Fotini

Software
User's Guide

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What is Fotini?

Fotini is an unsupported software for organizing, viewing, and printing your photographs. Fotine software includes a database that stores information about your photos, such as, the file name that contains the photo, and all the tags you use to classify each photo. (See "How do I edit tags?" for more information.)

The classification of each photo allows you to sort your photos by date, title, and by the various tags you assign. Without your input (i.e. classify with tags, giving the photo a title or date), the software is limited to sorting only by the file names.

How is Fotini set up on my computer?

When you install Fotini on your computer, all files will be put in one directory, called "Fotini." This includes all the photo files, unless you chose not to install them on your computer, but to access them from the CD.

If you choose to add photos to Fotini, it is highly recommended that you move the photo file to the Fotini directory BEFORE you add the photo to the database. The reason for this is that the database automatically "remembers" where the file was located on your system when it adds it. If you later move that file, and then try to access the photo via Fotini, the database will not be able to find the photo and you will get an error message.

Getting Started

How Do I Start the Program?

Upon installation, Fotini will put an icon on your desktop that looks like a painting. Double click to start. Then click on "a la famiglia."

How Do I End the Program?

To end Fotini, click on "Quit" located on the top menu bar.

How Do I Open an Album?

Fotini will install with a number of pre-set albums. Each one is a particular branch of the family. Fotini also contains two permanent albums: Favorites and Shoe Box. These two albums cannot be deleted.

To open any album, click once on the album name list on the Fotini Album Selection Screen.

How Do I See Photo Details?

Above each photo is a small yellow box entitled "Details." Click this once and a new, smaller window will open up that lists all the information that was entered for that photo (i.e. it shows the title, file name, album it is in, photographer, date of photo, date photo was added to the database, date of the last modification to the data, all the classification tags, if it is also in the Favorites album, any notes entered, and a CD title.) You can also right-click the photo to see details.

How Do I Move to the Next Photo?

There are two ways to advance through the photos in an album.

Method One: Use the down arrow on the right side of the Title Bar to choose a photo based on its title.

Method Two: Use the arrow buttons in the upper-right to move forward or backward through the photos in the album. (Double arrow buttons take you to the end or beginning of the album.)

How Do I Turn off the Music?

Fotini comes with two songs that play one after the other upon starting the software. Both songs are the Tarantella. The first is the Sicilian version; the second is the Napolitan version. Once both songs play all the way through, the music will end.

To turn off the music before it is finished, click on the Music on/off switch located in the top menu bar.

How Do I Resize a Photo I'm Viewing?

To resize a photo, use the gray sliding bar in the green "Size" box at the top-left of the screen. Fotini defaults the size to 70%, so you will see "Size 70" in the green box until you move the slider bar. Then the number "70" will change appropriately.

To maximize the size, and fill up the entire screen, simply click "max." Click anywhere on the screen to return.

Why resize?
>	Photos may look sharper either larger or smaller, depending on the resolution of each photo. You can experiment to see what size gives you the best image.

This resizing does not affect the photo file – it only affects how it is displayed.

The Nitty-Gritty

How Do I Create an Album?

To create a new album, go to the Fotini Album Selection Screen. Simply type in the name you want to call the new album in the text box immediately after, "Make a new album Called," and hit the "enter" key on your keyboard.

How Do I Add Photos to My New Album?

There are two ways to get photos in your new album. You can "Add" new photos. You can move photos to your new album from other albums. See appropriate sections below.

How Do I Delete an Album?

From the Fotini Album Selection Screen, click on "Delete an Album." A new screen appears. In step one, you will choose the album name to delete. In step two, you are given the choice of moving all the photos from the album to be deleted to a different album, or not moving the photos at all (which deletes them from the database). To complete the action, click on the red "Delete" button.

Remember, the Favorites album and the Shoebox album cannot be deleted.

You can also "Combine all albums." Click on the "Combine" button on the Fotini Album Selection Screen. Fotini asks you which albums you want to combine. This process does not delete the album from which photos were moved. It will reside in the album list (empty) until you delete it.

How Do I Rename an Album?

From the Fotini Album Selection Screen, click on "Rename an Album." A new screen appears. Step one requires you to choose the album to rename. In step two, you type in a new name. Step three completes the action by clicking on the "Rename it" button.

How Do I Move Photos From one Album to Another?

First go to the album in which the photo currently resides, and find the photo you want to move. Next, find the brown "Move To" box that lists all your albums. This is located on the far right side of the screen. Finally click on the name of the album you wish to move the photo to.

How Do I Add Photos to the Favorites album?

While viewing photos in any album, you can also add the photo to the Favorites album simply by clicking on the yellow "Add to Favorites" button. Note that when you add a photo to the Favorites album, you are not removing it from its current album. The database is noting that you wish to see the photo in both albums.

When you view the photo in its normal album, you will then have the option of removing it from the Favorites album. To do so, simply click on the red "Remove from Favorites" button.

How Do I Sort Photos in an Album?

You must return to the Fotini Album Selection Screen to begin. On the right-hand side of the screen, you will find (in yellow) "Sort Photos By" and a list of 5 items by which you can sort photos. They are: Title, Photo Date, Added Date, Modified Date, and File Name. Click on one of these, then choose the album you wish to view. You will now see the sorted data in front of the photo Title in the Title bar. The photos will be ordered numerically, or alphabetically depending on which of the five categories you chose. When sorting by date of photograph, the database looks at the year first, then month, and then day.

How Do I Classify Photos?

Fotini will be installed with a large number of "tags" to classify photos. Tags come in different categories: people, place, friends, animals, miscellaneous. You can add and delete tags in each category as you see fit. (For example: most of you will not be very interested in the Weckerle ancestors, of whom there are a few photos. You can delete not only the photos, but also the tags.)

Once you enter a tag, the tag cannot be modified. It can be deleted, but not changed. So, check your spelling. If you catch the mistake early and don't use the tag, delete it and start over. Not a big problem. However, if you use it and then delete it, you will have to go back to each photo in which the tag was used to reapply the correctly spelled tag. The old tag will have been removed.

To classify a photo, click on "Classify" in the top menu bar. Give the photo a title, and enter all the information you know* (or want to enter) in the text boxes. Next, classify with tags. To classify a photo with previously entered tags, click once on the item(s) in each category that you would like to "attach" to the photo. The tag will turn blue to indicate it is attached. Clicking a blue (attached) tag will detach it. To enter notes, use your mouse to click in the text box, and type your notes. When you are finished click on "Done."

If you do not find the needed tags for your photo, you will have to create new tags.

If you do not know the date of the photograph, Fotini enters a default date of 12/30/1899. If you sort by date, all those dated 12/30/1899 will come up first.

How Do I Create New Tags?

There are two ways to access the screen needed to create or edit tags. When you are classifying a photo, you will see a button called "Edit Tags" on the top-right side of the screen. You can also use the "Tags" menu from the viewing screen.

The screen is divided into categories. Choose the category tab you wish to edit. Type in a new tag, click in the list where you want the tag to do, then click on the box that says, "Move after the next tag I click," and the new tag is added at that place.

Use the appropriate buttons to delete a tag, or sort the list(s) alphabetically.

Click on "Done" when you are finished.

How Do I Add a New Photo to the Database?

Before you add a photo, think about where you want the photo to go, or into which album will you place the photo.

An easy way to deal with any uncertainty concerning album choice, is to create an album for the sole purpose of storing new photos until you can decide which album you will place it in. The Shoebox album is handy for that purpose, but you can create another album called something like "Temporary." The Shoebox album you received with this software is being used for miscellaneous photos.

Open the album in which you want the photo, then click on "Add Pic." A new screen opens with a black box, and some buttons. Use the yellow "Browse" button to navigate to the directory where your photo is residing. Click on, or open, the file you wish to add, then click on the green "Add to album" button which now appears.

The next screen that opens is the "Classify" screen. Give the photo a title, date, etc, and attach tags. Then click on "Add" to add the photo to the album, or click on the red "Abandon" button if you change your mind about adding the photo. In either case, you are brought back to the screen on which you can add a photo. Either browse for another photo, or click on "Done," if you are finished.

How Do I Delete a Photo from an Album and the Database?

Deleting a photo from an album, and consequently from the database is simple. Find the photo you wish to delete, then click on the red "Delete" button on the bottom right-hand side of the screen. A window will appear that asks you if you really want to do this. Choose "OK" or "cancel."

Note: When you delete a photo, you are not deleting the photo file from the Fotini directoy. The photo still exists and can be accessed via other programs on your computer. If you keep the file in the directory, you can later add it back to Fotini if you so desire.

How Do I Print a Photo?

Most of the 500+ photos that are being supplied with Fotini are high-resolution (300 dpi) images. They should all give you very good to excellent quality photographs, especially when printed on photographic paper.

Since all the photo files are separate entities that the Fotini database merely points to, all photos in the Fotini directory can be printed via any other software or printing method you currently use.

To print a photo using Fotini, use the blue box in the lower right-hand corner of the screen. Choose either "Print singles" or "Sheets."

The "Sheets" function allows you to print a 8.5 X 11 sheet with multiple copies of the photo in a variety of sizes. Choose the sizes you want, and click on Print. There is no intermediary print screen. The job is sent directly to your printer, so have your printer and paper ready.

The "Print Singles" function lets you print just one photo, but in a variety of sizes. It also lets you crop the photo as you desire, as well as choose between landscape and portrait mode. Choose the size you want, the orientation you want, crop as desired, and then click on the print button.