

# User Guide

(Updated 2002)



  
ACD *foto* **angelo**™ 2.0



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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**

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# Welcome to ACD FotoAngelo 2.0

ACD FotoAngelo 2.0 is a slide show and screen saver creator. Select your favorite background color, insert text and add music or sound effects to your images to convey important information or set the right mood. ACD FotoAngelo also includes 20+ slide transitions.

When you're done adding your images and audio files, you can build your screen saver or slide show or save your project to continue working on it at another time. Share your slide shows and screen savers with family, friends, colleagues and associates as executable files - they won't need FotoAngelo to view your creations.

## **ACD FotoAngelo features**

ACD FotoAngelo is a flexible and easy-to-use slide show and screen saver creator that provides you with a wide variety of tools to make unique and entertaining projects.

### **New features for ACD FotoAngelo 2.0**

- Find a folder of images in the Folder tree and view thumbnails of your images in the new File list.
- Build your screen savers and slide shows quickly with the new Build wizard.
- Show or hide FotoAngelo's panes to expand the area you are working in.
- Add multipage images to your screen saver and slide shows.

### **ACD FotoAngelo features**

- Create executable files of your slide shows and screen savers that you can share with your family, friends and colleagues - they don't need FotoAngelo to view your creations.
- Add over 25 image transitions to your slide shows and screen savers.
- Insert music and sound clips, and add humorous or informative captions to improve your presentation.
- Set your slide show to play automatically or advance your image sequence manually.
- Get support for 50+ image formats when you purchase FotoAngelo with ACDSee 5.0, or get support for nine popular image formats in the stand-alone version, including: BMP, EMF, GIF, JPEG, PCX, PNG, TGA, TIFF, and WMF.
- Insert blank slides with text to narrate your presentations.
- Set the volume control for your audio files.

## Setting up FotoAngelo

This chapter guides you through the installation process and how to start ACD FotoAngelo. It also includes information on minimum system requirements, supported media formats and how to use the Quick Start dialog box to start creating your screen savers and slide shows quickly and easily.

### Minimum system requirements

To create slide shows or screen savers with ACD FotoAngelo, it is necessary that your system include the following components:

#### Hardware

- Pentium class processor
- 64 MB RAM
- 15 MB free hard disk drive space
- 256-color display adapter

#### Software

- Windows® 98, ME, NT 4.0 Service Pack 6, 2000, XP
- For non-English Operating Systems, MS Windows 98 Second Edition
- Microsoft® Internet Explorer 4.0.2



When you work with large image sizes or a large collection of images, your images will display faster if your computer's system exceeds the minimum requirements.

### Starting ACD FotoAngelo

After you install ACD FotoAngelo, a program icon is placed on the desktop and in the Start menu.

#### To start FotoAngelo, do one of the following:

- Double-click the **FotoAngelo** icon on your desktop.
- Click the **Start** menu button. Then, click **Programs | ACDSYSTEMS | ACD FotoAngelo 2.0**.



You can save your ACD FotoAngelo projects and continue working on them at another time.

## Using the Quick Start dialog box

You can set the Quick Start dialog box to open each time you start ACD FotoAngelo. The Quick Start dialog box includes the following commonly used operations:

- Create a New Project
- Load an Existing Project
- Load a Recent Project

### To always display the Quick Start dialog box when you start ACD FotoAngelo:

1. Click **Help | Quick Start**.
2. Select **Show Quick Start on Startup**.

## Selecting a default start folder

The default start folder determines the folder that you want displayed in the File list when you first start ACD FotoAngelo.

### To change the default start folder:

1. Click **Tools | Options**.
2. Select the Browse Properties page.
3. Click **Browse**.
4. Browse to a new default start folder.
5. Click **OK**.

## Uninstalling ACD FotoAngelo

You can remove this program from your system.

### To uninstall this program:

1. Open the Windows® Control Panel.
2. Double-click **Add/Remove Programs**.
3. Find the application name in the list, and double-click it.
4. Follow the instructions in the Uninstall wizard.

# ACD FotoAngelo user interface

This chapter explains the different parts of the user interface, including descriptions of the different shortcut buttons available for commonly used features. It also describes how to customize the user interface, including how to hide the toolbar or turn the button labels on or off, and how to change the view mode in the File list.

## About the user interface



Preview your audio or image files in the Preview pane. Select a file in the Slide board or Audio board to view it.

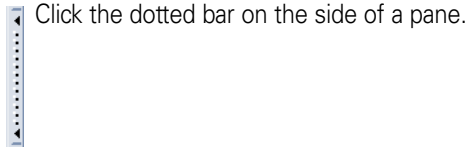
The ACD FotoAngelo user interface includes a toolbar, Folder tree, File list, Preview pane, Options pane, Slide board, and an Audio board. The following includes a description of the different components of the user interface:

- *Toolbar*: Located at the top of the application, the toolbar includes shortcut buttons to save or build your screen savers or slide shows.
- *Folder tree*: Similar to Windows Explorer, this component lists all of the folders on your computer. When you select a folder, its contents are displayed in the File list.
- *File list*: This component displays the contents of a folder. You can drag a file from the File list to the Slide board or Audio board to add a file to your project.
- *Preview pane*: This pane displays the selected image. You can preview your project using the play controls at the bottom of the pane.
- *Options pane*: This pane includes four drop-down panels that display various options for your screen savers and slide shows.
- *Slide board*: This area displays the image files included in your project. You can drag the images to a new location to change the order of your images.
- *Audio board*: This area displays the audio files included in your project.

## Customizing the user interface

You can show or hide the different panes in ACD FotoAngelo to enlarge the pane you are working in.

### To show or hide a pane:



## ACD FotoAngelo shortcut buttons

The ACD FotoAngelo shortcut buttons provide access to commonly used features.

### Toolbar shortcut buttons



**New project** Opens a new project



**Save project** Opens the Save As dialog box where you can type a file name and choose a location where you want to save your project.



**Build** Opens the Build wizard that you can follow through to create a screen saver or slide show.



**ACDInTouch** Opens the ACDInTouch Viewer and connects you to ACD Systems' Web site.



**Help** Opens the ACD FotoAngelo Help file.

### Story board shortcut buttons



**Slide board** Selects all slides.



**Audio board** Selects all audio files.

## Showing and hiding the toolbar

You can hide ACD FotoAngelo's toolbar to create more room for the File list, Options pane, and Audio and Slide boards.

### To show or hide the toolbar:

Click **View | Show Toolbar**.

## Turning the toolbar button labels on and off

You can turn the toolbar button labels on or off in ACD FotoAngelo.

### To turn the toolbar button labels on or off:

1. Right-click anywhere on the toolbar.
2. Select **Button Labels** and from the drop-down menu, and select **No labels**.

## About File list view modes

You can select from five different view modes in the File list.

<b>Thumbnails</b>	Displays small image previews of files in rows and columns. By default, a file's dimensions (image files only), date, and file name are displayed as well.
<b>Large Icons</b>	Displays large graphics in rows and columns that identify the file type of the file and include the file name.
<b>Small Icons</b>	Displays small graphics in rows and columns that identify the file type of the file and include the file name.
<b>List</b>	Displays graphics in a list that identify the file type of a file. This view mode also displays the file name.
<b>Details</b>	Displays graphics in a list that identify the file type of a file. This view mode also displays file name, size, type, date, properties and description.

## Selecting a File list view mode

You can select from five different view modes in the File list.

### To select a File list view mode:

1. Do one of the following:
  - Click **View**.
  - Right-click in the File list.
2. Select one of the following:
  - **Thumbnails**
  - **Large Icons**
  - **Small Icons**
  - **List**
  - **Details**

# 3

## Chapter 3

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# Creating a project

This chapter describes how to add image and audio files to your projects, arrange your images and audio files, and add text to your slides. You can also read about how to incorporate transition effects or add time delay between your slides, and change the background color of the slides.

## Adding and removing images

You can quickly add or remove images to your project using a drag-and-drop operation.

### To add one or more images to the Slide board:

1. Select one or more images in the File list.
2. Drag your images to the Slide board.

### To remove one or more images from the Slide board:

1. Select one or more images in the Slide board.
2. Press the **Delete** key.

## Adding multipage images

ACD FotoAngelo supports multipage images.

### To add a multipage image:

1. Select a multipage image in the File list.
2. Drag the multipage image to the Slide board.

## Arranging image order

You can change the order of the images in the Slide board.

### To change the order of images in the Slide board:

1. Select an image.
2. Drag the image to a new location in the Slide board.



Place your image and audio files in the order you want.

## Previewing a file from the File list

You can preview an image or audio file in the File list before adding it to the Slide or Audio board.

### To preview an image or audio file from the File list:

Double-click a file in the File list. The item is displayed in the Preview pane.



If you are previewing an audio file, press the Start button after the file name is displayed in the Preview pane to begin playing the file.

## Adding a blank slide

You can add a blank slide into the Slide board and then add text to it. You can add text to a blank slide the same way that you add text to an image slide.

### To add a blank slide to the Slide board:

Right-click in the Slide board and select Add a blank slide.

## Adding text to slides

You can add text to your image slides or blank slides. The text can be added to individual slides, or set as the default text and added to all of the slides.

### To add text to one or more slides:

1. Select one or more slides.
2. Select the Text drop-down panel.
3. In the **Text** field, type the text that you want to be displayed.
4. Click the **Font** icon.
5. In the Font dialog box, modify the font type, size or appearance.
6. Select the **Position** drop-down arrow and select a position for the text.

### To set text as the default for the project:

1. Click **Tools | Options**.
2. Select the Project Text Properties page.
3. In the **Text** field, type the text that you want to be displayed.
4. Click the **Font** icon.
5. In the Font dialog box, modify the font type, size or appearance.
6. Select the **Position** drop-down arrow and select a position for the text.
7. Click **OK**.



When you set text as the default for a project, the changes affect any new slides that you add to your project. Any slides you have already added to your project will not be changed.

## Setting the slide delay

You can specify the number of seconds you want the program to pause before displaying the next slide. The slide delay option is available for the entire project or for individual slides.

### To set the default image delay for a project:

1. Click **Tools | Options**.
2. Select the Project Image Properties page.
3. In the **Duration** text field, type the number of seconds you want each slide to display.
4. Click **OK**.

### To the set the image delay for one or more slides:

1. In the Slide board, select one or more images.
2. Select the Image drop-down panel.
3. In the **Duration** text field, type the number of seconds you want each slide to display.

## Setting transition effects

FotoAngelo features over 25 different effects that you can use as transitions from one slide to the next to create unique and entertaining projects. You can add transitions to individual slides, or set the default options to use the same transitions for all of your slides.

### To set the transition for one or more slides:

1. Select one or more slides in the Slide board.
2. Select the Transitions drop-down panel.
3. Select a transition from the list of transitions.

### To set random transitions for all slides in the project:

1. Select **Tools | Options**.
2. Select the Project Transitions Properties page.
3. Select or clear the transition effects.
4. Click **OK**.



Select the No Transitions check box if you do not want any transition between the slides.

## Applying scaling to your images

You can apply different scaling to your images to determine how they are displayed. Images that are larger than the screen are automatically zoomed in to fit the size of the screen.

### To scale all images in the project:

1. Click **Tools | Options**.
2. Select the Project Image Properties page.
3. Select one of the scaling options.
4. Click **OK**.

### To scale one or more images:

1. Select one or more images.
2. Select the Image drop-down panel.
3. Select one of the scaling options.
4. Click **OK**.

## Scaling options

The following is a description of the three scaling options.



### Normal

Displays the image in its original size. No scale is applied to the image. If the image is larger than the screen, it is resized to fit in the screen.



### Scale to fit

Resizes the image to the maximum size that fits in the slide.



### Scale to a percentage

Scales the image between 5 to 100. The minimum possible scaling for images is 5; 100 refers to the maximum size of the image that will fit the screen.

## Changing background color

When an image is smaller than the full screen dimensions, you can choose the background color that fills the space around the image.

### To set a default background color:

1. Click **Tools | Options**.
2. Select the Project Text Properties page.
3. Click the **Background** color button.
4. Select a color.
5. Click **OK**.

### To set the background color for one or more images:

1. Select one or more images in the Slide board.
2. Select the Text drop-down panel.
3. Click the **Background** color button.
4. Select a color.
5. Click **OK**.

## Adding an audio file

FotoAngelo provides audio support for several types of audio files (.wav, .mp3, .mid). You can set background audio for the entire project or for one or more selected images. When adding an audio file, you can also set the volume level for it.

### To set the background audio:

1. Select one or more audio files in the File list.
2. Drag the files to the Audio board.

### To add audio to a specific slide:

1. Select an audio file in the File list.
2. Drag the audio file to a slide in the Slide board. An audio icon appears on the slide.



- You cannot add an audio file with a file name that exceeds 70 characters. It is recommended that you rename the file with a shorter file name.
- If you add background audio and add audio for individual slides, both audio files will play at the same time during your screen saver or slide show unless you select the Mute background audio option.

## Setting the audio volume level

You can set the volume level of background audio and audio for individual slides. The loudest volume setting in ACD FotoAngelo reflects your Windows system settings. If you want the volume to be louder, then you need to adjust the volume in your system settings.

If you add background audio and add audio for individual slides, both audio files will play at the same time during your screen saver or slide show unless you mute the background audio.

### To set the volume level for the background audio:

1. Select one or more audio files in the Audio board.
2. Move the **Volume** slider bar, next to the Audio board, left or right to decrease or increase the volume.

**To set the volume level for audio attached to slides:**

1. Select one or more slides with audio in the Slide board.
2. Select the Audio drop-down panel.
3. Move the **Volume** slider bar left or right to decrease or increase the volume.

**To mute the background audio:**

1. Select the slide you want to mute the background audio for.
2. Select the Audio drop-down panel.
3. Select the **Mute Background Audio** check box.

## **Using an image with embedded audio**

When you add images with embedded audio files to your project, the audio file plays for the slide only and not for the entire project.

**To add an image with embedded audio:**

Drag the image with embedded audio to the Slide board. An audio icon is displayed on top of the image.

**To use another audio file instead of the embedded audio:**

Drag an audio file to the slide with the embedded audio. The new audio file plays when the slide is displayed.

**To revert back to the embedded audio file:**

Right-click the slide and select **Remove Selected Slide Audio**.



If you remove the embedded audio from the image (so that the image has no audio file associated with it) and want to add the embedded audio file back to the image, right-click the slide and select **Use Existing Embedded Audio**.

## Muting the background audio

If you add background audio and add audio for individual slides, both audio files will play at the same time during your screen saver or slide show unless you mute the background audio.

### To mute the background audio:

1. Select the slide you want to mute the background audio for.
2. Select the Audio drop-down panel.
3. Select **Mute background audio**.

## Arranging audio file order

You can change the order of the audio files in the Audio board.

### To change the order of audio files in the Audio board:

1. Select an audio file.
2. Drag the file to a new spot in the Audio board.

## Removing an audio file

You can remove a project audio file for the entire project, or an embedded audio file attached to a specific slide.

### To remove a project audio file:

1. Select one or more audio files in the Audio board.
2. Press the **Delete** key.

### To remove an embedded audio file:

1. Right-click a slide in the Slide board that has audio attached to it.
2. Select **Remove Selected Slide Audio**.

# 4

## Chapter 4

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# Saving a project

This chapter includes information on how you can save an ACD FotoAngelo project or open an existing project.

### Saving a project

When you start FotoAngelo, a new project is opened for you. You can save your current project, which includes images, audio files and any changes you have made to the options, to use again at a later time. The project is saved with an .fap extension.

#### To save a project:

1. Click **File | Save Project As**.
2. Type a filename and choose the location where you want to save the project.
3. Click **Save**.

### Selecting a default project folder

The default project folder determines where your projects are going to be saved on the hard disk drive.

#### To change the default project folder:

1. Click **Tools | Options**.
2. Select the Project Properties page.
3. Click **Browse**.
4. Browse to a new location.
5. Click **OK**.

## Opening a project

When you open a project, it is necessary that the image and audio files added to the project be in the same location on your hard disk drive as when you saved the project.

### To open a project:

Click **File** and do one of the following:

- Click **Open Project** and browse to your project file in the Open dialog box. Select your project and click **OK**.
- Select your project file from the list of recent projects in the File menu.

### Opening legacy projects

You can open a FotoAngelo 1.0 or 1.1 project in ACD FotoAngelo 2.0; however, it is not possible to save your projects as FotoAngelo 1.0 or 1.1 projects.

# 5

## Chapter 5

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# Building a slide show or screen saver

This chapter explains how you can use the Build wizard to create your screen savers and slide shows. It also includes information on previewing the project and setting a maximum output size for images so that you can control how large the screen saver or slide show file will be.

### Building a screen saver or slide show

ACD FotoAngelo can build a slide show and screen saver from the same project.

#### To build a slide show or screen saver:

1. Do one of the following:
  - Click the **Build** button.
  - Click **Tools | Build**.
2. Follow the instructions in the wizard.

#### Build wizard options

The following list describes the different types of builds you can create.



You can build your screen savers with installers that automatically install the screen saver for you in your Windows settings.

<b>Slide Show</b>	Creates a slide show as an executable file with an .exe file name extension. To view your slide show, double-click the file.
<b>Screen Saver</b>	Creates a screen saver with an .scr file name extension. To use this file, you need to place it in your Windows system folder where similar files are kept.
<b>Screen Saver with Installer</b>	Creates a screen saver as an executable file with an .exe file name extension. This file includes a screen saver and an installer. To use this file, double-click the file and a guide will help you install the screen saver.

## Previewing a screen saver or slide show

Before creating your slide show or screen saver, you can preview your project.

### To preview all of the slides in the project:

1. Click the **Slide** button beside the Slide board.
2. In the Preview pane, click the **Play** button.

### To preview a selection of images:

1. Select one or more images in the Slide board.
2. In the Preview pane, click the **Play** button.

## Selecting a default build folder

The default build folder determines where your screen saver and slide show files are going to be saved on the hard disk drive.

### To change the default build folder:

1. Click **Tools | Options**.
2. Select the Build Properties page.
3. Click **Browse**.
4. Browse to a new location.
5. Click **OK**.

## Specifying image output size

You can select from six different sizes to set the maximum output size for images in your project.

### To specify the image output size:

1. Click **Tools | Options**.
2. Select the Build Image Properties page.
3. Click the **Image Size** drop-down list and select one of the following:
  - **Actual Image Size**
  - **640x480**
  - **800x600**
  - **1024x768**
  - **1280x960**
  - **1600x1200**

## Adjusting JPEG build storage settings

The JPEG build storage settings are used to compress and store the project's images. It is recommended that only users with experience working with JPEG compression adjust these settings.

### To modify the JPEG build storage settings:

1. Click **Tools | Options**.
2. Select the Build Image Properties page.
3. Click the **Settings** button.
4. Modify the settings you want to change.
5. Click **OK**.

### Descriptions of the JPEG settings

The following table describes the various JPEG build storage settings you can use to compress and store your images.

<b>Best Compression/ Best Quality</b>	Specifies the JPEG quality and compression levels. The higher the image quality level the lower the compression level. The higher the compression level, the lower the image quality.
<b>Progressive Encoding</b>	Allows images to appear more quickly when transmitted over a low-band width connection, but can slow down decoding when being accessed locally. Improves compression levels without affecting image quality. May not be readable by older software.
<b>Optimize Huffman Code Encoding</b>	Optimizes Huffman code tables in order to increase compression. Although this type of encoding does not affect image quality, the compression takes slightly longer and may not be readable by older software.
<b>2:1 Horizontal Color</b>	Subsamples the color channels by a factor of 2:1 in the horizontal axis. Smaller images are generated at the expense of the image color accuracy.
<b>2:1 Vertical Color Code Sampling</b>	Subsamples the color channels by a factor of 2:1 in the vertical axis. Smaller images are generated at the expense of the image color accuracy.

# 6

## Chapter 6

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# Running your slide show or screen saver

This chapter describes how to run a slide show and install a screen saver. It also includes information on the different play controls for both slide shows and screen savers. It is not necessary for ACD FotoAngelo to be installed on a computer to view or run your completed projects.

### Running a slide show

After you create your slide show, you can play it on your computer or send it to your friends and family. It is not necessary to have ACD FotoAngelo installed on your computer to view your slide shows.

#### To run a slide show:

Locate the .exe file and double-click it.

### Using slide show play controls

You can use the mouse or keyboard to manually stop, or move forwards or backwards through a slide show.

#### To advance to the next slide:

Press **Spacebar**, **Page Down**, or click the mouse.

#### To return to the previous slide:

Press **Backspace**, **Page Up**, or right-click the mouse.

#### To exit the slide show:

Press **Esc**.

## Installing a screen saver

You can save a screen saver as two different file formats: .scr and .exe. You can configure your computer display settings to set your screen saver (with either file type) as the default screen saver.

It is not necessary to have ACD FotoAngelo installed on your computer to install your screen saver.

### To install an .exe screen saver file and set it as the default:

1. Locate the .exe file and double-click it.
2. Select **Make Default Screen Saver** if you want your screen saver to be the default screen saver.
3. Click **OK**.

### To set a .scr screen saver file as the default screen saver:

1. Right-click on the desktop.
2. Click **Properties**.
3. Select the **Screen Saver** tab, and configure the settings so that your FotoAngelo screen saver is selected as the default screen saver.
4. Click **OK**.

### Using screen saver play controls

The FotoAngelo screen saver starts after a specific length of time determined in your Windows settings. You can use the mouse or keyboard to manually stop a screen saver.

### To stop a screen saver:

Click the mouse or press any key on the keyboard.

## Appendix 1: Contacting ACD Systems

You can contact ACD Systems by mail at the following addresses:

### 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.

Contact us 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.

**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 InTouch 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 media formats

You can add the following file formats to your ACD FotoAngelo projects. If ACDSee or another ACD Systems' program is installed on your computer, ACD FotoAngelo will support the file formats included with the program as well.

### Image formats

<b>BMP</b>	Windows Bitmap	Windows and OS/2; 2/8/16/24/32 bpp; RLE and uncompressed
<b>EMF</b>	Enhanced Metafile Format	Win32 enhanced placeable metafiles
<b>GIF</b>	Graphics Interchange Format	Single page and animated; 87a and 89a
<b>JPG</b>	JPEG JFIF	JFIF and Adobe™ CMYK
<b>PIC</b>	SoftImage/Pegasus PIC	All sub-types supported
<b>PCX</b>	Soft Publisher's Paintbrush	All sub-types supported
<b>PNG</b>	Portable Network Graphics	All sub-types supported
<b>TGA</b>	Targa TGA	All sub-types supported
<b>TIFF</b>	Tag Image File Format	1/2/4/8/12/16 bits per sample, 1-4 samples per pixel Bilevel/RGB/Paletted/CMYK/YCrCb/ LOGL/LOGLUV.Uncompressed/PackBits/ LZW//ThunderScan/ SGILog/CCITT/ZIP/ NEXT/New-JPEG (no v6.0 JPEG support) Support for multipage documents
<b>WMF</b>	Windows Metafile Format	Win 3.x placeable metafiles

### Audio formats

<b>MID</b>	MIDI sequence	Plays in preview area with MCI
<b>MP3</b>	MP3 audio	Plays in preview area with MCI
<b>WAV</b>	WAV audio	Plays in preview area with MCI

## Appendix 4: Menu keyboard shortcuts

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

<b>Keyboard shortcut</b>	<b>Action</b>
<b>Ctrl + N</b>	Opens a new project
<b>Ctrl + O</b>	Opens a saved project
<b>Ctrl + S</b>	Saves the current project
<b>Alt + O</b>	Displays the options dialog box
<b>F7</b>	Displays the Build slide show/screen saver wizard
<b>Ctrl + A</b>	Selects all items
<b>F1</b>	Opens the help file

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