

 **PAESSLER**
Software Solutions



PhotoMeister

PROFESSIONAL

Version 2

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The Basics of Digital Photography

Introduction

Digital photography is an exciting and easy way to take great quality pictures without the cost and hassle of developing film.

Equipment

Like in traditional photography, the digital camera is the largest, most expensive, and central piece of equipment. They come in a variety of makes, models, and types similar to traditional cameras including

- Automatic - don't require you to change lenses, camera configuration (like aperture or speed), or even zoom.
- Manual - offer the photographer the option of changing lenses for different effects and distances and adjusting camera configuration.

Unlike traditional cameras, though, digital cameras offer a range of more powerful and advanced features such as

- Full-motion video - some cameras (like many of the high-end Sony's) allow you to take actual video (usually for a very short duration)
- PC connection - most digital cameras offer some type of PC-based connection for easy transfer of pictures. These connections can be Serial (slow), USB (faster), or FireWire (fastest).
- Digital zoom - in addition to the optical zoom digital cameras share with traditional cameras (this is the ability of the physical lens to focus in on more distant objects) they also have digital zoom which is a digital rendering of the far-away object. This allows you to see much farther objects in lower quality (because the object being zoomed is being digitally re-created).
- Switching - many digital cameras can be either automatic or manual depending upon your preference.

Within the two types of digital cameras - automatic and manual - there are several primary, distinguishing features

- **MegaPixels** - this is the resolution in which the picture is produced. For example, a camera with a 3.3 megapixel rating can produce pictures with 3,300,000 pixels. In terms of picture size, the number of pixels is determined by the length x width (i.e., a photo with 1600 x 1200 resolution has 1,920,000 pixels). As a result, a camera with a larger megapixel rating can produce larger pictures without a loss in resolution. As a consequence, cameras with larger megapixel ratings require greater memory card capacities to take a lot of pictures at the highest resolution.
- **Optical vs. Digital Zoom** - the optical zoom is the physical ability of the camera lens to focus in on the subject. Digital zoom is an additional feature where the camera artificially increases the focus on the target. Pictures that are digitally focused tend to have some loss in resolution.

Along with most digital cameras comes some kind of memory card on which the pictures (and video) are stored. The three most common formats are

- Compact Flash
- Smart Media
- Sony MemoryStick

No one format is better than the other. Each is small, lightweight, and offers sizes from 4MB to 256MB. For those digital photographers with multiple memory cards, there are also USB-based memory-card readers to make finding and retrieving pictures easier than putting each memory card into the camera and then transferring the data through the PC-based connection.

Finally, for those digital photographers who need the feel of a finished picture, there are a number of photo-quality printers available that can produce dark-room quality prints on special photo-print paper.

Digital Pictures 101

Digital Photography is rapidly gaining ground as “serious” photography. Where once digital cameras were vastly inferior to traditional cameras, they are now equal to or superior. Many professional photographers have switched to digital cameras for their versatility, flexibility, and powerful features. Today’s digital cameras and digital photography sacrifice nothing in the way of quality.

Digital cameras produce pictures in one of two primary formats

- **JPEG (EXIF)** - Exchangeable Image File. Most current digital camera store images using EXIF compressed files. Because EXIF compressed files use a JPEG format, the image data can be read by any application supporting "JPEG", essentially including all web browsers, image editing software, desktop presentation software, and document creation applications. EXIF files can also store information about each file (size, date, aperture setting, etc.).
- **TIFF** - Tagged Image File Format. The TIFF is one of the most widely supported file formats for storing bit-mapped images (“lossless compression”). Although not as flexible as the JPEG in terms of viewing, TIFFs contain a far greater amount of information within the picture guaranteeing greater quality but the same resolution as a JPEG.

Although similar, taking digital pictures does have some marked differences from taking traditional pictures. As you fill up that memory card with family, friends, sporting events, sunsets, and wildlife, you should keep in mind a few helpful tips

- Lighting - because of the highly versatile nature of the digital camera, you can often change aperture settings (i.e., film speed) with a simple button click or menu option. Remember to switch to the appropriate ISO (200, 400, 800, etc.) depending upon the lighting conditions.
- Transfer - the flexibility of digital photography is best experienced through the ability to transfer pictures from the camera's memory card onto the computer. Where traditional photographers must send off film to be developed, digital photographers simply move pictures from the camera and free up space on their memory cards for new pictures. In order to always have room for that "perfect" shot, make sure you transfer (or delete) pictures on a regular basis.

Organizing your Collection

The main problem that digital photographers realize is that their photo collections can quickly get out of control. The ability to transfer pictures directly from the camera onto a computer hard drive means there is little (if no) cost to keeping a large number of photographs. That means hard drives quickly fill with pictures that you wouldn't normally have taken (it's that "pack-rat" mentality in us all). In fact, we have talked to people who have distributed their photos across their hard drives only to realize that they had no criteria upon which to search for them later!

There is definitely a science to organizing a collection of digital photos. Keep in mind the following tips as you organize yours

- Create Albums - using a tool like PhotoMeister allows you to create "photo albums" from ordinary Windows folders. With an intuitive and simple interface, you don't have to search through folders and sub-folders (with Microsoft Explorer) to find a particular photograph.
- Naming Convention - you should decide upon a naming convention for your albums that will help you remember them. For example, you might name every album "year-month, Title." So, you could have albums labeled, "2002-04, Mom's Birthday."
- Themes - if you take a lot of pictures of a recurring theme (i.e., flowers), you might want to consider making a master "flower" album rather than a number of "flower" albums titled by your naming convention.
- Separate - you should use your photo albums for those pictures you consider "keepers." For the rest of the pictures, create "slush" albums or delete the pictures all together. PhotoMeister offers you easy and efficient options to accomplish that through the Dump and Delete commands.

What these tips illustrate is that digital photographers really need an easy, efficient method to organize photos based on themes or easily-recognizable album names. They need to be able to delete photos, move photos, dump photos (from an album), and see their entire collection from a "bird's-eye view."

Photomeister, through its "Import-Improve-Impress" architecture, offers the tools to accomplish just that. No longer will you wonder where those pictures of last year's Christmas dinner went. Through PhotoMeister's easy and intuitive interface, you'll

be able to organize your countless photos, touch them up when needed, and deliver them to friends and family around the world.

How to Use PhotoMeister

What This Software Helps You Accomplish

Photomeister helps you accomplish a number of important tasks regarding your digital photo collection

- Finding photos quickly - through PhotoMeister's intuitive and simple interface, you can quickly locate your photos in albums based upon a standard naming convention.
- Managing your collection - PhotoMeister includes a number of easy-to-use features such as copying photos, importing photos into albums (from existing folders on your hard drive, from a digital camera, or from a TWAIN-compliant source like a scanner), dumping photos (from an album), and deleting photos (to the Microsoft™ Windows® Recycle Bin).
- Editing photos - you don't need to be an Adobe™ Photoshop® guru to handle the basic editing of your photos. Photomeister has built-in editing capabilities that allow you to do such things as rotate, crop, reduce red-eye, add frames, and other functions. If you want more advanced editing opportunity, PhotoMeister allows you to set a default "external editor" (like Adobe™ Photoshop®) that launches when you click the Edit button.
- Sending your photos - if there's one thing that digital photography makes easy, it's sending your photos to friends. If there's one thing that PhotoMeister makes easy, it's that process. Using PhotoMeister's built-in "publishing templates," you can create various web-based photo albums, screensavers, email them, or even burn albums and collections to a CD-ROM which can be viewed on your TV using your DVD player and on various computer types (Requires a CD writer drive). You can even order prints online!

How It's Organized

To make working with your digital photos as easy as possible, PhotoMeister is built around three basic functions

- Import - putting photos into albums or getting them from a digital camera into PhotoMeister
- Improve - editing photos to remove red eye, adjust color, or other changes.

- **Impress** - packaging your photos up to deliver through email, the Web, as a screensaver, CD ROM.

Import

The first step in using PhotoMeister with your digital photos is to put those photos into albums. PhotoMeister utilizes simple and intuitive interfaces and wizards to help you

- import photos from your digital camera or memory card.
- copy photos from existing folders on your computer into photo albums.
- open an existing folder with photos as an album.

Improve

Once you have photos in your album, the next step is to improve them (as needed). PhotoMeister offers you a number of powerful, built-in editing tools such as

- **red-eye** - remove that “red eye” from your pictures
- **framing** - add a frame around your photo
- **cropping** - remove unwanted pieces or draw attention to a specific aspect
- **rotate** – change to portrait format
- **fuzziness** - blur your pictures for artistic flair
- **sharpen** - bring those blurry pictures into focus
- **black&white** – convert a color photo into a black&white photo
- **optimize** - make your photos more appealing to the human eye (This filter is not a correction filter for under/overexposed images or photos with incorrect colors. It tries to make the photos look nicer for the human eye. The filter is based on Xe847 technology. More information can be obtained from their website at www.xe847.com).

If you would rather utilize an external editing tool (like Adobe™ Photoshop®), PhotoMeister allows you to launch that from within the program.

Impress

The final step to working with your photos is sending them out to people. Whether that’s to a magazine editor, your friends, or your child’s school, PhotoMeister offers a number of different wizards to help you easily package your photos for distribution. These wizards include

- **Print** - print your photos on your printer in standard print sizes, in custom sizes, contact sheets or even CD ROM jewelbox inlays
- **Email** - compress and send your photos directly to an email recipient using your existing email program such as Microsoft™ Outlook®.
- **Photo Book** - create great looking photo albums using professionally designed templates, print them on your printer, or convert them into Adobe™ Acrobat® files for easy distribution on the web or via email..

- **Web-Album** - create a web-based photo album and upload it to your personal webspace.
- **Screensaver** - create a “screensaver photo album” to send to friends or install on your Microsoft™ Windows® computer.
- **Slideshow** - build a professional slideshow from your photos that can be viewed on any Windows computer
- **CD-ROM** – watch your photos on your TV set (using your DVD player) and send photos on a CD ROM to your friends - regardless what system they use to view the CD, they will always see your photos (PhotoMeister presentation CD-ROMs run on VCD/DVD-players, Windows, Linux, and Mac computers)
- **Order Prints** – Order professional quality prints from your photos online

Installation

System Requirements

The PhotoMeister 2 software requires the following basic system configuration

- Windows 95/98/ME/2000/XP
- 64MB of RAM minimum for Windows 95/98/ME
- 128MB of RAM minimum for Windows 2000/XP
- At least 15 MB of hard disk space
- 800*600 pixel screen resolution required, 1024*768 or more suggested
- a graphics card with more than 256 colors (at least 65k colors recommended)

For importing digital photographs from a camera, PhotoMeister requires

- A digital camera with a serial, USB, or FireWire interface (for a FireWire interface, you may need a special interface card for your computer. Check with your hardware manufacturer or where you purchased your computer).
- A serial or USB memory-card reader
- A software driver from your camera's manufacturer to enable your computer to communicate with the camera

For importing digital photographs using a TWAIN-compliant device, PhotoMeister requires

- A serial, USB, or SCSI (for a SCSI interface, you may need a special interface card for your computer. Check with your hardware manufacturer or where you purchased your computer) TWAIN-compliant peripheral (such as a scanner)
- A software driver from your device's manufacturer to enable your computer to communicate with the device

PhotoMeister allows you to publish your photo albums in a number of different formats. These formats often have requirements such as

- Photo Printing - you need a windows compatible printer.
- Photo Emails - you need a MAPI compatible email client (e.g. Microsoft™ Outlook Express®) installed and configured.
- CD Burning - you need a standard CD writer (most units are supported).

- HTML Albums - If you want to upload HTML albums to the Web you need your own web space that is accessible for uploads via FTP.

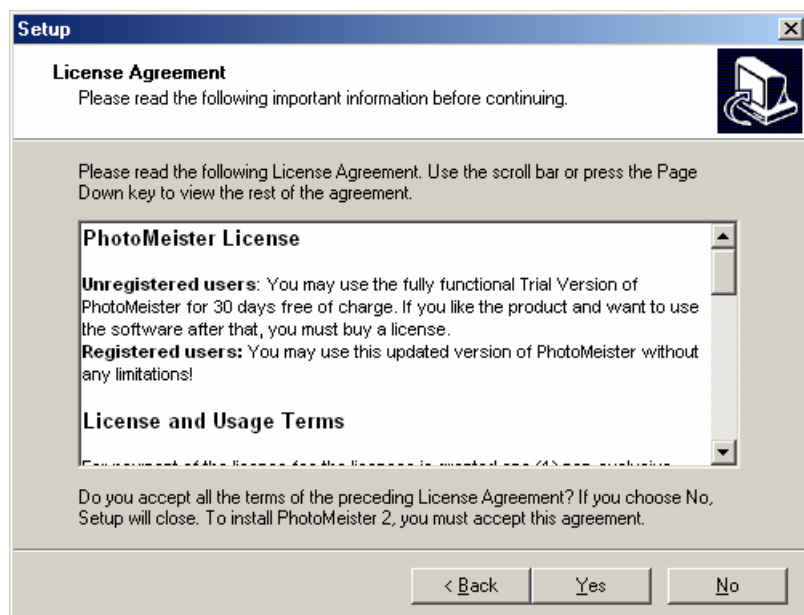
Setup

PhotoMeister setup is simple and easy. Featuring a standard Microsoft™ Windows® setup interface, you only need to complete a few steps. You can cancel the setup at any time by clicking the “cancel” button.

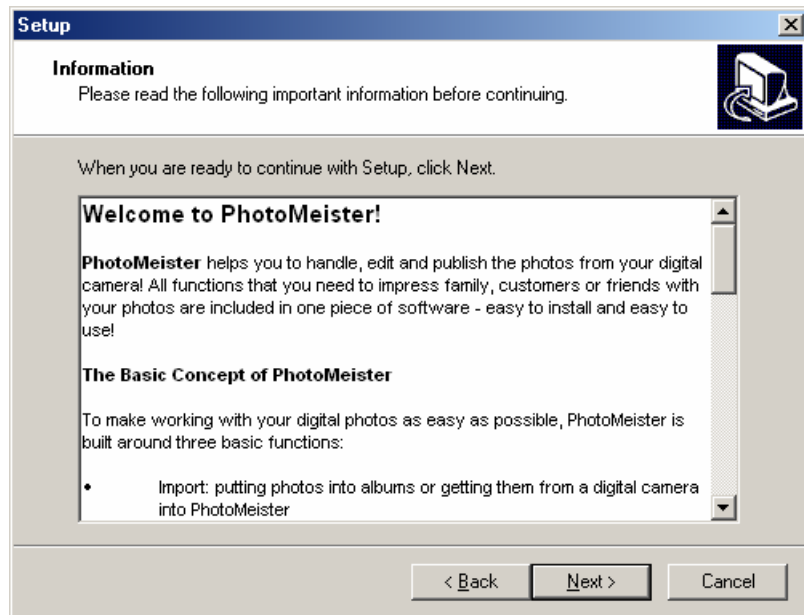
Double click on the **PhotoMeister Setup.exe** (or similar filename) file either on the CD-ROM or from the downloaded .ZIP file. This will launch the PhotoMeister Setup Wizard.



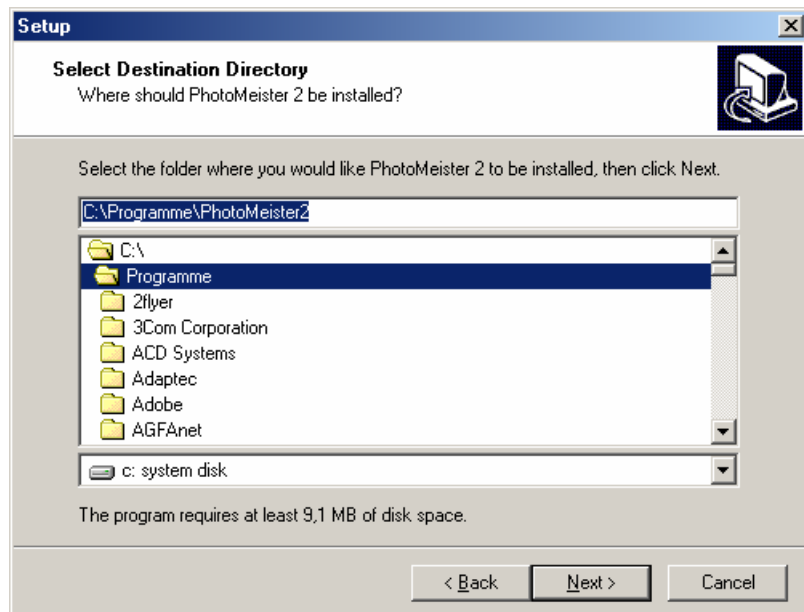
Click “next” on the Welcome screen



Read the PhotoMeister license and click “Yes” to agree with this license.

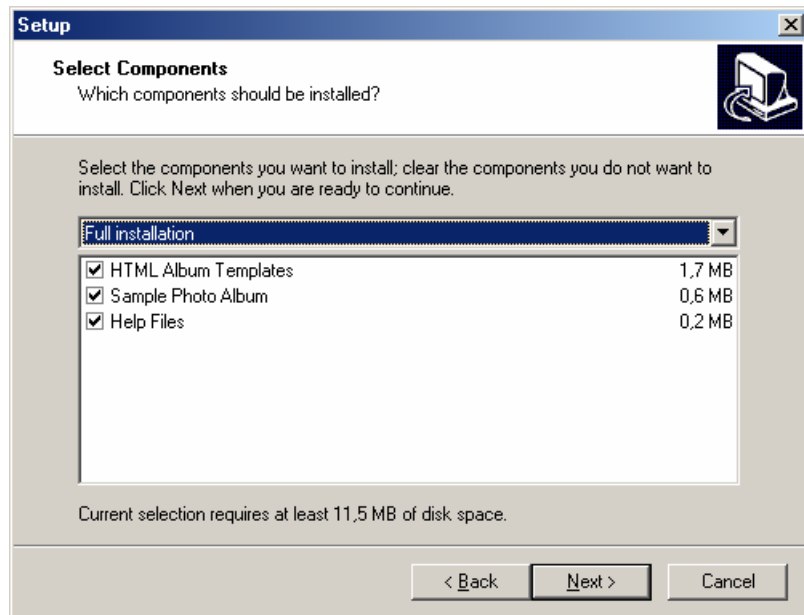


Read the important information and click “next” when finished.



Choose a folder to put PhotoMeister in. The setup program will suggest a default location (c:\Program Files\PhotoMeister). If you do not want to use the default location, you can browse for a specific directory in the provided window (putting PhotoMeister into a location other than the default will not affect the operation of the program).

Unless your PhotoMeister directory already exists (either the suggested, default directory or one of your choice), the setup program will ask you if it can create that directory. Click “yes.” If you want to change the location of the program, click “no.” This will keep you on the directory screen to choose another location.

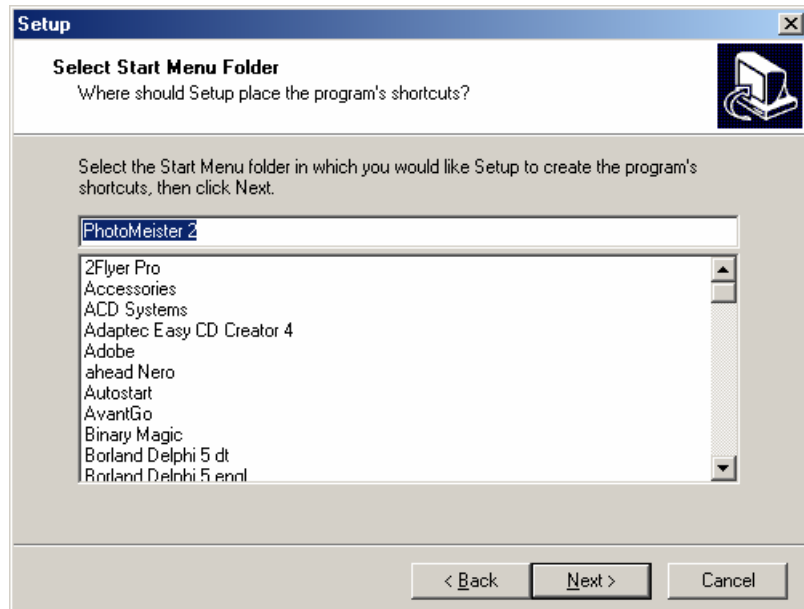


Once you have decided upon a location and agreed to have PhotoMeister create that new directory, you can choose which options to install with the program. Depending upon the version you purchased or downloaded, your options may include

- Standard HTML Album templates
- Sample Photo Album
- PhotoMeister Help Files

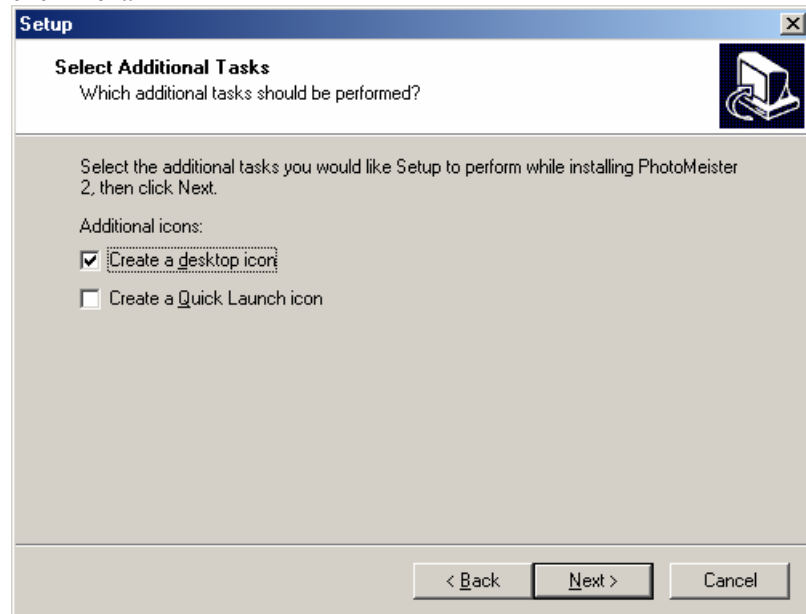
Each of these options increases the hard disk space required for PhotoMeister. If you do not want a specific option installed, simply uncheck its check-box.

Once you have decided upon the options, click the “next” button to continue.



The next step is to decide upon the name of the PhotoMeister “Program Group Name” that you will see in your Microsoft™ Windows® Start Menu. PhotoMeister suggests a default, but you can change that to whatever name you would like (changing the name of the PhotoMeister Program Group will not affect the program operation in any way). After you have decided upon a name,

click “next.”



PhotoMeister also has additional tasks that you may elect to accomplish. You can select these tasks by clicking on the appropriate check-box. These include

- Create a desktop icon - put a shortcut for PhotoMeister on your desktop for easy access
- Create a Quick Launch icon - depending upon your version of Microsoft™ Windows®, you can have an icon created in the quick-launch area of your toolbar (for Windows 95/98/98SE/ME/2000/NT/XP the quick-launch toolbar is next to the Start Button).

Click on the “next” button to continue. PhotoMeister will now install the program files, options, and accomplish the additional tasks. If there were no problems during installation (if you encounter problems during installation, please visit the Trouble Shooting section of this manual), you will see the Finish screen. From here, you can have PhotoMeister launch right away. If you don’t want the program to launch, un-check the “Launch PhotoMeister” checkbox. Click the “Finish” button when done.

Uninstalling

You can uninstall PhotoMeister in one of two ways.

PhotoMeister “uninstall” program

- This program is located in your PhotoMeister Program Group. You can access it by clicking on the Start button, accessing your Programs, and selecting the PhotoMeister Program Group (this Program Group name may be different if you chose another name during setup). In this Program Group is an icon called “Uninstall PhotoMeister.” Select this icon to run the uninstall program.
- You will be asked if you want to “completely remove PhotoMeister and all of its components.” Click “yes” to continue with the un-installation or “no” to cancel.
- If you click “yes,” all of the files will be removed. If removal was successful, a “success” message will appear (if you encounter problems during un-installation, please visit the Trouble Shooting

section of this manual). Click okay to close this message.
PhotoMeister is no longer installed on your computer.

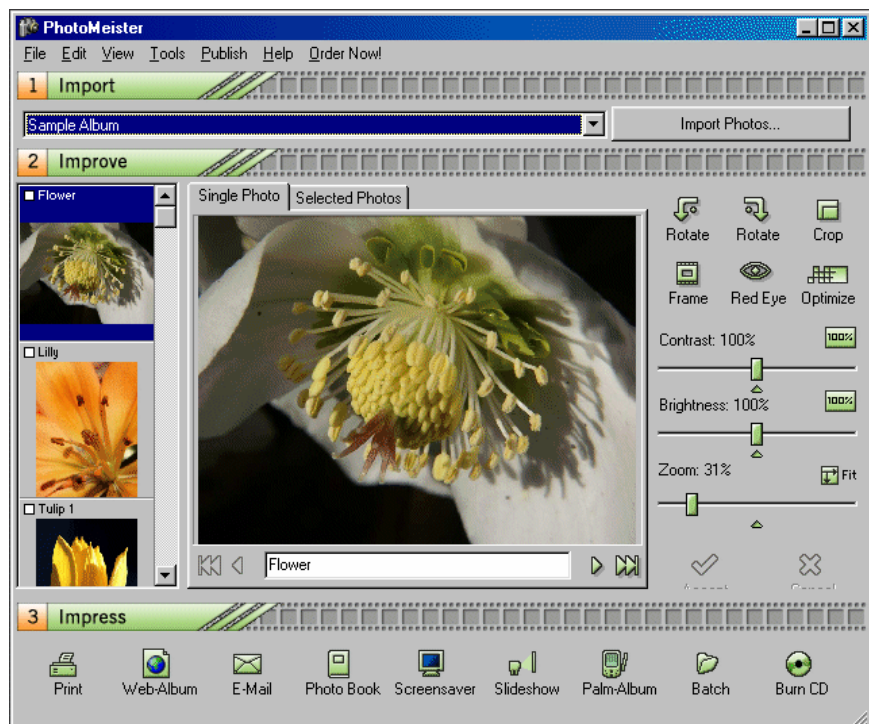
The Microsoft™ Windows® Control Panel

- Select the “Add or Remove Programs” icon. This will launch the PhotoMeister uninstall program. Follow the process as described above when selecting the PhotoMeister “uninstall” icon from the PhotoMeister Program Group.

Using PhotoMeister

Introduction

The three main functions of PhotoMeister - Import, Improve, and Impress - can all be accessed from the main window as shown below.



As you can see, each step is labeled within the window providing you easy and intuitive access.

To Manage your Collection

Managing your Photo Collection can be accomplished through one of two ways:

- The main-window “Import” area. From the drop-down menu, you can select a photo album to work on. By clicking on the “Import Photos...” button, you can put photos into an album from a camera, from another album, or from a TWAIN-compliant device (i.e. a scanner).
- The File Menu.

The File Menu offers you a number of different collection-management options including

- Getting Photos from Camera or Card
- Creating a new Album
- Moving one or more photos
- Deleting one or more photos
- Dumping one or more photos
- Changing the order of the photos

PhotoMeister has provided intuitive, easy-to-use ways for you to browse photos in an album. You can either click on the photos that appear in the left-hand window of the “Improve” area, use the “Forward” and “Backward” buttons located on either side of the currently selected picture’s name, or use the left and right arrow keys to advance one picture forwards or backwards. You can also go to the beginning or the end of a photo album by click on the “Beginning” or “Ending” button located next to their respective “Forward” or “Backward” button.

How to accomplish these specific activities will be covered in section "Step 1".

To Improve Your Photos

Improving your photos can be accomplished through one of four ways:

The main-window “Improve” area.

After selecting one ore more photos from the photo album by clicking on it in the left-hand window (you can also “improve” more than one photo at once by using the “CTRL” button to highlight multiple photos or by clicking on the small checkbox next to the photo name. You can then apply improvements to them all although not all improvements are available when working with multiple photos. See Chapter 6 for more information), you can perform a number of activities by clicking on the appropriate button such as

- Rotate left
- Rotate right
- Crop
- Frame
- Red-eye
- Optimize

Sliders

You can also use one of the sliders to adjust

- Contrast
- Brightness
- Zoom

Tools Menu

The Tools Menu offers you the same tools as the “Improve” area but also includes

- A “sharpen” and “sharpen fine” filter

- A “blur” filter
- A “remove noise” and “remove more noise” filter
- A “find edges” command
- Emboss
- Rotation and Mirroring
- Hue, Saturation, and Lightness
- Histogram
- RGB
- Convert to black&white photo

External Editor

After setting your external editor in the Tools > Options menu, you can launch your external editor by clicking on the “Editor” button in the “Improve” area of the main window or the **Open in external editor** option from the Tools Menu.

Each Improve function will be covered in section "Step 2".

To Export Albums via the Printer, Electronically, etc.

Creating photo albums can be accomplished in one of two ways:

The main-window “Impress” area

After selecting one or more photos from the photo album (by clicking on it in the left-hand window), you can select the method of delivery from one of the buttons

- Print
- Web-Album
- Email
- Photo-Book
- Screensaver
- Slideshow
- Batch
- Burn CD-ROM
- Order Prints Online

The Publish Menu

The Publish Menu contains the same methods as the icons in the “Impress” area of the main-window.

Each Impress function will be covered in the section "Step 3".

Important Features

PhotoMeister contains a few “very important features” that will make your experience with the software as efficient and enjoyable as possible. Please read the following sections to get the most out of PhotoMeister!

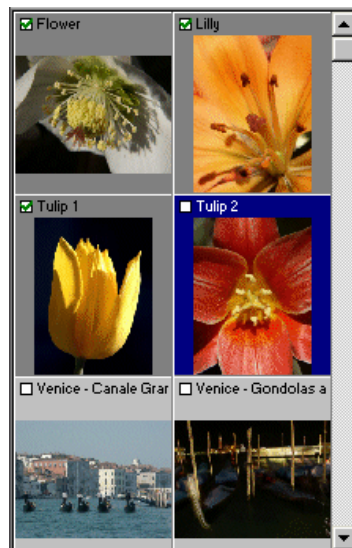
Multiple vs. Individual Photos

PhotoMeister provides you the ability to work with single or multiple photos. You can select multiple photos for work with by

- clicking on the checkbox next to the photo name
- selecting a group of photos while holding the left button (click on the photo at the top or bottom of the group you want to select. Holding the primary mouse button down, drag the mouse cursor either down or up respectively. Each picture the cursor touches will be highlighted)
- press the space bar to select the current photo

Once multiple photos are selected, you can switch back and forth between “single photo” and “multiple photo” mode using the tabs at the top of the window in the “Improve” area.

The selected photos are shown with a small green mark in the box above the photo and are shown on a darker background.



Select All Photos, Deselect All Photos, Invert Selection

Using these three menu items in the Edit menu you can select all photos, no photos, or simply invert the selection.

Accepting and Cancelling Changes

Quick Tip: You can press F2 to accept changes and CTRL-Z to undo them.

Although PhotoMeister allows you to make a number of changes to your photos, nothing is saved unless you commit those changes by clicking on the “Accept” button in the “Improve” area of the main-window or choosing **Accept** from the Edit Menu.

If you have been working on a photo but don’t want the changes to apply, you can either click on the “Cancel” button in the “Improve” area of the main-window or choose Cancel Changes from the Edit Menu (if you have photos that have been changed and you close PhotoMeister, you will be asked to save those pictures. If you do not want to commit the changes you have made, click on the “no” button).

Please Note: When you commit changes PhotoMeister will create a backup copy of the original photo file – just in case you should need that later!

Using Your Mouse

When working with your photos in the “Improve” area, PhotoMeister has zoomed your photo to fit the screen. If you have a mouse with a Scroll-Wheel, the Scroll-Wheel will zoom the currently selected picture in and out as long as the mouse cursor (the cross-hair) is over the picture. Once the picture becomes too large for the editing window, your secondary mouse button can be used to pan around the image - simply hold the secondary mouse button while the cursor is on the picture and “drag” the picture left to right or up and down.

Configuration

There are several configuration settings you can adjust to personalize PhotoMeister.

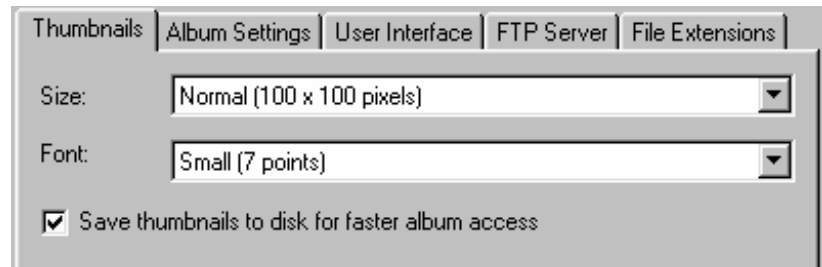
To set the PhotoMeister User Options

Choose the **Options** option from the Tools menu. This will bring up the Options Window from which you can configure

- Thumbnails
- Album settings
- User Interface
- FTP Server
- File Extensions

Thumbnails

Here you can configure the way PhotoMeister creates and stores thumbnails.



PhotoMeister has three thumbnail settings

Size - to set the size of the thumbnails displayed in the left-hand pane of the Improve area window, use the drop-down to set the size

- Tiny (30 x 30)
- Small (50 x 50)
- Normal (100 x 100)
- Large (150 x 150)
- X-Large (200 x 200)

Font - to set the Font used for the thumbnail titles, use the drop-down to set the size

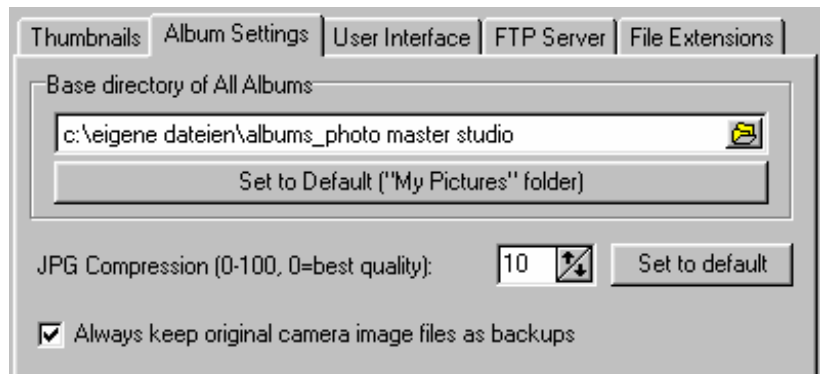
- Tiny (6 pt)
- Small (7 pt)
- Normal (8 pt)

- Large (10 pt)
- X-Large (12 pt)
- XX-Large (14pt)

Saving - to save the thumbnails to disk

- Check the “Save thumbnails to disc for faster album access” checkbox (this means that PhotoMeister will not have to generate thumbnails for each album that you work with. For an especially large album on a slower computer, this could take several minutes).

Album Settings



Base Directory - to set the base directory of albums, click on the folder icon in the “Base Directory of Albums” text box. This will bring up the Microsoft™ Windows® Explorer® window for you to locate your desired folder.

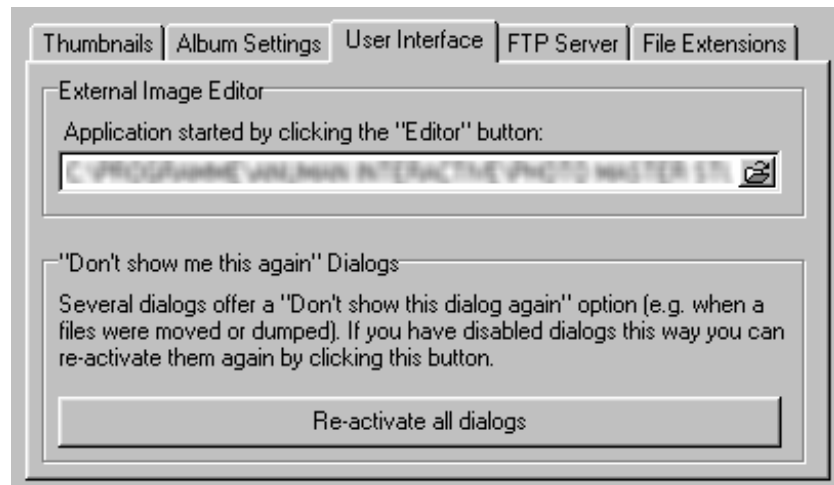
- If you want to restore your album to the default location, simply click on the button “Set to Default (“My Pictures” folder)”

JPEG Compression - to set the JPEG Compression, use the “up arrow” and “down arrow” to make PhotoMeister use less or more compression respectively (less compression means your photos will be of higher visual quality but will take up far greater space). You should keep this value as small as possible!

Image Backup - to have PhotoMeister keep a backup of your photos. The first time you change a photo file that was downloaded from your camera (e.g. by cropping it) PhotoMeister stores a copy of the original file in a backup subdirectory of your album folder. You can always revert to this original file using the file menu!

- check the “Always keep original camera image files as backup” checkbox to enable this feature.

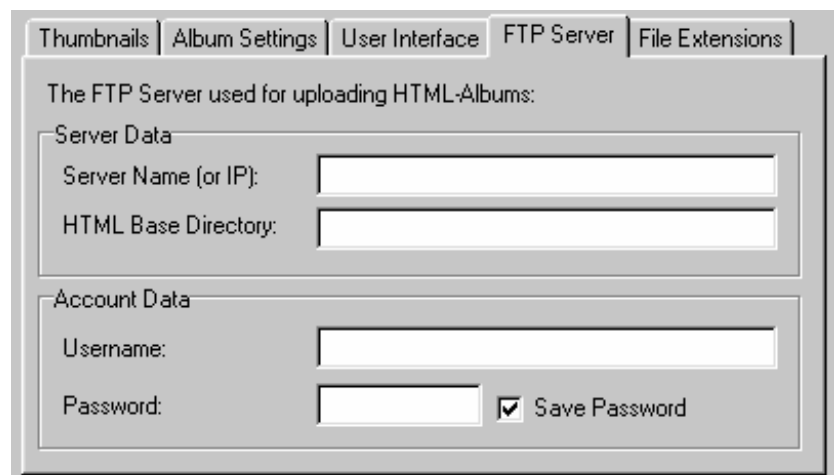
Configuration "User Interface"



External Editor - to set the external editor, click on the folder icon in the "Application started by clicking on the "Editor" button" text box. This will bring up the Microsoft™ Windows® Explorer® window for you to locate the desired program.

"Don't Show Me This Again" Dialogs - to restore the "Don't show me this again" dialogs, click on the "Re-activate all Dialogs" button.

FTP settings



To utilize the FTP upload features in PhotoMeister, you need to set the following parameters

- Server Name (or IP address): the name of your ftp server (usually "www.yourserver.com") or physical IP address (consult with your ISP for this information).
- HTML Base Directory: the directory into which you want to load your photos for access through the web browser (if this directory doesn't exist, PhotoMeister will return an error message).
- User name and Password: the username and password provided to you by your ISP to access your FTP folders

Note: You can also set these parameters later in the web album wizard!

File Extension Settings



Check the boxes for the file types that you would like to be associated with PhotoMeister (i.e., when you double-click on one of these file types in Microsoft™ Windows®, it will launch PhotoMeister to show the image)

- JPEG
- BMP
- TIFF
- PNG
- PCX

Updates

From time to time, PhotoMeister will prompt you to automatically check for updates for the software at PhotoMeister.com (this requires an Internet connection). If you did not opt for automatic updates, but want to check periodically, you can do so by

- Selecting the **Check for Available Updates...** option from the Help Menu.
- This will launch the “Check for Updates Window”
- Click on the “OK” button to initiate the check.

Step 1: Your Photo Collection

Importing Photos into PhotoMeister Albums

Importing photos into a PhotoMeister album is easy using a number of built-in wizards and helpful tools.

Where to Import

You can import photos into an existing album or into a new album.

How to Import

You import photos either by clicking the “Import Photos...” button in the “Import” area of the main window or by choosing the “Import Photos” option from the File Menu. Both of these options launch the Import Wizard.



The Import Wizard is a simple step-by-step process to help you put photos into PhotoMeister Albums. The Wizard works accordingly

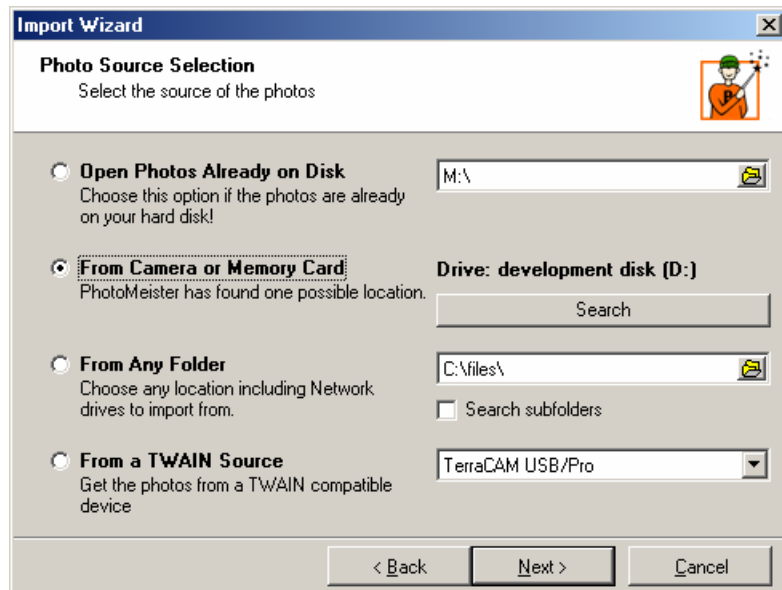
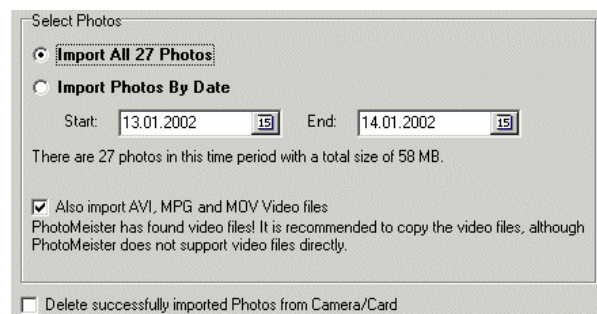


Photo Source Selection. The first step is to select your photos from one of four locations. Simply click the “radio” button

- **Open Photos Already Stored on Disc** - this allows you to use photos you already have in another directory on your computer as an album (the actual photo files aren’t moved). To use this option, select the folder icon to browse your hard drive for the folder where the photos are stored. Remember that if you change the photos the original files will be changed. This feature does not actually import the photos, it uses the files already on your disk!
- **Import from Camera or Memory Card** - this allows you to read photos from a memory card or camera (if it registers with windows as a storage drive). PhotoMeister has already automatically searched your computer for possible files and if it has found suitable files then possible location(s) are shown in the editbox. If you change the memory card at this moment click “search” to refresh the list (PhotoMeister will also check the root of your a:/b: drives. This is especially important if you have a Sony camera and use the floppy-disc MemoryStick™ adapter).
- If you select this option, a secondary window will appear after you click the “next” button. This window, the “Photo Selection” window allows you to select which photos to import by date range. You also have the option to copy the movie files from your camera and to delete the photos from your camera’s memory after they have been transferred to your PC



- Once you have selected a date range, clicking the “next” button will bring up the Album Name.

Please select an album to import the new photos into!
Select an existing album or enter a new name to create a new album

Create A New Album

Import Into Existing Album

Filenames:

You can either create a new album into which to import the photos (click the upper radio button) or you can import them into an existing album (click the lower radio button). You also have the option of renaming the photos according to several default PhotoMeister naming conventions that include

1. Album name + number (e.g., myalbum_001.jpg)
 2. Album name + date + time (e.g., myalbum_2002_04_07 17-12-34.jpg)
 3. Date + time (e.g., 2002_04_07 17-12-34.jpg)
- **Import From Any Folder** - this imports photos you may have in another directory. To use this option, select the folder icon to browse your hard drive for the folder where the photos you want to import are stored.
 - If you select this option, a secondary window will appear after you click the “next” button. This window, the “Photo Selection” window, allows you to select which photos to import by date range (see screenshots above).
 - Once you have selected a date range, clicking the “next” button will bring up the Album Name. You can either create a new album into which to import the photos or you can import them into an existing album. You also have the option of renaming the photos according to several default PhotoMeister naming conventions that include
 1. Album name + number (e.g., myalbum_001.jpg)
 2. Album name + date + time (e.g., myalbum_2002_04_07 17-12-34.jpg)
 3. Date + time (e.g., 2002_04_07 17-12-34.jpg)
 - **Import From a TWAIN Source** - this imports photos from a TWAIN-compliant source like a scanner (if your camera is plugged in but the Import Wizard displays the message, “Not Found!” next to the “Import from Camera or Memory Card” option, see the Trouble Shooting section of this manual).

Completing the Import Wizard. Depending upon your selection in the previous window, PhotoMeister will now import the photos into the photo album.

Managing Your Collection

Quick Tip: To open an Album, select it from the drop-down box in the Import area of the main-window.

After you've imported your photos, you need to move them around, rename them, and categorize them so that they are easily identified and found.

Managing Albums

The way PhotoMeister helps you manage your collection and categorize your photos is through Albums. You can open an album using the dropdown list at the top of PhotoMeister's window or by using the menu item "File|Select Album"

Creating Albums

Quick Tip: Press CTRL+N to launch the New Album Box.

To create a new photo album

- Select the "Create New Album..." option from the File Menu. This will bring up the **New Album** dialog box.
- Enter a name for the new album.
- Click on the "Ok" button.

PhotoMeister will create the album and automatically open it. You can also create a new album during the import of photos from your camera (see section "How to Import" above).

Renaming Albums

- To rename an existing photo album
- Select the album you want to rename from the drop-down box in the "Import" area of the main-window.
- Choose the **Rename Album** option from the Album Operations menu of the File menu. This will bring up the "Rename Album" dialog box.
- Click the "Ok" button to rename the album.

Deleting Albums

Deleting albums refers to the process of moving the album into the Microsoft™ Windows® Recycle Bin (albums deleted from within PhotoMeister may only be recovered using the features of the Recycle Bin. For more information on how to restore files that are in the Recycle Bin, see the Microsoft™ Windows® help documentation).

- **Use this feature with extreme caution: All photos, backup files, and all PhotoMeister generated files (e.g. screensaver, photo book) for the current album will be deleted!!! In case your recycle bin is not big enough, the files will be deleted completely and cannot be recovered!**
- To delete an existing photo album
- Select the album you want to delete from the drop-down box in the "Import" area of the main-window.
- Choose the Delete Album option from the Album Operations menu of the File menu. This will bring up the "Delete Album" dialog box.
- Make sure you do not need these files anymore and click the "Ok" button to delete the album.

Opening Albums in Microsoft™ Windows® Explorer®

Quick Tip: Press CTRL+F to open the current album in Microsoft™ Windows® Explorer®

An “Album” is simply a directory of standard JPEG (.JPG) files on your computer’s hard drive (usually in the “My Files\My Pictures” directory) that you can access with any other software, too.

For example to open an album in Microsoft™ Windows® Explorer®

- Select the album you want to open from the drop-down box in the “Import” area of the main-window.
- Choose the **Open Album Folder in Explorer** option from the Album Operations menu of the File menu.
- A Microsoft™ Windows® Explorer® window will open showing you the photos (how these photos are displayed in this window depends upon how you’ve configured the default view of folders in Microsoft™ Windows® Explorer®. Consult the Microsoft™ Windows® help manual for more information on how to set folder-display properties).

Managing Photos

In helping you manage your photo collection, PhotoMeister allows you to move, delete, dump, and copy photos within PhotoMeister photo albums.

Using the clipboard

To copy the current photo into the clipboard select **Copy** from the Edit menu. Then you can paste the photo into any other Windows application that supports the clipboard. (Please note that it may be a better idea to open the file of the photo directly within the other application to create less memory load!)

To paste an image stored on the clipboard by another application into the current album select **Paste** from the Edit menu. PhotoMeister will ask you for a name for the new photo and then stores the photo into the album's folder.

Moving and Copying Photos

Moving and Copying Photos are accomplished in exactly the same manner

- Select a photo
- Choose the appropriate option from the File Menu
 - Move Single Photo to Album (or Move Selected Photos to Album if working with multiple photos)
 - Copy Single Photo to Album (or Copy Selected Photos to Album if working with multiple photos)
- Selecting an option will bring up the appropriate window.
- From the list of albums, choose an album to which to copy or move the selected photo(s) or create a new album by clicking "New Album"
- Click next to complete the transfer
- An informational message will appear informing you the transfer was successful.

Dumping Photos and Restoring Dumped Photos

Quick Tip: Press CTRL+Y to dump the currently selected photo.

Dumping photos from albums refers to the process of moving the photo into a “temporary” folder (a subfolder of your album folder). The photos are not deleted but removed from the album. Dump photos you want to keep but not show in albums.

To dump (a) photo(s) from an album

- Select the photo(s) to dump
- Choose the **Dump Single Photo** (or **Dump Selected Photos** if working with multiple photos) from the File Menu or click on the “Dump Photo(s)” button in the “Improve” area. This will open the Dump Photos Window.
- Click “Ok” to dump the photo(s)

To restore dumped photo(s)

- Choose the **Restore Dumped Photos** from the Album Operations menu of the File Menu. This will open the “Restore Dumped Photos” Window.
- Select the photos to restore and click "ok" or click on “Restore All.”

Deleting Photos

Deleting photos from albums refers to the process of moving the photo into the Microsoft™ Windows® Recycle Bin (photos deleted from within PhotoMeister may only be recovered using the features of the Recycle Bin. For more information on how to restore files that are in the Recycle Bin, see the Microsoft™ Windows® help documentation).

To delete (a) photo(s) from an album

- Select the photo(s) to delete
- Choose the **Delete Single Photo** (or **Delete Selected Photos** if working with multiple photos) from the File Menu. This will open the “Delete Photos” Window.
- Make sure you do not need this file anymore and click “Ok” to delete the photo

Duplicating Photos

To duplicate a photo (or photos)

- Select the photo(s) to duplicate
- Choose the **Duplicate Single Photo** (or **Duplicate Selected Photos** if working with multiple photos) from the File Menu. This will open the “Duplicate Photos” Window.
- Click “Ok” to duplicate the photo(s)

The duplicated photos will have the same name as the original but with an additional ordinal attached (e.g., picture(1), picture(2), picture(3)) depending on how many times it has been duplicated.

Backing up Photos and Restoring Photos from Backup

PhotoMeister creates a backup of the original photo files before modifying them (stored in the album sub folder “PhotoMeister Backup Files (Original Photo

Files”)). This ensures that you always have a copy of the original file from your camera.

To restore a backup photo

- Choose the **Restore Photos from Backup** option in the Album Operations menu of the File Menu. This will bring up the “Restore Photos From Backup” window.

Changing Photo Order

- By default the photos in an album are sorted alphabetically by name. To change the order
- Choose **Photo Order** from the File Menu and select Alphabetically, File Date, or Manual.
- If you select "Manual" a new window appears where you can rearrange the photo order using your mouse.
- Click on a photo and keep the mouse button pressed. Move the mouse where you want the photo to appear. Notice the red bar that marks the place where the photo will be placed! Release the mouse button to finish the rearrangement.
- To move several photos at once press the CTRL-key while you click once on each of the photos. Then click and hold one of the photos and move it to a new position, then all photos will be moved there.
- Note: You can switch back and forth to Alphabetical/File Date order without losing the order you have set manually!

Finding Photos by Name or Comment

- Using the command Find Photos you can search in all photos in all albums for photos with specific words in the photo name or comments. To find a photo
- Choose **Find Photos** from the File menu
- In the upcoming window enter the word or phrase to look for in the field "Search For" and click "Start".
- You can stop the search at any time by clicking "Stop".
- As soon as a photo that meets your criteria is found it will be shown in the lower part of the window. Even when the search is still in progress you can select one of the photos by clicking on it. Then click on "Open selected photo" to open the album with this photo in it.

Renaming all Photos of an Album

- Sometimes you may want to rename all photos of an album using a consistent naming convention. To rename all photos
- Choose the **Rename Photos** option in the Album Operations menu of the File Menu. This will bring up the “Rename Photos” window.
- Select the naming convention to use and click on OK to start it.

Album Information and Cleanup

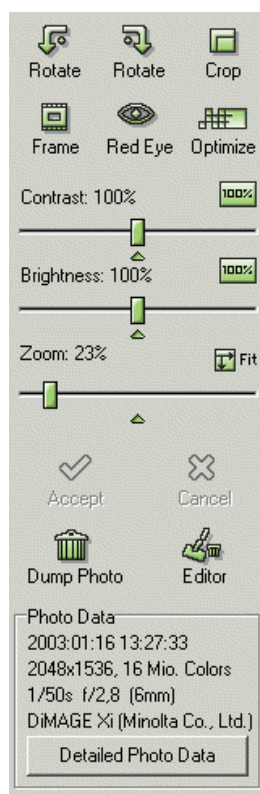
PhotoMeister helps you keep your photo collection tidy. You can get a list of all albums with the number of photos, the occupied disk space, and associated other files. To get the list

- Choose the **Album Information and Cleanup** option in the Album Operations menu of the File Menu. This will bring up a list all albums.
- For each album and each of its subdirectories you are shown the number of files and the occupied disk space.
- Click on "Show Files" to get a list of the individual files.
- Click on "Open Folder" to work with a folder in Windows Explorer.
- To clean up unnecessary files (e.g. to save disk space) you can select each row of the list by clicking in the box on the left. A small check mark will show up.
- By clicking on "Multiple Selections" you can automatically select, e.g. all backup folders, at once.
- At the bottom of the window you can always see how many files are currently selected.
- By clicking **Delete** you can remove the selected files from your hard disk. USE THIS FEATURE WITH CAUTION!!!!

Step 2: Working with Your Photos

Introduction

PhotoMeister offers you two ways to work with your photos - use the built-in editing functions or use an external editor.



The Basics

Basic photo editing in PhotoMeister covers

- Rotating
- Cropping
- Adding Frames

- Removing “red-eye”
- Optimizing

Rotating

Quick Tip: Press CTRL+L to rotate the photo(s) to the left or CTRL+R to rotate the photo(s) to the right

PhotoMeister allows you to rotate photos in 90-degree increments clockwise or counter-clockwise. To rotate a photo

- Select the photo(s) to rotate (to rotate multiple photos, click on the “Selected Photos” tab on the main window)
- You can rotate the photo(s) in one of two ways
 - Click on either the left or right button in the “Improve” area in the main-window.
 - Chose **Rotate Left** or **Rotate Right** from the Tools Menu

Cropping

Quick Tip: Press CTRL+P to quickly crop the picture.

With PhotoMeister, you can crop photos to a certain size, remove fuzzy or blurry borders, or even focus in on a specific part of the picture.

To crop photos

- Select the photo to crop (you cannot crop multiple photos)
- Using the crosshair (the crosshair is the default cursor when you put your mouse onto a picture in the main editing window), click on an area of the photo and drag the box to highlight the part of the picture you want to keep (any image left outside of the box will be removed).
 - Notice the short helptext at the top left of the photo! You can press Shift, CTRL, or ALT to keep the selection bound to a 3:4 (most analog cameras) or a 2:3 (most digital cameras) aspect ratio. This way you can ensure that all photos in your collection will look the same!
 - Once the box is there, you can use the handles to resize it to your exact needs or move it by clicking in the middle and dragging it to another part of the picture. If you want to redraw the box, simply click on a part of the photo outside the box to make it disappear.
- Once you are satisfied with the area you want to keep, you can crop the picture in one of two ways
 - Choose the **Crop** option from the Tools Menu
 - Click on the Crop button in the “Improve” area of the main-window.

Adding Frames

Quick Tip: Press CTRL+F to quickly open the “Frame a Photo” window.

Sometimes, photos by themselves can be boring. To help you provide a little more “pizzazz” to your photos, you can use PhotoMeister to add colorful frames.

To add a frame

- Either click on the “Frame” button in the “Improve” area, or choose **Add Frame...** from the Tools Menu. This will bring up the “Frame a Photo” window.

For the picture you are framing, you can adjust two settings (see below).

Once you have made all of your changes to your frame, click on the “Save As” button to save your new picture (PhotoMeister suggests a default name which is the current photo name followed by “(framed)”) or the “Close” button to discard your changes.

Frame Borders

Frame-Borders - you can choose to have one to three frames simultaneously called “1st border,” “2nd border,” and “3rd border” (by default, all three are checked; if you do not want a specific frame, uncheck its box). For each border, you can set the size (thickness) and the color.

- To set the size, simply move the appropriate slider to the left (for a thinner frame) and to the right (for a fatter frame).
- To set the color, click on the Color Pallete drop-down at the end of each slider. This will open the Color Pallete to allow you to select a color. If none of the default colors appeal to you, click on the “Other” button to bring up the Microsoft™ Windows® Color Picker Window.

To pick a custom color in the Microsoft™ Windows® Color Picker Window, you can

- Click in the large, colorful window. Each click will set the color in the “Color|Solid” box to a new shade.
- Drag your mouse around the large, colorful window until you see something you like in the “Color|Solid” box.
- Type in the Red, Green, and Blue numbers that correspond to a specific color
- Once you have decided upon a color in the “Color|Solid” box, you can further modify it by changing the Hue, Sat (Saturation), and Lum (Luminance). You can also change the Luminance by using the slider next to the large, colorful window (you will also see the corresponding Luminance number go up or down).
- Once you have finalized on a color, click on the “Add to Custom Colors.”
- If you want to use your custom color for your frame, click on the color underneath the “Custom Colors” header.

Click “Ok.”

Titles and Texts

You can choose to have a “Title” and “Subtitle” text. For both, you can set the specific words, the size, the color, the font, and the decoration (by default, the “Title” is checked; to remove it, uncheck it’s box; to add the “Subtitle,” check its box).

To set the specific words, click in the “Title” or “Subtitle” text box and type whatever you want it to say.

To set the size, move the slider for either the “Title” or the “Subtitle” to the left (smaller text size) or the right (larger text size). Generally, the Subtitle is smaller than the Title.

- To set the color, click on the Color Pallete drop-down at the end of each slider. This will open the Color Pallete to allow you to select a color. If none of the default colors appeal to you, click on the “Other” button to bring up the Microsoft™ Windows® Color Picker Window.
- To pick a custom color in the Microsoft™ Windows® Color Picker Window, you can
 - Click in the large, colorful window. Each click will set the color in the “Color|Solid” box to a new shade.
 - Drag your mouse around the large, colorful window until you see something you like in the “Color|Solid” box.
 - Type in the Red, Green, and Blue numbers that correspond to a specific color
- Once you have decided upon a color in the “Color|Solid” box, you can further modify it by changing the Hue, Sat (Saturation), and Lum (Luminance). You can also change the Luminance by using the slider next to the large, colorful window (you will also see the corresponding Luminance number go up or down).
- Once you have finalized on a color, click on the “Add to Custom Colors.”
- If you want to use your custom color for your text, click on the color underneath the “Custom Colors” header.
- Click “Ok.”

To set the Font, click on the drop-down box at the end of either the “Title” or “Subtitle” text box. This will bring up a list of fonts available on your system. Browse for the font you want and select it.

To set the decoration, check either or both of the “Bold” and “Italic” checkboxes for the respective text.

Removing “red eye”

Quick Tip: Press CTRL+E to quickly open the “Remove Red Eye” Window.

Anyone who has taken pictures of people has experienced the woes of “red-eye” - when the eyes of people looking into your camera are colored a bright red caused by the flash of the camera. PhotoMeister makes it easy to rid your photos of “red-eye.”

To remove “red-eye”

- Using the crosshair, click on an area of the photo and drag the box to highlight the picture where red-eye exists (this can include both eyes).
- Once the box is there, you can use the handles to resize it to your exact needs or move it by clicking in the middle and dragging it to another part of the picture. If you want to redraw the box, simply click on a part of the photo outside the box to make it disappear.
- Once you are satisfied with the area you want to keep, you can remove the red-eye in one of three ways
 - Choose the **Remove red eye...** option from the Tools menu
 - Click on the “Red Eye” button in the “Improve” area of the main-window.
 - Press CTRL+E

- This will bring up the “Remove Red Eyes” window.
- Using the large cross-hair mouse cursor, click in the middle of the red eye. A small crosshair will now appear on the photo. If you want to change the area, simply click on another part of the photo.
- Click the “next” button when you are satisfied with the area
- You will now see a small circle on the photo (you can also elect not to see the circle as you are working on the photo. To do this, simply uncheck the “show circle” box) where the small crosshair used to be. You need to specify the size of the red-eye area. Use the “size” slider to make the circle bigger. If the circle is not exactly where you want it, you can use the mouse to move it to the appropriate area. Everything inside the circle will be affected by the change.
- If the red area is irregular you can use the “smart” feature. Increase the red circle until the whole red area is covered. Then move the smart slider to the right until only the red areas are changed.
- Click “ok” once you are satisfied with the changes or next to change another part of the picture (i.e., another eye).

Optimizing

Quick Tip: Press CTRL+O to quickly launch the Optimize adjustment.

For some, editing their digital photos by adjusting brightness, hue, and color is fun. For others, the idea of spending hours pouring over a single photo to make it “perfect” is like hearing nails on a chalkboard. PhotoMeister appeals to both types. For the former, there are a host of built-in filters discussed in the Advanced section of this chapter. For the rest, there is the Optimize Tool.

The Optimize Tool analyzes all aspects of your photo - luminance, saturation, RGB, hue, blurriness, and sharpness. After analyzing, the Optimize Tool then recalculates these aspects to make the photo “more appealing to the human eye” (for more information about this filter, visit Xe847 at www.xe847.com).

To optimize photos

- Select the photo(s) you want to optimize
 - If you want to optimize more than one photo, select multiple photos using one of the methods explained in Chapter 4 and click on the “Selected Photos” tab
- Click on the “Optimize” button in the “Improve” area of the main window, press CTRL+O, or choose the **Optimize...** option from the Tools menu. This will bring up the “Optimize Information” window explaining what is accomplished with the tool.
- Click on the “ok” button to accept

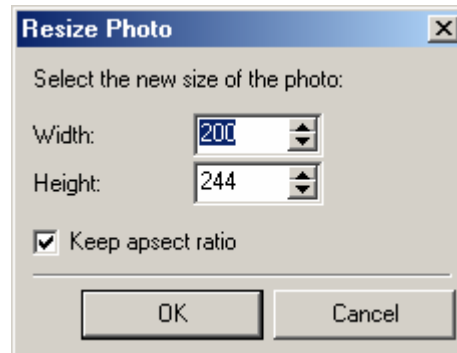
Convert to Black&White

Sometimes it can be a good idea to convert a photo into black&white. This can be for artistic reasons or it can be a way to make a photo with ugly colors still look wonderful!

Simply select **Convert to Black&White** from the Tools menu to accomplish this step. Often it is a good idea to increase the contrast afterwards!

Resize Photo

Use this function to change the images size of the current photo.



Simply enter the number of pixels for width and height and click OK to resize the photo. If you are happy with your changes click "Accept" in the main screen afterwards.

If you want to distort the image disable "keep aspect ratio" and you can enter width and height independently.

Advanced - Filter

PhotoMeister offers the advanced user a number of ways to further refine and perfect their digital photos. Many digital photographers and graphic designers use advanced filters like these to achieve an artistic (rather than realistic) rendering of a photo.

There are several filters available through PhotoMeister that include (for each of these advanced filters, you can continue to apply them (by repeating the same instruction) until you achieve your desired affect)

- Sharpen/Sharpen Fine
- Blur
- Noise Removal/More Noise Removal
- Emboss
- Find Edges

Sharpen and Sharpen Fine

Sharpening photos refers to bringing attention to lines within the photo by lightening nearby pixels. PhotoMeister offers two levels of sharpening

- Sharpen
- Sharpen Fine

To Sharpen photos

- Select the photo(s) you want to sharpen
 - If you want to sharpen more than one photo, select multiple photos using one of the methods explained in Chapter 4.
 - Click on the "Selected Photos" tab
- Choose the **Sharpen** (or **Sharpen Fine**) option from the **Filter** menu of the Tools Menu..

Blur

Blurring photos refers to softening the entire photo by diffusing light and saturation.

To Blur photos

- Select the photo(s) you want blur
- If you want to blur more than one photo, select multiple photos using one of the methods explained in Chapter 4.
- Click on the “Selected Photos” tab
- Choose the **Blur** option from the **Filter** menu of the Tools Menu.

Noise Removal and More Noise Removal

Removing Noise refers to smoothing a grainy image and removing small spots.

PhotoMeister offers two levels of noise removal

- Noise Removal
- More Noise Removal

To remove noise

- Select the photo(s) from which you want to remove noise
 - If you want to remove noise from more than one photo, select multiple photos using one of the methods explained in Chapter 4.
 - Click on the “Selected Photos” tab
- Choose the **Noise Removal** (or **More Noise Removal**) option from the Filter menu of the Tools Menu.

Emboss

Embossing photos refers to adding a small border to sharp edges.

To Emboss photos

- Select the photo(s) you want emboss
 - If you want to emboss more than one photo, select multiple photos using one of the methods explained in Chapter 4.
 - Click on the “Selected Photos” tab
- Choose the **Emboss** option from the Filter menu of the Tools Menu.

Find Edges

Finding edges in photos refers to converting the photo to black and white. All of the lines will be white and the remaining photo will be pure black.

To find edges

- Select the photo(s) you want to Find Edges
 - If you want to find edges in more than one photo, select multiple photos using one of the methods explained in Chapter 4.
 - Click on the “Selected Photos” tab

- Choose the **Find Edges** option from the Filter menu of the Tools Menu.

Advanced - Adjust

In addition to the Advanced Filters, PhotoMeister also provides you several ways to adjust photo settings including (for each of these adjustment methods, you can continue to apply them by repeating the same instruction until you achieve your desired affect)

- Rotation and Mirroring
- Hue/Saturation/Lightness
- Histogram
- RGB

Adjustments can only be carried out on single photos.

Rotation and Mirroring

Rotating and Mirroring photos refers to turning them clockwise or counter-clockwise a specific number of degrees and flipping the image either horizontally or vertically.

To Rotate photos

- Select the photo you want to rotate
- Choose the **Rotation and Mirroring...** option from the **Adjust** menu of the Tools Menu. This will open the Preview Window.
- Use the slider bar to rotate the image
 - Moving the slider bar to the left will cause the picture to turn clockwise.
 - Moving the slide bar to the right will cause the picture to turn counter clockwise.
- Type in a number in the “Rotate:” box.
 - Choose a number between -180 and 180. The slider will automatically move to the appropriate position
 - Press the “Enter” key (by entering the number in the text box rather than using the slider, you won’t be able to preview the rotation).

To Mirror photos

- Select the photo you want to mirror
- Choose the **Rotation and Mirroring...** option from the **Adjust** menu of the Tools Menu. This will open the Preview Window.
- Click on the “Horizontal” or “Vertical” button
 - The horizontal button will flip the photo along the vertical axis (i.e., it would be as if you had a transparent photo and were looking at it from the other side)
 - This button will stay depressed after applying the adjustment. To undo the adjustment, simply click the button again.
 - The vertical button will flip the photo along the horizontal axis (i.e., it would be as if you turned the picture upside down)

- This button will stay depressed after applying the adjustment. To undo the adjustment, simply click the button again.
- Press the “OK” button when satisfied

Hue/Saturation/Lightness

Hue, Saturation, and Lightness all affect the presentation of color within the photo.

To adjust the Hue, Saturation, or Lightness of a photo

- Select the photo you want to adjust
- Choose the **Hue/Saturation/Lightness** option from the **Adjust** menu of the Tools Menu. This will open the Preview Window.
- Use the slider bar to adjust the Hue, Saturation, and Luminosity.
- Type in a number in the “Hue(H),” “Saturation(S),” or “Luminosity(L)” box.
 - Choose a number between -180 and 180. The slider will automatically move to the appropriate position
 - Press the “Enter” key.

Histogram

To adjust the Histogram of a photo

- Select the photo you want to adjust
- Choose the **Histogram** option from the Adjust menu of the Tools Menu. This will open the Preview Window.
- In each corner of the gray box in the “Equalization” tab, there is a slider. On the top row, the sliders are triangles pointing down. On the bottom, the sliders are half circles.
- To adjust the Histogram, move the sliders along the top and bottom
- You can also check which colors to include in the histogram
 - To include Red, check the “red” checkbox
 - To include Blue, check the “blue” checkbox
 - To include Green, check the “green” checkbox
 - To include Gray, check the “gray” checkbox (gray is checked by default).
- You can also equalize color by clicking on the “Equalize” button
- Click on the “Ok” button when you are satisfied with the preview.

RGB

RGB refers to the levels of Red, Green, and Blue in your photo.

To adjust the RGB levels in your photo

- Select the photo you want to adjust
- Choose the **RGB** option from the Adjust menu of the Tools Menu. This will open the Preview Window.
- Use the slider bar to adjust the specific color

- Moving the slider bar to the left will reduce the level of that color in your photo
- Moving the slide bar to the right will increase the level of that color in your photo
- Type in a number in the specific color box.
 - Choose a number between -255 and 255. The slider will automatically move to the appropriate position
 - Press the “Enter” key.

External Editors

If you want to adjust more settings than PhotoMeister allows (or are more comfortable using a graphics program like Adobe™ Photoshop®), you can utilize an external graphics editing program.

To launch your external graphics editing program click on the “Editor” button in the Improve area of the main-window (if you do not have an external editing program set when this button is pushed, it will automatically open the photo in Microsoft™ Windows® Paint).

Compact View

Power users and users working with low screen resolutions (e.g. 800x600 pixels) can hide the large button bars of PhotoMeister's main screen by selecting **View|Compact View**.

Set Current Photo As Wallpaper

With just one mouseclick you can make the current photo your windows desktop background wallpaper.

When you select **Set Current Photo As Wallpaper** from the View menu, the current photo is resized to fit your screen resolution. Then it is installed as the background image of your Windows desktop.

Note: To change the wallpaper manually right click on your Windows desktop and choose "Properties".

Step 3: Exporting your Photos

Introduction

PhotoMeister offers you a number of ways to deliver your digital photos including

- Printing
- Photo books
- The Web
- Screensaver
- Slideshow
- Email
- CD-ROMs and VCDs
- PDF
- Batch Export
- Order Prints Online

Printing

Printing your photos is a great way to distribute them to friends and family who may not have access to the Internet or a computer. With one of the many photo-quality printers and photo-quality paper, you can print off prints like your local film developer (quality of printed pictures is dependent upon your printer and the paper you use. Check with the manufacturer of your printer to see if it is suited to print high-quality photographs).

What to print

PhotoMeister offers you the option to create standard sized prints, a so called "contact sheet", an inlay for a CD ROM jewel box, and photo books.

- Prints: Each photo is printed in a standard size of your choice – just as you are used from your local film developer. PhotoMeister optimizes the printout to make optimal use of your paper and ink. After the printout has finished please wait for the ink to dry and then use a pair of scissors to cut out the prints.
- Contact sheet: Used by photographers since the beginning of photography, contact sheets show a lot of photos on one page

(together with the filename), e.g. to select one or more photos for later processing.

- Jewel box inlay: When you use the CD ROM creation feature of PhotoMeister (e.g. for backup CDs) use this feature to print a booklet for your CD that fits exactly into the jewel box. A great way to find old photos without loading all your old CDs into your drive!
- Photo books: Great looking photo albums, printed in one piece right out of your printer, that is what photo books are. Please refer to the section "Photo Books" for a detailed description of this feature.

Start printing

To print photos from a photo album

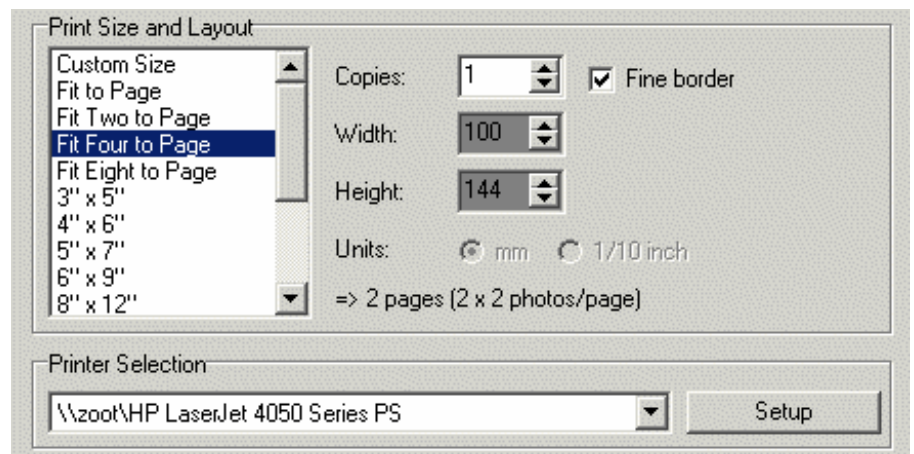
- Click on the "Print" button in the Impress area of the main window or choose the **Print Photo(s) on your Printer** option from the Publish menu. This will bring up the Photo Print Wizard.
- The Photo Print Wizard offers you two printing options
 - Print all the photos in the photo album
 - Print only the selected photos (whether one or multiple)
- Click on the "next" button once you have decided

After choosing how many photos to print, you need to decide on how those photos should be printed: Prints, Contact Sheet, or CD ROM cover.

Note: Please refer to the section "Photo Books" for a detailed description of this feature.

Printing Color Prints

Option 1 is Color Prints - this prints one or more copies of each picture in a standard size and is best if you want to cut out individual photos. If you select this option and click Next, the "Photo Printing – Layout" window will be displayed:



For Color Prints you can set the following options

- Print size and layout - PhotoMeister offers a number of default settings such as "Fit to Page," "Fit Two to Page," "Fit Four to Page," and various photo measurements. If you cannot find a measurement you like, you can choose the "Custom Size." This will allow you to

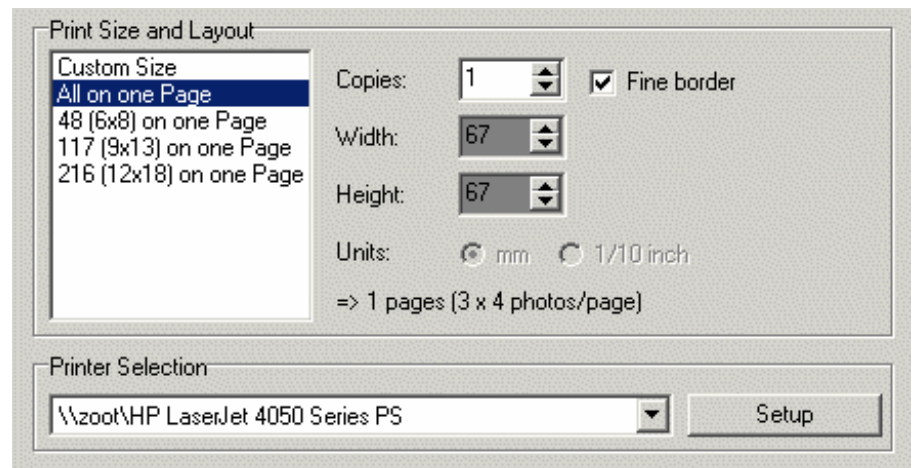
manually adjust the “Width” and “Height” measurement boxes (you can also configure what type of measurement is used for the printed photo - either millimeters or 1/10 inch - by selecting the appropriate “Units” radio button).

- Copies - the number of times you want the selected photo(s) printed
- Fine Border - you can choose to have a very thin-line border around each printed photo – this may make it easier to cut them out.
- Printer - the first printer listed is the default printer for your computer. To change to another printer, use the drop-down menu to select an alternate printer (an alternate printer will only be available if you have more than one printer installed on your computer. Check your computer manual to determine if your computer can support more than one printer connection. If you want to have two printers, there are also bi-directional printing switches. Check with your local computer store for more information).

When you are ready click Next and read on for instructions on how to use the preview function.

Printing Contact Sheets and CD Covers/Jewel Box Inlays

These are the other two printing options. If you select one of these options and click next, a new window will be displayed:



From the list on the left choose an option to select the number of photos per page - or choose "custom size" and set the settings on the right yourself.

For all other options please refer to the description in the previous section.

Click next when you are ready and read on in the next section.

Previewing and Printing

For all printing modes, clicking the “next” button after configuring how the photos will be printed displays a preview of the photos on the page. If you print more than one page use the buttons labeled “<<” and “>>” to switch between the pages (note that the images are shown in lower resolution for faster display!)

Click on the “Zoom” button to see a full-screen preview.

Click “next” again to bring up the “Photo Printing - Processing” window that will show you each picture as it is processed and sent to the printer.

Upon successfully sending your photo(s) to the printer (if your photos fail to print, please see the Trouble Shooting section of this manual), the “Completing the Photo Print Wizard” screen will display. Click “Finish” to close the Wizard.

Publishing To The Web

Quick Tip: Publishing to the Web can be accomplished in a few simple steps. First, decide how many photos to publish; second, configure the layout; third, choose a template; next, generate the pages; then, preview in the browser; finally, upload to your website.

The Web has rapidly become one of the most popular methods to distribute digital photos to friends and family. But it often requires at least basic HTML knowledge making the process time-consuming. PhotoMeister eliminates the hassle of publishing digital photos to the Web through a simple Web Album Wizard and powerful built-in templates. And you can even create your own templates!

HTML Albums vs. Flash Albums

PhotoMeister can create albums for your website using two different technologies: HTML and Flash.

- HTML is the basic technology to create web pages offering a static layout
- Flash is a fairly new technology to create web pages that offers more possibilities to create animated and "cooler" layouts

When PhotoMeister creates a web album for you in one of the two technologies there are some differences.

First, the navigation is different:

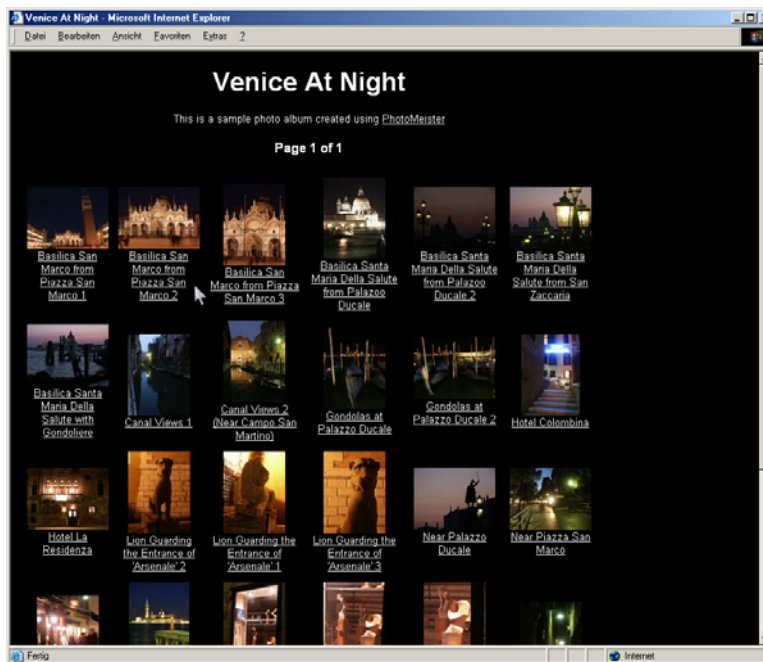
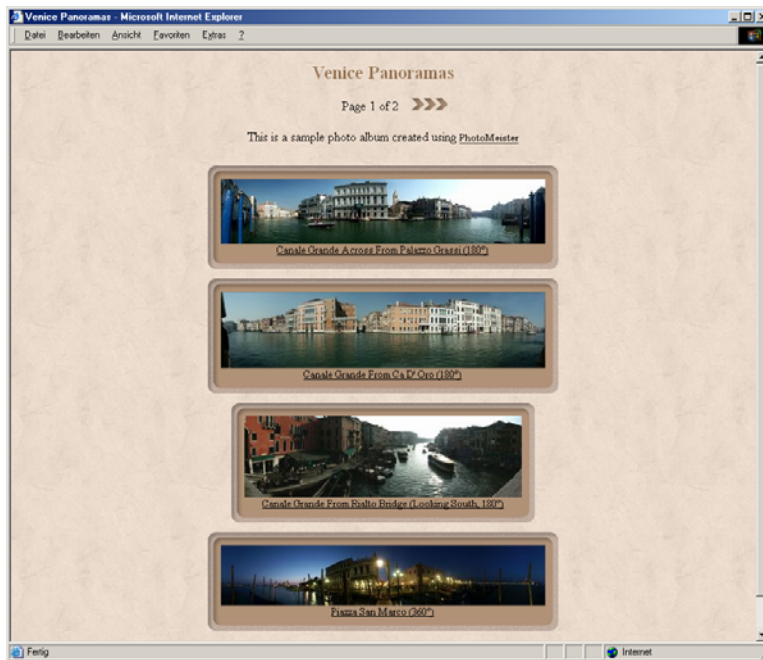
- HTML albums start with an overview with thumbnails of all (or some) photos. The user clicks a photo to see the photo in a larger format and then clicks "back" to get back to the overview.
- Flash albums always show one larger photo in the upper part of the window and the user can scroll through a list of thumbnails below that. By clicking a thumbnail one can view that photo.

There are also a few other differences:

- HTML albums have a static layout, that means that texts and photos keep the same size even when the browser window is resized.
- Flash albums fit into the browser window, characters and photos are scaled according to the size of the browser window
- This implies that you should choose HTML albums if you want the user to see the photos bigger
- But Flash albums in general look cooler...

Sample HTML Albums

Here are some sample screenshots of HTML albums:

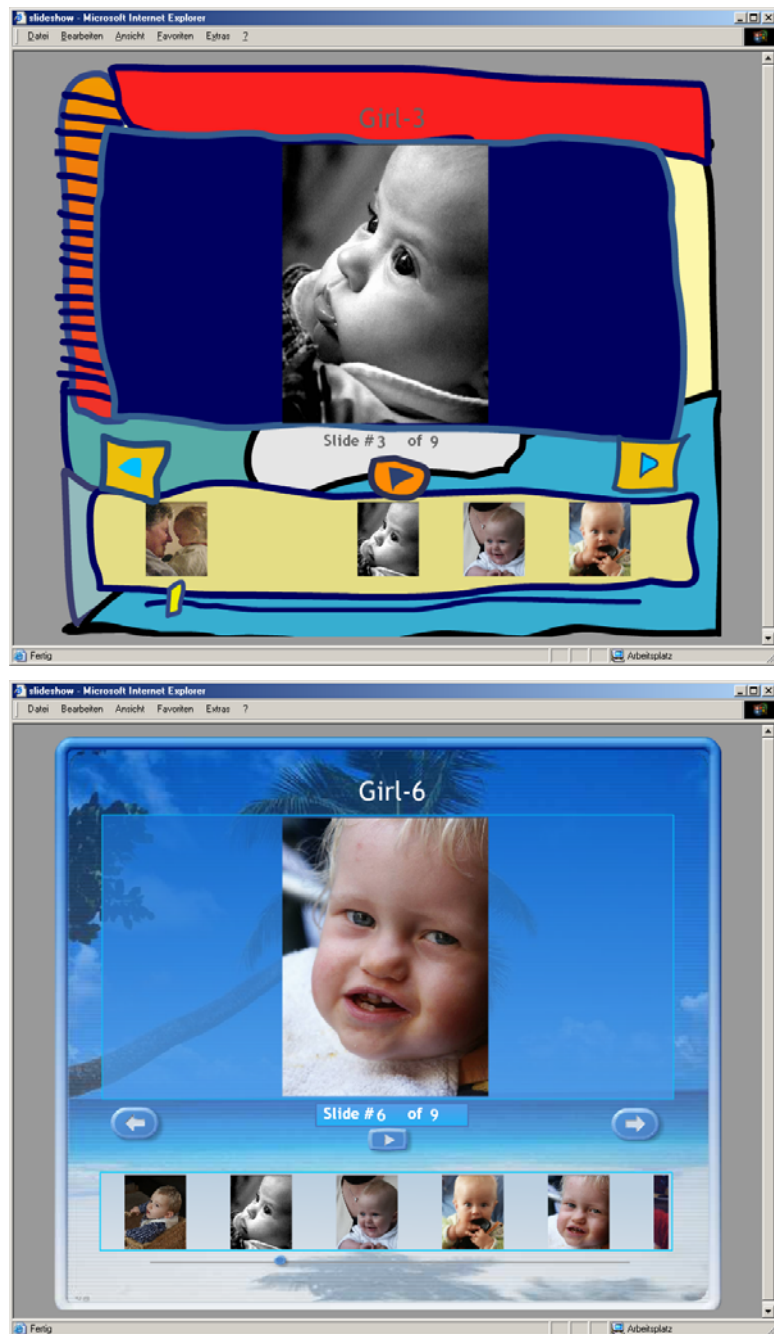




Sample Flash Albums

Here are some sample screenshots of Flash albums:





Creating Web Albums

There are 4 easy steps to publish your photo(s) on the Web:

Starting the Web Album Wizard

Click on the “Web-Album” button in the Impress area of the main window or choose the **Publish Photo(s) as Web-Album (e.g. to the Web)** option from the Publish menu. This will bring up the Web-Album Wizard.

- The Web-Album Wizard offers you two options
 - Publish all the photos in the photo album
 - Publish only the selected photos (whether one or multiple)
- Click on the “next” button once you have decided

If you have generated a web-album for this album before you are asked if you want to generate new files or if you want to upload the existing album.

Warning: Files for this album were already generated on 16.01.2003.

Please choose:

Generate New Album Choose this option to overwrite the old HTML data and create a new album. (Recommended)

FTP Upload Of Old Album This option lets you upload the old album via FTP without generating a new one. Please click on "Preview old album" to check the album!

[Preview old album in web browser](#)

If you select to upload the existing album you will be taken directly to the dialog for the FTP server data.

You can click "Preview old album" to check what the old album looks like.

Selecting HTML or Flash album

Please choose whether you want to create an HTML or Flash album (see previous sections for a description).

PhotoMeister can create web albums using two different technologies. Please choose one:

HTML Album HTML is the basic technology of the World Wide Web. PhotoMeister HTML Albums offer one or more gallery page(s) with small thumbnails of the photos. Each thumbnail can be clicked on to switch to a larger view. Recommended for general use! Pros: Various Styles and various layouts.

Flash Album Flash is a rather new multimedia technology that enables more sophisticated layouts than HTML. PhotoMeister Flash Albums consist of a bar of thumbnails and one photo is always shown in a larger view above that. Recommended for multimedia enthusiasts. Pros: Various Styles and a cool interface. Cons: Only one base layout available.

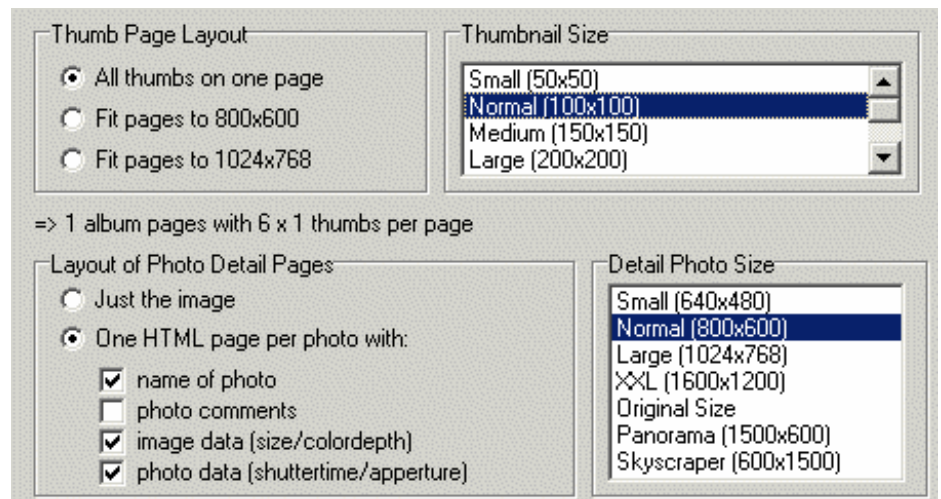
[View Web Album Samples](#)

Click on "View Web Album Samples" to view sample screenshots of the two album types.

Please select an option and click Next.

Creating HTML Albums

When you choose to create HTML albums, the following dialog will come up:



Now you can configure how your photos will appear on the Web page. For each photo album you publish, PhotoMeister creates multiple HTML files (you can choose not to have PhotoMeister create individual pages for each photo by selecting the "Just the Image" option in the Layout of Photo Details page box).

These files are:

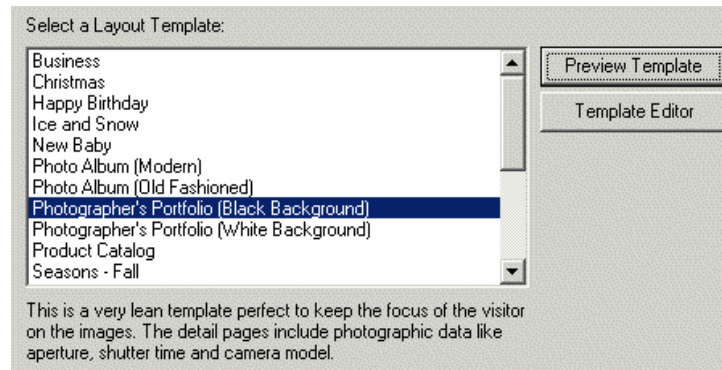
- Thumbnail page(s) - one or multiple pages (depending upon how many photos you publish) with small versions of each picture that, when clicked on, load the Detail Page in the browser.
- Detail page(s) - one page per photo you publish with a single, large picture and accompanying optional information such as Picture title, Picture comments, Image data (color depth), and Photo data (shuttertime, aperture)

To configure the layout of your Thumbnail and Photo Detail page(s), you need to decide upon the following

- Thumbnail page(s)
 1. Page Layout - You can choose to have all of your thumbnails on one page, fit the page to an 800x600 screen resolution, or fit the page to a 1024x768 screen resolution (the number of thumbnails on each page and the number of thumbnail pages that PhotoMeister will create depends upon the screen resolution you choose, the thumbnail size you choose, and the number of photos in your photo album).
 2. Thumbnail Size - You can choose your thumbnail size (in pixels) from Small, Normal, Large, and XXL.
- Photo Detail page(s)
 - Layout - You can choose to have just the picture load into the browser when someone clicks on a thumbnail (faster than loading an HTML page) or you can create a single HTML page for each photo that may include additional information such as
 1. Picture title
 2. Picture comments
 3. Image data (color depth)
 4. Photo data (shutter time, aperture)

- Detail Photo Size - You can choose your photo size (in pixels) from Small, Normal, Large, XX-L, Original photo size, Panorama (wider), or Skyscraper (taller)

When you are ready with your settings click Next. You now have to decide what layout template you want to use for your web album.



To choose a template, simply highlight the name of the template and click the next button. Please also note the comments that show up below the list when you select a template!

To see a preview of a template (i.e. a template's thumbnail and detail page), click on the "Preview" button to launch the "Previewing HTML Template" window. This window will open the template thumbnail page. You can see the Detail Page by clicking on the appropriate tab.

You can also click on "Template Editor" and edit the template yourself (Professional Version only).

Once you have chosen a template, click on the "Next" button to bring up the "HTML Album – Title and Comments" window.



In this window, you can customize the

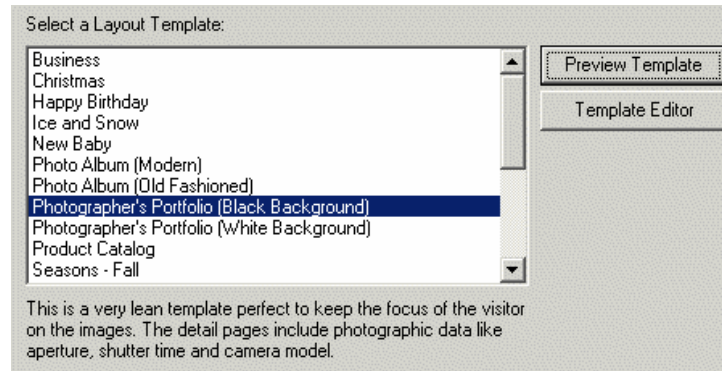
- Album Title - The name of the album that will appear at the top of your browser window
- Album Comments - Any introduction or information you want to provide your viewers that will appear above the thumbnails on each Thumbnail page (you can add HTML tags to these comments such as `` for bolding and `<i></i>` for italicizing).
- Footer - text that will appear at the bottom of each Thumbnail and Detail Page.

When you have set your Album Title, Album Comments, and Footer click on the "Next" button to bring up the "Generating HTML Album" window. You will see

each photo you have selected for your album generated into the appropriate HTML (this is only for illustrative purposes. You will not actually see code generated. You will only see each picture and a progress bar as it is added to the Web photo album).

Creating Flash Albums

When you choose to create Flash albums you will be taken directly to the Layout Template selection:



To choose a template, simply highlight the name of the template and click the next button.

To see a preview of a template, click on the “Preview” button to launch the “Previewing Flash Template” window. This window will open the template thumbnail page. You can see the Detail Page by clicking on the appropriate tab.

When you have selected the template click on the “Next” button to bring up the “Generating HTML Album” window. You will see how each photo you have selected will be processed for your web-album (this is only for illustrative purposes. You will not actually see code generated. You will only see each picture and a progress bar as it is added to the Web photo album).

Previewing the Web Album

As soon as the web album has been generated completely you can preview it in your web browser:



Click on "Preview Album" and the album will show up in your default web browser.

After you have reviewed the album, please close your browser window.

If you are not satisfied with the results, click on Back one or more times until you reach the dialog you want to change settings on, change the settings, and click Next until you can review another version of the album.

If you are happy with the results, enable "Upload the album" to upload the album to your website right now and click Next.

Transferring The Album To A Webserver Using FTP

Upon successfully generating the HTML pages you can have PhotoMeister upload your Web album directly to your website (if you would rather handle this yourself through an FTP client (such as CuteFTP), your photo albums and files are located in a subdirectory of the album named “PhotoMeister Web-Albums”).

You will be prompted for your server information:

To upload the files of the album to your website PhotoMeister needs to know the following details about your website. Please ask the administrator of your website if you do not have this data at hand.

Server Data	
Server Name (or IP):	<input type="text" value="www.photomeister.com"/>
HTML Base Directory:	<input type="text" value="/var/www/html/samples/"/>
Album Directory:	<input type="text"/>

Account Data	
Username:	<input type="text" value="photomeister"/>
Password:	<input type="password" value="*****"/> <input checked="" type="checkbox"/> Save Password

- Server Name (or IP address): the name of your ftp server (usually “www.yourserver.com”) or IP address.
- HTML Base Directory: the directory into which you want to load your photos for access through the web browser.
- User name and Password: the username and password provided to you by your ISP to access your FTP folders

When you click the “Next” button, PhotoMeister will attempt to upload the HTML pages, thumbnails, and photos to your FTP server. A small window will open called “Uploading Album...” which will show the progress of the upload.

Upon completion of the generating process (and the FTP upload process if you had PhotoMeister handle that), you will see a “Completion of the HTML Album Wizard” window indicating the successful creation of your Web photo album.

HTML Template Editing

As a powerful feature for advanced users (you should only use this option if you are very familiar with HTML), PhotoMeister offers you the ability to customize the Web Photo Album templates or create entirely new templates.

To edit or create a new template

- Click on the “Template Editor” button from the Template window or use the Template Editor item from the Tools menu of the main window. This button will launch the “HTML Template Editor.” For each template you can modify the HTML code used to produce the Thumbnail and Photo Detail Page. When you have made any changes to the code, press the “Preview” button to view the results. You can also add additional images by browsing through the “Files in Template Directory” and adding the appropriate name into the HTML code.
- When you are finished editing a template, you can “Save” your changes or save the template (with your changes) as a new file (“Save As”).
- PhotoMeister also allows you the ability to create an entirely new album template. You can do this by clicking on the “New” button.

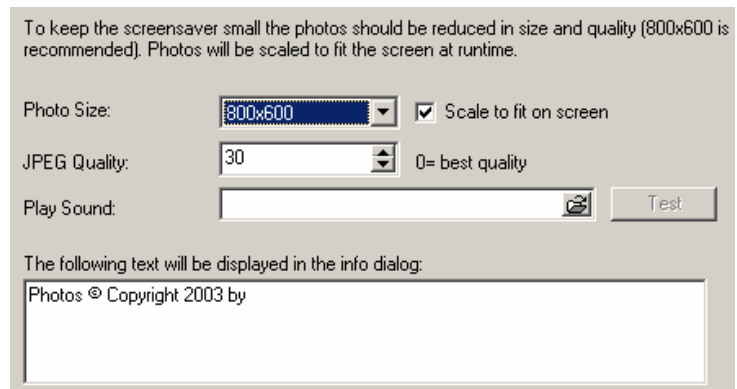
Please visit <http://www.photomeister.com> and click on "Support" to learn more about HTML template creation and editing.

Creating Screensavers

One interesting way to deliver your photos to friends and family is to create a Microsoft™ Windows® screensaver. When your friends install and run this screen saver, each of the pictures you have chosen from your album will fill the screen for a few seconds and then fade out for the next picture.

To create a screensaver

- Click on the “Screensaver” button in the Impress area of the main window or choose the **Create a Photo Screensaver** option from the Publish menu. This will bring up the Screensaver Wizard.
- The Screensaver Wizard offers you two options
 - Include all the photos in the photo album
 - Include only the selected photos (whether one or multiple)
- Click on the “next” button once you have decided
- After choosing how many photos to include, you need to configure the screensaver

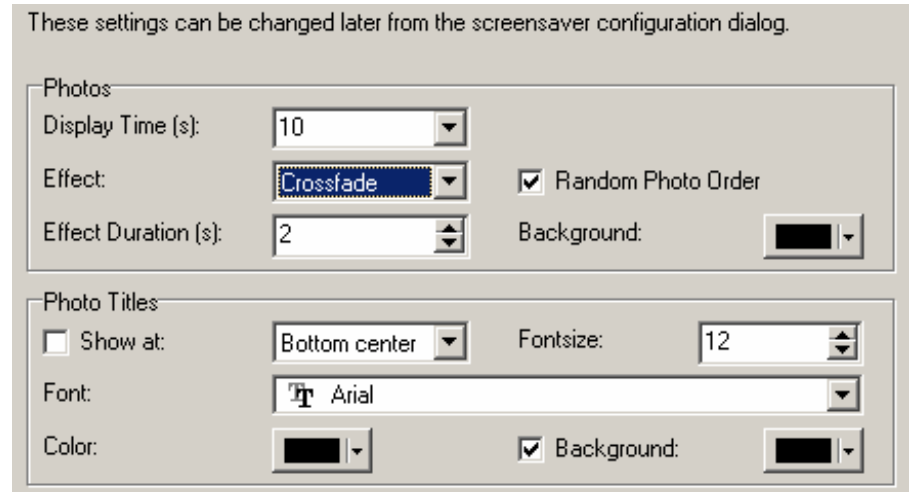


- Photo Size - this refers to the size of the images as they are stored in the screensaver file. They will be stretched to fit the desktop when the screensaver is running. If you do not want the images to fit the screen uncheck "Scale To Fit On Screen" (not recommended). Resolutions include 640x480, 800x600 (recommended), 1024x768, 1152x864, 1600x1200. Usually you do not need to select your full screen size here. Also if your desktop is larger than 1024x768 the photos in most cases look fine with a selection of 800x600. Remember: Selecting larger formats increases the file size of the screensaver considerably!
- JPEG Quality - The quality of a JPEG is measured by a number from 0 to 100 with 0 being the best quality and 100 being the highest compression. The higher the quality of the JPEG, the bigger the file size.
- Play Sound – You can select a sound file that is played while the screensaver is running. Click the small folder icon to select a sound file (WAV, MP3, or MID file types). Click on "Test" to check whether the file is ok.

Note: If you do not hear music when you click test, please check the file using another software. Installing the latest version of Windows Media Player can also help when sound problems occur.

- Text for Info Dialog - Every screensaver has copyright or publisher information. You can write a note to your recipients here describing the photos in the screensaver and include your copyright statement.

Once you have set the basic configuration, click the “next” button to set screensaver default settings. These settings can later be changed from the Microsoft™ Windows® screensaver dialog tab (for more information about how to modify default screen saver settings in Microsoft™ Windows®, please refer to the user manual or help file for your version of Microsoft™ Windows®).

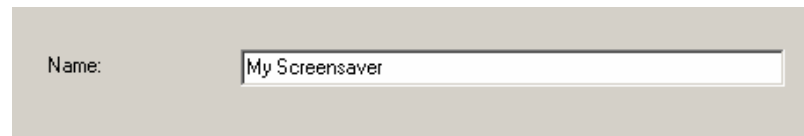


These default settings fall into two categories

- Photos
 - Display Time - how long, in seconds, each photo will show on the screen
 - Background - the color of the screen background around the photo
 - Effect - how each photo should disappear to make way for the next photo. Effects include None, Crossfade, Fade, Paint, Move, Boxes, Zoom in, Zoom out
 - Effect duration - how long it should take for the effect to make the current photo disappear
 - Random Photo Order – Enable this setting to use a random order when the screensaver is running
- Photo Titles
 - Show at - if you do not want the titles of your photos to appear, uncheck this box. Otherwise, use the drop down next to this checkbox to identify where on the screen (in relation to the photo) you want the titles to appear.
 - Font size - if you have enabled the photo titles, you can set the font size for all of the titles.
 - Font - if you have enabled the photo titles, you can set the font for all of the titles.
 - Color - if you have included the photo titles, you can set the color for all of the titles (you should consider a font color that will show up easily on the background color you choose below).

- Background - if you have included the photo titles, you can set the background color for all of the titles

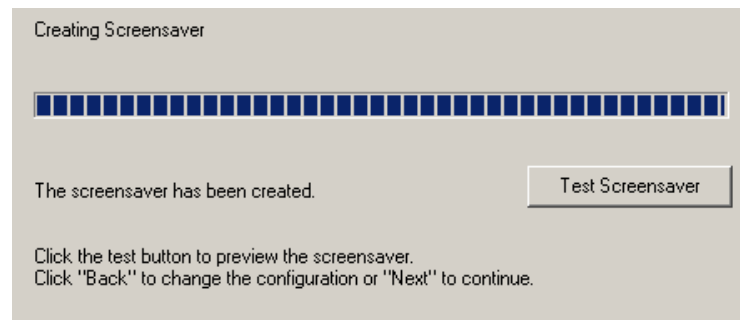
After you have set the default settings and are happy with your selections, click on the “Next” button. This will bring up the Filename window:



Here you can set the the actual name of the screensaver file when it is created.

Once you have decided on a name click the “Next” button to generate your screensaver.

If there are no errors during generation, a button will appear called “Test Screensaver.”



You can click this button to launch your screensaver. When your screensaver is running, simply move your mouse or touch a key on your keyboard to stop the screensaver and return to PhotoMeister.

After the screensaver test, click on the “Next” button to bring up the “Completing the Screensaver Wizard.”



This screen informs you of the name and location of your screensaver file.

- To send the screensaver via email right now click on "Send Screensaver by E-Mail".
- To open the folder that contains the screensaver file in Windows Explorer click on "Open Folder".
- If you don't want to install the newly created screensaver on your computer right now, uncheck “Install as my screensaver now”

checkbox. Otherwise PhotoMeister will accomplish the installation steps for you.

When you are done, click the “Finish” button (if you do not want the screensaver installed on your computer when you finish the wizard, remember to uncheck the “Install as my screensaver now” checkbox).

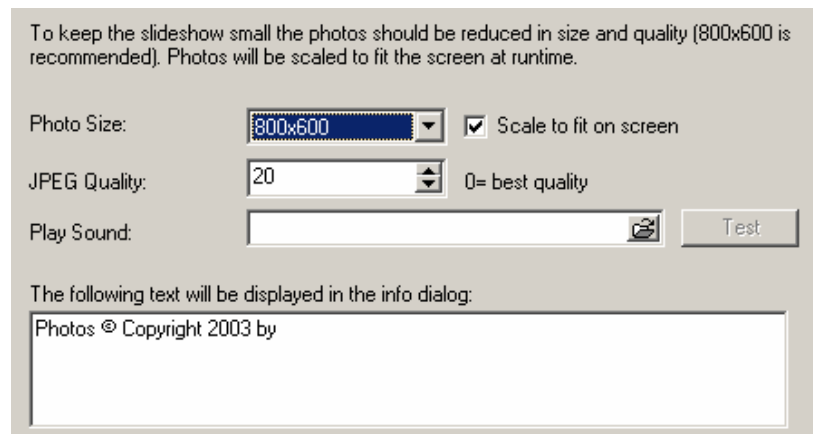
Creating Slideshows

Much like a screensaver, a slideshow is a great way to provide friends, family, or business colleagues with a way to see all the photos in your photo album. The slideshow file itself is a self-contained .EXE (executable file). Once generated, all you have to do is double click on it to start the slideshow.

To create a slideshow

- Click on the “Slideshow” button in the Impress area of the main window or choose the **Create an Interactive Slideshow** option from the Publish menu. This will bring up the Slideshow Wizard.
- The Slideshow Wizard offers you two options
 - Include all the photos in the photo album
 - Include only the selected photos (whether one or multiple)
- Click on the “next” button once you have decided

After choosing how many photos to include, you need to configure the slideshow



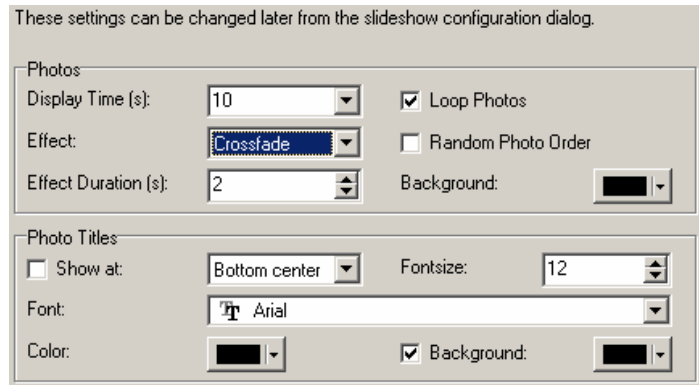
- Photo Size - this refers to the size of the images as they are stored in the slideshow file. They will be stretched to fit the desktop when the slideshow is running. If you do not want the images to fit the screen uncheck "Scale To Fit On Screen" (not recommended). Resolutions include 640x480, 800x600 (recommended), 1024x768, 1152x864, 1600x1200. Usually you do not need to select your full screen size here. Also if your desktop is larger than 1024x768 the photos in most cases look fine with a selection of 800x600. Remember: Selecting larger formats increases the file size of the slideshow considerably!
- JPEG Quality - The quality of a JPEG is measured by a number from 0 to 100 with 0 being the best quality and 100 being the most compression. The higher the quality of JPEG, the bigger the file size.
- Play Sound – You can select a sound file that is played while the slideshow is running. Click the small folder icon to select a sound file (WAV, MP3 oder MID file types). Click on "Test" to check

whether the file is ok.

Note: If you do not hear music when you click test, please check the file using another software. Installing the latest version of Windows Media Player can also help when sound problems occur.

- Text for Info Dialog - Every slideshow has copyright or publisher information. You can write a note to your recipients here describing the photos in the screensaver and include your copyright statement.

Once you have set the basic configuration, click the “next” button to set slideshow default settings. These settings can later be changed by right-clicking on the photos while the slideshow is running.



These default settings are in two categories

- Photos
 - Display Time - how long, in seconds, each photo will show on the screen
 - Background - the color of the screen background around the photo
 - Effect - how each photo should disappear to make way for the next photo. Effects include None, Crossfade, Fade, Paint, Move, Boxes, Zoom in, Zoom out
 - Effect duration - how long it should take for the effect to make the current photo disappear
 - Random Photo Order – Enable this setting to use a random order when the slideshow is running
- Photo Titles
 - Show at - if you do not want the titles of your photos to appear, uncheck this box. Otherwise, use the drop down next to this checkbox to identify where on the screen (in relation to the photo) you want the titles to appear.
 - Font size - if you have enabled the photo titles, you can set the font size for all of the titles.
 - Font - if you have enabled the photo titles, you can set the font for all of the titles.
 - Color - if you have included the photo titles, you can set the color for all of the titles (you should consider a font color that will show up easily on the background color you choose below).
 - Background - if you have included the photo titles, you can set the background color for all of the titles

After you have set the default settings and are happy with your selections, click on the “Next” button. This will bring up the Filename window:

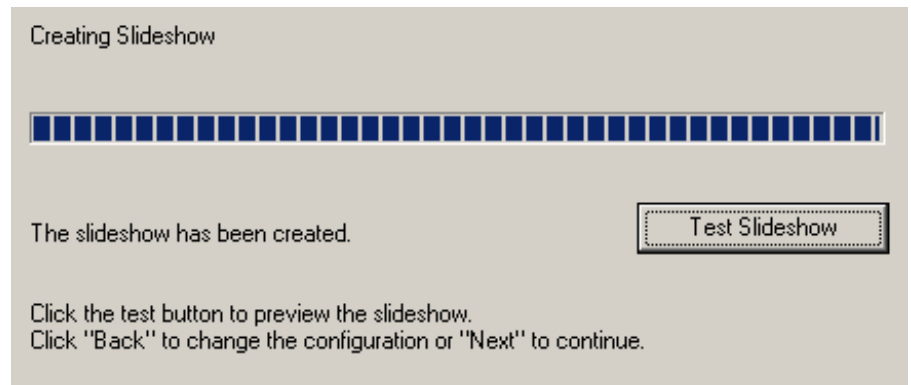


Name:

Here you can set the the actual name of the screensaver file when it is created.

Once you have decided on a name click the “Next” button to generate your slideshow.

If there are no errors during generation, a button will appear called “Test Slideshow.”



When your slideshow is running, there are several keyboard commands that provide operation of the slideshow (these keys/commands are displayed on an initial “help screen” that appears when you first launch the screensaver).

- Spacebar - this will advance the slideshow to the next slide
- Primary mouse button - this will advance the slideshow to the next slide
- Left arrow key - this will display the previous slide
- Right arrow key - this will display the next slide
- Secondary mouse button - this will bring up the “PhotoMeister Slideshow” default settings dialog box. You can change any of the settings you originally set when you created the slideshow (you cannot change the picture size, JPEG quality, or Slideshow comments).
- ESC key - exit the slideshow

After the slideshow test, click on the “Next” button to bring up the “Completing the Slideshow Wizard.”



This screen informs you of the name and location of your slideshow file.

- To send the slideshow via email right now click on "Send Slideshow by E-Mail".
- To open the folder that contains the slideshow file in Windows Explorer click on "Open Folder".

When you are done, click the "Finish" button

Sending Emails With Photos

Emailing digital photos is one of the simplest and most basic ways of distributing to friends and family (to email photos, you must have a connection to an Internet Service Provider, a valid email address, and a MAPI compatible email client program which is the application you use on your computer to write and read email, e.g., Microsoft™ Outlook® or Qualcomm™ Eudora®).

To email photos

- Click on the "Email" button in the Impress area of the main window or choose the **Send Photo(s) via email (as JPG/PDF/ZIP)** option from the Publish menu. This will bring up the Email Wizard.
- The Email Wizard offers you two options
 - Include all the photos in the photo album
 - Include only the selected photos (whether one or multiple)
- Click on the "next" button once you have decided

After choosing how many photos to include, you need to decide on how you want your photos emailed:

<input checked="" type="radio"/> JPG Images	This file format is recommended for a single photo or just a few photos.
<input type="radio"/> PDF Album	PDF files are the choice if the receiver of your email is going to print out the images (Acrobat Reader is required to view album!).
<input type="radio"/> ZIP of JPGs	When you send a lot of images you should use the ZIP format which packages all the image files into one file.
<input type="radio"/> Contact Sheet	Send an image with small thumbnails of the images, perfect to just show a preview of the photos.

You choices are:

- JPEG Images - individual file attachments
- PDF Album - all of your photos put into a PDF (this is similar to using the “PDF Album” button in the Impress area of the main window).
- ZIP of JPEGs - a single, compressed .zip file of all the selected images
- Contact sheet - a single “image” that has thumbnails of all your selected images

Please note: You can also create more sophisticated PDF files from your photos and email them using the photo book wizard!

When you have chosen the format, click the “next” button to set the options for that specific format

- **For JPEG Images:**
- Size and Quality - you can choose from one of four built-in quality settings or set your own
 - Standard - 800x600, JPEG quality 30
 - Small - 640x480, JPEG quality 40
 - Large - 1024x768, JPEG quality 20
 - Original
 - Custom - you can manually set the image height, width, and quality
- **For PDF Albums:**
- Layout of the pages - you can set how many photos you want on each page, what orientation the page will be, and whether or not to include the photo title
 - Page Layout: One photo per page, Two photos per page, Four photos per page
 - Paper Size and Orientation: Portrait A4, Portrait Letter, Landscape A4, Landscape Letter
 - Photo details: Just the photo or photo and title
- **For ZIP of JPEGs:**
- Because you are still sending JPEGs, the configuration of this option deals with the JPEG size and quality as outlined above.
- **For Contact Sheet:**
- Choosing this option automatically generates a page of thumbnail versions of each photo.

For each email type, once you have configured the settings and clicked the “Next” button, the appropriate files will be generated. For Contact Sheet, PDF-Album, and Zip File, you can click the “Preview” button to see the generated file.

If you are satisfied with the files, you can click the “Next” button again to launch your email program. PhotoMeister will automatically attach the generated files.

To send your email, follow the standard procedure of your client email program and send the email.

When you are done with this wizard click Finish.

Creating CD-ROMs with Photos

CD-Writer drives have soared in popularity the past few years and plummeted in price. Computer users worldwide have embraced this technology as an easy way to share files with business colleagues, make back-up copies of software, store important data, create music CDs and home video, and send pictures to friends.

With a CD-Writer drive, PhotoMeister makes it easy for you to burn your photo albums to a CD-ROM that you can store, or copy again and again for distribution to your friends, relatives, or business associates.

PhotoMeister can create CD-ROMs for photo presentation and for backup purposes.

Available Types of CD-ROMs

Photo presentation CDs: Choose this option to create a presentation CD-ROM that can be viewed on one or more of the following target systems:

- TV sets using a DVD Player or VCD Player
- Windows PCs (Windows 95/98/ME/NT/2000/XP)
- Apple Macintosh Computers
- Linux Computers (and all other systems able to read ISO CD-ROMs)

As a unique feature PhotoMeister is able to put all necessary files for these completely different target systems onto one single CD. You do not have to know what kind of hardware the recipient of the CD is working with – he will always be able to view the photos!

Backup CDs: Makes a backup copy of one or more albums to store them in a safe place or to transfer the photos onto another computer! For Backup CDs the original photo files in the original resolution are written to the CD-ROM. This is the only way to backup your photos for the future without quality loss. For presentation CDs the photos are stored in lower quality!

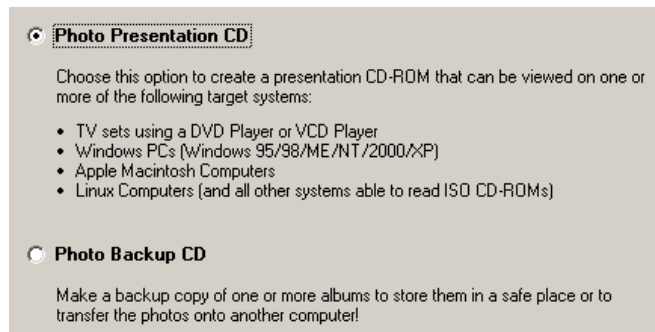
Starting CD-ROM Creation

To burn your album onto CD-ROM

- Click on the “Burn CD” button in the Impress area of the main window or choose the **Burn CD ROM (photo presentation or for backup)** option from the Publish menu. This will bring up the CD Burning Wizard.
- The CD Burning Wizard offers you three options
 - Interactive Slideshow - an executable file (.EXE) exactly like the one generated if you publish a photo album as a slideshow

- HTML presentation - a presentation of web pages.
- All files of one or more albums - each album will be burned onto the CD-ROM as a separate folder. All pictures will be burned in their existing format (i.e., JPEG or TIFF).
- Click on the “next” button once you have decided

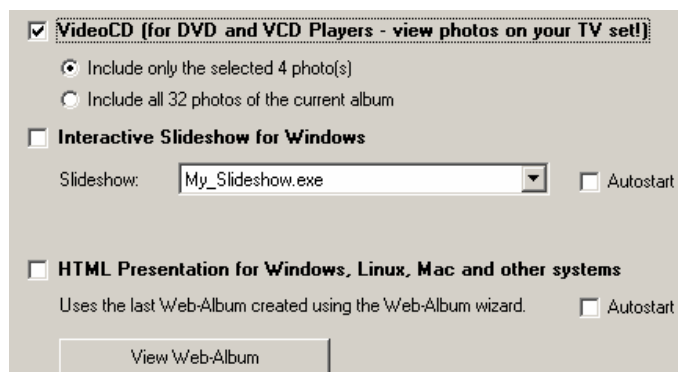
After choosing how many photos to include, you need to select the type of CD-ROM you want to create (see previous section for details of the two types):



Please choose an option and click Next.

Preparing Photo Presentation CDs

If you chose to create a photo presentation CD the following dialog shows up:

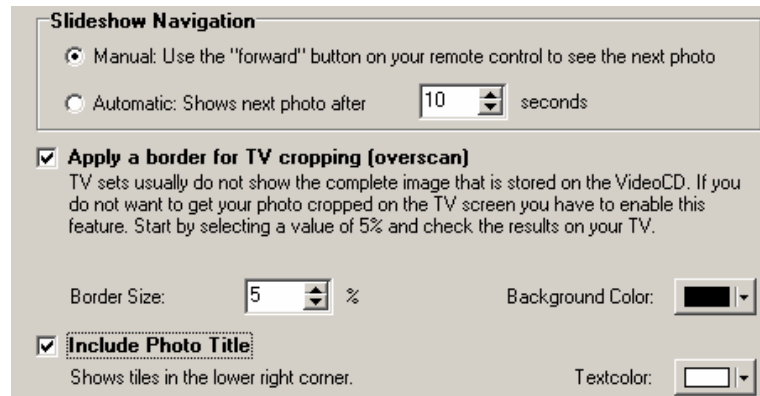


Please check the data types that PhotoMeister should include on your CD:

- VideoCD: Enable this option to create a CD ROM that is compatible with most VCD and DVD players. Please choose whether you want to include all photos of the current album or just the selected ones.
- Interactive Slideshow: Enable this option to include a slideshow of your album that will work on most Windows versions. Enable "Autostart" if you want this slideshow to start automatically when the CD is inserted in a computer running Windows.
Note: To use this option you first have to create a slideshow using the slideshow wizard!
- HTML Presentation: Enabling this option includes your album as HTML files on the CD. Almost any computer system that can open HTML files can then be used to view the album. Enable "Autostart" if you want this presentation to start automatically when the CD is inserted in a computer running Windows.
Note: To use this option you first have to create an HTML album using the web album wizard!

When you are ready click Next to proceed.

If you have enabled VideoCD creation you have the following additional options:

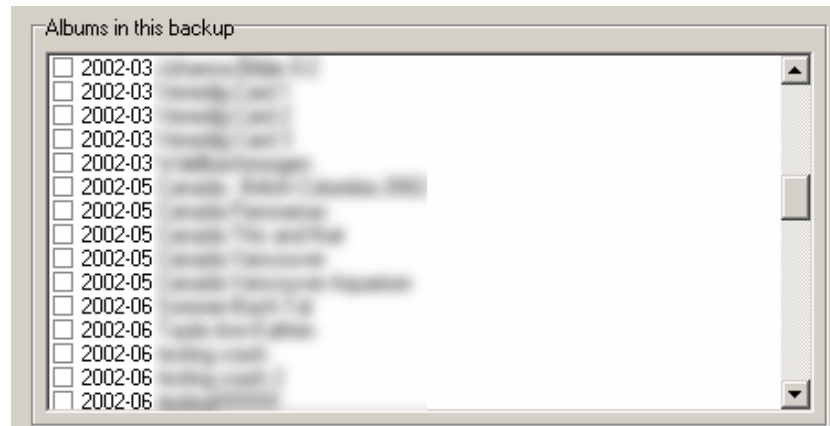


- Slideshow Navigation: When the CD is played on a VCD/DVD player you can advance to the next photo either manually or automatically (every x seconds)
- Apply a Border: TV sets usually do not show the complete image that is stored on the VideoCD. If you do not want to get your photo cropped on the TV screen you have to enable this feature. Start by selecting a value of 5% and check the results on your TV. A black background is recommend, but you can also choose any color you like.
- Include Photo Title: Choose this option to include the name of each photo in the lower right corner. Please choose a color for the title!

When you are ready click Next and read on in the "writing CDs" section.

Preparing Backup CDs

If you chose to create a backup CD the following dialog shows up:



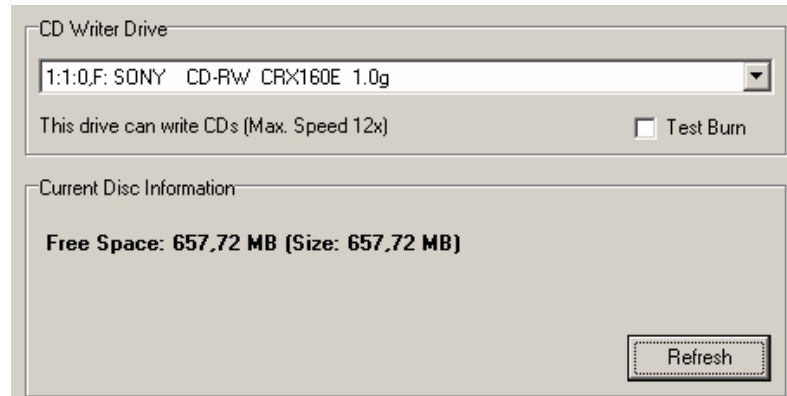
For each album that should be included in this backup click into the square in front of the album's name. A small check mark will show up.

Note: PhotoMeister will try to write all files of the marked album onto the CD – that includes all files in subfolders of the album folder, including dumped and backup files. This can quickly add up to more data than a CD ROM can hold (about 600-700 MB). Don't worry: PhotoMeister will warn you about that later! If this happens, please try to backup fewer albums onto one CD or use the "Album Information & Cleanup" feature to clean up your harddrive.

When you are ready click Next and read on in the "writing CDs" section.

Writing CDs

When you have successfully selected the content for your CD the last thing you have to do is selecting the CD writer drive.



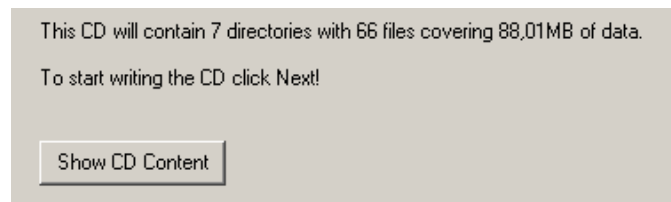
If you haven't done already – insert a blank CD into your CD writer and click Refresh.

Then configure the options for the CD-ROM

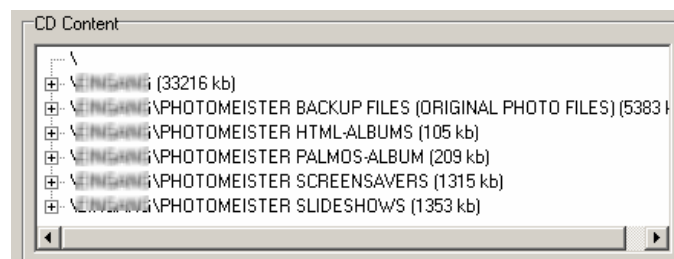
- CD Writer Drive - choose the drive of your CD burner.
- Test Burn - Enable this setting if you only want to test the writing process without actually writing something to the CD (for testing only!)
- Current Disc Information - this displays how much space is currently available on the CD-ROM in your CD-Writer drive. If you insert a different CD-ROM at this point, click the “Refresh” button to display the proper Disc information.

After you have configured those basic settings, click on the “Next” button. This will bring up the “Burn a CD - Preparing” window. The preparation can take some time.

As soon as the preparations have been finished you will get the following dialog:



Click on Show CD content for a detailed list of the files and directories in the CD:



To actually write the CD-ROM click on the “Next” button to start the process of recording your photo album to the CD-ROM. PhotoMeister will now burn the contents onto the CD-ROM. The “Burn a CD - Burning” window displays the progress.

If there are no errors during the burn process, the “Completing the CD Burning Wizard” window will display stating that the burn was successful. Your CD-Writer should automatically eject the newly burned CD-ROM.

Creating Photo Books

Photo books (you could also call them photo albums) created with PhotoMeister contain your photos using professionally designed layout templates and titles and texts of your choice.

Creating Photo Books is easy:

- Select the photos for the photo book
- Select page size and page count
- Select a template set
- Arrange the photos on the pages of the photo book (simply select a template for each page)
- Add individual text and titles
- Print the photo book or save it as PDF file (for usage in emails or websites)

Why Print Photo Books?

After you have created a photo book (see the following sections) you can print it out on your printer. Since most printers are able to print in photo quality (especially if you use photo paper) you can create professional looking photo albums at home - without glue stick, scotch tape, scissors, or a pen!

Why Create PDF Photo Books?

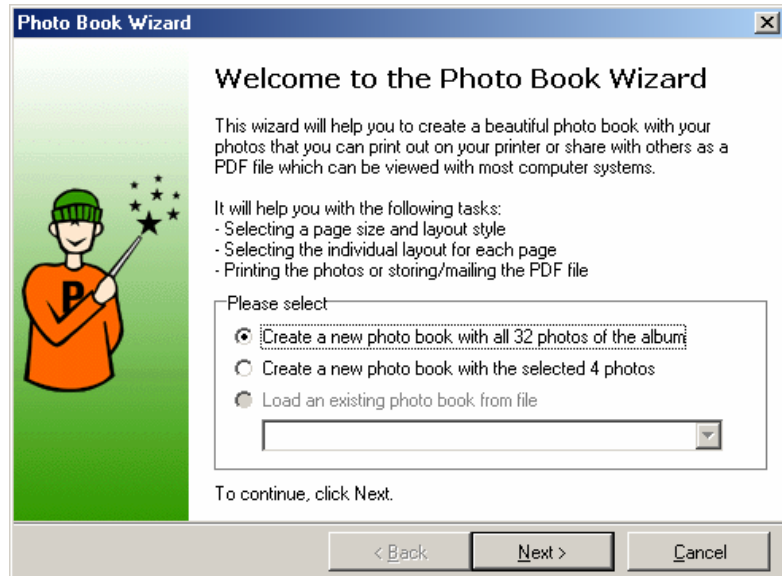
Adobe's™ Portable Document Format® (.pdf) has become a very popular way to send documents when the receiving party may not have the software to read the original. Adobe™ provides the Acrobat® Reader free of charge to view .pdf files.

Unfortunately, in most cases, to create .pdf documents requires a commercial version of Adobe™ Acrobat® which is not very cheap. PhotoMeister has bypassed that by integrating a function into the PhotoMeister application allowing you to create .pdf documents from your photo albums without additional software.

So PDF photo books are a great way to send your photos – together with your comments – to others via email, your website, or CD ROM.

Starting the Photo Book Wizard

Click on the “Photo Book” button in the Impress area of the main window or choose the **Publish Photo(s) as Photo Book** option from the Publish menu. This will bring up the PDF-album Wizard.

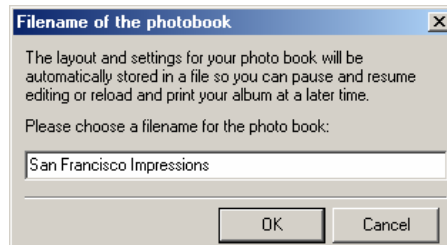


Here you have three options to choose from:

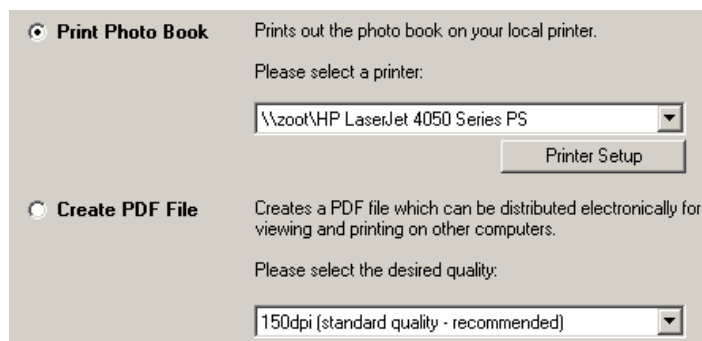
- Create a new photo book with all photos of the album
- Create a new photo book with the selected photos of the album
- Load an existing photo book from file

The last option is only available if you already have created a photo book for the current album. Every time you close and leave the photo book wizard your work is saved to a file so you can continue with your work at a later time or reload an old album to print it out again.

If you choose to create a new photo book, you have to enter a filename for it:



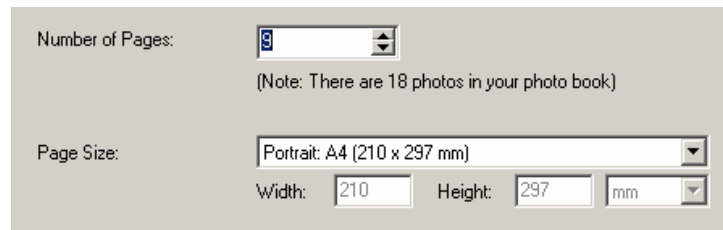
The next dialog asks you whether you want to print your photo book or whether you want to create a PDF photo book (you can always change this setting later!)



- **Print Photo Book:** Please select the printer to print the photo book on. Please also click "Printer Setup" and make sure that all settings of the printer driver are ok (e.g. is photo quality printing enabled?)
- **Create PDF File:** For PDF files you only have to select the image quality. 150 dpi is recommended and should be fine for general

use. Higher resolution will make the resulting PDF file much bigger!

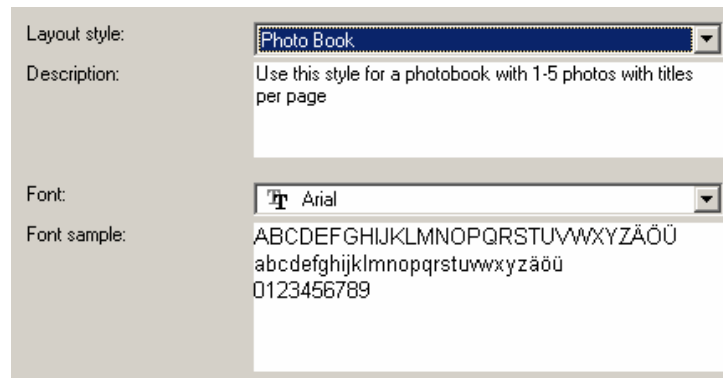
Please click Next when you are ready. In the next step you will select page count and page size.



The screenshot shows a settings panel with two main sections. The first section is 'Number of Pages', featuring a dropdown menu with the number '6' selected. Below it is a note: '(Note: There are 18 photos in your photo book)'. The second section is 'Page Size', which includes a dropdown menu showing 'Portrait: A4 (210 x 297 mm)'. Below this are three input fields: 'Width' with the value '210', 'Height' with the value '297', and a unit dropdown menu set to 'mm'.

- **Number of Pages:** Choose this value depending on the number of photos you want to include in your photo book and the number of photos you want to put on one page. (You can always change this value later, too!)
- **Page Size:** Select a standard size from the drop down list or select custom and enter the values for width and height yourself.

Please click Next when you are ready. You now have to select a layout style and the font for the texts in the photo book.



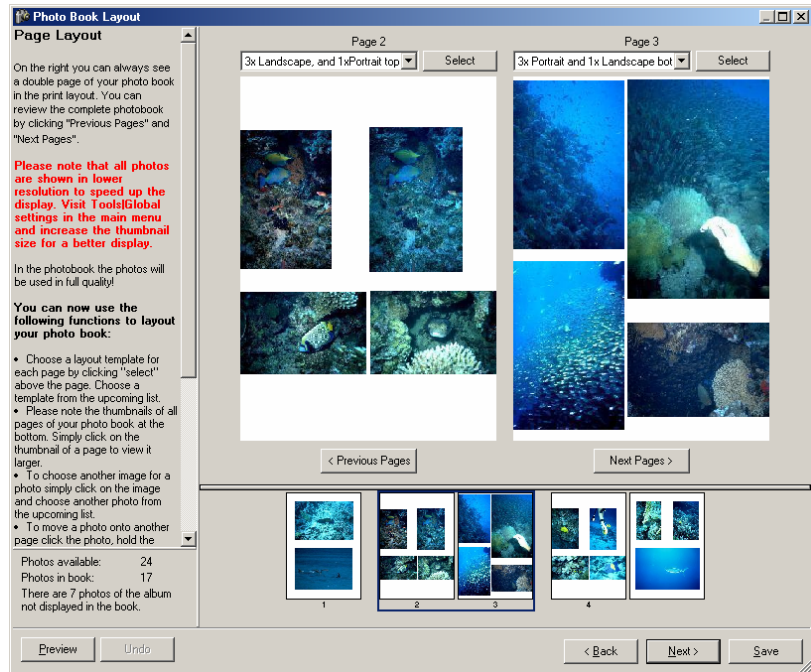
The screenshot shows a settings panel with two main sections. The first section is 'Layout style', with a dropdown menu showing 'Photo Book' selected. Below it is a description: 'Use this style for a photobook with 1-5 photos with titles per page'. The second section is 'Font', with a dropdown menu showing 'Arial' selected. Below it is a font sample area displaying the text: 'ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖÜ', 'abcdefghijklmnopqrstuvwxyzäöü', and '0123456789'.

- **Layout Style:** PhotoMeister comes with a number of professionally designed layout styles. Each layout style offers various individual page templates. Please note the description for each layout style!
- **Font:** Please choose one of your systems fonts

Please click Next when you are ready. You now have to select a layout style and the font for the texts in the photo book.

Editing the photo book layout

When you have set the parameters of the photo book the layout edit screen will appear:



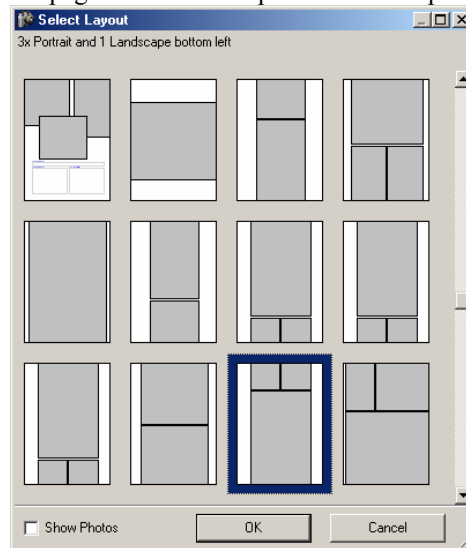
The screen is divided into 4 areas:

- Top left: **Help** - The help area always explains the elements the mouse just touches
- Top right: **Page Preview** – here you can always see a double page of your photo book in the print layout. You can review the complete photobook by clicking "Previous Pages" and "Next Pages".
- Bottom left: **Statistics** - Check here for statistics about the photo book
- Bottom right: **Page Thumbnails** - Below the page preview you will find thumbnails for all pages of the photo book. Simply click a page thumbnail to edit the page.

Please note that all photos are shown in lower resolution to speed up the display. Visit Tools|Global settings in the main menu and increase the thumbnail size for a better display. In the photobook the photos will be used in full quality!

You can now use the following functions to layout your photo book:

- Choose a layout template for each page by clicking "select" above the page. Choose a template from the upcoming list.



- Please note the thumbnails of all pages of your photo book at the bottom. Simply click on the thumbnail of a page to get a larger view.
- To choose another image for a photo simply click on the image and choose another photo from the upcoming list.
- To move a photo onto another page click the photo, hold the mouse button, drag the mouse cursor to the thumbnail of the page that you want the photo to be on and release the mouse button. This way the photo will be inserted before the photo you dragged it on. You can also use this function to move photos on a page!
- Click a photo with the right mouse button for even more functions!

Tips&Tricks for Layout Editing

Here are some tips that are useful for editing photobooks:

- Keep an eye on the statistics on the lower left to make sure all photos fit into the photobook!
- You can enlarge the thumbnails by grabbing the top border of the thumbnail list. The mouse cursor will change its shape to two arrows when you touch that border. Click the mouse button and move it up or down to resize the thumbnail list.
- Click on "Preview" to view the current double page rendered in full quality to your screen.
- To recall one or more changes to your layout simply click "Undo".
- At anytime you can save your work by clicking on "Save" to continue your work later.

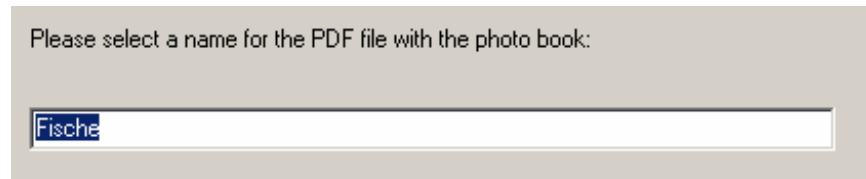
Printing photo books

When you are happy with your photo book layout, please click Next and – if you have chosen "print photo book" at the beginning of this wizard – PhotoMeister asks you to insert paper into your printer.

When you are ready click Next and PhotoMeister will print out your photobook.

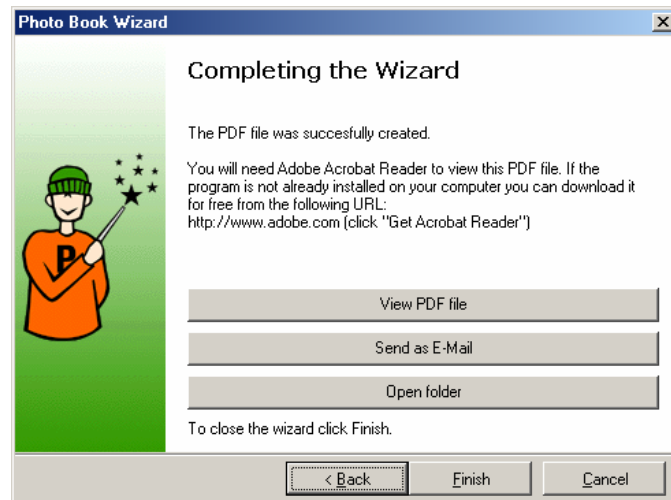
Creating PDF photo books

When you are happy with your photo book layout, please click Next and – if you have chosen "Create PDF file" at the beginning of this wizard – PhotoMeister asks you for a filename for the PDF file of your photo book.



Please enter a filename and click Next and PhotoMeister will create the PDF file for you.

When the PDF file has been generated you have the following options:



- View the PDF file: Click this button and Acrobat Reader will be started and will show your Photo Book
- Send as E-Mail: Simply click this button and watch for an upcoming window of your email program. Enter the address of the recipient(s) and a subject and click send.
- Open Folder: If you want to access the folder on your disk where the photo book PDF file is stored, click this button

To close the wizard click Finish.

Ordering Prints Online

Although recent photo printers make printing photos at home in exceptional quality cheaper than ever before, there are still reasons to order prints from a laboratory. Using the Internet this can even be done online!

The Print Ordering Wizard helps you to prepare the photos for the upload and will then transfer the photos via the net.

Note: If you want to order prints from multiple albums rerun this wizard several times without leaving PhotoMeister. Your photos will be preserved in your shopping cart!

To order prints

- Click on the "Order Prints" button in the Impress area of the main window or choose the **Order Prints** option from the Publish menu. This will bring up the Print Ordering Wizard.

- Your order will be processed by the company whose logo you see in the middle of the dialog. Click the logo for pricing and other information.
- The Print Ordering Wizard offers you two options
 - Upload all the photos of the photo album
 - Upload only the selected photos (whether one or multiple)
- Click on the “next” button once you have decided

After choosing how many photos to upload, you need to decide whether you want to reduce the resolution of your photo files to increase upload speed.

Why would you want to do that?! Usually you do not need to transmit the full data files of your photos to order prints, because prints have a maximum resolution of 200 dpi or 300 dpi, that is much less than e.g. a 5 Megapixel image. For most print sizes re-compression will give you a faster upload time without any quality loss.

So it is recommended to choose **Compress**, choose the maximum print size you will be ordering, and click Next.

If you want to upload your unchanged files, choose original and click Next.

Note: Files that are not in JPG format will be converted into JPG before upload.

PhotoMeister will now prepare the files for the upload (this can take a minute) and will then show you the amount of data that needs to be uploaded and how long the estimated upload time is.

Now please choose the language and currency you want to use for your checkout, connect your PC to the Internet (if necessary) and click Next. The upload will begin.

As soon as the upload has finished a web browser window will open and you can finalize your order. Use the button in the PhotoMeisters wizard window to reopen the window in case you accidentally closed it.

Please note: For all questions regarding the order process please turn to the processing company, not the PhotoMeister team!

To close the wizard – when you have submitted your order successfully – click Finish.

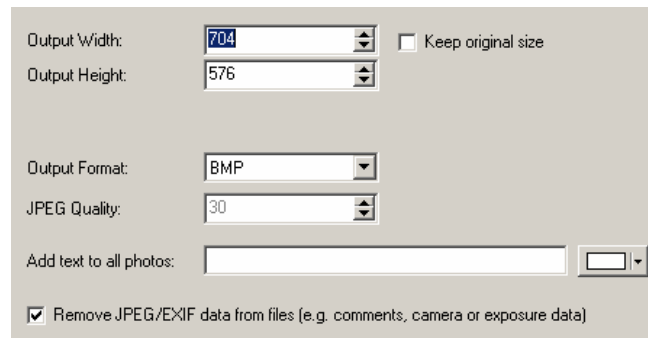
Batch

This export option allows more advanced users to process their photos (according to configuration settings) into a separate directory. For example, you may want to make all the pictures in an album a certain quality or size or even another format (i.e., TIFF into JPEG). The PhotoMeister Batch process will allow you to do this.

To Batch process photos

- Click on the “Batch” button in the Impress area of the main window or choose the **Export Photo(s) to a Directory (Batch Processing)** option from the Publish menu. This will bring up the Batch Wizard.
- The Batch Wizard offers you two options
 - Include all the photos in the photo album
 - Include only the selected photos (whether one or multiple)
- Click on the “next” button once you have decided

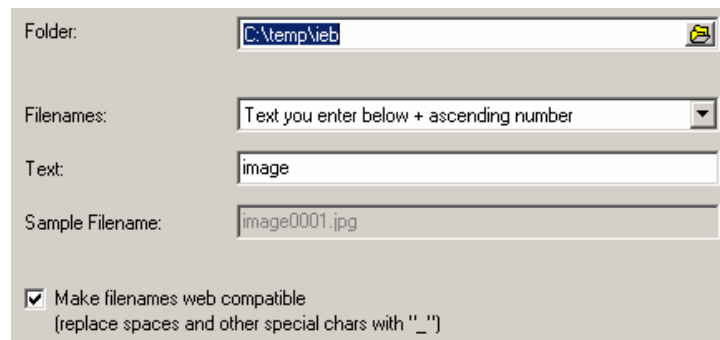
After choosing how many photos to include, you need to configure the Batch :



The options are:

- Height and Width: Set the width and height of the photos to the specified pixel size. The photos are fitted into the selected size while maintaining their Aspect Ratio which is the ratio of height to width. You can choose "keep original size" if you do not want the image pixel size to be changed.
- Output Format: you can choose to convert your pictures into another format like JPEG (recommended for digital photos!), TIFF, BMP ,PNG, PCX.
- JPEG Quality: Set the quality of each photo (from 1 to 100) if the output file format is JPEG.
- Add text to all photos: Adds the text you enter in the lower right corner of the photo. Please choose a color for the text, too!
- Remove JPEG/EXIF Data - you can choose to remove the exposure, aperture, and other information contained in your photos (recorded by your digital camera in the EXIF data).

When the conversion settings are set you have to set the filename and folder settings:



The options are:

- Folder - a folder on your computer. To browse to another folder, click on the folder icon at the end of the text box. This will open up your Microsoft™ Windows® explorer so that you can choose a folder into which to save your palm-album.
- Filenames - you can keep the original or elect for a new, different name. If you elect to rename the photos, you can do so according to one of three naming conventions (watch the sample filename to see how results will look like)
 1. Text you type in + ascending number (e.g., myphotos_0001, myphotos_0002, etc.)

2. Text you type in + file's date + file's time (e.g., myphotos2002-05-14 17-12-34)
 3. File's date + file's time (e.g., 2002-05-14 17-12-34)
- Web Compatibility - if you are going to put these new photos onto a website, you need to make them compatible with all browsers. Check the "Make Filenames Web Compatible" checkbox to have PhotoMeister replace all spaces and special characters with "_"

Once you have finished with the Target and Name options, click the "Next" button to process the Batch.

If the Batch was successfully processed, the "Creating Photos" window will appear. Click on the "Open Target Folder" button to see the directory with your new photos.

Click on the "next" button if you are satisfied with the generating process and output. This will bring up the "Completing the Batch Wizard" window.

Click "Finish" to close the window.

Legal Stuff

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For the latest version always check <http://www.photomeister.com>

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