

# User Guide

(Updated 2002)



**ACD**  
**mPower**™  
Multimedia **Tools**



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## ACD Systems at the hub of Digital Imaging

Based in Victoria, British Columbia, Canada, ACD Systems designs, develops and markets digital imaging and corporate communications software that meets the needs of home and professional users. Millions of consumers and more than 33,000 corporate clients use our flagship product ACDSee. To serve our global customers well, our Web content is available in 12 languages along with many of our products for PC and Macintosh.

ACD Systems continues to capitalize on the explosive growth in the use of digital images via cameras, scanners, PDAs and the Internet. We have strong strategic alliances with value added resellers (VARs), original equipment manufacturers (OEMs), retailers, software publishers and distributors throughout North America and worldwide. Plus, our unique platform model and Software Development Kit (SDK) lets third parties offer their own imaging solutions through our software.

# 1

## Chapter 1

# Welcome to ACD mPower Tools

ACD mPower Tools™ is a multimedia viewer and player for Windows® Explorer™ that includes a small browser with shortcut buttons to commonly used tools.

ACD mPower Tools runs automatically in the background – every time you right-click an image, sound, or video file in Windows Explorer, ACD mPower Tools displays a preview of the file and provides access to an assortment of media tools and features. You can create a slide show, set the desktop wallpaper, convert, resize, rotate, or change the exposure of your images, right from the shortcut menu.

ACD mPower Tools also includes a thumbnail browser and organizer called the MediaBar. With the MediaBar, you can browse through folders of thumbnails, search directory trees for specific files, access the ACD database options, and use the shortcut menu to apply any of the image tools and features. The MediaBar can also function as a desktop toolbar, hidden away while you're working with other applications, but easily accessible whenever you need it.



## Getting started

This section guides you through the installation process and provides you with information about minimum system requirements, installing, uninstalling, and starting ACD mPower Tools.

### Minimum system requirements

To browse and view your images with ACD mPower Tools, it is necessary that your system include the following components:

#### Hardware

- Pentium class processor
- 64 MB RAM
- 30 MB free hard disk drive space

#### Software

- MS Windows 98, ME, NT 4.0 Service Pack 6, 2000, XP (for non-English Operating Systems, MS Windows 98 Second Edition is the minimum requirement)
- Microsoft® Internet Explorer 4.0.2
- 256-color or higher display adapter
- GhostScript 7.0 - for Adobe PDF support
- DirectX 8.0
- QuickTime™ 6.0

For improved performance, we recommend a system that exceeds these requirements.

### Installing and uninstalling

You can install from a CD or an executable downloaded from the Internet.

#### To install ACD mPower Tools from a CD-ROM:

1. Insert the CD into the CD-ROM drive.
2. Click the Start button and click Run | Browse.
3. Select the CD drive in the Look in drop-down box.
4. Select Setup.exe.
5. Click Open.
6. Click OK to run the installation. Follow the instructions in the Install wizard.

**To install mPower Tools from an executable file:**

1. Double-click the executable file.
2. Click **Next** to start the install process. Follow the instructions in the Install wizard.

**To uninstall mPower Tools from your system:**

1. From the Start menu, click **Settings | Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Select **ACD mPower Tools**.
4. Click **Remove**. Follow the instructions in the Uninstall wizard.

After you install ACDmPower Tools on your computer, an application icon is placed on the desktop and in the Start menu.

## Starting ACD mPower Tools

ACD mPower Tools runs automatically in the Windows background. Every time you right-click a file in Windows Explorer, ACD mPower Tools displays a preview of the file along with drop-down lists that contain features and tools.

### Starting the ACD mPower Tools MediaBar

When you install ACD mPower Tools, an icon is displayed on the desktop and in the Start menu to open the MediaBar. With the MediaBar, you can browse a folder of image thumbnails, search your files, and edit your images.

**To start the MediaBar, do one of the following:**

1. Double-click the **ACD mPower Tools** icon on the desktop.
2. Click **Start | Programs | ACD Systems**, and select **ACD mPower Tools**.

**To start the MediaBar every time you start Windows:**

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. On the **General** tabbed page, select **Launch on windows startup**.
3. Click **OK**.

## Starting the MediaBar from the Taskbar Notification area

You can configure the ACD mPower Tools to run in the Taskbar Notification area after you close the MediaBar.

### To run the MediaBar from the Taskbar Notification area:

1. Right-click the **ACD mPower Tools** icon in the Taskbar Notification area.
2. Click **MediaBar Options**.
3. Select **Continue to run in Taskbar Notification area when closed**.
4. Click **OK**.

### To open the MediaBar from the Taskbar Notification area, do the following:

Double-click the **ACD mPower Tools** icon.

# 2

## Chapter 2

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# Learning the Basics

The ACD mPower Tools user interface includes three components: the Windows Explorer shell extension, the Viewer, and the MediaBar.

### Windows Explorer shell extension

ACD mPower Tools provides an add-on to the Windows Explorer shortcut menu. When you right-click a file, you can see a preview of your image or media file, along with drop-down menus to tools such as resize, rotate and exposure. With ACD mPower Tools, you can add audio to an image, set the desktop wallpaper or start a slide show.



## Viewer

You can view full size images in the ACD mPower Tools Viewer, or zoom them in or out to fit your screen.



## MediaBar

You can browse a folder of images in the MediaBar, and access tools and features through convenient shortcut buttons. The MediaBar functions as a normal window application, or as a "docked" toolbar, providing easy access to your image and media files.



## About the Folders pane

The Folders pane includes a folder tree of all of the folders on your computer, similar to Windows Explorer. Clicking a folder in the Folders pane displays the contents of that folder in the MediaBar.



### To open the Folders pane:

Click the **Folders** button in the MediaBar shortcut toolbar.



When the MediaBar is docked, the Folders pane is set to automatically close when you select a folder. If you want to browse through multiple folders, click the Disable auto hide button in the upper right corner of the Folders pane. For more information about setting auto hide options, see "Customizing the MediaBar" on page 13.



Disable auto hide button

## About Albums and Favorites

The Albums and Favorites features are included for users who also have ACDSee installed on their system. If you do not have ACDSee 5.0, the Albums and Favorites features are automatically disabled.












Albums are a useful way of organizing and viewing your image collection. Rather than having to sort through a list of files that include non-image files, all your images are contained within the album. Albums contain shortcuts to images that are located on your hard disk drive. You can use the mPower Tools MediaBar to browse through the Albums, and the tools in the shortcut menu to adjust or alter the images.

In ACDSee, you can add shortcuts of files, folders, and even applications that you use frequently to the Favorites tabbed page. Then, instead of having to search for a specific file, you can access it quickly in the Favorites tabbed page. You can use the mPower Tools MediaBar to access and browse through your Favorites folder.

Albums and Favorites must be created in ACDSee before you can view or edit them with mPower Tools.

## MediaBar shortcut buttons

The MediaBar includes shortcut buttons to commonly used features and tools.

	<b>Folders</b>	Opens the Folders pane
	<b>Albums</b>	Opens the Albums pane, or you can click the drop-down arrow to select recently accessed albums
	<b>Favorites</b>	Opens the Favorites pane, or you can click the drop-down arrow to select a favorite folder
	<b>Search</b>	Opens the Search dialog box
	<b>Back</b>	Moves back one folder
	<b>Forward</b>	Moves forward one folder
	<b>Up</b>	Moves up one directory
	<b>Thumbnail Zoom</b>	Displays a list of available thumbnail sizes and opens the MediaBar Options dialog box
	<b>Media Tools</b>	Displays a list of media tools and available plug-ins
	<b>ACD InTouch</b>	Connects to the ACD InTouch service
	<b>Help</b>	Opens the Help file

# 3

## Chapter 3

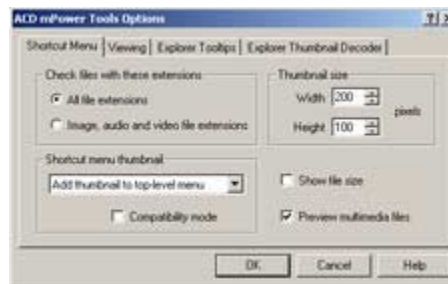
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# Personalizing ACD mPower Tools

You can configure the way mPower Tools components run on your computer to suit your own personal preferences.

With the ACD mPower Tools Options, you can customize the columns, tooltips, and shortcut menu in Windows Explorer, and change the way mPower Tools handles files of different types.

You can also use the mPower Tools Options dialog box to change the appearance of the Viewer, and specify how you want to view your images.



With the MediaBar Options, you can customize the appearance and behavior of the MediaBar, and set the default start folder and hot key.



## Customizing mPower Tools in Windows Explorer

You can customize the way in which ACD mPower Tools works with Windows Explorer to help organize and sort your images and multimedia files.

### Adding columns to Windows Explorer

In Details mode, Windows Explorer displays file information (such as file size and type) in columns to the right of the file name. With mPower Tools, you can add columns to the Details mode, and sort your files according to other criteria, such as metadata, database information, or image dimensions.

#### To add a column to Windows Explorer:

1. In Windows Explorer, click **View | Details** to change to Details mode.
2. Click **View | Choose Columns**.
3. In the Column Settings dialog box, select the columns you want to display. mPower Tools columns are prefaced with ACD.
4. Click **OK**.



The mPower Tools columns feature is not supported in Windows® 98.

### Customizing the shortcut menu

You can adjust the way mPower Tools interacts with the shortcut menu in Windows Explorer by changing the options in the ACD mPower Tools Options dialog box.

#### To change the Windows Explorer shortcut menu options:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **ACD mPower Tools Options**.
2. On the Shortcut Menu tabbed page, select or change the shortcut menu options.
3. Click **OK**.

#### Shortcut menu options

##### Check files with these extensions

Select one of the following options to specify how mPower Tools applies the Media Tools, such as Rename or Convert, when you have selected multiple files:

- *All file extensions*: This option applies Media Tools to all selected files.

- *Image, audio and video files:* This option compares the file formats of any selected files against the list of available plug-ins. mPower Tools does not attempt to apply Media Tools to any selected files that are not supported by an active plug-in.

#### Shortcut menu thumbnail

Select one of the options from the drop-down list to determine how mPower Tools displays media thumbnails in the shortcut menu:

- *No thumbnail:* This option suppresses the display of thumbnails in the Windows Explorer shortcut menu.
- *Add thumbnail to top level menu:* This option displays thumbnails whenever you right-click a media file.
- *Add thumbnail to sub-menu:* This option displays thumbnails in the ACD mPower Tools sub-menu.

**Compatibility mode** Select this option if your computer is having difficulty displaying certain image types or the performance is adversely affected.

**Thumbnail size** Type a number or use the arrows to specify a size for the thumbnail displayed in the shortcut menu.

**Show file size** Select this option if you want mPower Tools to display the size of the file in the shortcut menu.

**Preview multimedia files** Select this option if you want to preview audio and video files in the shortcut menu.



These options also apply to the shortcut menu in the MediaBar.

## Displaying tooltips in Windows Explorer

You can adjust the amount and type of information displayed by the tooltips in Windows Explorer by changing the options in the ACD mPower Tools Options dialog box.

#### To set the tooltips options in Windows Explorer:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **ACD mPower Tools Options**.
2. In the ACD mPower Tools Options dialog box, select the **Explorer Tooltips** tab.

3. Select the information you want mPower Tools to display in the tooltips.
4. Click **OK**.



These options do not affect the tooltips in the MediaBar.

## Customizing the MediaBar

You can customize the appearance and behavior of the MediaBar to suit your own preferences in several ways. You can set the MediaBar to act like a toolbar on the edge of the screen, and set it to hide itself whenever you're using another application, or specify a hot key to control it yourself. You can also change the type of information and the manner in which it is displayed, and set the default start folder and viewing application.



To customize the appearance and behavior of the shortcut menu in the MediaBar, adjust the options in the ACD mPower Tools Options dialog box. For more information, see "Customizing the shortcut menu" on page 11.

## Docking and hiding the MediaBar

You can anchor, or dock, the MediaBar against one edge of your desktop and automatically hide the MediaBar whenever you're not using it.

### To dock the MediaBar:

Click the title bar of the MediaBar window and drag it to the edge of your desktop.



When the MediaBar is docked but not in auto-hide mode, it may rearrange your desktop icons. This is to prevent the icons from being obscured by the MediaBar.

### To hide the MediaBar:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and click **MediaBar Options**.
2. On the General tabbed page, select one or both of the following check boxes:
  - *Always on top when docked*: This option displays the MediaBar on top of whatever applications or windows you are using.

- *Enable auto hide when docked:* This option hides the MediaBar whenever you move the mouse pointer away from it. To display the MediaBar when it is hidden, move your mouse pointer against the edge of the screen where the MediaBar is hidden.
3. Click **OK**.

#### **To return the MediaBar to Window mode:**

Click the title bar of the MediaBar and drag it toward the center of your desktop.

### **Setting the MediaBar hot key**

You can set a hot key that will show or hide the MediaBar whenever mPower Tools is active. The default setting is Ctrl+Shift+L.

#### **To set a hot key to show or hide the MediaBar:**

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. Select the **Hot Key** tab.
3. Select the **Enable hot key** check box.
4. In the Show/Hide area, click the text field.
5. Press the key or combination of keys you want to use as a hot key.
6. Click **OK**.

### **Setting the default start folder**

You can set the MediaBar to open the same folder each time you start the application, or to open the folder you were browsing the last time you closed mPower Tools.

#### **To set the default start folder:**

1. In the Taskbar Notification area, right click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. Select the **General** tab, and select one of the following options:
  - *Folder from last session:* This option starts in the folder you were last browsing with the MediaBar.
  - *Specific folder:* This option opens the same folder each time you start mPower Tools. Click the **Browse** button to specify the folder.
3. Click **OK**.

## Setting the default viewing application

ACD mPower Tools includes an image and multimedia Viewer that displays your image files in actual size, or according to your specifications. If you also have ACDSee on your system, you can set the MediaBar to launch ACDSee, or the default Windows application, when you double-click a thumbnail.

### To specify how the MediaBar opens files:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. On the General tabbed page, in the Double-click area, click the drop-down arrow and specify what you want the MediaBar to use to open a file when you double-click a thumbnail:
  - *ACDSee Viewer*: This option opens files in ACDSee.
  - *ACD mPower Tools Viewer*: This option opens files in the Viewer.
  - *Windows default application*: This option opens files using whatever application you have specified in the Folder Options dialog box in the Windows Control Panel.
3. Click **OK**.



For more information about viewing multimedia files in the mPower Tools Viewer, see "Using the Viewer" on page 18.

## Adjusting thumbnails in the MediaBar

You can adjust the size of the thumbnails displayed in the MediaBar, specify the file types you want to view, and set folders to show a preview of their contents.

### To change the thumbnail size:

1. In the MediaBar, click the **Thumbnail Settings and Options** button.
2. From the drop-down list, select the size of the thumbnails.

### To specify the files formats displayed in the MediaBar:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. Select the **Thumbnail Display** tab.
3. In the Item Visibility section, select the file types you want the MediaBar to display.
4. Click **OK**.






### To show thumbnails on folders:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. Select the **Thumbnail Display** tab.
3. Select the **Show thumbnails on folders** option.
4. Click **OK**.

### Displaying overlay icons

Overlay icons are small graphics located on the thumbnails in the MediaBar. They identify different characteristics of a file. You can click an overlay icon to view further information related to that file -- for example, when you click the Database icon, the Properties dialog box opens and displays the image's database information. You can choose which overlay icons to display.

Overlay icons include the following:

-  **Sound**
-  **Metadata information**
-  **Database information**
-  **File format**
-  **Shortcut**

### To display overlay icons:

1. In the Taskbar Notification area, right click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. In the MediaBar Options dialog box, select the **Thumbnail Display** tab.
3. Select or clear any of the **Overlay icon** check boxes.
4. Click **OK**.

## Displaying tooltips in the MediaBar

You can adjust the amount and type of information displayed by the tooltips in MediaBar by changing the options in the MediaBar Options dialog box.

### To set the tooltips options in the MediaBar:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and select **MediaBar Options**.
2. In the MediaBar Options dialog box, select the **Thumbnail Tooltip** tab.
3. Select the information you want mPower Tools to display in the tooltips.
4. Click **OK**.



These options do not affect the tooltips displayed in Windows Explorer.

# 4

## Chapter 4

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# Using the Viewer

ACD mPower Tools includes an image and multimedia Viewer that displays your image files in actual size, or according to your specifications.



The Viewer also plays a variety of audio and video file formats. It contains volume control settings, frame export functionality, and adds play, stop, and pause file control features to the Preview pane. The Viewer supports over 30 file formats.

### System requirements for the Viewer

To view your videos and listen to your audio files with the mPower Tools Viewer, your system must include the following components:

- **DirectX 8.0**
- **QuickTime™ 6.0**

## Setting the Viewer options

You can set Viewer options to specify how mPower Tools displays images in the shortcut menu and in the Viewer. Other options specific to the shortcut menu are explained in "Customizing the shortcut menu" on page 11.

### To set the Viewer options:

1. In the Taskbar Notification area, right-click the **ACD mPower Tools** icon and click **ACD mPower Tools Options**.
2. Select the **Viewing** tabbed page.
3. Select or change the Viewer options.
4. Click **OK**.

### Viewer options

#### Quantization/Dithering

Select one of the following options to specify the dithering/quantization method to used for rendering context menu thumbnails and images in the Image Viewer.

- *None*: This option performs no dithering. (64k colors only)
- *Ordered*: This option performs fast dithering.
- *Floyd-Steinberg*: This option performs high-quality dithering. (256 colors only)
- *2-Pass Floyd-Steinberg*: This option performs high-quality dithering and high-quality quantization. (256 colors only)

The Quantization/Dithering option is only available if your screen settings are set to 64k colors or 256 colors in the Windows Display settings.

#### Enable Gamma Correction

Select this option to apply gamma correction to images as they are decoded for display or wallpaper. The gamma correction is not applied to images during printing or file conversion.

- In the Enable gamma correction spin box, type a number from 0.10 to 3.00, or click the arrows to adjust the gamma of the image. A lower value darkens the image and increases the dynamic range of brighter areas. A higher value lightens the image and increases the dynamic range of darker areas. A value of 1.0 is the median value, where correction has no effect.

**Use device-dependent bitmaps**

Select this option to use device-dependent bitmaps for displaying images, previews and thumbnails.

**Device-dependant bitmaps (DDBs)**

- Slower decoding of images.
- Faster displaying, zooming and panning of images.
- More memory required for some images.
- Very large images cannot be displayed.

**Device-independent bitmaps (DIBs)**

- Faster decoding of images.
- Slower displaying, zooming and panning of images.
- Less memory required for some images.
- Images of virtually unlimited size can be displayed.

The magnitude of quantitative differences between DDBs and DIBs varies from system to system. Some systems do not correctly support DIBs due to video driver bugs.

**Disable animations** Select this option to disable the animation of ANI files and animated GIF images.

**Auto-zoom** Select one or more of the following options to specify how the mPower Tools Viewer will resize and display an image based on its dimensions:

- *Shrink image to fit screen:* This option automatically reduces the image size to fit the screen dimensions specified in your desktop display settings. The aspect ratio of the image is maintained.
- *Enlarge image to fit screen:* This option automatically enlarges the image size to fit the screen dimensions specified in your desktop display settings.
- *Zoom to fit resized window:* This option automatically resizes the image to best fit the Viewer window, while maintaining the image's aspect ratio.

The auto-zoom options are not full-screen options; images are sized in a window to meet one of the screen aspects.

**Full-Screen** When this option is selected, all of the images that you view are shown as large as they can fit on the screen while maintaining the aspect ratio of the image. The area outside of the image will be shown as black.

**Show Menu** When this box is selected, the Viewer displays a menu bar.

## Opening audio and video files

You can use the Viewer to view your video files and listen to your audio files.

### To view a video file or listen to an audio file:

1. In Windows Explorer or the MediaBar, right-click an audio or video file.
2. Do one of the following:
  - Click the thumbnail preview.
  - If you have the thumbnail option disabled, or you have set the thumbnail to display on the submenu, click **Play**.

## Setting Play options

You can control how the Viewer handles media files, and select part or all of a video to play. You can also extract frames from a video file and save them as separate images.

### To control the Play options:

1. In the Viewer, click **View | Options**.
2. Select one or both of the following options:
  - *Auto play*: This option plays files as soon as the Media window opens.
  - *Loop*: This option continuously plays files until you click the **Stop** button or close the Viewer.
3. Click **OK**.

## Adjusting the default volume

You can adjust the default volume of the Viewer.

### To adjust the default volume:

1. In the Viewer, click **View | Options**.
2. Drag the **Volume** slider to adjust the volume.
3. Click **OK**.

## Adjusting the speaker balance

You can adjust the speaker balance when viewing and listening to files using the Viewer.

### To adjust the speaker balance:

1. In the Viewer, click **View | Options**.

2. Drag the **Balance** slider to adjust the balance between the left and right speakers.
3. Click **OK**.

### Setting window size and position

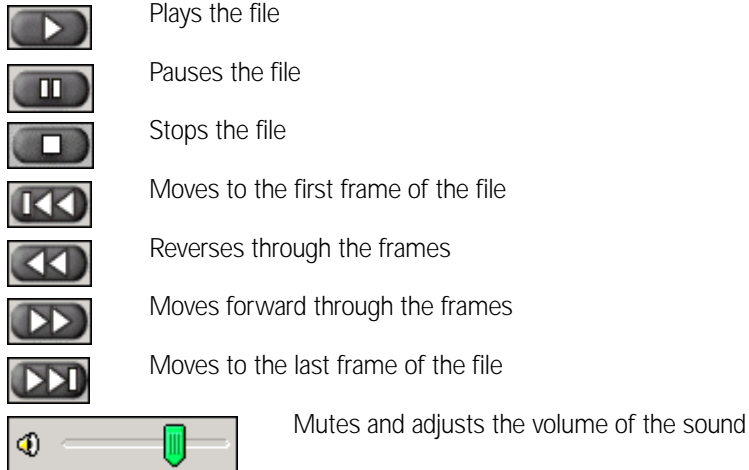
You can change the size and position of the Viewer and then save the changes as the default setting for the next time you view a video or listen to an audio file.

#### To save window size and position:

1. In the Viewer, click **View | Options**.
2. Select one of the following three options:
  - *Full screen*: This option displays the video using the entire screen. To cancel the full screen option, right-click the video and clear the **Full Screen** option.
  - *Always on top*: This option places the Viewer on top of all other applications.
  - *Save window position*: This option saves the position of the Viewer for the next time you view a video or listen to an audio file.
3. Click **OK**.

## About the Play control buttons

The Viewer contains a number of play control buttons that can also be accessed from the Play menu.



## Adjusting the volume while playing a file

You can adjust the volume in the Viewer while playing a file.

### To adjust the volume level:

1. In the Viewer, click **Play | Volume**.
2. Select one of the following three options:
  - **Up**
  - **Down**
  - **Mute**

## Zooming in and out of videos

You can use the Zoom tool to enlarge and reduce the viewable size of your images.

### To zoom in and out of a video:

1. In the Viewer, click **View | Zoom**.
2. Select one of the following:
  - **50%**
  - **100%**
  - **200%**

## Changing the View mode

You can change how the Viewer displays your videos.

### To change the view mode:

1. In the Viewer, click **View**.
2. Select one of the following two options:
  - *Full Screen*: This option displays the video using the entire screen. To cancel the full screen option, right-click the video and clear the **Full Screen** option.
  - *Fit to Window*: This option enlarges or shrinks the video to fit inside the Viewer window.

## Copying a frame to the Clipboard

You can copy a frame of a video and place it on the Clipboard

### To copy a frame to the Clipboard:

In the Viewer, click **Frame | Copy to Clipboard**.

## Selecting part of a video or audio file

You can select part of a video or audio file. After making a selection, you can play the selection or extract the selection of frames and save them as individual images.

### To select part of a file:

Drag the right mouse button along the slider bar. The selected area changes to dark blue.

### To play a selection:

1. In the Viewer, click **Play | Play Selection**.
2. Click the **Play** button. You can also apply all other play controls to the selection.

### To continue playing the entire file:

1. Click **Play**.
2. Clear **Play Selection**.

## Extracting video frames from a file

You can extract frames from video files and save them as still image files.

### To extract a single frame:

1. In the Viewer, click the slider bar to select a frame.
2. Click **Frame | Extract**.
3. In the Extract Current Frame dialog box, select a folder on your hard disk drive to save your file.
4. In the **File name** field, type a file name.
5. Click the **Save as type** drop-down arrow and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **Save**.

### To extract a selection of frames:

1. Select a portion of a video file
2. In the Viewer, click **Frame | Extract Selection**.
3. In the Extracting Frames dialog box, click the **Browse** button.
4. Select a folder on your hard disk drive to save your file, and click **OK**.
5. In the **Filename Template** field, type a filename template to use when saving the images. When you type a Number sign (#), a sequential number is entered in that position when more than one image is saved.
6. Click the **Format** drop-down arrow and select a file format. You can click the **Options** button to select or change any options associated with the file format.
7. Click **OK**.

### To extract all of the frames in a video file:

1. In the Viewer, click **Frame | Extract All**.
2. In the Extracting Frames dialog box, click the **Browse** button.
3. Select a folder on your hard disk drive to save your file, and click **OK**.
4. In the **Filename Template** field, type a filename template to use when saving the images. When you type a Number sign (#), a sequential number is entered in that position when more than one image is saved.
5. Click the **Format** drop-down arrow and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **OK**.

# 5

## Chapter 5

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# Using the Media Tools

ACD mPower Tools includes several tools and features to help you manage, view, and edit your images and media files. You can access these tools in Windows Explorer from the shortcut menu. In the MediaBar, you can click the Media Tools button, or choose from the shortcut menu.



Media Tools button

## Creating a slide show

You can create a slide show of selected images or all the images in a folder.

### To create a slide show from Windows Explorer:

1. Right-click an image or media file.
2. Click **ACD mPower Tools | Slide Show**.
3. In the Slide Show dialog box, select or change the options.
4. Click **Start**.

### To create a slide show from the MediaBar:

1. Right-click an image or media file in the MediaBar.
2. Click **ACD mPower Tools | Slide Show**.
3. In the Slide Show dialog box, select or change the options.
4. Click **Start**.

## Setting the slide show options

In the Slide Show options dialog box, you can set the style, sequence, delay, and other options for your slide show.

### Slide show options

<b>Style</b>	Select one of the following two options to determine the type of slide show: <ul style="list-style-type: none"><li>• <i>Basic slide show</i>: This option displays slides based on the other options you select. It does not use transition effects.</li><li>• <i>Slide show with transition effects</i>: This option displays slides based on the other options you select and uses transition effects. To specify which transition effects to use, click the <b>Configure</b> button, select the desired effects, and click <b>OK</b>.</li></ul>
<b>Images</b>	Click the <b>Images</b> drop-down arrow and select one of the following three options to specify which images to use in the slide show: <ul style="list-style-type: none"><li>• <b>Selected images</b></li><li>• <b>All items in current folder</b></li><li>• <b>All items in current folder and subfolders</b></li></ul>
<b>Sequence</b>	Select one of the following three options to specify the sequence that the slide show displays the images: <ul style="list-style-type: none"><li>• <b>Forward</b></li><li>• <b>Reverse</b></li><li>• <b>Random</b></li></ul> <p>Select the <b>Repeat</b> check box if you want the slide show to repeat once the last image has been displayed.</p>
<b>Delay</b>	Drag the slider or type a value from 0 to 864000000 milliseconds to specify the delay between slides.
<b>Sound</b>	Select the <b>Play audio clips</b> check box to play any audio embedded in the selected images.
<b>Captions</b>	Select the <b>Show text captions</b> check box to add a caption to each image. This option is only available when you select the Slide show with transition effects style. To configure the caption, click the <b>Configure</b> button and select or change the caption options.

## Stopping a slide show

You can stop playing a slide show at any time.

### To stop a slide show:

Press the **Esc** key.

## Renaming files

You can rename files and folders from within Windows Explorer or in the MediaBar.

### To rename a single file or folder:

1. Right-click the image you want to rename and select **ACD mPower Tools | Rename**.
2. In the **Template** field, type a new name. The **Preview** field displays the proposed change.
3. Click **OK**.



You cannot rename a drive or any file on a read-only file system, such as a CD-ROM.

## Renaming a group of files or folders

You can use the Batch Rename tool to rename a group of files or folders using a naming template.

### To rename a group of files or folders:

1. In Windows Explorer or the MediaBar, select more than one file or folder.
2. Right-click your selection and select **ACD mPower Tools | Rename**.
3. In the Batch Rename dialog box, select or change the options.
4. Click **OK**.

## Batch rename options

**Template** Select the **Use template for renaming files** check box if you would like to rename the files using a template. Select one of the following two options to use either numeric or alphabetic characters in the template:

*Use numbers to replace #'s:* This option replaces any number signs (#) in the template name with numeric characters. Click the Start at spin box arrows or type a value to specify the starting number of the sequence.

*Use letters to replace #'s:* This option replaces any number signs (#) in the template name with alphabetic characters. Click the Start at spin box arrows or type a value to specify the starting letter of the sequence.

### Insert Exif Metadata at the cursor position

Click the **Insert Exif Metadata** button and select a metadata option to insert file specific information into each file name.

**Template** Type a name to use for renaming the file names. Using an asterisk (\*) places the original file name in the pattern. Using one or more number signs (#) inserts numeric or alphabetic characters, depending on the which of the above options you selected.

**Filename case** Click the **Filename case** drop-down arrow and select an option for changing the case of the file names or extensions.

**Preview** This option displays a preview of the file name changes.

## Converting an image to another file format

You can convert images to any of mPower Tools' supported image formats. For a complete listing of supported file types, see "Appendix 3: Supported file formats" on page 59.

### To convert an image to another file format:

1. In Windows Explorer or the MediaBar, right-click the image you want to convert and click **ACD mPower Tools | Convert**.
2. In the Image Format Conversion dialog box, select a file format from the **Format** list.
3. Click the **Format Settings** button to select or change any options associated with the selected file format.

4. If you are converting a multiple page image into several images, or several images into a multiple page image, click the **Multi-page Settings** button.
5. Select the **Remove original files** check box if you want the original file removed from your hard disk drive.
6. Click the **Options** button to select or change the **Image Convert** options.
7. Click **OK**.

### Image Convert options

#### File options

Select one of the following two options to specify where to place the converted image:

- *Place modified images in source folder:* This option places the converted image in the same folder as the original image.
- *Place modified images in the following folder:* This option places the converted image in a folder that you can specify. Click the **Browse** button to select a folder.

#### Overwrite existing files

Click the **Overwrite existing files** drop-down arrow and select one of the following four options to determine how mPower Tools should handle overwriting files:

- *Ask:* This option prompts you to confirm when overwriting a file.
- *Skip:* This option cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

#### Preserve last-modified dates

Select the **Preserve last-modified dates** check box if you want mPower Tools to retain the date and time properties of the file.

## Converting an image in the Viewer

You can convert an image to a new file format, type a new file name, and save it to a new location.

### To convert and rename an image from the Viewer:

1. Click **File | Save As**.
2. In the Save Image As dialog box, do one or more of the following:
  - In the **Save in** field, select a new location.
  - In the **File name** field, type a new file name.
  - In the **Save as type** field, select a new image format.
3. Click **Save**.

## Changing the date and time properties of a file

You can use the Change Time Stamp tool to change the date and time properties of a single file or of a group of files.

### To change the date and time properties of a file:

1. In Windows Explorer or the MediaBar, select a file or a group of files.
2. Right-click your selection and then click **ACD mPower Tools | Change Time Stamp**.
3. Select one of the following options to specify what date and time property to change:
  - *Last-modified date and time*: This option changes the date and time the file was last modified.
  - *Creation date and time*: This option changes the date and time the file was created.
4. Select one of the following options to specify how to change the date and time properties:
  - *Date and time the file was created*: This option changes the date and time properties to match the date and time that the file was created.
  - *Current date and time*: This option changes the date and time properties to match the current date and time.
  - *Exif date and time*: This option changes the date and time properties to match the date stored with the image if it was taken with a digital camera. If the file does not have an Exif date and time, the date and time properties are not updated.

- *mPower Tools database date and time*: This option changes the date and time properties to match the database date assigned to a file in mPower Tools through the file Properties information. If the file does not have an mPower Tools database date and time, the date and time properties are not updated.
  - *The following date and time*: This option changes the Modified date and time to match the date and time that you specify. Click the **Date** drop-down arrow and select a date. Click the **Time** spin box arrows and select a time.
5. Click **OK**.

## Resizing images

You can resize an image or a group of images using a percentage value, or by specifying the dimensions.

### To resize an image using a percentage value:

1. In Windows Explorer or the MediaBar, select an image or a group of images you want to resize.
2. Right-click your selection and then click **ACD mPower Tools | Resize**.
3. In the Image Resize dialog box, select the **Percentage of original** radio button.
4. Type a value in the spin box or click the arrows to select a percentage. Enter a percentage less than 100 to reduce the image and greater than 100 to enlarge it.
5. Click the **Apply to** drop-down arrow and select an option to specify whether the resize is applied to the width, height, or both.
6. Click the **Options** button, and select or change the Image Resize options.
7. Click **OK**.

### To resize an image using dimensions:

1. In Windows Explorer or the MediaBar, select an image or a group of images you want to resize.
2. Right-click your selection and then click **ACD mPower Tools | Resize**.
3. In the Image Resize dialog box, select the **Size in pixels** radio button.
4. Type a value in the **Width** and **Height** spin boxes or click the arrows to select a size in pixels.
5. Click the **Resize** drop-down arrow and select one of the following options to specify how images are scaled:
  - *Enlarge only*: This option only resizes images that are smaller than the specified width and height.

- *Reduce only*: This option only resizes images that are larger than the specified width and height.
  - *Enlarge or reduce*: This option resizes all images that are not the specified width and height.
6. Select the **Preserve original aspect ratio** check box if you want to retain the width to height ratio of the image. Click the **Fit within** drop-down arrow and select one of the following options to specify how the aspect ratio is maintained:
    - **Width only**
    - **Height only**
    - **Width and height**
    - **Width or height (largest image)**
  7. Click the **Options** button, and select or change the Image Resize options.
  8. Click **OK**.

### Resizing recommendations and options

To maintain image quality when resizing your images, reduce the images by 33% or 50% only. Any other percentage can distort the aspect ratio.

Do not resize an image repeatedly. Each time you resize an image, the pixels of the image are placed using a slightly different orientation. Therefore, repeated resizing can change the overall color and appearance of the image.

It is recommended that you do not increase the size of an image. Increasing the size of an image makes the image's pixels more apparent.

### Image Resize Options

#### File options

Select one of the following options to specify where to place the converted image:

- *Remove/Replace original files*: This option replaces the original file with the resized image.
- *Rename modified images and place in source folder*: This option places the resized image in the same folder as the original image.
- *Place the modified images in the following folder*: This option places the resized image in a folder that you can specify. Click the **Browse** button to select a folder.

### Overwrite existing files

Click the **Overwrite existing files** drop-down arrow and select one of the following four options to determine how mPower Tools should handle overwriting files:

- *Ask*: This option prompts you to confirm when overwriting a file.
- *Skip*: This option cancels the operation if there is a file with the same file name and extension.
- *Replace*: This option overwrites the file.
- *Rename*: This option prompts you to rename the file.

### Preserve last-modified dates

Select the **Preserve last-modified dates** check box if you want mPower Tools to retain the date and time properties of the file.

## Rotating an image

You can rotate one or more incorrectly positioned images from the MediaBar or the Windows Explorer shortcut menu. mPower Tools displays a preview of the image so you can check the changes before applying them.

### To rotate an image:

1. In Windows Explorer or the MediaBar, select an image or a group of images you want to rotate.
2. Right-click your selection and then click **ACD mPower Tools | Rotate**.
3. In the Image Rotate/Flip dialog box, click one of the following rotation buttons:
  - **90-degrees counterclockwise**
  - **180-degrees counterclockwise**
  - **90-degrees clockwise**
  - **Auto Rotate**
4. If you have selected more than one image and want to apply the operation to all the images, select the **Apply to all selected images** check box.
5. If you have selected a multiple page image and want to apply the operation to all the pages, select the **Apply to all pages of the current image** check box.
6. Click the **Options** button, and select or change the Image Rotate/Flip options.
7. Click **OK**.



The Auto Rotate option automatically corrects the orientation of images taken with digital cameras. The camera adds an orientation tag to the image's metadata. mPower Tools reads that tag and adjusts the image accordingly.

## Image Rotate/Flip options

### Force lossless JPEG operations

Select the **Force lossless JPEG operation** check box to flip JPEG images without decompressing and recompressing the JPEG information (lossless rotation). Therefore, the image does not lose quality when flipped.

### File options

Select one of the following options to specify where to place the flipped image:

- *Remove/replace original files:* This option replaces the original file with the flipped file.
- *Rename modified images and place in source folder:* This option renames the flipped image and places it in the same folder as the original image.
- *Place modified images in the following folder:* This option places the flipped image in a folder that you can specify. Click the **Browse** button to select a folder.

### Overwrite existing files

Click the **Overwrite existing files** drop-down arrow and select one of the following four options to determine how mPower Tools should handle overwriting files:

- *Ask:* This option prompts you when overwriting a file.
- *Skip:* This options cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

### Preserve last-modified dates

Select the **Preserve last-modified dates** check box if you want mPower Tools to retain the date and time properties of the file.

## Adjusting the exposure of your images

You can use the Exposure tool to lighten or darken the colors of an image or a group of images.

### To adjust the exposure of an image:

1. In Windows Explorer or the MediaBar, select an image or a group of images you want to adjust.
2. Right-click your selection and then click **ACD mPower Tools | Exposure**.
3. If you have selected more than one image, select one of the following Prompting options:
  - *Ask me for every image*: This option prompts you to confirm changes for each image.
  - *Auto-adjust every image without asking*: This option changes each image without prompting you.
  - *Ask me only for large exposure changes*: This option prompts you for confirmation only when an image requires a large exposure change.
4. If you'd like to have mPower Tools automatically adjust the exposure of your images, click the **Auto** button and skip to Step #7.
5. In the **Black** spin box, type a number from 0 to 255 or drag the slider to adjust the darkness of the dark colored areas of the image. As the value increases, the dark colored areas of the image become darker.
6. In the **White** spin box, type a number from 0 to 255 or drag the slider to adjust the brightness of the light colored areas of the image. As the value increases, the lighter colored areas of the image become brighter.
7. In the **Gamma** spin box, type a number from 0.00 to 2.00 or drag the slider to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
8. Click the **Options** button, and select or change the Image Exposure options.
9. Click **Apply**.

### Image Exposure options

#### File options

Select one of the following options to specify where to place the exposed image:

*Remove/replace original files*: This option replaces the original file with the exposed file.

*Rename modified images and place in source folder*: This option renames the exposed image and places it in the same folder as the original image.

*Place modified images in the following folder.* This option places the exposed image in a folder that you can specify. Click the **Browse** button and select a folder.

### Overwrite existing files

Click the **Overwrite existing files** drop-down arrow and select one of the following four options to determine how mPower Tools should handle overwriting files:

- *Ask*: This option prompts you when overwriting a file.
- *Skip*: This options cancels the operation if there is a file with the same file name and extension.
- *Replace*: This option overwrites the file.
- *Rename*: This option prompts you to rename the file.

### Preserve last-modified dates

Select the **Preserve last-modified dates** check box if you want mPower Tools to retain the date and time properties of the file.

## Adding audio to an image

You can add an audio file to an image using mPower Tools. When you add audio to a JPG or TIFF image, the audio is embedded in the image. With other file formats, the audio file is associated with the image; the audio file is saved in the same folder and is played when the image is viewed.

You can also record your own audio files and add them to your images.

### To add an audio file to an image:

1. Do one of the following:
  - In Windows Explorer, right-click an image file, and click **ACD mPower Tools | Image Audio | Edit**.
  - In the MediaBar, click **ACD mPower Tools | Image Audio | Edit**.
2. In the Edit Audio dialog box, click the **Browse** button.
3. Select a WAV file and click **Save**.
4. If you would like to truncate or clip the audio file, select the **Use markers** check box, and drag the **Start** marker and **End** marker sliders. Do one of the following:
  - Click the **Truncate** button to remove the beginning and end of the audio file (the area outside of the start and end markers).
  - Click the **Clip** button to remove a section of the audio file (the area inside the start and end markers).

5. To hear a preview of the file, click the **Play** button.
6. Click **OK**.

## Recording audio for an image

You can record your own audio files and add them to your images.

### To record an audio file for an image:

1. Do one of the following:
  - In Windows Explorer, right-click an image file, and click **ACD mPower Tools | Image Audio | Edit**.
  - In the MediaBar, click **ACD mPower Tools | Image Audio | Edit**.
2. Click the **Record** button and do one of the following:
  - Use a microphone to record a sound.
  - Play audio from an audio player on your computer.
3. Click the **Record** button to stop the recording.
4. Click the **Save As** button to save the audio file.
5. In the Save Sound File dialog box, type a name in the **File name** field, and click the **Save** button.
6. Click **OK**.

### Record Sound Settings options

- Capture device** Click the **Capture device** drop-down arrow and select a device from the list to determine which device to use on your computer to record the audio.
- Input format** Click the **Input format** drop-down arrow and select a format from the list to determine which sample rate and audio type are used to record the sound. The formats displayed depend on the sound card you have installed on your computer.
- Overwrite** Select the **Overwrite** radio button to replace the recorded audio from the start marker.
- Mix** Select the **Mix** radio button to combine the recording to the existing audio file.
- Insert using start marker** Select the **Insert using start marker** radio button to insert the recording at the start marker location. Drag the **Start** marker slider to select a position.
- Append to sound file** Select the **Append to sound file** radio button to add the recording to the existing audio file.

**Replace sound file** Select the **Replace sound file** radio button to replace the entire audio file with the new recording.

## Setting an image as the desktop wallpaper

You can select any image and set it as the Windows® desktop wallpaper.

### To set an image as the desktop wallpaper:

1. Do one of the following:
  - In Windows Explorer or the MediaBar, right-click an image or media file and click **ACD mPower Tools | Wallpaper**.
  - In the Viewer, click **Tools | Wallpaper**.
2. Select one of the following:
  - *Centered*: This option places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit, but maintains its original aspect ratio.
  - *Tiled*: This option places the image in a tiled pattern that fills the entire desktop.
  - *Stretched*: This option stretches the image to cover the entire desktop. The aspect ratio may be distorted in order to make the image fit the shape of the desktop.

The selected image is saved as ACD Wallpaper.bmp in the Windows folder. mPower Tools automatically changes the wallpaper settings in the Control Panel to display the image.

### Displaying the previous wallpaper

You can change your wallpaper to display the previously used image.

### To display the previous wallpaper:

Right-click any image or media file, and click **ACD mPower Tools | Wallpaper | Restore**.

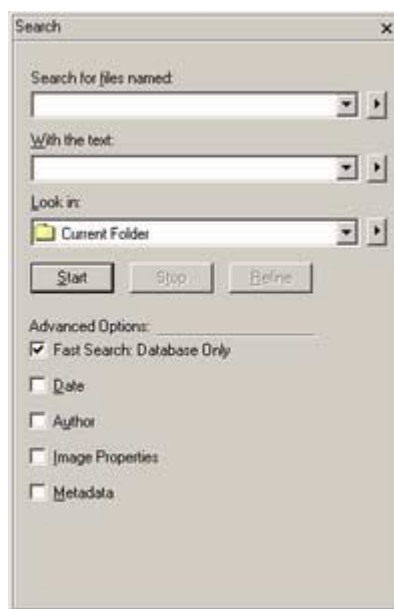
# 6

## Chapter 6

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# Searching for files

The ACD mPower Tools MediaBar includes a search utility that you can use to find and display image and media files. You can search for files or folders based on file name, file type, or keywords contained within the ACD Database. You can also use patterns to search for more or less specific criteria.



## Searching for files using the Search pane

If you search by both file name and a keyword or phrase, then an item must include both criteria to match.



Search button

### To search for an item:

1. Click **Search**.
2. Do one or both of the following:
  - Type one or more file names in the **Search for files named** box.
  - Type a keyword or phrase in the **With the text** box.
3. In the **Look in text** field, click the drop-down arrow and do one of the following:
  - Select a directory.
  - Click **Browse** and locate a folder.
  - Select **Current Folder**.
4. Click the **Right Arrow** buttons next to the **Search for files named**, **With the text** and **Look in** text boxes and select or clear the search options in the drop-down boxes that you want to use to modify your search.
5. To narrow the search further, select one or more advanced search options.
6. Click **Start**.



- The search options may affect which items are returned in the search results.
- You can use patterns to expand or narrow your search criteria.
- If the MediaBar is not docked, you can use the Simple Search feature to locate files in the current directory tree, or use the Location field to navigate to another folder.

## Search options

In the Search dialog, the **Search for files named**, **With the text** and **Look in** text boxes include options that you can use to narrow your search. Click the right arrow button next to each text box to view and change the search options.

### Search for files named

- **Images Only** limits the search to image file names.
- You can narrow your search by entering a file extension.
- Also, you can use one or more file name patterns to limit your search. A match occurs if a file name matches any of the given patterns.

### With the text

- **Find All Words** limits the search to items that include a phrase that is entered in the text field.
- **Find Whole Words Only** limits the search to items that include any of the words entered in the text field.
- **Appearing in Description** limits the search to text in an item's description.
- **Appearing in Notes** limits the search to text in an item's notes.
- **Appearing in Keywords** limits the search to text in an item's keywords.



Before you can use either the **Find All Words** and **Find Whole Words Only** option, you must select at least one of the following options: **Appearing in Description**, **Appearing in Notes**, or **Appearing in Keywords**.

### Look in

- **Include Subfolders** searches in subfolders in the selected directory or folder.
- **Search Archives** searches in archive files in the selected directory or folder.
- **Search Albums** searches in albums in the selected directory or folder.
- **Follow Shortcuts** searches the source of a folder shortcut.

## Using the Simple Search feature

When the MediaBar is in Window mode, you can use the Simple Search feature to quickly find files or folders within the current directory tree.



Start Simple Search button



Open Containing Folder button

### To use the Simple Search feature:

1. In the Folders pane, navigate to the directory tree you want to search.
2. Type a file name or a pattern into the **Search** field.
3. Click the drop-down arrow next to the Start Simple Search button and select one or both of the following options:
  - *Database Only*: This option returns files that are included in the ACD database.
  - *Include Subfolders*: This option includes any subfolders in the current directory tree in the search.
4. Click **Start Simple Search**.

The thumbnails returned by the Simple Search feature are not separated into folders. You can quickly open the folder containing one of the returned files in the MediaBar or, if you have it, ACDSee.

### To open the folder containing a file returned by the Simple Search:

1. In the MediaBar, select a file.
2. Do one of the following:
  - Click the **Open Containing Folder** button.
  - If you have ACDSee installed, click the drop-down arrow beside the Open Containing Folder button and select **MediaBar** or **ACDSee**.

## Using patterns to search for files

You can use patterns to search for files with names matching specific criteria. A pattern can be as simple as a portion of a file name you are searching for, or it may include wildcards.

A pattern may include any of the following wildcards:

<b>?</b>	Matches any single character in the file name e.g. ca?.jpg will match cat.jpg, cap.jpg, and car.jpg, but not cats.jpg
<b>*</b>	Matches zero or more characters in the file name e.g. cat* to match cat.jpg, cats.jpg, and cathy.jpg
<b>[...]</b>	Matches any of the enclosed characters e.g. ca[tr] to match cat.jpg or car.jpg, but not cap.jpg
<b>[!...]</b>	Matches any character not enclosed e.g. cat![0] to match cata.jpg and catb.jpg, but not cat0.jpg
<b>[...-...]</b>	Matches any character in the specified range e.g. cat[a-f0-9] to match cata.jpg, catb.jpg, ..., catf.jpg and cat0.jpg, cat1.jpg, ..., cat9.jpg
<b>\</b>	Escapes a wildcard character e.g. cat\[?\] to match cat[1].jpg, cat[2].jpg



- Patterns are not case-sensitive.
- To use multiple patterns, separate the names with spaces or semicolons [;].
- To match a pattern containing a space or semicolon, enclose the pattern in quotes.
- If you do not include the \* wildcard in your pattern, the pattern is matched as a substring. For example, cat matches cat, cathy and bobcat, and is equivalent to the pattern \*cat\*

## Advanced search options

As well as the basic search features, you can use advanced options to narrow your search by date, author, image properties or metadata.

### To use advanced options to search for an item:

1. Click the **Search** button.
2. Select one or more of the following options:
  - **Date**
  - **Author**
  - **Image Properties**
  - **Metadata**
3. Modify the criteria for each of the options you select.
4. Click **Start**.

### Advanced options

The following options search either a file's metadata or file information. You can view file information in the file list under the Details mode.

<b>Date</b>	<b>File timestamp</b> searches the last modified date. <b>Date in database</b> searches the database date. <b>After</b> and <b>Before</b> dates limit the search by the dates of an item.
<b>Author</b>	Limits the search to files written or associated with the specified author.
<b>Image Properties</b>	Limits the search to less than, greater than, or exactly equal to a specified dimension or color depth.  The width, height and color depth of an image are displayed in the file list. For example, 530x384x24b.
<b>Metadata</b>	Metadata, included with a file, was written by the device that initially created the file, such as a digital camera.

# 7

## Chapter 7

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# Using the database

ACD mPower Tools includes a database that contains the following information for each multimedia file on your hard disk drive:

- Cached thumbnails
- Notes
- Keywords
- Author comments
- Dates
- Descriptions

Every time you open a file in the MediaBar or Viewer, information about that file is entered into the mPower Tools database. Database information, such as stored thumbnail information, increasing the viewing speed of mPower Tools. You can also use the database information to search your hard disk drive and organize your files.

## Adding information to the database

mPower Tools adds items to the database as you browse your files. You can add to the database by entering information into the Properties dialog of an image or a group of images.

### To add information to the database:

1. In Windows Explorer or the MediaBar, select an image or a group of images.
2. Right-click your selection and select **Properties**.
3. Click the **Database** tab.

4. Type the information you want to add into the fields.
  - *Description:* You can attach descriptions to any media file. The descriptions are stored in a hidden file called "descript.ion" and one description file is generated for each folder. Each file description can be up to 3,800 characters long, but carriage returns and line feeds are not supported in file descriptions
  - *Date:* To set a date for the file, use the drop-down arrow to select a specific date, or select the check box to use the current date and time.
  - *Author:* Type the name of or information about the author; up to 79 characters.
  - *Notes:* The Notes field can contain any information you want to associate with the file; up to 4,095 characters of free form text.
  - *Keywords:* Keywords can be useful when searching for files. Keywords can be entered as free-form text and you can enter up to 1,023 characters.

## Importing database information

You can use the Import Database Information utility to import archived database information. Also, you can import database information that was sent to you with images from another mPower Tools or ACDSee user. After importing the information, it is added to the appropriate images.

### To import database information:

1. In the MediaBar, select the folder containing the images that the database information file references.
2. Click **Media Tools | Database | Import Database Information**.
3. Browse to the folder that contains the database information file.
4. Select the **ACDDatabase.xml** file.
5. Click **Open**.



If the image file names do not match those inside the ACDDatabase.xml file, the database information cannot be imported.

## Exporting database information

You can use the Export Database Information utility to create XML files of database information. The ACDDatabase.xml file can then be archived with your image collection to store database information, or sent with a series of images to another mPower Tools user.

#### To export database information:

1. In the MediaBar, do one of the following:
  - Select a group of images.
  - Select a folder that contains images.
2. Click **Media Tools | Database | Export Database Information**.
3. Select one of the following three options:
  - *Generate one database file per folder*: This option creates one ACDDatabase.xml file for each folder of images. Each ACDDatabase.xml file is created in its matching folder. If the folder does not contain images, a file is not created.
  - *Generate one database file*: This option creates one ACDDatabase.xml file. The file is created in the folder you selected.
  - *Descriptions only*: This option creates a description file that contains only the file descriptions.
4. Click **OK**.

#### Converting a database from ACDSee

You can take database information from a version of ACDSee, and add it to your current database.

#### To convert an ACDSee database:

1. In the MediaBar, click **Media Tools | Database | Convert Database**.
2. Select the desired .ddf file.
3. Click **Open**.

## Maintaining the database

It is recommended that you periodically maintain the database to free hard disk drive space and enhance database performance.

#### To maintain the database:

In the MediaBar, click **Media Tools | Database | Maintenance**.

For more information about database maintenance, click the **Help** button in the Database Maintenance dialog box.

## Disconnecting the database

You may need to occasionally disconnect the mPower Tools database in order to perform functions such as backing up the database files, or replacing existing database files with backups.

### **To disconnect the database:**

In the MediaBar, click **Media Tools | Database | Disconnect Database**.

### **To reconnect to the database:**

In the MediaBar, click **Media Tools | Database | Connect Database**.

# 8

## Chapter 8

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# Using plug-ins

A plug-in is a software module that adds functionality to a larger program. ACD mPower Tools comes standard with several different plug-ins and you can download new plug-ins from the following Web site:

**[www.ACDSYSTEMS.com/english/products/plug-ins/](http://www.ACDSYSTEMS.com/english/products/plug-ins/)**

There are several types of plug-ins:

**Image Decode:** This type of plug-in converts a file from a binary format to the image. Decode plug-ins allow ACD mPower Tools to display images of many different file formats. The files that you can view depend on which decoding plug-ins are installed on your computer.

**Image Encode:** This type of plug-in converts the image to a binary file format. Encode plug-ins allow ACD mPower Tools to save (or convert) images to many different file formats. The files that you can edit and save depend on which encoding plug-ins are installed on your computer.

**Archive:** This type of plug-in allows a program to display and save archives of many different file formats. The archives that you can view and create depend on which archive plug-ins are installed on your computer.



We cannot ensure the quality of plug-ins that are not certified by ACD Systems. As with any other piece of software, you are trusting that the plug-in is free from viruses and that the company that produced the plug-in is trustworthy.

## Accessing the Plug-in Settings dialog box

The Plug-ins Settings dialog box displays a list of all the ACD Systems plug-ins installed on your system.

### To access the Plug-in Settings dialog box:

1. Right-click an image or media file in Windows Explorer or the MediaBar.
2. Click **ACD mPower Tools | Plug-in Settings**.

In the Plug-in Settings dialog box, you can:

- View the properties of the plug-ins installed on your computer.
- Change the order in which your computer uses the plug-ins.
- Disable one or more plug-ins to prevent mPower Tools from using them.

## Viewing plug-in properties

You can view and set properties for certain plug-ins.

### To view plug-in properties:

1. In the **Plug-in Settings** dialog box, select one of the plug-in tabbed pages.
2. Select a plug-in name in the plug-ins list.
3. Click the **Properties** button.

## Changing plug-in order

There are certain file formats that are supported by more than one plug-in. However, when this happens, you can control which plug-in is used to read or write each file format. The order that plug-ins appear in the Plug-in Settings dialog box is the order that ACD mPower Tools uses the plug-ins to read or write a file.

### To change the plug-in order:

1. In the **Plug-in Settings** dialog box, select one of the plug-in tabbed pages.
2. Select a plug-in name in the plug-ins list.
3. Do one of the following:
  - Click the **Move up** button to move the plug-in higher in the list.
  - Click the **Move down** button to move the plug-in lower in the list.
4. Click **OK**.



Susie plug-ins do not have the features and speed of ACD Systems' plug-ins. Therefore, it is recommended that you give Susie plug-ins a low priority to prevent them from being used over an ACD Systems' plug-in. Also, you can disable Susie plug-ins that overlap the file formats supported by ACD Systems' plug-ins.

## Disabling a plug-in

You can disable a plug-in in the Plug-in Settings dialog box.

### To disable a plug-in:

1. In the Plug-in Settings dialog box, select the tabbed page identifying the type of plug-in you want to disable.
2. Clear the check box beside the name of the plug-in.
3. Click **OK**.

# 9

## Chapter 9

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# Printing your images

When you print your images from ACD mPower Tools, you can specify printer properties, control printer rendering, adjust the size and position of the image, create a thumbnail image, and add headers, footers, and captions to an image. As you change the options, you can view a dynamically updated preview of the image.

### To print an image:

1. Right-click a file in Windows Explorer or the MediaBar.
2. Click **ACD mPower Tools | Print**.
3. Select or change the printing options. For further information about output printing options, please see the following pages.
4. Click **Print**.

## Selecting printer options

You can select a printer, view the current settings for it, and set printer options.

### To select printer options:

1. In the Print dialog box, select the **Printer** tab.
2. On the Printer tabbed page, select or change the options.

### Printer options

#### Printer

Click the **Properties** button to open the Printer Properties dialog box and select the printer you wish to use. Refer to the printer manufacturer's Help file for further assistance.

<b>Printer Range</b>	Select one of the following two options to specify which pages to print: <ul style="list-style-type: none"> <li>• <i>All</i>: This option prints all pages in the image.</li> <li>• <i>Pages</i>: This option prints the specified pages. Type a number range in the <b>Pages</b> text fields.</li> </ul>
<b>Copies</b>	Type the number of copies of the image you would like printed.
<b>Rendering</b>	Type a number from 10 to 1200 or click the spin box arrows to determine a resolution for the image. The higher the value, the more dots per inch, and the higher the resolution of the printed image. For example, 600 dpi is 360,000 (600 x 600) dots per square inch.

## Selecting image position and size when printing

When printing an image, you can select options to specify where the image is located on the page, and the size of the image.

### To select image position and size when printing:

1. In the Print dialog box, select the **Position** tab.
2. On the Position tabbed page, select or change the options.

### Position options

#### Image size

Click one of the following four buttons to determine the size of the image:

- *Default*: This option prints an image using the actual dimensions of the image. If the image is larger than the margins of the page, the unprinted portions are shown in red.
- *Fit to Page*: This option enlarges small images and shrinks large images to fit within the margins of the page.
- *Specify Size*: This option prints an image according to the width and height that you specify. If the image is larger than the margins of the page, the unprinted portions are shown in red.

- *Thumbnails*: This option prints a thumbnail representation of the image. When you print multiple page images, such as a TIFF file, the thumbnails are printed together on one page (depending on the number of images, and the Thumbnail Size and Spacing options that you specify).

**Page Position** Click the **Page Position** drop-down arrow and select one of the following options to determine where the image is located on the page:

- **top-left**
- **top-center**
- **top-right**
- **middle-left**
- **center**
- **middle-right**
- **bottom-left**
- **bottom-center**
- **bottom-right**

**Measurement Units** Click the **Measurement Units** drop-down arrow and select one of the following two options to specify the unit of measurement:

- **Inches**
- **Millimetres**

**Margins** In the **Top**, **Bottom**, **Left**, and **Right** spin boxes, type a value or click the arrows to specify the size of the margins.

**Image Properties** Select the **Maintain aspect ratio** check box to maintain the aspect ratio of the image when specifying a size. The image is sized to be as close as possible to the specified width and height. In the **Width** and **Height** spin boxes, type a value or click the arrows to specify the size of the image.

**Thumbnail Size** Drag the **Columns** and **Rows** sliders to specify how many columns and rows of thumbnails are printed on a page. The maximum is 12 rows and columns.

**Thumbnail Spacing** In the **Vertical** and **Horizontal** spin boxes, type a value or click the arrows to determine the amount of space between each thumbnail.

## Adding text when printing images

When you print an image, you can add text above or below the image. The header places text above the image, the caption places text below the image, and the footer places text below the caption. The text can include information you type or metadata tags associated with the image file.

### To add a header or footer when printing an image:

1. In the Print dialog box, select the **Header/Footer** tab.
2. Do one or both of the following:
  - Select **Insert Header Text**.
  - Select **Insert Footer Text**.
3. Click the **Font** drop-down menu and select a font justification.
4. Click the **Font** button and select the **Font, Font style, Size, and Effects**.
5. Click **OK**.
6. Do one of the following:
  - Type your text in the text field.
  - Click **Page Numbering** and select a page numbering option.

### To add a caption when printing an image:

1. In the Print dialog box, select the **Caption** tab.
2. Click the **Font** drop-down menu and select a font justification.
3. Click the **Font** button and select the **Font, Font style, Size, and Effects**.
4. Click **OK**.
5. Click the **Insert Metadata Tag** button and select a tag.

## Appendix 1: Contacting ACD Systems

Contact us by mail at:

### North America

ACD Systems Inc.  
2201 North Collins, Suite #100  
Arlington, TX 76011, USA

### International

ACD Systems Ltd.  
PO Box 36  
Saanichton, BC  
V8M 2C3, Canada

### Technical support

By purchasing this product, you receive ongoing, preferred treatment by our technical support team, should the need arise. If you have any technical related questions or general feedback, please visit our Web site at:

[www.acdsystems.com/English/Support/](http://www.acdsystems.com/English/Support/)

Telephone us for technical support at: 1 (250) 544-6701. Our office hours are Monday to Friday, 7:00 A.M. to 5:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

Telephone calls for Technical Support are subject to international rates if calling from outside of Canada, and/or long distance charges if calling from within Canada.

### Feedback

Your feedback is important to us. Many features and portions of the interface continue to be influenced by comments from users. So, if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

**E-mail:** [ideas@acdsystems.com](mailto:ideas@acdsystems.com)  
**Telephone:** 1 (250) 544-6700

This e-mail address is not intended for technical support questions; technical related questions will not receive a reply.

## Appendix 2: ACDInTouch

ACDInTouch is a data exchange service. When you connect, information is sent to you directly. This information is relevant to your product, such as upgrades, plug-ins, and related software from ACD Systems that may also be of interest to you.

### **To connect to ACDInTouch:**

1. Do one of the following:
  - Click the ACDInTouch button on the Main toolbar.
  - Click Help | ACDInTouch.
2. In the Connect to ACDInTouch dialog box, do one of the following:
  - Click the View Privacy Policy link to open an Internet information page.
  - Click the Not now, thanks button to choose to not connect and return to the Browser.
  - Click the Connect now button.
  - Select the Connect automatically from now on check box.

For information on ACD Systems' Privacy Policy, visit our Web site at:

[www.ACDSYSTEMS.com/english/company/privacy.htm](http://www.ACDSYSTEMS.com/english/company/privacy.htm)

## Appendix 3: Supported file formats

ACD mPower Tools supports over 50 different file formats. The files that you can view or edit and save with ACD mPower Tools depend on which file format support plug-ins are installed on your computer.

### Supported image formats

#### Image read support

<b>Adobe™</b>	.8bi, .8bf	<b>PCT</b>	Macintosh PICT
<b>ANI</b>	Windows animated cursor	<b>PCX</b>	ZSoft Publisher's Paintbrush
<b>ART</b>	AOL ART	<b>PDF</b>	Adobe's Acrobat documents
<b>BMP</b>	Windows Bitmap	<b>PGM</b>	Portable GrayMap
<b>CUR</b>	Windows cursor	<b>PIC</b>	SoftImage PIC
<b>DCX</b>	Multiple-page PCX	<b>PIX</b>	Alias PIX
<b>DJV</b>	DjVu	<b>PNG</b>	Portable Network Graphics
<b>EMF</b>	Enhanced Metafile Format	<b>PPM</b>	Portable PixMap
<b>EPS</b>	Encapsulated PostScript	<b>PS</b>	Adobe™ Postscript
<b>FPX</b>	FlashPix	<b>PSD</b>	Adobe™ PhotoShop Document
<b>GIF</b>	Graphics Interchange Format	<b>PSP</b>	Paint Shop Pro
<b>ICN</b>	AT&T ICN	<b>QuickTime™</b>	.qtif, .qif, .qfi
<b>ICO</b>	Windows icon	<b>RAS</b>	Sun Raster
<b>IFF</b>	EA/Amiga Interchange File Format	<b>RSB</b>	Red Storm image format
<b>JPG</b>	JPEG JFIF	<b>SGI</b>	SGI Image Format
<b>KDC</b>	Kodak™ KDC	<b>TGA</b>	Targa TGA
<b>MAG</b>	MAG	<b>TIFF</b>	Tag Image File Format
<b>PBM</b>	Portable BitMap	<b>WMF</b>	Windows Metafile Format
<b>PCD</b>	Kodak™ PhotoCD	<b>XBM</b>	X bitmap
		<b>XPM</b>	X pixmap

### Image write support

<b>Adobe™</b>	.8bi, .8bf	<b>PNG</b>	Portable Network Graphics
<b>BMP</b>	Windows Bitmap	<b>RSB</b>	Red Storm image format
<b>GIF</b>	Graphics Interchange Format	<b>TGA</b>	Targa TGA
<b>JPEG</b>	JPEG JFIF	<b>TIFF</b>	Tag Image File Format
<b>PCX</b>	ZSoft Publisher's Paintbrush		

### Supported archive formats

#### Archive write support

<b>LHA</b>	LHA and LZH archives	<b>ZIP</b>	ZIP archive
<b>TAR</b>	TAR archive		

### Supported media formats

#### Video and audio read support

<b>AIF</b>	Audio Interchange File Format	<b>M2A</b>	Apple Mpeg-1/2 Audio
<b>AIFC</b>	Audio Interchange File Format	<b>M3U</b>	MP3 Playlist files
<b>AIFF</b>	Audio Interchange File Format	<b>M75</b>	Apple MPEG-1 Video
<b>ASF</b>	Active Streaming File - HoTMetal Pro	<b>MOV</b>	QuickTime movie
<b>AU</b>	A sound file format used on Sun Microsystems or other UNIX computers	<b>MP2</b>	MPEG Layer II compressed audio
		<b>MP3</b>	MPEG Layer III compressed audio
<b>AVI</b>	AVI movie format	<b>MPA</b>	Apple MPEG-1/2 Audio
<b>GSM</b>	Global System for Mobile Audio	<b>MPEG</b>	MPEG movie or animation file
<b>M15</b>	Apple MPEG-1 Video	<b>MPG</b>	MPEG encoded file
<b>M1A</b>	Apple MPEG-1/2 Audio	<b>MPV</b>	Apple MPEG-1 Video
<b>M1V</b>	Apple MPEG-1 Video	<b>QCP</b>	Qualcomm PureVoice

<b>QTPF</b>	QuickTime PreFlight Text	<b>SWA</b>	MPEG layer III audio
<b>SD2</b>	Sound Designer II	<b>SWF</b>	Macromedia Flash 4
<b>SMI</b>	Synchronized Multimedia Integration Language	<b>ULW</b>	ULAW - Sun/NeXT
<b>SMIL</b>	Synchronized Multimedia Integration Language	<b>VFW</b>	Video for Windows
<b>SML</b>	Synchronized Multimedia Integration Language	<b>WAV</b>	Sound file
<b>SND</b>	Sound file	<b>WMV</b>	Windows Metafile

## Appendix 4: Keyboard menu shortcuts

You can use keyboard shortcuts for many of the tasks that you perform in the MediaBar to help increase your efficiency.

<b>Keyboard Shortcut</b>	<b>Action</b>
<b>Ctrl + A</b>	Selects all media files
<b>Ctrl + Shift + A</b>	Selects all files and folders
<b>Backspace</b>	Moves up one directory
<b>Return</b>	Displays image in Viewer
<b>Tab</b>	Tabs (clockwise)
<b>Shift + Tab</b>	Tabs (counterclockwise)
<b>Alt + X</b>	Exits the MediaBar
<b>Alt + O</b>	Opens the Options dialog box
<b>Alt + Backspace</b>	Undoes the last action
<b>F5</b>	Refreshes all files
<b>Shift + F5</b>	Refreshes selected file
<b>Alt + Left Arrow</b>	Moves back one folder
<b>Alt + Right Arrow</b>	Moves forward one folder

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