
IMAGE MANAGEMENT WITH ALBUM

PhotoImpact Album lets you view, manage, and archive your multimedia files. Besides serving as an image databank, Album automatically stores important field information, including Exif data, for each file. A full database function lets you sort your files and search for particular images using keywords taken from their field data. Storing album files and slideshows into CDs is made easy with Album's export and package features.

In this manual you will learn:

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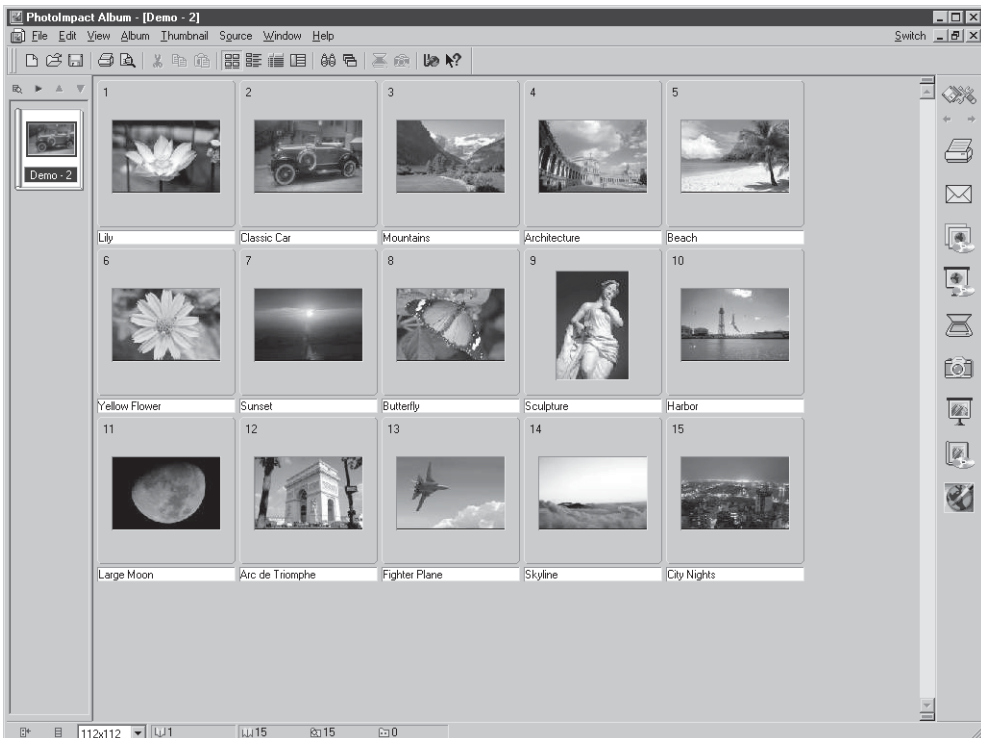
Understanding the basics

Album is the ideal image management tool designed to work with PhotoImpact. Album lets you easily manage your image files, create thumbnail albums or catalogs, and generate HTML-based slide-shows.

Album stores thumbnails of all the images in custom album files. These albums can be moved, sent via the Internet, posted on the World Wide Web, or shared with others using the same Album application.

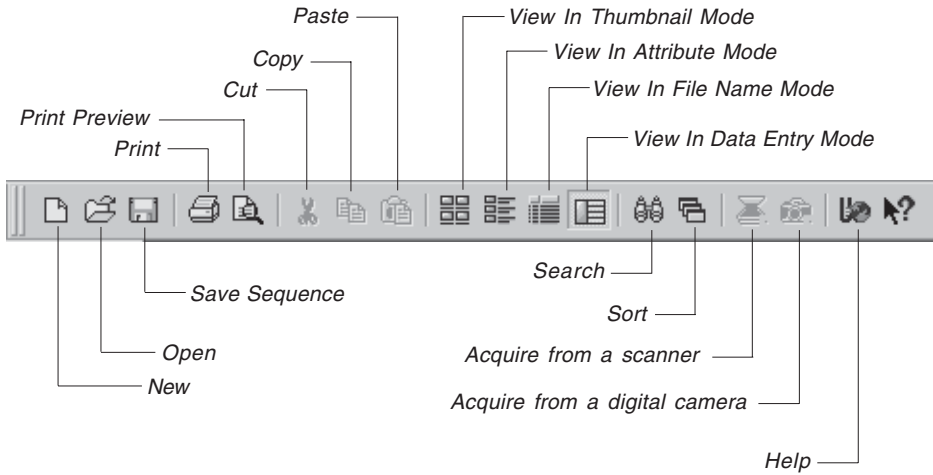
All thumbnails in each album are for viewing purposes only. Specifically, they are thumbnail representations of the original image files that they are linked to. These thumbnails are independent of the originals, so any thumbnail changes do not affect the actual image files.

Note: To quickly open the Album Preferences dialog box, double-click the Status bar or press [F6].

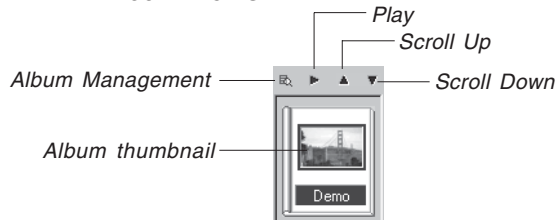


Album program window

Standard Toolbar



Album Panel



Tool Panel



Album window



Creating an album

The first step to managing your image files is to arrange them into albums. Album supports user definable fields (UDFs), allowing you to append categorized information to a file.

When you run Album for the first time, it opens with existing sample albums in the workspace. You can place more thumbnails into these albums or create a new album.

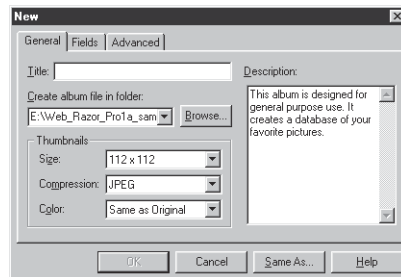
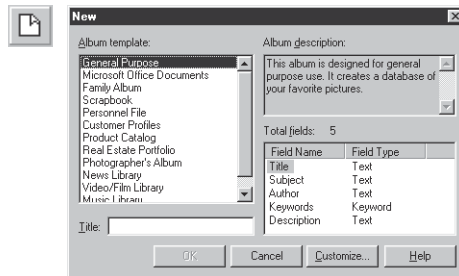
To create a new album:

- 1 Use one of the following methods:
 - Click **New** on the **Standard Toolbar**.
 - Select **File: New [Ctrl+N]**.
 - Click **Album** in PhotoImpact's **Save As** dialog box and click **New Album**.
 - Select thumbnails in an existing album and select **Edit: Make Album**.
- 2 Select a template from the **Album template** list. Both **Total fields** and **Album description** change accordingly.

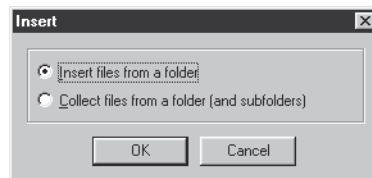
Note: To edit these fields, click **Customize**. For more information, see "Editing an album's properties" on page 5.

- 3 Enter the album's name in **Title**. The title is also the file name (with an AB3 file extension) for the album itself. The album is stored in the folder specified in the **General Tab**, accessible by clicking **Customize**).
- 4 Click **OK**. The new album and its album cover appear along with the **Insert** dialog box. You can continue to insert files, or insert files later by closing this dialog box and leaving the album empty.

Note: For details on inserting files, see page 6.



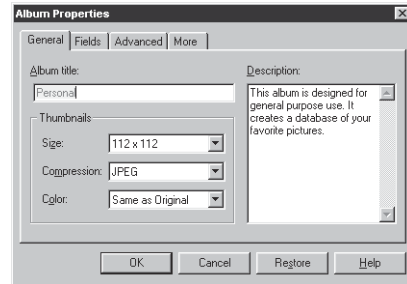
New dialog box after clicking *Customize*



Editing an album's properties

After creating an album, you can modify certain properties of the album such as its title, description, field names, and more. To open the **Album Properties dialog box**:

- Select **Album: Properties**.
- Click **Customize** in the **New** dialog box.
- Right-click an album in the **Album Panel** then select **Properties**.



The tabs in the dialog box, except for the **More Tab**, allow you to change album properties. The **More Tab** only displays information about the album. Click **Help** in each tab of the Album Properties dialog box for more information.

Note: If the album is password protected, you will be prompted for the password.

Inserting thumbnails

Once you have created an album, you can start inserting thumbnails of images using the following methods:

- Select **Thumbnail: Insert [Ins]** to insert files from a folder.
- Drag existing thumbnails from one album to another.
- Select **File: Scanner** or **Digital Camera** if you have installed TWAIN devices and you want to get images from them. Alternatively, click **Acquire from a scanner** or **Acquire from a digital camera** on the **Standard Toolbar**.
- Click **Album** in PhotoImpact's **Save As** dialog box.
- Drag files directly from Windows Explorer into an album.

It is important to remember that the original (source) file is not moved by adding it to an album: it remains in its original location on your disk. How the thumbnail is represented depends on the type of file it is linked or associated to. If its associated file is an image or graphics file, the thumbnail displays the contents of that file. For video and animation files, the first frame of the sequence is displayed. If the file's contents cannot be shown, such as with text and sound files, the thumbnail displays the source file's program icon or a default icon.

Inserting files from a folder

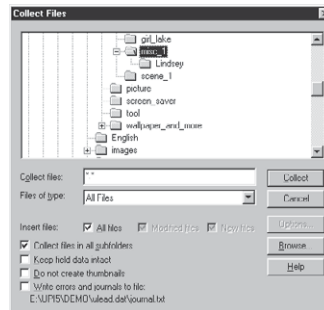
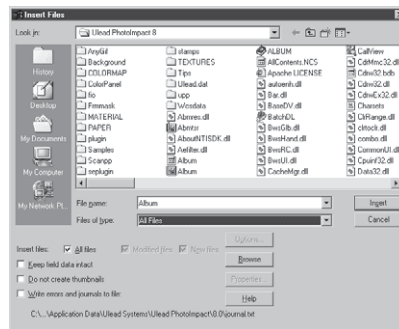
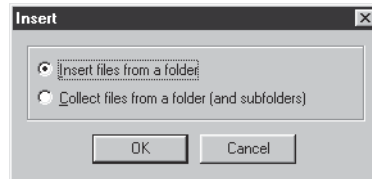
When inserting files into an album, you make a selection of only the ones that you want or collect all the files contained in a folder (as well its subfolders).

To insert thumbnails of files:

- 1 Select **Thumbnail: Insert**.
 - To insert specific files, select **Insert files from a folder**.
 - To insert all the files of a folder and its subfolders, select **Collect files from a folder**.
- 2 Locate the folder containing the files you want to insert.
- 3 Select the media type you want from the **Files of type** list, and other options.
- 4 Select the files you want to insert from **File name**. (Not necessary if you are inserting a folder.)
- 5 If you chose **Insert files from a folder** in step 1, click **Insert**. The selected files are inserted into the currently active album. The dialog box remains open for you to insert more files into the same album. When you're done, click **Close**.

If you selected **Collect files from a folder** in step 1, click **Collect**.

Note: The thumbnail of a given file can only be inserted into the same album once. If you insert a thumbnail from the same file more than once, the original thumbnail and information are updated each time.



Getting images from a TWAIN device

If you have installed a TWAIN device, such as a frame grabber or scanner, you can input images directly to albums, fax machines, printers, or electronic mails using the following methods:

- Click **Acquire from a scanner** or **Acquire from a digital camera** on the **Standard Toolbar**.
- Select **File: Scanner/Digital Camera**.

See associated Help for details.

Notes:

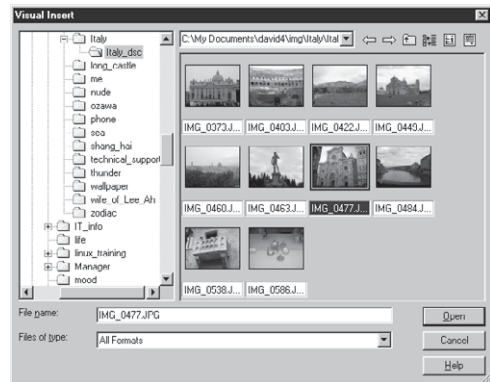
- *Before you use the Scanner/Digital Camera command, you may need to select a TWAIN device from the Select Source dialog box, opened by selecting the **Select Source** command from either **File: Scanner** or **File: Digital Camera** submenu.*
- *Auto Slicing becomes available depending on the submenu selected.*

Visual Insert

Visual Insert helps you quickly locate the thumbnails you want to insert into your album by directly displaying the contents of image files in your system. This lets you find images visually rather than having to remember file names.

To visually insert thumbnails:

- 1 Select **Thumbnail: Visual Insert**.
- 2 Find an image file location using the file folder tree structure in the left pane. Once located, the contents of these files are displayed in thumbnails in the right pane.
- 3 Click the thumbnail you want to insert. Hold down [Ctrl] or [Shift] to select multiple files. Click the right pane (or any thumbnail) or press [Ctrl+A] to select all files in that folder.
- 4 Click **Open**.



Notes:



When an image is selected, you can check its properties (including Exif information) by clicking **Properties** on the **Shortcut Bar**.

- You can visually insert images from an active WIA device such as a digital camera if you are running Windows Me, or XP. Check with your WIA device manufacturer to see if it supports WIA.

Entering field data



Entering field information about each thumbnail helps you easily locate and sort thumbnails later on. To enter data, first click **View In Data Entry Mode** on the **Standard Toolbar**. The first thumbnail in your album then appears with all of the fields associated with that album to the right of it. Click a field box to begin entering data. Use the four scroll buttons at the top right corner of the window to advance forward or backward in the album.

1. C:\My Documents\David4\img\Italy\img_0373.jpg

Title	Italy
Subject	Travel
Author	Doris
Keywords	building
Description	This is my favorite building.
Exif version	2.1
Date/time photo taken	3/25/01 17:16:55 PM
Date/time digitized	3/25/01 17:16:55 PM
Metering mode	2
Flash	0
Supported FlashPix ver:	1.0
Color space information	1
Valid image width	2,048
Valid image height	1,536
Focal plane resolution u	2
Sensing method	2
Interoperability index	R98
Exif R98 Version	0100

*Data Entry Mode
(with Exif information fields)*

The different types of fields in which you can enter information include the following:

- **Number** A number field accepts any numeric data from 0 to 4,294,967,294. If decimals are used, the numbers after the decimals are truncated. For example, 16.75 becomes 16.
- **Date** When entering the date, use the same date format as defined in the Windows operating system (such as YY/MM/DD).
- **Text** Text fields hold up to 255 characters. You can enter related information for a later search or for sorting.
- **File name** You can enter a file name of up to 259 characters. When entering a file name, you need not include a file extension.
- **Keyword** lets you assign keywords or phrases to thumbnails, making it easy to find files that share common themes. For example, the keyword “Sports” can be assigned to all files related to sports in an album.
- **List** The data in the list fields is taken from a predefined list of values, called a **value list**. For example, if you are setting up an employee database, you may have a list field for marital status. Your value list would provide the values: Single and Married.
- **Memo** This is a special type of text data. The memo is useful for appending miscellaneous information and holds up to 65,635 characters.

Notes:

- *Fields are defined at the time an album was created. To edit these fields, see “Editing an album’s properties” on page 5.*
- *When you insert images containing Exif data to an existing album, this information automatically adds to field data. Yet, you might need to modify the displayed fields depending on your preference. See page 15 on “Viewing mode layout” for details.*

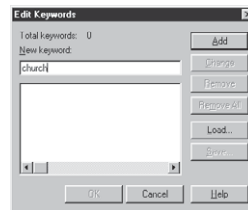
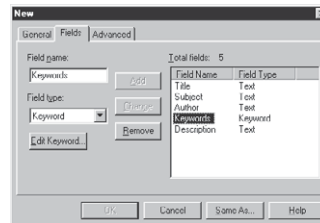
Entering keywords

Keywords are text information that you can assign to thumbnails to help you easily remember the contents of the corresponding files. They are also useful for searching and organizing thumbnails in an album.

While creating a new album, you can predefine a set of keywords for thumbnails to be inserted into that album by creating a **keyword list**. Then, after you have inserted thumbnails, you can simply select your desired keywords from this list and assign them to each thumbnail.

To create a keyword list:

- 1 When creating a new album, click **Customize** in the New dialog box. Or, for an existing album, open the **Album Properties** dialog box (see page 5).
- 2 Select **Keyword** from the **Total fields** list in the **Fields** Tab, then click **Change**. The **Edit Keyword** button then appears.
- 3 Click **Edit Keyword**.
- 4 Enter a keyword in the **New keyword** box then click **Add**. To add more keywords, repeat this step.
- 5 Click **OK**. The new keywords are now included in the album. (They are not yet assigned to any thumbnails.)



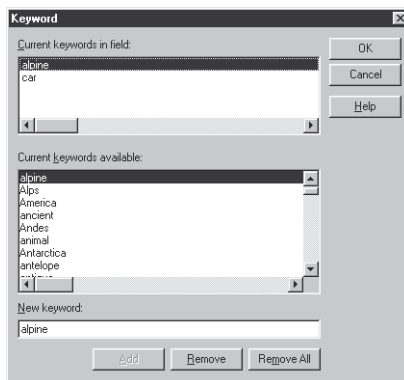
Note: *The maximum number of keywords in an album is 8,000. You can assign up to 32 keywords to each keyword field, but each keyword cannot exceed 255 characters.*

To assign keywords to a thumbnail:

- 1 Click **View In Data Entry Mode** on the **Standard Toolbar**.
- 2 Click **Keywords** then click the adjacent blank box.
- 3 Select a keyword from **Current keywords available** for the thumbnail, or enter a new keyword in **New keyword**.
- 4 Click **Add** to place that keyword into **Current keywords in field**. Repeat until all keywords for this field are added then click **OK**.



Keywords:

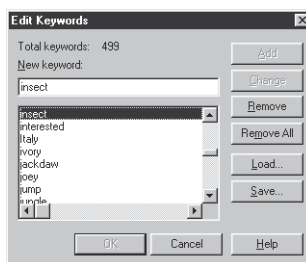


Saving and loading keywords

After creating or editing a keyword list, you can save it for use in another album.

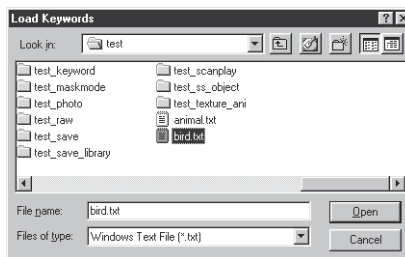
To save the keyword list as a file:

- 1 Click **Save** in the **Edit Keyword** dialog box.
- 2 Select the path you want to save the keyword file to, then save the file in **TXT** format.
- 3 Click **OK**.



To load keywords:

- 1 Click **Load** in the **Edit Keywords** dialog box.
- 2 Choose the keyword file and click **Open**.
- 3 You will be asked if you want to retain the current keywords. Click **Yes** to add the new keywords to those currently in the keyword list; **No** replaces the current keywords with those from the file.



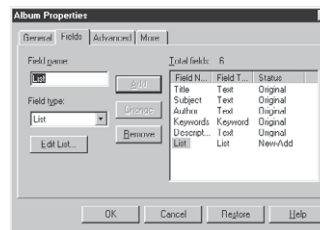
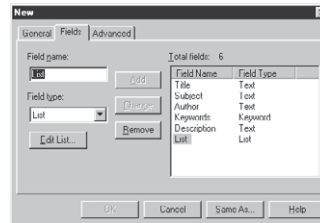
Note: If you are preparing a large number of keywords, you may find it easier to first prepare the keywords in a word processing program and then load them into an album. By doing so, you can easily edit your work and check the spelling before assigning keywords to thumbnails. Each keyword must appear on its own line.

Creating a value list

A value list is a predefined list of choices. If you created an album for cataloguing employee photos and data, for instance, you can have value lists that contain preset choices for job position, marital status, educational attainment, etc. Then, for each employee's entry in the album, you can just select values from the lists.

To create a value list:

- 1 For an existing album, open the **Album Properties** dialog box (see *page 5*). Or, when creating a new album, click **Customize** in the New dialog box.
- 2 Type a new value list name in **Field Name**, then select "List" from **Field type**.
- 3 Click **Add**. The **Edit List** button will appear on the left.
- 4 Click **EditList**.
- 5 Enter a list item name in the **New value** box – for example, "Single".
- 6 Click **Add** or press **[Enter]**. To add more values, repeat steps 5 and 6.
- 7 Click **OK**.

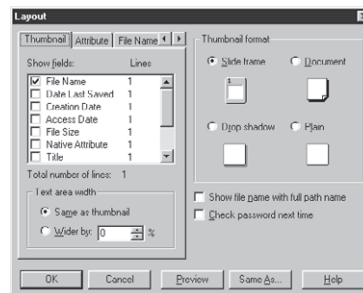


The new field will not yet be visible. To make it visible, you will need to customize each viewing mode to display each new added field.

Adjusting mode layout

To customize viewing mode layout:

- 1 Select **View: Mode - Layout**, or click **Viewing Mode Layout** on the **Status Bar** then select **Layout**.
- 2 Click the tab of the mode you want to edit.
- 3 Select fields to be displayed in **Show fields**. Clear to hide.
- 4 Click **OK**.

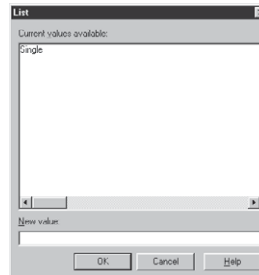


The values are now available to the album, but are not yet assigned to any thumbnails.

Note: A single value list can hold a maximum of 8,000 values.

To select a value from the value list:

- 1 In the data entry mode, click the list field name then click the adjacent blank box.
- 2 Select a value from the **Current values available** list for the thumbnail, or enter an unlisted value in **New value**.
- 3 Click OK.

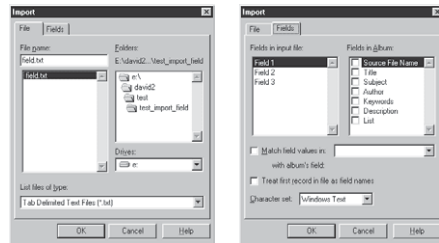


Importing field data

In an album, you can include database file information from another album or from a database program such as dBASE IV or Microsoft Excel. (You will need to convert an Excel file to TXT or dBASE IV format beforehand. For details, please visit the learning center at the Ulead Web site).

To import field data:

- 1 Select **Thumbnail: Import - From File**.
- 2 Locate the database file in the **File Tab**.
- 3 In the **Fields Tab**, select fields in **Fields in Album** to match with those in the import file.
- 4 Click OK.



Note: If there are more records in the input file than thumbnails in the album, the extra records are discarded. If there are fewer records, the fields are left empty in the remaining thumbnails.

Exporting field data to an external file

You can save selected field data to an external file.

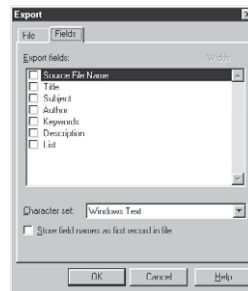
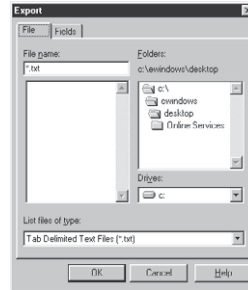
To export field data:

- 1 Select **Thumbnail: Export - To File**.
- 2 In the **File Tab**, specify the file name and format of the exported file. You can choose file type as:

- **Formatted Text Files.**
- **Tab Delimited Text Files** (field data separated by tabs).
- **Comma Delimited Text Files** (field data separated by commas).
- **dBase IV Files.**

Note: *You can open any of these exported file formats in Microsoft Excel for further editing.*

- 3 In the **Fields Tab**, select fields to export in **Export fields**. You can also drag these selections to change the order that they appear in the file.
- 4 In **Character set**, choose to export the file as either Windows or DOS text. Select DOS text if you plan to import the data to a DOS program.
- 5 Click **OK**.



Notes:

- *If there are thumbnails selected in the current album, only the field data from those selected is exported. To export data of all thumbnails, make sure that all or none are selected.*
- *You can have anywhere from 1 to 999 characters reserved for each field.*

Copying thumbnails and field data using the clipboard

One easy way to copy thumbnails is by dragging them into other albums. An alternative way is to use the clipboard and the following **Edit** menu commands:



Cut [Ctrl+X] Removes a thumbnail from the album and places it onto the clipboard. Only the thumbnail is cut, not the source file.



Copy [Ctrl+C] Provides the option of copying the thumbnail, its field data or the file name. To only copy certain field data, highlight the data you want to copy and right-click the data entry pane to choose **Copy** in the popup menu.



Paste [Ctrl+V] Duplicates or moves the thumbnail or field data to a destined album. If pasting single field data, right-click a field and select **Paste**.

Viewing

To view files in an album, you can toggle between **Thumbnail**, **Attribute**, **File Name** or **Data Entry** modes using the following three methods:

- Click the corresponding viewing mode buttons on the **Standard Toolbar**.
- Select a command from the **View: Mode** submenu.
- Click **Viewing Mode Layout** on the **Status Bar** and choose a corresponding mode.

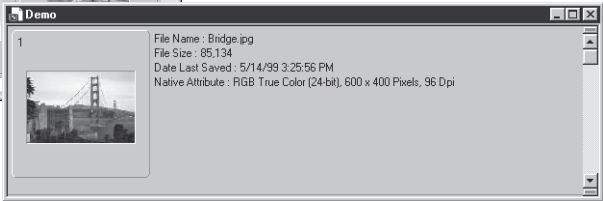
Each viewing mode displays information about the files in the album in a different way:

- **Thumbnail** Displays the thumbnails of files from left to right and top to bottom.
- **Attribute** Displays both the thumbnails and information about each file.
- **File Name** Displays file names from top to bottom in the album. You can sort all files by field type by clicking on the grey header of the field.
- **Data Entry** Displays the field names and data for each thumbnail with the image shown to the left. Choose this mode if you want to add or edit information.

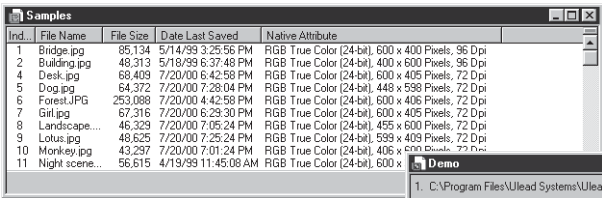
Note: In each viewing mode, you can view a thumbnail if you double-click it, or right-click it and select **View**.



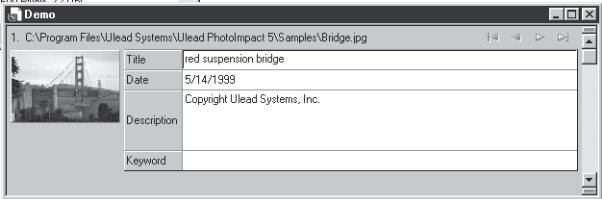
Thumbnail mode



Attribute mode



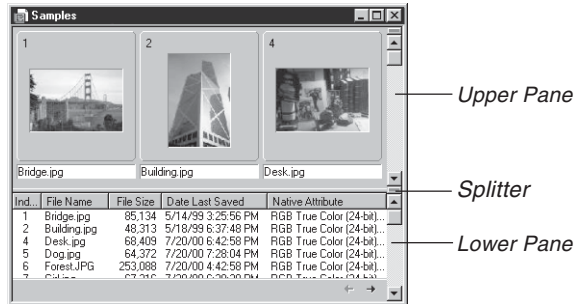
File Name mode



Data Entry mode

Splitting the album window

You can also view an album in two different modes simultaneously by splitting the album window into an upper and lower pane. To split an album window, drag up the splitter at the bottom of the scroll bar.



An album with two different viewing modes

To change the viewing mode in each pane:

- Click the corresponding viewing mode button on the **Standard Toolbar**. This only changes the mode for the upper pane.
- For both the upper and lower panes, click **Viewing Mode Layout** on the **Status Bar** or the **View: Mode** submenu. The submenu has two sets of commands. The upper set is for the upper pane and the lower set is for the lower pane.
- Right-click the pane (not thumbnail) and select from the Mode submenu.

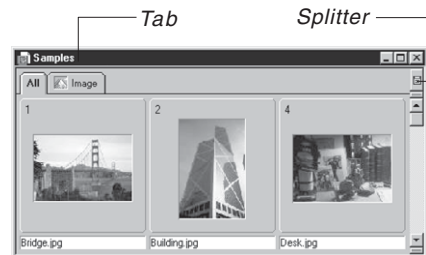
Viewing by tabs

You can view thumbnails by categorized tabs.

To view by tabs:

- 1 Select **View: Show Tabs**, or drag the splitter at the top of each album window's vertical scroll bar down.
- 2 Click each tab to view its categorized thumbnails.

Note: To hide displayed tabs, select **View: Hide Tabs**. You can also drag the splitter back up or click **Tab Menu** at the top of the scroll bar.



The default classification is by media type (such as image and sound). To customize it, add a new value list. Then select the **View: Tabs By** submenu to view these new tabs. For details on creating a value list, see *page 11*.

Scrolling through an album

If there are tens or hundreds of thumbnails in an album, use any of these methods to scroll through the album and find the thumbnails that you want:

- Click the scroll bar or the arrow buttons, or move the slider on the right side of an album. While moving the slider, you will see the index number of the first thumbnail in the row that you are scrolling to.
- Select **View: Auto Scroll**. In the **Delay time** box, enter the time (in seconds) that you want Album to wait before each scroll.
- Select **View: Scroll To** to go to a specific thumbnail.

Using Scan Play

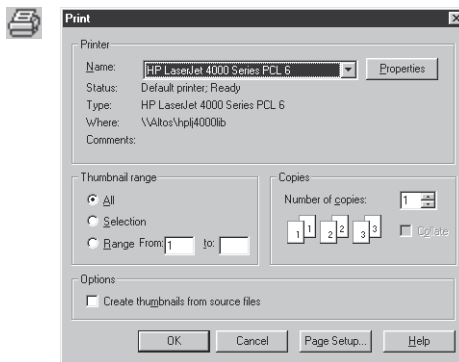
To quickly browse through a large number of wave, MIDI, video, or animation files, select **View: Scan Play**. The multimedia files of the selected thumbnails are played sequentially in a media window.

Printing

You can print the thumbnails of an album, as well as print the actual contents of a source file.

To print thumbnails:

- 1 Click **Print** on the **Standard Toolbar**, or select **File: Print [Ctrl+P]**.
- 2 Specify the printing range and other options:
 - **All** Prints all thumbnails in an album.
 - **Selection** Prints selected thumbnails.
 - **Range** Prints a range of thumbnails specified by thumbnail index numbers.
- 3 Click **OK**.

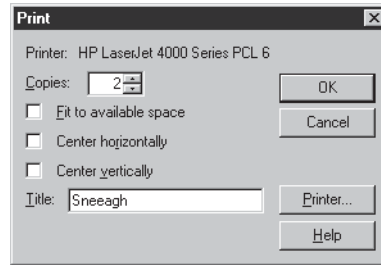


Notes:

- Selecting **Create thumbnails from source files** produces a clearer thumbnail but slows down processing time.
- To preview how your thumbnails will look when printed, select **File: Print Preview** or click **Print Preview** on the **Standard Toolbar**.

To print a source file:

- 1 Select **Source: Print**.
- 2 Enter the number of copies to be printed and select from the following options:
 - **Scale to fit the page** Prints the file as large as possible on the page while maintaining its aspect ratio.
 - **Center image horizontally** and **Center image vertically** Let you decide where images print on the page. Select both to center the image to print on the page.
- 3 Click **OK**.



Note: *For some application-linked files, their associated program will be called up to print the file. Once printed, the program will close.*

Performing drag-and-drop operations

Album supports drag-and-drop operations, which are a simple yet powerful technique for transferring information within and between albums as well as to other programs.

Note: *As the action of dragging includes dropping, this user guide uses “drag” in all other sections to indicate drag-and-drop operations (except the current section on drag-and-drop details).*

Drag-and-drop thumbnails to albums

Using drag-and-drop, you can easily move thumbnails within or between albums by selecting the thumbnails and dragging them to their new destination, either an open album or an album icon on the **Album Panel**. If you press [Ctrl] while dragging, the thumbnails will be copied.

Note: *Thumbnails dropped into an album will change to match the properties of the thumbnails in that album.*

Drag-and-drop thumbnails between tabs

To move thumbnails from one tab to another, select and drag them to the other tab. This not only moves the thumbnails but changes their list values. For example, if you have thumbnails on a tab for Sales and drag them to the tab for Marketing, the value for the department field changes from Sales to Marketing.

Note: *The list value is entered in fields with the “List” field type in an Album. See Viewing by tabs on page 15 for how to view thumbnails by tabs.*

Drag-and-drop to the Tool panel

You can drag one or more thumbnails from an album and drop them onto a program icon on the **Tool Panel** to open them in that program. If the associated file is compatible with the program and the program accepts command line opening of files, the file associated with the thumbnail is opened in that program (represented by the program icon on the Tool Panel).

Note: *Holding down [Enter] with a thumbnail selected also opens the file (not thumbnail) in the associated program.*

Drag-and-drop to another program

If you have other programs running at the same time, you can drag-and-drop thumbnails directly to the program’s workspace or to the appropriate program icon on the **Tool Panel** of the Album. Depending on the OLE settings in the **Album Preferences**, this embeds, links or opens the file.

If you are working from Windows Explorer, you can drag-and-drop:

- album files (AB3) into the Album workspace to open them.
- files into albums to create thumbnails of the files.

When dragging thumbnails to other programs, the resulting action is determined by the particular program. In general, if you drop a thumbnail onto a minimized program icon, or onto the program window’s title bar, the program will attempt to open it.

Notes:

- Holding down **[Ctrl]** as you drop an object into the destination application embeds it, irrespective of the OLE settings in the **Album Preferences**.
- Holding down **[Ctrl+Shift]** links it. (If you do not hold down any keys, the object is linked to its associated application).

Working in Compact mode

When dropping thumbnails into another program, it is often easier to have Album in **Compact mode** and have the destination program running at the same time. To enter Compact mode, select **View: Compact Mode** or click **Compact Mode** on the **Status Bar**.

In Compact mode, the Album program window occupies minimum screen space with no menu bar. To switch back to normal mode, click **Display Menu** on the Status bar and choose **Switch To Normal Mode**.

Note: In Compact mode, clicking **Display Menu** also accesses other Album commands.

Using the Tool Panel Menu

The Tool Panel Menu lets you add frequently used programs (represented as icons) to the Tool Panel. You can switch between Album and those programs.

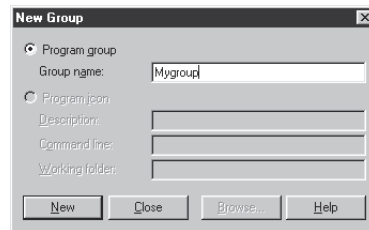
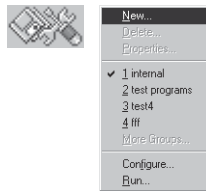
Note: You can also open programs from the Run dialog box by clicking **Tool Panel Menu** on the Tool Panel then selecting **Run** [**Ctrl+R**].

Adding programs to the Tool Panel

The **Tool Panel** initially appears with a group of icons featuring the PhotoImpact programs. You can add more icons to this group or create a new group.

To add a program icon:

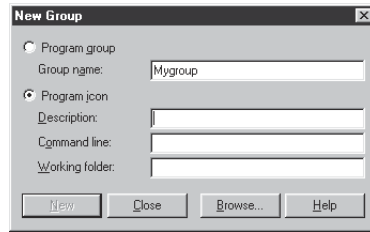
- 1 Click **Tool Panel Menu** on the **Tool Panel** and select **New**.
- 2 Enter the name of the new group in **Group name** and click **New**.
- 3 In the **Program icon** option, enter a **Description**, **Command line** (the executable file of the application) and **Working folder** (for temporary storage).
- 4 Click **New**. The program icon appears in the **Tool Panel**. If you want to add more programs to the **Tool Panel**, repeat steps 2 to 4.
- 5 Click **Close**.



*New Group dialog box
before clicking the New button*

Notes:

- You can also add programs to the **Tool Panel** by dragging executable files (EXE) from Windows Explorer to an empty icon in the **Tool Panel**.
- To toggle between program groups, click **Tool Panel Menu** and select from the list of groups.
- To change the properties of a group, click **Tool Panel Menu** and select **Properties**.



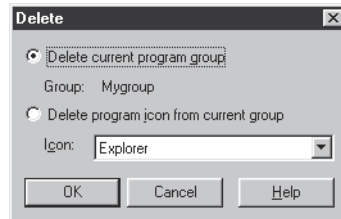
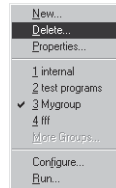
New Group dialog box after clicking the New button

Deleting programs from the Tool Panel

You can delete a program group or individual programs from the **Tool Panel**.

To delete programs from the Tool Panel:

- 1 Click **Tool Panel Menu** on the **Tool Panel** and select **Delete**.
- 2 Choose an option:
 - **Delete current program group**
Deletes the group and all associated program icons.
 - **Delete program icon from current group**
Lets you select the individual program icon to be deleted from the **Icon** list.
- 3 Click **OK**.

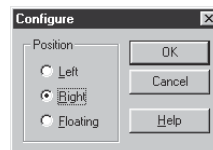
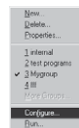


Repositioning the Tool Panel

You can choose your preferred position for the **Tool Panel**.

To reposition the Tool Panel:

- 1 Click **Tool Panel Menu** on the **Tool Panel** and choose **Configure**.
- 2 Select a position and click **OK**.



Managing albums

Use the **Album Panel** at the left side of the program window as well as the Album menu commands to manage your album files. It is important to remember that when performing operations on album files, you are not affecting the actual source files of the thumbnails.

Using the Album Panel

You can have many albums open in the workspace at one time. To manage these albums, use the **Album Panel**. It arranges all your albums in a vertical pane to the left of the workspace, helping you easily and quickly find the album file you need.

To open an album, click its representative thumbnail in the Album Panel. Right-clicking the thumbnail lists commonly used commands.

To customize the album's cover, click **Play** in the Album Panel to scroll through the thumbnails. Then click **Stop** to select a thumbnail as the Album thumbnail in the Album Panel. The **Scroll Up/Down** buttons also help you navigate the Album Panel if it contains too many albums to fit in a single screen.



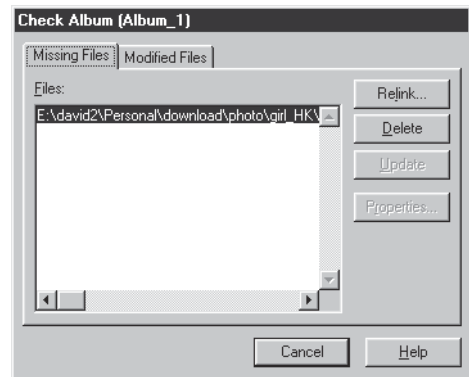
Checking the thumbnails in an album

When the original files of thumbnails have been moved, renamed, or deleted, their links with thumbnails “break”.

To determine if this link is broken, select **Album: Check**. The Check dialog box opens with the following two tabs:

- **Missing Files Tab** Lists those thumbnails whose original source files are currently missing. You can relink or delete the thumbnails of these files.
- **Modified Files Tab** Lists those files which have been changed since they were originally inserted into an album. Here you can **Relink**, **Update** or **Delete** the thumbnails.

Note: The **Check** command cannot be performed on read-only albums. To change the attributes of the album, right-click **Album: Sharing** then clear **Share as Read-only**.



Copying or moving an album file

Select the **Album: Copy** or **Move** command if you only want to create a duplicate of an album file or transfer it to a different folder location.

Select **Album: Package** to copy the album file and all associated source files to the folder you specify.

Backing up an album file

When you back up an album, you back up not only the album file but all those files associated with the thumbnails. This creates a copy of the files. You can also delete the backed up files later when you need more storage space.

If you choose to delete the original files after a backup, you can still keep a record of them by not deleting the album file. This lets you view the thumbnails of the files in the album. (You will need to restore the original album first).

To back up an album:

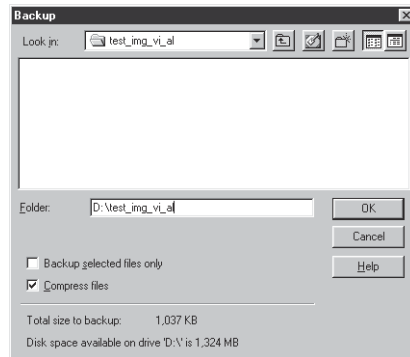
- 1 Select an album to backup.
- 2 Select **Album: Backup**.
- 3 Select a folder from **Look in** to save the album.

Note: Any files in the target folder are deleted before backing up begins.

- 4 If you have selected specific thumbnails to back up, select **Backup selected files only**.
- 5 Select **Compress files** if you want to compress the files as they are backed up.

Note: If it is important to achieve maximum compression, convert all image files in the album to the JPEG format before backing up. JPEG, however, is a lossy compression scheme, so the quality of the compressed files may not be as good as the originals.

- 6 Click **OK** to begin the backup process. (displayed in the **Status Bar**).



Backing up to floppy disks

When backing up to floppy disks, you may need additional disks. Album splits backup files so that the disks are filled efficiently. For the number of disks required, check the **Total size to backup** indicator in the Backup dialog box and divide this by the capacity of your disks.

Note: *Sequentially number and label each disk for convenience when restoring the album.*

Restoring an album file

After backing up an album, you must restore it first before you can use the files in it.

To restore an album:

- 1 Select **Album: Restore**.
- 2 Find the folder containing the album you wish to restore from **Look in**.
- 3 Under **Restore to**, select the subfolder to restore the backed up files to.
- 4 Click **OK**.

Note: *You can restore an album file that has the same title as an existing one, as long as the file name is different or you restore it to a different folder. However, once restored, you cannot open it in Album until you have renamed, removed, or deleted the other.*



Sharing albums and files

With Album, you can easily share your files by giving file access to other users in a local network, sending them by e-mail or by sharing them on the Web. If you have images and other media files, you can let Album create captivating slide shows for you. Album can also instantly generate Web pages, producing stunning Web albums and Web slide shows that are ready to be posted on the Internet.

Sharing albums over a network

To allow multiple users to access the same album file at the same time, select **Album: Sharing**. Here you can set related read/write rights to the currently active album.

When you are sharing albums over a network, changes made to the source files may not be reflected in the current thumbnails. To update the album, select **Album: Refresh**. Each thumbnail in an album is updated accordingly if its source file has changed.

Notes:

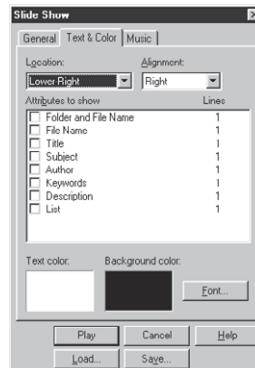
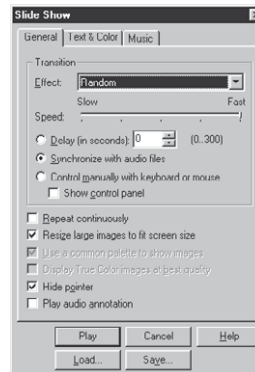
- If others are already using an album, you will not be able to change sharing options.
- **Refresh** is disabled if you are not currently sharing an album over the network.

Showcasing image collections

Album provides a slide show feature which showcases your images, graphics, and sound files. You can choose from impressive transition effects and choose either manual or automatic controls.

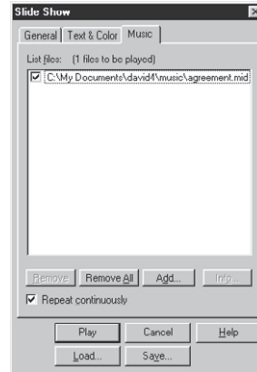
To run a slide show:

- 1 Select the thumbnails you wish to use in the slide show, or select none to use all thumbnails in an album.
- 2 Select **View: Slide Show**, or click **Slide Show** on the **Tool Panel**.
- 3 In the **General Tab**, select the type of transition between images from **Effect**. Also, adjust the speed of the slide show by dragging the **Speed** slider and enter the delay between frames in **Delay**.
- 4 In the **Text & Color Tab**, assign the color and font to the text and background. Also, select which attributes to display during the slide show.
- 5 In the **Music Tab**, select an audio file to be played with the slide show.
- 6 Click **Play** to see the results. To stop the slide show at any time, press **ESC**.



- 7 The **Slide Show** dialog box closes after the playback. To save the slide show settings, select **View: Slide Show** again and then click **Save**.

Note: Slide show settings are saved in an SHW file. Images are not saved in this file. The next time you want to play a slide show using the settings which you have already defined, first select images from an album. Then, select **View: Slide Show** and click **Load** to access your slide show settings.



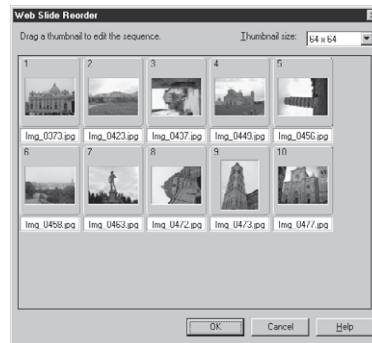
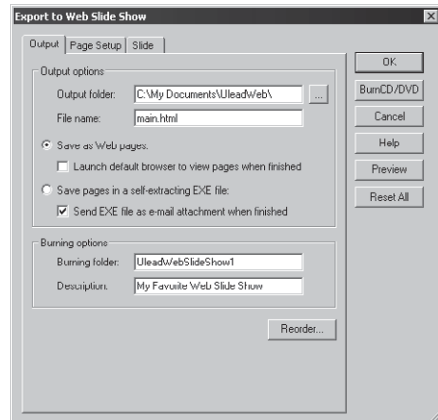
Creating a Web slide show

A Web slide show is an attractive way of showcasing images on the Internet. By simply selecting options in the **Export to Web Slide Show** dialog box, you can design a simple Web page layout for the slide show. Album will then automatically generate the HTML files for you.

To create an HTML-based slide show:

- 1 Select the thumbnails to put in your slideshow, then select **Thumbnail: Export - Web Slide Show**.
- 2 In the **Output** Tab, choose to generate Web pages or a self-extracting file. Select a folder location in your local drive to save the files. Also, to change the display sequence of thumbnails, click **Reorder**. Here, simply drag selected thumbnails to change the order.

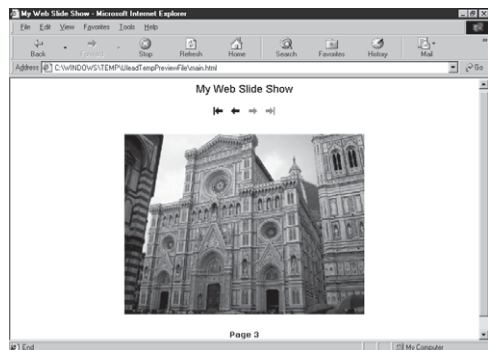
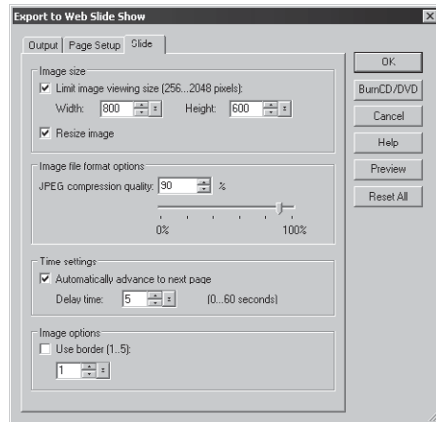
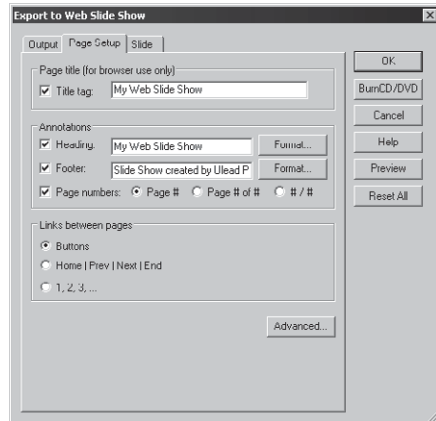
Note: Generating a self-extracting EXE file will combine and compress the HTML files and images into a single file, which you can easily send by e-mail. To run the Web slide show, first double-click the EXE file to extract all the files contained in it. Then, open the main HTML file in a Web browser.



- 3 The **Page Setup** Tab determines the overall Web page layout:
 - Specify a **Title tag** for the Web browser's title bar.
 - Add **Heading** and **Footer** annotations as well as **Format** the text.
 - In the **Links Between Pages** section, select which style of page links you want to appear on the Web page.
- 4 Click **Advanced** to customize the page layout further. (You can add a background color or image, music file, and text/hyperlink coloring.)
- 5 In the **Slide** Tab, set the image size and quality for displaying the images. Enter the **Delay** time between slides as needed. If you want to add a border around each thumbnail, select **Use border** and set its value.

Note: If you want the viewer of the slide show to manually control its playback, clear **Automatically advance to the next page**.

- 6 Click **Preview** to see the results in your default Web browser.
- 7 Click **OK**. The generated HTML files as well as the image files that are part of the Web slide show (or the single EXE file) will be saved in your specified folder.



Sample Web slide show

Write Web Slide Show CD/DVD

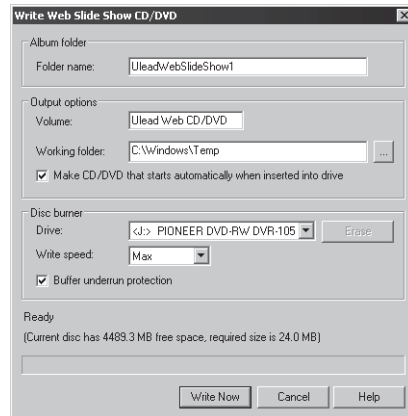
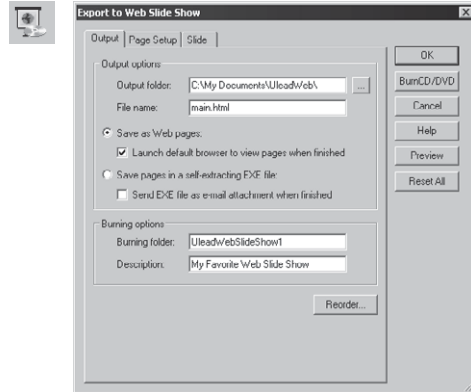
Storing your Web slide show in a compact disc is easy with **Write Web Slide Show CD/DVD**. With PhotoImpact's capability to burn your files directly to a compact disc, managing your files is easy. You can now save them for future use without worrying how much hard disk space they consume.

To write your Web Slide Show to CD or DVD:

- 1 Select **Thumbnail: Export – Web Slide Show**, or click the **Export Web Slide Show** icon on the **Tool Panel**.
- 2 Set the general properties of your file in the **Export to Web Slide Show** dialog box. You can choose to save as a Web page or as an *.EXE file.
- 3 Click **Burn CD/DVD**.
- 4 Specify the file path in the **Write Web Slide Show CD/DVD** dialog box. For reference purposes, you can assign a label in **Volume**.

Note: PhotoImpact automatically calculates required disk space for the Album. You can free CD disk space by clicking **Erase**.

- 5 Click **Write Now**.



Creating a Web album

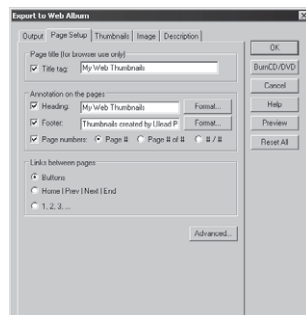
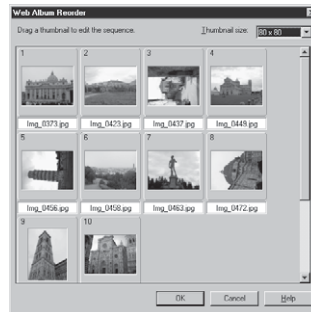
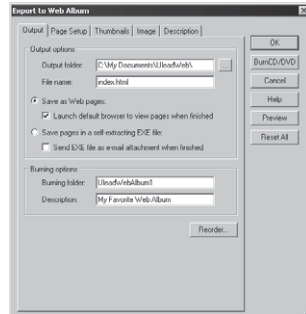
A Web album is a Web page that contains image thumbnails for viewing. You can also click any thumbnail to see a larger view of it. Album can create such Web pages in just a few minutes, complete with an index of thumbnails and individual pages for displaying each image.

To create a Web album:

- 1 Select the files you wish to use, then select **Thumbnails: Export - Web Album**.
- 2 In the **Output** Tab, choose to generate Web pages or a self-extracting file. Select a folder location in your local drive where to save the files. Also, if you want to change the display sequence of thumbnails, click **Reorder**. Here, simply drag selected thumbnails to a new location to change the order.

Note: Generating a self-extracting EXE file will combine and compress the HTML files and images into a single file, which you can easily send by e-mail. To run the Web slide show, first double-click the EXE file to extract all the files contained in it. Then, open the main HTML file in a Web browser.

- 3 The **Page Setup** Tab determines the overall Web page layout.
 - Specify a **Title tag** for the Web browser's title bar.
 - Add **Heading** and **Footer** annotations and format the text.
 - In the **Links Between Pages** section, select which style of page links you want to appear on the Web page.
- 4 Click **Advanced** to customize the page layout further. (You can add a background color or image, music file, and text/hyperlink coloring.)
- 5 Select a frame layout for displaying the thumbnail (index) page as needed in the **Thumbnails** Tab. You can also apply a background color/image and a border to each thumbnail.



Note: Frames allow the thumbnail index page to appear in the same window as the images being viewed.

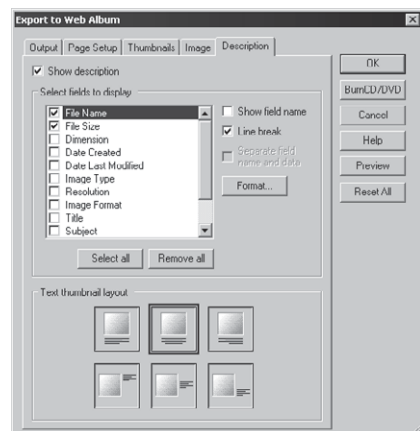
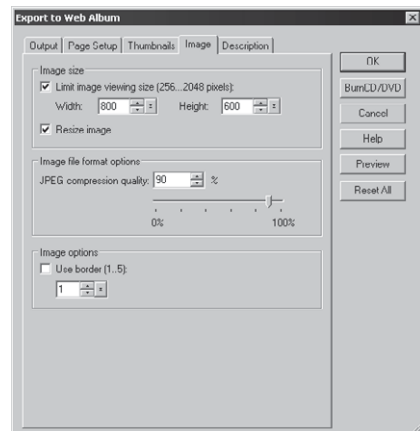
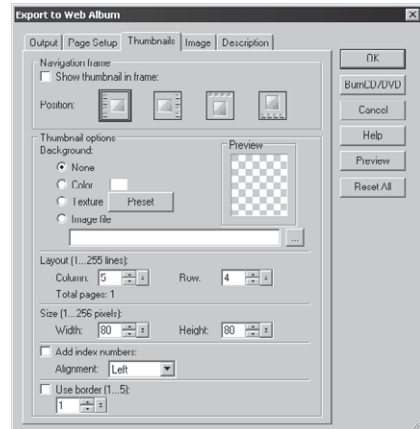
- 6 Specify the number of thumbnails to list in the thumbnail index page at one time by changing the number of columns/rows and/or adjust the thumbnail size.

Note: Depending on the frame layout selected, you will only be able to adjust one of either columns or rows.

- 7 In the **Image Tab**, set the image size and quality for displaying the images. If you want to add a border around each image, select **Use border** and set its value.
- 8 In the **Description Tab**, select the fields you would like to be shown with the thumbnails.

Click **Format** to customize the text layout (size, color, style etc.) for the descriptive thumbnail annotations.

- 9 Click **Preview** to see the results in your default Web browser.
- 10 Click **OK**. The HTML files, thumbnails and image files (or the single EXE file) will be saved in your specified folder.



Write Web Album CD/DVD

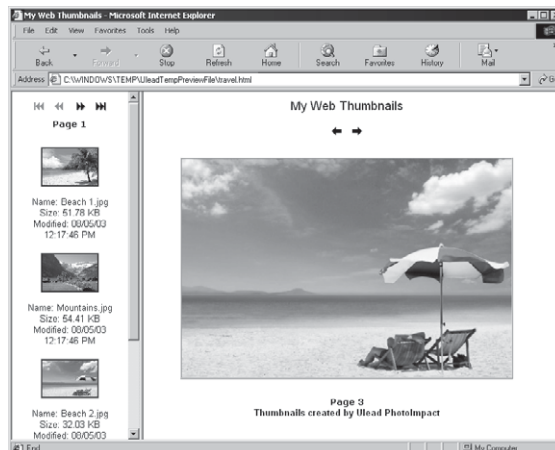
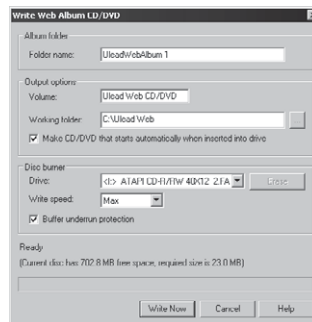
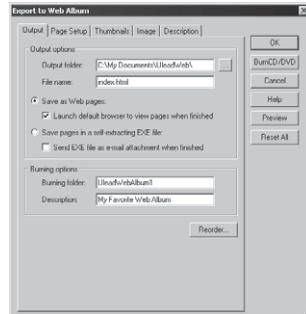
Aside from its ability to add an album to Web pages, PhotoImpact simplifies the process of storing your Web albums to a compact disc. **Write Web Album CD/DVD** burns your images directly to the disc. It greatly shortens the process of storing bulky images.

To write Web Album to CD or DVD:

- 1 Select **Thumbnail: Export – Web Album**, or click the **Export Web Album** icon on the **Tool Panel**.
- 2 Set the general properties of your file in the **Export to Web Album** dialog box. You can choose to save as a Web page or as an *.EXE file.
- 3 Click **Burn CD/DVD**.
- 4 Specify the file path in the **Write Web Album CD/DVD** dialog box. For reference purposes, you can assign a label in **Volume**.

Note: PhotoImpact automatically calculates required disk space for the Album. You can free CD disk space by clicking **Erase**.

- 5 Click **Write Now**.



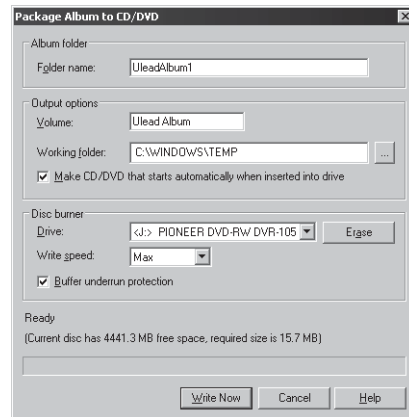
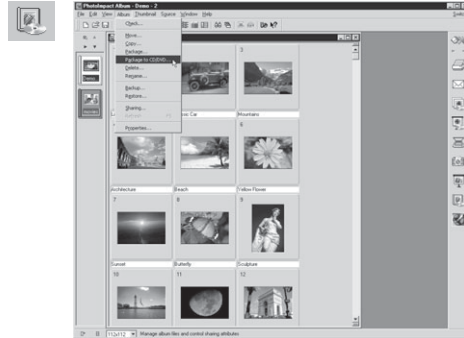
Sample Web Album

Package Album to CD/DVD

PhotoImpact Album gives a new meaning to the term image management by providing a new way of storing images. By packaging the images in your album directly to CD or DVD, you not only preserve your images but you also make them accessible for future use.

To package your album to CD or DVD:

- 1 With the album file (*.ab3 file extension) you wish to package open, click **Album: Package to CD/DVD** or click the **Package Album to CD/DVD** icon on the **Tool Panel**.
- 2 Enter a folder name where your images will be copied to. This ensures that the contents of your CD/DVD will not be stored on a single folder especially when burning multiple album files into a single CD/DVD.
- 3 Under **Output options**, specify a volume name for your disc.
- 4 Specify a location in **Working folder**. This is where your album files will be temporarily stored while burning.
- 5 Select **Make CD/DVD that starts automatically when inserted into drive**. This instantly opens the album file each time the CD/DVD is inserted into the drive. When inserting a disc with an auto-run function that contains multiple album files, it will display the Ulead PhotoImpact Album disc showing all album files on the disc.
- 6 Under **Disc burner**, choose the burner drive where the album file will be burned. Click **Erase** to delete the disc's contents.
- 7 Specify the **Write speed**. This determines the rate the program utilizes the speed of your burner drive.



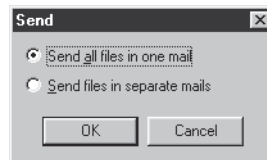
- 8 Select **Buffer underrun protection** to stabilize the transfer rate between the burner and the disc.
- 9 Click **Write Now** to start packaging your album file to CD/DVD.

Sending files by e-mail

Album allows you to send files to others with Internet access. You need to install a mail program on your computer such as MS Internet Mail, Netscape Mail, or Eudora first before using this feature.

To send files by e-mail:

- 1 Select the file(s) you wish to send.
- 2 Select **File: Send**, or click **Send Mail** in the **Tool Panel**.
- 3 Select **Send all files in one mail** when file size is small, or **Send files in separate mails** when sending many files or large files over the network.
- 4 Click **OK**. Then complete the e-mail message(s), such as recipient's address, and send them.]



Maintaining thumbnails

To maintain thumbnails so that they accurately represent the files associated with them, you can set an album to monitor a particular folder (see **Online Help** for the **Advanced Tab** in the **Album Properties** dialog box), reinsert their associated files, or choose one of the update commands in the Thumbnail menu.

Updating a thumbnail

When you need to check a selected thumbnail with its source file, select **Thumbnail: Update – From Source File**. Pressing [Ctrl+Shift] as you choose this command creates a thumbnail at the best quality; pressing [Ctrl] only produces a good quality thumbnail.

Note: If you have **Check links to source files** selected in the **Album Preferences** dialog box, thumbnails are updated whenever the view in the album changes. To update a large number of thumbnails, it is quicker to first select this option, then scroll through the album.

Changing a thumbnail's image

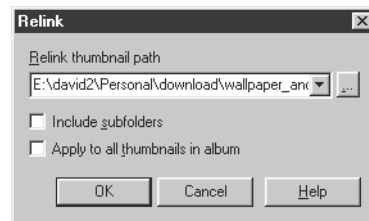
When you first insert the thumbnail of a file, it displays the contents of that file. You can change the thumbnail, especially for those thumbnails whose contents cannot be displayed such as sound and text files. When you change a thumbnail, you can replace it with image or graphics data from the clipboard using the **From Clipboard** command in the **Thumbnail: Update** submenu. So, you can use your favorite images as your thumbnails, or you can customize thumbnails to represent particular files.

Relinking thumbnails with their associated files

When the thumbnail of a file is inserted into an album, it maintains a link with the location of this file. If you move the file or remap disk drives, Album may lose this link. When **Check links to source files** is selected in the **Album Preferences** dialog box, thumbnails that have lost their links appear with their index numbers grayed-out.

To relink thumbnails:

- 1 Select the thumbnails that need relinking.
- 2 Select **Thumbnail: Relink**.
- 3 Select the drive and folder that contains the files you want to relink.
- 4 Click **OK**. The dialog box closes and the relinking process begins.



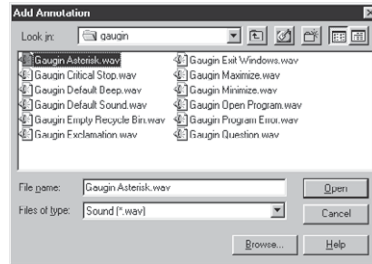
Annotating a thumbnail

You can annotate sound, MIDI, video, or animation files to any thumbnail. This gives you an added dimension for identifying thumbnails, particularly when you have audio editing software to record audio files (WAV).

To annotate a thumbnail:

- 1 Select the thumbnail you want to annotate.
- 2 Select **Thumbnail: Annotation – Add**.
- 3 Locate the multimedia file you want to annotate and click **Open**. A red musical note (a quaver) appears on the thumbnail slide indicating that it has an annotation. Double-click the quaver to play the annotation.

Note: Select **Play annotation file** after viewing the thumbnail in the **Album Preferences** dialog box to automatically play the annotation file whenever you view a thumbnail by double-clicking it or selecting **Source: View**.



A musical note

Reordering thumbnail index numbers

To freely change the position of thumbnails, you can:

- Drag them to new positions.
- Sort them in a particular order by selecting **Thumbnail: Sort**.

When you rearrange the order of thumbnails, you may find that their index numbers no longer accurately represent their position in the album. To reorder these numbers, click **Save Sequence** on the **Standard Toolbar** or select **Thumbnail: Save Sequence**.

Assigning marks

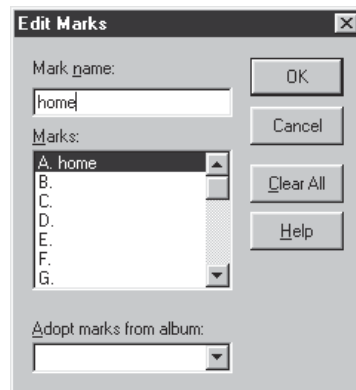
Marks serve as visual tags for thumbnails in albums. They are very similar to keywords differing only in implementation. While keywords work “behind the scenes,” marks, which are represented by letters of the alphabet, are clearly displayed on the thumbnail slide. Marks are particularly useful when you want to quickly navigate around an album and pinpoint certain thumbnails for future operations.

To assign a mark:

- 1 Select **View: Toolbars & Panels**, then select **Mark Panel**.
- 2 Double-click a letter on the **Mark Panel**.
- 3 Select the letter you want to assign from **Marks**. In **Mark name**, enter a description (up to 31 characters).

If you want to use marks already present in another album, select the album from **Adopt marks from album**.

- 4 Click **OK**. The mark description now appears in the Mark panel.
- 5 Click the mark you want to assign on the **Mark Panel**. The **View Marks** and **Assign Marks** buttons are enabled.
 - To assign multiple marks, press [Ctrl] and click each mark to select it.
 - To select a range of marks, click the first mark in the range and click the last while pressing [Shift]. Dragging your mouse over the marks performs the same function.
- 6 Click **Assign Marks**. The button changes to a Stop sign. Now click the thumbnail you wish to mark. The letter of the mark is immediately shown on the top left corner of the thumbnail slide, next to the index number (clicking again removes the mark). Repeat this step if you want to assign the same mark to another thumbnail.
- 7 Click the Stop sign. The button changes back to **Assign Mark**. To assign another mark, repeat steps 4 to 5. You can assign more than one mark to the same thumbnail.



Maintaining source files

Once files are represented in an album, you can manage them just as you would with Windows Explorer. This includes commands such as **Open**, **Move**, **Rotate Left**, **Rotate Right**, **Copy**, **Delete**, **Create** and **Remove Folder** from the **Source** menu. When using these commands, you must remember that any action performed is done to the actual file. For example, if you select **Delete**, the file is removed from the disk. (To delete only the thumbnail rather than its source file, select it and then select **Edit: Clear**).

Viewing and opening files

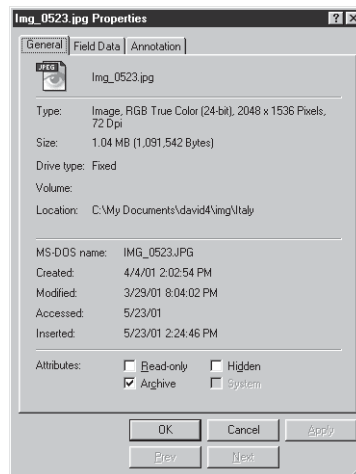
- To view a file, select **Source: View** or double-click the thumbnail itself. This opens any image file in the Viewer utility and any multimedia files in Windows Media Player.
- To view and edit a file in its associated program such as PhotoImpact, select **Source: Open**.

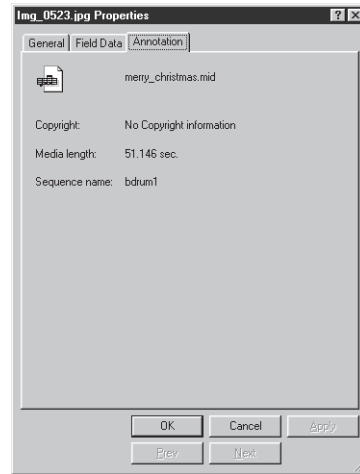
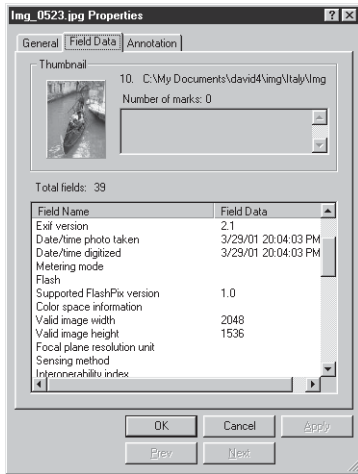
Viewing and updating file properties

You can view and change the properties of the file whose thumbnail is selected.

To view and update file properties:

- 1 Select a thumbnail.
- 2 Select **Source: Properties** [Alt+Enter] (or right-click a thumbnail and select **Properties**). In the **General Tab**:
 - **Read-only** Lets you open the file but prevents any changes from being saved to it.
 - **Archive** Identifies those files which have been updated since their last save.
 - **Hidden** Hides files from view.
 - **System** Marks files as MS-DOS system files and hides them from view.
- 3 Click the **Field Data** or **Annotation Tab** if you want to view details on field data (including Exif information) and annotated music/video if any.
- 4 Click **OK**.





Converting a file's format and data type

Select **Source: Convert** to convert image and graphics files to other file formats and data types. This command applies to individual or multiple files.

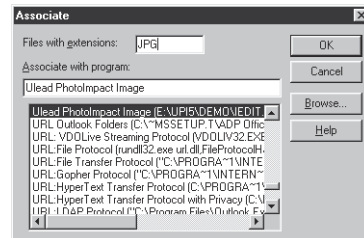
Changing the file format is particularly useful when you want to open a file in a program that does not support that file's current format. Changing the data type is also useful when you are preparing a large number of images for publication and wish to, for example, convert your images from True Color to Grayscale.

Changing the program associated with a file

Sometimes, you might double-click a file name in Windows Explorer and the file opens in a different program than expected. This often happens when you use different programs to work on the same file. In this case, you need to change the program associated with the file.

To change program association:

- 1 Select a thumbnail.
- 2 Select **Source: Associate**.
- 3 Select a program from **Associate with program** or click **Browse** to search for another program.
- 4 Click **OK**.



Note: If you do not select any thumbnails, this command affects all thumbnail files sharing the same extension.

Locating thumbnails

Album offers various features for locating thumbnails and their associated files:

- Select **Thumbnail: Sort**. This organizes thumbnails according to various file properties such as file names. You can use the command to easily locate the thumbnail you want. If you want to keep the thumbnail order in the album, click **Save Sequence** on the **Standard Toolbar** before closing the album.
- Use the **Search toolbar** for quick searches. Use the **Search dialog box** for complex searches.

Before you begin performing searches, however, you need to know the logic behind them. The following sections explain these in more detail.

Search criteria and queries

Whenever you perform a search, you must first specify what you want to search on through the query. A query consists of a single or multiple items and criteria. For example, if you have chosen file names as the query, the criteria would be the file name you are looking for.

Note: *If the criteria consist of more than one word, you must enclose them with a double quotation mark such as "New York."*

Logical operators

Album supports logical (Boolean) operators: **Not**, **And**, **Or** and **()**. These let you search through a vast number of files quickly, looking only for specific file features. Below is a brief description of how each of the operators work.

- **Not** Excludes all files of the indicated criteria. This isolates thumbnails whose attributes make them a minority in an album. For example, in an album consisting largely of TIF files, performing a file format search with "Not *.TIF" results in the display of all thumbnails, except those linked to TIF files.
- **And** Specifies more than one criteria to base search on. Matching thumbnails must meet all of these criteria. For example, you can perform a search on "holidays And Spain". All thumbnails with both "holiday" and "Spain" will be displayed.
- **Or** Matches thumbnails that meet one or more of a specified criteria. For example, performing a description search on, "holiday" Or "Spain", displays all those thumbnails with description containing "holiday", "Spain", or "holiday" and "Spain".
- **()** Groups criteria together. This is particularly important if you have several criteria, some of which must be paired together. For example, if you are searching on the values, A, B and C, then you could define the search as, "A And (B Or C)", or "(A And B) Or C". In the first example, the thumbnails must have A and either B or C. In the second example, the thumbnails must have either A and B together, or C only.

Note: To use an operator, double-click (or select) the desired operator in any of the dialog boxes that support this feature. The operator then appears in the Query entry box. To add additional operators, repeat this procedure.

Search operators

Operators are characters or phrases defining the range of a search. Most search operators are self-explanatory, for example, = (equal to), > (greater than), < (less than) and < > (not equal to). However, two operators need some clarification: **Contains** and **Empty**. Both are operators that appear whenever you have a query consisting of **Text**, **Memo**, **List**, **Mark**, and **Keyword** fields.

- **Contains** Finds all thumbnails that contain whatever is entered in the **Query** box in the searched field.
- **Empty** Finds all thumbnails with nothing entered into the searched field. This is particularly useful when you want to locate thumbnails having empty fields that you want to complete.

Matching case and whole words

When performing a search on text, many of the search options let you use **Match case** or **Match whole word**.

- **Match case** Finds those thumbnails matching the upper or lower case of the query. For example, to match the case of “New York”, only text with New York would be found. Any variations, such as “new York” or “NEW YORK” are ignored.
- **Match whole word** Searches for occurrences of a defined word. For example, to match the word “man,” only “man” would be selected, not “woman.” If this option is left cleared, any occurrence of the letter sequence (not the word) would be found, such as “man,” “woman,” “manage,” and “human.”

Start with

Select **Start with** if you want thumbnails with words that begin with the entered text in the specified keyword or list field. For example, if you enter “ch” in the **Query** box, then all thumbnails with words beginning with “ch” in the specified keyword or list field will be displayed.

Performing a search

Performing a search can be as simple or complex as you want to make it.

- Use the **Search Toolbar** for single criterion searches.
- Select **Thumbnail: Search** for more control over the search process.

Some notes before you start performing a search

- Since it is not possible to itemize all the possible search variations here, the best thing to do is to read the previous sections on search basics and experiment with your own variations.



Whenever you perform a search, the search is done only on the thumbnails in the current view of the active album. If you want to perform a search on all thumbnails in an album, make sure you click **View All** on the **Search Toolbar** or select **View: All**. The next time Album performs a search, all thumbnails in the album will be included, irrespective of the results of the previous search or of the current view.

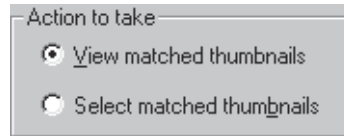
To perform a search using the Search dialog box:



- 1 Click **Search** on the **Standard Toolbar** or select **Thumbnail: Search [Ctrl+F]**.
- 2 Select and define the query for your search under **Search criteria**. Depending on the query chosen, define your criteria. To further edit the criteria, click **Edit Criteria**.
- 3 Click **Add**. The query is now placed in the Search criteria window beneath. To include additional criteria, repeat step 2.
 - To change a query, select the query in the Search criteria window and redefine the criteria and query under **Search criteria**. Then, click **Change**.
 - To remove a query, select it and click **Remove**.
- 4 Select an option under **Search option**:
 - **Search all open albums except minimized** Searches in all albums in the workspace.
 - **Search entire tab** Searches for all thumbnails in the current folder.
 - **Add search result to current view** Combines the thumbnails of successive searches.

Note: When **Search all open albums except minimized** is selected, the **Search type** list only displays the user-defined fields common to all albums. Fields are considered as common if they have the same field name, field type, and keyword/list definitions.

- 5 Select an option under **Action to take**:
 - **View matched thumbnails** Displays the matching thumbnails.
 - **Select matched thumbnails** Selects matching thumbnails.



- 6 Click **OK**.

Note: Depending on the media type and file format of the thumbnail files, some search options may be disabled.

Using the Search toolbar

Many of the search criteria found in the **Search dialog box** can also be accessed directly from the **Search Toolbar**. It is a convenient way of performing single criterion searches:



To use the Search toolbar:

- 1 Right-click on the **Standard Toolbar** and select **Search Toolbar**.
- 2 Select a query to search on from **Search type** (at the far left of the Search toolbar). The toolbar changes to display a corresponding Search operator list and a Criteria box.
- 3 Select an operator and enter in the description of the criteria.
- 4 Click **Perform Search**.



Performing OLE operations

Album supports linking and embedding features that let you easily modify objects embedded in other container program's documents. The **container document** (the document into which you insert the object) only stores a connection to the source file and a representation of the linked object.

- When an object is **linked**, information gets updated each time the source file is modified.
- When an object is **embedded**, it becomes part of the container document and breaks links with the source file, so the information does not get updated if the source file is modified.

Linking and embedding objects

Link objects by:

- Pressing [Ctrl] and [Shift] while you drag a thumbnail to a container program.
- Using **Copy: Thumbnail** command from the **Edit** menu in Album, and **Paste Special** (with **Paste Link** selected) in the container program's Edit menu.
- Using **Insert/Object** command in the container program.

You can embed objects by:

- Pressing [Ctrl] while you drag a thumbnail to the container program.
- Selecting **Copy: Thumbnail** in Album and the **Paste Special** command (with **Paste** selected) in the container program.
- Selecting **Copy: Thumbnail** in Album and the **Paste** command in the container program.
- Selecting **Insert/Object** in the container program.

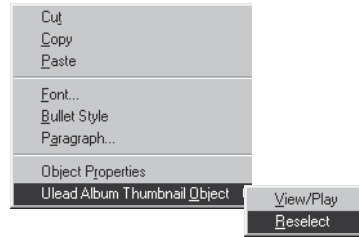
Editing linked or embedded objects

Right-clicking an object in a container program's document brings up the following commands:

- **Ulead Album Thumbnail Object: View/Play** Opens the object in Viewer for image and graphics files and in Windows Media Player for sound, animation, and video files.
- **Ulead Album Thumbnail Object: Reselect** (for embedded objects) Lets you select another thumbnail to replace the current thumbnail.

To reselect a thumbnail:

- 1 Right-click the thumbnail in the container program document that you want to replace. Select **Ulead Album Thumbnail Object: Reselect**. PhotoImpact Album opens.
- 2 Select another thumbnail for replacing the current thumbnail.
- 3 In the **File: Update** submenu, find the container document with the thumbnail you want to replace and select it.
- 4 Return to the container program document. The thumbnail is now replaced with the new one.



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