

Getting Started: Check one of these options to let iView MediaPro create your first catalog for you.

Getting started

The first time you launch iView MediaPro, a *Getting Started* dialog appears to help you get acquainted with MediaPro features and to assist you with import options for creating new catalogs.

Let iView MediaPro create your first catalog for you, by checking one of the three options: *Import from a folder you choose*, *Import Pictures/Movies folders* (see page 13), *Import iPhoto library* (see page 14).

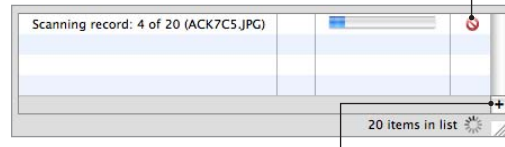
If you want to access this dialog later, it can be found in the Help menu on Windows, and in the MediaPro application menu on the Mac.

Creating catalogs

There are several ways to import or add media to a MediaPro catalog. These methods are explained on the following pages. One basic method is to create a catalog from a folder you choose.


- 1. Launch application:** Double-click the iView MediaPro icon to start the application. An empty catalog will appear.
- 2. Add media files:** In the File menu, select *Import Items from Files and Folders*. This will bring up a dialog where you navigate to and choose a folder or file to import into your

Click the *Cancel* icon to stop an import at any time.



Click this icon to show/hide the progress indicator panel.

catalog. This can also be done by checking *Import from a folder you choose* in the *Getting Started* dialog.

- 3. Progress indicator (Mac):** While your media is being imported, MediaPro will temporarily display a progress indicator panel. Depending on the import type, you may see several progress bars. To stop an import, click on the *Cancel* icon next to the progress bar (see figure above). To hide or show the progress indicator panel, click this icon  located in the lower right corner of the catalog window.

- 4. View** and organize your media.

- 5. Save** catalog.

Before importing media

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

Define thumbnail creation options

On import, each media item is assigned a thumbnail image. This image visually represents the media item and is stored in the catalog. Depending on your preferences and the media type, MediaPro will assign each media item either:

- **An embedded thumbnail** created by a digital camera or software program. Some applications, such as Photoshop, embed a thumbnail into the media file. Digital cameras do this as well. These thumbnails are typically low quality. During import, MediaPro extracts and assigns that embedded thumbnail if the *Use built-in thumbnails* box is checked (see Edit menu > Thumbnails & Preferences).

- **A thumbnail created by MediaPro:** Turning *Use built-in thumbnails* option off will instruct MediaPro to create new thumbnails, which are generally higher in quality, at the cost of a slower import process. For the highest quality thumbnails, iView recommends this option.
- **A generic media icon:** Some non-image files, such as audio files, will have a generic media icon assigned as a thumbnail.

Define thumbnail size

Before creating a catalog, you need to define how MediaPro creates thumbnails: at a fixed size or at a variable size that matches the active display size set in Thumbnail View.

1. Create a new catalog.
2. In the Edit menu, select the *Thumbnails & Previews* option.
3. Choose the size of thumbnails to be created (Options: 160, 320, 480, 640 pixels). If you choose *Variable* size, MediaPro create thumbnails matching the thumbnail size defined in the Thumbnail View of the active catalog.
4. Choose the JPEG compression quality to be applied to the thumbnails.
5. Click the *OK* button. Import your media items and save your catalog.

Media previews

These previews are large JPEG proxy images that will be displayed in Media View, Slide Show and Light Table regardless of whether or not original media files are available for display.

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

To create a catalog with media previews:

1. Create a new catalog.
2. In the Edit menu, select *Thumbnails & Previews*.
3. Check the *Create full screen previews* box. This will enable the creation of Media Previews.

4. Choose the size of previews to be created (Options: 800, 1024 and 1280 pixels).
5. Choose the JPEG compression quality to be applied to the preview images.
6. Click the *OK* button. Import your media items and save your catalog.

Please be aware that the file size of catalogs with full screen previews will be considerably larger than catalogs with only thumbnails.

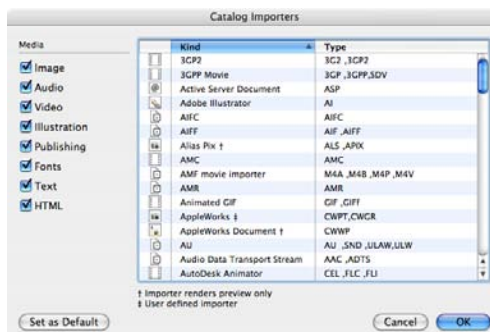
Filter imports by media type

Import options control what media files are added to a catalog. Most import options are conditional to the type of import (*From Folders, Camera*, etc.)

However, there is a global option to limit importing just those files that belong to a certain media type. To define a media type filter, select *Catalog Importers* in the File menu. Check the box for each media group you want to allow MediaPro to import or ignore in future catalogs.

For example, when *Importing from Files/Folders*, you might turn on only the *Images* option in order to import images such as JPEG, TIFFs, etc. and skip all other files in the same folder.

If you are not familiar with what types of media files belong to each group, you can check the box for a particular media group to see a comprehensive list of all media types supported.



Catalog Importers: Use to filter media types on import. Press the *Set as Default* button to set the media types filter for future catalog imports.