

WebManager 1.0 Companion

Contents

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1



Welcome

Welcome

You're about to discover an indispensable tool for the wired world.

We're surrounded by images, deluged by media messages. They come at us in all forms, from every direction... as e-mail attachments, clip art, digital camera snaps and scans. We're awash in an alphabet soup of JPEGs, MPEGs and GIFs. WebManager was created to help bring order to this chaos—to let you take control of your own media domain!

Not only will WebManager help you to catalog and organize the media files you already have—the efficiency boost will bring added enjoyment as you build up your collection. Album thumbnails arranged in windows mean you can browse your holdings visually, with instant preview capabilities. And produce your own galleries for Web or disk-based presentation with a few clicks of the mouse.

We're proud to present this latest addition to the Serif family!

About the Companion

This Companion is your guide to getting started and getting results with WebManager—from initial installation through advanced tips and examples.

- 1 **Welcome.** Read on for a feature summary—a checklist of the capabilities in store for you.
- 2 **Getting Started.** How to get up and running, and select the preferences that are right for the task at hand.
- 3 **Managing Media Files.** The basics of browsing, previewing, and organizing your collection using WebManager albums.
- 4 **Acquiring Media Files.** How to collect images from a digital camera or scanner, and media from anywhere on the Web.
- 5 **Presentations and Output.** Share your favorite images in print form or via Web galleries.

What You Can Do with WebManager 1.0...

Here's a quick summary of what's in store for you. Check the Table of Contents in online Help for direct links from each feature to its detailed coverage.

- ◆ **Browse and Manage Media Files**

Use familiar folder navigation to see what's stored in your archives. Preview not just photos, but animations, videos! Move, copy, delete files, and bring them under control.

- ◆ **Create Your Own Albums**

Cut through the clutter using thumbnail shortcuts. Use albums to catalog files stored in any folder. Assign any media file to as many albums as you wish. Annotate albums with your own comments and notes.

- ◆ **Download Web Media**

Just point WebManager at a target Web page and tell it how far to roam. Then sit back and watch it explore, collecting images or other media files according to your exact specifications!

- ◆ **Publish Web Galleries**

Showcase your images and multimedia files in HTML format... either on your own Web site or saved to disk. It's as easy as picking a preferred layout—then customize if you like—WebManager does the rest!

Registration, Upgrades, and Support

If you see the Registration Wizard when you launch WebManager, please take a moment to complete the registration process. Just call Serif toll-free and provide the installation number and code shown. (You can also choose **Registration Wizard...** from the Help menu.) We'll give you a personalized registration number in return. Remember, if you need technical support please contact us. We aim to provide fast, friendly service and knowledgeable help.

Installation

What you need to run WebManager

If you need help installing Windows or setting up peripherals, refer to Windows documentation and help (see below).

- ◆ IBM compatible Pentium PC with CD-ROM drive and mouse (or other Microsoft compatible pointing device)
- ◆ Microsoft Windows® 95, 98, 98 SE, Me, 2000, NT® 4.0, or XP operating system
- ◆ 16MB (Windows 95/98), 24MB (Windows 98 SE, Me), 32MB (Windows NT 4.0), or 64MB (Windows 2000, XP) RAM
- ◆ 10MB (recommended install) free hard disk space
- ◆ SVGA display (16-bit color, 800 x 600 resolution) or higher

Optional components include:

- ◆ Windows-compatible printer
- ◆ Internet account and connection required for Web Publishing features and accessing online resources

What you need to know

If you're new to Windows computing, you will find it much easier if, before installing and using WebManager, you spend a little time becoming familiar with the operating environment.

- From the Windows desktop, click the **Start** button at the lower left and choose **Help**.

First-time install

To install Serif WebManager, simply insert the CD-ROM into your CD-ROM drive. The AutoRun feature automatically starts the Setup process. (If it doesn't, follow the manual install procedure described below.)

Just answer the on-screen questions to install the program.

Manual install/re-install

To re-install the software or to change any part of the installation at a later date, select **Settings/Control Panel** from the Windows Start menu and then click on the **Add/Remove Programs** icon. Make sure the correct CD-ROM is inserted into your CD-ROM drive and then simply follow the on-screen instructions.



2



Getting Started

Starting WebManager

Once WebManager has been installed, you're ready to start. Setup adds a **Serif WebManager 1.0** icon to the **Programs** submenu of the Windows Start menu.

Use the Windows **Start** menu to launch WebManager. The program opens with all its windows on display, and a sample album open in the center of the screen. Your view will appear something like this:



Here's a recommended learning sequence:

- 1 First, take a moment to familiarize yourself with each of the WebManager windows by name. This will give you a general idea of what each window's for.
- 2 To begin learning about WebManager tools and menus, just move the mouse pointer around the screen. Watch the **Hintline** at the bottom of the screen for capsule descriptions of each feature.
- 3 Choose **WebManager Help** from the Help menu to see what's available in online help. The opening screen provides a convenient visual reference. Simply click a topic on the left to learn about any feature.
- 4 For illustrated, step-by-step coverage of WebManager tools and functions, peruse the remaining Companion chapters at your leisure.

Setting WebManager Preferences

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

To view or change general settings and non-album window options, choose **General Preferences...** from the File menu. To set options for a particular album window, select the window and choose **Album Preferences...** from the File menu.

See the chart that follows for a handy summary of program options.

Preference reference

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

Use this tab of File/Album Preferences...	To set these options for a specific album...
Display	Window colors, optional background image
Thumbnail Size	Width and height of thumbnails
Thumbnail Text	Wording style of thumbnail captions
Tooltips	Wording style of tooltips



3



Managing Media Files

The **Explorer window** and the **Browser window** work together to help you locate images and other media files stored in folders on local or network drives. Simply select any folder to view a **thumbnail catalog**—a set of small pictures representing the media files in the folder. **Albums** appear in their own windows. Each album is a collection of thumbnail shortcuts saved as a separate WebManager document. Using simple drag-and-drop, you can build albums to keep track of your media files

Using either Browser or album thumbnails, you can preview media content, view file information, and carry out file operations (for example, delete original files you no longer need). By selecting thumbnails or entire windows, you can designate which files to include in Web galleries and other output.

Browsing Folders

There are lots of ways to select a folder and view its contents. First display the Browser window, then navigate to the folder using any of these methods:

- ◆ **Use the Explorer window's  tab**

This is the most common way: Simply select the folder name from the hierarchical “tree” view.

- ◆ **Use toolbar buttons**

Click the  **Back** and  **Forward** buttons to navigate through the visited folder sequence.

Click the  **Up** button to move up through the folder hierarchy.

- ◆ **Use the Address toolbar**

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



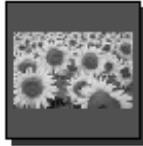
- ◆ **Jump from an album thumbnail**
Right-click a thumbnail in an open album window and choose **Browse to Folder**.



You can select and arrange Browser thumbnails as described in the next section, and use them to carry out various operations on the original media files, as covered in the “File Management” section.

Selecting and Arranging Thumbnails

Each thumbnail in the Browser window represents an actual media file, while the thumbnails in WebManager albums (see the next section) are shortcuts to the files. Still, the techniques for manipulating both kinds of thumbnails are the same.



Browser thumbnail

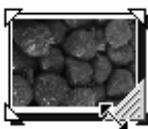


Album thumbnail

Do this...	To...
Click	Select a thumbnail
Ctrl -click	Select multiple thumbnails
Shift -click	Select a range of thumbnails
Press Ctrl+A Choose Edit/Select All	Select all thumbnails in the window
Press Ctrl+D Choose Edit/Select None	Deselect all thumbnails in the window
Choose File/Invert Selection	Toggle the state of all thumbnails in the window. (Selected thumbnails are deselected, and vice versa.)

- ☑ **HINT:** You can also step through the thumbnails in a window using the arrow keys on the keyboard.

WebManager thumbnails are designed to help you make the most of your screen space. When you mouse over a thumbnail, the file's format and path appear in a popup tip. To change the size of the displayed thumbnails, hover the mouse pointer over *any one thumbnail* until you see the small drag handle in the thumbnail's lower right corner. Drag the handle in or out to adjust the thumbnail to a desired size, then release the mouse button. All thumbnails in the window will adjust to the indicated size.



Drag the handle...



...to resize

Choose **File/Album Preferences...** to customize which file information appears in album tips and thumbnail captions, or to set thumbnail size quantitatively. Use **File/General Preferences...** to alter comparable settings for the Browser window. The General Preferences **Misc** tab also includes global settings for thumbnails derived from animated multimedia files such as GIF and MPEG, and lets you customize which file types are shown in the Browser.

You can quickly sort the thumbnails in a window according to attributes like file name, size, and so on. Right-click any thumbnail and choose **Sort**. Then choose an attribute and the sort order (**Ascending** or **Descending**) from the submenu.

And you can rearrange the sequence of thumbnails by hand. Select one or more thumbnails and drag to a new location in the window. Adjacent thumbnails shrink slightly to help you locate the “drop zone.”



Note that resizing, rearranging, or sorting thumbnails has no effect on the original media files, even in the Browser window.

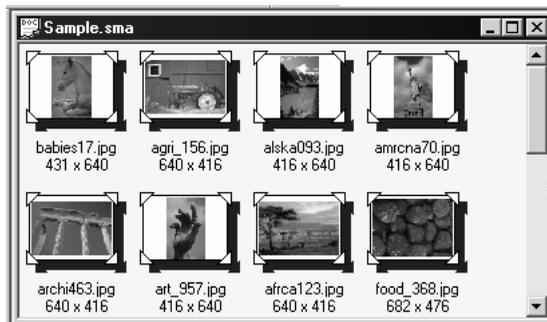
Building Albums

Each album is a collection of thumbnails saved as a separate WebManager document in Serif's .SMA format. While the Browser window lets you view the actual media files stored in a single folder, album thumbnails are **shortcuts** to media files. To create a shortcut, you simply drag from a Browser window thumbnail into an album window. One album can catalog files stored in diverse locations, and the same file can be represented in any number of albums! Albums are a great way to organize your media files into categories and groupings that make sense to you, without moving the actual files around.

Album thumbnails are shortcuts, but you can use them just like Browser window thumbnails to preview media content, view file properties, and delete original files you no longer need. And as with Browser thumbnails, you can print images, publish Web albums, and much more using album thumbnails.

Albums are also ideal for images you've collected from the World Wide Web using WebManager (see Chapter 4) or storing digital camera (TWAIN) images.

Initially, WebManager displays a window for the sample album, SAMPLE.SMA (shown here tiled, with its titlebar visible).



The basic way to create a new album is to choose **New...** from the File menu. Another very convenient method is to select and copy one or more thumbnails to the Clipboard, then choose **Paste into New Album** from the Edit menu (**Ctrl+Shift+V**). This creates a new album containing just the copied thumbnail(s).

NOTE: You also have the option of creating a new album as part of other operations—such as when downloading.

To open an existing album, choose **Open...** from the File menu, or (for a recently used album) choose its name directly from the File menu. You can even double-click an album's thumbnail in the Browser window to open it!

To close an open album, click its  **Close** button or choose **Close** from the file menu. To save an album in Serif's .SMA format, choose **Save...** from the File menu. (Choose **Save As...** to save under a different name.)

HINT: Consider saving your albums into a common folder. This will make opening them more convenient.

You can have one or more albums open at a time in the rectangular, background region of the workspace. To tile album windows within the background region, choose **Tile Album Windows** from the View menu.

OK, now that you have an album window, how can you use it to catalog your media files? The short answer is, simply by creating thumbnails in the album window to represent the media files. Since these album thumbnails are just shortcuts, you can select, move, copy, and paste them between album windows to your heart's content—creating new file groupings as needed.

Drag and drop is the simplest approach. Open the destination album window, then (either in the Browser window or another album window) select one or more thumbnails as described in “Selecting and Arranging Thumbnails.” Just drag the thumbnail(s) into the destination window and drop when you see the drop cursor.



Album window operations

Here's a quick summary of commands for manipulating album thumbnails (**RC** denotes that the item is also available from the thumbnail's right-click menu):

Using drag and drop

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

Edit/Cut (Shortcut: **Ctrl+X**)

In an album window, deletes the selected thumbnail(s) and places a copy on the Clipboard.

Edit/Copy (Shortcut: **Ctrl+C**)

In an album window, copies the selected thumbnail(s) to the Clipboard.

Edit/Paste into Album (Shortcut: **Ctrl+V**)

Inserts one or more album thumbnail(s) from the Clipboard into the selected album window. You can also select the thumbnail(s) and drag into an album window while holding down the **Ctrl** key.

NOTE: If you've copied a file from the Browser window, **Paste into Album** adds an album thumbnail, not a copy of the file.

Edit/Paste into New Album (Shortcut: **Ctrl+Shift+V**)

Creates a new album window and inserts one or more album thumbnail(s) from the Clipboard into the new window.

Edit/Delete Thumbnail(s) **RC** (Shortcut: **Delete**)

In an album window, deletes the selected thumbnail(s), not the original files.

NOTE: In the Browser window, pressing Delete is the same as **Edit/Delete File(s)**.

One other useful command, **Browse to Folder**, is only available on the right-click menu from album thumbnails. Suppose you've located an interesting album thumbnail, and then want to view other media files that are stored in that particular file's parent folder—but the Browser window is currently showing some other folder's contents. You can right-click the album thumbnail and choose **Browse to Folder** to “synch” the Folders tab, Browser window, and Address bar to the parent folder. Note that the correspondence is temporary; the Browser and album views will continue to operate independently of one another.

File Management

In the preceding section, we mentioned a variety of commands you can use in album windows to manipulate thumbnails. WebManager also includes commands that let you perform operations on the actual media files. Typically you'd do this kind of file management from the Browser window, but for convenience several commands are also available from album windows.

If an album thumbnail points to an original file that you've moved or deleted outside of WebManager, you'll see a “broken link” symbol in its place. It's up to you to delete these broken thumbnails by hand using the **Delete Thumbnail(s)** command.



- NOTE:** Keep in mind that Browser window thumbnails are pictorial equivalents of the file name—so any file command you carry out on a Browser thumbnail takes effect on the file itself!

Following is a summary of file operations you can carry out in the Browser window. Simply select one or more thumbnail(s) as described in “Selecting and Arranging Thumbnails,” then use the applicable toolbar button, menu command, and/or shortcut.

RC denotes that the item is also available from the thumbnail’s right-click menu, and **A** means the command also works from album windows.

File operations

Using drag and drop

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

Edit/Cut **Shift+RC** (Shortcut: **Ctrl+X**)

In the Browser window, marks the selected file(s) for deletion. The action is completed if a valid Paste command (for example, **Paste into Folder** or pasting into Serif PagePlus) is received.

Edit/Copy **Shift+RC** (Shortcut: **Ctrl+C**)

In the Browser window, copies the selected file(s) to the Clipboard.

Edit/Paste into Folder (Shortcut: **Ctrl+Shift+D**)

Inserts one or more file(s) from the Clipboard into the current Folder, as displayed on the Folders tab and in the Browser window. Completes a previously issued **Cut** command.

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

Edit/Delete File(s) **RC** **A** (Shortcut: **Delete**)

In the Browser window or an album window, deletes the selected original file(s) and thumbnail(s).

HINT: To bypass the Recycle Bin, press **Shift+Delete**. In an album window, you can choose **Edit/Delete Thumbnail(s)** (or press **Delete**) to remove only the selected thumbnail(s), not the original file(s).

Previewing Content

It's easy to preview images via their thumbnails in either the Browser window or an album window. You can preview images either in the Preview window or in fullscreen view.

To preview an **image** in the Preview window, click its thumbnail. If more than one thumbnail is selected, only the most recently selected image appears in the Preview window.



Controls at the top of the Preview window, and additional right-click options, let you set image scaling preferences. To display each image within the window's boundaries, select **Auto Fit**. This setting is also found on the right-click menu, along with a **Restrict to Full Size** option that (if checked) ensures larger images will shrink to fit but smaller images won't expand beyond their 100% size. If unchecked, all images will scale to fit the window.

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

Fullscreen view

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

If you're previewing selected images rather than a window-full, first select their thumbnail(s). (**Ctrl**-click to select additional thumbnails, or **Shift**-click to select a range including the initial selection.)

Perhaps the simplest way to open fullscreen view is to click the  **View Fullscreen** button. The button is context-sensitive, so if you have any thumbnails selected it will assume those are the ones you want to see. If no thumbnails are selected, it assumes you want to see the entire contents of the last window you were working in.

There are several other paths to fullscreen view. You can right-click in a window and choose **View Fullscreen**; if you right-click a selected thumbnail, choose **All** (to include all files in the window) or **Selected** from the submenu. Another option is to choose **View Fullscreen** from the Actions menu and choose **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...** on the submenu.

As in the Preview window, right-click options let you set scaling preferences. If you're previewing multiple images in fullscreen view, you can control the image display via the right-click menu (choose **Next** or **Previous**) or by pressing the right or left arrow keys on the keyboard.

To exit fullscreen view, press the **Esc** or **Enter** key, or right-click and choose **Close**.



4



Acquiring Media Files

Whether you're mainly interested in images, animations or video clips, WebManager is much more than just a shoebox for your collection. It's designed to facilitate the more or less perpetual process of acquiring new files, previewing, sorting, and separating the digital wheat from the digital chaff.

With the increasing popularity and lower prices of digital cameras these days, it won't be long before traditional film cameras are relegated to antique shops. If you've already been bitten by the digital photography bug, you already know the rewards of seeing your results instantly on the screen. With WebManager, you can now index your entire archive, and then sort, sift, and edit to carve out an infinite variety of subsets. Sure, there's work involved... but it's the kind of effort most folks enjoy. And by next year at this time, there's a good chance you'll be thinking about converting all your old photo prints to digital form!

Then there's the World Wide Web—a veritable ocean of media files in all formats. Whether for business needs or personal projects, WebManager can help you tap this vast resource and zero in on exactly the content you're seeking. You can search the entire Web while you just sit back and watch WebManager deliver the goods!

Downloading Web Media

The Explorer window's Download tab automates the process of gathering media files from Web pages while assuring you full control over the end results.

Downloading happens in three basic stages: selecting preferences, exploring pages, and collecting files. Downloading happens in three basic stages. Once you've set preferences for the search and a target page, WebManager begins exploring, following links outward from that starting page. Meanwhile, it builds a **file queue**—a list of every media file it finds that meets the criteria you've set—and a **page queue**—a list of pages remaining to be explored. The third stage is collecting: bringing the files back home to your computer.

We'll cover each stage in turn.

Selecting preferences

First, you tell WebManager where to start the search, how wide a net to cast (the “search depth”), which criteria to use in selecting media files, where to store the downloaded files, whether to pause between the Exploring and Collecting stages, and so on.

To begin, display the Explorer window and select the **Download** tab.



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

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

On the **Options** tab, set up your basic search parameters.

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

Typically, you’ll have **Filter** checked in order to include or exclude certain media files based on file attributes (otherwise you may get lots of files you don’t particularly need). Click the **Search Criteria** button to set as few, or as many, attributes as required, then click **OK**.

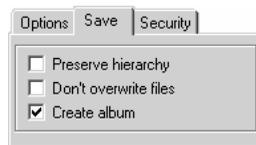
Set this option...	As follows...
Text in filename	Type the text (which can be all or part of the filename) you want to locate.
File attributes	To specify minimum and/or maximum values, check Min and/or Max and enter a cutoff value.
Format restrictions	To restrict files to certain formats, click the Formats...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

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

Check **Pause before collecting** if you want to pause the downloading process between the exploring and collecting steps. Pausing gives you extra time to review the list of files located by WebManager before actually downloading them. If the box is unchecked, exploring and collecting happen concurrently. You'll probably want to learn more about this option (see the end of the "Exploring" section) before making up your mind.

Once you're done with the Options tab, select the **Save** tab and review preferences for local storage. Check **Preserve hierarchy** to have WebManager save files

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



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

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

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

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

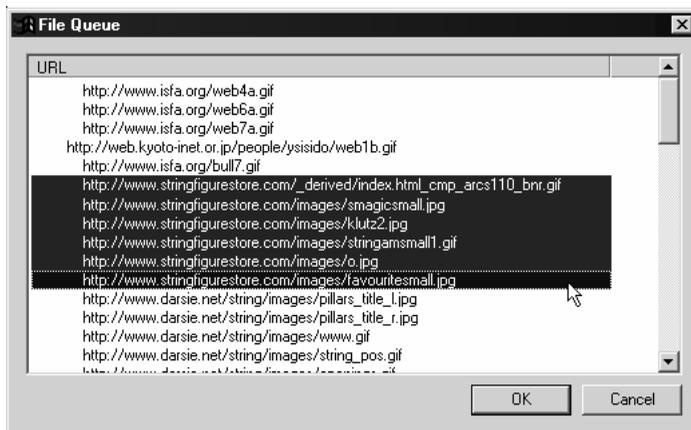
Exploring pages

Before proceeding, make sure you're connected to the Internet, then click the **Start** button to begin the search. New controls appear that let you monitor and fine-tune the process, and you're off and running. Basically here's how the process works: WebManager first goes to the "target" Web page that you designated, and begins building a **file queue**—a list of every media file on that page that meets the criteria you've set. It will also put each of the hyperlinks on the target page into a **page queue**—that is, a list of pages remaining to be explored. WebManager proceeds to visit each of these pages in turn, repeating the same steps until every link from the target page has been explored, out to the "depth" or number of links you've specified.

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

- NOTE:** By default, WebManager allows 20 seconds to make a connection to each page. If this Download Timeout value is exceeded, the search moves on to the next page. You can adjust this setting if necessary in **File/General Preferences....**

At any point, you can inspect either queue and make changes as needed. To edit the list of pages remaining, click **Edit Page Queue**. To edit the list of files remaining, click **Edit File Queue**. Clicking either button to edit a queue pauses that particular process.



To rearrange items in a queue, select one or more items as shown in the illustration (use the **Ctrl** key for separate items or the **Shift** key to select a range) and then use drag and drop within the list. For example, you might decide to move certain images of greater interest to the top of the queue. To delete one or more selected items, press **Delete**. For example, if the file progress readout isn't showing much activity, inspecting the page queue might allow you to remove some dull-sounding pages and move more promising ones to the top.

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

- ◆ If you did check **Pause before collecting**, WebManager has so far refrained from actually collecting any files, and once the page queue is empty the File Queue window appears automatically, displaying the complete list of files to be downloaded. You can inspect it at your leisure and make any necessary changes as described above. Note that you cannot save the file queue for later review; it's assumed you'll inspect it now, make your edits, and then proceed to the

collecting stage. To start collecting files after the pause, click

Collect.



NOTE: If you specified a Pause but then change your mind during the exploration stage, you can begin collecting (and skip the pause) by clicking the Collect button at any time during the exploration stage.

- ◆ On the other hand, if you didn't check **Pause before collecting**, then WebManager has been copying files to your computer concurrently while exploring, and collecting activity will just continue (read on) until the file queue is empty.

Collecting files

File collection—the process of actually copying files to your computer—begins either as soon as you click the **Start** button, or (if you selected **Pause before collecting**, as just described) only after you click **Collect**.

During collection, if you selected the **Create album** option, you'll see thumbnails being added one by one into a new album window.

Otherwise, the progress readout is your best indicator of how many files you've collected.

As during exploration, you can edit the list of pages remaining (if any) by clicking **Edit Page Queue**. To edit the list of files remaining, click **Edit File Queue**. Clicking either button to edit a queue pauses that particular process. To suspend both exploration and collection, click **Pause**; then click **Continue** to resume downloading.

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

Assuming you don't click the **Stop** button, collecting will continue until the file queue is empty, at which point the Download tab reverts to its initial state—and hopefully you've collected exactly the files you were looking for!



5



Presentations and Output

It's probably safe to say that images exist in order to be seen. So whether you create your own images (for example, using a digital camera) or just collect them (for whatever purpose), putting the pictures on display is almost certain to be an important goal. The same holds true for other media.

Web galleries are an engaging and convenient method of presenting digital content—and truly easy to achieve with WebManager. Pick a preferred layout, then customize details such as color and border, to produce an HTML-based showcase for your images and multimedia.

And of course, for passing around at the next family gathering, nothing beats traditional paper-based photo prints. Whatever the occasion, you'll find that WebManager supports all your image printing needs.

Publishing a Web Gallery

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

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

Begin by deciding which file you want to publish, and selecting the thumbnail.

Choosing a layout

To make your gallery layout choices, click the **Publish to Web** button. If you have thumbnails selected, these will be published; if not, the gallery will include the entire contents of the last window you were working in. Alternatively, you can right-click in a window and choose **Publish to Web**; if you right-click a selected thumbnail, choose **All** or **Selected** from the submenu. Or choose **Publish to Web** from the Actions menu and then **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...**





On the right side of the Edit Web Page Layout window, the two scrolling lists present samples of **Templates**—alternative ways of arranging pages and images—and **Styles**—different combinations of the various detailed elements that comprise each page (background color, thumbnail cell borders, and so on). The window serves as a “live” preview area that lets you navigate by clicking thumbnails, as well as try out the various choices and customize them as needed.

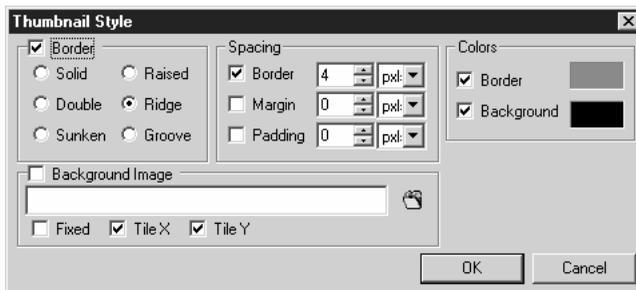
The first time you try publishing, you’ll certainly want to explore each of the various templates. One basic layout choice is between a single-page scheme where thumbnails scroll alongside a preview region, and a multi-page scheme with an index page for thumbnails plus a separate page for each image. Click any template sample to try it out, and click the preview thumbnails to test the navigation.

Use the  **Back**,  **Forward**,  **Refresh**, and  **Home** buttons as needed to traverse links or update page content.

Once you’ve settled on the template you prefer, proceed to selecting a style. Click in the **Styles** list (or press the arrow keys to step through the choices) to preview each sample. Don’t be distracted by color changes—remember that every element is customizable! The trick is to find the layout that will require the least additional fine-tuning.

Perhaps you’ll be lucky and hit upon a preset style that’s precisely what you’re looking for. More likely, there will be some elements of the layout you’ll want to adjust at this point. Don’t be alarmed... but the number of possibilities is quite vast, given the customizability of the underlying HTML and style sheet code.

The good news is that you don't need to know a thing about HTML to make changes. As you move the mouse around the preview window, watch as the Hintline at the bottom identifies customizable page elements. Just right-click an element and choose the property you want to modify, or choose items from the window's Edit or Style menu.



The dialogs (for example, the Thumbnail Style dialog as shown above) provide lots of choices, and each starting layout is different—so a “try it and see” approach will work best. Here's a summary table of attributes you can set:

Use this command...	To adjust these attributes...
Edit menu (or right-click):	
Thumbnail Size...	Width and height of thumbnails
Description...	Wording style of thumbnail caption
Description Font...	Text attributes of thumbnail caption
Table Layout...	Rows and columns, cell spacing, table width, thumbnail stretch, description position
Style menu (or right-click):	
Thumbnail Style...	(for the designated element)
Thumbnail Cell Style...	Border style, border width, margin width, padding width, border color, background image or color, description cell alignment
Description Cell Style...	
Table Style...	
Body Style...	

Publishing

Once you've made your final decisions regarding the gallery layout, you're ready to publish—either to a local folder or to the Web. Either option is just a mouse-click away.

NOTE: Before publishing to the Web, make sure you've gathered basic information from your service provider, as detailed in online help (see the “Publishing Web galleries” topic).

To publish to a folder, simply click the **Publish to Folder** button. In the dialog, designate a target folder, and click **OK**. That's it! To preview the pages, use your Web browser to open INDEX.HTML.

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



Specify Account Details

FTP Address:

Username:

Password: Save Password

Folder:

Hint
Make sure your username and password are correct, with exact upper- and lower-case spelling for your password.

When you click **OK**, WebManager seeks an Internet connection or establishes a new one, and connects to the remote server. With some online services, you'll need to use the service's proprietary log-on software to establish a connection. You'll see a message when all files have been successfully copied. Now you'll be able to see your page(s) “live” on the Web! Point your Web browser to the URL that includes the path to the host server plus the folder to which you published.

Working with gallery pages

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

If you've included thumbnails for multimedia files, the original files are exported (just like image files) when you publish the gallery. Clicking the gallery thumbnail for a multimedia file triggers playback of the original file.

If you plan to incorporate the gallery into an existing site, it's easy enough—but before publishing, check for duplicate file or folder names. (For example, you wouldn't want to overwrite your existing INDEX.HTML page with the WebManager page of the same name!) A safe bet is to publish the whole WebManager gallery to its own separate subdirectory, so no conflicts arise. It's fine to rename the gallery's INDEX.HTML (say, as GALLERY.HTML), but don't rename anything else unless you're prepared to repair links within the source code. More proficient users wishing to integrate gallery files with an existing site structure can use **Publish to Folder**, rename and test locally as needed, and then use a separate FTP program to upload the files.

When you publish a gallery, WebManager by default includes **metadata tags** that, while unseen by viewers, allow search engines to identify page content and build descriptions. On the **Web Publishing** tab of the **File/General Preferences...** dialog, you can set metadata options including which WebManager text (from thumbnail keywords, album Notes, and/or thumbnail Comments) search engines should use. You can specify how WebManager should export image files in non-Web-compatible formats (you can convert these to GIFs or JPGs, or leave them as is).

WebManager Web galleries are designed to take advantage of the flexibility afforded by Cascading Style Sheets. If you prefer a hands-on approach, you can edit the THUMBS.CSS file and create your own alternative templates for Web publishing.

Printing

Beyond standard printing capabilities, WebManager affords versatile layout features that let you scale and arrange images on the printed page, customize text captions, and add headers and footers. It's easy to print anything from a single image to multiple sheets with hundreds of thumbnails.

You can print the entire contents of a window, or just a subset of images. To print a subset, begin by selecting the individual thumbnails. **Ctrl**-click to select separate thumbnails, or **Shift**-click to select a range.

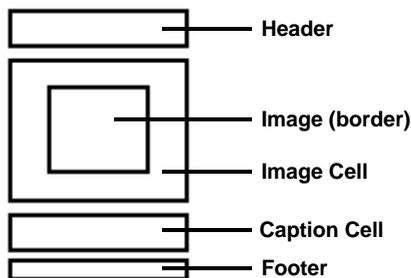
To start printing, click the  **Print** button. If you have any thumbnails selected, these are the ones that will be included. If no thumbnails are selected, WebManager will include the entire contents of the window you were last working in. Alternatively, you can right-click in a window or on a selected thumbnail and choose **Print...** (if you right-click a selected thumbnail, choose **All** or **Selected** from the submenu), or choose **Print...** from the File menu and then **From Selection...**, **From Folder...** (i.e. the current contents of the Browser window), or **From Album...**



The Print dialog incorporates four tabs to help you tailor the output precisely to your needs. The preview region at the right displays the page margins and a reduced view of each page to be printed. Use the navigation and zoom buttons below the preview to step between pages and preview at various magnifications. The **Print Setup** tab lets you define standard printer settings, print range, and number of copies.

Whether you're printing one image or many, use the **Layout and Style** tab to select how the pictures will scale to the printed page. You can define a grid using the **Rows** and **Columns** sliders, ranging from a 1x1 layout for a single image to 16x16 for a sheet of tiny thumbnails. (WebManager automatically adjusts the number of pages.) The **Choose Style** drop-down list lets you select a preset combination of layout attributes.

To customize particular page elements (such as the background or border of image cells or description cells), use the schematic layout region. Click the item you want to adjust as shown below, and make your selections while watching the preview region.



Use the **Thumbnail Text** tab to select a wording style and define text attributes for caption text. To remove captions entirely, select "Blank" from the list. Finally, use the **Headers and Footers** tab to define optional text and/or page numbers in these regions at the top and bottom of each page.

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