



Cumulus® 6 Photo Suite

User Guide



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Please e-mail comments to **techdoc@canto.de**

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Table of Contents

Intro	5	Using the IPTC Information Window	21
Overview	6	Preparation Steps	22
Digital Camera Raw Filter	6	IPTC Information Window	22
Canon Raw Metadata Support	8	• OVERVIEW: THE IPTC INFORMATION WINDOW - - - - -	24
IPTC Information Window	8	Editing Quicklists	26
Requirements	8	Exporting and Importing Quicklists	26
This Guide	9		
Assumptions	9	Index	29
Cross-Platform Issues	9		
User Interface Item Conventions	10		
Cumulus Step by Step	10		
Finding Help	10		
Canto Online	10		
Technical Support	11		
Managing Raw Images	13		
Cataloging Raw Image Formats	14		
Captured Information	14		
Adding Digital Camera Raw Filter Record Fields	15		
The Digital Camera Raw Filter	16		
Employing the Digital Camera Raw Filter	16		
Defining Filter Properties	16		
Canon DC Raw Image & Thumbnail File	19		



Cumulus Photo Suite is an Option that supports raw image formats of a wide array of digital cameras. Comprised of the Cumulus Digital Camera Raw Filter and the IPTC Information Window, this is clearly a top-of-the-line software for digital photographers.

Intro

Overview

With Photo Suite, you can find and organize raw image formats efficiently. Photo Suite can extract metadata of raw image formats and store it in Cumulus catalogs. Additionally, EXIF information (camera settings, date, aperture and shutter speed etc.), and depending on the camera model, annotations and GPS are also captured when cataloging. Even Canon thumbnail files (THM) are supported. Converting assets stored in raw image format to JPEG and TIFF images on-the-fly with Cumulus is a breeze. Yet another benefit presented by Photo Suite is the IPTC Information Window. Users can easily view and edit metadata. Cumulus Photo Suite includes the following components:

- Digital Camera Raw Filter
- Canon Raw Metadata Support
- IPTC Information window

Digital Camera Raw Filter

The Digital Camera Raw Filter enables Cumulus to capture information when cataloging raw image formats and to preview raw image formats. The captured information will be stored in Cumulus record fields.

The Digital Camera Raw Filter can capture metadata from the different raw image formats defined by leading camera manufacturers, namely, Canon, Fuji, Kodak, Minolta, Nikon, Olympus, Sigma, Sinar and Sony. The Digital Camera Raw Filter supports images of the following asset formats:

- Canon DC Raw Image (extension: crw, Mac File Type: CCDR)
- Fuji DC Raw Image (extension: raf, Mac File Type: RAF *)
- Kodak DC Raw Image (extension: dcr, Mac File Type: KDCR)
- Minolta DC Raw Image (extension: mrw, Mac File Type: MRW *)
- Nikon DC Raw Image (extension: nef, Mac File Type: NEF *)
- Olympus DC Raw Image (extension: orf, Mac File Type: ORF *)
- Sigma DC Raw Image (extension: x3f, Mac File Type: FOVb)
- Sinar DC Raw Image (extension: sti, Mac File Type: TIFF)
- Sony DC Raw Image (extension: srf, Mac File Type: SRF *)

** Mac File Types with 3 characters only end with a space*

Supported cameras are:

Canon PowerShot 600	Canon PowerShot Pro1
Canon PowerShot A5	Canon EOS D30
Canon PowerShot A50	Canon EOS D60
Canon PowerShot Pro70	Canon EOS 10D
Canon PowerShot G1	Canon EOS 300D
Canon PowerShot G2	Canon EOS DIGITAL REBEL
Canon PowerShot G3	Canon EOS Kiss Digital
Canon PowerShot G5	Canon EOS D2000C
Canon PowerShot S30	Canon EOS-1D
Canon PowerShot S40	Canon EOS-1DS
Canon PowerShot S45	Canon EOS-1D Mark II
Canon PowerShot S50	

Fuji FinePix S2Pro	Fuji FinePix S5000
Fuji FinePix S7000	Fuji FinePix F700

Minolta DiMAGE 5	Minolta DiMAGE 7
Minolta DiMAGE 7i	Minolta DiMAGE A1
Minolta DiMAGE A2	

Kodak DCS315C	Kodak DCS330C
Kodak DCS420	Kodak DCS460
Kodak DCS460A	Kodak DCS520C
Kodak DCS560C	Kodak DCS620C
Kodak DCS620X	Kodak DCS660C
Kodak DCS660M	Kodak DCS720X
Kodak DCS760C	Kodak DCS760M
Kodak EOSDCS1	Kodak EOSDCS3B
Kodak NC2000F	Kodak ProBack
Kodak PB645C	Kodak PB645H
Kodak PB645M	Kodak DCS Pro 14n
Kodak DCS Pro 14nx	Kodak DCS Pro SLR/c
Kodak DCS Pro SLR/n	

Nikon D1	Nikon D1H
Nikon D1X	Nikon D100
Nikon D2H	Nikon D70
Nikon E5000	Nikon E5700
Nikon E8700	
<hr/>	
Olympus C5050Z	Olympus C5060WZ
Olympus C8080WZ	Olympus E-1
Olympus E-10	Olympus E-20
<hr/>	
Sigma SD9	Sigma SD10
<hr/>	
Sinarback 22	Sinarback 44
Sinarback 23	Sinarback 54
Sinarback 43	Sinarback 54M
<hr/>	
Sony DSC-F828	

Check Canto's website from time to time to see if any new cameras are supported.

Canon Raw Metadata Support

Most cameras supporting Canon CRW files create additional thumbnail files (THM files). The Canon Raw Metadata Support enables Cumulus to capture metadata from these files and to manage these files.

IPTC Information Window

This Cumulus Information window is specially designed for displaying and editing the IPTC data of assets.

Requirements

This Cumulus 6 Option is an add-on module that expands the functionality of a Cumulus 6.0.3 (or later) edition. It is already included in the Cumulus Client, Cumulus Server or Cumulus Single

User Edition software as a demo version. This means that it does not need to be installed separately.

In order to get a full version, you just have to enter the corresponding license information into the License dialog. (Add the serial number first, then register with Canto and after that replace your existing license information with the new one you have received. This will activate your Cumulus system including this new Option.) For details on adding Options, see the documentation for your Cumulus Edition.

This Guide

This guide covers everything you need to know about working with Cumulus Photo Suite in the following chapters:

- **Managing Raw Images** – Covers the basics of working with assets of raw image formats in Cumulus. (See “Managing Raw Images” chapter, starting on page 13.)
- **Using the IPTC Information Window** – Describes how to use the IPTC Information window. (See “Using the IPTC Information Window” chapter, starting on page 21.)

Assumptions

Since the scope of this guide is limited to Cumulus Photo Suite, some assumptions have been made about your knowledge. To get the most out of this guide, you need to have a solid understanding of how Cumulus works. If you have a clear idea of what catalogs, assets and records are and how they relate to each other, then keep reading. If you don't fit this description, you may first want to review the user guide for your Cumulus edition. The “Learn” chapter contains a tutorial that guides you step-by-step through Cumulus basics, and the “Explore” chapter provides in-depth discussions of Cumulus functions and features.

Cross-Platform Issues

This manual offers explanations for all platforms supported by Photo Suite. Though most of the program's features are identical in each version, portions of the user interface differ due to operating system conventions. These differences are explained when necessary and assumed otherwise (e.g., the difference between

“maximizing” a window in Windows, and “zooming” a window in the Mac OS is not explained).

Because there are so few differences between the Windows and Mac OS user interfaces of Cumulus, the illustrations in this guide apply to both platforms except where indicated.

🍏 This icon denotes what pertains to Mac OS X only.

📖 This icon denotes what pertains to Windows only.

User Interface Item Conventions

To differentiate user interface items—buttons, menus, text fields, etc.—from surrounding text, those items are displayed in **bold**. For example:

“Click the **Open** button.”

To differentiate menu hierarchies, the ▶ character is used. For example:

“Select **File ▶ Open** to open a file.”

This example means selecting the **Open** item from the **File** menu.

Cumulus Step by Step

Instructional steps are identified by the following structure:



1. This would be the first instruction. The mouse icon makes it easy to identify.
2. The final instruction has a border beneath it, indicating that there are no further steps.

Finding Help

If you have a question that is not answered in this guide, there are a number of additional resources to check:

Canto Online

The Canto website (www.canto.com) contains many resources of value to you as a Cumulus user. Among them Canto's User 2 User

Support Forums. These forums are non-moderated bulletin boards hosted on the Canto website. Canto support does not answer questions here, the forums are user to user only. Feel free to use the forums to discuss any problems you may be having using the Cumulus and receive help from other Cumulus users.

Technical Support

To provide you with easily accessible, first-class assistance, Canto has partnerships with numerous distributors and resellers around the world. Technical support from your distributor via e-mail is free of charge for registered Cumulus users. For information on how to contact the distributor or reseller in your area, inquire where you purchased Cumulus or see Canto's Website (www.canto.com). Before submitting your question, please review the support form in the documentation folder on your Cumulus CD-ROM to make sure that you provide the technical support team with the appropriate information.

If you are a registered Cumulus user and your distributor *does not* provide support for Cumulus, you may address questions to:

The Americas -> support@canto.com

Rest of World -> support@canto.de

Additionally, you have the option of purchasing a Canto Service Agreement, which not only includes priority technical support by telephone, but also supplemental benefits, such as access to new filters and a monthly bulletin full of helpful tips, technical news and further information on Canto products. Please visit Canto's Website to find out how to register for a Service Agreement and receive extra support.



With Photo Suite, users can manage raw format images efficiently. This chapter describes the basics of working with raw format images.

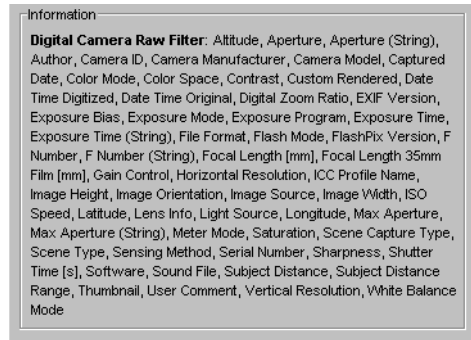
Managing Raw Images

Cataloging Raw Image Formats

When cataloging raw image formats your catalogs and Asset Handling Sets have to be prepared for this. The catalogs in which you want to manage your raw images must provide the corresponding record fields to store the special raw image information and the Asset Handling Sets you want to employ must have the Digital Camera Raw Filter activated. Its format entries must be in a certain sequence to gain best results. See “Employing the Digital Camera Raw Filter,” p. 16, for a description of the sequence that is best.

Captured Information

When cataloging, the Digital Camera Raw Filter can capture the following information from your raw images:



Of course the filter can only capture the information contained in the cataloged images. The captured information will be stored in Cumulus record fields.

Some of the fields above may not be active in the catalog to which you want to add the raw images. To include them in a catalog, you have to add the corresponding field to the Record Fields in the Catalog Properties dialog before cataloging your documents or updating your records. (For information on how to do this, see “Adding Digital Camera Raw Filter Record Fields”, below.)

NOTE: Workgroup or Enterprise Edition!



Only the Cumulus Administrator or a user who has special rights is allowed to change the properties of a catalog and add record fields.

Adding Digital Camera Raw Filter Record Fields

If you want the information stored for the cataloged raw image to include the information that can be captured by the Digital Camera Raw Filter, you have to add the corresponding record fields to the catalog.

To add the special records fields of the Digital Camera Raw Filter to your catalog:



1. Make sure the collection window containing the catalog is the active window in Cumulus.
2. Select  **Cumulus** /  **Edit** ► **Preferences**.
3. Click **Catalog Settings**.

The Catalog Settings window is displayed. If the active collection window contains more than one catalog, select the catalog you want to edit under **Catalogs**.

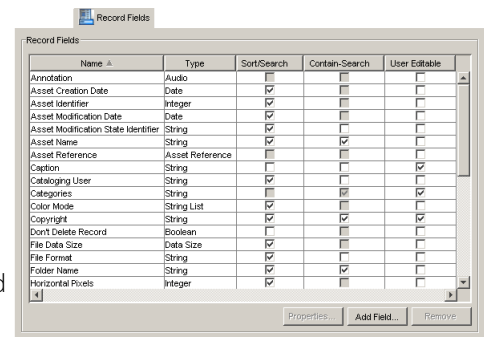
4. Click **Record Fields**. This displays a list of the current record fields included in the catalog.
5. Click the **Add Field** button. This opens the dialog **Add Field**.
6. Click the **Modules** tab.

The **Modules** tab displays a list of all Cumulus modules that provide fields. If you click on the plus sign in front of a module's entry, the list expands and displays the fields supported by this selected module and that are not included in the catalog yet. You can either select a module's entry itself and all fields supported by the module will be added. Or you can expand the list and select a certain field to be added.

7. Select the Digital Camera Raw Filter.
8. Then as explained above: If you want to add all fields the Digital Camera Raw Filter provides, select the entry for the Digital Camera Raw Filter.

OR

If you want to add certain fields only, select the field(s) you want to add.



TIP: You may even want to add EXIF fields to the catalog. If yes, then do it now.

9. Click **OK**. This brings you back to the fields list to which the fields have been added.
10. Click **Apply** to save your changes.

To view the contents of these fields, they have to be added to a view of a Record View Set. For information on how to do this, see the user guide of your Cumulus Edition.

The Digital Camera Raw Filter

The Digital Camera Raw Filter enables Cumulus to capture information when cataloging raw images and to preview raw images.

Employing the Digital Camera Raw Filter

The Digital Camera Raw Filter is the only Cumulus filter that can read raw images. However, the entry numbers of the formats supported by this filter are important. When cataloging, Cumulus starts searching for matching formats at the lowest entry number. It employs the formats according to their entry numbers (lowest entry number first). If you want the Digital Camera Raw Filter to be employed for assets, check the order of the format entries.

In order to ensure the Digital Camera Raw Filter works ideally for cataloging assets, you have to move the entries for the formats supported by it up in the list, such that they are at least before the first format supported by the TIFF Filter. The **Sinar DC Raw Image Format** should have a lower entry number than the first format supported by the Photoshop Filter.

Defining Filter Properties

The Digital Camera Raw Filter allows you to define properties for the different formats supported by this filter.

- Canon DC Raw Image (extension: crw, Mac File Type: CCDR)
- Fuji DC Raw Image (extension: raf, Mac File Type: RAF *)
- Kodak DC Raw Image (extension: dcr, Mac File Type: KDCR)
- Minolta DC Raw Image (extension: mrw, Mac File Type: MRW *)
- Nikon DC Raw Image (extension: nef, Mac File Type: NEF *)

- Olympus DC Raw Image (extension: orf, Mac File Type: ORF *)
- Sigma DC Raw Image (extension: x3f, Mac File Type: FOVb)
- Sinar DC Raw Image (extension: sti, Mac File Type: TIFF)
- Sony DC Raw Image (extension: srf, Mac File Type: SRF *)

**Mac File Types with 3 characters only end with a space*

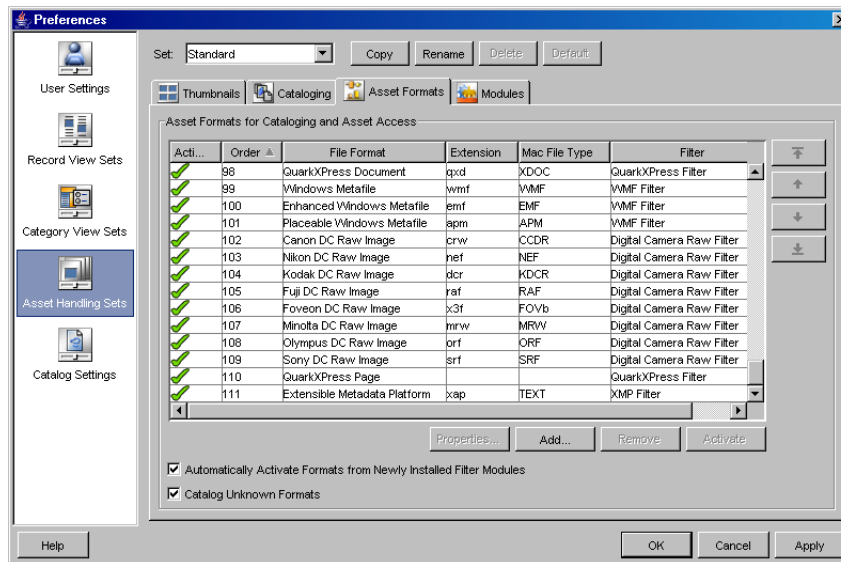
These properties are important for cataloging and previewing. For cataloging they are important only if you have activated the option **Entire Asset** under **Create Thumbnail from** on the Thumbnail tab of the Asset Handling Set employed for cataloging. Then the values set for the color settings and the color interpolation are used for creating the thumbnail.

For the previewing of each of the formats, you can define the source for a preview (thumbnail or entire image). If the source for the thumbnail to be created or the preview to be shown is the entire asset, the color settings and the color interpolation can be set.

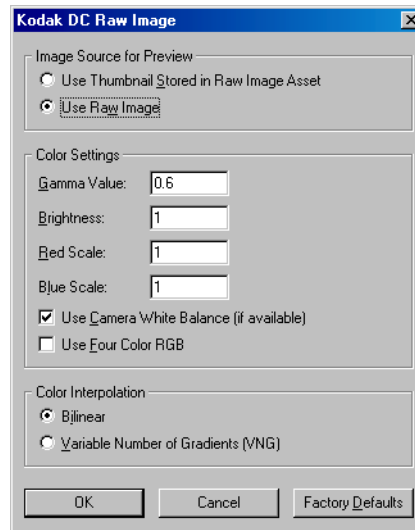
To define these properties:



1. Select **Apple Cumulus / Edit ▶ Preferences**.
2. Click **Asset Handling Sets**.
3. Under **Set**, select the set you want to edit.
4. Click **Asset Formats**. The list of formats supported by the installed filters is displayed.



- To define the properties of a format, select the entry for this format.
- Click on **Properties**. The Properties dialog for this format opens.



- Make your selections.

- **Image Source for Preview**
Decide which source is to be used when an asset of the selected format is previewed
 - **Use Thumbnail Stored in Raw Image File**
Fast but may be of lower quality
 - **Use Raw Image**
More time consuming but often of better quality (e.g. high resolution)
 - **Color Setting**
These settings are used only when the raw image is used as source for previewing or when the thumbnail is created from the entire asset while cataloging.
 - **Gamma Value, Brightness, Red Scale, Blue Scale**
Enter the values you want to use with the selected format.
 - **Use Camera White Balance (if available)**
If Camera White Balance is available with the image, activating this option delivers the quality in which the image was taken.
 - **Use Four Color RGB**
Activating this option may increase the quality of the preview or thumbnail for certain images
 - **Color Interpolation**
These settings are used only when the raw image is used as source for previewing or when the thumbnail is created from the entire asset while cataloging. Select the method of color interpolation (Bayer interpolation) for images of the selected format:
 - **Bilinear**
Standard method
 - **Variable Number of Gradients (VGN)**
More time consuming but better quality
8. Click **OK** to save your settings. The Properties dialog is closed.
 9. Click **Apply** to save your changes.
-

Canon DC Raw Image & Thumbnail File

Most cameras supporting Canon CRW files create additional thumbnail files. Along with a 160 x 120 JPEG thumbnail of the original image in the associated CRW file, these files contain the EXIF

information and optionally IPTC information. They always have the same name as the original CRW file, but with a THM file extension. Photo Suite supports these THM files. If the Canon Raw Metadata Support is activated in the Asset Handling Set employed for the CRW image, the THM files are treated as follows:

- If an image of this format is cataloged, the associated THM file will not be cataloged but the information it contains will be captured by Cumulus and stored in the record for the image. NOTE: If the Canon Raw Metadata Support is activated when cataloging, you get a list displayed that informs you of the THM files have not been cataloged.
- If you employ Cumulus to manage the cataloged image (copy, move, e-mail or delete), the associated THM file will be processed as well. Only when you employ the special copy function to select a category and then copying the associated assets by dragging this category on your desktop, the THM files will not be copied as well.
- If you rename the assets employing the Cumulus Rename To function, the THM files will not be renamed as well.

The Canon Raw Metadata Support is activated by default. If you want to deactivate it for certain Asset Handling Sets, see your Cumulus Edition's user guide for a description on how to do this.



The IPTC Information window lets you easily view and edit IPTC metadata. This chapter covers the basics of working with IPTC metadata and the IPTC Information window.

Using the IPTC Information Window

Preparation Steps

In order to make use of Cumulus IPTC data management capabilities, some preparations have to be made. The Cumulus catalogs in which you want to store IPTC data from assets have to be prepared. If you want to capture IPTC data from assets and to write back IPTC data to assets, the Asset Handling Set(s) and the catalog(s) managing these assets must be prepared for this feature. IPTC record fields have to be added to the catalog(s) and their properties have to be enabled for field linking. The Writing Metadata to Asset option must be activated in the Asset Handling Sets used to handle the assets containing IPTC data.

Cumulus provides a script to help make the process of preparation easy: **Prepare Catalog For IPTC** (found in the Special menu; see your Cumulus edition's user guide for details). As image files often contain IPTC and XMP metadata, we recommend preparing the catalog for XMP as well (found in the Special menu). In order to know what you should be aware of when working with IPTC and XMP metadata, see the note that follows the description on how to prepare catalogs for metadata in your Cumulus edition's user guide.

NOTE: Workgroup or Enterprise Edition!

Only the Cumulus Administrator or a user who has special rights is allowed to change the properties of a catalog and add record fields.

IPTC Information Window

This Information window is specially designed for displaying and editing the IPTC data of assets. Cumulus can read IPTC metadata information while cataloging. You can view and edit this metadata and Cumulus can write your changes back to the asset. Cumulus' management of IPTC information conforms with the IPTC standard. Being considered the industry standard its specifications are available to the public. Adobe Photoshop also uses this standard partially, meaning that text in images captioned in Photoshop's File Info will be displayed in the IPTC Information window. Photoshop only uses some of the available fields the IPTC standard comprises of. Note that even if the other fields are not displayed in Photoshop, they are interchangeable between Cumulus and Photoshop.

NOTE: Writing IPTC Data back to Assets

If you want to write back IPTC data to assets, your Cataloging Options (entry for the IPTC filter activated) and the catalog manag-

ing these assets must be prepared for this feature. IPTC record fields have to be added and their properties have to be enabled for field linking. Also the **Writing Metadata to Asset** option of the Asset Handling Set employed for asset access must be set to **Silently** or **Always**. Cumulus provides a script to help make the preparation process easy: **Prepare Catalog For IPTC** (found in the Special menu; see your Cumulus Edition's user guide for details). The IPTC data will be written back to the asset when any record information has been changed.

To open the IPTC Information window:



1. Click once on a record to select it.
2. Select **Asset ▶ IPTC Information**. The IPTC Information window for the selected asset's record opens.

If you have selected more than one record before selecting **IPTC Information**, the IPTC Information window will be opened for the selected records and will display only values only that the selected records have in common. To see or edit the IPTC data of one record only, use the arrow buttons.

Once the IPTC Information window is opened, you can use the arrow buttons to load other records of the current collection into the window.

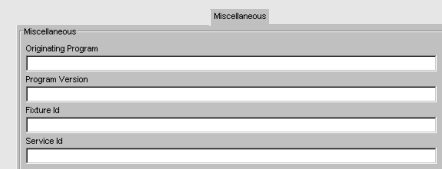
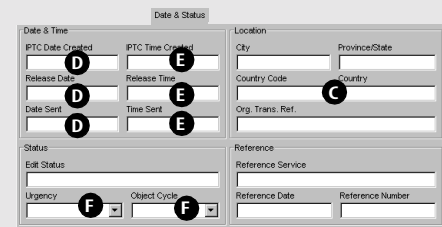
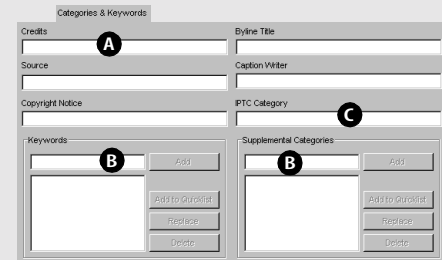
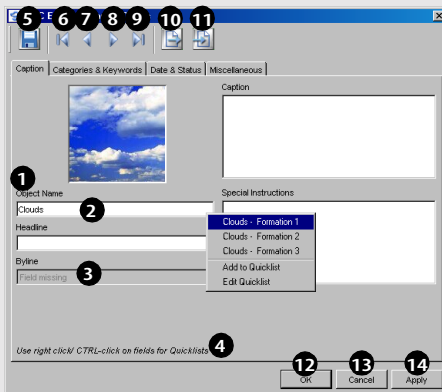
Information can be added by entering text into the field or selecting from lists – so called 'quicklists'. Some fields provide prepared lists for immediate use. For some fields these quicklists are preset and contain values laid down by the IPTC norm. Due to IPTC standards, the preset quicklists for some of the fields can't be edited. The quicklists for all other fields can be edited.

To open or edit a quicklist for a field, make a right /alternate mouse click in the field. This opens a drop-down list for selecting a value. The fields for which you can edit the corresponding quicklist provide an entry **Edit Quicklist**. If you select this entry, a dialog for editing the quicklist opens. See "Editing Quicklists," below, for details. See the following overview of the options available from the IPTC Information window.

Overview: The IPTC Information Window

The IPTC Information window provides access to the IPTC data stored on an asset.

To open the IPTC Information window: Select a record first and then select **Asset ▶ IPTC Information**



1. Name of the field (as defined in the IPTC Standard).
2. Content of the field for the selected record.
*If the field background is dark gray it cannot be edited (editable or not depends on the field type and whether **Allow User to Edit** is checked in the record field properties).*
3. If a field is not included in the catalog, the field's background is dark gray and displays "Field missing".
4. An alternate mouse click (Windows: right click; Mac OS: CTRL-click) opens a quicklist for selecting a value. Clicking the desired value copies it to the field. When selecting from a quicklist, all previous text in the field will be replaced (except in the Keywords and Supplemental categories fields where new entries will be added to the existing entries).
NOTE: If a quicklist contains more than ten values for one field, the display of the value is split into submenus.
*The fields for which you can edit the corresponding quicklist provide an entry **Edit Quicklist**. If you select this entry, a dialog for editing the quicklist opens. (See "Editing Quicklists," p. 26 for details.) If a field contains a value that is not included in the quicklist yet, an entry **Add to Quicklist** is provided. Use this entry to add the current entry of the field to the quicklist.*
5. Saves the changes.
6. Loads the first record from the collection window's current selection.
7. Loads the previous record from the collection window's current selection.
8. Loads the next record from the collection window's current selection.
9. Loads the last record from the collection window's current selection.
10. Opens a dialog for importing a quicklist. (See "Exporting and Importing Quicklists," p. 26 for details.)
11. Opens a dialog for exporting a quicklist. (See "Exporting and Importing Quicklists," p. 26 for details.)
12. Saves the changes and closes the windows.
13. Closes the IPTC Information window without saving changes.
14. Saves the changes without closing the window.

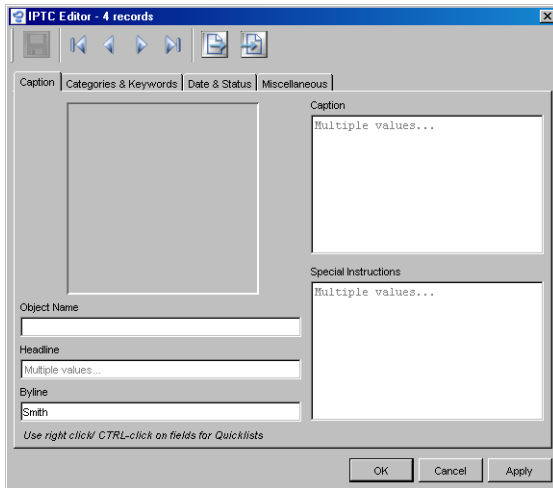
The letters mark a few examples of the various field types.

- A Most of the fields in the IPTC Information window are text fields. They allow you to enter text of one or more words. You can enter characters, numbers and special characters. The Caption and Special Instructions fields allow you to enter several lines of text.
- B **Keywords and Supplemental Categories:** These fields allow you to enter a number of entries consisting of one or more words. You enter a keyword by typing the word and then pressing the Enter key or clicking the Add button. You can then start typing the next entry immediately.
- C **IPTC Category and Country Code:** These fields can only contain a 3-character abbreviation. The corresponding quicklist lets you only add 3 characters.
- D These Date fields allow only values that are laid down by the IPTC norm. Due to this, you can only choose one of the standardized values for them after performing a right mouse click /alternate mouse click.
- E These Time fields can either be filled from the menu opened after performing a right mouse click /alternate mouse click or by entering a time value. If you enter a value for the time, use the format: hh:mm:sec
- F **Urgency and Object Cycle:** These are record fields of the type String List. You can select a value from the list opened after clicking the arrow button. To edit the provided values, you have to edit the record field properties (for a description on how to do this, see the manual of your Cumulus Edition).

Viewing and Editing Multiple Records

If you have selected multiple records before opening the IPTC Information window, you can change the field values for multiple records at once.

If the information of multiple records is shown in one window, only field contents which have the same value are displayed.

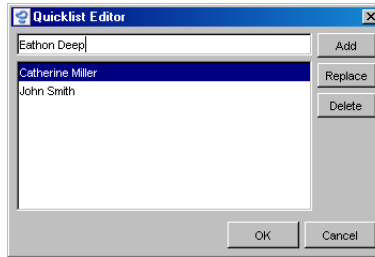


Fields with multiple values do not show a value, but can be edited. When you edit them, the handling is different for different fields:

- **Keyword, Supplemental Category, Urgency, Object Cycle**, as well as all **Date** and **Time** fields: The new value will replace the existing values.
- All other fields: You are asked whether you want the new value to replace the existing value or to be appended to the existing value.

Editing Quicklists

The list displays the current values for the corresponding field. You can edit or delete these values or add new values to the list.



To add a new value:

Enter the new value in the field above the list and hit the Enter key or click the **Add** button. You can then start typing the next entry immediately.

To edit a value:

Select the value. The value will be displayed in the field above the list. Edit the value in this field and then click **Replace**. The value in the field will replace the selected value in the list.

To delete a value:

Select the value in the list and click **Delete**.

Exporting and Importing Quicklists

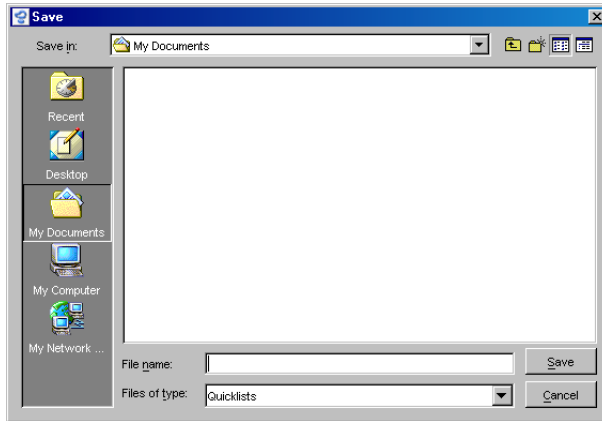
Once you have adapted a quicklist to suit your needs, you may want to save it for special purposes or provide it to other users. That's why Cumulus offers you the option of exporting and importing quicklists. When exporting a quicklist, it is saved into a document of the type QLS File (file extension: qls). To make use of such an exported quicklist with the IPTC window, you have to import this list by opening the document it is saved to.

To export a quicklist (saving it to a document):



1. Select the  button in the IPTC Information window.

A dialog for selecting a location opens.




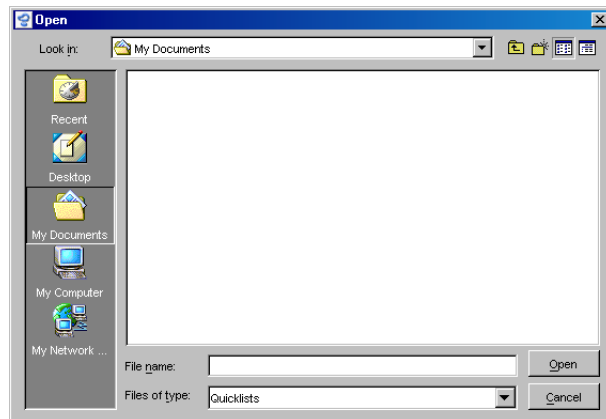
2. Enter a name, select a location and click **Save**.

Now the list is saved and can be imported.

To import a quicklist:



1. Select the  button in the IPTC Information window.
2. A dialog box to choose the list opens.



3. Select the desired list and click **Open**.

Your quicklist will then be available in the IPTC Information window.

Index

C

- Canon Raw Metadata Support 20
- Canon THM files 19
- Copyright 2
- Cross-Platform Issues 9

D

- Defining
 - properties for the Digital Camera Raw Filter 16
- Digital Camera Raw Filter
 - defining properties 16
 - record fields for 14
 - sequence of formats for Asset Handling Set 16
 - supported cameras 7
 - supported formats 16

E

- Editing
 - IPTC data 22
- Entering
 - IPTC information on an asset 22
- Exporting
 - quicklists 26

H

- Help
 - reseller support 11
 - Technical Support 11

I

- Importing
 - quicklists 26, 27
- IPTC data
 - viewing 22

- writing back to assets 22

- IPTC Information window 22
 - overview 24

P

- Photo Suite
 - activating the Option 9
 - overview 6
- Properties
 - defining for Digital Camera Raw Filter 16

Q

- Quicklists
 - editing 26
 - exporting 26
 - importing 26, 27
 - using 23

R

- Record fields
 - Digital Camera Raw Filter 14

T

- Technical Support 11
- THM files 19

U

- User Guide
 - conventions used 10
- User Interface
 - IPTC Information window 24
- Using Cumulus
 - cross-platform issues 9