

Contents



Overview

- [Collector Basics](#)
- [System Requirements](#)
- [Image Quality](#)
- [Scanners and other input devices](#)
- [Registering the Collector](#)

How To...

- [Create a new collection](#)
- [Open an existing collection](#)
- [Delete an existing collection](#)

- [Create and modify field labels](#)
- [Password protect your collection](#)
- [Create and use Pick Lists](#)

- [Create a new record](#)
- [Add images to a record](#)
- [Save a record](#)
- [Automate new record input](#)

- [Edit and Update a record](#)
- [Delete a record](#)
- [Print a record](#)

- [Acquire and Edit images](#)
- [Record Voice Notes](#)
- [Play Voice Notes](#)

- [Browse your collection](#)
- [Sort your collection](#)
- [Find a record](#)
- [Query your collection](#)

Collector Basics

Welcome to the Collector, the ultimate system for organizing and maintaining your image collections. The Collector allows you to create as many collections as you like, and gives you many ways to Sort, Access, Query and Print your collections. Defining the name of each of the fifteen data fields, allows you to create individualized collections. Pick Lists can be created to save common words for quick data input. Voice Notes allow you to attach an audio message to each image in your collection. Each collection can be assigned a password so that you can protect your records.

Your collection can be sorted by any data field, allowing you to view your collection in any order. You can query your collection by entering search criteria in any of the data fields. Your results will be displayed in a window containing a list of all the matches found.

You can acquire images directly to the Collector by using a scanner or digital camera. The supported TWAIN standard allows you to use virtually any input device for image input. You can also edit images using the crop, zoom, brightness, contrast, sharpness, features.

The Collector allows you to save your images in most file formats including TIFF, PCX, JPEG, TGA, BMP, WMP, DIB, DCX, EPS, GIFF and PICT.

System Requirements

The Collector is designed to run on a 486 or higher class computer system using Microsoft Windows™.

Minimum Configuration

- 486 Computer System
- 4 MB RAM
- 100 MB Hard Disk
- 256 color VGA Display
- MS DOS 5.0 or higher
- MS Windows™ 3.1 or higher

Optimum Configuration

- Pentium Multi-Media Computer System
- 8 MB+ RAM
- 1.2 GB Hard Disk
- 16.7 million color VGA Display
- Windows 95™

Image Quality

The quality of images your system can display depends on your system hardware. Standard VGA cards support up to 256 colors and will display an adequate image. If you are looking for photographic quality images, then a VGA card that displays 16.7 million colors will be your best choice. The better the quality of your scanned images, the more hard disk space they will use. A rough estimate of image storage space is as follows:

16 Color Images
(25-100K per image)

256 Color Images
(100-300K per image)

16.7 million Color Images
(300K and up per image)

These figures represent images saved as non-compressed images (formats such as BMP files). Image compression can save up to 80% of the space required to save a normal image.(formats include JPEG, TIFF and PCX).

Scanners and other input devices

In order to input your own images you will need a scanner or digital camera. Scanners differ in their capabilities to capture images.

There are three types of scanners commonly available; table top, hand held or slide scanner. Table-top scanners are best for large images, hand held scanners are used for smaller images and slide scanners allow you to scan 35mm slides. Some scanners support gray scale only while others support up to 16.7 million colors. The number of dots per inch that a scanner can scan at is user selective and varies between different scanners.

Digital cameras allow you to take photographs like a normal camera. Instead of using film, the images are stored in memory. The camera is then connected to the computer and the user can select any of the images and transfer them to your computer system.

Create and Modify Collection Information

Creating your own field label names for the fifteen data fields allows you to customize each collection. When you create a new collection, the Collection Information Window will automatically open. When you are already working in a collection select **Field Labels...** from the Setup Menu in the Collection Window to open the Collection Information Window.

To create the collection information:

1. In the Collection Name text box, enter the name of the of your collection.
2. In the Author text box, enter your name.
3. The fifteen Field Label text boxes allow you to enter your field label names. To assign a field label name to a field, place your cursor in the corresponding text box and enter the name for that field.
4. Press the **OK** button. Your new Field Label names will be displayed beside the appropriate data fields in the Collection Window.

To modify the collection information:

1. Place the cursor in the Field Label name text box you wish to modify and re-type the field label name.
2. Repeat step 2 as necessary.
3. When you are finished modifying the field label names, press **OK**. Your new Field Label names will be displayed beside the appropriate data fields in the Collection Window.

Password Protection

Each collection can be password protected so that you can protect your collection. Select **Password** from the Setup Menu in the Collection Window. The Password Dialog will appear. Type in your secret password (each character will appear as a "*" (asterisk) in the Password field and verify your password by re-typing it in the Confirm Password field. Select **OK**. Your password will now be required before opening the collection, so ***Do Not Forget It!***

To erase your password, clear the Password field and select **OK**.

Pick Lists

Select **Pick Lists...** from the Setup Menu in the Collection Window to open the Pick List Setup Window. Pick Lists can be created by entering up to twenty commonly used words or phrases for each data field. These lists allow you to quickly add text entries into your data fields.

To Set up the Pick Lists:

1. Select a field for Pick List editing
2. Place the cursor in the Item Name box and enter your item.
3. Press the **Add** button. The item is now listed in the Item List box.
4. Repeat as necessary.
5. Press the **Close** button to exit.

To Edit the Pick Lists:

1. Select a field for Pick List Editing.
2. Select the item you wish to edit or remove from the Item List box.
3. Press the **Remove button**.
4. Re-enter a new item following instructions above.
5. Press the **Close** button to exit.

Using Pick Lists:

To access a pick-list while in the Collection Window, select a data field and press the **F5** key. The Pick List for that data field will display allowing the you to select a word or phrase to be entered in the current data field.

Saving a Record

Select the **Save** command from the Toolbar or from the Record Menu in the Collection Window to save the record information entered in the current record. You must have at least one character in the first field to save the record. All record data will be saved with this command. A prompt will verify that the record information has been saved. If you are saving a new record and [Auto Clear](#) is enabled, the record fields will be cleared for input of a another new record automatically.

If you have modified a current record and then try to go to another record with the [Browse](#) (First, Last, Previous, Next) commands, a prompt will first ask you if you wish to save your changes.

Adding Images To Your Record

Select the **Add Image** command from the Toolbar or from the Record Menu in the Collection Window to add a saved image to the current record. When you choose this command, the Add Image Dialog will appear on your screen. Select the image from the appropriate drive and directory, and select **OK**. The image will now be added to the current record. Ten images per record is the maximum allowed.

You can also add images to your record by selecting [Acquire/Edit Images](#) from the File Menu in the Collection Window for more advanced acquisition and editing features.

You may include a description (450 character maximum) for each image. The description box is located directly under the image box.

You can add [Voice Notes](#) for each image in your record.

Deleting a Record

Use the **Delete** command from the Toolbar or from the Record Menu in the Collection Window to permanently delete the current record from the collection. When you choose the **Delete** command, a prompt will ask you to verify this action. Select the **Yes** button to perform the deletion.

Acquiring and Editing Images

Use the **Acquire/Edit Images...** command from the File Menu in the Collection Window to display the Acquire/Edit Images Window.

The Acquire/Edit Images Window allows you to acquire images from a scanner, digital camera or from file, edit images, and save images from one file type to another, and to add these images to your current record.

If an image is being displayed in the current record, it will be automatically displayed in the Acquire/Edit Images Window.

Acquire/Edit Images Menus

The File Menu

The File menu is used to open, close, edit, save, acquire, and print images. The File menu includes the following commands:

Select the **Open** command from the File Menu in the Acquire/Edit Images Window to load an existing image stored on disk. When you choose this command, the Open Document Dialog will appear on the screen. Select the image from the appropriate drive and directory, and select **OK**.

Select the **Close** command from the File Menu in the Acquire/Edit Images Window to close the current image. The current image is unloaded from memory, the toolbar is disabled, and most menu options become disabled.

Select the **Save** command from the File Menu in the Acquire/Edit Images Window to save an image to disk. This command saves to the default directory or the original location of the image. Once selected, the image is automatically saved to disk.

Select the **Save As...** command from the File Menu in the Acquire/Edit Images Window to determine the location on disk where you wish to save an image, to rename an image or to save an image in a different file format.

Select the **Acquire Image...** command from the File Menu in the Acquire/Edit Images Window to initiate the acquiring process. The TWAIN software interface that comes with your scanning device will be displayed, allowing you to acquire and process your images. When the acquisition is complete, the image will be displayed.

Select the **Select Source...** command from the File Menu in the Acquire/Edit Images Window to select the TWAIN scanning device that you will be using with The Collector. This option is for systems with more than one scanning device connected.

Select the **Information** command from the File Menu in the Acquire/Edit Images Window to display information about the image being displayed. This information includes file type, image size and number of colors.

Select the **Print** command from the File Menu in the Acquire/Edit Images Window to print the image that is currently in memory. The Print Image Dialog Box allows you to select the size of the printed image.

Select the **Exit** command from the File Menu in the Acquire/Edit Images Window to close this window and to return you to the Collection Window.

The Edit Menu

Select the **Undo** command from the File Menu in the Acquire/Edit Images Window to undo any changes made to an image.

Recording Voice Notes

Select **Record Voice Notes** from the Toolbar or from Record Menu in the Collection Window. The Record Dialog will now be displayed. You can record your own personal voice notes for each image in a record. To record voice notes you must have a properly configured audio card and microphone. Select **Record** and begin to record your message into the microphone connected to your sound card. You have a maximum of one minute to record your message. When you are finished recording your voice note, select **Stop**. Select **Close** to end the record session. You can now [play your voice note](#) back.

NOTE: To remove a voice note, either record a new one or delete it by using the Window's File Manager or DOS. The file name for the recorded sound files will be the same as the image file name with a ".WAV" extension.

Playing Your Voice Notes

You may select **Play Voice Notes** from the Toolbar or from the Record Menu in the Collection Window to listen to a previously recorded voice note for the displayed image in the current record.

Browsing Your Collection

The Browse commands allow you to navigate through records in your collection. If you are in Normal Mode, you will be able to navigate through all your records. If you are in [Query](#) Mode (there is an active query), you will be able to navigate through the query matches.

Use the **First** command from the Toolbar or from the Record Menu in the Collection Window to view your first record.

Use the **Last** command from the Toolbar or from the Record Menu in the Collection Window to view your last record.

Use the **Previous** command from the Toolbar or from the Record Menu in the Collection Window to view your previous record.

Use the **Next** command from the Toolbar or from the Record Menu in the Collection Window to view your next record.

Sorting Records

Select the **Sort** command from the Toolbar or from the Record Menu in the Collection Window to open the Sort Window. This allows you to alpha-numerically sort records from a chosen data field. Select the data field that will be used to sort your records and then select the **Close** button. The collection will now be sorting by the selected field.

Finding a Record

To find a record, clear the current record by selecting the **Clear** command from the Toolbar or from the Record Menu in the Collection Window. Enter your search criteria into one or more data fields. Select the **Find** command from the Toolbar or from the Record Menu in the Collection Window.

If the Collector finds a match to your search criteria, it will be displayed as the current record in the Collection Window.

You may also find a record by using the [Browse](#) commands.

Query

To query your collection, clear the current record using the **Clear** command from the Toolbar or from the Record Menu in the Collection Window and enter your query search criteria into one or more data fields. You may precede query search criteria in a data field with the < (less than key) or > (greater than key). You can also perform a query on all records by just entering "all" in the first data field. Select the **Query** command from the Toolbar or from the Record Menu in the Collection Window

If the Collector finds any matches they will be displayed in the Query Window. This window allows you to compare record information and images from your query matches. It contains four image preview windows to display and compare images. It will display up to fifty records at a time. If the query finds more than fifty matches, the **More** button will be activated. Once you have finished viewing the first fifty items, press the **More** button to continue viewing the matches.

To view an record's image select any record in the list by clicking on it, select any of the four preview boxes by clicking on one of them. The image for that record will be displayed. You can display any record's image in any of the preview boxes. Selecting an image in a preview box with the right mouse button will highlight the associated record in the list.

If you double-click on a record, the Collector will close the Query Window and display the selected record in the Collection Window. You can now use the [Browse](#) commands to view the query matches. Selecting the **Query** command will re-display the Query Window.

To cancel the query, select the **Clear** command from the Collection Window or select **Close** from the Query Window.

Creating a New Collection

To create a new collection, go to the Collector's Start up Window. When you start the Collector, this window will be displayed. If you are already working with the Collector, select **Close** from the File Menu in the Collection Window.

In the Start up Window select the **New** button. The Collection Information Window will appear. Entering the new collection name (you may also enter the author's name, and the names for the field labels) will [create your new collection information](#).

Opening an Existing Collection

To open an existing collection, go to the Collector's Start up Window. When you start the Collector, this window will be displayed. If you are already working with the Collector, select **Close** from the File Menu in the Collection Window.

In the Start up Window choose an existing collection from the list box and select the **Open** button. The Collection Window will now appear. To view your records select one of the [Browsing](#) commands.

Deleting a Collection

To delete an existing collection, go to the Collector's Start up Window. When you start the Collector, this window will be displayed. If you are already working with the Collector, select **Close** from the File Menu in the Collection Window, to go back to this window.

In the Start up Window choose an existing collection from the list box and select the **Delete** button. A prompt will ask if you are sure that you wish to delete that collection. If you select **Yes**, that collection will be permanently erased.

Creating a New Record

New records can be created anytime while a collection is open. To create a new record, select the **Clear** command from the Toolbar or from the Record Menu in the Collection Window to clear the record fields for input of a new record. If you have just created a new collection or opened a previously saved collection, the Collection Window will contain empty fields ready for a new record.

A record contains fifteen searchable data fields (250 characters in length), up to ten [images](#) with description fields (450 characters in length). [Voice notes](#) may be attached to each image in the record. When you are finished creating your new record, you must [save your record](#).

Editing and Updating a Record

Find the record you wish to update with the [Find](#) feature, or by using the [Browse](#) commands. Records can be edited and updated anytime while a collection is open. Each record contains fifteen searchable data fields (250 characters in length), up to ten [images](#) with description fields (450 characters in length). [Voice notes](#) may be attached to each image in the record.

You may enter new data into any or all of the data fields, add images and voice notes to a previously saved record.

To delete an image, select the image and press the **Delete** keyboard button.

You must [save](#) any changes made to a record..

Registering the Collector

By registering you will receive the latest version upgrade of the Collector including bug fixes (if any) and any new features that have been added.

You can pay by certified cheque, money order, VISA, or MasterCard. The cost to register the Collector is \$35.00 (U.S.)

To register your copy of the Collector by mail, please contact:

InnovativeLogic
38 Maple Ave.
Smiths Falls
Ontario, Canada
K7A 1Z5

To register your copy of the Collector by phone, please call:

(613) 284-0647

To register your copy of the Collector by computer, please contact:

EMail: logic@intranet.ca

If you have any ideas or suggestions, we would like to hear about them. We are constantly trying to improve the Collector.

We also can provide customizations to the Collector on an individual basis, please contact us for more information.

Printing Records

If you are viewing a record in the Collection Window, select **Print...** from the File Menu or from the Toolbar, to display the Print Dialog.

If you are viewing records in the Query Window, select one or more records from the list (hold the **Ctrl** button down to select more than one record). Select the **Print** command to display the Print Dialog.

The Print dialog allows you to choose between printing the selected record/s or all records. You may choose to print text, images, or both.

Automate New Record Input with Auto Clear

Selecting **Auto Clear** from the Record Menu in the Collection Window automates the input of new records. When you [save a new record](#), the record fields will be cleared for input of a another new record automatically.

