

## **Quick Start Lesson**

This tutorial is designed to make you familiar with the most often used functions offered by Image Voyager. You will learn:

- How to tag images.
- How to view an image using the full screen.
- How to save images.
- How to rotate images.
- How to convert images to different file types and resize them.
- How to print images.
- How to e-mail images.
- How to copy an image file to another location.
- How to copy an image or its filename to the Windows Clipboard.
- How to delete images.
- How to make a web page that contains images.

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## **Tagging Images**

In the file list at the bottom of the main Image Voyager screen there is a check box next to each file. You can click on these boxes to tag files for the batch processing commands: Print Tagged Images; Send Tagged Images; and Convert or Resize Images.

A file is selected when it is highlighted. A file is tagged when its check box is checked. You can tag all selected files, select all tagged files, or clear all tags by choosing the appropriate command under the Edit menu.

To tag all the images in the current directory, press **Ctrl+A** to select all images then **Ctrl+T** to tag the selected images.

You cannot tag images in more than one directory. After you change directories, the tag information for the previous directory is lost.

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## **Full Screen Viewing**

You can view the image on the full screen by selecting the FULL SCREEN command in the VIEW menu. The image is expanded to fill the screen, and is displayed at higher quality.

To return to the normal Image Voyager screen, click anywhere on the screen or press a key on the keyboard.

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## **Saving Images**

Image Voyager can save an image in any of several different file formats. In addition, an image can be resized when it is saved. This is useful if you want to reduce the file size of an image for

e-mail or a web page. You can also rotate an image before you save it with Image Voyager using the Rotate Left or Rotate Right commands.

To save an image, select the SAVE AS command from the FILE menu.

**See Also: *Converting and Resizing Images***

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## ***Rotating an Image***

You can rotate an image 90 degrees by selecting ROTATE LEFT or ROTATE RIGHT in the VIEW menu. If you want the image to stay rotated, you should save it using the Save As command.

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## ***Converting and Resizing Images***

Image Voyager can convert several images at once to a single file format, and can optionally resize the images in the process. This is useful if you have a number of images from a digital camera or scanner and you want to convert them to another format or reduce their size for e-mail or a web page.

Here's how to do it:

- Tag the images to be processed.
- Select CONVERT OR RESIZE IMAGES from the FILE menu.
- In the Convert Checked Images dialog box, select the output file format. The JPG format is the most popular format for images.
- If you are saving the images as JPG files, select the JPG Compression.

**Note:** The JPG file format uses "lossy" compression, so the image loses a little accuracy when it is compressed. This loss of image accuracy is not normally noticeable at compression levels of 15 or less. The compression value can range from 2 to 255.

- If you want to resize the images, enter the maximum height and width, in pixels. The images will maintain their aspect ratios. In other words, the images will not be stretched wider or taller; they will only become larger or smaller.
  - Select the path for the images to be saved. The images will be saved under their current file names in the destination directory. If the destination directory is the same directory the original images are in, then the original images will be overwritten.
  - Click the START CONVERSION button.
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## ***Printing Images***

With Image Voyager you can print a single image or a number of tagged images by selecting PRINT or PRINT TAGGED IMAGES from the FILE menu.

You can specify the size of the image to be printed, or check FIT TO PAGE to size the image so that it fills the printed page.

The image in the upper-right corner of the Print dialog shows you how the image will be positioned on the page.

You can select LANDSCAPE or PORTRAIT mode to print the image sideways or upright.

You can also specify whether the image is to be centered or aligned to the left, right, top, or bottom of the page.

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## ***E-mailing Images***

To e-mail images, select SEND or SEND TAGGED IMAGES from the FILE menu. The current image or the tagged images will be attached to a blank e-mail. Add the recipient(s) and any text you want to the e-mail, then send it as you would any e-mail.

Some image files may be large, so you might want to make a copy of the images at a smaller size before you send them. You can do this using SAVE AS or CONVERT OR RESIZE IMAGES in the FILE menu.

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## ***Copying an Image File***

The Copy Image File command in the File menu is used to copy an image file from one location to another. It's just like copying a file using Windows Explorer. This command is similar to the Save As command, but with Copy Image File there are no conversions, resizing, etc. that take place when the file is copied.

This command does not copy a file to the Windows Clipboard. Use the COPY IMAGE and COPY FILENAME commands under the Edit menu for that.

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## ***Copying to the Windows Clipboard***

You can copy an image or an image filename to the Windows Clipboard by selecting COPY IMAGE or COPY FILENAME in the EDIT menu. If you want to paste an image into another application, use Copy Image. If you want to paste the filename of the current image, use Copy Filename.

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## ***Deleting Image Files***

To delete selected image files, select the files to be deleted and then click on the DELETE FILE command in the EDIT menu.

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## ***Making a Web Page***

Image Voyager can automatically create a web page containing tagged images. The web page will contain a table of thumbnail images and optional captions. Any thumbnail image on the web page can be clicked to view the full-size image. Here's how to do it:

- Tag the images you want to be included in the web page.

- Select the MAKE WEB PAGE command from the FILE menu.
- Enter any captions for the images.
- Enter any customizing information in the Make Web Page dialog box.
- Click the SAVE WEB PAGE button.

It's a good idea to save the web page in a separate directory. When you save a web page, three things are normally saved:

- HTML file-This is the web page itself. It contains references to the images and the thumbnail images.
- Thumbnail images-These are the small images that appear in the web page.
- Image files-These are the full-sized images, or they can be resized copies of the originals.

After you have saved a web page, you can view it in your web browser by clicking on the VIEW WEB PAGE button. If you need to make changes, you may want to check the option SAVE HTML FILE ONLY, NO IMAGES if the images are correct.

**Note:** You can make changes to the web page and save it again as long as you stay in the Web Page dialog. Once you've clicked EXIT and gone back to the main Image Voyager screen, you will no longer be able to make modifications to the web page.

The web page options you select will be retained for the next web page you make. If you want to revert to the program defaults, click on the USE DEFAULT SETTINGS button.

## Thumbnail Images

The thumbnail images used in the web page are small copies of the original images. They are copied to the same directory as the HTML file, with "small\_" added onto the original image file name. When you make a web page, the thumbnail images appear in the page. Then when you browse the web page, you can click on a thumbnail image to see the large version of the image.

## Images and Captions

In the upper-right corner of the Web Page screen there is a set of boxes that represent the images on the web page. You can click on any of the boxes to see the image and optionally add an image caption to be shown on the web page. You can also select an image in the image list below the image arrangement boxes.

If you would like to reposition an image, use the up and down arrow buttons to the right of the image list. This will move the current image up or down one position.

## Web Page Options

**Number of Columns** is the number of columns in the table for the thumbnail images. Depending on the thumbnail image size and the resolution of the web browser's screen, this will determine whether all the images will fit on the screen without scrolling horizontally. Normally in a web page it is better to scroll vertically than horizontally.

A quick way to tell whether the thumbnails fit across the screen is to click the VIEW WEB PAGE button once the page has been saved. Then go back and adjust the Number of Columns option, the thumbnail size, or the spacing options if necessary.

**Max Horizontal Size** and **Max Vertical Size** are the maximum possible horizontal and vertical size of the thumbnails in pixels. The thumbnail images will be fit within these size limits without "stretching" or adjusting the aspect ratio of the images.

**Cell Border Width** is the thickness of the border between the images. The HTML term for this option is "tableborder."

**Space Around Cell Contents** is the space between the images and the cell borders. The HTML term for this option is "cellpadding."

**Space Between Cells** is the space between the cells. The HTML term for this option is "cellspacing."

It's easy to experiment with Cell Border Width, Space Around Cell Contents, and Space Between Cells using the VIEW WEB PAGE button once the page has been saved. You can use the Save HTML File Only option after you have created the thumbnails the first time. If you set the Cell Border Width to zero the borders between the images will be invisible.

**Title Font Size** and **Caption Font Size** are the font sizes for the text in the web page. The **Font Name** can be specified, or it can be left blank to use the default browser font.

The **Background Color** and **Text Color** can be set by clicking on the color boxes and selecting the desired color from the color palette that appears.

The **Web Page Title** is the title that is displayed at the top of the web page.

If **Save HTML File Only** is checked, then the images will not be saved. This is useful for modifying the web page parameters after the thumbnail images have been created. However, the web page cannot be modified after returning to the main program.