

# Quick Start Guide



Microsoft®  
**Expression®** Media 2

**Microsoft®**

Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted in examples herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2008 Microsoft Corporation.

Microsoft, Expression, Silverlight, and Virtual Earth are trademarks of the Microsoft group of companies.

Adobe is a registered trademark of Adobe Systems Incorporated in the United States and/or other countries.

Apple, Macintosh, and QuickTime are registered trademarks of Apple Incorporated in the United States and/or other countries.

All photographs © 2007, Mike Tedesco, Tedesco Photography, and © 2008 Anita Oakley, Anita Oakley Photography.

# Introduction

Welcome to Microsoft® Expression® Media 2, your comprehensive solution for cataloging, organizing, modifying, and distributing your digital media files. Wherever your files are stored and whomever you collaborate with, Expression Media enriches the way you organize, find, and share your digital media on your computer, offline, or on the web.

## What's new in Expression Media 2?

- **Hierarchical keywords** With the new **Hierarchical Keywords** display in the **Organize** panel, you can create and view hierarchies of keywords for your media files. For example, instead of tagging a photograph "dogs," you can create a keyword hierarchy that specifies animals, mammals, and even specific breeds. The keyword finder gives you many options for clearly and accurately categorizing your media files.
- **Multi-monitor Light Table** You can increase your productivity by having the **Light Table** open on one monitor while your catalog and tools are open on another. There's no longer a need to switch back and forth between views.
- **Microsoft Virtual Earth™ positioning** Using Virtual Earth technology, you can locate the origin of any photograph that includes GPS information. Expression Media displays the location on a virtual world map.
- **Improved sorting** Each panel contains new menus in annotation fields that include options for sorting images using either a union or an intersection of keywords.

For a complete list of new features, see the "What's new" topic in Expression Media Help (on the **Help** menu).

# Contents

Getting started	1
Understanding Expression Media 2	4
Quick start: The basics	9
Quick start: New features	24
Appendix	29

# Getting started

You can install Expression Media 2 from the Microsoft Expression Media 2 CD. Information in this section will help you get started.

## ***In this section***

- Before you begin
- Installation instructions

## Before you begin

**System requirements** Check the package to make sure that your computer meets the minimum system requirements.

**Product key** Find your 25-character product key on the disc holder. Enter the key when prompted.

**Internet connection** If you plan to install additional components or get more information about Expression Media, make sure that you have a working Internet connection.

## Installation instructions

1. Insert the Expression Media CD into your computer's optical drive.
2. Double-click the .dmg file.
3. Follow the on-screen instructions to install Expression Media.

## Troubleshooting your installation

If you experience problems while installing Expression Media, go to the Microsoft Expression site ([www.microsoft.com/expression](http://www.microsoft.com/expression)) or the Microsoft Support Site ([www.microsoft.com/support](http://www.microsoft.com/support)) for more information or help.

# Understanding Expression Media 2

Expression Media 2 features a comprehensive, streamlined workspace that provides all the tools and views that you need to clearly identify, organize, and work with your digital media.

## ***In this section***

- Who uses Expression Media 2?
- How Expression Media works with your files
- The main interface



## Who uses Expression Media 2?

Expression Media 2 provides solutions for anyone who works extensively with any sort of digital content, including digital media files, fonts, Adobe PDFs, and documents. In short, if you are interested in creating high-quality, well-organized, and specifically-annotated catalogs of your digital files, as well as modifying, repurposing, sharing, and archiving those files, then you can use Expression Media.

## How Expression Media works with your files

Expression Media uses catalogs to organize your media files. Expression Media catalogs are proprietary files that, when opened, display thumbnail images of your files, along with file names, file locations, and metadata information. Catalogs do not actually store your original files. Instead, they store only information about your original files, including paths, thumbnails, and annotations. Because the catalogs store file information, including thumbnail images, you can always open the catalogs to display and sort your media files, even when your original media files are not available.

# The main interface

After you create a catalog, Expression Media presents a broad, customizable view of your imported files, their accompanying metadata, and the hierarchy of folders in your catalog. In this interface, you can also play movies, rearrange and rename your files, and select specific files to modify or to export in a variety of formats.

For information about how to use other workspace elements such as the **Light Table** and the **Slide Show**, see the next section, "Quick start: The basics."

## 1 TOOLBAR

Enable various viewing and exporting modes such as **Slide Show** mode and the **Image Editor** from the buttons on this toolbar.

## 2 VIEWS

Choose any one of three ways to view the media files in your catalog.

## 3 ANNOTATION PANELS

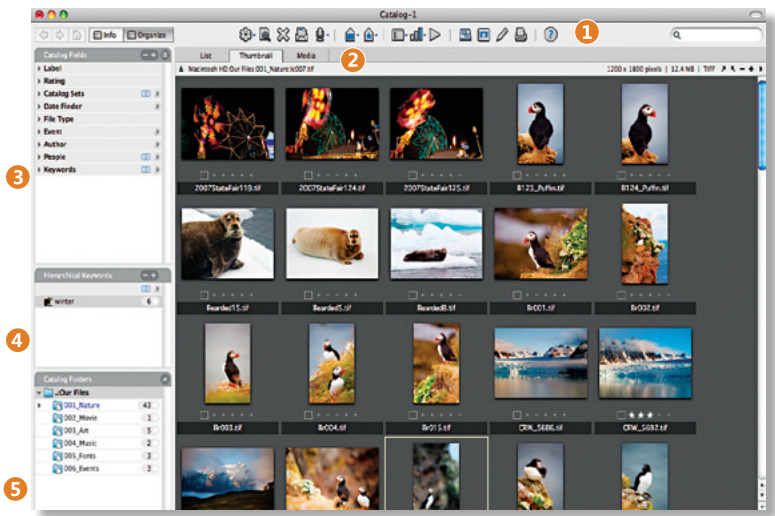
View and add metadata to your files in this panel. The **Info** and **Organize** panels both contain metadata. Use the **Info** panel to view and add metadata, such as exposure and source information, about each individual file and use the **Organize** panel to sort your files by metadata criteria, or any other criteria that you specify.

## 4 HIERARCHICAL KEYWORDS LIST

Create keywords with varying hierarchical layers to specifically identify each file.

## 5 CATALOG FOLDERS PANEL

Manage the location of all your catalog files, and quickly sort them for viewing or import them from watched folders.



# Quick start: The basics

If you are new to Expression Media, you can follow these tutorials to get a good overview of the basic workflow.

## ***In this section***

- Import and catalog your files
- View metadata in your files
- Organize your media
- View your media in the Light Table
- Edit your images
- Create a Slide Show
- Export your images as an HTML gallery

## Import and catalog your files

After you install Expression Media 2, you must create a catalog containing the media that you want to organize.

1. Start Expression Media.
2. If this is the first time you have opened the program, you may be prompted to select a method of creating a catalog. If you get this prompt, click **Import Items from Files/Folders**. If you do not see this prompt, then, on the **File** menu, point to **Import Items** and click **From Files/Folders**. Alternately, you can close the initial dialog box and drag your digital media directly into the catalog window.
3. Browse to the location where you have stored your images, select the folder that contains the images (or select individual images) and click **Import**.
4. If you don't see all of your images, then click the **Thumbnail** tab.

## Additional information

You can create several catalogs in order to store different file types, images from different authors, or for whatever reason you think will help you organize your files. To create more catalogs, repeat steps 2 through 4.



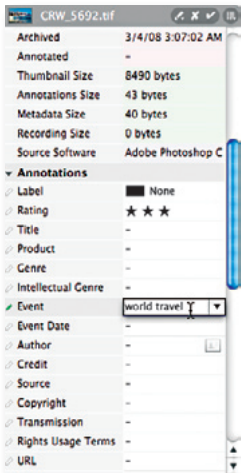
## View metadata in your files

Use the **Info** panel to view any EXIF metadata and IPTC standard annotations that are embedded in a single image. You can also add metadata to the file from this panel.

1. In your catalog, click the **Thumbnail** tab to switch to the Thumbnail view.
2. In the Thumbnail view, select a file.
3. Click the **Info** button. In the **Media Info** section, note the embedded data for the file, such as **File Type**, **Dimensions**, **Resolution**, and so on. Most of the information in the **Media Info** section cannot be changed.
4. Click another file to view more data. Note that you cannot click more than a single file to view data. The **Info** panel is designed to view the metadata of one file at a time.
5. You can add metadata in the **Annotations** section. Scroll to a keyword field in the **Annotations** section and double-click the box next to a keyword name.
6. Type a keyword in the box.

**Note:** Any keyword that you add to a media file is associated with that file in the current catalog only. If you want the keyword to be embedded with the image, you must use the **Sync Annotations** command. See the Expression Media Help for more information.



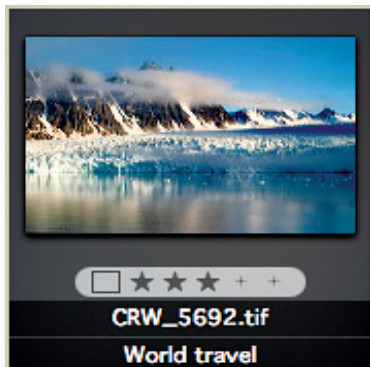


### THE INFO PANEL

Use this panel to view metadata associated with your media file. You can also add metadata fields and keywords. Note the “World travel” annotation above.

### ANNOTATED IMAGE

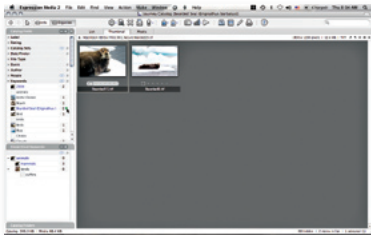
Most images taken by a digital camera have EXIF metadata embedded, but you can add any number of annotations to an image and you can set the annotation to appear in the view.



## Organize your media

Expression Media enables you to organize your media using practically any criteria that you want.

1. In your catalog, click the **Thumbnail** tab to switch to the Thumbnail view.
2. In the Thumbnail view, select a group of files that you want to categorize and drag the group to the keyword.
3. If you can't see the **Organize** panel, click the **Organize** button.
4. In the **Catalog Fields** section, scroll to the **Keywords** catalog field and expand it.
5. On the keyword menu, click **Add Keywords**.
6. In the **Add Keywords** dialog box, type a keyword term in the **Term** box and then select **Apply term to selected items** and click **OK**.
7. Your specified term is now assigned to the images that you selected. To sort your images according to this term, click the empty circle next to the keyword. The Thumbnail view now displays only the files that have that keyword. You can also assign that keyword to an image by dragging the image from a view onto the keyword.

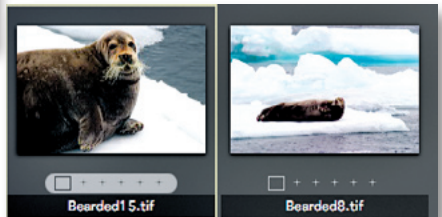


## ANNOTATIONS FIELD

Expression Media uses the industry-standard annotation fields and also allows you to create custom fields.

## SORTED FILES IN THUMBNAIL VIEW

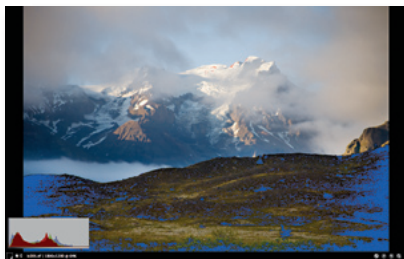
When you click your annotation term, Expression Media sorts your files according to that annotation. You can sort using multiple terms.



## View your media in the Light Table

The **Light Table** provides an ideal viewing environment for either isolating an image at full-screen view or seeing your images on a large grid. You can also evaluate each image for over/underexposure and check the image color levels. If you work with multiple monitors, you can drag the **Light Table** display to one monitor and keep your catalog images visible on another for quick access

1. In the Thumbnail view, select up to six images (the **Light Table** can display a maximum of six images).
2. On the **View** menu, click **Light Table**.
3. Note the shortcuts on the information screen and then press **ENTER** to exit the screen. If your image is not at full screen, press **F11** (see the “Appendix” section for more keyboard shortcuts for working in the **Light Table**).
4. Press **H** to view the **Histogram**, which shows you the levels of red, green, and blue in your images.
5. Press **W** to view the exposure warnings, which show you all the areas of the image that are over or underexposed, in red and blue, respectively.
6. Right-click or CTRL + click the image and, in the shortcut menu, point to **Panels** and choose a number. This indicates how many images will display at once in the **Light Table**.
7. When you are done, press ESC.

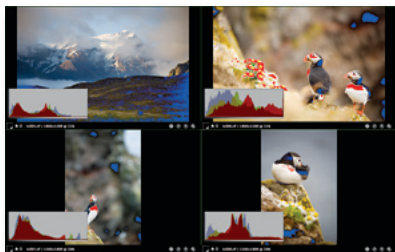


### FULL-SCREEN VIEW

The full-screen view in the **Light Table** gives you a very clear and expansive look at your image. In this image, you see the possibly underexposed areas in blue as well as the **Histogram** showing the amount of red, green, and blue in the image.

### VIEW MULTIPLE PANELS

If you choose to view multiple images at once, each one will display the exposure warnings and **Histogram**. You can easily replace any panel with another image from your catalog.



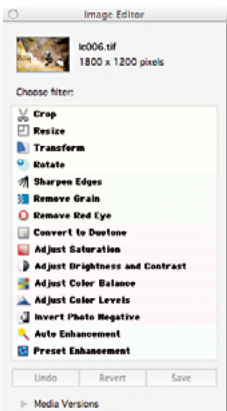
## Edit your images

In Expression Media, you can apply a variety of adjustments to your photographs using the **Image Editor**. You can perform basic adjustments such as cropping and adjusting brightness and contrast, or you can perform more artistic adjustments such as creating a duotone or a photo negative.

1. In your catalog, click the **Thumbnail** tab to switch to the Thumbnail view.
2. In the Thumbnail view, select a file that you want to edit.
3. On the **Window** menu, click **Image Editor**.
4. In the **Image Editor** dialog box, click **Convert to Duotone**.
5. Select new colors for your duotone image and adjust the **Brightness** and **Contrast** for your colors. Click **Preview** to see your changes in the Media view.
6. When you are done, click **OK**. You can apply more effects if you want, or you can exit the **Image Editor**.

## Additional information

You can save each version of your edits so that you can later retrieve any previous state of the image. See Expression Media Help for more information.

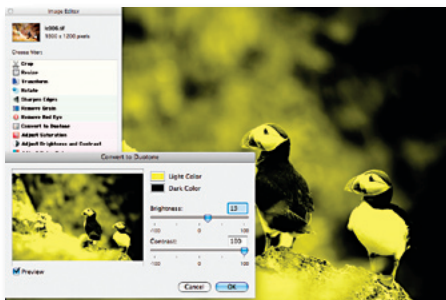


## IMAGE EDITOR

Select from many high-quality options for enhancing or repairing your image.

## CREATE EFFECTS

Adjust your effects in the effect window using the available options. You can choose to preview the image in the Media view as you adjust the parameters.

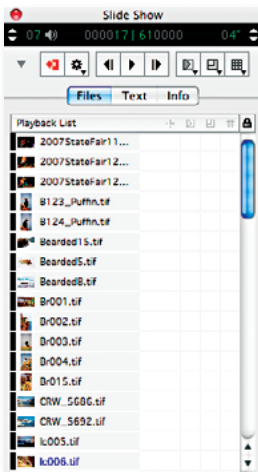


## Create a Slide Show

Use the **Slide Show** feature in Expression Media to progressively display a series of your images and play back your sound and movie files.

1. On the **Make** menu, click **Run Slide Show**.
2. The slide show begins immediately. If it doesn't begin, click the **Run/Pause** button on the **Slide Show** controller. If you don't see the **Slide Show** controller, press ENTER.
3. As the slide show continues, you can change the type of transition between all of the images. To do this on the **Set Transition** menu, click a new transition. Each image that follows will use the transition that you select.
4. When you are done, press ESC.





### SLIDESHOW CONTROLLER

Lists the files that will be displayed in the slide show and gives you complete control over global or file-specific playback parameters.

### PLAY SLIDE SHOW

If you want to view your slide show outside of Expression Media, you can export it as a movie.



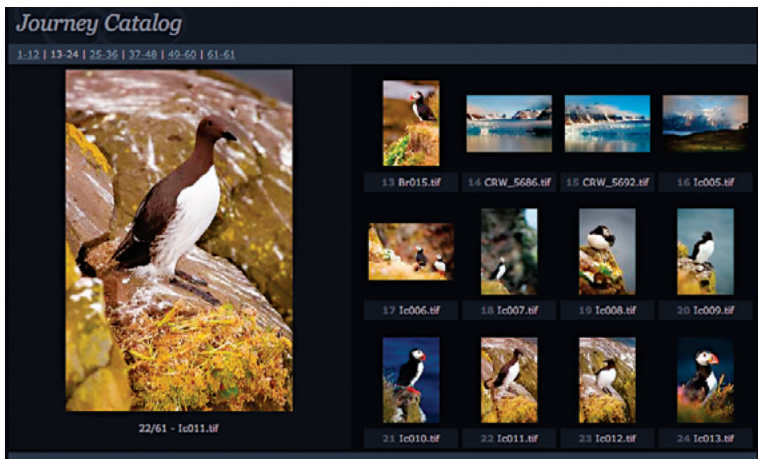
## Export your images as an HTML Gallery

You can quickly create a gallery of your catalog that you can post to your website.

1. On the **Make** menu, click **HTML Gallery**.
2. Choose an appearance from the **Theme** menu. Note the theme previews underneath the menu.
3. When you see a theme you like, click **Make**.
4. Choose a location for the files and click **OK**.
5. When Expression Media finishes creating the gallery, the gallery opens in your default browser for preview. You can then use a secure FTP application to upload the gallery files to your website.

## Additional information

You can also save your gallery using a specially-designed, dynamic Silverlight™ template.



## HTML GALLERY

Expression Media creates all the code necessary for you to create a gallery home page with thumbnails. Click any one of the thumbnails to open an image and use the links to navigate through the gallery.

# Quick start: New features

Expression Media introduces new features that both improve overall performance and enhance your ability to sort and share your files. This section describes some of these new features.

## ***In this section***

- Create hierarchical keywords
- Locate your image on a map using GPS coordinates

## Create hierarchical keywords

In the **Hierarchical Keywords** section of the **Organize** panel, you can create multiple-level hierarchies of your existing keywords, or add new keywords that you can subsequently place in hierarchies. You can then drag images from the catalog to those keywords in order to assign the keywords to the images.

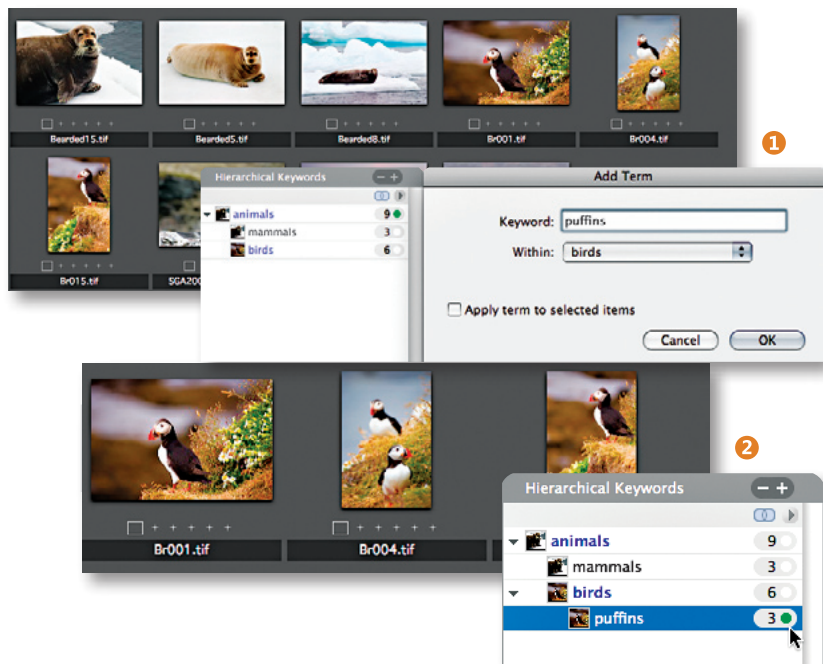
Keyword hierarchies are valuable for specific classification and organization of your media files. They enable you to create very detailed categories in which to store your images.

### 1 CREATE HIERARCHY

Classify your images according to any criteria. Use the **Hierarchical Keywords** dialog box to type a keyword, and assign it as either a top-level keyword, or, as in this case, assign it as a sub-level keyword.

### 2 SORT BY KEYWORD

Once you create the sub-level keyword and associate your images with that keyword, you can click the circle next to the number of images. Expression Media will display only those images in the sub-category you selected.



## Locate your image on a map using GPS coordinates

If you have an active Internet connection, Expression Media combines Virtual Earth and the GPS information in your photograph to plot the location of your photographs on a world map.

### 1 VERIFY GPS INFORMATION

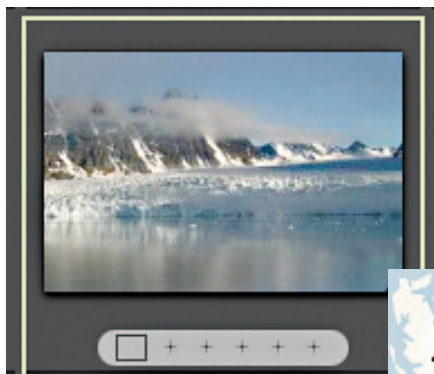
Your image contains GPS information if, in the **Info** panel, you see coordinates listed in the **Latitude** and **Longitude** fields.

### 2 PLOT YOUR IMAGE

On the **Window** menu, click **Virtual Earth**. Then, in the catalog view, click your image. Expression Media reads the GPS coordinates and places a pushpin icon on the map in a location that corresponds to the coordinates.

Country	-
ISO Country Code	-
Latitude	N 078° 47' 21.01"
Longitude	E 016° 03' 43.24"

1



2





# Appendix

For more detailed information about the features in Expression Media or how to accomplish a specific task, see Help. You can access the Help by clicking **Expression Media Help** on the **Help** menu, or by pressing F1.

## ***In this section***

- Keyboard shortcuts
- Learning and community resources

## Keyboard shortcuts for Expression Media 2

Show or hide view options	⌘+J
General preferences	⌘+COMMA
Media rendering preferences	⌘+SHIFT+COMMA
Vocabulary editor	OPTION+⌘+ COMMA
Assign star rating	CTRL+0–5
Assign color label	1–9; press 0 to remove
Rebuild item	⌘+B
Sync annotations	OPTION+⌘+B
Clear annotations	SHIFT+⌘+B

## Light Table keyboard shortcuts for Expression Media 2

Launch Light Table	⌘+/
Move active cell to first or last visible catalog item	HOME or END
Add/remove panel to Light Table	CTRL+EQUAL SIGN or CTRL+MINUS SIGN
Previous/next group of panel images	arrow keys or PAGE UP and PAGE DOWN

## Slide Show keyboard shortcuts for Expression Media 2

Launch slide show	⌘+R
Start/stop slide show	SPACEBAR
Move to next video frame during pause	CTRL+RIGHT ARROW or DOWN ARROW
Move to previous video frame during pause	CTRL+LEFT ARROW or UP ARROW

## Learning and community resources

Apart from the Expression Media **Help**, the following additional content and resources are available:

- **Expression community website** (training, tutorials, videos, and webcasts)  
<http://expression.microsoft.com>
- **Expression Media discussion forums**  
<http://forums.expression.microsoft.com>
- **Expression Media solution center**  
<http://support.microsoft.com/ph/12600>

[www.microsoft.com/expression/macoffice](http://www.microsoft.com/expression/macoffice)

**Microsoft**