

# ImageViewer®

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# ImageViewer<sup>©</sup>

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ImageViewer<sup>©</sup> allows you to display your completed slideshows as a full-screen presentation. You can download ImageViewer<sup>©</sup> onto a portable computer and connect your slideshows to projection equipment for a large screen display. Because the DID<sup>©</sup> and ImageViewer<sup>©</sup> are always available through the Internet, you can access your slideshows from any computer with Internet access. ImageViewer<sup>©</sup> allows you to personalize your slideshows for a presentation that meets your audience and lecture needs.

## Getting Started

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ImageViewer<sup>©</sup> is separated from the DID<sup>©</sup> to allow you to save your completed slideshows on your personal computer. You need to access the DID<sup>©</sup> to download ImageViewer<sup>©</sup> and install it on your computer. This allows you reliable access independent from the Internet. Before you download ImageViewer<sup>©</sup>, please check your hardware for display and storage considerations.

**Display** – For optimal display, your monitor should be set to 800 X 600 resolution and 32-bit color depth. You can check or modify these settings using the Windows Control Panel.

**Storage** – You will need storage space for your downloaded images on your hard drive or Zip/Jaz drive. An average slideshow containing 20 images requires approximately 10 megabytes of drive space.

## Downloading ImageViewer<sup>©</sup>

To download ImageViewer<sup>©</sup>:

1. Log on to the DID<sup>©</sup> (See *Slideshow Builder<sup>©</sup>* for instructions).
2. From the Slideshow List window, click *download imageviewer*.
3. The Download ImageViewer window opens to display version options. Select the version you need.
4. When prompted, select the radio button for *Save this program to disk* and click **OK**.
5. Select a save location and click the **Save** button. After the download is complete, a shortcut for *ImageViewerSetup.exe* appears on your desktop.

**Figure 1.1**  
Double-click the  
ImageViewer icon to  
install



## Installing ImageViewer<sup>©</sup>

After the installation program has completed downloading, you must install ImageViewer<sup>©</sup> before you can use it. To avoid software conflicts with other applications, close all programs before proceeding.

To install ImageViewer<sup>©</sup>:

1. Double-click the downloaded shortcut *ImageViewerSetup.exe*.
2. The InstallShield Wizard guides you through the installation. Click **Next** to continue.
3. Click **Next** again to use the default destination folder, or click the **Browse** button to select another installation location.
4. Click **Finish** to complete the installation. An ImageViewer<sup>©</sup> icon appears on your desktop.

**Figure 1.2**  
ImageViewer Icon  
after installation



## Using ImageViewer<sup>©</sup>

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Open ImageViewer© by double-clicking the ImageViewer© desktop icon. You will need to log in and download your images.

## Logging In

To log in to ImageViewer©:

1. Enter your DID© user ID in the *Name* field.
2. Enter your DID© password in the *Password* field.
3. Click **OK** to continue.

**Figure 2.1**  
Use your DID© user ID and password to log in to ImageViewer








## ImageViewer© Icons

ImageViewer© displays several icons on the bottom left of the window. You can close your slideshow at any time and return to the main ImageViewer© window to access these options.

To exit a slideshow and access ImageViewer©:

1. Right-click the display to access the context-sensitive menu.
2. Select *Go To Slide Menu* to close your current slideshow and display the Slideshow List window.

If you are already in the ImageViewer© window, simply select a button to execute the following actions:

	<b>Help</b>	Opens the online ImageViewer help files
	<b>DID</b>	Opens the DID©
	<b>Preferences</b>	Changes the URL for the DID© and modifies image cache size
	<b>Minimize</b>	Minimizes the ImageViewer window
	<b>Exit</b>	Closes the ImageViewer application



## Downloading Slideshows

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After you log in to the ImageViewer©, a Slideshow List appears on the left side of the window to display your Active Slideshows. You must download slideshows before you can edit your presentation.

To download slideshows:

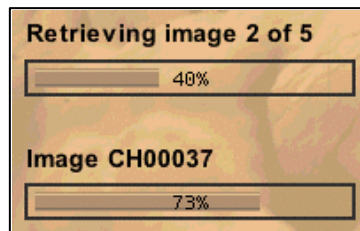
1. Select a slideshow title to highlight the slideshow you want to download. A **Download** button appears below the Slideshow List. To change the selection, click a different title.
2. Use the triangles above and below the Slideshow List to scroll through your titles.
3. After you have selected the slideshow you want to use, click the **Download** button.



## Understanding Download Status

After you click the **Download** button, ImageViewer© collects your slideshow from the DID© one image at a time. The status updates let you know the number of total images in your slideshow, which image is currently downloading, and the number of images remaining.

**Figure 2.2**  
**Download Status**  
indicates the status of your  
downloading images



**Retrieving Image X of Y** – The letter X represents the image currently downloading. It is always smaller than the total number of images that must be downloaded, represented by the letter Y. The percentage bar indicates the progress of your slideshow download.

**Image \*\*\*** – This line indicates the file name of the slide currently downloading. The file name is not the same as the image title, so you may not recognize the displayed name. The percentage bar indicates the progress of the slide currently downloading.

**Total Images** – The number in this line indicates the total number of images in your slideshow. If any images from your slideshow have already been downloaded, this number may be larger than the total number of images that must be downloaded, shown as Y above.

## Viewing Slideshows

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After your slideshow finishes downloading, the first image appears on the screen with a black background. After five seconds, the cursor disappears to reduce distraction from your presentation. Move your mouse to make the cursor reappear. This is the display you will use to present your slideshow, but you may customize your presentation in several ways.





## Viewing Images

You have three ways to move through your slideshow. You can use the context-sensitive menu, your mouse, or keyboard shortcuts.

To use the context-sensitive menu for image viewing:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Next Slide* to display the next image in the order you specified using the Image Sorter in Slideshow Builder© .
3. Select *Prev Slide* to display the previous image.

To use the mouse for image viewing:

1. Move your mouse to display a cursor.
2. To display the next image, move your cursor to the right edge of your screen.
3. Click once after the cursor changes to an outlined arrow pointing to the right. 
4. To display the previous image, move your cursor to the left edge of your screen.
5. Click once after the cursor changes to an outlined arrow pointing to the left. 

To use keyboard shortcuts for image viewing:

1. Use the right arrow key on your keyboard to display the next slide.
2. Use the left arrow key on your keyboard to display the previous slide.

## Hiding Slides

Hiding slides allows you to display a solid black background without images. You can hide slides with the context-sensitive menu or keyboard shortcuts.

To hide slides with the context-sensitive menu:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Hide Slide* to hide the current slide. This displays a solid black background.
3. If you select *Hide Slide*, the context-sensitive menu changes to display *Show Slide*, which you can select to restore the hidden slide.

To hide slides with keyboard shortcuts:

1. To hide the current slide, press the **H** key on your keyboard.
2. To restore a hidden slide, press the **H** key on your keyboard again.

## Displaying Specific Slides

The ImageViewer© allows you to display a specific slide at any time, even if it is not located before or after your current slide.

To select a specific slide for viewing:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Highlight *Go To Slide* to display a numbered list of your slide titles in the order you specified using the Image Sorter in Slideshow Builder© .
3. Select the title for the slide you want to display.

You may use two keyboard shortcuts for selective slide viewing:

1. Press the **Home** key on your keyboard to display the first slide in your slideshow.
2. Press the **End** key on your keyboard to display the last slide in your slideshow.



## Altering Image Displays

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During presentations, you may encounter situations that require you to alter the image display. You can reposition the image on your screen, display more than one image at a time, and resize images.

### Repositioning Images

To move the image to another location on the screen:

1. If necessary, move your mouse to display a cursor.
2. Position the cursor over the image. The cursor changes to a hand.
3. Hold down the left mouse button and drag the image into the desired position.
4. Release the mouse button to place the image.

To center the image on your screen:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Center Slide*.

### Resizing Images

By default, your image is already resized to fit on the display screen. You can adjust the image size using the context-sensitive menu, your mouse, or keyboard shortcuts.

To resize images with the context-sensitive menu:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Highlight *Image Size*.
3. Select *Actual Size* to view the image at its largest available display size.
4. Select *Shrink To Fit* to automatically resize the image and fit it on your screen.
5. Select *Intermediate* to display the image at a size between *Actual Size* and *Shrink To Fit*.

To resize images with the mouse:

1. If necessary, move your mouse to display a cursor.
2. To view the *Actual Size* of the image, move your cursor to the top edge of your screen. Click once after the cursor changes to an outlined arrow pointing to the top.
3. To *Shrink To Fit* an image on the screen, move your cursor to the bottom edge of your screen. Click once after the cursor changes to an outlined arrow pointing to the bottom.
4. Use the context-sensitive menu to display an intermediate image size.



You can also use the zoom tool to enlarge a specific area of an image. The zoom tool changes the image size to *Actual Size* but centers the area you select on the screen.

To use the zoom tool:

1. Press the space bar once. The cursor changes to a magnifying glass.
2. Position the cursor over the image area you want centered when the image is displayed at *Actual Size*.
3. Continue using the zoom tool to center different areas of the image.
4. Press the space bar again to finish using the zoom tool.

To resize an image using keyboard shortcuts:

1. To view the *Actual Size* of the image, press the up-arrow key on your keyboard.
2. To *Shrink To Fit* the image on the screen, press the down-arrow key on your keyboard.

### Showing Slide Data

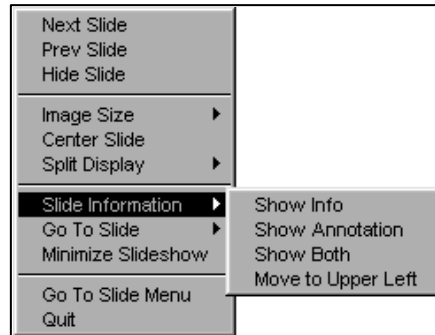
The slide data consists of annotated notes you added to slides using Slideshow Builder©, and the slide information the DID© compiles for each image. You can choose which data types you want to display.



To display slide data using the context-sensitive menu:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Highlight *Slide Information*.
3. To show DID© slide information, select *Show Info*.
4. To show your annotations, select *Show Annotation*.
5. To display both types of information, select *Show Both*.

**Figure 3.1**  
*Right-click for the context sensitive menu and select Slide Information to view display options*



After you have selected information for display, the menu option changes from *Show ...* to *Hide...*. For example, if you selected *Show Both* to display both types of information, the menu option changes to display *Hide Both*. Select the hide option to hide the information.

To show and hide both types of slide data using keyboard shortcuts:

1. Press the **I** key on your keyboard to show both DID© information and your annotations.
2. Press the **I** key again to hide both types of slide data.

## Repositioning Slide Data

After you have displayed slide data, you can use the cursor to reposition the information:

1. If necessary, move your mouse to display a cursor.
2. Position the cursor over the slide data. The cursor changes to a hand.
3. Hold down the left mouse button and drag the data into the desired position.
4. Release the mouse button to place the data.

You can use the context-sensitive menu to place data in the upper-left corner of your display screen:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Move to Upper Left*.



## Splitting Display Screens

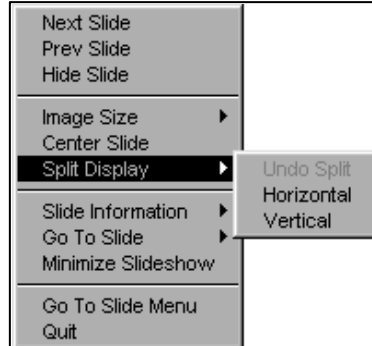
You can display more than one image at a time on the same screen by splitting the display into two panes. The screen can be divided vertically or horizontally, allowing you to display slides either above and below each other or side by side.



**Figure 3.2**  
Use the split screen feature to display two images at the same time.

To view two slides simultaneously on the same screen:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Highlight *Split Display* to access splitting options.
3. Select *Horizontal* to display two images above and below each other.
4. Select *Vertical* to display two images side by side.
5. Select *Undo Split* to return to a normal display.



**Figure 3.3**  
Split display options allow you to view two slides simultaneously

Key strokes for splitting the screen are as follows:

1. To split the screen horizontally, press the shift and the X key simultaneously (think of the X and Y axis on a graph).
2. To split the screen vertically, press the shift and the Y key simultaneously (think of the X and Y axis on a graph).
3. To undo the split screen, press the shift and u key.

In a split display, each pane acts as an independent slideshow. You can change viewing options and order for each pane without affecting the other image. Independent functioning for each pane allows you to compare different images or different areas of the same image.

Use these keyboard shortcuts to apply changes to both panes at the same time:

1. To display the next or previous slide in both panes, press the **CTRL** key and the right or left arrow key on your keyboard.
2. To zoom in on the image in both panes, press the **CTRL** key and the up or down arrow key on your keyboard.



3. To hide or show hidden images in both panes, press the **CTRL** key and the **H** key on your keyboard.
4. To display or hide slide information in both panes, press the **CTRL** key and the **I** key on your keyboard.

## Exiting Slideshow Presentation

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At any time during the presentation, you can leave the slideshow display to access another program, return to your Slideshow List, or close ImageViewer©.

### Minimizing Slideshows

To minimize a slideshow:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Minimize Slideshow*.
3. The ImageViewer© is no longer visible. To return to your slideshow, click the taskbar button labeled *ImageViewer*.

### Accessing the Slide Menu

To select another slideshow or access the Slideshow List:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Go To Slide Menu* to close your current slideshow and display the Slideshow List window.

### Closing ImageViewer©

To close ImageViewer© from a slideshow presentation:

1. Right-click the display to access the context-sensitive menu (Mac users press Ctrl-left click).
2. Select *Quit* to close ImageViewer© completely.