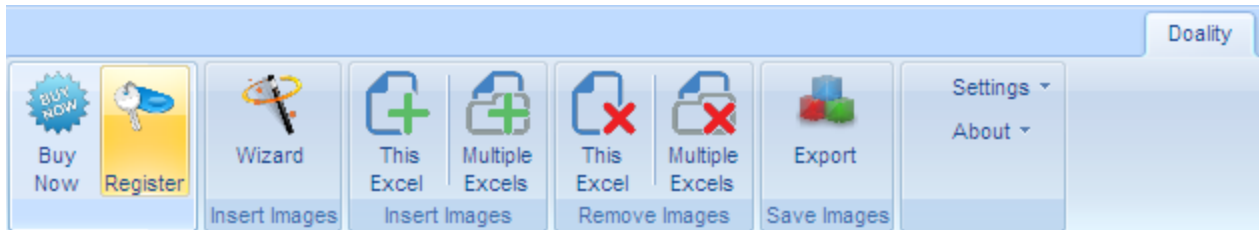


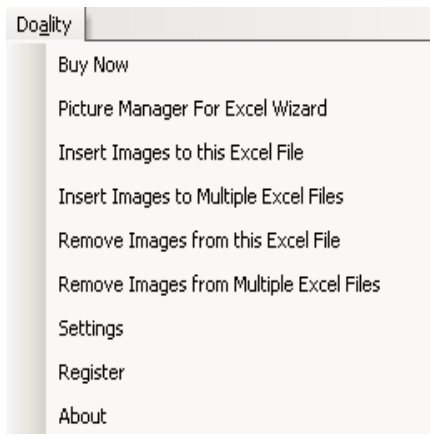
# DOALITY PICTURE MANAGER FOR EXCEL V2.0

## Registration

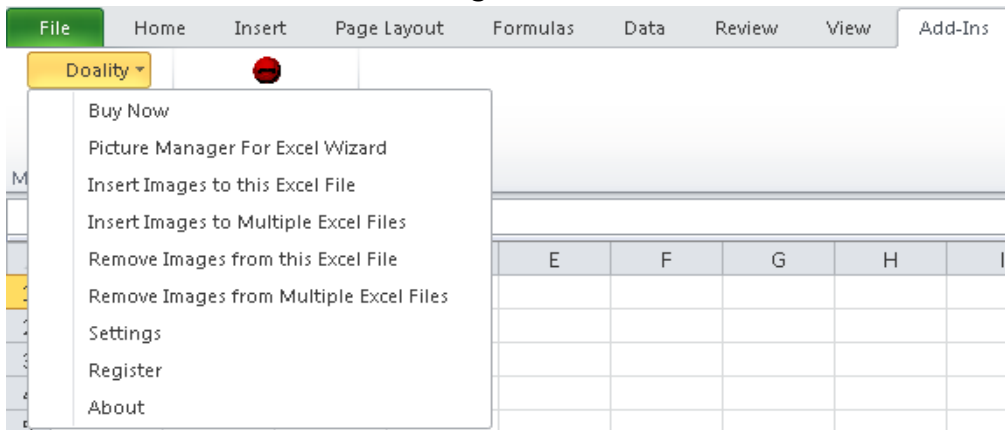
When unregistered the “**Doality**” tab for Picture Manager For Excel in 2007 or greater versions of Microsoft Office Excel will appear like this:



Like this in Microsoft Office Excel 2003:

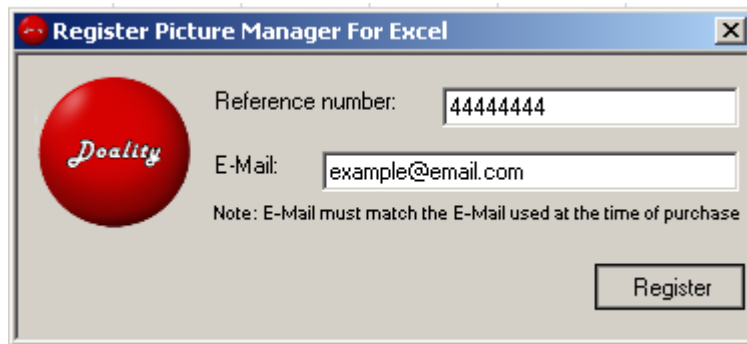


Or like this in 2007 or greater versions, if you've installed the 2003 edition of Picture Manager For Excel:



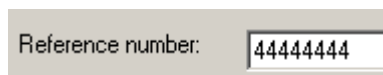
## To Register:

1. Begin by clicking on the **"Register"** button.
2. You should get a pop-up registration window like the one below:



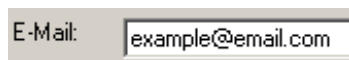
The screenshot shows a dialog box titled "Register Picture Manager For Excel". On the left is a red circular logo with the word "Doality" in white script. To the right of the logo are two text input fields. The first is labeled "Reference number:" and contains the text "44444444". The second is labeled "E-Mail:" and contains the text "example@email.com". Below these fields is a note: "Note: E-Mail must match the E-Mail used at the time of purchase". At the bottom right of the dialog is a button labeled "Register".

3. Enter both the Reference Number from your time of purchase:



A close-up of the "Reference number:" input field, showing the text "44444444" entered.

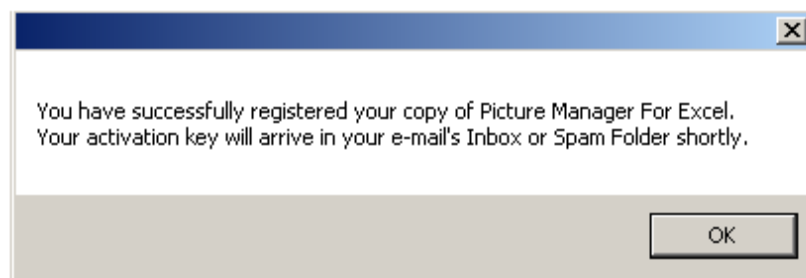
4. As well as the e-mail address used at the time of purchase:



A close-up of the "E-Mail:" input field, showing the text "example@email.com" entered.

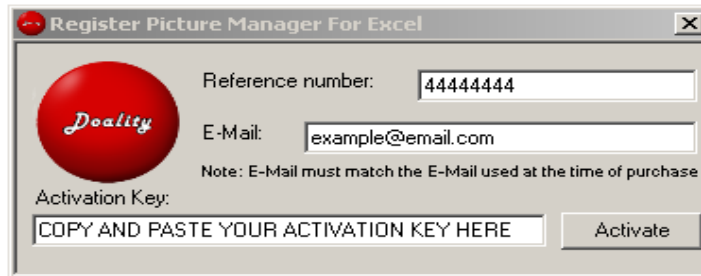
Note: If you've purchased multiple licenses, proceed registering Picture Manager For Excel using the same order reference number and e-mail address on other computers. Upon successful registration you will be notified of the remaining licenses. Alternatively, you can always see the total/remaining license count from About window. Likewise, if you would like to reuse a license on a different computer, you can release it by unregistering from About window.

5. Upon successful registration you will see the following notification :




The screenshot shows a notification dialog box with a blue header bar and a close button (X) in the top right corner. The main text reads: "You have successfully registered your copy of Picture Manager For Excel. Your activation key will arrive in your e-mail's Inbox or Spam Folder shortly." At the bottom right is an "OK" button.

6. The registration window now displays a blank field for you to enter an Activation Key:



Register Picture Manager For Excel

 Reference number: 44444444

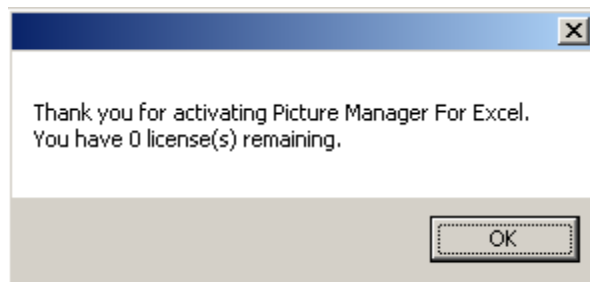
E-Mail: example@email.com

Note: E-Mail must match the E-Mail used at the time of purchase

Activation Key: COPY AND PASTE YOUR ACTIVATION KEY HERE

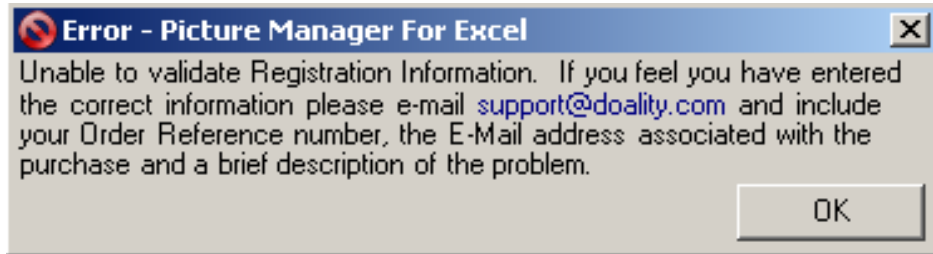
You should have received this activation key in an e-mail after you successfully registered. Check your e-mail and copy and paste the Activation Key in the empty field as shown above and click the **“Activate”** button to activate your license.

7. If the activation key is correct you will receive a successful notification:

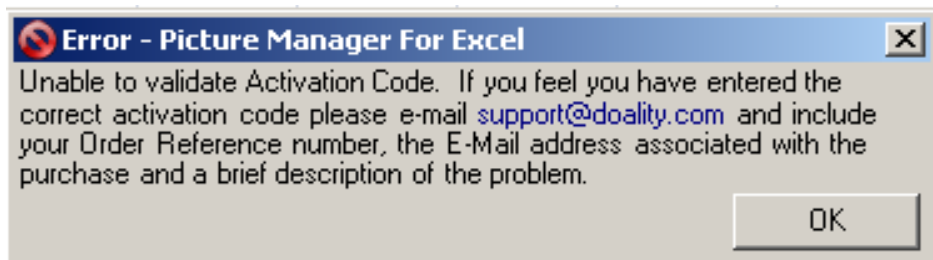


## Unsuccessful Registration

If at any point in the registration process you receive an error notification:



Please make sure the information you entered is the correct information from the order page of your purchase or order notification in your e-mail. If you are still unable to register please forward a copy of your successful purchase notification along with the e-mail used at the time of purchase. We do NOT require your credit card or other sensitive personally identifiable information. Your Order Reference Number and E-Mail address will be sufficient to identify your purchase.



# The Wizard & Advanced Mode



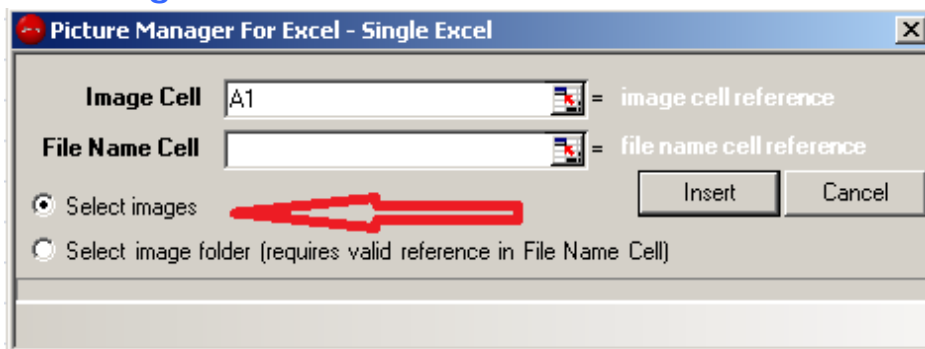
Whether using the Wizard Mode or Advanced Mode Picture Manager For Excel offers the same basic functionality.

## A. INSERTING ON THE CURRENT WORKSHEET

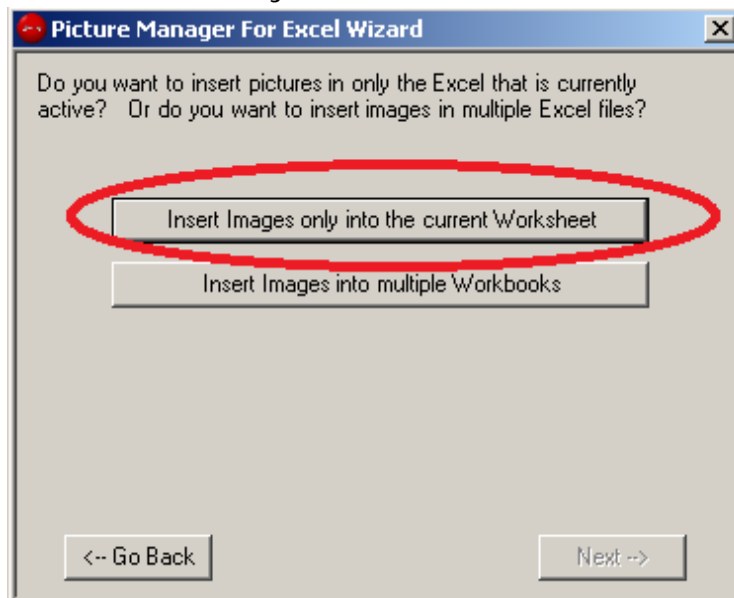
*THIS EXCEL – Insert Images only into the current Worksheet*

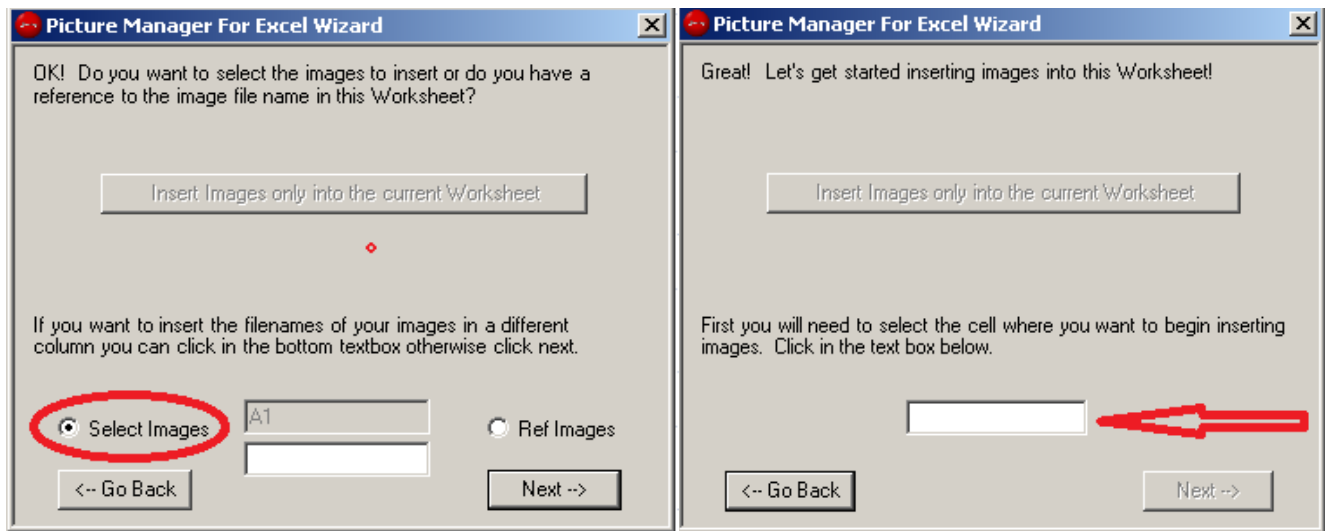
### 1. Inserting image files into single Excel

- i. If you want to select the image files to insert then you need to choose the option **Select Images** and make a selection in **"Image Cell"** in Advanced Mode.

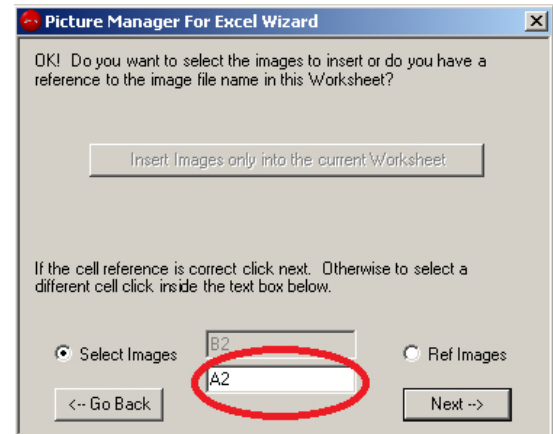
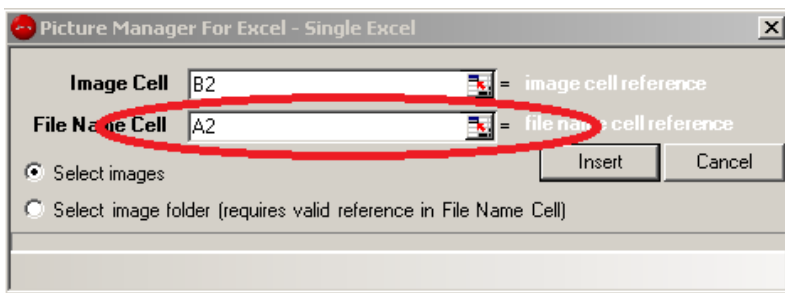


- ii. In Wizard Mode you need to select the cell when prompted to do so.

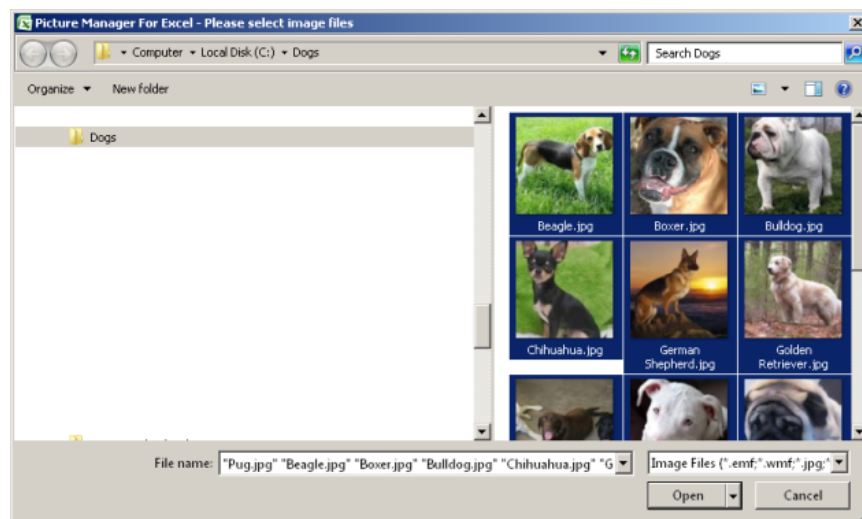




- iii. If you would like to have the file name written to another cell then you may also indicate the cell by selecting **“File Name Cell”** in Advanced Mode or making a selection in the bottom text box in the Wizard Mode titled as **Ref Images**.








- iv. Finally select **“Insert”** to bring up the choose File Dialog Box and select the images and select **“Open”**.




## 2. Inserting image files into single Excel by reference

### – **Select image folder (Advanced) - Ref Images (Wizard)**

- i. Either start the Wizard or use Advanced Mode and the first cell you select should represent the location where you want to begin inserting your images.

	A	B		A	B
1	Reference Text Inserted Here 		1		
2	Beagle		2	Beagle	<b>SELECT HERE TO BEGIN INSERTING IMAGES HERE</b>
3	Boxer		3	Boxer	
4	Bulldog		4	Bulldog	
5	Chihuahua		5	Chihuahua	
6			6	German Shepherd	

- ii. Select the cell that contains the full file name reference of the image you want to insert. Do not include the file extension. This should be the first cell in the column that contains the file names of the images you want to insert.

	A	B
1	<b>SELECT FIRST CELL WHICH CONTAINS FILE NAME REFERENCE</b> 	
2	Beagle	
3	Boxer	
4	Bulldog	
5	Chihuahua	
6	German Shepherd	

- iii. Finally select **“Insert”** to bring up the Folder Dialog Box and select the folder that contains the images you want to insert and click OK.

## B. INSERTING ON MULTIPLE WORKBOOKS

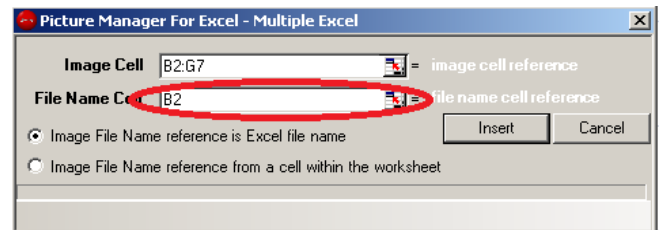
### *MULTIPLE EXCELS – Insert Images into multiple Workbooks*

1. When inserting into multiple workbooks you need to have a reference to the image being inserted in each workbook. This reference can either reside as a reference from a cell contained within the workbook or be the file name of the Excel document itself.

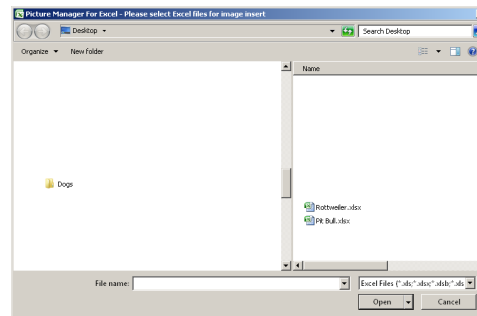
#### i. **Inserting image files into multiple Excls by file name**

##### - **Image File Name reference is Excel file name**

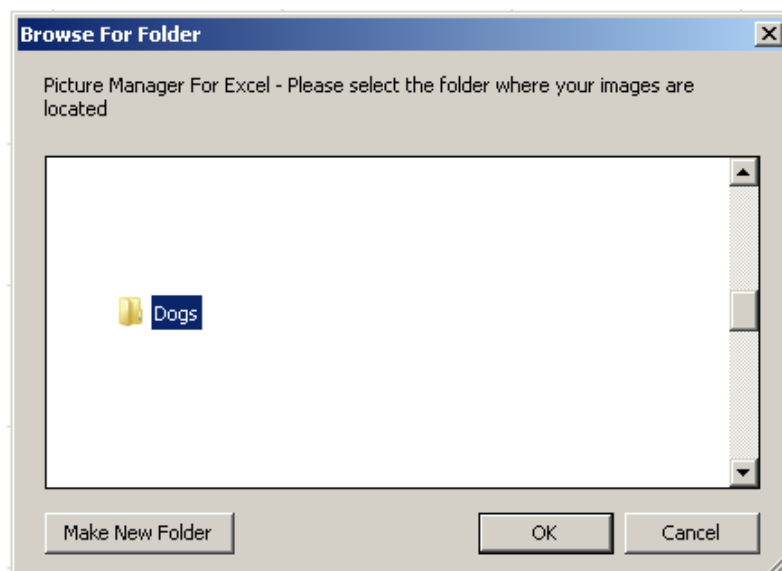
- a. If making **“File Name Cell”** selection in Advanced Mode, the file name of the image will also get written in the selected cell. Note: there is no such option in Wizard Mode.



- b. Upon pressing the **“Insert”** button a File Dialog Box will appear for you to choose the Excel documents which you would like to insert images. These images will be inserted in the same cell location as the current open Excel worksheet.



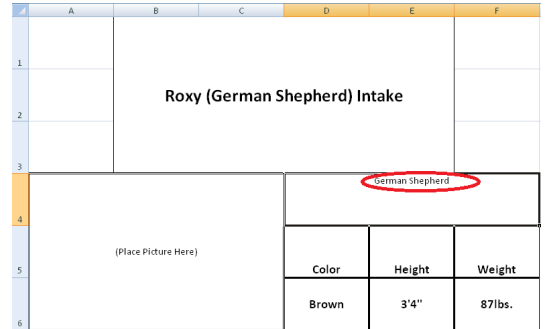
- c. Next a Folder Dialog Box will appear for you to choose the folder location where your image files are located.





ii. **Image File Name reference from a cell within the worksheet - File Name Cell (Advanced) - Cell Ref (Wizard)**

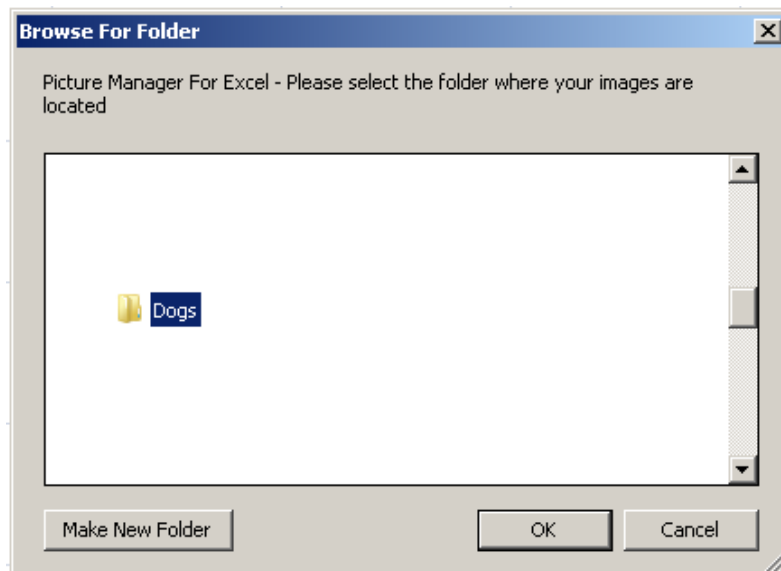
a. When making this selection you are required to identify which cell within the worksheet contains the reference to the file name of the image in **"File Name Cell"**



	A	B	C	D	E	F
1		Roxy (German Shepherd) Intake				
2						
3						
4		(Place Picture Here)			German Shepherd	
5				Color	Height	Weight
6				Brown	3'4"	87lbs.

b. Upon pressing the **"Insert"** button a File Dialog Box will appear for you to choose the Excel documents which you would like to insert images. These images will be inserted in the same cell location as the current open Excel worksheet and the file that will be inserted is the file name from the reference indicated in the previous selection.

c. Next a Folder Dialog Box will appear for you to choose the folder location where your images are located.

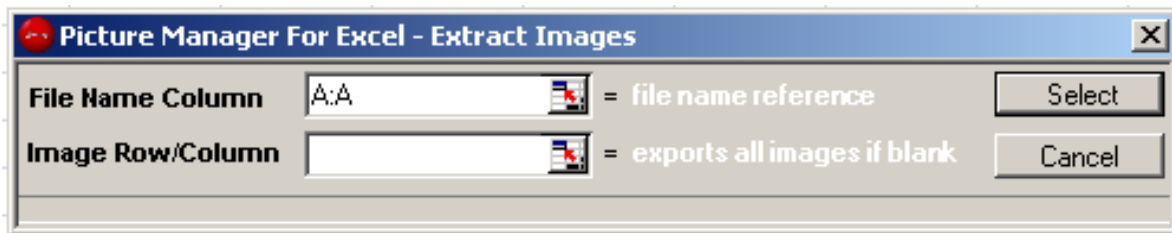


# Export Images



**Picture Manager For Excel currently only offers the Export Function for Excel Versions 2007 and above. You will not be able to export from Excel Versions below 2007 and the option to Export will not be available if you choose the 2003 installation option of Picture Manager For Excel.**

1. When you launch the Export function you should select the column that contains the filenames you want to associate with the images being exported.
2. If you want to export all images from the Workbook you can leave the **“Image Row/Column”** selection blank. This is only for selecting one row or column of images to export.



3. You are then prompted by a folder dialog box to select the folder you want the images to be exported.



## HOW DOES PICTURE MANAGER FOR EXCEL INSERT IMAGES

When inserting into the current worksheet Picture Manager For Excel first looks at the cell that will contain the image and looks to the selected reference to either read or write the image. At this point Picture Manager For Excel will increment the row number by 1 if the cell is not merged and if it is merged it will find the next row after the merged cells to determine where to insert the next image. If the cell which is to contain the image is merged but the reference to read or write the file name text is not; then the next valid cell which is to contain an image is matched to that sequence for reading or writing the file name text.

Ex. Cell B2 is merged with B3. Cell A2 contains a reference to a file and cell A3 contains a reference to a file. If the selection to begin inserting images is B1 and reference is A1 then Picture Manager For Excel will insert an image into B1 and reference text in A1; insert an image into B2 and reference text in A2; insert an image into B4 and reference text in A4.

## HOW DOES PICTURE MANAGER FOR EXCEL DELETE IMAGES

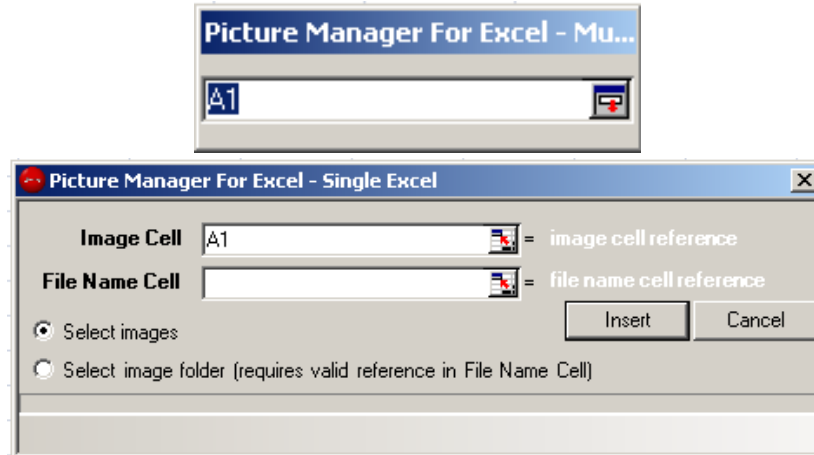
The removal of images from Excel documents is simple; it will instantly delete **ALL** pictures either from a single worksheet or multiple workbooks.

**WARNING:** use the removal feature with caution, particularly when removing images from multiple Excel documents as this process is irreversible.

*[It is always best to keep backup copies of your essential documents.](#)*

# Settings

1. Advanced Mode – when selected the user interface resembles the built-in ref edit box from formulas in Excel.



2. Add reference text behind image – every image is inserted with the file name of the image inserted as invisible text within the cell or range of cells that contain the image or if image not found on cell reference then the text ImageNotFound is inserted.
3. When an image can not be found via reference a default “Image Not Found” image is inserted. On the Image Properties tab of the Settings Menu it is possible to disable this feature or customize the insertion of your own “Image Not Found” image.



4. Resize image larger to fill cell – will fill the entire cell or cell range area with the image regardless of the images original size. Warning: this may result in the image appearing fuzzy or pixilated.
5. Automatically skip open or read only Excel files – when inserting into multiple Excel documents instead of receiving a prompt asking if you would like to skip inserting into documents already opened, marked as read only, protected worksheets or shared workbooks the prompt will be suppressed and the file will not be affected and will continue processing other documents.
6. Object positioning – inserts all images with the Excel setting selected.
7. Remove hyperlink at image insert – default behavior of image insert contains a hyperlink reference, selecting this option deactivates this default behavior. There is also a textbox which contains the hyperlink to be applied to all images. This is customizable to a URI of your choice.
8. Select Font – allows you to select the font and font style of the text that is inserted in cells other than the cell that contains your image. All text within a cell or cell range of the image inserted is not visible by default.

Visit our website for video tutorial that demonstrates Picture Manager For Excel in action. If you have any questions please contact us or check our frequently asked questions page as some topics may already be covered.

Thank you,  
[Doality.com](http://Doality.com)