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Overview of Zoner Media Explorer and Zoner Viewer

Zoner Media Explorer and Zoner Viewer help you work with graphics and multimedia files.

Imagine you wish to insert an image into a document in a graphics or text editor, and you know what folder the image is in, but not its name. Normally, you would have to open the images in the folder one by one until you found the right one..

Zoner Media Explorer goes through a folder for you and displays thumbnails of all the images in it. You can drag&drop any image you wish into your document. When you double-click on an image's thumbnail, Zoner Viewer starts up and displays the image in full size. For faster browsing, you can also set "automatic display: - single-click viewing.

Both of these programs can help you convert images to other color resolutions or formats.

Zoner Media Explorer can show the images in a folder as a "slide show", which you can use as a presentation. You can also print thumbnails on catalog sheets.

In Zoner Viewer, you can print an image at full size. Both programs let you copy images to the Clipboard.

Tips and Guides

[How to view an image or play a file](#)

[How to view the files in a folder as a slideshow](#)

[How to get more or bigger thumbnails on your display](#)

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Viewing and Playing Files

File | Display/Play or double-click on the file's thumbnail.

This runs Zoner Viewer and displays the requested image in its window.

In the case of a video or sound file, the program which is associated with this file will be executed.

See also:

[Zoner Viewer Functions](#)

Opening a Favorite Folder

File | Favorite Folders

In this submenu, you can choose a folder from among your Favorite Folders, those you have marked as holding your favorite files.

See also:

[Favorite Folders](#)

Printing Thumbnails on a Catalog Sheet

File | Print... or **Ctrl-P**

This option prints out a catalog sheet of thumbnails in the currently active folder.

If you want to print individual images at full size, do so from Zoner Viewer, or import the images into Zoner Callisto and print from there.

Format Filter Settings

View | Filter | Properties... or click on items in the list of file formats.

This will call up a dialog listing the file formats supported by Zoner Media Explorer. Here you can select which file formats should be displayed by checking the name of their suffix, and/or toggle the display of all *bitmap*, *vector*, *animation*, and *sound* file types.

Click OK and the display will be automatically updated - it is not necessary to refresh the display.

Thumbnail Cache Memory

To create the bitmap thumbnails it displays in its main window, Zoner Media Explorer must load each image and create a 60x80 pixel version of it. This operation can be quite time-consuming for more extensive bitmaps. Imagine, for example, that you are working with images that are several megabytes large. Every time you open a folder with such large pictures, they must be read one by one. Therefore it's useful for the program to save thumbnails as they are created, and quickly display them each time the folder is re-opened, instead of creating them again out of large files.

Some applications solve this situation by creating new (generally smaller) thumbnail files for every bitmap image in a folder. This solution is far from perfect, as the number of files in a folder can grow out of control before a user's eyes.

Zoner Media Explorer's solution, based on experience from Zoner's older *Archive* program, is to save all thumbnails for a given folder to a single LIFO database file, where thumbnails of all images over a certain size, which the user can choose, are saved, and new thumbnails, after a certain number, write over old ones. Media Explorer also saves only the necessary color depth and dimensions of images, which also saves space and speed.

See also:

[Cache Memory Settings](#)

Favorite Folders

Zoner Media Explorer, like other Windows 95 applications, can keep a list of which folders hold your favorite images. You can add items to this list.

Information on Favorite Folders is saved together with similar information for other Windows applications, in the "\Windows\Favorites" directory. There is a special folder for Media Explorer items here. The contents of Favorite Folders are not stored there, just the names.

See also:

[Adding to Favorite Folders](#)

[Opening a Favorite Folder](#)

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Zoner Media Explorer Menus

Zoner Media Explorer contains the following menus:

[File](#)

[Edit](#)

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See also:

[Toolbar](#)

Comparison with Zoner Archives program

Zoner Archives program is available together with vector graphic editor **Zebra for Windows 1.5**. It is 16-bit application and you can run it in MS Windows 3.1 system.

Zoner Archives can help you with images managing and with conversions. There is a possibility to create images catalogs in this application, too.

What are advantages of Zoner Media Explorer against **Zoner Archives** ?

- It is 32-bit application and therefore is faster,
- more supported graphic formats,
- work with multimedia files,
- better viewing of folder structure,
- better viewing of files list,
- better solution in images viewing. Images will be displayed in additional Zoner Viewer program,
- more images can be displayed together,
- possibility to show images in folders (slide show),
- possibility to change a size of viewing thumbnails,
- better philosophy in thumbnails saving,
- possibility to cut some parts of bitmap images,
- better system of cache memory for already created thumbnails,
- images inserting into Clipboard,
- images printing,
- binding into MS Windows 95 and MS Windows NT 4.0,
- basic module of Zoner Media Explorer can be called with OLE from graphic editor Zoner Callisto

Associations of Files with Programs

For every file type, Windows keeps information about which program, if any, should be used to open it. For example, when you double-click on the icon of a *BMP* image, it will be opened in Paintbrush.

Most programs save this information (called the format's "association") into the Windows system on installation.

Sometimes a different program than the one you wish becomes associated with a format. This is because the "unwanted" (generally new) program, when you installed it, changed the original association of that file type.

To change associations, use the My Computer application in Windows. The **Display | Options...** item will call up a dialog containing a tab called **File Types**. This tab contains detailed options for working with file associations.

Automatic Display

View | Automatic Display

When this option is on, a single click on a thumbnail or an item in the file list (top right) will tell Zoner Media Explorer to call up Zoner Viewer for displaying images.

When this option is on, there is a checkmark by its menu item.

When automatic display is turned off, you must double-click on an image to view it. Single-clicking on an item will select it.

Automatic display is useful when you want to browse through many images quickly. Position the Media Explorer and Viewer windows beside each other, turn on automatic display, and then bring display them in the Viewer by single-clicking on them.

See also:

[Viewing and Playing Files](#)

Slideshows

Tools | Slideshow... or F3

This will call up a dialog where you can set slideshow parameters. Zoner Media Explorer displays images in alphabetical order. By giving your images appropriate names, you can make them into a slideshow. "Appropriate" here means naming them in numerical or alphabetical order, matching the order in which you want them to be displayed.

Slideshow options:

- switch pictures manually - the **Manually** option.
- switch pictures after a certain time interval - the **Automatically every x seconds** option.
- automatically repeating show - the **Repeat show after last picture** option.
- display filename at top of screen - the **Display file name and path** option
- make a slideshow of the selected files only - the **Only selected files** option
- make a slideshow of the current folder - the **All files in current folder** option.
- make a slideshow of the current folder and its subfolders - option the **All files including subfolders**.

How slideshows work:

Zoner Viewer will be opened to display the pictures. The images will be displayed one by one against a black background. To interrupt the slideshow, right-click. A popup menu will appear; in it, you can choose among the following options:

- change slideshow interval (automatic shows)
- move forward or back one picture (manual shows)
- toggle the display of filenames
- exit slideshow

Selecting Files

All your file operations will only affect files you have selected.

Items are selected using the same methods as in other Windows programs.

- To select *one* file, click on it; this will also deselect all previously selected files.
- To select *several* items, press **Shift** as you select them (this will make the item under the cursor the beginning or end of a sequence of selected items) or **Ctrl** (the item under the cursor will be selected, without canceling your other selections).
- To select *all* items, press **Ctrl-A** or use **Edit | Select All**.

To *cancel* your selection, press **Esc**. To *invert* your selection, use the **Edit | Invert Selection** menu item.

You can select items in both the file list and the thumbnails window, and combine selection freely among them.

File Information

File | Properties...

To obtain detailed information on the current image or file, use this option.

Formats Supported

Zoner Media Explorer and Zoner Viewer support the following formats:

Bitmap images:

- BMI* - Bitmap Image. ZONER software's internal format, with a high compression ratio
- BMP* - Windows Bitmap. Standard Windows format, no compression.
- DIB* - Device Independent Bitmap. Bitmap format designed for high compatibility.
- GIF* - Compuserve's Graphic Image Format. This format is widely used on the Internet but cannot save images with more than 256 colors.
- ICO* - Windows Icon. The format for saving icons.
- JPG* - Format with an excellent compression ration. This format is widely used on the Internet.
- MAC* - Macintosh format
- PCX* - ZSoft Image File. Graphic format with medium, but quick compression.
- PNG* - New format similar to the GIF format that cannot save images with more than 256 colors. The format is very complicated .
- RLE* - Compressed BMP format using RLE compression.
- TGA* - TrueVision Targa.
- TIF* - Tagged Image File Format. This format is widely used in publications. It has many versions; Zoner Media Explorer supports all of them.
- WPG* - Word Perfect Graphic. The bitmap version of this format.

Vector-based images:

- CDR* - CorelDraw! image. Zoner Media Explorer supports versions 3 and 4.
- EMF* - Enhanced Metafile.
- WMF* - Windows Metafile. The standard vector format in Windows.
- ZBR* - Image from Zoner's Zebra for Windows graphics editor
- ZCL* - Clipart from Zoner Callisto
- ZMF* - Zoner Callisto document
- DXF* - Format for technical design..(AutoCad).
- HPG* - Hewlett Packard Graphic Language

Multimedia files (supported by Zoner Media Explorer, but not Viewer):

- AVI* - Video file.
- MID* - Sound file
- WAV* - Sound file.

Refreshing the Display

View | Refresh or **F5**

This makes Zoner Media Explorer reload the contents of the current folder and redisplay its items. This option is especially useful when you have just worked in another application and added files to the folder you are viewing, and you want Zoner Media Explorer to display them.

Thumbnail Size Settings

View | Thumbnail Size or use the slider on the toolbar.

You can adjust the thumbnail size, which also affects the number of thumbnails which can be displayed at one time. The following sizes are available (they correspond to the above-mentioned menu options).

Small

Small with Name












Normal

Large

Largest

Toolbar

Zoner Media Explorer's toolbar contains the following items:

-  Move up one folder
-  Favorite Folders
-  Copy to Clipboard
-  Convert Image
-  Print Catalog Sheet
-  Short List
-  Detailed List
-  Thumbnail Size Settings
-  Format Filter Settings
-  Cache Memory Options
-  Slideshow

See also:

Zoner Viewer Toolbar

Small Thumbnails

View | Thumbnail Size | Small or use the slider on the [toolbar](#).

This option displays thumbnails only, with filenames and frames, so as many as possible can fit in the Media Explorer window. This setting is most useful when you are using the Media Explorer as a tool for quickly browsing through images, then dragging them and dropping them into other applications - so the files' names matter little. When you move the mouse cursor over a thumbnail, its name and full path are displayed.



See also:
[Thumbnail Size Settings](#)

Small Thumbnails with Names

View | Thumbnail Size | Small with Name or use the slider on the [toolbar](#).

This displays thumbnails without a frame. This is the option which will be most useful most of the time. When you place the cursor over a thumbnail, its full name and path name will be displayed.



See also:
[Thumbnail Size Settings](#)

Normal Thumbnails

View | Thumbnail Size | Normal or use the slider on the [toolbar](#).

This displays thumbnails with frames. When you place the cursor over a thumbnail, its full name and path name are displayed.



See also:
[Thumbnail Size Settings](#)

Tools Menu

The **Tools** menu of Zoner Media Explorer contains the following items:

Convert...

Edit...

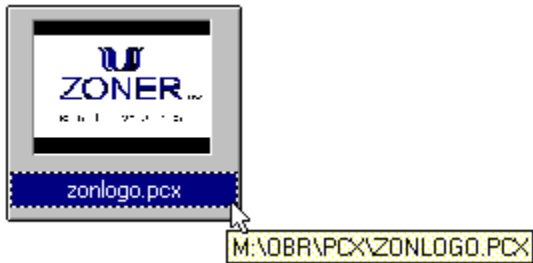
Slideshow...

Add Image from Scanner

Large Thumbnails

View | Thumbnail Size | Large or use the slider on the [toolbar](#).

This displays large thumbnails, with frames. When you rest the cursor over a thumbnail, its full name and path name will be displayed.



See also:
[Thumbnail Size Settings](#)

Largest Thumbnails

View | Thumbnail Size | Largest or use the slider on the [toolbar](#).

This will display very large thumbnails, with frames. When you rest the cursor over an item, its full name and path will be displayed.



See also:
[Thumbnail Size Settings](#)

File Listing Method

View | File Listing Method or use the toolbar button.

Options:

- short list (filenames only): the **List** menu item.
- detailed list: the **Details** menu item.

The list in question is the upper right section of the application window. It lists the same files as are displayed in the thumbnails area. You can select items in this list just as you would in the Windows '95 Explorer.

Thumbnails for animations and video sequences

View | Thumbnail Video

The thumbnail section of Zoner Media Explorer displays miniatures of images, the first image in animated GIF files, the middle image of AVI video sequences, and symbols representing sound files.

If you want to view an animated GIF or a video sequence directly inside of its thumbnail, click on it so it is selected. The sequence will immediately be played. In the case of AVI video sequences, this involves a significant data flow, which can be problematic for the user if it is launched every time a video file is selected. This is especially a problem for users of network drives. To turn off the display of video sequences inside of thumbnails, use the **View | Thumbnail Video** menu item. This option does not change the results of the traditional AVI viewing method (double-clicking), which displays the video in a special application.

See also:

[Viewing and playing files](#)

Editing Images

Tools | Edit...

This calls up the application associated with the currently selected image and loads that image into the application's environment.

Selecting All Files

Edit | Select All or **Ctrl-A**

To select all items in the current folder, use this option.

See also:

[Selecting Files](#)

Inverting File Selection

Edit | Invert Selection

This option cancels the selection of all items you have currently selected in a folder, and selects the remaining items.

See also:

[Selecting Files](#)

Canceling File Selection

Edit | Deselect All or **Esc**

This deselects all files you have selected.

See also:

[Selecting Files](#)

Renaming Files and Folders

File | Rename

This option makes the selected item's title editable - you can rewrite it. This is the way to rename a file or folder.

The Windows 95 and Windows NT systems support long filenames, so you can use them in Zoner Media Explorer as well. The Windows 95 method of renaming items is also supported, i.e. you can click on a name and it will become editable. Once the new name is ready, press **Enter** or click anywhere outside the name being edited.

Be careful with file extensions. Don't rewrite the file extension, thinking Zoner Media Explorer will automatically convert it. It won't, and your file will become unreadable unless you change the name back. Instead, use a file conversion function, like the one available from the Tools menu.

Moving and Copying Files

In Zoner Media Explorer, you can freely move a file or group of selected files using the drag and drop method.

Files can be moved and copied not only inside the program, but also to and from Windows Explorer and the folder display in the My Computer application.

The methods for copying and moving files are entirely the same as in the Explorers for Windows 95 and NT.

See also:

[Working with the Clipboard](#)

Deleting Files or Folders

Edit | Delete Selected or **Del**

To delete all selected files or folders, use this option.

If these items are on a local hard disk, they will be thrown into the recycle bin of the Windows 95 system. If you wish them not to go to the bin, i.e. to be fully deleted right away, use **Shift-Del** for deleting.

Inserting Files into Other Applications

Zoner Media Explorer offers two methods for inserting files into other Windows applications.

1. Dragging items: For this, both the Media Explorer window and the window of the application where you wish to place the file must be visible. Drag the item from Zoner Media Explorer into the window of the other application, and drop it. If the other application does not support the required format, the mouse cursor will change to a "no entry" sign.

Windows 95 and Windows NT 4.0 also let you insert a file by dragging it over a program icon in the taskbar. When you drag the item over the program's icon and wait a few seconds, the program will open. Then move the item into the program's application window. Drop the item into this window.

If you select several items, all of them will be passed to the other application. However, most applications can only load one file in this manner.

2. Copying and pasting items: You can cut/copy items to the Clipboard to move them between the Media Explorer and another application. This method is convenient when the application with which you wish to work does not support drag&drop.

Cache Memory Options

View | Options...

Here you can set parameters affecting the cache memory for [thumbnails](#).

Maximum thumbnails in cache

In this editing field, enter the maximum number of thumbnails you wish to be in the cache. Once the program creates image thumbnails beyond this count, the oldest ones will be erased. One thumbnail occupies from 1 to 5 kB on the disk. Thumbnails for images in TrueColor (16 million) color depth tend to occupy a lot of space.

Save thumbnails larger than

This tells Zoner Media Explorer what should be the smallest images for which thumbnails are made. It's unnecessary to save thumbnails for quite small images.

The default settings are to store 200 thumbnails in the cache, and to store only thumbnails of files 48 KB and larger.

See also:

[Thumbnail Cache Memory](#)

Add to Favorite Folders

File | Add to Favorite Folders

This adds the currently selected (highlighted) folder to the Favorite Folders list.

See also:

[Favorite Folders](#)

File Menu

The **File** menu of Zoner Media Explorer contains the following items:

Display/Play

Properties...

Rename

New Folder

Print

Page Setup

Favorite Folders

Add to Favorite Folders

Exit

Page Setup

File | Page Setup...

This calls up the standard Windows dialog for selecting print settings and a printer.

Creating a New Folder

File | New Folder

This creates a new folder, with the name "New Folder," as a subfolder of the current folder.

See also:

[Renaming Files and Folders](#)

Exiting the Program

File | Exit or Alt-F4

This option exits Zoner Media Explorer. It also closes Zoner Viewer, if it is running. But note that Zoner Media Explorer does not close when you exit the Viewer.

Edit Menu

The **Edit** menu of Zoner Media Explorer contains the following items:

Copy

Paste

Select All

Deselect All

Invert Selection

Delete Selected

Working with the Clipboard

copying files: **Edit | Copy** or **Ctrl-Ins / Ctrl-C**

pasting files: **Edit | Paste** or **Ctrl-V**

To put the selected file in the Clipboard so it can be pasted elsewhere in Zoner Media Explorer or in other applications, use this option.

View Menu

The **View** menu of Zoner Media Explorer contains the following items:

Automatic Display

Thumbnail Videos

Toolbar

Status Bar

Filter

Thumbnail Size

File List Method

Refresh

Options...

Status Bar

View | Status Bar

This turns the display of the status bar on and off.

Zoner Media Explorer's status bar offers some *important information*:

- the progress of program operations (e.g. image loading)
- help for the current menu item
- total number of supported (i.e. graphics/multimedia) files in folder
- number of files displayed
- number of selected files
- the disk space occupied by the selected items

Zoner Viewer's status bar offers the following information:

- the size and the color depth of the current image
- the position of the selected area, if any, of an image
- the dimensions of the selected area, if any, of an image

Showing and Hiding the Toolbar

View | Toolbar or **Ctrl-T**

This switches the toolbar display on and off.

See also:

[Zoner Media Explorer Toolbar](#)

[Zoner Viewer Toolbar](#)

Help Menu

The **Help** menu of Zoner Media Explorer contains the following items:

[Help Contents](#)

[About...](#)

About

Help | About...

This calls up a dialog with information about the producer and the license.

Help Contents

Help | Help Contents

This will call up the table of contents for Zoner Media Explorer help.

Thumbnail

A thumbnail is a small image that is used for displaying images quickly and showing many images at once.

This term is used in DTP for small images with low resolution - a lower quality than the original image.

Acquiring Image from Scanner

Tools | Add Image from Scanner...

This option calls up Zoner Viewer's scanning function.

A dialog appears for selecting a scanner (if more than one is available) and starting the scanning process. If you check the Display scanner's user interface option, then the standard dialog for setting parameters, which you received with the scanner driver, will be used. Otherwise, the image will be immediately scanned into the Zoner Viewer environment.

To save the image after scanning it, use the **File | Save** menu item.

If scanning fails, this means the program could not link to the scanner. Zoner Viewer communicates using the standard TWAIN interface, supported by a vast majority of scanners. If you own an older scanner or your scanner does not support TWAIN, then you should scan your images using the utility supplied with the scanner before starting your work in Zoner Media Explorer.

Converting Images

Tools | Conversion... in both **Zoner Viewer** and **Zoner Media Explorer**

When you request conversion of a single image in **Zoner Media Explorer**, the Viewer is called up to display the image during conversion. When it is requested with several images selected, the Viewer is not activated. In both cases, an extensive dialog with several tabs for setting conversion parameters is called up.

To work with image conversion, you need at least a minimal understanding of image formats. The program can convert bitmap formats among each other, and vector formats to bitmaps.

The tabs of the conversion dialog include:

File/Files

Here you choose the concrete filename(s), and especially format, for conversion. When you convert to a format which does not support all color depths (e.g. GIF or MAC), the color depth of your image may be reduced. When converting several images at once, enter the mask for automatic renaming of the new files.

Dimensions

When you wish to change the dimensions of a new bitmap image, enter the new dimensions here. The original dimensions are displayed in the dialog's title bar.

Color Depth

In this section, you enter the number of colors which should be used in the resultant image. Not all depths are available for all formats. For example, you cannot create a GIF with 24-bit (TrueColor) color depth.

Compression

Choose a compression method appropriate for the format. The TIF format, for example, supports all compression types, but compression is also often a barrier to its readability in other applications. For example, some programs do not know how to read TIF in CCITT compression.

JPG compression involves a loss of quality. How much is lost depends on the parameter you enter here. The default value (75%) represents a reasonable compromise between compression level and picture quality.

For the GIF format, you can check the **interlaced** option, which means that the image will not be displayed in one sweep from top to bottom, but in several sweeps with a gradual improvement in quality. This format modification is used primarily for publishing on the Internet, where loading a whole image from a distant server can be quite slow, but a rough image can quickly give the reader a notion of what will come.

For the TIF format, you can check the CMYK option, which means the image will be transferred from the RGB to the CMYK color scheme. This is primarily useful in DTP for preparing films for color separation.

Integration into the Windows System

Once installed, Zoner Media Explorer and Zoner Viewer are integrated into the Windows system. That means these efficient helpers will always be at hand. The following features make them especially easy to use with other Windows programs:

* *you can drag and drop to other applications.* If another currently open application also supports drag and drop technology, and can work with the format of the file you drag, then you can drag the selected image or multimedia file from Zoner Media Explorer to the other application. Both Zoner Callisto and Zoner Viewer support this. If the target application is hidden by the Zoner Media Explorer window, drag the icon for the image on to the application's item on the taskbar; in a few seconds that application will be displayed in front.

* *you can call up Zoner Media Explorer from popup menus* available by right-clicking in Window's normal Explorer or in other Windows elements which work with files (My Computer, Network Neighborhood, the Desktop, and the dialogs for opening and saving documents). You can also call up the program in the local menu which you get by right-clicking on the **Start** button.

* *you can call up the Zoner Viewer from popup menus* for any selected image, by right-clicking on it. Besides the standard options offered by Windows, the options to view, copy, or convert the image have been added. This last is a quite useful option. This way, you can convert an image at any time, without having to call up the Zoner Media Explorer or Zoner Viewer.

* *the standard Windows Quickview application is expanded* to include extra formats supported by the Zoner Media Explorer.

* *the **Properties** dialogs for appropriate images include a new section, Information,* which offers information on the image - color depth, resolution, etc.

