

MediaPlus 1.0

Companion



Contents

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1



Welcome

Welcome

You're about to discover an indispensable tool for the wired world.

We're surrounded by images, deluged by media messages. They come at us in all forms, from every direction... as e-mail attachments, clip art, digital camera snaps, voice notes and scans. We're awash in an alphabet soup of JPEGs, MPEGs, MP3s, WAVs and GIFs. MediaPlus was created to help bring order to this chaos—to let you take control of your own media domain!

Not only will MediaPlus help you to catalog and organize the media files you already have—the efficiency boost will bring added enjoyment as you build up your collection. Album thumbnails arranged in windows mean you can browse your holdings visually, with instant preview and slideshow capabilities. A bit of extra time spent annotating media files with comments or keywords will allow MediaPlus to search and retrieve exactly the content you need, on demand. Or put MediaPlus to work as your digital prospector, mining the nearly infinite resources of the World Wide Web for files that meet your criteria. And produce your own galleries for Web or disk-based presentation with a few clicks of the mouse.

We're proud to present this latest addition to the Serif family!

About the Companion

This Companion is your guide to getting started and getting results with MediaPlus—from initial installation through advanced tips and examples.

- 1 **Welcome.** Read on for a feature summary—a checklist of the capabilities in store for you.
- 2 **Getting Started.** How to get up and running, and select the screen layout that's right for the task at hand.
- 3 **Managing Media Files.** The basics of browsing, previewing, and organizing your collection using MediaPlus albums.
- 4 **Acquiring Media Files.** How to collect images from a digital camera or scanner, and media from anywhere on the Web.
- 5 **Presentations and Output.** Share your favorite images via slideshows, screensavers, desktop wallpaper, and Web galleries.

What You Can Do with MediaPlus 1.0...

Here's a quick summary of what's in store for you. Check the Table of Contents in online Help for direct links from each feature to its detailed coverage.

- ◆ **Browse and Manage Media Files**

Use familiar folder navigation to see what's stored in your archives. Preview not just photos, but sounds, music, animations, videos! Move, copy, delete files, even rotate or flip original images. Use powerful search tools to locate files by title, type, or other criteria.

- ◆ **Create Your Own Albums**

Cut through the clutter using thumbnail shortcuts. Use albums to catalog files stored in any folder. Assign any media file to as many albums as you wish. Annotate thumbnails and albums with your own comments and notes.

- ◆ **Import TWAIN Images**

Grab images directly from your digital camera or scanner—let MediaPlus build albums automatically.

- ◆ **Download Web Media**

Just point MediaPlus at a target Web page and tell it how far to roam. Then sit back and watch it explore, collecting images or other media files according to your exact specifications!

- ◆ **Deliver Slideshows**

Turn any set of files into a customized presentation, complete with your choice of transitions and automatic or manual timing.

- ◆ **Create Desktop Wallpaper and Screensavers**

Simply select and click to give your computer a “face lift” with backgrounds featuring your favorite images.

- ◆ **Publish Web Galleries**

Showcase your images and multimedia files in HTML format... either on your own Web site or saved to disk. It's as easy as picking a preferred layout—then customize if you like—MediaPlus does the rest!

Registration, Upgrades, and Support

If you see the Registration Wizard when you launch MediaPlus, please take a moment to complete the registration process. Just call Serif toll-free and provide the installation number and code shown. (You can also choose **Registration Wizard...** from the Help menu.) We'll give you a personalized registration number in return. Remember, if you need technical support please contact us. We aim to provide fast, friendly service and knowledgeable help.

Installation

What you need to run MediaPlus

If you need help installing Windows or setting up peripherals, refer to Windows documentation and help (see below).

- ◆ IBM compatible Pentium PC with CD-ROM drive and mouse (or other Microsoft compatible pointing device)
- ◆ Microsoft Windows® 95, 98, 98 SE, Me, 2000, NT® 4.0, or XP operating system
- ◆ 16MB (Windows 95/98), 24MB (Windows 98 SE, Me), 32MB (Windows NT 4.0), or 64MB (Windows 2000, XP) RAM
- ◆ 10MB (recommended install) free hard disk space
- ◆ SVGA display (16-bit color, 800 x 600 resolution) or higher

Optional components include:

- ◆ Windows-compatible printer
- ◆ TWAIN-compatible scanner and/or digital camera
- ◆ Internet account and connection required for Web Publishing features and accessing online resources

What you need to know

If you're new to Windows computing, you will find it much easier if, before installing and using MediaPlus, you spend a little time becoming familiar with the operating environment.

- ☐ From the Windows desktop, click the **Start** button at the lower left and choose **Help**.

First-time install

To install Serif MediaPlus, simply insert the CD-ROM into your CD-ROM drive. The AutoRun feature automatically starts the Setup process. (If it doesn't, follow the manual install procedure described below.)

Just answer the on-screen questions to install the program.

Manual install/re-install

To re-install the software or to change any part of the installation at a later date, select **Settings/Control Panel** from the Windows Start menu and then click on the **Add/Remove Programs** icon. Make sure the correct CD-ROM is inserted into your CD-ROM drive and then simply follow the on-screen instructions.



2



Getting Started

Starting MediaPlus

Once MediaPlus has been installed, you're ready to start. Setup adds a **Serif MediaPlus 1.0** icon to the **Programs** submenu of the Windows Start menu.

Use the Windows **Start** menu to launch MediaPlus. The program opens with all its windows on display, and a sample album open in the center of the screen. Your view will appear something like this:




Here's a recommended learning sequence:

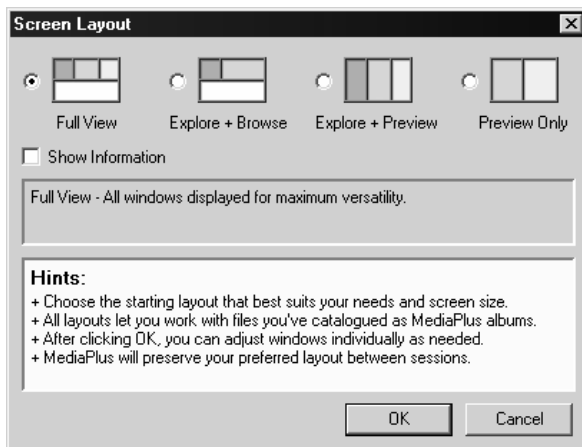
- 1 First, take a moment to familiarize yourself with each of the MediaPlus windows by name. This will give you a general idea of what each window's for.
- 2 Continue reading in this chapter for guidance on selecting a screen layout and arranging MediaPlus windows. Trying various layouts will help you feel more confident before forging ahead!
- 3 To begin learning about MediaPlus tools and menus, just move the mouse pointer around the screen. Watch the **Hintline** at the bottom of the screen for capsule descriptions of each feature.
- 4 Choose **MediaPlus Help** from the Help menu to see what's available in online help. The opening screen provides a convenient visual reference. Simply click a topic on the left to learn about any feature.
- 5 For illustrated, step-by-step coverage of MediaPlus tools and functions, peruse the remaining Companion chapters at your leisure.

Selecting a Screen Layout

Especially when working with limited screen space, it's useful to display only the windows you actually need for the task at hand, and hide the ones that aren't essential. The **Screen Layout** dialog lets you select a starting arrangement suited to the task at hand. A typical screen layout consists of two or three **tool windows** (the **Browser**, **Explorer**, and/or **Preview** windows) docked at the edges of the workspace, and a central background region reserved for one or more **album windows**. **Albums** are MediaPlus documents that let you organize your media files. When you first open MediaPlus, the album region shows the contents of a Sample album.

What's the difference between these two kinds of MediaPlus windows? Tool windows work like toolbars: they can either dock at the screen edge or float independently. Album windows only float, so they can overlap each other or tile—but only within the region that's not occupied by docked tool windows.

To select a starting screen layout, click the  **Screen Layout** button, press **Ctrl+L**, or choose **Screen Layout...** from the View menu.



In the dialog, select the basic layout that best fits your current task and screen size. All the layouts provide a region for working with MediaPlus albums. The diagrams below are color-coded and labeled to show which windows are available in each layout.

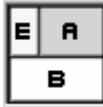
Choose this layout...

If...



Full View

Screen size isn't an issue. All the windows are available in this layout, for maximum versatility.



Explore+Browse

You'll be managing files and/or building albums with limited screen space. There's no Preview window, but you can still use fullscreen view to preview individual images.



Explore+Preview

You want to download Web files or digital camera images into new albums with limited screen space. You can preview images, but there's no Browser window



Preview Only

You are simply working with MediaPlus albums, with limited space. This view provides enough real estate to open multiple albums!

(E = Explorer P = Preview B = Browser A = Album region)

Check **Show Information** if you want to display the floating Information window, which provides detailed data on image and multimedia files. (You can show and hide this window at any time by pressing **Ctrl+I**.)




Click **OK** when you're done.


Adjusting windows individually

Once you've chosen a starting layout, you can adjust windows individually as needed, and MediaPlus will "remember" your screen layout from one session to the next.




To move a window, drag the **move handle** (on a docked window) or the title bar (on a floating window) to another location. (To keep a floating window from docking when you move it, press the **Ctrl** key while dragging.)

To resize a window, drag from a window edge or an album window corner. To maximize an album window, click its  **Maximize** button. To minimize it, click its  **Minimize** button. To restore the window in either case, click its  **Restore** button. To fit album windows within the background region, choose **Tile Album Windows** from the View menu.

 **NOTE:** The Sample album initially appears maximized, so you don't see its titlebar. To view the titlebar and control buttons, use the **Tile Album Windows** command.

To dock a tool window, move it to the edge of the workspace or next to another docked window. Watch the outline to see where the window will end up. To float (detach) a docked tool window, **Ctrl**-click its move handle (the outline will contract to a small square), then drag to another location. Release the mouse button first to ensure the window stays undocked. You can also simply drag the window to a neutral location and hope that it floats—but using the **Ctrl** key ensures more predictable results. To cancel any move in mid-drag, press the **Esc** key. You can also double-click a window's move handle to toggle between the docked and undocked states.

To close (hide) a window click its  **Close** button, or uncheck the window name on the View menu. Remaining tool windows adjust automatically. To show a hidden window, use the Screen Layout dialog (**View/Screen Layout...**) as described above, or check the window name on the View menu.

Setting MediaPlus Preferences

You can refine your MediaPlus environment even further using global program settings stored as preferences. For example, you can change the background color of windows—or even employ an image as a backdrop. Thumbnail size, description text, and tooltips are all under your control.

To view or change general settings and non-album window options, choose **General Preferences...** from the File menu. To set options for a particular album window, select the window and choose **Album Preferences...** from the File menu.

See the chart on the next page for a handy summary of program options.

Preference reference

Use this tab of File/General Preferences...	To set these global options...
Display	Browser colors, optional background image Background colors for slideshows, fullscreen view, Preview window
Thumbnail Size	Width and height of Browser thumbnails
Thumbnail Text	Wording style of Browser thumbnail captions
Tooltips	Wording style of Browser tooltips
Misc	Thumbnail animation preferences Timeout on page downloading Which file types to display in Browser window Display the last album at run-up (new session)
Web Publishing	Metadata options, non-Web image options

Use this tab of File/Album Preferences...	To set these options for a specific album...
Display	Window colors, optional background image
Thumbnail Size	Width and height of thumbnails
Thumbnail Text	Wording style of thumbnail captions
Tooltips	Wording style of tooltips



3



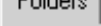
Managing Media Files

The **Explorer window** and the **Browser window** work together to help you locate images and other media files stored in folders on local or network drives. Simply select any folder to view a **thumbnail catalog**—a set of small pictures representing the media files in the folder. **Albums** appear in their own windows. Each album is a collection of thumbnail shortcuts saved as a separate MediaPlus document. Using simple drag-and-drop, you can build albums to keep track of your media files

Using either Browser or album thumbnails, you can preview media content, view file information, and carry out file operations (for example, delete original files you no longer need). By selecting thumbnails or entire windows, you can designate which files to include in slideshows, Web galleries, and other output.

Browsing Folders

There are lots of ways to select a folder and view its contents. First display the Browser window, then navigate to the folder using any of these methods:

- ◆ **Use the Explorer window's**  **tab**


This is the most common way: Simply select the folder name from the hierarchical “tree” view.

- ◆ **Use the Explorer window's**  **tab**

You can select a folder or file you've previously added to the Favorites tree.

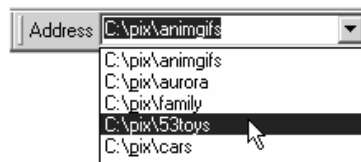
- ◆ **Use toolbar buttons**

Click the  **Back** and  **Forward** buttons to navigate through the visited folder sequence.

Click the  **Up** button to move up through the folder hierarchy.

- ◆ **Use the Address toolbar**

Type the folder's full path and press **Enter**. You can also click the down arrow button and select any previously visited folder from the drop-down list.



- ◆ **Jump from an album thumbnail**
Right-click a thumbnail in an open album window and choose **Browse to Folder**.



You can select and arrange Browser thumbnails as described in the next section, and use them to carry out various operations on the original media files, as covered in the “File Management” section.

Selecting and Arranging Thumbnails

Each thumbnail in the Browser window represents an actual media file, while the thumbnails in MediaPlus albums (see the next section) are shortcuts to the files. Still, the techniques for manipulating both kinds of thumbnails are the same.



Browser thumbnail

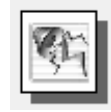


Album thumbnail

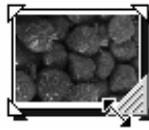
Do this...	To...
Click	Select a thumbnail
Ctrl -click	Select multiple thumbnails
Shift -click	Select a range of thumbnails
Press Ctrl+A Choose Edit/Select All	Select all thumbnails in the window
Press Ctrl+D Choose Edit/Select None	Deselect all thumbnails in the window
Choose File/Invert Selection	Toggle the state of all thumbnails in the window. (Selected thumbnails are deselected, and vice versa.)

☒ **HINT:** You can also step through the thumbnails in a window using the arrow keys on the keyboard.

Sound files without a custom icon are represented by a generic thumbnail (right). The thumbnails for animation or movie files “play” when you mouse over them.



MediaPlus thumbnails are designed to help you make the most of your screen space. When you mouse over a thumbnail, the file’s format and dimensions appear in a popup tip. To change the size of the displayed thumbnails, hover the mouse pointer over *any one thumbnail* until you see the small drag handle in the thumbnail’s lower right corner. Drag the handle in or out to adjust the thumbnail to a desired size, then release the mouse button. All thumbnails in the window will adjust to the indicated size.



Drag the handle...



...to resize

Choose **File/Album Preferences...** to customize which file information appears in album tips and thumbnail captions, or to set thumbnail size quantitatively. Use **File/General Preferences...** to alter comparable settings for the Browser window. The General Preferences **Misc** tab also includes global settings for thumbnails derived from animated multimedia files such as GIF and MPEG, and lets you customize which file types are shown in the Browser window (for example, you can switch off display of sound files if you like).

You can quickly sort the thumbnails in a window according to attributes like file name, size, and so on. Right-click any thumbnail and choose **Sort** (or choose **Sort** from the Edit menu). Then choose an attribute and the sort order (**Ascending** or **Descending**) from the submenu.

And you can rearrange the sequence of thumbnails by hand. Select one or more thumbnails and drag to a new location in the window. Adjacent thumbnails shrink slightly to help you locate the “drop zone.”



Note that resizing, rearranging, or sorting thumbnails has no effect on the original media files, even in the Browser window.

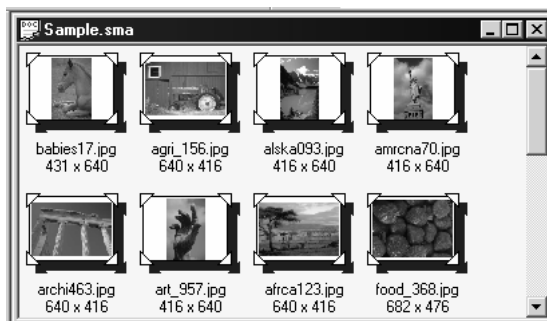
Building Albums

Each album is a collection of thumbnails saved as a separate MediaPlus document in Serif's .SMA format. While the Browser window lets you view the actual media files stored in a single folder, album thumbnails are **shortcuts** to media files. To create a shortcut, you simply drag from a Browser window thumbnail into an album window. One album can catalog files stored in diverse locations, and the same file can be represented in any number of albums! Albums are a great way to organize your media files into categories and groupings that make sense to you, without moving the actual files around.


Album thumbnails are shortcuts, but you can use them just like Browser window thumbnails to preview media content, view file properties, and delete original files you no longer need. And as with Browser thumbnails, you can print images, deliver a slideshow, publish Web albums, and much more using album thumbnails.

Albums have some unique advantages, too. As discussed later in this chapter, you can annotate album thumbnails with keywords and other descriptors, and use the Explorer window's powerful Search function across multiple albums to locate files that meet specific criteria—including annotations you've added as comments! Albums are also ideal for storing digital camera (TWAIN) images or images you've collected from the World Wide Web using MediaPlus (see Chapter 4).


Initially, MediaPlus displays a window for the sample album, SAMPLE.SMA (shown here tiled, with its titlebar visible).




The basic way to create a new album is to choose **New...** from the File menu. Another very convenient method is to select and copy one or more thumbnails to the Clipboard, then choose **Paste into New Album** from the Edit menu (**Ctrl+Shift+V**). This creates a new album containing just the copied thumbnail(s).

 **NOTE:** You also have the option of creating a new album as part of other operations—such as when downloading, acquiring TWAIN images, or conducting an image search.

To open an existing album, choose **Open...** from the File menu, or (for a recently used album) choose its name directly from the File menu. In MediaPlus, you can also list albums on the Explorer window's Favorites tab (see later in this chapter) and then simply click the Favorite shortcut to open an album. You can even double-click an album's thumbnail in the Browser window to open it!

To close an open album, click its  **Close** button or choose **Close** from the file menu. To save an album in Serif's .SMA format, choose **Save...** from the File menu. (Choose **Save As...** to save under a different name.)

 **HINT:** Consider saving your albums into a common folder. Not only will this make opening them more convenient, but you can perform a search across all the albums in a folder in a single pass.

You can have one or more albums open at a time in the rectangular, background region of the workspace. The actual number of album windows you can work with comfortably depends on the number of docked tool windows you have open, and of course on your monitor's screen area setting. Use the Screen Layout feature to optimize the arrangement of windows for the task at hand. For example, if you've opened an album but can't see its window, you may need to move one or more tool windows out of the way. (See Chapter 2 for details on arranging windows.) To tile album windows within the background region, choose **Tile Album Windows** from the View menu.

OK, now that you have an album window, how can you use it to catalog your media files? The short answer is, simply by creating thumbnails in the album window to represent the media files. Since these album thumbnails are just shortcuts, you can select, move, copy, and paste them between album windows to your heart's content—creating new file groupings as needed.

Drag and drop is the simplest approach. Open the destination album window, then (either in the Browser window or another album window) select one or more thumbnails as described in "Selecting and Arranging Thumbnails." Just drag the thumbnail(s) into the destination window and drop when you see the drop cursor.



Album window operations

Here's a quick summary of commands for manipulating album thumbnails (**RC** denotes that the item is also available from the thumbnail's right-click menu):

Using drag and drop

Dragging from the Browser window creates a new thumbnail shortcut to the original media file; it doesn't disturb the original file. Dragging from one album window to another moves the thumbnail; to copy the thumbnail, hold down the **Ctrl** key while dragging. Dragging an album thumbnail into the Browser window (or a folder on the Explorer window's **Folders** tab) copies the original file to that folder.

Edit/Cut (Shortcut: **Ctrl+X**)

In an album window, deletes the selected thumbnail(s) and places a copy on the Clipboard.

Edit/Copy (Shortcut: **Ctrl+C**)

In an album window, copies the selected thumbnail(s) to the Clipboard.

Edit/Paste into Album (Shortcut: **Ctrl+V**)

Inserts one or more album thumbnail(s) from the Clipboard into the selected album window. You can also select the thumbnail(s) and drag into an album window while holding down the **Ctrl** key.

NOTE: If you've copied a file from the Browser window, **Paste into Album** adds an album thumbnail, not a copy of the file.

Edit/Paste into New Album (Shortcut: **Ctrl+Shift+V**)

Creates a new album window and inserts one or more album thumbnail(s) from the Clipboard into the new window.

Edit/Delete Thumbnail(s) **RC** (Shortcut: **Delete**)

In an album window, deletes the selected thumbnail(s), not the original files.

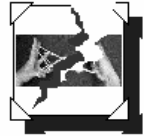
NOTE: In the Browser window, pressing Delete is the same as **Edit/Delete File(s)**.

One other useful command, **Browse to Folder**, is only available on the right-click menu from album thumbnails. Suppose you've located an interesting album thumbnail, and then want to view other media files that are stored in that particular file's parent folder—but the Browser window is currently showing some other folder's contents. You can right-click the album thumbnail and choose **Browse to Folder** to “synch” the Folders tab, Browser window, and Address bar to the parent folder. Note that the correspondence is temporary; the Browser and album views will continue to operate independently of one another.

File Management

In the preceding section, we mentioned a variety of commands you can use in album windows to manipulate thumbnails. MediaPlus also includes commands that let you perform operations on the actual media files. Typically you'd do this kind of file management from the Browser window, but for convenience several commands are also available from album windows.

If an album thumbnail points to an original file that you've moved or deleted outside of MediaPlus, you'll see a “broken link” symbol in its place. It's up to you to delete these broken thumbnails by hand using the **Delete Thumbnail(s)** command.



☒ **NOTE:** Keep in mind that Browser window thumbnails are pictorial equivalents of the file name—so any file command you carry out on a Browser thumbnail takes effect on the file itself!

Also, MediaPlus provides useful commands for rotating or flipping an original image. For example, you may have “sideways” images from your digital camera that need to be oriented correctly. However, because these operations require altering and resaving the image, we recommend you use them sparingly, especially if the original is in a “lossy” format such as .JPG.

Following is a summary of file operations you can carry out in the Browser window. Simply select one or more thumbnail(s) as described in “Selecting and Arranging Thumbnails,” then use the applicable toolbar button, menu command, and/or shortcut.

RC denotes that the item is also available from the thumbnail's right-click menu, and **A** means the command also works from album windows.

File operations

Using drag and drop

To move one or more files, drag their Browser thumbnail(s) into a folder on the Explorer window's **Folders** tab (or Windows Explorer). **Ctrl**-drag to copy. Dragging an album thumbnail into a folder or the Browser window copies the file.

Edit/Cut (Shortcut: **Ctrl+X**)

In the Browser window, marks the selected file(s) for deletion. The action is completed if a valid Paste command (for example, **Paste into Folder** or pasting into Serif PagePlus) is received.

Edit/Copy (Shortcut: **Ctrl+C**)

In the Browser window, copies the selected file(s) to the Clipboard.

Edit/Paste into Folder (Shortcut: **Ctrl+Shift+D**)

Inserts one or more file(s) from the Clipboard into the current Folder, as displayed on the Folders tab and in the Browser window. Completes a previously issued **Cut** command.

NOTE: Use the **Paste into Album** and **Paste into New Album** commands (see the next topic) to place a thumbnail for a file into an album.

Edit/Delete File(s) (Shortcut: **Delete**)

In the Browser window or an album window, deletes the selected original file(s) and thumbnail(s).

HINT: To bypass the Recycle Bin, press **Shift+Delete**. In an album window, you can choose **Edit/Delete Thumbnail(s)** (or press **Delete**) to remove only the selected thumbnail(s), not the original file(s).

Edit/Rotate> (Shortcuts: Left: **Ctrl+[**, Right: **Ctrl+]**)

Select the desired rotation (**Left**, **Right**, or **180**) from the submenu to turn the selected original file(s).

NOTE: This action affects the original file(s), from either the Browser or an album window.

Edit/Flip>

Select **Horizontal** or **Vertical** from the submenu to reverse the selected original file(s).

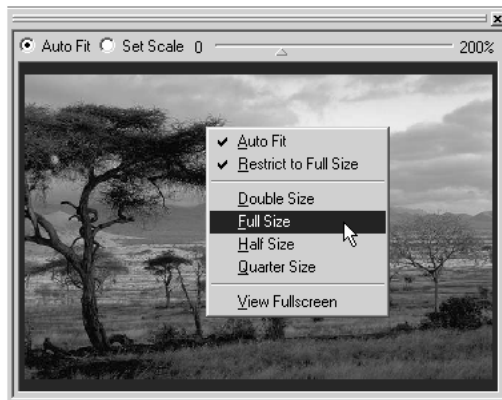
NOTE: This action, like **Rotate**, affects the original file(s), not just the thumbnail.

Previewing Content

It's easy to preview images or multimedia (sound or movie) files via their thumbnails in either the Browser window or an album window. You can preview images either in the Preview window or in fullscreen view. (See Chapter 2 for details on arranging MediaPlus windows.)

To preview a **multimedia file**, double-click the file's thumbnail in either the Browser window or an album window. The sound or movie plays in the default application, such as Windows Media Player.

To preview an **image** in the Preview window, click its thumbnail. If more than one thumbnail is selected, only the most recently selected image appears in the Preview window.




Controls at the top of the Preview window, and additional right-click options, let you set image scaling preferences. To display each image within the window's boundaries, select **Auto Fit**. This setting is also found on the right-click menu, along with a **Restrict to Full Size** option that (if checked) ensures larger images will shrink to fit but smaller images won't expand beyond their 100% size. If unchecked, all images will scale to fit the window.

To display each image at a fixed percentage, click **Set Scale** and adjust the slider to the desired factor (up to 200%). The adjustment factor will apply to each preview image, and images that are larger than the window will simply extend beyond it. You can also right-click the preview image and choose **Double Size**, **Full Size**, **Half Size**, or **Quarter Size** to set a specific scaling factor. If a preview image is larger than the window, you can drag it (using the hand cursor) to pan the image in the window.

Fullscreen view

Even if the Preview window isn't open, you can preview one or more images—or the entire contents of the Browser window or an album window—in a **fullscreen view**. This is essentially a slideshow (see Chapter 5) under manual control, without preset transitions and timing.

If you're previewing selected images rather than a window-full, first select their thumbnail(s). (**Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.)

Perhaps the simplest way to open fullscreen view is to click the  **View Fullscreen** button. The button is context-sensitive, so if you have any thumbnails selected it will assume those are the ones you want to see. If no thumbnails are selected, it assumes you want to see the entire contents of the last window you were working in.

There are several other paths to fullscreen view. You can right-click in a window and choose **View Fullscreen**; if you right-click a selected thumbnail, choose **All** (to include all files in the window) or **Selected** from the submenu. Another option is to choose **View Fullscreen** from the Actions menu and choose **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...** on the submenu.

As in the Preview window, right-click options let you set scaling preferences. If you're previewing multiple images in fullscreen view, you can control the image display via the right-click menu (choose **Next** or **Previous**) or by pressing the right or left arrow keys on the keyboard.

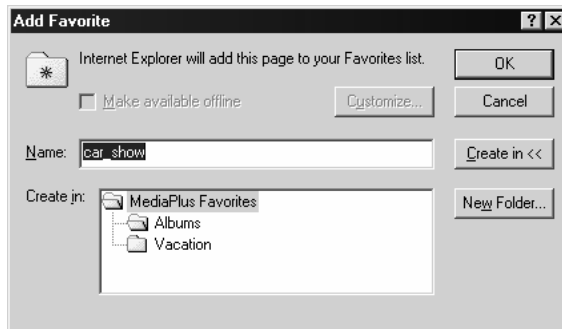
To exit fullscreen view, press the **Esc** or **Enter** key, or right-click and choose **Close**.

Using Favorites

The Explorer window's Favorites tab lets you store shortcuts to media files, folders, and albums. For browsing sources you use frequently, it's a convenient alternative to the Folders tab. When browsing to a file or folder, the contents of the Browser and Preview windows update just as if you'd browsed via the Folders tab. The file appears selected in the Browser window and its parent folder becomes selected on the Folders tab and the Address bar. Clicking an album shortcut opens the album window.

To add one or more media files to your MediaPlus Favorites list, right-click the thumbnail(s) in the Browser or album window and choose **Add File(s) to Favorites**. Alternatively, select the thumbnail(s) and choose **Favorites** from the Edit menu, then **Add File(s) to Favorites** from the submenu.

You can use either approach to add folders or albums as favorites, but in this case use the **Add Folder to Favorites** or **Add Album to Favorites** command.

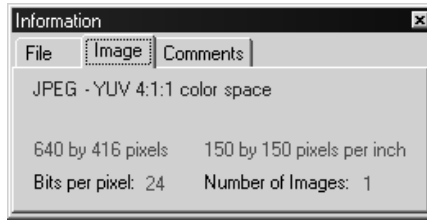


In the dialog, you can type a different name for the item if you wish. The **Create in** button expands the view to let you add subfolders if you wish (by clicking **New Folder...**). Click as needed to open the folder where you want to add the favorite. When you're done, click **OK**, and a shortcut icon appears on the Favorites tab.

You can prune or rearrange the subfolder "tree" as needed. Drag an item up or down to reposition it in the list. Choose **Favorites** from the Edit menu (the Favorites tab need not be selected) and select **Organize Favorites....** In the dialog's right-hand list, you can click folder icons to display their contents and select individual items. Click **Rename**, **Move to Folder...**, or **Delete** to carry out an operation. Click **Create Folder...** to create a new subfolder. When you're done, click **Close**.

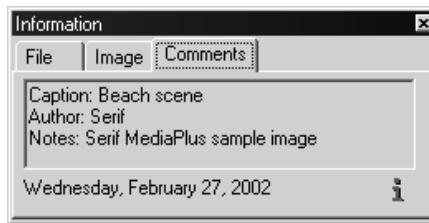
Viewing and Adding File Information

MediaPlus provides popup data on media files via customizable tooltips, and via the **Information window** you can not only view detailed file information but annotate album thumbnails with keywords and text comments. The MediaPlus Search feature (see the next section) lets you find files based on keywords and/or comments you've added. And when you publish a Web gallery or print (see Chapter 5), you'll have the option of including these descriptors.

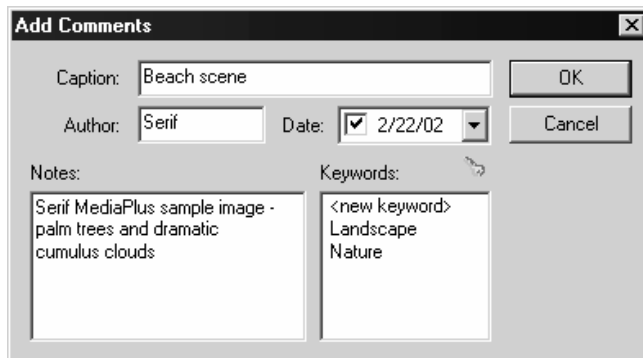


The Information window is designed to “float” all the time, rather than dock. This means you can bring it up whenever it’s needed, move it around onscreen, and put it away when you’re done with it. To show and hide the window, press **Ctrl+I** or select the item on the View menu.

Once the Information window is visible, it will update to display file properties for any thumbnail you select, in either the Browser window or an album window. (You can also display standard Windows file data without using the Information window by right-clicking a thumbnail in the Browser window and choosing **Properties**.)



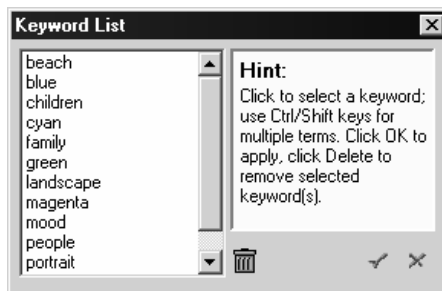
The Comments tab, which only appears for album thumbnails, displays any descriptors you’ve added. To add comments for a selected thumbnail, simply click the **Add Comments** button (either in the Information window itself or on the toolbar). Alternatively, you can right-click the album thumbnail and choose **Add Comments....** The command is also available on the Actions menu.



In the Add Comments dialog, type into the “Caption,” “Author,” and/or “Notes” fields to add descriptors. Type **Ctrl+Enter** to insert a line break. To include a date (for example, identifying when a photo was taken), check the box in the “Date” field. Then click the down arrow button and use the calendar to select a date, or click **Today** to assign today’s date. If you don’t want to include a date, uncheck the box.



To add a new keyword, click **<new keyword>**, then type the word and click or press **Enter**.



Keywords you assign are automatically compiled into a master list.

To add a keyword from your list, click the **Add Keywords from List** button and select the keyword(s) to apply (use the **Ctrl** key for separate keywords, or the **Shift** key for a range), then click **OK**.



You can delete a word from your keyword list by selecting it and clicking the **Delete** button.



And one more thing before moving on... Besides entering comments for files, you can also store custom information for entire albums by choosing **Album Details...** from the File menu!

Searching Albums and Folders

The Explorer window's Search tab lets you examine the contents of one or more albums or folders to locate media files that meet specific criteria—which can include descriptors and keywords you've added as comments to album thumbnails (see the previous section, "Viewing and Adding File Information").

To begin a search, first display the Explorer window and select the **Search** tab.



The first choice is whether to **Search Open Albums** or **Search Folders**. Actually, there's even a third option: MediaPlus lets you search closed albums as an offshoot of the Search Folders option. Consider this a bonus you get for following the sound practice of storing albums in a common folder!

If you choose to search open albums, of course you must make sure they're all open before proceeding, and for more than one album, select the specific albums from the list. (**Ctrl**-click to select separate albums, or **Shift**-click to select a range.)

If searching folders, specify the folder where you want to begin the search. (Click the **Browse** button if necessary.)






Besides searching media files in the starting folder, you can check options to include **Subfolders** and/or **Albums** within that folder.

Once you've chosen where to search, click the **Search Criteria** button and use the dialog to specify the properties of files you want to find. Note that when you search albums, you can enter specific text to find in the Comments associated with the



thumbnails. When you're done entering search criteria, click **OK**.

Set this option...	As follows...
Text in filename	Type the text (which can be all or part of the filename) you want to locate.
File attributes	To specify minimum and/or maximum values, check Min and/or Max and enter a cutoff value.
Format restrictions	To restrict files to certain formats, click the Formats... button. In the dialog's "file tree," click  to expand a category and view subsidiary items. Click any item to place a  to include, or  to exclude, that item and all its subsidiary items.
Creation date	Check From and/or To and select cutoff date(s).
Comments (Album search only)	Check Search for text , then type the text to search for and check which descriptor fields to include. OR Check Search for keywords , then type keywords (separated by commas) or click the View Keywords button to select keywords from the master list.

If you want to create a new album to store your search results, select **New album**. Alternatively, to output the search results as new thumbnails in one of your open albums, select **Existing album** and (if necessary) choose the album name from the list.

Click **Start** to begin the search. The progress bar will display how the search is proceeding, and if you need to halt an incomplete search for any reason, you can always click **Stop**.

In no time at all, thumbnails for all files found that meet your criteria appear in the designated album window!



4



Acquiring Media Files

Whether you're mainly interested in images, music, sound effects, animations or video clips, MediaPlus is much more than just a shoebox for your collection. It's designed to facilitate the more or less perpetual process of acquiring new files, previewing, sorting, and separating the digital wheat from the digital chaff.

With the increasing popularity and lower prices of digital cameras these days, it won't be long before traditional film cameras are relegated to antique shops. If you've already been bitten by the digital photography bug, you already know the rewards of seeing your results instantly on the screen. With MediaPlus, you can now import images directly from a camera or scanner, index your entire archive, and then sort, sift, and edit to carve out an infinite variety of subsets. Sure, there's work involved... but it's the kind of effort most folks enjoy. And by next year at this time, there's a good chance you'll be thinking about converting all your old photo prints to digital form!

Then there's the World Wide Web—a veritable ocean of media files in all formats. Whether for business needs or personal projects, MediaPlus can help you tap this vast resource and zero in on exactly the content you're seeking. You can search the entire Web using the same varied criteria available for local file searches (as discussed in Chapter 3)... while you just sit back and watch MediaPlus deliver the goods!

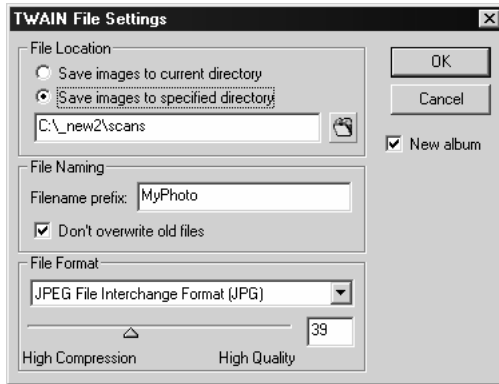
Importing TWAIN Images

If your digital camera or scanner supports the industry-wide TWAIN standard, you can bring pictures from these devices directly into MediaPlus, with the option of creating a new album for the imported image(s). Then you can use the Browser window or album window to preview the images and carry out file operations—like weeding out unwanted images or rotating pictures for correct orientation.

To set up your TWAIN device for importing, see the documentation supplied with the device for operating instructions.

If you have more than one TWAIN-compatible device installed, you may first need to select which source you wish to import from. To select a different TWAIN source in MediaPlus, choose **Import** from the File menu, then **Select TWAIN Source...** from the submenu and pick the correct device.

Another preliminary step is to choose settings (such as preferred location, filename prefix, and format) for the images you plan to import. You can bypass this step to use your previous TWAIN import settings, or to accept the default MediaPlus settings. To adjust settings, choose **File Settings...** from the File menu.



In the dialog, use the **Browse** button if necessary to locate a specified directory. If you're importing a bunch of images, it's recommended that you check **New album** to create a new album with thumbnails for the imported images, but you can uncheck the box to import without creating an album.



If you're saving into a folder that already contains images, there's a chance that a newly imported image's generated name may duplicate an existing filename. To address this possibility, check **Don't overwrite old files** to create an alternative name for the imported image. If unchecked, the existing file will be replaced.

When you're ready to proceed with image acquisition, click the **TWAIN Acquire** button on the Standard toolbar or choose **Import** from the File menu, then select **Acquire....** At this point the software associated with your selected TWAIN source takes over, and you'll complete the process using that third-party dialog. In MediaPlus, the imported file(s) will be named using the prefix you specified plus sequential numbers as needed.



Downloading Web Media

The Explorer window's Download tab automates the process of gathering media files from Web pages while assuring you full control over the end results.

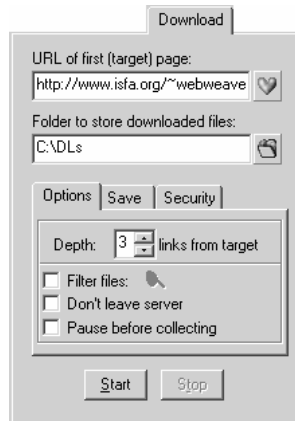
Downloading happens in three basic stages: selecting preferences, exploring pages, and collecting files. Downloading happens in three basic stages. Once you've set preferences for the search and a target page, MediaPlus begins exploring, following links outward from that starting page. Meanwhile, it builds a **file queue**—a list of every media file it finds that meets the criteria you've set—and a **page queue**—a list of pages remaining to be explored. The third stage is collecting: bringing the files back home to your computer.

We'll cover each stage in turn.

Selecting preferences

First, you tell MediaPlus where to start the search, how wide a net to cast (the “search depth”), which criteria to use in selecting media files, where to store the downloaded files, whether to pause between the Exploring and Collecting stages, and so on.

To begin, display the Explorer window and select the **Download** tab.



Enter the URL of the target page where you want to begin searching. You can type the Web address, click the **Favorites** button to insert an address from your Internet Explorer Favorites list, or paste a URL from the Clipboard. (For example, if you're already viewing the target page in your Web browser, you could simply copy and paste its address here.)









Next, specify the folder where you want to store the files to be downloaded. Type the path or click the **Browse** button to locate the destination folder.

On the **Options** tab, set up your basic search parameters.

The **Depth** setting tells MediaPlus how many links away from the target page it should search. For example, if you set a depth of “0,” only the target page will appear in the page queue. A depth of “1” will include the target page plus pages one link away from it, and so on.

Typically, you’ll have **Filter** checked in order to include or exclude certain media files based on file attributes (otherwise you may get lots of files you don’t particularly need). Click the **Search Criteria** button to set as few, or as many, attributes as required, then click **OK**.

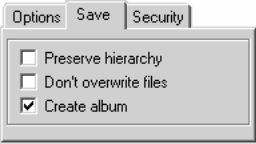


Set this option...	As follows...
Text in filename	Type the text (which can be all or part of the filename) you want to locate.
File attributes	To specify minimum and/or maximum values, check Min and/or Max and enter a cutoff value.
Format restrictions	To restrict files to certain formats, click the Formats... button. In the dialog’s “file tree,” click  to expand a category and view subsidiary items. Click any item to place a  to include, or  to exclude, that item and all its subsidiary items. For example, simply placing  next to “Animation files” is enough to exclude all the file types listed under that category: <div data-bbox="537 821 739 885">  Image files   Animation files</div>
Creation date	Check From and/or To and select cutoff date(s).

Check the **Don’t leave server** box to include only pages on the same server as the target page. This helps to restrict the search to a particular Web site and avoids getting diverted to externally linked pages.

Check **Pause before collecting** if you want to pause the downloading process between the exploring and collecting steps. Pausing gives you extra time to review the list of files located by MediaPlus before actually downloading them. If the box is unchecked, exploring and collecting happen concurrently. You’ll probably want to learn more about this option (see the end of the “Exploring” section) before making up your mind.

Once you’re done with the Options tab, select the **Save** tab and review preferences for local storage. Check **Preserve hierarchy** to have MediaPlus save files using a separate folder for each server it visits, with subfolders for each directory where files are stored on the



server. This makes it easier to keep track of where the files have come from, and (depending on the original site's structure) may preserve useful distinctions between various types of media files. If you leave the box unchecked, all files will be saved into one common folder.

The **Don't overwrite files** setting applies if you're downloading files to a destination folder that already contains files, and MediaPlus needs to save a new file that has the same name as an old one. If you've checked the box, a new filename will be generated automatically. If not, the old file will be overwritten. (You could safely overwrite, for example, if you'd previously downloaded files from a site, and were now checking that same site again for new files, using the same destination folder.) Note that this setting only applies to "collisions" between new files and those previously in storage. If duplicate filenames occur within the batch currently being downloaded, MediaPlus generates new names as needed, so the whole batch gets saved.

Check **Create album** to create a new album for your downloaded files. With this option, URL (file and source page) information will be stored as Comments for each downloaded file. If unchecked, you can still create an album from the saved files later on, but the URL information will be lost.

The **Security** tab is optional... Here you can enter a **User name** and **Password** if MediaPlus will need this information to gain access to the page(s) you've asked it to search. You can skip this step if no special logon is required.

Now you're ready to proceed with the next stage of downloading!

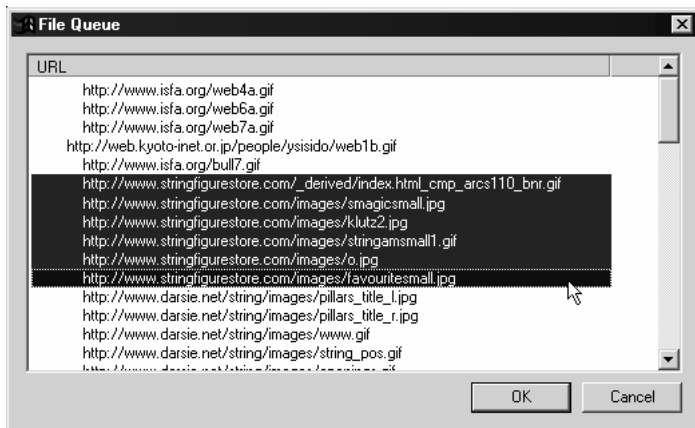
Exploring pages

Before proceeding, make sure you're connected to the Internet, then click the **Start** button to begin the search. New controls appear that let you monitor and fine-tune the process, and you're off and running. Basically here's how the process works: MediaPlus first goes to the "target" Web page that you designated, and begins building a **file queue**—a list of every media file on that page that meets the criteria you've set. It will also put each of the hyperlinks on the target page into a **page queue**—that is, a list of pages remaining to be explored. MediaPlus proceeds to visit each of these pages in turn, repeating the same steps until every link from the target page has been explored, out to the "depth" or number of links you've specified.

Meanwhile, the progress bar and readout show how each process is going. The page queue values tend to fluctuate as each new page being explored will contribute new links. The file queue tends to build more rapidly, and then diminish gradually as files are collected.

☒ **NOTE:** By default, MediaPlus allows 20 seconds to make a connection to each page. If this Download Timeout value is exceeded, the search moves on to the next page. You can adjust this setting if necessary in **File/General Preferences....**

At any point, you can inspect either queue and make changes as needed. To edit the list of pages remaining, click **Edit Page Queue**. To edit the list of files remaining, click **Edit File Queue**. Clicking either button to edit a queue pauses that particular process.



To rearrange items in a queue, select one or more items as shown in the illustration (use the **Ctrl** key for separate items or the **Shift** key to select a range) and then use drag and drop within the list. For example, you might decide to move certain images of greater interest to the top of the queue. To delete one or more selected items, press **Delete**. For example, if the file progress readout isn't showing much activity, inspecting the page queue might allow you to remove some dull-sounding pages and move more promising ones to the top.

If you want to conclude downloading early, click **Stop**. Assuming you don't click the **Stop** button, exploration continues until the page queue is empty. At this point it makes a difference whether or not you checked the **Pause before collecting** option earlier on:

- ◆ If you did check **Pause before collecting**, MediaPlus has so far refrained from actually collecting any files, and once the page queue is empty the File Queue window appears automatically, displaying the complete list of files to be downloaded. You can inspect it at your leisure and make any necessary changes as described above. Note that you cannot save the file queue for later review; it's assumed you'll inspect it now, make your edits, and then proceed to the collecting stage. To start collecting files after the pause, click **Collect**.



NOTE: If you specified a Pause but then change your mind during the exploration stage, you can begin collecting (and skip the pause) by clicking the Collect button at any time during the exploration stage.

- ◆ On the other hand, if you didn't check **Pause before collecting**, then MediaPlus has been copying files to your computer concurrently while exploring, and collecting activity will just continue (read on) until the file queue is empty.

Collecting files

File collection—the process of actually copying files to your computer—begins either as soon as you click the **Start** button, or (if you selected **Pause before collecting**, as just described) only after you click **Collect**.

During collection, if you selected the **Create album** option, you'll see thumbnails being added one by one into a new album window.

Otherwise, the progress readout is your best indicator of how many files you've collected.

As during exploration, you can edit the list of pages remaining (if any) by clicking **Edit Page Queue**. To edit the list of files remaining, click **Edit File Queue**. Clicking either button to edit a queue pauses that particular process. To suspend both exploration and collection, click **Pause**; then click **Continue** to resume downloading.

You can begin previewing and managing files (see Chapter 3) as soon as they've arrived. Collection will continue as a background task, consuming little in the way of system resources. If you've created a new album for the files, MediaPlus records the source URL information in the Comments for each file (visible via the **Add Comments** menu item).

Add Comments

Image URL: <http://www.isfa.org/web5a.gif>

Page URL: <http://www.isfa.org/isfa1.htm>

Click **Stop** at any point if you want to conclude downloading early. Assuming you don't click the **Stop** button, collecting will continue until the file queue is empty, at which point the Download tab reverts to its initial state—and hopefully you've collected exactly the files you were looking for!



5



Presentations and Output

It's probably safe to say that images exist in order to be seen. So whether you create your own images (for example, using a digital camera) or just collect them (for whatever purpose), putting the pictures on display is almost certain to be an important goal. The same holds true for other media.

Slideshows and **Web galleries** are two engaging and convenient methods of presenting digital content—and both are truly easy to achieve with MediaPlus. There's no need to master multimedia production techniques! Just select from preset transitions and options to transform any set of images into a smooth, sequential show. Or pick a preferred layout, then customize details such as color and border, to produce an HTML-based showcase for your images and multimedia.

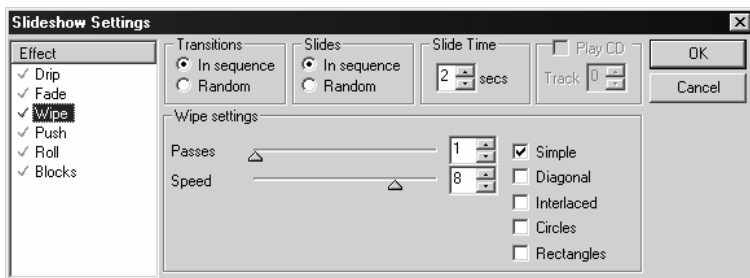
Just as effortlessly, you can point and click to transform selected images into your own **desktop wallpaper** or **screensaver**.

And of course, for passing around at the next family gathering, nothing beats traditional paper-based photo prints. Whatever the occasion, you'll find that MediaPlus supports all your image printing needs.

Delivering a Slideshow

A slideshow lets you display selected images (or the entire contents of the Browser window or an album window) as a sequential, fullscreen presentation with preset transitions and timing. Where the **View Fullscreen** command (discussed in Chapter 3) leaves off, slideshows begin—you can choose from a wide variety of transitions (Drip, Fade, Wipe, etc.) and combine them in any number of creative ways! And during the slideshow itself, you'll have both automatic and manual control.

As a rule, it's a good idea to set options for the slideshow before you get started. Choose **Run Slideshow** from the Actions menu and select **Slideshow Settings...** from the submenu, then use the dialog to set up the show.



Set this option...	As follows...
Effect (see note below)	<p>Click the marker next to any effect's name to include (✓) or exclude (✗) it as a slideshow transition. Excluding all effects is the same as switching off transitions.</p> <p>To rearrange the order in which effects are used, drag effect names up or down in the list. Effects will cycle through the listed sequence if you also choose "In sequence" as the Transitions setting (see below).</p> <p>To fine-tune an effect, select its name and use the central settings area to define the number of passes, speed, direction, and so on.</p>
Transitions	Select In sequence or Random to set the order in which your selected effects will be used. The Random setting overrides any rearrangements you've made in the Effect list.
Slides	Select In sequence or Random to set the order in which images will appear.
Slide Time	Select or type a value to set the duration (in seconds) that each image will stay onscreen before advancing automatically. During the slideshow, you can use manual Step and/or Pause controls (see below) to override this timing factor.
Play CD	Check the box and select a track to play during the slideshow.



NOTE: During the actual slideshow, MediaPlus obeys your settings for each transition Effect, with extra **variations** added into the mix. (For example, if you specify a "Simple Push" it will occur variously from the right, left, top, or bottom.) For certain Effects, you'll see check boxes that let you select which kinds of variations to include. The more boxes you check, the more variety MediaPlus can introduce in the slideshow. Unchecking all boxes is the same as switching off the Effect.

Once you've set your options, you can deliver a slideshow based on a group of selected images, the entire contents of the Browser window, or the entire contents of an album window. If you plan to show selected images rather than a whole window's worth, first select their thumbnail(s). **Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.

The most convenient way to launch a slideshow is to click the **Run Slideshow** button. If you have any thumbnails selected, the slideshow will be based on these. If no thumbnails are selected, the slideshow includes the entire contents of the window you were last working in.



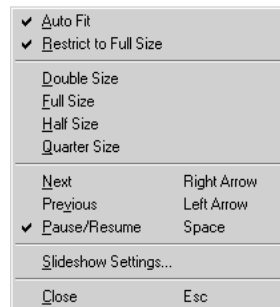
Other ways to start the show include right-clicking in a window or on a selected thumbnail and choosing **Run Slideshow**; if you right-click a selected thumbnail, choose **All** (to include all files in the window) or **Selected** from the submenu. If you're menu-driven, you can choose **Run Slideshow** from the Actions menu and choose **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...** on the submenu.

The slideshow begins, quite predictably, with the first “slide” shown in fullscreen view. Your Slide Time setting determines the automatic pacing—how long each image remains onscreen—and the other settings determine transition effects and slide sequencing.

At any point, you can press the right arrow key to step forward through the sequence, or the left arrow key to step back. You can also right-click and choose **Next** or **Previous**. Unless you've paused the slideshow (see below), slides will continue to advance automatically per the Slide Time option you've set.

To pause the show and suspend automatic slide advance, press the spacebar (or right-click and choose **Pause/Resume**). In paused mode, you can still use **Next** or **Previous** to step through slides under manual control, but the automatic timing won't kick in. To resume automatic advance, simply send the **Pause/Resume** command again.

The right-click menu in slideshow mode also provides the same choice of scaling settings available in fullscreen view (but they're maintained independently). Right-click a slide and choose **Double Size**, **Full Size**, **Half Size**, or **Quarter Size** to set a specific scaling factor, or choose **Auto Fit** to display all images within the screen area. (Again, when using Auto Fit, you can check **Restrict to Full Size** so larger images will shrink to fit but smaller images won't expand beyond their 100% size. If unchecked, all images will scale to fit the screen.)



One more right-click item, **Slideshow Settings...**, lets you revise your timing or transitions in mid-show—which is great for experimenting beforehand until you find the most brilliant presentation style.

To bring down the curtain on a slideshow, press the **Esc** key or right-click and choose **Close**.

Creating Desktop Wallpaper

Here's a fun way to put all those images you've been acquiring to good use! With MediaPlus, it's literally a one-click operation to transform any image into a background picture to be used as wallpaper. (Now you can change your desktop wallpaper every day!)

To designate a desktop wallpaper image, select its thumbnail and choose **Make Desktop Wallpaper** from the Actions menu, or right-click the thumbnail and choose **Make Desktop Wallpaper**. Then choose a display mode from the submenu. **Centered** displays the picture in the center of the screen, at actual size. **Tiled** repeats the image over the entire screen (again actual size), while **Stretched** adjusts it to cover the entire screen.



Centered



Tiled



Stretched

It's as simple as that! You'll see the new image immediately on your desktop. If you don't care for the effect, you can restore the previous setting by choosing **Make Desktop Wallpaper** from the Actions (or right-click) menu and **Restore** from the submenu.



HINT: To change your background wallpaper from the Windows Display Properties dialog, right-click on the Windows desktop and choose **Properties**, then select the **Background** tab.

Creating a Screensaver

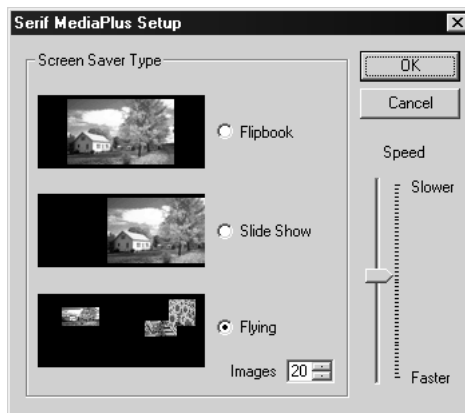
Screensavers were first employed to prevent the cathode ray tubes in computer monitors from permanent imprinting by a static image. Nowadays, screensavers are more decorative than functional (but just as popular as ever)! With MediaPlus, you can turn any number of images into a personalized screen show, with a choice of display modes.

Creating a screensaver is very similar to running a slideshow. If you plan to display selected images rather than a whole windowfull, first select their thumbnail(s). (**Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.) In theory, you can even make a screensaver from a single image... but it hardly seems worthwhile!

To produce the screensaver, click the **Make Screensaver** button. If you have thumbnails selected, the screensaver will be based on these; otherwise, it will feature the entire contents of the last window you were working in. Alternatively, you can right-click in a window or on a selected thumbnail and choose **Make Screensaver**, or choose **Make Screensaver** from the Actions menu and then **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...**



The MediaPlus Screen Saver dialog appears, with a preview of one screensaver type. To choose a different type, click the **Settings...** button. You can pick from three screensaver variants: Flipbook, Slide Show, and Flying. Choose any one of these, adjust the parameters, and click **OK**.



Then, to see the screensaver in all its full-screen glory, click **Preview**. When you're done, click **OK**. (Or click **Cancel** if you're not satisfied and want to start over again.)



HINT: You can adjust the properties of an existing screensaver from the Display Properties dialog at any time. Simply right-click on the Windows desktop and choose **Properties**, then select the **Screen Saver** tab. Note, however, that if you make changes to an album upon which a screensaver is based, the changes won't be reflected in the screensaver—in other words, to alter the images in a screensaver you'll need to remake it.

Publishing a Web Gallery

Web galleries are a great way to present media files to a wider audience—typically over the World Wide Web, but just as easily via disk media. They're convenient because they let viewers peruse a thumbnail index of what's available and make selections without having to download or open all of the files.

MediaPlus provides a wide range of preset page templates and styles that let you quickly compose a Web gallery from any selection or full window of file thumbnails (for multimedia files as well as images). You can customize the layout as needed and then publish the gallery to a specific folder, either on a Web server or a local disk. Either way, MediaPlus takes care of building the HTML pages and exporting the designated files.

As for slideshows and other actions, begin by deciding which files you want to publish, and (if it's less than a full window's worth) selecting the individual thumbnails. **Ctrl**-click to select separate thumbnails, or **Shift**-click to select a range.

Choosing a layout





To make your gallery layout choices, click the **Publish to Web** button. If you have thumbnails selected, these will be published; if not, the gallery will include the entire contents of the last window you were working in. Alternatively, you can right-click in a window and choose **Publish to Web**; if you right-click a selected thumbnail, choose **All** or **Selected** from the submenu. Or choose **Publish to Web** from the Actions menu and then **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...**





On the right side of the Edit Web Page Layout window, the two scrolling lists present samples of **Templates**—alternative ways of arranging pages and images—and **Styles**—different combinations of the various detailed elements that comprise each page (background color, thumbnail cell borders, and so on). The window serves as a “live” preview area that lets you navigate by clicking thumbnails, as well as try out the various choices and customize them as needed.

The first time you try publishing, you’ll certainly want to explore each of the various templates. One basic layout choice is between a single-page scheme where thumbnails scroll alongside a preview region, and a multi-page scheme with an index page for thumbnails plus a separate page for each image. Click any template sample to try it out, and click the preview thumbnails to test the navigation.

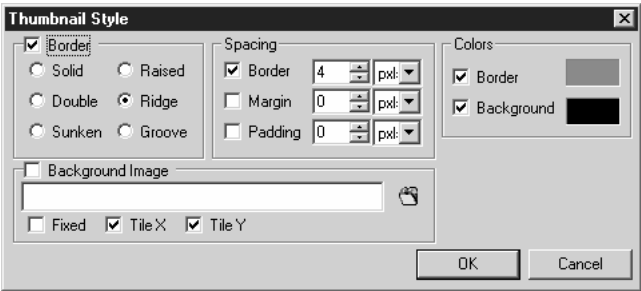
Use the  **Back**,  **Forward**,  **Refresh**, and  **Home** buttons as needed to traverse links or update page content.

Once you’ve settled on the template you prefer, proceed to selecting a style. Click in the **Styles** list (or press the arrow keys to step through the choices) to preview each sample. Don’t be distracted by color changes—remember that every element is customizable! The trick is to find the layout that will require the least additional fine-tuning.

Perhaps you’ll be lucky and hit upon a preset style that’s precisely what you’re looking for. More likely, there will be some elements of the layout you’ll want to adjust at this point. Don’t be alarmed... but the number of possibilities is quite vast, given the customizability of the underlying

HTML and style sheet code.

The good news is that you don’t need to know a thing about HTML to make changes. As you move the mouse around the preview window, watch as the Hintline at the bottom identifies customizable page elements. Just right-click an element and choose the property you want to modify, or choose items from the window’s Edit or Style menu.



The dialogs (for example, the Thumbnail Style dialog as shown above) provide lots of choices, and each starting layout is different—so a “try it and see” approach will work best. Here’s a summary table of attributes you can set:

Use this command...	To adjust these attributes...
Edit menu (or right-click):	
Thumbnail Size...	Width and height of thumbnails
Description...	Wording style of thumbnail caption
Description Font...	Text attributes of thumbnail caption
Table Layout...	Rows and columns, cell spacing, table width, thumbnail stretch, description position
Style menu (or right-click):	
Thumbnail Style...	(for the designated element)
Thumbnail Cell Style...	Border style, border width, margin width, padding width, border color, background image or color, description cell alignment
Description Cell Style...	
Table Style...	
Body Style...	

Publishing

Once you've made your final decisions regarding the gallery layout, you're ready to publish—either to a local folder or to the Web. Either option is just a mouse-click away.

☒ **NOTE:** Before publishing to the Web, make sure you've gathered basic information from your service provider, as detailed in online help (see the “Publishing Web galleries” topic).

To publish to a folder, simply click the **Publish to Folder** button. In the dialog, designate a target folder, and click **OK**. That's it! To preview the pages, use your Web browser to open INDEX.HTML.

To publish to the Web, click the **Publish to Web** button. In the dialog, enter the FTP address of your Web host and your pre-assigned Username and Password. Be sure to enter the password exactly as given to you, using correct upper- and lower-case spelling, or the host server will not recognize it. If publishing to your root directory, you can leave the Folder box blank.

A screenshot of a dialog box titled "Specify Account Details". It contains four input fields: "FTP Address:" with the text "ftp.webhost.com", "Username:" with the text "username", "Password:" with masked characters "*****", and "Folder:" which is empty. To the right of the Password field is a checked checkbox labeled "Save Password". At the bottom right are "OK" and "Cancel" buttons. At the bottom left is a "Hint" section with the text: "Make sure your username and password are correct, with exact upper- and lower-case spelling for your password."

When you click **OK**, MediaPlus seeks an Internet connection or establishes a new one, and connects to the remote server. With some online services, you'll need to use the service's proprietary log-on software to establish a connection. You'll see a message when all files have been successfully copied. Now you'll be able to see your page(s) “live” on the Web! Point your Web browser to the URL that includes the path to the host server plus the folder to which you published.

Working with gallery pages

Whether you publish to a folder or to the Web, the set of exported files typically consists of a main page, with a frameset page (INDEX.HTML) and one or more source pages (e.g. INDEX2.HTML), a style file (THUMBS.CSS), plus two folders (/IMAGES and /THUMBS) containing the media files and thumbnail images, and a subfolder with a page for each full-size image. Thus, the gallery constitutes its own mini-Web site and anyone who browses to INDEX.HTML will be able to view it.

If you've included thumbnails for multimedia files, the original files are exported (just like image files) when you publish the gallery. Clicking the gallery thumbnail for a multimedia file triggers playback of the original file.

If you plan to incorporate the gallery into an existing site, it's easy enough—but before publishing, check for duplicate file or folder names. (For example, you wouldn't want to overwrite your existing INDEX.HTML page with the MediaPlus page of the same name!) A safe bet is to publish the whole MediaPlus gallery to its own separate subdirectory, so no conflicts arise. It's fine to rename the gallery's INDEX.HTML (say, as GALLERY.HTML), but don't rename anything else unless you're prepared to repair links within the source code. More proficient users wishing to integrate gallery files with an existing site structure can use **Publish to Folder**, rename and test locally as needed, and then use a separate FTP program to upload the files.


When you publish a gallery, MediaPlus by default includes **metadata tags** that, while unseen by viewers, allow search engines to identify page content and build descriptions. On the **Web Publishing** tab of the **File/General Preferences...** dialog, you can set metadata options including which MediaPlus text (from thumbnail keywords, album Notes, and/or thumbnail Comments) search engines should use. You can specify how MediaPlus should export image files in non-Web-compatible formats (you can convert these to GIFs or JPGs, or leave them as is).

MediaPlus Web galleries are designed to take advantage of the flexibility afforded by Cascading Style Sheets. If you prefer a hands-on approach, you can edit the THUMBS.CSS file and create your own alternative templates for Web publishing.

Printing

Beyond standard printing capabilities, MediaPlus affords versatile layout features that let you scale and arrange images on the printed page, customize text captions, and add headers and footers. It's easy to print anything from a single image to multiple sheets with hundreds of thumbnails.

As with slideshows and other actions, you can print the entire contents of a window, or just a subset of images. To print a subset, begin by selecting the individual thumbnails. **Ctrl**-click to select separate thumbnails, or **Shift**-click to select a range.

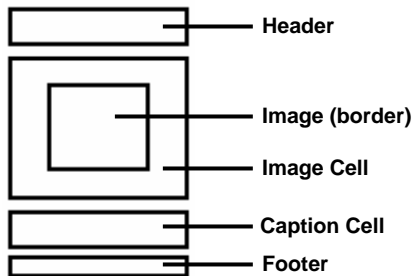
To start printing, click the  **Print** button. If you have any thumbnails selected, these are the ones that will be included. If no thumbnails are selected, MediaPlus will include the entire contents of the window you were last working in. Alternatively, you can right-click in a window or on a selected thumbnail and choose **Print...** (if you right-click a selected thumbnail, choose **All** or **Selected** from the submenu), or choose **Print...** from the File menu and then **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...**



The Print dialog incorporates four tabs to help you tailor the output precisely to your needs. The preview region at the right displays the page margins and a reduced view of each page to be printed. Use the navigation and zoom buttons below the preview to step between pages and preview at various magnifications. The **Print Setup** tab lets you define standard printer settings, print range, and number of copies.

Whether you're printing one image or many, use the **Layout and Style** tab to select how the pictures will scale to the printed page. You can define a grid using the **Rows** and **Columns** sliders, ranging from a 1x1 layout for a single image to 16x16 for a sheet of tiny thumbnails. (MediaPlus automatically adjusts the number of pages.) The **Choose Style** drop-down list lets you select a preset combination of layout attributes.

To customize particular page elements (such as the background or border of image cells or description cells), use the schematic layout region. Click the item you want to adjust as shown below, and make your selections while watching the preview region.



Use the **Thumbnail Text** tab to select a wording style and define text attributes for caption text. To remove captions entirely, select "Blank" from the list. Finally, use the **Headers and Footers** tab to define optional text and/or page numbers in these regions at the top and bottom of each page.

When you're done setting print options, click **OK** to proceed with printing.