PHOTOWORKS™ 1.0
Utility Software for Pictures On Disk™

USER'S GUIDE

INTRODUCTION:

Welcome to PhotoWorks utility software for Pictures On Disk. Your photos are on the yellow-labelled Pictures On Disk. The red-labelled PhotoWorks disk contains software for managing your computerized photos.

PhotoWorks runs on any IBM-compatible PC equipped with DOS 3.0 or newer, 640k of RAM and VGA or SVGA graphics. A high-density 1.2 Mb 5¼" or 1.44 Mb 3½" floppy disk-drive is required. PhotoWorks 1.0 does not require a mouse or Microsoft Windows.

GETTING STARTED

This section explains how to install and use PhotoWorks and Pictures On Disk.

Installing PhotoWorks:

Quit all other applications (including Windows) before installing PhotoWorks on your hard disk.

Insert the PhotoWorks disk (red label) in the appropriate disk drive.

Type **a:install** at the DOS system prompt, then press **ENTER**.

(Note: If the floppy drive you're using is designated as your b: drive, type **b:install** then press **ENTER**.)

Copying Pictures On Disk To Your Hard Drive:

After installing PhotoWorks, copy the photos from Pictures On Disk to your hard drive. The Pictures On Disk directory structure must be copied with your photos, so be sure to follow the instructions below when copying Pictures On Disk.

Quit all other applications, including Windows.

At the DOS system prompt type **c:\sfw\pod2disk** and press **ENTER**.

Follow the on-screen instructions to complete the installation.

Note: If you have difficulty loading Pictures On Disk onto your hard-drive, you may need to free up more memory before trying again. To do this, insert your DOS system disk in your floppy drive and re-boot your computer. After re-booting, repeat the installation procedure above, then re-boot your computer again to restore your standard system configuration.

Starting PhotoWorks:

To start PhotoWorks, type cd **c:\sfw** at the DOS system prompt and press **ENTER**.

Then type **sfwpw** and press **ENTER**.

The PhotoWorks Interface:

PhotoWorks uses drop-down menus that you control from your keyboard. PhotoWorks does not use a mouse. The main PhotoWorks screen consists of the Menu Bar, the Preview Slides, the Roll Window and the Description Window.

The help bar at the bottom of the screen explains the PhotoWorks functions.

To open a menu (File, Edit, View or Options), hold down the **ALT** key and type the first letter of the menu (**F, E, V** or **O**). Use the left or right arrow keys to change menus. Press **ESC** to close a menu and return to the Roll Window.

The commands within the menus have one letter highlighted. Type the highlighted letter to initiate a command. Or use the up or down arrow keys to select the desired command, then press **ENTER**.

Opening A Roll:

To view or modify pictures, you must open a roll. Each roll consists of a complete set of photos from Pictures On Disk. (See "Copying Pictures On Disk To Your Hard Drive.")

To open a roll, open the File menu (**ALT-F**) and choose "Open Roll."

The Open Roll dialog box lists each roll on your hard drive. Use the arrow keys to select a roll. Press **ENTER** to open the roll.

The Roll Window is the main work area. Use the down arrow to scroll down through the list of pictures and the up arrow to scroll up.

As you scroll through the Roll Window, the black-and-white slides show a preview of three photos:

the slide on the left is the previous photo (up one line),

the slide in the middle is the current photo (highlighted),

and the slide on the right is the next photo (down one line).

PhotoWorks takes a moment to create the slide for each photo the first time you scroll through the list. The display works faster thereafter.
Saving Changes:
PhotoWorks automatically saves all changes that you make. Thus there is no need to manually save changes before opening a new roll or exiting the program.
VIEWING PICTURES
PhotoWorks shows full-screen pictures three ways: one at a time, sequentially through the entire roll, or as part of a selected group. This section explains how to use all three viewing functions.
Viewing A Single Picture:
To view a single picture, use the up or down arrow keys to move the Roll Window highlight. Press **ENTER** to view the highlighted photo.
After the photo displays, press **ENTER** to return to the Roll Window.
Viewing The Entire Roll:
To view all of the pictures in the open roll, open the View menu (**ALT-V**) and choose "View All."
The pictures display in sequence, and automatically advance after a preset time. (See "Changing The Viewing Time And Mode" for instructions on changing the time.)
You can advance, reverse, or hold the display.
     Press **ENTER** to advance to the next picture without waiting.

Press **BACKSPACE** to backup and view the previous photo.

Press **PAUSE** to hold the display on the current photo.

Press **ENTER** to restart the display after pausing.

Press **ESC** to stop the viewer and return to the Roll Window.

Viewing A Custom Slide Show:
PhotoWorks lets you create a custom slide show using selected photos within the open roll. By selecting specific photos, you see only those photos you want. This option "edits" a roll, without actually deleting any photos.
To add a photo to the custom slide show, use the arrow keys to highlight a photo in the Roll Window. Then press the letter **S**. An "S" in the Roll Window shows that the photo is part of the custom slide show.
(You can also open the Edit menu (**ALT-E**) and choose "Select Photo" to add a photo to the custom slide show.)
Repeat the procedure to select additional photos. You may select as many photos in the open roll as you like, however, you cannot include photos from other rolls.
To de-select a photo, highlight the photo in the Roll Window and press **S** again. (Or choose "De-select Photo" from the Edit menu.)

To view the custom slide show, open the View menu (**ALT-V**) and choose "View Select."

The viewer has the same controls described in "Viewing The Entire Roll."

Using Special Effects:

PhotoWorks lets you view the current photo with a special neon effect. To see the neon effect, highlight the desired photo in the Roll Window, open the View menu (**ALT-V**) and choose "View Neon.

Changing The Viewing Time And Mode:

The "View All" and "View Select" modes display photos for a preset time before displaying the next photo.

To change the time, open the Options menu (**ALT-O**) and choose "Set Time." Use the up arrow to lengthen the time or the down arrow to shorten the time. Press **ENTER** to save the new time. (Press **ESC** to cancel without changing the time.)

NOTE: The exact display time depends on the speed of your computer.

You can also choose the display mode. In the *single pass mode* the program returns to the Roll Window after the last picture displays. In the *continuous mode* the program restarts with the first picture and continues looping until the user presses **ESC**.

To change the viewing mode, open the Options menu (**ALT-O**) and choose "Set Mode." Use the arrow keys to highlight the mode you want, then press **ENTER**.

EDITING PHOTOS

This section explains how to edit the roll title, add captions and descriptions, rotate a photo, and use the gray scale option. This section also explains how to delete a photo and how to convert Pictures On Disk files to other file formats.

Editing The Roll Title:

To change the title appearing at the top of the Roll Window, open the Edit menu (**ALT-E**) and choose "Title Roll."

A dialog box opens. Use the **BACKSPACE** key to delete the existing title, if any. Type the new title, using up to 20 characters. Press **ENTER** to save the new title. (Press **ESC** to close the dialog box without saving the new title.)

Editing A Caption:

You can enter a 25-character caption for each photo. The entire caption displays in the Roll Window. The first 17 characters of the caption also display on the preview slide.

To enter a caption, highlight the photo in the Roll Window, then choose "Caption Photo" from the Edit menu (**ALT-E**).

A dialog box appears. Use the **BACKSPACE** key to delete the existing caption. Type the new caption and press **ENTER** to save it.

Editing A Description:

The Description Window displays a 50-character description of the current photo. To enter or change a description, highlight the photo in the Roll Window, open the Edit menu (**ALT-E**) and choose "Description."

Use the **BACKSPACE** key to delete the existing description, then type the new text. The text automatically wraps around to the second line. Press **ENTER** to save the new description.

Rotating A Photo:

Vertical format photos need to be rotated to view properly. To rotate the

4

current photo, open the Edit menu (**ALT-E**) and choose "Rotate Vertical." An "R" appears next to the photo in the Roll Window, indicating that the photo has been rotated.

To cancel the rotation of a photo, highlight the photo in the Roll Window open the Edit menu (**ALT-E**) and choose "Rotate Horizontal."

A NOTE ABOUT ROTATED PHOTOS: Due to the aspect ratio of 35mm photographs, pictures rotated in PhotoWorks may suffer from reduced resolution. The resolution improves when the gray scale option is used; see "Using The Gray Scale Option" below.

Using The Gray Scale Option:

The PhotoWorks gray scale option simulates the use of black-and-white film. It also displays rotated photos at higher resolution than the regular 256 color mode.

To apply the gray scale option, highlight the desired photo in the Roll Window and press **G**. (Or choose "Enable Gray Scale" from the Edit menu.)

The letter G appears next to the photo number in the Roll Window, indicating that the photo displays in gray scale.

To turn off the gray scale option, highlight the photo in the Roll Window and press G again. (Or choose "Disable Gray Scale" from the Edit menu.)

Deleting A Photo:

To delete a photo from the open roll, highlight the photo in the Roll Window and choose "Delete Picture" from the Edit menu (**ALT-E**). Follow the instructions in the dialog box to delete the selected photo. (Press **ESC** to close the dialog box without deleting the photo.)

WARNING: Once a photo has been deleted from a roll it cannot be recovered from the hard disk.

Converting Pictures On Disk To Other File Formats:

PhotoWorks can convert Pictures On Disk photos to BMP, GIF and TIF file formats. This lets you use Pictures On Disk photos in other software applications. Check your software to find out what file formats it supports.

You may also want to convert a photo before sending it to another computer via modem; If the target computer does not have a version of PhotoWorks installed they may not be able to use an unconverted file.

To convert a photo, highlight the photo in the Roll Window, open the Edit menu (**ALT-E**) and choose "Convert Format."

The File Conversion dialog box appears. Use the up or down arrows to select the new file format, then press **ENTER**.

PhotoWorks asks for a new file name. The file name must be a valid DOS file name with no more than 8 characters. Type the new file name and press **ENTER** to convert the photo.

PhotoWorks saves the converted file in a subdirectory called **convfoto**. (The complete path is **c:\sfw\convfoto**.) The original Pictures On Disk file remains intact.

PRINTING PHOTOS

PhotoWorks prints a gray scale version of the current photo on an HP Laserjet or Epson printer. You can also print a color version of a photo on an HP color ink-jet printer.

To print a photo, use the arrow keys to highlight the photo in the Roll Window, open the File menu (**ALT-F**) and choose "Print Photo."

If the printer settings are correct, press **ENTER** to print the photo. If the printer settings are not correct, see "Changing The Printer Settings" below.

Changing The Printer Settings:

At the Print Photo dialog box, press **TAB** to change the printer settings.

A Printer Settings dialog box opens. To change the selected printer, highlight "Printer Type" then press **ENTER**. A list of printer options appears. Use the up or down arrows to choose a printer, then press **ENTER**.

Note: the resolution and printer mode update automatically to match the selected printer.

To override the default printer mode, highlight "Print Mode" and press **ENTER**. The printer mode list appears. Use the up or down arrows to select the desired mode, then press **ENTER**.

To override the default resolution, highlight "Dots Per Inch" and press **ENTER**. A list of printer resolutions appears. Use the up or down arrows to choose a resolution, then press **ENTER**.

Resetting The Default Printer Settings:

To reset the factory default printer settings, open the Options menu (**ALT-O**) and choose "Reset Defaults." (Note: Resetting the printer defaults will also reset the factory background and accent colors.)

Printing A List Of Photos

To print a list of photos and captions for the open roll, open the File menu (**ALT-F**) and choose "Print List."

USING THE PHOTOWORKS SCREEN SAVER

PhotoWorks 1.0 includes a screen saver for use with Pictures On Disk. Screen saver photos are added or removed in PhotoWorks, but the screen saver starts at the DOS system prompt.

Adding And Removing Photos:

To add or remove photos from the screen saver, first choose "Open Screen Saver" from the Options menu (**ALT-O**). The Screen Saver Window appears next to the Roll Window.

Note: All regular PhotoWorks functions remain operable while the Screen Saver Window is open.

To add a photo to the screen saver, highlight the photo in the Roll Window and press **INSERT**.

The screen saver can include up to 8 photos. The screen saver photos do not have to come from the same roll. To add photos from a different roll, choose "Open Roll" from the Edit menu (**ALT-E**) and follow the steps above.

To remove the last photo from the screen saver, press **DELETE**. Repeat the procedure to remove additional photos from the screen saver.

NOTE: Removing a photo from the screen saver does not remove the photo from the hard disk.

Choose "Close Screen Saver" from the Option menu (**ALT-O**) to close the Screen Saver Window.

Starting The Screen Saver:

To start the PhotoWorks Screen Saver, quit all applications, then type **c:\sfw\sfwsaver** at the DOS system prompt.

To turn off the screen saver, type **c:\sfw\saveoff** at the DOS system prompt.

To start the PhotoWorks Screen Saver automatically each time you start your computer, insert the following line at the end of your autoexec.bat file: **c:\sfw\sfwsaver**.

NOTE FOR WINDOWS USERS: *The PhotoWorks Screen Saver must be turned off before you start Microsoft Windows.*

OPTIONS

This section explains how to change the user-controlled options, how to print SFW order forms and how to learn about new products from Seattle FilmWorks.

Changing The Background And Accent Colors:

PhotoWorks lets you customize the background and accent colors on your screen. To change the background color, open the Options menu (**ALT-O**) and choose "Change Background."

Colors show as values of red, green and blue. Press and hold the lower-case letter (**r, g, or b**) to decrease the value of a color. To increase the value of a color, press and hold the upper-case letter (**SHIFT-R, G, or B**).

Press **ENTER** to save the color changes. Press **ESC** to revert to the original color and return to the Roll Window.

To change the accent color, open the Options menu (**ALT-O**) and choose "Change Accent." The procedure for changing the accent color is the same as that described for changing the background color.

To reset the backaground and accent colors to the factory default settings, open the Options menu (**ALT-O**) and choose "Reset Defaults." (Note: resetting the factory color settings will also reset the factory printer settings.)

Turning Off The Preview Slides:

On some computers you can speed up the program by turning off the preview slides. To do this, open the Options menu (**ALT-O**) and choose "Hide Slides." The improvement in system speed depends on your system configuration.

To turn the preview slides back on, open the Options menu (**ALT-O**) and choose "Show Slides."

Printing SFW Order Forms:

PhotoWorks includes a set of Seattle FilmWorks film processing and reprint order forms. They can be printed on any printer. Forms for U.S. and Canadian customers are included.

To print an order form, open the Options menu (**ALT-O**) and choose "Print Order Forms." Use the arrow keys to highlight the form you want to print, then press **ENTER**.

New Product Information:

To view information about new products and services from Seattle FilmWorks, open the Options menu (**ALT-O**) and choose "New Products." Use the arrow keys to select a topic, then press **ENTER**.

Follow the on-screen instructions to see more information, or to print order forms for specific services.

A NOTE ABOUT RESOLUTION

Pictures On Disk files are optimized for viewing on your computer and are not intended to replace your negatives as a means of producing reprints. Be sure to keep your negatives in a safe place.

Sharing Pictures On Disk And PhotoWorks:
To make a complete copy of Pictures On Disk, type

diskcopy a: a:

at the DOS system prompt. Then follow the instructions on the screen. (See your DOS instruction manual for more information on the diskcopy command.)
Use the same procedure to copy the PhotoWorks program disk to share with friends. Please see the terms of the PhotoWorks License Agreement below.
The PhotoWorks 1.0™ program is protected by copyright law. Seattle FilmWorks authorizes its customers to make additional copies of the program to give to others so they can view pictures, but only as follows:
1. You must copy the entire program and all of its files without modification in machine-readable form only. We do not authorize anyone to make edited, altered or decompiled versions of the program.
2. We do not authorize any copying or distribution for sale or other commercial purposes, whether through connect-time charges or flat-rate connection/download fees for electronic bulletin boards, or otherwise.
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