

Agilent Scanning and Data Storage

After scanning, images will be sent from the hard drive to the server <\\arrayfiles\arraydata> and erased from the hard drive. The server contains three folders named Agilent, Affy, and People, all users will be given a subfolder in the People folder and this is where your data will go. Please note that only you will have access to this folder, you may not share your folder with anyone.

Only array scans may be stored on this server. All other data is subject to deletion without prior notice. Data stored on this server will be archived within 12 months of its creation.

All files must be saved using the following convention:

First three letters of PI's lastnameYour Initials Year Month Day_ slide barcode

Example:

BOTDG20061205_slidebarcode

Botstein Lab, David Gresham, December 5, 2006, slide barcode

1. Login to Computer with **Princeton** username and password.
2. Open **My Computer** on **Desktop>Tools>Map Network Drive**
3. Choose a letter drive and in the folder field type <\\arrayfiles\arraydata>, check to **reconnect at login** and click **finish**.
4. On the D drive, in your PI's Lab folder create a folder named with your name.
5. Open the **Agilent Scan Control** Icon on the Desktop. (Note: when this is opened the scanner lid will lock and begin its laser warm-up and initialization steps. When it has completed it will say "Scanner Ready" in the Scanner Status field on the bottom and the scanner lid will unlock. If the scanner is taking a while to warm-up then you should close the program and repower the scanner using the black switch located on the front of the scanner, when the LED is green only, reopen the software.)
6. Modify your default settings by going to **Settings>Modify Default Settings**
7. Choose Scan Region **61 x 21.6mm** from the drop down menu. (If you are scanning spotted arrays we may have a scan region customized for you that better fits your array area on the slide, please ask)
8. Choose Dye Channel **Red&Green**
9. Scan Resolution **5 microns**
10. PMT Sensitivity is the **standard 100%** for both red and green, for all expression arrays. If you are doing CGH or any DNA arrays you may need to check the Extended Dynamic Range box and choose the Hi and Lo PMT settings for both the red and green channel.
11. You do **NOT** need to check the **Attempt to retrieve from XML (GEML) files** box.
12. The Scanning mode is **Single pass**
13. For the **output path** click **browse** and select your folder on the D drive.
14. **Automatic Filing Name** should be in the following format:
Prefix 1: choose customize from the drop down menu, in the text field

Type in PI's first three letters of their lastname your initials YearMonthDay

Ex: BOTAW20070928

Botstein Lab, Alex Ward, September 28, 2007

Prefix 2: choose Barcode from the drop down menu

Do not check split and rotate

Do not check compress image

Click OK

NOTE: You must open your default settings every time you use the scanner in order to keep the appropriate day on your scanned images.

15. Put scan cartridges in carousel in correct orientation; note the slots that are filled.
16. In Scan Control select the **start slot** and **end slot** from the drop down menu.
17. In the scan table click on the upper left hand corner box. Click **reset selection**.
Click **yes** when prompted (this resets your defaults)
18. Click **Scan Slot Start#-End#** bottom right

Tiff Splitter

1. Open the **TiffSplitter** icon on the desktop.
2. Click **Browse** to locate the tiffs to be split
3. For spotted arrays, you will need to check the **Flip/Rotate** option, and choose **flip along the opposite diagonal**. You do **NOT** need to Flip/Rotate Agilent Arrays.
4. In Output directory check **write split tiffs back to input directory**.
5. Click **Split Tiff**

Copy images to array files server

1. Open your folder on D Drive and open your folder on the server, highlight and drag your files to the server. When they are finished copying send them to the recycle bin.

Please indicate your Name, NetID and sign below, so that we may give you access to the array files server

NAME _____

NETID _____

Signature _____

Your signature indicates your understanding of the policies regarding the use of the aforementioned facilities. Failure to adhere to these policies may result in revocation of your access rights.