THE EDGE®

Photo Controls

Adding and Managing Photos

Virtually everywhere there are photos in The Edge, you can acquire one or more images or files and manage them using the photo controls. Look for the camera icon (📷), which returns a photo menu to capture and manage images of the item. Depending on the record type, options can include:

Acquire	Obtain a photograph using your twain device.
Retake Image	Allows you replaces the image currently displayed. It is only available when an image already exists.
Copy File	Allows you to browse for a photo file and copy it into The Edge photo folder. It also associates the file with the record.
Use File	Associate an existing file with this record. It can be an image, but it can also be anything you want to associate with a customer or item record: for example, a pdf of an invoice or an appraisal document, or even a fax. Use the Windows file window and change the file type filter to **All Files** to see all your options.
	If the target is outside the photo folder, you will be prompted to confirm. The disadvantage here is that if the path to which the file resides changes, you will lose the link. Also, Edge backup will probably not include that folder.
Select Source	Choose the twain device or camera to obtain a photo.
Cancel	Cancel the photo menu.
View Image	Opens the image in the Windows photo gallery.
Print Image	Prints the image to your report printer.
Image Properties	Opens the Windows **File Properties** window.
Copy Image to Clipboard	Puts the image in the clipboard to paste elsewhere.
Copy File Name to Clipboard	Puts the file name in the clipboard to past elsewhere.
Make Default Image	Makes this the default image.
Remove Image	Removes this image from the record.