📖 Information
Online Help

No special text available.

Please click another item and press **F1** again.

📖 Information
The About Dialog Box

This dialog box shows your user registration information and the version of the program you're using.

📖 Cumulus
The About Dialog Box

This dialog box shows your user registration information and the version of Cumulus you're using.

It also provides a button that launches your default Web browser and initiates a connection to the Canto Web site. This requires an Internet connection. (See the Microsoft Windows documentation for information on setting your default Web browser.)

📖 Cumulus
Connect To Canto

To connect to Canto's Web site, click the **Connect** button. Your default Web browser launches and initiates a connection to the Canto Web site. This requires an Internet connection. (See the Microsoft Windows documentation for information on setting your default Web browser.)

Cumulus

This dialog box is shown while connecting to the Cumulus Server. Please wait.

📖 Cumulus

Windows help text should show up here!

📖 Searching
Searching By Category

The simplest form of searching is simply double-clicking on a category in the Category pane. This quickly finds all of the records in the active catalog that are associated with that category. You can also select more than one category to see all the records associated with the set.

To display records in a selected category, double-click the category or select the category and press ENTER.

To select several categories to see the contents of each, click the first category once to select it and then hold down the CONTROL key and click the second, third, etc. categories to select them. Release the CONTROL key and double-click any of the selected categories. The records of all the selected categories are found and displayed.

To quickly view the records assigned to categories, just hold down the ALT key and press an arrow key (up, down, left or right).

NOTE: There are several Preference options that affect the way category searching works. The current search options are visually indicated by the Search Compass: The Search Compass is found in the Status bar. For further information, see Using the Search Compass Icon.

{button ,AL(`search',0,`',`')}   <u>See also</u>

HIDD_MOVIE

HIDD_CAT_OPTIONS_KEYWORDS

Menu Options
Editing

Command	Description
Undo	Reverts operations in fields, but cannot undo other operations.
Cut	Removes the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.
Copy	Copies the current item or text selection and places it on the Clipboard so that it can be pasted elsewhere.
Paste	Places the contents of the Clipboard into the current location or text insertion point.

📖 Menu Options
📖 Help Menu

Contents and Index

Opens the table of contents and searchable index window for Cumulus' online help system.

Help On

Opens context-sensitive help. This type of help presents information on the selected item in the program. For example, if a record is selected, the help system presents information on using the Record pane. You can also press F1 on your keyboard to reach the same help. F1 offers the additional benefit of being able to get help on a selected menu item.

About

Displays a dialog box that shows information on the version of the program you're using.

📖 Slide Show
Creating a Slide Show

Cumulus includes a special application for presenting the assets' previews as a slide show. This functionality is only available when QuickTime is installed on your computer (QuickTime 4.0 is recommended). Once you have created a slide show, you can save it as a QuickTime movie and/or e-mail it.

To create a slide show:

1. Arrange the records in the record pane in the order you want them to appear in the slide show. The order will be from left to right, top to bottom.

2. Select the records to comprise the slide show.

3. Select **Collection => Slide Show**.

   A dialog appears from which you can select options for the slide show.

4. Make your selections. For further information, see <u>Configuring a Slide Show</u>.

5. Click **OK**.

The slide show will be created. After creation, the <u>Slide Show window</u> appears.

📖 Slide Show
Understanding the Slide Show Window

This is the window of the slide show you created with Cumulus.

Starting

To run the slide show: Click ▶.

Changing Properties

You can change the properties of the slide show - which is actually creating a new slide show - using the same assets. To change the properties:

1.   Select **File => New Slide Show**.

       A dialog appears from which you can select options for the slide show.

2.   Make your selections. For further information, see Slide Show Properties.

3.   Click **OK**. The slide show will be rebuilt.

Saving or Mailing As Movie

You can save or e-mail your slide show as a QuickTime movie. A saved or e-mailed slide show can be opened with QuickTime.

To save the slide show as a movie: Select **File => Save As Movie**.

To e-mail the slide show as a movie: Select **File => Mail As Movie**.

Playing Full Screen

To set up the slide show to run on full screen: Select **Edit => Full Screen**.

To start or stop the show: Double-click anywhere. To toggle Full Screen on and off, use CTRL F.

Playing in a Loop

To set up the slide show to run in a loop: Select **Edit => Loop**.

To stop a looping show: Click ❚❚.

Closing

To close or exit the slideshow: Select **File => Close** or **Exit**.

NOTE: If you close or exit the slide show without first saving it as a movie, it will be lost.

📖 Slide Show

Configuring a Slide Show

Timing

Seconds per Asset	Determines how long each slide (asset's preview) is displayed. However, if you assign audio/sound fields to the slide show, the length of the sound field determines the duration of the display of the asset's preview.
Loop	Activates a looping (i.e., continuous repetition) of the slide show.
Background Color	You can define a background color for the slide show by clicking **Choose**.
Size	Defines the size of the display as either full screen or custom-defined (height and width in pixels). **Scale to Fit** scales the display of smaller assets' previews up to the selected size.
Compression	Defines the type of compression for the slide show.
	Note: The more a file is compressed, the less memory it requires and the faster it loads, but the quality suffers.
Lossless	Compresses the slide show without any image quality degradation.
Standard	Employs default compression values.
Custom	Permits selection of compression methods. You can select specific compression settings by clicking **Settings**.
Transition Effects	Determine the type of transition effect from one slide to the next.
None	One slide will change to the next without any transition effect.
Random	A transition effect will be chosen at random for each transition from one slide to the next.
Custom	Permits selection of the transition effect for the whole slide show. You can select specific transition settings by clicking **Settings**.
Sound	You can attach sound to the slide show for the whole duration from a sound file and/or for each slide (asset preview) from an audio field stored with the asset's record. If both are attached, they may overlap and both can then be heard.
From Audio Field	Attaches the sound from the audio field of the catalog. You can select the audio field by clicking the arrow button.
Background Sound From File	Attaches sounds from a selected AIF or WAV file. You can select a sound file by clicking **Browse**. The sound will loop according to the duration of the slide show.
Text Display	You can have the text of string field stored with the asset's record displayed with each slide (asset preview).
	Select the field you want to be the source for the displayed text by clicking the arrow button. You can also define settings for the displayed text by clicking **Settings**. A dialog for defining the properties for the displayed of the text opens.

To build the slide show: Click **OK**.

📖 Slide Show Menus

Slide Show File Menu

The File menu of the Slide Show offers the following options:

Menu Option	Description
New Slide Show (Properties)	Returns you to the dialog box for configuring the current slide show.
	Changing the properties of a slide show actually replaces the current slide show with a new one using the same assets.
Save As Movie	Saves the slide show as a QuickTime movie. Opens a standard Save As dialog box.
	Once the slide show is saved as a movie it can be opened and played with the usual QuickTime MoviePlayer.
	Note: Send the mail before closing the slide show – otherwise the attachment will be gone along with the slide show.
Mail As Movie	Use this option to attach the slide show as a QuickTime movie to an outgoing e-mail message.
	A slide show e-mailed as a movie can be opened with QuickTime.
	Note: Send the mail before closing the slide show – otherwise the attachment will be gone along with the slide show.
Close	Closes the slide show without saving.
	Note: If you close or exit the slide show without first saving it as a movie, it will be lost.
Exit	Closes the slide show without saving.
	Note: If you close or exit the slide show without first saving it as a movie, it will be lost.

📖 Slide Show Menus

Slide Show Edit Menu

The Edit menu of the Slide Show offers the following options:

Menu Option	Description
Undo	Reverts operations in fields, but cannot undo other operations.
Cut	Removes the current selection and places it on the Clipboard so that it can be pasted elsewhere.
Copy	Copies the current selection and places it on the Clipboard so that it can be pasted elsewhere.
Paste	Places the contents of the Clipboard into the current location or insertion point.
Full Screen	Displays the slide show using the entire screen.
	To start or stop the show: Double-click anywhere.
Loop	Check/uncheck to activate/deactivate looping of the slide show.

📖 Dia-Schau

Configuring a Slide Show

Text Display Properties

Font Style

Font	Defines the font for the displayed text. You can select the font by clicking the arrow button and selecting the corresponding entry.
Style	Defines the font style (e.g. bold, italic) for the displayed text. You can select the font style by clicking the arrow button and selecting the corresponding entry.
Size	Defines the font size for the displayed text. You can select the font size by clicking the arrow button and selecting the corresponding entry.
Lines	Defines the number of lines for the text display.
Text Color	Defines the color of the displayed text. You can select the color by clicking the arrow button and selecting the desired color.
Anti Alias	Edges of characters get smoothed out.
Scale on Resizing	The size of the font will be resized depending on the size of the slide show window.
Drop Shadow	A shadow is displayed underneath the text.
Scrolling	Once one of these options is activated, the text will scroll.
Scroll Out	The text is displayed (according to the text justification; see below) and scrolls out.
Scroll In	The text scrolls in and stays displayed (according to the text justification; see below).
	NOTE: You can activate both options. Then the text will scroll in and out.
Scroll Direction	These options are only available, if one of the scrolling options is activated.
Reverse Scrolling	The text scrolls vertically: from left to right in or out. horizontally: from top to bottom in or out.
Horizontally	The text scrolls horizontally.
Vertically	The text scrolls vertically.
Text Justification	
Center	The display or scrolling of the text is centered.
Left	The display or scrolling of the text is aligned to the left.
Right	The display or scrolling of the text is aligned to the right.

To apply these properties to the slide show: Click **OK**.