

XnView 1.9

a **ZOOMERS'** guide

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Introduction

This is a guide to the image viewer XnView, version 1.9, which you can also use for basic image editing, and converting images between different image formats. It's free for non-commercial use, and its website is at www.xnview.com .

XnView is highly configurable. After you have installed the program, it's recommended that you change some of the default settings to make some of the images and text larger. This is described in the Configuration section on page 36.

This guide describes only a small fraction of the functionality in XnView. For more information, see XnView's Help.

Browser and Image View modes

XnView has two main modes: the Browser mode, and the Image View mode, and it opens in the Browser mode.

The Browser mode is used for looking through the contents of folders which contain images. Normally these are displayed as thumbnails, and there is also a Preview pane, which shows a slightly larger image of the selected thumbnail.

In the Image View mode, a single image is displayed. You can easily zoom in, pan around the image, and switch between the images in the same folder. You can also rotate, adjust the intensity levels in, resize and crop the image, as described in the Image Editing section on page 28.

In addition, there's a full screen version of the Image View mode, which only contains an image pane, and makes the maximum use of the screen for displaying the picture.

Selecting an image to view

If you want to display an image in the Image View mode, then you can either:

- Use the Open dialog from the File menu (**CTRL + O**), which is available in both the Browser and the Image View modes.
- Use the Tree pane and the Folder Contents pane in the Browser mode to find the image, and then open it in the Image View mode, as described below.

Browser Mode

Window Layout

This is similar to Windows Explorer.

Title bar	
Menu bar	
Tab bar	
Toolbar	
Tree pane	Folder contents pane
	Preview pane
Status bar	

The components of the window are:

- **Title bar.** The text includes the path of the folder selected in the Tree pane.
- **Menu bar.**
- **Tab bar.** The first tab is for the Browser. The remaining tabs are for the images which have been opened, and these allow you to quickly move between these images. To close a tab, choose Close from its shortcut menu (**CTRL + F4**).
- **Toolbar.**
- **Tree pane.** This contains a tree view of view of all the disks and folders on the computer, and this tree has the same structure as the Folders tree in

Windows Explorer. One folder is always selected, and the files contained in this folder are shown in the Folder contents pane.

- **Folder Contents Pane.** This displays the files which are contained in the folder which is selected in the Tree pane. More information about this pane is given on page 9.
- **Preview Pane.** This can display a larger version of the image selected in the Folder Contents pane, together with information about the image. More information about this pane is given on page 10.
- **Status bar.** When an image is selected, the status bar contains

various pieces of information about the image. If you don't use it, its display can be toggled on and off by choosing Status Bar on the View menu.

Moving around the window

You can move around the window using the following keystrokes:

- As in any window, to move to the menu bar, press **ALT**, and to leave it press **ESC**.
- Pressing **TAB** moves you around the following components: Tree pane, the address edit box on the small toolbar, Folder Contents pane, Tree pane etc. Note that the address edit box on the small toolbar is included in this cycle

even if it is not displayed. So to move from the Tree pane to the Folder contents pane, you have to **TAB** twice. Note that if you move to the Folder Contents pane, and initially no image is selected, then to select the first image, press **RIGHT ARROW**.

Folder Contents pane

The usual view for the Folder Contents pane is thumbnails. However, other views are available using the View As sub-menu on the View menu.

Navigating through the thumbnails using the keyboard:

- **RIGHT** and **LEFT ARROWS** for next and prior image respectively.

- **HOME** and **END** for first and last image respectively.

If any of the images need rotating, see the Rotate section on page 28. You can also print images, as described on page 22.

Preview pane

If you don't use the Preview pane and want more room for the images in the Folder Contents pane, you can toggle the display of the Preview pane by choosing Show on the Preview pane sub-menu, which is on the View menu.

The height of the pane can be easily adjusted:

1. Move the cursor to the boundary between the Preview pane and the

Folder Contents pane, the cursor changes to a pair of arrows.

2. Hold down the left mouse button, and drag the boundary.

There is an option to have a tabbed pane as part or whole of the Preview pane. This option can be toggled on and off by choosing Use Tabs on the Preview pane sub-menu on the View menu. If the option is on, then whether the tabbed pane takes up none, some or all of the Preview pane is controlled by a left and/or right arrow(s) which are half-way down the left side of the tabbed pane. If you're going to use the tabbed pane, it's probably best to use the whole Preview pane. The tabs then allow you to move between the image, and

various pages of information about the image.

Opening an image in the Image View mode

You can open an image in the Image View mode by either using the Open dialog on the File menu (**CTRL + O**), or using the Tree pane and Folder Contents pane to find an image, and then opening it as follows:

- Double clicking an image in either the Folder Contents pane or the Preview pane.
- Selecting an image in the Folder Contents pane, and pressing **ENTER**.

To return to the Browser from the Image View mode, you can:

- Double click anywhere in the image pane.
- Press **ENTER**.
- Click either the Browser button at the beginning of the Toolbar, or the Browser tab in the Tab bar.

Opening an image in the Full Screen Image View mode

You can open an image in the full screen version of the Image View mode by either:

- Middle clicking an image in either the Folder Contents pane or the Preview pane.

- Selecting an image in the Folder Contents pane, and pressing **F11**.

To return to the Browser:

- Middle click anywhere.
- Press **F11** again.

Image View Mode

The Image View mode is used for displaying a single image. There is also a Full Screen version of this mode, which displays only the image – no menu, toolbar, etc. This gives the image the most screen space.

In the Image View mode you can:

- Zoom and pan around the image using XnView's built in zoom. You can control the zoom and pan using either the keyboard or the mouse.
- Switch between images in the same folder using either the keyboard or the Previous and Next file buttons on the Toolbar.

- Rotate, adjust the intensity levels in, resize, and crop the image – see the Image Editing section on page 28.
- Print the image – see the Printing section on page 22.

These functions are described in the following sections.

Image View Window layout

The components of the window are:

- Title bar. The text includes the name of the image.
- Menu bar
- Tab bar. The first tab is for the Browser. The remaining tabs are for the images which have been opened, and these

allow you to quickly move between these images. To close a tab, choose Close from its shortcut menu (**CTRL + F4**).

- Toolbar
- Image Pane
- Status bar, which contains various pieces of information about the image.

Full Screen Image View Window Layout

This is a full screen version of the Image View, which consists simply of an image pane – there's no menu, toolbar etc.

The image information at the top left hand corner of the screen can be toggled on and

off by pressing the key **I**. If the image obscures the information just temporarily decrease the magnification. Details of how to change the font size of the image information are given on page 40.

Image View <> Full Screen Image View

You can toggle between the Image View and the Full Screen Image View by pressing **F11**, or middle clicking the mouse anywhere in the image.

XnView's Zoom

A computer monitor has about 1M pixels, and images from digital cameras have up to about 8M pixels. So if an image containing a few M pixels is scaled to fit

the screen, then not all the detail in the image can be shown. There are two options for zooming:

- If you use XnView's built in zoom, then it has access to all the data in the image, and it can use this to show as much detail as possible as you zoom in.
- If you use your screen magnifier's zoom, then it can only duplicate the 1M pixels which are initially on the screen.

So it's recommended that if you want to zoom in on an image, you temporarily disable your screen magnifier, and use XnView's zoom. To disable and enable your screen magnifier:

- For Zoomtext: press **ALT + DELETE** to disable, and **ALT + INSERT** to enable.
- For Magic: **MAGic KEY + DELETE** toggles the magnification on and off.

Zooming and panning using the mouse

You can zoom using the mouse's scroll wheel, and pan by dragging with the right mouse button.

The Numeric Keypad

The numeric keypad can be used for zooming, panning and switching between images. Num Lock must be off.

	Reset Zoom		Zoom Out
First Image	Pan Up	Prior Image	Zoom In
Pan Left	5	Pan Right	
Last Image	Pan Down	Next Image	

Printing

You can print images in either the Image View Mode or Browser Mode. To open the Print dialog:

- In the Image View, choose Print from the File menu (**CTRL + P**).
- In the Browser, select one or more images, and then choose Print from the File menu (**CTRL + P**).

The Print dialog is a multi-page dialog, which also contains a preview pane on the right hand side. If you have selected a number of images to print, then at the bottom of the Preview pane, there are forward and back buttons to move through

the images. The pages of the dialog are described in the following sections.

Printer page

The printer page contains the following controls:

- Drop down list box for selecting the printer you want to use.
- Configuration button, which opens a Print Setup dialog for configuring the selected printer. In this dialog you can set both the paper size and paper orientation (portrait or landscape).
- Copies spinbox, for setting the number of copies.

Layout page

The layout page contains a number of sections which are described below. Note that throughout the page the units of widths, heights, margins etc. are either inches or cm, whichever is selected in the drop down list box in the units section.

- Page layout. The first control is a drop down list box which contains several options for the page layout. Below the list box are a group of controls which depend on which layout has been selected. Two of the most useful layout options are:
 - Single – Best Fit to Page. This gives the largest image, whilst maintaining the aspect ratio of the image.

- Single – Custom. This allows you set the size of the image using the controls below the drop down list box.
- Margins. Most printers won't print right up to the edge of the page, so you'll probably want to set the margins to at least 1cm.
- Units. The drop down specifies the units for the values throughout the page, and can be set to either cm or inch.
- Position. The drop down list box allows the image to be positioned in a variety of ways relative to the page, for example, Center or Top-Left.

Caption page

This page contains the following controls:

- Font button, which opens a Font dialog which allows you to set the font and font size of any caption.
- To the right of the Font button, there's a drop down list box which determines whether the caption is above or below the image.
- Multi-line edit box, with an Insert button immediately below it. If you want no caption just delete any contents of the edit box. The Insert button opens a pop-up menu which has numerous options for information about the image which you might want to include as part of the caption.

Header/Footer page

This allows you to specify page numbering in a header and/or footer. If you don't want any page numbering, just make sure that the header and footer check boxes are both unchecked.

Image Editing

The following sections describe how to rotate, adjust the intensity levels of, resize and crop images.

Rotate

Images can be rotated in any mode. If you are in the Browser mode, you need to select the image(s) which you want to rotate. Then choose one of the options on the JPEG Lossless transformations sub-menu, which is one the Tools menu.

The first time after installing XnView that you rotate an image, an information dialog opens, warning you that the transformation will modify the original file(s). This is almost certainly what you want to do, so

that you don't have to rotate the image again. So check the "Do not show this message again" check box on the dialog, and then click OK.

The shortcuts for rotating images left and right by 90 degrees are

CTRL + SHIFT + L, and

CTRL + SHIFT + R respectively.

Unfortunately they clash with Zoomtext shortcuts, so you must temporarily disable Zoomtext to use them (Magicians don't have this problem).

Adjusting intensity levels

Occasionally, images are either too dark or too light. XnView allows you to correct for this in the Image View mode, either

automatically or manually. Try the automatic corrections first, and if that doesn't fix it, try the manual correction.

There are two automatic corrections, which have similar results:

- Automatic levels. Open the Image menu, select the Map sub-menu, and choose Automatic levels (**CTRL + ALT + L**).
- Automatic contrast. Open the Image menu, select the Map sub-menu, and choose Automatic contrast (**CTRL + ALT + C**).

For a manual correction:

1. Choose Levels from the Adjust sub-menu on the Image menu. The Adjust dialog opens.
2. The Adjust dialog contains:
 - Before and After image panes.
 - A histogram pane, which shows the distribution of the intensity levels in the image.
 - Black and White point spin boxes. These can be adjusted either by clicking on the up and down arrows, or by selecting one and using the **UP** and **DOWN ARROW** keys.
3. If the image is too dark, then reduce the White point spin box so that the right hand arrow at the bottom of the histogram pane is underneath the right

hand end of the histogram, or the image in the After pane looks OK.

4. If the image is too light, then increase the Black point spin box so that the left hand arrow at the bottom of the histogram pane is underneath the left hand end of the histogram, or the image in the After pane looks OK.
5. Click OK.

After you have made the changes, choose either Save or Save As from the File menu, depending on whether you want to overwrite or preserve the original image.

Resize

A common reason for wanting to resize an image is to send a smaller version of an

image via email, so that the image is quicker to send. If you reduce the dimensions to about 1024 or less, then the file size will probably be small enough.

1. Display the image you want to resize in the Image View window.
2. Choose Resize from the Image menu.
3. The Resize dialog opens. In the Screen Size section, the width and height of the image are given in pixels. If you type in a new width or height, the other value will automatically updated, as long as the “keep ratio” check box, near the bottom of the window, is still checked. After you have made the changes, click OK or press **ENTER**.

4. Choose either Save or Save As from the File menu, depending on whether you want to overwrite or preserve the original image.

Crop

1. Display the image you want to crop in the Image View window.
2. You first have to draw a rectangle on the image, which is the area you want to keep. To do this:
 - A. Move the cursor to the top right hand of the area.
 - B. Start holding down the left hand mouse button.
 - C. Drag the cursor to the bottom right hand corner of the area.

D. Let go of the mouse button

Once you have drawn the rectangle, you can adjust it using the handles at the corners, and at the midpoints of the sides. If you want to cancel the rectangle, just click anywhere outside the rectangle.

3. Choose Crop from the Edit menu.
4. Choose either Save or Save As from the File menu, depending on whether you want to overwrite or preserve the original image.

Configuration

This section describes some recommended changes to XnView's default settings.

Tree pane tabs

In the Browser mode, by default there are a set of tabs at the top of the Tree pane. These aren't very useful, and clutter up the window, so to remove them:

1. On the View menu, there's a Tree pane sub-menu which contains the item Use tabs.
2. If there's a tick in front of Use tabs, then this indicates that a set of tabs are shown at the top of the Tree pane. If

this is the case, click Use tabs, and this will turn off the tabs.

Small toolbar

In the Browser mode, by default there's a small toolbar at the top of the Folder Contents pane. This isn't particularly useful, so you may want to remove it. The View menu contains the item "Small toolbar", and a tick in front of this item indicates that the Small toolbar is displayed. If this is the case, then click this item, and the Small toolbar will not be displayed.

Thumbnail size

To make the thumbnails in the Browser mode bigger: on the View menu, select the

Thumbnails Size sub-menu, and choose 192 x 144.

Options dialog

The remaining configuration settings in the sections below are set using the Options dialog, which is on the Tools menu.

On the left hand side of the dialog, there's a pane which contains a list of categories. If you select one of the categories in this pane, you can then set the options for this category in the right hand pane. The controls in the right hand pane are grouped into pages, like in a multi-page dialog, and so at the top of this pane, there are one or more tabs which allow you to choose the page.

Thumbnail quality

In the Options dialog:

1. Select the thumbnails category.
2. On the right hand pane, make sure you're on the Appearance page.
3. Near the top of the page, set the "Use high quality" check box to checked, and the "Use Embedded thumbnail" check box to unchecked.

Auto Image size

In the Options dialog:

1. Select the View category.
2. One the right hand pane, make sure you're on the View page.

3. The “Auto Image Size” combo box is near the top of the page. Set this to “Fit image to window, all”.

Image Information in the Full Screen Image View

In the Options dialog:

1. Select the Fullscreen category.
2. One the right hand pane, there’s a large text box in the lower half of the pane. Just above this text box, make sure that the “Show information” check box is checked.
3. By default, the information shown in the fullscreen mode is the directory and the filename. However, with a large font size, the text string becomes too long.

So in the text box, delete the text <Directory>, leaving only the text <Filename>.

4. Just below the text box, press the Text settings button.
5. A Text settings dialog opens. Click the Choose button, at the top right hand corner.
6. A Font dialog box opens. Set the font to Verdana, and try a font size of 48, for starters. Click the OK button, at the top right hand corner.
7. In the Text settings dialog, click the OK button at the bottom left hand corner.