

Getting started with PixFiler

Overview

Keeping track of all your digital photos isn't always easy. PixFiler is a photo cataloguing database that makes this a lot easier. It also have features that makes it easier to share your photos with other people. You can add your own comments to the files and put them into categories.

This document should help you getting started with PixFiler. It's in no way a complete manual but will help getting started in just a few minutes. Please refer to the online help in PixFiler (press F1) to learn about the details.

Index

Overview	1
Installation	1
First time run	3
Adding pictures	4
Viewing thumbnails	4
Adding annotations	5
Annotating one photo	5
Annotating many photos (Bulk Update)	5
Categories	6
Finding photos	7
Selecting photos	8

If you have already installed PixFiler successfully, you can skip the *Installation section* of this guide.

Installation

Installing PixFiler is quick and easy. You first have to download the program from the internet. Go to <http://www.br-software.com/download.html> to do this.



Click on the save button. You will now be asked for the name of the file to download to. The default will work ok so just click Save. The download will now start. When finished, this form will be shown:



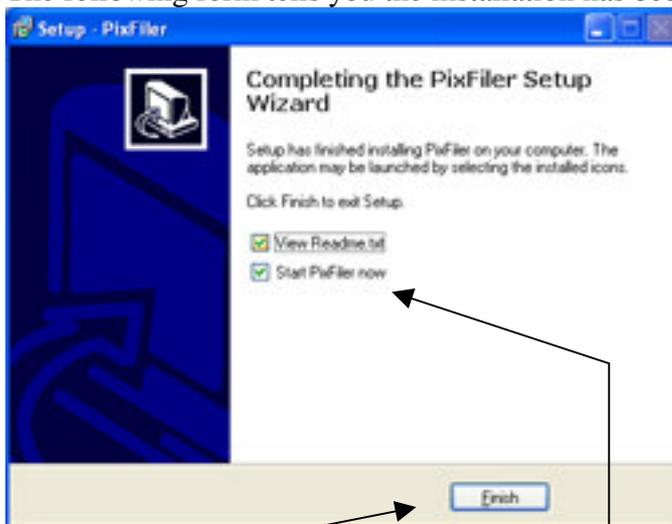
Click on the Run to start the installation of the downloaded file. The following warning may be displayed (depends on your version of Windows):



Click on the run button to continue with the installation. Now the real installation starts:



You will now be presented with several forms like this. Click on the Next button each time. You don't have to do any changes in the forms to do a normal installation. You'll have to confirm that you accept the license agreement when this is displayed. The following form tells you the installation has been successful:



Click on Finish. PixFile will start automatically unless you have removed the checkmark from 'Start PixFile now' checkbox.

First time run

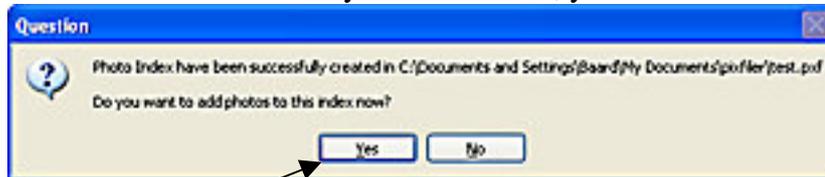
First time you start PixFiler it will ask you to create a Photo Index. A Photo Index is a database where all the information about your pictures are stored. The following form will be displayed:



Select 'Auto' if you want the Photo Index created in the default location in My Documents. You can use 'Manual' if you want it stored somewhere else.

The main PixFiler form will now show up and the first hint will be displayed. A new hint will be shown each time you start the program, giving you some information about what the software can do. Click "Continue" to close the Hint window.

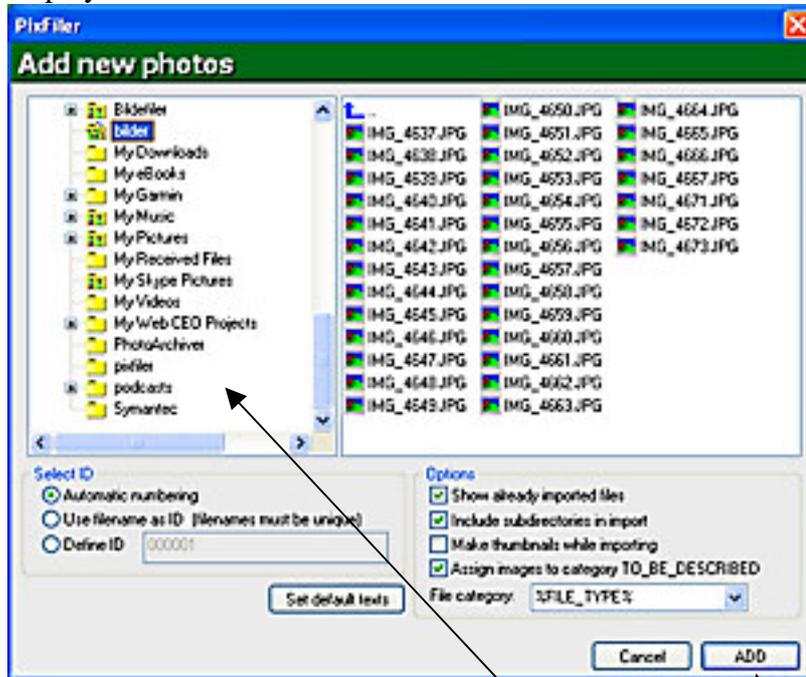
Since this is the first time you run PixFiler, you will now be asked if you want to add pictures:



If you answer yes, this will automatically take you to the 'Add Photos' Form.

Adding pictures

This is one of the basic functions of PixFiler. You start this by selecting *File->Add photos* from the menu or you can click on + on the tool bar. The “Add Photos” Form will be displayed:

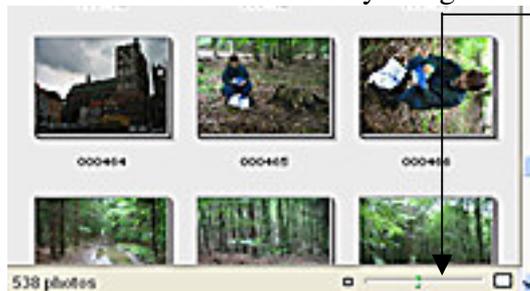


Use the left hand view to navigate to the folder where the pictures you want to add is located. You can select specific files in the right hand view. If you want to add all photos in the folder, you don't have to choose any files. Some options can be selected below the file list. The defaults will do fine to begin with. Please refer to the online help for more details about this form.

To start adding photos, just choose the photos and click the ‘ADD’ button. A progress bar will be shown while photos are being added. It's usually pretty quick.

Viewing thumbnails

When the photos are added, they will be displayed as thumbnails. Number of thumbnails shown depends on the resolution of your screen and the size of the thumbnails. You can adjust the size of the thumbnails by using the slider below the thumbnail view.



instantly.

At first the thumbnails may take some time to display. This depends on your image files. Some cameras and scanner software will store a thumbnail inside the image file. These will display pretty quick, while other files may take longer. When you're using the program, the thumbnails will be stored in the database and the display of thumbnails will be a lot faster, in most cases almost

Adding annotations

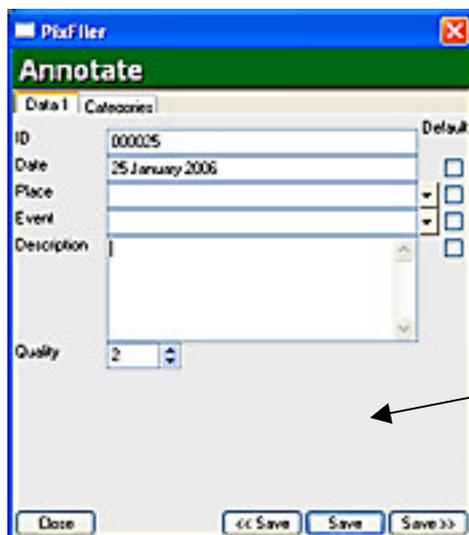
One of the really powerful features of PixFiler is adding annotations and later searching within these. You can add annotations for one by one photo or you can add annotations for many photos at once.

Some data fields are predefined by the software, but you can also add your own data fields if you need to add other types of information. The predefined data are date, place, event, and description.

You may define default values for these fields. The default values will be added when the photos are added to the database. The only default that is predefined is date. This will be extracted from the EXIF date field if this exists.

Annotating one photo

Right-click on a thumbnail and choose 'Annotate' from the menu. The following form will be displayed:



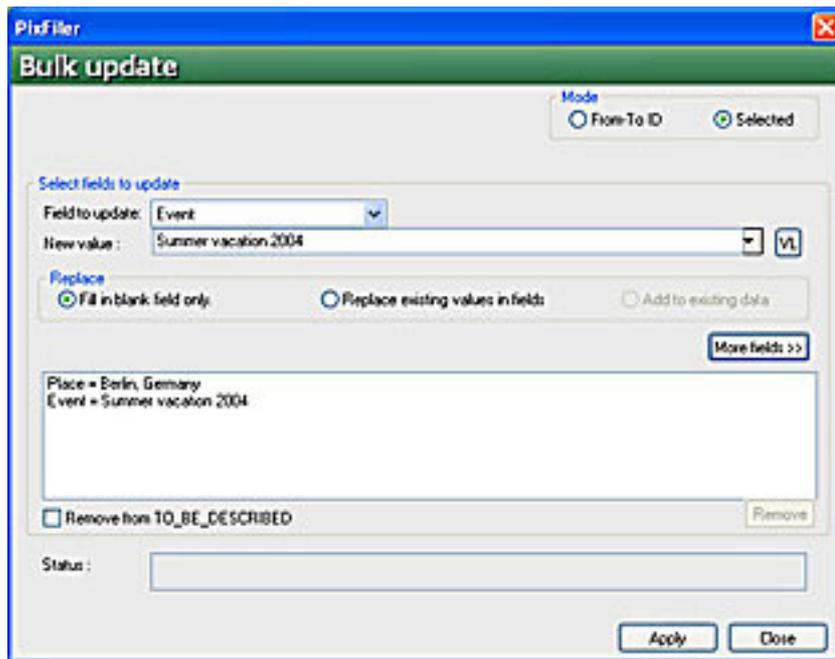
The data fields shown depends on which fields you have defined. The size of the fields depends on the size of the forms. Just drag the margin of the form to make it bigger. If you check the default checkbox for a field, the value you fill in here will be default for the next picture. This way you can step through a large number of photos without having to type in all the data.

Use one of the save buttons to save the changes.

Annotating many photos (Bulk Update)

You can annotate many photos in one operation. Lets say you have 200 photos taken at the same location. Just select the thumbnails of the photos you want to annotate, right-click and choose 'Bulk Update' from the menu. Select the 'Place' field and fill in the place. Click Apply and all photos will be updated. The whole process takes just a few seconds.

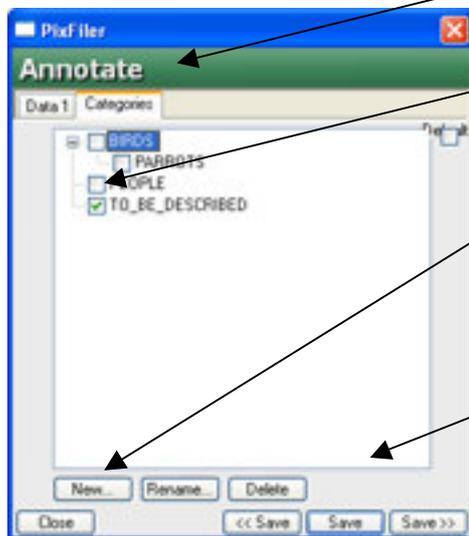
The Bulk Update Form looks like this:



Categories

Ordering photos in categories provides a powerful way of organizing the photos. PixFiler lets you create an unlimited number of categories and each photo can be assigned to multiple categories.

Open the Annotation form and click on the category tab to view the categories:



Click on the checkbox in front of the category to add this category to the photo.

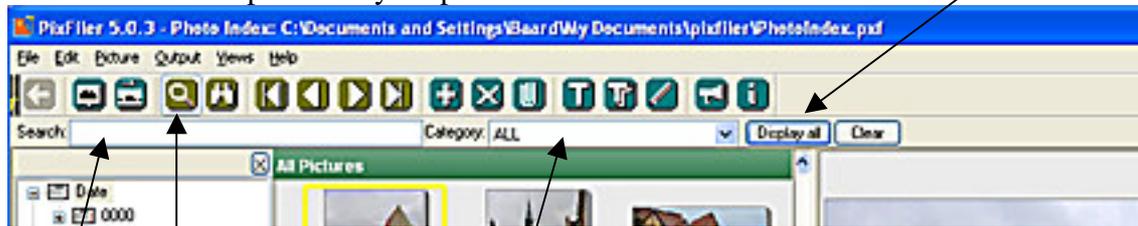
Click on the New button to create a new category.

Click on a category name and then click on the new button to create a subcategory.

Click on one of the save buttons to save the changes you have done.

Finding photos

PixFiler has many ways of finding photos. The simplest is just to use the “Display all” button. This will show all photos in your photo index.



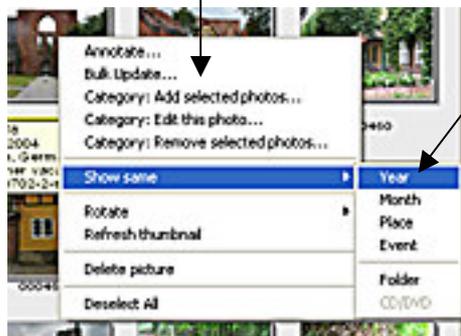
A simple way to locate some photos is to fill in a word from the description in the Search field. You can also select a category to search within. Use the “Display all” button to display the matching photos.

Use the Browse button to bring up the Navigator View.



Using this, you can bring up photos by year, month, category, event, and place with just a mouse click. These tags are automatically created when you will in information in the Annotation Form.

You can also point to a thumbnail and click the right mouse button to bring up the pop-up menu.



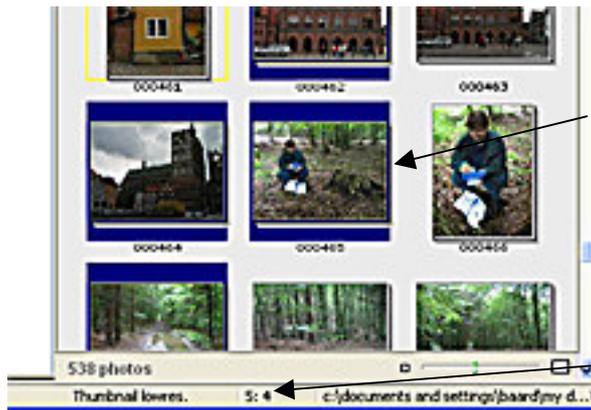
Here you can choose to see photos with the same year, month, place, event, or folder as the photo you're pointing at. If the photo is stored on a CD/DVD, you can also choose to see all the other photos on this device.

In addition to these simple ways of finding photos, you have the “Advanced Search” that can be used for making complex queries. Please see the online help (press F1) for more details about that.

Selecting photos

Many of the tasks you can do in PixFiler, such as Bulk Update, printing, making CD's, require that you first select which photos you will do the task for. The following commands are for selecting photos:

Ctrl+left-click	select/deselect this photo
Shift+left-click	select a range of photos
Ctrl+a	select all photos
Ctrl+d	deselect all selected photos



The thumbnail frame of selected photos will be coloured blue. There is also a number on the Status Line showing the number of photos currently being selected.