

Viewing files in catalogs

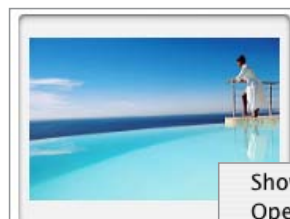
The MediaPro interface displays information in three different views: List, Thumbnail and Media. To switch views, click the appropriate tab.

All three views offer features that resemble the way you work with your files in the desktop:

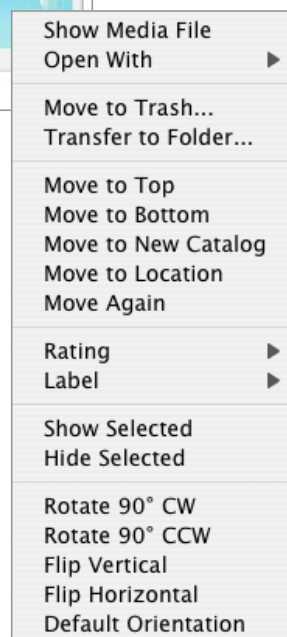
- To find a file, type the first letters of its name.
- To change a file name, click the name, wait a moment, and then start typing.
- To use functions in the contextual menu, right-click a media item's thumbnail (Mac: Ctrl-click), or anywhere inside the iView MediaPro window.
- To rearrange items, drag them to where you want them and drop them. You can drag single items or multiple selections.
- To copy or move items to another catalog, drag them from one catalog to the other.
- To move the original files, drag the relevant catalog items to a folder or to the desktop. This will move the file from its current location to the desktop.
- To copy files from the catalog to the desktop, hold the Ctrl key (Mac: Option key) while dragging them to the desktop.
- To launch items with another drag-and-drop application, drag them onto the application shortcut (Mac: alias).
- To invert the order of media any catalog view, click the invert button (☐) in the upper left corner of the media viewing area.



View tabs in Mac OS X. Use Command-1, 2, and 3 respectively to change view. On Windows XP use Ctrl-1, 2, and 3 respectively to change view.



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Contextual menu: Right-click to get quick access to many of MediaPro's functions (Mac: Ctrl-click). This menu will help you minimize cursor movement. The contextual menu has the same functions in all views.



Hide Toolbar: To increase the size of the media viewing area, use the *Hide/Show Toolbar* option in the Window menu.