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## Adding an Image

Adding Images to the ZIMS application

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If you want to embed a link in Notes & Observations, please see the following Help document: [Embedding a link to a document in ZIMS](#)

## Profile Images in ZIMS for Husbandry

The screenshot displays the ZIMS interface for an animal record. The 'Basic Info' section shows the following details:

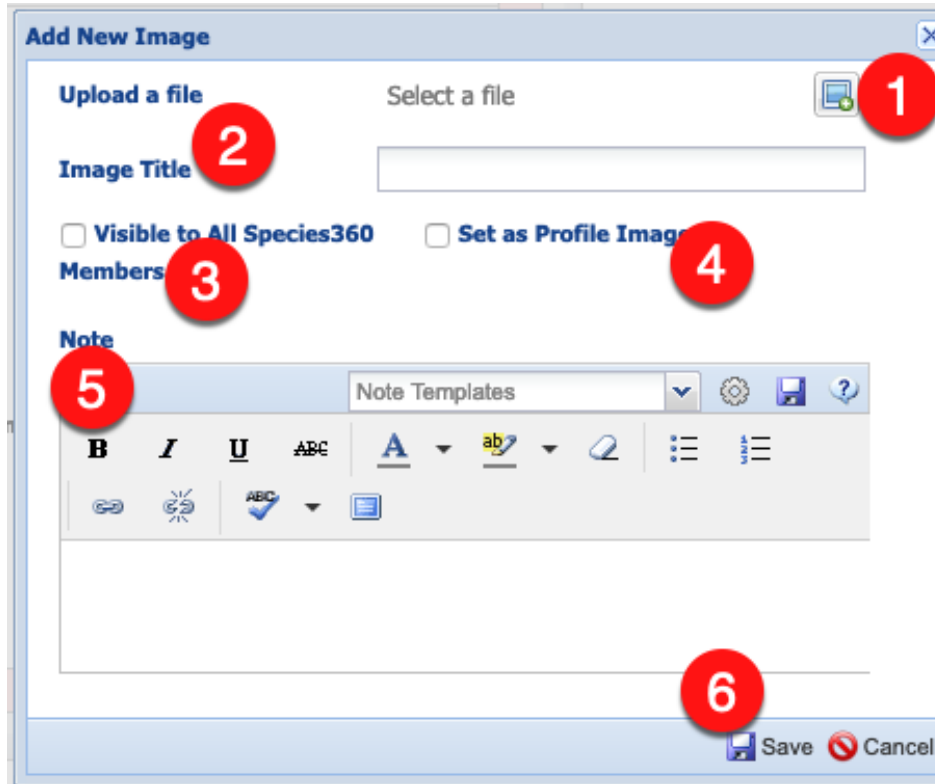
- Individual:** GAN: ISS12-00016 / **Alive** / Undetermined
- Local ID:** [MAM2/SPECIE360]
- Preferred ID:** MAM2
- House Name:** Snoop dog
- Species:** **Pangio oblonga** / Leach
- Birth Location:** Undetermined
- Birth Type:** Undetermined
- Birth / Age:** ~ from 01/01/2011 to 01/01/2012 / 7 Years 7 Months 24 Days
- Current Collection:** Quarantine
- Current Enclosure:** **Michele's Desk Tank**
- Health Status:** **Normal (05/12/2014)**
- Body Condition Score:** **Undetermined**

The 'Images' section at the bottom right contains the following table:

Thumbnail	Image Title	Created Date	Profile Image
		08/01/2017	<input checked="" type="checkbox"/>

Profile images allow you to attach the image of the animal to its record. This is extremely helpful when a physical characteristic is used to identify an animal. Open the record > Details Tab > Images > Actions Menu > Add New.

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### Add New Image

1. Upload a file - Use the "+" icon to the right to browse your computer and locate the picture you wish to upload
2. Image Title - Put in a title for the image that will show in the image grid.
3. Visible to All SPECIES360 Members - If this is checked the image will be viewed globally.
4. Set as Profile Image - If this is checked the image will display in the Details Box and on the Specimen Report
5. Additional notes regarding the image.
6. Save!

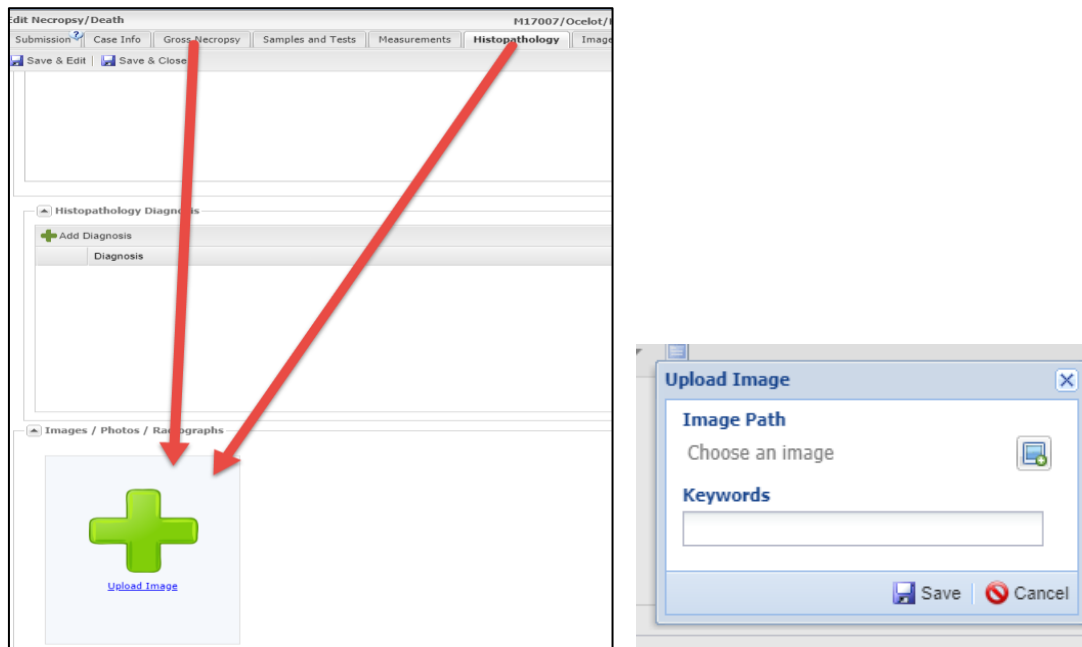
It is the mission of Species360 to facilitate international collaboration in the collection and sharing of information on animals and their environments for zoos, aquariums and related organizations.

The image will now display in the Images grid and in the Basic Info box if you selected to Set it as Profile Image.

You can use the Actions menu to add more images, edit or delete images or change the image used as the Profile Image.

## Necropsy Images

In the ZIMS Medical Necropsy module you can add images from either the Gross Necropsy or Histopathology tabs.



You can record a keyword to help you identify each image. The images will display under the appropriate tab as added as well as under the Images tab.

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## Enrichment Items Images

When adding an item to the enrichment list in ZIMS you can upload a photo of the item or the expected usage of the item to assist in proper implementation.

The screenshot shows a web form for adding an enrichment item. The form includes several sections: 'Taxon Approved For' and 'Enclosure Approved For' with search boxes; 'Source' and 'Manufacturer/Vendor' with dropdown and search boxes; 'Website' with a text input; 'Price' with a dropdown and radio buttons for 'Active' and 'Inactive'; and 'Caveats (limitations and conditions)' with a text area. The 'Attach an image' section is highlighted with a red box and contains the text 'Attach an image' and 'Select an image' with an image icon.

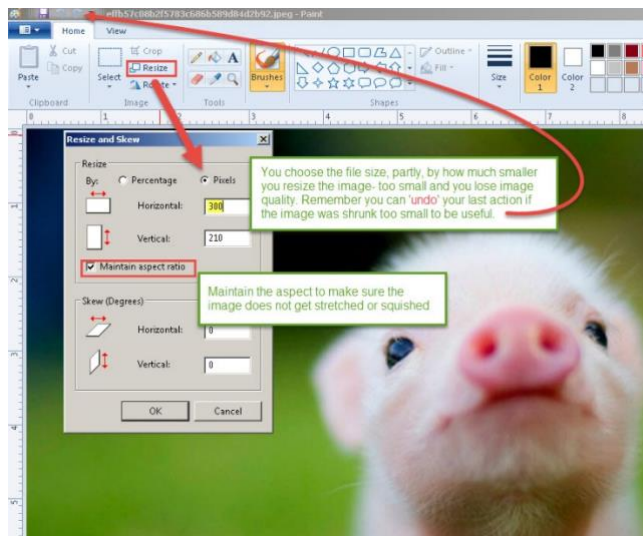
It will display in the Enrichment Item when you select to View it.

## Help on Resizing Images

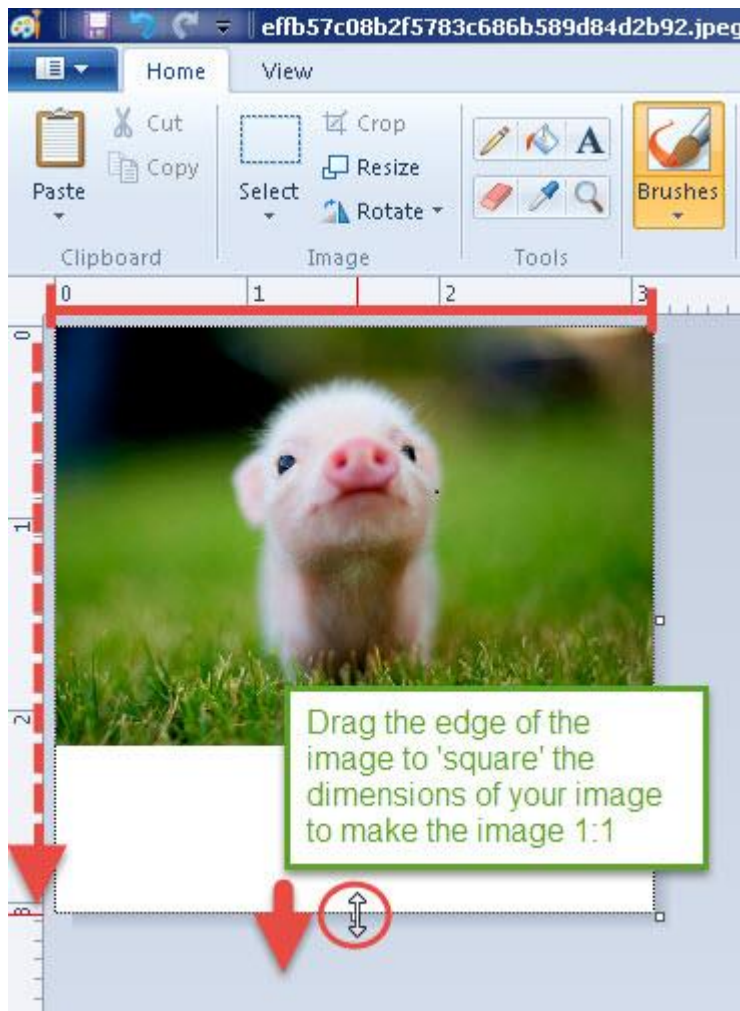
From a windows computer you can edit an image with Microsoft Paint. To open Microsoft Paint: from the Windows Start menu > Search > Paint. SPECIES360 recommends you only resize a copy of your original image as resizing an image produces a lower quality file.

Using Microsoft Paint, to make the image 1:1 (square in shape):

1) Choose how large the image should be to correctly represent the image. Resize the image to the dimensions you prefer, maintain the aspect ratio to ensure your image is not stretched or squished.



2) If your image cannot be cropped to 1:1 ratio (cutting out parts of the image), you can change the 'canvas size' to be 1:1 in ratio. The image will be off center on the canvas with a border of blank space.



3) Don't forget to save your image! Species360 recommends that you edit a copy of your original image to ensure you do not lose the original images quality. Editing/resizing images reduces their quality.

Alternately, this website can help resizing images in your browser, Species360 does not own this website and cannot provide support for ResizeYourImage.com

<http://www.resizeyourimage.com/>

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## Best Practices

The image functionality in ZIMS is currently limited to a maximum storage size of 100 MB total per institution, so it is recommended to keep image sizes small and use formats like \*.jpg to minimize storage use per image. The file size is relative to the size of the image and the starting quality of the image. A better quality camera will create a larger file size and provide a higher resolution image. You can upload any size/resolution into ZIMS, but the total number of images you can load of a higher quality will use your allotted storage quicker than lower quality images.

Storage size is likely to increase in the future. Additional file storage space can be requested from [support@Species360.org](mailto:support@Species360.org)

Ratio of pictures set to display as "profile image" is currently set to 1:1, e.g. if you have a picture that is actually wider than it is in height the picture will be stretched vertically to make it fit. Resizing the image and cropping to 1:1 ratio will guarantee the image displays appropriately in ZIMS profile window. Species360 recommends that you keep the original image in a safe location if you choose to load a lower resolution image into ZIMS.

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