

Guide Step by Step of EvilFOTO -I-



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IMAGES ARE TO SHARE

There is no doubt that in the instant we take an image, mentally we are already thinking of showing, share, organize them, either by printing them or showing them in a computer or sending them by e-mail, creating a web page or presenting them on photography forums.

The main goal of EvilFOTO is to make that the expression "Images are to share" be a reality, and all the program is directed to make that this is true and easy to obtain.

When we say that "images are to share" we mean:

WHICH images are the ones we want to share. This means to download them, see them, search them, select them, order, classify, put them in albums, reduce and convert them and even give them quality values. To do all this you should read the chapter how to see the images, how to order them, how to classify them, etc.

HOW do we want to share this images: It could be by printing them or with an orderly presentation in the screen, given them on a CD-DVD or sending them by Internet or putting them on a web, server or forum. EvilFOTO has chapter in all of this, like how to print images, show mode, copy to CD-DVD and a very complete chapter on how to make it on Internet.

WITH WHOM we want to share this images: this means to have the data of friends or companies it could be their portal address, e-mail address, telephone, fax, web, etc. That are related with our images and accessible from our program, or with forums, we should have a easy access to them.

FROM WHEN OR WHEN this is to related them to the calendar, to relate images with moments, places, houses, persons, holidays, etc. See the chapter on how to use the calendar.

EvilFOTO has a great variety of functions that will help you to do all the above explained.

This program representing years of work and we only can improve with your help, critics, comments, and ideas, our telephone, fax and e-mail are at your disposal.

BASIC CHARACTERISTICS

• CONFIGURATION AND MINIMUM REQUIREMENTS

- Windows 95, 98, ME, XP, W2000, almost any configuration, minimum resolution is 800x600 pixels but we really recommend at least 1024, EvilFOTO is designed at 1280.
- Documents: Manual (4 Step by step guides) on our web or CD-DVD EvilFOTO. On each screen there is a manual of that screen, explanation of each button used on the screen, access to all the manual of the program chapter by chapter, e-mail and telephone help , courses, user meetings and book Introducing EvilFOTO.pdf.
- Program space: 90 Mb
- This program is done in dBASE PLUS.
- Auto install: NO
- Do you need to have the CD-DVD on the drive for EvilFOTO to work: NO
- Accepted graphic formats: JPG, BMP, TIF, GIF, PCX, TGA, WFM, PNG, PSD, ICO and others, RAW (CR2, RAF).
- Languages: Spanish and English.
- Cost: Free
- Downloadable on www.evilfoto.es or requesting our DVD-EvilFOTO.

• VIEWING

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| ➤ Full screen | ☒ | ➤ Any zoom | ☒ |
| ➤ Real size or adapted | ☒ | ➤ Labels over the image | ☒ |
| ➤ With title and image | ☒ | ➤ With sound .mp3 or .wav | ☒ |
| ➤ In groups of 2, 4 or 6 to compare | ☒ | ➤ With horizon line | ☒ |
| ➤ It can work in groups to: select, erase, title, etc. | ☒ | ➤ Other viewing formats or groups of 2, 4, 6, 15, 28, 100 | ☒ |

• SEARCH IMAGES

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| ➤ Duplicated images even if name has been changed | ☒ | ➤ By title | ☒ |
| ➤ By folder | ☒ | ➤ Per another title only from the ones already found | ☒ |

➤ By image number	☒	➤ Search words using the logical “or” and “and”	☒
➤ By classification	☒	➤ By camera mode or maker	☒
➤ By date or classification date	☒	➤ By image format for example .JPG	☒
➤ Per more frequently seeing	☒	➤ Per selected	☒
➤ Per album	☒	➤ Per agenda album	☒
➤ Per filename	☒	➤ Per 3 concepts on title and editor	☒
➤ Per all the classifications in different orders	☒	➤ All from a folder including all its subfolders	☒
➤ Per size in bytes	☒	➤ Per folders more recently seeing	☒
➤ Per EXIF parameters	☒	➤ Per quality parameters, stars, prices points	☒

• **SELECT IMAGES**

➤ One by one	☒	➤ Per line of screen	☒
➤ All in a folder	☒	➤ Deselect	☒
➤ Invert selection order	☒	➤ All the active images	☒
➤ All searched, for example: John	☒	➤ All the visible images	☒

• **CLASSIFY/CATALOG IMAGES**

➤ With a title	☒	➤ With any text you want	☒
➤ With classifications (key words) fixed and created by you	☒	➤ With tree type classification like Animals\Africa\Mammals\Monkeys	☒
➤ By date	☒	➤ By where it is on a CD-DVD	☒
➤ Per groups (several images at the same time) with several classifications to each one at the same time	☒	➤ By subjects (to classify several images by several subject at the same time)	☒
➤ With graphic icons, that will indicate the classification, for example a church to indicate religious	☒	➤ By address book record	☒
➤ Modify classification by groups	☒	➤ Erase classifications in group	☒
➤ By quality criteria, stars, prices, points	☒		

• **ORDERING IMAGES**

➤ You can order images from several folders without moving them	☒	➤ By any order you can search them	☒
➤ You can select any group of images not continuous and on any order and put them on the position you want	☒	➤ You can add more images to the group you want to order	☒
➤ You can add albums	☒	➤ You can reorder the first to the last and vice versa	☒
➤ By more frequently seeing	☒	➤ By date, title, image number, filename	☒
➤ By size	☒		

• ALBUMS

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| ➤ Create albums without moving the images, placed in the desired order and with its title, music and data | ☒ | ➤ You can add, substrate, overwrite albums with more images | ☒ |
| ➤ You can do a presentation of this album full screen | ☒ | ➤ You can select the images from any folder and/or several folders | ☒ |
| ➤ Duplicate the images when you create the album | ☐ | ➤ It allows you to have the images ordered | ☒ |
| ➤ You can add albums like sons+parents=family | ☒ | ➤ When you move, rename, erase folders or images using EvilFOTO the albums are updated | ☒ |
| ➤ Does an album take a lot of space? | ☐ | ➤ Is there a limit of albums or images per albums | ☐ |
| ➤ You can mix, graphic formats, sizes, resolution on an album | ☒ | ➤ The images of an album have the same data that the images without an album | ☒ |
| ➤ You can back up a whole album externally on a CD-DVD with data, images and music (Siii) | ☒ | ➤ Rename and erase an album | ☒ |

• INTERNET AND E-MAILS

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| ➤ Converts automatically the images to be send to JPG | ☒ | ➤ It reduces them at the same time | ☒ |
| ➤ You can select the size in pixels to be send | ☒ | ➤ It attaches them at the same time | ☒ |
| ➤ It attaches them with the desired order | ☒ | ➤ If you want it adds the title to the message text for a better explanation | ☒ |
| ➤ It puts the title over the image if you want it | ☒ | ➤ It indicates how long it will take the transmission with the modem or the broad band (approximately) | ☒ |
| ➤ You can send by e-mail the image but its link to the server | ☒ | ➤ It prepares them automatically to be sent with Outlook Express | ☒ |
| ➤ It will prepare them to be sent but other programs different from Outlook Express | ☒ | ➤ Prepares the images to be uploaded to the server and prepare the links | ☒ |

• RENAME IMAGES, AND LEAVE THEM ORDERED

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| ➤ With the title as the filename
101_my dog and I.jpg | ☒ | ➤ With a text filed and numbered
Paris_101.jpg, Paris_102.jpg | ☒ |
| ➤ With the date when you download the images
2005_10_15_DSC_1003.jpg | ☒ | ➤ With text when you download the images
Holidays_2005_DSC_1925.jpg | ☒ |
| ➤ By selection order | ☒ | ➤ When you rename the images it does not loose the record or the album | ☒ |

• PRINTING

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| ➤ Screen prints | ☒ | ➤ With pre defined formats | ☒ |
| ➤ Printing with formats created by the user | ☒ | ➤ You can duplicated and/or modify an existing printing format or create a new one | ☒ |
| ➤ Printing the originals or the thumbnails | ☒ | ➤ Print a text with the image | ☒ |
| ➤ The text can be the title | ☒ | ➤ The text can be the filename | ☒ |
| ➤ The text can be its full path | ☒ | ➤ The text can be its image record number | ☒ |

- | | | | |
|--|-------------------------------------|--|-------------------------------------|
| ➤ The text can be its date | ☐ | ➤ The text can be the number of the record/image plus its filename | ☒ |
| ➤ You can place the images in any order | ☒ | ➤ You can add a frame | ☐ |
| ➤ You are allowed several image sizes and different ratios 3:2, 4:3 in each format | ☒ | ➤ You can create contact sheets, CD covers, visit cards | ☒ |

• MODIFICATION, EDITION AND CONVERSION OF IMAGES AND FORMATS

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| ➤ Rotate $\pm 90^\circ$ | ☒ | ➤ Rotate the image but not the thumbnail | ☒ |
| ➤ Enlargement/reduction of pixel size | ☒ | ➤ Crop the image on free or fixed formats 4:3, 3:2 | ☒ |
| ➤ Graphic format conversions | ☒ | ➤ Edition the image (except what is indicate) | ☐ |
| ➤ Format conversion, pixels and compression factor all at the same time | ☒ | ➤ Change the compression factor | ☒ |
| ➤ Pass the images to a portable on another computer reducing it size and passing all its data and sounds | ☒ | ➤ Convert size limiting the size in bytes or pixels to a certain maximum values | ☒ |

• CALENDAR

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| ➤ You can show the images of a day | ☒ | ➤ Indicates over the calendar when an image was taken | ☒ |
| ➤ Calendar with holidays, notes, weeks, month to month | ☒ | ➤ Search data on the calendar | ☒ |
| ➤ Printable calendar | ☒ | ➤ Remainder of important dates when you open EvilFOTO or the calendar | ☒ |
| ➤ Indication on the calendar the days that have images | ☒ | | |

• ADDRESS BOOK

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| ➤ Allows to relate an image with an address book record, telephone, address, e-mail, web | ☒ | ➤ When you click over the image it goes to the address book record of this person | ☒ |
| ➤ You can see the image of the person on the address book record | ☒ | ➤ It allows you to put e-mail, web page, telephone, family, notes on the record | ☒ |

• PRESENTATIONS

- | | | | |
|--|-------------------------------------|--|-------------------------------------|
| ➤ Full screen, ordered images and in continuous mode | ☒ | ➤ With its title separated of the image | ☒ |
| ➤ With its title over the image | ☒ | ➤ With music and/or sound per each image or general | ☒ |
| ➤ With labels over the images | ☒ | ➤ You can do a zoom over the images on the continuous presentation | ☒ |
| ➤ You can go to the next/prior image when you are on a continuous presentation | ☒ | | |

• WORKING WITH FOLDERS

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| ➤ Move folders without losing data and updating the albums | ☒ | ➤ Renaming folder without losing data and updating albums | ☒ |
| ➤ Copies folders without losing data and updating albums | ☒ | ➤ Erase folders erasing data and updating albums | ☒ |

• GROUP FUNCTIONS

- | | | | |
|---|-------------------------------------|---|-------------------------------------|
| ➤ You can rotate $\pm 90^\circ$ in group | ☒ | ➤ You can classify several images in groups with several classifications at the same time | ☒ |
| ➤ You can erase images in group | ☒ | ➤ Compare images in group | ☒ |
| ➤ It can erase records of the several images at the same time | ☒ | | |

• DOCUMENT MANAGEMENT

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| ➤ To have a project represented with images | ☒ | ➤ It allows you to use an image to open external programs like for example: AUTOCAD, Excel, dBASE | ☒ |
| ➤ When you click over an image it opens, for example Excel with the cost of the subject related to the image | ☒ | | |

• DATA PROTECTION

- | | | | |
|---|-------------------------------------|---------------------------------------|-------------------------------------|
| ➤ Daily back up of all data if you have added image records | ☒ | ➤ Back up format dBASE= tables.dbf | ☒ |
| ➤ Back up format = text | ☒ | ➤ Back up format Siii (images + data) | ☒ |

• EXPORT IMAGES TO OTHER PROGRAMS

- | | | | |
|---|-------------------------------------|---|-------------------------------------|
| ➤ Allows you to pass/export images to other programs, for example: Photoshop, Rawshooter, Lightroom | ☒ | ➤ Allows you with only clicking over the image to pass the image to that programs | ☒ |
| ➤ You choose from EvilFOTO the program where to export/pass the image | ☒ | ➤ This option keep the record on EvilFOTO | ☒ |
| ➤ Allow you to select as many programs as you want to export | ☒ | ➤ If a thumbnail has a related RAW, it show the word RAW over the thumbnail | ☒ |

• BURNING-RECORDING ON A CD-DVD OF THE IMAGES

- | | | | |
|--|-------------------------------------|--|-------------------------------------|
| ➤ With the size or resolution at your taste | ☒ | ➤ Ordered as you like it | ☒ |
| ➤ With title over the image or title on the filename | ☒ | ➤ Ordered presentation on TV or computer without having EvilFOTO installed | ☒ |

• DOWNLOAD IMAGES FROM CAMERA OR MEMORY

- | | | | |
|---|-------------------------------------|--|-------------------------------------|
| ➤ Directly from the camera, memory or hard disk | ☒ | ➤ Informs of the number of the folder, number of images and total size before starting | ☒ |
| ➤ Creates the final folder | ☒ | ➤ Informs you of the size of the final folder before downloading | ☒ |
| ➤ Copies several folders one by one, assuming that there are no duplicated images | ☒ | ➤ Allows you to add the date to the folder to be downloaded | ☒ |
| ➤ Allows you to add the date to the filename to be download | ☒ | ➤ Allows you to add a text to the filename of the image when downloading | ☒ |
| ➤ Create the thumbnails at the same time when you do this operation | ☒ | ➤ Test if the camera date is correct | ☒ |

- **OTHERS**

- | | | | |
|---|-------------------------------------|---|-------------------------------------|
| ➤ Creates a puzzle with your images | ☒ | ➤ Creates a mosaic from any image | ☒ |
| ➤ It can create an image out of any screen print | ☒ | ➤ It will create a CD of back up of EvilFOTO data directly without using any external burning program | ☒ |
| ➤ You can choose the size of your thumbnails | ☒ | ➤ You can listen to music | ☒ |
| ➤ You can change the size of your formats to adapt it to your needs | ☒ | ➤ You can adapt EvilFOTO resolution to your computer resolution | ☒ |

05/12/06

The first thing you should evaluate and to have an idea of what is and what does EvilFOTO is to read “Introducing EvilFOTO”, it is on our web page and in our EvilFOTO DVD, it is a PDF of less than 30 pages, but very graphic and simple to understand. It will give you a clear idea of what it does EvilFOTO. If after reading this document you are still interested, please continue with the Step by Step Guides (4) that are on the EvilFOTO DVD or in our web page www.evilmfoto.es. This guides are a series of chapters titled “How to...”, that explain the general philosophy of how to do the functions that are expected of this program, to make them you might need to do several steps or use several functions or screens. In one word, it will explain the general idea and how to do the most important functions.

EvilFOTO offers in each screen the following help:

- **Manual of this screen**, it explains what does this screen do, its purpose philosophy and how to do it. It can incorporate advices, tips and examples. It is the first thing you should read when you enter this screen.
- **Button to button**, explains in detail what each button and object does, so you know its purpose. Besides this, the majority of this objects have speed tip, it is the property of the object that when you approach them, it informs you of what the button or object will do.
- **Related screens**, If this screen has other related screen, we will indicated them and we will indicate how to get to them, they can be screens that make similar functions or screens that complement what this one does.
- **Manual of EvilFOTO**, in our web page you can download the 4 guides step by step that are the EvilFOTO manual, they are 4 pdf files. Here in this listing, are accessible all the chapter but one by one. There are a series of chapters that are marked with an asterisk they are of general concept and therefore are not related to any specific screen or it can cover several screens, for example, "how to select images", this chapters must be read independently since it does not apply to any screen in particular.

Lastly, if you have a specific question or suggestion, or if you have detected an error, you can send us an e-mail. The address is buzon@evilmfoto.es

If you prefer to work from a printed version of this manual, we recommend that you start by printing the chapters that seem more appropriated for your method of working or your immediate needs. We have tried to put the most important and interesting topics at the beginning and we certainly recommend that you read these early chapters. The basic subjects are “The Basic Characteristics”, “How to Learn to use EvilFOTO” (this chapter), “How to see our first images”, etc.

Once you have read this manual, it will be very interesting to go through the basic chapters again, using the computer. You will also have the Help on each screen available when you need it, if you are not sure use the speedtips.

We will be very interested to hear of any error or suggestion for improvement. If you have any comments, please e-mail us at the address above.

23/11/06

HOW TO INSTALL EVILFOTO

If you already have a version of EvilFOTO installed, you must uninstall it before you install your new version (this also applies if you are reinstalling the same version). To uninstall use Windows “Add/Remove Programs” option accessible via the “Control Panel”. Your data will not be affected by the uninstall operation as it is stored in a separate folder (C:\EVILEVIL). Even so, as a precaution, you should back up this C:\EVILEVIL folder and you should, in fact, include this folder in your regular data backups.

This process of installing and importing from older versions will be very common and not complicated at all.

If you put the EvilFOTO CD into the DVD drive, or if you run the EvilFOTO set up file downloaded from our web page www.evilmoto.es, the installation process will begin and you will be asked “EvilFOTO Gente 1 (version name may be different) will be installed, do you want to continue?”. To continue the installation, answer “Yes” and then accept all default values that are offered as the installation proceeds. Once the installation is finished, you will have the option to read some basic information contained in the “Read me” file. If you failed to uninstall the previous version, you will most likely receive some error messages caused by files remaining from that version.

Important note: You can only install EvilFOTO on **drive C:**

EvilFOTO is now installed. For a first time installation, EvilFOTO creates two folders:

- **C:\EvilFOTO_Kiosco_1**, which is where the program is installed. The name will vary depending upon the version that you install but it will always be of the form “C:\EvilFOTO_+ version name”. It is not regarded as a critical folder since it can always be re-created by installing the program again.
- **C:\Evilevil**. This is the folder where your data will be stored (records, titles, albums, etc. and your automatic backups). This folder is **the most important one**. You should back it up regularly and never erase, rename or move it. Note that it will not contain your photos not should contain them, only data related to them. This folder is only created if it does not already exist. So if you are upgrading from an earlier version your valuable data will already be using this folder and it will not be disturbed.

We suggest that you do not interfere with these two folders. Do not even look at them using EvilFOTO because if you erase something from them, the program could stop working or you could lose important data.

For the users who have data from earlier versions, remember that the data backups relating to the earlier version are in C:\EVILEVIL\Caja_fuerte_EvilFOTO (EvilFOTO Safe Deposit Box). Inside this folder all your data is protected. EvilFOTO makes a backup each time you exit from the program if you have made

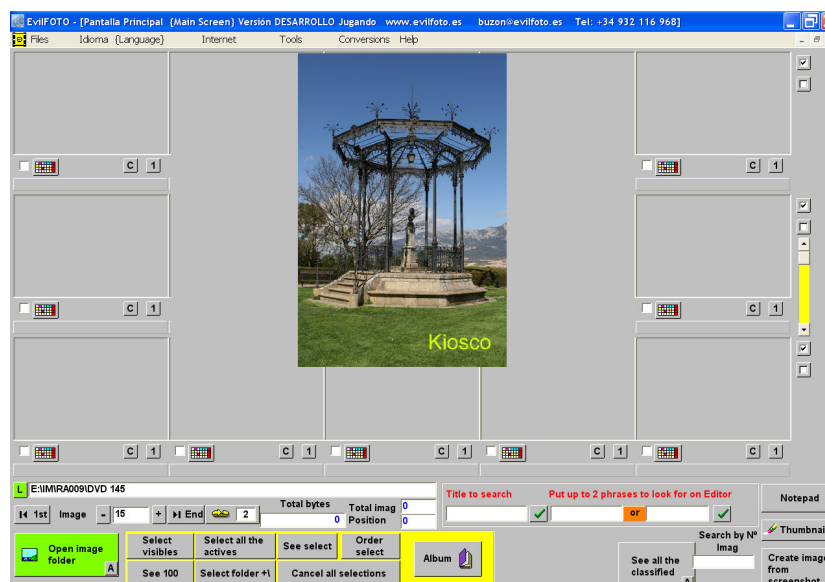
some records and gives it a name based upon the current date. So you can have many backups available but no more than one for any given day (the latest one of the day, naturally). Keep all of the present month, and the last of all prior months and delete the rest if you lack space, the more you leave the more safe you are. When you exit the program to make a new install, force the program to make a back up, you will be sure to have all the data on the safe deposit box.

Once you have the new version of EvilFOTO running, if you have data from an earlier version, this must be imported from the “Safe Deposit Box” into the new version. The normal procedure would be to import the latest backup into the new installation. You will not need to do this if this is the first time you have installed EvilFOTO or if you do not care about your previous data. Refer to the chapter “How To Import Data From A Back up” to learn how to do this. When you understand this process you will be able to install and uninstall EvilFOTO as many times as you want.

If you have installed the program from the EvilFOTO DVD and you have the DVD in the drive, the program will detect these images when you start EvilFOTO. Most people who have downloaded the program from the website, will not have a DVD and will not be able to see the Siii Images unless they create their own, this topic will be covered in a chapter in this manual and in the Online Help.

EvilFOTO **does not create** folders for your images, nor does it import them to work with them. It is up to you to store your images wherever you wish but it is, of course, in your own interest to back them up and maintain them properly, EvilFOTO does not have any preferences as to where you put your images, do not use characters as \ / : * ? " < > | in the name of the folder or the filename, they are not accepted by Windows. Remember that to run EvilFOTO, you need a screen resolution of at least 800x600, but 1024x768 is recommended.

Starting EvilFOTO. When you start EvilFOTO, you will see the Main Screen with the version image for a moment.



Please remember that the Siii images that are on the DVD, are not copied to your hard disk so it will not fill your disk, but if you want it, there is an option that allows you to pass these images and data to our computer on the view of this screen.

- Two versions installed of EvilFOTO at the same time

In theory you can have several versions of EvilFOTO installed at the same time, for example version Gente_1 and version Forestal_1. However, problems arise because each version stores its data in a different place, so the records created by one, will not be available to the other. Also, if you finally decide to erase one of them, it is most probable is that during the uninstall process, some of the common resource files will be erased. One result that we have experienced is the loss of the ability to use the “Zoom” facility with a TIF image. It is advisable not to have two different versions installed at the same time, except maybe to experiment. If you do experience problems of this nature, you should be able to resolve them by uninstalling all versions and then installing one version only.

24/10/06

HOW TO SET SOME PARAMETERS IN EVILFOTO (DEFAULT VALUE 2)

This screen the same as the rest of all Default values will allow the user to modify some parameters to adapt the EvilFOTO program to his taste, preferences or need.

The different options here are very well explained with its texts, or in the button to button help.

Except that the first vertical options are the ones that will help us to adapt the resolution of our screen and the size of the fonts (text to our taste)

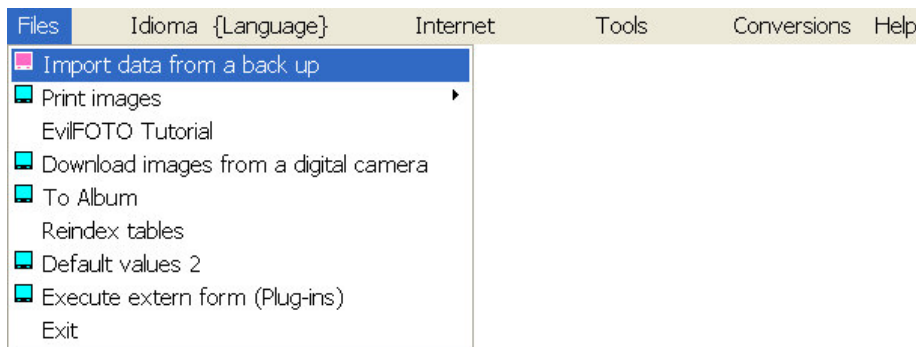
09/11/06

HOW TO IMPORT DATA FROM A BACKUP

✂ **IF IT IS THE FIRST TIME YOU INSTALL EvilFOTO**
YOU DO NOT NEED TO IMPORT ANYTHING ✂

✂ **IF YOU DO NOT WANT OR CARE ABOUT THE OLD DATE**
YOU ALSO DO NOT HAVE TO IMPORT ANYTHING ✂

The option to “Import data from a backup (protection)” may be found on the Main Screen by clicking on “Files” in the Menu bar



Before we go any further, we need to know **the reasons for importing data, where to find the backups and what the backups contain.**

Why do I need to import data from a backup?

There are two situations in which you will need to import data from a backup. These are:

- If your data has for some reason been corrupted or if you have accidentally deleted some important data.
- If you are upgrading from one version of EvilFOTO to another.

The process of importing backup data, is essentially the same in both situations. See the chapter “How To Install EvilFOTO” and “Additional Notes on Installing and Uninstalling” at the end of this chapter.

Where are my backups stored and what do they contain?

EvilFOTO automatically backs up your data each time you close the program if you have added some records. These backups are stored in the “Caja Fuerte” (“Safe Deposit Box”) which in turn, is inside the **C:\Evilevil** folder. **THIS FOLDER IS THE HEART OF EvilFOTO.** It contains all that is important to EvilFOTO, not only your daily backups, but also the working copy of your data. Any data you create using EvilFOTO should be inside this folder (All of your classifications, albums, screen print, etc). Remember that **EvilFOTO does not import images nor does it back up images.** It leaves them in

their original folders and it is your job to back them up. It is very convenient to have the daily data backups available but don't rely on them completely. We will recommend several times in this manual, that you protect your data by backing up the C:\Evilevil folder onto a medium which is external to the computer (CD, DVD, external hard disk, etc), and preferably store it away from the location of the computer (to guard against theft, fires, etc). Whichever backup medium you choose, it is also a good idea to have more than one backup and to back up often.

How do we import the data?

When you open the "Import data" screen (refer to the start of this chapter to see how to find it), you will see indicated, on the right-hand side, the destination folder for your data. For example, you may see C:\Evilevil\Evildato_EFG1 (the "EFG1" could be different depending upon the version you are using).

Because this is the version you have installed, it will be imported here
C:\EVILEVIL\EVILDATO_EFG1

This tells you, the location of the present data the one you are using now and is also the place where

the imported data will be stored.

So now, we only have to define the source of our data. Remember that every time you exit EvilFOTO, the program makes a copy of all your data by copying the folder C:\EVILEVIL\Evildato_EFG1 (again, depending upon the version). The copied folder is given a name based upon the current date and placed in the "Safe Deposit Box" (Caja Fuerte).

So you will have a copy of your data, in the "Safe Deposit Box", for every day you have used EvilFOTO. We assume that with such an impressive name you would not erase it, especially because this is **the most important folder**, it is always inside C:\EVILEVIL the folder that you protect **like a lion**. You can import data from any of the daily backups, for example: (Note: "mes" = "month" and "dia" = "day")

C:\EVILEVIL\Caja_Fuerte_EvilFOTO\PROT_Versión_Jotae_1a_2005_mes_03_dia_20

It might seem logical to use the most recent one but this is not always the case, since it is possible that you may have recently lost some data. If you are just installing a new version, you should import from the most recent one back up. If it was lost a month ago, you could import from that date or maybe the day before. Once you have imported the data, you can check the details and back up again. You can import data in this way as many times as you want. If you find what you have lost, you can try to save it, but if you leave this old data you will loose other things, so the best would be to go back to the most recent. So, how do we do it?

Select first here the origin protection folder where you must import the data, for example:
C:\EVILEVIL\Caja_Fuerte_EvilFOTO\PROT_Version_Gente_1a_2005_mes_03_dia_20

Click on this button to select the source of the imported data. Normally, you would choose one of the dated backups in the Caja_Fuerte_EvilFOTO folder but you could also choose a backup that you had

made onto external media. If you are upgrading from a previous version of EvilFOTO, assuming that there has been no problem of lost data, it is logical to import from the most recent backup in the “Safe Deposit Box”. If for any reason you decide to use an earlier backup, the more you go back in time the more you will lose of your recent data, if you have only list a few data of some records, there is an option (see at the end of this chapter) to get them back.

Import ALL from this older version

Once you have decided which backup you wish to import, click on this button and the importing process will start. You have 2 options, doing it one by one or altogether, if you do not expect problems make it all at once. You will see several messages explaining exactly what is being imported. When it is finished you will have imported all the previous data and if you are changing versions, it will have been converted to be compatible with the new version. When you quit the screen, you will be told that the program will close and that you must restart it to use the new data. You can repeat this operation as many times as you want. Remember that this process imports **everything**.

More about the contents of C:\Evilevil

Other folders that you will find inside the **C:\Evilevil** folder (which, as we have told you, is the most important folder) are as follows:

C:\Evilevil\Caja_Fuerte_EvilFOTO (Very important. Your daily backups)
C:\Evilevil\ASCII
C:\Evilevil\AVI
C:\Evilevil\CAD
C:\Evilevil\Evildato_EFG1 (Very important. Your data)
C:\Evilevil\Imagenes_ejemplos
C:\Evilevil\MINI CLASI
C:\Evilevil\Outlook
C:\Evilevil\Pantallas
C:\Evilevil\Rompecabezas
C:\Evilevil\WAV
C:\Evilevil\WORD

In addition to these, there may be folders that you have created yourself and we would recommend that you do this. In other words, anything you do related to EvilFOTO (except images) should be stored in a folder inside the **C:\Evilevil** folder, so that when you back it up, you have backed up everything with the capacity of the DVD-Blue Ray or external hard disk this should be very easy.

Do I need to keep ALL of my daily backups?

If you consider that too many daily backup folders (PROT-etc) are accumulating inside the **C:\EVILEVIL\Caja_Fuerte_EvilFOTO**, you can erase some of them, but try to do it in a logical way. For example leave the last and present month completely, then erase all the rest leaving maybe the last day of every month for the past year and prior to that, keep just one for each year. Of course it would be sensible to backup onto a CD or DVD or hard disk before doing this and take it out of the building.

With the capacity of the DVD and hard disks everything from here file fit in one DVD.

Some Additional Notes About Installing and Uninstalling

If you are uninstalling an earlier version of EvilFOTO as outlined in the “How To Install EvilFOTO” chapter, there are two other folders, created by EvilFOTO, which could be removed for the sake of neatness (although this is not essential). They are as follows:

- C:\EVILFOTO_GENTE_1 (the “Gente_1” could be different depending upon the version). This is the folder where the EvilFOTO program is stored and even after you have uninstalled the program, it will still contain a few files. The folder can be removed.
- C:\EVILEVIL\EVILDATO_EFG1 (the “EFG1” could be different depending upon the version). This is where the main working copy of the data is stored. The contents will have been backed up automatically into the “Safe Deposit Box” so the folder can safely be removed. **Do not remove the EVILEVIL folder.**

THIS folder C:\EVILEVIL\EVILDATO_EFG1 (or similar) **MUST BE DELETED** before you install the next version of EvilFOTO. If you do not do it, the old data will remain.

If you are installing a new version of EvilFOTO, note that you should never install a version earlier than the one you have used to create your data. For example, you should not install Cuentos_1 when you have already created data by using Cuentos_2. After the installation and before importing, try the new options. Test the new version by using the functions you are already familiar with from your use of the old version. You can make new classifications, albums etc for test purposes but note that these will be lost when you import your backed up data. Once you are satisfied with this version (if not, please send us an e-mail), you are ready to import the data created from the older version.

When we loose information, because we have erased it by mistake, the natural solution is to restore it from a recent back up, but this has the problem that if we have not noticed the error until a few month later, even if we restore what we lost, we will loose everything we have done after that. One solution of this problem is to see the data of any back up we have. If we can see (without touching what we got now) the data of any previous back up we can look for the last data and if we want we can restore them.

The important date is the title, the date of the image (EXIF) the rest of the editor content (its classification). You can do it by using the option on the screen Classification Tools the menu Files => Search data on old protections.

What this option does is that viewing the data from a folder from the safe box from which we have lost the information, we click over this option and select folder from this safety data box where we think we have still the good data. If they are there we can copy and paste them. This option is only valid from the

Jota version see the classification tools for more details. This function is manual, you will here to do it record by record.

Look at the Online Help of this screen, there you will see the detailed explanation of all buttons and objects.

07/12/06

HOW TO SEE YOUR FIRST IMAGES

The screenshot shows the main interface of EvilFOTO. At the top, a menu bar includes 'Files', 'Idioma {Language}', 'Internet', 'Tools', 'Conversions', and 'Help'. Below the menu is a grid of 15 image thumbnails, each with a title and a small icon. The titles include 'CACTUS', 'WIND INDICATOR', 'OMAN PEOPLE', 'RURAL HOUSE', 'COCOA', 'WALLS', 'CASABLANCA MESQUITE', 'WATER DROPS', 'GAUDI', 'MALAWI FISHES', 'WATER LILIES', 'GOLD BUDA', 'SRI LANKA PEOPLE', 'MALDIVAS ISLANDS', and 'DINOSAUR'. A vertical scroll bar is on the right side of the image grid. At the bottom, there is a control panel with buttons for 'Open image folder', 'Select visibles', 'Select all the actives', 'See select', 'Order select', 'Album', 'See 100', 'Select folder +1', and 'Cancel all selections'. There are also search and filter options, including 'Title to search', 'Put up to 2 phrases to look for on editor', and 'Search by Nº Imag'. A status bar at the bottom shows 'Total bytes' and 'Total imag Position'.

Annotations on the screenshot include:

- In Spanish and English**: Points to the 'Idioma {Language}' menu item.
- Everything needed to send images**: Points to the 'Tools' menu item.
- The agenda is great!!!**: Points to the 'Internet' menu item.
- A very complete help on each screen**: Points to the 'Help' menu item.
- Put a title to the images**: Points to the title '202168' under the 'CACTUS' image.
- Vertical Scroll bar**: Points to the vertical scroll bar on the right side of the image grid.
- Classify by**: Points to the 'Classify by' dropdown menu, which lists 'Africa', 'Trips', and 'Fishes'.
- Zoom**: Points to the 'Zoom' button in the center of the image grid.
- When did I take it?**: Points to the '202190' title under the 'SRI LANKA PEOPLE' image.
- Grrrr!!! Where is this European bird?**: Points to the '202192' title under the 'MALDIVAS ISLANDS' image.
- What pictures do I have in this folder?**: Points to the 'Open image folder' button.
- Continuous presentation every 2s, in full screen**: Points to the 'Select all the actives' button.
- I want to see my albums**: Points to the 'Album' button.
- I want to see all African fishes**: Points to the 'AFRICA FISHES' search option.

The main screen of EvilFOTO is the most important screen. From it you can access all the options of EvilFOTO and it is the place you return to once they are done.

Basically it allows you to see 15 images on the screen, placed with any of the criteria that EvilFOTO allows, for example, the images of a folders, or the selected ones, or the ones from an album, or all the ones from my friend Peter and even the most frequently seen.

It allows you to zoom on them, to go to the calendar (to the date the image was taken), see in the agenda the data of a person of the picture, order the images, title them, classify them, search, select them or present them in show mode in a full screen... yes, also convert them or crop them and send them by e-mail.

The vertical scroll bar allow you to move around the images very easily when there are many images.

Also to send them to other programs like Photoshop to be edited.

The following screens will expand on all these options.

When you enter EvilFOTO you will be presented with **EvilFOTO - [Pantalla Principal {Main Screen}]** it has $5 \times 3 = 15$ empty rectangles for 15 images.

Click on the  button and a dialogue box will open where you will be able to select the folder containing the images you want to see. If you reselect another folder the first will close.



Select the required folder and click the “OK” button. If the folder contains images in any of the formats supported by EvilFOTO you will see the images in the 28 rectangles. Only the images from the selected folder will be included. No sub-folder images are included. If there are no supported images in the folder, the program will tell you. EvilFOTO accepts many formats, including JPG, BMP, PCX, ICO, AVI, WMF, GIF and uncompressed TIF, the type produced by digital camera. TIF type LZW is not supported. See the online help for more on the Graphic formats supported by EvilFOTO.

- If it is the first time that you have opened this folder, EvilFOTO creates the “thumbnails” of the images. Thumbnails are small, low resolution copies of your images that will be displayed in the 28 rectangles. Using thumbnails makes the screen display faster. When the thumbnails are created for the first time, the process may take a while to complete. If the thumbnails interfere with the running of other programs, there is an option to erase them after use (see Default Values 1). You may also erase them at any time by clicking on the  button. If a folder contains many images, you will be asked if you want to create all the thumbnails at once or only the first 28. If you choose to create only the first 28, when you go to the next group of images, it will create the next set of 28.

When you look at a folder for the first time, EvilFOTO also creates records of ALL the images in the folder, so from the beginning you will see a unique record number displayed under the thumbnail. If the header of an image file includes the date the image was taken, that date will be stored in EvilFOTO's record for the image using the format EF_2003:12:12 15:12:51. Please note that if you rotate or retouch

an image, you can lose this date, but EvilFOTO will retain it unless you erase the record. A good plan would be firstly to put the images in their final folder, then open them in EvilFOTO to ensure that the date is stored and then if you wish, you may modify the image without losing the date.

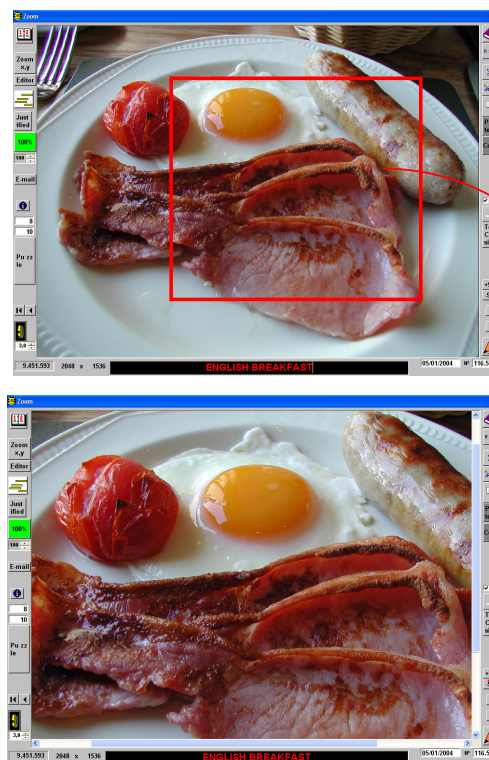
Thumbnail with its
unique record number



On the lower part of the screen there is a counter **Total imag** that indicates the total number of images in the folder, and another counter **Position** that indicates where are in the sequence of images. Initially, we are at position 0.

In this case it says that there are 24 images $\Rightarrow$ **Total imag** 24
And that we are at the 15 $\Rightarrow$ **Position** 15

If you click on any thumbnail image you will be taken to the  **Zoom** screen. Your image will be enlarged and you will have access to various zoom and continuous presentation facilities. Be sure to click on the centre of the thumbnail image in the Main Screen, since other functions are activated when you click on the extremes of the image.



ZOOM

Returning to the **EvilFOTO - [Pantalla Principal {Main Screen}]** if you place the mouse cursor over the right button of any image (without clicking), the filename (and path) of the image will be displayed and if you do the same over the  the complete title will be displayed. We will explain about the title in a moment.



On the lower left part of the screen there is an entryfield that indicates the name (and path) of the current folder **L** **C:\EVILEVIL\IMAGENES_MARTA** This folder is referred to as the “Active Folder”.

The **L** will display you the list of used folders.

If you click on the  **Open image folder** **A** button, it is the “Active Folder” which will be shown selected by default in the folder selection window. You can navigate from there to choose another folder.

If the total indicates you that there are more than 28 images, when you click on the  button, you will see the next 28 images. If you want NOW to see a continuous presentation of the images in the current folder click on the  **6,0** button.

If there are many images in the folder, clicking on the  **End** button will take you to the last group of 28 images and clicking on the  **1st** button will return to the first group.

See 100 It will allow you to see the images in group of 100, this is the ideal screen to give a first and fast look to our images.

SUMMARY:

- A) You have seen your first images.
- B) They have been classified (basic classification) number, date, file name.
- C) You know from what folder they where opened.
- D) You know how many images are in the folder.
- E) You know how to enlarge them (Zoom).
- F) You can display the filename and title of each image.
- G) You know how to make your first presentation.

HOW TO MOVE AROUND THE IMAGES

When you are in  EvilFOTO - [Pantalla Principal {Main Screen}] and you see on the screen the first 15 images of a total of 24 (for example), it is logical to want to see the next group of 15 images. Click on  and you will see

Total imag	24
Position	15

, which means that you are in the position 15 out of 24. If you click on  you will return to 0. If you click on  you will go to the first image and if you click on  you will go to the last group of 15 images. Of course you can move yourself around using bigger groups (for example 10 pages of 15=150).

If for any reason you want to move by a different number of images, for example line by line, put in    and click on . Your images will jump up one line of 7 each time.

The number entered between – and +    is the number of images by which you will move each time you click on  or . In this example it will be 7 but the normal increment would be 28 (equal to one screen).

If you use  you will go to the last screen which is equivalent to clicking on  with a group of 28 until you see the last image.

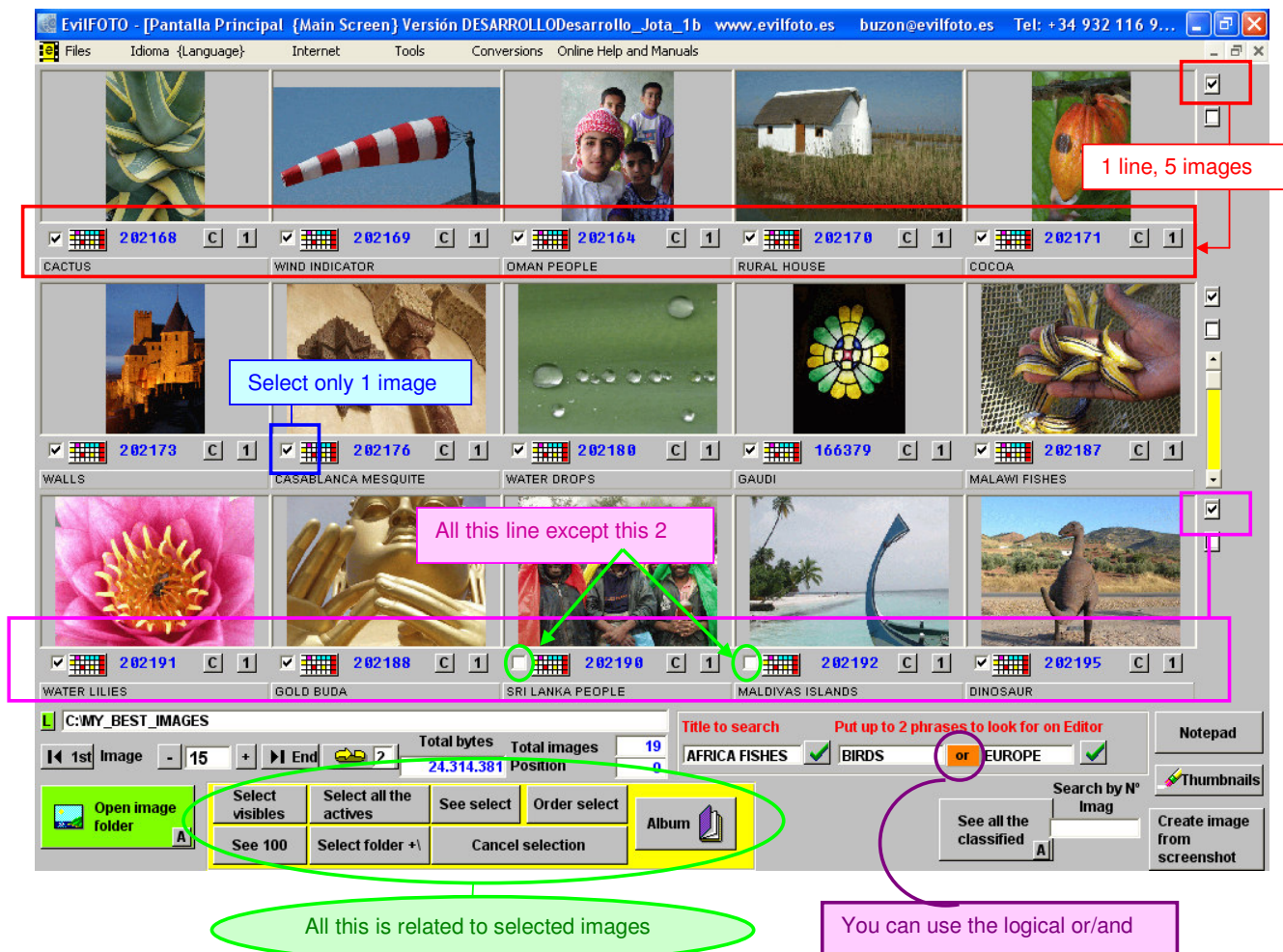


The vertical scroll bar  will help you to move to the relative position on the total of your images, in proportion to the position you place the cursor on scroll bar. If you have 200 images and you put the cursor approximately in the center of the scroll bar it will show you the images from the 100 images approximately.

SUMMARY:

- A) We already know how to see the images from a folder.
- B) We know how to move through the images in groups of a specified number.
- C) We know how to go to the first and last of our images.

HOW TO SELECT IMAGES AND FOR WHAT PURPOSE



If we had to choose the most important option in EvilFOTO, this would be the selection of images. The reason is that selecting is the basis of almost any other function that we will do in EvilFOTO, for example:

- To order, order the selected images to our taste.
- An album, is a group of selected images in an order.
- We select them to make a CD-DVD or a CD-DVD Siii.
- We select them to erase them.
- We select them to print them.
- We select them to make an orderly presentation.
- We select them to send them by e-mail.
- We select them to upload to a server.
- We select them to classify them.
- We select them to convert them, reduce them or crop them.
- We select them to pass them to other programs, for example retouching programs, or related programs like Word or Autocad.

As image selection is so important, so important this image selecting, EvilFOTO has powerful selecting tools. We are showing here the ones that are on the main screen. There are many other functions related to selecting in other screens. What indicates that an images is selected is a ☒, irrespective of the screen you are.

Once it is understood that we can search for and see images in different ways, for example by folders or by classification or by number (explained in another chapter), we are then aware of the need to be able to select and see only a few of the images found. The images can be selected if they are on your computer or on any peripheral device accessible by your computer (the net, CD-DVD, tapes etc) but if they are on any source other than the computer's internal hard drive, we do not recommend selecting them because when the source is not accessible, EvilFOTO will not find the images. However, you can do whatever you want with the images while they are accessible. Why do we need to select images?

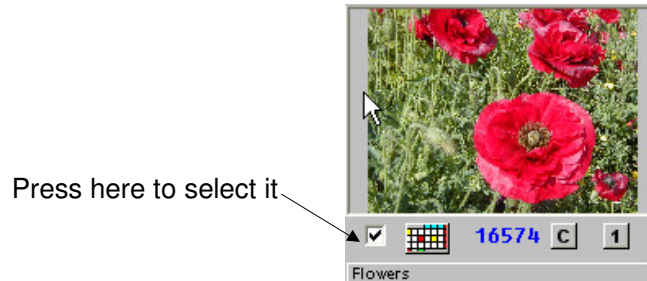
Here are some reasons why:

1. To see a presentation of images selected from several folders on your computer.
2. For printing the selected images.
3. To make an album.
4. To protect the images (to back them up).
5. To make a CD-DVD Siii for field work or back up.
6. To copy them to a CD-DVD or diskette.
7. To copy them to another folder.
8. To prepare them to be used by another program.
9. To change the order of the images.
10. To use them with Documental Management.
11. To erase them.
12. To change the format of the images (to JPG, TIF, etc)
13. To reduce them in size.
14. To crop them.
15. To select a few images to enhance or retouch them (red eye correction, contrast etc)
16. To send them by e-mail.
18. To make a CD-DVD of images with superimposed titles, to see them on a DVD player or any computer which does not have EvilFOTO installed.

All this can be done using EvilFOTO.

So then how a selection is made?

To initiate a selection, you should first deselect the previous selection by using **Cancel all selections** . This does not remove them from the screen, will erase the selected images, not the image itself of course, also it does not take them from the screen, so you can, if you wish, reselect them. Now look for images with the criteria you want. When you see an image that you want to select, click on the checkbox at the bottom left of the image. If you have not deselected the previous selection, this image will be added to the selection. If you have deselected them, it will be the first image of the new selection.



When you click on the checkbox of an image, a reference to that image is added to a list of selected images and images are added to the list in the order in which you select them. If you click on its checkbox a second time, it will be removed from the list. Reselecting it by clicking a third time, will put it on the end of the list. You should not see two identical selected images nor you should try to have them.

Try selecting some images from a folder and some more from another folder search image of :> Friends (we will explain this later on) and select some more. Now to see the selected images click on **See select** and you will see them in the order that you have selected them. If you select an image that is already selected it will be deselected. You should not have 2 equal selected images.

All selected image will show its check box as ☒ , so if, in a folder there are 4 images and 2 are selected, when you look at the folder the 2 selected ones will show the check box as ☒ . This is very practical since when you go to any folder it will show which of the images are “already” selected, so you will be able to know which are still available to select or to deselect.



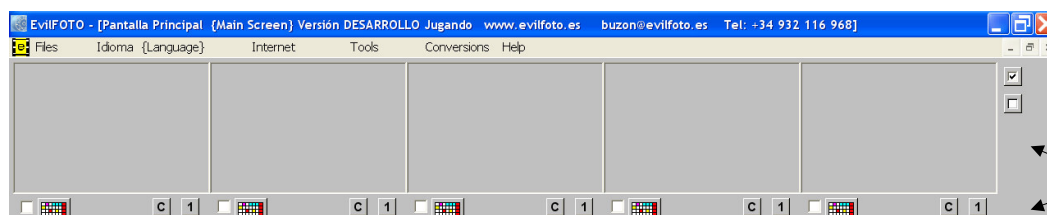
Also you can select all the visible images by clicking on **Select visibles** . This will not duplicate the already selected ones. It will only select the ones you see on the screen (a maximum of 15).

Another option is to select all of the images in the current folder plus its subfolders using

Selec folder +

So be careful with this option since thousands of images may be included and the process could be very slow.

You also have the option of selecting or deselecting 7 images at once (a whole line).



Press here to
select or
deselect a whole
line.

If, once you have seen the selected images, you would like to reorder them, click on **See select** and then on **Cancel all selections**. Since then, they are still visible but not selected, you can reselect them in any order you want, but do not make a zoom. Click on **See select** to see the final order, but be sure that all the ones you want are selected or you will lose them from the selection. This system of reordering is a simple method which is only practical for a small number of images.

There is a more practical method of reordering images (especially when there are large numbers of them) which makes use of the **Order select** button (See the chapter “How to order images”). It is the preferred and recommended method of ordering.

You will be able to see your selected images and add or subtract some any time you want, even if you have switched off the computer. That is, assuming that you have not deselected them by using **Cancel all selections** or you have not used any function that clears or change the selection (for example loading an album).

In a later chapter you will learn how to make a permanent album from your ordered, selected images so that you can have a permanent and protected listing of those images before you start making another set of selected ones.

Please remember that when you reorder or deselect your selected images, your actual image files are left unchanged on your hard disk. EvilFOTO's records of the location of your images are also left unchanged. The only way to erase an image completely (from within EvilFOTO) is with the Zoom Screen option  and the option to **erase selected images** but you will be informed very clearly of this action and will have the option to cancel the action.

SUMMARY:

- A) You have learned how to select images from various folders using several methods and you have learned the reasons for making selections.
- B) You have learned how to deselect images.
- C) You have learned a basic method of ordering selected images.
- D) You have learned how to erase the listing of the selected images.

24/10/06

Introduction

First of all, we must say that we don't want to dictate where and how you should store your images but we have some suggestions that may prove useful and we leave it to you to decide whether or not to follow them. Basically, **EvilFOTO** does not mind where you keep your images and it will not move them unless you specifically ask it to do so.

We believe that before we think about using EvilFOTO, we should have our images at least basically organised on our computer. This seems at times to be almost impossible, especially when we consider the variety of images that we may have from different sources (images scanned from photos that were in a shoe box, or from a carousel of slides, images on diskettes or CD-DVD, images from a digital camera... etc) and all stored on the computer without too much regard to organisation.

Reasons for an organised folder structure

Before we start organising our images, we should start organising our ideas. We probably have the vague idea that we need an organised structure for our folders and files but we need to analyse the reasons for needing it and to work out the best way to achieve it. Let us think about the reasons for wanting an organised folder structure. Two main reasons come to mind:

- **To be able to find photos easily.** There is really no point in having all of our precious photos stored on our computer if we can't find a particular image when we need to show it or send it to someone, or to print it. So ease of location is high on our list of priorities.
- **To make the backup process easier.** There is also no point in having our photos on the computer if we are at risk of losing them with a major computer crash or if it is stolen. It is essential to regularly back up our computer data (including photos) and we can make this process easier if we organise our folders in a certain way.

So even before making use of EvilFOTO, these two factors should play a major part in determining our folder structure. Let us try to explain now what we can do using Windows alone. Then, we will consider how EvilFOTO can improve the situation.

Organising photos using "Windows"

Windows provides us with the "My Pictures" folder, which we can use as a starting point. There are some advantages in using this folder because it is pre-configured for the purpose of storing and viewing images. But remember that in different language this folder is called differently and could create some confusion. However, we are not bound to use it since we can create our own folders that may be configured in a similar way and only be used for our images and not for all the images that other programs can put there. We will discover that Windows is rather limited when it comes to storing information about the contents of our photos and at this point, most people start looking for a third party application to

provide an improved cataloguing ability. We will also realise that there are some decisions to be made about choosing suitable names for our folders and files. Problems will arise with some of the naming methods and in the suggestions that follow, we hope to foresee and remedy some of these problems.

Organising photos using “EvilFOTO”

The advantage that we gain by using a program such as EvilFOTO, is that, because of its advanced cataloguing capability, we can afford to be less specific and more flexible in our naming of folders and files, since the cataloguing will be done in EvilFOTO and not only by folder naming process, this does not mean that an appropriated folder name does not help.

Elements of a folder structure

In designing a useful folder structure we need to make decisions about suitable names for our folders and our image files. We need to decide to what extent we want to have folders within folders or each one after the other and we need to decide whether to use the “My Pictures” folder. We also need to set limits to the number of photos per folder simply because putting 2000 images on the new year 2005 folder is not very practical.

Suitable folder names

The first suggestion is that we start by giving our folders appropriate names. We should not assume that folder names need to convey information about the folder’s contents. This may be the case if we were using nothing more than “Windows” to manage our photos but the cataloguing ability of programs such as EvilFOTO, makes this completely unnecessary. Once a photo is catalogued, it will be easy to locate, regardless of its folder name. There are a several naming schemes that we could adopt. Here are some examples:

Names reflecting content

Although not necessary when using EvilFOTO, folders **could** be created and named to describe specific groups of photos. We could for example, put some of our scanned images into folders with names such as “Pictures received from Aunt Julie”, “Scanned slides 1”, “Trip to Sevilla”, “My parents”, “In the disco” etc. Although such names can accurately describe the groups of photos, they do not give idea of time or order. Our next examples bring some sort of sequence into the structure. Besides if there is only a few images of “in the disco” to make a folder only for them seems a waste or what name we give to a folder that will contain images from the last 5 weekends.

Names based upon a numeric sequence

We could give our folders such names as:

0001
0002
0003
etc.

On the face of it, this system does not appear to have much in its favour but it does at least put our images in some sort of time order and we will extend our thinking on this method when we come to consider our backup requirements. Note that the leading zeros are required to keep these folders in the correct order. If we leave out the zeros, we will find that folder “10” is listed before folder “2”. Remember, this is an alphabetic listing, not a numeric one.

Names based upon dates

An extension of the above method, is to give our folders names based upon dates. If we format the dates as described below, our folders will again be listed in time order and we will have the added advantage of seeing the actual date in the folder name. The methods based upon numeric sequences (including dates) have the advantage of giving us more control over the contents and size of the folders, something that becomes important when we bring our backup requirements into the equation. For example, a folder named “Trips to Sevilla” will suddenly grow in size when we make another trip to Sevilla, whereas putting them on a new folder called (2004-01-03) Trip to Sevilla will not affect the size of our earlier folders. As mentioned above, we should not be concerned that our folder names convey little about the folder contents since we can let EvilFOTO deal with the detailed descriptions of the contents of the photos and their classifications, when you search images of “Sevilla” you will not even see the name of the folder.

How to format the date in a folder name

It is a matter of choice whether complete or a partial dates are used, but note that by putting the year first, followed by month and day, the folders will be listed in date order when ordered “alphabetically”. As an example, if you decide to use complete dates, (2004-02-24) would represent the 24th of February 2004. Note that it is necessary to use leading zeros in the month and day sections to retain the correct order.

As we will see later, EvilFOTO in the downloading image from a camera screen puts the date in the folders automatically if you want, following this format (2004-02-24).

Names combining the above options (Sequence Number/Date and Content)

There is no reason why we should not combine our previous suggestions and use folder names that start with a number or date but also include a description of folder contents. Here are some examples:

0001 Trip to Sevilla

0002 My parents

0003 In the disco

or

(2003-12-01) Trip to Sevilla

(2003-12-02) My parents

(2003-12-28) In the disco

With this system we have both worlds, we have order and title.

Names used in folders to aid the backup process and dictated by the media used

If we have 3 or 4 external hard disks of 250 Gb or at least as big as the one we use to hold our images, and if we have our images in C:\My images (with its subfolders) then the back up is very simple, copy and paste the 240 Gb of images of this folder overnight to one of this external disks, make a rotation of them and solved. If we not have that much we can split the work in the following way.

This suggestion uses folder names that reflect the type of media we are likely to use when we make a backup. To understand this system we need to know something about the storage capacities of the various media. The media options (with approximate capacities) are:

- Floppy disk 1.4 Mb
- CD 650 Mb
- DVD 4.7 Gb
- Blue Ray Disk 25 Gb
- There is the option of double layer and double side
- Hard disk almost no limit

We can probably ignore the floppy disk as an option since it is becoming outdated and its capacity is too low to hold many images. So let us assume that initially, we plan to use CDs as our backup medium. When we are in the initial stages of making our collection of images, it is possible that the 650 Mb capacity of a CD will be sufficient to backup our collection or at least a good part of it, specially if we follow the order of protecting first the older ones that probably are the ones that take less space but we need to plan ahead to anticipate the time when one CD is no longer enough. See the following example:

```
C:\Photos\BR 01\DVD 001\CD 0001\ (2003-12-01) Trip to Sevilla  
C:\Photos\BR 01\DVD 001\CD 0001\ (2003-12-02) My parents  
C:\Photos\BR 01\DVD 001\CD 0001\ (2003-12-28) In the disco
```

} Max 650 Mb

This CD 0001 will contain 3 folders with a maximum of 650 Mb.

The part of this structure that is relevant to our present situation, is the section of the “path” starting with “CD 0001”. The section preceding “CD 0001”, is simply our preparation for later expansion. Inside the CD 0001, we put as many consecutive folders (using our number sequence) as we can fit in 650Mb, which is the approximate capacity of a CD. Up to this point, backing up is easy. We simply copy the “CD 0001” folder to a CD. As our collection of images grows, we would create extra folders (“CD 0002”, “CD 0003” etc) and we would limit the contents of each folder to 650 Mb. Each folder can be backed up onto a separate CD.

EvilFOTO will help you a lot in this if you use to download the images from your camera the option {Load images from a digital camera or memory card}. The reason of this is that, as soon as you select there the camera or the memory reader, the program will indicate how many images you have to download and how many bytes they have, this gives us a good idea of what we have, but also when we click over the

final folder, the final place where you want to download the images, also it indicates us how many folders there are, and how many bytes hold.

As $2+2=4$, it is very easy to see how big the final folder will be, if we add the ones we want to download to the final folder.

If it goes over the 650 Mb, then the best is to create the following folder.

Another advice would be, never to reach the limit of the 650 Mb, just in case in the future (not recommended) you add some more images or you relate to this image, some sound, music, etc.

Where we go from here, depends upon whether our computer has a DVD writer or whether we intend to upgrade to one. If we are satisfied that we need nothing more advanced than a CD Writer, then we simply expand the folder structure as outlined above. However, if we decide to upgrade to a DVD Writer, at the point where the total capacity approaches the capacity of a DVD (4.7 Gb), we create another DVD folder but continue to increment the numbering of our CD folders. This means CD 0007 would be our last CD folder inside DVD 001 and the first CD folder inside DVD 002, would be CD 0008. So we would move from:

C:\My Pictures\BR 01\DVD 001\CD 0007

To

C:\My Pictures\BR 01\DVD 002\CD 0008

CD 0001 to CD 0007 should not have more than 4,5 Gb.

Note that our CD number does NOT revert to "0001" at this point. We feel that it is important to maintain unique names for our CD folders even if they are spread across a range of DVD folders. This gives us more flexibility if we later decide to move our folders around, or a give a copy of only a CD.

We could then continue our expansion by adding CD folders and DVD folders, limiting the capacities to 650 Mb and 4.7 Gb respectively.

Of course if you from the beginning, you start with a DVD there is no need to create CD subfolders, it does not make any sense, simply put the subfolders inside the DVD folders in this way:

DVD 001\ (2003-12-01) Trip to Sevilla

DVD 001\ (2003-12-02) My parents

DVD 001\ (2003-12-28) In the disco

Of course you will be able to put many more subfolders that in a CD.

If you feel this is too much, you can make a subdivision of the year type.

DVD 001\year 2003\ (2003-12-01) Trip to Sevilla

DVD 001\year 2003\ (2003-12-02) My parents

DVD 001\year 2003\ (2003-12-28) In the disco

We can look even further ahead, to the time when we will have a “Blue Ray Disk” system with the capability of storing around 25 Gb per disk. It is simply a matter of extending the system already outlined above. As with our CDs, we feel that it is important to maintain a unique number sequence for our DVDs.

Using this system, we will be able to make as many backups as we want, onto CDs, DVDs or BRs, using whatever backup method we decide to use. If we use a “Drag and Drop” method, it is really easy with this folder structure. The important thing is to avoid adding images to a folder once it has reached the limit that we have defined.

All the option of double layer, or double side is a simple extension to all of this and you can make a use of it, but remember that to “protect” means “to make a reliable copy that after 10 years we can still use it” If the system that you are going to use does not warranty it, **do not use it**. Double layer, double side, rewritable compressed are on our opinion words for trouble.

And last, due to the cost reduction on low failure ratio the hard disks are becoming the ideal format for images protection. You do not need to make all this CD, DVD, BR, subdivisions, since if we are going to use the hard disk as our back up system we can simple order our 500 folders of in F:\My images orders by any of the above systems.

1001 My first photos

|
|
|

1501 New Year 2007

If it takes 240 Gb then copy and paste, if a listing of 500 folder is too much make subdivisions as explained above.

Suitable image file names

As with folders, it could be important that our image files have suitable names but with files, the situation is complicated slightly by the fact that the names originate in a variety of ways.

The origins of various name types

Filenames can in some cases be allocated by us, but in other cases they will be generated automatically.

File names given by us

The two main situations where an image is likely to have been named by a person (ie non-automatic), are:

- **If we scan a photo** (if it ask us to introduce a name)
- **If we receive an already named photo as an e-mail attachment**
- **If we create the images with Paint, Corel, etc.**

When we name the images, we will probably use one of the following methods:

- **Names reflecting photo content**
- **Names denoting date of photo**
- **Names in a numeric sequence**

An example of a **Name reflecting photo content** would be “**Peter and Mary.JPG**”.

However, such a system is not very practical because as the number of photos increases (in any one folder), it becomes more difficult to remember what names have already been used.

Since as far as possible they should be unique names and besides this if we have hundreds of images of Peter and Mary it means very little. Information about the subject matter (Peter and Mary) is better handled within the EvilFOTO program, using its classification system.

When we consider **Names denoting dates** we may consider the date we scanned the image to be important but, of course, the more important date, is the date the photo was taken and we could use this date, as a filename, for example “**2003-12-01.jpg**”. However, it is unlikely that we would know the exact date especially if we are scanning old photos and, there is another problem. What do we do when two or more photos were taken on the same day? One possibility is that we add a suffix to the date but this system becomes a little messy when we realise that for some images, we know the date but for others, we do not. The only system that gets around this problem, is the system of unique **Names in a numeric sequence**. We could use a sequential numbering system similar to that used for folders as discussed earlier. This method is particularly useful for naming scanned images and gives us an easy way of guaranteeing a unique name for each image.

Filenames assigned automatically by a digital camera

If we have a digital camera, the image filenames will be allocated automatically by the camera. However, we may have some control over the format of these names. A good idea, if possible, is to set the camera so that it names its images according to the date taken. Another possible one is the option to use a continuous numbering system. Either way, the images will hopefully be listed in the order in which they were taken. It is also very useful to have a camera that stores the image’s date and time inside the file, that even gives the seconds, exif data.

Something very important is that when you change the memory card the numbering does not start from 0 again. Please remember that most cameras only uses 4 numbers so every 100.000 images the name can be repeated, so this filename is not unique, if we add the date for example 2006_20_21_IMG_1091.jpg, unless you take 10.000 images in a day, then it is unique.

Choosing whether to use the “My Pictures” folder

As mentioned previously, the “My Pictures” folder has been pre-configured to display images and initially, we may consider it the ideal place to store our images. However, there are a couple of reasons that might lead us to change our minds.

One problem arises if we decide to transfer our photos to another computer that is running “Windows” in a different language. For example, the Spanish version of “Windows”, would have a folder called “Mis imágenes” inside a folder called “Mis documentos”. This means that information in the EvilFOTO classification database would not match these folder names. The problem is not a serious one and could easily be dealt with, but is an added problem.

The other problem relates to the fact that the “My Pictures” folder is **inside** the “My Documents” folder. Many people would be in the habit of backing up the “My Documents” folder so as to include all word processing documents, spreadsheets, drawings etc. If we make use of the “My Pictures” folder and if we continue with our planned “BR\DVD\CD” structure described above, it would be necessary to exclude the “My Pictures” folder from the “My Documents” backup.

The overall conclusion would be to avoid the use of “My Pictures” and create one for us, for example F:\My pictures.

Setting limits to the number of photos per folder

Try to put a reasonable limit on the number of images in any one folder. With a modern computer, up to 500 images per folder should not cause any problems. Theoretically, you could put 10,000 pictures in a folder and EvilFOTO could classify them, but its speed would suffer and it is not recommended.

Setting limits to folder size in bytes

One reason why you should limit the maximum size of your BR, DVD and CD folders to something less than their absolute maximums is because, if you use the Siii System of backing up EvilFOTO, it will not only back up your images but also your data. If you leave about 30 Mb (on a CD) you should be safe. Also you should be aware that if you add music to the images this also will be copied and will add to the space required. Sound files in WAV format take a lot of space and the user is the only person able to make a judgement on this.

• First organization of our images in a travel

We have just returned from our 2 week trip from the Mediterranean, and we have in our hands or variety of images.

Ours, the ones the friend give us, the ones we have already downloaded into the portable and the protected ones with that small hard disk that stores the contents of many types of memory chips and we do not even remember the order we took them.

The chaos is there, What to do with all this images? Where do we keep them? and how we organize them?

If each memory chip has an unique and clear subject, for example images from Palermo, and we want to keep them by cities, then put them any place you want, but the normal is that in the same memory chip you also have the trip, the following city, etc.

The systems and advices can be many. If you are sure that the numbering is unique (a continuous numbering) the best would be to put them on only one folder using EvilFOTO unless it gets to a number that makes it impossible to work with them, 500 is no problem. If by mistake, an image has the same number, EvilFOTO will rename it and we will not loose it, with this we will able to have all the images in one folder and in the order they were taken, since being in only one folder then will be ordered by number, this is already a great help..

This might seem not a very organized system, but initially has the advantage that you can see them as a whole and ordered and lately we will be able to split them accordingly to our taste.

- a) If the numbering is continuous, we will have them already ordered without doing anything, which it could have been almost impossible if we had put them in several folders. Rarely we note the order of the chips.
- b) If we have changed memories on each memory card, we can have images from several dates, or several places, when you put them together there is a continuity that will not be there if they are in several folders, not to mention if we have used several cameras.
- c) It will be easy to have a first back up in a CD-DVD of all images before starting our ordering and classification, specially if we use RAW.
- d) When we make our first cleaning, erasing the unnecessary, we can split the folders by more exact subjects or sizes.
- e) If they are not ordered, to put them of ordering in only one folder can help a lot, since if you use the several EvilFOTO help systems you can select and order them so they will be in that folder in the order that you want, or split them.
- f) In the case that the images were taken with several cameras, with different numberings, DSC_1001.JPG or P0623019.JPG, you will be able to order them by cameras or by subjects.

If we want to do this, we should make use EvilFOTO to split or distribute the images, selecting the different groups, if not we risk to loose our classifications, notes and exif data.

Once done any of the above, we can select a first group and we will pass it to a folder using the function of passing images **with record**, then (if we have done a good protection) we can erase them, and continue with the following group until we have all the images split correctly in several folder, for example

C:\Images\Trip to the Mediterranean\Crete and surroundings
C:\Images\Trip to the Mediterranean\Malta and surroundings
C:\Images\Trip to the Mediterranean\Palermo and surroundings
C:\Images\Trip to the Mediterranean\Naples and surroundings

- **Other notes**

You know that EvilFOTO does not move or touch your images (unless you ask) you can put them in any place that you want or better leave them where you already have them.

In spite of a starting like this, there are a few limits due to the operative system limits, ease of use limits, or EvilFOTO limits.

Let's start studying the limitations and will add a few suggestions. We do not allow to put more than a few hundreds of files in the root which means on C:\ or even on a CD called D:\ so that so easy, do not put images on the roots, use a folder.

Windows also has a limit on the amount of files that you can put on a folder, this limit is very high around 64.000, but still it is a limit.

The other small limitation or better annoying this is that unless you fix a letter to your external hard disk, for example G:\ or the CD or DVD, depending of how many devices you convert and in what order, it can happen that some time G:\ can become H:\ and vice versa, try to fix them. Windows has an option to fix them.

There is a limit fixed by the burning (recording) CD-DVD that limits the amount of characters of any folder to 64. If you are going to protect your images with CD, DVD, etc. do not use long folder names
C:\My Images\My0123456789012345678901234567890123456789012345678901234567890
fotos\P000253.jpg would not be recorded.

Windows has also a not very clear limit on the amount of characters per path. So EvilFOTO has put a limit on the total characters per path of 180. We believe it is enough.

13/12/06

HOW TO ORDER IMAGES (NOT PERMANENTLY)

Put these 3 images here, between this two

The screenshot shows the 'EvilFoto - [Ordenar imágenes] {Order images}' window. It displays a grid of 17 images, each with a small 'M' icon below it. Annotations include:

- A purple box at the top left with an arrow pointing to the gap between the first and second images, containing the text: "Put these 3 images here, between this two".
- An orange box at the bottom right with an arrow pointing to the double frame of the 'DINOSAUR' image, containing the text: "The double frame is what indicates it is ready to be moved".
- An orange box at the bottom center with an arrow pointing to the 'M' icon of the 'PETER THE PAINTER' image, containing the text: "Put them at the end".
- A red box at the bottom left with an arrow pointing to the 'M' icon of the 'MALDIVAS ISLANDS' image, containing the text: "You can deselect it and it will disappear".
- A white box in the center with an arrow pointing to the 'M' icon of the 'PETER THE PAINTER' image, containing the text: "Click here to mark it as ready to be moved".
- A blue box at the bottom right with an arrow pointing to the '1 -> n+1' button in the toolbar, containing the text: "The last will be the first".

The toolbar at the bottom includes buttons for navigation (1st, - Image, + Image, End), a 'Group of' field set to 28, a 'Total' field set to 17, a 'Position' field set to 0, and a 'Clear chosen images to move' button. The '1 -> n+1' and 'n+1 -> 1' buttons are highlighted.

Once you have selected images from one or several folders, it is almost mandatory to give them a visual order.

This screen will help you to move one or several images and put them in the position you want, until you reach the wanted order.

This ordering does not affect in any way the position of the images on the computer. To move an image, click over its M and it will show up a double frame, indicating that it has been marked and ready to be moved, and if there are several marked they will be ordered in the order you marked them.

Once ordered, you will be able to do with them whatever when an order is necessary, for example make a presentation, or printing process, etc.

If you want to save this order for another moment do an album.

You get to the Order Images screen from the Main Screen. However, you must firstly have selected some of your images and you must also have clicked on **See select** to view only the selected images (or some of them, if more than 15) on the screen. Only selected images will be ordered. It is not good enough that you see some selected images on the main screen.

Click on the **Order select** button and you will be taken to **EvilFoto - [Ordenar imágenes {Order images}]** where you will see that the screen layout is similar to that of the main screen but with a few extra buttons to allow you to reorder your selected images. We are sure you will find this screen most useful.

We must emphasise, as mentioned above, that you can only reorder **selected** images. If the images on the Main Screen are not your selected and only images, you will not be able to get to this screen.

Once you are on the **EvilFoto - [Ordenar imágenes {Order images}]** screen, you can basically use the same functions to move around the images as on the Main Screen, but each image here has an additional **M** button to allow you to select the image (or images) to move. Click on one or several of the **M** buttons and you will see a double border around those images to indicate that they have been chosen. If you change your mind and do not want to move an image, click on the button again and the indication will be removed.

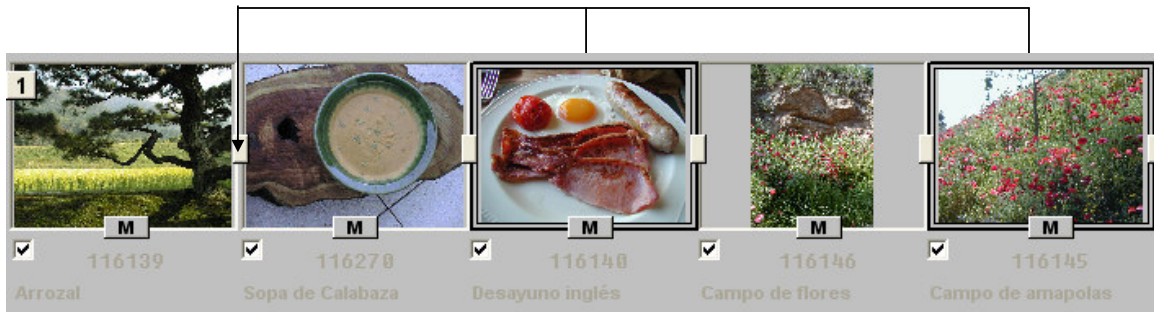
The counter **7** will indicate how many images you have chosen. If you choose several images but decide you want to start again, click on **Clear chosen images to move**

Once you have chosen the image(s) to move, click on one of the small buttons  which you will see **between** the images. The images will be reordered with the chosen images inserted at the selected position.

If you click on the **1** button, the chosen images will be placed at the beginning of the selection even if you are not currently viewing the first group of images and you do not see them. Similarly, if you click on **n+1** the images will be placed at the end of selection, even if you are not currently viewing the last group of images.

1 -> n+1
n+1 -> 1 This button changes the order of all images, the last will be the first and vice versa.





These 2 chosen images will be placed after the image of the tree if you click on the indicated button.

Remember that the images you are working with, are selected images, all of which are marked with a ☒ and if you click on one of these ☒ you will be indicating that you wish to remove the image from the list of selected ones. That image will then disappear from the screen.

Once you have finished ordering images on this screen, they can be used, in their new order, for any purpose that requires ordered images. You can save your reordered selection as a permanent album, make an orderly presentation of your images or print them in their new order or even send them in this order by e-mail.

We want to emphasise again that this order is not permanent and if you start to order other images or you clear the selection, the reordering will be lost. If you wish to retain the ordered selection, save it as an album, even if it is only a temporary album, Album_temp so that you have it stored for later use. In another chapter we explain how to make an album.

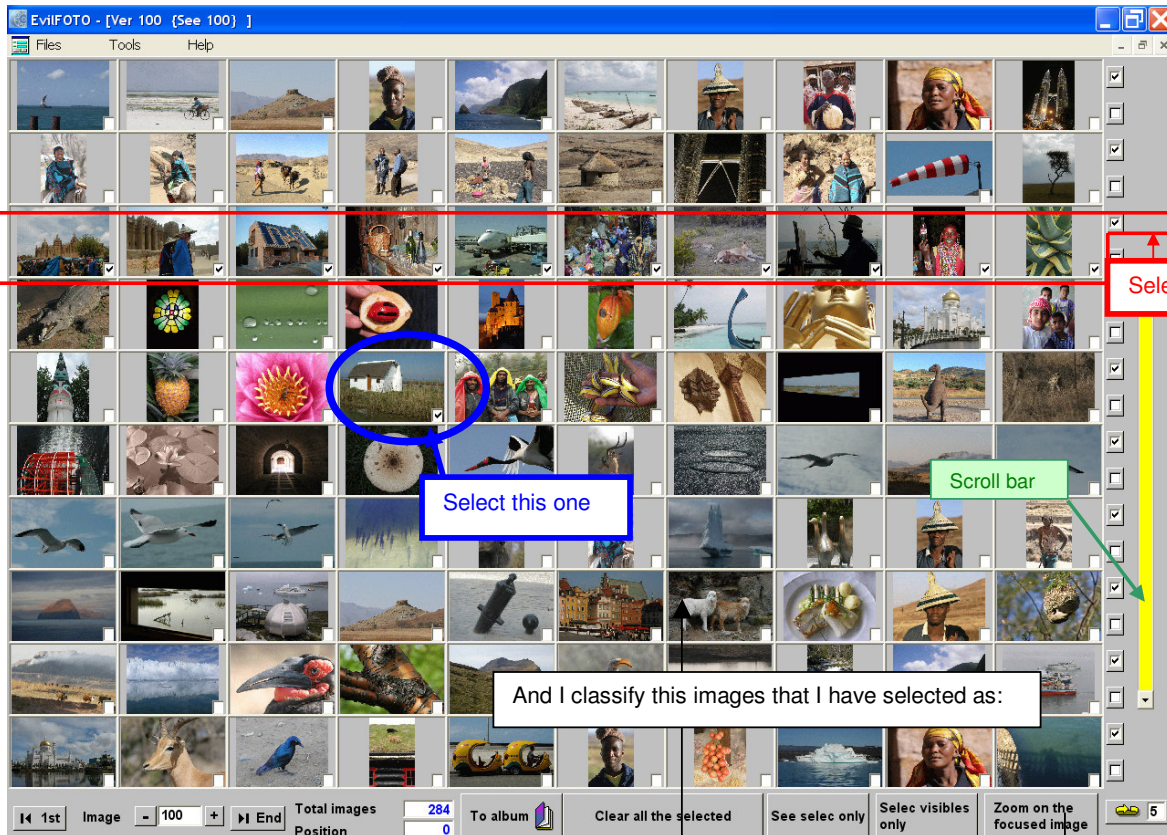
One final time... Beware...Remember that if while you are making a selection, you have the idea (very logically) of viewing an album, making a Siii or using the **Select folder +** (in another words anything that creates or adds selected images), it will clear your selection or will be added to the end of it, so you can lose your work. Make an album.

Look at the Online Help of this screen, there you will see the detailed explanation of all buttons and objects.

SUMMARY:

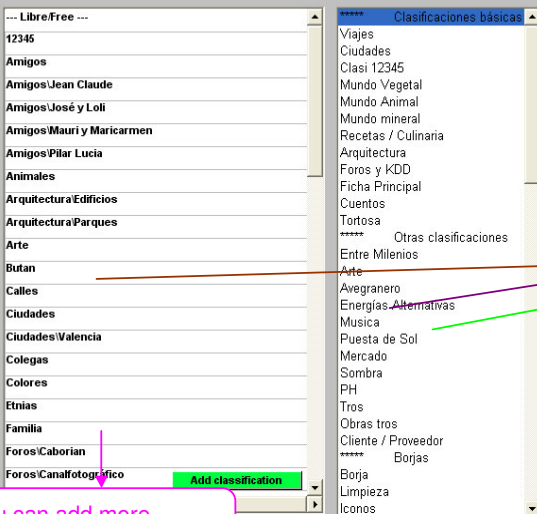
- A) We already know how to reorder a small number of images by reselecting them in a new order.
- B) We have learned how to mark our image(s) for moving by using the **M** buttons.
- C) We have learned how to move our chosen images with **M** to the beginning or end of our selection.
- D) We have learned how to insert our chosen images between two other images.
- E) We have learned that we can remove an image from our selection.
- F) Above all, we have learned how fragile our selection is and that if we do not save it as an album there is a strong possibility of losing it.

HOW TO MAKE AN INITIAL ORGANIZATION OF OUR IMAGES SEEING THEM 100 AT A TIME



Click over the lists to choose the classifications you want for your selected images, you can put as many as you want, they will be added to the editor

You can add classifications directly from this screen



You can add more classifications, no limit

All there is in this editor will be placed at the end of each record of your selected images, you can add anything by hand. All will be part of the classification

Extra notes put by hand, that will be placed on the selected records, no limit

Cancel operation

Zoom on the focus image

Pass to the records of all the selected images

When we have a lot of images and we want just to take a fast look for a basic selection or classification, to see them as a whole, helps a lot. This screen allows you to see them, select them and classify all or part of them, in a fast and efficient way, viewing them in sets of 100. Beware! this is not the appropriated screen for viewing details, to do this use Edit 4. The vertical scroll bar will help us moving in bigger blocks.

When we have thousands of images, to organize them is to make a great amount of process to end up with the final goal, among these steps could be.

- To choose the images to be erased, rotated or cropped, this will make an initial selection and will prepare the images to be seen more at ease to do a more thoroughly and complete selection.
- To classify them by subjects, keywords, for example trips, animals, family.
- Create albums by subjects, for example My Trips, Photos of Corsica, selection of sunsets.
- Prepare a CD-DVD of our best pictures to your trip friend or several site images for our colleagues.
- Make a Siii.

All of this of course can also be made using the other functions of EvilFOTO, but when there are too many images, if you want to do a preliminary or rough organization, this is the ideal screen, this screen offers 100 images at a time, in one screen which allows us to have a better general idea.

Of course the images are very small, so this is not the ideal screen to make final decision or which are our best images, but certainly it is to make a first selection use Edit 4 for more fine selection.

If we have 2000 images of our last trip, passing 20 screens we will be able to see and evaluate all our images, so our work will be simplified.

Basically what this screen does is to show us the images we want, that can be ALL the classified or the selected ones, or one folder or the searched ones that we have of Peter, it will show them in groups of 100, so you can make an initial selection with the purpose of viewing them afterwards, for any of the following possibilities:

- If they are selected, we can deselect some, or convert this selected as if they were a folder and start selecting them again from zero.

When we have only a few of the original selected we can choose to see only the selected that remain, and then continue.

When at last we have the selected that we want (as initial selection) we can proceed with them to do:

- Return to the main screen and do whatever we would have done with selected images.
- Classify from this screen all this selected, it will save us a great amount of steps (use the tool menu).
- Make an album directly of the selected ones.

Please note that the classification or the album will only be made only of the selected images even if you are seen other images not selected, we always recommend to do the “See select only” to be sure of what we have.

The initial images from where we can start working can be:

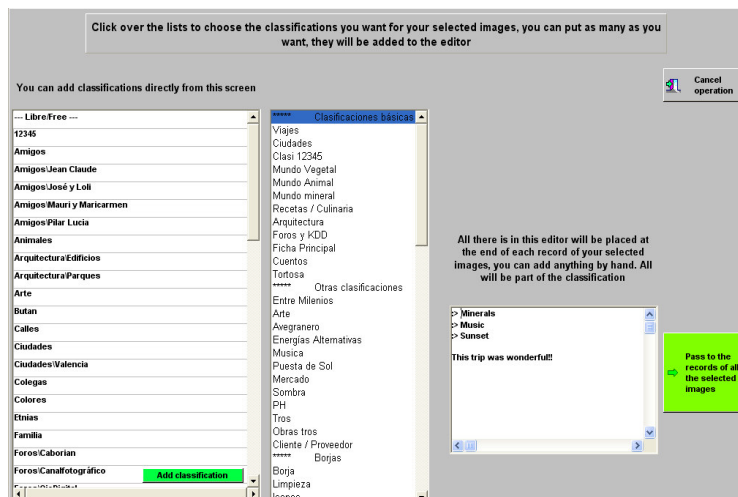
- From a folder, but only will be images from that folder.
- Searched by title or classification, will be limited to only this images (can be from several folders).
- And of course from selected, they can come from different folders, from searched ones or even without records.

Each one of the 100 images has a checkbox to select or used at it. If you want to make the image bigger for a better view, click over it and if we click over the **Zoom on the focused image** it will be enlarged from a better evaluation. We can move around using   , also you will see the title and filename of the image.

Of course we can go to the beginning or end of the images or moving in block of 100 or of any value we want.

There is a very practical function which is **Clear all the selected** not only will clear the selected images, it leaves them visible (not selected) so we can start again selection over the unselected ones, since they do not disappear from the screen, you can re-select some for other purposes, in other words you can select from selected ones.

Of course we can classify the images that we have classified in a first way using the menu of Tools => Classifying selected images, it is perfect, since we can select groups of images that have something in common for example the classification :> Family, deselecting some of them and selecting other also we can classify them as :>New year’s meal, etc.



This option only classify the selected images (only the selected ones, even if you are seeing others).

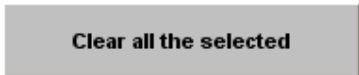
Also this option offers to use as many special classifications as you want, click over the classification label and it will be added to the editor.

All that is in the editor will pass to the end of the records of all the selected images, you can also add by hand other classifications or notes to the editor, all is considered classification. To add or erase special classifications, go to the screen Classification Tools.

Besides this last, you have here another list of classifications that you can use at the same time, you can add or erase the classification here, they are shown in alphabetical order, if you leave a blank field when you leave the screen it will be erased.

If you want you can go directly to  , so you will be able to make use of all the advantages of the album, for example to create a new album of the selected images that you have, or ever bring to this screen any album as selected, this gives a great flexibility when working.

When you have a certain amount of selected images, you can proceed to classify them or create an album, immediately we can deselect some or add some more, or add some more or use the

 **Clear all the selected**

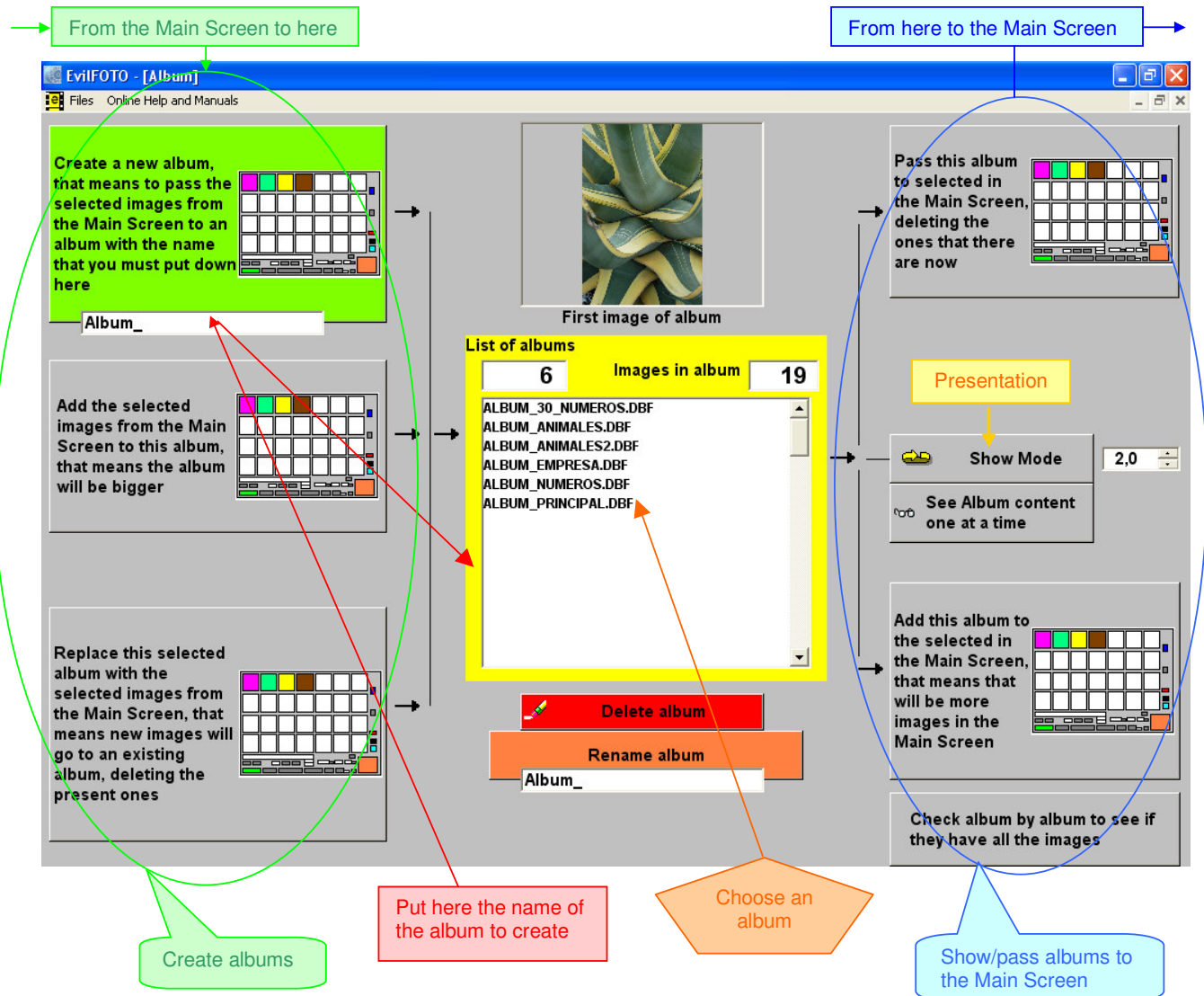
and start to select or add other and make another set of classifications or albums with other criteria without losing the work done.

The capacity of see only selected images, cancel or selected, make albums and select in groups of 100 gives a great plus on the work.

You can also select all and only the visible (max.100) using the  button.

This screen is not made to make final decisions or choose your best images, since seeing them so small size does not give this possibility (even when you can enlarge it) basically is to make a first or rough selection, after with the help of other screens like Edit 4 or the Zoom screen you will be able to polish and finish the job.

HOW TO CREATE AND UPDATE ALBUMS OF ORDERED IMAGES



Once we have done a very hard searching of hundreds of images and we have ordered them with a lot of care, titled, put some music, etc., then we would like to save this images in that order (it has cost us a lot of effort) but without duplicating the images or losing the data.

The album is the way to store the listing of the images in the wanted order for a future presentation or visualization. It contains all the data of the images, its classifications, title, music and it does not duplicate the image.

The quantity of images in an album and its order is not changed in any way unless you do it.

You can make as many albums as you want with as many images as you want, it will not duplicate the images.

Typical albums could be: Album_all_familiy, Album_my_best_pictures, Album_our_product_range.

When we orderly have a group of selected images, well ordered, we will like to keep them in a way that we can recover them on that order.

An album is an orderly list of the locations and names of selected images, a list which records all the characteristics of the image, its filename (which is the most important), its notes, special classifications, title, sounds, dates, etc. We want to keep all the information on this list as a separate identity and it will be referred to as an **album**. When we create an album, we do not duplicate the images or the sounds. We must be clear that an album is only an ordered list of images, for example:

C:\MY IMAGES\P00012.JPG
C:\PHOTOS TRIPS\P00243.TIF
D:\MY IMAGES\P012012.JPG

The records of the selected images have all the characteristics of the image, its name (the most important), its notes, special classifications, title, sound, date and exif data.

The selection of images does not change, it is not erased and it will be retained even if we switch off the computer, since it is simply a listing that has been saved. However, we can only retain one such selection, since if we make a second one the first will be replaced. This brings us to the question...“How do we permanently save our orderly list of selected images?” The concept of the album, gives us the answer.

We have already learned how to select images and now we want to learn how to save them as a permanent album. Usually the selected images will be about one subject and by making an album, we will not have to repeat the process of searching through thousands of images in hundreds of different folders. When we have made this selection once, to repeat it would be a waste of time.

Let's suppose that you have a son (John) and you have searched for, selected and ordered 20 images that have as a common denominator “images of John”. It is very clear that you have taken them from many different places and fortunately in the future there will be more to add.

Since the authors of EvilFOTO have insisted so much that there is really a danger of losing or erasing the list of selected images, the best thing we can do is to save them as an album with a name. This is what this chapter is all about.

Once we have selected our images and maybe used {Order images} to order them, we can return to {Main Screen} we can click on the  button. This will take us to the {Album} screen.

The idea is to store the ordered and selected images with an identifiable name. Each album name must begin with **Album_** (including the underscore _ and with no space). As examples, **Album_company** and **Album_Trip_To_Paris** would be acceptable names. Be sure to use only alphabetic characters and underscore characters. Spaces, punctuation marks, brackets etc are not allowed and please do not

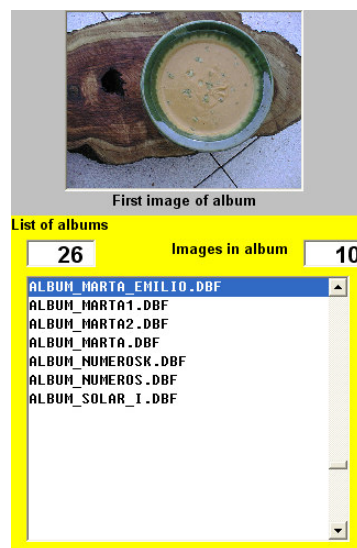
confuse the hyphen (-) with the underscore (_). When you enter this screen the entryfield already contains a default name **Album_** which you can extend to name your album as you wish, using the rules outlined above. Type the name in the entryfield and click the green button.



By default, when you enter this screen, the entryfield it is prepared already with Album_

When you click on the button to create the album, your chosen name will appear on the list of albums in the centre of the screen ordered alphabetically. Your album has been created.

The list of albums contains the names of all the albums that you have created. The left counter indicates how many albums you have and the right counter indicates the number of images each one contains as you select it.



Also, as you select each album you will see the first image of the album displayed above the list, making it easy to identify the album. For this reason, it is a good idea to make sure your first image is very representative of the album.

Now you can relax. Your list of selected and ordered images has been saved as an album. Well, perhaps do not relax too much. Maybe you should make a backup also but for this, we have another chapter.

Let us again make it clear that when you create an album you do not copy your selected images to another folder (this would fill up your hard disk very quickly). An album is simply a list of the selected image locations and filenames of the selected images (this is why an album uses very little space). However, remember that if you move, erase or rename an image that is in an album, the image will not

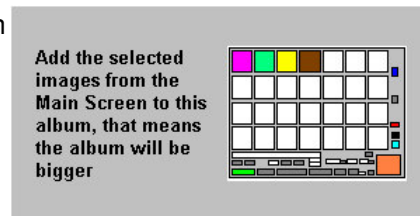
be found when you try to display the album unless you have done this process using EvilFOTO. You could use a removable disk (maybe a CD in drive D:) to store your images, but if you remove the disk, EvilFOTO will not find them and you risk losing the records.

Once you have created your albums, to see them (via the Main Screen), you have only to select an album from the list and click on the appropriated button. Probably the one you would use on most occasions would be



When you click on this button after you have selected an album, the program will take you to the Main Screen, the images of your selected album will be displayed on the Main Screen in the same order as when you created the album.

Returning to the images of your son, John. If in a year's time, you have 10 more images of John, select them and add them to the album by clicking on *this* button



and they

will be added at the end of the album.

Of course you can have as many albums as you want (son1, son2, etc) or you can combine albums. For example if you have Album_John and Album_my_parents, you could create a new one called Album_my_family.

Once you have your albums, since they are simply lists of selected images, you can view them on the **EvilFOTO - [Pantalla Principal {Main Screen}]** and then you will be able to do with them the same things that you can do with any selection of images (copy them, reorder them, etc).

In the situation (not desirable and not recommended) where you have moved, erased or renamed a folder or image, it will not be found when you try to view the album. For this reason it is recommended that you check the validity of your albums using the **Check album by album to see if they have all the images** button. This will tell you if there is anything wrong with any of the albums and hopefully you will be able to understand why this happened and where it happened.

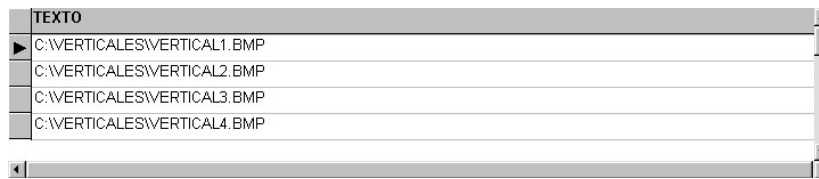
If an album has a problem you could erase it using **Delete album**, but this is a very dramatic solution, and you would really only do this when you have decided you no longer need the album. Of course, deleting an album only deletes the list of image locations. It does not delete the actual images. If you want only to give a more appropriated name to the album use **Rename album**

Another option before deleting the album would be to select it and click on



this will

show and a grid with a list of the images in the chosen album



To move with through the list and delete any problem items. Scroll around the album using these buttons to see the various images at the top of the screen. If you get an error, it will mean that the image is not accessible and you can delete the entry. You can then investigate what might have happened to the image. Maybe you remember deleting it or moving it.

The way to prevent most of these problems is to decide from the beginning where to put the images and then to leave them in that location. Avoid moving or renaming your images if possible.

If you try to delete an image, for example on the screen and this image is in one or more albums, you will be warned not to do it. However, if you insist, then the files record will be removed and all references to it will be erased from all albums containing the image. This helps to avoid the errors discussed above.



It will show the images of the album in show mode at the indicated time intervals.

The other functions available from this screen provide various ways of adding album images to the current selection or adding the current selection to an album. In both cases, there is the option of deleting or retaining the existing images.

Please read the online help for more details of all the buttons.

SUMMARY:

- A) We have created our first album.
- B) We have enlarged our album or added one album one to another.
- C) We have viewed the images of an album on the Main Screen.
- D) We know how many albums we have, their names, and how many images in each.
- E) We know how to erase an album.
- F) We know how to rename an album.
- G) We can see an album in show mode.

HOW TO CLASSIFY OUR FIRST IMAGES

The screenshot shows the EvilFOTO software interface with the following annotations:

- Top Bar:** "EvilFOTO - [Utiles clasificación [Classification Tools]]" and "And you can erase classifications/key words".
- Main Image:** A photo of a wooden object with a star-like pattern. A label "Title" is next to it.
- Record of the image:**
 - Metadata: "OLYMPUS 8080", "2004:15:09 12:48:05".
 - Classifications: "Cities Casablanca", "Architecture".
 - Handwritten: "Casablanca Mesquite", "Morroc".
- Annotations:**
 - "It is placed automatically when you click over the icons" (pointing to the "Cities" icon).
 - "This is placed automatically by EvilFOTO" (pointing to the metadata).
 - "You can add by hand anything you want" (pointing to the handwritten text).
 - "Very visual way of classifying your images, you can create your own icons" (pointing to the "Basic classifications" grid).
 - "An Arab music could be appropriate" (pointing to the "To Put/Change" button).
 - "Choose and create your own classification words" (pointing to the "Add new classification" button).
 - "It will put this on all the wanted images" (pointing to the "Put it in all active records" button).
- Bottom Section:** "List of classifications without icons" with a scrollable list including "Colegas", "Colores", "Etnias", "Familia", "Foros\Caborian", "Foros\Canalfotográfico", "Foros\0joDigital", "gatogato", "Mercados", "Mi ciudad", "Minerales".

To classify is a real pain, is true, but if we have 400 folders and 18.000 pictures how are we going to find them? Let's not get upset, it is not necessary to classify all images, only the most symbolic ones, the ones we believe we will like to find, if we classify only a few of the 300 we took on the trip in the Indian Ocean we will find all, put only once the name of the people that were with you, once the city names and moments, do not over do it, the rest of the images will be found by relation or reference to the others. With the date, relation, order, album, EvilFOTO will find the rest without the need to classify all of them.

Some appropriate music will be fine, and the address of that restaurant that we found by luck, will be very appropriate in the record of the image of the supper, this is another way of finding images.

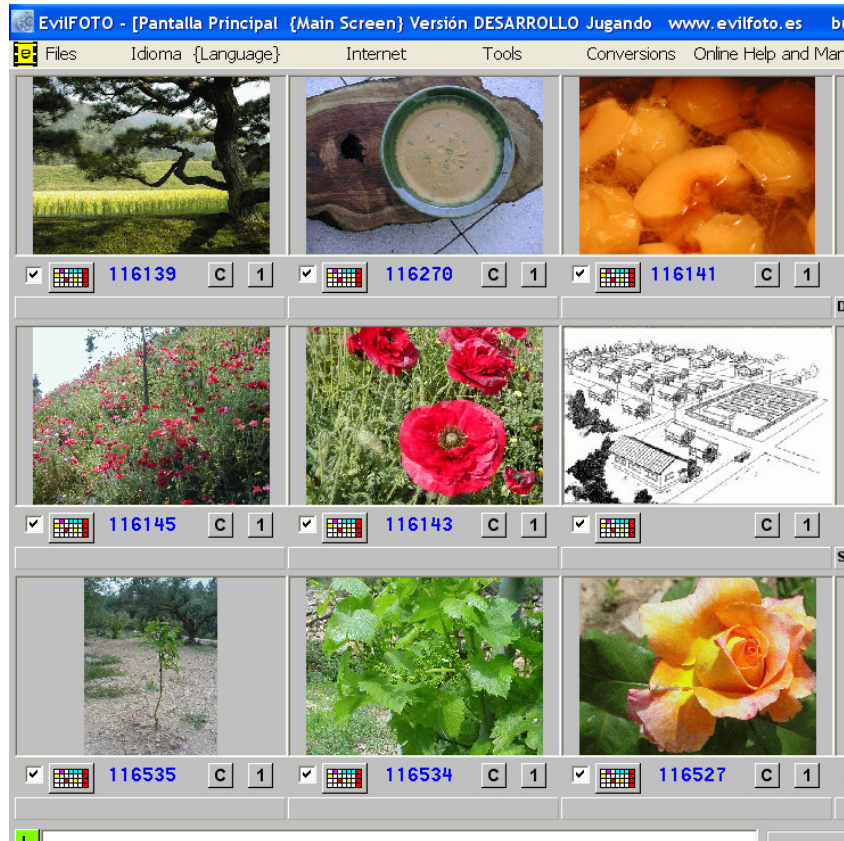
If we have the classifications=key words already prewritten as icons or on the grid it will help us to not make any mistake which means to always write the same text and without keying anything, what a pleasure.

When we change our opinion, we can erase from our image records the text=key word that we want.

It is important to note that with the standard classification of EvilFOTO if we classify only one of each 5 images it will be enough.

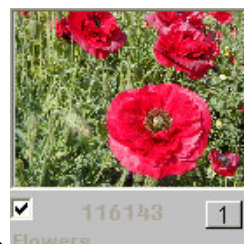
Take advantage when you want to show your images as putting appropriated title, besides given life to our presentation, it will be usable to find the image.

We have already seen our first images by opening a folder. When we look at images from a folder for the first time, EvilFOTO automatically classifies these images and gives them a unique number, a date of classification (date of creation of the classification record) and, if the image file contains the date and time the picture was taken, this will also be stored automatically its exif data. Up to this moment all this has been done without our intervention but if we want to use all the power of EvilFOTO we can extend this basic data by adding a title or other classification information such as dates, names, notes and sounds etc. This will give us more search options, allowing us to find images more easily. To do this to print more data that the basic we start by going to the  **EvilFOTO - [Pantalla Principal {Main Screen}**



To create our first personal classification, we click on any image and we will be taken to the  **Zoom** screen where we see an enlarged view of the image. We type anything we wish into the space reserved for the title, for example . We then close the zoom screen, we will see this word below the number of the image

You can also type the title directly on the main screen but there is less visible space.



We can now say that we have added our first personal point of reference to help us carry out later searches, besides given the image a title.

The title, along with the number, date, etc, is considered to be part of the classification of the image, but in the case of the title, it is a personal classification. We must remember that the title of the image is something that is easily seen by our friends and by ourselves when we show the images. For this reason, the title is the appropriate place to put a friendly or humorous explanation of the image content but not the place to make a precise classification. For example:

Appropriate→ Wonderful evening looking for poppies
Not appropriate→ Vegetable World: Flowers: Poppy

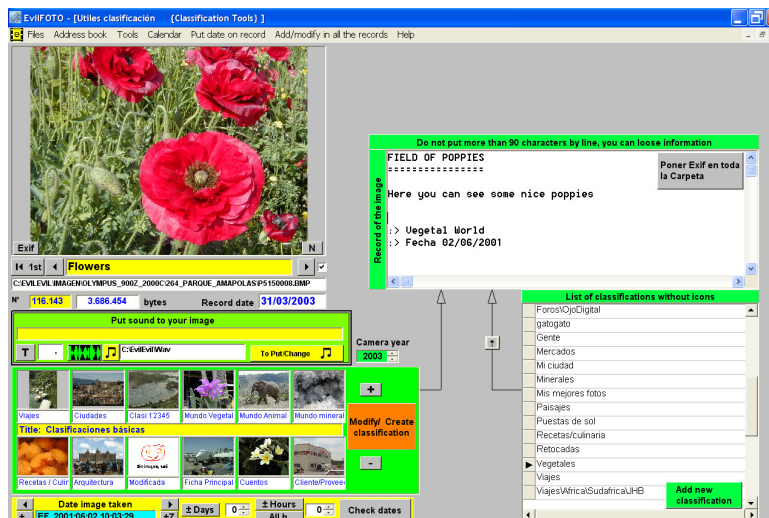
The second example would be more appropriately used in the editor. Please remember to use the title for text that you think is suitable for showing to other people. It is also important to give some regard to the fact that the title text will be searchable. However, that is the subject of another chapter.

If we need to extend the classification further and add more technical data, we must go to the Classification Tools screen by clicking first on the button **C** .

If you want to add more power to your classification click here to add more data.

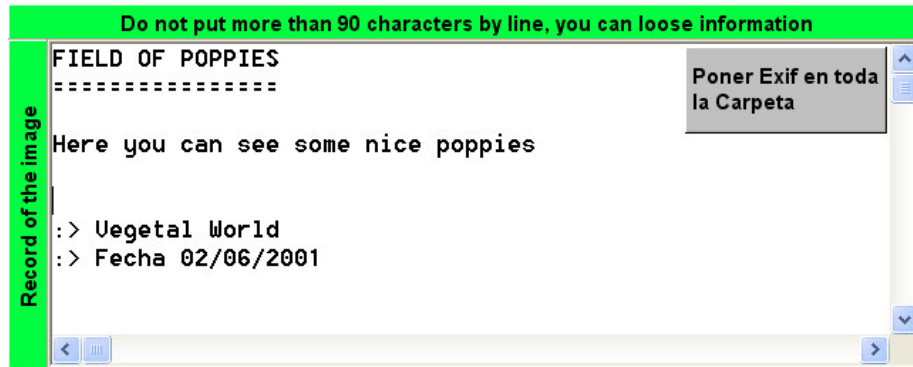


Now we are on the classification screen.



Below the image, there is an entryfield where we can put the title, for example **Dinner with friends, Winter landscape, Flowers** ◀ Flowers ▶ This has the same effect as when we added a title from the Zoom screen.

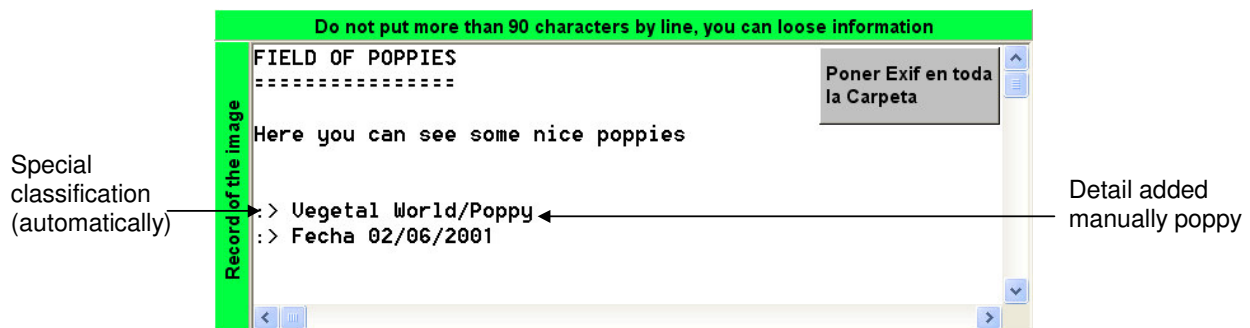
Also you will see an editor (text area) besides the image. In the editor you can type anything you want with no limit. Typically, this would be an explanation of the image.



Putting text in the editor is also considered to be a method of classification, since you will later be able to search the contents of this editor. This is an appropriate place to put your references, codes, prices, numbers, etc.

To classify images more seriously you should think of **unique** classifications, easy to remember words, so that you can later search for images using these words. The program will let you search for an image using any word or phrase that you have placed on the editor or title.

We suggest you use single and clear classification like Project 21, Building Long Street, Friends, Pals, Trips, Animals, etc. so you can remember them easily. To get more accurate search results, you can use the code EvilFOTO uses for special classifications (:> **Friends**, :> **Pals**, etc). In this way if you search for :> **Friends**, a typed phrase such as “My friends told me” will not be included on the result.



If you want to refine the process of classification (not necessarily at the moment as it will be explained later on) you can use the system of special classifications. A simple explanation of the use of special classifications is as follows... On the Classification Tools screen, EvilFOTO has 12 small images and 12

texts, which you are able to modify if you wish. When you click on one of these small images the :-> plus the corresponding text will be added to the text in the editor, as a classification. We will explain later how to make your own special classifications.



When we click over any of this icons, the :-> plus the text is added to the editor.

You can also use to classify the list (without icons) the function is the same.



The philosophy is the same, is more flexible since you can add classifications more quickly. They come ordered in alphabetical order, but they are not visually so effective.

The result is the same, if you click on a field, this classification will go to the editor when you click over the



In this listing is very easy to classify using a tree format, for example:

Animals\
Animals\Mammals
Animals\Mammals\Africa
Animal\Mammals\Africa\Lion

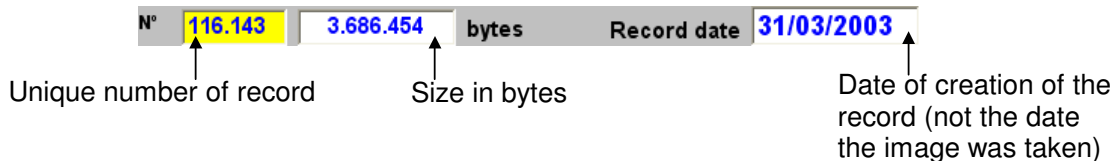
This gives a great flexibility to the classifications.

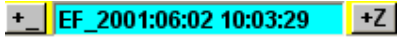
In the other side, do not forget that this classifications, the icons ones or the list ones you can put them on the smaller editor, several at the same time



And you will be able to add one or several classifications to the active images, this gives this option a big power.

We said at the beginning of the chapter that when a record is created a number and a date is added automatically. You can see these here, in the bottom right corner of the Classification Tools screen.



If, in the header of the image file its exif file, there is a date in the format... “2003:11:12 16:00:52”, that date will be shown here  It is the date that the photo was taken and EvilFOTO will let you search for images using this date.

Because of its importance, it will be explained in another chapter. Please read the online help for more details of all the buttons.

If there are lines on the editor that you do not want, remember that there are options on the menu to erase complete lines of the records of a folder.

Not all the cameras offer the same exif data, if they give them, the values or parameters can be different, for example it is very rare that the exif to indicate that a flash has not because puts a no it simple gives a number, for example 7= flash 16= no flash, we assume the other numbers are left for other type of flashes, like slower, more powerful, external, etc.

:> T.FOTO= 2006:08:02 10:04:25 – Date of when the image was taken

:> T.MOD1= 2006:08:02 10:04:25 – Date of modification of the file 1

:> T.MOD2= 2006:08:02 10:04:25 – Date of modification of the file 2

:> Comp.= Canon – Camera maker

:> Mod.= Canon EOS 5D – Camera model

:> Focal= 5,0 – Focal

:> T.Exp= 1/100 – Exposition time note 10/2500 is 1/250

:> L.Focal= 24 mm – Focal length

:> Iso.= 1600 – Iso

:> Flash.= 16 – Flash type

Exif It shows you and if you want it, it will add to the end of the editor some exif data of your image. If it detects that the date of when the image was taken is different from the blue field it will inform you and you can update it.

Put Exif in all the folder

It will allow you to put at the bottom of the editor the exif data in the whole folder. If there are duplicated values in or not wanted lines, you can erase them by using the menu.

 **Lin**

Erases all blank lines that are on the editor.

- Quality classifications

A classification is one or several words that we can add to the data of the image so we can later on find it.

This is the first and simple degree of search, you put “orange juice” and it will only find the images that have this phrase on its record. This does not reflect any good or bad concept simple finds what you ask for. But in some cases we want to give a “value” to the image, this value of course can be very subjective, for example my best pictures, or my better recipes with oranges, or more exactly the amount of times this image has been sold.

Of course this concept could not be always positive, but some times you want to show its negative aspect, for example the times an image has been criticize on a forum, or the times that the building of the images has been presented to customers and not sold. Please do not mix the quality criteria with the tree type classifications :> Animals\Africa\Mammals\Monkeys even if they are similar.

With this use, if we want to see :> Animals, we will see all the images of animals, if you put :> Animals\Africa\Mammals, you only will see mammals from Africa, with out any quality criteria.

To add a quality concept we must use a subjective image/icon.

The most representative and that we are very used to is the fact that whatever has more points, more stars or is more expensive is better, lets not reinvent the wheel. Another much used concept is the grading from 0 to 10, the them best athletes of the world, the top 10, etc.

Based on this, if we put as a classification (on the editor) a 1234567 or a 123 as a quality representation of an image we obtain the several results:

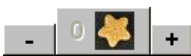
- A) That 1234567 is better than 123.
- B) That if we search images with 1234567 quality, it will not show images of lesser quality, if we put 123 it will show images of that quality and above.
- C) Also if we only want to see images of quality 8 and not superior, we could have classified them as 12345678\ and search by 12345678\.

D) If with 5 levels it is enough, well just limit putting anything above 5.

The basic functions of putting on the editor by hand the 123, etc. is already there an easy to implement, to search them on the Main Screen you can do it searching on the title, or on the editor and it will show you whatever meets the condition.

If you want to do all this in more “graphical” manner you can put on the title ******EE12345** which will make it more visual, it will indicate that the image has a 4 star quality, 2 euros in selling price (your range prices) and 5 points on the times the image has been exhibited. Still we do not believe that this is a good use of the title, since we consider the title you should put things like “Uncle John and his dog”.

And last to make it really visual, EvilFOTO simplifies this process, you have 4 options:



Stars (= * asterisks on the editor)



Points (0123456789 on the editor)



M of Minus (M on the editor) (Negative classification)



€ euros of price (E on the editor)

If you click over any of them on + and on the editor it was not classified it will appear the

:> *

:> 1

:> M

:> E

and on the central button you will see the number of times  , if you click again, it will increase to

:> **

:> 12

:> MM

:> E E

If you click over -, it will decrease, and when it arrives to 0 it will disappear from the classifications.

All this simplifies all this process of adding classifications with out keying anything (although you could do it as usual by hand) and going up or down the classification very easily.

The meaning of the star, point, the M or the euro, if you are interested, you can give it another sense completely different, even you can change the star image (estrellitas.bmp), the M(M.bmp) by any other icon of about 25x50 pixels, to whatever suits you, but remember to use the same symbols on the editor :> * and :> M.

To make it even more practical and visual, when you see the images on the Main Screen, if the image have some of this classifications, on the button you normally use to go to the classification screen  it will show the icon and the number of times, for example  ,  ,  ,  . If you have several of them in the same image, it will show up a X and you will have to click over it to see the situation.

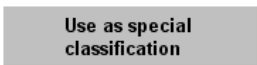
Remember that if the X letter shows up, is that you have several quality classifications.

With the purpose of making more visual the classification, EvilFOTO has a classification some how special it is called FORO (forum).

If you classify an unique as :> FORO_XXXX where XXXX cab be anything, it will behave as any classification.

But if you create an image, in reality a small icon of about 25x62 pixels (high x width) called FORO_XXXX.bmp (it must be called .BMP) and you put it where you have the program installed, in the case of version Lava 1 it would be C:\EvilFOTO_LAVA_1, then when you see any of the classified images on the Main Screen with this :> FORO_XXXX, the icon will show up in the usual place it shows the  . If icon is as big as the limit given, 25x62 you will only see the icon for example  . If you make smaller the icon 25x30, you will still see the C or X letter  , you decide.

Please remember that this classification as usual, you can write it by hand on the editor, but to make it more simple you can write it on Classification Tools Screen on the “classification list” as FORO_My forum (with out the :> or the .BMP that is put automatically and to make it even more graphical use the option  so you will see the icon and you will have nothing to key.

To create the image that appears of thumbnail of the special classification, search an image that you want to use representative and from the Main Screen, click over  it will take you to the screen of Single image operations and there click over the button  with this you will be able to add this thumbnail and its corresponding text as one of the special classification.

Please read the button to button in this screen to see the explanation of each button.

SUMMARY:

- A) We have learned how to classify images.
- B) We have learned that each image has a unique number that we can use for its identification.
- C) We have learned that each image has a record date.
- D) We have learned to add a title and we know that we can search for a title.

- E) We have learned that we can add text into the editor, that this text can be in the form of an explanation or may contain our own classification words and that we are able to search for specific text.
- F) We have learned that the most powerful search system is one that uses “special classifications” (denoted by :>) and that this system provides us with a more complete, exact, and systematic search result.
- G) We have learned that we have the interesting possibility of searching for an image by the date it was taken or by other exif data.
- H) And we can make a quality use of the images.

18/12/06

HOW TO COPY THE SELECTED IMAGES

The purpose of this screen is to copy **selected** images to another folder. The reasons to do this can be many, but basically would be to copy a set of images for one or several folders to a folder with the purpose of copying them afterwards to a diskette, CD-DVD, or any option where you want to copy images to another folder for an afterwards treatment.

Basically you select the images in the Main Screen and here you indicate where you want to copy them with or without thumbnail. We recommend to copy the thumbnails too if the user will use EvilFOTO if not better put No. The thumbnail can disturb him.

Once you have them copied on a folder you can do anything with them. This option do not pass the records, which means that this option does not modify either your original images nor its records.

05/12/06

HOW TO PASS THE SELECTED IMAGES

One of the typical function you will like to do is to pass/copy images from one folder to another or just copy some selected images from the computer to a CD-DVD. You can do this here. It will only accept selected images. If you want to copy one or several folders, you make them selected and then copy/pass them. You can pass/copy them with or without thumbnails, since thumbnails are a small size we recommend to copy them, it will be faster to see them on the CD-DVD. If the user will not use EvilFOTO then do not pass them, they will not need them. If you want to select a whole folder and its subfolders use 

- **The reason why you would like to pass/copy images ton another folder could be:**

A) To have the images better organized, which means with names more appropriated and be able to place them in places more logical and findable, this will be great when we have our images badly organized and want to fix it.

B) To take out of a folder some images because the folder is too big and it does not fit on a CD-DVD, or because you want all your folders to fit on a CD-DVD for protection.

C) Because there are too many images and it is not very practical.

D) Because there are very few images on that folder and they could be better in another folder.

E) Because you want to give them to your friends this images.

If the images are not classified in EvilFOTO, or it does not matter to loose the records, the process of doing all this will be reduced to move, rename and copy images using Windows. Only being very carefully not to copy images from one folder to another that already has an image with that name, John.jpg is a very common name, and it will overwrite the one of same name even if it is another image in the final folder if you are not careful.

When you have the images classified in EvilFOTO, we know that if we move them we loose its records and its references to the albums.

Using this function, this two problem will be well solved. You will not loose the images, the records nor the albums. This process is in general very safe, but follow the instructions with care. We do not remember if we have told you, but as usual you should protect the data, and the images since you are going to move or copy (Copying in Windows is much more safer than moving).

The order to do this would be:

A) Select the images you want to move, look at them (use **See select** in the Main Screen) until you are sure that they are the ones you want to move.

B) Order them if you want it using Order images.

C) Move them to the new folder you want to, use the button on this same screen. This option will help you to copy all the selected images with/without the thumbnails to the new folder. So now you will have the selected images on two different locations, still you have two options:

- 1) Just copy them to the chosen folder without its data. This is the correct option if you just want to give them away, by default this is the default value= N. It will not pass the data, so it is safe.
- 2) You want to copy/pass them with its data, in this case the data will go to the new folder, but **will be lost** from the original (you can not have two images classified equally with same record number) set the option to S=Yes.

In both of this cases the original image is not deleted.

D) If you have chosen to pass the data now we can use this button, when we press it will ask us the final destination. You indicate it and the program will search all the records of the images and if any of the images it will change the reference to its new location, after that it will search the same image in albums and also will replace the references. (Your albums should be always be checked before doing this in Album screen. This option also checks them.

E) Now we still have the images in two places, but if we look at the original ones using EvilFOTO, it will create a new classification which probably is not what we wanted, but if we look at the place where we have the final folder, the images should have its original classification, data, number, etc. Also if we check some albums where you know this images were included, your images should appear in the new location.

F) Once you have confirmed that all the changes have been done properly, you can use the option to erase all images from the first folder the original one, it will be easy because you still have them selected use the option erase selected images in the menu of the Main Screen=> Tools=>-Beware- Erase selected images. If you have looked at albums then is no good because your original images are no longer the selected one.

Please note that you have been doing this with selected images, which means they can originally come from different folders, there is no problem, but you have to pay more attention to the whole process because your images could have repeated names EvilFOTO takes care of that, but you should try not to

have images with same name, this problem is specially important with the numbering of digital cameras, in some cases every time you change the memory card it start with the same number again.

COMMENTS:

1) If you have a folder with the name C:\MyPictures\TRIPS with capital letters and you want to change to lower case letters like. C:\MyPictures\Trips, please do, you do not loose anything, the classification remains because lower or upper letter do not modify classifications.

2) You can use this option to rename the folders or putting them in some other place (move it) without loosing the data, if you do it in Windows you will loose the data.

3) If what you want to do is for example pass a folder named

C:\MyPictures\Trips\Paris **to**
C:\MyPictures\Trips\Europe\Paris

Select the images that are in Paris

Make the folders

C:\MyPictures\Trips\Paris **and**
C:\MyPictures\Trips\Europe\Paris

and pass them to Paris, you will have the old images in the new folder with all its data, after when you are sure you will be able to erase the old folder

You can create manually the wanted folders, in this way from EvilFOTO it will be easier to find them since they already exists, you will be able to choose the folder more easily.

4) One other typical application to do is to split a big folder for example of 900 Mb into 2 of about 450 Mb so it will fit on 2 CD's. Let say is C:\MyPictures\TRIPS\413 Paris and you want to split it in Paris A and Paris B.

Normally you want to have them one beside the other, so do all the process, but the second folder should named used the numbering trick.

C:\MyPictures\TRIPS\413 Paris
C:\MyPictures\TRIPS\413a Paris

The a without spaces will keep you the order, if you do not have a 414 number used you can rename to

413 Paris A
414 Paris B

Select the images of one folder, if they have less than 650Mb you can protect them on a CD. Use to do this, this system here explained.

5) Another use of this option is to do exactly the opposite, if you have 2 folders which are rather small say 200 Mb and 300 Mb and you want to add them up, use this option to add one to the other. The only limitation is that in both folders all the names of the images should be different, if not they will be renamed and the classification will be lost, EvilFOTO will solve the problem, if it finds 2 equal names, it will rename the second one to a unique name, if you do not want to rename do not use this option.

6) Depending on several factors, to use this system of pass images can be used to order them on the destination folder, try it.

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