

iView MediaPro

User Manual



iView multimedia ltd.

iView MediaPro is the product, trademark and property of iView Multimedia Limited.

To find out more about iView MediaPro please visit: <http://www.iView-multimedia.com>

iView Multimedia is registered trademark of iView Multimedia Limited. Trademarks of all companies mentioned in this document appear for identification purposes only and are trademarks or registered trademarks of their respective holders. The material in this document is for information only, and is subject to change without notice. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanic, photocopying, recording or otherwise, without the prior written consent of iView Multimedia Ltd., 36 Cambridge Mansions, Cambridge Road, London SW11 4RU.

© iView Multimedia Limited 1995-2001. All Rights Reserved.

Contents

Welcome to iView MediaPro	3
Installation & System Requirements	3
Adding Media Importers	3
AppleScript	4
Languages	4
Using iView MediaPro	4
Creating Media Catalogs	5
Controlling The Import Process	6
Understanding The Import Process	7
Viewing Files in Your Catalogs	8
Content View	8
Thumbnail View	9
Media View	10
Playback	10
User Definable Views/Layouts	11
Info Panel	12
Media Annotations	13
Favorites	13
Batch Edit	14
Batch Remove	15
Voice Annotation	15
Synchronize Annotation	15
Search And Organizing Features	16
Catalog Index	16
Using the Find Command	16
Organizing Original Files	17
Media Labeling & Color Samples	18
Hierarchical Sets	19
Slide Show Presentation	21
Slide Show Options	21
Run as a Standalone Slide Show	23
Save Slide Show as a QuickTime Movie Presentation	23
Exporting Functions	24
HTML Gallery	24
Text Data Table	24
Contact Sheet	24
QuickTime Movie Presentation	25
File Conversions	25
Calibration And Version Control	26
Image Calibration	26
Version Control	27
Printing	29
Quick Reference	31
The Tool Bar	31
Apple Menu	32
File Menu	32
Edit Menu	33
Find Menu	34
Action Menu	34
Make Menu	36
Window Menu	36
Apple Script Menu	36
Preferences	36

Welcome to iView MediaPro

iView MediaPro is the easiest and fastest way to view, organize and present the growing number of photos, images, movies, sounds, fonts and other media files on your disks.

Whether you are a photographer, graphics artist, publishing professional, musician, scientist, lecturer, student, doctor, cinematographer, multimedia programmer, web author, newspaper editor, or you simply want to keep your family images organized, iView MediaPro will simplify your task by giving fast access to those media files on your disks or those archived on CDROM or any other storage device.

In brief iView MediaPro allows you to create media catalogs containing thumbnails and annotations that can be viewed even when the original files are no longer on a mounted drive. Organizing your media into catalogs allows you to search and retrieve media, based on annotations such as caption, keywords or digital camera information.

You can use media in iView MediaPro catalogs to create slide show presentations, print multi-image reports, export into one of several export options, as well as calibrate them in order to enhance their color, brightness, or other visual characteristic.

Installation & System Requirements

To install iView MediaPro simply drag the application folder onto your hard disk. To use iView MediaPro effectively you need to preserve the arrangements of the folders inside the iView MediaPro folder. In particular, there must be a Plug-Ins folder that contains application files that extend its functionality.

- **Hardware** - iView MediaPro will run on all PowerPC or newer computers.
- **System Software** - iView MediaPro will run on Mac OS X as well as System 8.5 or higher. Because iView MediaPro is a carbonized application (runs natively under OS X) the "CarbonLib" system extension needs to be installed on systems 8.5 or higher. CarbonLib version 1.0.4 is required and can be downloaded at:
<http://asu.info.apple.com/swupdates.nsf/artnum/n11673>
- **QuickTime** - iView MediaPro requires QuickTime 3.0 or later. We highly recommend getting the latest version of QuickTime which is free. Download the FULL install (the basic install will not let you view TIFF and Fax files) <http://www.apple.com/quicktime/>
- **Memory** - iView MediaPro comes with a default setting for preferred memory of 8 MB of RAM. iView MediaPro will typically use this memory to hold multiple open catalogs. Except in certain cases iView MediaPro does not require more memory, as images are loaded using available system memory.
- **Monitor** - For best viewing of your images you should set your monitor color settings to "thousands" or "millions".
- **Hard Drive Space** - iView MediaPro requires a minimum of 2 MB of hard disk space to run. However the size of the catalogs you create will largely depend on the amount of disk space available.

Adding Media Importers

Additional media importers can be downloaded from various locations on the Internet. Any QuickTime based media importer can be used by iView MediaPro. Simply download the importer and place it inside your extensions folder, or inside Plug-ins:Importers folder.

PDF and EPS - To catalog PDF and render EPS files you need to download Aladdin Ghostscript System extension, that can be downloaded at: <ftp://ftp.cs.wisc.edu/pub/ghost/aladdin/gs600/mac/test/>
DICOM and X-Rays – To catalog and render scitex CT and DICOM medical files you need to download the QuickTime Importers by Escape (<http://www.escape.gr/dicom/>).

AppleScript

iView MediaPro is scriptable. As such it can be easily integrated with 3rd party applications or data base system to provide a full solution to a workflow automated system. To get started with scripting iView MediaPro, have a look at the application's dictionary, and refer to the Apple Script related documentation and samples included in this installation.

Languages

At this time, iView MediaPro has modules that allow it to be viewed in: US English; Spanish; French; German. iView MediaPro will soon also be available in Japanese and Italian. The language choice can be changed at any time by selecting from the Language drop-down menu in the application's Apple menu. By default, iView MediaPro automatically uses the language of the operating system or remembers the last language used.

Using iView MediaPro

When you add your media files in an iView MediaPro catalog, the application stores a small thumbnail of each file, as well as, information about the file and its location on your disk. Your original media files are needed in order to display them in full, in the application's media view. You can launch and search iView MediaPro catalogs, even when your original files are not present. For example, they may be stored in a CDROM that is not mounted.

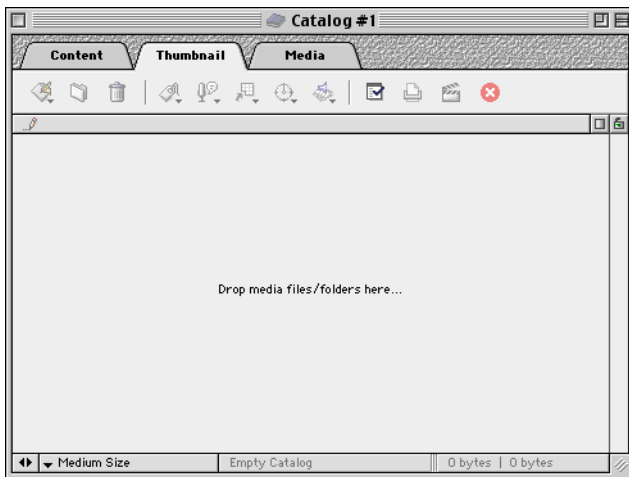
It is important to note, however, that iView MediaPro catalogs do not include the original media file. Deleted media files cannot be recovered using iView media catalogs. It is also worth noting that during import into a catalog, iView MediaPro does not move or modify the original media files.

Creating Media Catalogs

To open the application, double-click the iView MediaPro icon.

Drag any file, folder, hard disk, CDROM, or other volume into the iView MediaPro window. You can also drop the files onto the iView MediaPro icon. In either case, your media files appear in an iView MediaPro catalog.

You can organize your catalogs of particular disks or according to your own categories of images, sounds, movies, etc.



An iView MediaPro catalog contains:

- **A thumbnail** of each media file.
- **Media information** about each media file pertaining to the media type (image, animation, sound, digital camera information, postscript, etc.).
- **The location (path or alias)** of the original file on hard disk, CDROM, or other volume, including a reference to an internet site if the image originated there.
- **Annotations** that exist in the original file or that you add later.
- **A digital voice recording** that exist in the original file or that you add later.

It is easy to add new media files to an existing catalog. Simply drop the folder that contains the new files onto the catalog. iView MediaPro will go through the contents and append only the new files to the catalog. You can also add items by dropping images from Internet browsers.



Scroll Lock - This icon appears on top of the scroll bar in all views. It locks/unlocks list scrolling while importing images. This is useful when you want to examine in detail an image during import. Say for example that you want to view images as they are dropped and you see one that you want to examine before importing is done. You can lock the list scroll and switch to image view, letting iView MediaPro carry on with the importing.

Tabs Opener – This icon will show/hide the tabs and toolbar giving you more viewing space in your catalog window.

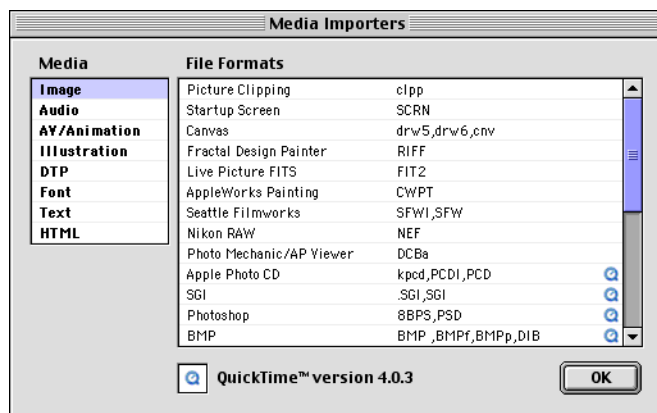
Controlling The Import Process

You can control the import process by choosing Edit | Import Options

Import options have a direct influence on what media files are inserted in a catalog, as well as how fast they are inserted.

The Search panel allows you to limit the range of imported media based on file related criteria, such as file name, file size, creation or modification date, etc. For example, in order to import files smaller than 1 MB you may choose to enable the size option as:
size is less than 1000 KB

The “Media Types” panel allows you to limit importing to just those files that belong into a certain media group. For example you may switch on the Images option only in order to import images such as JPEG, Pictures, etc. If you are not familiar with what types of media files belong to each group you may click the View Media Formats button, for a comprehensive list of all types supported by iView MediaPro. Please note that this list may grow as newer importers are added to the application or to your QuickTime installation. All importers are enabled by default except text/HTML based files.



Finally, the 3rd panel “On Import” will let you adjust the importing process. This panel includes the following options:

- **Ignore built-in thumbnails** will greatly improve importing speed, as iView MediaPro needs to render the entire image in order to create its own thumbnail. However, note that thumbnails created by 3rd party applications or digital cameras may be of much lower quality. It is recommended to leave this option on, and later choose to re-build a catalog's thumbnails using Action | Rebuild Preview.
- **JPEG Compress thumbnails** will, in general, reduce the size of your catalog by a magnitude of 5. It is recommended that you switch this option on if you are planning to have large catalogs (over 1000 items), as the size of a catalog with uncompressed thumbnails may run to 10 MB+. The downside of this option is that display speed (especially in the thumbnail view will drop considerably).
- **Match sample colors to palette** lets you limit the colors used by iView MediaPro in order to create the sample color for each imported item.
The sample color is a field that can later help you choose images based on color similarity. iView MediaPro uses color palettes created by Adobe Photoshop that can be placed in Plug-ins | Color Tables folder. In order to create the sample color iView MediaPro picks the most frequently used color in the item's thumbnail. You can later select a specific color via Action |

Reset Sample Color, that uses Apple's color picker. whichever way, iView MediaPro will normalize the color to the selected color table.

- **Color used for transparencies** lets you define a color that will be used by iView MediaPro for painting transparent parts of an image. This is useful on certain media types that support transparency.

Understanding The Import Process

iView MediaPro goes through a number of steps in order to extract media info, create the media thumbnail and scan for annotations. In brief the import sequence has as follows:

Extract media attributes (size, resolution, duration, etc.).

Create thumbnail, and optionally sharpen and compress.

Scan for specific information pertaining to the media type. For example if a JPEG image is being imported, iView MediaPro will scan the images information tags in order to extract: JFIF Comments, Adobe Image Resource Block, ColorSync profile, IPTC annotations, EXIF digital camera data, embedded voice annotations.

If no annotation has been imported, scan the file's resource fork for the 'ANPA' or 'FETCH' related resources.

Extract Finder comments and detect optional URL address.

Viewing Files in Your Catalogs

The iView MediaPro window displays information in one of three views. To switch between views, click the appropriate tab, or press Command 1, 2 or 3.



All 3 views offer features that resemble the way you work with your files in the Finder.

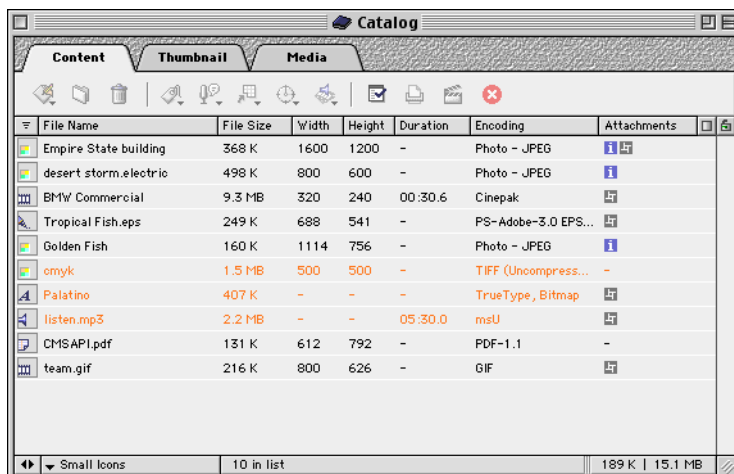
- To find an item, type the first few letters of its name.
- To change a file name, click the name, wait a moment, and then start typing.
- To see a contextual menu, Control-Click an item (or anywhere inside the iView MediaPro window).
- To rearrange items, drag them to where you want them and drop them. You can drag single items or groups of items.
- To move one or more items from one catalog to another, drag them to the other catalog.
- To duplicate items to another catalog, hold down the Option key while you drag from one catalog to another.
- To move or copy items from the catalog to the Finder, drag them to a folder or to the desktop.
- To move items to another drag-and-drop application such as Adobe Photoshop or Macromedia Director, drag them to the application.
- To create an alias, hold down Option-Command while you drag an item to a folder or to the desktop.

Content View

Content view the catalog as a list of file names with associated information fields such as size, type, creation date, and so on.

To sort the list according to a field, click the corresponding header above the list area. Notice that some information appears only for some of the media files. For example, the “duration” field applies only to movies and sounds.



To rename a file simply click on its name and start typing, in the same way as you would do on the finder. iView MediaPro will rename the catalog entry and the original file only if the item exists and it is mounted on a rewritable storage disk.



As with all views, you can adjust the look, information and size of the displayed items using the options in the Layout dialog.

Thumbnail View

Thumbnail view displays the catalog as a table of thumbnails in adjustable sizes. When you select an item in the table, the header (text area above the pictures) presents information about the item.

Whether the file is mounted  or not , the pathname for the location of the file referenced, and a media related description, including format, dimensions and duration.



To change the positions of items in the catalog, click one or select a group and drag them where to the desired location. Alternatively, after you made your selection, you can choose any of the “move to” options in the toolbar. If you choose the “move to location” option you will need to click on a destination item, where the selected items are going to move to.

To rename a file, click the name, wait a moment, and then type the new name.

To update the thumbnail of a media file that has been modified since it was catalogued, select the item and choose Rebuild Preview from the Action menu.

If a thumbnail of an animation file is black or not what you want, select the item and switch to the Media View. Play the animation to a frame you like, then choose Rebuild Preview from the Action menu. When you return to Thumbnail view, the thumbnail is updated.

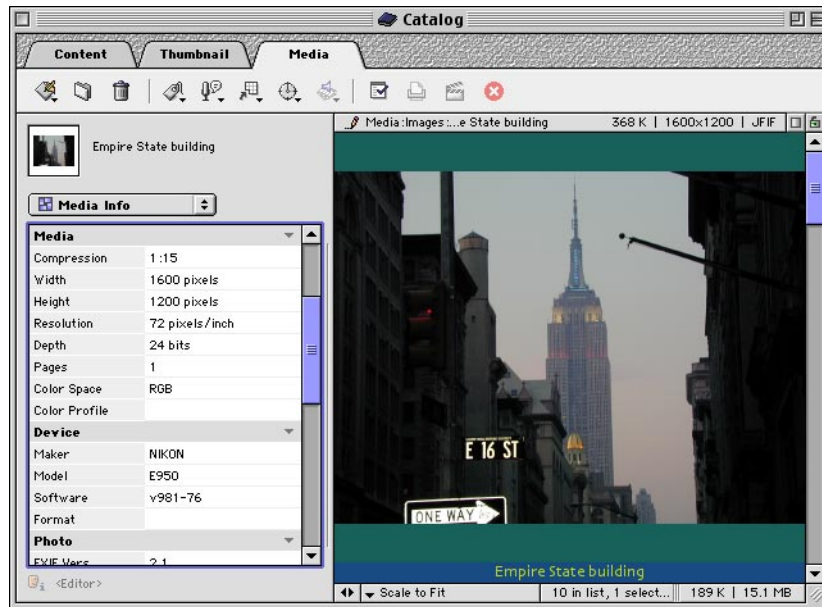
Thumbnail Size

To define the import, display and print size of your thumbnails, choose the size you want from the Size menu in the lower left corner of the Thumbnail window. This setting affect the overall size of your catalog as larger thumbnails require more disk space.

If an imported image appears much smaller than the thumbnail box containing it, iView MediaPro has read an existing thumbnail rather than create its own. If you want iView MediaPro to create its own thumbnails every time, make sure "Ignore built-in thumbnails" is selected in the Import Options dialog in the Edit Menu.

Media View

Media displays media files at full size, one at a time. In addition, you can play animations, movies, and sounds, or navigate inside a virtual reality landscape scene. Finally you can flip through the pages of a Fax, PDF or HTML document, or view the various layer of a Photoshop document using the “Pager” floating window that appears automatically when your media item has multiple pages.



When an image is clipped and doesn't fit entirely inside the window, the cursor changes to a hand (the "grabber"). Use it to drag the image and change your view within the window.

To zoom in, press Command+. To zoom out, press Command-

To define the way media is displayed, choose an option from the drop-down menu in the lower left corner of the Media window.

The size and layout options of this view apply when you choose to print this view. For instance if you want to print an image using the proper scaling, select the scaling in this view and then choose print. In addition to print a particular layer or page within a composite file, go to the page or layer you wish print and select Rebuild Preview from the Action Menu before printing. iView MediaPro only prints the frame assigned as an item's preview.

Playback

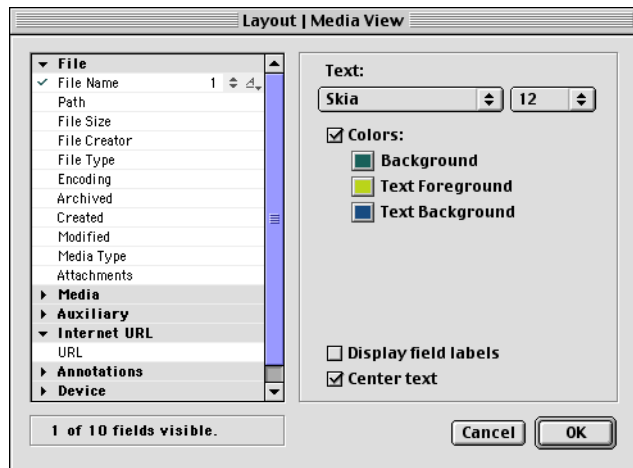
As in all views, you can playback any sequence of movies and sound files, including MP3, by selecting one or more files, and pressing the spacebar, or selecting Play in the Playback drop-down menu in the toolbar.

To stop the playback, press the spacebar or click Stop in the Playback icon in the toolbar. To resume the playback, press the spacebar or click Play again in the Playback button. For access to QuickTime movie controls, play the file in the Media View.

You can also playback a selection or, playback individual files, a selection, or the entire catalog repeatedly in a loop.





User Definable Views/Layouts

You can customize and view by selecting which fields to include, as well as font style, text size, text and background color. View options apply to most export functions and printing.



To add or remove a field to a view, click on its name in the field list area. You can change the size (or number of lines) and the font style for each individual field, by clicking the double arrow icon on any active field.

Note that you can insert a special field "Attachments" in any view. This field, unlike all other fields, does not display text. Instead you will get one of the following small icons to indicate that the file contains:

-  editable annotations
-  media information, such as EXIF, Postscript, Tracks, Fonts etc.
-  voice recording
-  URL reference

Info Panel



To view the media information or editable annotations, captions, keywords or categories of a selected item you need to reveal the Info Panel, by clicking the double arrow icon at the bottom left hand corner of the screen, or by choosing "Show Info Panel" from the Window menu.

The Info panel contains a small con of the selected item, its name and URL as well as details about the person who last edited the item's annotations.

URL

When a file has been downloaded from the Internet, iView automatically assigns the Internet address (URL), at the top of the Info Panel, next to the file preview below the filename. The address can be modified from the "Assign/Modify URL" in the Action Menu.

To download the original media file, click directly on the address in the Info Panel, or the "Download Original" in the Action Menu.

Editor

If you click on <Editor> at the bottom of the panel, you can add or change the name of the person who edited the panels and, automatically assign the time and date of modifications.

Annotating Your Media

The data inside the Info Panel is split into panes. Choose one of the panes from the drop-down menu, or press the tab/shift tab key. The Info Panel can be resized by dragging the right hand side of the panel to the required size.



Media Info – displays non-editable media related data.

Version Control – displays a list of all backed up version of the selected item.

Annotation Panes (Annotations, caption, keywords and categories) – display editable fields.

All editable panels work largely in the same way allowing fast "in-line" editing of annotations, user definable fields, captions, keywords, and categories.

To add or edit a field, simply Double-Click on the edit box next to the field label.



By default, the favorites auto completion feature adds, any text typed into the edit box of editable fields, to the current selected set of favorites. To disable this feature, press the field label of individual fields to reveal the options associated with that particular field.

When you type in the edit box, with each unique letter or set of letters, the auto-completion feature reveals the nearest word listed in the list of favorites. When you move from the field, without adding a space (to remove the prompt), or editing the word, iView registers the prompted word with the file and automatically adds the new unique word to the list of favorites.

Alternatively, you can browse through the list of favorites, from the drop down menu which becomes visible when the edit field is active. To add a word to the selected field, simply scroll through the dropdown menu and, select a word by letting go of the mouse. Notice also that when you type a letter in the edit box, the dropdown menu displays the list at that point of the alphabet.

For quick editing, use Tab/Shift Tab key to switch to a different information panel, or use the Command + arrow keys to switch to the same field for the next/previous media item.



The three icons at the top of the editable panes allow you to:

- To save modifications permanently. This option is always applied when selecting a different media item or when you close the catalog.
- To discard modifications.
- To paste a selected field, panel or full set of annotations to all currently selected items (batch). It is important to note that editing applies to the first selected item only. To paste the contents of the select item to more items, you need to select them by, clicking on the items pressing the Shift or Command keys, or using shift arrow keys.

Media Annotations

iView MediaPro supports a set of "pre-defined" fields for annotating your media files. This set (also known as "IPTC" fields), includes entries for caption, keywords, categories, etc. iView MediaPro also supports QuickTime and Finder information that is mapped to IPTC equivalents. Editing annotations in an iView MediaPro catalog does not affect the original files, unless you choose to synchronize the catalog entries with the original items.

iView MediaPro also supports user fields. To add (maximum 16) or remove user fields choose "Define fields" in the Edit Menu. You can also change the user field name, or disable the favorites auto completion feature, by clicking on the Field label to activate the field options dialog.

It is important to note that when you move media items between catalogs, user fields are automatically adjusted between the catalogs.

Favorites

Favorites can be grouped into different sets of favorites, definable by the users, with vocabulary specific to different projects, languages or catalogs. By default, iView MediaPro provides a set of favorites (a default folder with default text files), but these lists can be added, edited or replaced by other lists, editable outside the application, using any text editor.

To edit or replace these files, simply locate the individual files inside the iView MediaPro "Favorites" folder within "Plug-Ins". To add a new favorites set, simply create a folder within this directory.

To change the favorite set in the active catalog, select the folder in the "Favorites Sets" dialog, from the "Define fields" dropdown menu in the Edit Menu in the application. If you select "Set as Default",

iView MediaPro assigns the selected folder as default to new catalogs, otherwise the favorites selection is only applied and saved with the catalog rather than the program.

When you switch from one language to another, iView recognizes the change, and creates different default files for each language. These files adopt the localized fieldnames for easy identification, and are located in the default favorites' folder. Again, these files can be edited or replaced by more meaningful lists of favorites.

If you wish to preserve the favorites list, allowing users to access to the favorites list whilst restricting any new additions, you can lock the individual favorites files in the Finder, outside the application. Select the file, and in the Finder, go to the "Get Info" dialog in File Menu, and enable the "Locked" option in the "General Information" panel.

Batch Edit

The principal difference between iView MediaPro and earlier versions of iView is that it has been completely reprogrammed to fully integrate batch capabilities with the core features of the application. Although these are subtle differences for the novice, they allow greater flexibility and are fundamental advantages for the professional or advance user.

As far as practical, all functions can be equally applied to individual as well as multiple batch files.

Begin by making your selection. There are two standard ways to select a group, or batch, of files:

Select the first item and, holding down the Shift key, select the last item from your selection. This selects a block of items which can be used as your group of files.

Select individual files, holding down the Apple key, while making your selection. This method allows you to create a non-continuous selection in different areas of the catalog.

Block selection of disjointed cells. For example, to select 1-10 & 20-30. Click 1, shift click 10, command click 20, shift click 30.

Expand current selection by simultaneously pressing the "Shift" and one of the arrow keys.

Once you have made your selection, you can virtually batch any operation, by simply selecting and applying the feature to the selection.

There are a number of ways to batch annotations.

Annotating from the **Info Panel** is largely the same whether you are annotating one or more files.

Begin by either adding an annotation (caption, keyword or category) or selecting the annotation file and record you wish to copy. Select the media items you want to include in your batch, and use the drop down menu from the "Paste" icon in the top right hand corner of the panel. There are three possible options, either batch the individual field, the entire panel or the entire annotation set to the selected items.

You can also batch annotations from the **Batch** functions in the **Annotations** submenu (Action Menu).

This method of batching annotations has the advantage of allowing users to paste under specified criteria.

Select the annotation field from the drop-down menu and, either enter the annotation text directly in the text box or, use the favorites list from the drop-down menu. When you type in the text box, the auto completion feature will help when you type. Start typing, if the word is in the favorites list, it will complete it for you if the word is unique. Notice that in the drop-down favorites menu, the list will go to the word you started to type. i.e. if the word you are looking for is "trees" and you type "t", the pop-up menu will automatically go to the words beginning in "t"s.

Batch mode allows the user to modify field or append to the list of keywords or categories, or replace the field according to a user defined criteria. There are two batch criteria:

Modify/Append/Clear field - this mode simply changes the field with the new text addition.

Replace if original - replaces the original file according to a specified criteria.

Batch Remove

Clear... (Annotation in the Action Menu)

Removes the annotation fields from selected media files. "Choose" reveals the annotation fields attached to the file or files, allowing you to select the particular field to remove. To add, modify or remove a particular keyword, category or field, use the Batch function in the Annotations submenu in the Action Menu.

Voice Annotation

Voice Annotations are short audio clippings embedded in any media files. These are short, memo-like annotations, more frequently found in digital cameras or other image capturing devices which incorporate this feature.

To listen or remove audio annotations, simply select these features from the Voice Annotation button on the tools bar.

The button, with its full-down menu, also allows you to record your own annotation or embed a separate sound file with the import option.

To export or extract voice annotations as separate files, select this feature from the Annotations submenu in the Actions Menu.

Voice annotations can also be used in slideshow presentations. By default this feature is disabled.

Extract Voice (Annotation in the Action Menu)

This feature saves embedded voice or audio annotations as separate files. Some digital cameras or other image capturing devices allow you to save voice comments with a picture, or you can simply import or record your own voice annotation from within iView, using the Voice Annotation drop-down menu icon on the tools bar.

You can listen or remove annotations from the same icon, or enable them in slide show presentations.

Synchronize Annotation

This command allows you to import or export annotation fields from the catalog into the original files. This is particularly useful, as iView allows you to view, classify and batch a large number of files and then export the changes to their original file, saving hours of time opening and editing individual files.

This feature supporting the following formats:

Import

IPTC & QuickTime Annotations

Voice recording

URL Address

Meta data (EXIF, PostScript, etc)

Export

QuickTime fields

IPTC fields

IPTC fields Cross-Platform (JPEG, Photoshop)

Fetch fields (Caption, Keywords)

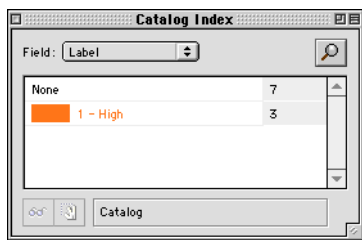
Search And Organizing Features

iView MediaPro offers a number of ways to search and find particular media files, as well as related file, media and annotation attributes, in and across catalogs.

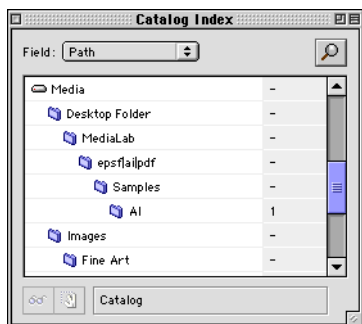
Catalog Index

The single most useful search tool is the **Catalog Index window** in the Windows menu, which allows users to instantly view and search the entire contents of a catalog according to a given criteria or classification. Review and display files by any file, annotation or media field including, amongst others, keywords, categories, user fields, sample colors.

Simply select the field and double click one or more folders to display the media files. Use "Show All" from the Find Menu to return to the full catalog.



You can also view files by path, allowing you to locate original files, whether in the Finder, Network or in an unmounted volume on the Internet or a CDROM.



To classify data by logical and hierarchical criteria, use the Catalog Sets to organize files under any number of different themes, subjects, projects, products etc.

Using the Find Command

Finding by attributes

The **Find** feature in the Find menu includes the following options:

Find files by a number of file, media or annotation attributes.

Boolean searches for "and" / "or" searches.

Find inside the active or front catalog, across catalogs, as well as in all recent or selected catalogs, with the option to display results in a new catalog.

Save searches as queries for frequent or common searches.

Finding Original Files

Show Duplicates (Find Menu) searches and compares similar or duplicate files, allowing you to set the level of similarity, for example tight or loose comparisons, as well as files with similar names. This is

particular useful for imports of images from digital cameras that use repeated filenames which can conflict with an earlier import. This feature allows you to identify and compare two images, side by side, and rename or discard the files.

Show Original (Toolbar) reveals the location of the selected media item or items in the Finder.

Find Missing Items (Find Menu) searches to find broken links to media files and highlights all unmounted or missing items in the front catalog. The user to either remove the item from the list or search for the missing file in a specified directory.

iView MediaPro keeps the path or address of the original file and can detect if the file has moved in a relative path. If the filename has changed, the file or folder has moved, or the file, folder or volume is no longer mounted or online, the full size image in Media view will no longer be available and an error message (File Missing -43) appears in the top right hand corner status bar. The thumbnail and annotation data is kept in the catalog but the path to the full size image, movie, or sound is no longer correct. To rectify this, iView automatically launches the Reset Path dialog to amend the file paths.

Reset Path allows you to reassign or modify the path, for one or more items. This feature is useful when you know you have repositioned a folder with items referenced in the catalog.

Organizing Original Files

With its fully integrated and enhanced batch features, iView MediaPro offers the tools to search, monitor and organize original files dispersed in different hard discs, volumes, CDs or the Internet. As well as offering a number of classification and organizational features to use within the application, iView MediaPro aims at simplifying a number of lengthy and tedious routine operations outside the application.

Rename... This command renames all selected catalog items, as well as, the original files on your disks. This operation is irreversible. If a single file is selected, this command simply activates the filename cell in the active view mode, as if you were clicking on the file's name. When multiple files are selected, the command opens a "batch rename" dialog, to allow you specify a numbering sequence for renaming your files. For example, Photo 1, Photo 2, etc. Together with the "Show Duplicates" feature, this is particular useful feature, for imports of images from digital cameras which often use repeated filenames which can conflict with earlier imported images.

Use this command to add or remove PC extensions. Begin by selecting files of a particular type. In the 'Add String' panel, add the file extension in the text box and chose the Trailing option. To remove extensions, go the Convert panel.

Finder Properties

The commands under this submenu offer a number of features, allowing the user to improve the classification and search for files dispersed on different volumes and directories, as well as the accessibility or visibility of files by other users in the Finder.

Lock/Unlock The lock feature is useful to protect and prevent other users from modifying, renaming or deleting original files, either with another application or within iView MediaPro.

Hide/Show feature is used to conceal or reveal original files in the Finder.

Desktop icons For easy identification of files within the application or in the Finder, replace generic desktop icons with image icons of original files.

Finder Comments saves media caption field and URL in the comment box of referenced files, visible in the Finder and the "Get Info" window of original files (Apple Menu)

Media Thumbnails Exports and embeds a small thumbnail into original referenced files outside the catalog. The preview can be read by a number of media editing applications which use built-in thumbnails in their opening dialog for quick identification.

Drop Folder

The Drop Folder is useful for dragging and dropping media files from different directories, volumes or locations. For example, iView can be used as a palette along side other application to temporarily or permanently store image, text, movie or sound clips, dropped from any application that supports drag & drop, or for quick downloads from Internet browsers. The selection is saved with the catalog, so that you can assign a different drop folder to various catalogs.

The **Folder Watching** option scans the selected folder for new media files while the catalog is open, or advises when the catalog is reopened, that a new file has been added to the folder. This is particularly useful in workgroups to monitor particular directories for new files.

Version Control

Version control is useful both for individuals and small work groups to browse and track through different versions of the same files. This is particularly useful as a back up but also to revert to different versions. (See section on Calibration and Version Control).

Media Labeling & Color Samples

Color labels – Labels provide a visual identification and classification of media files, and as an initial step before more complex operations.

Labels are also useful as a means of permanent selection. After you label your item, you can quickly select them or show them using the index floating window.

Use the Command or Shift to select several files at a time.

To add a label to the selected file or files, simply choose a color label from the drop-down menu in the toolbar.

The "Define Labels" dialog in the Edit Menu allows the user to assign a name to the label. By default iView automatically uses the "IPTC" Urgency labels, so that when Photoshop files are imported, the application automatically assigns the color labels to the files. The labels can also be customized or changed to "Finder Labels". If you save the modified setting as default, iView uses this setting in all new catalogs. If you change the settings without saving as default, the application remembers and applies the last setting used with that particular catalog.

Color Samples - iView MediaPro offers the ability to identify media (images, movies, etc) by a single color, called "Color Sample". The color sample is particularly useful when searching for images of a specific color or tonality.

A Color Sample is automatically generated when the media is imported.

For a more accurate sample color the user can choose "Reset Color Sample" option in the "Action" menu to modify the sample color of one or more selected media files. To select a specific color from the image or elsewhere on the screen, hold down the Option key and click on the color you wish to use as your sample color. The color sample dialog will match the color to the closest color in the particular color picker selected.

By default, the sample color is based on the dominant color of the image.

iView MediaPro offers the ability to restrict the range of sample colors used, by conforming the selected (or generated) sample color to a specified color table. For example all sample colors could be mapped to 32 basic colors or 200 predefined tones of a single color.

The sample color range can be set via the "Import Option/On Import" dialog.

iView MediaPro offers a small number of "build-in" tables. The user can define personalized tables, as individual files, and save them in the Color Tables in the Plug-ins folder.

Color table files contain row color values of red-green-blue. Color tables can contain up to 256 colors.

Color samples can be viewed and modified in the Catalog Sets window.

Hierarchical Sets

Hierarchical sets offer instant organization of your media, which can be applied for quick access in slideshow presentations, quick searches or classifications, printing, Web pages - in fact any export functions etc.

An item can belong to more than one set simultaneously, allowing catalogs can be logically organized into sets for different projects, clients or themes, without confusing the overall annotation or classification of files in the catalog.

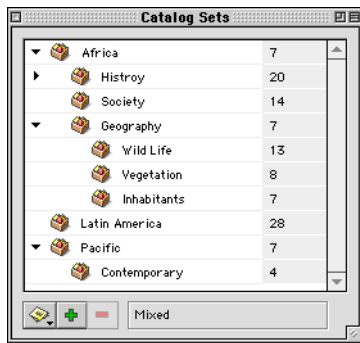
You can create sets out of keywords, categories, paths, or user defined sets. These can be shifted around to change the level or relative position of an individual set within the group of sets, or create any number of hierarchical sets or subsets to organize your work according to a particular criteria.

To view the sets designated to a file, go to the Media Info section of the Info Panel . Where the sets exist, the "In Sets" drop-down item reveals a list of all the sets for the particular file.

To add or view sets, select "Show Catalog Sets" from the window's menu.

Create a set by pressing the "+" button in the bottom left hand corner of the window. To add items to the set, simply drag and drop one or more files from the catalog window to the set.

The "-" button works in the same way as the delete key, removing the selected set.



The drop-down menu of the folder icon, at the bottom left hand corner, also offers a few extra features: **Show Entries** - displays the items of the selected set or group of sets, hiding all other files. This feature works in the same way as double clicking on an individual set.

You can select a group of sets to use with this function, in one of two ways:

Select the first item and, holding down the Shift key, select the last item from your selection. This selects a block of items which can be used with the "Show Entries" feature.

or

Select the individual sets, holding down the Apple key, while making your selection.

"Show All" function in the Find Menu, reverses this feature, revealing all hidden files.

Select Entries - selects the items of a set or group of sets within the catalog window.

Add to Set... allows you to add one or more items to a set or group of sets. Select the set(s) and item(s) to activate this function.

Remove from Set... in the same way as the above feature, to remove an item from a set, you must select the set or group of sets from which you wish to remove the item and, then select the item or items to remove. This feature automatically asks you whether you want to update the group of sets to reflect the change.

Empty Set... removes all items within a set or group of sets

Update Set... If you have recently added or removed items from the catalog, or changed field items, this feature updates your group of sets to reflect the change.

Note that sets do not automatically launch an update when folders, authors, keywords, or categories are added or removed from the catalog, because sets represent logical rather than actual structure.

The add feature from fields or folder (see below) are used only to initially organize files. If, on the other hand, you need the data to be always accurate and up-to-date, please ensure to use the "Update Set" feature, or use the Quick Find dialog for searching and displaying files by a particular criteria.

Import from File... imports a list from any text editor to use as your group of sets. This is particularly useful if you want to maintain consistency in your classification between catalogs or within a work group.

Export to File ... in the same way, you can export the set list to use in another catalog, or with another application.

Add Sets from Fields... creates sets from fields within the catalog, such as, folder names or paths, categories, keywords and author, automatically classifying items in their respective sets.

Slide Show Presentation

iView mediaPro allows you to build up a slide show presentation with your images, animations and audio soundtracks.

iView MediaPro slide shows allow you to run a single (background) sound channel as well as 1 or more (16 max) video channels, arranged in full screen, quarter screen or a variety of other grid arrangements.

Sound items included in a catalog are queued into the sound channel. All other media types (including images, movies or movies with sound) are played in one or more video channels depending on your grid selection. iView MediaPro offers several options to adjust or hold durations for individual media items (see timings).

Please note that unless you are using a fast computer, using the slide show with more than one video tracks will place considerable strain on your machine and degrade playback. Experiment with 2 to 4 tracks first before choosing the more complex grids.

Also note that unless you are using two monitors, displaying the control panel on top of the slide show stage may also degrade performance.



Click the Slide Show button in the toolbar or hit Command R to start.

During the slide show, use the escape key or double click the mouse to exit.

The slide show is controlled via the floating controller, which you can display or hide by pressing the tab key or the enter key.



The Controller allows you to adjust the presentation options; add, remove or modify the order of your files; as well as select and present a particular file, or set of files, while running the slide show. This is useful when you want to run live presentations on a second screen or projector, or use the captions panel as a prompt in seminars, talks or any type of presentation.

Slide Show Options

The setup features and options can be set prior to running the slide show in front of an audience, using the "Setup Slide Show" dialog in the Make Menu. Both methods allow you to set the following options:

Interactive (or click mode), allows the user to click the mouse or use the space bar or arrow keys to flip to the next media item in the slide show. In this mode the pause button changes to a mouse icon. Switch this option off to run the slide show using timers.

Default Duration is the flip speed in seconds for each slide. (In the Controller, the duration can be adjusted using the up and down arrows on the top right hand corner of the window) The default duration applies only when the slide show is run in non-interactive mode. Note that movies and sounds default to their own duration. The default duration can also be over-ridden by timings set for individual media items (see "Timings").

Default Transition The current version of iView MediaPro offers a basic set of QuickTime™ effects which can be used during slide show media transitions. The duration of the transition effects (1 seconds) is currently fixed. This setting will effect all media items, unless individually defined (see "Timings").

Media Scaling lets you control the scaling of media items. You can set this option before or at any time during running the slide show.

Continuous mode runs slide show presentations continuously in a loop, restarting automatically from the beginning of the catalog when the slide show has finished. This mode is useful for kiosk or exhibition presentations.

Multi-sound plays all the current sound tracks simultaneously. This option is useful only when you intent to play multiple movies in a grid arrangement. If this feature is disabled, iView MediaPro plays only the background sound (sound channel) as well as the last loaded movie soundtrack.

Voice Annotation will play an attached voice annotation whenever a media item is loaded.

Fade In/Out - fade the start and end of the slide show.

Layout. allows the user to define the field captions used in the slide show presentation, as well as the background and text colors and fonts.

Timings. The generic settings predefined in the General panel can be over-ridden by defining individual flip speeds and transition effects for particular files. The list area shows a preview of your images in the list. Simply select a file and click on the Setup button to reveal the individual timing and transition options.

For sound files (sound track), you have 2 options: (a) play until next sound in channel, will play the sound to completion or until another sound is loaded, in which case the current sound is terminated; (b) hold slide show until sound finishes, will always play the sound to completion, if there is another sound following, the slide show will be held until the sound finishes. this option lets you define an additional "silence" period, before playing the following sound.

For video files (images, movies, etc.) you have 3 options: (a) Default - applies the default duration predefined for the entire slide show to both movies and images; (b) hold slide show until the sound finishes is useful when you want a media item to play for as long as there is an audio file playing in the sound channel. for example you may want to make sure that a certain number of images display during a given sound. you will set the duration of the last of those images to hold until the sound finishes.

After the sound finishes the slide show loads the next image; (c) use media duration forces the native duration of the media (o in the case of still images). This option will let you hold the duration for an additional time of up to 99 seconds.

Video files can also be assigned individual transition effects.

Sets (controller window) let you choose to present a particular set or group of files from the file drop down menu.

Grids The slideshow can run the standard full screen or you can divide the screen into several video channels, from half, quarter, sixteenth, to a range of different cell arrangements.

Captions (controller) The caption area in the Controller panel displays a caption you may wish to add to a particular image, to help you with your presentation. This is useful as a text prompt in seminars, talks or presentations.

TIP 1: If you use multiple monitors, position your catalog inside the monitor you want to use for the slide show. You can start the presentation on your second monitor, and keep the control panel on your first to steer the animation.

TIP 2: When you pause the slide show, you can inspect your images with zoom in and out (using Command+ and Command-).

Run as a Standalone Slide Show

A particular catalog can be set to run as a standalone slide show, using the option in the Catalog Info Dialog in the File Menu. A catalog will open as a slide show when you double click its icon in the Finder. To reset this option and to make changes to the catalog, you will need to open it using the Open option in the File Menu.

Prior to setting this mode, you can customize layouts and fields that are visible during the slide show, and optionally set a password for opening the catalog. You can record the catalog and all referring media files on a CDROM for royalty free distribution. Note that you will need to include a copy of the iView MediaPro application (and optionally a copy of CarbonLib extension) in your CDROM. Your recipient will be able to run your catalog from the CDROM with no need to license the software.

Save Slide Show as a QuickTime Movie Presentation

iView MediaPro lets you save the slide show (full screen mode only) as a QuickTime movie. Doing so you can distribute your movie file without the need to include the application itself (see Movie Presentation).

Exporting Functions

iView MediaPro will help you export and convert your media files in a variety of ways, by selecting options from the “Make” menu. Most of these options have AppleScript counterparts, that allow you to perform the same function via a script.

HTML Gallery

Output a catalog as a HTML formatted web site that includes both an index page and a linked media page for every item in the catalog.

Photographers can use this option to automatically create a web site of all their work.

An HTML Gallery looks very much like a catalog in iView MediaPro. It contains an index of thumbnails which when clicked inside your browser will take you to a large view of the image.

QuickTime movies can also be exported along with images.

iView MediaPro offers you two options when you create HTML galleries:

1. You can use default settings to create your website based on the style and information included in the Content, Thumbnail and Media views, and later on adjust the HTML created using a third party HTML editor application.
2. Alternatively, you may use your own predefined templates which can be created before exporting and saved inside the Plug-Ins | HTML templates. iView MediaPro uses a different template for the index and media views of your gallery, and offers a rich vocabulary that can be used to extract catalog information (fields, thumbnails, etc.), as well as a few high level tags for navigation, date, time, etc. To create an iView MediaPro template, refer to "HTML Templates" documents included in your installation.

NOTE: To reduce loading of your pages do not try to include more than 40 images within a single index page. In addition you may want to choose creating low resolution images.

For regular uses of this feature, you can save your options using the Options menu. Saved options can be recalled at any time and can be incorporated in AppleScripts.

Text Data Table

The text data table allows you to save media properties and annotation fields in text files and import them in third party database or spreadsheet applications. You can save text as a tab or comma delimited text.

You can also export your data using the "merge" option, in order to create personalized documents like form letters. For example Microsoft Word, you can combine variable data (like media names, or properties) in a merge files with text in a main document. The merge option is particularly useful when importing information in FileMaker Pro since it auto-detects fields to place imported data.

For regular uses of this feature, you can save your options using the Options menu. Saved options can be recalled at any time and can be incorporated in AppleScripts.

Contact Sheet

Creates a contact sheet of all visible thumbnails of your catalog. You can adjust the size, resolution and format of the file to be created.

iView MediaPro automatically calculates the number of cells that can fit in the designated contact sheet size, taking into account the size of your thumbnails and the number of fields displayed in the thumbnail view. The layout style, fonts and colors of the thumbnail view are applied. To control these

settings, go to the Layout dialog in the Thumbnail view to adjust the appearance to your particular needs.

A contact sheet can be further edited or printed using a third party image editing applications.

QuickTime Movie Presentation

The Movie Presentation dialog allows you to save the slide show (full screen mode only), both with generic and individual transition effects and timings, as a QuickTime Movie. A QuickTime Movie can be played using Apple's QuickTime Player on both Mac and Windows computers.

iView MediaPro lets you enter the movie dimensions or choose from a predefined set of industry standard sizes, as well as control the background color, default slide duration and transition effect. To setup individual file transition effects and timing, set these up in the Setup Slide Show dialog.

Note that if you intend to playback your movie on a different platform, you will need enable movie compression and choose the appropriate format.

Finally, iView MediaPro offers a range of playback options when running Apple's QuickTime Player, for instance, click the QuickTime Player Options button and switch on auto-start and full screen mode options to have your movie played back in full screen, automatically when you double-click on the movie item.

File Conversions

The File Conversion dialogs are useful for single file or batch conversions. Simply select one or more media items and choose the appropriate option to convert images, animations, or sounds.

Image conversion will convert images, as well as poster frames from animations into a new format such as JPEG, TIFF, etc. Sound conversions will convert sound files as well as sound tracks from selected movies.

For regular uses of this feature, you can save your options using the Options menu. Saved options can be recalled at any time and can be incorporated in AppleScripts.

Calibration And Version Control

The basic editing tools offered in iView MediaPro are: cropping, and mid-tone calibration tools that can enhance colors, sharpness and brightness of your images. These tools generally serve the purposes of the novice and average user. iView MediaPro does not attempt to offer more than these, as this would be beyond the scope and general purpose of the application as a whole. In fact, iView MediaPro has been conceived as a palette application, to use alongside editing applications, rather than to replicate them.

Image Calibration



Cropping offers a convenient way to reduce the visible area of an image. After clicking the cropping tool, the cursor changes to an arrow. You will need to select an area of your image and then click anywhere within the selected area to accept the cropping.

Before accepting the cropping you may want to adjust the edges of the selection to fall exactly at the desired location. Simply place the cursor over one of the four sides and drag to the desired place. Whilst you are adjusting the cropping area you can review the coordinates of the image in the calibration floating window. You can click anywhere outside the selected area to cancel cropping.



Sharpness, Brightness & Contrast offers a convenient method to correct blurred images and bring out fine details in images, but be careful not to over-sharpen as it will bring out imperfections, making JPEG artifacts more visible.



The Hue, Saturation & Lightness tool lets you compensate for a lack of color definition in images, but bear in mind that inkjet printers tend to over-saturate color, rendering the colors unrealistic.



Color Correction lets you adjust the colors of an image based on Cyan/Red, Magenta/Green, & Yellow & Blue pairs. Whether your images have been scanned or imported directly from a digital camera, either way, your images will need some color adjustment.



The Invert tool lets you invert the colors of images, and is particularly useful for inverting photo negatives.

Note that Image Calibration applies to images only.

Image modifications by any of the tools described in this section, are not saved until you explicitly press the save button in the floating window. You can discard all changes by pressing the revert button, or by selecting another image in the catalog.

Saving a modified image presents you with three options: To overwrite the existing file simply press save. To overwrite the file but make a backup of the original so that you can revert to it, make sure you switch the Version Control option on. Finally you can simply create a new file that includes all your modifications. The new file will automatically be appended in the catalog.

Saving a file also presents you with options to change the format of the file, similar to those offered by the Image conversion options.

Finally note that you can save an image at any time, not just after you applied some modification to it. For instance you may want to rotate an image and save the rotated image without performing any calibrations. It is important to note, however that saving image files removes any embedded annotations that may exist in the original file.

Version Control

Version control is useful both for individuals and small work groups to browse and track through different versions of the same files. This is particularly useful as a back up but also to revert to or compare between different versions, and can be of great help during Image Calibration.

To setup Version Control, select a folder from the Version Control dialog in the Edit Menu. Backup copies of version controlled files will be saved in this folder. You must make sure that you use a separate folder for each catalog. The Version Control dialog also indicates the size of the folder and maintains a log of the items added and removed from the folder, with the name of the original file and, the number and details of each version saved. As the size of the folder grows, you may want to purge the log to remove entries that have been removed from the catalog. The size of the folder will grow, depending on the size and number of copies of files. It is therefore advisable to save the folder in a directory which has plenty of storage space.

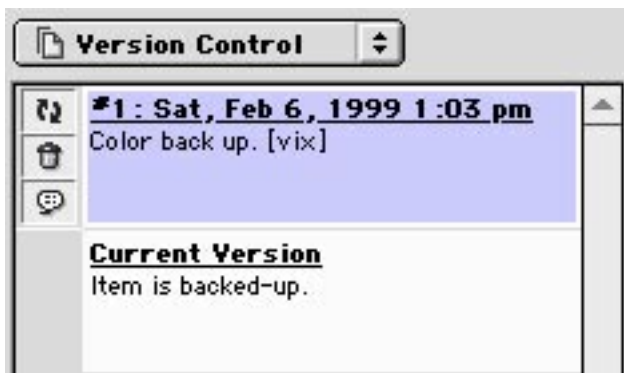
Once a version control folder has been assigned to the catalog, you can begin to back up media files. To do this, select the image you wish to backup, and go to the version control section of the info panel.



Click on the plus sign to backup the file. The dialog which appears allows you to add a comment and a signature. iView MediaPro automatically assigns the current time and date and, saves this data in the export log in the version control folder, together with an encoded back up copy of the file. It is important you provide a description of the reason you back up a file, as a reminded of the current status of the image.

For example assume you may want to convert a photograph from color to black and white. You create a backup and call it "my color version". Next you launch the file with an image editing application (or with the calibrator), apply the changes and replace the current folder. When you look back at the version control panel you notice that the versions are different.

You can examine and compare any backup version, at any time, by simply clicking on the different versions in the list.



There are three important icons next to backup versions:

The arrow icon replaces the current media file with the selected backed up version. This option will also give you the opportunity to "Swap files" before replacing it.

The trash icon deletes the selected backed up version, and removes it from the Version Control panel.

The Comments icon allows you to edit the version comments and the name of the person who saved the version at any time.

Printing

Printing in iView MediaPro is essentially based on the layout settings predefined within each view (See User Defined Views in Viewing Files in Your Catalog).

Each view has its own layout, fields, and characteristics, and there are different advantages in printing in each mode. For example:

- List or text table in Content View
- Contact Sheet in Thumbnail View
- One or more full size hi-resolution images in Media View

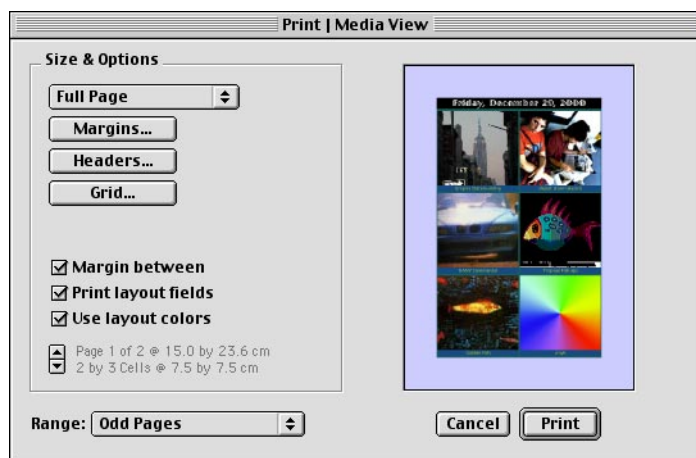
To customize your print out, go the "**Layouts**" dialog in Edit Menu, before choosing the print option, to select: Fields, Color background, Font, Font color.

To define the image size, choose a size from the menu in the lower left corner of the active view, for example:

- Actual Size - the actual size of the image
- Scaled to Fit - scales image to the size of the window.
- Fit Smaller Side - draws the image with its smaller side expanded to fit the screen. This option will fill the entire screen, but your image may be cropped.
- Fit Larger Side - draws the image with its larger side expanded or shrunk to fit the screen.
- Tiled To Screen - tile the image (in actual size) in the window. This option is particularly handy when you are viewing patterns.

There are a number of **Print Area Sizes**, including full page, CDROM, Zip etc. You can define your own print area size

- **Full Page**, adjusts to the Page Size selected in the "Page Set Up" dialog, which differs according to the Printer installed in the Pref.* As well as being compatible with the standard printers, iView is also compatible with large format printer for posters and plotters.



Margins settings adjust to the Print Area size. The mirror option creates spines for binding documents.

Grid is only visible in the Thumbnail and Media Views, and allows the user to select between:

- *Default Grid* takes into account the predefined layout and image size settings selected within each view mode, and the Print Area Size.
- *Custom Grid* allows the user to define the number of rows and columns, but may over ride the image size settings or possibly crop some of the field text if the Print Area Size is too small. If you select Full Page in the Print dialog, you can adjust the Print Area Size by changing the Page Size in the "Page Set Up" dialog. This dialog differs according to the Printer installed, but this feature is useful for large format printing for posters and plotters.

In Media View, the Custom Grid has a limit of 4 rows by 4 columns, but has the advantage of full image rendering and settings, for example, "Scale to Fit", "Actual Size", "Tile" etc. which can be set from the pull-down menu in MediaView.

Captions: place headers, footers, right and left captions which are saved with the catalog and are enabled when you select the icon next to each caption.

The "**Special**" drop-down menu allows you to place the Date (), Time (), No of Pages (), and Total Number of Pages (), these are represented by their respective symbols in the caption's box. There is also an "Indent" option which aligns the caption left, center or right.

Hints

Multilayer/Multipage Files - The program only prints the frame assigned as an item's preview. In order to print a layer or page within a composite file, go to the page or layer you wish print and select Rebuild Preview from the Action Menu before printing.

To print a selection: Use the find and show facilities to print a selection.

Current Image To print a single image, select one page from Range drop-down option in the "Print Set Up" dialog. Otherwise this option prints from the current image to the end of the catalog.

Quick Reference

The Tool Bar



Open with drop down menu lets you open one or more selected media items with its creator, or any "Helper" application you include in the menu (option click will also launch an item with its creator). Use the Helpers panel in the Preferences dialog to attach applications to this menu.



Show Original reveals the location of one or more selected media items in the Finder.



Trash removes one or more selected media items from the catalog and moves the original files to the trash. iView MediaPro does not actually empty the trash. If you change your mind you can always open the trash, select the moved files and press Command-Y (Put Away), to have the Finder restore the files to their original folders.



Set Label sets or removes the label color for all selected items. To define the catalog's label colors and names choose Define Labels from the Edit menu. You can also use function keys F1 to F8 to label items, and F9 to remove labeling.



Voice Annotation allows you to record, listen or remove audio annotations attached in media items. These are short, memo-like annotations, more frequently found in digital cameras or other image capturing devices which incorporate this feature.

You can record your own annotation using your computer's microphone, or embed a separate sound file using the import option. You can later save the voice annotation as a separate sound file using the "Extract Voice" in the Action Menu.



Move Cells options let you move selected media items anywhere within the catalog, in any view mode:

Move to Top Moves the selected items to the top of the list.

Move to Bottom Moves the selected items to the bottom of the list.

Move to Location Moves the selected items to a specific position within the catalog, simply by clicking at the desired location. To select a group of items, hold down the Shift or Command key whilst selecting items.



Rotation sets the viewing angle of a media item (and its thumbnail) at 180°, 90° clockwise or counter clockwise, as well as flip horizontally or vertically.

This is useful for images saved in landscape. Image rotation is saved with the catalog, and used when during the export options. The rotation does not apply to the original image unless you choose to save the image using the calibrator. To restore the viewing angle of the image select Default View.



Playback contains options to play an animation, movie, sound, Karaoke file (same as space key). This button becomes enabled only after you select a media item that can be played back. The Repeat and Select options allow you to playback one or more items continuously in a loop, which are fun features to use as background sound.

To stop an animation click on the Stop button, or click anywhere outside the group of animated media files.



Layout Options displays the Layout dialog for the current view.



Print displays the Print Options dialog for the current view.



Run Slide Show starts up your presentation in slide show, at the selected media file. If no file is selected the presentation start at the first file in the list.



Stop Search stops the current importing process ignoring all remaining items or cancels a search in progress. Also command period.

Apple Menu

About - shows the credits and the version number of the program.

Media Importers - shows the complete list of media supported by iView MediaPro and your version of the QuickTime media layer extension. Use the latest version of QuickTime to have the maximum number of importers for different media types.

Language - lets you change the language of the application at any time, without having to re-launch the application. By default, the application launches in the language of the operating system or saves the last language setup.

File Menu

New - opens a new catalog.

Open - opens a saved catalog in a new window.

Open Recent - keeps a list of the last 10 catalogs used and allows opening them.

Save - saves a catalog.

Save As - saves a iView MediaPro catalog in a new file

Revert - discards all changes made to the current catalog.

Catalog Info - provides details about the catalog you are currently working with, such as location, modification date, size, etc. This command will also let you lock and/or set a password for opening your catalog. Locked catalogs cannot be saved. Catalogs with passwords cannot be opened unless the correct password is typed in. Once a catalog is open you can clear its password by typing a blank password string.

The Slide Show stand-alone feature allows you to run the catalog in the Finder as a stand-alone slide show, hiding all other views and features. To reset this option and to view or make changes to the catalog, you will need to open it using the Open option in the File Menu.

Import Media - inserts a single media file or a single folder or volume.

NOTE: when importing a folder inside an existing catalog, iView MediaPro will only append unique files to the list. Duplicates are automatically discarded.

Stop Import - stops the current importing process ignoring all remaining items.

Page Setup - lets you choose printer options

Print - lets you customize printable image reports/contact sheets for full size, zip, and CD jewel case paper size. Note that iView MediaPro adjusts the contents of the Print Setup dialog depending on which media view you wish to print (the currently active media view).

Printing in iView MediaPro is essentially based on the layout settings predefined within each view.

Each View has its own layout, fields, and characteristics, and there are different advantages in printing in each mode. For example:

List or text table in Info View

Contact Sheet in Thumbnail View

One or more full size hi-resolution images in Media View

To customize your print out, go the "Layouts" dialog in Edit Menu, before choosing the print option, to select: Color background, Font, Font color, Image Size, Fields

There are also a selection of Print Area Sizes, including a default size, and 3 jewel case sizes.

Full Page, adjusts to the Page Size selected in the "Page Set Up" dialog, which differs according to the Printer installed in the Pref.* As well as being compatible with the standard printers, iView is also compatible with large format printer for posters and plotters.

Quit - quits iView MediaPro.

Edit Menu

Undo – works on add, select, move, mark, delete and sort commands.

Cut – On Cut (and Copy) commands iView MediaPro copies a reference to the selected items, so that you can conveniently paste them into another catalog.

If only 1 item is selected, iView MediaPro will also put a copy of the media (image, text, movie, sound) into the clipboard. This type can be pasted in any application that works with this type of file.

Note that you can pressing the Option key, while copying a single image iView MediaPro will let you choose the preferred resolution for the clipboard picture.

Copy – See Cut.

Paste – If you paste a selection copied from a different catalog iView MediaPro appends the items at the bottom of the current catalog.

If the clipboard contains data carried over from a different application, iView MediaPro will generate a clipping file of the data and import it in the current catalog.

Clear – Removes all selected item from the catalog (same as hitting the delete key).

Select All – Selects all items of the front catalog.

Deselect – Deselects all items of the front catalog.

Invert Selection – Inverts the selection of the front catalog.

Layout - Add fields, define colors and fonts, adjust image size and layout to the current active view, allowing each view mode (Contents, Thumbnail, Media and Slide Show) to be customized. Custom layouts can be applied to all exports, including printing, web pages, slide shows and QuickTime movie presentations.

You can also change the style of individual fields, from the pull-down menu which appears when you select a field, as well as the amount of text space allocated to each field.

Define Fields | Add - allows the user to create user definable fields. The "Use favorites" options automatically saves records into the favorites folder for quick editing in the Info Panel.

Define Fields | Remove - displays a list of all user fields in the catalog. To remove from the catalog, simply select and click on the remove button.

Define Fields | Favorites Set - allows the user to define the current active favorite set. To create a favorites folder, create a folder inside the Favorites folder in Plug-Ins. You can create any number of folders, for example, classified under subject heading etc.

Favorite folders are individual folders with favorite files, each file representing a field within the catalog. These files are created automatically when you add a new entry to a field. These files can be edited, or replaced by existing lists, using any text editor.

Define Labels - allows the user to define label names and colors, either by a user defined criteria, Finder Labels or industry standard IPTC urgency criteria, which can be saved as default in all new catalogs.

Version Control - Set up version control to backup files and track different versions of the same file. Simply choose or create a folder with plenty of memory.

Drop Folder - Select a folder to store permanent image, text, movie or sound clips dropped from any application that supports drag & drop, or from Internet browsers.

Enable "Folder Watching" to scan the selected folder for new media files while the catalog is open.

Import Options - Allows the user to define the criteria, filters and other importing options.

Preferences - Opens the preferences dialog (see section below).

Find Menu

Show All - reveals all files and is particularly important after quick searches and set operations which display a subset of the entire catalog.

Show Omitted - reveals all hidden files while hiding the currently visible files.

Show Selected - reveals all selected files while hiding non-selected ones.

Show Duplicates - allows the user to find similar files. You can set the comparison criteria based on image characteristics and filenames.

Find - opens the Find dialog and lets you select one or more media items inside your catalog by:
File attributes (name, size, creation date, etc.)

Media attributes (dimensions, duration, resolution, etc.)

Annotation attributes (keywords, categories, URL etc.)

Find Next - uses the last find criteria to select the next matching item. Use this command after a "Find" command.

Find Missing Items - searches a catalog for broken links to media files and highlights all unmounted or missing items, allowing you to either remove the selected items from the list or search for them in a specified directory.

iView MediaPro keeps the path or address to the original file. Sometimes a file's name is changed or the file/folder is moved then when you click to see a full size image you get "File Missing -43" appearing in the top right corner. The thumbnail and other info is kept in the catalog but the path to the full size image, movie, or sound is no longer correct (because the name was changed or the file/folder was moved or the volume is not online).

Quick Sort - Lets you select a field to use for sorting your media from any view. You can also quick sort your media by clicking on individual header tags in the "Contents" view.

Action Menu

Rebuild Preview - re-imports the selected file and rebuilds its thumbnail.

This command is also useful in movies that start up with a non-interesting frame. In these cases you can play the animation (in media view), up until you find the frame you want to use as its preview. At that point stop the movie and choose this command.

Depending on your preference settings iView MediaPro can rescan a thumbnail automatically if the associated item has been updated. You can also use this command to update the thumbnails of all your catalog files when you decide to change the thumbnail box size.

Synchronize | Import - This command allows you to import information (IPTC & QuickTime Annotations, Voice recording, URL Address, Meta data) from the original files into the catalog re-scanning the original files. This command is particularly useful when updating catalogs created with earlier versions of iView multimedia.

Synchronize | Export - This command allows you to export data from the catalog into the original files. The data can be packaged in one of 4 different formats, that largely depend on 3rd party software you use with iView MediaPro. To find what format is appropriate for your application, please refer to its manual.

Annotations | Batch - allows you to select the field and either use the favorites list from the drop-down menu next to the text box or enter directly the annotation text. Batch mode allows the user to modify field or append to the list of keywords or categories, or replace the field according to some criteria.

Annotations | Clear - removes the annotation field from the selected media items. This option will let you erase the entire annotation set or remove fields selectively.

Annotations | Extract Voice - saves voice recordings into sound files.

Rename - If a single file is selected, this command will activate its name field (same as clicking on the file's name. When multiple files are selected, the command will open a "batch rename" dialog, to let you specify the renaming options.

Move to Trash - Remove selected files from the catalog and moves the originals to the trash.

iView MediaPro does not actually empty the trash. If you change your mind you can always open the trash, select the moved files and press Command-Y (Put Away), to have the Finder restore the files to their original folders.

Move To Folder - Moves selected items to a new folder. iView MediaPro will always ask you to confirm before replacing existing files. Note that if the files are moved to a folder in the same volume, their reference in the catalog is updated.

Copy To Folder - makes a copy of all selected items to a new folder. iView MediaPro will always ask you to confirm when replacing existing files.

Finder Properties | Lock – locks the original file preventing users from editing it.

Finder Properties | Unlock - unlocks the original file.

Finder Properties | Hide - makes original files invisible in the Finder.

Finder Properties | Show - makes original files visible in the Finder.

Finder Properties | Creator - allows the user to change the Creator signature of files. This is particularly useful when you don't own the application that created the file, but you can open it with a different application that is mounted on your machine.

Finder Properties | Desktop Icons - will replace generic desktops icon with image icons of original files for easy identification of files at a glance.

Finder Properties | Finder Comments - This command will save the caption field inside the comment field, visible in the Finder and the "Get Info" window of original files.

Finder Properties | Media Thumbnails - This command will embed a small media thumbnail in original files . Media editing applications use built-in thumbnails in the Open dialog for quick identification.

Reset Sample Colors - can be used to reset the identifying sample color of one or more media items. The color sample is particularly useful when searching for images of a specific color or tonality. A Color Sample is automatically generated when the media is imported, but can be modified with this command.

ColorSync Profiles | Embed – allows you to choose and embed a ColorSync profile to one or more selected JPEG or TIFF media Items.

ColorSync Profiles | Remove – allows you to remove ColorSync profiles from one or more selected JPEG or TIFF media items.

Assign URL - allows you to review or modify the URL of the original file. iView MediaPro automatically assigns the URL of items dragged straight from Internet browsers.

Download Original - replaces the current file with a copy that can be downloaded from the original URL.

Zoom In - enlarges the displayed image. This option is equivalent to Command+ and can be applied in images displayed in Media View only.

Zoom Out - reduces the displayed image.

Make Menu

Run Slide Show - Starts the slide show from the selected file. See "Presenting Your Images in Slide Show"

Setup Slide Show - sets up slide show options, and can be called before running the slide show. Note that all slide show options can be set while running the slide show.

HTML Gallery - outputs a catalog as a HTML formatted web site. Photographers can use this option to automatically create a web site of all their work. An HTML Gallery looks very much like a catalog in iView MediaPro. It contains an index of thumbnails which when clicked inside your browser will take you to a large view of the image. QuickTime movies can also be exported along with images.

Text Table - saves media property and annotation fields as a text file, which can be used in any text editor, database or spreadsheet application for further archiving of your media.

Contact Sheet - creates an image contact sheet of all thumbnails in a user definable size.

Movie Presentation - saves a catalog as a QuickTime movie which can be played via Apple's MoviePlayer, without having to run iView MediaPro.

Convert Image Files - converts images and movie poster frames to different formats.

Convert Sound Files - converts movies to different formats.

Convert Movie Files - converts sounds to different formats.

Window Menu

Show/Hide Tabs - shows and hides tabs to give you a larger catalog viewing area.

Show/Hide Info Panel - shows and hides the info panel.

Display View - offers shortcuts to switch between the catalog views, particularly useful when the tabs are hidden (Command 1, 2 and 3 to switch between views).

Show Catalog Index - displays the Index floating window allowing you to classify and view the contents of the catalog according to a given field. Simply select the field and double click to display the media files. Use "Show All" from the Find Menu to reveal the full catalog contents.

Show Catalog Sets - displays the catalog sets floating window.

Show Calibrator - displays the calibrator floating window, useful in Media View only.

Apple Script Menu

This extra menu displays AppleScripts dropped inside the Plug-Ins:Scripts folder.

Preferences

General:

Show toolbar button tips: Displays a useful description under the toolbar buttons.

Sort using natural order -

Auto-Scan modified media items.

At startup: lets you select whether you want to open a new catalog, open last catalog or do nothing every time you launch the application.

Double-Click: lets you select how iView MediaPro interprets double clicks. Note that Option double click will always launch the selected item with the creator application.

Dimensions: Preference to change the default pixel dimensions to cm, inches, points, and picas.

Resolution: Preference to change the default resolution dimensions from Pixels/Inch to Pixels/cm.

Helpers:

This panel will let you choose your media editors so that you can quickly access them via the pull

down menus in the application's tool bar. You can select any application from Adobe Photoshop™, to Sound Edit™, to SimpleText and ResEdit.

Scratch:

The scratch folder keeps temporary versions of your open catalogs. Scratch files are erased when you close or save your catalogs. Choose a fast local disk with large available space.

Images:

Display rendering for images larger than; Allows the user to place a limit on the size of images that the application will display in media view and slide show mode. Instead iView MediaPro will display the preview of the image. This option will accelerate importing large images when viewed in media view.

CMYK color conversion - enables or disables

RGB color conversion - enables or disables

Font:

Display character set: shows the lower part of the ASCII character set, used primarily in Latin and English-speaking countries.

Display extended character set: displays the entire character set.

Display sample text: lets you type a phrase and compare it using your cataloged fonts.

Font size (Media View): used for the media view font display. Adjust to nearest available size in order to obtain a smooth representation of non-true-type fonts. This option can be switch off if you are using ATM™ font manager control panel.

Font size (Thumbnail View): used to render font thumbnails. iView MediaPro makes font thumbnails using the name of the font.