

# APPENDIX G: IMAGING AND MULTIMEDIA

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# I. IMAGING

## A. Overview

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1. *What is the Imaging function?*

The Imaging function allows you to attach digital images to your electronic catalog records. You can:

  - view the images on the screen
  - print copies of the images
  - save a copy of the digital image file to a separate file

ANCS+ is not intended for use as imaging software so there are some limitations to what the system will do. Image editing, such as cropping, cannot be done within the software. Once an image is attached, it cannot be edited directly. You have to modify the image using another software product.
2. *What is a digital image?*

A digital image is a picture converted into a digital data format that is usable by a computer.
3. *Why would I want to attach images to my museum records?*

Attach images to your electronic records for the same reasons that you photograph museum objects. Images aid in:

  - description (especially of complex objects)
  - documentation of condition
  - recovery of stolen objects
  - research (in many cases images can be used in initial research, eliminating the need to handle the object)
  - sharing object pictures with users through email or the internet
  - providing a visual suggestion of an object's dimensions

Use images to complement your written description. It may be difficult for you to adequately describe an object's characteristics in writing. An image can show texture, color, marks, damage, and material.
4. *How many images may I attach to a catalog record?*

You may attach an unlimited number of images to each catalog record.
5. *Why would I want to attach more than one image to a catalog record?*

Attach multiple images to a single catalog record to feature:

  - multiple views of a three dimensional object
  - specific or unique portions of an object
  - component parts
  - the historical/scientific context of an object
  - condition and treatment

*The program allows you to attach an unlimited number of images to each individual catalog record. However, function and usability should guide your use of this feature. Image files require substantially more disk storage space than text files. Image files require increased computer system resources. Attach only as many images as you need.*

6. *What modules support imaging?*

Imaging is supported in the Cultural Resources, Natural History and Archives Modules and some associated modules.

Catalog records in all modules, including all four levels in the Archives module, as well as the Conservation, Exhibits, Locality, and Artist/Maker/Eminent Figure associated module records have an imaging component. The loans in and loans out associated modules do not have their own imaging component, but the Items on Loan tab provides access to the object catalog records. Image and graphic file types that are not supported by the imaging component can be associated with a record and accessed using Launch to Windows (see Section H of Chapter 1 for information on the Launch to Windows feature).

7. *What is a thumbnail image?*

A thumbnail image is a small, lower resolution image of the main image file. The system uses a lower resolution thumbnail because it displays much faster than a higher resolution version. Thumbnail images appear on the Image tab.

**Note:** When you zoom the image or send it to the printer, you reference the higher resolution main image file.

8. *Where does the program store the image files?*

The program stores both the low resolution thumbnail and the main image files within the program structure.

Images are stored as files on disk. The Full Images are stored in the location specified in System Options. The thumbnail images are always stored in a folder called Thumbnails in the same directory as the Full Images. By default, the full size images will be located in the ..\Rediscovery Software Inc\Rediscovery Version8.0\FullImages folder and the thumbnail images in the ..\Rediscovery Software Inc\Rediscovery Version8.0\Thumbnails folder on the server where you install the software. **You cannot change this location.**

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## B. Importing Images

1. *What image file formats does ANCS+ support?*

ANCS+ supports most standard image file formats. Supported file types include graphics/image files:

- Formats with the following extensions are supported:
  - JPG
  - BMP
  - PNG
  - GIF
  - TIF

**Note:** GIF format has been patented technology until recently although most of the patents have expired or will expire in the near future. GIF images are permitted in Re:discovery, however, the user is responsible for obtaining permission for use based on any current patents on GIF image technology.

- Images saved with RGB (red – green – blue) or CMYK (cyan – magenta – yellow – key/black) color formatting are supported.

- Image and graphic file types that are not supported by Re:discovery can be associated with a record and accessed using the Launch to Windows feature. Some of these types include: GGC, IMG, MAC, MSP, PIC, RAS, RLE, TAGA, and WPG.

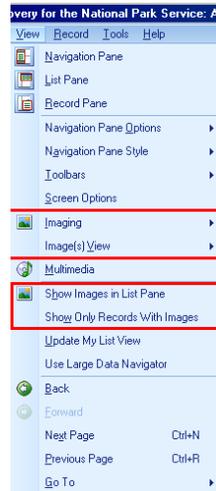
**Note:** When planning imaging projects, ask for a standard format for your images. Some proprietary imaging systems restrict the importing and exporting of images to formats other than theirs. Those image formats are the domain of the company that designed the software. If you have questions about format compatibility, check with the source of your digital images.

***We recommend images be saved in a web-friendly format, such as JPG or PNG. Keep in mind that the higher the resolution, the larger the image. Opening many large image files at once can impact the performance of your computer and any programs running on it, including ANCS+. They also take up hard drive space. Keep the image file sizes manageable -- large enough for your needs but small enough for your computer to handle.***

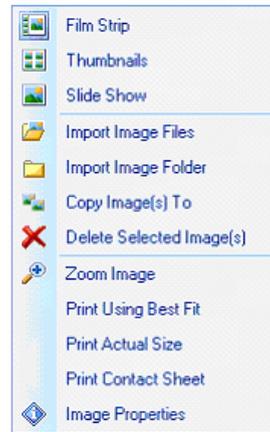
2. *How do I access the Imaging functions?*

The imaging toolbar and menus are the two basic ways to access the software's imaging functions.

The imaging functions are available from the View menu:



and the right-click menu associated with image thumbnails



The toolbar is found on the Images tab and the docked image window.



3. *How do I attach an existing digital image file to a catalog record?*

There are three ways to associate images with records in ANCS+.

- import individual image files
- import an entire folder of images
- drag and drop image files

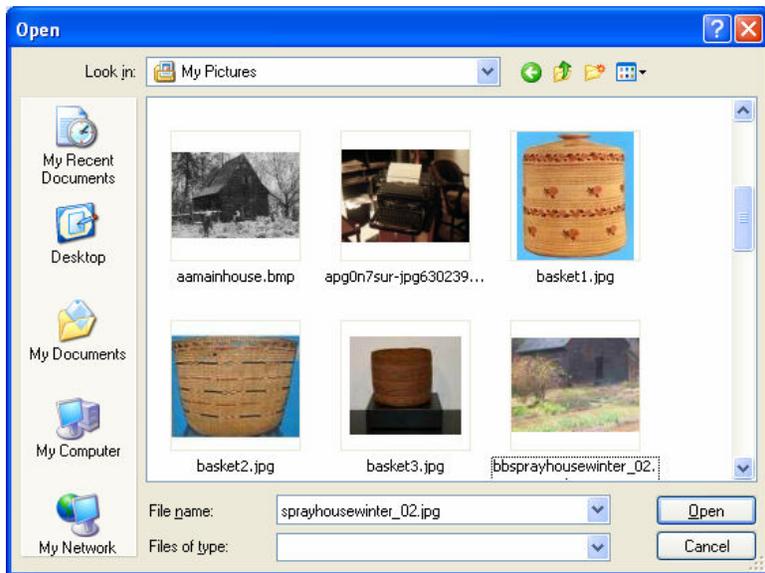
*Import Image Files*

To import one image or a selected group of images within a folder, use the Import Image Files function.

- Go to the Images tab on the record you wish to attach images.
- Click the **Import Image Files**  button on the toolbar or select Import Image Files under Imaging on the View menu.
- Navigate to the folder where the desired image(s) are stored using the Open dialog box that appears.

**Note:** You can control the order in which the attached images appear in the record by attaching them in the desired order.

- Select the image(s) you want to attach to the record. You can select more than one image in the folder using Shift-Click or Ctrl-click.



**Tip:** If you only have a list of image files in this window, you can change how these are viewed by clicking the Views button on the button bar in this window and selecting Thumbnails.

- With the desired image(s) selected, click Open. It will alert you to how many images were attached and if any of the selected images were not valid file types. If you are not already viewing the Images tab, it will activate that tab so you can see the new images.

### Import Image Folder

To import all the image files contained within a folder, use the Import Image Folder function.

- Go to the Images tab and click the **Import Image Folder** button  on the toolbar or select Import Image Folder under Imaging on the View menu.
- Navigate to the folder where the desired image(s) are stored using the Browse for Folder dialog box that appears.



- Select the folder name where the images live. The dialog box does not show you the contents of the folders, but you can right-click on the folder name and choose Open to open a separate window that shows the folder contents.

- Click the OK button. It will attach all image files in the folder for formats supported by Re:discovery, but will not indicate how many images were attached or if any files in the folder were not valid file types. If you are not already viewing the Images tab, it will activate that tab so you can see the new images.

**Note:** You can more easily control the initial order in which the attached images appear on the catalog record by using the Import Image Files function instead.

### *Drag and Drop*

You can drag-and-drop image files from another Windows application, such as Windows Explorer, using both the other application and Re:discovery.

- Open another Windows program, such as Windows Explorer, and navigate to the folder where the desired images are stored.
- Open Re:discovery and navigate to the desired record and have the imaging tab visible, using either the Film Strip or Thumbnails view (see Section C below for information on the different image views available).  
**Note:** You cannot use drag and drop with the Slide Show view.
- Resize the Windows so that both the other application and the Images tab are visible on the screen at the same time.
- Select the image(s) you want to attach to the record. You can select more than one image in the folder using Shift-Click or Ctrl-Click.
- Left-click on one of the selected files and without releasing the mouse button, drag them to the images tab. Drop them next to a thumbnail. They will go to the bottom of the list.

### 4. *What order are Images displayed on a record?*

Any record that has multiple images attached to it will treat the first image as the default image. The default image will automatically display in any list view that must select one of the attached images to display, such as in the List Pane, the large image in the filmstrip or slide show view, the main thumbnail in Full View, the image displayed on Quick Reports, or the quick reference image in the Public Search results list.

To attach images in a particular order:

- When multiple images are attached to one record, the default order in which they appear is determined by the order they are attached. The first image attached will be the default image.
- You can control the order in which the attached images appear in the record by attaching one record at a time in the desired order.
- If you attach multiple images at one time using features to import selected images or import all images in a folder, then the system will define a default order for the images. You can change that order later.
- During the import images process, you can control the order in which the pictures appear on the catalog record even if they are attached as a group. The order of the images is based on the view that was active in the Open dialog box.

**Note:** This allows you to use standard Windows functions to make the images appear in the desired order. The easiest way is to place the images in the desired order before attaching them to records in the software. You can change the view in the Open dialog box from thumbnails to Details, and then sort by clicking on column headers. You can also use click-and-drag to manually place the images in the desired order before selecting and importing them.

5. *How do I change the order of images already attached to a record?*

To change the order of images after they are attached:

Using the Thumbnails view or in the thumbnail strip of the Film Strip view, click-and-drag images to rearrange their order.

**Note:** To make an image show as the last image use click-and-drag to move it to the next to last place, then move the last one in front of it.

6. *Do I have to maintain a separate copy of the image for the program to access?*

No. The program makes a copy of the image file and places it in the program structure along with the thumbnail that it generates.

However, you may choose to maintain a set of image files outside of Re:discovery. You may want to have several versions of image files (higher quality for publication, ideal web size, moderate size for sharing, and custom thumbnail), and you don't want to attach all those versions to a catalog record. Manage those in the most appropriate way without worrying about how moving, changing, and renaming files could affect the ANCS+ imaging.

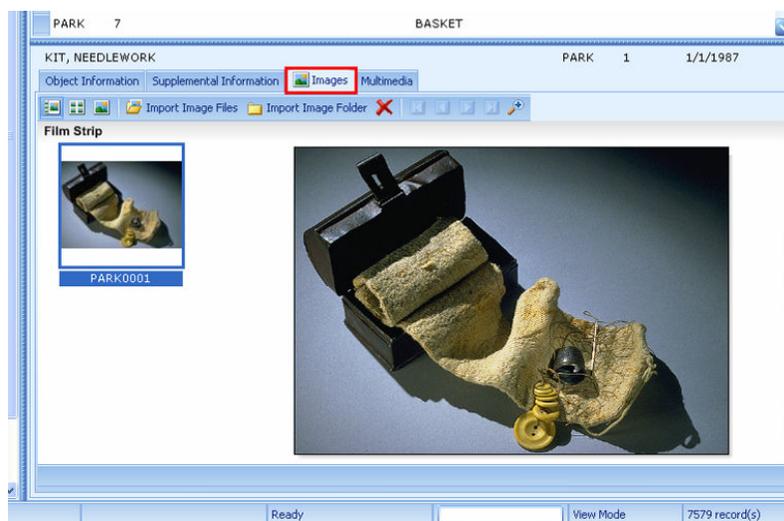
7. *How can I place images that are not yet digitized into ANCS+?*

Use a scanner or digital camera to digitize an image and create a file that you can then attach in ANCS+ using one of the methods in B.3 above.

## C. Viewing Images

1. *How do I know if a record has images attached?*

The images are available on a tab in the Record Pane. The image icon  will appear on the Images page tab if that record has any associated image files.



2. *What are the different ways to view images in the Record Pane?*

There are three ways to view the images in the Record Pane:

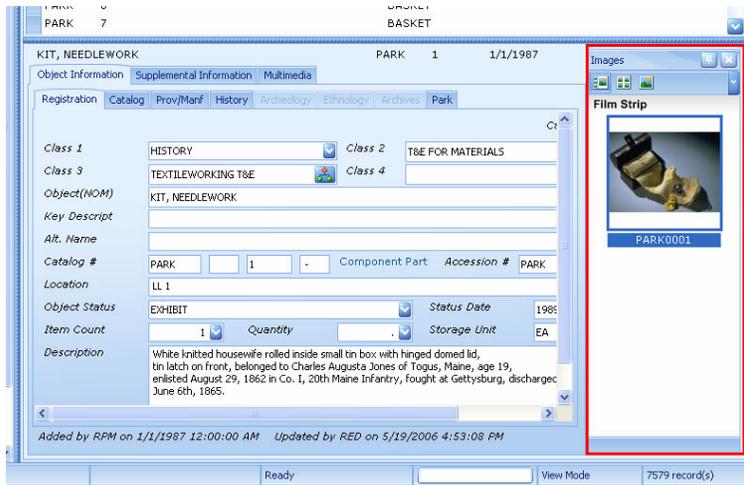
- images tab
- docked images tab
- hidden docked images tab

*Images tab*

When the image icon appears on the Images page tab of a record, click on the Images tab to view the attached images.

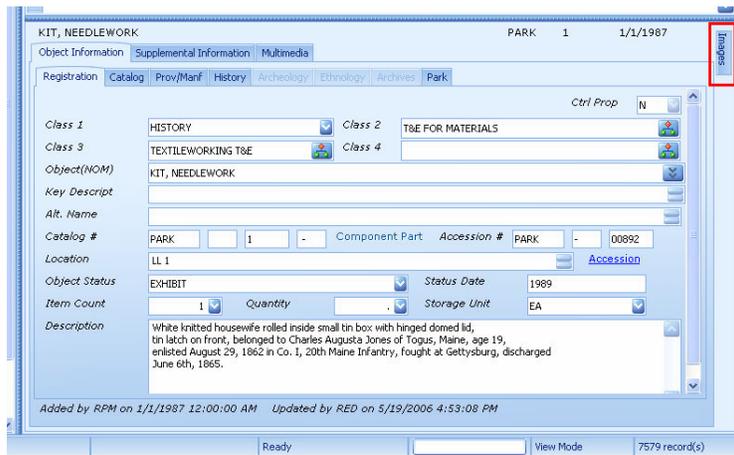
*Docked Images tab*

The Images tab can be "docked" so that, without switching tabs, the images are always visible in a separate space to the right side of the Record Pane. This way you can view the data in the record and the images at the same time.



*Hidden Docked Images tab*

The docked Images tab can be hidden. The "hidden" Images tab does not take up space on the screen, but hovering over the tab with your mouse makes the docked image appear without leaving the current tab or losing the space in the Record Pane to the images.



3. *How do I dock the Images tab?*

To dock the Images tab select Dock Images Tab under Images View on the View Menu. The docked image window is located to the right of the catalog record. The Film Strip is the default display style.

**Note:** The docked Images tab has the same toolbar and functionality as the Images tab. To see all the options on the toolbar, click the down arrow at the right end to display the choices to navigate, add, delete, and zoom.

4. *How do I undock the Images tab?*

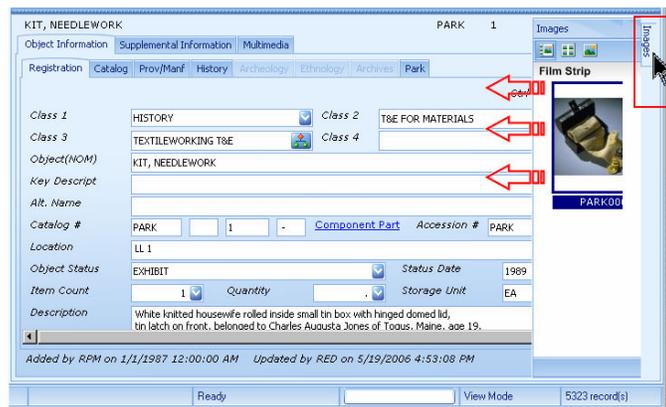
To undock the Images tab deselect Dock Images Tab under Images View on the View Menu or click the X in the upper right corner of the docked images window. The tab becomes a standard tab in the Record Pane again.

5. *How do I hide the docked Images tab?*

The tack icon is used to lock the Image window open or allow it to hide unless the mouse is hovering over the tab. By default, the Image tab is "tacked" in place  so that the Image window remains locked in the open position.



To hide the image window, click the thumbtack on the docked images window. When the docked image window isn't "tacked" in place , it becomes a tab to the right of the record pane. The image window expands when you hover over the tab and contracts when you move the mouse away from it.



6. *How do I restore the docked Images tab so that it isn't hidden?*

To restore the docked Images tab, hover over the Images tab with the mouse so the window is visible and then click the thumbtack again. The window will stay open, the Record Pane will resize, and the thumbtack will display vertically.

7. *What are the display styles available on the Images tab?*

Whether or not the Images tab is docked, there are three different styles for viewing images:

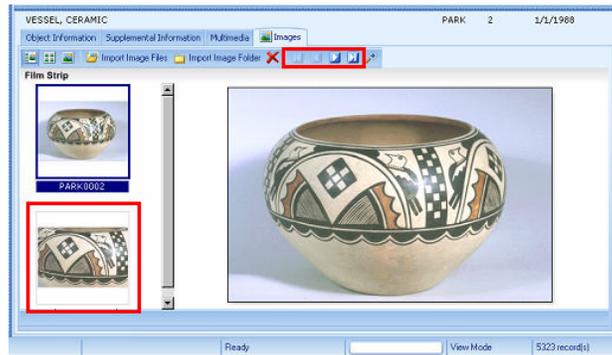
- film strip
- thumbnails
- slide show

## Film Strip

The Film Strip view shows a scrollable vertical display of thumbnails alongside a larger view of the selected image. Click a thumbnail in the Film Strip view or use the next, previous, first, and last image buttons to view a different image.

To select this view click the Film Strip button  on the toolbar, or from the View menu, select Image(s) View and then Film Strip.

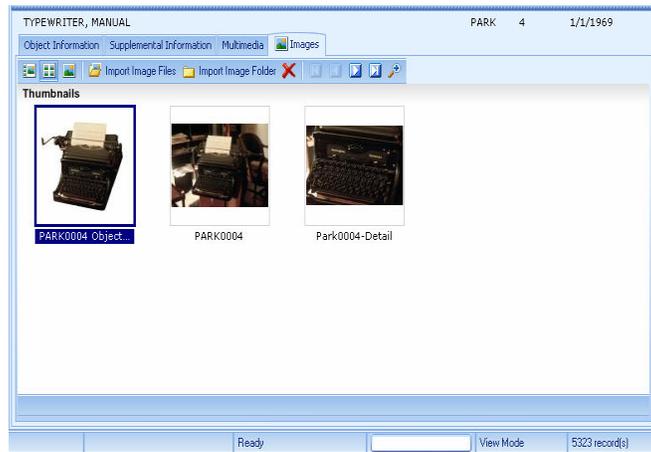
**Note:** Film Strip is the default view option.



## Thumbnails

The Thumbnails view shows multiple thumbnails for the selected record.

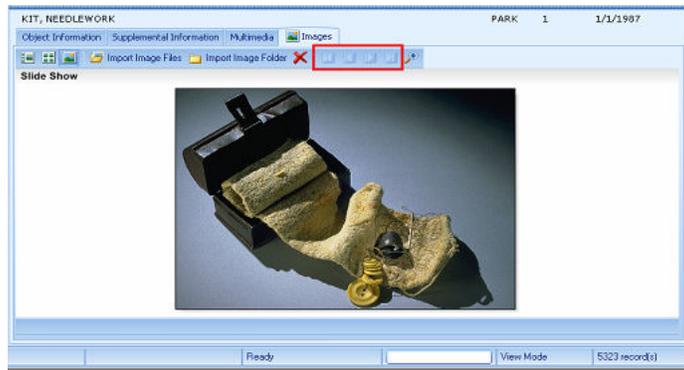
To select this view click the Thumbnails button  on the toolbar, or from the View menu, select Image(s) View and then Thumbnails.



## Slide Show

The Slide Show view displays the larger view of the image but shows only one at a time. Use the next, previous, first, and last buttons on the imaging toolbar to select another image for that record. The buttons are only available if there is more than one image attached.

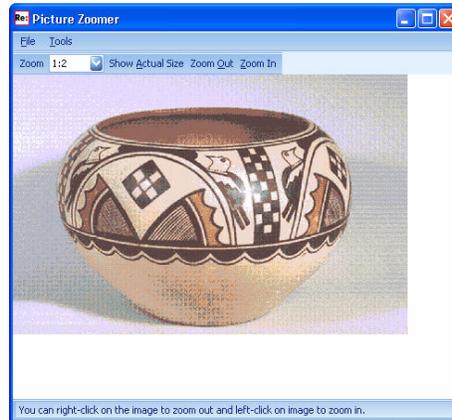
To select this view click the Slide Show button  on the toolbar, or from the View menu, select Image(s) View and then Slide Show.



8. *How do I zoom an image?*

From any of the three Image tab views and display styles, you can zoom an individual image into a separate window by selecting an image and then:

- clicking Zoom Image  on the toolbar in the Image tab, *or*
- selecting Zoom Image under Imaging on the View menu, *or*
- right-clicking on the image and select Zoom Image.



You can have multiple zoomed image windows open at one time. The menu bar and toolbar have options for zooming in and out on an image.

The Zoom field located between the menu bar and the image itself displays the current "Zoom ratio" which represents the size displayed on the screen compared to the size of the image in the file.

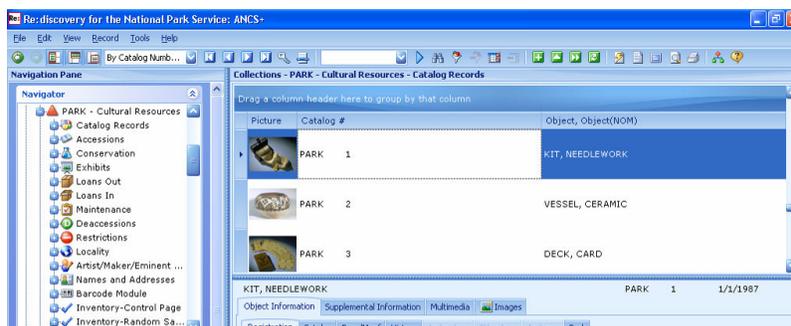
The zoom ratio for an image displayed at its actual size is 1:1 ("one-to-one"), for example. An image displayed at 4:1 is displaying four times more detail than the actual image (image seems bigger, but less of the image is visible on the screen). An image displayed at 1:4 is displaying at one fourth the size of the original image file (image seems smaller, but more of the image is visible).

**Zoom In** will magnify an image to see greater detail. It may make the image too large to see in the open window, but the visible piece of the image will show a greater degree of detail. It may appear pixelated if the full image is not saved with a high enough resolution. The zoom ratio will have a larger number first, e.g. 4:1. Shortcuts are Ctrl-I or left-click on the image in the Picture Zoomer window.

**Zoom Out** to see more of the overall picture. It will display more of the overall image so the image itself will appear smaller and will not show the same degree of detail. If the image you see is too large to display in its window, then resize the window or zoom out. The zoom ratio will have a smaller number first, e.g. 1:4. Shortcuts are Ctrl-O or right-click on the image in the Picture Zoomer window.

9. *How do I view images for multiple records?*

You can view images for multiple records in the List Pane. Select “Show Images in List Pane” from the View menu to display a mini-thumbnail as the first column in the List Pane. Any record that has an image attached to it will show the default, or first, image in the list.



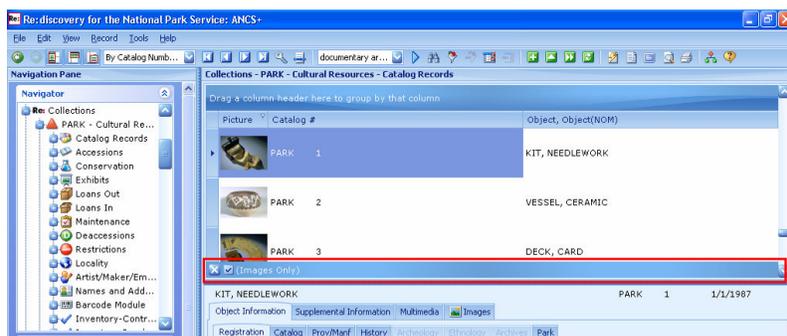
**Note:** Showing images in the List Pane does not change the other columns in the List Pane and does not affect the visible data, including Tag Sets, Quick Filters, and Advanced Filters or the active sort.

10. *How do I view only records that have images attached?*

To change your visible data to include only records that have images, select Show Only Records with Images from the View menu. The visible data will be filtered to include only those records with images attached.

If there is a Tag Set, Quick Filter, or Advanced Filter active, the image only filter will be applied to the active subset.

The List Pane will refresh to include the Picture column (if not already visible). The Quick Filter check box appears at the bottom of the List Pane to indicate that the visible data only includes records with images.



To deactivate the Images Only filter click the check box, click the X in the Quick Filter band, or deselect Show Only Records with Images on the View menu.

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## D. Editing Images

1. *Can I edit an image within ANCS+?*

No. You cannot edit images in ANCS+. Image editing, such as cropping, cannot be done within the software. Once an image is attached, it cannot be edited directly.

However, you can modify images using another software product, such as Adobe Photoshop, as long as you keep them in their location and maintain the file name they had when they were associated with records in the software. If you edit an image file without changing the name or location, the software will be able to locate and display the updated/edited image.

**Note:** All images are stored within the C:\Program Files\Rediscovery Software Inc\Rediscovery Version8.0\FullImages folder. They must remain in this location with the same file name to be accessible by the program. Modifying the full image, does not change the thumbnail.

2. *Can I make a copy of the image and edit it?*

Yes. You can use the Copy Image(s) To feature to create a copy of the image, edit it using image editing software (for example to create a close-up detail image), and then associate the new image with a record in ANCS+.

The Copy Image(s) To  feature is located under Imaging on the View menu and on the right-click menu when you right-click on an image. Select the target folder, and the system saves the file using the name found in the Location field in Image Properties (not the Title field). You may rename the file afterwards or open it in other imaging software to make changes.

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## E. Printing Images

1. *How do I print an image in ANCS+?*

Image printing functions are available on the menu bar under Imaging on the View menu, on the image right-click menu, and in the Picture Zoomer window on the File menu.

To print an individual full size image:

- Select the desired image.
- Right-click on the image, or from Imaging on the View menu, or from the File menu in the Picture Zoomer window, select one of the following print options to print a single image:

**Print Using Best Fit** will resize the image to fit the page as well as possible.

**Print Actual Size** disregards paper size and prints based on the image resolution and size. To get an idea what will print, go to the Picture Zoomer and view the image at the 1:1 ratio.

- A Print Preview window will open. The menu options and tool bar are similar to Microsoft Word, allowing you to modify the document's margins, paper orientation, layout, add a watermark, etc. You can print the document, and you can even export the document to a PDF or graphic file format or send the file as an attachment to an email. (See Section II of Chapter 5 for information on the Print Preview functions available.)

- To send it to the printer, click the Print or Print Direct button on the toolbar or select Print from the File menu.
2. *How do I print multiple images attached to a single record?*
- To print thumbnails of all images attached to a single record:
- Select the desired record and go to the Images tab.
  - Right click on an image, or from Imaging on the View menu, select **Print Contact Sheet**. This option prints all thumbnails for images associated with the selected record only. It does not print images for multiple records.
  - A Print Preview window will open. The menu options and tool bar are similar to Microsoft Word, allowing you to modify the document's margins, paper orientation, layout, add a watermark, etc. You can print the document, and you can even export the document to a PDF or graphic file format or send the file as an attachment to an e-mail.
  - To send it to the printer, click the Print or Print Direct button on the toolbar or select Print from the File menu.
3. *How can I make my image or contact sheet print in a horizontal or landscape orientation?*
- To change the paper orientation, first choose one of the image printing options above. Then in the Print Preview window:
- Select Page Setup on the File menu.
- In the Page Setup window, select the landscape option under Orientation in the lower left corner. You can even change the page margins.
- Click OK to save the page setup. Then print
4. *How can I print an image along with the data from the record?*
- There are several options to print an image along with the data:
- Full View – will print all thumbnails attached (see Section IV of Chapter 5)
  - Public Search – will print all thumbnails attached (see Appendix D)
  - Quick Report – will print only the first thumbnail attached per record (see Section III of Chapter 5)
  - Print Preview or Print List when images are shown in the List Pane – will print only the first thumbnail per record (see Section II of Chapter 5)
  - Export List – will include the first thumbnail if images are shown in the List Pane, and you choose to export to a PDF file (see Section III of Chapter 8). You can then print the PDF file.

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## F. Deleting Images

1. *How do I delete an image from ANCS+?*
- To remove an image from a record:
- Select the image or images you wish to remove from a record (use Shift-click or Ctrl-click to select more than one image).
  - Select Delete Selected Image(s) from Imaging on the View menu, *or*

- click the Delete button on the toolbar, *or*
- right click on an image and select Delete Selected Image(s).
- A message will appear asking if you are sure you want to delete the selected number of images. Click Yes to delete the image(s).

***Deleting an image from a record does not delete the actual image file or thumbnail. It only disassociates the image from the record.***

2. *What happens to the associated image files if I delete a record with images?*

The image files for both the full image and thumbnail are not deleted. They remain in the FullImages and Thumbnails folders within the program structure.

### G. Information About Specific Images

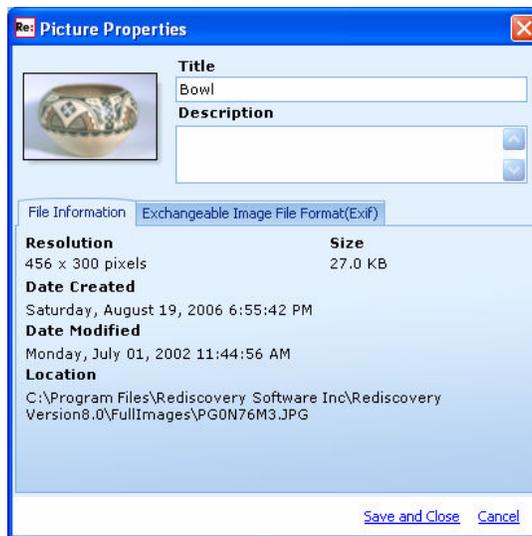
1. *Where can I find the specifications for an individual image within ANCS+?*

The Image Properties window provides the specifications for an image.

2. *How can I view the Image Properties?*

To access an image's properties and details, select an image or thumbnail on the Images tab, then:

- select Image Properties under Imaging on the View menu, *or*
- right-click on an image and select Image Properties



3. *What information is included in the Images Properties window?*

The following fields of information are provided on the Picture Properties window.

**Title:** Initially, the Title is assigned based on the filename for the imported image. After an image is attached you can change the Title in the Image Properties window.

**Description:** Initially, the description is blank. After an image is attached you can add or edit the description in the Image Properties window.

**File Information:** The File Information tab includes data (known as metadata) about the digital image.

- **Resolution:** The degree of sharpness of an image.
- **Size:** The file size of the full image, i.e., how much room it takes up on disk.
- **Date Created:** Date the image was attached to the record.
- **Date Modified:** Date stamp of full size image file on disk indicating when it was last modified.
- **Location:** Name and location of the full size image file.

**Exchangeable Image File Format (Exif):** Exchangeable Image File Format is a standard for storing interchange information in image files, especially those using JPEG compression. Most digital cameras now use the EXIF format. This may include information on the camera use, the camera settings and comments. See [www.exif.org](http://www.exif.org) for more info. If Exif information is not stored in the digital image, there will not be any information on this tab.

4. *Where can I learn more about imaging?*

To learn more about imaging:

- consult the manuals that came with your scanner and/or digital camera and their software
- attend a training class or conference on digital imaging

## II. IMAGE CONVERSION UTILITY

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### A. Overview

- What is the Image Conversion function?*

The **Image Conversion** function allows the Re:discovery user to convert all images in a single folder from one image format to another, such as from BMP to JPG. (Exception: the system does not currently support the conversion of the .GIF image format.)
- Why would I want to use this function?*

You may want to use this function if your images are:

  - in a format that is not compatible with **ANCS+**. You can use this function to convert them all to the appropriate format before attaching them to your catalog records.
  - in a high resolution and thus a very large file size that is not manageable for attaching to **ANCS+**. You can use this function to decrease the resolution and the file size of the images before attaching them to your catalog records.
- Does this function change the original image file?*

No. This function copies the image file and converts it to the parameters you select. It creates a new file in the location you indicate. The original image file is maintained in its original format and size.
- How do I access the Image Conversion function?*

The Image Conversion function is located on the Tools menu.

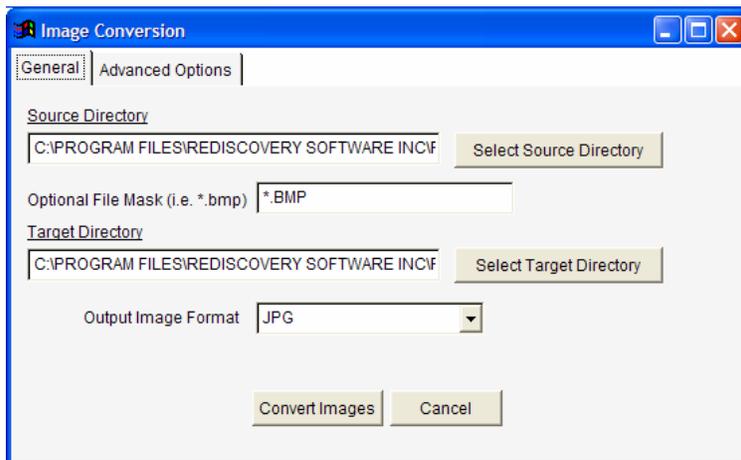
### B. Converting Images

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- How do I convert images to another format?*

To convert a folder of images to another format or size, first collect all the images that you want to convert into one folder. Then, in **ANCS+**:

  - From the Tools menu select Image Conversion.
  - The Image Conversion window will open.



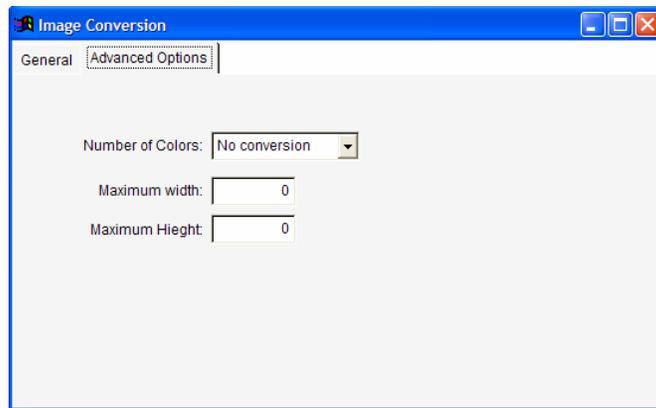
- Enter the path to the Source Directory or use the Select Source Directory button to navigate to it and select the folder.

- Enter an Optional File Mask, if desired. This option will allow you to convert only one type of image format ignoring any other image formats that might be present in the Source Directory.
- Enter the path to the Target Directory or use the Select Target Directory button to navigate to it. You should select a different folder than the Source Directory for ease in locating the converted images.
- Select the Output Image Format from the drop-down list. This is the format into which the images will be converted.

**Note:** If you do not need to change the size of the images, click Convert Images at this point. Otherwise, continue with the next step.

2. *How do I change the size of the images?*

Click on the Advanced Options tab. These are advanced image file options that you can change, but are not required.



- Select the Number of Colors from the drop-down list.
- Enter the Maximum width and Maximum Height. For example, if you want your images to be 800 x 600. Enter 800 in the width and 600 for the height.
- Return to the General tab and click the Convert Images button. The program will convert all images in the Source Directory to the image format selected and place the new files in the Target Directory.

**Note:** If you just want to change the size of the images but not the format, on the General tab, select the same format for the Optional File Mask and Output Image Format. For example, enter \*.JPG for the file mask and choose JPG for the output format. Then change the settings on the Advanced Options tab.

## III. MULTIMEDIA

### A. Overview

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1. *What are multimedia files?*

Multimedia files are sound clips or video clips. You may have a sound clip of a musical instrument in your collection being played. Or you could have a video clip of an expert explaining and/or demonstrating the use or importance of an object in your collection.
2. *How many multimedia files can be attached to a record?*

Each record may have one multimedia file associated with it, though others may be associated with different fields throughout the record and accessed using Launch to Windows. See Section H of Chapter 1 for information on the Launch to Windows function.
3. *What multimedia file types can be attached to a record?*

You can attach the following multimedia file types to a record:

  - aif
  - asf
  - avi
  - cda
  - mid
  - mp3
  - mpeg
  - mpg
  - wav
  - wma
  - wmd
  - wmp
  - wmv
  - wmx
  - wpl
4. *What is required to attach multimedia files?*

This feature requires that your computer have multimedia software installed, such as Quicktime for Windows or Windows Media Player.
5. *How will I know if there is a multimedia file attached to a record?*

The Multimedia tab will display the multimedia icon on it if there is a multimedia file attached.



### B. Adding Multimedia References to Records

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1. *How do I access the Multimedia function?*

The Multimedia functions can be accessed either from the Multimedia page tab (if available) or from the Multimedia choice on the View menu. When selected, the tab will automatically open to the New Multimedia File page.



2. *How do I add a multimedia file to a record?*

To add a multimedia file to a record:

- Click the [Browse For New File](#) link then navigate to and select the desired multimedia file.
- The Media File field will automatically be filled in with the multimedia file name and location. **Note:** You cannot add a new file until you either browse and select it or enter the location into the Media File field.
- Click the [Preview Media File](#) link if you wish to preview the multimedia file before attaching it to the record.
- Enter a caption into the Caption field, if desired. You may also add/update the Caption field later after the file has been attached.
- Click the [Add Media File](#) link to add the selected multimedia file. A copy of the original file will be made and stored internally within the program.
- A message will appear letting you know that the media file has been added. Click OK.

Once the multimedia file has been added, the program will automatically take you to the “Existing Multimedia File” page.

3. *How do I play a multimedia file that is attached to a record?*

To play a multimedia file attached to a record:

- Go to the Multimedia tab on the record.
- From the Existing Multimedia File Page, click [Launch Multimedia File](#).
- The media program installed on your computer will open and the file will be played.

4. *Can I extract the multimedia file attached to a record?*

Yes. You can save the multimedia file attached to a record to a new file. To do this:

- Go to the Multimedia tab and click [Extract Multimedia File](#).
- In the Open dialog box, select the location you wish to save the file.
- Enter a name in the File name field.
- Click Open.

- You will get a message that the file was saved. Click OK.

The file will be saved to the location you selected.

5. *How do I add or change the caption on the multimedia file?*

To change the caption for a multimedia file attached to a record:

- Go to the Multimedia tab and select the Update Multimedia File page.
- Enter a new caption in the Caption field.
- Click Update Caption
- You will get a message that the caption was updated. Click OK.

The new caption will be displayed on the Existing Multimedia File page.

6. *How do I delete a multimedia file from a record?*

To delete a multimedia file attached to a record:

- Go to the Multimedia tab and select the Update Multimedia File page.
- Click Delete.
- A message will appear asking if you are sure you want to delete the multimedia file. Click Yes to delete the file.

The multimedia file will be removed from the record.