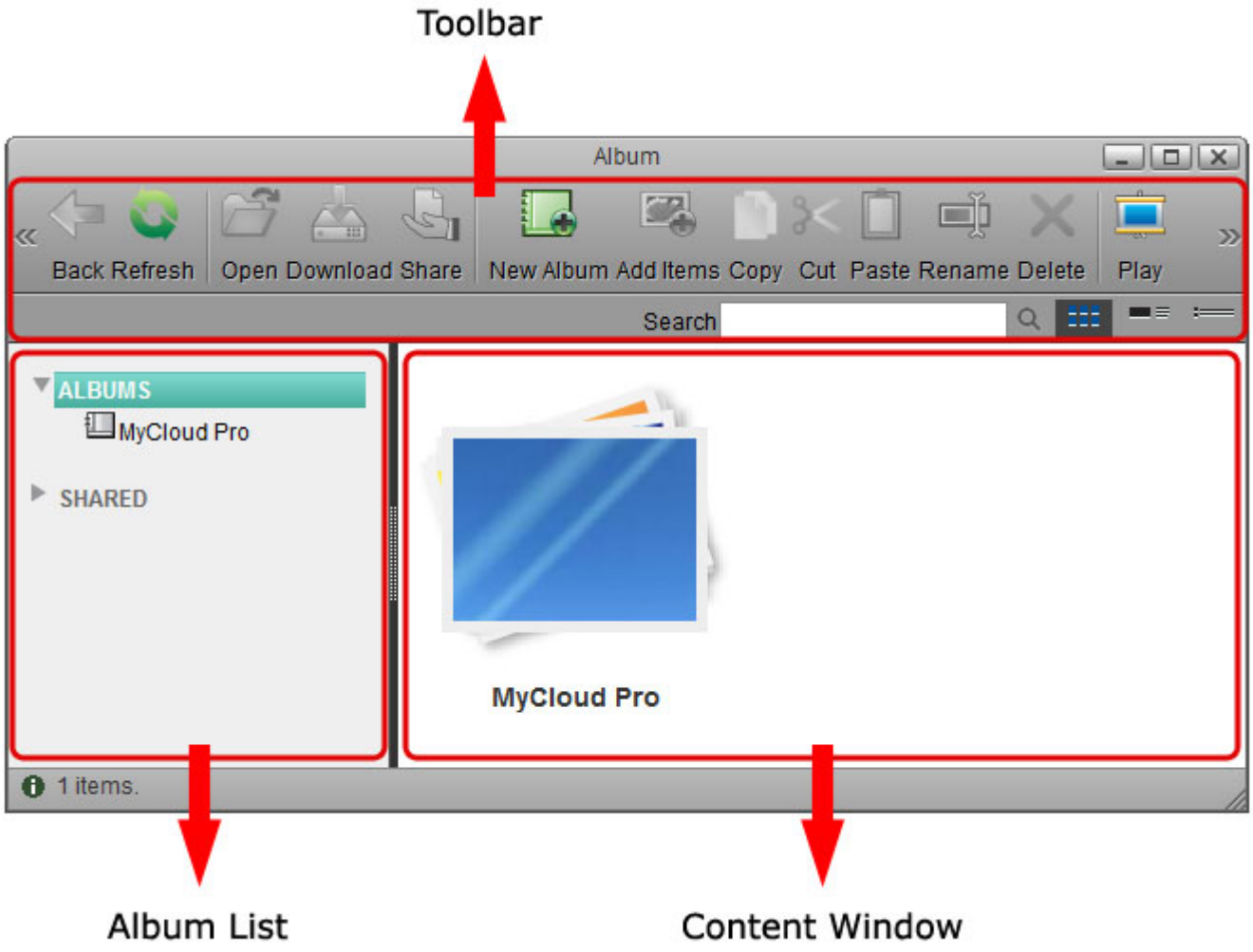
Album

The album helps you to create your own albums using the pictures and media stored on the network drive. You can then share the albums with other users or publish them on the internet for friends that do not have a user account on your network drive.



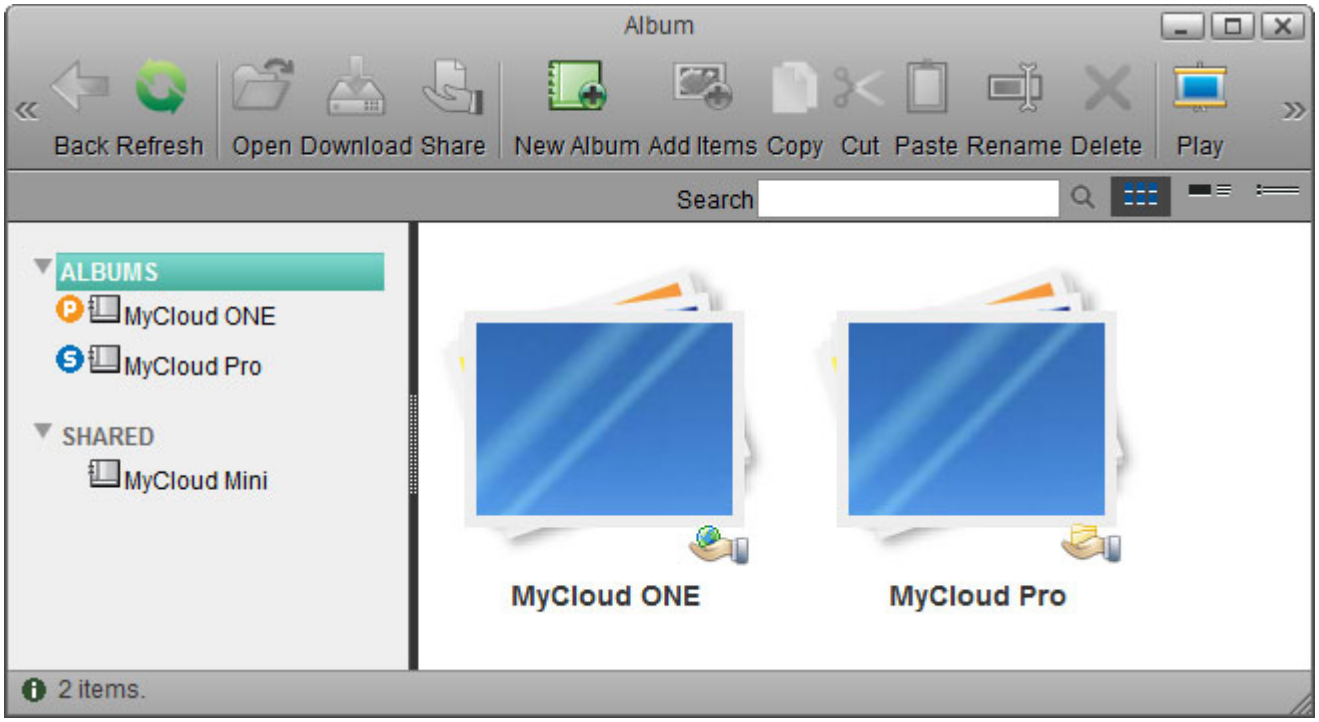
Toolbar

Button	Function	Description
	Back	Go back to previous album.
	Refresh	Refresh the content window.
	Open	Open the selected item. For albums, this opens the album. For images, this opens the image in the image viewer. For other media files, this opens the file in the media player.
	Download	Download the selected file to your computer.
	Share	Open the share menu to manage how the selected album is shared among the other users and your friends.

Button	Function	Description
	New Album	Create a new album.
	Add Items	Add new items to the selected album.
	Copy	Copy the selected file(s) to the clipboard.
	Cut	Move the selected files(s).
	Paste	Paste the file(s) from the clipboard or move the files to the selected album.
	Rename	Rename the selected file or album.
	Delete	Delete the selected file(s) or album(s).
	Play	Open the selected album in the album viewer. This opens a new tab in your web browser and displays the album just like your visitors see it when you share it with other users or your friends.
	Search	Enter a search term (partial or complete file name) and click the **Enter** key on your keyboard to show all files in the current album that contain that search term. Please note that the search term is case sensitive. To reset the search and display all files again, erase the search term and click the **Enter** key on your keyboard.
	View as Thumbnail	Shows content as thumbnails.
	View as Details	Shows content as thumbnails with additional details.
	View as List	Shows content in list view without thumbnails.
	Slide Show	Shows content as slide show. Note that this view is only available when an album has been opened already.
	Cover Flow	Shows content as cover flow. Note that this view is only available when an album has been opened already.
	Cooliris 3D Wall	Shows content on a 3D wall with help of the Cooliris plugin. Note that this view is only available when an album has been opened already.

Album List

In the album list you can see all your own albums as well as any albums that have been shared with you by other users.

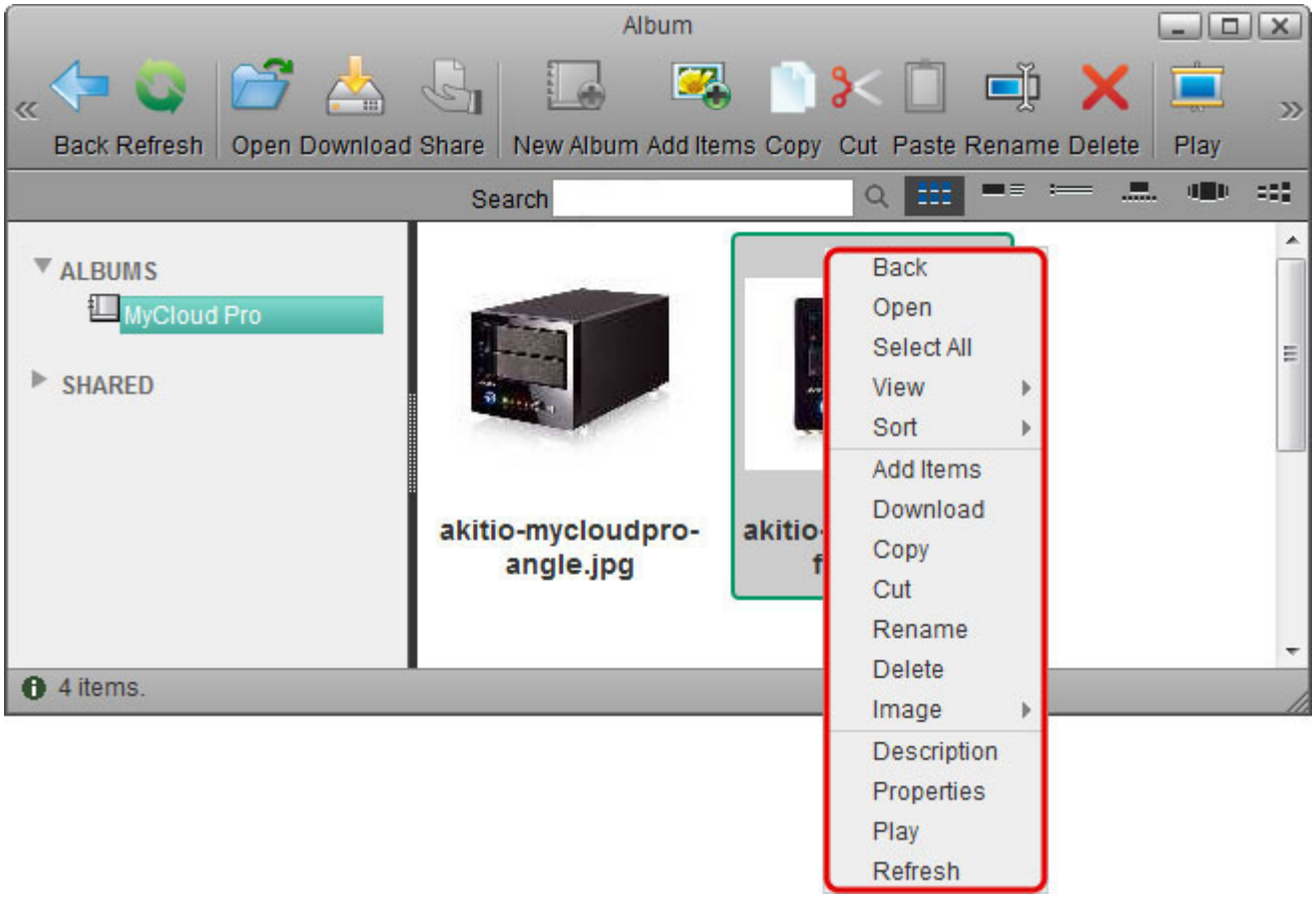


Button	Function	Description
ALBUMS	**Personal Albums**	Shows all your personal albums.
SHARED	**Shared Albums**	Shows all the albums that have been shared with you by other users.
/	**Shared Album**	Indicates that this album is currently shared with other users.
/	**Published Album**	Indicates that this album is currently published.

To share an album, do not select the album in the album list but select **ALBUMS** and then select the album in the content window. Once you have selected an album in the content window, the **Share** function will be made available.

Context Menu

To edit the files, you can also use the context menu by right-clicking on a file in the content window.



Command	Description
Back	Go back to previous album.
Open	Open the selected item. For albums, this opens the album. For images, this opens the image in the image viewer. For other media files, this opens the file in the media player.
Select All	Select all files in the current album.
View	Select how the media files are displayed. • View as Thumbnail: Displays the contents with large icons and the file name below. • View as Details: Displays the contents as a list along with large icons and detailed information. • View as List: Displays the contents as a table along with small icons and detailed information. • Slide Show: Displays the content as slide show. • Cover Flow: Displays the content as cover flow. • Cooliris 3D Wall: Displays the content on a 3D wall with the help of the Cooliris plugins.

Command	Description
Sort	Select how to sort the media files. • Name: Arranges the items according to their names. • Size: Arranges the items according to their size. • Type: Arranges the items according to their types. • Last status change date: Arranges the items according to the date when they were uploaded or moved last. • Description: Arranges the items according to their description.
Add Items	Add new items to selected album.
Download	Download the selected file to your computer.
Copy	Copy the selected file(s) to the clipboard.
Cut	Move the selected files(s).
Paste	Paste the file(s) from the clipboard or move the files to the selected album.
Rename	Rename the selected file or album.
Delete	Delete the selected files(s) or album(s).
Image	• Set as Wallpaper: Sets the selected picture as wallpaper on the desktop in the web interface. • Set as Album Cover: Sets the selected picture as cover image for the current album.
Description	Edit the description of the selected file or folder.
Properties	Show the properties of the selected file or album.
Play	Open the selected file in the album viewer. This opens a new tab in your web browser and displays the album just like your visitors see it when you share it with other users or your friends.
Refresh	Refresh the content window.

Selecting multiple items

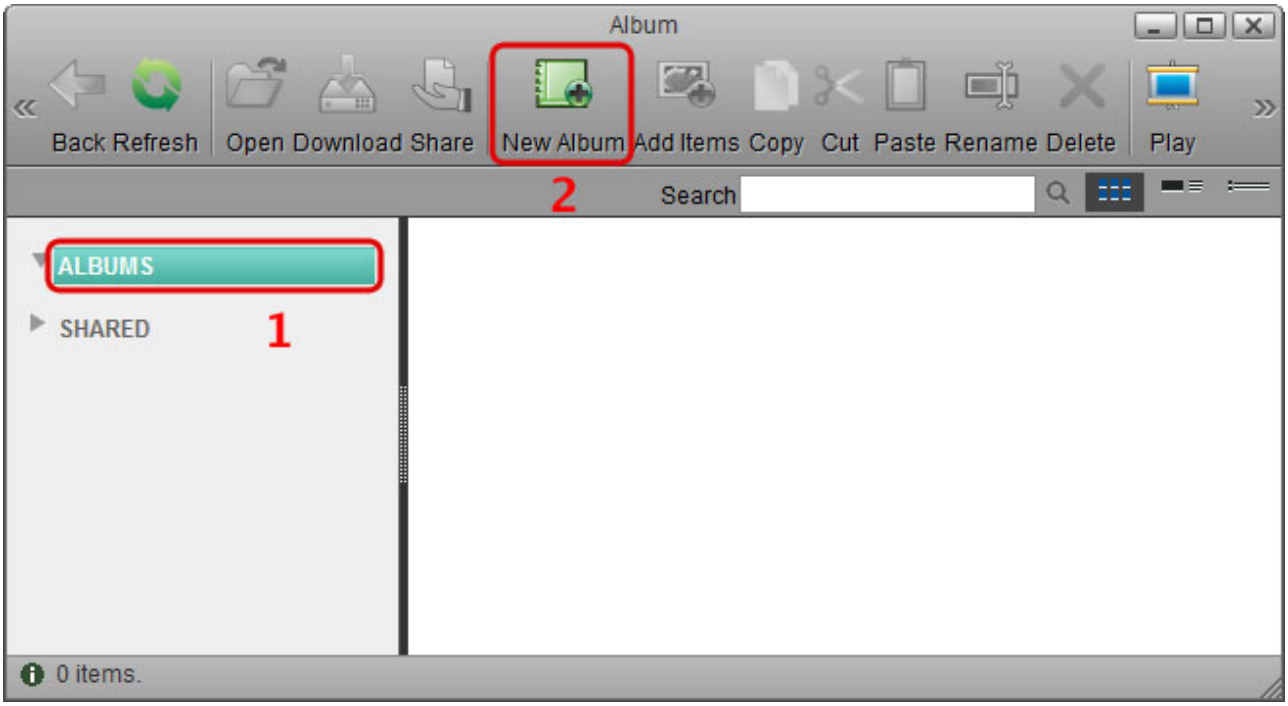
To select multiple items in the content window, you can:

- **Control (Ctrl) click**: Press and hold the control key to select multiple files in random order.
- **Shift (Shift) click**: Select the first file in a sequence, press and hold the shift key and then click on then the last item to select a range of files in order.
- **Select All**: Right-click to open the context menu and use the select all command to select all files in the current playlist.

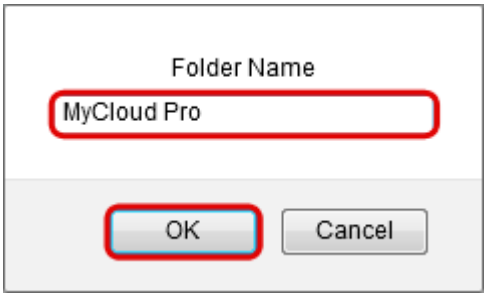
Album Management

Create a new album

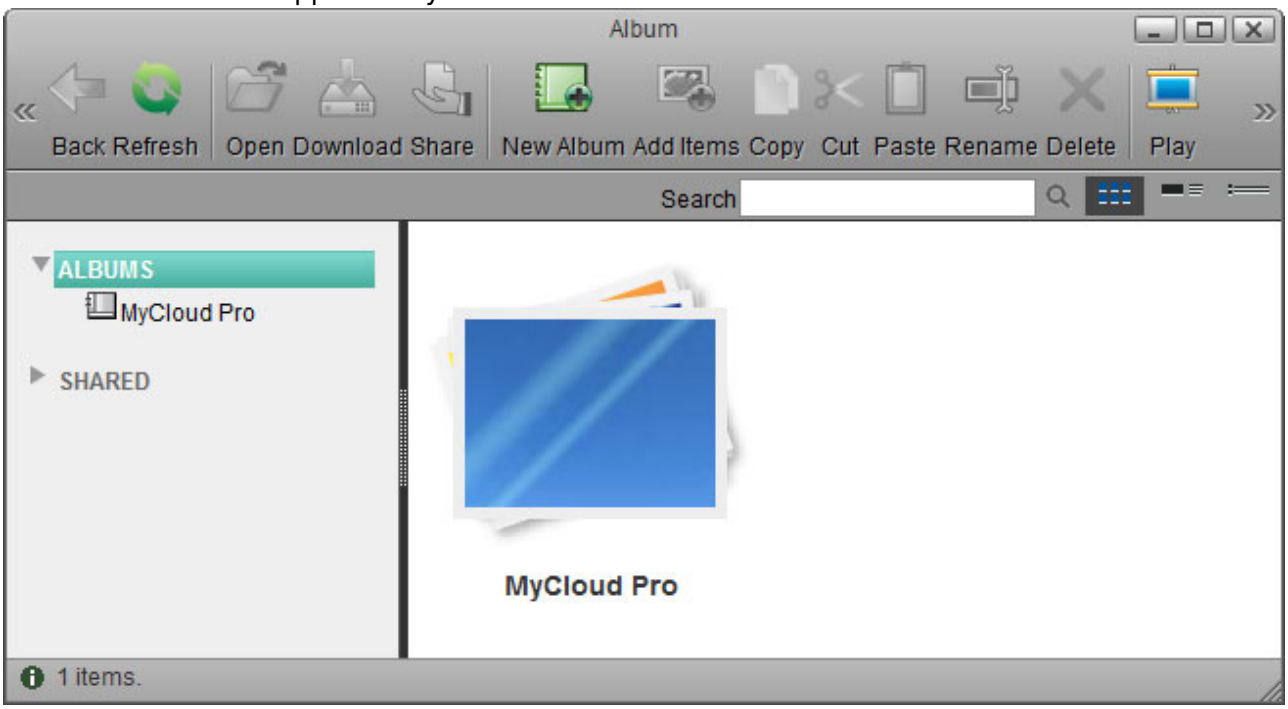
1. Select **ALBUMS** in the album list (do not select one of the albums but the top folder in the list) and click **New Album**.



2. Enter a name for the new album and click **OK**.

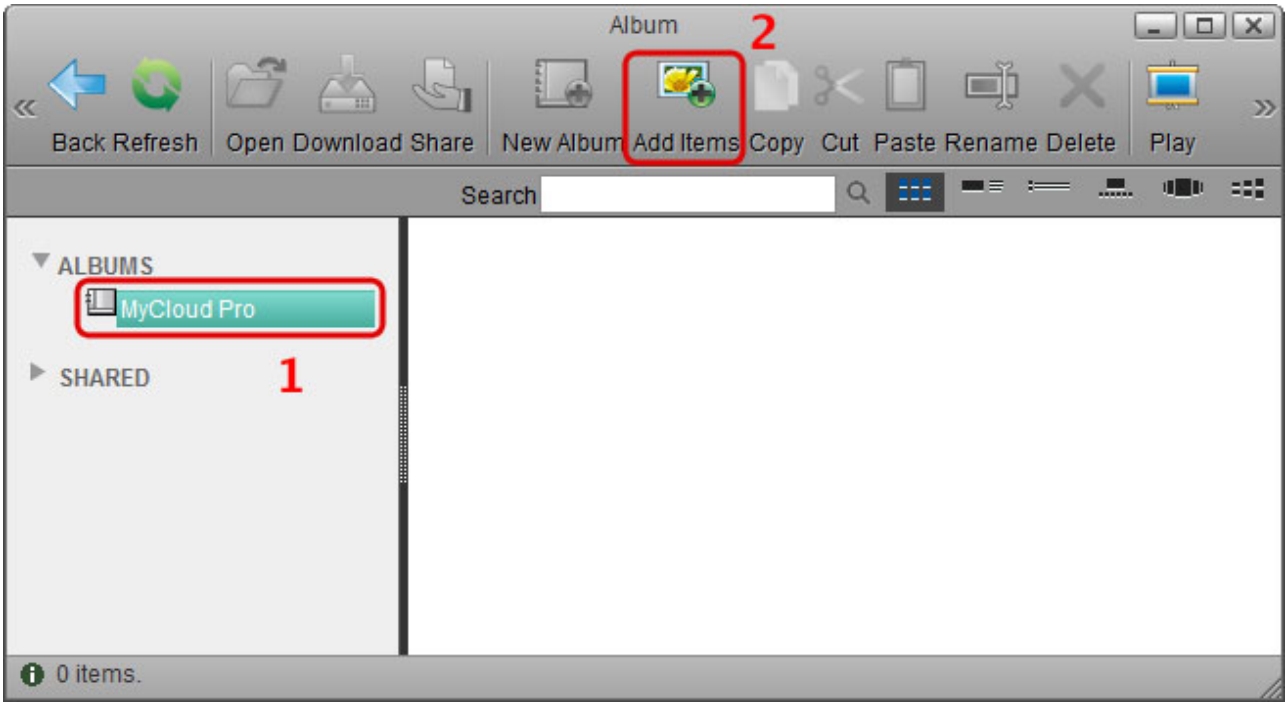


3. The new album now appears in you album list and in the content window.

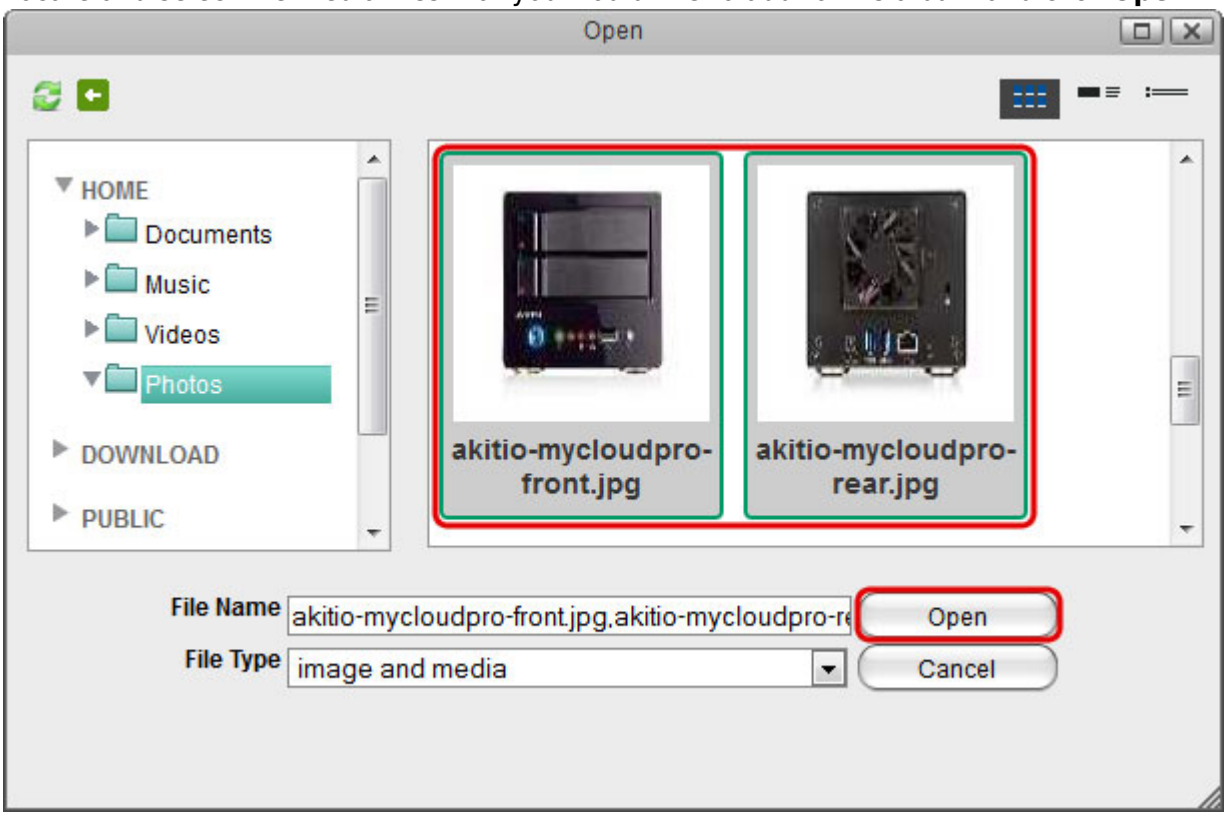


Add new items

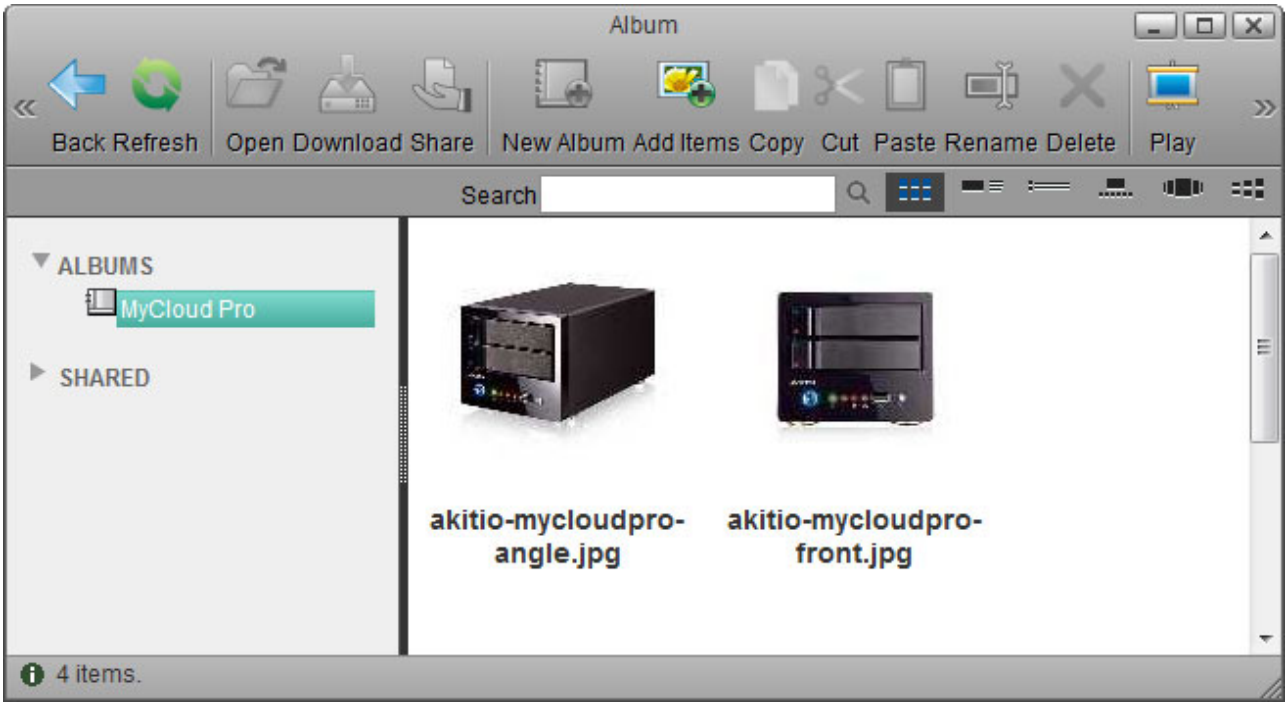
1. Select one of your albums from the album list and click **Add Items**.



2. Locate and select the media files that you would like to add to this album and click **Open**.

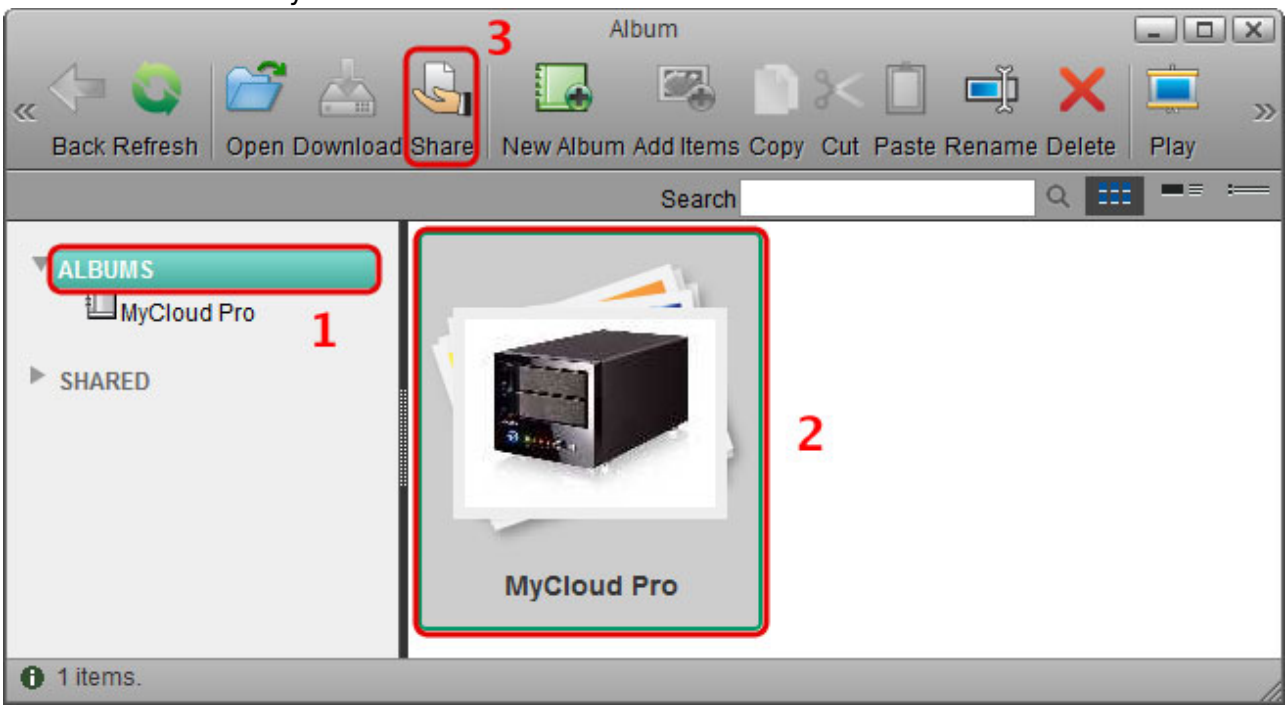


3. The new items are now added to your album.

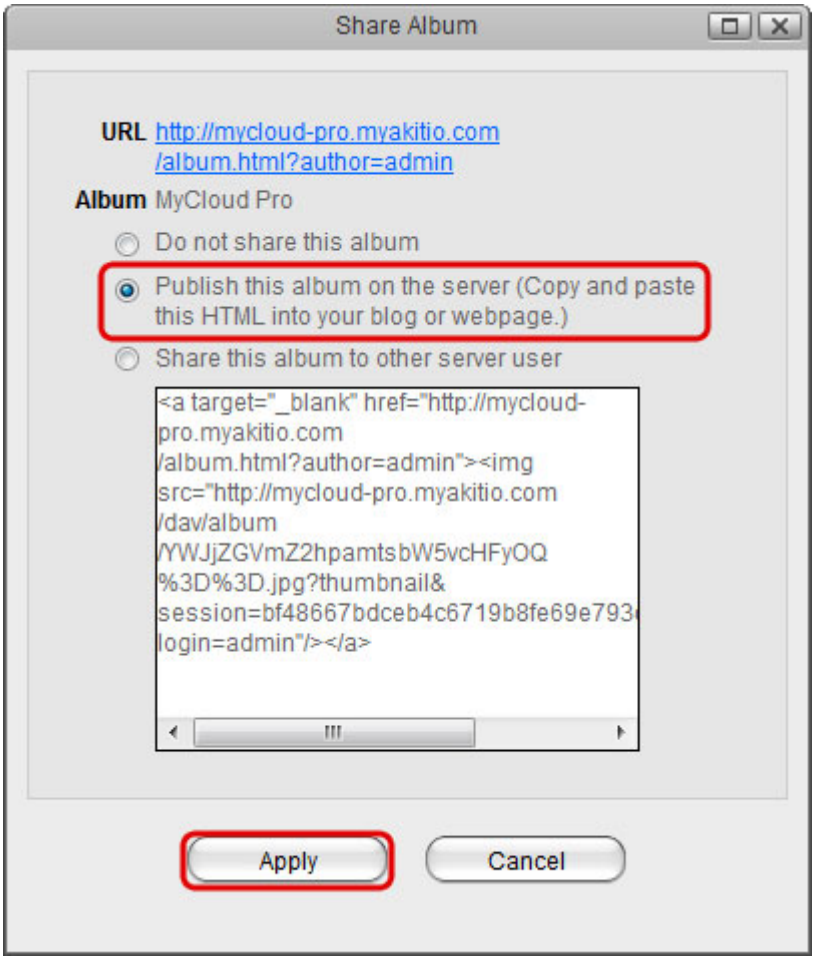


Publish an album

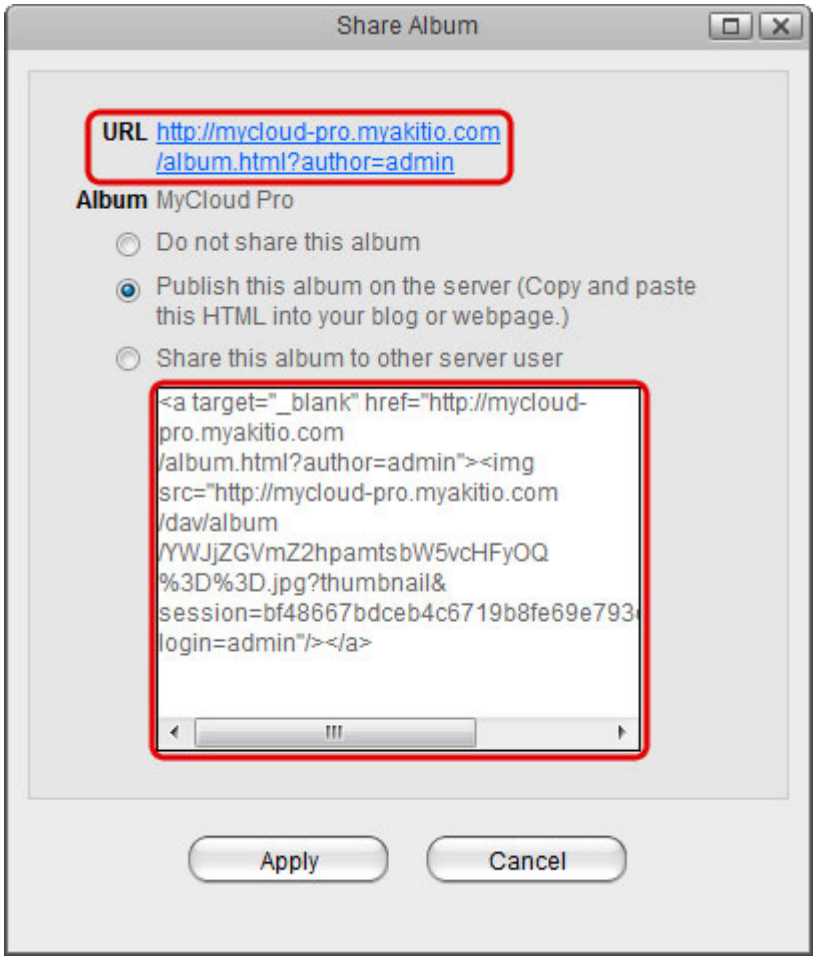
1. Select **ALBUMS** in the album list (do not select one of the albums but the top folder in the list), select the folder that you would like to share in the content window and then click **Share**.



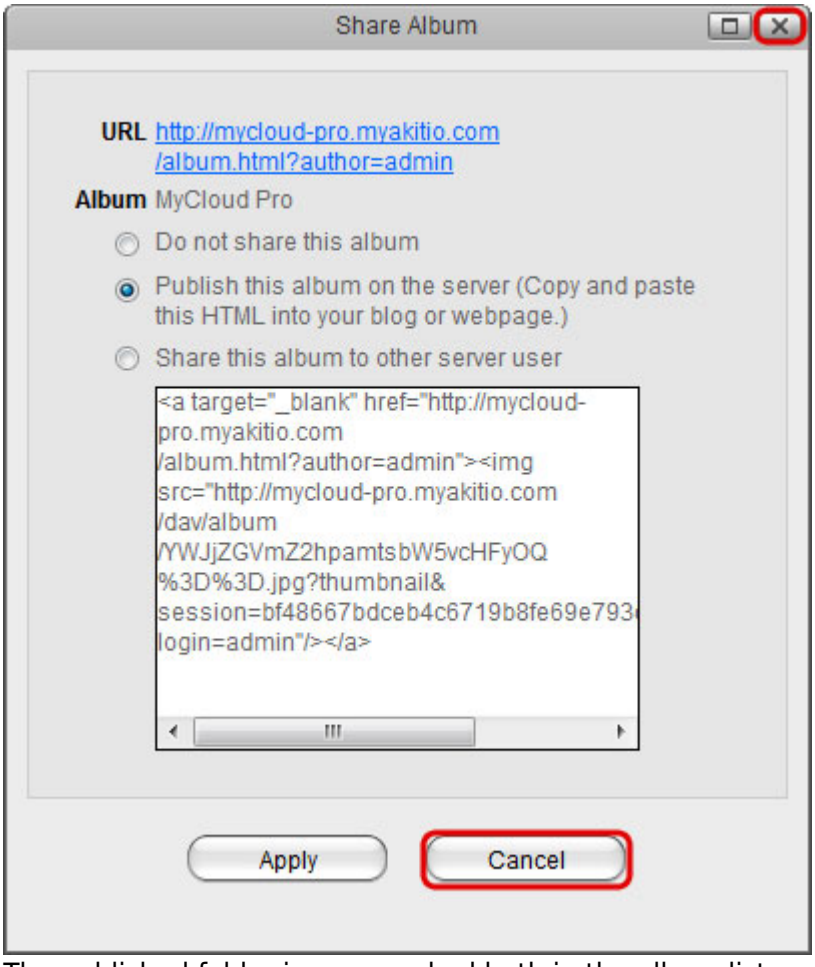
2. Select **Publish this album on the server** and click **Apply**.



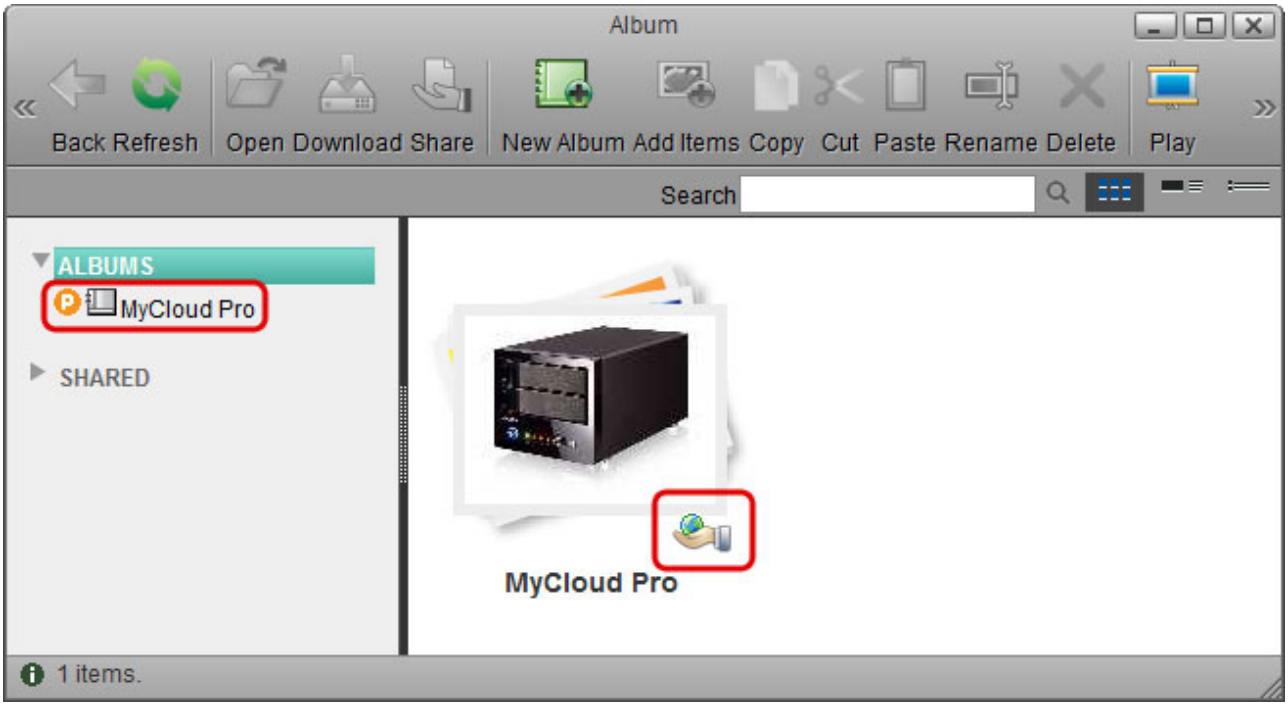
3. Depending on how you would like to publish this album, you can:
    - Copy the URL and post it on Twitter, post it on Facebook or send it to your friends by e-mail.
    - Copy the HTML code and post it on your blog article or webpage. This code will display the cover image of your album and link to the album on your network drive with the same URL as seen on top of this window.



4. You can now close this window.



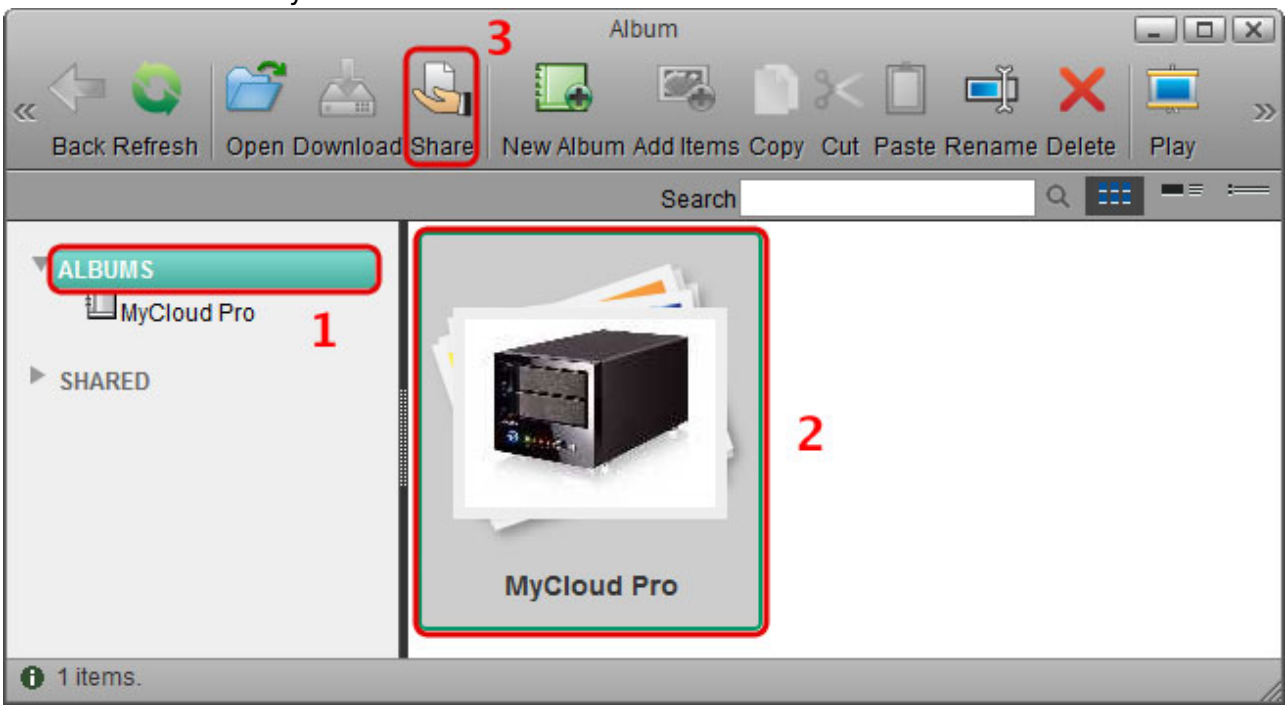
5. The published folder is now marked both in the album list and in the content window.



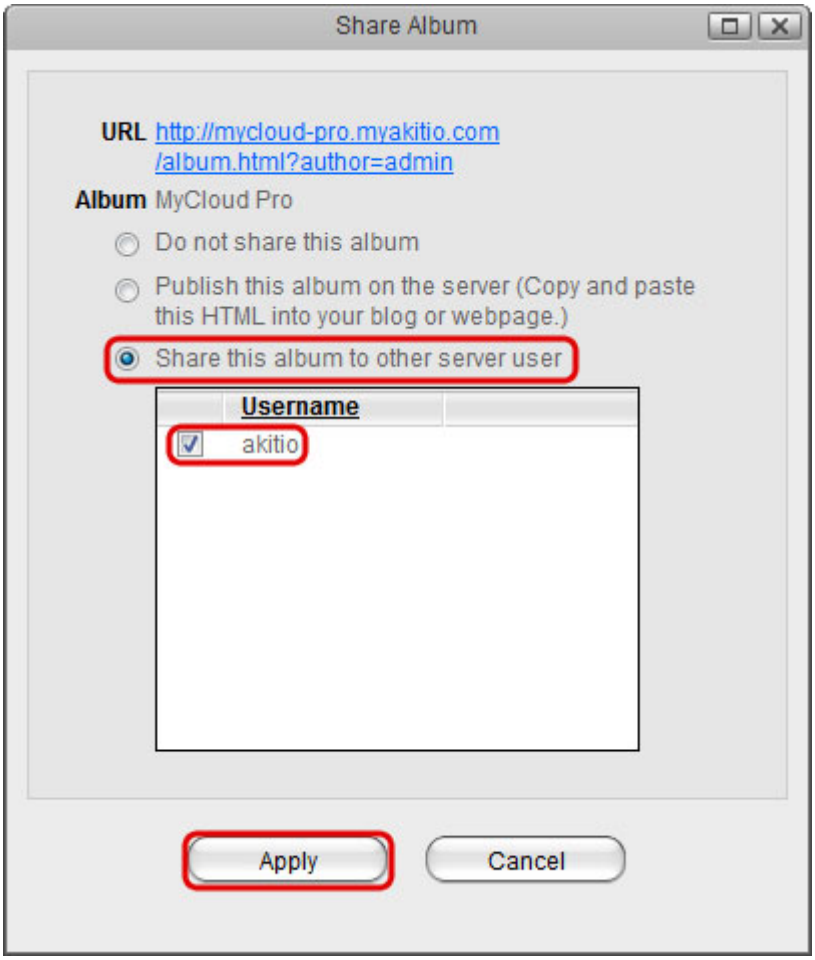
To stop publishing the album, select it again as seen in step 1. Select **Do not share this album** and click **Apply**.

Share and album

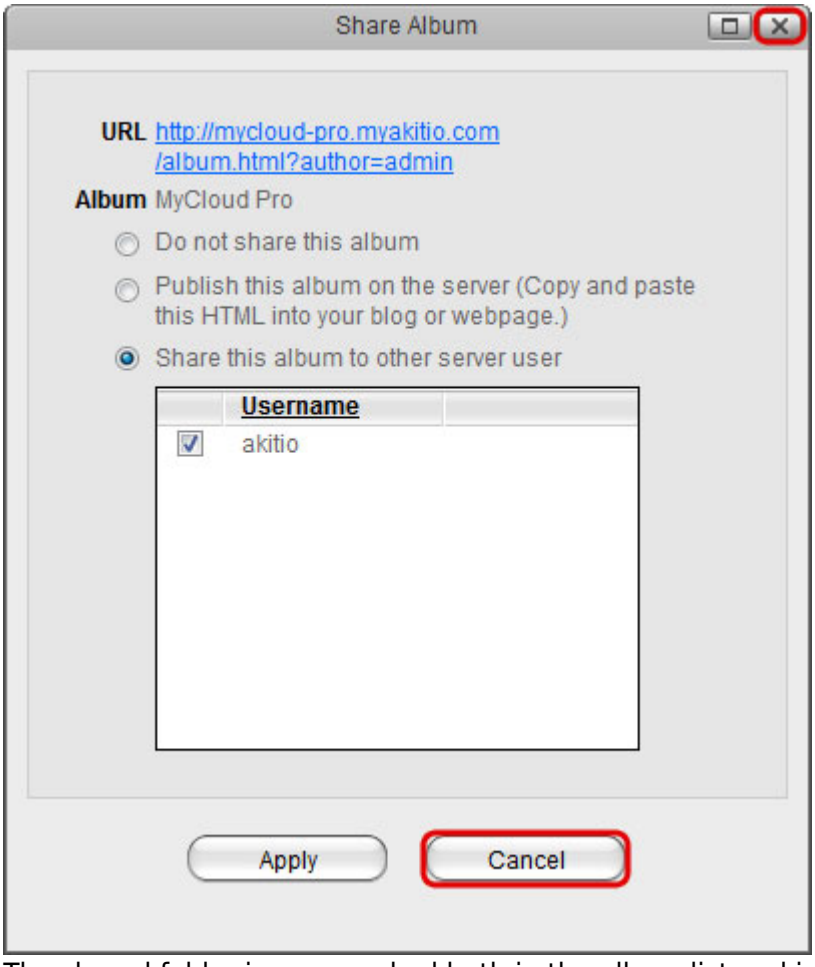
1. Select **ALBUMS** in the album list (do not select one of the albums but the top folder in the list), select the folder that you would like to share in the content window and then click **Share**.



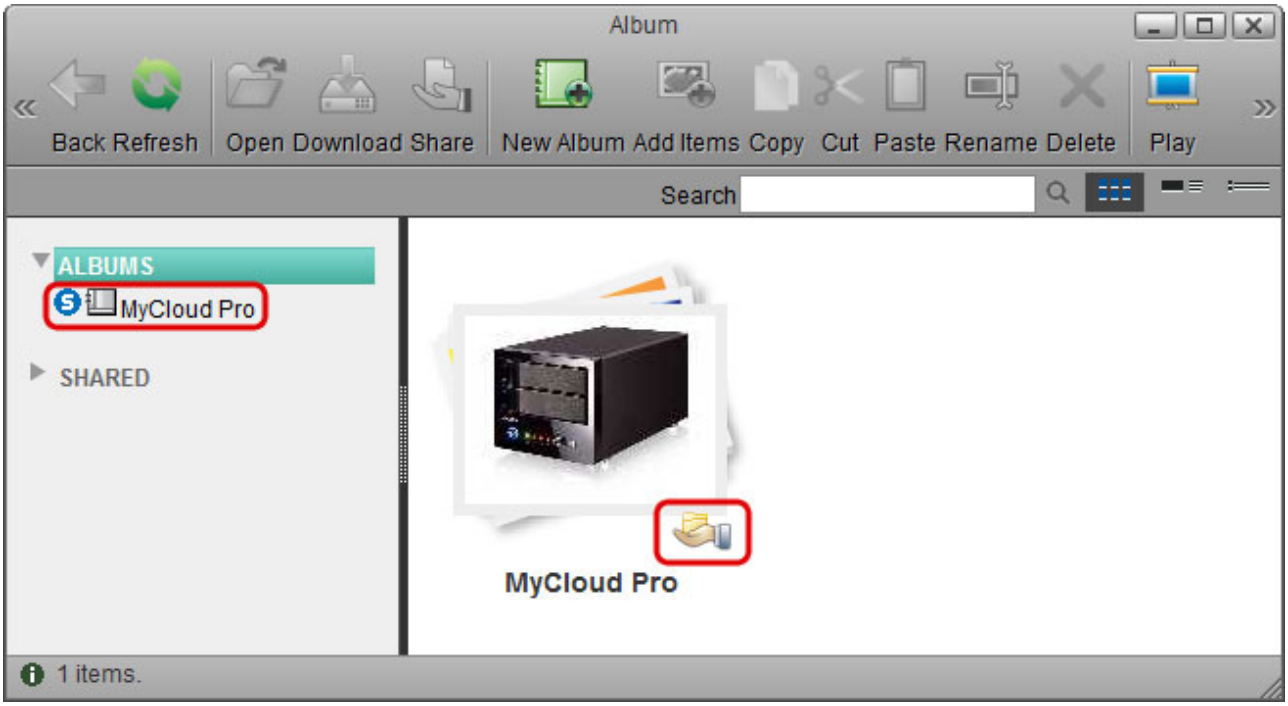
2. Select **Share this album to other server user**, place a tick in the box for the users you would like to share the album with and click **Apply**.



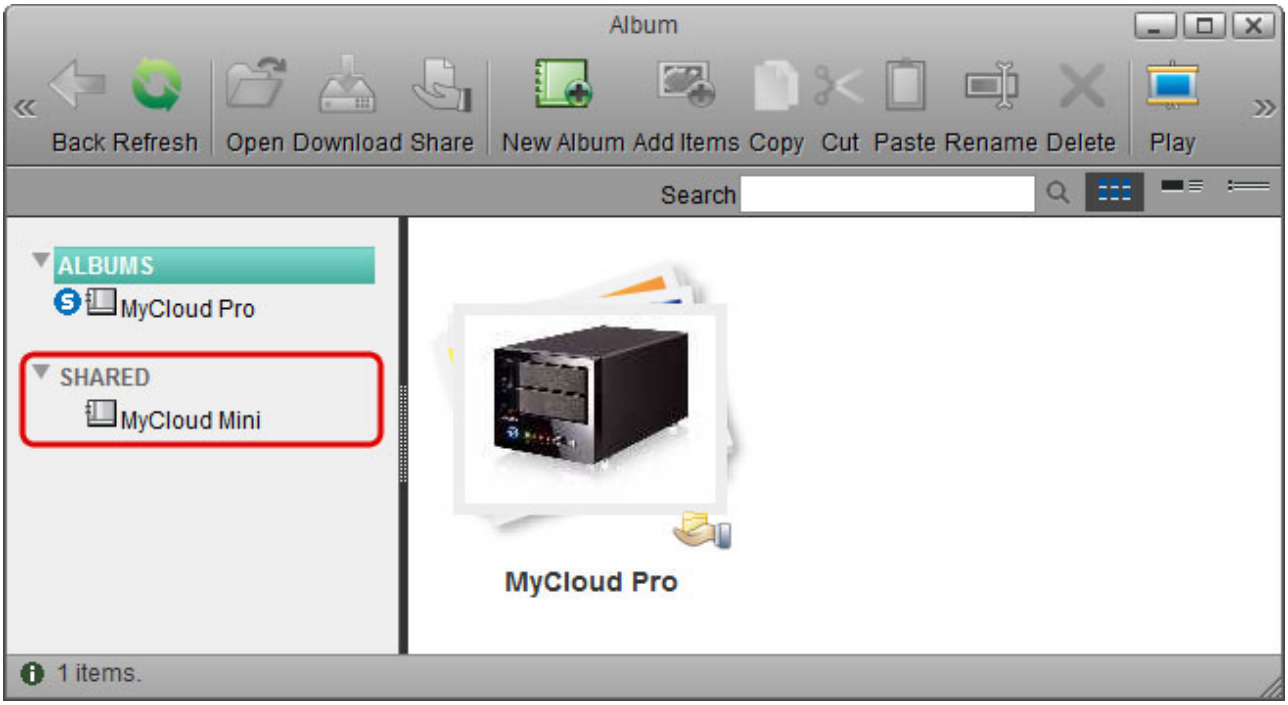
3. You can now close this window.



4. The shared folder is now marked both in the album list and in the content window.



5. The users that you granted access to this album can now view it in their album list under **SHARED**.



To stop publishing the album, select it again as seen in step 1. Select **Do not share this album** and click **Apply**.

Album Viewer

For more information about the album viewer, see Applications > Album > Album Viewer.

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