

Loading Lifetouch Photos into Pinnacle

- * For those of you that don't use Lifetouch, start at step 19.
- 1. Take the Lifetouch Photo CD and place it in the CD Rom drive of the Pinnacle server. An install window should open and you will want chose to download the Administrator's CD. Install this software.
- 2. Go to MY COMPUTER on your Pinnacle server and right click the CD Rom drive. You will see Admin CD Converter folder. Double click the folder and look for the Setup.exe. Double click the Setup.exe icon and install the CD filename converter program. Place it in the same place as the Administrator's CD application.
- 3. Once these installations are done you will want to start the Administrator CD application.
- 4. A window will pop up with a dropdown box in the middle. Make sure the word Other is what is in the dropdown box and click OK.
- 5. Find the drive your Lifetouch CD is in and click OK.
- 6. In the bottom left of the box you will see buttons to the right of the word Student Records. Click the ALL button. This will place an asterisk by all the students thus signaling that you have selected them all.
- 7. On the same screen at the bottom right corner you will notice the word Export. Click the Images button next to it.
- 8. A new box will open with some options to choose from. All you want to do here is select the file format of Jpeg and click export.
- 9. The next window will ask where you export these images to. Use the [...] symbol to go back one directory in the path. Just double click. The destination for the images is the Pinnacle/ System/ Pictures folder or a folder you pre-determined. Click OK.
- 10. Once the photos have exported it will ask you where you want the IDlink.txt file. Place that in the same place as the photos (Pinnacle/System/Pictures folder or pre-determined folder). Click OK.
- 11. Click No for printing and go to File, on the menu, and Quit.
- 12. You will now click START/PROGRAMS and Lifetouch Administrator's CD/Admin CD Filename Converter.

13. The program will open and you will click the Convert File names button. Then select the folder where the pictures reside and click OK. You will get a message of how many files will not convert and click the button to continue. The files will then be converted from the name Lifetouch gave them to a name using their Student ID.
14. Now the images are in the right spot but they need renamed. A program called student picture will do the renaming of these images. Please contact Brian Retone (330-492-8136 ext. 386) at SPARCC to have this program emailed to you or go to Sparcc's website to download the program. Place the program somewhere where you will remember it from year to year. Ideally with the other two programs you installed earlier.
15. Double click the Student Picture icon. Click File and chose the Source Picture location (where the pictures currently are...Pinnacle/System/Pictures, etc.).
16. Click File and chose the Picture Destination which will be the same place as the Source Picture Location in this case unless you chose to keep your photos somewhere besides Pinnacle/System/Pictures. The Picture Destination will always be this path.
17. Click File and chose Rename Student Files. Once this is complete the Photos should appear in the Gradebook.
18. If there are any questions or problems please contact Brian Retone at SPARCC. Phone number is in step 14.
19. For those of you using photo cd's from other companies you will start at step 14 as long as the photo company uses the student ID for the name of the file.