

## Getting Started

### Media Center Plus Overview

Media Center Plus is a management and publishing program for [media files](#). You use Media Center Plus to organize your media files so that they are easier to find and use. Using Media Center Plus revolves around albums, thumbnails, and media files:

- An album is a collection of thumbnails.
- A thumbnail represents a media file.
- A **media file** is an image, sound, or animation file.

This section of the help file provides general information about Media Center Plus. If you have just installed Media Center Plus, take a look around, then go [create an album](#). You can't use any of Media Center Plus's features until you create an album.

### Starting Media Center Plus

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Like most Windows applications, you start Media Center Plus by double-clicking its icon. The location of the icon depends on how you installed Media Center Plus (see above). When you start Media Center Plus, it will open the [Main Window](#).

### Exiting Media Center Plus

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To exit Media Center Plus, do one of the following:

- Choose **File > Exit**.
- Press **<Alt> + <F4>**
- Double-click the Main Window's Control Box

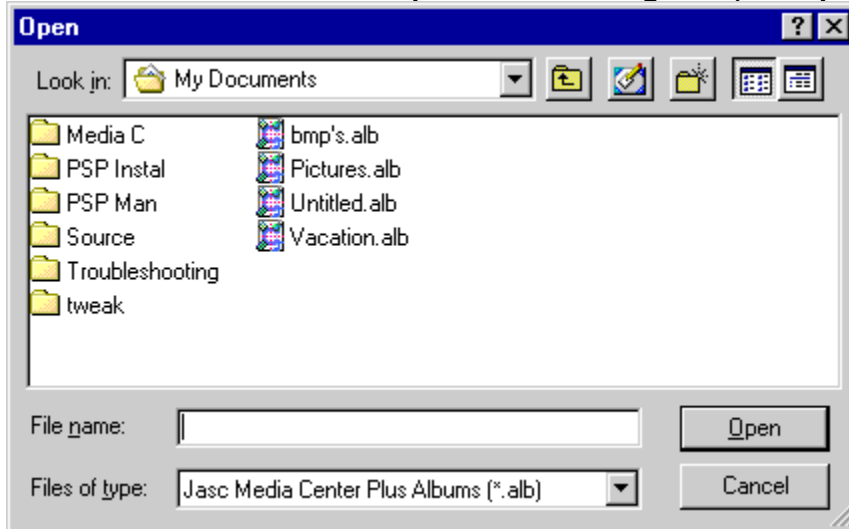
## Albums

### Opening an Album

#### 1 Access the Open Dialog Box

Choose **File > Open**, or click the Open Album button .

#### Open Album Dialog Box (Example)



#### 2 Select the Album File

Navigate to and select the album file from the “Contents” list box. If the list is too long to fit in the box, use the scroll bar to move through it.

#### 3 Select the Open Button


Click the Open button, or press **<Enter>**. Media Center Plus will open the selected album.

Ø **Note:** You can open multiple albums at the same time. Each open album is contained within its own window, inside the workspace. Albums can be minimized to just a title bar, or maximized to fill the workspace.

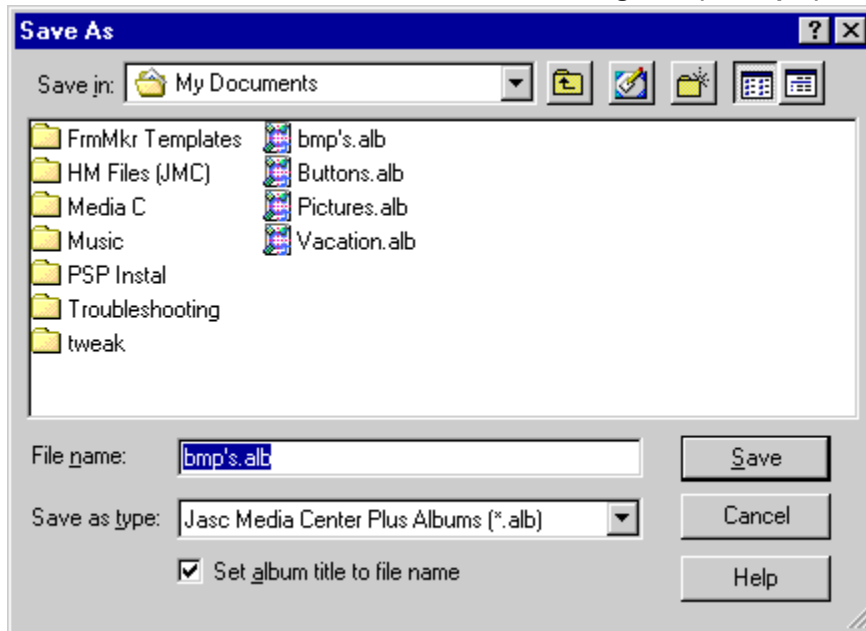
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## Albums

### Saving an Album

You can save the changes to the current album by choosing **File > Save**, or clicking the Save button . If you are working with a new album and have not saved it yet, Media Center Plus will present the Save As dialog box:

**Save As Dialog Box (Example)**



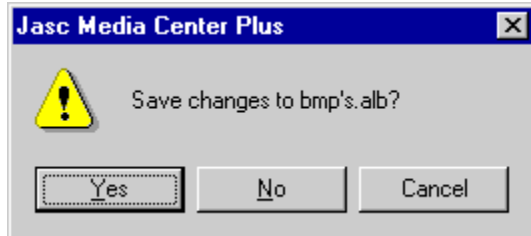
## Albums

### Closing an Album

You can close the current album by choosing **File > Close**, or clicking the Close button  on the toolbar.

If you have changed the album and haven't saved it, you will receive the following prompt:

#### Save Album Prompt




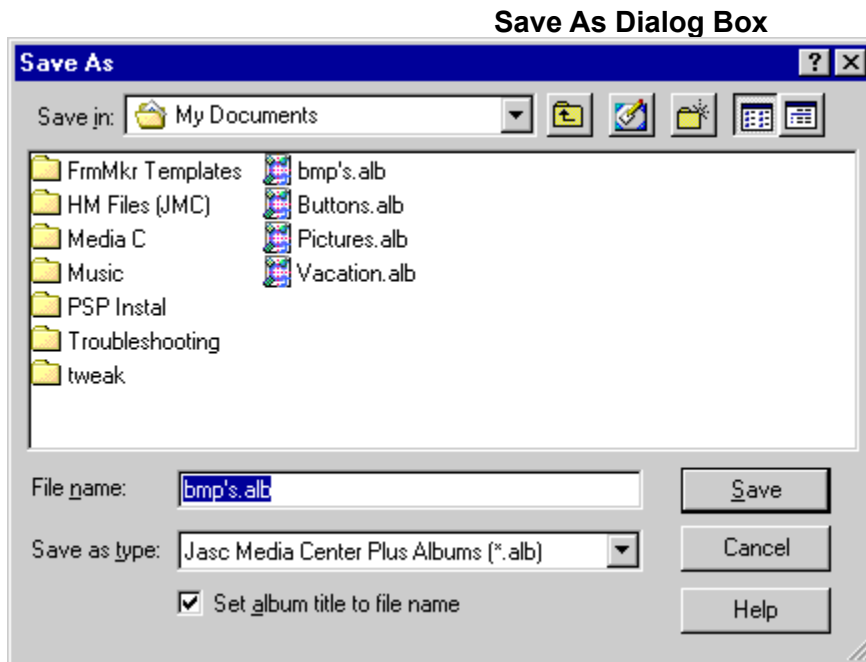
- Click the Yes button, or press **<Y>**, to save the album and close it.
- Click the No button, or press **<N>**, to close the album without saving it.
- Click the Cancel button, or press **<Esc>**, to leave the album open.

## Albums

### Copying an Album

#### 1 Access the Save As Dialog Box

Choose **File > Save As**, or click the save button .



#### 2 Select the Folder

Navigate to and select the folder in which you want to save the new album from the Contents list box. If the list is too long to fit in the box, use the scroll bar to move through it.

#### 3 Enter the New Filename

Media Center Plus automatically enters the current filename into the “File name” text box. You enter a new name by typing over this text. Don’t worry about the file extension — the “.alb” at the end of the filename — Media Center Plus will add it automatically. To access the “File name” text box, double-click in it to overwrite the current text, or click in it once to edit it.

#### 4 Select the Save Button

Click the Save button, or press **<Enter>**. Media Center Plus will make a copy of the album and assign it the new filename.

## Albums

### Merging Albums


You can merge two albums into a single album. The **receiving** album receives thumbnails from the **source** album. When the merger is complete, the receiving album contains the combined contents of both albums, and the source album is unchanged. To perform a merger, follow these steps:

**1** **Open the Receiving Album**

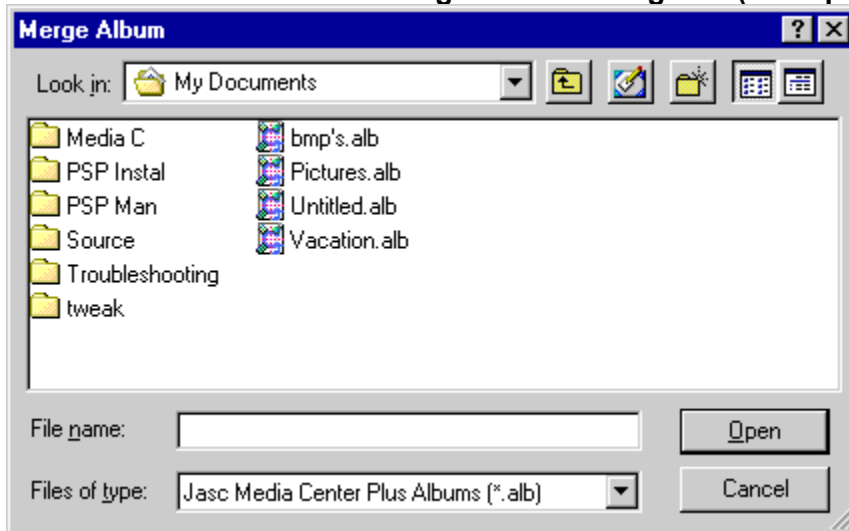
Use the [File Open Command](#) to open the receiving album.

**2** **Select the Source Album**

You select the source album from the Merge Album dialog box, which works just like the [Open dialog box](#).

To access the dialog box, choose **File > Merge > Saved Album**, or click the Merge button . The Merge submenu also displays a list of the albums that are already open, from which you can select the one you want to use as your source album.

#### Merge Album Dialog Box (Example)



**3** **Delete the Source Album (Optional)**

Since all of the source album's media files are now contained in the receiving album, you may want to delete the source album.

## Albums


### Printing an Album

You can print thumbnails or you can print [image files](#).


To print thumbnails follow these steps:

**1** Select the Thumbnails that You Want to Print

**2** Access the Page Setup Dialog Box

To open the [Page Setup](#) dialog box choose **File > Page Setup**, or click the Page Setup button . After setting the Paper, Orientation, and Margins options, select Thumbnails as the layout in the Options panel and click the OK button. This setting will determine that the objects being printed will be thumbnails and not full sized images.

**3** Access the Print Dialog Box

Choose **File > Print** or click the Print button , to select the printer, the print range and the number of copies that you want to print.

## Albums

### Changing an Album's Title

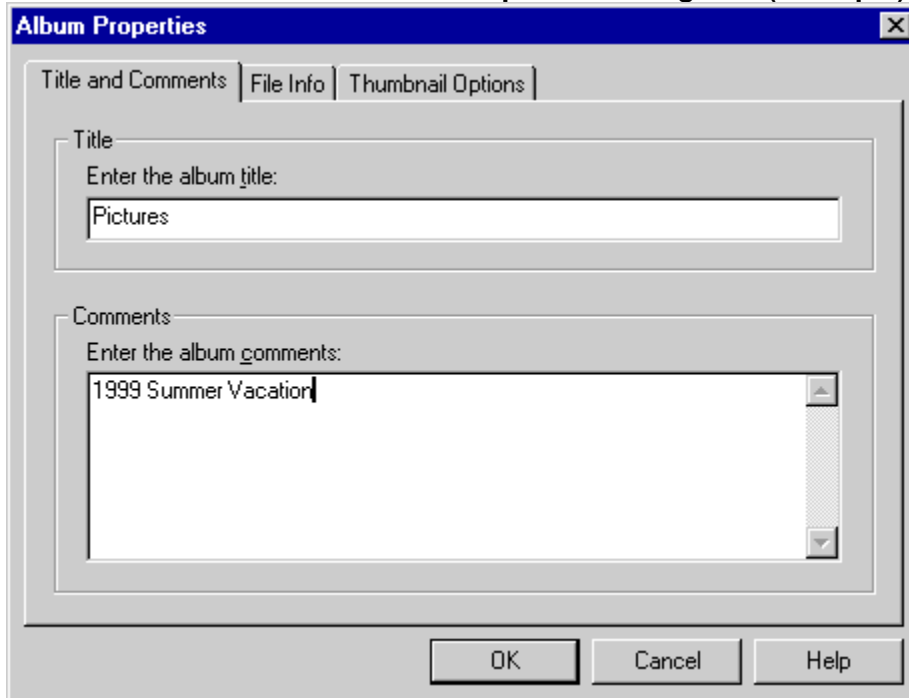
📁 **Title and Comments**

📁 [File Info](#)

📁 [Thumbnail Options](#)

You can edit an album's title from the Album Properties dialog box. To access the dialog box, choose **File > Album Properties**, and click the Title and Comments tab:

#### Album Properties Dialog Box (Example)



Type the new title into the Title text box, then press **<Enter>**. If you decide that you don't want to change the title, click the Cancel button, or press **<Esc>**.

Ø **Note:** An album's title is not its filename. To change an album's filename, make a copy of the file with a different filename, then delete the copy with the old filename.

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## Albums

### Changing an Album's Comments

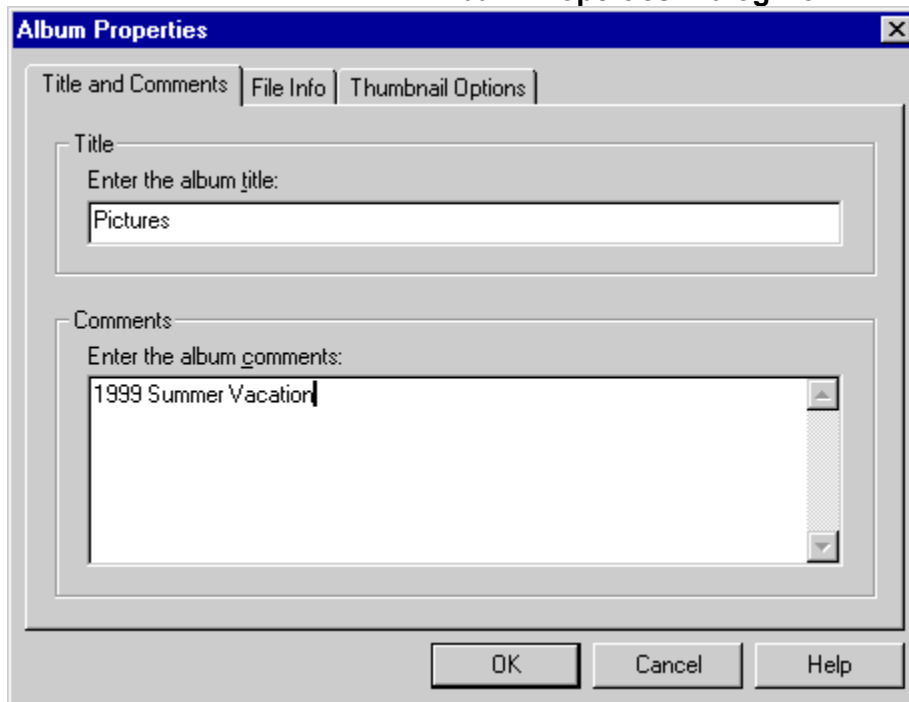
📁 [Title and Comments](#)

📁 [File Info](#)

📁 [Thumbnail Options](#)

You can edit an album's comments from the Album Properties dialog box. To access the dialog box, choose **File > Album Properties**, and click the Title and Comments tab:

#### Album Properties Dialog Box



Type the new comments into the Comments text box, then press **<Enter>**. If you decide that you don't want to change the comments, click the Cancel button, or press **<Esc>**.

## Albums

### Viewing an Album's Information

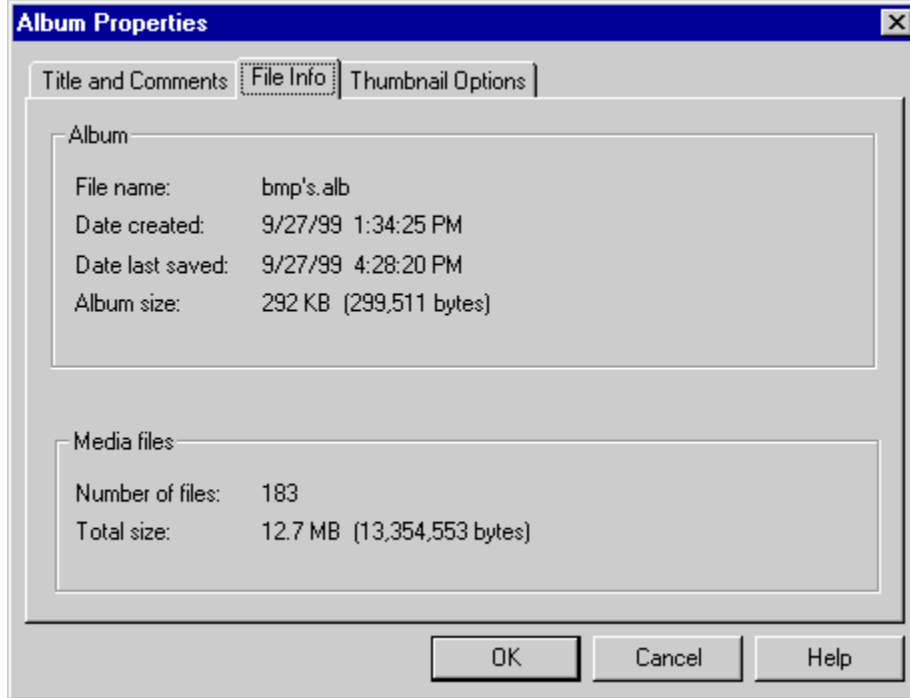
📁 [Title and Comments](#)

📁 [File Info](#)

📁 [Thumbnail Options](#)

You can view an album's information from the Album Properties dialog box. To access the dialog box, choose **File > Album Properties**, and click the File Info tab. When you are done reading the album's information, click the OK button, or press **<Enter>**.


### Album Properties Dialog Box (Example)



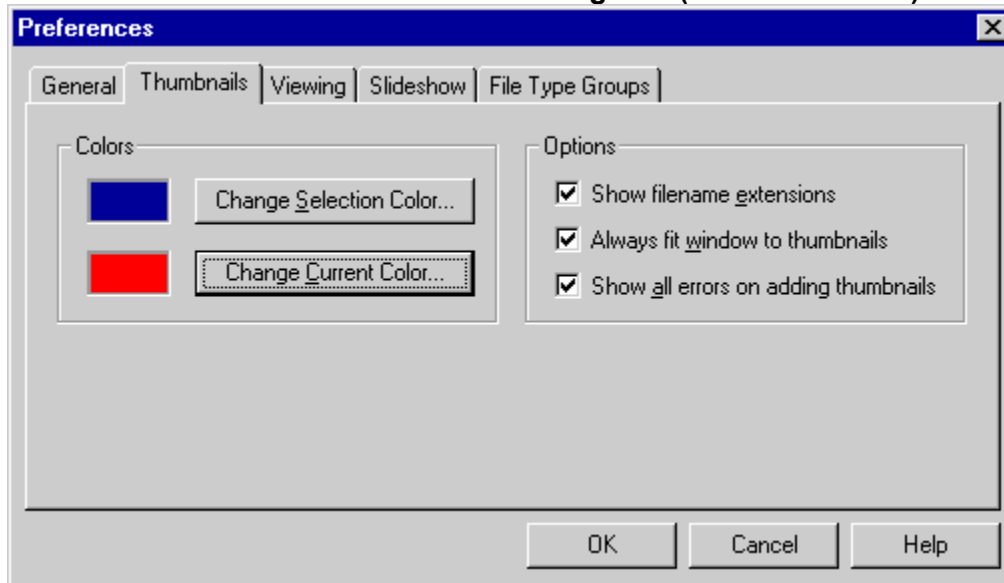
## Customizing Your Setup

### Thumbnail Preferences

The Thumbnails tab of the Preferences dialog box allows you to change the general thumbnail settings under which Media Center Plus will operate, as well as the [colors](#) in which the current and selected thumbnails will appear. An option is on when its check box or option button is filled. To turn an option on or off click the option's text or its check box. Access the dialog box by choosing **File > Preferences >**

**General Program Preferences** and clicking the Thumbnails tab, or click the Preferences button . When you have finished setting the preferences, click the OK button.

**Preferences Dialog Box (Thumbnails Tab)**



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#### Colors

The Colors panel allows you to [select](#) the background color of the selected thumbnails, as well as the bar color of the current thumbnail.

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#### Options

- **Show filename extensions:** The filename at the bottom of the thumbnail will include its extension.
- **Always fit window to thumbnails:** The album window will resize itself to accommodate the maximum number of thumbnails without leaving any blank space on its sides.
- **Show all errors on adding thumbnails:** Display error messages for all errors generated by the process of adding thumbnails to an album.

## Customizing Your Setup

### Thumbnail Options

 [Title and Comments](#)

 [File Info](#)

 **Thumbnail Options**

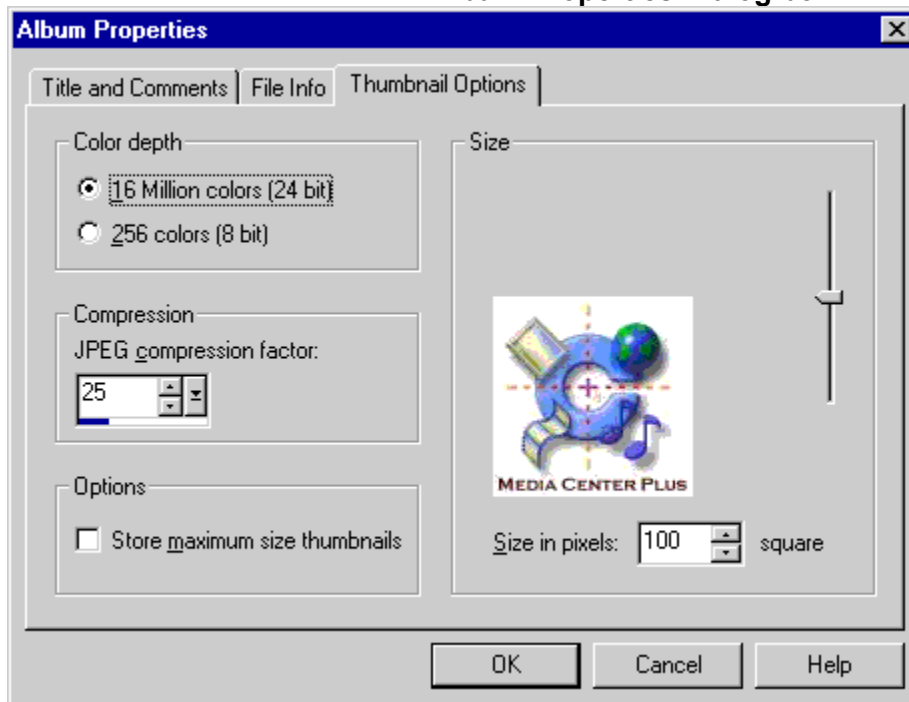
The Thumbnail Options tab in the Album Properties dialog box allows you to choose the size and bit depth with which you save your thumbnails, giving you more control over the size of the album and over the appearance of the thumbnails on screen. Follow these steps to select your thumbnail settings:

**2**

#### Access the Album Properties Dialog box

Choose **File > Album Properties** and open the Thumbnail Options tab. Media Center Plus will open the Album Properties dialog box, in which you'll be able to choose your thumbnails' color depth, compression factor and size.

**Album Properties Dialog box**



**3**



#### Select Your Thumbnails' Color Depth

Use the radio buttons in the Color depth panel to select the thumbnails' color resolution. The default value is 24 bit. Choosing the 16 Million color (24-bit) option will result in thumbnails that have better looking images at the expense of a larger album size. Choosing the 256 colors (8-bit) option will result in a smaller album at the expense of the quality of the images on the thumbnails.

**3**

#### Enter the JPEG Compression Factor

The JPEG compression is used for compressing 24-bit thumbnails. The controls in the Compression panel will be disabled when the 256 (8-bit) color option is selected. The compression values range from 1 to 99, with 25 as the default value. Values closer to 1 result in better looking thumbnails, while values closer to 99 produce smaller album files. You have three ways of entering the compression factor value in the Compression panel:


- Typing the numeric value into the edit box.
- Using the Up and Down arrows  to reach the desired value.
- Clicking the Slider arrow  to quickly reach the desired value, by using the emerging slider.

**3 Select an Options Setting**

Use the “Options” check box to have Media Center Plus generate thumbnails internally at 150 pixels, even when they are being displayed at a smaller size.

**5 Select Your Thumbnails’ Size**

Again, there are three ways to enter the thumbnails’ size value in the Size panel:

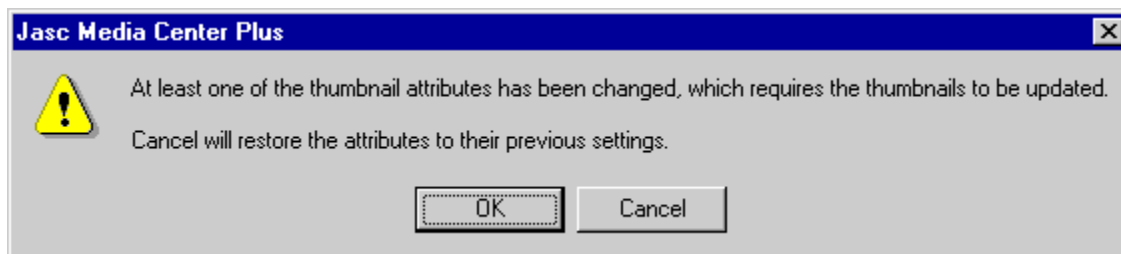
- Typing the numeric value into the edit box.
- Using the Up and Down arrows  to reach the desired value.
- Using the slider at the right of the preview image to quickly reach the desired value.

Any time one of the settings is changed, the preview image in the Size box will be updated to reflect the change.

The last set of preferences will be saved and used as the defaults for a new album.

Ø **Note:** *If any of the new settings for the thumbnail bit depth, size or compression factor are different from the previous settings, Media Center Plus will prompt you to update all the thumbnails:*

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## Creating an Album

### Overview

An album is a collection of thumbnails that represent [media files](#). Creating an album is a three-part process:


- [Starting the new album file](#)
- [Adding media files](#)
- [Saving the new album](#)

## Creating an Album

### Starting the New Album File

Starting a new album file is the quickest part of the process — it requires just three short steps:

#### 3 Choose the New Album Command

You can select the New Album command by choosing **File > New**, or clicking the New button . Media Center Plus will open the New Album dialog box.



#### 3 Enter the Album's Title (Optional)

When an album has a title, it appears in the left panel on the [Status Bar](#). You may find that a title makes it easier to remember an album's purpose. Entering a title is optional.

- To enter a title, type it into the Album Title text box. To access the text box, click in it, or press **<A>**. A title's length is limited to fifty characters.
- To continue without entering a title, press **<Enter>**, or click the OK button.

Ø **Note:** An album's title is not its filename. To change an album's filename, make a [copy](#) of the file with a different filename, then delete the copy with the old filename.

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#### 3 Select a Method to Add Thumbnails to the New Album

The New Album dialog box offers four different ways to add thumbnails to the newly created album:

- [Selecting files](#)
- [Scanning folders](#)
- [Copying the selected thumbnails from the current album](#)
- [Leaving the album empty](#)

## Creating an Album

### Selecting Files

#### 3 Selecting Files


#### 3 Scanning Folders

#### 3 Copying the selected thumbnails

#### 3 Leaving the Album Empty

When you add files by selecting them, you pick individual files from a single directory.

#### 3 Select the New Album Command

You can select the New Album command by choosing **File > New**, or clicking the New Album button . Media Center Plus will open the New Album dialog box.

#### 3 Enter the Album's Title (Optional)

When an album has a title, it appears in the left panel on the [Status Bar](#). You may find that a title makes it easier to remember an album's purpose. Entering a title is optional.

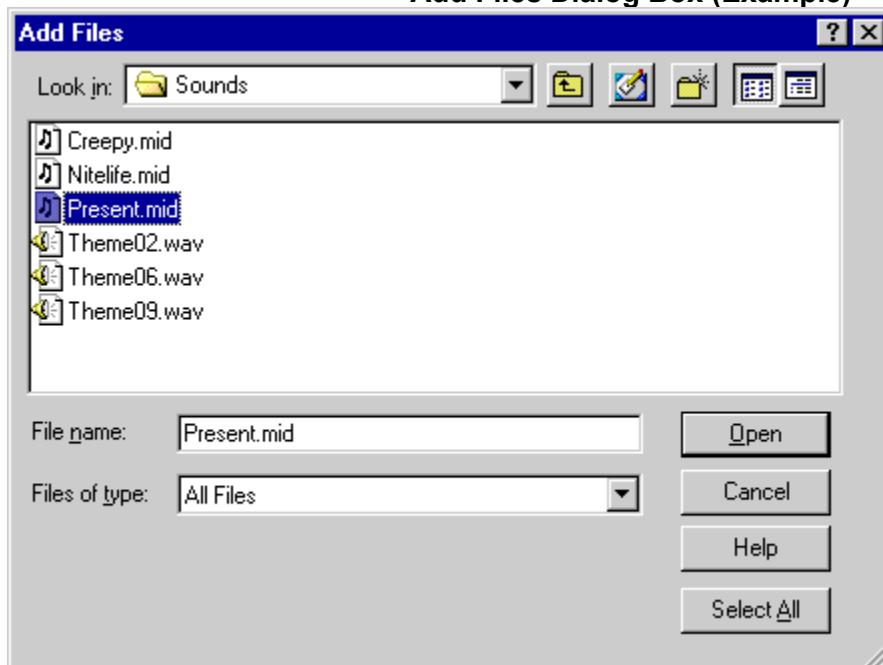
- To enter a title, type it into the Album Title text box, then press enter. To access the text box, click in it, or press **<A>**. A title's length is limited to fifty characters.
- To continue without entering a title, leave the Album Title text box empty and move on to the next step.

Ø **Note:** An album's title is not its filename. To change an album's filename, make a [copy](#) of the file with a different filename, then delete the copy with the old filename.

#### 3 Select the "Add thumbnails by selecting files" Option

From the New Album dialog box, select the "Add thumbnails by selecting files" radio button, then click the OK button. Media Center Plus will open the Add Files dialog box. Use this dialog box to select the files to add to the new album.

### Add Files Dialog Box (Example)



#### 3 Select the File Type (Optional)

If you want to select files of a specific type, choose the type from the Files of type drop down box. Click



the drop down box to open it, then click the file type that you want. If the list is too long to fit in the box, use the scroll bar to move through it.. You will not be able to play the animation files you add to an album if your system does not support animation.

**5** **Select the Files**

Select the files from the "Contents" list box. You can select a [single file](#), a [sequential group of files](#), or a [non-sequential group of files](#).

**6** **Select the Open Button**

Click the Open button, or press **<Enter>**. Media Center Plus will add the selected files to the album.

### Selecting Non-Sequential Files

Press and hold <Ctrl> while you click the files that you want to select. If the list is too long to fit in the box, use the scroll bar to move through it.

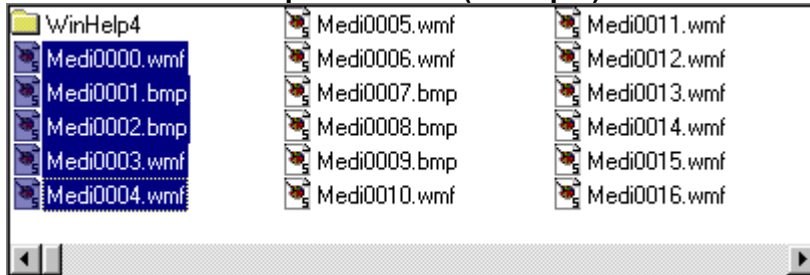
#### Non-sequential files (Example)



### Selecting Sequential Files

Click the first file in the sequence, then press and hold **<Shift>** while you click the last file. If the list is too long to fit in the box, use the scroll bar to move through it.

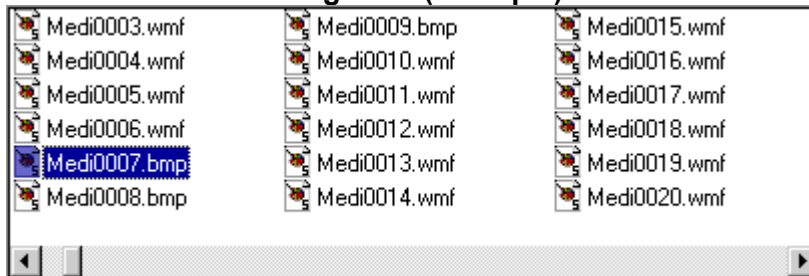
#### Sequential files (Example)



### Selecting a Single File

Click the filename in the list portion of the list box. If the list is too long to fit in the box, use the scroll bar to move through it.

#### Single file (Example)



### Creating an Album

#### Scanning Folders

##### 3 [Selecting Files](#)

##### 3 [Scanning Folders](#)

##### 3 [Copying the selected thumbnails](#)

##### 3 [Leaving the Album Empty](#)

When you add files by scanning folders, you pick a folder, the type of media files that you want to add, and whether Media Center Plus should also scan any subfolders.

##### 3 [Select the New Album Command](#)

You can select the New Album command by choosing File > New, or clicking the New Album button [3](#). Media Center Plus will open the New Album dialog box.

##### 3 [Enter the Album's Title \(Optional\)](#)

When an album has a title, it appears in the left panel on the [Status Bar](#). You may find that a title makes it easier to remember an album's purpose. Entering a title is optional.

- To enter a title, type it into the Album Title text box, then press enter. To access the text box, click in it, or press <A>. A title's length is limited to fifty characters.
- To continue without entering a title, leave the Album Title text box empty and move on to the next step:

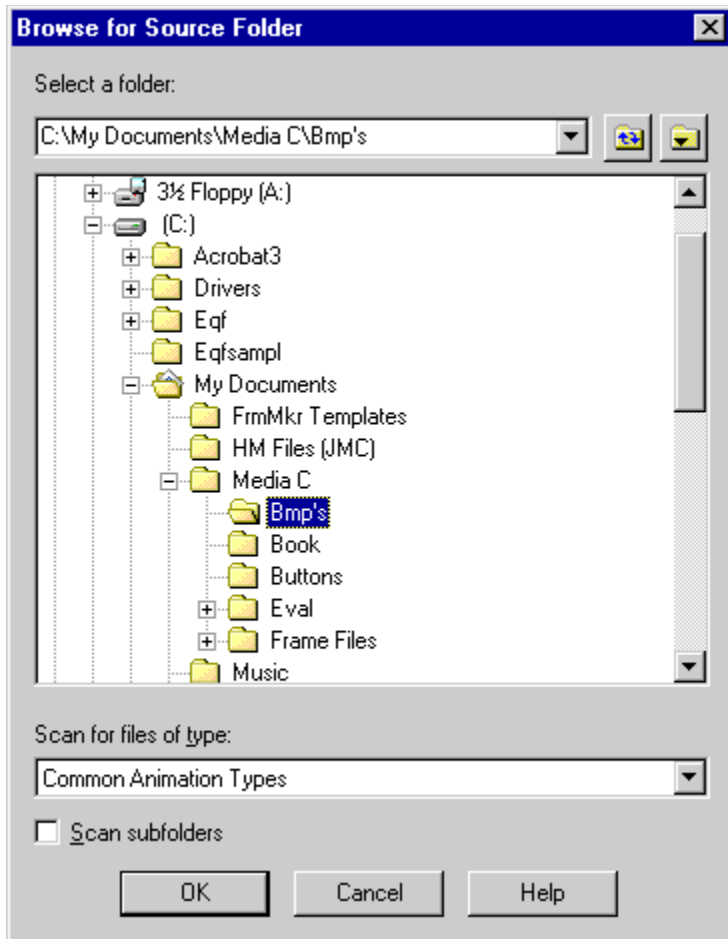
∅ **Note:** An album's title is not its filename. To change an album's filename, make a [copy](#) of the file with a different filename, then delete the copy with the old filename.

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##### 3 [Select the "Add thumbnails by scanning folders" Option](#)

From the New Album dialog box, select the "Add thumbnails by scanning folders" radio button, then click the OK button. Media Center Plus will open the Browse for Source Folder dialog box. Use this dialog box to [select the folders](#) to add to the new album.

#### Browse for Source Folder Dialog Box (Example)



**3 Set the Scan Subfolders Option**

When the Scan subfolders option is turned on, Media Center Plus will search any subfolders of the directory that you selected in Step 3. Use the Scan subfolders check box to set the Scan subfolders option.

**3 Select the OK Button**

Ø **Note:** The "Browse for Source Folder" dialog box is also used by the "Move" command in the Mediafile menu, to move media files between folders; the copy media files command in the Mediafile menu and by the browse button in the TWAIN Options dialog box.

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## **Creating an Album**

### **Selecting the TWAIN-Compliant Device**

Media Center Plus supports [TWAIN](#)-Standard Compliant devices, such as scanners and digital cameras. When Media Center Plus starts, it scans your computer to see if the software for a TWAIN device is installed. If it is installed and there is an open album on the workspace, the TWAIN menu commands in the File menu are made available. If it is not installed, the toolbar button and menu commands are unavailable (greyed out).

To select a TWAIN-compliant device for acquiring images:

**3**

#### **Open the Select Source Dialog Box**

Select **File > Import > TWAIN > Select Source**.

**3**

#### **Highlight the Device**

The Sources window displays the names of the TWAIN-compliant devices connected to your computer. Highlight the device you want to use.

**3**

#### **Click Select**

Media Center Plus will accept your device selection and close the dialog box.

## Creating an Album

### Acquiring an Image

To acquire an image using the selected TWAIN-compliant device:

**3** **Open the Select Source Dialog Box**

Do either of the following to open the TWAIN Data Source dialog box:

- Choose **File > Import > TWAIN > Acquire**, or
- Click the Acquire button  on the toolbar.

**3** **Use the Interface to Set the Image Acquisition Options**

For help using the interface, consult its on-line help or manual. When the device and its software finish processing the image, the image is sent to Media Center Plus. The TWAIN Data Source dialog box remains open even after the image is loaded into Media Center Plus. You can continue to scan images and close it after you have finished.

Ø **Note:** *The TWAIN Data Source dialog box remains open even after the image is loaded into Media Center Plus. You can continue to scan images and close it after you have finished.*

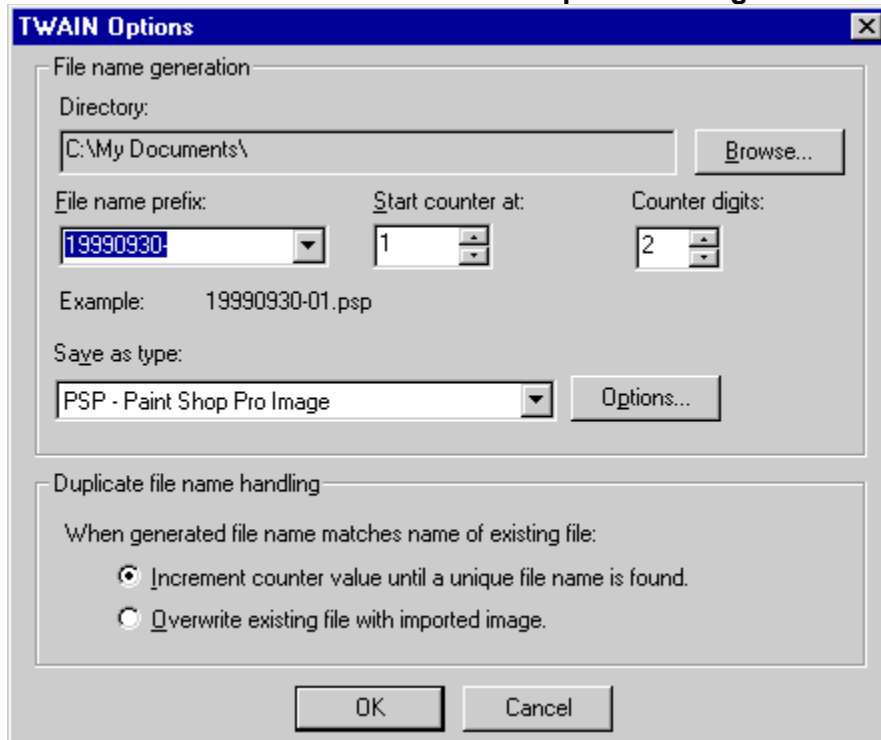
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## Creating an Album

### Setting the Options

The Twain Options dialog box provides you with a means of determining the properties of imported files, such as file type, file naming conventions, etc. You can access this dialog choosing **File > Import > Twain > Options**:

Twain Options Dialog Box



The options in the **File name generation** panel dictate the construction of file names for the images you download. Follow these steps to select each one of these options:

**3** **Enter the Directory**

Use the Browse button to select the directory into which the images will be saved. The current directory is displayed under the title “Directory.”

**3** **Enter the File Name Prefix**

Each file name is constructed by concatenating an alphanumeric prefix with the value of a counter (1 – 999999). This counter is incremented each time an image is downloaded. That is, if five JPEG images are downloaded with the prefix set to “Iowa” and the counter initialized to 1, the file names of the five images downloaded will be: Iowa01.jpg, Iowa02.jpg, Iowa03.jpg, Iowa04.jpg, and Iowa05.jpg. The number of counter digits may be set from 1 to 6 to ensure that all the file names have the same length (useful in sorting). An example file name is updated every time the prefix or initial counter value is changed.

**3** **Select the File Type**

Use the “Save as type” combo box to select the file type of images imported from TWAIN sources. Some file types support various options. When the selected file type supports options, the “Options” button is enabled and clicking it will bring up a dialog to [adjust the options](#).

**3** **Select a Duplicate File Name Handling Option**

Use the radio buttons in the Duplicate file name handling panel to select the way Media Center Plus will handle a situation in which a generated file name matches the name of an existing file.



## Creating an Album

### Connecting a Digital Camera

You can use Media Center Plus to access and manage your images while they are in the digital camera, and you can load the images directly into the program. When you installed Media Center Plus, you were given the option of loading drivers for most brands of digital cameras. If you did not do this, run the installation program again and install the drivers for your camera.

There are three steps to loading your images into Media Center Plus:

- 3** **Connect the Camera to the Computer**
- 3** **Configure the Camera Settings**
- 3** **Open the Images**

Ø **Note:** *Connect your camera to the computer before opening the Digital Camera Configuration dialog box.*

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After you have connected the camera to the computer, choose **File > Import > Digital Camera > Configure** to open the [Digital Camera Configuration dialog box](#)

To use the Digital Camera Configuration dialog box:

- 3** **Select Your Camera**

Use the Camera Type drop down box to select the camera you want to use.

- 3** **Select the Port**

If you know which port on your computer you have connected to your camera, select it from the Communication Port list. If you do not know the port, leave the selection at Auto Detect.

- 3** **Select the Baud Rate**

If you know the appropriate baud rate setting, select it from the Baud Rate list. If you do not know the setting, leave the selection at Auto Detect. Media Center Plus will check the computer and camera and set the fastest possible connection.

- 3** **Download the Thumbnails**

To download thumbnails of the images as soon as the camera connects to the computer, select the Download thumbnails immediately after opening camera check box. While this increases the time it takes to connect to the camera, it allows the preview in the Digital Camera dialog box to display a thumbnail of the image when you select it.


- 3** **Select the OK Button**

This will close the dialog box and you'll be ready to [load a digital camera image](#).

## Creating an Album

### Loading a Digital Camera Image

After you have configured the [connection between the camera and the computer](#), choose **File > Import >**

**Digital Camera > Access** to open the [Digital Camera dialog box](#), or click the Access Camera button  on the toolbar. Media Center Plus displays a message stating that it is connecting to the camera and getting the thumbnails (if you selected that option). Press Abort to cancel the operation.

Ø **Note:** *If your camera does not include a feature displayed in the Digital Camera dialog box, that feature's option is unavailable (greyed-out).*

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To use the Digital Camera dialog box:

#### **3** **Apply Commands to All the Pictures in the Camera**

The top part of the dialog box displays the camera type, the image resolution, and the number of pictures taken and remaining. Use the "Multiple Exposure Operations" panel to apply commands to all the pictures in the camera:

- Click "Delete All" to delete all the images in the camera.
- If you chose not to download thumbnails when you configured the settings, click "Get Previews" to download them now. When no previews have been downloaded, an "X" appears in the preview window.
- Click "Add All to album" to save all the images to the selected album without first opening them.

#### **3** **View and Work with Individual Images**

Use the Single Exposure Operations panel to view and work with individual images:

- Click the left and right arrows below the preview box to scroll through the images. Each picture's exposure number, time and date of creation, and preview appear. (The preview appears only if you downloaded the thumbnails.)
- If you want to take a picture and see it immediately, position the camera, click "Take Picture", and then click "Get Preview".
- If you chose not to download the thumbnails and now want to see a preview of the selected image, click Get Preview.
- Click "Delete" to delete the image from the camera.
- Click "Add All to album" to save all the images to the selected album without first opening them.
- Click the arrow buttons on top of the preview box to rotate incoming pictures clockwise and counterclockwise.

#### **3** **Select the OK Button**

## Creating an Album

### Copying the selected thumbnails from the current album

#### **3** [Selecting Files](#)

#### **3** [Scanning Folders](#)

#### **3** [Copying the selected thumbnails](#)

#### **3** [Leaving the Album Empty](#)

#### **3** **Select the New Album Command**

You can select the New Album command by choosing File > New, or clicking the New **3** button. Media Center Plus will open the New Album dialog box.

#### **3** **Enter the Album's Title (Optional)**

When an album has a title, it appears in the left panel on the [Status Bar](#). You may find that a title makes it easier to remember an album's purpose. Entering a title is optional.

- To enter a title, type it into the Album Title text box, then press enter. To access the text box, click in it, or press <A>. A title's length is limited to fifty characters.
- To continue without entering a title, leave the Album Title text box empty and move on to the next step:

Ø **Note:** An album's title is not its filename. To change an album's filename, make a copy of the file with a different filename, then delete the copy with the old filename.

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### 3 Select the Method to Add Files to the New Album

From the New Album dialog box, select the "Copy the selected thumbnails from the current album" radio button. Media Center Plus will create a new album containing all the selected thumbnails in a previously opened album. If there is no current album, the option to copy the selection from the current album will be grayed out.



### 3 Select the OK Button

## Creating an Album

Leaving the album empty

**3** [Selecting Files](#)

**3** [Scanning Folders](#)

**3** [Copying the selected thumbnails](#)

**3** Leaving the Album Empty

**3** **Select the New Album Command**

You can select the New Album command by choosing File > New, or clicking the New Album button **3**. Media Center Plus will open the New Album dialog box.

**3** **Enter the Album's Title (Optional)**

When an album has a title, it appears in the left panel on the [Status Bar](#). You may find that a title makes it easier to remember an album's purpose. Entering a title is optional.

- To enter a title, type it into the Album Title text box, then press enter. To access the text box, click in it, or press <A>. A title's length is limited to fifty characters.
- To continue without entering a title, leave the Album Title text box empty and move on to the next step:

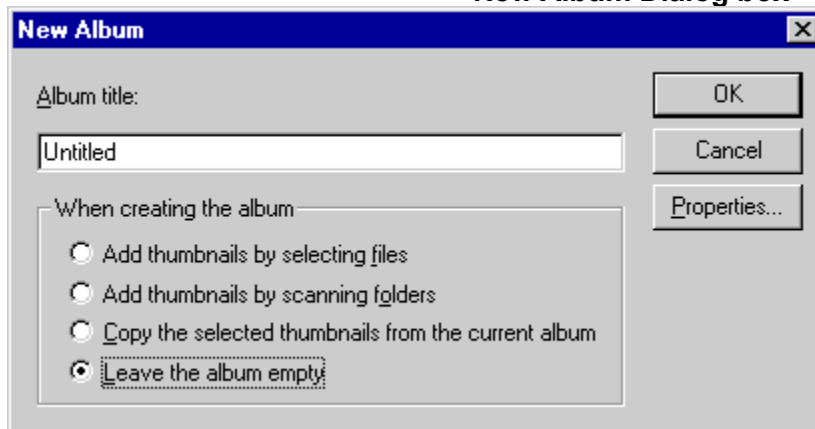
Ø **Note:** An album's title is not its filename. To change an album's filename, make a [copy](#) of the file with a different filename, then delete the copy with the old filename.

---

**3** **Select the method to add files to the new album**

From the New Album dialog box, select the "Leave the album empty" radio button. Media Center Plus will create an empty new album.

**New Album Dialog box**



**3** **Select the OK Button**

## Creating an Album

### Saving the New Album

#### **3** Access the Save As Dialog Box

You use the Save As dialog box to save the album. To access the dialog box, you can choose **File > Save** or **Save As**, or you can click the Save Album File button **3**:

#### **Save As Dialog Box**

#### **3**

#### **3** Select the Folder

Navigate to and select the folder where you want to save the new album. If the list is too long to fit in the box, use the scroll bar to move through it.

#### **3**

#### **Enter the Filename**

Media Center Plus automatically enters the album title into the “File name” text box. If the album has been previously saved, the file name will be the name with which the album was last open with or the name with which it was saved as. You enter a new name by typing over this text. Don’t worry about the file extension — the “.alb” at the end of the filename — Media Center Plus will add it automatically. To access the “File name” text box, double-click in it to overwrite the current text, or click in it once to edit the current text. If there are any invalid characters in the title, they will be replaced in the filename by underline characters “\_”. (This replacement will not occur on those characters entered by you into the “File name” text box).

#### **3**

#### **Select the Save Button**

Click the Save button, or press<**Enter**>. Media Center Plus will save the new album.

## File Formats

### Overview

Media Center Plus directly supports fifty four different file formats:

- [Thirty three raster image formats](#)
- [Thirteen meta and vector image formats](#)
- [Three audio formats](#)
- [Five animation formats](#)

## File Formats

### Animation Formats

Media Center Plus reads and plays five animation formats:

<b>Format</b>	<b>Source/Standard</b>
AVI	Video For Windows
GIF	Animated (Compuserve)
MPEG	Motion Picture Experts Group
MNG	Multiple-image Network Graphics
FLC/FLI	Autodesk Animation

Ø **Note:** " Microsoft Windows Media Player is required to use the Play/View or Slideshow features with MP3 and MPEG format files. If this application is not installed on your system, please visit the Windows Media Player download page at <http://microsoft.com/windows/mediaplayer/download/default.asp>. If you experience any problems with MP3 or MPEG playback, you should install the latest version of the player from this download page."

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## File Formats

### Raster Image Formats

A raster format breaks an image into a grid of equally sized pieces, called pixels, and records [color information for each pixel](#). Media Center Plus supports thirty-three raster image formats. The table below shows the file formats Media Center Plus can open and save.

Format	Sub-Format and Description	Bits-Per-Pixel and Color Type	
		1 Open	< Save
BMP	RGB encoded (OS/2)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	RGB encoded (Windows)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	RLE encoded (Windows)	4-bit, 8-bit color	4-bit, 8-bit color
CLP	Clipboard bitmap (Windows)	1-bit, 4-bit, 8-bit color, 24-bit	
	Device-independent clipboard bitmap	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
CT	Continuous Tone CMYK (SciTex)	24-bit	24-bit
	Continuous Tone CMY (SciTex)	24-bit	24-bit
CUT	Dr. Halo	8-bit color	8-bit color
DCX	Multipage Paintbrush (Zsoft)	1-bit	
DIB	RGB encoded (OS/2)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	RGB encoded (Windows)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	RLE encoded (Windows)	4-bit, 8-bit color	4-bit, 8-bit color
EPS	Image only (Adobe)		1-bit, 4-bit, 8-bit color, 24-bit
FPX	Compressed (Kodak)	8-bit grey, 24-bit	8-bit grey, 24-bit
	Uncompressed (Kodak)	8-bit grey, 24-bit	8-bit grey, 24-bit
GIF	v. 87a Interlaced (Compuserve)	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
	v. 87a Non-interlaced (Compuserve)	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
	v. 89a Interlaced (Compuserve)	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
	v. 89a Non-interlaced (Compuserve)	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
IFF	Compressed (Electronic Arts)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	Uncompressed (Electronic Arts)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
IMG	Old style (GEM Paint)	1-bit, 4-bit, 8-bit color	1-bit, 8-bit color
	New style (GEM Paint)	1-bit, 4-bit, 8-bit color	
JIF	Huffman compressed	8-bit grey, 24-bit	8-bit grey, 24-bit
JPG	Huffman compressed	8-bit grey, 24-bit	8-bit grey, 24-bit
	Progressive	8-bit grey, 24-bit	8-bit grey, 24-bit



KDC	Kodak digital camera	24-bit	
LBM	Compressed (Deluxe Paint)	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
	Uncompressed (Deluxe Paint)	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
MAC	With header (MacPaint)	1-bit	1-bit
	Without header (MacPaint)	1-bit	1-bit
MSP	New version (MS Paint)	1-bit	1-bit
	Old version (MS Paint)	1-bit	
PBM	Portable bitmap (UNIX)	1-bit	1-bit
PCD	Photo-CD (Kodak)	24-bit	
PCT	PICT (Apple)	1-bit, 4-bit, 8-bit color, 16-bit, 24-bit, 32-bit	1-bit, 4-bit, 8-bit color, 24-bit
PCX	v. 0 (Zsoft Paintbrush)	1-bit	1-bit
	v. 2 with palette info (Zsoft)	1-bit, 4-bit	1-bit, 4-bit
	v. 3 without palette info (Zsoft)	1-bit, 4-bit	
	v. 5 (Zsoft)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
PGM	Portable Graymap ASCII (UNIX)	8-bit grey	8-bit grey
	Portable Graymap Binary (UNIX)	8-bit grey	8-bit grey
PIC	Pictor/PC Paint	1-bit, 4-bit, 8-bit color	1-bit, 4-bit, 8-bit color
PNG	Interlaced Portable Network Graphics	1-bit, 4-bit, 8-bit color, 16-bit, 24-bit, 32-bit	1-bit, 4-bit, 8-bit color, 16-bit, 24-bit, 32-bit
	Non-interlaced Portable Network Graphics	1-bit, 4-bit, 8-bit color, 16-bit, 24-bit, 32-bit	1-bit, 4-bit, 8-bit color, 16-bit, 24-bit, 32-bit
PPM	Portable Pixmap (UNIX)	24-bit	24-bit
PSD	Photoshop (RGB or Indexed)	1-bit, 8-bit color, 24-bit	1-bit, 8-bit color, 24-bit
PSP	RLE encoded (Paint Shop Pro)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	LZ77 compressed (Paint Shop Pro)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
	Uncompressed (Paint Shop Pro)	1-bit, 4-bit, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit color, 24-bit
RAS	Type 1 Modern (Sun)	1-bit, 8-bit color, 24-bit, 32-bit	1-bit, 8-bit color, 24-bit
RLE	Compuserve	1-bit	1-bit
	Windows	4-bit, 8-bit color,	4-bit, 8-bit color,
SCT	Continuous Tone CMYK	24-bit	24-bit
	Continuous Tone CMY	24-bit	24-bit
TGA	Uncompressed (Truevision)	8-bit grey, 8-bit color, 16-bit, 24-bit, 32-bit	8-bit grey, 8-bit color, 24-bit, 32-bit
	Compressed (Truevision)	8-bit color, 16-bit, 24-bit, 32-bit	8-bit color, 24-bit, 32-bit
TIF	Huffman compressed	1-bit	1-bit

	Uncompressed	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit
	Uncompressed CMYK	24-bit	24-bit
	Pack bits compressed	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit
	Pack bits compressed CMYK	24-bit	24-bit
	LZW compressed	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit
	LZW compressed CMYK	24-bit	24-bit
	Fax Group 3 compressed	1-bit	1-bit
	Fax Group 4 compressed	1-bit	
WPG	v. 5.0 (WordPerfect)	1-bit, 4-bit, 8-bit grey, 8-bit color	1-bit, 4-bit, 8-bit grey, 8-bit color
	v. 5.1 (WordPerfect)	1-bit, 4-bit, 8-bit grey, 8-bit color	1-bit, 4-bit, 8-bit grey, 8-bit color
	v. 6.0 (WordPerfect)	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit	1-bit, 4-bit, 8-bit grey, 8-bit color, 24-bit

### Bits-Per-Pixel and Color Depth

The number of colors that a raster file can contain is determined by the bits-per-pixel: the more information that is recorded for each pixel, the more shades and hues that the file can contain. Most raster formats support more than one level of bits-per-pixel, and therefore more than one level of color. The following table lists all of the bits-per-pixel ratios in the raster formats that Media Center Plus supports.

Bits-Per-Pixel	Maximum Number of Colors
1	2
4	16
8	256
16	32,768 or 65,536 (depends on format)
24	16,777,216
32	16,777,216

## File Formats

### Meta and Vector Image Formats

In the strictest definition, a vector format can only contain [vector information](#). In common practice, many formats that are considered to be vector allow you to include non-vector data, such as raster images or text. Meta formats explicitly allow more than just vector data. For example, a metafile might contain a bitmap, vector information, and text.

When you use Media Center Plus to view a file that contains vector information, what you see is a raster image based on the vector data. Media Center Plus imports the vector image and converts it to an internal raster format for viewing and for use in the file's thumbnail. Media Center Plus cannot write vector information. You can save files in the Windows metafile format (WMF), but the files only contain raster information.

The following table lists the meta and vector formats that Media Center Plus can open and save:

<b>Format</b>	<b>Source/Standard</b>	<b>1 Open (Read )</b>	<b>&lt; Save (Write)</b>
CDR	CorelDRAW!	Yes	
CGM	Computer Graphics Metafile	Yes	
CMX	Corel Clipart	Yes	
DRW	Micrografx Draw	Yes	
DXF	Autodesk	Yes	
EMF	Windows Enhanced Metafile	Yes	Yes*
EPS	Encapsulated PostScript	Yes	Yes*
GEM	Ventura/GEM	Yes	
HGL	Hewlett-Packard Graphics Language	Yes	
PCT	Apple	Yes	Yes*
PIC	Lotus Development Corp.	Yes	
WMF	Microsoft Windows Metafile	Yes	Yes*
WPG	WordPerfect	Yes	Yes*

\* When you save data in these formats, the file contains raster data only.

## Vector Information

Vector information is a collection of geometric shapes that combine to make an image. The information is recorded as mathematical formulas. Vector information has two advantages over raster information: it is scaleable without distortion (the "jaggies" that come with re-sizing a bitmap) and it produces smaller files.

## File Formats

### Audio Formats

Media Center Plus reads and plays three audio formats:

#### Format Source/Standard

MID	Musical Instrument Digital Interface (Maintained by International MIDI Association)
MP3	Motion Picture Experts Group (Layer 3) (Needs Microsoft Media Player)
WAV	Microsoft Windows (Digital Audio)

Sound files may be added to an album just like any other supported multimedia file type. They may be listened to individually or as part of a slide show. If a WAV or MID file is followed by an image file, the sound file is played while the image file is displayed. The image file is displayed until the frame is advanced or the sound file is done playing, whichever comes last.

Ø **Note:** " Microsoft Windows Media Player is required to use the Play/View or Slideshow features with MP3 and MPEG format files. If this application is not installed on your system, please visit the Windows Media Player download page at <http://microsoft.com/windows/mediaplayer/download/default.asp>. If you experience any problems with MP3 or MPEG playback, you should install the latest version of the player from this download page."

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## Getting Started

### File Menu

To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.



## Getting Started

### Edit Menu

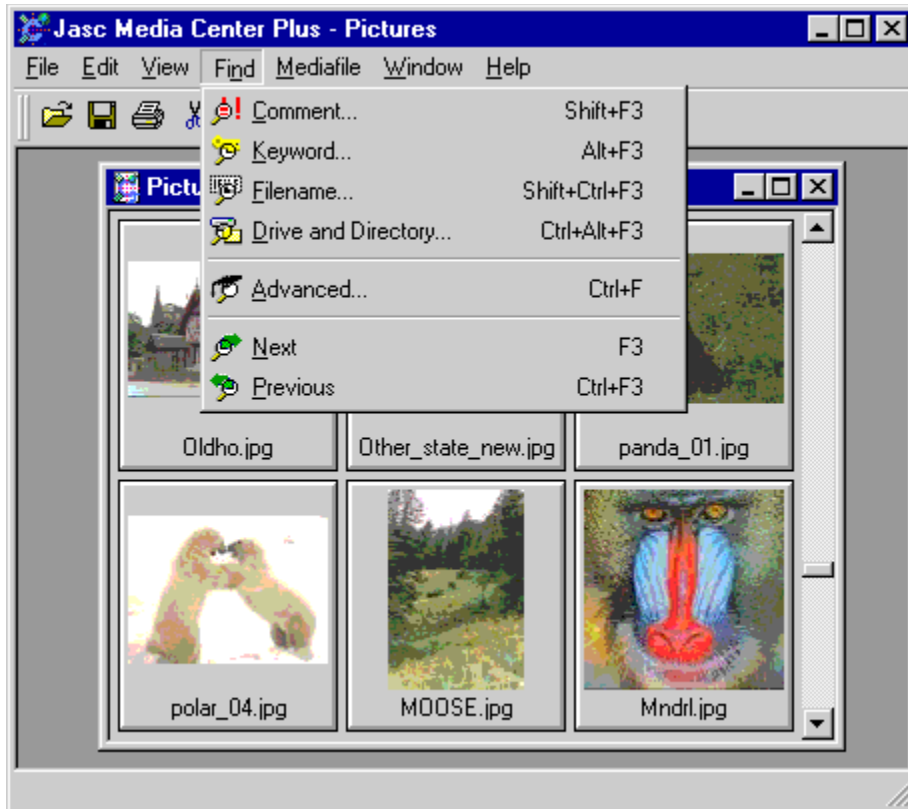
To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.



## Getting Started

### Find Menu

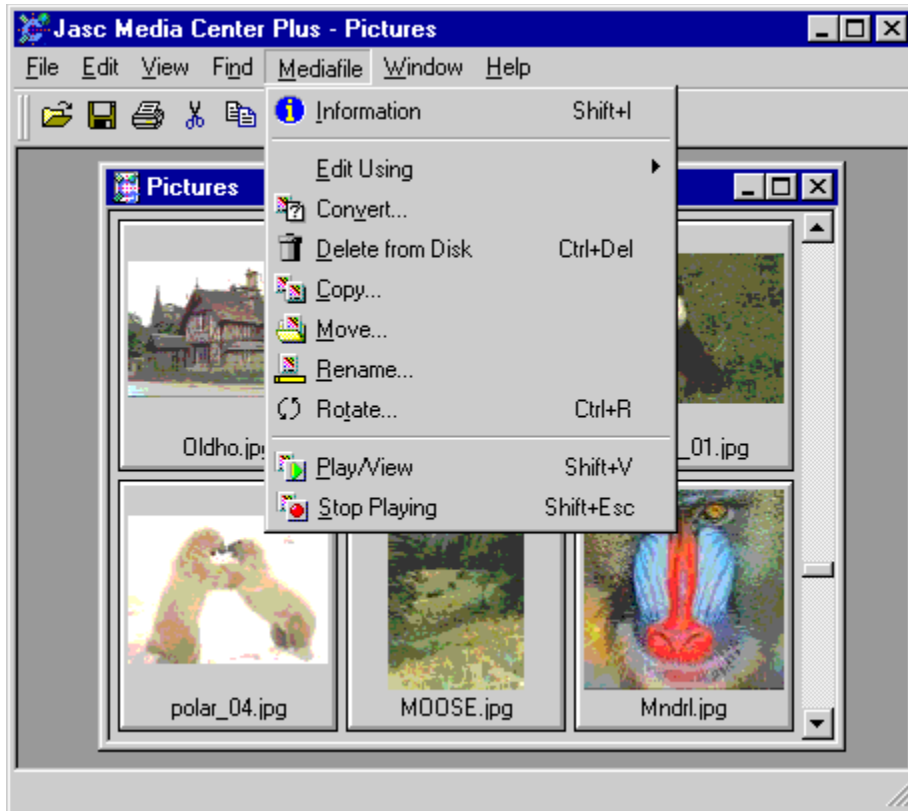
To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.



## Getting Started

### MediaFile Menu

To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.





## Getting Started

### View Menu

To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.



## Getting Started

### Window Menu

To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.



## Getting Started

### Help Menu

To get help with a menu selection, click the menu's title in the diagram below, then click the menu selection.



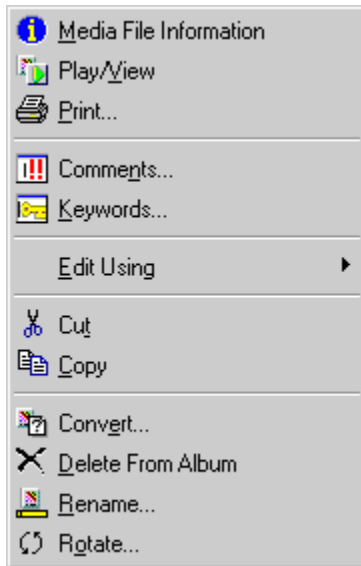
## Getting Started

### Right-Click Context Menus

Right-Click context menus are provided for your convenience, so you don't have to use the normal menus, which require more mouse clicks to access. There are 3 distinct context menus that appear when you:

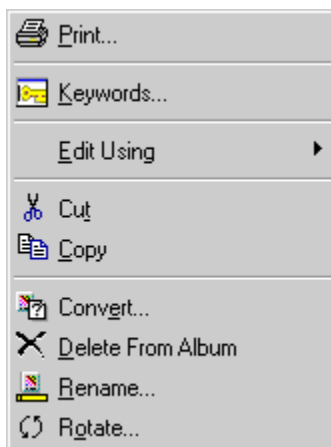
#### **3** Right-click on a single selected thumbnail

Click on each menu item to obtain a full explanation of its function.



#### **3** Right-click as you select multiple thumbnails

Click on each menu item to obtain a full explanation of its function.



#### **3** Right click in the client area of the view where there are no thumbnails displayed

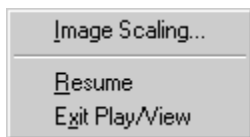
Click on each menu item to obtain a full explanation of its function.



In the case of the full screen play or slideshow features, right-click context menus provide access to features because the normal menus are inaccessible from a full screen window. There are two more distinct context menus that appear when you:

**3 Right-click on a full screen while playing-viewing a thumbnail**

Click on each menu item to obtain a full explanation of its function.



**3 Right-click on a full screen during a slideshow**

Click on each menu item to obtain a full explanation of its function.



Ø **Note:** When playing an AVI, FLI/FLC, MPG, MNG, or GIF movie, the Image Scaling and Options items are replaced with Double Movie Size.

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## Getting Started


### Using This Help System

#### Accessing the Help File

You can open this help file from within Media Center Plus in either of the following ways:

- Choosing **Help > Help Topics**, or
- Pressing the **<F1>** key.

You can open a help topic about a specific item in the following ways:

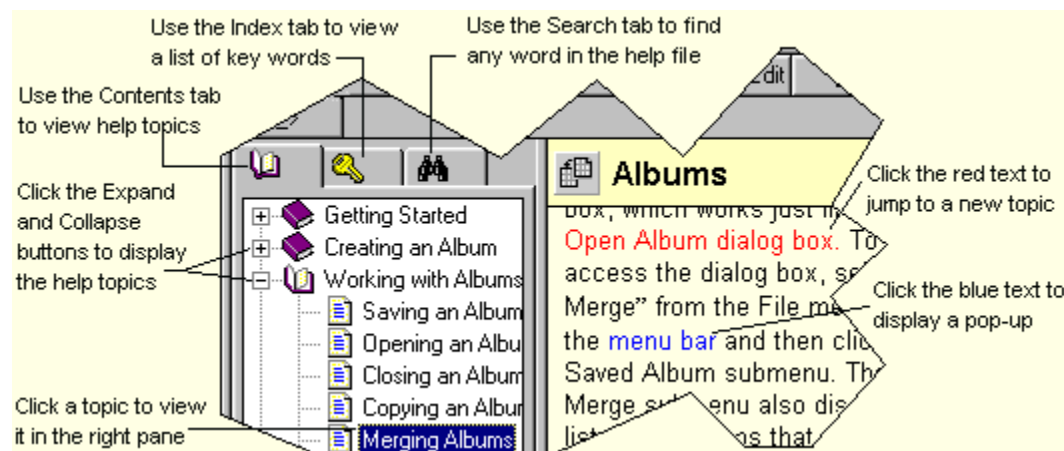
- Clicking the Help button on the toolbar , and then clicking a menu item, toolbar button, or program feature,
- Highlighting the toolbar item, tool palette item, or menu item and then pressing the **<F1>** key; this displays help file information relevant to what you highlighted, or
- Clicking the Help button in a dialog box; this displays help file information relevant to using that dialog box.

#### About Tooltips and the Status Bar

To see the name of a toolbar or tool palette button, place the cursor over it. A pop-up hint, referred to as a Tooltip appears. Note also that Media Center Plus displays a short description of the feature in the [Status bar](#), which is located along the bottom of the workspace.

#### Navigating the Help File

If you are not familiar with using a help file, refer to the illustration below for explanations of the important features.



#### Using the Index Efficiently

To find information quickly on a particular help topic, click the Index tab in the left panel of the help window. This displays a list of keywords associated with a topic. To find help on using a particular dialog box, search for the [dialog box title](#)

#### Understanding Colors for Hypertext

In a standard Windows Help file format, all hypertext (the text you click to jump to another topic or see a pop-up) is green -- jumps have a solid underline and pop-ups have a dashed underline. Media Center Plus uses a different method to indicate hypertext.

In Media Center Plus Help:

- Topic jumps are red.
- Pop-ups are blue.

- Hypertext is not underlined.

### **Understanding Typographical Conventions**

A few typographical conventions to be aware of when reading through this help file include the following:

- Menu commands you are instructed to choose appear in **bold face** with the greater than (>) symbol separating each menu level. For example, if you are instructed to choose the Open command in the File menu, it appears as **File > Open**. If you are instructed to select the General Program Preferences command from the Preferences submenu in the File menu, it appears as **File > Preferences > General Program Preferences**.
- Keys you are instructed to press appear in **bold face** within angled brackets. When you need to press keys in sequence, they are connected by a plus (+) sign. For example, you can also choose the Open command in the File menu by pressing **<Ctrl> + <O>** on the keyboard.
- The term “left-click” is used to indicate that you should press the primary mouse button, which is the button used for most operations. For right-handed users, this is the left mouse button. The term “right-click” is used to indicate that you should press the secondary mouse button, which is the button used for auxiliary operations. For right-handed users, this is the right mouse button.

## Getting Started

### Getting Help

There are several ways to get help with Media Center Plus:

#### **Manual**

The printed manual is a “how to” reference. Feel free to skip the stuff you don't care about, and to jump to topics that interest and concern you.

#### **Help File**

The help file (which you are currently using) presents most of the information in the printed manual in an easy to use format. To access the help file, choose **Help > Help Topics**, or click the “Help Topics” button



. You can also click the [Contact Sensitive Help Toolbar Button](#) to access specific information about the selected topic.

#### **Help on Toolbar Buttons and Menu Items**

When you highlight a menu selection or place the cursor over a toolbar button, a short description of the button function appears in a window near the cursor.

#### **Info Tips**

As the mouse cursor rests over a thumbnail, a window will pop up with information about the thumbnail. Info tips can be enabled or disabled by choosing **View > Info Tips**.

#### **Jasc Software Web Site Support Pages**

The Jasc Software, Inc. Web site contains several pages dedicated to customer support. It has product frequently asked questions (FAQ's), program updates, images created by other users, and other useful information.

To reach one of these pages from within Media Center Plus, choose **Help > Jasc Software Online > Support Pages**.

#### **Technical Support**

The manual and help file are designed to address the majority of your questions. If they fail to solve your problem, you can contact the developers by choosing: **Help > Jasc Software Online > Email Technical Support**, or directly at:

<b>Contact Method</b>	<b>Address or Number</b>
E-mail	<a href="mailto:techsup@jasc.com">techsup@jasc.com</a>
Web site	<a href="http://www.jasc.com">http://www.jasc.com</a>
Telephone	(612) 930-9171
Fax	(612) 930-9172
Mail	Jasc Software, Inc. 7905 Fuller Road Eden Prairie, MN 55344 USA

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Ø **Note:** To view information about your computer system, click the [About button](#)  in the toolbar.



**“Run Slide Show”**

Choose **View > Run Slideshow** to start a [slide show](#).

**3 Help Button**

Click the Help button and then select an item such as a toolbar button, menu option, or dialog box help button, to open the help file with specific information about the selected item.

**“New”**

Choose **File > New** to create a [new album](#).

## “Open”

Choose **File > Open** to [open](#) an album.

**“Save”**

Choose **File > Save** to save the current album.

### “Save As”

Choose **File > Save As** to save a new album for the first time, or to make a copy of an existing album.

**“Close”**

Choose **File > Close** to close the current album.

## “Merge”

Choose **File > Merge** to [merge two albums](#) into a single album.



## “Sort”

Choose **Edit > Sort** to [sort thumbnails](#) by characteristic.

**“Title”**

Select “Title” to [change the title](#) of the current album.

**“Print”**

Select **File > Print** to print [thumbnails](#) or [image files](#).

## “Preferences Dialog Box”

Choose **File > Preferences** to:

- [select the general program settings](#) under which Media Center Plus will operate.
- [select the general thumbnail settings](#) under which Media Center Plus will operate.
- [select the general display settings](#) under which Media Center Plus will operate.
- [select the general slide show settings](#) under which Media Center Plus will operate.
- [create, edit and delete file type groups](#) to the list of file formats that Media Center Plus scans in.
- [select file format preferences](#)
- [customize the toolbar](#)

### **“Recently Used Files”**

The ten most recently used albums are listed at the bottom of the File menu. You can open one of these albums by selecting its entry.

### “Cut”

Choose **Edit > Cut** to cut the image for the selected thumbnail. Media Center Plus will send the image to the clipboard and delete the thumbnail from the album.

### “Copy”

Choose **Edit > Copy** to [copy the image](#) for the selected thumbnail to the clipboard.

### “Paste”

Choose **Edit > Paste** to paste the clipboard contents into a new image file.



**“Add Thumbnails by Selecting files”**

Choose **Edit < Add by Selecting Files** to [add the thumbnails you select](#) to the current album.

**“Delete From Album”**

Choose **Edit < Delete from Album** to [remove thumbnails](#) from the current album.

**“Remove Orphans”**

Choose **Edit < Remove Orphans** to [remove invalid thumbnails](#) from the current album.

## “Update Thumbnails”

Choose **Edit < Update Thumbnails** to [update thumbnail images](#).

**“Comments”**

Choose **Edit < Comments** to add or edit a [thumbnail's comments](#).

## “Keywords”

Choose **Edit < Keywords** to add or edit a [thumbnail's keywords](#).

**“Disk ID”**

Choose **Edit < Disk ID** to [edit](#) the [disk ID](#) for one or more thumbnails.

**“Drive”**

Choose **Edit < Drive** to [change the drive](#) for one or more thumbnails.



### “Drive & Directory”

Choose **Edit < Drive & Directory** to [change the drive and directory](#) for one or more thumbnails.

### “Comments”

Choose **Edit < Comments** to change the comments of the current album.

### “Convert”

Choose **Mediadile > Convert** to copy the selected thumbnails' image files to a [different file format](#).

### “Copy”

Choose **Mediafile > Copy** to copy the current thumbnail's media file to a different drive or directory.

**“Delete from Disk”**

Choose **Mediafile > Delete from Disk** to permanently [delete](#) the selected thumbnails' media files.

### “Edit Using Sub-Menu”

Choose **Mediafile > Edit Using**. The sub-menu lists the primary editor for the selected thumbnail's file type (first entry) and any secondary editors (remaining entries). To open the media file in one of the editors, select the editor's entry.

### “Move”

Choose **Mediafile > Move** to move the selected thumbnails' media files to a different drive or directory.

**“Play/View”**

Choose **Mediafile > Play/View** to [play or view](#) the selected thumbnail's media file.



**“Rename”**

Choose **Mediadile > Rename** to rename the selected thumbnail's media file.

### **“Stop Playing”**

Choose **Mediafile > Stop Playing** to stop playing an audio file.

### “Album Properties”

Choose **File > Album Properties** to [display information](#) about the current album.

**“Media File Information”**

Choose **Mediafile > Information** to [display information](#) about the selected thumbnail's media file.

**“About Jasc Media Center Plus”**

Choose **Help > About Jasc Media Center Plus** to display information about Media Center Plus.

**Album / Album File**

An album is a collection of [thumbnails](#). When you save an album, you create an album file.

## Media File

A media file can be an image file, an audio file, or an animation file. Media Center Plus directly supports fifty four file formats.

### [4 Standard File Formats](#)

## Comments

You can add comments to [thumbnails](#). Comments can help you remember what a [media file](#) was created for, how good the file's quality is, and anything else that might be important. You can also search for comments, and you can select thumbnails based on their comments.

### [4 Adding and Editing](#)

### [4 Searching For](#)

### [4 Selecting Thumbnails By](#)

## Keywords

You can add keywords to [thumbnails](#). You can search for keywords, and you can select thumbnails based on their keywords.

### [4 Adding and Editing](#)

### [4 Searching For](#)

### [4 Selecting Thumbnails By](#)

## Primary Mouse Button

On a two-button mouse, the primary button is the one that you use more often. For most users, it's the left button. If you're left-handed, your buttons may be reversed, in which case the primary button would be on the right.

## Primary Editors

Primary editors are assigned to specific file extensions. When you install Media Center Plus, it sets the primary editors to the applications that Windows associates with the file extensions that Media Center Plus recognizes. For example, if you use Paint Shop Pro, then it is probably associated with the ".PSP" file extension. If it is, then Paint Shop Pro will be the primary editor for files with that extension.

### [4 Selecting Primary Editors](#)

## Image Files

### Viewing an Image File

You can view an image file by choosing **Mediafile > Play/View**, clicking the Play/View Media File button



or double-clicking the file's thumbnail.

Media Center Plus will display the image full screen. To return to Media Center Plus, press the **<Esc>** or **<Space>** keys, or make a mouse click anywhere on the screen.

## Image Files

### Printing Image Files

You can print image files, or you can [print thumbnails](#).

To print image files follow these steps:

**3** [Select](#) the Thumbnails for the Images that You Want to Print

**3** Access the Page Setup Dialog Box

To open the [Page Setup](#) dialog box, choose **File > Page Setup**, or click the Page Setup button **3**. After setting the Paper, Orientation, and Margins options, select Full Page as the layout in the Options panel and click the OK button. This setting will determine that the objects being printed will be full sized images and not thumbnails.

**3** Access the Print Dialog Box

Choose **File > Print** or click the Print button **3**, to select the printer, the print range and the number of copies that you want to print.



## Image Files

### Converting Image Files

Image files come in two types of [file formats](#): [raster formats](#) and [vector formats](#). You can convert any image file to a raster format, but you cannot convert a raster file to a vector format, and you cannot convert from one vector format to another. To copy image files to a different format, follow the steps below.

**3** **Select the Image Files' Thumbnails**

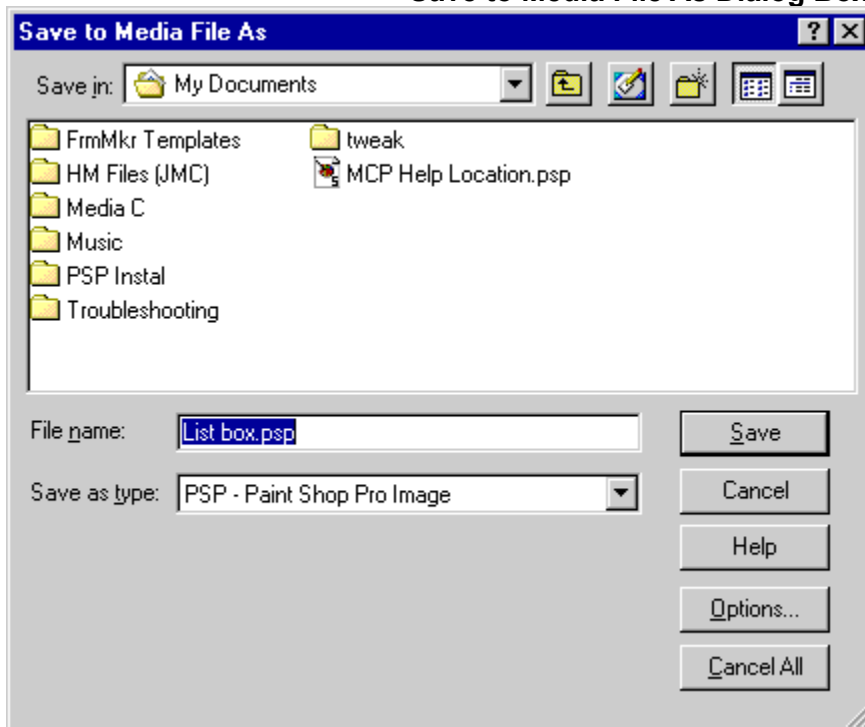
[Select](#) the thumbnails for the images that you want to print.

**3** **Select the Convert Command**

Access the Convert Command by choosing **Mediafile > Convert** or clicking the Convert button .

- If the file is in a vector format, Media Center Plus will open the [Meta Picture Import dialog box](#). After you select a size for the converted image, Media Center Plus will open the Save to Media File As dialog box.
- If the file is in a raster format, Media Center Plus will open the Save to Media File As dialog box.

### Save to Media File As Dialog Box



**3** **Select the Folder**

Navigate to and select the folder in which you want to save the converted file. Use the scroll bars to move up and down the directory tree.

**3** **Enter the Filename**

Media Center Plus automatically enters the current filename with the new extension into the "File name" text box. You enter a new name by typing over this text. To access the "File name" text box double-click in it to overwrite the current text, or click in it once to edit the current text.

**3** **Select the Format**

Select the format for the new file from the "Save as type" drop down box. Some file types support various

options. When the selected file type supports options, the “Options” button is enabled and clicking it will bring up a dialog to [adjust the options](#).

**3** **Select the Save Button**

Click the Save button, or press **<Enter>**. Media Center Plus will create the new file. If you selected more than one thumbnail, Media Center Plus will re-open the Save To Media File As dialog box and start over at Step 3.

## Image Files

### Rotating Image Files

Follow these steps to rotate image files:

**3** **Select the Image Files' Thumbnails**

**Select** the thumbnails for the image files that you want to rotate.

**3** **Select the Rotate Command**

Access the Rotate dialog box by choosing **Mediafile > Rotate** or clicking the Rotate button :

#### Rotate Dialog Box



**3** **Enter the Parameters of the Rotation**

Using the radio buttons at the right of the thumbnail preview window, select the direction and the degree values that will determine the nature of the rotation. Once you select these values, click one of the rotation buttons located above the thumbnail preview window, to perform the rotation.

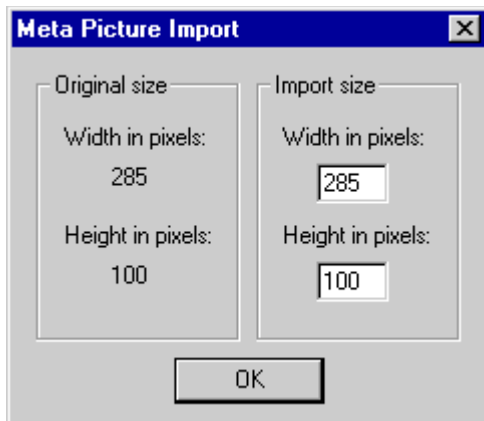
**3** **Select the OK Button**

Media Center Plus will automatically open the "Save to Media File As" dialog box. Use this dialog box to save your newly rotated image with a filename and location of your choice.

*Ø Note: The Rotate command does not work with animations and sound files.*

---

## Meta Picture Import Dialog Box



To change the size and scale of the image, you edit the contents of the "Width in pixels" and "Height in pixels" text boxes. To access a text box, click in it, or press **<Tab>** until its text is highlighted. When you're done, click the OK button, or press **<Enter>**. Media Center Plus will open the Save As dialog box.

**Vector Format**

A [vector format](#) file is a collection of the shapes that combine to make the image, recorded as mathematical formulas.

**Raster Format**

A [raster format](#) file breaks an image into a grid of equally sized pieces, called pixels, and records color information for each pixel.

## Image Files


### Edit Cut Command

You can use Window's clipboard to cut, copy, and paste images.

**3** **Edit Cut**

**3** **Edit Copy**

**3** **Edit Paste**

The Edit Cut command sends the image for the current thumbnail to the clipboard and removes the thumbnail from the album. The underlying image file is not affected in any way. You can use the Edit Cut command by choosing **Edit > Cut**, or clicking the Edit Cut button .

## Image Files

### Edit Copy Command


You can use the Window's clipboard to cut, copy, and paste images.

**3** [Edit Cut](#)

**3** **Edit Copy**

**3** [Edit Paste](#)

The Edit Copy command sends the image for the current thumbnail to the clipboard and leaves the thumbnail intact. The underlying image file is not affected in any way. You can use the Edit Copy

command by choosing **Edit > Copy**, or clicking the Edit Copy button .



## Image Files

### Edit Paste Command

You can use Window's clipboard to cut, copy, and paste images.


**3** [Edit Cut](#)

**3** [Edit Copy](#)

**3** [Edit Paste](#)

The Edit Paste command retrieves the contents of the clipboard and prompts you to save it to an image file. There are three different ways to retrieve the contents of the clipboard, depending on whether you are pasting thumbnails from within Media Center Plus, an image from outside Media Center Plus, or a file from outside Media Center Plus. Copying from one running copy of Media Center Plus to another counts as pasting from another application. Only when you paste an image from outside Media Center Plus, will you be prompted to save it to an image file. Follow these steps:

**3** **Select the Edit Paste Command**

You can select the Edit Paste command by choosing **Edit > Paste**, or clicking the Edit Paste button . The Save To Media File As dialog box will open:

#### **Save To Media File As Dialog Box (Example)**

**3**

**3** **Select the Folder**

Navigate to and select the folder in which you want to save the file. Use the scroll bars to move up and down the directory tree.

**3**

**Enter the Filename**

Media Center Plus automatically enters the filename "new" with the new extension into the "File name" text box. You enter a new name by typing over this text. You don't need to add the file extension. Media Center Plus will add it automatically.

**3**

**Select the Format**

You select the format for the new file from the "Save as type" drop down box.

**3**

**Select the Save Button**

Click the Save button, or press **<Enter>**. Media Center Plus will create the new file and add its thumbnail to the current album.

## Media Files

### Playing or Viewing Media Files

#### **Playing or Viewing a Single Media File**


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You can play or view a media file by choosing **Mediafile > Play/View**, double-clicking the file's thumbnail, or clicking the Play/View button .

- If everything is in order, Media Center Plus will display the image or play the sound or animation. Movie files will revert to the normal Windows display when the movie is complete; image files will remain on screen until the **<Esc>** key or left mouse button is pressed.
- If the file is on removable media, such as a diskette or CD, you may receive an error message or a [prompt](#) asking for the volume with the correct disk ID.
- If the file is a sound file and your system can't play the file format, you will receive an [error message](#).

#### **Slide Shows**

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You can play media files in a slide show sequence. Media Center Plus includes [extensive options](#) for controlling the slide show, including the incorporation of sound elements. Sound files may be added to an album just like any other supported multimedia file type. They may be listened to individually or as part of a slide show. Within a slide show, either WAV, MID or MP3 files may be played as individual frames, in which case a thumbnail of the file type will be displayed on the screen. To stop playing a sound file as an individual frame, choose **Mediafile > Stop Playing**, or click the Stop Playing button  on the toolbar.

#### **Starting a Slide Show**

You can start a slide show by choosing **View > Run Slideshow**, or you can click the Slide Show button:



#### **Advancing the Frame**

If the frame doesn't advance automatically, you advance it manually by either pressing **<Spacebar>**, or by clicking once.

#### **Stopping a Slide Show**

You stop a slide show by pressing **<Esc>**.

#### **Going Back One Frame**

You can go back one frame at a time by pressing **<Backspace>**.

## Media Files

### Editing a Media File

Media Center Plus has two types of media file editors: [primary editors](#) and [secondary editors](#).

**Tip:** If you edit an image file, or if you edit the first frame of an animation file, it's a good idea to [update the album's thumbnails](#).

#### **Primary Editors**

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To load a media file in its primary editor, right-click the file's thumbnail, choose **<Edit Using>** from the popup menu, and then select the first editor from the list of selected editors. You can also access the "Edit Using" menu by choosing **Mediafile > Edit Using**. The primary editor will always appear as the first editor in the list of selected editors. If there is no primary editor defined for the file type you selected, you will receive an error message.

#### **Secondary Editors**

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To load a media file in its secondary editor, right-click the file's thumbnail, select "Edit Using" from the popup menu, and then select an editor from the list of selected editors. You can also access the "Edit using" menu, by choosing **Mediafile > Edit Using**.


## Media Files

### Copying Media Files

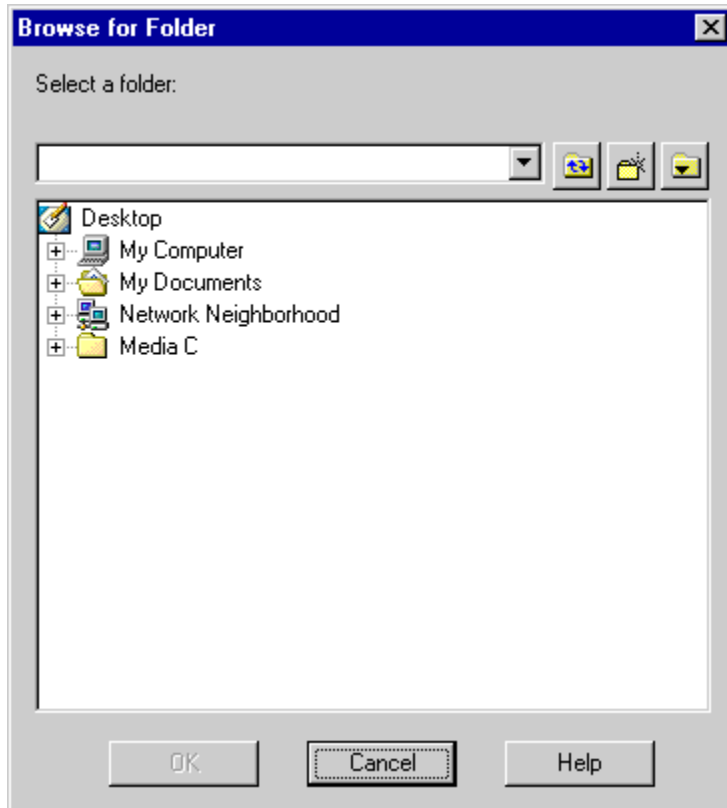
- 3 **Select the Media Files' Thumbnails**

**Select** the thumbnails for the media files that you want to copy.

- 3 **Access the Browse for Folder Dialog Box**

Choose **Mediafile > Copy**, or click the Copy File button .

### Browse for Folder Dialog Box



- 3 **Select the Folder**

Navigate to and select the folder from the "Contents" list box. If the list is too long to fit in the box, use the scroll bar to move through it.

- 3 **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will copy the media files to the selected folder.

## Media Files


### Sending Files Via E-mail

Now you can e-mail media files within an album. Media Center Plus allows you to attach media files associated with each thumbnail to a newly created e-mail message using your default e-mail software. The limit to the number of attachments you may insert within an e-mail message may vary depending on your e-mail software. Follow these steps:

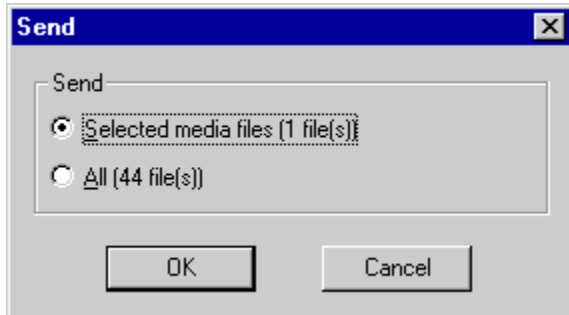
**3** **Select the Media Files' Thumbnails**

**Select** the thumbnails for the media files that you want to send.

**3** **Open the "Send" Dialog Box**

Choose **File > Send**, or click the Send File button  to open the "Send" dialog box. Using one of the two radio buttons, you can choose to send either only the selected media files, or all the media files included in the current album:

**Send Dialog Box**



**3** **Select the OK Button**

Media Center Plus will open your e-mail software with a new message, including the selected media files as attachments.


## Media Files

### Moving Media Files

**3** **Select the Media Files' Thumbnails**

Select the thumbnails for the media files that you want to move.

**3** **Access the Browse for Folder Dialog Box**

Choose **Mediafile > Move**, or click the Move File button .

**Browse for Folder Dialog Box**

**3**

**3** **Select the Folder**

Navigate to and select the folder from the "Contents" list box where you want to move your media files. If the list is too long to fit in the box, use the scroll bar to move through it.

**3** **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will move the media files to the selected folder.

## Media Files

### Renaming Media Files

Media Center Plus offers you the option to change the filename of a single thumbnail's filename, or a [selection of thumbnails](#). To change a single thumbnail's filename, follow these steps:

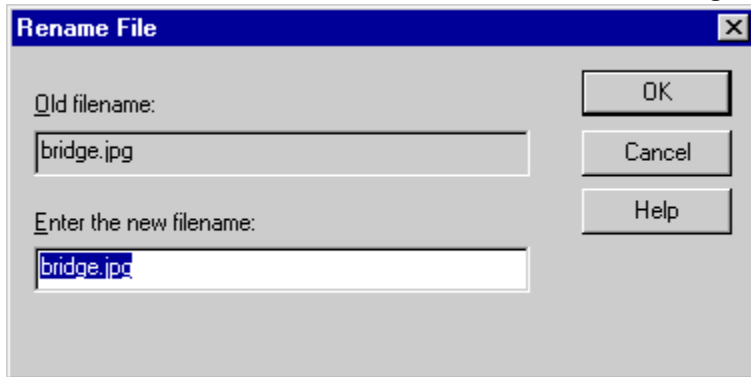
**3** **Select the Media File's Thumbnail**

Click the thumbnails, or use the cursor keys to highlight it.

**3** **Access the Rename File Dialog Box**

Choose **Mediafile > Rename**, or by click the Rename File button .

**Rename File Dialog Box**



**3** **Enter the New Filename**

Type the new filename into the "Enter the new filename" text box.

**3** **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will rename the media file.

## Media Files

### Renaming a Selection of Media Files

Media Center Plus offers you the option to change a selection of thumbnails' filenames individually (allowing you to enter a different filename for every thumbnail) or as a [batch](#) (all selected thumbnails will share the same filename prefix). To change each filename at a time, follow these steps:

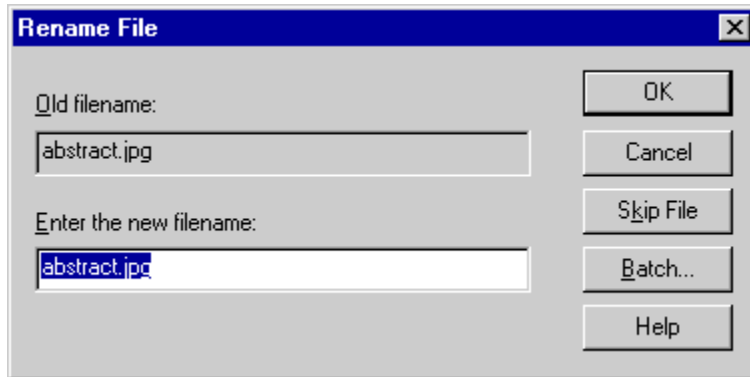
**3** **Select the Media Files' Thumbnails**

Click the thumbnails, or use the cursor keys to highlight them.

**3** **Access the Rename File Dialog Box**

Choose **Mediafile > Rename**, or click the Rename File button **3**.

**Rename File Dialog Box**



**3** **Enter the New Filename**

Type the new filename into the text box.

**3** **Select the OK Button**

Click the OK button, or press **<Enter>** to rename the media file. Media Center Plus will assign the new filename to the selected thumbnail and will prompt you to repeat the process with the next thumbnail on the selection sequence, until all of the thumbnails' filenames have been changed. You can click the Skip File button to leave a particular thumbnail's filename unchanged.



## Media Files

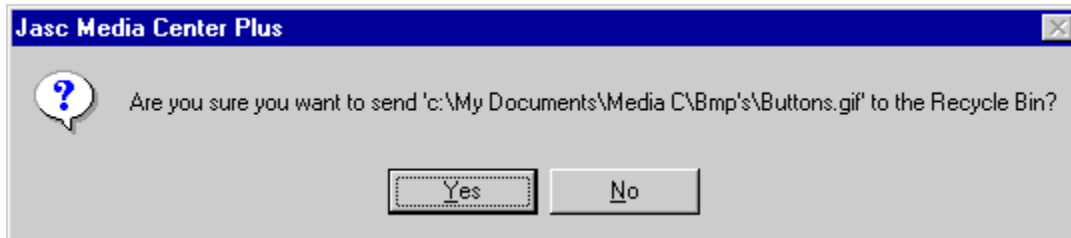
### Deleting Media Files

**3** **Select the Media Files' Thumbnails**

[Select](#) the thumbnails for the media files that you want to delete.

**3** **Select the Delete From Disk Command**

Choose **Mediafile > Delete from Disk**, or click the Delete File button . Media Center Plus will prompt you to confirm your decision:




**3** **Select “Yes” at the Delete Prompt**

You will be prompted to confirm your decision. Click the Yes button, or press **<Enter>**. Media Center Plus will delete the media files and remove the thumbnails from the current album.

**Tip:** If you have thumbnails for the deleted files in another album or albums, you can use the [Remove Orphans command](#) to remove those thumbnails.

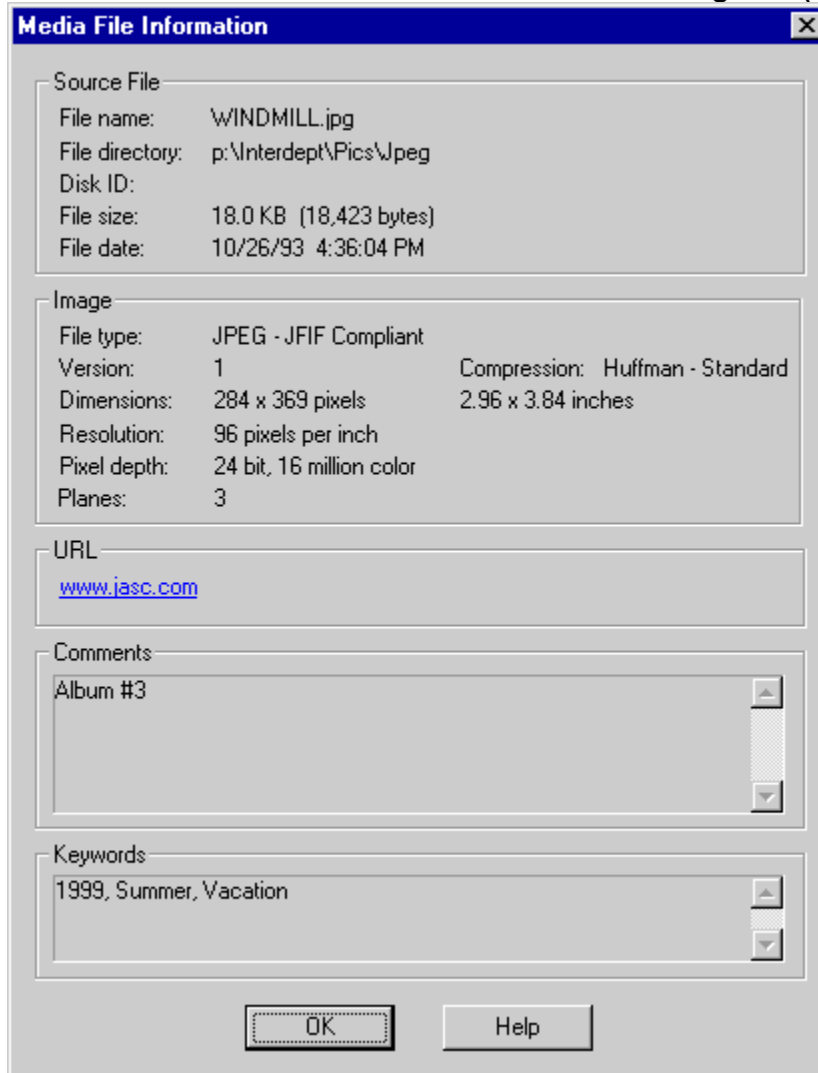
## Media Files

### Viewing Media File Information

To view information about a media file, start by highlighting its thumbnail. Once you have highlighted the thumbnail, you can choose **Mediafile > Information**, or you can click the Information button .


You can also access a file's Media File Information dialog box by right clicking its thumbnail and selecting Media File Info. The information displayed varies with the media file type. To close the dialog box, click the OK button, or press **<Enter>**.

### Media File Information Dialog Box (Example)

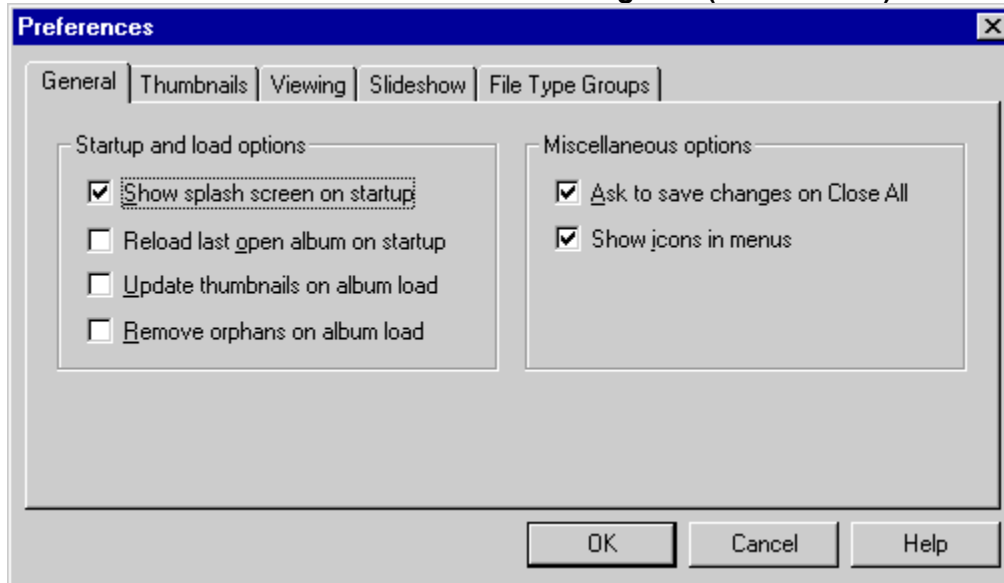


## Customizing Your Setup

### General Options

The General tab in the Preferences dialog box allows you to select the general program settings under which Media Center Plus will operate. An option is on when its check box or option button is filled. To turn an option on or off click the option's text or its check box. To access the dialog box, choose **File > Preferences > General Program Preferences**, or click the Preferences button . When you have finished setting the preferences, click the OK button.

#### Preferences Dialog Box (General Tab)



#### Startup and load options

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- **Show splash screen on startup:** When Media Center Plus starts, automatically brings up a splash screen indicating its version number. Click anywhere in the Media Center Plus workspace to get rid of it.
- **Reload last open album on startup:** When Media Center Plus starts, automatically reloads the last album open before exiting the program for the last time.
- **Update the thumbnails on album load:** When opening an album, automatically update the thumbnail images to reflect any changes in the underlying image and animation files.
- **Remove orphans on album load:** When opening an album, automatically remove any thumbnails for media files that are no longer valid. Files will become invalid if they are moved to another drive or directory, or are deleted.

#### Close options

---

- **Ask to save changes on Close All:** Media Center Plus will prompt you to save all the changes you have made to an album, every time you choose [Window > Close All](#).
- **Show icons in menus:** The function icon will appear to the left of the menu item.

## Customizing Your Setup

### Using an Album as Your Screen Saver

You can use any of your saved albums as your screen saver. All the media files included in the selected album will be played in a slide show sequence, according to the settings that you select. Follow these steps:

**3** **Access the Display Properties Dialog Box**

From your Windows Desktop, double-click "My Computer" and choose **Control Panel > Display > Screen Saver**.

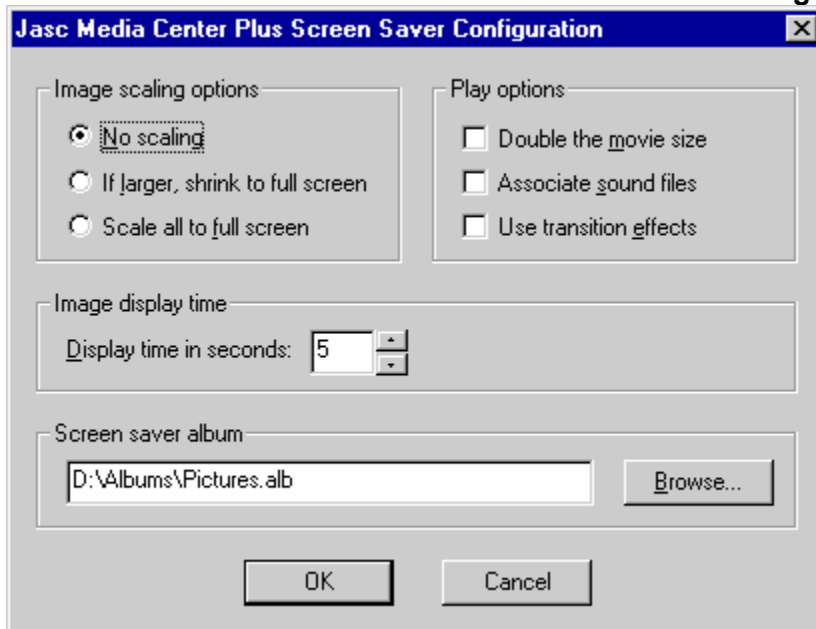
**3** **Select the Jasc Media Center Plus Screen Saver**

Use the "Screen Saver" drop down box to select the Jasc Media Center Plus screen saver.

**3** **Adjust the Screen Saver Settings**

Select the "Settings" button to open the "Jasc Media Center Plus Screen Saver Configuration" dialog box. Use the "Browse" button to navigate to and select the album that Windows will use as your screen saver. After selecting the album, adjust the rest of the settings in the dialog box as you would in the [Viewing](#) and [Slideshow](#) tabs of the Preferences dialog box.

#### Jasc Media Center Plus Screen Saver Configuration Dialog Box



**3** **Select the OK Button**

The dialog box will close and your selected album will be used as your new screen saver.

## Customizing Your Setup

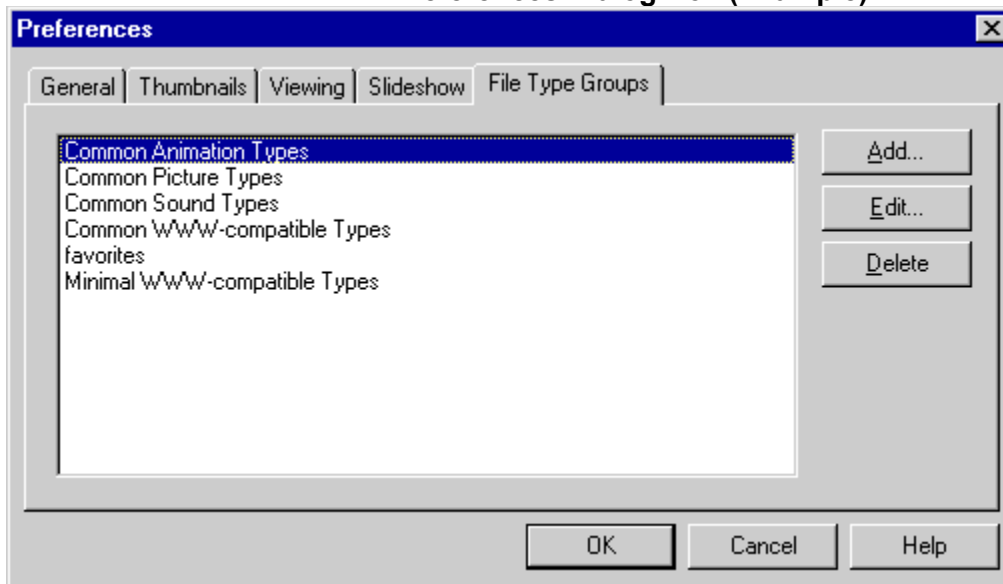
### Creating Multiple File Types

Media Center Plus allows you to define and create groups of file types in order to scan and display files that are of multiple media formats. When you create an album or add thumbnails to an existing album, you can have Media Center Plus scan in all the types of files that you included in a specific file type group. Follow these steps to create and assign file types to one of these groups:

#### 3 Open the Preferences Dialog Box

Choose **File > Preferences > General Program Preferences** and open the File Type Groups tab. The emerging dialog box will offer you the option to add, [edit](#) and [delete](#) a group of file types:

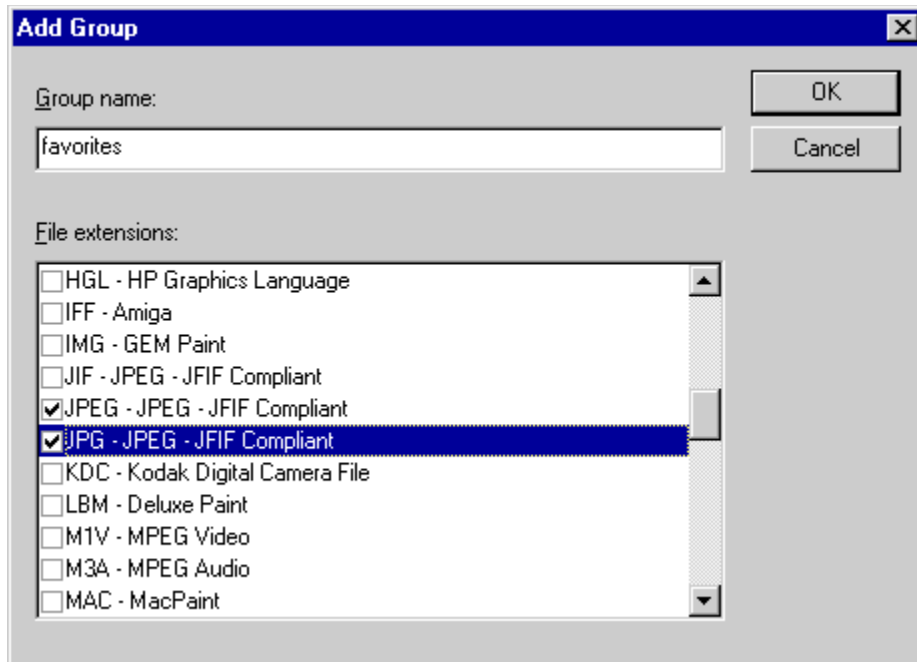
#### Preferences Dialog Box (Example)



#### 3 Select the Add Button

Media Center Plus will open the Add Group dialog box:

#### Add Group Dialog Box (Example)



**3 Enter the Group Name**

Use the "Group name" text box to type the name of the new file types group.

**3 Select the File Formats**

Use the "File extensions" panel to select all the file formats to be included in the new file types group.

**3 Select the OK Button**

Media Center Plus will add your newly created group of file types to the list of file formats that you can select when scanning directories.

## Customizing Your Setup

### Editing Multiple File Types

Using the File Type Groups tab in the Preferences dialog box, you can easily edit the number of file types that you previously assigned to a specific group of file types:

#### 3 Open the Preferences Dialog Box

Choose **File > Preferences > General Program Preferences** and open the File Type Groups tab. The emerging dialog box will offer you the option to [add](#), edit and [delete](#) a group of file types:

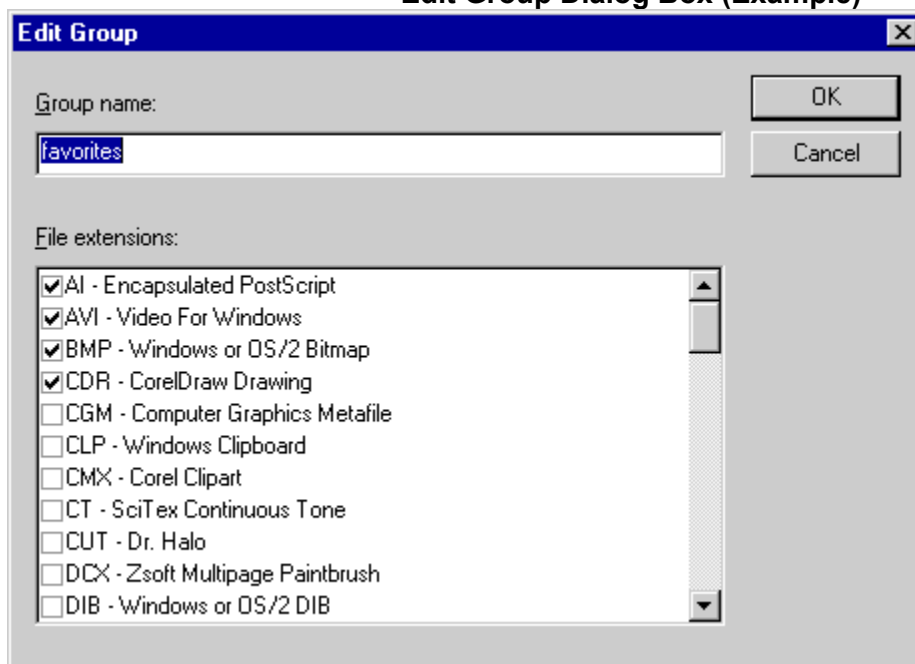
#### Preferences Dialog Box (Example)

3

#### 3 Select the Group of File Types You Wish to Edit and Click the Edit Button

Media Center Plus will open the Edit Group dialog box:

#### Edit Group Dialog Box (Example)



#### 3 Select the New File Types

Place or remove the check mark next to file types you wish to include or exclude from the selected group of file types respectively.

#### 3 Select the OK Button

Media Center Plus will update the contents of your recently edited group of file types.

## Customizing Your Setup

### Deleting Multiple File Types

Using the File Types Group tab in the Preferences dialog box, you can easily delete any previously created group of file types:

**3**

#### **Open the Preferences Dialog Box**

Choose **File > Preferences > General Program Preferences** and open the File Types Group tab. The emerging dialog box will offer you the option to [add](#), [edit](#) and delete a group of file types:

#### **Preferences Dialog Box (Example)**

**3**

**3**

#### **Select the Group of File Types You Wish to Delete and Click the Delete Button**

Media Center Plus will remove the selected group from the Type of files options of any scanning operation.



## Customizing Your Setup

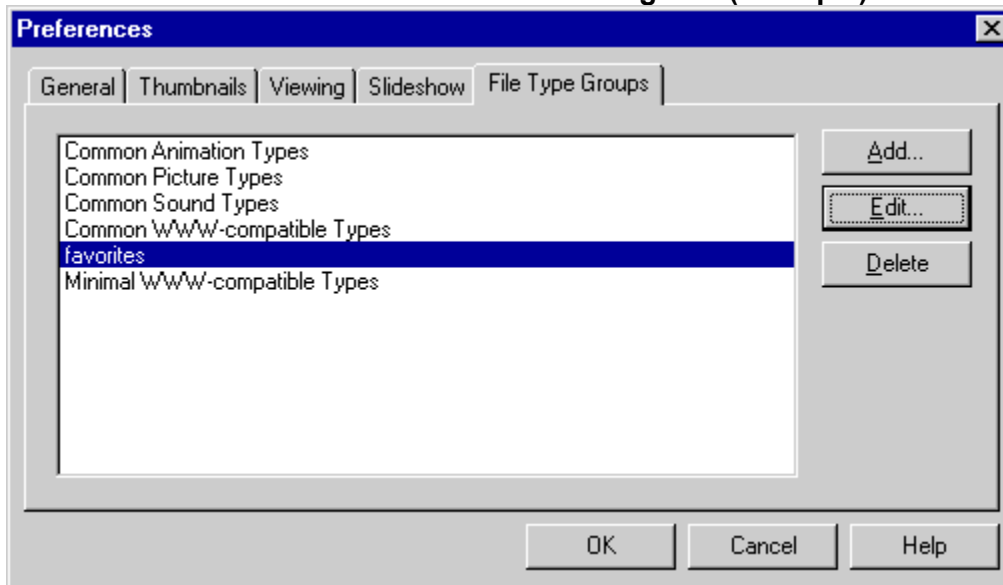
### Renaming Multiple File Types

Using the File Type Groups tab in the Preferences dialog box, you can easily rename any previously created group of file types:

#### 3 Open the Preferences Dialog Box

Choose **File > Preferences > General Program Preferences** and open the File Type Groups tab. The emerging dialog box will offer you the option to [add](#), [edit](#) and [delete](#) a group of file types:

#### Preferences Dialog Box (Example)



#### 3 Select the Group of File Types You Wish to Rename and Click the Edit Button

Media Center Plus will open the Edit Group dialog box in which you can type the new name for the selected group of file types:

#### Edit Group Dialog Box (Example)

#### 3

## Customizing Your Setup

### Selecting Primary Editors

Media Center Plus has two types of media file editors: primary editors and [secondary editors](#).

#### 3 Primary Editors

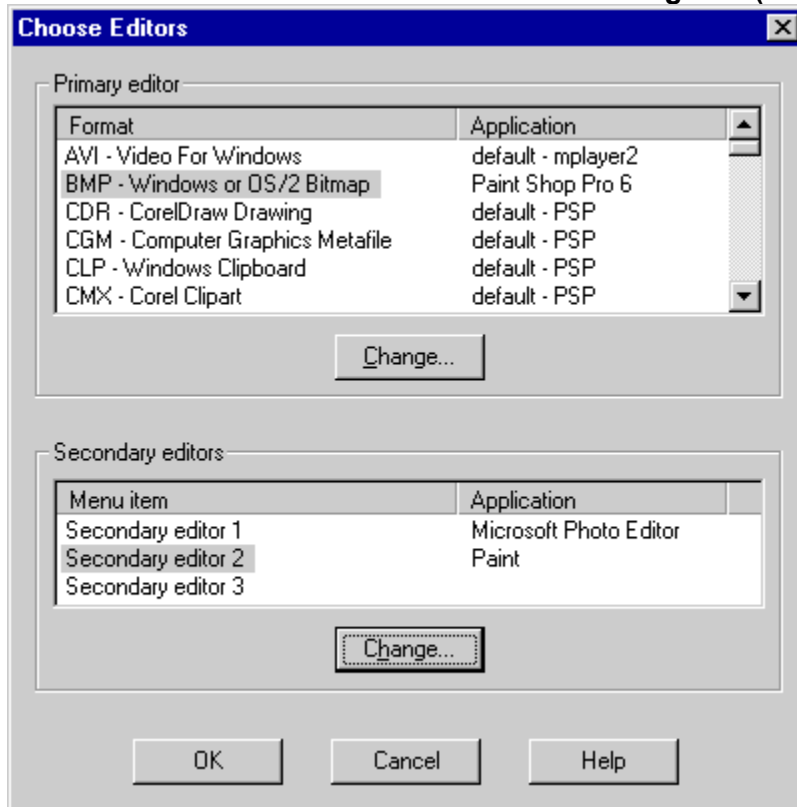
#### 3 Secondary Editors

Primary editors are assigned to specific file extensions. When you install Media Center Plus, it sets the primary editors to the applications that Windows associates with the file extensions that Media Center Plus recognizes. For example, if you use Paint Shop Pro, then it is probably associated with the “.PSP” file extension. If it is, then Paint Shop Pro will be the primary editor for files with that extension.

#### 3 Access the Choose Editors Dialog Box

Access the Choose Editors dialog box by choosing **Mediafile > Edit Using > Choose Editors**:

#### Choose Editors Dialog Box (Example)



#### 3 Select the File Extension

Select the file extension from the Format list box, in the Primary editor panel. Use the scroll bar to move through the list.

#### 3 Open the Change Editor Dialog Box

Click the Change button to select a primary editor different from the one that Media Center Plus has automatically assigned to the selected file extension. Media Center Plus will open the Change Editor dialog box:

#### Change Editor Dialog Box

#### 3

#### 3 Select an Application

Select an application from the “Application” list box. Media Center Plus will automatically fill in the subsequent list boxes with the information pertaining to the chosen application.

**3** **Select the OK Button**

Click the OK Button, or press **<Enter>**. Media Center Plus will save the new primary editor. If you are removing a primary editor, follow steps one through four and click the Clear button.

## Customizing Your Setup

### Selecting Secondary Editors

Media Center Plus has two types of media file editors: [primary editors](#) and secondary editors

#### 3 Primary Editors

#### 3 Secondary Editors

Secondary editors are not assigned to file extensions. While the primary editors are only available for the files with the associated extensions, secondary editors are available for all media files. The list of secondary editors remains empty until you add applications. When selecting a secondary editor, the association between file extensions and applications is not an automated process. Therefore, and to prevent the application from producing an error message, make sure the program you select accepts the file extension you assign it to.

#### 3 Access the Choose Editors Dialog Box

Access the Choose Editors dialog box by choosing **Mediafile > Edit Using > Choose Editors**:

### Choose Editors Dialog Box (Example)

#### 3

#### 3 Select the Secondary Editor

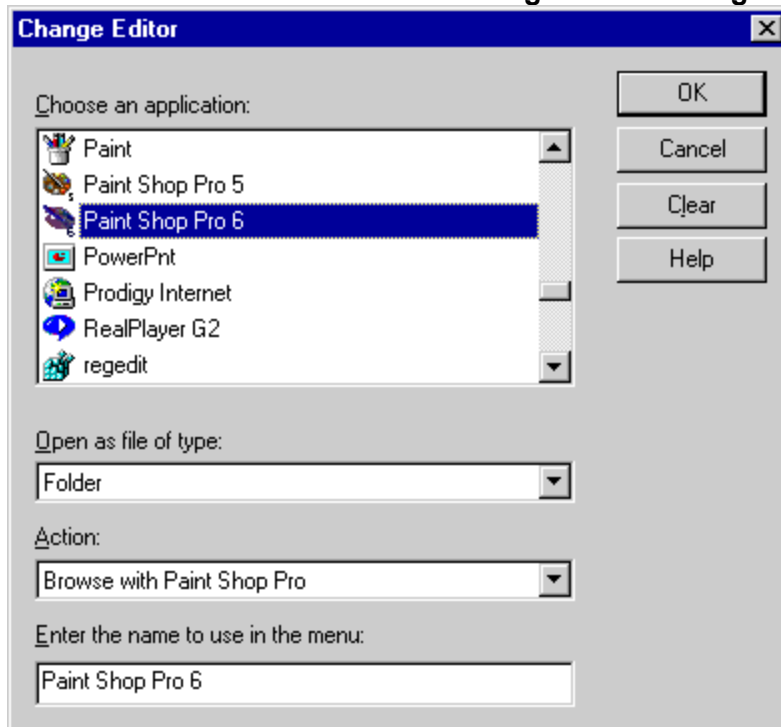
Select the secondary editor from the Menu item list box, in the “Secondary editors” panel.

#### 3

#### Open the Change Editor Dialog Box

Click the Change button to assign an application to the selected secondary editor. Media Center Plus will open the Change Editor dialog box:

### Change Editor Dialog Box



#### 3

#### Select an Application

Select an application from the “Application” list box. Media Center Plus will automatically fill in the subsequent list boxes with the information pertaining to the chosen application.

#### 3

#### Select the OK Button

Click the OK Button, or press **<Enter>**. Media Center Plus will save the new secondary editor. If you are removing a secondary editor, follow steps one through four and click the Clear button.

**3 Add or Remove Additional Secondary Editors (Optional)**

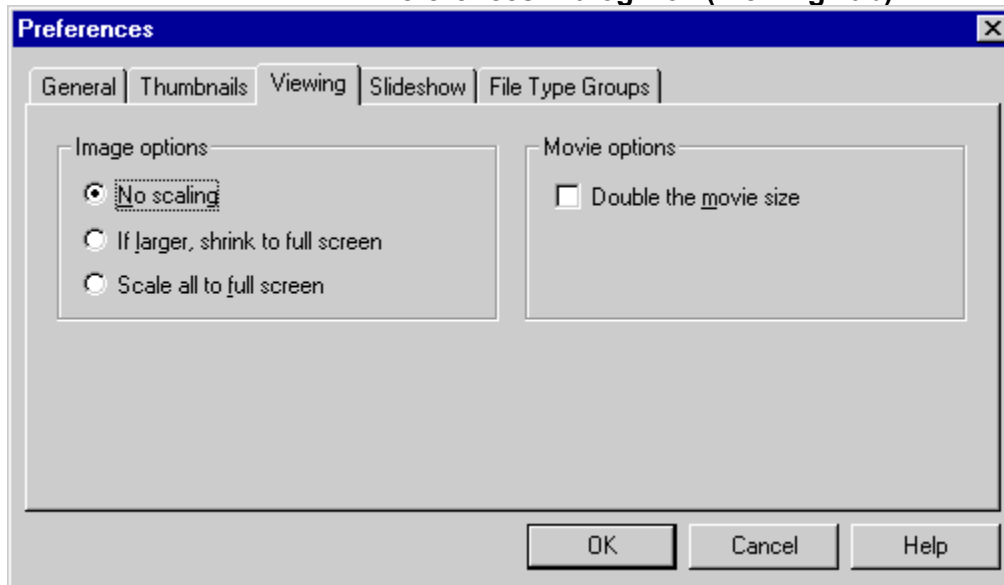
To add or remove additional secondary editors, repeat steps 2 through 5 for each editor.

## Customizing Your Setup

### Viewing

The Viewing tab of the Preferences dialog box allows you to change the general display settings under which Media Center Plus will operate. An option is on when its check box or option button is filled. To turn an option on or off click the option's text or its check box. Access the dialog box by choosing **File > Preferences > General Program Preferences** and clicking the Viewing tab, or click the Preferences button [3](#). When you have finished setting the preferences, click the OK button.

#### Preferences Dialog Box (Viewing Tab)



#### Image options

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- **No scaling:** Display images at normal size. Images larger than the full screen will be partially off screen.
- **If larger, shrink to full screen:** Images smaller than the screen will be displayed at normal size. Images larger than the screen will be decreased to the size of the screen.
- **Scale all to full screen:** Resize all images to full screen. Images smaller than full screen will be increased in size. Images larger than full screen will be decreased in size. A substantial increase in size will cause the image to appear jagged.

#### Movie options

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- **Double the movie size:** Doubles height and width of AVI, MPEG, GIF, MNG, FLC/FLI movies.

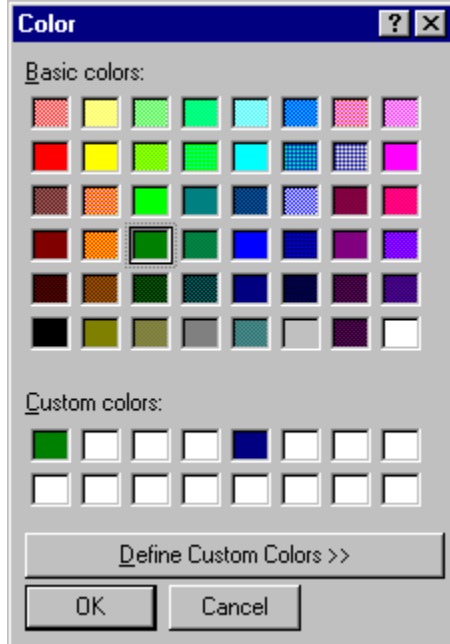
## Customizing Your Setup

### Thumbnail Colors

You can control the background color of the selected thumbnails, as well as the bar color of the current thumbnail.

When you install Media Center Plus, the selected thumbnails' background color is set to blue, and the current thumbnail's bar color is red. To change these colors, choose **File > Preferences > General Program Preferences** and click the appropriate button in the Colors panel of the Thumbnails tab. Media Center Plus will open the Color dialog box from which you can either select a basic or a custom color:

### Color Dialog Box



### Selecting a Basic Color

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There are 48 basic colors that are preset and can not be modified.

To select a basic color:

**3** **Select the Color**

Click the square in the upper half section of the dialog box that matches the color you want.

**3** **Click the OK Button**

### Adding a Custom Color

---

To add a custom color:

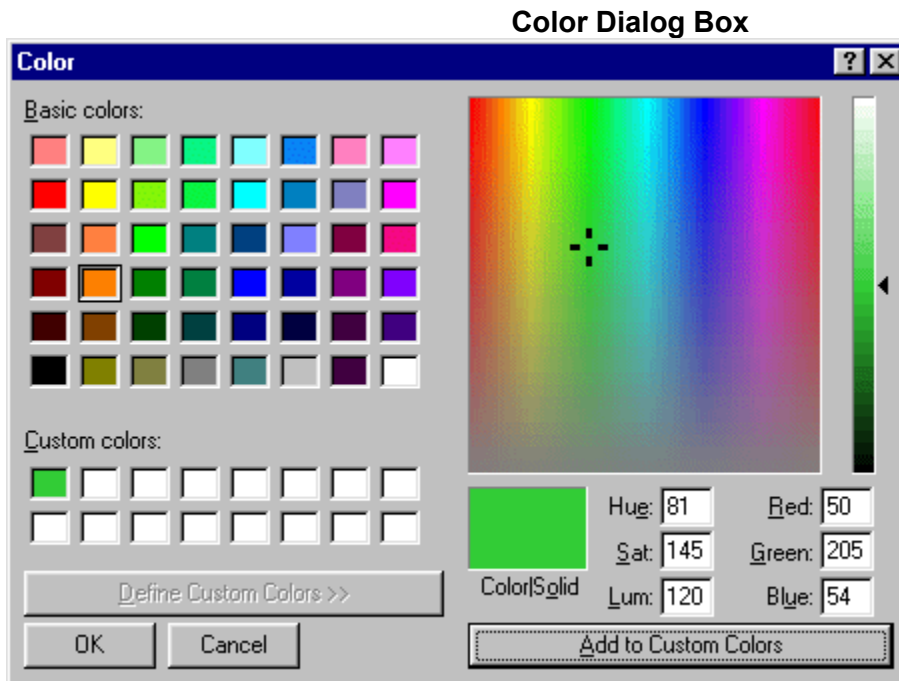
**3** **Click the Define Custom Colors Button**

**3** **Select a Full Spectrum Color**

Select a full spectrum color by clicking or dragging two controls:

- The [Crosshair control](#) in the large color spectrum box
- The [Slide control](#) in the smaller color ribbon box.

The controls affect the contents of the "Color/Solid" display box. The Crosshair control sets the hue and saturation; the Slide control sets the luminance.



**3** Click the Add to Custom Colors Button

### Color/Solid Display Box

Media Center Plus selects the hue in the Color side of the Color/Solid display box. If the two sides display different colors and you prefer the hue in the Solid side, double-click the Solid side. It will change to match the hue in the Solid side.

### Selecting a Custom Color

To select a custom color:

**3** Select the Color

Click the square in the lower left corner of the dialog box that matches the color

**3** Click the OK Button

### **Color Controls**

You can move the crosshair control or the slide control by dragging them to a new location, or you can just click where you want the control to go.



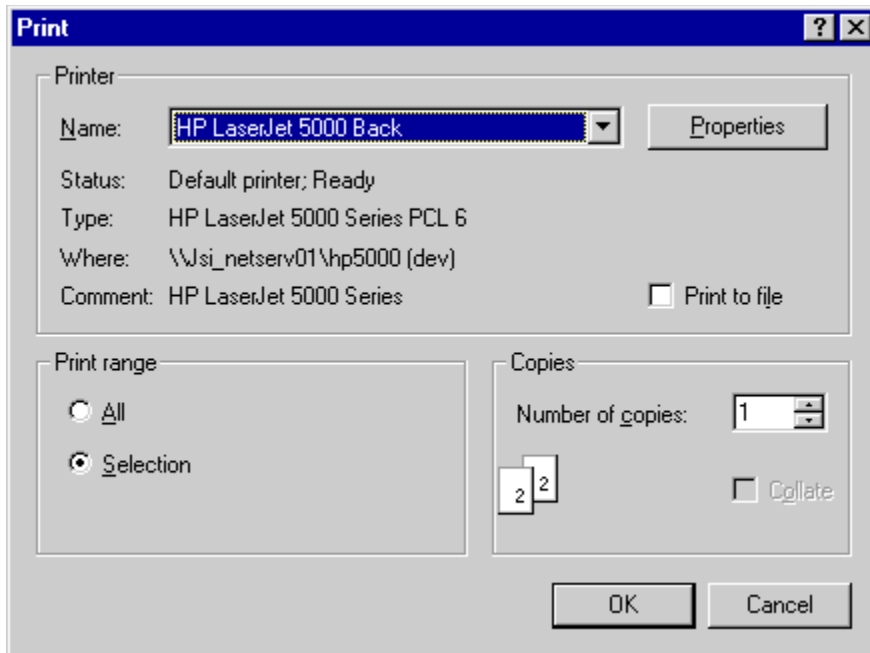
### **Customizing Your Setup**

#### Printing Thumbnails/Images

Use the Print dialog box to select the printer, the print range and the number of copies that you want to print. To access the Print dialog box, choose **File > Print**, or click the Print button **3**:

#### **Print Dialog Box**





### **3 Select the Printer**

In the Printer panel, use the Name drop down box to select any of the printers that are available to your system.

To print the image to a file instead of on the printer, select the “Print to file” check box. Clicking the Print button will open the Print to File dialog box, where you can choose a location and name for the new file.

### **3 Printer Options**

To set printer-specific options, click the Properties button, or press **<Alt> + <P>**. Media Center Plus will open a dialog box that is specific to the software or driver that operates the selected printer. For help using the dialog box, try pressing **<F1>**, selecting the Help button (if there is one), or referring to the appropriate documentation.

### **3 Select the Print Range**

Click the appropriate radio button in the Print range panel, according to whether you want to print all the thumbnails in the album, or just the selected thumbnails or images.

### **3 Select the Number of Copies**

Use the Copies panel to select the number of copies you want to make of the selection in the Print range panel. You can either type the number of copies or use the arrow buttons to reach that number.

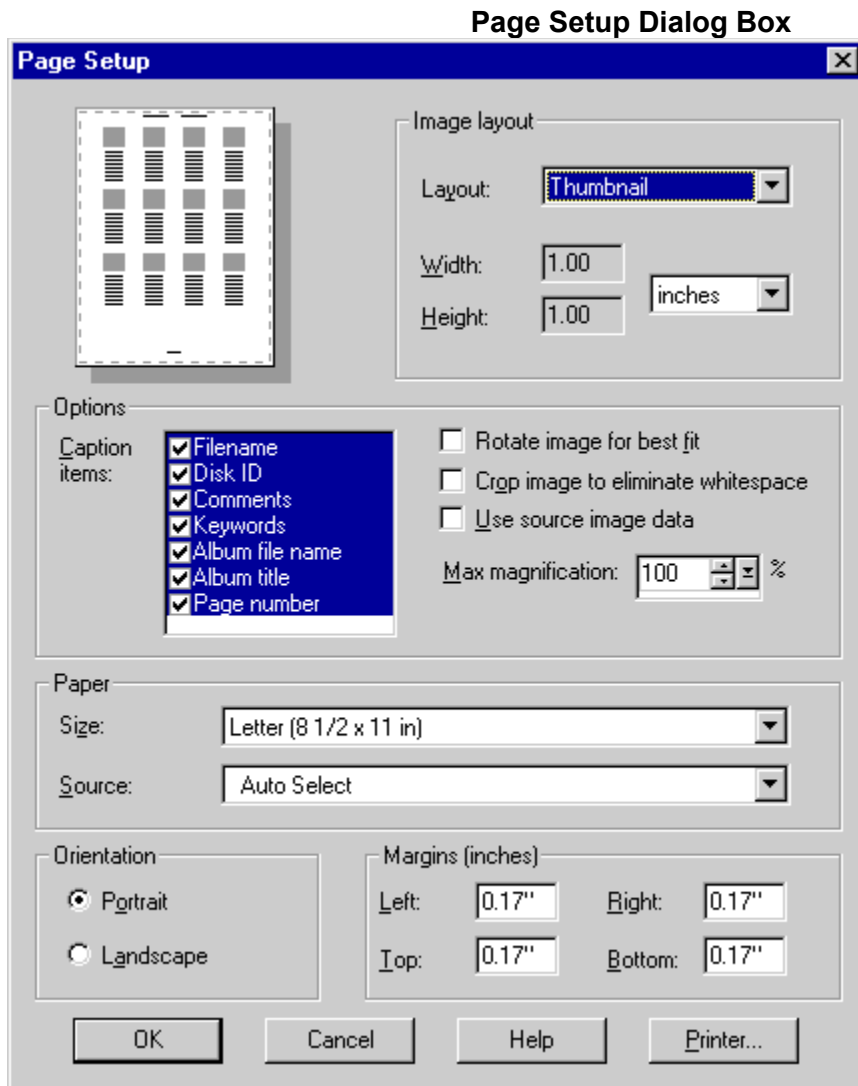
### **3 Select the OK Button**

Once you select the OK button, the Print dialog box will close and Media Center Plus will print the selected thumbnails/images according to settings entered in the [Page Setup](#) dialog box.

## Customizing Your Setup

### Page Setup

Use the Page Setup dialog box to customize your print settings such as the paper size and source, its orientation, the margins and other printing options. To access the dialog box, choose **File > Page Setup** or click the Page Setup button **3**:



#### **3** Select the Image Layout

Use the Options dropdown box to select whether you want Media Center Plus to print thumbnails or full images in standard or custom sizes. To print your images/thumbnails in a customized size, select “Custom” from the Layout drop down box and then enter the desired width and length in their respective edit boxes.

#### **3** Select the Options

- Caption items: Select the checkbox of the items that you want Media Center Plus to show along with the printed thumbnails/images.
- Check boxes: Place a check mark next to the options you wish to select:
  - a) Rotate image for best fit
  - b) Use source image data

c) Crop image to eliminate whitespace

**3** **Select the Paper size and Source**

Which paper size and source options are available is determined by the printer you have selected. Select the size from the "Paper Size" drop down box and the source from the "Paper Source" drop down box. For some printers, one or both of the drop down boxes may be unavailable. To select a size or source setting, click the drop down box to open it, then click the setting that you want to select.

**3** **Select the Page Orientation**

Use the "Orientation" group box to choose between the two different page orientations, portrait and landscape. Portrait is taller than it is wide, and landscape is wider than it is tall.

On a standard piece of paper, printing in portrait orientation will place the image with its top toward one of the long sides, and printing in landscape orientation will place the image with its top toward one of the short sides.

**3** **Adjust the Margins Settings**


Use the Margins panel to enter the margins values. The values you enter will determine the distance between the thumbnails/images and the four sides of the printed page.

**3** **Select the OK Button**

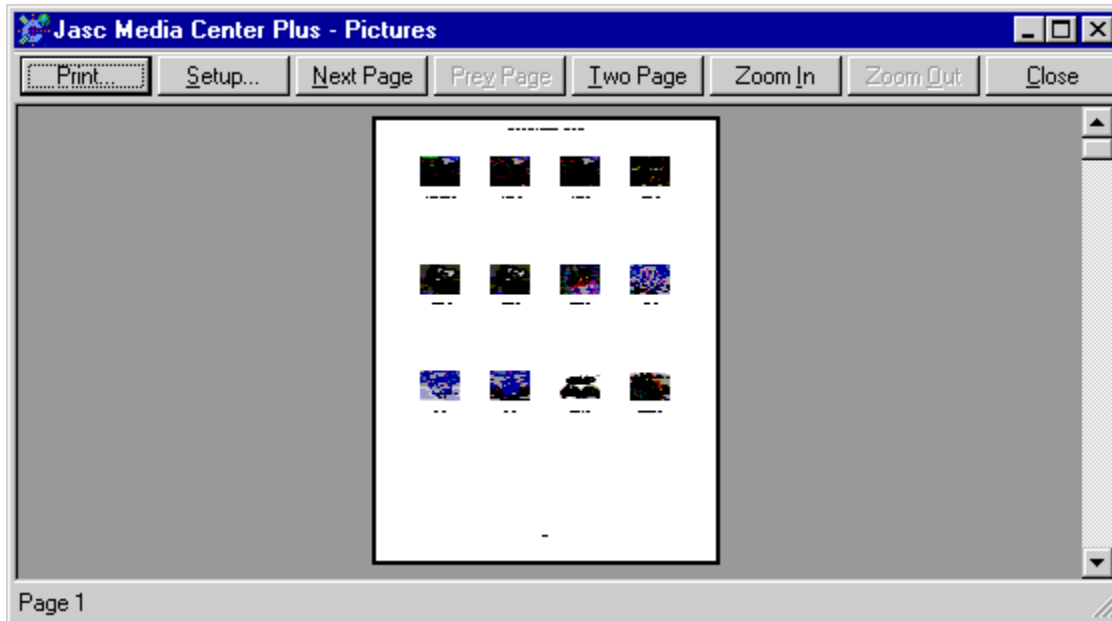
Once you select the OK button, the Page Setup dialog box will close and you'll be able to [print](#) according to the selected settings.

## Customizing Your Setup

### Print Preview

Use the Print Preview window to see how the thumbnails will look when printed. To open this window, choose **File > Print Preview**, or click the Print Preview button .

#### Print Preview Window



The window contains several buttons:

- **Print Button:** Click to close the Print Preview window and open the Print dialog box.
- **Setup Button:** Click to close the Print Preview window and open the [Page Setup dialog box](#).
- **Next Page and Prev Page Buttons:** These buttons will be accessible if the thumbnails cover more than one page. Click to move forward and back by one page respectively.
- **Two Page / One Page Button:** Click to switch the display between two pages and one.
- **Zoom In and Zoom Out Buttons:** Click to change the magnification level. You can also zoom in and out by clicking the image. As you zoom into a page, the image quality may not be as high as it is in the printed page.
- **Close Button:** Click to close the Print Preview window.

Ø **Note:** When you close the Page Setup dialog box, Media Center Plus returns to the Print Preview window.

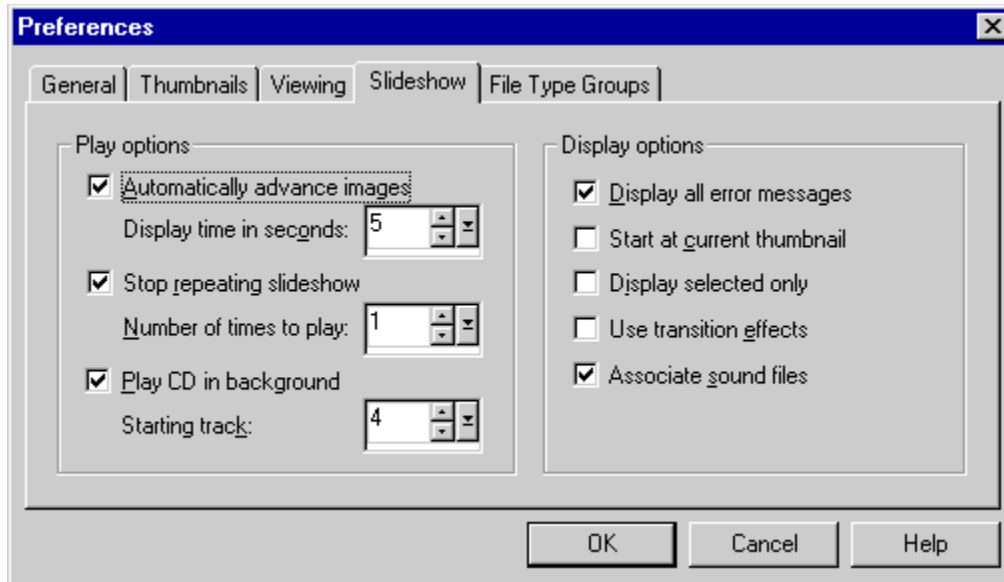
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## Customizing Your Setup

### Slideshow Options

You set the options for slide shows from the Slideshow tab of the Preferences dialog box. Access the dialog box by choosing **File > Preferences > General Program Preferences**, and clicking the Slideshow tab:

Preferences Dialog Box (Slideshow Tab)



### Play Options

- **Automatically advance images:** Select this check box for automatic advancement of the thumbnails in the slide show and enter the number of seconds in its text box or use the arrows to reach the number you want. The number can be an integer from one to six hundred. Media Center Plus will display each image for the minimum of (a) the amount of time entered here, or (b) the amount of time it takes to process the next image. If you decide not to advance the frame automatically, you advance it manually by either pressing **<Spacebar>**, or by clicking once.
- **Stop repeating slideshow:** This setting controls how many times the slide show will play. You can repeat the show indefinitely (until **<Esc>** is pressed) by not selecting the check box, or you can specify a fixed number of times (Repeat Times Setting). If you select the "Stop repeating slideshow" setting, enter the number of repetitions in the text box or use the arrows to reach the number you want. The number can be an integer between 1 and 999.
- **Play CD in background:** Plays an audio CD in the background. Sound files in the album play over the CD, in the foreground. Enter the track that the CD should start at in the text box.

### Display Options

- **Display all error messages:** Display all error messages generated by media files.
- **Start at current thumbnail:** Start slide show at the file for the thumbnail that was most-recently selected.
- **Display selected only:** Limit slide show to the files for the selected thumbnails.
- **Use transition effects:** Apply various fade-in effects to image files.
- **Associate sound files:** If a WAV, MP3 or MID file is followed by an image file, the sound file is played while the image file is displayed. The image file is displayed until the frame is advanced or the sound file is done playing, whichever comes last.

Ø **Note:** *Sound files may be added to an album just like any other supported multimedia file type. They may be listened to individually or as part of a slide show.*

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## Thumbnails

### Adding and Editing Comments

#### **3** Adding and Editing

#### **3** Viewing

To add [comments](#) to a thumbnail, or to edit a thumbnail's comments, follow these steps:

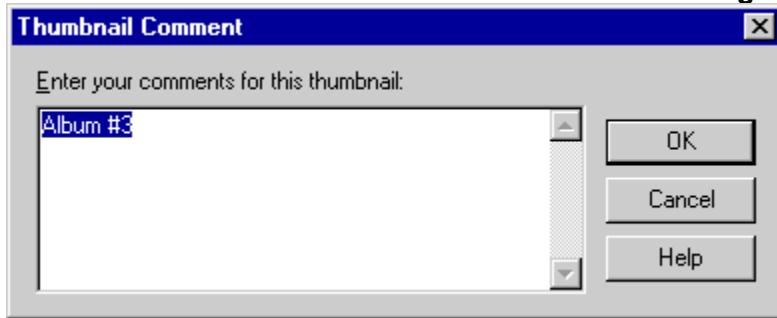
#### **3** **Select the Thumbnail**

You add comments to one thumbnail at a time. Click the thumbnail to select it.

#### **3** **Access the Thumbnail Comment Dialog Box**

Choose **Edit > Comments** or click the Edit Comments button :

### **Edit Comments Dialog Box**



#### **3** **Enter the Text**

Type your comments into the text box. You can use the standard Windows commands to edit the text.

#### **3** **Select the OK Button**

When you are done entering your comments, click the OK button, or press **<Enter>**. Media Center Plus will close the Edit Comments dialog box and save your comments.

## Thumbnails

### Viewing Comments

#### **3** [Adding and Editing](#)

#### **3** **Viewing**

To view the [comments](#) for a thumbnail:

#### **3** **Select the Thumbnail**

You view comments for one thumbnail at a time. Click the thumbnail to select it.

#### **3** **Access the Media File Information Dialog Box**

Choose **Mediafile > Information** or click the Information button **3**.

#### **Media File Information Dialog Box (Example)**

#### **3**

#### **3** **Close the Media File Information Dialog Box**

When you have finished checking the thumbnail's comments, click the OK button, or press **<Enter>**.



## Thumbnails

### Viewing a Web Site Location Link

**3** [Adding and Editing](#)

**3** **Viewing**

To view a thumbnail's URL link:

**3** **Select the Thumbnail**

You view URL link for one thumbnail at a time. Click the thumbnail to select it.

**3** **Access the Media File Information Dialog Box**

Choose **Mediafile > Information** or click the Information button **3**.

### **Media File Information Dialog Box (Example)**

**3**

**3** **Close the Media File Information Dialog Box**


You can check the contents of the web site via your web browser by clicking this link at any time. When you have finished reading the thumbnail's URL link, click the OK button, or press **<Enter>**.

## Thumbnails

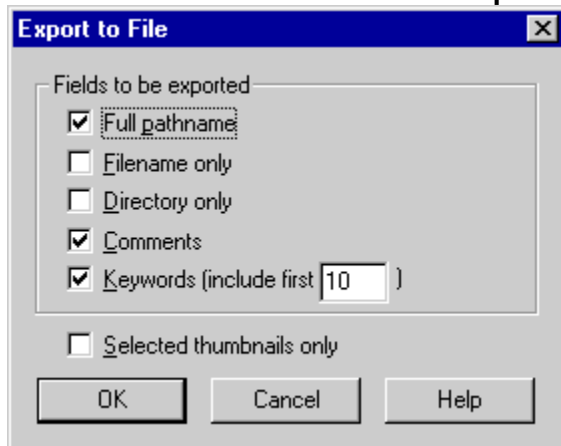
### Exporting Text

Use the Text command in the Export menu to produce a list of filenames and other thumbnail attributes. This action generates a file containing text fields for the selected thumbnails or for every thumbnail in an album. Once the file has been created and saved, you can import it into a text processing application. To export thumbnail fields, follow these steps:

**3** **Open the Export to File Dialog Box**

Choose **File > Export > Text**, or click the Export Text button .

#### Export to File Dialog Box



**3** **Select the fields that you want to export**

Use the “Fields to be exported” text panel to select the fields that will be contained in the resulting text file, by clicking the option’s text or its check box. The fields are:

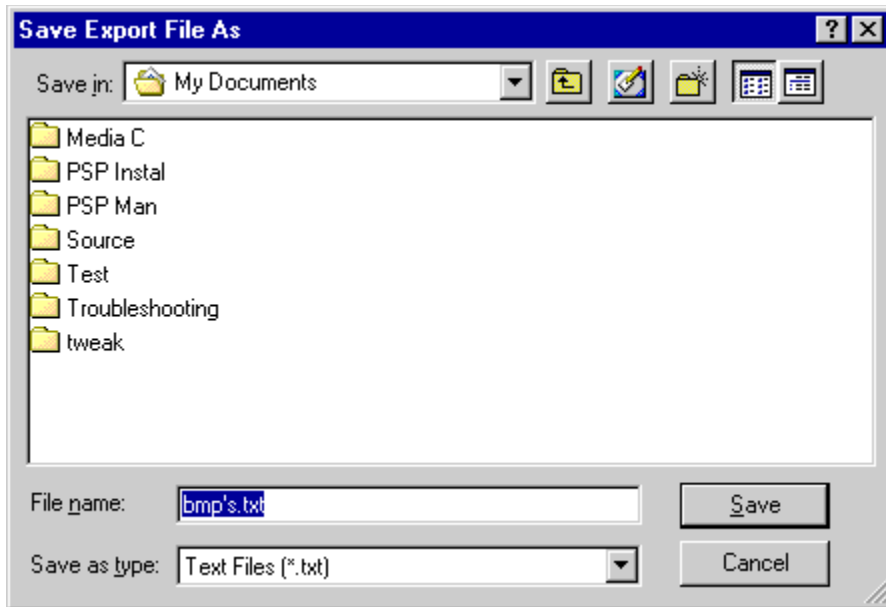
- **Full pathname:** This option will show the drive, directory, filename, and extension together.
- **Filename only:** This option will show the filename and extension, without the drive or directory.
- **Directory only:** This option will show the drive and directory without the filename.
- **Comments:** This option will show the comments that have been entered for the thumbnail.
- **Keywords:** This option will show the keywords that have been entered for the thumbnail. When the Keywords box is checked, the text file will always contain the number specified, even if there are fewer keywords associated with the thumbnail.

The “Selected thumbnails only” check box gives you a choice of exporting fields for the whole album, or only for the thumbnails that are currently selected.

**3** **Click the OK button**

Click the OK button to close the Export to File dialog box and to open the Save Export File As dialog box:

#### Save Export File As



**3 Select the Folder**

Navigate to and select the folder where you want to save the new text file. If the list is too long to fit in the box, use the scroll bar to move through it.

**3 Enter the Filename**

Enter a new name by typing over the text in the File name text box. To save the file in a .txt format, simply select that option in the "Save as" type drop down box. To save the file in a different kind of text format (such as .doc), select All files in the Save as type box and type the file extension in the File name text box.

**3 Select the Save Button**

Ø **Note:** The resulting text file contains a line for each thumbnail exported, in which the individual fields are surrounded by quotation marks, and the commas separate the fields. When there is no information available for a field, nothing appears between the quotation marks.


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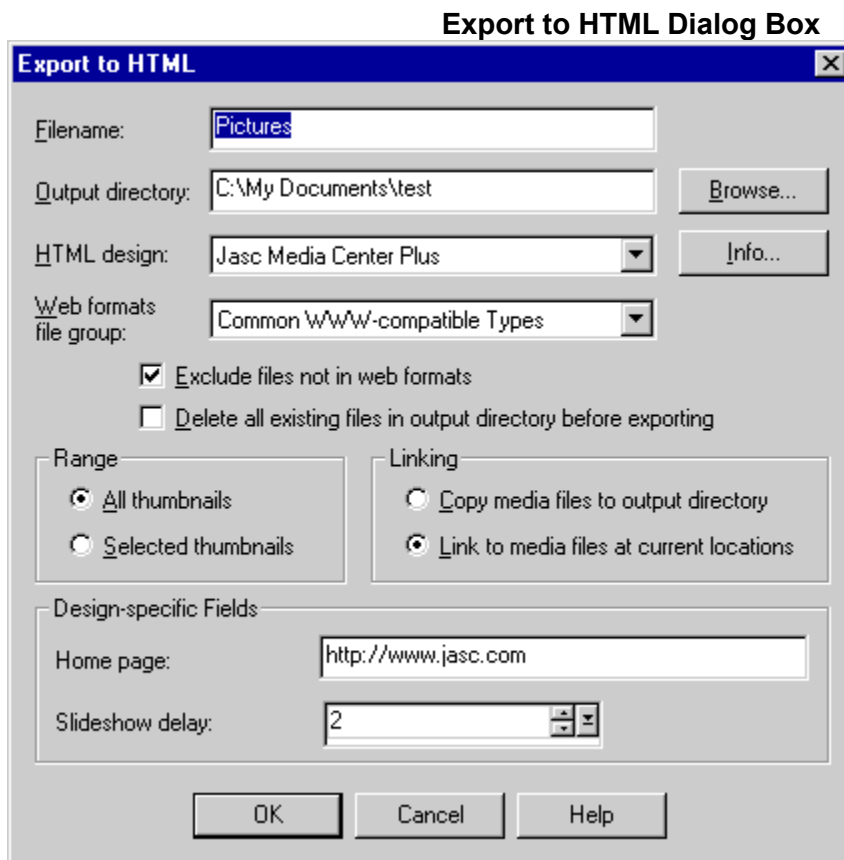
## Thumbnails

### Exporting Thumbnails to HTML Files

Use the **Export > HTML** command to automatically generate groups of HTML web pages that display the contents of an album (or portions thereof) in a gallery style. The appearance of the created web pages can vary based upon the “HTML design” that you select. The thumbnail images contained in the album will be saved as files to the selected output directory using either GIF or JPEG format, depending upon whether the album thumbnails contain 8 or 24 bits of color data. Follow these steps:

#### 3 Open the Export to HTML Dialog Box

Choose **File > Export > HTML**, or click the Export to HTML button .



#### 3 Enter an Option for the Following Field Boxes:

- **Filename:** The filename you select will be assigned to the “top level” page (the one that will be loaded first). The default filename will be the album’s name.
- **Output directory:** All the output files will be written to the directory location selected by you. A “Browse” button is provided to let you select the desired output directory via a convenient tree view.
- **HTML design:** Each design consists of one or more MCML files (which describe to the feature how to create a certain HTML page), and a single file named default.mcf, which provides the feature with information about how many copies of each MCML page will be needed.
- **Web formats file group:** You can also decide the kind of multiple file types that the exported HTML file should include, by selecting the appropriate option in the “Web formats file group” drop down box. To avoid including files that are not compatible with web formats, select the checkbox next to its option.

- Specify whether or not you would like Media Center Plus to automatically delete all the files in the output directory before beginning the export process, by selecting the check box next to its option.

### **3 Select the Range Options**

Check the appropriate radio buttons according to whether you want to have all the thumbnails from the album included in the web page(s), or only those thumbnails that are currently selected. You can also indicate whether the exported HTML file should only include thumbnails for media file types that are supported by the most popular web browsers, by selecting the appropriate check box.

### **3 Select the Linking Options**

You can select one of two methods for linking to the original source files: to copy them to the output directory along with the rest of the files, or to link them in their existing locations.

### **3 Enter a Home URL (Optional)**

You can also specify a “home URL”, which should be a World Wide Web address to which a generated HTML page might want to link. Use the “Home page” text box to type the full address.

### **3 Select the Slideshow Delay**

Use the Slideshow Delay edit box to specify the time in seconds between thumbnails when you run the slideshow from the newly created HTML file.

### **7 Select the OK Button**

Media Center Plus will create an HTML file according to the selected settings.

∅ **Note:** *You cannot directly specify the number of rows and/or columns for the thumbnails, nor can the inclusion of filenames, comments and/or keywords be directly controlled. Instead, these options are decided by the HTML design that has been selected.*

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## Thumbnails


### Exporting Thumbnails to Jasc StudioAvenue.com

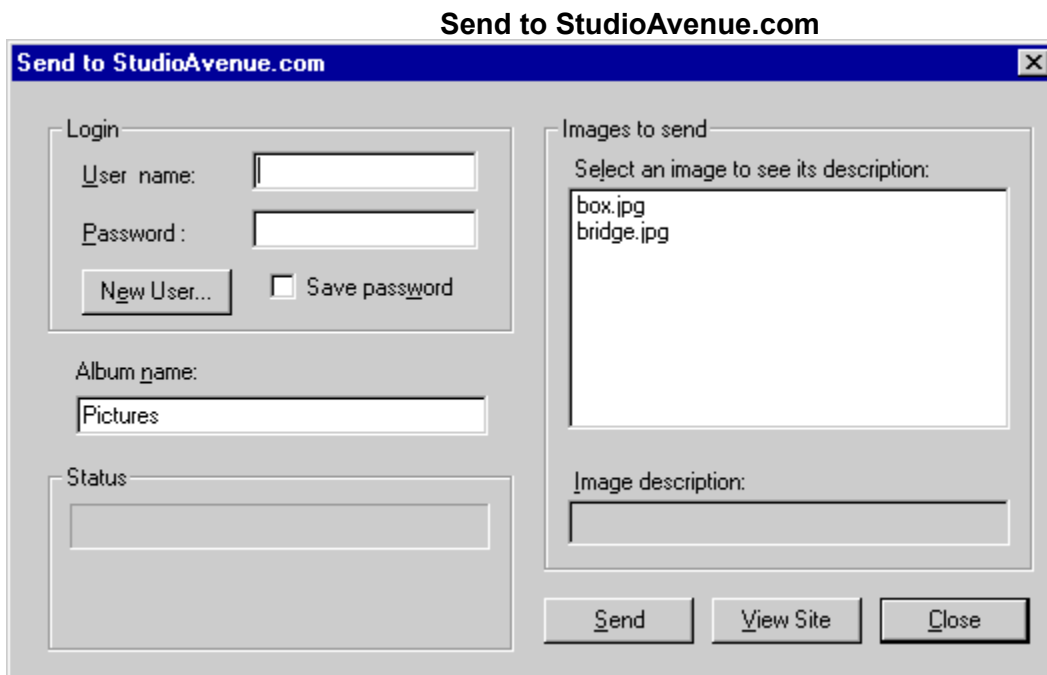
The “Studio Avenue.com” command allows you to send images to the Jasc StudioAvenue.com Web site. The site was created as a place for users of Jasc Software products to display their images. Your free StudioAvenue.com membership gives you 50MB of space to store as many pictures and albums as you want. Friends and family members can then visit the site and view your pictures. Follow these steps to use the StudioAvenue.com command:

**3** **Select the Thumbnails**

Select the thumbnails for the image files that you want to send.

**3** **Open the “Send to StudioAvenue.com” dialog box**

Open the “Send To StudioAvenue.com” dialog box by choosing **File > Export > StudioAvenue.com**, or clicking the Send to StudioAvenue.com button .



**3** **Register at StudioAvenue.com**

Before you send images to the Web site, you need to register. Follow these steps:

- Click the “View Site” button at the lower right of the dialog box. Your browser navigates to Jasc StudioAvenue.com.
- Click the “Start Here” button at the upper left of the StudioAvenue.com page. The Registration page opens.
- Type the requested information and choose a password.
- Click the “Submit” button.

You are now registered and can upload images. If you need more help or have questions about this site, please refer to the StudioAvenue.com Help.

**3** **Enter Your User Name and Password**

Return to the “Send To StudioAvenue.com” dialog box. If your User name and Password are not displayed in the Login panel, type them in. Select the “Save password” check box to have your password automatically entered each time you open the dialog box.

### **3 Edit Your Thumbnail Selection (Optional)**

The names of the selected images automatically appear in the “Images to send” list box. To select other thumbnails to upload, close the dialog box, select the new thumbnails, and re-open the dialog box. The “Album name” text box automatically shows the name of the album containing the selected thumbnails.

### **3 Edit Your Images’ Description (Optional)**

By default, the “Image description” text box shows the comments assigned to the selected thumbnail in the “Images” list box. To change a description of an image, highlight it in the list and type up to 150 characters in the “Image description” box. The description appears under the image when a viewer selects it from the album.

### **3 Select the “Send” Button**

To upload the images, click “Send”. As the images upload, the Status panel displays messages on the progress.

## Thumbnails

### Adding and Editing Keywords

You use [keywords](#) to [search](#) for thumbnails.


#### **3** Adding and Editing

#### **3** Viewing Keywords

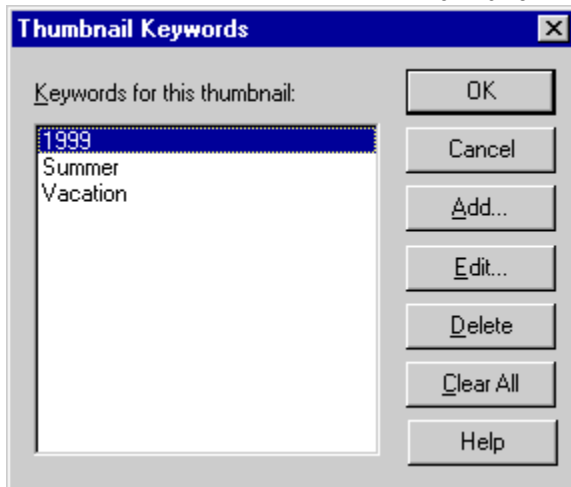
#### **3** Select the Thumbnail

Click the thumbnails to which you want to add the keywords.

#### **3** Access the Thumbnail Keywords Dialog Box

Choose **Edit > Keywords**, or click the Edit Keywords button :

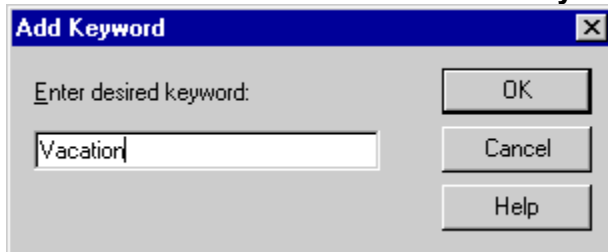
### Thumbnail Keywords Dialog Box



#### **3** Open the Add Keyword Dialog Box

Click the Add button to open the Add Keyword dialog box and type the keyword in the text box. After the keyword has been entered, press the OK button. For every new keyword that you want to add, click the Add button and repeat the process.

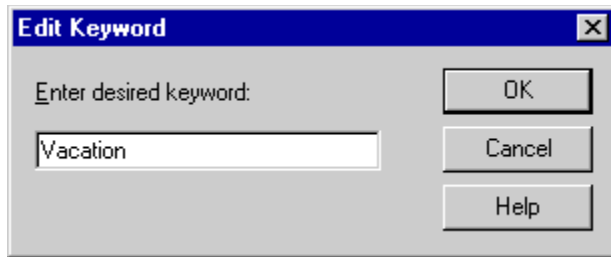
### Add Keyword Dialog Box



If at any time you want to edit any of the thumbnails you entered, highlight it and click the Edit button in the Thumbnail Keywords dialog box. The Edit Keyword dialog box opens and the keyword appears highlighted and ready to be changed. Type in the new keyword and click the OK button.

### Edit Keyword Dialog Box





To clear any of the keywords assigned to a thumbnail, select it and click the Delete button in the Thumbnail Keywords dialog box.

**3** **Select the OK Button**

When you're done entering your keywords, click the OK button, or press **<Enter>**. Media Center Plus will close the Edit Keyword dialog box and save the keywords.

## Thumbnails

### Viewing Keywords

You use [keywords](#) to [search](#) for thumbnails.

#### **3** Adding and Editing


#### **3** Viewing

To view the keywords for a thumbnail:

#### **3** **Select the Thumbnail**

You view keywords for one thumbnail at a time. Click the thumbnail to select it.

#### **3** **Access the Media File Information Dialog Box**

Choose **Mediafile > Information** or click the Information button .

### **Media File Information Dialog Box (Example)**

#### **3**

#### **3** **Close the Media File Information Dialog Box**

When you have finished checking the thumbnail's keywords, click the OK button, or press **<Enter>**.

## Thumbnails

### Editing File Info: Disk ID

#### **3** Disk ID

#### **3** Drive

#### **3** Drive and Directory

If you use another application (such as Windows Explorer) to move media files, any thumbnails for those files will retain the old file location information, and will therefore become invalid. You can correct the thumbnails by editing their file location information. You can edit thumbnails' [disk ID](#), drive, or drive and directory.

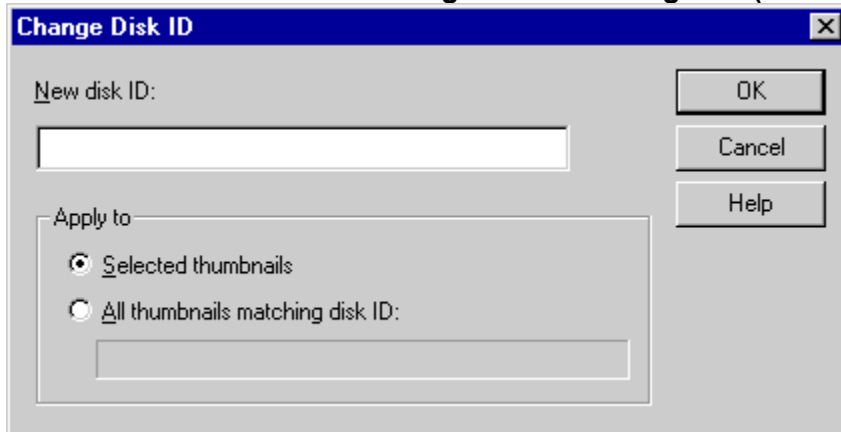
#### **3** **Select the Thumbnails**

- If you want to edit specific thumbnails, [select them](#) now.
- If you want to change the file location information for every thumbnail with the same invalid information, [select any thumbnail](#) that has the old information.

#### **3** **Access the Change Disk ID Dialog Box**

You use the Change Disk ID dialog box to enter the new disk ID. To access the dialog box, choose **Edit > Disk ID**:

#### **Change Disk ID Dialog Box (Example)**



#### **3** **Enter the New ID**

Type the new disk ID into the “New disk ID” text box.

#### **3** **Select the Thumbnails Option**

Depending on the option you select in the “Apply to” panel, Media Center Plus will assign the new disk ID to either all the thumbnails matching the old disk ID, or only to those you have previously selected.

#### **3** **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will close the Change Disk ID dialog box and change the file information for the appropriate thumbnails.

## Thumbnails

### Editing File Info: Drive

#### 3 [Disk ID](#)

#### 3 [Drive](#)


#### 3 [Drive and Directory](#)

If you use another application (such as Windows Explorer) to move media files, any thumbnails for those files will retain the old file location information, and will therefore become invalid. You can correct the thumbnails by editing their file location information. You can edit thumbnails' [disk ID](#), drive, or drive and directory.

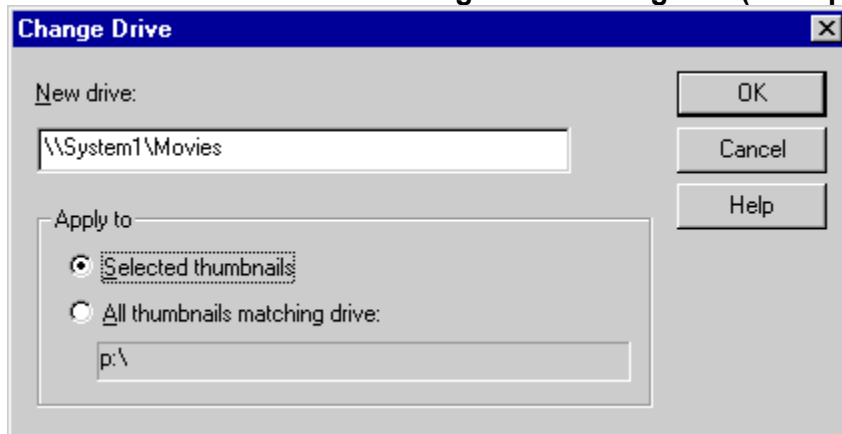
#### 3 **Select the Thumbnails**

- If you want to edit specific thumbnails, [select them](#) now.
- If you want to change the file location information for every thumbnail with the same invalid information, [select any thumbnail](#) that has the old information.

#### 3 **Access the Change Drive Dialog Box**

Use the Change Drive dialog box to enter the new drive. To access the dialog box, choose **Edit > Drive**, or click the Edit Drive button :

**Change Drive Dialog Box (Example)**



#### 3 **Enter the New Drive**

Click in the New drive and type the new drive letter. In addition to drive letters, you can type in a UNC (Universal Naming Code) computer name and share name. For example, to change the drive information on a media file named Vacation.alb located on a shared directory (let's call it "Movies") stored on a PC called System1, you can type the UNC name \\System1\Movies.

#### 3 **Select the Thumbnails Option**

Depending on the option you select in the "Apply to" panel, Media Center Plus will assign the new drive to either all the thumbnails matching the old drive, or only to those you have previously selected.

#### 3 **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will close the Change Drive dialog box and change the file information for the appropriate thumbnails.

## Thumbnails

### Editing File Info: Drive and Directory

#### 3 [Disk ID](#)

#### 3 [Drive](#)


#### 3 **Drive and Directory**

If you use another application (such as Windows Explorer) to move media files, any thumbnails for those files will retain the old file location information, and will therefore become invalid. You can correct the thumbnails by editing their file location information. You can edit thumbnails' [disk ID](#), drive, or drive and directory.

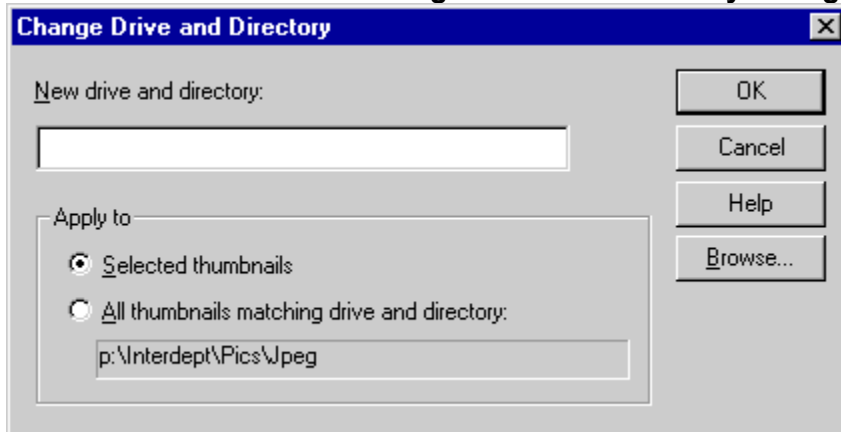
#### 3 **Select the Thumbnails**

- If you want to edit specific thumbnails, [select them](#) now.
- If you want to change the file location information for every thumbnail with the same invalid information, [select any thumbnail](#) that has the old information.

#### 3 **Access the Change Drive and Directory Dialog Box**

Use the Change Drive and Directory dialog box to select the new drive and directory. To access the dialog box, choose **Edit > Drive and Directory**, or click the Edit Drive and Directory button . As in the Change Drive dialog box, you can also use the "New drive and directory" text box to type in a UNC (Universal Naming Code) computer name and share name. For example, to change the drive and directory information on a media file named Vacation.avi, located on a shared directory (let's call it "Movies"), stored on a PC called System1, you can type the UNC name \\System1\Movies.

#### Change Drive and Directory Dialog Box



#### 3 **Select the Thumbnails Option**

Depending on the option you select in the "Apply to" panel, Media Center Plus will assign the new drive and directory to either all the thumbnails matching the old drive and directory, or only to those you have previously selected.

#### 3 **Select the Disk Drive and the Directory**

Click the Browse button in the Change Drive and Directory to open the Browse for folder dialog box and select the new drive and directory for the selected thumbnails:

#### Browse for Folder Dialog Box (Example)

#### 3

#### 3 **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will close the "Browse for Folder" dialog box and write the information in the "New drive and directory" text box.

## Thumbnails

### Adding Thumbnails by Selecting Files


There are two methods for adding thumbnails to an album:

**3** **Selecting Files**

**3** **Scanning Folders**

When you add files by selecting them, you pick individual files from a single directory.

**3** **Access the Add Files Dialog Box**

Choose **Edit > Add by Selecting Files**, or click the Add Files button . Media Center Plus will open the Add Files dialog box. Use this dialog box to select the files to add to the current album.

#### **Add Files Dialog Box (Example)**

**3**

**3** **Select the File Type (Optional)**

If you want to select files of a specific type, choose the type from the “Files of type” drop down box. Click the drop down box to open it, then click the file type that you want. If the list is too long to fit in the box, use the scroll bar to move through it. You will not be able to play the animation files you add to an album if your system does not support animation.

**3**

**Select the Files**

Select the files from the “Contents” list box. You can select a [single file](#), a [sequential group of files](#), or a [non-sequential group of files](#).

**3**

**Select the Open Button**

Click the Open button, or press **<Enter>**. Media Center Plus will add the selected files to the album.

## Thumbnails

### Adding Thumbnails by Scanning Folders


There are two methods for adding thumbnails to an album:

#### **3** Selecting Files

#### **3** Scanning Folders

When you add files by scanning folders, you pick a folder, the type of media files that you want to add, and whether Media Center Plus should also scan any subfolders.

#### **3** Access the Browse for Source Folder Dialog Box

Choose **Edit > Add by Scanning Folders**, or click the Add Folders button . Media Center Plus will open the Browse for Source Folder dialog box. Use this dialog box to select the directories to add to the current album.

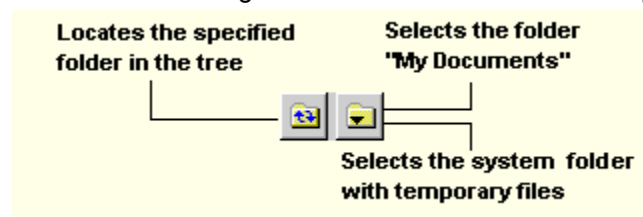
### **Browse for Source Folder Dialog Box (Example)**

#### **3**

#### **3** Select the Folder

You can select the folder by:

- Entering its full pathname in the “Select a folder” edit box.
- Navigating to and selecting a folder from the “Folders” list box. To reach a subfolder, you must first select its parent directory and drive. To select a directory, click the directory or its folder icon. The selected directory pathname will be automatically entered in the edit box. Use the scroll bars to move up and down the directory tree.
- Selecting one of the icon buttons on the top right corner of the dialog box:



#### **3**

#### Select the File Type

Using the Scan for Files of type drop down box, you can select all, one, or [multiple file types](#). You will not be able to play the animation files you add to an album if your system does not support animation.

#### **3**

#### Set the Scan Subfolders Option

When the Scan subfolders option is turned on, Media Center Plus will search any subfolders of the directory that you selected in Step 2. Use the “Scan subfolders” check box to set the “Scan subfolders” option.

#### **3**

#### Click the OK Button

Click it, or press **<Enter>**. Media Center Plus will perform the scan and add any files that matched your criteria to the new album.


## Thumbnails

### Deleting Thumbnails


∅ **Note:** You cannot “undo” deleted thumbnails. If you accidentally remove thumbnails, or decide that you want to put the thumbnails back into the album, you must use the [Edit Add command](#).

---

### Deleting Selected Thumbnails

To remove thumbnails from an album, start by [selecting](#) them. When you have selected the thumbnails that you want to delete, choose **Edit > Delete from Album**, or click the Delete Thumbnails button .

### Deleting Invalid Thumbnails

If you use another application (such as Windows Explorer) to move media files, any thumbnails for those files will retain the old file location information and will therefore become invalid. You can correct invalid thumbnails by editing their [file location information](#), or you can remove them choosing **Edit > Remove Orphans**, or clicking the Remove Orphans button .



## Thumbnails

### Selecting Specific Thumbnails

You select thumbnails in order to perform a task on the thumbnails themselves, or in order to perform a task on the underlying media files.

**3** **Specific Thumbnails**

**3** **By Characteristic**

### Single Thumbnail

---

You select a single thumbnail by clicking it. The selected thumbnails are shown with a colored background (default blue), and the current thumbnail's bar default color is red. You can also use the scroll bars to view the thumbnails.

### Sequential Group of Thumbnails

---

Click the first thumbnail in the sequence, then press and hold **<Shift>** while you click the last thumbnail.

### Non-Sequential Group of Thumbnails

---

Press and hold **<Ctrl>** while you click the thumbnails.

### Deselecting Thumbnails

---

Press and hold **<Ctrl>** while you click the selected thumbnail. Once the thumbnail has been deselected, its blue background will turn into gray, and its border will turn into red, indicating that it is the current thumbnail.

## Thumbnails

### Searching/Selecting Thumbnails by Characteristic

You select thumbnails in order to perform a task on the thumbnails themselves, or in order to perform a task on the underlying media files.

#### **3** Specific Thumbnails

##### **3** By Characteristic

You can search for a thumbnail based on its comments, keywords, filename or drive and directory. You can also base your search on more specific [thumbnail characteristics](#) such as its size or file extension, using the [Advanced option](#) in the Find menu.

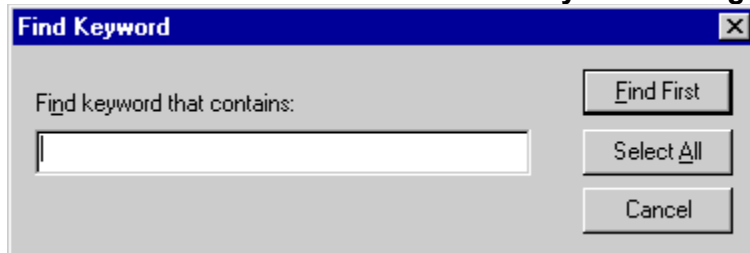
##### **3** Select the Search Type

Use the Find menu to select the search type that you want to perform.

##### **3** Enter the Search Text

When you select one of the search types, Media Center Plus will open the appropriate "Find Keyword" dialog box (see diagram below). The full title of the dialog box will indicate what it is that you're searching for ([Keyword](#), [Comment](#), [Filename](#), [Drive and Directory](#)). Type the search text into the text box.

#### Find Keyword Dialog Box



##### **3** Select the Find First Button

Click the Find First button, or press **<Enter>**. Media Center Plus will search for the text that you entered.

- If Media Center Plus finds a thumbnail with matching text, it will highlight the thumbnail.
- If you want to keep searching for the next thumbnail with matching text, go back to the Find menu and choose **Find Next**. To move back on your selection, choose **Previous** in the same menu.
- To search for all the thumbnails with matching text, click the Select All button in the Find dialog box.
- If Media Center Plus doesn't find any matching text, you will receive the following prompt. Click the OK button or press **<Enter>** to close it.



## Thumbnails


### Searching/Selecting Thumbnails by their More Specific Characteristics

Thumbnails may be found and/or selected using more sophisticated criteria than a single field search. You can specify a multiple field search by building a list of relations. A relation consists of a [thumbnail field](#), a comparison operator and a value. In addition, when you create more than one relation, each relation is evaluated and joined by a logical operator such as “**AND**” or “**OR**”. For example, if you want to find or select thumbnails whose creation dates are after a certain date and before another date, you would create two relations joined by an “**AND**” operator. By selecting the “**AND**” operator, only those thumbnails that share both of the date criteria will be selected. On the contrary, by selecting the “**OR**” operator, Media Center Plus will select those thumbnails included in each criterion independently.

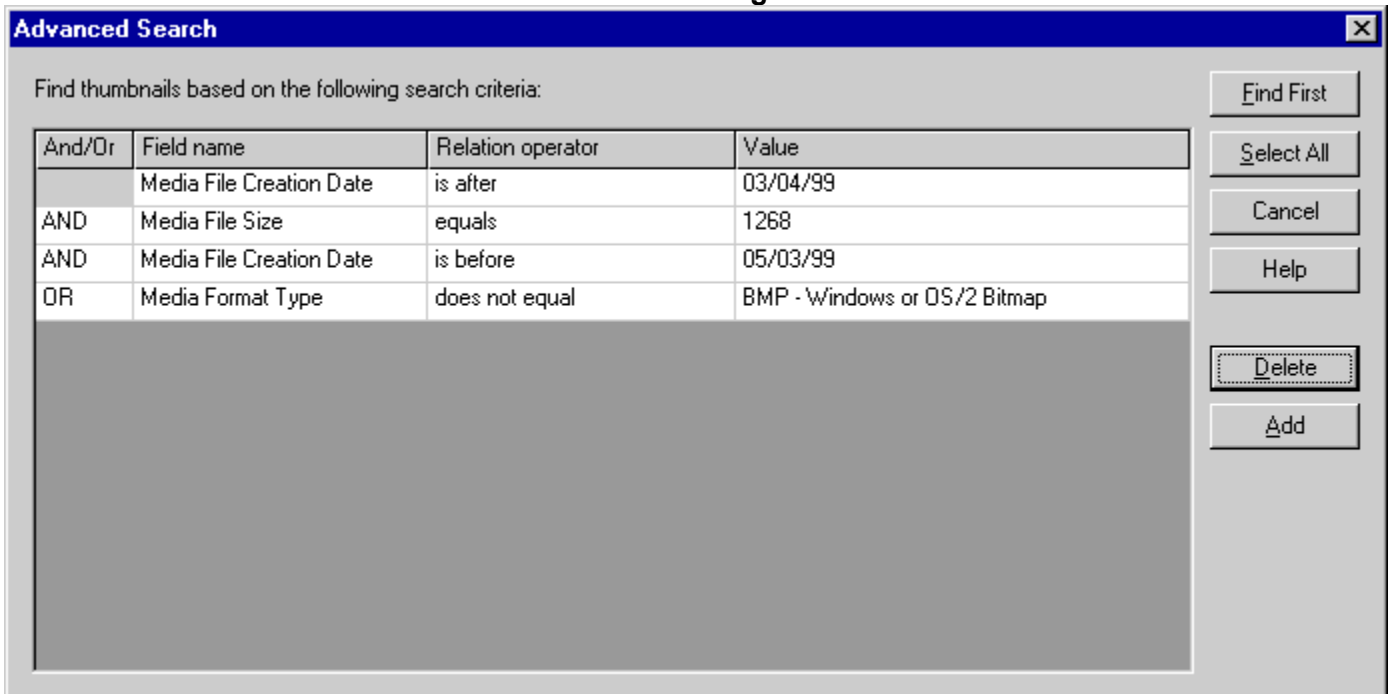
Ø **Note:** *When you create a relation between two excluding fields such as files with different extensions using the “AND” operator, the selection outcome will be negative, since Media Center Plus will not be able to find any files with two extensions at the same time.*

To find/select thumbnails using the advanced criteria, follow these steps:

**3** **Open the Advanced Find Dialog Box**

Choose **Find > Advanced**, or click the Advanced Search button :

#### Advanced Search Dialog Box



And/Or	Field name	Relation operator	Value
	Media File Creation Date	is after	03/04/99
AND	Media File Size	equals	1268
AND	Media File Creation Date	is before	05/03/99
OR	Media Format Type	does not equal	BMP - Windows or OS/2 Bitmap

**3** **Fill in the Values for Each of the Columns**

Use the mouse, cursor keys or the <Tab> key to navigate among the cells and select the fields in the grid control for each of the 4 columns: Join Operator, Field name, Relation operator, and Value. If a cell under the first 3 columns gets the focus, a drop-down list combo-box appears, displaying the appropriate choices for that column. When a cell under the Value column gets the focus, an in-place edit box/drop-down box appears (depending on the contents of the field name). When all the cells in the last row are filled, a new empty row is added. To delete a relation, click on a cell in the row of the relation to be deleted, and press <Delete>.


**3** **Click the Find First or Select All Buttons**

Like in the regular Find feature, you have two options:

- Click the Find button to find the first thumbnail that matches the criteria, or
- Click the Select all button to select all the thumbnails that match the criteria.

## Thumbnails

### Selecting All the Thumbnails


The Select All command allows you to select all thumbnails in an album at once. You can access this option from the Edit menu, or by clicking the Select All button .

∅ **Note:** *When the current album is empty, the Select All menu item will be disabled.*

---

## Thumbnails

### Inverting a Selection

The Invert Selection command allows you to change the current selection (change all selected thumbnails to be unselected and change all unselected thumbnails to be selected). You can access this option from the Edit menu, or clicking the Invert Selection button .

∅ **Note:** *When the current album is empty, the Invert Selection menu item will be disabled.*

---

## Thumbnails

### Dragging and Dropping Thumbnails


You can move individual thumbnails by dragging-and-dropping, or you can sort the entire album.

#### **3** Dragging-and-Dropping

##### **3** Sorting

You can rearrange an album's thumbnails by dragging-and-dropping them, as well as transferring thumbnails between albums. You can also drag thumbnails from applications such as Windows Explorer and drop them inside an album in Media Center Plus. In this case, brand new thumbnails are created from the files that were dropped. To perform both of these actions, follow these steps:

#### **3** **Grab the Thumbnail**

Grab a thumbnail or a group of selected thumbnails by pointing at them with the mouse and pressing and holding the [primary mouse button](#). The cursor will change to an arrow over a selection area: 

#### **3** **Drag the Thumbnails**

You drag the thumbnails to their new position by moving the mouse. Place the cursor over the thumbnails that you want to precede the ones you are dragging. For example, if you want to move the thumbnails to the end of the album, place them over, under, or to the right of the thumbnail that is currently last. If there are more thumbnails than will fit in the Workspace and you want to move the thumbnails outside of the visible area, move the cursor to the top or bottom of the Workspace. Media Center Plus will scroll toward the top or bottom of the album.

#### **3** **Drop the Thumbnails**


Drop the thumbnails by releasing the mouse button. Media Center Plus will rearrange the thumbnails so that the ones you dragged-and-dropped are in the position that you selected.

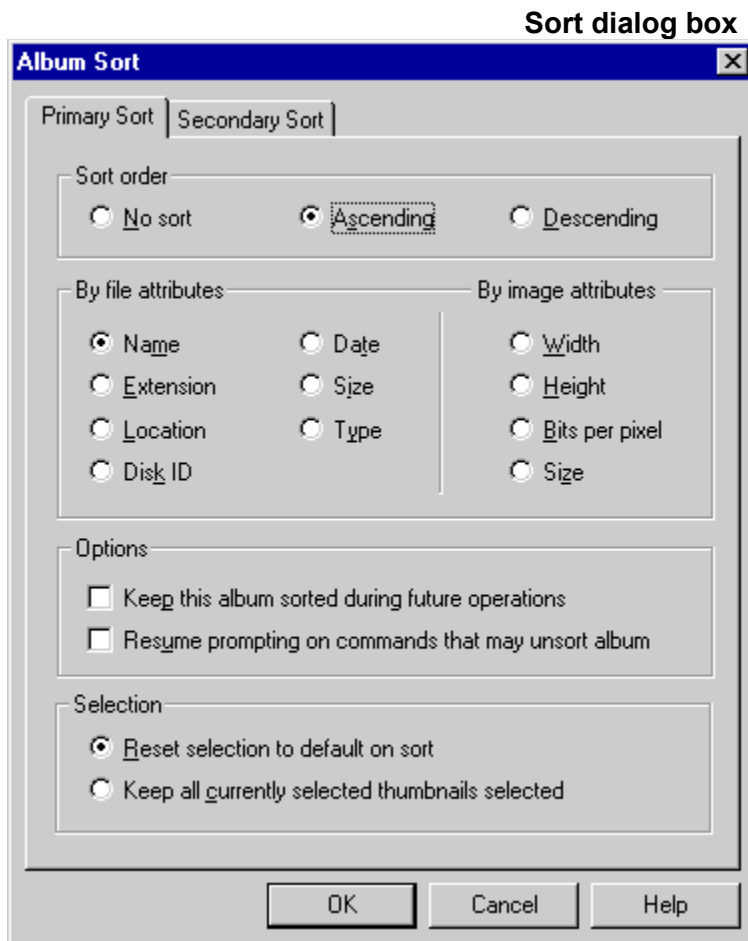
## Thumbnails

### Primary Sort

You can sort an album's thumbnails so that they appear in ascending or descending order according to eleven characteristics. Follow these steps:

#### 3 Access the Sort Dialog Box

Choose **Edit > Sort**, or click the Sort button . When Media Center Plus opens the Album Sort dialog box, start selecting the Primary sort criteria group.



#### 3 Select the Sort Order

In the Sort order panel of the Primary Sort tab, select an ascending or descending order to sort the thumbnails.

#### 3 Select the Sort Criterion

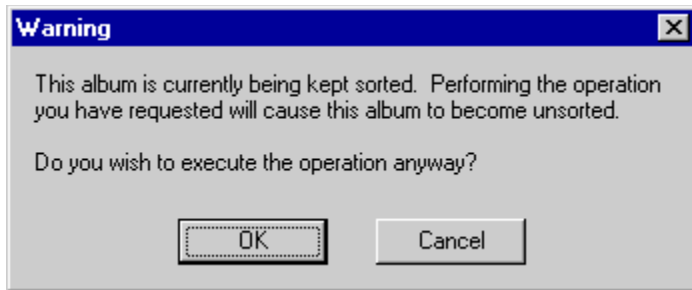
In one of the next two panels, select either a [file attribute](#) or an [image attribute](#).

#### 3 Select the Sort Options

You can decide whether Media Center Plus will keep the album sorted during future operations that could un-sort it, by selecting or deselecting the appropriate checkbox in the Options panel. When you select the checkbox and a sort conflict arises between a new operation and the selected sort criteria, Media Center Plus brings up a warning dialog that explains the conflict and prompts you for an action to resolve it:

### Warning Dialog Box





You can also have Media Center Plus prompt to sort the album every time you select a command that may unsort it, by selecting the second check box in the Options panel.

### **3** Enter the Selection Options

Select the appropriate radio buttons in the Selection panel to control how a selection should be handled after a sort is performed.

- When you select "Reset selection to default on sort", the first thumbnail of the album will become the selected and current thumbnail, regardless of what the selection was before performing the new sort.
- When you select "Keep all currently selected thumbnails selected", the selection will remain unaltered after performing the new sort. However, the selected thumbnails may be scattered throughout the album, preventing you from seeing them all on the screen.

### **3** Select the Secondary Sort Criteria

Click the [Secondary Sort](#) tab to bring the Secondary Sort criteria to the front and repeat the process you used to select the Primary criteria. When the No sort option is selected, no Secondary Sort criteria is used and the file and image attributes options are not available.

### **3** Select the OK Button

Click the OK button, or press **<Enter>**. Media Center Plus will sort the album according to the order and criteria that you selected.

## Thumbnails

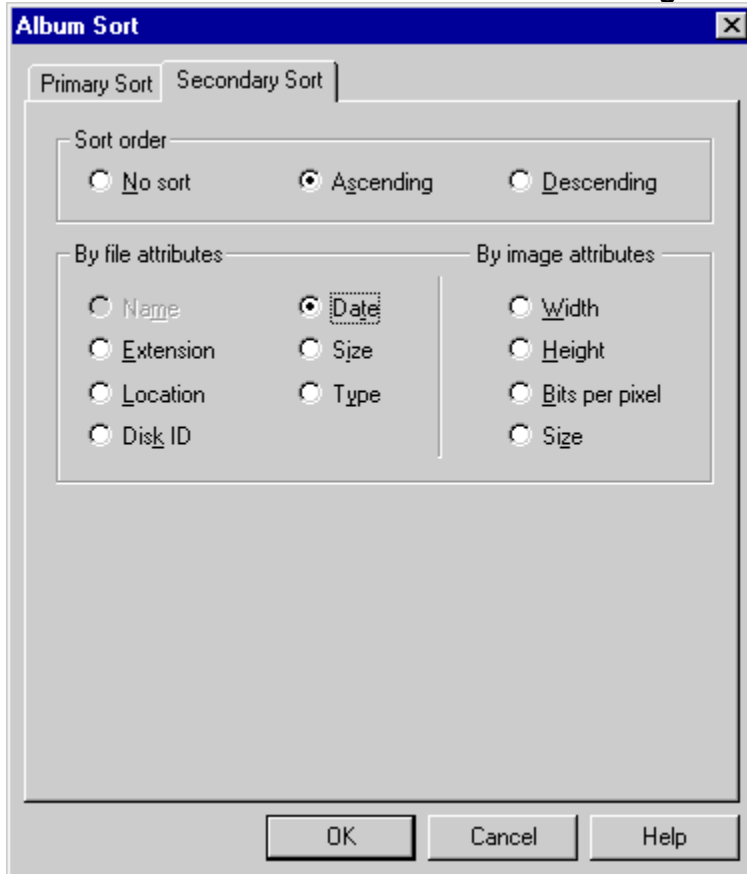
### Secondary Sort

You can sort an album's thumbnails so that they appear in ascending or descending order according to eleven characteristics. Follow these steps:

#### **3** Access the Sort Dialog Box

Choose **Edit > Sort**, or click the Sort button **3**. When Media Center Plus opens the Album Sort dialog box, start selecting the Secondary Sort criteria group.

**Sort dialog box**



#### **3** Select the Sort Order

In the Sort order panel of the Primary Sort tab, select an ascending or descending order to sort the thumbnails.

#### **3** Select the Sort Criterion

In one of the next two panels, select either a [file attribute](#) or an [image attribute](#).

#### **3** Select the OK Button

Click the OK button, or press **<Enter>**. Media Center Plus will sort the album according to the order and criteria that you selected.

## Thumbnails

### Sorting an Album's Thumbnails: Overview

You can move individual thumbnails by dragging-and-dropping, or you can sort the entire album.

#### **3** Dragging-and-Dropping

#### **3** **Sorting**

You can sort an album's thumbnails so that they appear in ascending or descending order according to eleven characteristics. To access the dialog box, choose **Edit > Sort**, or click the Sort button **3**. There are two criteria groups, the Primary Sort and the Secondary Sort. The criterion selected in the Secondary Sort will act upon the one selected in the Primary Sort. For example, sorting by extension as a primary sort and then by size as a secondary sort arranges the thumbnails so they are grouped by their extension, and within each extension grouping, by size. Additionally, the Options group offers you the option to preserve the selected sort during future operations on the album.

## Thumbnails

### Copying Thumbnails to a New Album

You can copy some or all of an album's thumbnails to a new album. Follow these steps:

**3** **Select the Thumbnails**

Select the thumbnails you would like to include in the new album.

**3** **Access the New Album Dialog Box**

Choose **File > New**, and select the "Copy the selected thumbnails from the current album" radio button. Media Center Plus will create a new album containing all the selected thumbnails in a previously opened album. If there is no current album, the option to copy the selection from the current album will be grayed out.

### **New Album Dialog Box (Example)**

**3**

**3** **Save the New Album**

Make sure you save the newly created album before you close it.

## Thumbnails

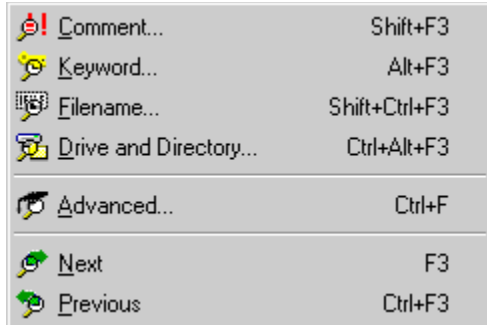
### Searching for a Thumbnail

You can search for a thumbnail based on its comments, keywords, filename or drive and directory. You can also base your search on more specific thumbnails' characteristics such as its size or file extension, using the Advanced option in the Find menu. To find a thumbnail, follow these steps:

#### **3** **Select the Search Type**

Use the Find menu to select the search type that you want to perform.

#### **Find Menu**



#### **3** **Enter the Search Text**

When you select a search type, Media Center Plus will open the appropriate "Find Keyword" dialog box. The full title of the dialog box will indicate what it is that you're searching for. Type the search text into the text box.

#### **Find Keyword Dialog Box**

**3**

**3**

#### **Select the Find First Button**

Click the Find First button, or press **<Enter>**. Media Center Plus will perform the search.

If Media Center Plus finds a thumbnail with matching text, it will highlight the thumbnail.

If you want to keep searching for the next thumbnail with matching text, go back to the Find menu and choose **Next**. To move back on your selection, choose **Previous** in the same menu.

To search for all the thumbnails with matching text, click the Select All button.


If Media Center Plus doesn't find any matching text, you will receive the following prompt. Click the OK button or press **<Enter>** to close it.

**3**

## Thumbnails

### Updating Thumbnail Images

If you edit an image file, or if you edit the first frame of an animation file, the file's thumbnail will no longer accurately reflect the file's contents. To update the thumbnails in the current album, choose **Edit >**

**Update Thumbnails**, or click the Update Thumbnails button .

## Thumbnails

### Assigning a Web Site Location Link

#### **3** Adding and Editing

#### **3** [Viewing](#)

This feature allows you to keep track and sort files by the web location you choose to link them with. The complete address of the web site you enter will be displayed in the Mediafile Information dialog box. You can check the contents of the web site via your web browser by clicking this link at any time. Follow these steps to create a web site location link:

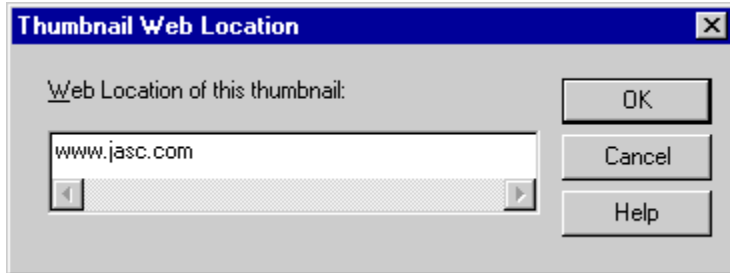
#### **3** **Select the thumbnails**

Select the thumbnail/s that you want to associate with a web site location.

#### **3** **Open the Thumbnail Web Location Dialog Box**

Choose **Edit > Web Location**, to open the Thumbnail Web Location dialog box.

#### **Thumbnail Web Location Dialog Box (Example)**



#### **3** **Enter the complete Web Location's URL**

Use the edit box to type the complete web location's URL with which you want to associate the selected thumbnail/s.

#### **3** **Select the OK Button**

Click the OK button, or press **<Enter>**. Media Center Plus will close the Thumbnail Web Location dialog box and link the selected thumbnail/s with the web location URL you entered.

## Status Bar

Title: bmp's #79 of 148; 1 selected

The Status Bar appears at the bottom of the Main Window. Like the example shown above, it usually displays the title of the current [album](#), information about the selected [thumbnails](#) and the current album size and free memory.

When you highlight a menu selection or place the cursor over a toolbar button, the Status Bar displays a description of the associated command. When you are performing a task that takes a little time -- such as opening an album or converting an image file -- the right panel displays a dark blue bar that indicates how much of the procedure has been completed:

Press ESC to Abort Reading - c:\My Documents\Mc1.Bmp\1 Minir 

## Thumbnail

The [media files](#) in an [album](#) are represented by thumbnails. A graphic file thumbnail displays a reduced version of the file's image, an animation thumbnail displays the file's first frame, and an audio file thumbnail displays an icon for the file type. Thumbnails appear in the Main Window's Workspace.

### Examples of Thumbnails



## Current Thumbnail

The current thumbnail is the last [thumbnail](#) that you selected. Its filename will be highlighted.

## Disk ID

A disk ID is a volume label for a removable medium, such as a diskette or a CD, where a media file is located. Media Center Plus automatically records the disk ID when it creates a media file's thumbnail.

### 4 [Editing](#)

### 4 [Selecting Thumbnails By Characteristic](#)

## Media File Errors

You may receive an error message when you try to play a sound file, or when you try to add a media file to an album. The typical problem is a missing device driver. If the error is caused by a sound file, your computer may not have a soundboard.

Use the Control Panel's System Option to install the correct drivers for your system's sound and video devices. If this fails to solve the problem, or if the correct drivers are already installed, contact the manufacturer of your sound board, video board, or computer for technical support.



Control Panel  
Icon



System Icon

## Secondary Editors



Secondary editors are not assigned to file extensions. While the primary editors are only available for the files with the associated extensions, secondary editors are available for all media files. The list of secondary editors remains empty until you add applications. When selecting a secondary editor, the association between file extensions and applications is not an automated process. Therefore, and to prevent the application from producing an error message, make sure the program you select accepts the file extension you assign it to.

#### 4 [Selecting Secondary Editors](#)

### Workspace

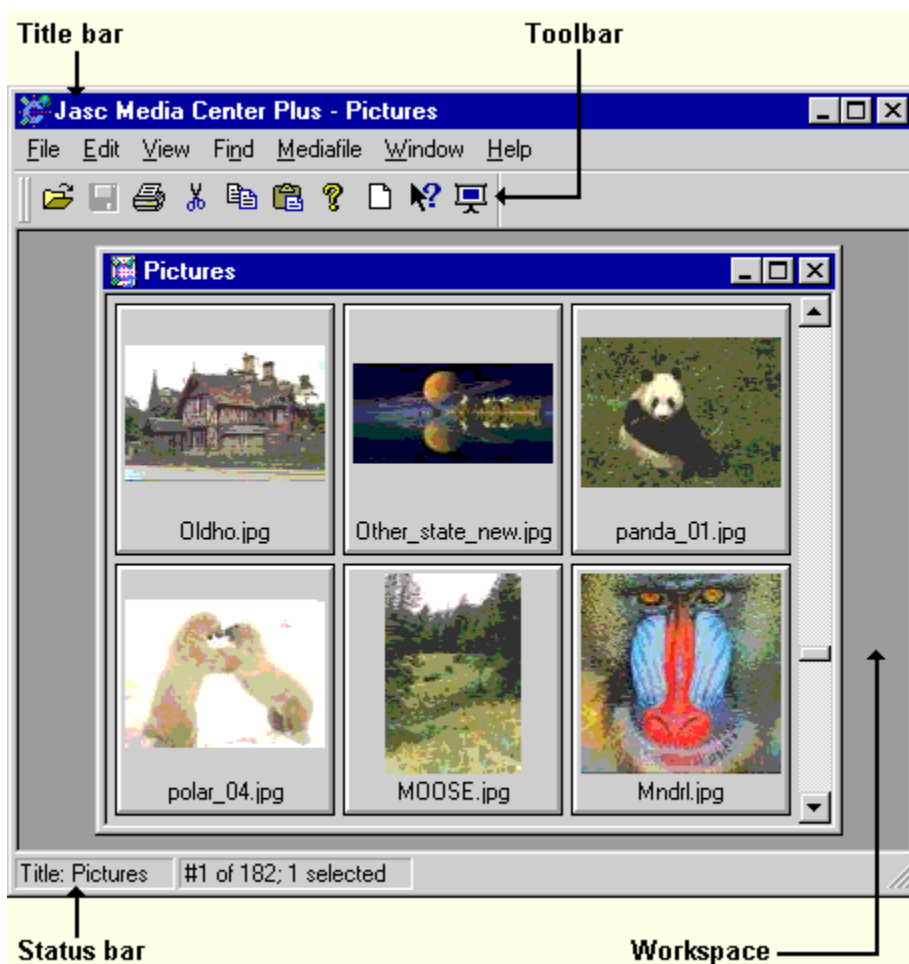
As the name implies, the Workspace is where you do your work. The Workspace displays the [thumbnails](#) in the current [album](#).

### Getting Started

#### Main Window


You access all of Media Center Plus's features from the Main Window.

Click the text captions in the diagram below to obtain a description of each of their functions:



## Customizing Your Setup


### Controlling Display of the Toolbar

Choose **View > Toolbar** to show or hide the toolbar. You can also [add and remove buttons](#) by choosing **File > Preferences > Customize Toolbar**, or clicking the Customize Toolbar button .

## Customizing Your Setup


### Changing the Toolbar Icons

As you work in Media Center Plus, you will probably find yourself using some commands more often than others. These commands may have toolbar buttons that you can add, remove, and rearrange. By customizing the toolbar and changing the buttons, you can access the commands more quickly.

Use the [Customize Toolbar dialog box](#) to [customize the toolbar](#). To open the dialog box, choose **File > Preferences > Customize Toolbar**, or click the Customize Toolbar button .

## Customizing Your Setup

### Using the Customize Toolbar Dialog Box

Use the [Customize Toolbar dialog box](#) to add, remove, and rearrange buttons for faster access to frequently used commands. The Separator button  adds a space to the toolbar.

---

#### **To Add Buttons**

You can add a button by dragging it from the “Available buttons” list to the “Toolbar buttons” list or by using the Add button.

To use the Add button:

**3** **Select a Button**

In the Available buttons list, click the button that you want to add to the toolbar.

**3** **Select the Button’s Position**

In the Toolbar buttons list, highlight the button above which you want to insert the new button.

**3** **Click the Add Button**

Media Center Plus removes the button from the available buttons list and inserts it at the selected position in the Toolbar buttons list.

---

#### **To Remove Buttons**

You can remove a button by dragging it from the Toolbar buttons list to the Available buttons list or by using the Remove button.

To use the Remove button:

**3** **Select a Button**

In the Toolbar buttons list, click the button that you want to remove from the toolbar.

**3** **Click the Remove Button**

Click the Remove button. Media Center Plus moves the button from the Toolbar buttons list to the Available buttons list.

---

#### **To Rearrange Buttons**

You can move a button by dragging it within the Toolbar buttons list or by using the Move Up and Move Down buttons.

To use the Move Up and Move Down buttons with the Toolbar buttons list:

**3** **Select a Button**

In the Toolbar buttons list, click the button that you want to move.

**3** **Click the Move Up/Down Buttons**

Click the Move Up button to move the button up one space. Click the Move Down button to move it down one space.

---

#### **To Restore the Default Configuration**

To return the toolbar to its original setting, click the Reset button.

---

#### **To Apply the Settings**

After you have finished, click Close to close the dialog box and apply the new button settings.

## Thumbnail Characteristics

### **Characteristic**    **Description**

<b>Disk ID</b>	A disk ID is a volume label for a removable medium, such as a diskette or a CD, where a media file is located. Media Center Plus automatically records the disk ID when it creates a media file's thumbnail.
<b>Drive</b>	The drive where the media file is located.
<b>Drive and Directory</b>	The drive and directory where the media file is located.
<b>Filename</b>	The file's name, including the extension.
<b>Format type</b>	A language construct that specifies the representation, in character form, of data objects in a file.
<b>Width</b>	An image's width in pixels.
<b>Height</b>	An image's height in pixels.
<b>Bits Per Pixel</b>	The number of bits per pixel recorded in an image.
<b>Comments</b>	The comments attached to the thumbnail.
<b>Pathname</b>	The drive, directory, filename, and extension together.
<b>Media File Size</b>	The magnitude of a file expressed in bytes.
<b>Creation Date</b>	The date on which the thumbnail was created or last saved.
<b>Keywords</b>	The keywords attached to the thumbnail.

### **"New Window"**

Choose **Window > New Window**, to open another window for the active document.

### **"Cascade"**

Choose **Window > Cascade**, to arrange windows so they overlap.

### **"Tile"**

Choose **Window > Tile**, to arrange windows as non-overlapping tiles.

### **"Arrange Icons"**

Choose **Window > Arrange Icons**, to organize the icons belonging to minimized open albums, at the bottom of the window.

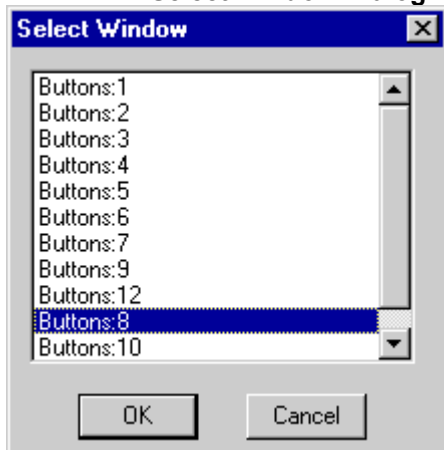
### **"Fit to Thumbnails"**

Choose **Window > Fit to Thumbnails**, to change the window size to exactly fit the visible thumbnails.

### **"Active Window / More Windows"**

From the "Window menu", select the window that you want to make active by placing a check mark next to it. When you have more than nine windows open at the same time, the window menu will include the "More Windows" menu item. Select this option to obtain a full list of all the open windows, and click the one you want to make active.

### Select Window Dialog Box (Example)



#### “Find Keyword”

When you choose **Find > Keyword**, Media Center Plus will open the Find Keyword dialog box.

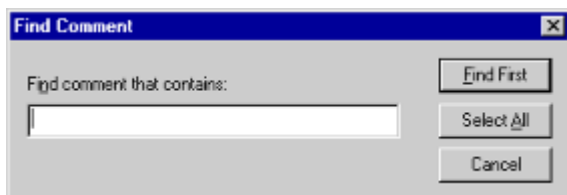
The full title of the dialog box will indicate what it is that you're searching for. Type the search text into the text box.

3

#### “Find Comment”

When you choose **Find > Comment**, Media Center Plus will open the Find Comment dialog box.

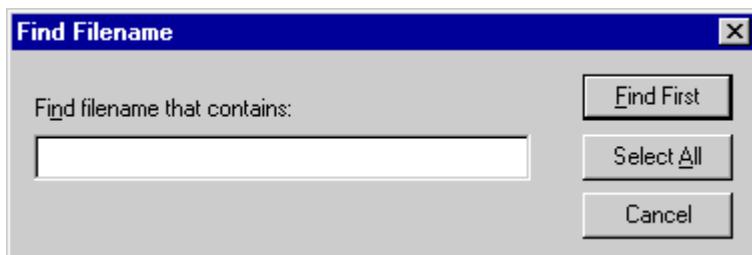
The full title of the dialog box will indicate what it is that you're searching for. Type the search text into the text box.



#### “Find Filename”

When you choose **Find > Filename**, Media Center Plus will open the Find Filename dialog box.

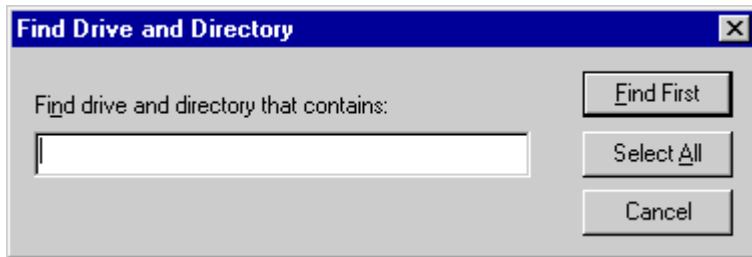
The full title of the dialog box will indicate what it is that you're searching for. Type the search text into the text box.



#### “Find Drive and Directory”

When you choose **Find > Drive and Directory**, Media Center Plus will open the Find Drive and Directory dialog box.

The full title of the dialog box will indicate what it is that you're searching for. Type the search text into the text box.



### “Empty Clipboard”

Data in the Windows Clipboard resides in your active memory (RAM). Since image data is often sizable, leftover data can tie up a considerable amount of memory and slow down your system. The Empty Clipboard command solves this problem by clearing the Clipboard of data. To use the command, choose **Edit > Empty Clipboard**, or click the Empty Clipboard button



### “Info Tips Example”

Select this option to view a full description of the thumbnail on which you place the cursor:

Filename:	Sandy
Directory:	c:\My Documents\Media C\Buttons
Disk ID:	
File Size:	1.65 KB (1,694 bytes)
File Date:	9/9/99 5:19:14 PM
File Type:	OS/2 or Windows Bitmap
Version:	Windows
Planes:	1
Resolution:	0
Depth/colors:	8 / 256
Compression:	None
Dimensions:	26 x 22 pixels
Comments:	Album #6
Keywords:	1999, Summer, Vacation

### “Status Bar”

Choose **View > Status Bar** to display or hide the Status Bar at the bottom of the main window. The Status bar shows some information about the current album:

- the current album's name
- the current thumbnail's number according to its position in the album
- the number of thumbnails included in the current album
- the number of selected thumbnails

**3**

### “Print Preview”

Use the "Print Preview" window to see how the thumbnails will look when printed. To open this window, choose [File > Print Preview](#).

### **File Attributes**

**Name:** Media Center Plus organizes all the thumbnails of the current album in alphabetical order.

**Extension:** Media Center Plus sorts all the thumbnails of the current album so they are grouped alphabetically by their extension.

**Location:** Media Center Plus sorts all the thumbnails of the current album in such a way that those belonging to the same folder will be grouped together.

**Disk ID:** Media Center Plus sorts all the thumbnails of the current album so those thumbnails whose files are located in the same removable media such as a diskette or a CD will be grouped together.

**Date:** Media Center Plus sorts all the thumbnails of the current album in chronological order, considering the date in which the last save was made.

**Size:** Media Center Plus sorts all the thumbnails of the current album according to the size in bytes of their respective files.

**Type:** Media Center Plus sorts all the thumbnails of the current album, grouping together all the files of the same type such as image, sound and movie files.

### **Image Attributes**

**Width:** Media Center Plus sorts all the thumbnails of the current album according to their image width.

**Height:** Media Center Plus sorts all the thumbnails of the current album according to their image height.

**Bits per pixels:** Media Center Plus sorts all the thumbnails of the current album according to their color depth (number of colors that a pixel can display).

**Size:** Media Center Plus sorts all the thumbnails of the



current album according to their image size.

### Thumbnail Fields

Thumbnail fields are categorized into 4 field types: **Text**, **Numeric**, **Date**, and **Ordinal**. Each field type is associated with a set of relation operators that are applicable to the field type. The following table shows the field type for each thumbnail field:

Thumbnail Field	Field Type
Disk ID	Text
Media File Drive	Text
Media Filename	Text
Media File Directory	Text
Media File Pathname	Text
Media File Creation Date	Date
Media File Size	Numeric
Image Bits Per Pixel	Numeric
Image Height	Numeric
Image Width	Numeric
Keywords	Text
Comments	Text
Image Format Type	Ordinal

### “Next/Previous”

The Next and Previous menu items will use the same criteria specified in the previous find operation, whether a simple or advanced find was specified, to [find/select thumbnails](#). Consequently, if you use a simple find operation (i.e. Find Keyword) after an advanced Find operation, the advanced criteria is replaced by the criteria specified in the later simple find operation.

### “Viewing options”

<b>No scaling</b>	Display images at normal size. Images larger than the full screen will be partially off screen.
<b>If larger, shrink to full screen</b>	Images smaller than the screen will be displayed at normal size. Images larger than the screen will be decreased to size of screen.
<b>Scale all to full screen</b>	Resize all images to full screen. Images smaller than full screen will be increased in size. Images larger than full screen will be decreased in size. A substantial increase in size will cause the image to appear jagged.
<b>Double the movie size</b>	Doubles height and width of AVI movies.

### “Slideshow Options”

You set the options for slide shows from the [Slideshow Options](#) dialog box. Access the dialog box by choosing **File > Preferences > General Program Preferences**, and clicking the Slideshow tab.

### “Properties”

Select “Properties” to [display information](#) about the current album.

### **“Advanced”**

When you choose **Find > Advanced**, Media Center Plus will open the [Advanced Search](#) dialog box. This type of search will help you find/select thumbnails using more sophisticated criteria than a single field search.

### **Comments**

You can add comments to [thumbnails](#). Comments can help you remember what a [media file](#) was created for, how good the file's quality is, and anything else that might be important. You can also search for comments, and you can select thumbnails based on their comments.

- [Searching For](#)
- [Selecting Thumbnails By](#)
- [Viewing](#)

### **Keywords**

You can add keywords to [thumbnails](#). You can search for keywords, and you can select thumbnails based on their keywords.

- [Searching For](#)
- [Selecting Thumbnails By](#)
- [Viewing](#)

### **“Resume”**

Select “Resume” to keep playing-viewing a thumbnail.

### **Disk ID**

A disk ID is a volume label for a removable medium, such as a diskette or a CD, where a media file is located. Media Center Plus automatically records the disk ID when it creates a media file's thumbnail.

### **“Add Thumbnails by Scanning Folders”**

Choose **Edit > Add by Scanning Folders** to [add thumbnails](#) to the current album by scanning the folders you select.

### **“Export”**

Choose [File > Export > Text](#) to produce a list of filenames and other thumbnail attributes. This action generates a file containing text fields for the selected thumbnails or for every thumbnail in an album. The resulting text file contains a line for each thumbnail exported, in which the individual fields are surrounded by quotation marks, and the commas separate the fields. When there is no information available for a field, nothing appears between the quotation marks. Once the file has been created and saved, you can import it from a text processing application.

Choose [File > Export > HTML](#) to automatically generate groups of HTML web pages that display the contents of an album (or portions thereof) in a gallery style.

Choose [File > Export >](#)

[Avenue.com](#) to send images to the Jasc StudioAvenue.com Web site.

### **“Select All”**

Use the "[Select All command](#)" to select all thumbnails in an album at once.

#### "Invert Selection"

Use the "[Invert Selection command](#)" to change the current selection (change all selected thumbnails to be unselected and change all unselected thumbnails to be selected).

#### "Help Topics"

Choose **Help > Help Topics** to open the Media Center Plus online help system.

#### "Jasc Software Online"

Choose **Help > Jasc Software online** to:

- Access Jasc Software, Inc.'s web page at: ["http://www.jasc.com/"](http://www.jasc.com/)
- [Send E-mail](#) to our Technical Support team

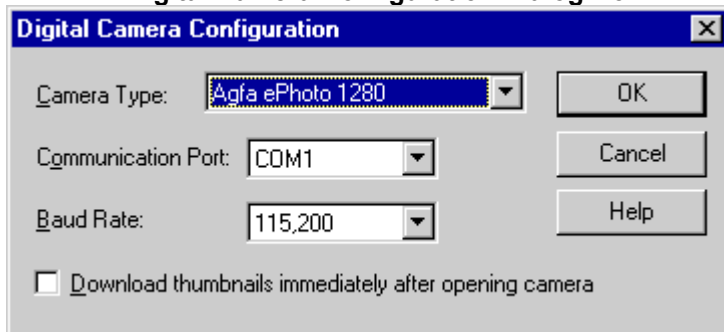
#### "Customize Toolbar"

Choose **File > Preferences > Customize Toolbar** to [add and remove buttons](#) from the toolbar.

#### TWAIN

To enable communication between imaging hardware and software, five companies (Aldus, Caere, Eastman Kodak, Logitech, and Hewlett Packard) developed what is now an industry-wide compatibility standard known as TWAIN. TWAIN allows data sources such as scanners and digital cameras to communicate with host applications, such as image-editing and page layout programs.

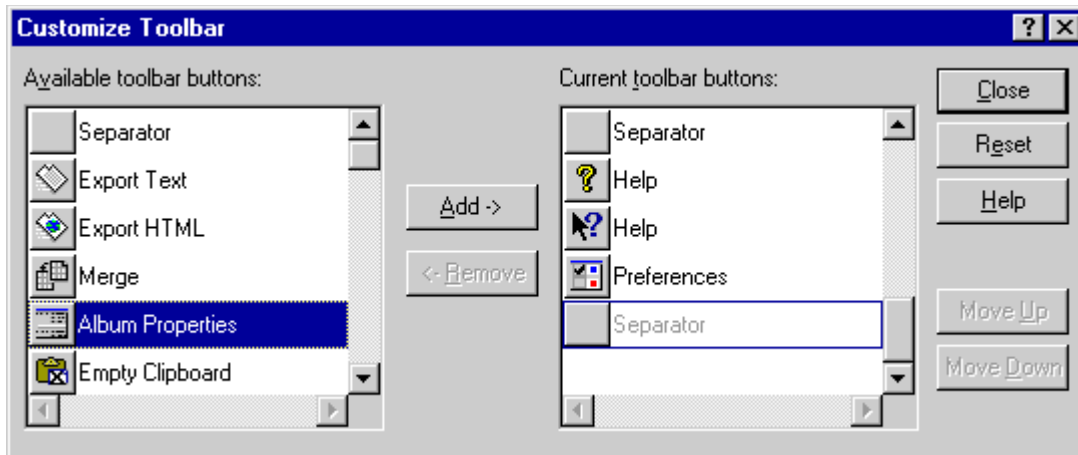
#### Digital Camera Configuration Dialog Box



#### "Import"

Choose **File > Import** to access an image from a [TWAIN-Compliant device](#) or from a [digital camera](#).

#### Customize Toolbar Dialog Box

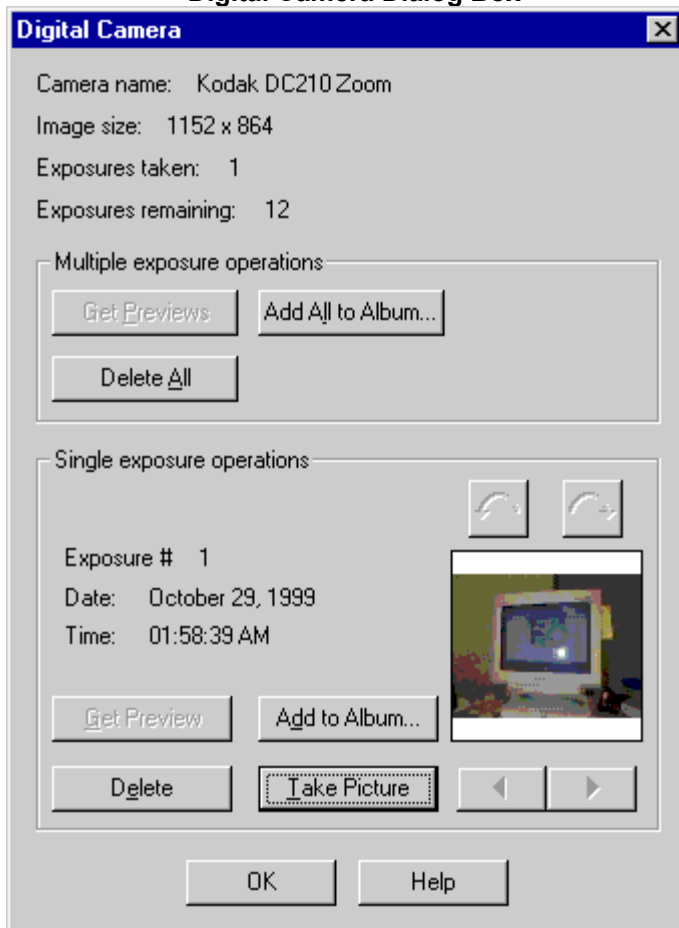


### “Album Properties”

Choose **File > Album Properties** to:

- [edit an album's title](#)
- [edit an album's comments](#)
- [access an album's information dialog box](#)
- [modify an album's thumbnail options](#)

### Digital Camera Dialog Box



“Next /Back”

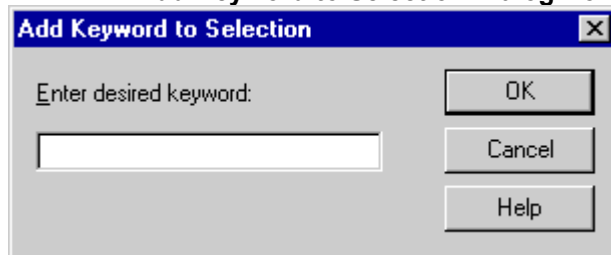
The **Next** menu item advances to the next thumbnail during a slide show.

The **Back** menu item goes back to the previous thumbnail during a slide show.

### “Keywords”

Choose **Edit > Keywords** to add a keyword to a thumbnail selection. Enter the keyword in the text box of the emerging dialog box and press OK.

#### Add Keyword to Selection Dialog Box



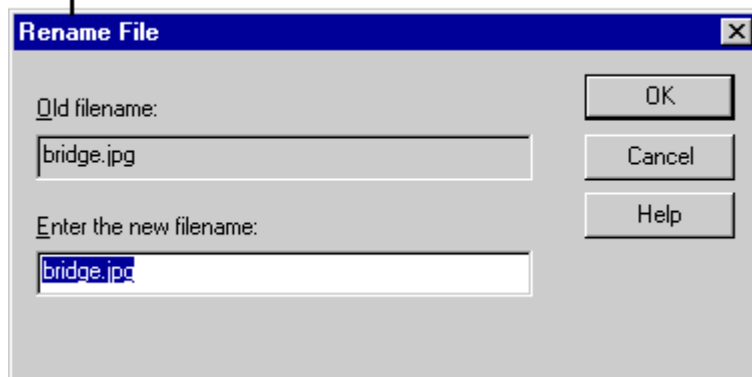
### About Jasc Media Center Plus

You have installed Jasc Media Center Plus version 3. The minimum requirements for using this program are Windows 95/98/NT4, a CD-ROM drive, Pentium processor, 32 MG RAM, and a monitor capable of displaying 256 colors and 800x600 resolution.

To view information about your computer system, click the About button **3** on the toolbar. The Jasc Media Center Plus splash screen opens. Click the System Info button to open the System Information dialog box, where you can view information about your system resources.

If you are contacting Jasc Software Technical support, please have the program version number available.

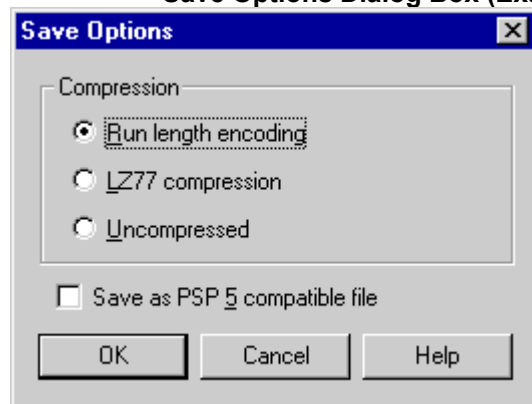
### Dialog Box Title



### Save Options

Some file types support various save options. When the selected file type supports options, the “Options” button is enabled and clicking it will bring up a dialog to adjust the options. The options displayed in each of these dialogs are specifically related to the file formats they represent. Use the radio buttons to customize the way Media Center Plus will save each file format.

### Save Options Dialog Box (Example)



#### Title Bar

The Media Center Plus title bar displays the Control icon, the application name, the name of the active album, and the standard Windows buttons. The open albums in the workspace also have title bars. Double-clicking the title bar of the program or an album is the same as clicking the Windows Maximize button of the title bar. The program window enlarges to fill the screen; the album window enlarges to fill the [workspace](#).

#### Toolbar

Choose **View > Toolbar** to show / hide the toolbar. The toolbar provides buttons that access some of the frequently used commands in the menus. To activate a command, click its toolbar button. If a command is unavailable, its buttons appears greyed-out.

Ø **Note:** You can [customize](#) the toolbar by adding and removing buttons.

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#### Workspace

As the name implies, the workspace is the area of the main window where you create and work with albums. When you open an album, an album window opens in the workspace. To change the size of the workspace, drag a border or corner of the main window.

### Media Files

#### Renaming a Selection of Media Files

Media Center Plus offers you the option to change a selection of thumbnails' filenames [individually](#) (allowing you to enter a different filename for every thumbnail) or as a batch (all selected thumbnails will share the same filename prefix). To change a selection of thumbnails' filenames as a batch, follow these steps:

**3** **Select the Media Files' Thumbnails**

Click the thumbnails, or use the cursor keys to highlight them.

**3** **Access the Rename File Dialog Box**

Choose **Mediafile > Rename**, or click the Rename button **3**.

#### **Rename File Dialog Box**

3

3

### Click the Batch Button

Media Center Plus opens the Batch Rename dialog box, by which you'll be able to replace the filenames of your selection of thumbnails in one single operation.

### Batch Rename dialog box

The screenshot shows the 'Batch Rename' dialog box. The 'Create a series' option is selected. The 'File name prefix' is set to 'My pictures', 'Start counter at' is '1', and 'Counter digits' is '2'. The example shows 'My pictures01'. The 'Replace parts of the filename' option is unselected, and its fields are empty. The 'OK', 'Cancel', and 'Help' buttons are visible at the bottom.

3

### Select the Batch Renaming System

You can rename a full selection of thumbnails by:

- **Creating a series of filenames:** Select the “Create a series” check box to assign the same filename prefix to all the thumbnails in your selection. The only difference between the newly assigned filenames will be the number that Media Center Plus will add immediately after the prefix you type in the “File name prefix” edit box. To have this number start at a specific value, enter it in the “Start counter at” edit box. You can also select the number of digits that this sequence number will have, by entering it in the “Counter digits” edit box. If the number entered in the “Start counter at” edit box has less digits than the value entered in the “Counter digits” edit box, Media Center Plus will solve the disagreement by adding zeros between the filename prefix and the sequence number.
- **Replacing parts of the filename.** Select the “Replace parts of the file name” check box to replace all occurrences of a particular string of characters included in the selected thumbnails’ filenames. All you need to do is type the string to be replaced and the one you wish to replace it with, in the appropriate text box.

3

### Select the OK Button

Click the OK button, or press **<Enter>**. Media Center Plus will assign the new filenames to the thumbnail selection.

## “Close All”

Choose **Window > Close All** to close all the open albums at the same time.

## Customizing Your Setup

### File Format Preferences

Most file formats can be opened in Media Center Plus using the **File > Open** command. Some formats need information from the user so they can be displayed properly. Use the File Format Preferences dialog box to set your preferences for these formats.

- [PCD Preferences](#)
- [PostScript Preferences](#)
- [WMF / Import Preferences](#)



## Customizing Your Setup

### Setting PCD File Preferences

PCD (the Kodak PhotoCD format) is used by many photo developers for delivering photos on CDs. This format can provide multiple resolutions of an image in one file. On this tab, you set a default resolution for PCD images. The format does not support transparency or layers.

To set a default resolution for opening PCD files:

**3** **Open the File Format Preferences Dialog Box**

Choose **File > Preferences > File Format Preferences**.

**3** **Open the PCD Tab**

In the File Format Preferences dialog box, click the [PCD tab](#).

**3** **Select the Default File Format Size**

Choose either:

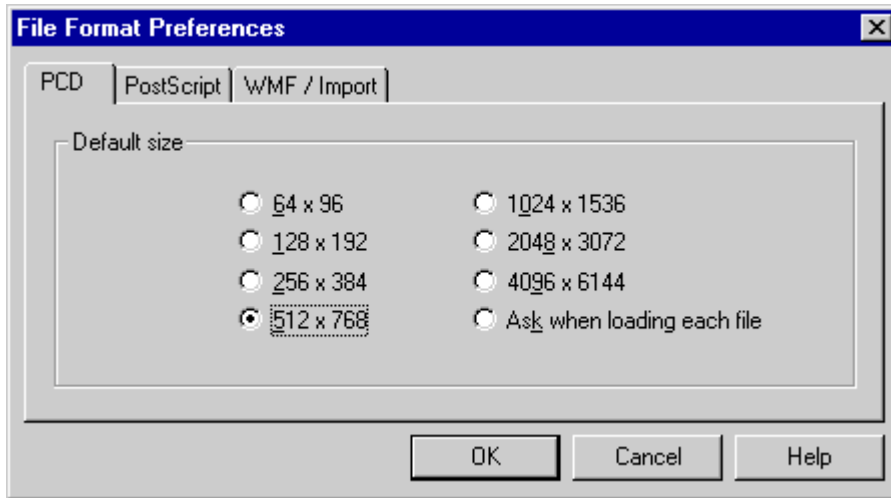
- One of the seven size options to open all PCD files in a specific pixel width and height, or
- The “Ask when loading each file” option to be prompted for a resolution each time that you open a PCD file.

**3** **Select the OK Button**

Ø **Note:** *If you choose the “Ask when loading each file” option, Media Center Plus displays a dialog box containing the size choices when you open a PCD file.*

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## “PCD Tab”



## Customizing Your Setup

### Setting PostScript File Import Preferences

Media Center Plus can read PostScript files through level 2 and convert them into raster information. It can convert up to 100 pages (depending on the memory in your computer), antialias the objects, and retain information on transparency. However, if you open a PostScript file and then save it, the file is not identical to the original because the information has been converted into raster format.

If you select the “Prompt for size and options each time a PostScript file is opened” check box, when you open a Postscript file, Media Center Plus displays a dialog box containing the options displayed in the panel underneath the check box.

If you clear the check box, Media Center Plus does not prompt you. Instead, It opens a PostScript file using the settings from the “Size and options when not prompting” panel.

To set the options:

#### 3 Open the File Format Preferences Dialog Box

Choose **File > Preferences > File Format Preferences**.

#### 3 Open the PostScript Tab

In the File Preferences dialog box, click the [PostScript tab](#) to bring it to the front.

#### 3 Select an Image Resolution

Use the “Resolution” edit box to enter a resolution value or leave the default setting of 72 dpi.

#### 3 Select the Paper Size

Choose a paper size by clicking a selection in the “Page Size” drop-down box. The bounding box, which is available when the EPS file has a recommended size, is usually the best choice.

#### 3 Select the Color Depth

Choose a color depth for the image by clicking a selection in the Image Mode drop-down box. The choices are Monochrome (1-bit), Greyscale (8-bit), and RGB (24-bit).

#### 3 Select the Orientation

By default, the page is set to the Portrait orientation, where it is taller than it is wide. To reverse the orientation, select the “Landscape” check box.

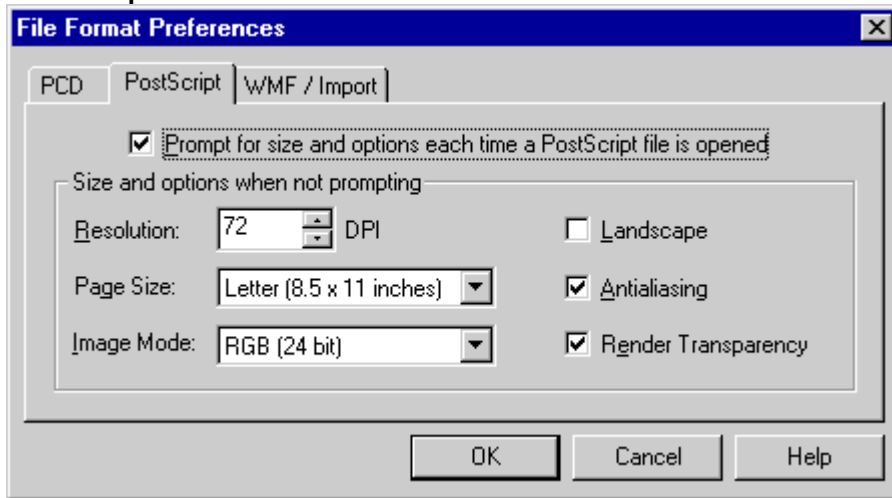
#### 3 Antialiasing

The “Antialiasing” check box is selected by default. Antialiasing smoothes the edges of objects. If you prefer not to use this feature, clear the check box.

**8** **Render Transparency**

The “Render Transparency” check box is selected by default. Clear this check box to substitute a white background for the transparency.

## “PostScript Tab”



## Customizing Your Setup

### Setting WMF / Import File Preferences

WMF (Windows Meta File) is the Microsoft Windows native vector format. It is used for clip art in Microsoft Office as well as other programs. Although it is size independent because it is a vector format, some WMF files do provide a header containing a default size. It does not support transparency or layers.

To set a default resolution for opening WMF files:

- 3 **Open the File Format Preferences Dialog Box**  
Choose **File > Preferences > File Format Preferences**.

- 3 **Open the WMF/Import Tab**

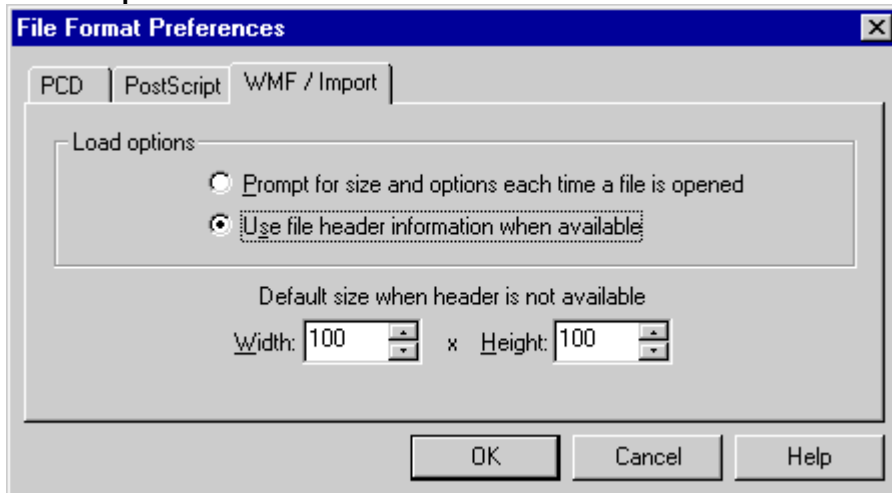
In the File Format Preferences dialog box, click the [WMF/Import tab](#).

- 3 **Select the Load Options**

Using the Load options radio buttons, choose either to be prompted for the size each time or to use the header information and your chosen defaults when no header is available.

- 3 **Select the OK Button**

## “WMF/Import Tab”



## “Error Messages and Prompts”

- If you receive a prompt requesting a volume with a certain disk ID, insert the requested volume into the correct drive and select the prompt's OK button. Media Center Plus will play or display the selected media file.
- If you receive an error message and you know which volume the file is on, insert it in the correct drive and select the error message's Retry button. Media Center Plus will play or display the selected media file.
- If you receive an error message and you do not know which volume the file is on, insert any volume in the appropriate drive and select the error message's Retry button. Media Center Plus will prompt you for the correct volume. Insert the requested volume into the drive and select the prompt's OK button. Media Center Plus will play or display the selected media file.

#### “Send”

Choose **File > Send** to [e-mail](#) media files within an album.

#### “Page Setup”

Choose **File > Page Setup** to determine how the images or thumbnails will be arranged on the printed page.

#### “Album Properties”

Choose **File > Album Properties** to adjust the following album settings:

- [Title and Comments](#)
- [File Info](#)
- [Thumbnail Options](#)

#### “Exit”

Choose **File > Exit** to close Media Center Plus.

#### “Select All”

Choose **Edit > Select All** to [select all thumbnails](#) in an album at once.

#### “Invert Selection”

Choose **Edit > Invert Selection** to [change the current selection](#) (change all selected thumbnails to be unselected and change all unselected thumbnails to be selected).

#### “Web Location”

Choose **Edit > Web Location** to keep track and sort files by the [web location](#) you choose to link them with.

#### “Find Advanced”

When you choose **Find > Advanced**, Media Center Plus will open the [Find Advanced](#) dialog box. The Find Advanced command lets you find and/or select thumbnails using more sophisticated criteria than a single field search.

#### “Rotate”

Choose **MediaFile > Rotate**, to [rotate](#) the image files for the thumbnails that you select.

#### “Help Topics”

Choose **Help > Help Topics**, to open the Media Center Plus Help System.

#### “Jasc Software Online”

Choose **Help > Jasc Software Online**, to contact some of the

web sites directly related to Media Center Plus, such as the [Jasc Software main web page](#) and our [Media Center Plus support page](#). You can also [e-mail us](#), describing the problems or issues that you haven't been able to address using the help system.

**“Exit Play/View”**

Choose this option to stop playing/viewing a media file.

**“Exit Slideshow”**

Choose this option to stop playing/viewing a slideshow.

## **Order Forms**

### Purchasing

Please select the appropriate option to display purchasing information and an order form:

- [U.S.A.](#)
- [Canada](#)
- [All other countries](#)

## Order Forms

### Jasc Software Canada, Ltd.

**Jasc Software Canada, Ltd.  
P.O. Box 77220  
RPO Courtney Park  
Mississauga, Ontario L5T 2P4**

To print this form, click the Print button above, or press <Alt> + <P>.

Please use this form only if the product will be shipped inside of Canada. Using this form to place an order outside of Canada may cause delays in processing your order properly, additional shipping costs, and imposition of applicable taxes. If you have not selected the appropriate form, please select it below:

- [USA](#)
- [All Other Countries](#)

You can purchase this product by cheque or credit card. All cheques must be in Canadian funds drawn from a Canadian bank and made payable to Jasc Software Canada, Ltd. We accept American Express, MasterCard, and Visa.

You can place your order using any of the following methods:

- Call us toll-free at 1-800-385-9859 (24 hours a day/7 days a week).
- Fax this order form to (905) 565-0773. (Credit card only; please include your credit card number and expiration date on the form).
- Mail this order form along with your payment (cheque or credit card information) to the address above.
- Visit our secure online store at <http://www.jasc.com/jascstore.html>
- You can also purchase this product from Internet and catalog retailers. Volume and site license pricing are also available. Please visit the "Where to Purchase Jasc Software Products" page at <http://www.jasc.com/order.html>, call us at 1-800-385-9859, or send email to [canada-sales@jasc.com](mailto:canada-sales@jasc.com) for further information on these purchasing options.

NAME	
COMPANY	
ADDRESS	
CITY	
PROVINCE	POSTAL CODE
EMAIL	TELEPHONE
ADDRESS	
CREDIT CARD TYPE	EXPIRATION DATE
CREDIT CARD NUMBER	
SIGNATURE	

Product	Price (CDN)	# of Copies	Total Price
Jasc Media Center Plus 3 <i>CD-ROM Required</i>	\$59.00		\$ _____
*Shipping/Handling (single copy)	\$10.00		\$ _____
G.S.T.	x 7%		\$ _____
Residents of Ontario add 8% P.S.T.	x 8%		\$ _____
Residents of Atlantic Provinces add 15% H.S.T.	x 15%		\$ _____
<b>TOTAL</b> in Canadian funds drawn on a Canadian bank			\$ _____

Please allow extra processing time for orders submitted by mail.

Please do not use PO Box addresses for the billing address.

\* For shipping prices on multiple copies of the product or other shipping alternatives, please contact us at 1-800-385-9859.

Prices are subject to change without notice.



## Order Forms

### Jasc Software, Inc.

**Jasc Software, Inc.**

**Attn: Orders**

**P.O. Box 44997**

**Eden Prairie, MN 55344 USA**

To print this form, click the Print button above, or press **<Alt> + <P>**.

**NOTE:** Please use this form only if the product will be shipped inside the United States. Using this form to place an order outside the United States may cause delays in processing your order properly, additional shipping costs, and imposition of applicable taxes. If you have not selected the appropriate form, please select it below:

- [Canada](#)
- [All Other Countries](#)

You can purchase this product by check or credit card. All checks must be in U.S. funds drawn from a U.S. bank and made payable to Jasc Software, Inc. We accept American Express, MasterCard, and Visa.

You can place your order using any of the following methods:

- Call us toll-free at 1-800-622-2793 (24 hours a day/7 days a week).
- Fax this order form to (612) 930-9172. (Credit card only; please include your credit card number and expiration date on the form)
- Mail this order form along with your payment (check or credit card information) to the address above.
- Visit our secure online store at <http://www.jasc.com/jascstore.html>
- You can also purchase this product from Internet and catalog retailers. Volume and site license pricing is also available. Please visit the "Where to Purchase Jasc Software Products" page at <http://www.jasc.com/order.html> or call us at 1-800-622-2793 for further information on these purchasing options.

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Product	Price (USD)	# of Copies	Total Price
Jasc Media Center Plus 3			
<i>CD-ROM Required</i>	\$39.00		\$ _____
Minnesota Residents add 6.5% sales tax	x 6.5%		\$ _____
California Residents add 7.5% sales tax	x 7.5%		\$ _____
*Shipping/Handling (single copy)	\$8.00		\$ _____
<b>TOTAL</b>			\$ _____

Please allow extra processing time for orders submitted by mail.

Please do not use PO Box addresses for the billing address.

\* All orders are shipped via Priority Mail unless other arrangements are made with us prior to shipment.

For shipping prices on multiple copies of the product or other shipping alternatives, please see <http://www.jasc.com/pricing2.html> or contact us at 1-800-622-2793.

Prices are subject to change without notice.

## **Order Forms**

### All Other Countries

Visit our international purchasing web page (<http://www.jasc.com/world.html>) to obtain a list of our representatives throughout the world, who are authorized resellers of our products.

{ewl RoboEx32.dll, WinHelp2000, }

