**The Ingenious Solution for
Digital Image Archiving, Editing and Presentation**

StudioLine®
Photo 2

Manual

H&M
SOFTWARE

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The software covered by this manual is subject to a license agreement, which is included with the software product and defines the terms for authorized use.

Ongoing changes to the StudioLine software are likely to occur from time to time. H&M Systems Software, Inc. does not warrant that this manual will completely or accurately describe the function of the software in every respect.

Installation

System Requirements

- Windows® XP / XP SP2 / 2000 / ME / 98
- Pentium® III processor, 800 MHz or faster recommended
- RAM: 256 MB
- 150 MB available disk space for programs (allow extra space for data)

For optional CD/DVD recording, StudioLine requires a device capable of one of the following formats: CD-R, CD-RW, DVD-R, DVD+R, DVD-RW, DVD+RW, DVD-RAM.

To support concurrent use on two monitors, a dual-head graphics adapter is required.

Software Requirements

StudioLine requires that certain software be installed on your PC. The Setup program will remind you to install the latest versions of any required components from the StudioLine CD-ROM. You may also download these components from the StudioLine web site (http://www.StudioLine.biz/).

DHTML Capable Browser

Dynamic HTML pages created by StudioLine need to be viewed in a browser compatible with the specifications of the Document Object Model, Level 2, by the World Wide Web Consortium (W3C DOM Lvl. 2). Versions 4 or higher of Netscape® Navigator or Internet Explorer are compatible, as well as Opera Version 5.0 and higher.

Microsoft® Components

MDAC 2.5 and Jet 4.0 - These components, or a later version, are required for the StudioLine database.

Note: For multi-boot systems it is crucial that identical versions of MDAC are installed in each of the operating systems (e.g., Windows 98 and Windows 2000), sharing one and the same "Program Files" folder.

WordPad - StudioLine includes some helpful documents in .RTF format on the CD-ROM and in the program folders on your hard disk. To view these documents, you will need WordPad or a comparable text editor.

This program is included with Windows. If WordPad is missing, you can install it from your Windows CD-ROM:
• open Control Panel and choose Add/Remove Programs
• select Windows Setup, then Accessories
• select WordPad

Adobe® Acrobat® Reader™

The StudioLine Tutorial is provided in PDF file format. You'll need the Acrobat Reader to view the tutorials. If Acrobat Reader is not already available on your PC, then you have the option to let the StudioLine Setup program install it for you.

Installing the Software

Insert the StudioLine CD-ROM in the drive to start Setup. If AutoRun has been disabled for your CD-ROM drive, open Control Panel and choose Add/Remove Programs.

Language Support

During Setup, StudioLine will adhere to the language settings of the operating system. Once installed, StudioLine offers a number of supported languages. To choose a language, select "Language" from the "Preferences" menu. The final system language will be determined when you enter the product activation code.

Help and Documentation

Online Help and Tutorials

During the initial start of StudioLine, a panel will pop up and offer access to a number of documents to get you started.
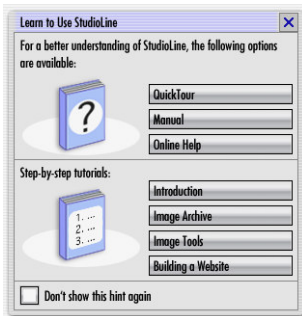
The QuickTour is a slide show that will highlight the many capabilities of StudioLine in just a few minutes.

Step-by-step instructions can be found in the tutorials. If you already closed or permanently disabled the "Getting Started" panel, then you can select "Tutorials" from the "Help" menu. If the tutorials are not found on your PC, you will have the option to install them at that time.

For help with a particular panel, simply make it the active panel (the title bar turns blue) and press the "F1" key. The StudioLine help system will open to the appropriate reference page. You can also select "Help (F1)" from the "Help" menu. If there is no currently active panel, then the help system will open to the "Introduction" page.

The StudioLine Graphical User Interface
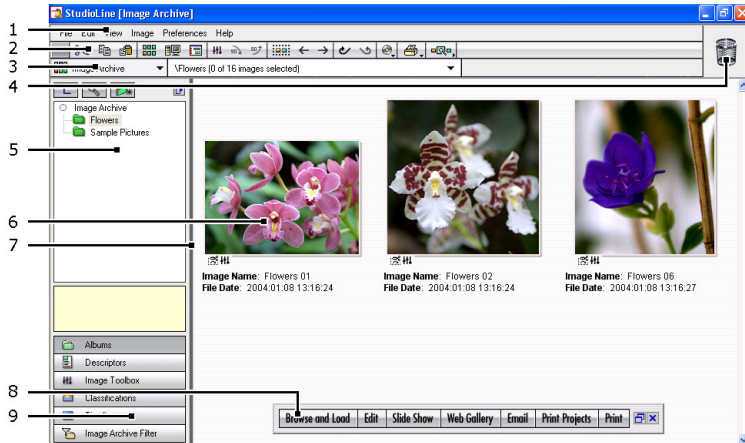
1. Menu bar to access StudioLine functions.
2. Toolbar for quick access to commonly used functions.
3. Drop-down selector to switch between the image archive and the page editor for web galleries. Adjacent is a display of the current folder path. Click the path selector to access the most recently used folders.
4. Recycle Bin to delete images, filter and tool settings, descriptors and web galleries.
5. Task pane for viewing and working with folders, keywords, image tools, descriptions, tags, etc.
6. Workspace with thumbnail view of folder contents, complete with image captions.
7. Task pane boundary. Click and drag the boundary to change the width of the task pane.
8. QuickStep Bar, which walks you through the most common tasks.
9. Task selectors to control the content of the task pane.

Task Pane Options

The StudioLine task pane can hold a number of different views, which are covered in depth later in this manual based on their specific function. At this point we'll briefly introduce some common concepts.

Sometimes it's helpful to keep more than one task view open concurrently. As an example, you might want to browse through albums and subfolders while viewing image tags in the descriptor view. This is made possible by undocking views from the task pane.

To undock a task view, choose the view by clicking on the respective button at the bottom of the task pane. Then, click the "Undock" button in the top right corner of the task bar.
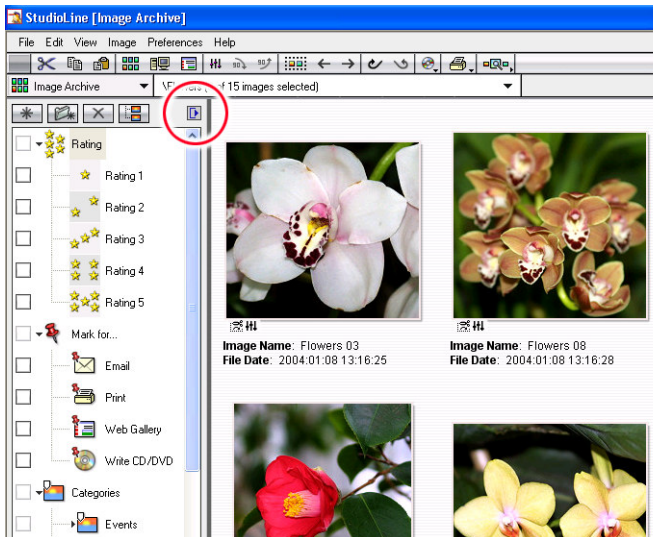
The current task view becomes a floating window, which can then be resized and placed anywhere on the screen. Follow the same procedure to undock any number of task views.
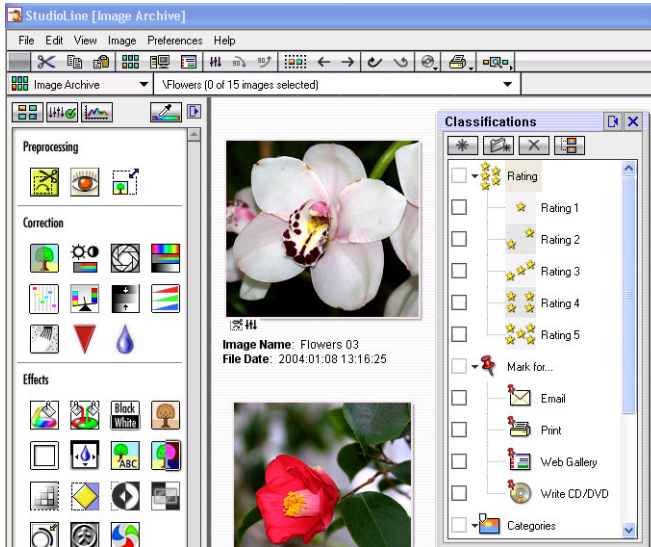
Use the "Close" button in the top right corner of any window to remove it from the screen. StudioLine will remember the last settings for the window. If you choose the same task view from the task selectors, it will re-open as a floating window.

To dock a floating window back at the task pane, click the "Dock" button in the top right of the window.

Using multiple monitors

If you have a multi-head graphics adapter you can connect more than one monitor to your workstation to gain productivity. To support StudioLine, set the display properties so that the Windows desktop extends to all monitors.

Now you can view the image archive workspace on one monitor and use the other monitors to directly access frequently used windows, such as image tools and the StudioLine Explorer.
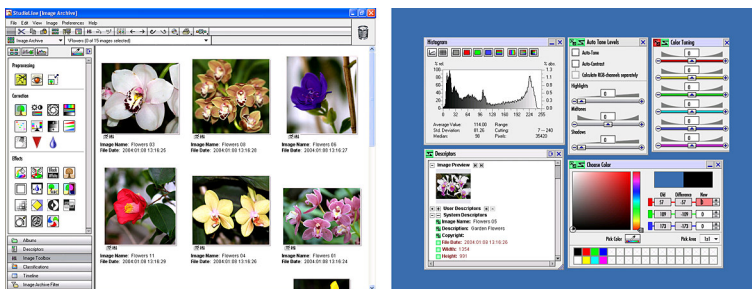
Another option would be to launch multiple instances of StudioLine by choosing "New Instance" from the "File" menu. Move each instance to a different monitor. Now you can work on a web gallery on one monitor and edit images and captions on the other monitor.

Customizing the User Interface

The toolbar can be customized from the Preferences menu.

To control the size of thumbnail images, click the right mouse button on the background of the image archive workspace and choose "Preview Dimensions" from the context menu.
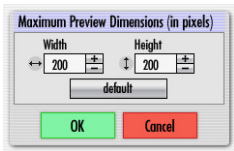
The thumbnail size is specific to each folder. You could opt for a small thumbnail size for folders with many images vs. a large thumbnail size for folders with fewer images.

Further customization is possible by clicking the right mouse button on the background of the image archive and choosing "Display Options". These settings apply to all folders.

In the "Preferences" menu, choose "Image Archive" to set the default thumbnail size used for new folders and choose a background used for all folders.

QuickStep Bar
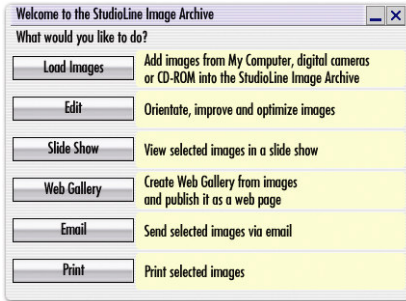
The QuickStep Bar in the Image Archive walks novice users through the basic steps of loading, editing, presenting, sharing and printing images. The QuickStep bar can be moved anywhere on the screen, minimized, restored or hidden. (If the QuickStep Bar does not appear, choose "Show QuickStep Bar" from the Preferences menu.)

There is also a QuickStep Bar in the page editor for web galleries, walking novice users though the basic steps of editing, previewing and publishing their photo albums on the web.

Clicking on a task will open an instruction window, as well as any panels that may be relevant for this task.
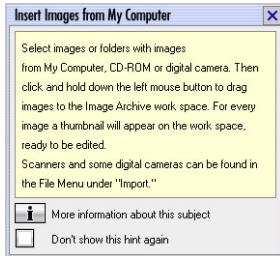
If the instruction window doesn't answer all of your questions, then click on the "More information about this subject" button for a greater in-depth description.

After becoming familiar with StudioLine, you can suppress an instruction window by clicking the button "Don't show this hint again." To restore all instruction windows, choose "Show All Hints" from the Help menu.

Working with Images

Loading Images

Copy Preferences

To use StudioLine for your images, they need to be added to the StudioLine Image Archive. StudioLine offers two methods for managing images:

• "Copy" Mode
Original images are copied into the StudioLine Image Archive. We will refer to them as *internal images*.

Once StudioLine has created a master-copy in the Image Archive, you could decide to delete the original image. A practical example would be the memory chip of your digital camera. After importing photos into StudioLine, the memory chip could be erased and reused for new pictures.

Digital camera users should always operate in "Copy" mode. Some cameras may reuse the same file names each time the memory chip is erased, e.g., DSCF0001.jpg. If you were to copy your picture files to a windows folder that already contains prior images from your camera, Windows may encounter duplicate file names and offer to overwrite the older pictures. This may cause you to accidentally lose irreplaceable memories.

By using the "Copy" mode, you'll import your pictures directly into StudioLine, which is perfectly capable of managing multiple images with identical file names.

• "Don't Copy" Mode
Only *references* to the original images are copied into the Image Archive. We will refer to them as *external images*. In case the original image is on a removal media or temporarily unavailable for other reasons, StudioLine generates a compact "Proxy Image" for use in the Image Archive. Settings regarding proxy images are found in the "Preferences" menu.

This mode should only be chosen if you prefer not to delete your original images from your hard disk and can't afford the additional disk space for StudioLine to create its master-copies.
If you chose this mode for CDs, DVDs or other removable media, then you may find it inconvenient to always have to keep these media close at hand. Every time you need to create a high-resolution print or want to export the image, StudioLine would prompt you to insert the disc.

You should never choose this mode for any writable media (e.g., diskettes, re-recordable CDs or DVDs) or memory chips. There would always be the chance that you may accidentally erase or overwrite your original pictures.

It is generally recommended that you use the "Copy" mode as long as you have available disk space. Once disk space gets sparse, StudioLine offers the offload feature for older or less frequently used images.

Your choice of internal vs. external images has no bearing on your ability to manage, edit and process your pictures with StudioLine.

Setting the Copy Preference

For the different types of media, you can decide how StudioLine will manage your images. Choose "Image Archive Copy Settings" from the Preferences menu.

In addition to the above mentioned "Copy" and "Don't Copy" modes, you can also choose the setting "Ask" to be prompted during each import. This is a good choice if you want to be able to copy images from borrowed CDs, but not copy images from any CDs that you own.

You are free to choose different settings at a later time. Of course, this would only affect any new images that are added to the Image Archive. Existing images that are stored internally may be converted to external images at any time. You can also convert external images to internal ones, as long as you still have access to your originals. (For details, please see the section "Internal and External Images" in this chapter.)

To add images to the Image Archive, click "Browse and Load" on the QuickStep Bar.

This will open a StudioLine Explorer panel for "My Computer" with the appropriate hint panel.

Types of Media

• Disk Drives

Computers and digital cameras store images as files. With Microsoft Windows, files are saved to disk drives. Each disk is labeled with a unique drive letter (followed by a colon) and usually represents a physical device - either internal to your computer or some external unit. Most commonly, drive letters "A:" and "B:" are used for diskette or ZIP drives, "C:" is the hard disk. Other drive letters ("D:", "E:",…) may be assigned to additional hard disks or your computer's CD-ROM or DVD drive.

• Digital Cameras

There are two common interfaces to connect digital cameras to your computer. One method treats your camera like a scanner and uses the TWAIN or WIA interface. Most cameras are treated by Windows as if they were simply another removable disk drive and are assigned an available drive letter (e.g., "E:") as soon as your camera is connected to the PC. In StudioLine, your camera will appear as a removable disk drive.

• Folders

Managing thousands of images, documents, programs and other files on your computer would quickly become confusing. That's why you can create folders and sub-folders to organize your files.

Locating Images

The StudioLine Explorer "My Computer" shows a list of all drives connected to your computer. Double-click the drive letter that contains your images, e.g., "Removable Disk (E:)" for your digital camera, or "Compact Disc (D:)" for a photo CD-ROM.
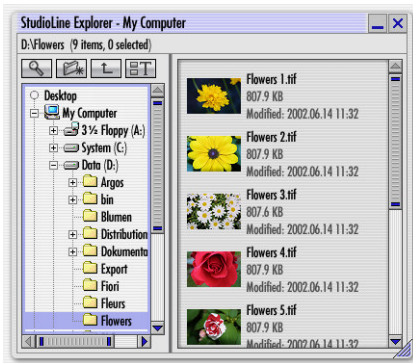
The left pane of the StudioLine Explorer panel lists all folders on the selected drive. The right "content" pane lists folders, images and other files in the top-level "root" folder on the selected drive.

Typically, digital cameras store about 100 images per folder. Several image folders are then grouped together in a parent folder. To locate your first 100 images, you would have to double-click on drive letter, e.g., "E:", then on the parent folder "DCIM" and finally on the image folder, e.g., "100abc". (Of course, you would have to substitute the drive letter and the folder names with the appropriate letters and names applicable to your computer and camera.)

To view the next 100 images, you would first have to return to the parent folder by pressing the button "Up One Level".

Then click on the folder containing the next set of images, e.g., "101abc".

Importing Images

Once you have located the images on your digital camera or your computer, we're almost ready to drag them from the StudioLine Explorer panel and drop them onto the Image Archive workspace. At this point let's make sure that the task pane is switched to album view. If not, use the "Album" button in the task pane, then:

• Press the left mouse button on any picture.
• Hold the mouse button while moving the mouse pointer to the Image Archive content pane.
• Release the mouse button.
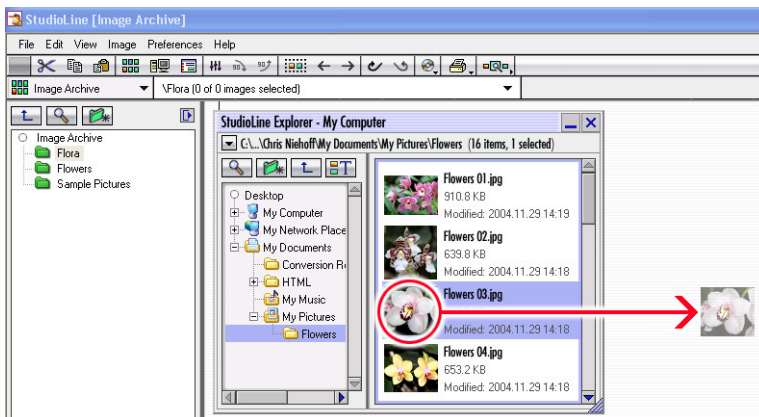
You can also import multiple images at once. To select more than one image, hold down the Ctrl key while clicking the left mouse button on the desired images. You may also click between images, hold down the mouse button and drag it across the list of desired images to create a selector band around them. You can still add additional images to your overall selection by using the Ctrl key. Other techniques for selecting objects are covered in an appropriate chapter of the Online Help.

Even if you select multiple images, StudioLine will temporarily display only a single translucent thumbnail image during the process of dragging images to the Image Archive.

Should you import more than 300 pictures to the Image Archive in one step, then StudioLine will offer to split the pictures into multiple subfolders. Doing so will speed up the opening of folders and the viewing of their content. (A very large folder with many pictures could take some time to open, depending on the speed of your computer system.)
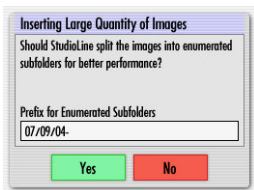
You can preview an image before loading it into the image archive. In the StudioLine Explorer "My Computer", click the right mouse button on a picture and choose "Image Viewer / Slide Show" from the context menu.

Preview the image in any size, rotate as necessary and click on the button "Add to Image Archive" to import the picture to the current Image Archive folder.
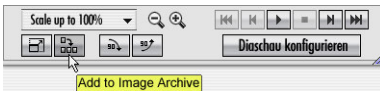
Scanning Images

StudioLine accesses scanners via the standard "TWAIN" or "WIA" interfaces. To scan images, select "Import" from the "File" menu. You will see a list of any scanners and other TWAIN or WIA devices available to your PC. Click a scanner to start the scanner software provided by your scanner manufacturer. After images have been scanned, they will appear in the currently open folder of the StudioLine Image Archive.

Using Albums to Organize Images

You can create albums and subfolders in the Image Archive to better organize your images. Use the button "New Folder" either in the album view of the Image Archive task pane or in the StudioLine Explorer "Image Archive" and then type a desired name for the new folder.

Folders may be renamed, moved or deleted. Simply click the right mouse button on any folder and choose the appropriate function from the context menu.

You can highlight certain albums and folders by color-coding the icons. Click the right mouse button on the folder icon and choose "Colorize" from the context menu.

Viewing the Image Archive

Once you have imported your images, they'll appear as thumbnail pictures in the Image Archive content pane. Don't be alarmed by the small appearance - the images are stored full size and can be edited in thumbnail view or a magnified size. To magnify an image, use the "Zoom" button on the toolbar, or double-click the image to open the StudioLine Image Viewer. Object status icons can be displayed below each thumbnail to convey relevant information about each picture.

Image Name: Flowers 4

To toggle the display of the object status icons, click the right mouse button on the background of the Image Archive workspace and choose "Object Status" from the context menu. You can also use the keyboard shortcut Ctrl+g (press the "g" key, while pressing and holding the "Ctrl" key).

⊚

The image has been offloaded to an external media (e.g., CD or DVD).

⊟

This is an external image.

⤨

This image has been edited using the "Rotate and Crop" preprocessing tool.

👁

This image has been optimized with the "Red Eye Correction" tool.

⇟⇟

This image has been edited using any of the StudioLine filters or tools.

📷

This image is in "RAW" format.

📷

For this image, "RAW" specific settings have been adjusted.

Click on any of the object status icons to view the appropriate panel and adjust settings as necessary.

 Internal and External Images

To convert internal images to external images, or vice versa, select the images and click on one of the images with the right mouse button. Choose "Original" from the context menu and then the option "Store externally" or "Store internally".

To move an image to external storage, you will need to select a target folder.

To import an image to internal storage, you may be asked to insert the appropriate CD, DVD or other removal media, if that's where the original picture resides.

RAW Images

A "RAW" image is the physical actual image data captured by a camera's image sensor before any camera-internal processing (such as compression or white-balance adjustments). A RAW image requires pre-processing by StudioLine before it becomes useful.

There is no common "file format" for RAW images. The format varies between different manufacturers and models. StudioLine can import RAW images from all popular "Raw capable" camera models.

A special object status icon (see below) is used to identify RAW images after import.

📷

If StudioLine can determine the camera model used to capture the RAW image, then it will choose the applicable pre-processing. If the default processing does not yield optimal results, click the "RAW" object status icon to control the pre-processing in detail.
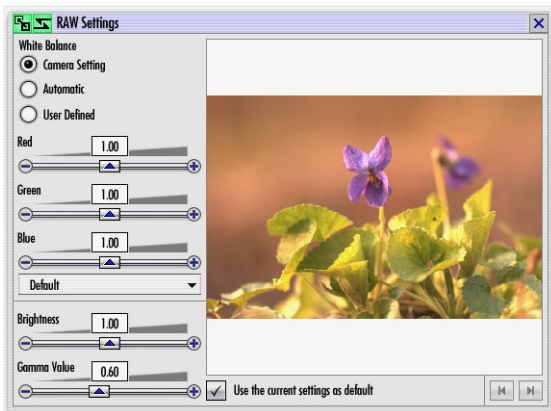
Use the "RAW Settings" panel to fine-tune StudioLine's pre-processing to suit your taste. Any change in the settings requires that StudioLine has to process a potentially large amount of raw image data to render a new image. It may take a little while, before the new image becomes visible in the Image Archive. Images with customized RAW pre-processing appear with a different object status icon:

Once you have found optimal RAW pre-processing settings that are ideal for your camera, click the "Use as Defaults" button. Your settings will be copied to the "RAW Default Settings" in the "Preferences" menu.

RAW based images can be further enhanced using any other StudioLine tools and filters, as with any other image type.

Duplicates and Shortcuts

There may be occasions when you would like to have more than one copy of the same image to work with. StudioLine addresses this situation with two functions.

Image Duplicates

To duplicate a picture, click the right mouse button on the image and choose "Create a Duplicate" from the context menu. The resulting duplicate is an entirely new entity; you may edit the duplicate and add unique descriptor texts.

This feature is helpful if you want to separately manage different cut-out areas for one and the same picture, or to compare different combinations of tools and settings against the same image.

Image Shortcuts

To create an image shortcut, click the right mouse button on a picture and choose "Create Shortcut" from the context menu. Image shortcuts are easily recognized by the arrow icon in the bottom left corner of the thumbnail (see below).
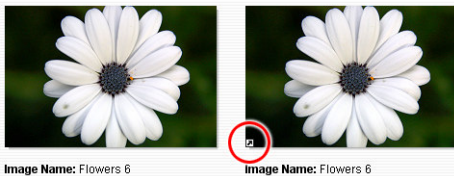
An image shortcut is not a separate entity, but simply a placeholder object that refers back to the original. Any editing or changes against an image shortcut will actually be applied against the original. Editing and changes that are

applied against the original will be reflected by all its shortcuts, if any. Deleting the original image will also remove all its shortcuts from the Image Archive.

This feature is helpful if you want the same image with identical descriptions and tool and filter settings to appear in more than one folder.

Adding Descriptions

A crucial step in the management of images is the adding of descriptions to your photos. Only extensive descriptions turn a basic filing system into a powerful image archive and database. Image tags (so called "Descriptors") are used to store your descriptive information in different categories. Descriptors can automatically be printed below the images, included with emails or added to web galleries. They also help the search engine in grouping images that match a common theme. Additionally, they can be used for sorting.

In addition to your own "User Descriptors", StudioLine will also preserve the image tags that were added by your digital camera (see "Digicam Descriptors, Exif").

Once you load an image into the Image Archive, the descriptors "Image Name", "Description" and "File Date and Time" will display below the thumbnail (unless you previously configured different descriptors). Some will already have information.

Image Name: Flowers 6
Description:
File Date and Time: 2003:06:27 15:42:15

"Image Name" defaults to the file name of the imported picture. The same information is also stored in the descriptor "File Name". Often, the file name is automatically generated by digital cameras or scanners and rather cryptic (e.g., "DCF0033"), which makes it entirely unsuitable as an image title in web galleries, emails or prints. Therefore, you should immediately give each

picture a meaningful image name. You may even give similar images the same name – there is no need to add numbers in sequence.
The descriptor "Description" is left empty, inviting you to enter your own text. The "File Date and Time" are carried over from the creation date of the original file.

To add or edit text, simply click on the specific descriptor below the picture. This opens the panel "Descriptors". Alternatively, you can click the right mouse button on the thumbnail picture and choose "Descriptors" from the context menu.
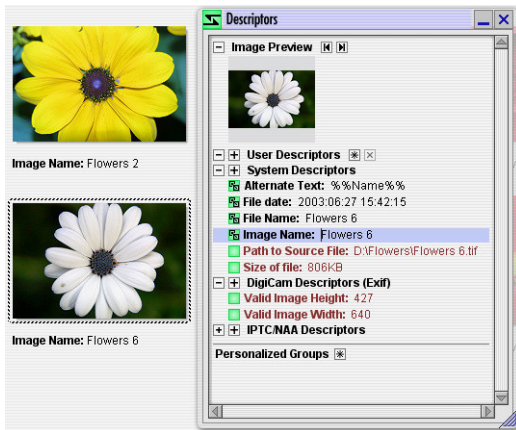
The "Descriptors" panel maintains the text information and other tags associated with an image. You can also switch the task pane to the "Descriptors" view, by clicking the "Descriptors" button on the task pane. The function of the descriptors panel and the descriptors task pane view are identical.

The top of the "Descriptors" panel shows a preview of the current image. Click the "minus" button to hide the preview. Next to the title "Image Preview" are two VCR style navigation buttons (see below) to browse to the next or previous image.

If only one image had been selected, then the navigation buttons will automatically select the previous or next image in the current folder.
If more than one image had been selected, then the navigation buttons will browse to the previous or next image of the selection.

The image descriptors are organized in four categories, which can be collapsed or expanded by using two +/- buttons in front of each category:

Click the left +/- button to control the display of any descriptors with content. Click the right +/- button to control the display of all descriptor tags in the category, regardless if they have content or not.

Below is an explanation of the different StudioLine descriptor types and their unique capabilities.

User Descriptors

This is the only category where you can create your own descriptor tags, such as "Event" or "Holiday", and then fill-in your content. This will improve the successrate of locating your images later. You can delete obsolete descriptor tags, which will also delete their content.

Use the two buttons to the right of the "User Descriptors" title (see above) to add or remove descriptor tags.

To the left of any descriptor tag, there is a "Copy" button as it is also found in the title bar of many other StudioLine panels:

To copy a descriptor to other images, click and hold the mouse button on the "Copy" button, then drag it to other images. Alternatively, you can first press the "Ctrl" key while selecting a number of images. Then click the "Copy" button to copy the descriptor to all selected images.
A green "Copy" button indicates that all selected images already have the same descriptor content. A red "Copy" button indicates that some images do not yet have matching content.

System Descriptors

These descriptors were created by StudioLine during installation. Some will have default values (e.g., Image Name), others are initially empty (e.g., Note).

The "Copy" button to the left of each descriptor tag is explained under "User Descriptors" in this chapter.

Digicam Descriptors (Exif)

Modern digital cameras will record various properties with each image, e.g. camera model, exposure, f-stops, etc. These properties are stored in Exchangeable Image File format ("EXIF").

Most of the EXIF information appears in dark red, indicating that the content cannot be modified. Consequently, there is no "Copy" button to copy those descriptors to other images. Instead, a simple green icon indicates that all selected images have identical information for a particular EXIF descriptor. A red icon indicates that some images have different content.

IPTC/NAA Descriptors

These are descriptors following the standards of the International Press Telecommunication Council and the Newspaper Association of America.

For these descriptors you can supply or revise the content. If images are exported to JPEG file format, you will have the option to include the IPTC/NAA descriptors for use in other applications.

The "Copy" button to the left of each descriptor tag is explained under "User Descriptors" in this chapter.

Personalized Groups

For quick viewing and editing, frequently used descriptors can be organized into groups. The first item below the title "Personalized Groups" is actually the system-provided group "Current Captions". It shows the descriptors that appear below the thumbnail images of the current folder.

To create a group, click the "Create Personalized Group" button to the right of the title "Personalized Group". Type a group name and click "OK". The new group will appear in the group list. To create or change the list of descriptors

assigned to a group, click the "Edit Personalized Group" button to the left of your group's name. The panel "Edit Personalized Group" works the same way as the "Image Titles" panel described under "Displaying Thumbnail Information" later in his chapter.

Use the "Copy" button next to the group name to copy content from all descriptors in this group to other images.

Setting Date and Time

There may be occasions, such as when travelling across time-zones, where the timestamps recorded by the camera or provided in IPTC/NAA descriptors may not be correct.

You can correct the information for "Creation Date", "Date (Original)", "Date (Modified)" by double-clicking the content for those descriptors. To update more than one picture, select the images before double-clicking the descriptor content.
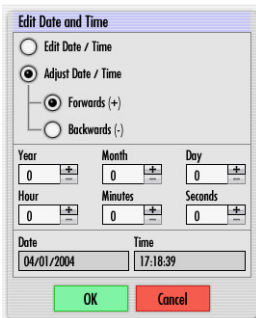
The option "Edit Date/Time" is ideal for updating a single image. If more than one picture is selected, all would be set to the exact same time.

The option "Adjust Date/Time" is ideal for updating a series of images. The date and time for each image will be adjusted up or down by the same offset, e.g., to account for time-zone changes or daylight savings time.

Automatic Sequencing

To add a sequence number to a description, right-click the appropriate descriptor and choose "Insert Sequence Number" from the context menu:
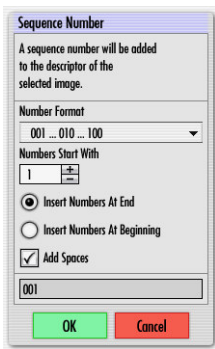
The panel "Sequence Number" offers several display options and a preview at the bottom of the panel. If you would like to use your sequence number for sorting purposes, make sure to choose a number format with leading zeroes.

Displaying Thumbnail Information

You control the display of information below each thumbnail picture. To add or remove descriptors, or to change their order, click the right mouse button on the background of the Image Archive workspace. Choose "Image Titles" from the context menu.
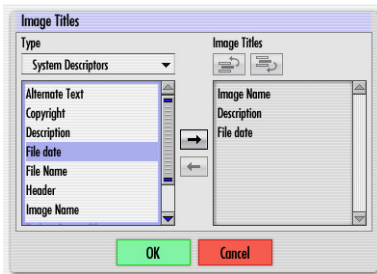

From the left half of the "Image Titles" panel lists, you can switch between descriptor types and view available descriptors. The right half shows the descriptors that presently appear under the thumbnail picture.

To include an additional descriptor for display, click the descriptor name on the left and click the "Add Descriptor" button with the "right arrow" symbol. To exclude a descriptor from being displayed, click the descriptor name on the right and click the "Remove Descriptor" button with the "left arrow" symbol. To change the order of appearance, click a descriptor on the right and use the buttons "Move Up by One", "Move Down By One" as needed.

Sorting with Descriptors

To sort the content of a folder by descriptors, click the right mouse button on the background of the Image Archive workspace. Choose "Sort By" from the context menu.
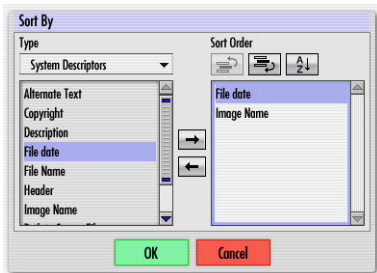
The panel "Sort by" is equivalent to the previously discussed panel "Displaying Image Titles"; the left side lists available descriptors, the right side shows the descriptors used for sorting the thumbnail images in the current folder. Review the general usage instructions from the section "Displaying Image Titles".

The order of descriptors on the right half of the panel controls multi-level sorting. For example, you could sort first by "Date and Time (Exif)" and then by "Image Name". The result will be thumbnails appearing in the order that they were taken with a digital camera. In case multiple images were taken at the exact same time, they would appear in alphabetical order.

You can also choose between ascending or descending order. A sort by date in descending order will display the most recent images first.

Classifications

In the "Classifications" view, images can be quickly assigned keywords or ratings, organized by those classifications or marked for specific uses.

Assigning Keywords

Open the Image Archive to a particular album or subfolder. Use the "Classifications" selector button to switch the task pane to "Classifications" view.
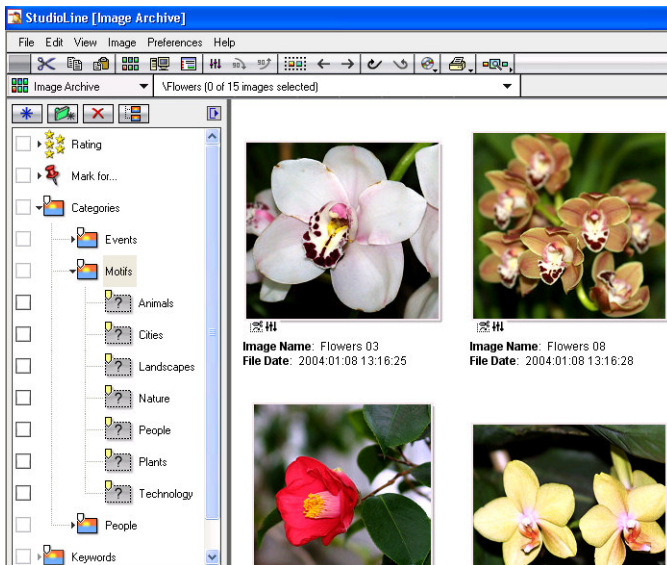
To assign a keyword, click a keyword, hold the mouse button and drag it to a suitable picture in the work space. To assign a keyword to multiple images, select the images in the workspace, then drag the keyword to any one of the selected images.

Any keywords you assign will be appended to the IPTC "Keywords" descriptor. This allows you to review all keywords that have been assigned to an image, by opening the image descriptors.

You can associate keywords with different image descriptors. Click the right mouse button on the keyword and choose "Set Target Descriptor" from the context menu. In the panel "Choose Target Descriptor" you can pick a suitable descriptor that the current keyword would be added to.

To add a keyword to a specific descriptor, open the "Descriptors" panel and drag the keyword to the descriptor of choice.

When a keyword is first used, an icon of the image will be used to visually represent the keyword going forward. To change the icon, simply drag a different image to the keyword.

Creating Keywords

Click the "Create Keyword" button.

The new keyword is added to the current keyword list. Replace the text "New Keyword" with the keyword label. Keyword labels are not strictly limited to single words. However, phrases or terms of more than a few words should be entered as descriptions, not keywords.

Organizing Keywords

Keywords can be grouped into hierarchical lists – equivalent to folders and subfolders. To open or close a keyword group, click it with the mouse. A new keyword group is created with the "New Group" button. To move keywords to a group, drag the keyword to the icon for the desired group.
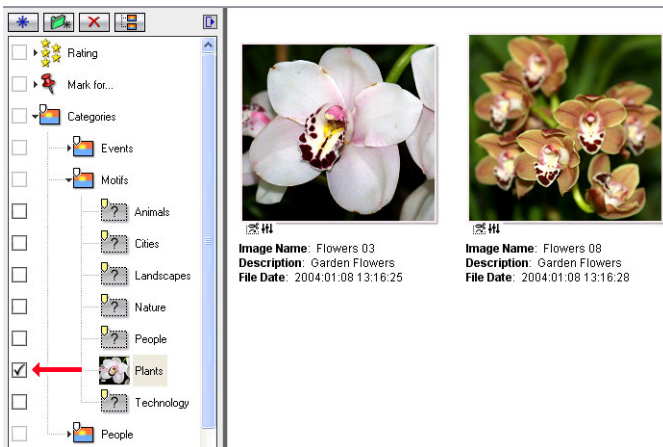
If you have an extensive list of keywords, it may be advantageous to switch to smaller icons. Click the button "Switch View" to toggle displays.

The same button can be used to toggle to an alphabetical text view of keywords, rather than the icon views.

View Images by Keyword

To view all images assigned to a keyword, click the checkbox in front of the keyword.

The workspace will show all images that were assigned this keyword, no matter in which albums or subfolders they normally reside.

To restrict the display of images, click the checkbox in front of a different keyword. Only images that were assigned both keyword will be displayed ("and" condition).
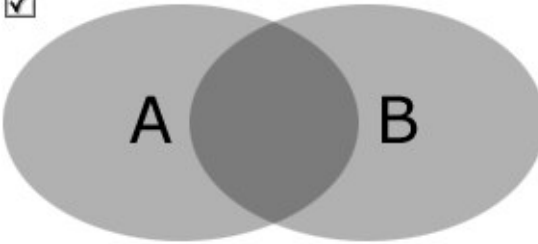
To expand the display of images, click a second time on the checkbox of the additional keyword. Now, images that were assigned any of the selected keywords will be displayed ("or" condition).
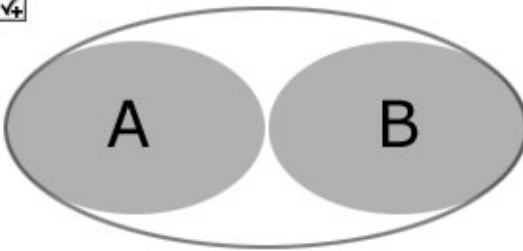
A third click will deselect the keyword

For advanced search options, refer to the chapters "Picture Search" or "Image Archive Filter" later in this manual.

Unassiging Keywords

To remove a keyword from an image, click the image and drag the keyword from the keyword list to the recycle bin. You may also click the right mouse button on the keyword and choose "Remove Keyword" from the context menu.

To remove a keyword from all images, click the check box in front of the keyword to locate all images that were assigned that keywords. Click "Select All" on the toolbar (or press "Ctrl+A"). Finally, drag the keyword from the keyword list to the recycle bin.

Deleting Keywords

To delete a keyword from the keyword list, click the keyword and then click the "Delete Keyword" button.

Note: Deleting a keyword will not remove the keyword from the IPTC descriptor "Keywords" or any alternate target descriptor in the pictures. If you want to delete the keyword label from all associated pictures, then first "unassign" the keyword (as discussed earlier in this chapter) before deleting it.

Changing Keywords

To change a keyword (e.g., "Holidays" to "Vacations"), click the keyword with the right mouse button and choose "Rename Keyword" from the context menu. Type a new label over the old one.

Note: Renaming a keyword will not update the IPTC descriptor "Keywords" or any alternate target descriptor in the pictures. If you want to replace the keyword label in all associated pictures, then first "unassign" the keyword (as discussed earlier in this chapter), then rename the picture and finally assign the "new" keyword to the appropriate images.
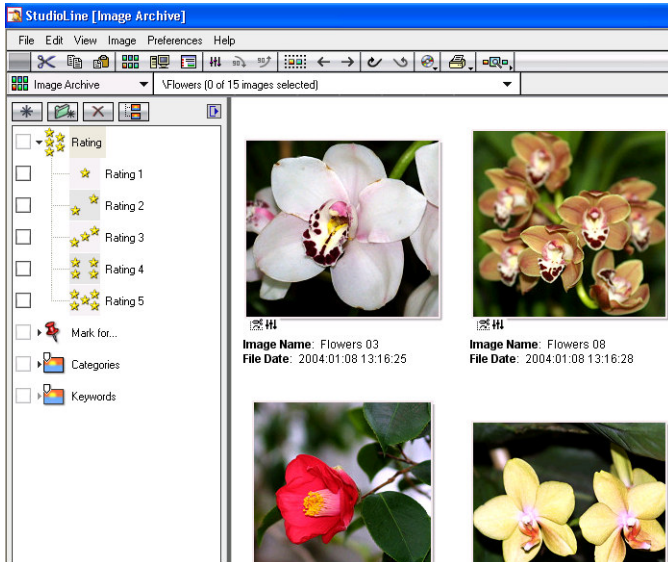
Rating Images

The "Classifications" view also allows ranking images on a scale from 1 to 5.

Click on the "Ratings" group to view the five available ratings. Then click on a suitable rating and drag it on a picture. To assign the same rating to multiple images, select the images in the work space, then drag the rating to any one of the selected images. The current rating for an image can be viewed in the System Descriptor "Rating".

To remove a rating from an image, click the image and drag the rating from the rating group to the recycle bin. You may also click the right mouse button on the rating and choose "Remove Rating" from the context menu

Timeline View

The timeline view automatically organizes images by date. To access the timeline view, click the "Timeline" button near the bottom of the task pane.
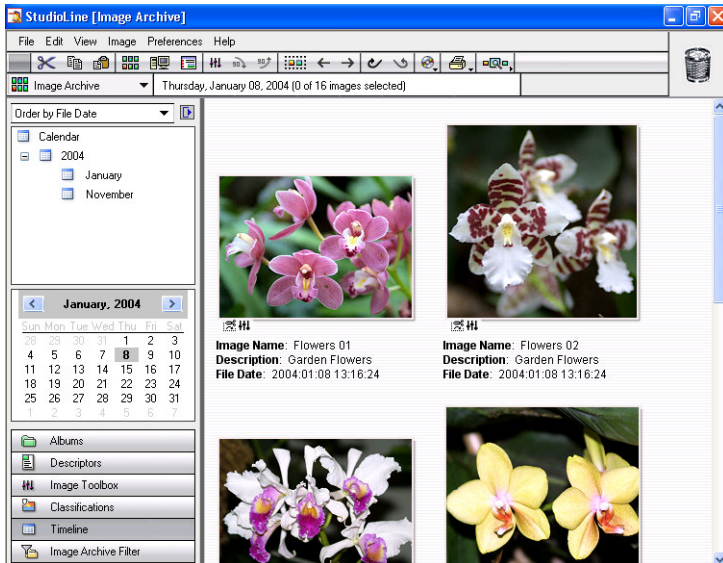
The top of the timeline view has a drop-down list where you can choose the date, by which images are sorted:

• Order by Exif Date
This option sorts images by the creation date as recorded by the digital camera. You'll quickly find last year's vacation photos and can enjoy your memories day by day.

• Order by File Date

This option sorts images based on the day that they were copied to your computer. This can be helpful for scanned and other images that lack Exif information.

• Order by Modification Date

This option sorts images based on the date when they were last edited. This is an excellent way to locate images that you recently have been working on – no matter in which albums and subfolders they may reside.

To drill down to a particular day, click on a year and then a particular month. The calendar control will switch to the selected month and days with images will be highlighted.

Click a day to view all images for that day. Click the "right arrow" or "left arrow" button to browse a different month.

Picture Search

Not only can the StudioLine search engine be used to find a specific image, but it can also be used to collect images from various folders, which match a certain theme. The image archive "Search" function collects all matching images in a temporary "Search Results" folder.

Searches are based on the content of image tags ("Descriptors"). By making extensive use of descriptors and entering detailed descriptions, you will be rewarded with much more relevant search results.

In the album view of the Image Archive task pane, click the "Search" button. You can find that button also in the StudioLine Explorer "Image Archive".

In the "Search Image Archive" panel (see below), you can enter search criteria and also limit the search to certain descriptors and folders.
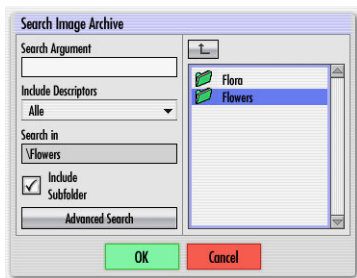

The "Search in" displays the path to the current Image Archive folder, if any. Use the folder list on the right, to select any other folder to be searched. To navigate to a parent folder, use the button "Up One Level".

To search the entire Image Archive, use the "Up One Level" button repeatedly until the "Search in" field displays "\", which represents the root folder. Verify that the option "Include Subfolder(s)" is active.

The drop-down list "Include Descriptors" allows you to specify, which image tags are used to find the search argument. From the drop-down list, select "Choose…" to open the "Choose Descriptors" panel.

For an even more targeted search, click the "Advanced Search" button in the "Search Image Archive" panel.
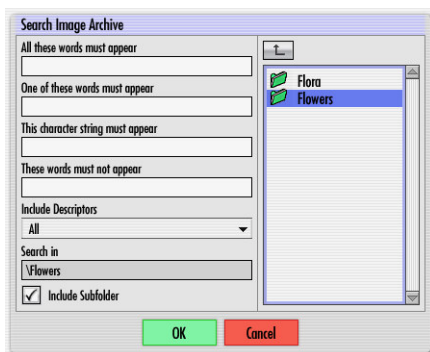
Here you can define complex search criteria, e.g., locate all pictures that mention "Italy", except those that mention "Rome".

Search Results

Matching images are arranged in a temporary Image Archive folder called "Search Results". This special purpose folder will be discarded as soon as a different folder is selected in the album view of the task pane.

The found images can be viewed as a slide show, printed, emailed, exported or used in a web gallery.

You can permanently retain any collection of theme-related pictures. First, open the StudioLine Explorer "Image Archive" and navigate to a target folder for your images, or create a new one. (You could also click the right mouse button on "Image Archive" in the album view of the task pane and choose "New Folder" from context menu.) Click the "Select All" button on the toolbar, or press Ctrl+A, to select all images in the search results.

Now, you need to decide about the application for the search result pictures:

- You may simply want to retain the search result for now so that you can process them at a more convenient time. In this case, press and hold the "Alt" key while dragging the images from the search results to the target folder. New shortcut objects are created in the target folder, but all pictures remain at their original locations. This also guarantees that the shortcut objects will always use the same descriptions, filters, image tools and settings as the reference images at their original locations. Of course, if you ever delete any of the images in their original locations, the shortcut object will be removed as well.

- If you are trying to process the search results pictures with different descriptions, filters or tool settings, then press and hold the "Ctrl" key while dragging the images from the search results to the target folder. Copies of all search result picture objects are created in the target folder. Any work performed against the image copies will not affect the pictures at their original locations. However, thanks to the underlying StudioLine database technology, extra disk space is not required for duplicate physical images.

- If you are trying to reorganize your pictures, drag the selected images from the search results and drop them into their target folder. The pictures will be moved from their original location to the target folder.
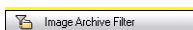
Image Archive Filter

The Image Archive "Search" function returns the result in a single folder. The Image Archive "Filter" returns the matching pictures in their respective Albums and subfolders – omitting any folders that contain no matches.

Filter Arguments

To create a filtered view of the image archive, click the "Image Archive Filter" button near the bottom of the task pane. The top of the Image Archive Filter view has an input field for quick filtering. Enter a search argument and click the green "Go" button. StudioLine will look through all descriptors for the search argument and then displays a subset of folders which contain matching images.
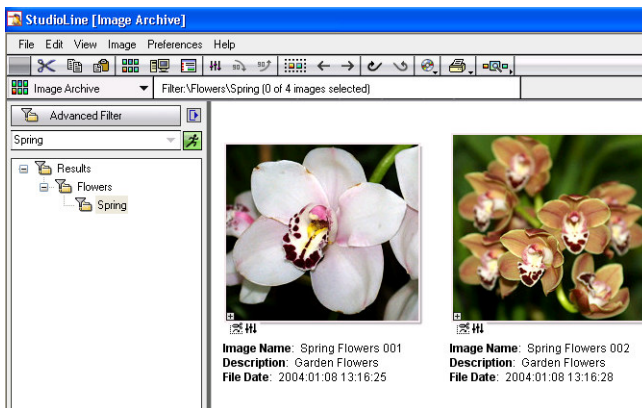
For a more targeted search you can combine multiple arguments. Click the "Advanced Filter" button:

The "Image Archive Filter" assistant opens.
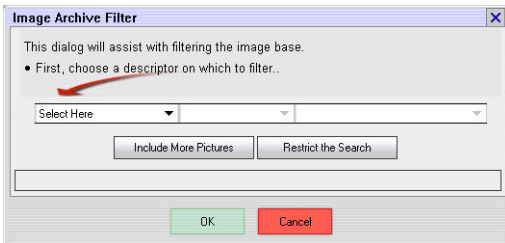
Choose a descriptor from the first drop-down list.

Choose a comparison operator from the second drop-down list. Per example, the "contains" comparison will look for a partial match. It will find images where the entered value can be found anywhere in the chosen descriptor, even as part of a word. Alternatively, the "equals" comparison will look for images where descriptor content matches the entered value character for character, with identical lengths.
Comparisons are not case sensitive – upper and lower case letters are treated the same.

The third field has a dual function. You can either enter a search value or use the drop-down list to choose from values that appear in the image archive for the chosen descriptor.

After choosing or entering values from the three fields, you can press the "OK" button for StudioLine to start filtering. The tree view in the task pane will show only those folders containing matching pictures.

Combining Arguments

By combining multiple filter arguments, you can narrow or widen the search.
Open the "Advanced Filter" assistant and set up a first filter argument as
discussed above using the descriptor, comparison and value field.

- To widen the search, click the button "Include More Pictures".

- To narrow the search, click the button "Restrict the Search".

Pressing either button will display a new row to define an additional search
argument. A hit counter displays the number of matches so far. You will be
able to define a total of 20 filter arguments.
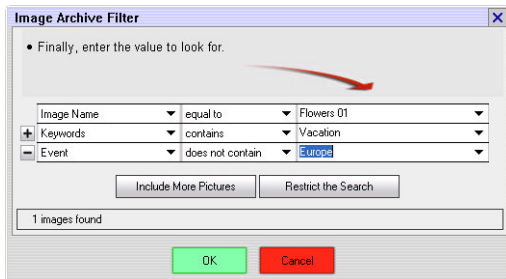
To remove a filter argument, click the "+" button in front of the argument and
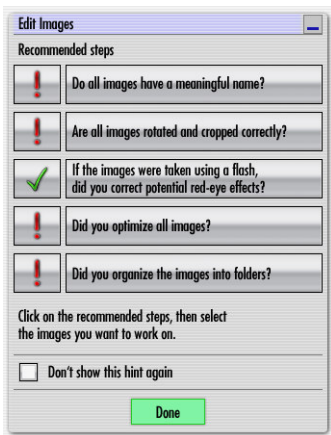choose "Remove Row".

Image Editing

Before you can work with images, they need to be imported into the StudioLine Image Archive. For details, see the chapter "Loading Images" in this manual.

Click "Edit" on the QuickStep Bar.

This opens a launch panel "Edit Images" (see below), which advises you of common editing tasks.

Click any of the tasks and StudioLine will launch the necessary editing tools and open appropriate hint panels. Click on an exclamation or check mark to flag the task as completed or pending. Click on "Done" to close the launch panel and open the "Image Toolbox". Use the option "Don't show this hint again" if in the future you want the "Edit" button on the QuickStep Bar to skip straight to the "Image Toolbox".

Image Toolbox

The image toolbox can be accessed from the QuickStep Bar, the "Image" menu or by clicking the "Image Toolbox" button near the bottom of the task pane.
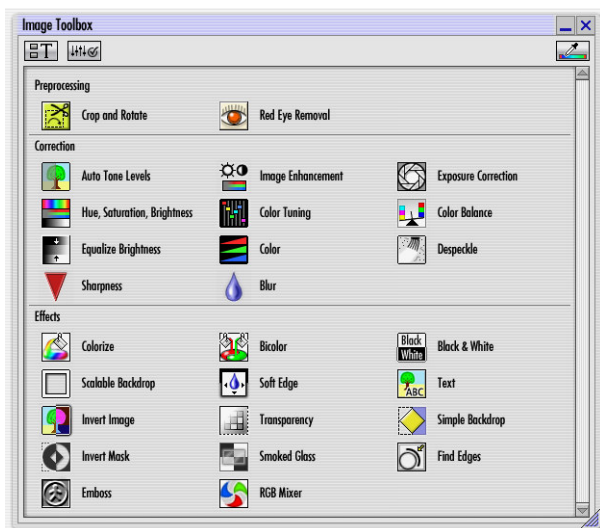
In StudioLine, you edit your pictures by applying image tools to them. Each image tool performs specific functions against a picture. For instance, there are tools to rotate and crop, adjust color tones, correct red-eye issues, as well as various special effect filters.

For each image, StudioLine will save the tools and settings you chose and apply them each time the image is displayed. The master copy in the Image Archive remains unchanged. This way, you can experiment with image tools, change settings or reverse any actions – even months later.

There are three types of image tools:

- Preprocessing
  These tools perform initial corrections to be used before optimizing
  colors, exposure and other aspects.

- Correction
  These tools are used to optimize your images, e.g., by correcting blurring,
  improving exposure and addressing color shifts.

- Effects
  With effect filters, you let your creativity run wild.

You can also launch each image tool from the "Image" menu. Each image tool
appears under the appropriate grouping.

Applying an Image Tool

To apply an image tool to a picture in the Image Archive, select the particular
picture by clicking on it with the left mouse button. On the "Image Toolbox"
panel, click on one of the tools or filters listed. A panel opens with the settings
for the selected tool. Use the various controls to change the tool settings.
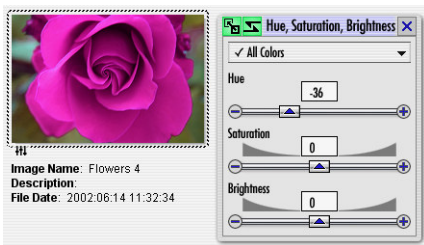
StudioLine will immediately update the picture to show the effect.
There is no need to confirm your actions with an "OK" button. All tools and
settings can easily be changed or reversed at any time.

Image Preprocessing Tools

One of the key features of StudioLine is the ability to apply a complete set of image optimizations to an entire series of similar pictures. However, some corrective actions, such as cropping, red-eye removal and the proper picture orientation, are specific to each individual picture and are referred to as "Preprocessing".

If you simply need to change a photo from horizontal to vertical alignment (portrait vs. landscape mode) or vice versa, click the "Rotate Clockwise" or "Rotate Counter-Clockwise" button on the toolbar.

For more gradual image alignments, to crop unwanted borders or to correct the dreaded pupil discolorations in people or animals (red-eye/pet-eye effect), use the appropriate tool from the "Preprocessing" section of the "Image Toolbox" panel.

For detailed information on each preprocessing tool, refer to the tutorial "Image Editing".

Since pre-processing tools are specific to each picture and would not be copied to other images, they are omitted from the "Active Image Tools" list which is documented later in this chapter.

Resizing

Even though it is not recommended as a standard practice, there may be occasions when you wish to permanently reduce the size of your original images. The size of digital images can be measured in two ways:

• Pixel Size
The pixel size (e.g., 1024 x 768 pixels) defines the number of color dots that comprise the image. A large number of pixels requires more storage space, but allows for better resolution with more detail being recorded. Images with a large pixel size are suitable for good quality and large prints. A small pixel size may limit a picture for use in emails or on web sites.

• Print Size
The printed size of an image, measured in inches or cm, is a function of its pixel size and the printer resolution (e.g., 300 DPI). A high resolution printer prints pixels closer together, resulting in a smaller output. Best results are accomplished with an image that has a large pixel size printed on a high resolution printer.

For maximum flexibility, StudioLine will catalog images without changing the pixel size. During export or when sending emails, you can choose a pixel size to suit your needs (see chapters "Exporting" and "Sending Images via Email"). When printing, you can choose a suitable print size (see chapter "Printing – Custom Print").

StudioLine does allow you to permanently reduce the pixel size of original images. This may be useful if you scanned an original in better resolution than you ever expect to need. Keep in mind that print and Internet technology keeps advancing and disk storage has become increasingly affordable. In a few years you could find yourself scrambling for that original size, which may have seemed excessive today.

Preparing to Resize

Because resizing will cause a loss of resolution, it is critical that you first perform any another pre-processing tasks. From the Image Toolbox, choose "Crop and Rotate" to define the ideal cut-out area for your images. Choose "Red-Eye Removal" to correct any discolored pupils in people or animals. Only after these preliminary steps are complete, choose one or multiple images and click on "Resize Original" in the Image Toolbox.

StudioLine opens the panel "Resize Original".
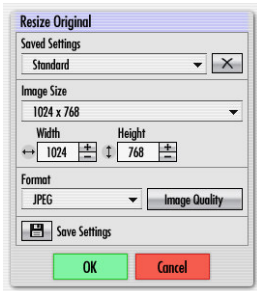
Saved Settings

You may find that certain projects or clients demand specific file formats or sizes. Use the "Saved Settings" drop-down list to access previously saved settings.

To save frequently used settings for easy recall, choose the appropriate image size and format and then click on "Save Settings" towards the bottom of the panel.

Image Size

The "Image Size" drop down offers a choice of standard sizes. You can also use the width and height controls to pick any custom size.

The standard or custom size you choose may not yield those exact dimensions for the resized images. For best results, StudioLine will never enlarge images or distort them if the selected width/height proportions don't match the images' original proportions.

Instead StudioLines uses the "underfill" technique. The size you choose defines a bounding rectangle into which StudioLine will proportionally scale the images, as necessary.

Format

The choice of file format is controlled by the intended application for the exported image. To use a picture on the Internet, you would commonly limit the maximum picture size and choose the "JPEG" format. This format uses a very effective compression algorithm to reduce file size and is supported by all web browsers. For print or archiving applications, you may want to choose a "loss-less" format, such as "TIFF", and use large image sizes for the most desired resolution.

To confirm your settings, click "OK". The original image will be irreversibly resized. StudioLine will prompt you where to keep a backup copy of the previous original. If you are certain that a backup copy is not needed, you can choose "Move to Recycle Bin" and empty the recycle bin later.

Text Filter

Another image tool worth mentioning is the "Text" filter. It superimposes text and/or descriptor content onto the picture. One classic usage would be a copyright notice.
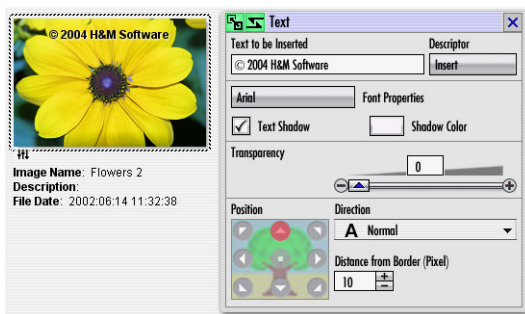
The upper section of the panel defines the text to be displayed. The default setting refers to the system descriptor "Copyright".

Descriptor values can be inserted manually by bracketing the descriptor name with "%%", e.g., %%name%%. You can also click the "Insert" button and conveniently choose from a list of available descriptors. Of course, you will have to make certain that "Copyright" or any other descriptor does contain text. Alternatively, you can simply replace the descriptor with regular text input. For multi-line text, type "\n" to force a line break.

The middle section of the "Text" panel defines the font, style, shading and shadow color. Shading is recommended, when text is superimposed on an area with light and dark background.
The shadow color should be strong contrast to the font color, e.g., use a black shadow for a white text color.

The lower section of the "Text" panel defines the position and orientation.

Normally, the font size will remain constant for all picture sizes, e.g., thumbnail, zoomed, image viewer. The text will only be scaled if it otherwise would not fit into the picture.

Assessing Tool Results

To compare the outcome of your image editing with the original image, click the image with the right mouse button and choose "Image Viewer / Slide Show" from the context menu. Initially, images are displayed in their edited version. To split the display between the original and the edited version, click the "Split Image Display" button.

StudioLine will display a divider, showing the original version on one side of the divider and the edited version on the other.

Drag the divider to an area of the image where you can best assess the effects of any image editing.

Click repeatedly on the "Split Image Display" button to toggle the display between horizontal or vertical splits, with the edited image appearing either at the right, bottom, left, or top. Use the right mouse button to toggle the display in reverse order.

The current split-image setting is retained when the image viewer is closed.

Applying Image Tools to Multiple Images

To apply the same tool against multiple images, select these images before accessing any tools or changing settings: Press and hold the Ctrl key while clicking the desired images with your mouse. You may also click the left mouse button on the workspace background. Then hold the mouse button down while moving the mouse pointer across the desired images to create a selector band. You may add additional images to your selection by using the Ctrl key. Other techniques for selecting objects are covered in an appropriate chapter of the Online Help.

Active Image Tools List

StudioLine collects all tools, filters and their settings in a stack (the "Active Image Tools" list), which will be stored along with the unchanged original in the Image Archive. To view the active image tools list, select an image and choose "Active Image Tools" from the "Image" menu. You can also click the right mouse button on an image and choose "Active Image Tools" from its context menu.

Changing the Processing Order

You can control the order in which tools are applied against an image by moving them within the Active Image Tools list. StudioLine will apply the tools top to bottom.

To illustrate the effect of different processing orders, select an image, apply the "Black & White" tool and then the "Colorize" tool to achieve a sepia effect.

This will give the picture an aged appearance. If you reverse the sequence of the filters, then the "Black & White" filter cancels out the "Colorize" tool.

Discarding Tool Settings

To discard the effect of an image tool, simply drag the tool from the "Active Image Tools" list of a particular image into the Recycle Bin in the upper right corner of the StudioLine window. You can also click the right mouse button on any tool in the list and choose "Delete" from the context menu. Alternatively, if the tool's settings panel is currently open, you can select the particular image and drag the "Copy" button from the top left corner of the tool's settings panel to the Recycle Bin.
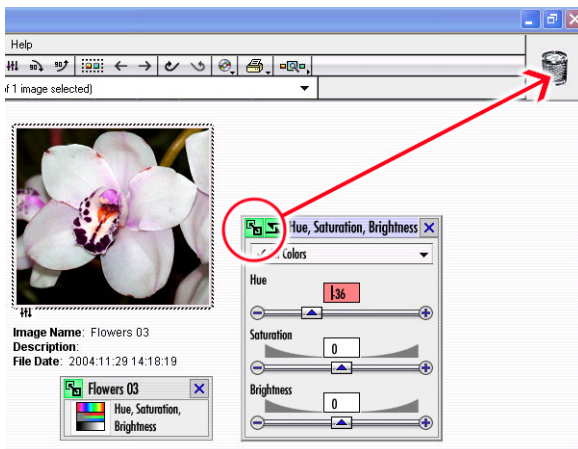

For additional information about managing the "Active Image Tools" list, refer to the Online Help.

Copying Settings

There are a number of ways to copy tool settings from one image to another.

1. Dragging the "Copy" Button to a Single Image
• Click the left mouse button on the image containing the correct image tools settings.
• Open the image tool you wish to copy.
• Drag the "Copy" button of the image tool's settings panel to any other image that should inherit the identical settings.
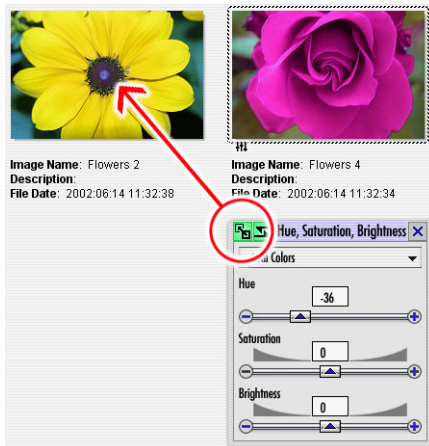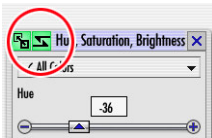

2. Clicking the Copy Button
• Click the left mouse button on the image containing the correct image tools settings.
• Open the image tool you wish to copy.
• Hold down the Ctrl key to select additional images (be certain that the original image remains selected!)
• Click the "Copy" button of that image tool's settings panel to apply the same settings to all selected images.

3. Using the Active Image Tools list
To copy the settings of a single image tool, drag that particular tool from the
Active Image Tools list to any target images. To copy all image tools, drag
"Copy" button of the Active Image Tools list onto any target images (or use the
Ctrl key to select additional images and then click the "Copy" button.)

The "Lock" button (see below) is used to copy tools and settings to images in
other folders

Normally, the tool panel will display the settings in effect for the currently
selected image. If multiple pictures are selected, the panel will display the
settings for the image that had been selected first. Clicking the "Lock" button
will turn the button red, indicating that the settings are locked (see below).

You are now free to browse through folders and select different images – the
settings will remain "frozen" on the originally selected picture. When you have
located and selected the target image(s), click the "Copy" button in the
settings panel.

Histogram

Access the histogram by selecting an image and then click the "Histogram"
button near the top of the Image Toolbox.:

The histogram displays the distribution of pixels based on brightness and frequency. The x-axis (extending from left to right) represents brightness, ranging from black (0) to white (255). The y-axis (extending upwards) represents the frequency of pixels for a particular brightness.
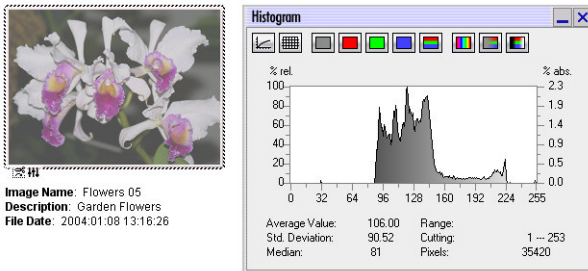

Ideally, an image should have an even balance of dark, mid-tone and bright pixels. Images with an excessive number of bright pixels will appear washed out. A too-high number of mid-tone pixels will make the image appear pale. Too many pixels in the dark areas will result in a lack of detail. The StudioLine histogram helps with assessing the effect of image tools to achieve a well balanced picture.

The histogram can be switched to different views to match various image tools. "Gray", the default view, shows the distribution of brightness combined for all color channels. You can also select one or multiple individual color channels, or view the distribution of saturation or color. In addition, you can choose logarithmic or linear view and overlay the chart with a grid.

To illustrate the use of the histogram, let's observe the effect of the "Auto Tone Levels" tool. Select a pale or "flat" looking image, which lacks contrast. Open the "Auto Tone Levels" tool and the histogram from the image toolbox. In the histogram, choose the "Gray" view.
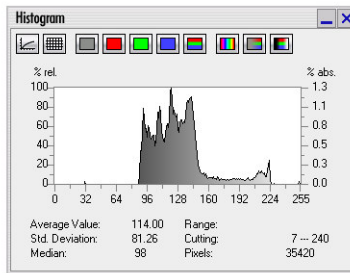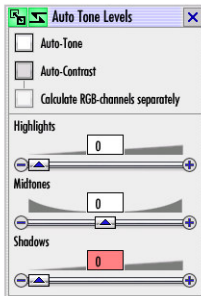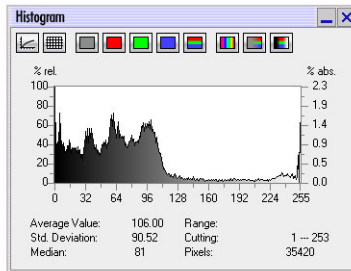
Our sample above shows that the image is virtually lacking any dark pixels. Now click "Auto-Contrast" in the "Auto Tone Leves" panel. The histogram shows how the narrow graph is now spread across the entire brightness range.


The balanced brightness results in a much more vibrant image. You can move the sliders in the "Auto Tone Levels" panel and instantly observe the result in the histogram and on the image itself.

Editing with Third-Party Applications

You can open pictures in your favorite bitmap editing or freehand tool directly from the Image Archive. Click the right mouse button on an image, choose "Original" from the context menu, and select the menu item "Open With". You will see a list of applications that Windows has associated with the file type of the original image. There will also be an option "Choose Program…" to manually pick a specific program.

Use the option "Edit Program Shortcuts" from the same context menu to define shortcuts to your own program choices.
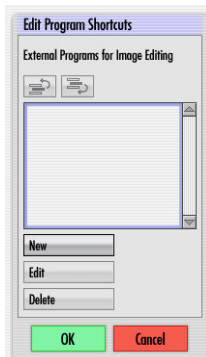
You can manage any existing program shortcuts in the panel "Edit Program Shortcuts". Click the "New" button to create a program shortcut.
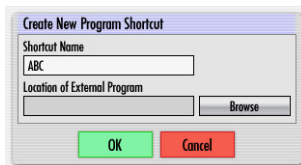
In the panel "Create New Program Shortcut" enter a shortcut name. Then use the "Browse" button to locate the appropriate program file. Accept your

choices with the "OK" buttons and you will see your new program shortcut appear in the context menu.

Once your application has been launched, you can edit the picture as appropriate and then save the file.

When launching third-party applications from StudioLine, you should be mindful of certain facts:

- Any changes made with third party applications cannot be reversed by StudioLine. If that is a concern, make a copy of the picture before making any changes. Click the image with the right mouse button and choose "Create Duplicate" from the context menu.

- Many programs offer a "Most recently used" list in the application's "File" menu. Do not use the "Most recently used" list or any other technique to open StudioLine-managed pictures, as StudioLine would be unaware of any changes made. Instead, always open these pictures by launching the application directly from the Image Archive.

- Do not close StudioLine while you are editing a StudioLine-managed picture with a third-party application. If you closed StudioLine, then do not start it again until after you have completed your work and exited the third-party application. If your changes did not carry over into StudioLine after restarting, then click the right mouse button on the image, choose "Original" from the context menu and select the "Refresh" function.

- StudioLine will launch the third-party application with the unaltered master-copy of your picture. The effects of any filters or tools applied by StudioLine will not be available to the third party application. Therefore, you should limit the use of third-party applications to those effects that cannot be accomplished natively with StudioLine tools. Only StudioLine tools can be changed and reversed at any time.

- Once you have completed your work in the third-party application, choose the normal "Save" option in the application's "File" menu, or the closest equivalent. "Save" will simply replace the image on the hard disk. Do not use "Save As" or "Save as Copy" or similar advanced functions, because StudioLine would not know where to find the updated picture.

Making Changes Permanent

When exporting images to standard graphics files, you have the choice of including the effects of all tools and filters performed within StudioLine (see the section "Exporting" elsewhere in this manual.) Sometimes, it may be desirable to do the same within the Image Archive in order to consolidate the effects of all StudioLine tools and filters permanently into a picture.

Click the right mouse button on an image, choose the sub-menu "Image with image tools applied" and select one of the available functions:

- Open Copy With
This function is equivalent to the function "Original", "Open With", discussed previously in the section "Editing with Third-Party Applications". However, this time StudioLine will first create a copy of the selected image and its descriptors, as well as permanently incorporate the effects of all filters and tools, including any image preprocessing. Obviously, the copy will have an empty "Active Image Tools" list because all tools have been processed and directly rendered into the copy. The copy will then be opened in the third-party application.

- Create as Copy
StudioLine will create a copy of the selected image and its descriptors, as well as permanently incorporate the effects of all filters and tools, including any image preprocessing. The copy will have an empty "Active Image Tools" list because all tools have been processed and directly rendered into the copy.

Deleting Images

To delete, click and hold the left mouse button on an image, then drag it to the Recycle Bin, located to the right of the toolbar. You may also press the "Delete" key on your keyboard.

To delete images that are presently used in a web gallery you have to first delete the respective web galleries.
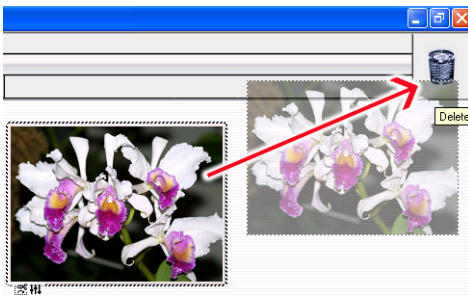
Deleted images are kept in the Recycle Bin. To view the content of the Recycle Bin, double-click the Recycle Bin, or click the right mouse button and select "Open" from the context menu.
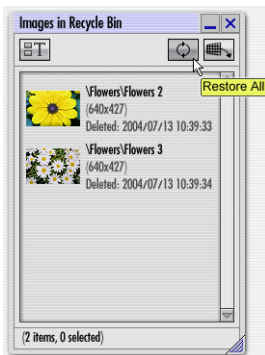
The panel "Images in Recycle Bin" allows you to recover images using the "Restore" button. To permanently remove all deleted images, click the button "Empty Recycle Bin" (see below) or click the right mouse button on the Recycle Bin and select "Empty Recycle Bin" from the context menu.

The Recycle Bin is limited to a size of 300 pictures. When that limit is reached, StudioLine will offer to permanently delete the oldest pictures first.

When deleting an external picture in StudioLine, only the information and settings of the picture in the Image Archive will be deleted. The externally stored graphics file will not be affected.
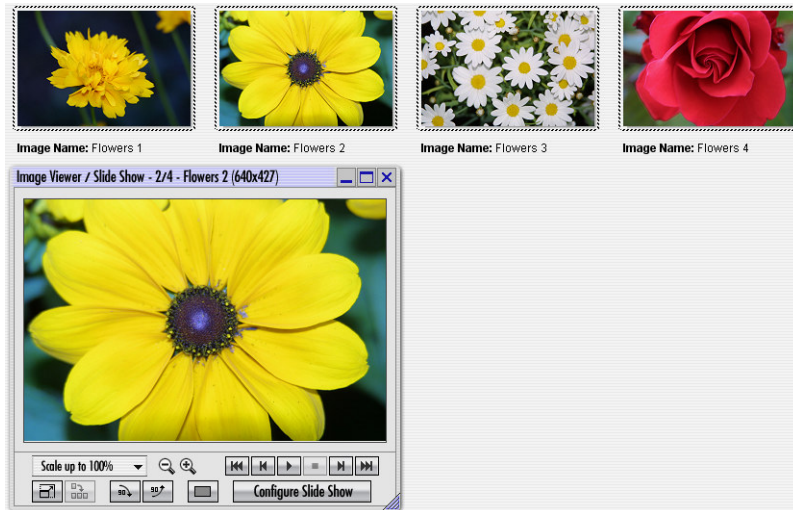
Slide Show

You can create a slide show directly from the folders on your hard disk. Open the StudioLine Explorer "My Computer" and navigate to the folder with your pictures. Click the right mouse button on one of the pictures and choose "Image Viewer / Slide Show" from the context menu.

Normally, you would have already imported your pictures into the StudioLine Image Archive (see the chapter "Loading Images" in this manual). In the Image Archive, select all images to be included in your slide show and click "Slide Show" on the QuickStep Bar. This opens the "Image Viewer / Slide Show" and an appropriate hint panel.

Initially, the Image Viewer will display the first selected image. Drag the sizing handle to change the size of the viewer panel.


Click the VCR-style "Start" button to display all selected images, one at a time. Interval and other options can be controlled by clicking "Configure Slide Show".
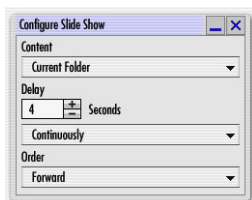
For the most appealing display, click the "Full Screen Mode" button on the bottom left of the Image Viewer panel. This will temporarily hide the Windows screen with all its program windows – including StudioLine.

To customize the full-screen mode options (see below), click the right mouse button anywhere on the full-screen image and choose "Configure Full Screen Mode" from the context menu. If the full-screen control bar is visible, you can simply click the "Configure Full Screen Mode" button on the control bar.
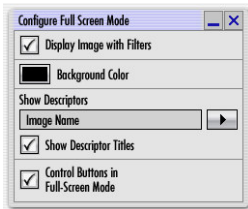
To exit the full-screen mode, press the "Esc" key on your keyboard. You may also click the "Exit Full-Screen Mode" button on the slide show control bar:


If the control bar is not visible, click the right mouse button anywhere on the full-screen image. The context menu allows you to enable or disable the control bar and/or exit the full-screen mode.

Exporting and CD/DVD Recording

Exporting as StudioLine File

You can export any portion of the Image Archive as a native StudioLine file
(File type ".SLI"). StudioLine files will retain all folder and image information,
e.g., folder structures, names, image descriptors, tools, filters and their
settings. This format is ideally suited to copy information between StudioLine
users, either on the same LAN (local area network) or remotely. Third-party
applications, however, will not be able to process a StudioLine-internal file.

To create an SLI file, choose "Export (Save As)" from the "File" menu and
select "StudioLine File".
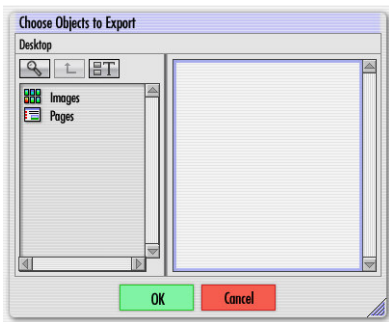
On the "Choose Objects to Export" panel, double-click "Images" to access the
Image Archive. To export an entire folder structure (including sub-folders),
click the folder and click the "OK" button. To export individual images,
navigate to the appropriate folder and then select the specific images. Click
the "OK" button. You will now be able to specify a name for the exported file
and a destination folder.

Importing a StudioLine File

To import a StudioLine file (File type ".SLI"), choose "Import" from the "File"
menu and select "StudioLine File". On the "Import StudioLine File" panel,

locate and select your StudioLine file. After clicking "OK", you'll see a content listing for the SLI file.
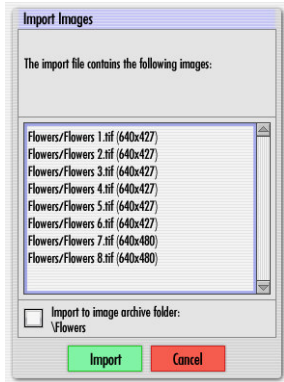
Click "Import" and StudioLine will recreate any necessary folder structures and load the images into their respective locations.

Choose the option "Import to Image Archive Folder" if you want StudioLine to disregard the exported folders and import all images to the currently active Image Archive folder.

Backup to CD or DVD

To safeguard your most precious moments, you should back up your Image Archive to CD or DVD on a regular basis. The backup function is built into StudioLine.

If you store your backups at a secure off-site location away from your computer, you will be able to recover your images even in the case of a catastrophic loss.

The backup function can be performed against folders or the entire Image Archive. StudioLine will copy the original images together with any descriptors, tool and filter settings onto CD or DVD. (Web galleries are not included in the Image Archive backups. To safeguard your web galleries, use the StudioLine Explorer "Pages" and export to "StudioLine File" format.)

- To backup a folder, click the right mouse button on the folder in the album view of the Image Archive task pane. Choose "Write CD/DVD" and "Backup" from the context menu. If applicable, StudioLine will prompt you whether to backup any subfolders.

- To backup the entire Image Archive, click the right mouse button on "Image Archive" in the album view of the task pane. Choose "Write CD/DVD" and "Backup" from the context menu. When prompted whether to backup any subfolders, click "Yes".

The panel "Backup Folder to CD/DVD" opens.
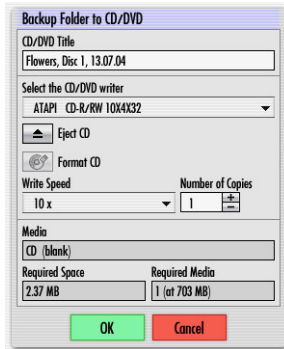
You can overwrite the default title that StudioLine proposes for the disc. If applicable, you can choose which of your CD or DVD recorders to use, erase any re-writable media and set the recording speed.

The lower part of the panel displays information about the current disc, the amount of data to be written and the number of discs that will be required. Click "OK" to commence the backup.

Once complete, StudioLine will suggest how you should label your disc(s). Since StudioLine will refer to discs by its label, you should follow the suggestion and then store your backups in a safe location.

A backup disc can also be used to load images into other computers that are running StudioLine. The loaded images will include all descriptors, filters, tools and settings. However, given the critical importance of your backup disc, it is recommended that you never let it out of your possession.

Backing Up New Pictures

StudioLine keeps track of any new images that are added to a folder after it is backed up. When you select that folder for another backup, StudioLine will offer to perform either a full backup of all images, or just an incremental backup of new images.

**Restoring the Entire Image Archive**

You can recover from a loss of your entire Image Archive (e.g., due to a hard drive failure) by following these steps:

• Reinstall StudioLine.

• Start StudioLine and open the StudioLine Explorer "My Computer".

• Click on the disc icon in the StudioLine Explorer, hold the mouse button and drag the disc icon to the "Image Archive" in the album view of the task pane. Insert the next backup discs in sequence and repeat the process.

Restoring Individual Images

To restore individual images, open the backup disc in StudioLine Explorer "My Computer". Navigate to the backup images and drag them onto the Image Archive.

StudioLine will recognize if you try to restore an image that already exists in the Image Archive and display the panel "Image Already Exists in Image Archive".
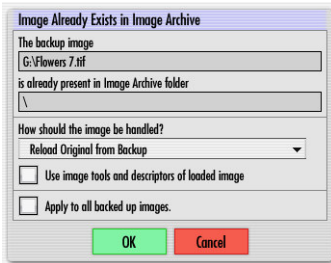
The two topmost fields display the name of the backup image and its location in the Image Archive. For external images, you can view the location of the physical picture by resting the mouse pointer over the second field.

A drop-down list offers choices on how to proceed with the image.

For internal images, you can:

• Reload Original from Backup
StudioLine replaces the master copy in the Image Archive with the backed up image from the backup disc. The option "Include Filters and Descriptors" will be off by default; changes made after the backup will be retained. If you choose the option "Include Filters and Descriptors", then the image, its descriptors, tools, filters and settings are restored from the backup – effectively reversing any changes made after the backup.

Keep in mind that the image will be restored to the original Image Archive location illustrated in the second field of the panel. If this is not the same folder where you dragged the disc icon to originally, then appropriate image shortcuts will be inserted into that folder.

• Create as New Image
StudioLine creates a new image in the target folder where you dragged the disc icon to. The option "Include Filters and Descriptors" is always active. You will now have two copies of the same image in your Image Archive.

• Reload Original and Create Shortcut
This functions like the option "Replace the Original with the Backup". However, StudioLine will create a shortcut in the folder where you dragged the disc icon to, which refers to the restored image at the original Image Archive location.

• Skip
StudioLine will not restore the image. This is equivalent to clicking the "Cancel" button.

The option "Apply to All Backed Up Images" is only relevant, when you are restoring more than one picture at a time and you want the same choice to be used for all other images that may already exist. If you deselect this option, you will be prompted for each image individually.

Offload to CD or DVD

After a while, you may no longer need to work with images in certain folders. The offload function allows you to move the large master-copies of all images into a folder, CD or DVD. Once the offload is successful, the physical images will be deleted off the hard disk, conserving valuable disk space. Descriptors, filters, tool settings and a lower quality proxy image will remain in the Image Archive. This way, you can continue to manage and locate the image as before.

The proxy image is a lower resolution, lesser quality, space-saving version of the original image. You can adjust proxy image properties by choosing "Proxy Images" from the "Preferences" menu.

To offload a folder, click the right mouse button on a particular folder and choose the sub-menu "Write CD/DVD" from the context menu. Select the function "Offload". If applicable, StudioLine will prompt you whether to offload any sub-folders. The panel "Offload Folder to CD/DVD" opens, which is discussed in the section "Offload to CD or DVD" of this manual.

After clicking "OK", StudioLine will commence the offload operation, spanning as many discs as necessary. At the end of the offload, the discs are verified before prompting for a confirmation that the original images should be deleted from the Image Archive. Click on "Yes" to conserve hard disk space.

Label the offload disc(s) as proposed by StudioLine and store them in a safe location. Whenever you need to print, export or perform other actions that require the high-resolution original, StudioLine will ask for the appropriate disc by name. If an offload disc should be lost or damaged, then you would only have the low quality proxy image. Therefore, it is a good idea to perform a backup prior to the offload and to store the backup disc securely off-site.

Offloaded images can easily be identified by the disc symbol below the
thumbnail.

Reload Images from Offload Discs

There are several methods on how to reload original images back into the
Image Archive:

• To reload individual images, click the disc symbol below the thumbnail.
  StudioLine will inquire whether or not you want to store the image
  internally. If you click "Yes", then StudioLine will prompt for the appropriate
  disc.

• To reload multiple images, select the images and click the right mouse
  button on one of them. Choose the "Original" submenu from the context
  menu and select "Store Internally".

You can also insert an offload disc into your drive and then open it with the
StudioLine Explorer "My Computer". Drag images or entire folders from the
disc to the Image Archive. If applicable, StudioLine will display the panel
"Image Already Exists in Image Archive". Choose "Save Image Internally" to
reload the original pictures to the Image Archive. The rest of the panel is
explained in the section "Backup to CD or DVD", earlier in this manual.

Exporting

You may need to use images that were optimized in StudioLine in other applications such as word processing or desktop publishing. StudioLine allows you to convert images to the most common graphics formats and store them on your hard disk or other media.

Your first step is to decide where the exported file should be stored. Open the StudioLine Explorer "My Computer" by clicking the appropriate button on the toolbar (see below).

Navigate to the target folder or create a new one. In the Image Archive, select any images to be exported, click and hold the left mouse button on one of them and drag the mouse pointer to the StudioLine Explorer.
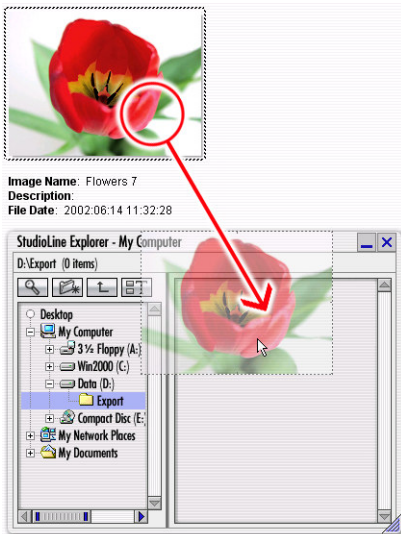
In the panel "Export Object as…" (see below), define the image size, file format and file name.
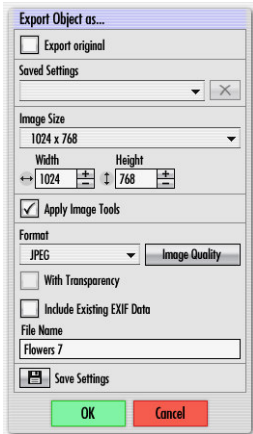
Export the Original

The option "Export Original" will export the unedited image in the original file format and size. You will have the choice to enter a different file name.

Saved Settings

You may find that certain projects or certain clients demand specific file formats or sizes. To save frequently used settings for easy recall, choose the appropriate export options and then click on "Save Settings" towards the bottom of the panel.
Later, simply recall the same options from the "Saved Settings" drop-down list.

Image Size

The "Image Size" drop down offers a choice of standard sizes. The "Use Original Size" option will export images in the size of the image archive

originals. You can also use the width and height controls to pick any custom size.

The standard or custom size you choose may not yield those exact dimensions for the exported images. For best results, StudioLine will never enlarge images beyond their original sizes or distort images if the selected width/height proportions don't match the images' proportions.

Instead StudioLines uses the "underfill" technique. The size you choose defines a bounding rectangle into which StudioLine will proportionally scale the images, as necessary.

The example below illustrates a custom size of 400 by 400 pixels into which a portrait or landscape image is scaled until their respective largest dimension is 400 pixels:
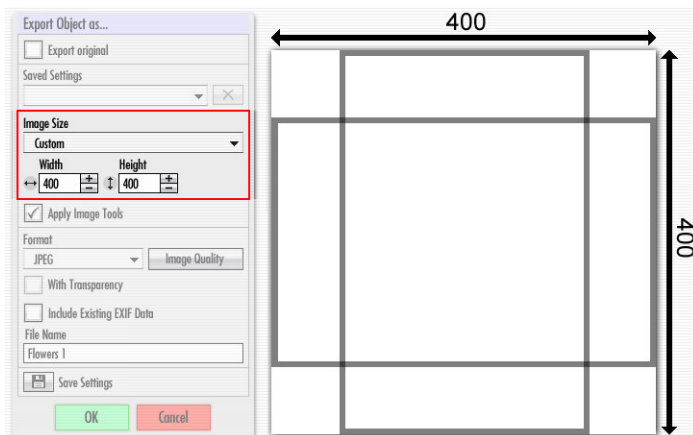
Apply Image Tools

The option "Apply Image Tools" is selected by default. If you were to turn off this option, then StudioLine would disregard any tools, filter and effects that

you may have applied against the image. This would only be useful if you needed to export the original image.

Format

The choice of file format is controlled by the intended application for the exported image. To use a picture on the Internet, you would commonly limit the maximum picture size and choose the "JPEG" format. This format uses a very effective compression algorithm to reduce file size and is supported by all web browsers. For print or archiving applications, you may want to choose a "loss-less" format, such as "TIFF" and use large image sizes for best desired resolution.

EXIF Data

The option "Include Existing EXIF Data" is not selected by default. If supported by the file format you choose, StudioLine will embed the digital camera information in the exported picture.

Naming the Export Files

By default, StudioLine will propose a file name based on the "Image Name" descriptor. If multiple images have the same name or if you typed your own file name into the input field, then StudioLine will append a sequence number to the file name, if necessary.

Re-Import Considerations

Exported images can be loaded back into StudioLine. However, they will be treated as entirely new images without any active tools and with the default descriptor values. You must export in the "StudioLine File" (.SLI - Image Archive) file format if you want to retain all picture information.

Write Images to CD or DVD

To order prints from your local photo store, you can create CDs or DVDs using the most common graphics formats. On the album view of the Image Archive task pane, click the right mouse button on a folder. From the context menu, choose "Write CD/DVD" and then "Export". If applicable, you will be prompted whether to write sub-folders to the disc as well.

To write individual images to a CD or DVD, select the desired images and click on one with the right mouse button. From the context menu choose "Write to CD/DVD".

Next, you'll be able to decide on a file format and image sizes, as previously discussed in the section "Exporting". For best resolution, you would keep the original image size. Finally, the panel "Write Images to CD/DVD" will open, which was discussed in the section "Backup to CD or DVD".

Images that were exported can be loaded from a disc back into StudioLine. However, they will be treated as entirely new images without any active tools and with the default descriptor values. Use the "Backup" function or the StudioLine File format (.SLI – Image Archive) if you want to retain all picture information.

Print CD/DVD Index

After successfully recording a disc, StudioLine will offer to print a content index. You can choose to print the complete or a partial index.

DVDs in particular can hold a large amount of images. It may be best to print only one or two index pages that can represent the entire content and serve as a reminder for you.

Working with Web Galleries

Web Galleries

Web galleries are photo albums that you can share with anyone over the Internet or on CD/DVD. StudioLine generates web pages complete with navigation links, which can be viewed with all popular web browsers. It can also publish them directly to a server where your Internet provider has assigned you web space.

Each web gallery has an index page showing thumbnail images of all pictures in that gallery. By clicking a thumbnail image, a page will open showing a larger view of that same image, together with any narrative text. Navigation buttons allow you to browse other images in the gallery or to return to the index page.
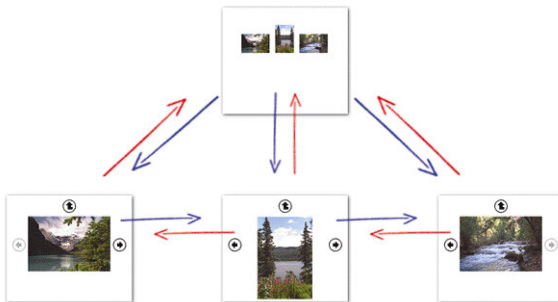
Creating a Web Gallery

In the Image Archive, select any number of images. Then click the "Web Gallery" button on the QuickStep Bar.

StudioLine opens the web gallery checklist that walks you through common web gallery tasks.
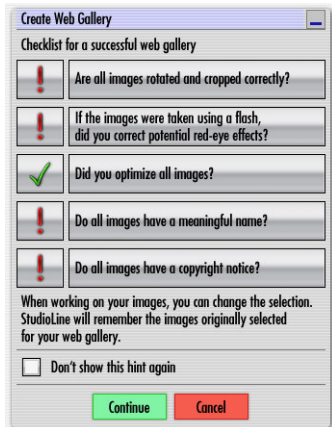
The use of this hint panel is optional. Click "Continue" to skip. Choose "Don't show this hint again" to suppress this panel in the future.

Click any of the tasks and StudioLine will minimize the checklist, launch the necessary functions and open appropriate hint panels. After completing the step, click the "Continue" button to return to the checklist. Click on an exclamation or check mark to flag the task as completed or pending.

While the checklist is open, you are free to select and edit images without losing your context. Once you press "Continue" your original selection of web gallery images will be restored.

After completing the checklist, the "Web Gallery" panel will open and allow you to choose from a number of gallery designs.
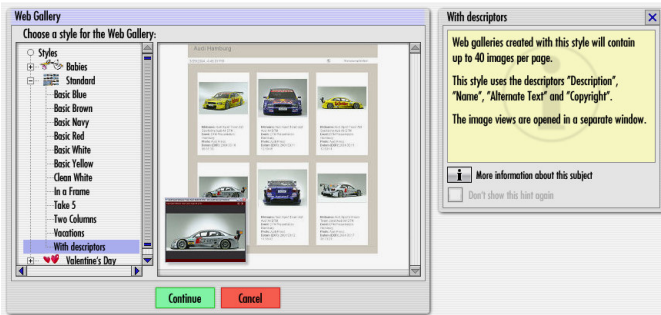
The left pane shows different styles for the thumbnail images. Click on any of the styles to preview the gallery's index page in the right pane. A hint panel provides further information about the selected style.
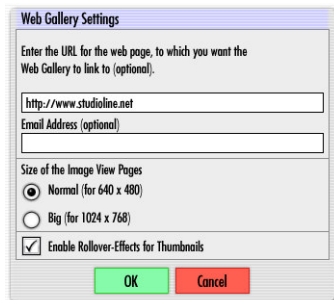
The hint panel indicates the maximum number of images that can fit on the index page for the selected style. If necessary, StudioLine will create additional index pages and add the necessary navigation links between them. The hint panel also identifies which descriptors will be used to display informational text with each image (see chapter "Working with Images: Adding Descriptions"

Accept your design choice by clicking the "Continue" button. Next you'll decide on a name for the gallery. After clicking "Continue", you'll be able to enter text that will be used for page headers, etc. (see below)

Those texts may be changed later in the completed gallery. Click "OK" to view the "Web Gallery Settings" panel.


Enter an optional URL if you want the Gallery to include a link back to your regular web site. You can also enter an email address if you want your web gallery to include a "contact" link.

The option "Size of the Image View Pages" defines the size of the detail image which opens when a visitor clicks on a thumbnail picture in a gallery.

With the option "Enable Rollover Effects for Thumbnails" selected, thumbnail images will change appearance when a visitor moves their mouse pointer across them. This will provide good visual feedback but somewhat increases the size of the final HTML code and its components. When this option is turned off, the page will load faster.

Once you click "OK" again, there will be a slight delay while StudioLine generates the web gallery.

After generating the web gallery, StudioLine will switch to Page Editor mode to display the result. You can now work on your gallery pages. Refer to the QuickStep Bar for additional instructions.
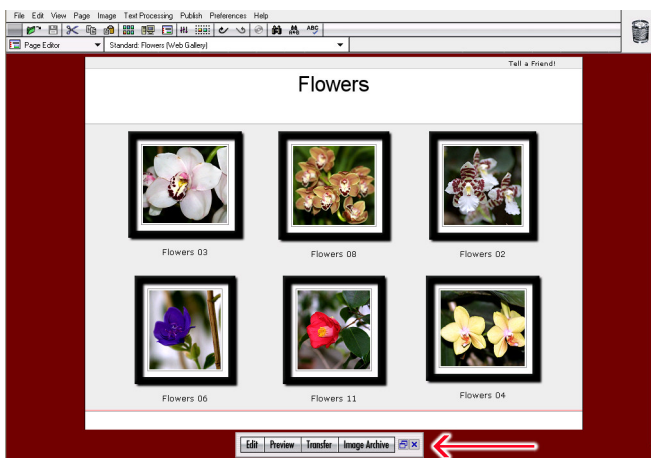

To return to the Image Archive, click the appropriate button on the QuickStep Bar, or, click the drop-down list "Page Editor" between the menu and tool bars and select "Image Archive".

Editing Web Galleries

Once you open an automatically generated web gallery, you'll notice that some text blocks such as headlines only contain placeholder text.

Opening the Top-Most Text Block

To replace the placeholder text with your own copy, click "Edit" on the QuickStep Bar. This opens the text editor for the top-most text block.
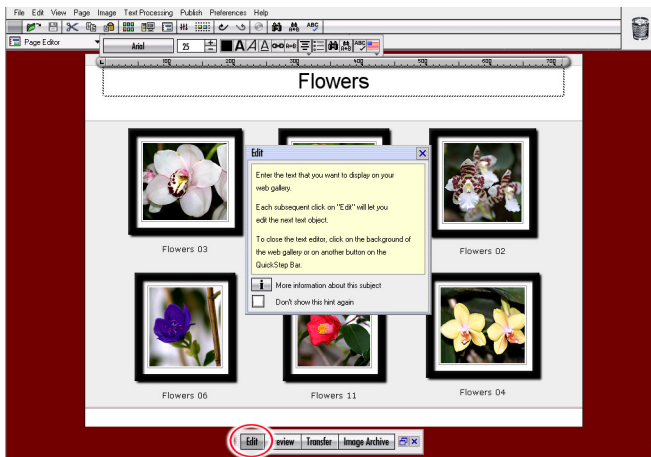
You may now type over the placeholder text. Once complete, you can close the text editor by clicking anywhere on the background of the page editor workspace. If you go back and click "Edit" on the QuickStep Bar, the text editor will open for the same top-most text block.

Opening the Text Blocks in Sequence

With the text editor open, click "Edit" a second time. Now, the text editor focus shifts to the next text block in sequence. (After the bottom-most text block has been edited, the text editor will simply revolve back to the top-most text block.) This is a convenient way to open, review and edit all available text blocks on a page.

Opening a Specific Text Block

To directly edit a specific text block, simply double-click with the left mouse-button. You should note that the content of some text blocks is predetermined by the web gallery style you chose and cannot be changed. These texts (e.g., the image captions) were carried over from the descriptors of the particular images and can only be revised in the Image Archive (see section "Adding Descriptors" in this manual).

To return to the Image Archive, click the appropriate button on the QuickStep Bar, or, click the drop-down list "Page Editor" between the menu and tool bars and select "Image Archive".

Previewing Web Galleries

To preview and test a web gallery with a web browser, click "Preview" on the QuickStep Bar.

StudioLine will generate the necessary HTML documents. This process may take a few minutes depending on the number and size of images.

A message box will advise you, once the web gallery has been rendered. Choose "…browse a preview of the rendered pages" to open the gallery in your computer's default web browser.
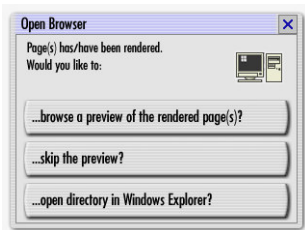
Verify that the appearance of the pages meet your expectations and test the links from the index page, as well as the navigation between the individual image view pages.

If necessary, close the browser and make adjustments in the StudioLine page editor. For another preview, click "Preview" once again. StudioLine will reopen the browser once the updated web gallery has been rendered.

To return to the Image Archive, click the appropriate button on the QuickStep Bar, or, click the drop-down list "Page Editor" between the menu and tool bars and select "Image Archive".

Advanced users may wish to access the native HTML documents and the image files that StudioLine renders for your gallery. To learn the path to those files and view them, render a new or updated web gallery and wait for the prompt "Open Browser". Click the button "… open directory in Windows Explorer" or choose "Open Directory in Windows Explorer" from the "Publish" menu.

Transferring Web Galleries

To view your web gallery on the Internet, it needs to be published from your local workstation to a public web server. Sometimes, your Internet Service Provider (ISP) provides free web space as part of your monthly access charges. Otherwise, you will have to arrange web space with one of many web-hosting providers.

Registered StudioLine users receive free web space to test the web gallery features for a limited time.

StudioLine uses the universally supported "FTP" (File Transfer Protocol) for uploading your files to the web server. It is strongly recommend that you let StudioLine perform the uploading. StudioLine has built-in validation to confirm that all new or updated components of your web gallery are uploaded successfully.
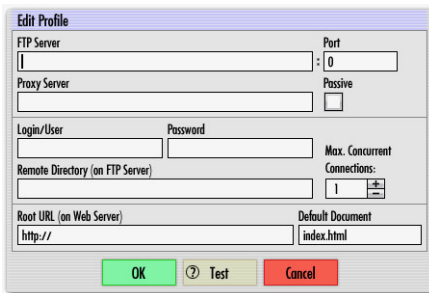
Click "Transfer" on the QuickStep Bar.

Publishing Profile

The "Edit Profile" panel opens – either as an empty form or with the information you had previously entered. The information in the publishing profile enables StudioLine to contact the web server and transfer a gallery.

StudioLine Photo Edition uses the same publishing profile for all of your web galleries.

Profile Information

The information for the publishing profile has to be obtained from the provider of your web space.

Usually, you'll only need to fill in the FTP Server, Login/User, Password and the "Root URL". The remaining fields can remain at their default values.

If your provider does not specify a separate FTP server, then it may be the domain name of your web site (e.g., "www.YourDomain.com") and the URL of the web site root would be "http://www.YourDomain.com".

To upload your pages to specific folders on your FTP server, specify the "Remote Directory". If the FTP folder translates to a corresponding folder on your web space, then append the folder name to the URL of the web site

following a forward slash, e.g. a remote directory of "MyFolder" would be represented in the URL as "http://www.YourDomain.com/MyFolder".

The name of the "Default Document" is server-specific, usually "default.htm", "index.htm" or "index.html" and can be obtained from your web-hosting provider. StudioLine requires this name to generate proper names for your pages. If you are unable to obtain the name, StudioLine will attempt to determine that name for you while testing the publishing profile (see below).

The number of "Maximum Concurrent Connections" tells StudioLine, how many parallel FTP sessions it may open in an attempt to maximize bandwidth and reduce total upload times (possibly reducing your connection fees.) Some providers do not permit more than one connection. StudioLine will attempt to determine the maximum number while testing the publishing profile.

Sometimes, workstations are running behind firewalls or have personal firewall software installed to avoid intrusions by unauthorized parties. Depending on the firewall technology and configuration, it may be necessary to specify a "Proxy Server", a "Port" or to select the option "Passive". Your local system administrator will be able to assist you with the correct configuration.

After filling in the profile, click the "Test" button. StudioLine will connect to your web server and verify your settings and make any corrections as needed. If the test fails and StudioLine cannot determine the correct settings, then an error message will indicate the specific circumstances.
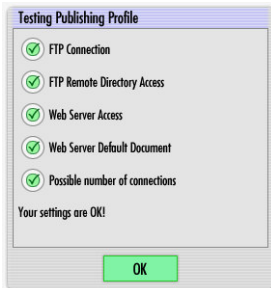
It is possible, that your web server requires less common settings for "Remote Directory", "Root URL" and "Default Document", which differ from the above examples. In that case, you will need to contact your web-hosting provider for the correct information.

To return to the Image Archive, click the appropriate button on the QuickStep Bar, or, click the drop-down list "Page Editor" between the menu and tool bars and select "Image Archive".

Updating Web Galleries

After editing any images that were used in a web gallery (see "Image Editing"), or after changing the descriptors (see "Working with Images: Adding Descriptions"), you may want to update the web gallery to reflect your changes. Some web gallery styles also permit you to revise some of the text passages. In any case, StudioLine will have to re-render the web gallery pages and transfer a new version to the web server.

Opening an Existing Gallery

Click the drop-down list "Image Archive" between the menu and tool bars and select "Page Editor". If you have been using the "Page Editor" since starting StudioLine, then the same web gallery will open. Otherwise, a panel will prompt you to open the most recently used web gallery, or choose from existing ones.

You may also click "StudioLine Explorer – Pages" on the toolbar.
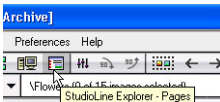
This will open an Explorer panel, showing all available web galleries. Click the right mouse button on a web gallery and select "Open Page".

Switching to a Different Web Gallery

Click "Open" on the toolbar to switch to a different web gallery.

You may also click "StudioLine Explorer – Pages" on the toolbar. This will open an Explorer panel, showing all available web galleries. Click the right mouse button on a web gallery and select "Open Page".

To return to the Image Archive, click the appropriate button on the QuickStep Bar, or, click the drop-down list "Page Editor" between the menu and tool bars and select "Image Archive".

Renaming a Web Gallery

To rename a web gallery, click "StudioLine Explorer – Pages" on the toolbar. In the Explorer panel, click the right mouse button on the respective web gallery and choose "Rename" from the context menu. In the "Rename" panel, enter a new name.

Deleting a Web Gallery

To delete a web gallery, click "StudioLine Explorer – Pages" on the toolbar. In the Explorer panel, click the right mouse button on the respective web gallery and choose "Delete" from the context menu. You can also drag the gallery to the recycle bin.

Exporting Web Galleries

Web galleries may be exported for backup purposes or to copy to other
StudioLine workstations. This process is similar to the one documented in the
section "Export as StudioLine File". From the "File" menu, choose "Export"
and then "StudioLine File".

In the Panel "Choose Objects to Export", click on "Pages". To export all web
galleries, click "OK" without selecting a specific gallery. To export individual
galleries, select one or multiple web galleries in the right pane. Remember
that you can select multiple galleries by holding down the "Ctrl" key while
clicking on individual galleries.

Exporting Web Galleries to CD or DVD

You can write your web galleries to CD or DVD, where they can be viewed on other PCs using standard web browsers.

After you created your web gallery, have StudioLine render the necessary files. Then choose "Publish Web Gallery onto CD/DVD" from the "Publish" menu.

StudioLine will open the panel "Write Folder to CD/DVD", which was covered in the section "Backup to CD or DVD". Click "OK" to create the disc. Web galleries on CD/DVD will have "Autostart" information, which enables Windows PCs to automatically display the gallery as soon as the disc is inserted into a drive.

If "Autostart" has been disabled for a particular computer, simply double-click the disc in Windows Explorer. Locate the folder with the name of your web gallery and then the document with your index page (typically, "index.html" or "default.htm").

If you are uncertain about the naming convention for your index page, click "Transfer" on the QuickStep Bar and look for "Default Document" in the Publishing Profile.

Email and Printing

Sending Images via Email

StudioLine can create a new email message, attach your images and then pass it on to one of the popular email programs. Select any number of images, then click "Email" on the QuickStep Bar. Or, click the right mouse-button on the selected images to open the context menu, then select "Send Images via Email".

The "Send Images via Email" panel opens (with an appropriate hint panel), where you can determine the size and file format of your image attachments.
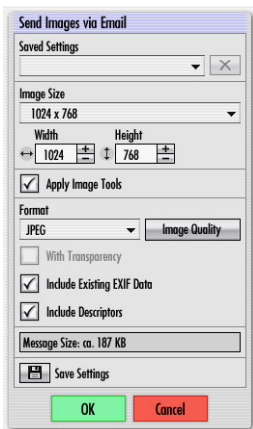
Saved Settings

As discussed in the earlier chapter "Exporting", you can save frequently used email settings for easy recall.

Image Size

The "Image Size" drop down offers a choice of standard sizes. The "Use Original Size" option will email images in the size of the image archive originals. You can also use the width and height controls to pick any custom size.

The standard or custom size you choose may yield those exact dimensions for the sent images. For best results, StudioLine will never enlarge images beyond their original sizes or distort images if the selected width/height proportions don't match the images' proportions.

Instead StudioLines uses the "underfill" technique. The size you choose defines a bounding rectangle into which StudioLine will proportionally scale the images, as necessary.

Apply Image Tools

The option "Apply Image Tools" is selected by default. If you were to turn off this option, then StudioLine would disregard any tools, filter and effects that you may have applied against the image. This would only be useful if you needed to email the original image.

File Format

StudioLine will propose to email images in the widely recognized and very compact JPEG format. The transmission times during sending and receiving will benefit from the resulting small message size. The estimated size of the email message appears near the bottom of the panel.

For the JPEG file format, you can further customize the image quality by clicking the appropriate button. High qualities result in larger emails. Low qualities may be suitable for a series of images that are sent solely for discussion purposes.

Other file formats will always use the quality of the original image. These file formats should only be used for specific applications – such as sending images for print purposes. If you need to send an image with transparent areas or irregular shapes, choose the TIFF or PNG file formats and select the option "With Transparency".

EXIF Data

The option "Include Existing EXIF Data" is selected by default. If supported by the file format you choose, StudioLine will embed the digital camera information in the pictures that are emailed.

Include Descriptors

This option includes system and user descriptors in the message body.

Sending

Click "OK" on the "Send Images via Email" panel. If you have compatible email software installed, the program will start and open a new message with the selected images as attachments. Simply enter the recipients' email addresses, type a message and send when ready.

Printing – Standard Print

StudioLine offers several different printing functions. The quickest way to put your images on paper is the "Standard Print".

Select images to print, then click on the button "Print" of the QuickStep Bar (see below) and choose "Standard Print".

You can also click the "Print | Standard Print" button on the toolbar or choose "Print | Standard Print" from the "File" menu.
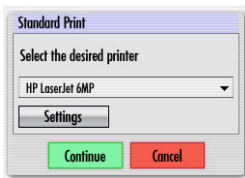
First choose from the available printers, if more than one is connected to your computer. You can click the "Settings" button to access the printer specific options.

Click "Continue" to open the "Standard Print" panel (see below).
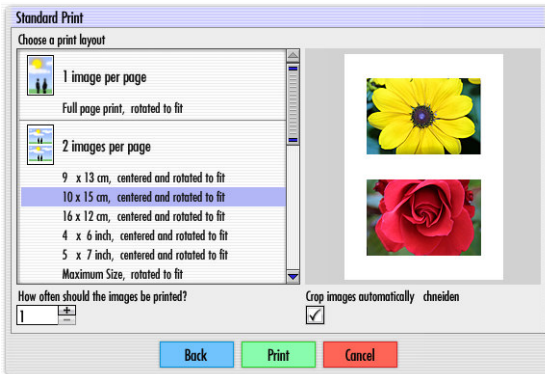
Choose a page layout and image sizes. Note the print preview in the right pane.

Options

Towards the bottom of the panel, you can choose the number of prints per picture.

The option "Crop Images Automatically" will proportionally scale images to the chosen width and height. If necessary, either the long or the high sides of the pictures are cropped to exactly fit the chosen format.

If the option is de-selected, then StudioLine underfills the images – the images will be printed without cropping, but one side may be smaller than the chosen format.

Printing – Print Projects

Print projects include CD jewelcase covers and inserts, greetings cards and calendars. Depending on the intended project, choose either one or multiple images, then click "Print" on the QuickStep bar, click "Print | Print Project" on the toolbar or choose "Print | Print Project" form the "File" menu.

On the "Print Project" panel, choose a style from the available categories.
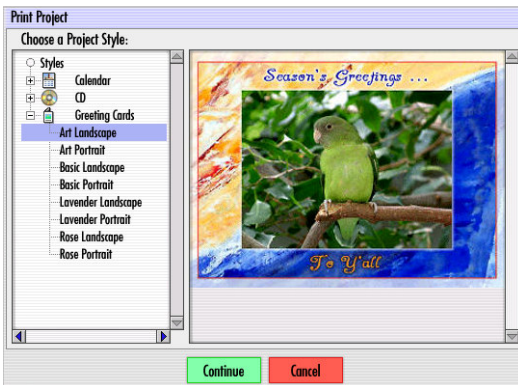
CD Covers and Inserts

The "CD" category offers templates for a CD index, front and back covers. For the covers select a single image, for the index you may choose up to 30 images.

After choosing a style, enter a name for your project. Click "Continue" and you will be prompted for additional text needed by your project. Next, StudioLine will compose the print output and display the page editor.

The CD index cannot be modified in the page editor, but you can change pictures and text for the CD covers.

Greeting Cards

This category offers greeting card templates in portrait and landscape format. Choose only one image – if more than one image is selected, then the first one will be used.

After choosing a style, enter a name for your project. Click "Continue" and you will be prompted for additional text needed by your project. Next, StudioLine will compose the print output and display the page editor, where you can still change the picture and edit the text.

Calendar

This category offers templates for calendar pages and covers. For the cover, choose a single image. For calendar pages, choose up to 12 images.

After choosing a style, choose the calendar year and starting month. By default, StudioLine will start with month number 1 – January. Next, enter a name for your project. Click "Continue" and you will be prompted for additional text needed by your project. As you continue, StudioLine will compose the print output and display the page editor.

In the page editor, you can still change the picture for calendar pages and the cover. In addition you may edit the text for calendar covers.

If you are creating multiple calendar pages, then the first page will appear in the page editor. The "StudioLine Explorer – Pages" will also open. Click the right mouse button over one calendar page at a time, then choose "Open" from the context menu to review, edit and print each calendar page.

Editing

Depending on the style for your project, you may be able update certain aspects in the "Page Editor".

- To edit text, click "Edit" in the QuickStep Bar. Each click will offer a different text element for editing.

- To replace a picture, open the "StudioLine Explorer – Image Archive" and browse for a suitable picture. Drag the replacement picture from the StudioLine Explorer panel to the old picture in the Page Editor.

Printing

Once you are happy with your pages, click "Print" on the QuickStep bar to open the "Standard Print" panel.
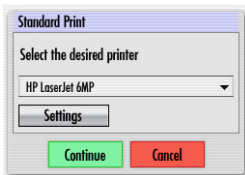
First choose from the available printers, if more than one is connected to your computer. You can click the "Settings" button to access the printer specific options. Click "Continue" to proceed with printing.

To return to the Image Archive, click "Image Archive" on the QuickStep bar, or choose "Image Archive" from the "mode selector" drop-down list below the toolbar (Initially, it will display the current mode "Page Editor").

Accessing or Deleting Print Projects

Your print projects are saved under the name you had entered and are available for review and printing in the future. To access previously saved projects, open the "StudioLine Explorer – Pages". If the explorer shows only web galleries, then click the button "One Level Up" until "Print Projects" appears in the folder pane.

Click the "Print Projects" folder to view your saved projects. Click the right mouse button on a page and choose "Open" from the context menu to open the Page Editor.

To delete a page, drag it from the StudioLine Explorer to the Recycle Bin, or click the right mouse button on the page and choose "Delete" from the context menu.

Printing – Custom Print

The custom print gives you complete control over print options and offers a number of additional functions.

Select images to print, then click on the button "Print" of the QuickStep Bar (see below) and choose "Custom Print".

You can also click the "Print | Custom Print" button on the toolbar or choose "Print | Custom Print" from the "File" menu.

Print Spooler

The selected images will appear in the "Print Spooler" panel. (If you want to open the Print Spooler without automatically including images, click the "Print Spooler" button on the toolbar or choose "Print Spooler" from the "File" menu.)
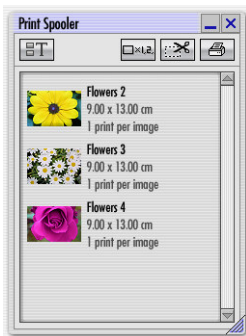
The "Switch View" button on the left toggles the image list between different display styles. The buttons on the right control the print process in detail, such as the size, number and layout of images.

Number of Prints Per Image

This button opens a panel to choose the number of times an individual image is printed.

This can be helpful, if various guests of an event ask for copies of different photos. At this point you should already have all desired pictures in the print spooler. Now, select one or multiple images in the print queue, or use the keyboard shortcut "Ctrl+a" to select all images. Click the "Number of Prints per Image" button, then enter the number of prints needed respectively. The advantage is that once you have defined the desired prints for each image, you can start the entire print process and attend to other matters.

Print Settings

Click this button to change the cutout area, orientation or size of an image.
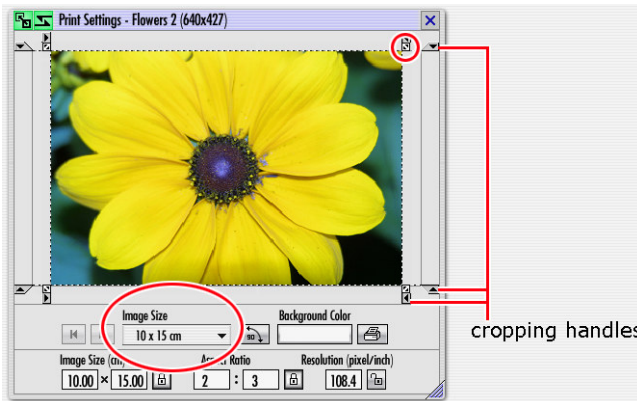
The drop-down list "Image Size" will list all popular image sizes. The cropping handles in the image preview area will adjust automatically if the aspect ratio

of the chosen picture format is different than that of the picture itself. Any excess area is filled with a background color, which can be chosen by clicking the "Background Color" button.

To crop the image to the picture format, drag the cropping handles in the image preview area. If the aspect ratio is locked, two perpendicular cropping handles will automatically move proportionally. To define the exact cutout area, click in the center between the cropping handles and drag the cutout.

You may freely define custom sizes and formats. For details on these advanced capabilities, see the appropriate chapter in the Online Help or the tutorial "Image Archive".

Submitting to Printer

After choosing appropriate options for each image, proceed by clicking the "Print" button. This will include all images in the Print Spooler. To choose specific images for printing, select those images in the Print Spooler before clicking the "Print" button.
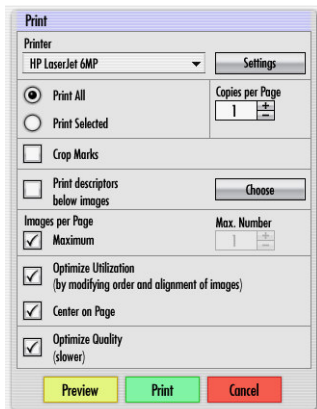
The "Print" panel opens.

If you have access to more than one printer, choose one from the drop-down list. The "Settings" button will allow you to change options that are hardware-specific.

Two option buttons allow you to limit the print process either to any images that were selected from the Print Spooler – or to disregard the selection and print all images.

The "Copies per Page" option determines how often each page will be printed.

Use the "Crop Marks" option, if you intend to cut the printed images with the help of a ruler and cropping blade.

To print captions below each picture, use the "Print descriptors below images" option. The panel "Choose" operates like the "Descriptors" panel covered in the "Adding Descriptors" section, earlier in this manual.

Click the "Print Preview" button to view the effect of any options you have chosen.

"Images per Page" can be used to limit the number of images that are printed on the same page. This may be helpful when pages are intended for a photo album.

The "Maximum Number" option will minimize the use of expensive photo paper.

"Optimize Utilization" will change the order and orientation of images across all pages to further minimize the number of printed pages. This option should be combined with the "Maximum Number" option, if you plan to cut the individual images from the printed page.

"Center on Page" will center the page content on the paper. This will produce the most aesthetically pleasing look and probably leave the most room for writing any notes next to images.

"Optimize Quality" will determine the exact resolution of the printer. If necessary, images are printed slightly larger to best match the printer resolution. The results are higher-quality prints – however, the printing process may be slowed down significantly. It may require some experimentation to determine whether or not the slight improvements in quality warrant the increased time in printing.

Contact

How to Reach Us

Customer Service

Our online discussion group is available 24 hours a day to exchange experiences, discuss problems or post your questions. We will make every effort to reply by the next business day:

http://www.StudioLine.biz/?URL=ConferenceEN

Updates, news and related products can be found on the product web site:

http://www.StudioLine.biz/

Service for Paid Customers

Customers who purchased one of our products may also contact us directly. Please have your product activation code ready.

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