

XnView

Image Viewer

a *ZOOMERS'* guide

| | |
|---|---------------------------|
| <u>Introduction.....</u> | <u>2</u> |
| <u>Browser Mode.....</u> | <u>5</u> |
| <u>Image View Mode.....</u> | <u>14</u> |
| <u>Printing.....</u> | <u>22</u> |
| <u>Image Editing.....</u> | <u>26</u> |
| <u>Configuration.....</u> | <u>34</u> |

Note that this guide is for XnView version 1.8. The current version is 1.9, and a guide for this is now available at:
vip.chowo.co.uk

Written by Chorlton Workshop for hsbp

Introduction

This is a guide to the image viewer XnView, version 1.8, 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, you should change some of the settings to make some of the images and text larger. This is described in the Configuration section on page 34.

This guide describes only a small fraction of the functionality in XnView. If you want to know more, you could start by reading XnView's Help.

Image View and Browser modes

XnView has two modes: the Image View mode, and the Browser mode, and it opens in the Browser mode. Each mode has a different window layout.

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 26.

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 larger image of the selected thumbnail.

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, which is available in both the Image View and the Browser mode.
- Use the Folder tree and the Folder Contents pane in the Browser mode to select the image, and then switch to the Image View mode. Since the images in this mode are a lot smaller than in the Image View mode, some may prefer just to use the Open dialog.

Browser Mode

Window Layout

This is similar to Windows Explorer.

| | | |
|--------------|----------------------|-------------|
| Title bar | | |
| Menu bar | | |
| Tab bar | | |
| Main Toolbar | | |
| Folder Tree | Toolbar | Address bar |
| | 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 Folder tree.
- **Menu bar.**
- **Tab bar.** The tabs are labelled with the filenames of images you have opened, and allow you to quickly move between images. There's also a tab for the Browser. If you don't use this bar, you can switch it on and off by choosing Tabs on the View menu.
- **Main toolbar.**
- **Folder tree.** This is a view of all the disks and folders on the computer, and 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.

- **Toolbar** for the Folder Contents pane.
- **Address bar.** This contains the path of the folder selected in the Folder tree.
- **Folder Contents Pane.** This displays the files which are contained in the folder which is selected in the Folder tree. This is described in more detail on page 10.
- **Preview Pane.** This displays an image of the file which is selected in the Folder Contents pane. The height of the pane can be easily adjusted:

- A. Move the cursor to the boundary between the Preview pane and the Folder Contents pane, the cursor changes to a pair of arrows.
- B. Hold down the left mouse button, and drag the boundary.
- **Status bar.** The cells in the status bar contain the following information when an image is selected:
 - A. The number of files in the folder, and other info.
 - B. The name of the file
 - C. The width and height in pixels, and the number of bits to store each pixel, eg 1024 x 768 x 24.
 - D. Colour information.
 - E. The size of the file, in KB.

F. The magnification of the image in the Preview pane.

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: Folders tree, Address bar, Folder Contents pane, Folder Tree etc. Pressing **SHIFT + TAB** moves in the opposite direction. Note that if you move to the Folder Contents pane, initially no image is selected — 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 26. You can also print an image, as described on page 22.

Browser <> Image View

You can move from the Browser to the Image View by either:

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

To return to the Browser, you can:

- Double click anywhere in the image pane
- Press **ENTER**.

Browser <> Full Screen Image View

You can move from the Browser to the Full Screen Image View by either:

- Middle click either a thumbnail or the preview pane.
- Select an image in the Folder Contents pane, and press **F11**.

To return to the Browser:

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

Switching to the Browser mode

In addition to the methods of switching between modes given above, you can

always return to the browser by pressing **CTRL + B**. Also, if you're in the Image View mode, then you can click the browser button, which is on the far left of the toolbar.

Opening an image

Instead of using the Folder tree and the Folder Contents pane to select an image to view in the Image View mode, you can use the Open dialog which is on the File menu (or **CTRL + O**).

After you have selected the image you want to open, click Open or press **ENTER**, and the image will be displayed in Image View mode.

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 numeric keypad or the mouse.
- Switch between images in the same folder using the numeric keypad.

- Rotate, adjust the intensity levels in, resize, and crop the image — see the Image Editing section on page 26.
- 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 tabs are labelled with the filenames of images you have opened, and allow you to quickly move between

images. There's also a tab for the Browser. If you don't use this bar, you can switch it on and off by choosing Tabs on the View menu.

- Toolbar
- Image Pane
- Status bar. Contains the following information for the image displayed:
 - A. Current image number/N, where N is the number of files in the folder
 - B. Filename
 - C. The width and height in pixels, and the number of bits to store each pixel, eg 1024 x 768 x 24.
 - D. Colour information.
 - E. Size of the file in KB.

F. Magnification of 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 36.

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.

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 readers 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.

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 | |
| | | | |

Zooming and panning using the mouse

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

Opening an image

To open an image, choose Open from the File menu (or **CTRL + O**). Note that the shortcut also works in the Full Screen version, even though no menu is visible.

Printing

You can print an image in either the Image View Mode, or Browser mode. To print, select Print from the File menu, or press **CTRL + P**.

Each time you run XnView, the first time you print an image you have to go through two print dialogs, but for subsequent prints, only the second one.

First print dialog

This is a multi-page dialog. It opens on the general page, which allows you to select a printer, if you have more than one. The names of the other pages depend on your printer, and allow you to set options such as the print quality.

After you have made any changes, click the print button at the bottom of the dialog, or press **ENTER**. The second Print dialog opens.

Second print dialog

This allows you to set a number of options for printing, and is divided into the following sections:

- **Size.** There's a combo box with a number of options, which include:
 - **Best Fit to Page.** This gives the largest image, whilst maintaining the aspect ratio of the image.
 - **Custom.** You can specify the width and height of the image in inches or cm. There's also a check box to

select whether you want to maintain the aspect ratio of the image.

- Orientation. A set of two radio buttons: Portrait and Landscape.
- Unlabelled section. This includes a “Center on Page” check box. If this is unchecked, the image moves to the top left hand corner.
- Show info. The text box shows the information that is printed above the image. If you don’t want any text, just select all the text, and delete it. You can use the Insert button below the text box to add extra fields.
- Preview. This shows the size and position of the printed image relative to the paper.

After you have set the desired options,
click Print at the bottom left hand corner, or
press **ENTER**.

Image Editing

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 submenu, 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 correction first, and if that doesn't fix it, try the manual correction.

There are two automatic corrections, which have similar results:

- Automatic levels: either press **CTRL + ALT + L**, or choose Automatic levels from the drop-down menu of the Adjust button on the toolbar.
- Automatic contrast: either press **CTRL + ALT + C**, or choose Automatic contrast from the drop-down menu of the Adjust button on the toolbar.

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 ARROWS**.
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

Thumbnail size

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 of the dialog, there's a Category Pane. If you select one of the categories in this pane, you can then set the options for this category in the right hand pane.

Thumbnail quality

In the Options dialog:

1. Select the Browser: thumbnail category
2. “Use high quality” check box — set to checked.
3. “Use Embedded thumbnail” — set to unchecked.

Auto Image size

In the Options dialog:

1. Select the View category
2. The “Auto Image Size” combo box is near the top of the View section. Set this to “Fit image to window, all”.

Image Information in the Full Screen Image View

In the Options dialog:

1. Select the View: Fullscreen category
2. Just above the large text box, make sure that the “Show information” check box is checked.
3. By default, the information shown is the directory and the filename. However, with a large font size, the text string becomes too long. So in the text box below, 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.