



Adding Equipment Pictures (JPEGs) to CFAWin

CFAWin allows you to store JPEG files and view them within the Equipment Table Screen

- The * located after CFAWin* refers to the version of CFA being used.
- Any document that can be scanned or saved as a .jpg file can be saved for viewing in CFAWin (i.e. bills of sale, auction documents, accident reports, diagrams, etc.)

I. Add Equipment Pictures into CFAWin*:

1. *Exit out of CFAWin**
2. *Copy the .jpg file(s)*
 - i. Select the .jpg file(s)
 - ii. Right-click -> Copy
3. *Navigate to the PICTURE folder*
 - i. The folder location is specified on the JPEGs tab in the Equipment Table
4. *Paste the .jpg file(s)*
 - i. Right-click in the PICTURE folder -> Paste
5. *Rename the file(s) using the following convention:*
EQP_###_FileDescription.jpg

- ❖ EQP = Denotes equipment
- ❖ ### = Equipment number as listed in Equipment table
- ❖ FileDescription = Additional user-defined description (not required)

Example: EQP_600_RedFordRear.jpg

II. View Equipment Pictures in CFAWin*:

1. *Start CFAWin**
2. *Access the Equipment Table screen*
3. *Select the Equipment record with newly added .jpg*
 - i. Select the JPEGs tab at the bottom of the screen
 - ii. Select the .jpg file name in the lower left-hand window to view the picture in the right-hand window if more than one picture saved