



Using & Managing Custom Photos

Step 1: Managing your photos: Creating photo folders and organizing photos

(Think of the folders you will create in this step as "photo albums" or folders in which to store your photos. You can also import your photos into the general "Unfiled Folder", however, for efficiency, creating folders to keep your photos organized is recommended).

1. Choose Edit > Customize
2. Select File > Manage My Photos
3. Select Import > Add Folder.
4. Enter the folder name.
5. Click OK. **or**, Click Cancel to return to the My Photos dialog without adding any folders.

Once you have created the photo folders, you are ready to import the photos into the folders.

1. Click on Folder and select the folder of choice > Open.
2. Select Import > Import New Image
3. Browse to the photo file location using the Import file dialog.
4. Select the required file and click Open, or double-click the file. **or**, Use the SHIFT or CTRL key to multi-select and import more than one photo at a time. The selected photo will be placed in the currently selected folder or in the Unfiled *default* folder. Photos will be placed in the Unfiled folder if no folder is currently selected.

Continue importing your photos to the folders and click Finish when complete.

Step 2: Custom Categories and assigning your photos to the categories

In this step, you will create your own categories within the Custom section (or you can use the same category names as found in the Phases program: stretches, floor, proprio, gymball, tubing & weights). Your custom photos are not stored amongst the Phases photos, thus the need to create categories within the Custom section.

1. Select Edit > Add Category.
 2. Enter a custom category name.
 3. Modify the various Pre Set values to your requirements.
 4. Click the Add button. **or**, Click Cancel to return to the customize interface without making any changes to the Add custom category dialog.
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1. Select Edit > Open Category.
 2. Select from the category list provided in the Load Custom Category dialog and click the Open button.
 3. Click New located at the lower left side of the customize interface. *The customize interface screen becomes active.*
 4. Enter the exercise title in the exercise title text box.
 5. Enter any exercise instructions in the exercise instructions text box.
 6. Select the type of exercise level, - **Beginner, Intermediate or Advanced.**
 7. Select the check boxes of any body group(s) that apply to your custom exercises. **(VERY IMPORTANT STEP!)**
 8. Select Phases Photos if you want to mix & match the internal Phases Photos as new 'custom' photos or select **My Photos if you want to use your own custom photos.**

To use an imported custom photo, perform the following steps:

1. Click on the start exercise screen (left blank screen).
2. Click the Folder button
3. Select a photo folder from the folder list and click Open, or double-click on the photo folder.
4. Click Select (or click the photo) to use the currently displayed photo. **or**, Click Clear to exit this dialog and blank this photo. **or**, Click Cancel to exit this dialog without selecting or modifying any photos.
5. Repeat steps 2 through 4 to select the end exercise as required.
6. Click on Save to save your photo or photo set (beginning and end photos).
7. Click on Finish to complete.

Step 3: Incorporating custom exercises into a Protocol

1. From the Phases 'home/main screen', Click on Custom
2. Choose the category > Open
3. Click on the applicable body part
4. Click on the exercise to select
5. Click on Protocol > Save as Protocol > Protocol Title > Add