QuickStart *To learn about a MediaPlus feature, click the corresponding topic **at left***

.... ◀ ⊞ Choose a starting window arrangement, then customize to suit your needs

.... ◀ Use the **Explorer** and **Browser** windows to view folder contents and carry out file operations

.... ◀ Catalog your media files in **albums** that let you track and manage your resources

.... ◀ Use Favorites to store shortcuts to files, folders, and albums

.... ◀ Examine images or multimedia files using fullscreen view or the **Preview** window

.... ◀ View file data, add your own comments to album thumbnails in the **Information** window

.... ◀ Use Search to locate media files that meet specific criteria, including comments you've added

.... ◀ Transfer, catalog, and manage pictures directly from your digital camera or scanner

.... ◀ Use Download to automatically filter Web pages and gather the media files you need

.... ◀ ▶ Deliver a fullscreen, multi-image presentation with transitions and auto or manual timing

.... ◀ Transform any image into a background picture for your desktop

.... ◀ Export selected images as Web-based galleries with customized index pages

.... ◀ Print image collections using a variety of background templates and options

**Welcome to**
Serif
MediaPlus
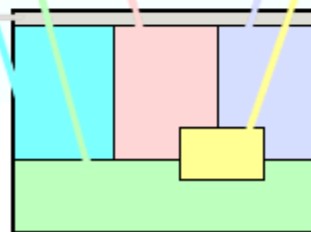
Standard window layout
(Full View)

To learn about MediaPlus tools and menus, simply move the mouse pointer around the workspace and watch the HintLine at the bottom of the screen for capsule descriptions. And don't forget to register your new copy, using the Serif Registration Wizard. That way, we can keep you apprised of new developments and future upgrades.

Selecting a screen layout

Especially when working with limited screen space, it's useful to display only the windows you actually need for the task at hand, and hide the ones that aren't essential. The **Screen Layout dialog** lets you select a starting arrangement suited to the task at hand. A typical screen layout consists of two or three **tool windows** (the Browser, Explorer, and/or Preview windows) docked at the edges of the workspace, and a central background region reserved for one or more **album windows**.

Album region —
Explorer window —
Browser window —
— Preview window
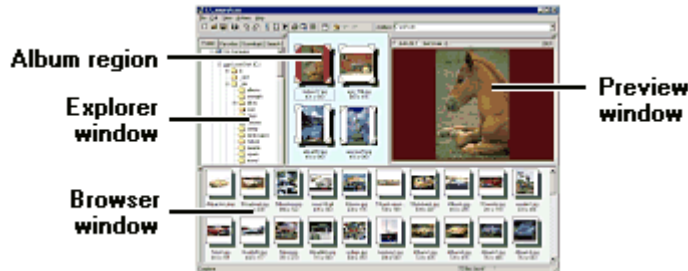
What's the difference between tool windows and album windows? Tool windows work like toolbars: they can either dock at the screen edge or float independently. Albums are MediaPlus documents that let you organize your media files. **Album windows** only float, so they can overlap each other or tile—but only within the region that's not occupied by docked tool windows. When you first open MediaPlus, the album region shows the contents of a Sample album.

Once you've chosen a starting layout, you can adjust windows individually as needed, and MediaPlus will "remember" your screen layout from one session to the next. You can adjust refine your MediaPlus environment even further using global program settings stored as preferences.

**To select a starting screen layout:**

1 Click the ⊞ **Screen Layout** button, press **Ctrl+L**, or choose **Screen Layout...** from the View menu.

2 In the dialog, select the basic layout that best fits your current task and screen size. All the layouts provide a region for working with MediaPlus albums. The diagrams below are color-coded and labeled to show which windows are available in each layout. (**E** = Explorer   **P** = Preview   **B** = Browser   **A** = Album region)

Full View
All the windows are available in this layout, for maximum versatility. If screen size isn't an issue, this layout will serve you well in any situation.
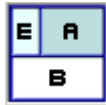
Explore+Browse
This layout is geared for file management and album building. There's no Preview window, but you can still use fullscreen view to preview individual images.

Explore+Preview
Ideal for downloading Web files or digital camera images into new albums. You can preview images, but there's no Browser window.

Preview Only
Choose this layout when you are simply working with MediaPlus albums. There's plenty of space to open multiple albums!

3 Check **Show Information** to display the floating Information window, which provides detailed data on image and multimedia files. (You can show and hide this window at any time by pressing **Ctrl+I**.)

4 Click **OK** when you're done.

Adjusting windows individually

To move a window:

n Drag the ▯ **move handle** (on a docked window) or the **title bar** (on a floating window) to another location.
   Note: To keep a floating window from docking when you move it, press the **Ctrl** key while dragging.

To resize a window:

n Drag from a window edge or an album window corner.

n To maximize an album window within the background region, click its ⧉ **Maximize** button. To minimize it, click its

⊟ **Minimize** button. To restore the window in either case, click its

⧉ **Restore** button.

n To arrange album windows within the background region, choose **Tile Album Windows** from the View menu.

Note: The Sample album initially appears maximized, so you don't see its titlebar. To view the titlebar and control buttons, use the **Tile Album Windows** command.

To dock a tool window:

n Move it to the edge of the workspace or next to another docked window. Watch the outline to see where the window will end up.

To float (detach) a docked tool window:

n **Ctrl**-click its move handle (the outline will contract to a small square), then drag to another location. Release the mouse button first to ensure the window stays undocked.
   Note: You can also simply drag the window to a neutral location and hope that it floats—but using the **Ctrl** key ensures more predictable results.

n To cancel any move in mid-drag, press the **Esc** key.

n You can also double-click a window's move handle to toggle between the docked and undocked states.

To close (hide) a window:

n Click its ✕ **Close** button.

OR

n Uncheck the window name on the View menu.

Remaining tool windows adjust automatically.

To show a hidden window:

n Use the Screen Layout dialog (**View/Screen Layout...**) as described above.

OR

n Check the window name on the View menu.

Browsing and managing media files

The **Explorer window** and the **Browser window** (see Selecting a screen layout) make it easy to locate images and other media files stored in folders on local or network drives. Simply select any folder to view a **thumbnail catalog**—a set of small pictures representing the media files it contains. (For details on media file formats, see the Media format reference.)
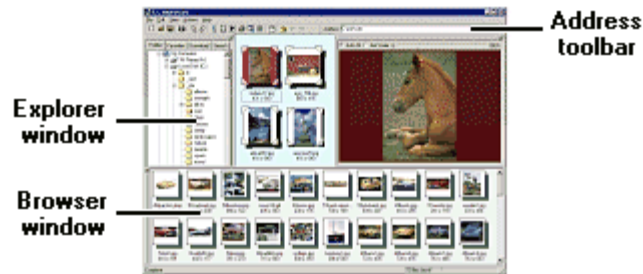
This topic tells you how to manipulate Browser thumbnails to preview media content, view file properties, and carry out file operations like Move, Copy, and Delete (see the quick reference below). And to optimize your working view, be sure to check out the tips on arranging thumbnails! For in-depth coverage of other ways you can use thumbnails, see Building albums, Printing, Delivering a slideshow, Publishing Web galleries, and Making wallpaper and screensavers.

To display a thumbnail catalog of the media files in a folder:

1 Display the Browser window.

2 Navigate to the folder using any of these methods:

  n Display the Explorer window and select the **Folders** tab, then select the folder name from the hierarchical "tree" view.

  n Select a folder or file you've previously added to the Explorer window's **Favorites** tab (see below).

  n Click the [icon] **Back** and

[icon] **Forward** buttons on the Standard toolbar to navigate through the visited folder sequence, or click the

[icon] **Up** button to move up through the folder hierarchy.

  n Type the folder's full path into the Address toolbar and press **Enter**. You can also click the toolbar's down arrow button and select any previously visited folder from the drop-down list.

  n Right-click a thumbnail in an open album window and choose **Browse to Folder**.

See the section on "Working with thumbnails" below for tips on manipulating thumbnails in the Browser folder.

To preview an image file:

n Display the Preview window and select the file's thumbnail. The image appears in the Preview window.

OR

n Right-click the file's thumbnail and choose **View Fullscreen**. (You can also click the [icon] **View Fullscreen** button or choose **View Fullscreen** from the Actions menu.) The image appears in fullscreen view.

For full details, see Previewing content.

To preview a multimedia (sound or movie) file:

n Double-click the file's thumbnail.

The sound or movie plays in the default application.

Hint: You can press the arrow keys to step through the thumbnails in a window.

To view file properties:

n Display the Information window (press **Ctrl+I** or check the item on the View menu), then select the file's thumbnail. MediaPlus file data appears in the Information window.

OR

n Right-click the file's thumbnail and choose **Properties...**. Standard Windows file data appears.

Note: You can annotate thumbnails that you've added to albums, but not to those that appear in the Browser window. For details, see Viewing and adding file information.

To add a file or folder to your MediaPlus Favorites list:

1 Right-click a thumbnail in the Browser window.
OR
Select a thumbnail and choose **Favorites** from the Edit menu, displaying the submenu.

2 To add the media file as a favorite, choose **Add File(s) to Favorites**.
OR
To add the folder as a favorite, choose **Add Folder to Favorites**.

3 Use the dialog to specify where to add the favorite.

The Explorer window's **Favorites** tab displays a shortcut to the file or folder you added. For details, see Managing MediaPlus favorites.

To select one or more media files:

n   Click a single file's thumbnail to select it.

n   **Ctrl**-click to select multiple files, or **Shift**-click to select a range of files.

n   Press **Ctrl+A** to select all thumbnails in the window, and **Ctrl+D** to deselect all. (Or choose **Edit/Select All** or **Edit/Select None**.)

n   Choose **Invert Selection** from the Edit menu to toggle the state of all thumbnails in the window. Selected thumbnails are deselected, and vice versa.

To catalog one or more media files in a MediaPlus album:

1 Open the album window.

2 Select the file thumbnail(s). (See above for the various selection options.)

3 Drag the thumbnail(s) into the album window and drop when you see the ⊞ cursor.

New thumbnail(s) in the album window appear as shortcuts to the selected file(s).

Note: You can also use the **Copy** and **Paste into Album** commands from the Edit menu. For details, see the next topic, Building albums.

Managing media files

Thumbnails that appear in the Browser window (unlike those that appear in albums) are not shortcuts to the file—they represent the file itself. In fact, you can think of them as pictorial equivalents of the file name, and so any operation you carry out on a Browser thumbnail takes effect on the file. This extra convenience also means you should be extra careful when manipulating Browser thumbnails!

To perform an operation on one or more media files:

n   Select the file thumbnail(s) and choose a command from the Edit menu, Standard toolbar, or right-click menu.

Note: You can also hold the **Shift** key down and right-click on a selected thumbnail to display the standard Windows submenu, which offers some additional options. (Be sure to select the thumbnail first.)

Here's a quick summary of file operations you can carry out in the Browser window, showing toolbar buttons, menu commands, and shortcuts where applicable. **RC** denotes that the item is also available from the thumbnail's right-click menu.

A denotes the command works on original files via album windows as well.

Using drag and drop
To move one or more files, drag their Browser thmbnail(s) into a folder on the Explorer window's **Folders** tab (or Windows Explorer). **Ctrl**-drag to copy. Dragging an album thumbnail into a folder or the Browser window copies the file.

Edit/Cut   **Shift•RC**   (Shortcut: **Ctrl+X**)
In the Browser window, marks the selected file(s) for deletion. The action is completed if a valid Paste command (for example, **Paste into Current Folder** or pasting into Serif PagePlus) is received. Otherwise, the file(s) will remain intact.

Edit/Copy   **Shift•RC**   (Shortcut: **Ctrl+C**)
In the Browser window, copies the selected file(s) to the Clipboard.

Edit/Paste into Current Folder   (Shortcut: **Ctrl+Shift+D**)
Inserts one or more file(s) from the Clipboard into the Current Folder, as displayed on the Folders tab and in the Browser window. Completes a

previously issued **Cut** command.
Note: Use the **Paste into Album** and **Paste into New Album** commands (see the next topic) to place a thumbnail for a file into an album.

Edit/Delete File(s) **RC** **A** (Shortcut: **Delete**)
In the Browser window or an album window, deletes the selected original file(s) and thumbnail(s).
Note: To bypass the Recycle Bin, press **Shift+Delete**. In an album window, use **Edit/Delete Thumbnail(s)** to delete just an album thumbnail, not the file.

Edit/Rotate> **A** (Shortcuts: Left: **Ctrl+[**, Right: **Ctrl+]**)
Select the desired rotation (**Left**, **Right**, or **180**) from the submenu to turn the selected original file(s).
Note: This action affects the original file(s), whether issued from the Browser or an album window.

Edit/Flip> **A**
Select **Horizontal** or **Vertical** from the submenu to reverse the selected original file(s).
Note: As for Rotate (see above), this action affects the original file(s), not just the thumbnail.

Arranging thumbnails

MediaPlus thumbnails are designed to help you make the most of your screen space. When you mouse over a thumbnail, the file's format and dimensions appear in a popup tip. You can easily adjust the size of displayed thumbnails, sort the thumbnails according to various attributes (file name, size, etc.), and/or rearrange the sequence of specific thumbnails. These changes to the thumbnails don't affect the original media files.
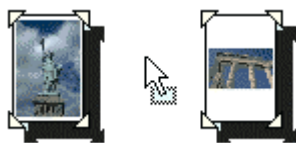
To change the size of displayed thumbnails:

1   Hover the mouse pointer over any thumbnail until you see a small drag handle in the thumbnail's lower right corner.

2   Drag the handle in or out to adjust the thumbnail to a desired size.

3   Release the mouse button. All thumbnails in the window will adjust to the indicated size.

To sort all thumbnails:

1   Right-click any thumbnail and choose **Sort**.
OR
Choose **Sort** from the Edit menu.

2   Choose an attribute and the sort order (Ascending or Descending) from the submenu.

To rearrange the thumbnail sequence:

n   Select one or more thumbnails and drag to a new location in the window. Adjacent thumbnails shrink slightly to help you locate the "drop zone."

Note: Using File/General Preferences..., you can customize which file information appears in Browser tips and thumbnail captions, or set thumbnail size quantitatively. The **Misc** tab also includes global settings for thumbnails derived from animated media types (such as GIF and MPEG), and lets you customize which file types are shown. For example, you can switch off display of sound files if you like.

Building albums

An **album** is a collection of thumbnails saved as a separate MediaPlus document. While the Explorer and Browser windows (see the previous topic) let you view the actual media files stored in single folders, album thumbnails are **shortcuts** to media files. To create a shortcut, you simply drag from a Browser window thumbnail into an album window. One album can catalog files stored in diverse locations, and the same file can be represented in any number of albums! Albums are a great way to organize your media files into categories and groupings and categories that make sense to you, without moving the actual files around.
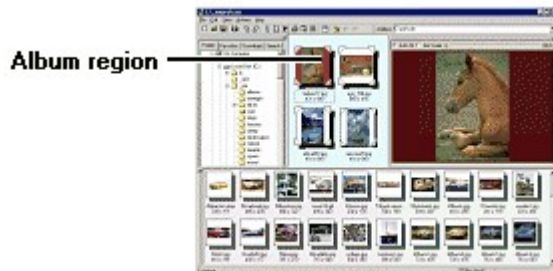
This topic covers all the basics of MediaPlus albums, in four general sections (click to jump to a section):

Working with album windows
Working with album thumbnails
Working with media files via album windows
Locating a folder from an album thumbnail

Album thumbnails are shortcuts, but you can use them just like Browser window thumbnails to preview media content, view file properties, and delete original files you no longer need. For in-depth coverage of other things you can do with both Browser and album thumbnails, see Printing, Delivering a slideshow, Publishing Web galleries, and Making wallpaper and screensavers.

Albums have some unique advantages, too. They're ideal for storing digital camera (TWAIN) images or media you've collected from the World Wide Web using MediaPlus. You can annotate album thumbnails with keywords and other descriptors. And you can use the Explorer window's powerful Search function across multiple albums to locate files that meet specific criteria—including annotations you've added as comments!

Working with album windows

Each MediaPlus album file is a document stored in Serif's .SMA format. Initially, MediaPlus displays a window for the sample album, **Sample.sma**.

To create a new album:

n   Choose **New...** from the File menu.

OR

n   Copy one or more thumbnails to the Clipboard and choose **Paste into New Album** from the Edit menu. This creates a new album containing the copied thumbnail(s).

Note: When downloading, acquiring TWAIN images, or searching, you'll also have the option of creating a new album to catalog the retrieved items.

To open an existing album:

n   Choose **Open...** from the File menu.

OR

n   Select an album you've previously added to the Explorer window's **Favorites** tab (see below).

OR

n   Browse to the folder where the album is located, and double-click its thumbnail in the Browser window.

To close an open album:

n   Click its ▣ **Close** button.

OR

n   Choose **Close** from the File menu.
You'll be prompted to save changes, if any.

To save an album:

n   Choose **Save...** from the File menu. (Choose **Save As...** to save under a different name.)

Hint: Consider saving your albums into a common folder. Not only will this make opening them more convenient, but you can perform a <u>search</u> across all the albums in a folder in a single pass.

You can have one or more albums open at a time in the rectangular, background region of the workspace. The actual number of album windows you can work with comfortably depends on the number of docked tool windows you have open, and of course on your monitor's screen area setting. Use the [■] **Screen Layout** button (see <u>Selecting a screen layout</u>) to optimize the arrangement of windows for the task at hand. For example, if you've opened an album but can't see its window, you may need to move one or more tool windows out of the way.

To work with a particular open album:

n   Click its window or choose the album's name from the View menu.

To arrange the open album windows:

n   Drag a window's edges to resize it individually, or drag its titlebar to move it.

OR

n   Choose **Tile Album Windows** from the View menu.

Note: The Sample album initially appears maximized, so you don't see its titlebar. To view the titlebar and control buttons, use the **Tile Album Windows** command.

To add an album to your MediaPlus Favorites list:

1   Right-click in the album window.
   OR
   Choose **Favorites** from the Edit menu, displaying the submenu.

2   Choose **Add Album to Favorites**.

3   Use the dialog to specify where to add the favorite.

The Explorer window's **Favorites** tab displays a shortcut to the album you added. For full details, see <u>Managing MediaPlus favorites</u>.

To enter custom information for an album:

n   Choose **Album Details...** from the File menu and type into the "Title," "Author," and/or "Notes" fields.

The data you enter is stored along with the album.

TOP

Working with album thumbnails

Unlike thumbnails in the Browser window (see the previous topic), album thumbnails are shortcuts. You can use album thumbnails to annotate a media file using descriptors and keywords. Otherwise, both kinds of thumbnails work in much the same way.

To select one or more thumbnails:

n   Click a single thumbnail to select it.

n   **Ctrl**-click to select multiple thumbnails, or **Shift**-click to select a range of thumbnails.

n   Press **Ctrl+A** to select all thumbnails in the window, and **Ctrl+D** to deselect all. (Or choose **Edit/Select All** or **Edit/Select None**.)

n   Choose **Invert Selection** from the Edit menu to toggle the state of all thumbnails in the window. Selected thumbnails are deselected, and vice versa.

To catalog media files or add thumbnails to a MediaPlus album:

1   Open the destination album window.

2   In the Browser window, select the media file thumbnails.
   OR
   In a different album window, select exsiting album thumbnail(s).
   (See above for the various selection options.)

3   Drag the thumbnail(s) into the destination album window and drop when you see the [■] cursor.

Here's a quick summary of basic operations involving album thumbnails (see below for commands that affect original files). denotes that the item is also available from the thumbnail's right-click menu.

Using drag and drop
Dragging from the Browser window creates a new thumbnail shortcut to the original media file; it doesn't disturb the original file. Dragging from one album window to another moves the thumbnail; to copy a thumbnail between albums, hold down the **Ctrl** key while dragging. Dragging an album thumbnail into the Browser window (or a folder on the Explorer window's **Folders** tab) copies the original file to that folder.

Edit/Cut   (Shortcut: **Ctrl+X**)
In an album window, deletes the selected thumbnail(s) and places a copy on the Clipboard.

Edit/Copy   (Shortcut: **Ctrl+C**)
In an album window, copies the selected thumbnail(s) to the Clipboard.

Edit/Paste into Album   (Shortcut: **Ctrl+V**)
Inserts one or more album thumbnail(s) from the Clipboard into the selected album window. As noted above, you can also select the thumbnail(s) and drag into an album window while holding down the **Ctrl** key.
Note: If you've copied a file from the Browser window, **Paste into Album** adds an album thumbnail, not a copy of the file.

Edit/Paste into New Album   (Shortcut: **Ctrl+Shift+V**)
Creates a new album window and inserts one or more album thumbnail(s) from the Clipboard into the new window.

Edit/Delete Thumbnail(s)   (Shortcut: **Delete**)
In an album window, deletes the selected thumbnail(s), not the original files.
Note: In the Browser window, pressing Delete is the same as **Edit/Delete File(s)**.

 Note: If an album thumbnail points to an original file that you've moved or deleted since the album was built, you'll see a "broken link" symbol in its place. It's up to you to remove these broken thumbnails by hand using **Delete**.

MediaPlus thumbnails are designed to help you make the most of your screen space. When you mouse over a thumbnail, the file's format and dimensions appear in a popup tip. You can easily adjust the size of displayed thumbnails, sort the thumbnails according to various attributes (file name, size, etc.), and/or rearrange the sequence of specific thumbnails. These changes to the thumbnails don't affect the original media files.

To change the size of displayed thumbnails:

1 Hover the mouse pointer over any thumbnail until you see a small drag handle in the thumbnail's lower right corner.

2 Drag the handle in or out to adjust the thumbnail to a desired size.

3 Release the mouse button. All thumbnails in the window will adjust to the indicated size.

To sort all thumbnails:

1 Right-click any thumbnail and choose **Sort**.
   OR
   Choose **Sort** from the Edit menu.
2 Choose an attribute and the sort order (Ascending or Descending) from the submenu.

To rearrange the thumbnail sequence:

- Select one or more thumbnails and drag to a new location in the window. Adjacent thumbnails shrink slightly to help you locate the "drop zone."

Note: Using File/Album Preferences..., you can customize which file information appears in album tips and thumbnail captions, or set thumbnail size quantitatively.

 TOP

Working with media files via album windows

You can use album thumbnails them just like Browser thumbnails to preview media content, view file properties, and delete original files you no longer need. In addition, you can annotate album thumbnails with keywords and other descriptors.

To preview an image file:

- Display the Preview window and select the file's thumbnail. The image appears in the Preview window.

OR

- Select the file's thumbnail and click the **View Fullscreen** button (or right-click the thumbnail and choose **View Fullscreen**). The image appears in fullscreen view.

For full details, see Previewing content.

To preview a multimedia (sound or movie) file:

- Double-click the file's thumbnail.

The sound or movie plays in the default application.

Hint: You can press the arrow keys to step through the thumbnails in a window.

To view file properties:

- Display the Information window (press **Ctrl+I** or check the item on the View menu), then select the file's album thumbnail. MediaPlus file data appears in the Information window. Annotations you've added (see below) appear on the window's **Comments** tab.

To annotate a file using descriptors and keywords:

- Right-click the file's album thumbnail and choose **Add Comments...**.

OR

1 Select the album thumbnail.

2 Click the **Add Comments** button or choose **Add Comments...** from the Actions menu.
OR
Display the Information window's **Comments** tab and click the

 Add Comments button.

For details on adding file comments, see Viewing and adding file information. See Searching albums and folders for coverage of the Explorer window's Search function, which helps you locate files based on comments and other criteria.

To add a media file to your MediaPlus Favorites list:

1 Right-click a thumbnail in the album window.
OR
Select a thumbnail and choose **Favorites** from the Edit menu, displaying the submenu.

2 Choose **Add File(s) to Favorites**.

3 Use the dialog to specify where to add the favorite.

The Explorer window's **Favorites** tab displays a shortcut to the file you added. For full details, see the next topic.

Although album thumbnails are shortcuts, you can carry out certain file operations in album windows just as you can in the Browser window (see the previous topic). Here's a summary of file operations you can carry out on selected album thumbnails.

 denotes that the item is also available from the thumbnail's right-click menu.

Edit/Delete File(s)

In the Browser window or an album window, deletes the selected original
file(s) and thumbnail(s).
Hint: To bypass the Recycle Bin, press **Shift+Delete**.

Edit/Rotate>   (Shortcuts: Left: **Ctrl+[**, Right: **Ctrl+]**)
Select the desired rotation (**Left**, **Right**, or **180**) from the submenu to turn
the selected original file(s).
Note: This action affects the original file(s), whether issued from the
Browser or an album window. If an original image is read-only (as on a CD-
ROM) you'll be prompted to save the rotated image file elsewhere.

Edit/Flip>
Select **Horizontal** or **Vertical** from the submenu to reverse the selected
original file(s).
Note: As for Rotate (see above), this action affects the original file(s), not
just the thumbnail.

Locating a folder from an album thumbnail

A single album can catalog files that are stored in diverse folder locations. Because the Explorer window's **Folders** tab and the
Browser window operate independently of album windows, it's common for the various views to be "out of sync." But suppose
you've located an interesting album thumbnail, and then want to view other media files that are stored in that particular file's parent
folder (but which may not be included in the current album). Here's a convenient method of "browsing backwards" from an album
thumbnail.

To locate the folder that contains a particular media file:

n   Right-click the file's album thumbnail and choose **Browse to Folder**.

The "tree" on the Explorer window's **Folders** tab displays the file's parent folder (also shown as a path on the Address bar), and
the Browser window displays thumbnails for the media files in the folder. **Note:** This is just a temporary correspondence; the
Browser and album views will continue to operate independently of one another.

Managing MediaPlus favorites

The Explorer window's **Favorites** tab lets you store shortcuts to media files, folders, and <u>albums</u>. For browsing sources you use frequently, it's a convenient alternative to the **Folders** tab.

To add a media file, folder, or album to your MediaPlus Favorites list:

1 Right-click a thumbnail in the Browser or album window.
OR
Select one or more thumbnails and choose **Favorites** from the Edit menu, displaying the submenu.

2 Choose **Add File(s) to Favorites**, **Add Folder to Favorites**, or **Add Album to Favorites**.

A dialog appears displaying the contents of the MediaPlus Favorites folder.

3 If you wish, you can type a different name for the item. The **Create in** button expands the view to let you add subfolders if you wish (by clicking **New Folder...**). Click as needed to open the folder where you want to add the favorite.

4 When you're done, click **OK**.

An icon representing a shortcut to the file, folder, or album appears on the **Favorites** tab.

5 If you selected multiple thumbnails, you'll be prompted again for each file (repeat steps 3 and 4).

To browse or view albums using MediaPlus Favorites:

1 Display the Browser window (and the Preview window, if previewing images).

2 Display the Explorer window and select the **Favorites** tab.

3 Select the file, folder, or album shortcut (click ⊞ in the "tree" as needed to open subfolders).

When browsing to a file or folder, the contents of the Browser and Preview windows update just as if you'd browsed via the Folders tab. The file appears selected in the Browser window and its parent folder becomes selected on the Folders tab and address bar. Clicking an album shortcut opens the album window (or if already open, it becomes the selected album).

You can prune or rearrange the subfolder "tree" as needed.

To reposition an item in the MediaPlus Favorites list:

n Drag it up or down as needed.

To organize MediaPlus Favorites:

1 Choose **Favorites** from the Edit menu (the Favorites tab need not be selected) and select **Organize Favorites...**.

2 In the dialog's right-hand list, you can click folder icons to display their contents and select individual items.

3 Click **Rename**, **Move to Folder...**, or **Delete** to carry out an operation. Click **Create Folder...** to create a new subfolder.

4 When you're done, click **Close**.

Note: Items you move up or down in this dialog won't be updated in the MediaPlus Favorites list.

Previewing content

It's easy to preview images or multimedia (sound or movie) files via their thumbnails in either the Browser window or an album window. You can preview images either in the Preview window or in **fullscreen view**.

To preview a multimedia file:

n   Double-click the file's thumbnail in either the Browser window or an album window.

The sound or movie plays in the default application, such as Windows Media Player.

To preview an image in the Preview window:

n   Display the Preview window. (See Selecting a screen layout for details on how to hide, show, and arrange the various MediaPlus windows.)

n   Click the image thumbnail.

If more than one thumbnail is selected, only the most recently selected image appears in the Preview window.

To set the scaling of images in the Preview window:

n   To display each image within the window's boundaries, click **Auto Fit**. You can also right-click the preview image and choose **Auto Fit**.
    Note: When using Auto Fit, you can right-click the image and check **Restrict to Full Size** so larger images will shrink to fit but smaller images won't expand beyond their 100% size. If unchecked, all images will scale to fit the window.

OR

n   To display each image at a fixed percentage, click **Set Scale** and adjust the slider to the desired factor (up to 200%). The adjustment factor will apply to each preview image. Images that are larger than the window will extend beyond it.
    Note: You can also right-click the preview image and choose **Double Size, Full Size**, **Half Size**, or **Quarter Size** to set a specific scaling factor. If a preview image is larger than the window, you can drag it (using the hand cursor) to pan the image in the window.

Fullscreen view

Even if the Preview window isn't open, you can preview one or more images (or the entire contents of the Browser window or an album window) in a **fullscreen view**—essentially a slideshow under manual control, without preset transitions and timing.

To preview one or more images in fullscreen view:

1   If previewing a subset of images, first select their thumbnail(s). **Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.

2   Click the [icon] **View Fullscreen** button. The button is context-sensitive, so if you have any thumbnails selected it will assume those are the ones you want to see. If none are selected, it will include the entire contents of the last window you were working in.
    OR
    Right-click in the window and choose **View Fullscreen**. If you click on a selected thumbnail, you can choose **All** (for the entire contents of the window) or **Selected**.
    OR
    Choose **View Fullscreen** from the Actions menu and choose **From Selection...**, **From Folder...** or **From Album...** on the submenu. **From Folder** means the current contents of the Browser window. If you have more than one album window open, **From Album...** will show the contents of the selected album.

The screen displays the first image in fullscreen view.

To control images in fullscreen view:

n   You can right-click the preview image and choose **Double Size, Full Size**, **Half Size**, or **Quarter Size** to set a specific scaling factor, or choose **Auto Fit** to display all images within the screen area.
    Note: When using Auto Fit, you can also check **Restrict to Full Size** so larger images will shrink to fit but smaller images

won't expand beyond their 100% size. If unchecked, all images will scale to fit the screen.

- When previewing multiple images, press the right arrow key to step forward through the sequence, or the left arrow key to step back. You can also right-click and choose **Next** or **Previous**.
- To exit fullscreen view, press the **Esc** or **Enter** key or right-click and choose **Close**.

Viewing and adding file information

The **Infomation window** provides detailed data on image and multimedia files. You can also annotate album thumbnails with keywords and text comments, and optionally include the descriptors when publishing a Web gallery or printing. The Explorer window's **Search** tab (see the next topic) lets you seek across multiple albums or folders to locate files that meet specific criteria —including comments you've added to album thumbnails.

The Information window is designed to "float" all the time, rather than dock. This means you can bring it up whenever it's needed, move it around onscreen, and put it away when you're done with it.

You can also enter custom information for each MediaPlus album.

To view properties for a media file:

1 Display the Information window (press **Ctrl+I** or check the item on the View menu).

2 Select the file's thumbnail in either the Browser window or an album window.

OR

n To display standard Windows file data without using the Information window, right-click a thumbnail in the Browser window and choose **Properties**.

Note: Using the Preferences settings, you can also customize tooltips in the Browser and album windows so they reveal additional information about files as you move the mouse over thumbnails.

The Information window displays MediaPlus file data for the currently selected thumbnail using three tabs: **File**, **Image**, and **Comments**. The Comments tab only appears for album thumbnails, and displays descriptors you've added.

To annotate a file using descriptors and keywords:

n Right-click the file's album thumbnail and choose **Add Comments...**.

OR

1 Select the album thumbnail.

2 Click the ![i] **Add Comments** button or choose **Add Comments...** from the Actions menu.
OR
Display the Information window's **Comments** tab and click the

![i] **Add Comments** button.
The Add Comments dialog appears.

n To add descriptors, type into the "Caption," "Author," and/or "Notes" fields. Type **Ctrl+Enter** to insert a line break.

n To include a date (for example, identifying when a photo was taken), check the box in the "Date" field. Click the down arrow button and use the calendar to select a date, or click **Today** to assign today's date. If you don't want to include a date, uncheck the box.

n To add a new keyword, click **<new keyword>**, then type the word and click or press **Enter**. Keywords you assign are

automatically compiled into a master list. To add a keyword from your list, click the ![keyword] **Add Keywords from List** button and select the keyword(s) to apply (use the **Ctrl** key for separate keywords, or the **Shift** key for a range), then click

![check] OK. **Note:** You can delete a word from your keyword list by selecting it and clicking the

![delete] **Delete** button.

To enter custom information for an album:

n Choose **Album Details...** from the File menu and type into the "Title," "Author," and/or "Notes" fields.

The data you enter is stored along with the album.

Searching albums and folders

The Explorer window's **Search tab** lets you examine the contents of one or more albums or folders to locate media files that meet specific criteria—which can include descriptors and keywords you've added as comments to album thumbnails. (For details on adding file information, see the previous topic.)

To conduct a search:

1 Display the Explorer window and select the **Search** tab.

2 To search media files cataloged in open albums, first make sure one or more albums are open, then select **Search Open Albums**.
OR
To search media files in a folder (and optionally within its subfolders and/or albums), select **Search Folders**.

3 If searching more than one open album, select the specific albums from the list. (**Ctrl**-click to select separate albums, or **Shift**-click to select a range.)
OR

For a folder search, specify the folder where you want to begin the search. (Click the [icon] **Browse** button if necessary.) Besides searching media files in the starting folder, you can check options to include **Subfolders** and/or MediaPlus **Albums** within that folder.
Note: Albums searched within folders don't need to be open! This search method is especially powerful if you've stored multiple albums in a single folder.

4 Click the [icon] **Search Criteria** button and use the dialog to specify the properties of files you want to find. Note that when you search albums, you can enter specific text to find in the Comments associated with the thumbnails.
Options include:

Text in filename	Type the text (which can be all or part of the filename) you want to locate.
File attributes	To specify minimum and/or maximum values, check **Min** and/or **Max** and enter a cutoff value.
Format restrictions	To restrict files to certain formats, click the **Formats...** button. In the dialog's "file tree," click [icon] to expand a category and view subsidiary items. Click any item to place a ✔ to include, or ✘ to exclude, that item and all its subsidiary items.
Creation date	Check **From** and/or **To** and select cutoff date(s).
Comments (Album search only)	Check **Search for text**, then type the text to search for and check which descriptor fields to include. OR Check **Search for keywords**, then type keywords (separated by commas) or click the **View Keywords** button to select keywords from the master list.

5 When you're done entering search criteria, click **OK**.

6 To create a new album to store the search results, select **New album**.
OR
To output the search results as new thumbnails in one of your open albums, select **Existing album** and (if necessary) choose the album name from the list.

7 Click **Start** to begin the search.

8 The progress bar displays how the search is proceeding. (If you need to halt an incomplete search for any reason, click **Stop**.)

Thumbnails for all files found that meet your criteria appear in the designated album window.

Importing digital (TWAIN) images

If your digital camera or scanner supports the industry-wide **TWAIN** standard, you can bring pictures from these devices directly into MediaPlus, with the option of creating a new album for the imported image(s). Then you can use the Browser window or album windows to preview the images and carry out file operations—like weeding out unwanted images or rotating pictures for correct orientation.

To set up your TWAIN device for importing:

n   See the documentation supplied with the device for operating instructions.

If you have more than one TWAIN-compatible device installed, you may need to select which source you wish to import from.

To select a different TWAIN source:

n   Choose **Import** from the File menu, then select **Select TWAIN Source...** from the submenu.

To import TWAIN images:

1 Choose **Import** from the File menu, then select **File Settings...** and use the dialog to specify a preferred location, filename prefix, and format for the imported images.

   • Use the **Browse** button if necessary to locate a specified directory.
   • The imported file(s) will be named using the prefix you specify, plus sequential numbers as needed.
   • Check **New Album** to create a new album with thumbnails for the imported images, or uncheck the box to import without creating an album.
   • If you're saving into a folder that already contains images, there's a chance that a newly imported image's generated name may duplicate an existing filename. To address this possibility,   check **Don't overwrite old files** to create a different name for the imported image, or uncheck the box to approve replacement of existing files.
   Note: You can bypass this step to use your previous TWAIN import settings, or to accept the default MediaPlus settings.

2 Click the **TWAIN Acquire** button on the Standard toolbar.
   OR
   Choose **Import** from the File menu, then select **Acquire...**.

3 Complete the image acqusition process using the dialog associated with your selected TWAIN source.

Downloading Web media

The Explorer window's **Download tab** automates the process of gathering media files from Web pages while assuring you full control over the end results. Downloading happens in three basic stages. Once you've set Preferences for the search and a target page, MediaPlus begins Exploring, following links outward from that starting page. Meanwhile, it builds a **page queue**—a list of pages remaining to be explored—and a **file queue**—a list of every media file it finds that meets the criteria you've set. The third stage is Collecting: bringing the files back home to your computer.

We'll cover each stage in turn. (Click a stage to jump to that section of the instructions.)

A   Selecting preferences
B   Exploring pages
C   Collecting files

Stage A: Selecting preferences

In this stage, you tell MediaPlus where to start the search, how wide a net to cast (the "search depth"), which criteria to use in selecting media files, where to store the downloaded files, whether to pause between the Exploring and Collecting stages, and so on.

1 Display the Explorer window and select the **Download** tab.

2 Enter the URL of the target page where you want to begin searching. You can type the Web address, click the **Favorites** button to insert an address from your Internet Explorer Favorites list, or paste (**Ctrl+V**) a URL from the Clipboard. (For example, if you're already viewing the target page in your Web browser, you could simply copy and paste its address here.)

3 Specify the folder where you want to store the files to be downloaded. Type the path or click the **Browse** button to locate the destination folder.

4 Select the **Options** tab and review preferences for the search.

  • **Depth.** This setting tells MediaPlus how many links away from the target page it should search. For example, if you set a depth of "0," only the target page will appear in the page queue. A depth of "1" will include the target page plus pages one link away from it, and so on.

  • **Filter.** Check this box to include or exclude certain media files based on file attributes. Click the **Search Criteria** button to set attributes. Options include:

Text in filename	Type the text (which can be all or part of the filename) you want to locate.
File attributes	To specify minimum and/or maximum values, check **Min** and/or **Max** and enter a cutoff value.
Format restrictions	To restrict files to certain formats, click the **Formats...** button. In the dialog's "file tree," click ▣ to expand a category and view subsidiary items. Click any item to place a ▣ to include, or ▣ to exclude, that item and all its subsidiary items. For example, simply placing ▣ next to "Animation files" is enough to exclude all the file types listed under that category:
	⊞·· ✔ Image files
	⊞·· ✘ Animation files
Creation date	Check **From** and/or **To** and select cutoff date(s).

  • **Don't leave server.** Check this box to include only pages on the same server as the target page. This helps to restrict the search to a particular Web site and avoids getting diverted to externally linked pages.

  • **Pause before collecting.** Check this box if you want to pause the downloading process between the Exploring and Collecting steps (see details below). Pausing gives you extra time to review the list of files located by MediaPlus before actually downloading them. If the box is unchecked, Exploring and Collecting happen concurrently concurrently.

5 Select the **Save** tab and review preferences for local storage.

  • **Preserve hierarchy.** Check this box to have MediaPlus save files using a separate folder for each server it visits, with subfolders for each directory where files are stored on the server. This makes it easier to keep track of where the files have come from, and (depending on the original site's structure) may preserve useful distinctions between various types of media files. If you leave the box unchecked, all files will be saved into one common folder.

• Don't overwrite files. This option applies if you're downloading files to a destination folder that already contains files, and MediaPlus needs to save a new file that has the same name as an old one. If you've checked the box, a new filename will be generated automatically. If not, the old file will be overwritten. (You could safely overwrite, for example, if you'd previously downloaded files from a site, and were now checking that same site again for new files, using the same destination folder.) **Note:** This setting only applies to "collisions" between new files and those previously in storage. If duplicate filenames occur within the batch currently being downloaded, MediaPlus generates new names as needed, so the whole batch gets saved.

• Create album. Check this box to create a new album for your downloaded files. With this option, URL (file and source page) information will be stored as Comments for each downloaded file. If unchecked, you can still create an album from the saved files later on, but the URL information will be lost.

6 Select the **Security** tab and enter a **User name** and **Password** if MediaPlus will need this information to gain access to the page(s) you've asked it to search. You can skip this step if no special logon is required.

Now you're ready to proceed with the next stage of downloading...

🔺**TOP**

Stage B: Exploring pages

7 Before proceeding, make sure you're connected to the Internet.

8 Click the **Start** button to begin the search. New controls appear that let you monitor and fine-tune the process.

Off and running! MediaPlus first goes to the "target" Web page that you've designated, and begins building a **page queue** of pages remaining to explore, and a **file queue** of suitable media files to be collected. MediaPlus continues visiting pages listed in the page queue, and the process repeats until every link from the target page has been explored, out to the "depth" or number of links you've specified.

The progress bar and readout show how each process is going. The page queue values tend to fluctuate as each new page being explored will contribute new links. The file queue tends to build more rapidly, and then diminish gradually as files are collected.

Note: By default, MediaPlus allows 20 seconds to make a connection to each page. If this Download Timeout value is exceeded, it moves on to the next page. You can adjust this setting if necessary on the **Misc** tab of File/General Preferences....

At any point, you can inspect either queue and make changes as needed.

9 To edit the list of pages remaining, click **Edit Page Queue**.
OR
To edit the list of files remaining, click **Edit File Queue**.

• Clicking either button to edit a queue pauses that particular process.

• To rearrange items in a queue, select one or more items (use the **Ctrl** key for separate items or the **Shift** key to select a range) and then use drag and drop within the list. For example, you might decide to move certain images of greater interest to the top of the queue.

• To delete one or more selected items, press **Delete**. For example, if the file progress readout isn't showing much activity, inspecting the page queue might allow you to remove some dull-sounding pages and move more promising ones to the top.

10 If you want to conclude downloading early, click **Stop**.

Assuming you don't click the **Stop** button, exploration continues until the page queue is empty. At this point it makes a difference whether or not you checked the **Pause before collecting** option earlier on:

n **Pause before collecting.** If you did check this option, MediaPlus has so far refrained from actually collecting any files, and at this point the File Queue window will appear, displaying the complete list of files to be downloaded. You can inspect it at your leisure and make any necessary changes as described above. Note that you cannot save the file queue for later review; it's assumed you'll inspect it now, make your edits, and then proceed to the collecting stage. When you're ready...

11 ...to start collecting files after the pause, click **Collect**. **Note:** If you selected this option but then change your mind, you can begin collecting (and skip the pause) by clicking the **Collect** button at any time during the exploration stage.

n **No Pause before collecting.** If you didn't check this option, MediaPlus has been copying files to your computer concurrently while exploring, and collecting activity will just continue (see details below) until the file queue is empty.

🔺**TOP**

Stage C: Collecting files

File collection—the process of actually copying files to your computer—begins as soon as you click the **Start** button, unless you selected **Pause before collecting**, in which case (as noted above) it starts after you click **Collect**.

n During collection, if you selected the **Create album** option, you'll see thumbnails being added one by one into a new album window. Otherwise, the progress readout is your best indicator of how many files you've collected.

n As during exploration, you can edit the list of pages remaining (if any) by clicking **Edit Page Queue**. To edit the list of files

remaining, click **Edit File Queue**. Clicking either button pauses that particular process.

n   To suspend both exploration and collection, click **Pause**. Click **Continue** to resume downloading.

n   You can begin previewing and managing files as soon as they've arrived. Collection will continue as a background task, consuming little in the way of system resources. If you've created a new album for the files, MediaPlus records the source URL information in the Comments for each file (visible via the **Add Comments** menu item).

n   Click **Stop** at any point if you want to conclude downloading early.

Assuming you don't click the **Stop** button, collecting will continue until the file queue is empty. At that point the Download tab reverts to its initial state.

Delivering a slideshow

A **slideshow** lets you display selected images (or the entire contents of the Browser window or an album window) as a sequential, fullscreen presentation with preset transitions and timing. You can choose from a wide variety of transitions (Drip, Fade, Wipe, etc.) and combine them in any number of creative ways. During the slideshow itself, you'll have both automatic and manual control.

Note: You can also preview fullscreen image sequences <u>without</u> preset transitions and timing using the **View Fullscreen** command. For details, see Previewing content.

To set slideshow options:

1 Choose **Run Slideshow** from the Actions menu and select **Slideshow Settings...** from the submenu.

2 Use the dialog to select options for the slideshow:

Options include:

Effect* (see note below)	Click the marker next to any effect's name to include (![icon]) or exclude (![icon]) it as a slideshow transition. Excluding all effects is the same as switching off transitions.
	To rearrange the order in which effects are used, drag effect names up or down in the list. Effects will cycle through the listed sequence if you also choose "In sequence" as the Transitions setting (see below). To fine-tune an effect, select its name and use the central settings area to define the number of passes, speed, direction, and so on.
Transitions	Select **In sequence** or **Random** to set the order in which your selected effects will be used. The Random setting overrides any rearrangements you've made in the Effect list.
Slides	Select **In sequence** or **Random** to set the order in which images will appear.
Slide Time	Select or type a value to set the duration (in seconds) that each image will stay onscreen before advancing automatically. During the slideshow, you can use manual Step and/or Pause controls (see below) to override this timing factor.
Play CD	Check the box and select a track to play during the slideshow.

*Note: During the actual slideshow, MediaPlus obeys your settings for each transition Effect, with extra **variations** added into the mix. (For example, if you specify a "Simple Push" it will occur variously from the right, left, top, or bottom.) For certain Effects, you'll see check boxes that let you select which kinds of variations to include. The more boxes you check, the more variety MediaPlus can introduce in the slideshow. Unchecking all boxes is the same as switching off the Effect.

Once you've set your options, you can deliver a slideshow based on a group of selected images, the entire contents of the Browser window, or the entire contents of an album window.

To deliver a slideshow:

1 If you plan to show a subset of images, first select the image thumbnails you want to include. **Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.

2 Click the ![icon] **Run Slideshow** button. if you have any thumbnails selected MediaPlus will assume those are the ones you want to show. If none are selected, it will include the entire contents of the last window you were working in.
OR
Right-click in the window and choose **Run Slideshow**. If you click on a selected thumbnail, you can choose **All** (for the entire contents of the window) or **Selected**.
OR
Choose **Run Slideshow** from the Actions menu and choose **From Selection...**, **From Folder...** or **From Album...** on the submenu. **From Folder** means the current contents of the Browser window. If you have more than one album window open, **From Album...** will show the contents of the selected album.

To control images in a slideshow:

n   You can right-click a "slide" and choose **Double Size, Full Size**, **Half Size**, or **Quarter Size** to set a specific scaling factor, or

choose **Auto Fit** to display all images within the screen area.
Note: When using Auto Fit, you can also check **Restrict to Full Size** so larger images will shrink to fit but smaller images won't expand beyond their 100% size. If unchecked, all images will scale to fit the screen.

n   Press the right arrow key to step forward through the sequence, or the left arrow key to step back. You can also right-click and choose **Next** or **Previous**. Unless you've paused the slideshow (see below), slides will continue to advance automatically per the Slide Time option you've set.

n   Press the spacebar (or right-click and choose **Pause/Resume**) to suspend automatic slide advance. In paused mode, you can use Next or Previous to step through slides under manual control. Repeat the command to resume automatic advance.

n   To access options, right-click and choose **Slideshow Settings...**.

n   To end the slideshow, press the **Esc** or **Enter** key or right-click and choose **Close**.

Making wallpaper and screensavers

You can use MediaPlus to instantly transform any image into a background picture to be used as desktop **wallpaper**, or turn multiple images into a **screensaver** sequence.

To select a desktop wallpaper image:

1 Select the image thumbnail and choose **Make Desktop Wallpaper** from the Actions menu.
OR
Right-click the image thumbnail and choose **Make Desktop Wallpaper**.

2 Choose **Centered**, **Tiled**, or **Stretched** from the submenu.
Note: Center displays the picture in the center of the screen, at actual size. **Tile** repeats the picture over the entire screen. **Stretched** adjusts the picture to cover the entire screen.

      Centered   Tiled   Stretched

You'll see the new image immediately on your desktop. If you don't care for the effect, you can restore the previous setting.

To restore the previous desktop wallpaper setting:

n Select the image thumbnail and choose **Make Desktop Wallpaper** from the Actions menu and **Restore** from the submenu.

OR

n Right-click the image thumbnail and choose **Make Desktop Wallpaper>Restore**.

Making a screensaver

With MediaPlus, you can turn any number of images into a personalized screen show, with a choice of display modes.

To create a screensaver:

1 If you'll be including a subset of images, first select the image thumbnails. **Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.

2 Click the **Make Screensaver** button. if you have any thumbnails selected MediaPlus will assume those are the ones you want to include. If none are selected, it will include the entire contents of the last window you were working in.
OR
Right-click in the window and choose **Make Screensaver**. If you click on a selected thumbnail, you can choose **All** (for the entire window's contents) or **Selected**.
OR
Choose **Make Screensaver** from the Actions menu and choose **From Selection...**, **From Folder...** or **From Album...** on the submenu. **From Folder** means the current contents of the Browser window. If you have more than one album window open, **From Album...** will include the contents of the selected album..

3 The MediaPlus Screen Saver dialog appears, with a preview of one screensaver type. To choose a different type, click the **Settings...** button. You can pick from three screensaver variants: "Flipbook," "Slide Show," and "Flying." Choose any one of these, adjust the parameters, and click **OK**.

4 To see the screensaver in action, click **Preview**. When you're done, click **OK**. (Or click **Cancel** if you're not satisfied and want to start over.)

Note: You can adjust the properties of an existing screensaver from the Display Properties dialog at any time. Simply right-click on the Windows desktop and choose **Properties**, then select the **Screen Saver** tab. Note, however, that if you make changes to an album upon which a screensaver is based, the changes won't be reflected in the screensaver—in other words, to alter the images in a screensaver you'll need to remake it.

Publishing Web galleries

Image galleries are a great way to present media files to a wider audience—typically over the World Wide Web, but just as easily via disk media. They're convenient because they let viewers peruse a thumbnail index of what's available and make selections without having to download or open all of the files.

MediaPlus provides a wide range of preset page templates and styles that let you quickly compose a Web gallery from any selection or full window of file thumbnails (multimedia files as well as images). You can customize the layout as needed and then publish the gallery to a specific folder, either on a Web server or a local disk. Either way, MediaPlus takes care of building the HTML pages and exporting the designated files.

You can also print out images and image galleries (see the next topic).

To publish an image gallery:

1 If publishing a subset of images, first select the thumbnails you want to include. **Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.

2 Click the ⬛ **Publish to Web** button. If you have any thumbnails selected, these will be published; if not, the gallery will include the entire contents of the last window you were working in.
OR
Right-click in the window and choose **Publish to Web**. If you click on a selected thumbnail, you can choose **All** (for the entire window's contents) or **Selected**.
OR
Choose **Publish to Web** from the Actions menu, then choose **From Selection...**, **From Folder...** or **From Album...** on the submenu. **From Folder** means the current contents of the Browser window. If you have more than one album window open, **From Album...** will publish the contents of the selected album.

The Edit Web Page Layout window appears.

3 Use the window to select and customize your gallery layout as detailed in "Customizing the gallery layout" below.

4 To publish to a folder, simply click the **Publish to Folder** button and designate a target folder. To preview the page(s), use your Web browser to open INDEX.HTML.

If you're publishing to the Web, continue with the following steps.

5 Make sure you've gathered information as covered in "Preparing to publish to the Web" below. Click the **Publish to Web** button and the Specify Account Details dialog appears.

6 In the dialog, enter the FTP address of your Web host and your pre-assigned Username and Password. Be sure to enter the password exactly as given to you, using correct upper- and lower-case spelling, or the host server will not recognize it. If publishing to your root directory, you can leave the Folder box blank.

7 Click **OK**.

MediaPlus seeks an Internet connection or establishes a new one, and connects to the remote server. With some online services, you'll need to use the service's proprietary log-on software to establish a connection. You'll see a message when all files have been successfully copied.

8 To view your page(s) "live" on the Web, point your Web browser to the URL that includes the path to the host server plus the folder to which you published.

Note: If you've included thumbnails for multimedia files, the original files are exported just like image files when you publish the gallery. Clicking the gallery thumbnail for a multimedia file triggers playback of the original file. See the "Technical notes on Web galleries" section below for information on how to integrate MediaPlus gallery pages into existing Web sites.

Customizing the gallery layout

The Edit Web Page Layout window is your command center for choosing and customizing a gallery layout. The window serves as a "live" preview area that lets you navigate by clicking thumbnails, as well as try out the various choices and customize them as needed.

The first time you try publishing, you'll certainly want to explore each of the various **Templates**—alternative ways of arranging pages and elements—shown as samples in the scrolling list at the upper right. Once you've selected a template, you can proceed to choose from **Styles**—different combinations of the various detailed elements that comprise each page (background color, thumbnail cell borders, and so on). Finally, you can customize individual elements of the layout.

To preview a template:

1 Click any sample in the **Templates** list.

The Web page layout changes to use the selected template. Depending on the template, there will be either a single page where thumbnails scroll alongside a preview region, or a multi-page scheme with an index page for thumbnails with navigation to a separate page for each image.

2 Click the preview thumbnails to test the image display and page navigation.

3 Use the ▬ **Back**,

▬ **Forward**,

🔄 **Refresh**, and

🏠 **Home** buttons as needed to traverse links or update page content.

To pick a preset style:

▫ Click in the **Styles** list (or press the arrow keys to step through the choices) to preview each sample.

Don't be distracted by color changes—remember that every element is customizable! The trick is to find the layout that will require the least additional fine-tuning. Perhaps you'll be lucky and hit upon a preset style that's precisely what you're looking for. More likely, there will be some elements of the layout you'll want to adjust at this point. Don't be alarmed... but the number of possibilities is quite vast, given the customizability of the underlying HTML and style sheet code. The good news is that you don't need to know a thing about HTML to make changes.

To customize layout elements:

1 Choose items from the window's Edit or Style menu.
OR
Move the mouse around the preview window, watching as the Hintline at the bottom identifies customizable page elements. Right-click an element and choose the property you want to modify.

2 Make selections in the corresponding dialog.

The dialogs provide lots of choices, and each starting layout is different—but instant updating means that a "try it and see" approach generally works best. Here's a summary table of how specific commands relate to particular attributes:

Edit menu (or right-click):

Thumbnail Size...	Width and height of thumbnails
Description...	Wording style of thumbnail caption
Description Font...	Text attributes of thumbnail caption
Table Layout...	Rows and columns, cell spacing, table width, thumbnail stretch, description position

Style menu (or right-click):

Thumbnail Style...
Thumbnail Cell Style...   Border style, border width, margin width,
Description Cell Style...   padding width, border color, alignment,
Table Style...   background image or color (for the
Body Style...   designated element)

Note: If you're conversant with HTML tags and style sheets, you can also prepare your own custom templates for MediaPlus albums—see the "Technical notes" section below.

Preparing to publish to the Web

The first time you publish to a particular server, you'll be prompted to enter basic information, such as server's URL. On many services, your personal publishing directory is just your screen (user) name appended to a standard URL.

However, if your account is with a specialized Internet service provider, or you're using a dial-up networking connection or some other arrangement, you may need to do a bit more research to determine the required information. For example, you should verify beforehand:

▫ The steps needed to connect to the server, whether via LAN (intranet) or Dial-up Networking connection

▫ Your user name and password

▫ Which transfer protocol the server supports: FTP or Windows file transfer

Technical notes on Web galleries

▫ Whether you publish to a folder or to the Web, the set of exported files typically consists of a main page, with a frameset page (INDEX.HTML) and one or more source pages (e.g. INDEX2.HTML), a style file (THUMBS.CSS), plus two folders (/IMAGES and /THUMBS) containing the media files and thumbnail images, and a subfolder with a page for each full-size image. Thus, the gallery constitutes its own mini-Web site and anyone who browses to INDEX.HTML will be able to view it.

- If you plan to incorporate the gallery into an existing site, it's easy enough—but before publishing, check for duplicate file or folder names. (For example, you wouldn't want to overwrite your existing INDEX.HTML page with the MediaPlus page of the same name!) A safe bet is to publish the whole MediaPlus gallery to its own separate subdirectory, so no conflicts arise. It's fine to rename the gallery's INDEX.HTML (say, as GALLERY.HTML), but don't rename anything else unless you're prepared to repair links within the source code. More proficient users wishing to integrate gallery files with an existing site structure can use Publish to Folder, rename and test locally as needed, and then use a separate FTP program to upload the files.
- When you publish a gallery, MediaPlus by default includes **metadata tags** that, while unseen by viewers, allow search engines to identify page content and build descriptions. On the **Web Publishing** tab of the **File/General Preferences...** dialog, you can set metadata options including which MediaPlus text (from thumbnail keywords, album Notes, and/or thumbnail Comments) search engines should use. You can specify how MediaPlus should export image files in non-Web-compatible formats (you can convert these to GIFs or JPGs, or leave them as is).
- MediaPlus Web galleries are designed to take advantage of the flexibility afforded by Cascading Style Sheets. If you prefer a hands-on approach, you can edit the THUMBS.CSS file and create your own alternative templates for Web publishing.

Printing

Beyond standard printing capabilities, MediaPlus affords versatile layout features that let you scale and arrange images on the printed page, customize text captions, and add headers and footers. It's easy to print anything from a single image to multiple sheets with hundreds of thumbnails. As with slideshows and other actions, you can print the entire contents of a window, or just a subset of images.

To print one or more images:

1 If publishing a subset of images, first select the thumbnails you want to include. **Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.

2 Click the ▣ **Print** button. If you have any thumbnails selected, these will be printed; if not, the output will include the entire contents of the last window you were working in.
   OR
   Right-click in the window and choose **Print**. If you click on a selected thumbnail, you can choose **All** (for the entire window's contents) or **Selected**.
   OR
   Choose **Print** from the File menu, then choose **From Selection...**, **From Folder...** or **From Album...** on the submenu. **From Folder** means the current contents of the Browser window. If you have more than one album window open, **From Album...** will print the contents of the selected album.

The Print dialog appears.

3 Use the dialog's four tabs to tailor the output precisely to your needs. The preview region at the right displays the page margins and a reduced view of each page to be printed. Use the navigation and zoom buttons below the preview to step between pages and preview at various magnifications.

   ⁿ The **Print Setup** tab lets you define standard printer settings, print range, and number of copies.

   ⁿ Whether you're printing one image or many, use the **Layout and Style** tab to select how the pictures will scale to the printed page. You can define a grid using the **Rows** and **Columns** sliders, ranging from a 1x1 layout for a single image to 16x16 for a sheet of tiny thumbnails. (MediaPlus automatically adjusts the number of pages.) The **Choose Style** drop-down list lets you select a preset combination of layout attributes.
   To customize particular page elements (such as the background or border of image cells or description cells), use the schematic layout region. Click the item you want to adjust as shown below, and make your selections while watching the preview region.
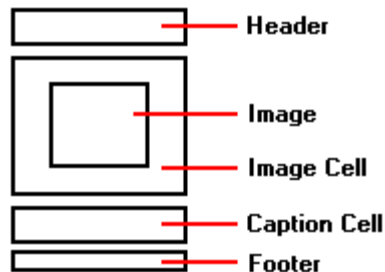
   ⁿ Use the **Thumbnail Text** tab to select a wording style and define text attributes for caption text. To remove captions entirely, select "Blank" from the list.

   ⁿ Finally, use the **Headers and Footers** tab to define optional text and/or page numbers in these regions at the top and bottom of each page.

4 When you're done setting print options, click **OK** to proceed with printing.

Setting MediaPlus preferences

You can refine your MediaPlus environment using global program settings stored as **preferences**. For example, you can change the background color of windows—or even employ an image as a backdrop. Thumbnail size, description text, and tooltips are all under your control.

To view or change general settings and non-album window options:

n Choose **General Preferences...** from the File menu.   See the table below for a list of options.

To set options for a particular album window:

n Select the window and choose **Album Preferences...** from the File menu. See the table below for a list of options.

General Preferences

Display	Browser colors, optional background image
	Background colors for slideshows, fullscreen view, Preview window
Thumbnail Size	Width and height of Browser thumbnails
Thumbnail Text	Wording style of Browser thumbnail captions
Tooltips	Wording style of Browser tooltips
Misc	Thumbnail animation preferences
	Timeout on page downloading
	Which file types to display in Browser window
	Display the last album at run-up (new session)
Web Publishing	Metadata options, non-Web image options

Album Preferences

Display	Window colors, optional background image
Thumbnail Size	Width and height of thumbnails
Thumbnail Text	Wording style of thumbnail captions
Tooltips	Wording style of tooltips

Troubleshooting and support

Troubleshooting a problem

Don't panic! Remember that all technical problems, no matter how bizarre they may seem, have a cause and a solution. By patiently applying a logical approach, you can often identify the source of the problem and fix it yourself. In general, try simplifying your PC's setup until the problem is no longer present. Then, incrementally restore the original setup, testing to see which component makes the problem recur. Be careful!

Initially, try to establish:

- Is the problem most likely arising within MediaPlus?
- Is it a Windows problem?
- Or is it a "hardware" problem having to do with your PC or its peripherals?
- Have you made any recent changes to your system configuration that might be responsible for the problem?

If it's a MediaPlus issue, perhaps there's a procedure you need to know more about. Check online Help for information on the specific task you're trying to accomplish.

For Windows or hardware issues, click the **Start** button and choose **Help** for troubleshooting information—or check the specific manuals for the peripheral.

Printing problems with Windows are generally caused by using an incorrect or outdated printer driver, or a third-party printer driver. Make sure that you use the Windows printer driver designed specifically for your printer. To check printer drivers, click **Start**, choose **Settings > Printers**.

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