








Online Image Application Assistance

Please note that the text-based menu is partially duplicated in icon form. Clicking on the appropriate icon can perform some of the functions performed by selecting an item from the text menu at the top of the page. Equivalents are listed below:

The **File** Menu - icon equivalents = (no equivalent icon)

- **Print** - Opens a submenu with the following menu options:
 - Selection – Prints selected records
 - All – Prints all records
- **Logout** - Quits the web application connection and the Registered User Login window is displayed

The **View** Menu - icon equivalents = 



-  = **Thumbnail** - Displays records as thumbnails. Once this view mode is active, you can select different sizes for the thumbnails.
-  = **Details** - Displays records in a sorted text list
-  = **Information** - Displays records in the Information view
-  = **Preview** - Displays records as previews, available to registered users only
-  = **Small Thumbnail/Preview**
 - Displays records as small thumbnails/previews (default 64 x 64 pixel)
-  = **Medium Thumbnail/Preview**
 - Displays records as medium thumbnails (default 128 x 128 pixel)
-  = **Large Thumbnail/Preview**
 - Displays records as large thumbnails (default 256 x 256 pixel)



The **Category** Menu - icon equivalents = (no equivalent icon)

- **Information** - Opens the Category Information window for the selected category
- **New Category** - For administrative use only, non functioning for other users
- **Find Matching Records** - Finds all records that are associated with the selected categories. This is the menu equivalent to double-clicking on category icons. (Arrow icon to the left of the parent category) (Disabled unless one or more categories are selected.)
- **Expand** - Expands the selected categories to reveal subcategories. This works the same way as clicking on the arrow icon to the left of the parent category. (Disabled if no parent categories are selected.)
- **Collapse** - Collapses the selected parent categories to hide subcategories. This works the same way as clicking on the arrow down icon to the left of the parent category. (Disabled if no expanded parent categories are selected.)











The **Collection** Menu - icon equivalents =  (click on arrow to display items below)

- **Find Records** - Opens or activates the Find window. (See detailed explanation on page 5)
- **Find All Records** - Resets the current selection of records to the entire contents of the catalog(s) opened in the collection. This is useful after a search operation has reduced the number of visible records.

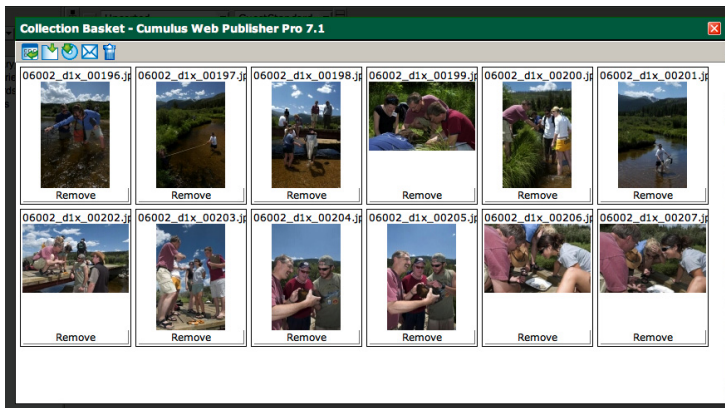
The **Asset** Menu - icon equivalents =  

-  = **Information** - Opens the Information view for the selected record(s). (Disabled when no record is selected.)
-  = **Preview** - Displays records as previews. (Registered User access only)
- **Show Record Link** - (Administrative access and use only) opens a window that displays the URL of the selected record. You can copy this URL and paste the link.
- **Watch Asset** - (Administrative access and use only) Adds the record to the list of assets for which you get a notification via mail if the asset has changed.






Icon and icon sets not referenced in the text menu

-  = Collections basket – (For use by Registered Users) Opens the collections window, see details about the collections window on page 3 below
-  = Thumbnail per page display count icon
 -  = Decreases the thumbnail count per page
 -  = Increases the thumbnail count per page
-  = Entry field for Quicksearch A search item will be found if it is contained in one of the following fields: Captions / Notes, Record Name, Notes, Keywords, and Categories
-  = Page display icons and page number field
 -  - Move to First Page
 -  - Move to Previous Page
 - - Number field, insert page number to go to that page
 -  - Move to Next Page
 -  - Move to Last Page

Collection Basket pop-up window: For use by Registered Users

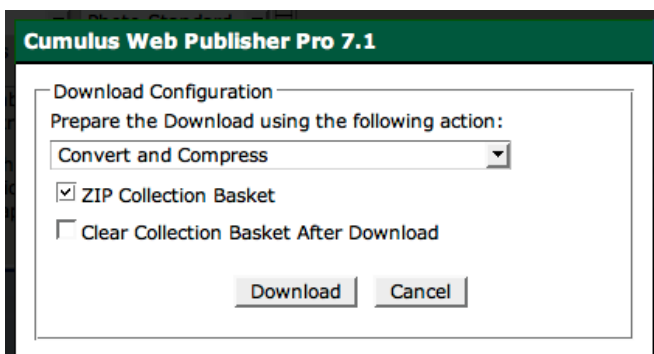


Icon explanation:

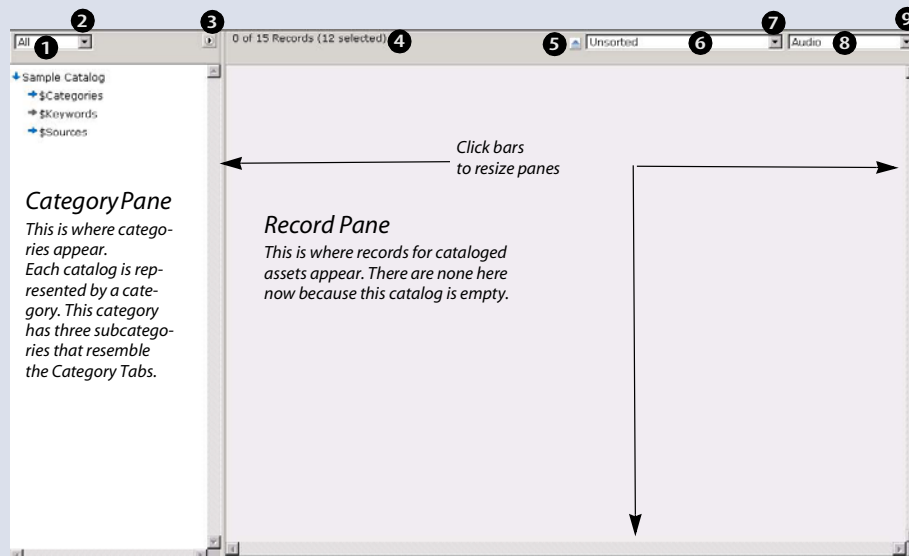
-  = Return to thumbnail view, closes the Collection Basket and returns to the web application
-  = Download icon, opens a dialog box to download the contents of the collections basket
-  = Opens a dialog for ordering the contents of the collections basket on CD.
-  = Opens a dialog box for emailing the contents of the collections basket.
-  = Removes all records from the collections basket. NOTE: To remove single records from the collection basket, use the context menu. Select the desired record in the main window, make a alternate (right) mouse button click and select Remove from Collection Basket.

Downloading files contained in your **Collection Basket**:

- For best results select the **Convert and Compress** options when downloading the files contained in your **Collection Basket**.
- Check the **Zip Collection Basket** check box (ensure you have the un-zip utility to un-compress your downloaded files)
- Check the **Clear Collection Basket After Download** to remove the current images from your collection basket
- Click the **Download** button to download your files.
- Remember to return to the Online Image library to complete your download and log off of the online interface

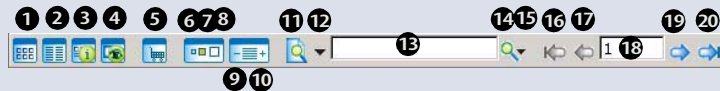


Overview: The Cumulus Web User Interface



Status Bar

1. Displays the selected Category tab.
2. Click to select a Category tab.
3. Click to select a Category View Set.
4. The section shows the total number of records in the catalog, how many are visible, and how many are selected.
5. Click to sort the records in ascending/descending order.
6. Displays the record field selected for sorting.
7. Click to select a record field for sorting.
8. Displays the selected Record View Set.
9. Click to select a Record View Set.



Main Toolbar Items

1. Show Thumbnail View
2. Show Details View
3. Show Info View
4. Show Preview View
5. Open Collection Basket
6. Show small thumbnails/previews when in Thumbnail View / Preview View
7. Show medium thumbnails/previews when in Thumbnail View / Preview View
8. Show large thumbnails/previews when in Thumbnail View / Preview View
9. Delete a row from the current view.
10. Add a row to the current view.
11. Open the Record Find window
12. Open a list from which you can select opening the Record Find window, the Find All option or performing saved search queries
13. Entry field for Quicksearch (Default: a "contains" search in the record fields Record Name, Notes, Keywords, and Categories. A search item will be found if it is contained in one of the fields.)
14. Perform a Quicksearch
15. Open a list of previous Quicksearch items
16. Show the first record from the collection window's current selection
17. Show the previous record from the collection window's current selection
18. Display the order number of the selected record.
19. Show the next record from the collection window's current selection
20. Show the last record from the collection window's current selection



Collection Toolbar Items

1. Change back to main window.
2. Opens a dialog for downloading the contents of the collections basket.
3. Opens a dialog for ordering the contents of the collections basket on CD.
4. Opens a dialog for emailing the contents of the collections basket.
5. Removes all records from the collections basket.
NOTE: To remove single records from the collection basket, use the context menu. Select the desired record in the main window, make a alternate (right) mouse button click and select **Remove from Collection Basket**.

NOTE: Cumulus makes use of the alternate (right) mouse button. Make use of it to get context menus for records or categories.

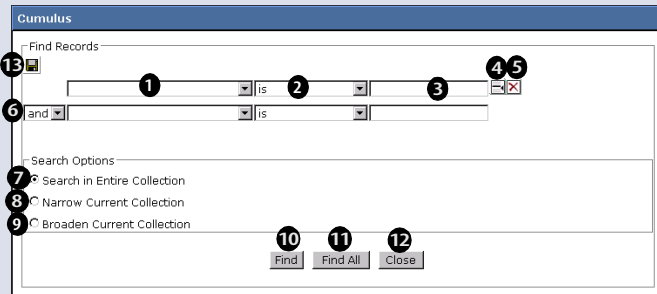
The Find Window and Sample Search Options

To open the Find window: Select **Collection ▶ Find Records**

1. Search criteria.
2. Search operator.
3. Search value.

NOTE: You can search for whole words, not just for matching strings – if the Record field set as search criteria is activated for word-searching. Enclose the word you are searching for in single quotation marks and Cumulus will only find the records that contain the exact word. For example searching for *copy* will find records containing the words *copy* as well as *copyright*, *copyhold*, *copyfree* and so on. Searching for *'copy'* will find records containing the word *copy* only.

4. Inserts a new search condition after the current one.
5. Deletes the current search condition.
6. Boolean operator that connects the previous and next search conditions. With **and** both conditions must match. With **or** only one of the conditions needs to match.
7. Will search the entire collection, this means all selected catalogs are searched.
8. Will search the current collection only and replace it with the new search result.
9. Will search the entire collection and add the search result to the current collection.



10. Starts the search.
11. All records of those catalogs opened in the current collection will be shown.
12. Closes the window and return to the main window.
13. Opens a menu for saving or deleting queries. (Available with the appropriate permissions only.)

NOTE: Cumulus search options are NOT case sensitive.

Criteria	Field Type	Operator	Searches for	Sample Data/Instructions
Categories	Special	a	Records associated with specified category.	Type category name or drag category icon onto Value field. Use drag method if catalog has multiple categories of the same name. Current Search Preferences settings affect results. (See "Search & Sort Tab," p. 128)
Thumbnail	Special	b	Similar thumbnails. Compares brightness and contrast.	Type record name or drag record thumbnail onto Value field.
Horizontal Resolution	Real	c	Dot-per-inch resolution of an image asset file.	200, 300
File Data Size	Integer	c	The asset file size. (Not the record size.)	1024 KB (use KB for kilobytes) 24 MB (use MB for megabytes)
Asset Creation Date	Date	c	The date the asset was created.	11/22/97
Color Mode	String List	d	The color mode of an image.	Select from Value pop-up menu.
Cataloging User	String	e	The name of the user who cataloged the asset.	Clint, Carolyn
Notes	String	e	Records with a group of characters in the Notes field that matches criteria.	Any line of text. For example, "ball" finds ball, balloon and baseball. "ll rights res" finds "All rights reserved."
Name	String	e	The name of the record.	

Field Type	Categories	Thumbnail	Date, Real, Integer	String List*	String*
Operator Menu Options	<div style="border: 1px solid black; padding: 2px;"> is is not contains doesn't cont. has value has no value </div> a	<div style="border: 1px solid black; padding: 2px;"> similar to not similar to </div> b	<div style="border: 1px solid black; padding: 2px;"> under up to is is not from over has value has no value </div> c	<div style="border: 1px solid black; padding: 2px;"> is is not has value has no value </div> d	<div style="border: 1px solid black; padding: 2px;"> starts with is is not contains doesn't cont. has value has no value </div> e

* The menu options for this field type may differ depending on the field properties the Cumulus Administrator has set up for the selected field.