

HindSight® Caption Writer
HindSight Ltd.

HINDSIGHT CAPTION WRITER
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HindSight Ltd.[®]

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OTHER HINDSIGHT PRODUCTS

INVIEW - BUSINESS MANAGEMENT

InView is a complete business management application for graphic arts professionals. InView has one of the best contact managers available with linked correspondence, scheduling and project tracking. Full accounting system includes invoices and estimates with customizable licensing terms, check writing and general ledger with automated posting.

Direct marketing aids make InView a powerful aid in promoting your business with marketing notes, profiles and reminders. Numerous search tools, including a phonetic search, quickly locate any individual or targeted group. Mail merge capabilities in the word processor make it simple to print individual letters or mass mailings with personalized touches. InView's invoicing system streamlines the process of creating invoices and estimates, while allowing on-the-fly adjustments to prices, markups and licensing terms.

Free Demo for Macintosh or Windows by download at <http://hindsightltd.com>

STOCKVIEW - IMAGE MANAGEMENT

StockView is full-fledged stock management system. It includes a state of the art caption generator, automated cross referencing and submissions tracking. It maintains and updates extensive information about images, their subject matter, format, where they are, when they're due back and how they've been used. Built-in and custom label formats can be altered slightly or completely redesigned. User defined defaults, numbering systems and search modes.

StockView makes extensive use of digital images in a variety of views and any resolution. Imports hundreds of images in seconds, with or without ANPA type captions. Prints subject reports, delivery memos and licensing invoices, with images if desired. Generates HTML code for posting pages of thumbnail images to the web. Built-in image conversion utility to resizes and/or converts image formats. Publishes cross platform portfolios. Links with other HindSight products including InView for full photo business management and searchLynx for creating searchable stock photography web sites.

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SEARCHLYNX - IMAGE SEARCH ENGINE

searchLynx brings a sophisticated web presence to even the smallest of stock sellers by matching or exceeding the features and performance of the search software used by the world's major stock sites. The software takes an instant to seek images fitting search criteria and generate HTML pages of thumbnails to display the results.

With the optional lightbox enabled, researchers can edit and save selections. searchLynx can be set to use a variety of response methods by which the researcher can query the site owner about a selected set of images. A copy protection feature blocks the ability to use the browser's to copy images. searchLynx has a large vocabulary of specialized commands enabling the site owner to remotely control its look and behavior via any browser. Everything can be translated to any preferred vernacular or to another language.

Demo site online at <http://hindsightltd.com>

HINDSIGHT PHOTO PRICE GUIDE

HindSight's Photo Price Guide software brings new ease, simplicity, and accuracy for calculating fees and granting rights for image licensing. Photo Price Guide is an automated book of prices, full of tips to help you get more from sales, and guidelines on granting accurate rights, and protecting yourself legally.

An extensive pricing database is installed, covering an extremely broad range of usages, some of which are found in no other guide to professional photographic pricing. You can change Photo Price Guide's default currency quickly to any in the world. With just one menu command, the installed prices can be changed individually or across the board to fit your unique situation. Password security prevents tampering or unauthorized changes.

Free Demo for Macintosh or Windows by download at <http://hindsightltd.com>

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Tech Support Forums: <http://hindsightltd.com/hsforums/Forums.html>

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

HindSight® Caption Writer is an easy to use program designed to quickly create caption labels for images. It's versatile, customizable and extremely fast. Caption data can be saved in HS Caption Writer for future reference. Built-in search tools ensure your ability to readily find anything ever entered.

Since 1985 HindSight has developed a growing family of software products for creative professionals for business and image management. The company's flagship software, InView & StockView have long been recognized as the best of the genre.

We've worked hard to make all HindSight software flexible so you can use it in ways that fit your style of working and your personal style. 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. Without it you may overlook many useful features.

HINDSIGHT CAPTION WRITER

HindSight Caption Writer consists of a few simple parts, the HS Caption Writer file itself, HS Resources, the PDF documentation file and Panorama.

PANORAMA®

HindSight software uses ProVUE's Panorama or Panorama Direct as the database engine for driving its files. Refer to any disk based documentation included with your HindSight software for information about the required versions of Panorama.

HS Caption Writer utilizes a specially licensed version of Panorama that is distributed as a part of the package. If you have a fully licensed version of Panorama installed on your computer discard the Panorama components in this package.

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 HS Caption Writer.

Important!

HS Caption Writer and the HS Resources must be in the same folder.

Panorama and its components can be located elsewhere if desired.

USER REQUIREMENTS

This software requires a user with non-volatile memory (that means you need to be able to remember things) and 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.

COMPUTER AND MEMORY REQUIREMENTS

This software requires no less than six megabytes of RAM (Random Access Memory) available. On Macintosh computers, System 8.0 or higher is recommended. On PC's, Windows 98 or later is required.

TECHNICAL SUPPORT

Free technical support for HS Caption Writer is available via the web in our support forums at <http://hindsightltd.com>. We encourage you to use it. Your questions may have already been answered. If not, post your question. In most cases answers are posted in a matter of hours. *Tip* ♦

Telephone support is available for a fee. Support is purchased in one hour increments at a rate of \$125 per hour. Time is subtracted from the pre-paid hour as it is used and a balance of time remaining on your account is maintained by HindSight. Rates are subject to change without notice.

UPDATES

We're constantly at work, adding new features and improving our software. As a result, from time to time, HindSight issues new versions. Registered users are notified when a new version is available and can purchase it at a reduced price.

Current released versions undergo occasional fine tuning and minor adjustments (sometimes referred to as bug fixes) which do not warrant a new version. Notice is typically not provided when an updated release becomes available because most of these adjustments affect only a small percentage of our customers. As a registered user, you may, at any time during the life of your version, download a free update to the current release.

Tip:

Use our web site!

Visit the tech support forums at hindsightltd.com.



BACK UP YOUR DATA!

We offer this advice 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.

You can back up the whole folder, but ultimately, the HS Caption Writer file itself is the important, irreplaceable part. **Back it up regularly!** ♦ *Tip*

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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INSTALLATION

Installation procedures may change from time to time. Be sure to refer to the installation notes that came with your copy of HS Caption Writer for up to date instructions.

USE HINDSIGHTLTD.COM

HindSight has built a friendly and useful web site from which you can get a lot of value, but only if you look in on it once in a while.

The site has forums in which you can find answers, ask questions and pick up on tips about using this software. Updated versions of the software are posted from time to time with improvements and even new features. There are resources to help you find other sources of information on building or perfecting your own web site, registering copyright, buying a new computer and much more.

MACINTOSH AND WINDOWS

This manual is written for both Macintosh and Windows users. For the most part, illustrations have been created on a Macintosh.

Although some screens and most menus have a slight variation in appearance, they are equivalent. The bigger issue is the use of certain keys to issue commands.

The Macintosh and Windows operating systems offer most of the same capabilities, but trigger them in different manners. It's therefore very important for you to know what we mean when we mention keyboard commands.

The Command key on Macintosh is equivalent of the Control key on Windows. This manual identifies them together as Cmd/Ctrl. For instance, Cmd/Ctrl-S is the keyboard command for Save. Macintosh users press Command-S, Windows users press Control-S.

The Option key on Macintosh is the same as the Alt key on Windows. They are identified together as Opt/Alt.

The Macintosh does have a Control key, but it is not the equivalent of the Control key on Windows. It is matched by the Right Click on Windows. They aren't used often, but when they are they'll be identified as Cntl/RClick.

When keyboard shortcuts are the same you'll be given one choice. Shift-Double-Click means the same on all computers; hold the shift key and double click. ♦ *Reference*

Reference:

Cmd/Ctrl is
Command on Macintosh
Control on Windows.

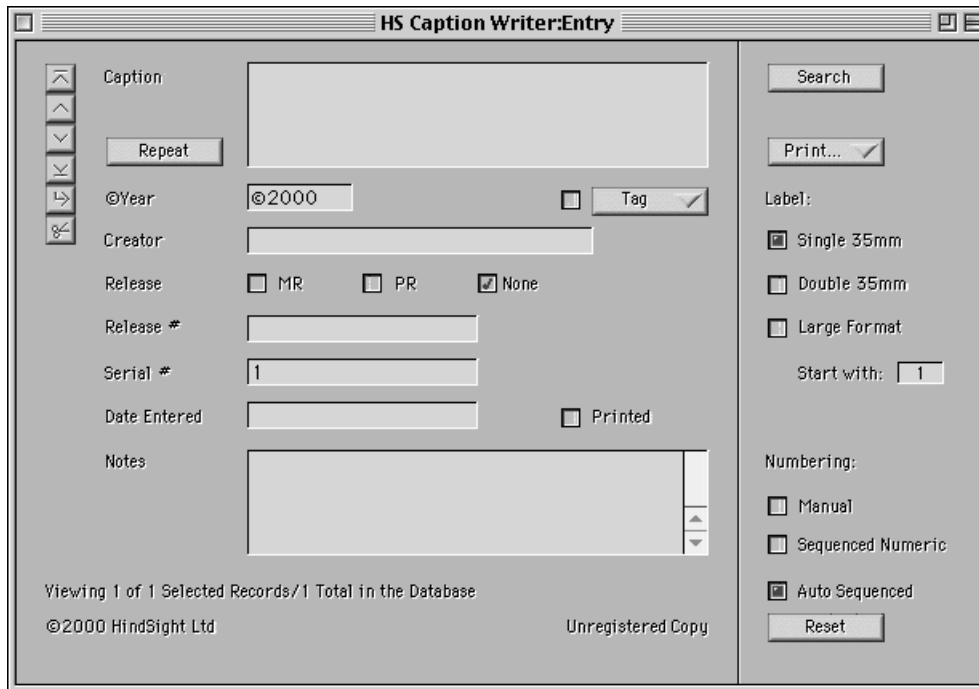
Opt/Alt is
Option on Macintosh
Alt on Windows

Cntl/RClick is
Control on Macintosh
Right Click on Windows

GETTING STARTED

HS CAPTION WRITER ENTRY WINDOW

The HS Caption Writer Entry window greets you with a blank look the first time you meet. You could get started right away on entering captions, but do take a few minutes to get things set to your preferred way of working. It'll save you time later.



REGISTRATION

Until you enter your registration number, HindSight's Caption Writer is limited to the number of labels it prints and it takes a few extra moments to launch.

Enter your registration number by going to the Functions menu and choosing Registration. Enter the registration number provided by HindSight.

Once you've entered it, the bottom of the Entry window displays the fact.



NUMBERING

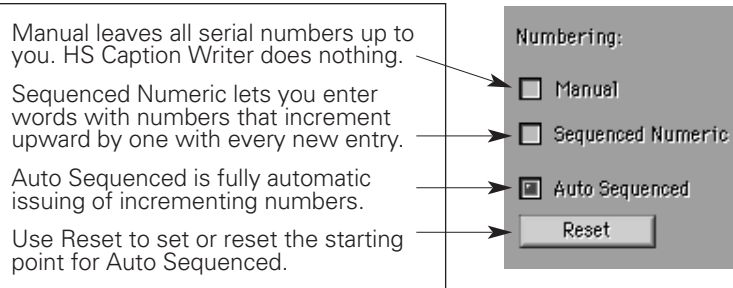
HindSight's Caption Writer offers you a choice of three serial numbering systems. Before making your first serious entries you should decide how you want the numbers created and set your choice.

Setting your system on Manual means that you plan to take care of entering each and every number yourself. You can enter any combination of letters and numbers. *Tip* ♦

Sequenced Numeric increments numbers upward. For every new entry it takes whatever number is on the preceding entry and adds 1 to it.

Auto Sequenced numbering is a fully automatic numeric system. An internal counter keeps track of the last number issued and adds 1 to it for each new entry.

The Reset button opens a dialog window in which you can set the next number to be used by the Auto Sequenced numbering.

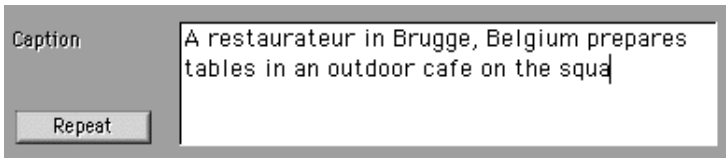


Tip: If you want NO serial numbers, set the Numbering to manual and leave the Serial Number cell blank on all entries.



ENTERING INFORMATION

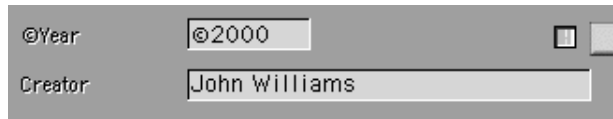
The large cell at the top of the Entry window is for the Caption. Click into the cell and start typing.



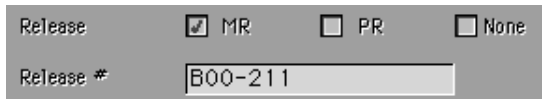
It's important to note that

the space does not necessarily represent how much text will fit onto your label. That's determined by the size of the label and the font and font size that you use for the printing process. *Tip*

When you've finished the caption, Tab to the next cell. The current year should appear with a copyright symbol. If a different year is desired, change it. Otherwise Tab again and enter your name or the name of the person who created the image.



If you have model or property releases for this image, click on either MR or PR to indicate that this is the case. Enter the release number, if applicable, in the cell below.



Check the Serial Number. If you're using manual entries, enter the desired number or leave it blank for no number. If you're using a Sequenced Numeric system be sure that the correct starting number is present. With the Auto Sequenced numbering a number already appears here.

For reference purposes and future selecting and printing processes the current date is automatically entered in the Date Entered cell.

Finally, if you care to add any final notes or comments regarding the image, make them in the large cell at the bottom of the window. You can even add your own keywords to help you find the image, and others like it, at some time in the future.

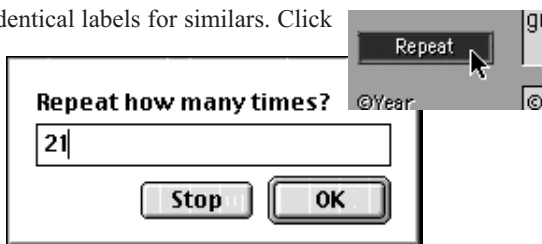
That's all there is to entering caption information in HindSight's Caption Writer. In fact, you won't even have to do this much for most future entries.

Tip: As you enter Captions in the Entry window, you can observe the amount of space being used.

Type Cmd/Ctrl-L to open the Label window. Then Type Cmd/Ctrl-1 to be sure it's shown at 100% scale. Drag the Label window to a convenient spot on your screen and resume entering Captions.

MORE OF THE SAME

In most cases you're going to need several identical labels for similars. Click on the Repeat button to open a dialog window in which you enter the number of ADDITIONAL captions you want just like this one. In an instant the program generates the desired number of new entries.



Repeated entries use the same Caption, Creator, Copyright Year and Model Release information as the original.

Serial Numbers increment appropriately on either sequencing system. On Manual serial numbering the repeated entries have no serial number assigned.

The current date is assigned in the Date Entered cell. Notes is left empty.

You can also trigger the Repeat process by choosing the Repeat command in the Functions menu or by typing Cmd/Ctrl-R.

Tip: If your new entry is similar to the previous one, do one repeat then modify the new entry as needed.

Hold Opt/Alt while clicking on the Repeat button for a quick repeat of one.

ENTER ANOTHER

Enter a new Caption by clicking on the L shaped arrow on the tool palette in the upper left of the Entry window. A new entry is created. *Tip*

The new entry carries over the Creator name. The Copyright Year and Date Entered are filled with updated information and the Serial Number is set as determined by your setting.

The Caption, Model Release information and Notes are left for you to enter.

New Entries can also be made by choosing New Entry in the Functions menu or by typing Cmd/Ctrl-E.



PRINT LABELS

Once your captions are all entered you're ready to print your labels.

Be sure that your desired label is chosen on the right side of the Entry window.

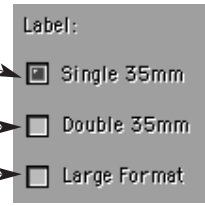
Tip ↗

Any time that a Print command is issued, HS Caption Writer opens and uses the indicated label template to print labels for all of a particular set of entries. *Tip* ↗

You can indicate which entries you want to print labels for by a variety of shortcuts built into the Print... popup menu located near the top right of the Entry window.

Printing can also be initiated by choosing Print from the File menu or by typing Cmd/Ctrl-P. The result is the same as choosing Selected in the Print... popup menu. *Tip* ↗

Single prints everything on one label sized to fit a 35mm slide mount.
 Double prints two labels for each entry; the Caption on one and the rest of the information on another.
 Large Format prints everything on a larger mailing label.



All Unprinted prints labels for all entries lacking a checkmark in the Printed box.
 Selected prints labels for all of the currently selected entries.
 Today's Entries prints labels for all entries bearing today's date.
 Entered Since... asks you for a date, then prints labels for all entries made on or since that date.
 Tagged prints labels for all entries bearing a checkmark in the Tag box.



Tip: 35mm Labels are preset for use with Avery 5267 Labels; Large Format for Avery 5160. All of these formats are adjustable and include some shortcuts for matching other label stock.

See the chapter on Modifying Labels for details of customizing labels.

Tip: Before printing labels for the first time, open the label window by choosing Label in the Windows menu. Then go to the File menu and choose Page Setup. Be sure that your settings include the maximum printing area for your printer.

Use Preview in the File menu to review the expected results.

BUT WAIT... THERE'S MUCH MORE

You've now been through the basic steps of creating and printing labels with HindSight's Caption Writer. This has been a quick superficial tour though. There are many features this short chapter didn't begin to touch on. Be sure to look through the rest of the manual to learn about all the other tools available to you for using and customizing HS Caption Writer.

Tip: You can check your alignments very accurately without wasting labels.

Test print on plain paper. Then lay the printed page under a page of blank labels on your light table.



WINDOWS

ENTRY WINDOW

The Entry window is the window you encounter first in HS Caption Writer. It displays everything there is about any one entry and is likely to be your primary working place in the software.

HS Caption Writer:Entry

↑
↑
↓
↓
→
↻

Repeat

Caption: A barge full of elderly tourists moves under a bridge over a canal in Brugge, Belgium. Brugge is often referred to as the Venice of the North due to its canals.

@Year: ©2000 Tag

Creator: Sarah Grueten

Release: MR PR None

Release #:

Serial #: 439

Date Entered: 11/13/00 Printed

Notes: The couple in the front of the boat and the boat operator are released. No others in the boat are.

Search

Print...

Label:

Single 35mm

Double 35mm

Large Format

Start with: 1

Numbering:

Manual

Sequenced Numeric

Auto Sequenced

Reset

Viewing 1 of 455 Selected Records/455 Total in the Database

©2000 HindSight Ltd Registered to: Jim Cook

LIST WINDOW

The List window shows several entries at once in a more compact arrangement. Using the scroll bar on the right you can quickly move through the selected records. The window can be lengthened or shortened by dragging up or down on the bottom right corner.

You can make entries directly into the List window. It can also be used for searching, changing or just about any other desired function.

The List window is opened by choosing List from the Windows menu or by typing Cmd/Ctrl-K.

WINDOW COLORS

When you first open HS Caption Writer you're bound to notice a lot of gray. Nice metallic look, don't you think? Well gray might be easier to live with than chartreuse, but if you prefer lilac or red, it's yours.

BACKGROUND COLOR

To change the background colors of the window, hold the Opt/Alt as you double-click anywhere on the background area of the window. The software isn't real picky about where you click, just miss the buttons, cells and other window components. Your double-click is rewarded by the System Color wheel. Pick a color, any color, and then click OK. Do you like that. No? Then try again. There's no limit to how many times you can change the colors, so experiment with the hue and saturation. ♦ *Tip*

CELL COLOR

The color behind the data entry cells is adjustable too. Hold the Cmd/Ctrl key and double-click on any part of the window's background and you're in the color wheel again.

TEXT COLOR

These same windows have colored text in them. If you'd like a new color for this text Cntl/RClick-double-click on the background.

HS Caption Writer:List

A barge full of elderly tourists moves under a bridge over a canal in Brugge, Belgium. Brugge is often referred to as the Venice of the North due to its canals.

©2000 Sarah Grueten

439 Printed Tag

A man and his dog enjoy a summer sunset along the Left Bank of the Seine. Notre Dame is visible in the background. Paris, France

©2000 Sarah Grueten

MR E0027

440 Printed Tag

A man and his dog enjoy a summer sunset along the Left Bank of the Seine. Notre Dame is visible in the background. Paris, France

©2000 Sarah Grueten

MR E0027

441 Printed Tag

A teenage punk couple help each other apply large amounts of hair spray to their mohawk haircuts to make them stand up.

©2000 Tom Stanfield

Tip: Hold the Shift key and double click within the window's background to reset all of the elements to neutral shades.

M E N U S

The menus in HindSight's Caption Writer provide the means to trigger many different actions.

FILE

OPEN FILE...

If you have other Panorama or HindSight software, Open File is an easy way to get from one file to another. Choose Open File or type Cmd/Ctrl-O and a dialog box opens listing files and folders. Locate the file you want and click Open.

CLOSE FILE

Close File closes HS Caption Writer. Not just a window, but every window that belongs to the file. If you've made unsaved changes, you're always asked if you want to Save the changes before the file closes.

SAVE

Save preserves the file by writing everything about it onto your disk. Your work is safe only when it's been Saved to disk. When you are entering lots of new data or anytime you do something worth preserving, use Cmd/Ctrl-S or choose Save from the File menu.

SAVE AS...

Save As... allows you to save a copy of HS Caption Writer under a new name. The original is closed just as it was at the last Save and you are left working in the new copy.

REVERT TO SAVED

Revert to Saved refers to the disk for the file as it was when you last used Save. Any changes you've made since that last Save are cast aside and the file as seen on-screen is restored to its former self. That's good if you made mistakes or tried experimenting with graphics and want to get back to where you were before. That's bad if you just entered 200 new captions without saving.

PAGE SETUP...

Opens the dialog box that allows you to determine some aspects of how the program and your printer work together to print your selected label. What you see depends largely on the printer's software driver. In most cases your selected options in Page Setup for HS Caption Writer should include maximum printing area.

PREVIEW

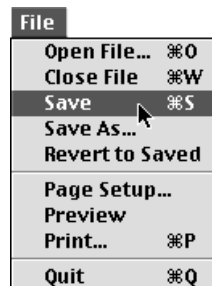
Preview opens a window that displays a picture of the chosen label exactly as it will print on a page. When trouble shooting a printing problem, this is the way to find out what the software is instructing the printer to produce.

PRINT...

Opens your selected label then a dialog to initiate printing. The selected records are used in the printout.

QUIT

Quit shuts down the program and takes you to the Desktop. If HS Caption Writer has been changed since the last Save, you're asked if you want to Save those changes.



SEARCH

Searching and selecting are so important that we've added an entire chapter describing how to do it. See Finding Information. This is a brief glance at the menu searching options.

FIND/SELECT...

Find/Select... opens the standard Panorama selecting dialog box. With it, you can search any data field for any criteria. We strongly suggest you take time to read about Search features in the Finding Information chapter of this manual. Knowing how to use it well can make a significant difference in the sophistication and ease of your Find/Select searches.



FIND NEXT

Find Next resumes scanning for matches after Find has been used. Following a Find command, Find Next searches repeatedly until it finds no further matches, indicated by a single beep.



C H A N G E . . .

Change... opens a dialog that lets you to enter the data you want to change, as it currently appears in a field and then enter the data changes as you want it. The change is applied in the field that is selected when Change is activated and affects only the Selected records. See the Changing Things chapter for a more detail description. Change is best applied while in the List window where the results spread across a number of records are more observable.

S E L E C T A L L

Select All selects every entry in the file. If you're in the Entry window, you still see only one record at a time, but trust us, they're all selected as the record count at the bottom of the window shows.

Note: Holding the Opt/Alt key while choosing Select All activates a Delete All function. You do get a warning first and a chance to cancel, but then the whole file is emptied of all entries.

S E L E C T R E V E R S E

Select Reverse flip-flops a Select. Currently Selected records are Unselected and the Unselected become Selected.

If you had All records Selected, there's nothing to reverse, so you end up with the same selection. This feature is useful on those occasions when it's easier to pinpoint and select the records that you don't want rather than those you do want.

R E M O V E U N S E L E C T E D

Remove Unselected deletes every unselected record from the database. Use this menu choice with caution. When records are removed they cannot be recovered in any way except Revert to Saved or by closing the file without using the Save command.

Keep backups on hand.

S O R T

Sorting puts a field in order. To sort any field, click into a cell within the field and go to the Sort menu.



S O R T U P

Sort Up sorts the active field alphabetically or chronologically, as fits the case, in an ascending order.

S O R T U P W I T H I N

Sort Up Within sorts the active field alphabetically or chronologically, in an ascending order while leaving earlier sorts intact.

S O R T D O W N

Sort Down sorts the active field alphabetically or chronologically, in a descending order.

S O R T D O W N W I T H I N

Sort Down Within sorts the active field alphabetically or chronologically, as fits the case, in an descending order while leaving earlier sorts intact.

F U N C T I O N S

N E W E N T R Y

To enter a new record, type Cmd/Ctrl-E or choose New Entry from the Functions menu, or click on the New Entry button (the L-shaped arrow on the tool palette). HS Caption Writer opens a new record with the Caption cell ready for you to start typing.



New entries are added to the end of the file. That is, they are added after the last existing entry. New entries use the Creator name as entered in the preceding entry. The Copyright Year and Date Entered are filled with updated information and the Serial Number is filled in, or not, as determined by your setting in the lower right corner of the Entry window..

The Caption, Model Release information and Notes are left empty for you to enter.

To insert a new entry above an existing entry, hold Opt/Alt key as you click on the L-shaped arrow on the tool palette. Hold Shift and Opt/Alt to insert below an existing entry.



R E P E A T

This duplicates a record the number of times as you specify. When the dialog box asks how many duplicates, you enter the number. If you don't enter a number the Repeat Caption is canceled.

Keep in mind that you already have one, the one you're looking at. If you need a total of ten captions, you only need to repeat the current caption nine times.

D E L E T E D U P L I C A T E S

If you choose to pare down the size of the file, yet retain at least one entry for each caption, Delete Duplicates handles the task. The file is sorted by captions and all repeated captions are eliminated. Once the task is done, you're given the option to Save or Revert - just in case you've had second thoughts.

D E L E T E B L A N K S

From time to time you may find that you have blank records hanging around within the file. Some of these can be caused by setting a starting point for label printing, then cancelling the printing job. Although HS Caption Writer does its best to take eliminate blanks without you worrying about it, you can step in if necessary.

Delete Blanks gets rid of any blank captions.

I M P O R T

Import opens a dialog window in which you can choose a file to be imported. HS Caption Writer imports text files or Panorama files. In most cases this is expected to be the contents from another copy of HS Caption Writer. Everything is imported just as it is in the file it's coming from. If things are in the wrong order for HS Caption Writer, they import that way.

Text files should be tab-delimited ASCII text with a field order of Caption, Creator, Copyright Year, Model Release, Release Number, Serial Number and Date Entered.

E X P O R T

Export saves a tab-limited ASCII text file to your hard drive. You specify the name and the location.

Hold the Opt/Alt key while choosing export to format the output specifically for importing into the StockView Catalogue.

Prior to exporting you can select specific records to be exported or select all.

R E G I S T R A T I O N

This opens the dialog window in which you enter your Registration Code as provided by HindSight when you purchased the software. Unregistered copies of HindSight's Caption Writer are limited in the number of labels that can be printed at a time.

W I N D O W S**E N T R Y**

This brings the Entry window to the forefront.

L I S T

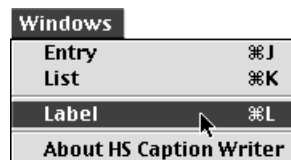
Opens the List window displaying several records at once.

L A B E L

This opens the printing window for the label you've chosen in the Entry window.

A B O U T H S C A P T I O N W R I T E R

This provides the particulars about HindSight and some of our other products.



FINDING INFORMATION

Not only does HindSight's Caption Writer allow you to create and print captions, it allows you to save tens of thousands of entries. With all that information saved in the file it's important to know how to move around and find things. The ability to select specific sets of entries is vital to being able to print just the desired labels at any given time.

Fortunately HS Caption Writer has several useful tools to help you find things.

GETTING AROUND

Once you have several entries made in HindSight's Caption Writer it's easy to move through them or to select specific entries or sets of entries also known as records.

When you're viewing the Entry window you're looking at one record out of so many currently entered in the HS Caption Writer. Of the total number of entries in the HS Caption Writer, all or some are selected and any others are unselected. The number of selected records versus the total in the database is displayed in the bottom left of the Entry window

Using the arrows on your keyboard or the arrows on the window's tool palette you can move through all of the selected records.

This button goes to the first of the currently selected records.
This button moves up to the preceding record.
This button moves down to the next record.
This button goes to the last of the currently selected records.
This button creates a new record.
This button deletes the record currently being displayed in the Entry window.



Use Select All in the Search menu to make all entries selected and available for viewing.

SEARCHING

Searches are triggered by clicking on the Search button in the upper right corner of the Entry window, by choosing Find/Select in the Search menu or by typing Cmd/Ctrl-F.



All searches use the same search dialog window.

The search dialog opens ready to search for a Caption that CONTAINS whatever you type into the third spot in the window. You can search for a Caption that contains "park" and get several matches. You can search for a Caption that contains "nal par" and find every National Park in the file. If an entry has a unique combination of letters in it, you can enter just those letters to find it.

When your search is ready click on the Select button to have the entire file checked for matches.

Play with the searching while in the List view so that you can easily observe the results. You'll harm nothing, but will learn to use a very valuable tool. *Tip*

Whenever you conduct a successful search. The result is referred to as the selected set of records. The Entry window displays a record count in the lower left corner showing how many records are currently selected out of the whole database. Unselected records aren't gone, they're just hidden from view until called up by another selection or a Select All. *Tip*

Viewing 1 of 135 Selected Records/783 Total in the Database

The Find, Select, Select Within and Select Additional buttons all add further and powerful controls over selections.

Find scans only the currently selected records for the first match, but does not select or un-select any. After selecting everything containing New York, you can use Find to locate the first Statue among them. Find Next, in the Search menu, then locates the next Statue and the next and the next and so on. The whole time your selection of New York stays put.

Select Within searches only the already selected records and reduces the selection to just those that match your criteria. Using the New York selection above, using Select Within for Statue narrows the selected set of records to just Statues in New York. It ignores those Statues that weren't already selected.

Tip: It's not necessary to Select All before searching. When you click Select, all records are included in the search.

Tip: Select Reverse, in the Search menu, hides the selected records and shows the unselected. This is very useful since sometimes it's easier to select the ones you don't want, the reverse the selection.

Select Additional retains the currently selected records and adds any others that match your new, additional criteria.

Once again using the New York selection above as a starting point, using Select Additional on Title for Statue adds all Statues regardless of anything else about them to the records already selected for New York. It now shows all entries containing Statue and all entries containing New York.

These searches can be conducted one after another to very finely hone your selections.

By clicking on the double arrow at the left side of the search window, the window expands to give you more search options. Clicking where it said “Caption” produces a menu of the fields that can be searched. Clicking on “Contains” produces a menu of the ways you want the data compared to produce a match. In this example, the search is going to select all entries for National Park images by John Smith that have been entered prior January 1, 2000.

Find ⌘F			Select ⌘S			Select Within ⌘L			Select Additional ⌘M			Cancel		
⇅	Caption	Contains	National Park											
and	Creator	=	John Smith											
and	Date Entered	<	01/01/2000											
and	Caption													
and	Caption													
and	Caption													

A N D V S O R

Clicking on the word “and” in the Search window changes it to “or” which also adds new implications. AND means a record has to satisfy all the lines of criteria to be selected. OR means a record has only to match any one of the criteria to be selected.

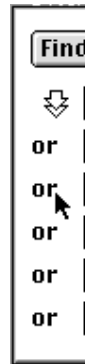
The difference in the results when using AND vs OR is profound.

When you shop you have decisions to make. Do I buy this OR that? Do I buy this AND that? Do you take your coffee with cream OR sugar or cream AND sugar. There’s a difference between AND and OR. When you search in HS Caption Writer, it defaults to AND choices. Search for this AND that. Click the word AND or OR. It toggles.

Every time you use OR, you indicate that you can live with either one of what follows, say, anything that has mountains or valleys or meadows.

When you use AND you’re saying you only want selections that satisfy both conditions. Mountains without meadows isn’t good enough this time. Only things with both mountains *and* meadows will do. You can tie numerous lines together using AND. The more ANDs, the tighter the criteria for a Search.

OR allows the search to locate a variety of independent things. Find mountains OR oceans OR lollipops, images created by Sam OR Jane OR Dave.



MAKING CHANGES

Sooner or later you're going to want to convert a whole lot of information to something else. For instance, maybe you discover you've just misspelled Yosemite on a hundred new entries. Or after entering ID on thousands of images, you decide to use Idaho. Perhaps you misapplied a word like read when you meant reed. You may even need to substantially reword something entered in a gazillion records. Surely you'd rather not retype it all.

Often referred to as Find and Replace, we offer Change, located in the Search menu.

Change affects all the selected records in a specified field. Within the field it can be used for changing all occurrences of a single word, a phrase or an entire paragraph in all the records containing the information you're changing.

Most of the time you can start by doing Select All. It's okay if you have records selected that don't contain the information to be changed. They're unaffected since they won't match the change criteria.

In some cases though, you may not want to change everything that does meet the change criteria, such as a change of read for only particular entries with the wrong read. In these cases you should first select only those that need the change. Or, if it's easier, select those that need to be shielded, then do a Select Reverse.

Since the change is only applied to data in the active field, it's important to let the software know which field the change is to be performed in, so click into the desired field. For instance, to change a word in the Captions, click into the Caption cell. If you accidentally change Yonckers to Yonkers on the Serial Number number field, there's no harm done, but there's no change either.

Go to the Search menu and choose Change.

Change

From: marchws through the neighborhood of they're parish

To: marches in the neighborhood surrounding their parish

Adjust Capitalization Replace Entire Words Only

Cancel Change

The Change dialog has two major parts, From: and To:. In the From side of the window, enter or paste the text to be changed. On the To side enter what it should be changed to.

Tip:

Sometimes what you're changing From may be a bit complex to remember and/or retype accurately. Consider using Copy in the Edit menu before choosing Change. Then you can Paste it into the Change dialog.

Your entry in From must accurately match whatever it is you wish to change. *Tip*

Enter enough in the From that entries not meant to be changed don't get caught by accident. For instance changing man to male may unintentionally change manager, workman, manufacturing, Kathmandu and, well, you get the idea.

The Replace Entire Words Only option can help relieve the pressure. It makes sure that only full words get changed, not pieces within words that happen to match what you've entered.

Adjust Capitalization determines whether or not the change is applied according to case. With this option off, only entries with matching case are altered. Changing ID to Idaho won't also change existing Idaho to Idahoaho. With Adjust Capitalization on, all matching entries are changed regardless of case and their new condition is adjusted to match the case of their previous condition.

T A G G I N G R E C O R D S

TAGGING RECORDS

The Entry and List windows have Tag boxes. Click on the box and an X appears in it. A second click clears it again. Tag a set of images and then Select them. HS Caption Writer has myriad ways to Select records, but only Tagging allows arbitrary selections to be made easily.

For instance, after selecting all images that contain bridges and Vermont, you may have several hundred selections. By scrolling through the list and tagging just those that best fit the occasion, you whittle the list down to a set of images you might not have been able to define by any searching criteria.

In the Entry Window, Tag has a popup menu. Click on it and a menu of options for your tags appears: Tag or Untag as the case may be, Select All Tags, Select All UnTagged, Tag All Selected, Clear All Tags, Clear All Unselected and Clear Selected Tags.

TAG/UNTAG

The first choice in the menu toggles between Tag and Untag. It does the same thing as clicking on the Tag box.

SELECT ALL TAGS

Select All Tags selects every record in the file which has a tag.

SELECT ALL UNTAGGED

Select All UnTagged summons up all records without a tag.

TAG ALL SELECTED

Tag All Selected enters a Tag on every record that is currently selected. As you select various sets using other Search tools. This is a handy way to mark specific images for reselection later using Select All Tags.

CLEAR ALL TAGS

Typically, you Clear All Tags before tagging for a group. By clearing tags you avoid collecting unwanted records from previous tagging operations into a new group. Clear All Tags marks all



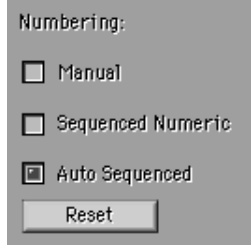
S E R I A L N U M B E R S

HindSight's Caption Writer offers three simple serial numbering options all of which are set in the lower right corner of the Entry window.

It's generally not advisable to change numbering systems with any frequency if you hope to keep your files organized. There are some repercussions involved with the software if you change your mind too. So take the time to think about how you want your images numbered.

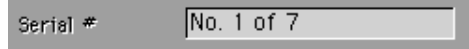
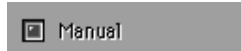
If you do need to change later, it can be done, but it does require more effort than if you made the right choice in the first place.

None of these systems prevent you from making changes or overrides whenever you wish.



M A N U A L

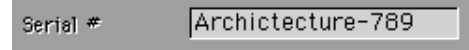
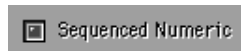
With your numbering system set on Manual, HS Caption Writer does nothing. You can enter anything you want into the Serial Number cell. If it's been entered before, HS Caption Writer warns you that it is a duplicated number, but you can forge ahead if you wish.



Serial Numbers on new or repeated entries come up blank when you're on Manual.

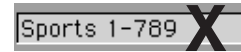
S E Q U E N C E D N U M E R I C

Sequenced Numeric increments any numbers that you enter into the Serial Number. You can combine words with numbers on this system. Every New or Repeated entry has 1 added to whatever number was included while the words repeat from the preceding entry.



Sequenced Numeric leaves some potential for duplicated numbers since you can influence its decisions in several ways.

The numerals can be at the beginning, middle or end of a Serial number, but they must be continuous and not be divided in any way. Putting two or more sets of numerals into a single serial number causes errors in calculation of the next number. The program cannot properly determine what it is supposed to work with.



A U T O S E Q U E N C E D

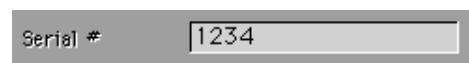
Auto Sequenced uses an internal counter to keep track of what the next number should be. The result is that you have a continuous count underway and little chance of accidental duplication of numbers. Otherwise it works exactly like the Sequenced Numeric as described above.



The Reset button opens a dialog window in which you can reset the NEXT number to be assigned by the Auto Sequencing. The internal counter once again takes over from there.

P U R E N U M B E R S

If you don't want or need anything but numerals in your Serial Numbers, hold Opt/Alt as you set your system to either Sequenced Numeric or Auto Sequenced. This prevents anything other than numerals from being entered into the Serial Number cell. *Tip*



This has a substantial influence on sorting by Serial Numbers too. Any system that allows alpha characters (alpha-numeric) to be entered is sorted differently than a system set for numbers only (numeric). The example to the right has one column of numerals that has been sorted by character while the other has been sorted by numeric value. Alpha-numeric sorts work their way from left to right putting the first characters into order, then the second and so on. Numeric sorts consider each number's actual value.

1	1
123	3
13	4
17	5
20	13
3	17
4	20
401	123
5	401

When switching to a purely numeric system if the software detects any existing Serial Numbers with non-numeric characters it advises you of the conflict and refuses to continue. The non-numeric characters cannot survive a switch to numeric so your existing numbers are protected.

One solution is to use Save As... to make a new copy of your file. Then hold Opt/Alt and choose Select All in the Search menu to Delete All. The result is a new and empty HS Caption Writer that is ready to accept whatever changes you want to make without harming existing entries.

Tip: If you're already on Sequenced Numeric or Auto Sequenced and want to convert it to purely numeric, switch to Manual first, then hold Opt/Alt as you click on either Sequenced Numeric or Auto Sequenced.

P R I N T I N G L A B E L S

When printing is activated, HindSight's Caption Writer prints labels for the selected set of records. Because of that, it's important that you select the desired set of records prior to giving the Print command, or use one of the built in shortcuts to select and print the desired set. *Tip* ♣

PRINTING SHORTCUTS

The Printed... popup menu in the Entry window provides several shortcuts for selecting then printing sets of entries. Choosing anything in this popup menu causes the software to make the appropriate selection, open the selected Label and go into printing mode.



Tip: Before printing labels for the first time, open the label window by choosing Label in the Windows menu. Then go to the File menu and choose Page Setup. Be sure that your settings include the maximum printing area for your printer.

Use Preview in the File menu to review the expected results.

ALL UNPRINTED

Whenever labels are printed, HS Caption Writer marks all the just printed entries as printed. As a result, your new, un-printed entries are easily identified. This selection tells the program to locate the unprinted entries and print labels for them.

SELECTED

This option tells HS Caption Writer to simply print labels for whatever is currently selected, whether it's all or a couple of the entries in the file. This is most useful when you use the Search to locate particular entries and want labels for them. It's just like choosing Print from the File menu.

TODAY'S ENTRIES

Every entry gets a date stamp of the current date when it's entered. If you want labels for everything you've entered "today" this selection isolates them and prints their labels.

ENTERED SINCE...

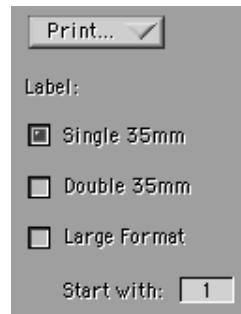
To get labels for everything you've entered since a particular date, use this option. A dialog window opens asking you to enter a date, then everything entered on or since that date is selected and the printing is initiated.

TAGGED

When you choose this option, every entry with the Tag box checked is selected. as with the others, the label window opens and the printing is begun.

LABELS

The Entry window gives you the choice of three labeling formats; Single 35mm, Double 35mm and Large Format. Each is preset to certain configurations and label stock, but you have several controls over each one in order to expand your options. Both 35mm labels include automated reconfiguration options for other popular label stock. You can also manually re-configure each label, lightly or extensively. *Tip* ♣



SINGLE 35MM

The Single 35mm Label is preset to print one label per entry, 80 labels per page on Avery 5267 label stock.

The label has the Caption, Model Release Information, Serial Number, Copyright and Creator on it.

Tip: The selected label opens automatically when you choose Page Setup, Preview, Print - all in the File menu - or use any of the printing shortcuts in the Print... popup menu.

You can also open the selected label by choosing Label in the Windows menu or by typing Cmd/Ctrl-L.

DOUBLE 35MM

The Double 35mm Label is set to print two labels per entry, 80 labels per page on Avery 5267 label stock. The first label in each pair has just the Caption on it, allowing you to include more captioning information. The second label of each pair has the Model Release Information, Serial Number, Copyright and Creator on it.

LARGE FORMAT

The Large Format label is designed to print on mailing label stock such as the Avery 5160. It prints one label per entry, 30 labels to the page.

It easily includes the Caption, Model Release Information, Serial Number, Copyright and Creator on each label.

START WITH

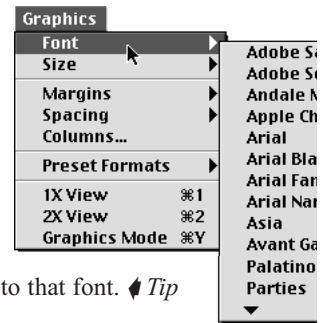
If you wish to have the first printed label start somewhere other than the first label, enter a number representing the position on the page of the first label to be printed. Use this with caution. Partially used pages of labels can peel off inside your printer.



MODIFYING LABELS

Although we've gone to great lengths to provide very ready to use label layouts for you, what you see is not what you have to get. You have numerous controls that make it possible for you to easily modify each label. These controls are all accessed via the Graphics menu. *Tip*

Note: The 35mm Labels both open in a 2X view in order to be legible on screen. Due to this 200% enlargement, line wraps on the Caption are not accurately depicted at this scale. Actual size is the 1X view.



Tip: Don't save graphics changes until you're absolutely sure that you've gotten the desired results.

Until you save, Revert to Saved can always get you back to where you started.

FONT

The Font submenu lists all of the available fonts installed on your computer. Choosing one of these fonts changes all text on the label to that font. *Tip*

Tip: Selecting a Font or Size from the Graphics menu typically changes all of the label text accordingly.

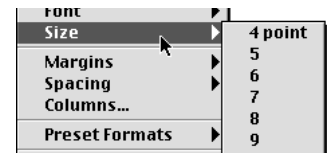
To change just one section of the text on a label, such as the Caption or the Creator, double click on the text prior to making a font selection from the menu.

Once you make a menu selection any other selections once again apply to all text.

SIZE

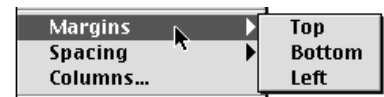
The Size submenu lists five font sizes from 8 to 12 points. On 35mm labels these sizes are actually halved.

Other... opens a dialog window in which you can enter any other font size you wish to apply. Your computer may round some, so don't be surprised if you enter 7.5 to find that it ends up as 8.



MARGINS

Margins allow you to control how the labels fit onto the page by influencing their starting and ending points on the Top, Bottom and Left. Each of these choices opens a dialog window in which you enter the number of inches that the selected margin is to be set to. You can specify hundredths of an inch to really fine tune the margin sizes. *Tip*



Tip: Don't underestimate the influence of the Margins.

Use the Top and Left margins to get the label in the top left corner positioned exactly where you want it. THEN evaluate how the rest of the labels are fitting.

Use a smaller Bottom margin to make room to squeeze another row onto the page. Make it bigger to force a page break sooner.

SPACING

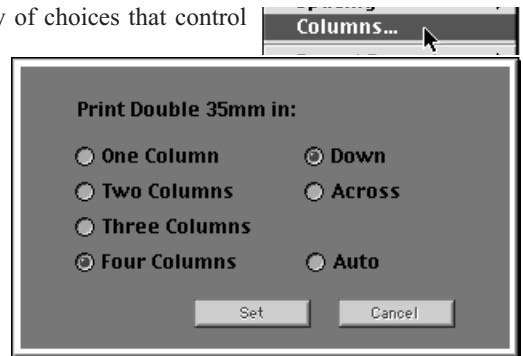
If you need to increase or decrease the space between labels, choose Vertical or Horizontal Spacing. In the ensuing dialog window enter the amount of change you want, + or -, in hundredths of inches.



COLUMNS

Columns opens a dialog window with a variety of choices that control how the labels are to be layed out on the page. You can specify the number of columns per page that you want. You can also specify whether the order of the labels on the page is down one column then down the next or across a row from left to right, then across the next row.

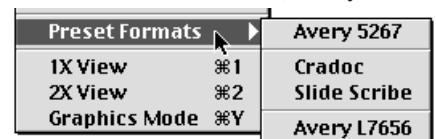
Auto allows the software to decide how many columns can fit on a page based on the size of the labels, the paper and the margins. For label stock with small margins and a tight fit on the page you may prefer to make the call yourself.



Click on the Set button to lock in your choices and exit the window. Click on Cancel to leave the window without making any changes.

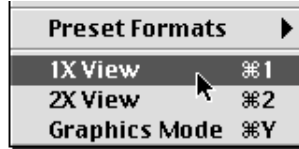
PRESET FORMATS

The two 35mm labels include prebuilt configurations to fit four common labels; Avery 5267, Cradoc Caption Writer, Slide Scribe and the European Avery L7656. Choosing any of these formats immediately revises the open label layout to match the selected label stock. The changes may be very subtle and hard to notice since they involve changes in margins, spacing between labels and hundredths of an inch differences in the label itself.



1 X VIEW

A 1X View displays the label in its actual size. On the 35mm labels you probably won't be able to read much on your screen, but this is the best size to use for evaluating how much space an individual caption is using on the label.



2 X VIEW

The 2X View displays the label at 200% of normal scale. This size is especially useful with the 35mm labels on screen since they're usually unreadable at 100%. This is also the most useful view for making graphics adjustments, especially when in Graphics Mode.

F O N T S T Y L E S

Unless you take steps to override it, all text on a given label is treated the same way. By default, all text is plain text.

Change any section of text to or from Bold by holding down the Shift key and clicking once on the text.

Change any section of text to or from Italic by holding down the Opt/Alt key and clicking once on the text.



Change the Justification of any section of text from Left to Right or Right to Left by holding the Cmd/Ctrl key and clicking once.

Change the Color of a section of text by using Cntl/RClk and clicking once.

A section of text, such as the Caption, takes on the same characteristic. Individual words within the Caption cannot be set with their own unique characteristics.

Reference:

Cmd/Ctrl is
Command on Macintosh
Control on Windows.

Opt/Alt is
Option on Macintosh
Alt on Windows

Cntl/RClk is
Control on Macintosh
Right Click on Windows

R E A R R A N G I N G L A B E L L A Y O U T S

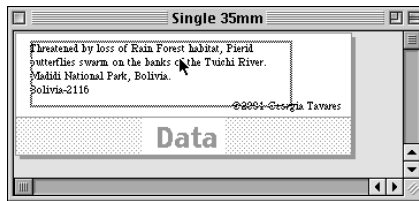
Although we've gone to great lengths to place text blocks in the optimum position for your labelling, you may have reasons to reposition them. Sections of text can be dragged within a label window to where ever you desire. *Tip* ♣

To protect you from accidentally moving critically placed text you must put the window into Graphics Mode before you can move anything. Graphics Mode is accessed via the Graphics menu or by typing Cmd/Ctrl-Y.

Note: If you are using a licensed copy of Panorama or Panorama Direct this same action gives you the option of entering into full Graphics Mode as described in the next chapter.

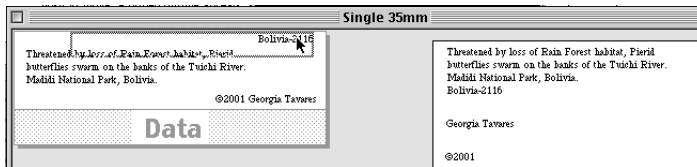
In Graphics Mode, the label window is enlarged and gains scroll bars. You can still Preview and Print in this mode.

Click and hold on any section of text you wish to move. A dotted outline appears to show the area allocated for this text. Drag the text to where ever you want it.



As pre-set, each label template contains a single text block containing a combination of items from the overall entry, such as the Caption, Model Release and Serial Number. This allows for a dynamic flow of the text as the number of words in the Captions increases or decreases.

You can't separate these combined text blocks, but you can replace them. While in Graphics Mode you can access several additional text blocks parked to the right of the label area. These spare parts contain individual elements that you can drag into place on the Data Tile.



Drag parts you don't care to use over to the side. Drag parts you do wish to use on to the white area of the Data Tile. *Tip* ♣

The Double 35mm label has a serial number set to print bar codes. You do need a bar code font installed in your system to use it. Just double click on it, choose your bar code font from the Text menu and drag it onto the second of the two labels. Set the font size as high as you can get away with for better reads with your scanner.

Tip:

Before making graphics changes to your labels, ALWAYS make a back up copy of HS Caption Writer first.

It's often easier to restore a backup than it is to rebuild a botched job of redesigning your labels.

Tip:

The white area of the Data Tile represents the actual printing area of the label. In most cases it also represents the space to the right of and below each label.

Text positioned on the white area of the Data Tile prints. Text positioned elsewhere in the label window does not print.



FULL GRAPHICS MODE

Tip: Before you make changes in Graphics Mode, make a copy of the file just in case you can't get Humpty-Dumpty back together again.

Don't forget that Revert to Saved restores things to where they were the last time the file was saved.

Full Graphics Mode requires either a licensed Panorama Direct or Panorama NOT the free Panorama Engine provided with HindSight's Caption Writer.







Graphics Mode gives you full hands on to modify the layout and design of labels. It also gives you the greatest ability to wreak havoc. Graphics Mode should not be feared, but it should be used with some awareness of the cause and effect of changes that you make. s Tip

Graphics Mode is located at the very bottom of the Graphics menu when you're in any of the label windows. It switches the label from the normal Data Mode into Graphics Mode. The window resizes itself, the menus are replaced with a new set and a new tool palette appears along the left side of the window.



GRAPHICS MODE TOOLS

When a form is in Graphics Mode, the tool palette contains several tools with substantial design and report building capabilities.

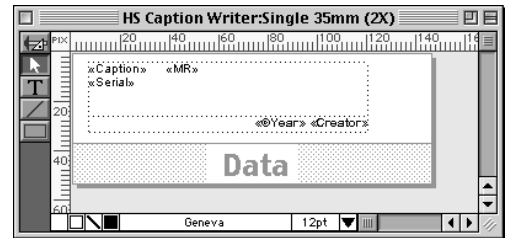
-  The Data Mode tool gets you out of Graphics Mode. Use it to Print or Preview the results of your efforts.
-  The Pointer tool is used to select, resize and move objects. This is the tool that's in your hand as soon as you enter Graphics Mode.
-  The Magnifying Glass is to enlarge the display in graphics windows for fine tuning. Shift-click to reduce the display.
-  The Text tool is used to edit Text. Be sure to see the section on Text Blocks later in this chapter for details on this very important tool.
-  The Line tool is used for drawing line. Use the Graphics menu to select the line width, pattern and color.
-  The Rectangle tool draws squares and rectangles. Color or shade them, drop them behind text.

TILES

When you first open any Label template, the first thing you may notice is that it's made of several parts. The largest parts are the tiles. Tiles look a lot like window shades.

They're called tiles because they are tiled together to create the page of labels.

The white area of a tile represents the paper on which the label is to be printed. Only text and graphics within the white area of a tile are printed.



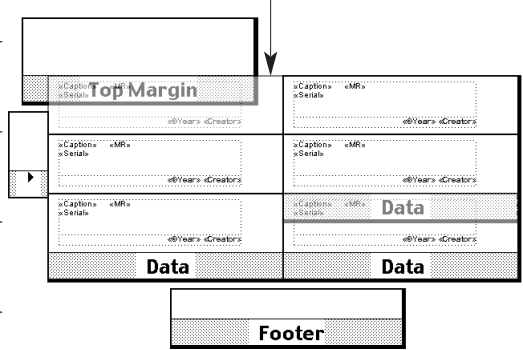
The size of each tile has considerable influence over the printed result. In HS Caption Writer the sizes of the tiles are controlled solely by the Graphics menu that you encountered before going into Graphics Mode. Use the Data Mode tool to exit Graphics Mode and regain access to that menu.

The Data tile is the most used tile. It gets repeated for as many times as there are labels to be printed.

Tile height controls how much vertical space is devoted to each tile and the number of horizontal rows that fit on a page. The Left margin tile is an exception. Tile width controls horizontal spacing and determines the number of columns that can fit on a page. The Top Margin and the Footer are the exceptions there.

- The Height of the Top Margin tile controls how far down the page the Data tiles begin.
- The Left Margin tile controls how far from the left edge of the page the Data tiles begin.
- The Height and Width of the Data tiles control how closely labels are spaced on the page and how many can fit on the page.
- The Height of the Footer tile controls the minimum of space that must be left at the bottom.

The extra space on the right side of the text area becomes the space between labels.

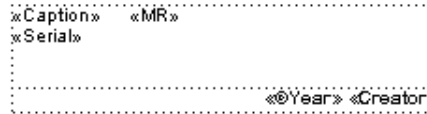


When any tile is shortened vertically the whole set is shortened too. The height of the white area of the Data tiles added together controls how many rows fit on a page. Shorten a Data tile that is about to print for 20 rows and the overall difference per page is 20 times the amount of the change. The width of the Data tiles added together determine how many can fit side by side on a page.

The Footer dictates how much white space is to be left at the bottom of the page. Printing ends on a page when no more complete Data tiles can fit between the last row printed and the Footer tile. Precision is much less critical with the Footer tile size since it only has to admit or block adequate space for another row of Data tiles.

TEXT BLOCKS

When you switch a form into graphics mode you see that the Data tile has dotted boxes containing text on it. This text has the names of the fields that hold your information from HS Caption Writer, such as the Caption and Creator.



This is Merge Text. That is, the words you see in Graphics Mode aren't printed, but rather the contents of the named field get printed. Because the amount of text to be printed varies constantly by the size of the Caption and such, the text is dynamic and may require more or less space from one Caption to the next. The dotted box outlines the maximum area that this text is allowed to occupy.

All of this text is created and/or edited using the Text tool on the graphics mode tool palette.  To use the Text tool, click on it's icon. It creates Merge Text and Static Text.

Static text is text that simply prints as it looks, is created by clicking somewhere and typing whatever words you want. After they've been typed they can be resized and repositioned as you desire. This same text is edited or modified by clicking into it wherever the changes are to be made.

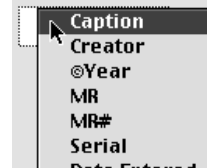
CREATING MERGE TEXT

To have a label print the Merge Text requires only the name of the field bracketed in chevrons, « and ». The field names must be spelled and capitalized exactly as they are in the file; «Caption».

To alleviate the need for you to figure all of this out, a very handy feature is included with the Text tool. Find some open space to work in within the window. It doesn't matter where because you can move and resize things later. With the Text tool selected, click and drag the mouse to create a rectangle then release the mouse button. A blinking cursor should now be inside a dotted rectangle.

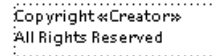


With the mouse located anywhere over the box, hold the Cmd/Ctrl key, then click and hold the mouse button. A menu pops up right where you clicked, listing all of the available fields in HS Caption Writer. Choose one and it gets entered, chevrons and all, ready to drop in the appropriate data.



Several fields can share a single text box or they can each be given a box all their own. Text boxes can overlap one another. In fact, the 35mm layout shown above has the Caption text box overlapping the Creator text box. A long Caption can then share a bit of the last line with the Creator as long as it's not a long Creator name like Henry Wadsworth Longfellow..

Static text and Merge text can be used together in a single text box, but anything between chevrons must be a proper field name or it prints as static text, chevrons and all.



Fonts Note: You can't have more than one font in one style and one size in a text box. For example, you can't have part of a text box print in Palatino Plain and a word or two in Palatino Bold. Similarly, you can have only one size font per text box. You can use several different fonts and/or font styles in a label that has a number of individually styled text boxes. This is an advantage of selecting fonts in Graphics Mode instead of Data Mode.

SELECTING OBJECTS

All of the parts in a report form are graphics objects. Graphic objects must be selected to be affected by changes you make. In order to reposition, resize or change fonts, it must be selected! Objects are selected by clicking on them with the Pointer tool. To make a simple change, such as a different font, click on the objects, one at a time, and make the change. To select several objects at once, Shift-click the objects to change and apply the change to all the selected objects.

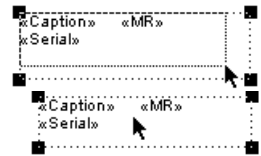
Tip: As delivered the Text blocks in HS Caption Writer have been specially designed to allow for the simple movement and changes noted in the previous chapter under Rearranging Labels. Because of this you cannot modify the existing text blocks.

It's necessary to create new text blocks of your own to use instead of the existing ones.

See Creating Merge Text, on this page.



To resize graphic objects, click and hold, then drag on the handles (small black squares) at the corners.



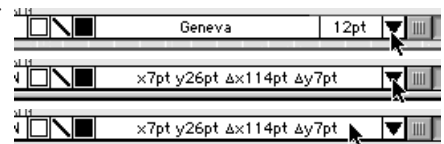
To move Graphic objects, click inside the object and drag it to a new position.

If you accidentally resize or delete anything, there is a path to recovery. Use Revert to Saved or, if you already saved the changes, make another copy of your working file and try again. You are working on a modification copy, yes?

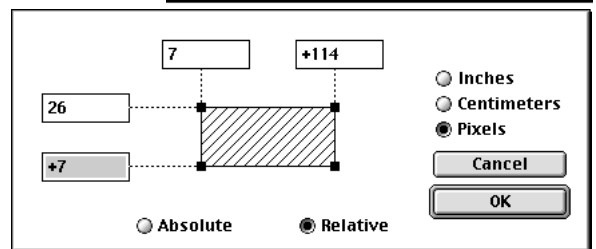
P R E C I S I O N R E S I Z I N G

Any of the click and drag methods we've described leave a lot to be desired when you want to make accurate adjustments to a hundredths of an inch or a centimeter. The mouse is pretty much a hit and miss proposition when it comes to fine tuning.

With any single text box selected, look at the bottom of the window. If the display doesn't show XY coordinates, click on the black triangle to toggle the display.



Once the co-ordinates are displayed click once on them to open a dialog window that displays the exact location and sizes of the selected object.



The numbers coming from the top left corner represent the position within the window at which the object starts. In most cases as long as you leave the radio button setting on Relative, all you need to worry about is where the object ends.

The highlighted box in the lower left indicates the vertical size of the object, the height. The box in the top right indicates the horizontal size of the object, the width. If you need a tile to be two and a quarter inches wide, set the measurements to Inches and change the top right number to +8.25, click OK and it's done - exactly.

U N I T S O F M E A S U R E M E N T

Speaking of inches and pixels, you can use your preferred units of measurement. Just click on the top left corner of the window where the rulers intersect to select the one that works best for you.

