

Windows®
Macintosh®



iView MediaPro™

Manage your creativity

User Manual

Instructions for
installing and using
your software.



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To find out more about iView MediaPro, please visit:
<http://www.iview-multimedia.com>



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Online at: www.alamy.com

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Installing and setting up iView MediaPro

Welcome

Welcome to iView MediaPro, the fast and easy way to view, organize and present the growing number of images, movies, sounds, fonts and other media files on your disks.

MediaPro helps you get organized. Whether you are a student, journalist, multimedia enthusiast or creative professional, it's important to be able to organize and browse your images, movies, documents and other files in an application that's easy to set up and use.

MediaPro works by creating catalogs, consisting of thumbnails and descriptions of all your media files. Store your images with digital camera information, captions, labels and annotations — then search and browse the catalog, even if your original files are misplaced or offline.

You can batch process your media files, including renaming, image editing, manage color profiles, print contact sheets, change file formats and create slide shows.

Installation

Windows: When you insert the iView MediaPro CD, an install menu appears. Choose *Install iView MediaPro* and follow the instructions.

If this menu does not appear, your PC may not support *autoplay*. In this case, open the CD and run *install_iview_mediapro.exe*.

Mac: Insert the iView MediaPro CD. Double-click on the *Install MediaPro 3* icon and follow the instructions. If you have an existing copy of MediaPro, remove it from your *Applications* folder and rename the folder or place it on removable media volume before installing the new version.

Entering your license key

After you have installed iView MediaPro, launch the application. Go to the License menu and enter your name, organization and the license number from the inside back cover of the manual.

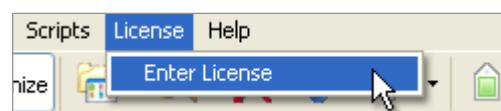
If you purchased a digital download version

Installation

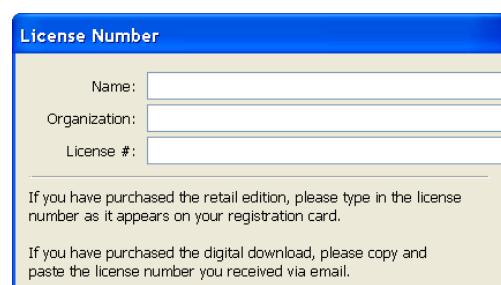


Step 1: Windows CD - This menu appears when you insert the iView MediaPro CD. Choose *Install iView MediaPro*. If this menu does not appear your PC may not support *autoplay*. In this case, open the CD and run the installer program named *install_iview_mediapro.exe*. This will create an application shortcut icon and a shortcut to the iView web site on the desktop.

Step 1: Mac CD - Insert the iView MediaPro CD. Double-click on the *Install MediaPro 3* icon. Follow the instructions.



Step 2: If you did not enter your license during the installation wizard, then launch MediaPro and go to the License menu and select *Enter License*.



Step 3: Enter the license number from the inside back cover of the manual, or the one that was emailed to you.

of iView MediaPro online, then enter the license number that was emailed to you. If you have lost your license key, please contact support at:
<http://www.iview-multimedia.com/support/>

Plug-ins

The installation will create a Plug-ins folder containing files that are important to the application's functionality. Knowing the location of this folder is important so that you can customize or install additional functionality, such as HTML themes, print templates, importers and scripts.

Windows: The user-defined Plug-ins folder is located in one of two locations:

- C:\Documents and Settings\username\Application Data\iView\Plugin
- C:\Documents and Settings\All Users\Application Data\iView\Plugin

On some Windows operating systems the Application Data folder may be hidden.

To display hidden folders on Windows XP:

1. Click *Start*, and then click *Control Panel*.
2. Click *Appearance and Themes*, and then click *Folder Options*.
3. On the *View* tab, under *Hidden files and folders*, click *Show hidden files and folders*.

Hidden files and folders will appear dimmed to indicate they are not typical items. If you know the name of a hidden file or folder, you can search for it.

When installing custom HTML themes, print templates, vocabularies, scripts or importers, place them inside the user-defined plug-ins folder, and not the application Plug-ins folder. This way, you will not lose your custom settings when upgrading to future versions of MediaPro.

Mac: In previous versions, there was a Plug-ins folder inside the MediaPro application folder. This folder has now been split between built-in plug-ins, which are located inside the application package, and user-installed plug-ins, which can be in any of the three locations

- ~User/Library/Application Support/iView/Plug-ins
- /Library/Application Support/iView/Plug-ins

- Network/Library/Application Support/iView/Plug-ins

When installing custom HTML themes, print templates, vocabularies, scripts or importers, place them inside the user-defined Plug-ins folder, and not the application package. This way, you will not lose your custom settings when upgrading to future versions of MediaPro.

System requirements

This section lists the minimum system requirements, with the recommended ones in parentheses. It is important to have the most recent version of QuickTime. This will improve iView MediaPro's performance and functionality.

Windows

- Pentium III 500 MHz processor or equivalent (Pentium 4)
- 128 MB of RAM (256 MB)
- 1024 x 768 display with 16-bit color
- 20 MB of hard disk space for installation (200 MB of free disk space ideal)
- Windows XP (XP SP2)
- QuickTime 6.4 or higher
- Internet Explorer 5.5 (6.x)
- DirectX 9.0 for Windows Media format support
- Adobe Reader 7.0 for PDF file support

Macintosh

- PowerPC or newer, such as iMac G3, G4; MediaPro supports Intel-based Macs.
- Mac OS X (10.3.9)
- QuickTime 6.4 (7.x)
- Monitor set to Millions of Colors
- 13 MB of hard disk space for installation

Language support

MediaPro can be viewed in: English (US), French, German, Italian and Japanese. By default, MediaPro uses the language of the operating system or remembers the last language used. See figures on the next page for information about how to change the language used by iView MediaPro.

Web resources

You can access additional resources for learning iView MediaPro on the iView web site. Tutorials, customer support, forums and application updates are available online. To go to the web site at: www.iview-multimedia.com

Software updates

Windows: You can check for updates to iView MediaPro by selecting *Check for Updates* in the Help menu. If an update is available, a link will be provided for you to download it. **Mac:** *Check for Updates* is located in iView MediaPro application menu > About iView MediaPro dialog.

Adding media importers

Any QuickTime-based media importer can be used by MediaPro: simply download and install the importer. Additional importers can be downloaded from 3rd-party sources on the Internet.

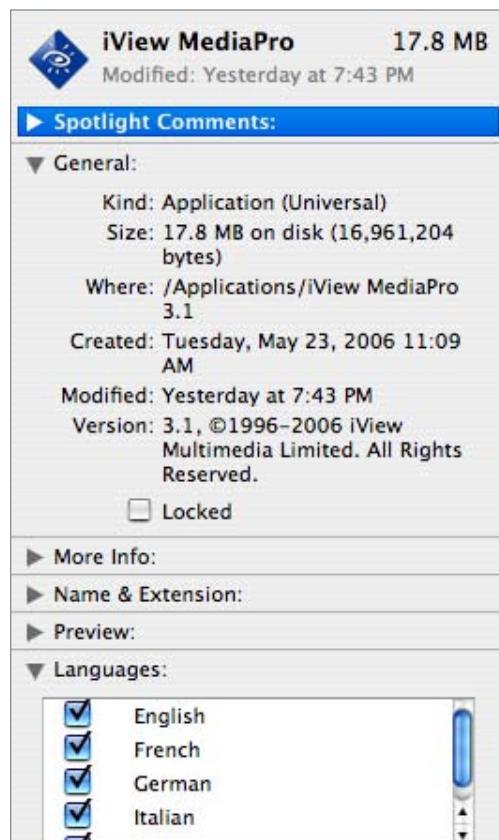
Example: To catalog Windows Media files (.wma, .wmv) on Macs, download and install the Flip4Mac QuickTime plug-in at: <http://www.flip4mac.com/>

Scripting

MediaPro is scriptable and can be easily integrated with 3rd-party applications or database systems to perform workflow automation.

Windows: MediaPro supports Visual Basic Script and JavaScript automation on Windows. Once you create scripts, you can attach them to the application for access through the *Scripts* menu. For instructions on creating scripts, refer to the scripting documentation included with iView (see *Documentation* folder).

Mac: MediaPro supports AppleScript, and the scripts are attachable to the application (accessible via the *AppleScript* menu). To get started with scripting MediaPro, look at the application's dictionary, and refer to the AppleScript examples included (see *Documentation* folder). Test your existing scripts to ensure proper functionality before using them. For additional information on scripting with MediaPro, see page 121.



Mac OS X: To change languages, select the MediaPro icon and choose *Get Info* from the File menu. Choose *Languages* in the drop-down menu. MediaPro will default to the operating system language. If you want MediaPro to run in a different language, uncheck all languages except the one you want.

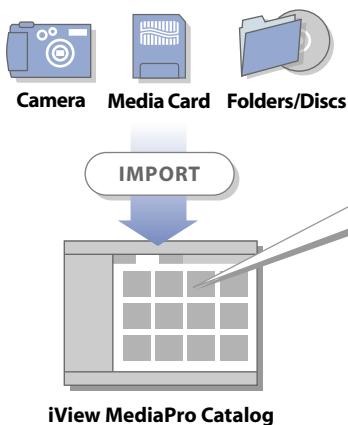


Windows: Choosing MediaPro's language is the first step in the installation process on Windows. To change languages, install MediaPro again, while selecting an alternate language from this drop-down menu.

iView MediaPro basics

What's inside each iView MediaPro catalog

A catalog does not store the actual media files. When each media item is imported into a catalog, MediaPro extracts and stores information about the file (shown at right).



Synchronize: For each file, the metadata information can be edited in the MediaPro catalog. To export these changes and write the information back into the file, use the *Sync Annotations* command in the Action menu.



METADATA

- File properties
- EXIF digital camera metadata
- IPTC/XMP metadata
- QuickTime metadata
- A voice (audio) annotation
- Custom (user-defined) metadata
- ICC color profile; color sample
- Color label; Star rating



THUMBNAILS

- Each item will be assigned either:
- An embedded thumbnail created by a digital camera or software program
 - A thumbnail created by MediaPro
 - A generic media icon



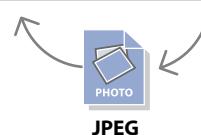
FULL SCREEN MEDIA PREVIEW

If this option is turned on, MediaPro will create and store a large JPEG image that can be displayed in Media View, Slide Shows and Light Table.



PATH

The location of the original file on a local or removable storage media.



How MediaPro works

MediaPro stores information about your media files in catalogs. A catalog is a searchable and organizational visual database that contains:

- Information about each file relevant to the media type (attributes).
- Tags (also called annotations or metadata) that help you organize and classify media.

- A thumbnail of each media file.
 - A full screen preview of each media file (if this option is turned on).
 - The location (path) of the original file on a hard drive, CD-ROM, or other kind of volume.
- You can create as many catalogs as you want, it just depends on how you want to organize your media. For example, you can have a catalog for

each media type: photos, videos and music. Or you could create one catalog of all your media. Each catalog can contain up to 128,000 files.

Understanding catalogs

When you add files to a catalog, MediaPro stores a thumbnail of each file, as well as information about the file and its location on your disk.

This way you can search and organize iView MediaPro catalogs, even when your original files are not present. For example, they may be stored on a CD-ROM that is not in the computer. But you can still view thumbnails of those files and information about the media in the catalog.

Because media files are not embedded in the catalog, iView MediaPro will need access to media files in order to display them in larger sizes, such as Media View, Light Table and Slide Shows.

If you delete a media file on the desktop or a disk, it cannot be recovered through a MediaPro catalog. A catalog only contains information about the file, not the file itself.

Adding files to an iView MediaPro catalog does not move or modify the original media.



**MediaPro 3 Catalog Icon
on the Desktop**

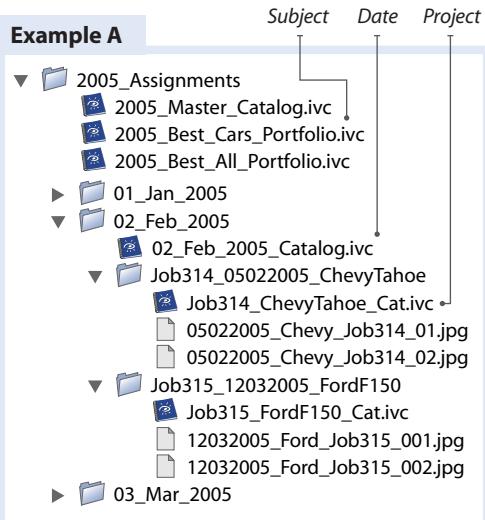
Cataloging strategies

A common question in digital asset management is: "Should I put all my media into one big catalog; or into several smaller catalogs?"

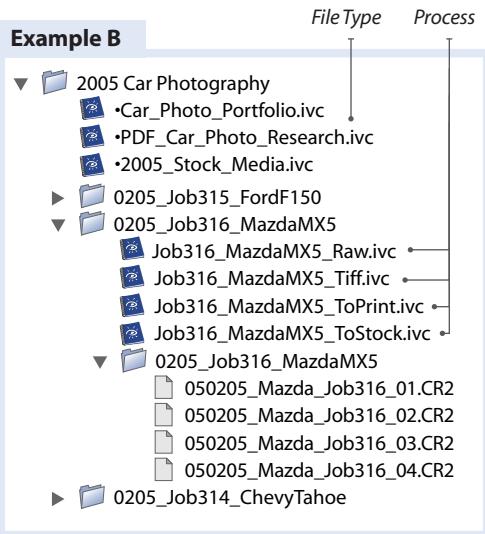
The number of catalogs that you create will vary depending upon your workflow and the types of media being tracked in catalogs.

iView MediaPro catalogs are designed to contain up to 128,000 media items. It is possible that a single catalog will be sufficient for your needs. That being said, grouping files into separate catalogs creates a higher level of organization, and can help you have a higher degree of success quickly finding the appropriate media.

There are many strategies for grouping items in



Catalogs stored hierarchically by subject, date and project. The catalogs are stored in proximity to the media files.



Catalogs organized by file type and process in the workflow. Process catalogs work particularly well for workgroup workflow.

catalogs, but anything that is logical and fits well into your specific workflow needs is acceptable. Here are some ways to organize your catalogs:

By Project: In Example A (*previous page*), each assignment has a dedicated catalog. This will facilitate easily working with files dedicated to a client or project. It also is good method for supporting short-term deadlines and goals.

Chronology: Creating an additional set of date-based catalogs is a good monthly habit. It will help you build a searchable archive as you go, instead of doing it all at once.

Annual and monthly chronological catalogs are simple to create using MediaPro's *Import Items From Catalog File* function (File menu). Simply create a catalog for a particular time frame (month) and import each job or project catalog from that time frame. This ensures that all metadata, groups, sets and user-defined fields are imported into the new date catalog.

By Subject: Any logical subjects that aren't likely to overlap are a good way to divide your media into multiple catalogs.

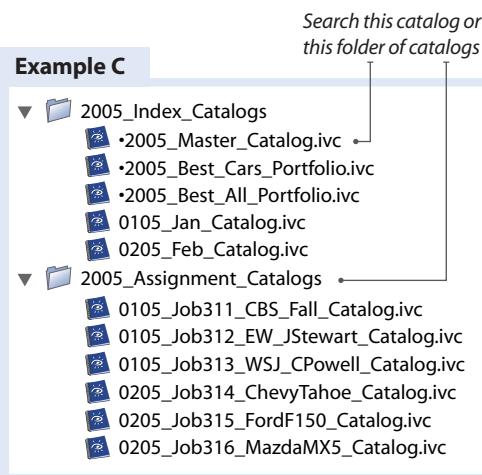
For example, you may store your images by high-level subjects that describe the types of your photo assignments: travel, fashion, portraits, etc.

Alternatively, each time you create a catalog, you might mark files that you think should belong in a "Best Of" collection. Creating a catalog dedicated to building a portfolio or best media of the year is a good practice as well.

By Process/Task: Sometimes there are clearly definable states for files in a workflow. Separating items by their state or task in your workflow can help direct users to the media item at the correct stage in the workflow.

For example, if photographers want to track files through a raw workflow, they might create catalogs for the original raw files, client selections, processed TIFFs, color corrected images and those that have been touched up (*see Example B on previous page*).

By File Type: You may wish to group files into catalogs based on file type, such as music, movies,



Project catalogs are named chronologically to maintain proper order on the desktop and are stored in a single folder for cross-catalog searchability.

fonts, illustrations or PDFs.

For example, you may want to create a catalog of all your fonts, creating a searchable inventory of typefaces available for your design projects.

Searchability: MediaPro has a special search criteria that enables searching across all catalogs in a particular folder (Find menu).

Thus, if you store all your job catalogs in a defined folder (*see Example C above*), files will be easy to locate. Higher level chronological catalogs will also be good for locating media files.



Getting Started: Check one of these options to let iView MediaPro create your first catalog for you.

Getting started

The first time you launch iView MediaPro, a *Getting Started* dialog appears to help you get acquainted with MediaPro features and to assist you with import options for creating new catalogs.

Let iView MediaPro create your first catalog for you, by checking one of the three options: *Import from a folder you choose*, *Import Pictures/Movies folders* (see page 13), *Import iPhoto library* (see page 14).

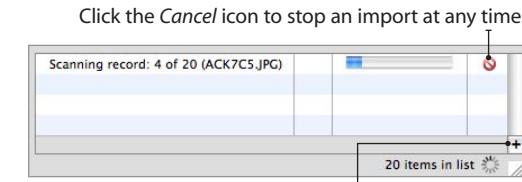
If you want to access this dialog later, it can be found in the Help menu on Windows, and in the MediaPro application menu on the Mac.

Creating catalogs

There are several ways to import or add media to a MediaPro catalog. These methods are explained on the following pages. One basic method is to create a catalog from a folder you choose.

1. Launch application: Double-click the iView MediaPro icon to start the application. An empty catalog will appear.

2. Add media files: In the File menu, select *Import Items from Files and Folders*. This will bring up a dialog where you navigate to and choose a folder or file to import into your



Click this icon to show/hide the progress indicator panel.

catalog. This can also be done by checking *Import from a folder you choose* in the *Getting Started* dialog.

3. Progress indicator (Mac): While your media is being imported, MediaPro will temporarily display a progress indicator panel. Depending on the import type, you may see several progress bars. To stop an import, click on the *Cancel* icon next to the progress bar (see figure above). To hide or show the progress indicator panel, click this icon located in the lower right corner of the catalog window.

4. View and organize your media.

5. Save catalog.

Before importing media

There are a few options that you may wish to set before creating your catalog. These options help you save time and improve the quality and accuracy of your imports.

Define thumbnail creation options

On import, each media item is assigned a thumbnail image. This image visually represents the media item and is stored in the catalog. Depending on your preferences and the media type, MediaPro will assign each media item either:

- **An embedded thumbnail** created by a digital camera or software program. Some applications, such as Photoshop, embed a thumbnail into the media file. Digital cameras do this as well. These thumbnails are typically low quality. During import, MediaPro extracts and assigns that embedded thumbnail if the *Use built-in thumbnails* box is checked (see Edit menu > Thumbnails & Preferences).

- **A thumbnail created by MediaPro:** Turning *Use built-in thumbnails* option off will instruct MediaPro to create new thumbnails, which are generally higher in quality, at the cost of a slower import process. For the highest quality thumbnails, iView recommends this option.
- **A generic media icon:** Some non-image files, such as audio files, will have a generic media icon assigned as a thumbnail.

Define thumbnail size

Before creating a catalog, you need to define how MediaPro creates thumbnails: at a fixed size or at a variable size that matches the active display size set in Thumbnail View.

1. Create a new catalog.
2. In the Edit menu, select the *Thumbnails & Previews* option.
3. Choose the size of thumbnails to be created (Options: 160, 320, 480, 640 pixels). If you choose *Variable* size, MediaPro create thumbnails matching the thumbnail size defined in the Thumbnail View of the active catalog.
4. Choose the JPEG compression quality to be applied to the thumbnails.
5. Click the *OK* button. Import your media items and save your catalog.

Media previews

These previews are large JPEG proxy images that will be displayed in Media View, Slide Show and Light Table regardless of whether or not original media files are available for display.

Media previews are particularly useful if the majority of your media is stored on offline storage volumes, such as CD or DVD. These previews are also useful for distributing catalogs without having to include the original media files.

To create a catalog with media previews:

1. Create a new catalog.
2. In the Edit menu, select *Thumbnails & Previews*.
3. Check the *Create full screen previews* box. This will enable the creation of Media Previews.

4. Choose the size of previews to be created (Options: 800, 1024 and 1280 pixels).
 5. Choose the JPEG compression quality to be applied to the preview images.
 6. Click the *OK* button. Import your media items and save your catalog.
- Please be aware that the file size of catalogs with full screen previews will be considerably larger than catalogs with only thumbnails.

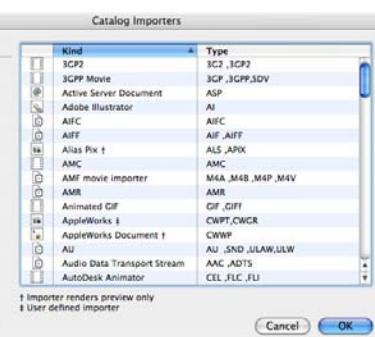
Filter imports by media type

Import options control what media files are added to a catalog. Most import options are conditional to the type of import (*From Folders, Camera, etc.*)

However, there is a global option to limit importing just those files that belong to a certain media type. To define a media type filter, select *Catalog Importers* in the File menu. Check the box for each media group you want to allow MediaPro to import or ignore in future catalogs.

For example, when *Importing from Files/Folders*, you might turn on only the *Images* option in order to import images such as JPEG, TIFFs, etc. and skip all other files in the same folder.

If you are not familiar with what types of media files belong to each group, you can check the box for a particular media group to see a comprehensive list of all media types supported.



Catalog Importers: Use to filter media types on import. Press the *Set as Default* button to set the media types filter for future catalog imports.

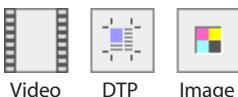
Supported file formats

MediaPro can catalog more than 100 media file formats. MediaPro's capacity to import certain file types is dependent on having the most current version of Apple's QuickTime installed on your computer. QuickTime can be downloaded for free online at: <http://www.apple.com/quicktime/>

There are variations of file format support between the Windows and Mac platforms. For a complete list of supported formats, see page 145.

Cataloging unsupported formats

MediaPro allows you to add basic cataloging support for other media file types by modifying the *Custom* importer list. Thumbnail and media rendering of these files is not supported. Instead, these files will be represented by a generic icon corresponding to the file type group.



Video DTP Image

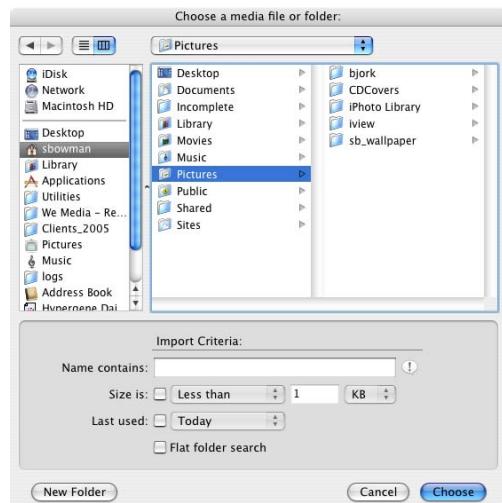
To add a file type to the *Custom importer* list

1. Locate the user-defined Plug-ins > Importers folder. Open the *Custom* file with a text editor.
2. Add your custom formats to the list. For example, to add FileMaker file support, write: FMP3|6|FileMaker Pro
The first four characters are the file type. The next is the Media ID, which are listed at the top of the list. If you choose the wrong ID, MediaPro will not catalog the file. The remaining segment is the name of the program. You must follow the exact format in order for the new file importer to work properly.
3. Save the text file and launch MediaPro.

Finding file types

On Windows, the file type is always the same as the file extension, with spaces appended to make up four characters.

On the Mac, finding the file type is more complicated. In Mac OS X, there is no utility in the operating system that can identify file types. However,



Import Items from Files/Folders

there is a shareware utility that can assist you, XRay. Drag-and-drop the file on to the XRay window as directed by the application. Under the *Show* pull-down menu, select *Type, Creator and Extension*. This will display the file type information.

Import items from Files/Folders

1. **Open your catalog** or create a new one.
2. **Choose a file or folder:** Select *Import Items from Files/Folders* in the File menu. Navigate to and select a file, group of files or a folder of media to import into your catalog. Files and folders can be located anywhere: on your hard drive, media cards, removable storage media or a local area network hard drive.
3. **Define Import Criteria:** These filters limit the range of imported media based on file-related criteria, such as filename, file size, or the date last used. For example, to only import files smaller than 1 MB, choose to enable the *Size* option as: "Size is less than 1 MB." Checking the *Flat folder search* option will constrain folder imports to only the folder level selected and ignore all sub-folders.
4. **Import:** Click the *Choose* button and MediaPro will import all files and folders selected.



Add files through drag-and-drop: Files are added to a catalog in the exact position of the cursor highlight, the long bar that is separating the two items above.

Import items via drag-and-drop

You can drag-and-drop any file, folder, hard disk, CD, or volume onto an open MediaPro catalog to add media. You can also drop files onto the MediaPro icon or shortcut icon. In either case, your media files will appear in a catalog.

You can also drag-and-drop a folder that contains some files already cataloged and a few new files. MediaPro will skip files already cataloged and add only the new files to the catalog.

Import items from Pictures/Movies folders

In the *Getting Started* dialog, check *Import Pictures/Movies Folders*. MediaPro will automatically find the *Pictures* and *Movies* folders for the active operating system user and import all media into a new catalog.

MediaPro will ignore media in folders dedicated to certain applications such as Apple's iPhoto. This importing feature only works on the Mac OS X and Windows XP operating systems.

Import items from Spotlight Query

MediaPro can now import items from your computer using Mac OS X's advanced search technology called Spotlight.

When you search via Spotlight, you're accessing a comprehensive, constantly updated index that sees all the metadata inside supported files on your hard drive, including the kind of content, the author, edit history, format, size and much more.

Most documents, including Microsoft Word

File Name	Type
Flowers	-- --
Flowers	-- --
1-800-FLOWERS	-- --
60's flowers.ai	Illustration EPSF
Flowers 1.ai	Illustration EPSF
Flowers 2.ai	Illustration EPSF
Oriental flowers.ai	Illustration EPSF
Wild Red Flowers.jpg	Image JPEG
FLOWERS.JPG	Image JPEG
Flowers.ai	DTP PDF

Add results in new catalog

Import from Spotlight Query

documents, Adobe PDF documents, MP3 audio files and digital camera images, already contain rich metadata. And because Spotlight indexes contents of the file as well, your search results include what appears inside a file or document, not just its title.

To use this function, choose *Import Items from Spotlight Query*. Type a word or phrase to search for and MediaPro will import all related media files. You can also type a Spotlight Query, using special Spotlight syntax, to specify complex search criteria.

By default, Spotlight imports are appended to the open catalog. Checking the *Add results in new catalog* will place all imported items in a new catalog.

Import items from desktop contextual menu

The MediaPro Contextual Menu plug-in is a system level plug-in that allows you to add items to a MediaPro catalog simply by selecting a menu item directly from the computer's desktop. Simply right-click (Mac: Ctrl-click) on a file or folder and select *iView MediaPro Import* from the contextual menu. Items will be added to the open catalog or a new catalog, if one is not currently open.

This plug-in is automatically installed with the application.

Import items from iPhoto

Mac: In the Getting Started dialog, check *Import iPhoto Library*. MediaPro will automatically find the iPhoto library for the active operating system user, launch iPhoto in the background and import all original photos into a new catalog. This feature only works with versions 2, 4, 5 and 6 of iPhoto.

The new catalog contains references to your photo files that are still inside the iPhoto library folders. If you wish to move these files out of the iPhoto library, you can select all the images in the catalog and select *Transfer to Folder* in the Action menu. Choose *Move files, reset paths, delete originals*. This will move your original images to a folder of your choice, sets the paths to the new location and delete the images from your iPhoto library.

To free up additional hard drive space, you could delete all the proxy images (thumbnails) created by iPhoto. To do this, simply trash the *iPhoto Library* folder from the *Pictures* folder. Make sure you do this after you have transferred all original images to a new location on your hard drive. Or you could leave the original images where they are and have media in both iPhoto and iView MediaPro.

The new MediaPro catalog will also contain your iPhoto albums as MediaPro *Catalog Sets* (in the Organize Panel). Your catalog also contains any metadata (such as EXIF digital camera data, comments or keywords) that were assigned to your images in iPhoto. The chart above details how iPhoto annotations map to iView MediaPro annotation fields.

Import from Adobe Photoshop Album and Photoshop Elements

Windows: In the Scripts > Import menu, there are three scripts that will import the media from Adobe Photoshop Elements or Photoshop Album catalogs into a iView MediaPro catalog.

The first script *Import from a Photoshop Album-Elements catalog file* will import media items from any Photoshop Elements or Photoshop Album catalog with the file extension .PSA. Album and Elements allow the creation of multiple catalogs. You can use this script to import a catalog that is not

Annotation mapping for iPhoto import

iPhoto	MediaPro
Filename	Filename
Title	Title
Keyword	Keyword
Checkmark (keyword)	Does not map at this time
Star Ratings*	Do not map at this time
Albums	Catalog Sets
Smart Albums*	Catalog Sets
Comments	Description (Caption)
Date	Event Date
Date (modified in iPhoto)	Event Date

* iPhoto 4, 5

Annotation mapping for Adobe Photoshop Album or Photoshop Elements import

Album/Elements	MediaPro
Caption	Description (Caption)
Tags	Do not map at this time

actively being used by Adobe Photoshop Album or Elements. To use this script:

1. Create a catalog or open an existing catalog.
2. Select *From a Photoshop Album-Elements catalog file* in the Scripts > Import menu.
3. Navigate to and select your Album/Elements catalog that you want to import.

The other two scripts, *Import from the active Adobe Photoshop Album catalog* and *Import from the active Adobe Photoshop Elements catalog*, will automatically import the active catalog being used by either program. To use these scripts:

1. Create a catalog or open an existing catalog.
2. Select *From the active Photoshop Album catalog* or *From the active Photoshop Elements catalog* in the Scripts > Import menu.
3. MediaPro will automatically find the Album or Elements catalog for the active user, and import all images into a MediaPro catalog. In the rare case that MediaPro cannot find the catalog, it will ask you to locate it. Typically, catalogs are stored at:
C:\Documents and Settings\All Users\Application Data\Adobe\Catalogs\

On some Windows operating systems the Application Data folder may be hidden. See page 5 for instructions on showing hidden folders.

These import scripts work with Photoshop Album 1, 2 and 3 and Photoshop Elements 4.

Your new MediaPro catalog will contain metadata such as EXIF digital camera data and Descriptions that were assigned to your images in Album or Elements. Any tags, keywords or additional metadata will not be imported.

Import from catalog file

iView MediaPro can combine the contents of one catalog with the contents of another. The *Import Items From Catalog File* command (File menu) appends a selected catalog to the currently open catalog.

How to merge catalogs

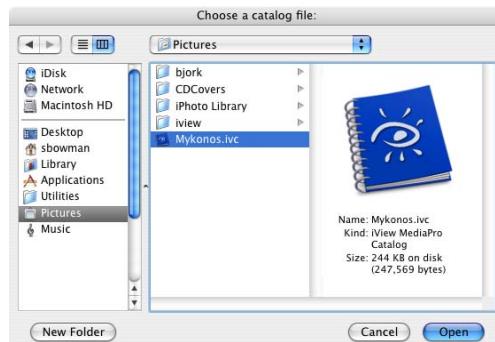
1. Open an existing catalog.
2. Choose *Import Items From Catalog File* from the File menu.
3. Navigate to and select a catalog created by an iView product (including previous versions of MediaPro, or iView Media or MediaLE). This function will not work with catalogs created by other programs.
4. New media items will be appended to the end of the existing catalog. Each item's related annotations, label and thumbnail are added as well. *Catalog Sets* are now merged into the open catalog.

If the open catalog already contains files that are part of the selection of files that are being merged, MediaPro will ignore these files and will not replicate them.

Merging catalogs using drag-and-drop

An alternative way to add items from one catalog to another is using the drag-and-drop method.

To do this, open two catalogs. Select one or more items, and drag them from one catalog to the other. Unlike *Import From Catalog File*, where files are appended to the bottom of the catalog,



Import from Catalog File: Navigate to and choose an iView MediaPro catalog file on the desktop.

dropped files are added at the specific position in the catalog defined by your cursor placement (applies to List and Thumbnail Views).

If you drag-and-drop items into a catalog that is currently in Media View, then the dropped items will appear at the end of the catalog.

Using drag-and-drop does not remove a file from a catalog and add it to another. This function copies a media item's reference from one catalog to another. As such, each item's related annotations, label and thumbnail are added.

If you hold down the Ctrl key (Mac: Cmd key) while dragging-and-dropping, MediaPro will remove a file from a catalog and add it to another.

If the open catalog already contains files that are part of the selection of files that are being dragged-and-dropped, MediaPro will ignore these files and will not replicate them.

Matching thumbnail size when merging

If the item's thumbnail in an older catalog is smaller than the catalog being appended, then the thumbnail will have to be rebuilt to match the new size.

For example, an older catalog might have 128 pixels thumbnails. The new catalog it is being merged into has 320 pixel thumbnails, then the previous thumbnails will appear smaller. To fix this, select the appended files and choose *Rebuild Item* in the Action menu.

Import from a digital camera

Windows XP instructions

Depending on the USB transfer settings of your camera, there are two ways to import images from digital cameras.

Some digital cameras support a standard called *Picture Transfer Protocol* (PTP). Refer to your digital camera's documentation to find out if it supports PTP and how to properly define PTP settings for the camera.

A. Using Picture Transfer Protocol

If your camera supports PTP:

- 1. Plug your camera into your computer.**
- 2. When the dialog for your camera appears, click the *Cancel* button.**
- 3. Launch iView MediaPro and open an existing catalog, or create a new catalog, into which to import the new images. Select *Import Items From Camera* in the File menu.**

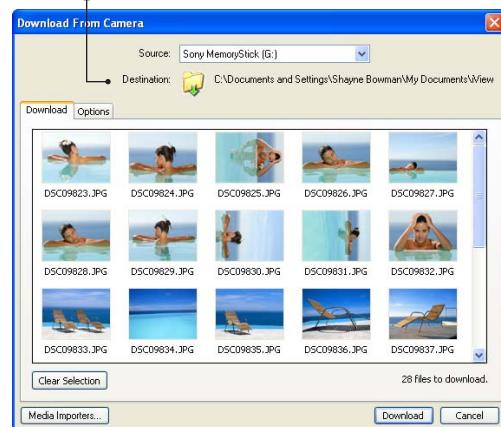
Download settings

- 4. Choose a Source:** In the *Source* drop-down menu, select the camera or media card you want to import media from.
- 5. Choose a Destination folder:** Click the *Destination* folder icon. In the dialog, choose or create a folder to place files that are downloaded from your camera.

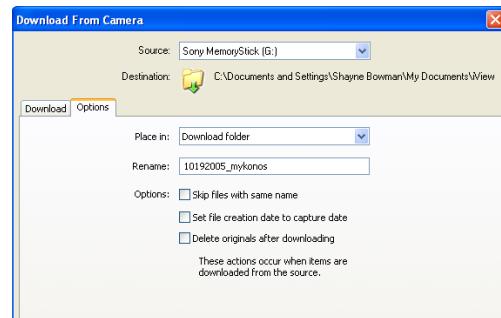
Options

- 6. Place in:** *Download folder* will place downloaded files in the destination folder. *Today's folder* will place downloaded files in a folder named after today's date in the destination folder. *Original folder hierarchy* will place downloaded files in copy of the folder directory hierarchy on the camera hard drive in the destination folder.
- 7. Rename:** Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.

Click the folder icon to choose a destination folder on the desktop where downloaded images will be placed.



Import Items from Camera



Import Items from Camera: Options panel

- 8. Actions:** *Skip files with same name* prevents you from writing over existing files with the same name. *Set file creation date to capture date* sets the image file's creation date to match the date you took the picture (Capture Date). This is useful because some applications, as well as the operating system, cannot read the Capture Date. This way your media will be better organized on the desktop. *Delete originals after downloading* delete originals files off your camera's media card after they have been downloaded to the destination folder.
- 9. Annotate:** Choose a metadata template from this drop-down menu to apply a group of pre-

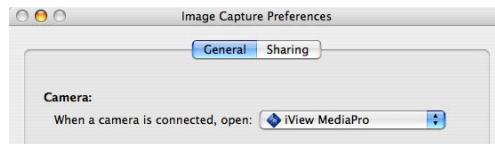
defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.

- 10. Download:** Once options have been set, click the *Download* button. MediaPro will import each image into the open catalog after it has been downloaded from the camera to the destination folder you defined. After import is complete, dismount the camera from the desktop (eject), then you can safely unplug your camera.

B. Without Picture Transfer Protocol

These instructions also apply to digital media card readers that do not support PTP:

- 1. Plug your camera into your computer,** using a USB or serial connection. Or insert your digital media card (Compact Flash card, Memory Stick, etc.) into your card reader.
- 2. When the Device Action dialog appears, choose *Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard*.**
- 3. Follow the directions of the Camera Wizard** to locate an existing folder or to create a new folder for your pictures. On the last screen of the Wizard, choose *Nothing. I'm finished working with these pictures*.
- 4. Launch iView MediaPro** and open an existing catalog, or create a new catalog, into which to import the new images. Select *Import From Files/Folders* in the File menu. Navigate to and select the folder on your desktop where your images were placed with the Camera Wizard.
- 5. Import images:** iView MediaPro will import each image into an existing catalog, or a new catalog that you created.



Mac OS X: Image Capture preferences dialog.

Import from a digital camera

Mac OS X instructions

The OS X Image Capture application allows Mac users to automatically download images when a camera is attached to the computer. MediaPro has integrated this functionality to make cataloging images during download from your camera as easy as possible.

- 1. Launch the *Image Capture* application.** It is located in the OS X *Applications* folder.



- 2. Set Image Capture preferences:**

OS 10.2 - Open the Image Capture Preferences. Choose *Other* in *Camera Preferences* pop-up menu. Navigate to and choose iView MediaPro. Quit the Image Capture application.

OS 10.3, 10.4 - In the Image Capture *General* panel, navigate to and choose iView MediaPro in the *When a camera is connected, open* pop-up menu.

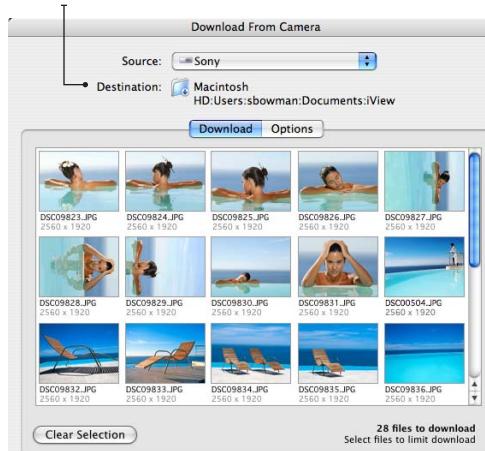
- 3. Plug your camera into your computer.** From this point, whenever you plug a camera into your computer, Image Capture will launch MediaPro. To import images, select *Import Items From Camera* in the File menu.

Download settings

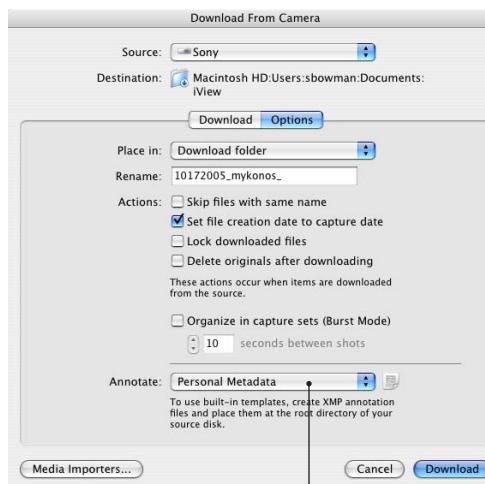
- 4. Choose a Source:** In the *Source* drop-down menu, select the camera or media card you want to import media from.

- 5. Choose a Destination folder:** Click the *Destination* folder icon. In the dialog, choose or create a folder to place files that are downloaded from your camera.

Click the folder icon to choose a destination folder on the desktop where downloaded images will be placed.

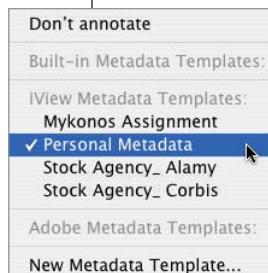


The **Import from Camera** dialog shows thumbnail previews of all images to be downloaded.



Annotate on import:

Choose a metadata template from this drop-down menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*.



Options

6. Place in: *Download folder* will place downloaded files in the destination folder. *Today's folder* will place downloaded files in a folder named after today's date in the destination folder.

7. Rename: Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.

8. Actions: *Skip files with same name* prevents you from writing over existing files with the same name. *Lock downloaded files* turns on the desktop's *Lock* status for all downloaded files. *Set file creation date to capture date* sets the image file's creation date to match the date you took the picture (Capture Date). This is useful because some applications, as well as the operating system, cannot read the Capture Date. This way your media will be better organized on the desktop. *Delete originals after downloading* delete originals files off your camera's media card after they have been downloaded to the destination folder.

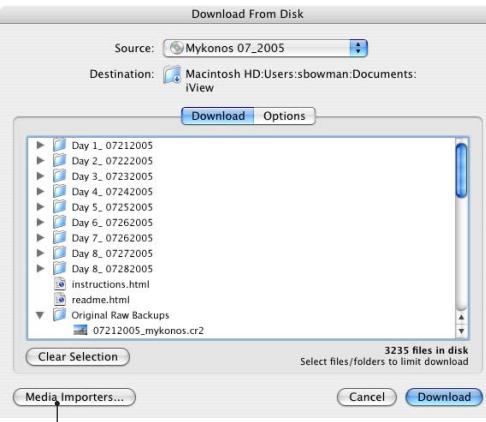
9. Annotate: Choose a metadata template from this drop-down menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.

10. Download: Once options have been set, click the *Download* button. MediaPro will import each image into the open catalog after it has been downloaded from the camera to the destination folder you defined. After import is complete, dismount the camera from the desktop (eject), then you can safely unplug your camera.

Import from disk

Download settings

- 1. Open your catalog** or create a new one.
- 2. Choose a Source disk:** In the *Source* drop-down menu, select the disk you want to import media from. MediaPro will import media from removable storage media such as CD or DVD.
- 3. Choose a Destination folder:** Click the *Destination* folder icon. In the dialog, choose or create a folder for files that are downloaded from the disk.
- 4. Optional - Filter media types:** To constrain an import to only image file formats, click on the *Media Importers* button and check only the *Images* box. This will prevent non-image files from being imported into the catalog. Imports can be filtered by any of eight different media file type groups.
- 5. Place in:** *Download folder* will place downloaded files in the destination folder. *Today's folder* will place downloaded files in a folder named after today's date in the destination folder. *Original folder hierarchy* will place downloaded files in copy of the folder directory hierarchy on the web server in the destination folder.
- 6. Rename:** Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.
- 7. Actions:** *Skip files with same name* prevents you from writing over existing files with the same name. *Lock downloaded files* turns on the desktop's *Lock* status for all downloaded files. *Delete originals after downloading* move originals files to the recycle bin (trash) after they have been downloaded to the destination folder. This option will only work on rewritable storage media.
- 8. Annotate:** Choose a metadata template from



Import Items from Disk: Example of downloading media from a CD-ROM. To constrain this import to only image file formats, click on the *Media Importers* button and check only the *Images* box. This will prevent non-image media files from being imported into the catalog.



Import Items from Disk: Options panel.

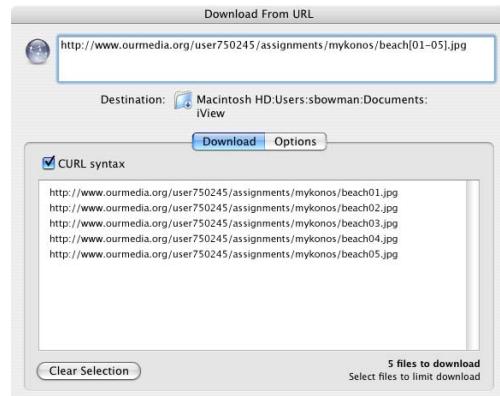
this drop-down menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting *New Metadata Template*. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.

- 9. Download:** Click the *Download* button and MediaPro will download all files from the disk, and store it in the destination you defined.

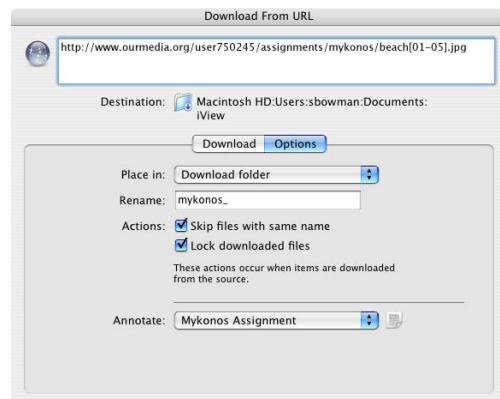
Import from the Internet

Download settings

- 1. Open your catalog** or create a new one.
- 2. Choose a Destination folder:** Click the Destination folder icon. In the dialog, choose or create a folder for files that are downloaded from the Internet.
- 3. Enter URL:** Enter a web address in the text field at the top of the dialog. It must be a completely formed URL, such as:
<http://www.photo.com/img1.jpg>
- 4. cURL syntax:** MediaPro now support cURL commands for downloading files from the Internet. cURL is a special syntax for transferring files online (*see example figure right*). To learn more about cURL, see the official site at: <http://curl.haxx.se/>
- Options**
- 5. Place in:** Download folder will place downloaded files in the destination folder. Today's folder will place downloaded files in a folder named after today's date in the destination folder. Original folder hierarchy will place downloaded files in copy of the folder directory hierarchy on the web server in the destination folder.
- 6. Rename:** Enter a text string (such as the date or subject) in this field, and MediaPro will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing filenames.
- 7. Actions:** Skip files with same name prevents you from writing over existing files with the same name. Lock downloaded files turns on the desktop's Lock status for all downloaded files.
- 8. Annotate:** Choose a metadata template from this drop-down menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting New Metadata Template. Clicking the text button next to the menu will display the template content and some additional options for applying metadata.
- 9. Download:** Click the Download button and



Import from URL: Example of using cURL syntax to download a range of sequentially numbered files.



Import from URL: Options panel

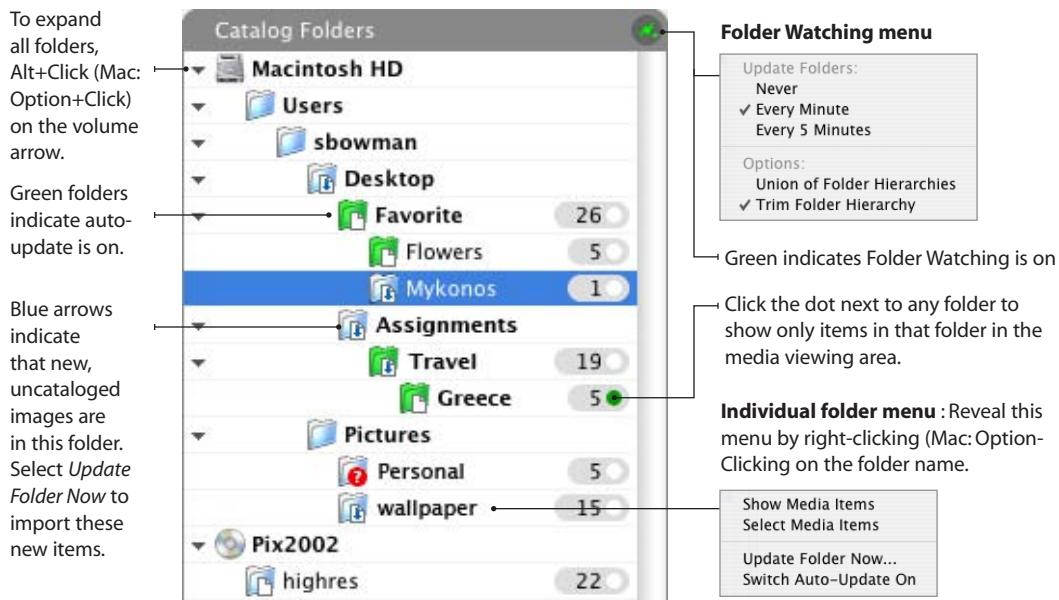


Place in: Choose Original folder hierarchy to download items to folders matching the web directory structure.

MediaPro will download all files from the Internet, and store it in the destination you defined. MediaPro will also store the file's web address in the Source URL annotation field.

Drag-and-drop option: You can also drag-and-drop files from a web browser onto your catalog. This will launch the Download from URL dialog.

Catalog Folders: Click the Organize toolbar button to show/hide the Catalog Folders panel (Window menu).



Import with folder watching

MediaPro offers advanced folder watching to monitor all folders on a hard drive and local network which contain catalogued media. When new media appears in a watched folder, it can be manually or automatically imported to the catalog.

This is useful for a workflow in which:

- Images are being batch scanned and saved to a particular folder.
- A folder action is automatically downloading images off other computers or the Internet.
- Several users are contributing images to a shared network folder.

To turn on folder watching

1. Show Organize Panel by clicking the Organize toolbar button, or choose Window > Display > Organize Panel. This will reveal the Catalog Folders panel (see figure above).

2. To enable folder watching, select an option from the catalog Folder Watching menu — either *Update Folders: Every minute* or *Every 5 minutes*.

3. Update folder: MediaPro will alert you when new images have been added to any folder by showing by a blue arrow on the folder icon. To import these new images directly to your catalog, select *Update Folder Now* from the individual folder's drop-down menu.

4. Auto-update takes folder watching to the next level by automatically importing from selected folders when new images are added. To enable this feature, select *Switch Auto-Update On* in the menu of the individual folder that you want to be auto-updated. When new images are added to that folder or any sub-folder, MediaPro will automatically import those images into to your catalog. New images will be added to the end of the catalog. Auto-update folders are shown in green. Select *Switch Auto-Update Off* to turn off the auto-update feature, but maintain folder watching.

5. To turn off catalog-wide folder watching, select *Never* from the catalog Folder Watching menu.

For more information, see page 83.

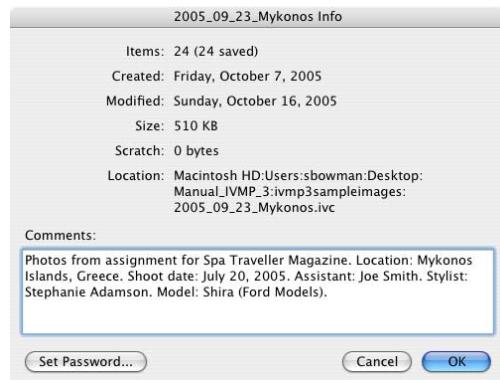


Catalog Finder: Locate and preview catalogs.

Finding catalogs

The *Catalog Finder* lets you quickly locate and preview all iView catalogs on a storage volume (hard drive, CD, DVD, etc.). This function is located in the *Open Recent* sub-menu of the File menu.

1. Select a storage volume from the pop-up menu, and MediaPro will locate all catalogs on that volume.
2. Click the *Find* button to refresh the search.
3. Click a catalog name in the search results list to preview the found catalog.
4. Click *Open* to launch the catalog.



Catalog Info dialog (File menu).

Catalog information

The *Catalog Info* dialog (File menu) contains information about your catalog, as well as giving you a place to make comments about the catalog. The *Comments* field can be exported with HTML web galleries.

Protecting catalogs

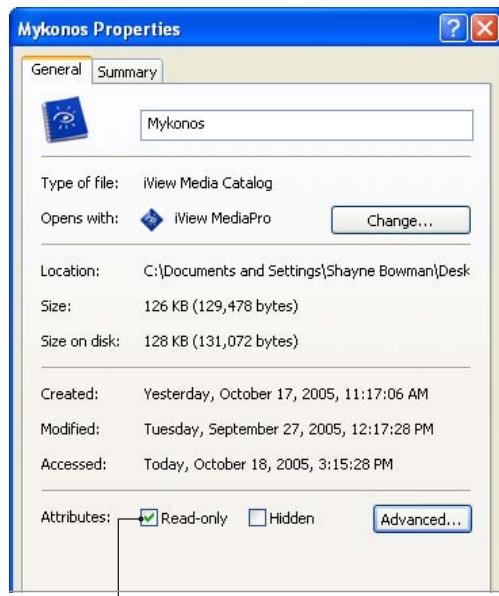
Once you have created a catalog, you might want to prevent others from viewing or accessing it. To set password protection for a catalog:

1. Select *Catalog Info* from the File menu.
2. Click the *Set Password* button. This button is only available if you have saved your catalog.
3. Type the password. Then save the catalog.
4. When opening the catalog in the future, you will be asked to provide the password before you can view the catalog's contents. MediaPro does not provide a way to recover catalog passwords.
5. To remove password protection, click the *Set Password* button and delete the password in the field. Then save your catalog, and password protection will be removed.

MediaPro catalogs does not use strong encryption for password protection. For additional levels of security, try these options below.

Other options for protecting catalogs

Set read-only attribute (Windows): On the



Set read-only attribute in the File Properties dialog.

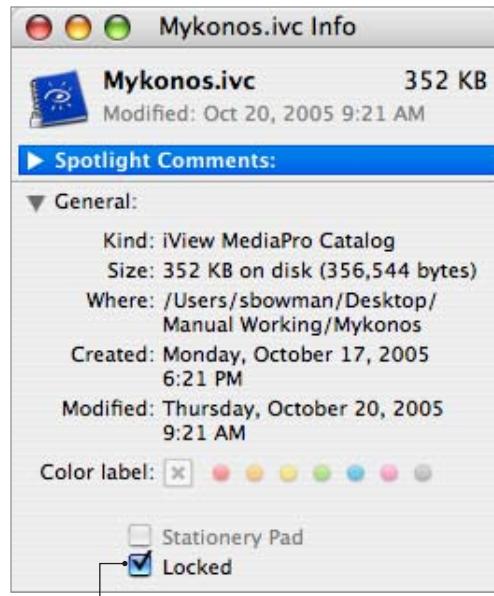
desktop, select your catalog file and select *Properties* in the File menu. In the dialog, check the box *Read-only* under the *Attributes* section. This will prevent the file being altered. In the *Advanced Attributes* section, select *Encrypt contents to secure data* to increase protection.

You can also increase your catalog file's security by setting user permissions for the catalog in the *Security* panel of this dialog. This would prevent other users from opening the catalog.

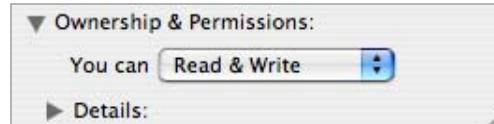
Set file lock properties (Mac): On the desktop, select your catalog file and select *Get Info* in the File menu. In the dialog, check the box *Locked*. This will prevent the file being altered.

While this option doesn't prevent you or others from altering catalogs (all you have to do is uncheck the box to unlock the catalog), it can serve as a useful reminder to prevent saving over a catalog that you do not want changed.

You can also increase security by setting user permissions for the catalog in the *Ownership & Permissions* section of this dialog. This would prevent other users from opening the catalog.



Set file lock status in the File Info dialog.



You can also increase security by setting user permissions for the catalog in the *Ownership & Permissions* section of this dialog. This would prevent other users from opening the catalog.

Encryption: Keep your catalogs and media on an encrypted disk image, such as one made by PGPdisk, which is available on both platforms.

iView MediaPro preferences

Additional setup options can be defined in the *Preferences* dialog box by choosing *Preferences* under Edit menu (Windows) or the iView MediaPro application menu (Mac).

General

At Startup: Select whether you want to open a new catalog, open the last catalog you used or do nothing every time you launch the application.

Double-Click: Select how MediaPro interprets double-clicking on a media item in a catalog. Alt+double-click (Mac: Option+double-click) will always launch the selected media file with its creator application.

Options: Display a useful description under the toolbar buttons; Sort media based on natural numerical order (i.e. 1,2,3..., 10,11); show warning dialogs appear when batching items or when removing items from a catalog or set; and Auto-save catalogs on timed schedule.

Field Names: Define which field names to use for describing IPTC annotations: IPTC Core names, those names used in iView MediaPro 2 or names used in Adobe Photoshop CS (see pg 147).

Dimensions: Define the unit of measure: pixels, inches, centimeters, points or picas.

Resolution: Change the default resolution from Pixels/inch to Pixels/cm (centimeter).

Date: Change the display of the date in various fields. Options include:

- *Long:* Friday, April 16, 2004
- *Short:* 4/16/04
- *Abbreviated:* Fri, Apr 16, 2004

Inspector Key: Place your cursor over any media item or Organize Panel term and press the key defined here to get more information.

Labels

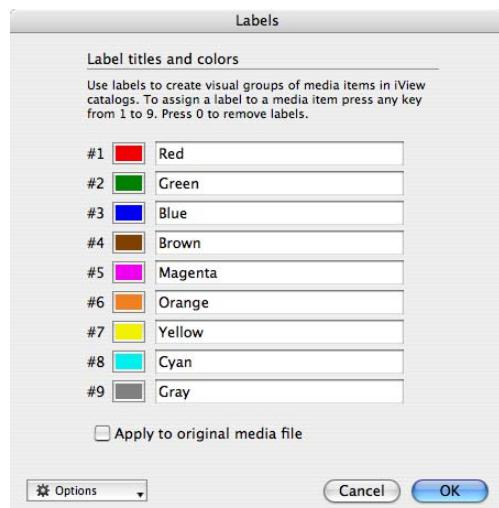
Color labels provide a method of a visual identification and classification of media files in your catalogs. The Labels & Colors preference enables you to globally customize the colors and names of labels. *For more on labels, see page 64.*



General preferences dialog.



Example of Inspector key in action.



Customize the color and names of labels.

Media Rendering

Images Panel

Note: The *Use built-in thumbnails* preference has moved to the Thumbnails & Previews function (Edit menu). *For more info, see page 34.*

Rendering: This pop-up menu gives you three options for the way MediaPro resamples images to display them at various sizes: *Nearest Neighbor* (*faster but less precise*), *Bilinear* (*a medium-quality method*) and *Bicubic* (*slower, but better quality*).

Color match: Turning this option on enables color profile matching in all views. If an image has an embedded ICC color profile, MediaPro uses it to create thumbnails and display images. Otherwise, MediaPro uses default document profiles chosen in the system's control panel.

Use alpha channel: Alpha channels are grayscale images used to hide/show certain portions of an image. In Adobe Photoshop, masks are stored in alpha channels. Turning this option on enables MediaPro to render thumbnails and media images using the alpha channel as a mask.

Skip images....: Allows you to place a limit on the size of images that the application will display in Media View and Slide Show mode. If an image is over the limit defined, MediaPro will not render it. This option will accelerate importing large images when viewed in Media View. Available range: 1 to 100 megabytes.

Transparency: Choose the background color used for transparent spaces in various image file types, such as GIF and Adobe Photoshop.

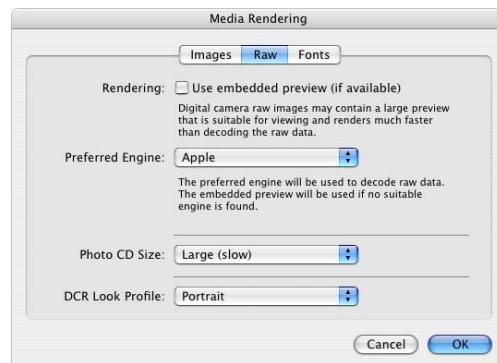
Light Table warnings: You may want to adjust the sensitivity of exposure warnings in the Light Table. Click the up or down arrows to adjust the under and over exposure values that trigger red and blue onscreen warnings.

Raw panel

Rendering: Most Raw image files may contain a large preview that is suitable for viewing and renders much faster than decoding the raw data. If you check *Use embedded preview*, this will speed up import and media rendering of Raw files.



Preferences: Media Rendering > Images panel



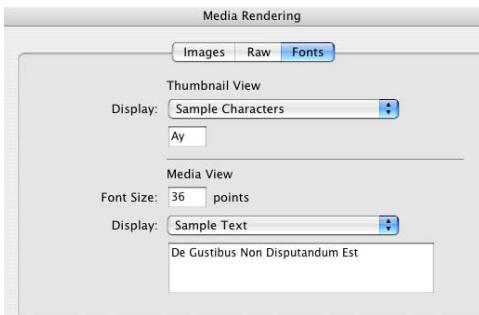
Preferences: Media Rendering > Raw panel

Otherwise, MediaPro will need to decode the Raw data in order to display the Raw files. On Windows and Mac platforms, MediaPro can decode and display Canon, Nikon and Kodak Raw files.

On the Mac, there are two rendering engines to choose from, when you have MediaPro set to decode and display Raw image data.

You can choose between the camera *Manufacturer* engine or the *Apple* engine. You must have Mac OS 10.4.2 or greater to enable the Apple decoding engine. By selecting Manufacturer, you can decode and display Canon, Nikon and Kodak Raw files. By choosing the Apple engine, you can decode and display Canon, Nikon, Minolta, Sony, Olympus and Adobe DNG Raw files.

In most cases, the Apple rendering engine is much faster at the decoding and displaying Raw files. In the future, the Apple engine may support



Preferences: Media Rendering > Fonts panel

other Raw formats. For list of supported cameras that create Raw files, visit this page:

www.apple.com/macosx/upgrade/cameras.html

Photo CD Size: Kodak Photo CDs contain images with a variety of dimensions and file sizes. This option tells MediaPro which size to catalog: *Small*, *Normal* or *Large* options. Smaller sizes will import much faster into MediaPro.

DCR Look profile: The *Look profile* pop-up menu adjusts the color tone of Kodak DCR images when rendered by MediaPro.

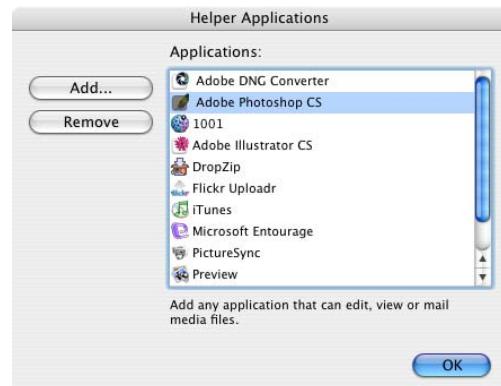
For more information on MediaPro's support of Raw formats, see Appendix D, page 149.

Fonts Panel

Media View: Fonts can be displayed as a standard character set, a full character set, or as sample text that you define. The *Font Size* option only applies to TrueType fonts. Bitmap fonts are displayed at the size defined by the font. These options also apply to the display of fonts in Slide Shows.

If you change the font display preference for Media View while your catalog is currently displaying Media View, you will have to switch to Thumbnail View and go back to Media View in order for the new preferences to be displayed.

Thumbnail View: Thumbnails of fonts can be displayed as the *font name* or as two characters of *sample text* that you define. If you change this option after importing fonts into a catalog, you will need to select all thumbnails, and choose *Rebuild Item* in the Action menu in order to have



Define Helpers in Preferences > Helper Applications.

iView MediaPro recreate the font thumbnail with the new settings. Thumbnail View settings also apply to List View.

Helper applications

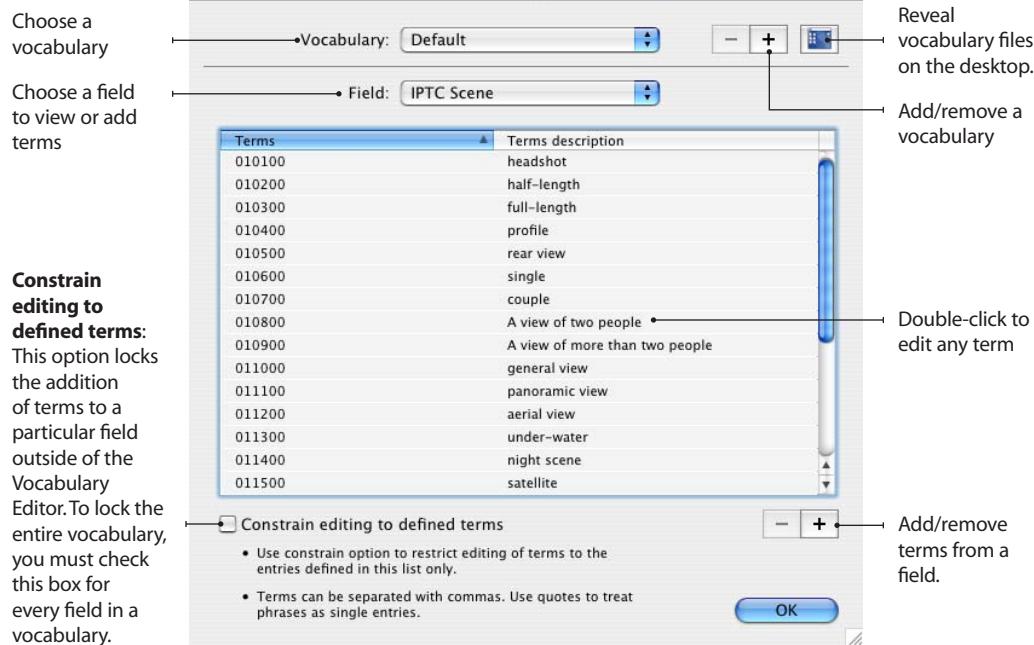
When browsing or viewing files in a MediaPro catalog, it's likely that you may want to act upon a file in some way outside of the feature set that MediaPro provides – such as file editing or compression. To assist you, there is a function called *Open With Helper Application*.

Helpers are defined in Preferences > Helper Applications. This panel will let you choose media editors, utilities or viewers so that you may quickly access them via the pull-down menu in the application toolbar or through a contextual menu.

To add a Helper: Go to the *Helper Applications* dialog and click the *Add* button. Navigate to the application through the desktop and select it. When first launched, iView MediaPro will automatically scan your computer for Helpers, but you may want to add or remove some later.

Accessing Helper Applications: After selecting an item, you can execute an *Open With* command two ways: In the toolbar's icon pull-down menu (top), or through a contextual menu. Right-click (Mac: Ctrl-Click) to access a contextual menu.

The possibilities are limitless for using Helper applications in your workflow. For more information on using Helper apps, see page 115.



Vocabulary Editor

In MediaPro, a vocabulary is a set of annotations. When you annotate a media item in the Info or Organize panel, there is a list of available annotation terms that appear as a drop-down list. A vocabulary, then, is a collection of all those lists of known terms for each field. For example, one list for keywords, one list for people, etc.

The *Vocabulary Editor* enables you to edit this list; to set up annotation terms that are associated with each other; create multiple sets of annotations (vocabularies) for different purposes and also lock the vocabulary so that only annotation terms in a vocabulary can be used.

The Vocabulary Editor can be found in Edit > Preferences (Windows) or iView MediaPro application menu > Preferences (Mac OS X).

Editing a vocabulary

Choose the vocabulary you want to edit from the top drop-down menu. For most users, one vocabulary will be all you need to use, so *Default* will be

the only option in this menu.

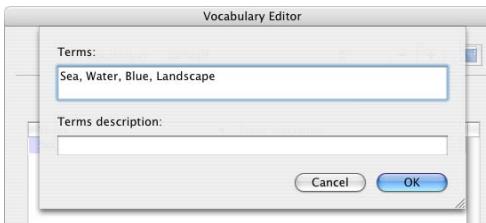
Choose the annotation field that you want to edit using the *Field* drop-down menu. Use the plus and minus buttons at the bottom of the window to add or remove an annotation term.

This way you can build up a list of annotation terms you know that you may use. You can also remove entries that may be mistakes or you can double-click a term to correct any mistake.

Set up annotation associations

For a field that can contain more than one annotation term per field (*Keywords*, *Categories*, *People*, *Scenes* and *Subject Codes*) you can save time by associating multiple annotation terms. This way when you enter one of the terms you have the option of applying all the associated annotation terms at the same time.

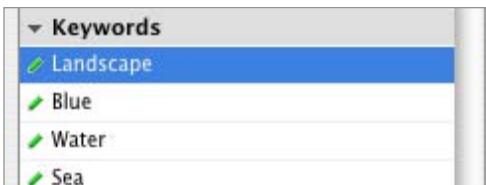
Enter all the annotations, separated by a comma, in the terms section of the Vocabulary Editor. You will get a message asking if you wish to treat this as one annotation or multiple annotations when



Add terms: Click the plus (+) sign in the lower left corner to add a term. Terms can be a set of comma separated words. This way, when you apply a term containing four words, MediaPro will split them into four keywords. This makes add multiple keywords faster.



Entering terms: In the Info Panel, double-click to add keyword. Begin typing the term, and MediaPro's auto-complete function will automatically type the nearest available term in the vocabulary.



Separate keywords: When you are done entering a string of terms, press the Return or Enter key. MediaPro will automatically split multiple terms in separate keywords. This is handy if you cut and paste a comma separated string of terms into one field. MediaPro automatically converts the string into single keywords.



Term descriptions: When you select a term in the Info or Organize Panel, the term description will appear to the right of the annotation in grey.

this entry is used to annotate a media item (see figure left). An example of this would be a stock photographer who wants to use many keywords in an image so that it can be found easily. For a photographer who regularly shoots landscapes it might be worth setting up the associations *sea*, *blue*, *water*, and *landscape*. When *sea* is entered as a keyword, you can optionally apply all four keywords at the same time (see figure left).

Terms descriptions

You can enter a description of an annotation term or group of associated annotations in the Vocabulary Editor. When you select a term in the Info or Organize Panel, this description will appear to the right of the annotation in grey. This is useful when the actual annotation that is to be entered may need clarification.

For example, scientific Latin names could be described by their modern language equivalent. Another example is an annotation term which could contain a code instead of readable text. The IPTC Scene Codes are number strings that represent specific types of scene. For example, 010100 is the code for a *Headshot*. You could enter all the codes as terms and use the *Terms description* as a readable explanation of that code.

Create multiple vocabularies

The majority of MediaPro users will only need to use one vocabulary. *Default* is the vocabulary that is created when MediaPro is first launched.

MediaPro can have multiple vocabularies. This is useful if you have many different uses for MediaPro. You might regularly take photos for clients in the fashion industry, stock travel agencies and also take personal photos.

You could create a vocabulary called *Personal* and this would contain, among other annotations, the names of your family and friends in your photos. You can choose this vocabulary when annotating personal photos and switch to another vocabulary for the photos for your clients. This way by switching between the two vocabularies

you will see annotation terms appropriate to the catalog at hand.

A vocabulary may contain a very large number of terms, taken a long time to create or may need to be backed up or copied from one computer to another.

Each vocabulary is created in a separate folder. The name of the folder is the name of the vocabulary. You can show the location of these folders using desktop icon in the upper right corner. So to back up the *Default* vocabulary, click this button and make a copy of the *Default* folder on the desktop.

Locking a vocabulary

By choosing the *Constrain editing to defined terms* means that only terms in that annotation field in a vocabulary can be used to annotate media items. When this option is selected, you cannot enter annotations in any part of MediaPro (such as the Info or Organize Panels) other than the Vocabulary Editor.

To lock an entire vocabulary, you must check *Constrain editing to defined terms* for every annotation field.

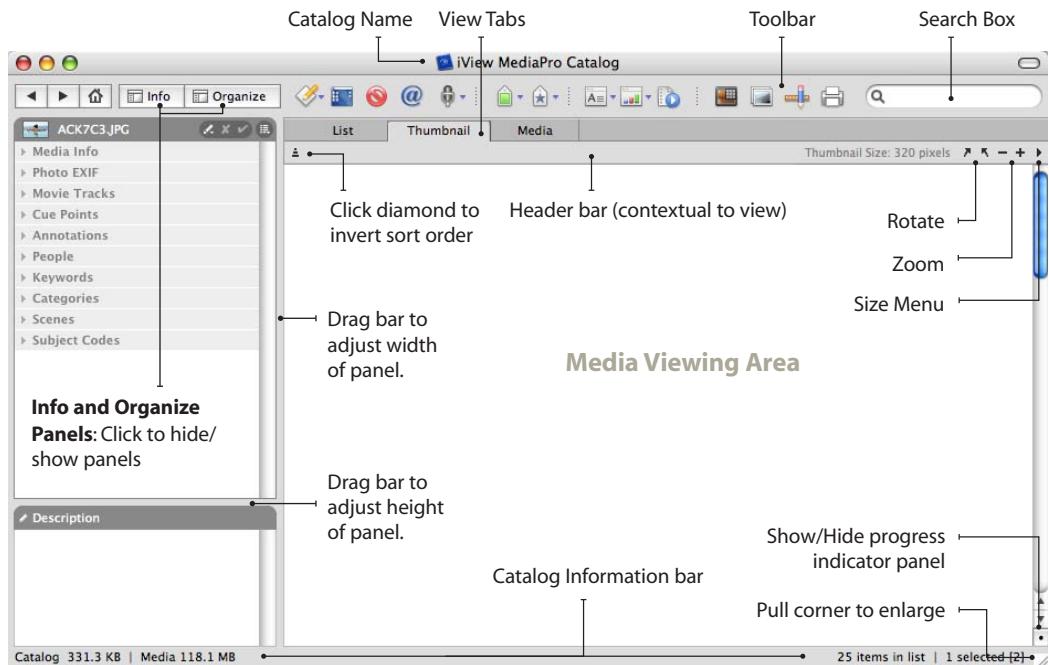
An example of when this might prove useful is if a photographer hires an assistant to help enter annotations. By requiring the assistant to choose from existing annotation terms the photographer ensures the annotations will match existing ones and would result in a much more accurately annotated catalog.

A locked vocabulary is also called a controlled vocabulary. According to David Riecks, an expert on metadata vocabularies, a controlled vocabulary makes a database easier to search.

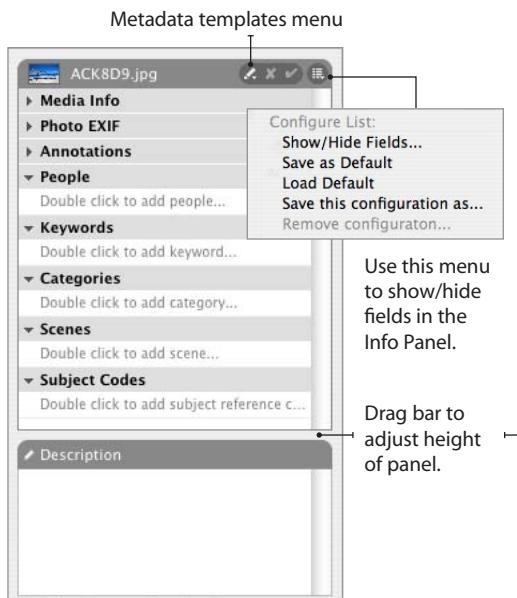
"Since we have many different ways of describing concepts, drawing all of these terms together under a single word or phrase in a database makes searching the database more efficient as it eliminates guess work," says Riecks. "However, arriving at this efficiency requires consistency on the part of the individual indexing the database and the use of pre-determined terms."

To learn more about controlled vocabularies, see David Riecks' web site:
<http://www.controlledvocabulary.com/>

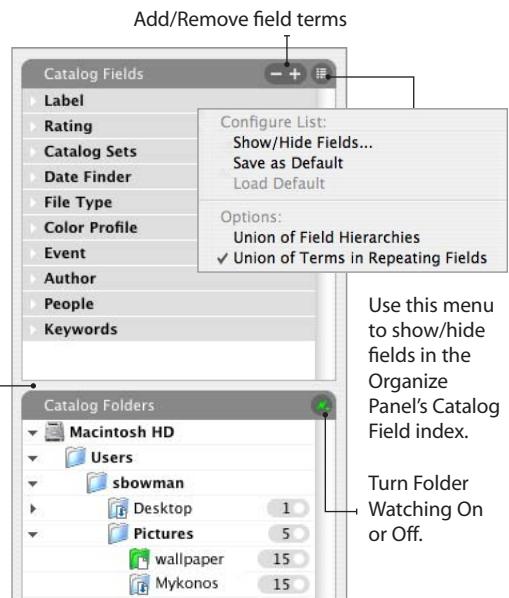
The iView MediaPro workspace



Info Panel



Organize Panel



Toolbar functions



State navigation lets your step back and forward between your catalog selections in the Organize Panel.



Show All Items restores the view of a catalog to show all items. Available after search, sort and organize functions.



Media Info/Organize Panels - click either of these buttons to show or hide the Media Info and Organize Panels.



Open With launches the selected media items with a *Helper* application that can view, edit or mail media files.



Show Media File reveals the location of the selected media items on the desktop or mounted storage volume.



Move to Recycle Bin removes the selected items from the catalog and moves the original files to the Recycle Bin (Trash on Mac).



Send Email will convert and attach selected media items, then add them as an attachment to a new email in a designated email client.



Voice Annotation allows you to record, listen, remove or import audio annotations attached to media items.



Assign Label will assign one of nine color labels to the selected media items. Also provides the option to remove a label.



Rate media will assign one of five star ratings to the selected media items. Also provides the option to remove a star rating.



View Options will display a palette that controls which fields are displayed, as well as the font and colors for each view.



Sort will reorder items in your catalog by more than 25 criteria such as color label, file name, capture date and dimensions.



Play Media contains options to play a movie, animation or sound. The spacebar will start/stop the playback of media, as well.



Light Table - select up to four images then click this icon to launch the full screen viewing and comparison tool.



Slide Show launches a presentation in a full screen slide show, beginning with the selected media item.



Image Editor shows a palette to crop or resize photos, as well as adjust color, tone or sharpness and make other enhancements.



Print displays options for printing lists, contact sheets and single images from your catalog.



Rotation sets the viewing angle of an item in all views. This does not change the rotation of the original file.



Zoom increases or reduces the size of thumbnails and media in all views (List, Thumbnail and Media).



Search Box: Type the word or words in this field and press the *Return* or *Enter* key. Results are presented in the active catalog view.

Header bar

List View

Click field label to sort media by that field.

List	Thumbnail	Media	
File Name	File Size	File Type	Width
Macintosh HD:Users:sbowman:Working:Mykonos:ACK7CD.jpg	3543x2362	4.9 MB	JPEG
			↶ ↻ - + ↶

Thumbnail View

Displays the path (location) of the selected item

Media properties

List	Thumbnail	Media	
Macintosh HD:Users:sbowman:Working:Mykonos:ACK7CD.jpg	3543x2362 4.9 MB JPEG	↶ ↻ - + ↶	

Media View

Path of selected item

Use Pager tool to flip through alternate frames or pages

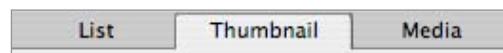
List	Thumbnail	Media	
Macintosh HD:Users:sbowman:Working:Mykonos:ACK7CD.jpg	3543x2362 4.9 MB JPEG	↶ ↻ - + ↶	

Viewing files in catalogs

The MediaPro interface displays information in three different views: List, Thumbnail and Media. To switch views, click the appropriate tab.

All three views offer features that resemble the way you work with your files in the desktop:

- To find a file, type the first letters of its name.
- To change a file name, click the name, wait a moment, and then start typing.
- To use functions in the contextual menu, right-click a media item's thumbnail (Mac: Ctrl-click), or anywhere inside the iView MediaPro window.
- To rearrange items, drag them to where you want them and drop them. You can drag single items or multiple selections.
- To copy or move items to another catalog, drag them from one catalog to the other.
- To move the original files, drag the relevant catalog items to a folder or to the desktop. This will move the file from its current location to the desktop.
- To copy files from the catalog to the desktop, hold the Ctrl key (Mac: Option key) while dragging them to the desktop.
- To launch items with another drag-and-drop application, drag them onto the application shortcut (Mac: alias).
- To invert the order of media any catalog view, click the invert button (in the upper left corner of the media viewing area.



View tabs in Mac OS X. Use Command-1, 2, and 3 respectively to change view. On Windows XP use Ctrl-1, 2, and 3 respectively to change view.



ACK7E7.jpg

Show Media File

Open With

Move to Trash...

Transfer to Folder...

Contextual menu:

Right-click to get quick access to many of MediaPro's functions (Mac: Ctrl-click). This menu will help you minimize cursor movement. The contextual menu has the same functions in all views.

Move to Top

Move to Bottom

Move to New Catalog

Move to Location

Move Again

Rating

Label

Show Selected

Hide Selected

Rotate 90° CW

Rotate 90° CCW

Flip Vertical

Flip Horizontal

Default Orientation



Hide Toolbar: To increase the size of the media viewing area, use the *Hide/Show Toolbar* option in the Window menu.

Making selections

To batch items, you must begin by making a selection of more than one item. There are several ways to select a group of items:

1. Selection commands: Choose *Edit > Select All*, *Deselect All* or *Invert Selection*.

2. A continuous block of items: Select the first item and, holding down the Shift key, select the last item for your selection.

3. A selection of non-adjacent items: Hold down the Ctrl key (Mac: Cmd key) while selecting individual items.

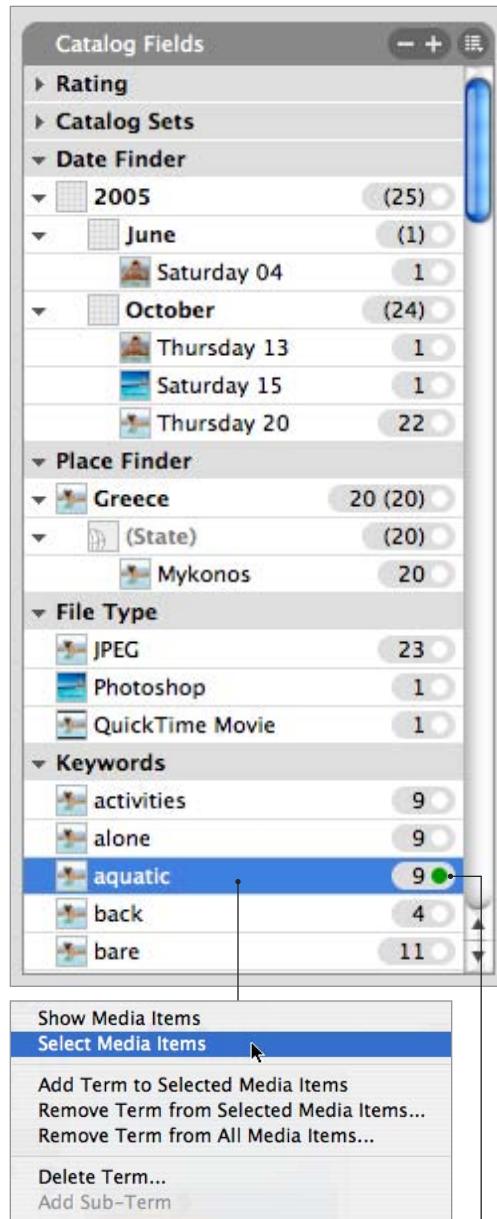
4. A selection of non-adjacent blocks:

For example, to select items 1-10 and 20-30: click 1, Shift-click 10, Ctrl-click 20 (Mac: Cmd-click), Shift-click 30.

5. Expanding a selection: Select an item or block of items and expand the selection by pressing the Shift key and one of the arrow keys. The left and right arrows increase the selection by one item; the up and down arrows increase the selection by a row of items.

6. Selection scripts (*Scripts > Select*): *Landscape* will select all items in the catalog that are horizontal. *Portrait* will select all items that are vertical. *Square* will select all items that are perfectly square items.

7. Selecting based on criteria: To select items that match a particular attribute (*Capture Date*, *File Type*, *Label*) or annotation (*Event*, *Location*, *Categories*, *Keyword*, etc.), click on dot next to a field term in the Organize Panel's Catalog Fields index and the corresponding items appear in the active view. This will hide all images that do not match that annotation or attribute. Once the appropriate images are showing in the active view, choose *Edit > Select All*. Now you are ready to perform a batch process. An alternative option is to choose *Select Media Items* from the individual field drop-down menu (see figure). This will select all items associated with that attribute in the active view.



Individual field term menus offer the option to select images associated with that field in the active view.

Click the dot next to any field term and the corresponding items will appear in the active view.

Thumbnails & Previews

iView MediaPro 3 introduces a new catalog options feature in the Edit menu called *Thumbnails & Previews*.

In this dialog, you can define the thumbnail preferences as well as choose to create and store media previews, images that are displayed in Media View, Slide Shows and Light Table mode regardless of whether or not original media files are not available for display.

Thumbnail options

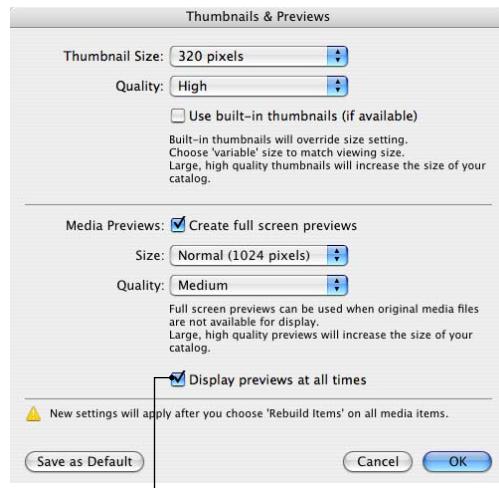
Before creating a catalog, you need to define how MediaPro creates thumbnails: at a fixed size or at a variable size that will match the display size of Thumbnail View.

Set Thumbnail Size

1. Create a new catalog.
2. In the Edit menu, select the *Thumbnails & Previews* option.
3. Choose the size of thumbnails to be created (Options: 160, 320, 480, 640 pixels). If you choose *Variable* size, MediaPro will match the thumbnail size defined in the Thumbnail View of the active catalog.
4. Choose the JPEG compression quality to be applied to the thumbnails.
5. Click the *OK* button. Import your media items and save your catalog.

Use built-in thumbnails: Some applications, such as Adobe Photoshop, embed a thumbnail into the media file. Digital cameras do this as well. These thumbnails are typically low quality.

During import, MediaPro extracts and displays that embedded thumbnail if the box is checked. Turning this option off will instruct MediaPro to



Choosing this option will enable MediaPro to display full screen previews in Media View, Slide Shows and Light Table mode, regardless of whether or not original media files are available for display.

create its own thumbnails, which are generally higher in quality, at the cost of a slower import process. If you wish to improve the quality of the thumbnails at any time, choose *Rebuild Item* in the Action menu. See page 39, for more information improving the quality of thumbnails.

Media Previews

iView MediaPro enables you to view each item in your catalog by dynamically opening the original file and displaying it in Media View, Slide Shows and Light Table mode.

In MediaPro 3, you also have the option of creating media previews – large JPEG proxy images that will be displayed in Media View, Slide Shows and Light Table mode regardless of whether or not original media files are not available for display.

Media Previews are particularly useful if the



Previews in Media View: In the Header bar, iView MediaPro displays the file name, the word "(Preview)", and the preview dimensions, instead of the path.

majority of your media is stored on offline storage volumes, such as CD or DVD. These previews are also useful for distributing catalogs without having to include the original media files.

Create a catalog with Media Previews:

1. Create a new catalog.
2. In the Edit menu, select *Thumbnails & Previews*.
3. Check the *Create full screen previews* box. This will enable the creation of Media Previews.
4. Choose the size of previews to be created (Options: 800, 1024 and 1280 pixels).
5. Choose the JPEG compression quality to be applied to the preview images.
6. Click the *OK* button. Import your media items and save your catalog.

Create Media Previews for older catalogs:

- 1-6. Repeat steps 1 through 5 of previous instructions.
7. Choose *Select All* in the Edit menu or select the items that you wish to create Media Previews for.
8. Choose *Rebuild Item* in the Action menu.

MediaPro will need to be able to access the original media files in order to create and store Media Previews. As such, if your media is stored on a CD, DVD or removable storage volume, you will need to insert or attach that respective volume before rebuilding items.

Setting a default for a new catalogs

If you want your settings to apply to all new catalogs created by MediaPro, click the *Save as Default* button in the lower left corner of the *Thumbnails & Previews* dialog.

Media Previews and catalog file size

Please be aware that the file size of catalogs with Media Previews can be considerably larger than catalogs with only thumbnails.

The size and compression quality of media previews will also greatly impact the file size of MediaPro catalogs (see figure).

Catalog file size

The effect of the size and quality of Media Previews on the file size of MediaPro catalogs.



Without Media Previews

- 1,000 media items
- Storing thumbnails at 320 pixels
- Catalog file size: **32MB**



With Media Previews

- 1,000 media items
- Preview size: 800 px | Quality: Normal
- Catalog file size: **65MB**



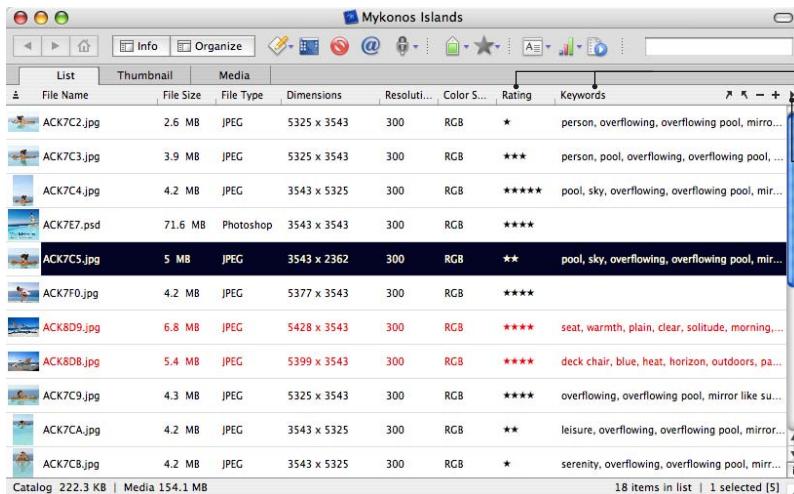
With Media Previews

- 1,000 media items
- Preview size: 1280 px | Quality: Best
- Catalog file size: **348MB**

Because MediaPro needs to render the entire image in order to create a full screen preview, this can slow down the import process.

The time taken to catalog media will vary based on your computer's operating system and overall speed. It will also vary depending on the size of the original media file.

List View: Click the List tab to choose this view.



Sort list by criteria:

Click a field name in the Header bar to sort the list by that field.

Size menu: Change the icons in List View to small or large (shown left).



To change fields displayed, select *Show View Options* in the Window menu or click the toolbar icon.

List View

In this view of a catalog, your media appear in a list of small icons beside information fields of your choice, such as file name, size, type, duration, etc. To change the fields displayed, use the *View Options* palette in the Window menu.

To sort the list according to a field, click the corresponding field label in the Header bar above the list area. Notice that some information is dependent on the file type. For example, the *Duration* field applies only to movies and sounds.

To change the size of thumbnails in this view, use the *Size* menu and select *Small* or *Large*.

To rename a file, click its name and start typing, the same way as you would do on the desktop. MediaPro will not rename the item if the original file is offline, locked or set to read-only. Similarly, to edit annotations, click the field and start typing in the space provided.

By default, the width and height fields are displayed in pixels. You can change the unit of measure in the *Dimensions* setting of the *Preferences* dialog.

Though the icons are small, movies and music will play in List View. Simply select a file and press the spacebar. You can also change views while the file is playing.

Rating	Width	Height	Depth	Re...
★	3543	3543	24	30

Header bar: To rearrange the order of header fields, click and drag the field name to a new location.

Rating	Width	Height	Depth
★★★	3543	3543	24

To resize the width of each column, click and drag the dividers in the Header bar.

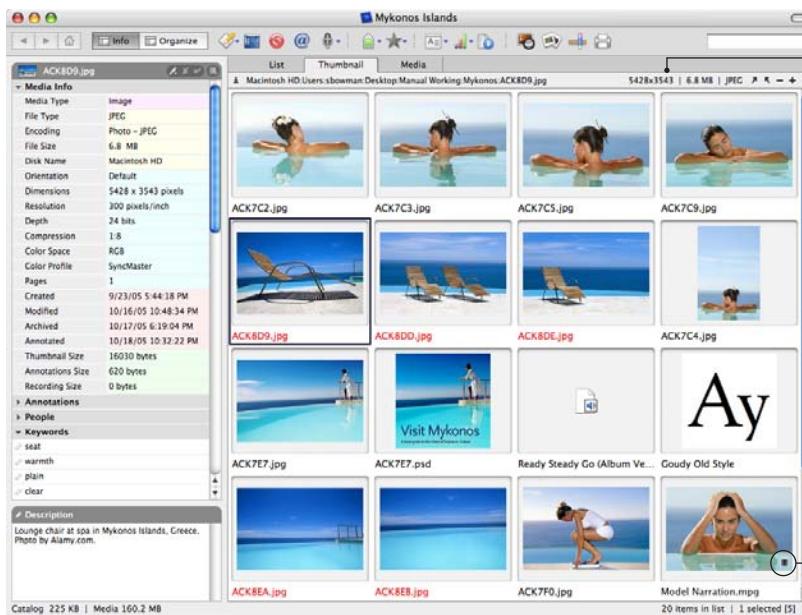
	ACK7C4.jpg	4.2 MB	JPEG
	ACK7E7.psd	71.6 MB	Photo...
	ACK7C2.jpg	2.6 MB	JPEG
	ACK7C3.jpg	3.9 MB	JPEG

Move media: Click the file's icon, then drag it to any location. A line will mark the new placement.

	ACK7C3.jpg	3.9 MB	JPEG
--	------------	--------	------

Rename media: Click the name and start typing, the same way you would do on the desktop. Similarly, annotations can be also be directly edited in List View.

Thumbnail View: Click the Thumbnail tab to choose to this view



Header bar: The path for the location of the file and a media-related description will appear in the header. For unmounted files, this text is colored red.

Size menu: Choose the size of thumbnail to be displayed. Regardless of the size chosen, MediaPro will always create thumbnails based on the settings in *Edit > Thumbnails & Previews*.

Movie thumbnails have a small video icon to help differentiate them from still images.

Thumbnail View

This view displays the catalog as a table of thumbnails in adjustable sizes. When you select an item in the table, the Header bar (*see figure above*) presents data about the item.

Whether the file is available or not, the path name for the location of the file and a media-related description will appear in the Header. When a file is not available, the Header text is colored red.

To change the position of items in the catalog, select one or more items and drag them to the desired location. Or, after you made your selection, choose any of the *Move Items* options in the View menu. If you choose the *Move to Location* option, a special mouse cursor appears, indicating that you can now choose the destination by clicking somewhere in the catalog (you can scroll if you wish). To cancel this mode, press the *Escape* (Esc) key.

Thumbnail size: To define the display size of your thumbnails, choose the size you want from the *Size* menu in the far right side of the Header bar.

If an imported image appears much smaller than the thumbnail box containing it, MediaPro

has read an existing thumbnail rather than create its own (this is common with digital camera files). If you want MediaPro to create its own thumbnails for every file imported, make sure *Use Built-in Thumbnails* is not checked in the *Edit > Thumbnails & Previews* dialog.

If MediaPro creates its own thumbnail, the size of the thumbnail is defined in the *Edit > Thumbnails & Previews* dialog.

Altering thumbnails: If a thumbnail of an animation or movie file is black or not what you want, select the item and play it to a frame you like. Then pause the playback and choose *Rebuild Item* from the Action menu.

For multi-page or multi-layer files, switch to Media View and use the *Pager* tool to advance to the page or layer you want to be the thumbnail. Then choose *Rebuild Item* from the Action menu. When you return to Thumbnail View, the thumbnail is updated to the new layer or page.

To update the thumbnail of a media file that has been modified since it was cataloged, select the item and choose *Rebuild Item* from the Action menu.

Rotating thumbnails

Some images will not appear in the proper orientation when imported into MediaPro. This is often the case with portrait (vertical) film images that have been scanned, or portrait images taken with digital cameras that do not record the camera's *Orientation* in the EXIF metadata.

Most newer digital cameras record the orientation in the EXIF metadata. MediaPro respects this image orientation and automatically rotates the image thumbnail accordingly during the import process.

For those files that need to be rotated, MediaPro offers three methods of rotating your files to the proper viewing orientation.

1. Rotating thumbnails or "soft rotation".

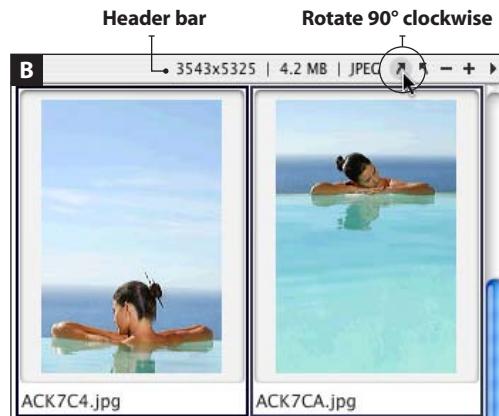
A soft rotation means that the viewing angle of an item is rotated, but not the file itself. To soft rotate an item, select the thumbnail and use the Rotate buttons in the far right side of the Header bar (see figure). Each rotation represents 90 degrees. A soft rotation applies to how MediaPro will display the file in all views (List, Thumbnail, Media View, Light Table mode and Slide Shows) and how it will export the media, such as file conversions and Web galleries. However, if you open the file with an external application, such as Photoshop, the media may appear with its original orientation.

2. Lossless JPEG rotation: Lossless rotation means that the original image is rotated and saved without a recompression of the JPEG image data. Using this method will prevent images from getting more JPEG compression artifacts. MediaPro's *JPEG Rotate* command (Action menu) will perform lossless rotations of 90, -90 and 180 degrees. Before applying a batch lossless JPEG rotation, be sure that all images selected are JPEGs and need the same orientation correction. All original annotations are maintained with this function.

MediaPro's new *Default* lossless JPEG rotation function rotates JPEGs based on their soft rotation state. Using this option will save you a lot of time because you are able to perform several different rotations at the same time.



Soft rotation: Some images will not appear in the proper orientation when imported into MediaPro (A). To correct this, select your images in Thumbnail View, then click the appropriate Rotate button in the far right side of the Header bar (B). Each click will rotate the image 90 degrees. This sets the viewing angle of an item in all views and does not change the rotation of the original file.



3. Precision rotation: The *Rotate* tool in MediaPro's Image Editor is used to adjust the angle of images in increments as small as 1/10th of a degree. To rotate an image 90 degrees clockwise, just type 90 into the *Angle* field. To rotate counter clockwise, place a negative sign (-) in front of the number in the *Angle* field. When you are done, click the *Save* button in the Image Editor palette. Depending on your options (particularly format), some metadata might be lost when saving the file.

See page 129 for instructions on how to rotate files with the Image Editor.

Improving thumbnail quality

Some applications, such as Adobe Photoshop, embed a small, low-quality thumbnail into the media file. Digital cameras do this as well. During import, MediaPro renders that pre-existing “built-in” thumbnail and stores it in the catalog file. Maintaining this default setting makes importing fast, but it also makes low-quality thumbnails.

To improve the thumbnail quality, set MediaPro to render its own thumbnails on import. Alternatively, you can rebuild thumbnails individually. These thumbnails will be superior in quality and take up much less catalog space than the built-in thumbnails.

Rebuild thumbnails on import: One option is to have MediaPro render new thumbnails during the import process. This is achieved by leaving the *Use Built-in Thumbnails* option unchecked in the *Edit > Thumbnails & Previews* dialog (see pg. 34).

Keeping this option off will instruct MediaPro to create a thumbnail for each media item. However, this will slow down the import process, because MediaPro needs to render the entire image to create a thumbnail.

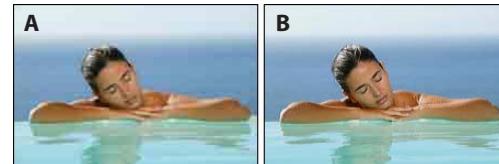
Rebuilding thumbnails individually: If you have an existing catalog that was created with built-in thumbnails, then select the thumbnails and choose *Rebuild Item* in the Action menu to have MediaPro recreate all media thumbnails. This function is also accessible from the contextual menu.

Changing thumbnail size: The display size of thumbnails can be changed in the *Size* menu, located in the far right side of the Header bar.

Should you increase the thumbnail size beyond the size of thumbnails stored in the catalog (as may be the case if you are using built-in thumbnails), you need to perform a *Rebuild Item* command on all the files in the catalog to render the thumbnails at sizes up to 640 pixels.

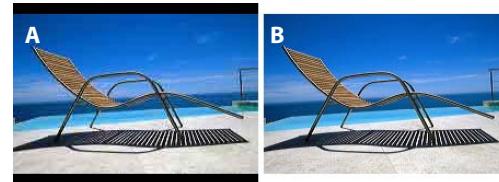
Digital camera files: Digital cameras, regardless of manufacturer, are notorious for creating poor quality thumbnails in image files. They appear pixelated and fuzzy. Using MediaPro’s *Rebuild Item*

Rebuilding digital camera thumbnails



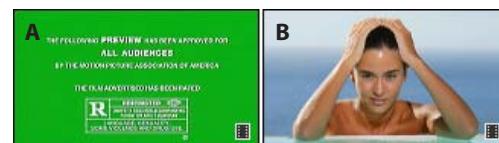
A. Built-in thumbnail from digital camera = pixelated

B. Thumbnail created by MediaPro = smooth



A. Built-in thumbnail = 3:2 ratio, black bars, pixelated

B. Rebuilt by MediaPro = smooth, no black bars

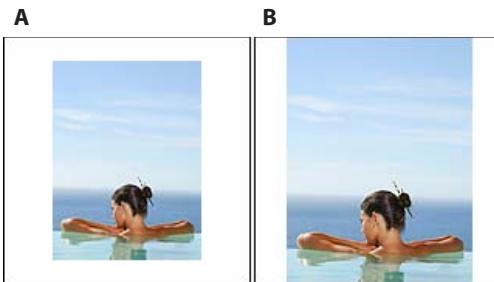


Movie file thumbnails: If a thumbnail of an animation or movie file is black or not what you want (A), select the item and play the file to a frame you like. Then pause the playback and choose *Rebuild Item* from the Action menu (B).

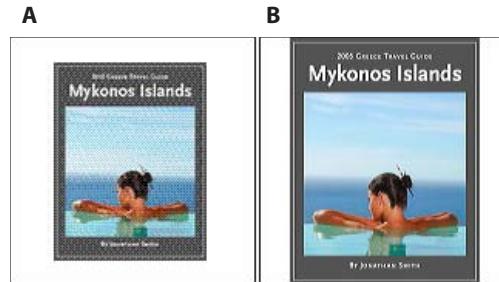
command will significantly improve the quality of the item’s thumbnail.

Some digital cameras allow photographers to shoot pictures with the 3:2 ratio. When the camera creates a thumbnail for this type of image, it puts black bars above and below the image to make the thumbnail size conform to the standard 4:3 ratio. To remove these bars and improve the thumbnail quality, choose one or more images and perform a *Rebuild Item* command.

The following pages cover methods of improving thumbnail quality based on the program that created the files.



A. Thumbnail created by Photoshop 7.0
B. Thumbnail rebuilt by iView MediaPro



A. Illustrator Bitmap PICT thumbnail - v. 6,7,8,9
B. Thumbnail in Illustrator on Mac OS X, PDF Compatible

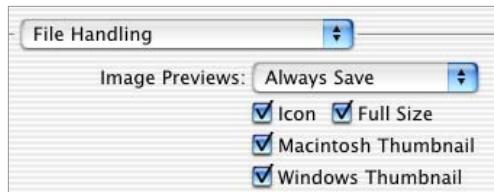
Adobe Photoshop

Covers v. 7, CS, CS2

Adobe's image editing program, Photoshop, embeds sharpened thumbnails it saves files. This option is controlled in Photoshop's *Preferences: File Handling* dialog box. When *Macintosh or Windows Thumbnail* is checked, Photoshop CS2 will create thumbnails at 160 pixels. There are no options for controlling the size of thumbnails.

If you have the *Use built-in thumbnails* option checked, thumbnails for Photoshop files may appear smaller than the thumbnail cell container. When you rebuild it, the thumbnail size will match the rest of your catalog.

In the event that a Photoshop file does not have a built-in thumbnail, MediaPro will automatically create its own at 320 pixels. The default thumbnail size for Adobe Photoshop 7.0 files is 128 pixels; for 6.0 files it is 112 pixels.



Adobe ImageReady

Adobe's optimization program, ImageReady, does not embed thumbnails in optimized files. MediaPro will automatically create its own thumbnail for these files.

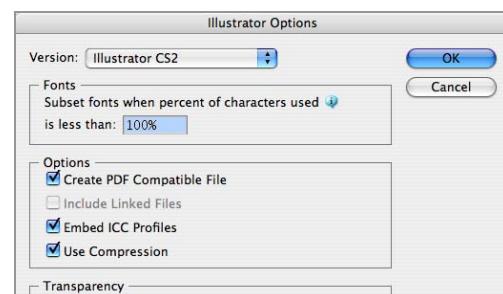
Adobe Illustrator

Covers versions 6, 7, 8, 9, 10, CS, CS2

Illustrator does not offer any options for modifying thumbnails in its native format (.ai). By default, Illustrator CS2 makes Bitmap PICT thumbnails at 160 pixels.

With **Illustrator 10 & CS on Mac OS X**, however, there are some important options. For the best catalogs, iView recommends that you should save files with the *Create PDF Compatible File* option turned on. This option makes the file you save a PDF file. This option is in the *Illustrator Options* dialog box, which appears when saving an Illustrator file using the *Save As* command.

On Mac OS 10.2.x: If you save Illustrator files without this box checked, or as Illustrator EPS, you will need to install the Ghostscript extension into the MediaPro *Importers* folder, in order for iView to catalog these file types. This extension can be found on the download page of iView's web site. <http://www.iview-multimedia.com/downloads/>



Check *Create PDF Compatible File* for better thumbnails.



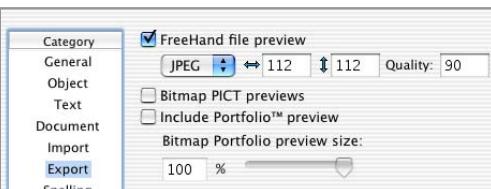
A. FreeHand file preview



B. Thumbnail with Bitmap PICT preview



C.



Macromedia Freehand's Preferences dialog.

Macromedia FreeHand

Covers v. 9.0, 10 and MX (11)

Macromedia's illustration program, FreeHand, embeds a small thumbnail when it saves files. These thumbnails are 112x112 pixels, in the color Bitmap PICT format.

Some FreeHand files may have been saved without a thumbnail or preview. As a result, these Freehand files will have a generic icon.

However, FreeHand has *Export Preferences* that will allow you to make sure a thumbnail is added. You can find these options under *Preferences* in the *Edit* menu (in the Application Menu on Mac).

To get the best thumbnails, iView recommends checking the following options:

1. FreeHand file preview: When checked, FreeHand documents are saved with a preview embedded. The default is a 112x112 JPEG thumbnail. You can increase the width and height of this preview to ensure a larger image to display in Media View.

2. Include Portfolio preview: When checked, FreeHand documents include a thumbnail bitmap preview used by Extensis Portfolio for browsing.

iView MediaPro will use this preview for display in Thumbnail View.

3: Checking the Bitmap PICT preview box may cause a color shift and gradient banding to occur on CMYK documents. The benefit of checking this option is you are able to scale the size of your preview, which is valuable for very large documents.

MediaPro's *Rebuild Item* command will not improve the quality of these thumbnails. For more information on these Export options, refer to the FreeHand Help documentation.

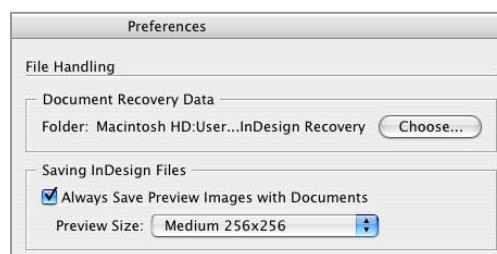
Adobe InDesign

Covers v. 2.0, CS, CS2

Files created with Adobe's page layout program, InDesign CS2, will have thumbnails if you check the *Save Document Preview Image* option in InDesign's *Preferences > File Handling* dialog.

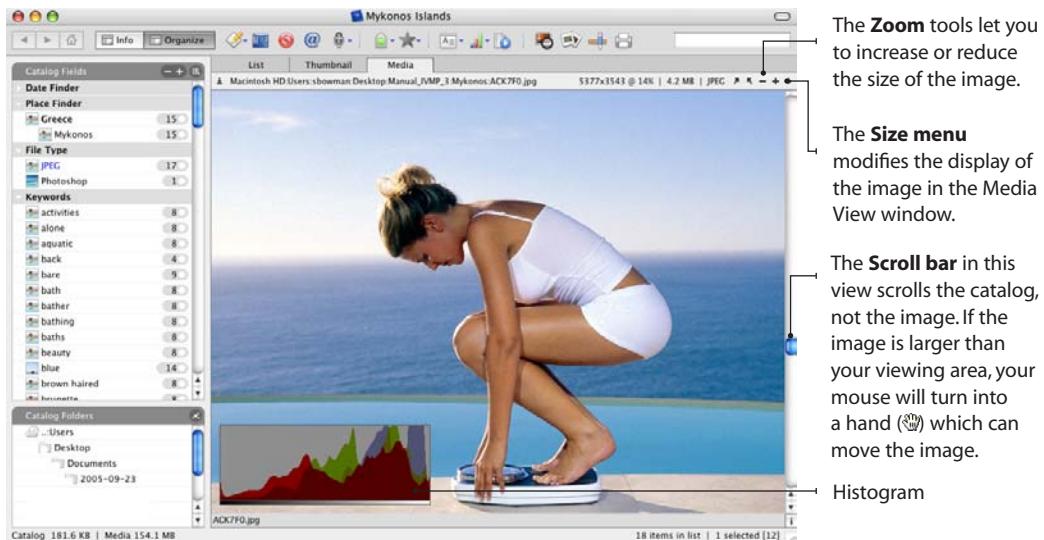
This dialog also enables you to define the size of preview images which are used to create thumbnails in MediaPro. The size chosen here limits the size of thumbnails that can be created by MediaPro. Also, MediaPro will fully display this preview in Media View.

In versions 2.0 and CS, InDesign files contain a 128x128 pixel, color Bitmap PICT thumbnail of the first page of InDesign documents.



Choose a preview size for InDesign files in the *Preferences > File Handling* dialog.

Media View: Click Media tab to choose to this view



Media View

This view displays media files at full size, one at a time. Unlike other views, Media View is a real-time presentation of the original media files on screen. This means that MediaPro needs to have access to the file. If the file is not accessible, you will get an error message such as "File Not Found".

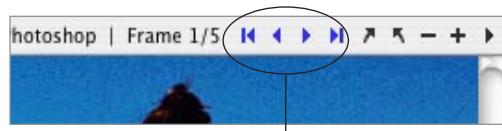
In Media View, you can play animations, movies, and sounds, or navigate inside a QT VR image in this view. Use the onscreen QuickTime controls to interact with movies, music and QT VR. You can also flip through the pages of a PDF or view the various layers of a Photoshop document using the *Pager* tool that appears in the Header bar.

When an image doesn't fit entirely inside the window, the cursor changes to a hand. Use it to drag the image around. Use the right arrow key to advance to the next image. Use the left arrow key to go to the previous image in the catalog.

You can use the Zoom buttons in the upper right side of the Header Bar to zoom in and out. To adjust the size of media display in this view, you can use the *Size* menu. Options include: *Actual Size*, *Scale to Fit*, *Fit Width*, *Fit Height*, *Pin Larger Side*, *Pin Smaller Side*, *Tile*, and a selection of percentages.



Playback media: Use the onscreen QuickTime controls to interact with movies, music and QT VR.



Pager Tool: When multi-layer or multi-page files are presented in this view, the Pager tool will appear in the Header bar, so that you may look at different layers or pages.

For large media files (above 30 megabytes), there can be a slight delay before the media appears on screen. The more powerful the computer, the less likelihood there is of a delay.

To print a particular layer or page within a composite file, go to the page or layer you wish to print and select *Rebuild Item* from the Action menu before printing. For movies and multi-page items, MediaPro only prints the frame assigned as an item's thumbnail.

Playback of media

MediaPro can play a wide variety of music, video and multimedia files. They can be played in any view, even slide shows.

To start playback, select the file you wish to play, and press the *Play* icon in the toolbar. Or, you can press the spacebar. To stop the playback, press the toolbar's *Play* icon or the spacebar.

In Media View, media files such as video, music, Flash and QTVR are displayed with QuickTime controls. You can use these controls to regulate playback and control volume. Or you can still use the toolbar's *Play* icon and the spacebar to start and stop playback.

One unique feature of MediaPro is that you can switch between List, Thumbnail and Media view while playing a file, without altering playback quality. Simply click the view tab to change views.

If MediaPro cannot play your file, define a media player application that is capable of playing the file and use it as a *Helper Application*. To learn more about defining *Helpers* and launching files with them, see page 115.

Playlist Mode

Playlist Mode enables you to play the files of a catalog in a continuous sequence. This feature is turned off by default. To turn it on or off, select *Playlist Mode* in the *Play* menu.

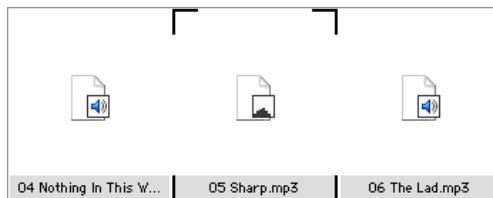
This feature is useful when you have a catalog of MP3 files that you want to listen to, or a sequence of video or still images that you want to watch. MediaPro will continuously play the files in your catalog in a loop until you tell it to stop.

To start a playlist, select the file you wish to begin with, and press the *Play* icon in the toolbar. Or, you can press the spacebar. To stop the playback, press the toolbar's *Play* icon or the spacebar.

Playlist Mode will also automatically advance through a catalog of images, which is particularly useful in Media View. This feature simulates a slide show, while allowing you to see information panels open alongside the images. You



Toolbar controls: Press the toolbar's *Play* icon to start or stop *Playlist Mode*, or to start and stop media playback in any view.



Playlist Mode: During playback, files being played are highlighted with black corners.



Media View playback: You can use the onscreen QuickTime controls to interact with movies, music, Flash and QTVR files.



List View playback: Though the icons are small, movies and music will play just fine in List View. Simply select a file and press the spacebar to start or stop the playback of any a file. You can also change views while the file is playing by clicking any of the view tabs.

can adjust the delay (short, medium and long) between images in *Stills Pause* section of the *Play* menu.

When *Playlist Mode* is turned off, media can still be played, however MediaPro will not advance to the next media item upon playback completion of a selected item.

Customizing the MediaPro workspace

A good way to increase your efficiency and productivity with MediaPro is to customize the workspace and tailor it to your workflow needs.

Themes - View appearance

Each view of MediaPro (List, Thumbnail and Media) can be customized by using the *View Options* palette. You can choose which metadata to display, the background color, as well as the font, size, and color of display text. The *View Options* palette can be accessed by choosing *Window > Show View Options* or clicking on the *View Options* icon in the toolbar.

In addition to the display, *View Options* also apply to some export functions, such as printing, contact sheets and the default HTML gallery theme.

Each view has its own options. For example, changing the text and display options in List View will not change the options in Media View. Visual preferences for all three views can now be stored as a theme, using the *Save* function of the *View Options* toolbar icon.

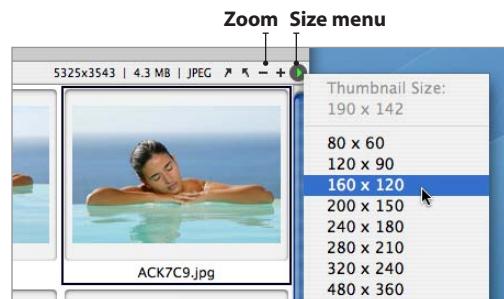
Adjust font and color options

In the first section of the *View Options* palette:

- *Font and Size*: Use the drop-down menus to select a font and preset point size.
- *Background* defines the background color of the media viewing area.
- *Text Foreground* defines the color of text, field labels and the media frame.
- *Text Background* defines the color bar that appears behind text. To make this bar appear transparent, make this color the same as the background color in order.

Set display options: List View

- *Frame media* adds a one pixel border around thumbnails. The color of this frame is defined by the *Text Foreground* color option.
- *Use generic icons* will change a rendered icon to a generic icon.



Set display options: Thumbnail View

- *Field labels* puts the name of the field next to the displayed text of that field.
- *Frame media* adds a one pixel border around thumbnails. The color of this frame is defined by the *Text Foreground* color option.
- *Center text* aligns field text centered.
- *Show scale* displays the thumbnail size as a percentage of the original media size.
- *Aspect ratio* adjusts the proportion of all thumbnail containers. These options are valuable for saving space in the media viewing area, depending on the shape of most media in your catalog (*Normal [Square]*, *3:4 Landscape*, *4:3 Portrait*).
- *Margin* offers options for a stylized border around all thumbnails. *Blank* adds a small amount of white space around thumbnails; *Shadow* adds a drop-shadow to thumbnails; *Frame* adds a recessed frame around thumbnails.

Set display options: Media View

- *Field labels* puts the name of the field next to the displayed text of that field.
- *Center text* aligns field text centered.
- *Histogram* will display a graph showing the relative distribution of Red, Green and Blue pixel densities in an image. It shows the number of pixels with high density on the left (darker colors) and low density on the right (lighter colors).

View Options palette

Display Options

Frame media Show scale



Field labels



Use generic icons (List View)

To make a field display in a view, click the name to place a check mark next to the field name. Click the name again to hide this field and check mark.

Save themes:

For repeat use of your settings, save them using the Options menu or using the View Options toolbar icon drop-down menu. The settings for all three views are stored when you save a theme.

View Options [Thumbnail View]**Fonts & Colors**

Lucida Grande 12

Background

Text Foreground

Text Background

Display Options

- Field labels
- Frame media
- Center text
- Show scale
- Show ratings & labels

Aspect ratio:

4:3 Landscape

Margin:

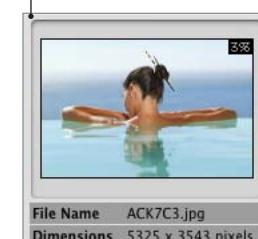
Frame

Thumbnail size:

230 pixels

Font & Color Options

Background



Text Foreground Text Background



Display the star rating and color label assigned to each media item.

Displays number of fields shown out of the maximum (10).

To adjust the number of lines used to display a field, click the up and down arrows.

To adjust the style of the font display (*Bold*, *Italic*, etc.), make a selection from the options in the font Style menu.

To make your current settings the default for new catalogs, click *Save as Default*.

Fields

4/10

Media Info

Photo EXIF

EXIF Vers.

Capture Date

Aperture

1 4

Shutter Speed

1 4

Exposure Bias

1 4

Exposure Prg.

Focal Length

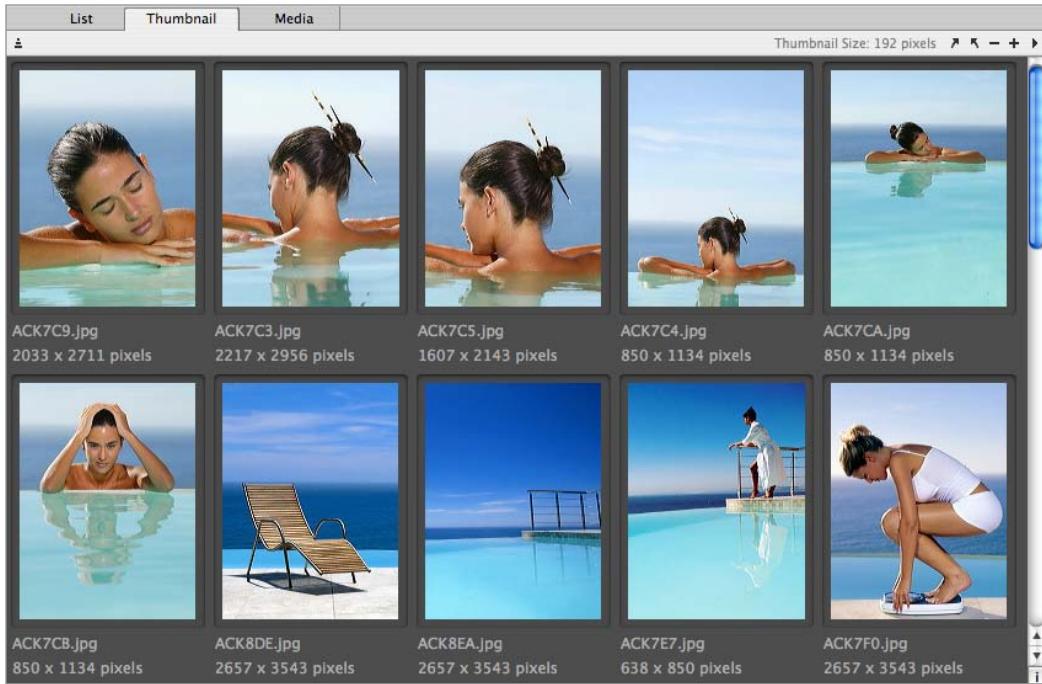
Focus Distance

Sensing

Light Source



Save as Default



Thumbnail View displaying image properties, custom colors, fonts, 3:4 aspect ratio, and a frame margin.

Adjust media size in views

To define the display size of previews in List and Thumbnail View, select an option from the Size menu in the far right side of the Header bar. Size of media can also be defined in the *Display Options* section of the View Options palette.

List View: Choose from *Small* (16 px) and *Large* (32 px) options. The View Options palette has an option to switch from rendered icons to generic.

Thumbnail View: Choose from a range of thumbnail sizes from 80 to 640 pixels.

Media View: Options include: *Actual Size*, *Scale to Fit*, *Fit Width*, *Fit Height*, *Pin Larger Side*, *Pin Smaller Side*, *Tile*, and a selection of percentages. When an image doesn't fit entirely inside the window, the cursor changes to a hand. Use the hand to drag the image around in the viewing area.

In all views, the Zoom buttons (plus and minus icons next to the Size menu) increase or reduce the size of the thumbnails or media.

Add or remove displayed fields

Located in the third section of the View Options palette. A maximum of 10 fields can be displayed in each view.

1. To add a field to a view, click its name in the field list area. This will make a check mark appear by the name. To remove a field, click it again and the check mark will disappear.
2. The order in which fields are displayed is determined by the order in which they are turned on in the View Options palette.
3. Change the number of lines displayed for each field by clicking the up/down arrows on any active field. This is useful for fields with longer amounts of text, such as *Description* or *Paths*.
4. Font styles, such as *Bold*, *Italic*, and *Underline*, are optional for each field and can be selected in the *Style* menu for each field name. Multiple styles can be applied at the same time.

Info Panel and Catalog Fields lists

Some images in your catalogs will have large amounts of metadata displayed in the Info Panel. To view all of this information, you can scroll up and down the Info Panel. However, this task may become too cumbersome or repetitive, especially when scrolling past empty fields or metadata groups that are irrelevant to your workflow.

The same can be said of the Catalog Index in the Organize Panel, which is used for sorting and annotating images.

As a solution, you can selectively display the most relevant fields or groups of metadata in the Info Panel and Catalog Index using the List Configuration menu (see figure).

The state of the Info Panel and Catalog Field index lists is unique for each catalog and is maintained when saving and closing a catalog.

The List Configuration menu also has the option of storing a default state of hidden and shown fields, which you can define.

This default can be useful for workflows that focus on a specific subset of metadata. For example, your annotation workflow may only require data entry in eight of the IPTC annotation fields, as well as *Keywords*. In this case, you can choose to store a default that shows only these fields in the Info Panel.

Set List Configuration default

1. Define shown/hidden fields:

Select Show/Hide Fields in the list configuration menu.

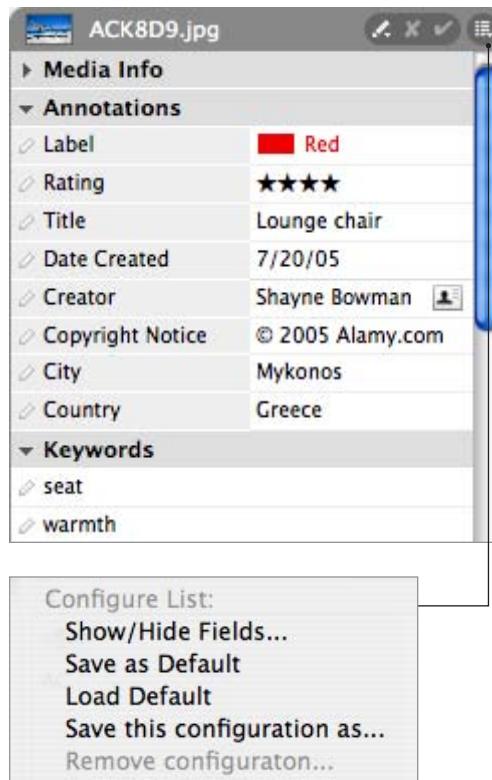
Check the box next to the field to show it; unchecked fields are hidden.

2. Save configuration:

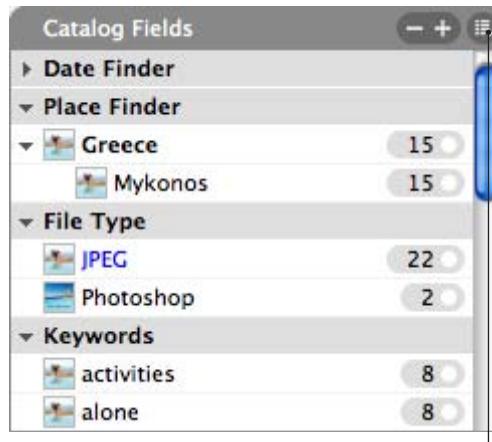
Choose *Save as Default* in the List Configuration menu to store the current configuration as the default which can be loaded into existing or new catalog. This configuration is automatically applied to new catalogs.

3. Load configuration:

Open an existing catalog or create a new catalog. Select *Load Default* in the List Configuration menu to load previously configured settings.



Configure list: Use the List Configuration menu to show or hide properties, annotations or groups. *Save as Default* stores the current Info Panel configuration as the default which can be loaded into existing or new catalogs.



Catalog Field index - List Configuration menu

Media metadata

The Info Panel

When a media file is created by a computer or digital device, information is embedded into the file to describe it. This information is called metadata, and is used by software programs to accurately understand the media file.

MediaPro uses the Info Panel to provide an instant look at the aggregate properties and metadata of a media file, such as file type, size, dimensions, resolution, caption, capture date and duration. Naturally, this information will change based on the media type.

You can edit and check the accuracy of information within this single user-configurable list with no need to remember to open multiple dialogs. The data inside the Info Panel is split into various sections. To show the data from one of these groups, click the arrow next to the section name.

Some files will have large amounts of information. To view all metadata, you can scroll down the panel, or you can hide various sections using the List Configuration menu (*see figure right*).

Media properties

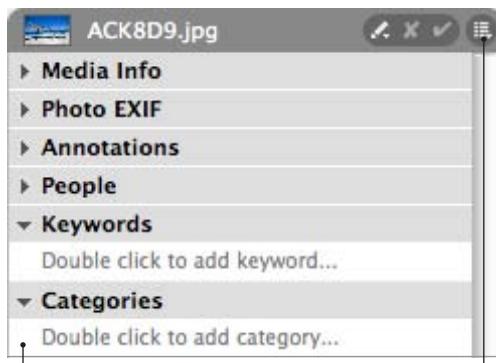
Media Info: This section displays non-editable embedded media-related metadata. Some fields your computer assigns to a file, such as type, size, creation date and modification date.

Other fields display information based on the media type. For example, image files will display dimensions, resolution, bit-depth, color space and profile. Audio files display the type of encoding, length of the music, audio channels and data about the quality of the sound.

MediaPro also displays the size of text annotations, audio annotations and thumbnail associated with an item in this section.

Special, extended media-related metadata are displayed in their own section. They are:

Photo EXIF: For images created by digital cameras, the Info Panel will display special data (EXIF) that was captured and embedded in the photo



To add a group to the annotation groups Categories, Keywords and People, double-click the empty field and type the name of the new field.

Configure List:
Show/Hide Fields...
Save as Default
Load Default
Save this configuration as...
Remove configuration...

Configure list: Use the List Configuration menu to show or hide properties, annotations or groups. *Save as Default* stores the current Info Panel configuration as the default which can be loaded into existing or new catalogs.

file. This metadata includes the date and time a photo was taken (Capture Date), as well as camera-related information, such as shutter speed, aperture and exposure. GPS (Global Positioning System) information is also displayed in this section. Different cameras record different amounts of EXIF data. Only the EXIF data captured by your digital camera will be displayed here.

Cue Points (Audio and Video): Some audio or video media files contain markers, or cue points, which define special time stamps in the file. For example, an audio file might have cue points that mark the chorus, bridge and solos of a song. MediaPro lists the name and time stamp for all cue points of an item in this section.

Info Panel: To show the Info Panel, click this button. To hide it, click the button again.

List Configuration menu

Use Metadata Template to save/apply a group of annotation terms to media files.

Media information depends on the file type. The example at left shows a JPEG photo; the one below shows info for an MP3.

Media Info	
Media Type	Image
File Type	JPEG
Encoding	Photo - JPEG
File Size	1.9 MB
Disk Name	Macintosh HD
Orientation	Default
Dimensions	2048 x 1360 pixels
Resolution	72 pixels/inch
Depth	24 bits
Compression	1:4
Color Space	RGB
Color Profile	sRGB IEC61966-2.1
Pages	1
Created	8/5/03 2:56:32 PM
Modified	6/6/05 5:21:11 PM
Archived	10/19/05 6:22:17 ...
Annotated	-
Thumbnail Size	6208 bytes
Annotations Size	43 bytes
Recording Size	0 bytes
Source Software	Adobe Photoshop C...
Source Device	SONY CYBERSHOT

Photo EXIF	
EXIF Version	2.1
Capture Date	8/20/00 6:23:45 PM
Aperture	f8.0
Shutter Speed	1/985 sec
Exposure Bias	+0.0
Exposure Program	Program

Description

Lounge chair at ocean spa in the Mykonos Islands, Greece.

Media Info

Media Type	Audio
File Type	MP3
Encoding	ms
File Size	5.6 MB
Disk Name	Macintosh HD
Orientation	Default
Duration	00:06:07
Data Rate	15.6 KB/sec
Audio Channels	Stereo

Embedded metadata depends on the file type. The figure at left shows the info for a JPEG photograph. The example below shows the Movie Tracks for a QuickTime movie.

Movie Tracks

#1 Video
Encoding: Sorenson Video
Start Time: 00:00:00.0
Duration: 00:03:38.3
Data Size: 10.9 MB
Data Rate: 51.3 KB
Frame Rate: 12

Annotations

Click arrow to expand and collapse data groups.

Resize the Description window by dragging this bar up and down.

Descriptions are a free form way of describing media, useful for additional explanation or thoughts. Descriptions embedded into files will automatically be shown here.

Movie Tracks (Audio and Video): Movie files usually contain two tracks of digital information: one for video and one for audio. However, movies can contain multiple video and audio tracks.

This section displays the type of encoding, start time, duration, data size, data rate and frame rate for each video track of the movie file. For audio files, which only contain one track, this section displays the type of encoding, start time, duration, data size and data rate.

Annotations

MediaPro supports a set of pre-defined fields for annotating your media. This set (also known as the IPTC Core) includes fields that enable you to define the author, event date, event information, copyright, labels, ratings and more.

IPTC stands for the International Press and Telecommunications Council. Since the late 1970s, the IPTC has focused on developing industry standards for the interchange of news data. The IPTC annotation fields used by MediaPro comply with the standard set by this organization.

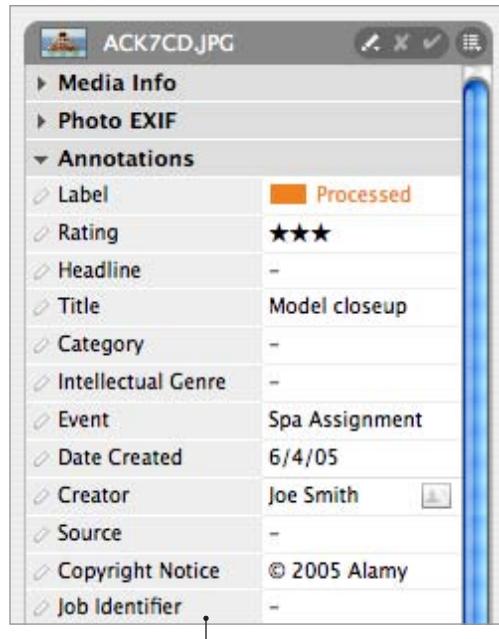
These fields are also part of Adobe's metadata standard called XMP (Extensible Metadata Platform). MediaPro can read XMP metadata in four image file types: JPEG, TIFF, PNG and Photoshop.

Creating or editing annotations in a MediaPro catalog does not affect the original files, unless you choose to synchronize the catalog items with the original files (see page 58).

Description: The Info Panel also provides an area to write descriptions of media, useful for additional explanation or thoughts. Descriptions embedded into files will automatically be shown in this field.

QuickTime equivalent mapping: Some files such as MP3s or movies have QuickTime annotations embedded. These are mapped to annotation fields.

For example, the *Author* annotation field is mapped to the *Artist* field of an MP3, *Product* to the *Album* name and *Title* to a song's *Full Name*. For more information on mapping, see page 147.



Field names: Some software programs use different names for the various IPTC/XMP field names. For example, Photoshop CS calls the IPTC Job Identifier field, Transmission Reference (see below). MediaPro provides you with option of choosing which field names to display: The official IPTC Core names; those names used in iView MediaPro 2; or those used in Photoshop CS. To change the field names displayed, see the *Field Names* drop-down menu of the *Edit > Preferences > General* dialog. Field names do not affect how annotations are written (synchronized) into media files. It is merely a visual preference designed to help you choose the appropriate field when annotating files.



People, Keywords, Categories, Scenes, Subject Codes are metadata groups useful for describing and organizing the content of your media. These groups are part of the IPTC and XMP annotation standards.

Catalog Sets displays all associated MediaPro sets in the Organize Panel to which an item belongs. Catalog sets are a free form, hierarchical method of organizing media files. For more, see page 75.

Annotating your media

The Info Panel allow in-line editing of annotations, captions, keywords, and categories. To add information or edit a field, double-click the text box next to the field label and type in the annotation information.

Two icons at the top of the Info Panel assist in the editing of annotations:

- Save** modifications permanently. This option is always applied when selecting a different media item or closing the catalog.
- Discard** or clear modifications that you have made to annotations.

Adding or editing annotations in an MediaPro catalog does not affect the original files, unless you choose to synchronize the annotations in catalog items with the original files (see page 58).

MediaPro allows you to assign and edit annotations individually or batch annotate multiple media items, providing you with a quick method of organization. There are five ways to assign annotations: during import; applying Metadata Templates; data entry in the Info Panel; data entry directly in any view; and drag-and-drop to the Catalog Fields index.

On Import/Ingestion

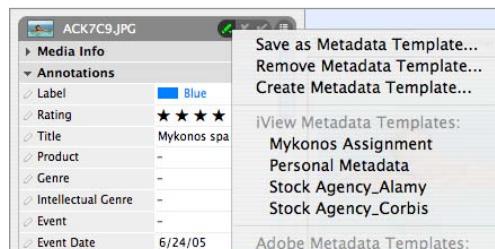
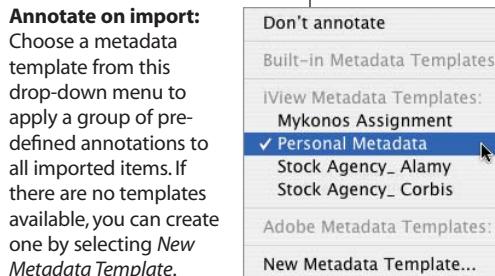
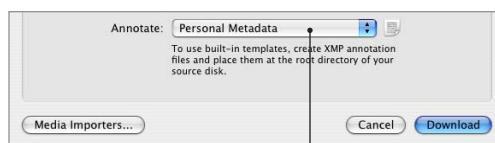
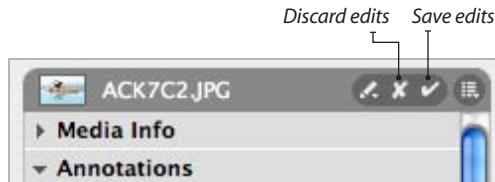
In the Import Items from Camera, Disk and URL options (File menu), you can define a Metadata Template to be applied to every media item during import (see figure).

Metadata Templates are useful for saving and applying a group of frequently used annotations, such as creator information (author, copyright, contact information, etc.). See more about creating templates on the next page.

Info Panel

MediaPro uses the Info Panel to provide an easy way to quickly review the aggregate properties and metadata of an image. You can also use the Info Panel to assign annotations to single item or to a batch selection of media items.

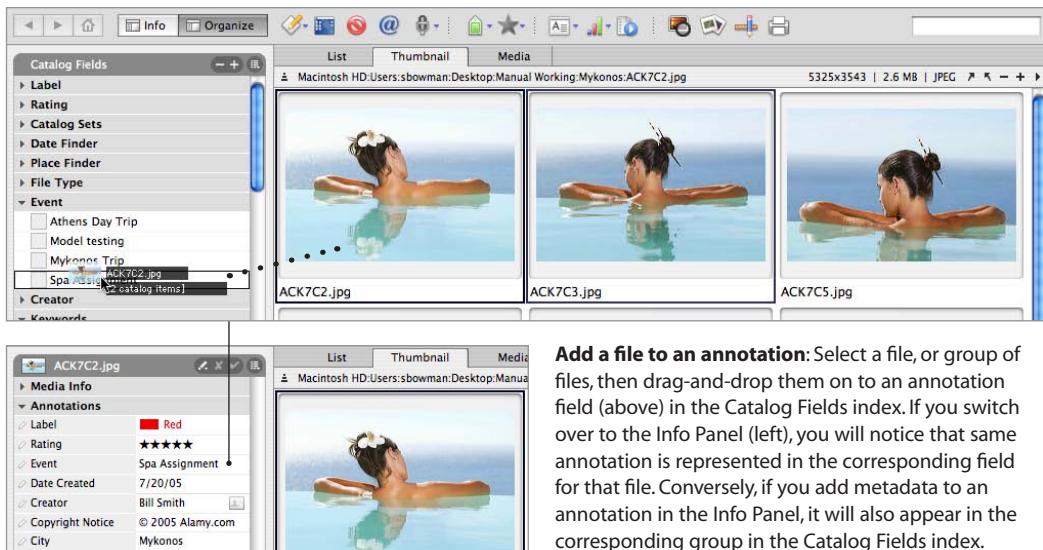
- 1. Select the item(s)** to annotate.
- 2. Open the Info Panel:** Click on the Info toolbar



Metadata Templates are useful for saving and applying a group of frequently used annotations.

button or select Window > Display > Info Panel.

- 3. Enter data:** Type your information into the desired Annotations fields (e.g. *Description*, *Date Created*, *Keywords* or *Categories*).
- 4. Apply changes:** Click the check mark icon at the top of the Info Panel to confirm changes (or the X icon to discard changes).
- 5. Batch:** In the confirmation dialog, select *Apply to All* items. Now all selected items have the annotations you entered.



Add a file to an annotation: Select a file, or group of files, then drag-and-drop them on to an annotation field (above) in the Catalog Fields index. If you switch over to the Info Panel (left), you will notice that same annotation is represented in the corresponding field for that file. Conversely, if you add metadata to an annotation in the Info Panel, it will also appear in the corresponding group in the Catalog Fields index.

Metadata Templates

MediaPro provides Metadata Templates — a tool for saving a set of frequently used annotations and applying them to media items. In previous versions of MediaPro, templates were called AutoFills.

A metadata template applies *Annotations*, *People*, *Keywords*, *Scenes*, *Subject Codes*, *Categories* and *Descriptions* to each item selected in the catalog.

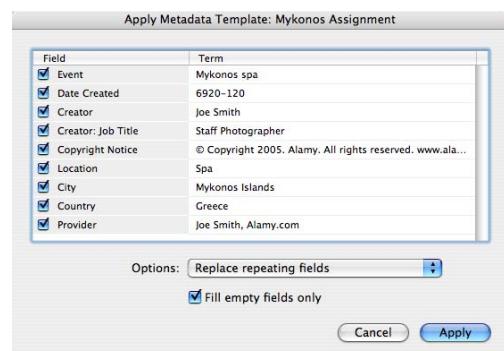
To create a Metadata Template:

1. Select an item and enter information into all annotation fields you wish to save.
2. In the drop-down menu at the top of the Info Panel (Pencil icon), choose *Save Metadata Template*. Name your template in the dialog.

Alternatively, you can choose *Create Metadata Template* in the drop-down menu at the top of the Info Panel (Pencil icon). Metadata templates can also be created during the Import Items from Camera, Disk and URL options

To apply an Metadata Template:

1. Select a group of media items.
2. In the drop-down menu at the top of the Info Panel (Pencil icon), choose a Metadata Template



Apply Metadata Template: Provides options to turn some fields from your template on or off.

in the menu.

3. A dialog will appear showing the metadata that will be assigned by the template. You can turn some fields on or off to keep them from being applied to media items. Click the *Apply* button.
4. Click the check mark icon to save the annotations. In the confirmation dialog, select *Apply to All* items. Now all selected items have the annotations assigned by the template.
5. Tip: Choosing *Remove Metadata Template* will provide you with a dialog to remove templates from the drop-down menu.

Annotating in views

You can now edit any displayed IPTC annotation directly in List, Thumbnail and Media views.

1. Launch the View Options palette (Window > Show View Options). In the Fields > Annotations section, click on any field name to display it in the active view. *For more information on View Options, see page 44.*
2. Simply click on the field in the active view and start typing (see figure right).



Drag-and-drop to Catalog Fields index

The Catalog Index is an alternative way to add metadata organization to your media, as opposed to entering annotations in the Info Panel.

All IPTC, XMP and QuickTime standard fields in the Catalog Fields index support drag-and-drop. Other supported fields include: *Catalog Sets*, *Date Finder* and *Sample Color*. Custom annotation fields also appear here (at the bottom of the Annotations group) and support drag-and-drop.

Instead of assigning annotations in the Info Panel, you can create an annotation field term in any of the Catalog Field groups. Then simply drag-and-drop images on the annotation field value to assign it to an item (see figure on previous page). This significantly speeds up and simplifies the annotating process. If you switch to the Info Panel, you will notice that same annotation is represented in the corresponding annotation field.

Annotating using the Catalog Fields index

1. **Open the Organize Panel:** Click on the Organize toolbar button or select Window > Display > Organize Panel.
2. **Display annotation group:** Reveal the desired annotation group in the Catalog Fields index using the drop-down menu in the upper right hand corner of the panel. Expand the annotation group by clicking on the group name (e.g. *Date Finder*, *Keywords*) to show available terms for that annotation.
3. **Add a term:** If the annotation value does not exist, click the + (plus) icon at the top of the

Annotating in views: You can now edit any displayed IPTC annotation directly in List, Thumbnail and Media views. Simply click on the field and start typing.



Clear Annotations > Choose Fields (Action menu) reveals the annotation fields attached to item(s), allowing you to select the particular field(s) to remove.

Catalog Fields pane. Type the name of the term and click **OK**.

4. **Select an item or group of items**, then drag-and-drop them onto the new term. Associating an item with an annotation in a catalog does not affect the original file.

Removing annotations

You can remove the annotation fields from selected items by choosing Action > Clear Annotations. In the pop-up dialog you can choose to *Clear All* annotations or *Choose Fields* that you wish to remove. The latter reveals a list of annotations associated with all items, allowing you to select the fields to remove.

Metadata vocabularies

In MediaPro, a vocabulary is a set of annotations. When you annotate a media item in the Info or Organize panel, there is a list of available annotation terms that appear as a drop-down list. A vocabulary, then, is a collection of all those lists of known terms for each field. For example, one list for keywords, one list for people, etc.

The Vocabulary Editor (*see page 27 for more information*) enables you to edit this list; to set up annotation terms that are associated with each other; create multiple sets of annotations (vocabularies) for different purposes and also lock the vocabulary so that only annotation terms in a vocabulary can be used.

Entering annotation terms

Each IPTC annotation field has its own list of terms. Terms for each field, such *City* and *Country*, can be entered in the Vocabulary Editor.

Each field will have a handy drop-down menu in the Info Panel (*see figure right*) showing the available terms for that field.

You can browse through the list of terms from the drop-down menu, which becomes visible when the field is active. To add a word to the selected field, simply scroll through the menu and select a word. Notice that when you type a letter in the field, the drop-down menu displays the list at that point of the alphabetical list.

If the term you want to use is not in the list, simply type the word and MediaPro adds the new term to the vocabulary for that field.

However, if the vocabulary is locked (constrained), new terms cannot be added. To unlock the vocabulary, go to Preferences > Vocabulary Editor and uncheck the *Constrain editing to defined terms* box.

Navigating annotations

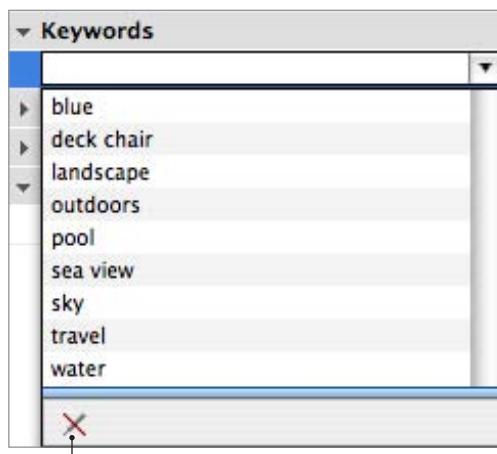
After typing the value of an annotation, you can advance to the next annotation field by pressing the Tab key. To go to the previous annotation field, press Shift+Tab keys.



Entering metadata: To add a term to any annotation field or group, double-click on data entry space next to each field name.



Auto-completion: Example of the auto-completion feature. The user has typed in "s" and MediaPro fills in the rest using the available vocabulary.



Shows vocabulary is locked

Vocabulary: Example of using the field drop-down menu to fill in the annotation field. MediaPro populates this menu with the available vocabulary. If the term you want to use is not in the list, simply type the word and MediaPro adds the new term to the vocabulary. However, if the vocabulary is locked (constrained), new terms cannot be added. To unlock the vocabulary, go to Preferences > Vocabulary Editor and uncheck the *Constrain editing to defined terms* box.

Auto-completion

When typing in an annotation field, MediaPro has an auto-completion feature that assists in typing annotation terms. For example, if you type "S", MediaPro auto-completes the term with the nearest term from the field's vocabulary starting with "S".

If a word is auto-completed, press the Enter or Return key to assign it as the term. Or, you can click the Tab key to apply the existing term and advance to the next field.

Vocabulary terms are saved globally and are accessible by every catalog you create.

Modifying vocabularies

Each field's list of terms is stored as a separate text file inside the user-defined MediaPro Plug-Ins > Vocabulary folder (see page 5). You can use any text editor to edit these files. Each item in the list must be followed by a carriage return.

Locking a vocabulary

If you wish to preserve the a vocabulary so that new terms cannot be added, go to Preferences > Vocabulary Editor and check the *Constrain editing to defined terms* box.

An example of when this might prove useful is if a photographer hires an assistant to help enter annotations. By requiring the assistant to choose from existing annotation terms the photographer ensures the annotations will match existing ones and would result in a much more accurately annotated catalog.

Alternate vocabularies

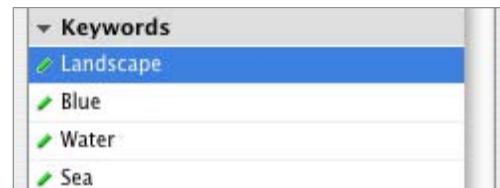
The majority of MediaPro users will only need to use one vocabulary. *Default* is the vocabulary that is created when MediaPro is first launched.

MediaPro can have multiple vocabularies. This is useful if you have many different uses for MediaPro. You might regularly take photos for clients in the fashion industry, stock travel agencies and also take personal photos.

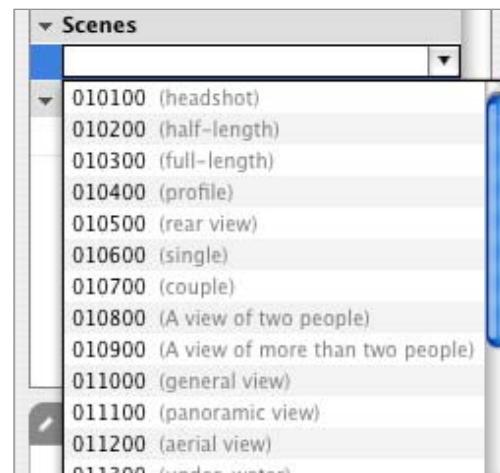
You could create a vocabulary called *Personal* and this would contain, among other annotations, the names of your family and friends in your photos. You can choose this vocabulary when annotating personal photos and switch to another vocabulary for the photos for your clients. This way by switching between the two vocabularies you will be see annotation terms appropriate to



Entering terms: In the Info Panel, double-click to add keyword. Begin typing the term, and MediaPro's auto-complete function will automatically type the nearest available term in the vocabulary.



Separate keywords: When you are done entering a string of terms, press the Return or Enter key. MediaPro will automatically split multiple terms in separate keywords. This is handy if you cut and paste a comma separated string of terms into one field. MediaPro automatically converts the string into single keywords.



Term descriptions: When you select a term in the Info or Organize Panel, the term description will appear to the right of the annotation in grey. Term descriptions can only be defined in the Vocabulary Editor.

the catalog at hand.

For more information on vocabularies and creating alternates, see page 27.

Annotation scripts

MediaPro offers some special annotation scripts in the Scripts menu:

- *Tools > Copy EXIF to Clipboard* copies all EXIF photo metadata to the clipboard.
- *Annotate > IPTC Date from Capture Date* copies the EXIF Capture Date into the IPTC Date Created field of the Annotations pane.

Other Mac-only annotation scripts:

- *Copy from Head of Selection* will copy all annotations from the first selected item and apply them to all other selected items.
- *Copy from Items with Same Name* will copy metadata from selected items to items of the same name but a different suffix (such as Raw+JPEG), or having the same full name in other folders.
- *Import From PhotoDISC™* annotates images in your front catalog, using text files located in your PhotoDISC™ CD-ROM.
- *Make Description from Text Files* searches for .txt files in the same folder as the original, and copies the contents into the caption field.
- *Make Description from Text Lines* opens a text file and uses each line of the file as the caption for the selected items.
- *Make Keywords from Folders* enables you to add keywords to media files from folder names. The dialog provides the option of defining the level of folders in the path you would like to use for keywords.
- *Make Product from EXIF Data* copies the EXIF Maker and Model fields and puts them into the Product field of the Annotations pane.

You can modify existing scripts or create and attach your own annotation scripts at any time. Simply write the script, then place it in the user-defined Plug-ins > Scripts folder.

Modifying digital camera metadata

For photographs taken with digital cameras, the Info Panel will display special data (EXIF) that was captured and embedded in the image. This data is not editable, with one exception: Capture Date.



Set Capture Date modifies the date recorded in the metadata (EXIF) of images created by digital cameras.

Set Capture Date (Action menu)

Digital cameras record the date and time a photograph is captured based on the internal clock of the camera. If this clock is not correct, the date and time can be reassigned using this function.

This operation cannot be undone and applies only to images taken with digital cameras. You can batch this operation by selecting multiple images.

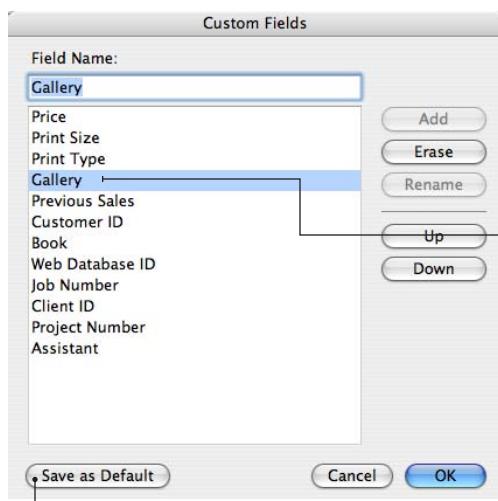
In MediaPro 3, this function has been updated to provide three adjustment methods:

1. *Replace with* enables you to set a new date and time, as well as define the time increment between select photos.
2. *Adjust relative* applies the new date and time, maintaining the time difference between selected photos.
3. *Apply time difference* enables you to shift the time based in hours and minutes. This feature is good for adjusting time zone differences.

The preview window at the bottom of the Set Capture Date dialog shows a list of the dates before and after the correction.

EXIF Orientation: The *Correct EXIF orientation* function was previously an AppleScript that would rotate the thumbnails of all selected items to correct any values of the *Orientation* field written by your digital camera. This function is now done automatically during import.

Custom fields: MediaPro supports up to 16 custom metadata fields. To add or remove custom fields choose Edit > Custom Fields. These fields will appear as part of the Annotations group in various functions.



To make custom fields appear in all new catalogs, click the *Save as Default* button.

Custom annotation fields

iView MediaPro supports up to 16 custom annotation fields. These fields are useful for creating additional metadata associated with a specific project, client or storage location.

To add or remove custom fields, choose Edit > Custom Fields (see above). If these custom fields are necessary for all your catalogs, click the *Save as Default* button in the lower left and these custom fields will appear in all new catalogs.

Once defined, custom annotation fields can be used in various sorting and searching functions of MediaPro, such as: the Info Panel's Annotations data entry fields; the Catalog Index's Annotation Organizer; the Sort toolbar menu; View Options to be displayed in List, Thumbnail and Media Views; and as fields to be searched in the Find dialog.

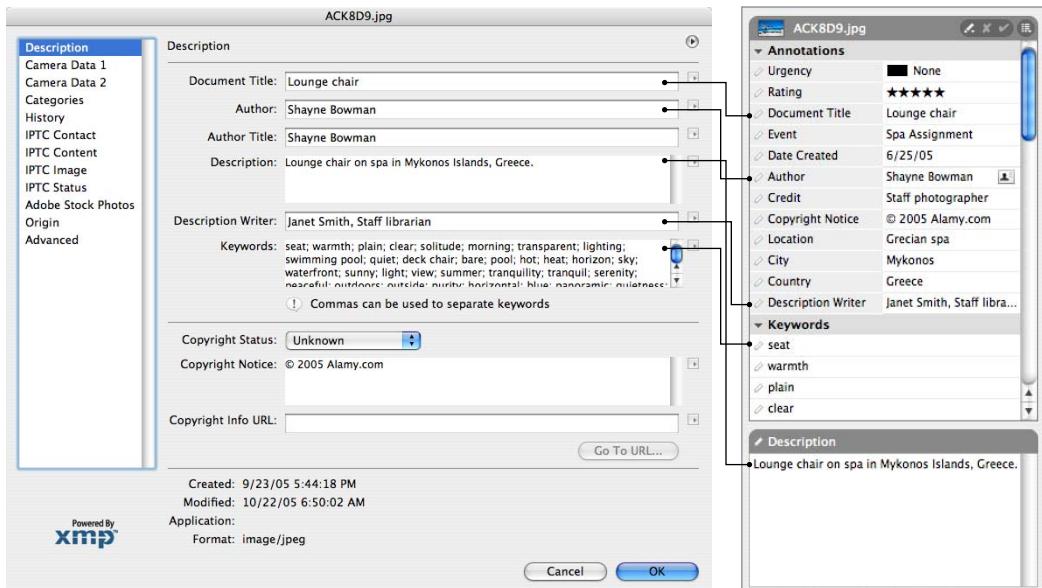
When you move images between catalogs, custom fields are automatically adjusted between the catalogs. If two catalogs contain more than 16 unique custom fields, the first 16 fields alphabetically will be retained.

A Annotations		
Creator	Joe Vaughn	
Copyright Notice	© 2005 Alamy.com	
City	Mykonos	
Country	Greece	
Price	\$250	
Print Size	11x17	
Print Type	Archival: 4-color	
Gallery	Soho	
Previous Sales	None	
Customer ID	JB517890	
Book	None	
Web Database ID	RX667	
Job Number	-	
Client ID	-	

B Price		
	\$250	1
	\$300	8
	\$500	3
▼ Print Size		
	8x10	4
	10x10	1
	11x17	3

Once defined, custom metadata fields can be used in various sorting and searching functions of MediaPro, such as the Info Panel (A), Catalog Index (B), Sort toolbar menu, View Options and the Find dialog (C).

C Find		
Find items in: front catalog		
Price	is	\$300
Print Size	contains	10
<input checked="" type="checkbox"/> Wrap		
Find next		



Sync: If you create annotations in MediaPro and export them to the original files, other applications such as Adobe Photoshop can read the metadata. Conversely, annotations added in Photoshop can be imported by MediaPro.

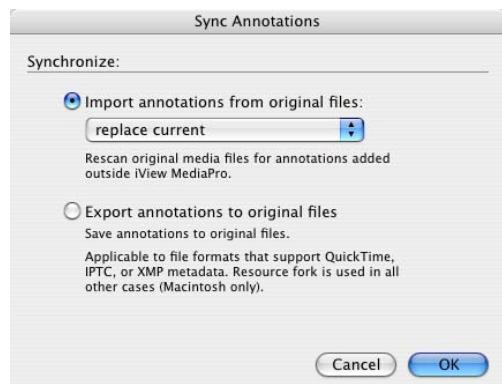
Sync annotations

Adding annotation information to media items in a MediaPro catalog does not embed annotations into the original file. The annotations only exist in the catalog.

To write or embed annotations into a file, use the *Sync Annotations* function in the Action menu. This command allows you to embed annotation information from the catalog into the original files. It also allows you to import annotations, by rescanning files for metadata added outside MediaPro with another application.

The synchronizing function only applies to annotations that are part of the IPTC, QuickTime or XMP metadata standards. Custom metadata fields and Catalog Sets are now written to files as part of the XMP standard.

This function is particularly useful, as MediaPro allows you to view, classify and batch annotate a large number of media items and then export the changes to the original files, saving hours of time opening and editing individual files. It is also



Sync Annotations: With this function, you can export (or write) annotations from catalog to original files. You can also import annotations from original files.

useful for updating annotations that have been modified by applications outside MediaPro.

Annotations that have been written into the file can be read by other applications that can read the IPTC, QuickTime or XMP metadata standards, such as Photoshop or GraphicConverter.

MediaPro supports the export of XMP metadata to JPEG, TIFF and Photoshop formats only.

MediaPro support synchronizing annotations in the following Raw formats: Nikon, Kodak and Adobe Digital Negative (DNG) and Canon CR2 files. *For more info, see page 149.*

Synchronizing cannot be undone.

To import annotations from files

This function is useful if you have edited annotations in a file outside of MediaPro. Using this function will instruct MediaPro to reimport the annotations for that file.

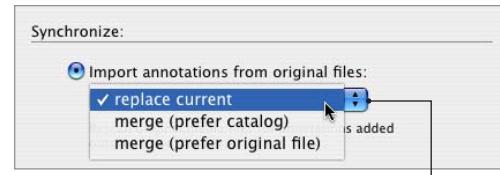
1. Select an item or group of items.
2. Choose Action > Sync Annotations.
3. Click the radio button for *Import annotations from original files*.
4. Choose between one of three options for importing annotations. *Replace current* clears any current annotations and replaces them with all annotations from the original file. With the *Merge* options, you need to define which set of annotations take precedence over another when there is a conflict on single-value annotations. For example, suppose both the original file and the catalog item contain a *Title* annotation. Since there is only one *Title* annotation per item, you need to decide which one to use. Multi-value annotations, such as keywords and categories, are always merged together.

To export (write) annotations to files

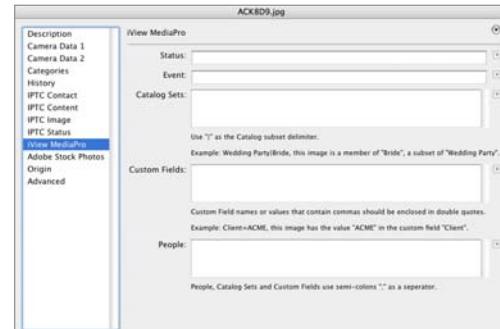
1. Select an item or group of items.
2. Enter all your annotations.
3. Choose Action > Sync Annotations.
4. Click the radio button for *Export annotations to original files*. The amount of time it takes to write annotations back to files depends on the number of files selected. Regardless, it should be relatively fast.

Special annotations plug-in for Adobe CS

The *Status*, *Event*, and *People* IPTC fields are not



When importing annotations, you must choose between one of three prioritizing importing options.



Custom iView annotation panel in Photoshop CS & CS2.

supported by Adobe Creative Suite. To extend support of these fields to Adobe Photoshop CS, iView provides a custom plug-in so that you can view and edit these annotations in the *File Info* dialog of Photoshop.

This plug-in also extends support of MediaPro *Catalog Sets* and any custom metadata fields created in MediaPro.

Plug-in installation:

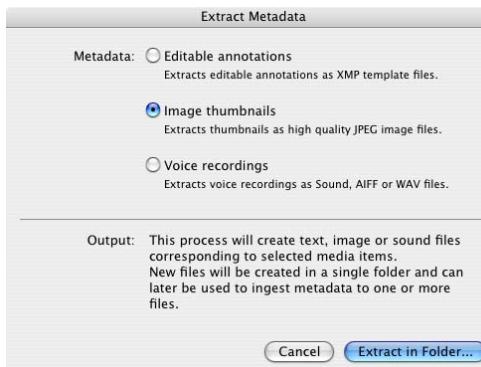
1. A file called "iViewPanel.txt" is automatically installed in your computer during the installation of MediaPro.
2. The file is placed in one of these locations:

Mac OS X

{Root Volume}/Library/Application Support/
Adobe/XMP/Custom File Info Panels
or: {User Directory}/Library/Application/
Adobe/XMP/Custom File Info Panels

Windows

\Program Files\Common Files\Adobe\XMP\
Custom File Info Panels
or: \Documents and Settings\<user>\Application
Data\Adobe\XMP\Custom File Info Panels



Extract Metadata: provides the option to export annotations, thumbnails and voice recordings for selected media items.

Extract metadata

This function (Action menu) will export text, image or sound files corresponding to selected media items. New files will be created in a single folder and can later be used to import metadata to one or more files. Options include:

Editable annotations: This feature extracts all editable ITPC/XMP annotations for each file and saves them as an Adobe Photoshop XMP sidecar template file. This function applies only to selected items.

Image thumbnails: This feature (previously known as Extract Thumbnails in the Make menu) saves thumbnails of a catalog as a high quality JPEG image files. The dimensions of the extracted file will match the dimensions of the thumbnail defined in Thumbnail View. This function applies only to selected items.

Voice recordings: This feature (previously known as Extract Voice Annotations in the Make menu) saves an embedded voice annotation as a separate Sound, AIFF or WAV audio file. This function applies only to selected items.

Color profile management

MediaPro supports ICC color profiles for image files in the JPEG, TIFF, PICT, PDF, and Adobe Photoshop formats. This enables MediaPro to provide color profile management from input source and iView catalog to proof and final printing.

MediaPro provides you with color accurate display in all views – List,Thumbnail, Media, Light Table and Slide Shows – using your operating system's color management technology (ICM on Windows; ColorSync on Mac).

To turn color profile matching off, uncheck the *Color Match* box in the *Preferences > Media Rendering > Images* of the Edit menu (Mac: Application menu).

Manage color profiles

The *Manage Color Profile* function (Action menu) allows you to embed RGB and CMYK color profiles for individual files using profiles defined by your operating system's color management technology (ICM on Windows; ColorSync on Mac).

When the dialog launches, MediaPro displays the image in Media View, allowing you to preview the application of various color profiles. You can also remove profiles in this dialog.

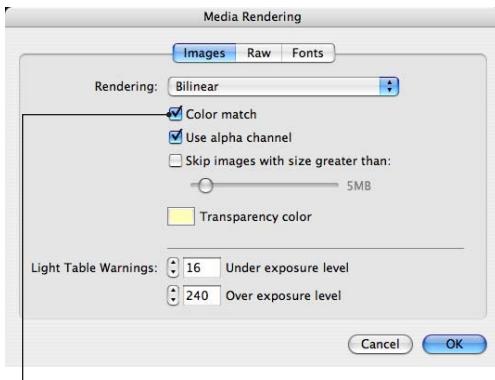
If this menu option is not available, it means you need to turn on *Color Match* in the *Preferences > Media Rendering > Images* of the Edit menu (Mac: Application menu).

Batch assign profiles

1. Preferences: Turn on the color profile matching preference by checking the *Color Match* box in the *Preferences > Media Rendering > Images* of the Edit menu (Mac: Application menu).

2. Select items to batch: Select a group of images, then choose Action > Manage Color Profiles. If this menu option is not available, it means you need to turn on the color profile matching preference.

3. Choose profiles: Select a color profile to embed for each type of image color space



Preferences: To turn on color profile matching in MediaPro, check *Color Match* in the *Preferences > Media Rendering > Images* dialog of the Edit menu (Mac: Application menu).

– RGB, CMYK, Grayscale. This prevents you from embedding an inappropriate profile that could potentially ruin the image. The options in each menu are defined by the operating system's color management technology (ICM on Windows; ColorSync on Mac).

4. Apply: Click *OK*. While embedding the profiles into the original files, MediaPro will create a new thumbnail for each image according to the new embedded color profile.

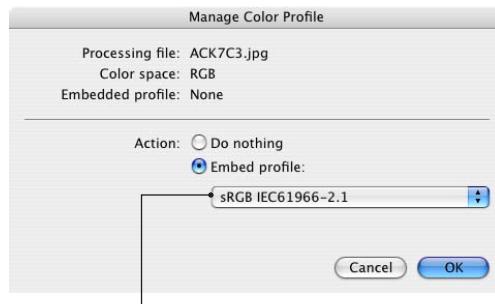
5. Batch remove: You can also batch remove profiles in this dialog by selecting *Remove Embedded Profile* for each image color space.

6. Tip: For older iView MediaPro catalogs that contain thumbnails which are not color managed, select all items in the catalog and choose Action > Rebuild Items. This will create new thumbnails for all images according to the new embedded color profile and the settings of the *Size* menu.

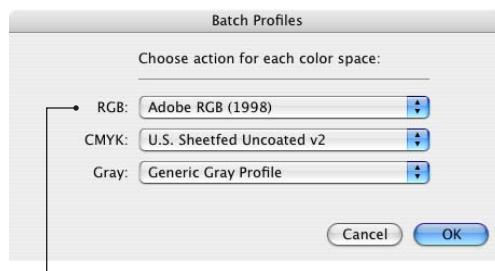
Online resources

- Apple ColorSync: www.apple.com/colorsync/
- Microsoft ICM: http://msdn.microsoft.com/library/en-us/icm/icm_6ulv.asp
- International Color Consortium: www.color.org

Manage Color Profiles: (Action menu) When managing the profile of a single image, MediaPro will switch to Media view so that you can preview your changes.



This pull-down menu provides complete access to profiles defined by your operating system's color management technology (ICM - Windows; ColorSync - Mac.) To learn more about color profiles, see your system's help documentation.



Batch: Each Batch Profiles menu provides complete access to profiles defined by your operating system's color management technology (ICM on Windows; ColorSync on Mac.) To learn more about color profiles, refer to your system's Help documentation.

Color Profile	
Adobe RGB (1998)	7
Custom RGB	3
Generic RGB Profile	3
Kodak DCS Portrait Look	5
sRGB IEC61966-2.1	58

Catalog Fields: You can sort catalogs based on Color Profiles by using the Catalog Fields index. The Color Profile section is read-only and does not support drag-and-drop assignment of profiles.

Sample colors

iView MediaPro offers the ability to identify media (images, movies, etc) by a single color, called a *Sample Color*. This is useful when searching for images of a specific color or tone.

A sample color is automatically generated when the media is imported, based on the dominant color of the image. However, you can set the sample color of the selected media items with the *Set Sample Color* option in the Action menu. Use the color picker to choose a sample color.

Sample colors can be viewed and modified in the *Catalog Fields* window of the Organize Panel. You can switch the sample color of an image in the *Catalog Fields* by dragging the image onto one of the colors in the *Sample Color* list.

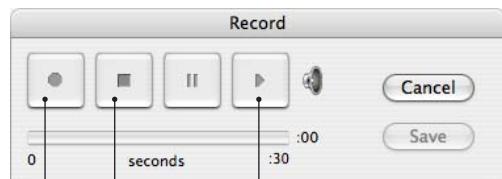


Catalog Index: You can sort catalogs based on Color Samples by using the Catalog Index. The Sample Colors fields support drag-and-drop assignment.

Color picker:
You can set the sample color of selected media items with the *Set Sample Color* option in the Action menu. Use the color picker pop-up dialog to define a *Sample Color*.



Record voice annotation dialog



Record: use to start recording
Stop: use to stop recording
Play: use to review recorded annotation before saving.

Voice annotations

Voice annotations are short audio recordings embedded in media files. Some digital cameras and other image capturing devices allow you to save voice comments with a picture.

To listen to audio annotations, select an item in your catalog and press the spacebar, or choose *Listen* in the Voice annotation drop-down menu of the catalog toolbar (microphone icon).

The drop-down menu allows you to record up to 30 seconds of voice annotation. This voice annotation is stored in the MediaPro catalog. You can also attach a separate sound file with the Import option. This tool also allows you to remove a voice annotation. The compression ratio for voice annotations can also be adjusted in this menu.

Voice annotations can be used in Slide Show presentations. This feature is enabled by default. To disable it, uncheck *Play voice annotations* in the Slide Show options.

Reviewing and marking media

Once you have imported a collection of media into a catalog, you will likely want to review and classify the media. For example, after importing images from a shoot, photographers typically edit images, marking their favorites and unusable ones.

To assist in this process, MediaPro provides two methods of classifying and ranking media: star ratings and color labels. Using keyboard commands, labels and ratings can be easily assigned in any view, the light table and during slide shows.

Rating media

Star ratings provide a ranking system for items in your catalogs. You can now rank your media from one to five stars, or no stars.

Assign a rating

Once you have selected one or more items, you can add a rating three ways:

1. Choosing a star rating from the *Rate Media* drop-down menu in the toolbar (see figure), or in the contextual menu.
2. Pressing Alt + a number, 1-5 (Mac: Ctrl+1-5). This will apply the associated rating (e.g. 3 = Three stars).
3. Drag-and-drop items onto the *Rating* section of the Catalog Field index of the Organize Panel.

Remove ratings

Select one or more items and:

1. Choose *None* from the *Rate Media* drop-down menu in the toolbar, or from the contextual menu in any view.
2. Select an item and press Alt + the number zero (0). On Macs, press Ctrl+0.

Show files associated with a ratings

Select one or more items and:

1. Click a rating in the *Rating* section of the Catalog Field index of the Organize Panel.
2. Select *Show Rated* (Find menu) and choose a rating value of items you want to be displayed.



Assign label toolbar icon, and drop-down menu and the **Rate media** toolbar icon, and drop-down menu. Use any of the associated numbers to apply a label to a file in your catalog while in any view, even slide shows. Use Alt+1-5 (Mac: Ctrl+1-5) to apply a rating to a file in your catalog while in any view, such as Thumbnail View, Media View, Light Table and Slide Show.

Label	
None [0]	16
Edit – First Selects ...	
Edit – Second Sele...	
Final Picks...	2
Client Sele...	3
Raw – Fin...	2
Color Corr...	1
Digital Touchup [7]	
Final Delivered to ...	
Archived [9]	

Rating	
None	7
★	1
★★	6
★★★	2
★★★★	4
★★★★★	4

Catalog Fields: Assign or sort items with labels or ratings.

Ratings as annotations

Ratings in MediaPro are mapped to Adobe's XMP standard for ratings. When annotations for images in a catalog are synchronized (written) to the original files, all ratings will be written into the files. If you open the image in Adobe Bridge, the star ratings will be displayed. Likewise, if you have assigned a rating to a file in Bridge, the rating will be displayed when you import that file into a MediaPro catalog.

Color labels

Labels provide a visual identification and classification system for items in your catalogs.

A color label can be used to: mark favorite items; mark items to delete, archive or convert; or to track items that are in different stages of a workflow (See example A).

After you label your items, you can quickly sort the catalog using the *Label* section of the Catalog Field index in the Organize Panel.

A label can also be used as a temporary method of marking items that will be later assigned a particular annotation. After assigning the annotation, the labels can be cleared from the images.

To accommodate your desired method of marking items, the colors and names of labels can be customized in MediaPro as a global application preference. Because this customization is global, shared catalogs will inherit the label names and colors of the user that is opening the catalog and not the preferences of the person who created the catalog.

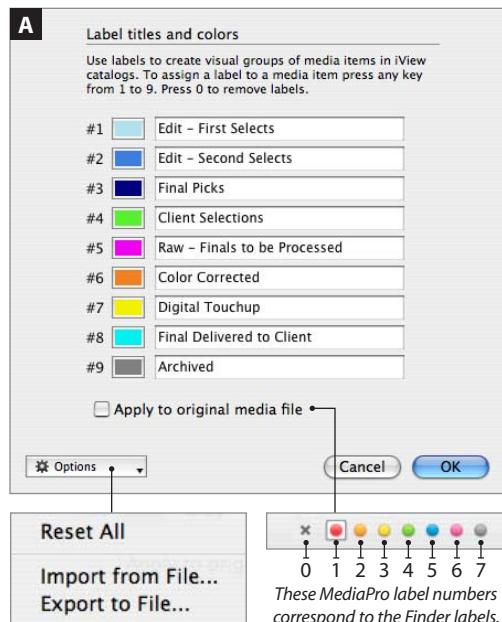
Customize labels

1. Open Preferences by choosing Edit > Preferences > Labels (Windows) or iView MediaPro > Preferences > Labels (Mac).

2. Click the color swatch you wish to change.

This will launch the operating system's color picker, where you can define a custom color. Colors can be adjusted for aesthetic preference or to better match the tone or contrast of a particular view background color (see example B). Colors can also be matched to a labelling

Color label preferences: The example below, labels have customized colors and names to assist a workflow.



Label options: To restore the default label colors and names, choose *Reset All*. To save a group of label preferences, choose *Export to File*. Once you've saved them to a file, these label preference can be loaded into other installations of MediaPro using *Import from File*. If you turn on the *Apply to original media file* option (Mac-only), then labels assigned to items in your catalog will also be applied to the original file. For example, if you assign a label #1 in a catalog, then label #1 will be assigned to the file on the desktop. Be careful, the colors may not match.

B	#1	Cantaloupe	C	1 – High
	#2	Honeydew		2
	#3	Spindrift		3
	#4	Sky		4
	#5	Lavender		5 – Normal
	#6	Carnation		6
	#7	Salmon		7
	#8	Orchid		8 – Low
	#9	Mercury		None

Lighter palette designed for dark backgrounds.

Named to match the IPTC Urgency values.

scheme in another application or environment, such as Mac system color labels.

- 3. Select any label text** and type a new name. Customizing a label name helps to remember the label's purpose or definition.
- 4. Tip:** Custom names used for labels become indexed as search terms for associated items in iView MediaPro. For example, if a label is named "Client Picks," then any free-form text search in the MediaPro toolbar for the word "client" will return images assigned with that color label.

Assign a label

Once you have selected one or more items, you can add a label three ways:

1. Choosing a color from the *Assign Label* drop-down menu in the toolbar (see figure opposite page), or in the contextual menu.
2. Pressing a number key (1 through 9). This will apply the associated color (e.g. 1 = Red).
3. Drag-and-drop items onto the *Label* sections of the Catalog Index.

Remove labels

Select one or more items and:

1. Choose *None* from the *Assign Label* drop-down menu in the toolbar, or from the contextual menu in any view.
2. Select an item and press the number zero (0).

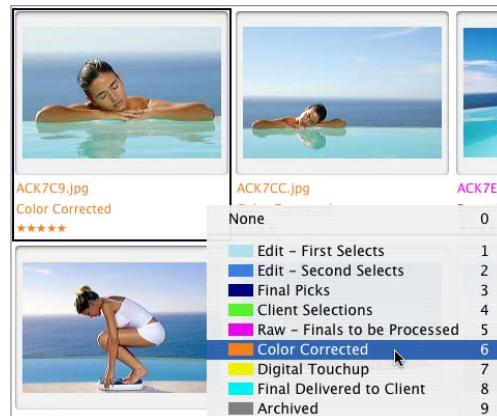
Show files associated with a label

Select one or more items and:

1. Click a color label in the *Labels* sections of the Catalog Index.
2. Select *Show Labeled* in the Find menu and choose a label value of items you want to be displayed. Labeled files can also be sorted during slide shows. Use the *Show Labeled* drop-down menu in the Slide Show controller.

Methods for using labels

A label can stand for anything you want — favorites, items to discard or items that are in different stages of the editing process.



Inline assignment: Labels can be edited inline by clicking on the color label field in any view.

One popular method of using labels is to mark favorite selects (and items to delete) after a photo shoot. After importing images into a catalog, launch a slide show or the Light Table. As you review the images, use one label to mark the best, and another label to mark images that are out-of-focus and unusable. This can be done during the slide show (or in any view) by pressing the label's corresponding number key.

Afterward, you can use the *Label* section of the Catalog Field index (Organize Panel) to show only the best images from a shoot in your catalog.

Labels as annotations

Labels in MediaPro are mapped to the IPTC standard's *Urgency* annotation field. When annotations for images in a catalog are synchronized (written) to the original files, all images tagged with a label will have the corresponding label number (1-9) written into the *Urgency* field. For Photoshop CS users, these are the same values used in the *Urgency* field of the File > File Info > Origin panel.

Even if you have customized the colors and names of labels, the values 1-9 are written into the *Urgency* field in order to comply with the IPTC annotation standards. If the *Urgency* field is important to your workflow, you might customize the label names to match the standard (see example C, pg 64).



Comparing media: MediaPro's new Light Table mode is the ideal tool for viewing and comparing images.

Light Table

The Light Table mode is the best way to view an image or compare up to six different images at once. To use the Light Table mode, select between one and four images and choose *Light Table* from the View menu, or use the keyboard shortcut, Alt+Enter (Mac: Command + /).

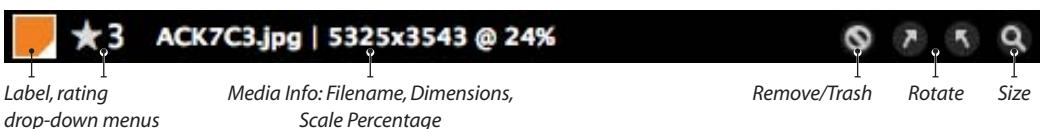
When you first launch the Light Table the Help menu appears showing the navigation and keyboard shortcuts. While in Light Table mode, use right click (Mac: Option+Click) to show the contextual options menu that includes the option to show this initial help menu again. *See page 143 for a list of all Light Table keyboard shortcuts.*

The default display of the Light Table is the chosen number of images shown in a Grid layout (2x2)



Layout: Choose between Grid (top), Landscape and Portrait (above) modes for image display.

with a toolbar for each image. The toolbar shows the color label, filename, dimensions and scaling percentage of each image (*see figure below*). The toolbar also displays buttons for trashing or



Label, rating
drop-down menus

Media Info: Filename, Dimensions,
Scale Percentage

Remove/Trash Rotate Size



Contextual Options menu: Right-click (Mac: Option-Click) on any image to display the Light Table Options menu.

removing images, rotation and display size.

When you have more than one image showing in the Light Table, try using the Landscape, Portrait and Grid layouts (hotkeys L, P and G respectively) to use your monitor space as efficiently as possible. Which layout works best for you depends on the orientation of your images, how many image you view at once and whether you want to see the toolbar and/or the histogram. You may wish to hide the toolbar to maximize the viewing area for each image (hotkey T).

The trash/remove button gives you two options: *Move to Trash* and *Remove From Catalog*. The first option removes the image from the catalog and moves the original image file to the trash or recycle bin. Be careful when using this option. Do not use this unless you are sure you want to delete the original file. The second option removes the image from the MediaPro catalog and leaves the original file untouched.

Marking images

Color labels are set using the normal label hotkeys (1-9, 0 [zero] to remove a label). When more than one image is shown the color label is applied to the image that the cursor is currently over. These are the same labels used throughout MediaPro.

You can also mark images using star ratings. Use the shortcuts Alt+1-5 (Mac: Ctrl+1-5) to set the rating. *See page 64 for more about labels; page 63 for ratings.*

Adjusting image size

The toolbar's size menu (magnify symbol) offers several options to define the scale of images displayed within each Light Table cell. These size options are the same as MediaPro's Slide Show and Media View modes.

To zoom in on an image, use the + (plus) and - (minus) hotkeys. If Scroll Lock is on, all images will increase and decrease by the same magnification. If Scroll Lock is off, only the scale of the active image will be adjusted.

Scroll, Scroll Lock and Zoom

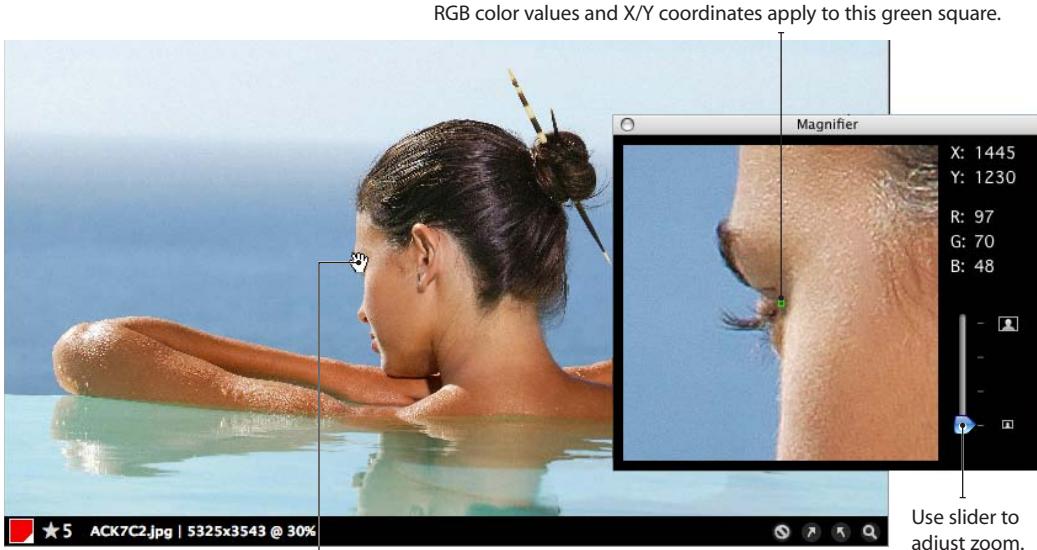
When an image is bigger than the window it is in, your cursor will turn into a hand (which can move the image by dragging (clicking and holding while moving the mouse).

When more than one image is shown in the Light Table, all shown images will be moved simultaneously while Scroll Lock (hotkey S) is on. If any of the images do not move when scrolling in this way it is probably because they fit the current window and there is no more of the image to show.

When Scroll Lock is turned off, only the image under the cursor is moved by dragging. Scroll Lock is useful when examining an important area of similar images.

By zooming in and scrolling to the part of an image you are interested in, the other shown images will show the same portion of the image.

If the images are not absolutely identical you



The Pixel magnifier shows a close up of the image area underneath the cursor.

may need to toggle Scroll Lock off and move the image individually. Remembering the hotkey (S) for the Scroll Lock makes viewing similar images much faster.

Next and Previous images

The right or down arrow key changes the image in the Light Table to the next one in the catalog. The up or left arrow key changes to the previous one.

When there is more than one image onscreen, the image that is changed is the one the cursor is currently over. When changing the image using the cursor keys, the current zoom and scroll positions are maintained to make it easier to examine the same point on similar images.

Pixel Magnifier

The *Pixel magnifier* is a floating palette that shows a close up of the image area underneath the cursor. To turn on the pixel magnifier, use the M hotkey. The pixel magnifier can be quicker than zooming and scrolling, particularly when there is more than one area in any particular image that you need to examine closely.

The slider controls how far the magnifier zooms

in. There are four settings from the least magnified at the bottom to the most, at the top. The slider snaps to one of these four settings.

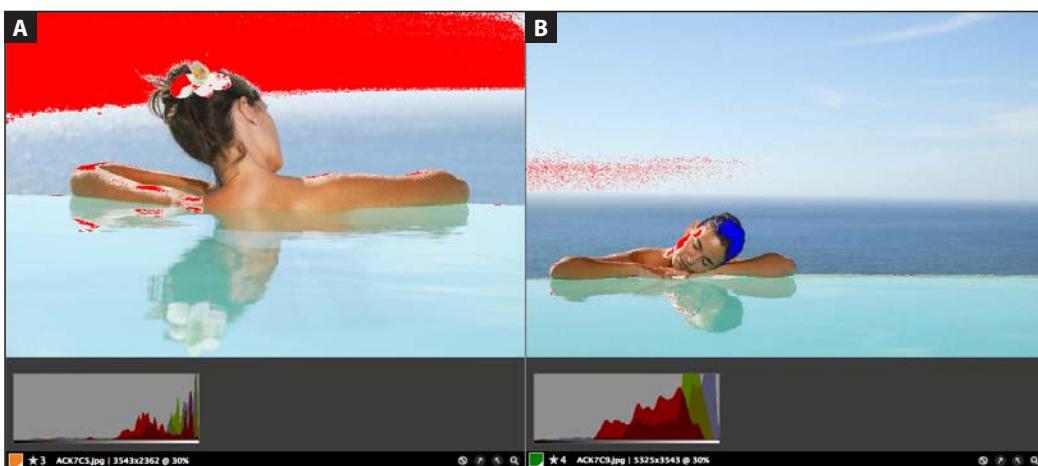
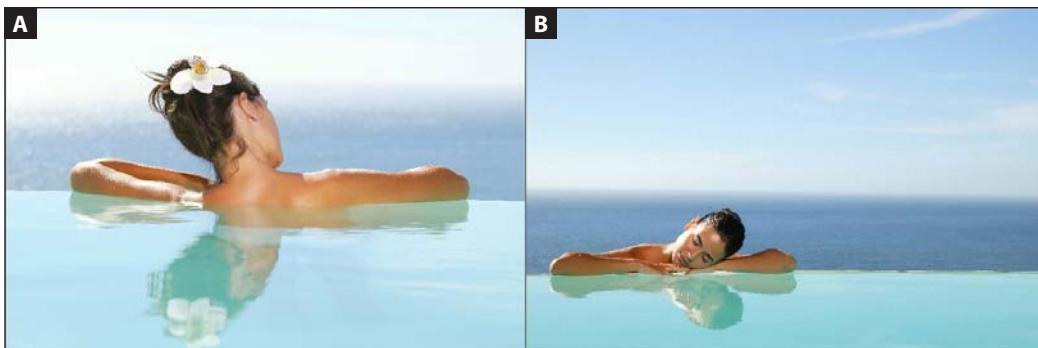
The pixel magnifier also shows the X/Y coordinates of the cursor (highlighted by a green square), as well as the RGB color values.

Using the Histogram and Exposure warnings to judge images

When viewing images you may wish to view a *Histogram* and *Exposure warnings* for each image, (hotkey H to show/hide the histogram and W for the exposure warnings).

A histogram is a graph showing the relative distribution of Red, Green and Blue pixel densities in an image. It shows the number of pixels with high density on the left (darker colors) and low density on the right (lighter colors). Its purpose is to show the distribution of tone throughout an image.

For example, an image with no shadows will have a histogram with a valley on the left; a histogram with no highlights will have a valley on the right. Dark shadows will be seen as a peak of all three colors to the left and bright highlights a peak of all three colors of the right.



Judging images: Light Table showing exposure warnings and histograms.

The exposure warnings will show areas of possible over exposure in an image as solid red represents, under exposure in solid blue. Both over exposure and under exposure are areas of an image where detail may be lost due to too much or too little light being captured.

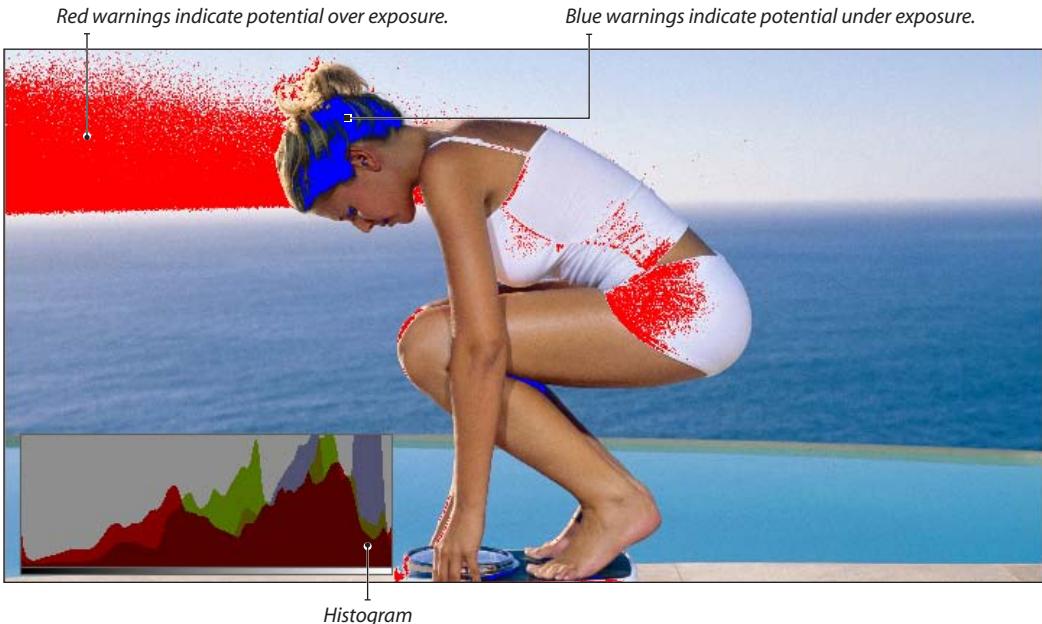
Exposure warnings only indicate areas of an image that *might* be over or under exposed. For example, these warning areas may be of a very dark or light object that simply appears as it should or parts of an image may intentionally be very dark or light.

If we consider the histogram for the image A (above), it is biased towards the right, the green and blue colors reach the top of the chart at the

extreme right side. We could consider that this is an image of a intentionally very bright summer scene, so the strong sunlight, blue sky and aqua marine pool are just reflected in the histogram.

Examining the exposure warnings for this image (A), as we might expect, the left the whole sky is colored red to warn us of possible over exposure. There is no detail in the sky in this image because the sky has been over exposed. The person is the focus of this image and the band of white sky works quite well with the other two horizontal bands created by the sea and the pool. So, for this image, whether it would be improved by editing is a subjective.

So the histogram and exposure warnings simply



gives us an indication of areas we might want to consider improving through editing.

But lets compare this with image B. It shows a similar pattern of the red, green and blue with both images showing red towards the middle with lots of green and then blue as we go to the light side of the histogram.

The histogram, for the image on the right, is still biased towards the right but not to the same degree as the other image, the pixels are spread across the mid section of the histogram not just the very light side. With a more balanced histogram we would expect to see a wider range of tones. Both the pool and the sky are deeper in tone and there is some detail in the sky.

Looking at the exposure warnings, a smaller area of the sky is red and this is a broken up area, rather than the solid area in the left hand picture. Certainly, from the point of view of the sky, the image on the right is better. There are solid areas of red on the side of the models face, indicating over exposure, but this is direct sunlight and since the subject of the image is sunbathing this works well. Part of the models hair shows as under

exposed but again that is not necessarily an indication of a problem.

One opinion may be that the image on the left would benefit from editing and the image on the right less so. A balanced histogram is normally considered better although there is no ideal histogram. Areas shown as possible over and under exposure are things to consider when viewing your images.

In the end, whether an image is good or can be improved is subjective. The histogram and exposure warnings should help you make your decision. Knowledge of digital image editing techniques will help you know what to look for when using both these tools. Please read the documentation provided with your image editing software for more information.

Adjusting Light Table exposure warnings

You may want to adjust the sensitivity of exposure warnings. To define the under and over exposure values that trigger red and blue warnings, see the *Light Table Warnings* section of the Preferences > Media Rendering > Images dialog.

Organizing catalogs

Moving media in catalogs

To rearrange items in a catalog, click and drag them to where you want and drop them. You can drag single items or groups of items.



When dragging items to a new location, a black bar appears in the location where the files will be placed.

In previous versions of MediaPro, you could rearrange media files using the *Move Items* function in the toolbar. This feature has now been moved to the View menu. Moving functions are also accessible in the View sub-menus of the contextual menu.

This feature enables you to move media items to the top, or bottom of a catalog. You can also move an item or group of items to a specific location within the catalog.

When you choose the *Move to Location* function, the cursor will turn into a crosshair. At this point, use the scroll bars to go to any location in the catalog, then place the crosshairs at the desired location and click. Your media items will drop into the new location. This feature is particularly useful for moving files in catalog with a large number of files, most of which are not visible in the viewing area.

Move Again will repeat the last move made in the catalog, whether it be to the top, bottom, location or a manual drag-and-drop.

Move to New Catalog will take selected items and create a new MediaPro catalog with them. It does not remove selected items from the current catalog.

Catalog Set	Count
Model	4
Favorites	2
Presentations	1
Stock Agency	5
Exposition	6
Travelogue	18

Catalog Folder	Count
Macintosh HD	
Users	
sbowman	
Desktop	
Manual Working	
Mykonos	18

The **Organize Panel** has two windows: Catalog Fields and Catalog Folders. To show/hide this panel, click the interface Organize button. Drag the divider to adjust the size of the two windows.

The Organize Panel

The Organize Panel has two windows: Catalog Fields index and Catalog Folders. To show or hide the Organize panel, click the interface button.

Catalog Fields index

The Catalog Fields index is good for global searches or groupings, allowing a quick comparison across hundreds of files, often revealing annotation inconsistencies among a large number of files. By viewing your media from a global rather than individual perspective, you ensure the standardization and accuracy of annotations across your media.

The Catalog Fields index lists all annotations or tags present in the catalog. By dragging media items and dropping them on the existing data values, you can assign these values to the multiple media items. This significantly speeds up and simplifies the annotation process.

The Catalog Fields index has two types of groups. Read-only groups, such as *File Type* and *Import Device* are attributes that are automatically read by MediaPro and cannot be reassigned. Annotation groups, such as *Date Finder* or *Keywords*, are used to categorize the media and can be changed at any time.

Use the Catalog Fields index list configuration menu to show/hide various media attributes and annotations. To expand a field, click the arrow next to its name.

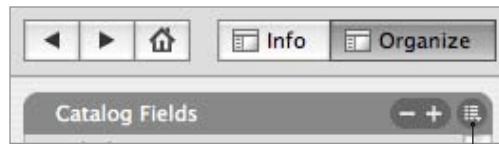
The Catalog Fields index has three sections:

Basic Fields section

Label and Rating: Use this group to show files with a color label or star rating (see page 63).

Sets: Catalog Sets are a free form, hierarchical method of organizing media files. You can use sets to organize playlists, photo albums, projects or work assignments (see page 75).

Date Finder: When files are added to your catalog, MediaPro searches for dates already embedded in the media. In this order, it looks for the IPTC Date Created, then the digital camera Capture Date (EXIF), then the File Creation Date. If a file has



Catalog Fields configuration menu: Use this menu to show/hide various media attributes and annotations that you can use for sorting and organizing items.

File Type	
Canon RAW	8
Digital Negative (Preview)	7
MP3	1
PDF	8
Photoshop	14
TIFF	19
TrueType Font	1

Source Device	
Canon EOS-1D Mark II	2
Canon EOS-1DS	3
Canon PowerShot S45	3

Read-only groups: These fields show embedded media attributes that are automatically read by MediaPro and cannot be reassigned.

Date Finder	
2005	
September	
23	15
October	
13	2
15	1

Place Finder	
Greece	15
Mykonos	15

Groups - Date Finder and Place Finder: When files are added to your catalog, MediaPro searches for dates and locations embedded in your media.

all three, MediaPro will use the IPTC Date Created as primary date for display in this list.

You can adjust the date assigned to a file by drag-and-dropping the file onto a different date field. This assigns the new date to the IPTC Date Created and does not alter the Capture Date or File Creation Date for the media file.

The digital camera (EXIF) Capture Date can be reassigned using the *Set Capture Date* option in the Action menu. This operation applies only to images taken with digital cameras.

If the date you want isn't available in the list, use the annotation field drop-down menu to add a new date. This drop-down menu also provides you with option to remove a date from the list. Removing a date will not only delete the date, but all associated files from the catalog.

Place Finder: A hierarchical display of the IPTC City, State, Country and Location fields.

Media Fields section

File Type (read-only): Shows a list of all media sorted by the file format, such as TIFF, JPEG, MPEG, MP3, etc.

Import Devices (read-only): This list categorizes media by the digital device that created the file. Digital cameras and some scanners record this information in every image they capture (EXIF metadata). Media items that do not have a device assigned will not be represented in this list.

Color Profiles (read-only): Displays media based on the color profile (ICC) embedded in the media file. Media items that do not have a color profile assigned will not be represented in this list. Color profiles can only be assigned to files using the *Manage Color Profile* option in the Action menu, and cannot be assigned through drag-and-drop to the Catalog Index.

Sample Color: A sample color is generated when the media is imported, based on the dominant color of the image. To change a media item's sample color, you can choose *Set Sample Color* from the Action menu, or you can drag-and-drop the item onto any sample color in this list.



Add a term: Open an annotation group, such as Events, then click the plus sign at the top of the Fields panel.



Add a term: Select the annotation field you want to add a term to, then type the term in the field below. Check *Add selected items* to associate this term with any actively selected media items.

Annotation Fields section

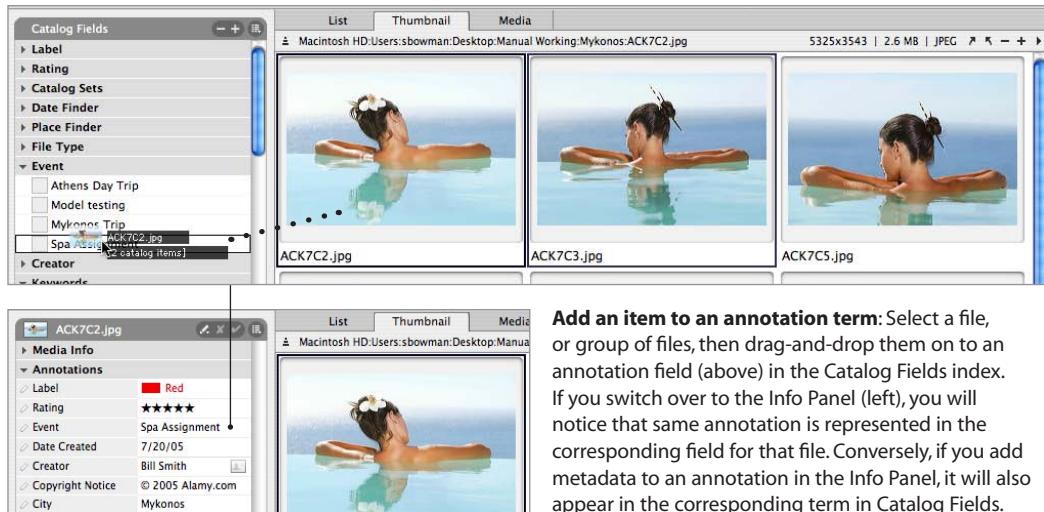
These fields give you an alternative way to assign metadata organization to your media files, as opposed to entering this data in the Info Panel.

These fields in the Catalog Fields index are all part of the IPTC/XMP and QuickTime standards. They are: *Title, Event, Date Created, Status, Creator, Provider, Source, Keywords, Categories, Scenes, Subject Codes and Intellectual Genre*. Custom annotation fields also appear here.

Instead of assigning these annotations in the Info Panel, you can create an annotation field in any of these groups, then drag-and-drop media on the field name and the annotation will be assigned to the item. This significantly speeds up and simplifies the annotation process.

If you switch over to the Info Panel, you will notice that same annotation is represented in the corresponding annotation field.

Conversely, if you add metadata to an annotation in the Info Panel, it will also appear in the corresponding group in the Catalog Fields index.



Add an item to an annotation term: Select a file, or group of files, then drag-and-drop them onto an annotation field (above) in the Catalog Fields index. If you switch over to the Info Panel (left), you will notice that same annotation is represented in the corresponding field for that file. Conversely, if you add metadata to an annotation in the Info Panel, it will also appear in the corresponding term in Catalog Fields.

Working with annotations

Open/close an annotation group: Click the field label of the group.

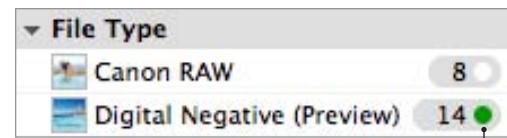
Add an annotation term: Select an annotation group, such as *Events*, then press the plus sign (+) at the top of the Catalog Fields index. Type the name of your annotation term. All new terms are stored in the vocabulary for the respective field.

Add an item to an annotation term: Select an item, or group of items, then drag-and-drop them onto an annotation term. Associating an item with an annotation term in a catalog does not affect the original file.

Remove an item from an annotation: Click the dot next to an annotation term, showing only those files associated to it. Select a item, or group of items, and press the *Delete* key. A dialog will ask if you want to remove this item from the annotation term or the entire catalog. If you switch over to the Info Panel, you will notice that the same annotation has been removed from the corresponding annotation field.

Locating media by fields

Once you have assigned media to various annotation terms, you can now filter the catalog using the Catalog Field index.



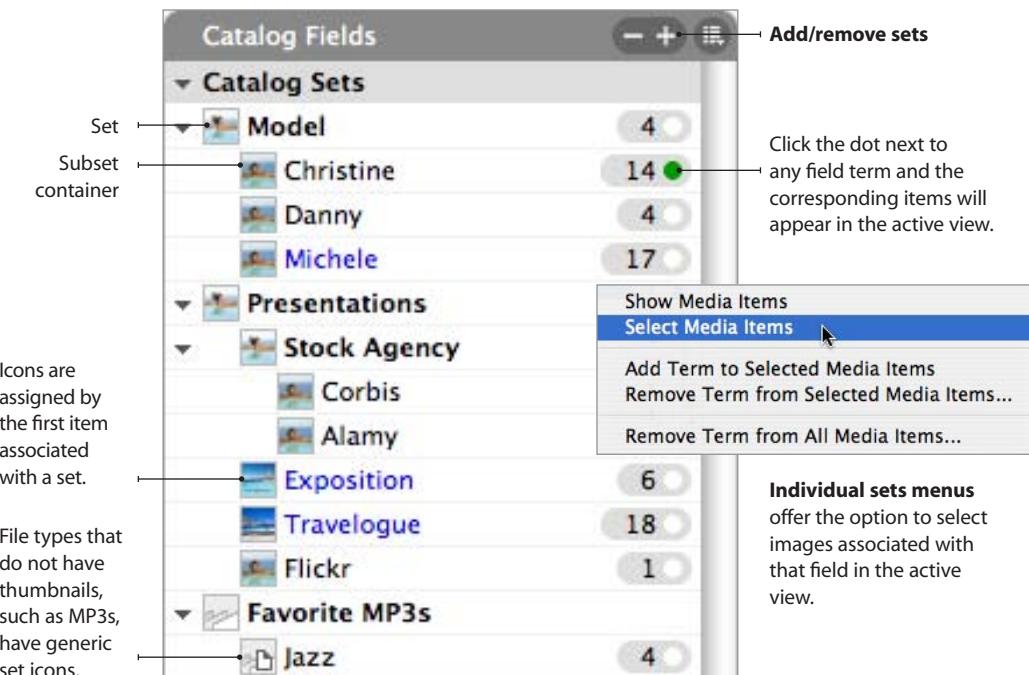
Locating media by metadata: To find items that are associated with an annotation or attribute, click the dot next to the field label in the Catalog Field index. When MediaPro is showing only those files, the dot is green.



Restoring the catalog: After you sort a catalog, use the *Show All Items* icon in your toolbar to reveal hidden items.

To find files that match an attribute (date, file type) or annotation (events, locations, etc.), click the dot next to term in the Catalog Fields index and the corresponding files appear in the active view (*see figure above*). This will hide all files that do not match that annotation or attribute. This is useful for finding a particular group of files which can now be batch processed, exported, reorganized or printed.

After you have found your files, use *Show All* in the Find menu to reveal all the hidden files in your catalog. You can also use the *Show All Items* icon in your toolbar to show all files.



Catalog Sets

Catalog Sets are a free form, hierarchical method of organizing media files. You can use sets to organize playlists, photo albums, work assignments or to create a complex system of categorization.

Sets can be used to quickly display sub-groups of items in a catalog, and to maintain their order, even after items within the sets have been moved or sorted. These catalog sub-groups can then be used in export functions such as slide show presentations, quick searches, classifications, printing, and Web pages.

Any media item can belong to more than one set, allowing catalogs to be logically organized into sets for different projects, clients or themes, without confusing the overall annotation or classification of files in the catalog.

Sets can be reordered to change the hierarchy of an individual set within the group of sets.

View sets: Open the Organize Panel by clicking the interface button. Sets are located in the Catalog Fields index.

Create a set by clicking on the plus sign (+) at the top of the Catalog Fields index. In the dialog, type the set name. Make sure the *Field* drop-down menu has *Catalog Sets* selected before pressing the *OK* button.

Add media items to a set: There are two ways to add items to a set.

1. Drag-and-drop one or more media items from the catalog's active window to the set name.
2. Select an item, and choose *Add Term to Selected Media Items* from the set's drop-down menu.

When you add media items to, or remove them from a set, the set counter to the right of the set name automatically updates.

Remove items from sets: Click the dot next to the set name to show only associated set items in the active view. Select the items you wish to remove from the set and press the *Delete* key. A dialog will prompt you to choose whether you want to remove the item from the set or the catalog. If you remove the item from the set, it still remains in the main catalog.

You can also remove items from sets by selecting *Remove Term from Selected Media Items* in each set's menu.

Display a set: Click dot next to the set name in the Organize Panel. This displays the items of the selected set in the active view, hiding all other files in the catalog. Use the *Show All* function in the Find menu to reverse this feature, revealing all hidden files. You can also use the *Show All Items* toolbar icon to reveal hidden files.

Once you have displayed a set in the active view, you can perform batch commands or export functions without affecting the rest of the catalog.

Display a group of sets: Click the higher level set in a hierarchy of sets. This will display all items associated with all sub-sets. You can also display a group of sets by clicking the dot next to each set name and holding down the Ctrl key (Mac: Cmd key).

Select set items: To select all media items associated with a set, choose *Select Media Items* in a sets' drop-down menu. This is useful for selecting items without having to first display the set.

Restoring the catalog: After you sort a catalog using sets, use *Show All* in the Find menu to show all the items in your catalog. You can also use the *Show All Items* icon in your toolbar to show all items.

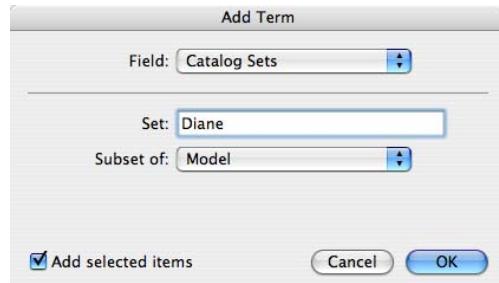
Set associations stay with a media item when you copy media items from one catalog to another, and when you merge catalogs.

Sync: Sets can now be synchronized (written) into the original file. It is written to a custom XMP annotation field.

Capture Sets: This feature will group a burst of images or bracketed exposures based on time intervals between shots. To create these sets:

1. Choose *Create Capture Sets* in the Make menu.
2. In the Options box, define the interval by entering the number of seconds between shots. Then click OK.
3. Your Capture Sets will now be available in the Catalog Sets section of the Organize Panel's Catalog Fields index.

Capture Sets can also be defined during the *Import from Camera* function (page 18).



Create a set: Click the plus sign at the top of the Catalog Fields index to create a new set.



Add files to a set: Select a file, or group of media files, and drag-and-drop them from the catalog's active window to the set name.



Reorder sets: Sets can be shifted around to change the level or relative position of an individual set within the group of sets.



Capture Sets are a way to group images based on time intervals between shooting photos.

File renaming

Good digital asset management strategy starts with having unique, meaningful filenames. For creative professionals — who can easily produce huge volumes of media in a relatively short time — this is particularly important.

When an image collection grows past a thousand files it is easy to have filename problems, such as having two images with the same name.

Most digital cameras have a sequential photo numbering option. With this option on, every image will have a unique filename, such as DSC0211.jpg, DSC0212.jpg, DSC0213.jpg, etc.

Sequential numbers allow you to move files around easily without having to rename them to avoid duplication of filenames. Sequential numbers are also useful when you must find other photos that were taken at the same time or in the same place. However, sequential numbering is only part of the solution to a good filename.

Filenaming conventions

A valuable filename also includes additional information such as date, author, client name, project name or subject of a photo shoot. It also might contain business-related information such as product or part numbers (*see figure below*).

Standardizing on a particular filenaming convention offers several advantages for photo management workflows:

- It is difficult to create two files with the same

filename. This makes them easier to identify and reduces problems with duplication.

- If you always include a standardized date in the filename, such as the *Capture Date*, you can easily locate a file.
- With sequentially numbered files, a folder of images on your desktop is automatically sorted into chronological order.
- Workgroups use the same conventions, thereby promoting consistency across the organization and facilitating file retrieval.
- By looking at just the filename, you will know a lot about the image (i.e. date created, person who took the image, subject or client, and the order in which it was created).
- If you decide to switch image management applications, or are running several database applications, important metadata can be derived from the filename.

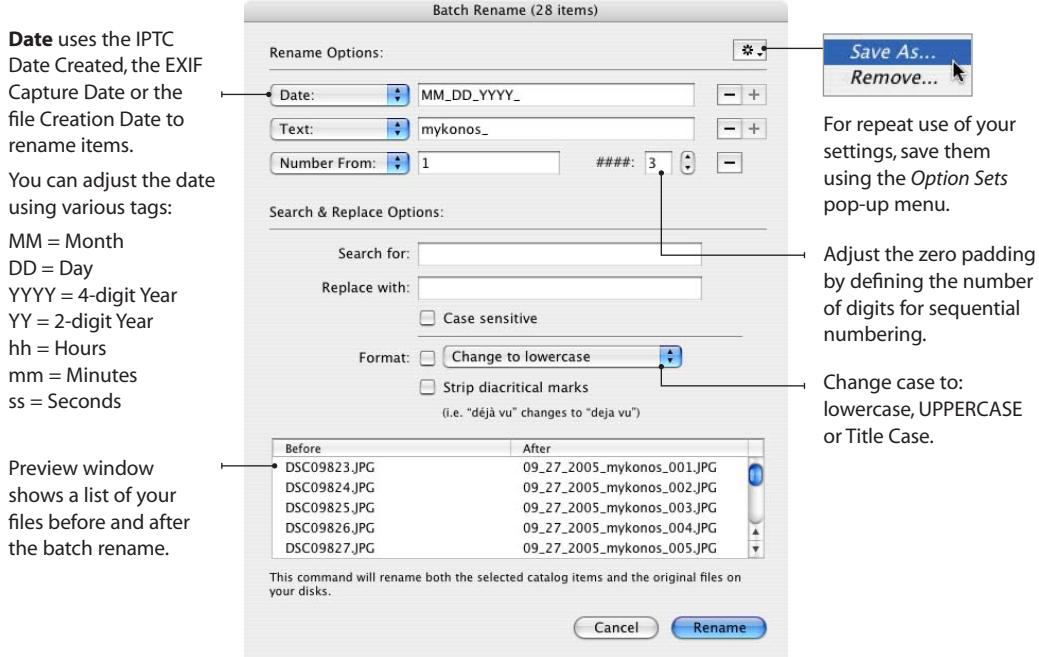
Your filenaming convention should be specific to your business and archiving needs. For a large catalog of stock images, you could use the Dewey Decimal or U.S. Library of Congress system to identify the subject of the photographs.

The key is to integrate the naming system into your workflow so that every file is named properly before it ends up in an archive.

Ultimately, if you create specific guidelines for filenaming and stick to them, you and everyone you work with will be able to easily identify, locate and share those files.

Filename examples	Name components
lexus_newsletter_0904_001.tif	Client name, project, publication date and sequential numbering
wegatv_KDF42WE655_012.jpg	Product name, product ID and sequential numbering
hourmedia_040623_066.pdf	Client name, 6-digit date (YYMMDD) and sequential numbering
hollywood_040721_0457.jpg	Subject, 6-digit date (YYMMDD), slide ID (for scanned images)
smith_jones_040721_sb_0215.jpg	Bride, groom, 6-digit date (YYMMDD), creator's initials, sequential numbering
job314_040727_0013.jpg	Job number, 6-digit date (YYMMDD), sequential numbering
20040721_P_0525.jpg	8-digit date (YYYYMMDD), subject code (Portrait) and sequential numbering

For recommendations for image filenaming strategies, see David Riecks' Controlled Vocabulary web site.
<http://www.controlledvocabulary.com/imagedatabases/filenaming.html>



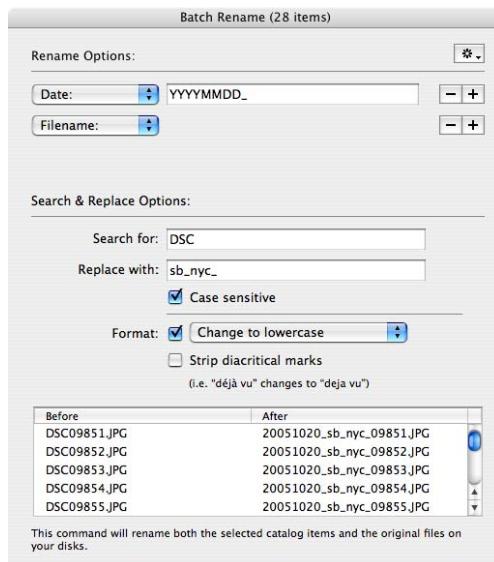
Batch renaming in MediaPro

To rename all selected catalog items, as well as the corresponding original files, choose Action > Batch Rename. The Batch Rename function provides four options for renaming files: *Date*, *Text*, *Sequential Numbering*, and *Filename*. Up to three options can be combined in various ways to create unique batch renaming instructions.

Example 1 - Incremental: Use the date, a string of text and numbering sequence for renaming your items (see figure above).

1. Select a group of items and choose Action > Batch Rename. If you select a single image, the function will not be available.
2. Choose *Date* from the Rename Options drop-down menu. This function will automatically insert either the IPTC Date Created, the EXIF Capture Date or the file Creation Date in that priority. MediaPro will display date tags, such as MM-DD-YYYY, which you can reorder and use different separators, such as YY_DD_MM.

3. Click the plus sign (+) button to add another Rename Option. Choose *Text* in the Rename Options drop-down menu.
4. Enter a text string: For example, a string might be a subject, location or the photographer's initials. Use text that will be meaningful to all items being renamed.
5. Click the plus sign (+) button to add another Rename Option. Choose *Number From* in the Rename Options drop-down menu.
6. Define starting increment: An increment is the numeric value that is used to start sequential numbering. For example: if you type "10", files will enumerate: sb10.jpg, sb11.jpg, sb12.jpg, etc. Incremental renaming ignores file types and will continue to incrementally enumerate regardless of the file type. This means that if your first two files are TIFFs and the next two are JPEGs, then they would be named: 1.tif, 2.tif, 3.jpg, 4.jpg.
7. In the field next to the increment, define number of digits for the sequential numbers. For



Batch rename: Example showing search and replace.

example, if you choose a starting increment of 8 and 3 digits, files will be named: 008, 009, 010.

8. Click the Rename button. File renaming should be relatively instantaneous, but might take a few seconds if you are renaming more than a thousand files.

Tip: MediaPro remembers the last increment used in batch renaming and automatically provides you with the next increment for additional batches. For example, if you renamed 50 files, then later added more files that you wish to rename, the *Number From* field would automatically show 51 as starting value for your next batch rename.

Example 2 - Search & Replace: In this method of renaming, you can search for text and replace it with more relevant information. This function is good for turning sequential digital camera filenames into ones that match your filenaming convention, while maintaining the sequential numbers created by your camera (see figure above).

1. Select a group of items and choose Action > Batch Rename. If you select a single image, the function will not be available.

2. Choose *Date* from the Rename Options drop-down menu.
 3. Click the plus sign (+) button to add another Rename Option. Choose *Filename* in the Rename Options drop-down menu.
 4. In the *Search for* field, enter a text string that you want to replace. In this case, use the string "DSC" (common to digital cameras).
 5. Replace it with a string that follows your filenaming convention, such as subject or photographer's initials.
 6. Case sensitive: Check this box to restrain your search based on the case of the text.
 7. Click the *Rename* button. Now we have turned DSC09851.jpg into a more usable filename: 20051020_sb_nyc_09851.jpg.
- Format Options:** For all batch renames, you can change the case of all text to: lowercase, UPPERCASE or Title Case. There is also options to strip diacritical marks such as accents. For example, you could change "déjà vu" to "deja vu". Stripping diacritical marks from filenames is important for increasing filename compatibility across platforms.

File renaming scripts

- *Rename using Text File* (Scripts > Files): This script uses each line of a text file as a new name for the selected media items.

Troubleshooting file renaming

- Offline catalog items, such as those on CD, DVD or removable drives, cannot be renamed.
- Files that are locked by the operating system cannot be renamed.

Filename compatibility

For maximum portability across Windows, Macintosh, and Unix networks and platforms:

- Limit filename length to 31 characters
- Keep filename extensions, such as .jpg, .gif.
- Use underscores (_) to separate blocks of information, instead of dashes or spaces.
- Format dates in a 6 or 8-digit code. For example, July 21, 2004 should be 040721 (YYMMDD),

Batch rename Raw + JPEG Example 1

Date uses the EXIF Capture Date when renaming digital camera files.

You can adjust the date using various tags:

MM = Month

DD = Day

YYYY = 4-digit Year

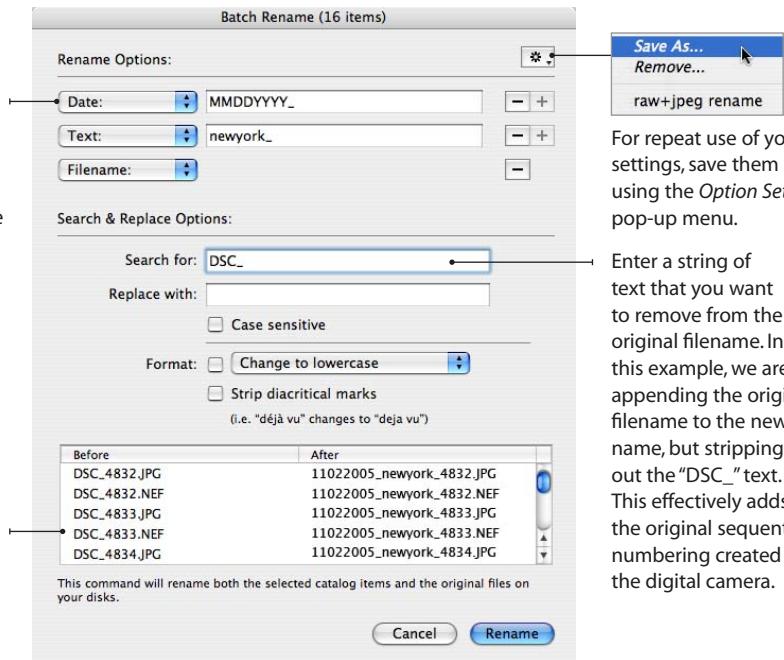
YY = 2-digit Year

hh = Hours

mm = Minutes

ss = Seconds

Preview window shows a list of your files before and after the batch rename.



or 20040721 (YYYYMMDD). This will help keep files sorted in their proper order in the folders on your desktops and removable media.

Batch renaming Raw + JPEG

iView MediaPro 3 does not have a specific function to batch rename Raw+JPEG simultaneously. However, MediaPro's batch rename feature can simultaneously rename Raw+JPEG, if you are willing to use the original sequential numbering created by your digital camera. Here's how it done:

Raw+JPEG, Example 1

1. Import your Raw and JPEG files into a MediaPro catalog.
2. Sort the catalog by filename. This can be done by choosing *Filename* the Sort toolbar menu. Your catalog should now have Raw and JPEG files of the same name next to each other.
3. Select all items in the catalog and choose Action > Batch Rename.
4. Choose *Date* from the Rename Options drop-

Save As...
Remove...

For repeat use of your settings, save them using the *Option Sets* pop-up menu.

Enter a string of text that you want to remove from the original filename. In this example, we are appending the original filename to the new name, but stripping out the "DSC_" text. This effectively adds the original sequential numbering created by the digital camera.

down menu. This function will automatically insert the EXIF Capture Date for digital camera images. MediaPro will display date tags, such as MM-DD-YYYY- hh-mm-ss, which you can reorder and use different separators, such as YY_DD_MM.

5. Click the plus sign (+) button to add another Rename Option. Choose *Text* in the Rename Options drop-down menu.
6. Enter a text string: For example, a string might be a subject, location or the photographer's initials. Use text that will be meaningful to all items being renamed.
7. Click the plus sign (+) button to add another Rename Option. Choose *Filename* in the Rename Options drop-down menu. This function appends the original filename to the new name.
8. In the *Search for* field, enter a text string that you want to remove. In this case, use the string "DSC_" (common to digital cameras). By doing this, we are maintaining the sequential

numbers created by your camera (*see figure above*).

9. In the Preview window, notice that MediaPro is going to rename the Raw and JPEG files in the same manner.
10. Optional: In the upper right hand corner of the batch rename dialog, there is an Option Set drop-down menu. This menu is useful for storing and recalling batch rename options. In this menu, choose *Save as* and name your Raw+JPEG renaming options. This way, you can easily recall these settings on future catalogs.

11. Click the *Rename* button. Now we have batch renamed Raw and JPEG files using the sequential numbering created by the digital camera.

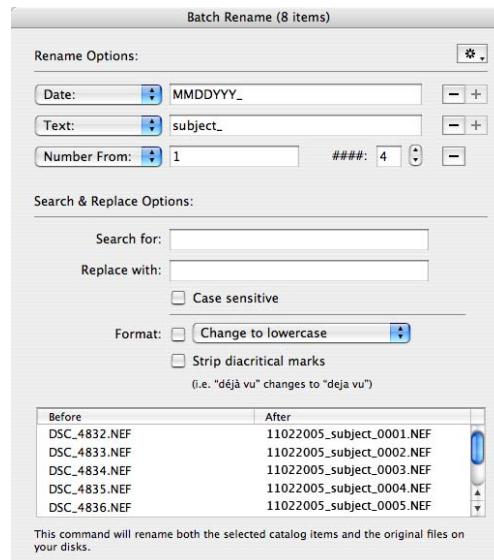
Tip: MediaPro remembers the last increment used in batch renaming and automatically provides you with the next increment for additional batches. For example, if you renamed 50 files, then later added more files that you wish to rename, the *Number From* field would automatically show 51 as starting value for your next batch rename.

Raw+JPEG, Example 2: If you want to create your own sequential numbers when renaming Raw+JPEG files, you will need to run two batches — one for the Raw files and one for JPEGs.

1. Open the Organize Panel. Reveal the *File Type* annotation group in the Catalog Fields index by clicking the arrow.
2. Click on the dot (*see figure right*) next to the number of JPEG files. This will make MediaPro show only JPEG files in the catalog.
3. Select all JPEGs and choose Action > Batch Rename.
4. Add your *Date* and *Text* strings as needed.
5. Click the plus sign (+) button to add another Rename Option. Choose *Number From* in the Rename Options drop-down menu.
6. Define starting increment: An increment is the numeric value that is used to start sequential numbering. For example: if you type "10" files will enumerate: sb10.jpg, sb11.jpg, sb12.jpg, etc.



Filter by File Type: Click the dot next to JPEG in the File Type annotation group in the Organize Panel. This will make MediaPro show only JPEG files in the catalog, making them available to rename. After renaming them, repeat this process, filtering by Raw files.



Batch rename Raw + JPEG, Example 2

(*see figure*).

7. In the field next to the increment, define number of digits for the sequential numbers. For example, if you choose a starting increment of 8 and 3 digits, files will be named: 008, 009, 010.
8. Click the *Rename* button. File renaming should be relatively instantaneous, but might take a few seconds if you are renaming more than a thousand files.
9. Repeat steps 2-8 for the Raw files.

Organizing original files

Move to Recycle Bin (Toolbar): Removes selected files from the catalog and moves the originals to the Recycle Bin. MediaPro does not empty the Recycle Bin. If you change your mind, you can always open the Recycle Bin and move files back to their original location.

Transfer to Folder (Action menu): Gives you three options for copying and moving files.

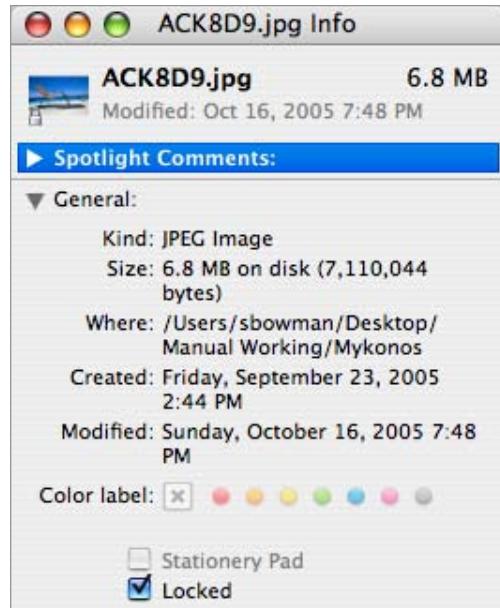
- **Move files:** Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder.
- **Copy files:** Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder.
- **Duplicate files:** Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Folders Panel (Catalog Index). Drag-and-drop any file from your catalog onto a folder in the Folders Panel. This moves the location of a file to a different folder on your computer. The path to the file is automatically updated in the catalog.

Finder Properties: These commands allow you to manipulate various attributes of files that determine how the Finder displays and opens them, as well as the accessibility or visibility of files by other users.

In the Action menu (Mac only)

- **Set Creator:** For changing the 4-character file creator that the media file is associated with. For example, it's useful for changing files with QuickTime creator to a Photoshop creator. This will allow you to double-click the files and open them with Photoshop.
- **Desktop icons:** For easy identification of files within the application or in the Finder, this will replace generic desktop icons with image icons of original files.
- **Media Thumbnails** exports and embeds a small thumbnail into original referenced files outside the catalog. This preview can be read by a number of media editing applications which use built-in thumbnails in their



Finder Properties (Mac OS X): A media file's Finder info, with lock status and icon created by MediaPro.

opening dialog for quick identification.

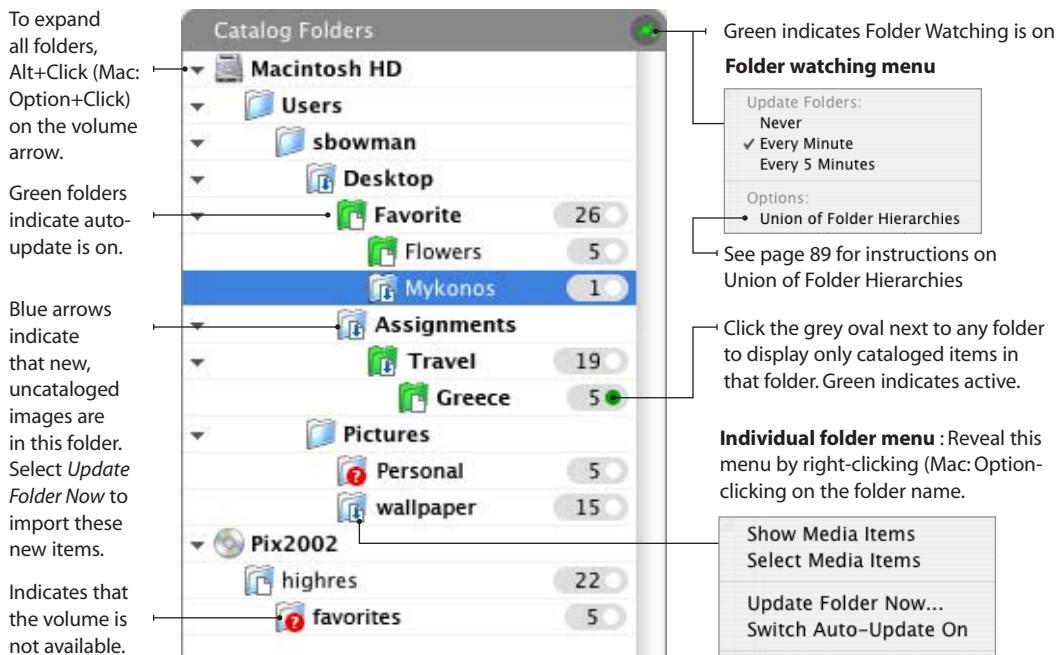
- **Lock Status** will lock or unlock files in the Finder.
- **Delete Resource Fork** will remove the resource fork, which can contain thumbnails, icons and various metadata, from a media file.

In the AppleScript-Files menu (Mac only)

- **Set File Comment** will save the Caption field inside the file's comment field, visible in the Finder and the *Get Info* window of original files. When the operating system indexes your files on the desktop, your media file captions will now be part of your Spotlight search index.

Version Control (Image Editor): This is useful both for individuals and small work groups to browse and track different versions of the same files. This is particularly useful as a backup as well as for reverting to different versions (see section on *Version Control, page 134*).

Catalog Folders: Click the Organize toolbar button to show/hide the Catalog Folders panel (Window menu).



Catalog Folders

MediaPro offers advanced folder management to enhance your workflow and provide direct control over your file system. Catalog Folders is a section of the Organize Panel, which can be shown by clicking the Organize interface button.

Folder watching

Catalog-wide folder watching can be enabled to monitor folders which contain media within your catalog. To enable folder watching, select an option from the catalog folder watching menu — either update folders *Every minute* or *Every 5 minutes*.

When new media items are added to any folder, MediaPro alerts you to the new content (shown by a blue arrow on the folder icon). You can then choose to import these new files directly to your catalog by selecting *Update Folder Now* from the individual folder's drop-down menu.

To turn off folder watching, select *Never* from the catalog folder watching menu.

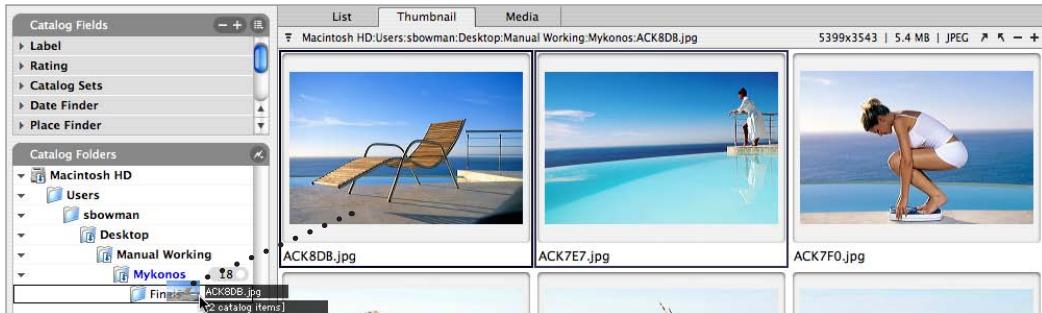
Auto-update folder watching

Auto-update takes folder watching to the next level by automatically importing from selected folders when new media are added.

To enable this feature, select *Switch Auto-Update On* in the drop-down menu of the folder that you want to be constantly monitored. Once new media is added to that folder, and any sub-folder, MediaPro will automatically import those items into to your catalog. Auto-update folders are designated green.

Additional folder functions

Remove folder and its contents: This function in the folder drop-down menu removes a folder and its contents from the catalog but not from



To move one or more files to a different folder on your desktop, drag-and-drop the file onto a folder icon in the Catalog Folders section of the Organize Panel. This operation cannot be undone.

the hard drive.

Reset folder path: This folder drop-down menu feature is useful if you have moved a folder of files to a new location but the catalog still thinks it resides in the old location. This command is much faster than the *Reset Paths* command in the Find menu, but assumes that the contents of the folder in question have not been reorganized.

Display contents of a folder: Click the dot next to the number for each folder, or choose *Select Media Items* in a folder's drop-down menu. This displays the items of the selected folder in the active view, hiding all other files in the catalog. Use the *Show All* function in the Find menu to reverse this feature, revealing all hidden items. Once you have displayed a folder in the active view, you can easily perform batch commands or export functions without affecting the rest of the catalog.

Display a group of folders: Click the dot next to the number for a high-level folder. This will display all items associated with the high-level folder and subfolders. Alternatively, you can display a group of folders by clicking each dot and holding down the Ctrl key (Mac: Cmd key).

Select folder items: To select all media items associated with a folder, choose *Select Media Items* in a folder's drop-down menu. This is useful for selecting items without having to first display the folder's contents.

Direct folder manipulation

MediaPro also offers several features that enable

you to directly use system file operations. Most of these functions cannot be undone, as they directly manipulate files and folders on the desktop.

- *Open Folder* reveals folders and its contents in the desktop.
- *Create sub-folder* will create a new folder on the desktop. You can name it from the Catalog Folders section.
- *To rename a folder* on the desktop simply click on the name in the Catalog Folders list and retype the name.
- *Move Folder to Trash* removes files and folders from the catalog and hard disk. This feature moves files and folders to the desktop Trash/Recycle Bin, but does not empty it.
- *Move files directly around the file system from within the catalog*. To move a file to a different folder on your computer, drag-and-drop the file onto a folder icon in the Catalog Folders section. The media files will be physically moved to the folder selected.
- *Transfer To Folder* (Action menu) gives you three options for copying and moving files: *Move files*: Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder. *Copy files*: Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder. *Duplicate files*: Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Finding and sorting media in catalogs

iView MediaPro offers a number of ways to find and sort media files, as well as related file, media and tag attributes, in open catalogs.

Instant catalog searching

You can search catalogs quickly and directly from the search box in the catalog toolbar. Searching is case-insensitive and includes all annotations (EXIF, IPTC Annotations, Descriptions, etc.), media fields and catalog set names.

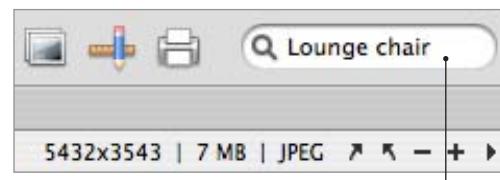
To perform a search, simply type the word or words in the search box and press the *Return* or *Enter* key. Results are presented in the active catalog view.

After you have found your items, use *Show All* in the Find menu to show all the items in your catalog. You can also use the *Show All Items* icon (house) in your toolbar.

Find command

The *Find* command (Find menu) can search more than 50 different media attributes, annotations and custom fields inside your catalogs.

Using the *Find items in* pop-up menu, you have the option of searching the *active or front catalog*, *all open catalogs*, *recent catalogs* or *all catalogs in*



Search box: Type the word or words in this field and press the *Return* or *Enter* key. Results are presented in the active catalog view.

a particular folder. The *Find* command also has the ability to perform compound (a.k.a. Boolean) searches of attributes using "and/or" commands.

To add or subtract search criteria, use the plus and minus buttons in the upper-right corner of the dialog.

Results of your search are defined by the pull-down menu in the lower-left corner of the *Find* dialog box. *Find next* will highlight the first item that meets your search criteria. *Select all* will select items that meet your criteria. *Show all* will hide all items in the catalog that do not meet your criteria. *Show all in a new catalog* will place all matching results in new catalog.

Searches can be saved for later recall in the drop-down menu in the upper-right corner of the *Find* dialog box.

Find items in: Define the catalogs you wish to search.

Add or Subtract search criteria using these buttons.

Save searches for easy access in this drop-down menu.

Boolean commands for compound searches.

Results: Define how you want search results displayed.

Catalog Fields: Find files that match a property (date, media format) or metadata field (events, locations, etc.).

Indicates the number of media in the catalog associated with the attribute or annotation.

Click the dot next to any field term in the Catalog Fields index and the corresponding items will appear in the active view.

List configuration menu: Select Show/Hide Fields... display various media attributes and annotations fields in the Catalog Fields index. This will launch a palette where you can turn fields on or off (below).

Filtering and sorting by metadata

Catalog Fields index - Organize Panel: To find items that match an attribute (date, media format) or annotation (events, locations, etc.), click on the dot next to the field name in the Catalog Field index of the Organize panel (see figure above). This will make the corresponding items appear in the active view of the catalog. When a catalog is being filtered to show only items assigned to a field, the dot will turn green.

Use the Catalog Fields index list configuration menu to show or hide various media attributes and annotations that you can use for sorting functions in the Organize panel (see figure above).

Sort (Toolbar icon) lets you view and sort files by more than 25 attributes and annotations, including custom fields. iView MediaPro can also shuffle files randomly for slide show viewing. The *Default* option returns the organization of items to that of the last saved version of the catalog.

Show Labeled (Find menu): Show only those

	List	Thumbnail	Media
	File Name	File Size	File Type
	ACK7C5.jpg	5 MB	JPEG
	ACK7CD.jpg	4.9 MB	JPEG

Click to invert sort order of items in catalog.

Click the label of each column to sort items by that attribute. Click the label again to invert the sort order.

items that have been marked with a color label in your catalog. Labeled items can also be sorted by each label using the *Label* section of the Catalog Fields index. The *Show Labeled* option is also available in the Slide Show controller.

Show Rated: (Find menu): Show only those items that have been marked with a star rating in your catalog. Rated media items can also be sorted by each rating using the *Rating* section of the Catalog Fields index.

List View: To sort the catalog according to various attributes and annotations, click the corresponding label in the Header bar above the media viewing area. To invert the sort order, click the arrow on the far left of the header bar. Use *View Options* (Window menu) to show or hide up to 10 media attributes and annotations in the Header bar.

Filtering by sets and folders

Filter by a set: Click the dot next to any set or container name in the Catalog Index. This displays the items of the selected set in the active view, hiding all other files in the catalog.

Filter by folders: Find files by their location on your computer or removable disks, by clicking the dot next to the appropriate folder name in the Catalog Folders section of the Organize Panel. The corresponding files will appear in the active view.

You can also display a group of sets or folders by right-clicking (Mac: Option-clicking) each folder or set name and selecting *Show Media Items* from the drop-down menu.

Filtering options: After selecting one field in the Organize Panel, hold down the Ctrl key (Mac: Cmd key) and click on another dot to show the union of both fields in the media viewing area. This is the same as using the Find command to search for one criteria plus another criteria. For additional information on filtering sets and folders using a union or intersection of terms, see the next page.

Other sorting options

Show Similar Items: Use this function in the Find menu to display media items with similar visual appearance, or with similar file names.

You may have to experiment with the *Matching* settings to get optimal results. Check *Match selected items only* to find media in the catalog similar to the items selected.

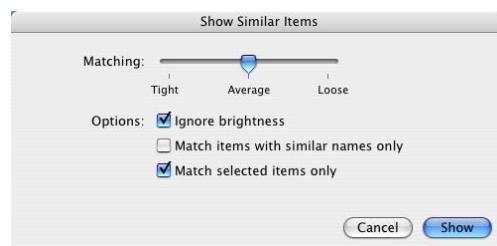
Show Last Import: This is useful if you are downloading multiple media cards and you need to view only items from the previous import.

States: As you search, sort and organize your

Filter by a set: Click the dot next to any field term or folder in the Organize Panel and the corresponding items will appear in the active view.



Hold down the Ctrl key (Mac: Cmd key) and click on another dot to show the union of both fields in the media viewing area.



Show Similar Items: Use to find media with similar visual appearance or with similar names.



State Arrows: As you search, sort and organize your catalog, certain files will become hidden. To restore your catalog and view all files, click on the Home (*Show All Items*) toolbar icon. Or you can use the state arrows to navigate back and forth among various states that your catalog has shown during the searching and sorting process in the Organize Panel.

catalog, certain files will become hidden. To restore your catalog and view all files, click on the Home (*Show All Items*) toolbar icon. Or you can use the state arrows to navigate back and forth among various states that your catalog has shown during the searching and sorting process in the Organize Panel.

Filtering by multiple terms

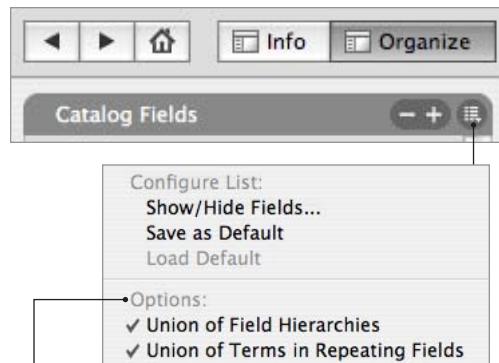
There are several ways to use the Organize Panel for complex catalog filtering and sorting using multiple metadata terms.

Intersecting terms

To display media items that are tagged with two metadata terms, do the following:

1. Open Organize Panel, and expand the *Keywords* group.
2. In the List Configuration drop-down menu at the top of the Organize Panel, ensure that there is not a check mark next to *Union of Terms in Repeating Fields*. This drop-down menu is accessed by clicking on the dark gray circle at in the Catalog Fields label bar (see figure right).
3. In the area for the “keyword A”, click on the gray oval to right of the keyword name which contains the number of catalog items associated with that keyword. When you click this gray oval, a green dot should appear and the items associated with that keyword should be displayed in the active view.
4. Holding down the Ctrl key (on Mac: the Command/Apple key) and click on the gray oval next to the keyword you want to “intersect” with “keyword A”. In this example, this would be “keyword B.” A green dot should appear in the gray oval for this keyword as well.
5. What should finally be displayed is only images that have both keywords, “keyword A” and “keyword B”.

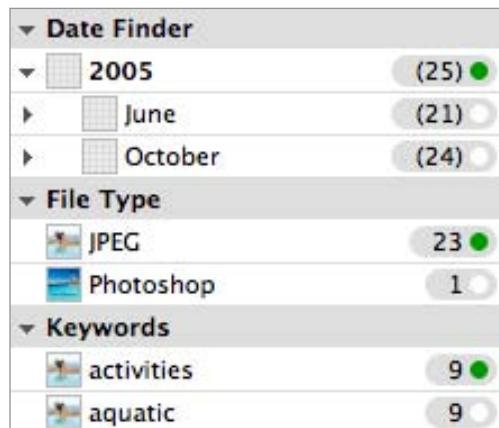
Note: The *Union of Terms in Repeating Fields* function only applies to metadata fields that have multiple terms. These are: *Keywords*, *Categories*, *Contact (People)*, *Scenes* and *Subject Codes*. Otherwise, all selections in the Organize Panel that span multiple metadata fields or groups will be intersections. For example, if you clicked on the JPEG file type, the year 2005 in the Date Finder and the keyword “activities” the result would be an intersection of those terms (see figure left).



Catalog Fields configuration menu: Use this menu to change the way the Organize Panel sorts and displays media items in the catalog. Checkmark indicates active.



Union vs. Intersection: When the *Union of Terms in Repeating Fields* option is turned on, MediaPro will display all media items associated each term. In this example, all items with the keyword chair, and all items with keyword woman will be displayed. If the *Union of Terms in Repeating Fields* option is turned off, then only the media items that have both chair and woman will be displayed.



Intersection: The results of all selections spanning multiple metadata fields or groups in the Organize Panel will be displayed as an intersection of those terms.

Union of terms

To display all media items that have the “keyword A” and all media items that have the “keyword B”, repeat the intersection instructions, but instead, place a check mark in front of *Union of Terms in Repeating Fields* in the Organize Panel’s List Configuration menu. You do this by simply selecting those words in the List Configuration menu.

Handling a hierarchy of terms

In the Organize Panel, some metadata fields have terms displayed in a hierarchy. These include *Catalog Sets*, *Catalog Folders*, *Date Finder* and the *Place Finder*.

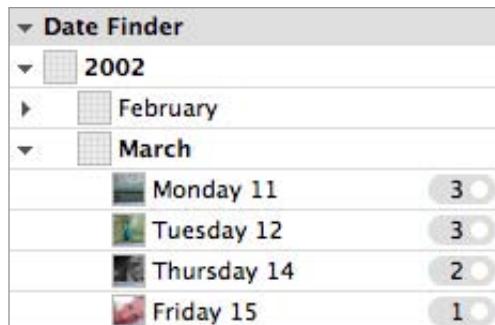
There is a key option, *Union of Field Hierarchies*, in the Organize Panel’s List Configuration menu that will govern how you can interact with these term hierarchies.

If the *Union of Field Hierarchies* option is not turned on, the Organize Panel will only display the number of media items associated with the each level of any hierarchical metadata group, including *Catalog Sets*, *Catalog Folders*, *Date Finder*, and *Place Finder*. When this option is not turned on, higher levels of a hierarchy cannot be used to filter a catalog (see figure A).

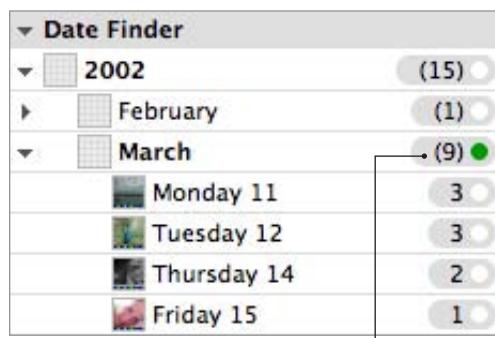
If the *Union of Field Hierarchies* option is turned on, the higher levels of any hierarchical metadata group in the Organize Panel will display the aggregate number of media items associated with any sub-levels of the hierarchy. In figure B (right), the number 9 in parentheses represents the number of all items associated with the dates in March.

In some hierarchies, such as Catalog Folders or Catalog Sets, there will be two numbers displayed (see figure C). The first number represents the number of cataloged items that are stored in that folder or set. The number in parentheses represents the number of cataloged items stored in all sub-folders or sub-sets.

You can turn on the *Union of Field Hierarchies* option for Catalog Folders in the Folder Watching menu at the top of the Catalog Folders pane.



A. Without hierarchy option: If the *Union of Field Hierarchies* option is not turned on, the Organize Panel will only display the number of media items associated with the each level of any hierarchical metadata field, including *Catalog Sets*, *Catalog Folders*, *Date Finder*, and *Place Finder*. When this option is not turned on, higher levels of a hierarchy cannot be used to filter a catalog.



B. With hierarchy option: If the *Union of Field Hierarchies* option is turned on, the higher levels of any hierarchical metadata group in the Organize Panel will display the aggregate number of media items associated with any sub-levels of the hierarchy. In the example above, the number 9 in parentheses represents the number of all items associated with the dates in March.



C. Folder hierarchy: The first number represents the number of catalogued items that are stored in that folder. The number in parentheses represents the number of catalogued items stored in all subfolders.

Finding original files

Show Media File (Toolbar) reveals the location of the selected media item(s) on the desktop.

Find Duplicate Items (Find menu) searches for similar or duplicate files, allowing you to set the level of similarity (tight or loose). Additional options: *Ignore brightness* is good if you want to exclude image brightness quality. *Compare items with similar names* is useful for imports of images from digital cameras that reuse file names, which can conflict with a previous import.

Duplicate results are presented in the open catalog, hiding all other items. This allows you to identify and compare items, side by side, and rename or discard them. Afterward, use *Show All* in the Find menu to reveal hidden items.

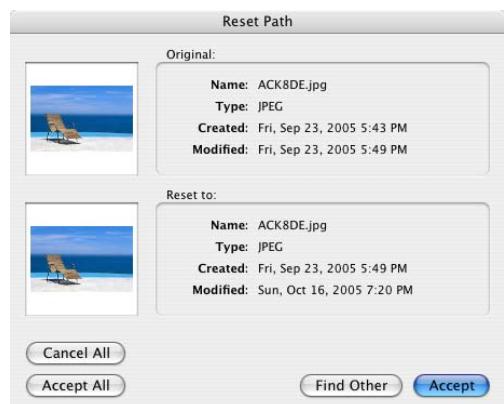
Find Missing Items (Find menu) searches for broken links to media files and highlights all unmounted or missing items in the catalog. You can then remove them from the catalog or search for them in a specific directory.

MediaPro stores the path of the original file and can detect if the file has moved in a relative path. If the file name has changed, the file or folder has moved, or the file, folder or volume is no longer mounted, the full size image in Media View will no longer be available and an error message appears in red text in the Header bar.

The thumbnail and annotation data is kept in the catalog but the path to the full size image, movie, or sound is no longer correct. To rectify this, you can use the *Reset Paths* dialog (Find menu) to amend the file paths.



Restoring the catalog: After you sort a catalog, use the *Show All Items* icon in your toolbar to reveal hidden files.



Reset Paths dialog, once results have been found.

Reset Paths (Find menu) allows you to reassign or modify the path, for one or more items. Using the dialog, navigate to and select the folder or directory where the file(s) now reside. MediaPro will display each file in a window for you to confirm each file's path restoration. If you have a group of files, and you are certain that all the new paths are correct, you can use the *Accept All* button in to avoid having to confirm each to new path.

However, if you have simply moved or renamed an entire folder or disk, it is much faster to use the *Reset folder path* command in Catalog Folders pane of the Organize panel (see page 83).

Slide Shows

iView MediaPro enables you to view or project a slide show presentation with your photographs, movies and audio soundtracks.

Slide show basics

- To start, click the Slide Show button in the toolbar.
- During the slide show, click the *Escape* (ESC) key or double-click to exit.
- The slide show is controlled via the floating controller, which you can display or hide by pressing the *Enter* or *Return* key.

Audio: MediaPro slide shows can contain a single (background) audio channel. Sound items included in a catalog are always queued into the audio channel. If you place an audio file at the beginning of a slide show of images, it plays during the presentation.

Video: MediaPro slide shows can display up to 16 video channels. All media types (including images, movies) are played in one or more video channels depending on your grid selection.

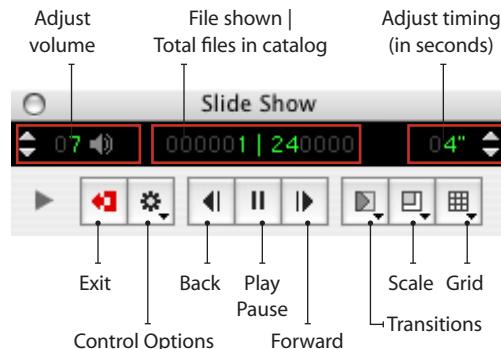
Grids are the arrangement of video channels, in full-screen, quarter-screen or a variety of other options. Unless you are using a computer with a powerful processor, using the slide show with more than one video channel will place considerable strain on your machine and degrade playback. Experiment with *Half* or *Quarter* video channel grids first before choosing more complex grids.

Use the *Grid* drop-down menu of the slide show controller to change grid styles. There might be a slight delay when changing grids while MediaPro loads the media.

Timing: MediaPro lets you specify how long still images will appear, however movies always appear for their full duration. To adjust the timing of images (in seconds), use the up/down arrows next to the green number on the right hand side of the controller.

Transitions: MediaPro offers several options

Slide Show controller: Use the *Enter* or *Return* key to hide or show the controller.



to adjust the transition effect between images. There are 10 different transition effects, such as *Cross Fade*, *Barn Horizontal* and *Radial* wipes, as well as a *Random* effect option.

Effects defined in the *Transitions* drop-down menu of the slide show controller apply globally to all images of the slide show.

Size of Media: Use the *Scale* drop-down menu of the slide show controller to adjust the size of media on screen. You can also enlarge or reduce the size of your images with the *Zoom In/Out* keyboard shortcuts (+ and -). This setting will apply globally to all images of the slide show.

Slide show controller

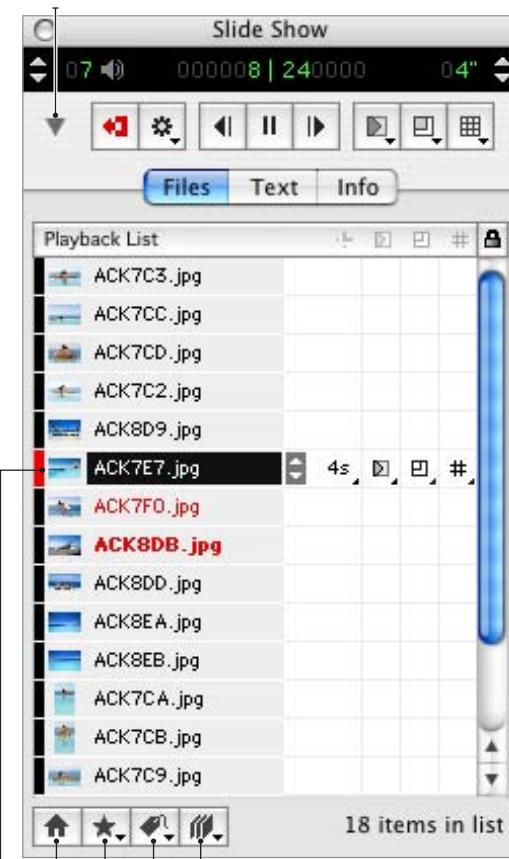
The slide show controller palette allows you to adjust presentation options during a slide show. To show the controller, press *Enter* or *Return*.

This palette is also useful for running presentations on a second screen or projector. If you use multiple monitors, position your catalog inside the monitor you want to use for the slide show. You can start the presentation on that monitor and keep the controller on the other one.

If you are not using two monitors, displaying the slide show controller on top of the slide show stage will impair viewing.

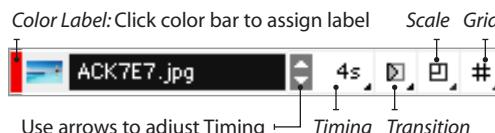
Slide Show controller: Files panel.

Use this arrow to show or hide advanced options.



Show All Items
restores the slide show list to show all items. Available after filtering by labels.

Each media file can have individual Timing, Transition, Grid and Scale settings. To define one of these settings, select the file in the list and make a selection from a drop-down menu in any of the four columns to the right of the file name (See figure below).



Use arrows to adjust Timing Timing Transition

Slide Show controller: Info panel.

Use these arrows to flip through the various pages of information. This area shows all available annotations, metadata and descriptions. The amount of information varies for each file.

Playback Settings

- Interactive:** Using this option enables you to use the forward/backward arrows of your keyboard to manually advance or go back in your presentation. The up/down arrows work the same as forward/backward arrows.
- Continuous:** This is the default for MediaPro slide shows. Images will appear on screen for the specified duration, then automatically advance to the next image. Movies will appear on screen for their full duration, then automatically advance. You can use the spacebar to Pause/Play a slide show in *Continuous* mode. Also, the forward/backward arrows will manually override the pace of your presentation.

- *Random*: MediaPro will randomly choose images and movies to present on screen.

Stage Settings

- *Set background color*: Change the background color of slide shows. The default is set to black.
- *Draw margin between media* will add a few pixels of background color to help separate items from each other in multi-file grid arrangements.

Other Options

- *Play voice annotations* will play any attached voice annotation whenever a media item is loaded.
- *Play sound from all movies* plays all the available movie audio tracks simultaneously. This option is only useful when you intend to play multiple movies in a grid arrangement. If this feature is disabled, MediaPro plays the background sound channel, as well as the active movie soundtrack.

Slide show options

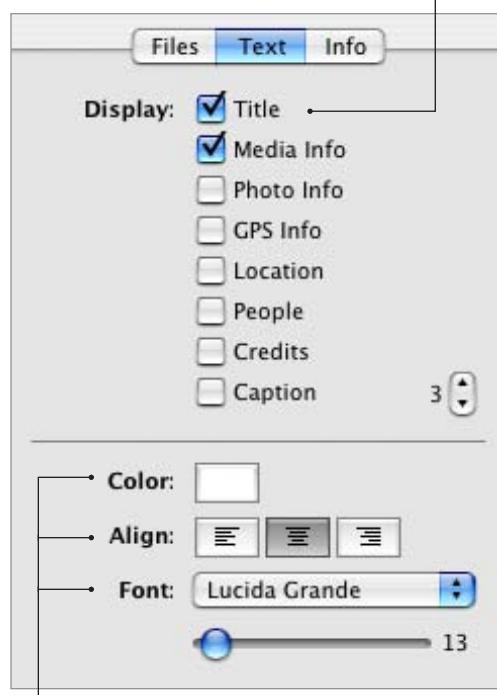
The setup features and options can be set prior to running the slide show, using the *Slide Show Options* dialog in the Make menu. This dialog box, as well as the Controller, allows you to set the following options:

General Options

- *Duration* is the flip speed in seconds for each slide. (In the Controller, the duration can be adjusted using the up and down arrows on the top right hand corner of the window.) The duration applies only when the slide show is run in non-interactive mode. Note that movies and sounds default to their own duration. The duration can also be over-ridden by timings set for individual media items.
- *Color*: Change the background color of slide shows. The default is set to black.
- *Transition*: The current version of MediaPro offers a basic set of QuickTime effects which

Slide Show controller: Text panel.

When the *Title* annotation is not available, MediaPro will show the *File Name* instead.



Choose text color, alignment, font and size by clicking on the options.



Text options enable you to display a variety of media information beneath the image.

can be used during slide show media transitions. The duration of the transition effects (1 second) is currently fixed. This setting will effect all media items, unless individually defined (see *Timings*).

- *Media Scaling* lets you control the scale or size of media items. You can set this option before or during an active slide show.

Stage Options

- *Stage Grid*: The slide show can run the standard full screen or you can divide the screen into several video channels, from half, quarter, sixteenth, to a range of different cell arrangements.
- *Custom Grid* (Mac only): Click this button to design a custom slide show grid template.

Playback Options

- *Interactive* (or click mode), allows the user to click the mouse, use the space bar or arrow keys to advance to the next media item in the slide show. In this mode, the pause button changes to a mouse icon. Switch this option off to run the slide show using timers.
- *Continuous* mode runs slide show presentations in a loop, restarting automatically from the beginning of the catalog when the slide show has finished. This mode is useful for kiosk or exhibition presentations.
- *Random*: MediaPro will randomly choose images and movies to present on screen.

Other Options

- *Margin between grid cells* will add a few pixels of background color to help separate items from each other in multi-file grid arrangements.
- *Play voice annotation* will play any attached voice annotation whenever a media item is loaded.
- *Play sound from all movies* plays all the available movie audio tracks simultaneously. This option is only useful when you intend to play multiple movies in a grid arrangement. If this



Slide Show Options: Make menu



Slide Show Example: Uses a *Quarter* grid and displays *Photo Info*. Ideal for photographers to compare results.

feature is disabled, MediaPro plays only the background sound channel, as well as the active movie soundtrack.

- *Fade In* fades the start and end of shows.
- *Show controller* will display the slide show controller during the slide show. Use the Esc or Return keys to hide the controller.

Keyboard shortcuts

MediaPro offers a complete set of shortcuts for keyboard and mouse navigation of slide shows. See page 144 for a list of these shortcuts.

Save Slide Show as Movie: Available from the *Make* menu

Quality

Use this pop-up menu to define the level of compression applied to the exported movie.

QuickTime Player

These options will embed information that will instruct the QuickTime Player how to handle the movie.



Dimensions dropdown menu allows you to choose from a list of pre-defined set of industry-standard sizes.

Save a slide show as a QuickTime movie

MediaPro provides the option to save a slide show as a QuickTime movie, so you can distribute a catalog of images as a movie (with transitions and timing) without the MediaPro application.

A QuickTime movie can be played using Apple's QuickTime Player on both Mac and Windows computers.

Slide shows can be saved with any grid, as well as generic and individual transition effects and timings. To create a QuickTime movie slide show, choose *Save Slide Show as Movie...* in the *Make* menu.

In this dialog, you can define the movie dimensions or choose from a pre-defined set of industry-standard sizes. To control the background color, global slide duration (timing) and transition effects, use the *Slide Show Options* dialog in the *Make* menu.

MediaPro offers a range of playback options when running QuickTime Player. For instance, click the checkbox to switch on *Auto-Start* and *Full Screen Mode* options to have your movie played back in full-screen mode automatically when you double-click the movie file on the desktop.



Exported QuickTime Slide Show presentation: If you choose to include the chapter track, QuickTime places file name and places it in a pop-up menu.

If you select *Include chapter track*, QuickTime will display each file name in a pop-up menu below the movie (see figure above).

Making slide shows faster

In most cases, two factors affect the speed of slides shows: grids and media file size.

Grids: Unless you are using a computer with a powerful processor, slide shows with more than one video channel will place considerable strain on your machine and degrade playback. Experiment with *Half* and *Quarter* video channel grids first before choosing more complex grids.

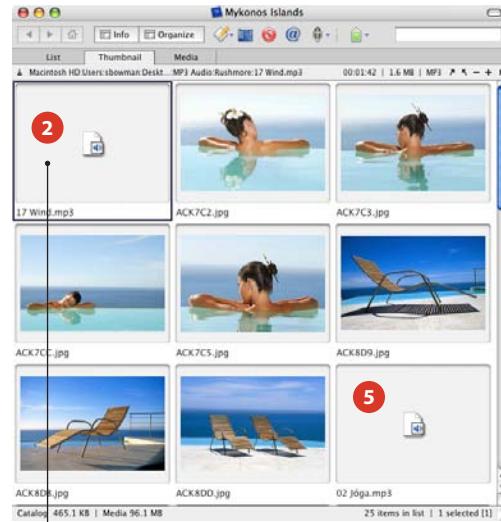
File Size: On computers with slower processors, a slide show of 20 MB image files will run much slower than a slide show with 1 MB image files. What slows MediaPro down is not necessarily the file size, but the actual dimensions of the media. With larger dimensions, MediaPro has to dynamically shrink the image to fit the screen. If the image is the same shape as the screen (4:3 proportion) the delay isn't too noticeable. But for portrait images (vertical), the delay can be a few seconds.

Slide shows on slower computers: If you are having display or audio issues with your slide show, it may be asking too much of your computer's processor or video card.

One solution is to create temporary copies of your images that are optimized for fast on-screen display. You can do this by using *Convert Image Files...* in the Make menu. Here are the parameters that help:

- **Size:** Match your screen dimensions (for example, 1024x768). That way MediaPro won't have to resize the image.
- **Setting:** Match your monitor's color depth, such 16-bit or 24-bit (Mac: *Thousands* or *Millions*). This will reduce processor usage.
- **Resolution:** Use 96 dpi (Mac: 72 dpi), same as your screen resolution.
- **File format:** Select an uncompressed format, such as Bitmap (BMP) or PICT instead of JPEG. This way the image file won't have to be decompressed on the fly, during the slide show.

Create a new catalog with the converted images and your slide show will be amazingly fast.



To add a background soundtrack, place an audio file as the first file in your catalog.

Adding a soundtrack to a slide show

Use the following instructions to add a background soundtrack to your slide shows:

1. Create a catalog of images and movies, then organize them in the order you want them to appear in the slide show.
2. Place an audio file (MP3, AIFF, etc.) as the very first file in the catalog.
3. Make sure the audio file is selected and then start your slide show. The music will continue to play throughout the slide show.
4. When you quit the slide show (ESC key), the song will automatically fade out.
5. If at any point you want the slide show to switch to a different song, just place an audio file at that point. MediaPro will automatically fade from the old song to the new one.
6. If you have *Play sound from all movies selected* (in the *Slide Show Options* of the Make menu), MediaPro will also play any soundtracks in your movies, reducing the volume of the background soundtrack for the duration of the movie.

Export Features

iView MediaPro can export and convert your media files in a variety of ways, by selecting options from the Make menu.

HTML Gallery

With this export function, you can output a catalog of images and movies as a web site. Photographers, illustrators and designers can use this option to easily create a portfolio web site of their work. QuickTime movies can also be exported to HTML galleries.

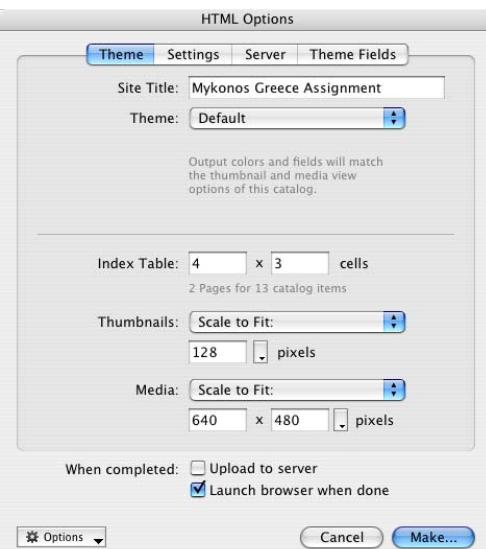
Typically, an exported HTML gallery looks similar to the Thumbnail and Media Views of your catalog. It contains an table of thumbnails which, when clicked in a web browser, will take you to a larger image.

iView MediaPro offers you two options when you create HTML galleries:

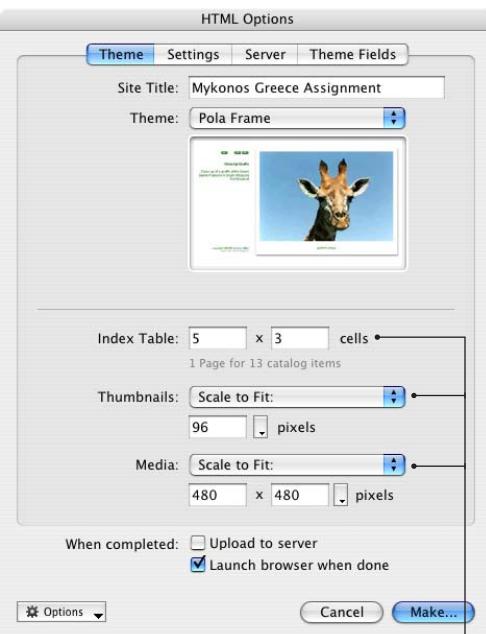
1. You can use a default theme to create a web site based on the *View Options* of the Thumbnail and Media Views in your catalog. Or you may use any of the visual themes provided with the application.
2. You can use your own Themes, which can be created before exporting and saved inside the user-defined Plug-Ins > HTML Templates folder (see page 5). iView MediaPro uses a different template for the index and media views of your gallery, and offers a rich vocabulary that can be used to extract catalog information (fields, thumbnails, etc.), as well as a high-level tags for navigation, date, time, etc. Creating themes requires HTML editing skills. To learn more about creating themes and templates, see page 102.

Create a gallery

1. Launch an iView MediaPro catalog of photos, illustrations, movies or any media file that can be distributed on the web. MediaPro will export only the visible items in the catalog. So make sure the items you want to export are



HTML Options: Theme panel, with Default chosen



HTML Options: Themes have pre-defined table grids, thumbnails and media sizes. However, you can customize to your liking by modifying these fields.

Index Page

Site Title

Index page links: The number of thumbnails (across and down) that appear on an HTML Index page.

Thumbnails: All of these images are automatically hyperlinked to their respective media pages.

Index Table: The number of thumbnails (across and down) that appear on an HTML Index page.

File Name

Tip: To reduce the loading time of your web pages, try to include less than 25 images on a single index page. Also, you might try a smaller thumbnail size.

In some themes, the gallery's creation date is added automatically.

Media Page

Navigation: On Media pages, the web site viewer can advance through the gallery using the previous/next links, or they can return to the Index page of the gallery. In some themes (like the one shown left), icons can be used in place of these links.

Media size: is defined by the theme chosen. Each theme's media page template has HTML Engine Directives that define media image size.

Media info: If included in the theme design, descriptions and associated metadata (such as EXIF or IPTC fields) can appear on Media pages.

Lounge chair by the pool in Mykonos, Greece.
Date taken: 7/21/05
© Copyright 2005. Alamy, www.alamy.com

displayed in the media viewing area before you create the gallery. When ready, choose Make > HTML Gallery.

2. Choose a Theme: In this dialog, you can define what your web gallery will look like.

Site Title: This text will appear at the top of the index page in your gallery. If you don't want a title, leave this field blank. Some themes do not require a site title.

Index Table: Customize how many thumbnails, across and down, will appear on the Index page in a gallery.

Theme: Choose from a selection of preset themes or use *Default* to create your web site based on the *View Options* of the Thumbnail and Media Views in your catalog. If you use *Default*, make sure to choose the desired index table, Thumbnail and Media size options. All other themes have pre-defined tables and media sizes that are designed for optimal output. You can change the options, however some themes are written to work with specific defaults and altering those would produce odd results. If a produced HTML gallery looks incorrect try remaking it with the default settings.

3. Adjust your Settings

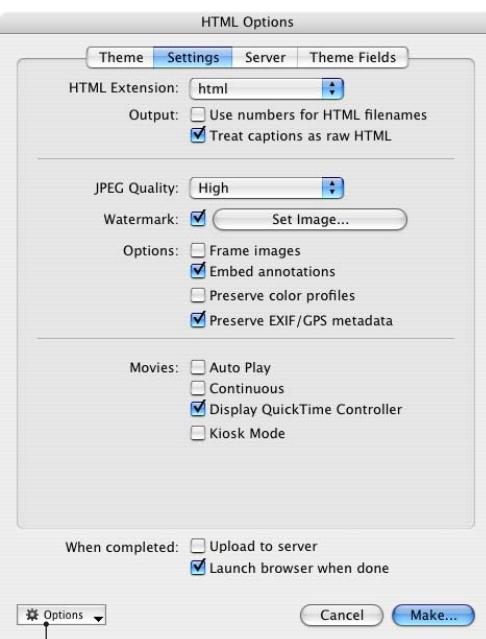
HTML Extension: Defines the suffix of the HTML filenames. Options include: htm, html, shtml, asp, php, xml.

Output: *Use numbers for HTML filenames* uses a numerical increment (1,2,3...) for HTML filenames instead of the media filename. *Treat captions as raw HTML* enables you to use HTML code, such as ``, in the *Description* annotation field.

JPEG Quality: Choose the level of compression applied to thumbnails and media images. MediaPro now offers the option to set a custom target size for exported images. If you choose a target file size, MediaPro will dynamically adjust the compression level in order for the exported images to meet or be less than the target size.

Watermark: MediaPro exports images with a visual watermark — a secondary image which

HTML Options: Settings panel



For repeat use of your settings, save them using the *Options* menu. This is useful if you have alternate settings using the same theme.

is overlaid on the primary image. See instructions for using watermarks on page 101.

Frame images: Choosing this option places a 1 pixel black border around each exported thumbnail and media image.

Embed annotations: MediaPro will embed all IPTC/XMP Core annotations into each exported image.

Preserve color profiles: MediaPro will embed the ICC color profiles into each exported thumbnail and media image.

Preserve EXIF/GPS metadata: MediaPro will embed the EXIF and GPS digital camera metadata into all exported media images.

Movies: These options adjust the properties of QuickTime movies on Media pages. *Auto Play* will automatically play a movie, once it's loaded

in a browser; *Continuous* will make the movie play in a loop; *Display QuickTime Controller* toggles the standard QuickTime controls for a movie on and off. *Kiosk mode* hides the options to save movies and change QuickTime settings from within a browser window.

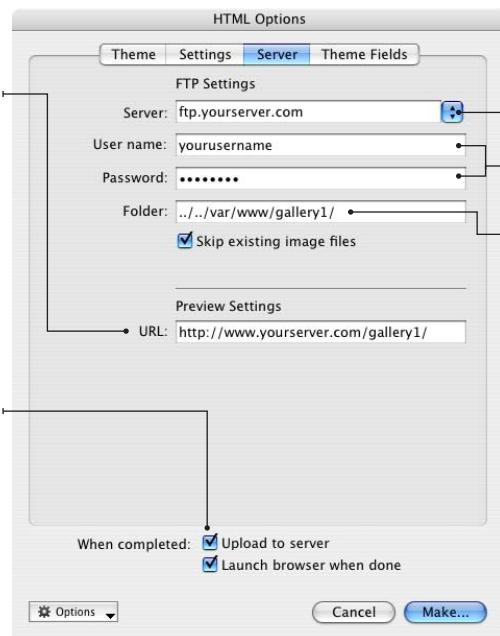
4. Define FTP Server Settings: MediaPro can now upload (or FTP) exported web galleries without using third-party software. This panel provides you with the options to define the FTP server address, user name, password and the directory that you want the gallery uploaded to. You can also define a preview web address (URL) that will launch in a browser when the upload is complete.

5. Enter Theme Fields: Some themes have variables that you can enter in this panel. For example, you might have a generic theme for your professional assignments. This theme might have special theme fields for you to enter the client's name, job number and assignment details. This information will then appear on the exported web pages.

FTP Server Settings

Preview: In this field, write the complete URL for the exported gallery. Make sure that you have typed the same upload folder name that you designated in the *Folder* field.

Upload to server: In order for MediaPro to upload an exported gallery, the *Upload to server* box must be checked.



6. When completed: Before creating your gallery, there are two final options to review. In order for MediaPro to upload an exported gallery, the *Upload to server* box must be checked. Check *Launch browser when done* to have MediaPro launch the exported web gallery in the system's default web browser.

7. Create: After defining your settings, click *Create*. The amount of time it takes for iView MediaPro to create a gallery can vary depending on the number of images, their original size and the export size. The gallery will launch in your web browser after export, if that option is selected.

8. Optional - Upload to server: Once MediaPro has exported the gallery, a dialog will display saying "Gallery build is completed. Do you wish to upload (X) files to the server?" Click OK, and the progress bar panel will display the progress of each file as its being uploaded to your server. The number of files to be uploaded may seem like a lot, but many of them are small (such as thumbnails) and will upload quickly.

Server: Enter the FTP address for your server. For example: ftp.ourmedia.org. As various servers are defined, they are stored in this drop-down menu for later reuse.

Enter the user name and password information for your FTP server.

Folder: In this field you are defining two pieces of information. First is the path to the web root directory of your account on the server. The second component is the directory for your gallery. If you do specify a folder that does not already exist MediaPro will create it.

... /var/www/gallery1/

Path to root Folder for upload

Skip existing image files: Check this box if you have already uploaded your gallery images and are simply reuploading the HTML.

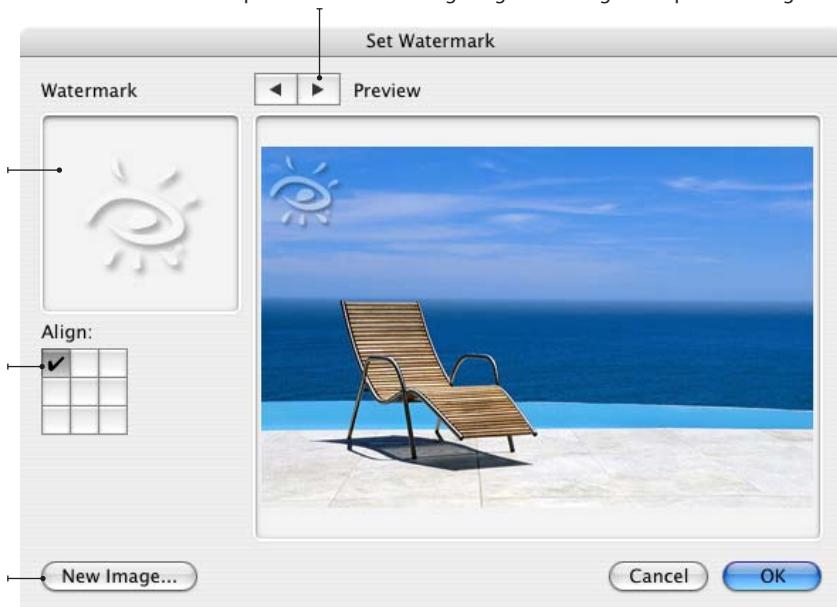
Set Watermark:

The preview of the watermark and the image will be blank until a watermark image is assigned.

Preview of currently assigned watermark.

Align: Click any of these boxes to adjust the relative alignment of the logo, where it will be overlaid on the exported image. The watermark is shown to scale in the *Preview* window to the right.

Use buttons to select the previous or next catalog image as the alignment preview image.

**Watermark HTML images**

iView MediaPro exports HTML images with a visual watermark — a secondary image which is overlaid on the primary image, and provides a means of protecting the image. This is not the same as digital watermarks which are implemented algorithmically and are designed to be invisible.

Create and set a watermark

1. Launch Adobe Photoshop, or alternate program which can create a TIFF file with a transparent background. MediaPro will accept the TIFF, PSD, JPG, PICT, PNG, BMP, GIF formats. Note that the JPG format does not support transparency. iView recommends TIFF for optimal results.
2. Create a new file. For this example, say it is 200 pixels wide and 50 pixels high. Make it RGB with *Background Contents* set to *Transparent*.
3. Choose the Type tool and type something with color set to Black.
4. Choose *Save*. Select TIFF as the format. There is no need to save alpha channel or layer info.

5. In the next dialog, choose your desired compression and check *Save Transparency*.

6. Return to MediaPro's HTML Settings panel, and in the Set Watermark dialog, select your TIFF file by clicking the *New Image...* button.

Watermark options

The previous instructions will create an overlay where the logo's color is opaque (such as 100 percent black or white).

To alter the logo color's opacity and give it a transparent quality, adjust the layer's opacity in Photoshop to somewhere between 50 and 90 percent. To make it a little jazzier, as in the example shown above, add following after Step 3:

- a. Add a *Drop Shadow* filter.
- b. Set filter color to white or black, or whatever color desired.
- c. You can adjust the opacity in the filter dialog to 75 percent for transparent quality.

Using a drop shadow will ensure your watermark is readable even if it falls in dark or light parts of an image.



FTP progress: The progress bar panel will display the progress of each file as its being uploaded to your server.

Creating themes and templates

iView MediaPro introduces themes to help organize HTML gallery templates. A theme is simply a folder containing Index and Media HTML templates. By storing both templates in one folder it is much simpler to share a new gallery design with others users.

A theme folder also contains an Assets folder for related HTML graphics and an image used as a preview of the theme in the HTML export dialog.

MediaPro templates are normal HTML pages, that may contain one or more field phrases that get replaced with catalog content (such as annotations) during the export process. The example at right is a simple HTML template which contains three MediaPro field phrases: (iView:Catalog), (iView:Media) and (iView:Filename).

During export, all three phrases get replaced by the catalog name, the media image and the image file name respectively.

To learn more about creating themes and templates, refer to the *About Templates* document in the application's *Documentation* folder.

A good way to learn is to make a copy of an existing template, rename it, and modify different fields or the design. Modifying theme templates requires a modest knowledge of HTML. You can learn more about HTML from a basic HTML handbook or by reading tutorials on the Web.

HTML Template components:

Templates: Typically, each theme requires a template for both index and media pages. The

Basic Index template code

```
<html>
  <head>
    <title>(iView:Catalog)</title>
  </head>
  <body>
    <p>(iView:Catalog)</p>
    <p>(iView:Index)</p>
    <table>
      <tr>
        <td>(iView:Preview)</td>
      </tr>
    </table>
    <p>Made with iView MediaPro</p>
    <p>(iView:Date)</p>
  </body>
</html>
```

Template: This basic Index page template would be one component of a typical HTML theme.

Basic Media template code

```
<html>
  <head>
    <title>(iView:Catalog)</title>
  </head>
  <body>
    <p>Simple Media Template</p>
    <p>Image:</p>
    <p>(iView:Media)</p>
    <p>File name:</p>
    <p>(iView:Filename)</p>
  </body>
</html>
```

Template: This basic Media page template would be one component of a typical HTML theme.

index page template displays the media in your catalog much like the Thumbnail View. The Media page template is specific to a single catalog item and typically contains a larger image and/or information regarding that catalog item.

Tags: Tags are a rich vocabulary that control a range of functions from media rendering and page structure to navigation and extracting and repurposing metadata information. (See examples of HTML tags at right).

Most MediaPro tags are substituted by a single number or piece of text taken out of the catalog data. Simply place any text-based tags (*iView:xxx*) anywhere into an HTML page and it will get substituted with appropriate content.

To learn more about tags, refer to the *About Templates* document in the application's *Documentation* folder.

HTML Engine Directives: The size of images on Index and Media pages are now controlled in the theme using these new tags. Thumbnail tables are also controlled by directives. When a theme is selected in the HTML export dialog, MediaPro will populate the appropriate fields with the directive's values.

Theme Fields: Theme fields are a variation on HTML Engine Directives. These template instructions essentially create user-defined fields for text that can be entered by the gallery creator before export. See next page for an example of the Theme Fields dialog.

Structure for theme folders: Each theme has its own folder which contains the Index and Media templates as well as an Assets folder. A preview JPEG of the template, called *about.jpg*, is optional. This image is displayed in the HTML Options > Theme dialog.

Store your themes in the user-defined *Plug-ins* folder (see page 5) to ensure that they are not lost during MediaPro upgrades.

HTML tips

To reduce the loading time of your Index pages: Include less than 25 images on a single

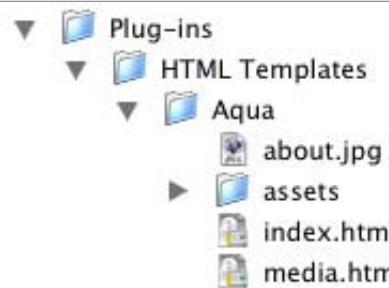
Tag	What it controls/defines
(iView:Catalog)	Title of iView MediaPro catalog file
(iView:GoPrevious)	Link to previous media/index page
(iView:Running)	Current index or media page number.
(iView:OriginalSize)	File size of the original image
(iView:Duration)	Duration of playable media.
(iView:Caption)	IPTC Description field (aka Caption)
(iView:Date)	The date of creation of the web gallery

Tags: Examples of MediaPro's HTML tag phrases. Tags control a range of functions from media rendering to navigation to metadata information.

```
<!-- iView HTML Engine Directives
(iView:InMediaWidth 800)
(iView:InMediaHeight 600)
-->
```

Media:
 800 x 600 pixels

Directives: A template that has media width and height directives (above) will populate the appropriate fields when this theme is selected in the HTML export dialog. You can still make changes to the final export from this dialog without having to go back into the template.

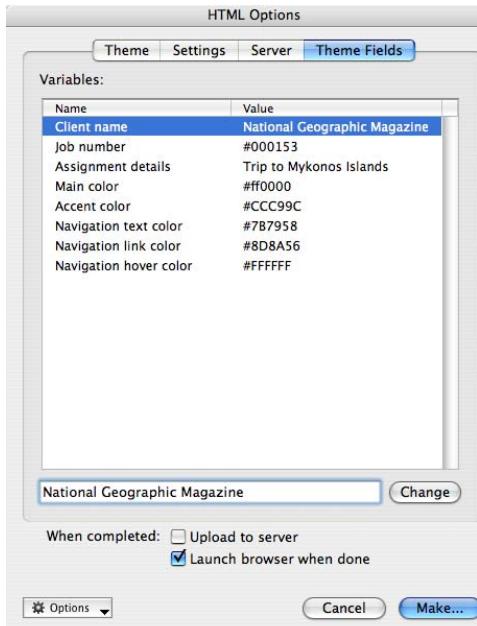


Themes: Each theme contains an Index and Media template, as well as an Assets folder. Custom themes should be stored in the user-defined *Plug-ins* folder. On Windows, the *Plug-ins* folder is located at:

C:\Documents and Settings\username\Application Data\iView\Plugin

On Mac OS X, this folder is typically located at:

~User/Library/Application Support/iView/Plugin



HTML Gallery - Theme Fields: Theme fields are defined by a special *Variable* tag embedded in each template. This example shows special fields for you to enter the client's name, job number and assignment details. This information will then appear in a designated space on exported web pages.

index page. Also, you might try a small size thumbnail (96 pixels), with low JPEG compression.

To reduce the load time of your Media pages: Try a smaller size media export (such as 480x320 pixels), or increase the amount of JPEG compression in the *Settings* panel.

To use a Cascading Style Sheet (CSS) with a theme: Using embedded style sheets will work fine with MediaPro themes. In order to use a linked style sheet, place the CSS file in your theme's Assets folder. This way, the style sheet will be exported as a related asset of your gallery. Using the HTML Engine Directives for index table rows and columns, CSS and XHTML can now be used to control the positioning of tables. If your site already has a stylesheet that you would like to use, make sure that you write a complete URL to the existing CSS in your theme.

Create a cross-platform CD

One way to create a catalog of images that is compatible with most operating systems (Windows, Unix, MacOS), is to burn an exported HTML gallery onto a CD or DVD-ROM disc. Here is how to do it:

1. Create your catalog as usual, add the files, set the layout, add your keywords, annotations and captions. Since some computer platforms do not accept long file names, you should shorten all your file names to 8 characters or less. You can easily do this using the *Batch Rename* command in the Action menu. Use that same command to ensure that you have the proper file name extensions on all images or movies, as some platforms require extensions. Remember, renaming files cannot be undone, so you might want to make a backup of your media before you rename them for this HTML gallery.

2. Export an HTML Gallery, using a MediaPro pre-defined theme or one that you created. HTML can be further customized with an HTML editor after export. In this step, you will want to choose the *HTML Extension* ".htm" in the *Settings* pane. This will work on all platforms. All links inside the gallery pages must be relative (e.g. /img/hello.jpg) in order for them to work on a CD.

3. Burn your gallery files onto the CD: In order for your CD to be compatible with most operating systems, you must burn the CD in the ISO 9660 format.

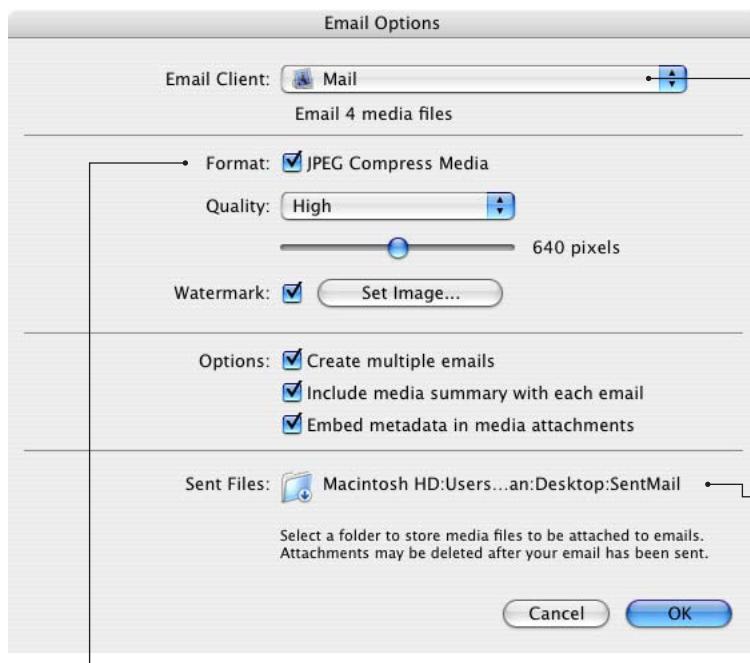
4. Extra: You can use the Print Template called *CD Jewel Case* to print a cover for the CD you just created.

Another way to create a cross-platform CD or DVD of media for use on Mac and Windows platforms is to burn your media, the catalog and copy of iView Catalog Reader on the CD or DVD. Using this royalty-free software, you can distribute and share your iView catalogs with non-iView users at no cost or restriction. See page 117 for more information on Catalog Reader.

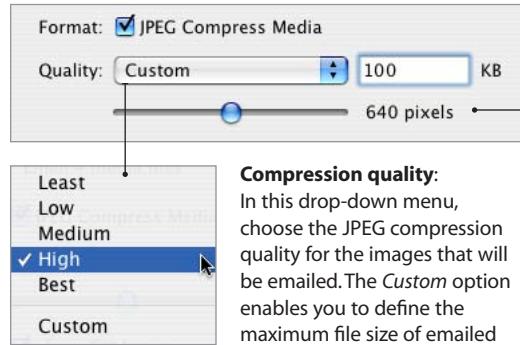
Send Email

This function enables you to export a copy of selected media items and attach them to a new email ready to be sent.

MediaPro can email a copy of the original file, or it can convert images to create a resized, compressed and watermarked JPEG that can be emailed. Optionally, you can choose to automatically include annotation information in the body of the email for each media item.



Resize and compress media: If you do not check JPEG Compress Media, MediaPro will simply email a copy of the original file. Checking this box provides you with options to define the JPEG compression quality, dimensions of the exported images, as well as the option to apply a watermark.



Compression quality:

In this drop-down menu, choose the JPEG compression quality for the images that will be emailed. The *Custom* option enables you to define the maximum file size of emailed images.

How to email media items

1. Select an item or group of items.
2. Click the @ toolbar icon, or choose *Send Email* from the Action menu.
3. Choose your options and click **OK**.
4. Switch to your email application. Your email will be in your *Drafts* folder.
5. Add a *Subject* and your recipients email address to the email.
6. Send your email.

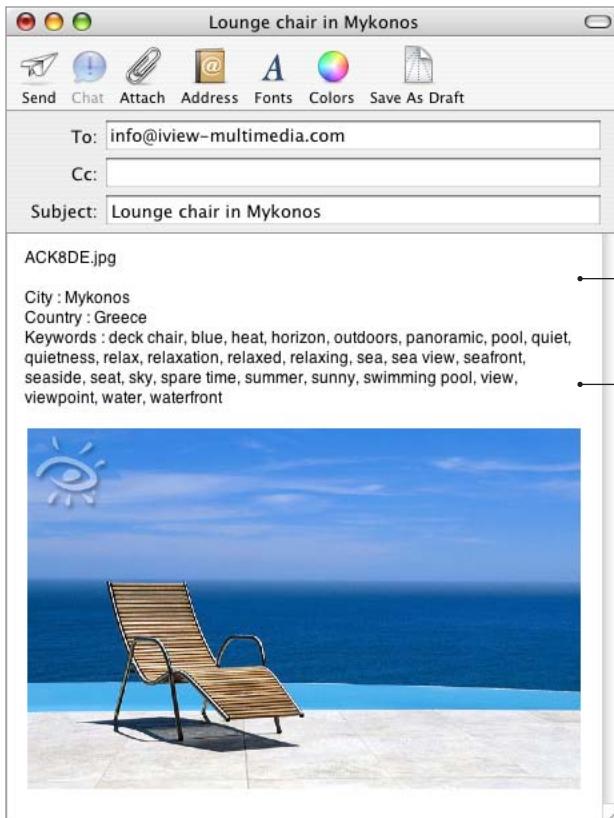
Email Client options:

On the Mac, you can choose from Microsoft Entourage and the OS X Mail client. On Windows, iView will automatically use the default email client defined in the operating system. MediaPro supports Outlook, Outlook Express and Mozilla Thunderbird on Windows. To email items using other email applications (such as Eudora or PowerMail), try using MediaPro's Helper Application function. See page 115 for instructions.

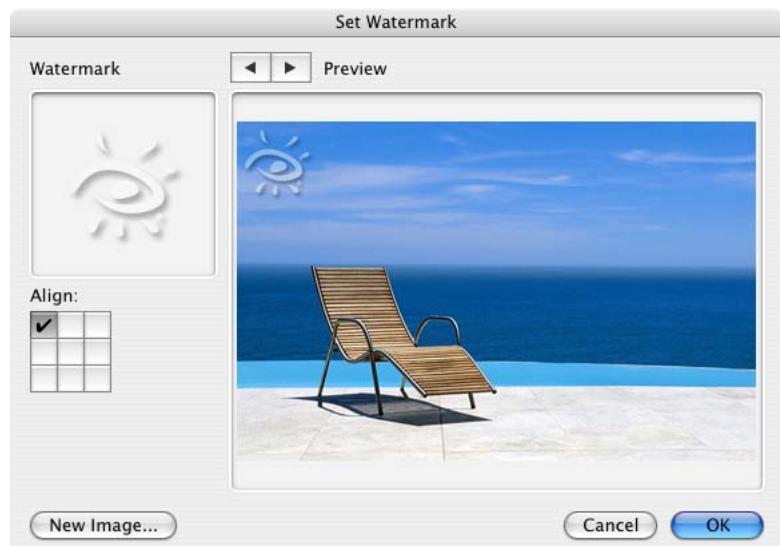
Sent Files: Select a folder to store media files to be attached to emails. Attachments may be deleted after your email has been sent.

Resize media:

This slider provides five predefined sizes for the images you wish to email. The options are: 160, 320, 640, 800, 1024 and 1280 pixels. Each image will be proportionally resized to fit this dimension.

**Set Watermark:**

As with all image export functions, MediaPro provides the option to apply a visual watermark — a secondary image which is overlaid on the primary image, and provides a means of protecting the image. This is not the same as digital watermarks which are implemented algorithmically and are designed to be invisible. *For instructions on how to create and apply a watermark, see page 101.*



Text Data File

The *Text Data File* function allows you to export media properties and annotation fields as a text file. This file can be imported into 3rd-party database or spreadsheet applications. You can save the text as a tab- or comma-separated format.

You can also export your data using the *Merge* option, in order to create personalized documents like form letters. In Microsoft Word, for example,

you can combine variable data (like media names, or properties) in a merge file with text in a main document. The *Merge* option is particularly useful when importing information in FileMaker Pro or Microsoft Access since it auto-detects fields to place imported data.

For repeat use, save your settings using the *Options* pop-up menu. Saved options can be incorporated in scripts.

Text Table Options

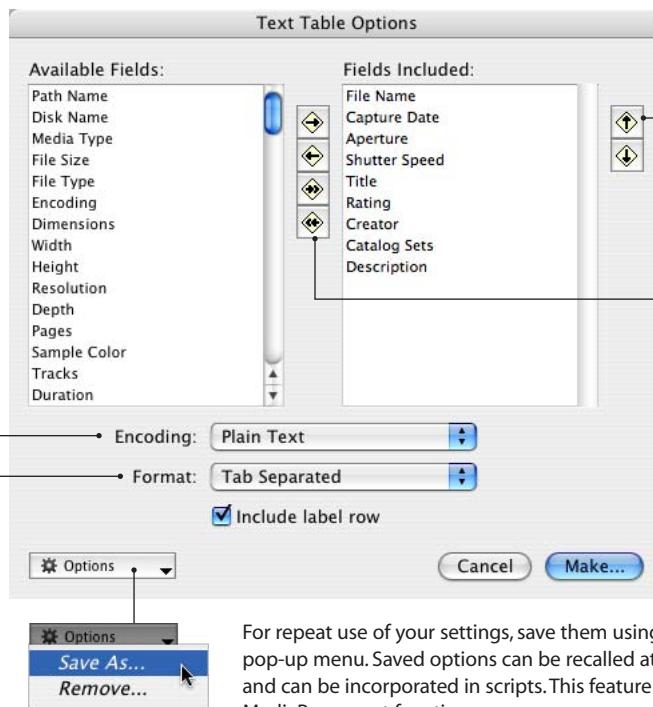
is accessed by choosing Text Table in the Make menu. Use the yellow arrows to add, remove or reorder desired fields.

Plain Text
Unicode UTF-8

Encoding options for the exported text file.

Tab Separated
Comma Separated
Merge

Format options for the exported text file.



Use these Up and Down arrows to set the order of exported fields in the text table.

Use these arrows to add or remove fields from the exported text table. Double arrows will Add All or Remove All fields.

For repeat use of your settings, save them using the *Options* pop-up menu. Saved options can be recalled at any time and can be incorporated in scripts. This feature is standard to MediaPro export functions.

Microsoft Excel - Favorite Photos			
A	B	C	D
1 File Name	Product	Caption	
2 honeymoon2.jpg	Michelle	Pool-side chillin at a resort in Cancun	3/15/2002 16:23
3 honeymoon1.jpg	Michelle	Man she looks relaxed. After breakfast, hanging by the pool on our honeymoon.	3/12/2002 14:38
4 daisy.jpg	Flower	Gerbera daisy in our neighbor's yard.	3/21/2003 12:50
5 new_mexico_flower.jpg	Flower	A variation of the sunflower along a street in Taos, New Mexico.	12/20/1999 16:23
6 explode.jpg	Flower	Flower at the Farmer's Market in Dallas.	10/23/1999 16:29
7 star2.jpg	Great Dane	Our merle Great Dane, Star.	-
8 chicken_itza.jpg	Vacation	Side view of the Pyramid of Kukulkan at Chichen Itza. Infrared effect applied as post process.	3/14/2002 14:37
9 horses.jpg	Horses	Horses at a ranch house in Abeline.	7/22/2000 15:31
10 pottery.jpg	Pottery	Japanese pottery demonstration at a festival in Fort Worth.	10/24/1999 13:43
11 peacock1.jpg	Bird	There were several peacocks living on the grounds of the El Dorado Royale resort. Magnificent creatures!	3/12/2002 8:31

An example of an exported text table that has been imported in Microsoft Excel™.

XML Data File

XML (Extensible Markup Language) is a flexible way to create common information formats and share both the format and the data on the Web or with other applications and databases.

MediaPro's *XML Data File* function exports an XML file containing basic file-related information for all media items in the catalog. The *XML Data File* export dialog offers the option to include *Media properties*, *Annotations* and *EXIF data* (digital camera info) in the XML Data File.

XML is similar to the language used for Web pages, Hypertext Markup Language (HTML). Both XML and HTML contain markup tags to describe the contents of a page or file. HTML describes how to display and interact with the content of a Web page. XML describes the content in terms of what data is being described.

This means that an XML file can be processed purely as data by a program or it can be stored with similar data on another computer or, like an HTML file, it can be interpreted and displayed.

Export metadata:

MediaPro's XML Data File function exports an XML file containing basic file-related information for all media items in the catalog. The export dialog offers options to include *Media properties*, *Annotations* and *EXIF data* (digital camera info) in the XML Data File.

Transforming XML:

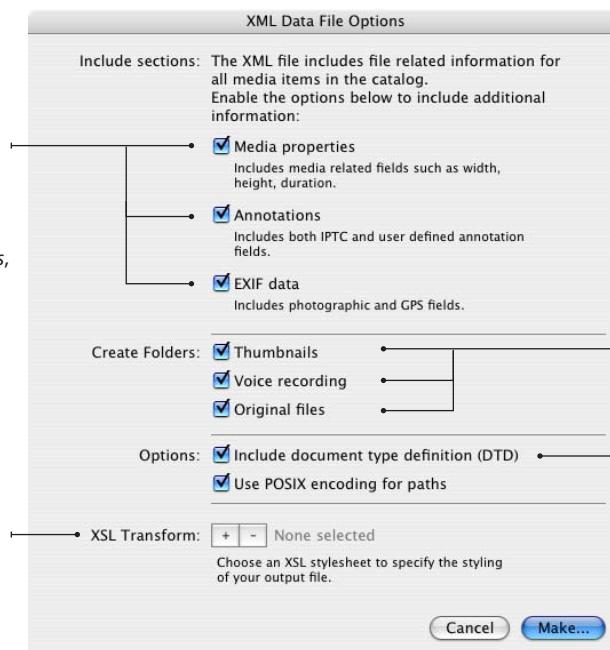
Use the plus sign to choose an XSL stylesheet. XSL defines the presentation of an XML document and is used to translate XML documents into other formats.

```
<MediaProperties>
<Width unit="Pixels">5325</Width>
<Height unit="Pixels">3543</Height>
<Resolution unit="DPI">300</Resolution>
<Depth unit="Bits">24</Depth>
<PrimaryEncoding>PhotoJPEG</PrimaryEncoding>
<ColorProfile>sRGB</ColorProfile>
</MediaProperties>
```

XML: Sample portion of an exported XML Data File.

MediaPro uses a custom DTD (Document Type Definition) to define the markup of an exported XML file. A DTD is a specification that accompanies a document and identifies what are the markup tags. By including a DTD with an XML document, another application will be able to process the document and display or print it as intended.

Export Catalog as XML file (File menu): This feature export all catalog text contexts and attributes as an XML file, along with folders containing thumbnails, audio annotations and original files. At any point, the entire XML catalog file can be reimported into MediaPro.



Create Folders:

Checking any of these boxes will create a folder for thumbnails, voice annotations and copies of the original media files. If these boxes are not checked, this content will not be exported with the XML file.

Options: Check *Include document type definition* to embed the custom iView DTD in the exported XML file.

Contact Sheet

This export option creates contact sheets as images files (such as JPEG or Photoshop) which can be printed or emailed to your clients.

MediaPro automatically calculates the number of items that can fit in the designated contact sheet size, taking into account the *View Options* of your catalog's List or Thumbnail View.

List View is useful for printing a table of contents of your catalog. This style matches the layout of the catalog's List View, with icons and associ-

ated field information of each file.

Thumbnail View prints a table of thumbnails similar to your catalog's Thumbnail View. The size of the thumbnail in your catalog determines the size of the thumbnail in the contact sheet.

To adjust the visual settings of your contact, go to *View Options* in the catalog and make any necessary changes.

The size, resolution and format of the contact sheet image file can be customized in this dialog. Headers and footers can also be added.

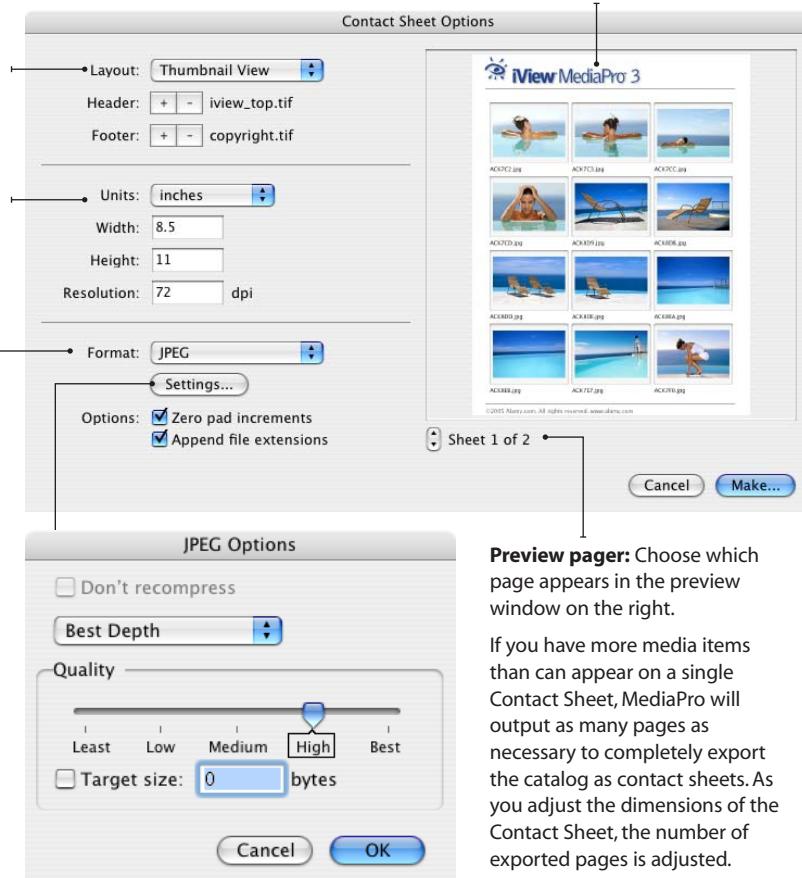
Real-time preview of your contact sheets.

Layout: Choose from two styles of contact sheet: List or Thumbnail. See next page for more on layout options.

Units: Define the size of the exported contact sheet in pixels, inches or centimeters.

SGI
Photoshop
BMP
JPEG
PICT
PNG
MacPaint
TIFF
TGA
JP2
QuickTime Image

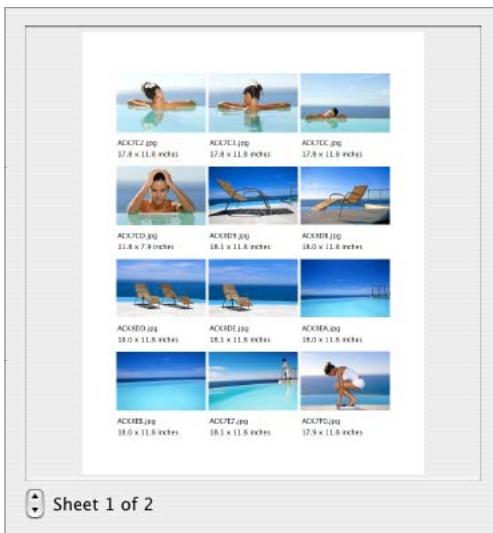
Supported file format options of the exported contact sheet file.



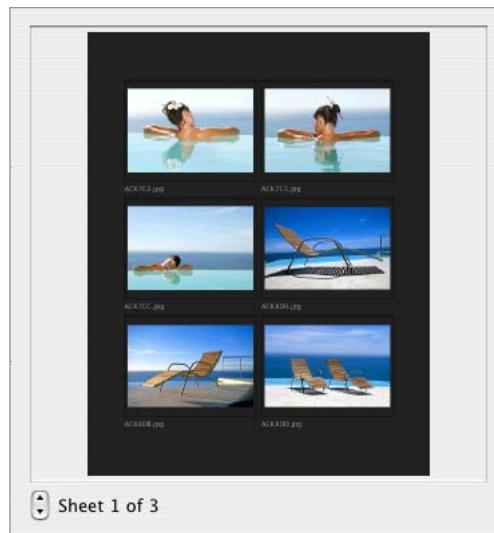
Preview pager: Choose which page appears in the preview window on the right.

If you have more media items than can appear on a single Contact Sheet, MediaPro will output as many pages as necessary to completely export the catalog as contact sheets. As you adjust the dimensions of the Contact Sheet, the number of exported pages is adjusted.

Format settings: Each file type (JPEG, BMP, etc.) will have various options for compression and color quality of the exported contact sheet image. Simply choose the quality of the exported contact sheet, or choose a target file size for MediaPro to produce. This dialog will change depending on the file format.



Sheet 1 of 2

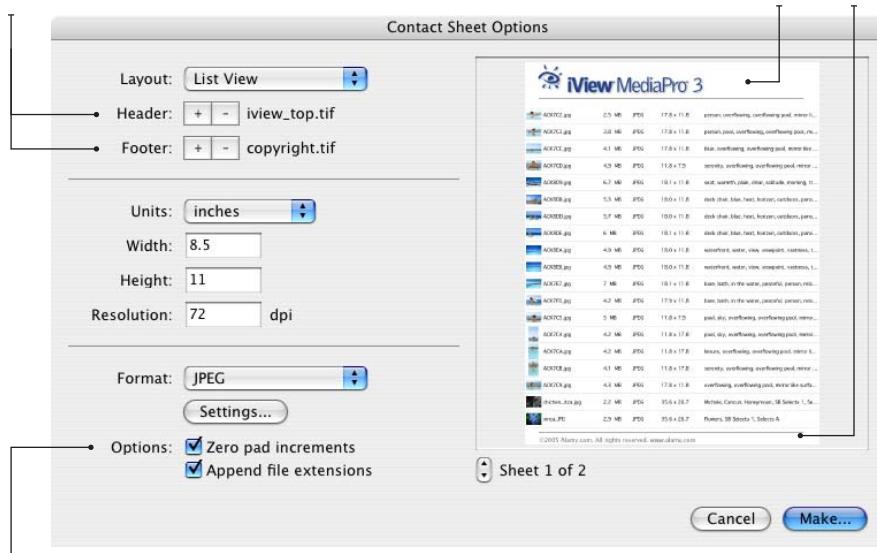


Sheet 1 of 3

Contact sheet examples: Exported contact sheets will inherit the image size, visual appearance and displayed fields of the Thumbnail View. To alter the appearance of a contact sheet, you must change the *View Options* of the Thumbnail or List View before opening this dialog. Remember, some thumbnails are imported into the catalog by using the file's built-in thumbnail, which may be of poor quality. If your contact sheet thumbnails are coming out poorly, have MediaPro remake them by selecting the thumbnails and choosing *Rebuild Item* in the Action menu. Then try creating your contact sheets again.

Headers/Footers: Choose the + or - signs to add or remove a header or footer. MediaPro will accept headers and footers in the TIFF, PSD, JPG, PICT, PNG, BMP, GIF image formats.

Header Footer



Options: Choose Zero pad increments to add zero-padding to the sequential numbers. For example: 001, 002, 003 instead of 1, 2, 3. This is valuable because it will keep files in sequential order on your desktop and removable media. Without zero padding, the files would be in this order: 1, 10, 11, 12, etc.

File Conversion

The *File Conversion* functions (Action menu) are useful for single or batch conversion of images, movies, animations, or sounds.

Convert Image Files. will convert images, as well as poster frames from animations, into a new format such as JPEG, TIFF, etc. To convert to other formats, you will need to use a 3rd party application.

Existing color profiles, EXIF metadata, IPTC annotations and associations with sets can be exported to the converted media files. JPEG and

TIFF image conversions have the option to preserve EXIF metadata. JPEG, TIFF and Photoshop conversions can preserve IPTC annotations.

When converting Camera Raw files, MediaPro uses the large embedded preview as the image to be converted. The actual raw data is not converted.

Sound conversions will convert sound files as well as soundtracks from selected movies.

For frequent use of this feature, you can save settings using the *Options* menu. Saved options can be incorporated into scripts.

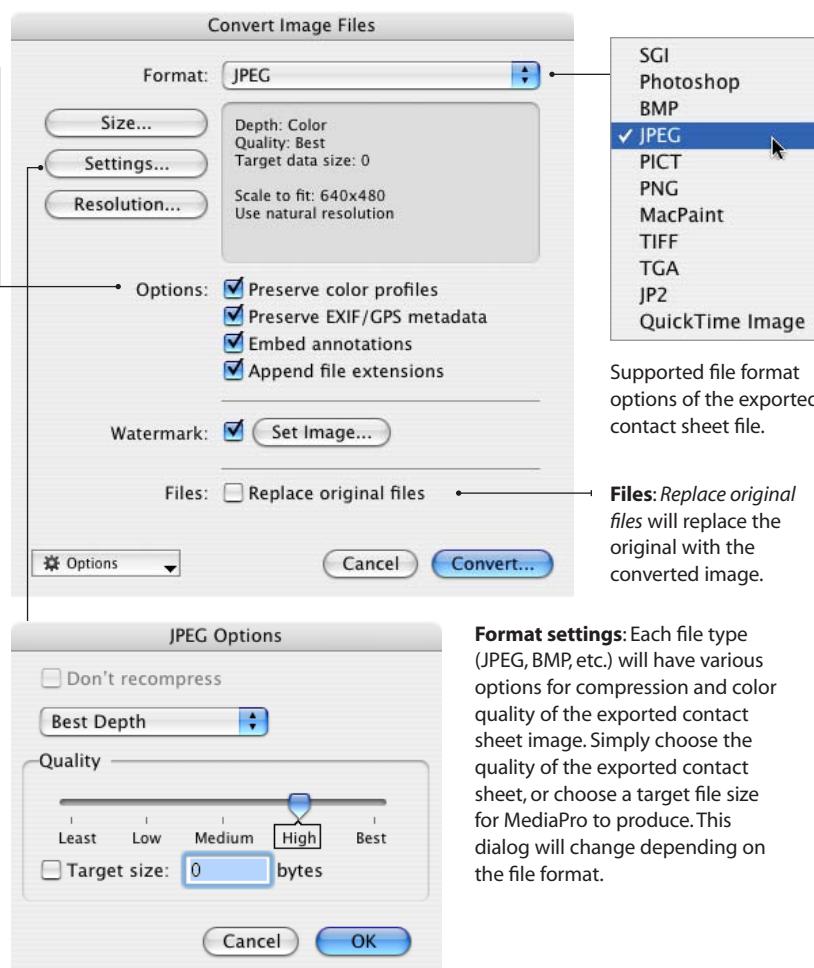
Image File Conversions

Options:

Preserve color profiles will embed the ICC color profiles into each exported image. This option is available when you have color matching (Mac: ColorSync) turned on in the *Preferences > Media Rendering* dialog.

Preserve EXIF/GPS metadata will embed the EXIF and GPS digital camera metadata into all exported images. This option is only available for JPEG and TIFF conversions.

Embed annotations: MediaPro will embed all IPTC/XMP Core annotations into each exported image. This option is only available for JPEG, TIFF and Photoshop format conversions.

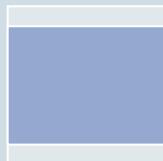


Understanding media scaling options

Size Settings: Scale Media to Fit

Dimensions: Width: 640 x Height: 640

Using a standard 4:3 aspect ratio image



Landscape images are proportionally scaled to the width.
Width: 640 px
Height: 480 px



Portrait images are proportionally scaled to the height.
Width: 480 px
Height: 640 px

Size Settings: Scale Media to Fit

Dimensions: Width: 640 x Height: 480

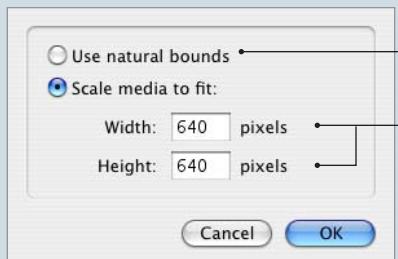
Using a standard 4:3 aspect ratio image



Landscape images are proportionally scaled to the width.
Width: 640 px
Height: 480 px



Portrait images are proportionally scaled to the height.
Width: 360 px
Height: 480 px



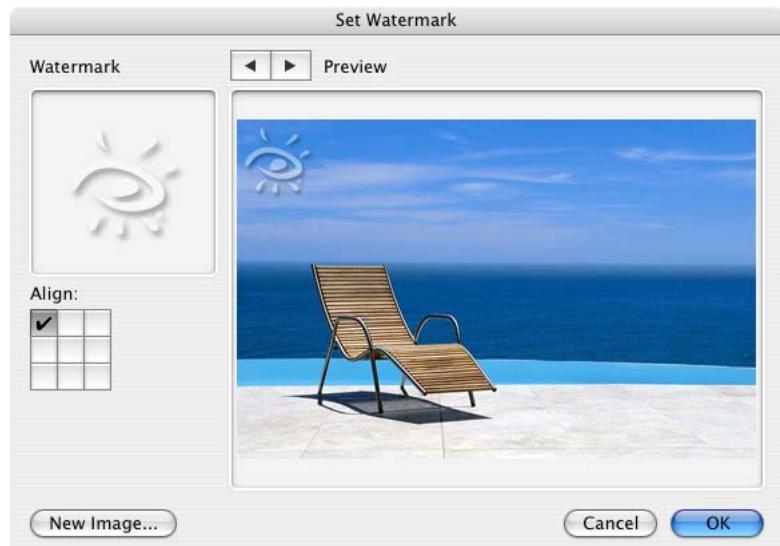
Options

Use image size defines the exported image using the image's existing dimensions.

Scale media to fit will export the image to the size you define. However, exported images are not distorted to fit these dimensions exactly. Rather, the larger dimension (width or height) will conform and the smaller dimension will proportionally adjust.

Set Watermark:

As with all image export functions, MediaPro provides the option to apply a visual watermark — a secondary image which is overlaid on the primary image, and provides a means of protecting the image. This is not the same as digital watermarks which are implemented algorithmically and are designed to be invisible. *For instructions on how to create and apply a watermark, see page 101.*



Movie File Conversions

The screenshot shows the 'Convert Movie Files' dialog box. At the top, 'Format:' is set to 'AVI'. Below it, 'Options:' includes a checked checkbox for 'Append file extensions' and an unchecked checkbox for 'Replace original files'. A 'Settings...' button is located between these options. In the bottom left, a dropdown menu lists various formats: 3G, FLC, QuickTime Movie (which is checked), AVI, DV Stream, Image Sequence, and MPEG-4. To the right of this dropdown is a descriptive text block about movie conversion.

Movie conversion
will convert movies and animations into a new format. On the Mac: If you convert to DV Stream, the file can be imported into Apple's iMovie for additional editing.

On the right, a separate window titled 'AVI Settings' shows detailed video and sound compression settings. Under 'Video', 'Compression: Cinepak', 'Quality: Medium', 'Key frame rate: 24', and 'Data rate: 90 KBytes/sec' are listed. Under 'Sound', 'Format: Uncompressed', 'Sample rate: 22.05 kHz', 'Sample size: 16', and 'Channels: 1' are listed.

Settings: Each file type (AVI, DV Stream, etc.) will have various options for video and sound compression, frame rates, channels and more.

Note on Windows video conversion:
MediaPro can only convert the following video file formats to a still image sequence: asf, wmv, wmp, wma, avi, mpeg, mpe, mpg, mlv, mp2, mp2v, mpv2 and divx. All other formats can be converted to all options.

Sound File Conversions

The screenshot shows the 'Convert Sound Files' dialog box. 'Format:' is set to 'AIFF'. Below it, 'Settings...' reveals 'Format: Uncompressed', 'Sample rate: 44.1 kHz', 'Sample size: 16', and 'Channels: 2'. 'Options:' includes a checked checkbox for 'Append file extensions' and an unchecked checkbox for 'Replace original files'. A 'Settings...' button is located between these options. In the bottom left, a dropdown menu lists AIFF, AU, and Wave (which is checked). To the right, a descriptive text block about sound conversion is present.

Sound conversion will convert audio files as well as soundtracks from selected movies.

On the right, a separate window titled 'Sound Settings' shows compression settings. 'Compressor: 64-bit Floating Point', 'Rate: 44.100 kHz', 'Size: 16 bit', and 'Use: Stereo' are listed. Buttons for 'Options...', 'Cancel', and 'OK' are at the bottom.

Settings: Each file type (AIFF, Wave, etc.) will have various options for compression, sample rates, sample size and more.

Files: Replace original files will replace the original with the converted image.

Backup/CD-ROM

This feature (Make menu) enables you to prepare CDs and DVDs for burning using the built-in disc burning technology on Windows XP and Mac OS X. Backup is also ideal for archiving digital files onto disk partitions, removable disks (e.g. Zip) or hard drives on a network.

MediaPro automatically scans your computer for available hard drives, partitions and removable media, such as CD, DVDs and Zip drives. It places available locations for backup in the *Destination* pull-down menu.

When backing up files to a CD or DVD that will be burned with the Mac operating system's built-in disc burning technology, the CD or DVD is named on the desktop after it has been inserted into the drive.

Additional options enable you to backup *All media files* or *Only visible media files* in the catalog (e.g. showing a set in the active view). You can also *keep the folder structure* of your original media, as well as *include a copy of the MediaPro catalog* with your backup.

The *Reset paths* option will reset the paths of items in the open catalog to the location of the media files that have been backed up. For example, if you backed up a group of files to a CD-ROM, the catalog would reset paths of those items to the media on the CD-ROM.

To backup your media, choose your options, then click the *Backup* button. MediaPro may ask you to save the catalog before burning.

Before burning backup files to a CD or DVD, you might also consider placing a copy of the iView Catalog Reader application on your removable media. Using this royalty-free software, you can distribute and share your iView catalogs with non-iView users at no cost or restriction.

To include Catalog Reader, simply copy it to your removable media before burning. iView Catalog Reader is included with the MediaPro install CD. If you need either the Mac or Windows version, it can be downloaded from the iView web site (www.iview-multimedia.com).



Backup dialog: MediaPro automatically scans your computer for available hard drives, partitions and removable media and places them in the *Destination* pull-down menu.

Catalog Reader has the same system requirements as iView MediaPro (see page 5) and will need QuickTime on the host computer in order to function properly.

Alternative Backup: Transfer to Folder

The Backup function does not provide the option of choosing a particular folder. MediaPro's *Transfer to Folder* feature will do this.

Select a file, group of files, or all files in the catalog, then choose *Transfer to Folder* in the Action menu. This dialog has three options for copying and moving files.

- **Move files:** Moves media files to a new folder, deleting original files. Catalog items will refer to the new files in the new folder.

- **Copy files:** Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder.

- **Duplicate files:** Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Helper applications

Your workflow will most likely involve performing some actions outside of the MediaPro working environment, such as advanced image editing with Adobe Photoshop.

This is where iView MediaPro's Open With Helper Application function comes in handy. The way it works is simple: Select any file (or group of files) in the catalog and open it with a Helper application directly from MediaPro.

This keeps you from having to launch an application, navigate through the desktop and locate the file, thereby cutting extra steps out of your workflow.

Add a Helper

When first launched, MediaPro will automatically scan your computer for Helper Applications, but you may want to add or remove some later.

1. Choose *Define Helper Applications* in the toolbar's drop-down menu (see figure) or in the contextual menu or in *Preferences > Helper Applications* menu. This dialog will let you choose media editors, utilities or viewers so that you may quickly access them via the toolbar or through a contextual menu.
2. Click *Add* in the *Define Helper Applications* dialog box (see figure). Navigate to the desired application and select it.
3. Click *OK*. The Helper Application will be added to the list in alphabetical order.

Open items with a Helper Application

1. Select a group of images.
2. Choose a Helper Application, such as Adobe Photoshop, in the toolbar menu (see figure), or through a contextual menu. Right-click (Mac: Ctrl-click) to access a contextual menu.
3. The application will launch and open the batch selection of files.

How Helpers can assist you

The possibilities are limitless for using Helper applications in your workflow. Here are some ways



Open With: After selecting images, you can execute an Open With Helper command two ways: In the toolbar's icon pull-down menu (left), or through a contextual menu. Right-click (Mac: Control-click) to access a contextual menu.



Add Helper: To add a Helper, click Add and navigate to the desired application on the desktop and select it.

Helpers can assist you:

Image editing: Assign an application such as Adobe Photoshop or Jasc Paint Shop Pro as a Helper for editing photos. Find images that you want to edit, open them in the Photoshop, make corrections to the images, then save them (over the existing files, or as a copy to a new folder). When you go back to your MediaPro catalog, the edits will be reflected in updated thumbnails. If you saved the images as copies to a new folder, they will need to be imported into the catalog.

Edit anything: The same technique for editing images can be applied to just about anything - desktop publishing files such as InDesign and Quark; graphics files such as Freehand or Illustrator; even audio, video and text files. Just assign the appropriate application for the file and execute the *Open With* command.

Raw conversion: Select a batch of raw images,

and open them with a Raw image converter, such as Capture One PRO, Adobe Camera Raw, Adobe DNG Converter or Canon Raw Converter. You images will be ready to color correct and process.

Compression and packaging: Assign applications such as WinZip or Allume Systems' StuffIt, DropStuff or DropZip tools to compress items or create self-expanding files for Mac and Windows. This method is excellent for packaging a group of media files for email, backup or burning.

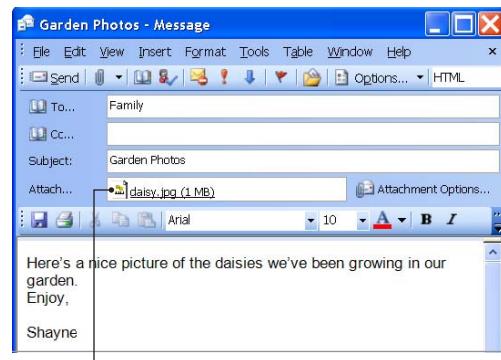
CD/DVD Burning & Backup: Assign any CD and DVD-burning application as a Helper and add files to a new disc image ready for burning. Of course, this action is similar to, but not exactly the same as, iView MediaPro's Backup command (see page 114).

Email: You can add any file, direct from MediaPro, as an attachment to an email. To do this select the file, then choose a mail client (such as Outlook) in the Helper application drop-down and the file will automatically open as an attachment to a new email. Results will vary depending on your email client and operating system. This is a useful option if your email client is not supported by MediaPro's *Send Email* function.

Previews and Players: While MediaPro is an excellent viewer for almost every format, you may want to view your files in another application such as the Mac OS X Preview app, browsers such as Internet Explorer, or Windows Media player. If you use other players, such as iTunes, WinAmp or Audion, set them as Helpers. This will make it easy for you to add a particular MP3 to player's database.

Font management: On Mac OS X, you can assign Font Book as a Helper for a quick, efficient way to add fonts from a MediaPro catalog to the active fonts panel. This means that making any font active in your system only one click away.

Droplets: Droplets created by Adobe Photoshop or ImageReady can be integrated into your workflow by assigning them as Helpers. A "Rotate 90 Left" Photoshop droplet or "Make JPEG (quality 60)" ImageReady compression droplet will save you quite a bit of time when used as an MediaPro



Email: When you use Windows' Outlook or Mac OS X's Mail client as a Helper application, it automatically takes any selected file in an MediaPro catalog and adds it to a new message as an attachment. This is ideal for mailing photos to family and friends.



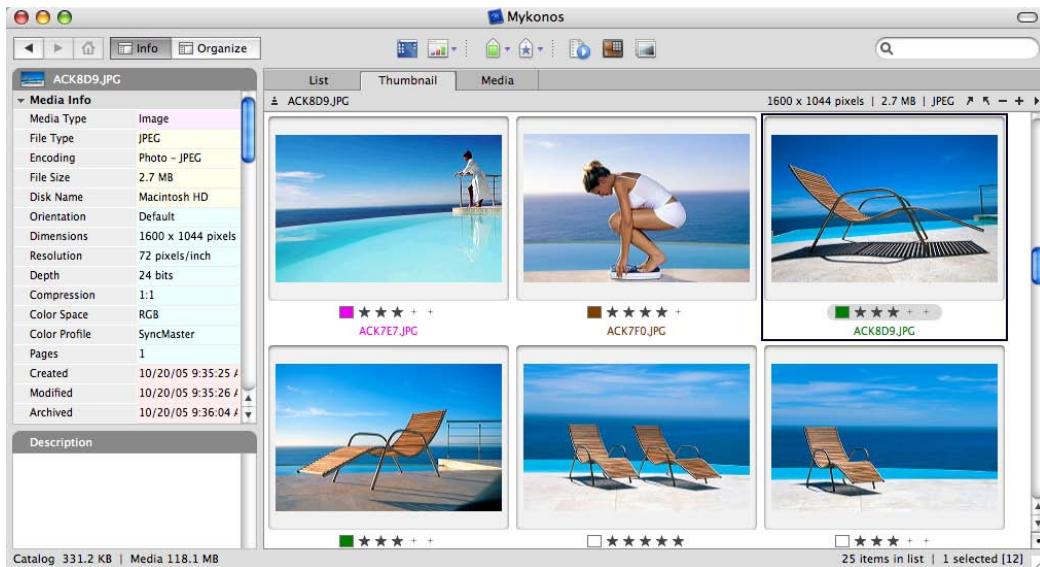
Applets and Droplets: Examples of droplets created by Adobe ImageReady, Photoshop and AppleScript Editor (Mac). Any AppleScript applet, scriptlet or droplet is an application and can be defined in MediaPro as a Helper.

Helper application.

Applets (Mac): Any AppleScript applet, scriptlet or droplet that has been saved as an executable is viewed by your operating system as an application and can be defined in MediaPro as a Helper.

Online Photo Printing Services: While iView MediaPro does not have built-in functionality for ordering prints from an online photo service, it's easy to make MediaPro work with photo services by using Helpers.

Simply set the online photo service software as an MediaPro helper application. Then open the images with this helper application. For some photo service software, this may not work. In that case, you can select the images you want and drag-and-drop them from the MediaPro catalog to the printing service software. This method also works well with Apple's iPhoto software.



The **iView Catalog Reader** interface is slightly different from MediaPro.

iView Catalog Reader

This new software from iView allows you to distribute and share your iView catalogs with anyone at no cost or restriction. Catalog Reader is free to download and distribute and works on both the Macintosh and Windows platform.

iView Catalog Reader will open catalogs written by iView Media 1.2 or higher and MediaPro 1.5 or higher. It has the same file format support as MediaPro and includes the Slide Show function.

Catalog Reader has the same system requirements as iView MediaPro (see page 5) and will need QuickTime on the host computer in order to function properly.

Copy iView Catalog Reader and your catalog to CD or DVD, send by email, or across a network to enable others to view your catalog.

Catalog Reader is included with the MediaPro install CD. If you need either the Mac or Windows version, it can be downloaded from the iView web site (www.iview-multimedia.com).

You can choose not to include your original media with a catalog which you distribute. This lets you protect your digital assets from being copied while allowing others to view the List and

Thumbnail Views. If you include original media this will allow a Catalog Reader user to access the media contained in a catalog. If your catalog contains Full Screen Previews, a Catalog Reader will be able to view them in Media View, Slide Shows and Light Table.

iView Catalog Reader does not allow the viewer to make any alterations to your catalog or to create new catalogs. You do not have to purchase iView MediaPro to use Catalog Reader.

Protecting distributed catalogs

Once you have created a catalog for distribution with iView Catalog Reader, you might want to allow only certain people to view or access it. To set password protection for a catalog:

- 1.** Select *Catalog Info* from the File menu.
- 2.** Click the *Set Password* button. This button is only available if you have saved your catalog.
- 3.** Type the password. Then save the catalog.
- 4.** When opening the catalog in the future, you will be asked to provide the password before you can view the catalog's contents.

For additional security options, see page 22.

Distributing catalogs with Catalog Reader

When distributing catalogs with iView Catalog Reader, there are two primary considerations that will greatly impact what the recipient can do with the catalog: image settings and view options.

The image settings determine the size and quality of media items that can be viewed in Catalog Reader. View options determine which annotations can be viewed in the Info and Organize Panels.

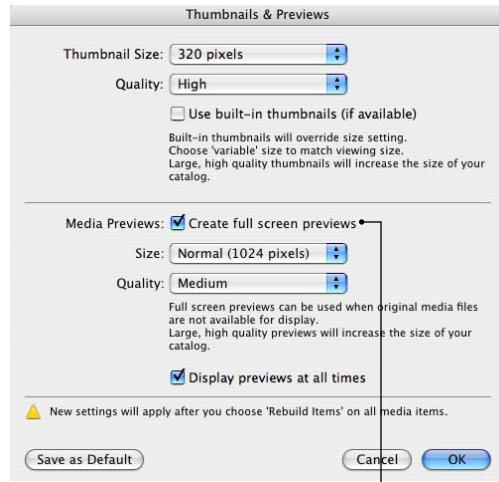
Here are instructions for creating catalogs to be distributed with Catalog Reader:

Thumbnails & Previews

- 1.** Create a new catalog.
- 2.** In the Edit menu, select Thumbnails & Previews.
- 3.** Choose the size of thumbnails to be created (Options: 160, 320, 480, 640 pixels). If you choose *Variable* size, MediaPro will match the thumbnail size defined in the Thumbnail View of the active catalog. If you are sharing a catalog with thumbnails only, you should choose a large thumbnail size, such as 480 or 640.
- 4.** Choose the JPEG compression quality to be applied to the thumbnails.
- 5.** To enable the creation of media previews, check the *Create full screen previews* box. This option will enable the catalog recipient to view larger image files without accessing the original files.
- 6.** Choose the size of previews to be created (Options: 800, 1024 and 1280 pixels).
- 7.** Choose the JPEG compression quality to be applied to the preview images.
- 8.** Click the *OK* button. Import your media items and save your catalog.

Import

- 9.** Import media into your catalog.
- 10.** If you want to password protect your catalog for distribution, see instructions on the previous page.
- 11.** Choose File > Save.



Choosing this option will enable MediaPro to create and store full screen previews in your catalogs. This way it's not necessary to distribute your images with catalogs.

View Options

- 12.** Catalog Reader does not provide any options to change the appearance of List, Thumbnail and Media View. Choose your font, type size, colors, and displayed fields with your catalog recipient in mind. See page 44-46 for instructions on modifying view themes.
- 13.** Likewise, Catalog Reader does not provide any options to configure the Info or Organize Panels. Show or hide various annotation fields and groups with your catalog recipient in mind. See page 47 for instructions on modifying Info and Organize panels.

Distribute disc

- 14.** Burn your catalog and a copy of iView Catalog Reader on a CD or DVD. Include both the Mac and Windows versions of Reader so that you won't have to worry about the recipient's operating system. The latest version of iView Catalog Reader can be downloaded at: www.iview-multimedia.com/downloads/ If your recipient already has Catalog Reader or MediaPro, all you need to do is provide them with a copy of the catalog.
- 15.** If you want your catalog recipient to view

the highest resolution for Media View, Slide Shows and the Light Table, you should also burn a copy of all original media files on the same CD or DVD.

Catalog Reader is included with the MediaPro install CD. If you need either the Mac or Windows version, it can be downloaded from the iView web site (www.iview-multimedia.com). We recommend that you include both the Mac and Windows version of Catalog Reader when you distribute your iView catalogs.

Be aware that the file size of catalogs with full screen media previews can be considerably larger than catalogs with only thumbnails. But your clients will be able to see a much larger version of your images.

The size and compression quality of media previews will also greatly impact the file size of MediaPro catalogs.

Exchange feedback using Notepad

iView Notepad is an easy way to share comments about media item between different people using the same catalog.

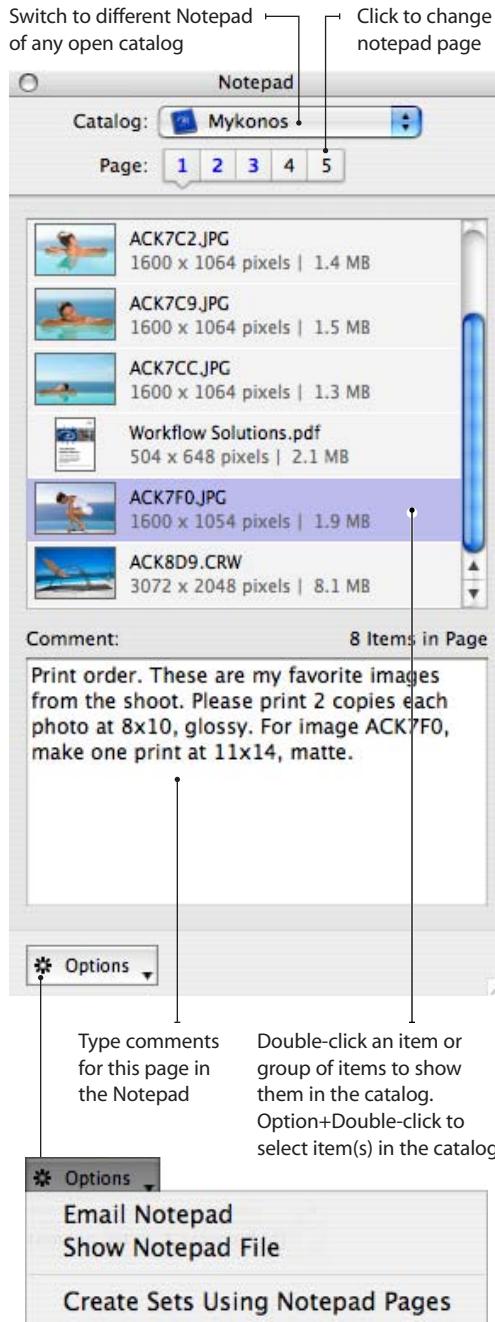
The iView Notepad is a flexible tool and can be used in different ways. To explain how Notepad works, we are going to use an example of a photographer communicating with an art director about an assignment.

Using iView Catalog Reader (or MediaPro), the art director can view and select the best images and send those selections with comments back to the photographer. The photographer can then immediately see those selections in the catalog and quickly process the photos according to the comments.

Here's how that exchange would work in step-by-step instructions:

Photographer

1. Create a catalog with iView MediaPro.
2. Burn catalog on a CD or DVD, and include the Mac and Windows versions of iView Catalog



Choose *Email Notepad* to launch your computer's default mail client, create a new email and attach the Notepad file.

Reader. For detailed instructions on sharing catalogs with full screen previews, see page 120. If your client already has Catalog Reader, you might be able to email the catalog to them.

3. Send disc to art director.

Art Director

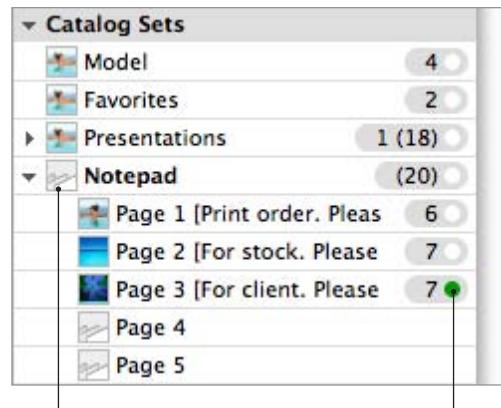
1. Copy Catalog Reader, the catalog and any media files from the disc to your computer. Everything will run much faster. However, it is perfectly fine to launch iView Catalog Reader from the disc and open the catalog. Installing Catalog Reader is not necessary.
2. In the Windows menu, choose *Show Notepad*.
3. Drag-and-drop a selection of images to the Notepad. This selection will make up the first page of the Notepad.
4. Type your thoughts about this selection of images in the Comment box. Example: *Print order: 2 copies of each image at 4x6*.

Tip: We recommend that you start each comment with a short word. That way, when the catalog creator imports your comments into Catalog Sets, they will quickly be able to decipher the general meaning of the page comments. For example, in the figure at right, Page 1 is a "Print order."

5. If more feedback is needed then select a different page of the Notepad and repeat the process.
6. When the Notepad is complete, click the *Email* button at the bottom left of the Notepad palette. This will launch your computer's default mail client, create a new email and attach the Notepad file. The Notepad file will have the same filename as the catalog but with a .ivn extension (iView Notepad).
7. Send email to the photographer.

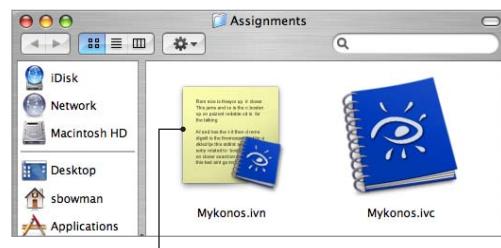
Photographer

1. Photographer receives email with Notepad file attached.
2. Open the email and save the attachment (Notepad file) to the same folder as the original



This is an example of hierarchical Catalog Sets created from pages of the catalog's Notepad.

Click dot to display only those files associated with that Notepad page (green indicates active).



Notepad files must be saved in the same folder as the corresponding iView catalog. The size of Notepad files are very small because they are XML text files.

catalog that was sent to the art director.

3. Open the catalog and from the Windows menu choose *Show Notepad*. The selections and comments that were made in Catalog Reader by the art director are now showing in MediaPro. You can also double-click on the Notepad icon and MediaPro will launch and automatically open the appropriate catalog.
4. In the Option menu at the bottom of the Notepad palette, choose *Create Sets using Notepad pages*. This option will create 5 Catalog Sets corresponding to each page of the catalog's Notepad. You can now hide the Notepad palette because the same information is in the Organize Panel and it can be integrated with your regular workflow.

Automate tasks and workflow

As you use iView MediaPro, you'll find that you perform certain tasks over and over. Using scripts, you can automate some of these tasks. A script is a series of commands that tells MediaPro and other applications what to do.

MediaPro can be scripted to perform basic functions such as annotate, convert, organize and print. Or it can be scripted to perform a complex series of tasks such as: copy images from a media card to a new folder on your computer, build a MediaPro catalog, assign and embed annotations in the images, and save the catalog to the same folder.

Scripts can work in collaboration with other applications that are scriptable. Using scripts, MediaPro can be easily integrated with 3rd-party applications, Web services or database systems to perform workflow automation.

Scripting

Windows: MediaPro supports Visual Basic Script and JavaScript automation on Windows operating systems. Once you create a script, you can attach it to the application for access through the Scripts menu. For instructions on creating scripts, refer to the scripting documentation, *Windows Scripting Guide*, included with MediaPro. It is located at:

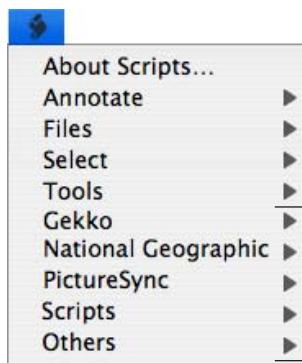
- C:\Program Files\iView MediaPro\Documents\

Mac: MediaPro supports AppleScript automation on OS X. Once you create a script, you can attach it to the application for access through the AppleScript menu (see figure). To get started with scripting, review MediaPro's scripting dictionary and the sample scripts included with MediaPro. They are located at:

- /Applications/iView MediaPro/Documentation/Examples AppleScript

Please note that MediaPro 3 introduced a number of changes to the AppleScript dictionary, so if you are using an older script, test it first.

To create a script, use a text editor or a special application such as the Script Editor, which is



Scripts:
You can add scripts to the AppleScript menu (Mac) by placing them in the user-defined Plug-ins > Scripts folder.

Custom scripts appear at the bottom of the Scripts menu.

included with Mac OS X. Test your existing scripts to ensure proper functionality before using them with catalogued media.

Attaching scripts to MediaPro

The iView MediaPro installation creates a Plug-ins folder containing files that are important to the application's functionality. MediaPro also creates a user-defined Plug-ins folder for you to customize or install additional functionality, such as scripts, HTML templates, print templates, favorites lists, and media importers.

The MediaPro Scripts menu displays all scripts from both Plug-ins > Scripts folders. When installing custom scripts, place them inside the user-defined Plug-ins folder, and not the application Plug-ins folder. This way you will not lose your custom settings and plug-ins when upgrading to future versions of MediaPro.

Windows: The user-defined Plug-ins folder is located in one of the following locations:

- C:\Documents and Settings\username\Application Data\iView\Plug-ins
- C:\Documents and Settings\All Users\Application Data\iView\Plug-ins

On some Windows operating systems the Application Data folder may be hidden. To display hidden files and folders on Windows XP:

1. Click Start and then click Control Panel.

2. Click *Appearance and Themes* and then click *Folder Options*.

3. On the *View* tab, under *Hidden files and folders*, click *Show hidden files and folders*. Hidden files and folders will appear dimmed.

Mac: The user-defined Plug-ins folder is located in one of the following locations:

- ~/User/Library/Application Support/iView/Plug-ins
- /Library/Application Support/iView/Plug-ins
- Network/Library/Application Support/iView/Plug-ins

Scripts for importing

MediaPro provides two scripts for importing catalogs created by other digital photo management applications:

- **iPhoto** (Mac): Choose iView MediaPro > Getting Started and select *Import iPhoto Library*. MediaPro will automatically find the iPhoto library for the active user and import all original photos into a new catalog. This feature works with iPhoto 2, 4 and 5.
- **Adobe Photoshop Album** (Windows): Select Scripts > Import > Import from Photoshop Album. MediaPro will find the Photoshop Album catalog for the active user and import all original photos into a new catalog. This script works with Photoshop Album 1, 2 and 3.

Folder actions (Mac only)

A folder action is an AppleScript that you attach to a folder. Triggered by certain events, such as when you open or close the folder or add an item to it, the folder action script performs some function.

The function could be to upload (FTP) files to a Web server, copy files to a backup hard drive or to batch print files to a network printer. The function is determined by the attached script.

Folder actions are powerful automation tools when combined with MediaPro's Catalog Folders tool (Organize Panel). A folder action will be activated by dragging-and-dropping images onto the relevant folder in the Catalog Folders pane. Likewise,



Droplets: Examples of droplets created by Adobe ImageReady, Photoshop and AppleScript Editor (Mac) which can be defined in MediaPro as a Helper.

you could move or duplicate files to a folder that has an attached script using the Action > Transfer To Folder function.

Scripts as Helper Applications

Helper Applications are other programs installed on your computer that you can use to edit, play, view or compress catalog items. Using Helpers keeps you from having to launch an application, navigate the desktop and locate a file.

Some scripts, depending on how they are created, are viewed by the operating system as an application and can be defined in MediaPro as a Helper (see pg. 115 for instructions on defining Helpers).

Droplets created by Photoshop or Image-Ready can be integrated into your workflow by assigning them as Helper Applications (see figure). A Rotate 90-degree clockwise Photoshop droplet or Make JPEG (quality 60) ImageReady compression droplet will save you quite a bit of time when used as a MediaPro Helper. Any AppleScript applet, scriptlet or droplet that has been saved as an executable can be defined in MediaPro as a Helper.

Sharing scripts

The iView customer forum has several topic areas dedicated to scripting solutions. MediaPro's community of customers use this forum to share answers to common questions, advanced techniques and scripts they have developed.

Online at: www.iview-multimedia.com/forum/

Installed scripts

The Scripts menu displays scripts that are inside MediaPro's Plug-Ins > Scripts folder. Since scripts can be attached to MediaPro, you can place additional scripts in this menu to access them while using MediaPro. To add your scripts to this menu, place them inside the user-defined Plug-ins folder (see page 5 for location).

Annotate

- *Copy from Head of Selection* (Mac) will copy all annotations from the first selected item and apply them to all other selected items.
- *Copy from Items with Same Name* (Mac) will copy annotations from selected items to items of the same name but a different suffix (such as Raw+JPEG), or having the same full name in other folders.
- *Import From PhotoDISC™* (Mac) annotates images in your front catalog, using text files located in your PhotoDISC™ CD-ROM.
- *Make Description from EXIF* copies all EXIF photo metadata into the Caption field.
- *Make Description from Text Files* (Mac) searches for .txt files in the same folder as the original, and copies the contents into the caption field.
- *Make Description from Text Lines* (Mac) opens a text file and uses each line of the file as the caption for the selected items.
- *Make IPTC Date from Capture Date* copies the EXIF Capture Date and puts it into the IPTC Date Created of the Annotations pane.
- *Make Keywords from Folders* (Mac) enables you to add keywords to media files from folder names. The pop-up dialog provides the option of defining the level of folders in the path you would like to use for keywords.
- *Make Product from EXIF Data* (Mac) copies the EXIF Maker and Model fields and puts them into the annotations Product field.

You can modify existing scripts or create and attach your own annotation scripts at any time. Simply write the script, then place it in the Plug-ins > Scripts > Annotate folder.



Scripts menu: You can add your own scripts to this menu by placing them in the user-defined Plug-ins folder.

Files

- *Rename Using EXIF Date* renames files using valid EXIF Capture Date field. See Media Info Panel to view the Capture Date field.
- *Rename Using Text File* (Mac) opens a text file and uses each line of the file as the new name for the selected items.
- *Set Date Modified to IPTC Date* will set the modification date of the selected media files to the date defined in the IPTC Date Created field.
- *Set File Comment* (Mac) will save the Caption field inside the file's comment field, visible in the Finder and the "Get Info" window of original files.
- *Set File Label* (Mac) will set the color label of a file using label marking ID set in catalog.
- *Use as Desktop Picture* sets the desktop picture of the main monitor to the selected item of the front catalog.

Select

- *Landscape, Portrait, Square* will select all images that match that proportion.

Tools

- *Copy EXIF to Clipboard* copies all EXIF photo metadata to clipboard.
- *Copy HTML Theme* (Mac) will offer the option to choose an HTML theme and place a copy of it to the user-defined Plug-ins folder.
- *Reveal Plug-ins Folder* provides will open the user-defined Plug-ins folder on the desktop.
- *Import from Adobe Photoshop Album* will assist you in converting a Photoshop Album library to an iView MediaPro catalog.

Option sets

Several complex functions in MediaPro offer the ability to save a set of options for easy recall and repeat use. These settings are stored in the *Options* menu of a function's dialog box (*see figure*). Saved options can be incorporated in scripts.

The following functions can store *Options*:

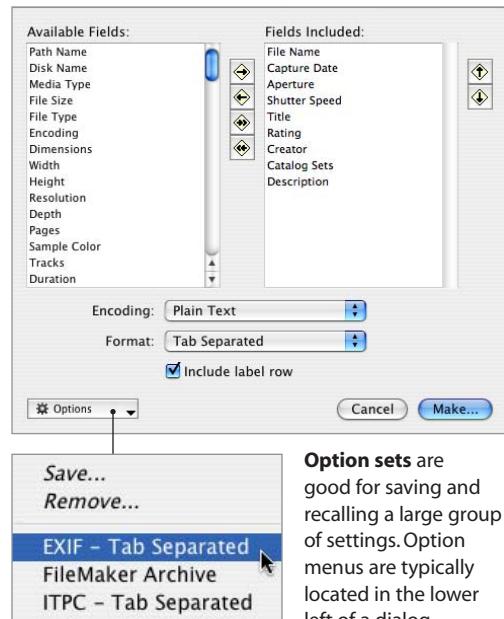
- **Find:** Save and recall simple or complex boolean (and/or) search strings.
- **Batch Rename:** Store combinations of settings for file renaming.
- **View Options:** Store the display options for text, color and metadata of the List, Thumbnail and Media Views. A view's Size menu options are also stored with an option set.
- **HTML Gallery:** Store variations on theme settings for different clients or projects. The *Site Title* is not stored with an option set.
- **File Conversion (Images):** Good for saving conversions with a specific purpose, such as compression for Web or email distribution.
- **Text Table:** Save and recall various metadata groupings that you wish to export (*see figure*).
- **PDF Maker:** Store page layout styles for the production of high-res PDFs.

Save an option set

1. Ensure you have all the function's dialog options set appropriately.
2. Select *Save* from the option set menu.
3. Type the name of the option set, and click *OK*. Option sets menus are listed alphabetically. If you want to force a particular option set to appear at the top the list, then put a blank space as the first character of the name.
4. Tip: There are no methods for renaming an option set. If you want to change the name, you must save the option set a second time using a different name, then remove the old one from the list.

Remove an option set

1. Select *Remove* from the option set menu.
2. Select an option set and click *Remove*.



Option sets are good for saving and recalling a large group of settings. Option menus are typically located in the lower left of a dialog.

Share an option set

You may want to install option sets on other computers in a workgroup or share them with other MediaPro users. Option sets are small custom files and are easy to copy, share and install.

1. Locate the user-defined *Plug-ins > Option Sets* folder. See page 5 for instructions on locating this folder.
2. There are several folders of option sets:
CLGE = PDF Maker; BREN = Batch Rename;
IMGC, SNDC and MOVC = File Conversion;
LAY0, LAY1, LAY2 = List, Thumbnail, Media View;
HTML = HTML Gallery; TEXT = Text Table.
Find option sets cannot be shared.
3. Copy the desired option set to the desktop and distribute it to whomever you wish. The recipient must place the option set in the correct corresponding option set folder.
4. Tip: It is important that the recipient/user of your shared option set has the same version of MediaPro as you. Also, when sharing HTML Gallery option sets, your recipient will need to have the relevant themes installed for the option set to function properly.

Image Editing and Version Control

iView MediaPro offers powerful image editing as well as calibration tools that can enhance the color, sharpness and brightness of your images.

Image Editor

The features of this tool apply only to image file formats (such as JPEG or TIFF) and will not work on movies or vector graphics.

The Image Editor can be launched from the toolbar icon (§), or by selecting *Show Image Editor* from the Window menu.

In order to properly preview the filter effects of the Image Editor, MediaPro will automatically switch to Media View when a filter is selected.

To edit images, use the following process:

1. Choose a filter from the Image Editor palette by clicking on the filter name in the list.

2. Make your edits in the pop-up filter dialog, then press *OK*. Apply as many filters to the image as necessary. Use the *Revert* button to discard all changes and reload the original image. Use the *Undo* button to remove the effect of the last filter applied.

3. Image modifications by any of the tools described in this section are not saved until you press the *Save* button in the Image Editor palette. The *Save* button launches a dialog to define compression and file type settings. To overwrite the existing file simply press *Save*. This dialog also gives you the option of storing a backup copy of the original file in a folder of your choice, or in the Version Control folder.

Saving image files will remove embedded digital photo annotations (EXIF) that may have existed in the original file, unless you check the option to *Preserve EXIF metadata* in the Save dialog. IPTC and XMP metadata cannot be preserved. You must synchronize them after saving, using the *Sync Annotations* command (page 58).

The following pages describe how each of the Image Editor filters and tools work. You can use as many filters as you want before saving changes.

Image Editor palette

The Image Editor can be launched from the toolbar icon, or by selecting *Show Image Editor* from the Window menu. To launch a filter or image editing tool, click the name in the filter list.



Click the arrow to show or hide the Version Control section.

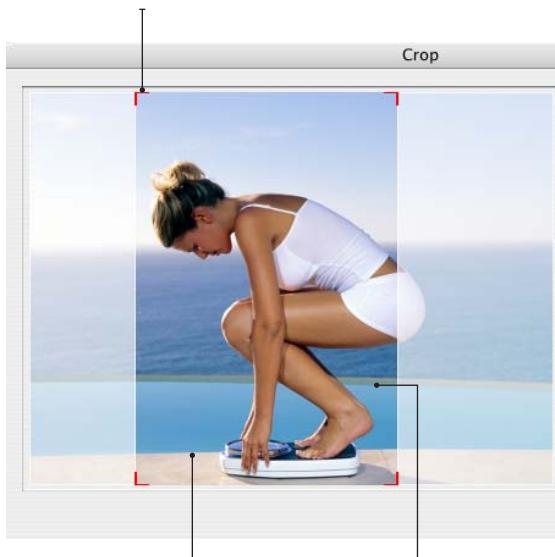
For instructions on how to use Version Control, see page 134.

Undo removes the effects of the last filter applied.

Revert reloads the image from the original.

Save launches a save dialog.

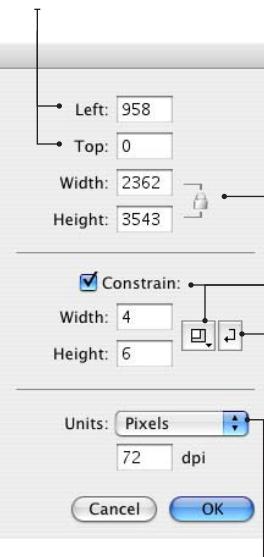
Resize the cropped area by clicking and dragging on any of the red control corners. When proportions are not constrained, you can pull on any side to alter the crop (see below).



To begin cropping, click the image and draw a box around the desired area. MediaPro grays out the area that will be cropped.

To move the cropped area, place your cursor in the active area, then click and drag the hand ().

Area defines the Left and Top edges of the cropped area in relationship to the original image. This is similar to X/Y coordinates used in other applications.



Width and height are the dimensions of the cropped area. The lock icon appears when proportions are constrained.

Check the **Constrain** box to lock the proportions of the cropped area. The drop-down menu in this area provides easy access to standard print, screen and video sizes.

The **Units** pull-down menu controls the unit of measure: pixels, inches or centimeters.

This button inverts the width and height variables of the constrained proportions.

Crop

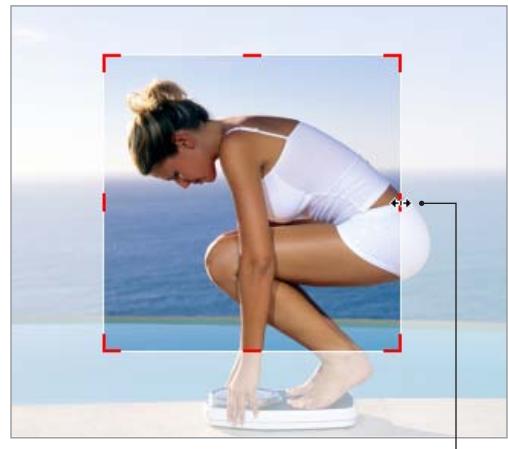
The Crop tool is used to reduce the visible area of an image. To begin cropping, click the image and draw a box around the desired area. MediaPro grays out the area that will be cropped. Click the OK button to accept the crop.

Before accepting the crop, you can adjust the edges of the selection to fall exactly at the desired location. Simply place the cursor over one of the four sides and drag to the desired location. While adjusting the cropped area, you can review the coordinates of the crop in the Area fields.

To constrain the proportions of a crop, check the Constrain box and enter the desired dimensions. This is useful for cropping an image for a specific print, screen or video sizes, such as 4x6 or 640x480.

You can adjust the unit of dimension displayed in this dialog by selecting pixels, inches or centimeters in the Units pull-down menu.

Click Cancel to exit the Crop tool.



When resizing a cropped area that is not constrained, dimensions can be adjusted by clicking and dragging on any side of the box. You do not have to click exactly on the red control bars.

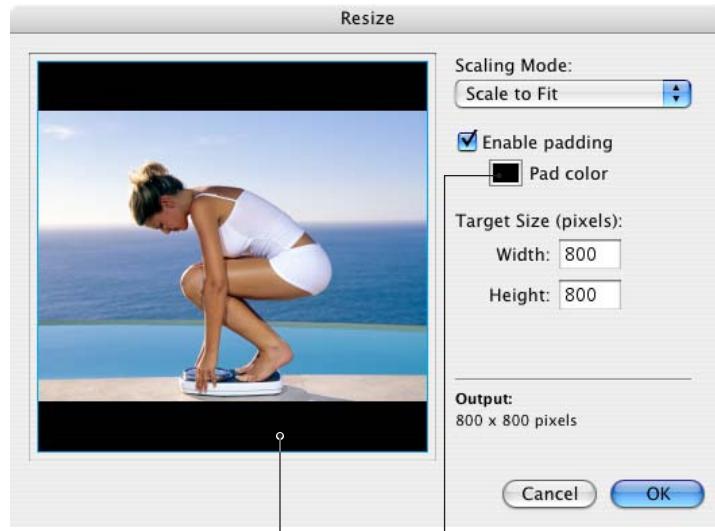
Resize

The Resize tool is used to reduce the size of an image. This tool works similarly to MediaPro's batch file conversion utility, but includes some options for finer adjustment.

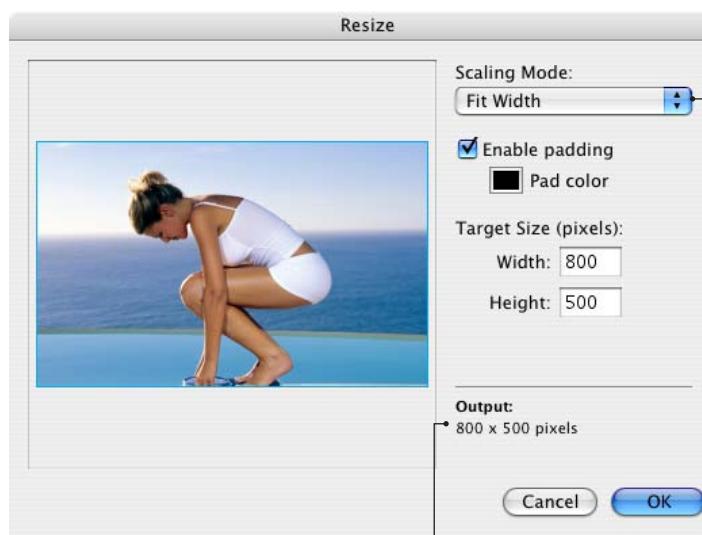
To resize an image, define the new width and height in the *Target Size* fields. Adjust how the image will fit into the *Target Size* by selecting a *Scaling Mode*. If you want the image to conform to a specific size, without stretching the image, check the *Enable Padding* box and select a *Pad Color*.

MediaPro cannot interpolate, or increase, the size of images. Thus, when you give dimensions larger than the image's original size, this dialog will show blank space (or padded space) around the image.

The original resolution of images is not affected by resizing with MediaPro.



Padding is the space created when you choose a target size that is wider or taller than existing image proportion. When you choose *Enable Padding*, MediaPro will fill in the extra space with a color of your choice (see above). If padding is not enabled, MediaPro will resize the image according the Scaling Mode. This usually scales the image to fit the width or height. For example, without padding the horizontal image above would be output to match the width at 500 x 375.



In this example, the image output will be clipped at the top and bottom because the *Target Size* proportions are not as tall as the dimensions of the original image.

Scaling Mode defines the way the image will fit into the *Target Size*. Options include:

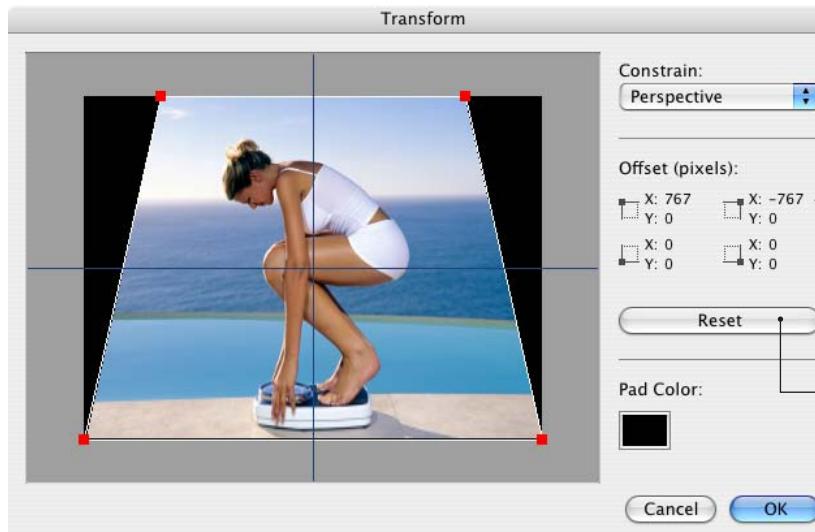
Scale to Fit proportionally scales the image to the *Target Size*.

Pin Larger scales the image with its larger side expanded or shrunk to fit the *Target Size*.

Pin Smaller scales the image with its smaller side expanded to fit the *Target Size*. This option will fill the entire area, but your image may be clipped.

Fit Width scales the image based on the horizontal parameters of the *Target Size*. If you apply this to a vertical image, some of it may be clipped.

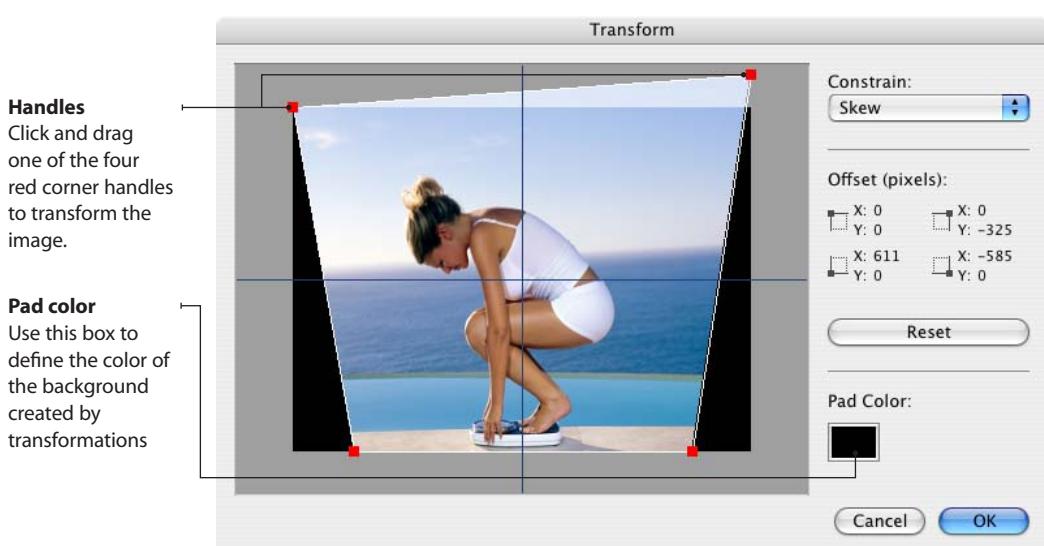
Fit Height scales the image based on the vertical parameters of the *Target Size*. If you apply this to a horizontal image, some of it may not be visible.



Constrain
This drop-down menu provides three transform choices: Perspective, Skew and Free.

Offset
Provides the X and Y coordinates for each corner of the image.

Reset
This button resets the image and removes all transformations.



Transform

The Transform tool lets you alter the shape and perspective of your images. This tool is good for correcting optical distortion such as converging verticals or barrel distortion.

The *Constrain* drop-down menu provides three transform choices: *Perspective*, *Skew* and *Free*.

Perspective: Applying perspective lets you apply one-point perspective to an item. To apply a vanishing point perspective along the horizontal or vertical axis, drag a corner handle along that axis. The opposite

corner will move in tandem.

Skew: This operation enables you to tilt or slant an object to one side while keeping all other sides fixed. Drag a corner handle to reposition just that handle. You can adjust all handles independent of moving others.

Free: This tool lets you apply skew and perspective transformations in one continuous operation.

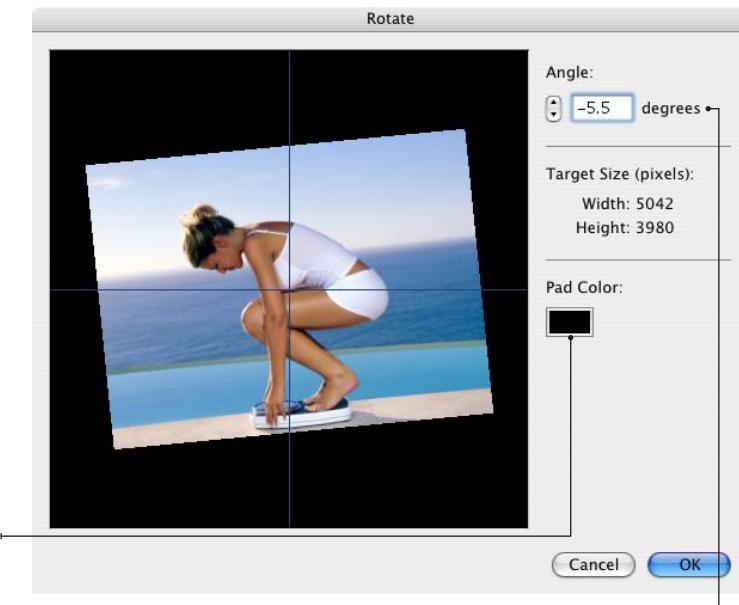
Rotate

The Rotate tool is used to adjust the angle of an image. You can adjust the rotation in increments as small as 1/10th of a degree.

To rotate an image 90 degrees clockwise, just type 90 into the *Angle* field. To rotate counter clockwise, place a negative sign (-) in front of the number in the *Angle* field.

This rotation method is not the same as lossless JPEG rotation. See **JPEG Rotate** in the Action menu, for lossless rotations of 90, -90 and 180 degrees.

Pad Color: Select a color to use for the background of images when rotated.



Adjust Angle: Use the arrows to rotate by increments of .1 degrees (up rotates clockwise; down rotates counter clockwise); or just type in the number of degrees to rotate (negative numbers rotate counter clockwise). You can also drag the mouse with the mouse.

Remove Grain

This filter will help smooth out grainy images by applying a slight blur.

Choose between *Fine*, *Medium* and *Coarse*, depending on the size the grain.

Real-time preview:

This window shows the affects of the filter applied to a sample of the image area at 100%. To change the area of the image being previewed, click the image and drag it to the desired location.



Preview: Checking this box will apply the filter to the image in MediaPro's Media View. The time it takes to render a preview of the filter will vary depending on the complexity of the filter and the speed of your computer's processor.

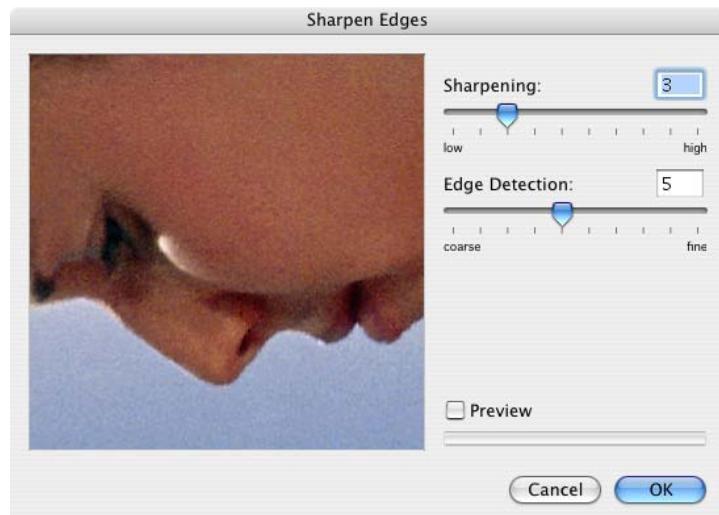
Sharpen Edges

This filter adjusts the sharpness of your images. It works by determining the edges of elements in the image through their contrast.

The *Sharpening* slider defines the number of pixels (from 1-10) in the edge neighborhood that are retouched.

The *Edge Detection* slider adjust how strong the contrast of edges must be before a pixel is considered to be in-range to be sharpened.

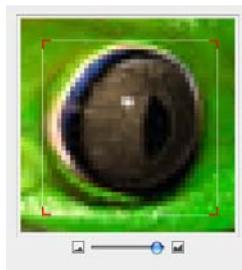
Tip: Be careful not to over-sharpen the image as it will bring out imperfections, making JPEG artifacts more visible.



Remove Red Eye

This filter helps you remove the "red eye" effect caused by a camera flash. To remove red eye from images:

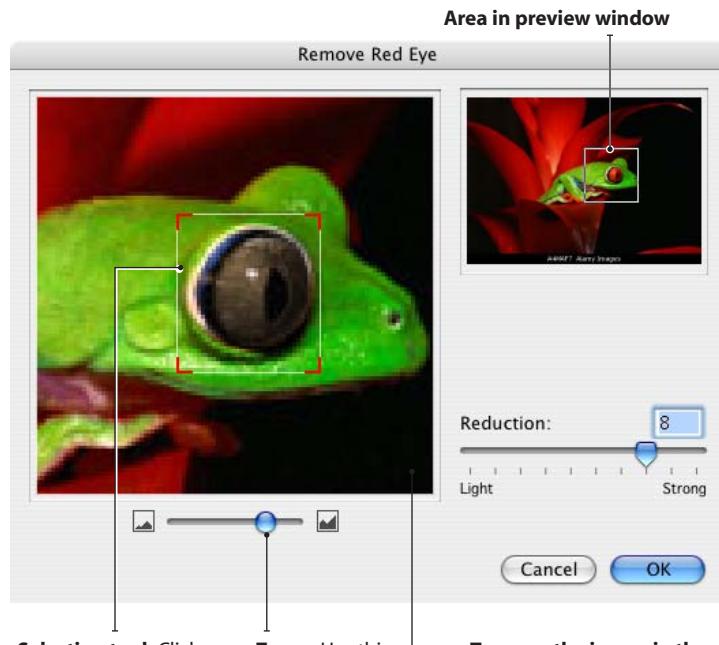
1. Zoom in on the area where the eyes are located.



2. Use the selection tool to draw an area around the pupil of the eye (above). Depending on the skin tone, it is safe with some images to draw a box around both eyes. Be aware of reddish skin tone, lips and red hair that might be affected.

3. Adjust the level of red-eye using the *Reduction* slider. Usually somewhere in the middle (5 or 6) works best.

4. Click *OK*. Repeat steps 1-3 to adjust the other eye.



Selection tool: Click and drag the red corners to adjust the size of the selection.

Zoom: Use this slider to zoom in on the eyes.

To move the image in the preview window, place your cursor in the active window, then click and drag the hand (☞).

Convert to Duotone

This filter converts color and black & white images into duotones. Duotones were designed to increase the tonal range of a grayscale image by using different colors to reproduce different gray levels.

To create a duotone, select a light and dark color by clicking on the respective color button. Then adjust the brightness and contrast using the sliders. Negative numbers reduce brightness and contrast.



Invert Photo Negative

The Invert Photo Negative filter inverts the colors of an image. This filter is useful for turning a positive image into a negative or to make a positive from a scanned negative.



Adjust Saturation

This filter adjusts the color saturation and lightness of your images.

The *Saturation* slider defines the intensity of the colors. The existing level of colors in an image is 100. To reduce color saturation, drag the slider to a number less than 100. Zero represents no color, making an image black and white.

This tool can help compensate for a lack of color definition, but bear in mind that inkjet printers tend to over-saturate color, rendering the colors unrealistic.



Adjust Brightness and Contrast

This filter adjusts the tonal range of your images through brightness and contrast. It can help to correct blurry images and bring out fine details in tone.

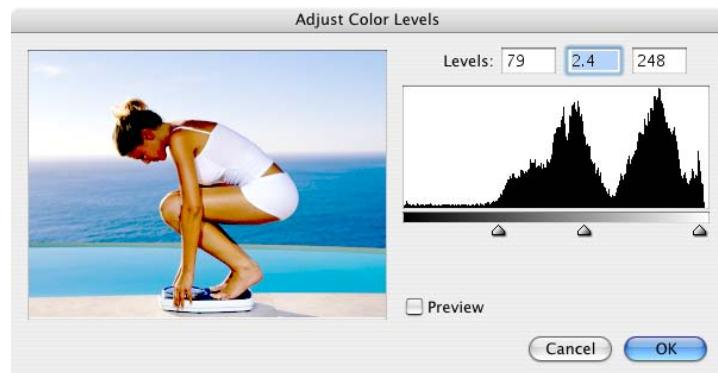
Dragging sliders to the left decreases brightness and contrast; dragging them to the right increases the levels.



Adjust Color Levels

Color Levels histogram displays the tonal range of the entire image. The sliders are used to adjust highlights (right), shadows (left), and midtones (middle).

The middle slider changes the intensity values of the middle range of tones without dramatically altering the highlights and shadows. The outer two levels sliders set the black point and white point of the image.



Adjust Color Balance

The Color Balance filter changes the overall mixture of colors in an image for generalized color correction.

To adjust the color balance, drag a slider toward a color you want to increase in the image or drag a slider away from a color you want to decrease in the image. Values range from -100 to +100.



Preset Enhancement

This filter offers several one-click enhancements for your images.

Color Cast: Images usually suffer from color casting if they have been shot using the wrong film type. For example, images shot under artificial light tend to have a yellow bias. This filter removes the yellowness of the image.

Contrast/Brightness: *Backlight* compensates for the effect of the subject being slightly backlit. *Under and Over Exposure* adjusts the tonal range to compensate for the effect of an image being under or over exposed.

Subject: This category offers a set of options to adjust skin tone of portrait photography and the color of objects in landscapes.

Windows: Some filters are only available on the Windows version. On Windows, a filter from each group can be combined to provide a custom enhancement.

Mac: On the Macintosh version, you can adjust the percentage of the filter that is being applied to the image using the Levels slider.



Windows: Some filters are only available on the Windows version. On Windows, a filter from each group can be combined to provide a custom enhancement.



Mac: On the Macintosh version, you can adjust the percentage of the filter that is being applied to the image using the Levels slider.

Auto Enhancement

This filter is a one-click enhancement that combines several filters (including saturation, brightness, contrast) to automatically produce an optimal image.

Results will vary depending on the tonal range of the original image.



Version Control

This feature is useful both for individuals and small workgroups to browse and track different versions during the editing process. This is useful as a backup as well as to revert to or compare different versions, and can be of great help during image editing.

To activate this feature, select a folder using the *Setup* dialog in the Image Editor palette. Backup copies of version-controlled files will be saved in this folder. You must make sure that you use a separate folder for each catalog.

The *Version Control* folder maintains a log of the items added and removed from the folder, with the name of the original file and, the number and details of each version saved. MediaPro will automatically purge version control files for entries that have been removed from the catalog, when a catalog is closed. The size of the folder will grow, depending on the size and number of copies of files. It is advisable to have the folder on a volume which has plenty of storage space.

Once a *Version Control* folder has been assigned to the catalog, you can begin to edit and backup media files. After you have edited an image, click the *Save* button in the Image Editor palette. In this dialog, check the box *Save in versions folder*.

MediaPro automatically assigns the current time and date and saves this data in the export log in the *Version Control* folder, together with a MediaPro-encoded backup copy of the file.

You can examine and compare any backup version, at any time, by simply clicking on the different versions in the list.

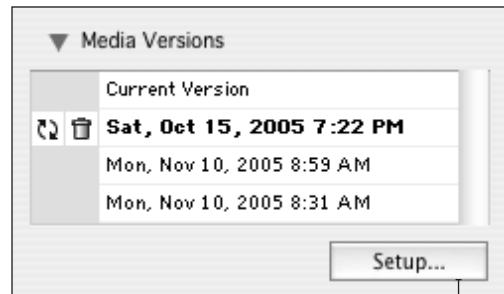
There are two important icons next to each item in the backed-up versions list:

The arrow icon replaces the current media file with the selected backed-up version.

This option will also give you the opportunity to *Swap files* instead of replacing.

The trash icon deletes the selected backed-up version, and removes it from the *Versions* list.

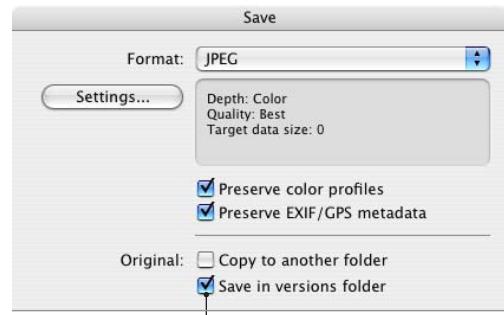
MediaPro also has version control support for



Version Control Setup in the Image Editor palette and its resulting dialog.



Click the folder icon to locate and choose your Version Control backup folder.



The *Save in versions folder* option of the Save dialog places a backup of the original version in the Version Control backup folder. It also provides *Options* to preserve color profiles and EXIF metadata.

image editing performed in other third-party applications such as Adobe Photoshop. For MediaPro to recognize these edits, you must have the Image Editor active and open the image file with the third-party editor via the *Open With* helper application menu (see page 115).

Printing

The print dialog automatically defaults to match the active view of your catalog. iView MediaPro offers three printing styles to match those views:

Content List is useful for printing a table of contents of your catalog. This style matches the layout of the catalog's List View, with icons and associated field information of each file.

This style also includes options for showing/hiding icons and field headers on the printout. The size of the icons in your catalog's List View determines the size of the icons in the printout.

Contact Sheet prints a table of thumbnails similar to your catalog's Thumbnail View. The size of the thumbnail in your catalog determines the size of the thumbnail in the printout.

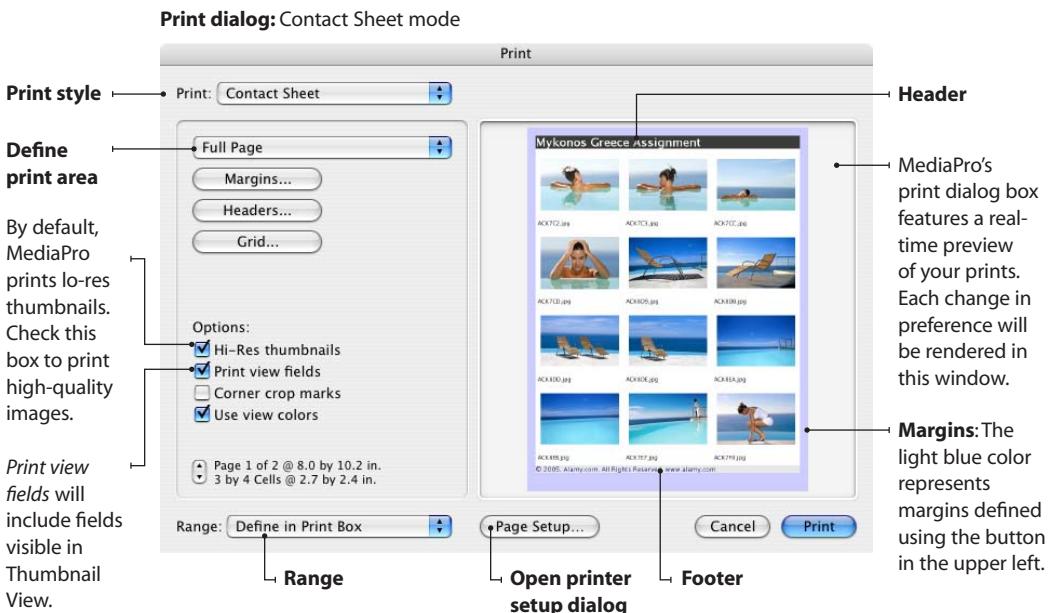
Remember, thumbnails are imported into the catalog by using the file's built-in thumbnail or ones created by MediaPro. If your thumbnails are printing poorly, choose *Rebuild Item* in the Action

menu. Then try printing again.

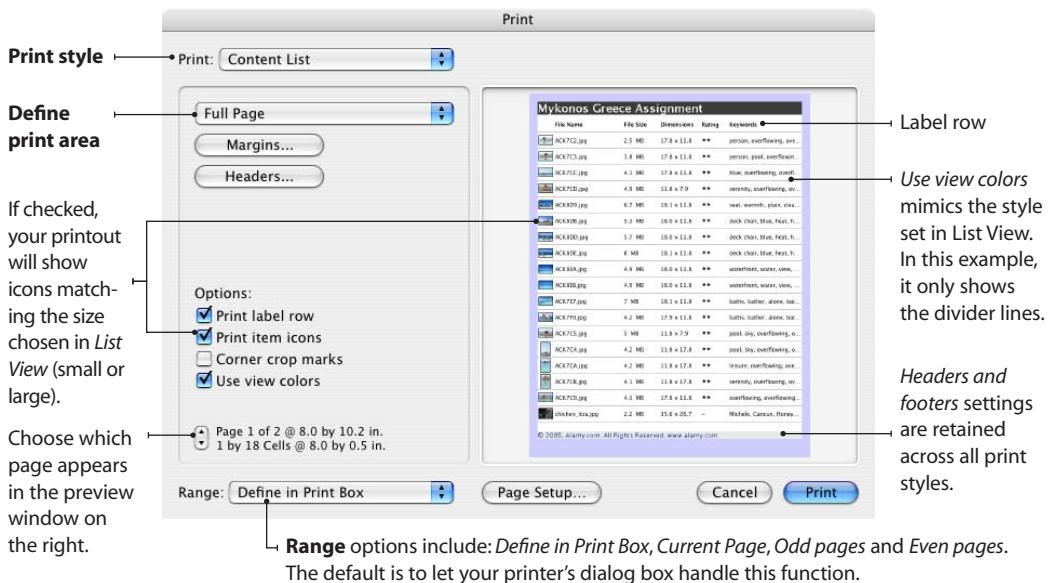
You can also choose the *Hi-Res Thumbnail* option for quality printing. Checking this option will send more image detail for every thumbnail to the printer, so allow extra time for printing. The printing speed is dependent on your computer's processing power and the type of printer.

Media Sheet renders the full size, hi-resolution images from original files. Since some of these files may be quite large, allow extra time for printing. The size of the displayed and printed media can be changed by using the *Scaling* pull-down menu (see explanation next page).

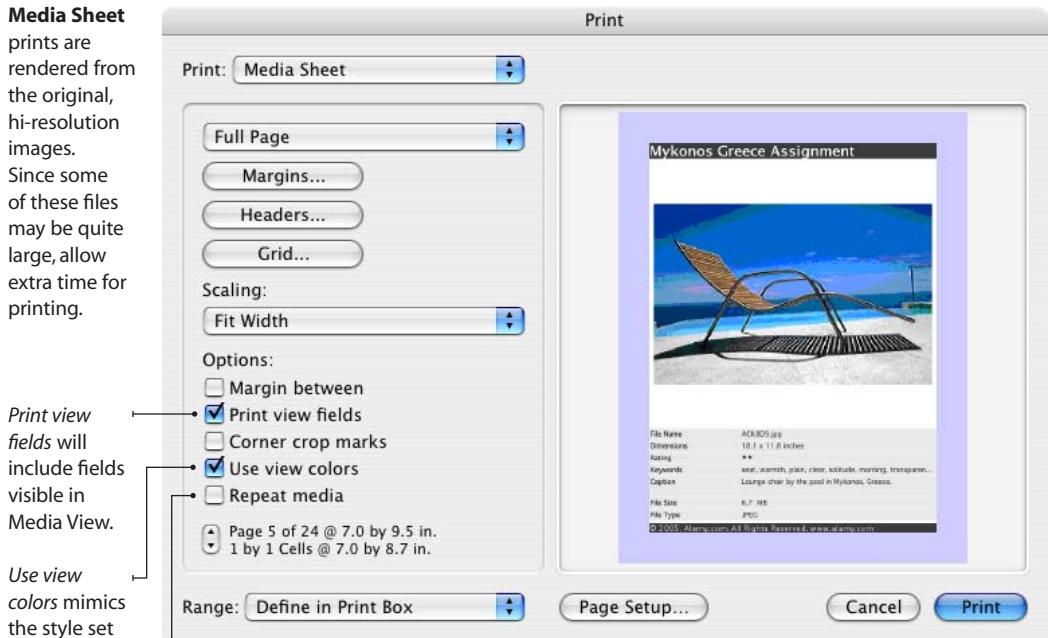
The most useful of these is *Scale to Fit*, as it automatically rescales the image to fit within the print area. Other useful options are *Actual Size* and *Fit Width*, but they may hide parts of the image when the size and shape of the original image is larger than the rendered area or printed cell size.



Print dialog: Content List mode



Print dialog: Media Sheet mode

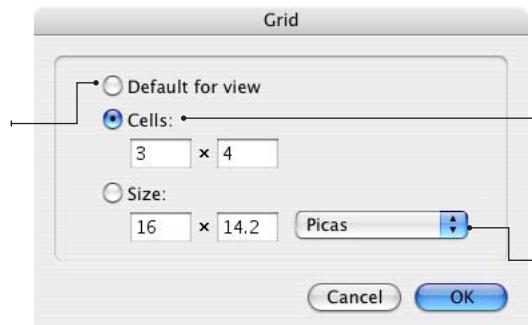


Repeat media: This option will tile a single image in the available print area. Use the Grid option to define the number and size of the tiled images. Check the Margin between box to place a small amount of space between tiled images. See an example on page 138.

Print Options: Grid

Only visible in the Thumbnail and Media Views.

Default for view takes into account the predefined layout and image size settings selected within each view mode, and the Print Area Size.



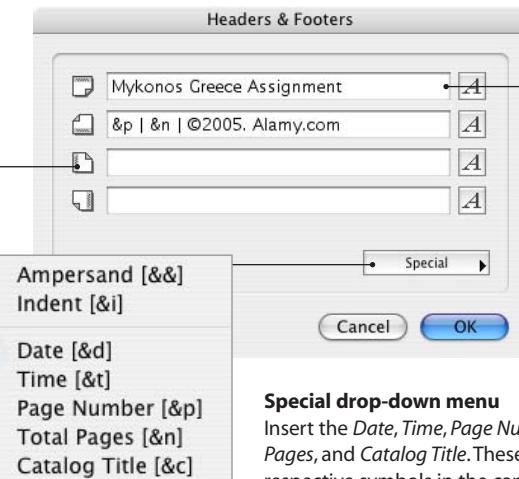
Cells allows you to define the number of rows and columns, but may override the image size settings or possibly crop some of the field text if the Print Area Size is too small.

Size is similar to cells, but allows you to define the exact size of each media cell.

Print Options: Headers & Footers

Place labels such as headers, footers, right and left labels on your print out.

You may use one or all of these label fields on a given print out. This example will place *Mykonos Greece Assignment* at the top of print outs. On the bottom, it will print the *Page Number* and *Total Number of Pages*. It is acceptable to mix these symbols with regular text.



Click this button to alter typographic, color and style preferences.

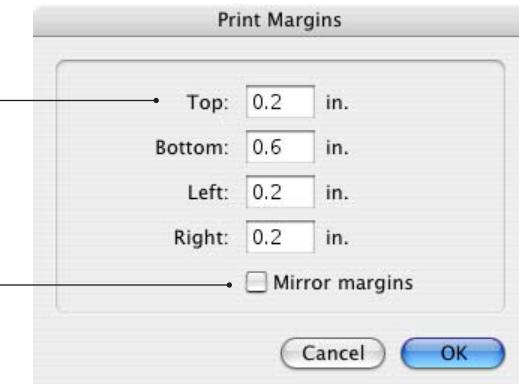
Special drop-down menu

Insert the *Date*, *Time*, *Page Number*, *Total Number of Pages*, and *Catalog Title*. These are represented by their respective symbols in the caption's box. The Ampersand option is to help differentiate the character from the special character commands. The Indent option aligns the label center or right. One Indent mark (&i) will center the text. Two indent marks flushes the text to the right.

Print Options: Margins

Visible in all views.

Margin dimensions will default to those set by selected printer.



Use **Mirror margins** for including spines on double-sided documents that will be bound or punch-holed.

Print options

Define the Print Area menu has options for full page, as well as CD and other disk cases, such as Zip or Jaz disk. If you select *Full Page*, MediaPro uses the page size defined in the *Page Setup* dialog. The options will differ according to the type of the printer chosen. You can add custom print area templates to this menu. For instructions, see the following page.

Margins allows you to further adjust the *Print Area Size* on all sides. With the *Mirror Margins* option, you can include spines for double-sided documents that will be bound or punch-holed.

Headers enables you to place a label on the top (header), bottom (footer), right and left sides of your printout. You can adjust the type and style of the labels. In the *Special* drop-down, add automatic page numbers, date, time and more. Header settings are retained across all print styles.

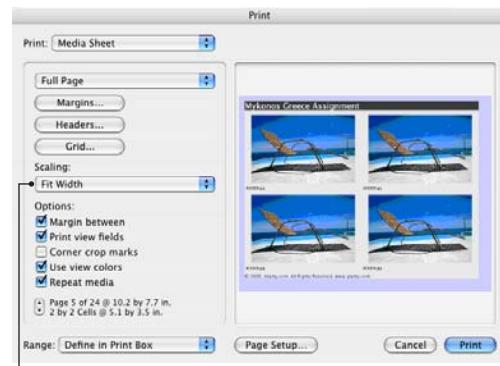
Grid: For Contact Sheets, this option defines the number of rows and columns for a printout. For Media Sheets, you can define how multiple copies of the same image, or different images, will be printed. *Default for view* takes into account the image size settings for the respective view of the catalog. *Cells* allows you to define the number of rows and columns. *Size* is similar to cells, but allows you to define the exact size of each cell.

Range modifies which pages will print. The default is to allow your printer's dialog box to handle this function. You may also choose *Current Page*, and *Odd* or *Even* pages.

Printing tips

- **To print a selection of files**, make your selection, then choose *Show Selected* from the Find menu. Print your results.
- **Multi-layer-/page files:** MediaPro only prints the frame assigned as an item's thumbnail. In order to print a layer or page within a composite file, go to the page or layer you wish print in Media View, then select *Rebuild Item* from the Action menu before printing.

Print dialog: Media Sheet mode (shown with 2x2 grid)



Scaling menu: Only visible in Media Sheet mode. To define the image size, choose one of the following options from the menu:

Actual Size uses the 100% size of the image, and centers it in the Print Area.

Scale to Fit proportionally scales the image to the size of the Print Area.

Fit Width scales the image based on the horizontal parameters of the Print Area. If you apply this to a vertical image, some of it may not be visible.

Fit Height scales the image based on the vertical parameters of the Print Area. If you apply this to a horizontal image, some of it may not be visible.

Pin Smaller Side draws the image with its smaller side expanded to fit the screen. This option will fill the entire screen, but your image may be cropped.

Pin Larger Side draws the image with its larger side expanded or shrunk to fit the screen.

Tile the image (in actual size) in the window. This option is helpful when you are printing patterns.

Percentages allows reduction or enlargement of the image from 25% to 2000%.

▲ Page 5 of 24 @ 10.2 by 7.7 in.
▼ 2 by 2 Cells @ 5.1 by 3.5 in.

Page selector: Use the up and down arrows to choose which page appears in the preview window on the right side of the dialog box.

Print templates

iView MediaPro lets you create printing templates to suit all your needs. These printing templates are text files and reside in the user-defined Plug-ins > Print Templates folder (see page 5 for location of this folder).

Printing templates allow the user to define the specific size and position of the printing area on a page. It is made up of a line of text containing five values, each separated by a single space.

Example: -1 -1 342 339 px

- Value 1: Left margin
- Value 2: Top margin
- Value 3: Width
- Value 4: Height
- Value 5: Unit of measure

Acceptable units of measure

- in (inch)
- px (pixel)
- cm (centimeter)
- mm (millimeter)
- Use “.” or “,” as decimal separators.

If the margin is set at “-1”, MediaPro centers the printing area with these margins.

Example template for CD jewel case

The print area on the front of a standard CD jewel case is 120x120 mm.

To center the image horizontally, you need to place it: $(210-120) \div 2 = 45$ mm on the right margin.

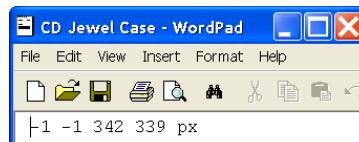
To center the image vertically, you need to place it: $(297-120) \div 2 = 88.5$ mm on the left margin. For simplicity, we will use 80 mm.

The coordinates that we need for the CD case template are:

45 80 120 120 mm or -1 -1 120 120 mm

Create a template

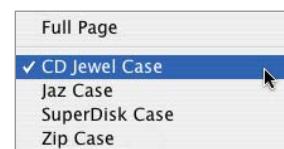
Step 1: Create a text file with the proper order and number of values. Place it in the user-defined Plug-ins > Print Templates folder (see page 5 for location).



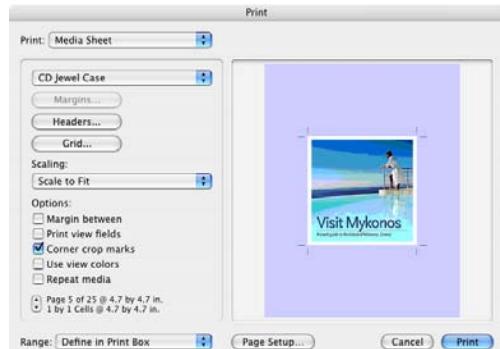
Step 2: Select the image you want to print in Media View. Click the Print icon in the toolbar.



Step 3: Select the new template in the Print Dialog box.



Step 4: Modify the scale, crop marks, etc.



PDF Maker

This feature allows you to produce high-resolution PDF files of any size and layout using the media in your catalog. The layout of the PDF can be completely customized.

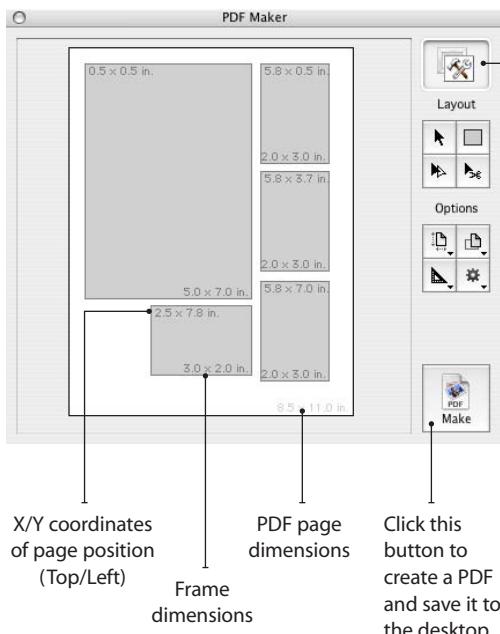
How to use PDF Maker

1. Launch this feature by selecting *Show PDF Maker* in the Window menu.
2. Start in the *Layout* tool by defining page size and orientation. To show the *Layout* tool, click the large button in the upper right corner of the palette. Once you have this view showing, you can decide how and where media items should appear on the page. Use the various option tools to define page size, orientation and unit of measure. Then use the layout tools to draw and move around boxes that will contain your media. Media locations are freeform and can even be overlapping. You can save various layouts for later recall by using the *Options Sets* drop-down menu.

3. Once your layout is defined, change to the *Content* tool by clicking the large icon in the upper right corner of the palette. Then, simply drag-and-drop media from your catalog to the PDF layout locations. When images are dropped into locations, they may need to be resized, rotated or relocated with the media location box. You can use the *Clear* tool to remove an image from a box.

4. Finally, click *Make* and your custom PDF file will be generated and saved to a location of your choice on the desktop. The time needed to create a PDF depends on the size and resolution of the images used in the PDF.

The high-resolution PDFs that you create are ideal for printing, but may be too large for distribution on the Internet. Currently, there are no options for customizing the compression of images in the PDF. Exported PDFs can be further customized using a PDF editing application such as Adobe Acrobat.



PDF Maker palette: Layout panel

Click this button to toggle between Layout and Content panels of PDF Maker

Layout Tools

- | | |
|---|---|
| Move tool
Position or resize frames | >Create tool
Click page to add a new frame |
| Clone tool
Click a frame to duplicate it | Delete tool
Click a frame to remove it |

Options

- | | |
|--|--|
| Set page size (offers 11 standard sizes) | Set page orientation (portrait or landscape) |
| Set display units (inches, centimeters) | Option sets (Save or load layouts) |

PDF Maker palette: Content panel

Click this button to toggle between Layout and Content panels of PDF Maker



Content Tools

- | | | |
|--|--|---|
| Drag tool
Position content in a frame | | Zoom tool
Scale content in a frame |
| Rotate tool
Set content orientation (rotates clockwise) | | Clear tool
Remove content from a frame |

Printing to PDF (Mac OS X)

On Mac OS X you can print MediaPro catalogs to PDF format using the system's built-in printing functionality. Instead of actually printing a document, you use the *Print* dialog to export your catalog to a PDF.

First, use the MediaPro print dialog to customize the print style (e.g. Content List, Contact Sheet or Media Sheet), then click the *Print* button.

In the system print dialog, click *Save As PDF*. Type a name for the document and choose where you want to save the PDF.



Save As PDF: In the OS X print dialog, there is a button that enables you to save your printout as a PDF instead of actually printing the file.

Placing images into PDF Maker layouts



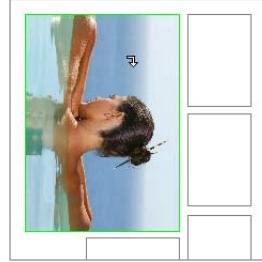
Step 1: Select an image in the catalog and drag-and-drop it into the desired frame of the PDF. If you drop it into the wrong frame, use the *Clear* tool to remove the image from the frame.



Step 2: Images will snap to fill either the height or width. Use the *Zoom* tool to resize the image. Place the tool cursor on the image and drag up to enlarge or down to reduce.



Step 3: Use the *Drag* tool to position the image within the frame. Place the tool cursor on the image and drag it around in the frame to the desired position.



Step 4: Use the *Rotate* tool to adjust the orientation of the image within the frame. Place the tool cursor on the image and click. Each click rotates another 90 degrees clockwise.

Appendix A: Keyboard shortcuts

Application/Edit	Windows	Mac
Empty Trash		⇧ ⌘ Delete
Preferences	Ctrl+,,(Comma)	⌘ ,,(Comma)
Media Rendering	Ctrl+⇧ +,	⌘ ⇧ ,
Vocabulary Editor	Ctrl+Alt+,	⌥ ⌘ ,

File Menu	Windows	Mac
New Catalog	Ctrl+N	⌘ N
Close Catalog	Ctrl+W, Ctrl+F4	⌘ W
Open Catalog	Ctrl+O	⌘ O
Catalog Finder	Ctrl+⇧ +O	⇧ ⌘ O
Save Catalog	Ctrl+S	⌘ S
Save As...	Ctrl+⇧ +S	⇧ ⌘ S
Catalog Info	Ctrl+K	⌘ K
Catalog Importers	Ctrl+Alt+K	⌥ ⌘ K
Import from Files/Folders	Ctrl+I	⌘ I
Import from Catalog File	Ctrl+Alt+I	⌥ ⌘ I
Import from Spotlight Query		⇧ ⌘ I
Import from Camera	Ctrl+Alt+U	⌘ U
Import from Disk	Ctrl+Alt+U	⌥ ⌘ U
Import from URL	Ctrl+⇧ +U	⇧ ⌘ U
Print	Ctrl+P	⌘ P
Page Setup	Ctrl+⇧ +P	⇧ ⌘ P
Exit (Quit)	Alt+F4, Ctrl+Q	⌘ Q

Edit Menu	Windows	Mac
Undo		⌘ Z
Cut	Ctrl+X	⌘ X
Copy	Ctrl+C	⌘ C
Paste	Ctrl+V	⌘ V
Delete	Delete	Delete
Select All	Ctrl+A	⌘ A
Deselect All	Ctrl+D	⌘ D
Custom Fields	Ctrl+⇧ +D	⇧ ⌘ D
Add Terms	Ctrl+⇧ +T	⇧ ⌘ T
Preferences	Ctrl+,,(Comma)	⌘ ,,(Comma)
Thumbnails & Previews		⌥ ⌘ T

Legend

⌘ Command	⇧ Shift	⌥ Option	↑ Arrows
-----------	---------	----------	----------

Find Menu	Windows	Mac
Show All	Ctrl+E	⌘ E
Show Hidden	Ctrl+Alt+E	⌥ ⌘ E
Show Selected	Ctrl+⇧ +E	⇧ ⌘ E
Hide Selected	Ctrl+Alt+⇧ +E	⌥ ⌘ ⌘ E
Show Previous State	Ctrl+Alt+Left	⌘ ←
Show Next State	Ctrl+Alt+Right	⌘ →
Find	Ctrl+F	⌘ F
Find Next	Ctrl+Alt+F	⌥ ⌘ F
Go To	Ctrl+G	⌘ G
Go Again	Ctrl+Alt+G	⌥ ⌘ G

View Menu	Windows	Mac
Light Table	Alt+Enter	⌘ /
Actual Size/Scale to Fit	Ctrl+0	⌘ 0
Zoom In	Ctrl++	⌘ +
Zoom Out	Ctrl+-	⌘ -
Rotate 90° CW	Ctrl+]	⌘]
Rotate 90° CCW	Ctrl+[⌘ [
Move to Top	Ctrl+Alt+Up	⌘ ↑
Move to Bottom	Ctrl+Alt+Down	⌘ ↓
Move to New Catalog	Ctrl+Alt+N	⇧ ⌘ N
Move to Location	Ctrl+L	⌘ L
Move Again	Ctrl+Alt+L	⌥ ⌘ L
Sort Again	Ctrl+Alt+;	⌥ ⌘ ;
Invert Sort Order	Ctrl+;	⌘ ;

Make Menu	Windows	Mac
Run Slide Show	Ctrl+R	⌘ R
Slide Show Options	Ctrl+Alt+R	⌥ ⌘ R

Other	Windows	Mac
Assign star rating	Alt+0-5	Ctrl+0-5
Assign color label	1-9;0 to remove	1-9;0 to remove
Hide MediaPro		⌘ H
Hide Others		⌥ ⌘ H

Keyboard shortcuts cont.

Action Menu	Windows	Mac		Window Menu	Windows	Mac
Rebuild Item	Ctrl+B	⌘ B		Show/Hide Toolbar	Ctrl+T	⌘ T
Sync Annotations	Ctrl+Alt+B	⌥ ⌘ B		Switch Views (List, Thumbnail, Media)	Ctrl+1, Ctrl+2, Ctrl+3	⌘ 1, ⌘ 2, ⌘ 3
Clear Annotations	Ctrl+⇧ +B	⇧ ⌘ B		Show/Hide Panels (Info, Organize)	Ctrl+4, Ctrl+5	⌘ 4, ⌘ 5
Batch Rename	Ctrl+⇧ +Z	⌘ Y		Show/Hide View Options	Ctrl+J	⌘ J
Move to Recycle Bin (Trash)	Ctrl+Delete	⌘ Delete		Show/Hide Image Editor	Ctrl+Alt+J	⌥ ⌘ J
⌘ Command ⌘ Shift ⌘ Option ⌘ Arrows				Show/Hide Notepad	Ctrl+⇧ +J	⇧ ⌘ J

Light Table keyboard shortcuts & hotkeys

Light Table function	Windows	Mac
Launch Light Table	Alt+Enter	⌘ /
Exit Light Table	ESC, Double-click	ESC, Double-click or ⌘ .(Period)
Previous image	Left Arrow	Left Arrow
Next image	Right Arrow	Right Arrow
Previous/Next group of images	↑ ↓ Page Up/Page Down	↑ ↓ Page Up/Page Down
Move active cell under the mouse to first or last visible catalog item	Home, End keys	Home, End keys
Add/Remove panel to Light Table (up to 6 panels)	Ctrl + (Plus key); Ctrl - (Dash key)	Ctrl + (Plus key); Ctrl - (Dash key)
Assign color label	1 .. 9; 0 to remove label	1 .. 9; 0 to remove label
Assign star rating	Alt+1-5; 0 to remove rating	Ctrl+1-5; 0 to remove rating
Zoom in to the next available size option	+ (Plus key) Increase	+ (Plus key) Increase
Zoom out to the previous available size option	- (Dash key) Decrease	- (Dash key) Decrease
Set Orientation: 90° Clockwise (this is a soft rotation)	Ctrl+]	⌘]
Set Orientation: 90° Counter-Clockwise (this is a soft rotation)	Ctrl+[⌘ [
Move displayed item to Trash/Recycle Bin	Ctrl + Delete	⌘ Delete
Remove displayed item from Catalog	Delete	Delete
Histogram - Toggle display	H	H
Exposure Warnings - Toggle display	W	W
Tools - Toggle display	T, Enter, Return	T, Enter, Return
Magnifier - Toggle display	M	M
Scroll Lock (simultaneous scrolling of all images)	S	S
Layout: Grid	G	G
Layout: Landscape	L	L
Layout: Portrait	P	P

Light Table mouse shortcuts

Light Table function	Windows	Mac
Click to position image. Use Scroll Lock to position images simultaneously.	Click (Normal mode)	Click (Normal mode)
Display settings menu	Right-Click, F1- Help/Shortcuts	Ctrl + Click; Right-Click

Slide Show shortcuts

Keyboard shortcuts

Slide Show function	Windows	Mac
Launch slide show	Ctrl+R	⌘ R
Exit slide show.	Escape (ESC)	Escape (ESC)
Show/Hide slide show controller. When the controller is hidden, the mouse cursor is also hidden.	Enter or Return	Enter or Return
Start/Stop slide show.	Space Bar	Space Bar
Display the next media file. The next media file is always displayed, even in Random mode.	Right or Down Arrow	Right or Down Arrow
Display the previous media file. The previous media file is always displayed, even in Random mode.	Left or Up Arrow	Left or Up Arrow
Move to next frame of a movie. Step through frames while slide show is paused.	Ctrl + Right or Down Arrow	⌘ + Right or Down Arrow
Move to previous frame. Step through movie frames while slide show is paused.	Ctrl + Left or Up Arrow	⌘ + Left or Up Arrow
Jump to the last frame of the movie.	⇧+Ctrl+Right/Down Arrow	⇧ + ⌘ + Right/Down Arrow
Jump to the first frame of the movie.	⇧ + Ctrl + Left or Up Arrow	⇧ + ⌘ + Left or Up Arrow
Zoom in to the next available size option.	+ (Plus key) Increase	+ (Plus key) Increase
Zoom out to the previous available size option.	- (Dash key) Decrease	- (Dash key) Decrease
Toggle scale of images between <i>Scale to fit</i> and <i>Actual Size</i> .	Ctrl+0	⌘ 0
Change display to the next available grid option.	d	d
Change display to the previous available grid option.	⇧ + D	⇧ + D
Set/unset slide show to Interactive mode. If slide show is in interactive mode, you can use the arrow keys or mouse to move forward or backward.	I or i (case insensitive)	I or i (case insensitive)
Set/unset slide show to Continuous (Loop) mode.	L or l (case insensitive)	L or l (case insensitive)
Set/unset slide show to Random mode. Random mode uses all available media items once before repeating media.	R or r (case insensitive)	R or r (case insensitive)
Turn Multi-sound mode on or off. This is useful when playing multiple movies at once. When it is off, you will hear audio from the active movie only.	M or m (case insensitive)	M or m (case insensitive)
Change the active media item to the next item in the grid (Multi-grid mode). It will reset the slide show audio and swap information displayed in the info panel. Changing the active item also changes the order at which items are loaded.	Tab	Tab
Assign a color label to active media item. This label will apply to all views in the catalog. Use the slide show controller to check/show/hide labeled items.	Number keys 1-9 0 (Zero) to Remove	Number keys 1-9 0 (Zero) to Remove
Assign a star rating to active media item	Alt+1-5; 0 (Zero) to remove	Ctrl+1-5; 0 (Zero) to remove

Mouse shortcuts

Slide Show function	Windows	Mac
Run/Pause slide show.	Click (Continuous mode)	Click (Continuous mode)
Load next slide.	Click (Interactive mode)	Click (Interactive mode)
Load previous slide.	⇧ + Click (Interactive mode)	⇧ + Click (Interactive mode)
Drag media in grid cell. This takes effect only if the displayed media is clipped, (i.e. larger than the grid cell size).	Alt + Click	⌘ + Click
Exit slide show.	Double Click	Double Click

Appendix B: Supported file formats

Image File Formats (Import)

File Format		Extension		
Adobe Photoshop		8BPS, PSD	✓	✓
Alias Pix	†	ALS, APIX	✓	✓
AppleWorks	‡	CWPT, CWGR	✓	✓
BMP		BMP,BMPf,BMPP,BMPp,DIB	✓	✓
Canon Raw		CRW, CR2	✓	✓
Digital Negative Raw	†*	DNG	✓	✓
FlashPix Image		FPX, FPix	✓	✓
Fractal Design Painter	‡	RIFF	✓	✓
Fuji Raw	†	RAF	✓	✓
GE Medical CRI		CRI	✓	✓
Genuine Fractals	‡	8BIN, STN, STNG	✓	✓
JacqCAD		Expn	✓	✓
JPEG		JPEG, JPG, JPE, EXIF	✓	✓
JPEG 2000		JP2, jp2		✓
Kodak PhotoCD		kpcd, PCDI, PCD	✓	✓
Kodak Raw		DCR	✓	✓
Leaf Valeo Raw	†	MOS	✓	✓
Leica/Panaonic Raw	†	RAW	✓	✓
Live Picture	‡	FIT2	✓	✓
Macintosh Icon		ICN, ICNS, Icon		✓

File Format		Extension		
MacPaint		MAC, PNTG	✓	✓
Minolta Raw	†*	MRW	✓	✓
Nikon Raw		NEF	✓	✓
Olympus Raw	†*	ORF	✓	✓
Pentax Raw	†	PEF	✓	✓
Picture		PCT, PIC, PICT	✓	✓
Picture Clipping		clpp		✓
PNG		PNG, PNGf	✓	✓
QuickTime Image		QIF, QTI, QTIF	✓	✓
Seattle Filmworks		SFWI, SFW	✓	✓
SGI		SGI	✓	✓
Sigma Raw	†	X3F	✓	✓
Sinar/Mamiya Raw	†	STI	✓	✓
Sony Raw	†*	SRF	✓	✓
Startup Screen		SCRN	✓	✓
TGA		TGA, TPIC	✓	✓
TIFF		TIF, TIFF, DCBa, FAX, RICH	✓	✓
Windows Icon		ICO	✓	

† Importer renders preview only

†* Can be fully rendered on Mac OS 10.4.2+

‡ User-defined importer

Image Export formats: SGI, Photoshop, BMP, JPEG, JPEG 2000 (Mac only), MacPaint, PICT, PNG, QuickTime Image, TGA, TIFF

Audio File Formats (Import)

File Format		Extension		
AIFC		AIFC	✓	✓
AIFF		AIF, AIFF	✓	✓
AMF Movie Importer		M4A, M4B, M4P, M4V	✓	✓
AMR		AMR	✓	✓
AU		AU, SND, ULAW, ULW	✓	✓
Audio Data Transport Stream		ACC, ADTS	✓	✓
CAF (CoreAudio File)		CAF, caff	✓	✓
Compact Disc Audio (AIFF)		CDDA	✓	✓

File Format		Extension		
GSM Audio		GSM	✓	✓
MP3		MP3, MPG3, MPA, PLAY, SWA, SwaT	✓	✓
Sound Designer II		SD2, Sd2f	✓	✓
Standard MIDI		MID, Midi, SMF	✓	✓
System Sound		sfil	✓	✓
Wave		BWF, WAV, WAVE	✓	✓
Windows Media Audio		WMA	✓	✓*

* Supported using Flip4Mac QuickTime plug-in

Audio Export formats: AIFF, AU, Wave

Flip4Mac: For Mac's to catalog Windows Media files (.wma, .wmv) download and install this plug-in at: <http://www.flip4mac.com/>

Video File Formats (Import)

File Format	Extension		
3GP2	3G2, 3gp2	✓	✓
3GPP Movie	3GP, 3gpp, SDV	✓	✓
AMC	AMC	✓	✓
AMF movie importer	M4V		✓
Animated GIF	GIF, GIFF	✓	✓
AutoDesl Animator	CEL, FLC, FLI	✓	✓
AVI	VFW	✓	✓
DivX Movie	AVI, DAVI, DIVX	✓	✓
DV	DIF, DV, dvc!	✓	✓
DVD Video Movie File	VOB	✓	
Flash (Macromedia)	SWF, SWFL	✓	✓

File Format	Extension		
MPEG	MPG, MPEG, MPG1, MPG2, M1V, M2V, MP2, MP2V, MPE, MPV2	✓	✓
MPEG-4	MP4, mpg4	✓	✓
Ogg Vorbis Media File	OGM	✓	✓*
Quartz Composer	QTZ		✓
QuickTime Movie	MOV, MooV	✓	✓
Standard MIDI	KAR, MID, MIDI, SMF	✓	✓
Windows Media AV	WM	✓	
Windows Media	ASF	✓	
Windows Media Video	WMV, WMP	✓	✓*

* Requires Flip4Mac QuickTime plug-in, <http://www.flip4mac.com/>

+ Requires Xiph QuickTime plug-in, <http://www.xiph.org/quicktime/>

Video Export formats: 3G, AVI, DV Stream, FLC, Image Sequence, MPEG-4, QuickTime Movie

DTP File Formats (Import)

File Format	Extension		
Adobe Acrobat	PDF	✓	✓
Adobe InDesign	‡ INDD, IDd3	✓	✓
Adobe PageMaker	‡ ALB6, AB65	✓	✓
AppleWorks	† CWWP	✓	✓
Microsoft Excel	† XLS, XLT	✓	

† Importer renders preview only | ‡ User-defined importer

Illustration File Formats (Import)

File Format	Extension		
3D Studio	3DS		✓
Adobe Illustrator	AI	✓	✓
AppleWorks	‡ CWGR		✓
Canvas	‡ drwX, drw9, drw8, drw7, drw6, drw5, CNV, CVX	✓	✓
CorelDRAW	† CDR*	✓	✓
Macromedia Freehand	† AG*, FH*	✓	✓
Postscript	EPSF, EPSP, EPS, PS	✓	✓
PowerCADD	‡ Pd%4	✓	✓
Windows Metafile	EMF, WMF	✓	

† Importer renders preview only | ‡ User-defined importer

Text, Font and Web File Formats (Import)

File Format	Extension		
Text	TEXT, TXT, ttro	✓	✓
Text Clipping	clpt		✓
Font - True Type	FFIL, TFIL, TTF, TTC, SFNT	✓	✓
Font - Open Type	OTF	✓	✓
Font - Suitcase Font	DFNT		✓
Active Server Page	ASP		✓
HTML Document	HTML, HTM	✓	✓
HTML Archive	MHT	✓	
PHP Document	PHP	✓	✓
Web Archive	AWEB		✓
XML Document	XML	✓	

Note: MediaPro's capacity to import certain file types is dependent on having the most current version of Apple's QuickTime installed on your computer. Download the latest update for free from Apple's site at: <http://www.apple.com/quicktime/>

Flip4Mac: For Mac's to catalog Windows Media files (.wma, .wmv) download and install this QuickTime plug-in at: <http://www.flip4mac.com/>

Appendix C: Annotation mapping

iView MediaPro supports a set of pre-defined fields for annotating your media. This set (also known as the IPTC/XMP Core) enables you to define metadata for your media files, such as Creator, Date Created, Location and Copyright.

These annotation standards have been defined by International Press and Telecommunications Council (IPTC) and the Newspaper Association of America (NAA). Adobe uses this standard in part to define the XMP metadata standard.

MediaPro also supports metadata defined by QuickTime, Apple's tool for media authoring and playback. To simplify annotating media, and prevent multiple sets of annotations for each stan-

dard, MediaPro has mapped QuickTime's annotation fields to the IPTC fields.

The table below lists the field names used by MediaPro and their corresponding names in the IPTC and QuickTime standards, as well as in Photoshop. Because the names of each annotation are not integrated into the data, other applications may refer to an annotation by a different name.

In MediaPro 3, you can choose which field names to display in the Info and Organize Panels. In the General Preferences dialog, choose from either the official IPTC Core names, those names used in iView MediaPro 2 or those used in Photoshop (*see page 24 for information on setting preferences*).

iView MediaPro2	Photoshop CS & CS2	IPTC/XMP Core	QuickTime	Aperture
Label	Urgency	Label	-	-
Title	Headline	Headline	Title Song Name (mp3)	Headline
Product	Document Title	Title	Product Album (mp3)	Object Name
Genre	Category	Category	-	Category
Intellectual Genre	Intellectual Genre	Intellectual Genre	Genre	-
Event	Event +	Event	Description	Fixture Identifier
Event Date	Date Created	Date Created	Creation Date	Date Created
Author	Author	Creator	Author Original Artist Artist (mp3)	Byline
Credit	Credit	Provider	Producer	Credit
Source	Source	Source	Original Source	Source
Copyright	Copyright Notice	Copyright Notice	Copyright	Copyright Notice
Transmission	Transmission Reference	Job Identifier	-	Original Transmission Reference
Rights Usage Terms	Rights Usage Terms	Rights Usage Terms	Warning	-
URL	Copyright Info URL	URL	URL Link	-
Location	Location	Location	-	Sublocation
City	City	City	-	City
State	State/Province	State/Province	-	State/Province
Country	Country	Country	-	Country/PrimaryLocationName
ISO Country Code	ISO Country Code	ISO Country Code	-	-
Instructions	Instructions	Instructions	Playback Requirements	Special Instructions
Status	Status +	Status	Disclaimer	Edit Status
Writer	Description Writer	Description Writer	Writer	Writer/Editor
People *	People +	Contact *	Performers	Contact
Categories *	Supplemental Categories *	Categories *	-	Supplemental Category
Keywords *	Keywords *	Keyword *	Keywords	Keywords
Scenes *	Scenes *	Scenes *	-	-
Subject Codes *	Subject Codes *	Subject Codes *	-	-
Caption	Description	Description	Comment	Caption

* Supports multiple entries in field; + Supported in Photoshop CS & CS2 via iView plug-in (see pg. 59)

For additional information on IPTC/XMP metadata, please refer to the official IPTC web site: <http://www.iptc.org/>

IPTC annotation definitions

Below are the official definitions for IPTC Core annotation fields. For additional information on the IPTC metadata standard, please refer to the IPTC web site: <http://www.ietf.org/IPTC4XMP/>

Headline: A publishable entry providing a synopsis of the contents of the item. Headline is not the same as Title.

Title: A shorthand reference for the item. While a technical identifier goes to an identifier element, Title holds a short verbal and human readable name. Title is not the same as Headline.

Intellectual Genre: Describes the nature, intellectual or journalistic characteristic of an item, not specifically its content.

Date Created: Designates the date and optionally the time the intellectual content of the item was created rather than the date of the creation of the physical representation. If no time is given the value should default to 00:00:00.

Creator: Contains preferably the name of the person who created the content of this item, a photographer for photos, a graphic artist for graphics, or a writer for textual news. If it is not appropriate to add the name of a person, the name of a company or organization could be applied as well.

Provider: Identifies the provider of the item, who is not necessarily the owner/creator.

Source: Identifies the original owner of the copyright for the intellectual content of the item. This could be an agency, a member of an agency or an individual. Source could be different from Creator and from the entities in the Copyright Notice.

Copyright Notice: Contains any necessary copyright notice for claiming the intellectual property for this item and should identify the current owner of the copyright for the item. Other entities like the creator of the item may be added. Notes on usage rights should be provided in "Rights Usage Terms".

Job Identifier: Number or identifier for the purpose of improved workflow handling. This ID should be added by the creator or provider for transmission and routing purposes only and

should have no significance for archiving.

Rights Usage Terms: Free text instructions on how this item can be legally used.

Location: Name of a location the content is focusing on – either the location shown in visual media or referenced by text or audio media. This location name could either be the name of a sublocation to a city or the name of a well known location or (natural) monument outside a city. In the sense of a sublocation to a city this element is at the fourth level of a top-down geographical hierarchy.

City: Name of the city the content is focussing on – either the place shown in visual media or referenced by text or audio media. This element is at the third level of a top-down geographical hierarchy.

Province/State: Name of the subregion of a country – either called province or state or anything else – the content is focussing on – either the subregion shown in visual media or referenced by text or audio media. This element is at the second level of a top-down geographical hierarchy.

Country: Full name of the country the content is focussing on – either the country shown in visual media or referenced in text or audio media. This element is at the top/first level of a top-down geographical hierarchy. The full name should be expressed as a verbal name and not as a code, a code should go to the element "Country Code".

Country Code: Code of the country the content is focussing on – either the country shown in visual media or referenced in text or audio media. This element is at the top/first level of a top-down geographical hierarchy. The code should be taken from ISO 3166 two or three letter code. The full name of a country should go to the "Country" element.

Instructions: Any of a number of instructions from the provider or creator to the receiver of the news object which might include any of the following: embargoes (NewsMagazines OUT) and other restrictions not covered by the "Rights Usage Terms" field; information regarding the original means of capture (scanning notes, colourspace info) or other specific text information that the user may need for accurate reproduction; additional permissions or

credits required when publishing.

Description writer: Identifier or the name of the person involved in writing, editing or correcting the description of the item.

Keywords: Keywords to express the subject of the content. Keywords may be free text and don't have to be taken from a controlled vocabulary. Values from the controlled vocabulary IPTC Subject Codes must go to the "Subject Code" element.

Scenes: Describes the scene of a photo content. Specifies one or more terms from the IPTC "Scene-

NewsCodes." Each Scene is represented as a string of 6 digits in an unordered list.

Subject Codes: Specifies one or more Subjects from the IPTC "Subject-NewsCodes" taxonomy to categorize the content. Each Subject is represented as a string of 8 digits in an unordered list.

A list of Scenes and Subject Codes can be found online at: <http://www.ietf.org/NewsCodes/>

Description: A textual description, including captions, of the item's content, particularly used where the object is not text.

Appendix D: Camera Raw formats

Supported Raw Formats	File Extension	Rendering Engines		Display Previews ³	Embed Metadata
		Apple ¹	Manuf. ²		
Canon	CRW, CR2, TIF	✓	✓	✓	✓ ⁷
Digital Negative	DNG	✓		✓	✓
Fuji	RAF			✓	
Kodak	DCR		✓	✓	✓
Leaf Valeo	MOS			✓	
Leica/Panasonic	RAW			✓ ⁶	
Minolta	MRW	✓		✓	
Nikon	NEF	✓	✓	✓	✓
Olympus	ORF	✓	✓ ⁴	✓ ⁴	
Pentax	PEF			✓	
Sigma	X3F			✓ ⁵	
Sinar/Mamiya	STI			✓	
Sony	SRF	✓		✓	

¹ The Apple engine is available only on Mac OS 10.4.2 or greater.

² The manufacturer rendering engine is automatically used on Windows and all Mac operating systems prior to 10.4.2.

³ Preview size depends on make and model of the camera.

⁴ Preview or Raw image is used depending on the model of the Olympus camera. For older models, where the Raw image is shown, colors may vary. We advise using the trial period of MediaPro to assess the results for your camera.

⁵ Thumbnail only.

⁶ Rendered with open source DCRaw engine.

⁷ CR2 format only.

Special notes on iView MediaPro's handling and support of Raw file formats:

Rendering Preferences: Most Raw image files may contain a large preview that is suitable for viewing and renders much faster than decoding the raw data. If you check *Use embedded preview* preference, this will speed up import and media rendering of Raw files.

Otherwise, MediaPro will need to decode the Raw data in order to display the Raw files. For instructions on setting rendering preferences, see page 25.

Image File Conversion: No matter what Raw

format you start with, if you use the Convert Image File function (Action menu), MediaPro will convert the embedded JPEG preview, not the raw file. For example, if you convert a Nikon Raw image (NEF), MediaPro will convert the embedded JPEG preview to your new specifications.

Metadata support: MediaPro can import metadata for all Raw formats, even files with XMP sidecars. However, MediaPro can embed/write metadata into these Raw formats: Nikon, Kodak, DNG, and Canon CR2 files. MediaPro will not write annotations in other Raw formats.

Appendix E: Troubleshooting

Basic troubleshooting

Make sure that you have installed:

1. The latest version of MediaPro from our site.
<http://www.iveiw-multimedia.com/>
To check for updates, select *Check for Updates* in the Help menu. If an update is available, a link will be provided for you to download it. On the Mac, *Check for Updates* is located in Application menu > About iView MediaPro.
 2. The latest version of QuickTime from Apple's site. QuickTime 6.4 is required. We recommend version 7.x or higher.
<http://www.apple.com/quicktime/>
 3. Windows users should keep up to date with the latest service packs and drivers for their operating system. Use the *Windows Update* command in the *Start Menu* to download and install the latest updates.
- Otherwise, you can also try these options:
4. If you are working in Version 3 with catalogs created by older versions of iView MediaPro (such as 1.x or 2.x) and MediaPro starts behaving in odd ways, i.e. Functions stop working, try copying all your files into a new catalog. Select all the items in the catalog (*Edit > Select All*) and select *Move to New Catalog* in the View menu. This will create a new catalog with all the media items and metadata. Save the catalog and test the problematic function. This will sometimes solve your problem.
 5. Mac users can solve problems by: Deleting the MediaPro preferences in the system's *Preferences* folder (~User/Library/Preferences/iView MediaPro 3 settings). MediaPro should not be running while this is being done.
 6. If you use an Intel Mac and had an earlier version of MediaPro installed, we recommend deleting the preferences file (~User/Library/Preferences/iView MediaPro 3 settings).

Thumbnails look fuzzy, pixelated.

By default, MediaPro imports thumbnails that have

been embedded into the file by other programs or devices. This makes MediaPro very fast when importing media, but embedded thumbnails may look blurry or pixelated. To improve thumbnail quality, choose the item and select *Rebuild Item* from the Action menu. For more information on improving thumbnail quality, see page 39.

Transition effects do not appear to work in slide shows exported as a QuickTime movie.

If you are using video compression, make sure that your frame rate is higher than 1 fps (frame per second). If there is no value in the QuickTime compression settings dialog box, fps defaults to 1, and you'll get no effect (as the effect lasts for only one second).

Photoshop troubleshooting

Why can't I use Photoshop CS as a helper application? (Mac only)

There can be a problem with any application, including MediaPro, that tries to use Photoshop CS as a helper application. Photoshop CS will launch but the selected images will not open. The solution is to reinstall Photoshop. You may find other answers by searching Adobe's support web site.

This layered Photoshop file was not saved with a composite image.

If an imported Photoshop image displays this message in MediaPro, "This layered Photoshop file was not saved with a composite image," the PSD file was not saved with *Maximize Compatibility* turned on. This can be fixed two ways.

1. When saving files in Photoshop, make sure the *Maximize Compatibility* option is checked (*Figure E1, next page*).
2. In Photoshop's Preferences > File Handling dialog, set the *Maximize PSD File Compatibility* drop-down menu to *Always* to automatically save PSD files with maximum compatibility (*Figure E2, next page*).



Figure E1: When you save PSD files in Photoshop make sure *Maximize compatibility* is checked to ensure proper rendering of these files in iView MediaPro.

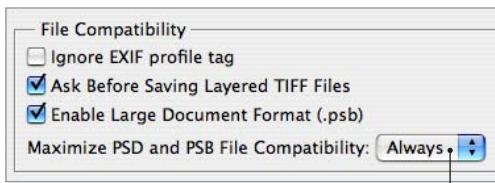


Figure E2: To ensure your PSD files are saved with maximum compatibility, choose *Always* in this menu of Photoshop's Preferences > File Handling dialog.

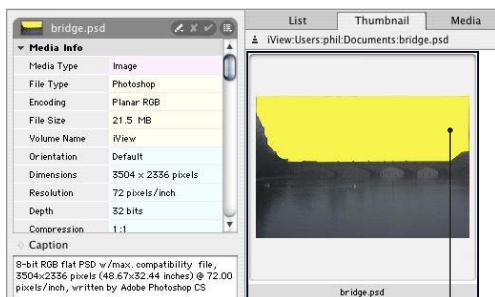


Figure E3: The yellow area is an example of alpha channel displayed incorrectly.

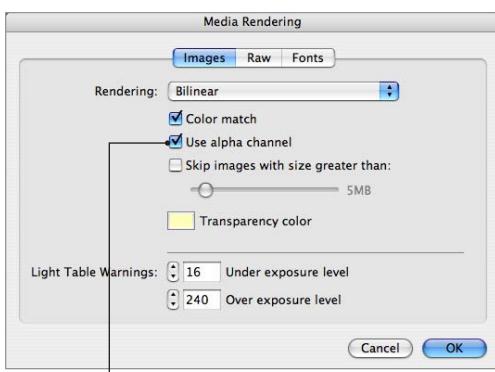


Figure E4: In order to properly display Photoshop files with alpha channels, make sure this box is checked.

Alpha channel in Photoshop file incorrectly displayed (typically yellow).

Some Photoshop documents with alpha channels can be incorrectly displayed. MediaPro sometimes interprets the alpha channel as a transparent layer. MediaPro displays transparencies as a specific color and by default this is yellow. See *example in Figure E3*.

To correct this, turn on the *Use Alpha Channel* setting (*Figure E4*) in the Preferences > Media Rendering > Images dialog.

All newly imported Photoshop files will be displayed properly. To correct existing thumbnails you need to select them and choose *Rebuild Item* in the Action menu.

Common Error Messages

No importer found: This error message appears when MediaPro cannot display or render a particular file type. Try upgrading to the latest version of QuickTime.

Volume not mounted: iView MediaPro needs access to the actual file in order to display it on the screen in Media View or Slide Shows. This error is displayed when MediaPro cannot find the media storage device or disk on which the file is stored. Mounting the disk should solve the problem.

Web resources

Customer Support: If you have additional questions, please make sure you check the manual, our online FAQ and community forum. If you still can't find an answer, or you would like to send us a comment or suggestion, then fill out our online technical support form at:

- <http://www.iview-multimedia.com/support/directsupport.html>

Customer forums

Join the community of iView users. Find answers to many issues, learn about new features, and post questions. Connect online at:

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