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ENGG\*4450

## DIGLIB PHOTO LIBRARY USER MANUAL



User Manual | Gregor Scott, Adam Erb

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## USING THIS MANUAL

This manual provides an outline for the usage all the user functions in DigLib Photo Library. This short section will outline the conventions used in this document.

Key strokes are indicated with italic blue font, e.g. *ALT-N*.

Permanent user interface elements and menu navigation are indicated by bold font, e.g. **Tag Display**, **File->Photos->Add**.

Non permanent user interface elements and user selections such as tags, file names or dialog box interactions are indicated by single quotations e.g. 'Birds', 'OK'.

## GETTING STARTED

The DigLib Photo Library is a light weight portable photo organizer use full for light editing. This section will walk through the User Interface then basic function such as creating and opening libraries and importing or removing photos from a library.

## USER INTERFACE

The user interface for DigLib Photo library consists of 4 main elements.

- **User Menu Bar**
- **Image Display**
- **Tag Display**
- **File Display**

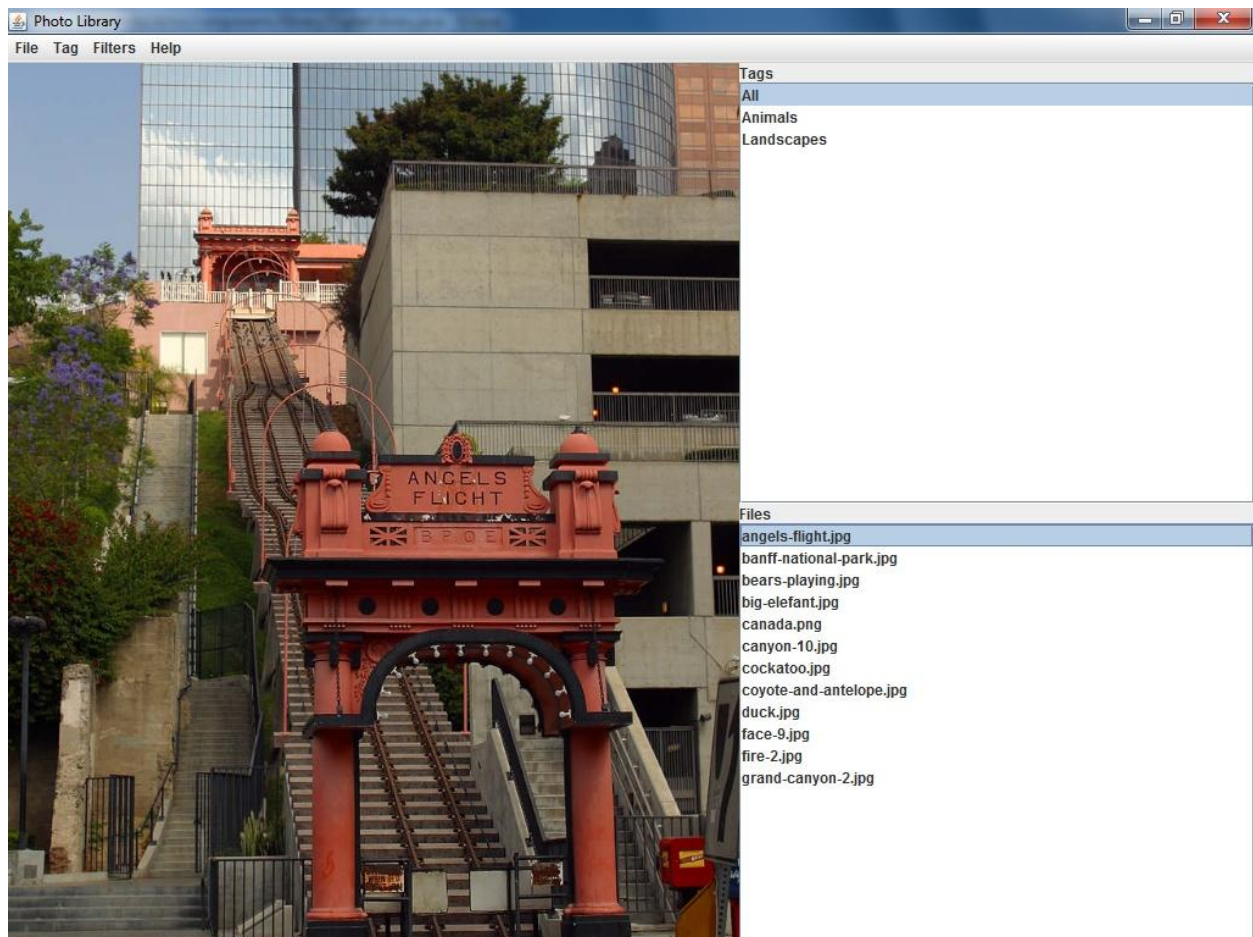


Figure 1-0-1, User Interface

## USER MENU BAR

The User Menu Bar in the top left of the UI window provides access to all the features of the software through windows style drop down menus.

## IMAGE DISPLAY

The **Image Display** shows the selected file from the File Display, and potential changes to an image before applying a filter.

## FILE DISPLAY

The **File Display** shows all files with a selected Tag. Selecting a single file from the list will make it appear in the Image Display. Multiple images can be selected for tagging by holding the **CTRL** key and clicking on files to include them.

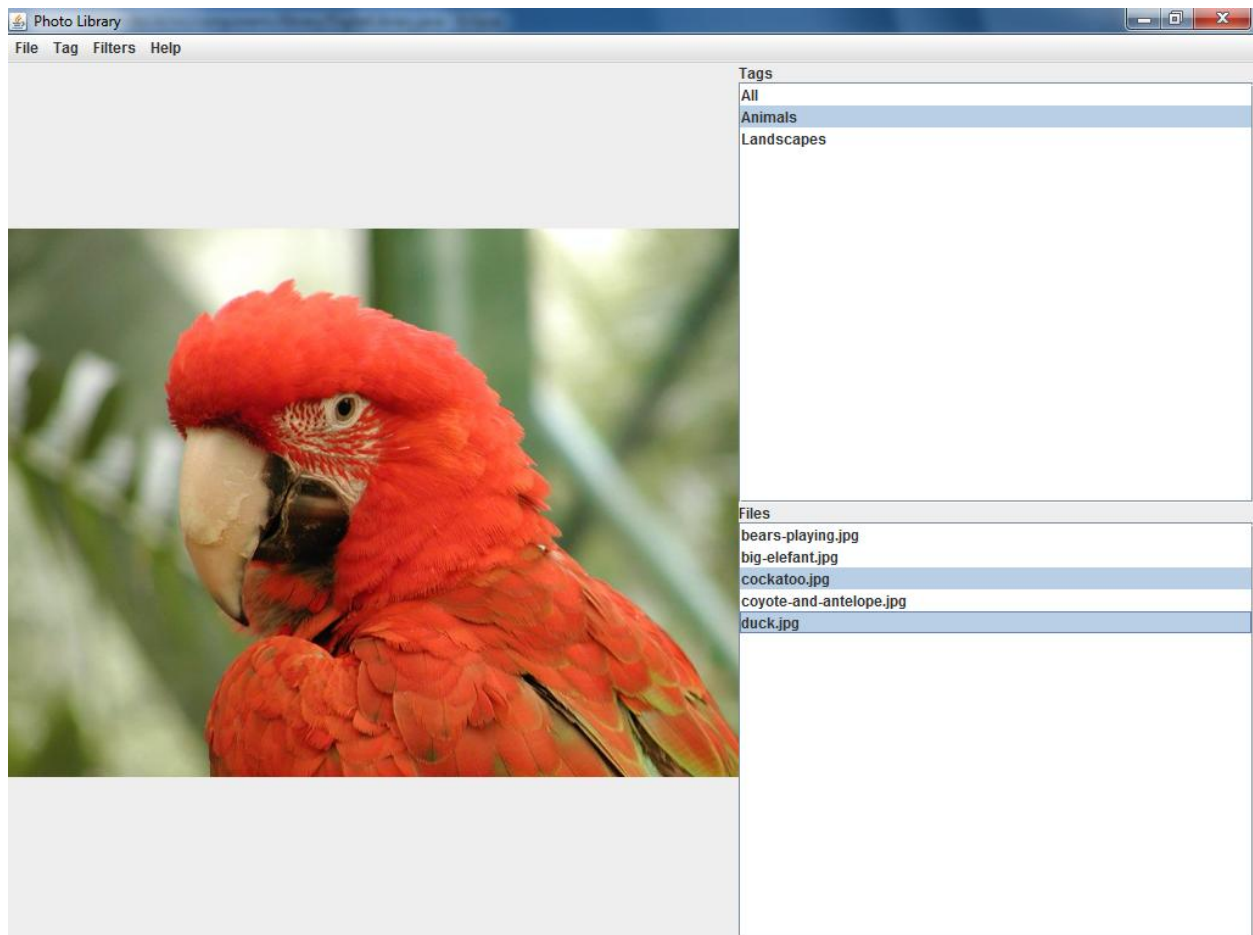


Figure 1-0-2, File Display with the "Animals" tag displayed in the File Display with 2 files selected.

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## TAG DISPLAY

**Tag Display** shows a list of all the user created tags and the 'All' tag. The 'All' tag can be selected to display all the files in the current library at once.

## BASIC LIBRARY FUNCTION

When you start DigLib there will be no library loaded and all the displays will be empty. To begin using DigLib you must first create a library and add photos to it. Once you've created a library it will automatically save if any changes are made including adding/removing photos and manipulating tags.

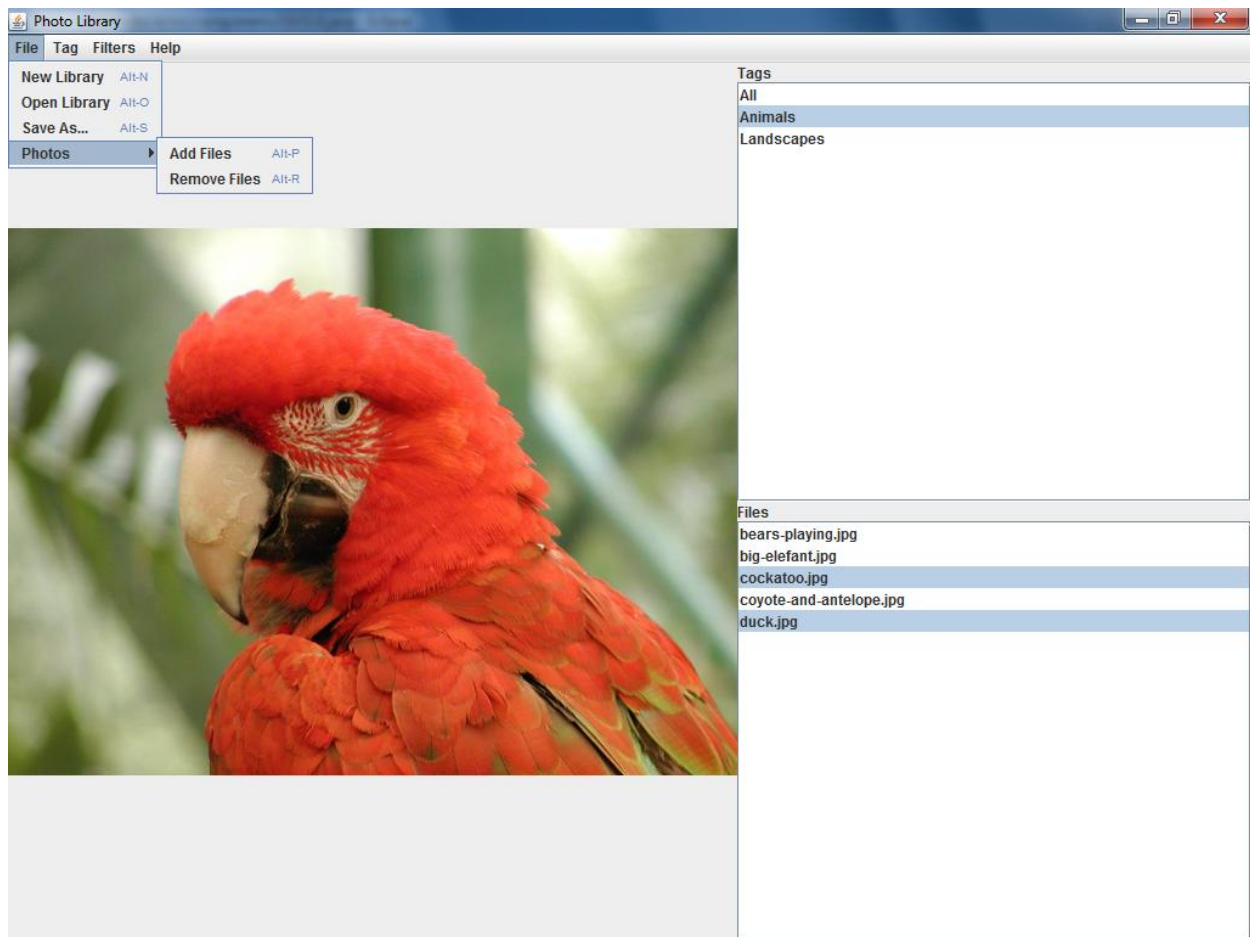


Figure 1-0-3, accessing the File Menu

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## CREATING A NEW LIBRARY

To create a new library, first navigate to the User Menu Bar, and then select **File->New Library** or simply use the **ALT-N** short-cut. From there you will be prompted to select a location and enter a name for your new *.diglib* library file.

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## OPEN AN EXISTING LIBRARY

To open an existing library file navigate to and select **File->Open Library** or use the keyboard short-cut **ALT-O**. The program will then prompt you with an open file dialog to find and select an existing *.diglib* file. The program will then populate the File and Tag Displays with data from the library.

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## ADDING PHOTO(S) TO YOUR LIBRARY

To add a photo to an open library navigate to and select **File->Photos->Add** or use the keyboard short-cut **ALT-P**. The program will then prompt you to with an open file dialog to find and select existing image file(s). The images selected will be automatically tagged under "All".

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## REMOVING PHOTO(S) FROM YOUR LIBRARY

To remove photos from an open library select the photo(s) you wish to remove from the **File Display** then navigate to and select **File->Photos->Remove** or use the keyboard short-cut **ALT-R**. This will remove the photo from completely from the library, but does not delete it from your computer.

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## SAVING PHOTO(S) AS A NEW FILE TYPE

To save photos in a library with a different file type select the photo(s) you wish to save from the **File Display** then navigate to and select **File-> Save As...** or use the keyboard short-cut **ALT-S**. The program will then prompt you to select from a list of file types to save the photo(s) as. Selecting "OK" will create copies of the selected files to the selected file extension in their respective directories.

## MANAGING YOUR PHOTO LIBRARY

DigLib allows you to organize and edit your library photos.

### ORGANIZING PHOTO WITH TAGS

DigLib uses tags to let you organize your photo in to groups. Selecting a tag in the **Tag Display** will display all photos containing that tag in the file display.

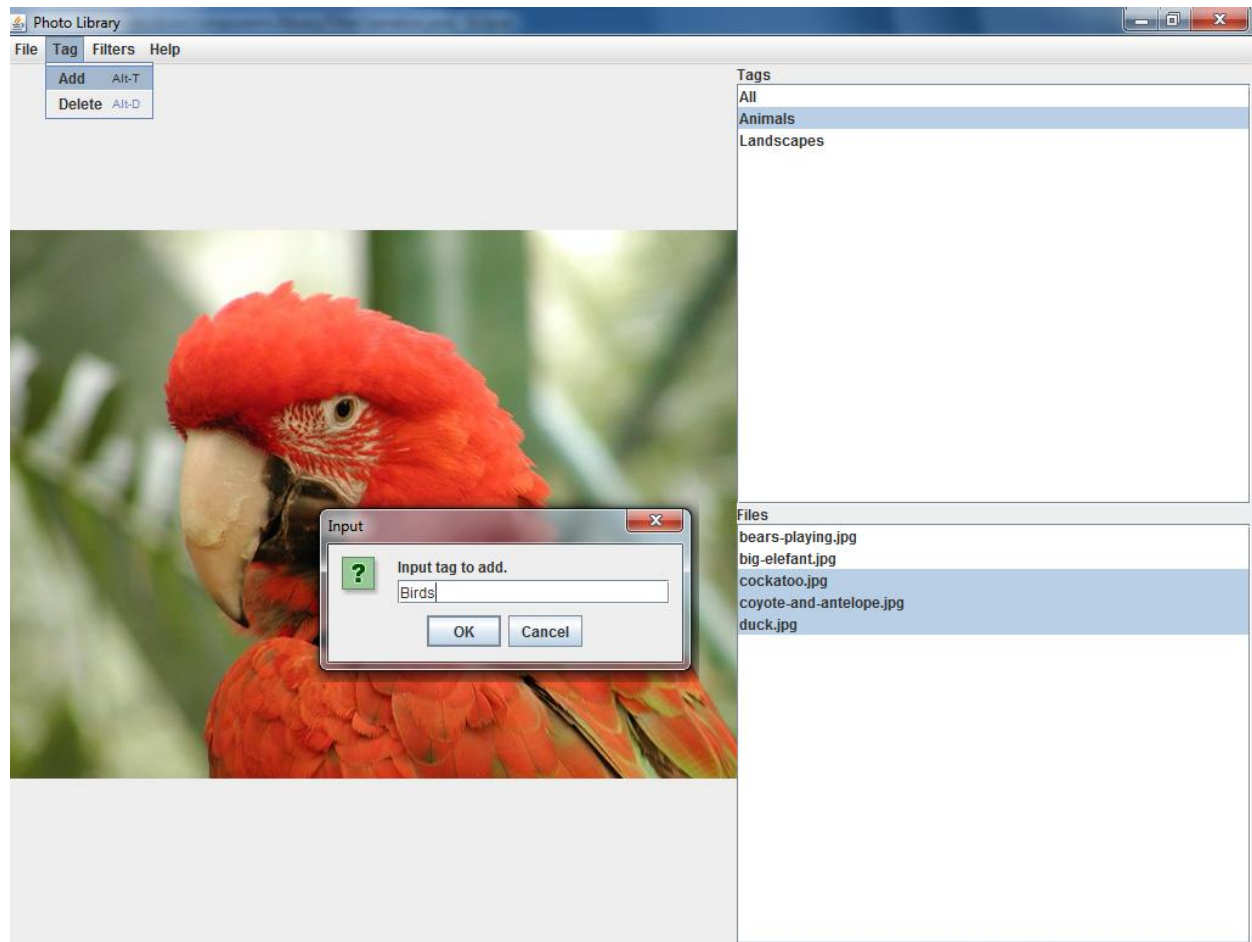


Figure 2-0-1, adding a new tag

### ADDING A TAG TO A PHOTO(S)

To tag to a photo or group of photo, select the photo(s) you wish to apply the tag to from the **File Display**, then navigate to **Tag->Add** or use the **ALT-T** short cut. The program will then prompt you for the name of an existing or new tag. New tags will be added to the **Tag Display** automatically. Adding a tag to file that already has it will do nothing.

## REMOVING A TAG FROM A PHOTO(S)

To remove a tag from a photo or group of photos, select the photo(s) you wish to remove a tag from, from the **File Display**. The program will then prompt you for the name of the tag you wish to remove from the files. If the tag entered does not exist the program will do nothing. If no files are associated with a tag it will automatically be removed from the **tag display**.

## SIMPLE IMAGE EDITING

### CROPPING AN IMAGE

To crop a photo, select the image you wish to crop and make sure it appears in the **Image Display**, then navigate to **Filters->Crop** or use the **ALT-C** short cut. Then click and drag the mouse cursor over the section of the image you wish to crop. When you release the mouse click a red box will appear around the section selected and you will be prompted to save changes. If you save the change these will instantly apply to the original image and you will not be able to revert to before the crop.

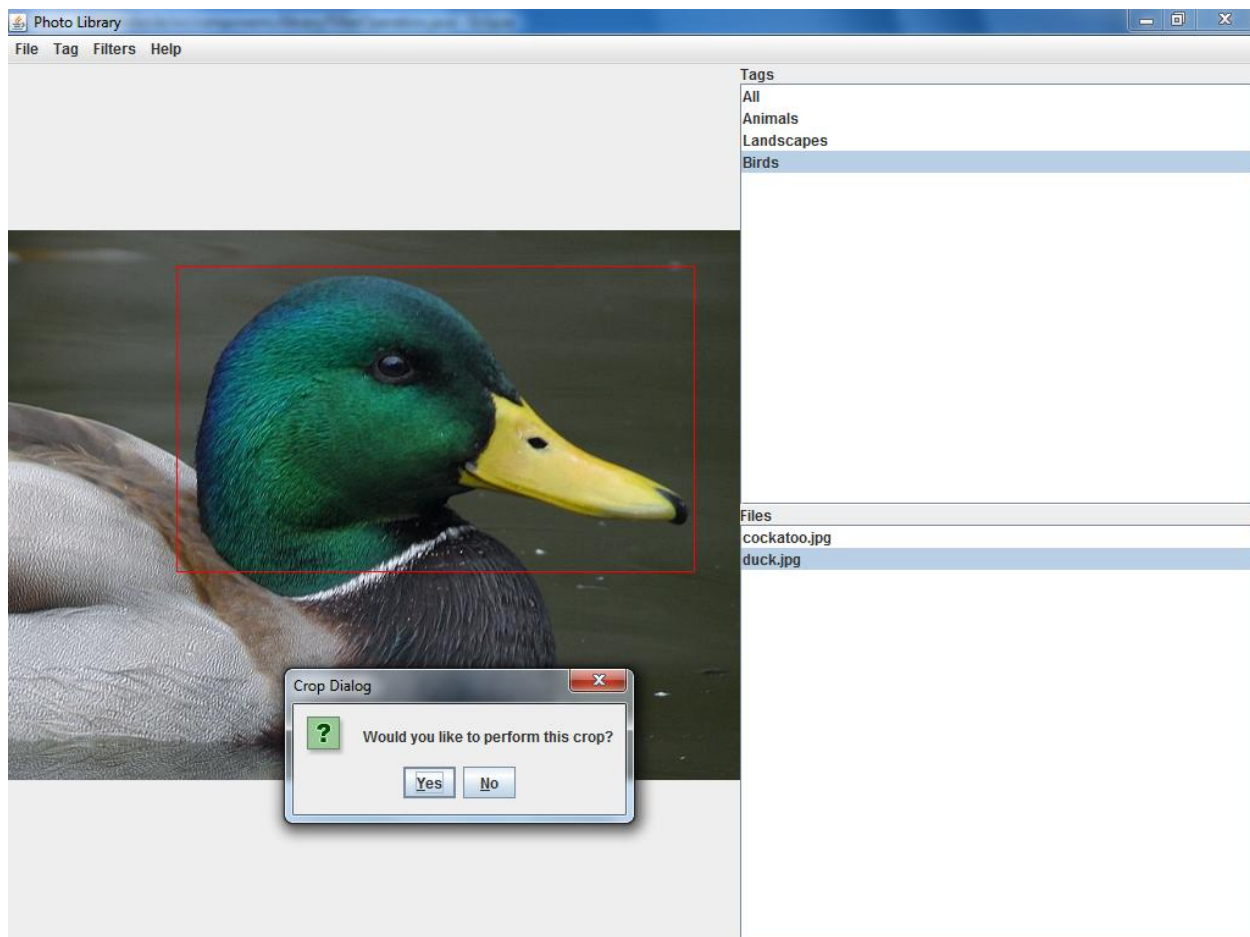


Figure 1-2, cropping an image

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## SCALING AN IMAGE

To scale a photo, select the image you wish to scale and make sure it appears in the **Image Display**, then navigate to **Filters->Scale** or use the [ALT-S](#) short cut. The program will then prompt you to input a new scale for height and width. Clicking 'OK' will temporary apply changes for preview then prompt you to save the changes. If you save the change these will instantly apply to the original image and you will not be able to revert to before the scale operation.

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## ADJUSTING CONTRAST AND BRIGHTNESS

To adjust the contrast or brightness of a photo, select the image you wish to scale and make sure it appears in the **Image Display**, then navigate to **Filters->Scale** or use the [ALT-S](#) short cut. The program will then prompt you to input a new contrast or brightness. Clicking 'OK' will temporary apply changes for preview then prompt you to save the changes. If you save the change these will instantly apply to the original image and you will not be able to revert to before the scale operation.