



Second Opinion Professional

How to add images from a Canon Digital Camera or memory card to a patient folder

Using a Digital Camera – Canon EOS

There are several ways to use a digital camera with Second Opinion Professional. If you are using a Canon DSLR camera to take pictures, this document goes over all of the steps necessary to connect the camera directly to your computer via a USB Cable or WiFi connection. Once the camera is connected and after an image or video clip is taken, it will automatically be downloaded and saved into the current patient folder.

The Canon EOS Utility and the Second Opinion Import Manager programs are used to make this happen.

Process Summary

Images and video clips are downloaded from the camera by the EOS Utility and saved into a specified folder. The image import manager watches that same folder. When a new file arrives, it is automatically processed and saved into the current patient folder. Once the operation is complete, the file is deleted.

Create Download Folder

The next step is to create a folder that will act as the temporary station that both the EOS Utility and Second Opinion Professional Image Import Manager will use during this process. The preferred location for this folder is in c:\user\public\. By creating the folder in a public location, all users who log onto the computer will have access to it. When setting up a WiFi connection to the camera, the default folder could be c:\users\public\CanonWifi.

Canon Utility Setup

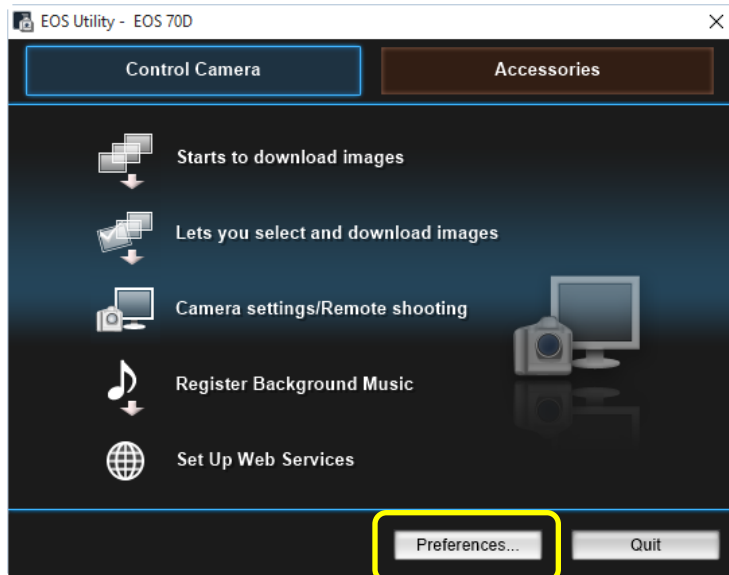
The first step in this process is to install the Canon EOS Utility software. Go online and download the latest version from the Canon USA website. When installing the software, all you need to install is the EOS Utility, there is no real need to install the other software packages.

Once it is installed, run the utility.

Canon Utility – Main Menu

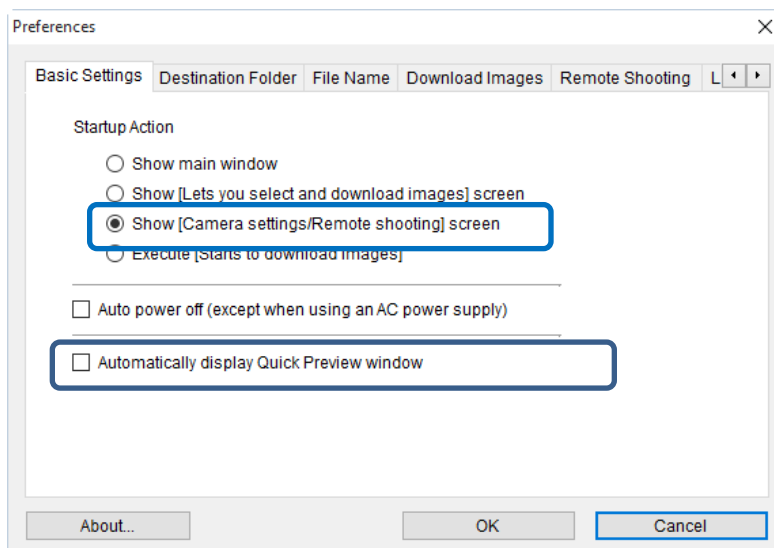
When the utility is run for the first time, the main control camera menu is displayed.

Click the Preferences button to set up the required defaults.

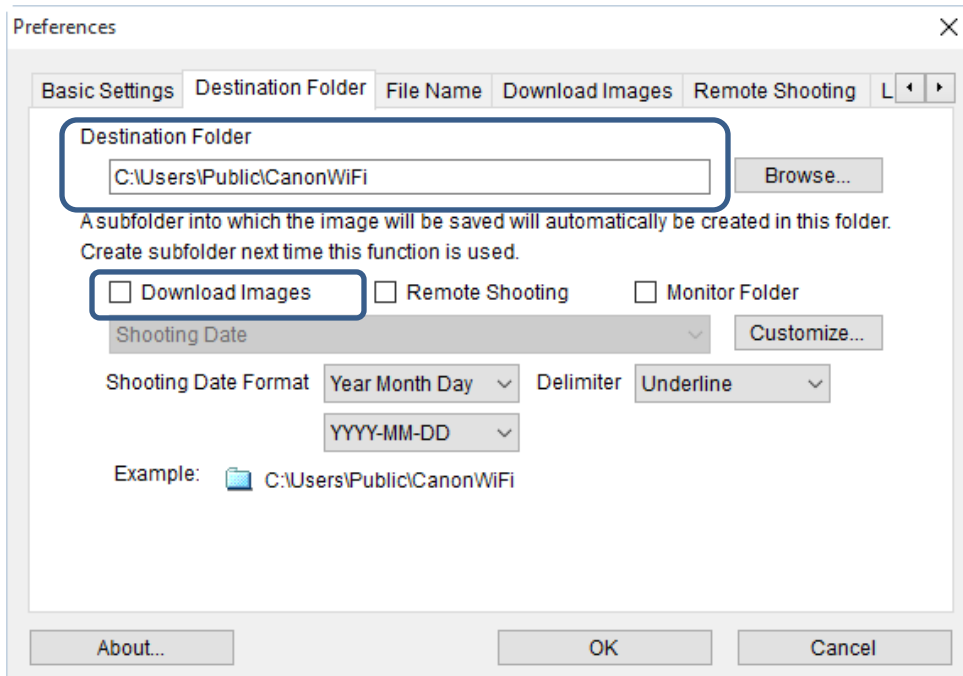


Canon Utility – Preferences...

In the Basic Settings Tab, **Click Show** [Camera settings/Remote shooting] screen and De-Select Automatically display Quick Preview window.

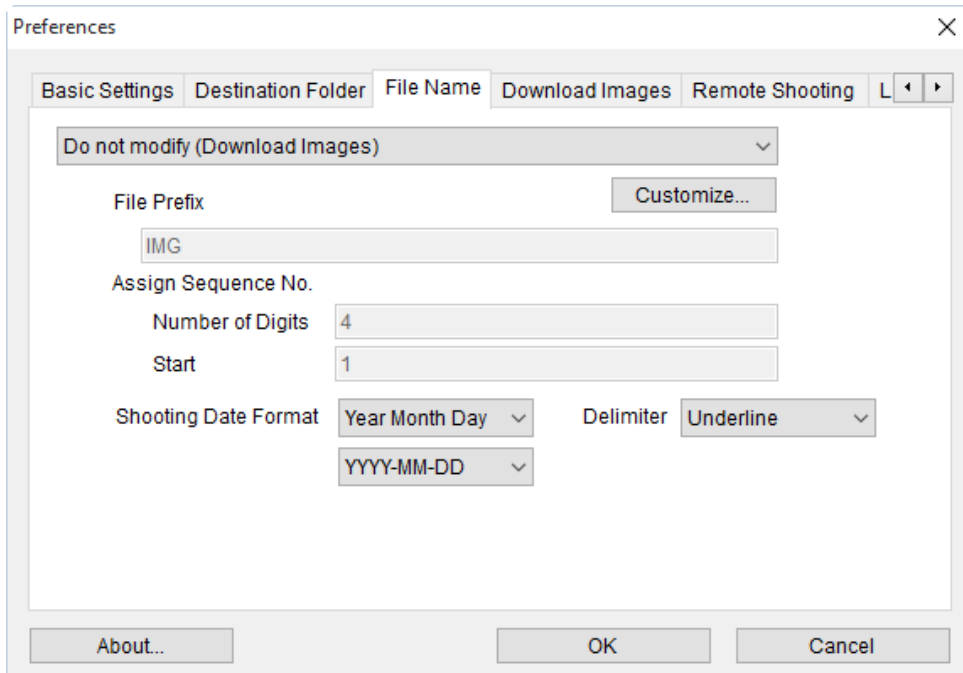


Set the Destination Folder to the folder that was created earlier. De-select the Download Images in the subfolder info section.



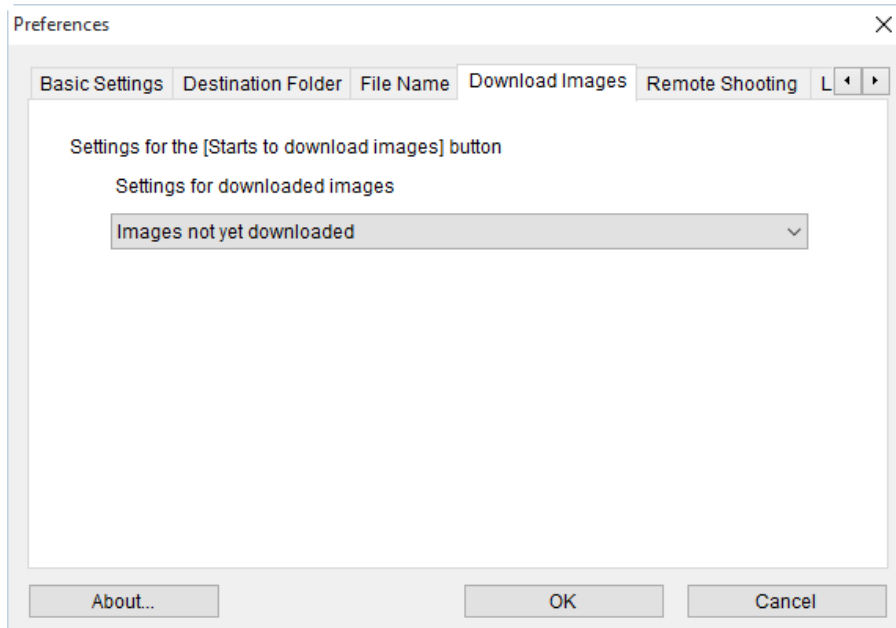
The screenshot shows the 'Preferences' dialog box with the 'Destination Folder' tab selected. The 'Destination Folder' text box contains 'C:\Users\Public\CanonWiFi' and is highlighted with a blue rectangle. To its right is a 'Browse...' button. Below this, a note states: 'A subfolder into which the image will be saved will automatically be created in this folder. Create subfolder next time this function is used.' Further down, the 'Download Images' checkbox is checked and highlighted with a blue rectangle. Other options include 'Remote Shooting' and 'Monitor Folder' (both unchecked), a 'Shooting Date' dropdown, a 'Customize...' button, 'Shooting Date Format' (Year Month Day), 'Delimiter' (Underline), and a date format dropdown (YYYY-MM-DD). An example path is shown: 'Example: C:\Users\Public\CanonWiFi'. At the bottom are 'About...', 'OK', and 'Cancel' buttons.

The File Name default values are OK, all the file names will be stripped when the images are processed into the patient folder.

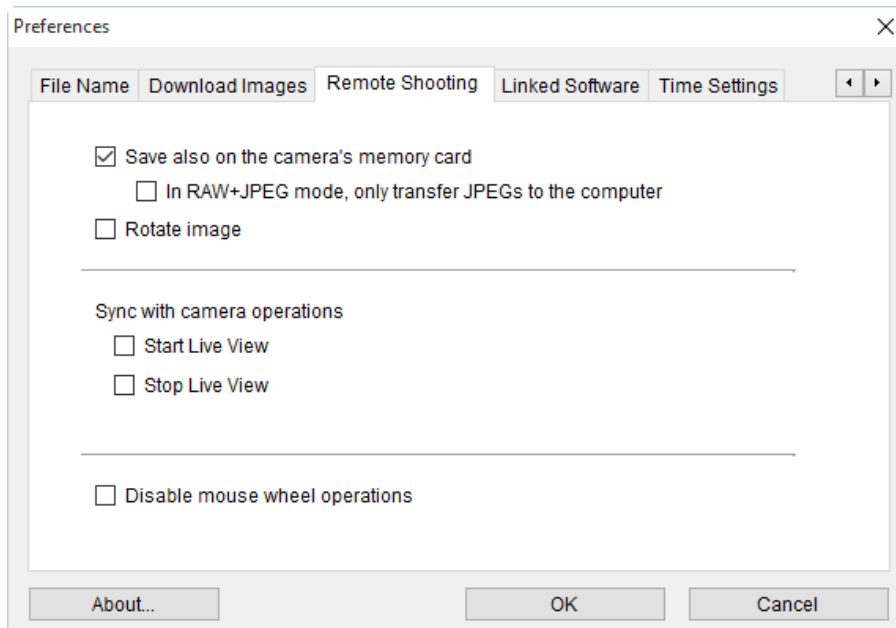


The screenshot shows the 'Preferences' dialog box with the 'File Name' tab selected. The 'Do not modify (Download Images)' dropdown is highlighted with a blue rectangle. Below it is a 'File Prefix' text box containing 'IMG' and a 'Customize...' button. The 'Assign Sequence No.' section includes 'Number of Digits' (4) and 'Start' (1) text boxes. The 'Shooting Date Format' is 'Year Month Day' and the 'Delimiter' is 'Underline'. A date format dropdown shows 'YYYY-MM-DD'. At the bottom are 'About...', 'OK', and 'Cancel' buttons.

The Download Images defaults are OK to use.



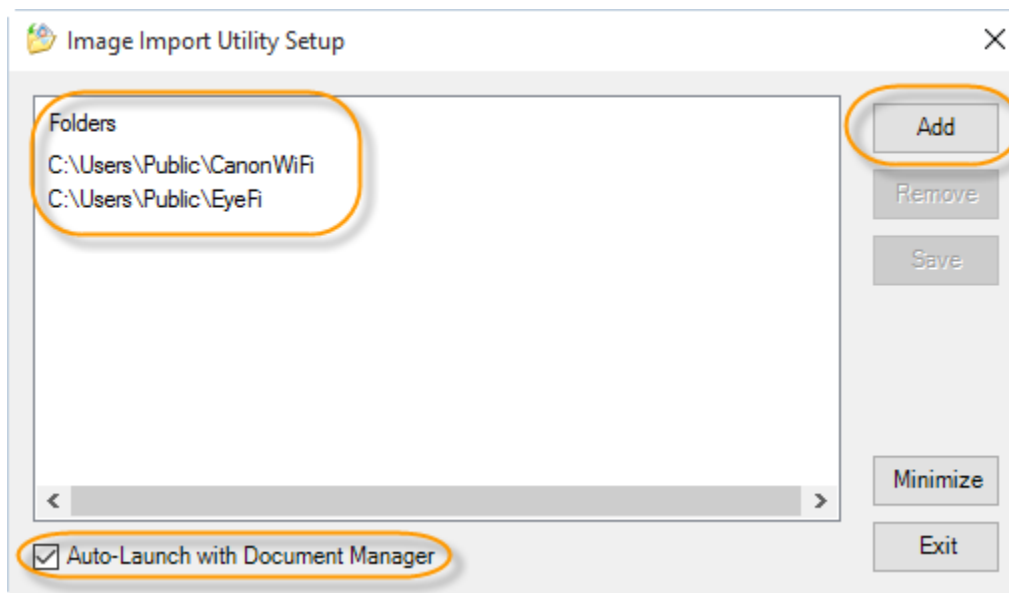
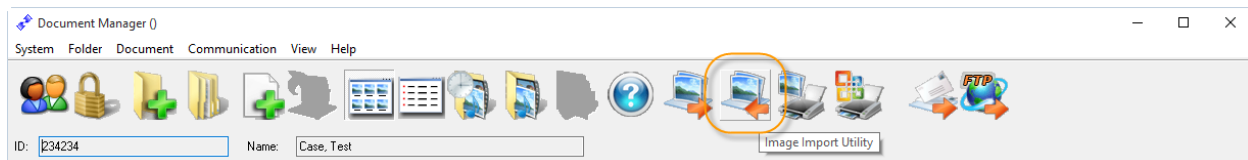
The Remote Shooting default values are OK to use. If the camera is set to save both RAW and JPEG images, both files will be downloaded and saved in the patient's folder.



Second Opinion Image Import Manager

Now that the Canon Utility is all set up and configured, the next step is to configure the Second Opinion Professional Image Import Manager. The Image Import Manager is the simplest way to import images from a digital camera or other similar imaging devices. When active, it watches all of the configured folders waiting for an image or video clip to appear. When an image appears, it opens it, stamps the image with the default values configured in the Second Opinion Professional software, and automatically imports it into the current Patient folder. When any other file type appears, it simply imports into the current Patient folder without processing the file.

To configure the import program, Run Second Opinion Professional, login, and launch the Import Manager. If it is not already configured, **click the Add button** and browse to the location that you want the Image Import Manager to watch. You can add multiple folders for it to watch. You can also add a folder on the Desktop, name it "Drag Images Here," and add it to the import configuration. Each time you drag and drop files to that Folder, they too will be imported.



Lastly, **click the Auto-Launch with Document Manager**, this will start the import utility each time the program starts. If this is not enabled, run the Image Import Manager and minimize it.

Taking Pictures Connected to PC

Canon Utility – Camera Settings / Remote Shooting

Connect the camera to the computer using the supplied USB Connection Cable. When the camera is powered on, the Canon Utility will launch.

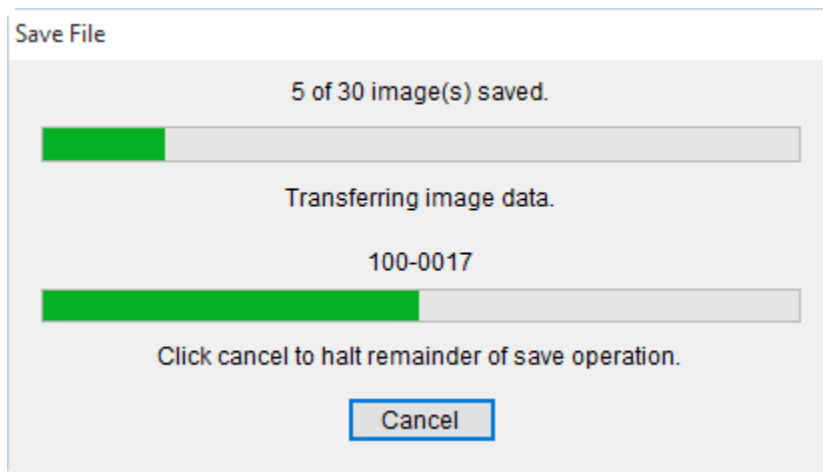


When pictures are taken with the camera, they are automatically transferred to the computer and saved in the specified folder. Once saved, the Second Opinion Import Manager retrieves the pictures, processes them (stamps the image), and saves them into the current Patient folder.

Taking Pictures while not Connected to a PC

Canon Utility – Downloading Images

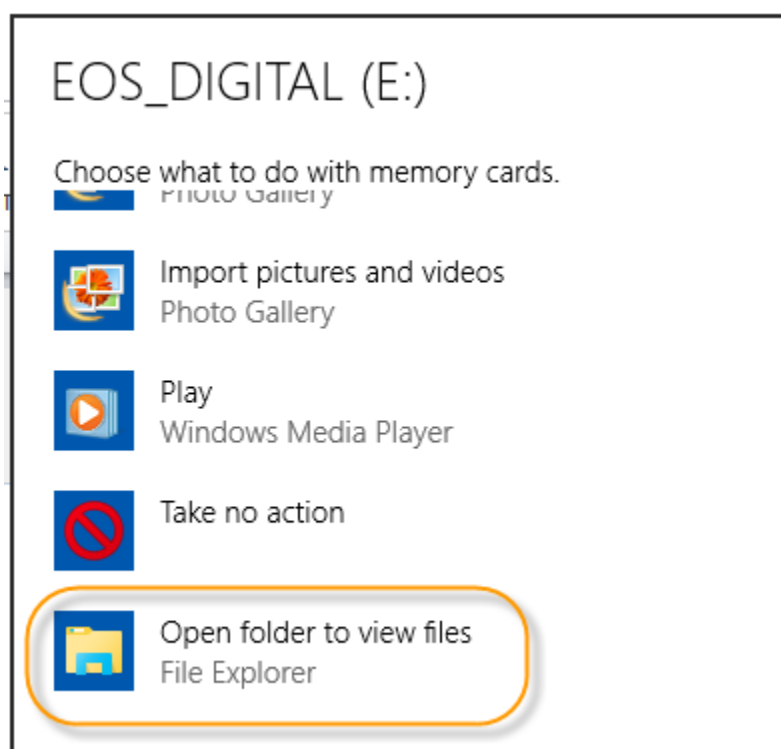
When pictures have been taken with the camera not connected to the computer, the images are stored on the SD card in the camera. The Canon Utility can also be used to download the images from the camera. Plug the camera into the computer using the supplied USB Connection Cable and turn the camera on. When the Canon Utility launches, click on the Main Window button and click Download Images. The images will be downloaded to the computer and saved in the configured folder. Once saved, the Second Opinion Import Manager retrieves the pictures, processes them (stamps the image), and saves them into the current Patient folder.



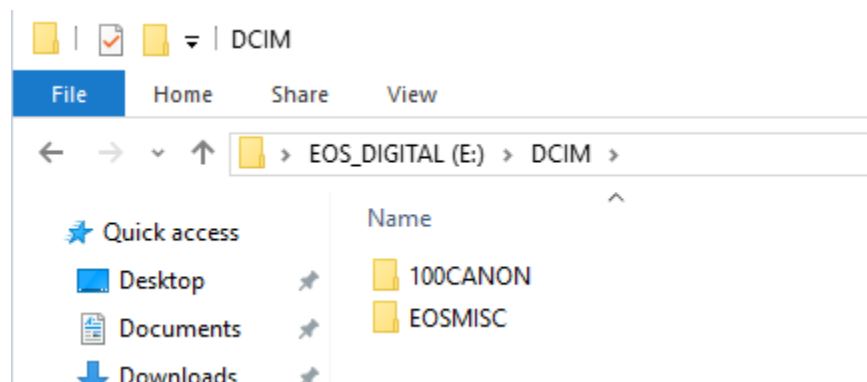
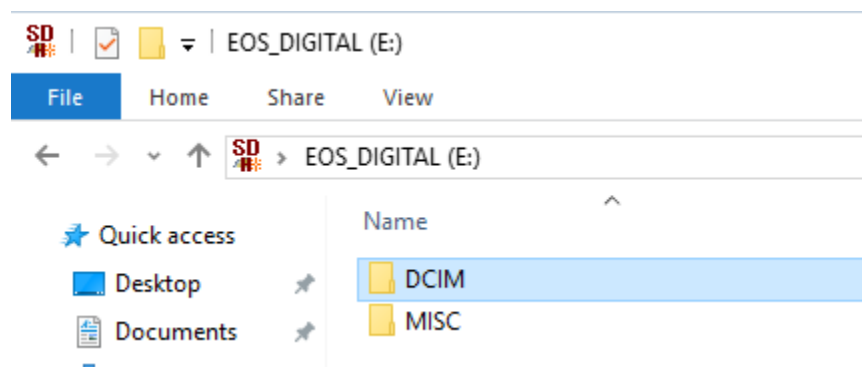
Manually Import Images from SD Card

There are several ways to get images and videos from an SD card and save them on a computer. The first step is to insert the SD card into an SD card reader attached to the computer. Once the card is inserted, Windows will typically ask you what would you like to do with this information.

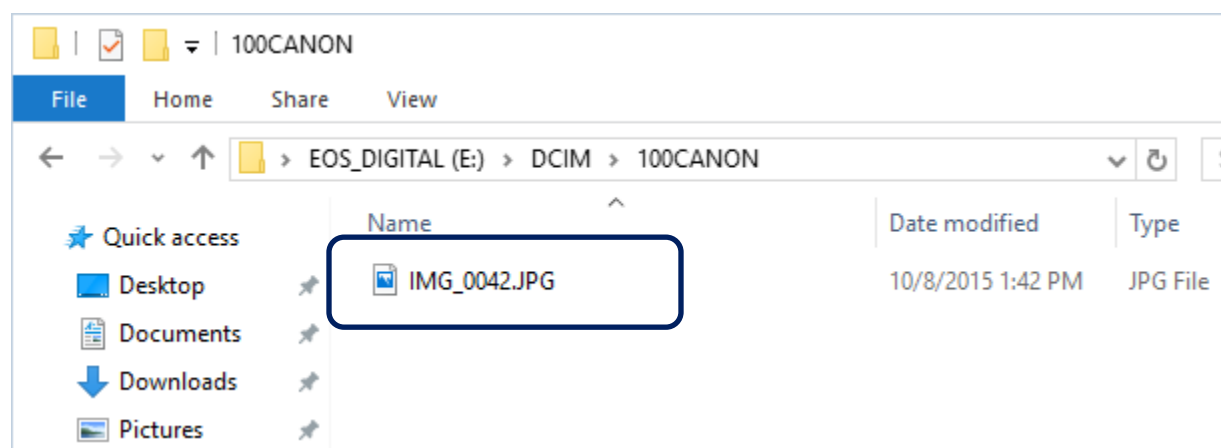
One of the choices is to *Take no action*. There is also a choice: *Open folder to view files*. If you choose either of these options, you can simply use File Explorer to browse the location on the SD card where the images are stored, and Drag & Drop the files in the *Drag Images Here* folder we setup when configuring the Image Import Manager.



Browse to the folder on the SD card that contains the files you want to import.



Select the desired files. Now, you can Drag & Drop or Copy & Paste the images to one of the Folder locations that the Image Import Manager is watching, which was identified when setting up the Image Import Utility in the steps above. When you have verified the images are saved in the Patient Folder, you can delete the images from the memory card.





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For More Information or Technical Support, Give Us a Call

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