User Guide

Microsoft®
Expression® Media

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Chapter One:

Welcome to Microsoft Expression Media

Microsoft® Expression® Media is the fast and easy way to view, organize, and present the growing number of images, movies, sounds, fonts, and other media files that reside on your various disks. Whether you are a student, journalist, multimedia enthusiast, or creative professional, it is important to be able to organize and browse your images, movies, documents. Then you can modify and professionally present them in nearly any multimedia or document format that you want.

System requirements

This section lists the minimum system requirements for Expression Media (with the recommended ones in parentheses). It is important to have the most recent version of Apple® QuickTime®. This will improve the performance and functionality of Expression Media.

Microsoft Windows

- Intel® Pentium® III 500 MHz processor or equivalent (Intel Pentium 4)
- 1 GB of RAM
- 1024 x 768 display with 24-bit color
- 100 MB of hard disk space for installation
- Microsoft® Windows® XP (XP SP2) or Windows Vista™
- Apple QuickTime 7.1.5 or higher
- Microsoft® Internet Explorer® 5.5 (6.0) and higher
- DirectX 9.0c
- Adobe® Reader® 7.0 or higher for PDF file support

Apple Macintosh

- Expression Media supports Intel®-based Macintosh PowerPC® or Intel Core Processor
- DVD-ROM drive
- Apple® Macintosh® OS X (10.4.8 or later)
- Apple QuickTime 7.1.5 or later
- Monitor set to **Millions of Colors**
- 100 MB of hard disk space for installation
- 512 MB of RAM or more

Installing Expression Media

There are slightly different methods for installation, depending on the operating system you are using. After installation, you will need to type in the product key.

To install Expression Media on Windows

1. Insert the Expression Media CD or DVD.
2. Click **Install Expression Media**, and then follow the instructions.

    Note: If this menu does not appear, your PC might not support AutoPlay. In this case, open the CD or DVD and run Media.xx.exe, where xx is the country code.

To install Expression Media on the Macintosh

1. Insert Expression Media.
2. Double-click the **Install Expression Media** icon, and then follow the instructions.

To change languages on the Macintosh

1. Open the application.
2. Click the **Expression Media** icon.
3. On the **File** menu, click **Welcome Screen**.
4. Expand the **Languages** menu. On installation, Expression Media defaults to the operating system language. To run in a different language, clear all languages except the one you want to use.

To change languages in Windows

When you install Expression Media, you select a language. To change languages, reinstall Expression Media, and then select an alternate language from the menu.

To enter the license key

1. After you have installed Expression Media, start the application.
2. On the **Help** menu, click **Welcome Screen**.
3. On the **Edit** menu (Macintosh: **Application** menu), click **Preferences**.
4. Type your product key from the back cover of the package.

Installing plug-ins

The installation creates a Plug-ins folder that contains files that are important to the application's functionality. Knowing the location of this folder is important so that you can customize or install additional functionality, such as HTML themes, print templates, importers, and scripts.

Location of the Plug-ins folder on Windows

The user-defined Plug-ins folder is located in one of two locations:

- C:\Documents and Settings\username\Application Data\Expression Media\Plug-ins (XP)
- C:\Documents and Settings\username\Application Data\Roaming\Expression Media\Plug-ins (Windows Vista)

Note: On some Windows operating systems, the Application Data folder might be hidden. If so, consult your operating system Help for assistance in showing hidden folders.

Location of the Plug-ins folder in Macintosh

On the Macintosh, there is a folder that is split between built-in plug-ins, which are located inside the application package, and user-installed plug-ins, which can be in any of the following three locations:

- ~/Library/Application Support/Expression Media/Plug-ins
- ~/Network/Library/Application Support/Expression Media/Plug-ins

Language support

By default, Expression Media uses the language of the operating system or remembers the last language used. For information about how to change the language used by Expression Media, see "Installing Expression Media" on page 2.

Web resources

You can access additional resources for learning Expression Media on the Expression Web site. Tutorials, customer support, forums, and application updates are available online. Go to the Web site at http://go.microsoft.com/fwlink/?LinkID=82546

Adding media importers

Expression Media can use any QuickTime-based media importer. Download and install the importer. You can download additional importers from third-party sources on the Web.

Scripting

Expression Media is scriptable and can be easily integrated with third-party applications to perform workflow automation.

Scripting on Windows

Expression Media supports Visual Basic® Script and JavaScript automation. Once you create scripts, you can attach them to the application for access through the Scripts menu. For instructions about creating scripts with Expression Media (at the Expression Media AppleScript dictionary from within Script Editor), refer to the Expression Media Web site.
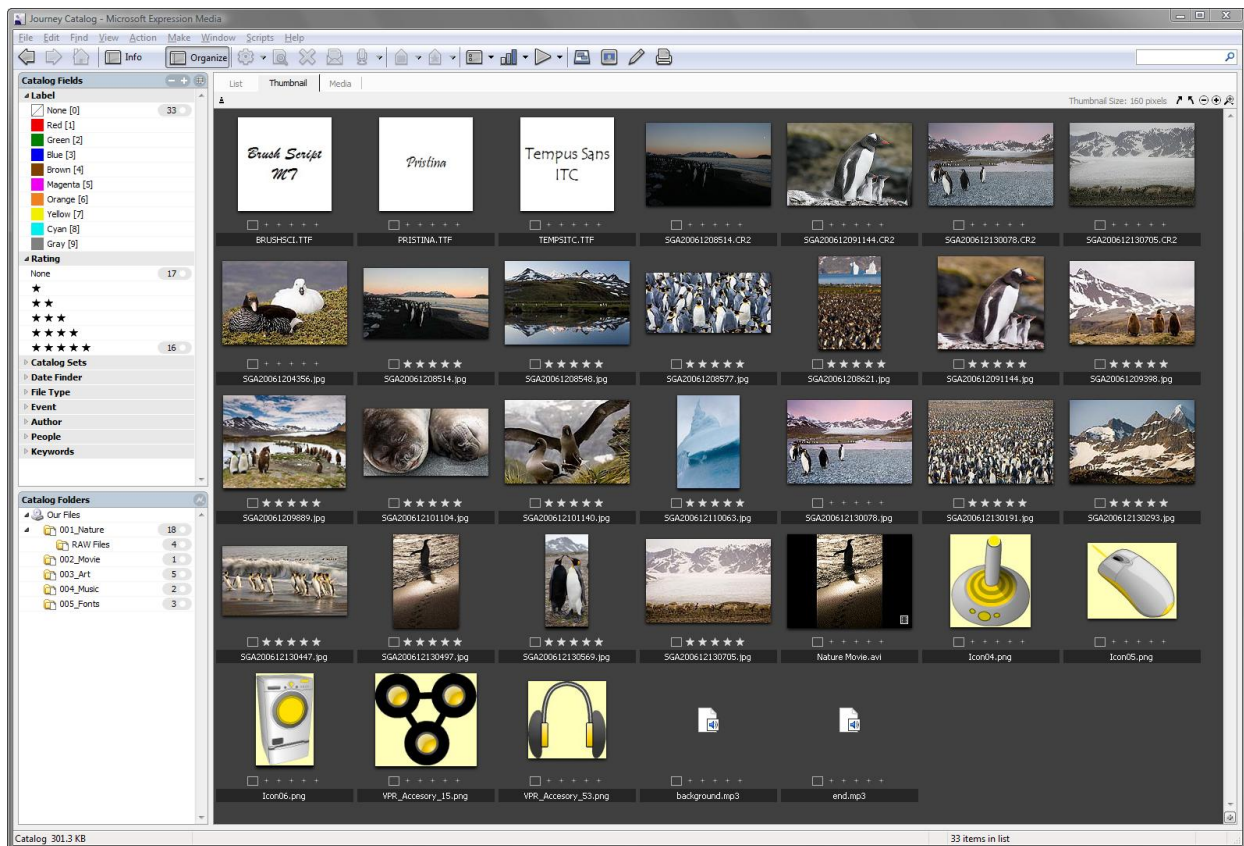
Scripting on the Macintosh

Expression Media supports AppleScript®, and the scripts are attachable to the application (accessible from the AppleScript menu). To get started with scripting in Expression Media, visit the Expression Media Web site, and then refer to the AppleScript examples.

Chapter Two:

Microsoft Expression Media Basics

Before you get started with Expression Media, there are some basic concepts that you need to know about how Expression Media imports, lists, and categorizes files. This chapter reviews the tasks necessary to create and work with your first catalog.

Microsoft Expression Media interface

Access most of the major functions of Expression Media by clicking buttons on the toolbar

How Expression Media works

Microsoft Expression Media stores information about media files in *catalogs*. A catalog is a visual database that you can organize and search. A catalog contains information about each file

that is relevant to the media type (attributes).

Tags (also called annotations or metadata) that help you organize and classify media are:

- A thumbnail of each media file.

- A full screen preview of each media file (if this option is selected).

- The location (path) of the original file on a hard drive, CD, or other kind of volume.

You can create as many catalogs as you want, depending on how you want to organize your media files. For example, your photos, videos, and music could each have their own catalog file. Or, you could create one catalog containing all your media. Each catalog can contain up to 128,000 files with a 1.8 GB limit.

Once you have created a catalog, you can store your images with digital camera information, captions, labels, and annotations, and then search and browse the catalog, even if your original files are misplaced or offline.

Also within Expression Media, you can edit all of your media files, including renaming, image editing, managing color profiles, printing contact sheets, changing file formats, and creating slide shows.

Working with catalogs

The first time you launch Expression Media, you'll see a Welcome Screen. This dialog box helps you get acquainted with the Expression Media features, and assists you with import options for creating new catalogs. If you have an idea of how you want to organize your catalogs, you can let Expression Media create your catalog for you when you select one of options in the dialog box. For more information about these import options, see "Filtering imports by media type" on page 8.

If you want to learn more about cataloging and the options that you have before you, create a catalog, close the dialog box and see "Creating catalogs and importing media" on page 8 for more information about understanding and creating catalogs. If you want to access this dialog box later, you can find it in the **Welcome Screen** menu on Windows, and in the **Expression Media** application menu on the Macintosh.

Understanding catalogs

When you add files to a catalog, Expression Media stores a thumbnail version of each file, as well as information about the file, including its location on your disk or on the removable storage disk from which you might have imported the file. When you are working with your cataloged media, remember the following:

- You can search and organize Expression Media catalogs, even when your original files are not present. For example, your original files might be stored on a CD that is not on the computer. However, in the catalog, you can still view the thumbnails and information pertaining to those files.

- Because the original files are not embedded in the catalog, Expression Media cannot display them in larger sizes. You need access to the original files.

- If you delete a media file on the desktop or a disk, it cannot be recovered through an Expression Media catalog. A catalog contains only information about the file, and not the file itself.
- Adding files to an Expression Media catalog does not move or modify the original media.

Cataloging strategies

A common question in digital asset management is: "Should I put all of my media into one big catalog or into several smaller catalogs?" The number of catalogs that you create varies, depending on your workflow and the types of media you are tracking in catalogs. Anything that is logical and fits well into your specific workflow needs is acceptable. Expression Media catalogs are designed to contain up to 128,000 media items with a limit of 1.8-GB limit.

It is possible that a single catalog will be sufficient for your needs. However, grouping files into a few separate catalogs creates a higher level of organization and search capabilities.

Here are some ways to organize your catalogs:

Organize by project Dedicate a catalog to each of your projects or clients for easy and quick reference. This is also is a good method for supporting short-term deadlines and goals.

Organize by chronology Create an additional set of catalogs based on the date and time. It is a good monthly habit. It will help you build a searchable archive as you go. Expression Media features a way to import one catalog into another, so, for example, you can create a single catalog for July and subsequently import all of the separate catalogs from all your July projects into that single catalog.

Organize by subject Any logical subjects that are not likely to overlap are a good way to divide your media into multiple catalogs. For example, you can store your images by high-level subjects that describe the types of your photo assignments, such as travel, fashion, portraits, and so on.

Organize by process/task At times, there are clearly definable states for files in a workflow. Separating items by their state or task in your workflow can help direct users to the media item at the correct stage in the workflow. For example, if photographers want to track files through a raw workflow, they might create one catalog each for the original raw files, client selections, processed .tif files, and edited images.

Organize by file type You might want to group files into catalogs based on file type, such as music, movies, fonts, illustrations, or a .pdf file. For example, you might want to create a catalog of all your fonts, creating a searchable inventory of typefaces available for your design projects.

Organize by search Expression Media has special search criteria that enables searching across all catalogs in a particular folder. Therefore, if you store your entire job catalogs in a defined folder, files will be easy to locate. Higher-level chronological catalogs will also be good for locating media files.

Before creating catalogs and importing media

There are a few options that you might want to set before creating a catalog. These options help you save time and improve the quality and accuracy of your imports.

Define thumbnail creation and media preview options

Expression Media assigns a thumbnail image to each imported media item and then stores this image in the catalog file. You can choose how large this thumbnail will be. Depending on your preferences and the media type, Expression Media assigns each media item.

- **The embedded thumbnail image created by a digital camera or software program** These thumbnails are typically low quality.
- **A thumbnail created by Expression Media** Use this option for the highest quality thumbnails.
- **A generic media icon** Some non-image files, such as audio files, have a generic media icon assigned to them as a thumbnail image.

You can also define media preview options. These previews are large .jpg proxy images that will be displayed in Media View, Slide Show, and Light Table, regardless of whether original media files are available for display. Media previews are particularly useful if the majority of your media is stored in offline storage, such as on a CD or DVD. These previews are also useful for distributing catalogs without including the original media files.

To define thumbnail creation options

1. Start Expression Media.
2. On the **Edit** menu, click **Thumbnails and Previews**.
3. Do one of the following:
   - If you want Expression Media to build a thumbnail image, select a size from the **Thumbnail Size** menu. If you select **Variable** size, Expression Media creates thumbnail images matching the thumbnail size defined in the Thumbnail View of the active catalog.
   - If you want Expression Media to use the embedded thumbnail images created by your digital camera or your digital imaging program, select **Use built-in thumbnails**.
4. Select a **Quality** setting.

To define media preview options

1. On the **Edit** menu, click **Thumbnails and Previews**.
2. Select **Create full screen previews**.
3. Select a size.
4. Select the .jpg compression quality to be applied to the preview images, and then click **OK**.

   Note: Catalogs with full screen previews will be considerably larger than catalogs with only thumbnails.

Filtering imports by media type

8 control which media files are added to a catalog. Most import options are conditional to the type of import (**From Folders**, **Camera**, and so on) and you can select those options when you initially import files. However, there is a global option to limit importing just those files that belong to a certain media type.

To define a media type filter

1. Start Expression Media.
2. On the **File** menu, click **Catalog Importers**.
3. Select the box for each media group that you want to allow Expression Media to import or ignore in future catalogs. For example, when using **Importing from Files/Folders**, you might select only the **Images** option to import images such as .jpgs, .tifs, and so on, and skip all other files in the same folder. If you are not familiar with which types of media files belong to each group, you can select the box for a particular media group to see a comprehensive list of all supported media types.

Supported file formats

Expression Media can organize more than 100 media file formats. The capacity to import certain file types is dependent on having the most current version of Apple QuickTime installed on your computer. You can download QuickTime for no cost at the Apple Web site.

There are variations of file format support between the Windows and Macintosh platforms. For a complete list of supported formats, see "Appendix B: Supported File Formats."

Creating catalogs and importing media

There are several ways to import or add media files to an Expression Media catalog, each one tailored for a particular circumstance. The basic method is to create a catalog from any file or folder that you can access from your computer, including networked folders and removable media. However, you can import by dragging and dropping files, as well as using other methods.

Importing items from files and folders

This method is the most direct way to import entire folders or drives into catalogs.

To create a catalog from files or folders

1. Start Expression Media.
2. Do one of the following and navigate to the files you want to import:
   - On the **File** menu, point to **Import Items**, and then click **From Files/Folders**.
   - On the **Help** menu, point to **Welcome Screen**, and then click **Import** from a folder you choose.
3. If you want to limit the files that you import, refine the Import criteria.
4. In the **File name** box, type a file name.
5. Select **Size** or **Modified** to select options that limit the import according to your chosen criteria. Selecting the **Flat folder search** option will constrain folder imports to only the

folder level selected and ignore all subfolders (Macintosh).

6. While your media is being imported, Expression Media will temporarily display a progress indicator panel. To stop an import, click the **Cancel** icon next to the progress bar. To hide or show the progress indicator panel, click the **Show/Hide Progress** icon, which is located in the lower-right corner of the catalog window.

7. Save the catalog. Project catalogs are named chronologically to maintain proper order on the desktop. They are stored in a single folder for cross-catalog searches.

Importing Items by dragging and dropping

You can drag any file, folder, hard disk, CD, or other volume onto an open Expression Media catalog. You can also drop files onto the Expression Media icon or shortcut icon. And you can use the drag-and-drop operation on a folder that contains some files already cataloged and a few new files. Expression Media ignores the files already in the catalog and adds only the new files to the catalog.

Importing items from pictures/movies folders

Expression Media automatically finds the Pictures and Movies folders for the active operating system user and imports all media into a new catalog. This importing feature works only on the operating systems Macintosh OS X, Windows XP, and Windows Vista.

To import items from the pictures/movies folders

1. On the **Help** menu, click **Welcome Screen**.

2. Select **Import Pictures/Movies Folders**, and then click **Continue**.

Note: Expression Media ignores media in folders dedicated to certain applications, such as Apple® iPhoto®.

Importing items from Spotlight Query (Macintosh)

Expression Media can import items from your computer using Apple® Spotlight®. When you search by using Spotlight, you're accessing a comprehensive, constantly updated index that sees all of the metadata inside supported files on your hard drive, including the kind of content, the author, edit history, format, size, and much more.

Most documents, including Microsoft Word documents, Adobe PDF documents, MP3 audio files and digital camera images already contain rich metadata. And because Spotlight indexes contents of the file as well, your search results include what appears inside a file or document, not just its title.

To import items from a Spotlight Query

1. From **Spotlight Query**, choose **Import Items**.

2. Type a word or phrase to search for, and Expression Media will import all related media files.

3. You can also type a Spotlight Query, using a special Spotlight syntax, to specify complex search criteria.

4. By default, Spotlight imports are appended to the open catalog.

5. To place all imported items in a new catalog, select **Add results in new catalog**.

Importing items from contextual menus

You can add items to an Expression Media catalog by selecting an item stored anywhere on your computer.

To import items by using contextual menus

1. Locate an item on your desktop or anywhere on your hard drive and then right-click (Windows) or CTRL-click (Macintosh).

2. Click Expression Media Import from the contextual menu. Items will be added to the open catalog or a new catalog, if one is not currently open.

Importing items from Apple iPhoto (Macintosh)

You can transfer all of your files from Apple® iPhoto® to a catalog in Expression Media. The new catalog will initially contain references to the photography files that are still inside the iPhoto library folders, but you can move those files from iPhoto. The new Expression Media catalog also contains your iPhoto albums as Expression Media *catalog sets* (for more information about catalog sets, see "Catalog sets" on page 66). In addition, your catalog includes any metadata (such as EXIF digital camera data, comments, or keywords) that were assigned to your images in iPhoto. The following table shows how iPhoto annotations map to Expression Media annotation fields.

iPhoto*	Expression Media
File name	File name
Title	Title
Keyword	Keyword
Checkmark (keyword)	Does not map at this time
Star ratings*	Do not map at this time
Albums	Catalog sets
Smart Albums*	Catalog sets
Comments	Description (Caption)
Date	Event Date
Date (modified in iPhoto)	Event Date

* Apple iPhoto 4.0, 5.0

To import items from iPhoto

1. On the **Help** menu, click **Welcome Screen**.

2. Click **Import iPhoto Library**.

Expression Media automatically finds the iPhoto library for the active operating system user.

3. Launch iPhoto in the background and import all original photos into a new catalog.

Note: This feature only works with iPhoto versions 2.0, 4.0, 5.0, and 6.0.

4. If you want to move the newly imported files out of the iPhoto library, select all of the

images in the new catalog, and then, on the **Action** menu, click **Transfer to Folder**.

5. In the **Transfer to Folder** dialog box, select **Move files, reset paths, delete originals**.

    This moves your original images to a folder of your choice, sets the paths to the new location, and deletes the images from the iPhoto library.

6. To free up additional hard-drive space, you can delete all the thumbnails created by iPhoto. To do this, delete the iPhoto Library folder from the Pictures folder.

    Make sure you do this after you have transferred all original images to a new location on your hard drive. Alternately, you could leave the original images where they are and have media in both iPhoto and Expression Media.

Importing from a catalog file (merging catalogs)

Expression Media can combine the contents of one catalog with the contents of another. You can do this by either using a menu command, or by using a drag-and-drop operation. If an item's thumbnail in an older catalog is smaller than the catalog being appended, then you will need to rebuild the thumbnail to match the new size.

To merge catalogs

1. Open an existing catalog.
2. On the **File** menu, point to **Import Items**, and then click **From Catalog File**.
3. Navigate to and select a catalog created by an Expression product.

    Note: This function will not work with catalogs created by other programs.
4. New media items will be appended to the end of the existing catalog. Also added are each item's related annotations, label, and thumbnail. Catalog Sets are merged into the open catalog.

Note: If the open catalog already contains files that are part of the selection of files that are being merged, Expression Media will ignore these files and will not replicate them.

To merge catalogs using drag and drop

1. Open at least two catalogs.
2. Select one or more items in one catalog, and then drag them to the other catalog. If you are in List View or Thumbnail View, Expression Media appends the dragged files at the location you place the cursor. If you are in Media View, Expression Media appends the dragged files to the end of the current catalog.
3. Using this method does not remove a file from a catalog and add it to another. This function only copies the item and its related information. If you want to move the file from one catalog to another, hold down the CTRL key (Windows) or the ⌘ key (Macintosh) while dragging.

    Note: If the open catalog already contains files that are part of the selection of files that you are dragging, Expression Media will ignore these files and will not replicate them.

To match thumbnail sizes in appended catalogs

1. After merging the catalogs, select the appended files.

2. On the **Action** menu, click **Rebuild Item**.

Importing from a digital camera (Windows)

Depending on the USB transfer settings of your camera, there are two ways to import images from digital cameras. Some digital cameras support a standard called *Picture Transfer Protocol* (PTP). Refer to your digital camera's documentation to find out if it supports PTP and how to properly define PTP settings for the camera.

To import images using Picture Transfer Protocol

1. Plug your camera into your computer.
2. When the dialog box for your camera appears, click the **Cancel** button.
3. Launch Expression Media and open an existing catalog, or create a new one. On the **File** menu, point to **Import Items**, and then click **From Disk/Camera**.
4. On the **Source** menu, select the camera or media card from which you want to import media.
5. Click the **Destination** folder icon. In the dialog box, select or create a folder to place files that are downloaded from your camera.
6. Select an option according to the following descriptions.

   - **Place in** The option **Download folder** places downloaded files in the destination folder. **Today's folder** places downloaded files in a folder named with today's date in the destination folder. **Original folder hierarchy** places downloaded files in a copy of the folder directory hierarchy on the camera.

   - **Rename** Type a text string (such as the date or subject) in this field, and Expression Media will rename all downloaded files with sequential numbers following this string. Leave this field blank to maintain the existing file names.

   - **Actions** Select the option **Skip files with same name** to prevent you from writing over existing files with the same name. **Set file creation date to capture date** sets the image file's creation date to match the date when you took the picture (**Capture Date**). This option is useful because some applications, as well as the operating system, cannot read the capture date. This way, your media will be better organized on the desktop. **Delete originals after downloading** deletes original files off of your camera's media card after they have been downloaded to the destination folder.

   - **Annotate** Choose a metadata template from this menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting **New Metadata Template**. Clicking the text button next to the menu displays the template content and some additional options for applying metadata.

7. Click the **Download** button. Expression Media will import each image into the open catalog after it has been downloaded from the camera to the destination folder you defined. After the import is complete, dismount the camera from the desktop (eject), and then you can safely unplug your camera.

To import without Picture Transfer Protocol

These procedures also apply to digital media card readers that do not support PTP.

1. Plug your camera into your computer, or insert your digital media card (Compact Flash card, Memory Stick) into your card reader.

2. When the **Device Action** dialog box appears, choose **Copy pictures** to a folder on **My Computer** using Microsoft Scanner and Camera Wizard.

3. Follow the directions of the Camera Wizard to locate an existing folder or to create a new folder for your pictures. On the last screen of the wizard, select **Nothing. I'm finished working with these pictures.**

4. Start Expression Media and open an existing catalog, or create a new catalog, into which you can import the new images. On the **File** menu, point to **Import Items,** and then click **From Files/Folders**. Navigate to and select the folder on your desktop where your images were placed with the Camera Wizard.

5. Click **Import**.

Importing from a digital camera (Macintosh)

The OS X Image Capture application lets Macintosh users automatically download images when a camera is attached to the computer. Expression Media has integrated this functionality to make cataloging images during download from your camera as easy as possible.

To import from a digital camera on the Macintosh

1. Start the **Image Capture** application.

   The application is located in the OS X **Applications** folder.

2. Set **Image Capture** preferences according to your operating system version.

3. If you are running OS X**,** open the Image Capture **Preferences** command. On the **Camera Preferences** menu, select **Other**. Navigate to and choose Expression Media. Quit the Image Capture application.

4. Plug your camera into your computer. From this point, whenever you plug a camera into your computer, Image Capture launches Expression Media.

5. On the **File** menu, point to **Import Items**, and then click **From Disk/Camera**.

6. Choose a source from the **Source** menu, and then select the camera or media card from which you want to import media.

7. Click the **Destination** folder icon. In the dialog box, select or create a folder to place in files that are downloaded from your camera.

8. Set the options according to the following descriptions:

   - **Place in** The **Download** folder places downloaded files in the destination folder. Today's folder will place downloaded files in a folder named with today's date in the destination folder.

   - **Rename** Type a text string (such as the date or subject) in this field, and Expression Media renames all downloaded files with sequential numbers following this string.

Leave this field blank to maintain the existing file names.

- **Actions** The option **Skip files with same name** prevents you from writing over existing files with the same name. The option **Lock downloaded files** turns on the desktop's lock status for all downloaded files. The option **Set file creation date to capture date** sets the image file's creation date to match the date you took the picture (**Capture Date**). This option is useful because some applications, as well as the operating system, cannot read the capture date. This way, your media is better organized on the desktop. Delete the originals after downloading deletes original files from your camera's media card when they have been downloaded to the destination folder.

- **Annotate** Select a metadata template from this menu to apply a group of predefined annotations to all downloaded files. If there are no templates available, you can create one by selecting **New Metadata Template**. Clicking the text button next to the menu will display the template content and some additional options for applying metadata. For more information about creating templates, see "Custom HTML galleries" on page 97.

- **Download** After you have set the options you want, click the **Download** button. Expression Media imports each image into the open catalog after it has been downloaded from the camera to the destination folder you defined. After import is complete, dismount the camera from the desktop (eject), and then you can safely unplug your camera.

Importing from a CD or DVD

Use this option to import files from removable storage.

To import from CD or DVD

1. Open an existing catalog or create a new one.
2. On the **File** menu, point to **Import Items**, and then click **From Disk/Camera**.
3. On the **Source** menu, select the disk from which you want to import media.
4. Click the **Destination folder** icon. In the dialog box, select or create a folder for files that are downloaded from the disk.
5. (Optional) To constrain an import to only image file formats, click the **Media Importers** button and select only the **Images** box. This will prevent non-image files from being imported into the catalog. Imports can be filtered by any of eight different media file type groups.
6. Set the options according to the following descriptions.

   - **Place in** The **Download folder** places downloaded files into the **Destination folder**. **Today's folder** will place downloaded files in a folder named after today's date in the destination folder. Original folder hierarchy places downloaded files in a copy of the folder directory hierarchy on the Web server in the destination folder.

   - **Rename** Type a text string (such as the date or subject) in this field, and Expression Media renames all downloaded files with sequential numbers following this string. To maintain the existing file names, leave this field blank.

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- **Actions** The option **Skip files with same name** prevents you from writing over existing files with the same name. **Lock downloaded files** selects the desktop lock status for all downloaded files. **Delete originals after downloading** moves original files to the Recycle Bin (Trash) after they have been downloaded to the destination folder. This option will only work on rewritable storage media.

- **Annotate** Choose a metadata template from this menu to apply a group of pre-defined annotations to all downloaded files. If there are no templates available, you can create one by selecting **New Metadata Template**. Clicking the text button next to the menu displays the template content and some additional options for applying metadata.

- **Download** Click the **Download** button, and Expression Media downloads all files from the disk and stores them in the destination you define.

Importing from the Internet

You can import any Internet image into your catalog by using one of two methods. You can import by entering a URL, or you can use the drag-and-drop operation. To import by entering a URL, you must know the exact location of the image file. For example, if there is a site home page that contains images that you want to download, just entering the home page URL of that site will not download those images. To locate and download specific images from a site, you need to know the exact folder where that image resides in the site file structure.

To import a file from the Internet

1. Open an existing catalog or create a new one.
2. Do one of the following:

   - On the **File** menu, point to **Import Items**, and then click **From URL**.

   - Drag the image from the Internet to the Expression Media catalog.

3. Click the **Destination** folder icon. In the dialog box, select or create a folder for files that are downloaded from the Internet. If you used the drag-and-drop operation, skip to Step 5.

4. Type a Web address in the text field at the top of the dialog box. It must be a completely formed URL, such as http://www.photo.com/img1.jpg

5. If applicable, type a cURL command. cURL is a powerful syntax for transferring files online.

   Set the options according to the following instructions.

   - **Place in** Selecting the **Download** folder places downloaded files in the destination folder. Today's folder places downloaded files in a folder named after today's date in the destination folder. Original folder hierarchy places downloaded files as copies of the folder directory hierarchy on the Web server into the destination folder.

   - **Rename** Type a text string (such as the date or subject) in this field, and Expression Media renames all downloaded files with sequential numbers following this string. To maintain the existing file names, leave this field blank.

   - **Actions** **Skip files with same name** prevents you from writing over existing files

with the same name. **Lock downloaded files** selects the lock status for all downloaded files.

- **Annotate** Choose a metadata template from this menu to apply a group of predefined annotations to all downloaded files. If there are no templates available, you can create one by selecting **New Metadata Template**. Clicking the text button next to the menu displays the template content and some additional options for applying metadata.

- Click the **Download** button. In addition to downloading the Web image, Expression Media downloads all files from the Internet, and stores them in the destination you defined. Expression Media will also store the file's Web address in the **Source URL** annotation field.

Using folder watching

Expression Media offers advanced folder watching to monitor all folders that contain cataloged media, either on a hard drive or a local network. When new media appears in a watched folder, it can be manually or automatically imported to the catalog.

Folder watching is useful for a workflow in which:

- Images are being scanned by batch and saved to a particular folder.

- A "folder action" is automatically downloading images from other computers or the Internet.

- Several users are contributing images to a shared network folder.

To import files using folder watching

1. Click the **Organize** button.
2. Select an option from the catalog **Folder Watching** menu .
3. Expression Media alerts you when new images have been added to any folder by displaying a blue arrow on the folder icon. To import these new images directly to your catalog, choose **Update Folder Now** from the individual folder's contextual menu.
4. To enable automatic updating, choose **Switch Auto-Update On** on the contextual menu of the individual folder that you want to be updated automatically. When new images are added to that folder or any sub-folder, Expression Media automatically imports those images to your catalog. Expression Media adds the new images to the end of the catalog. Auto-update folders are colored green. To clear the auto-update feature, but maintain folder watching, select **Switch Auto-Update Off**.
5. To turn off catalog-wide folder watching, choose **Never** from the catalog **Folder Watching** menu.

Protecting your catalogs

Once you have created a catalog, you might want to prevent others from viewing or accessing it. You do this by setting a password. When opening the catalog in the future, you will be asked to provide the password before you can view the catalog's contents. Expression Media does not provide a way to recover catalog passwords.

Important: Expression Media catalogs do not use encryption for password protection. For optimal security, store private catalogs in a secure location, such as your personal documents folder.

To set password protection for a catalog

1. On the **File** menu, click **Catalog Info**.
2. Click the **Set Password** button.

   This button is only available if you have saved your catalog.
3. Type a password, and then save the catalog.
4. To remove password protection, click the **Set Password** button and delete the password in the field. Save your catalog to remove password protection.

Finding catalogs

The Catalog Finder lets you quickly locate and preview all Expression catalogs on a storage volume (hard drive, CD, DVD, and so on).

To find a catalog

1. On the **File** menu, click **Recent Catalogs**, and then click **Catalog Finder**.
2. Select a storage volume from the menu, and Expression Media will locate all catalogs on that volume.
3. To refresh the search, click the **Find** button.
4. To preview the found catalog, click a catalog name in the search results list.
5. To open the catalog, click **Open**.

Setting Expression Media preferences

You can define additional setup and program options in the **Preferences** dialog box. The preferences are divided into several categories. You can access the preferences by clicking the **Edit** menu, and then pointing to **Preferences**. Setting some of these preferences requires that you have a working knowledge of the features that they control. Use the following indicated references to learn about and set the corresponding preferences.

- **General** These preferences define some of the global display and general behavior characteristics of the program.
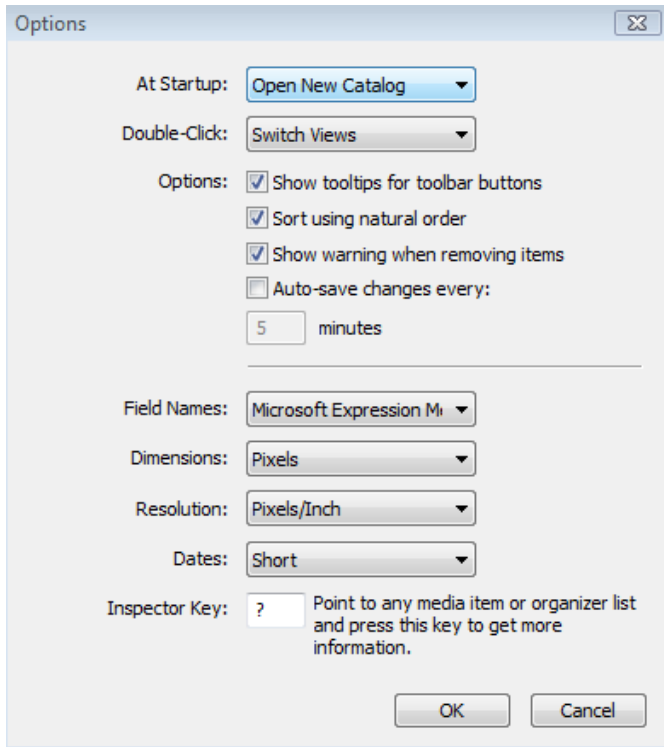
General preferences

- **Media Rendering** These preferences define how Expression Media processes and displays images within its views.

- The **Vocabulary Editor** preferences define the terms you use to add annotations to your media files. For more information about annotations and about setting these preferences, see "Metadata vocabularies" on page 43.

- **Labels and Colors** These preferences enable you to customize the colors and names of labels globally. Color labels provide a method of a visual identification and classification of media files in your catalogs. For more information about labels and setting these preferences, see "Labeling your files" on page 56.

- **Helper Applications** These preferences define other applications outside of Expression Media that you can use to perform extensive edits on your catalog files. For more information about Helper applications and setting these preferences, see "Helper applications" on page 116.

To set general preferences

1. On the **Edit** menu, point to **Preferences**, and then click **General**.

2. Set the options according to the following descriptions.

   - **At Startup** Choose whether you want to open a new catalog, open the last catalog you used, or do nothing every time you start the application.

   - **Double-click** Choose how Expression Media interprets double-clicking a media item in a catalog.

- **Options** Select how to display tool tips to sort media based on natural numerical order (1, 2, 3…), to show warning dialog boxes when batch processing or removing media, and to auto-save catalogs on a timed schedule.

- **Field Names** Define the field names to use for describing IPTC annotations. For more information about field names, see "Configuring the Info panel list" on page 38.

- **Dimensions** Define which unit of measure that Expression Media uses.

- **Resolution** Set the default resolution.

- **Dates** Determine how the date displays in the views. If you choose **Long,** the date format will be Friday**,** April 16, 2006. If you choose **Short**, the format will read 4/16/06. If you choose **Abbreviated,** the format will read Fri, Apr 16, 2006 (Macintosh).

- **Inspector Key** Type a key that you can press to get more information about a media item or Organizer term when you have the cursor positioned over the item or term.

To set media rendering preferences

1. On the **Edit** menu, point to **Preferences**, and then click **Media Rendering**.
2. Click the **Images** tab, and then set the options according to the following descriptions:

   For the **Rendering** option, choose the rendering method that Expression Media uses to process the images displayed in the views. **Nearest Neighbor** renders faster but produces a less precise preview image. **Bilinear** creates a medium-quality image. **Bicubic** renders slower than the other two methods, but creates a better quality image.

- **Color match** Enables color profile matching in all views. If an image has an embedded ICC color profile, Expression Media uses it to create thumbnails and display images. Otherwise, Expression Media uses default document profiles chosen in the system's Control Panel.

- **Use alpha channel** Enables Expression Media to render thumbnails and media images using the alpha channel as a mask. Alpha channels are grayscale images that are embedded into a file and used to define the transparent and opaque portions of an image. In Adobe Photoshop, masks are stored in alpha channels.

- **Skip images with size greater than** Enables you to place a limit on the size of images (from 1 to 100 MB) that the application will display in Media View and Slide Show mode. If an image is larger than the defined value, then Expression Media will not render it. This option will accelerate importing large images when viewed in Media View.

- **Transparency** Selects the background color used for transparent spaces in various image file types, such as .gif and Adobe Photoshop. Click the color swatch to define a color.

- **Light Table Warnings** Adjusts the sensitivity of exposure warnings in the Light Table. Click the up or down arrows to adjust the under and over exposure values that trigger red and blue onscreen warnings. You should leave this at the default value until you are experienced in working with the Light Table. For more information about the Light Table and exposure warnings, see "Light Table mode" on page 57 .

3.   Click the **Raw** tab, and then set the options according to the following descriptions:

- **Rendering** Select **Use embedded preview** to use the preview image contained with most raw-image files. This image renders much faster than decoding the raw data. If you select this option, it will speed up import and media rendering of Raw files. On Windows and Macintosh platforms, Expression Media can decode and display Canon, Nikon, and Kodak Raw files.

  On the Macintosh, there are two rendering engines to select from when you have Expression Media set to decode and display Raw image data. You can select between the camera Manufacturer engine or the Apple engine. You must have Macintosh OS 10.4.2 or greater to enable the Apple decoding engine. By selecting **Manufacturer**, you can decode and display Canon, Nikon, and Kodak Raw files. By selecting the Apple engine, you can decode and display Canon, Nikon, Minolta, Sony, Olympus, and Adobe .dng Raw files. In most cases, the Apple rendering engine is much faster at the decoding and displaying of Raw files.

  In the future, the Apple engine might support other Raw formats. For a list of supported cameras that create Raw files, visit the Macintosh OS X digital camera support page on the Apple Web site. For more information about the Expression Media support of Raw formats, see Appendix D.

- **Photo CD Size** Imports from Kodak Photo CDs, which contain images that have a variety of dimensions and file sizes. Smaller sizes will import much faster into Expression Media.

- **DCR Look Profile** Adjusts the color tone of Kodak DCR images when rendered by Expression Media.

4.   Click the **Fonts** tab and set the options according to the following descriptions:

- **Thumbnail View** Select an option from the **Display** drop-down menu. You can display thumbnails of fonts as either the font name or as two characters of sample text that you define. If you change this option after importing fonts into a catalog, you will need to select all thumbnails, and, on the **Action** menu, click **Rebuild Item** to have Expression Media recreate the font thumbnail with the new settings. Thumbnail View settings also apply to List View.

- **Media View** Type the size at which you want fonts to display, and select an option from the **Display** drop-down menu. You can display fonts as a standard character set, a full character set, or as sample text that you define. The **Font Size** option applies only to TrueType fonts. Expression Media displays bitmap fonts at the size defined by the font. These options also define how Expression Media displays fonts in Slide Shows. For more information about Slide Shows, see "Slide show basics" on page 84. If you change the font display preference for Media View while your catalog is currently displaying Media View, you will have to switch to Thumbnail View and then go back to Media View in order for the new preferences to be displayed.

Chapter Three:

Viewing files in catalogs

The Microsoft Expression Media interface displays information in three different views: List, Thumbnail, and Media. To switch views, click the appropriate tab.
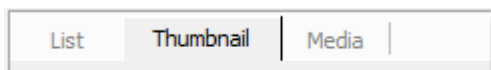
View tabs in Expression Media

All three views offer features that resemble the way you work with your files on the desktop.

To find a file Type the first letters of the file name.

To change a file name Click the name and type a new one.

To use functions from the menu (Windows) Right-click the thumbnail representative of the media item (Macintosh: CTRL+click), or anywhere inside the Expression Media window.

To rearrange items Drag the items to where you want them, and then drop them. You can drag single items or multiple selections.

To copy or move items to another catalog Drag the items from one catalog to the other.

To move the original files Drag the relevant catalog items to a folder or to the desktop. This will move the file from its current location to the desktop.

To copy files from the catalog to the desktop Hold down the CTRL key (Windows) Option key (Macintosh) while dragging files to the desktop.

To launch items with another drag-and-drop application Drag the items onto the application shortcut (Windows) or alias (Macintosh).

To invert the order of media in any catalog view Click the **Invert** button ⊤ in the upper-left corner of the media viewing area.

To change views CTRL + 1, 2, and 3, respectively (Microsoft Windows XP and Microsoft Windows Vista) or ⌘ 1, 2, and 3, respectively (Macintosh OS X). In this way, you can view the tabs.

Selecting multiple images

If you want to batch process your images, Expression Media offers several ways to quickly select a group of items.

- Following are the selection commands:

  a) Choose **Edit**.

  b) Choose **Select All**.

  c) Select **Clear All** or **Invert Selection**.

- **A continuous block of items** Click the first item and, hold down the SHIFT key, and then click the last item of your selection.

- **A selection of non-adjacent items** Hold down the CTRL key (Windows) or the ⌘ key (Macintosh) while selecting individual items.

- **A selection of non-adjacent blocks** For example, to select items 1 through 10 and 20 through 30, click 1, press SHIFT+click 10, press CTRL+click 20 (Windows), or ⌘+click (Macintosh), or press SHIFT+click 30.

- **Expanding a selection** Select an item or block of items and expand the selection by pressing the SHIFT key and one of the arrow keys. The LEFT and RIGHT ARROW keys increase the selection by one item. The UP and DOWN ARROW keys increase the selection by a row of items.

- **Selection scripts** On the **Scripts** menu, point to **Select**, and then click **Landscape, Portrait,** or **Square**. The command **Landscape** selects all items in the catalog that are horizontal. **Portrait** selects all items that are vertical. **Square** selects all items that are perfectly square items.

- **Selecting based on criteria** To select items that match a particular attribute (Capture Date, File Type, Label) or annotation (Event, Location, Categories, Keyword), click the dot next to a field term in the Organize panel's Catalog Fields index, and the corresponding items will appear in the active view. This will hide all images that do not match that annotation or attribute. Once the appropriate images are shown in the active view, on the **Edit** menu, click **Select All**.

You are now ready to perform a number of functions by selecting them at the same time. As an alternative, you can choose **Select Media Items** from the individual field menu. This selects all items associated with that attribute in the active view.

Thumbnails and Previews

Expression Media has the **Thumbnails and Previews** command on the **Edit** menu. In the **Thumbnails and Previews** dialog box, you can define thumbnail preferences, as well as choose to create and store media previews, images that are displayed in Media View, Slide Shows, and Light Table mode, regardless of whether or not the original media files are not available for display.

Using built-in thumbnails

Some applications, such as Adobe® Photoshop®, embed a thumbnail into the media file. Digital cameras do this as well. These thumbnails are typically of low quality.

During import, Expression Media extracts and displays that embedded thumbnail if the box is selected. Clearing this option will instruct Expression Media to create its own thumbnails, which are generally higher in quality, at the cost of a slower import process. If you want to improve the quality of the thumbnails at any time, then, on the **Action** menu, click **Rebuild Item**. For more information about improving the quality of thumbnails, see "Improving thumbnail quality in Expression Media" on page 27.

Media previews

Expression Media enables you to view each item in your catalog by dynamically opening the original file and displaying it in Media View, Slide Shows, and Light Table mode.

In Expression Media, you can also have the option of creating media previews–large .jpg proxy images that Expression Media displays in Media View, Slide Shows, and Light Table mode.

Media Previews are particularly useful if the majority of your media is stored as offline storage volumes, such as a CD or DVD. These previews are also useful for distributing catalogs without having to include the original media files.

To create a catalog with Media Previews

1. Create a new catalog.
2. On the **Edit** menu, click **Thumbnails and Previews**.
3. Select the **Create full screen previews** box. This enables the creation of Media Previews.
4. Select the size of previews to be created (for example, 800, 1024, and 1280 pixels).
5. Select the .jpg compression quality to be applied to the preview images, and then click **OK**.
6. Import the media items and save the catalog.

Setting a default for a new catalog

If you want your settings to apply to all new catalogs created by Expression Media, click the **Save as Default** button in the lower-left corner of the **Thumbnails and Previews** dialog box.

Media previews and catalog file size

The file size of catalogs with Media Previews can be considerably larger than catalogs with only thumbnails. To create a Media Preview, in the **Thumbnails and Previews** dialog box, select the **Create full screen previews** check box. The size and compression quality of media previews will also greatly impact the file size of Expression Media catalogs. Because Expression Media has to render the entire image in order to create a full screen preview, this can slow down the import process.

The time it will take to organize media will vary based on your computer's operating system and overall speed. It will also vary depending on the size of the original media files.

Previews in Media View

In the Header bar, Expression Media displays the file name, the word "Preview," and the preview dimensions, rather than the path location.

Catalog file size

The effect of the size and quality of Media Previews on the file size of Expression Media catalogs. If you select Large Previews, you might reach the 1.8-GB catalog maximum file size.

List View

File Name	File Size	File Type	Width	Height	Duration	Path Name
BRUSHSCI.TTF	52.2 KB	TrueTyp...				C:\Our Files\005_Fonts\BRUSHSCI.TTF
PRISTINA.TTF	80.7 KB	TrueTyp...				C:\Our Files\005_Fonts\PRISTINA.TTF
TEMPSITC.TTF	74.3 KB	TrueTyp...				C:\Our Files\005_Fonts\TEMPSITC.TTF
SGA20061208514.CR2	11 MB	Canon R...	4368	2912		C:\Our Files\001_Nature\RAW Files\SGA20061208514.CR2
SGA200612091144.CR2	7.8 MB	Canon R...	3504	2336		C:\Our Files\001_Nature\RAW Files\SGA200612091144.CR2
SGA200612130078.CR2	13.7 MB	Canon R...	4368	2912		C:\Our Files\001_Nature\RAW Files\SGA200612130078.CR2
SGA200612130705.CR2	8 MB	Canon R...	3504	2336		C:\Our Files\001_Nature\RAW Files\SGA200612130705.CR2
SGA20061204356.jpg	916.4 KB	JPEG	1200	800		C:\Our Files\001_Nature\SGA20061204356.jpg

List View

In this view of a catalog, your media appears in a list of small icons beside information fields of your choice, such as file name, size, type, duration, and so on. **Movie Thumbnails** show a small video icon to help differentiate them from still images. The path for the location of the file and a media-related description appears in the header. For files that are on unmounted drives or removable media, such as CDs or DVDs, this file path text displays in red.

To sort the list according to a field, click the corresponding field label in the Header bar above the list area. To rearrange the order of header fields, click and drag the field name to a new location. Notice that some information is dependent on the file type. For example, the **Duration** field applies only to movies and sounds.

To rename a file, click its name and start typing, the same way as you would on the desktop. Expression Media will not rename the item if the original file is offline, locked, or set to read-only. Similarly, to edit annotations, click the field and start typing in the space provided. By default, the width and height fields are displayed in pixels. You can change the unit of measure in the **Dimensions** setting of the **Options** dialog box (on the **Edit** menu, point to **Preferences**, and then click the **General** tab).

Though the icons are small, movies and music will play in List View. To change the view, select a file and press the SPACEBAR. You can also change views while the file is playing.

Thumbnail View
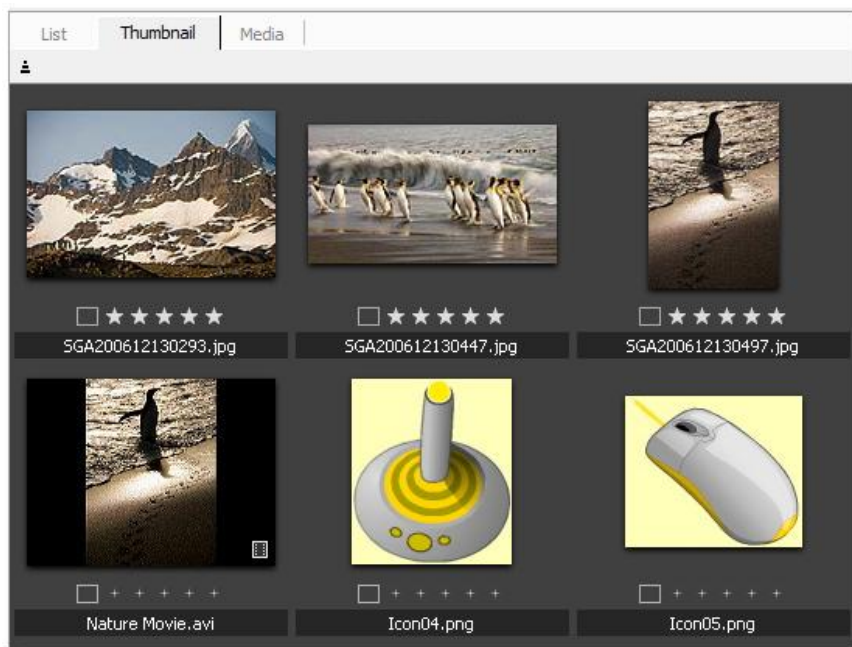
The Thumbnail View

Click the **Thumbnail** tab to select this view. This view displays the catalog as a table of thumbnails in adjustable sizes. When you select an item in the table, the Header bar presents data about the item, for example, whether or not the file is loaded on the hard drive, the last path name for the location of the file, and a description. If the original file is not on the hard drive, then the header text is red.

To change the position of items in the catalog, select one or more items in that catalog, and then drag them to the desired location. Or, after you made your selection, select any of the move item commands on the **View** menu. If you click **Move to Location**, a special mouse cursor displays, indicating that you can now choose the destination by clicking somewhere in the catalog (you can scroll if you want). To cancel this mode, press ESC.

If an imported image appears much smaller than the thumbnail box containing it, Expression Media has read an existing thumbnail rather than created its own (this is common with digital camera files). If you want Expression Media to create its own thumbnails for every file imported, make sure that the command **Use Built-in Thumbnails** is not selected in the **Thumbnails and Previews** dialog box.

If Expression Media creates its own thumbnail, the size of the thumbnail is defined in the **Thumbnails and Previews** dialog box from the **Edit** menu.

Altering thumbnails If a thumbnail of an animation or movie file is black, or not what you want, select the item and play it to a frame you like. Then, pause the playback and, on the **Action** menu, click **Rebuild Item**.

For multi-page or multi-layer files, switch to Media View, and then use the **Pager** tool to advance to the page or layer you want to be the thumbnail. Then, on the **Action** menu, click **Rebuild Item**. When you return to Thumbnail View, the thumbnail will be updated to the new layer or page.

The pager tool

To update the thumbnail of a media file that has been modified since it was cataloged, select the item, and then, on the **Action** menu, click **Rebuild Item**.

Rotating thumbnails

Some images will not appear in the proper orientation when imported into Expression Media. This is often the case with portrait (vertical) film images that have been scanned, or portrait images taken with digital cameras that do not record the camera's orientation in the EXIF metadata.

Most new digital cameras record the orientation in the EXIF metadata. Expression Media respects this image orientation and automatically rotates the image thumbnail accordingly during the import process.

For those files that need to be rotated, Expression Media offers three methods of rotating your files to the proper viewing orientation.

Rotating thumbnails or "soft rotation" A soft rotation means that the viewing angle of an item is rotated, but not the file itself. To soft rotate an item, select the thumbnail and use the **Rotate** buttons in the far-right side of the Header bar. Each rotation represents 90 degrees. A soft rotation applies to how Expression Media displays the file in all views (List, Thumbnail, or Media View, Light Table mode, and Slide Shows) and how it will export the media, such as file conversions and Web galleries. However, if you open the file with an external application, such as Photoshop, the media might appear with its original orientation.

Lossless .jpg rotation Lossless rotation means that the original image is rotated and saved without a recompression of the .jpg image data. Using this method will prevent images from getting more .jpg compression artifacts. On the **Action** menu, click **JPEG Rotate** to perform lossless rotations of 90, -90 and 180 degrees. Before applying a batch lossless .jpg rotation, be sure that all images selected are .jpgs and need the same orientation correction. All original annotations are maintained with this function. The **Default lossless** .jpg rotation function rotates .jpgs based on their soft rotation state. Selecting this option saves you time because you will be able to perform several different rotations at the same time.

Precision rotation Use the **Rotate** tool in Expression Media's Image Editor to adjust the angle of images in increments as small as 1/10th of a degree. To rotate an image 90 degrees clockwise, type **90** in the **Angle** field. To rotate counter clockwise, place a negative sign (-) in front of the number in the **Angle** field. When you are finished, click the **Save** button in the Image Editor

panel. Depending on your options (particularly format), some metadata might be lost when saving the file.

For instructions about how to rotate files with the Image Editor, see "Image editor" on page 128.

Improving thumbnail quality in Expression Media

Some applications, such as Adobe® Photoshop®, embed a small, low-quality thumbnail into the media file. Digital cameras do this as well. During import, Expression Media renders that pre-existing "built-in" thumbnail and stores it in the catalog file. Maintaining this default setting makes importing fast, but it also results in low-quality thumbnails.

To improve the thumbnail quality, set Expression Media to render its own thumbnails on import. Alternatively, you can rebuild thumbnails individually. These thumbnails will be superior in quality and take up much less catalog space than the built-in thumbnails.

Rebuild thumbnails on import

Expression Media can render new thumbnails during the import process, providing you a choice to create thumbnails of a different quality. Choosing to rebuild thumbnails slows down the import process because Expression Media needs to render the entire image to create a thumbnail, however, you might have a higher-quality thumbnail.

To rebuild thumbnails on import

1. On the **Edit** menu, click **Thumbnails and Previews.**
2. Clear the **Use Built-in Thumbnails** check box.

Rebuild thumbnails individually

Use this option if you have an existing catalog that was created with built-in thumbnails.

To rebuild thumbnails individually

1. Select the thumbnails.
2. On the **Action** menu, click **Rebuild Item**.

Improving digital camera thumbnails

Digital cameras might have poor quality thumbnail files because they often allow users to take pictures with a 3:2 ratio. When the camera creates a thumbnail for this type of image, it places black bars above and below the image to make the thumbnail size conform to the standard 4:3 ratio. To improve poor quality thumbnails, or remove these bars and improve the thumbnail quality, choose one or more images, and then, on the **Action** menu, click **Rebuild Item**.

Improving thumbnail quality in other applications

Depending on the graphic application that created or edited a particular file, you can improve the quality of thumbnails that display in Expression Media by setting options in the original program. Follow the suggestions in the following sections according to the application that you use to create or edit your files.

Adobe Illustrator

This information applies to version 8.0 only.

Adobe® Illustrator® does not offer any options for modifying thumbnails in its native format (.ai).

For the best catalogs, we recommend that you save files with the **Create PDF Compatible File** option selected. This option makes the file you save into a PDF file. The option is in the **Illustrator Options** dialog box, which appears when you save an Illustrator file by clicking **Save As** on the **File** menu.

Adobe Photoshop

This information applies to version 7.0, Creative Suite, and Creative Suite 2.

The image-editing program, Adobe Photoshop, embeds sharpened thumbnails and saves files. This option is controlled in the Photoshop program's **Preferences: File Handling** dialog box. When you select a Macintosh or Windows Thumbnail, Photoshop CS2 creates thumbnails at 160 pixels. There are no options for controlling the size of thumbnails.

If you have selected the **Use built-in thumbnails** option, thumbnails for Photoshop files might appear smaller than the thumbnail cell container. When you rebuild it, the thumbnail size will match the rest of your catalog.

In the event that a Photoshop file does not have a built-in thumbnail, Expression Media will automatically create its own at 320 pixels. The default thumbnail size for Adobe Photoshop 7.0 files is 128 pixels; for 6.0 files it is 112 pixels.

Adobe ImageReady

Adobe's optimization program, Adobe® ImageReady®, does not embed thumbnails in optimized files. Expression Media automatically creates its own thumbnail for these files.

Macromedia FreeHand

This information applies to versions 9.0, 10, and MX (11).

Macromedia® FreeHand® (the illustration program) embeds a small thumbnail when it saves files. These thumbnails are 112x112 pixels, in the color Bitmap PICT format.

Some FreeHand files might have been saved without a thumbnail or preview. As a result, these files will display a generic icon.

However, FreeHand has the option **Export Preferences** that enables you to make sure a thumbnail is added. You can find these options in Expression Media by clicking **Preferences** on the **Edit** menu or on the **Application** menu (Macintosh).

To get the best thumbnails, we recommend selecting the following options.

- **FreeHand file preview** When selected, FreeHand documents are saved with a preview embedded. The default is a 112x112 JPEG thumbnail. You can increase the width and height of this preview to ensure a larger image to display in Media View.

- **Include Portfolio preview** When selected, FreeHand documents include a thumbnail bitmap preview used by Extensis™ Portfolio for browsing (font manager). Expression Media uses this preview for display in Thumbnail View.

- **Selecting the Bitmap PICT** This preview dialog box might cause a color shift and gradient banding to occur on CMYK (color mode) documents. The benefit of checking this option is that you are able to scale the size of your preview, which is valuable for very large documents.

Note: Using the **Rebuild Item** command will not improve the quality of these thumbnails. For more information about these export options, refer to the Macromedia FreeHand Help documentation.

Adobe InDesign

This information applies to versions 2.0, Creative Suite (CS), and Creative Suite 2 (CS2).
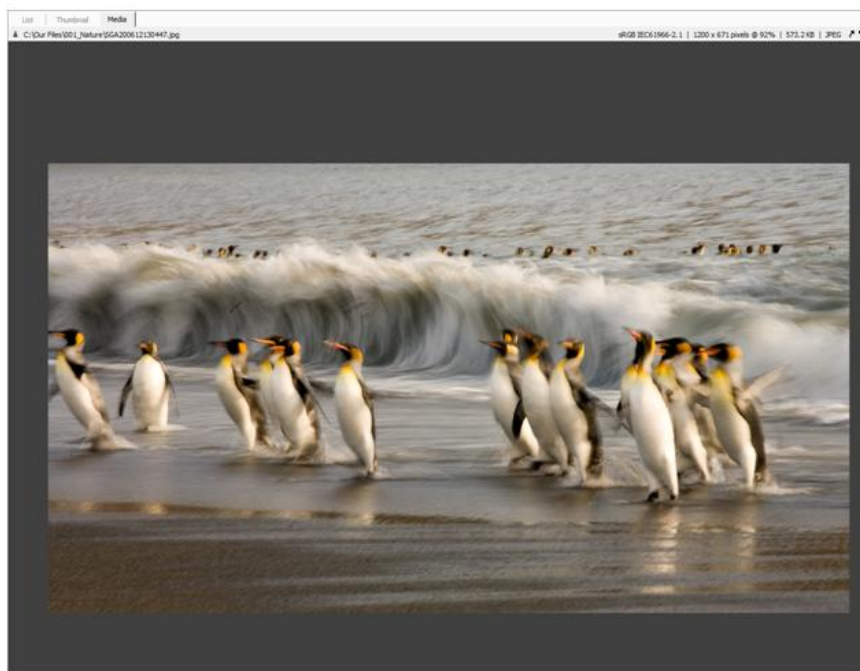
Files created with the page layout program, Adobe® InDesign® CS2, will have thumbnails if you select the Save Document Preview Image option in the InDesign File Handling dialog box on the Preferences menu.

This dialog box also enables you to define the size of preview images that you use to create thumbnails in Expression Media. The size you choose limits the size of thumbnails that can be created by Expression Media. Expression Media also fully displays this preview in Media View.

In versions 2.0 and CS, InDesign files contain a 128x128 pixel, color bitmap PICT thumbnail of the first page of InDesign documents.

Select a preview size for InDesign files in the File Handling dialog box on the Preferences menu.

Media View

Media View

This view displays media files at full size, one file at a time. Unlike other views, Media View is a real-time presentation of the original media files onscreen. This means that Expression Media needs to have access to the file; otherwise, you will get an error message such as "File Not Found."

In Media View, you can play animations, movies, and sounds, or navigate inside a QTVR image. Use the onscreen QuickTime controls to interact with movies, music and QTVR. You can also flip through the pages of a PDF or view the various layers of a Photoshop document using the **Pager** tool that appears in the Header bar.

When an image does not fit entirely inside the window, the cursor changes to a hand. Use the hand tool to move the image. Use the RIGHT ARROW key to advance to the next image. Use the LEFT ARROW key to go to the previous image in the catalog.

You can use the Zoom buttons in the upper-right side of the Header bar to zoom in and out. To adjust the size of media display in this view, you can use the Size menu. Options include Actual Size, Scale to Fit, Fit Width, Fit Height, Pin Larger Side, Pin Smaller Side, Tile, and a selection of percentages.

For large media files (for example, 30 MB), there can be a slight delay before the media appears onscreen. The more powerful the computer, the less likelihood there is of a delay.

To print a particular layer or page within a composite file, go to the page or layer you want to print, and then, on the **Action** menu, click **Rebuild Item** before printing. For movies and multi-page items, Expression Media prints only the frame assigned as an item's thumbnail.

Playback of media

Expression Media can play a wide variety of music, video, and multimedia files. They can be played in any view, including slide shows.
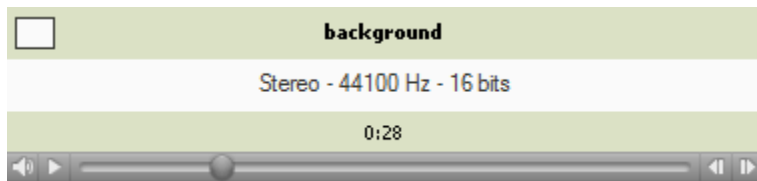
Playing back an audio file

To start playback, select the file you want to play, and then click the **Play Media** button on the toolbar. Or, you can press the SPACEBAR. To stop the playback, press the toolbar's **Play Media** icon or press the SPACEBAR.

In Media View, media files such as video, music, Flash, and QTVR are displayed with QuickTime controls. You can use these controls to regulate playback and control volume. Or, you can click the toolbar's **Play Media** icon and press the SPACEBAR to start and stop playback.

One unique feature of Expression Media is that you can switch between List View, Thumbnail View, and Media View while playing a file, without altering playback quality. To change views, click the appropriate tab.

If Expression Media cannot play your file, define a media player application that is capable of playing the file and use it as a Helper application. To learn more about defining Helpers and launching files with them, see "Helper applications" on page 116.

Playlist mode

Playlist mode enables you to play the files of a catalog in a continuous sequence. This feature is not selected by default. If you want to select it, on the **Play** menu, click **Playlist Mode**.

This feature is useful when you have a catalog of MP3 files that you want to listen to, or a sequence of video or still images that you want to watch. Expression Media will continuously play the files in your catalog in a loop until you tell it to stop.

To start a playlist, select the file you want to begin with, and click the **Play Media** button in the toolbar. Or, you can press the SPACEBAR. To stop the playback, press the toolbar's **Play Media** icon or the SPACEBAR.

Playlist mode also automatically advances through a catalog of images, which is particularly useful in Media View. This feature simulates a slide show, while allowing you to see information panels open alongside the images. You can adjust the delay (short, medium, or long) between images in the **Stills Pause** command of the **Play Media** menu.

When Playlist mode is turned off, media can still be played, however Expression Media will not advance to the next media item on playback completion of a selected item.

Customizing the Expression Media workspace

A good way to increase your efficiency and productivity with Expression Media is to customize the workspace and tailor it to your workflow needs. Each view of Expression Media (List, Thumbnail, and Media) can be customized by using the **View Options** panel. You can select which metadata to display, the background color, as well as the font, size, and color of display text. In addition to the display, View Options also applies to some export functions, such as printing, contact sheets, and the default HTML gallery theme.

Each view has its own options. For example, changing the text and display options in List View will not change the options in Media View.

To customize the views

1. Click the tab corresponding to the view that you want to customize.
2. Do one of the following:
   - On the **Window** menu, click **View Options**.
   - Click the **View Options** icon on the toolbar.
3. Adjust the options according to the guidelines in the following section.
4. If you want to save your visual preferences as a theme, then, on the **AutoFill** menu ⚙️, click **Save**. If you want to save your settings as the default settings for all new catalogs, click **Set as Default** (Windows) or **Save as Default** (Macintosh).

Font and color options

The following options apply to font settings.

Font and Size Use the menus to select a font and a preset point size.

Background Defines the background color of the media viewing area.

Text Foreground Defines the color of text, field labels, and the media frame.

Text Background Defines the color bar that appears behind text. To make this bar appear transparent, make this color the same as the background color in order.

List View options

The following options apply to List View.

Frame media Adds a one-pixel border around thumbnails. The color of this frame is defined by the **Text Foreground** color option.

Use generic icons Change a rendered icon to a generic icon.

Thumbnail View options

The following options apply to Thumbnail View.

Field labels Puts the name of the field next to the displayed text of that field.

Frame media Adds a one-pixel border around thumbnails. The color of this frame is defined by the **Text Foreground** color option.

Center text Aligns centered the field text.

Show scale Displays the thumbnail size as a percentage of the original media size.

Aspect ratio Adjusts the proportion of all thumbnail containers. These options are valuable for saving space in the media viewing area, depending on the shape of most media in your catalog (**Normal** [Square], **3:4 Landscape, 4:3 Portrait**).

Margin Offers options for a stylized border around all thumbnails. **Blank** adds a small amount of white space around thumbnails; **Shadow** adds a drop-shadow to thumbnails; **Frame** adds a recessed frame around thumbnails.

Media View options

The following options apply to Media View.

Field labels Displays the name of the field next to the displayed text of that field.

Center text Aligns field text centered.

Histogram Displays a graph showing the relative distribution of Red, Green and Blue pixel densities in an image. It shows the number of pixels with high density on the left (darker colors) and low density on the right (lighter colors).

Field options

The following options apply to the **Fields** section in the **View Options** panel.

- To add a field to a view, click its name in the field list area. This produces a check mark next to the name. To remove a field, click it again and the check mark disappears.

- The order in which fields are displayed is determined by the order in which they are selected in the **View Options** panel.

- Change the number of lines displayed for each field by clicking the UP or DOWN arrows on any active field. This method is useful for fields with longer amounts of text, such as **Description** or **Paths**.

- Font styles, such as **Bold**, **Italic**, and **Underline**, are optional for each field and can be selected in the **Style** menu for each field name. Multiple styles can be applied at the same time.

Adjust media size in views

Use the **Size** menu to define the display size of previews in List View and Thumbnail View. You can also define the size of media in the **Display Options** section of the **View Options** panel.

To adjust media size in the views

On the **Size** menu, select the option that applies to the view that you want to adjust. Use the following descriptions as a guide. For thumbnails, if you increase the size beyond the size of thumbnails stored in the catalog (as might be the case if you are using built-in thumbnails), then, on the **Action** menu, click **Rebuild Item** on all the files in the catalog to render the thumbnails at sizes up to 640 pixels.

List View Select from **Small** (16 pixel) and **Large** (32 pixel) options. The **View Options** panel has an option to switch from rendered icons to generic.

Thumbnail View Select from a range of thumbnail sizes, from 80 to 640 pixels.

Media View Options include **Actual Size, Scale to Fit**, **Fit Width**, **Fit Height**, **Pin Larger Side**, **Pin Smaller Side**, **Tile**, and a selection of percentages. If an image does not fit entirely inside the window, the cursor changes to a hand. Use the hand to drag the image.

In all views, the **Zoom** buttons increase or reduce the size of the thumbnails or media.

Chapter Four:

Media Metadata

Microsoft Expression Media provides a powerful solution for categorizing and describing your files. You can add your annotations to industry-standard metadata fields as well as custom annotation fields.
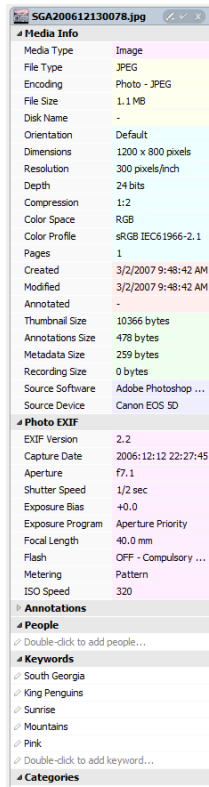
The Info panel

When a media file is created by a computer or digital device, information is embedded into the file to describe it. This information is called metadata, and it is used by software programs to accurately understand the media file.

Expression Media uses the Info panel to provide an instant look at the combined properties and metadata of a media file, such as file type, size, dimensions, resolution, caption, capture date, and duration. This information might change, based on the media type.

You can edit and check the accuracy of information within this single user-configurable list with no need to remember to open multiple dialogs. The data inside the Info panel is split into various sections. To show the data from one of these groups, click the arrow next to the section name.

Some files have large amounts of information. To view all of the metadata for these files, you can scroll down the panel, or you can hide various sections using the Configure List menu (for more information, see "Configuring the Info panel list" on page 38).
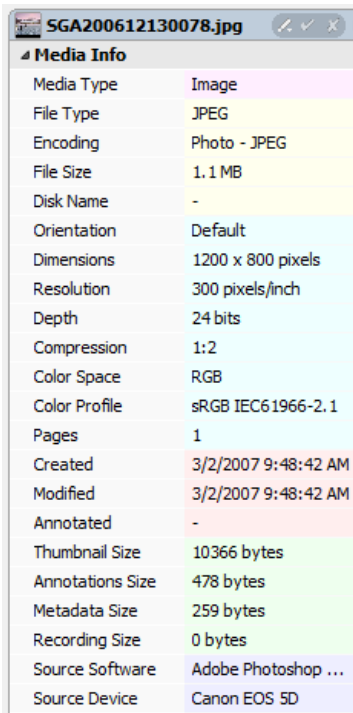
The Info panel

To show or hide the Info panel

Click the **Info** button.

Below are the sections that you can display in the Info panel.

Media Info section

Media Info This field displays embedded media-related metadata that cannot be edited. It includes some data that your computer assigns to a file, such as type, size, creation date, and modification date.

Other fields display information based on the media type. For example, image files display dimensions, resolution, bit-depth, color space, and profile. Audio files display the type of encoding, length of the music, audio channels, and data about the quality of the sound.

Expression Media also displays the size of text annotations, audio annotations, and thumbnail associated with an item in this section.

Special, extended media-related metadata are displayed in their own section. They are as follows:
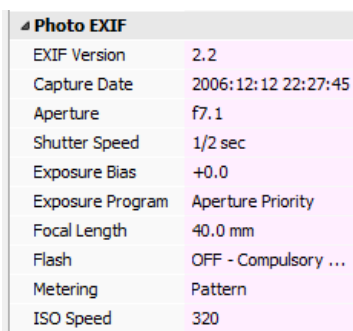
Photo EXIF section

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Photo EXIF For images created by digital cameras, the Info panel displays special data (EXIF) that has been captured and embedded in the photo file. This metadata includes the date and time a photo was taken (Capture Date), as well as camera-related information, such as shutter speed, aperture, and exposure. Global Positioning System (GPS) information can also be displayed in this section. Different cameras record different amounts of EXIF data. Only the EXIF data captured by your digital camera will be displayed here.

Cue Points (Audio and Video) Some audio or video media files contain markers, or cue points that define special time stamps in the file. For example, an audio file might have cue points that mark the chorus, bridge, and solos of a song. Expression Media lists the name and time stamp for all cue points of an item in this section.

Movie Tracks (Audio and Video) Movie files typically contain two tracks of digital information, one for video and one for audio. However, movies can contain multiple video and audio tracks. This field displays the type of encoding, start time, duration, data size, data rate, and frame rate for each video track of the movie file. For audio files that only contain one track, this section displays the type of encoding, start time, duration, data size, and data rate.

Annotations Expression Media supports a set of pre-defined fields for annotating media. This set (also known as the IPTC Core) includes fields that enable you to define the author, event date, event information, copyright, labels, ratings, and more.

IPTC stands for the International Press and Telecommunications Council. Since the late 1970s, the ITPC has focused on developing industry standards for the interchange of news data. The IPTC annotation fields used by Expression Media comply with the standards set by this organization.

These fields are also part of Adobe's metadata standard called XMP (Extensible Metadata Platform). Expression Media can read XMP metadata in four image file types: .jpg, .tif, .dng, .png, and Adobe Photoshop.

Creating or editing annotations in an Expression Media catalog does not affect the original files, unless you choose to synchronize the catalog items with the original files.

Description The Info panel also provides an area to write descriptions of media, which is useful for additional details or thoughts about the files. Descriptions embedded into files are automatically shown in this field.

QuickTime equivalent mapping Some files, such as MP3s or movies, have QuickTime annotations embedded. These are mapped to annotation fields. For example, the **Author** annotation field is mapped to the Artist field of an MP3, Product to the Album name, and Title to a song's Full Name. For more information about mapping, see "Appendix C: Annotation Mapping."

People, Keywords, Categories, Scenes, and Subject Codes Metadata groups that are useful for describing and organizing the content of your media. These groups are part of the IPTC and XMP annotation standards.

Catalog Sets Display all of the associated Expression Media sets in the Organize panel to which an item belongs. Catalog sets are a free form, hierarchical method of organizing media files.

To add a group to the annotation groups Categories, Keywords, and People, double-click the empty field and type the name of the new field.

Configuring the Info panel list

Some images in your catalogs will have large amounts of metadata displayed in the Info panel. To view all of this information, you can scroll up and down in the Info panel. However, this task might become too cumbersome or repetitive, especially when scrolling past empty fields or metadata groups that are irrelevant to your workflow.

The same is true of the Catalog Index in the Organize panel, which is used for sorting and annotating images.

As a solution, you can selectively display the most relevant fields or groups of metadata in the Info panel and Catalog Index by choosing from the Configure List menu.

The state of the Info panel and Catalog Field index lists is unique for each catalog and is maintained when saving and closing a catalog.

The Configure List menu also has the option of storing a default state of hidden and shown fields, which you can define.

This default can be useful for workflows that focus on a specific subset of metadata. For example, your annotation workflow might only require data entry in eight of the IPTC annotation fields, as well as Keywords. In this case, you can store a default that shows only these fields in the Info panel.

To configure the Info panel list

1. Click the **Configure List** ⊞ button.
2. Click one of the following options:
   - **Show/Hide Fields** Creates a custom display of the field sections. Select or clear the check box according to the field you want to show or hide.
   - **Save as Default** Stores the current Info panel configuration as the default, which can be loaded into existing or new catalogs.
   - **Load Default** Applies your default configuration to the current catalog.

Field names

Some software programs use different names for the various IPTC/XMP field names. For example, Photoshop CS calls the IPTC Job Identifier field, Transmission Reference. Expression Media provides you with the option of selecting which field names to display—the official IPTC Core names, those names used in Expression Media, or those used in Photoshop CS.

To change the displayed field names

- On the **Edit** menu, point to **Preferences**, and then click **General**.

Field names do not affect how annotations are written (synchronized) into media files. It is merely a visual preference designed to help you choose the appropriate field when annotating files.

Annotating media in the Info panel

The Info panel allows in-line editing of annotations, captions, keywords, and categories. To add information or edit a field, double-click the text box next to the field label and type in the annotation information.

Adding or editing annotations in an Expression Media catalog does not affect the original files, unless you choose to synchronize the annotations in catalog items with the original files.

Expression Media lets you assign and edit annotations individually or annotate by batch multiple media items, providing you with a quick method of organization. There are five ways to assign annotations:

- During import
- Applying Metadata templates
- Data entry in the Info panel
- Data entry directly in any view
- Drag and drop to the Catalog Fields index

Annotating on import

Use metadata templates to apply annotations as you import a media item from disk or camera. Metadata templates are useful for saving and applying a group of frequently used annotations, such as creator information (author, copyright, contact information, and so on). For information on creating and applying metadata templates, see "Annotating using metadata templates" on page 40.

Annotating in the Info panel

Expression Media uses the Info panel to provide you with an easy way to quickly review the aggregate properties and metadata of an image. You can also use the Info panel to assign annotations to a single item or to a batch selection of media items.

Expression Media has an auto-completion feature that assists you in typing annotation terms. For example, if you type "S", Expression Media completes the term with the nearest term from the field's vocabulary starting with "S".

If a word is auto-completed, press the ENTER or RETURN key to assign it as the term. Or, you can click the TAB key to apply the existing term and advance to the next field.
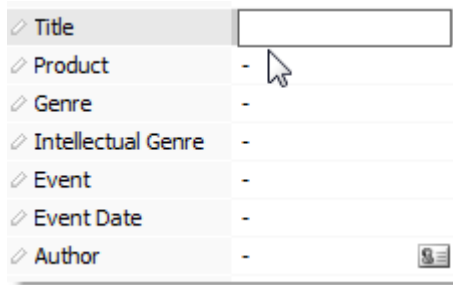
Annotating in the Info panel

To annotate in the Info panel

1. Select the item(s) you want to annotate.
2. Open the **Info** panel. Click the **Info** toolbar button

   -or-

   On the **Window** menu, click **Info panel**.
3. Type information into the **Annotations** fields (for example, **Description, Date Created, Keywords**, or **Categories**).
4. Click the **Save Changes** icon ☑ at the top of the **Info** panel to confirm changes (or the **Discard changes** icon ☒ to discard changes to the Recycle Bin or Trash).
5. To apply the annotation to multiple items, select **Apply to All** items in the **Confirmation** dialog box.

   All selected items should now have the annotations you typed.

Annotating using metadata templates

Expression Media provides metadata templates—a tool for saving a set of frequently used annotations—and applying them to media items.

A metadata template applies Annotations, People, Keywords, Scenes, Subject Codes, Categories, and Descriptions to each item selected in the catalog.

To create a metadata template

1. Select an item and type information into all of the annotation fields you want to save.
2. In the menu at the top of the **Info** panel (pencil icon), select **Save Metadata Template**. In the dialog box, give the template a name.

Alternatively, you can select **Create Metadata Template** in the menu at the top of the **Info** panel (the pencil icon). Metadata templates can also be created when you choose **Import Items** from the **File** menu, and then click either the **From Disk/Camera** or **From URL** commands.

To apply a metadata template to existing media items

1. Select a group of media items.
2. In the menu at the top of the **Info** panel ⬚, select a metadata template.
3. In the dialog box that appears showing the metadata that will be assigned by the template,

> select or clear fields to keep them from being applied to media items.

4. Click the **Apply** button.

5. Click the check mark icon to save the annotations. In the confirmation dialog box, select **Apply to All** items. Now all selected items will have the annotations assigned by the template.

Note: To remove templates from the menu, choose **Remove Metadata Template** to provide you with a dialog box from which you can remove a template.

To apply a metadata template to an item on import

1. On the **File** menu, point to **Import Items**, and then click **From Disk/Camera**.

   Note: Make sure you have your camera or disk open.

2. Click the **Options** tab.

3. In the **Annotate** menu, select a metadata template from the menu to apply a group of pre-defined annotations to all imported items. If there are no templates available, you can create one by clicking **New Metadata Template**.

Annotating in views

Annotating in a view

You can edit any displayed IPTC annotation directly in List, Thumbnail and Media Views.

To annotate in a view

1. On the **Window** menu, click **View Options**.

2. In the **Annotations** section, click any field name to display it in the active view.

3. Click the field in the active view and type the annotation.

4. If you want to type several terms, and have them each display individually, then type the terms as a comma-separated string and press the ENTER or RETURN key. Expression Media automatically splits multiple terms into separate keywords. This is a good idea if you cut and paste a comma-separated string of terms into one field.

Removing annotations

You can remove annotation fields from selected items by using two methods. You can either use a menu command or you can delete the item directly in the panel.

To remove annotations in a view

1. Display a view by clicking the **List**, **Thumbnail**, or **Media** tabs.
2. On the **Action** menu, click **Clear Annotations**.
3. In the dialog box, you can select **Clear All** annotations or **Choose Fields** that you want to remove. The latter reveals a list of annotations associated with all items, allowing you to select the fields to remove.

To remove annotations in the Info panel

To remove an annotation, you must change focus to another media item or, click on the check mark icon on the toolbar to commit your changes to a catalog.

Annotating using the Catalog Fields index in the Organize panel

You can type annotations directly into the Organize panel. Some fields, such as Sample Color, File Type, or Color Profile cannot be edited or appended to because the corresponding data refers to file states that are either permanent, or that will require editing the image in order to alter.

To add terms to the Organize panel

1. Click the **Organize** toolbar button, or on the **Window** menu, click **Organize panel**.
2. Locate the annotation category. If the category you want to edit is not visible, click the **Catalog Fields** index in the menu in the upper-right corner of the panel.
3. Expand the annotation group by clicking on the group name (for example, **Date Finder, Keywords**) to show available terms for that annotation.
4. If there is no annotation value, click the plus sign (+) icon at the top of the **Catalog Fields** pane.
5. Type the name of the term, and then click **OK**.
6. Select an item or group of items. Use the drag-and-drop operation to move the items onto the new term. Associating an item with an annotation in a catalog does not affect the original file.

Dragging to the Catalog Fields index

The Catalog Fields index is an alternative way to add metadata organization to your media, as opposed to typing annotations in the Info panel.

All IPTC, XMP, and QuickTime standard fields in the Catalog Fields index support the drag-and-drop operation. Supported fields include Catalog Sets, Date Finder, and Sample Color. Expression Media displays custom annotation fields at the bottom of the Annotations group, and these fields also support the drag-and-drop operation.

Instead of assigning annotations in the Info panel, you can create an annotation field term in any of the Catalog Field groups. Use the drag-and-drop operation for images on the annotation field value to assign it to an item. This significantly speeds up and simplifies the annotating process. If you switch to the Info panel, you will notice the same annotation is represented in the corresponding annotation field. Conversely, if you add metadata to an annotation in the Info panel, it will also appear in the corresponding group in the Catalog Fields index.

Creating custom annotation fields

Expression Media supports up to 16 custom annotation fields. These fields are useful for creating additional metadata associated with a specific project, client, or storage location.

Once defined, you can use custom annotation fields and metadata fields in various sorting and searching functions of Expression Media, such as the Info panel's Annotations data entry fields, the Catalog Fields index's Annotation Organizer, the **Sort** toolbar menu (on the toolbar), View Options displayed in List View, Thumbnail View, and Media View, and as fields to be searched in the **Find** dialog box.

When you move images between catalogs, custom fields are automatically adjusted between the catalogs. If two catalogs contain more than 16 unique custom fields, the first 16 fields will be retained alphabetically.

To add or remove custom fields

1. On the **Edit** menu, click **Custom Fields**.
2. Type a name in the **Field Name** box.
3. Click **Add**. If these custom fields are necessary for all of your catalogs, click the **Save as Default** button in the lower-left corner. These custom fields will appear in new catalogs.

Metadata vocabularies

In Expression Media, a vocabulary is a set of annotations. When you annotate a media item in an IPTC annotation field in the Info or Organize panel, a menu of available annotation terms displays. This list of terms is the vocabulary. Each editable category of annotations can have its own list. For example, you can have one list for keywords, and a separate list for people, and so on.

To create the list of possible annotations, you can either manually add terms using an Info or Organize panel option, or use the Vocabulary Editor. By default, Media Expression includes an empty default vocabulary, but you can create as many vocabularies as you need. However, for most users, only one vocabulary will be necessary.

Vocabulary terms are saved globally and are accessible by every catalog you create.

Entering annotation terms in the Vocabulary Editor

Use the Vocabulary Editor for a more flexible and robust way to enter terms. In addition to entering terms there, you can also set up annotation terms that are associated with each other; create multiple sets of annotations (vocabularies) for different purposes; and lock the vocabulary so that you can select only specific annotation terms.

To enter terms in the Vocabulary Editor

1. On the **Edit** menu (Windows) or the **Expression Media** menu (Macintosh), point to **Preferences**, and then click **Vocabulary Editor**.

2. In the **Field** menu, select the field that you want to modify.

3. Click **Add**.

4. In the **Terms** section, type any annotations that you want to associate with the field you chose. You can type a single term, or type several terms separated by commas. You can also use quotes to separate phrases.

5. If you want to enter a description of your annotation term, type it in the **Terms** description box. When you select a term in the **Info** or **Organize** panel, this description will appear to the right of the annotation in gray.

6. Click **OK**.

7. To add more fields, repeat steps 2-6.

8. When you are finished adding terms, click **OK**.
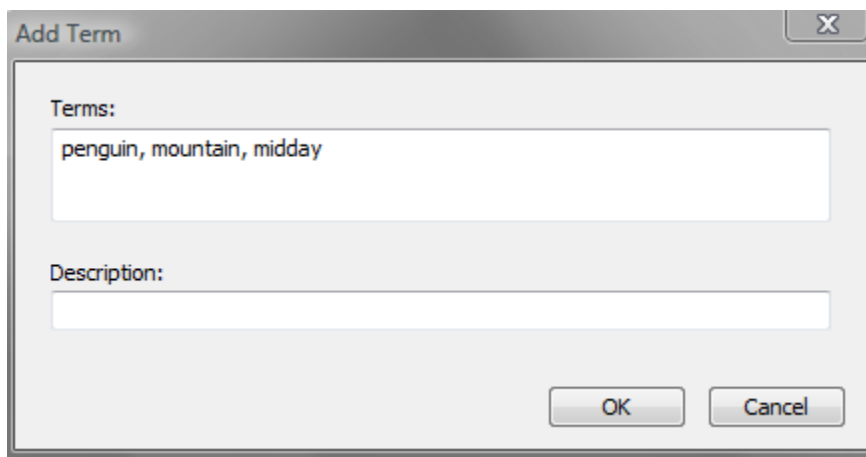
Adding terms
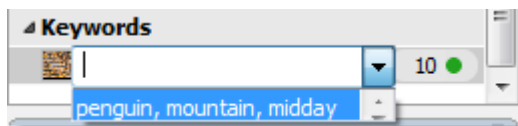
Terms in the Info panel

9. If you want to lock the vocabulary so that no one can annotate items with any other terms besides the terms that you have entered, select **Constrain editing to defined terms**. When you select this option, you can only add terms in the Vocabulary Editor. A locked vocabulary is also called a controlled vocabulary. A controlled vocabulary is generally much easier to search because the terms used to annotate are exclusive.

Set up annotation associations

For a field that can contain more than one annotation term per field (Keywords, Categories,

People, Scenes, and Subject Codes) you can save time by associating multiple annotation terms. This way, when you type one of the terms, you have the option of applying all of the associated annotation terms at the same time.

Enter all of the annotations, separated by a comma, in the terms section of the Vocabulary Editor. An example of this would be a stock photographer who wants to use many keywords in an image so that it can be found easily. For a photographer who regularly shoots landscapes, it might be worth setting up the associations of *penguin, mountain*, *sea*, and *midday*. When *sea* is typed in as a keyword, you can optionally apply all four of these keywords at the same time.

Create multiple vocabularies

Expression Media can have multiple vocabularies. This is useful if you have different uses for Expression Media. You might regularly take photos for clients in the fashion industry, stock travel agencies, and also take personal photos.

You can create a vocabulary named *Personal*, and this would contain, among other annotations, the names of your family and friends in your photos. You can select this vocabulary when annotating personal photos, and then switch to another vocabulary for photos for your clients. This way, by switching between the two vocabularies, you will see annotation terms appropriate to the current catalog.

A vocabulary can contain a very large number of terms, take a long time to create, or might need to be backed up or copied from one computer to another.

To create a new vocabulary

1. On the **Edit** menu (Windows) or the **Expression Media** menu (Macintosh), point to **Preferences**, and then click **Vocabulary Editor**.
2. In the **Vocabulary Editor**, click the **Add** + button.
3. In the **New Vocabulary Set Name** box, type the name of the new vocabulary.

Each vocabulary is created in a separate folder. The name of the folder is the name of the vocabulary. You can show the location of these folders by using the desktop icon in the upper-right corner. For the default vocabulary, click the desktop icon button and make a copy of the Default folder on the desktop.

Modify vocabularies using a text editor

Each field's list of terms is stored as a separate text file inside the Expression Media **Vocabulary** folder. You can use any text editor to edit these files. You must follow each item in the list by pressing the ENTER (Windows) key or the RETURN (Macintosh) key.

Annotation scripts

On the **Scripts** menu, Expression Media has special annotation scripts.

- On the **Annotate** menu, click **PTC Date from Capture Date** to copy the EXIF Capture Date into the **IPTC Date Created** field of the **Annotations** pane.

Available annotation scripts

- **Copy from Head of Selection** Copies all annotations from the first selected item and apply them to all other selected items.

- **Copy from Items with Same Name** Copies metadata from selected items to items of the same name but with a different suffix (such as Raw+.jpg), or has the same full name in other folders.

- **Import From PhotoDISC™** Annotates images in your front catalog, using text files located in your PhotoDISC CD.

- **Make Description from Text Files** Searches for .txt files in the same folder as the original, and then copies the contents into the caption field.

- **Make Description from Text Lines** Opens a text file and uses each line of the file as the caption for the selected items.

- **Make Keywords from Folders** Enables you to add keywords to media files from folder names. The dialog box provides the option of defining the level of folders in the path you want to use for keywords.

- **Make Product from EXIF Data** Copies the EXIF Maker and Model fields and puts them into the **Product** field of the **Annotations** pane.

You can modify existing scripts or create and attach your own annotation scripts at any time. Write the script, and then place it in the user-defined **Scripts** folder in **Plug-ins**.

Modifying digital camera metadata

For photographs taken with digital cameras, the Info panel displays special data (EXIF) that was captured and embedded in the image. This data is not editable, with one exception, and that is Capture Date. Digital cameras record the date and time a photograph is captured based on the internal clock of the camera. If this clock is not correct, you can reassign the date and time using this function. You cannot undo this action and it and applies only to images taken with digital cameras. You can batch this operation by selecting multiple images.

To set the capture date

1. On the **Action** menu, click **Set Capture Date**.

2. Set the following options according to the directions:

   - **Replace with** Enables you to set a new date and time, as well as define the time increment between photographs.
   - **Adjust relative** Applies the new date and time, maintaining the time difference between selected photographs.
   - **Apply time difference** Enables you to shift the time based in hours and minutes. This feature is helpful for adjusting time-zone differences.

The **Preview** window at the bottom of the **Set Capture Date** dialog box shows a list of the dates before and after the correction.

EXIF orientation

The function **Correct EXIF orientation** rotates the thumbnails of all selected items to correct any values of the **Orientation** field written by your digital camera. This function is done automatically during import.

Sync annotations

Adding annotation information to media items in an Expression Media catalog does not embed annotations into the original file. The annotations only exist in the catalog.

To write or embed annotations into a file, on the **Action** menu, click **Sync Annotations**. This command lets you embed annotation information from the catalog into the original files. It also lets you import annotations, by rescanning files for metadata added outside Expression Media with another application.

The synchronizing function applies only to annotations that are part of the IPTC, QuickTime, or XMP metadata standards. Custom metadata fields and Catalog Sets are now written to files as part of the XMP standard.

This function is particularly useful, because Expression Media lets you view, classify, and batch annotate a large number of media items and then exports the changes to the original files, saving hours of time opening and editing individual files. It is also useful for updating annotations that have been modified by applications outside of Expression Media.

Annotations that have been written into the file can be read by other applications that can read the IPTC, QuickTime, or XMP metadata standards, such as Photoshop or Graphic Converter.

Expression Media supports only the export of XMP metadata to .jpg, .tif and Photoshop formats.

Expression Media supports synchronizing annotations in the following Raw formats: Nikon, Kodak and Adobe Digital Negative (DNG) and Canon CR2 files. For more information,

Note: Synchronizing cannot be undone.

To import annotations from files (sync annotations)

This feature is useful if you have edited annotations in a file outside of Expression Media. Using this function instructs Expression Media to import the annotations for that file again.

1. Select an item or group of items.
2. On the **Action** menu, click **Sync Annotations**.
3. Select the option **Import annotations from original files**.
4. Select one of three options for importing annotations.
5. **Replace Current** clears any current annotations and replaces them with all annotations from the original file. With the **Merge** options, you need to define which set of annotations take precedence over another when there is a conflict on single-value annotations. For example, suppose both the original file and the catalog item contain **Title** annotation. Because there is only one **Title** annotation per item, you need to decide which one to use. Multi-value annotations, such as keywords and categories, are always merged together.

To export (write) annotations to files

1. Select an item or group of items.
2. Type all of your annotations.
3. On the **Action** menu, click **Sync Annotations**.
4. Select the option for **Export annotations to original files**. The amount of time it takes to write annotations back to files depends on the number of files selected.

Special annotations plug-in for Adobe Creative Suite

The **Status**, **Event**, and **People** IPTC fields are not supported by Adobe Creative Suite®. To extend support of these fields to Adobe Photoshop CS, Expression Media provides a custom plug-in so that you can view and edit these annotations in the **File Info** dialog box of Photoshop.

This plug-in also extends support of Expression Media **Catalog Sets** and any custom metadata fields created in Expression Media.

Plug-in installation

During the installation of Expression Media, a file named iviewPanel3.txt is automatically installed on your computer.

The file is placed in one of these locations:

Mac OS X

- Library/Application Support/Adobe/XMP/Custom File Info panels or {User Directory}
- ~/Library/Application Support/Adobe/XMP/Custom File Info panels

Windows

- \Program Files\Common Files\Adobe\XMP\Custom File Info panels
- \Documents and Settings\<user>\Application Data\Adobe\XMP\Custom File Info panels (Windows XP)
- \<user>\Application Data\Roaming\Adobe\XMP\Custom File Info panels (Windows Vista)

Color profile management

Expression Media supports ICC color profiles for image files in the .jpg, .tif, .pict, .pdf, and Adobe Photoshop formats. This enables Expression Media to provide color profile management from input source and catalog through to proof and final printing.

Expression Media provides you with color accurate display in all views–List, Thumbnail, Media, Light Table, and Slide Shows by using your operating system's color management technology (ICM on Windows; ColorSync on the Macintosh).

To turn off color profile matching

1. On the **Edit** menu (Macintosh: **Application** menu), point to **Preferences**, and then click **Media Rendering.**

2. Click the **Images** tab, and then select the **Color match** check box.

Manage color profiles

On the **Action** menu, the **Manage Color Profiles** command enables you to embed RGB and CMYK color profiles for individual files using profiles defined by your operating system's color management technology (Windows: ICM; Macintosh: ColorSync).

When the dialog box displays, Expression Media displays the image in Media View, letting you preview the application of various color profiles. You can also remove profiles in this dialog box.

If this menu option is not available, it means you need to do the following:

1. On the **Edit** menu (Macintosh: **Application** menu), click **Preferences**, and then click **Media Rendering**.

2. On the **Images** tab, select the **Color match** check box.

To batch assign profiles

1. On the **Images** tab, select the color profile matching preference by selecting the **Color match** check box.

2. Select a group of images and, on the **Action** menu, click **Manage Color Profiles**. If this menu command is not available, it means you need to select the color profile matching preference.

3. Select a color profile to embed for each type of image color space, such as RGB, CMYK, or Grayscale. This prevents you from embedding an inappropriate profile that could potentially ruin the image. The options in each menu are defined by the operating system's color management technology (ICM on Windows; ColorSync on the Macintosh).

4. Click **OK**. While embedding the profiles into the original files, Expression Media will create a new thumbnail for each image according to the new embedded color profile.

5. You can also batch remove profiles in this dialog box by selecting **Remove Embedded Profile** for each image color space.

Note: For Expression Media catalogs that contain thumbnails that are not color managed, select all items in the catalog, and then, on the **Action** menu, click **Rebuild Item**. This will create new thumbnails for all images according to the new embedded color profile and the settings of the **Size** menu.

Extract metadata

On the **Action** menu, the **Extract Metadata** command exports text, image, or sound files corresponding to the selected media items. Expression Media creates new files in a single folder that you can later use as data that you can import to one or more files.
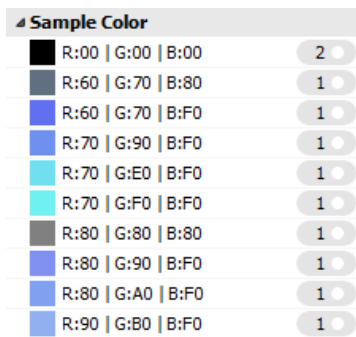
To extract (export) metadata:

1. On the **Action** menu, click **Extract Data**.

2. Set the following options according to the directions:

- **Editable annotations** Extracts all editable ITPC/XMP annotations for each file and saves them as an Adobe Photoshop .xmp sidecar template file. This feature applies only to selected items.

- **Image thumbnails** Saves thumbnails of a catalog as a high-quality .jpg image files. The dimensions of the extracted file matches the dimensions of the thumbnail defined in Thumbnail View. This feature applies only to selected items.

- **Voice recordings** Saves an embedded voice annotation as a separate Sound, .aiff, or .wav audio file. This feature applies only to selected items.

3. Click the **Extract in Folder** button, locate a folder to hold the extracted data, and then click **OK**.

Sample colors

Expression Media offers the ability to identify media (images, movies, and so on) by a single color, called a Sample Color. This is useful when searching for images of a specific color or tone. Expression Media automatically generates a sample color upon import of an image. The sample color is based on the dominant color of the image. However, you can set the sample color of the selected media items.

Sample colors

To set a sample color

1. On the toolbar, click **Organize**.

2. Select one or more images.

3. Do one of the following:

- On the **Action** menu, click **Set Sample Color**, and then select a sample color.

- Drag your selected files from the view and onto an existing sample color in the **Catalog Fields** panel.

Voice annotations
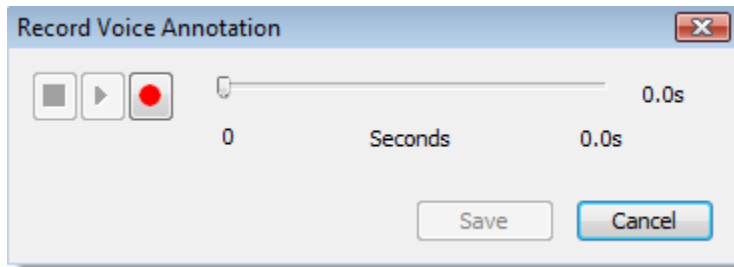
Voice annotation recorder

Voice annotations are short audio recordings embedded in media files. Some digital cameras and other image capturing devices enable you to save voice comments with a picture. In Expression Media, you can record your own annotation, import a sound file, or hear an annotation originally saved with the file. If you decide to record your own annotation, you can set the compression options for the audio. You can also use voice annotations in slide show presentations. The slide show feature is enabled by default, but you can disable it.

Voice annotation menu

To listen to audio annotations

Do one of the following:

- Select an item in your catalog, and then press the SPACEBAR.
- On the **Voice Annotation** menu, click **Listen**.

To set compression options

1. Select the media item that you want to annotate.
2. On the **Voice Annotation** menu, click **Compression**.
3. Select a compression method from the **Compressor** menu in the **Sound Settings** dialog box.
4. Depending on the compression option you choose, you might need to set the **Rate**, **Size**, and **Use** parameters.

   You might also have additional code-specific options to set, which you can do by clicking the **Options** button.
5. Click **OK**.

To record a voice annotation

1. Make sure that your system is set up to record from a microphone.
2. Select the media item that you want to annotate.
3. On the **Voice Annotation** menu, click **Record**.

You can record up to 30 seconds of voice annotation.

4. To end the recording, click **Stop**, and to play it back, click **Play**.

5. If you are satisfied with the recording, click **Save**.

Expression Media saves the voice annotation in an Expression Media catalog.

To remove or attach a voice annotation

1. Select the media item that you want to modify.

2. On the **Voice Annotation** menu, do one of the following:

   - To attach an annotation, click **Import** to navigate to the file you want to attach, and then click **Open**.

   - To delete an attachment, click **Remove**.

To disable voice annotations

1. On the **Make** menu, click **Slide Show Options**.

2. Clear the **Play voice annotations** check mark.

Chapter Five:
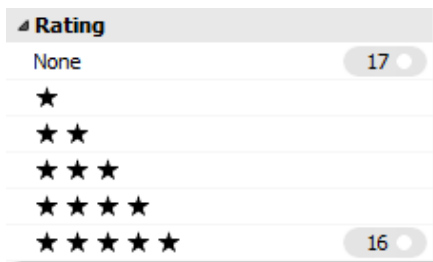
Reviewing and Marking Media

Once you have imported a collection of media files into a catalog, you will probably want to review and classify the media. For example, after importing images from a photo shoot, photographers typically edit images, marking their favorites and unusable ones.
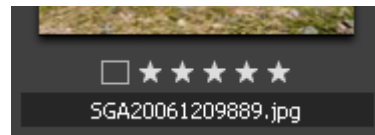
To assist in this process, Expression Media provides two methods of classifying and ranking media: star ratings and color labels. Using keyboard commands, labels and ratings can be easily assigned in any view, the light table and during slide shows.

Rating media

Star ratings provide a ranking system for items in your catalogs. You can now rank your media from one to five stars, or mark them with no stars.

Ratings in the Info panel

Ratings in a thumbnail

To assign a rating

Once you have selected one or more items, you can add a rating in three ways.

- Select a star rating from the **Rate Media** drop-down menu on the toolbar, or right-click to get a contextual menu.

- Press ALT + 1-5 (CTRL+1-5). This applies the associated rating (for example, 3 equals three stars).

- Use the drag-and-drop operation to move items onto the **Rating** section of the **Catalog Fields** index of the **Organize** panel.

To remove ratings

Select one or more of the following items:

- Click **None** on the **Rate Media** drop-down menu on the toolbar, or right-click the file in any view.

- Select an item and press ALT+ the number zero (0). (Macintosh: CTRL+0.)

To show files associated with a rating

Select one or more items.

- Click a rating in the **Rating** section of the **Catalog Fields** index of the **Organize** panel.
- On the **Find** menu, click **Show Rated**, and then select a rating value of items you want to be displayed.

Ratings as annotations

In Expression Media, ratings are mapped to Adobe's XMP standard for ratings. When annotations for images in a catalog are synchronized (written) to the original files, all ratings will be written into the files. If you open an image in Adobe® Bridge® (a file management program), the star ratings will be displayed. If you have assigned a rating to a file in Bridge, the rating will be displayed when you import that file into an Expression Media catalog.

Color labels

Labels provide a visual identification and classification system for items in your catalogs.
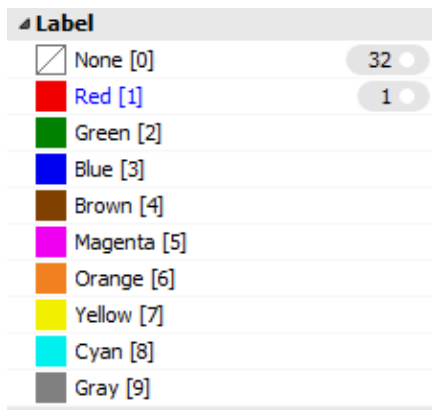
Labels in the Info panel
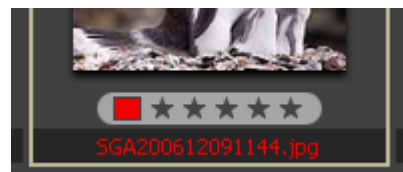
A label in a thumbnail

For example, you can use a color label to mark favorite items, mark items to delete, archive, or convert, or you can track items that are in different stages of a workflow. You can adjust the colors for aesthetic preference or to better match the tone or contrast of a particular view background color. You can also match colors to a labeling scheme in another application or environment.

After you label your items, you can quickly sort the catalog by using the labels in the **Catalog Fields** section.

Label options

To accommodate your desired method of marking items, you can customize the colors and names of labels as a global application preference. Because this customization is global, shared catalogs inherit the label names and colors of the user that is opening the catalog, and not the preferences of the person who created the catalog.
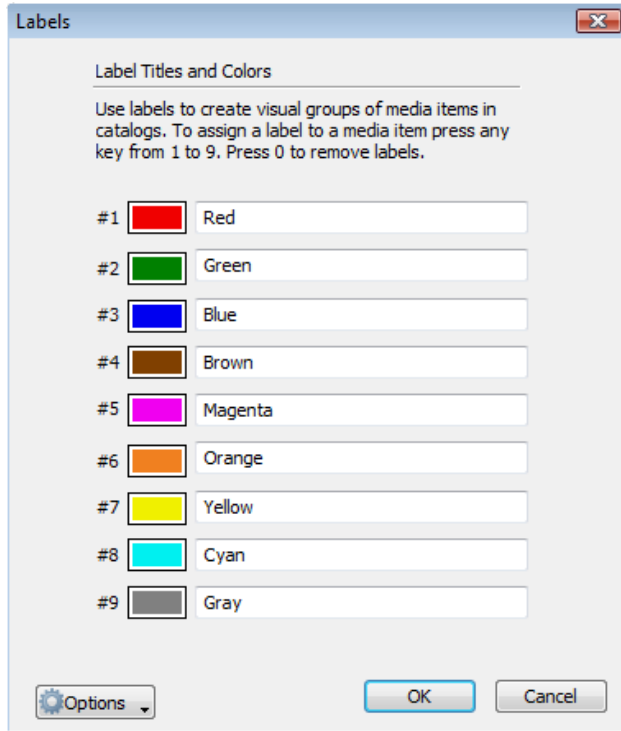
Label options window

To customize labels

1. On the **Edit** menu, point to **Preferences**, and then click **Labels and Colors** (Windows) or **Labels** (Macintosh).
2. Click the color swatch you want to change.
3. Select any label text and type a new name. Customizing a label name helps to remember the label's purpose or definition.
4. (Macintosh) If you select the **Apply to original media file** option, then labels assigned to items in your catalog will also be applied to the original file. For example, if you assign a label #1 in a catalog, then label #1 will be assigned to the file on the desktop. However, though the label numbers may match, it is possible that the colors will not match.
5. To restore the default label colors and names, on the **Options** menu, click **Reset All**.
6. On the **Options** menu, to save a group of label preferences, click **Export to File**. Once you have saved the labels to a file, these label preferences can be loaded into other installations of Expression Media using the **Import from File** option.

Note: Custom names that you use for labels become indexed as search terms for associated items in Expression Media. For example, if a label is named "Client Picks," then any free-form text search in the Expression Media toolbar for the word "client" will return images assigned with that color label.

Labeling your files

You can assign and remove labels in any view.

To assign a label

1. Select or display one or more items.
2. Do one of the following:

   - Select a color from the **Assign Label** drop-down menu on the toolbar, or right-click (Windows) or CTRL-click (Macintosh), point to **Label**, and then select a color from the list.
   - Press a number key (1 through 9). This applies the associated color (for example, 1 = Red).
   - Drag the items from the view to one of the colors in the **Label** sections of the **Catalog Fields** index.

To remove labels

In any view, select or display one or more items, and then do one of the following:

   - In the **Catalog Fields** section, select **None** from the **Assign Label** menu on the toolbar.
   - Press the number zero (0).

To show files associated with a label

Do one of the following:
   - Click a color label in the **Labels** sections of the **Catalog Index**.
   - On the **Find** menu, click **Show Labeled**, and then select a label value of items you want to be displayed.

Note: Labeled files can also be sorted during slide shows. To create a slide show, use the **Show Labeled** menu from the **Slide Show** controller.

Labels as annotations

Labels in Expression Media are mapped to the IPTC standard's Urgency annotation field. When annotations for images in a catalog are synchronized (written) to the original files, all images tagged with a label will have the corresponding label number (1 through 9) written into the Urgency field. For Photoshop CS users, these are the same values used in the Urgency field, which you can access on the File menu by clicking File Info, and then selecting Origin.
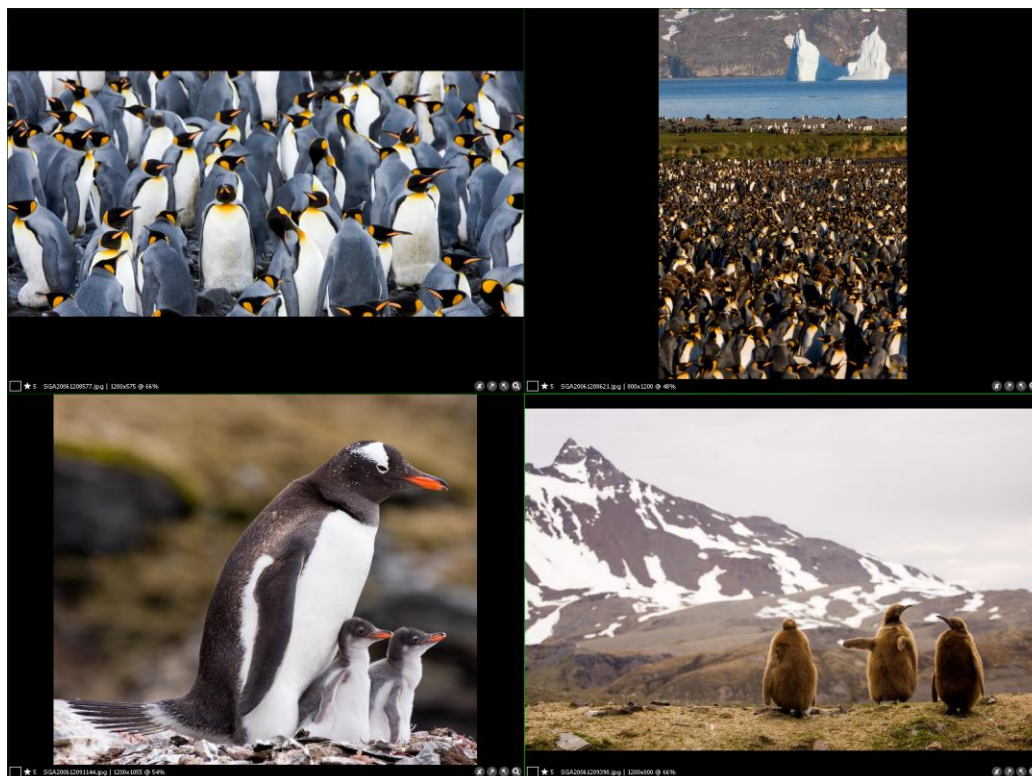
Even if you have customized the colors and names of labels, the values 1 through 9 are written into the Urgency field in order to comply with the IPTC annotation standards. If the Urgency field is important to your workflow, you might customize the label names to match the standard.

Light Table mode

Light Table mode is the best way to view an image or compare up to six different images at one time.

The default display of the Light Table is the chosen number of images shown in a Grid layout (2x2) with a toolbar for each image. The toolbar shows the color label, file name, dimensions and scaling percentage of each image. The toolbar also displays buttons for trashing or removing images, rotation, and display size.

When you have more than one image showing in the Light Table, try using the Landscape, Portrait, or Grid layouts (shortcut keys are L, P and G, respectively) to use your monitor space as efficiently as possible. The layout that works best for you depends on the orientation of your images, how many images you want to view at one time, and whether you want to see the toolbar and/or the histogram. You might want to hide the toolbar to maximize the viewing area for each image (shortcut key is T).

Images in the Light Table

To enter Light Table mode

1. Select between one and four images in List View or Thumbnail View.

2. On the **View** menu, click **Light Table**.

   Note: When you first launch the Light Table, the **Help** menu appears, showing the navigation and keyboard shortcuts. Click the menu to close it. If you need to open it again to view shortcuts, right-click (Windows) or CTRL-click (Macintosh) anywhere in the

window and, in the context menu, click **Shortcuts**. For a list of all Light Table keyboard shortcuts, see "Appendix A: Keyboard Shortcuts."

To remove an image in Light Table mode

Click the **Trash/Remove** menu at the bottom-right of the Light Table, or right-click (Windows) or CTRL-click (Macintosh) and do one of the following:

- To delete the image from the catalog and move the original file to the trash or recycle bin, click **Move to Recycle Bin** (Windows) or **Move to Trash** (Macintosh).
- To delete only the image from the catalog but have it still remain in its original location on your hard drive, click **Remove from Catalog**.

To mark an image in Light Table mode

Position the cursor over the image that you want to rate (if you have more than one image in the Light Table) and press numbers 1 through 9 to set a label (or 0 [zero] to remove a label).

To adjust the image size

In the **Size** menu at the bottom-right corner of the images, click a display size option. To zoom in or out on an image, press the PLUS (+) or MINUS (-) keys. With the Scroll Lock key on, all images will increase and decrease by the same magnification. With the Scroll Lock key off, only the scale of the active image will be adjusted.

Scroll, Scroll Lock, and Zoom

When an image is bigger than the window it is in, the cursor will turn into a hand, which you can use to move the image by dragging.

When more than one image displays in the Light Table, all images will be moved simultaneously while Scroll Lock (keyboard shortcut: S) is on. If any of the images do not move when scrolling in this way, it is probably because they fit the current window and there is no more of the image to show.

With Scroll Lock off, you can move only the image under the cursor by dragging. The Scroll Lock key is useful when examining an important area of similar images.

By zooming in and scrolling to the part of an image you are interested in, the other displayed images will show the same portion of the image.

If the images are not absolutely identical, you might need to turn Scroll Lock off and move the image individually. Remembering the keyboard shortcut (S) for the Scroll Lock makes viewing similar images much faster.

Next and Previous images

The RIGHT or DOWN ARROW key changes the image in the Light Table to the next one in the catalog. Use the UP or LEFT ARROW key to change to the previous image in the catalog.

When there is more than one image on the screen, the image that is changed is the one your cursor is hovering over. When changing the image using the cursor keys, the current zoom and scroll positions are maintained to make it easier to examine the same point on similar images.

Pixel magnifier
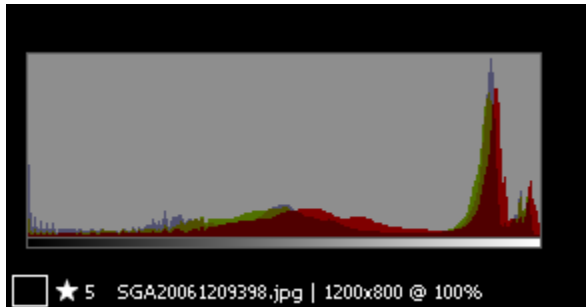
The pixel magnifier is a floating panel that shows a close up of the image area underneath the cursor. To select the pixel magnifier, use the M keyboard shortcut. The pixel magnifier can be quicker than zooming and scrolling, particularly when there is more than one area in any particular image that you need to examine closely.

The slider controls how far the magnifier zooms in. There are four settings from the least magnified at the bottom, to the most magnified at the top. The slider snaps to one of these four settings.

The pixel magnifier also shows the X/Y coordinates of the cursor (highlighted by a green square), as well as the RGB color values.

Using the Histogram and Exposure warnings

A histogram is a graph showing the relative distribution of Red, Green and Blue pixel densities in an image. It shows the number of pixels with high density on the left (darker colors) and low density on the right (lighter colors). Its purpose is to show the distribution of tone throughout an image.

The histogram

When viewing images, you might want to view the Histogram and Exposure warnings for each image.

For example, an image with no shadows will have a histogram with a valley on the left, while a histogram with no highlights will have a valley on the right. You can see dark shadows as a peak of all three colors to the left and bright highlights a peak of all three colors of the right.

In the image, the exposure warnings show areas of potential overexposure as solid red and show under exposed areas in solid blue. Those over exposed and under exposed areas of an image generally lack detail due to too much or too little light being captured.

In some cases, the areas indicated as being over or underexposed might appear exactly as you want them to, so you may not want to edit them. Use the histogram and exposure warnings only as a guideline to help you make a decision about whether an image is good or can be improved.

You can adjust the sensitivity of the exposure warnings to account for your own photographic techniques or preferences.

Knowledge of digital image editing techniques will help you know what to look for when using both of these tools. For more information, read the documentation provided with your image-editing software.

To launch the histogram and exposure warnings

While you are in the Light Table view, press H to show/hide the histogram; press W to show the exposure warnings.

To adjust Light Table exposure warnings

1. On the **Edit** menu, point to **Preferences**, and then click **Media Rendering**.
2. Click the **Images** tab.
3. In the **Media Rendering** dialog box, select the exposure you want in the **Light Table Warnings** section.

Chapter Six:

Organizing Catalogs

Expression Media gives you many options for categorizing and optimizing your catalog. Your catalog functions as a window to all of your files. Expression Media gives you the power to organize your files any way you like so that your view of your files is completely customized according your workflow or storage needs.

Moving media in catalogs

To rearrange items in a catalog, you can drag and drop and them, singly or in groups, or you can use other move options available on the **View** menu.

To move media in catalogs

1. In List View or Thumbnail View, select the file or files that you want to move.
2. You can either drag the files to a new location in the catalog, or you can choose one of the following commands in the **View** menu:

   - **Move to Location** Moves your selected files to a different location in the catalog. When you choose this command, the cursor becomes a crosshair. Place the crosshair at the location where you want to move the files, and then click.

   - **Move Again** Repeats the last move you made in a catalog, whether it's to the top or bottom location. Alternatively, you can drag the item to move it.

   - **Move to New Catalog** Creates a new Expression Media catalog with the selected files. This command will not remove selected items from the current catalog.

The Organize panel

The Organize panel has two windows: Catalog Fields and Catalog Folders. To show or hide the Organize panel, click the **Organize** button on the toolbar. Drag the divider to adjust the size of the two windows.
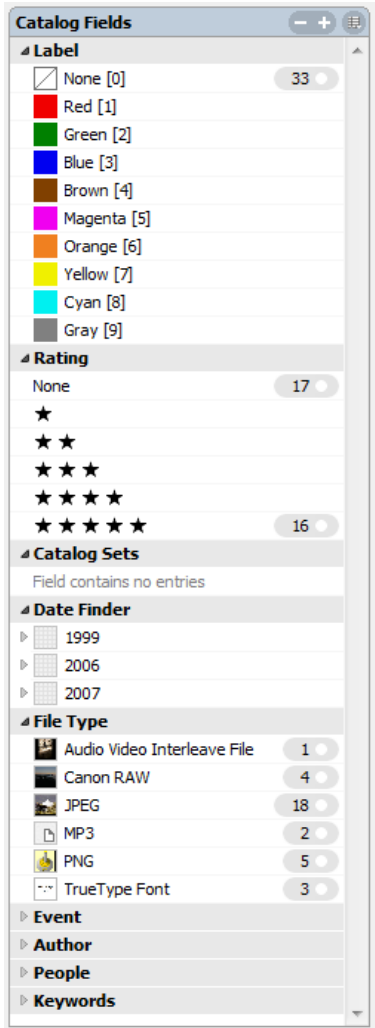
The Organize panel

Catalog Fields index

The Catalog Fields index is useful for global searches or groupings, allowing a quick comparison across hundreds of files, often revealing annotation inconsistencies among a large number of files. By viewing your media from a global rather than an individual perspective, you can make sure of the standardization and accuracy of annotations across your media.

To expand a field, click the arrow next to its name.

The Catalog Fields index lists all annotations or tags present in the catalog. By dragging media items and dropping them on the existing data values, you can assign these values to the multiple media items. This significantly speeds up and simplifies the annotation process.

The Catalog Fields index has two types of groups. Read-only groups, such as File Type and Import Device, are attributes that are automatically read by Expression Media and cannot be reassigned. Annotation groups, such as Date Finder or Keywords, are used to categorize the media and can be changed at any time.

To show or hide fields in the Catalog Fields index list

1. On the upper-right corner of the **Catalog Fields** pane**,** click the **Configure List** button.

2. Select or clear the accompanying check box for each field that you want to show or hide. See the following sections for definitions of each of the fields.

The Catalog Fields index has three sections, as described below.

Basic Fields section

The following categories are in the **Basic Fields** section:

Label and Rating Use this group to show files with a color label or star rating.

Sets Catalog Sets are a free form, hierarchical method of organizing media files. You can use sets to organize play lists, photo albums, projects, or work assignments.

Date Finder When you add files to your catalog, Expression Media searches for dates already embedded in the media. It looks in the following order:

1. IPTC Date Created
2. Digital camera Capture Date (EXIF)
3. The File Creation Date

Note: If a file has all three dates, Expression Media uses the IPTC Date Created as the primary date for display in this list.

You can adjust the date assigned to a file by dragging a file onto a different date field. This assigns the new date to the IPTC Date Created and does not alter the Capture Date or File Creation Date for the media file.

You can reassign the digital camera (EXIF) Capture Date by using the **Set Capture Date** command on the **Action** menu. This operation applies only to images taken with digital cameras. If the date you want isn't available in the list, use the annotation field drop-down menu to add a new date. This menu also provides you with the option to remove a date from the list. Removing a date will not only delete the date, but will delete all associated files from the catalog.

Place Finder A hierarchical display of the IPTC City*,* State, Country, and Location fields.

Media Fields section
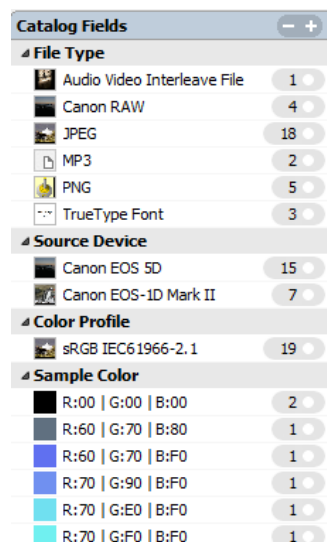
The Media fields

The following categories are in the Media Fields section:

File Type (read-only) Shows a list of all media sorted by the file format, such as .tif, .jpg, .mpg, MP3, and so on.

Import/Source Devices (read-only) This list categorizes media by the digital device that created the file. Digital cameras and some scanners record this information in every image they capture (EXIF metadata). Media items that do not have a device assigned will not be represented in this list.

Color Profiles (read-only) Displays media that is based on the color profile (ICC) embedded in the media file. Media items that do not have a color profile assigned will not be represented in this list. Color profiles can only be assigned to files using the **Manage Color Profile** command on the **Action** menu, and cannot be assigned by dragging to the Catalog Fields index.

Sample Color A sample color is generated when a media file is imported, based on the dominant color of the image. To change a media item's sample color, you can click **Set Sample Color** on the **Action** menu, or you can drag the item onto any sample color in this list.

Annotation fields section
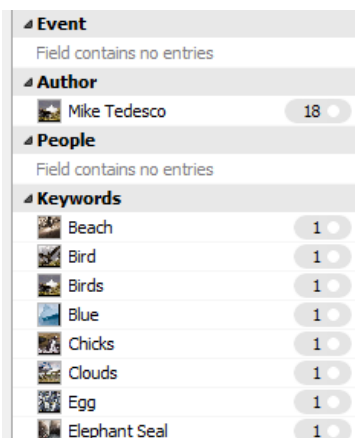
Annotation fields

These fields give you an alternative way to assign metadata organization to your media files, as opposed to entering this data into the Info panel.

The fields in the Catalog Fields index are all part of the IPTC/XMP and QuickTime standards. The standards are Title, Event, Date Created, Status, Creator, Provider, Source, Keywords, Categories, Scenes, Subject Codes, and Intellectual Genre. Custom annotation fields also appear here.

Instead of assigning these annotations in the Info panel, you can create an annotation field in any of these groups, and then drag media files onto the field name. The annotation will be assigned to the item. This significantly speeds up and simplifies the annotation process.

If you switch over to the Info panel, you will notice that same annotation is represented in the corresponding annotation field.

Conversely, if you add metadata to an annotation in the Info panel, it will also appear in the corresponding group in the Catalog Fields index.

Working with annotations

Use the following options to work with annotations.

Open/close an annotation group Click the field label of the group.

Add an annotation term Select an annotation group, such as Events, and then press the plus sign (+) at the top of the Catalog Fields index. Type the name of your annotation term. All new terms are stored in the vocabulary for the respective field.

Add an item to an annotation term Select an item, or group of items, and then drag them onto an annotation term. Associating an item with an annotation term in a catalog does not affect the original file.

Remove an item from an annotation Click the dot next to an annotation term, showing only those files associated with it. Select an item, or group of items, and then press the DELETE key.

A dialog box will ask if you want to remove this item from the annotation term or from the entire catalog. If you switch over to the Info panel, you will notice that the same annotation has been removed from the corresponding annotation field.

Locating media by fields

Once you have assigned media to various annotation terms, you can now filter the catalog using the Catalog Field index.

To find files that match an attribute (Date, File Type) or annotation (Events, Locations, and so on), click the dot next to term in the Catalog Fields index, and the corresponding files will appear in the active view. This hides all files that do not match the annotation or attribute, which is useful for finding a particular group of files that can now be batch processed, exported, reorganized, or printed.

After you have found the files you want, on the **Find** menu, click **Show All** to reveal all the hidden files in your catalog. To show all files, you can also click **Show All Items** on the toolbar.

Catalog sets

Catalog sets are a free form, hierarchical method of organizing media files. You can use sets to organize play lists, photo albums, work assignments, or to create a complex system of categorization. You can also create capture sets, which display a group of images or bracketed exposures based on time intervals between shots.

You can use sets to quickly display subgroups of items in a catalog, and to maintain their order, even after items within the sets have been moved or sorted. You can use these catalog subgroups in export functions, such as slide show presentations, quick searches, classifications, printing, and Web pages.

Any media item can belong to more than one set, allowing catalogs to be logically organized into sets for different projects, clients or themes, without confusing the overall annotation or classification of files in the catalog. You can reorder sets to change the hierarchy of an individual set within the group of sets. Media items retain their set associations when you copy them from one catalog to another, or when you merge catalogs. Also, when you are synchronizing annotations, Expression Media adds a file's set affiliation to the metadata in a custom XMP annotation field. For more information about syncing annotations, see "Sync annotations" on page 47.

To view sets

Open the Organize panel by clicking the **Organize** toolbar button. Sets are located in the Catalog Fields index.

To create a set

1. Click the plus sign ⊞ at the top of the **Catalog Fields** index.
2. In the dialog box, type the name of the set.
3. Make sure that the **Field** menu has **Catalog Sets** selected before pressing **OK**.

To add media items to a set

There are two ways to add items to a set.

- Drag one or more media items from the catalog's active window to the set name.

- Select an item, and select **Add Term to Selected Media Items** from the set's menu.

When you add media items to, or remove them from a set, the set counter to the right of the set name updates automatically.

To remove items from sets

1. Click the dot next to the set name to show only associated set items in the active view.

2. Select the items you want to remove from the set, and then press DELETE. A dialog box will prompt you to choose whether you want to remove the item from the set or the catalog. If you remove the item from the set, it will still remain in the main catalog.

You can also remove items from sets by selecting **Remove Term from Selected Media Items** from each set's menu.

To display a set in a view

1. In the Organize panel, click the dot next to the set name.

2. On the **Find** menu, select the **Show All** command to reverse this feature, revealing all hidden files.

3. You can also use the **Show All Items** toolbar icon to reveal hidden files.

Once you have displayed a set in the active view, you can perform batch commands or export functions without affecting the rest of the catalog.

To display a group of sets

Click the higher level set in a hierarchy of sets. This will display all items associated with all subsets. You can also display a group of sets by clicking the dot next to each set name and holding down the CTRL key (Macintosh: ⌘ key).

Select set items

To select all media items associated with a set, click **Select Media Items** from a set's menu. This is useful for selecting items without having to first display the set.

To restore the catalog

After you sort a catalog with sets, click **Show All** on the **Find** menu. This will show all of the items in the catalog. You can also click the **Show All Items** icon on the toolbar to show all items.

To create capture sets

1. On the **Make** menu, click **Create Capture Sets**.

2. In the **Options** box, define the interval by entering the number of seconds between shots, and then click **OK**.

   Expression Media creates your Capture Sets in the **Catalog Sets** section of the **Organize** panel's Catalog Fields index. To create a new set, click the plus sign (+) at the top of the Catalog Fields index. To add files to the set, select a file, or group of media files, and then drag them from the catalog's active window to the name of the set. You can also reorder the sets by dragging them within the window.

File renaming

Good digital asset management strategy starts with having unique, meaningful file names. For creative professionals—who can easily produce huge volumes of media in a relatively short amount of time—this is particularly important.

When an image collection grows past a thousand files, it is easy to have file name problems, such as having two images with the same name. Most digital cameras have a sequential photo-numbering option. With this option selected, every image will have a unique file name, such as DSC0211.jpg, DSC0212.jpg, DSC0213.jpg, and so on.

Sequential numbers let you move files around easily without having to rename them to avoid duplication. Sequential numbers are also useful when you must find other photos that were taken at the same time or in the same place.

File-naming conventions

A well-named file includes additional information, such as the date, author, client name, project name, or subject of a photo shoot. It also might contain business-related information, such as product or part numbers.

Standardizing on a particular file naming convention offers the following advantages for photo management workflows:

- It is difficult to create two files with the same file name. This makes them easier to identify and reduces problems with duplication.

- If you always include a standardized date in the file name, such as the Capture Date, you can easily locate a file.

- With sequentially numbered files, a folder of images on your desktop is sorted automatically into chronological order.

- Workgroups use the same conventions, therefore promoting consistency across the organization and facilitating file retrieval.

- By looking at just the file name, you will know a lot about the image (that is, the date created, person who took the image, subject or client, and the order in which it was created).

- If you decide to switch image-management applications, or are running several database applications, important metadata can be derived from the file name.

Your file-naming convention should be specific to your business and archiving needs. For a large catalog of stock images, you could use the Dewey Decimal or U.S. Library of Congress system to identify the subject of the photographs. The key is to integrate the naming system into your workflow so that every file is named properly before it ends up in an archive.

Ultimately, if you create specific guidelines for file naming and stick to them, you and everyone you work with will be able to easily identify, locate, and share files.

File name examples	Name components
lexus_newsletter_0904_001.tif	Client name, project, publication date, and sequential numbering
wegatv_KDF42WE655_012.jpg	Product name, product ID, and sequential numbering
hourmedia_040623_066.pdf	Client name, 6-digit date (YYMMDD), and sequential numbering
hollywood_040721_0457.jpg	Subject, 6-digit date (YYMMDD), slide ID (for scanned images)
smith_jones_040721_sb_0215.jpg	Bride, groom, 6-digit date (YYMMDD), creator's initials, sequential numbering
job314_040727_0013.jpg	Job number, 6-digit date (YYMMDD), sequential numbering
20040721_P_0525.jpg	8-digit date (YYYYMMDD), subject code (Portrait) and sequential numbering

To rename items, you can use the **Date** field because it uses the IPTC Date Created, the EXIF Capture Date, or the file Creation Date.

You can adjust the date using various tags:
MM = Month
DD = Day
YYYY = 4-digit year
YY = 2-digit year
hh = Hours
mm = Minutes
ss = Seconds

For repeat use of your settings, you can save them by using the **Option Sets** menu. Adjust the zero padding by defining the number of digits for sequential numbering.

File names are case sensitive. Change case to lowercase, UPPERCASE, or Title Case.

The preview window shows a list of your files before and after you rename them.

Batch renaming in Expression Media

To rename all selected catalog items, as well as the corresponding original files, use the Batch Rename function. The Batch Rename function provides four options for renaming files: Date, Text, Sequential Numbering, and File name. You can combine up to three options in various ways to create unique batch renaming instructions.

You cannot rename offline catalog items, such as those on CD, DVD or removable drives. Files that are locked by the operating system cannot be renamed.

Below are two examples of batch renaming that you might use. You can rename files incrementally using the date, a string of text and numbering sequence. You can also rename files by using search and replace. In this method, you search for text and replace it with more relevant information. This function is good for turning sequential digital camera file names into ones that match your file-naming convention, while maintaining the sequential numbers created by your camera.
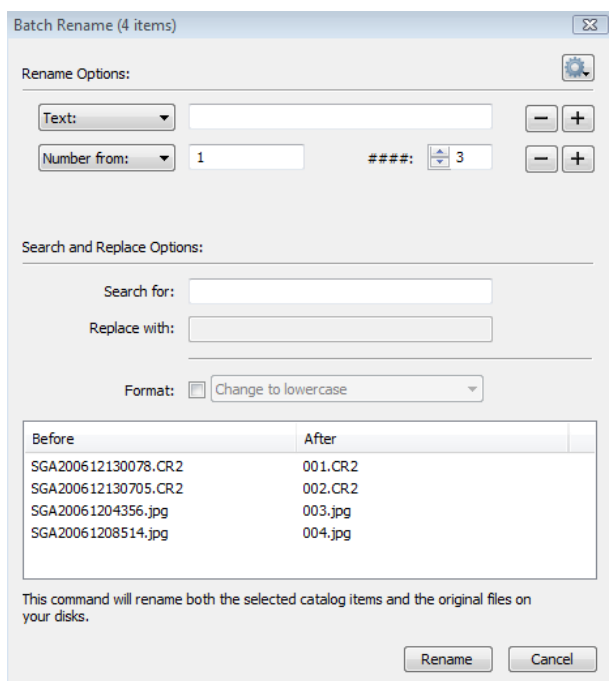
The Batch Rename dialog box

Example 1: To batch rename incrementally

1. Select a group of items, and then, on the **Action** menu, select **Batch Rename**.

   If you select a single image, this function will be not be available.

2. On the **Rename Options** menu, select **Date**. This function will automatically insert the IPTC Date Created, the EXIF Capture Date, or the file Creation Date—in that order. Expression Media will display date tags, such as MM-DD-YYYY, which you can reorder and use different separators, such as YY_DD_MM.

3. Click the plus sign (+) button to add another rename option. Type a string of text. For example, a string might be a subject, location, or the photographer's initials. Use text that will be meaningful to all files being renamed.

4. Click the plus sign (+) button to add another rename option. On the **Rename Options** menu, click **Number From**.

5. Define starting increment: An increment is the numeric value that is used to start sequential numbering. For example, if you type "10", files will enumerate; for example, sb10.jpg, sb11.jpg, sb12.jpg, and so on. Incremental renaming ignores file types and will continue to incrementally enumerate regardless of the file type. This means that if your first two files are .tif files and the next two are .jpg, then they would be named 1.tif, 2.tif, 3.jpg, 4.jpg.

6. In the field next to the increment, define the number of digits for the sequential numbers. For example, if you choose a file starting increment of 8 and 3 digits, files will be named 008, 009, 010.

7. On the **Format** menu, select an option for case.

8. Click the **Rename** button. File renaming should be relatively instantaneous, but might take a few seconds if you are renaming more than a thousand files.

Note: Expression Media remembers the last increment used in batch renaming and automatically provides you with the next increment for additional batches. For example, if you renamed 50 files, then later added more files that you wanted to rename, the **Number From** field would automatically show 51 as starting value for your next batch rename.

Example 2: To rename files using Search and Replace

1. Select a group of files, and then, on the **Action** menu, select **Batch Rename**.

    Note: If you select a single image, this function will be not be available.

2. On the **Rename Options** menu, select **Date**.

3. To add **Rename Options**, click the plus sign (+). On the **Rename Options** menu, select **File name**.

4. In the **Search for** field, type a text string that you want to replace. In this case, type the string "DSC" (common to digital cameras).

5. Replace the string with a string that follows your file-naming convention, such as the subject's initials or photographer's initials.

6. The file names are case sensitive: Select this option to restrain your search based on the case of the text.

7. On the **Format** menu, select an option for case.

8. Click the **Rename** button. Now you will have changed DSC09851.jpg into a more usable file name, such as 20051020_sb_nyc_09851.jpg.

(Macintosh) There are also options to strip diacritical marks, such as accents. For example, you could change "déjà vu" to "deja vu". Stripping diacritical marks from file names is important for increasing file name compatibility across platforms.

Renaming file scripts

You can rename a file using a script. To do this, Expression Media reads a text file that you can create. The script uses each line of that text file as a new name for the selected media items.

To rename using a text file

On the **Scripts** menu, point to **Files**, and then click **Rename Using Text File**.

File name compatibility

For maximum portability across Windows, Macintosh, and Unix networks and platforms, follow these guidelines.

- Limit file name length to 31 characters.

- Keep file name extensions, such as .jpg or .gif.

- Use underscores (_) to separate blocks of information, rather than using dashes or spaces.

- Format dates in a 6-digit or 8-digit code. For example, July 21, 2006 should be 060721 (YYMMDD) or 20060721 (YYYYMMDD). This will help keep files sorted in their proper order in the folders on your desktops and removable media.

Batch renaming Raw + JPEG

Expression Media does not have a specific function to batch rename Raw+JPEG simultaneously. However, the Expression Media batch rename feature can simultaneously rename Raw+JPEG if you are willing to use the original sequential numbering created by your digital camera.

Below are two ways that you can accomplish this.

Example 1: To rename Raw+JPEG files

1. Import your Raw and .jpg files into an Expression Media catalog.

2. Sort the catalog by file name. You can do this by selecting **File name** from the **Sort** toolbar menu. Your catalog should now have Raw and .jpg files of the same name next to each other.

3. Select all items in the catalog and, on the **Action** menu, click **Batch Rename**.

4. In the **Rename Options** section, select **Date**. This command will automatically insert the EXIF Capture Date for digital camera images. Expression Media displays date tags, such as MM-DD-YYYY- hh-mm-ss, which you can reorder and use different separators, such as YY_DD_MM.

5. To add another rename option, click the plus sign (+). In the **Rename Options** section, select **Text**.

6. Type a text string. For example, a string might be a subject, location, or the photographer's initials. Use text that will be meaningful to all items being renamed.

7. Click the plus sign (+) again to add another rename option. In the **Rename Options** section, select **File name**. This function appends the original file name to the new name.

8. In the **Search for** field, in the **Search and Replace Options** section, type a text string that you want to remove. In this case, use the string "DSC_" (common to digital

cameras). By doing this, you are maintaining the sequential numbers created by your camera.

9. In the Preview window, Expression Media renames the Raw and .jpg files in the same manner.

10. Optional: In the upper-right corner of the **Batch Rename** dialog box, there is an **Option Set** menu.

This menu is useful for storing and recalling batch rename options. In this menu, choose **Save as** and name your Raw+JPEG renaming options. In this way, you can easily recall these settings with future catalogs.

11. Click the **Rename** button.

There is now a batch renamed Raw and .jpg files that use the sequential numbering created by the digital camera.

Note: Expression Media remembers the last increment used in batch renaming and automatically provides you with the next increment for additional batches. For example, if you renamed 50 files, then later added more files that you want to rename, the **Number From** field would automatically show 51 as the starting value for your next batch rename.

Example 2: To rename Raw+JPEG files

If you want to create your own sequential numbers when renaming Raw+JPEG files, you will need to run two batches—one for the Raw files and one for the .jpg files.

1. Open the **Organize** panel. Show the **File Type** annotation group in the Catalog Fields index by clicking the arrow.

2. Click on the dot next to the number of .jpg files. This will cause Expression Media to show only .jpg files in the catalog.

3. Select all .jpg files and, on the **Action** menu, choose **Batch Rename**.

4. Add the **Date** and **Text** strings, as needed.

5. Click the plus sign (+) to add another rename option. In the **Rename Options** section, select **Number from**.

6. Define the starting increment. An increment is the numeric value that is used to start sequential numbering. For example, if you type "10", files will enumerate as sb10.jpg, sb11.jpg, sb12.jpg, and so on.

7. In the field next to the increment, define the number of digits for the sequential numbers. For example, if you choose a starting increment of 8 and 3 digits, files will be named 008, 009, and 010.

8. Click the **Rename** button. File renaming should be relatively instantaneous, but might take a few seconds if you are renaming more than a thousand files.

9. For Raw files, repeat steps 2 through 8.

Organizing original files

Use commands in Expression Media to transfer your original files to new locations on your hard drive, or to duplicate your original files.

To delete your files

1. Select the files that you want to delete.

2. Click the **Move to Recycle Bin** icon ⊠ on the toolbar. This removes selected files from the catalog and moves the originals to the Recycle Bin (Trash). Expression Media does not empty the Recycle Bin, so you can still retrieve the deleted files if you want.

To transfer or duplicate your files

Do one of the following:

- Drag any file from a catalog into a folder in the Folders panel. This moves the location of a file to a different folder on your computer. The path to the file will be automatically updated in the catalog.

- On the **Action** menu, click **Transfer to Folder**, and then click one of the following options:

  - To move media files to a new folder, deleting the original files, select the option **Move files**. Catalog items will refer to the new files in the new folder.

  - To copy media files to a new folder, keeping the original files, select the option **Copy files**. Catalog items will refer to the files in the new folder.

  - To copy media files to a new folder, select the option **Duplicate files**. Catalog items and referenced files remain unchanged.

Action menu (Macintosh)

The following options are available on the **Action** menu on the Macintosh.

Set Creator Changes the four-character file creator with which the media file is associated. For example, it's useful for changing files with QuickTime creator to a Photoshop creator. This will allow you to double-click the files and open them with Photoshop.

Desktop icons Used for easy identification of files within the application or in the Finder. This will replace generic desktop icons with image icons of original files.

Media Thumbnails Exports and embeds a small thumbnail into original referenced files outside of the catalog. This preview can be read by a number of media editing applications that use built-in thumbnails in their opening dialog for quick identification.

Lock Status Locks or unlocks files in the Finder.

Delete Resource Fork Removes the resource fork, which can contain thumbnails, icons, and various metadata from a media file.

On the **File** menu, in the **AppleScript** command:
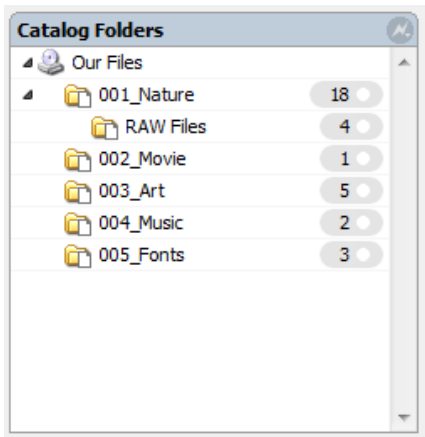
The **Set File Comment** saves the **Caption** field inside the file's comment field. The comment field is visible in the Finder and in the **Get Info** window of the original files. When

the operating system indexes your files, your media file captions are then included in the Spotlight search index.

Catalog Folders

Expression Media offers advanced folder management to enhance your workflow and provide direct control over your file system. Catalog Folders occupies the lower section of the **Organize** panel, which you can access by clicking the **Organize** button on the toolbar.

As with the categories in the Catalog Fields section, to display the files in a folder, you can click the dot next to the number for each folder, or, in the contextual menu of the folder, click **Select Media Items**.

The Catalog Folders panel

Using folder watching

You can enable catalog-wide folder watching to monitor folders that contain media within your catalog. You can either set up Expression Media to watch any number of folders and alert you when new media items appear in them, or you can have Expression Media automatically import any new items into your catalog. For more information about folder watching, see "Using folder watching" on page 75.

Additional folder functions

The following options are either available on the contextual menu for any folder that you select in the Catalog Folders section, or are general tips for working with folders and displaying or manipulating content.

Context menu options

Following is an explanation of the options available in the contextual menu for catalog folders:

- **Remove from Catalog** Removes a folder and its contents from the catalog, but not from the hard drive.

- **Reset folder path** If you have moved a folder of files to a new location, but the catalog still thinks it resides in the old location. This command is much faster than the

Reset Paths command on the **Find** menu, but assumes that the contents of the folder in question have not been reorganized.

- **Select folder items** In the contextual menu, select all media items associated with a folder, and then click **Select Media Items** in a folder's menu. This is useful for selecting items without having to first display the folder's contents.

- **Open Folder in *X*** Reveals folders and its contents on the desktop.

- **Create sub-folder** Creates a new folder on the desktop. You can name it from the **Catalog Folders** section.

- **Move Folder to Trash** Removes files and folders from the catalog and hard disk. Moves files and folders to the desktop Recycle Bin (Trash), but does not empty it.

Chapter Seven:

Finding and Sorting Media in Catalogs

In open catalogs, Microsoft Expression Media offers a number of ways to find and sort media files, as well as related files, media, and tag attributes.

Searching your catalog

You can search catalogs quickly and accurately in Expression Media. You can perform a quick search in the active catalog directly from the search box in a catalog toolbar, or you can perform a more detailed search using the Find command. Searching is case insensitive and includes all annotations (EXIF, IPTC annotations, descriptions, and so on), media fields, and catalog set names.

After you have searched and have found the items you want, on the **Find** menu, choose **Show All** to show all the items in your catalog. You can also click the **Show All Items** icon on the toolbar.
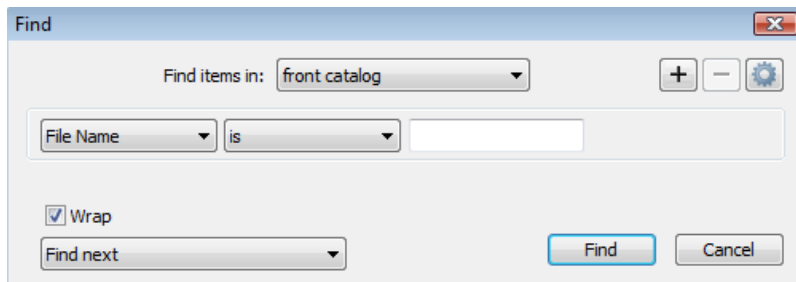
The Find dialog box

To quickly search the active catalog

Type the word or words in the search box in the catalog toolbar, and then press the RETURN or ENTER key, or click the search 🔍 icon.

To search catalogs using the Find command

1. On the **Find** menu, click **Find**.
2. In the **Find items in** field, select **front catalog** to search the active catalog, **all open catalogs** to search each any of the catalogs you have launched, **recent catalogs** to search catalogs you have opened recently, or **all catalogs in a particular folder**.
3. To refine your search, use the choices in the menus to specify particular file characteristics to search for. Type the word or words that you want to search for in the search box. To add or subtract search criteria, use the plus (+) and minus (-) buttons in the upper-right corner of the dialog box. To use Boolean search criteria, choose **and** or **or** in the respective field.

4. To customize the results of your search, choose one of the following options from the menu in the lower-left corner of the **Find** dialog box.

- **Find next** highlights the first item that meets your search criteria.
- **Select all** selects items that meet your criteria.
- **Show all** hides all items in the catalog that do not meet your criteria.
- **Show all in a new catalog** places all matching results in new catalog.

5. To save your search, click the icon in the upper-right corner of the **Find** dialog box. Searches can be saved for later recall on the field in the upper-right corner of the **Find** dialog box.

6. Press the RETURN or ENTER key.

Filtering and sorting by metadata

Use any of the below methods to sort and display your files according to their metadata or file attributes.

To filter files using the Organize panel

1. On the toolbar, click **Organize**.
2. Do one of the following:

- To display items that match an attribute (date, media format) or annotation (events, locations), or that are all in a particular set, click the dot next to the field name in the **Catalog Field** index of the **Organize** panel. CTRL+click (Windows) or ⌘+click (Macintosh) to select multiple attributes or annotations. The dot turns green once Expression Media uses the filter.

- To display files according to their location on your computer or removable disks, click the dot next to the appropriate folder name in the **Catalog Folders** section of the **Organize** panel. The dot turns green once Expression Media uses the filter.

Note: You can also display a group of sets or folders by right-clicking (Macintosh: CTRL-click) each folder or set name and choosing **Show Media Items** from the menu.

3. Use the **Configure List** button 🔳 to show or hide various media attributes and annotations that you can use for sorting functions in the Organize panel.

To sort files according to attributes

1. On the toolbar, click the **Sort** button.
2. Choose criteria to sort the media items.
3. To return to the organization method of the last saved version of the catalog, click **Default**.
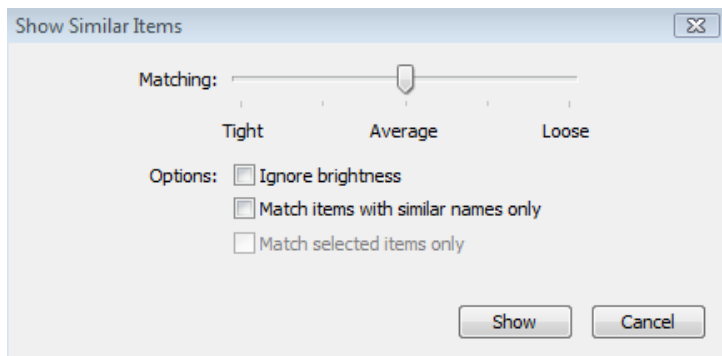
To show labeled or rated files

On the **Find** menu, click either **Show Labeled** to show only those items that have been marked with a color label in your catalog, or click **Show Rated** to show only those items that have been

marked with a star rating in your catalog. The **Show Labeled** option is also available in the Slide Show controller.

To sort by column in List View

Click the corresponding label in the header bar above the media viewing area. To invert the sort order, click the arrow on the far left of the header bar.

The Show Similar Items dialog box

To show similar items

1. On the **Find** menu click **Show Similar**.
2. Drag the **Matching** slider to set a matching tolerance.
3. Select any of the following options to refine your search. You can use any combination to refine your search.

   - Select **Ignore brightness** to remove image brightness as tolerance criteria.
   - Select **Match items with similar names only** to confine the search to items with similar names.
   - Select **Match selected items only** if, in a view, you had selected a particular set of media files to filter.
4. Click **Show**.

To show the most recently imported files

On the **Find menu**, click **Show Last Import.** This feature is useful if you are downloading multiple media cards and you want to view only items from the previous import.

To restore your catalog to display all files

Do one of the following:

- Click the **Show All Items** icon. Or, you can use the state arrows to navigate back and forth among various states that your catalog has shown during the searching and sorting process in the **Organize** panel.
- Click the **State Arrows** at the top left of the toolbar to navigate back or forward to a previous display state.

Filtering by multiple terms

There are several ways to use the Organize panel for complex catalog filtering and sorting using multiple metadata terms. You can filter either by *intersecting terms*, which enables you to display media items that have both "keyword A" and "keyword B" attached to them, or you can filter by *a union of terms*, which enables you to display all media items that have either "keyword A" or "keyword B" attached to them.

To display files with intersecting terms

1. Open the **Organize** panel, and then expand the **Keywords** group.

2. In the **List Configuration** menu at the top-right corner of the **Organize** panel, make sure that there is not a check mark next to **Union of Terms in Repeating Fields**.

3. In the area for the "keyword A," click the gray oval to right of the keyword name that contains the number of catalog items associated with that keyword. When you click this gray oval, a green dot should appear, and the items associated with that keyword should be displayed in the active view.

4. Hold down the CTRL key (Macintosh: the ⌘ key) and then click the gray oval next to the keyword you want to "intersect" with "keyword A." A green dot should appear in the gray oval for this keyword as well.

5. The final display should contain only images that have both keywords, "keyword A" and "keyword B."

Note: The **Union of Terms in Repeating Fields** function applies only to metadata fields that have multiple terms. These are Keywords, Categories, Contacts (People), Scenes, and Subject Codes. Otherwise, all selections in the Organize panel that span multiple metadata fields or groups will be intersections. For example, if you clicked the .jpg file type, the year 2006 in the Date Finder, and the keyword "activities," the result would be an intersection of those terms.

Union of terms

To display all media items that have "keyword A" and all media items that have "keyword B," repeat the intersection instructions, but instead, select **Union of Terms in Repeating Fields** in the Organize panel's **List Configuration** menu. You do this by selecting the keywords on the **List Configuration** menu.

Handling a hierarchy of terms

In the Organize panel, some metadata fields have terms displayed in a hierarchy. In other words, these terms consist of a heading, followed by the items that correspond to that heading. These terms include Catalog Sets, Catalog Folders, Date Finder, and the Place Finder. For example, the Date Finder term lists your photos in a hierarchy according to year and month. By default, you can only filter your photos by the lowest term in the hierarchy, which in this example, is by day. A key option named **Union of Field Hierarchies**, located in the **List Configuration** menu in the Organize panel, enables you to expand your filtering opportunities by allowing you to filter items according to the higher hierarchies.
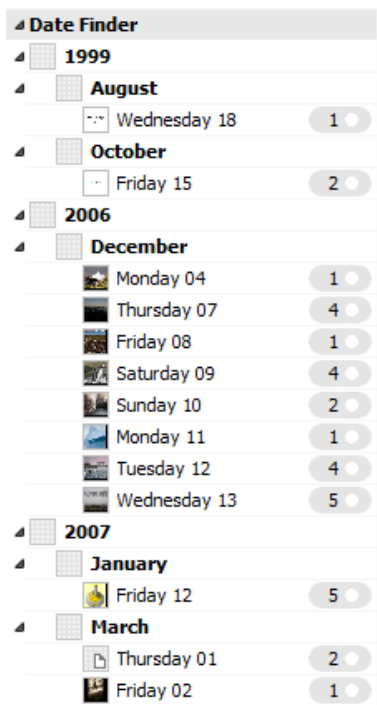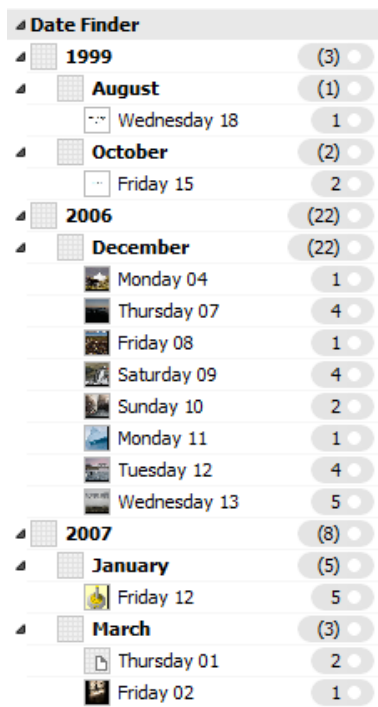
Date Finder hierarchy, without the Union of Field Hierarchies option selected

If you do not select the **Union of Field Hierarchies** option, the Organize panel displays only the number of media items associated with each sublevel of any hierarchical metadata group, including Catalog Sets, Catalog Folders, Date Finder, and Place Finder.

For example, suppose you have 100 photos that you took on varying months in 2006 and you want your catalog to display only those photos. Without the **Union of Field Hierarchies** option selected, you will have no way of filtering your images according to year—you can only filter by the lowest term in the hierarchy, which is the date.

However, if you select the **Union of Field Hierarchies** option, the higher levels of any hierarchical metadata group in the Organize panel will display the aggregate number of media items associated with any sub-levels of the hierarchy. Therefore, you can then filter your photos by year, as well as by other levels of hierarchy above date, such as month.

Date Finder hierarchy, with Union of Field Hierarchies option selected. Note the sum of files in a particular category is now in parentheses, and that you can filter files by that category.

If you want to execute the same command from the Catalog Folders panel, then, on the **Configure Folder Watching** menu, click **Union of Folders Hierarchies**.

In some hierarchies, such as Catalog Folders or Catalog Sets, when you set the **Union of Field Hierarchies** or **Union of Folder Hierarchies** options, the panel displays two numbers. The first number represents the number of cataloged items that are stored in that folder or set. The second number is in parentheses and it represents the number of cataloged items stored in all subfolders or subsets.

To select or clear the Union of Field Hierarchies option

Do one of the following:

- To select the **Union of Field Hierarchies** option for the Catalog Fields, on the **Configure List** menu, click **Union of Field Hierarchies** to select or clear it.
- To select the **Union of Folder Hierarchies** option for the Catalog Folders, on the **Folder Watching** menu at the top of the Catalog Folders pane, click **Union of Folder Hierarchies** to select or clear it.

Finding and managing original files

Within Expression Media, you generally use metadata and image characteristics to sort and display files, however there are also tools that you can use to manage your files according to file characteristics such as file name and file path. You can use these tools to help you locate duplicate files, locate missing files, or modify file paths.

Expression Media defines duplicate files as two or more items that reference the same file path. Missing files are catalog items whose stored file path doesn't correspond to an image because you may have moved, renamed, or deleted the original image. In this case, the full size image in Media View will no longer be available and an error message appears in red text in the header bar, or the last available file path will be in red.

Note: If you have imported two identical files that have different file paths, then Expression Media does not recognize these as duplicate files, but rather as *similar* files. To locate these types of files, use the Show Similar feature. For more information about this feature, see "Filtering and sorting by metadata" on page 78.

To locate duplicate items

1. On the **Find** menu, click **Find Duplicate Items**.
2. If you have no duplicates in your catalog, then you receive a message telling you this. However, if you do have duplicates, in the resulting dialog box, click **Show** to view the results of the search, or click **Clear Duplicates** to sync the duplicate items with the file path, thereby removing the duplicate from the catalog.

To locate missing items

1. On the **Find** menu, click **Find Missing Items**.
2. If you have missing items, a dialog box appears containing the number of missing items. Click **Search** to navigate to the missing items if you know where they are now located, or you know what they are now named. An alternate way to do this is to use the Reset Paths feature, described below. Click **Remove** to delete them from the catalog.

To reassign or modify a path

1. On the **Find** menu, click **Reset Paths**.
2. In the **Reset Paths** dialog box, reassign or modify the path, for one or more items.
3. Navigate to and select the folder or directory where the file(s) now reside.

   Expression Media displays each file in a window for you to confirm each file's path restoration.
4. If you have a group of files, and you are certain that all the new paths are correct, you can choose the **Accept All** button to avoid having to confirm each to a new path.
5. If you have simply moved or renamed an entire folder or disk, it is much faster to use the **Reset folder path** command in the **Catalog Folders** pane of the **Organize panel**.

Chapter Eight:

Slide shows

Expression Media enables you to view or project a slide show presentation with your photographs, movies, and audio soundtracks.

The Expression Media Slide Show feature enables you to sequentially present your files using a variety of transitions and displays.

Slide show basics

The Slide Show feature in Expression Media offers a way for you to display a succession of images and movies, as well as play audio. You have full control over the transition between files, as well as which files play, how they transition, and, if applicable, the amount that displays or plays at one time. The slide show can function as anything from a preview tool, to a way to construct a complete, stylish movie of your media collection since, if you want, you can save your slide show as a movie file that you can distribute.

Slide show features

By default, the Slide Show feature is set to run with cut transitions and to cycle through your collection. You can run a slide show at any time. When you start a slideshow, a floating slide show controller appears. Use the options on this controller to adjust all the aspects of your slide show.

Following are some of the features of a slide show:

Audio Expression Media slide shows can contain a single, background audio channel. Sound items included in a catalog are always queued into the audio channel. If you place an audio file at the beginning of a slide show of images, the audio plays during the presentation.

Video Expression Media slide shows can display up to 16 video channels. All media types (including images or movies) play in one or more video channels, depending on your grid selection.

Grids These are the arrangement of video channels, in full-screen, quarter-screen, or a variety of other options. Unless you are using a computer with a powerful processor, using the slide show with more than one video channel will place considerable strain on your computer and degrade playback. Experiment with Half or Quarter video channel grids first before choosing more complex grids.

Timing Expression Media lets you specify how long still images will appear in the presentation, however, movies always appear for their full duration. To adjust the timing of images (in seconds), use the up or down arrows next to the green number on the right hand side of the controller.

Transitions Expression Media offers several options to adjust the transition effect between images. There are 10 different slide show transition effects, such as Cross Fade, Barn Horizontal, and Radial wipes, as well as a Random effect option.

Effects defined in the **Transitions** menu of the slide show controller apply globally to all images of the slide show.

Size of Media To adjust the size of on-screen media, use the **Scale** menu of the slide show controller. You can enlarge or reduce the size of your images with the **Zoom In/Zoom Out** keyboard shortcuts, plus (+) and minus (–). This setting will apply globally to all images of the slide show.

Slide show options

You can set the Slide Show options before you run the slide show.

As you run the slide show, a controller appears that you can use to set the global options for the slide show and, in addition, set options for each image in the slide show. For information about using the Slide Show controller, see "Slide Show controller" on page 87.

To set the Slide Show options

1. On the **Make** menu, click **Slide Show Options**.
2. Set the options according to the below guidelines, and then click **OK**.

General options

Below are the general options that appear in the **Slide Show Options** dialog box.

- **Duration** Specifies the flip speed in seconds for each slide. The duration applies only when the slide show is run in non-interactive mode. Movies and sounds default to their own duration. The duration can also be overridden by timings set for individual media items.

- **Color** Changes the background color of slide shows. The default is set to black.

- **Transition** Expression Media offers a basic set of QuickTime effects that can be used during slide show media transitions. The duration of the transition effects (1 second) is currently fixed. This setting will affect all media items, unless you define them in the Slide Show controller.

- **Media Scaling** Choose an option from this menu to control the scale or size of media items. You can set this option before or during an active slide show.

Stage options

Choose a **Stage Grid** option to design the look of your slide show.

- **Stage Grid** Choose an option to run your slide show at full screen, or divide your slide show into several different cell arrangements.

- **Custom Grid** (Macintosh) Click this button to design a custom slide show grid template.

Playback options

Select one of these options to control how your slide show plays back.

- **Interactive** Use this option with the LEFT and RIGHT ARROW keys of your keyboard to manually advance or go back in your presentation. The UP and DOWN ARROW keys work the same as LEFT and RIGHT ARROW keys.

- **Continuous** This is the default for Expression Media slide shows. Images will appear onscreen for the specified duration, and then automatically advance to the next image. Movies will appear onscreen for their full duration, and then automatically advance. You can use the SPACEBAR to Pause or Play a slide show in Continuous mode. The LEFT and RIGHT ARROW keys will manually override the pace of your presentation.

- **Random** Expression Media randomly chooses images and movies to present onscreen.

Other presentation options

Here are some additional options that you can use to create visual effects during a presentation.

- **Margin between grid cells** Adds a few pixels of background color to help separate items from each other in multi-file grid arrangements.

- **Play voice annotation** Plays any attached voice annotation whenever a media item is loaded.

- **Play sound from all movies** Plays all the available movie audio tracks simultaneously. This option is only useful when you intend to play multiple movies in a grid arrangement. If this feature is disabled, Expression Media plays only the background sound channel, as well as the active movie soundtrack.

- **Fade In** (Macintosh) Fades the start and end of shows.

- **Show controller** Displays the slide show controller during the slide show. To hide the controller, use the ESC or RETURN keys.

Viewing the Slide Show

You can run the Slide Show at any time during your work. If, as it runs, you want to vary the playback, you can do so while you are in Slide Show mode.

To run a slide slow

1. Do one of the following:

   - Click the **Run Slide Show** button on the toolbar

   - On the **Make** menu, click **Run Slide Show**

   - In the **Slide Show Options** dialog box, click **Run Slide Show**

2. To exit during the slide show, click the ESC key or double-click on a Slide Show image. You can also click the **Exit Slide Show** button on the Slide Show controller.

Slide Show controller

The Slide Show controller panel lets you adjust options during a slide show presentation. Though you can set the same global options that you set in the **Slide Show Options** dialog box, the Slide Show controller also enables you to set individual playback options for each of the files that display so that you can further customize your slide show. You can change any option even as the slide show plays.

This panel is also useful for running presentations on a second screen or projector. If you use multiple monitors, position your catalog inside the monitor you want to use for the slide show. You can start the presentation on that monitor and keep the controller on the other computer.

If you are not using two monitors, displaying the slide show controller on top of the slide show stage will impair viewing.

 To show or hide the controller, press ENTER or RETURN.
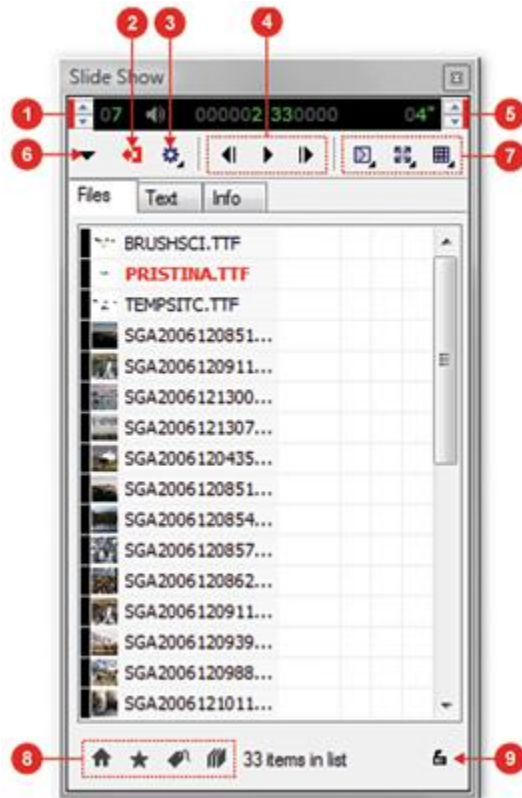
Slide Show controller
1) Adjust volume; 2) Exit Slide Show; 3) Slide Show options; 4) Playback controls; 5) Adjust time between transitions; 6) Show/Hide files; 7) Playback options; 8) Filtering options; 9) Scroll lock

Setting Slide Show options from the controller

The controller contains menus that enable you to set global options for your slide show. These options are the same as the ones that you can set in the **Slide Show Options** dialog box. For details about these options, see "Slide show options" on page 85.

To access the options

Do any of the following:

- On the **Set Options** menu 🔧, locate the option category that you want to set and then select an option
- On either the **Set Transitions** menu 📐 **Set Scaling** menu 🔧 or **Set Grid** menu 🔲, select an option to apply to the entire slide show

To lock the scrollbar
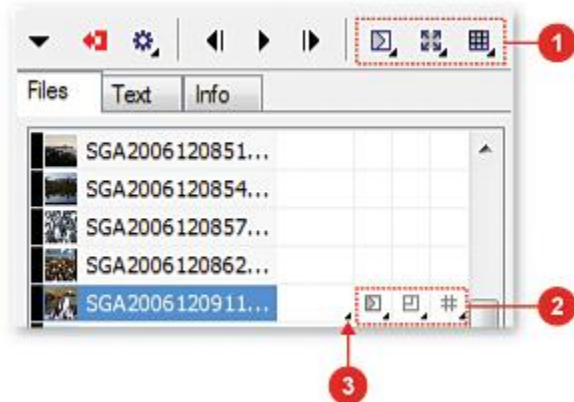
Click the Scroll Lock icon in the controller. This prevents the display of files from scrolling as the slide show plays.

To adjust the volume of playback

Click the arrows to the left of the speaker icon in the controller.

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Setting and viewing options for individual files in the Slide Show

Within the controller, you can set playback options for each one of the files. You can also assign labels and ratings, set what text appears in the slide show, and which category of files plays in the slide show. You can set options or view information as the slide slow plays, or you can pause the show.

1) Use these menus to set global options; 2) Use these menus to set options for this individual file; 3) Use this menu to set the timing options for this file.

To set playback options for individual files

1. In the list of files, click the file that you want to adjust.
2. Click the box aligned with the option menu corresponding to the option that you want to adjust. For example, if you want to adjust the size of the image, click the box aligned underneath the **Set Scaling** menu, and corresponds with the file that you want to adjust.
3. Set the option. The next time the Slide Show reaches this file, it will exhibit the characteristic that you specified. When you set a transition for an individual file, you are setting how the previous file transitions *into* the selected file.

To set the timing for individual files

1. In the list of files, click the file that you want to adjust.
2. Click the **Timing** menu (see the above graphic) and click an option according to the following descriptions:
   - **Default (use global timer)** uses the display time between files that you set in the timing selector at the top of the controller.
   - **Display for set duration** assigns a special duration for the file to display. Once you click this option, use the arrows that appear to the right of the filename to designate a display time, in seconds.
   - **Hold slide show until sound finishes** pauses the slide show at this file until an audio file, such as an audio annotation, plays completely.

To show a subset of files

At the bottom of the Slide Show dialog box, click the button corresponding to the type of files that you want to show and do any of the following:

- On the **Show Rated** menu ⭐, click a rating to show only files with that rating.
- On the **Show Labeled** menu 🏷️, click a label color to show only files with that label.
- On the **Show Sets** menu 📦, click the name of the set that you want to display.
- To show all of the files again, click the **Show All** button ⬆️.

To designate the text that appears in the slide show

1. Click the **Text** tab.
2. Do any of the following:

- Select any of the **Display** options to display the text related to that option. Click the arrows to cycle through all the available information
- To set the color of the text, click the **Color** swatch and choose a color.
- To right align, center, or left align the text, click the corresponding **Align** button.
- On the **Font** menu, click one of the font options. Drag the slider to set a font size.

To set a label or rating

Do one of the following:

- To set a label, click the **Files** tab, click the banner to the left of the file name, and click a label color.
- To set a rating and a label, click the **Info** tab and, next to the thumbnail of the file, click the swatch to assign a label and click the "plus" marks next to swatch to set a rating.

To view file information

1. Click the **Info** tab.
2. Click the arrows at the bottom of the dialog box to cycle through the file information.

Keyboard shortcuts

Expression Media offers a complete set of shortcuts for keyboard and mouse navigation of slide shows. For a list of these shortcuts, see Appendix A.

Save a slide show as a QuickTime movie

Expression Media provides the option to save a slide show as a QuickTime movie, so you can distribute a catalog of images as a movie (with transitions and timing) without the Expression Media application.

You can play a QuickTime movie by using the Apple QuickTime Player on both Macintosh and Windows computers.

Slide shows can be saved with any grid, as well as generic and individual transition effects and timings.

To create a QuickTime movie slide show

1. On the **Make** menu, click **Save Slide Show as Movie**.

2. In the dialog box, define the movie dimensions or select from a pre-defined set of industry-standard sizes.

3. To control the background color, global slide duration (timing), and transition effects, on the **Make** menu, click **Slide Show Options**.

   Expression Media offers a range of playback options when running QuickTime Player. For example, select the box to switch on **Auto-Start** and **Full Screen Mode** options. These options will have your movie played back in full-screen mode automatically when you double-click the movie file on the desktop.

4. If you select the **Include chapter track** option, QuickTime displays each file name in a menu below the movie.

Making slide shows faster

In most cases, two factors affect the speed of slides shows: grids and media file size.

Grids Unless you are using a computer with a powerful processor, slide shows with more than one video channel will place considerable strain on your computer and degrade playback. Experiment with Half and Quarter video channel grids first before choosing more complex grids.

File size On computers with slower processors, a slide show of 20-MB image files will run much slower than a slide show with 1-MB image files. What slows down Expression Media is not necessarily the file size, but the actual dimensions of the media. With larger dimensions, Expression Media has to dynamically shrink the image to fit the screen. If the image is the same shape as the screen (4:3 proportions) the delay is not too noticeable. But for portrait images (vertical), the delay can be a few seconds.

Slide shows on slower computers If you are having display or audio issues with your slide show, it might be asking too much of your computer's processor or video card.

Another solution is to create temporary copies of your images that are optimized for fast onscreen display. You can do this by using **Convert Image File**s on the **Make** menu. Following are the parameters that can help.

- **Size** Match your screen dimensions (for example, 1024x768). That way, Expression Media won't have to resize the image.

- **Setting** Match your monitor's color depth, such 16-bit or 24-bit (Macintosh: Thousands or Millions). This will reduce processor usage.

- **Resolution** Use 96 dpi (Macintosh: 72 dpi), the same as your screen resolution.

- **File format** Select an uncompressed format, such as bitmap (.bmp) or .pict, rather than .jpg. This way, the image file will not need to be decompressed on the fly during the slide show.

Create a new catalog with the converted images, and your slide show will be amazingly fast.

Adding a soundtrack to a slide show

To add a background soundtrack, place an audio file as the first file in your catalog.

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To add a background soundtrack to your slide shows

1. Create a catalog of images and movies, and then organize them in the order you want them to appear in the slide show.

2. Place an audio file (MP3, AIFF, and so on) as the very first file in the catalog.

3. Make sure that the audio file is selected and then start your slide show. The music will continue to play throughout the slide show.

4. When you quit the slide show by pressing the ESC key, the music will automatically fade out.

5. If at any point you want the slide show to switch to a different song, just place an audio file at that point. Expression Media will automatically fade from the old song to the new one.

If you have selected **Play sound from all movies** (**Slide Show Options** on the **Make** menu), Expression Media will also play any soundtracks in your movies, reducing the volume of the background soundtrack for the duration of the movie.

Chapter Nine:

Export features

With Microsoft Expression Media, you can export and convert your media files in a variety of ways by selecting options from the Make menu.

HTML galleries

The HTML Gallery export feature outputs an Expression Media catalog as an HTML-formatted Web gallery. An HTML Web gallery can look very much like a catalog displayed in Expression Media. The gallery can contain an index of thumbnail images which, when you click in a browser, will take you to a large view of the image or a QuickTime playback of your movie or audio file. You can use this option to create a portfolio Web site of your work.

When you have created the gallery, you can use your own FTP software to upload the files, or Expression Media can upload your exported Web galleries.

Important: Expression Media does not encrypt your FTP login information; therefore it doesn't provide a secure method for login. To assure that you are performing a secure upload, you should upload your files using a third-party FTP application that is compatible with secure upload technologies such as SFTP (Secure FTP). If you are unsure what secure technology to use, ask your FTP site provider which ones they support.
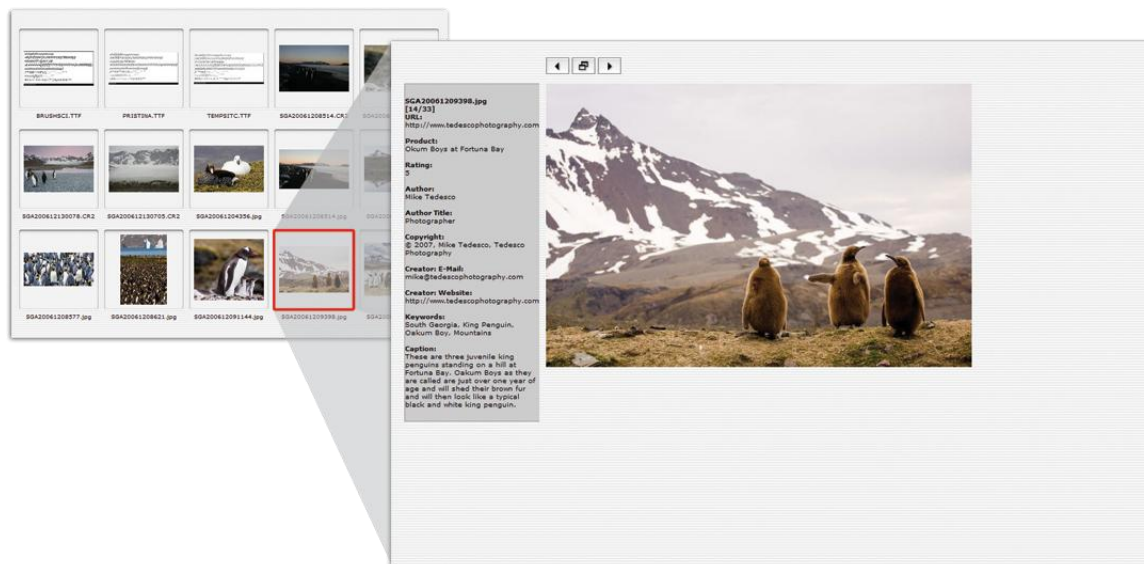
HTML gallery
Expression Media creates all the files necessary for a Web photo gallery. An HTML index page contains thumbnail images. Clicking an image opens it at full size, with the metadata displayed.

Expression Media offers two options for creating HTML galleries:

- You can use a default theme to create a Web site based on the View Options of the Thumbnail and Media views in your catalog. Or, you can use any of the visual themes provided with the application. If you want to use default themes to create your HTML gallery, see "HTML galleries" on page 93 for more information.
- You can create your own themes. Expression Media uses a different template for the index and media views of your gallery, and offers a rich vocabulary that can be used to extract catalog information (fields, thumbnails), as well as a high-level tags for navigation, date, time, and so on. Creating themes requires HTML editing skills. To learn more about creating themes and templates, see "Custom HTML galleries" on page 97.

Create a gallery

To create a gallery, follow these steps.

1. Launch an Expression Media catalog of photos, illustrations, movies, or any media file that can be distributed on the Web.

   Expression Media will export only the visible items in the catalog. Make sure that the items you want to export are displayed in the media viewing area before you create the gallery. When you are ready, on the **Make** menu, click **HTML Gallery**.

2. Click the **Theme** tab and set the options according to the below explanations.

   Site Title This text will appear at the top of the index page in your gallery. If you do not want to include a title, leave this field blank. Some themes do not require a site title.

   Index Table Customize how many thumbnails, across and down, will appear on the Index page in your gallery.

   Theme Choose from a selection of preset themes, or use Default to create your Web site by using View Options of the Thumbnail and Media views in your catalog. If you select Default, make sure to choose the desired index table, Thumbnail, and Media size options. All other themes have pre-defined tables and media sizes that are designed for optimal output. You can change the options, however, some themes are written to work with specific defaults and altering those would produce strange results. If a produced HTML gallery looks incorrect, try remaking it with the default settings.

3. Click the **Settings** tab, and then set the options according to the following descriptions:

   HTML Extension Define the file extension of the HTML file names. Options include .htm, .html, .shtml, .asp, .php, and .xml.

   Output Use numbers for HTML file names with a numerical increment (1, 2, 3) for the media file name.

   Treat captions as raw HTML Enables you to use HTML code, such as , in the **Description** annotation field.

   JPEG Quality Select the level of compression applied to thumbnails and media images. Expression Media offers the option to set a custom target size for exported images. If you

choose a target file size, Expression Media will dynamically adjust the compression level in order for the exported images to meet or be less than the target size.

Watermark Expression Media exports images with a visual watermark — a secondary image which is overlaid on the primary image. For more information about watermarks, see "Watermark HTML images" on page 96.

Frame images Select this option to place a 1-pixel black border around each exported thumbnail and media image.

Embed annotations Expression Media embeds all IPTC/XMP Core annotations into each exported image.

Preserve color profiles Expression Media embeds the ICC color profiles into each exported thumbnail and media image.

Preserve EXIF/GPS metadata Expression Media embeds the EXIF and GPS digital camera metadata into all exported media images.

Movies These options adjust the properties of QuickTime movies on Media pages. **Auto Play** automatically plays a movie once it's been loaded in a browser. **Continuous** makes the movie play in a loop. **Display QuickTime Controller** toggles on and off the standard QuickTime controls for a movie. **Kiosk mode** hides the options to save movies and change QuickTime settings from within a browser window.

4. Click the **Server** tab and set your FTP options according to the below explanations:

    Server Type the FTP address for your server, for example, ftp.ourmedia.org. Expression Media stores each server that you define in a menu for quicker access in the future.

    User name/Password Type the user name and password information for your FTP server.

    Folder Type the path to the Web root folder of your account on the server. If a folder for your gallery does not already exist, make sure that you define the new folder in this path.

    Preview Settings Type the complete URL for the exported gallery. Make sure that you have typed the same upload folder name that you designated in the **Folder** field.

    Skip existing image files Select this box if you have already uploaded your gallery images and are simply uploading the HTML again.

5. Click the **Theme** tab. Some themes have variables that you can type in this panel. For example, you might have a generic theme for your professional assignments. This theme might have special theme fields for you to type the client's name, job number, and assignment details. This information will then appear on the exported Web pages.

6. When you have completed creating a gallery**,** there are two final options to review. For

Expression Media to upload an exported gallery, you must select the **Upload to server** box. Select the option **Launch browser when done** to have Expression Media launch the exported Web gallery in the system's default Web browser.

7. After defining your settings, click **Create**. The amount of time it takes for Expression Media to create a gallery can vary depending on the number of images, their original size, and the export size. The gallery will launch in your Web browser after export, if that option is selected.

8. Optional. Once Expression Media has exported your gallery, a dialog box will display that says "Gallery build is completed. Do you wish to upload (X) files to the server?" Click **OK**, and the progress bar panel will display the progress of each file as it is being uploaded to your server.

Watermark HTML images

Expression Media exports HTML images with a visual watermark — a secondary image that is overlaid on the primary image, and provides a means of protecting the image. This is not the same as digital watermarks that are implemented algorithmically and are designed to be invisible.

1. Launch Adobe Photoshop (or alternate program that can create a .tif file with a transparent background. Expression Media will accept the .tif, .psd, .jpg, .pict, .png, .bmp, and .gif formats.

    Note: The .jpg format does not support transparency. Microsoft recommends using .tif for optimal results.

2. Create a new file.

    For this example, it is 200-pixels wide and 50-pixels high. Make it RGB with **Background Contents** set to **Transparent**.

3. Click the **Type** tool, and then type something with the color set to Black.

4. Click **Save**. Select .tif as the format. There is no need to save alpha channel or layer info.

5. In the next dialog box, select the compression you want, and then select **Save Transparency**.

6. Return to Expression Media's **HTML Settings** panel, and in the **Set Watermark** dialog box, select the .tif file by clicking the **New Image** button.

Watermark options

The previous instructions will create an overlay where the logo's (or watermark's) color is opaque (such as 100 percent black or white).

To alter the color opacity of the logo and give it a transparent quality, adjust the layer's somewhere between 50 and 90 percent. To make it a little jazzier, as in the example, add the following after step 3:

1. Add a **Drop Shadow** filter.

2. Set the filter color to white or black, or whichever color you want to use.

3. For transparent quality, you can adjust the opacity in the filter dialog to 75 percent.

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Using a drop shadow will ensure the watermark is readable, even if it falls in dark or light parts of an image.

Custom HTML galleries

By following a few guidelines, you can create custom galleries or modify existing ones so that your themes can better match your creativity or media. Creating or modifying theme templates requires that you have a good understanding of HTML. Theme templates are created from standard HTML and can be edited by using any HTML editor, such as Microsoft Expression Web or any other third-party Web design tool or text editor.

The templates that make up a theme contain Expression Media HTML tags. These tags are placeholders and are replaced by specific text when the gallery is created. Your custom templates appear in the Theme menu when you restart Expression Media. An example of an HTML tag is iView:Catalog, which is replaced by the name of the catalog during the export process. This section provides an overview and guidance for creating and modifying themes, templates, and tags.

Tip: A good way to learn to create a template is to make a copy of an existing template, rename it, and modify different fields or the design.

Themes in Expression Media

Expression Media uses themes to help organize HTML gallery templates. A theme is a folder containing index and media HTML templates. By storing both templates in one folder, it is much simpler to share a new gallery design with other users. A theme folder also contains an Assets folder for related HTML graphics and an image used as a preview of the theme in the HTML export dialog box. The preview is a 200x120 pixel JPEG named About.jpg.

Expression Media stores custom themes in the user-defined plug-ins folder. On the Macintosh OS X, you can store themes in one of three locations:

- ~User/Library/Application Support/Expression Media/Plug-ins/HTML Templates
- /Library/Application Support/Expression Media/Plug-ins/HTML Templates
- Network/Library/Application Support/Expression Media/Plug-ins/HTML Templates

In Windows XP, you should store your themes in: C:\ ~user\Application Data\Expression Media\Plug-ins\HTML templates.

In Windows Vista, you should store your themes in: C:\ ~user\ Application Data\ Roaming\Expression Media\Plug-ins\HTML templates.

Within the Example HTML folder in Documentation is the All Fields theme. Copy this theme to one of the paths above to use it in Expression Media.

Templates in Expression Media

Expression Media uses templates to generate HTML galleries of your catalogs. A template is a basic HTML page that contains one or more Expression Media HTML tags. An Expression Media tag represents the part of the template that Expression Media replaces with your catalog

content when it generates the gallery. For more information about tags, see "Tags in Expression Media" on page 98.

Expression Media generates two types of HTML pages: index and media. The index page lists all, or a subset of the media in your catalog, much like the Thumbnail View. The media page is specific to a single catalog item and typically contains a larger image and/or information regarding that catalog item, much like Media View. You access the media page by clicking a thumbnail image in the index page. You can create templates for both index and media pages. Expression Media stores both templates in the same folder. The name of this folder is the name of the HTML gallery theme that is displayed in the HTML Gallery dialog box.

Tags in Expression Media

Tags in Expression Media control a range of functions, from media rendering and page structure, to navigation and extracting and repurposing metadata information. Most media tags are substituted by a single number or string of text that Expression Media extracts from the catalog data. Simply place a tag anywhere in an HTML page, and it will get substituted with content when the gallery is exported.

For example, in the code snippet below, note the tag. When Expression Media generates this template, it will substitute that tag with the actual title of the Expression Media catalog file.

For most tags, there are no placement rules. You can include them anywhere within your HTML page. There are a few exceptions, however, as described in "Expression Media tags that should be placed inside HTML tags" on page 101. For all tags, it is imperative that the syntax and spelling be exactly as described in the tag tables in "Expression Media tags by category" on page 104.

Two special tags to note are HTML Engine Directives and Theme Fields. These tags are called *variable* tags and they control the size of images on index and media pages and also define what values will display in a particular field in a dialog box. For more information about these types of tags, see "HTML engine directive tags" on page 103.

Custom template samples

As mentioned earlier, the best way to learn how to create custom HTML galleries is to copy an existing template and modify it. However, as an introduction, use the code samples below as a guideline for further experimentation.

Index page samples

To construct an index page, you can use field phrases to mark the beginning and end of rows and columns that contain thumbnails of your media content. These phrases are (iView:IndexColStart), (iView:IndexColEnd), (iView:IndexRowStart) and (iView:IndexRowEnd).

A simple example using the field phrases is:

```
<html>
<head>
<title>(iView:Catalog)</title>
</head>

<!-- iView HTML Engine Directives
iView:InThumbSize 128
iView:InThumbColumns 3
iView:InThumbRows 2
-->

<body>
<p>(iView:Catalog)<br>(iView:Index)</p>
(iView:IndexRowStart)
(iView:IndexColStart) (iView:Preview) (iView:IndexColEnd) <br>
(iView:IndexRowEnd)
</body>
</html>
```

When used with the defined directives—3 columns and 2 rows, this template might produce the following Index page:

```
<html>
<head>
<title>Favorite Photos</title>
</head>

<!-- iView HTML Engine Directives
iView:InThumbSize 128
iView:InThumbColumns 3
iView:InThumbRows 2
-->

<body>

<p>Favorite Photos<br></p>
<a href="source/image1.htm"><img src="preview/image1.jpg"
alt="image1"
width="96" height="128" border="0" /></a>
<a href="source/image2.htm"><img src="preview/image2.jpg"
alt="image2"
width="96" height="128" border="0" /></a>
<a href="source/image3.htm"><img src="preview/image3.jpg"
alt="image3"
width="96" height="128" border="0" /></a>
<br>
```

```
<a href="source/image4.htm"><img src="preview/image4.jpg"
alt="image4"
width="128" height="96" border="0" /></a>
<a href="source/image5.htm"><img src="preview/image5.jpg"
alt="image5"
width="128" height="96" border="0" /></a>
<a href="source/image6.htm"><img src="preview/image6.jpg"
alt="image6"
width="96" height="128" border="0" /></a>
<br>
</body>
</html>
```

Media page samples

The media page can contain the original cataloged item using (iView:OriginalURL) or a JPEG image converted from cataloged item using (iView:Media). When using (iView:Media), the size of the image generated for the Media page is controlled by the (iView:InMediaWidth) and (iView:InMediaHeight) directives, which need to be in the Media template. These directives, however, can be in any part of the media page. Below is an example of a directive code:

```
<!-- iView HTML Engine Directives
iView:InMediaWidth 800
iView:InMediaHeight 600
-->
```

These directives would proportionally scale the images so that the maximum height of the image is 800 pixels and the width is 600 pixels. Also, any template that has media width and height directives will populate the corresponding fields in the **HTML Gallery Export** dialog box when you select the theme where the directives appear. For example, the above directives will populate the below corresponding fields.
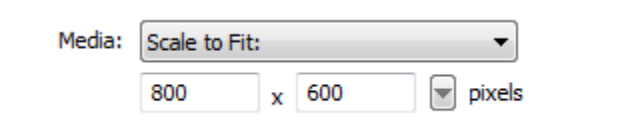
You can still make changes to the final size from the above dialog box without having to go back into the template. But be aware that changing the size might break some aspect of the Web page design.

Here is an example of a simple HTML media template.

```
<html>
<head>
<title>Catalog: (iView:Catalog)</title>
</head>
```

```
<!-- iView HTML Engine Directives
iView:InMediaWidth 800
iView:InMediaHeight 600
-->

<body>
<P>Simple Media Template</P>
<P>Image:</P>
<P>(iView:Media)</P>
<P>File Name:</P>
<P>(iView:Filename)</P>
</body>
</html>
```

The example above contains three iView MediaPro tags, (iView:Catalog), (iView:Media) and (iView:Filename). During export, all three tags get replaced by the catalog name, the media image, and the image file name, respectively.

Note: The media image will be a JPEG converted for the HTML gallery and is proportionally scaled to fit the (iView:InMediaWidth) and (iView:InMediaHeight) settings.
Here is another example of a simple media page. The image used here will be identical to the original file, including format, size, annotations, and ICC profile.

```
<html>
<head>
<title>Media page using an unconverted catalog image</title>
</head>
<body>
<p><img src="(iView:OriginalURL)" width="(iView:OriginalWidth)"
height="(iView:OriginalHeight)"></p>
</body>
</html>
```

Glossary of Expression Media tags

This section contains examples of all the tags that you can use to create and modify HTML galleries in Expression Media.

You can place most of the tags anywhere in the HTML code, but some special tags need to be placed inside HTML tags. The first set of tags below consists of those special tags. The subsequent tables describe the remaining tags and indicate, where applicable, if those tags are for media or index pages.

Expression Media tags that should be placed inside HTML tags

For the tags to be effective, you need to place them inside of HTML tags.

(iView:Running), (iView:Total) Expression Media replaces these tags with the sequential number of the file being displayed and the total number of items that you exported. For example: Item: (iView:Running) of (iView:Total), will generate a display similar to "Item: 5 of 10", where the numbers represent the file that you are viewing, and the total number of files available to view.

(iView:Date), (iView:Time) Expression Media replaces these tags with the date and time that the gallery was exported, for example:

```
<b>Gallery Created:</b> (iView:Date), (iView:Time)
```

(iView:Preview) (index page) Expression Media replaces these with JPEG thumbnails. In an Index template, this tag must be placed within a 1 row by 1 column table. For example:

```
<table border="10"><tr><td><p>(iView:Preview)</p></td></tr></table>
```

Expression Media expands the table according to the number of rows and columns defined by the **Index Table** settings in the **HTML Export** dialog box, or by the number of rows and columns defined by HTML Engine Directives.

(iView:Index) (index page) The number of rows and columns in each index page is defined by the **Index Table** settings in the **HTML Export** dialog box. If you have an index table set at 5x4, and your catalog contains 100 images, Expression Media will split your index page into 5 index pages containing 20 images each. This tag instructs Expression Media to generate a composite display and links to the multiple index pages, that is, 1-20 | 21-40 | 41-60, 61-80, 81-100. This tag contains a blank value if only one index page is generated. This tag is optional and must be placed outside the table containing (iView:Preview).

(iView:Media) Expression Media replaces this tag with the media as it is displayed in the Media View of your catalog. If you are using the default template, this tag will export the actual media (image), as well as any fields you have displayed in Media View. See a media page for an example.

(iView:GoNext), (iView:GoPrevious) Expression Media replaces this tag with the hyperlink of the next media HTML page. This tag can be placed as the link inside an HREF tag, for example:

```
<a href="(iView:GoNext)">Next</a>
```

(iView:GoIndex) Expression Media replaces this tag with the hyperlink of the referring index HTML page. This tag can be placed as the link inside an HREF tag, for example:

```
<a href="(iView:GoIndex)">Back to Index</a>
```

HTML engine directive tags

As mentioned earlier, Expression Media classifies Engine Directive and Theme Field tags as *variable* tags. HTML Engine Directives control the size of images on index and media pages and also define what values will display in a particular field in a dialog box. Theme fields are a variation on HTML Engine Directives. These template instructions create user-defined fields for text that can be typed by the gallery creator before export.

There are two steps in employing the variable tag. In the first step you declare the "variable name" and "default" value of the variable. Expression Media uses these in the HTML Engine Directives section of either the index or media page. In code, the standard tag reads:

```
(iView:Variable name = "My Variable Name"  default = "Default value of
Variable")
```

The values of this variable appear in the **Theme Fields** section of the **HTML Gallery** dialog box when you select the theme containing this variable. In this dialog box, the user can select the variable and edit the value using the **Change** section at the bottom of the dialog box.

Once you have declared the variable, you can use it as a standard iView HTML tag, as in the following code.

```
(iView:My Variable Name)
```

Expression Media replaces "My Variable Name" with either the default value of the variable or the value that the user enters in the **HTML Theme Fields** dialog box.

In the following table are the recognized Engine Directive tags.

HTML engine directive	Restriction	Description
iView:InThumbSize	Index only	Defines the size of thumbnail images on Index pages.
iView:InThumbColumns	Index only	Defines the number of columns in a thumbnail table.
iView:InThumbRows	Index only	Defines the number of rows in a thumbnail table.
iView:InMediaWidth	Media only	Defines the width of media images on Media pages.
iView:InMediaHeight	Media only	Defines the height of media images on Media pages.
iView:InMediaScalingMode	Media only	Defines the scaling method for images on Media pages.
iView:InThumbScalingMode	Media only	Defines the scaling method for thumbnail images on Media pages.
iView:Variable	See instructions for using this tag in the section above.	

Expression Media tags by category

The following tables include all of the remaining tags that you can use when modifying or creating themes. The tags are organized by the particular element of the theme that they can create or modify.

Expression Media tag	Restriction	Description
Catalog		
(iView:Catalog)		Title of iView MediaPro catalog file.
(iView:CatalogComment)		Comment for the active catalog
Navigation		
(iView:GoIndex)	Media only	Hyperlink to referring Index page.
(iView:GoPrevious)		Link to previous Media/Index page.
(iView:GoNext)		Link to next Media/Index page.
(iView:SourceURL)		URL to HTML Media page.
(iView:PreviewURL)		URL to thumbnail preview image.
(iView:MediaURL)		URL to media image.
(iView:OriginalURL)		URL to an exported copy of the original image.
(iView:Index)		Composite display and linking to multiple Index pages, that is, 1-10 | 11-20 | 21-30. This tag contains a blank value if you generate only one index page.
File names		
(iView:PreviewFile)		File name of the image (Thumbnail) exported to the **Preview** folder.
(iView:SourceFile)		File name of the HTML Media page.
(iView:OriginalFile)		File name of the original file exported from the catalog.
(iView:MediaFile)		File name of the converted large JPEG media image.
Counters		

Expression Media tag	Restriction	Description
(iView:Running)		Current Index or Media page number.
(iView:Total)		Total number of Index or Media pages.
Media rendering		
(iView:Media)	Media only	Replaces tag with rendering of media image.
(iView:PreloadNext)	Media only	1x1 pixel rendering of next media item (Images only, suitable for preloading).
(iView:PreloadPrevious)	Media only	1x1 pixel rendering of previous media item (Images only, suitable for preloading).
Index page		
(iView:IndexStart)	Index only	Defines the start of a main index repeat loop. Can be used to populate JavaScript arrays.
(iView:IndexEnd)	Index only	Defines the end of a main index repeat loop. Can be used to populate JavaScript arrays.
(iView:IndexColStart)	Index only	When using the styles in CSS for a thumbnail index, this tag defines the beginning of a column.
(iView:IndexColEnd)	Index only	When using CSS for a thumbnail index, this tag defines the end of a column.
(iView:IndexRowStart)	Index only	When using CSS for a thumbnail index, this tag defines the beginning of a row.
(iView:IndexRowEnd)	Index only	When using CSS for a thumbnail index, this tag defines the end of a row.
Preview (Thumbnail) rendering		
(iView:PreviewSize)		JPEG thumbnail file size in bytes.
(iView:PreviewWidth)		JPEG thumbnail width in pixels.
(iView:PreviewHeight)		JPEG thumbnail height in pixels.

Expression Media tag	Restriction	Description
(iView:PreviewScale)		JPEG thumbnail scaling compared to original image.
(iView:Preview)		Thumbnail rendering and link to Media page.
(iView:PreviewNext)	Media only	Thumbnail rendering and link to next Media page.
(iView:PreviewPrevious)		Thumbnail rendering and link to previous Media page.
Originals		
(iView:OriginalURL)		Creates a URL to a copy of the original image.
(iView:OriginalSize)		Displays file size of the original image.
(iView:OriginalWidth)		Displays width in pixels of the original image.
(iView:OriginalHeight)		Displays height in pixels of the original image.
Grouped Fields		
(iView:Fields) (iView:EXIFFields) (iView:IPTCFields)		Supported set of fields from the set defined in the List, Thumbnail, or Media View of the catalog. Note that only a subset of Expression Media fields are HTML exportable. This is because most media is converted for upload (for example, TIFF images are converted to JPEG). Therefore, some of the characteristics of the original media become irrelevant after the conversion.
Media info		
(iView:Filename)		Displays file name of the original media file.
(iView:FileSize)		Displays file size of the exported/converted media file in bytes.

Tip: To reduce the loading time of your Index pages Include less than 25 images on a single index page. You might also try a small size thumbnail (96 pixels), with low .jpg compression.

Tip: To reduce the load time of your Media pages Try a smaller size media export (such as 480x320 pixels), or increase the amount of .jpg compression in the **Settings** panel.

Tip: To use a Cascading Style Sheet (CSS) with a theme Using embedded style sheets will work fine with Expression Media themes. To use a linked style sheet, place the CSS file in your theme's Assets folder. This way, the style sheet will be exported as a related asset of your gallery. Using the HTML Engine Directives for index table rows and columns, you can use CSS and XHTML to control the positioning of tables. If your site already has a style sheet that you want to use, make sure that you write a complete URL to the existing CSS in your theme.

Create a cross-platform CD or DVD

One way to create a catalog of images that is compatible with most operating systems (Windows, UNIX, Macintosh OS), is to burn an exported HTML gallery onto a CD or DVD disc. Following are the steps to accomplish this task.

1. Create a catalog. Add the files; set the layout; and add keywords, annotations, and captions. Because some computer platforms do not accept long file names, shorten all your file names to 8 characters or less. You can easily do this clicking **Batch Rename** on the **Action** menu. Use that same command to make sure that you have the proper file name extensions on all images or movies, because some platforms require extensions. Remember, renaming files cannot be undone, so you might want to make a backup of your media before you rename them for this HTML gallery.

2. Export an HTML gallery by using an Expression Media pre-defined theme or one that you have created. After export, HTML can be further customized with an HTML editor. Select the **HTML Extension** .htm in the **Settings** pane. This extension will work on all platforms. All links inside the gallery pages must be relative (for example, .../img/hello.jpg) for them to work on a CD.

3. Burn your gallery files onto the CD. To make your CD compatible with most operating systems, you must burn the CD in the ISO 9660 format.

4. To print a cover for the CD you just created, you can use the Print Template named **CD Jewel Case**.

Sending e-mail

This function enables you to export a copy of selected media items and attach them to a new e-mail that's ready to be sent.

Expression Media can send e-mail with a copy of the original file, or it can convert images to create a resized, compressed, and watermarked .jpg that can be sent by e-mail. Optionally, you can choose to automatically include annotation information in the body of the e-mail for each media item.

To e-mail media items

1. Select an item or group of items from a view.

2. Click the **Send E-mail** button ✉ or, on the **Action** menu, click **Send Email**.

3. Select the options you want, and then click **OK**. See the next section for an explanation of the available options,

4. Switch to your e-mail application.

   Your e-mail message will be in the Drafts folder.

5. Add some text in the **Subject** field**,** and add your recipient's e-mail address.

6. Send the e-mail.

E-mail options

Email client options On the Macintosh, you can choose from Microsoft Entourage and the Macintosh OS X Mail client to send e-mail.

In Windows, Microsoft automatically uses the default e-mail client defined in the operating system. In Windows, Expression Media supports Microsoft Outlook, Outlook Express, and Mozilla Thunderbird. To send items using other e-mail applications (such as Eudora or PowerMail), try using the Expression Media Helper Application function. For more information on helper applications, see "Helper applications" on page 116.

Sent Files (This option does not exist in Windows, because it is not necessary to save temporary files.) Select a folder to store the media files that you want to be attached to the e-mail you send. Attachments can be deleted after your e-mail has been sent.

Resize and compress media If you do not select **JPEG Compress Media**, Expression Media will send in e-mail a copy of the original file. Selecting this box provides you with options to define the JPEG compression quality, dimensions of the exported images, as well as the option to apply a watermark.

Resize media This slider provides five predefined sizes for the images you want to send using e-mail. The options are 160, 320, 640, 800, 1024, and 1280 pixels. Each image will be proportionally resized to fit the dimension.

Compression quality In this menu, choose the JPEG compression quality for the images that will be sent by e-mail. The **Custom** option enables you to define the maximum file size of e-mailed images.

Create multiple e-mails If you select this option, you can create a separate e-mail for each item to be sent. If the box is cleared, all items will be attached to a single e-mail.

Include media summary with each e-mail If this option is selected, all IPTC/XMP annotations will be included in the body of the e-mail message. The amount of annotation information will vary for each item.

Embed metadata in media attachments If this option is selected, Expression Media will write (synchronize) all IPTC/XMP annotations into the exported e-mail image. This enables your e-

mail recipient to open the image in Expression Media or Adobe Photoshop and review all of the associated annotations.

Set watermark As with all image export functions, Expression Media provides the option to apply a visual watermark, which is a secondary image that is overlaid on the primary image, and also provides a means of protecting the image. This is not the same as digital watermarks that are implemented algorithmically and are designed to be invisible.

For instructions about how to create and apply a watermark, see "Watermark HTML images" on page 96.

Text data file

The **Text data file** function enables you to export media properties and annotation fields as a text file. This file can be imported into third-party database or spreadsheet applications. You can save the text in a tab- or comma-separated format so that it can appear as a worksheet in spreadsheet applications such as Microsoft® Excel®.

To create personalized documents such as form letters, you can export data by selecting the **Merge** option. In Microsoft Word, for example, you can combine variable data (like media names or properties) in a merge file with text in a main document. The **Merge** option is particularly useful when importing information in FileMaker® or Microsoft® Access® because it auto-detects fields to place imported data.

For repeat use, save your settings by using the **Options** menu. Any saved options can be incorporated into scripts.

To create a text data file

1. On the **Make** menu, click **Text Data File**.

2. In the **Available Fields** section, select the field that you want to appear in the final text file and click the single right arrow button in the dialog box. To add it to the export list, repeat this step for each field that you want to add to the final export. To remove a field, select it in the **Fields Included** section, and then click the single left arrow. To add or remove all the fields at once, click the **Add All** or **Remove All** double-arrow button, respectively.

3. If necessary, change the order of the exported fields by clicking the up and down arrows to the right of the section.

4. On the **Encoding** menu, choose how you want the text to be encoded.

5. On the **Format** menu, choose how you want to separate your fields, or if you do not want them separated.

6. If you want to save these settings as a profile that you can access later, click **Save** on the **Options** menu.

7. Click **Make**, and then navigate to the location where you want to save the export.

    8. Click **Save**.

XML data file

XML (Extensible Markup Language) is a flexible way to create common information formats. Once created, you can share both the format and the data on the Web or with other applications and databases.

Expression Media's **XML Data File** function exports an XML file containing basic file-related information for all media items in the catalog. The **XML Data File** export dialog box contains the options to include **Media properties**, **Annotations**, and **EXIF data** (digital camera information) into the XML data file.

XML is similar to the language used for Web pages and Hypertext Markup Language (HTML). Both XML and HTML contain markup tags to describe the contents of a page or file. HTML describes how to display and interact with the content of a Web page. XML describes the content in terms of what data is being used.

An XML file can be processed purely as data by a program or it can be stored with similar data on another computer or, like an HTML file, it can be interpreted and displayed.

Expression Media uses a custom Document Type Definition (DTD) to define the markup of an exported XML file. A DTD is a specification that accompanies a document and identifies the markup tags. By including a DTD with an XML document, another application will be able to process the document and display or print it as intended.

Export Catalog as XML file (**File** menu): This feature exports all catalog text contexts and attributes as an XML file, along with folders containing thumbnails, audio annotations, and original files. At any point, the entire XML catalog file can be imported again into Expression Media.

```
<Expression MediaProperties›
        <Width unit="Pixels"›5325</Width›
        <Height unit="Pixels"›3543</Height›
        <Resolution unit="DPI"›300</Resolution›
        <Depth unit="Bits"›24</Depth›
        <PrimaryEncoding›PhotoJPEG</PrimaryEncoding›
        <ColorProfile›sRGB</ColorProfile›
</Expression MediaProperties›
```
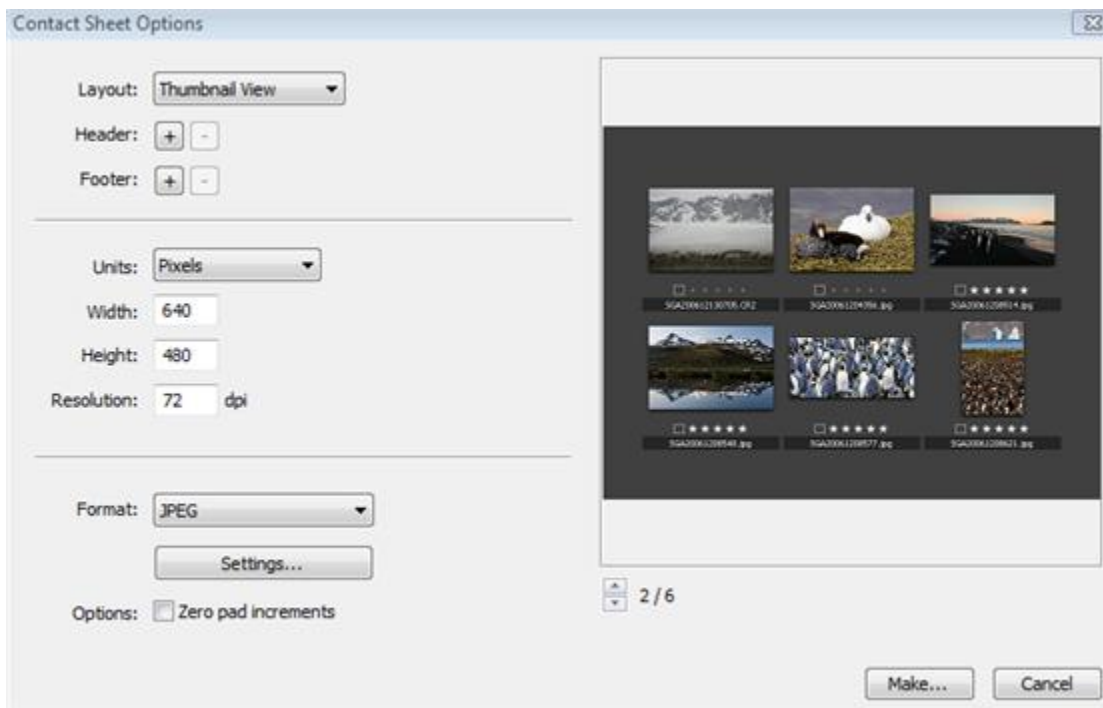
Sample portion of an exported XML data file

To export as an XML data file

    1. On the **Make** menu, click **XML Data File**.

2. Select an **Include Sections** option. You can include **Media properties**, **Annotations**, and **EXIF data** (digital camera information) in the XML data file.

3. Select any Create Folders option. Expression Media will create a separate folder for each of the options you select. If you do not select any of these boxes, this content will not be exported with the XML file.

4. Select the option **Include document type definition** to embed the custom DTD in the exported XML file.

5. In the XSL section, click the plus sign (+) to choose an XSL style sheet. XSL defines the presentation of an XML document. You can use it to translate XML documents into other formats.

6. Click **Make** and navigate to the location where you want to save the export.

7. Click **Save**.

Exporting a contact sheet

Exporting a contact sheet from Thumbnail View

This export option creates contact sheets as images files (such as JPEG or Photoshop) that can be printed or sent by e-mail to your clients.

Expression Media automatically calculates the number of items that can fit in the designated contact sheet size, taking into account the **View Options** function of your catalog's List View or Thumbnail View.

List View is useful for printing a table of contents of your catalog. The list view style matches the layout of the catalog's List View, with icons and associated field information of each file.

Thumbnail View prints a table of thumbnails, which is similar to your catalog's Thumbnail View. The size of the thumbnail in your catalog determines the size of the thumbnail in the contact sheet.

To adjust the visual settings of your contact, click **View Options** on the **Window** menu in the catalog, and then make any necessary changes.

The size, resolution, and format of the contact sheet image file can be customized in this dialog box. You can also add headers and footers. If you have more media items than can appear on a single contact sheet, Expression Media will output as many pages as necessary to completely export the catalog as contact sheets. As you adjust the dimensions of the contact sheet, the number of exported pages will be adjusted.

To export a contact sheet

1. On the **Make** menu, click **Contact Sheet**.
2. Select a **Layout** option. The layouts will resemble the view layouts in the program.
3. Click the plus (+) or minus (-) signs to choose a header and/or footer. These can be any supported image file you have on your hard drive.
4. Select the unit of measure in your exported contact sheet in pixels, inches, or centimeters, and then set the dimensions.
5. Select a file format for your contact sheet. Depending on the format you select, you might have several other options from which to select. To set those options, click the **Settings** button.
6. Select **Zero pad increments** to add zero-padding to the sequential numbers. For example: 001, 002, 003 instead of 1, 2, 3. This type of numbering is valuable because it keeps files in sequential order on your desktop and removable media. Without zero padding, the files would be in the order 1, 10, 11, 12, and so on.
7. Select **Append file extensions** (Macintosh) to add file extensions to ensure Windows compatibility.
8. Click **Make**, and then navigate to the location where you want to save the file. Click **Save**.

File conversion

The **File Conversion** functions on the **Action** menu are useful for single or batch conversion of images, movies, animations, or sounds.

The **Convert Image Files** command will convert images, as well as poster frames from animations, into a new format such as .jpg, .tif, and so on. To convert to other formats, you will need to use a third-party image-editing application.

Existing color profiles, EXIF metadata, IPTC annotations, and associations with sets can be exported to the converted media files. JPEG and TIFF image conversions have the option to preserve EXIF metadata. JPEG, TIFF and Photoshop conversions can preserve ITPC annotations.

When converting Camera Raw files, Expression Media uses the large embedded preview as the image to be converted. The actual raw data is not converted.

Convert Sound File and **Convert Movie File** conversions will convert sound files and soundtracks from selected movies.

For frequent use of this feature, you can save settings using the **Options** menu. Saved options can be incorporated into scripts.

To convert images

1. In any view, select the images that you want to convert.
2. On the **Action** menu, click **Convert Image Files**.
3. On the **Format** menu, click an output file format.
4. To set the image resize options, click the **Size** button. Choose **Use image size** (Windows) or **Use natural bounds** (Macintosh) to export the image using its existing dimensions. **Scale media to fit** exports the image to the size you define. However, Expression Media does not distort exported images to fit these dimensions exactly. Rather, the larger dimension (width or height) will conform, and the smaller dimension will adjust only in proportion to the original image.
5. Depending upon the format you choose, you might have additional options to set, accessible from the **Settings** and **Resolution** buttons.
6. Set the conversion options according to the explanations below:

   - Select **Preserve color profiles** to embed the ICC color profiles into each exported image.

   This option is available from the dialog box when you have color matching (Macintosh: ColorSync) selected. To select color matching, in the **Edit** menu, point to **Preferences**, and then click **Media Rendering**.

   - Select **Preserve EXIF/GPS metadata to** embed the EXIF and GPS digital camera metadata into all exported images.

   This option is available only for JPEG and TIFF conversions.

   - Select **Embed annotations** to embed all IPTC/XMP Core annotations into each exported image.

   This option is only available for JPEG, TIFF and Photoshop format conversions.

   - Select **Set Watermark** to apply a visual watermark, which is a secondary image that is overlaid on the primary image, and provides a means of protecting the image.

   To locate an image to use, click the **Set Image** button. For instructions about how to create and apply a watermark, see "Watermark HTML images" on page 96.

- Select **Replace original files** to delete the original and replace it with the converted image.

7. If you want to save these settings as a profile that you can access later, click the **Options** menu, and then click **Save**. To use a saved profile, click **Load**.

8. Click **Convert** to navigate to a location to save the files, and then click **OK**.

To convert movie files

1. Select the files that you want to convert.

2. On the **Action** menu, click **Convert Movie Files**.

3. On the **Format** menu, choose an output format. Depending on the format you choose, you have various settings options to set. A dialog box displays with your options. If the dialog box does not appear, click the **Settings** button.

   Note: If you convert to DV Stream (Macintosh), the file can be imported into Apple®'s iMovie® for additional editing.

4. Select **Replace original files** to delete the original and replace it with the converted image.

5. If you want to save these settings as a profile that you can access later, click the **Options** menu and click **Save**. To use a saved profile, click **Load**.

6. Click **Convert** to navigate to a location to save the files, and then click **OK**.

Note: With Windows video conversion, Expression Media can only convert the following video file formats to a still image sequence: .asf, .wmv, .wmp, .wma, .wm, .avi, .mpeg, .mpe, .mpg, .mlv, .mp2, .mp2v, .mpv2, and .divx.

To convert sound files

1. Select the files that you want to convert.

2. On the **Action** menu, click **Convert Sound Files**.

3. On the **Format** menu, choose an output format. Depending on the format you choose, you have various settings options to set. You can access those options by clicking the **Settings** button.

Backup/CD-ROM

This function (on the **Make** menu) enables you to prepare CDs and DVDs for burning by using the built-in disc burning technology in Windows and on the Macintosh OS X. Backup is also ideal for archiving digital files onto disk partitions, removable disks (for example, Zip) or hard drives on a network.

Expression Media automatically scans your computer for available hard drives, partitions, and removable media, such as CD, DVDs, and Zip drives. It places available locations for backup with the **Destination** option in the **Backup** dialog box.

When backing up files to a CD or DVD that will be burned with the Macintosh operating system's built-in disc burning technology, the CD or DVD will be named on the desktop after it has been inserted into the drive.

Additional options enable you to back up **All media files** or **Only visible media files** in the catalog (for example, showing a set in the active view). You can also select the option **Keep the folder structure** for your original media, as well as selecting the **Include media catalog** option with your backup.

The **Reset paths** option resets the paths of items in the open catalog to the location of the media files that have been backed up. For example, if you backed up a group of files to a CD, the catalog would reset paths of those items to the media on the CD.

To back up your media, select the options you want, and then click the **Backup** button. Expression Media might ask you to save the catalog before burning the CD or DVD.

Before burning backup files to a CD or DVD, you might also consider placing a copy of the Expression Media Reader application on your removable media. Using this royalty-free software, you can distribute and share your catalogs at no cost or restriction.

To include the Expression Media Reader, copy it to your removable media before burning. If you need either the Macintosh or Windows version, you can download it from http://go.microsoft.com/fwlink/?LinkID=82546.

Expression Media Reader has the same system requirements as Expression Media (see "System requirements" on page 1) and needs QuickTime on the host computer in order to function properly.

Alternative backup: transfer to folder

The **Backup** function does not provide the option of selecting a particular folder. To transfer a folder to a backup medium, use the Expression Media **Transfer to Folder** feature.
To use this feature, first select a file, group of files, or all files in the catalog, and then click **Transfer to Folder** on the **Action** menu. The dialog box has three options for copying and moving files.

- **Move files** Moves media files to a new folder, deleting the original files. Catalog items will refer to the new files in the new folder.

- **Copy files** Copies media files to a new folder, keeping the original files. Catalog items will refer to the files in the new folder.

- **Duplicate files** Copies media files to a new folder. Catalog items and referenced files will remain unchanged.

Helper applications

Your workflow will most likely involve performing some actions outside of the Expression Media working environment, such as advanced image editing with Adobe Photoshop.

This is where the Expression Media **Open With Helper Application** function helps out. Select any file (or group of files) in the catalog and open the catalog with a Helper application directly from Expression Media.

This keeps you from having to launch an application, navigate through the desktop, and locate the file, thereby cutting extra steps out of your workflow.

To open items with a Helper Application

1. Select a group of images.
2. Do one of the following:

   - In the **Open With** menu, click a Helper application
   - Right-click (Windows) or CTRL-click (Macintosh) and, on the contextual menu, point to **Open With** and click a Helper application.
3. The application will launch and open the batch selection of files.

Add a Helper

When first launched, Expression Media automatically scans your computer for Helper applications, however, you might want to add or remove some of these applications later.

1. Do one of the following:

   - In the **Open With** menu 🛠, choose **Helper Applications**. This dialog box enables you to choose media editors, utilities, or viewers so that you can quickly access them through the toolbar, or by right-clicking (Windows) or CTRL-click (Macintosh) to display a contextual menu.
   - On the **Edit** menu, point to **Preferences,** and then click **Helper Applications**.
2. Click **Add** in the **Define Helper Applications** dialog box.
3. Navigate to the desired application, select it, and then click **OK**.

   The Helper Application will be added to the list in alphabetical order.

When using Helper applications in your workflow, the possibilities are limitless. Following are some ways in which Helpers can assist you.

Image editing Assign an application such as Adobe Photoshop or Jasc Paint Shop Pro as a Helper for editing photos. Find images that you want to edit, open them in the Photoshop, make corrections to the images, and then save them over the existing files or as a copy to a new folder. When you go back to your Expression Media catalog, the edits will be reflected in updated thumbnails. If you saved the images as copies to a new folder, they will need to be imported into the catalog.

Edit anything The same technique for editing images can be applied to just about anything, for example, desktop publishing files such as Adobe InDesign and Quark, graphics files such as Adobe Freehand or Illustrator, even audio, or video and text files. Assign the appropriate application for the file and choose the **Open With** command.

Raw conversion Select a batch of raw images, and open them with a Raw image converter, such as Capture One PRO, Adobe Camera Raw, Adobe DNG Converter, or Canon Raw Converter. Your images will be ready to color correct and process.

Compression and packaging Assign applications such as WinZip or Allume Systems' StuffIt, DropStuff, or DropZip tools to compress items or create self-expanding files for the Macintosh and Windows. This method is excellent for packaging a group of media files to be sent as e-mail, or for backup or burning.

CD/DVD Burning and Backup Assign any CD or DVD burning application as a Helper, and add files to a new disc image ready for burning. This action is similar to, but not exactly the same as, the Expression Media **Backup** command.

E-mail You can add any file, direct from Expression Media, as an attachment to an e-mail. To do so, select the file, and then choose an e-mail client (such as Microsoft Outlook) in the Helper application menu and the file will automatically open as an attachment to a new e-mail. Results will vary depending on your e-mail client and operating system. This is a useful option if your e-mail client is not supported by the Expression Media **Send Email** function.

Previews and Players While Expression Media is an excellent viewer for almost every format, you might want to view your files in another application such as the Macintosh OS X Preview application, browsers such as Internet Explorer, or Windows Media player. If you use other players, such as iTunes, WinAmp or Audion, set them as Helpers. This will make it easy for you to add a particular MP3 to a player's database.

Font management On Macintosh OS X, you can assign **Font Book** as a Helper for a quick, efficient way to add fonts from an Expression Media catalog to the active fonts panel. This means that making any font active in your system is only one click away.

Droplets You can integrate droplets created by Adobe Photoshop or ImageReady into your workflow by assigning them as Helpers. A "Rotate 90 Left" Photoshop droplet or "Make JPEG (quality 60)" ImageReady compression droplet will save you quite a bit of time when you use it as an Expression Media Helper application.

Applets (Macintosh) Any AppleScript applet, scriplet, or droplet that has been saved as an executable file is viewed by your operating system as an application. You can define it in Expression Media as a Helper.

Online photo printing services While Expression Media does not have built-in functionality for ordering prints from an online photo service, you can make Expression Media work with photo services by using Helpers. Set the online photo service software as an Expression Media

Helper application (for more information, see "Helper applications" on page 116). Then, open the images with this Helper application. For some photo service software, this might not work. In that case, you can select the images you want and drag them from the Expression Media catalog to the printing service software. This method also works well with Apple's iPhoto software.

Microsoft Expression Media Reader

This software from Microsoft enables you to distribute and share your catalogs with anyone at no cost or restriction. Microsoft Expression Media Reader is free to download and distribute, and it works on both the Macintosh and Windows platforms.

Expression Media Reader opens catalogs written by Expression Media 1.5 or higher. It has the same file format support as Expression Media and includes the **Slide Show** function. Expression Media Reader has the same system requirements as Expression Media (see "System requirements" on page 1) and requires QuickTime on the host computer in order to function properly.

To let others view your catalog, copy Expression Media Reader and your catalog to CD or DVD, and then send by e-mail, or send across a network.

If you need either the Macintosh or Windows version, it can be downloaded from the Expression Media Web site (FW). You can choose not to include your original media with a catalog that you distribute. This lets you protect your digital assets from being copied while allowing others to view the **List** and **Thumbnail View**s. If you include original media, this will allow a Expression Media Reader user to access the media contained in a catalog. If your catalog contains Full Screen Previews, Expression Media Reader can view them in Media View, Slide Shows, and Light Table.

Expression Media Reader does not allow the viewer to make any alterations to your catalog or to create new catalogs. You do not have to purchase Expression Media to use Expression Media Reader.

Protecting distributed catalogs

Once you have created a catalog for distribution with Expression Media Reader, you might want to allow only certain people to view or access it. To set password protection for a catalog, follow these steps.

Important: Expression Media does not use password encryption. Store catalogs containing private information in a secure location, such as your personal documents folder.

To protect distributed catalogs

1. On the **File** menu, click **Catalog Info**.
2. Click the **Set Password** button. This button is only available if you have saved your catalog.
3. Type the password, and then save the catalog.
4. When opening the catalog again, Expression Media will ask you to provide the password

before you can view the catalog's contents.

Distributing catalogs with Expression Media Reader

When distributing catalogs with Expression Media Reader, there are two primary considerations that greatly impacts what the recipient can do with the catalog. These considerations are image settings and view options.

The image settings determine the size and quality of media items that can be viewed in Expression Media Reader. View options determine which annotations you can view in the Info and Organize panels.

Here are instructions for creating catalogs to be distributed with Expression Media Reader:

Thumbnails & Previews

1. Create a new catalog.
2. On the **Edit** menu, click **Thumbnails and Previews**.
3. Select the size of thumbnails to be created (options: 160, 320, 480, 640 pixels). If you select **Variable** size, Expression Media will match the thumbnail size defined in the Thumbnail View of the active catalog. If you are sharing a catalog with thumbnails only, you should select a large thumbnail size, such as 480 or 640.
4. Select the JPEG compression quality to be applied to the thumbnails.
5. To enable the creation of media previews, select the **Create full screen previews** box.

   This option will enable the catalog recipient to view larger image files without accessing the original files.
6. Select the size of previews to be created (options: 800, 1024 and 1280 pixels).
7. Select the JPEG compression quality to be applied to the preview images, and then click **OK**.
8. Import your media items and save your catalog.

Import

1. Import media into your catalog.
2. If you want to password-protect your catalog for distribution, see the previous section.
3. On the **File** menu, click **Save**.

View Options

1. Expression Media Reader does not provide any options to change the appearance of List, Thumbnail, and Media View. Select the font, type size, colors, and displayed fields with your catalog recipient in mind.
2. Expression Media Reader does not provide any options to configure the **Info** or **Organize** panels. Show or hide various annotation fields and groups with your catalog recipient in mind. For instructions on modifying Info panel and Organize panel, see "The Info panel" on page 34 and "The Organize panel" on page 61.

Distribute disc

Burn your catalog and a copy of Expression Media Reader on a CD or DVD. Include both the Macintosh and Windows versions of Expression Media Reader so that you won't have to worry about the recipient's operating system. If you want your catalog recipient to view the highest resolution for Media View, Slide Show, and the Light Table, you should also burn a copy of all original media files on the same CD or DVD.

Be aware that the file size of catalogs with full screen media previews can be considerably larger than catalogs with only thumbnails. However, your clients will be able to see a much larger version of your images.

The size and compression quality of media previews will also greatly impact the file size of Expression Media catalogs.

Exchange feedback using Expression Media Notepad

The Expression Media Notepad is an easy way to share comments about media items among different users viewing and using the same catalog.
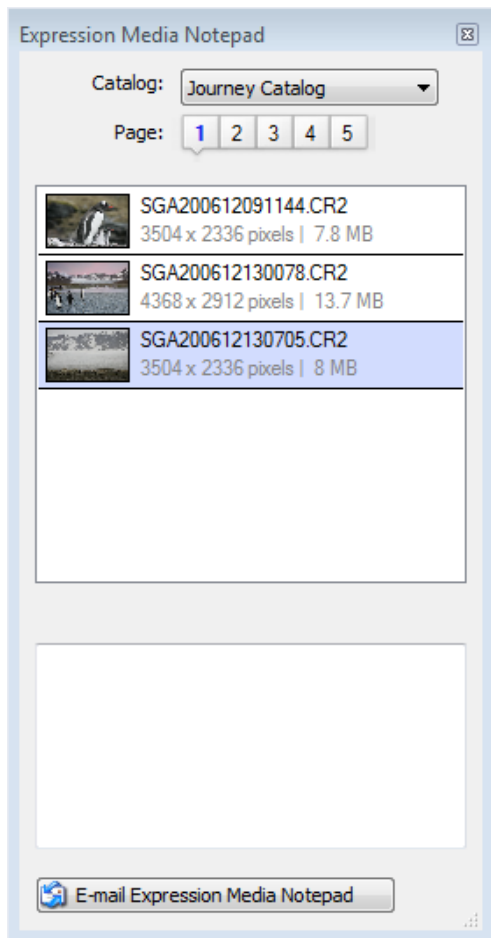
Expression Media Notepad

The Expression Media Notepad is a flexible tool and can be used in different ways. To explain how Notepad works, we are going to use an example of a photographer communicating with an art director about an assignment.

Using Expression Media Reader (or Expression Media), the art director can view and select the best images and send those selections with comments back to the photographer. The photographer can then immediately see those selections in the catalog and quickly process the photos according to the comments.

Here's how that exchange would work in step-by-step instructions.

Photographer

1. Create a catalog with Expression Media.
2. Burn the catalog onto a CD or DVD, and include the Macintosh and Windows versions of Expression Media Reader. If your client already has Expression Media Reader, you might be able to send the catalog by e-mail.
3. Send the disc to the art director.

Art Director

1. Copy the Expression Media Reader, the catalog, and any media files from the disc to your computer. You can launch Expression Media Reader from the disc and open the catalog. However, installing Expression Media Reader is not necessary.
2. On the **Window** menu, click **Expression Media Notepad**.
3. Drag a selection of images to the Notepad. This selection will make up the first page of the Notepad.
4. Type your comments about this selection of images in the **Comment** box. Example: Print order: 2 copies of each image at 4x6.

   Note: Microsoft recommends that you start each comment with a short word. That way, when the catalog creator imports your comments into Catalog Sets, they will quickly be able to decipher the general meaning of the page comments.
5. If more feedback is needed, then select a different page of the Notepad and repeat the process.
6. When the Notepad is complete, click the **Email** button at the bottom left of the Notepad panel. This will launch your computer's default e-mail client, create a new e-mail message, and attach the Notepad file. The Notepad file will have the same file name as the catalog but with an .ivn extension (iView Notepad).
7. Send e-mail to the photographer.

Photographer

The photographer receives e-mail with the Notepad file attached.

1. Open the e-mail and save the attachment (Notepad file) to the same folder as the original catalog that was sent to the art director.
2. Open the catalog from the **Window** menu, and then click **Notepad**. The selections and comments that were made in Expression Media Reader by the art director now show in Expression Media. You can also double-click the **Notepad** icon, and Expression Media will launch and automatically open the appropriate catalog.

3. In the **Option** menu at the bottom of the Notepad panel, choose **Create Sets using Notepad pages**. This option will create five catalog sets corresponding to each page of the catalog's Notepad. You can now hide the Notepad panel because the same information is in the **Organize panel** and it can be integrated with your regular workflow.

Chapter Ten:

Automate tasks and workflow

As you use Microsoft Expression Media, you will find that you perform certain tasks over and over again. By using scripts, you can automate some of these tasks. A script is a series of commands that tells Expression Media and other applications what to do.

Expression Media can be scripted to perform basic functions, such as annotate, convert, organize, and print. Or, you can create a script to perform a complex series of tasks, such as copying images from a media card to a new folder on your computer, building an Expression Media catalog, assigning and embedding annotations in the images, and saving the catalog to the same folder.

You can work with scripts in collaboration with other applications that are scriptable. Using scripts, you can integrate Expression Media with third-party applications, Web services, or database systems to perform your workflow automation.

Scripting

Windows Expression Media supports Visual Basic Script and JavaScript automation on Windows operating systems. Once you create a script, you can attach it to the application for access through the **Scripts** menu.

Macintosh Expression Media supports AppleScript automation on OS X. Once you create a script, you can attach it to the application for access through the **AppleScript** menu.

To create a script, use a text editor or a special application, such as the Script Editor, which is included with Macintosh OS X.

Attaching scripts to Expression Media

The Expression Media installation creates a **Plug-ins** folder that contains files that are important to the application's functionality. Expression Media also creates a user-defined **Plug-ins** folder for you to customize or install additional functionality, such as scripts, HTML templates, print templates, Favorites lists, and media importers.

The Expression Media Scripts menu displays all scripts in the Scripts folder found in the Plug-ins folder. When installing custom scripts, place them inside the user-defined Plug-ins folder, and not the application Plug-ins folder. This way, you will not lose your custom settings and plug-ins when upgrading to future versions of Expression Media.

Windows The user-defined Plug-ins folder is located in one of the following locations.

> C:\Documents and Settings\username\Application Data\Expression Media\Plug-ins
> (Windows XP)

C:\Documents and Settings\username\Application Data\Roaming\Expression Media\Plug-ins (Windows Vista)

Macintosh The user-defined **Plug-ins** folder is located in one of the following locations.
 ~User/Library/Application Support/Expression Media/Plug-ins
/Library/Application Support/ Expression Media /Plug-ins
Network/Library/Application Support/ Expression Media /Plug-ins

Scripts for importing

Expression Media provides two scripts for importing catalogs created by other digital photo management applications.

iPhoto (Macintosh) Choose **Welcome** from **Expression Media**, and then click **Import iPhoto Library**. Expression Media automatically finds the iPhoto library and imports all original photos into a new catalog. This feature works with iPhoto versions 2.0, 4.0, and 5.0.

Scripts as Helper applications

Helper applications are programs installed on your computer that you can use to edit, play, view or compress catalog items. Using Helpers keeps you from having to start an application, navigate the desktop, or locate a file.

Some scripts, depending on how they are created, are viewed by the operating system as an application and can be defined in Expression Media as a Helper. For instructions on defining Helpers, see "Helper applications" on page 116.

Droplets created by Photoshop or Image-Ready can be integrated into your workflow by assigning them as Helper Applications. When used as an Expression Media Helper, a Rotate 90-degree clockwise Photoshop droplet or Make JPEG (quality 60) ImageReady compression droplet will save you quite a bit of time. Any AppleScript applet, scriplet, or droplet that has been saved as an executable can be defined in Expression Media as a Helper.

Installed scripts

The **Scripts** menu displays scripts that are inside the Expression Media **Scripts** folder, which is inside of the **Plug-Ins** folder. Because scripts can be attached to Expression Media, you can place additional scripts in this menu to access them while using Expression Media. To add your scripts to this menu, place them inside the user-defined **Plug-ins** folder (for the location, see "Installing Expression Media" on page 2).

Annotate

Here is a list of annotation functions that you can use with Expression Media.

- **Copy from Head of Selection** Copies all annotations from the first selected item, and then applies them to all other selected items.

- **Copy from Items with Same Name** Copies annotations from selected items to items of the same name but a different suffix (such as Raw+JPEG), or has the same full name in other folders.

- **Import From PhotoDISC™** Annotates images in the front catalog, using text files located on your PhotoDISC™ CD.

- **Make Description from EXIF** Copies all EXIF photo metadata into the **Caption** field.

- **Make Description from Text Files** Searches for .txt files in the same folder as the original, and copies the contents into the caption field.

- **Make Description from Text Lines** Opens a text file and uses each line of the file as the caption for the selected items.

- **Make IPTC Date from Capture Date** Copies the EXIF Capture Date and puts it into the IPTC **Date Created** of the **Annotations** pane.

- **Make Keywords from Folders** Enables you to add keywords to media files from folder names. The dialog box provides the option of defining the level of folders in the path you want to use for keywords.

- **Make Product from EXIF Data** Copies the **EXIF Maker** and **Model** fields and puts them into the annotations **Product** field.

To modify existing scripts Attach your own annotation scripts at any time. Write the script, and then position it by pointing to **Annotate** on the **Scripts** menu, and then clicking **Plug-ins**.

Files

Here is a list of file functions that you can use with Expression Media:

- **Rename Using EXIF Date** Renames files by using a valid EXIF **Capture Date** field. See **Media Info panel** to view the **Capture Date** field.

- **Rename Using Text File** (Macintosh) Opens a text file and uses each line of the file as the new name for the selected items.
- **Set Date Modified to IPTC Date** Sets the modification date of the selected media files to the date defined in the IPTC **Date Created** field.
- **Set File Comment** (Macintosh) Saves the **Caption** field inside the file's comment field, which is visible in the Finder and the **Get Info** window of original files.
- **Set File Label** (Macintosh) Sets the color label of a file using label marking ID set in a catalog.
- **Use as Desktop Picture** Sets the desktop picture of the main monitor to the selected item of the front catalog.

Select

On the **Scripts** menu, point to **Select**, and then click **Landscape**, **Portrait**, or **Square**. These options select all images that match that proportion.

Tools

On the **Scripts** menu, point to **Tools**, and then click one of the following options.

- **Copy HTML Theme** (Macintosh) Offers the option to choose an HTML theme and place a copy of it to the user-defined **Plug-ins** folder.

- **Reveal Plug-ins Folder** Opens the user-defined Plug-ins folder on the desktop.
- **Import from Adobe Photoshop Album** Assists you in converting a Photoshop Album library to an Expression Media catalog.

Scripts menu You can add your own scripts to this menu by placing them in the user-defined **Plug-ins** folder on your hard disk.

Option sets

Several complex functions in Expression Media offer the ability to save a set of options for easy recall and repeat use. These settings are stored in the **Options** menu of a function's dialog box. Saved options can be incorporated in scripts. Option sets are small custom files and are easy to copy, share, and install.

The following functions can store options:

- **Find** Saves and recalls simple or complex Boolean (and/or) search strings.

- **Batch Rename** Stores combinations of settings for file renaming.

- **View Options** Stores the display options for text, color and metadata of the List, Thumbnail, and Media Views. A view's **Size** menu options are also stored with an option set.

- **HTML Gallery** Stores variations on theme settings for different clients or projects. The **Site Title** is not stored with an option set.

- **File Conversion** (Images) Saves conversions with a specific purpose, such as compression for Web or e-mail distribution.

- **Text Table** Saves and recalls various metadata groupings that you want to export.

- **PDF Maker** Stores page layout styles for the production of high-resolution PDFs.

To save an option set

1. Make sure you have all the function's dialog box options set appropriately.
2. On the **Option Set** menu, click **Save**.
3. Type the name of the option set, and then click **OK**.

   Option Set menus are listed alphabetically. If you want to force a particular option set to appear at the top of the list, add a blank space as the first character of the name.

   Tip: There are no methods for renaming an option set. If you want to change the name, you must save the option set a second time using a different name, then remove the old one from the list.

To remove an option set

1. On the **Option Set** menu, click **Remove**.
2. Select an option set, and then click **Remove**.

To share an option set

Option sets are good for saving and recalling a large group of settings. Option menus are typically located in the lower-left of a dialog box.

You might want to install option sets on other computers in a workgroup or share them with other Expression Media users.

1. Locate the user-defined Plug-ins folder in Option Sets. For instructions about locating this folder, see "Installing Expression Media" on page 2. There are several folders of option sets:

- CLGE = PDF Maker

- BREN = Batch Rename

- IMGC, SNDC and MOVC = File Conversion

- LAY0, LAY1, LAY2 = List, Thumbnail, Media View

- HTML = HTML Gallery

- TEXT = Text Table.

   Find option sets cannot be shared.

2. Copy the option set you want to the desktop and distribute it wherever you want. The recipient must place the option set in the correct corresponding option set folder.

Tip: When sharing HTML Gallery option sets, your recipient will need to have the relevant themes installed for the option set to function properly.

Chapter Eleven:

Image editing and version control

Microsoft Expression Media offers powerful image editing as well as calibration tools that can enhance the color, sharpness, and brightness of your images.

Image editor

The features of this tool apply only to image file formats (such as .jpg or .tif) and will not work with movies or vector graphics. You can start the Image Editor from the toolbar icon ✎, or, on the **Window** menu, by clicking **Image Editor**.

To properly preview the filter effects of the Image Editor, Expression Media automatically switches to Media View when a filter is selected.

To edit images
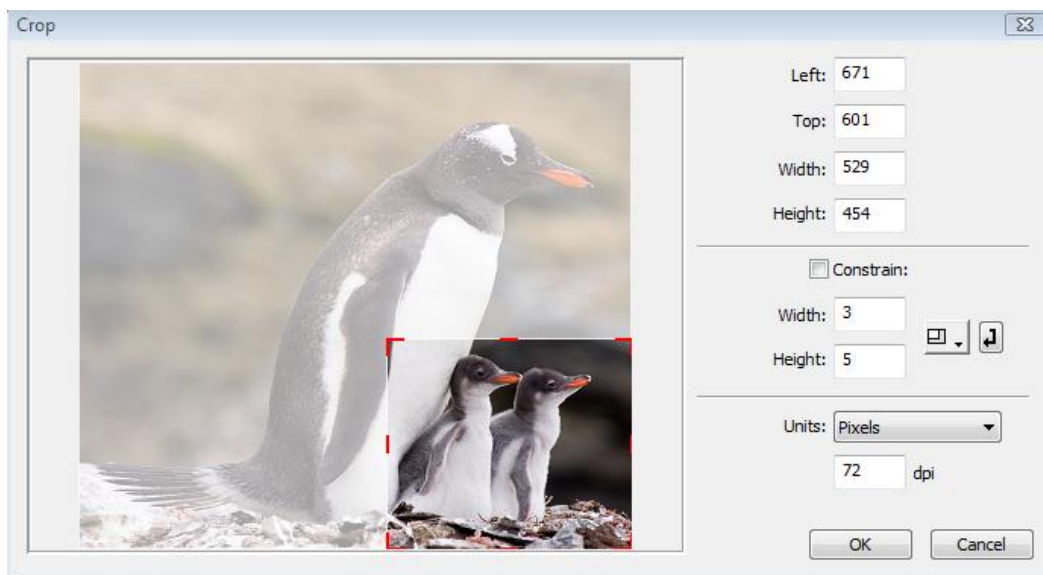
1. Choose a filter from the **Image Editor** panel by clicking the filter name in this list.
2. Make your edits in the **Filter** dialog box, and then click **OK**.
3. Apply as many filters to the image as necessary. To discard all changes and reload the original image, click the **Revert** button. To remove the effect of the last filter applied, click the **Undo** button.
4. Image modifications by any of the tools described in this section are not saved until you click the **Save** button in the **Image Editor** panel. Some effects display real-time results of the filter in Media View so you can see how the effect appears on a larger view of the image before you accept the changes. This feature is named **Preview**, and you can use it by selecting the **Preview** option when it is available. You can also move the area being shown in the **Preview** window by dragging the image.
5. The **Save** button displays a dialog box so that you can define compression and file-type settings. To overwrite the existing file, click **Save**. This dialog box also gives you the option of storing a backup copy of the original file in a folder of your choice, or in the **Version Control** folder.

Saving image files removes embedded digital photo annotations (EXIF) that might have existed in the original file, unless you selected the option **Preserve EXIF metadata** in the **Save** dialog box. IPTC and XMP metadata cannot be preserved. You must synchronize them after saving by clicking the **Action** menu and then clicking the **Sync Annotations** command.

Note: You can use as many filters as you want before saving changes.

Crop

You can use the **Crop** tool to reduce the visible area of an image.

To crop an image

1. Click the image, and then draw a box around the area you want to crop.

   Expression Media grays out the area that will be cropped.

   Before accepting the crop, you can adjust the edges of the selection to fall exactly at the location you want.

2. To accept the crop, click **OK**.

3. Position the cursor over one of the four sides of the image, and then drag to where you want the cropped area.

4. While adjusting the cropped area, you can review the coordinates of the crop in the **Area** fields.

To constrain the proportions of a crop

1. Select the **Constrain** box, and then type the dimensions you want.

   This is useful for cropping an image for a specific print, screen, or video, such as 4x6 or 640x480.

2. You can adjust the unit of dimension displayed in this dialog box by selecting pixels, inches, or centimeters from the **Units** menu.

3. To exit the **Crop** tool, click **Cancel**.

Note: When you resize a cropped area that is not constrained, you can adjust the dimensions by clicking and dragging on any side of the box. You do not have to click exactly on the red control bars.

Resize

Use the **Resize** tool to reduce the size of an image. This tool works similarly to the Expression Media batch file conversion utility, but includes some options for finer adjustment. Resizing an image with Expression Media does not affect the original resolution of the image.

To resize an image

1. Define the new width and height in the **Target Size** fields.

2. Adjust how the image will fit into the target size by selecting one of the following options from the **Scaling Mode** menu.

3. If you want the image to conform to a specific size, without stretching the image, select the **Enable Padding** box and select a **Pad Color**. Padding is the space created when you choose a target size that is wider or taller than an existing image. When you select **Enable Padding**, Expression Media fills in the extra space with a color of your choice. If padding is not enabled, Expression Media will resize the image according to the scaling mode. This usually scales the image to fit the width or height.

   - **Scale to Fit** Scales the image proportionally to the Target Size.

   - **Pin Larger** Scales the image with its larger side expanded or shrunk to fit the Target Size.

   - **Pin Smaller** Scales the image with its smaller side expanded to fit the Target Size. This option will fill the entire area, but your image might be cropped.

   - **Fit Width** Scales the image based on the horizontal parameters of the Target Size. If you apply this to a vertical image, some of it might be cropped.

   - **Fit Height** Scales the image based on the vertical parameters of the Target Size. If you apply this setting to a horizontal image, some of it might not be visible.

Transform

The **Transform** tool lets you alter the shape and perspective of your images. This tool is good to use for correcting optical distortion, such as converging verticals or barrel distortion.
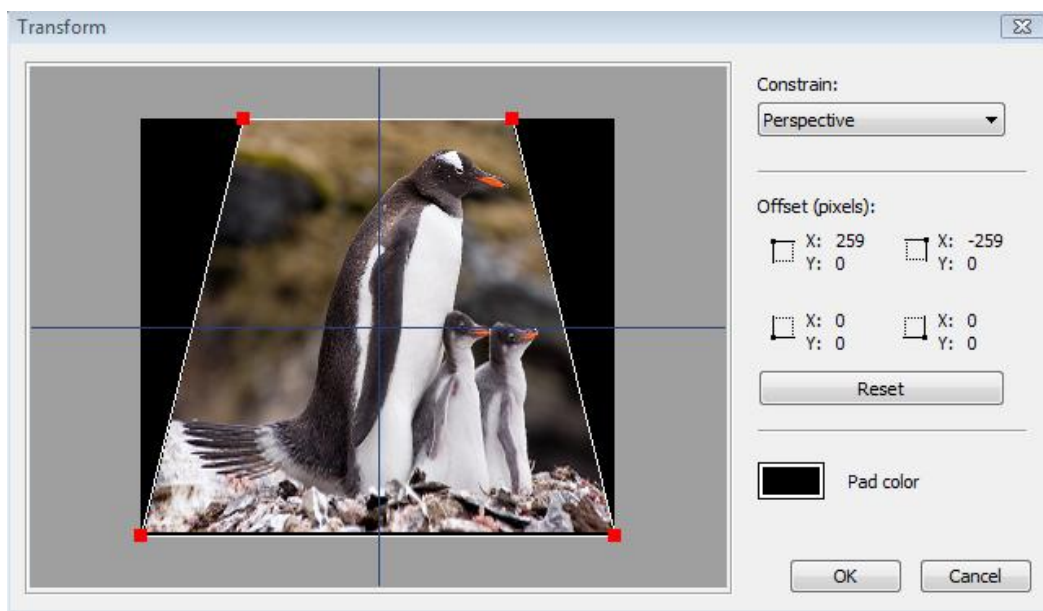
To transform an image

1. Choose a setting from the **Constrain** menu, according to the following descriptions:

    - **Perspective** This setting lets you apply a one-point perspective to an item. To apply a vanishing point perspective along the horizontal or vertical axis, drag a corner handle along that axis. The opposite corner will move in tandem.

    - **Skew** This setting enables you to tilt or slant an object to one side while keeping all other sides fixed. Drag a corner handle to reposition just that handle. You can adjust all handles independent of moving others.

    - **Free** This setting lets you apply skew and perspective transformations in one continuous operation.

2. Drag one of the red-corner handles in the image. You can track the X and Y coordinates of the corresponding corners by watching the **Offset** value.

3. To change the background color, click **Pad Color**.

4. To remove all transformations, click **Reset**.

Rotate

Use the **Rotate** tool to adjust the angle of an image. You can adjust the rotation in increments as small as one-tenth of a degree.
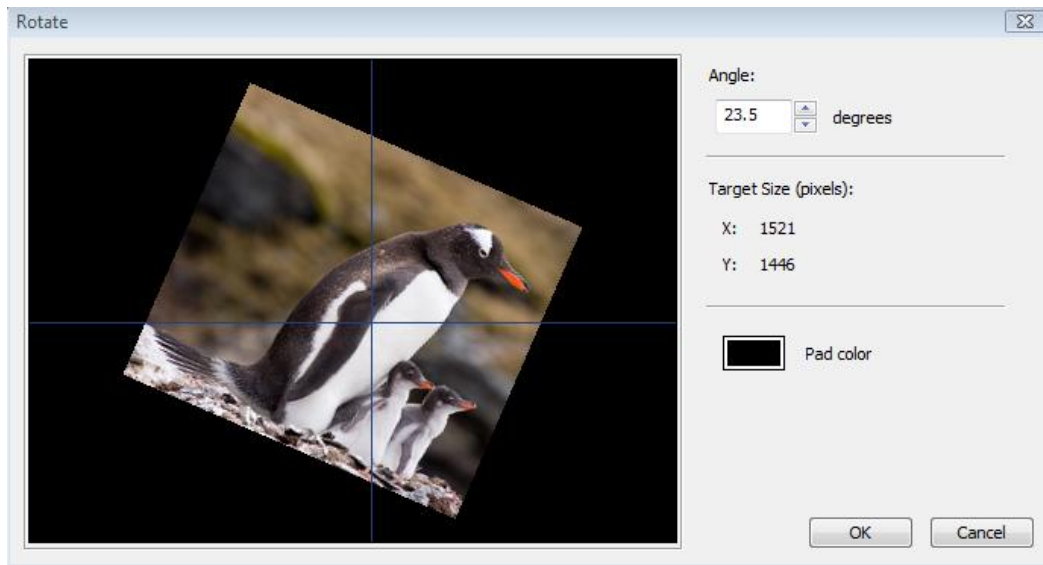
The Rotate filter

To rotate an image 90 degrees clockwise

1. In the **Angle** field, type **90**.
2. To rotate counter clockwise, place a negative sign (-) in front of the number in the **Angle** field.

   Note: This rotation method is not the same as a lossless JPEG rotation. For lossless rotations of 90, -90 and 180 degrees, see the **JPEG Rotate** command on the **Action** menu.
3. When rotated, select a color in **Pad Color** to use for the background of images.
4. Use the arrows to rotate by increments of .1 degrees (Up rotates clockwise; Down rotates counter clockwise); or just type in the number of degrees to rotate (negative numbers rotate counter clockwise).

   Note: You can also drag the image with the mouse.

Sharpen edges

This filter adjusts the sharpness of your images. It works by determining the edges of elements in the image based upon the degree that one color in an image contrasts with another.

To sharpen images

1. Drag the Sharpening slider to define the number of pixels (from 1 to 10) to retouch the edge.
2. The Edge Detection slider adjusts how strong the contrast of edges must be before a pixel is considered to be in-range to be sharpened.

Note: Be careful not to over-sharpen the image, as it will bring out imperfections, making JPEG artifacts more visible.

Remove grain

This filter helps smooth out grainy images by applying a slight blur.

To remove grain

1. Depending on the size of the grain, select **Fine**, **Medium**, or **Coarse** under **Grain size** in the **Remove Grain** dialog box.
2. Selecting this box will apply the filter to the image in Media View. The time it takes to render a preview of the filter will vary, depending on the complexity of the filter and the speed of your computer's processor.

Remove red eye

With this filter, you can remove the "red eye" effect caused by a camera flash.

To remove red eye from images

1. Using the **Zoom** slider, zoom in on the area where the eyes are located.
2. Use the **Selection** tool to draw an area around the pupil of the eye. Depending on the skin tone, it is safe with some images to draw a box around both eyes. Be aware of reddish skin tone, or lips and red hair that might be affected.
3. Adjust the level of red eye by using the Reduction slider. A setting of 5 or 6 is optimum.
4. Click **OK**. To adjust the other eye, repeat these steps.

Convert to duotone

This filter converts color, as well as black and white images, into duotones. Duotones were designed to increase the tonal range of a grayscale image by using different colors to reproduce different gray levels.

To create a duotone

1. Select a light and dark color by clicking the respective color button.
2. Adjust the brightness and contrast by using the sliders. Negative numbers reduce brightness and contrast.
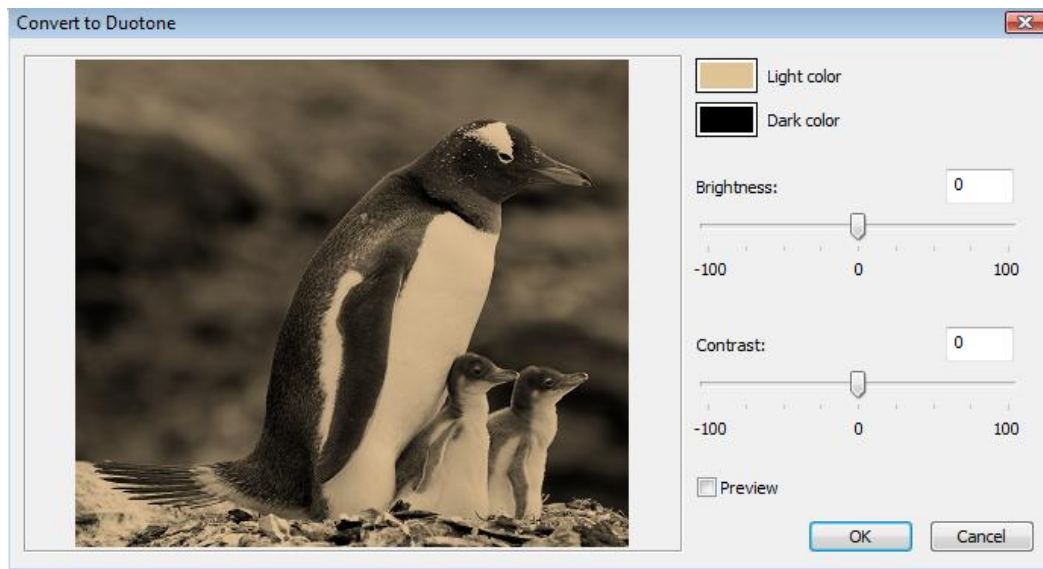
The Convert to Duotone filter

Adjust saturation

This filter adjusts the color saturation and lightness of your images. This filter can help compensate for a lack of color definition, but note that Inkjet printers tend to over-saturate color, making the colors look unrealistic.

To adjust saturation

Drag the Saturation slider to define the intensity of the colors. The existing level of colors in an image is 100. To reduce color saturation, drag the slider to a number less than 100. Zero represents no color, making an image black and white. Drag the Lightness slider to brighten or darken the image.

Adjust brightness and contrast

This filter adjusts the tonal range of your images through brightness and contrast. It can help to correct blurry images and bring out fine details in tone.

Dragging sliders to the left decreases brightness and contrast; dragging them to the right increases the levels.

Adjust color levels

The Color Levels histogram displays the tonal range of the entire image. Use the sliders to adjust highlights (right), shadows (left), and mid-tones (middle).

The middle slider changes the intensity values of the middle range of tones without dramatically altering the highlights and shadows. The outer two-level sliders set the black point and white point of the image.
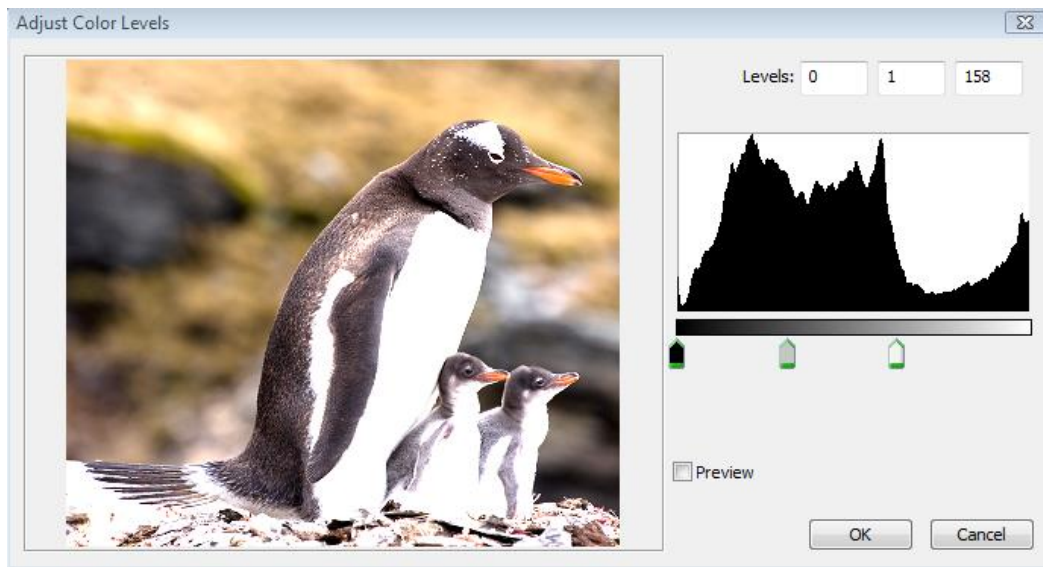
The Adjust Color Levels filter

Adjust color balance

The Color Balance filter changes the overall mixture of colors in an image for generalized color correction.

To adjust the color balance, drag a slider toward a color that you want to increase in the image, or drag a slider away from a color you want to decrease in the image. Values range from -100 to +100.

Invert photo negative

The Invert Photo Negative filter inverts the colors of an image. This filter is useful for turning a positive image into a negative, or to make a positive from a scanned negative.
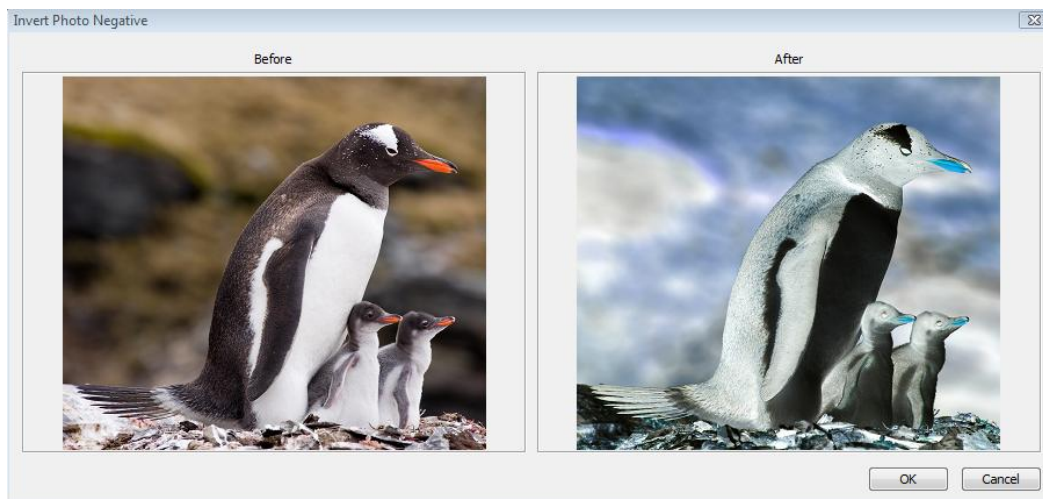
The Invert Photo Negative filter

Preset enhancement

This filter offers several one-click enhancements for your images. Select from the following:

Color Cast Images usually suffer from color casting if they have been shot using the wrong film type. For example, images shot under artificial light tend to have a yellow bias. This filter removes the yellowness of the image.

Contrast/Brightness The enhancement **Backlight** compensates for the effect of the subject being slightly backlit. The enhancement **Under and Over Exposure** adjusts the tonal range to compensate for the effect of an image being underexposed or overexposed.

Subject This category offers a set of options to adjust the skin tone of portrait photography and the color of objects in landscapes.

Windows Some filters are only available on the Windows version. In Windows, a filter from each group can be combined to provide a custom enhancement.

Macintosh On the Macintosh version, you can adjust the percentage of the filter that is being applied to the image by using the Levels slider.

Auto Enhancement

This filter is a one-click enhancement that combines several filters (including saturation, brightness, and contrast) to automatically produce an optimal image.

Results vary, depending on the tonal range of the original image.
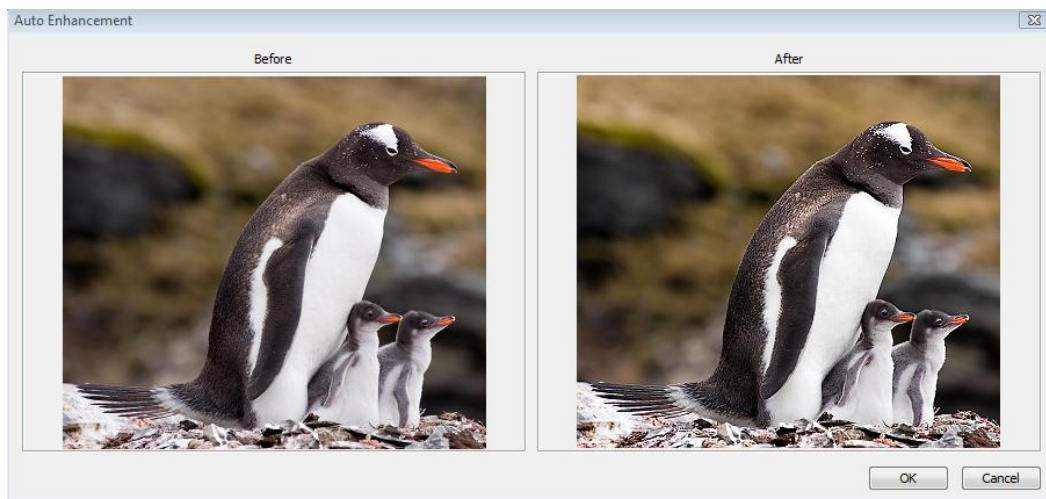
The Auto Enhancement filter

Version control

During the editing process, this feature is useful both for individuals and small workgroups to browse and track different versions of a file. This is useful as a backup, as well as to revert to or compare different versions of files.

The Version Control folder maintains a log of the items added and removed from the folder, with the name of the original file and, the number and details of each version saved. When a catalog is closed, Expression Media automatically purges version control files for entries that have been removed from the catalog. The size of the folder will grow, depending on the size and number of copies of files. We recommend keeping the folder on a volume that has plenty of storage space.

To use version control

1. In the **Image Editor** panel (on the **Window** menu), click the **Setup** button.
2. Navigate to the folder where you want to save backup copies of version-controlled files.

   Make sure that you use a separate folder for each catalog.
3. Once you assign a version control folder to the catalog, you can begin to edit and back up media files. After you have edited an image, click the **Save** button in the **Image Editor** panel.
4. In the **Save** dialog box, select the box **Save in versions folder**. Expression Media automatically assigns the current time and date, and then saves this data in the export log in the **Version Control** folder, together with an Expression Media-encoded backup copy of the file. You can examine and compare any backup version at any time by clicking the different versions in the list.
5. Once you have at least one backup copy in the **Version Control** folder, you can choose whether to swap, replace, or delete backup images.

To swap an image

1. Select the image in the **Media Versions** section of the **Image Editor** panel, and then click the **Exchange** icon.
2. In the subsequent dialog box, click **Swap** to switch places in the hierarchy with the current version being edited. Click **Replace** to delete the current version and replace it with the selected backup version. To delete the backup version, click the **Delete** icon.

   Note: If you choose **Delete**, this action cannot be undone.

Expression Media also has version control support for image editing performed in other third-party applications, such as Adobe Photoshop. For Expression Media to recognize these edits, you must have the Image Editor active and open the image file with the third-party editor by using the **Open With** Helper application menu. For more information on Helper applications, see "Helper applications" on page 116.

Chapter Twelve:
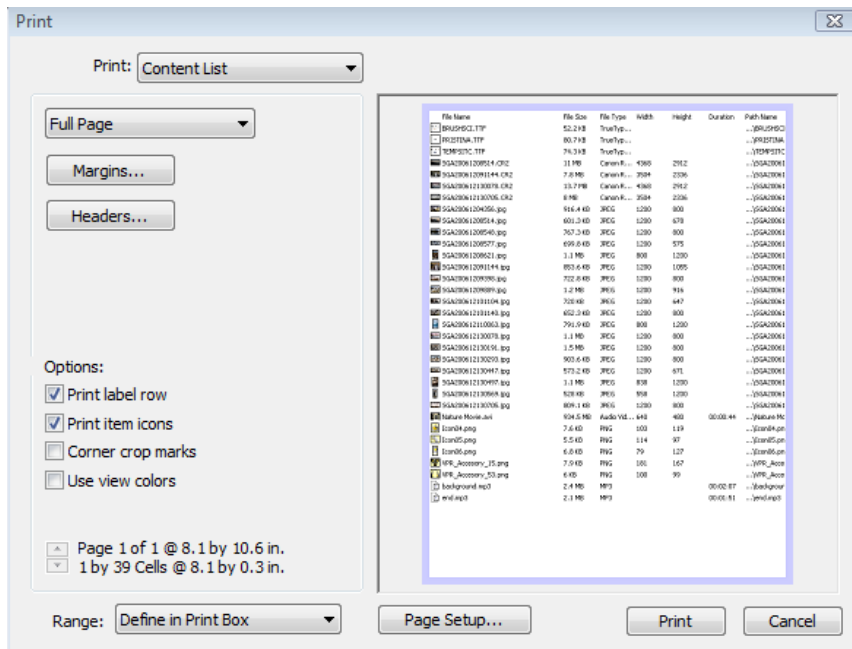
Printing

Expression Media provides a comprehensive solution for all of your image printing needs. In working with photos, you need flexibility in how you present hard copies of them for clients, for publication, or for storing.

Printing modes

Microsoft Expression Media offers three printing styles, Content List, Contact Sheet, and Media Sheet. These styles match the three views available in the program. The **Print** dialog box automatically defaults to match the active view of your catalog. The dialog box shows a real-time preview of your prints. Expression Media displays each of your option changes in the preview window.

Content List This list is useful for printing a table of contents for a catalog. The style matches the layout of the catalog's List View, with icons and associated field information of each file. This style also includes options for showing/hiding icons and field headers on the printout. The size of the icons in your catalog's List View determines the size of the icons in the printout.
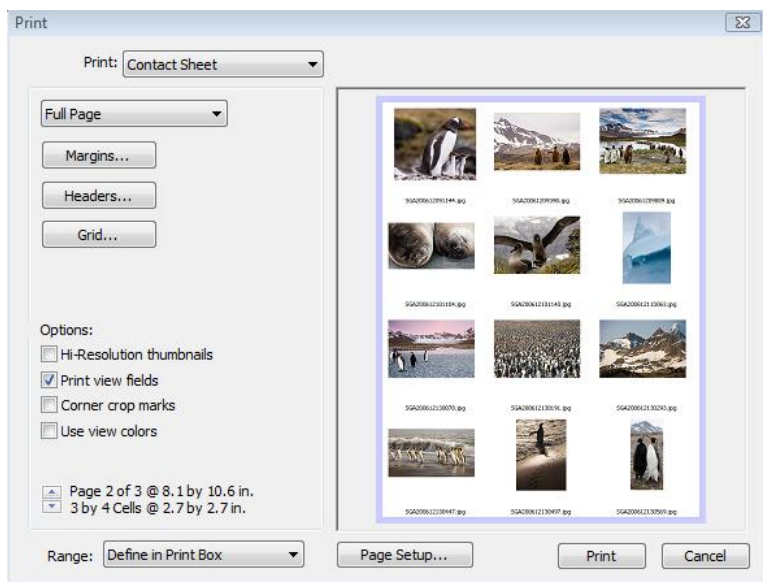
Content List printing

Contact Sheet The contact sheet prints a table of thumbnails similar to your catalog's Thumbnail View. The size of the thumbnail in your catalog determines the size of the thumbnail in the printout.

Thumbnails are imported into the catalog by using the file's built-in thumbnail or by using images created by Expression Media. If your thumbnails are printing poorly, on the **Action** menu, click **Rebuild Item**. Then, try printing again.

You can also select the **Hi-Res Thumbnails** option for quality printing. Selecting this option will send more image detail for every thumbnail to the printer, so allow extra time for printing. The printing speed is dependent on your computer's processing power and the type of printer.

Contact Sheet printing

Media Sheet Renders the full size, hi-resolution images from original files. Because some of these files can be quite large, allow extra time for printing. You can change the size of the displayed and printed media in the **Scaling** menu in any view.

The most useful of these options is **Scale to Fit**, as it automatically rescales the image to fit within the print area. Other useful options are **Actual Size** and **Fit Width**, but they might hide parts of the image when the size and shape of the original image is larger than the rendered area or printed cell size.
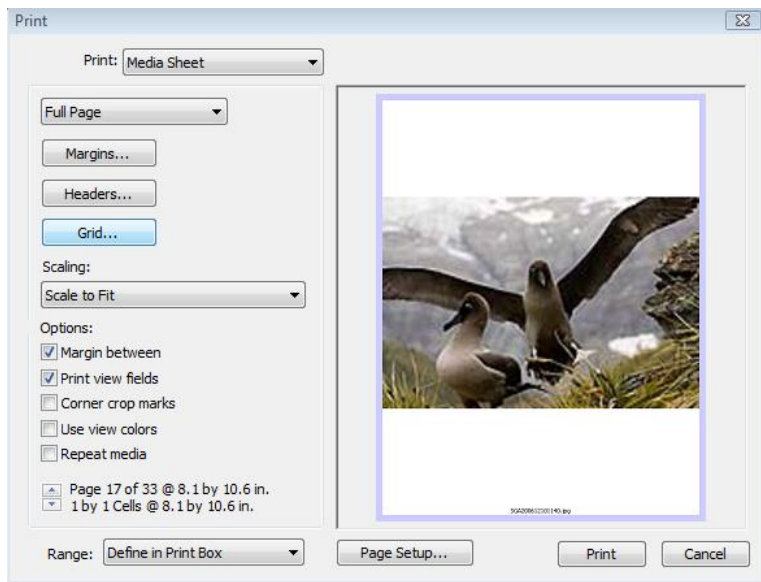
Media Sheet printing

To print from Expression Media

1. Do one of the following:

    - Select the image that you want to print.

    - If you want to print several images, select them and, on the **Find** menu, click **Show Selected**.

2. On the **File** menu, click **Print** or click the **Print** icon on the toolbar.

3. Select a print option from the **Print** menu.

4. Depending on the options you choose, you will have varying options to choose from. See the following sections for explanations about each option.

5. When you make your selections, click **Print**.

To print a layer or page within a composite file

1. Expression Media prints only the frame assigned as an item's thumbnail. To print another layer or page, go to the page or layer you want to print in Media View.

2. Before printing, on the **Action** menu, click **Rebuild Item**.

3. On the **File** menu, click **Print**.

4. Select your options, and then click **Print**.

Global print options

The options below are available regardless of the printing method you choose.

Define the Print Area This menu has options for full page, as well as CD and other disk cases, such as a Zip or Jaz disk. If you select **Full Page**, Expression Media uses the page size defined in

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the **Page Setup** dialog box. The options will differ according to the type of the printer chosen. You can add custom print area templates to this menu. For more information, see "Print templates" on page 142.

Margins Enables you to further adjust the **Print Area Size** on all sides. Select the **Mirror Margins** option to include spines for double-sided documents that will be bound or punch-holed. The border color around the preview image represents the margins that you define.

Headers Enables you to place a label on the top (header), bottom (footer), right and left sides of your printout, depending on which of the buttons you click on the right side of the text boxes. You can adjust the type and style of the labels by clicking the buttons on right side of the text boxes. On the **Special** menu, add automatic page numbers, date, and time. These are represented by their respective symbols in the caption's box. You can mix the symbols with regular text. Use the **Ampersand** (&&) option to help differentiate the character from the special character commands. The **Indent** option aligns the label center or right. An **Indent** (&i) centers the text. Two indent marks makes the text flush right.

Expression Media retains Header settings across all print styles.

Grid (not available in Content List mode) For contact sheets, this option defines the number of rows and columns for a printout. For media sheets, you can define how multiple copies of the same image, or different images, will be printed. The **Default for view** option takes into account the image size settings for the respective view of the catalog. The **Cells** option enables you to define the number of rows and columns. The **Size** option is similar to cells, but allows you to define the exact size of each cell.

Use view colors Mimics the style of the view corresponding to the printing mode that you choose. For example, if you chose to print using the **Content List** mode, then if you select this option, the dividers between the image listings will display in your printout.

Corner crop marks This option adds crop marks to the corners of the entire sheet.

Page Preview Navigator If you are printing multiple pages, click the arrows to choose a page that will display in the preview section on the right side of the **Print** dialog box.

Range Modifies which pages will print. The default is to allow your printer's dialog box to handle this function. You can also choose **Current Page**, or **Odd** or **Even** pages.

Additional printing options in Contact Sheet mode

Below are the options available if you choose Contact Sheet mode to print your photographs.

Hi-Res Thumbnails By default, Expression Media prints low resolution thumbnails. Select the box to print high-quality images.

Print view fields This option will enable you to print the text fields that are visible in Thumbnail View, in addition to the image.

Additional printing options in Content List mode

Below are the options available if you choose Content List mode to print your photographs.

Print label row Prints the headers for each row.

Print item icons Prints the image icons at the size you specified in the List View options.

Additional printing options in Media Sheet mode

Below are the options available if you choose Media Sheet mode to print your photographs. Expression Media renders these prints from the original, hi-resolution images. Because these files might be large, allow extra time for printing.

Margin between Places a small amount of space between tiled images.

Repeat media Tile a single image in the available print area. Click the **Grid** button to define the number and size of the tiled images.

Scaling To define the image size, select one of the following options on the menu:

- **Actual Size** Uses 100% of the image and centers it in the Print Area.
- **Scale to Fit** Scales the image proportionally to the size of the Print Area.
- **Fit Width** Scales the image based on the horizontal parameters of the Print Area. If you apply this to a vertical image, some of it might not be visible.
- **Fit Height** Scales the image based on the vertical parameters of the Print Area. If you apply this option to a horizontal image, some of the image might not be visible.
- **Pin Smaller Side** Draws the image with its smaller side expanded to fit the screen. This option will fill the entire screen, but your image might be cropped.
- **Pin Larger Side** Draws the image with its larger side expanded or shrunk to fit the screen.
- **Tile** Tiles the image (in actual size) in the window. This option is helpful when you are printing patterns.
- **Percentages** Allows reduction or enlargement of the image from 25 percent to 2000 percent.
- **Page selector** Use the UP and DOWN ARROWS to choose which page appears in the preview window on the right side of the dialog box.

Print templates

Expression Media lets you create printing templates to suit all your needs. These printing templates are text files and reside in the user-defined Plug-ins in the Print Templates folder. Printing templates allows you to define the specific size and position of the printing area on a page. It is made up of a line of text containing five values, each separated by a single space.

Below is an example of how a line of text might read in the file, followed by explanations of each value:

Example value   -1 -1 342 339 px

Value 1 Left margin

Value 2 Top margin

Value 3 Width

Value 4 Height

Value 5 Unit of measure. Acceptable units of measure are: in (inch), px (pixel), cm (centimeter), and mm (millimeter).

Use a period or a comma as decimal separators.

If the margin is set at -1, Expression Media centers the printing area with these margins.

Example template for CD jewel case

Following is an example of how to calculate values in order to create a template for a CD jewel case:

The print area on the front of a standard CD jewel case is 120x120 mm.

1. To center the image horizontally, place it (210-120) ÷ 2 = 45 mm on the right margin.
2. To center the image vertically, place it (297-120) ÷ 2 = 88.5 mm on the left margin. For simplicity, we will use 80 mm.
3. Therefore, the coordinates that you need for the CD case template are: 45 80 120 120 mm or -1 -1 120 120 mm.
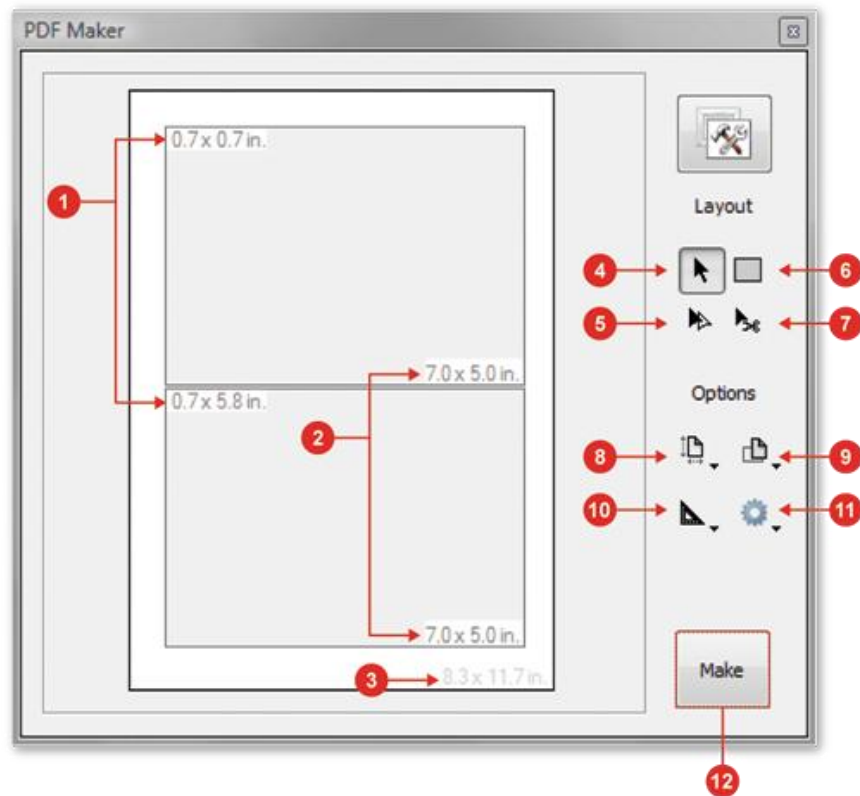
To create a template

1. Create a text file with the proper order and number of values, as shown in the previous examples. Place the file in the Print Templates folder, located inside the Expression Media Plug-Ins folder.
2. Select the image you want to print in Media View.
3. Click the **Print** icon on the toolbar.
4. Select the new template in the **Print** dialog box.
5. Select the options you want, and then click **Print**.

PDF Maker

This feature enables you to produce hi-resolution PDF files of any size and layout using the media in your catalog. The layout of the PDF can be completely customized.

The high-resolution PDFs that you create are ideal for printing, but might be too large for distribution on the Internet. Currently, there are no options for customizing the compression of images in the PDF. Exported PDFs can be further customized by using a PDF editing application, such as Adobe Acrobat.

PDF Maker Layout window options
1) X/Y coordinates; 2) Frame dimensions; 3) PDF page dimensions; 4) Use the Move tool to reposition frames; 5) Use the clone tool to duplicate a frame; 6) Use the create tool to add a new frame; 7) Delete tool; 8) Set page size menu; 9) Set page orientation menu; 10) Set display units menu; 11) Option sets menu; 12) Click Make to save and create the PDF.

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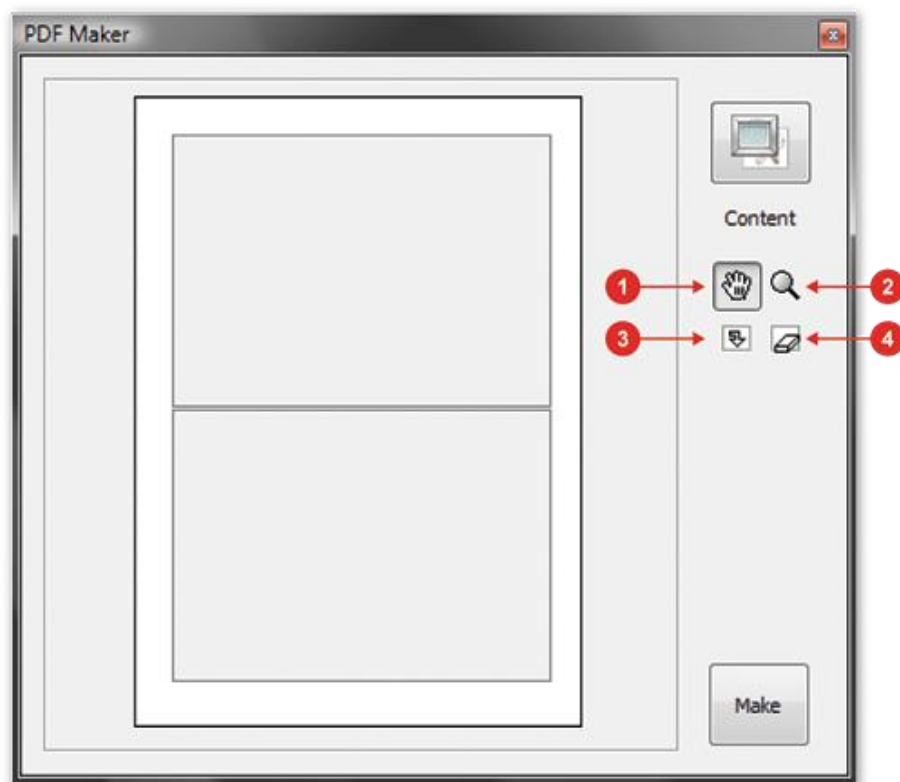
PDF Maker Content window options
1) Drag tool; 2) Zoom tool; 3) Rotate tool; 4) Clear tool

To use PDF Maker

1. On the **Window** menu, click **PDF Maker**.

2. Define the layout by first displaying the **Layout** options. To display the **Layout** options, click the large button in the upper-right corner of the panel.

3. Use the various option tools to define page size, orientation, and unit of measure. Use the layout tools to draw and move around boxes that will contain your media. Media locations are freeform and can even be overlapping. You can save various layouts for later recall by using the **Options Sets** menu.

4. Once your layout is defined, change to the **Content** tool by clicking the large icon in the upper-right corner of the panel. Make sure that the text underneath the icon reads **Content**.

5. Drag the media from your catalog to the PDF layout locations. When images are dropped into locations, they might need to be resized, rotated, or relocated using the tools in the dialog box. To remove an image from a box, use the **Clear** tool.

6. Click **Make** to save and create the PDF. Larger images with higher resolution take more time to make.

Printing to PDF (Macintosh OS X)

On Macintosh OS X, you can print Expression Media catalogs to PDF format by using the system's built-in printing functionality. Instead of actually printing a document, you use the

Print dialog box to export your catalog to a PDF. Before printing to PDF, prepare your document for printing.

To print to PDF (Macintosh OS X)

1. Prepare a document for printing, and then click the **Print** button.

2. In the system **Print** dialog box, click **Save As PDF**. Type a name for the document, and then select where you want to save the PDF.

Appendix A: Keyboard Shortcuts

Application/Edit	Windows	Macintosh
Empty Trash		SHIFT+ ⌘ DELETE
Preferences	CTRL+ , (Comma)	⌘, (comma)
Media Rendering	CTRL+SHIFT+ + ,	⌘+SHIFT+ ,
Vocabulary Editor	CTRL+ALT+,	OPTION+ ⌘ ,

File menu	Windows	Macintosh
New Catalog	CTRL+N	⌘ N
Close Catalog	CTRL+W, CTRL+F4	⌘ W
Open Catalog	CTRL+O	⌘ O
Catalog Finder	CTRL+SHIFT+O	SHIFT+ ⌘ O
Save Catalog	CTRL+S	⌘ S
Save As...	CTRL+SHIFT+S	SHIFT+⌘ S
Catalog Info	CTRL+K	⌘ K
Catalog Importers	CTRL+ALT+K	OPTION+⌘ K
Import from Files/Folders	CTRL+I	⌘ I
Import from Catalog File	CTRL+ALT+I	OPTION+⌘ I
Import from Spotlight Query		SHIFT+ ⌘ I
Import from Camera	CTRL+ALT+U	⌘ U
Import from Disk	CTRL+ALT+U	OPTION+⌘ U
Import from URL	CTRL+SHIFT+U	SHIFT+⌘ U
Print	CTRL+P	⌘ P
Page Setup	CTRL+SHIFT+P	SHIFT+⌘ P
Exit (Quit)	ALT+F4, CTRL+Q	⌘ Q

Edit menu	Windows	Macintosh
Undo		⌘ Z
Cut	CTRL+X	⌘ X
Copy	CTRL+C	⌘ C
Paste	CTRL+V	⌘ V
DELETE	DELETE	DELETE
Select All	CTRL+A	⌘ A
Deselect All	CTRL+D	⌘ D
Custom Fields	CTRL+SHIFT+D	SHIFT+ ⌘ D
Add Terms	CTRL+SHIFT+T	SHIFT+⌘ T
Preferences	CTRL+, (comma)	⌘ , (comma)
Thumbnails and Previews		OPTION+ ⌘ T

Find menu	Windows	Macintosh
Show All	CTRL+E	⌘ E
Show Hidden	CTRL+ALT+E	OPTION+⌘ E
Show Selected	CTRL+SHIFT+E	SHIFT+ ⌘ E
Hide Selected	CTRL+ALT+SHIFT+E	OPTION+SHIFT+⌘ E
Show Previous State	CTRL+ALT+LEFT ARROW KEY	⌘ LEFT ARROW KEY
Show Next State	CTRL+ALT+RIGHT ARROW KEY	⌘ RIGHT ARROW KEY
Find	CTRL+F	⌘ F
Find Next	CTRL+ALT+F	OPTION+⌘ F
Go To	CTRL+G	⌘ G
Go Again	CTRL+ALT+G	OPTION+⌘ G

View menu	Windows	Macintosh
Light Table	ALT+ENTER	⌘ /
Actual Size/Scale to Fit	CTRL+0	⌘ 0
Zoom In	CTRL+	⌘ +
Zoom Out	CTRL+−	⌘ −
Rotate 90º CW	CTRL+]	⌘]
Rotate 90º CCW	CTRL+[	⌘ [
Move to Top	CTRL+ALT+UP	⌘ UP ARROW KEY
Move to Bottom	CTRL+ALT+DOWN	⌘ DOWN ARROW KEY
Move to New Catalog	CTRL+ALT+N	SHIFT+ ⌘ N
Move to Location	CTRL+L	⌘ L
Move Again	CTRL+ ALT+L	OPTION+⌘ L
Sort Again	CTRL+ALT+;	OPTION+⌘ ;
Invert Sort Order	CTRL+; (semicolon)	⌘ ;

Make menu	Windows	Macintosh
Run Slide Show	CTRL+R	⌘ R
Slide Show Options	CTRL+ALT+R	OPTION+⌘ R

Other	Windows	Macintosh
Assign star rating	ALT+0-5	CTRL+0-5
Assign color label	1-9; 0 to remove	1-9; 0 to remove
Hide Microsoft Expression Media		⌘ H
Hide Others		OPTION+ ⌘ H

Window menu	Windows	Macintosh
Show/Hide Toolbar	CTRL+T	⌘ T
Switch Views	CTRL+1, CTRL+2, CTRL+3	⌘ 1, ⌘ 2, ⌘ 3

Window menu	Windows	Macintosh
(List, Thumbnail, Media)		
Show/Hide Panels (Info, Organize)	CTRL+4, CTRL+5	⌘ 4, ⌘ 5
Show/Hide View Options	CTRL+J	⌘ J
Show/Hide Image Editor	CTRL+ALT+J	OPTION+ ⌘ J
Show/Hide Notepad	CTRL+SHIFT+J	SHIFT+⌘ J

Action menu	Windows	Macintosh
Rebuild Item	CTRL+B	⌘ B
Sync Annotations	CTRL+ALT+B	OPTION+⌘B
Clear Annotations	CTRL+SHIFT+B	SHIFT+ ⌘B
Batch Rename	CTRL+SHIFT+Z	⌘ Y
Move to Recycle Bin (Trash)	CTRL+DELETE	⌘ DELETE

Light Table shortcuts

Keyboard shortcuts

Light Table function	Windows	Macintosh
Launch Light Table	ALT+ENTER	⌘ /
Exit Light Table	ESC, Double-click	ESC, Double-click or ⌘ +PERIOD
Previous image	LEFT ARROW	LEFT ARROW
Next image	RIGHT ARROW	RIGHT ARROW
Previous/Next group of images	UP ARROW/DOWN ARROW PAGE UP/PAGE DOWN	UP ARROW/DOWN ARROW PAGE UP/PAGE DOWN
Move active cell under the mouse to first or last visible catalog item	HOME, END key	HOME, END key
Add/Remove panel to Light Table (up to 6 panels)	CTRL+ PLUS key; CTRL– (MINUS key)	CTRL + (PLUS key); CTRL – (MINUS key)
Assign color label	1 - 9; 0 to remove label	1 - 9; 0 to remove label
Assign star rating	ALT+1-5; 0 to remove rating	CTRL+1-5; 0 to remove rating
Zoom in to the next available size option	+ (PLUS key) Increase	+ (PLUS key) Increase
Zoom out to the previous available size option	– (MINUS key) Decrease	– (MINUS key) Decrease
Set Orientation: 90º Clockwise (this is a soft rotation)	CTRL+]	⌘]
Set Orientation: 90º Counter-Clockwise (this is a soft rotation)	CTRL+[	⌘ [
Move displayed item to Trash/Recycle Bin	CTRL + DELETE	⌘ DELETE

Light Table function	Windows	Macintosh
Remove displayed item from Catalog	DELETE	DELETE
Histogram - Toggle display	H	H
Exposure Warnings - Toggle display	W	W
Tools - Toggle display	T, ENTER, RETURN	T, ENTER, RETURN
Magnifier - Toggle display	M	M
Scroll Lock (simultaneous scrolling of all images)	S	S
Layout: Grid	G	G
Layout: Landscape	L	L
Layout: Portrait	P	P

Mouse shortcuts

Light Table function	Windows	Macintosh
Click to position image. Use SCROLL LOCK to position images simultaneously.	Click (Normal mode)	Click (Normal mode)
Display settings menu	Right-click, F1- Help/Shortcuts	CTRL + Click; Right-click

Slide Show shortcuts

Keyboard shortcuts

Slide Show function	Windows	Macintosh
Launch slide show	CTRL+R	⌘ R
Exit slide show	ESC	ESC
Show/Hide slide show controller When the controller is hidden, the mouse cursor is also hidden.	ENTER or RETURN	ENTER or RETURN
Start/Stop slide show	SPACEBAR	SPACEBAR
Display the next media file. The next media file is always displayed, even in Random mode.	RIGHT or DOWN ARROW	RIGHT or DOWN ARROW
Display the previous media file. The previous media file is always displayed, even in Random mode.	LEFT or UP ARROW	LEFT or UP ARROW
Move to next frame of a movie.	CTRL + RIGHT or DOWN	OPTION+ RIGHT or

Step through frames while slide show is paused.	ARROW	DOWN ARROW
Move to previous frame. Step through movie frames while slide show is paused.	CTRL + LEFT or UP ARROW	OPTION+ + LEFT or UP ARROW
Jump to the last frame of the movie.	SHIFT+CTRL+RIGHT/DOWN ARROW	SHIFT+ OPTION+RIGHT/DOWN ARROW
Jump to the first frame of the movie.	SHIFT+ +CTRL + LEFT or UP ARROW	SHIFT+ OPTION + LEFT or UP ARROW
Zoom in to the next available size option.	+ (PLUS key) Increase	+ (PLUS key) Increase
Zoom out to the previous available size option.	− (MINUS key) Decrease	− (MINUS key) Decrease
Toggle scale of images between Scale to fit and Actual Size.	CTRL+0	⌘ 0
Change display to the next available grid option.	d	d
Change display to the previous available grid option.	SHIFT + D	SHIFT+ D
Set/Unset Slide Show to Interactive mode. If slide show is in interactive mode, you can use the arrow keys or mouse to move forward or backward.	I or i (case insensitive)	I or i (case insensitive)
Set/unset slide show to Continuous (Loop) mode.	L or l (case insensitive)	L or l (case insensitive)
Set/unset slide show to Random mode. Random mode uses all available media items once before repeating media.	R or r (case insensitive)	R or r (case insensitive)
Turn multi-sound mode on or off. This is useful when playing multiple movies at once. When it is off, you will hear audio from the active movie only.	M or m (case insensitive)	M or m (case insensitive)
Change the active media item to the next item in the grid (Multi-grid mode). It will reset the slide show audio and swap information displayed in the info panel. Changing the active item also changes the order at which items are loaded.	TAB	TAB
Assign a color label to active media item. This label will	Number keys 1-9 0 (zero) to Remove	Number keys 1-9 0 (zero) to Remove

apply to all views in the catalog. Use the slide show controller to check/show/hide labeled items.		
Assign a star rating to active media item	ALT+1-5; 0 (zero) to remove	CTRL+1-5; 0 (zero) to remove

Mouse shortcuts

Slide Show function	Windows	Macintosh
Run/Pause slide show.	Click (Continuous mode)	Click (Continuous mode)
Load next slide.	Click (Interactive mode)	Click (Interactive mode)
Load previous slide.	SHIFT + Click (Interactive mode)	SHIFT + Click (Interactive mode)
Drag media in grid cell. This takes effect only if the displayed media is clipped, (i.e. larger than the grid cell size).	ALT + Click	OPTION+ Click
Exit slide show.	Double-click	Double-click

Appendix B: Supported File Formats

Image File Formats

File format		Extension	Windows	Macintosh
Adobe Photoshop		8BPS, PSD	✓	✓
Alias Pix	†	ALS, APIX	✓	✓
AppleWorks	‡	CWPT, CWGR	✓	✓
BMP		BMP, BMPf, BMPp, DIB	✓	✓
Canon Raw		CRW, CR2	✓	✓
Corel Draw		CRD	✓	
Digital Negative Raw	†*	DNG	✓	✓
FlashPix Image		FPX, FPix	✓	✓
Fractal Design Painter	‡	RIFF	✓	✓
Fuji Raw	†	RAF	✓	✓
GE Medical CRI		CRI	✓	✓
Genuine Fractals	‡	BIN, STN, STNG	✓	✓
JacqCAD		Expn	✓	✓
JPEG		JPEG, .JPG, .JPE	✓	✓
JPEG 2000		JP2, .jp2		✓
Kodak PhotoCD		kpcd, PCDI, PCD	✓	✓
Kodak Raw		DCR	✓	✓
Leaf Valeo Raw	†	MOS	✓	✓
Leica/Panaonic Raw	†	RAW	✓	✓
Live Picture	‡	FIT2	✓	✓
Macintosh icon		ICN, ICNS, Icon		✓
Macintosh Paint		MACINTOSH, PNTG	✓	✓
Minolta Raw	†*	MRW	✓	✓
Nikon Raw		NEF	✓	✓
Olympus Raw	†*	ORF	✓	✓
Pentax Raw	†	PEF	✓	✓
Picture		PCT, PIC, PICT	✓	✓
Picture Clipping		clpp		✓
PNG		PNG, PNGf	✓	✓
QuickTime Image		QIF, QTI, QTIF	✓	✓
Seattle Filmworks		SFWI, SFW	✓	✓
SGI		SGI	✓	✓
Sigma Raw	†	X3F	✓	✓
Sinar/Mamiya Raw	†	STI	✓	✓
Sony Raw	†*	SRF	✓	✓

File format	Extension		Windows	Macintosh
Startup Screen		SCRN	✓	✓
TGA		TGA, TPIC	✓	✓
TIFF		TIF, TIFF, DCB, FAX, RICH	✓	✓
Windows Icon		ICO	✓	

†   Importer renders preview only

†*   Can be fully rendered on Macintosh OS 10.4.2 and higher

‡   User-defined importer

Image Export formats SGI, Photoshop, BMP, JPEG, JPEG 2000 (Macintosh), Macintosh Paint, PICT, PNG, QuickTime Image, TGA, TIFF

Audio File Formats (Import)

File format	Extension	Windows	Macintosh
AIFC	AIFC	✓	✓
AIFF	AIF, AIFF	✓	✓
AMF Movie Importer	M4A, M4B, M4P, M4V	✓	✓
AMR	AMR	✓	✓
AU	AU, SND, ULAW, ULW	✓	✓
Audio Data Transport Stream	ACC, ADTS	✓	✓
CAF (CoreAudio File)	CAF, caff	✓	✓
Compact Disc Audio (AIFF)	CDDA	✓	✓

File format	Extension	Windows	Macintosh
GSM Audio	GSM	✓	✓
MP3	MP3, MPG3, MPA, PLAY, SWA, SwaT	✓	✓
Sound Designer II	SD2, Sd2f	✓	✓
Standard MIDI	MID, Midi, SMF	✓	✓
System Sound	sfil	✓	✓
Wave	BWF, WAV, WAVE	✓	✓
Windows Media Audio	WMA	✓	✓*

*Supported using Flip4Macintosh QuickTime plug-in

Audio Export formats: AIFF, AU, Wave

Video file formats (Import)

File format	Extension	Windows	Macintosh
MPEG	MPG, MPEG, MPG1, MPG2, M1V, M2V, MP2, MP2V, MPE, MPV2	✓	✓
MPEG-4	MP4, mpg4	✓	✓
Ogg Vorbis Media File	OGM	✓	✓
Quartz Composer	QTZ		✓
QuickTime Movie	MOV, MooV	✓	✓
Standard MIDI	KAR, MID, MIDI, SMF	✓	✓
Windows Media AV	WM	✓	
Windows Media	ASF	✓	
Windows Media Video	WMV, WMP	✓	✓ *
3GP2	3G2, 3gp2	✓	✓
3GPP Movie	3GP, 3gpp, SDV	✓	✓
AMC	AMC	✓	✓
AMF movie importer	M4V		✓
Animated GIF	GIF, GIFF	✓	✓
AutoDesk Animator	CEL, FLC, FLI	✓	✓
AVI	VFW	✓	✓
DivX Movie	AVI, DAVI, DIVX	✓	✓
DV	DIF, DV, dvc!	✓	✓
DVD Video Movie File	VOB	✓	

* Requires Flip4Macintosh QuickTime plug-in

+ Requires Xiph QuickTime plug-in

Video Export formats: 3G, AVI, DV Stream, FLC, Image Sequence, MPEG-4, QuickTime Movie

DTP file formats (Import)

File format		Extension	Windows	Macintosh
Adobe Acrobat		PDF	✓	✓
Adobe PageMaker	‡	ALB6, AB65	✓	✓
AppleWorks	†	CWWP	✓	✓
Microsoft Excel	†	XLS, XLT	✓	
Microsoft PowerPoint	†	PPT, POT	✓	
Microsoft Word	†	DOC, DOT, W8BN, DOCX	✓	✓
MultiAd Creator	†	Crtr, CRTR	✓	✓

File format		Extension	Windows	Macintosh
RTF (Rich Text Format)		RTF, RTFD	✓	✓
WordPerfect	‡	WPD		✓

† Importer renders preview only

‡ User-defined importer

Text, font, and Web file formats (Import)

File format	Extension	Windows	Macintosh
Text	TEXT, TXT, ttro	✓	✓
Text Clipping	clpt		✓
Font - True Type	FFIL, TFIL, TTF, TTC, SFNT	✓	✓
Font - Open Type	OTF	✓	✓
Font - Suitcase Font	DFNT		✓
Active Server Page	ASP		✓
HTML Document	HTML, HTM	✓	✓
HTML Archive	MHT	✓	
PHP Document	PHP	✓	✓
Web Archive	AWEB		✓
XML Document	XML	✓	

Illustration file formats (Import)

File format		Extension	Windows	Macintosh
Adobe Illustrator (version 8 only)		AI	✓	✓
AppleWorks	‡	CWGR		✓
Canvas	‡	drwX, drw9, drw8, drw7, drw6, drw5, CNV, CVX	✓	✓
CorelDRAW	†	CDR*	✓	✓
Macintosh Adobe Freehand	†	AG*, FH*	✓	✓
Microsoft Expression Design		DESIGN	✓	
Postscript		EPSF, EPSP, EPS, PS	✓	✓
PowerCADD	‡	Pd%4	✓	✓
Windows Metafile		EMF, WMF	✓	

† Importer renders preview only

‡ User-defined importer

Note: The capacity of Expression Media to import certain file types is dependent on your having the most current version of Apple QuickTime installed on your computer.

Appendix C: Annotation Mapping

Expression Media supports a set of pre-defined fields for annotating your media files. This set (also known as the IPTC/XMP Core) enables you to define metadata for your media files, such as Creator, Date Created, Location, and Copyright.

These annotation standards have been defined by the International Press and Telecommunications Council (IPTC) and the Newspaper Association of America (NAA). Adobe uses this standard, in part to define the XMP metadata standard.

Expression Media also supports metadata defined by Apple QuickTime. To simplify annotating media, and prevent multiple sets of annotations for each standard, Expression Media has mapped the QuickTime annotation fields to the IPTC fields.

The following table lists the field names used by Expression Media, along with their corresponding names in the IPTC and QuickTime standards, as well as in Photoshop. Because the names of each annotation are not integrated into the data, other applications might refer to an annotation by a different name.

In Expression Media, you can choose which field names to display in the Info and Organize panels. In the General Preferences dialog box, choose from either the official IPTC Core names, those names used in Expression Media or those used in Photoshop.

Expression Media	Photoshop CS & CS2	IPTC/XMP Core	QuickTime	Aperture
Label	Urgency	Label	-	-
Title	Headline	Headline	Title	Song Name (mp3)	Headline
Product	Document Title	Title	Product	Album (mp3)	Object Name
Genre	Category	People	-	Category
Intellectual Genre	Intellectual Genre	Intellectual Genre	Genre	-
Event	Event +	Event	Description	Fixture Identifier
Event Date	Date Created	Date Created	Creation Date	Date Created
Author	Author	Creator	Author / Original Artist / Artist (mp3)	Byline
Credit	Credit	Provider	Producer	Credit
Source	Source	Source	Original Source	Source
Copyright	Copyright	Copyright	Copyright	Copyright
Transmission	Transmission Reference	Job Identifier	-	Original Transmission Reference

Expression Media	Photoshop CS & CS2	IPTC/XMP Core	QuickTime	Aperture
Rights Usage Terms	Rights Usage Terms	Rights Usage Terms	Warning	-
URL	Copyright Info URL	URL	URL Link	-
Location	Location	Location	-	Sublocation
City	City	City	-	City
State	State/Province	State/Province	-	State/Province
Country	Country	Country	-	Country / PrimaryLocationName
ISO Country Code	ISO Country Code	ISO Country Code	-	-
Instructions	Instructions	Instructions	Playback Requirements	Special Instructions
Status	Status +	Status	Disclaimer	Edit Status
Writer	Description Writer	Description Writer	Writer	Writer/Editor
People *	People +	People *	Performers	Contact
Categories *	Supplemental Categories *	Supplemental Categories *	-	Supplemental Category
Keywords *	Keywords *	Keyword *	Keywords	Keywords
Scenes *	Scenes *	Scenes *	-	-
Subject Codes *	Subject Codes *	Subject Codes *	-	-
Caption	Description	Description	Comment	Caption

* Supports multiple entries in field; + Supported in Photoshop CS & CS2 through plug-ins

For additional information about IPTC/XMP metadata, refer to the official IPTC Web site.

IPTC annotation definitions

Below are the official definitions for IPTC Core annotation fields. For additional information about the IPTC metadata standard, refer to the IPTC Web site.

Headline A publishable entry providing a synopsis of the contents of the item. Headline is not the same as Title.

Title A shorthand reference for the item. While a technical identifier goes to an identifier element, Title holds a short verbal and human readable name. Title is not the same as Headline.

Intellectual Genre Describes the nature, intellectual, or journalistic characteristic of an item, not specifically its content.

Date Created Designates the date and optionally the time the intellectual content of the item was created rather than the date of the creation of the physical representation. If no time is given, the value should default to 00:00:00.

Creator Contains preferably the name of the person who created the content of this item, a photographer for photographs, a graphic artist for graphics, or a writer for textual news. If it is not appropriate to add the name of a person, the name of a company or organization could be applied as well.

Provider Identifies the provider of the item, who is not necessarily the owner/creator.

Source Identifies the original owner of the copyright for the intellectual content of the item. This could be an agency, a member of an agency, or an individual. Source could be different from Creator and from the entities in the Copyright.

Copyright Notice Contains any necessary copyright notice for claiming the intellectual property for this item and should identify the current owner of the copyright for the item. Other entities, such as the creator of the item may be added. Notes on usage rights should be provided in "Rights Usage Terms."

Job Identifier Number or identifier for the purpose of improved workflow handling. This identifier should be added by the creator or provider for transmission and routing purposes only, and should have no significance for archiving.

Rights Usage Terms Free text instructions on how this item can be used legally.

Location Name of a location on which the content is focusing–either the location shown in visual media or referenced by text or audio media. This location name could either be the name of a sub-location of a city or the name of a well known location or (natural) monument outside a city. In the sense of a sub-location to a city, this element is at the fourth level of a top-down geographical hierarchy.

City Name of the city on which the content is focusing on–either the place shown in visual media or referenced by text or audio media. This element is at the third level of a top-down geographical hierarchy.

Province/State Name of the subregion of a country–either called province or state–on which is the content focusing–either the subregion shown in visual media or referenced by text or audio media. This element is at the second level of a top-down geographical hierarchy.

Country Full name of the country on which the content is focusing–either the country shown in visual media or referenced in text or audio media. This element is at the top/first level of a top-down geographical hierarchy. The full name should be expressed as a verbal name and not as a code. A code should go to the element "Country Code."

Country Code Code of the country on which the content is focused–either the country shown in visual media or referenced in text or audio media. This element is at the top/first level of a top-

down geographical hierarchy. The code should be taken from ISO 3166 two or three letter code. The full name of a country should go to the "Country" element.

Instructions Any of a number of instructions from the provider or creator to the receiver of the news object that might include any of the following: embargoes (NewsMagazines OUT) and other restrictions not covered by the "Rights Usage Terms" field; information regarding the original means of capture (scanning notes, colourspace info) or other specific text information that the user might need for accurate reproduction; additional permissions or credits required when publishing.

Description writer Identifier or the name of the person involved in writing, editing, or correcting the description of the item.

Keywords Keywords to express the subject of the content. Keywords may be free text and do not need to be taken from a controlled vocabulary. Values from the controlled vocabulary IPTC Subject Codes must go to the "Subject Code" element.

Scenes Describes the scene of a photo content. Specifies one or more terms from the IPTC "Scene-NewsCodes." Each Scene is represented as a string of 6 digits in an unordered list.

Subject Codes Specifies one or more Subjects from the IPTC "Subject-News Codes" taxonomy to categorize the content. Each Subject is represented as a string of 8 digits in an unordered list.

Description A textual description, including captions, of the item's content, particularly used where the object is not text.

Appendix D: Camera Raw Formats

Supported Raw Formats	File Extension	Rendering Engines		Display Previews3	Embed Metadata
		Apple1	Manuf.2		
Canon	CRW, CR2, TIF	✓	✓	✓	✓7
Digital Negative	DNG	✓		✓	✓
Fuji	RAF			✓	
Kodak	DCR		✓	✓	✓
Leaf Valeo	MOS			✓	
Leica/Panasonic	RAW			✓6	
Minolta	MRW	✓		✓	
Nikon	NEF	✓	✓	✓	✓
Olympus	ORF	✓	✓4	✓4	
Pentax	PEF			✓	
Sigma	X3F			✓5	
Sinar/Mamiya	STI			✓	
Sony	SRF	✓		✓	

1 The Apple engine is available only on Macintosh OS 10.4.2 or higher.

2 The manufacturer rendering engine is automatically used on Windows and all Macintosh (prior to 10.4.2) operating systems.

3 Preview size depends on the make and model of the camera.

4 Preview or Raw image is used depending on the model of the Olympus camera. For older models, where the Raw image is shown, colors might vary. We recommend using the trial period of Expression Media to assess the results for your camera.

5 Thumbnail only.

6 Rendered with open source DCRaw engine.

7 CR2 format only.

Special notes on Expression Media's handling and support of Raw file formats:

Rendering Preferences Most Raw image files can contain a large preview that is suitable for viewing and renders much faster than decoding the raw data. If you select the **Use embedded preview** option, this will speed up import and media rendering of Raw files.

Otherwise, Expression Media will need to decode the Raw data in order to display the Raw files.

Image File Conversion Despite which Raw format you start with, if you choose the **Convert Image Files** command (**Action** menu), Expression Media will convert the embedded JPEG preview, and not the Raw file. For example, if you convert a Nikon Raw image (NEF), Expression Media will convert the embedded JPEG preview to your new specifications.

Metadata support Expression Media can import metadata for all Raw formats, even files with XMP sidecars. However, Expression Media can embed/write metadata into these Raw formats: Nikon, Kodak, DNG, and Canon CR2 files. Expression Media will not write annotations in other Raw formats.

Appendix E: Troubleshooting

Basic troubleshooting

Make sure that you have installed the following software:

- The latest version of Expression Media from our site:
  http://go.microsoft.com/fwlink/?LinkID=82546
  To check for updates, choose **Welcome Screen** on the **Help** menu. If an update is available, a link will be provided for you to download it. On the Macintosh, **Check for Updates** is located in **Application** menu in **About Expression Media**.

- The latest version of QuickTime from Apple's Web site.

- Windows users should keep up to date with the latest service packs and drivers for their operating system. Use the **Windows Update** command on the **Start** menu to download and install the latest updates.

- If you are working in Version 3 with catalogs created by older versions of Expression Media (such as 1.x or 2.x) and Expression Media starts behaving in odd ways, such as functions stop working, try this:

  a. Copy all of your files into a new catalog.

  b. Select all of the items in the catalog, and on the **Edit** menu, click **Select All**.

  c. On the **View** menu, click **Move to New Catalog**.

     This creates a new catalog with all the media items and metadata.

  d. Save the catalog, and then test the problematic function.

- Macintosh users can solve problems by deleting the Expression Media preferences in the system's Preferences folder (~User/Library/Preferences/Expression Media Settings).

  Note: Expression Media should not be running while this is being done.

By default, Expression Media imports thumbnails that have been embedded into the file by other programs or devices. This makes Expression Media very fast when importing media, but embedded thumbnails might look blurry or pixilated. To improve thumbnail quality, select the item, and then, on the **Action** menu, choose **Rebuild Item**.

Transition effects do not appear to work in slide shows exported as a QuickTime movie.

If you are using video compression, make sure that your frame rate is higher than 1 frame per second (fps). If there is no value in the QuickTime **Compression Settings** dialog box, fps defaults to 1, and you not get any effect because the effect lasts for only one second.

Photoshop troubleshooting

Why can't I use Photoshop CS as a Helper application? (Macintosh)

There can be a problem with any application, including Microsoft Expression Media, which tries to use Photoshop CS as a Helper application. Photoshop CS will start, but the selected images will not open. The solution is to reinstall Photoshop. You might find other answers by searching Adobe's support Web site.

This layered Photoshop file was not saved with a composite image.

If an imported Photoshop image displays this message in Expression Media, "This layered Photoshop file was not saved with a composite image," the PSD file was not saved with Maximize Compatibility selected. This can be fixed in the following two ways:

- When saving files in Photoshop, make sure the Maximize Compatibility option is selected.

- To save PSD files automatically with maximum compatibility, in Photoshop's **File Handling** dialog box on the **Preferences** menu, set the **Maximize PSD File Compatibility** menu to **Always**.

Alpha channel in Photoshop file incorrectly displayed (typically yellow).

Some Photoshop documents with alpha channels can be incorrectly displayed. Expression Media sometimes interprets the alpha channel as a transparent layer. Expression Media displays transparencies as a specific color and by default this is yellow.

To correct this problem, select the **Use Alpha Channel** setting by clicking the **Edit** menu, pointing to **Preferences**, clicking **Media Rendering**, and then clicking the **Images** tab. All newly imported Photoshop files will be displayed properly. To correct existing thumbnail images, select them and choose **Rebuild Item** from the **Action** menu.

Common Error Messages

No importer found This error message appears when Expression Media cannot display or render a particular file type. Try upgrading to the latest version of QuickTime.

Volume not mounted Expression Media needs access to the actual file in order to display it on the screen in Media View or Slide Shows. This error is displayed when Expression Media cannot find the media storage device or disk on which the file is stored. Mounting the disk should solve the problem.

Web resources

Customer Support If you have additional questions, make sure you check the documentation and the community forum. If you still can't find an answer, see our online Web site at http://go.microsoft.com/fwlink/?LinkID=82546