# WELCOME TO EXTENSIS FETCH!



**BROWSING CATALOG ITEMS IN THUMBNAIL VIEW**



**BROWSING CATALOG ITEMS IN TEXT LIST VIEW**

## WHAT IS EXTENSIS FETCH™?

Fetch is an electronic media cataloging tool that gives you quick, easy, and efficient ways to organize, browse, manage, retrieve, and use files containing digital data.

Fetch catalogs all types of digital files and images, regardless of the file format, file location, or the application used to create the file. Cataloged files can be viewed as thumbnails or by list, and information about the image file, such as size, type, creation date, location, and other data are available at the click of a button. Keywords and other search criteria help you quickly locate, access, and reuse your digital files. And handy drag and drop functions give you easy ways to transfer, copy, or place cataloged images.

## HOW CAN FETCH HELP ME?

Fetch makes quick work of finding and retrieving images.
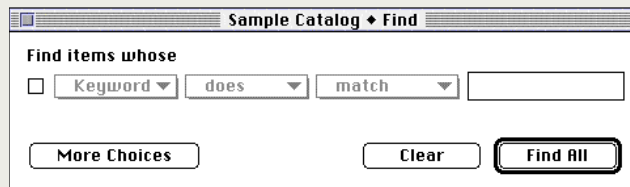
Use Fetch to keep visual catalogs of:

- All the art and photographs used in a newsletter, brochure, manual, or presentation.
- Artwork, pictures, scans, movies, sounds, and even 3D images that you may want to use repeatedly in different projects.
- Miscellaneous pieces of clip art for quick and convenient reference and use.

Or use catalogs to visually distinguish similar images, such as different sizes, colors, or content of a masthead or logo, or where filenames alone are not enough to describe images. And it's really simple to do—simply drag and drop your files onto the Fetch icon or into open Fetch windows to create, add to, and update catalogs. You can even drag and drop items right from the catalog into documents that you create in other programs that support this feature, such as QuarkXPress®, PageMaker® 6.5, and ClarisWorks®. And because Fetch catalogs capture only a thumbnail image of each cataloged file and not the file itself (keeping instead a "link" to the file's location), cataloging images with Fetch takes much less storage space than copying images into a scrapbook.

## HOW CAN THIS QUICK START GUIDE HELP ME?

If you're new to Fetch, you can use this guide as a quick way to get "up and running." But even if you're an old hand at creating and using Fetch catalogs, you may find some exciting new features here. When you've finished with this guide, you'll know enough about Fetch to create and use simple catalogs, and you'll be aware of some of the more commonly used features. To learn more about Fetch and the many options and features available, refer to your Extensis Fetch User Manual and to the ReadMe files in your Fetch application folder.

# BROWSING CATALOGS

## THE SAMPLE CATALOG

A Sample Catalog, located on the Extensis CD inside the Fetch 1.5 folder, includes samples of the many types images that can be cataloged and viewed (including sounds, movies, and 3D images) with Fetch. We suggest you use this sample catalog to experiment with the different features highlighted in this guide. If you do not have access to the Sample Catalog, or wish to create your own catalog, refer to page 8 "Creating A New Catalog."

## OPENING A CATALOG

To open Fetch, simply double-click on the catalog icon you wish to view, drag a catalog over the Fetch icon, or double-click the Fetch application icon. Note that when you double-click the Fetch icon, Fetch opens whatever catalog you have indicated as the "default" catalog. If no default catalog is indicated, Fetch will allow you to either create a new catalog or to locate a catalog to open.

## DISPLAYING ALL CATALOG ITEMS

After Fetch has opened your catalog, and before any images are displayed, Fetch presents the "Find" window. The Find window allows you to search for and display only the items you're interested in viewing at the time, rather than all the images in the catalog. If you wish to view all the images, simply click "Find All," or press the Return or Enter key. *Note: Find All is available when the search word box is blank, or when search criteria is dese-lected. To make Find All available: delete the search word; click "Clear;" click the "x" box so that the box is empty; choose "Find All" from the Search menu; or use the keyboard shortcut CMD+' (apostrophe).*

Fetch then finds all the items in your catalog and displays them in the Gallery window. Items will be displayed in either Thumbnail view or List view, whichever view was being displayed when the catalog was last closed.

On the example, notice the name displayed at the top-center of the window: Sample Catalog ♦ Gallery. This indicates that the displayed items are from the catalog named "Sample Catalog" and that we're viewing items in the Gallery window. The Gallery window is one of two primary windows. The other primary window is the Find window.

In the upper-right corner of the Gallery window, Fetch indicates which view is being displayed, in this case "Thumbnail View." To change the display to List View, select "Text List" from the View menu, or enter CMD+L. To change back to Thumbnail View, select "Thumbnails" from the View menu, or enter CMD+T.

Notice the upper-left corner of the Gallery window—Fetch indicates how many items are currently being displayed. In our example, we searched for all items in our Sample Catalog, so the window accurately reflects the total number of items in our catalog: 215.

Use the scroll bars in the Gallery window to move up and down the list of displayed items. You can also resize the window as you prefer. To access the Find window at any time, select "Find" from the Search menu, or enter CMD+F.

# WORKING WITH CATALOG ITEMS

## DISPLAYING SELECTED CATALOG ITEMS

Use the Find window to search for and select particular items of interest. For example, say we're interested in finding some pictures for a newsletter we're writing, and that our newsletter focuses on eating and nutrition. We know that some of the items in our catalog relate to food, and that when our catalog was created these items were given appropriate "keywords" so we could find them easily. One of the keywords we created was "food."

Using the Find window, we select the appropriate search criteria. In this case we select: Find items whose Keyword ▼ does ▼ match ▼ then enter the word <u>food</u> in the search-word box and click "Find." *Note: The arrow (▼) lets you know that you can "click and hold for more choices."* You can access the Find window at any time with the keyboard shortcut CMD+F, or by selecting "Find" from the Search menu.

When the search for all items with the keyword "food" is complete, Fetch displays them in the Gallery window in whatever view was last used (in this case, Thumbnail View). In our example, Fetch indicates (in the upper left corner of the window) that 11 items with the keyword "food" were found.

If our search resulted in too many items, or we didn't find the item(s) we were looking for, we could generate a new search. We could try using a different keyword, or use the drop-down menus to change search criteria options, or we could click "More Choices" to add search criteria and narrow the search. There are numerous search options available, including searching by Filename, using AND/OR, using Does/Does Not match, etc. For a more detailed description of the search criteria and choices available, refer to your Extensis Fetch User Manual.
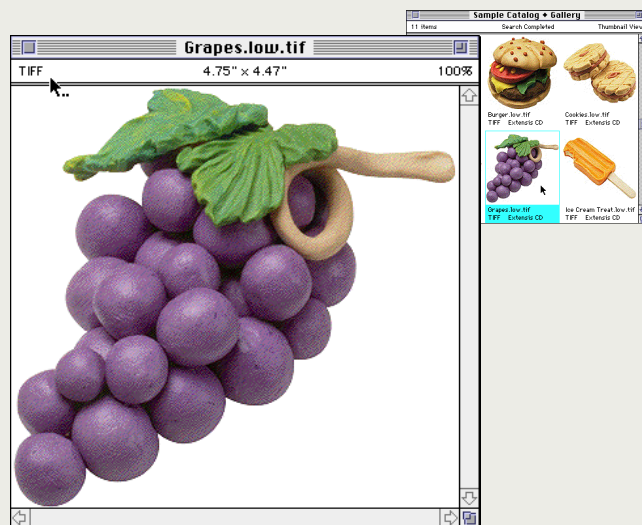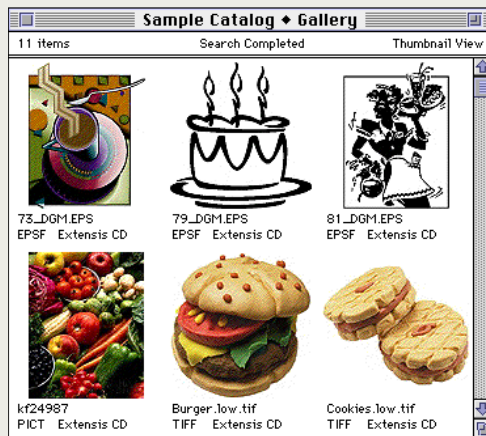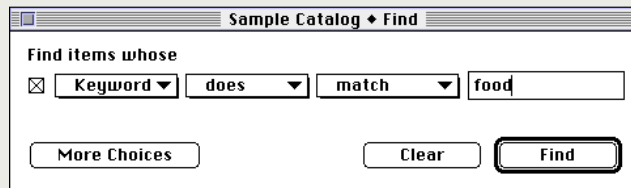
## PREVIEWING CATALOG ITEMS

Once you've located an item of interest, there are a number of things you can do with it, including looking at a larger view of it. This larger view is called a "Preview." To Preview an item, simply double-click its thumbnail.
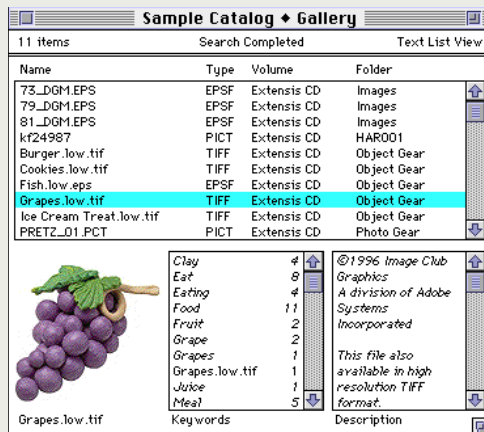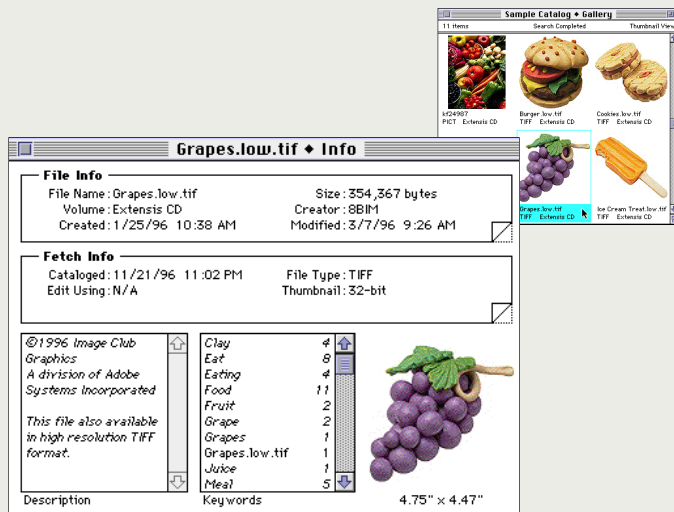
In our example, we scrolled down the list of items being displayed and found a picture of grapes. We double-clicked in the image area of the thumbnail and Fetch displayed our picture in a Preview window. *Note: Double-clicking in the text area under the image displays a more detailed screen of information about the item—for more information refer to the next section "Viewing Item Information."*

Notice the information that is displayed at the top of our Preview window. At the very top, the filename of the displayed image is shown, in this case "Grapes.low.tiff." Beneath the filename Fetch displays information about the image. In this case, Fetch indicates that the image is actually 4.75" wide and 4.47" tall, and that we are viewing the image at 100% of actual size (in other words, actual size). Fetch also displays the type of image being viewed. In this case, our image is a TIFF file.

Notice the special arrow ( ✎.. ) in the upper-left corner of our Preview window. When Fetch displays this arrow it indicates that you can "double-click here to display additional information."

# WORKING WITH CATALOG ITEMS

## VIEWING ITEM INFORMATION

Double-clicking in the text area below a thumbnail in the Gallery window Thumbnail View opens the item's "Info" window. This window displays detailed information about the image, including its filename, type, size, creation date, modification date, pathname, keywords, and description.

In our example, the item description indicates that this is a stock art image from Image Club Graphics and that it is available in high resolution TIFF format. The info window also shows all keywords assigned to the item. The number beside each keyword indicates how many items in the catalog have been assigned that same keyword. *Note: Double-clicking on any keyword in the keyword list initiates a search for all items with that keyword. When the search is complete, the found items are displayed in the Gallery window.*

You can view even more information about the item, such as the location of the file (full pathname), and the item's resolution and bit-depth, by clicking the little flipped-up-page area of the File Info and Fetch Info windows.

You can also access the item Info window by: clicking the ▶ arrow in the title bar of the item Preview window; by double-clicking the item's filename in Gallery Text List View (described below); or by selecting the item in any view and choosing "Get Info" from the File menu.

## DISPLAYING AN ITEM IN TEXT LIST VIEW

Although viewing lists of images in Thumbnail View allows you to see many images at a glance, the amount of information about the item that can be displayed along with the thumbnails is limited. To see more information "at a glance," try Text List View. You can change easily from Thumbnail View to Text List View by typing CMD+L, and toggle back to Thumbnail View with CMD+T. You can also change views by selecting them from the View menu.

In Text List View, double-click the:
- Item name (on the item list) to display the item Info window.
- Thumbnail image to display the item Preview window.
- Word "Keywords" below the Keywords list box to display the Edit Keywords window, where you can view, add, or delete keywords.
- Description box to display the item Description window, where you can view, add to, or delete description information.

You can also scroll up and down in any of the windows displayed in Gallery Text List View, and resize the Gallery window as needed.

## USING THE PASTEBOARD

Use the Pasteboard as a temporary storage place for items that you want to work with. For example, you might need to perform several types of searches to locate all the images you're interested in. After each search, locate the items you want and drag them from the Gallery window to the Pasteboard. Return to the Find window and use different criteria to search for other items, then copy these items to the Pasteboard. New items copied to the Pasteboard will be added to the items already collected there.
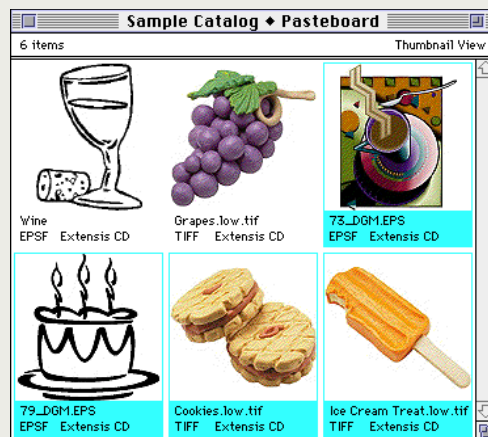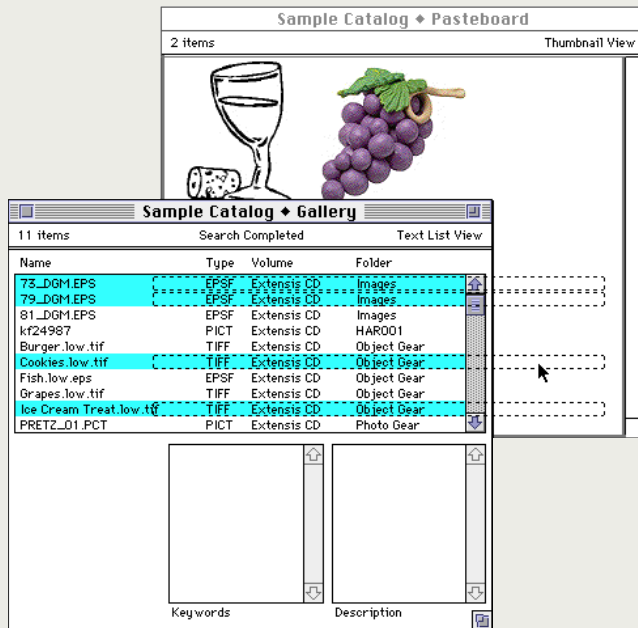
With items on the Fetch Pasteboard you can:

- Export multiple items to another catalog—or create a new catalog for them.
- Preview items from multiple searches at one time, to more easily identify the one you want.
- Copy the original files of each item in your collection to another storage device, perhaps for sending to an associate, a service bureau, or an agency.
- Collect all the items you'll be using during one session so you can copy and paste them to other documents without interrupting your work to search for the next item.
- Print thumbnails of items from multiple searches.

## ADDING ITEMS TO THE PASTEBOARD

To add items to the Pasteboard, perform a search so that the Gallery window is open. Open the Pasteboard window (CMD+M, or select "Pasteboard" from the View menu) so that at least part of it is visible on your desktop. Select the items from the Gallery window that you wish to add to the Pasteboard, and drag them into the open Pasteboard window.

## REMOVING ITEMS FROM THE PASTEBOARD

To remove an item from the Pasteboard, open the Pasteboard window, select the item, then select "Clear" from the Edit menu. *Note: Fetch automatically clears the Pasteboard window when you quit Fetch or close the catalog.*
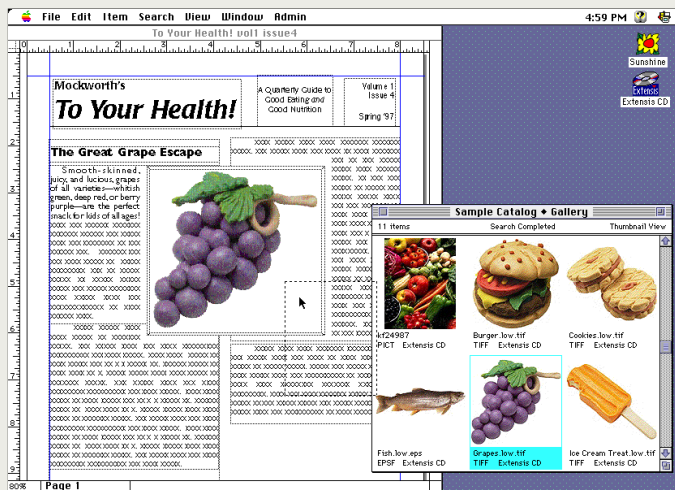
# USING IMAGES IN DOCUMENTS

One of the greatest values of a catalog is the ability to search for and see image files without opening the application that created them, and be able to instantly copy those images to other documents right from the catalog list. For example, you might place a photograph modified in Adobe® Photoshop® into a newsletter created in QuarkXPress, or you might want to place a movie created in QuickTime™ into your presentation created in Adobe Persuasion®.

Fetch makes the entire process very easy. Once you've selected an image, you can place it in another document by dragging (if the application can accept dragged images), or by the standard copy and paste method. You can copy images from either view of the Gallery window or from the Pasteboard.

## COPYING IMAGES—DRAG AND DROP

Some applications, such as PageMaker 6.5 and ClarisWorks, accept images dragged from other applications. Others, such as QuarkXPress, normally cannot. However, Extensis is developing plug-ins to make this feature available in other applications. One such plug-in from Extensis, a QuarkXTension® named "QX–Drag&Drop™" is provided free of charge with Fetch. This file is placed in the Fetch Extras folder located in the Fetch application folder when Fetch is installed. To use this QuarkXTension, launch the installer and follow the instructions; after installation, the drag and drop feature will be activated the next time you launch QuarkXPress.
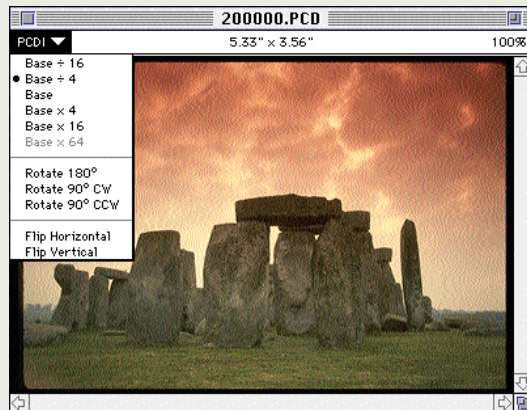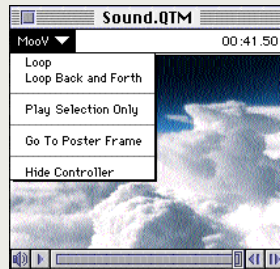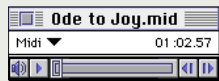
To drag and drop an image from a Fetch catalog into a QuarkXPress document, simply open to either Gallery view (Thumbnail or List Text) or the Pasteboard view (described below), and drag the item into your document. The necessary picture box will be created and placed inside the document at the location of the cursor. Fetch automatically passes link information to QuarkXPress about the resource file location (refer to QuarkXPress documentation for more information about linked files).

## COPYING IMAGES—COPY AND PASTE

To copy a cataloged item for pasting in another document, select the item then select "Copy" from the Edit menu, or press CMD+C. The item will be copied to the standard Clipboard. *Note: If the item to be copied is very large and your RAM memory is limited, you may not be able to copy the item to the clipboard.*

To paste the item in a document, select "Paste" from the Edit menu, or press CMD+V.

# WORKING WITH OTHER IMAGES

Typically, the majority of images in a catalog will be still images like the TIFF image of grapes illustrated earlier. Still images might also be EPS, JPEG, PICT, and many others. However, Fetch offers the ability to catalog many other types of images, such as sounds, movies, documents, and 3D images. This section offers a simple overview of other image types. Refer to your Extensis Fetch User Manual for more detailed information.

## SOUNDS

Open the Preview window for the sound, and use the playbar to control sound playback. You can start and stop, rewind, loop, increase or decrease volume, etc.

## QUICKTIME™ MOVIES

Open the Preview window for the movie, and use the playbar to control movie playback. You can start and stop, rewind, loop, increase or decrease volume (if the movie has sound), etc.
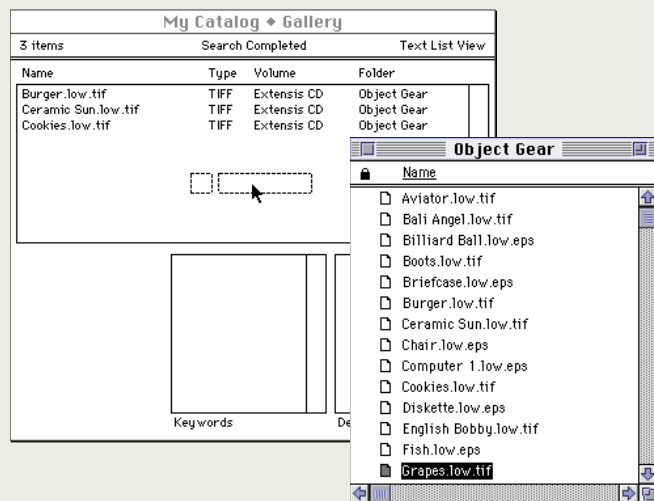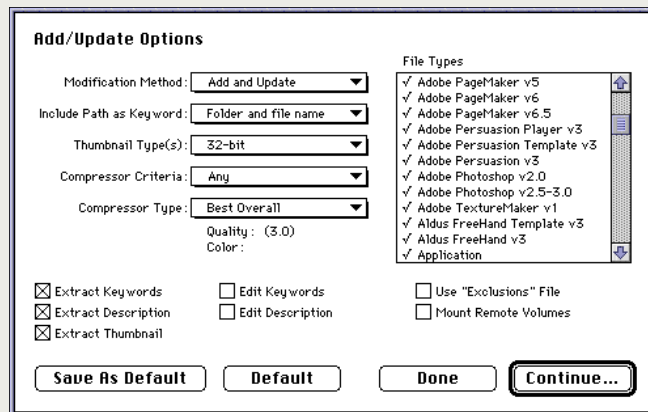
## KODAK® PHOTOCD IMAGES

Open the Preview window for the image, and use the PCDI pull-down menu to manipulate the image. You can change resolution of the image in the display, rotate it, flip it, etc.

## QUICKDRAW™ 3D IMAGES

Open the Preview window for the image, and use the menu bar at the bottom of the screen to manipulate the image. You can change the view, move the image around in the window, resize it, rotate it, etc. *Note: 3D images can only be viewed and manipulated on a Power Macintosh® with QuickDraw 3D enabled.*

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# WORKING WITH CATALOGS

## CREATING A NEW CATALOG

When creating a catalog, first decide what items you'd like to have in your catalog. You can include documents, pieces of art, photographs, sound files, movies, multi-media files, folders with items and/or other folders in them—almost any electronic file can be cataloged! Just be aware that everything inside the folders will become a catalog item. While you can catalog anything almost instantly, to make the best use of a catalog, we suggest that you do a little planning before you start.

The easiest way to create a new catalog is to drag items onto the Fetch application icon. When your release the items over the Fetch icon, Fetch launches itself and displays a dialog box allowing you to name the new catalog and indicate where it is to be saved. After you name your catalog, Fetch displays the "Add/Update Options" window. This screen gives you an opportunity to change many of the default catalog options, giving you enormous control over your catalog entries. You can read more about these many options in your Extensis Fetch User Manual. For now, simply click "Continue." Fetch will show a series of windows as it adds the items to the catalog. Respond "OK" as required until Fetch has completed creating the catalog.

*Notes: Fetch allows you to have only one catalog open at a time. You will have to close all catalog windows for the cur-rently opened catalog (or select Close from the File menu) before you can open another catalog or create a new one.*
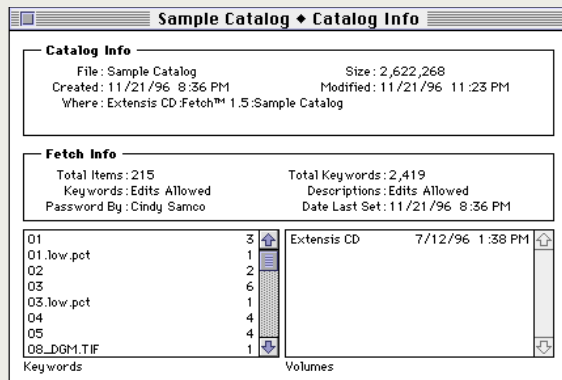
## ADDING ITEMS TO YOUR CATALOG

After you've created your catalog, you may find other items you'd like to add to it. You can quickly and easily add items to your catalog by dragging them from a folder window and dropping them into the catalog Gallery window (you can also drag and drop items into the Pasteboard window—refer the section "Using the Pasteboard"). When you release your dragged item in a Fetch window, Fetch presents the "Add/Update Options" window and all of the associated add/update information windows. When the update is complete, Fetch updates the Gallery (or Pasteboard) window to reflect the new item.

## UPDATING ITEMS IN YOUR CATALOG

Remember that Fetch keeps only a thumbnail of the image in the catalog, and it looks for the actual file when displaying the Preview window and when placing (copying) images in other documents. If you move the file associated with a catalog image, you'll need to make Fetch aware of the move, and allow it to update the information in your catalog. If you do not, Fetch won't know where to find the image, and you'll be limited in what you can do with it—you won't, for example, be able to copy the image to another document.

# WORKING WITH CATALOGS

## CATALOG INFORMATION

The Catalog Info window provides detailed information about the catalog as a whole, such as the:

- Number of items in the catalog.
- Creation and modification dates.
- Access and editing privileges.
- List of volumes referenced by the catalog.
- List of all keywords in the catalog.

To open the Catalog Info window, select "Catalog Info" from the File menu, or double-click the upper-left corner of the information area in either the Gallery or Pasteboard window.

## KEYWORDS

Keywords are an important key in your ability to search for and find cataloged items. You can add and delete keywords for all catalog items in Fetch, and you can extract keywords and descriptions from image source files when you add them to a catalog. You can add sets of keywords to multiple items at the same time, and you can delete keywords the same way.

To edit keywords: select "Edit Keywords" from the Edit menu. To add one keyword, type in the keyword and click "Apply." To add more than one keyword, type in a keyword, then click "Add" to add the keyword to the list. Enter as many keywords as you wish, clicking Add after each entry. When you've entered all your keywords, click Apply.
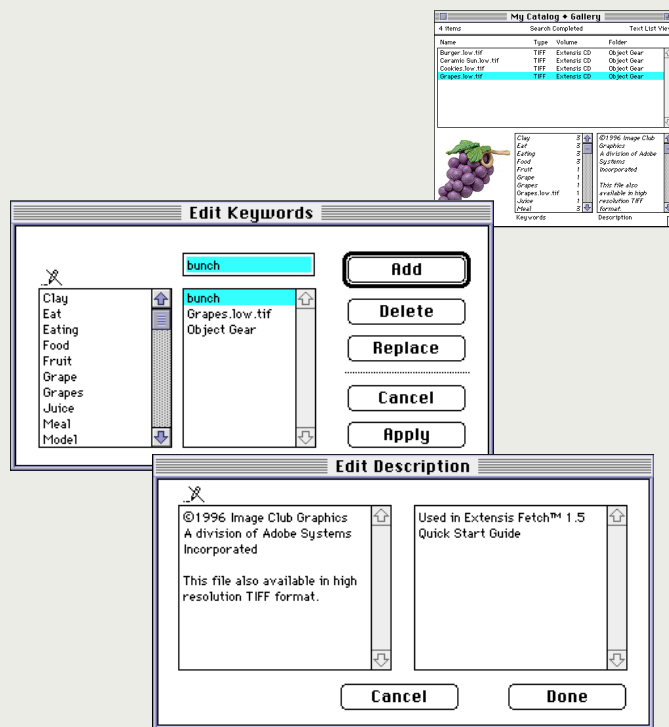
To quickly find all items with a single keyword: display the Gallery window items in Text List View. Locate and select an item with the keyword you want to search on, then double-click the keyword. Fetch will locate and list all items with that keyword.

For more information on keywords and keywording strategy, refer to your Extensis Fetch User Manual and to the "Fetch Keywording Strategies" file in your Fetch application folder.
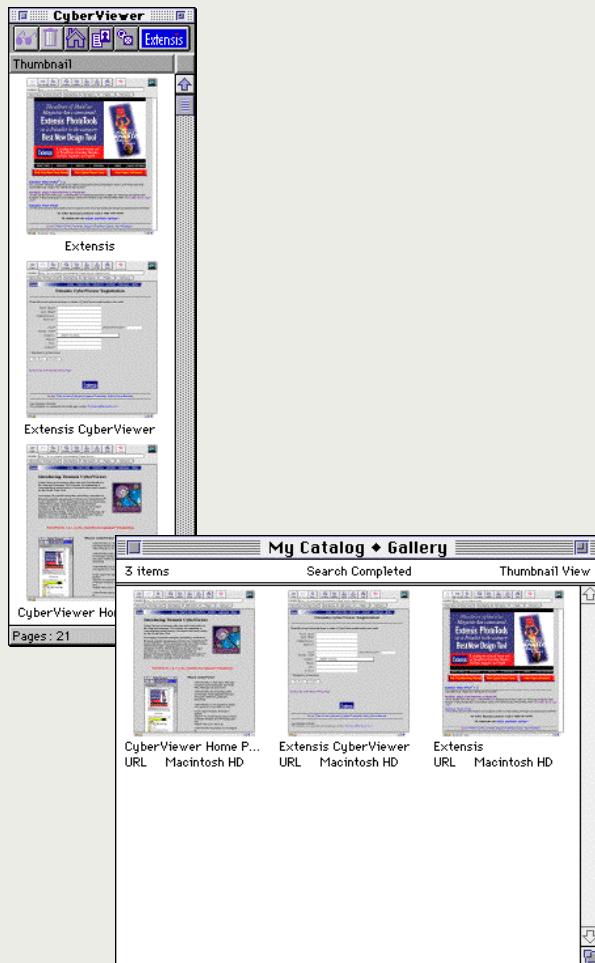
## DESCRIPTIONS

Use the description field to keep track of any information about the item's source file that you might find useful or important. You might use the description field to keep notes about the origin of an item, how it might be used, who created the image, scanner settings, etc. The description for each item can be up to 32,000 characters long.

To edit a description: select the item from either the Gallery or Pasteboard window, then select "Description" from the Edit menu, or display items in the Text List View of the Gallery window, select the item, then double-click in the description field for the item.

# ADDITIONAL FEATURES

## LAUNCHING APPLICATIONS FROM FETCH

You can launch the application which created (or can read or edit) a cataloged item directly from Fetch. For example, you might want to modify photographs using Adobe Photoshop, or make changes to illustrations using Adobe Illustrator®. Or you might want to view a PDF file in your catalog without leaving Fetch. Fetch utilizes Macintosh Easy Open™ to determine which application to launch for each type of file in your catalog. *Note: To use this feature, the Macintosh Easy Open extension must be enabled.*

To launch an application: Select the item you wish to edit (or view) then choose "Edit Original" from the Item menu, or use the keyboard shortcut CMD+G, or the shortcut OPTION+double-click the item's thumbnail. Fetch will launch the application indicated in the application list in Easy Open, and then open the selected catalog item. If no application has been set for this filetype in Easy Open, a dialog box will be displayed so that you can select an appropriate application.

## SHARING CATALOGS AMONG MULTIPLE USERS

Fetch catalogs can be easily shared across a network with other Fetch 1.5 licensed users. Appropriate security features are available to ensure that only authorized users can add or delete catalog items, make changes to keywords and descriptions, etc. For detailed information on setting up shared catalogs refer to your Extensis Fetch User Manual.

## FETCH AND CYBERVIEWER™

Extensis CyberViewer™, a freeware extension from Extensis Corporation, adds a floating palette to the Netscape Navigator™ (v2.0 and above) internet browser which displays each web page you visit as a graphical list, similar to the thumbnail views in Extensis Fetch.

The integration of Fetch and CyberViewer provides a sophisticated bookmarking system offering a convenient way to catalog web pages and quickly navigate the internet. Use CyberViewer thumbnails to create catalogs of web pages, then use the stored images to launch Netscape and load the selected web page. You can add keywords and descriptions for each web page, and even share them with your workgroup.

To create a catalog of web pages: From the CyberViewer palette, select the pages you wish to catalog and drag them to the desktop (or to a folder on any mounted storage device). CyberViewer will create a Netscape URL file for each page. Next, drag the URL files into the Gallery window of an existing catalog, or drag them over the Fetch application icon to quickly create a new catalog of your favorite web pages.

When you're ready to visit a particular location, select the web page thumbnail in your Fetch catalog, then choose "Edit Original" from the Item menu (as explained in the section "Launching Applications From Fetch"). Fetch will launch Netscape and go directly to the selected page.

# FOR MORE INFORMATION

## LEARNING MORE ABOUT FETCH

We've covered a number of Fetch features in this guide, but the information presented was necessarily limited. There's much more information available both on the features presented here, and on the many helpful features and options that we didn't mention. We invite you to take advantage of the following additional information sources covering Extensis Fetch:

- Extensis Fetch 1.5 User Manual.
- Fetch Keywording Strategies—an Acrobat PDF file located in your Fetch Extras folder.
- Ballon Help—available from the Finder Help menu bar.
- Fetch Shortcuts—available from the Finder Help menu bar, or by pressing the Help key on your keyboard.
- ReadMe—a text file located in your Fetch application folder with late-breaking information.
- Sample Catalog—a catalog of images for you to play and practice with, located in the Fetch folder on the Extensis CD.

## ADDITIONAL FETCH PRODUCTS

For information on creating and publishing CD catalogs using the Extensis Content Publisher's Toolkit and Fetch Browser, or for site license information, contact us at 800-796-9798, and ask for Corporate Sales. Or send E-mail to sales@extensis.com

## OTHER TIME-SAVING PRODUCTS FROM EXTENSIS

In addition to Extensis Fetch, Extensis offers an array of application-specific products that extend the capabilities of popular graphics and layout applications. Extending the capabilities of such award-winning programs as QuarkXPress, Adobe Photoshop, Adobe Illustrator, Adobe PageMaker, and Macromedia FreeHand™ enables advertising and design professionals, production artists, and desktop publishers, as well as multimedia developers, graphic, game, and world wide web designers, digital imagers, and photographers to maximize their investment in their graphics application software.

A brochure (in Adobe Acrobat® PDF format) for each Extensis product is available for viewing in the Sample Catalog, located in the Fetch folder on the Extensis CD. To locate product brochures use the keyword "Extensis."

To view an Extensis product brochure: Select the brochure you wish to view, then choose "Edit Original" from the Item menu, or use the keyboard shortcut CMD+G, or the shortcut OPTION+double-click the item's thumbnail. Fetch will launch Adobe Acrobat and open the brochure. *Note: You must have the Macintosh Easy Open extension enabled to use this feature. If Acrobat has not been previously set in Easy Open, a dialog box will be displayed so that you can locate and select your copy of the Adobe Acrobat Reader.*