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Quick Start Guide:

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ArcSoft photo Base



for Macintosh

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OVERVIEW

PhotoBase is a file managing program that helps you organize and present multimedia files. You can quickly and easily create Slide Shows, Web Albums, and QuickTime movies. Also, you can effectively print contact sheets for quick image referencing. The unique "album" structure of the program makes file access convenient. On top of that, you can acquire files from various sources, including digital cameras and scanners.



SYSTEM REQUIREMENTS

- Power PC
- Classic: OS 8.6/9
- OSX: 10.1 or above
- 64 MB RAM (128 MB or more recommended)
- 30 MB free hard disk space
- 16-bit (or higher) color display

STARTING THE PROGRAM

To run PhotoBase, you need only to open the PhotoBase folder on your hard drive and double-click the application file.

Note: Install directories may vary from version to version.

ALBUMS

Albums are basically thumbnail links to files stored on your system. They're great for organizing files into unique categories. For example, you can create an album called "vacation," and link all of your vacation photos to it, wherever they may be on your computer. PhotoBase's entire presentation of files is through the album format. It's important to remember that albums DO NOT store files; they reference where they're stored. When you double-click a thumbnail, the program goes to the original location of the file in order to open it. If you move, delete, or rename a file after adding it to an album, the thumbnail will become a dead link. You can, however, delete thumbnails without deleting the actual file that the thumbnail links to. Highlight a

thumbnail, choose File on the menu, and select "Show Original File" to jump to the location of the original file.

There are several album functions. The most common are described below. Additional options are under File on the menu, and along the Toolbar.

To create a new album:

1. Click File on the menu, then click "New Album." You can also select "[New]" from the album pull-down on the Toolbar.
2. Type in a unique name for the album.

To add thumbnails (that link to files) to an album:

1. Click File on the menu, then click "Add File." You can also click Add on the Toolbar.
2. An Open window will appear. Navigate to the directory (folder) that contains the files you wish to add, select them, and then click Open within the window.

Note: Instead of selecting "Add File," you can also select "Add Folder" to add all supported files in a specific directory.

To sort album thumbnails:

1. Click Sort on the menu. You can also click Sort on the Toolbar.
2. You can sort thumbnails by file name, type, size, date, title, or description.

TITLES AND DESCRIPTIONS

Album thumbnails can have additional text information associated with them. You'll notice two labels at the bottom of the PhotoBase desktop, "Title" and "Description." The

text entered here is great for providing extensive categorical data for sorting and printing thumbnails.

THE TOOLBAR



The Toolbar, which sits near the top of the PhotoBase desktop, conveniently offers the program's most commonly used commands as a set of easily accessible icons. Using the Toolbar eliminates searching through menu options for a desired command. Within the program, you can move your mouse on top of a Toolbar icon to reveal a help pop-up of what the icon represents. Here's what the Toolbar offers:

Album pull-down: Use this pull-down to select the desired album for display. To open a new album, select "[New]."

- 1 **Add:** Allows you to add files to the current album.
- 2 **Acquire:** Allows you to acquire images from devices such as cameras and scanners.
- 3 **Print:** Lets you print single images or entire albums.
- 4 **Sort:** Organizes your album thumbnails by file name, type, size, date, title, or description.
- 5 **Slide Show:** Takes you through a series of steps to create a Slide Show.

- 6 **Web Album:** Takes you through a series of steps to create a Web Album.
- 7 **90° CCW:** Rotates the selected thumbnails 90 degrees to the left (counterclockwise).
- 8 **90° CW:** Rotates the selected thumbnails 90 degrees to the right (clockwise).

ACQUIRING IMAGES

To acquire images from a Twain device:

1. Click File on the menu, then select "Import" and click "TWAIN Source."
2. Select the device from which you'd like to acquire.
3. Click File on the menu, then select "Import" and click "TWAIN Acquire." Alternately, you can click Acquire on the Toolbar.
4. The driver for your selected device will run. Follow the instructions provided by the device manufacturer to acquire an image.

EDITING IMAGES



PhotoBase has an extensive editor that you can use to alter and enhance images. To get to the Edit Screen, simply double-click an image thumbnail. You can move your mouse over an editing tool to see a pop-up box of the tool's name. The editing tools are:

- 1 **Browser:** Opens the browse buttons in the right section of the editing toolbar. They allow you to jump to the first, previous, next, and last images in the current album, respectively.
- 2 **Undo:** Reverses the last edit made.
- 3 **Crop:** Allows you to cut out unwanted areas of an image. After clicking this button, click and drag on your image to set the crop area. Once the crop area is set, hold the Command key and click within the area to cut out everything outside of the crop box.
- 4 **Center Crop Area:** Automatically centers your crop box on the image.
- 5 **Rotate Counterclockwise:** Rotates your image 90 degrees to the left.
- 6 **Rotate Clockwise:** Rotates your image 90 degrees to the right.
- 7 **Brightness:** Opens a slider on the right side of the editing toolbar that allows you to adjust the brightness/darkness of the image.
- 8 **Contrast:** Opens a slider on the right side of the editing toolbar that allows you to adjust the image contrast.
- 9 **Saturation:** Opens a slider on the right side of the editing toolbar that allows you to adjust the color intensity of the image.
- 10 **Sharpness:** Opens a slider on the right side of the editing toolbar that allows you to adjust the sharpness of the image.
- 11 **Zoom In:** Magnifies your image on the screen.
- 12 **Zoom Out:** Makes your image smaller on the screen.

- 13 **Play:** Plays any audio attached to the current image.
- 14 **Record:** Opens a standard sound recorder that lets you record and save audio for attachment to the image.

After closing the Edit Screen, you will be prompted to save your image. You can choose to save over the existing file, save as a new file, or not save at all.

MAKING A SLIDE SHOW

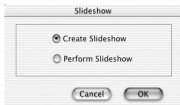
PhotoBase lets you create Slide Shows of still images and videos with or without an audio track. You can preview Slide Shows within the program, or export them to your hard drive or CD (a compliant CD-burning program is required).

To preview a Slide Show:



1. Click Create on the menu, then click "Perform Slide Show."
2. Choose to have the presentation loop over and over (check the Auto Loops box), use transition effects between slides (check the Effects box), set the display time for still images, and include an audio track (if desired).
3. During the Slide Show, press Esc to quit.

To create a Slide Show:



1. Create on the menu, then click "Slide Show." Alternately, you can click Slide Show on the Toolbar.

2. The creation process will begin. The first step involves selecting the images and videos in the current folder/album that you'd like to include in the presentation. Highlight the files you'd like to use, then click Add>. To add all available files to the presentation, click Add All>. Click the respective Remove button to remove files.
3. The next step in the creation process involves selecting your audio options. You can exclude audio, or play a single audio track. If you choose to include an audio track, click Browse to locate and select the audio file.
4. The final step involves selecting your save destination. You can choose to burn the presentation to a CD, or save it to your hard drive. If you choose to save it to your hard drive, you can give the application file (the file that you'd run to start the Slide Show) a name, and select the directory to which the presentation will be saved.

MAKING A WEB ALBUM

Web Albums are essentially albums that are viewable as Web pages.

To create a Web Album:

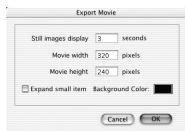
1. Click Create on the menu, then click "Web Album." Alternately, you can click Web Album on the Toolbar.
2. The creation process will begin. The first step involves selecting the files in the current folder/album that you'd like to include in the presentation. Highlight the files you'd like to use, then click Add>. To add all available files to the presentation, click Add All>. Click the respective Remove button to remove files.
3. The next step in the creation process involves selecting your layout options. Give the Web Album a name, and select the number of columns and rows of thumbnails that you'd like each page in the album to have. You can also select the thumbnail size (small, medium, or large), and set the background color of the pages.

- Next, choose what text you'd like displayed within the Web Album. Choose among file dates, descriptions, names, and sizes.
- The final step involves selecting your save destination. You can choose to burn the presentation to a CD, or save it to your hard drive. If you choose to save it to your hard drive, you can give the HTML file (the file that you run to start the Web Album) a name, and select the directory to which the presentation will be saved.

MAKING A QUICKTIME MOVIE

PhotoBase allows you to create QuickTime movie files, which look similar to Slide Shows. The difference is the file format used by each option, and the options available during the creative process.

To create a QuickTime movie:

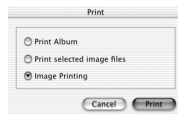


- Select the image thumbnails you wish to use in the movie.
- Click Create on the menu, then click "Create QuickTime Movie."
- The creation process will begin. The first step involves selecting the background color for the movie, and setting the display time for still images. You can also set the resolution, or dimensions, of the movie. By checking the Expand small item box, you can effectively create a movie with still images that will be more consistent in size than they would be without having the box checked.
- Next, you simply need to name the movie, and select the save directory for the file.

PRINTING

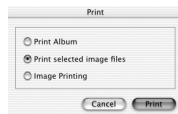
PhotoBase allows you to print individual image files, selected thumbnails, or entire albums.

To print an individual image:



- Click File on the menu, then click "Print." Alternately, you can click Print on the Toolbar. From the window that pops up, click Image Printing.
- When your image comes up in the preview, you can click and drag the image about the page to any location.
- Check the Add Title box to include a text title on the print. On the preview, double-click in the text box to add/edit the title. Drag the text box to the desired location.
- Check the Add Frame box if you would like a black outline around your image when it prints.
- Check the appropriate Center boxes to center the image and/or the title.
- Use the slider to adjust the print size. Above the slider, the width, height, and output (DPI) will be listed.
- Click Print Setup to view and edit your printer properties; click Print to print.

To print selected thumbnails:



- Click File on the menu, then click "Print." Alternately, you can click Print on the Toolbar. From the window that pops up, click Print selected image files.
- On the following window, choose the print size of the images from the Print Size pull-down. Check the Auto Rotate and Auto Crop boxes to have the program automatically manipulate the images to best fit according to the selected image size. You can preview all pages before printing.

To print thumbnail contact sheets:



1. Click File on the menu, then click "Print." Alternately, you can click Print on the Toolbar. From the window that pops up, click Print Album.
2. Set your print properties as desired before printing. Options will vary from printer to printer.

THE HOTLINK BAR



The HotLink Bar, which rests at the bottom of the PhotoBase desktop, provides quick access to other applications. Double-click the HotLink Bar to open its properties.

To add a program to the HotLink Bar:

1. Double-click the HotLink Bar, or click HotLink on the menu, and choose "Add."
2. Browse to the directory that contains the program file you wish to add.
3. Highlight the file, then click Choose.

To remove a program from the HotLink Bar:

1. Highlight the program you wish to remove.
2. Click HotLink on the menu, then choose "Remove."

To run a program on the HotLink Bar:

1. Double-click the appropriate icon on the HotLink Bar.

To open a file using a program on the HotLink Bar:

1. Drag a thumbnail to the appropriate icon on the HotLink Bar.

NOTES ON ACQUIRING IMAGES

When acquiring images, it's important to remember that the driver for the respective device runs and transfers the file information over to the program. If you experience any problems, contact the device manufacturer. You may need a driver update.

ADDITIONAL HELP

For additional help, run the online Help file. Click Help on the menu, then click "PhotoBase Help." Go there for more detailed information on the various menu commands and other program functions.