

CATALOGUE ADDENDUM

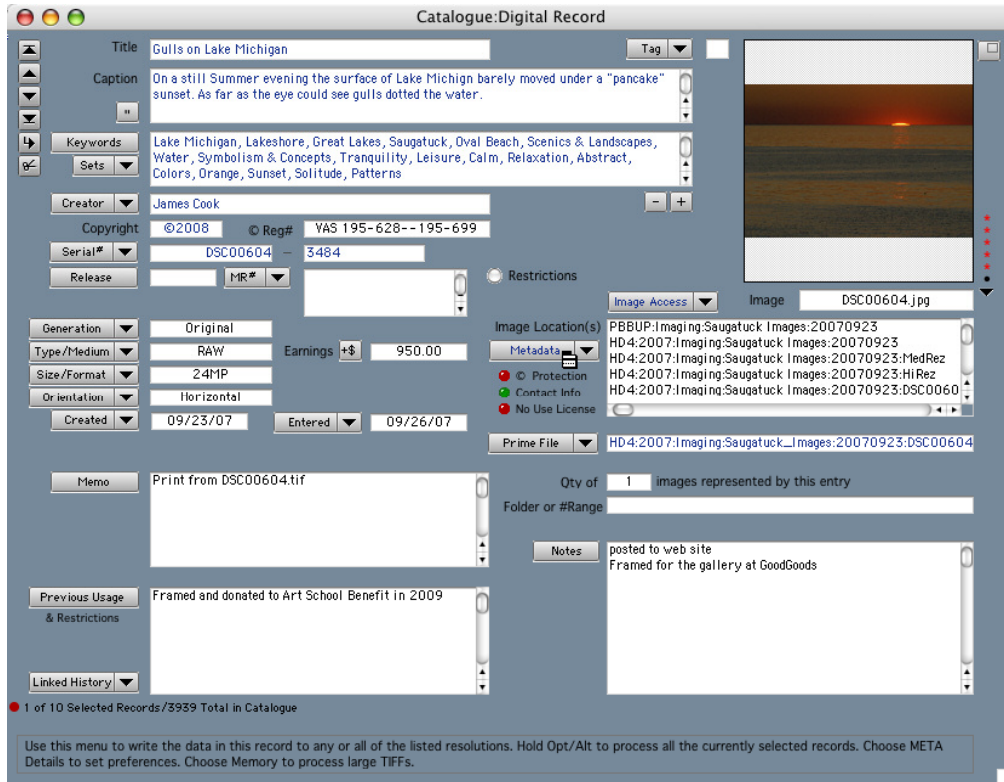
In version 5.7 and 6 of Catalogue, there are several new features and capabilities not yet covered by the Catalogue chapter. This interim document describes the changes.

Note:
The Windows menu in all past versions and documentation has been re-named Access.

A new Window menu now lists all open windows providing a quick access, by selecting any one of them.

DIGITAL RECORD

The most notable change is that the Image Record has been split into two windows: Analog Record and Digital Record. The Analog Record remains much of what the Image Record was. Switch from one to the other via the Access menu. When you Save, Catalogue retains the most recent choice.



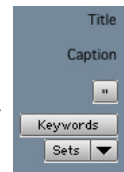
The Digital Record eliminates items that do not apply to digital images, such as label printing, and adds other features that do, like metadata controls.

The window starts with a new field, Title, to coincide with metadata standards.

The Repeat button has been simplified as a “ ” button.

The Cross References has been renamed to the now standard term: Keywords.

Sets is a significant new feature to create, save and retrieve pre-constructed sets of keywords, providing a major shortcut when keywording an image that is similar to others in subject matter. See the section on Keyword Sets for more information.



METADATA

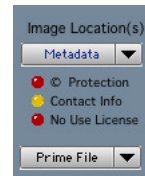
For the most critical pieces of metadata, branding and licensing, the current settings are now available and highly visible. A set of three colored radio buttons keep you readily informed about the intended results of any metadata writing.

These are the very same settings that are accessed and controlled in the Meta Panes.

Clicking on any of these three buttons toggles them through their settings. To help you in knowing what the colors represent, the dynamic help at the bottom of the window describes each one when you move the cursor over it.


© **Protection** does not write anything for Creator, Source and Copyright if it is Green - meaning protection is On and protecting any existing copyright.

Contact Info always writes the default Contact Info when Green. When Yellow, it writes only where no info is already present. When Red it writes nothing. All of these settings defer to the © Protection.



No Use License writes your No Use wording into the licensing terms when Green, unless other wording has been written into the Terms for Usage in the Meta Panes. In that case the entered words are used.

IMAGE ACCESS

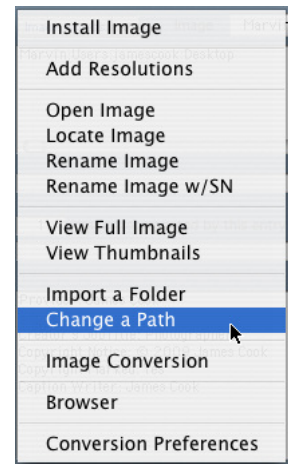
There are three new functions in the Image Access popup  menu.

With Locate Image, there's no need to dig around on your hard drive trying to find an image. Click on any line of Image Locations(s) to indicate the resolution you're seeking. Then use Locate Image to have it show where that image is by opening the folder containing that file. On OS X, the image file is highlighted within the folder.

Locate Image works with external drives and ejectable disks too, as long as they're currently mounted and accessible.

Change a Path takes the challenge out of correcting paths when images are moved. See the short section on Change a Path for details.

Conversion Preferences opens the new Conversion Preferences window. See the section on Conversion Preferences.

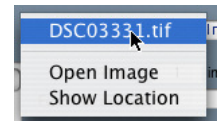


PRIME FILE

With digital images it's all too easy to lose track of which of many copies is the original or the result of extensive retouching and corrections; the Prime File. Now you have the means.



With a Prime File entered, you can use the popup menu to open the image in your image editing software or to locate the file on your hard drive.



Entering a Prime File is easy too. If nothing is entered as the Prime File, clicking on the popup menu brings up the standard Open File dialog in which you can navigate to, and select the desired image file on your computer's hard drive.

Or, you can drag an image from your Desktop onto the Prime File and have it automatically entered.

Of course, you can opt to type the path and file name.

DRAG FROM WEB BROWSER


On OS X, images can be entered from your web browser by dragging the image from the browser onto the image display area of the Digital Record window. A copy of the image is saved into the Images folder (located within the same folder as the Catalogue) and the URL of the image is noted in the Prime Image cell.

This is very useful for photo researchers to keep track of images of interest, or for creators to track their own images on line.

HindSight does not advocate unauthorized copying of copyrighted materials.


Note that some images may have protections, scripts or other means of display that prevent them from being copied. Images must be a standard JPG or JPEG image to utilize this feature.

QUICK ZOOM

A zoom box has been added to the top right corner of the window. Clicking on this box alternately enlarges or reduces the window. 

The reduced size is useful for dragging images from folders to the Catalogue or for dragging images from one Catalogue to another when sorting.

FONT SIZES

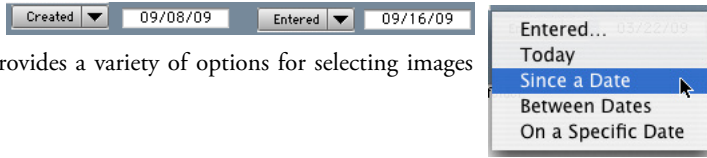
If you want the type in the window to be larger or smaller, you now have that option via the two buttons located below the Keywords cell. 

Click on the + to make the text larger, or on the - to make it smaller.

Only the text in Title, Caption, Keywords and Creator is affected with each click. Hold the Shift key and click to alter all of the text in the window.

DATE CREATED AND DATE ENTERED

Popup menus have been added to these two date entries. Clicking on either provides a variety of options for selecting images based on the applicable date.

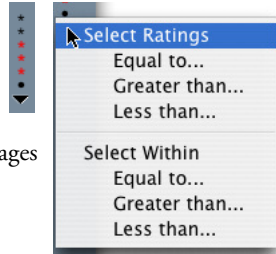


SELECT BY RATINGS

The triangular wedge below the Ratings stars opens a menu for making selections based on ratings.

The top half of the menu allows you to specify the desired Rating and select all images in the Catalogue that match your criteria.

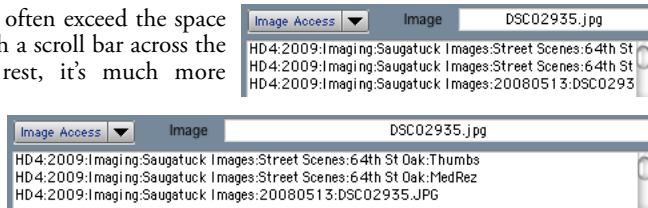
The bottom half of the menu, Select Within, only considers those images already selected and reduces them to only those that match your criteria.



WINDOW SIZE

Paths listed in the Image Location often exceed the space provided for their display. Although a scroll bar across the bottom allows you to see the rest, it's much more convenient to make the window wider by clicking and dragging the bottom right corner of the window.

The full paths can then be viewed.



GATHER IMAGES

New in the Submit menu is Gather Images, which copies a specified resolution of the selected images into a folder for uploading, submission, delivery or...whatever reason you may have for pulling together a set of digital images.

Gather Images opens a window for you to set a few options before having the images gathered.

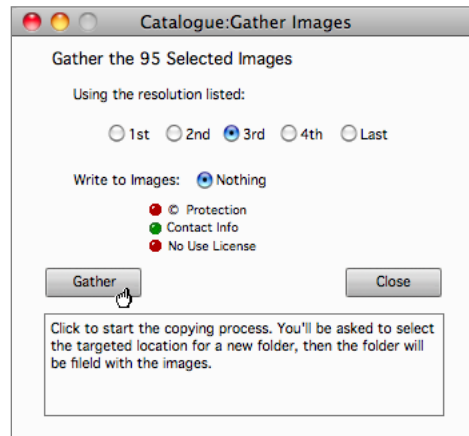
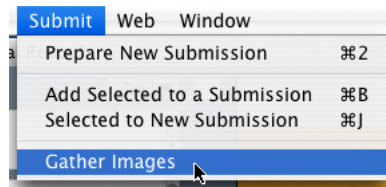
Radio buttons allow you to choose which resolution or variation of the images listed in Image Location(s) should be copied.

You can then choose to write Nothing to the images or to write Copyright, Contact Info and/or a No Use License as metadata in each image.

Other metadata in the images is untouched and remains as-is.

If you want other metadata, such as captions and keywords included with the images, that should be done in advance of gathering

When ready, click on Gather. A window opens for you to name and choose the destination. A new folder is created and filled with the images.



KEYWORD SETS

There's no need for you to purchase additional software just to harvest keywords. It's a feature built right in to Catalogue 5.7.

A Keyword Set is any number of words you've used to keyword an image. Those words can be saved as a named set for future retrieval when keywording similar images.

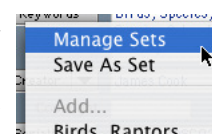
Keyword sets can be created using the keywording features in StockView or they can be compiled from sets of keywords you acquire elsewhere, such as from web pages.

A Keyword Set is not rigid. When being used in the future a set is editable to fit any image. More keywords can be added for the image, or words can be removed without affecting the saved set. If desired, any saved set can be altered or replaced too.

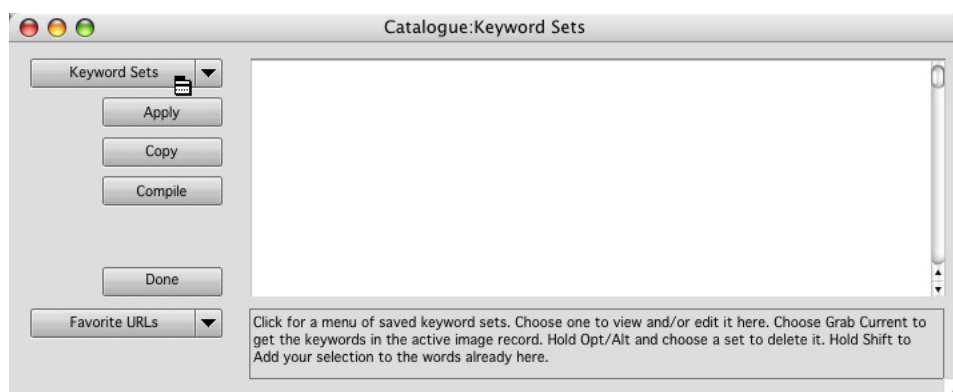
To save the words displayed in the Image Record Keywords cell as a set, simply click on the Sets popup menu, choose Save As Set and give the words a name to help you recognize it in the future.



To retrieve a saved set click on the Sets popup menu. The menu lists the names of your saved sets. Choose one to add it to anything already in the Keywords for this image. Repeat to add another set of keywords if desired.

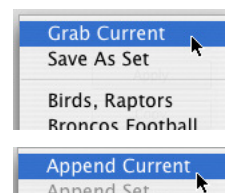


To edit or create Keyword Sets, choose Manage Sets. This opens the Keyword Sets editor.



The Keyword Sets editor is a simple window with a single large cell. Typically it starts out empty.

The **Keyword Sets** popup menu provides several choices for working with keywords.



Grab Current loads the words currently listed in the Image Record Keywords cell. Anything shown in the editor window is replaced.

Hold the Shift key as you click on the menu and the menu changes to add the current keywords to the contents of the editor.

To save the contents of the editor window as a Keyword Set, choose Save As Set.

The rest of the menu lists your saved sets. Choose one to load it into the editor, replacing the current contents. Hold Shift as you click on the menu to add your choice to the editor's contents.

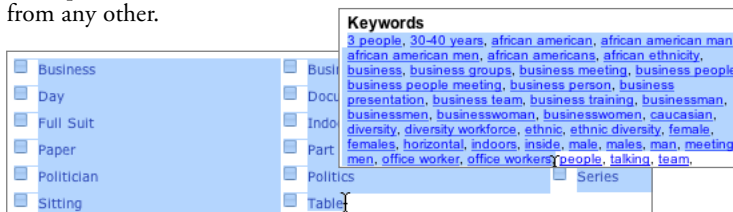
Hold Option/Alt and make a choice to delete a set.

Apply adds whatever is shown in the editor to the Keywords for the current entry in the Image Record. It adds, but does not replace.

Copy places the words displayed in the editor window on the clipboard so you can paste it into other software or elsewhere within StockView.

Compile processes whatever words are in the editor, converting them into a comma separated list of keywords. This very powerful process is what sets the Catalogue's compiler apart from any other.

Find images on the web that are similar to yours in order to find suitable keywords. Now copy and paste those words into the editor. It doesn't



matter what format the copied keywords are in.

You can paste raw HTML or more obvious lists of words. You can even paste various formats, one after the other.

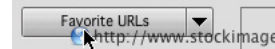
When you click on Compile, the contents are processed and converted to a comma separated list with all duplicates removed.

Now you can edit the list, paste more lists, add your own words, delete others. When ready, save them as a set or apply them to the current image.

Favorite URLs provides quick access to web sites where you can seek keywords. To start you off, a dozen URLs are already loaded where you can conduct a search for images similar to yours in order to obtain keywords. Some of the provided links lead to search engines, dictionaries or thesauri to aid you in finding additional terms.

To visit a URL, select it from this popup menu. To delete a URL, hold Option/Alt, then click and select the URL to be deleted.

There are a few ways to add a new URL. Most obvious is to choose Add New URL. Then type or paste the URL into the resulting dialog window. On OS X only, you can drag the URL from the address bar in your browser onto the Favorite URLs button.



Done closes the Keyword Sets editor.

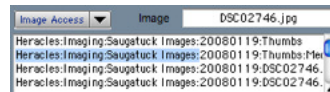
CHANGE A PATH

Many of Catalogue's dealings with images depend on an accurate path to where the image or variation is located on your computer's hard drive or network. If you move the images, the path changes. If you move Catalogue, it may require an adjusted path as well.

Although Change in the Search menu can make quick work of it, Change a Path is devoted to helping you quickly adjust the locations.

Start by making sure that you have all the records selected that are in need of a change. It doesn't actually matter if you have images with other paths included since only those that actually match what you're changing from will be affected.

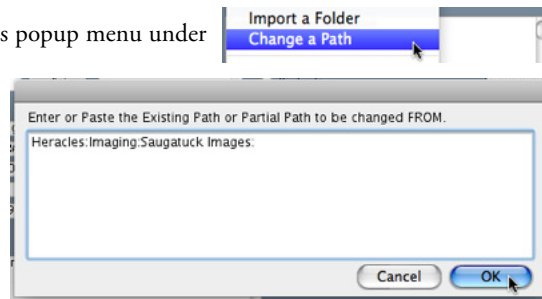
Change a Path starts with a window asking for the path - or part of a path that needs to be changed. You can type it in, but for simplicity and accuracy, it's much easier to copy what needs to be changed. So before triggering the process, highlight and copy the former path.



Change a Path is invoked via the Image Access popup menu under the image area of the Image Record window.

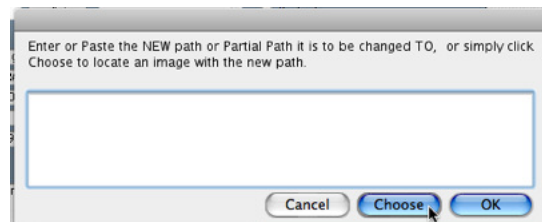
Enter or paste the path in need of a change. This can be the entire old path, or just a part of it that contains the part to be changed.

Then click OK.



In the next window, enter or paste what that portion of the old path should become.

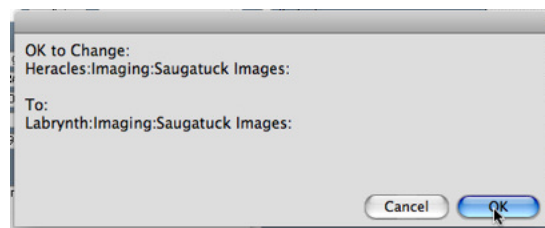
Easier still, click Choose and use the ensuing file windows to navigate to any image in the new location and choose it.



Whichever way you enter the new path, the program then confirms the change about to be made.

Click Cancel if you need to make any changes or corrections.

If all looks right click OK.



All of the selected records that had a match for the original path are instantly updated to the new.

BEFORE YOU SAVE

Keep in mind that the change is not permanent until you Save. Inspect the results to be sure you got what you intended. If not, use File > Revert or close the file without saving and re-open.

This takes away fear of error but it's always best to have recent backups of your Catalogue in case of human or hardware error.

A BIT MORE ABOUT CHANGES

As noted earlier, you can change a whole path or a part of a path. You can enter exactly the part that needs to be changed or you can enter a bigger piece that simply contains the difference.

The inclusion of a colon on Mac or backslash on Windows as the ending character of a path is up to you, but if the From path ends with one, the To path should too in almost all cases.

EXAMPLES:

A change from "Heracles:Imaging:Saugatuck Images:" to "Labrynth:Photo Files:Michigan:" replaces the the entire path.

A change from "Heracles:Imaging:Saugatuck Images:20080119" to "Labrynth:Imaging:Saugatuck Images:" replaces the hard drive name, leaves the middle the same and eliminates a folder named "20080119" from the path.

A change from "Heracles:Imaging:Saugatuck Images:" to "Heracles:Imaging:Michigan Images:" represents the renaming of a single folder in the path.

A change from "Imagging" to "Imaging" can correct a typo.

A change from "es" to "ing" changes "Heracles:Imaging:Saugatuck Images:" to "Heracling:Imaging:Michigan Imaging:" and demonstrates a potential pitfall of specifying too little.

CONVERSION PREFERENCES

The Type and JPEG compression remain available in the lower right corner of the Browser. Settings for Dimensions and Folder Names have been moved to a new window: Conversion Preferences.

Conversion Preferences is accessed by clicking on the button in the Browser or by clicking on the Red ? mark next to the array of buttons for copying images.

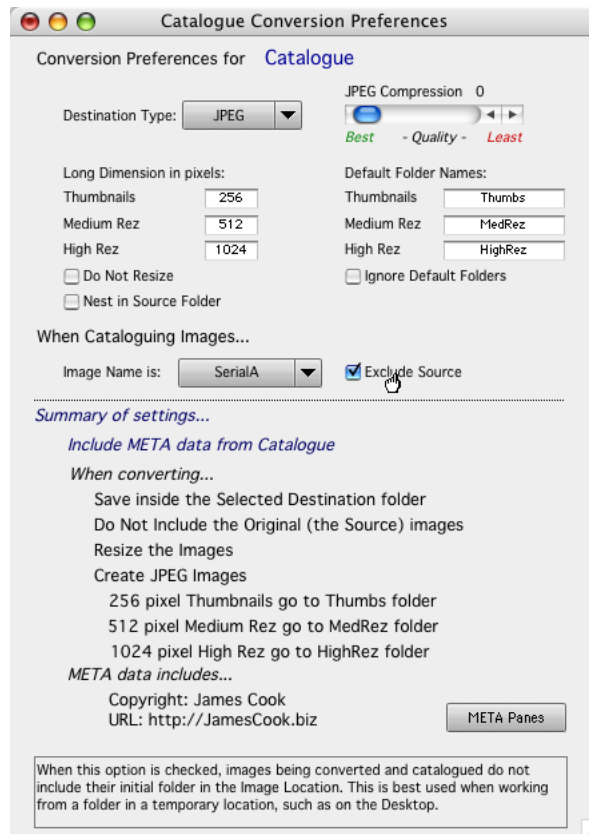
Conversion Preferences is also accessible in the Image Access popup menu of the Image Record window; Analog or Digital.

The window contains items formerly in the Browser plus two new options.

Nest in Source Folder tells the program to save converted images into folders within the source folder; that is the folder containing the original images. These folders are named according to the entries for Default Folders.

Exclude Source tells the program to omit the Source folder as an Image Location while processing images into the Catalogue.

This is especially handy when images are in a temporary location, such as in a folder on the Desktop. The desired resolutions are created and located as indicated and the original source can then be moved or removed without leaving a non-existent location listed.



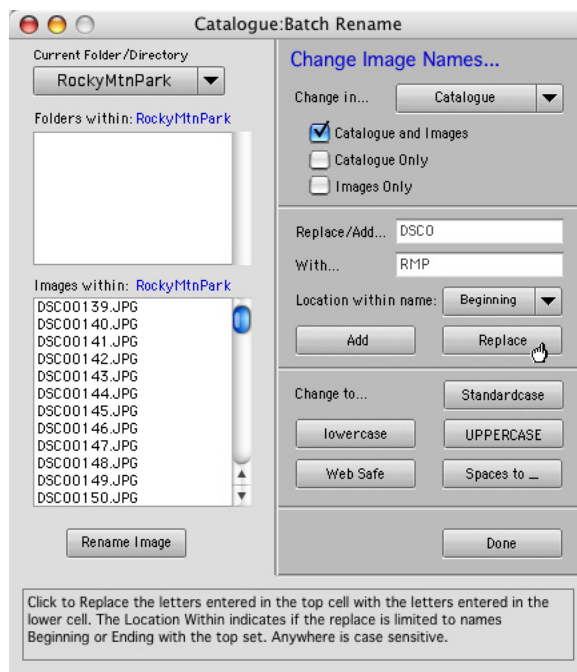
BATCH RENAME

Batch Rename, accessible via the Functions menu or the Batch Rename button in the Browser, has gained a few new options.

Besides Replace, you can now Add to image names and indicate that the alteration should occur at the Beginning, End or Anywhere in the image names.

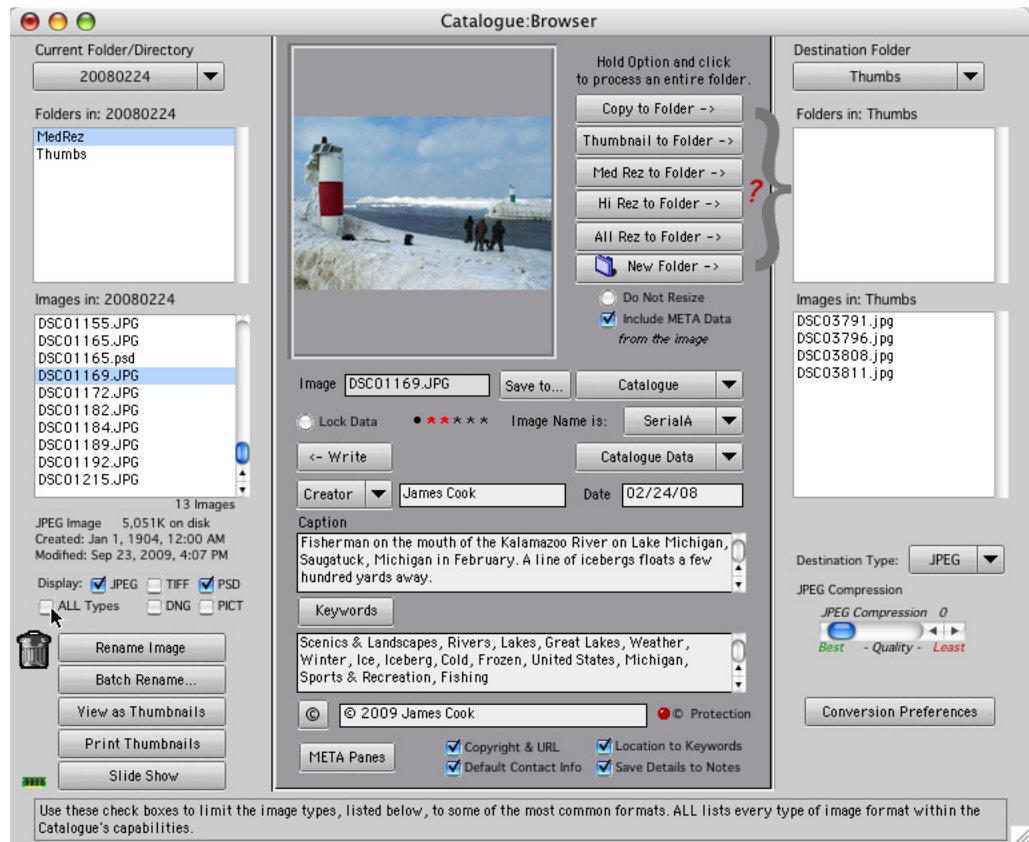
Basic changes now include Standard Case, meaning each word in the name starts with an Uppercase letter with all subsequent letters Lowercase. For example, Standard Case versus UPPER CASE versus lower case.

Web Safe converts any characters that are not acceptable in links to proper web specifications. For example, © is converted to %A9.



BROWSER

For the most part, Catalogue's Browser remains as it was with a few noteworthy exceptions.



DISPLAY

Below the list of images on the left is a set of radio buttons. These buttons allow you to select which image formats are to be displayed in the list. This can greatly simplify the process of going through a folder with, for instance, both RAW and JPEG images. By switching to view JPEG, the list is reduced to images that display much more rapidly. Of course, speed remains dependent on your computer's processor and RAM and the size of the image being processed.

DELETE

The text labeled button for Delete Image has been replaced by a Trash Can icon. Click on it to remove the highlighted image from your hard drive.