



User's Guide

IndexSheet

Multiple Image Compositing Accessory for
Packagizer™

IndexSheet Users Guide

For Technical Support Contact:

Plug-In Systems Technical Support

Toll Free: (888) 54-PLUGIN (888) 547-5844
Voice: (303) 258-1144
FAX: (303) 258-1146
e-mail: support@pluginsystems.com
website: <http://www.pluginsystems.com>

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PLUG-IN SYSTEMS

P.O. Box 1610
Nederland, Colorado 80466
(303) 258-1144 Phone
(303) 258-1146 FAX
e-mail: info@pluginsystems.com

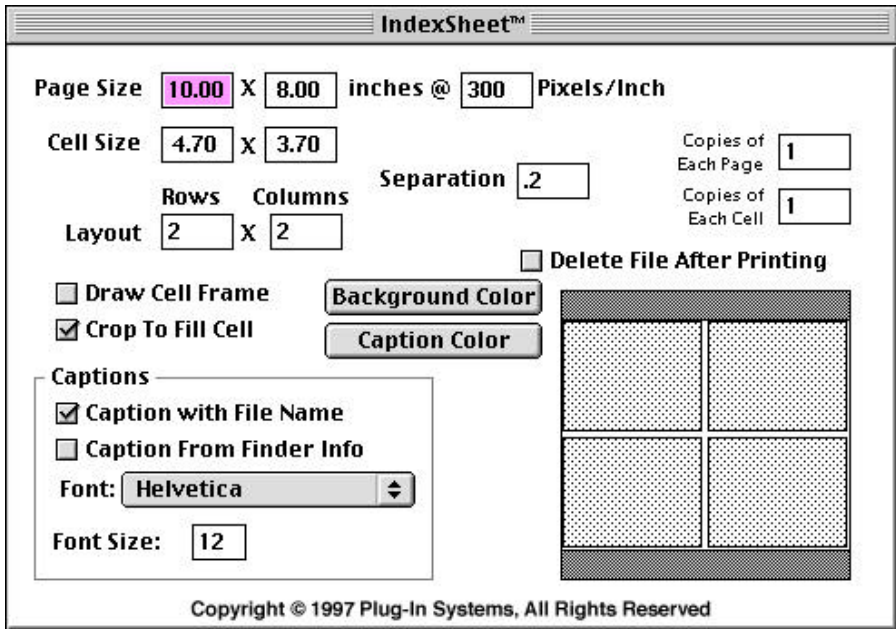
CONTENTS

Introduction	4
Installation	5
Quick Start	6
Using IndexSheet.	7
Software License Agreement	11

IndexSheet Users Guide

INTRODUCTION

IndexSheet™ is a standalone application which acts as a front end processor to Packagizer. IndexSheet is a flexible tool for composing multiple images on a single printed page. For image catalogs, IndexSheet may be used to simply create “contact sheets” of hundreds of images across multiple pages with each “thumbnail” image captioned with it’s filename for later reference. IndexSheet can also be used to multiplex an output device by getting two images output in the print time it would normally take for one, and at the same time conserving expensive print media.



IndexSheet operates in the background without requiring user interaction. Utilizing a drag & drop user interface, accepting TIFF and JPEG files, IndexSheet can create multiple pages of output from a single user command.

INSTALLATION

The following instructions allow you to install the IndexSheet for use on your computer.

- 1) Insert the floppy disk labeled IndexSheet into the floppy disk drive on your computer. If the IndexSheet window is not open, double click on the disk icon to open the window.
- 2) Copy the file IndexSheet to the Packagizer Folder on your hard disk. This can be done by dragging IndexSheet from the IndexSheet Disk, and dropping it on the icon for the Packagizer Folder. Since IndexSheet is a drag & drop application, it is useful to have a desktop alias to access it. You may create an alias now and place it on the desktop.
- 3) Shut down the computer and turn off the power.
- 4) Remove the IndexSheet Disk from the floppy disk drive and store it in a safe place.
- 5) Install the software protection device included with IndexSheet product on Apple Desktop Bus (ADB) on your Macintosh. The ADB is the connection for your mouse and keyboard so that you may connect this device anywhere along this chain. For example, you may plug one end of the software protection device into the ADB port on the back of the computer and then plug the keyboard into the other end of the software protection device. If you have more than one software protection device on the ADB of your Macintosh, you may plug one into another along the same ADB chain.
- 6) Restart the computer... You are now ready to use the IndexSheet.

IndexSheet Users Guide

QUICK START

In this section we will set up IndexSheet to print 4 different images as 4x5's, and actually print a page. Before using IndexSheet, make sure that Packagizer is running and your printer is online so that any pages produced will automatically be printed.

Start IndexSheet by double clicking on the IndexSheet icon. In the user interface set a **Page Size** of 8 by 10 inches, and select a pixels per inch **Resolution** that is supported by your printer (such as 267, 294, 300). This orients the page and the cells themselves vertically. If you will be printing horizontally oriented images set the **Page Size** to 10 by 8 inches. Use the tab key to move between fields in the user interface.

Next enter 2 **Rows** by 2 **Columns** for the layout and a **Separation** of .02 inches (this is enough for a cutline). The **Copies of Each Page** and **Copies of Each Cell** values should both be 1. Uncheck the checkboxes for **Draw Cell Frame**, **Crop To Fill Cell** and both **Caption** options.

Now quit IndexSheet by selecting **Quit** from the **File** menu, or typing Cmd-Q (+Q). IndexSheet is now ready to operate.

Select four TIFF or JPEG files which you would like to print. You may select fewer images, but as many as you drop at one time will be printed on the page. Make sure all of the files you select are oriented in the same direction as your layout above.

Drag & Drop the images you have selected onto the IndexSheet icon on the desktop. You will see the IndexSheet icon appear in the Finder menu on the right end of the menubar. When complete, the Finder menu icon will change back to Finder and you may notice that Packagizer is now processing a job. You should have your first IndexSheet print shortly.

INDEXSHEET BASICS

Before using IndexSheet, make sure that Packagizer is running so that any pages produced will automatically be printed. Once Packagizer is running, you can then proceed to interact with IndexSheet. IndexSheet will command Packagizer for any actions that need to take place.

There are two basic operating modes for IndexSheet. First is the Incremental-File-Loading mode. This is where you may want to drop a few files now, some more later, and then again more, and you want the pages you print to be filled. The second operating mode called All-At-Once is when you have all the files you want to print ready, and you want IndexSheet to print as many full and partial pages as required to get the job done.

Incremental-File-Loading mode is done by having the IndexSheet user interface up on the screen while you drag & drop files onto the IndexSheet icon. Each time you drop files onto the icon they will be processed for the current page. Once a page's cells have been filled that page is "ejected" and passed to Packagizer for printing. When all of the files to print have been processed you can then quit IndexSheet. If there is currently a partially filled page, that page will be ejected even though all it's cells may not be filled.

In the All-At-Once mode you start with IndexSheet not running. Simply have IndexSheet setup with the layout you want, and make sure IndexSheet isn't running. Then drag and drop all of your files onto the IndexSheet icon. IndexSheet will start up and process all of the files, and produce as many pages as necessary to print all the files.

IndexSheet Users Guide

INDEXSHEET SETTINGS

This section provides detailed information on each of the settings controls in the IndexSheet user interface.

Page Size

The Page Size parameters should be set to a resolution and size which matches your printer. For example if you are using a Kodak 8600 series printer, you might select 8 inches X 10 inches at 300 pixels per inch. For a Fuji PG-3000 printer you can use 8" X 10" at any of the available print resolutions such as 133, 200, 267, 320 or 400 pixels per inch.

Cell Size

The Cell Size settings are used mainly for feedback to show what the other settings dictate the cell size to be. Cell Size settings can be entered directly, and the page size will adjust according to these settings.

Layout

The Layout settings allow you to specify how many cells are on the page. Entering 2 rows X 2 columns will result in a page with a total of 4 cells. 6 rows X 4 columns will create a page with 24 individual cells. The Cell Size displayed will be adjusted to fit the specified number of cells on the given Page Size.

Separation

The Separation setting allows the cells to be spaced uniformly on the page. The setting is specified in inches and will be both the horizontal and vertical spacing between cells. This separation is useful for designing a page with cut lines as well as allowing an area for IndexSheet to print captions under the images.

Draw Cell Frame

The Draw Cell Frame checkbox when checked will allow for a single pixel black line to be drawn on the border of the cell. This feature is useful to see how the image aspect ratio compares to an aspect ratio specified on the IndexSheet.

Crop To Fill Cell

When checked, Crop To Fill Cell will use all of the image area in the cell to display the image. The image will automatically be cropped on center and the overflow image will be discarded. If this box is not checked, the image will not be cropped, and some of the area in the cell will appear blank if the image aspect ratio does not match that of the cell.

Background Color

Clicking the Background Color button presents a color picker dialog which allows selecting the page background color. The background color fills all of the area which is not image in cells, cell frames, or captions. When Crop To Fill Cell is not selected, background color fills the cell area around the image when the aspect ratio of the image does not match that of the cell.

Caption Color

The Caption Color button prompts the user to select a color to be used when drawing cell captions. The user should take care to make sure this color is different from the background color so that captions are visible.

Copies of Each Page

Copies of Each Page allows multiple prints of each page be requested when the print job is sent to Packagizer.

Copies of Each Cell

Copies of Each Cell allows for the same image to appear in

IndexSheet Users Guide

more than one cell on the page. This is useful for laying out “packages” which are not supported directly from Packagizer. For example to print a page of 80 1” x 1” images, create an 8” x 10” page with 10 rows and 8 columns. By setting the Copies of Each Cell value to 80, each image processed by IndexSheet will produce a page with 80 1” x 1” images.

Delete File After Printing

When checked, Delete File After Printing adds “.delete” to the end of the intermediate file which is sent to Packagizer.

Captions

The Captions function add a text message under each cell in the print. The text message may consist of the file name of the image which fills that cell, or a text string which is stored in the “Comments” box of the Finder Info for that file. Select only one of Caption With File Name or Caption From Finder Info.

Caption With File Name

The caption printed under the cell will consist of the file name of that image.

Caption From Finder Info

IndexSheet will get the caption text from the Finder Info Comments box, and place it under the cell which that file appears in. For example, you can caption each cell of a class composite with the child’s name if the names are stored in the Comments box.

Font

The font to be used to draw the cell caption.

Font Size

The size in points of the font printing the caption under the cell.

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PLUG-IN SYSTEMS

P.O. Box 1610

Nederland, Colorado 80466

(303) 258-1144 Phone

(303) 258-1146 FAX

e-mail: info@pluginsystems.com