Help Contents

Welcome to ImageAXS

Using ImageAXS

Menu Commands

Toolbar Icons

Supported File Types

Glossary

Context sensitive help can be accessed from within ImageAXS by using the F1 key from any dialog or menu.

Help Instructions

You can find information in Help by using the Help Contents or the Search feature. To return to the Help Contents after you read the instructions below, click the CONTENTS button or press the C key.

For complete instructions on how to use Help, return to the Help Contents and press the F1 key.

To access Help from within ImageAXS:

- Press F1 from a dialog or menu.
- Choose the Help button in a dialog box.

To use the Help Contents, do one of the following:

- Click an underlined topic.
- Press the TAB key until you highlight the topic you want, and then press the ENTER key.

To scroll in the Help window, do one of the following:

- Use the up and down arrows on your keyboard.
- Use the page up and page down keys on your keyboard.
- Use the scroll bars with the mouse.

To return to the previous topic:

- Click the BACK button or press the B key.

To open the Search feature in Help:

- Click the SEARCH button or press the S key.

To close the Help window:

- Choose EXIT from Help's File menu (ALT, F, X).

Welcome to ImageAXS

ImageAXS is a single-user application that assists you in your work with visual media. It is an imagebase - a database that enables you to catalog, retrieve, and display images.

With ImageAXS, you create collections that contain information about source files, but do not contain the actual source files themselves. When you acquire a source file, ImageAXS automatically creates a smaller version of the full size source image. This smaller image is called a thumbnail and is stored, along with file information about the source file (file type, size, location, etc.), in a record within your collection. In addition to file information, ImageAXS provides eight user-modifiable text fields, including a 32,000 character field, and keywords. If a source file includes text in the form of a caption, ImageAXS automatically enters that information into the large text field. The file information, user-modifiable fields, and keywords are all searchable.

You may create as many collections as you like with ImageAXS, each containing records of diverse file types. The source files may be located anywhere. No matter where the source file is located, on your local hard drive, on removable media (floppy disks, Syquests, CD-ROMs, etc.), or on remote volumes (servers or networked storage devices), ImageAXS remembers where the file is. Every view of the information within ImageAXS tells you at a glance if the source file is available (on-line) or not. Information about the source file can be displayed, regardless of whether it is on-line or off-line. If the source file is on-line, the source image itself can be displayed, regardless of size, location or format, without the need to launch another application.

ImageAXS also enables you to create projects. Projects allow you to create and save subsets of your collections. Placing records in a project does not remove them from the collection or change their physical location at all. It simply tags them as belonging to a specific group and allows them to be displayed quickly and easily.

The monitoring feature in Image AXS enables you to view a directory of files without acquiring those files into a collection. Monitoring means viewing the 'real-time' contents of a directory. Any changes to the contents of the directory that you are monitoring are reflected in the monitor window.

Your images look better in ImageAXS.

_____
See Also

> **Customer Support**

> **Starting ImageAXS**

> **ImageAXS Basics**

Customer Support

AXS is committed to helping you increase your productivity by getting the most out of ImageAXS. If you are unable to find the answers to your questions in this help system, please contact AXS's Customer Support Department by phone at 510-814-7200, by fax at 510-814-6100, or via America Online at "AXS HELP." Support is available Monday through Friday between the hours of 8:30 a.m. and 5:30 p.m. Pacific Time. After hours you may leave messages on AXS's voice mail by dialing 510-814-7200 and pressing 1 when prompted.

Starting ImageAXS

Once you have installed ImageAXS, simply double click the ImageAXS application icon to start ImageAXS. If you are starting ImageAXS for the first time, you will have to register ImageAXS before you can use the application.

When you start ImageAXS, the application automatically uses the date format determined by the setting in the International control panel. For instance if you are in England, October 31, 1993 would be written as 31/10/93. This is true for all dates within ImageAXS including the format of the date box in the Full Search dialog.

_____

See Also

Registering ImageAXS

Opening A Collection

Quitting ImageAXS

Date Formats

When you start ImageAXS, the application automatically checks Windows to determine what country your system is set for and then adjusts all date formats within ImageAXS accordingly. For instance if you are in England, October 31, 1993 would be written as 31/10/93. This is true for all dates within ImageAXS including the format of the date box in the Full Search dialog.

_____

See Also

Full Search

Registering ImageAXS

If you are running ImageAXS for the first time, a registration dialog appears as soon as you start the application.

To register ImageAXS:

1. **Type in your name, your company's name, and your registration number.**

    Your registration number is provided on stickers packaged with ImageAXS. Attach one sticker to your registration card and return it to AXS to activate 90 days of support. Attach the second sticker to the user's guide for future reference.

2. **Click the OK button.**

_____

See Also

Opening A Collection

Quitting ImageAXS

Opening the Sample Collection

When you open ImageAXS, the Open dialog automatically appears. If you are opening ImageAXS for the first time, the only <u>collection</u> available for you to open is the sample collection The sample collection is only available if you chose to install it with the application.

To open the sample collection:

1. **Locate the sample collection (axs.col) in the SAMPLES directory within the ImageAXS directory you created during installation (default: C:\IMAGEAXS).**

2. **Click the sample collection to highlight it, and click the OK button.**

This opens the sample collection. Notice that there is a red "X" over the disk icon beneath each image in the collection. This means that the source file for each record is off-line. (i.e., the application does not know where to find the source files from which the records were created.) Updating the records in the sample collection will place all of the source files back on-line and remove the red X's.

To update the sample collection:

1. **Choose SELECT ALL from the Edit menu.**

   This highlights all of the records in the collection in red.

2. **Select UPDATE from the Record menu.**

   The Update dialog appears.

3. **Uncheck the THUMBNAIL option.**

   This option is located directly above the SKIP button.

4. **Locate and select the SAMPLES directory within the ImageAXS directory you created during installation (default: C:\IMAGEAXS).**

   This tells ImageAXS where to look for the source files.

5. **Click the OK button.**

   A progress dialog in the status bar at the bottom of your collection reflects the progress of the update.

   All of the source files for the sample collection are now on-line.

_____

See Also

   Updating Records

   Opening A Collection

Opening A Collection

If you have never used ImageAXS on the computer on which it is currently installed (i.e. you have not run a prior version or a demo version) a dialog appears when you start the application prompting you to select a <u>collection</u> to open. If you have previously used a version of ImageAXS on the computer on which it is currently installed, the collection and/or the monitor window that was open the last time you quit ImageAXS automatically open. The collection and and/or the monitor window that are open when you quit ImageAXS will always open when you start ImageAXS again. If you close the collection and the monitor windows before exiting or if ImageAXS cannot locate the collection that was open last, the open dialog appears prompting you to select a collection to open.

To open a collection:

1. **Locate the collection you want to open.**

   If you are starting ImageAXS for the first time, the only collection available is the sample collection that comes with the application (the sample collection is only available if you chose to install it when installing ImageAXS). The sample collection is called: axs.col.

2. **Select the collection you want to open by clicking it.**

3. **Click the OK button.**

If you are starting Image AXS f or the first time, the only collection available is the sample collection that comes with the application. The sample collection is only available if you selected to install it with the application.

Any time you start ImageAXS and the Open dialog appears, you can either locate and select a collection to open or you can click the CANCEL button. This closes the dialog and leaves you with an empty application window from which you can create a new collection.

See Also

    <u>Opening the Sample Collection</u>

    <u>Creating A New Collection</u>

Quitting ImageAXS

To quit ImageAXS, select EXIT from the File menu. If there are any open <u>projects</u> with unsaved changes, you are prompted to save them.

See Also

Exit Command

Menu Commands

File Menu

> New
> Open
> Close
> Collection Info
> Export
> Import
> Print
> Print Setup
> Check Volumes
> Exit

Edit Menu

> Undo
> Cut
> Copy
> Paste
> Show Clipboard
> Launch Editor
> Select All
> Invert Selection
> Clear Selection
> Keywords
> Preferences

Record Menu

> New
> Save
> Revert
> Remove
> Acquire New Images
> Copy Source Files
> Move Source Files
> Rename
> File Info
> Update
> Delete Source Files

Browse Menu

> Search
> Keyword Search
> Sort

Show All
Show Selection
SlideShow
Go To
First
Previous
Next
Last

Project Menu

New
Open
Close
Save
Save As
Add To
Remove

Monitor Menu

Open
Close
Refresh
Acquire
Show Caption

View Menu

Fit Window To View
Thumbnails
Text List
Info Sheet
Keywords
Source Image
Zoom In
Zoom Out
Scale Image to Window
Status Bar
Toolbar

Window Menu

Cascade
Tile
Arrange Icons
1,2,3.....

New Command

Use this command to create a new collection. Only one collection may be open at a time. In order to create a new collection, any open collection must first be closed.

Shortcut

> Keyboard: ALT+F+N

Dialog Options:

File Name

> Type the name that you want to give the collection you are creating.

Save File as Type

> Type or select the name of the file type that you want to save the collection as. The default file type is: Database Files (*.COL).

Directories

> Select the directory in which you want to save the new collection.

Drives

> Select the drive in which you want to save the new collection.

See Also

> **Creating A New Collection**
>
> **Opening An Existing Collection**
>
> **Closing A Collection**

Open Command

Use this command to open an existing <u>collection</u>. Only one collection may be open at a time. In order to open a collection, any open collection must first be closed.

Shortcuts:

      Keyboard: CTRL+O

               ALT+F+O

Dialog Options:

File Name

      Type or select the name of the collection that you want to open.

Save File as Type

      Type or select the type of file that you want to open. The default file type is: Database Files (*.COL).

Directories

      Select the directory in which the collection you want to open is stored.

Drives

      Select the drive on which the collection you want to open is stored.

───────────

See Also

      <u>Opening An Existing Collection</u>

      <u>Closing A Collection</u>

Close Command

Use this command to close the <u>collection</u> that is currently open. Only one collection may be open at a time. In order to open another collection, you must first close the one that is currently open.

Shortcuts:

      Keyboard: ALT+F+C

─────────

See Also

    <u>Opening An Existing Collection</u>

    <u>Closing A Collection</u>

Collection Info Command

Use this command to open the Collection Information dialog for the <u>collection</u> that is currently open. The Collection Information dialog is available so that you may enter general information about an entire collection. You may enter text (up to 32,000 characters) or edit text that has already been entered.

Shortcuts:

    Keyboard: ALT+F+I

_____

See Also

    <u>Viewing and Editing Collection Information</u>

Export Command

Use this command to create an export file containing <u>records</u> and collection information from one of your <u>collections</u>. Export files created by ImageAXS can only be read by ImageAXS (Macintosh or Windows). Exporting does not remove records from the collection from which you are exporting, it just copies the information to an intermediate file which can then be imported by ImageAXS.

Shortcuts:

      Keyboard: ALT+F+E

Dialog Options:

File Name

      Type a name for the export file you are creating.

Save File as Type

      Type or select the type of file that you want create. The default file type is: Export Files (*.AXS).

Directories

      Select the directory in which the export file to be saved.

Drives

      Select the drive on which you want the export file to be saved.

See Also

    <u>Importing and Exporting Records</u>

    <u>Cross Platform Importing and Exporting</u>

Import Command

Use this command to import records into a <u>collection</u> from ImageAXS export files. Only <u>records</u> that have been exported from ImageAXS can be imported.

Shortcuts:

Keyboard: ALT+F+M

Dialog Options:

File Name

Type or select the name of the export file that you want to import.

Save File as Type

Type or select the type of file that you want to open. The default file type is: Export Files (*.AXS).

Directories

Select the directory in which the export file you want to import is stored.

Drives

Select the drive on which the export file you want to import is stored.

──────────

See Also

Importing and Exporting Records

Cross Platform Importing and Exporting

Import Mapper

Print Command

Use this command to open the Print dialog. From the Print dialog you can: Select a print format, Print all of the records in the active window, Print only the records you have selected in the active window, and/or view a preview of how your records will look when you print them.

Shortcuts:

> Toolbar:
>
> Keyboard: CTRL+P
>
>   ALT+F+P

Dialog Options:

Thumbnails

> Select this option if you want print output in the Thumbnails format.

Text List

> Select this option if you want print output in the Text List format.

Source Image

> Select this option if you want print output in the Source Image format.

All Records

> Select this option if you want to print all of the records in the active window.

Selected Records

> Select this option if you only want to print those records that you have selected in the active window.

Preview

> Displays the Print Preview dialog which allows you to see how your records will look when you print them out.

See Also

> **Printing**
>
> **Print Preview**

Print Setup Command

Use this command to open the Print Setup dialog. The Print Setup dialog allows you to set all printing options.

Shortcuts:

      Keyboard: ALT+F+R

See Also

    Print Setup

Check Volumes Command

Use this command to update the <u>on-line</u> /<u>off-line</u> information for the <u>collection</u> you are currently viewing.

Each record in each <u>view</u> in ImageAXS shows whether or not the source image is on-line or off-line. The Check Volumes feature allows you to check to make sure that the on-line/off-line information on your screen is up to date. Each time you change disks or mount or dismount a volume, you should use Check Volumes to update your information.

Shortcuts:

     Keyboard: ALT+F+V

_____

See Also

    <u>Disk Icons</u>

Exit Command

Use this command to exit ImageAXS. If there are any <u>projects</u> open that have changed since they were created and have not been saved, you are prompted to save them.

Shortcuts:

      Keyboard: ALT+F+X

_____
See Also

    Quitting ImageAXS

    Saving A Project

Undo Command

Use this command to reverse the last text editing action, if possible. The UNDO command changes to CAN'T UNDO on the menu if you cannot reverse your last action.

Cut Command

Use this command to remove selected text from a <u>record</u> and put it on the <u>Clipboard</u>. Cutting text replaces any previous Clipboard contents. This command is unavailable of you have no selected text.

Shortcuts:

      Keyboard: CTRL+DEL

See Also

    <u>Entering Data</u>

Copy Command

Use this command to access the Copy sub-menu:

<u>Text</u>

<u>Record</u>

<u>Source Image</u>

Copy Text Command

Use this command from the Copy sub-menu to copy selected text to the Clipboard. This command is unavailable if you have no selected text or graphics. Copying text to the clipboard replaces any contents previously stored there. This command is unavailable if no text is selected.

Shortcuts:

      Keyboard: ALT+E+C+T

_____

See Also

    Entering Data

    Copying Images to the Clipboard

    Copying and Pasting Records

Copy Record Command

Use this command from the Copy sub-menu to copy the <u>keywords</u> and all of the text from the eight <u>user definable fields</u> in the <u>selected</u> record to the <u>Clipboard</u>. This command is unavailable if no <u>record</u> is selected or if more than one record is selected.

Shortcuts:

      Keyboard: ALT+E+C

_____

See Also

    <u>Copying and Pasting Records</u>

    <u>Selecting Records</u>

    <u>Paste Record Command</u>

Copy Source Image Command

Use this command from the Copy sub-menu to copy the source image for the <u>selected</u> record to the <u>Clipboard</u> so that it can be pasted into an application other than ImageAXS. This command is unavailable if more than one <u>record</u> is selected.

To copy the actual source file to another location, use the Copy Source Files Command

Shortcuts:

Keyboard: ALT+E+X

_____

See Also

<u>Copying Images to the Clipboard</u>

<u>Copy Source Files</u>

Paste Command

Use this command to access the Paste sub-menu:

<u>Text</u>

<u>Record</u>

Paste Text Command

Use this command from the Paste sub-menu to insert text that has been copied to the
Clipboard into a record. This command is unavailable if the Clipboard does not contain text.

Shortcuts:

    Keyboard: SHIFT+INS

_____

See Also

    Copy Command

    Copying and Pasting Records

Paste Record Command

Use this command from the Paste sub-menu to paste data into multiple <u>records</u>. Data that has been copied to the <u>Clipboard</u> with the Copy Record Command can be pasted into the record or records in your selection, or you can copy a single field to the Clipboard and then paste that field into multiple records using the Paste Record Command. The Paste Record Command is unavailable if there is no text on the Clipboard.

Shortcuts:

    Keyboard: ALT+E+R

_____

See Also

<u>Copy Record Command</u>

<u>Copying and Pasting Records</u>

<u>Selecting Records</u>

Show Clipboard Command

Use this command to display the <u>Clipboard</u> and any text or graphics it may contain.

Shortcuts:

      Keyboard: ALT+E+S

Launch Editor Command

Use this command to open the source filefor the selected record in an application other than ImageAXS. This command is not available if more than one record is selected.

Launch Editor makes use of the **Windows Associate feature** which allows you to associate certain applications with specific file types. For instance, Windows comes with an application called Paintbrush that is automatically associated with .bmp files. Therefore if you select a record in ImageAXS whose source image is a .bmp and select LAUNCH EDITOR from the Edit menu, Paintbrush opens the source image and you can edit the image. You must associate applications to file types before the Launch Editor feature will work.

Shortcuts:

      Mouse: CTRL+SHIFT+double click on the image you want to open.

      Keyboard: ALT+E+L

See Also

    Launching An Image Editor

Select All Command

Use this command to <u>select</u> all records in the <u>active window</u>. This command is only available from the Thumbnails View and the Text List View.

Shortcuts:

      Keyboard: CTRL+A

                ALT+E+A

_____

See Also

    <u>Selecting Records</u>

Invert Selection Command

Use this command to invert the current <u>selection</u> in the <u>active window</u> (i.e., select all of the records that are not currently selected and deselect all of the records that are currently selected).

Shortcuts:

    Keyboard: ALT+E+I

_____

See Also

    <u>Selecting Records</u>

Clear Selection Command

Use this command to deselect any <u>selected</u> records in the <u>active window</u>.

Shortcuts:

       Keyboard: ALT+E+E

_____
See Also

     <u>**Selecting Records**</u>

Keywords Command

Use this command to open the **Keywords Dialog**. The Keywords Dialog allows you to apply keywords to multiple records at one time. The number of records you are working with is given in the title bar of the Keywords Dialog.

Shortcuts:

    Toolbar:

    Keyboard: ALT+E+K

Dialog Options:

Master Keyword List

    Type in a new keyword to be added to the Master Keyword List or select an existing keyword to be modified or added to the Working List

Create

    Adds the keyword you have typed into the Master Keyword List field to the Master Keyword List.

Modify

    Displays the **Modify Keywords** dialog which allows you to make changes to keywords that have already been added to the Master Keyword List.

Delete

    Deletes selected keywords from the Master Keyword List.

Copy

    Copies selected keywords from the Master Keyword List to the Working List.

Working List

    Contains all of the keywords that you want to attach or detach from the records in your selection.

Attach

    Attaches the keywords in the Working List to the records in your selection.

Detach

    Removes the keywords in the Working List from the records in your selection.

Remove

    Removes selected keywords from the Working List.

Common

    Displays the **Common Keywords** dialog

Options

    Displays the **Keyword Options** dialog.

Close

Closes the Keywords Dialog.

See Also

Keywords Dialog

Keywords View

Preferences Command

Use this command to access the Preferences sub-menu:

Assigning Field Labels Command

Selecting A Thumbnail Label Command

Modifying System Settings Command

PhotoCD Options Command

Monitor Settings Command

See Also

Setting Preferences

Assigning Field Labels Command

Use this command to open the Field Labels dialog. The Field Labels dialog allows you to name the eight user definable fields in the collection that is currently open.

Shortcuts:

Keyboard: ALT+E+F+L

Dialog Options:

Type the names of your choice into the desired fields.

_____

See Also

Assigning Field Labels

Preferences

Selecting A Thumbnail Label Command

Use this command to open the Thumbnail label dialog.

Shortcuts:

Keyboard: ALT+E+F+T

Dialog Options:

Database Fields

Select the field that you want to be displayed beneath each thumbnail in the collection.

See Also

Selecting A Thumbnail Label

Setting Preferences

Modifying System Settings Command

Use this command to open the System Settings dialog.

Shortcuts:

Keyboard: ALT+E+F+S

Dialog Options:

<u>Thumbnail Type</u>

>This option allows you to choose which type of thumbnails will be contained in your collection. Select one of the two options listed on the pop-down menu.

<u>Thumbnail Cache Size</u>

>This option allows you to set how many thumbnails are kept in memory at one time. To set the Thumbnail Cache size, type in a number no greater than 128.

>The default setting is 12 thumbnails.

<u>Text Cache Size</u>

>This option allows you to set the number of records worth of text that is kept in memory at one time. To set the Text Cache size, type in a number no greater than 256.

>The default setting is 24 records.

<u>Image Spool Threshold</u>

>This option allows you to set the level above which images are spooled into memory. To set the Image Spool level, type in a number.

>The default setting is 2,000 K.

<u>Color Mode</u>

>This option allows you to set the color scheme that will be used in ImageAXS. To select a color mode, choose an option from the pop-down menu.

>The default setting is Light Grays.

PhotoCD Options Command

Use this command to open the PhotoCD Options dialog. The PhotoCD Options dialog allows you to choose the color mode and resolution for viewing PCD source images.

Shortcuts:

> Keyboard: ALT+E+F+P

Dialog Options

Color Mode

> Select a color mode for the image to be viewed.
>
> **Important!   Selecting LAB COLOR will result in improperly displayed images.**

Resolution

> Select a resolution for the image to be viewed.

Always ask for PhotoCD Options

> Select this option if you want the PhotoCD Options dialog to appear each time you attempt to display a PCD source image or copy it to the clipboard, If this option is not checked, the settings you select become the default settings for each PCD source image you view or copy to the clipboard.

OK

> Closes the PhotoCD Options dialog and implements your changes.

Cancel

> Closes the PhotoCD Options dialog without implementing your changes.

_____
See Also

> **PhotoCD Options**
>
> **Supported File Types**

Monitor Settings Command

Use this command to set the cache size and monitoring frequency for monitor windows.

Shortcuts:

Keyboard: ALT+E+F+M

Dialog Options

Cache Size

Type in the number of images you want ImageAXS to cache into memory for the monitor windows.

Frequency

Type in the frequency with which you want the monitor windows to check the folders they are monitoring. The frequency is measured in seconds.

OK

Closes the Monitor Settings dialog and implements your changes.

Cancel

Closes the Monitor Settings dialog without implementing your changes.

—————
See Also

Monitor Settings

Monitoring

New Command

Use this command to create new <u>records</u> without acquiring a <u>source file</u>. This is useful if you want to enter data before the images are available. Source files can be added to these records later with the Update feature.

Shortcuts:

     Keyboard: CTRL+N

                ALT+R+N

―――――――

See Also

    Creating Blank Records

    Entering Data

    Updating Records

    Update Command

Save Command

Use this command to save changes you have made to the text data in a record.

This command is only available from the **Info Sheet View**.

Shortcuts:

      Keyboard: CTRL+S

             ALT+R+S

_____
See Also

    Saving A Record

    Entering Data

Revert Command

Use this command to return the current record to its last saved state. For example, if you make changes to the text data in a record but you have not yet saved those changes, you can use the revert command to remove all of the changes you have made.

This command is only available from the **Info Sheet View**.

Shortcuts:

Keyboard: ALT+R+V

See Also

Saving A Record

Entering Data

Remove Command

Use this command to remove the <u>selected</u> records from the collection. This command does not delete the <u>source files</u> for the selected records.

Acquire New Images Command

Use this command to acquire new images into your collection.

Shortcuts:

      Keyboard: ALT+R+A

Dialog Options:

File Name

      Select the files you want to acquire.

List Files of Type

      Type or select the type of files that you want displayed in the File Name list. The default file type is: Image Files.

Directories

      Select the directory in which the file(s) you want to acquire are located.

Drives

      Select the drive on which the file(s) you want to acquire are located.

Acquire Log

      Keeps track of the files you want to acquire.

Add

      Adds the file(s) you have selected in the File Name field to the Acquire Log.

Add All

      Adds all of the image files in the directory you have selected to the Acquire Log.

Remove

      Removes selected file(s) from the Acquire Log.

OK

      Acquires all of the files listed in the Acquire Log into the open collection

_____

See Also

    Creating Records

Copy Source Files Command

Use this command to copy source files from one location to another.

Shortcuts:

Keyboard: ALT+R+C

Dialog Options:

Source Files

Lists the location of each source file that you have chosen to copy.

Destination

Lists the location to which the files will be copied.

Change

Opens the Choose Directory dialog that allows you to choose the location to which the files will be copied.

Change Database References

Check this option to switch your database references from the original files to the copied files.

See Also

Copying Source Files

Moving Source Files

Move Source Files Command

Use this command to move source files from one location to another.

Shortcuts:

    Keyboard: ALT+R+M

Dialog Options:

Source Files

    Lists the location of each source file that you have chosen to move.

Destination

    Lists the location to which the files will be moved.

Change

    Opens the Choose Directory dialog that allows you to choose the location to which the files will be moved.

_____

See Also

    Moving Source Files

    Copying Source Files

Rename Command

Use this command to change the file name of the <u>source file</u> for the <u>selected</u> record. This command is not available if more than one record is selected.

Shortcuts:

Keyboard: ALT+R+E

Dialog Options:

File Name

Type in a new name for the source file.

Save File as Type

Type or select the type of file that you want create. The default file type is: Image Files.

Directories

Select the directory in which to save the renamed file.

Drives

Select the drive on which to save the renamed file.

_____
See Also

<u>Renaming a Source File</u>

File Info Command

Use this command to open the File Information dialog. The File Information dialog lists specific information about the source file for the selected record. This command is not available if more than one record is selected.

Shortcuts:

    Keyboard: CTRL+I

           ALT+R+F

    Toolbar:

    Mouse: Double click on a disk icon to bring up the file information for that specific record.

Update Command

Use this command to Update a record or a group of records.

Shortcuts:

    Keyboard: ALT+R+U

Dialog Options:

File Name

    Type or select the name of the file you want to update.

List Files of Type

    Type or select the type of files that you want displayed in the File Name list. The default file type is: Image Files.

Directories

    Select the directory in which the correct source file(s) are located.

Drives

    Select the drive on which the correct source file(s) are located.

Thumbnail

    Check this checkbox if you want to create a new thumbnail for each record that is updated.

Update All

    Check this checkbox if you want to update all records for which a source file can be found. This option is only available if you have selected more than one record to update.

Skip

    Skips the current record and attempts to locate and update the next record. This option is only available if you have selected more than one record to update.

See Also

    Updating Records

Delete Source Files Command

Use this command to delete the source files for the selected records.

Shortcuts:

Keyboard: ALT+R+D

_____

See Also

Deleting Source Files

Search Command

Use this command to open the Search dialog.

Shortcuts:

      Keyboard: CTRL+F

               ALT+B+S

      Toolbar:

Dialog Options:

Fields

      Select the field that you want to search.

Comparators

      Select the comparator you want to use.

Value

      Type in the specific value you want to search for or, if you have chosen to search the Keywords field, select the keyword you want to search for.

Search List

      Displays all of the **search lines** from the current search.

And

      Select this option if your search is longer than one line and you want to link two of your search lines with AND.

      AND is the default connector when you add lines to your search; however, you can change any AND to an OR.

Or

      Select this option if your search is longer than one line and you want to link two of your search lines with OR.

Add Line

      Adds a line to your search.

Clear Line

      Deletes the selected line from your search.

Clear All

      Deletes all lines from your search.

History

      Opens the Search History dialog from which you may select a search.

Create New Project

Select this option to create a project containing the results of your search. If this option is not selected, the search results are displayed in the collection window.

Search Active Window

Select this option to include only those records in the active window in your search. If this option is not selected, the search includes all records in the collection.

_____
See Also

Full Search

Keyword Search Command

Use this command to open the Keyword Search dialog.

Shortcuts:

Keyboard: ALT+B+K

Toolbar:

Dialog Options:

Master Keywords List

Select the keywords that you want to search for.

And

Select this option if you want to search for only those records that contain **all** of the keywords you have chosen from the Master Keywords List.

Or

Select this option if you want to search for those records that contain any one or more of the keywords you have chosen from the Master Keyword List.

Create New Project

Select this option to create a project containing the results of your search. If this option is not selected, the search results are displayed in the collection window.

Search Active Window

Select this option to include only those records in the active window in your search. If this option is not selected, the search includes all records in the collection.

_____
See Also

Keyword Search

Sort Command

Use this command to open the Sort dialog.

Shortcuts:

Keyboard: ALT+B+O

Toolbar:

Dialog Options:

Fields

Select the field you want to sort.

Ascending

Select this option if you want to sort the data in the sort field in ascending order (a-z or 1-100).

Descending

Select this option if you want to sort the data in the sort field in descending order (z-a or 100-1).

_____

See Also

Sorting

Show All Command

Use this command to replace the contents of the active window with the entire contents of the collection.

Show Selection Command

Use this command to reduce the contents of the active window to only those records that are selected.

Shortcuts:

Keyboard: ALT+B+W

SlideShow Command

Use this command to open the SlideShow dialog.

Shortcuts:

Keyboard: ALT+B+D

Dialog Options:

Interval

Type in the number of seconds you want to pause between images during the SlideShow.

Forward

Select this option if you want the SlideShow to cycle forward through the records in your collection.

Backward

Select this option if you want the SlideShow to cycle backward through the records in your collection.

Continuous Loop

Select this option if you want the SlideShow to run in a continuous loop ending only when you stop it.

Go To Command

Use this command to open the Go To dialog.

Shortcuts:

Keyboard: ALT+B+G

Dialog Options:

Record Position

Type in the number of the record you want to move to.

First Command

Use this command to move to the first record or page of records in the <u>active window</u>.

Shortcuts:

      Keyboard: CTRL+UP

               ALT+B+F

      Toolbar:

Previous Command

Use this command to move to the previous record or page of records in the <u>active window</u>.

Shortcuts:

      Keyboard: CTRL+LEFT

              ALT+B+P

      Toolbar:

Next Command

Use this command to move to the next record or page of records in the <u>active window</u>.

Shortcuts:

      Keyboard: CTRL+RIGHT

             ALT+B+N

      Toolbar:

Last Command

Use this command to move to the last record or page of records in the <u>active window</u>.

Shortcuts:

      Keyboard: CTRL+DOWN

             ALT+B+T

      Toolbar:

New Command

Use this command to create a new project.

Shortcuts:

       Keyboard: ALT+P+N

_____

See Also

    Creating A New Project

Open Command

Use this command to open an existing project.

Shortcuts:

    Keyboard: ALT+P+O

Dialog Options:

File Name

    Type or select the name of the project that you want to open.

List File as Type

    Type or select the type of file that you want to open. The default file type is: Project Files (*.PRJ).

Directories

    Select the directory in which the project you want to open is stored.

Drives

    Select the drive on which the project you want to open is stored.

─────────

See Also

    Opening An Existing Project

Close Command

Use this command to close the currently active project.

Shortcuts:

       Keyboard: ALT+B+C

Save Command

Use this command to save a project.

Shortcuts:

      Keyboard: ALT+P+S

Dialog Options:

File Name

      Type a name for the project you are creating.

Save File as Type

      Type or select the type of file that you want to create. The default file type is: Project Files (*.PRJ).

Directories

      Select the directory in which the project is to be saved.

Drives

      Select the drive on which you want the project to be saved.

See Also

    Saving A Project

Save As Command

Use this command to save an existing project with a new name.

Shortcuts:

Keyboard: ALT+P+A

Dialog Options:

File Name

Type a name for the project you are creating.

Save File as Type

Type or select the type of file that you want to create. The default file type is: Project Files (*.PRJ).

Directories

Select the directory in which the project is to be saved.

Drives

Select the drive on which you want the project to be saved.

_____
See Also

Saving A Project

Add To Command

Use this command to add selected records to a <u>project</u>.

Shortcuts:

      Keyboard: ALT+P+T

Dialog Options:

Select Project

      Select the project to which you want to add the records. Creating a new project is an
      option.

See Also

    <u>Adding Records to a Project</u>

Remove Command

Use this command to remove the selected records from the active <u>project</u>.

Shortcuts:

  Keyboard: ALT+P+R

Open Command

Use this command to open the <u>monitor window</u>.

Shortcuts:

      Keyboard: ALT+M+O

Dialog Options:

List File as Type

      Type or select the type of file that you want to open. The default file type is: Image
      Files.

Directories

      Select the directory in which the directory you want to monitor is located.

Drives

      Select the drive on which the directory you want to monitor is located.

_____

See Also

    <u>Opening the Monitor Window</u>

    <u>Monitoring</u>

    <u>Monitor Settings</u>

Close Command

Use this command to close the monitor window.

Shortcuts:

    Keyboard: ALT+M+C

See Also

    Closing the Monitor Window

    Monitoring

Refresh Command

Use this command to update the monitor window. If the contents of the monitor window are incorrect (e.g., as a result of renaming or moving files or directories outside of ImageAXS) you can update the contents of the monitor window with the Refresh command. The Refresh feature also allows you to do manual monitoring if you do not wish to have the automatic monitoring turned on.

Shortcuts:

       Keyboard: ALT+M+R

_____
See Also

    Monitoring

    Monitoring a Directory

    Updating the Monitor Window

Acquire Command

Use this command to <u>acquire</u> the images you have selected in the <u>monitor window</u> into the open <u>collection</u>.

Shortcuts:

      Keyboard: ALT+M+A

_____

See Also

    <u>Acquiring Images from the monitor Window</u>

    <u>Monitoring</u>

Show Caption Command

Use this command to display the caption for the selected <u>record</u>. This command is only available if a single image is <u>selected</u>.

Shortcuts:

      Keyboard: ALT+M+S

_____

See Also

    <u>Viewing Captions</u>

    <u>Monitoring</u>

Fit Window to View Command

Use this command to size the application window to fit the current view.

Shortcuts:

Keyboard: CTRL+R

ALT+V+V

Thumbnails Command

Use this command to switch the <u>view</u> in the <u>active window</u> to the Thumbnails View.

Shortcuts:

        Keyboard: ALT+V+N

        Toolbar:

_____

See Also

    <u>Views</u>

    <u>Thumbnails View</u>

Text List Command

Use this command to switch the view in the active window to the Text List View.

Shortcuts:

Keyboard: ALT+V+T

Toolbar:

See Also

Views

Text List View

Info Sheet Command

Use this command to switch the view in the active window to the Info Sheet View.

Shortcuts:

      Keyboard: ALT+V+I

      Toolbar:

_____

See Also

    Views

    Info Sheet View

Keywords Command

Use this command to switch the view in the active window to the Keywords View.

Shortcuts:

Keyboard: ALT+V+K

Toolbar:

_____

See Also

Views

Keywords View

Source Image Command

Use this command to switch the view in the active window to the Source Image View.

Shortcuts:

      Keyboard: ALT+V+S

      Toolbar:

_____

See Also

    Views

    Source Image View

Zoom In Command

Use this command to zoom in a source image in the Source Image View. This command is only available from the Source Image View.

Shortcuts:

Keyboard: CTRL+PLUS

ALT+V+Z

_____

See Also

Source Image View

Zooming In and Out

Zoom Out Command

Use this command to zoom out on a source image in the Source Image View. This command is only available from the Source Image View.

Shortcuts:

      Keyboard: CTRL+MINUS

              ALT+V+O

_____

See Also

    Source Image View

    Zooming In and Out

Scale Image to Window Command

Use this command to scale a source image to that largest size that will fit into the current window. This command is only available from the Source Image View.

Shortcuts:

      Keyboard: ALT+V+W

_____
See Also

    Source Image View
    Automatic Scaling

Status Bar Command

Use this command to display or hide the status bar.

_____
See Also

    Status Bar

Toolbar Command

Use this command to display or hide the toolbar.

_____

See Also

 Toolbar

Cascade Command

Use this command to arrange open windows so that the title bar of each window is visible.

Tile Command

Use this command to arrange open windows side by side so that all of them are visible.

Arrange Icons Command

Use this command to arrange into rows all program-item icons for a selected group or, if a group icon is selected, arranges all group icons into rows.

1,2,3.....

Use this command to view the names of the open collection and all of the open projects. To view the collection window or a specific project window, select its name from this list.

Using ImageAXS

ImageAXS Basics

Creating and Working with Collections

Creating and Working with Projects

Viewing Records

Managing and Manipulating Records

Creating and Using Keywords

Searching and Sorting

Monitoring

Printing

Advanced Techniques

ImageAXS Basics

Collections

Projects

Records

Views

Monitoring

Toolbar

Status Bar

Disk Icons

File Information

Collections

Collections are the documents created and read by ImageAXS. Each collection is an imagebase made up of individual records. ImageAXS allows you to create and maintain as many different collections as you like; however, only one collection can be open at a time.

_____

See Also

Creating and Working with Collections

Projects

Projects allow you to create and save subsets of your <u>collections</u>. Placing <u>records</u> in a project does not remove them from the collection or change their physical location at all. It simply tags them as belonging to a specific group and allows them to be called up quickly and easily.

Each project is saved as a file associated with a specific collection. This means that a project can only contain records from one collection and that a project can only be open when the collection to which it is associated is open.

A project window functions almost exactly like a collection window. There are, however, three differences:

1. **You can open as many projects as you want as long as they are all associated with the open collection. In fact all windows that you open or create, other than the collection window or the monitor window, are project windows.**

2. **The records in a project window are saved in the order in which you place them. The order of the records in a collection window is not saved unless you save a sorted collection as a project. When you open a collection, the records are always in the order in which they were acquired.**

3. **A saved project always opens to the view that you were using when you last saved the project. The collection window always opens to the Thumbnails View.**

The same <u>views</u> are available for displaying records in a project window as in a collection window, and all features of each view are available from the project.

If you make any changes to the records in the project window (update, new record, rename, etc.), the changes are automatically reflected in the collection window. The one exception to this is that removing a record from a project does not remove it from the collection window; however, if you remove a record from a collection it is automatically removed from all projects.

_____
See Also

   <u>Creating and Working with Projects</u>

Records

Each collection or project you create is made up of individual records. A record contains information about a single source file. To create a record, you must select a source file and 'acquire' it.

Each record contains: A thumbnail
                File information
                Text data
                Keywords

See Also

Creating Records

Managing and Manipulating Records

Views

ImageAXS provides many different ways to look at the records in your collections and projects. These are called views. There are 5 different views in ImageAXS:

Thumbnails View
Text List View
Info Sheet View
Keywords View
Source Image View

The Thumbnails View and Text List View are multiple record views that display multiple records at a time. The Info Sheet View, Keywords View, and Source Image View are single image views that display one record at a time.

Monitoring

The monitoring feature allows you to open a monitor window in which you can view a directory of files without acquiring those files into a collection. You can, however, select files from the monitor window to be acquired into a collection.

The monitor window reflects the 'real-time' contents of the directory you are monitoring. Therefore, it can only display thumbnails for those image files in the directory that already contain thumbnails. Any changes to the contents of the directory (e.g., files are added or removed) are reflected in the monitor window.

Toolbar

The Toolbar is displayed across the top of the application window, below the menu bar. The Toolbar provides quick mouse access to all <u>views</u> and several key features used in ImageAXS. To hide or show the toolbar, select TOOLBAR from the View menu.

_____

See Also

    <u>Toolbar Icons</u>

    <u>Toolbar Command</u>

Status Bar

The Status Bar is displayed at the bottom of the application window. The status bar displays messages to help you use ImageAXS. To hide or show the status bar, select STATUS BAR from the View menu.

Disk Icons

Four of the five views in ImageAXS display a disk icon with each record. The disk icon indicates whether or not the source file for that record is on-line or off-line. The terms on-line and off-line refer to whether or not ImageAXS is able to locate the source file for a record. For a source file to be on-line, ImageAXS must be able to locate it. If a source file has been moved or renamed outside of ImageAXS, it will be off-line because ImageAXS cannot locate it. In order for ImageAXS to work with an image (display it, copy it, rename it, etc.), the source file for that image must be on-line.

If a disk icon has a red X through it, the source file for that record is off-line.

> **Thumbnails View:** In the Thumbnails View the disk icon is displayed below each thumbnail.

> **Text List View:** In the Text List View the disk icon is displayed to the left of each record.

> **Info Sheet View:** In the Info Sheet View the disk icon is displayed below the thumbnail.

> **Keywords View:** In the Keywords View the disk icon is displayed below the thumbnail.

> **Source Image View:** In the Source Image View, there is no disk icon. If a file is off-line, the Source Image View is not able to display the source image. Instead it displays the message Picture could not be displayed.

_____

See Also

Check Volumes

File Information

File information is non-modifiable information about the source file. File information is automatically entered into a record when a source file is acquired or updated. To display the file information for a record, select a record and choose FILE INFO from the Record menu or click the file information icon on the toolbar. The FILE INFO command and the file information icon on the toolbar are only available if a single record is selected. File information can also be displayed by double clicking a disk icon in any view.

Note: Although you cannot modify the file information, you can select and copy the information from any individual field.

The File Information dialog provides the following information about the source file:

File Name	the name of the source file.
File Type	a three letter code that indicates what format the source file has been saved as.
File Size	the amount of disk space the source file uses.
Image Width	the width of the source image in pixels.
Image Height	the height of the source image in pixels.
File Modified	the date the source file was last modified.
Volume Name	the name of the volume on which the source file is located.
File Location	the drive, path, and file name where the source file is located.

To close the File Information dialog, click the OK button.

―――――――
See Also
   File Info Commnand

Creating and Working With Collections

Creating A New Collection

Opening an Existing Collection

Closing a Collection

Viewing and Editing Collection Information

Creating A New Collection

Collections are the documents created and read by ImageAXS. Each collection is an imagebase made up of individual records. ImageAXS allows you to create and maintain as many different collections as you like; however, only one collection can be open at a time.

Important!   You should make a back-up copy of each collection, as you should any important document, to avoid potential loss of data.

To create a new collection:

1. **Select NEW from the File menu.**

2. **Designate a name and location for the new collection to be saved.**

3. **Click the OK button.**

    A blank collection window opens with the name of the new collection in the title bar of the application window.

You are now ready to **set preferences** and begin **creating records**.

_____

See Also
   New Command

Setting Preferences

Preferences allow you to customize certain areas of ImageAXS. Preferences may be set any time after a <u>collection</u> has been created; however, it is best to set them before any <u>records</u> are created.

There are two types of preferences in ImageAXS: collection preferences and system preferences. Collection preferences are preferences that are saved specifically with the collection that is currently open and apply only to that collection. System preferences are preferences that are saved in the Windows directory and apply to any collection you open.

To modify the Preferences, select PREFERENCES from the Edit menu and select an option from the sub-menu that appears:

<u>Assigning Field Labels</u>

<u>Selecting A Thumbnail Label</u>

<u>Modifying System Settings</u>

<u>PhotoCD Options</u>

<u>Monitor Settings</u>

_____
See Also
   <u>Preferences Command</u>

Assigning Field Labels

Each record in ImageAXS contains eight user definable fields into which you can enter text. The default names for these fields are Field 1 through Field 7 and Description. Fields 1 through 7 can each contain up to 79 characters and the description field can contain up to 32,000 characters.

This preference allows you to change the labels for the eight user definable text fields to reflect the information that you will be entering into them. Assigning Field Labels is a collection preference.

Field Labels may be changed at any time. Changing the label for a field does not affect the data that may already be contained in that field. All changes made to the field labels apply to all records in a specific collection. You may not selectively change field labels for individual records.

To change the field labels:

1. **Select ASSIGN FIELD LABELS from the Preferences sub-menu.**

    A Field Labels dialog appears.

2. **Highlight the label you want to change and type in a new one.**

    Each label is limited to 31 characters.

3. **Click the OK button to save the changes you have made.**

All views that display field labels are automatically updated to reflect the new labels and you are returned to the view from which you opened the Preferences.

Selecting A Thumbnail Label

This preference allows you to determine what information is displayed beneath each thumbnail in the Thumbnails View, Info Sheet View, and Keywords View. Selecting a Thumbnail Label is a collection preference .

To select a thumbnail label:

1. **Choose SELECT THUMBNAIL LABEL from the Preferences sub-menu.**

   A dialog appears containing all of the fields available for display.

2. **Select the field you want to display by clicking it.**

   Important!   Only approximately the first 15 characters of the field you have chosen will display if you are viewing large thumbnails. Fewer characters will display if you are viewing small thumbnails.

3. **Click the OK button.**

This automatically changes the information that is displayed beneath each thumbnail in the Thumbnails View, Info Sheet View, and Keywords View, and returns you to the window from which you opened the preferences.

Modifying System Settings

The Systems Settings dialog has six different Preference options. All System Settings are system preferences. When you have finished making changes to the System Settings, click the OK button.

Thumbnail Type

Thumbnail Cache

Text Cache

Image Spool Threshold

Color Mode

Thumbnail Size

System Font

Double Click On View Creates New Project

Thumbnail Type

When a source file is <u>acquired</u>, a <u>thumbnail</u> is created and entered into a <u>record</u>. A thumbnail is a small representation (no side larger than 128 pixels) of the full resolution source image that was acquired. This option allows you to determine what kind of thumbnails are created.

There are two options available to you: 24-bit compressed or 24-bit uncompressed. Although both of these options are 24-bit, you will still be able to view them if you only have an 8-bit video card.

24-bit compressed thumbnails take up less disk space (3-5k); however they take longer to display (because they must be decompressed when viewed) and the display quality is lower than that of uncompressed thumbnails. Compressed thumbnails are saved in a collection as .JPG's.

24-bit uncompressed thumbnails take up more disk space (up to 50k), but they display more quickly and are higher quality than compressed thumbnails. Uncompressed thumbnails are saved in a collection as .BMP's.

To change the thumbnail type, select either 24-bit compressed or 24-bit uncompressed from the THUMBNAIL TYPE pop-up list.

Important!   Changing the Thumbnail Type does not affect the bit depth of the source image. Changing the thumbnail type only affects those thumbnails acquired after the change is made. To change existing thumbnails you must update or re-acquire them.

Tip: If you are going to be exporting records from ImageAXS for Windows to be imported into ImageAXS for Macintosh (or vice versa), the records should contain compressed thumbnails. Uncompressed thumbnails will not display after being transferred cross-platform.

_____
See Also

> **Cross Platform Importing and Exporting**

> **JPEG**

> **BMP**

Thumbnail Cache

The thumbnail cache allows you to set the number of <u>thumbnails</u> that are kept in memory at one time. This does not mean that you cannot access all of the thumbnails in a <u>collection</u>, it simply means that the number you set limits the number of thumbnails in memory at any one time.

Thumbnails that are cached can be viewed much more quickly than those that have to be read into memory. A large thumbnail cache speeds scrolling through a larger range of thumbnails; however, a large thumbnail cache ties up more of your computer's memory.

As you view thumbnails (in the Thumbnails View, the Info Sheet View, or the Keywords View) they are kept in memory (cached) until the number you have designated as your maximum cache size is reached. When you have reached your maximum cache size and you view another thumbnail, that thumbnail is read into memory and the very first thumbnail you looked at is removed from memory.

The default setting for the thumbnail cache is 12 thumbnails. This can use from 30k to 600k of memory depending on what type of thumbnails you are working with (compressed or uncompressed). If you have more memory available, you may want to increase this number. To change the thumbnail cache setting, simply type the number of records you want cached over the existing number. The current limit for the thumbnail cache is 128.

Text Cache

The text cache sets the number of text records that the computer keeps in memory at any one time. This works exactly like the **thumbnail cache** except that instead of caching thumbnails the text cache caches the text from records.

The default setting for the text cache is 24 records. 24 records can take up a very small or a very large amount of memory depending on how much text is contained in each record. If you have enough memory available, you may want to increase the number of text records that you cache.

To change the text cache setting, simply type the number of records you want cached over the existing number. The current limit for the Text Cache is 256 records.

Image Spool Threshold

When a source image is displayed, it can either be read into your computer's memory in its entirety or, if it is too large, it can be spooled. Spooling means the image is read from disk and drawn to the screen a little at a time. If the entire image is in memory, display functions such as zooming and scrolling are much faster than if the image has to be re-spooled for each new display.

The spool threshold is a limit above which source images are spooled rather than read into memory. For example, if you set your spool threshold to 3,000K, images that require more memory than that are spooled while smaller images are read into memory in their entirety (if there is enough memory available).

Important!   Regardless of the spool threshold you set, the program will not read the source image into memory unless it can fit the entire image into half the available system memory.

A larger spool threshold ties up more memory, but allows for fast zooming and scrolling of large images. A smaller spool threshold uses less memory, but forces slower redrawing of large images.

To change the Spool Threshold, simply type over the existing value. The default threshold is 2,000 K.

Color Mode

This option allows you to determine the color scheme used on the windows, buttons, text, etc. within ImageAXS. There are three choices: Light Grays, Dark Grays, and System Colors.

The default is Light Grays. The Dark Grays option provides a dark charcoal gray background against which to view your images, and System Colors uses the colors you have set up for Windows and applies them to ImageAXS. Experiment to find out which color mode works best for you.

To change color modes, simply select the mode of your choice from the pop-up list.

Thumbnail Size

This option allows you to determine what size thumbnails are displayed in the Thumbnails View. You can choose between large thumbnails (128 x 128 pixels) or small thumbnails (80 x 80 pixels).

Small thumbnails allow you to display more thumbnails at a time. Large thumbnails allow you to see more details of the images. The Info Sheet View and the Keywords View always display large thumbnails.

To select a thumbnail size, select LARGE THUMBNAILS or SMALL THUMBNAILS from the pop-up list.

Use System Font

This option allows you to determine which font is used for the text in ImageAXS. The default font for all text is ImageAXS (except for dialogs and menus) is Arial size 12. If you would prefer to use your system font instead, select this option. If the box to the left of this option is checked, the option is selected. Click the box to select or deselect this option.

Double Click On View Creates New Project

If this option is selected, you will be able to create new <u>projects</u> by double clicking certain items within the <u>active window</u>. For example: if this option is selected and you double click a <u>thumbnail</u> in the Thumbnails View, the Info Sheet View, or the Keywords View, a new project is created. The new project contains the record whose thumbnail you double clicked, and that record is displayed in the Source Image View.

If this option is **not** selected, you can only create projects by using the NEW or ADD TO commands from the Project menu, or by double clicking one of the view icons on the toolbar. For example: if this option is not selected and you double click a thumbnail in the Thumbnails View, the Info Sheet View, or the Keywords View, the view in the active window simply changes to the Source Image View. No new project is created.

Regardless of whether or not this option is checked, double clicking on a view icon on the toolbar opens a new project containing those records that were selected when you double clicked (or all of the records in the collection if no records were selected). The records in the new project are displayed in the view represented by the icon you double clicked.

The default setting for this option is checked. Select or deselect this option by clicking the checkbox.

————————
See Also

> **Creating Projects**
>
> **New Command**
>
> **Add To Command**

PhotoCD Options

This preference allows you to choose the color mode and resolution for viewing PCD source images. You can set the color mode and resolution for each PCD source image that you want to view or you can set a default color mode and resolution. This preference is a <u>system preference</u>.

To open the PhotoCD Options dialog, select PHOTOCD OPTIONS from the Preferences sub-menu. The PhotoCD Options dialog appears prompting you to select a color mode and a resolution for the image to be viewed.

At the bottom of the dialog is an ALWAYS ASK FOR PHOTOCD OPTIONS checkbox. If this checkbox is checked, the PhotoCD options dialog will appear each time you attempt to display a PCD source image or copy it to the <u>clipboard</u>. If this option is not checked, the settings you select become the default settings for each PCD source image you view or copy to the clipboard.

Important!   Selecting LAB COLOR in the PhotoCD Options dialog as the color mode for viewing PCD source images will result in improperly displayed images.

Monitor Settings

These preferences allow you to set the cache size and monitoring frequency for the monitor window. They also allow you to determine which types of files are displayed in the monitor window. These preferences are system preferences.

To open the Monitor Settings dialog, select MONITOR SETTINGS from the Preferences sub-menu.

   Cache Size: This setting allows you to set how many files from the directory you are monitoring are kept in memory at one time. This setting works exactly like the **Thumbnail Cache** except that it caches images from the directory you are monitoring instead of thumbnails from a collection.

   To change this setting, simply type over the current number. The default setting is 12 thumbnails.

   Frequency: This setting allows you to set the frequency of the monitoring in the monitor window. When the monitor window is actively monitoring a directory, it checks that directory periodically for changes and if changes have occurred (e.g., files have been added or removed) it updates the monitor window to reflect those changes.

   The frequency setting determines how often a directory that you are monitoring is scanned for changes. To change this setting, simply type over the current number. Frequency is measured in seconds and the default setting is 5 seconds.

   Filter Non-Image Files: This setting allows you to determine whether the monitor window displays all of the files in the directory you have chosen to monitor or just the image files. If this option is selected, only image files of supported file types will be displayed in the monitor window. If the box to the left of this option is checked, the option is selected. Click the box to select or deselect this option.

   If you have selected to filter out non-image files, you may experience a slight delay between selecting a directory to monitor and the actual appearance of the images in the monitor window.

When you are finished with the Monitor Settings, click the OK button to close the dialog and implement you settings.

_____
See Also
   Monitor window

Creating Records

Each collection you create is made up of individual records. A record contains information about a single source file. To create a record, you must select a source file and acquire it.

When a source file is acquired it is not altered in any way. The program simply "takes a snapshot" of the image in the source file and creates a thumbnail version that is then entered into a record in your collection.

In addition to creating a thumbnail, the acquire process also records certain file and location information about the source file (file information) that is stored, along with the thumbnail, in the record. If a source file includes text in the form of a caption, ImageAXS also automatically enters that information into the large text field.

ImageAXS supports (i.e. can acquire and create thumbnails for) files of the following file types: GIF, EPS, WMF, WPG, PIC, PCT, BMP, DCX, JIF, JPG, PCX, TGA, and TIF. AVI movie files and WAV sound files can also be acquired; however, a Sound Recorder icon or a Media Player icon is displayed instead of a thumbnail. You can view AVI movie files and listen to WAV sound files with the Launch Editor command.

If you acquire file of unsupported file types, they appear as 'Unreadable File' thumbnails.

To acquire source files:

1. **Select ACQUIRE NEW IMAGES from the Record menu.**

    The Acquire New Images dialog appears.

2. **Select a directory from the Directories box.**

    All of the image files in the directory you select are shown in the 'File Name' box. PCD files and non-image files are only shown if you select ALL FILES (*.*) from the 'List Files of Type' box.

3. **Select the files that you want to acquire by clicking them.**

    Use the SHIFT and CONTROL keys to select multiple files at a time.

4. **Click the ADD button to add the files you have selected to the Acquire Log at the bottom of the dialog.**

    Files must be added to the Acquire Log in order to be acquired. If you want to add all of the files in the File Name box to the Acquire Log, click the ADD ALL button. To add a single file from the File Name box to the Acquire Log, double click the file you want to add. To remove files from the Acquire Log, select the files you want to remove and click the REMOVE button.

5. **If you also want to acquire files from another directory, repeat steps 2 through 4.**

6. **When the Acquire Log contains all of the files that you want to acquire, click the OK button.**

    This acquires the files you have listed in the Acquire Log and creates a record for each one.

See Also
    <u>Acquire New Images Command</u>

Supported File Types

Entering Data

Launching An Image Editor

Opening An Existing Collection

To open a collection that already exists (such as the sample collection included with ImageAXS):

1. **Close any open collections.**

2. **Select OPEN from the File menu.**

   A dialog appears prompting you to select a collection to open.

3. **Locate and select a collection to open.**

4. **Click OK.**

   The collection you have selected opens to the Thumbnails View.

_____

See Also

Open Command

Opening the Sample Collection

Closing A Collection

In order to open another collection, you must first close the collection that is currently open.

To close a collection:

1. **Select CLOSE from the File menu or close the collection window.**

   Any open projects are closed when the collection is closed. If any of the open projects have unsaved changes, you are prompted to save them.

——————
See Also

Close Command

Viewing and Editing Collection Information

The Collection Information dialog is available so that you can enter general information about an entire collection. The Collection Information dialog is resizable for ease of viewing.

To open the Collection Information dialog, select COLLECTION INFO from the File menu.

You may enter text (up to 32,000 characters) or edit text that has already been entered.

To save changes you have made to the Collection Information, click the OK button.

_____

See Also

Collection Info Command

Creating and Working with Projects

> **Creating A New Project**
>
> **Adding Records to a Project**
>
> **Removing Records from a Project**
>
> **Saving A Project**
>
> **Opening an Existing Project**
>
> **Closing A Project**

Creating A New Project

To create a new <u>project</u>, select NEW from the Project menu. An empty project window appears on your screen. Either minimize the project window or use the TILE feature from the Window menu so that you can view the collection window and the project window at the same time.

When you create a project it is automatically associated with the current collection. You can only add records to the project from the current collection, and you can only open a project if its associated collection is open.

This is only the most basic way to create a project. Depending on how you have set your preferences, projects can be created by double clicking view icons on the toolbar and/or certain items within a collection window or project window. For more information about how to create a project, see **Creating Projects**.

_____

See Also
   New Project Command

Opening An Existing Project

You can only open projects that are associated with the collection that is currently open. If you attempt to open a project that is associated with a collection other than the current collection, an error message appears.

To open an existing project:

1. **Select OPEN from the Project menu.**

    A dialog appears prompting you to choose a project to open.

2. **Select a project.**

3. **Click the OK button.**

_____
See Also

Open Project Command

Adding Records to a Project

Records can be added to a project from the Windows File Manager, a collection window, or another project window. A project **cannot** contain records from more than one collection. Adding a record to a project does not remove it from the collection or project it came from.

There are several ways to add records to a project:

1. **Select the record(s) that you want to add to the project and choose ADD TO from the Project menu.**

   A dialog appears prompting you to select the project to which you want to add the records. The dialog lists those projects that are currently open as well as the option to create a new project (<New Project>).

   Select a project from the dialog and click the OK button.

2. **Select the record(s) that you want to add to a project and drag & drop them directly onto an open project window or a project icon.**

   This can be done from the File Manager or any view except the Source Image View.

3. **Use the ACQUIRE NEW IMAGES command to create records directly in an open project.**

   The project must be the active window in order for this method to work. Any records added to a project window by this method are also added to the collection window.

_____
See Also

> **Creating Records**
>
> **Add To Command**
>
> **Removing Records from a Project**

Removing Records from a Project

Removing a record from a project removes it from that specific project only and has no effect on the collection window or any other project windows. However, if a record is removed from a collection, it is automatically removed from any and all projects in which it has been placed.

To remove records from a project:

1. **Select the record(s) that you want to remove from the project.**

2. **Choose REMOVE from the Project menu.**

    A warning appears asking if you really want to remove the selected records from the project.

3. **Click the OK button.**

From the Thumbnails View or the Text List View you can select the records that you want to remove and press the DELETE key. The drag & drop option is not available for removing records from a project.

_____
See Also

   Remove from Project Command

   Adding Records to a Project

Saving A Project

Any project that you want to use at a later date must be saved. If you attempt to close a project with unsaved changes, a dialog appears prompting you to save it.

If you have not made any changes to the project since it was created, you will not be prompted to save the project and the project will be lost if you do not save it.

To save a new project:

1. **Select SAVE from the Project menu.**

   A dialog appears prompting you to designate a name and location for the project.

2. **Designate a name and location for the project.**

3. **Click the OK button.**

Important!   The Save icon on the toolbar only saves changes made to individual records. It cannot be used to save projects.

If you have already saved a project and you want to save it under a different name, select SAVE AS from the Project menu.

You can also use the SAVE AS feature to save an entire collection as a project.

To save an entire collection as a project:

1. **Make sure that the collection window is the active window.**

2. **Select SAVE AS from the Project menu.**

   The Save As dialog appears.

3. **Designate a name and location for the project.**

4. **Click the OK button.**

Note: Project files are very small even if you have saved your entire collection as a project (a 200 record project is approximately 1k.) This is because the project does not contain the actual records, but pointers to the records in the collection with which it is associated.

_____
See Also

Save Project Command

Save As Command

Closing A Project

To Close a project:

1. **Make sure that the project window is the active window.**

2. **Select CLOSE from the Project menu.**

If you close a collection, all open projects associated with that collection close as well.

If you attempt to close a project with unsaved changes, a dialog appears prompting you to save it.

Important!   If you have not made any changes to the project since it was created, you will not be prompted to save the project and the project will be lost if you do not save it.

_____

See Also
   Close Project Command

Viewing Records

ImageAXS provides many different ways to look at the records in your collections and projects. These are called views. When you switch from one view to another, the records in the active window do not change; all that changes is the way in which those records are displayed. Each window is independent when it comes to views; switching the view in one window has no effect on the other open windows.

There are five different views in ImageAXS: Thumbnails View, Text List View, Info Sheet View, Keywords View, and Source Image View. The Thumbnails View and Text List View display multiple records at a time and the Info Sheet View, Keywords View, and Source Image View display one record at a time.

Thumbnails View

Text List View

Info Sheet View

Keywords View

Source Image View

SlideShow

Fit Window to View

Thumbnails View

The Thumbnails View displays the <u>thumbnails</u> in the <u>collection</u> or <u>project</u> in the <u>active window</u>. When you open a collection in ImageAXS, it automatically opens to the Thumbnails View. The Thumbnails View is also the default <u>view</u> for projects created using the NEW command under the Project menu.

To switch the viewing mode of the active window to the Thumbnails View, select THUMBNAILS from the View menu or click the Thumbnails View icon located on the toolbar.

The Thumbnails View displays as many thumbnails at one time as will fit in the active window. Thumbnails can be viewed as either large thumbnails (128 x 128 pixels) or small thumbnails (80 x 80 pixels). Resizing the window and/or changing the type of thumbnails you are viewing (large or small) increases or decreases the number of thumbnails you can view simultaneously. The total number of records in the collection, the number of records available for viewing in the active window, and your current position in the active window are all displayed in the status bar located at the bottom of the application window.

_____

See Also

> **Navigating**
>
> **Configuring the Thumbnails View**
>
> **Thumbnails Command**
>
> **Thumbnail Size**

Navigating

To move through the <u>thumbnails</u> a row at a time, use the scroll bar on the right hand side of the window or the up and down arrows on your keyboard.

To move through the thumbnails a window at a time, use the FIRST, PREVIOUS, NEXT, and LAST commands under the Browse menu, the navigation icons located on the toolbar, or the HOME, PAGE UP, PAGE DOWN, and END buttons on your keyboard.

To switch to another view, select an option from the View menu or click the appropriate icon on the toolbar.

Text List View

The Text List View is a text-only list that displays the text data from the collection or project. The information is displayed in rows and columns; one row for each record and one column for each data field. To switch to the Text List View from another view, select TEXT LIST from the View menu or click the Text List View icon located on the toolbar.

The Text List View displays as many rows as fit into the window vertically and as many columns as fit horizontally. It is possible to increase or decrease the number of columns and rows that can be viewed by resizing the window. The total number of records in the collection, the number of records available for viewing in the active window, and your current position in the active window are all displayed in the status bar located at the bottom of the application window.

_____
See Also

Navigating

Configuring the Text List View

Text List Command

Navigating

To move through the text data in the Text List View a row at a time, use the scroll bar on the right hand side of the Text List window. To move through the text data in the Text List View a column at a time, use the scroll bar at the bottom of the Text List window.

To move through the text data in the Text List View a window at a time, use the FIRST, PREVIOUS, NEXT, and LAST commands under the Browse menu, the navigation icons located on the toolbar, or the HOME, PAGE UP, PAGE DOWN, and END keys on your keyboard.

To switch to another <u>view</u>, select an option from the View menu or click the appropriate icon on the toolbar.

Configuring the Text List View

The Text List View allows the user to determine which data field is displayed in each column.

To select the data to be displayed in a particular column:

1. **Click the field label at the top of the column you want to configure.**

2. **Select a field from the list that appears.**

The corresponding data is then displayed in that column.

_____

See Also

Text List View

Info Sheet View

The Info Sheet View displays the <u>thumbnail</u>, text information, and <u>keywords</u> for each <u>record</u> and is the main data entry interface for ImageAXS.

To switch to the Info Sheet View, select INFO SHEET from the View menu or click the Info Sheet View icon on the toolbar.

The Info Sheet View displays each image record individually. Each record is displayed with: a large thumbnail, a disk icon, keywords, the date the file was <u>acquired</u>, and eight <u>user definable data fields</u>. The large text field at the bottom of the window is a scrollable field. Use the scroll bar located on the right side of the field to move through the information. For ease of viewing you may resize the Info Sheet window.

Keep in mind that although only one record at a time can be seen, all of the records in the collection or project are available to be viewed. The total number of records in the collection, the number of records available for viewing in the active window, and your current position in the active window are all displayed in the status bar located at the bottom of the application window.

_____
See Also

      Navigating

      Entering Data

      Saving A Record

      Info Sheet Command

Navigating

To move through the records in the Info Sheet View, use the FIRST, PREVIOUS, NEXT, and LAST commands under the Browse menu, or the navigation icons located on the toolbar.

To switch to another <u>view</u>, select an option from the View menu or click the appropriate icon on the toolbar.

Entering Data

The Info Sheet View is the only place within ImageAXS where you can enter data into the eight <u>user definable data fields</u>. To enter data into a field, simply place the cursor in that field and type. To move to another field, click in the desired field or use the TAB key to move through the fields. Fields 1 through 7 can each contain up to 79 characters, and the description field at the bottom of the info sheet can contain up to 32,000 characters.

_____

See Also

<u>Info Sheet View</u>

<u>Saving A Record</u>

<u>Save Command</u>

Entering Data

You can enter data into records one at a time from the Info Sheet View or the Keywords View.

Text data can be entered into multiple records simultaneously via the Copy Record and Paste Record features.

Keywords can also be attached to multiple records at once via the Keywords Dialog.

See Also

Info Sheet View

Keywords View

Copying and Pasting Records

Keywords Dialog

Saving A Record

Any changes you make to a <u>record</u> in the Info Sheet View are automatically saved when you switch views or move on to another record within the Info Sheet View. If, however, you want to save the changes you have made before moving on, select SAVE from the Record menu or click the Save icon on the toolbar.

If you have made changes to a record that you do not want saved, select REVERT from the Record menu before switching views or moving on to another record. This returns the record to the state of its last save.

Important!   Moving from record to record automatically saves any changes you have made. If you do not want to save the changes you have made, you must use the REVERT command before moving on to the next record.

_____

See Also

> **Info Sheet View**

> **Save Command**

> **Revert Command**

Keywords View

The Keywords View displays the <u>thumbnail</u> and keywords from each <u>record</u>. Keywords are descriptive words that you can include in a record to facilitate searching. Keywords are most commonly used to describe the image associated with a record.

To switch to the Keywords View, select KEYWORDS from the View menu or click the Keywords View icon on the toolbar.

The Keywords View displays each image record individually. Each record is displayed with: a large thumbnail, a disk icon, the <u>Master Keyword List</u>, and the Keyword List (for the current record). For ease of viewing you can resize the Keywords window.

Remember that although only one record at a time can be seen, all of the records currently in the <u>collection</u> or <u>project</u> are available to be viewed. The total number of records in the collection, the number of records available for viewing in the <u>active window</u>, and your current position in the active window are all displayed in the status bar located at the bottom of the application window.

From the Keywords View you can edit keywords in the Master Keyword List as well as attach keywords to and detach them from the current record. The Master Keyword List contains all of the keywords in the collection. A keyword must be in the Master Keyword List before you can attach it to a record.

You can only attach keywords to one record at a time in the Keywords View. Use the Keywords Dialog to apply keywords to multiple records at a time.

_____
See Also

> **Navigating**

> **Adding Keywords to the Master Keyword List**

> **Removing Keywords from the Master Keyword List**

> **Modifying Keywords in the Master Keyword List**

> **Attaching Keywords to a Record**

> **Removing Keywords from a Record**

> **Keywords Dialog**

> **Keywords Command**

Navigating

To move through the <u>records</u> in the Keywords View, use the FIRST, PREVIOUS, NEXT, and LAST commands under the Browse menu or the navigation icons located on the toolbar.

To switch to another view, select an option from the View menu or click the appropriate icon on the toolbar.

Adding Keywords to the Master Keyword List

The Master Keyword List is a list of <u>keywords</u> from which you can select keywords to add to the current <u>records</u>. A keyword must be on the Master Keyword List before it can be attached to a record; however, adding keywords to the Master Keyword List does not automatically attach them to the current record.

To add a keyword to the Master Keyword List:

1. **Click in the data entry field located directly above the Master Keyword List.**

2. **Type in a keyword.**

3. **Click the CREATE button or press ENTER.**

   The keyword is added to the Master Keyword List.

_____

See Also

      <u>Removing Keywords from the Master Keyword List</u>

      <u>Modifying Keywords in the Master Keyword List</u>

      <u>Keywords View</u>

      <u>Keywords Dialog</u>

Removing Keywords from the Master Keyword List

Removing a keyword from the Master Keyword List also removes it from any records to which it has been attached.

To remove keywords from the Master Keyword List:

1. **Highlight the keyword(s) in the Master Keyword List that you want to remove.**

2. **Click the DELETE button.**

_____

See Also

Adding Keywords to the Master Keyword List

Modifying Keywords in the Master Keyword List

Keywords View

Keywords Dialog

Modifying Keywords in the Master Keyword List

Modifying a keyword in the Master Keyword List also modifies it in any record to which it has been attached.

To modify keywords that have already been added to the Master Keyword List:

1. **Click the keyword that you want to modify.**

    The Modify Keyword dialog appears.

2. **Type in the modified keyword.**

3.   **Click the OK button.**

_____

See Also

> **Adding Keywords to the Master Keyword List**
>
> **Removing Keywords from the Master Keyword List**
>
> **Keywords View**
>
> **Keywords Dialog**

Attaching Keywords to a Record

Once you have added <u>keywords</u> to the Master Keyword List, they can be added to individual <u>records</u>.

To attach keywords to a record:

1. **Select the keyword(s) in the Master Keyword List that you want to attach to the current record.**

2. **Click the ATTACH button.**

Double clicking a keyword in the Master Keyword List also attaches it to the current record.

_____

See Also

> **<u>Removing Keywords from a Record</u>**
>
> **<u>Keywords View</u>**
>
> **<u>Keywords Dialog</u>**

Removing Keywords from a Record

Removing <u>keywords</u> from a <u>record</u> removes them from that record only.

To remove keywords from a record:

1. **Highlight the keyword(s) in the Keyword List that you want to remove.**

2. **Click the DETACH button.**

_____

See Also

<u>Attaching Keywords to a Record</u>

<u>Keywords View</u>

<u>Keywords Dialog</u>

Source Image View

The Source Image View displays the source image for each <u>record</u>. The source image is the full size image from which the <u>thumbnail</u> was created.

To switch to the Source Image View, select SOURCE IMAGE from the View menu or click the Source Image View icon located on the toolbar.

Whenever possible source images are displayed at a 1:1 ratio (100%). If the image will not completely fit into the window at 1:1, it is initially displayed at 1:2 (50%) or 1:4 (25%). The size at which the image is currently displayed is shown after the file name in the title bar of the window, e.g., [Collection: All Records - bigtree.jpg (1:2)]. Use the Zoom In and Zoom Out features to display the source image at different sizes.

Keep in mind that although only one source image at a time can be seen, all of the records in the collection or project are available to be viewed. The total number of records in the collection, the number of records available for viewing in the active window, and your current position in the active window are all displayed in the status bar located at the bottom of the application window.

─────────

See Also

> **Navigating**
>
> **Zooming In and Out**
>
> **Automatic Scaling**
>
> **Source Image Command**

Navigating

To move back and forth through the images in the Source Image View, use the FIRST, PREVIOUS, NEXT, and LAST commands under the Browse menu, or the navigation icons located the toolbar.

To switch to another view, select an option from the View menu or click the appropriate icon on the toolbar.

Zooming In and Out

The Source Image View initially displays each image as close to 100% of its original size as possible while still displaying the entire image in the window. You can change the ratio at which the source image is displayed by zooming in or out on the image.

When you move the cursor over the source image in the Source Image View, the cursor becomes a magnifying glass with a + at its center. Clicking the mouse while the magnifying glass is positioned over the full image, zooms in on the image at the point at which the magnifying glass is positioned. Holding down the SHIFT key changes the + at the center of the magnifying glass to a -, and clicking the mouse then zooms out. It is possible to zoom up to 16 times larger or 16 times smaller than the actual size of the source image.

Zooming does not affect the source image; it only changes the scale at which it is displayed. The scale at which the image is currently displayed is given after the file name in the title bar.

Depending on the size of your monitor, an image may open smaller than 1:1 (full size). To view that image at 1:1, place the magnifying glass cursor over the image and click until the image is shown at the desired size. For example, to view a 1:4 (25% of actual size) image at 1:1, place the magnifying glass cursor at the center of the image and click twice. The image is now larger than the window. In order to see more of the image, make sure that the window is maximized. Use the scroll bars located on the bottom and the right hand side of the screen to view parts of the image that do not fit in the window.

Another way to zoom in or out on an image is to use the ZOOM IN and ZOOM OUT commands from the View menu.

_____
See Also

   Source Image View

   Automatic Scaling

   Zoom In Command

   Zoom Out Command

Automatic Scaling

You can set ImageAXS to automatically scale the source image to the size of the window it is in. To do this, select SCALE IMAGE TO WINDOW from the View menu.

If automatic scaling is on and you change the size of the window, ImageAXS automatically calculates the largest size at which the image will fit into the new window size while still retaining its original proportions. The image is then displayed accordingly. Images are never scaled to a size larger than 100% of the source image (1:1) no matter how large you make the window.

Automatic scaling must be turned on or off; once you turn it on, it remains on for that specific window until you turn it off or switch to another view. To turn automatic scaling off, simply select SCALE IMAGE TO WINDOW from the View menu again. A checkmark next to the SCALE IMAGE TO VIEW command indicates that automatic scaling is on.

_____

See Also

Source Image View

Zooming In and Out

SlideShow

The SlideShow is not a <u>view</u>, but a way to display <u>records</u> within a view. The SlideShow displays the records in a <u>collection</u> or <u>project</u> by cycling through them a window at a time (in the Source Image View, Info Sheet View, and Keywords View this means one record at a time). When you run a SlideShow, the record or set of records (depending on the view) in the <u>active window</u> is displayed for a set amount of time and is then replaced by the next record or set of records. The SlideShow is most commonly used to cycle through the images in the Source Image View.

To start a SlideShow:

1. **Select SLIDESHOW from the Browse menu.**

   The SlideShow dialog appears.

2. **Set the amount of time you want each window to be displayed by typing a number in the Interval field.**

   The interval is given in seconds. The default interval is 3 seconds. The interval time does not begin until the current window has finished drawing.

3. **Select whether the SlideShow is to run forwards or backwards by clicking the option of your choice.**

4. **If you want the SlideShow to run continuously, click the CONTINUOUS LOOP checkbox.**

   If you do not choose to have the SlideShow run in a continuous loop it will stop when it reaches the end (or the beginning if you are running it backwards) of the records in the active window.

5. **Click the OK button.**

   This starts the SlideShow. If you have chosen to run the SlideShow in a continuous loop, it will run until you stop it by selecting STOP SLIDESHOW from the Browse menu or pressing the ESCAPE key.

You can switch Views in the middle of a SlideShow. Simply click the appropriate icon on the toolbar or select the appropriate option from the View menu.

See Also

    <u>Views</u>

    <u>SlideShow Command</u>

Fit Window to View

Depending on the size of the collection window or project window, the current <u>view</u> may not fill the entire window. To resize the window to fit the view, select FIT WINDOW TO VIEW from the View window.

The FIT WINDOW TO VIEW command is only available when the window is not maximized.

_____
See Also
   <u>Views</u>

Managing and Manipulating Records

    <u>Selecting Records</u>

    <u>Creating Blank Records</u>

    <u>Copying and Pasting Records</u>

    <u>Copying Source Files</u>

    <u>Moving Source Files</u>

    <u>Removing Records From a Collection</u>

    <u>Deleting Source Files</u>

    <u>Updating Records</u>

    <u>Renaming a Source File</u>

    <u>Importing and Exporting Records</u>

    <u>Navigating to a Specific Record</u>

    <u>Copying Images to the Clipboard</u>

Selecting Records

Often when you are working with a <u>collection</u> or a <u>project</u> you want to single out certain <u>records</u> or groups of records (i.e., make a <u>selection</u>). This can be done from the Text List View or the Thumbnails View.

Remember that the Info Sheet View, Keywords View, and Source Image View are single image views that display one record at a time. Therefore you are always working with a selection of one and it is not possible to select multiple records or make batch changes of any kind from those views.

The record or records that are to be included in your selection must be identified. To select a single record, click a thumbnail in the Thumbnails View or a text line in the Text List View. Selected records become highlighted.

You can select records individually, as described above, or you can select groups of records. There are three ways to select groups of records:

1) To select a group of consecutive records, click a record and hold down the SHIFT key as you click a second record. This highlights the records that you clicked as well as all of the records in-between.

2) To select a group of non-consecutive records, hold down the CONTROL key as you click each record you want included in your selection.

3) To select several disconnected groups of records, combine the two methods listed above. For instance if you are in the Thumbnails View and are viewing a 2x4 grid of thumbnails and you want to select #2 and #5-#7. Hold down the CONTROL key as you select #2 and #5 and hold down **both** the SHIFT and the CONTROL keys as you select #7.

Other selection options:

- To deselect an individual record, hold down the CONTROL key while clicking it.

- To deselect all selected records, choose CLEAR SELECTION from the Edit menu.

- To select all of the records in a collection, choose SELECT ALL from the Edit menu.

- To reduce the contents of the active window to just those records in your selection, choose SHOW SELECTION from the Browse menu.

- To invert a selection (i.e., select all those records that are not selected and deselect all those records that are selected), choose INVERT SELECTION from the Edit menu.

_____
See Also
    <u>Views</u>
    <u>Select All Command</u>
    <u>Show Selection Command</u>
    <u>Invert Selection Command</u>

Creating Blank Records

ImageAXS allows you to create blank records (i.e., records that are not associated with a source file). You may want to create blank records in order to enter data before the corresponding images are available.

To create a blank record, select NEW from the Record menu or click the New icon on the toolbar. This creates a new record in the <u>active window</u>. A 'no thumbnail' image is displayed in place of a <u>thumbnail</u> for the new record until a source file is acquired.

When you are ready to acquire a source file, use the **<u>Update feature</u>** to do so.

Important!   Source files will have to be acquired into blank records one at a time.

_____

See Also

<u>New Command</u>

<u>Update Command</u>

Copying and Pasting Records

Often data is the same from <u>record</u> to record within a <u>collection</u>. Instead of having to enter the same data time after time, you can use the Copy Record and Paste Record features to copy data from one record and paste it into other records.

_____

See Also

> **<u>Copying Data from a Record</u>**
>
> **<u>Pasting Data into a Record</u>**

Copying Data from a Record

The Copy Record feature copies the <u>keywords</u> and all of the text from the eight <u>user definable data fields</u> to the <u>Clipboard</u>. The Copy Record feature does not copy the <u>thumbnail</u> or the file information.

To copy data from a record to the Clipboard:

1. **Select a single record from which you want to copy data.**

    If you are copying a record from the Info Sheet View, the Keywords View, or the Source Image View, the data that is copied is from the record you are viewing when you select COPY RECORD.

2. **Select COPY from the Edit menu.**

3. **Select RECORD from the sub-menu that appears.**

Note: When you copy a record, the data is placed as text in the Clipboard and can be pasted into other applications as well as into other records.

_____

See Also

<u>Copy Record Command</u>

<u>Pasting Data into a Record</u>

Pasting Data into a Record

After you have copied data from a <u>record</u>, you may paste the data unchanged into another record or group of records with the Paste Record feature.

To paste data into a record:

1. **Select the record(s) you want to paste into.**

   If you are pasting data into records in the Info Sheet View, the Keywords View, or the Source Image View, you can only paste into one record at a time.

2. **Select PASTE from the Edit menu.**

3. **Select RECORD from the sub-menu that appears.**

This pastes the data that you have copied to the <u>Clipboard</u> into the records in your selection, overwriting any existing data. You may paste the same information into as many records as you want.

Important!   If there are blank fields in the record that you copied to the clipboard, they will be pasted over fields containing information. Existing Keywords will not be overwritten.

‾‾‾‾‾‾‾
See Also

<u>Paste Record Command</u>

<u>Copying Data from a Record</u>

Copying Source Files

At some point you may want to copy <u>source files</u> to another location on your drive, to another machine on your network, or to different media (floppy disk or Syquest cartridge for instance). This can be done from within ImageAXS.

To copy source files:

1. **Select the record(s) whose source files you want to copy.**

2. **Choose COPY SOURCE FILES from the Record menu.**

   A Copy Source Files dialog appears with the source files for the records you chose listed in the box labeled Source Files.

3. **Specify where you want the source files copied in the section labeled Destination.**

   If you want to copy to a destination other than the one listed, type in the destination of your choice or click the CHANGE button and select a destination.

4. **[*optional*] Click the CHANGE DATABASE REFERENCES checkbox located in the Options section.**

   Each record in a collection is referenced to its source file. When you copy source files you may want to change the references so that they refer to the copies of the source files instead of the original source files.

5. **Click the COPY button.**

Off-line files cannot be copied. If one of the files that you are attempting to copy is off-line, the copy process stops and a dialog appears telling you that the file is off-line and asking if you want to continue. Clicking the YES button skips the off-line file and continues copying the rest of the selection. Clicking the NO button stops the copy process and returns you to the view from which you started.

_____
See Also

Moving Source Files

Copying Images to the Clipboard

Copy Source Files Command

Moving Source Files

At some point you may want to move <u>source files</u> from one place to another on your hard drive or the network. This can be done from within ImageAXS.

Moving is different from copying. Instead of creating copies of the selected source files and placing the copies in the designated location, the move feature **removes** the source files from the original location and places them in the designated location.

Moving source files should always be done from inside ImageAXS. If you move files from the file manager, ImageAXS no longer knows how to locate those files and they become off-line.

To move source files:

1. **Select the record(s) whose source files you want to move.**

2. **Choose MOVE SOURCE FILES from the Record menu.**

   A Move Source Files dialog appears with the source files for the records you chose listed in the box labeled Source Files.

3. **Specify where you want the source files moved in the section labeled Destination.**

   If you want to move the files to a destination other than the one listed, type in the destination of your choice or click the CHANGE button and select a new destination.

4. **Click the MOVE button.**

<u>Off-line</u> files cannot be moved. If one of the files that you are attempting to move is off-line, the move process stops when it reaches it and a dialog appears telling you that the file is off-line and asking if you want to continue. Clicking the YES button skips the off-line file and continues moving the rest of the selection. Clicking the NO button stops the move process and returns you to the view from which you started.

_____
See Also

<u>Copying Source Files</u>

<u>Copying Images to the Clipboard</u>

Removing Records From A Collection

Just as you can add underline records to a underline collection, you can also remove them from a collection. Removing a record from a collection does not delete the underline source file; however, removing a record from a collection does remove it from any underline projects you have placed it in.

To remove records from a collection:

1. **Select the record(s) that you want to remove.**

2. **Select REMOVE from the Record menu.**

   A warning appears informing you how many records are selected and asking if you really want to remove all of them.

3. **Click the OK button to remove the selected records.**

From the Thumbnails View and the Text List View you can select records and press the DELETE key to remove them.

_____

See Also

Remove Command

Deleting Source Files

Deleting Source Files

When you remove <u>records</u> from a <u>collection</u> you may also want to delete the <u>source files</u> for those records. You can remove records from a collection and delete the source files for those records from within ImageAXS. If you delete the source file for a record that you are not removing from the collection, that record becomes <u>off-line</u>.

To delete source files:

1. **Select the records whose source files you want to delete.**

   The records in your selection must be on-line in order for their source files to be deleted.

2. **Select DELETE SOURCE FILES from the Record menu.**

   A warning appears informing you of the number of source files that will be deleted and asking if you want to continue.

3. **Click the YES button to delete the source files.**

   Click the NO button to return to the view from which you started.

   If you click the YES button the source files are deleted and another dialog appears asking if you want to remove the records that were associated with those source files.

4. **[*optional*] To remove the records, click the OK button.**

_____
See Also

    <u>Delete Source Files Command</u>

    <u>Removing Records from a Collection</u>

Updating Records

A source file becomes off-line if it has been moved or renamed outside of ImageAXS. The Update feature can be used to update a record and bring the source file back on-line. The Update feature can also be used to generate a new thumbnail for a record by acquiring a different source file or re-acquiring the same source file if it has changed since it was first acquired.

The Update feature is available for updating individual records or multiple records.

_____

See Also

Updating A Single Record

Updating Multiple Records

Update Command

Updating A Single Record

To update a single record:

1. **Highlight the record you want to update.**

2. **Select UPDATE from the Record menu.**

    The Update dialog appears.

3. **If you want to generate a new thumbnail for the record you are updating, make sure that the THUMBNAIL checkbox is checked.**

    If you are only updating file and location information and do not want to generate a new thumbnail, make sure that the Thumbnail checkbox is unchecked. Creating new thumbnails slows down the update process considerably.

4. **Locate and select the source file that you want to use to update the record.**

5. **Click the OK button.**

    If the record was off-line it is now on-line.

_____
See Also

Updating Multiple Records

Update Command

Updating Multiple Records

To update multiple records:

1. **Highlight the records you want to update.**

2. **Select UPDATE from the Record menu.**

    The Update dialog appears.

3. **Set your update options:**

    Update All - If this checkbox is checked, all of the records in your selection for which ImageAXS can locate a source file in the directory you designate, are updated automatically. If this checkbox is unchecked, the update process will ask the location of each individual file.

    Thumbnail - If you want to create a new thumbnail for each record that is updated, make sure that this checkbox is checked. Creating a new thumbnail for each record slows down the update process considerably.

4. **Locate and select the source file for the first record in your selection.**

5. **Click the OK button.**

If you have selected the Update All option, ImageAXS automatically updates each of the records in your selection. The progress of the update is shown in the status bar.

If, during the update, ImageAXS comes to a record whose source file it cannot locate in the same directory as the first source file, the Update dialog re-appears and you are prompted to locate a source file for that record. If you are unable to or do not want to locate the source file, click the SKIP button. Clicking the SKIP button skips the current record and continues on with the update until it finishes or comes to another source file that it cannot locate.

The SKIP button is only available if you are updating more than one record.

_____
See Also

Updating A Single Record

Update Command

Renaming A Source File

The name of a source file can be changed from within ImageAXS. Changing the file name from within ImageAXS ensures that the source file remains on-line. If you change the name from the File Manager, the source file becomes off-line.

Important!   A source file must be on-line in order for it to be renamed.

To change a source file name:

1. **Highlight the record that corresponds to the source file whose name you want to change.**

2. **Select RENAME from the Record menu.**

   The Rename dialog appears.

3. **Type the new file name into the 'File Name' box.**

4. **Click the OK button.**

This changes the source file name and updates the record to reflect that change.

Importing and Exporting Records

Importing and exporting are ways of sharing information between <u>collections</u>. If you want to include some <u>records</u> in more than one collection, the import and export commands allow you to do this without having to re-enter data. Sharing information between collections is even possible if one collection is in ImageAXS for Windows and the other collection is in ImageAXS for Macintosh.

To share records between collections you must first export them. Exporting creates a file that contains the records you chose to export. This export file (file type .axs) can then be imported into another collection.

Currently, records exported by ImageAXS can only be read and imported by ImageAXS, and ImageAXS can only import records that have been exported by ImageAXS.

Tip: Importing and exporting is a good way to back up your collections. Simply make a backup collection by exporting the entire contents of a collection and importing them into a new collection you have created.

_____
See Also

<u>Exporting Records</u>

<u>Importing Records</u>

<u>Cross Platform Importing and Exporting</u>

Cross Platform Importing and Exporting

The Import and Export features in ImageAXS allow you to share information across platforms. Records exported by ImageAXS Windows can be imported by ImageAXS Macintosh and vice versa.

When transferring ImageAXS records across platforms please keep the following items in mind:

- Records to be transferred across platforms should contain compressed thumbnails. Uncompressed thumbnails will not display after cross platform transfer.

- The file names of source files that are copied or moved from the Macintosh to the PC will be truncated to 8 characters. This will cause any imported records referring to them to be off-line and will make updating difficult because the truncated names are not Windows format names. We suggest that you change the Macintosh file names to Windows format (eight characters plus a three character extension, e.g., filetest.tif) before you export the records or move the source files.

- When importing records that have been exported from ImageAXS for Macintosh, into ImageAXS for Windows, the Macintosh extended character set is converted to the Windows standard character set and all text is adjusted accordingly.

- Source files for records that are going to be transferred across platforms should be saved on a drive that is available to both platforms and should be saved as file types that can be read by both platforms. Currently those file types are: JPG (JPEG), TIF (TIFF), and PCT or PIC (PICT).

See Also

Importing and Exporting Records

Modifying System Settings

Exporting Records

Exporting does not remove records from the collection from which you are exporting; it simply creates an export file and copies the information to it.

The following information is exported for each record you select to export:

Thumbnail
Eight user definable fields
Keywords
File information
Collection information

To export records from a collection:

1. **Select the records that you want to export.**

2. **Choose EXPORT from the File menu.**

    A dialog appears prompting you to designate a name and location for the export file.

3. **Give the file a name and designate a location for it to be saved.**

4. **Click the OK button.**

The information from the records you selected is exported and placed in an export file.

Important! Exporting records from a collection does not remove the records from the collection; it just copies the information.

_____
See Also

   Importing Records

   Cross Platform Importing and Exporting

   Export Command

Importing Records

Currently, the only <u>records</u> that can be imported into ImageAXS are those that have been exported from ImageAXS for Windows or ImageAXS for Macintosh.

To import records:

1.   **Select IMPORT from the File menu.**

     A dialog appears prompting you to select a file to import.

2.   **Select a file to import and click the OK button.**

     This opens the **<u>Import Mapper</u>**.

_____

See Also

    <u>Exporting Records</u>

    <u>Cross Platform Importing and Exporting</u>

    <u>Import Command</u>

Import Mapper

The Import Mapper appears immediately after you select an export file to import using the **Import Command**. The Import Mapper allows you to import the correct information into the correct fields. Suppose that in the collection from which you exported the records the fields were ordered: country, city, state, province; but in the collection into which you are importing the fields are ordered: country, state, county, city. The Import Mapper allows you to ensure that the correct information is placed in the correct fields.

If all of your fields correspond exactly, simply click the LINEAR MAP button. This places all of the field labels, paired just as they are, in the Mapping box located at the bottom of the window. Click the OK button to import the files.

If your fields do not all correspond exactly, click the NAME MAP button. ImageAXS automatically matches up those field labels whose names correspond exactly, and places them in the Mapping box. Those labels that do not match remain in the Import Fields and Database Fields boxes at the top of the window. To pair the remaining field labels, click on a label in the Import Fields box and then double click on the corresponding label in the Database Fields box that contains the corresponding information. These labels are then paired and placed in the Mapping box. Any fields left unmapped will not be imported.

If you make a mistake, highlight the incorrect pair of labels in the Mapping box and click the REMOVE MAP button. This replaces the labels in their correct boxes at the top of the window.

Once you have mapped your labels in the mapping box, you must decide whether or not you want to import collection information. Each export file is contains the collection information from the collection from which the records were exported. If you check the Col. Info checkbox, located directly beneath the REMOVE MAP button in the Import Mapper dialog, the collection information from the imported records will replace the collection information in the collection into which you are importing. If you do not want to replace the collection information, make sure that the Col Info checkbox remains unchecked.

When you are finished, click the OK button. The records are then imported, according to your set-up in the Mapping box, and added to the current collection.

_____
See Also

Importing Records

Cross Platform Importing and Exporting

Import Command

Navigating to a Specific Record

To navigate to a specific <u>record</u> within a <u>collection</u>:

1. **Select GO TO from the Browse menu.**

   The Go To dialog appears.

2. **Type in the number of the specific record you want to move to.**

3. **Click the OK button.**

The <u>view</u> you are using switches to display the record you specified. If you are using the Thumbnails View or the Text List View, the view switches to show you a window of records that contains the record you specified.

If you have chosen a number that is not valid (e.g., your project has 36 records and you type in 56), a dialog appears informing you that you must choose another number.

_____
See Also
   <u>Go To Command</u>

Copying Images to the Clipboard

ImageAXS allows you to copy source images to the Clipboard to be pasted into other applications. You can only copy one source image to the clipboard at a time. Copying an image to the clipboard replaces any image or text already in the clipboard.

To copy an image to the Clipboard:

1. **Select the record that corresponds to the source image you want to copy.**

    If you are in the Info Sheet View, Keywords View, or Source Image View, you can only copy the source image for the record you are currently viewing.

2. **Select COPY from the Edit menu.**

3. **Select SOURCE IMAGE from the sub-menu that appears.**

_____

See Also
   Copy Source Image Command

Creating and Using Keywords

Keywords are descriptive words that you can include in a <u>record</u> to facilitate searching. Keywords are most commonly used to describe the image associated with a record. The Keywords View allows you to view the keywords for each record, edit the Master Keyword List, and add keywords to one record at a time. In addition to the Keywords View ImageAXS includes a Keywords Dialog for working with multiple records at a time, and a Keywords Search.

_____

See Also

> **Keywords Dialog**
>
> **Keywords View**
>
> **Keyword Search**

Keywords Dialog

The Keywords Dialog allows you to work with the <u>keywords</u> for multiple <u>records</u> at once.

To open the Keywords Dialog:

1. **Select the record(s) with which you want to work.**

    If you have opened the Keywords Dialog from the Info Sheet View, the Keywords View, or the Source Image View, you can only work with the record you are currently viewing.

2. **Select KEYWORDS from the Edit menu or click the Keywords icon on the toolbar.**

    The Keywords Dialog appears. The number of records in the current selection is given in the title bar.

There are two basic components of the Keywords dialog: The Master Keyword List and the Working List. The Master Keyword List contains all of the keywords in the collection. A keyword must be on the Master Keyword List before you can attach it to a record.

The Working List acts as an intermediate holding place where you place those keywords that you want to attach to or detach from the records in your selection. Adding keywords to the Working List does not automatically attach them to the records you are working with.

_____

See Also

>   **Setting Options**
>
>   **Viewing Common Keywords**
>
>   **Adding Keywords to the Master Keyword List**
>
>   **Modifying Keywords in the Master Keyword List**
>
>   **Deleting Keywords from the Master Keyword List**
>
>   **Adding Keywords to the Working List**
>
>   **Removing Keywords from the Working List**
>
>   **Attaching Keywords to Records**
>
>   **Detaching Keywords from Records**
>
>   **Closing the Keywords Dialog**
>
>   **Keywords View**
>
>   **Keywords Command**

Setting Options

The first time you open the Keywords Dialog you should open the Keyword Options and set them to match your personal workflow. Keyword Options are <u>system preferences</u>.

To open the Keyword Options, click the OPTIONS button in the Keywords Dialog.

There are two options available in the Keyword Options dialog:

> **Edit Master Keywords** - If this option is selected you can edit the <u>Master Keyword List</u> by adding, modifying, or deleting keywords. If this option is not selected, you cannot make any modifications to the Master Keyword List.

> **Copy To Working List -** This option is only available if the Edit Master Keywords option is selected. If this option is selected, any keywords that you add to the Master Keyword List are automatically added to the <u>Working List</u>.

The default setting is both options selected. When you have finished setting the options, click the OK button.

———————
See Also

> **<u>Keywords Dialog</u>**

> **<u>Keywords View</u>**

Viewing Common Keywords

To view those <u>keywords</u> that the <u>records</u> in your <u>selection</u> all have in common, click the COMMON button.

The Common Keywords Dialog appears displaying only those keywords that are in every record in the selection. If there is only one record in your selection, all of the keywords from that record will be listed.

The common keywords can be added to the <u>Working List</u> in the Keywords Dialog. You may want to do this to see which keywords have already been attached to the records or in order to remove some or all of them from the selected records.

To add the common keywords to the Working List:

1. **Select those keywords that you want to add to the Working List.**

    If you want to select them all, click the SELECT ALL button.

2. **Click the OK button.**

This returns you to the Keywords Dialog with the selected keywords placed in the Working List.

_____

See Also

> **Keywords Dialog**

> **Keywords Command**

Adding Keywords to the Master Keyword List

The Master Keywords List contains all of the <u>keywords</u> in the collection. A keyword must be on the Master Keyword List before it can be added to a record.

To add a keyword to the Master Keyword List:

1. **Click in the edit box directly above the Master Keyword List.**

2. **Type in a new keyword.**

3. **Click the CREATE button or press ENTER.**

The keywords you enter are placed in alphabetical order in the Master Keyword List. If you have selected the COPY TO WORKING LIST option from the Keyword Options, they are also placed in the <u>Working List</u>. Repeat this process as many times as necessary.

_____
See Also

<u>**Modifying Keywords in the Master Keyword List**</u>

<u>**Deleting Keywords from the Master Keyword List**</u>

<u>**Keywords Dialog**</u>

<u>**Keywords View**</u>

<u>**Keywords Command**</u>

Modifying Keywords in the Master Keyword List

When you modify a <u>keyword</u> in the Master Keyword List, the change is immediately reflected in the <u>Working List</u> and in all <u>records</u> to which that keyword has already been attached. You can only modify keywords one at a time.

To modify a keyword in the Master Keyword List:

1. **Select the keyword you want to modify.**

2. **Click the MODIFY button.**

   A Modify Keyword dialog appears.

3. **Type the modified keyword into the New Value field.**

4. **Click the OK button.**

─────────
See Also

Adding Keywords to the Master Keyword List

Deleting Keywords from the Master Keyword List

Keywords Dialog

Keywords View

Keywords Command

Deleting Keywords from the Master Keyword List

Any keyword that you remove from the Master Keyword List is automatically removed from the Working List and from all records to which it has already been attached.

To remove a keyword or group of keywords from the Master Keyword List:

1. **Highlight the keyword(s) that you want to remove.**

2. **Click the DELETE button.**

   A warning appears asking if you really want to delete these keywords from the Master Keyword List.

3. **Click the OK button to delete the keywords you've highlighted.**

_____

See Also

    Adding Keywords to the Master Keyword List

    Modifying Keywords in the Master Keyword List

    Keywords Dialog

    Keywords View

    Keywords Command

Adding Keywords to the Working List

Keywords must be place in the Working List before they can be attached to records. Clicking the ATTACH button located below the Working List adds the keywords in the Working List to the records in your selection.

To add keywords to the Working List from the Master Keyword List:

1. **Highlight the keyword(s) in the Master Keyword List that you want to add to the Working List.**

2. **Click the COPY button located between the Master Keyword List and the Working List.**

   The selected keywords are added to the Working List.

Double clicking a keyword in the Master Keyword List also adds it to the Working List.

If you have selected the COPY TO WORKING LIST option from the Keyword Options, any keyword that you add to the Master Keyword List is automatically added to the Working List.

Keywords can also be added to the Working List from the Common Keywords dialog.

––––––––––
See Also

Removing Keywords from the Working List

Keywords Dialog

Keywords View

Keywords Command

Removing Keywords from the Working List

To remove keyword(s) from the Working List:

1. **Highlight the keyword(s) in the Working List that you want to remove.**

2. **Click the REMOVE button.**

_____

See Also

> **Adding Keywords to the Working List**
>
> **Keywords Dialog**
>
> **Keywords View**
>
> **Keywords Command**

Attaching Keywords to Records

Keywords must be placed in the Working List before they can be attached to the records in your selection.

To attach the keywords in the Working List to the records in your selection, click the ATTACH button.

Note: If a keyword already exists in a specific record it is not duplicated.

_____

See Also

    Keywords Dialog

    Keywords View

Detaching Keywords from Records

Keywords that you want to remove from the records in your selection must be in the Working List.

To detach all of the keywords in the Working List from the records in your selection, click the DETACH button.

_____
See Also

    Keywords Dialog

    Keywords View

Closing the Keywords Dialog

When you are finished, click the CLOSE button to close the Keywords Dialog and return to the <u>view</u> from which you started.

If there are keywords in the Working List that have not been attached or detached when you click the CLOSE button, a warning appears reminding you that the keywords in the Working List have not been attached or detached and asking if you want to close the Keywords Dialog anyway. Click the YES button to close the dialog.

──────────

See Also

> **<u>Keywords Dialog</u>**
>
> **<u>Keywords View</u>**

Keyword Search

Keywords are most often used to facilitate retrieval. For example, if you use keywords to describe the images in your collection, you can find all of the images that associated with fish by performing a keyword search for all of the records that have been assigned the keyword 'fish'. If you have assigned keywords consistently and accurately, this search will locate all of the images in your collection that contain fish.

The Keyword Search dialog can be opened from any view. To open the Keyword Search dialog, select KEYWORD SEARCH from the Browse menu or click the Keyword Search icon on the toolbar.

_____
See Also

> **Setting Search Options**
>
> **Starting a Keyword Search**
>
> **Keyword Search Command**
>
> **Keywords View**
>
> **Keywords Dialog**

Setting Search Options

At the bottom of the Keyword Search dialog are a set of options. Set the options before you start the search.

> **AND -** If you select AND, the search results will include only those records that contain **all** of the keywords you choose.

> **OR -** If you choose OR, the search results will include those records that contain any one or more of the keywords you choose.

You may choose one, both, or neither of the next two options.

> **CREATE NEW PROJECT -** If you want a project to be created and your search results placed in it, click the CREATE NEW PROJECT checkbox at the bottom of the Search dialog. If this option is not selected, the search results are displayed in the collection window. (This does not affect the actual contents of the collection. Selecting SHOW ALL from the Browse menu will show the entire collection again.)

> **SEARCH ACTIVE WINDOW -** If you want your search to include only those records in the active window, click the SEARCH ACTIVE WINDOW checkbox at the bottom of the Search dialog. If this option is not selected, then the search includes all records in the collection.

Starting A Keyword Search

To start a Keyword Search:

1. **Set your <u>search options</u>.**

2. **Select from the Master Keyword List those keywords you want to include in your search.**

3. **Click OK to begin the search.**

   Double clicking a keyword in the Keyword Search dialog automatically starts a search for that keyword.

Searching and Sorting

Searching and sorting are ways of locating and organizing information within ImageAXS. ImageAXS provides multiple ways to both search and sort:

<u>Full Search</u>

<u>Keyword Search</u>

<u>Sorting</u>

Full Search

Searching is a way to locate a specific record or records. The Full Search allows you to search the eight file information fields, the eight user definable text fields, and the Keywords for each record.

To open the Full Search dialog, select SEARCH from the Browse menu or click the Search icon on the toolbar.

_____

See Also

Setting Search Options

Creating A Search Line

Adding More Search Lines

Deleting A Search Line

Starting A Search

Search Command

Setting Search Options

CREATE NEW PROJECT If you want a project to be created and your search results placed in it, click the CREATE NEW PROJECT checkbox at the bottom of the Search dialog. If this option is not selected, the search results are displayed in the collection window. (This does not affect the actual contents of the collection. Selecting SHOW ALL from the Browse menu will show the entire collection again.)

SEARCH ACTIVE WINDOW If you want to search only those records in the active window, click the SEARCH ACTIVE WINDOW checkbox at the bottom of the Search dialog. If this option is not selected, the search will include all records in the collection.

You may choose one, both, or neither of these options. To select or deselect an option, click the checkbox to the left of the option.

Creating A Search Line

The search criteria that you designate appear line by line in the Search List box. These lines are called search lines. An example of a Search Line might be: File Name contains tree.

The Search dialog also contains three boxes that are used to create search lines. The Fields box contains all searchable fields, the Comparators box contains the comparators (e.g., contains, is equal to), and the Value box is where you enter a specific value.

The search line that is currently being created or modified in the Search List box is highlighted. To create or modify a search line, select the desired components from the three boxes at the top of the dialog. Click in the box from which you want to make a selection, or use the TAB key to move from box to box. As each component of the search line is chosen, it becomes highlighted and is added to the highlighted search line in the Search List box.

To select an item from the Fields box or the Comparators box, select the box and use the arrow keys to move to the item of your choice, or just click the item directly. To enter a value in the Value box, select that box and type in the value for which you want to search. Each item that you select is displayed as part of a search line in the Search List box.

COMPARATORS: If the comparator you choose is "is less than" or "is less than or equal to", the search results include those records in which the field selected for searching is blank. If the comparator you choose is is equal to, the search results include only those values that EXACTLY match the value entered. The comparators contains and "begins with" allow for a more flexible search, but are considerably slower.

KEYWORDS: Although there is a separate search dialog specifically designed for performing a Keyword search, you can search for records containing specific keywords from the Full Search dialog as well. If you select Keywords from the Fields box, the Comparators box is immediately reduced to a single option, 'is equal to', and the Values box becomes a scrollable list containing all of the keywords from the Master Keyword List. Select the keyword for which you want to search from the Values box. You can search for multiple keywords by creating multiple search lines.

TIME/DATE FIELDS: If you select a time or date field (e.g., File Modified, Acquire Date, etc.) from the Fields box, the Value box automatically becomes two separate boxes - one for date and one for time. The date box is formatted according to the country your Windows system is set for. For example, if you are using a British system, it will automatically be set to a Day/Month/Year format instead of the American Month/Day/Year format.

Adding More Search Lines

A search can be as simple or as detailed as you like. After completing a Search Line you have two choices. You can start the search by clicking the SEARCH button, or you can click the ADD LINE button to create additional Search Lines.

If the ADD LINE button is clicked, an AND appears at the beginning of the search line that is added. However, this is only the default and you may change the AND to an OR by simply clicking the OR option to the left of the fields box. You may perform AND searches, OR searches, and AND/OR searches.

If you are performing a search with multiple lines and connectors, ImageAXS reads the search as you would a mathematical problem. For instance, the following:

> Keyword is equal to beach
> and Photographer is equal to Ansel Adams
> or Keyword is equal to Yosemite
> and Type is equal to Black & White

would be searched in the following way:

[(Keyword is equal to beach and Photographer is equal to Ansel Adams) or Keyword is equal to Yosemite] and Type is equal to Black & White.

This search will find:

1. All images that have been assigned the keyword: beach, that were taken by Ansel Adams, and that are Black & White.

2. All images that have been assigned the keyword: Yosemite and that are Black & White.

You can also use the Search History feature to add lines to a search. The Search History feature allows you to add entire searches that you have used previously. To open the Search History dialog, click the HISTORY button.

The Search History dialog contains a list of the first lines (or first two lines if the search was more than one line long) of the last 10 searches you performed. Searches are stored in the Search History dialog as many times as they are used.

To add the search lines from a previous search to the Search List box:

1. **Click the HISTORY button.**

2. **Select the search you want to use again.**

3. **Click the OK button.**

   This places that entire search (not just the first line) in the Search List box. You may then modify it if you want.

Important! If you want to use search lines from the Search History dialog, you must add those lines FIRST since a search chosen from the Search History dialog will replace any search lines already in the Search List box.

Deleting A Search Line

To delete a Search Line:

1. **Select the line you want to delete.**
2. **Click the CLEAR LINE button.**

To delete all search lines at once, click the CLEAR ALL button.

Starting A Search

To start a search, click the SEARCH button.

If records are found that meet the criteria you designated, they are displayed in the view from which you opened the Search dialog or in a new project if you selected the CREATE NEW PROJECT option..

If no records meet the designated criteria, a No matches found message appears and the Search dialog remains so that you can try another search. Searches that result in a "No matches found" message are not added to the Search History dialog.

Sorting

Sorting allows you to organize the active window in whatever order you want. Projects can be saved in sorted order; however, sorts performed on collection windows are not saved unless you save the sorted collection as a project. Whenever you open a collection, the records are in default order (by the date they were acquired - most recent last) no matter what order they were in when you closed the collection.

Note: If you sort the records in a window (project window or collection window) and then add records to that window, the records are added to the end of the project or collection and you must re-sort them to place the new records in the correct sort order.

There are two ways to sort records in ImageAXS:

<u>Using the SORT Command</u>

<u>Drag and drop Sorting</u>

Using the Sort Command

The SORT command can be used from any view. Sorting with the SORT command organizes the records in the active window according to the information in the field that you choose as the Sort field.

To perform a sort using the SORT command:

1. **Select SORT from the Browse menu or click the Sort icon on the toolbar.**

    This brings up the Sort dialog.

2. **Select the field that you want as your sort field.**

3. **Select either the ascending or descending option from the bottom of the dialog.**

    This determines the order in which the information is sorted.

4. Click the OK button.

    The status bar reflects the progress of the sort.

The records in the active window are sorted (alphabetically, numerically, or chronologically) based on the information in the field you selected as your sort field, and are displayed in the view from which you opened the Sort dialog.

_____

See Also

Drag and Drop Sorting

Sort Command

Monitoring

The monitoring feature in ImageAXS allows you to open a <u>monitor windows</u> in which you can view a directory of files without <u>acquiring</u> those files into a <u>collection</u>. Monitoring means viewing the real-time contents of a directory. Any changes to the contents of the directory that you are monitoring are reflected in the monitor window.

Images from the files in the directory you have chosen to monitor are only displayed if they are thumbnails. Unlike images that are acquired into a collection, thumbnails are not created for the images displayed in the monitor window. The monitor window reflects the contents of a directory, it does not act upon those contents (e.g., by creating thumbnails).

Those files that will display as images in the monitor window are either   AFCP files or image files of a supported file type that are 128 x 128 pixels or smaller. An AFCP file is a .jpg file with a thumbnail attached. AFCP files are created by AXSs PhotoProcessor application. If an image file is not an AFCP file or an image file of a supported file type that is 128 x 128 pixels or smaller, it is represented by a No Thumbnail image. Image files of unsupported file types and non-image files are represented by an Unreadable File image.

_____

See Also

    <u>Opening the Monitor Window</u>

    <u>Viewing Images in the Monitor Window</u>

    <u>Monitoring a Directory</u>

    <u>Viewing Captions</u>

    <u>Acquiring Images from the Monitor Window</u>

    <u>Sorting the Monitor Window</u>

    <u>Closing the Monitor Window</u>

Opening the Monitor Window

To open the monitor window:

1. **Select OPEN from the Monitor menu.**

    A dialog appears prompting you to select a directory of files to monitor.

2. **Select a directory to monitor.**

    You may select a directory from any drive available to your computer.

3. **Click the OPEN button.**

    The contents of the directory you have chosen to monitor are displayed in the monitor window. If you have selected to filter out non-image files, there may be a slight delay between selecting a directory to monitor and the actual appearance of the images in the monitor window.

The monitor window is distinguished from other ImageAXS windows by the word "Monitor" in it's title bar and by the sonar icon located at the top center of the window directly below the title bar.

Important!   Only those files that are AFCP files or image files of a supported file type that are 128 x 128 pixels or smaller appear as images in the monitor window. All other files will appear as either No Thumbnail or Unreadable File images.

The name and location of the directory you are viewing are listed in the title bar of the monitor window. If monitoring is turned on, the window is dynamically updated to reflect any changes to the corresponding directory. Updating occurs even if the monitor window is not the active window.

When you open the monitor window, the files contained in the directory at the moment you open the monitor window are displayed in the monitor window in alphabetical order. Any files that are added to the directory while you are monitoring it are appended to the end of the files in the monitor window in arrival order. If files are added to the directory you are monitoring and you want to place them in alphabetical order, sort them using the SORT command or close the monitor window and open it again.

If files are being added to the directory you are monitoring (for example, you are downloading files from an online service) and monitoring detects an incomplete file (i.e., a file that is not yet fully downloaded), a 'Receiving' thumbnail appears in the monitor window until the file is fully downloaded. If you have your monitoring frequency set for intervals longer than 5 seconds, you may never see the 'Receiving' thumbnail.

_____
See Also

Viewing Images in the Monitor Window

Monitoring a Directory

Viewing Captions

Acquiring Images from the Monitor Window

Sorting the Monitor Window

Updating the Monitor Window

Closing the Monitor Window

Viewing Images in the Monitor Window

The monitor window has two views:

<u>Thumbnails View</u>

<u>Text List View</u>

These views function the same as in a collection window or project window except that they are not configurable. To move back and forth between the Thumbnails View and the Text List View, use the Thumbnails View and Text List View icons on the toolbar or select the option of your choice from the View menu.

Important!   The views in the monitor window are not configurable.

_____
See Also

   <u>Views</u>

   <u>Opening the Monitor Window</u>

   <u>Monitoring a Directory</u>

   <u>Viewing Captions</u>

   <u>Acquiring Images from the Monitor Window</u>

   <u>Sorting the Monitor Window</u>

   <u>Closing the Monitor Window</u>

Thumbnails View

Files from the directory you select to view will only display in the Thumbnails View if they are AFCP files or image files of a supported file type that are 128 x 128 pixels or smaller. An AFCP file is a .jpg file with a thumbnail attached. AFCP files are created by AXSs PhotoProcessor application. If an image file is not an AFCP file or an image file of a supported file type that is 128 x 128 pixels or smaller, it is represented by a No Thumbnail image. Image files of unsupported file types and non-image files are represented by an Unreadable File image.

See Also

>   **Views**

>   **Viewing Images in the Monitor Window**

Text List View

The Text List View displays the file name, file size, file type, image height and width, and modified date for each file in the directory you are monitoring no matter what type of file it is.

_____

See Also

Views

Viewing Images in the Monitor Window

Monitoring a Directory

Monitoring is the process by which the <u>monitor window</u> is continually updated to reflect the real-time contents of the directory it is monitoring. If you are monitoring a directory and changes are made to the directory or its contents (e.g., files are added or removed), the monitor window automatically updates to reflect those changes.

The monitor window opens with monitoring on; however, you can turn it off. The sonar icon at the top center of the monitor window indicates whether monitoring is on or off. If the icon is lit and moving, monitoring is on. Simply click the sonar icon to turn the monitoring on or off. If the contents of the directory you are viewing will not be changing you should turn the monitoring off as it ties up your processor and can create unnecessary network traffic if you are monitoring a directory across a network.

If the contents of the monitor window are incorrect (for example if files or directories have been renamed or moved outside of ImageAXS) you can update the contents of the monitor window with the Refresh command. Refresh also allows you to do manual monitoring if you do not wish to have the automatic monitoring turned on. To update a monitor window, select REFRESH from the Monitor menu.

_____
See Also

> **Opening the Monitor Window**
>
> **Viewing Images in the Monitor Window**
>
> **Viewing Captions**
>
> **Acquiring Images from the Monitor Window**
>
> **Sorting the Monitor Window**
>
> **Updating the Monitor Window**
>
> **Closing the Monitor Window**

Viewing Captions

If any of the AFCP image files in the directory you are monitoring contain <u>captions</u>, you can read them from the <u>monitor window</u>. Below each image in the Thumbnail View and to the left of the file name in the Text List View of the monitor window is a caption icon. If no caption is attached to a file, the caption icon is blank. If a caption is attached to a file, the caption icon contains text.

To view a caption, double click the caption icon or select a file and choose SHOW CAPTION from the Monitor menu. The SHOW CAPTION command is only available when a single image is selected.

The text from the file you select appears in a Caption Window. This window can be resized to display more or less text. Use the scroll bar to view text not currently displayed in the caption window. Click the OK button to close the caption window. You must close the caption window that is currently open before you can view the caption from another thumbnail or move to another ImageAXS window.

Caption text cannot be modified in ImageAXS, but it can be copied to the clipboard. To copy text to the clipboard, highlight the text you want to copy and press CTRL+C. The text is copied to the clipboard and from there it can be pasted into another application.

_____
See Also

> **Opening the Monitor Window**
>
> **Viewing Images in the Monitor Window**
>
> **Monitoring a Directory**
>
> **Acquiring Images from the Monitor Window**
>
> **Sorting the Monitor Window**
>
> **Updating the Monitor Window**
>
> **Closing the Monitor Window**

Acquiring Files from the Monitor Window

Files can be acquired directly from the monitor window into a collection.

To acquire files directly from the monitor window into a collection:

1. **Select the files in the monitor window that you would like to acquire into the current collection.**

2. **Select ACQUIRE from the Monitor menu.**

Files can also be acquired into the current collection by dragging & dropping. To do so, simply select the files you want to acquire and drag & drop them from the monitor window onto the collection window or, if the monitor window is maximized, onto the ImageAXS menu bar. images will also be acquired into the collection if you drag & drop them from the monitor window onto a project window.

See Also

> **Creating Records**
>
> **Drag and Drop Features**
>
> **Opening the Monitor Window**
>
> **Viewing Images in the Monitor Window**
>
> **Monitoring a Directory**
>
> **Viewing Captions**
>
> **Sorting the Monitor Window**
>
> **Updating the Monitor Window**
>
> **Closing the Monitor Window**

Sorting the Monitor Window

When you open the <u>monitor window</u>, the files contained in the directory at the moment you open the monitor window are displayed in alphabetical order. This is merely the default sort order and you can sort the files in the monitor window by: File Name, File Size, or Modification Date. (i.e., the date that the file was created or last changed). Sorting the files in the monitor window does not in any why affect the source files in the directory you are monitoring. Any files that are added to the directory you are monitoring after you have sorted the contents of the monitor window are appended to the end of the files in the monitor window in arrival order.

To sort the files in the monitor window:

1. **With the monitor window open and active, select SORT from the Browse menu or click the Sort icon on the toolbar.**

    This brings up the Sort dialog.

2. **Select the type of sort you want to perform (File Name, File Size, or Modification Date) by clicking the option of your choice.**

3. **Select either ASCENDING or DESCENDING from the bottom of the dialog.**

    This determines the order in which the files are sorted.

4. **Click the OK button.**

Deleting Source Files

You may want to delete files from the directory you are monitoring. This is available directly from the monitor window.

To delete source files from the monitor window:

1. **Select the file(s) that you want to delete.**

2. **Select DELETE SOURCE FILES from the Record menu.**

   A warning appears informing you of the number of source files that will be deleted and asking if you want to continue.

3. **Click the YES button to delete the source files.**

   Click the NO button to return to the monitor window without deleting any files.

Renaming Source Files

The name of a source file can be changed from the <u>monitor window</u>.

To change a source file name:

1. **Highlight the file in the monitor window that corresponds to the source file whose name you want to change.**

2. **Select RENAME from the Record menu.**

    The Rename dialog appears.

3. **Type the new file name into the 'File Name' box**

4. **Click the OK button.**

    This changes the source file name and the monitor window updates to reflect that change.

Important!   If you change the name of a source file outside of ImageAXS (e.g., in the File Manger) the file will disappear from the monitor window and will not reappear unless you close the monitor window and open it again or use the REFRESH command.

Updating the Monitor Window

If the contents of the monitor window are incorrect (for example if files or directories have been renamed or moved outside of ImageAXS) you can update the contents of the monitor window with the REFRESH command. Refresh also allows you to do manual monitoring if you do not wish to have the automatic monitoring turned on. To update a monitor window, select REFRESH from the Monitor menu.

_____
See Also
Refresh Command

Closing the Monitor Window

To close the <u>monitor window</u>:

1. **Make sure that monitor window is the active window.**

2. **Select CLOSE from the Monitor menu.**

If the monitor window is left open when you quit ImageAXS, it will automatically be re-opened the next time you start ImageAXS.

_____
See Also

<u>Opening the Monitor Window</u>

<u>Viewing Images in the Monitor Window</u>

<u>Monitoring a Directory</u>

<u>Viewing Captions</u>

<u>Acquiring Images from the Monitor Window</u>

Printing

<u>Print Setup</u>

<u>Printing</u>

<u>Print Preview</u>

Print Setup

The Print Setup dialog for ImageAXS is the standard Windows Print Setup dialog. To open the Print Setup dialog, select PRINT SETUP from the File menu.

Make any changes to the Print Setup dialog that you deem necessary and click the OK button.

_____

See Also
   Print Setup Command

Printing

Printing is available from any view, however there are only three print formats - Thumbnails, Text List, and Source Image. Although you can access printing from the Info Sheet View and the Keywords View, you cannot print a report that looks like either of those views.

To print:

1. **Select PRINT from the File menu or click the Print icon on the toolbar.**

   The Print dialog appears.

2. **Select a printing format - Thumbnails, Text List, or Source Image - from the Print dialog.**

3. **Select which records to print.**

   You may choose to print all of the records in the active window (ALL RECORDS) or only those records you have selected (SELECTED RECORDS). If no records have been selected then the SELECTED RECORDS option is not available.

4. **[*optional*] Click the PREVIEW button to open the Print Preview dialog.**

   The Print Preview dialog allows you to preview your printout and allows you to change the orientation of your printout without having to open the Print Setup dialog. For more information about the Print Preview dialog, please refer to the following section.

5. **Click the PRINT button from either the Print dialog or the Print Preview dialog.**

_____

See Also

   Print Command

Print Preview

Once you have set your printing options you may want to see how the records will look when you print them out. To do so, click the PREVIEW button. The Print Preview dialog appears displaying the records you have chosen to print in the format you have chosen to print them.

Text List

Source Image

Thumbnails

Text List

records in the Text List format, you can change the orientation to either Portrait or Landscape directly from the Print Preview dialog. Simply select the option of your choice.

Changing the orientation (Portrait/Landscape) in the Print Preview dialog also changes the printing orientation and overrides the option you selected in the Print Setup dialog.

The Print Preview dialog also allows you to page through the records which you have chosen to print. To do so, use the navigation buttons located above the PRINT button.

To print from the Print Preview dialog, click the PRINT button.

Source Image

The preview page in the Print Preview dialog is displayed in the orientation (Portrait / Landscape) that you set in the Print Setup dialog. If you are previewing records in the Source Image format, you can change the orientation to either Portrait or Landscape directly from the Print Preview dialog. Simply select the option of your choice.

Changing the orientation (Portrait/Landscape) in the Print Preview dialog also changes the printing orientation and overrides the option you selected in the Print Setup dialog.

The Print Preview dialog also allows you to page through the records which you have chosen to print. To do so, use the navigation buttons located above the PRINT button.

To print from the Print Preview dialog, click the PRINT button.

Thumbnails

If you are previewing records in the Thumbnails format, the Print Preview dialog contains an OPTIONS button.

Click the OPTIONS button to open the Options dialog.

From the Options dialog you can change the preview display orientation to either Portrait or Landscape. Simply select the option of your choice.

Changing the orientation (Portrait/Landscape) in the Print Preview dialog also changes the printing orientation and overrides the option you selected in the Print Setup dialog.

In addition to setting page orientation in the Options dialog, you can set the grid size for your Thumbnails printout. This allows you to control the number of thumbnails printed per page. For example, by setting the grid size to print 10 thumbnails wide and 10 thumbnails high you can print 100 thumbnails per page. However, in order to be printed on 8.5 x 11 paper, those thumbnails will be very, very small.

You cannot set the width of the grid to less than 2 or more than 12 thumbnails, and you cannot set the height of the grid to less than 1 or more than 10 thumbnails. Thumbnails are scaled to fill an entire page. Therefore, the size of the printed thumbnails depends on the size of your grid.

The Print Preview dialog also allows you to page through the records which you have chosen to print. To do so, use the navigation buttons located above the PRINT button.

To print from the Print Preview dialog, click the PRINT button.

Advanced Techniques

Drag and Drop Features

Creating Projects

Launching an Image Editor

Drag and Drop Features

For ease of use ImageAXS contains many features that can be accomplished by dragging & dropping instead of using menu commands.

Opening A Collection

Acquiring Images

Sorting

Adding Records to a Project

Opening A File In Another Application

Opening A Collection

To open ImageAXS using drag & drop:

1. **Open the File Manager.**

2. **Drag & drop a collection file (.col) over the ImageAXS.exe file.**

Important!   This only works if ImageAXS is **not** already open.

Acquiring Images

Images can be acquired into a collection by dragging & dropping them from either the file manager or the monitor window.

To <u>acquire</u> images from the File Manager using drag & drop:

1. **With a collection open, open the File Manger and locate the source files you want to acquire.**

    You can select individual files or entire directories.

4. **Drag & drop the source files from the File Manager over the ImageAXS application window.**

    The <u>source files</u> are acquired and new <u>records</u> are added to the collection window. The new records are also added to the active project window if the collection window is not the active window.

To acquire images from the monitor window using drag & drop:

1. **Open ImageAXS**

2. **Open the monitor window.**

3. **Select the images in the monitor window that you want to acquire.**

4. **Drag & drop the images from the monitor window to the collection window.**

    The source files are acquired and new records are added to the collection window.

Sorting

Drag & drop Sorting is only available from the Thumbnails View or the Text List View.

To sort a collection using drag & drop:

1. **Select the record(s) that you want to move.**

2. **Drag & drop the selection to the position you want.**

   If you want to drag & drop to a position that is not currently shown in the window, dragging the records to the top or bottom of the window will scroll the contents up or down.

Adding Records to a Project

Dragging & dropping <u>records</u> onto a <u>project</u> is available from the File Manager, the monitor window, any open project, and all views except for the Source Image View.

To add records to a project using drag & drop:

1. **Select the records (from the collection window or another project window) or files (from the File Manager or the monitor window) that you want to add to the project.**

2. **Drag & drop the selection onto the project you want to add them to.**

   Records from the collection window or another project window are added to the project. Files from the File Manager or the monitor window are acquired and the new records are added to both the project window and the collection window.

Opening A Source File In Another Application

Just as you can <u>acquire</u> images into ImageAXS by dragging & dropping them from the File Manger, you can open <u>source files</u> in other applications by dragging & dropping records from ImageAXS to other applications. The application you are dragging to must be a Windows drag & drop client or nothing will happen if you drop a record onto it. You can drag & drop records from every view except the Source Image View.

To open a file in another application:

1. **The application you want to open files in must be open.**

2. **Select the record or records whose source files you want to work with.**

3. **Drag & drop the records onto the application in which you want to open them.**

   If the application is minimized, drag & drop the selected records over the icon representing the application.

Creating Projects

There are many different ways to create projects in ImageAXS. Listed below are ALL of the ways to create a project within ImageAXS. Keep in mind that any window other than the collection window is a project window.

1. **Select NEW from the Project menu.**

   This opens a blank project that you can add records to.

2. **Make a selection of records, select ADD TO from the Project menu, select NEW PROJECT from the dialog that appears.**

   This opens a new project containing the records in your selection.

3. **Select the CREATE NEW PROJECT option when you perform a Search or a Keyword Search.**

   This opens a new project containing the results of your search.

4. **Make a selection of records and double click on any of the view icons on the toolbar.**

   This opens a new project containing the records in your selection. The records are displayed in the view that corresponds to the icon you double clicked. If you double click a view icon from the Info Sheet View, Keywords View or Source Image View, the new project will contain only the record that you were viewing when you double clicked the icon.

The following are only available if the 'Double Click On View Creates New Project' option is selected in the System Settings section of the Preferences:

5. **Double click a thumbnail in the Thumbnails View, the Info Sheet View, or the Keywords View.**

   This opens a new project containing only the record you double clicked. The record is displayed in the Source Image View.

6. **Double click the field beneath a thumbnail in the Thumbnails View or any text in the Text List View.**

   This opens a new project containing only the record you double clicked. The record is displayed in the Info Sheet View.

7. **Double click the Keywords field label in the Info Sheet View.**

   This opens a new project containing only the record you double clicked. The record is displayed in the Keywords View.

See Also

Double Click On View Creates New Project

Launching An Image Editor

ImageAXS provides image editing capabilities by way of the Launch Editor feature. With this feature you can launch editing applications from within ImageAXS.

The Launch Editor feature makes use of the **Windows Associate feature** which allows you to associate certain applications with specific file types. For instance, Windows comes with an application called Paintbrush that is automatically associated with .bmp files. Therefore, if you select a record in ImageAXS whose source image is a .bmp and select LAUNCH EDITOR from the Edit menu, Paintbrush opens the source image and you can edit the image. You must associate applications to file types before the Launch Editor feature will work.

The Launch Editor feature is especially useful for viewing AVI movie files and playing WAV sound files. ImageAXS can acquire AVI and WAV files, but cannot display or play them.

To launch an editing application from within ImageAXS:

1. **Select a record whose source image you want to edit.**

2. **Select LAUNCH EDITOR from the Edit menu.**

   If an application has been associated with the file type of the source file for the record you selected, that application will open the source image for the selected record. If no application had been associated with the file type of the source file for the record you selected, a dialog appears to inform you that no application has been assigned. Click the OK button to dismiss the dialog.

Holding down the CONTROL and SHIFT keys and double clicking on a thumbnail in the Thumbnails View, Info Sheet View, or Keywords View has the same effect as steps one and two above.

If you make changes to a source image, the record associated with that image will have to be updated in order for the thumbnail to reflect the changes.

_____

See Also
   Launch Editor Command

Toolbar Icons
(for more information about each feature, click the icon)

New Record: Creates a new record that is not yet associated with a source file.

Save: Saves changes you have made to the current record.

Keywords: Opens the Keywords Dialog.

Print: Opens the Print dialog.

Thumbnails: Displays the records in the active window in the Text List View.

Text List: Displays the records in the active window in the Text List View.

Info Sheet: Displays the records in the active window in the Info Sheet View.

Keywords: Displays the records in the active window in the Keywords View.

Source Image: Displays the records in the active window in the Source Image View.

First: Navigates to the first record or window of records in the active window.

Previous: Navigates to the previous record or window of records in the active window.

Next: Navigates to the next record or window of records in the active window.

Last: Navigates to the last record or window of records in the active window.

Keyword Search: Opens the Keyword Search dialog.

Search: Opens the Search dialog.

Sort: Opens the Sort dialog.

File Info: Opens the File Info dialog.

Glossary

acquire

active window

batch update

caption

clipboard

collection

collection preference

database references

file information

imagebase

keywords

master keyword list

monitor window

off-line

on-line

preferences

project

record

search line

selection

source file

system preference

thumbnail

user definable fields

view

working list

Collection

Collections are the database files created and read by ImageAXS. Each collection is an imagebase composed of up to 32,000 individual records. ImageAXS allows you to create and maintain as many different collections as you like; however, only one collection can be open at a time.

Record

Each collection or project you create is made up of individual records. A record contains information about a single source file. To create a record, select a source file and acquire it. To create an empty record (one that is not yet associated with a source file), select NEW RECORD from the Record menu.

Caption

Text attached to an AFCP image file. If a source file contains a caption, the caption text is entered into the long text field when that source file is acquired into a collection. Captions can also be viewed from the monitor window.

Monitor Window

The monitor window is a window that you can open to view a directory of files without acquiring those files into a collection. The monitor window reflects the contents of the directory you are monitoring and therefore can only display thumbnails for those image files in the directory that already contain thumbnails. Any changes to the contents of the directory (e.g., files are added or removed) are reflected in the monitor window.

Windows Associate Feature

The Windows Associate feature allows you to associate certain applications with specific file types. For instance, Windows comes with an application called Paintbrush that is automatically associated with .bmp files. Therefore if you select a record in ImageAXS whose source image is a .bmp and select LAUNCH EDITOR from the Edit menu, Paintbrush opens the source image and you can edit the image. You must associate applications to file types before the Launch Editor feature will work.

To associate file types with applications:

1. **Open the File Manager.**

2. **Select ASSOCIATE from the File menu.**

3. **Type a file type in the FILES WITH EXTENSIONS field.**

4. **Select an image editing application from the Associate With box or click the BROWSE button to select an application that is not listed.**

5. **Click the OK button.**

Repeat this for as many file types as you want to work with. Only one application can be associated with each file type, but the same application can be associated with more than one file type.

_____
See Also

Launch Editor Command

Launching An Image Editor

Thumbnail

A thumbnail is a small representation (no side larger than 128 pixels) of a full size image. A thumbnail is created and included in a record instead of the full size image because full size images are very large and a database containing hundreds and thousands of full size images would be unusable.

Thumbnails can be displayed in the Thumbnails View of the collection window, the monitor window, or a project window as large thumbnails (128 x 128 pixels) or small thumbnails (80 x 80 pixels). The Info Sheet View and the Keywords View always display large thumbnails.

Clipboard

The Clipboard is a temporary storage area for text or graphics that you are copying or moving from one location to another. The Clipboard is a common holding area among Windows applications.

Acquire

In order to add an image to a collection you must 'acquire' a source file. Acquiring a source file does not physically bring the source file into the collection. What actually happens is that the program 'takes a snapshot' of the image in the source file and creates a smaller, thumbnail version of it that is then entered into a record in your collection. In addition to creating a thumbnail, the acquire process records certain file and location information about the source file (file information) that is stored, along with the thumbnail, in the record.

Imagebase

An Imagebase is a database of images.

Source File

A source file is an image file from which a record in ImageAXS is created. A source file is usually a very large file and for this reason remains outside of ImageAXS. When a source file is acquired into a collection, a thumbnail is created and is placed in a record along with specific information about the source file. Each record in ImageAXS is linked to its source file and the full size image contained in the source file is available to be viewed from within ImageAXS.

Keywords

Keywords are descriptive words that you can include in a record to facilitate searching. Keywords are most commonly used to describe the image associated with a record.

View

A view is a way of looking at images and data in ImageAXS. There are five main views in ImageAXS: Thumbnails View, Text List View, Info Sheet View, Keywords View, and Source Image View.

On-line

On-line refers to whether or not ImageAXS can locate the source file for a specific record. If the database reference is up to date and the source file can be located, then the source file is on-line.

Off-line

Off-line refers to whether or not ImageAXS can locate the source file for a specific record. If the source file cannot be located, then the source file is off-line. If a source file is off-line you will not be able to view the source image for that record.

Preferences

Preferences are options which allow you to customize certain areas of ImageAXS. Preferences may be set any time after a collection has been created; however, it is best to set them before any records are created.

User Definable Fields

User definable fields are enterable data fields which you can name. There are eight user definable fields in ImageAXS - seven short fields (79 characters) and one long field (32,000 characters).

Collection Preference

A collection preference is a preference that is saved specifically with the collection that is currently open and that applies only to that collection. Assigning Field Labels and Selecting A Thumbnail Label are collection preferences.

System Preference

A system preference is a preference that is saved in the Windows directory and that applies to any collection you open.

Master Keyword List

The Master Keyword List contains all of the keywords in the collection.

Active Window

Although you may have one collection window and many project windows open at a time, only one window can be 'active' at a time. If you have only one window open, that window is always the active window. If, however, you have more than one window open, the title bar of the active window is highlighted. If you have a dialog open, the active window is the window that was active when you opened the dialog.

Selection

A selection is a record or group of records that you have singled out to work with. In the Thumbnails View and the Text List View the record or records included in a selection are highlighted with a red border.

You can select records individually or you can select groups of records. Groups of records can be selected from the Thumbnails View or the Text List View. The Info Sheet View, Keywords View, and Source Image View, however, are single image views that display one record at a time, and therefore you are always working with a selection of one. It is not possible to select multiple records from single image views.

Keyword Working List

The Keyword Working List contains the keywords that you have chosen to attach to or detach from the selected record or group of records. The Working List is only available from the Keywords Dialog.

Database References

Each record in a collection is linked to its source file by way of a database reference. The database reference is information within the database which keeps track of the location of each source file.

Batch Update

The Batch Update feature allows you to update multiple records at once.

Search Line

A search line is a line of your search. The following search, for example, has 3 search lines:

Keyword is equal to transportation
and   Keyword is equal to automobile
and   Keyword is equal to truck

Project

A project is a saved sub-set of a collection. Placing records in a project does not remove them from the collection or change their physical location at all. It simply tags them as belonging to a specific group and allows them to be called up quickly and easily.

File Information

File Information is non-modifiable information about the source file for the selected record. File information is entered into a record when a source file is acquired or updated. File Information includes the following information about the source file: File Name, File Type, File Size, Image Width, Image Height, File Modified, Volume Name, and File Location.

To display the file information for a record, select a record and choose FILE INFO from the Record menu, click the File Info icon on the toolbar, or double click on the disk icon in any view. The FILE INFO command is only available if a single record is selected. To close the File Information dialog, click the OK button.

Supported File Types

ImageAXS supports (i.e., can acquire and create thumbnails for) files of the following file types:

GIF
PCX
BMP
TARGA
DCX
TIFF
EPS
WMF
WPG
PICT
JPEG
JIF
PhotoCD (PCD)

Specifics regarding our support of these file types are included in the descriptions of the file types themselves.

AVI movie files and WAV sound files can be acquired; however, a sound icon or a movie icon is displayed instead of a thumbnail. You can view AVI movie files and WAV sound files with the Launch Editor Command.

Files other than those listed above (e.g., text files) can be acquired; however, they appear as 'Unreadable file' thumbnails.

_____
See Also

    Creating Records

    Launching An Image Editor

GIF

Format originator: CompuServe Inc.
5000 Arlington Center Boulevard
Columbus, OH 43220

File Extension: GIF

Maximum colors: 256

GIF - the graphics interchange file format. Uses the LZW compression used in the TIFF file format except that the bytes are reversed and the string table is upside down. All GIF files have a palette. Some GIF files can be interlaced in that raster lines can appear as every 4 lines then every 8 lines then every other line. This is due to GIF files usually being received from a modem.

PCX

Format originator: ZSoft Corp.
450 Franklin Road, Suite 100
Marietta, GA 30067

File extension: PCX

Maximum colors: 16.7 million

PCX - the pcx file format is a simple run length encoded format. If the two most significant bits of a byte are high then the other bits represent a run of the next byte used as the color. If the two highest bits are not set then it is the color itself. PCX files can be 1 ,4, 8 or 24 bits per pixel.

BMP

Format originator: Microsoft Corp.
16011 NE 36th Way
Box 97917
Redmond, WA 98073

File extension: BMP

Maximum colors: 16.7 million

BMP - Bmp files can be compressed or uncompressed. The uncompressed type are simply raw data that is always on a boundary of 4 bytes per raster. The compressed is similar to the pcx run length encoded technique, with minor variations. Only 4 and 8 bit files can be compressed. A bmp is simply a windows dib with another file header on top of it. 1, 4, and 8 bit images always have a palette. 24 bit images never can have a palette. Bmp files are always stored upside down in that it starts with height -1 and continues to raster 0.

TARGA

Format originator: Truevision Inc.
7340 Shadeland Station
Indianapolis, IN 46256

File extension: TGA

Maximum Colors: 16.7 million

TGA - the Targa file format. These are usually 15 or 24 bit full color files. They may be 8 bit grayscale or simple run length encoded files. Targa files may be upside down or right side up as indicated in the header.

DCX

Format originator: Intel
File Extension: DCX
Maximum colors: 16.7 million

DCX - This file type is simply multiple PCX images in a single file. The file contains a header with offsets to each image (page).

TIFF

Format originators: Aldus Corp.
411 First Avenue South
Seattle, WA 98104

Microsoft Corp.
16011 NE 36th Way
Box 97917
Redmond, WA 98073

File extension: TIF

Maximum colors: 16.7 million

TIFF - Tiff stands for the tagged image file format. There are a total of 45 possible tags which represent height, width, bits per pixel. Other tags include compression used, color tables, and aspect ratio information. A tiff file will usually not contain more than 20 tags. The tiff specification has recommendations for required tags. A tiff file will contain 1 of several compression types. The types are:

Uncompressed - No compression. Can be used for 1, 4, 8 and 24 bit images.

Pack Bits - Similar to Macintosh pack bits. A simple run length encoded scheme. Can be used for 1 bit images.

Modified Huffman - This is a serial run length encoded technique. After a run is found it is encoded as a code of 3 to 12 bits representing black or white and the run size. This stream is packed serially into the file. Can be used for 1 bit images.

Lempel Ziff Welch - Commonly known as LZW. This technique uses runs and puts them into a string table. If the run is new it is written into the output file. When decompressing the string table is rebuilt. Can be used for 1, 4, 8, and 24 bit images.

Group III / Group IV - Group III and Group IV compression is used for black and white images only and are used mostly for fax images. Group III images have a fixed width of 1728 pixels. These compression schemes are commonly used in TIFF-F class files.

EPS

Format originator: Adobe Systems Inc.
1585 Charleston Road
Mountain View, CA 94039

File extension: EPS

Maximum colors: 16.7 million

EPS - EPS (PostScript) files can contain image data as vectors and bitmaps as well as a screen preview image usually in TIFF format. The Image Format Library allows you to retrieve the screen display image only. The Image Format Library does **not** interpret PostScript language commands.

WMF

Format originator: Microsoft Corp.
16011 NE 36th Way
Box 97917
Redmond, WA 98073

File extension: WMF

Maximum colors: 16.7 million

WMF - WMF is the Windows metafile format. It is simply searched for a record which is a DIB. This is the same as the BMP file format except the first file header is missing. The WMF bitmap may be compressed for the 4 and 8 bit images.

WPG

Format originator: WordPerfect Corp.

File Extension: WPG

Maximum colors: 256

WPG - This is the WordPerfect metafile format. It is also searched for a bitmap record as is the WMF file format. The bitmap file format is a simple run length encoded format.

PICT

Format originator: Apple Computer Inc.
File extension: PCT, PIC
Maximum colors: 16.7 million

PICT - This is the most commonly supported format for the Macintosh. This is a metafile format and can contain both vector and bitmap information. The Image Format Library supports raster images contained in version 1 and version 2 files.

JPEG

Format originator: Joint Photographic Experts Group

File extension: JPG, JIF

Maximum colors: 16.7 million

JPEG - This is the only lossy compression format supported by the Library. This means that some data is modified to achieve greater compression. This can sometimes also improve the quality of the image when decompressed. JPEG is still an emerging standard and many variations are already in use. JPEG is usually the best way to compress 24 bit images and allows images to be compressed to any size versus quality ratio.

Scanning

If the ImageAXS and Nikon plug-ins are in the correct directories, ImageAXS can call up the Nikon Control application, and images scanned with Nikon scanners (Coolscan, LS-3510AF, or LS-3510AF with Maron Autofeeder) can be acquired into ImageAXS as they are saved to disk. Both the ImageAXS and the Nikon Control plug-ins are distributed by Nikon. For more information please refer to your Nikon Control User's Manual or contact Nikon at 516-547-4311.

If the Nikon Control plug-in (opennknc.plg) is in the same directory as ImageAXS when you start ImageAXS, the SCAN command appears on the File menu in ImageAXS. Select SCAN and OPEN NIKON CONTROL to access the Nikon Control application from within ImageAXS. If the Nikon Control application is not already running, it is launched. If it is already running, it is brought to the front. If the Nikon Control application cannot be found, a dialog appears prompting you to locate it.

If the ImageAXS plug-ins (autolodr.pin, openiaxs.pin, and sendiaxs.pin) are in the same directory as the Nikon Control application, the following features are added to the Nikon Control application:

> - the OPEN IMAGEAXS and ADD TO IMAGEAXS menu items appear on the Edit menu.
>
> - the NEW AUTOLOADER SCAN menu item on the File menu is enabled.
>
> - an ADD TO IMAGEAXS checkbox is added to the Save dialog.

These features allow you to acquire images directly into ImageAXS as they are scanned. For more information about these features, please refer to your Nikon Control User's Manual.