



Image Album 2.0 Online Help

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Albums



1 Access the Open Album Dialog Box

You open an album file from the Open Album Dialog Box. You can access the dialog box by selecting "Open" from the AlbumFile Menu, or you can:



Click on the Open Album Toolbar Button.



Press **Ctrl+O**.

2 Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3 Select the Directory

You change the directory from the [Directories List Box](#).

4 Select the Album File

You select the album file from the [File Name Combo Box](#).

5 Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will open the selected album.

Albums



You can save the changes to the current album by selecting "Save" from the AlbumFile Menu, or you can:



Click on the Save Album File Button.




Press **Ctrl+S**.

If you are working with a new album and have not saved it yet, **Image Album 2.0** will present the Save As Dialog Box.

Albums



You close the current album by selecting "Close" from the AlbumFile Menu:

 Click on "AlbumFile" in the [menu bar](#), then click on "Close".



Press **Alt+F**, then press **C**.

If you have made changes to the album, you will be prompted to save the changes:

▶ To save the changes, click on the Yes Button, or press **Alt+Y**.



To close the album without saving the changes, click on the No Button, or press **Alt+N**.



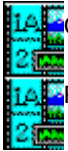
To return to **Image Album 2.0** without closing the album, click on the Cancel Button, or press **Esc**.

Albums



1 Access the Save As Dialog Box

To access the dialog box, select "Save As" from the AlbumFile Menu:



Click on "AlbumFile" in the [menu bar](#), then click on "Save As".

Press **Alt+F**, then press **A**.

2 Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3 Select the Directory

You change the directory from the [Directories List Box](#).

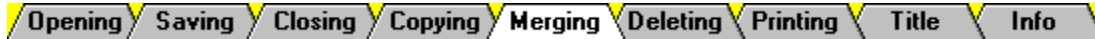
4 Enter the New Filename

Image Album 2.0 automatically enters the current filename into the [File Name Text Box](#). You enter a new name by typing over this text. Don't worry about the file extension - the ".ALB" at the end of the filename - **Image Album 2.0** will add it automatically.

5 Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will make a copy of the album and assign it the new filename.

Albums



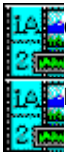
You can merge two albums into a single album. The **receiving** album receives thumbnails from the **source** album. When the merger is complete, the receiving album contains the combined contents of both albums, and the source album is unchanged.

1 **Open the Receiving Album**

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

2 **Select the Source Album**

You select the source album from the Select Album Dialog Box, which works just like the [Open Album Dialog Box](#). To access the dialog box, select "Merge" from the AlbumFile Menu:



Click on "AlbumFile" in the [menu bar](#), then click on "Merge".

Press **Alt+F**, then press **M**.

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

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

Albums

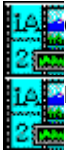


1 Open the Album

Use the [File Open Command](#) to open the album that you want to delete.

2 Select the Delete Album File Command

You select the Delete Album File Command by choosing "Delete" from the AlbumFile Menu:



Click on "AlbumFile" in the [menu bar](#), then click on "Delete".

Press **Alt+F**, then press **D**.

3 Respond to the Delete Album Prompt

When you select the Delete Album File Command, **Image Album 2.0** will present the Delete Album Prompt.



To delete the album, click on the Yes Button, or press **Enter**.



To leave the album intact, click on the No Button, or press **Alt+N**.

Albums



1

Access the Print Album Dialog Box



Click on the Print Album Button.



Select "Album" from the AlbumFile Print Sub-Menu.
Press **Alt+F**, then **P**, and then **A**.

2

Set the Print Range

You can print the entire album, the selected thumbnails, or a range of pages. Use the [Print Range Group Box](#) to select an option.

3

Set the Print Quality

You set the print quality from the [Print Quality Drop Down Box](#).

4

Enter the Number of Copies (Optional)

If your printer supports multiple copies, you can enter the number of copies that you want to print into the [Copies Text Box](#).

5

Select Thumbnails or Files

You can print the thumbnails or the underlying files. Use the [Print Using Group Box](#) to make a selection.

6

Change the Printer (Optional)

The current printer is listed at the top of the Print Album Dialog Box. If you want to select a different printer or change your [printer setup](#), click on the Setup Button, or press **Alt+S**.

7

Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will send the album to the printer.

Copies Text Box

Copies:

Enter the number of copies that you want to print into the Copies Text Box. If your printer does not support multiple copies, the text box will be grayed out. To access the text box, click in it, or press **Alt+C**.


Print Using Group Box

Print Using

Album Thumbnails

Original Files



 Click on the option's text or button.

 Press **Alt** plus the option's underlined letter.

Print Quality Drop Down Box

The entries in the Print Quality Drop Down Box are determined by the type of printer you are using.



-  Click on the drop down box to open it, then click on a selection.
-  To access the drop down box, press **Alt+Q**. Use the cursor keys to highlight the selection you want.

Print Range Group Box

Print Range

All

Selected Thumbnails

Pages

From: To:



Click on the option's text or button.

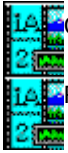
Press **Alt** plus the option's underlined letter.

If you select the Pages Option, enter the range of pages in the From and To Text Boxes. To access a text box, click in it, or press **Alt** plus the text box label's underlined letter. For example, to access the From Text Box, press **Alt+F**.

Albums



You edit an album's title from the Album Title Dialog Box. To access the dialog box, select "Title" from the AlbumFile Menu:



Click on "AlbumFile" in the [menu bar](#), then click on "Title".

Press **Alt+F**, then **I**.

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

Please Note:

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

Albums



You view an album's information from the Album Info Dialog Box. To open the dialog box:



Click on "View" in the [menu bar](#), then click on "Album Info".

Press **Shift+A**.

When you're done reading the album's information, click on the OK Button, or press **Enter**.

Creating an Album

Overview

(1) Starting Album

(2) Adding Files

(3) Saving Album

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



Starting the new album file



Adding media files



Saving the new album

Creating an Album

Overview

(1) Starting Album

(2) Adding Files

(3) Saving Album

1 Select the New Album File Command

You can select the New Album File Command by choosing "New" from the AlbumFile Menu, or you can:



Click on the New Album Toolbar Button.



Press **Ctrl+N**.

Image Album 2.0 will open the Album Title Dialog Box.

2 Enter the Album's Title (Optional)

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

Please Note: An album's title is not its filename.



To enter a title, type it into the text box, then press enter. To access the text box, click in it, or press **Alt+E**. A title's length is limited to fifty characters, or as much text as will fit in the text box, whichever comes first.



To continue without entering a title, press **Enter**, or click on the OK Button.

Creating an Album

Overview

(1) Starting Album

(2) Adding Files

(3) Saving Album

When you close the Album Title Dialog Box, **Image Album 2.0** will open the Add Files By Dialog Box. You use the dialog box to select one of two methods for adding files to the new album:

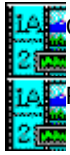
 [Selecting Files](#)

 [Scanning Directories](#)

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

1

Select the Selecting Files Option



Click on "Selecting Files", then click on the OK Button.

Press **Alt+F**, then press **Enter**.

Image Album 2.0 will open the Add Files Dialog Box.

2

Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3

Select the Directory

You change the directory from the [Directories List Box](#).

4

Select the File Type

You select the file type from the [File Type Drop Down Box](#). You cannot add animation files to an album if your system does not support animation. If you receive [error messages](#), then either your system doesn't support animation, or your system is improperly configured.

5

Select the Files

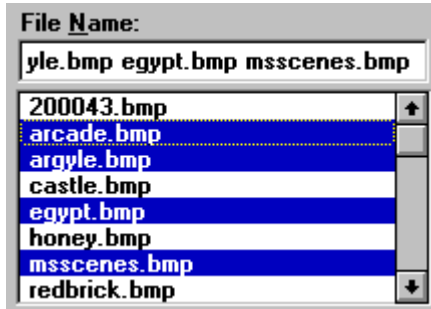
You select the files from the File Name Combo Box. You can select a [single file](#), a [sequential group of files](#), or a [non-sequential group of files](#).


6


Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will add the selected files to the album.

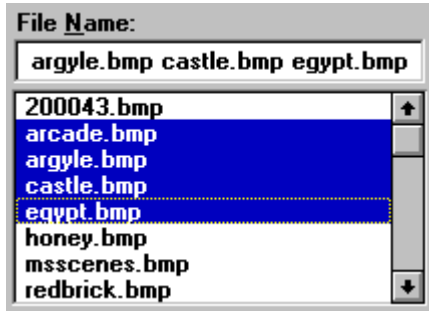
Selecting Non-Sequential Files



 Press and hold **Ctrl** while you click on the files that you want to select.

 Type the filenames, separated by spaces, into the text box.

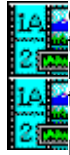
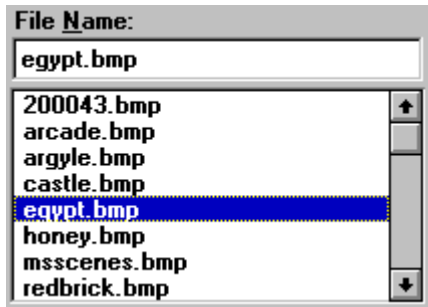
Selecting Sequential Files



Click on the first file in the sequence, then press and hold **Shift** while you click on the last file.

Use the cursor keys to select the first file in the sequence, press and hold **Shift**, then use the cursor keys to select the last file.

Selecting a Single File



Click on the file that you want. If the list is too long to fit in the box, use the scroll bar to move through it.

Press **Alt+N** and then **Tab** to access the list box, then use the cursor keys to highlight a filename.

Creating an Album

Overview

(1) Starting Album

(2) Adding Files

(3) Saving Album

When you close the Album Title Dialog Box, **Image Album 2.0** will open the Add Files By Dialog Box. You use the dialog box to select one of two methods for adding files to the new album:

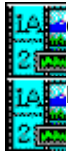
 [Selecting Files](#)

 [Scanning Directories](#)

When you add files by scanning directories, you pick a directory, the type of [media files](#) that you want to add, and whether **Image Album 2.0** should also scan any subdirectories.

1

Select the Scanning Directories Option



Click on "Scanning Directories", then click on the OK Button.

Press **Alt+D**, then press **Enter**.

Image Album 2.0 will open the Select Directory Dialog Box.

2

Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3

Select the Directory

You change the directory from the [Directories List Box](#).

4

Select the File Type

You select the file type from the [File Type Drop Down Box](#). You cannot add animation files to an album if your system does not support animation. If you receive [error messages](#), then either your system doesn't support animation, or your system is improperly configured.

5

Set the Scan Sub-Directories Option

When the Scan Sub-Directories Option is turned on, **Image Album 2.0** will search any sub-directories of the directory that you selected in Step 3. Use the [Scan Sub-Directories Check Box](#) to set the Scan Sub-Directories Option.

6

Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will perform the scan and add any files that matched your criteria to the new album.

Scan Sub-Directories Check Box

Scan Sub-directories

The Scan Sub-Directories Option is on when the check box is filled. To turn the option on or off:

 Click on the text or the check box.

 Press **Alt+S**.

Creating an Album

Overview

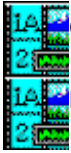
(1) Starting Album

(2) Adding Files

(3) Saving Album

1 Access the Save As Dialog Box

You use the Save As Dialog Box to save the album. To access the dialog box, you can select "Save" or "Save As" from the AlbumFile Menu, or you can:



Click on the Save Album File Button.

Press **Ctrl+S**.

2 Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3 Select the Directory

You change the directory from the [Directories List Box](#).

4 Enter the Filename

Image Album 2.0 automatically enters "UNTITLED.ALB" into the [File Name Text Box](#). You enter a new name by typing over this text. Don't worry about typing the file extension - the ".ALB" at the end of the filename - **Image Album 2.0** will add it automatically.

5 Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will save the new album.

File Formats



Image Album 2.0 directly supports thirty-seven different file formats:




- [Twenty-four raster image formats](#)
 [Nine meta and vector image formats](#)
-  [Two audio formats](#)
-  [Two animation formats](#)

Image Album 2.0 can also support other file formats by using any [external import filters](#) that are available on your system.

File Formats

Overview

Raster

Meta, Vector

Audio

Animation

External

A raster format breaks an image into a grid of equally-sized pieces, called pixels, and records [color information for each pixel](#). **Image Album 2.0** supports twenty-four raster image formats:

Format	Source/Standard	Format	Source/Standard
BMP/DIB	OS/2	PCD	Kodak Photo CD
BMP/DIB	Windows	PCX	ZSoft Paintbrush
CLP	Windows Clipboard	PGM	UNIX
CUT	Dr. Halo	PIC	Pictor/ PC Paint
ICO	Windows Icon	PNG	Portable Network Graphics
IFF	Electronic Arts	PPM	UNIX
IMG	GEM Paint	PSD	Photoshop
JIF/JPG	Joint Photo. Expert Group	RAS	Sun Microsystems
LBM	Deluxe Paint	RLE	CompuServe or Windows
MAC	MacPaint	TGA	Truevision
MSP	Microsoft Paint	TIFF	Aldus (Non-LZW compressed)
PBM	UNIX	WPG	WordPerfect

BMP/DIB (OS/2)

☞ = Read ☞ = Write

Sub-Format / Description	Source / Standard	Bits-Per-Pixel					
		1	4	8	16	24	32
RGB encoded	OS/2	☞☞	☞☞	☞☞		☞☞	
RGB encoded	Microsoft Windows	☞☞	☞☞	☞☞		☞☞	
RLE encoded	Microsoft Windows		☞☞	☞☞			

BMP/DIB (Microsoft Windows)

📂 = Read 📄 = Write



CLP (Windows Clipboard)

📂 = Read 📄 = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Bitmap	📂	📂	📂		📂	
Device Independent Bitmap	📂📄	📂📄	📂📄		📂📄	

CUT (Dr. Halo)

Bits-Per-Pixel					
1	4	8	16	24	32
		<input type="checkbox"/>			

= Read = Write

IFF (Electronic Arts)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Compressed	☞☒	☞☒	☞☒			
Uncompressed	☞☒	☞☒	☞☒			

IMG (GEM Paint)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Old Style	☞☒	☞	☞☒			
New Style	☞	☞	☞			

JIF/JPG (Joint Photo Expert Group)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Huffman Compressed			☞☒		☞☒	

LBM (Deluxe Paint)



📖 = Read 📄 = Write

MAC (MacPaint)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
With header	☞☒					
Without header	☞☒					

MSP (Microsoft Paint)

📂 = Read 📄 = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
New version	📂📄					
Old version	📂					

PBM (UNIX)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Portable Bitmap	☞☒					

PCD (Kodak Photo CD)

Bits-Per-Pixel					
1	4	8	16	24	32
				☐	

☐ = Read ☐ = Write

PCX (ZSoft Paintbrush)

☞ = Read ☒ = Write







Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Version 0	☞					
Ver. 2 (with palette info.)	☞	☞				
Ver. 3 (without palette info.)	☞	☞				
Version 5	☞☒	☞☒	☞☒		☞☒	

PGM (UNIX)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Portable Graymap			☞☒			

PIC (Pictor / PC Paint)

Bits-Per-Pixel					
1	4	8	16	24	32
 	 	 			




 = Read  = Write

PPM (UNIX)

☞ = Read ☛ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Portable Pixelmap					☞☛	

PSD (Photoshop)

Bits-Per-Pixel					
1	4	8	16	24	32
					

 = Read  = Write

RAS (Sun Microsystems)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Type 1 (Modern Style)	☞☒		☞☒		☞☒	☞

RLE (CompuServe, Windows)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
CompuServe	☞☒					
Microsoft Windows		☞☒	☞☒			

TGA (Truevision)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Compressed			☞☒	☞	☞☒	☞
Uncompressed			☞☒	☞	☞☒	☞

TIFF (Aldus)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Fax Group 3 compressed	☞					
Fax Group 4 compressed	☞					
Huffman compressed	☞					
Pack bits compressed	☞☒	☞☒	☞		☞	
Uncompressed	☞☒	☞☒	☞☒		☞☒	

WPG (WordPerfect)

☞ = Read ☒ = Write

Sub-Format / Description	Bits-Per-Pixel					
	1	4	8	16	24	32
Version 5.0	☞☒	☞☒	☞☒			
Version 5.1	☞☒	☞☒	☞☒			
Version 6.0	☞☒	☞☒	☞☒		☞☒	

Bits-Per-Pixel and Color Depth

The number of colors that a raster file can contain is determined by the bits-per-pixel: the more information that is recorded for each pixel, the more shades and hues that the file can contain. Most raster formats support more than one level of bits-per-pixel, and therefore more than one level of color. The following table lists all of the bits-per-pixel ratios in the raster formats that **Image Album 2.0** supports.

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

File Formats

Overview

Raster

Meta, Vector










Audio

Animation

External

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

When you use **Image Album 2.0** to view a file that contains vector information, what you see is a raster image based on the vector data. **Image Album 2.0** imports the vector image and converts it to an internal raster format for viewing and for use in the file's thumbnail. **Image Album 2.0** cannot write vector information. You can save files in the Windows metafile format (WMF), but the files only contain raster information.

Format	Source/Standard	Read/Write
CDR	CorelDRAW!	
CGM	Computer Graphics Metafile	
DRW	Micrografx Draw	
DXF	Autodesk	
GEM	Ventura / GEM	
HGL	Hewlett-Packard Graphics Language	
PIC	Lotus Development Corp.	
WMF	Windows Metafile*	
WPG	WordPerfect (Version 5.0 and 5.1)	

* **Image Album 2.0** cannot write vector information. When you save a file in the Windows metafile format, the file only contains raster information.

Vector Information

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



[Meta and Vector File Formats](#)

File Formats

Overview

Raster

Meta, Vector

Audio

Animation

External

Image Album 2.0 reads and plays two audio formats:

Format	Source/Standard
--------	-----------------

MID	Musical Instrument Digital Interface (Maintained by International MIDI Association)
-----	--

WAV	Microsoft Windows (Digital Audio)
-----	-----------------------------------

File Formats



Image Album 2.0 reads and plays two animation formats:

Format	Source/Standard
AVI	Video For Windows
FLC/FLI	Autodesk Animation

File Formats



In addition to the file types that **Image Album 2.0** supports directly, it also supports any file types for which your system has external import filters. Most major software applications, such as Microsoft Word® or Lotus 1-2-3®, come with external import filters that are installed with the application. A common file type that **Image Album 2.0** can support via external import filters is Encapsulated Postscript.

In **Image Album 2.0's** dialog boxes, the file types that are supported via external import filters have "EXT:" after the file extension. For example, Encapsulated Postscript appears as "EPS - EXT: Encapsulated Postscript".

Getting Started

Overview

Main Window

Menus

Getting Help

Image Album 2.0 is an archiving system for [media files](#). You use **Image Album 2.0** to organize your media files so that they are easier to find and use. Using **Image Album 2.0** revolves around albums, thumbnails, and media files:



An **album** is a collection of thumbnails.



A **thumbnail** represents a media file.



A **media file** is an image, sound, or animation file.

This section of the help file provides general information about **Image Album 2.0**. If you have just installed **Image Album 2.0**, take a look around, then go [create an album](#). You can't use any of **Image Album 2.0's** features until you do.

Starting Image Album 2.0



You start **Image Album 2.0** by double-clicking on its icon. Where the icon is located depends on how you installed **Image Album 2.0**. If you used the default setup, the icon is in the **Image Album 2.0** group in your Program Manager. When you start **Image Album 2.0**, it will open the [Main Window](#).

Exiting Image Album 2.0

To exit **Image Album 2.0**, do one of the following:



Select "Exit" from the [AlbumFile Menu](#)



Press **Alt+F4**

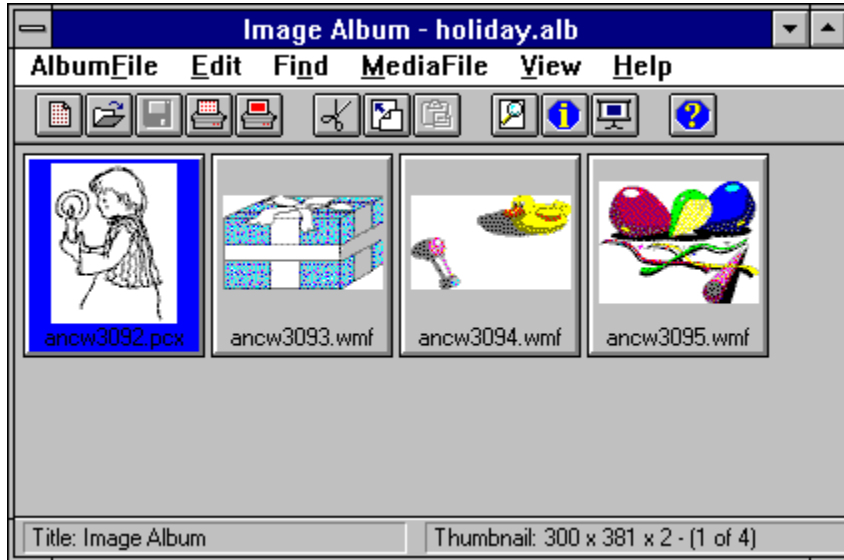


Double-click on the Main Window's [Control Box](#)

Getting Started



You access all of **Image Album 2.0's** features from the Main Window. For help with a Main Window feature, click on it in the diagram below:



Getting Started

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

AlbumFile	Edit	Find	MediaFile	View	Help
N ew					Ctrl+N
O pen...					Ctrl+O
S ave					Ctrl+S
Save A s...					
Save S elect...					
C lose					
D elete...					
M erge...					
S elect...					
S ort...					
T itle...					
P rint...					▶
P rinter Setup...					
P references					▶
E xit					
1 c:\albums\misc.alb					
2 c:\...\gateway.alb					
3 c:\...\photo.alb					

Getting Started



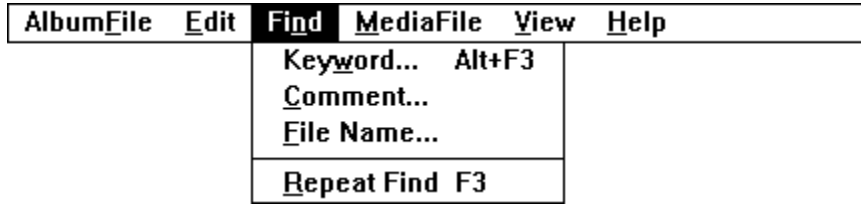
To get help with a menu selection, click on the menu's title in the diagram below, then click on the menu selection.

Album <u>F</u> ile	E dit	F ind	M ediaFile	V iew	H elp
	C <u>u</u> t				Ctrl+X
	<u>C</u> opy				Ctrl+C
	<u>P</u> aste...				Ctrl+V
	<u>A</u> dd...				Ctrl+A
	<u>D</u> elete				Del
	<u>R</u> emove Orphans				
	<u>U</u> ppdate Thumbnails				
	<u>C</u> omments...				
	<u>K</u> eywords...				
	Disk <u>I</u> D...				
	Dr <u>i</u> ve...				
	Dr <u>i</u> ve & Directory...				

Getting Started



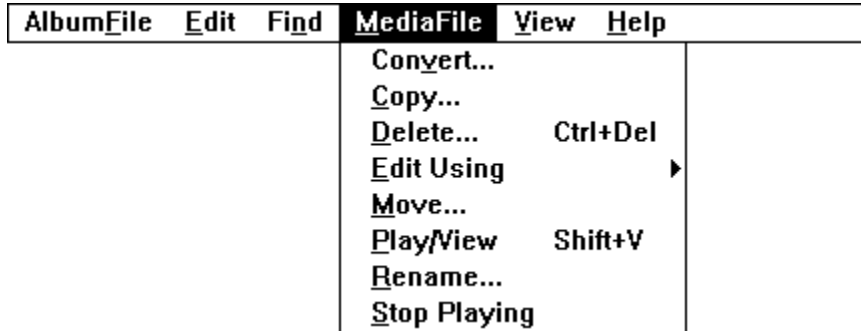
To get help with a menu selection, click on the menu's title in the diagram below, then click on the menu selection.



Getting Started



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



Getting Started



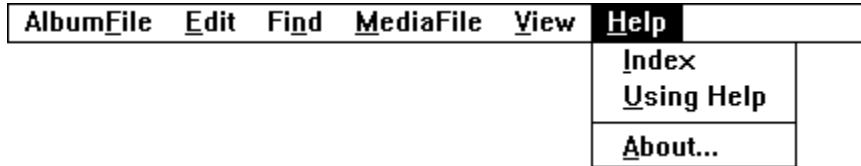
To get help with a menu selection, click on the menu's title in the diagram below, then click on the menu selection.

Album <u>F</u> ile	<u>E</u> dit	<u>F</u> ind	<u>M</u> ediaFile	V iew	<u>H</u> elp
				<u>A</u> lbum Info...	Shift+A
				<u>M</u> edia File Info...	Shift+I
				<u>C</u> omments...	Shift+C
				<u>K</u> eywords...	Shift+K
				<u>S</u> lide Show	Shift+S

Getting Started



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



Getting Started

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Getting Help

There are several ways to get help with **Image Album 2.0**:

Manual

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

On-Line Help

The on-line help file (which you are currently using) presents most of the information in the printed manual in an easy to use format. To access the on-line help, select "Index" from the Help Menu, or click on the [Help Toolbar Button](#).

Help on Toolbar Buttons and Menu Items

When you highlight a menu selection or place the cursor over a toolbar button, the [Status Bar](#) displays a description of the associated command.

Technical Support

The manual and help file are designed to address the majority of user's questions. If they fail to solve your problem, you can contact Parsons Technologys Technical Support department at **1-319-395-7314**.

Title Bar

Image Album - holiday.alb

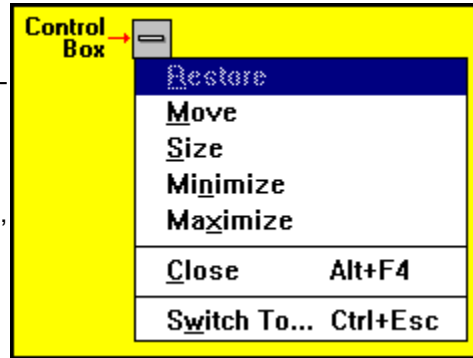
The Main Window's Title Bar is a standard Windows title bar. As the name implies, it displays the program's name. If an [album](#) is open, its filename follows "**Image Album 2.0**", separated by a dash. In this example , WINDOWS.ALB is open.

Control Box

At the left end of the Title Bar is the Control Box, which you use to access the Control Menu. Double-clicking on the Control Box closes **Image Album 2.0**.

Control Menu

To open the Control Menu, click on the Control Box, or press **Alt+Spacebar**. You can use the Control Menu to position the Main Window, to exit **Image Album 2.0**, or to access your system's task manager. You choose a menu selection by clicking on it, pressing its underlined letter, or using the cursor keys to highlight it and pressing **Enter**.



Positioning Buttons

At the right end of the Title Bar are the Main Window's positioning buttons. When the window is maximized, the Maximize Button is replaced by the Restore Button.

Minimize	Maximize	Restore
		
Reduces window to an icon	Enlarges window to fill the screen	Returns window to its last non-icon, non-maximized position

Menu Bar

AlbumFile Edit Find **MediaFile** View Help

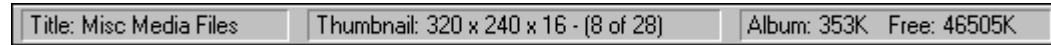
The menu bar contains **Image Album 2.0's menus**. Each menu lists a "family" of selections, and each selection performs a specific action.

You open a menu by clicking on it, or by pressing **Alt** plus the letter that is underlined in the menu's title. For example, to open the AlbumFile Menu, you would press **Alt+F**. You choose a menu selection by clicking on it, pressing its underlined letter, or using the cursor keys to highlight it and pressing **Enter**.

Workspace

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

Status Bar



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

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



New Album File Button

Click here to create a [new album](#).



Open Album Button

Click here to [open](#) an existing album.



Save Album Button

Click here to [save](#) to the current album.



Print Album Button

Click here to print some or all
of the album's [thumbnails](#).



Print Image Button

Click here to print the selected [image files](#).



Cut Image Button

Click here to [cut the image](#) for the selected thumbnail. **Image Album 2.0** will send the image to the clipboard and delete the thumbnail from the album.



Copy Image Button

Click here to [copy the image](#) for the selected thumbnail to the clipboard.



Paste Image Button

Click here to [paste](#) the clipboard contents into a new image file.



Play/View Media File Button

Click here to [play or view](#) the selected thumbnail's media file.



Information Button

Click here to [display information](#) about the selected thumbnail's media file.



Run Slide Show Button

Click here to start a [slide show](#).



Help Button

Click here to access the on-line
Help that you are currently using.

"New"

Select "New" to create a [new album](#).

"Open"

Select "Open" to [open](#) an album.

"Save"

Select "Save" to save the current album.

"Save As"

Select "Save As" to [save a new album](#) for the first time, or to [make a copy](#) of an existing album.

"Save Selected"

Select "Save Selected" to copy the selected thumbnails to a new album.

"Close"

Select "Close" to close the current album.

"Delete"

Select "Delete" to delete the current album.

"Merge"

Select "Merge" to [merge two albums](#)
into a single album.

"Select"

Choose "Select" to select thumbnails by [characteristic](#).

"Sort"

Select "Sort" to [sort thumbnails](#) by characteristic.

"Title"

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

Print Sub-Menu

Select "Print" to open the Print Sub-Menu.
Select "Album" to print [thumbnails](#). Select
"Image" to print [image files](#).

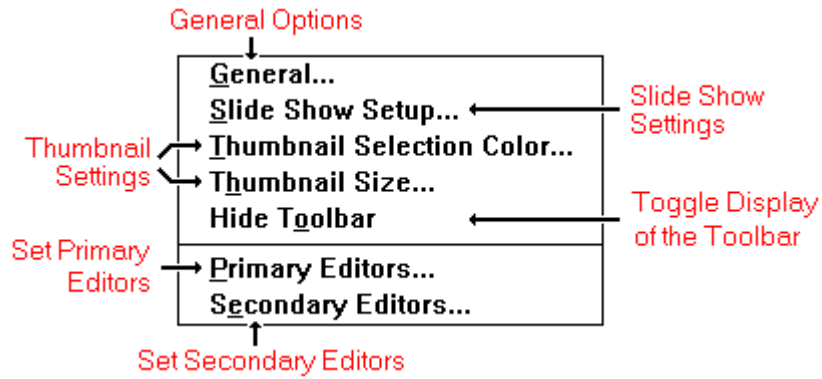


"Printer Setup"

Select "Printer Setup" to [change your printer setup](#).

Preferences Sub-Menu

Select "Preferences" to open the Preferences Sub-Menu. Use the entries on the Preferences Sub Menu to modify a variety of **Image Album 2.0's** settings.



"Exit"

Selecting "Exit" closes **Image Album 2.0**. If you made changes to the current album and haven't saved it, **Image Album 2.0** will present the Save Changes Prompt.

▶ To save the changes, click on the Yes Button, or press **Alt+Y**.



To close the album without saving the changes, click on the No Button, or press **Alt+N**.



To return to **Image Album 2.0** without closing the album, click on the Cancel Button, or press **Esc**.

Recently Used Files

The four most recently used albums are listed at the bottom of the AlbumFile Menu. You can open one of these albums by selecting its entry.

"Cut"

Select "Cut" to [cut the image](#) for the selected thumbnail. **Image Album 2.0** will send the image to the clipboard and delete the thumbnail from the album.

"Copy"

Select "Copy" to [copy the image](#) for the selected thumbnail to the clipboard.

"Paste"

Select "Paste" to paste the clipboard contents into a new image file.

"Add"

Select "Add" to [add thumbnails](#) to the current album.

"Delete"

Select "Delete" to [remove thumbnails](#) from the current album.

"Remove Orphans"

Select "Remove Orphans" to remove
invalid thumbnails from the current
album.

Update Thumbnails

Select "Update Thumbnails" to [update thumbnail images](#).

"Comments"

Select "Comments" to add or edit a [thumbnail's comments](#).

"Keywords"

Select "Keywords" to add or edit a [thumbnail's keywords](#).

"Disk ID"

Select "Disk ID" to [edit](#) the [disk ID](#) for one or more thumbnails.

"Drive"

Select "Drive" to [change the drive](#) for one or more thumbnails.

"Drive & Directory"

Select "Drive & Directory" to [change the drive and directory](#) for one or more thumbnails.

"Keyword"

Select "Keyword" to [search for thumbnails](#) by keyword.

"Comment"

Select "Comment" to [search for thumbnails](#) by comment.

"File Name"

Select "File Name" to [search for thumbnails](#) by file name.

"Repeat Find"

Select "Repeat Find" to repeat the last search.

"Convert"

Select "Convert" to copy the selected thumbnails' image files to a [different file format](#).

"Copy"

Select "Copy" to copy the current thumbnail's media file to a different drive or directory.

"Delete"

Select "Delete" to permanently delete the selected thumbnails' media files.

Edit Using Sub-Menu

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

"Move"

Select "Move" to move the selected thumbnails' media files to a different drive or directory.

"Play/View"

Select "Play/View" to [play or view](#)
the selected thumbnail's media file.

"Rename"

Select "Rename" to [rename](#) the selected thumbnail's media file.

"Stop Playing"

Select "Stop Playing" to stop playing an audio file.

"Album Info"

Select "Album Info" to display
information about the current
album.

"Media File Info"

Select "Media File Info" to [display information](#) about the selected thumbnail's media file.

"Comments"

Select "Comments" to view the current thumbnail's [comments](#).

"Keywords"

Select "Keywords" to view the current thumbnail's [keywords](#).

"Slide Show"

Select "Slide Show" to [play and view media files](#) as a slide show.

"Index"

Select "Index" to display the contents page of the on-line help that you are currently using.

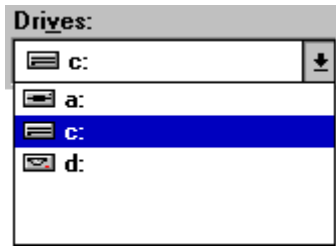
"Using Help"

Select "Using Help" for an explanation of how to use Windows Help.

"About"

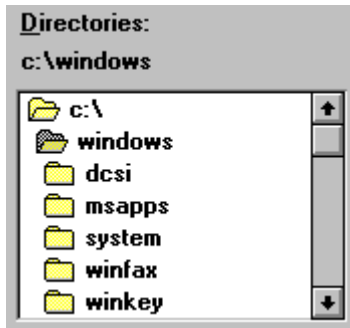
Select "About" to display information about **Image Album 2.0**.

Drive Drop Down Box



Click on the drop down box to open it, then click on the drive that you want. If the list is too long to fit in the box, use the scroll bar to move through it.
Press **Alt+V** to access the drop down box, then press the drive letter.

Directories List Box

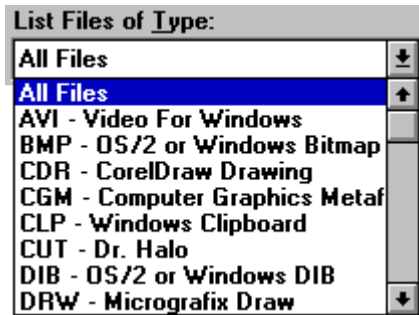


Double-click on the directory or its folder icon. Use the scroll bars to move up and down the directory tree.

Press **Alt+D** to access the list box, use the cursor keys to highlight the directory, then press **Enter**.

Please Note: If you are unfamiliar with directories and directory trees, see your Windows documentation.

File Type Drop Down Box.




Click on the drop down box to open it, then click on the file type that you want. If the list is too long to fit in the box, use the scroll bar to move through it.


Press **Alt+T** to access the drop down box. You use the cursor keys and letter keys to highlight a selection. Pressing a letter key once moves to the first format that begins with that letter. Pressing it again moves to the second.

File Name Text Box

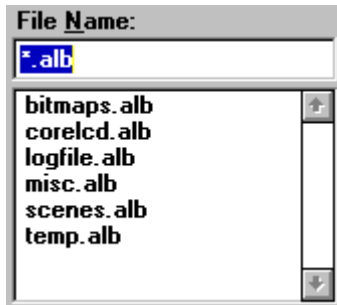
File Name:

To access the File Name Text Box:

 Double-click in it to overwrite the current text, or click in it once to edit the text.

 Press **Alt+N**.

File Name Combo Box



Click on the file's entry in the list box. If the list is too long to fit in the box, use the scroll bar to move through it.

Press **Alt+N** and then **Tab** to access the list box, then use the cursor keys and letter keys to highlight the filename. Pressing a letter key once moves to the first file that begins with that letter. Pressing it again moves to the second.

Album / Album File

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

Thumbnail

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

Examples of Thumbnails



Current Thumbnail

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

Disk ID

A disk ID is a volume label for a removable medium, such as a diskette or a CD, where a media file is located. **Image Album 2.0** automatically records the disk ID when it creates a media file's thumbnail.



[Editing](#)



[Selecting Thumbnails By](#)

Media File

A media file can be an image file, an audio file, or an animation file. **Image Album 2.0** directly supports thirty-seven file formats, and can utilize external import filters to support additional formats.



[Standard File Formats](#)



[External Import Filters](#)

Comments

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



[Adding and Editing](#)



[Searching For](#)



[Selecting Thumbnails By](#)



[Viewing](#)

Keywords

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



[Adding and Editing](#)



[Searching For](#)



[Selecting Thumbnails By](#)



[Viewing](#)

Primary Mouse Button

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

Secondary Mouse Button

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

Media File Errors

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

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



Control Panel
Icon



Drivers Option
Icon



Jasc Image Album 2.0 Help

Copyright © 1990-1994 JASC, Inc.

Developed by:

Cobble Hill Software

395 Henry Street, #3N CompuServe: 74551,3060
Brooklyn, NY 11201 America Online: CobbleHill
(718) 852-8046

Primary Editors

Primary editors are assigned to specific file extensions. When you install **Image Album 2.0**, it sets the primary editors to the applications that Windows associates with the file extensions that **Image Album 2.0** recognizes. For example, if you use Micrografix Draw, then it is probably associated with the ".DRW" file extension. If it is, then Draw will be the primary editor for files with that extension.



[Selecting Primary Editors](#)



[Using Primary Editors](#)

Secondary Editors

Secondary editors are not assigned to file extensions. While the [primary editors](#) are only available for the files with the associated extensions, secondary editors are available for all media files. The list of secondary editors remains empty until you add applications.



[Selecting Secondary Editors](#)



[Using Secondary Editors](#)

Image Files

Viewing

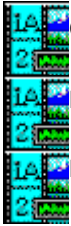
Printing

Converting

Cut & Paste

OLE Objects

You can view an image file by selecting "Play/View" from the MediaFile Menu, or you can:



Click on the Play/View Media File Button.

Double-click on the file's thumbnail.

Press **Shift+V**.

Image Album 2.0 will display the image full screen. To return to **Image Album 2.0**, click anywhere, or press any key.

Image Files

Viewing

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Cut & Paste

OLE Objects

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

1 Select the Image Files' Thumbnails

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

2 Access the Print Image Dialog Box



Click on the Print Image Button.



Select "Image" from the AlbumFile Print Sub-Menu.
Press **Alt+F**, then **P**, and then **I**.

3 Set the Print Range

You can print the [current thumbnail's](#) file, or the files for all of the selected thumbnails. Use the [Print Range Group Box](#) to select an option.

4 Set the Print Quality

You set the print resolution from the [Print Quality Drop Down Box](#).

5 Enter the Number of Copies (Optional)

If your printer supports multiple copies, you can print more than one copy of an image at a time. Type the number of copies that you want to print into the [Copies Text Box](#).

6 Change the Printer (Optional)

The current printer is listed at the top of the Print Image Dialog Box. If you want to select a different printer or change your [printer setup](#), click on the Setup Button, or press **Alt+S**.

7 Select the OK Button

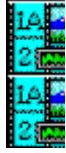
Click on the OK Button, or press **Enter**. **Image Album 2.0** will send the image files to the printer.

Print Range Group Box

Print Range

Current Thumbnail

Selectd Thumbnails



Click on the option's text or button.

Press **Alt** plus the option's underlined letter.

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

1 **Select the Image Files' Thumbnails**

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

2 **Select the Convert Command**

You access the Convert Command by choosing "Convert" from the MediaFile Menu:



Click on "MediaFile" in the [menu bar](#), then click on "Convert".

Press **Alt+M**, then press **V**.



If the file is in a raster format, **Image Album 2.0** will open the Save As Dialog Box.



If the file is in a vector format, **Image Album 2.0** will open the [Meta Picture Import Dialog Box](#). After you select a size for the converted image, **Image Album 2.0** will open the Save As Dialog Box.

3 **Select the Disk Drive**

You change the disk drive from the [Drive Drop Down Box](#).

4 **Select the Directory**

You change the directory from the [Directories List Box](#).

5 **Select the Format**

You select the format for the new file from the [List Files of Type Drop Down Box](#).

6 **Select the Sub-Format**

If the file format you selected has sub-formats, you select the sub-format from the [File Sub-Format Drop Down Box](#).

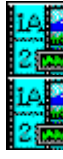
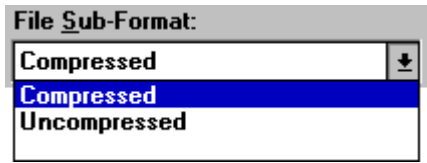
7 **Enter the Filename**

Image Album 2.0 automatically enters the original filename with the appropriate extension into the [File Name Text Box](#). You enter a new name by typing over this text. You don't need to add the file extension. **Image Album 2.0** will add it automatically.

8 **Select the OK Button**

Click on the OK Button, or press **Enter**. **Image Album 2.0** will create the new file. If you selected more than one thumbnail, **Image Album 2.0** will start over at Step 3.

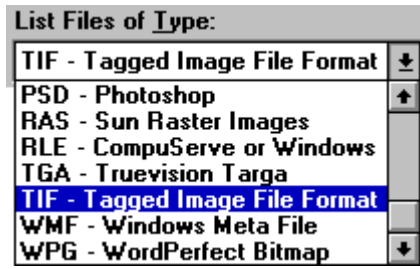
File Sub-Format Drop Down Box



Click on the drop down box to open it, then click on the sub-format that you want. If the list is too long to fit in the box, use the scroll bar to move through it.

Press **Alt+S** to access the drop down box. You use the cursor keys and letter keys to highlight a selection.

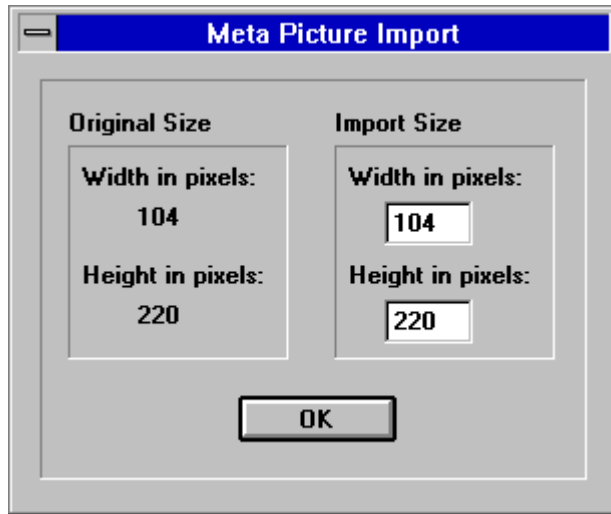
List Files of Type Drop Down Box



Click on the drop down box to open it, then click on the file type that you want. If the list is too long to fit in the box, use the scroll bar to move through it.

Press **Alt+T** to access the drop down box. You use the cursor keys and letter keys to highlight a selection. Pressing a letter key will highlight the first format that begins with that letter. Pressing it again will highlight the second format.

Meta Picture Import Dialog Box



To change the size and scale of the image, you edit the contents of the Width and Height Text Boxes. To access a text box, click in it, or press **Tab** until its text is highlighted. When you're done, click on the OK Button, or press **Enter**. **Image Album 2.0** will open the Save As Dialog Box.

Vector Format

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

Raster Format

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

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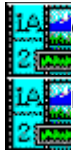
You can use Window's clipboard to cut, copy, and paste images.

 [Edit Cut](#)

 [Edit Copy](#)

 [Edit Paste](#)

The Edit Cut Command sends the image for the current thumbnail to the clipboard and removes the thumbnail from the album. The underlying image file is not affected in any way. You can use the Edit Cut Command by selecting "Cut" from the Edit Menu, or you can:



Click on the Edit Cut Button.

Press **Ctrl+X**.

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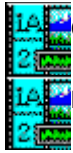
You can use Window's clipboard to cut, copy, and paste images.

 [Edit Cut](#)

 [Edit Copy](#)

 [Edit Paste](#)

The Edit Copy Command sends the image for the current thumbnail to the clipboard and leaves the thumbnail intact. The underlying image file is not affected in any way. You can use the Edit Copy Command by selecting "Copy" from the Edit Menu, or you can:



Click on the Edit Copy Button.

Press **Ctrl+C**.

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

 [Edit Cut](#)

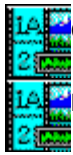
 [Edit Copy](#)

 [Edit Paste](#)

The Edit Paste Command retrieves the contents of the clipboard and prompts you to save it to an image file.

1 Select the Edit Paste Command

You can select the Edit Paste Command by choosing "Paste" from the Edit Menu, or you can:



Click on the Edit Paste Button.

Press **Ctrl+V**.

Image Album 2.0 will open the Save As Dialog Box.

2 Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3 Select the Directory

You change the directory from the [Directories List Box](#).

4 Select the Format

You select the format for the new file from the [List Files of Type Drop Down Box](#).

5 Select the Sub-Format

If the file format you selected has sub-formats, you select the sub-format from the [File Sub-Format Drop Down Box](#).

6 Enter the Filename

Image Album 2.0 automatically enters the filename "new" with the new extension into the [File Name Text Box](#). You enter a new name by typing over this text. You don't need to add the file extension. **Image Album 2.0** will add it automatically.

7 Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will create the new file and add its thumbnail to the current album.

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You can use **Image Album 2.0** as an OLE (Object Linking and Embedding) server for delivering images to another application's workspace.

 [Creating an Object](#)

 [Editing an Object](#)

 [Editing an Object's Image](#)

The following steps are typical of most OLE applications. For more help, refer to the host application's documentation.

1 Position the Cursor in the Workspace

Place the cursor where you want the object to appear.

2 Access the Insert Object Command

In most applications, you access the Insert Object Command either by selecting "Insert Object" from the Edit Menu, or by selecting "Object" from the Insert Menu. The application will present its Insert Object Dialog Box.

3 Set the Object Type to Image Album 2.0 Image

Choose "**Image Album 2.0** Image" from the Object Type List Box.

4 Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will appear and will present the Open Album Dialog Box.

5 Select an Album

Use the Open Album Dialog Box to [select an album](#).

6 Select an Image File Thumbnail

Double-click on the image file's thumbnail. If **Image Album 2.0** was already open, it will minimize; if not, it will close. The application you started from will reappear, and the selected file's image will be inserted at the cursor.

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OLE Objects

You can use **Image Album 2.0** as an OLE (Object Linking and Embedding) server for delivering images to another application's workspace.

 [Creating an Object](#)

 [Editing an Object](#)

 [Editing an Object's Image](#)

When you edit an **Image Album 2.0** object, you do not alter the image itself. Instead, you use **Image Album 2.0** to [select a new image](#), or to [update the current image](#).

1 Activate Image Album 2.0 from the OLE Object

How you activate **Image Album 2.0** from the OLE object varies from application to application. In most applications, you can access **Image Album 2.0** by:



Double-clicking on the object.



Highlighting the object, then selecting "**Image Album 2.0 Image Object**" from the Edit Menu.

Image Album 2.0 will activate and will open the album that you used to create the object.

2 Select an Image File Thumbnail

Double-click on the thumbnail for the new image that you want to display in the **Image Album 2.0** object.



To select a new image, double-click on its thumbnail.



To update the current image, double-click on the image file's thumbnail.

The application you started from will reappear, and the **Image Album 2.0** object will display the new or revised image.

Selecting a New Image

You can only select images from the album that was used to create the object. If you want to select an image from a different album, delete the existing object and [create a new one](#).

Updating the Current Image

An **Image Album 2.0** object does not automatically reflect changes to the underlying image file. If you edit the image file and want the revised image to be displayed in your host application, you must use **Image Album 2.0** to update the object.

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OLE Objects

You can use **Image Album 2.0** as an OLE (Object Linking and Embedding) server for delivering images to another application's workspace.

 [Creating an Object](#)

 [Editing an Object](#)

 [Editing an Object's Image](#)

When you edit an object's image, you use **Image Album 2.0** to load the file into an editor, then you send the revised image back to the host application.

1 Activate Image Album 2.0 from the OLE Object

How you activate **Image Album 2.0** varies from application to application. In most applications, you can access **Image Album 2.0** by:



Double-clicking on the object.



Highlighting the object, then selecting "**Image Album 2.0 Image Object**" from the Edit Menu.

2 Edit the Image File

Edit the file in the editor that you prefer. When you're done, you don't have to close the editing program, but you must save the file.

3 Update the Album's Thumbnails (Optional)

When you edit an image file, it's a good idea to update the album's thumbnails:



Click on "Edit" in the [menu bar](#), then click on "Update Thumbnails".



Press **Alt+E**, then press **U**.

4 Update the Object

Double-click on the image file's thumbnail. The application you started from will reappear, and the **Image Album 2.0** object will display the revised image.

Media Files

Playing

Editing

Copying

Moving

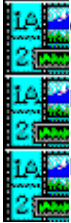
Renaming

Deleting

View Info

Playing or Viewing a Single Media File

You can play or view a single media file by selecting "Play/View" from the MediaFile Menu, or you can:



Click on the Play/View Media File Button.

Double-click on the file's thumbnail.

Press **Shift+V**.

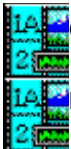
If everything is in working order, **Image Album 2.0** will display the image or play the sound or animation. If something goes wrong, it will display an [error message](#). To close an image and return to **Image Album 2.0**, click anywhere, or press any key.

Slide Shows

You can play media files in a slide show sequence. **Image Album 2.0** includes [extensive options](#) for controlling the slide show, including the incorporation of sound elements.

Starting a Slide Show

You can start a slide show by selecting "Slide Show" from the View Menu, or you can:



Click on the Slide Show Button.

Press **Shift+S**.

Advancing the Frame

If the frame doesn't advance automatically, you advance it manually by either pressing the spacebar, or by clicking once.

Stopping a Slide Show

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

Media Files

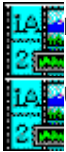


Image Album 2.0 has two types of media file editors: [primary editors](#) and [secondary editors](#).

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

Primary Editors

To load a media file in its primary editor:



Double-click on the file's thumbnail with the [secondary mouse button](#).

Use the cursor keys to highlight the thumbnail, then press **Enter**.

If there is no primary editor defined for the file type you selected, you will receive an error message.

Secondary Editors

To load a media file in a secondary editor, you select "Edit Using" from the MediaFile Menu, then select an editor from the sub-menu:



Click on "MediaFile" in the [menu bar](#), click on "Edit Using" in the MediaFile Menu, then click on an editor in the sub-menu.

Press **Alt+M**, press **E**, then press the editor's underlined letter.

Media Files

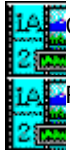


1 Select the Media Files' Thumbnails

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

2 Access the Copy To Dialog Box

To access the Copy To Dialog Box, select "Copy" from the MediaFile Menu.



Click on "MediaFile" in the [menu bar](#), then click on "Copy".

Press **Alt+M**, then press **C**.

3 Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

4 Select the Directory

You change the directory from the [Directories List Box](#).

5 Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will copy the media files to the selected drive and directory.

Media Files

Playing

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Copying

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Renaming

Deleting

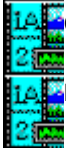
View Info

1 Select the Media Files' Thumbnails

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

2 Access the Move To Dialog Box

To access the Move To Dialog Box, select "Move" from the MediaFile Menu.



Click on "MediaFile" in the [menu bar](#), then click on "Move".

Press **Alt+M**, then press **M**.

3 Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

4 Select the Directory

You change the directory from the [Directories List Box](#).

5 Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will move the media files to the selected drive and directory.

Media Files

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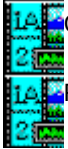
View Info

1 Select the Media File's Thumbnail

Click on the thumbnail, or use the cursor keys to highlight it.

2 Access the Rename Dialog Box

You access the Rename Dialog Box by selecting "Rename" from the MediaFile Menu.



Click on "MediaFile" in the [menu bar](#), then click on "Rename".

Press **Alt+M**, then **R**.

3 Enter the New Filename

Type the new filename into the text box. The name must follow the standard "eight-dot-three" filename convention: a name of up to eight characters, followed by a "." and a file extension of up to three characters.

4 Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will rename the media file.

Media Files

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Renaming

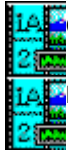
Deleting

View Info

1 Select the Media Files' Thumbnails

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

2 Select the Delete Media File Command



Click on "MediaFile" in the [menu bar](#), then click on "Delete".

Press **Ctrl+Delete**.

3 Select "Yes" at the Delete Prompt

Image Album 2.0 will present a delete prompt. Click on the Yes Button, or press **Enter**. **Image Album 2.0** will delete the media files and remove the thumbnails from the current album.

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

Media Files



To view information about a media file, start by highlighting its thumbnail:



Click on the thumbnail.



Use the cursor keys to highlight the thumbnail.

Once you have highlighted the thumbnail, you can select "Media File Info" from the View Menu, or you can:



Click on the View Information Button.



Press **Shift+I**.

Image Album 2.0 will open the Media File Information Dialog Box. The information displayed varies with the media file type. To close the dialog box, click on the OK Button, or press **Enter**.

Customizing Your Setup

General

Editors

Thumbnails

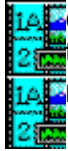
Printer

Slide Shows

Toolbar

Accessing the General Setup Dialog Box

You set the general settings from the General Setup Dialog Box. You access the dialog box by selecting "General" from the AlbumFile Preferences Sub-Menu:



Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "General" in the sub-menu.

Press **Alt+F**, then **F**, and then **G**.

Selecting Options

An option is selected when its check box is filled in. To turn an option on or off:



Click on the option's text or check box.

Press **Alt** plus the option's underlined letter.



Load the Last Album

When **Image Album 2.0** starts, automatically load the last album used in the previous session.



Update the Thumbnails

When opening an album, automatically update the thumbnail images to reflect any changes in the underlying image and animation files.



Remove Orphans

When opening an album, automatically remove any thumbnails for media files that are no longer valid. Files will become invalid if they are moved to another drive or directory, or are deleted.



Double the Movie Size

Doubles height and width of animation images.



Image Viewing

Select one of the three options:

No Scaling - All images will be displayed using their normal size. Images that are larger than the full screen will have parts of them off the screen.

If Larger, Shrink to Full Screen - Images that are smaller than the screen will be displayed with no scaling. Images that are larger than the screen will be decreased in size.

Scale All to Full Screen - All images will be resized to fit the full screen. Images that are smaller than the full screen will be increased in size. Images that are larger than the full screen will be decreased in size. Since **Image Album 2.0** uses a raster format for displaying images, images that are increased substantially will be jagged.



Display all Error Messages

Display error messages for all errors, whether generated by **Image Album 2.0** or by your system.

Customizing Your Setup



Image Album 2.0 has two types of media file editors: [primary editors](#) and [secondary editors](#).

 [Primary Editors](#)

 [Secondary Editors](#)

 [Select Editor Dialog Box](#)

1

Access the Primary Editors Setup Dialog Box

You access the Primary Editors Setup Dialog Box by selecting "Primary Editors" from the AlbumFile Preferences Sub-Menu:



Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "Primary Editors" in the sub-menu.

Press **Alt+F**, then **F**, and then **P**.

2

Select the File Extension

You select the file extension from the [File Type List Box](#).

3

Enter or Delete the Editor Name

Use the [Editor Name Text Box](#) to enter or delete the editor name.

4

Enter or Delete the Program File Name



If you are adding or changing a primary editor, you can type the application's full path (drive, directory, and filename) into the [Program Text Box](#), or you can use the [Select Editor Dialog Box](#).



If you are removing a primary editor, delete the contents of the text box

5

Add or Remove More Editors (Optional)

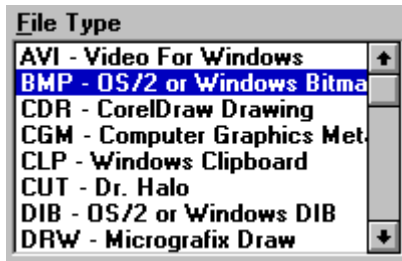
To add or remove additional editors, repeat Step 2 through Step 4 for each editor.


6


Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will save the new list of primary editors.

File Type List Box



 Click on an file type to select it. Use the scroll bar to move through the list.

 Use the cursor keys and/or letter keys to select a file type.

Program Text Box

Program:
pbrush.exe



If you are adding or changing the primary editor, type the application's full path (drive, directory, and filename) into the Program Text Box. You access the text box by clicking in it or by pressing **Alt+P**.



If you are removing the primary editor, delete the contents of the text box. Press **Alt+P**, then press **Delete** (or **Del**).

Editor Name Text Box

Editor Name:

Paintbrush



If you are adding or changing the primary editor, type the application's name into the Editor Name Text Box. You access the text box by clicking in it or by pressing **Alt+E**.



If you are removing the primary editor, delete the contents of the text box. Press **Alt+E**, then press **Delete** (or **Del**).

Customizing Your Setup

General

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Image Album 2.0 has two types of media file editors: [primary editors](#) and [secondary editors](#).

 [Primary Editors](#)

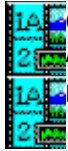
 [Secondary Editors](#)

 [Select Editor Dialog Box](#)

1

Access the Secondary Editors Setup Dialog Box

You access the Secondary Editors Setup Dialog Box by selecting "Secondary Editors" from the AlbumFile Preferences Sub-Menu:



Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "Secondary Editors" in the sub-menu.

Press **Alt+F**, then **F**, and then **E**.

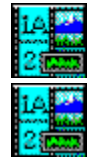
2

Enter or Delete the Editor Name

Use an [Editor Name Text Box](#) to enter or delete the editor name.

3

Enter or Delete the Program File Name



If you are adding or changing a secondary editor, use the [Select Editor Dialog Box](#).



To remove a secondary editor, click on the appropriate Clear Button, or press **Alt** plus the Clear Button's underlined letter.

4

Add or Remove More Editors (Optional)

To add or remove additional editors, repeat Steps 2 and 3 for each editor.

5

Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will save the new list of secondary editors.

Editor Name Text Box (Example)

Editor Name:



If you are adding or changing a secondary editor, type the application's name into the appropriate Editor Name Text Box. You access the text box by clicking in it, or by pressing **Alt** plus the underlined letter in the "Editor Name" label.



If you are removing a secondary editor, delete the contents of the text box. Press **Alt** plus the underlined letter in the "Editor Name" label, then press **Delete** (or **Del**).

Customizing Your Setup



Image Album 2.0 has two types of media file editors: [primary editors](#) and [secondary editors](#).

 [Primary Editors](#)

 [Secondary Editors](#)

 [Select Editor Dialog Box](#)

You can use the Select Editor Dialog Box to add a primary editor or a secondary editor.

1

Access the Select Editor Dialog Box

Select the appropriate Browse Button. You can click on it, or you can press B plus the button's underlined number.

2

Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

3

Select the Directory

You change the directory from the [Directories List Box](#).

4

Select the Application File

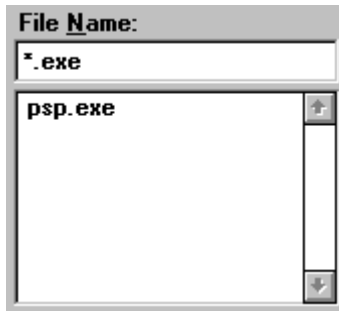
You select the application file from the [File Name Combo Box](#).

5

Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will enter the application file's full path in the appropriate text box.

File Name Combo Box



Click on the file's entry in the list box. If the list is too long to fit in the box, use the scroll bar to move through it.

Press **Alt+N** and then **Tab** to access the list box, then use the cursor keys and letter keys to highlight the filename. Pressing a letter key once moves to the first file that begins with that letter. Pressing it again moves to the second.

Customizing Your Setup

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You can control the size of the thumbnails, and the color of selected thumbnails.

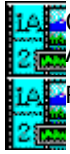
[Thumbnail Size](#)

[Thumbnail Selection Color](#)

1

Access the Thumbnail Size Dialog Box

You change the thumbnail size from the Thumbnail Size Dialog Box. To access the dialog box, select "Thumbnail Size" from the AlbumFile Preferences Sub-Menu:



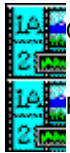
Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "Thumbnail Size" in the sub-menu.

Press **Alt+F**, then **F**, and then **H**.

2

Select a Size Option

To select a size option:



Click on the option's text or button.

Press **Alt** plus the option's underlined letter.

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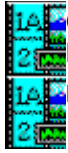
Toolbar

You can control the size of the thumbnails, and the color of selected thumbnails.

[Thumbnail Size](#)

[Thumbnail Selection Color](#)

The thumbnail selection color is the color that **Image Album 2.0** uses to highlight selected thumbnails. When you first install **Image Album 2.0**, the color is set to blue. You change the thumbnail selection color from the Color Dialog Box. To access the dialog box, select "Thumbnail Selection Color" from the AlbumFile Preferences Sub-Menu:



Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "Thumbnail Selection Color" in the sub-menu.

Press **Alt+F**, then **F**, and then **T**.

Selecting a Color with the Mouse

There are two [color controls](#) for selecting a color with the mouse: the Crosshair Control in the Large Color Box, and the Pointer Control for the Small Color Box. The controls affect the contents of the Color/Solid Display Box (see below).

Selecting a Color with the Keyboard

Unless you know the numerical values for the color you want, it is much easier to use the mouse to select a color. To select the color with the keyboard, type the RGB Values or the Hue, Saturation and Luminosity values into the appropriate text boxes.

Color vs. Solid

The color in the left half of the Color/Solid Display Box is the setting that is used by **Image Album 2.0**. If you prefer the hue that appears in the Solid side, double-click on it, or press **Alt+O**. The Color side will be adjusted to match the Solid side. If your video display is showing 16 million colors, the two sides will appear the same.

Color Controls

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

Crosshair Control



Slide Control



Customizing Your Setup

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You use the Print Setup Dialog Box to customize your print settings. To access the dialog box, select "Printer Setup" from the AlbumFile Menu.

 [Printer](#)

 [Orientation](#)

 [Paper](#)

 [Printer Options](#)

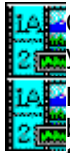
You can select the default printer, or you can select any of the other printers that are available to your system.

Default Printer

To select the default printer, click on "Default Printer" or the associated option button, or press **Alt+D**. The default printer is a Windows setting. You can change the default printer from the [Control Panel's Printers Option](#).

Specific Printer

Use the [Specific Printer Drop Down Box](#) to select any of the available printers:



Click on the drop down box to open it, then click on the printer that you want to select.

Press **Alt+P**, then **↓**. **Image Album 2.0** will open the drop down box. Use the cursor keys and/or letter keys to highlight the printer that you want to select. To close the drop down box, press **Tab**.

Specific Printer Drop Down Box

Specific Printer:

Epson AP-3260 ESC/P 2 on LPT1:	↓
Epson AP-3260 ESC/P 2 on LPT1:	↑
Epson LQ-1070 ESC/P 2 on LPT1:	
Epson Stylus 800 ESC/P 2 on LPT1:	
Generic / Text Only on LPT1:	
HP DeskJet 520 Printer on LPT1:	
HP DeskJet 560C Printer on LPT1:	
HP LaserJet 4L on LPT1:	
HP LaserJet 4P/4MP on LPT1:	↓

Control Panel's Printers Option

You use the Control Panel's Printers Option to change the default printer.



Control Panel
Icon



Printers Option
Icon

Customizing Your Setup



You use the Print Setup Dialog Box to customize your print settings. To access the dialog box, select "Printer Setup" from the AlbumFile Menu.

☐ [Printer](#)

☐ [Orientation](#)

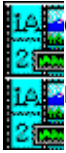
☐ [Paper](#)

☐ [Printer Options](#)

You use the [Orientation Group Box](#) to choose between the two different page orientations, portrait and landscape. Portrait is taller than it is wide, and landscape is wider than it is tall.

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

To select an orientation:



Click on its text or the associated option button.

Press **Alt** plus the option's underlined letter.

Orientation Group Box

Orientation



Portrait

Landscape

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You use the Print Setup Dialog Box to customize your print settings. To access the dialog box, select "Printer Setup" from the AlbumFile Menu.

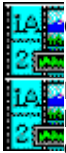
 [Printer](#)

 [Orientation](#)

 [Paper](#)

 [Printer Options](#)


Which paper size and source options are available is determined by the printer you have selected . You select the size from the [Paper Size Drop Down Box](#) and the source from the [Paper Source Drop Down Box](#). For some printers, one or both of the drop down boxes may be unavailable. To select a size or source setting:



Click on the drop down box to open it, then click on the setting that you want to select.

Press **Alt** plus the label's underlined letter (either **Z** or **S**), then press **↓** to open the drop down box. Use the cursor keys and/or letter keys to highlight the setting that you want to select. To close the drop down box, press **Tab**.

Paper Source Drop Down Box

Source: **Auto Sheet Feeder** 

- Auto Sheet Feeder**
- Tractor**
- Manual Feed**

Paper Size Drop Down Box

Size:	Letter 8 1/2 x 11 in	↓
	Letter 8 1/2 x 11 in	↑
	Legal 8 1/2 x 14 in	
	A4 210 x 297 mm	
	A4 Continuous 210 mm x	
	User Defined Size	
	Fanfold 210 x 305 mm	
	Envelope #10 4 1/8 x 9	
Envelope DL 110 x 220 mm	↓	

Customizing Your Setup



You use the Print Setup Dialog Box to customize your print settings. To access the dialog box, select "Printer Setup" from the AlbumFile Menu.

 [Printer](#)

 [Orientation](#)

 [Paper](#)

 [Printer Options](#)

To set printer-specific options, click on the Options Button, or press **Alt+O**. **Image Album 2.0** will open a dialog box that is specific to the software or driver that operates the selected printer. For help using the dialog box, try pressing **F1**, selecting the Help Button (if there is one), or referring to the appropriate documentation.

Customizing Your Setup

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You set the options for slide shows from the Slide Show Setup Dialog Box. You access the dialog box by selecting "Slide Show Setup" from the AlbumFile Preferences Sub-Menu:



Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "Slide Show Setup" in the sub-menu.

Press **Alt+F**, then **F**, and then **S**.

Advance Frame

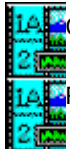
You use the [Advance Frame Group Box](#) to control when the next media file will play. There are two settings for manually advancing the frame (Space Bar and Left Mouse Button) and one for automatic advancement. If you select the Time in Seconds Setting, enter the number of seconds in the Time in Seconds Text Box. The number can be an integer from one to six hundred. **Image Album 2.0** will display each image for the minimum of (a) the amount of time entered here, or (b) the amount of time it takes to process the next image.

Repeat

You use the [Repeat Group Box](#) to control how many times the slide show will play. You can repeat the show indefinitely (Until Esc Pressed), or you can specify a fixed number of times (Repeat Times Setting). If you select the Repeat Times Setting, enter the number of repetitions in the text box. The number can be an integer between zero and one thousand (1 to 999).

Other Options

The remaining options control a variety of slide show qualities. Use the [Options Group Box](#) to set these options. An option is selected when its check box is filled in. To turn an option on or off:



Click on the option's text or check box.

Press **Alt** plus the option's underlined letter.



Display Error Messages

Display error messages generated by media files.



Start at Current

Start slide show at the file for the thumbnail that was most-recently selected.



Display Selected Only

Limit slide show to the files for the selected thumbnails.



Use Effects

Apply various fade-in effects to image files.



Play CD in Background

Plays an audio CD in the background. Sound files in the album play over the CD, in the foreground. Enter the track that the CD should start at in the text box.



Associate Wav Files

If a WAV file is followed by an image file, the WAV file is played while the image file is displayed. The image file is displayed until the frame is advanced or the WAV file is done playing, whichever comes last.



Image Size

Select one of the three options:

No Scaling - All images will be displayed using their normal size. Images that are larger than the full screen will have parts of them off the screen.

If Larger, Shrink to Full Screen - Images that are smaller than the screen will be displayed with no scaling. Images that are larger than the screen will be decreased in size.

Scale All to Full Screen - All images will be resized to fit the full screen. Images that are smaller than the full screen will be increased in size. Images that are larger than the full screen will be decreased in size. Since **Image Album 2.0** uses a raster format for displaying images, images that are increased substantially will be jagged.

Advance Frame Group Box

Advance Frame on

Space Bar

Left Mouse Button

Time in Seconds

(1 to 600)



Click on the option's text or button.


Press **Alt** plus the option's underlined letter.


Repeat Group Box

Repeat

Until Esc Pressed

Repeat Times

 Click on the option's text or button.

 Press **Alt** plus the option's underlined letter.

Options Group Box (Example)

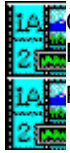
Options

- D**isplay **E**rror Messages
- Start at **C**urrent
- Display Selected Only
- Use **F**ull Screen
- Use **E**ffects
- Play CD in Background
- Starting Track:
- Associate **W**av Files

Customizing Your Setup



You use the AlbumFile Preferences Sub-Menu to show or hide the toolbar. You hide it by selecting "Hide Toolbar", and you display it by selecting "Show Toolbar":



Click on "AlbumFile" in the [menu bar](#), click on "Preferences" in the AlbumFile Menu, then click on "Hide Toolbar" or "Show Toolbar" in the sub-menu.

Press **Alt+F**, then **F**, and then **O**.

Thumbnails

Comments

Keywords

File Information

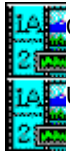
Adding and Editing

Viewing

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

1

Select the Thumbnail



Click on the thumbnail.

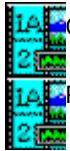


Use the cursor keys to highlight the thumbnail.

2

Access the Edit Comments Dialog Box

You open the Edit Comments Dialog Box by selecting "Comments" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Comments".



Press **Alt+E**, then press **M**.

3

Enter the Text

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

4

Select the OK Button

When you're done entering your comments, click on the OK Button, or press **Enter**. **Image Album 2.0** will close the Edit Comments Dialog Box and save your comments.

Thumbnails

Comments

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Adding and Editing

Viewing

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



Click on "View" in the [menu bar](#), then click on "Comments".

Press **Shift+C**.

Image Album 2.0 will open the View Comments Dialog Box. When you have finished reading the thumbnail's comments, click on the OK Button, or press **Enter**.

Thumbnails

Comments

Keywords

File Information

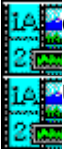
You use [keywords](#) to [search](#) for thumbnails.

[Adding and Editing](#)

[Viewing Keywords](#)

1

Select the Thumbnail



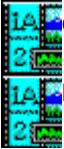
Click on the thumbnail.



Use the cursor keys to highlight the thumbnail.

2 Access the Edit Keywords Dialog Box

You open the Edit Keywords Dialog Box by selecting "Keywords" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Keywords".



Press **Alt+E**, then press **K**.

3 Enter or Edit the Text

Type the keywords into the [Keyword Text Boxes](#). You can use the standard Windows commands to edit the text.

4

Select the OK Button

When you're done entering your keywords, click on the OK Button, or press **Enter**. **Image Album 2.0** will close the Edit Keywords Dialog Box and save the keywords.

Keyword Text Boxes (Examples)

<u>1</u>	Sunnyside
<u>2</u>	Draft
<u>3</u>	Bitmap
<u>4</u>	

To access a text box:



Click in it.



Press **Alt** plus the text box's underlined number, or press **Tab** or **Shift+Tab** until you reach the text box.

Thumbnails

Comments

Keywords

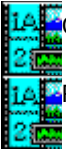
File Information

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

 [Adding and Editing](#)

 [Viewing](#)

To view the keywords for a thumbnail:



Click on "View" in the [menu bar](#), then click on "Keywords".



Press **Shift+K**.

Image Album 2.0 will open the View Keywords Dialog Box. When you have finished checking the thumbnail's keywords, click on the OK Button, or press **Enter**.

Thumbnails

Comments

Keywords

File Information

You can edit a thumbnail's [disk ID](#), drive, or drive and directory.

 [Disk ID](#)

 [Drive](#)

 [Drive and Directory](#)

1

Select the Thumbnails



If you want to edit specific thumbnails, [select them](#) now.

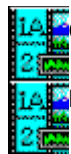


If you want to change the file location information for every thumbnail with the same invalid information, [select any thumbnail](#) that has the old information.

2

Access the Change Disk ID Dialog Box

You use the Change Disk ID Dialog Box to enter the new disk ID. To access the dialog box, select "Disk ID" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Disk ID".

Press **Alt+E**, then press **I**.

3

Enter the New ID

Type the new disk ID into the [To Text Box](#).

4

Select the Thumbnails Option

You can change the disk ID for the [current thumbnail](#), the selected thumbnails, or all thumbnails in the current album that have the old disk ID. Use the [Thumbnail Option Buttons](#) to select an option.


5


Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will close the Change Disk ID Dialog Box and change the file information for the appropriate thumbnails.

Thumbnail Option Buttons

- C**urrent Thumbnail Only
 - S**elected Thumbnails
 - A**ll Matching Thumbnails
-

 Click on the text or its option button.

 Press **Alt** plus the option's underlined letter.

To Text Box

To:
release

To access the text box:



Click in it.



Press **Alt+T**.

Thumbnails

Comments

Keywords

File Information

You can edit a thumbnail's [disk ID](#), drive, or drive and directory.

 [Disk ID](#)

 [Drive](#)

 [Drive and Directory](#)

1

Select the Thumbnails



If you want to edit specific thumbnails, [select them](#) now.

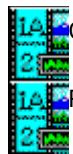


If you want to change the file location information for every thumbnail with the same invalid information, [select any thumbnail](#) that has the old information.

2

Access the Change Drive Dialog Box

You use the Change Drive Dialog Box to enter the new drive. To access the dialog box, select "Drive" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Drive".



Press **Alt+E**, then press **V**.

3

Enter the New Drive

Type the new drive into the [To Text Box](#).

4

Select the Thumbnails Option

You can change the drive for the [current thumbnail](#), the selected thumbnails, or all thumbnails in the current album that have the old drive. Use the [Thumbnail Option Buttons](#) to select an option.

5

Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will close the Change Drive Dialog Box and change the file information for the appropriate thumbnails.

To Text Box

Change: c Io:

To access the text box:



Click in it.



Press **Alt+T**.

Thumbnails

Comments

Keywords

File Information

You can edit a thumbnail's [disk ID](#), drive, or drive and directory.

 [Disk ID](#)

 [Drive](#)

 [Drive and Directory](#)

1

Select the Thumbnails



If you want to edit specific thumbnails, [select them](#) now.



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

2

Access the Change Drive and Directory Dialog Box

You use the Change Drive and Directory Dialog Box to select the new drive and directory. To access the dialog box, select "Drive & Directory" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Drive & Directory".

Press **Alt+E**, then press **E**.

3

Select the Thumbnails Option

You can change the drive and directory for the [current thumbnail](#), the selected thumbnails, or all thumbnails in the current album that have the old drive and directory. Use the [Thumbnail Option Buttons](#) to select an option.

4

Select the Disk Drive

You select the disk drive from the [Drive Drop Down Box](#).

5

Select the Directory

You select the directory from the [Directories List Box](#).

6

Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will close the Change Drive and Directory Dialog Box and change the file information for the appropriate thumbnails.

Thumbnails

Adding

Deleting

Selecting

Arranging

Copying

Searching

Updating

There are two methods for adding thumbnails to an album:

 [Selecting Files](#)

 [Scanning Directories](#)

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

1

Access the Add Files By Dialog Box

You use the Add Files By Dialog Box to select a method for adding files. To access the dialog box:



Click on "Edit" in the [menu bar](#), then click on "Add".



Press **Ctrl+A**.

2

Select the Selecting Files Option



Click on "Selecting Files", then click on the OK Button.



Press **Alt+F**, then press **Enter**.

Image Album 2.0 will open the Add Files Dialog Box.

3

Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

4

Select the Directory

You change the directory from the [Directories List Box](#).

5

Select the File Type

You select the file type from the [File Type Drop Down Box](#). You cannot add animation files to an album if your system does not support animation. If you receive [error messages](#), then either your system doesn't support animation, or your system is improperly configured.

6

Select the Files

You select the files from the File Name Combo Box. You can select a [single file](#), a [sequential group of files](#), or a [non-sequential group of files](#).

7

Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will add the selected files to the album.

Thumbnails

Adding

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Updating

There are two methods for adding thumbnails to an album:

[Selecting Files](#)

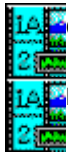
[Scanning Directories](#)

When you add files by scanning directories, you pick a directory, the type of media files that you want to add, and whether **Image Album 2.0** should also scan any subdirectories.

1

Access the Add Files By Dialog Box

You use the Add Files By Dialog Box to select a method for adding files. To access the dialog box:



Click on "Edit" in the [menu bar](#), then click on "Add".



Press **Ctrl+A**.

2

Select the Scanning Directories Option



Click on "Scanning Directories", then click on the OK Button.



Press **Alt+D**, then press **Enter**.

Image Album 2.0 will open the Select Directory Dialog Box.

3

Select the Disk Drive

You change the disk drive from the [Drive Drop Down Box](#).

4

Select the Directory

You change the directory from the [Directories List Box](#).

5

Select the File Type

You select the file type from the [File Type Drop Down Box](#). You cannot add animation files to an album if your system does not support animation. If you receive [error messages](#), then either your system doesn't support animation, or your system is improperly configured.

6

Set the Scan Sub-Directories Option

When the Scan Sub-Directories Option is turned on, **Image Album 2.0** will search any sub-directories of the directory that you selected in Step 3. Use the [Scan Sub-Directories Check Box](#) to set the Scan Sub-Directories Option.

7

Select the OK Button

Click on it, or press **Enter**. **Image Album 2.0** will perform the scan and add any files that matched your criteria to the new album.

Thumbnails

Adding

Deleting

Selecting

Arranging

Copying

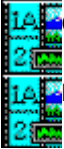
Searching

Updating

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

Deleting Selected Thumbnails

To remove thumbnails from an album, start by [selecting](#) them. When you have selected the thumbnails that you want to delete:

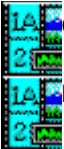


Click on "Edit" in the [menu bar](#), then click on "Delete".

Press **Del** or **Delete**.

Deleting Invalid Thumbnails

If you use another application (such as File Manager) to move media files, any thumbnails for those files will retain the old file location information and will therefore become invalid. You can correct invalid thumbnails by editing their [file location information](#), or you can remove them. Select "Remove Orphans" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Remove Orphans".

Press **Alt+E**, then press **R**.

Thumbnails

Adding

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Selecting

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Updating

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

 [Specific Thumbnails](#)

 [By Characteristic](#)

Single Thumbnail



Click on it. If it doesn't appear in the Workspace, use the scroll bars to see the rest of the thumbnails.



Use the cursor keys to highlight it.

Sequential Group of Thumbnails



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



Use the cursor keys to highlight the first thumbnail, then press and hold **Shift** while you use the cursor keys to select the last thumbnail.

Non-Sequential Group of Thumbnails



Press and hold **Ctrl** while you click on the thumbnails.



You can select a non-sequential group of thumbnails with the keyboard, but you cannot select a non-contiguous group. Use the cursor keys to highlight the first thumbnail, then press and hold **Ctrl** while you use the cursor keys to select the rest of the thumbnails.

All Thumbnails

To select all of the thumbnails in the current album, press **Home**, then press **Shift+End**.

Thumbnails

Adding

Deleting

Selecting

Arranging

Copying

Searching

Updating

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

[Specific Thumbnails](#)

[By Characteristic](#)

You use the Select Command to select all of an album's thumbnails that have a specific characteristic.

1

Access the Select Dialog Box

You open the Select Dialog Box by choosing "Select" from the AlbumFile Menu:



Click on "AlbumFile" in the [menu bar](#), then click on "Select".

Press **Alt+F**, then press **E**.

2

Select the Characteristic

Select the characteristic that you want the thumbnails to match from the [Select Based On Drop Down Box](#).

3

Enter the Characteristic's Setting

Type the characteristic's setting into the [Equal To Text Box](#).

4

Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will select the thumbnails with the characteristic setting that you specified.

Pixel Characteristics

Raster file formats break an image into a grid of equally-sized pieces, called "pixels". Since **Image Album 2.0** converts [vector information](#) into an internal raster format, all image file thumbnails, even those for meta and vector files, contain pixel characteristics.



[Meta and Vector File Formats](#)



[Raster File Formats](#)

Equal To Text Box

Equal to:

To access the text box:

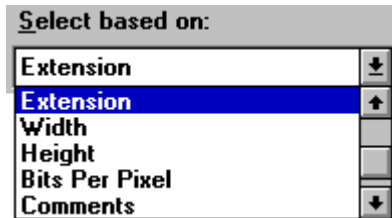


Click in it.



Press **Alt+E**.

Select Based On Drop Down Box



Click in the drop down box to open it, then click on the characteristic that you want to select.

Press **Alt+S** to access the drop down box. Use the cursor keys and/or letter keys to highlight a selection.

Disk ID: A [volume label](#) for a removable media, such as a diskette or a CD.

Drive: The drive where the media file is located.

Drive and Directory: The drive and directory where the media file is located.

Filename: The file's name, including the extension, in the eight-dot-three format.

Extension: The file's extension, without the period (".").

Width: An image file's width in [pixels](#).

Height: An image file's height in [pixels](#).

Bits Per Pixel: The number of [bits per pixel](#) in an image.

Comments: The [comments](#) attached to the thumbnail.

Keywords: The [keywords](#) attached to the thumbnail.

Thumbnails

Adding

Deleting

Selecting

Arranging

Copying

Searching

Updating

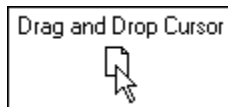
You can move individual thumbnails by dragging-and-dropping, or you can sort the entire album.

Dragging-and-Dropping

Sorting

1

Grab the Thumbnail



You grab a thumbnail by pointing at it with the mouse and pressing and holding the [primary mouse button](#). The cursor will change to an arrow over a tiny page.

2

Drag the Thumbnail

You drag the thumbnail to its new position by moving the mouse. Place the cursor over the thumbnail that you want to precede the one you're dragging. For example, if you want to move the thumbnail to the end of the album, place it over the thumbnail that is currently last.

3

Drop the Thumbnail

You drop the thumbnail by releasing the mouse button. **Image Album 2.0** will rearrange the thumbnails so that the one you dragged-and-dropped is in the position that you selected.

Thumbnails

Adding

Deleting

Selecting

Arranging

Copying

Searching

Updating

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

[Dragging-and-Dropping](#)

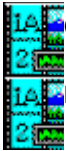
[Sorting](#)

You can sort an album's thumbnails so that they appear in ascending or descending order according to ten characteristics. Each sort acts upon the results of the previous sort. For example, sorting by filename and then by [disk ID](#) arranges the thumbnails so that they are grouped by disk ID, and within each disk ID grouping, by filename.

1

Access the Sort Dialog Box

You use the Sort Dialog Box to perform a sort. To access the dialog box, select "Sort" from the AlbumFile Menu:



Click on "AlbumFile" in the [menu bar](#), then click on "Sort".

Press **Alt+F**, then press **T**.

2

Select the Sort Order

You can sort the images in ascending or descending order. Use the [Sort Order Group Box](#) to select an order.

3

Select the Sort Criterion

There are ten different ways to sort the thumbnails. Use the [Criterion Option Buttons](#) to select one.

4

Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will sort the album according to the order and criteria that you selected.

Sort Order Group Box

Ascending
 Descending



Click on the option's text or button.

Press **Alt** plus the option's underlined letter.

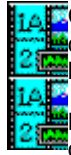
Criterion Option Buttons

By File...

- Name
- Extension
- Location
- Disk ID
- Date
- Size

By Image...

- Width
- Height
- Bits Per Pixel
- Size



Click on the criterion's text or button.

Press **Alt** plus the criterion's underlined letter.

Thumbnails

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You can search for a thumbnail based on its [comments](#), keywords, or filename.

1 Select the Search Type

With the exception of [keywords](#), you must use the Find Menu to select the search type:



Click on "Find" in the [menu bar](#), then click on the type of search that you want to perform.

To select keywords, press **Alt+F3**. To select another type of search, press **Alt+N**, then press the search type's underlined letter.

2 Enter the Search Text

When you select a search type, **Image Album 2.0** will open the Find Dialog Box. Type the text that you want to search for into the text box. To access the text box, click in it, or press **Alt+N**. You can search for partial text. For example, you can search for all thumbnails with comments that contain the word "draft".

3 Set the Match Case Option

When the Match Case Option is on, **Image Album 2.0** ignores text that does not have the same upper and lower case as the text that you enter. Use the [Match Case Check Box](#) to set the option.

4 Select the OK Button

Click on the OK Button, or press **Enter**. **Image Album 2.0** will perform the search.



If **Image Album 2.0** finds a thumbnail with matching text, it will highlight the thumbnail. To keep searching, see Step 5.



If **Image Album 2.0** doesn't find any matching text, you will receive a prompt telling you so.

5 Repeat the Search (Optional)

If **Image Album 2.0** found a match for the text that you entered, you can keep searching to see if there are any other thumbnails with matching text:



Click on "Find" in the [menu bar](#), then click on "Repeat Find".

Press **F3**.

Match Case Check Box



To turn the option on or off, click on "Match Case" or the check box, or press **Alt+C**.

Thumbnails

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Updating

If you edit an image file, or if you edit the first frame of an animation file, the file's thumbnail will no longer accurately reflect the file's contents. To update the thumbnails in the current album, select "Update Thumbnails" from the Edit Menu:



Click on "Edit" in the [menu bar](#), then click on "Update Thumbnails".



Press **Alt+E**, then press **U**.

