

Faster archiving,
retrieval and
correction of
all your digital
images

FotoStation™

4.0

MANAGE YOUR DIGITAL IMAGE

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FotoStation 4.0 User Guide, English. (Part no. F99-00059)

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System requirements

The system requirements outlined below give an indication of the hardware a regular user of FotoStation would require.

- A computer running Microsoft® Windows® 95/98/NT/2000 or Apple® MacOS® operating system
- Minimum 32 megabytes of RAM free for FotoStation. More may be needed for working with large image sizes.
- A monitor and display adapter capable of displaying thousands of colors (16-bit or higher), preferably with a resolution of 1024x768 (Windows) or 1152x870 (Macintosh) or higher.
- CD-ROM drive and preferably an internet connection
- A mouse or other compatible pointing device

Note to users of FotoStation on Windows – We recommend that Windows users set up their system to use small fonts for correct functionality. If you are in doubt whether Windows is configured with small or large fonts, right-click your Desktop, click Properties, select the Settings-tab and verify that the Font Size field has Small Fonts selected.

Note to users of FotoStation on Macintosh – This User Guide is the same for both Macintosh and Windows Users. The following three points explain how the manual describes the differences between these systems:

- Aware of the fact that Windows and Macintosh terminology may sometimes differ, we have made consistent use of Windows terminology throughout the manual. This means that the manual refers to e.g. *Shortcut* where you would normally expect *Alias*.
- When the manual mentions keyboard shortcuts to functions, if the Macintosh shortcut is not explicitly mentioned, it follows the Windows-shortcut in parentheses.
- While users of Windows right-click an object to bring up the context-menu, you can access the same context-menu on the Macintosh by either pressing and holding the mouse button until the menu appears, or by pressing the Ctrl-button while clicking the object.

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INTRODUCTION

Thank you for choosing FotoStation as your digital image archiving tool! The staff at FotoWare have worked hard to bring you this product, and we have put much effort into making FotoStation the best solution for image archiving and processing. We have received great amounts of input from users of earlier versions of FotoStation and learned much by reaching new customer segments. We are quite confident that FotoStation will cover most, if not all, your needs concerning image management.

We are continuously working to improve FotoStation to make it an even more powerful tool. You should therefore visit our World Wide Web site regularly to check for updates of your product. These updates may include bug fixes and new functionality, and can be downloaded free of charge. You should also feel free to send us comments, suggestions or reports about bugs and erratic operation.

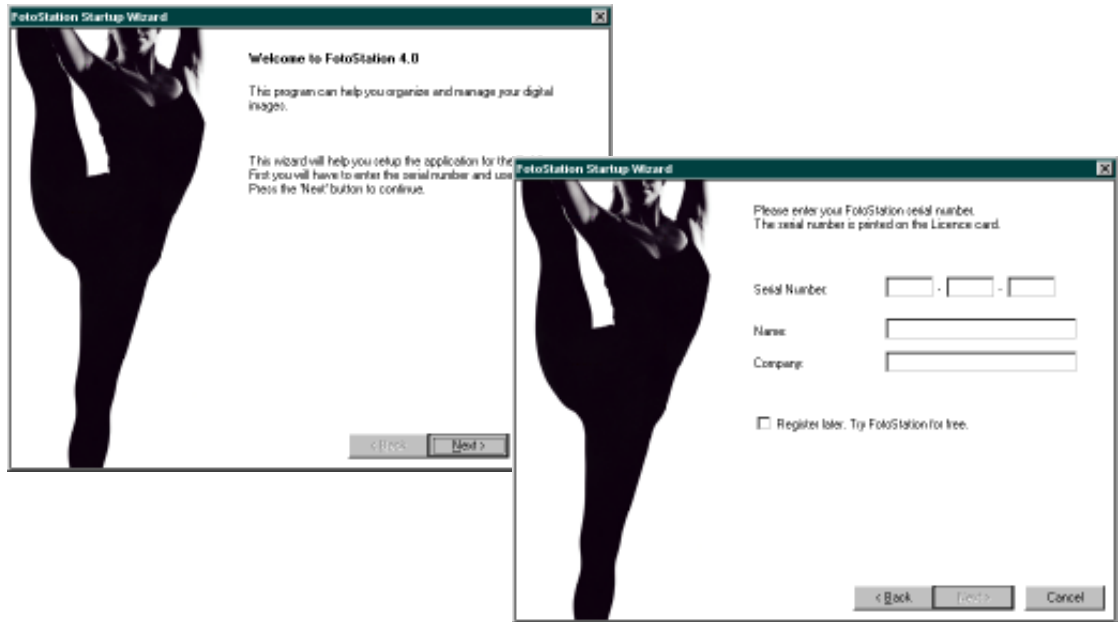
You can find the FotoStation World Wide Web Site on <http://www.fotostation.com>

The FotoStation Development Team

INSTALLATION

This section was unfortunately not ready to reach the deadline for inclusion on the FotoStation 4.0 CD. Refer to your printed handbook for installation instructions.

THE STARTUP WIZARD

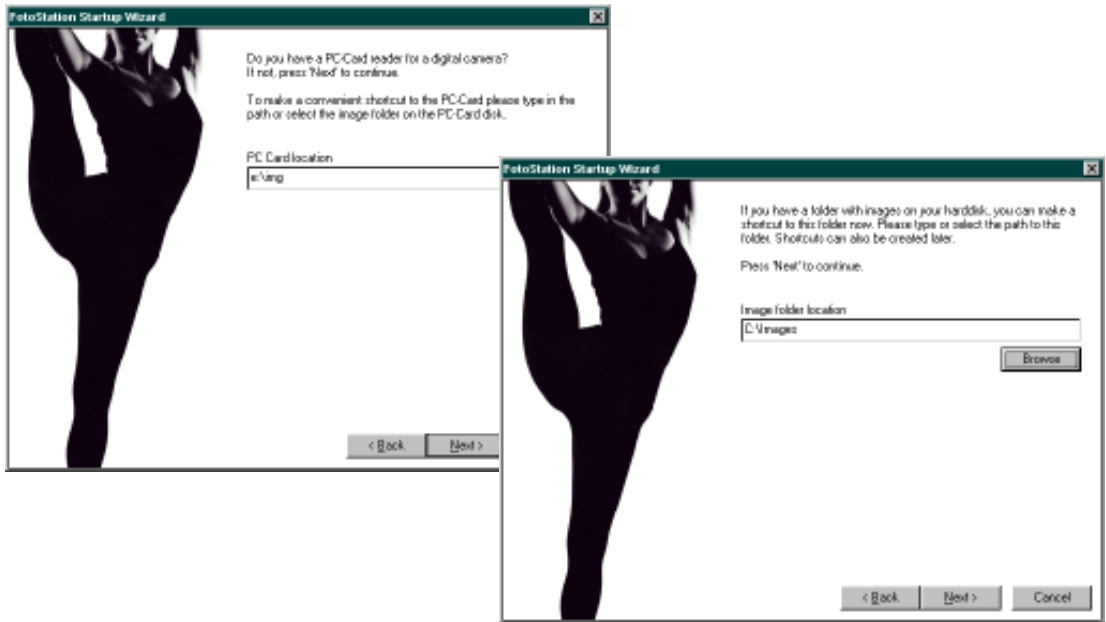


When starting FotoStation the first time, a wizard will help you configure the program and optionally specify the location of your images so as to gain access to them directly.

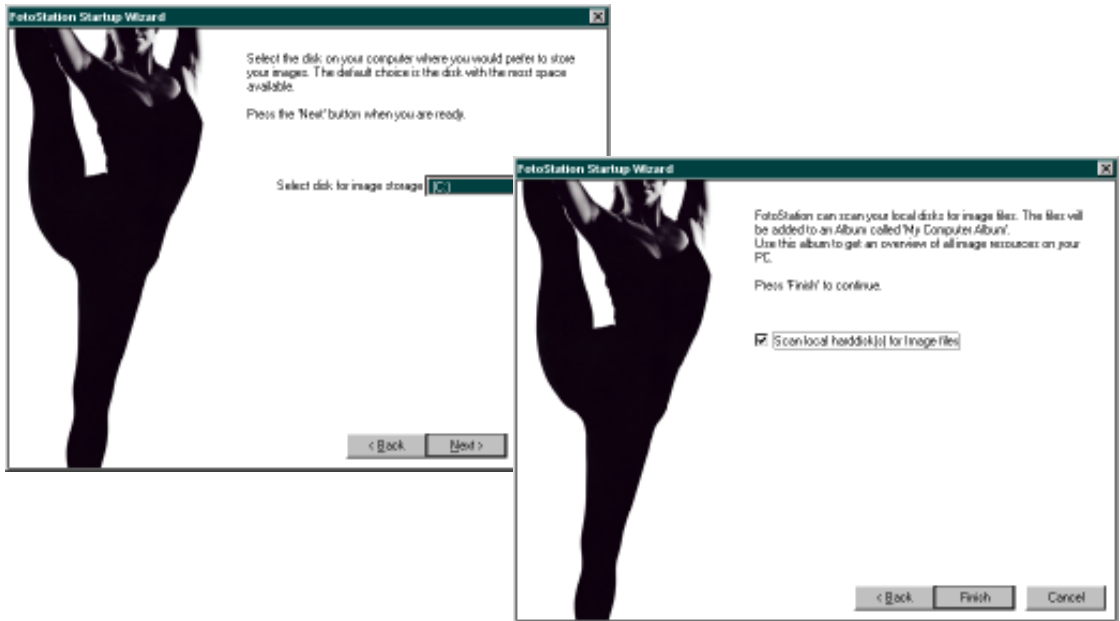
- First of all you will have to enter your name and company name, as well as the serial number that came with the software. You can find the serial number printed on the License Card that came in your FotoStation box.

If you have downloaded FotoStation from the web or received a demonstration CD, click **Register Later. Try FotoStation for free** to start your 15-day evaluation period. When the 15 days have expired, you need to purchase a serial number to continue using FotoStation.

Once the information is filled in, click **Next** to continue.



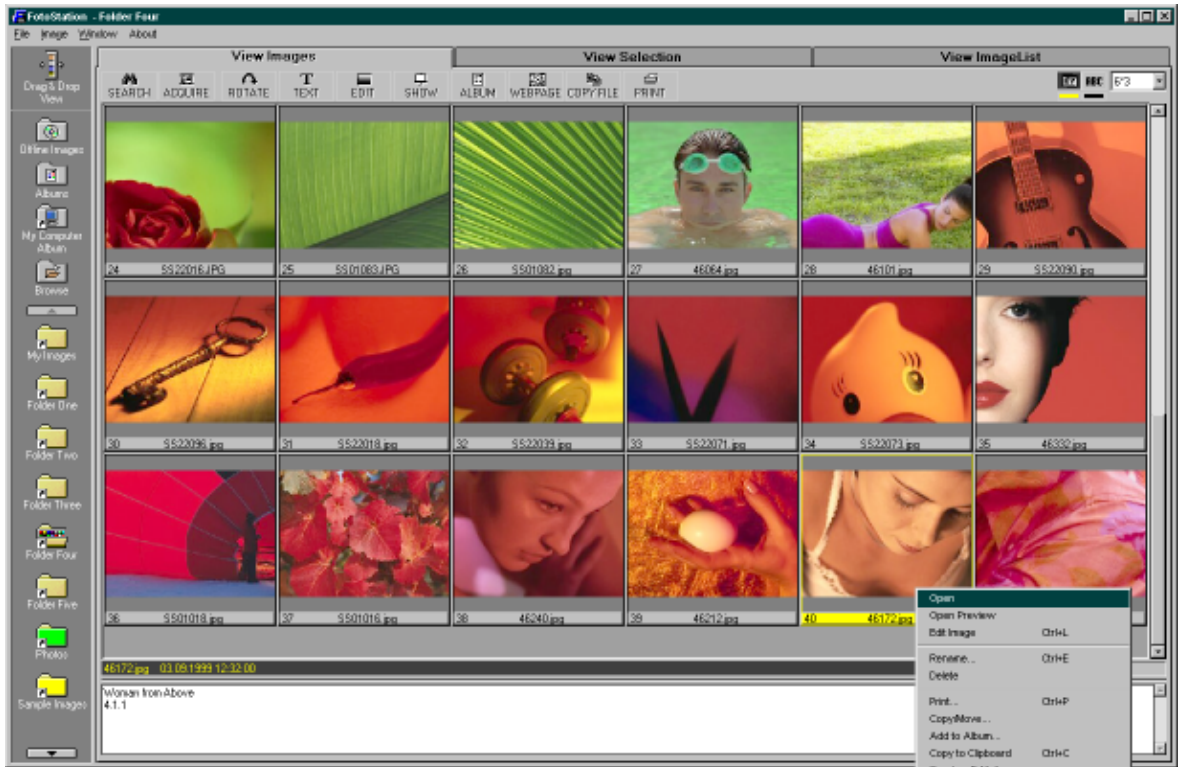
- If you have a digital camera with a removable memory card such as a flash disk or a PC card disk, the next step allows you to enter the path to the PC-card disk so as to allow direct access to the images on it. If you do not have a digital camera, simply click **Next** to skip this step. Note that if your digital camera does not use removable storage media, you must use the camera's software module to transfer files from the camera. See the section *Acquiring Images* for more information. Click **Next** to proceed to the next step.
- If you have already started collecting images in a certain folder on your computer, you can select that folder and have FotoStation create a shortcut to it. If you do not already have a collection of images, simply click **Next** to continue.



- Now choose the disk where the images should be stored. On the drive you choose there will be a new folder called My Images. Within this folder are several sub-folders that can be used for sorting your pictures. Simply select a disk and click **Next**.
- In the last step of the configuration wizard you can choose to scan all your local hard disks for pictures and add them to an album called My Computer Album (My Macintosh Album on the Mac). By doing so, you can view all the pictures on your computer with a single click. The pictures are not moved or altered in any way; all FotoStation does is create a list of pointers to the pictures on the disk. Be aware that this can take some time to complete. If you think the operation is taking too long, press **Cancel**, and refer to the chapter *My Computer Album* to learn how to start this process at a later time.

Click **Finish** to complete the initial configuration. FotoStation will now start.

DISPLAYING IMAGES



FotoStation's main window is built up of three main elements. These are the folder list, the toolbar and the image display panel. Details on all FotoStation's functions will be given in later chapters of this User Guide; this chapter will, however, give you a brief overview on how to navigate in FotoStation.

On the left hand side of FotoStation are the image folders. These are shortcuts to real folders on your harddisk (or on your network, if you prefer.) Some folders are created automatically during installation so that you can start viewing images right away. To view images in a folder, simply click the folder with your mouse. The images will be shown in the image display panel.

You can control the number of images shown on the screen by adjusting the drop-down list on the right-hand side of the toolbar. How many images you can see at the same time depends on your screen resolution.

If you want to carry out an operation on an image, click it with your mouse to select it. The image frame turns yellow to indicate that it is selected. Once an

image is selected, the buttons the buttons in the toolbar are activated. You can select more images by pressing and holding the Ctrl-button, or Shift if you are using Macintosh, while clicking another image. If you are using Windows, you can select a row of images at a time by clicking the first image, and then Shift-clicking the last image you want to select. All images between (and including) these two will be selected.

You can also right-click an image to see a menu of commands that can be performed. Many of these are also available in the toolbar, but some are specific to this menu. If you are using a Macintosh, press and hold the Ctrl-button while clicking to bring up this menu, or keep the mouse button depressed for one second.

You can organize your images easily by dragging them to another folder. To force FotoStation to copy the file, hold down the Ctrl-button while dragging. (Alt-button on the Macintosh.) To force a move of the file, hold down the Shift-button while dragging. FotoStation indicates what kind of operation it will perform by changing the mouse cursor. A plus sign indicates that the file will be copied. No sign means that the file will be moved.

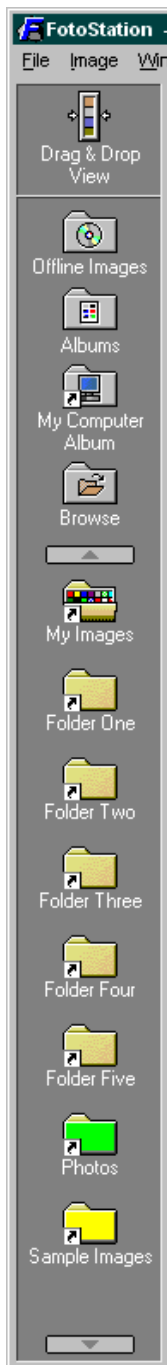
To take a closer look at an image, double-click it to open a preview. You can perform most of the operations directly from the preview window, either by using the toolbar or right-clicking the preview.

When you click on an image, any text applied to this image will be shown in the text-panel below the images. To edit this text, select the image and click the **Text** button in the toolbar, or press Ctrl-T (Command-T for Macintosh users). You can only edit the text of image files. All the text applied to your images is searchable using the Search function, which you can access from the toolbar or by pressing Ctrl-S (Command-S on Macintosh). Even if you move your file to another folder, or to another computer for that matter, this text will stay with the image. This makes it easy to exchange information with other users of FotoStation. You can even read this text using the **File | File Info** command in Photoshop, and also other applications supporting IPTC text.

You can resize the text preview box simply by clicking on its edge and dragging it to a desired size.

The first time FotoStation displays the images in a folder, it might take some time to show the thumbnails or previews. This is because FotoStation has to read the entire file to generate low-resolution copies of the images. Once a thumbnail or preview has been created, it will be cached by FotoStation, so that it can be shown much faster the next time you browse the same images.

THE FOLDERS IN FOTOSTATION



The panel on the left-hand side of FotoStation contains shortcuts to folders on your harddisk (or somewhere on your network) that contain images. By clicking on these folder shortcuts, you can see the images that FotoStation finds in these folders.

You can create up to twenty folder shortcuts in FotoStation. Depending on your screen resolution, all of them might not be shown at the same time. Use the up and down arrow buttons in the folder list to scroll up and down. You can change the position of the folders in the list by right-clicking a folder (Ctrl-clicking on the Macintosh) and selecting **Position** from the context menu.

You can easily move or copy images between folders by dragging an image onto a folder shortcut. If the folder you want to move or copy an image to is not shown, you can move the mouse button over any of the arrow buttons to scroll through the list while you are dragging.

Drag & Drop View

This is not a folder similar to the others found in this panel, but it is placed here for easy access. By clicking this icon, FotoStation will change into a narrow bar, which resides on top of all windows in your system (Windows only). You can then easily drag and drop from FotoStation into other applications.

Offline Images

By clicking this folder, you can open and view images that are stored on removable media. See the chapter *Using Removable Media* for more information on how to add entries here.

Albums

Albums can contain images that logically belong together. You can gather images for a project that you are working on, or images that you want to group. The files in an album do not have to be stored in the same physical folder on your disk – they can be stored anywhere on your harddisk or on the network. To see the contents of an album, click the **Albums** folder. See the chapter *Organizing Images in Albums* for more information on how to create albums, and how to add images to them.

My Computer Album

The My Computer Album folder is a special kind of Album. During the Startup Wizard you were asked if you wanted FotoStation to scan your harddisk(s) for images. If you answered yes to this question, the My Computer Album will contain all images found on your computer. If you selected no, or if you want to refresh the contents of this album, right-click it and select **Update** on the menu.

Browse

Clicking this button opens a dialog that allows you to open any folder and view its contents in FotoStation. You may browse network folders as well as local folders.

My Images

When you selected an image storage disk in the Startup Wizard, a folder called My Images was created on the root of this drive. The My Images shortcut in FotoStation points to this folder. FotoStation also created several subfolders in this folder, named Folder One to Folder Five. All of these folders have their own shortcuts in FotoStation. You can easily organize your images within these folders.

PC-Card Disk

If you told the Startup Wizard that you had a PC-Card Reader on your computer, a shortcut has been created to this disk. After inserting the disk from your digital camera, you can click this folder to see the pictures you have taken. Be aware that some digital cameras store the image files in different folders on the disk each time, so you might need to right-click (Ctrl-click on the Macintosh) this folder and select **Properties** to adjust the path to the images. Click the **Browse (...)** button in the **Current Folder** field to select a new folder. You can then easily move the images from the PC-Card and onto your harddisk by dragging the images into one of the folder shortcuts in FotoStation.

Sample Images

The Sample Images shortcut points to a subfolder of My Images that contains sample images that came with FotoStation. All of these images contain searchable text so that you can test FotoStation right away if you haven't got any other pictures at the moment.

If you selected Custom or Minimal Installation, the Sample Images might not have been installed on your computer. You can then find the Sample Images in the Sample Images folder on the FotoStation CD.

The Green Folder

If you told the Startup Wizard that you already have images stored in a folder on your computer, it has created a shortcut to this folder. The name of this folder is the same as the name of the folder on your disk. The color of the folder has been set to green so that you can easily identify it in the folder list. To change the color of a folder, right-click it (CTRL-click on the Macintosh), and select **Properties**. Click the **Color** button to set the color of the folder. By setting the color to Black, the default 3D-look will be restored.

FUNCTIONALITY OVERVIEW

If you are new to FotoStation, we advise you to read through this section to get an idea of what FotoStation has to offer. Even if using FotoStation is easy, you can learn some tips and tricks in this chapter to get even more out of your investment. This section of the FotoStation User Guide explains only the basics of FotoStation. Some functions will be explained more thoroughly in separate chapters later.



The Toolbar Functions

On the toolbar you can easily access the most common image operations in FotoStation. You can also access some of these functions by right-clicking (Ctrl-clicking on the Macintosh) an image. You can right-click both thumbnails and previews to open a list of available commands.

Search – Lets you search the filenames and the text on the images in the current folder or album. See the chapter *Finding your Images* for more information about this function.

Acquire – You can use a TWAIN module in Windows or a Photoshop Plug-In on Macintosh computers to acquire images from scanners or digital cameras. See the chapter *Acquiring Images* for more information about this function.

Rotate – You can easily rotate an image in steps of 90° by clicking this button. See the chapter *Rotating Images* for more information.

Text – You can add descriptive captions and keywords to your images with the FotoStation Text Editor. See the chapter *Adding information to your images* for a full explanation.

Edit – You can do dark-room manipulation of your images with the FotoStation Image Editor. See the chapter *Your digital darkroom* to learn how to improve the quality of your images.

Show – You can easily set up slideshows by selecting images and clicking this button. See the chapter *Making Slideshows* for more information.

Album – You can add the selected images to an album using this button. See the chapter *Organizing Images in Albums* to learn more.

Webpage – You can easily make webpages with thumbnails and previews of your images with this function. See the chapter *Making Web Pages* to learn more.

Copy File – You can easily copy and move files between folders in FotoStation by dragging the images between the folders. If you want to copy files to

Whereas in Windows you can right-click certain program elements to open a context menu of available options, on the Macintosh you can press Ctrl while clicking the element to open the context menu. Try it on thumbnails and previews!

other locations than the predefined shortcuts, use this button. You can also drag an image (or many) onto the Browse icon to trigger this command. See the chapter *Moving your Images Around* to learn more.

Print – Lets you easily print the selected image(s) or all images in the current folder. See the chapter *Printing your Images* for more information.

Other elements in the Toolbar

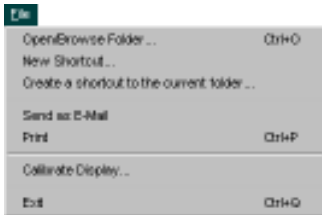
Mark/Unmark/Sort – In the toolbar you will also find four other buttons; a black, a yellow, a **Date** button and a button labeled **ABC**. By clicking the yellow button you can select all images currently displayed on the screen (Mark Visible). Clicking the black button deselects all images (Unmark All). You can also access these functions via keyboard shortcuts and in the Image menu.

Sorting – Clicking the **Date** button makes FotoStation sort the images in the folder according to their creation date. To sort your images alphabetically according to the filename, simply click the **ABC** button.

Number of images to show – Rightmost on the toolbar is a menu where you can select how many images you wish to display on the screen. These values will vary depending on the screen resolution you are using.

The menu

The FotoStation menu bar gives you access to almost all commands in FotoStation. It is also an easy reference to the keyboard shortcuts, which are shown next to each menu option. We recommend that you learn the keyboard shortcuts to the commands that you use most often, so that you can work even more efficiently with FotoStation.



Learning keyboard shortcuts by heart is a way to make it easier to work with your image archive. All keyboard shortcuts are listed in the program menus for quick reference. Whereas in Windows keyboard shortcuts are triggered with the Ctrl-button, the Command-button is used on the Macintosh.

The File menu

Open/Browse Folder – This command lets you open a folder to view it in FotoStation. It does the same as clicking on the **Browse** folder in the Folder List. The keyboard shortcut for this command is Ctrl-O (Command-O).

New Shortcut - This command lets you create a new shortcut in the Folder List. You will be asked to select the folder that you want to add. The folder can be on your local machine, or anywhere on your network.

Create a shortcut to the current folder – If you have used the Open/Browse folder command or the Browse-icon in the Folder List to open a folder that FotoStation currently has no shortcut to, this command will create a new shortcut for you in the Folder List. You will be asked to name the new shortcut.

Send as E-Mail (Launch E-Mail Client) – In Windows, this command will create a new e-mail message using your default e-mail program, and attach the selected image(s). On Macintosh computers, your default e-mail client will be launched.

Print - Lets you print the selected image(s). This is the same as clicking the **Print** button in the toolbar. The keyboard shortcut for this command is Ctrl-P (Command-P).

Calibrate Display - This lets you calibrate your monitor, so that FotoStation can show the images with correct colors. See the FotoStation World Wide Web Site for information on how to use this function.

Exit - This command closes FotoStation. The keyboard shortcut is Ctrl-Q or Alt-F4 in Windows, or Command-Q on Macintosh.

The Image menu

Mark Visible Images – Selects all images currently visible in FotoStation. The keyboard shortcut for this command is Ctrl-A (Command-A). You can also press the yellow button in the toolbar.

Unmark All Images – Deselects all images currently selected. The keyboard shortcut for this command is Ctrl-D (Command-D). You can also press the black button in the toolbar.

Image	
Mark All Images	Ctrl+A
Unmark All Images	Ctrl+D
Delete Marked Images...	Del
Search For Images...	Ctrl+F
Rotate Image...	Ctrl+R
Edit Image Text...	Ctrl+T
Slide Show...	Ctrl+O
Acquire Image...	Ctrl+K
Edit Image...	Ctrl+L
Rename Image...	Ctrl+E
Copy Text To All Marked...	
Copy Image To Clipboard	Ctrl+C

Delete marked images – Deletes the marked images. Note that this will delete the images permanently from the disk, they will not be placed in the Recycle Bin or the Trashcan. *There is no way to undo this operation.* The keyboard shortcut for this command is the Delete button on Windows, or Command-Backspace on Macintosh.

Search for Images – This opens the search dialog so that you can search for filenames and text in the images in the current folder or album. This is the same as pressing the **Search** button in the toolbar. The keyboard shortcut for this command is Ctrl-F (Command-F).

Rotate Image – Lets you rotate the selected image(s). This is the same as pressing the **Rotate** button in the toolbar. The keyboard shortcut for this command is Ctrl-R (Command-R).

Edit Image Text – Lets you edit the descriptive text and keywords of the selected image(s). This is the same as pressing the **Text** button in the toolbar. The keyboard shortcut for this command is Ctrl-T (Command-T).

Slide Show – Lets you set up a slideshow of the selected images. This is the same as pressing the **Show** button in the toolbar. The keyboard shortcut for this command is Ctrl-G (Command-G).

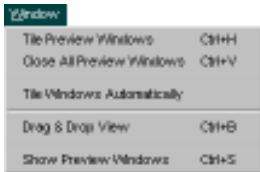
Acquire Image – Brings up the Acquire Wizard for importing images from scanners or digital cameras. This is the same as pressing the **Acquire** button in the toolbar. The keyboard shortcut for this command is Ctrl-K (Command-K).

Edit Image – Opens the selected image(s) in FotoStation's image editor. This lets you perform basic manipulation of your images. This is the same as pressing the **Edit** button in the toolbar. The keyboard shortcut for this command is Ctrl-L (Command-L).

Rename Image – Lets you rename the currently selected file(s). The keyboard shortcut for this command is Ctrl-E (Command-E).

Copy text to all marked – This command lets you easily add the same descriptive text and keywords to all selected images. You can read more about this function in the chapter *Adding information to your images*.

Copy image to Clipboard – This places a copy of the preview of the selected image on the Windows clipboard. You can then easily paste this image into another application by using **Edit | Paste** in the menu, or pressing Ctrl-V on the keyboard. The keyboard shortcut for copying an image to the clipboard is Ctrl-C.



The Window menu

Tile Preview Windows – This command will arrange the open preview windows, so that you can easily compare the previews. This command can also be reached by right-clicking (Ctrl-clicking) an open preview. The keyboard shortcut for this command is Ctrl-H (Command-H).

Close All Preview Windows – This command will close all open preview windows, and return you to FotoStation’s main window. This command can also be reached by right-clicking (Ctrl-clicking) an open preview. The keyboard shortcut for this command is Ctrl-V (Command-V).

Tile Windows Automatically – You can turn this command on and off by clicking it in the menu. If the option is enabled, a checkmark is displayed on the left side of the command, and the preview windows will be automatically arranged to fit the screen when a new one is opened. You may also use the keyboard shortcuts Ctrl-M and Ctrl-S (Command-M and Command-S) to jump between the main window and preview windows.

Drag & Drop View –Changes FotoStation into a narrow strip suitable for drag and drop operations. On the Macintosh, click the zoom box in the upper-right corner of the window to change FotoStation back to normal mode. The keyboard shortcut for this command is Ctrl-M (Command-M).

Show Preview Windows – Selecting this command will display all the preview windows. The keyboard shortcut for this command is Ctrl-S (Command-S).

The About menu

About FotoStation – This command displays Copyright and Legal Information about FotoStation. You can also find your serial number in this dialog box. If a technical support person asks you for the FotoStation version number, you should respond with the Build-number found in the About box.



FotoStation Homepage – This command will open an internet browser and navigate to the FotoStation World Wide Web Site. You can find useful information, documentation and tips and tricks on this web site.

Check for program update – This command will bring you to a page on the FotoStation World Wide Web Site that will tell you if there is a newer version of FotoStation available than the one you are currently running. FotoWare recommend that you regularly check for program updates and download and install any newer versions that are available. FotoWare continuously improves FotoStation, and we would very much like you to take advantage of future improvements.

Get new program language file – This option will bring you to a page on the FotoStation World Wide Web Site where you can download language files for languages that were not included on the FotoStation CD-ROM.



Tip: You can Alt-doubleclick all types of files and open them in their associated applications in Windows. Try opening different types of files! Mac users should press the Command-key while doubleclicking the files for the same result.

The image popup menu

You can easily access many commands by right-clicking an image in thumbnail mode. If you are using a Macintosh, hold down your mouse button for more than a second or Ctrl-click a thumbnail to display this menu.

Open – Opens the image in the registered owner application. You can also Alt-doubleclick (Command-doubleclick) an image to perform this operation.

Open Preview – Opens a preview of the selected image. You can also doubleclick an image to perform this operation.

Edit Image – Opens the selected image in FotoStation's image editor. This is the same as pressing the **Edit** button in the toolbar. The keyboard shortcut for this command is Ctrl-L (Command-L).

Rename – Lets you rename the currently selected file(s). The keyboard shortcut for this command is Ctrl-E (Command-E).

Print – Starts the Print Wizard. This is the same as pressing the **Print** button in the toolbar. The keyboard shortcut for this command is Ctrl-P (Command-P).

Copy/Move – Starts the Copy File Wizard. This is the same as pressing the **Copy File** button in the toolbar.

Add to Album – Lets you add the selected image to an album. This is the same as pressing the **Album** button in the toolbar or dragging the image onto the Album folder in the Folder List.

Copy to Clipboard – Copies a preview of the selected image to the clipboard. The keyboard shortcut for this command is Ctrl-C. (Not available to Macintosh users.)

Send as E-Mail – This command creates a new mail message and attaches the selected file to it. You can then easily send an image to another person via email. This is the same as selecting **File | Send as E-Mail** in the menu.

Rotate – Lets you rotate the selected image. This is the same as pressing the **Rotate** button in the toolbar. The keyboard shortcut for this command is Ctrl-R (Command-R).

Edit Text – Lets you edit the descriptive text and keywords on the selected image. This is the same as pressing the **Text** button in the toolbar. The keyboard shortcut for this command is Ctrl-T (Command-T).

Image Notes – This command lets you add a yellow sticker to the currently selected image with your comments. You can read more about this function

later in this chapter. The keyboard shortcut for this command is Shift-Alt-Enter (Shift-Command-I).

Image Properties – This command displays information about the currently selected image. The keyboard shortcut for this command is Alt-Enter (Command-I).



You can select multiple images by keeping the Ctrl-key depressed while clicking the images of your choice. Use this functionality when you wish to open multiple previews at the same time. On the Macintosh, use the Shift-key while clicking the images to mark them.

Selecting images

You can select a single image simply by clicking on it with the mouse. To select multiple images, keep the Ctrl-key (Shift-key on the Macintosh) depressed and click the images of your choice.

In Windows you can select a range of images by clicking the first image, then clicking the last picture in the range while pressing the Shift-key.

By clicking the yellow button on the toolbar, all currently visible images are marked. You can also select **Image | Mark Visible Images** from the menu for the same result, or use the keyboard shortcut Ctrl-A (Command-A).

If you want to deselect all images, simply press the black button on the toolbar, use the keyboard shortcut Ctrl-D (Command-D), or select the menu command **Image | Unmark all images**.

Most of the operations in FotoStation can be performed in batch on several images. Select some images and click e.g. **Rotate** on the toolbar, and all images can be rotated one at a time.

Drag and Drop

In the Windows environment, FotoStation supports drag and drop operations to most other applications. You can for instance drag an image from FotoStation to Adobe PageMaker, Quark Express, Microsoft Word or an email application such as Microsoft Outlook. If your application does not accept images dragged from FotoStation, you can copy the image to the clipboard, and then paste it into the application. On the Macintosh, you can drag from FotoStation onto aliases or application icons to open the file.

If you want to make it even easier to drag images into other applications, click the **Drag & Drop View** button in the Folder List. This command will turn FotoStation's main window into a narrow bar-like window on the right side of your screen, so that you can easily drag into other open applications. This window will always stay on top of other windows. You can easily switch between the full window and the bar by clicking Ctrl-B (or Command-B on the Macintosh).

Previews

FotoStation lets you easily preview an image by double-clicking it. You may have up to 8 previews open at the same time. Previews let you easily compare images and study smaller details than you are able to when working with the thumbnails. When working with previews, FotoStation offers many keyboard shortcuts to let you work faster:

In the Window menu you can find the option **Tile Windows Automatically**. By enabling this option, FotoStation will automatically arrange all open preview windows to fit the screen. If the option is turned off, you can arrange the previews manually using the keyboard shortcut Ctrl-H. (Command-H) You can also right-click (Ctrl-Click) a preview to see a list of available commands.



By clicking **Ctrl +** (Command +) and **Ctrl -** (Command -) you can zoom in and out on a preview. You can also scale a window's size by clicking and dragging one of its corners.

To close all previews in a single operation, select **Window | Close All Preview Windows** in the menu, or use the assigned keyboard shortcut Ctrl-V (Command-V). To close one preview at a time, use Ctrl-W or ALT-F4 (Command-W) or select **Window | Close Preview Window** in the menu.

Preview shortcuts

Tile Preview Windows	CTRL/Command	H
Close Preview Window	CTRL/Command	W
Close All Preview Windows	CTRL/Command	V
Show Main Window	CTRL/Command	M
Show Preview Windows	CTRL/Command	S
Zoom In	CTRL/Command	+
Zoom Out	CTRL/Command	-

To jump between the main and preview windows, select **Window | Show Main Window** or **Window | Show Preview Windows** in the menu, or use the assigned keyboard shortcuts Ctrl-M (Command-M) and Ctrl-S (Command-S). We advise you to learn these shortcuts by heart since this will make it easier and faster to navigate, and help you get the most out of FotoStation. Note also that in the uppermost part of all preview windows are three buttons: **Rotate**, **Text** and **Edit**. Instead of returning to thumbnail level in the main program window, these operations can be carried out directly from preview mode. By keeping the Alt-key (Command-key) pressed while double-clicking a thumbnail, the file will be opened in the application associated with the file extension.

Deleting images

Images can be deleted from within FotoStation. Select the image(s) that you want to delete, and press the **Delete** key on your keyboard (Command-Backspace on Macintosh), or select **Image | Delete** from the menu. Note that when deleting images, they are *not* placed in the system's Recycle Bin or the Trashcan - they are **permanently removed**.

Image Information

You can view detailed image information in FotoStation by right-clicking a thumbnail (Ctrl-clicking). This will display a menu with a number of options, among them **Image Notes** and **Image Info**.

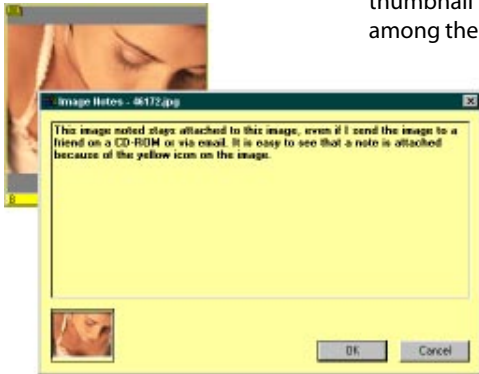


Image Notes

Use **Image Notes** to apply «stickers» to your images. When a note has been added to an image, a yellow sticker is visible in the upper-left corner of the image in thumbnail mode. By using image notes you can for instance add important information and reminders that are easily spotted when working with the images. The visual indicator will disappear if all text in the image note is removed. If you send a file with a note to another person using FotoStation, he will see that you have added a sticker to the image, and can read the text you wrote.

Image Info

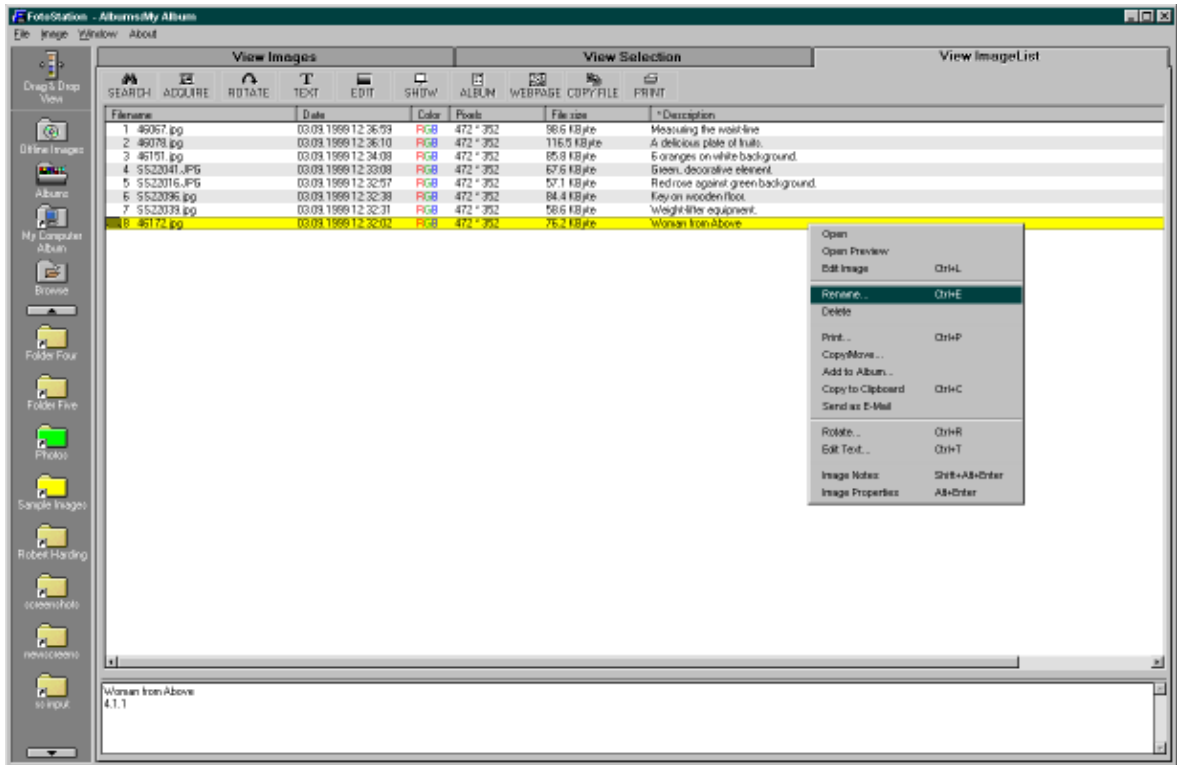
Choosing **Image Info** opens a dialog box with detailed information about the image. This includes filename, location, file format, the size of the file and the image data, color mode, resolution and measures. An event history is also displayed, containing a list of changes applied to the image in FotoStation.

The Image Info box stays open, so you can continue working with the main FotoStation window. When you select a new preview, the window will update with information about that image.

View Selection Mode

FotoStation automatically goes to the Selection tab when you have performed a search. The search results are then displayed in this mode. You can also manually select images, and then go the **View Selection** tab to see only the selected images.

You can carry out all operations from the selection tab, as from the **View Images** and **View ImageList** tabs. To see all your images, click on the **View Images** tab to return.



View ImageList Mode

On the **View ImageList** tab you will find useful information about each image. You can resize each field by dragging the field indicators, and you can also choose what information to see in certain fields (marked with an asterisk the first time you enter the imagelist mode).

All image-processing commands can be carried out from this page as from the others. You can also easily access the image context menu by right-clicking (Ctrl-clicking) an entry.

CREATING FOLDER SHORTCUTS

Tip: If you need to create new folders for your images, put them inside the My Images folder on your harddisk. By doing so, you can click the My Images shortcut in FotoStation and view all files contained within its subfolders. It also makes it easier to back up your archive, since all pictures are located in subfolders within a single folder.

The shortcuts are all found in the Folder List on the left side of FotoStation's main window. When you installed FotoStation, a number of sample shortcuts were created for you. Each shortcut points to a physical folder on your disk. Even if you can access any folder on your disk by clicking the **Browse** button, it is more convenient to make shortcuts to folders you use often in the folder list.

To create a new shortcut, right click an empty area of the Folder List and select **New Shortcut** in the popup-menu. You can also select **File | New shortcut** from the window menu. (On the Macintosh, hold down your mouse button until the menu appears, or press the Ctrl-key when clicking the empty area.)

You must then choose the folder that you want to create a shortcut to. When you click the **Select** button, a shortcut to the folder will be created in FotoStation's Folder List.

If you want to change the properties of a folder shortcut or delete it, right click (Ctrl-click) the folder itself. A context menu with the following commands will appear:

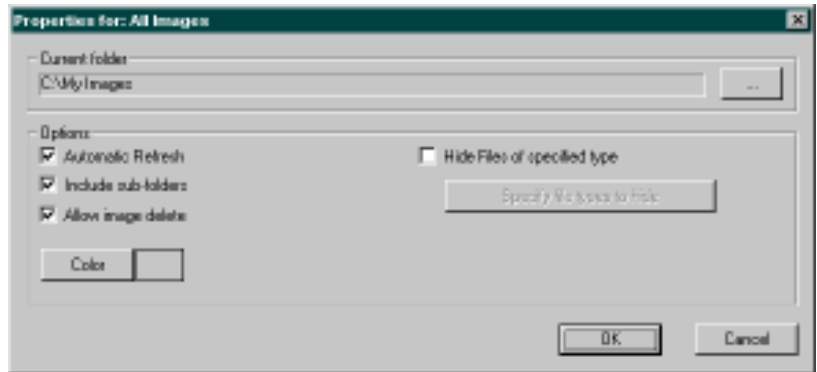
Position – This will allow you to change the position of this folder in the Folder List.

Delete – If you select **Delete**, the folder shortcut will be removed from FotoStation. The folder this shortcut points to will not be removed from the disk, and all images will be left intact.

Rename – Select **Rename** to give the shortcut a new name. The folder this shortcut points to will not be renamed, only the name displayed in FotoStation.

Properties – Displays the property sheet for this folder. The options in the Folder Properties dialog is explained on the next page.





The Folder Property Sheet

The folder property sheet allows you to configure and set various properties of each shortcut.

Current Folder – Shows the path to the physical folder in which the images are stored. Click the **Browse (...)** button to select a new folder.

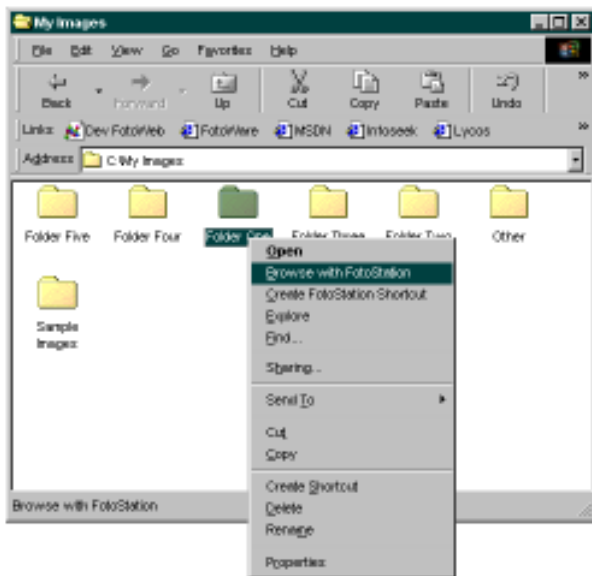
Automatic Refresh – Check this box to have FotoStation automatically update the folder when a new image arrives (Default setting). If this option is not enabled, you will have to click the shortcut icon in the folder list again to see new images or detect changes in the folder. If the shortcut points to a folder on a network disk with many images, FotoStation might work faster if this option is turned off.

Include sub-folders – Enabling this option makes FotoStation display all images in the selected folder as well as those found one level down in the hierarchy.

Hide files of specified type – Allows you to set up a list of files to hide based on their extensions. In doing so, you can for instance make non-image files invisible. By default, FotoStation shows all files that are in a folder, whether they are images or other types of documents. Non-image files, or image files that are not recognized by FotoStation, will be displayed with the file icon as set by the registered application.

Color – Allows you to change the color of the shortcut. If you would like to restore the 3D-look shortcuts, set the color to light gray or black.

EXPLORER INTEGRATION



This functionality is not available on the Macintosh.

You may already be aware that you can right-click a folder on the Windows desktop to display a list of available commands, also known as a context menu. FotoStation adds two commands to this menu, so that you can easily jump from Windows Explorer into FotoStation when you need to look at images in a folder.

Browse with FotoStation – This command will start FotoStation and show the contents of the selected folder.

Create FotoStation Shortcut – This command will start FotoStation and display the dialog box that allows you to create a shortcut to the selected folder in FotoStation. This allows you to access the folder directly from FotoStation later.

Tip: If FotoStation is running, here's a neat trick that makes it easy to check the contents of a folder: Click the **Drag & Drop View** button in FotoStation.

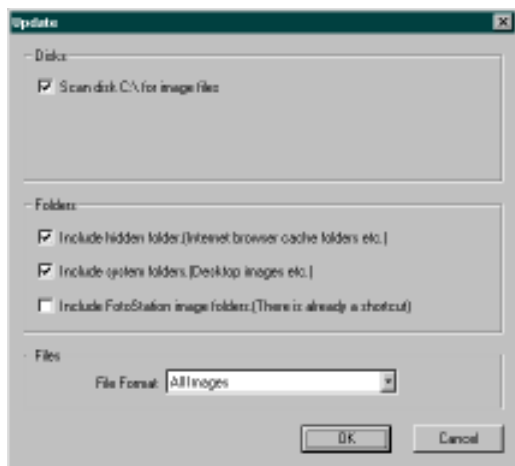
By doing so, FotoStation's program window becomes a picture strip on the right side of your screen. If you like you can size and move the strip any way you like. Now right-click any folder on the desktop and select **Browse with FotoStation**. The pictures / files in the folder are immediately displayed in the FotoStation strip. If you wish to make a shortcut to the folder in FotoStation, simply right-click it and choose **Create FotoStation Shortcut**.

THE MY COMPUTER ALBUM¹



The My Computer Album shortcut provides a fast and fully automatic way of scanning all local disks for images and displaying them with a single click. During the initial startup configuration you may have chosen to scan your disk for pictures and add them to this album.

If you wish to update the album, you can do so by right-clicking the **My Computer Album** icon and selecting **Update**. (On the Macintosh, press Ctrl while clicking the icon.) The dialog box presents you with the following choices:



Scan disk <C> for image files – All local disks are displayed here, though not network drives or CD-ROMs. Simply select the drive(s) you would like to include.

Include hidden folders – When enabled, all hidden folders, such as the cache folders of Internet Explorer or Netscape Navigator and other hidden folders will be scanned.

Include system folders – Select whether or not to include system folders in the scanning.

Include FotoStation image folders – If you also wish to include FotoStation's image folders, check this box. Note that you can already access the images in these folders simply by clicking the folder shortcuts in the Folder List.

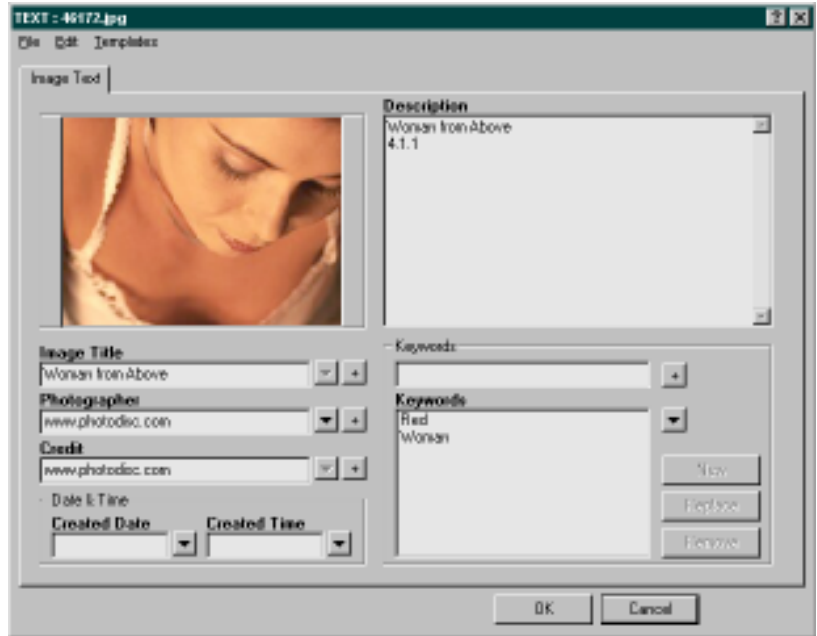
File Format – Choose the file type to scan for. There are four alternatives: **All image files**, **Only JPEG and TIFF files**, **Only JPEG files** and **Only TIFF files**.

When you have made your choice of options, simply click the **OK** button. FotoStation will scan the selected drives and present the result when done.

You can read more about creating your own albums in FotoStation in the chapter *Organizing Images in Albums* later in the manual.

1) On the Macintosh, this album is called My Macintosh Album.

ADDING INFORMATION TO YOUR IMAGES



Tip! Other people can access the text and keywords you add to an image by opening the image file in Photoshop, and selecting File | File Info... in the menu. They may of course also use FotoStation to view this information.

When building an image archive, including as much and precise information as possible with each image is key to retrieving the correct one when performing a search. FotoStation's text editor is designed to let you work comfortably and efficiently when applying text to either a single or several images. If you regularly caption a lot of images, you will benefit from the advanced features of the text editor. The text is stored within the images in the IPTC format, the same format as used by Photoshop.

Captioning one image at a time

To add descriptive information and keywords to your images, select one or more images and click the **Text** button on the toolbar or use the keyboard shortcut Ctrl-T (Command-T). The text editor appears, allowing you to caption your images one by one.

It is possible to store frequently used values by clicking the button with a plus sign next to the text field. You can then make a list of values, which will be available when you click the button with the arrow pointing downwards.

Batch captioning

If you have a lot of images to which you wish to add the same text, this can be done in a single operation. First select the desired images, then select **Image | Copy Text To All Marked** on the menu. The text editor appears, allowing you to fill in the fields. When you're done, click **OK**. A new dialog appears, presenting you with four choices:

For fields in the new text that are not empty

Replace previous content – Selecting this option will make FotoStation replace the text that already exists in the image with the new information you just entered in the editor.

Add to previous content – Selecting this option makes FotoStation add the new text to the text that already exists in the image.

For fields in the new text that are empty

Clear field – If, when entering text in the text editor, you left a field empty, and an image already has that text field filled in, selecting this option will make FotoStation clear that field as specified in the recently entered text.

Keep previous content – If, when entering text in the text editor, you left a field empty, and an image already has that text field filled in, FotoStation will keep the text already in the image and add the new text to the other fields.

The Text Editor menus

The following command are available from the menu in the text editor:

File menu

Open text – Allows you to import a previously saved text template and apply it to the current image.

Save text as – This feature allows you to save the text currently entered in the editor as a file. This file can later be used to add the text to another image using the **File | Open text** function described above.

Edit menu

Undo – Undo recent changes in the currently active field. (CTRL/Command-Z)

Undo all – Undo recent changes in all fields. (Shift+CTRL/Command-Z)

Cut – Allows you to cut away selected text and paste it in another field. (CTRL/Command-X)

Copy – Copy the selected text to the clipboard. (CTRL/Command-C)

Paste – Paste the contents of the clipboard in the currently active field. Only text can be pasted into the editor. (CTRL/Command-V)

Clear – Delete the selected text permanently.

Copy all fields – Allows you to copy the contents of all fields to the clipboard. (Shift+CTRL/Command-C)

Paste all fields – If you have used the **Edit | Copy all fields** function to copy the

contents of all fields to the clipboard, this function will allow you to paste all the text back into its correct text field. (Shift+CTRL/Command-V)

Paste all from previous text – Paste all the text from the previous image into the text editor. (CTRL/Command-P)

Clear all fields – Delete the contents of all text fields. (CTRL/Command-K)

Text templates

FotoStation allows you to create text templates that can be automatically applied to images that are acquired from a digital camera or a scanner, or you can apply the text from a template manually to one or several images in a batch.

To create a text template and apply the text to images during acquire

Click the **Acquire** button on the toolbar, choose the scanner or digital camera and select your options. In Step 3 of the Acquire Wizard, there is a list labeled **Copy Text from...** This list contains all the templates created in FotoStation. To create a template at this point click the **New** button. Enter the desired text in the dialog that appears, and click **OK**. Then name the template and click **OK** again. When your images are acquired, the text in the template will be automatically applied.

To create a template and apply it to pictures manually

Click a picture, and then click the **Text** button on the toolbar. Choose **Edit | Clear all fields** in the menu to remove all the text (optional). Now enter any text you like. To save the template, choose **Templates | Save as template** from the menu. Now name the template and click **OK**. If you wish to apply this template to the selected picture, click **OK** in the text editor window. If you do not want to save the changes to the current image, press **Cancel**.

To apply this template to other images later, select the images in the main window and click the **Text** button in the toolbar. Then open the **Templates** menu, choose the template of your choice and click **OK**.

To apply a template to several images in a single operation (Batch Captioning)

This procedure assumes that you have already created a template. If you need to create a template first, see above.

Select the pictures to which you wish to apply the text, and choose **Image | Copy Text To All Marked** in the menu. In the **Templates** menu, select the template of your choice and click **OK**. See the section *Batch captioning* earlier in this chapter for further instructions.

FINDING YOUR IMAGES



When you are browsing a folder with images, press the **Search** button in the toolbar to bring up the Search Wizard, or use the keyboard shortcut CTRL-F (Command-F). FotoStation will now let you search for text and filenames of the pictures in the folder.

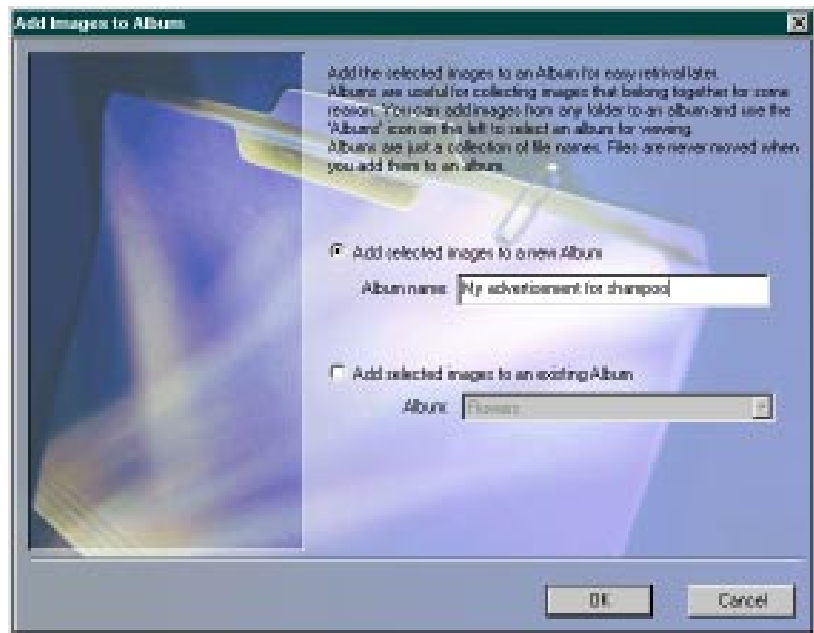
When performing a search, FotoStation goes through all the text as well as the filenames and paths of the images in the current folder. Since FotoStation uses full-text search, it relies on correct spelling. You can search for whole words, sections of words or strings of several words. FotoStation will search for exactly the string entered in the search fields. The operators AND and OR allow you to specify the search more precisely by entering two search words.

The first time you perform a search in a folder, FotoStation generates a search index. This can take some time depending on the number of files in the folder. When the index is generated, subsequent searches will be fast, even if you quit and restart FotoStation. If many of the images in your folder change, FotoStation might have to recreate the index.

Note that you can optimize the index manually by clicking the button labeled **Rebuild Search Index**. We recommend that you rebuild the index once in a while to maximize search performance.

When you press the **Search** button, FotoStation will start the search process and display the images on the Selection tab.

ORGANIZING IMAGES IN ALBUMS



Using albums you can create collections of images physically located in different folders or on different disks and browse and edit them as if they were all in a single folder. There are two album buttons in the main program window: In the Folder List is an Albums folder that allows you to view and describe your albums. On the toolbar is an Album button that allows you to add the currently selected images to an album of your choice, either by creating a new one or by adding the images to an already existing album.

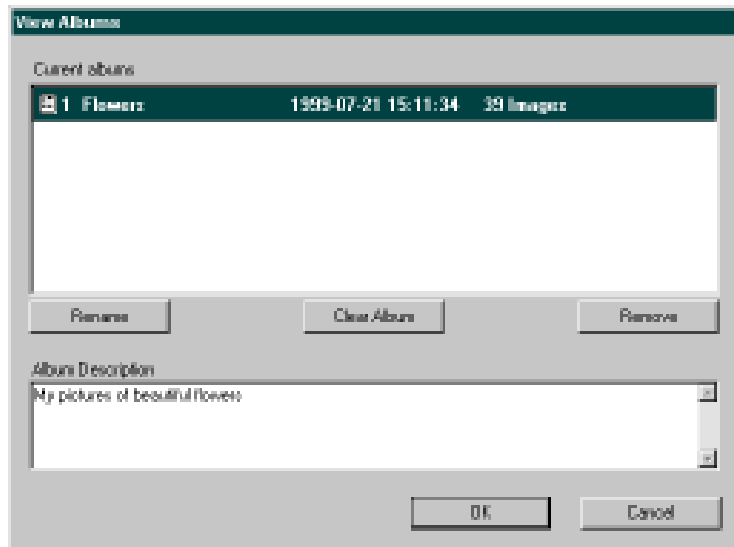
Please note that albums are static – when adding an image to an album only a link to the file is created. The picture is not physically moved or altered in any way. This implies that albums do not update automatically e.g. to reflect the changes in a specific folder. Think of your albums as collections of pictures that you feel belong together. For instance, albums can be used to keep track of your projects. Use them to collect pictures and files that are associated!

Creating albums

To create an album, follow these simple steps: Select the images to add to the album, and then click the **Album** button on the toolbar. In the dialog that appears you can create a new album and add the selected images to it, or you can select an already existing album to which you want to add the selected images. Simply make a choice and click the **OK** button.

Viewing your albums

To view an album, click the **Albums** folder in the folder list, select the album you wish to view and click **OK**. The images will be displayed on the View Images tab. Now you can work with the images as if they were located in an ordinary folder.



Note: Note that when deleting an image from an album, the original image is not deleted; only the album's link to the image is removed.

If you wish to describe an album, click the **Albums** folder in the folder list and select the album from the list. Then enter a description in the **Description** field.

Renaming and deleting albums

To rename an album, click the **Albums** folder, select the album and click the **Rename** button.

To delete an album, click the **Albums** folder in the shortcut list in the main program window. Select the album you wish to delete and click the **Remove** button.

You can also clear the contents of an album by clicking the **Albums** folder, highlighting the album and clicking the **Clear Album** button.

MAKING SLIDE SHOWS

Slide Show Keyboard Commands

Go to the next image
Left, Down, N, PgDn, Enter

Go to the previous image
Right, Up, P, PgUp

Go to the first image
Home

Go to the last image
End

Go to end of Slide Show
Escape

These keyboard commands are not available when the **Change Frames Automatically** function is enabled.



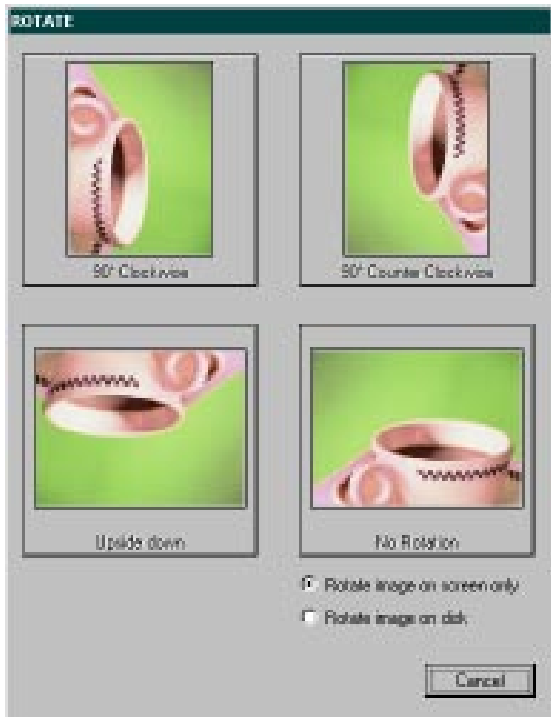
By selecting a number of images and clicking the **Show** button on the toolbar, you can create a slide show of the images. You may also use the keyboard shortcut Ctrl-G (Command-G). The following options are available:

Change frames automatically: When selected, you can set the number of seconds each image should be displayed. If you choose to change frames manually, please refer to the sidebar *Slide Show Keyboard Commands* for navigational help.

Start from beginning after last frame: When selected, the slide show is looped, displaying the first image after the last one. Cancel the slide show by pressing the **Escape** key.

Do not show this dialog again: When enabled, the next time you select some images and click the **Show** button, the slide show starts directly using current settings. To change the settings, press and hold the **Alt** key while clicking the **Show** button on the toolbar.

ROTATING IMAGES

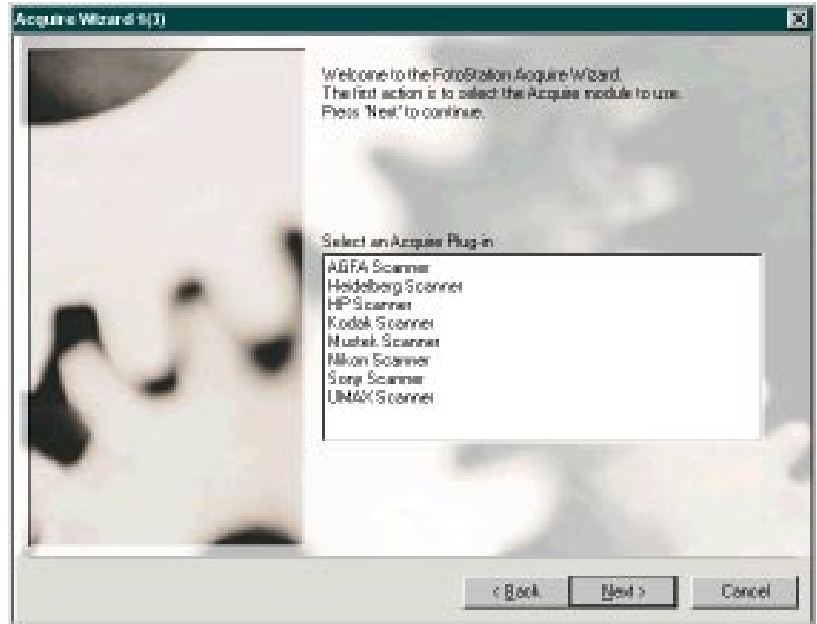


To rotate your images, simply select the images you wish to rotate, and press the **Rotate** button on the toolbar. You can also use the keyboard shortcut Ctrl-F (Command-F). Doing so will display a dialog with a preview of the rotational direction. Simply click the desired direction to rotate the image. FotoStation will carry out the rotation, and if multiple images were selected, display the dialog again with the next image.

Rotate Image on Disk – By default, FotoStation only rotates the thumbnail and preview of the image. If you also want to rotate the high-resolution image, select this option.

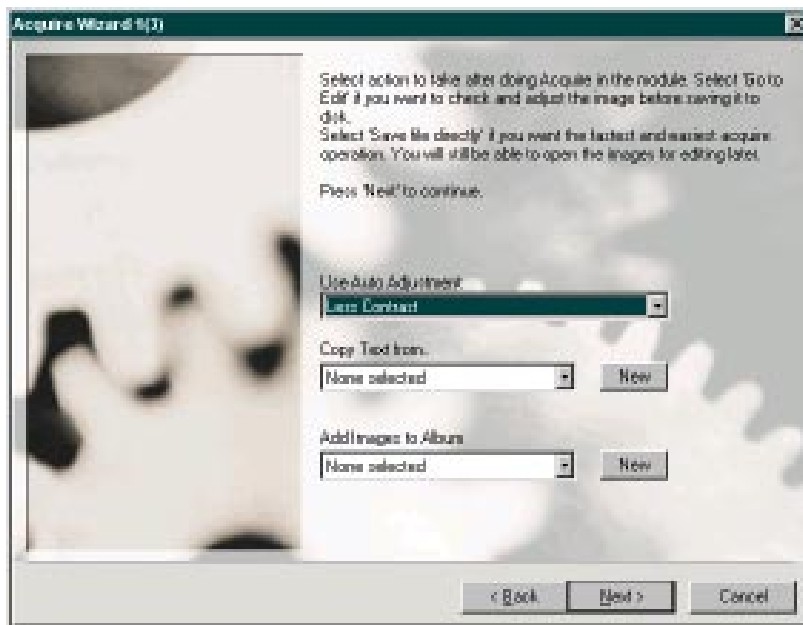
Include All Marked Images – If you wish to rotate a number of images in the same direction, select them all and click the **Rotate** button. In the rotation dialog, check this option, and click the desired rotational direction. FotoStation will now rotate all images in the same direction automatically.

ACQUIRING IMAGES



FotoStation supports import from any scanner or digital camera using a TWAIN-compliant driver. (If you are using FotoStation on a Macintosh, you can use the Photoshop Plug-In that came with your scanner by copying it to the Plugins folder in the FotoStation program folder.) Note that the procedure described below applies only to scanners and digital cameras with a cable connection to the computer. If your camera has a removable storage card, please read the next section. If you can't see your scanner or digital camera in the Acquire Wizard, please refer to the documentation that came with your hardware for instructions on how to install the TWAIN plug-in. (Or make sure that all necessary files for your Plug-in have been installed if you are using a Macintosh computer.)

- To acquire an image through a driver, click the **Acquire** button in FotoStation. The Acquire wizard will start by presenting you with a list of the installed drivers on your system. Select the correct driver and click the **Next** button.



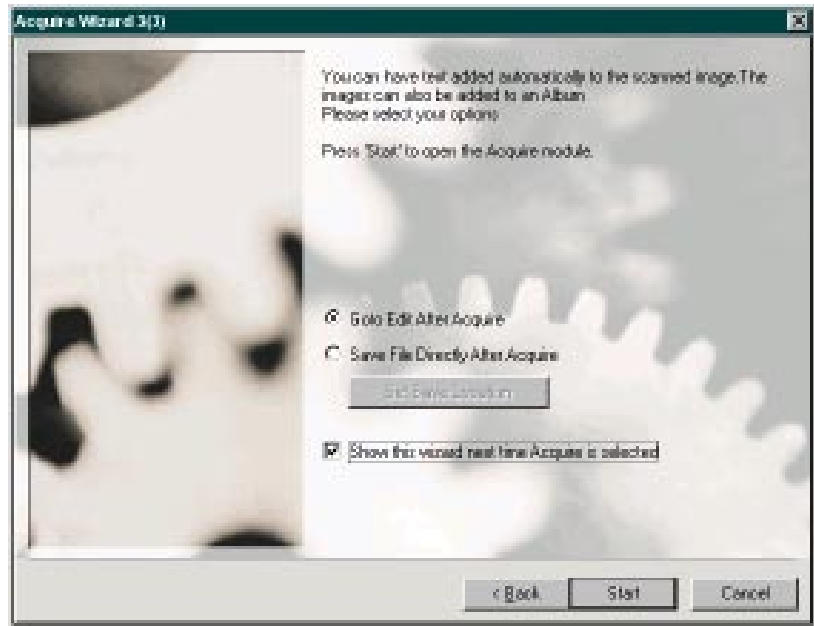
- Now select which actions FotoStation should perform after the acquire is done.

You can select an **Auto-Adjustment profile** to automatically color correct the image. The profiles supplied with the application provide basic correction facilities.

You can also let FotoStation automatically add text to the images that you are scanning. It is possible to save text templates from the text editor. If you have done this, you can see these templates in the drop-down list on this page. You can also create a new template by clicking the **New** button.

If you want to add the images you are scanning to an album, select the album in the drop-down list or click **New** to make a new album.

Click **Next** when you are ready.



You can also set several file saving options. If you want to edit the image after you have scanned it, select **Goto edit after acquire**. This will open the image in FotoStation's edit-mode, where you can work with it. See the section **Editing images** for more information about the edit mode. This option is most suitable if you are scanning one image at a time.

If you are scanning many images, the option **Save file directly after acquire** may be useful. This will save the image to the disk right after it has been acquired, and is especially useful for acquiring several images from a digital camera. When selecting this option, FotoStation presents a dialog box where you can set the save location. FotoStation will automatically increment a number in the filename to make the filenames unique. If you enter «file0001.jpg» in the filename field, the next file will be called «file0002.jpg» and so on.

Note: FotoStation will always increment the number added to the filename; also on the first file. Therefore, if you want the first file to be named «file001.jpg», enter «file000.jpg» as the filename.

By deselecting **Show this wizard the next time Acquire is selected** you will not be presented with the wizard; the scanner driver will be directly initialized. To change the settings again, press and hold the **Alt** key when you click the **Acquire** button in the toolbar.

When you click the **Start** button, the driver for the scanner or digital camera is initialized so that you can start acquiring your image(s).

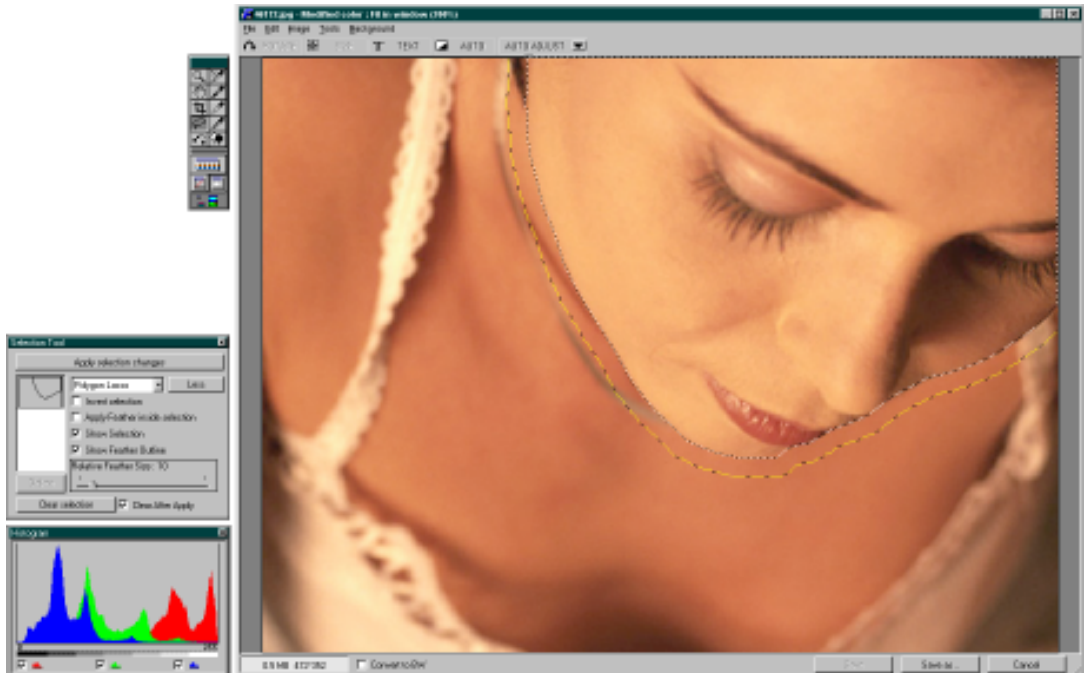
Using digital cameras with removable storage cards

If your digital camera has a removable storage card such as a compact flash card or a PCMCIA card and your computer is equipped with a card reader, you may be able to browse the contents of the storage card directly from FotoStation, without using any kind of Plug-In or TWAIN Driver. The first time you started FotoStation, you were asked to enter the path to your PC Card reader. If you did so, FotoStation has already created a shortcut to the card drive. In that case, simply insert the card and click on the shortcut. It is recommended that you copy the files to a folder on your harddisk before you start working with your images. You can for instance create a folder called New Images, where you place all new images. You can then work with them on the harddisk (which is much faster than on the PC-Card disk), and move them to other folders when you are done preparing them for archiving.

If you do not have an existing shortcut to your PC-Card Disk, refer to the chapter *Creating Folder Shortcuts* to learn how to create a new shortcut.

Remember that in order to see images from your digital camera, your camera must store the image files in either JPEG, EPS or TIFF format. Refer to your camera's documentation for information on how to set the file format.

YOUR DIGITAL DARKROOM



Note that FotoStation can only edit RGB images. If you wish to edit CMYK images, open them in Photoshop or another professional image editing application.

Though FotoStation is not meant to be a competitor to advanced image-editing applications, we believe you will find the image editing capabilities in FotoStation very productive, and that you will be able to carry out most basic editing from within FotoStation.

In Edit mode you can zoom, rotate, set size and edit text, set automatic black and white points and apply a predefined color profile. Other functions include cropping, a densitometer for accurate readouts, grayscale conversion, resampling and individual color adjustment.

To open an image for editing, select the image and press the **Edit** button in the toolbar, or select **Image | Edit Image...** in the menu. Alternatively use the keyboard shortcut Ctrl-L (Command-L).

The menu

The menu gives you access to all commands available in FotoStation's Edit mode. All the keyboard shortcuts that you can use in Edit mode are also listed in the menu for easy reference.

The File Menu

Open – Lets you open a new file for editing. This is the same as selecting an image in FotoStation, and pressing the **Edit** button in the toolbar. The keyboard shortcut for this command is Ctrl-O (Command-O).

Save – Saves the current file. This will apply and save the changes you have made to the currently open file. The keyboard shortcut for this command is Ctrl-S (Command-S). You can also press the **Save** button in the status bar.

Save as – Lets you save the currently open file with a different name or in another folder. The keyboard shortcut for this command is Shift-Ctrl-S (Shift-Command-S). You can also press the **Save as...** button in the status bar.

Revert – Revert to the last saved version of the current image. This is the same as closing the file without saving and then opening it again. Use this function to undo all your changes.

Quit Edit – Close the Edit window and return to FotoStation's main window. If you have made any changes to the currently open image, FotoStation will ask you if you want to save the file. The keyboard shortcut for this command is Escape.

Exit – This command will close FotoStation, not just the Edit-window. If you have made any changes to the currently open image, FotoStation will ask you if you want to save the file. The keyboard shortcut for this command is Ctrl-Q or Alt-F4 (Command-Q).

The Edit menu

Undo – Undo all changes made since the last set undo image. If you have not set an undo image, FotoStation will revert to the original image. The keyboard shortcut for this command is Ctrl-Z (Command-Z).

Make current image undo image – Apply all changes to the image. The next time you use the undo command, the image will be reverted to the state it is currently in. You can still revert to the saved image using **File | Revert**. The keyboard shortcut for this command is Ctrl-U (Command-U).

The Image menu

Rotate – Lets you rotate the image in steps of 90°. The keyboard shortcut for this command is Ctrl-R (Command-R).

Text – Lets you edit the text and keywords of the currently open image. The keyboard shortcut for this command is Ctrl-T (Command-T).

Size – Lets you set the size and resolution or resample the image to a new size. See *Image Resampling* later in this chapter for more information about this function. The keyboard shortcut for this command is Ctrl-I (Command-I).

Auto levels – Automatically adjust the image contrast. FotoStation will analyze the image and automatically correct the image contrast to a theoretically correct balance.

Tip: Did you know that you can see the original image without color corrections applied by pressing and holding spacebar? When you release spacebar, the corrected image is restored.

Convert to BW – Convert the image to grayscale mode. FotoStation will still work with this image in full color until you save the file. This gives you the power of adjusting the three color channels until you get a grayscale image that you are satisfied with.

The Tools menu

The tools menu lets you select the individual tools that are also available in the Tools Palette. You can also select these tools using their keyboard shortcuts. See *The Tools Palette* below for more information about the individual tools.

The Background menu

Desktop Color – Choose between three shades of gray or create a custom color for the background that covers all other windows in the system. If you do not want to hide other windows (to see other applications), press the Hide Other Windows-button in the tools palette.

Window Color – Choose between three shades of gray or create a custom color for the background color in the Edit-window.

Normally, a relatively neutral, dark gray color is best suited for color adjusting images.

The Tools Palette

The tools palette contains the following buttons, most of which are self-explanatory:

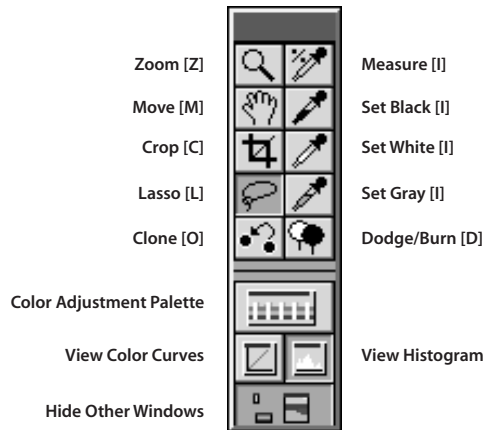
Magnifying glass – Zooms in or out. (Press and hold the Alt-button / Command-button to zoom out.) Use the Ctrl-button to change the cursor to a hand for scrolling around the image. The keyboard shortcut for this tool is Z.

Hand tool – Lets you move a zoomed-up image around on the visible part of the screen. You can also press and hold the Ctrl-button to achieve this effect when other tools are selected. The keyboard shortcut for this tool is M.

Crop tool – To crop the image, select this tool and simply drag a frame across the area you wish to keep. When clicking inside the crop-frame, the image is cropped. To move a crop frame after you have created it, press and hold the Ctrl-button and drag the frame using the mouse. The keyboard shortcut for this tool is C.

Densitometer – The densitometer shows the values of both the original and the edited image. By pressing and holding the mouse button and dragging a frame over an area, the densitometer displays the average values within that area in the right column of the readout panel. You can switch between the Densitometer, Set Black, Set White and Set Gray Balance by pressing I on the keyboard.

Set Black Point – Click on the darkest spot in the image, or drag a frame over



it. FotoStation will set the darkest spot within the area to black. You can switch between the Densitometer, Set Black, Set White and Set Gray Balance by pressing I on the keyboard.

Set White Point – Similar to Set black point, but sets the white point in the image. The Set Black Point and the Set White Point tools are both essential tools for adjusting the color balance of an image. You can often achieve correct color balance just by setting correct black and white points. You can switch between the Densitometer, Set Black, Set White and Set Gray Balance by pressing I on the keyboard.

Set Gray Balance – If your image contains an area that you know is supposed to be neutral gray, you can select this area using the Set Gray tool. FotoStation will then adjust the color cast in this area, and thereby also correct all the other colors in the image! You can switch between the Densitometer, Set Black, Set White and Set Gray Balance by pressing I on the keyboard.

The Lasso Tool – The lasso tool lets you select an area of the image, so that you can adjust the color balance of that area alone. See *Using the Lasso Tool* later in this chapter for more information. The keyboard shortcut for this tool is L.

The Clone Tool – The clone tool lets you clone pixels from one part of the image to another. See *Using the Clone Tool* later in this chapter for more information. The keyboard shortcut for this tool is O.

The Dodge & Burn Tool - The Dodge and Burn tools lets you lighten up or darken parts of an image. See *Using the Dodge & Burn Tool* later in this chapter for more information. The keyboard shortcut for this tool is D.

Color adjustment – The color adjustment palette provides five levels of adjustment. All three colors (RGB) can be adjusted. The neutral slider adjusts brightness and contrast. By checking the box labeled **Laptop mode** you can click the slider once and drag it to the desired position. Clicking **Reset all** resets the color adjustment to original settings.

Curves/Histogram – Shows color adjustment values graphically. Use the check-boxes to turn colors on or off.

Hide other windows – Clicking this button hides all windows except the ones related to FotoStation's Edit mode. This makes it easier to concentrate on the image you are currently working with and makes it easier to evaluate the color balance. If the function is disabled, FotoStation and all other running applications are visible in the background.

Performing Color Correction

Click the **Color Adjustment** button in the Tools Palette to bring up the color correction palette. You can use this palette to change the colors of the entire image, or a selection that you have drawn using the Lasso Tool.

The uppermost row lets you easily adjust the overall brightness and contrast of the image. It will adjust all the individual color channels similarly. The contrast and brightness of the image can be changed without altering the color appearance of the image. The three other rows are useful for removing color cast and changing the color balance of the image.



To adjust, press and hold your mouse button over one of the five sliders on the appropriate row. The popup scale will indicate the color and contrast change when moving the mouse.

Laptop Mode – Enable this option to avoid having to hold the mouse button depressed while adjusting the values with the sliders. Click and release the mouse button on one of the five sliders, adjust the slider and then click the mouse button again to set the value.

Automatic Image Adjustment

FotoStation comes with a set of predefined profiles that will automatically apply color correction to your images. You can apply these profiles using the **Auto Adjust** button in the toolbar. When you press this button, FotoStation will display a drop-down menu with the available profiles.



When selecting one of these profiles, FotoStation will immediately change the colors of the current image. You can easily compare your adjustment with the original original image by pressing the **Space Bar** key on your keyboard. As long as the Space Bar is pressed, FotoStation will display the original image. When you release it again, the adjusted image will be shown.

To reset the effects of an auto-adjustment profile, open the **Color Adjustment** palette (available in the Tools Palette), and click the **Reset** button.

Convert to BW (Grayscale mode)

FotoStation provides you with a unique way of working with grayscale images. When you select **Image | Convert to BW** in the menu, or enable the **Convert To BW** checkbox in the status bar, FotoStation will display the currently open image in grayscale mode.

The image is, however, not actually converted into grayscale mode until you save the file. This gives you the unique possibility of working with the color balance of all three color channels to adjust image to look as good as possible in grayscale mode.

You can go back to color mode whenever you want by deselecting the **Convert to BW** checkbox, or by deselecting **Image | Convert to BW** in the menu.

You can easily switch between color and grayscale mode with the keyboard shortcut Ctrl-B (Command-B). When you save the file, the color information is permanently discarded.

Image resampling

FotoStation can change the measures of an image, and it can resample an image to another resolution. You can access the Resize dialog box by clicking **Size** on the toolbar, selecting **Image | Image Size** in the menu or by pressing Ctrl-I (Command-I).

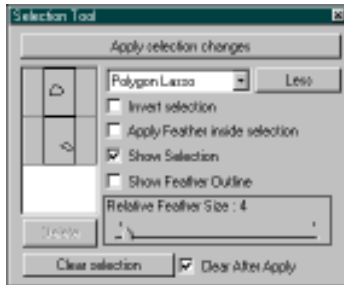
To change the size of an image, make sure that **Do image resampling** is unchecked. When entering the new measures, you will notice that the resolution value changes. You can also change the resolution by entering a value. This will cause the physical measures to change accordingly. No pixel resampling is performed.

If you need to resample the image, you must check the option **Do image resampling**. Changing any of the values, FotoStation will resample the image so that it contains the necessary number of pixels. You should not resample an image many times, as this

will drastically reduce its quality.

You can also click the **Auto** button to let FotoStation calculate the values for you. If **Do image resampling** is enabled, FotoStation will also change the pixel value and resample the image. If the option is not enabled, FotoStation will change the measures of the image to the optimal value. All you have to do is enter a quality requirement and the screen value of the output device.





Using the Lasso Tool

If you want to color correct only parts of an image, use the Lasso Tool to select that area. You can operate in either Polygon or Freehand mode. Draw a line around the area that you want to work with. You can subtract from the selected area by drawing a new selection inside it, or add to the selected area by drawing a new selection outside the currently selected area. If you want to change an existing selection, place the cursor on the line of the selection. A plus sign (+) will be shown next to the cursor to indicate that you will start modifying the selection. Draw a new line, and connect it with the existing selection by clicking the line of the first selection.

You can modify the contents inside the selection with the Color Adjustment dialog box, or with the Auto-Adjustment profiles. Press and hold Space Bar to compare with the original image.

When you are satisfied with your corrections, use the **Apply Selection Changes** button to apply the changes to the image. If you later want to undo the changes, use the **File | Undo** menu choice.

The Selection Tool option palette is visible whenever the Lasso tool is active. From this dialog you can see the existing selections. You can delete a selection by selecting it with the mouse and then pressing the **Delete** button.

The following options are available:

Apply Selection Changes – Applies the color correction to the image.

Invert Selection – This command will invert the current selection. You can disable this checkbox at any time to go back to the original selection.

Apply Feather inside Selection – This will draw the feather inside the selection, instead of extending the selection with the feather. You will immediately see the results, and can easily go back to the original setting by deselecting this option again.

Show Selection – If you do not want to see the selection outline, deselect this option. The selection outline is drawn as an animated, thin line to easily let you see where your selections start and end.

Show Feather Outline – The feather outline is the black and yellow line drawn near the selection outline. If you want to see this line, enable this option.

Relative Feather Size – This slider adjusts the size of the feather. Enable the option **Show Feather Outline** to see the size of the feather while you are adjusting the slider.

Clear Selection – Removes all existing selections.



Clear After Apply – The selections will automatically be removed when you press the **Apply Selection Changes** button.

Using the Clone Tool

This is especially useful for removing dust or scratches, but can also be used for more comprehensive image manipulation.

The Clone Tool option palette is visible when the Clone Tool is active. You can adjust the size of the brush and the transparency from this dialog.

To start cloning, select the area you want to copy from by holding down the Alt-button and clicking with your mouse. Then move to the destination area, and start copying by pressing the mouse button and painting with your mouse.



You can undo changes using the **File | Undo** menu choice.

Using the Dodge & Burn Tool

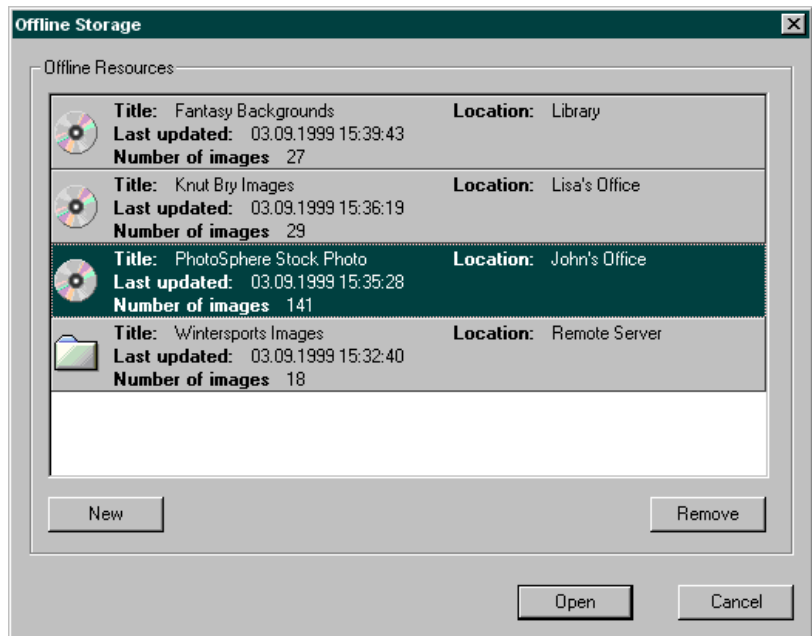
The Dodge/Burn tool lets you easily lighten or darken parts of an image by painting with your mouse. You can easily switch between the two tools and adjust the brush size and exposure strength from the Dodge & Burn Tool option palette.

When you start painting, FotoStation will only modify the pixels once. This means that if you happen to paint across the same area twice, the pixels will not become lighter/darker. To apply more exposure, release the mouse button, and then start painting again.

Saving the image

To save the image, simply press **Save** in the status bar, or select **File | Save** in the menu. This will save the image with the same name as when you opened it, overwriting the existing file. To save the image in another folder, or to rename it, click **Save as** in the status bar, or select **File | Save as...** in the menu. The save dialog box will allow you to enter a new name, path, format and compression rate (if applicable). Then click **OK** to save.

USING REMOVABLE MEDIA



By using FotoStation's powerful offline archiving feature, you can browse, search and retrieve images from offline media such as CD-ROMs, removable disks, network connections etc. The concept is simple, yet powerful: When setting up an offline archive, FotoStation creates a low-resolution copy of all the files in the specified location on the local disk. These files can be browsed, captioned and searched among as if the media were physically available. When FotoStation needs access to the high-resolution file it will display a dialog box containing the information entered when the offline archive was set up, making it easy to retrieve and insert the correct media. All text applied to offline images will be applied to the high-resolution file when it is copied to another location using FotoStation.

Creating an offline archive

To create an offline archive, click the **Offline images** button in the Folder List. You will then see the list of existing resources. Click the **New** button to start the Offline wizard. The wizard will ask you if you want to create a resource with the images you are currently looking at, or if you want to specify the location of the images. Make your choice and click the **Next** button.

Now enter the title of the offline archive. You could for instance call it «*CD with packshots of My Product*». Also, in the field labeled **Physical location of media** you should enter the label of the CD-ROM or removable disk, as this will help you find the correct media if FotoStation requests the high-resolution file later. Click **Next** to continue.



Now verify that the information entered is correct. If you need to change a setting, click the **Back** button to make the changes. Otherwise click **Start** to start making the offline thumbnails. Note that this operation can take some time, depending on the number and size of the image files.

Viewing your offline archive

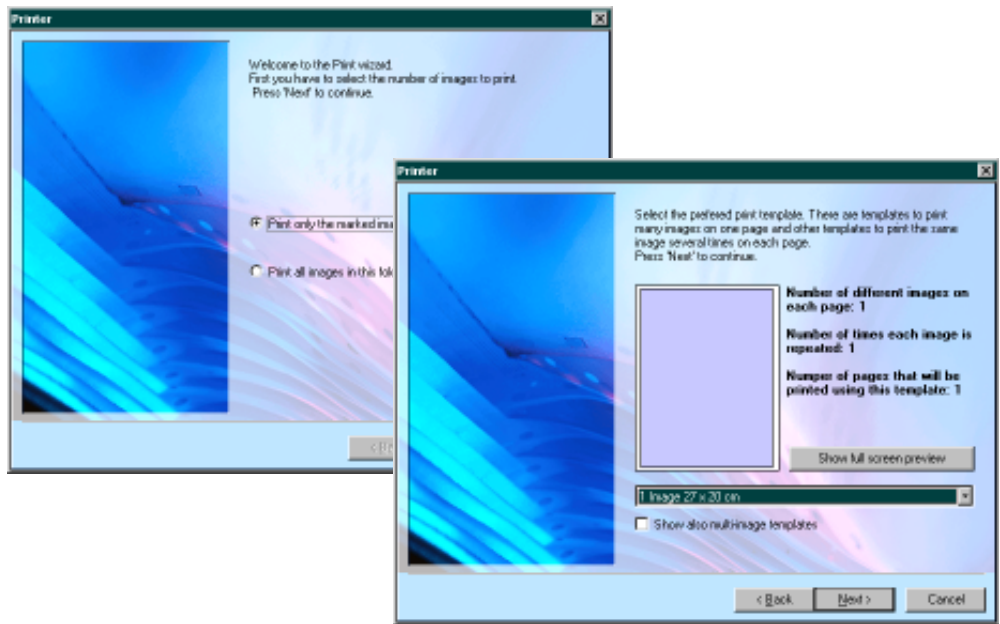
To view your offline archive, click the **Offline Images** folder in the Folder List. Then select the archive from the list and click **OK** to open it.

Working with offline images is quite similar to working with any folder containing images. The main difference is that in the event that you wish to open the high-resolution file for editing, FotoStation will prompt you to insert the correct media if it cannot locate it automatically.

Deleting an offline archive

To delete an offline archive, click the **Offline Images** folder, highlight the archive to remove and click the **Remove** button. The archive will be removed from the list, and the low-resolution copies of the images will be deleted from the disk. There is no undo for this operation, and any descriptive text and keywords added to these images after creation of the offline entry will be permanently lost.

PRINTING IMAGES



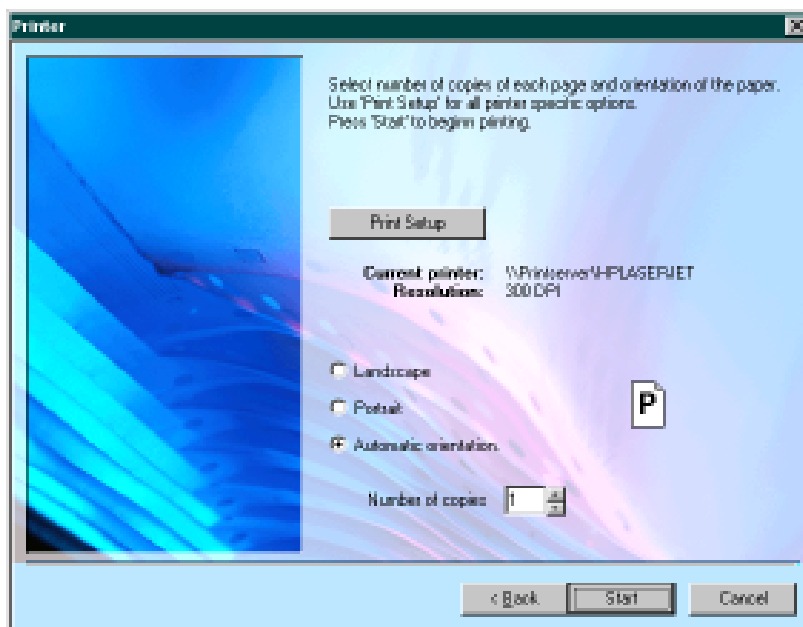
Using FotoStation you can print a single or multiple images on a printer connected to your computer or the network. By selecting one or more images and clicking **Print** on the toolbar, a wizard will take you through the print setup step by step. You can also use the keyboard shortcut Ctrl-P (Command-P), right-click (Ctrl-click) an image and select **Print** from the context-menu or select a number of images and choose **File | Print** in the menu.

- The first page in the printer wizard allows you to choose between printing the selected image or the entire collection of images in the current folder or album. Choose the desired option, and click **Next** to continue.
- The next step allows you to choose the layout of the printed page. The drop-down list contains the available templates. Choose a layout, and select any of the following options:

Show full screen preview – This button will render a print preview with the currently selected layout template.

Show also multi-image templates – This option will display templates that print multiple copies of the same image on one page.

Click **Next** to continue to the final step.



- Depending on whether you have printed an image before or not, you may have to choose a printer. Then choose the page orientation. By choosing **Automatic orientation**, the definitions in the template determine the orientation. Finally choose the number of copies and click **Start** to print your image(s).

Changing the print templates

It is possible to create new, or change the existing layout templates that come with FotoStation. You can find the print templates in the Print folder in FotoStation's program folder. These files are standard text-files, and can be edited with applications like Notepad or SimpleText.

For documentation on how to change these templates to suit your needs, refer to the FotoStation World Wide Web Site.

MOVING YOUR IMAGES AROUND

When building and maintaining an archive an essential feature is the ability to copy and move files swiftly between different folders. FotoStation allows you to drag and drop pictures between the predefined shortcuts, or you can use the **Copy File** button on the toolbar to copy to other folders.

Dragging to FotoStation Shortcuts

When dragging and dropping files between folders, certain keys on the keyboard can be used to specify whether you wish to move or simply copy the file between the folders.

When the source and destination shortcuts point to folders on the same disk, files dragged and dropped will be *moved* by default. To override the default setting and *copy* the files, press and hold the Ctrl-key (Alt-key on Macintosh) while dropping them onto the destination shortcut.

If the source and destination shortcuts point to folders on different disks, FotoStation will *copy* the file by default. If you wish to *move* the file instead, press and hold the Shift-button while dropping the files onto the destination shortcut. If you drag multiple files onto a shortcut, the same operation (move or copy) will be performed on all the images.

Using the Copy File function

The Copy File button makes it possible to copy or move files to folders to which no shortcut has been created. To use it, simply select the pictures you wish to copy or move and click the **Copy File** button on the toolbar. You can also access this function by right-clicking (Ctrl-clicking) an image thumbnail and selecting **Copy/Move...** from the context menu. The Copy File dialog will appear, and present you with the following options:

Filename – If you wish to rename the picture before it's saved in the output folder, enter the new filename here.

Path – Lets you choose the folder to store the pictures. Using the drop-down list you can choose from the predefined shortcuts, or you can click the **Browse (...)** button to select another folder.

Move file – If you wish to move the file from its original location, check this box. Otherwise the file is copied.

Tip: A little + sign on the cursor indicates that a file is copied. If the + sign is not visible, the file is moved.

Note: FotoStation will always increment the number added to the filename; also on the first file. Therefore, if you want the first file to be named «file001», enter «file000» as the filename.



Use the same name plus number on all images – This feature is especially useful if you are going to copy many images, and filenames aren't really essential. By checking this box and entering for instance «File001» in the file name field, the next picture is automatically called «File002» etc. File extensions are automatically preserved.

Remove file from Album after Move – When moving pictures in an album to another folder, checking this option makes FotoStation remove the file from the album as well. If you choose not to remove the picture from the album, FotoStation will re-link the picture to the album from its new location.

Click **OK** or **OK All** depending on your choices to start the process.

MAKING WEB PAGES



FotoStation's web page wizard makes it a simple process to post your image archive or parts of it on the World Wide Web. Using layout templates you can customize the page design and the numbers of pictures per page. Optionally, you can include hyperlinks to previews and full-size versions of each picture. Simply follow these simple steps to create webpages with your images:

Select the pictures you wish to put on the webpage, and press the **Webpage** button on the toolbar.

- On the first page of the wizard you can choose between including all pictures in the folder, or only the ones currently selected. Choose whichever you prefer and click **Next** to continue.

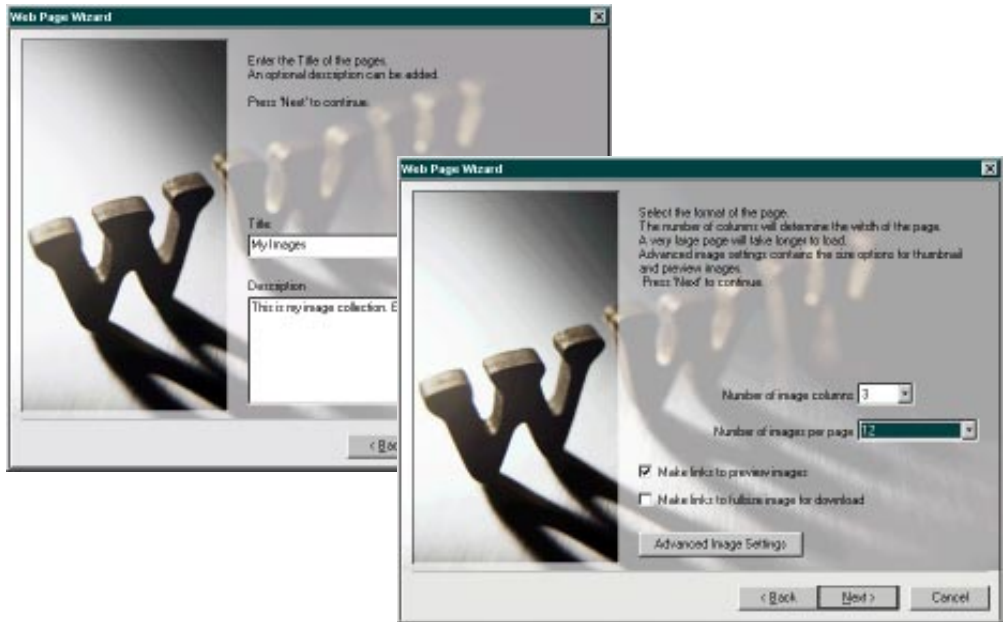


- Now choose a layout template and click **Next** to continue. A preview of the template is shown to give you an impression of what the result will look like. The finished pages may not match the preview entirely, depending on the options set in the wizard.

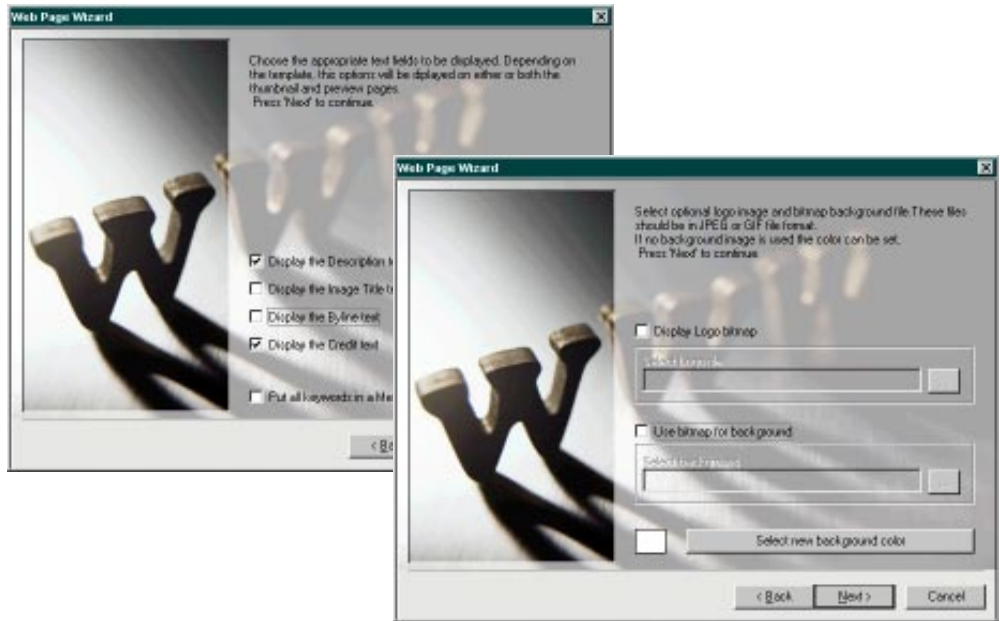
FotoStation is delivered out of the box with a limited collection of HTML templates. More templates will be made available on the FotoStation World Wide Web Site. You can also modify the existing templates, or create your own from scratch. The HTML Templates can be found in the HTML folder in FotoStation's program folder.

For documentation on how to change these templates, please refer to the FotoStation World Wide Web Site.

Basic knowledge of HTML will get you going with your own templates very quickly. You can also make some changes to the HTML templates using an HTML editor such as Microsoft FrontPage. Make sure you back up the existing HTML templates before making modifications.

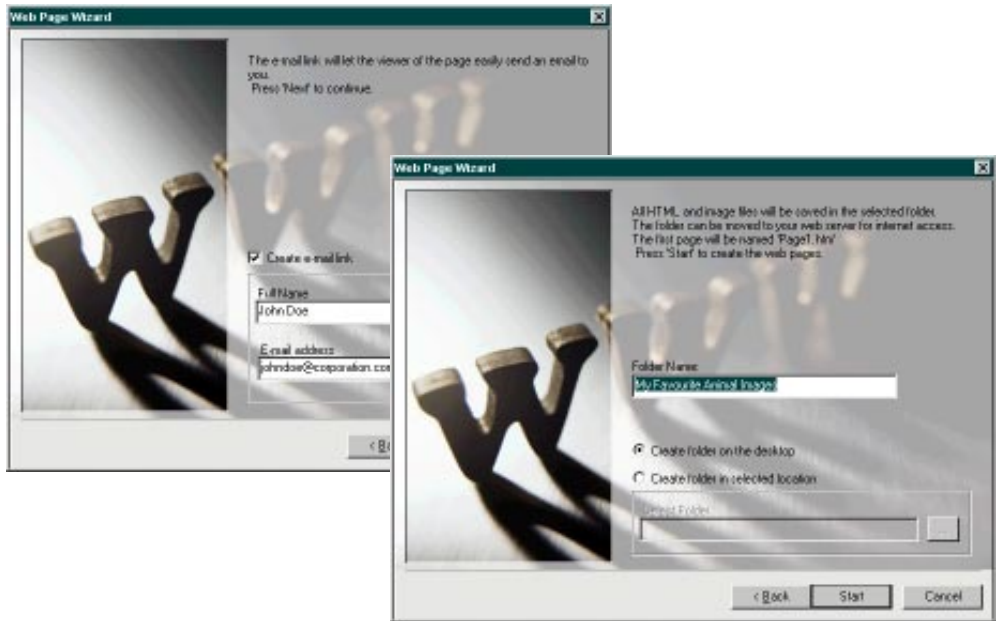


- Enter a title and optionally a description of your pictures. These will be included on the webpage. Click **Next** to proceed.
- Choose the number of image columns and the total number of pictures per page. If more than one page is needed, FotoStation will automatically create several pages and create links between them. If you would like to include a link to a larger preview and/or the full-size picture you may check the corresponding boxes. The button labelled **Advanced Image options** allows you to set the size of the thumbnails and previews. Make your choices and click **Next** to continue.



- Now choose the text fields to include on the webpage. Note that the template design determines whether the text is available on the thumbnail page, preview page or both. Enabling **Put all keywords in Meta Tag for indexing** allows web index servers to index the text and make it available for searching and retrieval. Choose the options you prefer and click **Next** to continue.
- If you wish to include a logo bitmap on the webpage, select the corresponding check-box. You may then click the **Browse (...)** button to choose a bitmap. The placement of the bitmap on the webpage depends on the template layout. If you like, you may also choose a background picture or bitmap. If you do not wish to use a bitmap, a background color can be selected instead. Click **Next** to continue.

The bitmaps used as a logo or background for the HTML-pages should be in GIF or JPEG format so that standard internet browsers can read them. Prepare these images with the correct size and color mode in your favorite image-editing application. You can easily find backgrounds on various web pages on the internet.



- If you like, you can include a link to your email-address. Enter your full name and email address, then click **Next** to continue.
- Choose a folder to store the webpages, and click **Start** to start generating the pages. Once the operation is completed, you can upload the files or the entire folder to your ftp area on your internet service provider's server.

FotoStation has now produced a result that looks something like what you can see below:



Web support

FotoWare's primary support forum for FotoStation is available on the FotoStation World Wide Web Site. The web site is available 24 hours a day, and all support provided there is free of charge. You will find menus that help you navigate to the section addressing your questions. Visit us at <http://www.fotostation.com>.

You can easily check for new versions of FotoStation by clicking **About | Download program update** in the menu.

Easily drag and drop to other applications using the Drag & Drop View

Keep track of images on removable media using the Offline Images folder

Organize your images logically in albums

See all images on your computer using the My Computer Album

Easily access folders on your disk or anywhere in your network through the folder shortcuts

Organize images by moving or copying them between folders, or use the Copy File function to copy to other locations

Access commonly used functions via the toolbar

Easily color adjust and fine tune your images

Control how many images you want to see at the same time

Output your images easily by printing or exporting to web-pages

See the descriptive text and keywords of an image just by clicking it!

Access the image context menu by right-clicking an image (CTRL-click on Macintosh)

And edit it easily with the editor (CTRL-T/Command-T)