BONUS CONTENT

BONUS CHAPTER 1  Label Creator

112 Create a Label Using Express Labeler
113 Launch Label Creator and Set Up a Project
114 Use a Predesigned Label Style
115 Edit the Label Background
116 Add an Image to the Label
117 Add Text to the Label
118 Add a Shape or Line to the Label
119 Add a Picture Index to the Label
120 Auto-fill the Label Menu from Your Disc
121 Calibrate the Printer for Label Creator

BONUS CHAPTER 2  Media Manager Tools

122 View a Collection of Photos as a QuickShow
123 Use Print Assistant to Print a Project
124 Use Email Assistant to Email a Project
125 Share Media Files over the Internet with LiveShare
126 Share Media Files on Your Home or Business Network with MediaSpace
Label Creator

IN THIS CHAPTER:

112 Create a Label Using Express Labeler
113 Launch Label Creator and Set Up a Project
114 Use a Predesigned Label Style
115 Edit the Label Background
116 Add an Image to the Label
117 Add Text to the Label
118 Add a Shape or Line to the Label
119 Add a Picture Index to the Label
120 Auto-fill the Label Menu from Your Disc
121 Calibrate the Printer for Label Creator
After going to all the work of making a fabulous project, you are going to want a fabulous label to go with it. At the very least you will want to label your CDs so they will be easy to find when you want them.

After every CD or DVD you burn, you are asked if you would like to create a label for it. You can make a label then and there, or you can launch Express Labeler or Label Creator at any time.

Once again, Roxio Easy Media Creator 8 has given you two application options for a project. Express Labeler is a step-by-step wizard that can be used to quickly and efficiently create a label. Of course, its very efficiency makes it limited in terms of being able to add a personal touch to the label.

Label Creator can be launched after you have taken the steps in Express Labeler, or it can be launched on its own. It is also a relatively easy application to use, but gives you quite a few more options for editing your label than does Express Labeler.

Express Labeler is a step-by-step label creation wizard that helps you quickly and effectively create a professional-looking label. Express Labeler can be especially helpful if you have never created a label in Easy Media Creator before. It is a great way to familiarize yourself with the concepts and basics of label creation.

As you look at each of the steps in Express Labeler, they correspond very closely to the tasks in the rest of this chapter for Label Creator. If you find that you would like more information about a particular step, refer to the task that most closely resembles it.

When you are done creating a label with Express Labeler, it is highly suggested that you continue into Label Creator. It is also very easy to use and has much more capability. When you have familiarized yourself with Label Creator, you might even find that it is faster.
Create a Label Using Express Labeler

1. Launch Express Labeler
2. Select Layouts
3. Select Project Type
4. Select Style
5. Edit Content
6. Auto-Fill from Disc
7. Save, Print, or Edit in Label Creator
1 Launch Express Labeler

From the project pane in the Roxio Creator Home page, click on the Tools option to bring up the Tools menu. From the Tools menu, select Label Disc. This launches Express Labeler.

2 Select Layouts

When Express Labeler has launched, your first step is to choose the labels, inserts, covers, and booklets you would like to create.

If you are labeling a music CD, for instance, you would probably choose the disc label, and a front and back cover for the jewel case. You can also choose to make an insert or booklet for the jewel case. After you have made your selections, click Next to take you to the second step in creating your label.

3 Select Project Type

There are several activities to address in the second step of label creation. The first thing you need to do is specify the type of project you are creating the label for. From the drop-down menu choose Audio, Data, or Video Project. This allows Express Labeler to customize the label for your specific project, setting up a track list for an audio project as opposed to a picture index for a data project, for instance.

4 Select Style

After you have selected your project type, you can add a preset style to your label. A preset style adds a background and sets up the text options for your project. Click on the Select Style button in the task pane to bring up a style menu. Select the style you like and click OK.

5 Edit Content

After your style is set, you can use the Edit Content button to change the elements of your label individually. Click on the Edit Content button to bring up the Smart Object Editor. You are given a list of the objects that can be placed or taken off of your label. Click on each to bring up the options in the Editor window. For example, if you would like to set your own background instead of using a preset style, click on the Background option. You are given the option to browse for a photo or to set a background color.

Add a check mark next to elements that you want to appear on your disc and edit them as you please.
Create a Label Using Express Labeler

112

Bonus: 5

If you want to auto-fill the elements of your label using the disc for which you are creating the label (as discussed in the next step), you want to customize the elements after you have used the auto-fill option. This ensures that you don’t replace your customized elements with the auto-fill elements.

6 Auto-Fill from Disc

You can also auto-fill the elements from the disc for which you are creating the label. This is a great time saver because if the files on your disc have meaningful names, you won’t have to type them in for the label. Click on the Auto-Fill from Disc button and Express Labeler searches your disc for the embedded tags and filenames and place them in the appropriate spot on your labels.

After the label has been auto-filled, you probably want to return to the Edit Content button to tweak your elements.

When you are finished making changes in Step 2, click Next.

7 Save, Print, or Edit in Label Creator

Clicking Next brings you to Step 3, where you have three options: Save your label project, print your label project, or edit your label project in Label Creator.

Saving your label project creates a project file you can bring into Label Creator at any time and edit or reprint.

If you are satisfied with the way your label looks and you are ready to print it, click on the Print button. You probably want to familiarize yourself with the steps to calibrate your printer at this point. See Calibrate the Printer for Label Creator.

If you would like to make a few changes to your label, such as changing the color or placement of your text or enlarging your photo, click on the Edit in Label Creator button. This exports your label project to Label Creator. You can refer to the rest of the tasks in this chapter if you need any help with Label Creator.

NOTE

If you save your project in Express Labeler without completing it, you can only bring it back up in Label Creator to edit or print it. Express Labeler does not have the capability to open existing projects.
So are you ready to create a label for your project? The first thing you need to do is launch **Label Creator** and familiarize yourself with the interface. Within **Label Creator**, you can easily view the labels and/or inserts that you are creating. You can also add elements to your labels, such as the title and tracks of a CD. These elements can be used, hidden, or deleted.

After you get started, you will find that **Label Creator** is very easy and fun to use. You will be creating professional-looking labels in no time.

### Launch Label Creator

From the Roxio Creator **Home** page, select **Home** from the **project** pane and choose the **Applications** menu. From the **Applications** submenu, select **Label Creator**. This launches **Label Creator**.

### Select Show/Hide Layouts

After **Label Creator** has launched, you want to change a few settings to customize your project. From the bottom of the **Layout** window, choose the **Show/Hide Layouts** icon to bring up the **Show/Hide Layouts** dialog box.

### Check Items to Create

The **Show/Hide Layouts** dialog box contains a list of labels and inserts you can create. Place a check mark next to the items you would like to create for your project.

### Click OK

When you have selected the items you would like to create, click **OK**. This closes the dialog box and places the items you selected in either the main layout view or in the icon list at the bottom of the **Layout** window. You can edit any of your items by clicking on it to bring it up in the **Layout** window.

**TIP**

The **Show/Hide** option shows the labels you would like to create. If you would like to add to or subtract from these items, you can change the **Show/Hide** list at any time. Any elements that you apply to all layouts apply to the hidden items as well as the items you can see. That means that if you apply a style to your project and then afterward decide to add a DVD booklet, your style is already applied to the booklet.
Launch Label Creator and Set Up a Project

1. Launch Label Creator

2. Select Show/Hide Layouts

3. Check Items to Create

4. Click OK

5. Select Show/Hide Smart Objects

6. Select Project Type

7. Check Objects to Show

8. Click OK
Select Show/Hide Smart Objects

After you have selected the items you would like to create, you want to select the elements that will appear on these items. Choose the Show/Hide Smart Objects from the Edit Layout menu in the task pane. This brings up the Select/Edit Content dialog box.

KEY TERM

Smart object—An object that can be placed on your project that is predefined. For instance, a track list template can be added to your label containing all the elements you would want to see in a track list. This makes it easy to customize the elements.

Select Project Type

After the Select/Edit Content dialog box has opened, select what type of project you are creating a label for from the drop-down menu. You can choose an Audio, Data, or Video project. This customizes the list of elements you can add to your label.

Check Objects to Show

When you have selected the type of project you are creating a label for, you see a customized list of elements you can add to your labels and inserts. Choose the elements for any and all of your items. For instance, you might not want to have a list of songs on your CD label, but you probably want the list of songs on your jewel case insert, so place a check mark next to Track List. You can either delete this element from your CD label, or you can drag it off the label.

Click OK

After you have selected the elements you want placed on your labels and inserts, you are ready to go. Click OK. The elements you have selected are placed on the labels and inserts you are using in your project.

Use a Predesigned Label Style

BEFORE YOU BEGIN

Launch Label Creator and Set Up a Project

SEE ALSO

Edit the Label Background
Add an Image to the Label
Add Text to the Label
Add a Shape or Line to the Label
Add a Picture Index to the Label
Auto-fill the Label Menu from Your Disc
Use a Predesigned Label Style

1. Choose Select Style
2. Select Style
3. Choose Style Objects
4. Apply to All Layouts
5. Click OK
6. Change Style Elements
**Label Creator** has several predesigned label styles to get you started with your label project. You can choose a style and edit some of the elements to personalize it. You can also decide whether to universally apply the style to all the labels and inserts in your project. Of course, you don’t have to use a style if you would rather edit all of the elements yourself.

1. **Choose Select Style**
   From the Edit Layout menu in the task pane, click the Select Style button. This brings up the Style Selector.

2. **Select Style**
   After you are inside the Style Selector, you can choose a type of style to view, or select All to view all the styles available. Highlight the one you like best by clicking on it.

3. **Choose Style Objects**
   After you have selected a style, choose which elements of the style you would like to use. If you check Background, you apply the background image that you see to your project. The Placements option uses the style template to place the different elements, such as the title, in your project. The Typography sets the text font and style to the style template.

4. **Apply to All Layouts**
   After you have decided on the elements to use, decide if you would like to apply the style throughout your project or whether you would like to edit each label and insert individually. Check the box labeled Apply To All Layouts to apply the style to the entire project.

5. **Click OK**
   When you are finished setting the options for your style, click OK to close the Style Selector.

6. **Change Style Elements**
   From Label Creator you can now remove or edit any of the style elements that you want. Right-click on any object to replace, rotate, or delete it. In short, you can edit it just like you had created it yourself. Read on to find out more.
Whether or not you have chosen a preset style for your label project, you can personalize it by adding your own background. You can also apply this background to your entire project, or just to one of the items you are creating.

1. **Select Edit Background**

   From the Edit Layout menu in the task pane, select Edit Background to open the Background Properties dialog box.

2. **Browse for Image Or…**

   In the Background Properties dialog box you can browse for an image to use for your background. Click on the Browse button and use Media Selector to find the image you would like to use for a background. You can also scan an image to use as the background. Click Scan Image to open Media Import and follow the steps in Import Photos from a Scanner.

3. **…Choose a Background Color**

   You can also use a color for the background of your label. Click on a color you like or click on More Colors to expand your color choices. From there you can click on Create Colors to give you an unlimited number of options, including the eye dropper that enables you to sample any color you can see on your monitor and apply it as the background.

   **TIP**

   If you are using a solid color for your background, you might want to add an image first so you can use the dropper to choose a color that complements your image.

4. **Apply to All Layouts**

   If you would like to apply the background to all of the labels and inserts in your project, check the box labeled Apply To All Layouts.
Edit the Label Background

1 Select Edit Background

2 Browse for Image Or …

3 … Choose a Background Color

4 Apply to All Layouts

5 Click OK

Click OK
When you are finished choosing a background, click OK to add it to your project.

Add an Image to the Label

✔ BEFORE YOU BEGIN
113 Launch Label Creator and Set Up a Project

SEE ALSO
114 Use a Predesigned Label Style
115 Edit the Label Background
117 Add Text to the Label
118 Add a Shape or Line to the Label
119 Add a Picture Index to the Label
120 Auto-fill the Label Menu from Your Disc
You can add your own image to your label to give it a little personal spice. You can add an image onto a predefined style, on a background of your choosing, or on the default white background. After you have added an image, you can resize it and place it anywhere on your label or insert.
1 Click Add Image Or…

Click on the Add Image button in the Add Object menu in the task pane. This brings up Media Selector.

2 …Double-click on Image Object

Or, if you have added an image object with the Smart Menu, double-click on it to bring up the Content Illustration menu. Click Browse to bring up Media Selector.

3 Browse for Image

In Media Selector, you can browse through your folders and albums to find an image to add to your label. When you have selected an image, click OK.

4 Position Image

If you have added an image, it is placed outside of your label and could be any size. If you have replaced your image object, the image is placed in the exact location the image object was before. It is also approximately the same size, although it is proportioned correctly.

In either case, you can drag or drop your image to any location or use the bounding box to change its size.

TIP

When using the bounding box to change the size of an image, use the corner nodes or handles to keep your image proportioned correctly. Use the handles on the center of the edges to shrink or stretch the image disproportionately.

Add Text to the Label

✔ BEFORE YOU BEGIN

Launch Label Creator and Set Up a Project

SEE ALSO

114 Use a Predesigned Label Style
118 Add a Shape or Line to the Label
119 Add a Picture Index to the Label
120 Auto-fill the Label Menu from Your Disc

You can add text or replace a text object on your label. After you’ve added text, you can edit it, resize it, or position it wherever you want within your label.
1. Select Add Text Or…

2. ...Double-click on a Text Object

3. Change Text

4. Edit Text

5. Position Text

Add Text to the Label

Bonus: 15
Before you go to all the trouble of typing in the name of every track on your CD or all the titles on your DVD, you might want to learn how to pull this information from the disc itself. See Auto-fill the Label Menu from Your Disc.

**NOTE**

If you want to auto-fill the elements of your label using the disc for which you are creating the label (as discussed in Auto-fill the Label Menu from Your Disc), you want to customize your text after you have used the auto-fill option. This ensures that you don’t replace your customized text with the auto-fill elements.

1 **Select Add Text Or…**

From the Add Object menu in the task pane, select Add Text. This adds a new text object to your label project. If you would like to replace an existing text object, skip this step and go to step two.

2 **…Double-click on a Text Object**

Double-click on any existing text object to highlight the text for editing.

3 **Change Text**

After the text is highlighted, type in your changes and press Enter. Now your text replaces the text within the text object.

4 **Edit Text**

With your text object still selected, you can edit the font, color, and style of your text by using the text tools at the top of the Layout window. You can also change the size and shape of the text object by using the handles on the bounding box. This does not change the text size, but if you change the font size of your text and some or all of it disappears, you need to make the bounding box bigger in order to see all of your text.

You might notice that you can also curve your text so it wraps around a disc label. You can also flow it around other objects on the label.

**NOTE**

Flowing your text simply means that it goes around (rather than in front of or in back of) other objects on the label. For instance, you can place a photo in the center of the title of your CD and the text flows around it.

Add a shadow to your text by clicking on the Shadow icon.

If you would rather, you can edit your text by clicking on the Text Properties icon and bringing up the Text Properties dialog box where you can make all
the changes mentioned above plus a few more. You can also apply the text properties to all the text objects in your project from the Text Properties dialog box.

**TIP**

Use the color fill icon to fill the bounding box around the text with color.

5 **Position Text**

After you have edited your text properties, you have several options for positioning it how and where you want. Of course, you can drag it to any location in your project, but you can also use the alignment options in the taskbar to set the location of your text.

Use the alignment options with only the text object selected to align your text with the label template. You can also hold down the Control key while selecting more than one object on your label and align them with each other.

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You can add lines or shapes to your label project to give it interest and dimension. For instance, you can add a border to a photo this way or you can use free-standing shapes to create your own label design.

1 **Select Add Rectangle, Or…**

To add a rectangle to your label, select Add Rectangle from the Add Object menu in the task pane. A rectangle appears in your project.

2 **…Select Add Circle, Or…**

To add a circle to your label, select Add Circle from the Add Object menu in the task pane. A circle appears in your project.
1. Select Add Rectangle, Or…

2. …Select Add Circle, Or…

3. …Select Add Line

To add a line to your label, select Add Line from the Add Object menu in the task pane. A line appears in your project.

4. Edit Object

You can change the color of the fill and the outline of your object by clicking on the Color Fill icon and the Line Color icon respectively. The numbers to the side of each icon represent the transparency of the object. You can also change the thickness of the line by clicking on the Change the Thickness of the Line icon.
You can resize the object by using the handles on the bounding box to stretch or shrink the object. You can also use the handles to rotate any line you’ve created.

5 Position Object

After your object is the color and size you like, you can drag and drop it wherever you want in your project.

You can also use the alignment options to position your object relative to the other objects in your project. Use the alignment options with only the Shape selected to align your shape with the label template. You can also hold down the Control key while selecting more than one object on your label and align them with each other.

TIP

If you would like to place a border around (behind) a picture or text, you need to send your shape behind the picture or text. Click the Send Object to Back icon while your shape is selected to place it behind all the other objects on the label. You can also select your picture or the text and click on the Bring Object to Front icon.

You can add a picture index to any label for any project. It makes the most sense to add it to a photo CD, though.

A picture index is a grid of picture thumbnails. You create this grid by selecting as many pictures as you would like to add to it and then setting the size of the grid. It is possible to add an absurd number of pictures to the index (if you get too many, they are very difficult to see). You can add it to the CD label itself, or to the jewel case cover or an insert.
**BONUS CHAPTER 1: Label Creator**

1. **Select Add Picture Index**
   - Click Add Picture Index in the Label Creator window.

2. **Click Add**
   - Click on the Add button to add images to the label.

3. **Browse for Pictures**
   - Select the images you want to add from the available images.

4. **Set Index Grid Settings**
   - Adjust the index grid settings as needed.

5. **Sort Pictures**
   - Sort the images in the desired order.

6. **Click OK**
   - Click OK to add the selected images to the label.

**Add a Picture Index to the Label**
1 Select Add Picture Index

With the correct template selected, click on Add Picture Index in the Add Object menu in the task pane. This brings up the Picture Index Properties.

2 Click Add

From the Picture Index Properties dialog box, click the Add button to bring up Media Manager.

3 Browse for Pictures

When you have brought up Media Manager, browse for the photos to add to the index. If you are creating a label for a photo CD, you can go directly to the CD to get the pictures. Hold down the Control key as you select more than one photo. When you have the photos selected, click OK. This returns you to the Picture Index Properties dialog box.

4 Set Index Grid Settings

In the Picture Index Properties dialog box, your pictures are placed inside the image list. Next to the image list is the number of total files. This helps you determine what grid settings to use.

Set your grid settings by clicking on the plus and minus keys to each side of the rows and columns values. Make sure that you have enough rows and columns to contain all your pictures. After you have set the row and column values, set the pixel spacing value. The default is plenty of space, but if you have few pictures and want to space them farther apart, set the pixels higher. Conversely you can set the spacing value lower if you have several files so you have room to make them bigger.

5 Sort Pictures

After you have set the values for your grid, make sure your pictures are in the order you would like them to be in on your label. When they are added to your label, the pictures are added from left to right starting at the top, just like you were reading words. If you want to change the order of your pictures, click on any one of them and use the Move Up or Move Down button to place it where you would like.

6 Click OK

When you are finished setting the picture index properties, click OK to place the pictures in your project.
The Auto-Fill from Disc option is a fantastic time-saving device. Provided that the files on your disc have meaningful names, you can automatically place them on your label without having to type them in manually. You can import the track names for a CD, the file names for a data disc, or the movie names for a DVD.

**TIP**

Even though there is not an option to add your picture index to more than the selected label, you can copy and paste any of your objects from one label to another. Right-click on the object and select **Copy**, and then right-click in the area you would like to paste it and select **Paste**.

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### Auto-fill the Label Menu from Your Disc

**BEFORE YOU BEGIN**

- Launch Label Creator and Set Up a Project
- Add Text to the Label

**SEE ALSO**

- Use a Predesigned Label Style
- Edit the Label Background
- Add an Image to the Label
- Add a Shape or Line to the Label
- Add a Picture Index to the Label

The **Auto-Fill from Disc** option is a fantastic time-saving device. Provided that the files on your disc have meaningful names, you can automatically place them on your label without having to type them in manually. You can import the track names for a CD, the file names for a data disc, or the movie names for a DVD.

**TIP**

You can add tags to your audio files that are read in and added when you auto-fill your CD. Easy Media Creator can even search the Internet and add these tags automatically for many files (see **Add Tags to Audio Tracks**).

This option replaces the **Title**, **Artist**, **Track List**, and any other information on your label that can be taken from the disc, so if you want to customize any of these options, do it after you have used the **Auto-Fill from Disc** option.

1. **Place Disc in Drive**
   
   Place the disc you are creating a label for in your disc drive.

2. **Select Auto-Fill from Disc**
   
   After your disc is in the CD-ROM drive, click the **Auto-Fill from Disc** option in the **Edit Layout** menu. **Label Creator** reads the file information embedded on the disc and places it in the correct location on the label.
After your label contains the information from your disc, you can edit the elements of the label. For instance, if you have downloaded track information for a music CD, you can single-click on the track list to highlight it and then you can change the font, text color, and alignment. If you double-click on the track list, you open the **Track List Properties**. From the **Track List Properties** window you can change the text itself and set several additional options, such as the shadow color.

You probably want to make several other changes. If your audio CD is a mix, for instance, the album name is changed to **Unknown Title** and the artist is listed as **Unknown Artist**. Double-click on any of these to change the text.

**Position Elements**

When you have finished editing the text of the auto-fill elements, you can reposition them on your label by dragging and dropping them to any...
location. You can also use the alignment icons in the taskbar to align them with the label template and with each other. You can select more than one element by pressing the Control key down as you click on them.

You can also copy and paste any of the elements to a different label in your project. You might do this if you would like a track list placed on the CD label itself instead of just the jewel case, for instance. Right-click on the element to bring up a list of actions to perform and choose Copy. After bringing up the label you would like to paste the element to in the Layout window, right-click again and choose Paste.

**TIP**
You can also copy and paste using hot keys. Ctrl+C copies the selected item and Ctrl+V pastes the copied item into your current selection.

<table>
<thead>
<tr>
<th>Calibrate the Printer for Label Creator</th>
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<tbody>
<tr>
<td>✔ BEFORE YOU BEGIN</td>
</tr>
<tr>
<td>113 Launch Label Creator and Set Up a Project</td>
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When you are finished making a label for your project, it’s time to print it and add it to your CD. You can find blank labels at an office supply store or probably even at Wal-Mart. Fortunately, they have become a standard layout, which means you will have no problems printing your label to the right spot on the page.

Printers, however, differ. Small inconsistencies in the way paper is drawn into them create a different print zone from other printers. Nothing is more frustrating than printing out a label only to find that you have a white edge on an off-center label.

Easy Media Creator can fix this problem by *calibrating* the printer. By making a test print, you can enter in values that enable Label Creator to know exactly where your printer places items on the page.
KEY TERM

Calibrate—To adjust or correct according to a standard.

1. Select Print
2. Select Calibrate
3. Print Test Page
4. Print Test Letters
5. Report Test Letters
1 Select Print
Select the Print icon from the taskbar above the Layout window. This brings up the Print dialog box.

2 Select Calibrate
From the Print dialog box, select the Calibrate button. This brings up the Printer Calibration Wizard.

3 Print Test Page
When the Printer Calibration Wizard is open, make sure your printer is on and that it has paper. Then click Print Test Page. Your printer prints the outline of a CD label along with directions to re-insert the paper into the printer. Press Next to take you to the next step of the calibration process.

4 Print Test Letters
For the next step in the calibration process, insert the paper back into your printer as directed and press Print Test Letters. This prints a series of letters in each quadrant of the label outline. Click Next to take you to the final step of the process.

5 Report Test Letters
Hold the page so the directions for re-inserting it into the printer are right side up. Now enter the letter that is bisected by the label outline in the appropriate spot. When you have entered all four letters, click Done. Now you are ready to print your label.
Media Manager Tools

IN THIS CHAPTER:

122 View a Collection of Photos as a QuickShow
123 Use Print Assistant to Print a Project
124 Use Email Assistant to Email a Project
125 Share Media Files over the Internet with LiveShare
126 Share Media Files on Your Home or Business Network with MediaSpace
Besides being a great organization tool, Media Manager has a few fun tools of its own. You can create an impromptu slideshow to show off your most recent pictures to family and friends. You can print your photos—not only in the exact size that you want, but also on a sheet with several sizes and more than one picture. You can convert and email your photos as individual pictures or as a slideshow.

Perhaps one of the most powerful features of Media Manager is the ability to share your projects online or within your home network using LiveShare and MediaSpace. You can literally set up your own web server and allow only those you invite to see any and all of your projects. No more mailing the double prints to Grandma and Grandpa!

All of the following tasks are performed within Media Manager. To open Media Manager, click on the Organize option under the Organize menu in the Roxio Easy Media Creator 8 Home page.

### View a Collection of Photos as a QuickShow

<table>
<thead>
<tr>
<th>✔ BEFORE YOU BEGIN</th>
<th>➜ SEE ALSO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1, “Start Here” (Review the section on Media Manager)</td>
<td>53 Use Slideshow Assistant to Create a Slideshow</td>
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QuickShow is a fun way to immediately view a series of pictures as a slideshow on your computer right from Media Manager. You can change several settings to make QuickShow even more fun to watch. When you are done watching, you can turn it into a slideshow file, or edit it further in VideoWave.

1. **Select Tools, Options**
   
   From the Tools drop-down menu, select Options. This brings up the Options dialog box.

2. **Select QuickShow Tab**
   
   In the Options dialog box, there are three tabs: General, QuickShow, and File Locations. Select the QuickShow tab. From here you are able to change the settings for your QuickShow.

3. **Change Slide Settings**
   
   In the QuickShow options, you can change the following settings for the slides in the QuickShow:
• **Slide duration**—Set the slide duration by clicking on the **plus** or **minus** buttons or by typing in the number you prefer to increase or decrease the number of seconds you would like each picture to last.
• **Fit to Music**—If you want your QuickShow to last the exact amount of time as your background audio, put a check in the *Fit to music* box. The duration of each photo is adjusted so that together they match the duration of your background audio.

**TIP**

Be sure that you have an appropriate number of pictures selected to warrant fitting your QuickShow to your audio. Otherwise your pictures will be either too long or too short a duration.

• **Transitions**—Use the drop-down menu to select a transition theme for your QuickShow. A transition is simply how one photo changes to the next. The transition theme names are fairly descriptive, so you shouldn’t have any problem choosing one you like.

• **Motion**—Clicking on the *Apply auto motion effects to images* option applies a random pan and zoom setting to each photo. This means that your photo moves within the slideshow, zooming in and moving up and down and side to side. This gives your slideshow the feel of a video by creating constant motion.

**NOTE**

If you want to preview and modify the motion of each image individually or make any other changes that are not mentioned in this section, you need to edit your slideshow in VideoWave. See Chapter 8, “Creating Slideshows.”

### 4 Change Audio Settings

You can also add audio to your QuickShow by changing the following settings:

• **Play associated sounds**—You can assign a sound to any picture by clicking on the *Sounds* icon in the taskbar and browsing for or recording a sound. If you want to play the sounds you have associated with your pictures, put a check mark in the box next to this option.

• **Play background sound**—If you check the box labeled *Background sound*, you are able to browse for an audio file to add to the background of your slideshow.

• **Clip or loop audio**—If you would like the background audio to end with the QuickShow or loop if the QuickShow is still playing, click on the appropriate box.
5 Click Apply, OK

After you have finished making changes to the slide and audio options, click on the Apply button to apply the settings. Then click OK to exit the QuickShow options. These options remain set until you change them.

6 Select Photo Files

After you are finished setting the QuickShow options, select the photo files you would like to view as a QuickShow. Choose an album or search through your media or folders to find the photos you want. Select more than one by holding down the Shift key to select photos in a series or holding the Control key as you individually select more than one.

7 Select QuickShow

With your photos selected, click on the QuickShow icon in the Media Manager taskbar. This starts your QuickShow.

8 Set QuickShow Options

While your QuickShow is running, there is a small menu at the top of the screen that includes playback controls for the QuickShow. You can pause the QuickShow at any time, move forward or backward a photo at a time, or return to the beginning at any time.

You can also rate the photos as you view them. Click on the Star icon to give the photo a rating between one and five stars. You can use these ratings later to sort your photos.

By pausing the QuickShow, you can take advantage of the other options. You can rotate the photo you are viewing or take it out of the QuickShow by clicking on the appropriate icons.

You can also click on the QuickShow settings icon to change the settings of your QuickShow, save the QuickShow as a slideshow, export it to VideoWave to edit it further, or burn it straight to DVD using MyDVD Express.

9 Exit the QuickShow

When you are finished watching your QuickShow, click on the x in the menu at any time to return to Media Manager.

▶ TIP

You can also press the Escape key at any time to exit QuickShow and return to Media Manager.
Printing in Easy Media Creator is not too different from printing in any other application. When you click on the Print icon, you are given a preview of what your printout will look like and several options for your page setup. You can also change the printer preferences.

You should be aware of a few unique print options inside Easy Media Creator. For instance, you can resize your photo (or project) to a specific size or print more than one photo (in different sizes) per page.

Because most of the print options are the options you see every day in many applications, we are only going to address the options that are unique to Easy Media Creator.

1 **Select Photo or Photos to Print**

Within Media Manager, select the photo or photos you would like to print by clicking on them to highlight them. You can select more than one by holding the Control key down as you click on the files.

2 **Click on the Print Icon**

After you have selected the photos to print, click on the Print icon in the taskbar. This brings up the Print preview window. Many of the options in the Print preview window are options you see in any print interface. Instead of reviewing these settings, we are going to skip to the layout options.

3 **Print One Photo per Page, Or...**

If you would like to print out a large picture or if you only have one picture to print out, click on One photo per page. From the Size drop-down list, you can choose how big you want your picture to print. This is incredibly convenient, and saves you the trouble of resizing your photo or guessing at which size your photo will end up.
1. Select Photo or Photos to Print
2. Click on the Print Icon
3. Print One Photo per Page, Or...
4. ...Print Multiple Photos per Page, Or...
5. ...Print As a Contact Sheet

Use Print Assistant to Print a Project
...Print Multiple Photos per Page, Or...

If you want to print more than one photo on your sheet, click on Multiple photos per page. You can choose to print the same photo multiple times by choosing Fill each page with the same photo or click on the Repeat each photo option to add all of the photos you have selected to your page.

Click on the Template drop-down list to choose a template for your photos. A template determines the way that your photos are laid out on the page. By choosing More templates, you can open a window that gives you a visual preview of all of the templates from which you can choose.

NOTE

If you have selected more photos than fit on one page, whether you are printing one photo per page or adding several photos to a template, multiple pages are created for you. You can choose the page to print by clicking on the page tabs at the bottom of the Preview window.

…Print As a Contact Sheet

You can print thumbnails of your photos by clicking on the As a contact sheet option. Choose the number of rows and columns you would like your photos to be displayed in on the contact sheet. You can adjust the spacing and choose whether to display the titles of your thumbnails.

This option only prints out one of each picture selected.

After you are finished choosing the layout of your photo print out, click Print.

TIP

You can also print a contact sheet for photo projects, such as printing several gift tags.

KEY TERM

Contact sheet—A term within Easy Media Creator used to indicate a printed sheet with thumbnails of several files.

Use Email Assistant to Email a Project

BEFORE YOU BEGIN

Chapter 1, “Start Here” (Review the section on Media Manager)

SEE ALSO

Use Print Assistant to Print a Project
The *E-mail Assistant* allows you to choose the photos or photo projects you want to email and convert them to a smaller, more manageable file size so you can send them across the Web. You can also convert them to a slideshow and send it as a WMV file.

After you have done this, you can import it directly into your default email client or save it to a file to be attached using another email client, such as Yahoo! or Google.

1. **Click the Email Icon in the Media Manager Taskbar**
   Click on the *E-mail* icon in the Media Manager taskbar to bring up *E-mail Assistant*.

2. **Add Files**
   After *E-mail Assistant* is up, click on the **Add Files** button to browse for the files you would like to email.
3 Select Email Client

After your files have been imported into E-mail Assistant, choose to use your default email client, or select the option to use another email client.

KEY TERM

Email client—An application that allows users to send, receive, and organize email messages.

4 Select Conversion

When you have chosen your email client, you can choose to convert your files to JPG, which makes them smaller and easier to send across email. This is a great feature because you don’t have to worry about saving a smaller copy of your files just for this purpose.

You can also choose the option to create a slideshow. This saves the photos as one WMV file that can be played on Windows Media Player or a similar player.

5 Click OK

When you have imported your files and chosen your format, click OK. If you are using your default email client, it is brought up and your photos are added to a new email composition.

If you have chosen to use another email client, you are prompted to save your files. This way you can browse to attach them to your email.

Share Media Files over the Internet with LiveShare

LiveShare is the perfect tool for people who want to share images with others on the Internet, but do not want to have to set up their own web server. LiveShare is actually a simple, small web server that enables you to create web pages that allow others to view and download your photos over the Internet.

Of course, LiveShare only works if you have an Internet connection and you are online. A high bandwidth connection, although not strictly necessary, is also recommended.
Share Media Files over the Internet with LiveShare

1. Open Media Manager

2. Configure LiveShare

3. Start Sharing

4. Create LiveShare Page

5. Add Images to LiveShare

6. Set Expiration Date

7. Use the Windows Default Mail Application to Invite Others to View LiveShare, Or...

8. Use the Clipboard Option to Manually Invite Others to View LiveShare
**Key Term**

_LiveShare_—A simple web server that creates and manages web pages containing photos that can be viewed by others across the Internet using a web browser.

There are numerous benefits to using _LiveShare_ to share your photos with others. The following are just a few of them:

- The web pages contain only small thumbnails of the photos so several can be viewed at the same time. The viewer can select which photos to view or download.

- Email applications are limited to the amount of data that can be attached to messages. You might only be able to attach a few photos to each email message, or you might have to reduce file size and quality to fit existing restrictions. The web page is only limited by the size of your hard drives.

- You can update photos that others have access to by simply copying new files into the album or view that is included in the web page. If you use email to share your photos, you must send an entirely new email.

Setting up the _LiveShare_ web server is very quick and you do not need to know anything about how to configure web servers or create web content. The _Manage My LiveShares Wizard_ automatically does all that for you. The following steps take you through the process of starting _LiveShare_, creating a web page, and inviting others to view it via a _web browser_.

**Key Term**

_Web browser_—A utility that allows users to view web pages on the Internet.

1. **Open Media Manager**

   Open _Media Manager_ by selecting _Programs, Easy Media Creator 8, Organize, Media Manager_ from the _Start_ menu in Windows.

2. **Configure LiveShare**

   After you have opened _Media Manager_, select _Manage My LiveShares_ from the _Tools_ menu to open the _Manage My LiveShares_ window and configure the _LiveShare_ web page viewing options.

   Click the _Change_ button to select the template you want to use to display the images in the web browser. Select the template from the list and click the _OK_ button to return to _Manage My LiveShares_.

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Bonus: 38

**BONUS CHAPTER 2: Media Manager Tools**

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_BONUS CHAPTER 2: Media Manager Tools_
Select the Allow original images to be downloaded option to allow people to download the image files they are viewing to their computers using the web browser. If this option is not selected, they are able to see the images, but they cannot download them.

**NOTE**

Be aware that anything on the Internet can be copied by a user who uses a screen capture, opens it up in a graphics program, and saves the image to disk. Don’t put anything out there that you’d rather not share.

Select the Allow access to sub-folders option to allow users to see and click on subfolders that are contained in the albums being viewed to see additional images. If this option is not selected, the subfolders are not visible to those viewing the web page.

**TIP**

If you need to adjust the port settings for LiveShare because they conflict with another service that is running on your system, click the Configuration button and enter a different value in the Ports text boxes.

3 Start Sharing

After you have configured LiveShare, start the LiveShare web server by clicking on the Start Sharing button. The web server starts in the background and continues running until you turn LiveShare off. Any web pages you create after you start LiveShare are automatically available as long as you are online.

**TIP**

You can stop LiveShare from sharing your files by selecting Stop Sharing with LiveShare from the Tools menu in Media Manager.

4 Create LiveShare Page

Click on the New button to create a new LiveShare web page. When the new page appears, type the name of the page in the text box below the page icon.

**TIP**

You can preview the page by clicking on the Preview button. A web browser is loaded and you can see exactly what the people you invite will be able to see.
Add Images to LiveShare

After you have created a LiveShare web page, you need to add images to it. Select the LiveShare page and click on the Add button to bring up the Browse Smart View window. Select the smart view or album that contains the images you want to share and click the OK button to add the images to the web page.

When you select the page in the Manage My LiveShares window, a list of albums and smart views is shown in the LiveShare Page# contains list.

TIP

You can add or update content on the LiveShare web page at any time.

Set Expiration Date

After you have added the images to the web page, you might want to set an expiration date for them. You can use the expiration date setting to automatically remove the LiveShare page from the web server so it is not visible from the Internet.

To set the expiration date, deselect Never in the Expires option, click the down arrow and select the day from the pop-up calendar.

Use the Windows Default Mail Application to Invite Others to View LiveShare, Or…

After you have finished setting up the LiveShare page, select the page in the My LiveShares list and click the Invite button to open the Send invitation dialog box. Click the Send button to use the Windows default email application to invite others to see the web page.

When you click on the Send button, the email application loads with an email already composed. The body of the email includes a message inviting the recipient to view the web page by clicking on the link contained in the email message. All you need to do is fill in the To list and the Subject line and send the message.

…Use the Clipboard Option to Manually Invite Others to View LiveShare

You can also send and invite manually if you do not have a default Windows email application. This is actually the case for most people because web-based email applications such as Juno, Yahoo!, and Hotmail cannot be automatically launched.
To send and invite manually, select the page in the My LiveShares page list and click the Invite button to open the Send invitation dialog box. Click the Copy to clipboard button to copy the link information of the web page to the Windows clipboard. Then create your own message in whatever email tool you like and paste the link into the message by using the Control+V key sequence.

**KEY TERM**

*Clipboard*—A temporary memory storage location in Windows that stores data that can be copied and pasted from one application to another.

**TIP**

You can see statistics on how many pages, images, and KBs of memory have been viewed by clicking on the Configuration button in the Manage My LiveShares window.

MediaSpace is a useful tool that allows you to share files with other computers on a home or small business network. Starting MediaSpace sharing creates an UPnP device on your network. The MediaSpace UPnP device can be accessed directly by other computers on the network using the My MediaSpace browse option of the Media Manager. This feature allows you to have files stored in a common location where everyone can access and change them.

**KEY TERMS**

*MediaSpace*—A storage location containing media files that is shared on a home/business network.

*Network*—Two or more computers connected together through a hub, switch, or router.

*UPnP*—A technology that allows Plug-n-Play devices to see, connect, and communicate with each other across a network.
1. Open Media Manager

2. Enable MediaSpace Browsing

3. Start Sharing

4. Authorize Devices

5. Browse the Media

Share Media Files on Your Home or Business Network with MediaSpace
The following is a checklist of the things you must do on every computer that you want to access the MediaSpace device prior to setting up MediaSpace on your network:

- You need to install the Roxio Media Manager.
- The UPnP component of Windows must be installed.
- Windows Networking must be configured.

**TIP**


### 1 Open Media Manager

Open Media Manager by selecting Programs, Easy Media Creator 8, Organize, Media Manager from the Start menu in Windows.

### 2 Enable MediaSpace Browsing

To enable MediaSpace browsing, select the My MediaSpace tab in Media Manager. A window is displayed asking if you want to enable MediaSpace browsing. Click the OK button to enable browsing.

Enabling MediaSpace browsing starts an UPnP client that looks for UPnP devices on your network; however, the client is not able to access the devices on the network until you grant access rights to it. You need to enable browsing on each computer you want to access MediaSpace.

### 3 Start Sharing

After you have enabled MediaSpace browsing on the computers in your network, open Media Manager on the computer from which you want to share media. Select Start Sharing with MediaSpace from the Tools menu to enable MediaSpace on this computer as an UPnP device.

After you have start sharing, the device is visible from other computers in your network. It shows up in the My MediaSpace view of the Media Manager.

**TIP**

You can enable any and all computers on your network to act as MediaSpace servers, as described in step 3.
4 Authorize Devices

After the device is visible to other computers, you need to grant access rights to the computers you want to access the files. Open the MediaSpace manager by selecting Manage My MediaSpace from the Sharing drop-down menu.

In the Manage My MediaSpace window you see a list of devices (clients you enabled in step 2) that want access to the MediaSpace. Select the clients you want to be able to access the shared MediaSpace and click the Authorize button.

5 Browse the Media

After you have authorized a client, you are able to view and access files on the MediaSpace device of that computer using the My MediaSpace view in Media Manager.

**TIP**

You can remove access rights of a computer from MediaSpace by selecting the device in the Manage My MediaSpace window, described in step 4, and clicking the Deauthorize button.