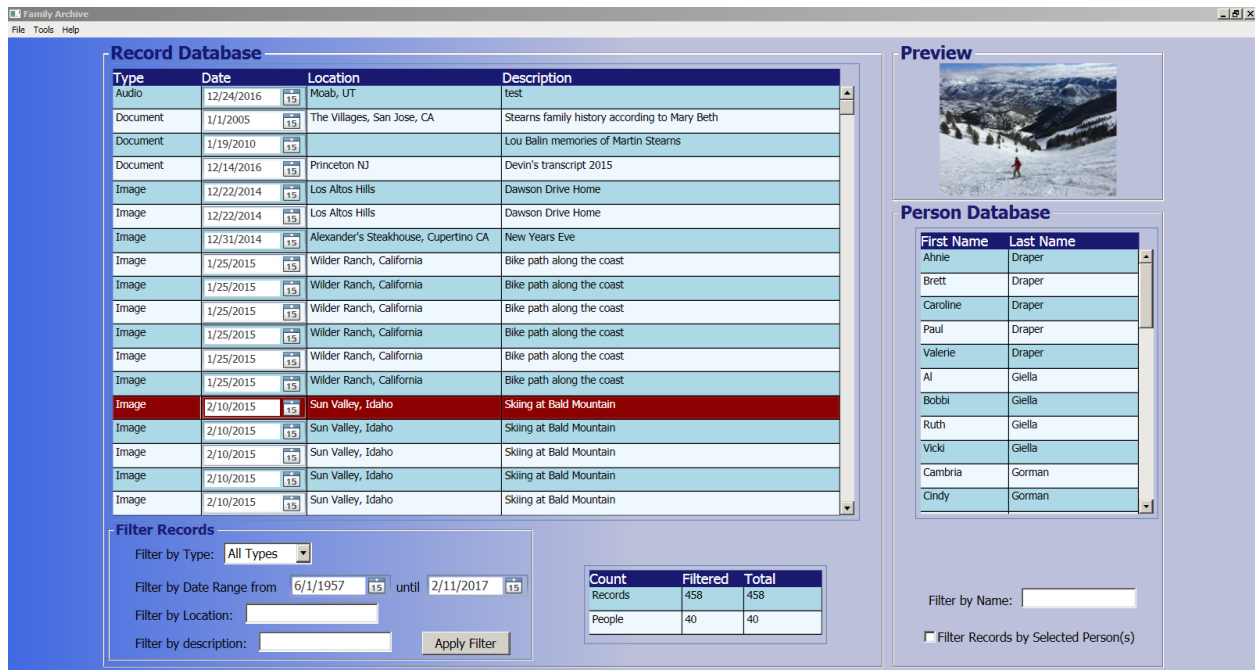# FamilyArchive Tutorial

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The FamilyArchive application runs on a Microsoft Windows operating system (7 or higher) with the Microsoft .NET Framework (4.6 or higher). The computer must also have both Microsoft Internet Explorer (8 or higher) and Adobe Acrobat Reader installed.

When the application is launched it creates two windows, the Main Window and the View Window. If the computer is connected to two monitors then these windows will be displayed on separate monitors. Otherwise the windows are stacked with the Main Window initially on the top. The Main Window looks like:

The large table on the left is the Record Database. Each line corresponds to a record and displays the record's metadata. The metadata consists of the record Type, Date, Location, and Description. There are four record types: Audio (mp3), Document (pdf), Image (jpg), and Video (mpg). As the mouse hovers above a record a thumbnail image of the record is displayed in the Preview area in the top right corner of the window.

The other table on the right side of the window shows the Person Database. Each line here corresponds to a person that can be used to tag a record, in order to associate the person with that record. As an example, an Image record will typically be tagged with the key people that are shown in the photo.

The power of the database approach is that it can be filtered to quickly find records and people of interest. The Filter Records section below the Record Database contains inputs that allow the

user to define a filter. The records can be selected by Type, date range, or any combination of letters (or words) to be contained in the location and description. The user sets the search criteria and then presses the Apply Filter button. The records that pass the filter constraints are displayed in the table. It is also possible to filter the Person Database by typing a string of letters in the "Filter by Name" input field located below the Person Database table. Only the people containing those letters in their names will be displayed.

Another useful filtering capability is enabled by checking the "Filter Records by Selected Person(s)" checkbox. In this case only those records that have been tagged with the selected person(s) will be displayed in the Record Database table. A person is selected by clicking on the row. Multiple people can be selected by clicking while holding down the Ctrl key.

Once a record of interest has been found, often by filtering, it can be selected by clicking on the line in the Record Database table. The record will be highlighted in red and displayed in the View Window. An example is shown below:

In the case of an image being displayed, as shown in the example above, the mouse has special functionality. When the cursor is hovering over the image the thumbwheel can be used to zoom in and out about the position of the cursor. Holding the left button down allows the user to pan the image by moving the mouse. Clicking the right button resets the image to full screen.

The metadata is shown in the Record Info box in the upper right corner. Below that is a list of the Persons Tagged in the record. It is possible to add and remove tags using the buttons below the list. The record can be displayed in full screen mode by clicking the arrow in the top right corner

of the display frame. In single monitor mode the View Window will be on top of the Main Window when the record is displayed. To go back to the Main Window the user presses the "Show Database" button.

The menu bar at the top of the Main Window provides unique capabilities that are described as follows:

File -> Export Selected Record

This is an option to download the currently selected record to a user-defined file on a local or network drive.

File -> Export Slideshow

This is an option to download the entire list of records in a Slideshow to a user-define folder on a local or network drive. This option is only enabled after a Slideshow has been created.
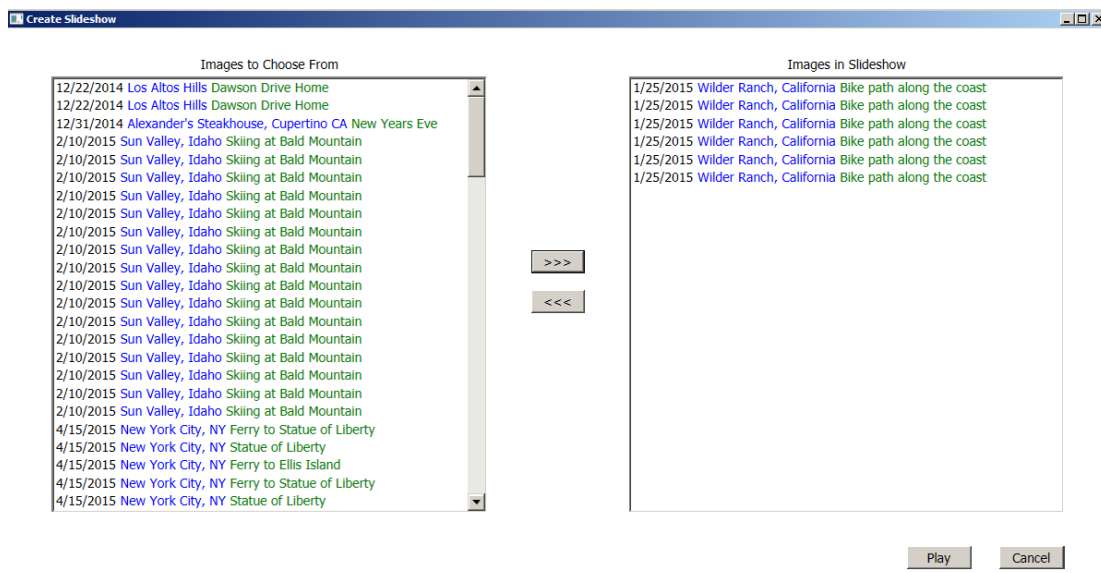
File -> Export Playlist

This is an option to download the entire list of records in a Playlist to a user-define folder on a local or network drive. This option is only enabled after a Playlist has been created.

File -> Close

This menu item closes the application. To run FamilyArchive again the user must reinstall the application through the portal website: stearnsfamily.azurewebsites.net.
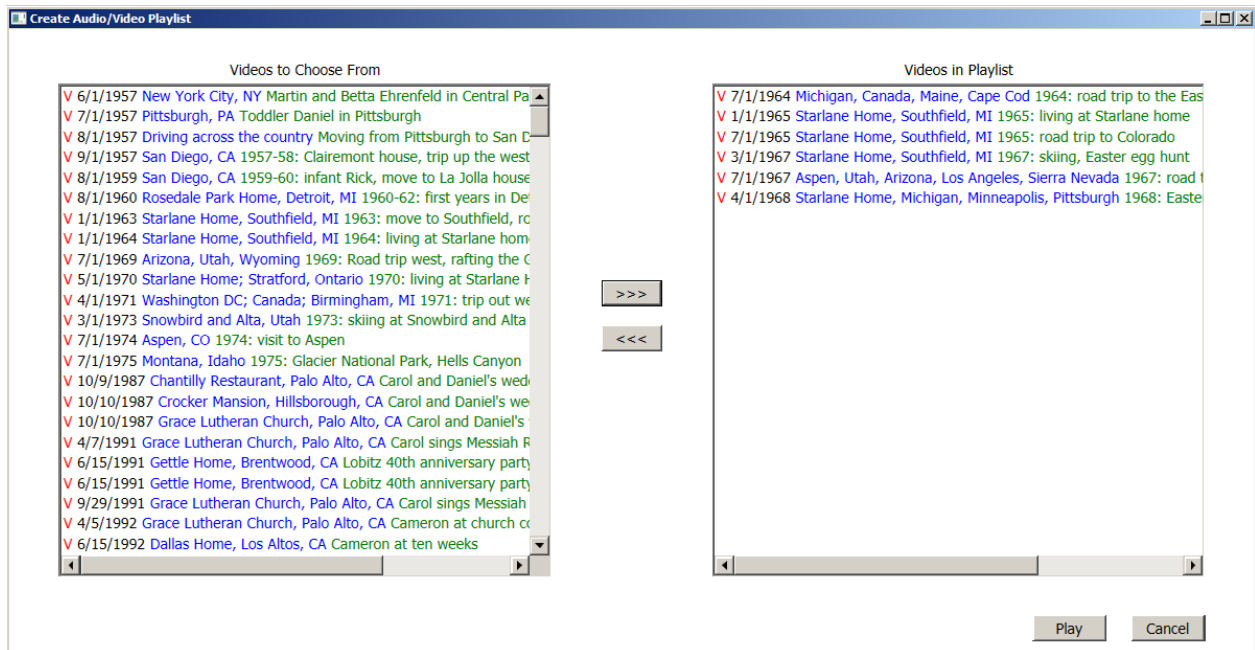
Tools -> Create Slideshow

This menu item opens the window shown here:

The user selects an arbitrary number of Image records to be displayed as a slideshow. The selection is performed by highlighting records in the list on the left and then pressing the ">>>" button. The selected records will be displayed in the list on the right. Records can be removed from the Slideshow by highlighting them in the right list and pressing the "<<<" button. When the user presses the "Play" button the Slideshow is run in the View Window. The display loops through the images in the Slideshow. The dwell time is adjustable between 1 and 30 seconds.

Tools -> Create Audio/Video Playlist

This menu item opens the window shown here:

The user selects an arbitrary number of Audio and Video records to be displayed as a Playlist. The selection is performed by highlighting records in the list on the left and then pressing the ">>>" button. The selected records will be displayed in the list on the right. Records can be removed from the Playlist by highlighting them in the right list and pressing the "<<<" button. When the user presses the "Play" button the Playlist is run in the View Window using the Windows Media Player. The Media Player loops through the items in the Playlist.