

Multimedia Asset Management for the MacOS<sup>™</sup> Version 3.6 - User's Manual

iView Multimedia<sup>™</sup> is the product and property of iView Multimedia Limited.

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Many thanks to all the creative people who help us beta test each new version of iView Multimedia and the registered users who have sent in their suggestions and comments.

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### Contents

Contents	2
1 Welcome to iView Multimedia	3
2 Installing iView Multimedia	4
3 Making Catalogs of your Media Files	5
4 Viewing your Media Files	6
5 Presenting your Images in Slide Show	13
6 Importing and Applying Filters	14
7 Quick Reference	17
8 Media Formats	35
9 Hints & Tips	36
10 Ordering iView Multimedia	40
11 Other Script Software Titles	41

### **1** Welcome to iView Multimedia

iView Multimedia is the easiest and fastest way to view, keep track and organize the growing number of multimedia files on your disks.

iView Multimedia is based on the expandable architecture of the award winning QuickTime<sup>TM</sup> technology, the de-facto standard in the media domain.

Adding powerful features, iView Multimedia lets you showcase and re-use your images, movies, sounds, VR Clips, text documents and fonts on your MacOS<sup>TM</sup> computer.

Whether you are a photographer, graphics artist, publishing professional, musician, scientist, teacher, student, doctor, cinematographer, multimedia producer, programmer, web author, real estate agent, newspaper editor, or you simply want to keep your family images organized, iView Multimedia will make your task much easier by giving fast access to your media, and a wealth of features to work with your images in the best way you want.

Here is a list of what you can do with iView Multimedia:

- Instantly find on any of your disks and CD's that special photo, movie, sound, clip art, image, font, that you need for a project.
- Organize your media files into catalogs containing previews and information that can be viewed even when the original files are no longer on a mounted drive.
- Present your media as a continuous audio/visual slide show.
- Re-use your media with your preferred application, or use iView's own set of tools. You can easily print reports and export your media as QuickTime<sup>™</sup> movies, HTML galleries and more.
- Use your catalogs as media palettes side-by-side with your favorite application. IView Multimedia supports Drag & Drop integration with the finder and any drag & drop savvy application.
- Examine and edit you media annotations, including caption, keywords, categories, digital camera photographic information and much more.
- Import media straight from the Web, and connect back to the URL with your favorite browser.

Also remember, that iView Multimedia is a rapidly evolving application based on your input and our own cornucopia of ideas. Please make sure you have the latest version as we publish a new version every month or two.

We plan to make iView Multimedia your favorite application by fulfilling your every desire, even ones you didn't know you had!

#### A note about the name

The name iView Multimedia was created years before the 'i' became fashion. We have, possibly set the fashion. It is read "I View", where "View" is the verb. The name signifies viewing and previewing of all multimedia type files.

# **2** Installing iView Multimedia

Simple! iView Multimedia can be put anywhere on your disk. You may find it useful to have an alias to iView Multimedia in your apple menu, or somewhere you can conveniently drop files onto its desktop icon.

#### System Requirements

iView Multimedia will run on all color MacOS<sup>TM</sup> computers. It is recommended that you use 8MB of free available RAM memory. iView Multimedia will typically use a third of this setting. The remaining memory is used to load "large" image files, or for memory intensive operations, such as printing, exporting, etc. If your images are larger than 10MB each, iView Multimedia may scale previewed images or may flag an out-of-memory message. In this case you should consider increasing the application memory partition, by about 2MB at a time.

iView Multimedia requires about 10MB of free hard disk space for use as a scratch disk, when loading and editing catalogs. The scratch disk can be any volume you set in the preferences.

Finally, for best viewing of your images you should set your monitor color settings to "thousands" or "millions".

#### System Extensions

In order to run iView Multimedia you need to have QuickTime 2.5 or later installed on your computer. Macs within the last 5 years usually have this included with the system software (7.0 onwards). However to get the most from iView Multimedia you should install the latest version of Apple's QuickTime that can be freely downloaded from:

http://www.apple.com/quicktime/

On computers running MacOS earlier than 7.5 you need to install the "Drag & Drop" & "Thread Manager" system extensions.

iView Multimedia supports Apple's new Navigation Services open and save dialogs. To benefit from the new technology you should install the "Navigation" library in your system folder. This is built into system 8.5.

Finally you may want to know that iView Multimedia is scriptable. If you are script programmer, or you simply want to find out more about Apple Script, consult the sample scripts attached with this package, and study the application's dictionary.

#### For QuarkXPress<sup>TM</sup> Users

iView Multimedia can work seamlessly with QuarkXPress<sup>TM</sup> via our own iViewXT. IViewXT is a Quark XTension that saves previews into Quark documents and allows iView Multimedia to read display and catalog a full version of the first page of Quark files. To use it, simply copy the iViewXT file inside QuarkXPress' extensions folder.

### **3** Making Catalogs of your Media Files

Double-click on iView Multimedia to launch the application. Drag any file, folder, hard disk, or CD onto the iView Multimedia icon or into the iView Multimedia window and all your media files in that volume will appear in your new catalog.

iView Multimedia follows closely the way the finder works. You can simply drag and drop files from the finder onto a catalog, paste media clips, or even drop clippings (text, pictures) from third party applications.

Each list of media files is called a catalog. Every catalog you create contains:

- a preview of the media file (image, font, etc).
- the location of the original file on your hard disk, CD or server. It may also contain a reference of an internet site where the image originates from.
- information relating to the media file (e.g. dimensions, duration, etc.)
- annotation such as author, credits, categories, etc, that may exist in the original file or that can be added by you.

You can organize your catalogs of particular disks or according to your own categories of images, sounds, movies, etc. Catalogs can then be searched for images from volumes that may not be mounted. iView Multimedia will let you view the previews and notify you to insert the volume to retrieve an image when needed.

You can share your catalogs with colleagues or friends, that have their copy of iView Multimedia, or you can export your catalogs as a thumbnail poster, an HTML web site and/or QuickTime<sup>TM</sup> movie file for playback using Apple's Movie Player.

Each catalog can contain up to 8000 files and can be saved on your hard disk.

- The size of the catalog and the speed at which images are imported depend primarily on:
- the mode at which you import image,
- the quality of previews you want to store for future view.

iView Multimedia offers a wealth of features that let you filter import files, adjust the quality and size of your catalogs, merge catalogs, and much, much more. Please read on to find out how...

## **4** Viewing your Media Files

iView Multimedia offers 3 easily customizable views of your catalogs. You can switch between views at any time, by clicking on one of the 3 folder tabs:

- Info (text view)
- Thumbnail (icon view)
- Media (full window view)

All 3 views offer features that resemble the way you work with your files in the finder.

- You can quickly find an item by typing the first few letters of its name.
- You can click an item's name and start typing, to change the file's name.
- You can Control Click inside a cell or anywhere else inside the window for Contextual Menus.
- You can click inside a cell and drag it across the catalog to a new position. (You can drag marked items that all have the same color all at once).
- You can drop one or more cells into a new catalog. Dropping items into a new window will move the items. Use the Option key to clone of the items across.
- You can drop one or more cells into a folder of the finder or any other savvy application. Most commercial applications including Adobe Photoshop<sup>TM</sup>, Macromedia Director<sup>TM</sup>, GoLive CyberStudio<sup>TM</sup> and others support this functionality.

Dropping into the finder will move or copy the original files into the destination folder. You can use the Option key to duplicate the files (regardless of which volume they are mounted), or the Option and Command keys to create aliases.

Finally you can mark items in your list to remove them, move them to the trash, or apply a single action to them (as listed in the "Marked Files Toolbox" described later).

Note that your view settings (e.g. list tags, thumbnail size, etc) and marking is saved with your catalogs. Every time you open an iView Multimedia catalog, viewing is reset to the saved format.

Each view contains a header, footer, and its body with the scroll bar.

Next, let's examine the 3 views...

#### Info View

The info view displays your catalog as a list of file names and media info (tags) such as size, type, dimensions, duration, etc.

🔲 📃 media samples catalog 📃 🖻 🖻				
Info Thumbnail	M	ledia		
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≟ File Name	Size	Туре	Duration	Path 🔒
Aladdin Aladdin	19	MooV	02:49.0	Media :Movies : Aladdin 👘 📥
💼 snail-2.mov	2 MB	MooV	00:34.7	Media :Movies :snail-2.mov 💻
BMY Commercial	9 MB	MooV	00:30.6	Media :Movies :BMW Comme
🖻 sax	40K	AIFF	00:01.8	Media :Sounds :sax
🚮 Catchup-Normal	91K	FFIL	-	MacOS :System Folder :Font:
🖺 bra-chi	14K	JPEG	-	Media :Images :net art :franc
44239.TIF	620K	TIFF	-	Media :Images :CDROM art :4
Delta	46K	PICT	-	Media : All Fractals :Other-P 👻
🕳 List Tags 🛛 🚍 🚽 Import	A11		1/519 in lis	st, 3 marked 🏼 🏘

To rename a file simply click on its name and start typing, in the same way as you would do on the finder. iView Multimedia will rename the catalog entry and the original file. Note however that only existing items, mounted on rewritable media can be renamed.

You can sort the list on any of the visible tag, by simply clicking on its name in the header bar. Note that some tag information includes data available only on some of the media files. For example the **Duration** tag applies only to movies and sounds, but not to fonts or images. Two smaller icons may appear on the left of your image name:

<sup>■</sup> Signifies your media file is annotated.

±.

<sup>13</sup> Signifies your media file contains digital camera (EXIF) information.

The header bar also contains 2 additional buttons:

The **Sort Direction** button on the left reverts the order of the list. The last item is shown first and the first becomes last.

The **Scroll Lock** button on the right of the header, locks/unlocks list scrolling while importing images. This is important if you want to examine in detail an image during import. Say for example you want to view images as they are dropped and you see one that you want to examine before importing is done. You can lock the list scroll and switch to image view, letting iView Multimedia carry on with the importing.

The footer bar contains four panels:

- The List Tags drop-down menu lets you show/hide columns of tag info.
   When you first run iView Multimedia just the Info view displays the filename, file type and file size of each item. You can show/hide more columns (such as image dimensions, movie duration, author, caption, etc.) by selecting tags from this menu.
   You can then sort a catalog on a displayed column.
- The Mark All/Unmark All button will mark/unmark all your items with a single click.
- The **Import** drop-down menu will let you control the type of files that can be added to the catalog. This menu appears in all 3 views.
  - (see section on importing and applying filters later in the manual).
- The **Counters** area lets you switch between a counter of the items within the catalog, and the media size of the catalog itself and the original files referenced by the items within the catalog.
- TIP 1: Roll the mouse over the **Counters** area while iView Multimedia is importing items to get a reading of how many files have been scanned.
- TIP 2: Control click inside an item access the contextual menus for files. Control click anywhere else in the window to access the contextual menu for the catalog. Command click on the catalog's title bar to access the folder path to your catalog.

#### **Thumbnail View**

In this mode you preview many media files at once, at varying sizes.

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Info	Thumbnail	Media			
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🝠 Media:Movie	s:	QuickTim	e Movie   340×16	5   1.0s   154K	É
Maddin	<b>_</b>	\$		Catchup Normal	
Aladdin	snail-2.mov	BMW Commercial	sax	Catchup-Normal	
			GIANT		
bra-chi	44239.TIF	SSGP6255.JPG	giant sand.gif	Bands 32	-
🕳 Small Size	📰 🔛 🚽 Impor	-t A11 🚽 8	/14 in list		47

Click on an item and drag it around to change its position inside the catalog, or to any other location as described in chapter 2. Marked items of one color can all be dragged at once. You can rename the selected item as in list view.

The thumbnail view header displays information about the selected item.

From left to right, the header shows:

- The pencil icon which tells you whether the referenced file is mounted  $\checkmark$  or not  $\aleph$ .
- The pathname where the referenced file is located.
- Information and description of the selected document (e.g. Photoshop, AIFF sound, QuickTime movie, etc.).

On this view's footer you see:

- The **Size** drop-down menu, lets you chose the size previews are imported and displayed at. This setting will influence the size of your catalog, as larger previews require more disk space.
- The two Rotation buttons let you set the angle an image can be viewed. You can click and rotate an image on 90°, 180° and 270° degrees.
   This is particularly useful for images (such as photographs downloaded from digital compares)

This is particularly useful for images (such as photographs downloaded from digital cameras) saved landscape. Setting the image rotation is permanent within a catalog, to avoid neck strain (!) when viewing the image. You can also set the rotation of the image via the **Rotation** option in the **Edit /View Angle** menu.

- TIP 1: Animations, movies, and sounds can be played in this window by selecting one and hitting the spacebar or clicking the film button in the tool menu.
- TIP 2: You can update an item's preview by selecting the Rebuild Preview option in the Edit menu. For example, if an image has been modified outside iView Multimedia, this option will update its thumbnail in the catalog.
- TIP 3: You may notice that a lot of animations start up with a black, or generally uninteresting frame. To make a more meaningful preview of your movie, switch to **Media** view, reveal the movie controller (hit the movie button), and roll your movie to the frame you want to use. Then select the **Rebuild Preview** option in the **Edit** menu. When you switch back to this view, the preview is updated.

#### NOTE:

Occasionally you may notice that previews of imported images are much smaller than the size of the preview box. This is because iView Multimedia has just read an existing preview, already saved with the imported file. You can force iView Multimedia to always create previews via the related switch in preference/import dialog.

#### Media View

Here you can view one item at a time using the entire window. The image shown in this view will vary from format to format. When viewing animations, or VR clips, you can reveal the media panel to control its playback, by hitting the spacebar or clicking on the **Play** button in the tool bar. You can do the same with sounds.



This view can draw the image in various magnifications clicking on the mountain range.

- The drop down menu in the bottom left corner of the window lets you set image viewing as:
- Actual Size the actual size of the image
- Scaled to Fit scales image to the size of the window.
- Fit Smaller Side -draws the image with it's smaller side expanded to fit the screen. this option will fill the entire screen, but your image may be cropped.
- Fit Larger Side draws the image with it's larger side expanded or shrunk to fit the screen. This option will fill the entire screen, but your image may be cropped.
- Tiled To Screen tile the image (in actual size) in the window. This option is particularly handy when you are viewing patterns.

TIP 1: Use **Command**+ and **Command**– keys to change magnification.

When an image is clipped (i.e. doesn't fit entirely inside the window) the cursor changes to a hand. You can click and drag the image for close inspection. Note, however, that when the hand shows you can't drag image outside the window. The Media View, as well as, the Thumbnail view will let you play back an animation and sound. It will also let you navigate inside a VR landscape or a 3D scene.

In both views click on the **Film** button in the toolbar (or press space bar).

The media view plays back the animation with the controller as shown in the figure above. For more information on movie, 3D, and VR controllers, please consult the relevant Apple documentation. To stop the animation click outside the movie or click the film button once more.

# **5** Presenting your Images in Slide Show

iView Multimedia allows you to build up basic multimedia presentations with your images, animations and sounds. Click the **Camera** button in the toolbar or hit **Command R** to start a slide show. It's also possible to set a preference to make a double-click on an image start the slide show. When the slide show starts, you can pause by clicking the mouse once. Use the escape key or double click the mouse to exit.

The slide show is controlled via the control panel.

You can show/hide the control panel by pressing the tab key.

<ul> <li>Fade between frames</li> <li>Set background color</li> <li>Set background color</li> <li>Plays movies, animations, sounds or QTVR.</li> <li>Use the 3 arrow buttons under the frame counter (previous, play/stop, next) to move through the slides. You can also use the arrow keys on your keyboard, or click on the icon list.</li> </ul>	Image: State of the	<ul> <li>Exit the slideshow.</li> <li>Drop down menu to set the following options.</li> <li>Loop slide show</li> <li>Random show</li> <li>Auto-Run Movies</li> <li>Play attached sounds</li> <li>Fade between frames</li> <li>Set background color</li> <li>Plays movies, animations, sounds or QTVR.</li> <li>Use the 3 arrow buttons under the frame counter (previous, play/stop, next) to move through the slides. You can also use the arrow keys on your keyboard, or click on the icon list.</li> </ul>
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TIP 1: 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 your 2nd monitor, and keep the control panel on your first to steer the animation.

magnification and speed of the playback.

TIP 2: You can add a caption (your notes) onto a particular image, and have it displayed inside the control panel to help you with your presentation.

You can use the slide show to inspect your images zoom in and out (using Command+ and Command-) and you can mark items pressing Command M.

To make use of sound in your presentations, you can position a sound file immediately after an image in the list. iView Multimedia will display the image for as long as the sound is playing. When the sound finishes, your presentation will automatically move onto the next frame. You can also create a presentation with a series of movies and play them back continuously. Note however that iView Multimedia will not play slide shows made of sounds only. you need to insert at least one image to start your show.

## **6** Importing and Applying Filters

Getting items into iView Multimedia can be done in many ways.

- Files, folders and volumes (hard drives, CD's) can all be dropped on the iView Multimedia icon or into an iView Multimedia window.
- Media clips (Images, Text, Sound, Movies) can be dragged or copied directly applications such as, Adobe Photoshop<sup>TM</sup>, Netscape Navigator<sup>TM</sup>, SimpleText, etc.
- iView Multimedia can also capture clips off the screen for you, and create new items, via the Capture Screen command in the Edit menu.

iView Multimedia will create a media clipping (picture, text, etc.) of pasted/dragged/captured media, and store it inside the "iView Drop Zone" folder in the Preferences Folder in the System Folder. You can reset the destination folder via the Preferences dialog.

However, the primary import method is dropping files and folders into iView Multimedia. As new pictures are added to your disk you may want to add them to an existing catalog. Instead of going through and finding new images manually to add to your older disk catalog just drop the hard disk icon on the open catalog and iView Multimedia will go through and append only the new images to the catalog.

You can easily control what is imported by setting importing filters, via the **Import** drop down menu at the footer of the iView Multimedia window which is seen in all views. The default setting is no filters are set then all media files are imported and the drop down menu at the footer of the window shows **Full Import**.

🖕 Full Import

Basic Import Basic Import is the next setting and it does a "quick" import for fast import without info/annotations that can be found in Photoshop files and also media files that you have added annotations to using iView Multimedia.

Choosing **Set Filters** in the same drop down menu opens the **Edit Filters** dialog where you can define filters based on filenames, pathnames, dates, media properties, annotation, etc. Once the filter criteria have been set, individual filters can beenabled/disabled simply by selecting them them in the Active Filters drop down menu. If a filter has been chosen, the menu name changes from **Import All** to **Filtered Import** and only files meeting your criteria will be imported into iView Multimedia.

#### Filtered Import

For example you could:

- set the filename to "Olympics"
- set file type to "JPEG"
- set the file size to smaller than 1000K.

Full Import Basic Import	
Filtered Import 🕨 🕨	<ul> <li>Filename contains "olympics"</li> </ul>
Set Filters	<ul> <li>Type is 'JPEG'</li> <li>Size equals 1000</li> </ul>

You can then drop your disk to find all JPEG digital pictures you took during the Olympics, that are smaller than one megabyte.

Selecting **Full Import or Basic Import** disables all filters. Notes:

- Importing of text files is generally controlled via a preferences setting inside the preferences/Import dialog. This setting is off by default.
- Setting filters doesn't make importing faster. The speed at which iView Multimedia imports media is influenced by many of the items you'll find in preferences (read preferences later on).

#### **The Import Process**

This section attempts to provide a brief, yet informative outline of the import process. Information in this section is not necessary in order to use the program. So if you don't plan to annotate your media, or examine your digital camera settings of your snapshots, then you could skip this section.

iView Multimedia supports various annotation protocols, both in read and write form, including:

- Finder's "file info" comments, including pure comments or URL's.
- IPTC annotation, also known as the "file info" ANPA resource, introduced by Adobe Photoshop<sup>TM</sup> to hold information such as captions, keywords, authors etc.,
- Image tags for JPEG, TIFF and DCBa images,
- A selection of the digital camera annotation set, also known as EXIF. This set is based on the ISO/DIS 12234-1 publication on electronic still picture camera standards.

Unless you set the application to "basic import" (see section 6), iView Multimedia goes through a number of steps in order to extract media info, create the preview and scan for annotations. In brief the import sequence has as follows:

- scan for media attributes (size, resolution, duration, etc.)
- create thumbnail, and optionally sharpen and compress
- if file is JPEG
  - scan data fork for comments (tag 0xFE), comments are added to the images annotation/caption field if the later is empty.
  - scan data fork for Adobe Photoshop<sup>™</sup> info (tag 0xED), this section may contain the complete annotation set IPTC, typically saved in the files resource fork
  - scan data fork for ISO/DIS 12234-1 EXIF info (tag 0xE1)
  - scan data fork for alternative digital camera info (tag 0xEC), this set is supported by a number of digital cameras that haven't adapted to the EXIF standard
- if file is TIFF or DCBa
  - scan the tif IDF directory for embedded IPTC info (tag 0x83BB), this section will contain the complete annotation set, typically saved in the files resource fork
  - scan the tif IDF directory for embedded EXIF/Kodak
- if no annotation has been imported, scan the file's resource fork for the 'ANPA' resource.
- Import 'finder's comment' If it contains a web referencing item insert in the items URL field, otherwise paste the comment in the file's caption field if empty.

Note: Some digital cameras or camera processing applications may save information from more than one protocol. iView Multimedia processes the EXIF protocol first and uses additional information to replace in fields.

EXIF, Annotation, Camera and URL information is available for viewing via the application's menus.

To provide maximum speed during importing, iView Multimedia stores the information in a raw data form. Data is decoded and parsed to fit the application's interface when required only.

Annotation fields and the media's URL can be edited in iView Multimedia both as single items or in batch, via the "marked items toolbox". It is important to note that changes in the above items are saved within the catalog only. Use "export annotations" if you want to update the origanl file's annotations. iView Multimedia only updates the file's resource fork.

## **7** Quick Reference

Once your media is imported inside an iView Multimedia catalog you can view, annotate, examine, present and save the media in the catalog.

You typically work with your media items, as a palette side by side with your editing application, but you can also: print a contact sheet of your images, export your images, etc. In fact iView Multimedia offers a wealth of tools to work with your catalogs quickly and effectively.

This section will attempt to go through all functions offered by iView Multimedia by examining the contextual menus, application's toolbar, menus and preference settings.

#### **Contextual Menus**

Holding down the control key and clicking in any view will reveal one of these two contextual menus.

Clicking in the bar at the top of a window will display this drop down menu. This gives another way to get to the preferences, save dialogs, catalog info, and import dialog. It also allows sorting the catalog.

Preferences
Save
Save As
Catalog Info
Import
Sort By 🕨 🕨

Clicking within the iView Multimedia window reveals this second drop down menu which also gives access to the Preferences dialog. Also to 'Rebuild Preview' which will create a new preview for the image based on the preview size chosen in the Thumbnail View. 'Edit Annotation...' and 'View Angle' are also conveniently located here. 'Move to Trash' the selected image in any view.



#### The Toolbar



#### Launch With

Drop down menu that lets you launch the selected media item with its creator, or any "helper" application you include in the menu (option click will launch the creator).

Use the **Helpers** panel in the **Preferences** dialog under the **Edit** Menu to attach your media, text applications.



#### Reveal File

Reveals the location of the selected media item in the finder or on the Internet. **Find in finder** reveals the folder in which the file exists. **Find on the Internet** brings up the dialog below:

Find on the Internet brings up the dialog below:

UR	L: skier
Location (URL):	
http://www.scriptsoftware.com	n
URL Connect	Cancel OK

Inside this dialog you can view or set the URL from where the image originates.

The **URL Connect...** button will launch the browser selected in your Preferences and go to the URL listed.

TIP 1: iView Multimedia will automatically detect and extract the URL from items dragged straight out of Netscape Navigator<sup>TM</sup>.

#### Copy Special

🖾

Choosing one of these 4 different menu item will copy a specific type of info on to the clipboard. A regular copy just copies the selected files name to the clipboard.

#### Media Clip:

iView Multimedia puts a copy of the media (PICT, Text, movie, sound) on the clipboard. The actual type depends on the item you are dragging (Image file, Text file, Movie File, etc.). Media clips of type 'PICT' can be dropped into most popular image editing applications, while media clips of type 'Text' can be dropped into most popular word processors.

Path Name:

This is puts the path name (address of the file on your computer) on to the clipboard.

#### HTML Formatted IMG:

#### HTML Formatted HREF:

Both these options are targeted towards HTML authors. Copies the IMG or HREF to the clipboard for use in another application.

### **1**0

#### Annotation/Credits

Bring up the **Media Annotation** dialog to add info to your media files. See **Edit Annotation** under **Edit** Menu section.



#### <u>Playback</u>

Play an animation, movie, sound, Kareoke file (same as space key). This button becomes enabled only in Thumbnail and Media View once you have selected an animation, sound, 3D, or VR item. When you click this button the animation starts.

To stop an animation click at this button once more, or click anywhere outside the image.

### 

#### Print Report

Print a custom report with all visible images in your catalog. This button provides a shortcut to the **Print Preview** and **Print** menu options.



#### Find Items

Short cut to show the **Find** dialog which offers a variety of ways to find, mark and list items. Read section **Find Menu** later on in this manual.



#### Run Slide Show

Starts up your presentation in slide show, at the selected media file. If no file is selected the presentation start at the first file in the list.



#### Set Mark Color

Sets the highlight color for marked files.

Highlight (Mark) colors and descriptions are borrowed (you guessed it) from the system's Label Menu. To change an entry open the Apple Label/Appearance Control Panel.



#### Marked Files Toolbox

Drop down menu to access the marked files toolbox. Read section "marked files toolbox" later in this manual.

#### Apple Menu

About iView Multimedia

Shows the credits and the version number of the program.

#### Media Importers

Shows the complete list of media supported by iView Multimedia and your version of the QuickTime media layer extension. Use the latest version of QuickTime to have the maximum number of importers for different media types.

#### File Menu

<u>New Catalog</u> Starts a new catalog.

Open Catalog Opens catalogs.

<u>Open Recent</u> Keeps a list of the last 10 catalogs used and allows opening them.

<u>Save</u> Saves a catalog.

<u>Save As</u> Save an iView Multimedia catalog with a new name.

#### Catalog Info

Gives details about the catalog you are currently working with, such as location, modification date, size, etc. This dialog allows you to calculate the actual size of the referenced file, so that you can conveniently use the set to burn a CD.

This dialog will also allow you to choose a password for opening your catalog. You can later clear a password by typing a blank password string.

**IMPORTANT**: Catalogs can be locked in this dialog so that no one can add or remove items.

#### Import...

Inserts a single media file or a single folder or volume.

NOTE: when importing a folder inside an existing catalog, iView Multimedia will only append unique files to the list. Duplicates are automatically discarded.

<u>Stop Search</u> Cancels a search in progress. Also command period.

Error Log

Displays errors that occur when importing media files.

You can select one or more items (error descriptions) in the list and mark them. This will let you easily remove the problematic files or open them with your media editing application.

Run Slide Show

Starts the slide show from the selected file. See "Presenting Your Images in Slide Show"

#### Export As QuickTime Movie

Save a catalog as a QuickTime movie. A QuickTime movie can be played via Apple's MoviePlayer, without the need of running iView Multimedia. A movie may be flattened (via MoviePlayer) and be played back on Windows 95 and NT machines that have QuickTime installed.

Export as QuickTime Movie doesn't add movies or sounds to your movie. It simply places all shown images sequentially inside a movie at a rate you set.

This option offers several means of adjusting the frame sizes to fit the boundary rectangle of the output movie.

TIP 1: Export Functions apply to ALL VISIBLE images included in a catalog. If you only want to export a subset of the media in a catalog, mark them, hide all others, and then select export. Afterwards you can reshow hidden files.

#### Export As Thumbnail Poster

Creates a JPEG poster (contact sheet) of all thumbnails in a user definable size.

#### Export As Text database

Save media properties and annotation as a database of tab/comma delimited text which can used in any text editor, database or spreadsheet application for further archiving of your media.

Export As HTML Gallery Output a catalog as a HTML formatted web site.

Photographers can use this option to automatically create a web site of all their work.

An HTML Gallery looks very much like a catalog in iView Multimedia. It contains an index of thumbnails which when clicked on inside your browser will take you to a large view of the image. QuickTime movies can also be exported along with images.

The web site can then be adjusted to your taste using one of the many HTML editors (BBEdit, Claris Home Page, Microsoft Front Page, Adobe Site Mill, and the wonderful GoLive CyberStudio, etc.).

TIP 1: For very large catalogs to reduce the loading time for a page of thumbnails on the web try this. Mark items, show them one color at a time and create various html galleries one for each group. Remember: only shown images are exported.

#### Print Sheet Setup...

Lets you customize printable image reports/contact sheets for full size, zip, and CD jewel case size.

<u>Page Setup</u> Lets you choose printer options.

<u>Print</u> Prints using your preview options.

<u>Quit</u> Quits the program.

#### Edit

#### Undo

Works on mark/delete and rename commands

#### <u>Cut</u>

The clipboard within iView Multimedia contains a copy of the item and removes it from the catalog. In another application the clipboard will just contain the name of the file.

#### <u>Copy</u>

The clipboard within iView Multimedia contains a copy of the item. In another application the clipboard will just contain the name of the file.

#### Paste

If pasting an item copied in iView then it pastes a alias to the file. If pasting some other media then the file will be saved in the iView drop zone folder in the System Folder:Preferences folder.

#### Clear

Removes an item from the catalog (same as hitting the delete key).

You can also select an item then hit the backspace key. This command only removes the item from the catalog. To remove the file from the catalog and trash the original file press Command+Backspace or drag it to the trash can in the finder.

#### Edit Annotation

Opens the Annotation dialog.

iView Multimedia uses the American Standards for image annotation (ANPA) as used by newspapers, magazines and publishing houses. This feature is 100% compatible with Adobe Photoshop<sup>TM</sup> "File Info" command.

Annotation such as caption, keywords, categories and credits is saved inside catalogs and is therefore available even when the media files are not inside your disks.

TIP: Annotation common to several files can be batch applied via features included in the "Marked Files Toolbox" see later in this section. Adobe Photoshop<sup>TM</sup> users may find this particularly handy when faced with adding annotation to several hundred files.

#### View Photo Format

Displays digital camera information imported with the image.

This type of information is usually recorded by high-end cameras during image capturing, and automatically saved when you download your images to your disk.

Sort By

Lets you select a field to use for sorting your media.

Sort by is an alternative to clicking the header tag in the "Info" List, and can be accessed from all 3 views.

#### Rebuild Preview

Re-imports the selected file and rebuilds its thumbnail.

This command is also useful in movies that start up with a non-interesting frame. In these cases you can play the animation (in media view), up until you find the frame you want to use as its preview. At that point stop the movie and choose this command.

#### Rotate Preview

Rotates a thumbnail clockwise or counter clockwise. This is useful for images saved in landscape. Image rotation is saved with the catalog, and used in the image's preview, media view and slide show. To restore the view angle of the image select View Angle:Normal.

#### Capture Screen

This option lets you grab any part of the screen.

This option saves the capture in a clip file saves it in the "Drop Zone" and imports it in iView Multimedia, all in one go.

You may want to select a specific rectangle of your screen. You can set the boundaries of the box in Preferences:Import dialog.

- TIP 1: When you set screen capture to a fixed rectangle, you can still do a free-grab by pressing the option key as you click.
- TIP 2: To cancel a screen grab press the control key when you release the mouse.

#### **Dimension Units**

Preference to change the default pixel dimensions/resolution to cm, inches, points, picas.

#### Preferences

Opens the preferences dialog.

iView Multimedia offers a rich set of preferences for customizing the way you use the program. The preferences panels may at first seem a little overwhelming. Don't worry the settings will become apparent as you use the program.

The easiest way to learn what a preference does is to actually open the preference dialog and click on one of the items. A description of that item is then shown in the help area at the bottom.

#### Find

Show All Shows all catalog items whether hidden or not.

#### Show Omitted

Hides all visible items and shows all hidden ones.

#### Show All Marked

Shows only marked files. The rest are hidden.

#### Show Items Marked As...

Shows only marked files with a specific color. The rest are hidden.

#### <u>Find</u>

Opens the Find dialog.

"Find" lets you find and mark one or more media items inside your catalog by:

- file attributes (name, size, creation date, etc.)
- media attributes (dimensions, duration, resolution, etc.)
- annotation attributes (keywords, categories, etc.)

The "Find" command will also perform batch find to mark all matching items with a specific color or hide all non matching items.

Filename	🗘 starts with 💠 clip
🔲 Scan m	arked items only.
🗹 Continu	ie scan at top of the list.
Batch C	)ptions
🔲 Hide no	n-matching items.
	11 matching items as:

#### <u>Find Again</u>

Uses the last find criteria to select the next matching item. Use this command after a "Find" or "Find by Content" command.

Find Next Marked

Lets you jump to the next marked file in your catalog.

#### Find by Content

Lets you locate similar/duplicate images based on the image contents.

The "Find by Content" dialog lets you define the same options as the "Find" dialog. In addition you can click and select a portion of the image and let iView Multimedia try to match that portion in the rest of the images within your catalog.

#### Find Modified Items

This command finds and marks all catalog items whose original media file has been modified since they were added to the catalog.

#### Find Missing Items

Checks a catalog to find broken links to media files and updates them.

iView Multimedia keeps the path or address to the original file. Sometimes a file's name is changed or the file/folder is moved then when you click to see a full size image you get "File Missing -43": appearing in the top right corner. The thumbnail and other info is kept in the catalog but the path to the full size image, movie, or sound is no longer correct (because the name was changed or the file/folder was moved or the volume is not online).

"Find Missing Items" will refind existing files automatically for you. Or at least mark all missing items so that you can remove them from the list.

- TIP 1: Depending on your preferences settings iView Multimedia will automatically scan the hard disk before displaying a "lost" image.
- TIP 2: If you know where your files have gone you may specify iView Multimedia to mark only missing images and then use "Find in Folder" command in "Marked files toolbox" to reassign the missing links.

#### Marks

<u>Mark/Unmark Item</u> Changes the marking on the selected item (same as Control Click).

<u>Toggle All</u> Toggle marked and unmarked items.

Mark All Mark all items in catalog.

<u>Unmark All</u> Unmark all items in catalog.

<u>Remove Marked Files</u> Remove marked files from the catalog.

<u>Trash Marked Files</u> Remove marked files from the catalog and moves the originals to the trash.

TIP: iView Multimedia does not actually empty the trash. If you change your mind you can always open the trash, select the moved files and press Command-Y (Put Away), to have the Finder restore the files to their original folders.

#### Folders

The folders menu offers features for:

- Adding folders from your hard disk that contain media you want to access quickly.
- Setting the "Drop Zone" Folder: This folder contains items that are dragged or pasted into iView Multimedia. The Drop Zone Folder is located in the preferences folder within the system folder but can be changed to any folder you require (read below).

#### Edit Folder List

Opens the Folders dialog to let you edit the folder list.

You can add frequently used folders in the "Folders" menu to access them directly, instead of finding them on your disks and selecting import.

The "Edit Folders" dialog will also let you change the "Drop Zone" Folder.

Add From Selection

Adds the parent folder of the currently selected item in the list, into the folder list.

<u>Reveal Drop Zone</u> Reveals the "Drop Zone" folder in the folder.

iView Drop Zone Folder

Appends all items located the "Drop Zone" folder inside the open catalog. Importing is restricted by your import filters (if set).

#### Folder List

A list of user defined folders appears here. Selecting a folder from the list, appends all items located in the list inside the open catalog. Importing is restricted by your import filters (if set).

A "diamond" mark next to a folder item signifies that the folder has been updated since it was last scanned.

#### Help

Shortcuts

Displays a dialog of helpful shortcuts.

Here is a list of short cuts you can use in the program:

In an iView Multimedia Window:

Marking Items

- Command Click items to mark/unmark (or Command–M).
- Shift Click to mark consecutive items.

Movies, Animation, Sounds

• Spacebar to start movie playback (Thumbnail & Media View).

Viewing

- Command +/- to enlarge or reduce image zooming (Media View).
- Tab/Shift-Tab to switch between views.
- Option-Tab to change scaling (Media View).
- Option Double Click to open an item with its creator.
- Type first few characters of media item to select (Info View).

#### Deleting

- Backspace to remove selected entry from the list.
- Command-Delete to move selected item to trash (as in finder system 8). Warning: Trashes original file not just the catalog item.
- Drag item(s) to trash in finder will trash the original files.

Dragging Items

- Drag and drop acts on one or a colored set of images.
- File(s) can be dragged to the trash or the finder. The original file is physically moved.
- Finder key modifiers can also be used during a drag like option to copy a file to a new location. Otherwise an item is cut from the source catalog and pasted in a destination catalog.
- Click and drag an item to change it's position in the list. Hold the option key while dragging to move all similarly colored items at once.
- Drag an item to another window or drag a marked set of items of one color to another window.
- Create an alias of an item(s) mark them then hold down command and option and drag.

#### Slideshow

- Press ESC to stop (also Double click or Command-W).
- Enter/Return to show/hide control panel.
- Command Click items to mark/unmark (Command–M).
- Use keyboard number keys to change scaling and speed.
- Command +/- to enlarge or reduce image zooming (Media View).
- Single click to Pause/Restart show

In Dialog Boxes:

- Keyboard commands to select each pane in multi-pane dialogs (1,2,3,...).
- Keyboard commands for dialog buttons (command-first character of button).

#### Marked Files Toolbox (Toolbar Drop Down)

One of the most powerful features of iView Multimedia is its ability to batch process a set of files within your catalogs. Simply mark the files you want (giving them a color) and choose the command you want to apply from the 'Marked Files Toolbox'.

Marked files can be deleted, launched in the creating application, saved to a new catalog, appended to an existing catalog and lot more...

**NOTE:** To act on an item it must first be marked. To mark an item hold down the command key and click on it and the title will be displayed in color. A consecutive list of files can be marked by shift clicking the first and last files of the desired set.

#### Launch With

Launches all marked files with their creator, or any "helper" application you've set in the "helpers" panel of the preferences dialog (option click will also launch the and open an item in its creator application).

#### <u>Rename</u>

Renames all marked files.

Once some or all the files in a catalog are marked go to the Marked Files Toolbox and choose 'Rename Marked Files...' then a name like 'photo ' can be entered on the top line with a numeric increment and it will rename files to

photo 1,

photo 2, etc.

Another option in this dialog is to use the text from a return delimited text file. Each line in the text file will be used to name the marked files in order.

#### **Rebuild Previews**

Rescans media files for changes and rebuilds their previews.

When you launch a single file from iView Multimedia, modify it and save it, when you return to the program it automatically updates its preview. However when you're working with a number of marked files it is useful to select this command to do a batch update in order to bring all modified thumbnails up to date. You can also use this command to change the previews of all your catalog files when you decide to change the thumbnail box size.

#### Rotate Previews

Will rotate all marked previews by 90 degrees clock wise, counter-clockwise and 180 degrees.

#### Move To Folder

Moves all marked items to a new folder. iView Multimedia will always ask you to confirm before replacing existing files.

#### Copy To Folder

Makes a copy of all marked items to a new folder. iView Multimedia will always ask you to confirm replacing existing files.

#### Find In Folder

Reset the parent folder of all marked files to a user defined folder.

This command is useful when you know you have repositioned a folder with items referenced in an iView Multimedia catalog.

For example you may switch to the finder and copy a folder of images into a new drive. If you then delete the original folder, your catalog will contain items with "broken" links. You may choose "Find missing items" to mark all your missing items and then choose this command to set their references to the new folder.

#### Apply Annotation

This option lets you type annotation fields and apply them to all marked files at once. It is important to set the "Apply All Panels" properly. If this switch is off, iView Multimedia will only apply the entries within the visible panel. Also note that empty fields will not be applied.

#### Paste Annotation

This command is similar to "Apply Annotation" with the distinct difference that the pasted annotation is picked up from the currently selected item in the list.

#### Replace Annotation

Replaces categories and/or keywords in all marked items. You can use this option to simply remove keywords or categories, by leaving the "change to" field empty.

#### Folders To Annotation

Lets you automatically add keywords or categories based on the folder names that include your images.

<u>Make Finder Icons</u> Makes desktop icons for media files.

#### Make Finder Comments

Saves the URL or the caption field into the comments box of the referenced files.

#### Export Annotation

Exports annotation contents (caption, keywords, author, etc.) into referenced files outside the catalog. This info is ANPA compatible so it can then be read in Adobe Photoshop<sup>TM</sup>.

Export Previews Exports previews into referenced files outside the catalog.

#### Convert Image Files

Converts/exports marked images to JPEG, PICT, Photoshop, SGI, Tiff, BMG, BMP, PNG, MacPaint, TGA and Quicktime image formats.

#### **Preference Panels**

Viewing

- New catalog at startup: opens a new catalog every time you launch the application.
- Confirm before moving items to trash: displays a dialog box to confirm before trashing original files to trash.
- Automatically scan for missing links: scans the referenced volume, or the volume on which the catalog is stored for files you may have moved since you last saved the catalog. It is important to note that this may slow down performance of the application.
- Watch for modified folders: scans the modification date for all folders you have attached to the "folders" menu. If a folder has been modified since you last scanned it, iView Multimedia will insert a diamond mark in that item menu.

This option is particularly handy if you use a shared folder where you save media files.

- Don't render huge images: will stop displaying full images in media view and slide show, for images larger than 5MB in size. Instead iView Multimedia will display the preview of the image. This option will accelerate importing large images when viewed in media view.
- Show control panels: displays the control panel during the slide show. During the presentation you can show or hide the panel using the tab key.
- Show picture icons: renders a tiny icon in info view. It uses this icon instead of the generic media icon. Although this option may be more informative, it may slow down display of table rows considerably .
- Media double click options: lets you select how iView Multimedia interprets double clicks. Note that Option double click will always launch the selected item with the creator application.
- Movie playback: sets the QuickTime playback control.
- Auto-Run: plays back a movie/sound as soon as it's loaded.

#### Importer

- Import TEXT files: lets you import text documents, clippings, and URL.
- Resolve aliases: If this option is not set, iView Multimedia ignores dropped aliases, otherwise it imports the original file or folder designated by the alias.
- QuickTime Validity Check: If this option is off importing is a little more tolerant to image errors. This is particularly useful for some images that may lack the correct header information, but still be valid. This case has been observed with older digital cameras.
- Remove filename when importing media URL: iView Multimedia always scans the finder comments field for URL and/or file comments. In the latter case comments are inserted in the items caption. In the case of URL, this option will remove the actual filename from the address. Next time you connect to that address you will be taken directly to the folder that contains the file.
- Ignore built-in thumbnails: iView Multimedia creates highly optimized previews. You may want to have this option on so that the application always creates its own previews. You can however allow built-in previews (faster import), and re-build them later on.
- Compress thumbnails: Shrinks the size of each preview by about 5 times, with relatively small quality loss. This option will decrease you catalog size substantially, but will make playback slower.
- Create thumbnail for all files: unless checked large files are not processed for thumbnails when imported. This helps when you scan lots of folders with large images.

• Save scratch file in: lets you change the disk that the application uses for temporary storage. iView Multimedia may required a large and relatively fast disk to keep your catalog edits, until you save the catalog.

#### Font display

- Display character set: shows the lower part of the ASCII character set, used primarily in Latin and English-speaking countries.
- Display extended character set: displays the entire character set.
- Display sample text: lets you type a phrase and compare it using your cataloged fonts.
- Font size is used for the media view font display. Adjust to nearest available size in order to obtain a smooth representation of non-true-type fonts. This option can be switch off if you are using ATM<sup>™</sup> font manager control panel.
- Preview font size is used to render font thumbnails. iView Multimedia makes font thumbnails using the name of the font.

#### Helpers

This panel will let you choose your media editors so that you can quickly access them via the pull down menus in the application's tool bar. You can select any application from Adobe Photoshop<sup>TM</sup>, to Adaptec Toast<sup>TM</sup> to SimpleText and ResEdit.

#### Capture **Capture**

This panel contains settings for the capture command located in the application's edit menu.

Labels

This panel lets you customize the label names and colors of the application.



Still Images	Audio
PICT	System Sounds
JPEG	AIFF
TIFF	Windows Wave
BMP	General MIDI
Adobe Photoshop 3.0+	Kareoke MIDI
Kodak PhotoCD	Sound Designer II
PNG	AU
Silicon Graphics	Mac Resources
Seattle Filmworks	Finder Clippings
Targa	Startup Screen
QuickTime Image	QuickTime 3D
Camera Bits Photo Mechanic	3D Meta File
Painter (Preview)	Fonts
Canvas 5 (Preview)	Bitmap
Live Picture (Preview)	TrueType
Animation/Video	Text & DTP
GIF	Text Files (Mac/PC)
QuickTime Movies	URL Clipping
Windows AVI	PageMaker 6.0 & 6.5
MPEG	QuarkXPress Documents*
VR Movies	
Real Time Streaming	* Use our own QuarkXPress filter "iViewXT" to
Vector Previews	create full color previews of your documents
EPS (Mac/PC)	then use iView Multimedia to catalog all your
Macromedia FreeHand 5.5+	Quark documents.
Adobe Illustrator 7.0+	
Flash	
FlashPix	

Importer's list when running iView Multimedia with QuickTime 3.0.

- Q: How come some of my files don't have thumbnails?
- A: Since it takes a long time to load a 10MB file and create a thumbnail we have an item in the preferences 'Create thumbnails for files bigger then 500K. If you turn this on then files larger then 500K will also get thumbnails.
  Also there is a 'Don't render huge images (>5 MB)' preference which when turned on will disallow the loading of files greater then 5 MB in the slideshow and media views. Is there a way to directly launch a file from a particular application? Yes, you can configure iView Multimedia to launch any file with any application (see preferences/helpers).
- *Q: How can I move multiple files within the catalog?*
- A: Mark the files you want to move with a single color, click on one of them, and drag them.
- *Q:* What's about adding a "Make Alias" command?
- A: In iView Multimedia 3.4 or higher. Just mark the items you want, click on one of the and drag into the finder with option command pressed down.
- Q: My Sony Mavica FD-7 creates JPEG images but iView Multimedia will not read them?
- A: The image header of the photos created by some older versions of the camera are not complete and iView Multimedia fails on the image's validation test. To import them onto iView Multimedia just go into the preferences area to the input/output pane and switch "Ignore QuickTime image checking" and "Examine Name Extension" on. Also QuickTime 3 seems to fix this problem.
- Q: How can I import my Freehand files?
- A: In order to see Freehand previews, you need to switch the preference option 'make fetch previews' (in the Freehand application) on. This option is off by default. In version 7.0 of Freehand this option is on by default.
   Please check dialog "Importers" from iView/Apple menu, for the latest versions supported.
- *Q:* What is iView's scratch disk?
- A: iView Multimedia makes a mirror image of the catalog you are working with locally. Using a scratch file helps in running iView as smooth as possible and avoids fragmentation of open catalogs when editing is done.
   If there is not enough space in your disk, it will stop importing/editing.

The scratch file is by default located inside your preferences folder. However you can reset

#### that using the preferences dialog.

The scratch file grows in proportion to the number of input files. It grows bigger if the "large" & "hi-res previews" import preferences are switched on. The scratch file is always erased when iView Multimedia quits.

The scratch disk access time greatly affects iView's performance. For nest performance you should place it into your fastest mounted disk and possibly reset your system's cache size (memory control panel) to a reasonably large value. If you can afford it, around 4MB seems to be the optimal setting.

#### Q: What can I do to speed things up in iView Multimedia?

A: As said above you increase the Cache setting in the memory control panel. Also have a look at the preferences for ways to speed up importing and display in iView Multimedia. Once you save a catalog it will open instantly in the future. We highly recommend creating catalogs of all your media. Then you can instantly find and use them whenever you need them. We also recommend CD ROM content creators use iView Multimedia to create catalogs which they can then burn on to their CD's. Their users can then find instantly all the media files on the CD. This is great for photo, clip art, sounds, movies, QTVR type CD's. Putting iView Multimedia on a CD can be done free. Contact us for details.

#### Q: Can I make slide shows for playback from CD-ROM?

A: Yes. you can make slide shows for playback from CD-ROM. Simply create catalogs of the images you want to playback, and burn the catalog, along with the images (your artwork) and a copy of iView Multimedia onto the CD-ROM. That's it. Distribute your CD's for everyone to enjoy.

NOTE: iView Multimedia catalogs contain full path names, therefore the folder structure of your catalogs must be maintained for CD-ROM playback. iView Multimedia references files using their original pathnames. For example if you have a file on your hard disk saved in the path: myDisk:myFolder:myFile iView Multimedia will record "myDisk:myFolder:" as the pathname for that file. if you then decide to make a CD-ROM with an iView Multimedia catalog you MUST preserve the same folder structure for iView Multimedia to be able to find the image. in other words your CD-ROM must be called "myDisk", and should contain "myFile" inside a folder "myFolder".

The easiest way to do this, is to use a temporary external hard disk and call it "myCDROM" you can copy all your image files into that disk and arrange them inside in any folder structure you want. Then drop the entire disk into iView Multimedia and create a catalog. Save the catalog inside the external hard disk and finally burn the hard disk on to a CD.

#### *Q:* Is iView Multimedia be compatible with the extended format of Mac OS 8.1?

A: All applications should be able to run happily under the extended format HFS+ of Mac OS 8.1 and higher, as the new format is transparent to applications.

- Q: I remove the resource forks of large image files to cut down on storage space. If I do this then the image shows up as a generic icon in a catalog (thumbnail view). Is there a fix for this?
- A: To make importing faster, iView Multimedia does not generate previews for large images (you can set the import settings in preferences dialog so that iView Multimedia will always generate previews) you can however rebuild the preview after the images are loaded using the rebuild command.
- Q: How many images can be in a catalog?
- A: Right now, 8000 images can be browsed with iView Multimedia. This may increase in the future.
- *Q*: *Is there any easy way to check on what file formats are supported.*
- A: Yes, go to the apple menu and choose the 'About iView Multimedia' menu item. This will display a list of all supported file types.
- Q: I have been using iView for awhile but I have yet to figure out what the Folder menu is about, and iView drop zone is a mystery to me. Can you figure out another way to explain these features?.
- A: The folders menu gives you a way to add shortcuts to folders that you often use. You can then quickly insert their contents in the opened catalog. The drop zone is a folder where all clippings (items you drop into the application, from Netscape Navigator<sup>™</sup>, screen capture, etc) are saved. This folder is inside your system preferences folder but you can change it to any folder you want. If you set the "watch folders" option in the preferences dialog, you'll get a mark next to each listed folder that has been modified since last time you scanned it.
- Q: Can I view my PC CD-ROM
- A: Yes, just make sure you have the "examine name extension" in your preferences settings on.
- *Q:* Sometimes when I reopen a catalog iView Multimedia will display the thumbnail but not the full size image. Also there is a message in the top right corner that says the 'Image is not mounted!'. What does this mean?
- A: iView Multimedia does not keep the full image in its catalog file for good reason. Some images can be 80 megs or more in size and if iView Multimedia saved all that info in the catalog then you could end up with a very big file with only a few images.

The way iView Multimedia works is by keeping a path (the address or location) of a file and a thumbnail representation of the image in its database. It also keeps any comments, icons and keywords you create and add to the image but it does not save the whole file in the catalog. When you click on an image iView Multimedia reads the referenced file to display

the image. If the original file is moved, deleted or off line (the hard disk or CD is not mounted) then iView Multimedia can only display the thumbnail but not the image view.

You can tell iView Multimedia to 'find missing item' in case you've moved the file to a different folder.

- Q: iView Multimedia seems to be something I might use but cannot seem to get it to work. (I have placed it on my desk top and dragged and dropped PageMaker Clip Art on it many times, no results. I can only assume that I am doing something wrong.
- A: iView Multimedia's application icon accepts any file/folder dropped. If it doesn't, you need to rebuild your desktop (hold down: option-command when the machine starts up).
- Q: When I need to transfer the images to video tape, I am unable to get the images to stay in focus. I engage 'make movie,' choosing highest compression from the right hand icon menu, and 1 frame per second.
- A: We're guessing that the movie you created has scaled down images. When creating a movie, iView Multimedia picks the dimensions from the first image in your list. If that's a small image and scaling is enabled (see 'output' options in 'make movie' dialog) all other images will appear dithered. Use dimensions of the largest image, or disable scaling.
- Q: Is iView Multimedia scriptable?
- A: iView Multimedia supports many apple events. Check the AppleScript samples folder included with iView Multimedia for more details.

# **10** Ordering iView Multimedia

Via Credit Card (fastest, easiest and most secure) (1) Use our Secure Online Server which can be reached from: http://www.scriptsoftware.com (slower) (2) Type your info into the included registration form then copy that page and paste into a message and email to julian@scriptsoftware.com (3) Call Script Software directly at (415) 459-3450 Via Check, Money Order or Cash (in US \$) Type into the included order form, print and mail to: Julian Miller, Script Software, PO Box 854, Crystal Bay, NV 89402. Pricing iView Multimedia is \$25 iViewXT is \$48 iSearch is \$10 iCount is \$10 iView Multimedia, iSearch, iCount all 3 for \$30 iView Multimedia, iSearch, iCount and CopyPaste all 4 for \$45 (BEST DEAL!!!) Site License for iView Multimedia Copies Price 1 - 3\$25 4 - 9 \$22 each 10 - 19 \$20 each 20 - 50 \$19 each 50 +\$18 each Site License for iViewXT (Quark Extension to create previews) Copies Price \$48 1 2 - 10 \$45 each 11 - 50 \$40 each 50 +\$35 each Please direct any questions to julian@scriptsoftware.com or (415) 449-3450

The shareware message at quitting time is a reminder to register.

Registered users receive:

- A key to remove the reminder dialog that appears after 7 days.
- The knowledge that you are participating in the evolution of iView Multimedia
- E-mail hotline tech support (rarely needed but nice)
- Email notifying you of new versions
- New features, suggestions and bug fixes from registered users get top priority.

# **11** Other Script Software Titles

All the software below can be downloaded free from: <u>http://www.scriptsoftware.com</u>



CopyPaste Mac &Windows/NT

CopyPaste is the shareware utility that was awarded a 5 mouse rating by MacUser and was their shareware utility of the year 1996. CopyPaste also appeared in the June Wired and been featured in MacWeek, TidBits and many other magazines. CopyPaste magnifies the clipboard in many different ways and has been very popular with web developers, editors, writers, dtp professionals and everyone who uses the clipboard. CopyPaste can be downloaded free at:

CopyPaste has these features:

- Clip Extender gives 100 easy to access clipboards via menu or key command.
- Clip Recorder remembers the last 10 items copied via command c.
- Clip Archive copied data is appended to one of 10 text files on disk.

• Save Clipboards through Restarts - allows all 10 Clipboards to be saved through Shutdown or Restart.

• Clip Sets - Sets of 10 clipboards can be loaded and saved to disk. Various Clip Sets can be created for different tasks. Clip Sets can also be sent to other CopyPaste users for them to load and use.

• CopyPaste Palette - a floating windoid that allows you to view/use 100 clipboards in Clip Extender and in Clip Recorder.

• CopyPaste Utilities - there are text utilities, picture utilities and date and time utilities that work on the clipboard.

CopyPaste eliminates tedious repetitive work and increases your ability to get the job done.



<u>KnowledgeMiner</u> KnowledgeMiner 2.0 the Revolutionary Modeling and Prediction Tool for Macintosh Computers

KnowledgeMiner is a powerful, easy-to-use modeling and prediction tool which was designed to support the knowledge extraction process from data in a highly automated way. It works using two advanced self-organizing modeling technologies: Group Method of Data Handling (GMDH), Analog Complexing and Fuzzy Logic. This is the first time that all these algorithms have been available on any computer platform.

Built on the cybernetic principles of self-organization, KnowledgeMiner brings high-end modeling capabilities to your desktop without the need for an expert. It can learn completely unknown

relationships between the outputs and inputs of a given system in an evolutionary way from a very simple organization to an optimally complex one by itself.

KnowledgeMiner has been used successfully for analysis and prediction in the fields of finance, economics, imaging, ecology, health, biotechnology, chemistry, math, weather and many others. Professionals in many areas can benefit by downloading and trying out the examples then using this tool to mine their own field for new relationships.

In comparison with statistical modeling tools and neural networks KnowledgeMiner stands out as easier, faster and more applicable to a wide range of real-world problems since it creates the model structure or network topology automatically without predefinition. This makes KnowledgeMiner the least expensive and most effective modeling and prediction tool available on any platform.

#### Touch3D

Touch3D is a Macintosh program for 3D-modeling, concept design, industrial design, quick prototyping, mock-ups, packaging, scale models, physical renderings, production preparation, and unfolding/unwrapping. Just unfold your 3D object in Touch-3D then print and reassemble into a real 3D object.

Touch-3D is a complete 3D modeling/unfolding program but it can also be used to unfold designs from other 3D modeling, illustration, and CAD programs. The coolest thing about Touch-3D is its ability to take your creations from inside the computer and bring them into the world for others to see in 3D.



#### <u>iSearch</u>

iSearch finds text any where on disk. Fast and easy to use. iSearch adds to and updates the Macs find file. Can solve the problem of where some text is and works in the background. Use Text Search to search for text in files on any mounted volume. Subsequently select the found files and: (a) Get info from the finder about the files; (b) Open the file parent folder; (b) Launch the file with the associated application.



#### <u>iCount</u>

iCount jumps way beyond that old Mac calculator with a variable size calculator that can perform regular, scientific or statistical functions. Multi-function desktop calculator, expression parser. Unlike any other desktop calculators, iCount doesn't emulate a normal hand calculator. Instead it has a simple editor that lets the user type an expression and returns the result simply by pressing the return key. iCount supports: drag and drop text editing; 4 modes of operation; 27 built-in functions and up to 50 user defined functions; on-line help and much more.