Rename dialog box

Allows you to change the name of an album file without breaking any links.

- **Original album file name** Displays the path and folder of an album.
- **New album file name** Enter a new filename for the album.

Backup dialog box

Allows you to save an album and its associated files in a different location.

- **Backup album to folder** Enter the location for the backed-up files or select one from the folders list. (All the original files in that folder are removed and replaced by the backed-up files.)
- **Folders list** Displays all existing folders in the current drive.
- **Drives** Select the drive for the backed-up album.
- **Backup selected files only** Check to backup the files of only the selected thumbnails.
- **Compress files** Check to compress files with a ZLIB compression scheme and create smaller backed-up files.
- **Information list** Displays the total size of the file to backup and available disk space in the current drive.
- **Browse** Click to search for other files or folders.
- **Network** Click to connect to a network.

Restore dialog box

Allows you to retrieve a backed-up album and its source files.

- **Restore album from folder** Enter the source path and folder or select from the folders list, the album to restore.
- **Folders list** Displays all existing folders in the current drive.
- **Drives** Lists all available drives.
- **Information list** Displays the number of selected files and disk space required to restore the all the files.
- **Browse** Click to search for other files or folders
- **Properties** Click to display more information about a selected album.
- **Network** Click to connect to a network.
- **Restore to** Select where to restore the selected album and enter the folder name. (If the specified folder does not exist, Album creates it.)

Sharing dialog box

Allows you to control the access to albums shared over a network.
- **Active album options** Select the active album's access mode for the current user.
- **Sharing mode options** Select the active album's access mode for other network users.

Note: "Read/Write" access mode plus a "Do not share" sharing mode allows you to change an album's properties.

Album Properties dialog box

🖼️ **General**
🖼️ Fields
🖼️ Advanced
🖼️ More

Allows you to edit or set the attributes and parameters of an album.

⚙️   **Album title** Enter a new album title or edit the current one. (An album title can hold up to 23 characters).

🔃   **Size** Select a size for the thumbnails.

⚙️   **Compression** Select the thumbnail compression scheme.

⚙️   **Color** Select the color palette to use for the thumbnails.

⚙️   **Description** Edit or add information about the album to better understand the purpose or contents of this album.

⚙️   **Restore** Click to delete all edited information and restore to the last saved settings.

⚙️

Effect of resolution on thumbnail size

Here are some examples of thumbnails sized at different resolutions:

640 x 480 (pixels) Full Screen at:
- ⚙ 32 x 32 Displays 11 thumbnails across.
- ⚙ 96 x 96 Displays 4 thumbnails across.

800 x 600 (pixels) Full Screen at:
- ⚙ 32 x 32 Displays 14 thumbnails across.
- ⚙ 96 x 96 Displays 5 thumbnails across.

1024 x 468 (pixels) Full Screen at:
- ⚙ 32 x 32 Displays 18 thumbnails across.
- ⚙ 96 x 96 Displays 7 thumbnails across.
- ⚙

Album Properties dialog box

⬜ General
🗁 **Fields**
⬜ Advanced
⬜ More

- ⚙ **Field name** Enter the field name to edit.
- ⬍ **Field type** Click on the appropriate Field type for the field name.
- ⚙ **Add** Click to add the new Field name and Field type to the Fields list.
- ⚙ **Change** Click to change the Field type of the selected Field name with the new one.
- ⚙ **Remove** Click to delete the selected field from the fields list.
- ⚙ **Total fields** Displays the total number of fields in the current album.
- ⚙ **Fields list** Displays all the existing fields and information.
- ⚙ **Restore** Click to delete all edited information and restore it back to the last saved settings.

Note: Changes in the Field types are only allowed in user-defined Field names.
- ⚙

Field data restrictions

- **Number** Accepts numeric data from 0 to 4,294,967,294. Negative numbers and decimals are not valid.
- **Date** Uses the format defined in the Date of the Regional Settings dialog box from the Windows Control Panel.
- **Text** Holds up to 255 characters.
- **Filename** Accepts up to 259 characters.
- **Keyword** Each Keyword field accepts up to 32 keywords and each Keyword item can hold up to 255 characters.
- **List** Each List field accepts up to 32 values and each List value can hold up to 255 characters.
- **Memo** Accepts up to 65,635 characters.
-

Album Properties dialog box

General
Fields
Advanced
More

Allows you to monitor file activities of a folder.

- **Folder** Enter the folder for Album to monitor for any changes.
- **Browse** Click to search for other folders.
- **File types** Enter the file extension ("*.ext") or select from the file formats drop-down list, the types of files to monitor. (You can select several file formats.)
- **File formats list** Click on the file format(s) to include in monitoring.
- **Enable folder monitoring** Check to monitor the defined folder.
- **Password** Set a password for access security. (Passwords can be up to 22 characters.)
- **Verify** Enter the password again to make sure you typed it correctly.
-

This allows you to immediately update your album for any file deletions or additions. You then don't have to insert thumbnails to an album or remember to insert a thumbnail whenever you create a file in another program. Select multiple types of files to monitor from the File types list (Allows you to include up to 26 File types).

Album Properties dialog box

- General
- Fields
- Advanced
- **More**

Displays the following album information:

- **Name** Displays the path and filename of the active album.
- **Size** Displays the memory size of the active album.
- **Creation date** Displays the date when the active album was created.
- **Date last saved** Displays the date when the last edited version was saved.
- **No. of records** Displays the total number of thumbnails in the active album.
- **Mark file** Displays the location of the Mark file associated with the album.
-

Insert dialog box

- **Files**
- __Folder__
- **File name** Initially shows the file extensions of all the files contained in the open folder. Enter the path and name of the files to insert or select from the Files list.
- **Files list** Lists all files in the current folder. Click with the Shift key to select a range of files or click with the Ctrl key to select individual ones.
- **List files of type** Select the types of files to display in the Files list.
- **Insert files selection** Select from All files, Modified files, or New files.
- **Keep field data intact** Check to preserve an album's data fields whenever the source file has conflicting data fields with the album.
- **Do not create thumbnails** Check to display only the filename. Clear to display a thumbnail representation and the filename.
- **Write error and journals to file** Check to collect any errors that may have occurred when collecting thumbnails and save them into the Journal.txt file in your local Windows folder. This prevents the insertion process from stopping when problems occur.
- **Folder** Displays the current folder.
- **Folders list** Displays all existing folders in the current drive.
- **Drives** Lists all available drives.
- **List files of media** Select the type of media files to display in the Files list.
- **Insert** Click to add the selected files into the active album. (The Album program only allows you to insert 100 thumbnails per album.)
- **Close** Click when done inserting.
- **Options** Define the format specific save options for the selected format. (Not all file formats have options.)
- **Browse** Click to search for other files or folders.
- **Properties** Click to display the selected file's statistics.
-

Insert dialog box

- Files
- **Folder**
- **Insert files** Initially shows all the file extensions contained in the open folder. Enter the folder to insert thumbnails from or choose from the folders list by double clicking on it.
- **Folder** Displays the current folder.
- **Folders list** Displays all existing folders in the current drive.
- **Drives** Lists all drives available.
- **List files of media** Select the type of media files to display in the Files list.
- **List files of type** Select the type of files to display in the Files list.
- **Collect files in all subfolders** Check to include the files in the subfolder contained in a selected folder.
- **Insert files** Select from All files, Modified files, or New files.
- **Keep field data intact** Click to preserve album data fields if the source file has conflicting data fields with the album.
- **Do not create thumbnails** Check to display only the filename. Clear to create thumbnails for the inserted files.
- **Write errors and journals to file** Check to log any errors that occur while inserting thumbnails and save them into the Journal.txt file in your local Windows folder. When this option is active, the insertion process runs uninterrupted and does not stop when errors occur.
- **Insert** Click to insert files from the selected folder into the active album. (The Album program only allows you to insert 100 thumbnails per album.)
- **Close** Click when done inserting.
- **Options** Define the format specific save options for the selected format. (Not all file formats have options.)
- **Browse** Click to search for other files or folders.

Search dialog box

Allows you to define a search criteria to match with thumbnails in an active album.

- **Search Type** Select a Field to search on from the drop-down list to match with thumbnails.
- **Search Operator** Select an Operator to use in determining the relationship between more than one search criteria.
- **Search criteria** When "Contains" is selected as a Search Operator, enter the data for searching.
- **Operators and match options** Check the boxes for specific file features to use in searching.
- **Edit criteria** Click to define more detailed conditions in the search.
- **Add** Click to include the defined search condition to the Search criteria list.
- **Change** Click to replace a selected search condition in the Search criteria list, with the newly defined one.
- **Remove** Click to delete a selected search condition from the Search criteria list.
- **Search criteria list** Displays all defined search conditions and their operators.
- **Search options** Check the location for searching.
- **Save Query** Click to save a defined search criteria for future use.
- **Load Query** Click to retrieve previously saved search criteria.
- **Action to take** Select whether to display only the matching results or to select all matching thumbnails after searching.
-

⏩ Logical Operators

Operators are characters or phrases that help define a range in a search. Other operators are self-explanatory, but there are two that require clarification for certain Search Types. To search for thumbnails with data in their searched Field, select Contains. To search for thumbnails with no data in their searched Field, select Empty.

Depending on the Search Type selected, the conditions you can set for the search, varies. In some search types, you can define additional search conditions for more detailed processing.

This button is not available for all Search Types.

Edit Search Criteria dialog box

Allows you to define or edit search conditions. Depending on the selected Search Type, each has its own list of search operators and set of conditions you can define to do a more detailed search.

- **Search criteria** Enter the data for searching.
- **Match case** Check to display only the exact data match, i.e., the upper and lower cases in a query are considered.
- **Match whole word** Check to search for only the occurrences of the letters defined in a query. Clear to search for all occurrences of the letters defined in a query even if it is only part of a word. Unlike in the Match case, this search does not consider the upper and lower cases, but only the occurrences of the letters.
- **Operators** Select an Operator to use in determining the relationship between more than one search criteria.
- **Delimiter** Select a delimiter to use when a search query is more than one word and must be treated as one.
-

Edit Search Criteria dialog box

Allows you to define or edit search conditions for a selected search type.

- **Search criteria** Enter the data for searching.
- **Start with** Check to search for thumbnails with words that begin with the entered text.
- **Keyword/Value locator** Enter the first few letters of the keyword/category to go down nearer to the desired data in the Keyword/Values list.
- **Keywords/Values list** Displays all keywords/values in an album.
- **Operators** Select an Operator to use in determining the relationship between more than one search criteria.
- **Delimiter used in this criteria** Select a delimiter to use when a search query is more than one word and must be treated as one.
-

Edit Search Criteria dialog box

Allows you to define or edit search conditions for a selected Search Type.

- **Search criteria** Enter the data for searching.
- **Operators** Select an Operator to use in defining the relationship between more than one search criteria.
- **Delimiter used in this criteria** Select a delimiter to use when a search query is more than one word and must be treated as one.
-

Search by Marks dialog box

Allows you to define or edit search conditions for a Mark Search Type.

- **Search criteria** Enter the data for searching.
- **Marks list** Select the marks to use for searching.
- **Operators** Select an Operator to use in determining the relationship between more than one search criteria.
-

Save Query dialog box

Allows you to include a defined search criteria in the existing queries list for future use.

- **Query name** Enter the filename for saving.
- **Existing queries list** Displays other queries previously saved.
-

Load Query dialog box

Allows you to display, load, or delete previously saved queries.

- **Existing queries** Select a previously saved query to display, load, or delete.
- **Remove** Click to delete a selected query from the list.
- **Query content** Displays a selected query's search criteria.
- **Load** Click to retrieve a selected query.
- **Close** Click to close the Load Query dialog box.

Sort dialog box

- **Basic**
- Advanced

Allows you to define the order of thumbnails in an album.

- **Sort by** Select a mode to use for sorting.
- **Sort mode list** Lists all the sort mode commands to choose from. Click on a desired mode to apply.
- **Sort order** Check whether to start sorting from first to last (ascending), or last to first (descending).

Sort dialog box

- Basic
- **Advanced**

Allows you to define the order of thumbnails according to the media type of their associated files.

- **Media types** Select a media type for sorting.
- **Sort by list** Lists all the parameters of a selected media type. Select a parameter for sorting.
- **Sort order** Check whether to start sorting from first to last (ascending), or last to first (descending).
-

Import/Export dialog box

- **File**
- Import Fields
- Export Fields

Allows you specify a database file to import/export.

- **File name** Enter the path and name of a file to import/export or select from the files list.
- **Files list** Lists files in a current folder.
- **List files of type** Select a file format to display in the Files list.
- **Folders list** Displays all existing folders in the current drive.
- **Drives** Select a drive where the folder for importing/exporting is located.

Import/Export dialog box

- File
- **Import Fields**
- Export Fields

Displays the input file's fields and the existing fields in the current album.

- **Fields in input file list** Displays all fields in the input file.
- **Fields in album** Displays all fields in the album. Check the fields to match with the selected input file.
- **Match field values in __ with album's field** Check to compare values in the input list fields to that of the album.
- **Treat first record in file as field names** Check to display the field title in the input file list.
- **Character set** Select a text format to use when importing.

Import/Export dialog box

- ⚙ File
- ⚙ Import Fields
- ⚙ **Export Fields**

Allows you to select fields to export.

- ⚙ **Export fields list** Displays all fields in the current album. Check the fields to export.
- ⚙ **Character set** Select a text format to use for exporting.
- ⚙ **Store field names as first record in file** Check to save exported field names in the first row of the file instead of in a column.
- ⚙

Convert dialog box

Allows you to specify a file format and data type for converting the source file of a thumbnail.

- **Convert file format to** Select a file format to use for converting.
- **Convert data type to** Select a data type to use for converting.
- **Option** Define the format specific save options for the selected format.
- **Converted files options** Check the option(s) to specify the destination of the converted files.
- **Browse** Click to search for other files or folders.
- **Delete original files and remove from album** Check to delete the original files from the disk and album.

Print dialog box

- **Printer** Displays the current default printer.
- **Copies** Enter the number of copies to print.
- **Scale to Fit the Page** Check to scale the images to print as large as possible on the output page. Clear to print the image at the size determined by its resolution.
- **Center Image Horizontally** Check to print an image centered from left to right.
- **Center Image Vertically** Check to print an image centered from top to bottom.
- **Printer** Click to modify the printer settings.
-

Move/Copy Files dialog box

Moves or copies source files to a new location.

- **Move/Copy files to folder** Displays the current folder. Specify a folder for moving of copying files to.
- **Folders list** Displays all existing folders in the current drive.
- **Drives** Select a drive for the moved/copied files.
- **Insert copied files to Album** Check to insert the thumbnails of the copied source files into another album.
- **Album** Select an album to insert the thumbnails of the copied files to.
- **Information** Displays the drive and file information. (No. of selected files, total size, and available disk space on the current drive.)
- **Browse** Click to search for other files or folders.
- **Network** Click to connect to a network.
-

Rename dialog box

Allows you to change the name of a source file without breaking the link to its thumbnail.

- **From** Displays the source filename of a selected thumbnail.
- **To** Enter a new name for the source file.

Associate dialog box

Allows you to associate thumbnails with a given extension with an application.

- **Files with extensions** Enter the file extension of the thumbnails to associate to the application.
- **Associate with program** Specify the application to view or open thumbnails with the specified file extension.
- **Program application list** Displays all available program applications.
- **Browse** Click to search for other files or folders.

Create/Remove Folder dialog box

Allows you to create a new folder or remove an existing one.

- 	**Folder name** Displays the current folder. Enter a folder name to create or remove.
- 	**Folders list** Displays all existing folders in the current drive.
- 	**Drives** Select a drive for the folder.
- 	**Browse** Click to search for other files or folders.
- 	**Network** Click to connect to a network.
-

New Group dialog box

Allows you to create a group of programs to add to the Tool panel.
- **Program group** Check to enter a new group of programs.
- **Group name** Enter a name for the new group of programs.
- **Program icon** Check to enter a program name, description, and location of programs to add to the defined program group.
- **Description** Enter a program description for quick identification of the application. (Optional.)
- **Command line** Enter the path and extension of the program to insert.
- **Working folder** Enter the folder where the program file is located.
- **New** Click to add a new program icon to the Tool panel.
- **Close** Click when done adding.
- **Browse** Click to search for other program files.

Delete dialog box

Allows you to remove the selected program group and/or icons from the Tool panel.

- **Delete current program group** Check to delete the currently selected program group from the Tool panel.
- **Group** Displays the current program group.
- **Delete program icon from current group** Check to delete the currently selected program icon.
- **Icon** Enter or select a program icon to delete from the drop-down list.

Tool panel Properties dialog box

Displays the current program group name and program icons for any modification.

- **Program group** Check to edit the current program group name.
- **Group name** Displays the current program group name.
- **Program icon** Select from the drop-down list a program icon to edit/display.
- **Description** Displays the selected program icon's description for editing.
- **Command line** Displays the selected program icon's path and extension for editing.
- **Working folder** Displays the selected program icon's folder for editing.
- **Browse** Click to search for other files or folders.
-

Configure dialog box

Allows you to change the location of the Tool panel.

- **Left** Check to place the Tool panel hugging the left side of an album workspace.
- **Right** Check to place the Tool panel hugging the right side of an album workspace.
- **Floating** Check to place the Tool panel anywhere on the monitor screen. Click on the Tool panel title bar and drag it to the desired location.
-

Run dialog box

Allows you to run other programs that are not included in the Tool panel.

- **Command line** Enter the path and extension of a program to run.
- **Run minimized** Check to immediately minimize the Album program after opening the other program.
- **Browse** Click to search for files or folders.

Edit Marks dialog box

Allows you to add or edit mark names in an album.

- **Mark name** Enter a mark name to add or edit.
- **Marks list** Displays existing marks in an album.
- **Adopt marks from album** Select marks from other open albums in the workspace.
- **Clear All** Click to delete all mark names from the list.

Load Marks dialog box

Allows you to retrieve previously saved marks.

- **Look in** Select a folder where previously saved mark files are located.
- View the contents of the next higher folder in your system.
- Create a new folder.
- Lists the names.
- Lists the names with statistics.
- **File name** Enter the filename to load.
- **Files of type** Select the mark file extension (*.mrk) to display only mark files.
- **Merge with original marks** Check to add incoming mark names to your current list.
- **Replace original marks** Check to delete the current mark names and replace them with incoming ones.

Load/Save dialog box

Allows you to load/save files.

- **Look in/Save in** Define a folder for loading/saving.
- View the contents of the next higher folder in your system.
- Create a new folder.
- Lists the names.
- Lists the names with statistics.
- **File name** Enter a filename for loading/saving.
- **Save as type** Select a file format extension.
- **Load/Save** Click to load/save file.
- **Browse** Click to search for other files or folders.

Convert to Keywords dialog box

Adds the selected marks to a Keyword field. This also allows you to choose whether to keep the converted marks on thumbnails, clear them, or delete the mark names from the Mark panel after conversion.

- **Keyword fields list** Displays all existing field names with Keyword as Field type. Select which field name to add the selected marks to.
- **Clear marks from selected thumbnails** Check to remove the selected marks from the specified thumbnails after conversion.
- **Clear mark names from panel** Check to delete the converted mark names from the Mark panel.

Acquire dialog box

Allows you to acquire an image by specifying the following information:
- **Save in** Enter a folder to save the acquired image to.
- View the contents of the next higher folder in your system.
- Create a new folder.
- Lists the names.
- Lists the names with statistics.
- **File name** Enter a filename for saving.
- **Save as type** Select a format for the new file.
- **Increase file number by two** Check to save scanned images to filenames numbered in increments of two. (This is useful when scanning multiple pages with information on both sides to keep the file order identical to the page order.)
- **Acquire sound annotation** Check to acquire images along with their annotation files. (Only available when using Canon PowerShot Camera.)
- **Delete acquired image files** Check to not save acquired images in your hard disk.
- **Automatically numbered** Check to automatically number each successive image input.
- **Image data type supported** Displays the data type supported by a selected file format.
- **Save** Click to save an acquired image.
- **Option** Click to select the save options for certain file formats.
- **Browse** Click to search for other files or folders.
-

Filenames can be entered with or without a file extension and automatically numbered in consecutive numbers. If no extension is entered, the extension selected in the Save as type is automatically added in.

Select Source dialog box

Allows you to define a source device to use for acquiring.
- **Select a data source** Select an installed TWAIN device to use when acquiring images.
-

Scroll To dialog box

Allows you to view a thumbnail right away.

- **Scroll to** Enter the index number of a thumbnail to go to.
- **Thumbnails list** Lists all thumbnails in the current tab. Click on a thumbnail from the list to go directly to.
-

Auto Scroll dialog box

Automatically scrolls through all the thumbnails in an album screen by screen.

- **Delay time (in seconds)** Enter a delay time for displaying a screen of thumbnails before scrolling to another.

Note: Press the space bar to pause/resume scrolling, Esc key to stop.

Layout dialog box

- **Thumbnail**
- Attribute
- Filename

Allows you to change the information displayed when in a Thumbnail display mode.

- **Show fields window** Check the boxes of the desired fields to show and enter the number of lines for each selected field.
- **Total number of lines** Displays the sum of all the lines for the selected fields.
- **Text area width** Select a width for the text.
- **Thumbnail format** Select a display format for a thumbnail.
- **Show file name with full pathname** Check to display the full path name of the thumbnails. Clear to display just the filename.
- **Preview** Click to view a defined layout before applying.
- **Same As** Click to apply a layout of another open album in the workspace.
-

Layout dialog box

- ⚙ Thumbnail
- ⚙ **Attribute**
- ⚙ Filename

Allows you to change the information to display when in an Attribute display mode.

- ⚙ **Show fields window** Check the boxes of the desired fields to show and enter the number of lines for each selected field.
- ⚙ **Total number of lines** Displays the sum of all the lines of selected fields.
- ⚙ **Show thumbnail** Check to display thumbnails when in an Attribute display mode.
- ⚙ **Thumbnail format** Select a display format for the thumbnails.
- ⚙ **Show file name with full pathname** Check to display the full pathname of the thumbnails. Clear to display just the filenames.
- ⚙ **Preview** Click to view a defined layout before applying.
- ⚙ **Same As** Click to apply a layout of another open album in the workspace.
- ⚙

Layout dialog box

- Thumbnail
- Attribute
- **Filename**

Allows you to change the information displayed when in a Filename display mode.

- **Show fields window** Check the boxes of the desired fields to show and enter the number of characters for each selected field.
- **Total number of fields** Displays the sum of all the selected fields.
- **Show file name with full pathname** Check to display the full pathname of thumbnails. Clear to display just the filenames.
- **Preview** Click to view a defined layout before applying.
- **Same As** Allows you to apply a layout of another open album in the workspace.

Same As dialog box

Allows you to use another open album's layout.

- **Apply layout** Check the layout(s) to apply when in one of the different modes.
- **From album** Select from the list of open albums in the workspace, the album with its layout to apply.

Tile Album Window With dialog box

Allows you to display Album alongside another application.
- **Choose a window to tile with Album** Displays a list of open applications. Select an application to tile with Album.
- **Tile method options** Decide how to arrange the desktop.
-

Category dialog box

Allows you to add or select items to or from the values list.

- **Select list item from table** Lists all items defined in a selected category with List as Field type. Click on an item to place on a selected thumbnail.
- **Enter new list item** Enter a new item to add to the current items list.

Keyword dialog box

Allows you to add values or items to a selected field.

- **Current keywords in field** Displays all the items in a selected field.
- **Current keywords available** Displays all the keywords in an album. Click on an item to place on a selected thumbnail and to be added to the Current keywords in field list.
- **New keyword** Enter a new item to add to the two lists.
- **Add** Click to add a new keyword to the two lists.
- **Remove** Click to delete an item from the Current keywords in field list.
- **Remove All** Click to delete all items from the Current keywords in field list.

Add/Change Annotation dialog box

Allows you to annotate sound, MIDI, video, or animation files to a thumbnail.

- **Look in** Define the folder of the files to annotate.
- View the contents of the next higher folder in your system.
- Create a new folder.
- Lists the names.
- Lists the names with statistics.
- **File name** Enter the filename for the file to annotate.
- **Files of type** Select a file format extension to display.
- **Open** Click to annotate a selected file.
- **Browse** Click to search for other files or folders.
-

Switch To dialog box

Allows you to switch from one album tab to another and display a different set of thumbnails.

- **Tab value** Displays all the different tabs contained in an album. Select a tab value to display the desired set of thumbnails.

Move Thumbnail dialog box

Allows you to move thumbnails from one tab to another.

- **Tab value** Displays all the different tabs contained in an album. Select a tab value to display the desired set of thumbnails.
-

Logical Operators

Allows you to quickly search through a vast number of files.
This is commonly known as the Boolean operators:

- **Not** Does not include thumbnails that have this search item.
- **And** Includes thumbnails that have both search items.
- **Or** Includes thumbnails that meet at least one of the search items.
- **( )** Combines criteria together.

If it is easier to find what you are looking for by excluding other thumbnails, select Not as an operator.

If you wish to find thumbnails meeting all of the specified criteria, select And.

If you wish to search for thumbnails that meet at least one of the specified criteria, select Or.

If you have several criteria, some of which must be paired together, use ( ).

Set Text/Background Color dialog box

Select colors for the slide show text and background.

- **Basic Colors** Choose a color to use from the standard Windows color palette.
- **Custom Colors** Choose a color you created and saved from the Custom Colors area.
- **Define Custom Colors** Create a color from a palette showing all available options for your computer.

Font dialog box

Allows you to set a typeface to use in a slide show presentation.

- **Font** Select a desired typeface from the list for the text in a slide show.
- **Font style** Select a style for the selected font.
- **Size** Set a size for the selected font.
- **Effects** Check the effects to apply on the selected font.
- **Sample display** Provides a preview of the defined typeface.
-

Groups dialog box

Displays all the program groups that you have created for the toolbox. Click the one that you want to display in the toolbox.

Using the Batch Manager

1. From the Window menu, choose "Batch Manager" or double-click on an empty area in the workspace.
2. Select the albums from the Albums list to apply an operation to. (Select multiple albums by pressing the mouse with the Shift key to select a range of files or the Ctrl key for several individual ones. Click Deselect for any incorrect selection made.)
3. Select a command to perform on the selected albums from the Operation drop-down list.
4. Click OK to perform the operation on the selected albums.

⚙

⚙   General Procedures Contents

Creating a new album

1. From the File menu, choose "New."
2.   Select a template from the Album templates list.
3.   Enter a name for the new album.
4.   Click OK to immediately start inserting thumbnails after creating the album or click Customize to define or edit the properties of the selected album template.

 ●
 ●   An album from an album
 ●   General Procedures Contents

An album from an album

1. Open the album with the thumbnails you want to insert to a new album.
2. Select the thumbnails to place into the new album.
3. From the Edit menu, choose "Make Album."

⚙

⚙ <u>General Procedures Contents</u>

Opening an album

1. From the File menu, choose "Open."

2. Select a folder where the album to open is and double-click to display the file names contained in it.

3. Click on or type the name of the album to open. The Album program only allows you to open two albums at a time in the workspace. When opening more than one album, press the Ctrl key while selecting files.(Click Properties to display information about a selected album.)

4. Click OK.

Note: You may also drag album files from the Windows Explorer or File Manager into an empty area in the Album workspace to open them.

-
- Opening album files into the workspace
- General Procedures Contents

Finding files on disk

1. In a dialog box which involves opening or accessing files, click Browse to search for other files or folders.
2. Select the drive and folder to look into for file(s).
3. Enter the filename to search for. You may use wildcards (*.*) to search for a group of files with the same name or file extension.
4. Click Scan to search the selected folder and all its subfolders. Matching files are displayed in the Files found list sorted in the order specified in the Sort files option.
5. Click on the filename(s) with the Shift or Ctrl key to select files. The Shift key allows you to select a range of files; the Ctrl key, several individual ones.
6. Click OK to include the selected files for opening or accessing.

General Procedures Contents

Printing an album

1. From the File menu, choose "Print."

2.   In the Thumbnail range option, specify which thumbnails to print.

3.   Specify the number of copies to print and check the Collate box to print documents set by set and also maintain the page order.

4.   If   "Thumbnail Image" is selected, check "Create thumbnails from original files" to get clearer thumbnails. However, selecting this option may result in slower printing.

5.   Click Page to modify output page settings.

6. Click OK to start printing.

  General Procedures Contents

Deleting an album

From the workspace:

1. Select the album to delete by clicking on its title bar , or if minimized, click on its icon to make it the active one.
2. From the Album menu, choose "Delete." Album prompts a confirmation message.
3. Click "Yes" to continue deletion, "No" to cancel.

From the shelf:

1. From the File menu, choose "Shelf."
2. Select the album from the Albums on Shelf list and click Delete.
3. Click Close when done deleting albums.

Note: The album files are deleted, but the source files remain on your hard disk.

⚙

⚙   General Procedures Contents

Obtaining information

Album Properties

There are several ways to obtain an album's information:
- From the File menu, choose "Open". Click on the album's filename and then the Properties button.
- Select an album and from the Album menu, choose "Properties."
- From the File menu, choose "Shelf." Select an album on the shelf and click Properties.
- For backed-up album information, choose "Restore" from the Album menu and click Properties.

System Properties

1. From the View menu, choose "System Properties".
2. Click on any of the three tabs for more information.
3. Click OK to close the dialog box and resume working on the album.

Source file Properties

There are several ways to view the source file information of thumbnails in an album:
- Select a thumbnail and choose "Properties" from the Source menu.
- Right click on a thumbnail to display a pop-up menu and then choose "Properties" to display the source file information. (In a Data Entry display mode, right click within the thumbnail, but outside the Edit pane's data entry area to display a pop-up menu with the "Properties" command.)
-
- General Procedures Contents

Using the Album shelf

Putting albums on the shelf:
- From the File menu, choose "Shelf." Select an album to place on the shelf from the Albums in workspace list and click => or double-click on the album's title. Click Close when done.
- Right click on an empty area in the workspace. From the pop-up menu, choose "Put on shelf."

Returning albums to the workspace:
- From the File menu, choose "Shelf." Select an album to put back into the workspace from the Albums on shelf list and click <=. Click Close when done.
-
- General Procedures Contents

Exiting Album

There are several ways to end an Album session:
- From the File menu, choose "Exit."
- Double-click on the Album's icon located at the upper left hand corner.
- Click on the Album's icon and select "Close."
- Click

✕ located at the upper right hand corner.
-
-   General Procedures Contents

📄   Files
📄   Folders
📄   Inserting thumbnails into an album
📄   Using the CD Browser program
📄   Inserting from a TWAIN device
⚙   Inserting from other Ulead programs

Files

1. From the Thumbnail menu, choose "Insert."
2. Click the Files tab to insert thumbnails file by file.
3. Select the drive and folder of the files to insert. Click Browse to search for other files or folders.
4. Select the media type and file format of the files to display in the list of files to insert.
5. From the list of files, select the files to insert. (Press the Shift or Ctrl key while selecting files. The Shift key allows you to select a range of files; the Ctrl key, several individual ones.)
6. Check "Write errors and journals to file" to generate a report on any problems that occurred while inserting and avoid cessation in the insertion process.
7. Click Insert to add the selected files into the active album. (The Album program only allows you to insert 100 thumbnails per album.)
8. Click Close when done inserting.

   Why select Write errors and journals to file?

   Other ways of inserting thumbnails

   Working with thumbnails Procedures Contents

Folders

1. From the Thumbnail menu, choose "Insert."
2. Click the Folders tab to insert thumbnails by collecting files from a selected folder having the specified file formats .
3. Select the drive of the folder to insert. Click Browse to search for other folders.
4. Select the media type and file format of the files to include in the collection of files to insert.
5. Check "Write errors and journals to file" to generate a report on any problems that occurred while inserting and avoid cessation in the insertion process.
6. Select the folder and click Insert to start collecting files. (The Album program only allows you to insert 100 thumbnails per album.)
7. Click Close when done inserting.

    ◙

    Why select Write errors and journals to file?

    ◙   Other ways of inserting thumbnails

    ◙   Working with thumbnails Procedures Contents

Inserting from other Ulead programs

1. Run the selected Ulead program where the file to insert is located.
2. From the selected Ulead program's File menu, choose "Save As."
3. In the Save As dialog box, click Album.
4. Select an album to insert the thumbnail representation of the file to or create a new album and then click OK.
5. After the Album dialog box closes, click Save to insert the thumbnail into the selected album .

⚙
⚙   Other ways of inserting thumbnails
⚙   Working with thumbnails Procedures Contents

**Copying a thumbnail to another album**

1. Select the thumbnail you want to copy.
2. From the Edit menu, choose "Copy" to copy the selected thumbnail onto the clipboard.
3. Open an album for the copied thumbnail.
4. From the Edit menu, choose "Paste" to insert the copied thumbnail into the newly selected album.

⚙

⚙   Working with thumbnails Procedures Contents

Viewing albums in different modes

Using the Standard toolbar:

1. Select an album to view.
2. Locate the Standard toolbar.
3. From the four viewing modes (▦ Thumbnail,
▤ Attribute,
▦ Filename,
▤ Data Entry), click on the desired mode to change the display on the screen.

Using the View menu:

1. Select an album to view.
2. From the View menu, choose "Mode."
3. Highlight and click on the desired view mode to change the display on the screen.

Using right click:

1. Open an album in the workspace.
2. Right click on an empty area in the workspace to open a pop-up menu.
3. From the pop-up menu, choose "Mode" and select a mode from the appearing submenu to change the display on the screen.

Note: Choose "Layout" from the View menu "Mode" to change the layout of the different viewing modes. This allows you to select which information to display in each of the different modes.

✿
✿   Viewing Procedures Contents

Selecting thumbnails

- To select one, click on a thumbnail. (Any other selected thumbnails in the album are deselected.)
- To select a range, click on the first thumbnail in the range, then press the Shift key and click on the last thumbnail in the range.
- To select or deselect individual thumbnails without affecting previous selections, press the Ctrl key as you click on a thumbnail.
- To select all the thumbnails in an album, choose "Select All" from the Edit menu.
- To select all the thumbnails that are not included in the current selection and deselect all thumbnails in the current selection, choose "Select Invert" from the Edit menu.
- To select the thumbnails matching a defined search criteria, check "Select Matched Thumbnails in the Action to Take" in the Search dialog box.
-
-   Working with thumbnails Procedures Contents

Moving thumbnails from one album to another

1. Select the thumbnails to move to another location. (Use the Shift key with the mouse to select a range of thumbnails or the Ctrl key with the mouse to select individual ones.)
2. From the Edit menu, choose "Cut" to remove the selected thumbnails from the active album and move them onto the clipboard.
3. Select an album you want to paste the thumbnails into.
4. From the Edit menu, choose "Paste" to insert the selected thumbnail from the clipboard into the selected album.

   ⚙
   ⚙   Other ways of changing the order of the thumbnails
   ⚙   Working with thumbnails Procedures Contents

Cutting thumbnails from an album

1. Select the thumbnails to move onto the clipboard. (Use the Shift key with the mouse to select a range of thumbnails or the Ctrl key with the mouse to select individual ones.)

2. From the Edit menu, choose "Cut" to remove the selected thumbnails from the active album and onto the clipboard.

⚙

⚙   <u>Other ways of changing the order of the thumbnails</u>

⚙   <u>Working with thumbnails Procedures Contents</u>

Deleting thumbnails from an album

1. Select the thumbnails to delete from the album. (Use the Shift key with the mouse to select a range of thumbnails or the Ctrl key with the mouse to select individual ones.)
2. From the Edit menu, choose "Clear." Selected thumbnails are deleted from the album; the source files, however, are unaffected.

⚙

⚙   Other ways of changing the order of the thumbnails

⚙   Working with thumbnails Procedures Contents

Arranging the order of thumbnails

1. From the Thumbnail menu, choose "Sort."
2. Click on the Basic tab to perform sorting by fields or certain file information. Click on the Advanced tab to perform sorting by the different types of media files.
3. For basic sorting, select a sort mode to apply.
4. For Advanced sorting, select a type of media file. Album displays a list of media parameters. Select the parameter to apply.

Note: If you wish to retain this arrangement of thumbnails for future use, choose "Save Sequence" from the Thumbnail menu. Each thumbnail's index number is reassigned reflecting its new position.

- Other ways of changing the order of thumbnails
- Working with thumbnails Procedures Contents
- Locating thumbnails Procedures Contents

Relinking thumbnails and source files

1. Select the thumbnails that need relinking.
2. From the Thumbnail menu, choose "Relink."
3. Select a drive and/or folder where the source files are located. (Before moving an album and its source file to another drive, select Album drive for the program to automatically search for the source file in the new location.)
4. Click OK to start relinking selected thumbnails to their source files.

⚙

⚙   Preparing CD-ROMs for distribution

⚙   Working with thumbnails Procedures Contents

Checking links between thumbnails and source files
Automatically
1. Check the Check links to source files option in the Preferences: Album dialog box.
2. Resize the album window, scroll, or sort through the album to initialize automatic checking.

Note: Checking this option slows down processing time as you wait for Album to finish checking. Clear until automatic updating is necessary.

Using the Check command
1. From the Album menu, choose "Check." Album displays the lists of missing and modified files
2. Click on the tab for the type of files to act on.

Note: The access mode for the active album has to be set to Read/Write before you can use the Check command. You can set this mode by choosing "Sharing" in the Album menu.

-
- Sharing an album
- Working with thumbnails Procedures Contents
- Managing source files Procedures Contents

Changing a thumbnail

From the source file:

1. Select the thumbnail with representation to change.
2. From the Thumbnail menu, choose "Update: Source File" to change the thumbnail representation with the source file's program icon.

Note: Album displays a "No Icon" thumbnail if an inserted file's file extension is not associated with an application or the application's icon is unavailable or unreadable.

From the Clipboard:

1. Double-click on the thumbnail to open the associated application and the source file.
2. Click on the maximize button for the application to fill the screen.
3. Hold down the Alt key and press the Print Screen key to capture the screen to the Windows clipboard.
4. Close the application and return to Album.
5. Select the thumbnail of the source file.
6. From the Thumbnail menu, choose "Update: From Clipboard" to change the thumbnail with the captured image from the Windows clipboard.

Opening source files

1. Select the thumbnails to view in their associated application.
2. From the Source menu, choose "Open" to open the files in their associated application.

Note: Double-clicking on a thumbnail opens the file in PhotoImpact Viewer.

- Opening source files from the Tool panel
- Managing source files Procedures Contents

Viewing multimedia files

1. Select the thumbnails with multimedia source files to view.
2. From the Source menu, choose "View" to run the following accordingly:
   - **Image and Graphic files** Display in the Viewer program.
   - **Audio files** Play in Microsoft's Media Player.
   - **Video and Animation files** Play in Microsoft's Media Player.
   - **Application-linked files** Display in the application that they are associated with.
   -
   -   Viewing Procedures Contents

Converting file formats and data types

1. Select the thumbnail(s) with file formats to convert.
2. From the Source menu, choose "Convert."
3. Select the new file format and/or data type for converting.
4. Check the options for the converted file(s).
5. Click OK to start converting.

Printing source files

1. Select the thumbnail(s) with source files to print.
2. From the Source menu, choose "Print."
3. Specify the number of copies to print.
4. Check "Scale to Fit the Page" to print as large as possible on the output page. Clear to print the image at a size determined by its resolution.
5. Select the desired centering option.
6. Click OK to start printing.

⚙

⚙   Managing source files Procedures Contents

Moving source files

1. Select the thumbnails representing the source files to move.
2. From the Source menu, choose "Move."
3. Select the drive and folder for the new location.
4. Click OK to start moving the source files.

⚙

⚙ Managing source files Procedures Contents

Copying source files

1. Select the thumbnails representing the source files to copy.
2. From the Source menu, choose "Copy."
3. Select the drive and folder for the files to copy.
4. Check "Insert Copied Files" to insert source files to an opened album. (When selected, choose the opened album to insert the files to.)
5. Click OK to start copying files.

⚙

⚙ <u>Managing source files Procedures Contents</u>

Deleting source files

1. Select the thumbnails representing the source files to delete from the hard disk.
2. From the Source menu, choose "Delete."
3. Album prompts you to confirm your decision. Click Yes to continue or No to cancel.

Note: Remember that the action is performed not only on the thumbnail but also on the actual file.

○
○   Managing source files Procedures Contents

Renaming source files

1. Select the thumbnail representing the source file to rename.
2. From the Source menu, choose "Rename."
3. Enter the new name in the To entry box.
4. Click OK to start renaming the file.

⚙

⚙   Managing source files Procedures Contents

Changing file attributes

1. Select the thumbnails with file attributes to change.
2. From the Source menu, choose "Properties."
3. Check or clear the boxes of the attributes to change. Click Apply to perform changes.
4. Click Prev or Next to go to the other selected thumbnails to change.
5. Click OK when done changing all the selected thumbnails.

Changing file association

1. Select a thumbnail representing the file extension to associate with a program.
2. From the Source menu, choose "Associate."
3. Based on the selected thumbnails' file extension, select the program to associate from the Associate With Program list.
4. Click OK to associate all the thumbnails with the specified file extension to the selected application program.

Note: To remove an association of a file, choose None from the Associate With Program list.

Creating a slide show

1. Select the thumbnails of image, graphic, video, or animation files to display. If no selection has been made, all qualified files associated with thumbnails are displayed. (Slide shows do not play application-linked files.)

2. From the View menu, choose "Slide Show." Click Load to retrieve existing slide show files or define your own.

3. Select the transition effect to apply. (If "Synchronize With Audio Files" is selected, the program uses the time specified in the Delay option as a pause between each audio file.)

4. Check the boxes of the other display options to use during the presentation. (For more information about the remaining options, see the Slide Show dialog box Help.)

5. Click the Text & Color tab to append information to the files in the slide show and control the background color of the presentation.

6. Specify the location and alignment where you want the appended information to appear in the slide show.

7. Click on the Text color box to select the text color to use for the appended information.

8. Click on the Background color box to select the background color to use.

9. Click Font to select the text font to use for the appended information.

10. Click on the Music tab to add background music to the presentation using MIDI and/or sound files (WAV). (When playing only one background music, check Repeat continuously so that the file doesn't stop while the presentation continues.)

11. Click Play to start the presentation.

⚙

⚙ Slide Show dialog box

⚙ Viewing Procedures Contents

- Using the scroll bar
- Using the Auto Scroll dial
- Using the Auto Scroll command
- Locating a specific numbered thumbnail

Using the scroll bar

Locate the scroll bar on the right side of the album.

- Click the scroll direction button to move the view up or down a single line.
- Click in the scroll bar to move the view by a page.
- Drag the slider up or down to quickly move to a new location.
-
- <u>Other ways of scrolling an album</u>
- <u>Viewing Procedures Contents</u>

Using the Auto Scroll dial

1. Locate the Auto Scroll dial at the top of the Tool panel.
2. Click on the red dot and while holding the mouse key, turn the dial clockwise to scroll down, or counter clockwise to scroll up.
3. Release the mouse to stop scrolling.

⚙
⚙   <u>Other ways of scrolling an album</u>
⚙   <u>Viewing Procedures Contents</u>

Using the Auto Scroll command
1. From the View menu, choose "Auto Scroll."
2. Enter the delay time to wait before each scroll.
3. Click OK to start.
4. Press the space bar to pause/continue scrolling.
5. Press Esc to quit scrolling.

   ⚙
   ⚙   Other ways of scrolling an album
   ⚙   Viewing Procedures Contents

Locating a specific thumbnail

1. From the View menu, choose "Scroll to."
2. Select the specific thumbnail from the thumbnails list or enter the thumbnail's index number to locate.
3. Click OK to go to the specified thumbnail.

Note: Double-clicking on the filename from the list also locates the thumbnail.

- ⚙
- ⚙   Other ways of scrolling an album
- ⚙   Viewing Procedures Contents

Adding programs

1. Click in the Tool panel.
2. From the Tool Panel menu, choose "New."
3. Select the Program Group option and enter the program group name.
4. Select the Program Icon option and enter the description, location of the program, and working folder. Click Browse to search for other programs.
5. Click New to add to the Tool panel.
6. Click Close when done adding.

Note: You can also add programs by dragging execution files from Windows Explorer or File Manager to the Tool panel.

Customizing the Tool panel Procedures Contents

Changing properties of a program

1. Click in the Tool panel.
2.   From the Tool Panel menu, choose "Properties."
3.   Select Program Group to edit program group name and enter the new name.
4.   Select Program Icon to edit existing programs in the current program group.
5.   From the Icon drop-down list, select the program to edit.
6.   Click OK when done changing.

  Customizing the Tool panel Procedures Contents

Removing programs and program groups

1. Click in the Tool panel.
2.   From the Tool Panel menu, choose "Delete."
3.   Select Delete Current Program Group to remove the currently selected program group and its program icons from the Tool panel.
4.   Select Delete Program icon From Current Group and enter the program icon name or select from the Icon drop-down list for deletion.
5.   Click OK to remove the selected program group or program icon.

  ⚙

  ⚙   Customizing the Tool panel Procedures Contents

Repositioning the Tool panel

1. Click in the Tool panel or right click anywhere on the Tool panel.
2.   From the Tool Panel menu, choose "Configure" or from the pop-up menu select the location for the Tool panel.
3.   When Configure menu is chosen, select the location and click OK to move the Tool panel.

   ⚙

   ⚙   Customizing the Tool panel Procedures Contents

Displaying a program group

1. Click in the Tool panel.
2.   Select the program group from the Program group list.
3.   Click on the selected program group to display the programs belonging to the group.

   Customizing the Tool panel Procedures Contents

Defining album fields

1. From the Album menu, choose "Properties."
2. In the Properties dialog box, click the Fields tab to display existing album fields.
3. Enter the Field name to add, change, or remove.
4. Select the Field type for the specified Field name and click Add/Change/Remove.
5. Click OK apply the changes.

Note: The default fields' type cannot be modified.

Locating thumbnails Procedures Contents

Performing a search

1. Open the album(s) to perform the search on.
2. For a simple search, use the Search toolbar. For a complex and more detailed search, choose "Search" from the Thumbnail menu.
3. Select the query you wish to search on from the Search Type drop-down list.
4. Select the Search Operator to determine the relationship of the entered data for query and the defined criteria.
5. Enter the data for query in the Search criteria entry box. If the data entry consists of more than one word, enclose it with the defined delimiter.
6. Check the operators and match options to serve as the criteria for the search. For a more specific criteria definition, click Edit criteria.
7. Select the search options and action to take after searching is completed. Check "Search all albums in the workspace except minimized" to match with all the thumbnails in all the opened albums (except minimized) in the workspace. Check "Add search result to current view" to combine the current found set of thumbnails to the found set of thumbnails of the next search operation.
8. Click Add to include a newly defined search criteria in the Search criteria list.
9. For additional criteria, repeat steps 3-8.
10. To change an existing search criteria, click on the criteria from the Search criteria list and follow steps 3-8. Click Change to replace the selected criteria to change in the list.
11. To delete a search criteria from the list, select the criteria delete from the Search criteria list and click Remove.
12. Click OK to start the search.

Note: Checking Search Entire Tab matches the search criteria with the thumbnails in the currently selected tab.

   Locating thumbnails Procedures Contents

Assigning marks

1. From the Marks list, select the mark(s) to assign. (Use the Shift with the mouse to select a range or the Ctrl key with the mouse to select individual ones.)

2. Click ▤ and choose "Assign Selected" or click 🔍 to initialize assigning marks.

3. Click on the thumbnails to assign the selected marks. Clicking on a thumbnail already having the selected mark erases the similar mark.

4. Click 🔍 again to stop assigning marks.

⚙

⚙   Editing and defining marks

⚙   Loading and saving marks

⚙   Locating thumbnails Procedures Contents

Editing and defining marks

1. Click ▤ and choose "Edit" or double-click on the mark names from the Marks list to open the Edit marks dialog box.
2.　　　　From the Marks list, select an existing mark to edit or select an empty mark to add a new mark.
3.　　　　To use existing marks from other opened albums, select the album from the Adopt Marks From Album drop-down list.
4.　　　　Click OK when done editing and defining marks.

- ⚙
- ⚙   Assigning marks
- ⚙   Loading and saving marks
- ⚙   Locating thumbnails Procedures Contents

Loading and saving marks

1. Select the thumbnail(s) with marks to load or save.

2. Click on the Mark panel and choose "Load" or "Save."

3.   Select the folder for loading or saving.

4.   Select the file format   *.MRK file extension.

5.   Select/enter the filename for the mark file to load/save.

6.   Select whether to merge with or replace original marks for loading.

7.   Click Open/Save when done loading or saving marks.

Note: When loading, Album matches the incoming mark names of the selected thumbnail with the current marks list. If a mark letter is already assigned to another mark name, the program prompts you to select a new letter or cancel the process.

-
-   Assigning marks
-   Editing and defining marks
-   Locating thumbnails Procedures Contents

Adding programs to the Tool panel

1. With Windows Explorer or File Manager open and displayed side-by-side with Album, select the execution files (*.exe) to add to the Tool panel. (Use the Shift key with the mouse to select a range of files or the Ctrl key with the mouse to select individual ones.)

2. From Windows Explorer or File Manager, drag the selected files and drop them onto the Tool panel.

   ⚙

   ⚙ Dragging-and-Dropping Procedures Contents

Opening album files into the workspace

1. With Windows Explorer or File Manager open and displayed side-by-side with Album, select the album files (*.ab3 or *.abm) to open in the workspace. (The Album program only allows you to open two albums at a time in the workspace. To open more than one file, press the Ctrl key while selecting files.)
2. Drag and drop the selected files onto an empty part of the Album workspace.

   ✿
   ✿   Opening an album
   ✿   Dragging-and-Dropping Procedures Contents

Inserting thumbnails into an album

1. With Windows Explorer or File Manager open and displayed side-by-side with Album, select the files of the thumbnails to insert into the album. (Use the Shift key with the mouse to select a range of files or the Ctrl key with the mouse to select individual ones.)
2. Drag and drop the selected files in the open album. (The Album program only allows you to insert 100 thumbnails per album.)

   🔹
   🔹   Other ways of inserting thumbnails
   🔹   Working with thumbnails Procedures Contents
   🔹   Dragging-and-Dropping Procedures Contents

Copying/Moving files between albums

1. With the albums to work on displayed side-by-side, select the thumbnails to move or copy to another album. (Use the Shift key with the mouse to select a range of thumbnails or the Ctrl key with the mouse to select individual ones.)
2. To move the selected thumbnails, drag the thumbnails and drop them into the target album.
3. To copy, hold the Ctrl key down while dragging and dropping the selected thumbnails into the target album.

⚙

⚙   Dragging-and-Dropping Procedures Contents

Embedding or linking files in other applications

1. Select the thumbnail to embed or link in a container application.
2. Drag-and-drop it with the Ctrl and Shift keys to link or the Ctrl key to embed the thumbnail in another application.

- ⚙
- ⚙   Editing linked or embedded objects
- ⚙   Dragging-and-Dropping Procedures Contents

Embedding or linking thumbnails from an album

1. Open the album containing the thumbnail(s) to link or embed and select the thumbnail(s).
2. From the Edit menu, choose "Copy:Thumbnail."
3. Switch to the container program to link or embed.
4. From the container program, choose "Paste", "Paste Special", or "Paste Link" to embed or link the selected thumbnail(s).

Note: Depending on the container program, select "Ulead Album Thumbnail Object" from the As list box and click Paste Link.

⚙

⚙ Editing linked or embedded objects

⚙ Working with thumbnails Procedures Contents

Inserting files from a TWAIN device

1. From the File menu, choose "Acquire To" or click ![icon] in the standard toolbar.
2.   Choose where to send the acquired images from the Acquire To submenu.
3.   When ![icon] File & Album is selected, follow steps 4-7. If ![icon] Printer is selected, follow steps 8-10.
4.   Select the drive and folder to save the new file.
5.   Enter the filename for the image(s) to acquire. For multiple images, make the last character of the filename a number to automatically add one (or two when selected) to the filename with each input.
6. Check "Increase file number by two" when scanning both sides and use an auto feed scanner to keep the file order identical to your page order.
7. Click Save.
8. Specify the number of copies to print.
9. Check "Scale to fit the page" to print the file as large as possible while maintaining the ratio.
10. Select the desired position on the page for the image(s) to acquire and click OK.

Note: Be sure to select the TWAIN device to input before using this command.

-
-   Other ways of inserting thumbnails
-   Selecting the TWAIN device
-   Working with thumbnails Procedures Contents

Selecting the TWAIN device

1. From the File menu, choose "Select Source."
2. Select the device to use from the data source drop down list.
3. Click OK to set the selected device as default.

Note: The data source list displays the different types of TWAIN devices. If your device is not listed, please install the driver of the scanner.

Managing the Album program

Preferences specific to Album:

1. From the File menu, choose "Preferences," then "Album." Double clicking on the status bar opens the same dialog box.
2. Click the General tab to select the appearance and behavior for the selected album in the workspace.
3. Clear "Checking links to source files" until updating is necessary.
4. Click OLE Representation to define the behavior of files as OLE object in the container (another application) document.
5. Click Font to define the typeface to use for the selected album.
6. Click OK when done defining Album's characteristics.

Preferences specific to your system:

1. From the File menu, choose "Preferences," then "General."
2. Click the Memory tab to define memory management.
3. Click the Display tab to define how to display your graphics.
4. Click the Photo CD tab to define the data type and resolution for viewing PCD images.
5. Click OK when done defining preferences of your system.

- ⚙
- ⚙   General Procedures Contents
- ⚙   Viewing Procedures Contents

Resizing thumbnails

1. On the Status bar, click on Change thumbnail display size command. From the drop down list, select the desired size.
2. For more size options, choose "Thumbnail size" from the View menu.
3. Click on the desired size to change the size of the thumbnail.

Note: To retain the newly selected thumbnail size every time you open this album, change the size using the View Menu: Thumbnail size or the Album Menu: Properties command.

- ✿
- ✿   Why resize thumbnails?
- ✿   Working with thumbnails Procedures Contents

Controlling the Album workspace

- To make other running applications visible on the screen, choose "Compact Mode" from the View menu or click
at the left most part of the Status bar .
- To display all the menu commands and the different ways to position the album panel, click
at the left most part of the Status bar.
- To display other running application along side with the active album, click
and choose "Tile With". Select the application to tile with Album. **(**This is most useful when performing drag-and-drop operations.)
- To go back to the previous screen display, click
and choose "Switch to Normal Mode".
-
-   Viewing Procedures Contents

Choosing helpful tools

Using the mouse:

1. Right click on any of the toolbars, Tool panel, or status bar.
2. Highlight the one to display.
3. A check mark to the left of the list item means it's already selected and displayed in the workspace. Highlighting or selecting a marked item hides/deselects it.

Using the View menu:

1. From the View menu, choose "Toolbars & Panels."
2. Check the options to display and click OK to display the selected toolbars and panels.

⚙

⚙   Managing the active album Procedures Contents

Moving an album to another location

1. Select the album to move.
2. From the Album menu, choose "Move."
3. Specify the drive and folder for the new location.
4. Click OK to move the selected album to the specified location.

⚙

⚙   Managing the active album Procedures Contents

Copying an album

1. Select the album to copy.
2. From the Album menu, choose "Copy."
3. Specify the drive and folder for the copied album.
4. Click OK to copy the selected album to the specified location.

⚙

⚙   Managing the active album Procedures Contents

Renaming an album

1. Select the album to rename.
2. From the Album menu, choose "Rename."
3. Enter the new name for the album.
4. Click OK to change the name of the selected album.

○
○ <u>Managing the active album Procedures Contents</u>

Backing up an album

1. Select the album you want to backup.
2. From the Album menu, choose "Backup."
3. Select the drive and folder for the album's backup. (All the original files in the selected folder will be removed first and then replaced with the backups.)
4. Check "Backup selected files only" if you want to backup only the selected thumbnails.
5. Check "Compress files" to minimize file size requirement.
6. Click OK to create the backup.

Note: For maximum compression, convert all image files in an album to a ZLIB format. This is a lossy compression scheme producing a quality that may not be as good as the original.

⚙

⚙   Managing the active album Procedures Contents

Restoring an album

1. From the Album menu, choose "Restore."
2. Locate the folder and drive containing the album and associated files to restore.
3. In the Restore To option, check "Original subfolder" to overwrite all existing files with the same filename as the files to be restored or check "Another subfolder" to avoid replacing existing files with the same filename as the files to be restored.
4. Click OK to restore the album and associated files to their specified subfolders, and the album to appear in the Album workspace.

Note: To restore an album with the same filename as an existing one, restore it to a different folder and then rename, remove, or delete the other to open the restored file in Album.

⚙

⚙ Managing the active album Procedures Contents

Sharing an album

1. From the Album menu, choose "Sharing."
2. Check the option for local access in the Active album. Read-only mode does not allow the current user to make any changes on the current album.
3. Check the access mode option for other users in the Sharing mode. When set to "Do not share mode," you can change the properties of thumbnails and other users have no access to the album. (If you want others to only view and not be able to make any changes on the album, select Share as read-only.)
4. Click OK when done setting.

Note: If others are already using the album, you cannot change the settings.

⚙

⚙   Managing the active album Procedures Contents

Refreshing an album

To update an album opened at the same time by more than one user, choose "Refresh" from the File menu.

Note: The Refresh command is only available when you select "Share as read/write" in the Sharing command from the Album menu.

✿
✿   Why refresh your album?
✿   Managing the active album Procedures Contents

Sending an album

1. With an MS Mail compatible driver installed, choose "Send" from the File menu.
2. Select the album file and/or source files to send in the Send Files tab.
3. Check "Send files as separate mails" when sending large files over the network.
4. Check "Include field data in message text" to append the album's field data in the mail.
5. If you wish to send additional message with your mail, click the Message Text tab.
6. Enter the subject and message.
7. Click OK to start sending the message.

Note: When "Send files as separate mails" is selected, the subject and message appear in all the mails.

   Managing the active album Procedures Contents

Changing an album's properties

1. From the Album menu, choose "Properties."
2. If the album is password protected, enter the password when prompted.
3. Click on the General tab to change the album's title and description, size and data type of thumbnails, and compression.
4. Click on the Fields tab to add, remove, or change the names and/or field types.
5. Click on the Advanced tab to assign a password or set folder monitoring for any changes in the source files.
6. Click on the More tab to display more detailed information about the album.
7. Click OK to apply the newly defined characteristics, click Restore to return to the last saved version of the defined characteristics and continue editing, or click Cancel to stop changing album properties.

Note: To modify the properties of an album, the album must be in Read/Write mode and cannot be shared. Read/Write access and sharing are controlled by the Sharing command in the Album menu.

✼

✼   Managing the active album Procedures Contents

- Entering field data
- Importing field data
- Exporting field data

Closing an album

1. Select the album to close.

2. From the File menu, choose "Close" or click ✿ in the title bar.

   ✿

   ✿ General Procedures Contents

   ✿ Managing the active album Procedures Contents

Using Scan Play

1. Select the thumbnails representing audio, video, and/or animation files to scan or play.

2. From the View menu, choose "Scan Play."

3. Specify the scan/play period for the selected files. To scan/play the files completely, select Play All. Otherwise, select Play only first XX seconds and specify the number of seconds to play.

4. To pause or continue playing the files, click ■.

5   To skip the current file, click Skip.

6.   When an error occurs during the scan/play, click OK to start the next file or Cancel to stop the scan playing of selected thumbnails. (To skip the confirmation message, clear "Always confirm" to automatically go to the next multimedia file.)

Note: To put a mark for identification on a thumbnail in view, select the mark to use and click Mark.

⚙

⚙   <u>Viewing Procedures Contents</u>

Displaying two panes in the workspace

1. Double click on the pane splitter located in the scroll bar.
2. From the View menu, choose "Mode."
3. The submenu displays two sets of display modes. From the second set of display mode, select the desired mode.

Note: Selecting the Data Entry mode allows you to enter/edit field data of the displayed thumbnail.

- ✿
- ✿   Working with field data
- ✿   Viewing Procedures Contents

Using tabs

1. From the View menu, choose "Show Tabs" or double-click on the folder splitter located in the top most part of the scroll bar.
2. Click on the folder icon to select the folder of thumbnails to display.
3. From the View menu, choose "Hide Tabs" when done working with the folders.

Note: To define/edit the folder tab width, choose "Preferences/PhotoImpact Album" in the File menu.

⚙

⚙   Moving thumbnails between tabs

⚙   Viewing Procedures Contents

Creating a folder

1. From the Source menu, choose "Create Folder."
2. Specify the filename and location for the new folder.
3. Click OK to create the defined folder.

Managing source files Procedures Contents

Removing a folder

1. From the Source menu, choose "Remove Folder."
2. Specify the folder to delete or click Browse to locate the folder you want to remove.
3. Click OK and then Yes in the confirmation message to delete the selected folder from the hard disk.

Moving thumbnails between tabs

1. Select the thumbnails to move to another tab.
2. Drag the thumbnails to the desired tab. This automatically changes the list value of the thumbnails.

   ✿

   ✿   Working with thumbnails Procedures Contents

   ✿   Dragging-and-Dropping Procedures Contents

Displaying another program with Album

1. From the File menu, choose "Compact mode" or click ⚙ .
2.   Click 🗔 to display the options on where to position the album panel.
3.   Click 🗔 again and choose "Tile With."
4.   Select the program application to display with Album on the workscreen.

Note: This feature is very useful when performing drag-and-drop operations.

⚙

⚙   Viewing Procedures Contents

Entering field data

1. From the View menu, choose "Mode:Data Entry" or click ⚙ .
2. 　　　　Select the field to enter data and type.
3. 　　　　Click on the scroll buttons to move through all the thumbnails or the selected thumbnails in the album.
4. 　　　　Right click on an edit work area to display the commands for entering field data.
5. 　　　　Double click on a keyword or list field type entry section to select, delete, or add values from/to the current list.

⚙

⚙　 Field restrictions

⚙　 Displaying two panes in the workspace

⚙　 Working with thumbnails Procedures Contents

Importing field data

1. From the Thumbnail menu, choose "Import:From File."
2. Locate and select the database file to import.
3. Select "Match field values with album's field" and "Field names as first record."
4. Check the fields in the Fields in Album list that correspond to those in the input file.
5. Reposition the fields in the Fields in album list in the same order as the Fields in input file by dragging the fields up or down.
6. Click OK when done matching to start importing.

Note: If there are more records in the input file than the thumbnails in the album, the extra records are discarded. If fewer, the fields are left empty in the extra thumbnails.

⚙
⚙   Field restrictions
⚙   Working with thumbnails Procedures Contents

Exporting field data

1. Select the thumbnails with fields to export or select none/all to export data of all the thumbnails.
2. From the Thumbnail menu, choose "Export."
3. Specify the file name and format for exporting.
4. Click on the Fields tab to select the fields to export. Drag-and-drop the selections to change the order that they appear in the file.
5. Select "Store field names in first row" to save the exported fields' names in the first row of the file.

⚙

⚙   Working with thumbnails Procedures Contents

Using the CD Browser program

1. Open the PhotoImpact CD Browser program.
2. From the File menu, choose "Insert Thumbnails into Album."
3. Select an album to insert the thumbnails into or click New album to create a new one.
4. Click OK to start inserting thumbnails.

⚙

⚙   Working with thumbnails Procedures Contents

Adding annotations

1. Select the thumbnail(s) to add an annotation file to.
2. From the Thumbnail menu, choose "Annotation: Add."
3. Select the file type to attach.
4. Enter or select the sound or multimedia file to attach to the selected thumbnail(s).
5. Click Open to annotate the selected file to the thumbnail(s).

Note: Thumbnails marked with a red music note on its upper right corner have sound or multimedia files attached to them. To play only the annotation file, double click on the red music note.

Working with thumbnails Procedures Contents

Changing annotations

1. Select the thumbnail(s) with annotation to change.
2. From the Thumbnail menu, choose "Annotation: Change."
3. Select the file type to attach.
4. Enter or select the sound or multimedia file to replace the current annotation file.
5. Click Open to attach the new annotation file to the thumbnail(s).

⚙

⚙   Working with thumbnails Procedures Contents

Removing annotations

1. Select the thumbnail(s) with annotations to remove.
2. From the Thumbnail menu, choose "Annotation: Remove."
3. Click Yes to continue deleting the annotation from the thumbnail, No to cancel.

Note: Removing annotations from the thumbnails does not delete the annotation file from the disk. To delete the actual annotation file, choose "Delete" from the Source menu.

Playing annotations

- To play only the annotation file, double click on the red music note of a thumbnail located at its upper right corner.
- To play an annotation file right after opening a thumbnail's source file, check "Play annotation file after viewing thumbnails" in the File menu/Preferences:Album dialog box.
-
- Working with thumbnails Procedures Contents

- Adding annotations
- Changing annotations
- Removing annotations
- Playing annotations

Opening source files from the Tool panel

1. Select the thumbnails with source files to open.
2. Drag the selected thumbnails to the Tool panel and drop them on top of the desired program icon to open the source file in the selected program.

Note: Thumbnails dragged and dropped on the Tool panel must be compatible with the selected program icon. You can drag and drop multiple thumbnails on any of the PhotoImpact program icons with the exception of CD Browser and Explorer.

⚙
⚙   Dragging-and-Dropping Procedures Contents

Editing linked or embedded objects

1. Right click on an object in a container program document.
2. To open an object for a more detailed look or editing, choose Ulead Album Thumbnail Link: View. (PhotoImpact Viewer opens image and graphics files and Windows Media Player opens sound, animation, and video files.)
3. To select another thumbnail to replace an embedded object, choose Ulead Album Thumbnail Object: Reselect to go back to the Album program.
4. Select another thumbnail for replacement.
5. From Album's File menu, choose Update and select the container document from the submenu.
6. Return to the container program document to check the newly selected thumbnail.

   ✿
   ✿   Embedding or linking files in other applications
   ✿   Embedding or linking files from an album

Storing objects from an application into an album

Select the object in the container program and then drag and drop it into an album. The program creates a new tab for storing linked or embedded objects.

⚙

⚙   <u>Dragging-and-Dropping Procedures Contents</u>

Why calibrate my display?

Calibrating your display ensures the most accurate image reproduction. Each monitor is a little different, and temperature and environment can also play a role in determining how color appears. The Ulead calibration process takes a dithered black-and-white image and compares it with the color it is trying to approximate. Since black and white represent the extremes for your monitor, and the compared color is a set value, you can adjust your monitor to produce the best results.

Note: Calibrating your monitor works great for Ulead programs, but will not affect how images appear in other programs.

Calibrating the display

1. From the File menu, choose "Preferences."
2. Click the Display tab.
3. Check Monitor Gamma.
4. Raise or lower the Gamma Value until the gray box looks something like this:
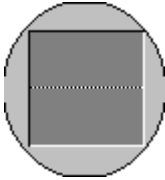
Note: Increase your distance from the monitor to about six feet, (2 m), to make the pattern in the upper rectangle less apparent.

5. Click OK.

- ⚙
- ⚙   Why calibrate my display?
- ⚙   General Procedures Contents

Using PhotoImpact Explorer to view files

To quickly view the contents of any image or graphics file, choose "PhotoImpact Photo Explorer" from the Switch menu. Image and graphics files of each folder are displayed as small thumbnails for you to view quickly the contents of your system.

-
-   Viewing Procedures Contents

Preparing CD-ROMs for distribution

To link source files to the drive where the album file resides, make album search the right source location, and be able to distribute albums on a CD-ROM, do the following:

1. Make sure all the files you want to distribute are in their appropriate folders.
2. From the Thumbnail menu, choose "Relink."
3. Select the Album drive option and click OK to check if any files are not currently on the same drive as the album file. (If an error message appears asking if you want to link the file, click Yes to continue distributing the file, NO if not.)

Note: For CD-ROM distribution, copy all your files to distribute, both source and album, to the CD-ROM. Be sure to keep the same folder structure as you copy the files to enable your album to find the source files.

-
- Relinking thumbnails and source files
- Working with thumbnails Procedures Contents

New

Creates a new album. To define the characteristics of a
template, click Properties.

(Hot Key -- Ctrl+N)

●   Creating a new album
●   Why use a template?

Open

Allows you to open an existing album into the workspace.
(You can only open two albums at a time.)

(Hot Key -- Ctrl+O)

●   Opening an album

Close

Closes the active album without exiting the program.

(Hot Key -- Ctrl+W)

●   Closing an album

Shelf

Allows you to move albums between the workspace and the
shelf. A dialog box displays the titles of albums currently in
the workspace and those on the shelf.

●   Using the album's shelf
●   Why place albums on the shelf?

Batch Manager

Allows you to apply a command to multiple albums in a
single operation. A dialog box displays the list of commands
to select from and all the opened albums in the workspace.

●   Using the Batch Manager

Acquire to

Allows you to input and send images to one of the following
locations:

●   **File & Album** Saves the acquired image to file and
inserts its thumbnail into an album.

        Fax in B & W Sends the acquired image to a black
and white fax.

        Fax in Color Sends the acquired image to a color
fax.

●   **Printer** Sends the acquired image to the default
printer.

        Mail Sends the acquired image to e-Mail.

Note: Whenever you acquire, a dialog box appears allowing
you to specify where to save after input.

⬢
⬢   Inserting files from a TWAIN device
⬢   Selecting the TWAIN device

Select Source

Displays a list of the devices currently installed in your computer that can be used to acquire an image. Select the source you want to act as the default device.

⬢
⬢   Selecting the TWAIN device

Page Setup

Allows you to set the page margins, headers, and footers to use when printing an album. To change any print settings, click Printer.

⬢

Print   🖨

Prints the contents of an album. A dialog box appears allowing you to specify the range of thumbnails and number of copies to print. To change any printer information, click Properties.

(Hot Key -- Ctrl+P)

⬢
⬢   Printing an album

Print Preview   📄

Displays an album as it would appear on the output page before you send it to the printer. This offers **Print**, **Next Page**, **Prev Page**, **Two Page**, **Zoom In**, **Zoom Out**, and **Close** commands. These buttons help you visualize your album's appearance on paper. To change any printer information, click Print.

⬢

Send

Allows you to send albums to other computers connected to your PC. A dialog box offers choices for determining where to the send files and whether or not to attach messages. (This command is only available if you have Microsoft Network Exchange installed in your computer.)

⬢
⬢   Sending an album

Preferences

Opens a submenu for setting the basic behavior and appearance of the Album program.

⬢   **PhotoImpact Album** Defines the preferences specific to Album. This command opens a dialog box for the general characteristics of the album, display format, and font.

        (Hot Key -- F6)

○   **General** Defines the preferences specific to your system. This command opens a dialog box for Memory, Display, and Photo CD characteristics.

○

○   Managing Album

Exit

Ends the Album program.

(Hot Key -- Ctrl+Q)

○

○   Exiting Album

Recently opened files

Displays a list of the files recently removed from the workspace. Clicking on a file in this list opens it in the workspace. (You can control the number of filenames to display with the Preferences: Album command in the File menu.

○

Undo

Reverses the effect of the last applied command.

(Hot Key -- Ctrl+Z)

○

Cut ✄

Removes selected thumbnails from an album and transfers them onto the clipboard.

(Hot Key -- Ctrl+X)

○

○   Moving thumbnails from one location to another
○   Moving thumbnails onto the clipboard

Copy

Duplicates data from selected thumbnails and places the data onto the clipboard. A submenu offers the following commands:

○   **Thumbnail** Copies the selected thumbnails onto the clipboard.
      (Hot Key -- Ctrl+C)
▤   **Field Data** Copies the selected thumbnails' field data onto the clipboard.
○   **Filename** Copies the selected thumbnails' filenames onto the clipboard.

○

○   Copying thumbnails

Paste 📋

Allows you to place a thumbnail, field data, or filenames that was previously cut and placed onto the clipboard into an album. Copied thumbnail and field data can also be pasted

into an album.

Note: You cannot paste copied filenames into an album.

(Hot Key -- Ctrl+V)

- ✿
- ✿   Moving thumbnails from one location to another
- ✿   Copying thumbnails

Clear

Deletes selected thumbnails from an album. (This does not delete the actual files from your system.)

(Hot Key -- Del)

- ✿
- ✿   Deleting thumbnails from an album

Select All

Selects all thumbnails in an album.

(Hot Key -- Ctrl+A)

- ✿
- ✿   Selecting thumbnails

Select None

Deselects all selected thumbnails in an album.

- ✿

Select Invert

Selects all unselected thumbnails and deselects all previously selected thumbnails in an album.

- ✿
- ✿   Selecting thumbnails
- ✿   Why choose Select Invert?

Make Album

Creates a new album containing copies of any selected thumbnails in the current album.

- ✿
- ✿   An album from an album
- ✿   Why create an album from an already existing album?

All/Selected/Not Selected

Allows you to choose which thumbnails to display in the workspace.

- ✿   **All/View All** Displays all the thumbnails in the workspace.
- ✿   **Selected** Displays only the selected thumbnails in the workspace.
- ✿   **Not Selected** Displays only the thumbnails in the album that are not currently selected.
- ✿

Scroll to/Go to

Allows you to go to a specific thumbnail in an album.

(Hot Key -- Ctrl+D)

✿

✿   Locating a specific thumbnail

Auto Scroll

Scrolls through all the thumbnails in an album.

✿

✿   Using the auto scroll command

Scan Play

Sequentially plays the selected thumbnails of all multimedia files in an album. It also allows you to mark thumbnails while viewing. (When Album comes across any non-multimedia files, it stops and displays an error message.)

✿

✿   Using Scan Play

Slide Show   🎬

Displays selected files from an album in a slide show. A dialog box offers choices on how the slide show is presented, including transition effects, sound tracks, captions, and annotations.

✿

✿   Creating a slide show

Mode

Determines how Album displays information in the workspace. A submenu offers the following view mode commands:

▦   **Thumbnail** Displays the thumbnails of files in an album.

▤   **Attribute** Displays the file attributes files in an album.

▦   **Filename** Displays the filenames along with other information of files in an album.

▤   **Data Entry** Displays the data fields of files in an album. (Use this mode to enter field data.)

▤   **Layout** Opens a dialog box to specify which attributes to display in the different view modes.

Note: A bullet to the left of the mode indicates the current mode.

✿

✿   Getting an idea on contents of files

Lower pane's view mode

Allows you to choose the view mode for the lower pane when in a two-pane display type.

▦   **Thumbnail** Displays the thumbnails of files in an album.

✿   **Attribute** Displays the file attributes of files in an

album.

⚙ **Filename** Displays the filenames along with other information of files in an album.

▤ **Data Entry** Displays the data fields of files in an album.

Note: A bullet to the left of the mode indicates the current mode.

⚙

⚙ Displaying two panes in the workspace

Tabs by

Allows you to display thumbnails by any tabs defined in an album. A submenu opens with these commands:

⚙ **Category** Displays tabs corresponding to the values of the field names with List as field type.

⚙ **Media Type** Displays tabs corresponding to media type of each source file.

⚙

⚙ Exploring your album's tabs

Thumbnail Size

Controls the size of thumbnails in an album. A submenu displays the size options. A bullet to the left of the size option indicates the current size.

Note: This only changes the size of thumbnails on the current view. If you close an album, thumbnails return to their default size. To change their default size, choose "Properties: General" from the Album menu.

⚙

⚙ Resizing thumbnails

⚙ Why resize the thumbnails?

Size options

Displays the thumbnail size options measured in pixels.

Note: This only changes the size of the thumbnails on the current view. If you close an album, the thumbnails return to their default size. To change their default size, choose "Properties: General" from the Album menu.

⚙

⚙ Resizing thumbnails

Show/Hide Tabs

Shows or hides any tabs in an album.

⚙

⚙ Exploring the album's tabs

Normal Mode

Displays an album in its standard workspace operation mode.

⚙

⚙ Controlling Album's workscreen

Compact Mode

Reduces the size of the Album program window and hides menus to enable tiling with other applications.

✦
✦   Controlling Album's workscreen

System Properties

Displays information about your PC and the available system resources.

✦
✦   System Properties

Toolbars & Panels

Allows you to choose the tools to show in the workspace for easy access to various commands and help you work more efficiently. Here you can turn ToolTips on or off, choose between small and large icons for the toolbars, and decide which toolbars and panels appear.

✦
✦   Choosing helpful tools

Check

Verifies the links between an album's thumbnails and their source files. A dialog box shows a list of missing and modified files. You can reconnect broken links, remove thumbnails, or update the thumbnails of modified files.

✦
✦   Checking links between thumbnails and source files
✦   Relinking thumbnails and source files

Move/Copy

Moves or copies an album's file to another folder without losing the links between the thumbnails and their source files.

✦
✦   Moving the active album to another location
✦   Copying the active album

Delete

Deletes an album file from your hard disk.

✦
✦   Deleting an album

Rename

Allows you to change the filename for an album without breaking any links between the thumbnails and their source files.

✦
✦   Renaming an album

Backup

Saves an album and all its associated files to another location. A dialog box allows you to specify where to save the backup and whether or not to compress the backed-up files.

⚙
⚙   Backing up an album

Restore

Retrieves a backed-up album and its associated files. A dialog box allows you to restore the backed-up albums to their original subfolder or to another subfolder.

⚙
⚙   Restoring an album

Sharing

Allows you to control access to your albums when shared over a network.

⚙
⚙   Sharing an album

Refresh

Allows you to update the contents of an album when multiple copies are open on a network.

(Hot Key -- F5)

⚙
⚙   Refreshing an album
⚙   Why refresh your album?

Properties

Allows you to edit the attributes and parameters of an album.

⚙
⚙   Changing album properties

Insert

Allows you to add new thumbnails to an album. A dialog box offers choices whether to insert individual files or all the files in a selected folder. (The Album program only allows you to insert 100 thumbnails per album.)

(Hot Key -- Ins)

⚙
⚙   Files
⚙   Folders

Search 👀

Searches an album for thumbnails that match the specified criteria in the Search dialog box.

(Hot Key -- Ctrl+F)

⚙
⚙   Logical Operators

✱   Performing a search

Search Entire Tab

Allows you to search for the target thumbnails in the currently selected tab.

✱

✱   Performing a search

Add to Current View

Allows you to add the results of a search to the current view. (This command is not available if "Search Entire Tab" is selected.)

✱

Sort

Arranges the thumbnails in an album according to conditions specified in the Sort dialog box.

✱

✱   Arranging the order of thumbnails

Save Sequence

Renumbers thumbnails so that their sequence matches the current arrangement. The index number changes to reflect their new position.

✱

✱   Arranging thumbnails' order

Import

Allows you to input information from another database format directly into an album. This opens a dialog box to define the data for input:

✱   **File** Allows you to specify the database file to import.

✱   **Fields** Displays the fields of the selected database file and the active album.

Note: Only identically formatted fields can be matched together. Album supports several database formats including dBASE IV files.

✱

✱   Importing field data

Export

Allows you to save the selected database information from an album to an external file.

Note: Album supports Formatted Text Files (*.prn), Tab Delimited Text Files (*.txt), Comma Delimited Text Files (*.csv), and dBASE IV Files (*.dbf).

✱

✱   Exporting field data

Update

Replaces selected thumbnail images with new ones. A submenu displays the following commands:

⚙ **From Source File** Generates thumbnails based on source file data.

⚙ **From Clipboard** Generates thumbnails based on an image from the clipboard.

⚙

⚙ Changing a thumbnail

⚙ Why change thumbnails?

Relink

Locates and reestablishes links between the thumbnails and their source files.

⚙

⚙ Relinking thumbnails and source files

⚙ Checking links between thumbnails and source files

Open

Opens the file for the selected thumbnail in its associated application.

(Hot Key -- Enter)

⚙

⚙ Opening source files

Convert

Creates a copy of the current thumbnail's source file in a different file format.

⚙

⚙ Converting file formats and data types

Print

Prints the source files of selected thumbnails in an album.

⚙

⚙ Printing source files

View

Runs Viewer and opens any image or graphic files of selected thumbnails.

⚙

⚙ Viewing multimedia files

Move

Moves the source files of any selected thumbnails to a new folder without breaking the links between them.

⚙

⚙ Moving files

Copy

Copies the source files of any selected thumbnails to a new folder.

⚙

⚙   Copying files

Delete

Permanently removes the source file of any selected thumbnail from its folder and removes the linked thumbnail.

⚙

⚙   Deleting   files

Rename

Renames the source file of any selected thumbnail.

⚙

⚙   Renaming files

Associate

Links the source file of any selected thumbnail to an application. (If the file extension of the linked source file is recognized by Album, file association is set automatically.)

⚙

⚙   Changing file association

Create Folder

Creates a new folder on your hard disk.

⚙

⚙   Creating a folder for the source files

Remove Folder

Removes the selected folder from your hard disk.

⚙

⚙   Removing a folder of source files

Properties

Displays the source file attributes for the selected thumbnail.

(Hot Key -- Alt+Enter)

⚙

⚙   Changing file attributes

Cascade

Arranges all open album windows in the workspace, from upper left to lower right.

(Hot Key -- Shift+F5)

⚙

Tile Horizontally/Vertically

Evenly distributes all opened albums in the workspace from left to right and top to bottom (Horizontally) or from top to bottom and left to right (Vertically).

(Tile Vertically   Hot Key -- Shift+F4)

Arrange Icons

Arranges all minimized albums in the workspace into regularly spaced rows at the bottom of the workspace.

Currently opened files

Lists the names of all currently opened albums in the workspace. Clicking on a filename makes it the active album.

Ulead PhotoImpact Album Help

Starts the on-line help.

You can also access help topics by:

Clicking the help button and then clicking on the item of interest.

Placing the mouse over an item of interest and pressing F1.

About Ulead Products

Provides insight into the history, philosophy, and products of Ulead Systems.

About PhotoImpact Album

Provides copyright and other information about Album.

Switch

Opens a menu listing other Ulead programs for quick access.

Why place albums on the shelf?

When working with a large number of albums, you may find that they clutter the workspace and make it harder to find those albums you want to work with. Placing excess albums onto the shelf not only reduces the number of albums occupying the workspace but also frees up system resources.

Why resize thumbnails?

Resizing thumbnails to smaller sizes allows you to view as many thumbnails as possible on the screen at one given time. Resizing to larger sizes helps you better view each thumbnail's file appearance.

✿

Why refresh your album?

When an album is opened by more than one user at the same time, any changes made on the album by other users may not yet be reflected on your album. To update your album, choose "Refresh" from the Album menu.

✿

Why select Write errors and journals to file?

When inserting a large number of thumbnails, any errors that occur will stop the insertion process. This may be undesirable if you are spending a lot of time inserting. If you select this option, any errors are saved to a text file and the insertion process continues. Then you can come back and find out where problems occurred later.

✿

Put on Shelf

Allows you to move the currently selected album onto the shelf.

✿

✿   Why place albums on the shelf?

Save 💾

Resets the current thumbnail sequence and updates the index numbers to reflect the new thumbnail order.

(Hot Key -- Ctrl+S)

✿

Save As

Allows you to save an album with a new name and location.

(Hot Key -- F12)

✿

Help ▸?

Allows you to click on an item for help. To use ▸?, click on it and when the pointer changes to a question mark, click on the item you have a question on.

✿

Annotated

Displays only the thumbnails with annotations.

✿

Add

Annotates sound, MIDI, video, or animation files to a thumbnail.

✿

- ✱   Adding annotations

Remove

Removes no longer needed annotation on a thumbnail.
- ✱
- ✱   Removing annotations

Why choose Select Invert?

This command is useful when you wish to act on all but a few thumbnails. For example, you can first select the thumbnails that you don't want and then choose "Select Invert". Now, all the selected ones will be deselected and the ones you want will be selected.
- ✱

Why use a template?

Templates are pre-defined albums tailored for specific tasks. Using templates is a way to get started right away and save time in building up the fields you need for a particular purpose. Of course, if the fields defined in a given template don't exactly fit your requirements, you can always edit, add or delete them later.
- ✱

Why create an album from an existing album?

When you have inserted a folder of thumbnails, the files may sometimes not be interrelated and you want to separate them. Select the thumbnails that should go together and choose "Make Album" from the Edit menu. A new album is created with related thumbnails.
- ✱

Change

Allows you to change the currently annotated file of a thumbnail with a new one.
- ✱
- ✱   Changing annotations

Replace Thumbnail

Replaces selected thumbnails with their annotations.
- ✱

Annotation

Allows you to add an annotation file to a thumbnail. Once added, you can change or remove them. It can also replace thumbnails with their annotations.
- ✱
- ✱   Working with annotations

Why change thumbnails?

A thumbnail represents a file in an album. It provides visual information on the contents of the file. A video file, for example, may be more helpful if you use a frame from the file that tells best about its contents. By capturing the image to the clipboard, you can use it to represent the video file in an album. In cases where the type of program application is more visually helpful, update from the source file.

⚙

Copy

Duplicates the current thumbnail, field data, or filename onto the clipboard. A submenu offers the following commands:

⚙ **Thumbnail** Copies the current thumbnail onto the clipboard.
(Hot Key -- Ctrl+C)

⚙ **Field Data** Copies the current thumbnail's field data onto the clipboard.

⚙ **Filename** Copies the current thumbnail's filename onto the clipboard.

⚙

Paste

Allows you to place the current thumbnail, field data, or filename that were previously cut and placed onto the clipboard into an album. Copied thumbnail and field data can also be pasted into an album.

Note: You cannot paste a copied filename into an album.

(Hot Key -- Ctrl+V)

⚙

Clear

Deletes the current thumbnail from an album. (This does not delete the actual files from your system.)

(Hot Key -- Del)

⚙

Properties

Displays the source file attributes for the current thumbnail.

(Hot Key -- Alt+Enter)

⚙

View

Runs Viewer and opens any image or graphic file of the current thumbnail.

⚙

Open

Opens the file of the current thumbnail in its associated application.

⚙

Move

Moves the source file of the current thumbnail to a new location without breaking the link between them.

✿

Copy

Copies the source file of the current thumbnail to a new location.

✿

Delete

Permanently removes the source file of the current thumbnail from its location and removes the linked thumbnail.

✿

Rename

Renames the source file of the current thumbnail.

✿

Field Data

Copies the current thumbnail's field data onto the clipboard.

✿

On-line Registration

Opens Ulead Systems Registration Wizard which allows you to register your products through our web page or the   e-mail internet connection. Registering your software ensures periodic updates of all our products.

✿

TIFF Save Options dialog box
- **Format** Choose to save the file for use on an IBM PC- compatible or Apple Macintosh system.
- **Compression** Choose a compression method to apply to the file.
- **Strip size** Try the default setting of 8 first. If you need a smaller file, increasing the strip size may help.
- **Tile size** If varying the strip size still does not produce adequate compression, try varying the tile size.
- **Horizontal differentiation** If your image contains large solid-colored areas (not dithered), horizontal differentiation can improve the compression. If the image contains mostly random or widely dispersed colors, the advantage is minimal.
- **Include preview** Saving a preview makes the file a little bigger but allows some programs to display the image without actually opening it.
-

IFF, PSD,TGA, & UFO Save Options dialog box

Choose Run Length Encoding (RLE) for a smaller file size. If you have problems, save it again without compression.

RAS Save Options dialog box

- **Compression** Choose Run Length Encoding (RLE) for a smaller file size. If you have problems, save it again without compression.
- **Byte order** Try Most Significant Byte (MSB) first.
- **Color order** Try BGR first.
-

JPEG Save Options dialog box

- **Quality** Lower quality results in smaller files at the cost of image quality. The default setting offers good compression without significantly affecting the image appearance.
- **Progressive compression** Check to enable the file to open progressively. This also places preview information in the file which enables some programs to view the file without actually opening it.
-

EPS Save Options dialog box

- **Format** The ASCII format is more widely accepted but results in a larger file size. Binary EPS files are about half the size of the same ASCII files.
- **Save Preview** Saving a preview makes the file a little bigger but allows some programs to display the image without actually opening it.
-

BMP Save Options dialog box

Choose whether to save the file as an MS-Windows or OS/2 bitmap.

PNG Save Options dialog box

- **Interlace** Check to allow images to open progressively when viewed on-line. This may increase file size.
- **Description** Assign a brief description, key words, or other text message to store with the image.
- **Compression method** Choose Compress more for the smallest possible file. Choose Compress faster to enable faster opening when viewed on-line.
- **Background color** Click the color square to choose a color that appears as a background to the image.
-

GIF Save Options dialog box

- **Color table** Displays the color palette of an image. Click on the color you wish to make transparent when the image is placed as an object.
- **Transparent color** Displays the color that appears transparent when placed as an object into another image.
- **Save in Interlaced format** Check to open the image progressively when viewed on-line. This may increase file size.
-

Browse dialog box

- **File name** Define the search criteria for finding files. You may use the * and ? wildcards to find files with similar names.
- **Files found** Select the desired file from the list showing all files matching the search criteria. (Use the Shift and Ctrl keys just like multiple files.)
- **Folders** Select the folder to start the search from.
- **Drives** Select the drive containing the folder you want to search.
- **Sort files** Select the sorting order and whether to start from first to last (ascending), or last to first, (descending).
- **Scan** Expand the search to include any folders inside the selected folder.
- **Delete** Permanently remove selected files in the Found list from the hard disk.
- **Rename** Change the name of selected files in the Found list from the hard disk.
- **Network** Access shared folders on other connected computers running Windows.
-

Some file formats do not offer any save options. In this case, the Options button is disabled.

This button only appears if you are running in Windows for Workgroups or Windows 95.

The benefit of choosing this option depends on the image.

This is most useful for images you are preparing for the WWW or other on-line services. It enables viewers to see a representation of the image faster, thus allowing them to decide faster whether to wait to download the entire image for viewing. It is also useful if you wish to automatically see a preview thumbnail in the Open Image dialog boxes for Ulead and other programs that support preview information.

When using compression, larger strip sizes offer higher compression ratios. However, some programs may not be able to read TIF files with large strip sizes.

Welcome

Welcome

What is Album?

Reading this Help

Welcome to Album Help. In addition to this introduction, this document contains four sections to help you learn.

Using Album Offers instruction on completing single tasks.

Reference Describes menu commands, the workspace, and dialog boxes. It also has an advice section.

Imaging Essentials Presents valuable background information about computer graphics.

Contacting Ulead How to contact Ulead Systems when you need advice or have comments.

Imaging Essentials

Overview

Computer graphics

Images

Color

This section contains information about graphics and computers, introducing the technology behind this product. Most of the topics in this section are longer than those in other parts of this help and are intended to help you better understand the concepts upon which Ulead programs are based.

File Menu

The File menu contains these commands. Click below for more information.

- New
- Select Source
- Open
- Page Setup
- Close
- Print Preview
- Save
- Print
- Save As
- Preferences
- Shelf
- Recently opened files
- Acquire to
- Exit

Click **Menu commands** on the left for help on other Album menus.

Edit Menu

The Edit menu contains these commands. Click below for more information.

- Undo
- Select All
- Cut
- Select None
- Copy
- Select Invert
- Paste
- Make Album
- Clear

Click **Menu commands** on the left for help on other Album menus.

View Menu

The View menu contains these commands. Click below for more information.

- All
- Mode
- Selected
- Tabs by
- Not Selected
- Thumbnail Size
- Annotated
- Show/Hide Tabs
- Scroll to
- Normal Mode
- Auto Scroll
- Compact Mode
- Scan Play
- System Properties
- Slide Show
- Toolbars & Panels

Click **Menu commands** on the left for help on other Album menus.

Album Menu

The Album menu contains these commands. Click below for more information.

⚙ <u>Check</u>   ⚙ <u>Backup</u>
⚙ <u>Move</u> ⚙ <u>Restore</u>
⚙ <u>Copy</u> ⚙ <u>Sharing</u>
⚙ <u>Delete</u>   ⚙ <u>Refresh</u>
⚙ <u>Rename</u>   ⚙ <u>Properties</u>

Click **Menu commands** on the left for help on other Album menus.

Thumbnail Menu

The Thumbnail menu contains these commands. Click below for more information.

⚙ <u>Insert</u>   ⚙ <u>Import</u>
⚙ <u>Search</u>   ⚙ <u>Export</u>
⚙ <u>Search Entire Tab</u>   ⚙ <u>Annotation</u>
⚙ <u>Add to Current View</u>   ⚙ <u>Update</u>
⚙ <u>Sort</u>   ⚙ <u>Relink</u>
⚙ <u>Save Sequence</u>

Click **Menu commands** on the left for help on other Album menus.

Source Menu

The Source menu contains these commands. Click below for more information.

⚙ <u>Open</u> ⚙ <u>Delete</u>
⚙ <u>Convert</u>   ⚙ <u>Rename</u>
⚙ <u>Print</u> ⚙ <u>Associate</u>
⚙ <u>View</u> ⚙ <u>Create Folder</u>
⚙ <u>Move</u> ⚙ <u>Remove Folder</u>
⚙ <u>Copy</u> ⚙ <u>Properties</u>

Click **Menu commands** on the left for help on other Album menus.

Window Menu

The Window menu contains these commands. Click below for more information.

⚙ <u>Cascade</u>
⚙ <u>Tile Horizontally</u>
⚙ <u>Tile Vertically</u>
⚙ <u>Arrange Icons</u>
⚙ <u>Batch Manager</u>
⚙ <u>Currently opened files</u>

Click **Menu commands** on the left for help on other Album menus.

Help Menu

- Workspace
- **Menu commands**
- Right click Pop-up Menus
- Standard click Pop-up Menus
- Dialog boxes
- Advice

The Help menu contains these commands. Click below for more information.

- Ulead PhotoImpact Album Help Topics
- About Ulead Products
- About PhotoImpact Album

Click **Menu commands** on the left for help on other Album menus.

Switch Menu

- Workspace
- **Menu commands**
- Right click Pop-up Menus
- Standard click Pop-up Menus
- Dialog boxes
- Advice

The Switch menu opens a menu listing other Ulead programs for easy access.

Click **Menu commands** on the left for help on other Album menus.

Window & Nested dialog boxes

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus
- **Dialog boxes**
- Advice

Window Menu dialog box
- Batch Manager

Nested dialog boxes
- Browse
- BMP Save Options
- EPS Save Options
- Font
- GIF Save Options
- IFF Save Options
- JPEG Save Options
- PNG Save Options
- PSD Save Options
- RAS Save Options
- Set Text/Bkg. Color
- TGA Save Options
- TIFF Save Options

Click **Dialog boxes** on the left for help on other Album dialog boxes.

- File Menu dialog boxes
- View Menu dialog boxes
- Album Menu dialog boxes
- Thumbnail Menu dialog boxes
- Source Menu dialog boxes
- Window Menu dialog box
- Nested dialog boxes

File Menu dialog boxes

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus
- **Dialog boxes**
- Advice

- New
- Open
- Shelf
- Acquire
- Page Setup
- Print
- Select Source
- Preferences/Album

Click **Dialog boxes** on the left for help on other Album dialog boxes.

View Menu dialog boxes

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus
- **Dialog boxes**
- Advice

- Scroll To
- Auto Scroll
- Scan Play
- Slide Show
- Mode/Layout
- Toolbars & Panels

Click **Dialog boxes** on the left for help on other Album dialog boxes.

Album Menu dialog boxes

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus
- **Dialog boxes**
- Advice

- Check
- Move
- Copy
- Rename
- Backup
- Restore
- Sharing
- Properties

Click **Dialog boxes** on the left for help on other Album dialog boxes.

Thumbnail Menu dialog boxes

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus
- **Dialog boxes**
- Advice

- Insert
- Search
- Sort
- Import/From File
- Export
- Relink

Click **Dialog boxes** on the left for help on other Album dialog boxes.

Source Menu dialog boxes

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus

- Print
- Move
- Copy
- Rename
- Associate
- Create Folder

- **Dialog boxes**
- Advice

- Remove Folder

Click **Dialog boxes** on the left for help on other Album dialog boxes.

Advice

- Workspace
- Menu commands
- Right click Pop-up Menus
- Standard click Pop-up Menus
- Dialog boxes
- **Advice**

Here are tips, techniques, and other tidbits to help you understand and use Album better.

- Why use a template?
- Why create an album from an already existing album?
- Why place albums on the shelf?
- Why choose Select Invert?
- Why resize thumbnails?
- Why refresh your album?
- Why select Write errors and journals to file?
- Why change thumbnails?

- File Menu
- Edit Menu
- View Menu
- Album Menu
- Thumbnail Menu
- Source Menu
- Window Menu
- Help Menu
- Switch Menu

- Standard toolbar
- Sort toolbar
- Search toolbar
- Tool panel
- Mark panel
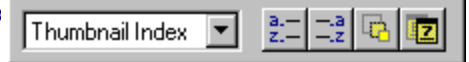- Status bar

Standard toolbar
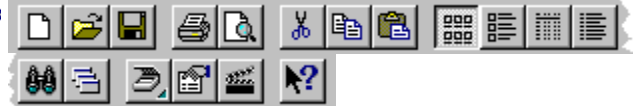
The Standard toolbar contains frequently needed commands and tools to make working with Album faster and easier. Click above to find out more about each item.

Click **Workspace** on the left for help on other Album workspace items.

Sort toolbar

The Sort toolbar contains frequently needed commands and tools to make working with Album faster and easier. Click above to find out more about each item.

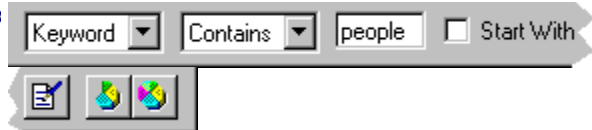Click **Workspace** on the left for help on other Album workspace items.

Search toolbar

The Search toolbar contains frequently needed commands and tools to make working with Album faster and easier. Click above to find out more about each item.

Click **Workspace** on the left for help on other Album workspace items.

Tool panel

The Tool panel provides a link between the files you are organizing and your most frequently used applications. Click on the Tool panel on the left for more information.
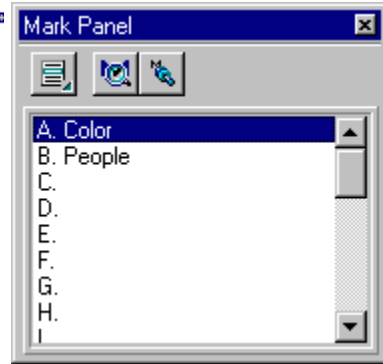
Click **Workspace** on the left for help on other Album workspace items.

⚙

⚙ **Mark panel**

⚙ **Workspace**
⚙ Menu commands
⚙ Right click Pop-up Menus
⚙ Standard click Pop-up Menus
⚙ Dialog boxes
⚙ Advice

The Mark panel allows you to mark thumbnails to easily identify your files within an album. Click on the Mark panel above for more information.

Click **Workspace** on the left for help on other Album workspace items.

⚙

⚙ **Status bar**

⚙ **Workspace**
⚙ Menu commands
⚙ Right click Pop-up Menus
⚙ Standard click Pop-up Menus
⚙ Dialog boxes
⚙ Advice

The Status bar contains commands to quickly change the current album's appearance on the screen and provides useful information about the currently selected album. Information varies depending on where the pointer rests. Click above to find out more about each item.

Note: Double-clicking anywhere on the Status bar opens the Preferences: Album dialog box for configuring Album. Right clicking displays the Toolbars & Panels dialog box.

Click **Workspace** on the left for help on other Album workspace items.

⚙

⚙ **Reading this Help**

⚙ Welcome
⚙ What is Album?
⚙ **Reading this Help**

This help contains several aids to make navigating through topics easier.

⚙

Jumps to the shown topic.

⚙

Pops up extra information to enhance understanding.

🔲

Jumps to a topic describing the listed nested dialog box.

⚙

Pops up tips or advice to help you work more efficiently.

Returns you to the top of a page after scrolling in a main window.

Jumps down in the same topic to related information.

What is Album?

Welcome

What is Album?

Reading this Help

Album is a program that enables you to organize your files visually using thumbnails to represent the contents of a file. After creating thumbnails, you can append additional information placed in fields for a more detailed description of the file. You can then search and sort on these fields to help you locate thumbnails.

New dialog box

Allows you to create a new album.

- **Album template** Lists existing album templates.
- **Title** Enter a name for the new album.
- **Album description** Displays the selected template's purpose.
- **Total fields** Displays how many fields exist in the selected template.
- **Fields list** Displays the fields of the selected template.
- **Customize** Click to view, modify, or define the characteristics of the selected template.

New dialog box

- **General**
- Fields
- Advanced

Determines the name, location, and size characteristics for a new album.

- **Title** Enter a name for the new album.
- **Create album file in folder** Initially displays the current folder. Enter the desired folder or click Browse.
- **Browse** Click to search for other folders.
- **Thumbnails attributes list** Enter the size, compression, and color for the thumbnails in the new album.
- **Description** Displays the selected project's purpose. Enter new information, add new fields, or use the default.
- **Same As** Click to select which album to use as the template basis and select the attributes to apply to the new album.

New dialog box

- General
- **Fields**
- Advanced

Assigns fields to the thumbnails in an album.

- **Field name** Enter the field name to add or modify.
- **Field type** Select the data type for each field name. Add, modify, or delete from the user-defined list.
- **Add** Click to add a new field name to the current Fields list.
- **Change** Click to change the selected field's field type.
- **Remove** Click to remove the selected field from the fields list.
- **Total fields** Displays the total number of fields in the album.
- **Fields list** Displays the field names and their corresponding field types.
- **Same As** Click to select which album to use as the template basis and select the attributes to apply to the new album.
-

New dialog box

- General
- Fields
- **Advanced**

Allows you to monitor the file activities in a folder.

- **Folder** Enter a folder for Album to monitor for any changes.
- **Browse** Click to search for other folders.
- **File types** Enter the file extension ("*.ext") or select from the file formats drop-down list, the file type(s) to monitor contained in the folder. (You can select several file formats.)
- **File formats list** Select the file format to monitor.
- **Enable folder monitoring** Check to monitor the defined folder.
- **Password** Set a password for access security. (Passwords can be up to 22 characters.)
- **Verify** Enter the password again to make sure you typed it correctly.

Edit List/Keyword dialog box

Allows you to add, change, or remove items in the items list.

- **Total items** Displays the total number of items defined in the List/Keyword field types.
- **New item** Enter the new item to add to the current list.
- **Items list** Displays the items defined in the selected field type. Click on an item to change or remove it.
- **Add** Click to add the new item to the items list.
- **Change** Click to change the selected item in the list with the newly defined item.
- **Remove** Click to delete the selected item from the items list.
- **Remove all** Click to delete all the items from the items list.
- **Load** Click to load previously saved items from other files.
- **Save** Click to save the current items list for future use.
-

Same As dialog box

Allows you to apply an existing album's attributes to the new album.

- ✿ **Source album** Lists all opened albums in the workspace. Select the album to use as the template basis for the new album.
- ✿ **Apply attributes** Select the source album's attributes to apply to the new album.
- ✿

Open dialog box

Allows you to find and open existing albums. You can only open two albums at a time in the workspace.

- **Look in** Locate the folder containing the album to open.
- Click to view the contents of the next higher folder in your system.
- Click to create a new folder
- Lists only the filenames.
- Lists filenames with details and statistics.
- **Folder list** Lists all the folders in the current drive.
- **File name** Enter the filename to open.
- **Files of type** Select the file format to display.
- **Open as read only** Check box to prevent any unwanted editing on the album.
- **Information** Displays the version of the selected album, the number of thumbnails, thumbnail attributes and other file statistics.
- **Browse** Click to search for other files or folders.
- **Properties** Click to display more detailed information about the selected album.

Album Properties dialog box

Displays information about the selected album.

-     **General** Displays the album title, no. of records contained, password option, folder monitoring, file format version, description, and the associated mark file (pathway).
-     **Fields** Displays the names, types, and total no. of fields defined in the selected album.
-     **File** Displays the thumbnail size, compression, and color reduction. Also displayed are the filename, creation date, save date, file size, and accessibility.
-

Shelf dialog box

Select an album to move back and forth between the workspace and the shelf.

- **Albums in workspace** Displays the titles of the albums opened in the workspace. Select the album to move onto the shelf.
- **Albums on shelf** Displays the titles of the albums stored on the shelf. Select the album to move into the workspace or delete from the shelf and hard disk.
- **=>** Click   to move the selected album from the workspace onto the shelf.
- **<=** Click to move the selected album from the shelf   to the workspace.
- **Close** Click to close the Shelf dialog box.
- **Properties** Click to display information about the selected album.
- **Delete** Click to remove the selected album from the shelf and hard disk.
-

Batch Manager dialog box

Allows you to apply the same command to multiple albums.

- ● **Operation** Select the command to apply to your albums.
- ● **Albums** Select the albums to apply the selected command to. (Use the Shift key with the mouse to select a range of albums or the Ctrl key with the mouse to select individual ones.)
- ● **Select All** Click to perform the selected operation on all albums open in the workspace.
- ● **Deselect** Click to deselect any selected albums.
- ●

Page Setup dialog box

Determines the settings to use for printing albums.

- **Margins** Define the left, right, top, and bottom margins for the page.
- **Header/footer** Enter the text to appear on the output pages, if any.
- **Append** Click to include page numbers, print date, or other information as headers or footers.
- **Printer** Click to change the printer settings.
-

Print dialog box

Allows you to define or modify print settings.

- **Printer** Displays printer information. Click Properties to change the print settings.
- **Thumbnail range** Specify the thumbnails to print.   Select All to print all the thumbnails in the album. Check Selection to print only the selected thumbnails in the album. Check Range to print a specified range.
- **Copies** Specify the number of copies to print. You may choose to collate your printout by checking the Collate option.
- **Options** Check to print thumbnails generated from their original files.
- **Page Setup** Click to change page settings.

Send Mail dialog box

Allows you to send a message along with an album via e-Mail.
- **Send Files** Define the files to send. Check the options on what files to send and how to handle them.
- **Message Text** Enter a subject and message to send with the files in the boxes provided and click OK. The Choose Profile dialog box appears for defining more information.
-

Album Preferences dialog box

- **General**
- _Font_
- _OLE Representation_

Determines how the Album program behaves in the workspace.

- **Check links to source files** Check to automatically update files which have been modified. (Checking this option slows down processing time as you wait for Album to finish checking. Clear until automatic updating is necessary.)
- **Minimize on use** Check to minimize the Album program everytime another application is opened from the Tool panel or Switch menu. Clear to keep album displayed in the background when you switch to another application.
- **Free up memory when minimized** Check to release any system memory used by an album by swapping it out to disk whenever it is minimized.
- **Confirm on thumbnail deletion** Check to prompt for a confirmation message to appear whenever you delete thumbnails from an album.
- **Create best quality thumbnail images** Check to generate thumbnails with a high degree of clarity and quality. Clear to speed up thumbnail insertion.
- **Display fixed-length tabs** Check to display all the tabs at a fixed size. Clear to display tabs with lengths depending on the characters each tab title contains. (Control the number of characters with the Maximum tab width option.)
- **Print field data with source files** Check to include all the thumbnail's data when printing the source file from Album.
- **Play annotation file after viewing thumbnails** Check to automatically play the annotation file of a thumbnail right after opening the source file.
- **Maximum tab width (in characters)** Specify the maximum number of characters for the names that appear in tabs. (A low number offers more space to show more tabs on the screen.)
- **Number of recently removed files** Set the number of recently removed files to display at the bottom of the File menu.
- **Delimiter used in Search toolbar** Select the delimiter to use when performing a search using the Search toolbar.

When you swap out to disk, the memory contents of the album are saved to a file in your TEMP folder. Restoring the album reads that file back into memory. This may slow down processing depending on the size of this file and the current state of your system's resources.

Album Preferences dialog box

- ⚙ General
- ⚙ **Font**
- ⚙ OLE Representation

Allows you to set the typeface to use in the album.

- ⚙   **Font** Select the desired typeface from the list to use in the album.
- ⚙   **Font style** Select the style for the selected font.
- ⚙   **Size** Set the size for the selected font.
- ⚙   **Sample display** Provides a preview for the typeface of the selected font style and size.
- ⚙

If you are in high resolution display mode, such as 1024x768, increase your font size to better see the names of the thumbnails. Likewise, in 640x480 resolution, reduce the font size.

Album Preferences dialog box

- General
- Font
- **OLE Representation**

Determines how Album objects are represented in the container (another application) document.

- **Source object** Select when contents and dimensions of the object are essential.
- **Thumbnail only** Select to place a thumbnail with the current display information set.
- **Low resolution place holder** Select to place a low resolution version of the object file in the container document to speed up proofing. To print the original file, update the thumbnail in the container document with Source object selected.
- **Album's program icon** Select to use the Album's program icon to represent the object file and minimize the container's file size increase. (This does not provide a visual clue as to the contents of the file.)
- **Convert images as display mode** Select to convert the image's data type to the current display mode when placed onto the clipboard. This saves system resources if you are using a low resolution display. (This is only enabled when running in a 256-color display mode.)

Displays the entire file in the container application. This allows you to clearly see the contents and dimensions of the object file without increasing the container's file size and slowing down its operation. But, if the source file is missing or is not an image/graphics file, it displays the thumbnail object.

Selecting this produces a grainy effect on the thumbnail's file when placed in the container application.

Preferences dialog box

- **Memory**
- Display
- Photo CD

Optimizes how Windows manages system memory while running Ulead programs.

- **Define additional folders for virtual memory** Select the folders for storing temporary files while running Ulead programs. (Windows automatically determines the first folder.)
- **Hard disk** Displays the available hard disk memory space.
- **Limit hard disk usage to** Check and specify a value for the maximum disk space to have Ulead programs manage disk usage while running. This is useful for preserving disk space for saving other files.
- **Limit RAM usage to** Check and specify a value for maximum RAM usage to have Ulead programs manage the system memory while running. This is useful if you run several different programs at once.

Make sure each of your temporary folders are on different drives or partitions to avoid temporary folders file conflicts.

Preferences dialog box

- ✿   Memory
- ✿   **Display**
- ✿   Photo CD

Controls how the Ulead programs display graphics.

- ✿   **Hi-color dithering** Check this if your display mode is HiColor and you want the True Color images to look their best on screen.
- ✿   **View images with a common palette** Check this if you are working in a 256-color mode and want to open grayscale and color images at the same time or when comparing 256-color images with each other.
- ✿   **Ignore background quality** Check to devote most system resources to viewing the active image. When selected, inactive images may appear discolored.
- ✿   **Monitor gamma** Check to correct your display for manufacturers' differences and the environment. When checked, set the gamma value so that the calibration square appears to be a single color.
- ✿

This does not affect the actual data, it only affects the appearance when not active.

Preferences dialog box
- Memory
- Display
- **Photo CD**

Choose the data type and resolution for viewing PCD images.
- **Resolution** Select the image resolution for opening PCD files.
- **Data type** Select the data type for opening or viewing PCD files.
-

Photo CD images can be displayed at the following resolution(pixels):

- 64 x 96 (Base/64)
- 128 x 192 (Base/16)
- 256 x 384 (Base/4)
- 512 x 768 (Base)
- 1024 x 1536 (Base x 4)
- 2048 x 3072 (Base x 16)
- 4096 x 6144 (Base x 64)

Photo CD images can be displayed using the following data types:

- RGB True-Color (24-bit)
- Indexed 256-Color (8-bit)
- Grayscale (8-bit)

Scan Play dialog box

Allows you to quickly browse through a large number of multimedia files.

- **Play all** Select to play the entire clip of all the selected thumbnails.
- **Play only first __ seconds** Select to scan play only a portion of each selected thumbnails' clip. Define the scan/play period (in seconds) for each clip.
-

Slide Show dialog box
- **General**
- Text & Color
- Music

Allows you to control the time for each slide, define how the slide show plays a presentation, and add a sound track. You can also choose to control the slide shows manually.

- **Effect** Select the transition effect that controls how one slide is replaced by the next.
- **Speed** Set the speed for the transition from one 'slide' to the next.
- **Delay (in seconds)** Set how much time elapses before the next slide starts to display. (If Synchronize with audio files option is selected, the time specified in the Delay option is used as a pause between each audio file.)
- **Synchronize with audio files** Check to play selected sound files with image and graphic files.
- **Control manually with keyboard or mouse** Check to control the transition yourself by using the mouse or the keyboard.
- **Repeat continuously** Check to display the slide show in a continuous loop. (Select this option to use the slide show as a screen saver or run it continuously in the background.)
- **Resize large images to fit screen size** Check to resize large images and graphics accordingly and display their entirety. (Images and graphics which are smaller than the screen size will not be resized.)
- **Use a common palette to show images** Check to use the system palette to show images and protect them from being distorted. (Only enabled in 256-Color display mode.)
- **Display true color images at best quality** Check to ensure the best possible display of True Color images (Only enabled in 256-Color display mode.)
- **Hide pointer** Check to prevent the pointer from appearing during the slide show. Clear for the pointer to be visible during the presentation. (When the pointer is hidden, press the Esc key to stop the slide show.)
- **Play audio annotation** Check to play sound or MIDI files annotated to a thumbnail.
- **Play** Click when ready to start the slide show.
- **Load** Click to use a previously saved slide show.
- **Save** Click to save the current slide show for future use.
-

The transition effect controls the way the slides are replaced. You can choose from the 18 types: Blind (Horizontal), Blind (Vertical), Chess(Large), Chess (Small), Dissolve, Interlace, Louver, Random, Spiral (Inwards), Spiral (Outwards), Strip (Left-Downwards), Strip (Left-Upwards), Strip (Right-Downwards), Wipe (Downwards), Wipe (to the Left), Wipe (to the Right), Wipe (Upwards).

Time specified does not include the time it takes to read or display images. This means that for large images, the time between slides may considerably be longer than the specified amount.

Slide Show dialog box

- General
- **Text & Color**
- Music

Select the background color, text color, and the typeface for the text information displayed in the presentation.

- **Location** Select where to display the text in the slide show.
- **Alignment** Select where to align the text, to the left, right, or center.
- **Attributes to show** Check the boxes for text information to display in the slide show.
- **Lines** Specify how many lines to use for the text information.
- **Text color** Click to choose a color for the text.
- **Background color** Click to choose the background color for the slide show.
- **Font** Click to display the different available fonts.
- **Play** Click when ready to start the slide show.
- **Load** Click to use a previously saved slide show.
- **Save** Click to save the current slide show for future use.

Slide Show dialog box
- ⚙ General
- ⚙ Text & Color
- ⚙ **Music**

Allows you to select the audio files to play during the slide show.
- ⚙   **List files (to be played)** Displays the audio files to play during the slide show.
- ⚙   **Remove** Click to delete the selected audio file from the list.
- ⚙   **Remove All** Click to delete all audio files from the list.
- ⚙   **Add** Click to search for other audio files and add them to the current list.
- ⚙   **Info** Click to display more a detailed information about the selected audio file.
- ⚙   **Play** Click when ready to start the slide show.
- ⚙   **Load** Click to use a previously saved slide show.
- ⚙   **Save** Click to save the current slide show for future use.
- ⚙   **Repeat continuously** Check to play the selected background music continuously. (If you are playing only one MIDI or sound (WAV) file, select this option so that the sound doesn't stop during the whole presentation.)
- ⚙

Toolbars & Panels dialog box

Allows you to show or hide the toolbars, Tool panel, status bar, or Mark panel in the workspace. It offers the options for color and large buttons.

- **Standard toolbar** Check to display the standard toolbar. Clear to hide it.
- **Sort toolbar** Check to display the sort toolbar. Clear to hide it.
- **Search toolbar** Check to display the search toolbar. Clear to hide it.
- **Tool panel** Check to display the Tool panel. Clear to hide it.
- **Mark panel** Check to display the Mark panel. Clear to hide it.
- **Status bar** Check to display the status bar. Clear to hide it.
- **Color buttons** Check to display the toolbars, Tool panel, Mark panel, and status bar icons in color. Clear to show grayscale icons.
- **Large buttons** Check to display the toolbars, Tool panel, Mark panel, and status bar in large icons. Clear to show small icons.
- **Show ToolTips** Check to display hint messages whenever you rest your mouse over a screen element.
-

Check dialog box

- **Missing Files**
- Modified Files

Checks thumbnails whose links are no longer intact for further action.

- **Files** Lists all the missing source files that were linked to the album.
- **Relink** Click to locate and reestablish the link between the thumbnails and their source files.
- **Delete** Click to delete the selected filename(s) from the list of missing files and also the corresponding thumbnail(s) from the album.
- **Update** Only available in the Modified files section.
- **Properties** Only available in the Modified files section.
-

Check dialog box

-   Missing Files
- **Modified Files**

Allows you to check the thumbnails whose source files have changed for further action.

- **Files** List all the modified files that are linked to the album.
- **Relink** Click to locate and re-establish the link between thumbnails and their source files. Specify the location of the source files.
- **Delete** Click to delete the selected filename(s) from the list of modified files and also the corresponding thumbnail(s) from the album.
- **Update** Click to update the thumbnails with the latest version of their source files.
- **Properties** Click to display more information about the selected source file.
-

Relink dialog box

Allows you to define the location for relinking selected thumbnails to their source files.

- **Drive** Select to relink the thumbnail to the specified drive where the source file is located.
- **Folder** Select to relink the thumbnail to the folder where the source file is located.
- **Album drive** Select to relink the thumbnail to the current album's drive where the source file is located. (To make sure that the Album program searches in the right drive when source files are moved to a different drive, select this option.)
- **Apply to all thumbnails in album** Check to relink all the thumbnails in the album and their source file in the specified source file location.

When selected and initialized, any files that are not currently on the same drive as the album file prompts an error message. Click YES to if you still want to relink the file or NO if not.

Move/Copy dialog box

Allows you to move or copy an album to another folder.

- ⚙ **Move/Copy album file to folder** Enter the drive and folder to move or copy the album to.
- ⚙ **Folders list** Displays the list of existing folders. Select the folder for the album.
- ⚙ **Drives** Lists all the available drives. Select the drive for the album.
- ⚙ **Information** Displays information on the number of selected thumbnails, required disk space, and the available disk space on the selected drive.
- ⚙ **Browse** Click to search for other files or folders.
- ⚙ **Network** Click to connect to a network.
- ⚙

Map Network Drive dialog box

Allows you to connect to a network by specifying the following information.
- **Drive** Specify the network drive.
- **Reconnect at logon** Check to automatically connect to a network everytime you logon.
-

Templates are predefined examples of what you can use an album for and each one has a list of fields associated with it. These are provided to help you get started right away in creating an album. To save time required in setting up an entire album by yourself, choose the appropriate template to base your new album on and later modify it. (If you only want to create a multipurpose album, choose the default General Project.)

Certain field types can be modified (provided that the field name is a user-defined field) by clicking on the Edit button.

When the criteria defined in a search consists of more than one word, you must encase it with a delimiter.

Send dialog box

Allows you to send a message along with an album.

- **Send Files** Define files to send. Check the options on what files to send and how to handle them.
- **Message Text** Enter a subject and message in the boxes to send with the files and click OK. A dialog box appears for defining e-mail information.

About images

Images, when mentioned in the context of computer graphics, are usually considered to be bitmaps. They are composed up of many dots (called "pixels") arranged on a grid. If the pixels are small and close enough, you will not be able to see them as individual dots. Rather, they will form patterns of colors and shapes. It is this arrangement that forms recognizable pictures for us to see.

The simplest images only contain black or white pixels. Shades and "grays" are formed by combining them in patterns that the human eye has trouble noticing. For example, the gray rectangle below is actually a pattern of black and white pixels. The inset shows the actual pattern used to create that shade.
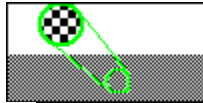
More complex images can contain over 16 million different colors. However, these additional colors come at the cost of increased file size.

When thinking about computer images, there are three things to consider:

- **Data type** — for dealing with color and shading.
- **File Format** — to determine how the computer stores and reproduces information.
- **Resolution** — to determine the size.

While the number of colors a computer can display may be tremendous, that does not mean you can tell them all apart. It is commonly accepted that the human eye can only distinguish between 10,000 or fewer colors at any given time. For further details, read **About Color**

Data type

The data type determines how many colors an image can contain and how they are determined. Although most computers can display almost any data type, how it appears may vary. For example, a black and white monitor can portray color images, but the colors appear in black, white, and shades of gray. Similarly, a true color image can be shown on a 16-color display, but many of the colors will be dithered, (patterns of other colors).

No discussion of data type is complete without mentioning the number of bits it is composed of. It is this number that determines how many colors can exist in a single file. By raising two to the power of bits you can find out the maximum number of colors possible. For example, a black and white image data type is a one-bit data type. Thus you can only have two colors: black or white. Alternatively, an eight-bit data type allows 2 to the 8 (256) different colors. The amount of memory needed is directly related to the number of bits, so an image with a 16-bit data type would be four times larger than the same image with a four-bit data type.

Currently, there are six widely accepted data types used in PCs today. In order of the amount of memory required, (least to most), they are:

- **Black and White**   (1-bit)
- **Indexed 16-color**   (4-bit)
- **Grayscale**   (8-bit)
- **Indexed 256- color**   (8-bit)
- **RGB HiColor**   (15- or 16-bit)
- **RGB True Color**   (24-bit)

Black and White

Black and White is a one-bit data type. That does not mean that shades of gray are impossible though. By combining black and white pixels in special patterns, an illusion of lighter or darker shades can be created. For example, the gray square below is actually a pattern of black and white. The inset shows the actual pattern:
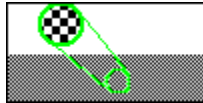

Grayscale

Grayscale images are eight-bit data type images. They contain black, white, and 254 different shades of gray. If you are working on images for black and white printing, this is a good format to work with. You can easily draw and modify images to create the shading and accents you want. When it is time to print out, you will have a very good idea about the appearance of the actual printout.

Indexed Color

Indexed Color images have color tables to define which colors can be used. The Indexed 16-color data type is a 4-bit data type while the 256-color data type is an 8-bit data type. Just like black and white images, additional colors can

be simulated by combining existing colors in a pattern. For example, the 16-color image below creates purple by using a pattern of red and blue pixels:
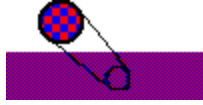
Since each image can have its own unique table, the choices of available colors for two different images may be completely different.

RGB

RGB stands for Red, Green, and Blue, the three colors your monitor uses to create all its colors. There are currently two popular RGB data types; HiColor and True Color. HiColor is a 15- or 16-bit data type and can produce 32,268 or 65,536 different colors respectively. RGB True Color is a 24-bit data type and can produce over 16.7 million colors. Both of these data types are particularly useful if you are working with photographic quality images on your computer.

To understand how the RGB data types work, lets look at the True Color version. RGB True color divides its 24 bits between Red, Green, and Blue so that each color has eight bits. Thus, there can be 256 shades of each color ranging from 0, (none), to 255, (intense). By combining shades of each color together, other colors in the visible spectrum can be created.

The problem with RGB True Color is that it demands huge amounts of memory. To limit this problem, RGB HiColor was developed. There are two forms of RGB HiColor and they each work a little differently: 15-bit RGB HiColor, rather than devoting eight bits to each color, only assigns five. Thus Red, Green, and Blue each have only 32 shades. 16-Bit RGB usually devotes an extra bit to one of the primary colors.

A color table is a list of the allowable colors for a given image. By defining the Red, Green, and Blue values for each space in the table you can determine which colors that image can contain. For more detailed information, read **About Colors**

As a rule, green is usually allocated the extra bit because the human eye is more sensitive to it.

File format

Almost every computer program has its own unique way to store information for later retrieval. The way programs organize this information is what makes up the file format. There are probably over 100 different file formats for graphics files alone. Some of these files are unique to specific programs while others are general formats that extend over several platforms. The two things to consider when discussing file formats are

> **Representation Scheme** – how the computer interprets data to reproduce it.

> **Compression Scheme** – how the computer utilizes memory to store the image.

Representation Scheme

Bitmap files may be broken down into two or more sections. Each section has a unique function to tell the computer how to reproduce the file. The simplest bitmap image files will have two or three parts: the header, bitmap data, and optionally, the footer.

The header contains important information to prepare the computer for the data that follows. It may include some or all of the following items:

Bitmap data makes up the bulk of the file. It contains the "meat" of the information. It consists of values for each pixel in the image. The computer reads these values, and using the information from the header reproduces them in the proper place in the image.

The footer is an optional addition to the format. In many cases, information in the footer consists of data that was omitted from the header because of version changes.

Compression

There is an unwritten law that states, "No matter how big your hard disk is, you always need 10 MB more." Depending on the size and data type, images can be major contributors to this problem. For example an uncompressed, low-resolution, (100 dpi), one-page, black and white fax would occupy about 935 KB. Imagine how much more space would be required for full color images! That is where compression comes in, it manages the image data so that less space is required to store the image.

Most compression schemes fall into one of two categories: lossless and lossy. Lossless compression means that no data is irreparably altered in the process of "shrinking" and "expanding" a file. Lossy compression, however, does change the original data. In most cases, the changes are insignificant, and rarely can the naked eye make them out even when magnified to sixteen times normal size. The advantage of lossy over lossless is that lossy schemes usually offer much better compression ratios. Thus, files are smaller.

Think about the compression method when saving images. If you have a True Color or other high quality image where there are few similarities from pixel to pixel, using lossless compression can actually result in a larger file! On the other hand, if you work on an image with a large solid background

or one-color regions, you can save valuable disk space. Similarly, don't be put off by lossy compression schemes. Usually, the depreciation of the data is too small for most to see. Click below to see if you can tell the difference between compression methods:

<u>Can you tell the difference between compression methods?</u>

The most common compression methods are:

- **Pixel Packing** — More a memory management scheme than compression method, it shifts data to fill every available memory register instead of isolating each piece of date in its own byte register. Using pixel packing often slows down performance when opening and closing files.

- **Run Length Encoding (RLE)** — A compression method that looks for continuous occurrences of the same information. It then stores that occurrence in two bytes. The first byte defines the number of repetitions; the second what is to be repeated. For example, the string "AAAAAAAAA" would become "9A" (9 bytes becomes 2 bytes) This type of compression is good for simple images with large continuous color areas. But if a file has few or very small continuous region, it could cause the file to grow in size instead of shrink. The best way to demonstrate this is to use a simple sentence: "Reading books is good." This sentence is 21 bytes long, (including spaces and the period). Using RLE compression, it would be 38 bytes long, almost double the size!

- **CCITT** — A .compression method that uses a pre-defined look-up table to identify and replace expected patterns in the actual data. Think of this as shorthand for computers.

- **LZW** — A proprietary compression method that uses a look-up table called a dictionary. The difference is that it creates its own dictionary from the original data. So the dictionaries in LZW files tend to be smaller and more well suited to the specific data they represent. Similar to RLE compression, images with few regular patterns would likely grow instead of shrink using this compression.

- **JPEG** A was developed to create a standard for sending images over digital communication lines. Although it is a lossy compression method, most high and true color images compressed with it show little or no degradation, thus it is becoming one of the most popular ones in use today. The methods used to achieve JPEG compression vary and are and difficult to explain.

-
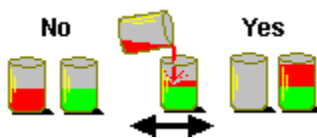
Here are two eight gallon barrels. The first one is half full of red sand; the second of green. To save barrels, we are going to put the green sand on top of the red sand, making sure neither color mixes.

This image contains 121 red, green, blue, brown, or white pixels. The picture below shows a possible way of coding the bitmap where R means Red, G means Green, B means Blue, N means Brown, and W means White. When we store this image without compression, it might look like: BBBBBBBBBBBBBGGBBB.....BBBBBRRRRRBBB. The total amount of memory used would be 121 bytes. Using RLE compression, this might become 13B2G3B.....5B5R3B. The total memory used would be 82 bytes, a 25% reduction in size.

What kind of compression is being used?

Resolution

The resolution is the number of pixels in each inch of an image and is measured in ppi, (pixels per inch) or dpi, (dots per inch). At first, it can be a little confusing because it can have different significance depending on what you are doing. When scanning an image resolution affects its clarity; higher resolution scans are more precise. Once an image is in the computer, it takes on a whole new meaning. Now it represents image size. If you change resolution, the number of pixels remains the same, but their individual sizes and proximity to each other changes. So, If you scan an image at one resolution, and then increase the scanned image's resolution to a higher one, the resulting image, when printed, will be smaller. However, if you look at it on your monitor, you will see no changes in the size because your monitor's resolution and the total number of pixels did not change.

About computer graphics

There are three general formatting methods for representing graphics on a computer:

- **Bitmap** – Images are defined as a series of dots, each having its own assignment in a grid.
- **Vector** – Drawings are composed of shapes defined by starting and ending points for lines to make each shape.
- **Metafile** – Pictures combine both bitmap and vector characteristics, using the vector format to define shapes, outlines, and fills but the bitmap format to do complex shading and coloring.

Bitmap graphics

Files that use a bitmap format are often referred to as images. They define the picture with an assignment for each pixel in the picture. Most images produced by scanners, fax machines, and other optical input devices produce bitmap images. An other popular use for bitmap files is photographs and other images requiring a wide array of colors or filled regions.

Bitmap Plusses and Minuses

The advantages of bitmaps are:
- They are easy to create and store
- They are easy to reproduce on several different types of output devices
- Bitmaps offer tremendous flexibility in displaying a range of colors
- It is easier to create solid colors with bitmaps

The disadvantages to bitmaps are:
- Files tend to be very large when compared with other formats
- Editing shapes can be very difficult, especially if an image is composed of many similar colors.

- Resizing bitmap images often results in noticeable distortion to the original data.

Vector graphics

Computer graphics began with the vector format. This is because most of the devices used to display and print were not pixel based, but line based. The displays were modeled after the oscilloscope, and drawings were printed on devices called plotters.

Vector graphics do not concern themselves with each pixel in the drawing. They are shape-based formats composed of one or more objects. Each object is defined by two (or more) points that define its shape. For example, a straight line would have two points marking the start and end. A square might consist of two or four points to mark the line segments or shape.

The vector format is most useful for drawings where high levels of accuracy and smooth, well defined lines are most important. Some examples include blueprints, exploded view drawings, and poster art.

Vector Plusses and Minuses

The main advantages of vector formats are:
- They can easily be scaled up or down with marginal loss in accuracy.
- They are well suited for creating three dimensional drawings.
- Vector file sizes are usually much smaller than similar looking bitmaps.

The disadvantages to vector formats are
- They can be highly dependent on the device that displays or prints them.
- The detailed attention to shading and color required for photographic quality is practically impossible.
- Detailed vector files may take longer to draw on screen or print out since each object is independent of others in the file.

Metafile graphics

At first glance, metafiles would seem to be the ideal file format because they combine both vector and bitmap characteristics. While the format may be nice in its final form, there are many complications associated with designing software that can create and work on metafiles effectively. For this reason, many programmers avoid using this format. The primary use for metafiles is for transferring files over different hardware platforms.

Metafile Plusses and Minuses

The advantages to metafiles are:
- They are usually extremely portable.
- Uncompressed, they tend to be smaller than a similar bitmap.
- They compress well.

The primary disadvantage to metafiles is

- They are very complex and difficult to edit.
-

For a more complete explanation of the issues involving images and computers, see **<u>Images</u>**.

About color

Colors are formed by light reflected off a surface. Although there are an infinite number of colors in the world, there is a limit to how many we can see. Without considering a person's age or health, the first limitation comes from the visible spectrum. Only light between 380 (red) to 770 (purple) nanometers in wavelength is visable by the human eye. We can see any color in this range, but it is generally believed that people can only distinguish between 10 to 16-million different colors. Further, even under the best lighting conditions, in any single moment, the range is limited to somewhere around 10,000. And under poor or colored lighting, this number is further reduced.

It is important to remember this when working with digital color because there is a very real limit on the number of colors you can display or produce depending on the format, available memory, and your equipment. On the PC platform, the fewest is two, Black and White, while the most sophisticated color formats may allow over 68 billion colors at one time!

Depending on your needs, there are several different ways for generating colors. Each has its own strengths and weaknesses. The most common models are:

- **RGB Cube** — Generally used with light emitting devices like TV's and monitors
- **CMYK Color Model** — Usually used for printed media like books
- **HSB Cone** — A popular format for photographers and painters
- **YUV / YIQ Color Model** — A variation of the RGB Cube used for sending images over digital networks.

RGB color model

The RGB model is an additive color model. By that we mean color is added to black to create the new ones. The more color you add, the closer to white you can get. This color model is built around the three primary colors of Red, Green, and Blue.
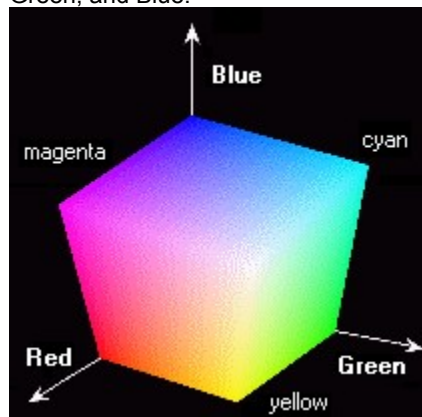
This picture of an RGB cube illustrates how the system

works. The color red starts from nothing and gradually increases along one horizontal (x) axis. Along a second horizontal (y) axis the same thing is done for green. The vertical (z) axis uses blue. At the point where all three axes meet, there is no color, hence black. Diagonally through the cube, across from this point, Red, Green, and Blue are fully represented, creating white. If you could see the line connecting these two points, you would see shades of gray. As you move away from the origin along each axis, the value for that color increases. New colors result from combining the primary colors in proportion to the distance from the origin.

This color model is most popular in luminous media such as computer monitors and televisions. The reason is that when these devices are off, the display goes dark (black). So, adding colors to the existing black is easiest.

CMYK color model

The CMYK color model is a subtractive color model. By that we mean that new colors come from the removal of color from white.

Like the RGB cube, the CMYK model is based on three primary colors — Cyan, Magenta, and Yellow. If you look for these colors on the RGB cube, you will see they are complements (opposites) of the RGB colors. (Cyan is complement of Red, Magenta of Green, and Yellow of Blue.) These colors differ from the RGB primary colors in that they absorb instead of reflect light.

At the origin, (0,0,0), no color would be removed and white would result. Similarly, if sufficient amounts of all three colors were blended, all red, blue, and green would be absorbed, hence black.

So we see what C, M, and Y mean in CMYK, what about K? K represents a fourth channel added to the model for Black and Grays. In an ideal environment, this channel should not be necessary, but in the real world, blending cyan, magenta, and yellow rarely produces a rich, dark black; it usually creates a dark muddy brown. This is due to subtle impurities in the colors when they are blended. To overcome this problem, a pure black (and gray) channel is added for when those colors are needed.

The CMYK color model is used primarily in the printed media. This is because printed surfaces are reflective, (that is they allow us to see colors not absorbed by the surface). By using colors from the CMYK model, we can influence which colors are absorbed and which are reflected.

HSB color model

The HSB cone is a completely different concept from the RGB and CMYK models. Rather than using three primary colors to create new ones, it treats every color of the spectrum as its own unique entity (Hue). Then black is used to control the brightness and white the purity (Saturation).
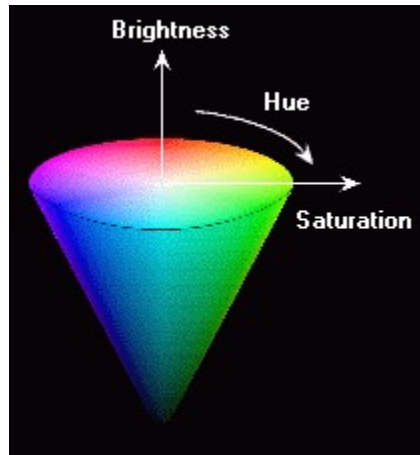
The colors of the spectrum are arranged in a circle around the top of the cone and identified according to their position relative to red. The three primary colors are arranged 120° apart with their complements directly opposite. Pure white is at the top center of the cone and black at the apex. If you follow a line from the outer edge to the center, you will see color getting brighter until the bright white is achieved. Similarly, if you follow a line from the outer edge to the apex, color darkens until only black is visible.

The best example of how the HSB model works is shown in painting. Generally speaking, artists will pick pure colors to work with. Then to tint the color, they add white. To shade, they add black. Finally, to create a tone, they will combine black and white with the pure color.

✿ YUV / YIQ color model

These models are variations of the RGB model. Their primary uses are for sending television signals, (YUV for PAL and YIQ for NTSC), but is also of interest because of its application in JPEG compression. This model interprets colors in terms of the luminance (Y), and two degrees of chrominance or color (U,V). The biggest downside to this model is that it actually changes some data during the conversion.

Try looking at a picture of the bright blue sky under a fluorescent white light and then under a yellow light. In the second case, the sky will take on a green tint. Under these conditions, some colors you might otherwise easily distinguish may be masked by the environment.

Don't be too discouraged by the implied limitations of Black and White. By combining these two colors smartly, several other shades can be simulated in many types of images. For more about how to create more colors from a small palette, see **<u>Images - Data Type</u>**.

At first, you might think slides and film would use the RGB color model. Actually, CMYK is more popular. This is because the media upon which we are viewing is not the light that projects the images; it is the wall or film where it is projected.

This is an uncompressed image. It is about 65 KB.

This image was saved using JPEG compression. This lossy compression scheme reduced the total file size from 65 KB to a little more than 9 KB!

This image is compressed with a lossless compression method. But when the file was saved the size increased from 65 KB to 66 KB! The reason for this is that there are so many dissimilar colors and no easily recognizable patterns.
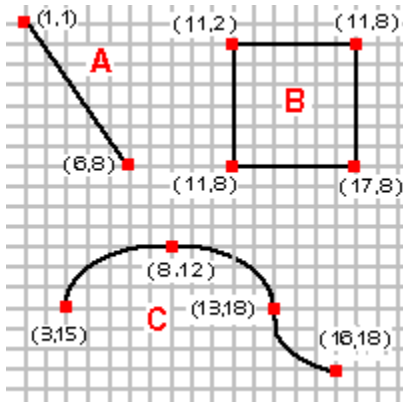
This picture illustrates three types of vector shapes. Using the upper left corner as the reference, image A shows the simplest vector shape, the line. Two points identify the ends and a straight line connects the points. In a file, this might look like "line,1,1,6,8" Image B is a square. One possible way to represent it could be "Square,11,2,17,8", which identifies the shape an two diagonal corners. Image C is a curved line. It might be represented as "Arc,3,15,8,12,13,18,16,18" The program would calculate the curvature for a line to connect those points in sequence.

Ulead supported file formats

There are over one hundred different graphics file formats currently in use on computers. It would be impossible to cover them all here. Click below for details about the formats supported by Ulead programs:

BMP	**PCX**	**PSD**	**UFO**
CUR	**PCD**	**TGA**	
JPG	**PNG**	**TIF**	
	Key		

Key

This is a key to the symbols appearing to the left of each format description.

Full Supported Ulead programs can open and save them.

Partial Support Ulead programs can open these files but can only save them as bitmaps.

Read Only Ulead programs can read these files, but cannot save to the same format.

Bitmap (BMP)

This is a widely recognized format made popular by Microsoft Windows and IBM OS/2. It supports several data types ranging from black and white all the way up to 24-bit True Color. It is good for images you want for your Windows wallpaper or to distribute to others who you know have Windows, but are not sure of what else. Although the BMP format supports RLE compression, most programs (including Ulead) do not take advantage of it.

Microsoft Windows Cursor (CUR)

You mouse pointer likely uses (or at one time used) the .CUR format. The features that set apart from most other file formats are:

1. It can only be 32 x 32 pixels in size.
2. It is a 2-bit data type, using Black, white, transparent, and inverse.

When Ulead programs open .CUR files, the transparent color appears as white and the inverse color as black.

JPEG File Interchange Format (JPG)

The JPEG format is best suited for digital photographs and

other natural-looking images. It is not as good for precise artwork such as line-art. This is because some "averaging" takes place during compression, and edges may be blurred. In photographs, this is not so noticeable because such sharp edges are rare.

It uses a lossy compression method to achieve compression ratios of up to 100 to 1. This is far better than 10 to 1 which may be the best most other compression methods might produce. This format supports grayscale and True Color data types; because it uses a lossy compression method, indexed and black and white data types do not reproduce well and are not supported. One interesting feature of this format is that you can vary the degree of compression. So you can decide what level of data retention vs. space savings is best for your needs.

✿

Kodak Photo CD (PCD)

✿

When the prospect of using computers to save images became a reality, Eastman Kodak developed this format to store photographs digitally. This proprietary format is used by images in Kodak CDs. To support multiple display modes, each PCD file contains image data in 5 resolutions, and allows you to choose between viewing the image in True Color, indexed 256 color, or grayscale.

✿

PC Paintbrush (PCX)

✿

Originally developed by ZSoft Corporation for their PC Paintbrush program, this format gained early popularity. Shortly after its development, ZSoft entered into several OEM agreements with early fax board and scanner manufactures. As a result, this format has become an important standard on the PC and other desktop platforms. It supports all data types.

Some PCX images do not include resolution information in their headers. If a Ulead program opens such an image, it will automatically match the image resolution with the current display resolution.

✿

Adobe PhotoShop (PSD)

✿

This format was created by Adobe Systems Inc. for use with their high-end image enhancement program. It supports all data types and is one the most popular formats for professional photographers who use desktop computers to touch up their work.

✿

Targa (TGA)

✿

This format, one of the principal true color image formats,

can store image data with up to 32 bits per pixel. Compared to TIF and JPEG which are other options for true color images, TGA is relatively simple and therefore widely used in imaging programs. The only drawback to this format is that it lacks a good compression scheme.

⚙

Tagged Image File Format (TIF)
⚙

This is a standard file format for most imaging programs which supports all data types from monochrome up to 24-bit true color, as well as many color models and compression schemes. An even more powerful aspect of TIF is that its files can move easily between platforms, making it an ideal format for storing image data.

⚙

- ⚙   About images
- ⚙   Data type
- ⚙   File format
- ⚙   Resolution

- About computer graphics
- Bitmap graphics
- Vector graphics
- Metafile graphics
- Ulead supported file formats

Ulead File for Objects (UFO)

This proprietary file format was designed by Ulead Systems for use in PhotoImpact. It is the only format supported by Ulead programs that allows objects that have not been merged to the base image to be retained. UFO files use RLE or no compression when saved.

Portable Network Graphics (PNG)

PNG, pronounced "Ping," was developed to replace the GIF format which is losing popularity due to proprietary concerns. It is designed primarily for sharing image data on line. Perhaps one of the most fascinating aspects of this format is how it opens images. Unlike most other file formats, this one is designed to show a representation of the image as fast as possible. When opening a PNG image, it first appears out of focus and gradually becomes more clear. In this way, you gain a better idea of the entire image faster, (and can cancel a download sooner if you see that you don't want it). Another feature, especially designed for on-line concerns, is easy file checking for transmission accuracy and against file corruption.   PNG supports indexed 256 color, true color, and grayscale data types.

- About color
- RGB color model
- CMYK color model
- HSB color model
- YUV / YIQ color model

General

Working with thumbnails

Managing source files

Viewing

Locating thumbnails

Customizing the Tool panel

- General
- Working with thumbnails
- Managing source files
- Managing the active album
- Viewing
- Locating thumbnails
- **Customizing the Tool panel**
- Dragging-and-Dropping

- Adding programs
- Removing programs and program groups
- Displaying a program group
- Repositioning the Tool panel
- Changing properties of a program

Dragging-and-Dropping

- General
- Working with thumbnails
- Managing source files
- Managing the active album
- Viewing
- Locating thumbnails
- Customizing the Tool panel
- **Dragging-and-Dropping**

- Adding programs to the Tool panel
- Inserting thumbnails into an album
- Opening album files into the workspace
- Copying/Moving files between albums
- Embedding or linking files in other applications
- Moving thumbnails between tabs
- Opening source files from the Tool panel
- Storing objects from an application into an album

Managing the active album

- General
- Working with thumbnails
- Managing source files
- **Managing the active album**
- Viewing
- Locating thumbnails
- Customizing the Tool panel
- Dragging-and-Dropping

- Choosing helpful tools
- Moving an album to another location
- Copying an album
- Renaming an album
- Backing up an album
- Restoring an album
- Sharing an album
- Refreshing an album
- Sending an album
- Changing an album's properties
- Closing an album

Status bar and toolbars Menu

- Workspace
- Menu commands
- **Right click Pop-up Menus**
- Standard click Pop-up Menus
- Dialog boxes
- Advice

This pop-up menu appears when you right click on the Status bar or any of the toolbars. It contains these commands. Click on the command you have a question about for more information.

- Standard
- Sort
- Search
- Tool panel
- Mark panel
- Status bar
- Toolbars & Panels

Click **Right click Pop-up Menus** on the left for help on other pop-up menus.

Tool panel Menu

- Workspace
- Menu commands
- **Right click Pop-up Menus**
- Standard click Pop-up Menus
- Dialog boxes
- Advice

This pop-up menu appears when you right click on the Tool panel. It contains these commands. Click on the command you have a question about for more information.

- Standard
- Sort
- Search
- Tool panel
- Mark panel
- Status bar
- Attach Left
- Attach Right
- Floating
- Toolbars & Panels

Click **Right click Pop-up Menus** on the left for help on other pop-up menus.

- Tabs by Menu
- Compact Mode Menu
- Change layout Menu
- Mark panel Menu
- View Mark Menu

- ⚙ [Status bar and toolbars Menu](#)
- ⚙ [Tool panel Menu](#)
- ⚙ [Album   Menu](#)
- ⚙ [Workspace Menu](#)
- ⚙ [Thumbnail Menu](#)
- ⚙ [Edit Pane Menu](#)

Album Menu

- Workspace
- Menu commands
- **Right click Pop-up Menus**
- Standard click Pop-up Menus
- Dialog boxes
- Advice

This pop-up menu appears when you right click anywhere on an opened album (except minimized) in the workspace. It contains these commands. Click on the command you have a question about for more information.

- Slide Show
- Delete
- Print
- Rename
- Close
- Check
- Put on Shelf
- Mode
- Move
- Properties
- Copy

Click **Right click Pop-up Menus** on the left for help on other pop-up menus.

Workspace Menu

- Workspace
- Menu commands
- **Right click Pop-up Menus**
- Standard click Pop-up Menus
- Dialog boxes
- Advice

This pop-up menu appears when you right click on the workspace. It contains these commands. Click on the command you have a question about for more information.

- Windows opened files list
- More
- Minimize All

Click **Right click Pop-up Menus** on the left for help on other pop-up menus.

Thumbnail Menu

- Workspace
- Menu commands
- **Right click Pop-up Menus**
- Standard click Pop-up Menus
- Dialog boxes
- Advice

This pop-up menu appears when you right click on a thumbnail. It contains these commands. Click on the command you have a question about for more information.

- View
- Source submenu
- Open
- Move
- Copy
- Copy
- Clear
- Delete
- Properties
- Rename

Click **Right click Pop-up Menus** on the left for help on other pop-up menus.

Edit Pane Menu

- Workspace
- Menu commands
- **Right click Pop-up Menus**
- Standard click Pop-up Menus
- Dialog boxes
- Advice

This pop-up menu appears when you right click on an area where you edit the album fields. It contains these commands. Click on the command you have a question about for more information.

- Undo
- Cut
- Copy
- Paste
- Clear
- Apply to All
- Save

⚙ Restore

Click **Right click Pop-up Menus** on the left for help on other pop-up menus.

⚙ Tabs by Menu

⚙ Workspace
⚙ Menu commands
⚙ Right click Pop-up Menus
⚙ **Standard click Pop-up Menus**
⚙ Dialog boxes
⚙ Advice

This pop-up menu appears when you click ▤, at the upper right corner of the currently displayed album. This icon is visible when tabs are on display. Click on the command you have a question about for more information.

⚙ Tabs by Category
⚙ Tabs by Media
⚙ Move Thumbnail
⚙ Switch to
⚙ Hide Tabs

Click **Standard click Pop-up Menus** on the left for help on other pop-up menus.

⚙ Compact Mode Menu

⚙ Workspace
⚙ Menu commands
⚙ Right click Pop-up Menus
⚙ **Standard click Pop-up Menus**
⚙ Dialog boxes
⚙ Advice

This pop-up menu appears when you click ⚙ while in compact mode display. It contains these commands. Click on the command you have a question about for more information.

⚙ Compact mode menu bar commands
⚙ Switch to Normal Mode
⚙ Tile With
⚙ Always on Top
⚙ Horizontal Panel
⚙ Vertical Panel

Click **Standard click Pop-up Menus** on the left for help on other pop-up menus.

⚙ Mark panel Menu

⚙ Workspace
⚙ Menu commands
⚙ Right click Pop-up Menus
⚙ **Standard click Pop-up Menus**
⚙ Dialog boxes
⚙ Advice

This pop-up menu appears when you click ⚙ in the Mark panel or by double clicking on the Mark panel's title bar. It contains these commands. Click on the command you have a question about for more information.

⚙ Move   ⚙ Convert to Keywords
⚙ Size   ⚙ Clear All
⚙ Close   ⚙ Edit
⚙ Assign Selected   ⚙ Load
⚙ Clear Selected   ⚙ Save

Click **Standard click Pop-up Menus** on the left for help on other pop-up menus.

⚙ View Mark Menu

⚙ Workspace

This pop-up menu appears when you click 🖼 in the Mark

- Menu commands
- Right click Pop-up Menus
- **Standard click Pop-up Menus**
- Dialog boxes
- Advice

panel. It contains these commands. Click on the command you have a question about for more information.

- And
- Or
- View All

Click **Standard click Pop-up Menus** on the left for help on other pop-up menus.

Change layout Menu

- Workspace
- Menu commands
- Right click Pop-up Menus
- **Standard click Pop-up Menus**
- Dialog boxes
- Advice

This pop-up menu appears when you click in the Status bar. It contains these commands. Click on the command you have a question about for more information.

- Thumbnail
- Attribute
- Filename
- Data Entry
- Layout

Click **Standard click Pop-up Menus** on the left for help on other pop-up menus.

Technical support

Please prepare the following information before contacting us so we can offer you the best possible support:
- The program name and serial number.
- Nature of the problem.
- Any error messages or dialog boxes that appear when the problem occurs.
- System information including CPU, operating system, and any other programs running when the problem occurs.

If you write or fax us, please add printouts of the following:
- AUTOEXEC.BAT
- CONFIG.SYS
- WIN.INI
- ULEAD.INI

Note: You can open most of these files at once by running SYSEDIT.EXE, found in your Windows program directory.

How to contact us

Click below for more information on contacting us.

North and South America
International

| | Phone |
| Fax |
| Mail |
| BBS |
| e-Mail |

Call

+886-2-764-8599

Send a fax to

+886-2-764-9599

Send a letter to

Ulead Systems, Inc.
10 F, 111 Tung Hsing St,
Taipei, Taiwan, R.O.C.

WWW

http://www.ulead.com

E-Mail

mkt@ulead.com.tw

Dial up the Ulead BBS at

+886-2-764-7585 19200 bps (N,8,1)

Compuserve

GO ULEAD

Call

(310)-523-9391

Send a fax to

(310)-523-9399

Send a letter to

Ulead Systems, Inc.
970 West 190th Street, Suite 520
Torrance, CA 90502

WWW

http://www.ulead.com

E-Mail

mkt@ulead.com

Dial up the Ulead BBS at

(310)-523-9389 19200 bps (N,8,1)

Compuserve

GO ULEAD

Send e-Mail to

support@ulead.com.tw

Search Type

Allows you to select a criteria to search on.

✿

Search Operator

Allows you to select the operator to use in a search. The available list varies depending on the selected search type.

✿

Enter Data to Search on

Allows you to enter the data to match with thumbnails' data in a search.

✿

Start with

Allows you to search for thumbnails with words that begin with the text you entered.

✿

Edit Criteria

Opens the Edit search criteria dialog box to define/edit the search criteria.

✿

Perform Search

Searches and displays all thumbnails matching the defined search criteria.

✿

Sort by

Defines the order of thumbnails in an album.

✿

Sort by Name

Sorts thumbnails alphabetically by the filename of their source files.

✿

Sort by Extension

Sorts thumbnails by the file extension of their source files.

✿

Sort by Size

Sorts thumbnails by the file size of their source files.

✿

Sort by Date

Sorts thumbnails by the date their source files were last modified

⚙

Auto Scroll

Allows you to quickly scroll through the thumbnails in an album. Click on the red dot and while holding down the left mouse button, turn the dial clockwise to scroll down or counter clockwise to scroll up. To stop the process, release the mouse button.

⚙

Tool Panel Menu   ⚙

Opens the Tool Panel Menu which allows you to add/delete program groups and icons, display/modify the Tool panel properties, change the Tool panel location, and run other programs even if they are not included in the Tool panel.

⚙

⚙   Adding programs
⚙   Removing programs and program groups
⚙   Displaying a program group
⚙   Repositioning the Tool panel

Scroll buttons

Allows you to see other program icons not visible on the screen.

⚙

Program icons

Clicking on a program icon in the Tool panel opens the program. Dragging and dropping thumbnails to a program icon that supports their file format runs the program, opening the selected thumbnail files in the workspace.

⚙

⚙   Adding programs
⚙   Removing programs and program groups
⚙   Displaying a program group

Move

Allows you to position the Mark panel anywhere on the desktop.

⚙

Size

Allows you to resize the Mark panel.

⚙

Close

Allows you to hide the Mark panel.

⚙

Assign Selected ✤

Allows you to assign selected marks to thumbnails.

✤
✤ Assigning marks

Clear Selected

Removes selected marks from the selected thumbnails.

✤

Clear All

Removes all selected marks from all thumbnails.

✤

Edit

Allows you to define a new mark or edit the existing ones.

✤

Load

Allows you to retrieve previously saved mark file of the selected thumbnail(s). Album matches the mark names in the selected mark file to the ones in the current list before putting marks on thumbnail(s). When a mark letter conflict occurs, the program prompts you to select a new mark letter to assign to the incoming mark name or cancel the insertion process.

✤
✤ Loading marks

Save

Allows you to save current marks of the selected thumbnail(s) to a mark file for future use.

✤
✤ Loading marks

Convert to Keywords

Allows you to add the selected mark names to your keyword list. A dialog box opens for you to select the keyword field, define the marks to add, and decide whether to remove the marks from the thumbnails and/or the Mark panel.

✤

View Marks ✤

Displays thumbnails with or without marks in an album. Select one or multiple marks from the list. Select the operator (AND or OR) to display the thumbnails bearing the selected marks.

✤

New

Creates a new program group and/or adds program icons to

a group in the Tool panel.

✿

✿   Adding programs

Delete

Removes a program group together with its program icons and/or removes a program icon from a program group.

✿

✿   Removing programs and program groups

Properties

Allows you to edit/change a program group name and program icon information of the selected program group.

✿

✿   Changing properties of a program

Program Group list

Displays all the existing program groups in the current album. To display a program group, click on the desired program group.

✿

✿   Displaying a program group

Configure

Allows you to change the location of the Tool panel.

✿

✿   Repositioning the Tool panel

Run

Allows you to start an application even if it is not included in the Tool panel.

(Hot Key - Ctrl+R)

✿

Information displayed in the Status bar

Information varies depending where the pointer rests. Listed below are examples of what you might expect.

✿   Displays the number of albums in the workspace/on the shelf.

📷   Displays the total number of thumbnails in an album.

🖼   Displays the number of thumbnails in a tab.

🖼   Displays the number of selected thumbnails in an album.

✿

Compact Mode menu bar commands

Displays all the menu bar commands. To view a command, highlight a particular menu.

✿

⚙   Controlling Album's workscreen

Tile With

Allows you to display an album and another opened application on the screen. A dialog box offers options on where to place your album and the selected application.

⚙

⚙   Controlling Album's workscreen
⚙   Displaying another program with Album

Always on Top

Ensures that Album is never covered by any other open applications on your desktop. This command is useful when performing drag-and-drop operations.

⚙

⚙   Displaying another program with Album

Horizontal Panel

In compact mode, Album is displayed horizontally at the lower part of the screen.

⚙

⚙   Displaying another program with Album

Vertical Panel

In compact mode, Album is displayed vertically at the right most part of the screen.

⚙

⚙   Displaying another program with Album

Switch To

Allows you to switch from one album tab to another.

⚙

Move Thumbnail

Allows you to move selected thumbnails from one tab to another within an album.

⚙

Standard

Allows you to display the standard toolbar by highlighting it. (A check mark to its left means it's already displayed.)

⚙

Sort

Allows you to display the sort toolbar by highlighting it. (A check mark to its left means it's already displayed.)

⚙

Search

Allows you to display the search toolbar by highlighting it. (A check mark to its left means it's already displayed.)

✿

Tool panel

Allows you to display the Tool panel by highlighting it. (A check mark to its left means it's already displayed.)

✿

Mark panel

Allows you to display the Mark panel by highlighting it. (A check mark to its left means it's already displayed.)

✿

Status bar

Allows you to display the status bar by highlighting it. (A check mark to its left means it's already displayed.)

✿

Tool panel position

Allows you to select where to position the Tool panel. (A check mark indicates the current position.)

 Note: Selecting floating allows you to drag the Tool panel anywhere on the screen.

✿

More

Allows you to view other opened albums in the workspace that exceeds the filename display limit of nine.

✿

Minimize All

Minimizes all opened albums in the workspace.

✿

Undo

Reverses the last action made on the current field of the displayed thumbnail.

✿

Cut

Removes the selected text from the current field of the displayed thumbnail and transfers it to the clipboard.

✿

Copy

Copies the selected text from the current field of the displayed thumbnail onto the clipboard.

Paste

Allows you to copy clipboard data to a selected field of the displayed thumbnail.

Clear

Deletes the selected text from the current field of the displayed thumbnail.

Apply to All

Copies the field data of the current field to the corresponding fields of all selected thumbnails.

Save

Saves the modified field data of the displayed thumbnail to the album.

Restore

Restores all the field data of the displayed thumbnail from the album and deletes modified data entries.

Mark Panel Menu

Displays the Mark panel menu to resize and reposition the Mark panel. It also contains commands for working with marks.

- Assigning marks
- Editing and adding marks
- Loading and saving marks

Mark names window

Displays all the mark names in an album.

- Assigning marks
- Editing and adding marks

Assign marks

Allows you to assign selected mark(s) to thumbnails. To start/stop assigning marks to thumbnails, click .

File & Album

Allows you to input images from the installed TWAIN device

and then sends the files to an album.
✿

Fax in B&W ✿

Allows you to input images from the installed TWAIN device and then sends them as a black and white fax.
✿

Fax in Color ✿

Allows you to input images from the installed TWAIN device and then sends them as a color fax.
✿

Printer ✿

Allows you to input images from the installed TWAIN device and then sends them to the default printer.
✿

e-Mail ✿

Allows you to input images from the installed TWAIN device and then sends them to your e-Mail delivery system.
✿

Acquire To ✿

Allows you to input images from the installed TWAIN device and then sends them to different locations, such as an album, fax, or e-Mail.
✿

Top

Displays the first thumbnail in the currently selected set of thumbnails when in the Data Entry mode.
✿

Backward

Displays the previously viewed thumbnail in the currently selected set of thumbnails when in the Data Entry mode.
✿

Forward

Displays the next thumbnail in the currently selected set of thumbnails when in the Data Entry mode.
✿

Bottom

Displays the last thumbnail in the currently selected set of thumbnails when in the Data Entry mode.
✿

Select Item

Allows you to select an item to search for from the drop down list. The items listed varies depending on the selected search type.

✿

Date range

Allows you to specify the range of date to search on. Enter the month, day, and year, respectively.

✿

File size range

Allows you to specify the file size to match in the search. Select the unit of measure to use and enter the size range of the files as well as the data to match.

✿

Match whole word

Allows you to search for occurrences of a defined query (upper and lower cases of the letters not considered). When this option is not selected, the search result displays all the words that contain all the letters in the defined query even if the query is only a part of the found match.

✿

Match case

Allows you to search for an exact match of a defined query. (This process considers the upper and lower cases of the letters.)

✿

More Groups

Displays other group names that are not visible on the screen.

✿