



webnative user guide

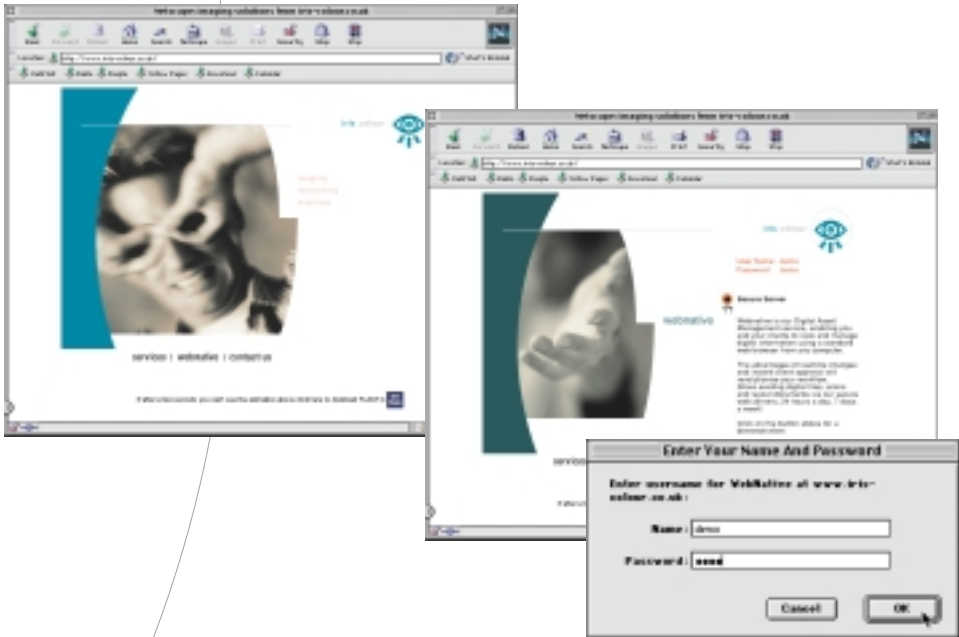
Introduction: Webnative allows Iris Colour to extend the services we provide and strengthen our relationship with our customers. Webnative gives us the ability to distribute low-resolution 'For Placement Only' images (FPOs) and high-resolution digital art to our clients over the World Wide Web via a standard Web browser. In addition, webnative enables us to maintain easily accessible digital libraries for our customers.

Using a standard Web browser, customers log-in to their individual Web volume on our servers and access their 'high' or 'low-res' artwork. Customers can easily review artwork through webnative's robust browser and search engine, choosing which images to download for layout or retouching. Customers then place images in a layout document and upload the finished piece to our web site for output. Once Iris Colour receives the finished piece, image-relinking software updates links to the 'hi-res' images on Iris Colour's servers, ensuring correct image substitution at print time.

By simplifying image distribution via the Web, webnative closes the distance between us and our customers. Webnative helps eliminate the inefficiency of postage and couriers, offering customers 24-hour access to their artwork. Built-in security ensures that proprietary data remains safe; each customer's Web volume is password protected. Webnative volumes can be set up for new customers/projects in minutes.

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Quick tour: First visit our website at www.iris-colour.co.uk. If you do not have an up-to-date web browser you will need to download Flash 4 from the link on our home page. Then follow the webnative link to the 'secure server' login. Type in the customer name 'demo' and the password 'demo', then click on the 'OK' button.



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The **Top Level** volume offers access to online files by two methods: searching and browsing. It also allows you to search or **browse** indexes of archived files. The steps below describe 'Browse' mode.

Click on **browse** to see the contents of the webnative volume.

Choose how you would like to have webnative display your files by clicking on one of the display buttons.

Icon View makes the most efficient use of your desktop, allowing you to see as many files as possible at a given time. It is useful for a quick overview. However, before you can find out more about any given image, or download it, you must click on an image thumbnail, or switch the way you are viewing files.

Short View presents slightly larger images (and, therefore, fewer on any given screen), but also allows you to download files directly, and to get information about each image.

Long View shows you images for each file, and also presents all information associated with files, including any comments inserted by users. You may also download images in this view.



Short View

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Icon View: If you are in 'Icon View', click on any image-icon to see a larger view of it, to find out more information, or to download an image.

Short View: If you are in 'Short View', click on any image to see a larger view of it.



Use the left-most (high-resolution) arrow below the image to download the high-resolution version of the image.



Use the lower-resolution arrow (marked FPO) to download the FPO version of the image.



Click on the 'Info' button to find out more information about any image. For this demo, we have set up the demo image volume so that you can add comments in the 'Info' dialog. This is a feature the webnative administrator can change. You can scroll through comments and enter new information about images. Then, these comments can be searched for to identify images, using the webnative search engine.



Click the 'Shopping Basket' icon to add the file to your shopping basket.

Long View: If you are in 'Long View', click on any image to see a larger view of it. Click on the 'Download FPO' or 'Download High Res' text to download images. Click on the 'Shopping Basket' to add the file to your basket.

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Shopping Basket: You can work with webnative on a file-by-file basis, for example, downloading FPOs one at a time, or you can use the shopping basket to perform an operation such as downloading a set of files all at once. A shopping basket contains one or more files which you have selected from any of your webnative volumes.

When you use the shopping basket to transfer images, the collection of images in the basket will be compressed before transfer and automatically decompressed when they reach your computer. This greatly increases file transfer speeds. If this does not work automatically, as it should, open your Web browser preferences and set them so that Macintosh Stuffit Archives will be handled by the program Stuffit Expander. Also make sure that you have set your Stuffit Expander preferences so that 'Expand Archives' is turned on, and 'Delete after expanding' is also turned on for archives. Among other things, this ensures that your desktop will not be littered by intermediate stuffed archives.

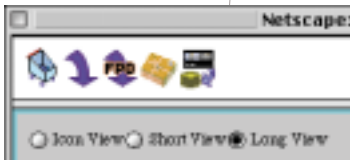


To add any file to your shopping basket, click on the basket associated with the file. The first time you do so, a new window, initially called 'Default Basket' will open where you can see the contents of your current basket. Any files you add to the shopping basket afterwards will be added to those already in the basket, that is, until you click on the 'Clear' button. Clicking the 'Clear' button will empty your current basket.

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You may also remove individual items from a collection by unchecking the basket in either the collection window or in the main webnative display. Keep in mind that when you remove items from your shopping basket, you are not deleting the actual files on the server; you are simply removing a pointer to the file from your shopping basket.

The contents of your shopping basket will be kept separate from baskets collected by other users who have access to your volume. So, if you fill a shopping basket, and the person sitting next to you also fills a basket from the same volume, webnative will keep track of your baskets separately. Webnative actually keeps track of network addresses, so this is true only if you use different computers to access webnative.



The row of icons along the top of your shopping basket window shows the operations you can perform on the collection in your basket. Some of these are new; some you will be familiar with from other contexts. What appears there depends on what services Iris Colour has enabled for your files. But, likely candidates include:



Clicking the **Shopping Basket** icon allows you to administer your shopping baskets. For example, you can name your collections, save them, and retrieve them later. This might be a good idea if you get interrupted in assembling your collection and want to return to it later, or if over time, you want to perform different

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operations on the same collection of files. Click on the 'Save' button to assign a name to the current collection in the basket and save it. Webnative will remember the contents of the basket. Use the 'Load' button when you want to call up that collection at a later time. Be sure to use the 'Clear' button after saving, if you want to begin a new and unrelated collection.



Clicking the **Download Hi-Res** arrow will prompt webnative to download high-resolution images for every image in your shopping basket. If there are other kinds of files in basket, webnative will also download those. The files will appear in a folder on your desktop.



Clicking the **Download FPO** arrow will prompt webnative to download FPO images for every image in your shopping basket. If there are other kinds of files in your basket, webnative will also download those. The files will appear in a folder on your desktop. In some situations you may prefer to have files placed on physical media and shipped to you. For example, your networking bandwidth may not make downloading over the Internet feasible.



Clicking the **Request Shipment** icon allows you to request physical shipment of files in your shopping basket. A window will open in which you provide the mailing address and specify the type of media you would like to receive the files on. This automatically generates a request list and the files are immediately collected for shipment.

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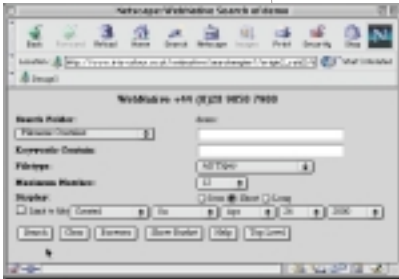
Clicking on the **Restore Archive** icon provides a way for you to request that archived files be restored from Iris Colour's tape archives. It will open a window where you may ask that archived files in your basket be restored online. The second row controls how you view your collection: the already familiar 'Icon View', 'Short View', or 'Long View'. Click on one of these buttons to change the display of items in your current collection.

The Search Engine: At any time, you may change from 'browsing' through images to 'searching' for specific images, using the search engine within the webnative database. To do so, click the 'search' button. It appears on every webnative screen.

Determine Search Fields: Determine the starting point of your search. Webnative searches all subfolders starting at the one where you initiate your search. The 'Directory' field in the search window tells you your current starting point. For this demo, go to the highest point in the directory search. Click on the 'Top Level' button. Then, click the 'Search' button again.

Constrain Searches: Try out ways to constrain your searches.

Filename: You may search through your images using a file name if you know the name of your file. For example, if you are at the 'top level' of the demo, type 'cogs' into the Filename field, then click the 'Search' button.





Keyword: You may search through the image comments fields to locate images in your image database. For example, you might want to look at all the images by a particular photographer. If you are at the top level of the demo, type 'Smith' in the Keyword field, then click on the 'Search' button.

File type: You may further constrain a search by identifying a particular image format, or search the entire database for one kind of format. For example, typing 'Smith' in the Keyword field, and selecting 'TIFF' in the file type field will turn up images by that photographer which have been stored as TIFF images.

Maximum Matches: You may limit the total number of matches you see by selecting a number here.

Display: Selecting a format here determines how webnative will display your search results.

Limit to Files: Clicking this box and setting dates allows you to search for images time stamped on a given date or series of days. You may search by the date an image was created, modified, or last accessed.

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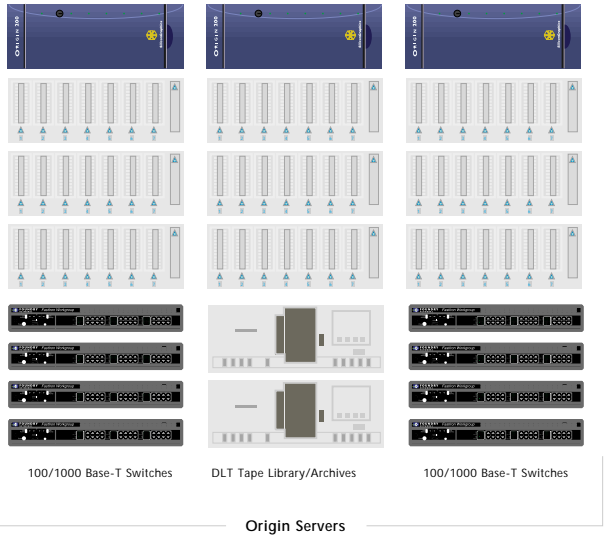
Browsing and Searching Archives: You may browse or search through indexes of archived files. Archived files are no longer online, which means they are not ready for immediate downloading. You may use webnative to look through online indexes of the 'offline' files and then request that they are restored. Afterwards, you will be able to use webnative as you normally would.



The **Off-Line** tag beneath each file's preview serves as a reminder that the file is archived. To get more information about an archived file, click on the blue Information icon. It will bring up an information screen for the file. The most efficient way to request that archived files be restored is to add them to your Shopping Basket, and from there call up the 'Restore Archives' request form. This process initiates an automatic file restoration from our online tape library.

Help: Online help is available in every webnative window. Step-by-step instructions guide you through all operations and telephone support is available from Iris Colour.

Telephone: +44 (0)28 9050 7900, E-mail support@iris-colour.co.uk



How it works: Our image archives consist of over 1.2 terabytes of raid 5 storage, if any drive fails data is immediately rebuilt from data on other disks. Nightly robotic tape library backups ensure that data is never vulnerable to corruption or accidental deletion. SGI Origin servers with fail-over support use Cray-Supercomputer technology to deliver maximum performance 24 hours a day. 2 gigabytes of RAM and 8 CPU's ensure data is processed instantly with 100m-bit and gigabyte ethernet distributing data throughout the network instantly. Duplicate archives of all customer data are stored off-site at all times.