Student Annotated Interactive Virtual Image Notebook (SAIVIN)

Student Quick Guide – Annotating Images (Personal/Overlay Albums)

Annotating Images in SAIVIN

First, go to and view the SAIVIN Album in which the image is located. Open the Album in the Album Viewer and navigate to the image. Once the image is loaded in the Album Viewer, click the image to open the Annotation Window. On the left side of the Annotation Window are 3 "palettes": Menu, Toolbar, and NavWindow. On the right side of the page is the Annotations palette.

Menu Palette

The Menu palette includes several sub-options including the following:

1. Reload – refreshes the image to the original state when you first opened it.
2. Print – allows you to print the image with all the additional annotations.
3. About – gives you more information about the image viewing software.
4. All Palettes – you can choose to Show/Hide/Reset all of the palettes in one click.
5. Show/Hide Palettes – you can choose to Show/Hide individual palettes.

Toolbar Palette

The Toolbar palette includes several tools to manipulate the image.

1. ↗️ / ↘️ – the ↗️ allows you to zoom in on your image to view an area more closely and in greater detail; the ↘️ allows you to zoom out of your image so you can view larger areas (this is limited by the maximum resolution of the image – larger images will allow you to zoom in more).
2. ← ↑↓ → – these arrows move the image around so you can look at different areas of the image.
3. 🔄 – this button resets the image so that it appears at the size and zoom level it was originally at when you opened the image file.
4. 🔒– this button allows you to show/hide the image annotations. Annotations are not permanently removed via this tool.
NavWindow Palette

The NavWindow shows a smaller version of the full image in the main window and contains a red square that highlights the exact portion of the image you are viewing. The NavWindow is very helpful when you are zoomed in on the image and can not easily tell which portion of the image is being viewed. You can click on and drag the red square in the NavWindow to change the view on the main screen.

Annotations Palette

The Annotations palette is where you can add descriptive comments to the image. As the instructor, your annotations will be visible to all students. Students have the ability to add their own annotations, but they are not shared with any other student or professor.

The Annotations palette is divided into 3 major sections (see image on right):

1. **POI (Point of Interest)** – (the uppermost section) - This feature allows you to set up different views of an image that you want students to quickly focus on. When using POI, you can zoom in or out of the image and/or adjust the center focal point of the image to make sure that students look at the exact section of the image you want them to view. You can add annotations to each POI you create.

2. **Notes section** – (the middle section) - This feature allows you to add notes about the image/POI being viewed. By default, every POI will have one default note. Because you cannot delete the notes section you should take advantage of the notes area to provide an overview description of the image and/or the current POI. You can also add additional notes to each POI by clicking the "Add" button. Furthermore, you can also set up a different series of notes that will appear when viewing the different POIs you create.

3. **Labels section** – (the lowermost section) - This feature allows you to add identifiers to encircle or point to important areas on the image.

Adding/Editing a POI

By default, you will always have a POI titled “Whole Slide.” You can change the title of the “Whole Slide” POI to suit your needs but for the purpose of this guide, we will leave the “Whole Slide” POI alone and add a brand new POI.

To add a new POI, click on the “Add” button directly above the POI dropdown menu. Add a title for the new POI in the text area provided. You can change the zoom level and view area by clicking on the tools that overlay the thumbnail image found directly below the POI title. The zoom tools provided on this image function exactly the same as those discussed in the NavWindow section of this guide. For more information about those tools, refer back to the NavWindow area.

When you have set up the POI as needed, click the “Save” button to confirm your changes. You new POI will now be listed in the POI dropdown menu. If you need to edit or delete the POI, select it from the POI dropdown menu then click on the “Edit” button just above the menu.
To change between POIs, select a POI from the drop down menu then click on the “Go” button to the right of the menu.

Adding Notes

Once you have set up the POI title zoom level and view area, you can now add Notes that are viewed only when a user is viewing the current POI. Just above the Notes section, click the “Add” button. In the Note title text area delete the pre-populated title and replace it with your own descriptive title for the note. In the larger text area, type the full text information for the note. When you have completed your note, click the “Save” button found just above the Note title textbox. You can add multiple notes for each POI by clicking on the “Add” button above the Notes section and adding a new note one by one.

If you have multiple notes, you may view each note by selecting each one from the dropdown menu.

To edit or delete notes, select the appropriate note title from the dropdown menu and click on the “Edit” button.

Adding Labels

You can add Labels to your POI. Labels can be in one of three formats:

1. A circle that you can use to encircle an important piece of the image
2. An arrow pointing to an important piece of the image.
3. A polygon that can be reshaped and resized to fit around an important piece of the image.

To add a label, click on the “Add” button just above the Label title area. Immediately you will see a label appear on the image. The label will appear in the default format, but you will be able to edit the associated icon (circle, polygon, arrow pointing down to left or right) and the Label name in the Annotations palette. In the Label text area, type in a new label title. You can use the + and - features to increase the size of the label and the corresponding identifier shape. If you want to change the label shape, select a different icon from the drop down menu.

To add a Polygon Label, select the Polygon Icon. Once you have selected the polygon, move your cursor over to the image. As you click on the image, you will see lines drawn in between the points on the image where you clicked. Continue to click on major points around your image and then be sure to close the polygon by clicking again on the first point. When you close the polygon, each corner of the polygon you drew will turn into a grey circle. You may click on the grey circles and drag them to adjust the shape of your polygon.
You can move the label by clicking the arrow tools just below the label heading in the Annotations Palette or by clicking directly on the label title on the image and dragging it to the appropriate position. You can also change where the text label's position in relation to its associated shape by using the Position tool — just click on one of the nine small boxes until you find the position you like best.

You can also change the color of the text label box and text for all labels; change the color of the circle and polygon lines; and change the background color of the polygon itself. To edit colors, edit the label you want to change then click the colors tool in the bottom right corner of the Annotations Pallet. Select the radio button next to the item you want to change the color of, then hover your mouse over the available colors and click on the color you want to change it to. When all the colors are set, click on the “X” in the upper right corner of the Colors Tool.

The last option in the Annotations Pallet is the “Rollover” checkbox in the lower right corner. If you select the “Rollover” option, the label you are editing will only appear when someone puts their mouse directly over the location of the label.

When you are finished with your label, click on the “Save” button located directly above the Label title text area in the annotations palette.

Emailing Your Professor

On the Annotation Window just below the image there is an “Email Question/Annotation to Professor” button. By clicking this button, you can send a copy of the image that includes your annotations to your professor along with any questions you have. (This feature also gives you the option to send a copy of your message to your other group members from Group Albums and Group Overlay Albums.)