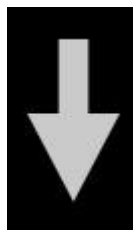
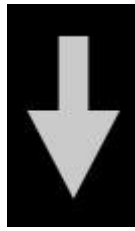


# EzyPic v1.1.0 User Guide

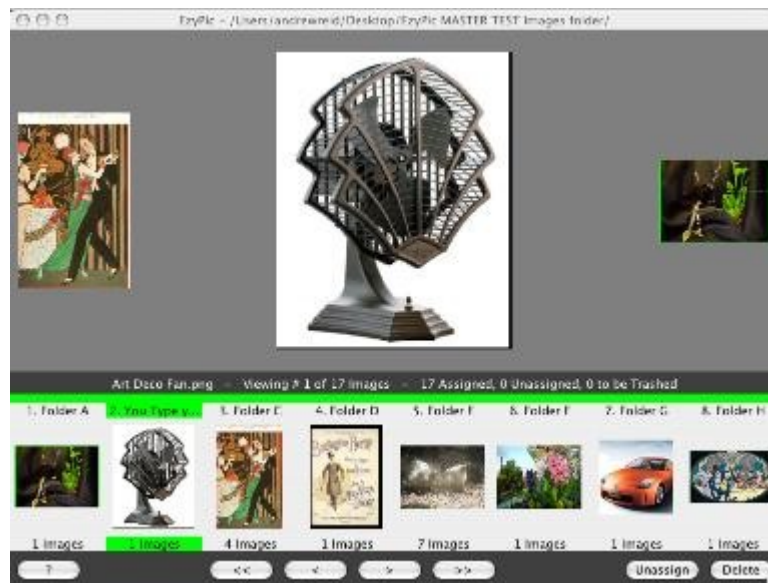
## Flow Diagram – What can I do with EzyPic?





## A. The EzyPic User Interface

When a folder of images has been loaded, a large image appears in the "Central Viewer" . Smaller images appear on the left and right of the "Central Viewer" -- these are called the "The Left Image" and "The Right Image".



The status of the image in the "Central Viewer" is show by the colored status bar between the "Central Viewer" in the top / middle of the window and the Folder Icons at the bottom of the window.

The status of the image in the "Central Viewer" can be either:

- GREEN = "Assigned"
- YELLOW = "Unassigned"
- RED = "(Ready to be) Deleted"

## B. Image Selection and Movement Controls

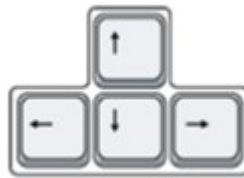
### i) Mouse Controls

Click > Button = Move Left Image to "Central Viewer"  
Click < Button = Move Right Image to "Central Viewer"  
Click >> Button = Move Previous Unassigned Image to "Central Viewer"  
Click << Button = Move Next Unassigned Image to "Central Viewer"



### ii) Keyboard Controls

Press Right Arrow (-->) = Move Left Image to "Central Viewer"  
Press Left Arrow (<-- ) = Move Right Image to "Central Viewer"  
Press Down Arrow = Move Previous Unassigned Image to "Central Viewer"  
Press Up Arrow = Move Next Unassigned Image to "Central Viewer"



## C. Moving Images From "Central Viewer" to Folders

### i) Mouse Controls

Click underneath a folder name to assign the image in the "Central Viewer" to the named folder.

### ii) Keyboard Controls



Press numbers 1 to 8 to assign in the "Central Viewer" to the folder labelled with that number.

Note: Status Bar and Folder Name turn green when image in "Central Viewer" is assigned.

## D. Moving Images Between Folders

### i) Using the "Central Viewer"

a) With ONE image in a folder and mouse hovering over the image:

- <Shift>+Click = Image in folder to "Central Viewer"
- Then use mouse or keyboard to assign image to desired folder

If you have a mouse with a scroll wheel, you can also:

- "Rock" mouse scroll-wheel back and forth = Image in folder to "Central Viewer"
- Then use mouse or keyboard to assign image to desired folder

b) With MORE THAN ONE image in a folder

- <Alt> + Click = "Spins" (Moves through) the images in a folder in sequence
- <Alt> + <Shift> + Click = "Spins" (Moves through) the images in a folder in sequence in reverse order.

If you have a mouse with a scroll wheel, you can also:

- Turn mouse scroll-wheel = "Spins" (Moves through) the images in folder in sequence

You can "Spin and Click": "Spin" (move through) the images in the folder until the one you want appears in the "Central Viewer". Then click the folder you want to assign it to, or use the numbers on the keyboard.

ii) Without Using "Central Viewer"

- "Spin" images in folder (as above) to find desired image
- Right-click the image to show Context Menu.
- From Context Menu choose "Move Image to Folder" to show list of folder numbers (1 to 8)
- Click the folder number to move image to desired folder

## **E. Unassigning Images that are in Folders**

If an image that is Assigned to a folder currently appears in the "Central Viewer", it can be Unassigned.

Using Mouse: Click the "Unassign" Button on the bottom right

Using Keyboard: Press the Letter "U" Key

Note: next time this image appears in the "Central Viewer", the status bar will be yellow to show that it is "Unassigned".

## **F. Deleting Images that are in Folders**

Any image that appears in the "Central Viewer" that is assigned to a folder or unassigned, can be deleted.

Using Mouse: Click the "Delete" Button on the bottom right

Using Keyboard: Press the <Delete> or <Backspace> key

Note: next time this image appears in the "Central Viewer", the status bar will be red to show that the image is ready to be "Deleted" when the next "Copy" or "Move" operation takes place.

## **G. Copying Images to their Assigned Folders**

To copy, chose the "Copy to Assigned Folders" item from the "Actions" Menu.

When we "copy" the assigned folders, two additional folders accompany them. They are the folders "Unassigned" and "Deleted".

Your original source folder now contains your original images plus the eight on screen folders with their assigned images plus a folder with "Unassigned" images and a folder containing "Deleted" images.

The images in the eight folders are exact copies of your original images in the original source folder.

## **H. Moving Images to their Assigned Folders**

To move, chose the "Move to Assigned Folders" item from the "Actions" Menu.

When we "move" the assigned folders, two additional folders accompany them. They are the folders "Unassigned" and "Deleted".

Your original images are in your eight named folders which are now inside your original source folder.

Note: EzyPic can be used with more than eight folders. Email [andrewreid@imagingassociates.com.au](mailto:andrewreid@imagingassociates.com.au) for free instructions.