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What is Publisher's Paradise PhotoAlbum?

The PhotoAlbum is a utility which allows you to:
- Organize libraries of images
- Search through these libraries
- Select an image(s)
- Send selected images to a desired program

You can also create new libraries and categories of images and save them.

The PhotoAlbum displays previews of the images which are divided into categories.

  Related Topics

The Publisher's Paradise PhotoAlbum window

Click on an area of the PhotoAlbum window below to popup a description of the selected area.

Related Topics

Menu bar: The horizontal bar containing the names of the PhotoAlbum's menus. Click on a menu name to drop-down a list of the corresponding commands.

Control-menu icon: Click on this to display the PhotoAlbum's **Control** menu. By using **Control** menu commands you can resize, move, maximize, minimize, and close windows.

Keyboard shortcut: Alt Spacebar

Minimize button: Click on this to reduce the PhotoAlbum window to an icon.

- When you reduce the PhotoAlbum to an icon, it continues to run but its window does not take up space on your desktop.

Maximize button: Click on this to enlarge the PhotoAlbum window to its maximum size.

▪ After you enlarge the PhotoAlbum, the Maximize button is replaced by the Restore button, which contains two overlapping squares.   Click on the Restore button to return the PhotoAlbum window to its previous size.

Close button: closes the PhotoAlbum window and returns to the linked program.

Title bar: The title bar shows the name of the program, in this case, the PhotoAlbum.

▪ You can maximize the PhotoAlbum by double-clicking on its title bar.   To restore it to its previous size, double-click on the title bar again.

▪ To move the PhotoAlbum to a different location on your desktop, drag its title bar to the new location.

Category list area: Displays the list of category names, and their icons. The images in the selected category appear in the preview area on the right.

Category names in **bold** have sub-categories, the sub-categories are displayed indented from the main categories.

Preview area: Displays previews of the images in the selected category.

Info line: Displays information about the PhotoAlbum.

- The left-hand part of the info line displays hints on what to do next so it changes depending on what you are doing at the time.
- The right-hand part of the info line displays the name of the image preview at which you are pointing. It also displays the selected category's associated folder.
- When loading or searching for an image file, the progress is shown here with the use of a blue bar. The bar moves to the right as loading and file conversion nears completion. At any time you can press **Escape** to cancel the process.

Vertical bar: Drag this bar to the left or right to alter the amount of space given to the image previews and the category list.

File: Drops down the **File** menu. From this menu you can create a new library, open and save an existing library and exit the PhotoAlbum.

Edit: Drops down the **Edit** menu. From this menu you can rename a selected category or image preview, copy selected images to the Clipboard, select and deselect all images and make a library read only.

Category: Drops down the **Category** menu. From this menu you can create new and empty categories.

Image: Drops down the **Image** menu. From this menu you can add images to categories, remove a selected category or image preview from the PhotoAlbum window and move or copy an image preview into a different category.

Options: Drops down the **Options** menu. From this menu you can turn the info line on or off, choose to display the PhotoAlbum window in front of any other window, salvage disk space and choose how the PhotoAlbum displays previews and categories.

Help: Drops down the **Help** menu. From this menu you can select the contents page of the PhotoAlbum Help, gain information about what version of the PhotoAlbum you are using and display a copyright notice.

Scroll bar: Scroll this bar to view the entire range of image previews.

Scroll bar: Scroll this bar to view the entire list of categories.

Glossary definitions:

- The vertical bar that appears to the right of the categories, and the horizontal bar that appears below the image previews, when not all the categories or previews are visible. By scrolling these bars the entire range of categories and previews can be seen.
- The vertical bar that appears to the right of a drive drop down list, folder list or file list. Scroll the bar to view the hidden files and folders etc.

A standard Windows menu displayed by clicking on the program icon at the top-left of a window, or clicking on a program running as an icon. By using **Control** menu commands you can resize, move, maximize, minimize and close windows.

To choose a command, menu, program, icon, etc. with the mouse or keyboard.

A subdivision of a dialog box containing options and controls. A dialog box may have several tab cards or none; click on the tab to move between cards.

A predefined setting that you can change to suit your preferences.

Files are routed to a certain destination as defined.

Information that you enter into the computer to specify or find certain files e.g.

c:\presswk\stories

c: is the drive, **presswk** is the program and **stories** is the file type.

A list of commands that drop down after selecting a topic from the menu bar e.g. **Edit**.

A menu that drops down when you click on a command in a main menu.

Each category has a single folder to which it is linked. This may be the one suggested by default or specified by you. When specifying a folder you can:

- Choose one containing files of the image previews that appear in the category.
- Choose a new folder and later move or copy those files into the associated folder using the **Tidy Up** option in the **Options** menu.

A collection of pictures, often classified by themes, which can be used in a wide variety of programs and utilities.

Short for Picture Element. One of many thousands of dots that make up an image on screen.

A window that is temporarily displayed to request information. When a dialog box appears, all interaction with the PhotoAlbum must be through the dialog box.

A bitmap representation of an image.

A collection of images stored under different categories.

A heading under which images of the same theme are stored e.g. Sport.

A file that cannot be overwritten. If changes are made to a read only library then you must save it under a different file name.

The info line is at the bottom of the PhotoAlbum window. It provides you with hints and tips as you work.

The highest category in the hierarchy of categories. It does not have a parent category.

A category that has sub-categories within it.

A category belonging to a parent category.

A graphical representation of a disk, file, category, program or any other object that you can select or open.

A structure for organizing your files onto disk. A folder can contain files, libraries and other folders called subfolders.

A subfolder belonging to a parent folder e.g.

      Q:\PROJECTS**CAB**\US

CAB is the **subfolder**

A temporary storage area used to transfer images within and between programs.

To copy an image preview to a selected category, folder or program.

To move an image preview to a selected category, folder or program.

A switch or icon which is used to turn a feature on or off.

A device used for storing information on a computer. Each drive within your system has a name. These names could include **A:** which is usually the floppy disk drive and **C:** which is your hard disk.

To select an image, drag it from the preview area and drop it into a category or program. This is the easiest method of copying images into your chosen category or program.

- The horizontal or vertical movement within the PhotoAlbum window in order to view hidden previews or categories.
- The vertical movement within a list box to view the hidden files and folders etc.

To load an image file or category into the PhotoAlbum.

A message box or menu which appears, providing you with information.

A means of carrying out a command from the keyboard without opening a menu first. If there is a keyboard shortcut, it is shown after the command in the menu. Not all commands have a keyboard shortcut.

The window or icon you are currently using or that is selected. When either a window or icon is active, it is highlighted.

Keyboard Shortcuts

If you are familiar with Windows, you will already know that there are many keyboard equivalents to using the mouse.

The PhotoAlbum provides its own additional equivalents and shortcuts, and these are listed below.

» **Moving around the preview area**

» **Moving around the category list**

» **Menu command shortcuts**

Moving around the preview area

Click on an image preview in the preview window, then use one of the following key sequences:

Press	To
↓	Select the image above or below the current image.
←→	Select the image to the left or right of the current image.
PgUp/PgDn	Selects the first and last image in the preview area.
Home	Select the first image in the current category.
End	Select the last image in the current category.
Shift Home	Select all images from the currently selected image to the first image in the current category.
Shift End	Select all images from the currently selected image to the last image in the current category.

Moving around the category list

Click on a category in the category window, then use one of the following key sequences:

Press	To
↓	Select the category above or below the current category.
PgUp/PgDn	Scroll the categories by one window then select the category at the top or bottom of the window.
Home	Select the first category in the list.
End	Select the last category in the list.

Menu command shortcuts

Press	To
Ctrl N	Create a new library.
Ctrl O	Open a library.
Ctrl S	Save a library.
Alt F4	Exit the PhotoAlbum.
Alt 0 to Alt 9	Open recent libraries.
Ctrl C	Copy the selected image to the Clipboard.
Alt Delete	Remove the selected category or image preview.
Alt Insert	Create an empty category.
Insert	Add images to the selected category.
F1	Open the Help.
F10	Passes control to the menu bar.
Shift	Selects a range of images (in sequence). Click on the first image you want to select, then hold down **Shift** and click the last image you want to select.
Ctrl	Selects a range of images (out of sequence). Hold down the **Ctrl** and click on each image that you want to select.
Enter	When a parent category is selected, displays the sub-categories within that category.
	When an image preview is selected, displays the shortcut menu.

Preferences dialog box

This dialog box appears when you <u>select</u> **Preferences** from the **Options** <u>menu</u>.

From this dialog box you can change the layout of the PhotoAlbum window.

Click on the tab card that you want help on.

» **Image Preview tab card**

» **Library Build Options tab card**

Preferences dialog box, Image Preview tab card

This tab card provides options to change the appearance of the image <u>previews</u> and the name displayed beneath each preview.

View Size group box:
- Select **Small Icon Size** to display small image previews.
- Select **Maximum Size** to display large image previews. The maximum size of the previews can be 64x64 pixels or 128x128 pixels, depending on your library build options.

More previews can be displayed in the window if **Small Icon Size** (32 x 32 pixels) is selected, but the quality of the previews will be reduced and they will not have an identifying name.

Preview Caption group box:
- Select **File Name** to display the file name beneath each image preview.
- Select **Picture Name** to display a descriptive name of the selected image preview in the information line.
These options are disabled when **Small Icon Size** is selected.

Category Preview group box:
- Check the **Show Category Icon** check box to display an <u>icon</u> next to each category name. Clearing this box will allow more category names to be displayed without scrolling.

Preferences dialog box, Library Build Options tab card

This tab card provides options to determine the appearance of the image previews when you create new libraries.

Preview Creation Size group box:
- Select **Standard [64x64 pixels]** to specify the maximum preview size of the previews is 64x64 pixels.
- Select **Large [128x128 pixels]** to specify the maximum preview size of the previews is 128x128 pixels.

Preview Creation Quality group box:
- Select **Fast Preview Creation** to build the image previews quickly. This may result in a lower quality of reproduction.
- Select **High Quality Preview Creation** to build the image previews at a higher quality. This may take longer to build.

Image Referencing group box:

This group box offers you the option of how you want to assign image file names to the image previews in your libraries.

The default option is to assign a specific drive and folder position for the image that the image preview refers to. When you import an image into a program, the PhotoAlbum searches for the image in the specified position so that it can copy the image into your program. If you move the image file, the PhotoAlbum will not be able to find the file.

The second option is to assign the image previews the filenames of the image files. When you import an image into a program, the PhotoAlbum searches downwards from the library file for the image file name. For this to be effective, the image files must be positioned below the library file in the folder structure so that the PhotoAlbum can search for it.
- Select **Full Folder Path [including Drive name]** to assign a specific position for the images on your hard disk.
- Select **Relative from Library file [*.lib] - use on Networks** to assign the image a position relative to the library file. This is especially useful if you are working on a network.

Open dialog box

This <u>dialog box</u> appears when you <u>select</u> **Open** from the **File** <u>menu</u>, or when you press **Ctrl O**.

From this dialog box you can locate and open an existing image <u>library</u> so that you can resume work on it.

Look in drop-down list box

Select the disk drive and folder that contains the library you want to open. Click on a folder to select it. Libraries in the current folder are listed in the **Library** list box.

File name text box

Type the name of the library you want to open in this text box or select the library from the **Library** list box.

Files of type drop-down list box

Select the type of file that you are trying to locate and open from this drop-down list box. **PhotoAlbum** is chosen by default.

Save As dialog box

This dialog box appears when you select **Save As** from the **File** menu, or when you select **Save** or press **Ctrl S** for an untitled library.

From this dialog box you can specify the drive, folder and filename in which to save your library.

Save in drop-down list box

Select the disk drive and folder where you want to save your library. Click on a folder to select it. Libraries in the current folder are listed in the **Library** list box.

File name text box

Type the file name for you library in this text box. If you want to overwrite an existing library, select the library by clicking on its file name in the **Library** list box. When you click on **OK** the PhotoAlbum warns you if you try to overwrite an existing library.

Save as type drop-down list box

Select the file type that you want to save the library as from this drop-down list box. **PhotoAlbum** is chosen by default.

Move/Copy Preview(s) dialog box

This dialog box appears when you select **Move/Copy Preview(s)** from the **Image** menu.

From this dialog box you can move or copy image previews to a different category.

Image Preview window

Displays the selected image preview.

Move Previews to Category list box

Select the category into which you want to move or copy the image by clicking on its name in the **Move Previews to Category** list box, or by typing its name in the **Move Previews to Category** text box.

Copy option

Select **Copy** to copy the image previews into the category selected in the **Move Previews to Category** list box.
▪ The image preview will still remain in the original category.

Move option

Select **Move** to move the image previews into the category selected in the **Move Previews to Category** list box.
▪ The image preview will be removed from the original category.

Create Empty Category dialog box

This dialog box appears when you select **Create Top Level Category** or **Create Sub-category** from the **Category menu**, or when you press **Alt Insert**.

From this dialog box you can create a new category, assign it to a parent category and change its associated folder.

Category Name text box

Type the name of your new category in this box.

Parent Category list box (only when you select Create Sub-category)

If you want your new category to be a sub-category, select the parent category to which you want the sub-category to belong. All the current categories within the current library are listed in this list box.

- If necessary, use the scroll bar to scroll through the list of categories.

Associated Folder text box

Specify the folder with which you want to associate your new category by typing the folder path in this box.

Add Image File dialog box

This dialog box appears when you select **Add Image File** from the **Image** menu, or when you press **Insert**.

From this dialog box you can locate, preview and add images to a selected category.

File list box

Select the image you want to add by clicking on its filename in the **File** list box. Double click to display the file in the preview window. To select more than one preview, click while pressing the **Shift** key.

- If necessary, use the scroll bar to scroll through the list of files.

Folder list box

Select the folder that contains the image you want to add. Click on a folder to select it; double-click to make it the current folder. Files in the current folder are listed in the **File** list box.

- If necessary, use the scroll bar to scroll through the list of folders.

Drive drop-down list box

Select the disk drive that contains the image you want to add. Click on the arrow to the right-hand side of the this box to drop-down a list of all the disk drives available. Click on the disk drive you want.

- If necessary, use the scroll bar to scroll through the list of drives.

Preview window

Displays a preview of the selected image file when you click on **Preview**.

Select All button

Click on **Select All** to select of the image files listed in the **File** list box.

Preview button

Click on **Preview** to display a preview of the selected image file in the Preview window. If more than one preview is selected, the button will change to **Preview Next** after the first preview has appeared in the window. Click on this button to scroll through the rest of the selected previews.

Add button

Click on **Add** to add the selected image files to the selected category without previewing.

Deselect button

Click on **Deselect** to deselect the selected image previews from the **File** list box.

Tidy Up Library dialog box

This dialog box appears when you select **Tidy Up** from the **Options** menu.

From this dialog box you can select one of the following options:

Salvage Disk Space Only

Select this option to remove all unused image previews from the current library, and to compact the remaining image previews on your hard disk.
- Compacting all image previews will save disk space.

MOVE Image into category folder

Select this option to remove all unused image previews from the current library, to compact the remaining image previews on your hard disk, and to move all image files to the folder associated with each category.
- Compacting all image previews will save disk space.
- Folders are associated with categories in the **Create Empty Category** dialog box.

COPY Image into category folder

Select this option to remove all unused image previews from the current library, to compact the remaining image previews on your hard disk, and to copy all image files to the folder associated with each category.
- Compacting all image previews will save disk space.
- Folders are associated with categories in the **Create Empty Category** dialog box.

Import Into Existing Category dialog box

This dialog box appears when you select **To "category name"** from the **Add Image Folder** submenu of the **Image** menu.

From this dialog box you can search and select the image that you want to import into the current category.

This dialog box is divided into two tab cards; click on the tab card for which you want help:

»   **Folder Selector**

»   **Options**
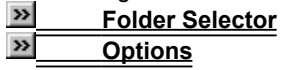
Folder Selector tab card

This tab card appears when you select it from the **Import Into Existing Category** dialog box.

From this tab card you can select the folders through which you want to search for images.

Folders shown

All radio button

Select **All** to search through each folder in the current disk drive.

Selected Only radio button

Select **Selected only** to search through the selected folders only, i.e. those preceded by a check mark.

Folder list box

Select the folders through which you want to search for images by checking the box preceding the folder. Files in the current folder are displayed in the file list box.
- If necessary, use the scroll bar to scroll through the list of folders.
- You can select as many folders as you want.

Files list box

Displays files within the current folder.
- If necessary, use the scroll bar to scroll through the list of files.

Drive drop-down list box

Select the disk drive that contains the image you want to import. Click on the arrow to the right-hand side of this box to drop-down a list of all the disk drives available. Click on the disk drive you want.
- If necessary, use the scroll bar to scroll through the list of drives.

Options tab card

This tab card appears when you select it from the **Import Into Existing Category** dialog box.

From this dialog box you can choose the format of image to search for, and specify how the image is organized within the category.

Image Formats group box:

Specify the image format(s) for which you want to import by checking the relevant boxes.

Folder to Category Mapping group box:

Including Sub-Folders check box

Specify if you want to include sub-folders in the search by checking the relevant box.

All in One Category option

Select this option to import all the located images into the existing category.

Turn Sub-Folder(s) into Sub-Categor(y,ies) option

Select this option to import the images located in the main director(y,ies) into the existing category, and to import images located in sub-folders into new sub categories. The existing category will become the parent of these sub-categories.

Import Into New Category dialog box

This <u>dialog box</u> appears when you <u>select</u> **As Top Level Category** from the **Add Folder Category** <u>submenu</u> of the **Image** menu.

From this dialog box you can search for and select the image that you want to import into a new category.

This dialog box is divided into two <u>tab cards</u>; click on the tab card for which you want help:
- <u>**Folder Selector**</u>
- <u>**Options**</u>

Folder Selector tab card

This tab card appears when you select it from the **Import Into New Category** dialog box.

From this tab card you can select the folders through which you want to search for images.

Folders shown

All option

Select **All** to search through each folder in the current disk drive

Selected Only option

Select **Selected only** to search through the selected folders only, i.e. those preceded by a check mark.

Folder list box

Select the folders through which you want to search for images by checking the box preceding the folder. Files in the current folder are displayed in the file list box.
- If necessary, use the scroll bar to scroll through the list of folders.
- You can select as many folders as you want.

Files list box

Displays files within the current folder.
- If necessary, use the scroll bar to scroll through the list of files.

Drive drop-down list box

Select the disk drive that contains the images you want to import. Click on the arrow to the right-hand side of this box to drop-down a list of all the disk drives available. Click on the disk drive you want.
- If necessary, use the scroll bar to scroll through the list of drives.

Options Tab Card

This tab card appears when you select it from the **Import Into New Category** dialog box.

From this dialog box you can choose the format of images to search for, and specify how the images are organized within the category.

Image Formats group box:

Specify the image format(s) for which you want to import by checking the relevant boxes.

Folder to Category Mapping group box:

Including Sub-Folders check box

Specify if you want to include sub-folders in the search by checking the relevant box.

All in One Category option

Select this option to import all the located images into the new category.

Turn Sub-Folder(s) into Sub-Categor(y,ies) option

Select this option to import the images located in the main director(y,ies) into the new category, and to import images located in sub-folders into new sub categories. The top level category will become the parent of these sub-categories.

Top Level Category option

Select this option to import located image from each folder into separate new top level categories.

Confirm dialog box

This dialog box appears when you have one or more image previews selected and you select **Remove** from the **Image** menu, or press **Alt Delete**.

From this dialog box you can confirm whether you want to delete the selected preview(s) from the current category and choose whether to delete the corresponding image file from your hard disk.

Preview window

Displays the selected image preview(s).

Delete Image file from your disk check box

Check this box to delete the selected image from your hard disk.
▪   When this box is cleared, the image previews are removed from the current category, but the actual image files remain on your hard disk for future use.

HOW TO CHANGE THE LAYOUT OF THE PHOTOALBUM WINDOW

To resize the list of categories

1. Position the mouse pointer over the vertical bar that separates the <u>category</u> areas. The mouse pointer changes shape to a double bar with two arrows.
2. Press and hold down the left mouse button and drag the vertical bar left or right.
3. Release the mouse button.

The category list is resized accordingly.

▪ <u>Related Topics</u>

To hide and display category icons

1. From the **Options** menu, select **Preferences**. The **Preferences** <u>dialog box</u> appears.
2. In the **Category Preview** group box, check the **Show Category Icon** check box to display a relevant icon next to each category; clear this box to hide the <u>category</u> icons.
3. Click on **OK**.

Note:
- When you hide category icons you can view more categories without needing to <u>scroll</u>.
- Category icons are displayed by default.

To resize image previews

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.

2. From the **View Size** group box, select **Small Icon Size** to display small previews of each image; select **Maximum Size** to display large previews.

3. Click on **OK**.

Note:

▪ More image previews are displayed in the preview area when small is selected, but the quality of the previews will be reduced and they will not have an identifying name.

▪ Large previews are displayed by default.

▪ Related Topics

To view image previews at full size

1. Right-click on the image preview that you want to view at full size.
2. From the shortcut menu that appears, select **Full Size Preview**. The image preview is resized to fill the whole screen.

Note:

▪   You can pan across the screen to view parts of the image preview that are not visible by pressing down the left mouse button and dragging the pointer in the direction that you want to pan.

To return to the PhotoAlbum window:
▪   double-click on the screen
▪   press **Esc**.

▪   Related Topics

To display the file or picture name of image previews

1. From the **Options** menu, select **Preferences**. The **Preferences** <u>dialog box</u> appears.

2. From the **Preview Caption** group box, select **File Name** to display the file name under each preview, or select **Picture Name** to display an 8-letter descriptive name under each preview.

3. Click on **OK**.

Note:

▪　　You can edit the picture name under each preview by selecting **Preview Text** from the **Edit** menu, then typing a new name in the **Preview** text box.

▪　　You cannot display preview names for small image previews.

▪　<u>Related Topics</u>

To hide and display the info line

▶ From the **Options** menu, select **Info Line**. The command is checked when the info line is displayed.

Note:

▪ The info line is displayed by default.

To keep the PhotoAlbum window on top

▶   From the **Options** menu, <u>select</u> **Always on Top**. The command is checked when the PhotoAlbum window is on top.

Note:

▪   When **Always on Top** is selected, the Help window may be hidden. Rearrange the desktop or minimize the PhotoAlbum so that the Help window is visible.

▪   <u>Related Topics</u>

To exit the PhotoAlbum

Do any of the following:
▶ From the **File** menu, select **Exit**.
▶ From the PhotoAlbum's Control menu, select **Close**.
▶ Double click on the PhotoAlbum's Control-menu icon.
▶ Click on the **Close** button.

The PhotoAlbum window is removed from the desktop.

Note:
▪ The layout of the PhotoAlbum window is saved when you exit.

Keyboard shortcut: Alt F4

▪ Related Topics

HOW TO WORK WITH LIBRARIES

To open an existing library

1. From the **File** menu, select **Open**. The **Open** <u>dialog box</u> appears.
2. From the **Look in** drop-down list box, select the disk drive and folder that contains the library you want open.
3. From the **Folder** list box, select the library you want to open.
4. Click on **Open**. The library is opened in the PhotoAlbum window, and its filename is displayed in the window's title bar.

Note:

▪ You can also open one of up to ten libraries that you have most recently used by clicking on the relevant library name at the bottom of the **File** menu.
▪ A large library may take a while to open. The <u>info line</u> indicates the progress of the open operation.

Keyboard Shortcut: *To open a library, press* **Ctrl O**. *To open any one of the ten most recently used libraries, press* **ALT 0** *through to* **ALT 9**

▪ <u>Related Topics</u>

To create a new library

1. From the **File** menu, select **New**. The **Create Empty Category** <u>dialog box</u> appears.
2. In the **Category Name** box, type a desired name for your empty <u>category</u>.
3. In the **Associated Folder** box, type a specified folder <u>path</u> to associate your new category to.
4. Click on **OK**.

Note:

▪   The library present in the PhotoAlbum window before selecting **New** will not be saved automatically. Select **Yes** or **No** from the message box that appears. If want to abort the **New** command, select **Cancel**.

Keyboard Shortcut: Ctrl N

▪   Related Topics

Specifying the library build options

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears,

2. Select the **Library Build Options** tab card.

3. In the **Preview Size** group box, choose whether to build your image previews at a size of 64x64 pixels or 128x128 pixels.

4. In the **Preview Creation Quality** group box, select whether you want to create the preview quickly or create a high quality preview.

5. In the **Image Referencing** group box, select whether you want to assign the image a specific position on your hard disk or assign it a position relative to the library file.

▪ Related Topics

Adding categories to a library

You can add categories to a library under which you can add image previews.

There are two types of category that you can add to a library; an empty category and a new category. Refer to the related topics and select the appropriate topic.

To tidy up a library

You can tidy up a <u>library</u> to make it more orderly. Deleted <u>previews</u> and <u>categories</u> are removed from the library file. The library file is then re-organized on disk.

1. From the **Options** menu, select **Tidy Up**. The **Tidy Up** <u>dialog box</u> appears.

2. Select one of the following and click on **OK**.
- **Salvage Disk Space Only**
- **MOVE Image into category folder**
- **COPY Image into category folder**

Note:
- Make sure that you select the right option to suit your circumstances as you cannot undo the changes that occur after proceeding with the selected option.

- <u>Related Topics</u>

To make a library read only

1. From the **Edit** menu, <u>select</u> **Read Only Library**.
2. A message box appears asking if you want to **Disable all modify commands**.
3. Click on **Yes** or **No**.

Note:
- If you want to save a read only library that you have opened, you must save using the **Save as** command.
- The **Read Only** setting is remembered when you save a library.

_____

- <u>Related Topics</u>

Saving a library

To save a new or existing library

1. From the **File** menu, select **Save As**. The **Save As** <u>dialog box</u> appears.
2. From the **Save in** drop-down list box, select the disk drive and folder where you want to save the library.
3 In the **File name** text box, type a name for the library. If you are renaming an existing library, delete the existing filename and type a new one.
4. Click on **Save**.

To overwrite an existing library with the same name.

▪ From the **File** menu, select **Save**.

Keyboard Shortcut: Ctrl S

▪ <u>Related Topics</u>

HOW TO WORK WITH CATEGORIES

Selecting a category

There are two kinds of image categories; top level categories and sub categories.

To select a top level category

▪   Position the mouse pointer over a <u>category</u> in the category list and click the left mouse button.

▷   **Business...**

Some top level categories have resident sub-categories. These are indicated by the <u>icon</u> which is present next to a top level category name.

To select a sub-category

1. Position the mouse pointer over a top level category with indicated sub-categories and click the left mouse button.
2. Position the mouse pointer over a sub-category and click the left mouse button.

▪ <u>Related Topics</u>

To create an empty category

1. From the **Category** menu, select either **Create Top Level Category** or **Create Sub-category**, depending on which level you want to create. The **Create Empty Category** <u>dialog box</u> appears.
2. In the **Category Name** box, type a desired name for your empty <u>category</u>.
3 In the **Associated Folder** box, type a specified folder <u>path</u> to <u>associate</u> your new category to.
4. Click on **OK**

Note:

▪   If you selected the **Create Sub-category**, select a category to parent your sub-category from the **Parent Category** list.

▪   <u>Related Topics</u>

To create a new category and import images into it

1. From the **Add Image Folder** submenu in the **Image** menu, select **As Top Level Category**. The **Import Into New Category** dialog box appears.

2. From the **Drive** drop-down list, select the disk drive that contains the images you want to import. Use the scroll bar if necessary.

3. Select **All** or **Selected Only** from the **Folders shown** group box.

4. If the **Selected Only** option is chosen, select each folder by checking the box preceding the folder name in the **Folder** list box.

   Once you have completed the above, select the **Options** tab card.

5. Specify the image format(s) for which you want to search by checking the relevant boxes in the **Image Formats** group box.

6. In the **Folder to Category Mapping** group box, check the **Including Sub-Folders** box if you want to search sub-folders then select one of the following:

   - All in One Category
   - Top Level Categories Only
   - Turn Sub-folder(s) into Sub-categor(y,ies)

7. Click on **OK** to start the searching process. Press **Escape** to cancel the search at any time.

Note:

- An extensive search may take a while to complete.

- Related Topics

To import images into an existing category

1. From the **Add Image Folder** submenu in the **Image** menu, select **To "category name"**. The **Import Into Existing Category** dialog box appears.
2. From the **Drive** drop down list, select the disk drive that contains the images you want to import. Use the scroll bar if necessary.
3. Select **All** or **Selected Only** from the **Folders shown** group box.
4. If the **Selected Only** option is chosen, select each folder by checking the box preceding the folder name in the **Folder** list box.

   Once you have completed the above, select the **Options** tab card.
5. Specify the image format(s) for which you want to search by checking the relevant boxes in the **Image Formats** group box.
6. In the **Folder to Category Mapping** group box, check the **Including Sub**-**Folders** box if you want to search sub-folders then select one of the following:
   - All in One Category
   - Turn Sub-folder(s) into Sub-categor(y,ies)
7. Click on **OK** to start the searching process. Press **Escape** to cancel the search at any time.

Note:
   - An extensive search may take a while to complete.

- Related Topics

To add a single image to a category

1. From the **Image** menu, select **Add Image File**. The **Add Image File** dialog box appears.
2. From the **Drive** drop down list, select the disk drive that contains the images you want to add.
3. From the **Folder** list box, double-click the folder that contains the images you want to add.
4. From the **File** list box, select the image file that you want to add. If you want to select more than one image file, click while pressing **Shift**. If you want to select all of the image files present in the **File** list box, click on the **Select All** button.
5. To view the selected image, click on the **Preview** button.
6. If you want to add the selected image file(s) to the selected category, click on **Add**. Press **Escape** to cancel the loading operation at any time.

▪   Related Topics

To drag-and-drop images from Windows Explorer

1. From the **Options** menu, select **Always on Top**.
2. Select   **Windows Explorer** from the relevant program menu.
3. From the left hand window, select the drive that contains the images.
4. From either the right or left window, select the folder and/or sub-folder(s) that contain the image files.
5. Press and hold the left mouse button on the image file of your choice.
6. Move the mouse pointer into the PhotoAlbum window, above the preview area, and release the mouse button.

Note:

▪   If your selected category is empty, when you copy an image file, that image preview will become the category icon.

▪   Related Topics

To drag-and-drop images from another program

1. Make sure that the PhotoAlbum and the program you want to drag the image from are visible on your desktop.
2. Make sure that the category that you want to add the image to is selected.
3. Press and hold down the mouse button on the image you want to drag into the PhotoAlbum.
4. Move the mouse pointer into the PhotoAlbum window, above the preview area, and release the mouse button. The **Save As** dialog box appears, prompting you to save the image.
5. Select the drive and folder where you want to save the image, then click on **Save**. The image is added to the current category.

Note:

▪   If your selected category is empty, when you copy an image file, that image preview will become the category icon.

▪   Related Topics

To rename a category

1. Select the category that you want to rename.
2. From the **Edit** menu, select **Category Text**.
3. Delete the category name present in the Category text box at the bottom of the PhotoAlbum window and type your new category name, containing up to a maximum of 40 characters.
4. Click on the **Check mark** icon if you want to accept the new name or click on the **Cross** icon to revert back to the original name. You can also accept the new name by pressing **Enter**.

- Related Topics

To remove a category

1. Select the category that you want to remove.
2. From the **Image** menu, select **Remove**.
3. A PhotoAlbum message box will appear asking you whether you are sure that you want to remove the selected category.
4. Click on **Yes** or **No**.

Keyboard Shortcut: Alt Delete

▪ Related Topics

HOW TO WORK WITH IMAGES

Selecting images

To select an image:

▪ Position the mouse pointer over an image <u>preview</u> in the Preview area and click the left mouse button.

To select a range of images:

1. Click on the image which will start the range.
2. While keeping the **Shift** key pressed, click on the last image that you want to be in the range.

To select individual images:

1. Click on an image.
2. While pressing **Ctrl**, click on any other images.

To select all of the images within the PhotoAlbum window:

▪ From the **Edit** menu, choose **Select All Images**

To clear a selection of images:

▪ Select **Clear Images** from the **Edit** menu.

▪ <u>Related Topics</u>

To move images to another category

Dragging-and-dropping

1. Press and hold down the left mouse button and **Ctrl** on the image preview of you choice.
2. Drag the mouse pointer over a category in the list.
3. Release the mouse button and **Ctrl**. The image preview is moved to the category.

Using the Move/Copy Preview(s) command

1. Select the image preview(s) that you want to move.
2. From the **Image** menu, select **Move/Copy Preview(s)**. The **Move/Copy Preview(s)** dialog box appears.
3. Select a category from the **Move Previews to Category** list.
4. In the **Operation** group box, check the **Move** check box.
5. Click on **OK**.

▪ Related Topics

To copy images to another category

Dragging-and-dropping

1. Press and hold down the left mouse button on the image preview of you choice.
2. Drag the mouse pointer over a <u>category</u> in the list.
3. Release the mouse button. The image preview is copied to the category.

Using the Move/Copy Preview(s) command

1. Select the image preview(s) that you want to copy.
2. From the **Image** menu, select **Move/Copy Preview(s)**. The **Move/Copy Preview(s)** <u>dialog box</u> appears.
3. Select a category from the **Move Previews to Category** list.
4. In the **Operation** group box, check the **Copy** check box.
5. Click on **OK**.

▪ <u>Related Topics</u>

To remove images from a category

1. Select the image preview that you want to remove.
2. From the **Image** menu, select **Remove**. The **Confirm** dialog box appears asking if you want to delete these previews.
3. Click on **OK** or **Cancel**.

Note:

▪   You may want to delete the image preview from your disk as well. Before clicking on **OK**, check the **Delete Image file from your disk?** check box.

Keyboard Shortcut: Alt Delete

▪   Related Topics

To rename an image preview

1 Select the image preview that you want to rename.

2. From the **Edit** menu, select **Preview Text**.

3. Delete the image preview name present in the Preview text box at the bottom of the PhotoAlbum window and type your new preview name containing up to a maximum of 8 characters.

4. Click on the **Check mark** icon if you want to accept the new name or click on the **Cross** icon to revert back to the original name. You can also accept the new name by pressing **Enter**.

- Related Topics

HOW TO SEND IMAGES TO AN PROGRAM

To drag-and-drop images into a program

1. From the **Options** menu, select **Always on Top**.
2. Press and hold the left mouse button on the image file of your choice.
3. Move the mouse pointer into the relevant program window, position the hand <u>icon</u> where you want the image to be dropped and release the mouse button.

▪   <u>Related Topics</u>

To copy and paste images into a program

1. <u>Select</u> the image <u>preview</u> of your choice.
2. From the **Edit** menu, select **Copy to Clipboard**.
3. Go to the program that you have chosen to receive the image.
4. Select the **Paste** command. The **Paste** command is usually located in the **Edit** menu.

Note:

▪   You can also copy image previews into the Clipboard from the shortcut menu. Please refer to the related topics.

Keyboard Shortcut: Ctrl C

▪ <u>Related Topics</u>

To copy images into a program using the shortcut menu

1. Right-click on the image <u>preview</u> that you want to send.
2. From the shortcut menu, <u>select</u> a program that is currently running.

The image will be sent to your selected program.

Keyboard Shortcut: *With an image preview or range selected, press **Enter** to display the shortcut menu.*

▪ <u>Related Topics</u>

Additional information

Adding a single image to a category

- If you have selected more that one image file, after clicking on the **Preview** button, it will change to **Preview Next**. Click on this button to preview the rest of the selected image files.
- If you want to add the selected image without previewing, click on **Add** after you have selected your image file(s). If you do not want to add your selected image file(s), but remove them from the preview window, click on **Deselect**.

Creating an empty category

- If there are no categories present within the **Parent Category** list, you can only create an empty top level category.
- Once you have specified an associated folder for a category and exited the **Create Empty Category** dialog box, the associated folder remains linked to that category until it is deleted. You **cannot** change the associated folder once it has been specified.

General

- You *cannot* add, rename, move, copy or remove categories and images in a read only library.
- You cannot drag-and-drop images into programs that do not support OLE2 automation. You must copy and paste images in these programs using the **Copy Clipboard** command in the **Edit** menu.

File menu

Click on the menu command for which you want Help.

File	Edit	Category	Image	Options	Help		
New						Ctrl+N	
Open...						Ctrl+O	
Save						Ctrl+S	
Save As...							
Exit						Alt+F4	
C:\Program Files\GST\Photoed\diane.lib						Alt+0	
C:\Program Files\GST\Photoed\paul.lib						Alt+1	

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

▪   Related Topics

Click on this menu command to create a new library. The PhotoAlbum is cleared and a new untitled library is opened in the PhotoAlbum window.

Click on this menu command to open an existing library. The **Open** dialog box appears. Select the library that you want to open.

▪ You can open a recently used library by selecting its name from the bottom of the **File** menu.

Click on this menu command to save the library in the PhotoAlbum window with its current filename. If the library is untitled, the **Save As** dialog box appears.
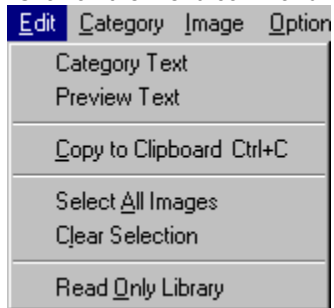
Click on this menu command to name a new library or to save the current library under a different filename. The **Save As** dialog box appears. Choose a drive and folder in which to save the library and type in a filename.

Click on this menu command to close the PhotoAlbum.

Select the library that you want to open. After a few moments the selected library is displayed in the PhotoAlbum window.

Edit menu

Click on the menu command for which you want Help.

Edit	Category	Image	Option

Category Text
Preview Text

Copy to Clipboard Ctrl+C

Select All Images
Clear Selection

Read Only Library

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

▪ Related Topics

Click on this menu command to rename the selected category. The command is checked when selected.

Click on this menu command to rename the selected image preview. The command is checked when selected.

Click on this menu command to put the selected image on the Clipboard so that you can paste it into another program.

- You cannot drag-and-drop images into programs that do not support OLE2 automation. You must copy and paste images in these programs using the **Copy Clipboard** command.

Click on this menu command to select all the images in the current category.

Click on this menu command to deselect all images in the current category.

Click on this menu command to make the current library a read only library. When a library is read only, this command is checked.

Category menu

Click on the menu command for which you want Help.

Hint:

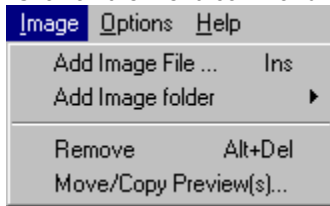When you highlight a menu command, the information line displays a prompt for how to use that command.

▪   Related Topics

Click on this menu command to create a new unnamed top level category into which you can copy or move images.

Click on this menu command to create a new sub-category into which you can copy or move images.

Image menu

Click on the menu command for which you want Help.

Image	Options	Help	
Add Image File ...		Ins	
Add Image folder		▶	
Remove		Alt+Del	
Move/Copy Preview(s)...			

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

▪ Related Topics

Click on this menu command to import single or multiple image files into the selected category

Click on this menu command to search for and import images of selected formats into a new top level category or into the selected category.

Click on this menu command to delete the selected category or image preview from the PhotoAlbum window and, if necessary, to delete the selected images from your hard disk.

Click on this menu command to move or copy the selected image preview(s) into a different category.

Options menu

Click on the menu command for which you want Help.
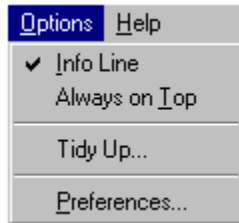
Options	Help
✔ Info Line	
Always on Top	
Tidy Up...	
Preferences...	

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

▪ Related Topics

Click on this menu command to display the Info line at the bottom of the Browser window. The command is checked when the Info line is displayed.

Click on this menu command to permanently display the PhotoAlbum in front of any other window on your desktop. This command is checked when the Browser is on top.

- When this command is selected the Help window may be hidden. Rearrange the desktop or minimize the PhotoAlbum so that the Help window is visible.

Click on this menu command to salvage disk space and move or copy clipart into the category folder.

Click on this menu command to choose how the PhotoAlbum displays previews and categories.

Help menu

Click on the menu command for which you want Help.
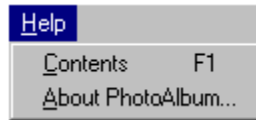
Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

Click on this menu command to display the **Help Topics** dialog box from where you can view help about using the PhotoAlbum and search for specific information.

Click on this menu command to display the PhotoAlbum billboard. This shows the version number of your copy of the PhotoAlbum and a copyright notice.

PREFERENCES DIALOG BOX - PICTURE PREVIEWS TAB CARD

Click on this to display a small image preview. More previews are displayed in the preview window if this option is selected, but the quality of the previews will be reduced and they will not have an identifying name.

Click on this to display a large image preview. Less previews are displayed in the preview window if this option is selected, but the quality of the previews will be increased and they will have an identifying name.

Click on this to display the file name beneath each image preview.

▪   This option is disabled when **Small Icon Size** is selected.

Click on this to display an 8-letter descriptive name beneath each image preview.

- This option is disabled when **Small Icon Size** is selected.

Check this box to display an icon next to each category name; when this check box is cleared, more category names can be displayed .

- This option is disabled when **Small Icon Size** is selected.

Click on this to display the **Picture Preview** tab card.

Click on this to display the **Library Build Options** tab card.

Select the size that you want the image previews to be displayed at.

Check this box to display an icon next to each category name; when this check box is cleared, more category names can be displayed .

- This option is disabled when **Small Icon Size** is selected.

Select whether you want the file name or picture name to be displayed beneath the image previews.

Click on this so that the image previews for new libraries are created at the standard size of 64x64 pixels.

Click on this so that the image previews for new libraries are created at the larger size of 128x128 pixels.

Click on this to create a new library quickly. The quality of the previews may be lower than if you select **High Quality Preview Creation**.

Click on this to create high quality previews for your new library. This may take longer than if you select **Fast Preview Creation**.

Click on this if you want to assign each image, that the image previews in the library refer to, a specific drive and directory. The image files are permanently placed in the position you assign to them and when you import an image into a program, the PhotoAlbum searches for the images in that position.

Click on this to assign each image, that the image previews in the library refer to, a position relative to the library. You assign the image name to each preview and when you import an image into a program, the PhotoAlbum searches downwards for the image with that name. Each of the image files must be positioned below the main library in the folder for the PhotoAlbum to find them. This is especially useful if you are working on a network.

Choose whether you want the library to be created with image previews at 64x64 pixels or 128x128.

Choose whether you want the previews to be created quickly or at high quality (which will take longer).

Choose whether you want to assign the previews to a specific drive and folder or relative to the library.

MOVE/COPY PREVIEWS DIALOG BOX

This preview box displays the selected image preview.

Select the category that you want to move or copy the image preview into.

Type in the name of the category that you want to move or copy the image preview into.

Click on this to copy the selected image preview(s) into the selected category. The image preview(s) will still remain in their original category.

Click on this to move the selected image preview(s) into the selected category. The image preview(s) are removed from their original category.

Select the category that you want to move or copy the image preview into.

CREATE EMPTY CATEGORY DIALOG BOX

Type the name of your new category in this box.

Type the name of your new category in this box.

If you want your new category to be a sub-category, select the parent category that you want the sub-category to belong to. Use the scroll bar if necessary.

If you want your new category to be a sub-category, select the parent category that you want the sub-category to belong to. Use the scroll bar if necessary.

Type the folder path with which you want to associate your new category.

Type the folder path with which you want to associate your new category.

ADD IMAGE FILE DIALOG BOX

Select the image you want to add. Use the scroll bar if necessary.

Double click on the file to display it in the preview window. To select more than one preview, click on each file while pressing the **Shift** key.

Select the image you want to add. Use the scroll bar if necessary.

Double click on the file to display it in the preview window. To select more than one preview, click on each file while pressing the **Shift** key.

Select the folder that contains the image you want to add. Use the scroll bar if necessary.

Select the folder that contains the image you want to add. Use the scroll bar if necessary.

Click on the arrow on the right of the box to drop-down a list of the available drives.   Select the drive from which you want to add images. Use the scroll bar if necessary.

Click on the arrow on the right of the box to drop-down a list of the available drives.   Select the drive from which you want to add images. Use the scroll bar if necessary.

Displays the current drive and folder.

Selects all of the image files listed in the **File** list box.

Displays a preview of the selected image file in the Preview window. If more than one preview is selected, the button will change to **Preview Next** after the first preview has appeared in the window. Click on this button to scroll through the rest of the selected previews.

Click on this to deselect the selected image previews.

TIDY UP LIBRARY DIALOG BOX

Click on this to remove all unused image previews from the current library, and compact the remaining image previews on your hard disk.

Click on this to remove all unused image previews from the current library, compact the remaining image previews on your hard disk and move all image files to the folder associated with each category.

- Folders are associated with categories in the **Create Empty Category** dialog box.

Click on this to remove all unused image previews from the current library, compact the remaining image previews on your hard disk and copy all image files to the folder associated with each category.

- Folders are associated with categories in the **Create Empty Category** dialog box.

IMPORT INTO EXISTING CATEGORY DIALOG BOX + IMPORT INTO NEW CATEGORY DIALOG BOX

Click on this to display the Folder Selector tab card.

Click on this to display the Options tab card.

FOLDER SELECTOR TAB CARD

Click on this to search through each and every folder in the current disk drive.

Click on this to search through the selected folders only, i.e. those preceded by a check mark.

Select the folders that you want to search through for images by checking the box preceding the folder. Use the scroll bar if necessary.

Select the folders that you want to search through for images by checking the box preceding the folder. Use the scroll bar if necessary.

Displays files within the current folder. Use the scroll bar if necessary.

Displays files within the current folder. Use the scroll bar if necessary.

Displays the current drive and folder.

Click on the arrow on the right of the box to drop-down a list of the available drives.   Select the drive from which you want to import images. Use the scroll bar if necessary.

Click on the arrow on the right of the box to drop-down a list of the available drives.   Select the drive from which you want to import images. Use the scroll bar if necessary.

OPTIONS TAB CARD

When checked, searches for **JPEG** files in the selected folders.

When checked, searches for **TIFF (Tagged Image Format)** files in the selected folders.

When checked, searches for **BMP (Windows Bitmap)** files in the selected folders.

When checked, searches for **PCX (PC Paintbrush)** files in the selected folders.

When checked, searches for **CGM (Computer Graphics Metafile)** files in the selected folders.

When checked, searches for **EPS (Encapsulated Postscript)** files in the selected folders.

When checked, searches for **WMF (Windows Metafile)** files in the selected folders.

When checked, searches for **GEM** files in the selected folders.

When checked, searches for **PNG** files in the selected folders.

Click on this to include subfolders in the search.

Click on this to import all located images into the existing category.

Click on this to import images located in the main folder(s) into the existing category; imports images located in subfolders into new sub-categories.

Select the file format(s) you want to search for in the selected folders.

Use this group box to make your selections about your category mapping.

Use this group box to make your selections about your category mapping.

JUST IMPORT INTO NEW CATEGORY DIALOG BOX

Click on this to import located images from each folder into separate new top level categories.

CONFIRM DIALOG BOX

Displays the selected image preview(s).

Deletes the selected images from your hard disk.

▪ When this box is cleared, the image previews are removed from the current category, but the actual image files remain on your hard disk for future use.

Click on **OK** to delete the preview(s) you have selected. Click on **Cancel** to change your mind and cancel the **Delete** command.