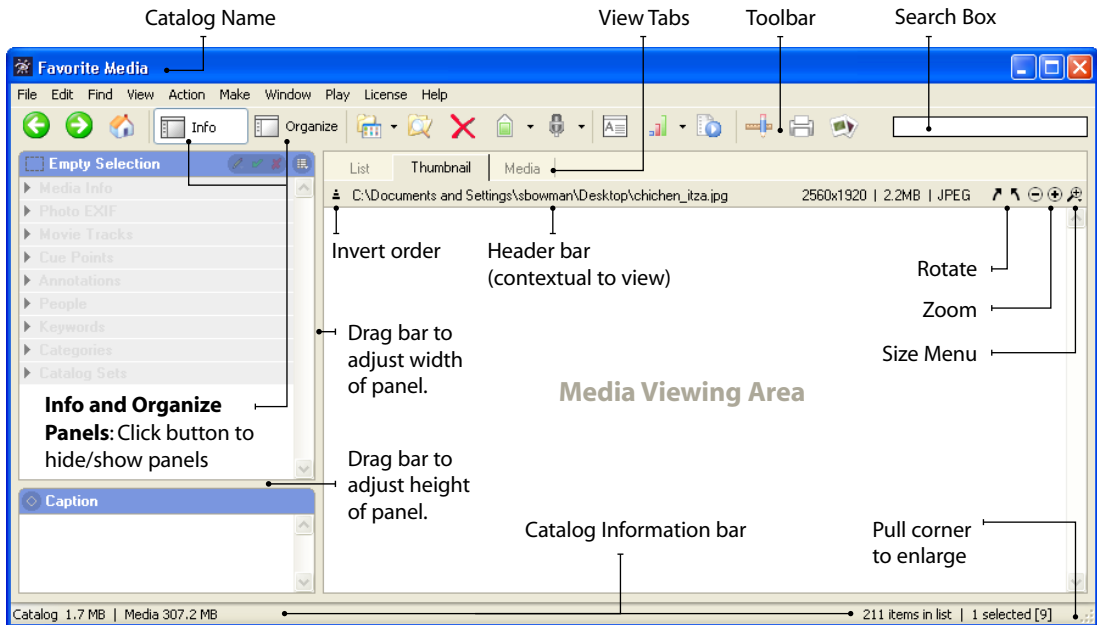


The iView MediaPro workspace



Toolbar functions



State navigation lets your step back and forward between your catalog selections in the Organize Panel.



Show All Items restores the view of a catalog to show all items. Available after search, sort and organize functions.



Media Info/Organize panels - click on either of these buttons to show or hide the Media Info and Organize panels.



Open With launches the selected media items with a *Helper* application that can view, edit or mail media files.



Show Media File reveals the location of the selected media items on the desktop or mounted storage volume.



Move to Recycle Bin removes the selected items from the catalog and moves the original files to the Recycle Bin (Trash on Mac).



Assign Label will assign one of nine color labels to the selected media items. Also provides the option to remove a label.



Voice Annotation allows you to record, listen, remove or import audio annotations attached to media items.



View Options will display a palette that controls which fields are displayed, as well as the font and colors for each view.



Sort will reorder items in your catalog by more than 25 criteria such as color label, file name, capture date and dimensions.



Play Media contains options to play a movie, animation or sound. The spacebar will start/stop the playback of media, as well.



Image Editor shows a palette to crop or resize photos, as well as adjust color, tone or sharpness and make other enhancements.



Print displays options for printing lists, contact sheets and single images from your catalog.



Slide Show launches a presentation in a full screen slide show, beginning with the selected media item.

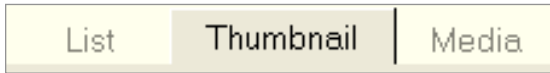


Rotation sets the viewing angle of an item in all views. This does not change the rotation of the original file.

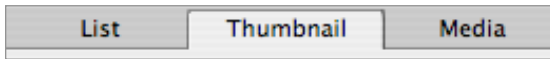


Zoom increases or reduces the size of thumbnails and media in all views (List, Thumbnail and Media).

Navigation



View tabs in Windows XP. Use Ctrl-1, 2, and 3 respectively to change view.



View tabs in Mac OS 10.3 (Panther). Use Cmd-1, 2, and 3 respectively to change view.



State Arrows in Windows XP and Mac OS 10.3 respectively. As you search, sort and organize your catalog, certain files will become hidden. To restore your catalog and view all files, click on the Home (*Show All Items*) toolbar icon. Or you can use the State Arrows to navigate back and forth among various states that your catalog has shown during the searching and sorting process.

Viewing files in catalogs

- **To find an item**, type the first letters of its name.
- **To rearrange items**, drag them to where you want them and drop them. You can drag single items or groups of items.
- **To copy or move items to another catalog**, drag them from one catalog to the other.
- **To move items from the catalog to the desktop**, drag them to a folder or to the desktop. This will move the file to the location you specify.
- **To copy files from the catalog to the desktop**, hold the Ctrl key (Mac: Option key) while dragging them to the desktop.
- **To invert the order** of media any catalog view, click the invert button (⌂) in the upper left corner of the media viewing area in the Header Bar.
- **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.



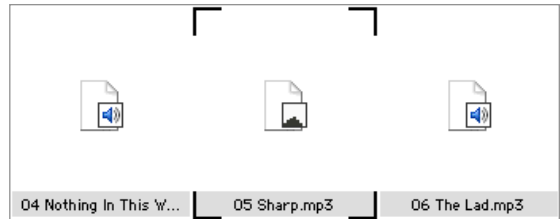
Labels

- To assign a color label to a media item, select it in your catalog then press the corresponding for the color label: 1, 2, 3, 4 This function works in all views, including slide shows.
- To remove color labels, select the item and press 0 (Zero).
- Label colors and names can be customized in the *Preferences* option of the Edit menu (Mac: iView MediaPro menu).
- You can show items by color labels using the Catalog Index of the Organize Panel.



Playback

- **Keyboard controls:** To start, pause or stop the playback of movies, sound and animation in any view, press the Spacebar.
- **Toolbar controls:** Press the toolbar's *Play* icon to start, pause or stop media playback in any view (List, Thumbnail or Media) or to start or stop *Playlist Mode*, if it is active.



Playlist Mode: During playback, files being played are highlighted with black corners.



Media View playback: You can use the onscreen QuickTime controls to interact with movies, music, Flash and QTVR files.



List View playback: Though the icons are small, movies and music will play just fine in List View. Simply select a file and press the spacebar to start or stop the playback of any a file. You can also change views while the file is playing by clicking any of the view tabs.

File Menu	Windows	Mac
New Catalog	Ctrl+N	⌘ N
Close Catalog	Ctrl+W, Ctrl+F4	⌘ W
Open Catalog	Ctrl+O	⌘ O
Catalog Finder	Ctrl+⇧+O	⇧ ⌘ O
Save Catalog	Ctrl+S	⌘ S
Save As...	Ctrl+⇧+S	⇧ ⌘ S
Catalog Info	Ctrl+K	⌘ K
Import Options	Ctrl+⇧+I	⇧ ⌘ I
Import from Files/Folders	Ctrl+I	⌘ I
Import from Camera	Ctrl+Alt+I	⌘ ⌥ I
Import from URL	Ctrl+Alt+U	⌘ ⌥ U
Cancel Running Tasks	Ctrl+Break	⌘ . (Period)
Print	Ctrl+P	⌘ P
Page Setup	Ctrl+⇧+P	⇧ ⌘ P
Exit (Quit)	Alt+F4, Ctrl+Q	⌘ Q

Edit Menu	Windows	Mac
Undo	Ctrl+Z	⌘ Z
Cut	Ctrl+X	⌘ X
Copy	Ctrl+C	⌘ C
Paste	Ctrl+V	⌘ V
Delete	Delete	Delete
Select All	Ctrl+A	⌘ A
Deselect All	Ctrl+D	⌘ D
Define Custom Fields	Ctrl+⇧+D	⇧ ⌘ D
Preferences	Ctrl+,	⌘ ,(Comma)

Find Menu	Windows	Mac
Show All	Ctrl+E	⌘ E
Show Hidden	Ctrl+Alt+E	⌘ ⌥ E
Show Selected	Ctrl+⇧+E	⇧ ⌘ E
Hide Selected	Ctrl+Alt+⇧+E	⇧ ⌘ ⌥ E
Show Previous State	Ctrl+Left Arrow	⌘ ←
Show Next State	Ctrl+Right Arr.	⌘ →
Find	Ctrl+F	⌘ F
Find Next	Ctrl+Alt+F	⌘ ⌥ F
Go To	Ctrl+G	⌘ G
Go Again	Ctrl+Alt+G	⌘ ⌥ G

View Menu	Windows	Mac
Actual Size/Scale to Fit	Ctrl+0	⌘ 0
Zoom In	Ctrl++	⌘ +
Zoom Out	Ctrl+-	⌘ -
Rotate 90° CW	Ctrl+]	⌘]
Rotate 90° CCW	Ctrl+[⌘ [
Move to Top	Ctrl+Up	⌘ ↑
Move to Bottom	Ctrl+Down	⌘ ↓
Move to Location	Ctrl+L	⌘ L
Move Again	Ctrl+⇧+L	⇧ ⌘ L
Sort Again	Ctrl+Alt+;	⌘ ⌥ ;
Invert Sort Order	Ctrl+;	⌘ ;

Action Menu	Windows	Mac
Rebuild Item	Ctrl+B	⌘ B
Sync Annotations	Ctrl+Alt+B	⌘ ⌥ B
Clear Annotations	Ctrl+⇧+B	⇧ ⌘ B
Add to Set	Ctrl+Alt+M	⌘ ⌥ M
Move to Recycle Bin (Trash)	Ctrl+Delete	⌘ Delete

Make Menu	Windows	Mac
Run Slide Show	Ctrl+R	⌘ R
Slide Show Options	Ctrl+⇧+R	⇧ ⌘ R

Window Menu	Windows	Mac
Minimize Window		⌘ M
Show/Hide Toolbar	Ctrl+T	⌘ T
Switch Views (List, Thumbnail, Media)	Ctrl+1, Ctrl+2, Ctrl+3	⌘ 1, ⌘ 2, ⌘ 3
Show/Hide Panels (Info, Organize)	Ctrl+4, Ctrl+5	⌘ 4, ⌘ 5
Show/Hide View Options	Ctrl+J	⌘ J
Show/Hide Image Editor	Ctrl+Y	⌘ Y
Show/Hide PDF Maker	Ctrl+U	⌘ U

Legend

⌘ Command ⌘ Option
⇧ Shift ⇧ Arrows

Keyboard shortcuts

Slide Show function	Windows	Mac
Exit slide show.	Escape (ESC)	Escape (ESC)
Show/Hide slide show controller. When the controller is hidden, the mouse cursor is also hidden.	Enter or Return	Enter or Return
Run/Pause slide show.	Space Bar	Space Bar
Display the next media file. The next media file is always displayed, even in Random mode.	Right or Down Arrow	Right or Down Arrow
Display the previous media file. The previous media file is always displayed, even in Random mode.	Left or Up Arrow	Left or Up Arrow
Move to next frame of a movie. Suitable for stepping through movie frames while slide show is paused.	Alt + Right or Down Arrow	⌘ + Right or Down Arrow
Jump to the last frame of the movie.	⇧+Alt+Right/Down Arrow	⇧ + ⌘ + Right/Down Arrow
Move to previous frame. Suitable for stepping through movie frames while slide show is paused.	Alt + Left or Up Arrow	⌘ + Left or Up Arrow
Jump to the first frame of the movie.	⇧ + Alt + Left or Up Arrow	⇧ + ⌘ + Left or Up Arrow
Zoom in to the next available size option.	+ (Plus key)	+ (Plus key)
Zoom out to the previous available size option.	- (Dash key)	- (Dash key)
Toggle scale of images between <i>Scale to fit</i> and <i>Actual Size</i> .	Ctrl+0	⌘ 0
Change display to the next available grid option.	d	d
Change display to the previous available grid option.	⇧ + D	⇧ + D
Set/unset slide show to Interactive mode. If slide show is in interactive mode, you can use the arrow keys or mouse to move forward or backward.	I or i (case insensitive)	I or i (case insensitive)
Set/unset slide show to Continuous (Loop) mode.	L or l (case insensitive)	L or l (case insensitive)
Set/unset slide show to Random mode. Random mode uses all available media items once before repeating media.	R or r (case insensitive)	R or r (case insensitive)
Turn Multi-sound mode on or off. This is useful when playing multiple movies at once. When it is off you will only hear audio from the active movie.	M or m (case insensitive)	M or m (case insensitive)
Change the active media item to the next item in the grid. This is useful in multi-grid mode only. It will reset the slide show audio and swap information displayed in the info panel. Changing the active item also changes the order at which items are loaded.	Tab	Tab
Assign a color label to active media item. This label will apply to all views in the catalog. Use the slide show controller to check/show/hide labelled items.	Numbers 1-9	Numbers 1-9
Remove color label from active media item.	0 (Zero)	0 (Zero)

Mouse shortcuts

Slide Show function	Windows	Mac
Run/Pause slide show.	Click (Normal mode)	Click (Normal mode)
Load next slide.	Click (Interactive mode)	Click (Interactive mode)
Load previous slide.	⇧ + Click (Interactive mode)	⇧ + Click (Interactive mode)
Drag media in grid cell. This takes effect only if the displayed media is clipped, (i.e. larger than the grid cell size).	Alt + Click	⌘ + Click
Exit slide show.	Double Click	Double Click