Importing a CSV with slide information into VS200 slide scanner during experiment setup

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How to use a CSV template to mass import slide information

1. In the VS200 software, in the main scanning wizard, go to *Batch Scan > choose any scan project > Edit Scan Settings > Slide Properties > Save Template*.
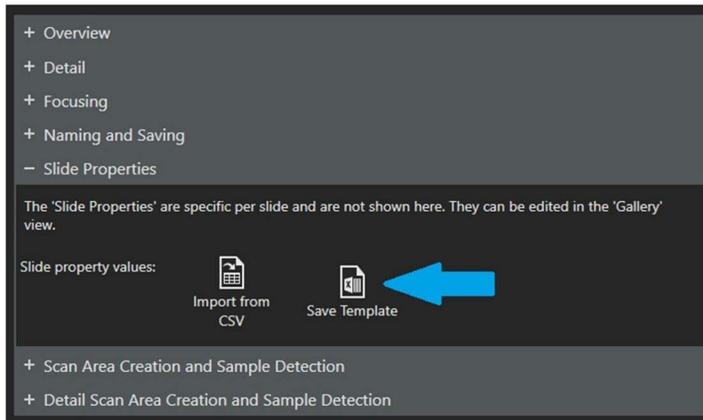
2. Open this template in MS Excel or any other compatible programs. The Tray No. and Slide No. are pre-populated in this template. VS-ASW identifies the slides inside the scanner using these two properties. Fill in the other slide properties (Slide Name). Trays and slides positions that are not loaded can be left blank.

	A	B	C	D	E
1	Tray No.	Slide No.	Slide Barc	Slide Nam	Slide Info
2	1	1			
3	1	2			
4	1	3			
5	1	4			
6	1	5			
7	1	6			
8	2	1			
9	2	2			
10	2	3			

*Note: If you would like to include other information in the metadata of your files, you can add additional slide properties using this template. See the final section (**How to add additional slide properties**) to add properties.*

3. Once you have entered all the information, save the file as a ".csv", with label CSV (Comma delimited) (*.csv).
*Note: The .csv file must have the semi-colon ';' as a list separator for the slide properties to be imported correctly inside VS-ASW. You can check this quickly by opening the file using Notepad. If you find the list separator in your .csv file is the comma ',' (this could be the case depending on your region), please follow the next section (**How to edit the delimiter in a CSV file**) to change it.*

4. In the VS200 software, in the main scanning wizard, go to *Batch Scan > choose the desired scan project > Edit Scan Settings > Slide Properties > Import from CSV.*

5. Select the previously generated .csv file. When prompted, select the language of the .csv and click *OK*.
6. You should see the correct properties for individual slides after switching from "Tray View" to "Gallery View".

How to edit the delimiter in a CSV file

In the U.S., when exporting from Excel, the default delimiter (the character that separates 'cells' of the table) for CSV files is a comma. The delimiter needs to be a semi-colon for proper import into the VS200 software.

1. In Excel, go to *File > Excel Option (bottom left) > Advanced*.
2. Under *Editing Options*, disable "Use system separators" and select:
    a. Decimal separator = ',' (comma)
    b. Thousand separator = '.' (period)
3. Click *OK*.
4. Save the file as a .CSV.
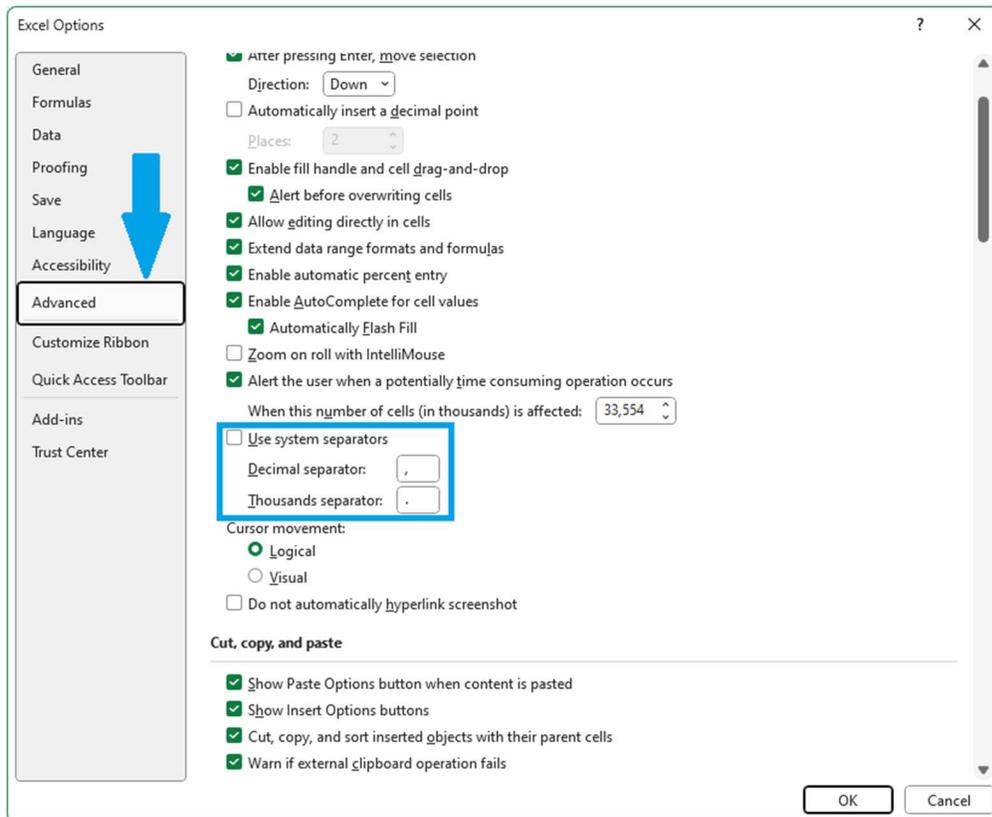
5. Check in Notepad or some other text editor to ensure that the delimiters are ';' semi-colons.

How to add additional slide properties

By default, VS200-ASW has only the [Slide Name] and the [Slide Info] fields available for the slide property template.

1. In the software, go to *Additional Layouts*.
2. Select *Tools > Options > Virtual Slide Acquisition > Slide Properties*.
3. From the list, select the slide properties that you would like to add.
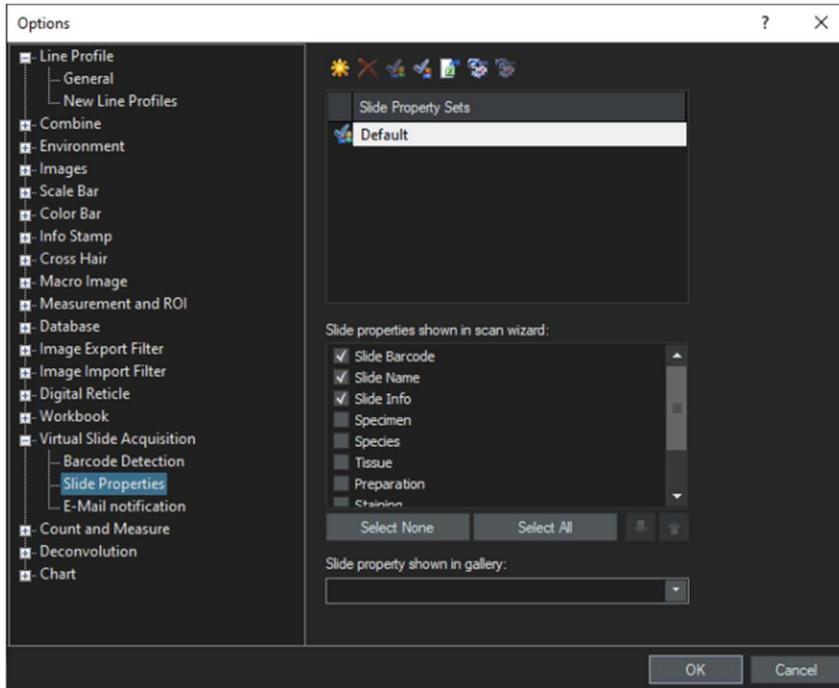
4. Click *OK*.
5. To ensure that these properties are populated correctly, re-download the template following Step 1 in **How to use a CSV template to mass import slide information**.