

Distributing catalogs with Catalog Reader

When distributing catalogs with iView Catalog Reader, there are two primary considerations that will greatly impact what the recipient can do with the catalog: image settings and view options.

The image settings determine the size and quality of media items that can be viewed in Catalog Reader. View options determine which annotations can be viewed in the Info and Organize Panels.

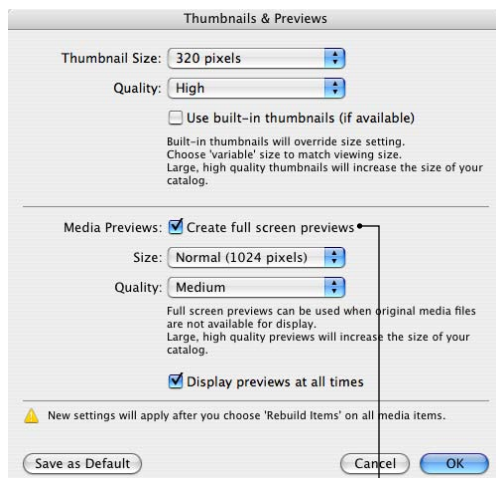
Here are instructions for creating catalogs to be distributed with Catalog Reader:

Thumbnails & Previews

1. Create a new catalog.
2. In the Edit menu, select Thumbnails & Previews.
3. Choose the size of thumbnails to be created (Options: 160, 320, 480, 640 pixels). If you choose *Variable* size, MediaPro will match the thumbnail size defined in the Thumbnail View of the active catalog. If you are sharing a catalog with thumbnails only, you should choose a large thumbnail size, such as 480 or 640.
4. Choose the JPEG compression quality to be applied to the thumbnails.
5. To enable the creation of media previews, check the *Create full screen previews* box. This option will enable the catalog recipient to view larger image files without accessing the original files.
6. Choose the size of previews to be created (Options: 800, 1024 and 1280 pixels).
7. Choose the JPEG compression quality to be applied to the preview images.
8. Click the *OK* button. Import your media items and save your catalog.

Import

9. Import media into your catalog.
10. If you want to password protect your catalog for distribution, see instructions on the previous page.
11. Choose File > Save.



Choosing this option will enable MediaPro to create and store full screen previews in your catalogs. This way it's not necessary to distribute your images with catalogs.

View Options

12. Catalog Reader does not provide any options to change the appearance of List, Thumbnail and Media View. Choose your font, type size, colors, and displayed fields with your catalog recipient in mind. *See page 44-46 for instructions on modifying view themes.*
13. Likewise, Catalog Reader does not provide any options to configure the Info or Organize Panels. Show or hide various annotation fields and groups with your catalog recipient in mind. *See page 47 for instructions on modifying Info and Organize panels.*

Distribute disc

14. Burn your catalog and a copy of iView Catalog Reader on a CD or DVD. Include both the Mac and Windows versions of Reader so that you won't have to worry about the recipient's operating system. The latest version of iView Catalog Reader can be downloaded at: www.iView-multimedia.com/downloads/ If your recipient already has Catalog Reader or MediaPro, all you need to is provide them with a copy of the catalog.
15. If you want your catalog recipient to view

the highest resolution for Media View, Slide Shows and the Light Table, you should also burn a copy of all original media files on the same CD or DVD.

Catalog Reader is included with the MediaPro install CD. If you need either the Mac or Windows version, it can be downloaded from the iView web site (www.iview-multimedia.com). We recommend that you include both the Mac and Windows version of Catalog Reader when you distribute your iView catalogs.

Be aware that the file size of catalogs with full screen media previews can be considerably larger than catalogs with only thumbnails. But your clients will be able to see a much larger version of your images.

The size and compression quality of media previews will also greatly impact the file size of MediaPro catalogs.

Exchange feedback using Notepad

iView Notepad is an easy way to share comments about media item between different people using the same catalog.

The iView Notepad is a flexible tool and can be used in different ways. To explain how Notepad works, we are going to use an example of a photographer communicating with an art director about an assignment.

Using iView Catalog Reader (or MediaPro), the art director can view and select the best images and send those selections with comments back to the photographer. The photographer can then immediately see those selections in the catalog and quickly process the photos according to the comments.

Here's how that exchange would work in step-by-step instructions:

Photographer

1. Create a catalog with iView MediaPro.
2. Burn catalog on a CD or DVD, and include the Mac and Windows versions of iView Catalog

The screenshot shows the iView Notepad window for a catalog named 'Mykonos'. At the top, there are navigation elements: 'Catalog: Mykonos' and 'Page: 1 2 3 4 5'. Below this is a list of items with thumbnails, including image files (ACK7C2.JPG, ACK7C9.JPG, ACK7CC.JPG, ACK7F0.JPG, ACK8D9.CRW) and a PDF file (Workflow Solutions.pdf). A comment box contains the text: 'Print order. These are my favorite images from the shoot. Please print 2 copies each photo at 8x10, glossy. For image ACK7F0, make one print at 11x14, matte.' At the bottom, there is an 'Options' menu with three choices: 'Email Notepad', 'Show Notepad File', and 'Create Sets Using Notepad Pages'.

Annotations in the image explain the following features:

- Switch to different Notepad of any open catalog:** Points to the 'Catalog: Mykonos' dropdown menu.
- Click to change notepad page:** Points to the 'Page: 1 2 3 4 5' navigation buttons.
- Type comments for this page in the Notepad:** Points to the comment text area.
- Double-click an item or group of items to show them in the catalog. Option+Double-click to select item(s) in the catalog:** Points to the item list.

Choose *Email Notepad* to launch your computer's default mail client, create a new email and attach the Notepad file.

Reader. For detailed instructions on sharing catalogs with full screen previews, see page 120. If your client already has Catalog Reader, you might be able to email the catalog to them.

3. Send disc to art director.

Art Director

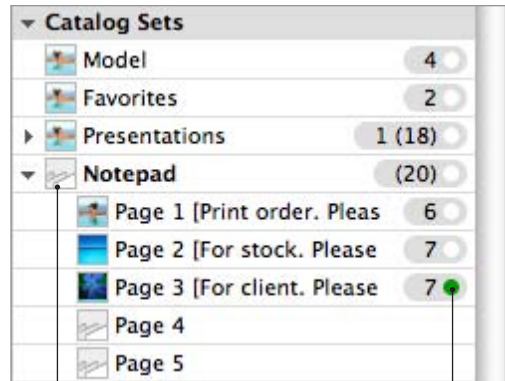
1. Copy Catalog Reader, the catalog and any media files from the disc to your computer. Everything will run much faster. However, it is perfectly fine to launch iView Catalog Reader from the disc and open the catalog. Installing Catalog Reader is not necessary.
2. In the Windows menu, choose *Show Notepad*.
3. Drag-and-drop a selection of images to the Notepad. This selection will make up the first page of the Notepad.
4. Type your thoughts about this selection of images in the Comment box. Example: *Print order: 2 copies of each image at 4x6.*

Tip: We recommend that you start each comment with a short word. That way, when the catalog creator imports your comments into Catalog Sets, they will quickly be able to decipher the general meaning of the page comments. For example, in the figure at right, Page 1 is a "Print order."

5. If more feedback is needed then select a different page of the Notepad and repeat the process.
6. When the Notepad is complete, click the *Email* button at the bottom left of the Notepad palette. This will launch your computer's default mail client, create a new email and attach the Notepad file. The Notepad file will have the same filename as the catalog but with a .ivn extension (iView Notepad).
7. Send email to the photographer.

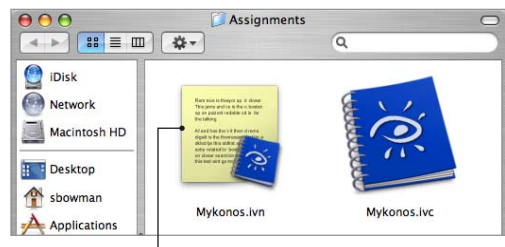
Photographer

1. Photographer receives email with Notepad file attached.
2. Open the email and save the attachment (Notepad file) to the same folder as the original



This is an example of hierarchical Catalog Sets created from pages of the catalog's Notepad.

Click dot to display only those files associated with that Notepad page (green indicates active).



Notepad files must be saved in the same folder as the corresponding iView catalog. The size of Notepad files are very small because they are XML text files.

catalog that was sent to the art director.

3. Open the catalog and from the Windows menu choose *Show Notepad*. The selections and comments that were made in Catalog Reader by the art director are now showing in MediaPro. You can also double-click on the Notepad icon and MediaPro will launch and automatically open the appropriate catalog.
4. In the Option menu at the bottom of the Notepad palette, choose *Create Sets using Notepad pages*. This option will create 5 Catalog Sets corresponding to each page of the catalog's Notepad. You can now hide the Notepad palette because the same information is in the Organize Panel and it can be integrated with your regular workflow.