ProgressBook StudentInformation

LifeTouch Picture Export Quick Reference

LifeTouch Picture Export Instructions for use in StudentInformation and Progressbook :

1. Open up the **Lifetouch ImageStream** application.

2. Click the **Select All** button and click the **OK** button.

3. Click the **Add arrow** to move the student(s) to the selection area of the screen.

4. Click the **Export Wizard** button.

5. Select the **Administrative Software** option.

6. Click the **Next Arrow** to continue.

7. Select **24 bit JPG** from the Administrative Software dropdown list.

8. Select your **Destination Directory** folder.

9. Click the **Advanced Settings** button.

10. Verify that your **Advanced Export Settings** match the settings pictured above.

11. Click the **OK** button.

12. Click the **Finish** button.

13. When finished, **zip** (using WinZip or another Zip utility) the folder containing the student pictures into **one** ZIP file.

14. **Email** your ZIP file to your **ITC designated location** as instructed.