

# I N T R O D U C T I O N

HindSight® software is a collection of files built on the database Panorama® or Panorama Direct®. InView® is a computerized way to organize your client-based business, manage client information, your marketing, scheduling and correspondence. It incorporates files to estimate and track jobs and to unify accounting activities. StockView® is designed to manage image libraries of any size for photographers, stock photo agents, designers, illustrators, archivists, anyone who captions, stores, researches or submits images of any sort.

We've worked hard to make our software flexible so you can use it in ways that fit your style of working and your personal style. With your computer and HindSight software you can, at last, be organized!

HindSight software is visual, intuitive and easy to use. You could launch it right now and accomplish many tasks; however, to discover the full capabilities of HindSight software, make time to read this manual. It's informative, clear, and sometimes witty!

## U S I N G   T H I S   M A N U A L

Just like driving across town, there are many avenues available to get from here to there. Some are short cuts and some are better at one time than another. A map helps guide you. This manual is your guide to getting around HindSight software. Without it you may never know about some of the places you can go.

You've gotten this far, so we know you're reading, but if you don't read it all, at least once, you're going to spend many hours feeling unnecessarily frustrated. There's no doubt that those who read and occasionally review manuals get the most from software.

## P A N O R A M A ®   O R   P A N O R A M A   D I R E C T ®

HindSight software uses ProVUE's Panorama or Panorama Direct, as the database engine for driving its files. Refer to the disk based documentation included with your HindSight software for information about the required versions of Panorama. Versions that are older than the suggested version cannot correctly run InView & StockView. Panorama or Panorama Direct must be installed on your hard drive. Panorama can perform its tasks from any location on your hard drive. It is not necessary to have Panorama inside the HindSight folder.

If you don't have the correct version of Panorama in your computer, you get a message that the appropriate application cannot be found when you try to start InView or StockView.

## U S E R   R E Q U I R E M E N T S

This software requires at least a basic knowledge of your computer's procedures. If you are not familiar with your computer's basics, take time to review the manual that came with your computer and this manual's Getting Started chapter. You should know how to click and drag, to copy disks and navigate from file to file and folder to folder. You should also be familiar with terms such as desktop, folder, file and application. Without the knowledge of these, you'll never get much satisfaction from your computer or any software.

Even if you feel that you know it all, an occasional review of your computer's manual is guaranteed to remind you of a feature, or trip a light bulb that didn't make the connection previously. At HindSight, we frequently review all of our literature about our computers and system software and we learn something new every time. And here you thought we knew it all.

## C O M P U T E R   A N D   M E M O R Y R E Q U I R E M E N T S

On Macintosh computers, OS 9 or later is required; OS X is recommended. On PC's, Windows 2000 or later is required; XP Pro is recommended.

Note: Though it makes absolutely no difference in using your HindSight software, Panorama is RAM based. That's why you can work so fast. You've probably heard the terms RAM and ROM and Hard Disk. If you're confused about these terms, try thinking of RAM (Random Access Memory) as the brain capacity of your computer. Most references to "memory" are talking about RAM. (2 megs, 9 megs, 32 megs, etc.). ROM (Read Only Memory) is a chip built into your computer that holds basic instructions to your computer. ROM is used to manage the computer's initial startup and provides much of the hardware's operating instructions. A Hard Disk is the basket you fill with information: programs, files and documents. The bigger the basket, the more you can store.

## D Y N A M I C   H E L P

Throughout InView & StockView you'll find Dynamic Help available in most data entry windows. As you move the cursor across items within the window, a text area at the bottom of the window updates to describe the feature.



*Tip:*

Use our web site!

Visit the tech support forums at [www.HSLtd.us](http://www.HSLtd.us).

There's a forum dedicated to InView & StockView.

## T E C H N I C A L   S U P P O R T

We recognize that everyone has a different level of proficiency. Some struggle all the way. Others breeze through. Most of those who breeze are also those who have read this manual. Even those who do, occasionally need help.

HindSight has gone to great lengths to provide you with excellent, free support via the technical support forums on our web site at <http://HSLtd.us>. There's a forum there specifically for InView & StockView. Using the Search mechanism, you may find your questions have already been answered there. If you don't find the answer to your particular question, it's extremely beneficial to everyone for you to post your question on the forum so others can also benefit from the answer. The forums are monitored constantly and questions are answered promptly.

If you require it, personal, fee-based support is available via email or telephone. Personal support is charged by the hour and requires a positive balance in your support account. Time is deducted from your account as it is used and once depleted, it's necessary to purchase additional time to receive additional personal support. Contact HindSight for current rates. *◆ Tip*

## U P D A T E S

We're constantly at work, adding new features and improving our software. As a result, from time to time, HindSight issues new versions. For one year after your purchase, any new releases are available for download from our web site by logging in to your on line account.

Any time after your year of access has expired, you may renew your access for another year for a nominal fee. Please visit our web site for current rates and information.

## B A C K   U P   Y O U R   D A T A !

We repeat this advice throughout the manual because it matters. Back up your data! Nothing is more agonizing than finding that, for one reason or another, you can't access an important part of your files. It may be due to a hardware error, a power outage, maybe human error (sometimes referred to as a new assistant) or any number of other reasons, but it will happen. Sooner or later, you will lose data and then the only recourse is to pull out a recent backup copy of your files and reinstall them.

Repair shops can often recover data from a crashed hard disk, but there's nothing like a backup disk with recent copies of your data. When you've done more work than you'd like to do again, or at the end of a work day, Save a Copy of your files and put it away in a safe place.

It's easy and very worth while to save complete copies of your HindSight folder. InView & StockView use disk space efficiently, so just drag the whole folder onto the backup disk! To provide even better protection, create dated folders on the backup disk and drag the HindSight software folder into that one. You should be able to get several dated backups onto a single disk before it's necessary to replace the oldest ones with newer ones.

High capacity hard disks are common now, so consider duplicating the whole HindSight folder. To do this on the Macintosh, highlight the folder on the Desktop and choose Duplicate from the File menu. A new folder named "InView & StockView copy" (or whatever your original folder is named plus copy) appears with all the contents duplicated. On Windows you can right click the folder and choose Copy. Right click again, but this time on some open area of the enclosing folder. Choose Paste. A new folder named "Copy of InView & StockView" appears.

Next time you do much work in your HindSight files throw the copy away and make a new one. This keeps spare copies handy, but should not replace regular backups on a physically separate disk.

The fact remains that you will find a way to lose data! ***Make backups regularly!*** *◆ Tip*

## C O P Y R I G H T

This software and the manual are copyrighted material. We work many long hours creating, revising and enhancing the file and manuals. You have the right to copy the software for backups and for your own use, but making copies of the software or the manuals for others is a violation of Copyright Law and can sorely reduce our incentive to implement your suggestions and create new software. Please, respect our efforts and our right to compensation by respecting and protecting our copyright just as you would have others respect yours.

*Tip:*

Keep occasional copies of your backup files off premises. Disasters, such as fire or flood, can strike. Don't leave yourself vulnerable to a leaky roof. Your data is valuable.

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