
1. Get Mammal iPod
2. Open TurboScan app.
3. Click camera image on bottom left of screen.



4. Place a green sheet of paper under tag so that the front side of the tag is facing up. The front side of the tag has most of the data on it and no scientific name. The back side has the scientific name. Take image of tag by clicking circle at bottom.



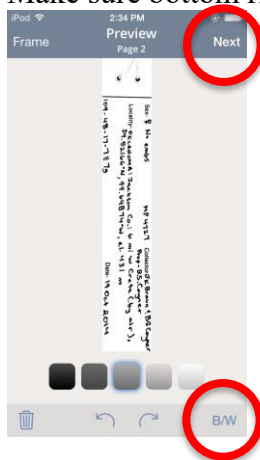
5. Adjust corners of red box to match the corners of the tag.



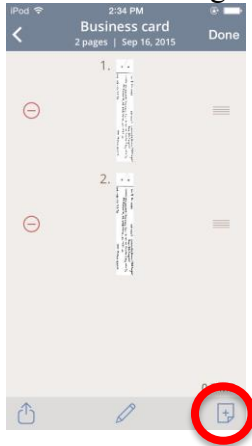
6. Click Done.



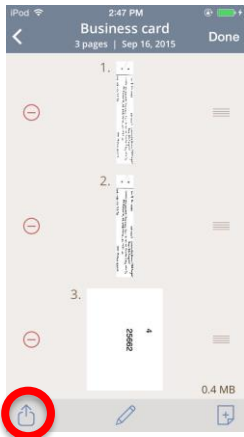
7. Make sure bottom right says "B/W" and click Next.



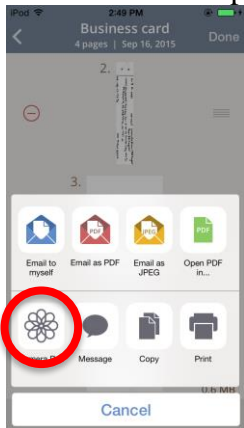
8. Click “Add Image” button on bottom of screen.



9. Repeat #4-8 for back side of tag.  
10. Repeat #4-9 for all tags.  
11. When finished with all sides of all tags, click Send button in bottom left.

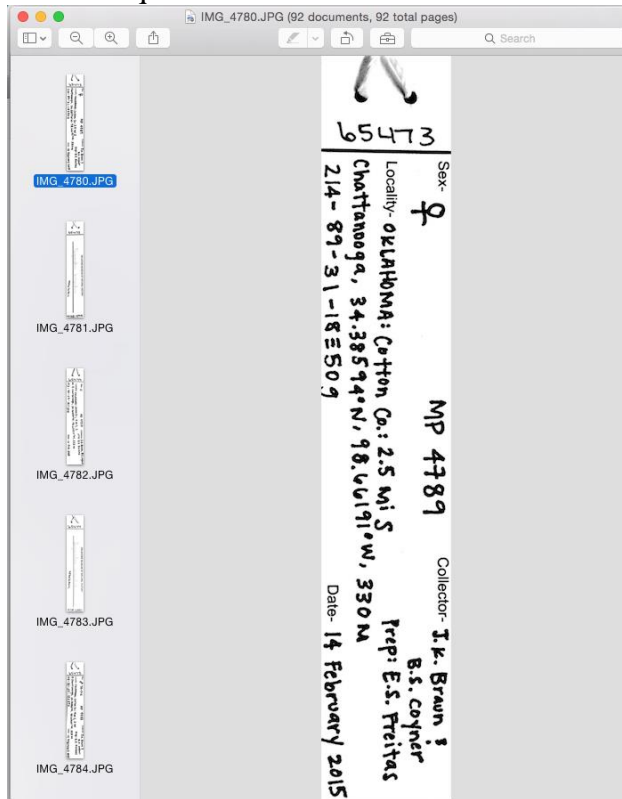


12. Click Camera Roll button.  
13. Click Save when prompted.

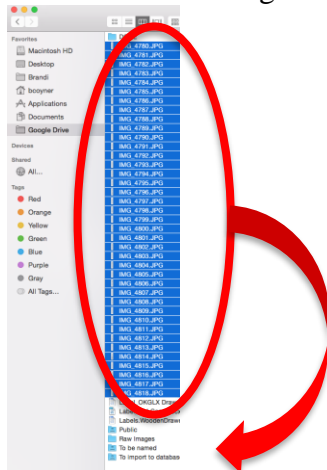




7. Correct the orientation of each photo by rotating left or right. Save and quit Preview.



8. Move all of the image files to the "To be named" folder.

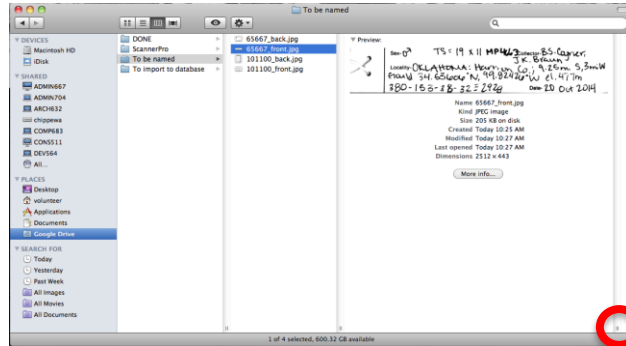


## Step 3: Name Images.

1. In the Finder window, make the preview window larger. Click on a file name twice (slowly – double clicking fast will open the image, double clicking slowly will allow you to rename).

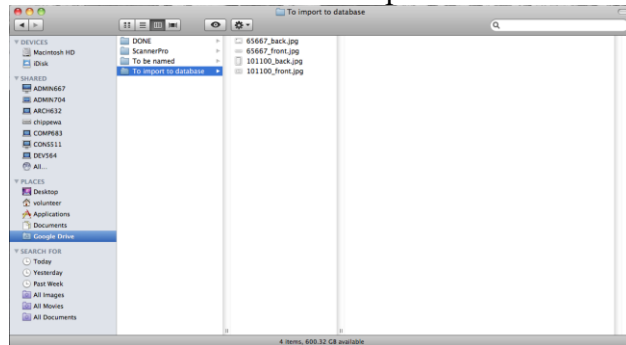
Rename each file with the tags OMNH number (only the number part, don't include "OMNH" and "\_front" or "\_back")

\*The back side of the tag has the scientific name written on it. The front side is the other side, most often the side with the bulk of the data.



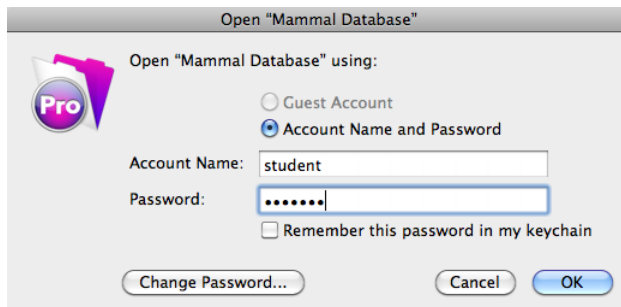
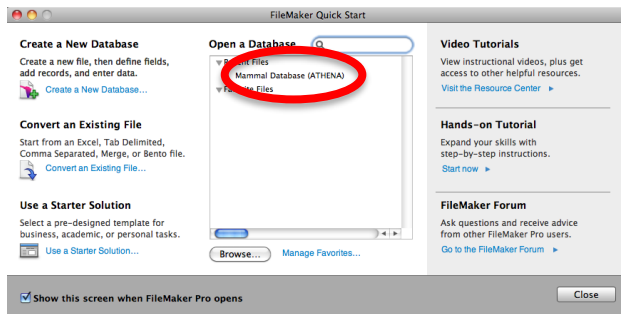
Click the two lines and drag to the right to make the preview window larger.

2. When everything is named, select all of the documents in the "To be named" folder and move them to the "To import to database" folder.



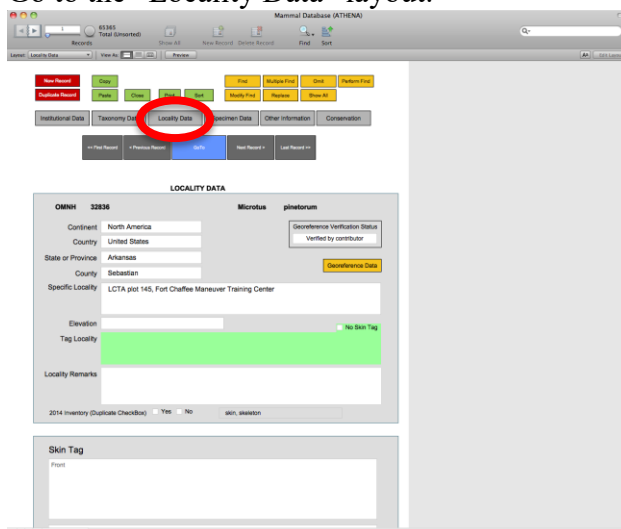
## Step 4: Import Tag Images into FileMaker.

1. Open “Mammal Database” in FileMaker.

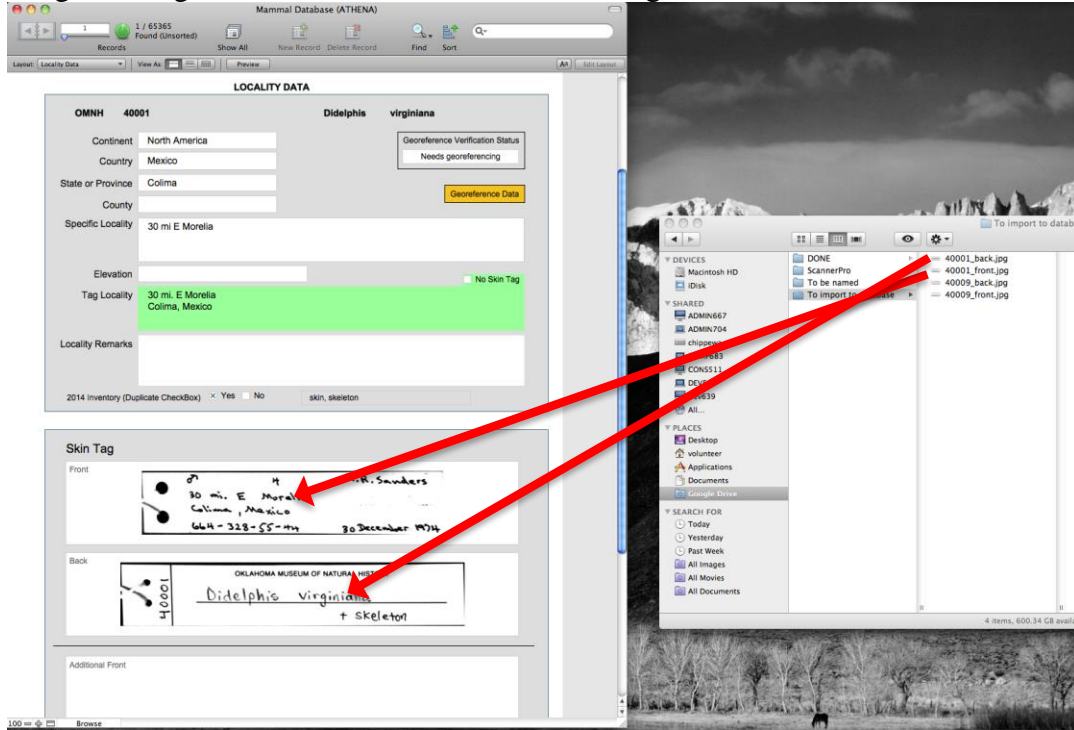


Account Name: student  
Password: student

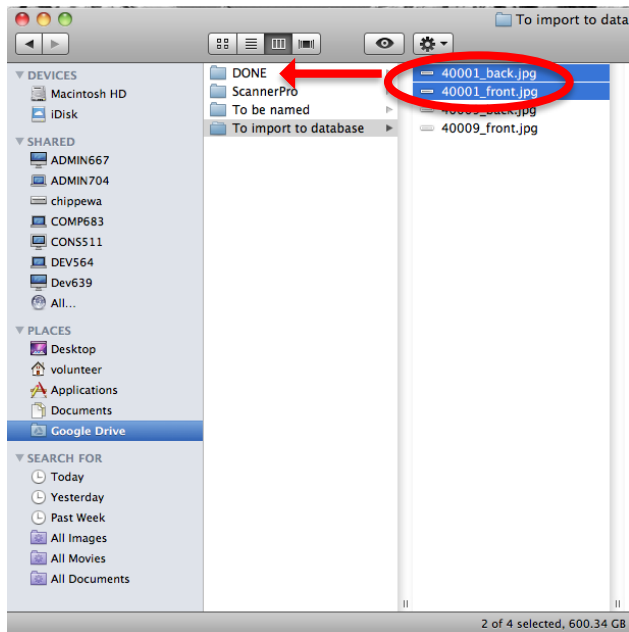
2. Go to the “Locality Data” layout.



- Find the OMNH record you are looking for. Find is ⌘f.
- Drag the images for the record into each “Skin Tag” box.



- Move the tag image files from the “To import to database” folder to the “DONE” folder.



- Repeat Steps 3-5 for all files in the “To import to database.”