

User Guide



Microsoft®
Expression® Media Reader



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Chapter One:

Welcome to Microsoft Expression Media Reader

Microsoft® Expression® Media Reader enables you to share Microsoft Expression Media catalogs with anyone on the Macintosh or Windows platform at no cost or restriction. You can burn Expression Media Reader and catalogs to CD or DVD, send by email, or send across a network so others can view them.

Expression Media Reader is free to download and distribute and works on both the Macintosh and Windows platforms. Expression Media Reader opens catalogs written by Microsoft® Expression® Media, iView Media, and MediaPro 1.5, 2.x or 3.x. Expression Media Reader is compatible with the full 120+ media file formats of Expression Media and includes the Slide Show function of Expression Media.

Expression Media users create catalogs that they can subsequently save and distribute. Users who do not own Expression Media can then use Expression Media Reader to view, label, rate, and comment on distributed catalogs. Expression Media users may choose to distribute only the catalog or include original media. However, Expression Media Reader does not allow the viewer to make any alterations to a catalog or to create new catalogs.

You do not have to purchase Expression Media to use Expression Media Reader.

System requirements

This section lists the minimum system requirements for Expression Media Reader (with the recommended ones in parentheses). It is important to have the most recent version of Apple® QuickTime® installed. This will improve the performance and functionality of Expression Media Reader.

Microsoft Windows:

- Intel® Pentium® III 500 MHz processor or equivalent (Intel Pentium 4)
- 1 GB of RAM
- 1024 x 768 display with 24-bit color
- 100 MB of hard disk space for installation
- Microsoft® Windows® XP (XP SP2) or Microsoft® Windows® Vista™
- Apple QuickTime 7.1.5 or higher
- Microsoft® Internet Explorer® 5.5 (6.0) and higher
- DirectX 9.0c

- Adobe® Reader® 7.0 or higher for PDF file support

Apple Macintosh:

- Expression Media Reader supports Intel®-based Macintosh
- PowerPC® or Intel Core Processor
- DVD-ROM drive
- Apple® Macintosh® OS X (10.4.8 or later)
- Apple QuickTime 7.1.5 or later
- Monitor set to **Millions of Colors**
- 100 MB of hard disk space for installation
- 512 MB of RAM or more

Installing Expression Media Reader

There are slightly different methods for installation, depending on the operating system you are using. After installation, you will need to type in the license key.

To install Expression Media Reader on Windows

1. Insert the Expression Media Reader CD or DVD.
2. Click **Install Expression Media Reader**, and then follow the instructions.

Note: If this menu does not appear, your PC might not support AutoPlay. In this case, open the CD or DVD and run Media Reader.xx.exe, where xx is the country code.

To install Expression Media Reader on the Macintosh

1. Insert Expression Media Reader.
2. Double-click the **Install Expression Media Reader** icon, and then follow the instructions.

To change languages on the Macintosh

1. Open the application.
2. Click the **Expression Media Reader** icon.
3. On the **File** menu, click **Welcome Screen**.
4. Expand the **Languages** menu. On installation, Expression Media Reader defaults to the operating system language. To run in a different language, clear all languages except the one you want.

To change languages in Windows

When you install Expression Media Reader, you select a language. To change languages, reinstall Expression Media Reader, and then select an alternate language from the menu.

Language support

By default, Expression Media Reader uses the language of the operating system or remembers the last language used. For information about how to change the language used by Expression Media Reader, see the section “Microsoft Windows:

Intel® Pentium® III 500 MHz processor or equivalent (Intel Pentium 4)

- 1 GB of RAM
- 1024 x 768 display with 24-bit color
- 100 MB of hard disk space for installation
- Microsoft® Windows® XP (XP SP2) or Microsoft® Windows® Vista™
- Apple QuickTime 7.1.5 or higher
- Microsoft® Internet Explorer® 5.5 (6.0) and higher
- DirectX 9.0c
- Adobe® Reader® 7.0 or higher for PDF file support

Apple Macintosh:

- Expression Media Reader supports Intel®-based Macintosh
- PowerPC® or Intel Core Processor
- DVD-ROM drive
- Apple® Macintosh® OS X (10.4.8 or later)
- Apple QuickTime 7.1.5 or later
- Monitor set to **Millions of Colors**
- 100 MB of hard disk space for installation
- 512 MB of RAM or more

Installing Expression Media Reader” in this chapter.

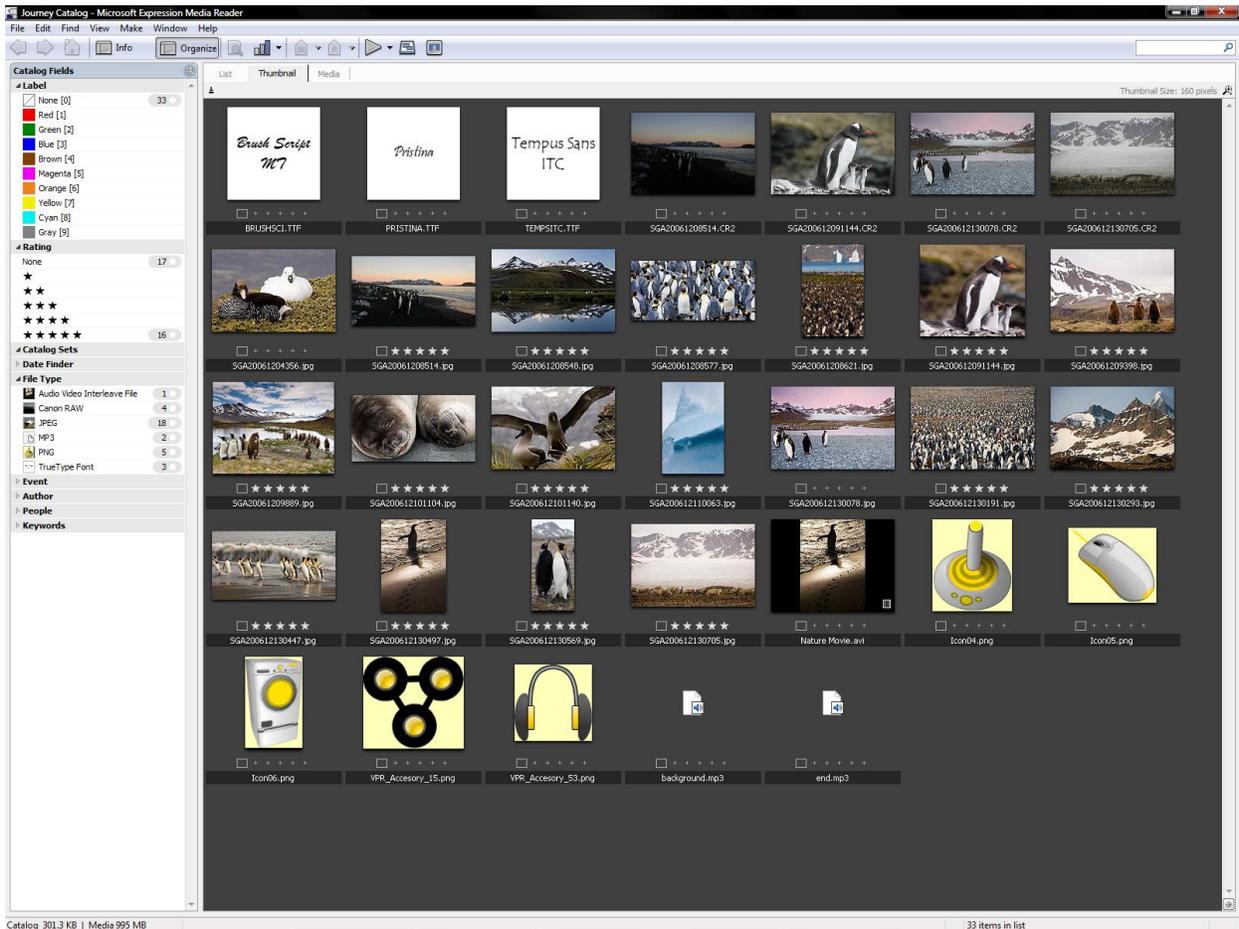
Web resources

You can access additional resources for learning Expression Media Reader on the Expression Web site. Tutorials, customer support, forums, and application updates are available online. Go to the Web site at <http://go.microsoft.com/fwlink/?LinkID=82546>

Chapter Two:

Microsoft Expression Media Reader Basics

Before you get started with Expression Media Reader, there are some basic concepts that you need to know about how it imports, lists, and categorizes files. This chapter reviews the tasks necessary to create and work with your first catalog.



The Microsoft Expression Media Reader interface

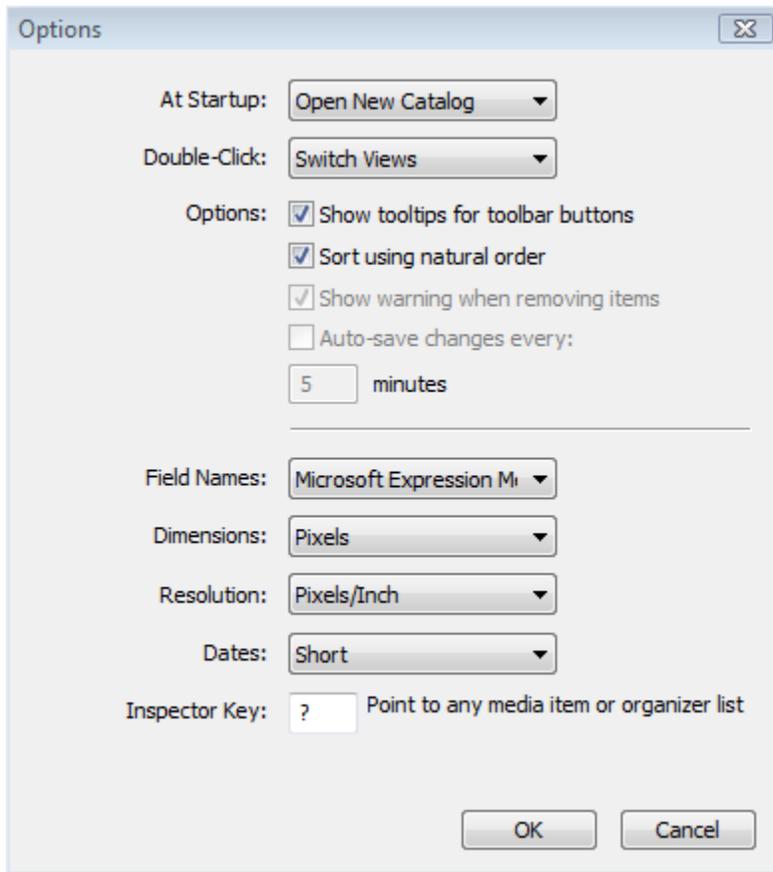


Access most of the major functions of Expression Media Reader by clicking buttons on the toolbar

Setting Expression Media Reader preferences

You can define additional setup and program options in the **Preferences** dialog box. The preferences are divided into several categories. You can access the preferences by clicking the **Edit** menu, and then pointing to **Preferences**. Setting some of these preferences requires that you have a working knowledge of the features that they control. Use the following indicated references to learn about and set the corresponding preferences.

- **General** These preferences define some of the global display and general behavior characteristics of the program.



General preferences

- **Labels and Colors** These preferences enable you to customize the colors and names of labels globally. Color labels provide a method of a visual identification and classification of media files in your catalogs. For more information about labels and setting these preferences, see “Labeling your files” on page 19.

To set general preferences

1. On the **Edit** menu, point to **Preferences**, and then click **General**.
2. Set the options according to the following descriptions.

- **At Startup** Choose whether you want to open a new catalog, open the last catalog you used, or do nothing every time you launch the application.
- **Double-click** Choose how Expression Media Reader interprets double-clicking a media item in a catalog.
- **Options** Select how to display tooltips to sort media based on natural numerical order (1, 2, 3...), to show warning dialog boxes when batch processing or removing media, and to auto-save catalogs on a timed schedule.
- **Field Names** Define the field names to use for describing IPTC annotations.
- **Dimensions** Define which unit of measure that Expression Media Reader uses.
- **Resolution** Set the default resolution.
- **Dates** Determine how the date displays in the views. If you choose **Long**, the date format will be Friday, April 16, 2006. If you choose **Short**, the format will read 4/16/06. If you choose **Abbreviated**, the format will read Fri, Apr 16, 2006 (Windows only).
- **Inspector Key** Type a key that you can press to get more information about a media item or Organizer term when you have the cursor positioned over the item or term.

Chapter Three:

Viewing files in catalogs

The Microsoft Expression Media Reader interface displays information in three different views: List, Thumbnail, and Media Reader. To switch views, click the appropriate tab.



View tabs in Expression Media Reader

All three views offer features that resemble the way you work with your files on the desktop.

To find a file Type the first letters of the file name.

To change a file name Click the name and type a new one.

To use functions from the menu (Windows) Right-click the thumbnail representative of the media item (Macintosh: CTRL-click), or anywhere inside the Expression Media Reader window.

To rearrange items Drag the items to where you want them, and then drop them. You can drag single items or multiple selections.

To copy or move items to another catalog Drag the items from one catalog to the other.

To move the original files Drag the relevant catalog items to a folder or to the desktop. This will move the file from its current location to the desktop.

To copy files from the catalog to the desktop Hold down the CTRL key (Windows) or OPTION key (Macintosh) while dragging files to the desktop.

To launch items with another drag-and-drop application Drag the items onto the application shortcut (Windows) or alias (Macintosh).

To invert the order of media in any catalog view Click the **Invert** button  in the upper-left corner of the media viewing area.

To change views (Microsoft® Windows® XP and Microsoft® Windows Vista™) CTRL + 1, 2, and 3 respectively or (Macintosh OS X) ⌘ 1, 2, and 3 respectively. In this way, you can view the tabs.

Selecting multiple images

If you want to batch process your images, Expression Media Reader offers several ways to quickly select a group of items.

- Selection commands:
 - a) Choose **Edit**.
 - b) Choose **Select All**.
 - c) Select **Clear All** or **Invert Selection**.
- **A continuous block of items** Click the first item and, hold down the SHIFT key, and then click the last item of your selection.
- **A selection of non-adjacent items** Hold down the CTRL key (Windows) or ⌘ key (Macintosh) while selecting individual items.
- **A selection of non-adjacent blocks** For example, to select items 1 through 10 and 20 through 30, click 1, press SHIFT+click 10, press CTRL+click 20, or ⌘+click (Macintosh), or press SHIFT+click 30.
- **Expanding a selection** Select an item or block of items and expand the selection by pressing the SHIFT key and one of the arrow keys. The LEFT and RIGHT ARROW keys increase the selection by one item. The UP and DOWN ARROW keys increase the selection by a row of items.
- **Selection scripts** On the **Scripts** menu, point to **Select**, and then click **Landscape**, **Portrait**, or **Square**. The command **Landscape** selects all items in the catalog that are horizontal. **Portrait** selects all items that are vertical. **Square** selects all items that are perfectly square items.
- **Selecting based on criteria** To select items that match a particular attribute (Capture Date, File Type, Label) or annotation (Event, Location, Categories, Keyword), click the dot next to a field term in the Organize panel's Catalog Fields index, and the corresponding items will appear in the active view. This will hide all images that do not match that annotation or attribute. Once the appropriate images are shown in the active view, on the **Edit** menu, click **Select All**.

You are now ready to perform a number of functions by selecting them at the same time. As an alternative, you can choose **Select Media Reader Items** from the individual field menu. This selects all items associated with that attribute in the active view.

List View

List	Thumbnail	Media						
File Name	File Size	File Type	Width	Height	Duration	Path Name		
BRUSHSCI.TTF	52.2 KB	TrueTyp...				C:\Our Files\005_Fonts\BRUSHSCI.TTF		
PRISTINA.TTF	80.7 KB	TrueTyp...				C:\Our Files\005_Fonts\PRISTINA.TTF		
TEMPSITC.TTF	74.3 KB	TrueTyp...				C:\Our Files\005_Fonts\TEMPSITC.TTF		
SGA20061208514.CR2	11 MB	Canon R...	4368	2912		C:\Our Files\001_Nature\RAW Files\SGA20061208514.CR2		
SGA200612091144.CR2	7.8 MB	Canon R...	3504	2336		C:\Our Files\001_Nature\RAW Files\SGA200612091144.CR2		
SGA200612130078.CR2	13.7 MB	Canon R...	4368	2912		C:\Our Files\001_Nature\RAW Files\SGA200612130078.CR2		
SGA200612130705.CR2	8 MB	Canon R...	3504	2336		C:\Our Files\001_Nature\RAW Files\SGA200612130705.CR2		
SGA20061204356.jpg	916.4 KB	JPEG	1200	800		C:\Our Files\001_Nature\SGA20061204356.jpg		

The List View

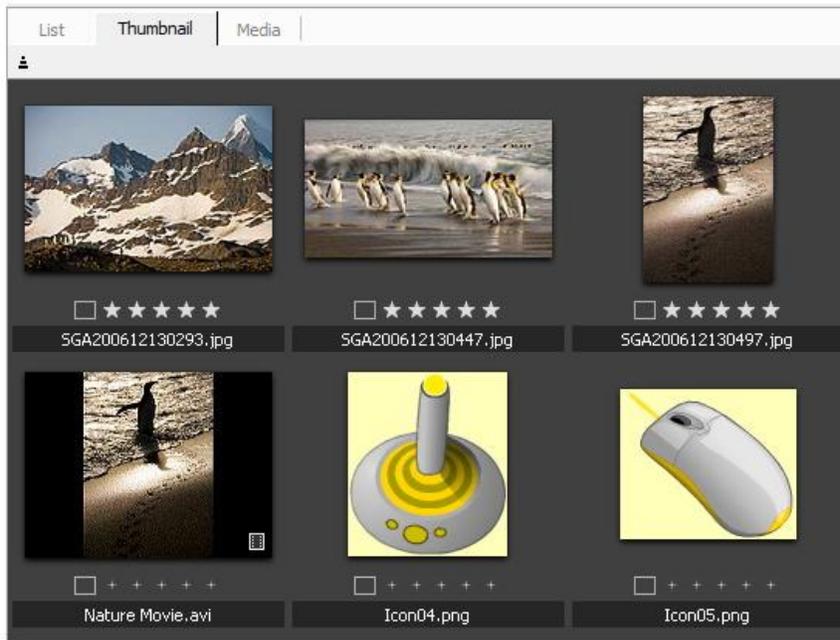
In this view of a catalog, your media appears in a list of small icons beside information fields of your choice, such as file name, size, type, duration, and so on. **Movie Thumbnails** show a small video icon to help differentiate them from still images. The path for the location of the file and a media-related description appears in the header.

To sort the list according to a field, click the corresponding field label in the Header bar above the list area. To rearrange the order of header fields, click and drag the field name to a new location. Notice that some information is dependent on the file type. For example, the **Duration** field applies only to movies and sounds.

To change the size of thumbnails in this view, on the **Size** menu , click **Small Icons** or **Large Icons**.

Though the icons are small, movies and music will play in List View. To change the view, select a file and press the SPACEBAR. You can also change views while the file is playing.

Thumbnail View



The Thumbnail View

Click the **Thumbnail** tab to select this view. This view displays the catalog as a table of thumbnails in adjustable sizes. When you select an item in the table, the Header bar shows the item file name, dimensions, file size, and file type. You can change the size of the thumbnail by clicking a choice in the **Size** menu . Note that if the catalog does not include a thumbnail that is the size that you choose, then you cannot change the thumbnail size.

Media View

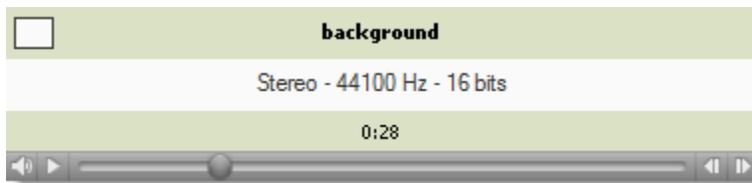
This view displays media files at full size, one file at a time. Unlike other views, Media Reader View is a real-time presentation of the original media files onscreen. This means that Expression Media Reader needs to have access to the file; otherwise, you will get an error message such as “File Not Found.”

In Media View, you can play animations, movies, and sounds, or navigate inside a QTVR image. Use the onscreen QuickTime controls to interact with movies, music, and QTVR. You can also flip through the pages of a PDF or view the various layers of an Adobe® Photoshop® document using the Pager tool that appears in the Header bar.

When an image does not fit entirely inside the window, the cursor changes to a hand. Use the Hand tool to move the image. Use the RIGHT ARROW key to advance to the next image. Use the LEFT ARROW key to go to the previous image in the catalog.

Playback of media

Expression Media Reader can play a wide variety of music, video, and multimedia files. They can be played in any view, including slide shows.



Playing back an audio file

To start playback, select the file you want to play, and then click the **Play Media Reader** button  on the toolbar. Or, you can press the SPACEBAR. To stop the playback, press the toolbar's **Play Media Reader** button or press the SPACEBAR.

In Media Reader View, media files such as video, music, Flash, and QTVR are displayed with QuickTime controls. You can use these controls to regulate playback and control volume. Or, you can click the toolbar's **Play** button and press the SPACEBAR to start and stop playback.

One unique feature of Expression Media Reader is that you can switch between List View, Thumbnail View, and Media Reader View while playing a file, without altering playback quality. To change views, click the appropriate tab.

Play list mode

Play list mode enables you to play the files of a catalog in a continuous sequence. This feature is not selected by default. If you want to select it, on the **Play** menu, click **Playlist Mode**.

This feature is useful when you have a catalog of MP3 files that you want to audition, or a sequence of video or still images that you want to watch. Expression Media Reader will continuously play the files in your catalog in a loop until you stop it.

To start a play list, select the file you want to begin with, and then click the **Play Media** button on the toolbar. Or, you can press the SPACEBAR. To stop the playback, press the toolbar's **Play** button or press the SPACEBAR.

Microsoft Expression Media Reader

Play list mode also automatically advances through a catalog of images, which is particularly useful in Media Reader View. This feature simulates a slide show, while allowing you to see information panels open alongside the images. You can adjust the delay (short, medium and long) between images in the **Stills Pause** section of the **Play** menu.

When you turn Play list mode off, you can still play media, however Expression Media Reader will not advance to the next media item on playback completion of a selected item.

Chapter Four:

Media Reader Annotations

Microsoft® Expression® Media Reader enables you to view a wide variety of image metadata in industry-standard metadata fields.

The Info panel

When a media file is created by a computer or digital device, information is embedded into the file to describe it. This information is called metadata, and it is used by software programs to accurately understand the media file.

Expression Media Reader uses the Info panel to provide an instant look at the combined properties and metadata of a media file, such as file type, size, dimensions, resolution, caption, capture date, and duration. Based on the media type, this information will change.

You can check the accuracy of information within this single user-configurable list with no need to remember to open multiple dialogs. The data inside the Info panel is split into various sections. To show the data from one of these groups, click the arrow next to the section name.



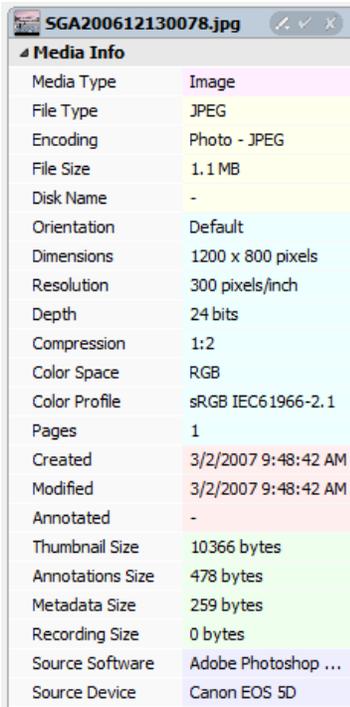
The Info panel

To show or hide the Info panel

Do one of the following:

- Click the **Info** button.
- If the Info panel is showing, click the border between the panel and the views and drag it to the left until the Info panel disappears.

Below is the Media Info section that you can display in the Info panel.



Media Info section

Media Info This field displays embedded media-related metadata that cannot be edited. It includes some data that your computer assigns to a file, such as type, size, creation date, and modification date.

Other fields display information based on the media type. For example, image files display dimensions, resolution, bit-depth, color space, and profile. Audio files display the type of encoding, length of the music, audio channels, and data about the quality of the sound.

Expression Media Reader also displays the size of text annotations, audio annotations, and thumbnail associated with an item in this section.

Special, extended media-related metadata are displayed in their own section. They are as follows:

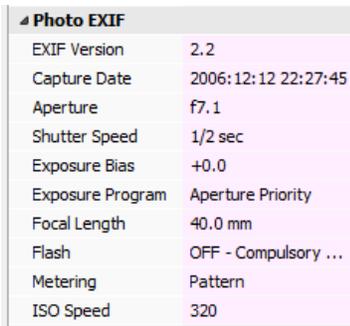


Photo EXIF	
EXIF Version	2.2
Capture Date	2006:12:12 22:27:45
Aperture	f7.1
Shutter Speed	1/2 sec
Exposure Bias	+0.0
Exposure Program	Aperture Priority
Focal Length	40.0 mm
Flash	OFF - Compulsory ...
Metering	Pattern
ISO Speed	320

Photo EXIF section

Photo EXIF For images created by digital cameras, the Info panel displays special data (EXIF) that has been captured and embedded in the photo file. This metadata includes the date and time a photo was taken (Capture Date), as well as camera-related information, such as shutter speed, aperture, and exposure. Global Positioning System (GPS) information can also be displayed in this section. Different cameras record different amounts of EXIF data. Only the EXIF data captured by your digital camera will be displayed here.

Annotations Expression Media Reader supports a set of pre-defined fields for annotating media. This set (also known as the IPTC Core) includes fields that enable you to define the author, event date, event information, copyright, labels, ratings, and more.

IPTC stands for the International Press and Telecommunications Council. Since the late 1970s, the ITPC has focused on developing industry standards for the interchange of news data. The IPTC annotation fields used by Expression Media Reader comply with the standards set by this organization.

These fields are also part of the Adobe metadata standard called XMP (Extensible Metadata Platform). Expression Media Reader can read XMP metadata in four image file types: .jpg, .tif, .dng, .png, and Adobe Photoshop.

Description The Info panel also provides an area to write descriptions of media, which is useful for additional details or thoughts about the files. Descriptions embedded into files are automatically shown in this field.

Keywords These are useful for describing and organizing the content of your media.

Cue Points (Audio and Video) Some audio or video media files contain markers, or cue points, which define special time stamps in the file. For example, an audio file might have cue points that mark the chorus, bridge and solos of a song. Expression Media Reader lists the name and time stamp for all cue points of an item in this section.

Movie Tracks (Audio and Video) Movie files usually contain two tracks of digital information: one for video and one for audio. However, movies can contain multiple video and audio tracks. This section displays the type of encoding, start time, duration, data size, data rate and frame rate for each video track of the movie file. For audio files, which only contain one track, this section displays the type of encoding, start time, duration, data size, and data rate.

Caption section

The Info panel also provides an area for you to view descriptions of media, useful for additional explanation or thoughts. The panel displays any comments or messages that the image creator entered.

Field names

Some software programs use different names for the various IPTC/XMP field names. For example, Photoshop CS calls the IPTC Job Identifier field, Transmission Reference. Expression Media Reader provides you with the option of selecting which field names to display—the official IPTC Core names, those names used in Expression Media Reader, or those used in Photoshop CS.

To change the displayed field names

- On the **Edit** menu, point to **Preferences**, and then click **General**.

Field names do not affect how annotations are written (synchronized) into media files. It is merely a visual preference designed to help you choose the appropriate field when annotating files.

Chapter Five:

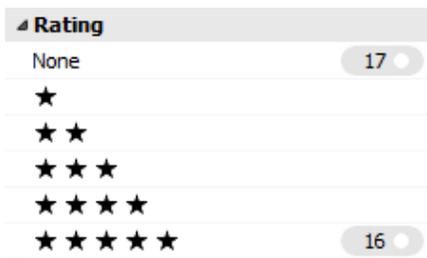
Reviewing and Marking Media

You might want to review and classify the media in a catalog that someone sends to you. For your purposes, you can rate and label media in a catalog and, though you cannot save those ratings, you can use them to help you sort and identify the images.

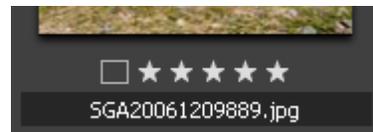
To assist in this process, Expression Media Reader provides two methods of classifying and ranking media: star ratings and color labels. Using keyboard commands, you can easily assign labels and ratings in any view, the Light Table and during slide shows.

Rating media

Star ratings provide a ranking system for items in your catalogs. You can now rank your media from one to five stars, or mark them with no stars.



Ratings in the Info panel



Ratings for a thumbnail

To assign a rating

Once you have selected one or more items, you can add a rating in three ways.

- Select a star rating from the **Rate Media** menu  on the toolbar, or by right-clicking to get a contextual menu.
- Press ALT + 1-5 (CTRL+1-5). This applies the associated rating (for example, 3 equals three stars).

To remove ratings

Select one or more of the following items:

- Click **None** on the **Rate Media** drop-down menu on the toolbar, or right-click the file in any view.
- Select an item and press ALT+ the number zero (0) or (Macintosh: CTRL+0.)

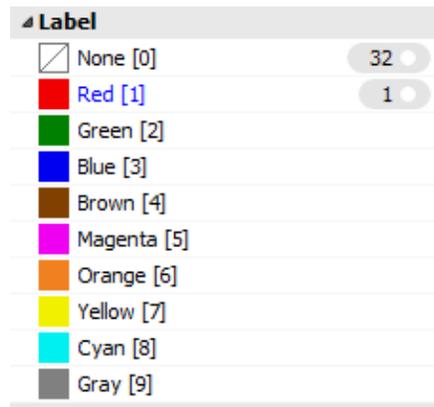
To show files associated with a rating

Select one or more items.

- Click a rating in the **Rating** section of the Catalog Fields index of the Organize panel.
- On the **Find** menu, click **Show Rated**, and then select a rating value of items you want to be displayed.

Color labels

Labels provide a visual identification and classification system for items in your catalogs.



Labels in the Info panel



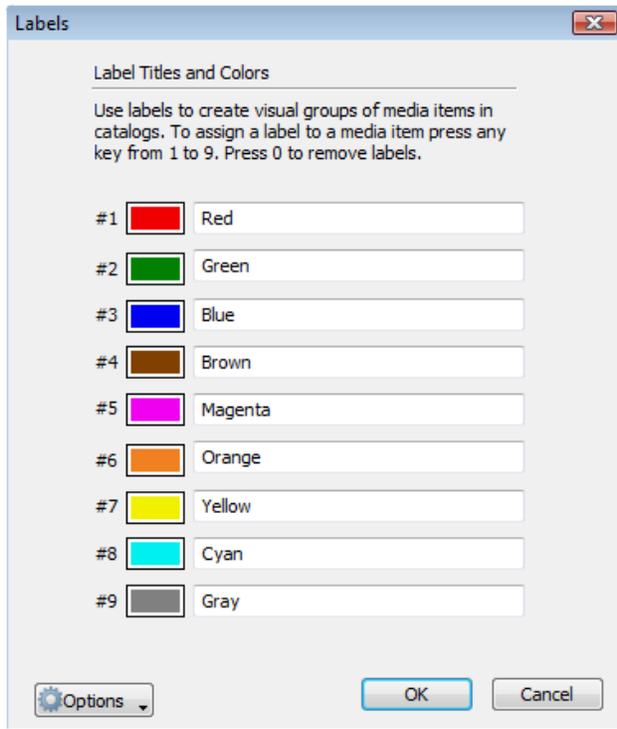
A label in a thumbnail

For example, you can use a color label to mark favorite items, mark items to delete, archive, or convert, or you can track items that are in different stages of a workflow. You can adjust the colors for aesthetic preference or to better match the tone or contrast of a particular view background color. You can also match colors to a labeling scheme in another application or environment.

After you label your items, you can quickly sort the catalog by using the labels in the **Catalog Fields** section.

Label options

To accommodate your desired method of marking items, you can customize the colors and names of labels as a global application preference. Because this customization is global, shared catalogs inherit the label names and colors of the user that is opening the catalog, and not the preferences of the person who created the catalog.



Label options window

To customize labels

1. On the **Edit** menu, point to **Preferences**, and then click **Labels and Colors** (Windows) or **Labels** (Macintosh).
2. Click the color swatch you want to change.
3. Select any label text and type a new name. Customizing a label name helps to remember the label's purpose or definition.
4. (Macintosh only) If you select the **Apply to original media file** option, then labels assigned to items in your catalog will also be applied to the original file. For example, if you assign a label #1 in a catalog, then label #1 will be assigned to the file on the desktop. However, though the label numbers may match, it is possible that the colors will not match.
5. To restore the default label colors and names, on the **Options** menu, click **Reset All**.
6. On the **Options** menu, to save a group of label preferences, click **Export to File**. After you have saved the labels to a file, these label preferences can be loaded into other installations of Expression Media Reader using the **Import from File** option.

Note: Custom names that you use for labels become indexed as search terms for associated items in Expression Media Reader. For example, if a label is named "Client Picks," then any free-form text search in the Expression Media Reader toolbar for the word "client" will return images assigned with that color label.

Labeling your files

You can assign and remove labels in any view.

To assign a label

1. Select or display one or more items.
2. Do one of the following:
 - Select a color from the **Assign Label** menu  on the toolbar, or right-click (Windows) or CTRL-click (Macintosh), point to **Label**, and then select a color from the list.
 - Press a number key (1 through 9). This applies the associated color (for example, 1 = Red).

To remove labels

In any view, select or display one or more items, and then do one of the following:

- From the **Assign Label** menu on the toolbar, select **None**.
- Press the number zero (0).

To show files associated with a label

Do one of the following:

- Click a color label in the **Labels** sections of the **Catalog Index**.
- On the **Find** menu, click **Show Labeled**, and then select a label value of items you want to be displayed.

Note: Labeled files can also be sorted during slide shows. To create a slide show, use the **Show Labeled** menu from the Slide Show controller.

Chapter Six:

Organizing Catalogs

Expression Media Reader gives you many options for categorizing and optimizing your catalog. Your catalog functions as a window to all of your files. Expression Media Reader gives you the power to organize your files any way you like so that your view of your files is completely customized according your workflow or storage needs.

Moving media in catalogs

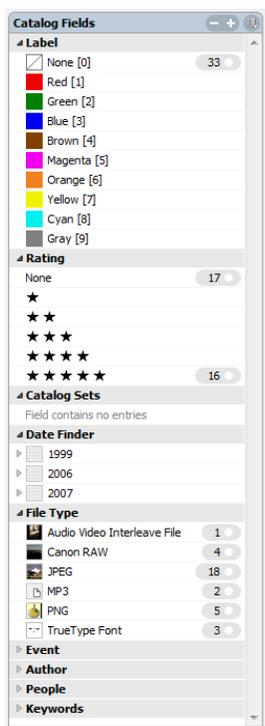
To rearrange items in a catalog, you can drag and drop them, singly or in groups, or you can use other move options available on the **View** menu.

To move media in catalogs

1. In List View or Thumbnail View, select the file or files that you want to move.
2. Drag the files to a new location in the catalog.

The Organize panel

Use the Organize panel to sort the catalog files in a variety of ways. To show or hide the Organize panel, click the **Organize** button on the toolbar.



The Organize panel

Catalog Fields index

The Catalog Fields index is useful for global searches or groupings, allowing a quick comparison across hundreds of files, often revealing annotation inconsistencies among a large number of files. By viewing your media from a global rather than an individual perspective, you can make sure of the standardization and accuracy of annotations across your media.

To expand a field, click the arrow next to its name.

The Catalog Fields index lists all annotations or tags present in the catalog.

The following categories are in the Catalog Fields index:

Label and Rating Use this group to show files with a color label or star rating.

Catalog Sets These are a freeform, hierarchical method of organizing media files. You can use sets to organize play lists, photo albums, projects, or work assignments. Most users utilize sets to quickly display subgroups of items in a catalog, and to maintain their order. Any media item can belong to more than one set, allowing catalogs to be logically organized into sets for different projects, clients or themes, without confusing the overall annotation or classification of files in the catalog.

Date Finder Lists the specific date that a file was created. For each file, Expression Media Reader displays one of three date criteria:

- IPTC Date Created
- Digital camera Capture Date (EXIF)
- The File Creation Date

If a file has all three dates, Expression Media Reader uses the IPTC Date Created as the primary date for display in this list.

File Type Shows a list of all media sorted by the file format, such as .tif, .jpg, .mpg, MP3, and so on.

Event, Author, People, Keywords These fields present alternative metadata to further distinguish and categorize the files.

Locating media by fields

You can filter the catalog by using the Catalog Field index.

To find files that match an attribute (Date, File Type) or annotation (Event, Author, and so on), click the dot next to term in the Catalog Fields index, and the corresponding files appear in the active view. This hides all files that do not match the annotation or attribute, which is useful for finding a particular group of files that can now be batch processed, exported, reorganized, or printed.

After you have found the files you want, on the **Find** menu, click **Show All** to reveal all the hidden files in your catalog. To show all files, you can also click **Show All Items** on the toolbar.

Chapter Seven:

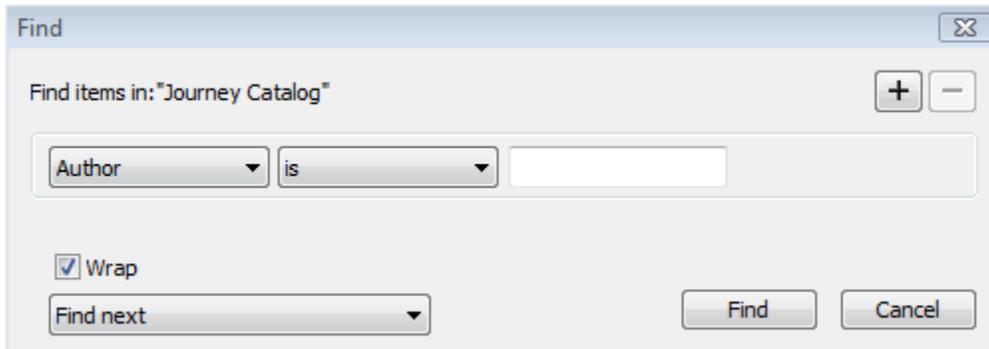
Finding and Sorting Media in Catalogs

In open catalogs, Microsoft Expression Media Reader offers a number of ways to find and sort media files, as well as related files, media, and tag attributes.

Searching your catalog

You can search catalogs quickly and accurately in Expression Media Reader. You can perform a quick search in the active catalog directly from the search box in a catalog toolbar, or you can perform a more detailed search using the **Find** command. Searching is case-insensitive and includes all annotations (EXIF, IPTC annotations, descriptions, and so on), media fields, and catalog set names.

After you have searched and have found the items you want, on the **Find** menu, choose **Show All** to show all the items in your catalog. You can also click the **Show All Items** button on the toolbar.



The Find dialog box

To quickly search the active catalog

Type the word or words in the search box in the catalog toolbar, and then press the RETURN or ENTER key, or click the **Search**  button.

To search catalogs using the Find command

1. On the **Find** menu, click **Find**.
2. To refine your search, use the choices in the menus to specify particular file characteristics to search for. Type the word or words that you want to search for in the search box. To add or subtract search criteria, use the plus (+) and minus (-) buttons in the upper-right corner of the dialog box. To use Boolean search criteria, choose **and** or **or** in the respective menu.
3. To customize the results of your search, choose one of the following options from the menu in the lower-left corner of the **Find** dialog box.

- **Find next** Highlights the first item that meets your search criteria.
 - **Select all** Selects items that meet your criteria.
 - **Show all** Hides all items in the catalog that do not meet your criteria.
 - **Show all in a new catalog** Places all matching results in new catalog.
4. To save your search, click the icon in the upper right corner of the **Find** dialog box. Searches can be saved for later recall on the menu in the upper-right corner of the **Find** dialog box.
 5. Press the RETURN or ENTER key.

Filtering and sorting by metadata

Use any of the below methods to sort and display your files according to their metadata or file attributes.

To filter files using the Organize panel

1. On the toolbar, click **Organize**.
2. To display items that match an attribute (date, media format) or annotation (events, locations), or that are all in a particular set, click the dot next to the field name in the Catalog Field index of the Organize panel. To select multiple attributes or annotations, press CTRL+click (Windows) or ⌘+click (Macintosh). The dot turns green when Expression Media Reader uses the filter.

To sort files according to attributes

1. On the toolbar, click the **Sort** menu .
2. To sort the media items, choose criteria.
3. To return to the organization method of the last saved version of the catalog, click **Default**.

To sort by column in the List View

Click the corresponding label in the header bar above the media viewing area. To invert the sort order, click the arrow on the far left of the header bar.

To restore your catalog to display all files

Do one of the following:

- Click the **Show All Items**  button. 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 in the Organize panel.
- Click the **State Arrows** at the top-left of the toolbar to navigate back or forward to a previous display state.

Filtering by multiple terms

There are several ways to use the Organize panel for complex catalog filtering and sorting using

multiple metadata terms. You can filter either by *intersecting terms*, which enables you to display media items that have both “keyword A” and “keyword B” attached to them, or you can filter by *a union of terms*, which enables you to display all media items that have either “keyword A” or “keyword B” attached to them.

To display files with intersecting terms

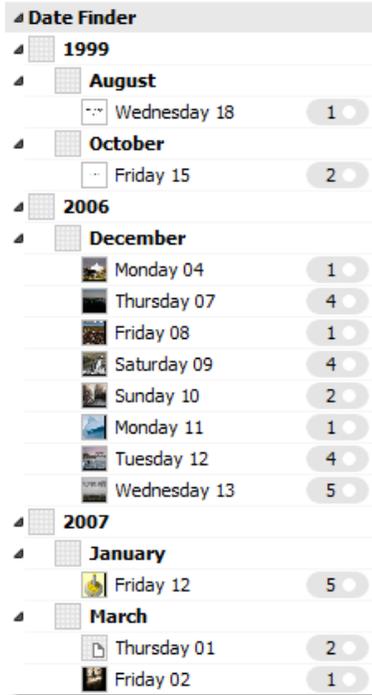
1. Open the Organize panel, and then expand the **Keywords** group.
2. In the **List Configuration** menu at the top-right corner of the Organize panel, make sure that there is not a check mark next to **Union of Terms in Repeating Fields**.
3. In the area for the “keyword A,” click the gray oval to right of the keyword name that contains the number of catalog items associated with that keyword. When you click this gray oval, a green dot should appear, and the items associated with that keyword should be displayed in the active view.
4. Hold down the CTRL key (Windows) or the ⌘ key (Macintosh) and then click the gray oval next to the keyword you want to intersect with “keyword A.” A green dot should appear in the gray oval for this keyword as well.
5. The final display should contain only images that have both keywords, “keyword A” and “keyword B.”

Union of terms

To display all media items that have “keyword A” and all media items that have “keyword B,” repeat the intersection instructions, but instead, select **Union of Terms in Repeating Fields** in the Organize panel’s **List Configuration** menu . You do this by selecting the keywords on the **List Configuration** menu. This function applies only to metadata fields that can have multiple terms, such as Keywords and People.

Handling a hierarchy of terms

In the Organize panel, some metadata fields have terms displayed in a hierarchy. In other words, these terms consist of a heading, followed by the items that correspond to that heading. These terms include Catalog Sets, Catalog Folders, Date Finder, and the Place Finder. For example, the Date Finder term lists your photos in a hierarchy according to year and month. By default, you can only filter photos by the lowest term in the hierarchy, which in this example, is by day. A key option named **Union of Field Hierarchies**, located in the **List Configuration** menu in the Organize panel, enables you to expand your filtering opportunities by allowing you to filter items according to the higher hierarchies.

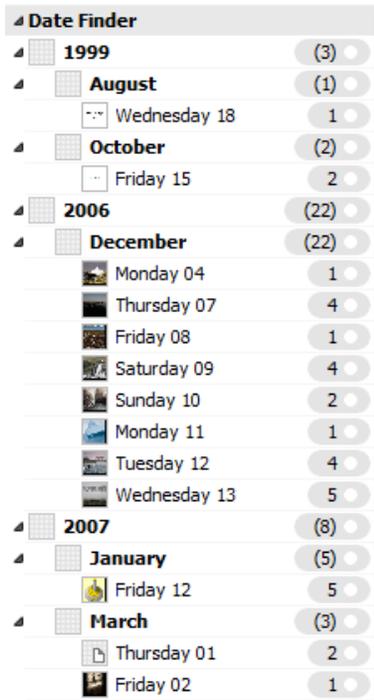


Date Finder hierarchy, without Union of Field Hierarchies option selected

If you do not select the **Union of Field Hierarchies** option, the Organize panel displays only the number of media items associated with each sublevel of any hierarchical metadata group, including Catalog Sets and Date Finder.

For example, suppose you are viewing 100 photos taken on varying months in 2004 and you want your catalog to display only those photos. Without the **Union of Field Hierarchies** option selected, you will have no way of filtering your images according to year. You can only filter by the lowest term in the hierarchy, which is the date.

However, if you select the **Union of Field Hierarchies** option, the higher levels of any hierarchical metadata group in the Organize panel will display the aggregate number of media items associated with any sub-levels of the hierarchy. Thereby, you can then filter your photos by year, as well as by other levels of hierarchy above date, such as month.



Date Finder hierarchy, with Union of Field Hierarchies option selected. Note the sum of files in a particular category is now in parentheses, and that you can now filter your files by that category.

In some hierarchies, such as Catalog Sets, when you set the **Union of Field Hierarchies** option, the panel displays two numbers. The first number represents the number of cataloged items that are stored in that folder or set. The second number is in parentheses and it represents the number of cataloged items stored in all subfolders or subsets.

To select or clear the Union of Field Hierarchies option

On the **Configure List** menu, click **Union of Field Hierarchies** to select or clear it.

Chapter Eight:

Viewing Images in Slide Shows and the Light Table

Expression Media Reader enables you to view or project a slide show presentation with your photographs, movies, and audio soundtracks.



The Expression Media Reader Slide Show feature enables you to sequentially present your files using a variety of transitions and displays.

Slide Show basics

The Slide Show feature in Expression Media Reader offers a way for you to display a succession of images and movies, as well as play audio. You have full control over the transition between files as well as which files play, how they transition, and, if applicable, the amount that displays or plays at one time. The slide show can function as anything from a preview tool, to a way to construct a complete, stylish movie of your media collection since, if you want, you can save your slide show as a movie file that you can distribute.

Slide Show features

By default, the Slide Show feature is set to run with cut transitions and to cycle through your collection. You can run a slide show at any time. A floating slide show controller appears when you start a slideshow. Use the options on this controller to adjust all the aspects of your slide show.

Following are some of the features of a slide show:

Audio Expression Media Reader slide shows can contain a single, background audio channel. Sound items included in a catalog are always queued into the audio channel. If you place an audio file at the beginning of a slide show of images, the audio plays during the presentation.

Video Expression Media Reader slide shows can display up to 16 video channels. All media types (including images or movies) play in one or more video channels, depending on your grid selection.

Grids These are the arrangement of video channels, in full-screen, quarter-screen, or a variety of other options. Unless you are using a computer with a powerful processor, using the slide show feature with more than one video channel will place considerable strain on your computer and degrade playback. We recommend that you first experiment with Half or Quarter video channel grids before choosing more complex grids.

Timing Expression Media Reader lets you specify how long still images will appear in the presentation, however, movies always appear for their full duration. To adjust the timing of images (in seconds), use the up or down arrows next to the green number on the right hand side of the controller.

Transitions Expression Media Reader offers several options to adjust the transition effect between images. There are 10 different slide show transition effects, such as Cross Fade, Barn Horizontal, and Radial Wipes, as well as a Random Effect option.

Effects defined in the **Transitions** menu of the slide show controller apply globally to all images of the slide show.

Size of Media Reader To adjust the size of onscreen media, use the **Scale** menu of the slide show controller. You can enlarge or reduce the size of your images by pressing the PLUS (+) or MINUS (-) keys. This setting will apply globally to all images of the slide show.

Viewing the Slide Show

You can run the Slide Show at any time during your work. If, as it runs, you want to vary the playback, you can do so while you are in Slide Show mode.

To run a slide show

1. Do one of the following:
 - Click the **Run Slide Show** button  on the toolbar.
 - On the **Make** menu, click **Run Slide Show**.
2. To exit during the slide show, click the ESC key or double-click a Slide Show image. You can also click the **Exit Slide Show** button  on the Slide Show controller.

Slide Show controller

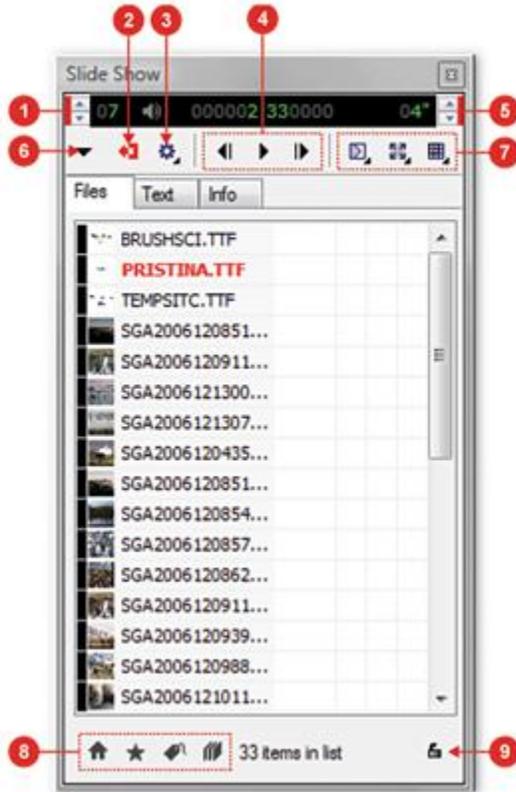
The Slide Show controller panel lets you adjust options during a slide show presentation. Though you can set the same global options that you set in the **Slide Show Options** dialog box, the Slide Show controller also enables you to set individual playback options for each of the files that display so that you can further customize your slide show. You can change any option even as the slide show plays.

Microsoft Expression Media Reader

This palette is also useful for running presentations on a second screen or projector. If you use multiple monitors, position your catalog inside the monitor you want to use for the slide show. You can start the presentation on that monitor and keep the controller on the other monitor.

If you are not using two monitors, displaying the Slide Show controller on top of the slide show stage will impair viewing.

To show or hide the controller, press ENTER or RETURN.



Slide Show controller

1) Adjust volume; 2) Exit Slide Show; 3) Slide Show options; 4) Playback controls; 5) Adjust time between transitions; 6) Show/Hide files; 7) Playback options; 8) Filtering options; 9) Scroll lock

Slide Show options

As you run the slide show, a controller appears that you can use to set the global options for the slide show and, in addition, set options for each image in the slide show. For information about using the Slide Show controller, see “Slide Show controller” on page 28.

To access the global options

Do any of the following:

1. On the **Set Options** menu , locate the option category that you want to set, and then select an option.
2. On either the **Set Transitions** menu , **Set Scaling** menu , or **Set Grid** menu , choose an option to apply to the entire slide show presentation.

3. Set the options according to the following guidelines, and then click **OK**.

To lock the scrollbar

Click the Scroll Lock icon in the Slide Show controller. This prevents the display of files from scrolling as the slide show plays.

To adjust the volume of playback

Click the arrows to the left of the speaker icon in the controller.

Set Options menu

Following are the options that appear in the **Set Options** menu.

- **Interactive** Use this option with the LEFT and RIGHT ARROW keys of your keyboard to manually advance or go back in your presentation. The UP and DOWN ARROW keys work the same as LEFT and RIGHT ARROW keys.
- **Continuous** This is the default for Expression Media Reader slide shows. Images will appear onscreen for the specified duration, and then automatically advance to the next image. Movies will appear onscreen for their full duration, and then automatically advance. You can use the SPACEBAR to Pause or Play a slide show in Continuous mode. The LEFT and RIGHT ARROW keys will manually override the pace of your presentation.
- **Random** Expression Media Reader randomly chooses images and movies to present onscreen.
- **Play voice annotation** Plays any attached voice annotation whenever a media item is loaded.
- **Play sound from all movies** Plays all the available movie audio tracks simultaneously. This option is only useful when you intend to play multiple movies in a grid arrangement. If this feature is disabled, Expression Media Reader plays only the background sound channel, as well as the active movie soundtrack.
- **Draw margin between media** Adds a few pixels of background color to help separate items from each other in multi-file grid arrangements.
- **Set background color** Changes the background color of slide show presentations. The default is set to black.

Set Transitions menu

Following are the options that appear in the **Set Transitions** menu.

- **None** Specifies that there will be no transition between files.
- **Random** Specifies that the transitions will be a random mix of the ones in the transition list.
- **Transition list** Expression Media Reader offers a basic set of QuickTime effects that you can use during slide show media transitions. The duration of the transition effects

(1 second) is currently fixed. This setting will affect all media items, unless you define them in the Slide Show controller.

Set Scaling menu

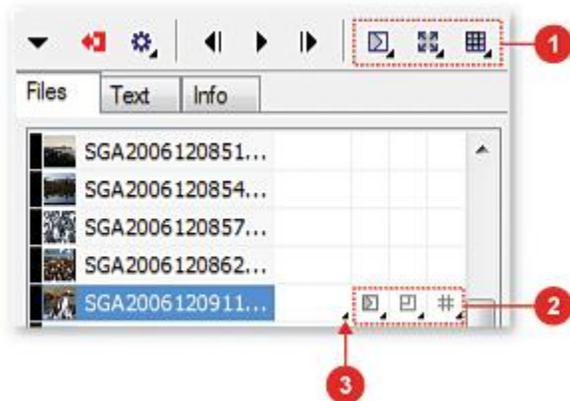
Choose an option from this menu to control the scale or size of media items. You can set this option before or during an active slide show presentation.

Set Grid menu

Choose any of these options to adjust the number of files that display at once in the slide show.

Setting and viewing options for individual files in the slide show

Within the controller, you can set playback options for each one of the files. You can also assign labels and ratings, set which text appears in the slide show, and which category of files plays in the slide show. You can set options or view information as the slide show plays, or you can pause the show.



1) Use these menus to set global options; 2) Use these menus to set options for this individual file; 3) Use this menu to set the timing options for this file.

To set playback options for individual files

1. In the list of files, click the file that you want to adjust.
2. Click the box aligned with the option menu corresponding to the option that you want to adjust. For example, if you want to adjust the size of the image, click the box aligned underneath the **Set Scaling** menu, and corresponding with the file that you want to adjust.
3. Set the option. The next time the Slide Show reaches this file, it will exhibit the characteristic that you specified. When you set a transition for an individual file, you are setting how the previous file transitions *into* the selected file.

To set the timing for individual files

1. In the list of files, click the file that you want to adjust.
2. Click the **Timing** menu (see the previous graphic), and then click an option according to the following descriptions:
 - To use the display time between files that you set in the timing selector at the top of

the controller, click **Default (use global timer)**.

- To assign a special duration for the file to display, click **Display for set duration**. Once you click this option, use the arrows that appear to the right of the file name to designate a display time in seconds.
- To pause the slide show at this file until an audio file, such as an audio annotation, plays completely, click **Hold slide show until sound finishes**.

To show a subset of files

At the bottom of the **Slide Show** dialog box, click the button corresponding to the type of files that you want to show and do any of the following:

- On the **Show Rated** menu , click a rating to show only files with that rating.
- On the **Show Labeled** menu , click a label color to show only files with that label.
- On the **Show Sets** menu , click the name of the set that you want to display.
- To show all of the files again, click the **Show All** button .

To designate the text that appears in the slide show

1. Click the **Text** tab.
2. Do any of the following:
 - Select any of the **Display** options to display the text related to that option. Click the arrows to cycle through all the available information.
 - To set the color of the text, click the **Color** swatch, and then select a color.
 - To right-align, center, or left-align the text, click the corresponding **Align** button.
 - On the **Font** menu, click one of the font options. Drag the slider to set a font size.

To set a label or rating

Do one of the following:

- To set a label, click the **Files** tab, click the banner to the left of the file name, and then click a label color.
- To set a rating and a label, click the **Info** tab and, next to the thumbnail of the file, click the swatch to assign a label and click the “plus” marks next to swatch to set a rating.

To view file information

1. Click the **Info** tab.
2. Click the arrows at the bottom of the dialog box to cycle through the file information.

Light Table mode

Light Table mode is the best way to view an image or compare up to six different images at one time.

The default display of the Light Table is the chosen number of images shown in a Grid layout (2x2) with a toolbar for each image. The toolbar shows the color label, file name, dimensions and scaling percentage of each image. The toolbar also displays buttons for trashing or removing images, rotation, and display size.

When you have more than one image showing in the Light Table, try using the Landscape, Portrait, or Grid layouts (shortcut keys are L, P and G, respectively) to use your monitor space as efficiently as possible. The layout that works best for you depends on the orientation of your images, how many images you want to view at one time, and whether you want to see the toolbar and/or the histogram. You might want to hide the toolbar to maximize the viewing area for each image (shortcut key is T).

To enter Light Table mode

1. Select between one and four images in List View or Thumbnail View.
2. On the **View** menu, click **Light Table**.

Note: When you first launch the Light Table, the **Help** menu appears showing the navigation and keyboard shortcuts. Click the menu to close it. If you need to open it again to view shortcuts, right-click (Windows) or CTRL-click (Macintosh) anywhere in the window and, in the context menu, click **Shortcuts**.

To mark an image in Light Table mode

Position the cursor over the image that you want to rate (if you have more than one image in the Light Table) and press numbers 1 through 9 to set a label (or 0 [zero] to remove a label).

To adjust the image size

In the **Size** menu at the bottom-right corner of the images, click a display size option. To zoom in on an image, press the PLUS (+) and MINUS (-) keys. With the Scroll Lock key on, all images will increase and decrease by the same magnification. With the Scroll Lock key off, only the scale of the active image will be adjusted.

Scroll, Scroll Lock, and Zoom

When an image is bigger than the window it is in, the cursor will turn into a hand, which you can then use to move the image by dragging.

When more than one image displays in the Light Table, all images will be moved simultaneously while Scroll Lock (keyboard shortcut: S) is on. If any of the images do not move when scrolling in this way, it is probably because they fit the current window and there is no more of the image to show.

With Scroll Lock off, you can move only the image under the cursor by dragging. The Scroll Lock key is useful when examining an important area of similar images.

By zooming in and scrolling to the part of an image you are interested in, the other displayed images will show the same portion of the image.

If the images are not absolutely identical, you might need to turn Scroll Lock off and move the image individually. Remembering the keyboard shortcut (S) for the Scroll Lock makes viewing similar images much faster.

Next and Previous images

The RIGHT or DOWN ARROW key changes the image in the Light Table to the next one in the catalog. Use the UP or LEFT ARROW key to change to the previous image in the catalog.

When there is more than one image on the screen, the image that is changed is the one your cursor is positioned over. When changing the image by using the cursor keys, the current zoom and scroll positions are maintained to make it easier to examine the same point on similar images.

Pixel Magnifier

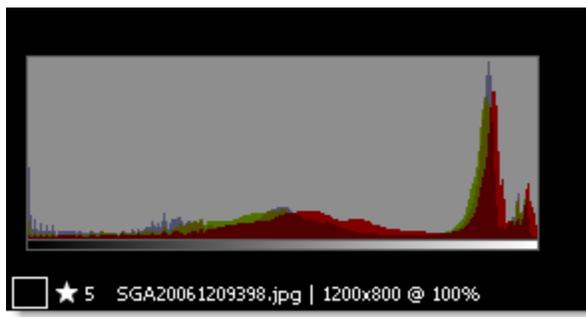
The pixel magnifier is a floating panel that shows a close up of the image area underneath the cursor. To select the pixel magnifier, use the M keyboard shortcut. The pixel magnifier can be quicker than zooming and scrolling, particularly when there is more than one area in any particular image that you need to examine closely.

The slider controls how far the magnifier zooms in. There are four settings from the least magnified at the bottom, to the most magnified at the top. The slider snaps to one of these four settings.

The pixel magnifier also shows the X/Y coordinates of the cursor (highlighted by a green square), as well as the RGB color values.

Using the Histogram and Exposure warnings

A histogram is a graph showing the relative distribution of Red, Green, and Blue pixel densities in an image. It shows the number of pixels with high density on the left (darker colors) and low density on the right (lighter colors). Its purpose is to show the distribution of tone throughout an image.



The histogram

When viewing images, you might want to view the Histogram and Exposure warnings for each image.

For example, an image with no shadows will have a histogram with a valley on the left, while a histogram with no highlights will have a valley on the right. You can see dark shadows as a peak of all three colors to the left and bright highlights a peak of all three colors of the right.

In the image shown, the exposure warnings show areas of potential overexposure as solid red, and show under exposed areas in solid blue. Those over exposed and under exposed areas of an image generally lack detail due to too much or too little light being captured. Use the histogram and exposure warnings only as a guideline to help you make a decision about whether an image is good or can be improved.

To launch the histogram and exposure warnings

While you are in the Light Table view, press H to show/hide the histogram, and press W to show the exposure warnings.

Chapter Nine:

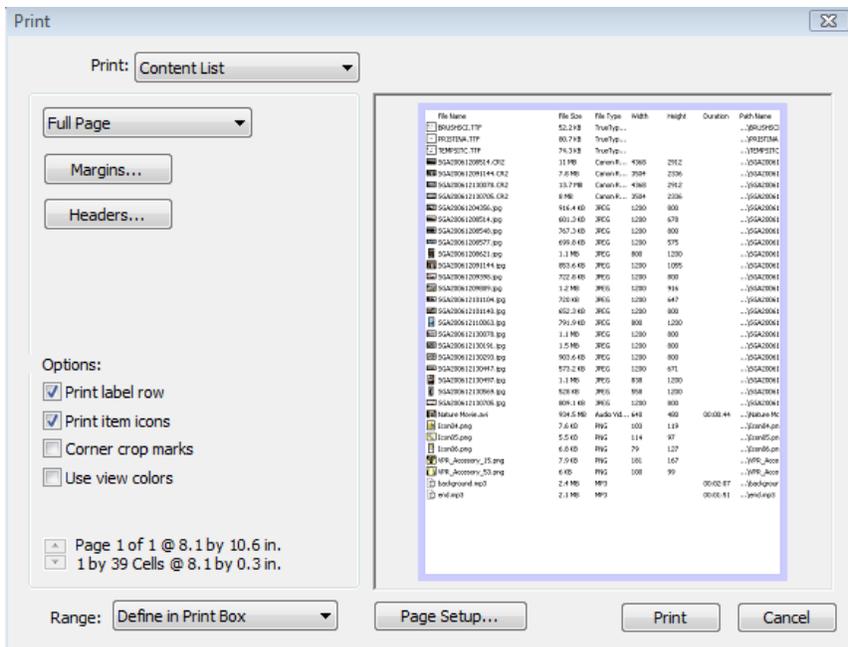
Printing

You can print files from the catalogs you receive. Expression Media Reader provides diverse options so that you can be a flexible in how you view or present hard copies of catalog images for associates, for publication, or for archiving.

Printing modes

Microsoft Expression Media Reader offers three printing styles, Content List, Contact Sheet, and Media Sheet. These styles match the three views available in the program. The **Print** dialog box automatically defaults to match the active view of your catalog. The dialog box shows a real-time preview of your prints. Expression Media Reader displays each of your option changes in the preview window.

Content List This list is useful for printing a table of contents for a catalog. The style matches the layout of the catalog's List View, with icons and associated field information of each file. This style also includes options for showing/hiding icons and field headers on the printout. The size of the icons in your catalog's List View determines the size of the icons in the printout.



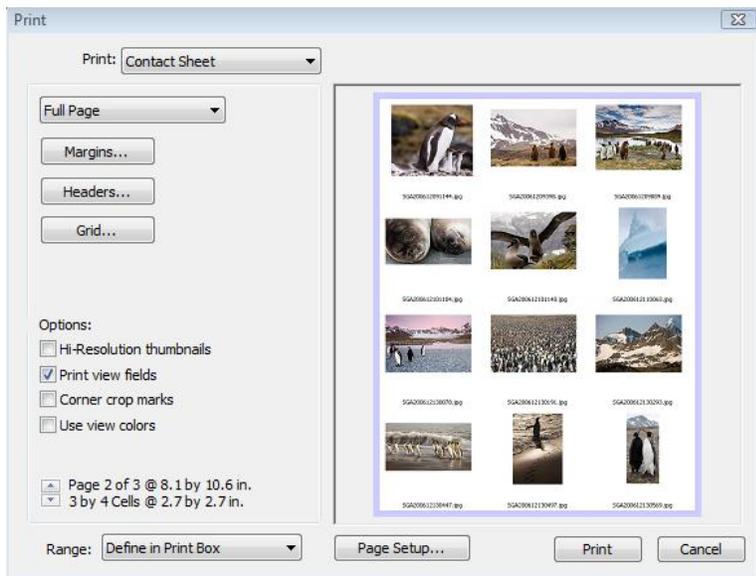
Content List printing

Contact Sheet The contact sheet prints a table of thumbnails similar to your catalog's Thumbnail View. The size of the thumbnail in your catalog determines the size of the thumbnail in the printout.

Microsoft Expression Media Reader

Thumbnails are imported into the catalog by using the file's built-in thumbnail or by using images created by Expression Media Reader.

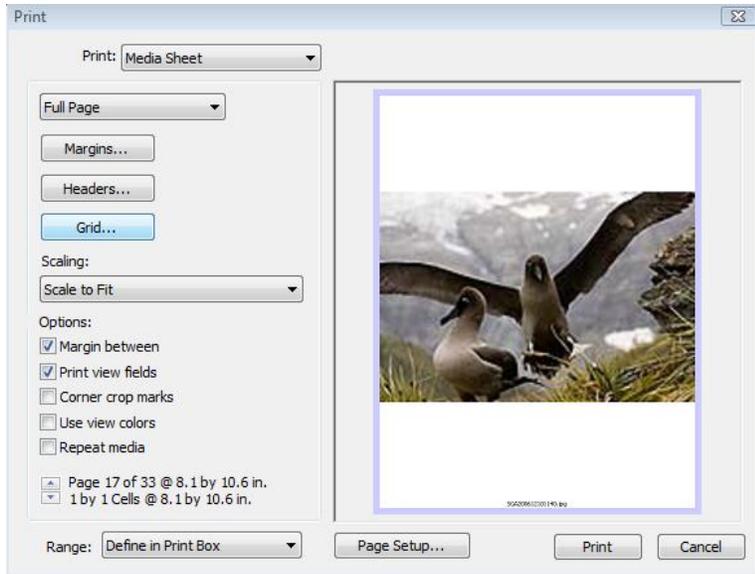
You can also select the **Hi-Res Thumbnails** option for quality printing. Selecting this option will send more image detail for every thumbnail to the printer, so allow extra time for printing. The printing speed is dependent on your computer's processing power and the type of printer.



Contact Sheet printing

Media Sheet Renders the full size, hi-resolution images from original files. Note that you will need the original files before in order to have a satisfactory print out. If the catalog creator did not include the original files, then this option will not produce good results. Because some of these files can be quite large, allow extra time for printing. You can change the size of the displayed and printed media in the **Scaling** menu  in any view.

The most useful of these options is **Scale to Fit**, as it automatically rescales the image to fit within the print area. Other useful options are **Actual Size** and **Fit Width**, but they might hide parts of the image when the size and shape of the original image is larger than the rendered area or printed cell size.



Media sheet printing

To print from Expression Media Reader

1. Do one of the following:
 - Select the image that you want to print.
 - If you want to print several images, select them and, on the **Find** menu, click **Show Selected**.
2. On the **File** menu, click **Print** or click the **Print** button on the toolbar.
3. Select a print option from the **Print** menu.
4. Depending on the options you choose, you will have varying options to choose from. See the following sections for explanations about each option.
5. When you make your selections, click **Print**.

To print a layer or page within a composite file

1. Expression Media Reader prints only the frame assigned as an item's thumbnail. To print another layer or page, go to the page or layer you want to print in Media Reader View.
2. Before printing, click **Rebuild Item** on the **Action** menu.
3. On the **File** menu, click **Print**.
4. Select your options, and then click **Print**.

Global print options

The following options are available, regardless of the printing method you choose.

Define the Print Area This menu has options for full page, as well as CD and other disk cases, such as a Zip or Jaz disk. If you select **Full Page**, Expression Media Reader uses the page size

defined in the **Page Setup** dialog box. The options will differ according to the type of printer chosen. You can add custom print area templates to this menu.

Margins Enables you to further adjust the **Print Area Size** on all sides. Select the **Mirror Margins** option to include spines for double-sided documents that will be bound or punch-holed. The border color around the preview image represents the margins that you define.

Headers Enables you to place a label on the top (header), bottom (footer), right and left sides of your printout, depending on which of the buttons you click on the right side of the text boxes. You can adjust the type and style of the labels by clicking the buttons on the right side of the text boxes. On the **Special** menu, add automatic page numbers, date, and time. These are represented by their respective symbols in the caption's box. You can mix the symbols with regular text. Use the **Ampersand** (&&) option to help differentiate the character from the special character commands. The **Indent** option aligns the label center or right. An **Indent** (&i) centers the text. Two indent marks makes the text flush right.

Expression Media Reader retains Header settings across all print styles.

Grid (not available in Contact List mode) For contact sheets, this option defines the number of rows and columns for a printout. For media sheets, you can define how multiple copies of the same image, or different images, will be printed. The **Default for view** option takes into account the image size settings for the respective view of the catalog. The **Cells** option enables you to define the number of rows and columns. The **Size** option is similar to cells, but allows you to define the exact size of each cell.

Use view colors Mimics the style of the view corresponding to the printing mode that you choose. For example, if you chose to print using the Content List mode, then if you select this option, the dividers between the image listings will display in your printout.

Corner crop marks This option adds crop marks to the corners of the entire sheet.

Page Preview Navigator If you are printing multiple pages, click the arrows to choose a page that will display in the preview section on the right side of the **Print** dialog box.

Range Modifies which pages will print. The default is to allow your printer's dialog box to handle this function. You can also choose **Current Page**, or **Odd** or **Even** pages.

Additional printing options in Contact Sheet mode

Following are the options available if you choose Contact Sheet mode to print your photographs.

Hi-Res Thumbnails By default, Expression Media Reader prints low resolution thumbnails. Select the box to print high-quality images.

Print view fields This option will enable you to print the text fields that are visible in **Thumbnail View**, in addition to the image.

Additional printing options in Content List mode

Below are the options available if you choose Content List mode to print your photographs.

Print label row Select this option to print the headers for each row.

Print item icons Select this option to print the image icons at the size you specified in the List View options.

Additional printing options in Media Sheet mode

Below are the options available if you choose Media Sheet mode to print your photographs. Because Expression Media Reader renders these prints from the original, hi-resolution images, make sure that the catalog creator included a copy of the original images along with the catalog file. These files might be large, so allow extra time for printing.

Margin between Select this box to place a small amount of space between tiled images.

Repeat media Select this option to tile a single image in the available print area. Click the **Grid** button to define the number and size of the tiled images.

Scaling To define the image size, select one of the following options on the menu:

- **Actual Size** Uses 100% of the image and centers it in the Print Area.
- **Scale to Fit** Scales the image proportionally to the size of the Print Area.
- **Fit Width** Scales the image based on the horizontal parameters of the Print Area. If you apply this to a vertical image, some of it might not be visible.
- **Fit Height** Scales the image based on the vertical parameters of the Print Area. If you apply this option to a horizontal image, some of the image might not be visible.
- **Pin Smaller Side** Draws the image with its smaller side expanded to fit the screen. This option will fill the entire screen, but your image might be cropped.
- **Pin Larger Side** Draws the image with its larger side expanded or shrunk to fit the screen.
- **Tile** Tiles the image (in actual size) in the window. This option is helpful when you are printing patterns.
- **Percentages** Allows reduction or enlargement of the image from 25 percent to 2000 percent.
- **selector** Use the UP and DOWN ARROW keys to choose which page appears in the preview window on the right side of the dialog box.

Appendix A: Troubleshooting

Basic troubleshooting

Make sure that you have installed the following software:

- The latest version of Expression Media Reader from our site:
<http://go.microsoft.com/fwlink/?LinkID=82546>
To check for updates, on the **Help** menu, choose **Welcome Screen**. If an update is available, a link will be provided for you to download it. On the Macintosh, **Check for Updates** is located in the **Application** menu, and is located in **About Expression Media Reader**.
- The latest version of Apple QuickTime from Apple's site.
- Windows users should keep up to date with the latest service packs and drivers for their operating system. Use the **Windows Update** command on the **Start** menu to download and install the latest updates.
- Macintosh users can solve problems by deleting the Expression Media Reader preferences in the system's Preferences folder (~User/Library/Preferences/Expression Media Reader Prefs).

Note: Expression Media Reader should not be running while this is being done.

Web resources

Customer Support If you have additional questions, make sure you check the documentation and the community forum. If you still can't find an answer, see our online Web site at <http://go.microsoft.com/fwlink/?LinkID=82546>