

# Fast-Class File

Client Data System

## Volume 85: Adding a Contact Picture

### Before adding a contact picture to a contact record in CDS, an image:

- must be saved in jpeg format with the .jpg extension
- should be saved in portrait orientation
- should be as close to 120 x 175 pixels



J\_ackerman.jpg

Figure 1: Image of Joseph Ackerman saved as a jpeg (.jpg) file.

### Adding a Picture to a Contact Record

You can add a picture to a contact record by embedding the image in the CDS database or by using a link to an image stored in a different location.

*Important Note: In order for linked images or documents to be available for all users of network installation of CDS, the image or document will need to be located in a shared location. Also, every user's system will need to have access to the shared location and each system will need to be mapped to the location in the same way or the image or documents will not be accessible. Also, if a user launches Mobile Merge mode, then he or she will not be able to view linked documents or images. Finally, if the image is moved or the name of the image is changed, the link will be broken and the image or document will not be available.*

### Adding a Contact Picture with a Left-click (Embedding an Image):

- Open the contact record the picture will be added to.
- Click the **Additional Personal** tab.
- Left-click on the **Picture** icon in the **Misc. Personal Information** section.

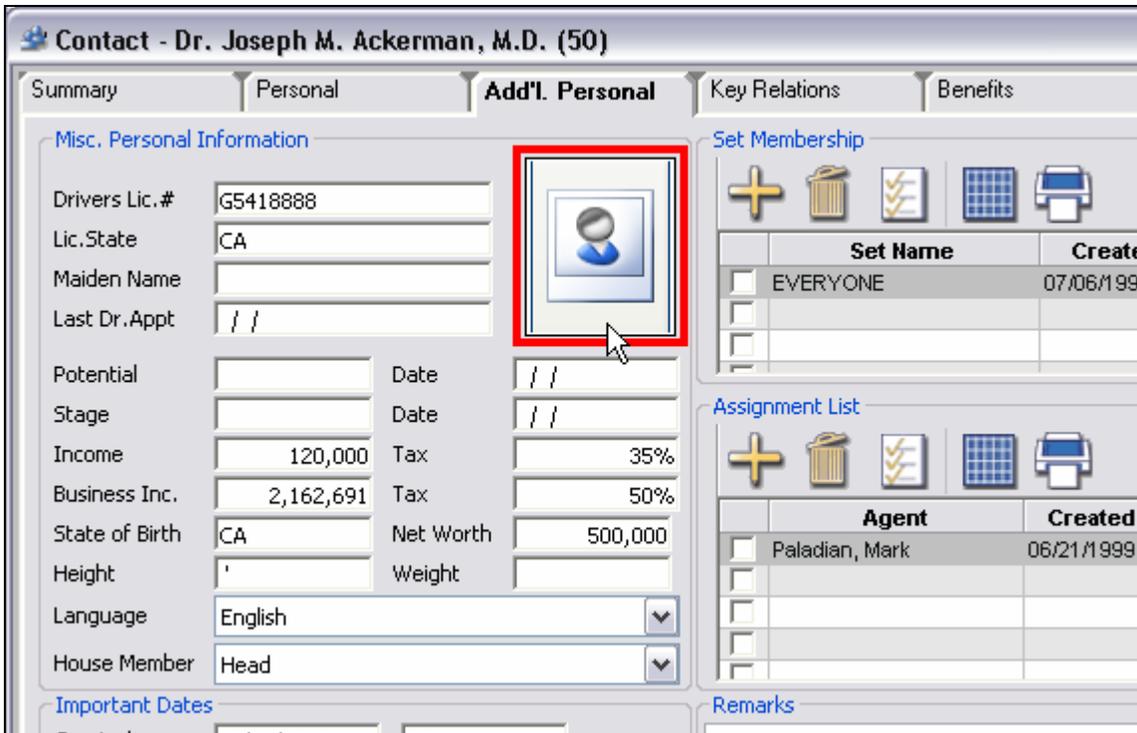


Figure 2: The Picture icon on the Additional Personal tab.

- Use the Windows **Open** window to locate the image.
- Select the image and click **Open**.
- The image will be added to the **Additional Personal** tab and embedded in the CDS database.

The image will also be automatically added to the **Letters/Documents** tab of the contact record. To view the image entry, click on the **Letters/Documents** tab and the image will appear in the **Documents** section with the keywords **CONTACT\_PHOTO**.



Figure 3: The Documents section of the Letters/Documents tab.

To add a description, tag the record and click the **Modify Record** button in the toolbar.

### Adding a Contact Picture with a Right-click (Using a Linked Image):

Before using a linked image to add a picture to a contact record, you will need to link the image to the contact's **Document** section of the **Letters/Documents** tab.

#### To Link an Image:

- Click the **Attach File** button in the **Documents** toolbar.
- Select the **Link** option in the **Document/Image Type** section of the **Document/Image Description** window.



Figure 4: The Documents/Image Description window (Link option selected).

- Click the **File Name** button to locate the image. Select the image and click **Open** to define the path for the link.
- Add description and keywords as necessary.
- Click **OK** to create the link.

#### Using a Linked Image to Add a Picture to a Contact Record:

- Right-click on the Picture icon on the Additional Personal tab.
- Select the **Assign Picture (Image Log)** option.

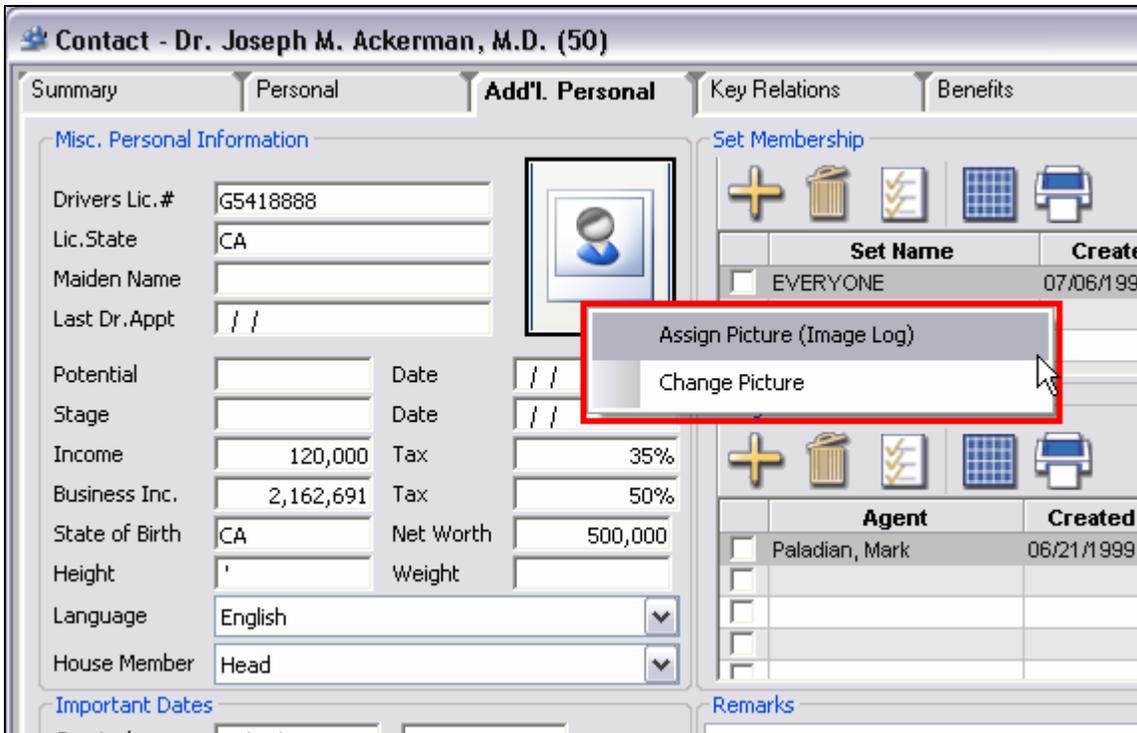


Figure 5: The Right-click context menu for the Picture icon.

- The **Document Log** will open. Select the image to be used as the contact picture and click the **OK, Select** button in the **Document Log** toolbar.

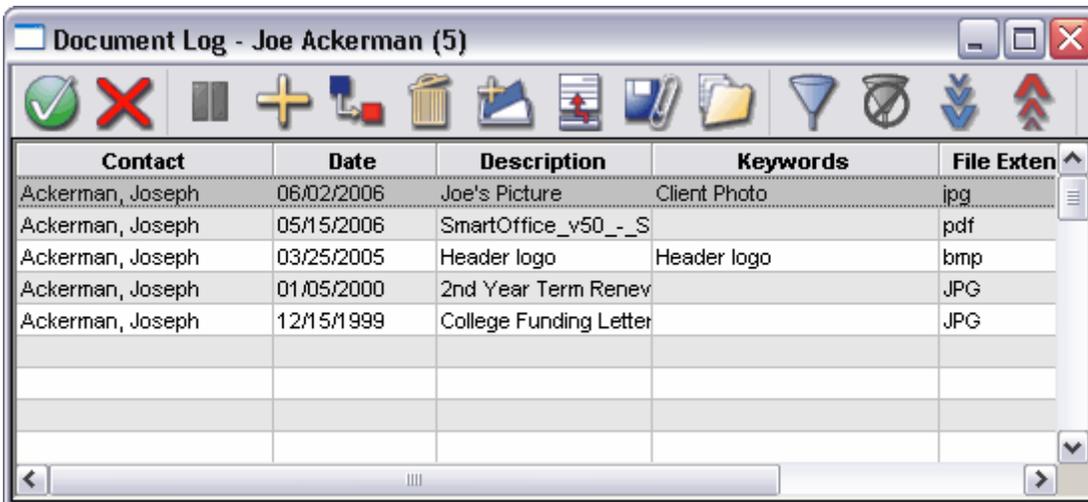


Figure 6: The Document Log.

- The selected image will be added as the contact picture on the **Additional Personal** tab.