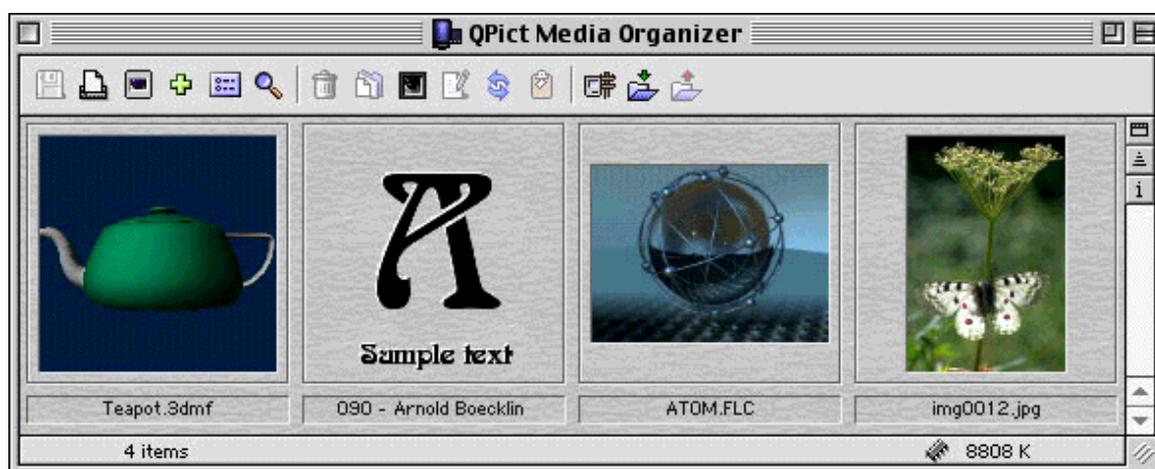




# QPict

*The Premiere Media Organizer*



## Users Guide

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<http://www.glunet.se/qpict>

# Welcome to QPict Media Organizer

**QPict Media Organizer** is a powerful and easy to use Multimedia browser/viewer for Mac OS. With **QPict** you can easily view and organize all your Multimedia files including all common images, movie clips, fonts, VR, 3D and many other media types. With **QPict** you can create slideshow of your Multimedia files for demonstration purposes. With **QPict** you can convert between all common image formats. The Multimedia files can be located on your hard disk, CD-ROM's or any other media or remote on the Internet/intranet. With its uncluttered interface **QPict** is designed to meet the needs from any kind of user from home enthusiasts to professionals. For latest info about QPict please visit QPict web site:

<http://www.glunet.se/qpict>

## Design Philosophy

The design philosophy behind QPict is quite simple. The application is designed to be simple and easy to use but also versatile enough to fit all kind of users. This is accomplished by using a user configurable interface where the user can add and remove the functions as needed. It is also designed to be as fast as possible. To accomplish this QPict is "lazy" meaning that time consuming work is only done when actually needed and already executed work is cached so the same operation does not need to be done twice. For example running a search through an index takes sometimes a long time the first time it is run but the second time a search is run it uses already collected data which speeds things up considerably.

## Installation

To install QPict simply decompress the package (if you received it compressed) using Stuffit Expander version 5 or later. The QPict folder can then be located anywhere on your hard disk. If QuickTime is not installed install it from your Mac OS CD-ROM or download it. You find links to QuickTime and Stuffit Expander on this web page:

<http://www.glunet.se/qpict/additional-software.html>

## Requirements

QPict is designed to work many different configurations from older 68K computers to the new G4 series. QPict has an advanced memory manager that makes it possible to work with large index files in very low memory conditions although increasing memory size will dramatically improve the speed of some operations.

### Minimum Required Software

- Mac OS 7.5.3
- QuickTime 2.5

## Recommended Software

- Mac OS 8.1 or later (7.5.3 for 68K Macintosh)
- QuickTime 4.0 or later

## Downloadable software

Required system software, updates and QuickTime are available from this web page:

<http://www.glunet.se/qpict/additional-software.html>

## Hardware Requirements

Any color capable 68K or Power PC Macintosh with minimum 4MB memory free. Actual memory requirement depends on the size of index files and the size of the media files being displayed. The requirements also differ between creating/editing index and viewing index. Here is small table to guide you:

Memory	View Index	Edit Index
4 MB	2000 files	1000 files
8 MB	8000 files	4000 files
12 MB	16000 files	8000 files
16 MB	> 16000 files	16000 files

*Note: Memory in the above table is actually free memory not total memory available.*

*Note: The actual memory needed can differ from the table above depending on kind of media files being used and what kind of operations being processed.*

*Tip: If memory is running low saving the index will free up used memory.*

Working with smaller index and media files the recommended setting is 8-12 MB. For larger index and media files allocate 12-20 MB for QPict.

## Quick Start

To get a start with QPict just drag and drop a folder/hard disk or CD-ROM with images onto QPict icon in the Finder. Scanning the disk/folder can take awhile. When the index is done you can save it on your hard disk for faster access. To view images in the index just double-click them. While the image is show you can use the left and right arrow key to go backward and forward in the index. To remove an image, press backspace.

1. Launch QPict

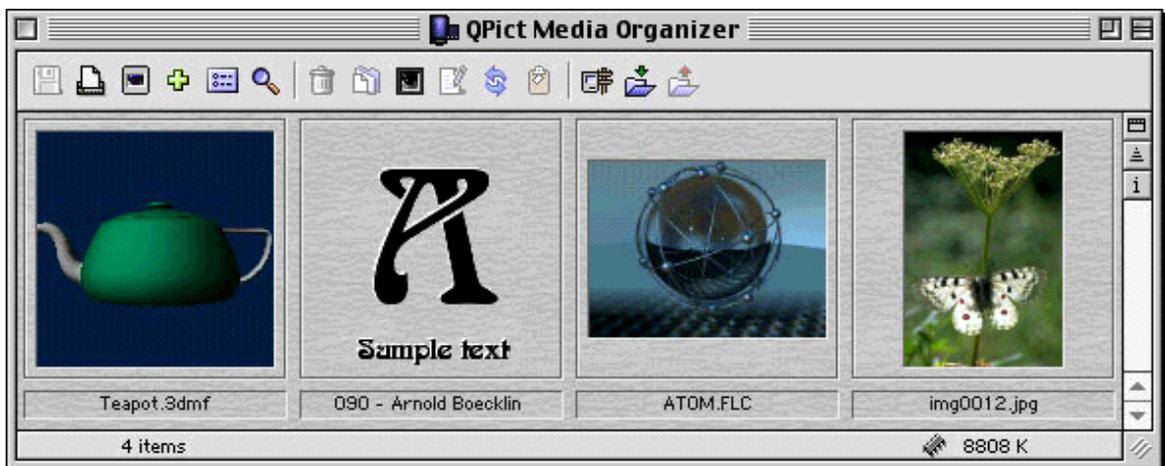
2. Drop a folder with media files onto the index window
3. Double click an item in the index window to view the media in a window
4. Single click an item and press enter to view the image in full screen

*Tip: Most controls and menu items have balloon help attached to it. Choose "Show Balloons" from the "Help" menu to activate.*

## Overview

### Index Window

The index window is analog to putting photo slides on a light table. It's from here you can get an overview of you media files and organize and display them. It mimics the behavior of the Finder as much as possible. When QPict is first started this is the window you'll see.



### Index buttons

On the top right in the index window there are three buttons. These buttons have corresponding menu items.

-  Show / Hide window toolbar
-  Sort order (A-Z or Z-A)
-  Show extended item information

### Window title bar

The title bar in QPict index windows has two different states. This applies to Mac OS 8.5 or later. If you open a folder as an index the title bar will look like this:



This means that the index corresponds to a folder content. If the index is modified the title bar will change to:

## Desktop Patterns index

The dim state of the icon reveals that the index has been modified and changes are not saved.

### Toolbar

All items in the toolbar have ToolTip help. Position the mouse pointer on one of the icons and wait until the ToolTip help is shown.



### Menus

Use balloon help for information on the separate menu items.

### Balloon Help

All menu items in QPict have Balloon help. Select "Show Balloons" from the "Help" menu and direct the mouse pointer to the menu item(s) you want to know more about. Most items in the Preferences window and other dialogs also have Balloon help.

# Working with Index

An index file in QPict is a file that contains small representations called thumbnails of the actual media files. These thumbnails are either extracted from the actual image file or QPict can create it from the image data by selecting "Create Thumbnails" from the "Edit" menu. By saving the small thumbnails in the index file you can at a later moment view the contents of an index without having to have access to the original files which can be located on a CD-ROM, removable disc, network or anywhere on the Internet.

## Open

Choose open from the File menu. If navigation services are installed (standard in Mac OS 8.5 and later) QPict will make use of these enhanced features. If navigation services are not available you will get a plain old open dialog where you can open index files only. The following describes the extra features you get with navigation services installed.

### Open Index file

Navigate to find the index file to open, select from the "recents" menu or from the "favorites" menu. The icon of an index file looks like this:



*Index file*

If the index file was created by QPict 4.5 or later it will open instantly otherwise the task window will display the open progress.

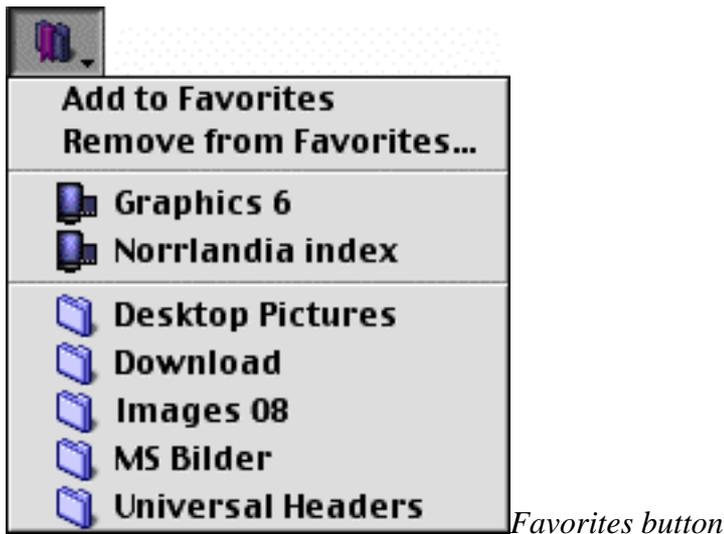
### Open Folder contents

With navigation services you can also open entire folders or volumes with media files. This is the preferred way to open media files when navigation services are available. Navigate using **Open** until the wanted folder is found and select it and press **Choose**. A new index will be created with the name of the selected folder and all contents of the folder (including sub folders) are imported to the index.

*Tip: Press Option key when and after clicking "Choose" to import only the top-level contents in the folder (skipping sub folders).*

### Favorites button

With navigation services you have access to a very useful feature called favorites. With favorites you can create a list of often-used items (index files or folders) that is easily accessed through a popup menu button in the open dialog.



*Tip: When choosing an index or folder from the "favorites" menu it is not actually opened but it is selected. To open it immediately press the option key while making the selection from the favorites menu. Remember to depress the option key immediately after clicking the "Choose" button. Otherwise only the top level in the folder is being imported.*

### **Recents button**

On the right of the favorites button is the recent use button. Here you can find a list of recently opened items. Otherwise the functionality is identical to the favorites button.

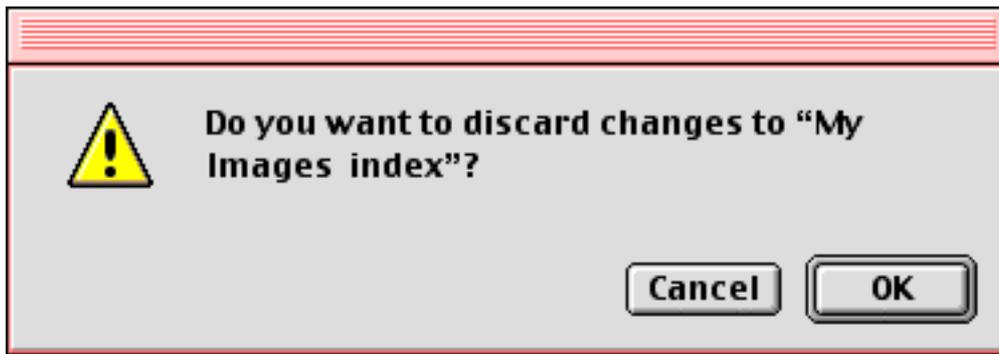


## **Save**

Saving an index is often a lengthy operation. This is because QPict looks into every media file in the index and extracts media data and other information. This only applies when saving a new index. Saving changes to an old index is much faster. In return opening the index at a later stage is very fast. Opening an index with 15,000 items normally takes less than a second. When the index is saved QPict is totally independent of the actual media files (unless you want to view them). This makes it possible to add such things as keywords and many other things to the index even when the media files are not available.

## **Revert**

With the "revert" command it is possible to undo all changes made to the index since the last time it was saved. The "revert" command is only available if the index is already saved.



*Warning:* Selecting "Revert" will cause all changes made to the index to be lost.

## Print Index

The index can be printed either with all items or the selected items only. Before printing a new index select "Page Setup..." from the "File" menu to make sure paper size and other options are correct. The settings made in the print dialog are saved in each index file.

### Print Options

Options for printing is located under the tab "Misc" in the preferences window. These print options are global and are not saved in the index file.

#### Print frames

This checkbox determines whether to draw frames around the thumbnails while printing.

#### Print header

With this checkbox on a header with index name and other info is printed in the top of each page.

#### Print footer

With this checkbox on a header with index date and page number is printed in the bottom of each page.

#### Print using media file

This option determines whether QPict uses the thumbnail images or the actual media files when printing. To get high resolution, high quality printout, turn this option on, to get faster printing turn this off. If the media files are not available at print time the thumbnails will be used regardless of this setting.

### Print Selection

Make a selection of the items to be printed and select "Print Selection" from the "File" menu press control while clicking in the index.

## **Print One**

This is a shortcut to print without using any print dialogs. The default print settings will be used.

## **Print from Finder**

It is possible to print an index directly from the Finder. Select the index file and select "Print" from the "File" menu in the Finder. If QPict is not already running the application is launched and the index is printed without opening it and QPict is quit when printing is finished. If it is already running the index is printed. QPict uses the print settings saved into the index file.

# **Adding media files**

There are several ways to add media files to an index. Which way to use depends on how you work with QPict and it's normal to use several different ways depending on the circumstances.

## **Open folder**

If you want to open a whole folder or volume of media files this is the best option. Just select "Open" from the "File" menu and navigate until the wanted folder is selected and then press "Choose" to open it. A new index is created with the same name as the folder/volume that was chosen.

*Note: This only works if Navigation services are installed. This is standard with Mac OS 8.5 and later.*

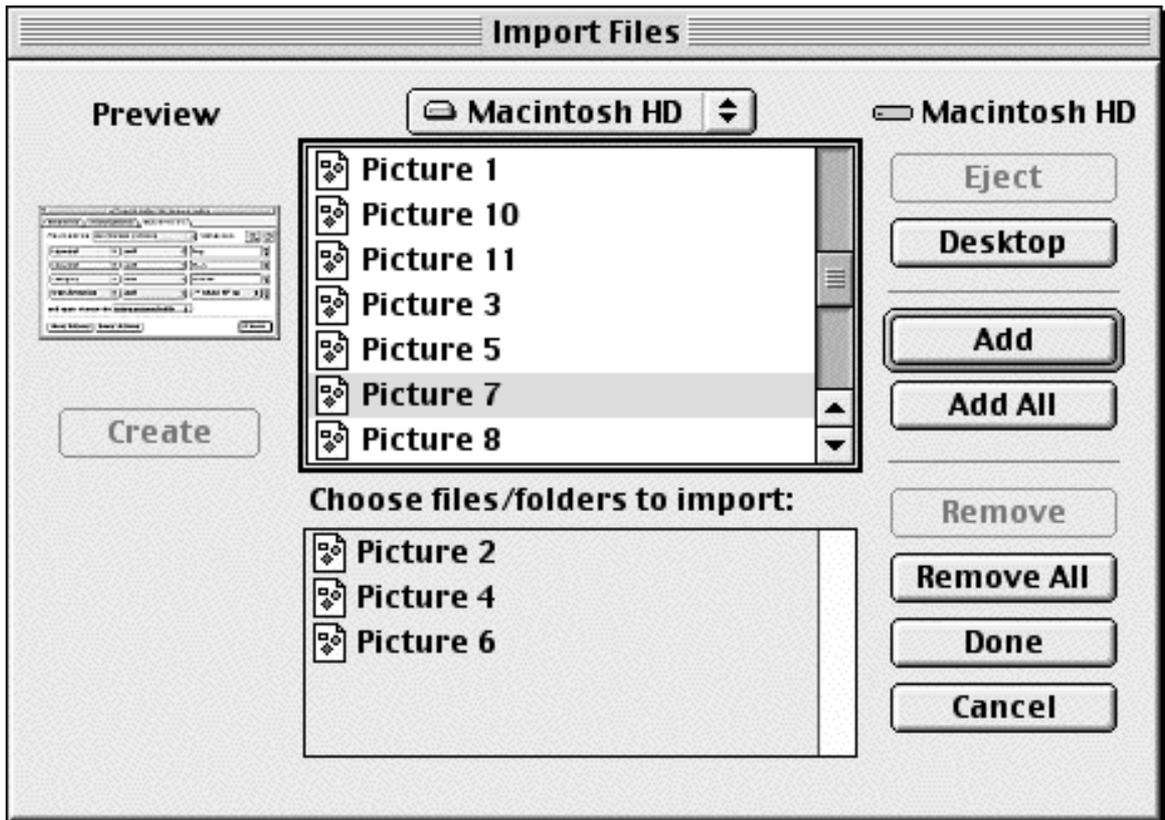
*Tip: Press option-key when clicking "Choose" only adds the media files at the top level from the folder/volume (excluding sub folders and theirs content).*

## **Drag & Drop**

If you want to add specific files to the index the easiest way is to use drag & drop. Create a new index and drag the files and folders from the Finder onto the index window. It is also possible to drag items from other index windows and even from many other applications.

## **Import Files**

To add a selection to an index without using drag & drop select "Import" from the "File" menu. From this dialog it is possible to build a list of files and folders to import.



*Note: The preferred way to add items is to use the "Open" option or drag & drop if you're using Mac OS 8.5 or later.*

## Removing Items

When talking about removing in QPict it is important to know the difference in removing an item from the index and removing a media file. Removing an item from the index leaves the actual media file untouched but removing from index and remove media file moves the actual media file to the trash.

### Remove from index only

To remove an item from the index but leaving the media file untouched do:

- Select the item(s) and select "Clear" from the "Edit" menu
- Select the item(s) and press backspace
- Select item(s) and press the delete button in the window toolbar
- Press Control-Option-Command keys and click on the item

### Remove from index and delete media file

- Select the item(s) and drag them to the trash icon in the Finder
- Select the item(s) and press Command-backspace
- While viewing media in full screen press backspace

*Tip: Pressing backspace to removes items causes an alert to be shown. This alert can be turned of in the preferences under tab "Index".*

*Tip: The media files are not actually deleted, they are simply moved to the trash so it's possible (unless the trash is emptied) to restore the media files from there.*

If the media file is located on a locked volume or the disk that contains the media file is not mounted only the item is removed from the index.

*Tip: To actually delete the media files you can select "Empty Trash" from the "Script" menu.*

## Organizing

With QPict you have many different and convenient ways to organize you media files. It is important to remember the difference between organizing items in an index and organizing media files on your hard disk. When organizing items in an index or between two index windows the actual location of the media file is not changed. This way you can have index items whose media files are located in different folders on the hard disk, on different CD-ROMs or on different Internet locations within one single index.

### Selecting items

Selecting items in QPict works like selecting files in the Finder. You can then apply different operations on the selection.

#### Selecting single items

To select single items in the index simply click on them as you select items in the Finder. Press and hold down the shift key to select several items.

#### Selecting range of items

To select an area of items use the marquee tool. The marquee tool is brought up by either positioning the mouse pointer between two items or by pressing Command-Option. The cursor will then change to a marquee pointer. Then drag the mouse over the items you want to select. Press and hold the shift key down to extend an existing selection.

 Marquee selection cursor



Positioning the pointer between two items

To select a sequence of items click and select the first item in the

sequence and then use the left and right arrow keys while the shift key is down to extend the selection.

*Tip: To make a special selection of items that matches some special characteristics use the built in search capability and use "Select item" as a result action. See the section "Search" for more information.*

## Drag & Drop

Drag & drop is the most natural way to work with items. You work the same way as you work in the Finder by dragging items to the desired location. There are several useful shortcuts that simplify a lot when you want to organize media file into different folders or index.

### General

In general QPict behaves like the Finder but there are some cases when the behavior is different. Generally if you work within an index window or between index windows it behaves exactly as the Finder but when you work between index window and the Finder QPict behaves a little different.

### Within index

Dragging and dropping within an index is a rearrange operation. This is the same behavior you see if you move around items in the Finder (using the icon view).

*Tip: To make a duplicate of an item in the index press and hold the option key when releasing the mouse button.*

### Between index

Dragging an item from one index window to another is a move operation. That means that the item is removed from the source index and then added to the destination index. This is the same behavior as moving items from one folder to another (if the different folders are located on the same volume).

*Tip: To copy an item from one index to another press and hold the option key when dropping the item in the destination index.*

### Between index and Finder

Dragging an item from the index into an folder in the Finder moves or copies the media file to the destination folder. If the destination folder is on the same volume as the media file the file is moved instead of copied.

*Tip: To always copy the media file to the destination folder press and hold the option key when dropping the item(s) to the destination folder.*

*Tip: To remove the items from the index when they are dropped in a folder in the Finder press and hold the command key when dropping*

*the items. This is great when you sort media files into different folders and want to know which ones are not yet sorted.*

Dragging items from the index to the trash removes the items from the index and moves the media files to the trash.

Dragging item(s) onto an application icon (or alias) launches the application and opens the media files in that application. This only works if the application supports the media formats. This is great when you want to open an item in another application.

### Between index and other applications

Applications that accept files that are dragged from the Finder into the application normally supports items dragged from an index window. You can for example drag an image from QPict into a web page in your favorite web editor.

### View Options

There are four thumbnail sizes to choose from. A larger size takes more memory but looks better. A smaller size makes it possible to view a larger number of items on the screen.

#### Normal View

This is the default view setting. This gives an overview of the media files but doesn't show any other info but the names of the items.



#### Show info View

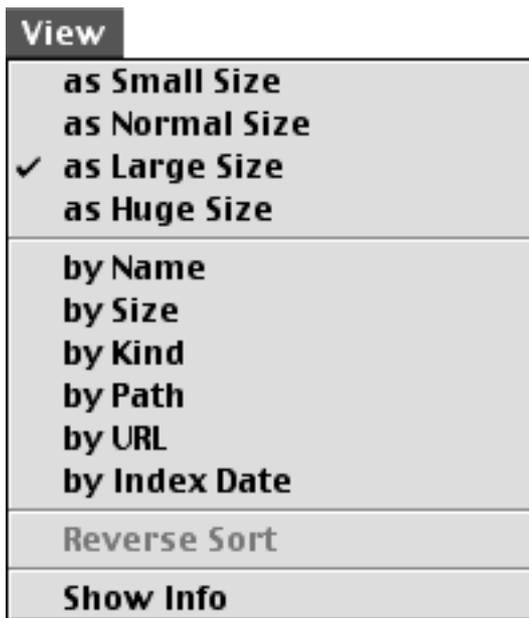
By selecting "Show Info" from the view menu or clicking  additional information about each item are show. Selecting "Show Info" again hides the additional information.



*Note: When creating thumbnails it's possible to select which size the thumbnail should have. Selecting a small size creates a smaller index file on disk but the thumbnails will still be small even when selecting "Double View" size.*

## Sorting

The order of the thumbnails in an index can either be unsorted, sorted by name, size, kind or date etc. The sorting order can be reversed by selecting "Reverse sort" meaning instead of sorting A-Z the index is sorted Z-A.



*Note: Changing sort order can take a long time for larger index files.*

## Revealing files location

When working with index it can sometimes be handy to be able to quickly locate where the original files is on the disk or CD-ROM. This is done either by selecting the item in the index and select "Show Original" from the "File" menu or by pressing the command key while clicking on the item in the index.

 *Reveal file location cursor*

## Open files in another application

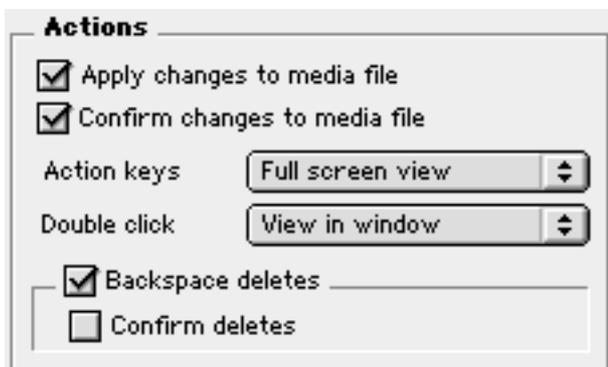
When you have located the file you need in the index you either just want to view it but often you want to use it in another application like editing it in Adobe PhotoShop or inserting it into a web page in Claris HomePage. If you simply want to open the file in another application you just Drag it from the index onto the application icon in the Finder.

*Note: If you often open the image in the same application you can configure this in Preferences under the tab "Files". Select the helper application you want. When that is done all you have to do is to press the alt-key while double-clicking the item. The default helper application is Adobe PhotoShop.*

*Tip: If you want to insert an image into an existing document like page in an layout application you can often just drag it from the index into the page layout document.*

## Edit Items

When making changes to an item in QPict there is an option to apply the changes to the index only (and leave the media files untouched) or to apply the changes to both the index and media files. This option, "Apply changes to media file" is located in preferences under the tab "Index". The option "Confirm changes to media file" applies only when using the batch processor.



## Creating thumbnails

A thumbnail is a miniature (scaled down) image of the actual media file. Normal size is from 80x80 pixels up to 120x120 pixels. In order for QPict to be able to display the items in the index thumbnails has to be created. Often files created with a paint application have a thumbnail already but there are reasons for recreating them.

### Create from media file

This is the normal way to create thumbnails. The media file is read and scaled down to the selected thumbnail size. Beware that this operation is time consuming especially for large media files but it has only to be made once for each media file.

## Create from clipboard

In some cases it is desired to be able to create a thumbnail from another image than the actual media file being processed. This could be for media files not currently supported by QPict or for files that doesn't actually contain any graphical media such as MP3 files. To add a thumbnail copy an image or part of an image to the clipboard and select the item(s) in the index on which you want to add the thumbnail. Use the built in batch processor and do the following command:

Process items in selection with action thumbnail add from scrap and apply changes to index and media file

## Options

### Apply to media file

If this option is on the thumbnail image is saved as a resource in the media file otherwise the thumbnail is saved in the index only.

### Size

The size in which the thumbnail is created can be changed. Larger size causes larger file size and requires more memory to display but generates a better looking image. Also note that when selecting view size for the index the thumbnail must be at least the size of the current view to fill the index item frame.

### Compression

It is possible to change the compression ratio of the resulting thumbnail images. A normal large size thumbnail is 3-8 K in size depending on the compression settings. The higher quality selected creates larger thumbnails but better image quality. Recommended setting is "High quality" where normally no visible compression defects is shown.

### Sharpen

When a thumbnail is created the original image is scaled down to the thumbnail size. This often causes the resulting image to be fuzzy. To improve this QPict sharpens the resulting image. For some line art images it is preferred to turn this option off.

### Automatic creation

With this option turned on QPict checks all media files added to the index and creates thumbnails for items that has none.

### Recreate if smaller

With this option turned on QPict checks the size of the thumbnails and recreates them if they are smaller than the size setting in the preferences.

## Remove thumbnails

There is sometimes need for removing thumbnails from index and/or media file. One reason could be that you want to distribute an Internet based index (see the section "Internet Access" for more information) and want it to be as compact as possible. Or you want to save disk space by removing the thumbnails from the media files and only save them in the index files. To remove thumbnails use the built in batch processor:

*Process items in selection with action thumbnail remove and apply changes to index and media file*

See the chapter "Batching" for more information.

## Change item name

The name of an item can be changed directly in the index by clicking on its name (this is the same behavior as in the Finder).



*Clicking in the items name*

## Annotation

ANPA annotation is a standard of describing different media. You can assign keywords, categories, caption and credits to each media file in the index. This annotation is compatible with many major graphic applications such as Adobe PhotoShop. Using annotations is a great way to organize your media files. By applying annotation to each media file you can later very easy find a specific sub-selection of media files from for example a large index of 15000 media files. You can quickly find the 10 you were looking for by using keyword and category search.

### Change annotation

To change/add annotation for a single item in the index select the item and choose "Edit Item Info" from the "Edit" menu. The resulting window contains 5 different tabs.

#### Information

General media information such as file format, size etc. From here you can edit the name and URL for the item.

#### Caption

Text field that can contain a longer description of the media file.

#### Credit

Different text field that contains writer, copyright, location etc.

#### Keywords

A variable list of keywords describing this item.

### Categories

A variable list of categories for this item.

*Tip: To apply annotations to more than one item use the powerful batch processor. See "Batch Processing" for more information.*

*Shortcut: Press option key and click on the item name in the index to bring open the info window for the item.*

### Remove annotation

To remove a single annotation field just remove the text. To remove all annotations for one or more items use the built in batch processor:

Process items in selection with action annotation remove and apply changes to index and media file

### Apply change to many items

To apply the same change to more than one item use the powerful built in batch processor. With this it's possible to change name, annotation and many other things to thousands of items in one simple operation. See the section "Batch Processing" for more information.

## Error Reporting

Due to the way QPict works with operating on many files/items in one single operation it would be very impractical to display an error dialog every time QPict encounters an error during an operation. Instead each item that generates an error is marked with a small alert icon and when the operation is finished QPict simply reports that there were errors during the operation.

### Find items with error

There are two ways to find items that caused errors. First it's by visually look through the index and spot the items with the alert icon. This works fine for index with fewer items.



A more efficient way is to use the built in search engine to search for items

with errors. Simply do a search in the whole index:

*Find items in current index whose error exist and move to result index for every match*

See the chapter "Searching" for more information.

### Display error message

To display the error message click on the alert icon. Along with the error message the operation which caused the error is displayed and the date and time when it was and the error code that was the result of the error.



### Clear error

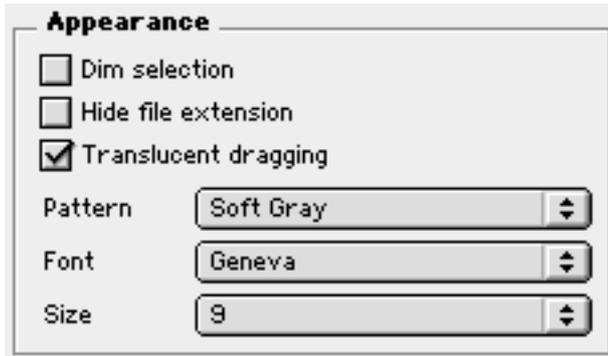
To clear a single error press option key while clicking on the alert icon. To clear error for all items in the index use the built in batch processor:

*Process items in current index with action error remove and apply changes to index only*

See the chapter "Batching" for more information.

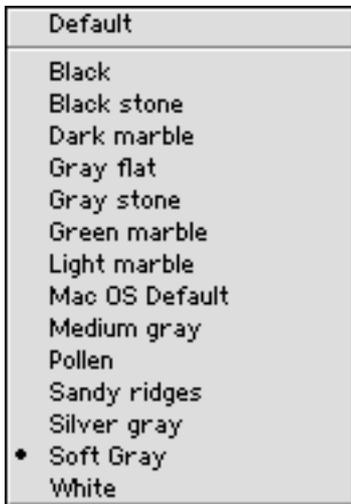
## Changing Appearance

With QPict you can adjust the appearance of QPict to suit you personal taste and needs. In addition to being able to change the appearance within the application QPict is also fully appearance manager savvy meaning that if you install third party theme files or install the Kaleidoscope utility QPict will automatically make use of the new appearance.



### Changing Index background

It is possible to choose between many different patterns to use as background in the index window. Note that if you use another theme than Apple Platinum or if you use Kaleidoscope and want QPict to reflect the background use the "Default" setting. In the default setting the background from the current theme (or Kaleidoscope setting) is used.



*Note: Scrolling in the index is faster when the "Default" background pattern is used.*

### Changing Index Font

The font being used in the index can be changed. Make sure not to use too large fonts, otherwise the text will be cut of.

### Selection appearance

The appearance of the selection can be changed. The default is to draw a frame around each selected item. If the checkbox "Dim selection" is on no frame is drawn. Instead the selected items are "sunk in" and the thumbnail image is dimmed.

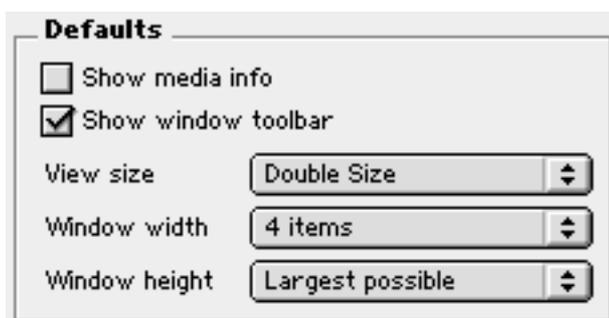


### **File name settings**

The option "Hide file extensions" hides the extension for the file in the index. For example the file "image.jpg" will be shown as "image" if this option is on.

## **Changing Defaults**

To adjust the basic settings to fit your needs it is possible to set some default values used when a new index is created. These settings are saved within the index so when the index is reopened the settings will be restored regardless of current default settings.



### **Show media info**

If this option is on the extra info for each item will be shown in new index windows.

### **Show window toolbar**

If this option is on the window toolbar will be shown for new index windows.

### **View size**

Set the default view size for new index windows. Choose between half size, normal size, large size and huge size.

### **Window width**

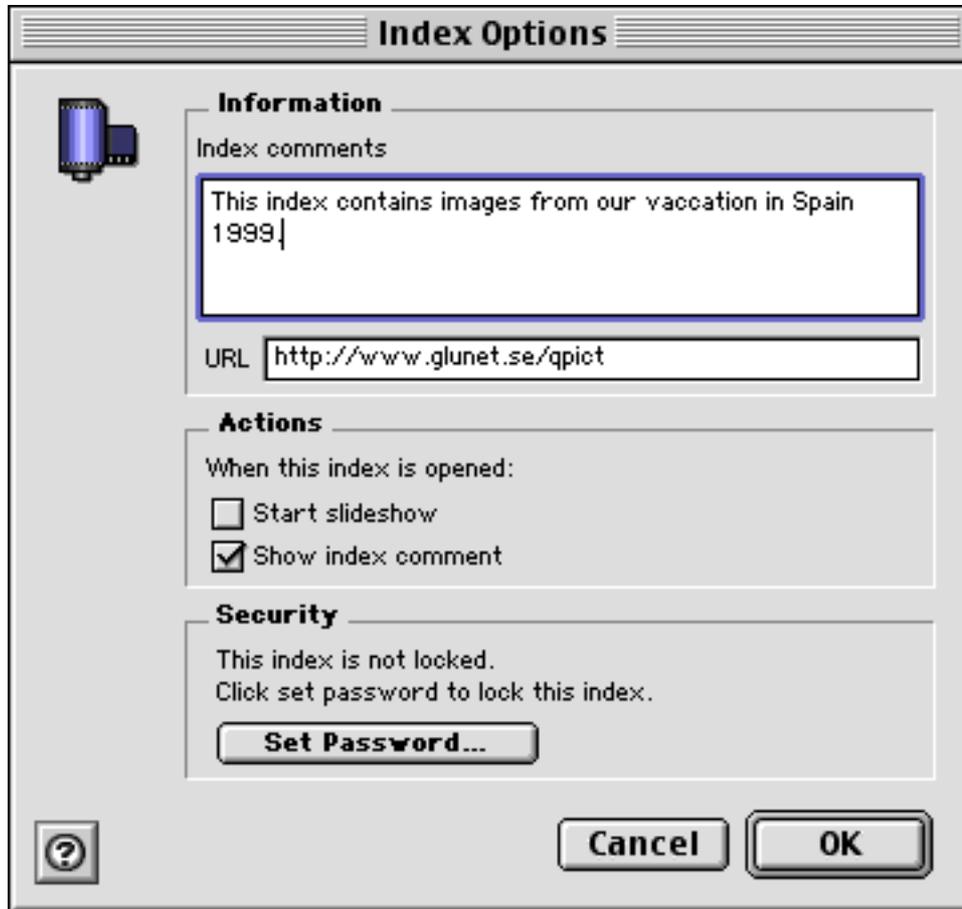
Default width for new index windows in items. Note that the actual size of the window depends also on the selected view size.

### **Window height**

Default height for new index windows in items. Note that the actual size of the window depends also on the selected view size.

## Index Settings

Selecting "Index Settings" from the "File" menu opens this dialog:



Settings made in this dialog is saved in the index. This lets you add comments and URL for an index that you want to distribute or archive.

### Information

#### Index Comments

Text field for free usage up to 255 characters long.

#### Index URL

URL field for free usage. This URL will be displayed if the "Show index comment" is checked as a clickable link. The link will open in the default web browser.

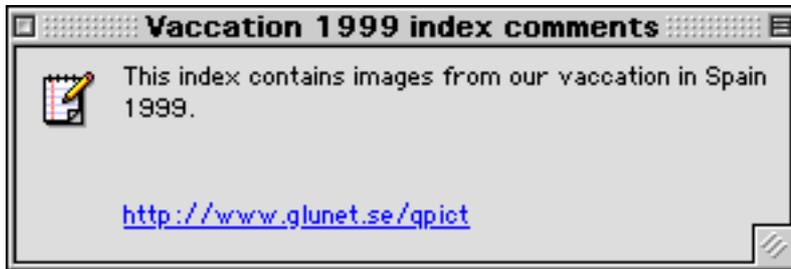
### Actions

#### Start slideshow

By selecting this checkbox a slideshow will start when the index is opened.

### Show index comment

By selecting this checkbox the index comments dialog will be shown every time the index is opened:



Clicking on the icon opens the Index Options window.

### Security

An password can be assigned to a index. The next time the index is opened this password will be required in order to view the content of the index. This way you can upload the index on the Internet and have control of who can view it.

### Locking index

To assign a password click the "Set Password..." button and enter a password. If the index was already password protected the current password is requested in order to assign a new one or remove password protection.

### Using Keychain

If the computer is running Mac OS 9 or later a feature called KeyChain is available. This feature makes it possible to save all kind of different passwords in a global encrypted database. Applications that are KeyChain capable can then acquire the password from that database. This way you can after the KeyChain is opened access all password protected index files without having to enter password.

# Working with Media

In addition to being a great organizer for your media files QPict is also an excellent viewer. QPict supports viewing of most common media file formats such as images, movie clips, 3D models, MP3 songs and fonts.

## View media files

### Images

QPict can display all of the most common still image formats available. The images can be either show in 100% scaling or scaled to fit the window/screen. If the image is larger then the screen scrollbars will enable viewing of the parts that doesn't fit on screen.

### Movies & Animations

QPict can display all of the most common movie and animation file formats. The are displayed in a standard QuickTime movie window with all the controls available to stop, play change volume etc.

### Fonts

QPict can display bitmap fonts, TrueType fonts and suitcases. There is a simple AppleScript available in the Script menu to open the fonts currently installed in the system.

### QuickDraw 3D files

QPict can display and interact with QuickDraw 3D models. When the model is viewed all the controls to rotate and zoom etc. are available.

### View in window

View in window means that the media file is shown in a resizable window. This makes it possible to have any number of media files shown at the same time. The default behavior when double clicking an item in an index is to view the media in a window.

### Navigation

When a media file is shown in a window it is possible to step to the next item in the index and view that in the current window. To do this press space or tab. To display the previous item in the index press and hold shift while pressing space or tab.

*Shortcut: Press enter in view in window mode to go to full screen view.*

### Full screen view

In full screen mode the media file takes over the whole screen and hides the menu bar and any other visible windows. This is the default behavior when pressing one of the action keys (enter or space) in the index.

## Navigation

When a media file is shown in full screen it is possible to step to the next and previous item in the index. To do this press left or right arrow key. Press up arrow key to jump to the first item in the index and down arrow to jump to the last. To delete the currently shown media file press backspace. Press escape or enter to exit full screen mode.

*Shortcut: Press "S" to change between scale to fit and 100% view.*

*Shortcut: Press "N" to show or hide name.*

## Quick View from Finder

To quickly view an image from the Finder drop the media file onto the QPict icon in the Finder. The media file will be shown in a window and it will be added to the index behind it.

## Options

Several defaults can be changed in preferences under the tab "Display".

## Slideshow

Using the slideshow is a perfect way to run auto demonstrations. Using the "Start slideshow" option in the "Index Settings" is a great way to distribute your index to clients for auto viewing.

### Begin Slideshow

The slideshow is started by selecting "Slide Show" from the "Script" menu or by pressing command-H. If an item is selected in the index the slide show starts from that, otherwise the slide show is started from the first item in the index.

### End Slideshow

The slideshow is stopped by pressing the escape key. When the slide show is stopped the last image that was shown is still visible. To return to the slideshow click the "< >" button in the navigator window:



## Options

In the preferences window under the tab "Slideshow" several different options can be set.

### Delay

The delay in between images can be set from 1 second up to 10 minutes.

### Sequence

The sequence setting determines in which order the media files will be shown. Possible selections are forward, reverse or random order.

### Windows

Here you can choose to hide the info window and/or the navigation window while the slideshow is running.

## Changing Appearance

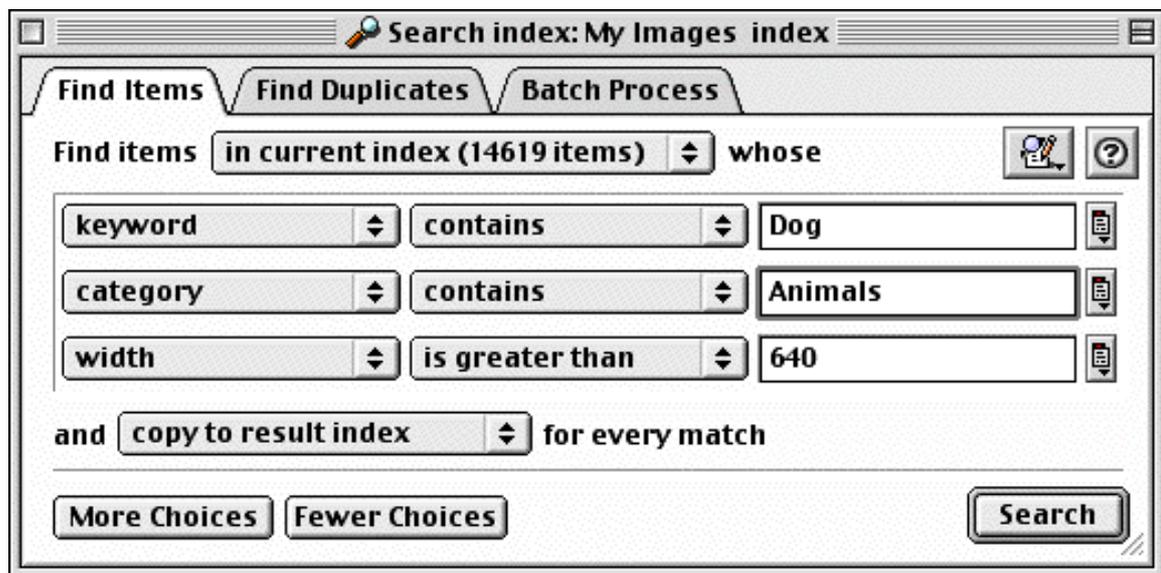
With QPict you can adjust the appearance of QPict to suit your personal taste and needs. In addition to being able to change the appearance within the application QPict is also fully appearance manager savvy meaning that if you install third party theme files or install the Kaleidoscope utility QPict will automatically make use of the new appearance.

# Searching

QPict has a very powerful search engine where you can search for different file and media characteristics, keywords, categories and many other user changeable text fields. The search engine is fully multithreaded meaning that you can run several different search tasks in parallel. Complex search settings can be saved and added to the "Script" menu as easy to use commands.

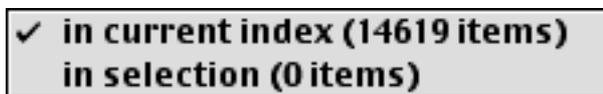
## Search for Items

Items search searches through the index or current selection for items that matches selected search criteria.



### Selecting Source

The selection of items can be either all items in the index or the selected items in the index. After the search task is started the selection is not changed by adding files to the index or changing the current selection.



*Tip: If you want to batch process a special sub selection in the index you can first run a search task and let QPict select the matching items and then switch to batch process and process the selection.*

### Selecting Search Criteria

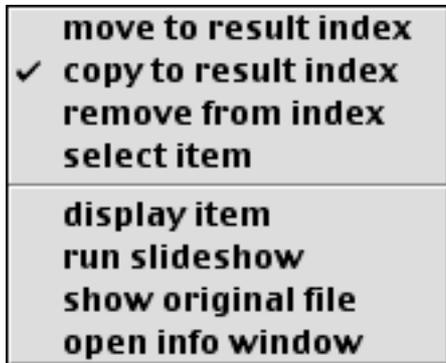
Search criteria is the actual criteria to test to each item in the source. It can be any of 45 different criteria and by clicking "More Choices" it is possible to test any number of different search criteria on every item in the source.

*Tip: One action can be used more than one time. For example if you want to find all items with keyword "Nature" and keyword "Tree" use the "keyword*

contains" action twice.

## Selecting Result Options

You can choose if you want the batch operation to apply to the index only or to both the index and the media file. If the media file is not available the process will apply to the index only.



Move to result index removes the item from the source index and inserts it to the result index. Copy to result index inserts the items into the result index but leaves the source index unmodified. Remove from index simply removes the matching items from the source index while select item simply selects all matching items.

*Tip: By choosing "select item" as result option it's when the search is finished possible to switch to the batch tab to apply an batch operation on the items that matched the search criteria.*

## Saving and recalling settings

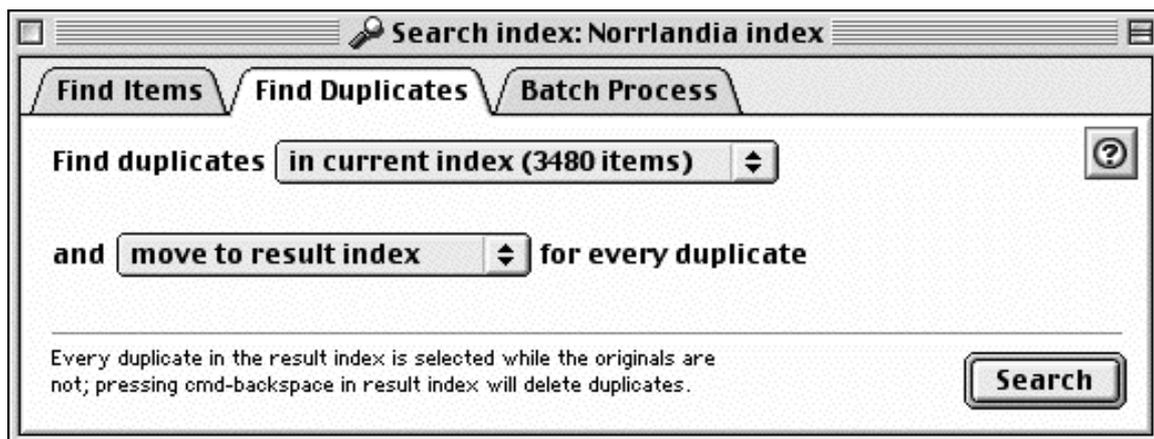
Any search settings from a simple one to a very complex one can be saved for later use. This is done by selecting "Add To Script Menu" from the favorites popup:



Append the name with "/" and a letter to add a shortcut key combination for the Script menu.

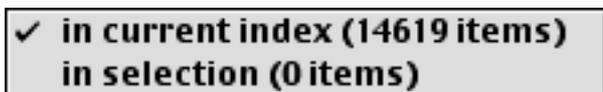
## Search for Duplicates

This option searches the entire index or a sub selection of it for possible duplicates. Media characteristics such as media data size and dimensions are compared. It is possible so search for duplicates in very large index files with low memory requirements but the search process might take a long time. The result is presented in a result window where all duplicates are marked selected while the "originals" are not. This makes it possible (after inspection of the search result) to press Command-Backspace to move all duplicate files to the Trash.



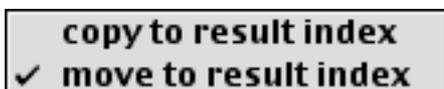
### Selecting Source

The selection of items can be either all items in the index or the selected items in the index. After the search task is started the selection is not changed by adding files to the index or changing the current selection.



### Selecting Result Options

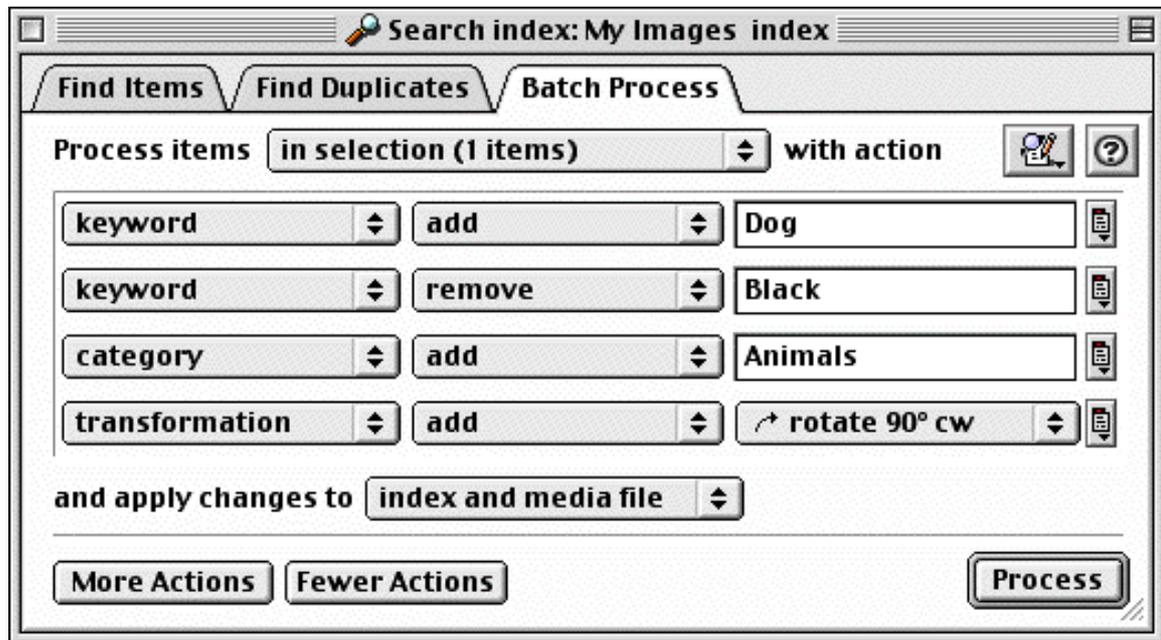
You can choose if you want the batch operation to apply to the index only or to both the index and the media file. If the media file is not available the process will apply to the index only.



*Warning: Make sure to look through the search result before deleting any duplicates. It is possible for to different media files to have the same characteristics and therefore match in the duplicate search.*

# Batching

Batch processing is when you are applying one or more operations on many items in the index. The batch processing in QPict is very powerful and yet easy to use. With batch processing you can apply keywords, categories and many other things to thousands of media files in one single operation. The batch engine is fully multithreaded meaning that you can run several different batch tasks in parallel.

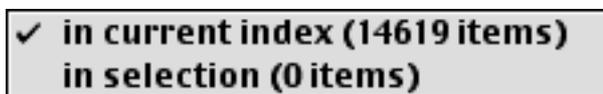


*Warning:* Batch processing is not undoable meaning that with the wrong batch criteria's you can destroy your media files!

*Note:* Batch processing might use a lot of memory when processing a large index.

## Selecting Source

The selection of items can be either all items in the index or the selected items in the index.



*Tip:* If you want to batch process a special sub selection in the index you can first run a search task and let QPict select the matching items and then switch to batch process and process the selection.

## Selecting Batch Options

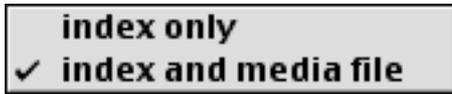
Batch options is the actual operation to apply to each item in the source. It can be any of 31 different options and by clicking "More Actions" it is possible to apply any number of different operations on every item in the source.

*Tip:* One action can be used more than one time. For example if you want to

*add keyword "Nature" and keyword "Tree" to the items use the "keyword add" action twice instead of running the batch task twice.*

### Selecting Result Options

You can choose if you want the batch operation to apply to the index only or to both the index and the media file. If the media file is not available the process will apply to the index only.



*Warning: Applying batch process to media file is not undoable so use this option with caution.*

*Tip: Selecting "index and media file" as result option lower memory requirement in many batch operations.*

### Saving and recalling settings

Any batch settings from a simple one to a very complex one can be saved for later use. This is done by selecting "Add To Script Menu" from the favorites popup:



Append the name with "/" and a letter to add a shortcut key combination for the Script menu.

# Image Conversion

With QPict you can convert from all supported media files into many common image file formats such as TIFF, JPEG, PhotoShop and many others. This is very handy if you for example want to convert a TIFF image into a JPEG image to use in a web page or if you simply want to compress an existing JPEG image into a smaller one. Image conversion works as all other functions in QPict in multitasking. That means that you can convert thousands of images into several different file formats in parallel.

*Note: The original media files are not altered. New media files for destination is created.*

## Prepare to export items

Select the items in the index that you want to convert and:

- Choose "Export" from the "File" menu or
- Press command-E or
- Press X in the window toolbar or
- Control click on one of the items to bring up contextual menu

Next you will be presented with the following dialog.



Apart from selecting file format and destination you have the option to have QPict automatically change the file extension of the destination file. If you for example convert the file *image.gif* into JPEG QPict will rename it to *image.jpg*.

## Selecting destination

If you click "Change" in the "Destination path" or the checkbox "Ask for destination" is checked the following dialog is shown:



Here you select the destination where the converted files will be saved.

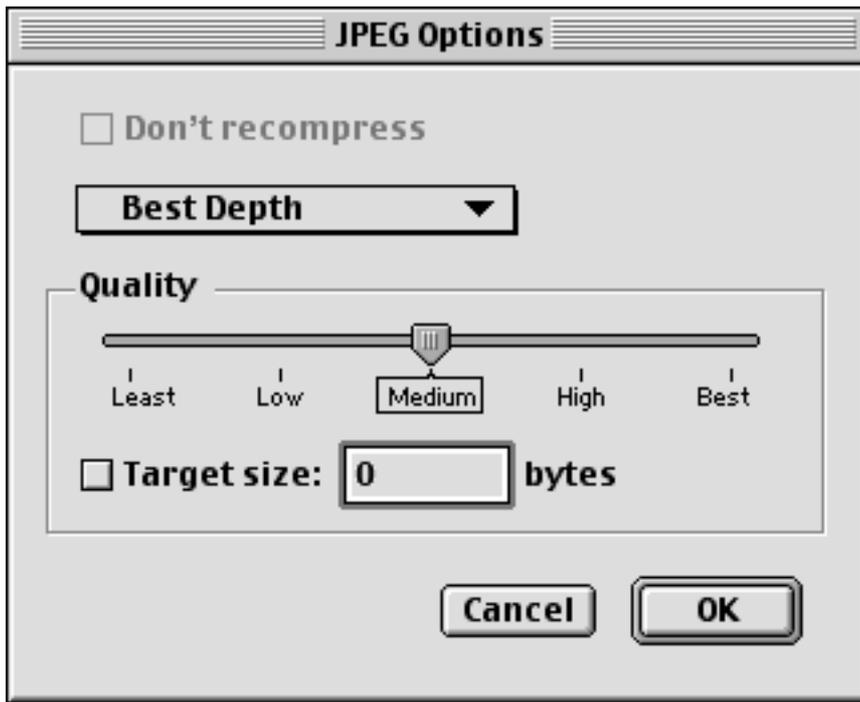
## Selecting output format

QPict is currently able to convert all supported media formats into the following list of destination image files:



## Compression settings

For some image file formats it's possible to change the compression settings or color mode for the destination image.

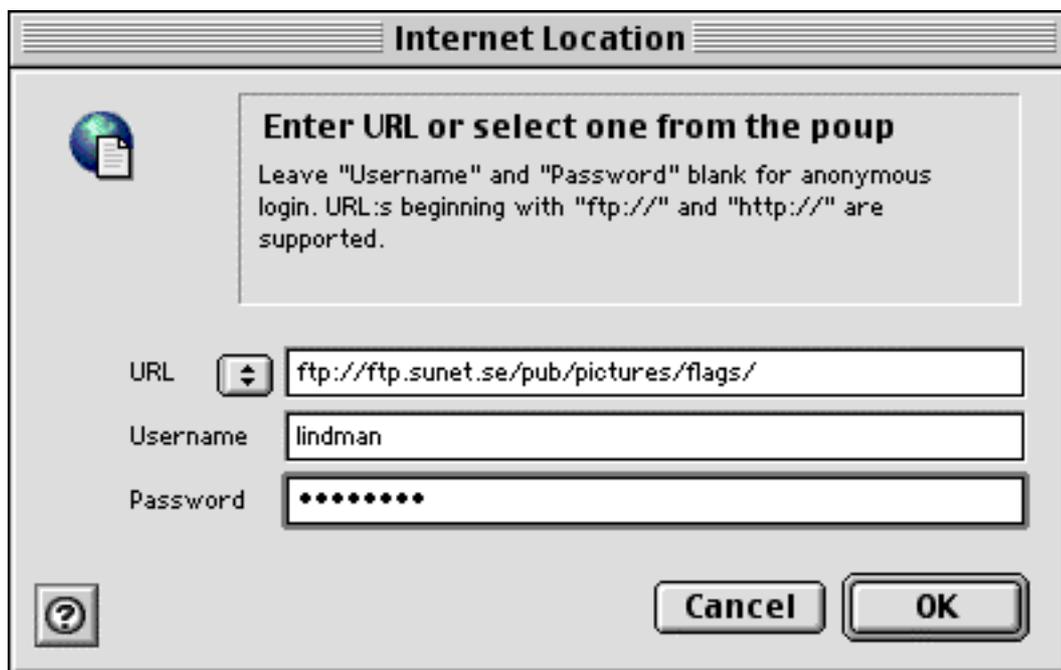


Selecting lower quality creates smaller destination file but decreases image fidelity.

# Internet Access

With the explosion of Internet use it is often desired to share media files with other users on the net. QPict is designed to do this easily. Example of usage is to distribute a index without the actual media files (which can take up several hundreds of megabytes). Downloading the index will be done quickly since it is often very small (from a few KB to a few MB depending on contents), When the index is downloaded the user can view the index by thumbnails and even search for keywords and many other criteria. When the user found a file he/she wants it is just to double click the item to download the actual media file.

## Add Internet location



**Internet Location**

Enter URL or select one from the popup  
Leave "Username" and "Password" blank for anonymous login. URL:s beginning with "ftp://" and "http://" are supported.

URL

Username

Password

## Downloading files

If an item in the index contains an URL the actual file can be downloaded either by double clicking it or by selecting "Download Media" from the "Script" menu.

## Uploading files

To upload a media file to a remote location select the item(s) in the index and select "Upload Media Files..." from the "Script" menu. QPict will prompt for the address (se the dialog above).

## Creating an Internet only index

1. Create the index and add media files
2. Uploading the files
3. Removing local links

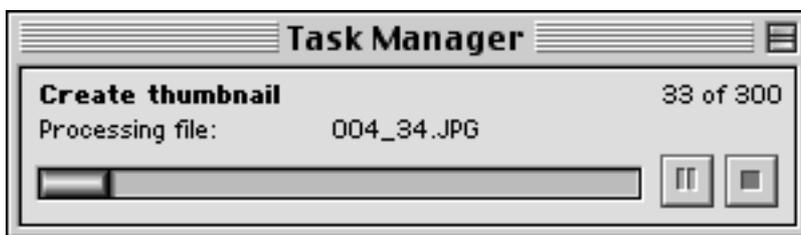
#### 4. Making it compact

# Task Management

Every operation in QPict is called a task. Any number of tasks can be run in parallel but the more tasks that are run in the same time the slower the computer will be. Most tasks in QPict is displayed in the task manager window. Some tasks such as background creation of thumbnails and caching is invisible and will not show up in the task manager window.

## The Task Window

The task manager window is shown automatically when a task is started. If the window is behind another window it can be brought to front by selecting "Task Manager" from the "Window" menu.



## Pausing task

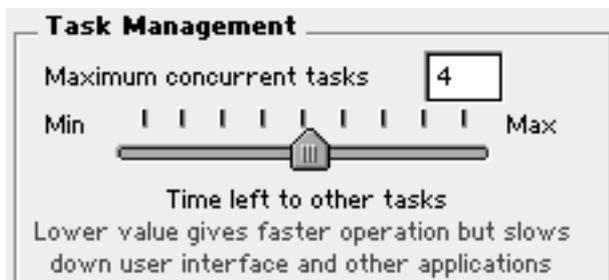
To temporary pause a task press the pause button "|". To continue a paused task press the continue button ">". Some tasks like ftp tasks cannot be paused.

## Terminating task

To terminate the execution of a task press the stop button. Some tasks like save task cannot be terminated.

## Task Settings

Each task running in parallel is dedicated time to execute based on their priority. The overall priority to all tasks can be fine tuned in the preferences dialog. If the computer is very slow while executing tasks select a higher value. To make tasks run faster select a lower value.



## Completion sound

When a task that has executed more than 10 seconds completes a completion sound is played. This can be turned of in preferences.

# Frequently Asked Questions - FAQ

This is a collection of often asked questions.

## **Question**

Why does the task manager display 0 of 100% for a long time and then quickly pass through 1-100 and finish when searching duplicates?

## **Answer**

In some cases the data needed to run the search is already in memory while in other cases the data has to be read from the media files which can be quite slow.

## **Question**

Sometimes a search takes a long time and other time in the same index it finishes very quickly. Why the difference?

## **Answer**

In some cases the data needed to run the search is already in memory while in other cases the data has to be read from the media files which can be quite slow.

## **Question**

Saving an index file sometimes takes a long time, why is that?

## **Answer**

During save QPict extracts media information such as media size, color depth and many other data, Annotation info is also extracted if available. This process takes some time but the benefit is that when the index is saved it is 100% independent of the original media file and the index is opened instantly. The only time the original media files has to be available is if you want to view them otherwise you can search and organize without them.