ARCSOFT PHOTOBASE

Introduction

PhotoBase, the Ultimate Multimedia Organizer.

PhotoBase is a fast and easy-to-use program for keeping track of all of your digital photographs, audio and video clips. An easy-to-use search tool allows you to locate pictures by a description. Once you locate an image, PhotoBase provides drag and drop functionality to move your image to a document or presentation program.

■ Use PhotoBase to create picture Slide Shows to distribute your pictures to others.

■ Print Albums or create product catalogs with frames, backgrounds and descriptions.

■ Crop and Edit your images with easy to use enhancement tools.

PhotoBase Features

■ Notes to store your images with descriptions and locations for easy identification.

■ Keyword "Search" feature provides easy-to-use search tools for locating images.

■ Combine images from different albums to tell a story or create a unique album.

■ Create Slide Show CD's, floppy disks, or removable media to send images to others.

■ Print albums complete with descriptions and frames in large, medium or small formats.

■ Drag-and-drop functionality to quickly use an image with most document and presentation programs.

■ Live Capture options include snapshot and movie video capture using Video-For-Windows-compatible devices.

■ Hot Links add your preferred programs to the tool bar, such as image editing, page layout, word processor, Internet browsing and entertainment applications.

ArcSoft

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Arcsoft PhotoBase

Minimum System Requirements

Windows 95 or Windows NT

8 MB RAM

16-bit or 24-bit Super VGA display

25 MB free hard disk space

Sound Card

Important Release Notes

Windows NT Users: PhotoBase is only supported for use under Windows NT 4.0 with Service Pack 3 applied. PhotoBase will not function properly in Windows NT without Service Pack 3.

Windows 95 and NT Users: When using the "Send" feature in the Image menu only one image can be sent to your e-mail program and attached to a message at a time.

ArcSoft PhotoBase User's Manual
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GETTING STARTED

1) Insert Disk 1 of the Digital Image Productivity Software Suite.

2) Click the Start menu and select Run.

3) Click on Browse, then double-click on the PBase folder.

4) Click on Setup.exe, then click open.

5) Click on OK to begin installation.

6) Follow the prompts in the installer.

Start Photobase by selecting the Start menu, Programs, ArcSoft, then PhotoBase.

Click on the Album area where it currently says [New] and select Sample Photos.

These small pictures of images are known as "thumbnails." Click once on an image. The information area below the thumbnail images is now specific to the selected image. You can edit the text and even the names of the labels as needed.

Double-click on an image thumbnail to view or edit the image. PhotoStudio will open displaying the selected image.

To add an image to an album, click on the Add tool. PhotoBase supports most popular image file formats in addition to audio and video. After adding your image, type a brief title and description to document your image for future reference.

PhotoBase has the ability to work with ALL file types to organize video, audio, Internet and document files. When adding files to your album, change the Files Of Type field from All Image Files to All Files. PhotoBase will create an icon that denotes the file type. If you double click on any of these files, the "associated" Windows program for opening that type of file will launch with the image.

PhotoBase supports importing images and sounds directly from your Ricoh RDC-4300 digital camera into PhotoBase.

After modifying the images or information fields in an album click the Save icon to save the album.

The Print tool will create custom print pages of selected images or a whole album of images. You can select Small (16 per page), Medium (9 per page), or Large (4 per page) images and select from a number of options including the addition of frames, backgrounds, and descriptive text.

The order your thumbnails appear in the album can be rearranged by selecting the Sort tool from the toolbar. The thumbnails can be arranged in alphabetical order or by date. You can also rearrange the order manually by dragging and dropping images within the album.

To remove thumbnails from your album, select the ones you'd like to remove and click on the Delete icon. Important note: deleting will only remove the thumbnail, not the original image file. If you want to delete the image also, you must check the Remove Image File(s) From Disk checkbox on the Delete confirmation window.

You should now be ready to select [New] from Album and begin creating an album of your own images.

Using Images With Other Applications

Add short cuts to your favorite programs on the Application Toolbar in PhotoBase. You can then drag a desired file from the album to the application's icon on the toolbar to launch the program along with the file. Simply right click with your mouse on the lower tool bar to add an application.

PhotoBase also supports drag and drop capabilities to use your images with many document and presentation programs. Select the image with the right mouse button and while holding down on the button, drag the image to your destination program.

Create Slide Shows

PhotoBase can play a Slide Show of your entire album, or a group of files in your album. Options include adding an audio soundtrack or attached audio files to create a multimedia presentation. The third description field for each image will also be displayed with each image. Add effects to create transitions between images and Auto-Loop for continuous play of the selected album.

The Create Slide Show icon provides options to create a Slide Show presentation of your images. Create a portable Slide Show that can sent to others on CD, floppy, or other removable media.

Using Image Information Effectively

The text you type into the Information fields has multiple uses so it's important to understand them to get the most out of PhotoBase.

The information is useful for finding specific kinds of images. The Search command in the Image menu allows you to search among all or selected albums for a specific word. PhotoBase search results can be included in a new or an existing album.

MENU COMMANDS

PhotoBase utilizes simple menu commands to aid in creating your image albums:

1. Album Menu
2. Edit Menu
3. View Menu
4. Image Menu

Album Menu

The Album menu contains commands for manipulating and managing albums:

New

This command creates a new empty photo album. You may add images to this album from other albums or from any selected source.

Open

This command allows the user to open an available album.
To use the Open command:
Once the Open dialog box appears, click on an album from the list then click OK. To exit without making a selection, click Cancel. This function may also be done from the tool bar using the pull down menu next to Album:

Rename

This command allows the user to rename the current album.
To use the Rename command:
Once the Rename dialog box appears, type in the new name for album then click OK. To exit without renaming, click Cancel.

Duplicate

This command allows user to create a duplicate of the current album to create a backup or modify an existing album.
To use the Duplicate command:
When the Duplicate dialog window appears, type in a new name for the duplicate album. Choose a new and unique name for the duplicate album.

Move To

This command moves ALL image or sound files associated with the current album from the current drive(s) to a new destination/directory. This feature can be used to free available hard disk space by moving files to an external storage device. By moving images with this feature, PhotoBase will still be able to find the images.
To use the Move To command:
In the window, enter a new directory or click Browse to select path. Once path is selected in the browser, be sure to choose Select to confirm destination. Next, select Move in the Move To window. Note: the image files associated to the current album will be removed from their current locations when this command starts.

Properties

This command displays the current albums Properties in a pop-up window. The Properties information includes: the Filename/Directory where the album file is located, the number of Thumbnails in the album, the file size of the album, and the album description if available.

New Album Window

This command opens other albums (new or existing) in a new window. Use this feature to combine or move images or audio to/from different albums or to work with multiple open albums simultaneously.
To use the New Album Window command:

When pop-up window opens, choose an album and select OK.

Save Album

This command saves changes to the active album.

Print

This command provides the controls for the Print options. There are many options available for creating custom printed pages of selected images or the entire album.
Select the Print command.

Choose from the following options:

Print Context:
All Thumbnails: This will print every image included in the active album.

Selected Thumbnails: This will print only the thumbnails that you have selected in the active album.

1) To select an image, click on the image once with your left mouse button.

2) To select multiple sequential images, depress the shift key while selecting images.

3) To select multiple non-sequential images, depress the control key while selecting images.

Range: This will print images using the number assigned to each image in the album. In From specify the first image by this number and In To specify the last image of the range to be printed.

Header: Type in a name or description to include a header at the top of the album page. If no text is included, the header will print blank.

Print Quality: Select Low Quality for faster printing when low resolution is preferred. For best results, use low quality with Small Print Size only. Select High Quality for the best color and sharpness of your images.

Print Size: Small will print images in the thumbnail size for the maximum number of images per page. Up to (16) images can be printed on a 8.5x11" size paper.

Medium will print larger images. Up to nine images can be printed on a 8.5x11" size paper. Use High Print Quality with Medium size images for best results.

Large will print the maximum size with up to four images per 8.5x11" size paper. Use High Print Quality with Large size images for best results.

Choose to include the following options by clicking on

the check box. To disable, click on it again and remove the check from the check box.

Print Description Text: prints the information included in the three description fields for each image. The descriptions will print beneath each image. Disable Description text and the image will center to fill the frame without descriptions.

Print Uniform Image Size: centers and crops the images to fit a uniform print size for all of the images regardless of the original picture format. This will create a unified look for the entire album. Disable to print the images with the aspect ratio of each image.

Print Page Number: prints page numbers at the bottom center of each page. Disable to print without page numbers.

Print Multimedia: Thumbnails: prints thumbnails of all file formats included in an album. Disable to print only the image files such as JPG, BMP, TIFF, etc...

Border Options, Print Frame: Select the check box to print a frame around each image.

Print Background: Select the check box to add a background (or matte) to the frame for each image.

Select a Frame and Background: Drag the slider to view the selections of frames and backgrounds to be printed. Select the desired frame and/or background using the left mouse button and the frame/background will appear pushed in to show that it is selected.

Print Preview: shows a preview of your print selection.

Print: prints the current selection with the enabled options.

Cancel: to exit without printing.

Print Setup
This command chooses which printer to use, paper size, orientation, portrait/landscape layout, etc...

Slide Show
This command runs a full screen Slide Show presentation of an existing album.
To use the Slide Show command:

Choose to turn on or off:

1) Auto-loops: provides a continuous playing loop of slide show

2) Effects for a transition between each image displayed

3) Slide Show (#) Seconds sets the amount of time each image is displayed on the screen

4) Press ESC to end the slide show

Note: Slide Show will play JPG, BMP, TIFF, TGA, PCD, PCX and GIF files. All other files will not play or be skipped over in the album sequence.

Field Label
This command modifies the naming of the description labels for the thumbnails. Customize your album for many applications such as name, date, location, price, part number, etc... Change these descriptions as needed. *Note: Opening an album created with different field names will not change the field names, this must be manually changed as needed.*
To use the Field Label command:
Enter new label for field in space provided, up to fifteen characters per Field.

Setup Applications
This feature allows you to add your favorite applications to the lower tool bar in PhotoBase. You can then drag a desired image to the applications graphic icon and launch the program along with the image file. Compatible applications include many popular programs, but be aware of the file formats that are compatible with each program to make sure your image will open properly.
To add an application, you may double click with your left mouse button on the bottom tool bar or select Setup Application from the Album menu.

Select Application:

With your left mouse button, press on the Select Application button and using the browser, find the executable file for the application you wish to add. For a demonstration of this feature, select the Microsoft Paint program included with Windows located in your Program Files directory in the Accessories Sub-directory.

Name: Type in a name for the Application.

Add Application: Select add application and a program icon will now be created in PhotoBase.

Remove Application: To change an application, simply use the left mouse button and select the icon. This will open the setup application dialog and you may change or remove the application.

Tips: Drag your image to the icon and PhotoBase will launch the assigned application along with the selected image. A right mouse click on an icon will launch the desired program without an image.

Exit
This command closes the current PhotoBase window.

EDIT MENU

The Edit menu contains commands for editing album images:

Cut

This command removes the selected image from the current album and places it on the Clipboard. The image can be Pasted into a new album or into a compatible program.
To use the Cut command:

Select a thumbnail, and then click the cut command from the Edit menu.

See Related topics:
Copying Selections
Pasting Selections

Copy

This command copies the selected image in the album and places it on the Clipboard. The original image is not changed. Copy images to new album or to a compatible program.
To use the Copy command:
Select a thumbnail, and then click the copy command from the Edit menu.

Related topics:
Cutting Selections
Pasting Selections

Paste

This command pastes images from the Clipboard into the current album or into other compatible programs.
To use the Paste command:

Select a location or a new album, and then click the paste command from the Edit menu.

See Related topics:
Cutting Selections
Copying Selections

Delete

This command removes the selected thumbnail images from the album. It is important to note that the user has the option of removing only the thumbnails in the album or removing both the image file and thumbnails. Removing the image file is permanent and will not be recoverable.
To use the Delete command:

Select a thumbnail(s), and then click the delete command from the Edit menu.

Note: The Delete command is not available if there is no selected images in the album.

Sort

This command will sort the current album in a selected manner.
To use the Sort command:
Click the Sort command from the Edit menu. Choose from the following sort options:

1) Name– by the file name.

2) Type– by the file type or extension (.BMP, .JPG, .TIF, etc.).

3) Size– by the size of the file.

4) Date– by the date the file was created.

5) Description– By the first number/letter in the Description field (or Field Label 3).

6) Reverse–sort in reverse order any of the above selections.

■ Add Image

This command adds a new image to the album.

To use the Add Image command:

Click the Add Image command from the Edit menu. Choose the source/directory. Highlight the selection, and click to add.

Note: Image file types include many popular digital formats. Open the Files of Type pull down list at the bottom of the Add image dialog box to find unlisted file types. To select a file type not included in the list, scroll down the list to All files. This will allow any file type to be inserted in the album.

Tip: The purpose of this feature is to include all text and database files associated with image files in an album.

■ TWAIN Acquire

This command allows you to get digital images through a selected TWAIN device.

To use the Acquire command:
Select Acquire, a dialog box appears for choosing a device, and then it's TWAIN interface dialog box appears with options that apply to your devices.

■ Capture

This feature will allow you to capture still images and video clips by using your installed Video for Windows compatible source, or a sound clip by using your sound card. Compatible hardware includes most desktop cameras, video capture cards/adapters and digital cameras. Check with your device manufacturer if you are unsure of compatibility.

1) To Capture a still image: Use the right mouse button and select Get Image.

Possible Options:
Get Image: performs a still image capture of the currently displayed video image.

Edit Image: opens the edit window and provide tools for adjusting your captured image.

Save Image: specifies the location and file type you wish to use to save the captured image. If you do not select Save Image, the image will be automatically deleted.

2) To capture a video clip with sound: Use the right mouse button and select Get Video. Make sure the audio source is attached to the input of the sound card.

Possible Options:
Get Video: PhotoBase will begin capturing, press your computer's escape key to end the capture.

Play Back: plays back the captured clip.

Save Video: provides you with a browser to save your captured clip to any desired location. PhotoBase automatically saves images in the AVI format and will create an image icon in the current album. If you do not select Save Video, the clip will be automatically deleted.

Other Options:

Driver Options
Driver List: provides a pull down menu with all drivers currently loaded on your system for capture. If you do not see your driver in this menu, refer to your appropriate hardware manual for proper installation.

Format: provides video format options available for your specific video hardware.

Source: displays additional options specific to your hardware.

Display: allows you to adjust the capture preview video display.

Video Capture Options: refer to your video hardware instruction manual for details on these settings:

Frame Rate: how many frames per second of video (hardware dependent).

Video Buffer: how many video frames to buffer (hardware dependent).

Set Compression: the type and degree of compression for your video capture (hardware dependent).

Audio Capture Options: refer to your audio hardware instruction manual for details on these settings

Capture Audio: enable this feature if you wish to record audio with your video using Windows compliant audio capture devices.

Set Audio: opens audio settings for your audio capture hardware.

Download Image
This command copies image files from your camera to PhotoBase.

To use the Download Image command:

Select the correct Serial port and download speed for your system from the Options For RDC-4300 dialog then click on OK.

The Download Image dialog will appear. A preview of the current image is displayed in the upper right of the dialog. If you'd like to download this image click on the Current Frame checkbox just below the preview image. Use the arrow buttons (<< and >>) to see the other images currently stored in the camera. Use the Current Frame checkbox to select any other images to be downloaded. The Select All button can also be used to download all images currently stored in the camera. The location to download images to can be changed by clicking on Browse. Images are not deleted from the camera when downloaded. When the desired images are selected click on OK to

proceed with downloading the images to PhotoBase.
Note: Images which have a sound annotation recorded by the RDC-4300 are noted in the album by a music note in the upper right hand corner of the thumbnail. To play the attached audio, simply select the thumbnail image containing the attached audio and right-click with your mouse. A menu will appear providing options for playback, detaching sounds and attaching sounds.

Upload Image
This command copies image files from PhotoBase to your camera.

IMPORTANT NOTE: The image upload to camera functions of DU-4 and PhotoBase will support ONLY sound that has been captured with your RDC-4300 camera

To use the Upload Image command:
The Upload Image dialog will appear. A preview of the current image is displayed in the upper right of the dialog. If you'd like to upload this image click on the Current Frame checkbox just below the preview image. Use the arrow buttons (<< and >>) to see the other images currently selected in PhotoBase. Use the Current Frame checkbox to select any other images to be uploaded. The Select All button can also be used to upload all images currently selected in PhotoBase. Images are not deleted from the PhotoBase when uploaded.

When the desired images are selected click on Upload To Camera to proceed with uploading the images to the camera. Select the correct Serial port and speed for your system from the Options For RDC-4300 dialog then click on OK.

If you have a Smart Media reader you can use Copy To Disk to upload to the media instead of uploading to the camera.

Auto Enhance
This command performs several modifications to images that tend to improve the quality of digital camera images. From the preview, you will have the option to keep or cancel the Auto Enhance changes.

VIEW MENU

The View menu contains commands for managing the PhotoBase work space, and shows information about the status of images.

Status Bar

This command will show or hide the Status Bar. A check mark is displayed next to this option when the Status Bar is active.

IMAGE MENU

The Image menu contains commands for:

Search

This command allows the user to search for a specific image in selected albums. The search result can be stored in a new album or in an existing album.

To use the Search command:

When you are in the Search dialog box, choose the album(s) you want to search from, and then choose an album that you would like to store the images in. You can refine your search to a specific Field or Filename by de-selecting any of the search field options.

Make Slide Show

This command allows the user to create a portable slide show disk (floppy, CD, removable storage or any hard drive) based on selected images from any album. By using this command, one can create a disk that contains the image player and all images selected for the slide show. This allows one to create a truly portable slide show.

There are two ways to make a slide show:

1. Select the images in your album that you want to include in your slide show and then select the Make Slide Show command. Then choose a destination drive floppy, hard drive, external storage device, etc. Once destination is chosen, select copy to begin making your slide show.

2. Select the Make Slide Show command, choose images from the Thumbnail List for your slide show. Then choose destination floppy, hard drive, external storage device, etc. Once destination is chosen select copy to begin making your slide show.

Tip: PhotoBase will display the memory requirements for the selected images and the available space on your destination disk. Before selecting copy, confirm that your destination disk contains enough disk space.

Create Copy

This command will copy all selected images to a new location.

To use the Create Copy command:
When window appears, choose the destination directory for the selected image(s). Once destination is chosen be sure to click select in the path window to confirm selection.

Send

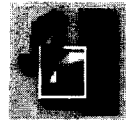This command sends an e-mail message with the active image as an attached file.

Send will automatically look for a MAPI compliant e-mail program on your system. In the event that your e-mail program is not MAPI compliant, use the normal file attachment procedures supplied from your e-mail provider.

To use the Send command:

Select the image thumbnail, whose file needs to be sent as an attachment, and then choose Image/Send.

TOOLS

You can access some of the frequently used commands through Tool buttons.

Add Image Tool
This tool adds a new image to the album.

To use the Add Image tool: Click on the tool button. Choose the source/directory. Highlight the selection, and click to add.

Note: Image file types include many popular digital formats. Open the Files of Type pull down list at the bottom of the Add Image dialog box to find unlisted file types. To select a file type not included in the list, scroll down the list to All files. This will allow any file type to be inserted in the album.

Tip: The purpose of this feature is to include all text and database files associated with image files in an album.

Download Image Tool
This tool copies image and audio files from your camera to PhotoBase.

To use the Download Image Tool: Click on the Download Image Tool. Select the correct Serial port and download speed for your system from the Options For RDC-4300 dialog then click on OK.

The Download Image dialog will appear. A preview of the current image is displayed in the upper right of the dialog. If you'd like to download this image click on the Current Frame checkbox just below the preview image. Use the arrow buttons (<< and >>) to see the other images currently stored in the camera. Use the Current Frame checkbox to select any other images to be downloaded. The Select All button can also be used to download all images currently stored in the camera. The location to download images to can be changed by clicking on Browse. Images are not deleted from the camera when downloaded. When the desired images are selected click on OK to proceed with downloading the images to PhotoBase.

Upload Image Tool
This tool copies image and RDC-4300 audio files from PhotoBase to your camera.

IMPORTANT NOTE: The image upload to camera functions of DU-4 and PhotoBase will support ONLY sound that has been captured with your RDC-4300 camera.

To use the Upload Image tool:
Click on the Upload Image Tool. The Upload Image dialog will appear. A preview of the current image is displayed in the upper right of the dialog. If you'd like to upload this image click on the Current Frame check box just below the preview image. Use the arrow buttons (<< and >>) to see the other images currently selected in PhotoBase. Use the Current Frame checkbox to select any other images to be uploaded. The Select All button can also be used to upload all images currently selected in PhotoBase. Images are not deleted from the PhotoBase when uploaded.
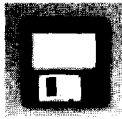
When the desired images are selected, click on Upload To Camera to proceed with uploading the images to the camera. Select the correct Serial port and speed for your system from the Options For RDC-4300 dialog then click on OK.

If you have a Smart Media reader you can use Copy To Disk to upload to the media instead of uploading to the camera.

Auto EnhanceTool

Click on this tool to automatically perform several modifications to images that tend to improve the quality of digital camera images. From the preview, you will have the option to keep or cancel the Auto Enhance changes.

Save Album Tool

This tool saves changes to the active album.

Print Tool

This tool provides the controls for the Print options. There are many options available for creating custom printed pages of selected images or the entire album. Please see Section I, Menu Commands for more information.

Sort Tool

This tool will sort the current album in a selected manner. To use the Sort command:
Click the Sort Tool. Choose from the following sort options:

1) Name - by the file name

2) Type - by the file type or extension (.BMP, .JPG, .TIF, etc.)

3) Size - by the size of the file.

4) Date - by the date the file was created.

5) Description - by the first number/letter in the Description field (or Field Label 3)

6) Reverse - sort in reverse order any of the above selections.

Delete Tool

This tool removes the selected thumbnail images from the album. It is important to note that the user has the option of removing only the thumbnails in the album or removing both the image file and thumbnails. Removing the image file is permanent and will not be recoverable.

To use the Delete tool:

Select a thumbnail(s), and then click the Delete Tool.

Note: The Delete command is not available if there is no selected images in the album.

Make Slide Show Tool

This tool allows users to create a portable slide show disk (floppy, CD, removable storage or any hard drive) based on selected images from any album. By using this command, one can create a disk that contains the image player and all images selected for the slide show. This allows one to create a truly portable slide show.

There are two ways to make a slide show using this tool:

1. Select the images in your album that you want to include in your slide show and then click the Make Slide Show tool. Then choose a destination drive floppy, hard drive, external storage device, etc. Once destination is chosen, select copy to begin making your slide show.

2. Select the Make Slide Show tool, choose images from the Thumbnail List for your slide show. Then choose destination floppy, hard drive, external storage device, etc. Once destination is chosen, select copy to begin making your slide show.

Tip: PhotoBase will display the memory requirements for the selected images and the available space on your destination disk. Before selecting copy, confirm that your destination disk contains enough disk space.

AUDIO COMMANDS

Playing Back Audio Files From Within An Album

Audio files without attached images are noted in the album as a pair of headphones. To play back an audio file, simply double-click on the thumbnail of the audio file.

Images With Attached Audio

Note: Images which have a sound annotation recorded by the RDC-4300 are noted in the album after downloading by a music note in the upper right hand corner of the thumbnail. To play the attached audio, simply select the thumbnail image containing the attached audio and right-click with your mouse. A menu will appear providing options for playback, detaching sounds and attaching sounds:

Attach Audio
Select this command to attach an existing .WAV file to an image file for later playback.

Play Attached Audio
This command plays any .WAV file attached to the currently selected image file.

Detach Audio
Removes the audio currently attached to the file. (The .WAV file is not deleted from the disk, only detached from the image file.)

ADVANCED FEATURES
Work With Other Image Applications Directly
You can add short cuts to your favorite applications to the lower tool bar in PhotoBase. You can then drag a desired image to the application's graphic Icon and launch the program along with the image file. Compatible applications include many popular programs, but be aware of the file formats that are compatible with each program to make sure your image will open properly.

To Add An application:
You may double click with your left mouse button on the bottom tool bar or select Setup Application from the Album menu.

Select Application:
With your left mouse button, press on the Select Application button and using the browser, find the executable file for the application you wish to add. For a demonstration of this feature, select the Microsoft Paint program included with Windows located in your Program Files directory in the Accessories Sub-directory.

Name:
Type in a name for the Application.

Add Application:
Select add application and a program icon will now be created in PhotoBase.

Remove Application:
To change an application, simply use the left mouse button and select the icon. This will open the setup application dialog and you may change or remove the application.

Tips: Drag your image to the icon and PhotoBase will launch the assigned application along with the selected image. A right mouse click on an icon will launch the selected program without an image.

Drag and Drop (to move or Insert Image):
Holding down on the left mouse button on an image will allow you to drag an image(s) to another album or location within the current album. Releasing the left button will insert the image(s) to the new location.

This feature can be used to organize a Slide Show presentation or Printed Album.

Drag and Drop to move or insert an image in another application:
Drag and Drop can also be used to insert an image in

compatible programs such as Microsoft Office and many other programs. This feature will only move one image per "drag" selection. The selected program must support file insertion for the selected file type!

Right click on an image to open the image editing functions:

Edit:	to open the image to view and alter the image file.
Cut:	to move the image to a new album or application.
Copy:	to Copy the image to a new album.
Paste:	to Paste the image to a new album.
Attach Audio:	to link a .WAV file to the selected image file
Play Attached Audio:	to play a .WAV file linked to the selected image file
Refresh:	to update the Thumbnail image with any changes made to the image file.

View Image Full Size (Open File)
Double click on any image with your left mouse button to view the image full size. If the image file type is not supported by PhotoBase, the image will open with the associated Windows program used to create the file. For example, a .wri write file will open with WordPad.

Short Cuts
Using Windows Explorer, you may create a short cut on your desktop to as many albums as you like. This will allow you to open a specific album directly from your desktop. Simply select using the right mouse button any *.phb file in the PhotoBase Album directory, hold down the right mouse button and drag the album file to your desktop to create a short cut.

Use Of ALL File Types In PhotoBase
Multimedia Image file types include many popular digital formats. PhotoBase also supports non-multimedia file types to include all text and database files associated with image files in an album.

Tip: Internet animated GIF and HTML pages can be archived and documented for future locating using the search feature. Files can be organized and opened with any browser.

To add a non-image file type, at the bottom of the Add Image dialog box, open the **Files of Type** pull down list to find **unlisted file** types. Scroll down the list to **All files.** This will allow any file type to be inserted in the album.

CUSTOMER SUPPORT
Getting Help! For problems with PhotoBase software, refer to the software application's Online Help first. Online Help is available in PhotoBase by pressing the F1 key or from the Help menu.

Visit ArcSoft at http://www.arcsoft.com for information on updates and upgrades.