

2.0

ImagePals Album

User Guide

Ulead Systems, Inc.
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• ***Welcome to Album***

The ImagePals Album program will help you organize and manage all the files in your system – be they image, graphics, video, animation or other document files. Once linked to an album, you can view your files as filenames, like Windows File Manager, or display a thumbnail of each. Complementing Album's management features are the two programs: CD Browser and Viewer. Working together, they allow you to view, manage and edit data from all types of media devices.

How to get the most from the programs

Reading this guide is not the only way you can learn about Album, CD Browser and Viewer: the **introductory guide** provides useful background information that will help you work more efficiently while the **ReadMe** file contains technical information and anything that came to light after this manual was produced. Lastly, the on-line **help** provides the most complete and in-depth reference to either program. You can access help from a program by pressing the F1 key or clicking on the help button provided in certain dialog boxes.

The first six chapters of this guide are concerned with Album, the last two, with CD Browser and Viewer respectively. The following provides a brief preview of the contents of each of these chapters:

1. **Getting started**, introduces the Album program window and provides a reference to each program's menu commands.
2. **Album basics**, describes basic Album functions such as applying commands, drag-and-drop operations and customizing Album.
3. **Managing albums**, explains how to create albums and perform standard album file maintenance such as copying, moving, archiving and restoring album files.
4. **Managing thumbnails**, shows you how to insert thumbnails of files into albums as well as manage the files on your system.
5. **Labeling thumbnails**, explains how to assign keywords, marks, subjects and descriptions to thumbnails.
6. **Locating thumbnails**, takes a look at performing a variety of search operations to locate thumbnails and the files of thumbnails.
7. **CD Browser**, introduces the CD Browser program of ImagePals.
8. **Viewer**, introduces the Viewer program of ImagePals.
- **Index**

1 ***Getting Started***

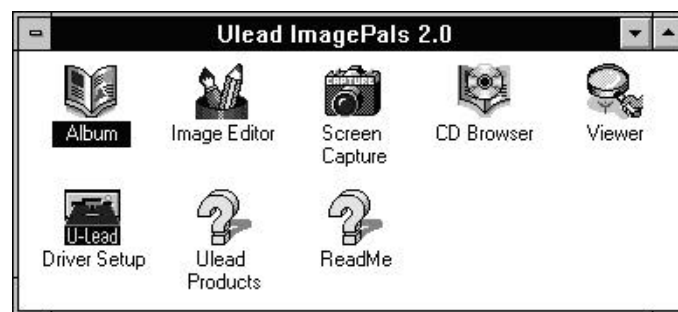
This chapter explains how to run Album and introduces the Album program window. After the introductory section there is a brief explanation of the menus, as well as tables referencing where in this guide you will find descriptions about the menu commands for Album, CD Browser and Viewer.

1.1

Running the programs

To run Album, you first need to locate the appropriate program icon. If you followed the suggestions made by the installation program, the Album icon will appear in the ImagePals program group.

The ImagePals program group

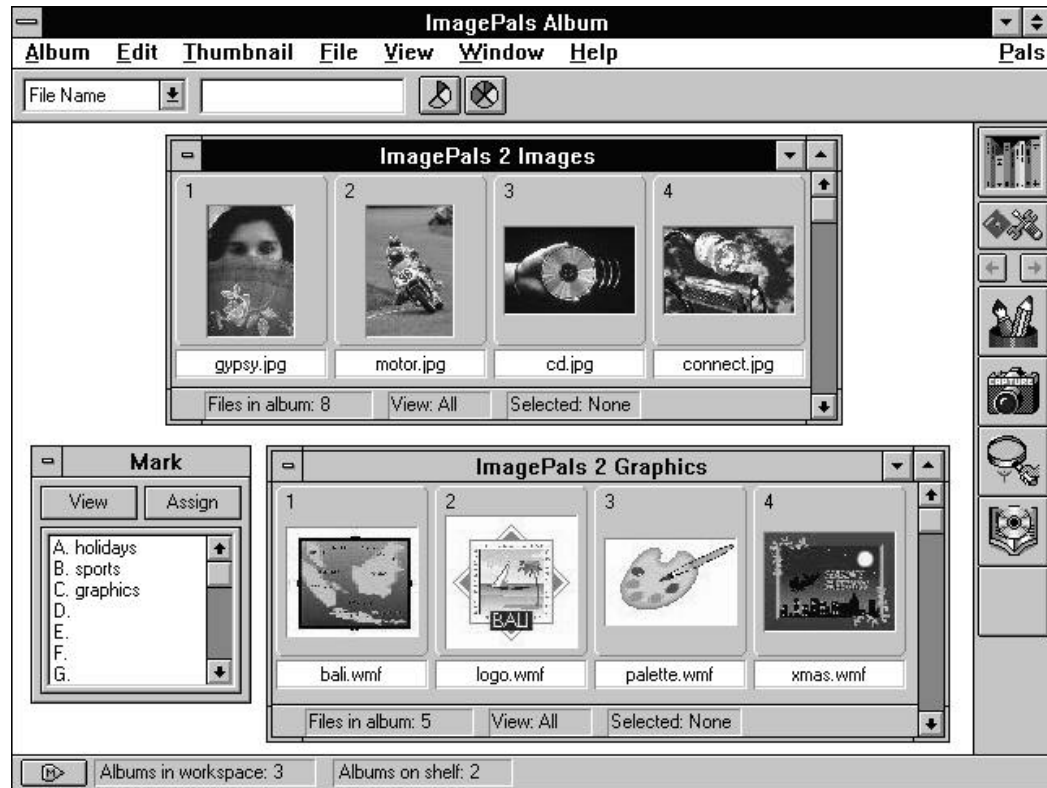


Run Album by double-clicking on the Album icon. The program window appears containing the product information box. (Clicking anywhere within the program window removes this box and enables Album.)

1.1.1 The Album window

When you invoke Album you may see:

- Albums within the workspace (the central portion) of the Album window.
- A ribbon, below the menu bar, providing quick access to search functions. (Double-clicking on an empty portion of the ribbon opens the Search dialog box.)
- The mark palette, on the left, used to identify and label thumbnails and a toolbox, on the right, providing direct access to your programs as well as a “shelf” to store albums.
- The status bar, at the bottom, displaying information about the active album. (Double-clicking on the status bar opens the Album preferences dialog box, see p.25)



The Album program window

1.2

The program menus

One of the most common methods of applying operations is to choose a command from the menu bar. Each of the programs also provides access to some commands through a ribbon or menu button on the status bar.

When you view menus, some commands appear in black while others are grayed-out. (The actual colors depend on your current Windows color scheme.) Commands in black are active and available for selection while grayed-out commands are inactive and unavailable for selection.

Note: *A command may be inactive because it is not currently applicable, e.g. when there are no albums open, the Remove command in Album is inactive, or when your PC does not have the necessary hardware to support that particular function.*

In each menu, keyboard shortcuts appear to the right of some of the menu commands. Use shortcuts to perform the corresponding command from the keyboard – without the need to access the menu with your mouse. Instead of a shortcut key, there may be a right-pointing arrow or three dots. The arrow signifies that a submenu exists for that command while the dots indicate the command accesses a dialog box. If a command has neither of these, then its effect is immediate.

1.2.1 Command reference tables

The following tables provide a list of each program's commands. In each table, to the right of the command, you will find any shortcut keys available and the number of the page on which they are described.

Album menu

Command	shortcut	p.
<u>N</u> ew...		35
<u>O</u> pen...	Ctrl + O	38
R <u>e</u> move		40
<u>U</u> ppdate		28
B <u>a</u> tch Manager...		17
P <u>r</u> op <u>e</u> rties...		39
<u>K</u> eywords...		74
<u>M</u> aintenance		
<u>C</u> heck	Ctrl + K	41
<u>M</u> ove...		42
<u>C</u> opy...		42
<u>D</u> elete		43
R <u>e</u> name...		43
<u>B</u> ackup...		43
R <u>e</u> store...		45
A <u>c</u> quire...		52
S <u>e</u> lect Source...		52
<u>P</u> rint		
<u>A</u> lbum...		57
<u>T</u> humbnails...		58
<u>K</u> eywords...		59
<u>F</u> ile...	Ctrl + P	59
<u>P</u> rinter Setup...		57
<u>P</u> references		
<u>A</u> lbum...	Ctrl + B	25
<u>Q</u> LE & Clipboard...		28
<u>P</u> hoto CD...		30
<u>D</u> isplay...		31
<u>M</u> emory...		32
<u>F</u> ile Formats...		32
<u>E</u> xit	Ctrl + Q	100

Edit menu

Command	shortcut	p.
<u>U</u> ndo	Ctrl + Z	18
<u>R</u> epeat	F4	18
<u>C</u> ut	Ctrl + X	56
<u>C</u> opy		
<u>F</u> ile		56
<u>T</u> humbnail	Ctrl + C	56
<u>F</u> ilename		56
<u>P</u> aste	Ctrl + V	57
<u>C</u> lear	Del	59
<u>S</u> elect		
<u>A</u> ll	Ctrl + L	55
<u>N</u> one	Ctrl + N	55
<u>I</u> nvert		55
<u>M</u> ake Album		35
<u>R</u> un	Enter	19

Thumbnail menu

Command	shortcut	p.
<u>I</u> nsert...	Ins	50
<u>P</u> roperties...	Alt + Enter	83
<u>M</u> ove...		99
<u>S</u> earch	Ctrl + S	94
Search by <u>I</u> tem		
<u>K</u> eywords...		95
<u>S</u> ubjects...		96
<u>M</u> arks...		96
Search by <u>Q</u> uery		96
Search Entire <u>A</u> lbum	Ctrl + W	93
<u>S</u> ort by		
<u>N</u> ame	Ctrl + F1	98
<u>F</u> ile Type	Ctrl + F2	98
<u>S</u> ize		98
<u>D</u> ate		98
<u>M</u> edia Type	Ctrl + F3	98
<u>S</u> ubject	Ctrl + F5	98
<u>D</u> escription		99
<u>O</u> thers...		99
<u>U</u> ser Defined	Ctrl + U	99
<u>S</u> ave Sequence		99
<u>U</u> pdate		
From <u>F</u> ile		53
From <u>C</u> lipboard		54
<u>R</u> elink...		72

File menu

Command	shortcut	p.
Convert <u>F</u> ile Format...		67
Convert Data <u>T</u> ype...		68
<u>M</u> ove...		68
<u>C</u> opy...		69
<u>D</u> elete		69
<u>R</u> ename...		70
<u>A</u> tttributes...		70
<u>A</u> ssociate...		71

View menu

Command	shortcut	p.
<u>A</u> ll	Ctrl + A	55
<u>I</u> nvert		55
<u>S</u> elected		55
<u>S</u> croll To...	Ctrl + D	62
<u>A</u> uto Scroll...		62
<u>T</u> humbnails	Ctrl + T	61
<u>F</u> ilenames	Ctrl + F	61
<u>S</u> lide Show...		63
<u>F</u> ile		64
File <u>I</u> nformation...		65
<u>A</u> lbum Information...		65
<u>O</u> ptions		
<u>S</u> helf...		66
Hide <u>T</u> oolbox		66
Hide <u>M</u> ark Palette		66
Hide Search <u>R</u> ibbon		66

Window menu

Command	shortcut	p.
<u>C</u> ascade	Shift + F5	39
<u>T</u> ile	Shift + F4	39
A <u>r</u> range Icons		39

Toolbox menu

Command	shortcut	p.
<u>N</u> ew...		20
<u>D</u> elete...		21
<u>P</u> roperties...		20
G <u>r</u> oups		21
C <u>o</u> nfigure...		22
<u>R</u> un...	Ctrl + R	19
C <u>l</u> ose		66

Mark palette menu

Command	shortcut	p.
<u>M</u> ove		77
C <u>l</u> ose		66
A <u>s</u> sign Selected		81
C <u>l</u> ear Selected		81
C <u>l</u> ear <u>A</u> ll		81
<u>E</u> dit...		81
<u>L</u> oad...		81
<u>S</u> ave...		81
C <u>o</u> vert to <u>K</u> eywords...		82

Viewer

File menu

Command	shortcut	p.
<u>O</u> pen...	Ctrl + O	112
R <u>e</u> open		114
S <u>a</u> ve <u>A</u> s...		114
C <u>l</u> ose All		117
<u>M</u> inimize All		117
R <u>e</u> store All		117
R <u>u</u> n Image Editor	Ctrl + G	114
R <u>u</u> n Other Editor		114
P <u>r</u> eferences		
<u>V</u> iewer...		119
<u>P</u> hoto CD...		30
<u>D</u> isplay...		31
<u>M</u> emory...		32
<u>E</u> ile Formats..		32
<u>E</u> xit	Ctrl + Q	120

Edit menu

Command	shortcut	p.
<u>C</u> opy	Ctrl + C	114
Copy <u>F</u> ilename		114
<u>C</u> rop	Ctrl + R	114
Select <u>N</u> one	Ctrl + N	114

View menu

Command	shortcut	p.
A <u>ct</u> ual View	Ctrl + A	115
Zoom <u>I</u> n	+	115
Zoom <u>O</u> ut	-	115
Fit in <u>W</u> indow		116
F <u>u</u> ll <u>S</u> creen	Ctrl + W	116
<u>I</u> nformation...	Ctrl + I	116
<u>P</u> lace Viewers on Top	Ctrl + B	117
Cascade Viewers	Ctrl + S	118
<u>T</u> ile Viewers	Ctrl + T	118
Always on Top		118

CD Browser

File menu

Command	shortcut	p.
Load <u>P</u> hoto CD Disc	Ctrl + P	102
<u>R</u> un Image Editor	Ctrl + G	105
<u>I</u> nsert Thumbnails to Album	Ctrl + I	106
Save <u>A</u> s...	Ctrl + A	108
Select <u>A</u> ll	Ctrl + L	104
Select <u>N</u> one	Ctrl + N	104
Select <u>I</u> nvert		104
P <u>r</u> eferences...		109
<u>E</u> xit	Ctrl + Q	110

View menu

Command	shortcut	p.
<u>R</u> un Viewer	Enter	107
<u>D</u> isc Information...		107
<u>I</u> mage Information...		107

2 *Album basics*

Before beginning work with Album, you first need to understand some of the basics about how Album manages the files on your system. This chapter introduces these basics explaining how you can access programs from the toolbox, perform drag-and-drop operations, and use the Preferences commands to customize the way Album works with you and your Windows environment. There are also sections on applying multiple commands with the batch manager, using the “repeat” key and recovering from any mistakes made.

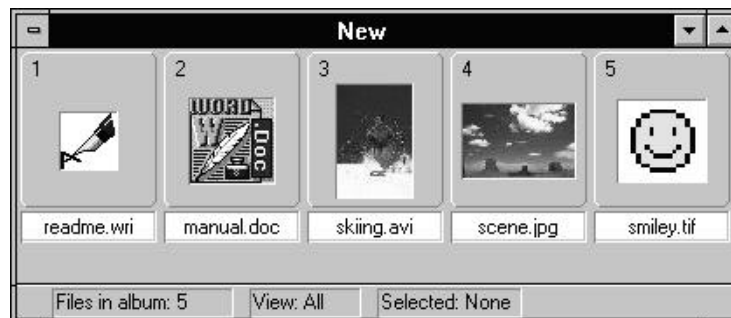
2.0.1 Album – an overview

The traditional way of managing files has been to use the “file tree” approach, such as that adopted by DOS and Windows. This method displays the files on your system as a tree consisting of a root directory with subdirectory “branches”. Album does not change this structure, it only represents the information in a different way – through the use of albums and thumbnails.

Albums, just like the real thing, are used to store photographs (thumbnails) of your files. Just as you can have albums of photographs for particular events, you can have albums of files for particular purposes, e.g. an album of video files, or one that holds your latest multimedia presentation.

Thumbnails are visual representations of the contents of a file. Therefore you can “see” what a file is, rather than having to rely on an 8 character filename. This way, it is much easier to identify your files and to group like files together. Thumbnails also allow you to append additional information, such as subjects and descriptions, that traditional filenames could never do.

*An example of
thumbnails in an
album*



2.1 Applying commands

To perform an operation, you first need to select the thumbnail or album you want the operation to be performed on, and then choose the appropriate command from a menu. This is fine when you only want to apply the command to a few thumbnails within a single album, but proves inefficient when you want to perform the same command to thumbnails in different albums. To overcome this limitation, Album provides an extra feature, the batch manager.

2.1.1 Using the batch manager

The batch manager can be accessed in two ways: double-clicking on an empty part of the workspace or choosing the Batch Manager command in the Album menu. Once invoked, the batch manager opens and displays the titles of all the albums present in the workspace. The commands that can be applied in the batch manager are: Check, Minimize, Print Thumbnails, Put on Shelf, Remove, Restore Window, Save Sequence, Search, Sort by, View All, View Thumbnails and View Filenames.

To perform a batch command, choose the command you want to perform and select the albums you want the command to be performed on. Once decided, click OK – batch manager does the rest for you.

Note: *The batch manager can only apply commands to albums open in the workspace. If there are no open albums it is unavailable.*

2.1.2 Repeating commands in Album

Complementing the batch manager is the Repeat command in the Edit menu. This allows you to perform the last applied command again by pressing the “F4” key. Simply apply a command to a thumbnail or album, select another thumbnail or album and press “F4”. The action is repeated. Most of Album’s commands can be repeated in this way, for example:

- select a thumbnail and choose “Properties” from the Thumbnail menu. In the dialog box that appears, enter a description in the Description entry box and click OK. Select another thumbnail and press “F4”. The Properties dialog box reopens, enabling you to quickly add new information to the thumbnail.
- select an open album and choose “Size” from the Thumbnail: Sort by submenu. The thumbnails in the album are sorted by their file size. Select another open album and press “F4”. The images in the second album are sorted in the same manner.

2.1.3 Recovering from mistakes

If you make a mistake while working in Album, you can normally correct it by using the Undo command in the Edit menu. This reverses the last applied command and returns the album and its thumbnails to their state prior to the application of the command. At times you may see *Can’t Undo* in the Edit menu. This is when you cannot undo the last action, e.g. immediately after deleting the file of a thumbnail.

2.2 Using the toolbox

Central to Album's ability to manage files is its ability to act as a program manager through the toolbox. By adding frequently used programs into the toolbox you can transfer control and, in many cases, files between Album and those programs. You can also place similar programs into program groups, allowing you to instantly change the toolbox configuration depending on the task at hand, e.g. one group can consist of your multimedia programs, another, your word processing programs and so on. Once an icon is added to the toolbox, simply click on it to open the corresponding program. (You can also open programs from the Run dialog box, accessed by choosing the Run command in the toolbox menu.)

2.2.1 Adding programs to the toolbox

When you invoke Album for the first time, the toolbox appears with a number of "empty" icons. When you add a program, each of these icons are replaced with that of the appropriate program icon. Once placed into the toolbox, you can then manage your programs, and determine which programs are accessible, and at what times.

To add a program icon:

1. Click on the tools button in the toolbox and choose “New” from the menu. The New Program dialog box opens.
2. Click on the **Program Group** option and in the **Group Name** entry box enter the name of a group you want the program to be associated with, e.g. Multimedia.
3. Click on the **Program Icon** option and enter the **Description**, **Command Line** and **Working Directory** of the program concerned. To load the ImagePals Image Editor program, type in Image Editor for the Description, the full pathname where your ImagePals files are located for the Command Line and the full pathname of your temp directory for the Working Directory.
4. Click on the New button. The program icon appears in the toolbox. If you want to add more programs to the toolbox, repeat steps 2 to 4.
5. Click on the Close button to close the dialog box.

Notes:

- *You can also add programs to the toolbox by dragging execution files (EXE) from Windows File Manager and dropping them onto an empty icon in the toolbox.*
- *To change program groups, choose the appropriate group name from the list of group commands in the toolbox menu.*
- *If you wish to change any of the parameters specified in the New Program dialog box, choose the Properties command in the toolbox menu.*

2.2.2 Removing a program

At times you may want to remove a program icon; this can be because you no longer need it, have deleted the program from your hard disk, or feel that there are too many icons in the program group. When you remove icons, you can choose to remove individual ones, or all those associated to a program group.

To remove a program icon or a program group:

1. Click on the tools button in the toolbox and choose “Delete”. The Delete dialog box opens.
2. To delete the current program group, select the **Delete Current Program Group** option. (This deletes all program icons associated with that group.) To delete an individual program icon, select the **Delete Program Icon From Current Group** option and highlight the icon to be deleted from the **Icon** combo box.
3. Click OK. The selected program icon or group disappears from the toolbox and the dialog box closes.

2.2.3 Scrolling the program icons

The arrangement of the programs in the toolbox depends upon the order in which you add them. When a program is added, it automatically goes to the end of the list. Too many however, and you may not be able to see them displayed within the program window. To scroll through the icons, click on the direction arrows. Clicking on the left arrow scrolls up, clicking on the right arrow scrolls down. (If all the program icons can be displayed within the workspace, the direction buttons are disabled.)

2.2.4 Customizing the toolbox

When you work in Album, you may prefer the toolbox in another position, or feel that there are not enough program icons available. To better customize the toolbox, use the Configure command (accessed by clicking on the tools button) to open the Configure dialog box. To increase the number of program icons, enter a value (between 1 and 24) in the **Icons to Show** entry box. Checking the **Show Names** option displays the names of each program under their respective icon in the toolbox. (You may find that when selecting this option the toolbox expands in size to accommodate the added text.) In the Configure dialog box you can also choose to make the toolbox floating or fix it to the left or the right of the Album window. When floating, move the toolbox by dragging on the title bar.

Displaying the toolbox without the program icons' names (toolbox on the left) and with (toolbox on the right)



2.3 Performing drag-and-drop operations

Drag-and-drop is a simple, yet powerful technique for transferring information within and between programs, and shifting the focus of your work during a Windows session. Album provides extensive support for drag-and-drop that enhances Album's ability to provide complete file and program management. The following section describes the drag-and-drop operations you can perform with Album:

2.3.1 Drag-and-drop to the toolbox

One of the more common drag-and-drop operations is to drag a thumbnail from an album and drop it onto a program icon in the toolbox. Given that the file is compatible and the program accepts command line opening of files, the file associated with the thumbnail is opened in the destination program. Dragging and dropping to one of the ImagePals program icons (except for CD Browser) is even more powerful, as you can drag-and-drop multiple thumbnails in one go.

Note: *Double-clicking on thumbnail, pressing the Enter key, or choosing the Run command in the Edit menu also opens the file of a thumbnail, as long as it has the correct program association, (see p.71).*

2.3.2 Drag-and-drop to the program workspace

If you have other programs running at the same time, you can drag-and-drop thumbnails directly into the program's workspace rather than its program icon in the toolbox. (Depending on the settings in the OLE & Clipboard dialog box, see p.28, this either embeds, links or opens the file, where compatible.)

If you are working from Windows File Manager, you can:

- drag-and-drop program files (EXE) to an empty icon in the toolbox of Album to create program icons.
- drag-and-drop album files (ABM) into the Album workspace to open them.
- drag-and-drop files into albums to create thumbnails of the files.

Notes:

- *It is important that files are dragged to the right place, e.g. albums must be dropped in an empty part of the workspace, images must be dropped into an album, and programs must be dropped onto the toolbox.*
- *When dragging thumbnails to other programs, the result is determined by the particular program. In general, if you drop a thumbnail onto a minimized program icon, or onto the program window's title bar, the program will attempt to open it. If you drop the thumbnail into the program's workspace, it may be placed into the active document as an object, or it may be opened; exactly which depends on the settings defined in the OLE & Clipboard preferences dialog box, (see p.28).*

2.3.3 Drag-and-drop thumbnails to albums

With drag-and-drop you can easily move thumbnails within or between albums by simply selecting the thumbnails and dragging them to their new destination. (This can be to an open album or its minimized icon.) Thumbnails moved from one album to another are removed from the first and introduced at the end of the second (or in the position determined by the album's current sort mode). If you hold the Ctrl key down while dragging, the thumbnails are copied. (The original files associated to the thumbnails are not duplicated.)

Note: *Thumbnails, when dropped into an album, change to suit the current size of the thumbnails in the target album.*

2.4 Customizing the way you work

An essential part of Album's management is that it allows you to control both the program and how the program interacts with Windows. This is done through the preferences commands in the Album: Preferences submenu. The following section describes each of these commands and details how you can use them to improve the way Album works for you:

2.4.1 Album

Choosing this command opens the Album dialog box. (Double-clicking on the status bar also performs the same function.) In this dialog box you can set various features related to working with files and thumbnails.

Using the **Display Information** group box you can change what information is displayed with each thumbnail or filename. In thumbnail mode you can choose to display the filename, subject (if the thumbnail contains a subject), or neither. Checking the **Don't Show Thumbnail Slide** option removes the slide around a thumbnail and only displays the thumbnail image. This is helpful when viewing a large number of thumbnails and you want to have as many as possible displayed in the current view. In filename mode you can choose to display either file attributes, keywords, subjects, descriptions or directories of files.

If you find your albums are using too much disk space, check the **Reduce True Color to 256 Color** option. The next time you insert thumbnails, any True Color thumbnails are automatically converted to Indexed 256-Color. (This can help reduce thumbnail size by two-thirds.) This does, however, increase thumbnail insertion time and results in poorer quality thumbnails.

Note: *Indexed 256-Color thumbnails can only be compressed using LZW compression (irrespective of the compression option selected in the Album Properties dialog box, see p.39).*

To ensure that thumbnails accurately show the current status of their associated files, leave the **Enable Automatic Checking of Source Files** option checked. Any changes made to a file are immediately updated in the thumbnail whenever the thumbnail is selected or the view in the album changes, such as from scrolling or performing a sort operation. Although this option doesn't require any extra memory, it may slow down processing time. Leave this option unchecked when you are certain files have not been modified, if it is not necessary to update existing thumbnails, or if you wish to scroll quickly through an album without having thumbnails repaint.

Note: *If, during a check, Album comes across any missing files, a cross appears over the index number of the appropriate thumbnail. You can then choose to reinsert, relink or delete the thumbnail.*

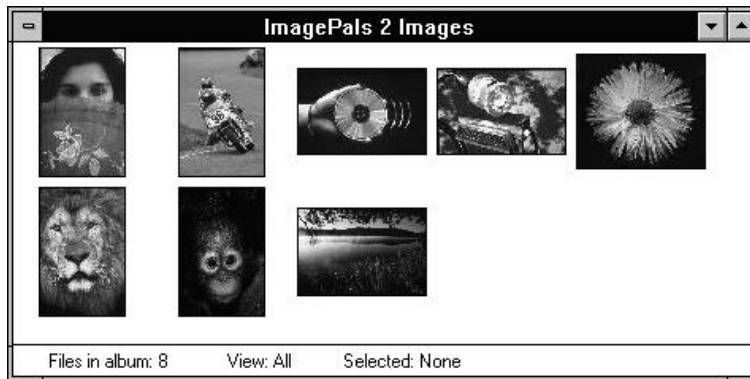
Checking the **Minimize on Use** option minimizes Album as soon as you switch to or invoke another program from the toolbox.

The **Sort Thumbnails in Ascending Order** option rearranges thumbnails into ascending order whenever a sort command is applied. Leaving this option unchecked sorts the thumbnails in descending order.

To free up as much system memory as possible, check the **Swap Out to Disk When Minimized** option. The next time you minimize an album, the system memory used for that album is released. (This method can help free up to 100 KB for an album containing 1000 thumbnails.)

Note: *When you swap out to disk, the memory contents of the album are saved to a file in your TEMP directory (*.\$\$\$). Restoring the album reads that file back into memory. This may slow processing time depending on the size of this file and the current state of your system's resources.*

*Displaying
thumbnails in an
album with no slide,
filename, and
subject information*



2.4.2 OLE & Clipboard

Choosing this command opens the OLE & Clipboard dialog box providing options to control the clipboard and how Album behaves when performing OLE operations. (For background information on OLE, refer to the introductory guide.)

Note: *The default settings you see here are designed to allow Album to function at an optimum when performing OLE operations or when working with image and graphics data. In most cases there will be no need to change these settings. Do so only when you require greater control over OLE and clipboard processes.*

In the **Formats to Copy to Clipboard** group box, you can specify if you want Album to act as a server program when performing OLE operations, as well as defining how image and graphics data is represented on the clipboard. If you want to perform an embedding or linking operation, then you must check the appropriate OLE options, **OLE Embedding Format** or **OLE Linking Format**. If neither is checked, the Paste Special command in the client program will be disabled. (If both are checked, you can decide on which option to use when in the client program.)

The two options, **Device Independent Bitmap (DIB)** and **Device Dependent Bitmap (DDB)** allow you to determine how image information is recorded when you place image and graphics files onto the clipboard. If you are on a network and share data, or want an image to appear at the same size in different resolutions, or want to maintain the color and resolution between programs, select the Device Independent Bitmap option. Checking this option also enables the **Convert as Display Mode** option. This converts the data type of an image (when placed onto the clipboard) to that of your current display mode, and is particularly useful if you are using a low resolution display and wish to save on system resources.

If you work on a stand alone machine, do not share data with other machines or programs, and work in the same screen resolution, then check the Device Dependent Bitmap option. This only records the minimum amount of display information necessary when using the clipboard. (You may find this option produces different results for different programs depending on how the program handles particular data structures.)

Notes: *After placing images onto the clipboard, do not change these options before pasting. Doing so may produce unexpected results.*

When performing OLE operations, you can determine how the object is represented in the client document by selecting an option in the **OLE Representation Format** group box. Checking the **Source Object** option displays the entire file in the client document. This allows you to clearly see the contents and dimensions of the object file, but does increase the client's file size and slow down its operation.

To display image or graphics objects without greatly affecting the client's file size or operation, check the **Low Resolution Place Holder** option. This places a low resolution version of the object file into the client document and is particularly helpful when preparing images for publication, and it is not necessary to have a good quality image displayed on screen.

Note: *When you print the document, the low resolution image is printed. To print the original file, check the Enable Automatic Checking of Source Files option in the Album dialog box.*

If it is not necessary to display the object, or its dimensions, check the **Thumbnail Only** option or **Album's Program Icon** option, this adds the least to the client's file size and uses the appropriate icon to represent the object file.

As mentioned previously, one of Album's more powerful features is the way it uses drag-and-drop between Album and other programs. Controlling how Album behaves when you perform a drag-and-drop operation is determined by the options selected in the **Drag-and-Drop Operation** group box .

Selecting the **Simulate Clipboard Copy/Paste Behavior** option makes Album perform drag-and-drop operations as if you are using the Copy and Paste commands in the Edit menu manually. Use this option when you only wish to copy files, not embed or link them, or if the destination program cannot act as a client. If you want to embed or link files, select the **Paste Embedded Object Into Client** or **Paste Linked Object Into Client** options respectively. For general purposes, select the **Simulate File Manager's Behavior** option. This makes Album behave in the same manner as Windows File Manager when performing drag-and-drop operations.

Note: *If you want to embed or link an object, and are not sure which option is selected, hold down the Shift key as you drop the object into the destination program. This embeds the object, irrespective of the selection made in the OLE & Clipboard dialog box. Holding down the Ctrl key links the object.*

2.4.3 Photo CD

The Photo CD dialog box gives you the option of determining the resolution and data type of any photos imported from a Kodak Photo CD. Any changes made here are also reflected in the CD Browser program.

2.4.4 Display

The Display dialog box allows you to adjust how Album displays images.

If you are working in 256-color display mode, you can select the ***View Images With a Common Palette*** option to display all images using the system palette – this provides reasonable representation of all images and makes your work quicker because the palette is shared by each image, and therefore does not repaint when you switch between images.

A 256-color display mode also enables the ***Don't Care About Background Quality*** option. If you have selected the common palette option, this makes no difference, otherwise select this option to prevent repainting of background images – giving you the best representation of the active image in the fastest working environment. (You cannot, however, compare images with this option selected.)

The final option present in the Display dialog box is the ***Monitor Gamma*** option which tunes your monitor to the current display. It is very important that you calibrate your display before you start working with images for the first time. To learn more about how to calibrate your display, please refer to the introductory guide.

2.4.5 Memory

The Memory command gives you the opportunity to specify directories which can provide additional working space when working with images. The first directory shown is the TEMP directory defined by the SET TEMP statement in your AUTOEXEC.BAT file. Album provides a further three choices that would normally be different drives. If you are working on a network, you may have different space allocations on the same drive; enabling you to specify more than one temporary directory from the same drive.

2.4.6 File Formats

The File Formats command allows you to specify which image and graphics file formats you want Album to support. When you use Album for the first time all available file formats are placed on the active list; this does, however, occupy system resources. If you only work with a limited number of file formats, then use this command to remove unnecessary formats from the active list – in turn helping free up system resources.

Notes:

- *If you have a thumbnail selected, the file format of the thumbnail's file appears with an asterisk; indicating that the format is in use. If you want to remove the format from the active list first deselect the thumbnail.*
- *The selections you make here are reflected in all the ImagePals programs.*

3 *Managing albums*

In this chapter you will learn how to work with albums and perform standard operations such as creating, opening and printing album files. You will also find sections on using the album shelf and various maintenance commands that allow you to copy, delete, rename, move and backup album files.

3.0.1 Albums on a network

Album allows you to access album files on a network. For most albums, this works on a first-come first-served basis as albums (in general) can only be present in one album workspace at a time – they cannot be shared.

If you try to open an album that is already open in another user's workspace, you will be told that the album is being used by another program or user. You can only open the album if it has been removed from the other user's workspace or that user exits Album. When it is available, you can open it from the shelf.

Album allows you to view albums that are in read only directories or ones that have been made read only with the DOS "ATTRIB" command or by the **Read Only** option in the Album Properties dialog box, (see p.39). In fact, unlike other albums, read only albums on a network can be viewed simultaneously by multiple users. In a read only album, you cannot add or delete images, change the properties of thumbnails, or save a new user defined order.

3.1

Working with albums

Your first step on the way to managing the files on your system is arranging them into albums. Each album can contain over 65,000 files. We recommend that you limit this to only a few thousand files, both to save on system resources and for ease of use.

The following section explains how to create an album and then goes on to describe the various commands you can apply to maintain and manage albums.

3.1.1 Creating a new album

You can create an album by:

- choosing the New command in the Album menu (see procedure on the following page).
- clicking on the Album button in any of the other ImagePals programs Save As dialog boxes and choose “New”.
- selecting thumbnails in an existing album and then choosing the Make Album command in the Edit menu.

Creating a new album using the Album menu:

1. Choose “New” from the Album menu. The New Album dialog box opens.
2. Decide on an album title and enter it in the **Title** entry box. The title you enter appears in the new album’s title bar. (The first 8 characters of the title are used to make up the album’s filename. Album files are indicated with an *.ABM file extension.)
3. Select a thumbnail size and compression scheme to display files in the album. The larger the thumbnail size the more memory required. For most cases select the default 80 × 80 option.

Notes:

- *JPEG compression only compresses True Color and Grayscale thumbnails, all other types are compressed using the Lossless LZW compression scheme.*
- *Your compression options only affect the thumbnails and do not change the original files.*
- *The **Display Thumbnails in Grayscale** option is enabled if you are using a 16-color display and have selected **Bypass VGA Palette to Enable use of 16 Grays** in the VGA Palette dialog box.*

4. In the **Create Album File in Directory** entry box, type in the directory you want the album file to be saved in. Leave this if you wish to accept the default directory shown.
5. In the **Description** entry box, type in a short description for the new album (maximum 511 characters). (Optional.)
6. Deselect the **Continue to Insert Files** option if you don't want to start inserting images immediately after creating the album.
7. Click on the Keyword button if you wish to assign keywords to the album, (see p.74).
8. Click OK. The new album appears in the Album workspace. (If you have selected to insert thumbnails, the Insert dialog box appears, see p.50.)

3.1.2 Opening album files

When you create an album, it immediately appears in the Album workspace. It stays there until you move it onto the shelf or remove it. To open albums you have removed, use the Open command in the Album menu; this returns the album to the workspace.

If you wish to open multiple album files, hold down the Ctrl key and click on the files you want to open. To open a range of files click on the first file in the range and hold down the Shift key when you click on the last file. Any intervening files will be highlighted as part of the selection. Dragging your mouse over the files achieves the same result.

Note: *You can also open albums by dragging them from Windows File Manager and dropping them into an empty part of the Album workspace or onto its minimized icon (you cannot drop them on top of a status line, toolbox, or any other open windows or icons).*

3.1.3 Changing an album's properties

When you create an album, you have the opportunity to define certain properties of the album such as the title and description. To modify these properties choose the Properties command in the Album menu. This opens the Album Properties dialog box which allows you to:

- change an album's title and description.
- change the thumbnail size and compression setting.
- show thumbnails in Grayscale, (for 16-color displays only).
- mark the album as read only.

3.1.4 Arranging albums in the workspace

During your work in Album, you may want to compare the thumbnails between albums or to better arrange your albums in the workspace. This can be done by choosing the arranging commands in the Windows menu: Cascade, Tile and Arrange Icons. Cascade "stacks" open albums beneath and to the right of each other whereas Tile resizes open albums to fill the workspace. If you have a large number of minimized album icons, the Arrange Icons command arranges these icons along the bottom of the workspace.

3.1.5 Closing albums

Closing an album file is slightly different than closing other files such as images and text documents. If you wish to close an album, but intend on using it later, you should place the album onto the album shelf. If you don't want to use the album in the near future, choose the Remove command in the Album menu. This removes the album from the workspace, but does not delete the album file. To bring the album back into the workspace, you have to open it again.

3.2 Maintaining albums

When working with albums, it is easy to forget that they are in fact files, and, as files, can be managed and maintained. At this point, it is important to remember that when performing operations on album files, you are not affecting the files associated to thumbnails.

All the necessary commands to maintain album files can be found in the Album: Maintenance submenu. Many of these commands will be familiar and behave in the same manner as if using Windows File Manager. The following section describes each of these commands in greater detail:

3.2.1 Checking a thumbnail to its associated file

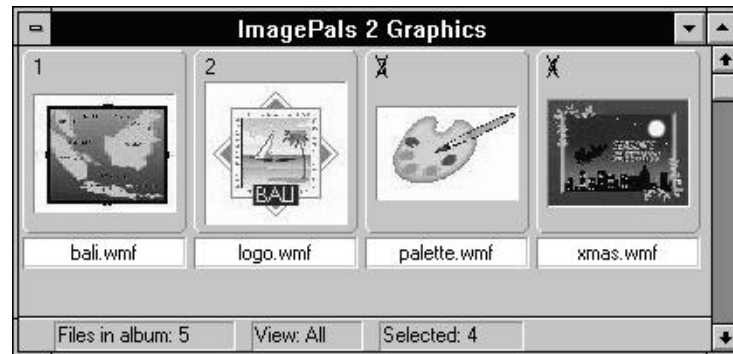
If you have been using the Windows File Manager or even DOS to manage your files, you may inadvertently “break” the link between some files and their thumbnails. This can be because the original files have moved, been renamed or even deleted.

To determine if this link has been broken, use the Check command. Album then performs a cross reference between the thumbnails in the active album and their associated files. Any thumbnails whose files are found missing appear with a cross mark over their index number. These thumbnails can then be deleted if you no longer need them, or relinked back to their respective files, (see p.72).

Notes:

- *Check cannot be performed on read only albums. To take the read only attribute off an album, deselect the **Read Only** option in the Album Properties dialog box, (see p.39).*
- *Checking the Enable Automatic Checking of Source Files option in the Album dialog box automatically checks thumbnails whenever you select them, perform a sorting operation or scroll.*

After checking the thumbnails in this album, thumbnails 1 and 2 still maintain a link to their associated files, thumbnails 3 and 4 have lost their links



3.2.2 Moving an album file

Choosing the Move command opens the Move Album dialog box. In this dialog box you can specify a new path and directory to place the active album file. This moves the album file, not the files associated to the thumbnails in the album. To move associated files use the Move command in the File menu.

3.2.3 Copying an album file

Choosing the Copy command opens the Copy Album dialog box. In this dialog box you can copy the active album file to a new path and directory. This copies the album file, not the files associated to the thumbnails in the album. To copy associated files use the Copy command in the File menu.

3.2.4 Deleting an album file

If you want to delete an album file choose this command. This does not delete the files associated to any thumbnails. Once you have deleted a file, the operation cannot be undone, as a precaution, you may want to keep a copy of important albums stored in your TEMP directory.

3.2.5 Renaming an album file

Choosing the Rename command allows you to rename the active album file. When you rename the file, the title of the album remains unchanged. To change the title of the album use the Properties command in the Album menu, (see p.43).

3.2.6 Backing up an album file

When you back up an album, you not only back up the album file but all those files associated with the thumbnails. This serves two useful purposes; one, it creates a copy of the important files you want to keep a record of, and two, allows you to delete the backed up files to create more storage space.

If you choose to delete the original files after a backup, you can still keep a record of them by not deleting the album file. This allows you to view the thumbnails of the files in the album. (To access the files you need to restore the original album.)

To backup an album:

1. Select the album you want to backup.
2. Choose “Backup” from the Album: Maintenance submenu. The Backup dialog box opens.
3. Use the **Directories** list box to select the drive and directory to where you want to save the album.

Important: *ALL files in the target directory are deleted before backing up begins.*

4. If you have selected specific thumbnails to back up, check the **Backup Selected Files Only** option. Unchecked and all files are backed up.
5. Check the **Compress Files** option to compress the files as they are backed up. (Optional.)
6. Click OK. The dialog box closes and the backup begins. (The progress of the backup is displayed in the album’s status bar.)

Notes:

- *Using LZW compression, the backed up files should occupy 15%–40% less space than the uncompressed originals. Files which have already been compressed with an LZW compression schemes will not be compressed again and files compressed with other compression schemes may not be compressed very much (if at all).*
- *If it is important to achieve maximum compression, try converting all image files in the album to the JPEG format. JPEG, however, is a lossey compression scheme, as such the quality of some compressed files may not be as good as the original.*

Backing up to floppy disks

If you are backing up to a floppy disk, you will be asked to insert additional disks as they are filled up. During the backup operation, Album splits files so that disks are filled as efficiently as possible. For a rough indication of the total number of disks required to back up an album, refer to the **Total Size to Backup** indicator in the Backup dialog box and divide this by the capacity of your disks.

Note: *It is important that you sequentially number and label each disk used during the backup. When you come to restore the album, you will know which disks to insert and in which order.*

3.2.7 Restoring an album file

After backing up an album, you must restore the album to be able to use any of the files contained in it.

To restore an album:

1. Choose "Restore" from the Album: Maintenance submenu. The Restore dialog box opens.
2. Using the **Directories** list box, locate the drive and directory containing the album you wish to restore.
3. In the **Restore To** group box, select the original subdirectory or another one to restore the backed up files to.
4. Click OK. The dialog box closes, your album and associated files are restored to their specified subdirectories and the album appears in the Album workspace.

When you restore an album, any existing files with the same filename as the files to be restored are replaced. These files may be the files you originally backed up and did not delete, or files you have since created. To avoid replacing these files you can:

- restore the album and its files to another subdirectory.
- rename or move the existing files before you perform the restore operation, (see p.45).

Note: *You can restore an album that has the same title as an existing one, as long as the filename is different or you restore it to a different directory. However, once restored, you cannot open it in Album until you have renamed, removed or deleted the other.*

3.3 Using the album shelf

Whenever you create an album, it appears in the Album workspace. You can have up to 140 albums open in the workspace at one time. Of course such a large number would not only clutter your workspace, but make it hard to find those albums you want to work with. To help manage albums in the workspace, use the shelf in the toolbox.

The shelf is a storage area that allows you to place albums you are not currently working on or wish to remove from the workspace. We recommend that you place excess albums onto the shelf, as this not only makes it easier to work with those albums you often use but also frees up system resources.

Note: *To access files referenced in an album on the shelf, you must return the album back to the workspace.*

You can place albums onto the shelf in the following ways:

- drag an album icon onto the shelf button.
- open the Shelf dialog box by clicking on the Shelf icon in the toolbox or choose the Shelf command in the View: Options submenu, or from the menu button on the status bar. Select the album you want to place onto the shelf from the ***Albums in Workspace*** list box. Click “=>”, the selected album is automatically removed from the workspace and appears in the ***Albums on Shelf*** list box.
- click on an album’s control menu box (or click once on a minimized album icon) and, from the control menu, choose the Put on Shelf command.
- use the batch manager’s Put on Shelf operation.

To retrieve albums from the shelf:

- open the Shelf dialog box by clicking on the Shelf icon in the toolbox or choose the Shelf command in the View: Options submenu or from the menu button on the status bar. Select the album you want to retrieve from the ***Albums on Shelf*** list box. Click “<=”, the selected album is automatically moved into the workspace and appears on the ***Albums in Workspace*** list box. Clicking Close removes the Shelf dialog box and returns you to the workspace.

4 *Managing thumbnails*

In the previous chapter you learned about albums, and how albums help keep order of the files in your system. This chapter takes you one step further, explaining how to insert thumbnails of your files into albums. Once inserted you can manipulate the thumbnails and perform various file management tasks such as copying, moving, renaming and deleting.

4.1

Working with thumbnails

Once you have created an album, you can proceed to insert thumbnails of your files. It is important to remember that the original file never moves, it remains where it is on your disk. How the thumbnail is represented depends on the type of file it is linked (associated) to. If its associated file is an image or graphics file, the thumbnail displays the contents of that file. For video and animation files, the first frame of the sequence is displayed. If the file's contents cannot be shown, as in text or sound files, the thumbnail is represented by the file's program icon or a default icon.

4.1.1 Inserting thumbnails of files into an album

Whether you want to insert thumbnails into an empty album or one that already contains other thumbnails, you can:

- use the Insert command from the Thumbnail menu, (see procedure on the following page).
- use the CD Browser program to insert photos from a Photo CD.
- drag-and-drop existing thumbnails from one album to another.
- use the Acquire command in the Album menu (only available if you have an installed TWAIN device).
- click on the Album button in any of the ImagePals programs Save As dialog boxes.
- drag-and-drop files directly from Windows File Manager into an album.

Note: *The thumbnail of a given file can only be inserted into the same album once. If you insert a thumbnail from the same file more than once, the original thumbnail and information are updated each time.*

To insert thumbnails of files:

1. Choose “Insert” from the Thumbnail menu. The Insert dialog box opens.
2. Using the **Directories** list box, locate the drive and directory containing the file or files you want to insert .
3. Select the media type you want to choose from the **List Media Types** combo box. (Choosing a type here determines which file extensions are available in the List File Types of Media Type combo box below.)
4. Select the file extensions of the files you wish to insert from the **List File Types of Media Type** combo box.
5. Select the album you want to insert to from the **Insert Files to Album** combo box. (Optional if inserting thumbnails when creating a new album.)
6. Select the files you want to insert from the **File Name** list box .

Note: *You can perform a quick insert of single files by double-clicking on their filenames.*

7. Check the **Include all Subdirectories** option if you wish to include matching files from any subdirectories.
8. Check the **Write Errors and Journals to File** option if you wish to see a report created about any problems occurred when inserting the selected files. Use this if inserting a large number of thumbnails and you don't want the insertion process to be halted if any errors occur. (This is particularly useful if inserting files overnight.) If this is left unchecked, any problems that occur prompt a message box and halt the insertion process.
9. Click Insert. The selected files are inserted into the specified album. The dialog box remains open to allow you to insert more files into albums. To close the dialog box click on the Close button.

4.1.2 Inserting files from a TWAIN device

If you have an installed TWAIN device, such as a frame grabber or scanner, you can input images directly to an album using the Acquire command in the Album menu. Choosing this command opens the Acquire dialog box. In this dialog box you can specify the filename, drive and directory of the file to be created. Once created, a thumbnail of the file is automatically placed in the active album. (If acquiring multiple images, ensure that the last character in the filename is a number. Album will automatically add one to this with each successive input.)

When using an auto feed scanner and scanning large numbers of pages with information on both sides, check the **Increase File Number by Two** option at the bottom of the dialog box. In the first scan, all files are saved in consecutive odd numbers, e.g. IMG0001.BMP, IMG0003.BMP... When you scan in the reverse sides of the pages, the files are saved as even numbers, e.g. IMG0002.BMP, IMG0004.BMP... This way you can be sure that the file order is identical to your page order.

Note: *Before you use the Acquire command, you have to select the TWAIN device to input from in the Select Source dialog box, opened by choosing the Select Source command in the Album menu.*

4.1.3 Updating a thumbnail

If the file of a thumbnail was created in one of the ImagePals programs, the thumbnail is immediately updated each time there is a change to the file. To update thumbnails of files generated by other programs, choose the From File command in the Thumbnail: Update submenu. This performs a check between each thumbnail and its associated file. If, during an update, Album comes across any missing files or broken links, a cross appears over the index number of the appropriate thumbnail. You can then choose to reinsert, relink, (see p.72) or delete the thumbnail.

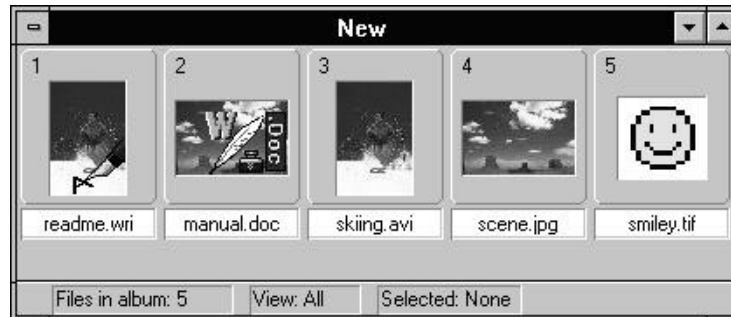
Note: *If you have the Enable Automatic Checking of Source Files option checked in the Album dialog box, (see p.25), thumbnails are updated whenever selected or the view in the album changes. To update a large number of thumbnails, first check this option and then scroll through the album. Each thumbnail is automatically updated as you scroll.*

4.1.4 Changing a thumbnail

When you first insert the thumbnail of a file it displays the contents of that file, where possible. At times you may want to change these contents, especially for those thumbnails whose contents cannot be displayed, e.g. sound and text files.

When you change a thumbnail, you replace it with image or graphics data from the clipboard using the From Clipboard command in the Thumbnail: Update submenu. With this method you can use your favorite images to represent thumbnails or customize particular thumbnails to represent particular files.

*The first two
thumbnails have
been changed with
an existing image
file*



4.1.5 Selecting thumbnails

When you perform an operation, it is applied to all the thumbnails in an album, or to selected thumbnails only. You can select or deselect thumbnails in the following ways:

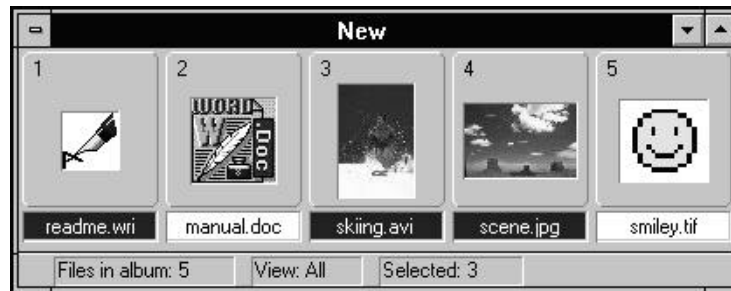
- to select one, click on it.
- to select a range, click on the first thumbnail in the range and then, with the Shift key held down, click on the last.
- to select or deselect individual thumbnails, hold the Ctrl key down and click on the ones you want to add to, or delete from the current selection.
- in the Search dialog box, choose the Select option in the **Action to Take** combo box. Any thumbnails matching the search criteria are selected.

Using the Edit: Select submenu, you can select or deselect thumbnails with the following commands:

- *All* selects all the thumbnails in the current view.
- *None* deselects all selected thumbnails. (Clicking on an album's status bar has the same affect.)
- *Invert* selects the thumbnails which are not currently selected and deselects the ones selected in the current view. This is useful if you want to select a large number of thumbnails while wanting to exclude one or two. In such cases select the ones you do not want and then invert the selection.

Note: *If you only want to view selected thumbnails, choose the Selected command in the View menu. To display all the thumbnails again, choose the All command from the same menu or click on the view all button in the search ribbon.*

Thumbnails, 1, 3 and 4 are selected and appear with a highlighted filename



4.1.6 Using the clipboard

One of the easiest ways to move thumbnails is by dragging them and dropping them into other albums. Other means involve using the clipboard and the Cut, Copy, and Paste commands in the Edit menu.

Cutting a thumbnail removes it from the album and places it onto the clipboard (only the thumbnail is cut; the thumbnail's file is not affected and remains where it is). If you choose to use the Copy command, you have the option of copying the thumbnail, its associated file or filename. Copying a filename is useful, particularly if it has a long pathname and you wish to use it in any of the file access dialog boxes, such as the Open dialog box, or when referencing it in a text document.

Note: *If you want a program to automatically open the same file each time you access it, paste the filename into the command line of the Program Properties dialog box, accessed by choosing the Properties command in the tool button menu. If the program supports the opening of files with a command line, the file will automatically open each time you invoke the program via the toolbox.*

Pasting thumbnails into an album

The Paste command is available when the clipboard contains thumbnails that have been cut or copied from an album. In user-defined sort mode, (see p.99), pasted thumbnails are placed at the end of an album. In other sort modes they are placed according to the sort order.

Note: *If you paste thumbnails into an album that already contains the same thumbnail, the existing copy is replaced.*

4.1.7 Printing

Album allows you to print an album, thumbnail, associated file and keywords to any Windows compatible output device. Before you print, however, make sure that your output device is turned on, connected, and selected in the Printer Setup dialog box. You can access this dialog box through the Printer Setup command in the Album menu.

When ready to print, choose the Print command in the Album menu, a submenu appears with the following commands:

Album

When you want to print out information on all the thumbnails contained within an album, choose the Album command. This opens the Print Album dialog box where you can define what information to print, such as the thumbnail, file attributes, keywords, subjects and descriptions. You can print individual options or all at the same time.

When printing out thumbnails, you can determine their size in the **Thumbnail Size** spin box, from 1/2 an inch square to 3 inches square. To print only the currently selected thumbnails, check the **Print Selected Items Only** option. For the best possible representation of thumbnails, check the **Create Thumbnails From Original File** option. This produces a clearer thumbnail, but does slow down processing time.

Other options are also included in the Page Setup dialog box, accessed by clicking on the Page button. Here you can change the page layout, create a header and/or footer as well as choose to append any relevant file information.

Thumbnails

To print information regarding individual thumbnails choose the Thumbnails command. This opens the Print Thumbnails dialog box. When you print a thumbnail, you can include its filename, index number and thumbnail slide. You can also control how many thumbnails appear on each page as well as the size of each thumbnail.

Checking the **Create Thumbnails From Original File** option produces a clearer thumbnail, but does slow down processing time. To print only selected thumbnails check the **Print Selected Items Only** option. (This is disabled if no thumbnails are selected.) If you have not selected any thumbnails, all thumbnails in the album are printed.

Keywords

If any of your thumbnails have keywords assigned to them, you can print out those keywords by choosing the Keywords command. The Print Keyword dialog box opens. This is a useful command to use when you want to print a list to cross reference your keywords to filenames. Select the keywords to print by highlighting them in the **Keywords to Print** list box .

Other options are also included in the Page Setup dialog box, accessed by clicking on the Page button. Here you can change the page layout, create a header and/or footer as well as choose to append any relevant file information.

File

If you want to print out the file of a thumbnail, choose the File command. The Print File dialog box opens. This dialog box contains the following options:

In the **Title** entry box you can enter a title for the images to be printed. (The default, "&f", prints the filename.) Checking the **Scale to Fit the Page** option scales the file to be as large as possible on the page while maintaining its aspect ratio. With this option unselected, the file prints at the size determined by its resolution.

The ***Center Image Horizontally***, ***Center Image Vertically*** and ***Start From Top Left Corner*** options allow you to choose where images print on the page. If both the center options are selected, images print centered on the page. (Choosing these options disables the corresponding ***From Top*** or ***From Left*** option.)

Note: *For some application-linked files, their associated program will be called up to print the file. Once printed the program will then close. For example, to print a Write document, Write is opened with the selected document in the workspace; the Print dialog box also appears. Enter your print settings and click OK. The file is printed and Write closes, returning you to Album.*

4.2 Viewing

Thumbnails are a way of viewing the contents of files. You are not however restricted to viewing them in this mode only. You can view them as filenames – just like the File Manger of Windows. (You can view different albums in different modes.)

To change the viewing mode of an album, select the album in the workspace (by clicking on its title bar or icon) and then choose the Thumbnails or Filenames command from the View menu. The following provides a brief explanation of what information is displayed when you choose either of the viewing modes:

- *Thumbnails* displays the thumbnails of files from left to right and top to bottom in an album. You can also choose whether or not to display the filenames, subjects or slides of thumbnails using the Album preferences dialog box, (see p.25).
- *Filenames* displays filenames from top to bottom in the album. Depending on selections made in the Album dialog box, (see p.25), various information is displayed about each file, such as: file attributes, subject, description and pathname. (Viewing in filename mode is quicker than thumbnail mode, and requires less memory.)

Viewing files in
filename mode

ImagePals 2 Images					
1	gypsy.jpg	53,838	01/07/94	Image	RGB True Color
2	motor.jpg	40,659	01/07/94	Image	RGB True Color
3	cd.jpg	44,198	01/07/94	Image	RGB True Color
4	connect.jpg	82,534	01/07/94	Image	RGB True Color
5	flower.jpg	52,867	01/07/94	Image	RGB True Color
6	lion.jpg	66,303	01/07/94	Image	RGB True Color
7	monkey.jpg	43,694	01/07/94	Image	RGB True Color
8	lake.jpg	70,865	01/07/94	Image	RGB True Color
Files in album: 8		View: All		Selected: None	

4.2.1 Scrolling an album

Album provides several methods for locating thumbnails in an album. The most obvious is the scroll bar, which appears on the right side of the album when it is not possible to display all the thumbnails in the current view. Clicking on the scroll bar direction buttons moves the view by a single line. Clicking in the scroll bar moves the view by a page, and dragging the slider allows you to move quickly to a new location.

If you have a large number of thumbnails in an album you can automatically scroll them by choosing the Auto Scroll command in the View menu. The Auto Scroll dialog box opens. In the **Delay Time** entry box, type in a the time (in seconds) you want Album to wait before each scroll. When ready, click on the OK button. The dialog box closes and automatic scrolling begins. (To pause/continue scrolling, press the Space bar, to stop scrolling press the Esc key.)

If you want to go to a specific thumbnail, choose the Scroll To command in the View menu. This opens the Scroll To dialog box which lists the filenames and index numbers of all the thumbnails in the album. Selecting a filename and clicking OK automatically scrolls the thumbnails to the location of the selected filename. (Double-clicking on a filename performs the same effect.)

4.2.2 Performing a slide show presentation

Album provides a slide show feature which allows you to showcase your image, graphics and sound files. This includes using impressive transition effects and providing manual or automatic playing. Apart from its obvious value as a presentation tool, slide show can also serve as a personalized screen saver.

To create a slide show:

1. Choose "Slide Show" from the Thumbnail menu. The Slide Show dialog box opens.
2. In the **Transition** group box decide on a transition effect. To control the speed between each slide, use the **Speed** slider. To determine how the slide show plays the presentation, select either the **Delay** (in seconds), **Synchronize With Audio Files** (displays a new slide once an audio file has finished playing), or **Manually With Keyboard or Mouse** options, (use this option if you want to control the transition yourself).
3. Select other options such as: **Continuous Repeat**, **Resize Large Images to Fit Screen**, **Use a Common Palette to Show Pictures** (16-Color display mode only) and **Hide Pointer During Slide Show**. (Optional.)
4. In the **Attributes** group box click on the Text, Bkgd Color and/or Bkgd Music buttons to define their respective attributes.

Notes:

- *You can only play MIDI files as background music.*
- *If you have the Synchronize With Audio Files option checked, the time specified in the Delay option is used as a pause between each audio file.*

5. Once you are satisfied with the settings, click OK. The files are loaded to memory and the slide show begins. (If you selected the Manually With Keyboard or Mouse option, the Slide Show Controls dialog box opens detailing the respective keyboard or mouse operations used to control the playing of the slide show.)

Once you have played a slide show, you may want to retain the same slide show settings for future use. To do this, click on the Save button to save your settings to file. Click on the Load button to bring your settings back into the slide show .

When you load a settings file, all the settings currently chosen in the Slide Show dialog box change to the new configuration.

Once loaded, you can still change the settings to suit the particular type of slide show you are preparing, but the original file remains unchanged unless you resave it.

4.2.3 Viewing image and graphics files

If a thumbnail's file is an image or graphics file, you can view it using the Viewer program of ImagePals, (see p.111). This is particularly useful if you want to compare multiple files at their original size, or just to see a file in greater detail. To open a file in the Viewer program, double-click on its thumbnail or select the thumbnail and choose the File command in the View menu.

Once a file is displayed in a Viewer window, you can perform basic editing functions such as copying the file, or portions of the file to the clipboard. You can then paste the data into another compatible file or use it to change a thumbnail's representation, (see p.54).

4.2.4 Displaying information

You can display information about the file of a thumbnail in two ways: choosing the File Information command in the View menu, or by clicking on a thumbnail with the right mouse button. Choosing the File Information command opens the File Information dialog box. Here you can find information about the attributes of the file as well as details including the filename, file format and space occupied on disk, and whether the file is read only. Clicking on the More button displays additional information about any masks, keywords, subjects or descriptions associated with the file. (Clicking the right mouse button on a thumbnail displays similar information in a pop-up dialog box.)

Note: *For different files and formats the information provided may vary.*

To display information about an album, choose the Album Information command. This opens the System Information dialog box. Here you can find information about the attributes of the album, thumbnails, files, and compression schemes. The description of the album is also displayed, as well as any keyword lists and mark files.

4.2.5 Displaying program features

The Options command in the View menu provides a submenu of commands to show and hide various features of the Album program window. These include the shelf, toolbox, mark palette and search ribbon. Choosing one of these commands hides the appropriate feature – choose it again to show it. These commands can also be found in the button menu on the left of the status bar.

Note: *The toolbox and mark palette can also be hidden by choosing the Close command in their respective menus.*

4.3 Maintaining files

Once files are represented in an album, you can manage them just as you would from Windows File Manager. This includes copying, deleting, renaming and moving files on disk. You can even convert the data types and file formats of files as well as change their attributes and program association.

All the commands to manage files are contained in the File menu. These commands behave in much the same way as those previously discussed in the Album: Maintenance submenu. The major difference being that File commands are applied to a thumbnail's file and not to the album itself. The following describes each of these commands in greater detail:

4.3.1 Converting a file's format

The Convert File Format command lets you convert image and graphics files into a variety of different file formats. This command can be applied to individual or multiple files, sharing the same or different formats. Changing file formats is particularly useful when you want to open a file in a program that doesn't support a file's current format, e.g. changing *.TIF files to a *.BMP format so they can be opened in Paintbrush.

When you choose this command, the Convert File Format dialog box opens. In this dialog box you can select to save the converted files in the same directory, or have them saved in another subdirectory. You can also delete the original files after conversion or choose to insert thumbnails of the converted files into an existing album.

4.3.2 Converting a file's data type

The Convert Data Type command allows you to convert image and graphics files from a variety of data types into a common data type. This is especially useful when you are preparing a large number of images for publication, e.g. converting your images from RGB True Color to Grayscale.

When you choose this command, the Convert Data Type dialog box opens. In this dialog box you can choose the target format and destination of the files and whether to delete the original files and/or insert the new files into an existing album.

4.3.3 Moving files

Choose the Move command if you want to transfer the files of selected thumbnails to a new path and directory . After moving, thumbnail information is updated to reflect the files' new location.

4.3.4 Copying files

Choosing the Copy command opens the Copy Files dialog box. Here you can copy the files of selected thumbnails to a new path and directory. There is also an option to insert thumbnails of the copied files into a new album. (If you want to copy a file to the clipboard, use the Copy command in the Edit menu, see p.56.)

4.3.5 Deleting files

The Delete command deletes files from disk as well as removing the selected thumbnails from their album. This command cannot be undone. As a precaution, make a back up of your files or keep a copy of your important files in the TEMP directory.

Removing thumbnails from albums

Sometimes you will want to remove thumbnails from albums. It could be that you no longer need them or that they should not have been in the album in the first place. Removing a thumbnail from an album doesn't affect the associated file on disk. If you remove a thumbnail accidentally, use the Undo command in the Edit menu or insert it again from the original file.

To remove a thumbnail, select it and choose the Clear command in the Edit menu, or press the Del key. The selected thumbnail is removed from the album.

4.3.6 Renaming files

Use the Rename command to change the filenames of those files whose thumbnails you select. A filename can be up to eight characters long. (It is not necessary to type in a file extension.) If you select multiple files, all filenames will change to the same name, only the file extensions remain different. (You cannot rename files that share the same file extension.)

Note: *You can use DOS wildcards when renaming multiple files. For example, the string "NEW*.TIF" will replace the first three characters of all the selected files to NEW.*

4.3.7 Changing a file's attributes

Choosing the Attributes command allows you to change the attributes of the files whose thumbnails are selected. These attributes can be: Read Only, Archived, Hidden or System. A read only file allows you to open the file but prevents any changes being saved to it. This is useful when sharing files over a network and you do not want anyone changing the content of your files. The archived option identifies those files, with an asterisk, which have been updated since their last backup. Selecting the Hidden attribute hides files from view and System marks files as MS-DOS system files, also hiding them from view.

4.3.8 Changing the program association of a file

The Associate command allows you to change the association between a file and the program it was last saved in. You will want to change the association of a file when, for example, you double-click on a filename in Windows File Manager and the file opens in a different program than expected. (Such situations often happen when you use different programs to work on the same file.)

Choosing the Associate command opens the Associate dialog box. In this dialog box you specify the file extension whose program association you want to change. If you do not select any thumbnails, this command affects all thumbnail files sharing the same extension.

4.3.9 Relinking thumbnails to their associated files

When the thumbnail of a file is inserted into an album, it maintains a link to the location of this file. This is why you can manage files by manipulating their thumbnails. If files have been moved using DOS or Windows File Manager, or, if you remap your disk drives, Album may lose this link. Thumbnails that have lost their link appear with a cross mark over their index number. (The File command in the View menu is also disabled for such thumbnails.) If you want to reestablish this link, you can reinsert the thumbnail for the file or use the Relink command.

To relink thumbnails:

1. Select the thumbnails that need relinking.
2. Choose "Relink" from the Thumbnail menu. The Relink dialog box opens.
3. Select the drive and directory that contains the files you want to relink the thumbnails to.
4. Click OK. The dialog box closes and the relinking process begins. The thumbnails are compared against the files present at the new location, their paths are updated and, if necessary, so too are their thumbnails and information.

5 *Labeling thumbnails*

Albums are essentially databases that provide an easy-to-use and efficient way of cataloging and managing files. As with any database, its real worth is how it allows you to organize, label and search for information related to these files. This chapter, and the next, explain how Album achieves this by using keywords, marks, subjects and descriptions.

5.1 Defining keywords

Keywords are phrases that can be assigned to the thumbnails of files to help you conveniently group files which share common themes. For example, the keyword “Sports” can be assigned to all those files in an album that have a relationship to sports.

A keyword can consist of one word, such as “sun”, or multiple words such as “sun in Hawaii”. (When using multiple words, ensure that each word is separated by a space.)

You can define keywords in the following ways:

- choosing the Keyword command in the Album menu, (see procedure on the following page). Using this method you can easily assign the same keywords to multiple thumbnails as well as perform keyword searches.
- clicking on the Keyword button in the New Album dialog box, (opens the Keywords dialog box).
- adding it to the Keywords list in the Thumbnail Properties dialog box, (see p.83). To use the same keyword repeatedly, it is best to use the first method described above.

To create a keyword list:

1. Select the album you want to assign the keyword list to.
2. Choose “Keywords” from the Album menu. The Keywords dialog box opens.
3. In the **New Keyword** entry box type in a keyword. Click on the Add button or press the Enter key to add the keyword to the keywords list box. (If there are existing keywords, the Change button is also enabled. Clicking this button changes the highlighted keyword in the list to the keyword appearing in the New Keyword entry box.) To add more keywords repeat this procedure.

If you wish to adopt a keyword list from another album open in the workspace, select the album from the **Adopt Keywords From Album** combo box. This places the album’s keyword list (if it has one) into the keywords list box.

4. Click OK. The dialog box closes and the keywords are now associated to the album. To assign the keywords to a thumbnail, use the Thumbnail Properties dialog box, (see p.83).

Note: *The total size of keywords in an album cannot exceed 65,536 characters. You can assign as many as 32 keywords to a thumbnail. Each keyword cannot exceed 31 characters.*

5.1.1 Saving and loading keywords

When you create a keyword list you can save it for future use or editing. To do this, click on the Save button in the Keywords dialog box. This opens the Save Keywords dialog box. Select the path you want to save the keyword file to and type in a filename, choosing either a DOS or Windows *.TXT file extension. Use Windows if you are working with Windows, DOS if you want to transport your file to a DOS application program for editing.

To add keywords from an existing keyword file, click on the Load button in the Keywords dialog box. The Load Keywords dialog box opens. Choose the appropriate keyword file and click OK. You will be asked if you want to retain the current keywords. Selecting YES adds the keywords to those currently in the keyword list box; NO replaces the current keywords with those of the file.

If preparing a large number of keywords, you may find it easier to first compile the keywords in a word processing program and then load them into an album. Doing so, you can easily edit and, where possible, spell check your work. (If using a word processing program, each keyword must be separated by a paragraph break.)

5.2 Defining marks

Marks serve as visual tags for thumbnails in albums. In a sense they are very similar to keywords differing only in implementation. Whereas keywords work “behind the scenes”, marks are clearly displayed on the thumbnail slide. You will find marks particularly useful when you want to quickly navigate around an album and pin-point certain thumbnails for future operations.

5.2.1 Assigning marks

To assign marks you need to use the mark palette. This is a floating palette that allows you to assign up to 26 marks to a thumbnail. To move the palette drag on its title bar, or, if you are using the keyboard, choose the Move command in the mark palette control menu. Each mark is represented by a letter of the alphabet and once assigned the letter is displayed next to the index number on the thumbnail slide, (see procedure on the following page).

To assign a mark:

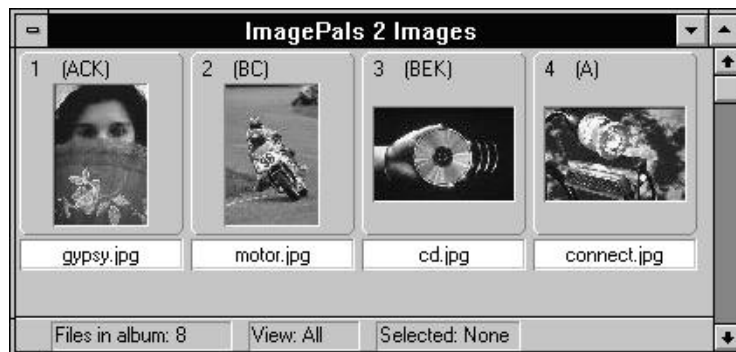
1. Open the album containing the thumbnails you want to assign marks to.
2. If the mark palette is not open, choose “Show Mark Palette” from the View: Options submenu. The mark palette opens. (The same command can also be accessed from the menu button on the status bar.)
3. Double-click on any letter in the mark palette, the Edit Marks dialog box opens. (This dialog box can also be opened with the Edit command in the mark palette control menu.)
4. Select the letter you want to assign from the **Marks** list box. In the **Mark Name** entry box type a description (up to 31 characters).

Note: *You can edit and assign descriptions to any mark by simply clicking on it and then entering a description in the Mark Name entry box. If you wish to use marks already present in another album select the album from the **Adopt Marks From Album** combo box. The marks, if any, appear immediately in the Mark list box.*

5. Click OK. The dialog box closes, returning you to the Album window. The description of the mark now appears in the mark palette.
6. Click on the mark to assign in the mark palette. The View and Assign buttons are enabled. To assign multiple marks, hold down the Ctrl key and click on each mark to select it. (Clicking again deselects the mark.) To select a range of marks, click on the first mark in the range and, holding down the Shift key, click on the last. All marks in the range are selected. (Dragging your mouse over the marks performs the same function.)
7. Click on the Assign button, the Assign button changes to Stop and, when you move your pointer onto an album, the pointer changes to the mark pointer.
8. Place the mark pointer on the thumbnail you wish to mark and click once. The letter of the mark is immediately shown on the top left corner of the thumbnail slide, next to the index number. (Clicking again removes the mark.) Repeat this procedure if you want to assign the same mark to another thumbnail.
9. When you have finished assigning the current mark, click on the Stop button in the mark palette, the button changes to Assign. To assign another mark repeat steps 6 to 8. (You can assign more than one mark to the same thumbnail.)

Note: To remove the mark palette, double-click on the title bar or choose the Hide Mark Palette command in the View: Options submenu.

Examples of marked thumbnails



5.2.2 Viewing marks

The advantage of using marks is that they are quick and easy to apply and you can see which thumbnails have been marked accordingly. When you want to view marked thumbnails the procedure is just as convenient.

To view marked thumbnails:

1. Open the album which contains the marked thumbnails you want to view.
2. If the mark palette is not open, choose “Show Mark Palette” from the View: Options submenu.
3. Select the letter or letters in the mark palette you wish to view.

Note: *To select individual marks, hold down the Ctrl key and click on the mark to select it. (Clicking again deselects the mark.) To select a range of marks, click on the first mark in the range and, holding down the Shift key, click on the last. All marks in the range are selected. (Dragging your mouse over the marks performs the same function.)*

4. Click on the View button, the View menu opens with the commands AND, OR and View All. Choosing AND immediately displays those thumbnails that contain all the selected marks. For example, if you have selected the marks A, B and C, only those thumbnails with the marks A, B and C are displayed. Choosing the OR command displays those thumbnails with either one of the selected marks. To display all the thumbnails in the album, choose the View All command or click on the view all button in the search ribbon.

Note: *To view a diverse range of marks, use the Marks command in the Thumbnail: Search by Item submenu, (see p.95).*

5.2.3 Managing marks

When it comes to managing marks in an album you can choose from a number of commands in the mark palette control menu. These commands are particularly helpful when you want to perform batch operations over a large number of thumbnails.

Performing a batch mark assignment

To assign the same mark to many thumbnails, you can mark each one individually, as demonstrated in the previous procedure, or first select them, and then use the Assign Selected command in the mark palette control menu. This automatically affixes the currently selected mark or marks to each thumbnail.

Removing marks

To remove specific marks from thumbnails, first select the marks you want to remove and then select the thumbnails you want to remove them from. Click on the control menu of the mark palette and choose the Clear Selected command. The selected marks are removed from the appropriate thumbnails. To remove all the selected marks in the active album, choose the Clear All command, (this command is disabled if no marks are selected).

Loading and saving marks

Whenever you assign a mark, it is recorded as an MRK file in the same directory of the album file. If other people share the same album, such as a Photo CD, you can send this file to them, and have them load it into their machine using the Load command in the mark palette control menu. This provides you with a convenient method of bringing to the attention of another user any thumbnails you may want to highlight. To only send the marks of a few thumbnails, select the concerned thumbnails and then save these as a new MRK file with the Save command.

Converting marks to keywords

There may be times when you would like to use the same mark as a keyword. This allows you to include the mark in a thumbnail's properties, as well as using the mark when performing more complex searches. You may also find it easier to define keywords in this way rather than using the Keywords dialog box.

To convert marks to keywords:

1. Select the mark or marks you want to convert.
2. Select any thumbnails you want to remove the selected marks from. (Optional.)
3. Choose "Convert to Keywords" from the mark palette control menu. The Convert to Keywords dialog box opens.
4. Check the ***Clear Marks From Selected Thumbnails*** option to remove the mark, or marks, from any selected thumbnails after they have been converted to keywords. Checking the ***Clear Mark Name From Palette*** option removes the mark, or marks, from the mark palette after the conversion. (Optional.)
5. Click OK. The selected marks are converted to keywords and will now appear in the Keywords dialog box. Depending on your options selected in the Convert to Keywords dialog box, the marks will also be removed, or remain unchanged, from any selected thumbnails and the mark palette.

5.3 **Assigning thumbnail properties**

Thumbnails, by their very manner, allow you to append a great deal of information about a file, thus making it easier to locate and identify your files. This information consists of keywords, subjects and descriptions. All of which are user-defined, fully searchable and can be applied to individual or multiple thumbnails.

As mentioned in the previous section, keywords can be used to group like files together. Subjects help extend on keywords by providing brief titles, such as “skiing in the Alps”, which add further information about the file. Descriptions on the other hand offer more detailed information about any one file, such as observations about what the file contains, date and time or any particularities that should be remembered for later recall.

To assign a keyword, subject or description to a thumbnail:

1. Select the thumbnail whose properties you wish to assign.
2. Choose the Properties command in the Thumbnail menu. The Thumbnail Properties dialog box opens.
3. If assigning keywords, click on the **Keywords List** combo box and select the keyword you wish to assign. (If the album has no keywords, or you wish to create a new one, enter its name directly.) Press Enter to place the keyword into the **Keywords** list box. If assigning a subject or description, type your comments in the appropriate **Subject** or **Description** entry boxes.

Note: *Keyword text cannot exceed 31 characters, subject text 127 characters, and description text 4095 characters.*

4. Click OK. The dialog box closes and the thumbnail's properties are updated.

If no thumbnails are selected, or you have selected multiple thumbnails, the Next and Go To buttons are enabled. Click on "Next" to step through the thumbnails and stop on the one whose properties you want to change. If you want to edit a specific thumbnail, click on the Go To button. The Go To dialog box opens listing available thumbnails. Select the one you want and click OK. The thumbnail now appears in the **Information** group box and any properties it may already have are displayed in the appropriate entry boxes.

Note: *Double-clicking on the thumbnail in the Information group box opens the file of the thumbnail in its associated program, where possible.*

5.3.1 Saving and loading properties

Having assigned properties, you can save these to a file and then export it to a text editing program. In this way you can easily edit and, where possible, spell check your work. Clicking on the Save button in the Thumbnail Properties dialog box opens the Save Properties dialog box. Select the path you want to save the properties file to and type in a filename, choosing either a DOS or Windows *.TXT file extension. Use Windows if you are working with Windows, DOS if you want to transport your file to a DOS application program for further editing.

At the bottom of this dialog box are the three properties options, ***Keywords***, ***Subject*** and ***Description***. By default, all three are checked. If you want to save a selected property, uncheck the ones you do not require. This allows you to load only the selected property back into the original thumbnails – without affecting other property information.

Notes:

- *When you save properties to file, additional file information appears identifying the particular properties as well as the file of the thumbnail. Therefore, it is impossible to save the properties from one thumbnail and then load it into another without first altering the file location data manually. When you open a properties file in an editing program, it displays the following file location and properties information:
[c:\pals2\manual\editor\woman.tif]
Keyword=woman, history, old English
Subject=Woman sitting on rocking chair.
Description=Image prepared for ImagePals 2 user guides.*
- *When adding keywords to a properties file, separate each keyword with a comma followed by a space.*

6 *Locating thumbnails*

The previous chapter discussed how to assign marks, keywords, subjects and descriptions to thumbnails. This chapter explains how you can use these properties to pin-point where in an album, or albums, specific thumbnails are located; using either the search ribbon for quick one step searches, or one of the search commands for more complex multiple criteria-based searches.

6.1 Search basics

Album brings with it a variety of commands and features to provide you with the most precise means of locating thumbnails and their associated files. In all, there are three methods you can use to perform searches. The first is using the search ribbon for quick, on-the-spot searches, the second, choosing a user defined search command from the Thumbnail: Search by Query submenu, and the third, creating multiple criteria searches with the Search, or Search by Item commands in the Thumbnail menu.

Before you begin to perform searches, however, you need to have a clear idea of some of the logic behind search operations. The following section explains this logic which will help you better understand the possibilities available when using the search facilities of Album.

6.1.1 Search criteria and queries

Whenever you perform a search, you must first specify what it is you want to search on (the criteria). This can be anything from keywords, filenames or data types. Once you select a criteria, you need to further define which aspect (the query) of the criteria to look for. For example, if you have chosen the criteria 'filenames', the query would be the filename you are looking for.

Note: *If the query consists of more than one word, you must encase it with double quotes, e.g. "New York".*

6.1.2 Boolean operators

One of the more powerful features of Album is its use of logical (Boolean) operators: NOT, AND, OR and (). These allow you to search a vast number of files quickly, looking only for specific file features. Below is a brief description of how each of the operators work:

NOT, is used to define the opposite of the indicated criteria. This allows you to isolate thumbnails whose file's format makes it a minority in the album. For example, in an album consisting largely of *.TIF files, performing a file format search – NOT *.TIF, results in all thumbnails, except those whose files are of the *.TIF format, being displayed.

AND, allows you to specify more than one criteria to search on. (Matching thumbnails must meet all of these criteria.) For example, to find thumbnails about your holiday in Spain, you could perform a subject search on – "holidays AND Spain". All thumbnails with the words holiday and Spain in their subjects are displayed.

OR, allows you to match thumbnails that meet one or more of a specified criteria. For example, performing a filename search on – F*. * OR G*. *, will display only thumbnails whose files begin with an F or G.

(), the parenthesis are used to group criteria together. This is particularly important if you have several queries, some of which must be paired together. For example, if you are searching on the values, A, B and C, then you could define the search as, “A AND (B OR C)”, or “(A AND B) OR C”. In the first example, the thumbnails must have A and either B or C. In the second example, the thumbnails must have either A and B together, or C only.

Note: *To use an operator simply double click, (or select), on the desired operator in any of the dialog boxes that support this feature. The operator appears in the Query entry box.*

Some examples of what you can achieve using Boolean operators.

The following examples are provided to give you an idea of how to perform more complicated searches. Depending on the search command used, some of these options may or may not be available.

- | Operator | Criteria | Query |
|----------|-----------------|------------------|
| | File Name | new*.tif |
| AND NOT | Image Data Type | Indexed 16-Color |

This query searches for all TIF files which begin with the letters NEW and are not Indexed 16-Color.

- | Operator | Criteria | Query |
|----------|-------------|-----------------------------|
| | Keyword | holidays AND "image editor" |
| OR | Description | "lying on the beach" |
| AND | Date | from 4/18/93 to 2/05/94 |

This query searches for all thumbnails which have the keywords "holidays" and "image editor" or have the phrase "lying on the beach" in their description. The files of these thumbnails must have been created between 4/18/93 and 2/05/94.

- | Operator | Criteria | Query |
|----------|-------------|----------------------------------|
| | Media | Image |
| AND | Keyword | "user guide" OR (user AND guide) |
| AND | Subject | Children [Case] |
| AND NOT | Description | "lying on the beach" |

This query searches for all thumbnails which are of the image media type, have "user guide" or the words "user" and "guide" as their keywords, have "Children" in their subject (matching case) and do not include the phrase "lying on the beach" in their description.

6.1.3 Match case and match whole word

When performing a search on text, many of the search dialog boxes allow you to “match case” or the “whole word”. Matching case tells Album to find those thumbnails matching the upper or lower case of the query. For example, to match the case of “New York”, only New York would be selected, any variations, such as “new York” or “NEW YORK” would be ignored.

Matching the whole word searches on occurrences of a defined word. For example, to match the word “man”, only man would be selected, not *manage*. If this option is left unchecked, any occurrence of the letters (not the word), *m-a-n* will be selected, such as *man*, *manage* and *human*.

Note: *Selecting Match Whole Word performs a search much quicker than leaving this option unselected.*

6.2 Performing a search

Performing a search can be as simple, or complex, as you want to make it. In most cases you will be performing simple, single criteria searches which are best done from the search ribbon, (see p.97). If you want more control over the search process then choose one of the search commands in the Thumbnail menu.

Some notes before you start:

- Although the search dialog boxes share similar features, it is not possible to itemize all the possible search variations here. The best method is to read the previous section on search basics, and then experiment with your own variations.
- In some search dialog boxes, you will find that the criteria and query can be very complex and involved. Try working out your search on paper first before entering it into a Query entry or list box.
- Whenever you perform a search, the search is done only on the thumbnails in the current view of the active album. If you want to perform consecutive searches, be sure that the Search Entire Album command in the Thumbnail menu is checked. (The same command can also be accessed from the menu button on the status bar.) Alternately you could click on the view all button or select the View All command in the View menu. The next time Album performs a search, all thumbnails in the album will be included, irrespective of the results of the previous search or current view.

6.2.1 Defining a search query

To define complex searches, or to create a user defined search, you need to access the Search dialog box. This allows you to search on any criteria and query and in any combination. If you want to search on a single criteria only, use one of the other search commands in the Thumbnail: Search by Item submenu, or select a criteria from the search ribbon.

To perform a search using the Search dialog box:

1. Open the album you want to perform the search on.
2. Choose "Search" from the Thumbnail menu. The Search dialog box opens.
3. Select the criteria you wish to search on in the **Search Criteria** combo box. Depending on the criteria chosen, define your query. (For multiple queries click on the appropriate operator.)
4. Click on the Add button. The query is now placed in the list box underneath. To include additional criteria, repeat steps 3 and 4. To change a query, select the query in the list box and redefine the criteria and query from the Search Criteria group box. This time, when you are ready to add the query, click on the Change button. This replaces the query selected in the list box with the new one. To remove a query, highlight it and then click on the Remove button.
5. To search all albums in the workspace, check the **Search all Albums in the Workspace** option.
6. In the **Action to Take** combo box select View, Go To or Select. View displays the thumbnails matching the search criteria. Go To indicates where in an album, with a yellow arrow, the thumbnails are located and Select selects those thumbnails matching the search criteria.

7. If you want to save the query for later use, type in a name in the **Query** entry box and press Enter. To remove an existing query, highlight it and click on the Remove button. To edit a query, select it from the Query entry box, the contents of the query are displayed in the list box.
8. Click OK. The search is performed and, if you defined a query, the query is saved and added as a menu command in the Search by Query submenu.

Note: *Depending on the media type and file format of the thumbnail files, some options may be disabled.*

6.2.2 Search by Item

If you have assigned keywords, subjects or marks to thumbnails, you can search on these criteria by choosing the Search by Item command. A submenu appears listing the following commands.

Keywords

Choosing the Keywords command opens the Search by Keywords dialog box. All the assigned keywords in the active album are displayed in the **Keywords** list box. Double-click on the keyword to place it into the **Query** entry box. To search on multiple keywords use the Boolean operators.

Subjects

To search on only the subject of a thumbnail, choose the Subjects command. This opens the Search by Subjects dialog box. Here you can type in a text string to search on the subjects of thumbnails. (If you use multiple words, ensure to place “double quotes” at the beginning and end of the string.) To aid in your search, use the Boolean operators as well as the ***Match Case*** and ***Match Whole Word*** options.

Marks

Using the mark palette is one means of locating thumbnails when working in an album. You can also locate marked thumbnails with the Search by Marks dialog box, opened by choosing the Marks command. All the assigned marks in the active album are displayed in the ***Marks*** list box. Double-click on a mark to place it into the ***Query*** entry box. To search on multiple marks use the Boolean operators.

6.2.3 Search by Query

Any queries defined in the Search dialog box appear in this submenu. To apply a query, simply choose its name from the submenu list; the search begins immediately. To edit or remove queries, you have to select them from the ***Query*** entry box in the Search dialog box.

6.2.4 Using the search ribbon

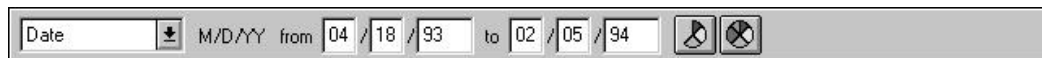
Many of the search criteria found in the search dialog boxes can also be accessed directly from the ribbon. You will find the search ribbon a much more convenient and quicker way to perform single criteria searches. To use the search ribbon, select a criteria to search on from the criteria combo box, the first on the left. The query box changes to suit the chosen criteria. In the query entry box, define your query. Click on the search button, (on the left), the search is performed and any thumbnails matching the search criteria are displayed in the album. To show all the thumbnails, click on the view all button.

A search ribbon interface. On the left, a dropdown menu is set to 'File Name'. To its right is a text input field containing 'new*.tif'. Further right are two icons: a magnifying glass (search) and a circular arrow (refresh).

The above query searches for TIF files that begin with the characters *NEW*

A search ribbon interface. On the left, a dropdown menu is set to 'Keyword'. To its right is a text input field containing 'competition'. Further right are two icons: a magnifying glass (search) and a circular arrow (refresh).

The above query searches for thumbnails with the keyword "competition"

A search ribbon interface. On the left, a dropdown menu is set to 'Date'. To its right is a date range selector with labels 'M/D/YY from' and 'to'. The 'from' date is '04 / 18 / 93' and the 'to' date is '02 / 05 / 94'. Further right are two icons: a magnifying glass (search) and a circular arrow (refresh).

The above query searches for files last saved between April 18, 1993 and February 5, 1994

A search ribbon interface. On the left, a dropdown menu is set to 'Description'. To its right is a text input field containing '"public relations"'. Further right are two checkboxes: 'Match Case' (unchecked) and 'Match Whole Word' (checked). To the right of these checkboxes are two icons: a magnifying glass (search) and a circular arrow (refresh).

The above query searches for thumbnails whose description contains the words "public relations"

6.3 Sorting thumbnails

When you first create an album, thumbnails appear in their order of insertion. This order can be identified by the index number that appears on the top left side of each thumbnail slide. Any new thumbnails are placed after those already present. Using your mouse, you can freely move thumbnails by dragging and dropping them anywhere within the album, changing their order accordingly. Apart from this method, there are also several sort mode commands in the Thumbnail: Sort by submenu that allow you to define the order of thumbnails in an album. They are:

- Name – reorders thumbnails alphabetically according to the filenames of their associated files.
- File Type – reorders thumbnails according to the file type of their associated files.
- Size – reorders thumbnails according to the file size of their associated files.
- Date – reorders thumbnails according to the date their associated files were last saved on.
- Media Type – reorders thumbnails according to the media type of their associated files.
- Subject – reorders thumbnails according to their subject properties.

- **Description** – reorders thumbnails according to their description properties.
- **Others** – opens the Sort dialog box which allows you to choose more media specific options such as image dimensions and resolutions.
- **User Defined** – makes the current sort mode the user defined mode. As such you can freely move the thumbnails with your mouse. (You cannot change the position of a thumbnail while in one of the other sort modes.)

Notes:

- *When you choose the Save Sequence command in the Thumbnail menu, the thumbnails in the album are reordered according to the current user defined sequence.*
- *To move multiple thumbnails at the same time, use the Move command in the Thumbnail menu. (This command is disabled if you are in a sort mode or there are no thumbnails selected.)*
- *You can determine the order of thumbnails by checking the “Sort Thumbnails in Ascending Order” option in the Album dialog box (see p.25) for ascending order, or leaving it unchecked for descending order.*

6.4 Exiting Album

When you have finished your Album session, exit by closing the program window or by choosing the Exit command in the Album menu. If you have changed the order of images in an album and wish to retain the new order, choose the “Save Sequence” command in the Thumbnail menu *before* you close Album. (For a large number of albums, use the same command from the batch manager.)

7 CD Browser

CD Browser is a program that allows you to preview and organize photos on any Photo CD disc. (You cannot use CD Browser if you do not have a CD drive installed on your system.) These photos can then be selected and downloaded to your hard disk or opened in either the Album, Image Editor, or Viewer programs of ImagePals.

7.1 Running CD Browser

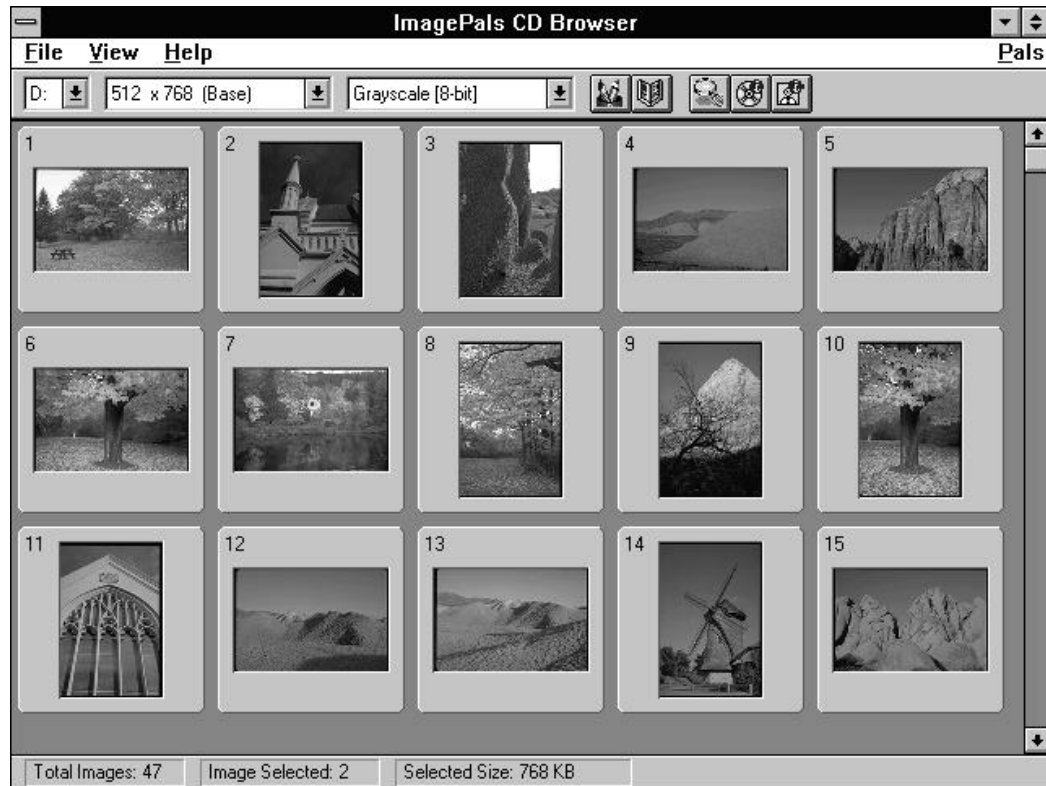
Before you run CD Browser, you must insert a Photo CD disc into your CD drive. Once inserted you can open CD Browser in two ways:

- double-clicking on the CD Browser icon in the ImagePals program group.
- choosing the CD Browser command from the Pals menu in any ImagePals program.

7.1.1 The CD Browser window

When you invoke CD Browser you will see:

- Thumbnails of photos within the workspace (the central portion) of the CD Browser window. (If you replace discs, or reinsert the original disc, choose the Load Photo CD Disc command in the File menu to refresh the thumbnails in the program.)
- A ribbon, below the menu bar, displaying your current CD Browser settings.
- The status bar, at the bottom, displaying photo information including the number of total photos, selected photos, and selected photo file size. (Double-clicking on the status bar opens the Preferences dialog box, see p.109)



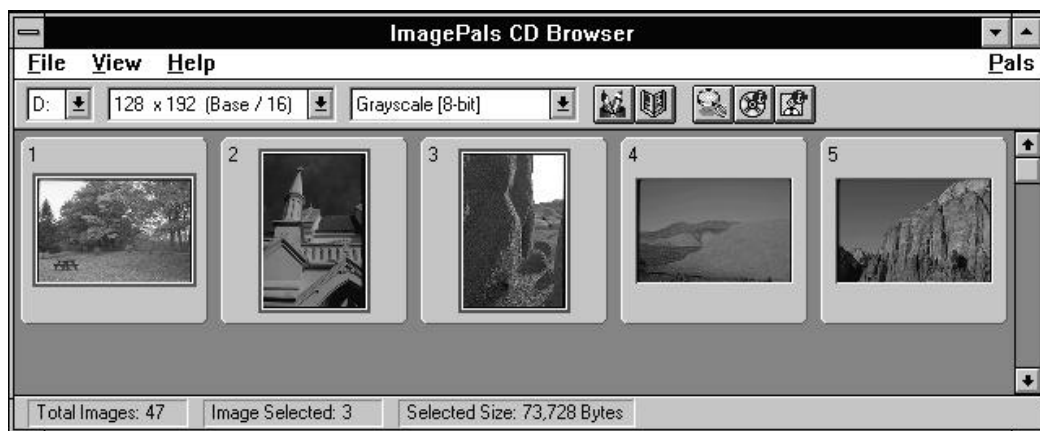
The CD Browser program window

7.2 Selecting a photo

In CD Browser you can select individual photos as well as multiple photos using your mouse in conjunction with the keyboard. To select an individual photo simply place your mouse over the desired photo and click the left mouse button, the photo is encased in a border. To select additional photos, hold down the Ctrl key each time you click on a new photo. (Click again to deselect the photo.) To select a range of photos, click on the first photo in the range and, as you click on the last, hold down the Shift key. All photos within the range are selected.

Using the File menu, you can also choose the following commands to select or deselect photos:

- *Select All* selects all photos.
- *Select None* deselects selected photos.
- *Select Invert* selects the unselected photos and deselects the selected ones. This is useful if you want to exclude a few photos from a large selection. In such cases select the photos you want to exclude and then choose the Select Invert command.



Photos 1, 2, and 3 are all selected and appear with a highlighted border

7.3 Sending photos to Image Editor

Having previewed the photos on your disc, you can then select the ones you want to work with and open them directly in Image Editor.

To open a photo in Image Editor:

1. Select the photo or photos you wish to open.
2. Choose the resolution and data type of the photo or photos. This can be from the appropriate combo boxes in the ribbon or from the Preferences command in the File menu.

Note: *RGB True Color photos with a high resolution take longer to open than Grayscale, low resolution photos.*

3. Click on the Image Editor icon button in the ribbon or choose “Run Image Editor” from the File menu. Image Editor opens with each photo displayed in its own image window.

Note: *You can also drag-and-drop the photo directly into the Image Editor workspace.*

7.4 Inserting thumbnails of photos

Although CD's have great storage capacity, they are relatively slow when compared to hard disks. As such, whenever you view or scroll through photos on a CD it takes a little time for the photos to refresh. To overcome such delays, insert thumbnails of the photos into the Album program of ImagePals. This allows you to view the contents of your CD quickly and easily – without even having to have the CD present. (To access the actual photos however, you will need to insert the CD into your CD drive.)

To insert photos into an album:

1. Select the photos you want to place into an album.
2. Choose the resolution and data type of the photo or photos. This can be from the appropriate combo boxes in the ribbon or from the Preferences command in the File menu.
3. Click on the Album icon button in the ribbon or choose “Insert Thumbnails to Album” from the File menu. The Insert Thumbnails to Album dialog box opens.
4. Select the album you want to place the photos into from the **Album** combo box. To place the photos into a new album click on the New button. This opens the New Album dialog box. Append any comments, where necessary, into the respective **Subject** and **Description** entry boxes.
5. Click OK. The dialog box closes and the thumbnails are inserted into the specified album.

Note: *You can also drag-and-drop the photo directly into an album.*

7.5 Viewing a photo

At times you may wish to look at an photo in greater detail or would like to copy the entire photo, or parts of the photo, onto the clipboard. To do this, simply select the photos you want to view and:

- choose the Run Viewer command in the View menu,
- click on the Viewer icon button in the ribbon,
- press the Enter key,
- double-click on the photo.

7.5.1 Viewing information

To view information about a photo, first select the photo and click on the Photo Information button in the ribbon or choose the Photo Information command in the View menu. The Photo Information dialog box opens. In this dialog box you can find information about when the photo was created, if it has been modified and if there are any existing copyrights. Clicking on the photo with the right mouse button also displays similar information. Where applicable, there is also information about the photo finisher, the person or company who prepared the photo.

To view information about your disc, click on the Disk information button in the ribbon or choose the Disc Information command in the View menu. This displays the serial number of your disc, when it was created and if it has been modified. (The **Sessions** information refers to the number of times your CD has been written to.)

7.6 Saving photos

When you insert thumbnails of photos into an album, view them with the Viewer program, or send them to Image Editor, the photo itself still remains on disc. As Photo CD photos are read only, it is not possible to edit and then save these photos back to disc.

If you wish to edit photos, you must first copy them to your hard disk. This can be done in several ways using either the CD Browser, Viewer, Image Editor or Album programs.

To save photos from the CD Browser, Viewer or Image Editor programs choose the Save As command in the File menu of either program. This opens the standard Save As dialog box. From here you can specify a new drive and directory, as well as the file format and resolution of the saved photo.

In Album use the Copy command in the File menu to copy the files from CD to a new drive and directory. Using this method, however, copies the photo in the original multiple resolution PCD file format. As such the file will occupy more disk space than any of the other methods described.

7.7 Customizing CD Browser

To customize CD Browser, choose the Preferences command in the File menu. The Preferences dialog box opens. In this dialog box you can select the CD drive, resolution, data type and background color scheme of CD Browser. Apart from the background color scheme, all options can be accessed from corresponding combo boxes in the ribbon.

It is important to remember that resolution and data type have a direct relationship to how a photo appears in another program. For example, the higher the resolution and the more colors a photo contains, the larger the photo, both in dimensions and file size. In most cases use the smallest resolution – this also makes transferring the photo to a program much quicker.

Note: *Changes made here to the resolution and data type of photos are also reflected in the CD Browser preferences of the other ImagePals programs, and vice versa.*

7.8 Exiting CD Browser

When you have finished your session with CD Browser, exit the program by choosing the Exit command in the File menu. It is not necessary to remove the disc. If you leave the disc in, the next time you run CD Browser the contents of the disc will be automatically displayed in the workspace.

8 **Viewer**

Viewer is a unique program that allows you to quickly “call up” image and graphics files, displaying them in individual Viewer windows. This allows you to preview and compare files as well as perform basic editing functions, such as crop and copy, without having to first invoke the program the file was originally created in.

8.1 Running Viewer

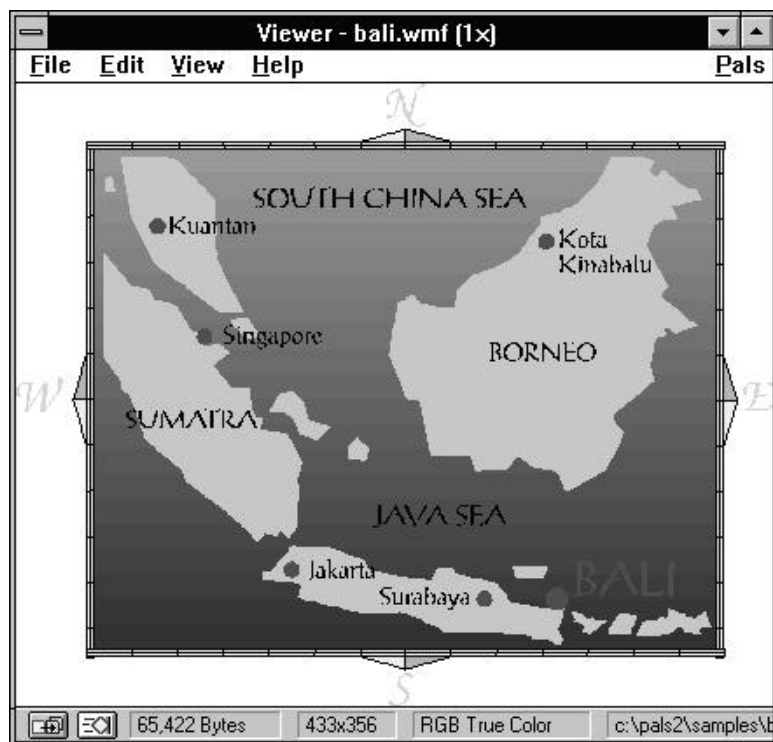
Viewer can be invoked in a number of ways:

- double-clicking on the Viewer icon in the ImagePals program group. (The Open dialog box appears, allowing you to select a file to view.)
- choosing the Viewer command from the Pals menu in any ImagePals program. (The Open dialog box appears, allowing you to select a file to view.)
- double-clicking on the thumbnail (or filename) of any image or graphics file in Album .
- dragging a thumbnail and dropping it onto the Viewer program icon in the Album toolbox.
- choosing the Run Viewer command in the CD Browser View menu. (The selected photos are displayed.)
- choosing the File command in the View menu of Album. (The contents of the file are displayed.)

8.1.1 The Viewer window

When you invoke Viewer you will see:

- An image within the workspace (the central portion) of the Viewer window.
- The status bar, at the bottom, displaying relevant file information. (Double-clicking on the status bar opens the Viewer preferences dialog box, see p.119.) Two buttons are also included on the status bar: the first button (from the left) is the switch button which allows you to switch between multiple Viewer windows. The second button is the drag-and-drop button. To drop the Viewer file into another program, first click on this button and drag your mouse. Releasing the mouse drops the image into the destination program.



The Viewer program window

8.2 Editing a file in Viewer

Although Viewer is primarily geared towards providing a quick view of an image or graphics file, you can still perform basic editing functions such as crop and copy. Cropping discards areas of an image that are not necessary to your work. This is particularly useful if you want to isolate parts of an image or decrease file size. To perform more extensive editing, choose the Run Image Editor command in the File menu. This invokes Image Editor program with the file open in the workspace.

Note: *If you have assigned another editing program from the Viewer dialog box (see p.119), chose the Run Other Editor command. This is useful if you want to edit a graphics file in a drawing program. Alternately you can click on the drag-and-drop button in the status bar and then drag your mouse and drop the file into the program you want it to open in.*

To crop an image, drag you mouse over the area you want to crop, (the area is immediately deselected when you create another area, click the right mouse button or choose the Select None command in the Edit menu), and choose “Crop” from the Edit menu. The areas outside the selection area are discarded.

If you have made a mistake or wish to undo the command, choose the Reopen command in the File menu. This restores the image to its last saved version. To save any changes, choose the Save As command in the File menu.

Note: *After cropping an image, the drag-and-drop button is disabled.*

8.2.1 Using the Copy commands

There are two copy commands in the Edit menu of a Viewer window: Copy and Copy Filename. Copy duplicates the entire image or selected part, and places it onto the clipboard. Copy Filename places the full pathname of the currently displayed image onto the clipboard.

8.3

Changing the view in Viewer

When it comes to controlling the view of an image, all the necessary commands can be found in the View menu of a Viewer window. If you are familiar with the viewing commands in ImagePals Image Editor you should have no problem here as these commands are identical in nature.

Actual view

Choose the Actual View command when you want to display an image with each image pixel shown by one screen pixel. This is the normal (1×) view of an image. Graphics are displayed at the size determined by your current display driver's resolution.

Zoom in and out

Each Viewer window allows you to zoom in and out on an image. Zoom In enlarges the view of the image, Zoom Out reduces the view of the image. You can zoom in one step increments from $\frac{1}{8}\times$ to $8\times$ the original size.

The global viewer

When the whole of an image cannot be displayed in its window, you would normally have to use the scroll bars to locate hidden areas. The global viewer of Viewer is a better method that allows you to locate these areas quickly and easily by providing a thumbnail view of the entire image. This thumbnail image contains a floating frame that can be moved independently around the viewer when viewing at normal (1x) magnification. Moving the frame automatically repositions the current view of the active image. To access the global viewer, click on the global viewer box at the intersection of the scroll bars.

Full screen

The Full Screen command displays an image at the current zoom level using the whole screen as a backdrop. (The program window, menu bar and status bar are all hidden.) Most of the functions and shortcut keys remain available. Scroll bars appear when the image is too large to be completely displayed. To return to normal screen mode press the Esc key.

Fit in window

When using any of the zoom commands the image window does not change to fit the new image size. As such there may be times when the whole of an image cannot be displayed in its window and scroll bars appear along the window border. If you wish to display the image within its window without scroll bars, choose a Fit in Window zoom command.

Note: *The maximum and minimum zoom level possible is determined by the original size of the image.*

8.3.1 Viewing Information

When you display the contents of a file in a Viewer window, you can access information about that file at any time by choosing the Information command in the View menu. This opens the Information dialog box which displays attribute information such as data type, width and height, resolution, and size of the image. There is also a section on file information including the filename, format, compression, whether the file can be previewed, space occupied on disk and if the file is readable.

Note: *For some file formats the above information may vary.*

8.4 Managing Viewer windows

Viewer is a quick and efficient way to view image and graphics files, as such you can be easily over-run by Viewer windows. To control these windows, use the batch commands in the File menu: Close All, Minimize All and Restore All. Choosing “Close All” closes all Viewer windows from the screen. If you have been performing crop operations, you will be asked to save the changes made. Select No to discard changes; Yes to save the changes. Choosing “Minimize All” minimizes all Viewer windows and the “Restore All” command restores minimized Viewer icons.

8.4.1 Positioning Viewer windows

One of the real advantages of Viewer is that you can open multiple Viewer windows to compare different files. This is particularly useful in the Album program of ImagePals where you may find the current thumbnails too small to adequately view or differentiate between images.

All the commands to control the positioning of Viewer windows can be found in the View menu. Each command is described below:

Place Viewers on Top

Choosing this command brings all Viewer windows and minimized Viewer icons to the top, obscuring any programs that may be currently open. The last Viewer window to be brought to the front is the active window. To make an individual window active, you can click on its title bar or click on the switch button on the left of the status bar. This displays a list of all Viewer windows in the workspace, choosing one makes it active.

Cascade and Tile Viewers

The Cascade and Tile Viewers commands arrange Viewer windows within the confines of your screen. Cascade places each window below and to the right of the previous. Tile resizes all viewers to fill the screen. Any minimized Viewers icons are also brought to the front.

Always on Top

Choosing the Always on Top command ensures that all open Viewer windows and minimized Viewer icons appear at the front of other programs. This is useful if you have other programs running at the same time and do not want to inadvertently change the active window. If you want to use another program first uncheck this command.

8.5 Customizing Viewer

Each Viewer window has similar Preferences commands as those mentioned in Album, i.e. Photo CD, Display, Memory and File Formats. The only unique command is Viewer. Choosing this command opens the Viewer dialog box allowing you to determine the type of format images take when placed onto the clipboard, i.e. **DIB** (Device Independent Bitmap), **DDP** (Device Dependent Bitmap), and **WMF** (Windows MetaFile). (For more information on file formats refer to the introductory guide.)

You can also select another editing program which can be accessed from the Run Other Editor command in the File menu of each Viewer window. If you work with graphics, then assign your graphics editing program here. The next time you view a graphics file and wish to perform additional editing, choose "Run Other Editor". This opens the file in the specified editing program.

Note: *The Viewer preferences options only apply to the image in each individual Viewer window. This allows you to select different options for different images and purposes.*

8.6 Exiting a Viewer window

When you have finished using a Viewer window, exit by closing the program window or by choosing the Exit command in the File menu. When exiting a Viewer window, you will be asked to save the changes to files you may have cropped. Select YES to save the changes, NO to discard them. If you have many open Viewer windows, choose the Close All command in either of the Viewer's File menus. This closes all Viewer windows in the workspace.

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