



**NORTH PLAINS
SYSTEMS INC.**

Telescope Evaluation Documentation

Introduction

Welcome to Telescope! Telescope is the newest, most versatile media management system available today. Telescope allows you to manage your multimedia files (images, graphics, sounds, QuickTime movies, etc.) easily and intelligently on Macintosh and Windows. One of the many benefits of Telescope is its use of industry-standard ODBC protocols, enabling you to manage your valuable digital assets on proven, high-performance database servers, such as Butler SQL, Oracle, Sybase or Microsoft SQL Server. Another unique feature is Telescope's seamless integration with the World Wide Web.

Thank-you for your interest in Telescope. This evaluation version of the software will let you see for yourself how Telescope's powerful features will benefit you and your company. For more information or if you have problems or questions, please contact North Plains Systems Inc. at the number below, and we will be happy to assist you.

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Launching the Telescope Client

After the installation, the "Telescope Folder" folder will appear on your Macintosh's hard drive. Inside this folder is the "Telescope Viewer" software, which you will use to import, search, retrieve and download files from the Telescope database. Simply double-click on the Telescope Viewer icon to begin using your evaluation copy. Please see the sections below for more information about using the Telescope Viewer software.

Things to know Before you begin...

There are a couple of things you should know about how the evaluation copy of Telescope functions before you start working with it:

1: You will connect to North Plains' Evaluation Database over the Internet

North Plains Systems Inc. is maintaining an evaluation database using Microsoft SQL Server at our web site, which is what you will be connecting to with the evaluation software. There are over 10,000 images in this database for you to search through. Using this database means that you will need to be connected to the internet while you are using the evaluation TeleScope software. If you have a dial-up connection (i.e. a modem or ISDN connection from home), you will need to connect to your internet service provider before running the TeleScope client software.

2. You will be able to import files into our database

That's right, you will be able to import your own files into our public database. To prevent possible misuse of this feature, any newly-imported files will be placed into a special "in-box" for consideration by North Plains before being made public. This means that, immediately after importing your files, you'll be able to see them in your catalog. However, if you perform another search on the database, your new files will disappear, and will not be available again until they have been made public by North Plains (usually by the next day). Also, nobody else will be able to see these files until they have been made public.

3. You will need a user name and password

The North Plains Evaluation database has one user defined, with the user name "**demo**" and the password "**demo**" (without the quotation marks). This is what you will enter when prompted for your user verification. This account gives you full privileges within the database.

4: The "demo" user has been assigned limited privileges

Because the files in the database are not royalty-free, the demo user (which you use to log in with), has been assigned no editing and downloading privileges. This means that, essentially, the demo database is a browse-only database. If you would like to have a personal user name assigned to you that has more privileges enabled, please contact North Plains Systems Inc. at the address above.

Using TeleScope Viewer

The following notes on the use of TeleScope Viewer have been kept very brief, more complete information is available in the TeleScope User's Guide.

You use the TeleScope Viewer to archive, search, view and retrieve documents from TeleScope.

Catalogs

A Catalog is a window into a TeleScope database. To access a database, you open a Catalog, or create a new one. You can execute searches on the database to populate the Catalog with documents from the database, or drag documents from the Finder, or from another Catalog. The most important thing about Catalogs, though, is that they can remember their contents, and save this to disk, so the next time you open the Catalog, you will be looking at the same documents in the database as when you saved it. When you create a new catalog or open an existing one, the first thing you

are always asked to do is provide your user name and password to log into the TeleScope database.

IMPORTANT: The TeleScope database provided with the evaluation software has one user defined:

User Name: Demo

Password: Demo

When you launch TeleScope Viewer, it should automatically create a new catalog, and the user name and password fields will automatically be filled in with the user name and password shown above.

Importing Documents into TeleScope

The simplest way to add documents to a TeleScope database is to drag their icons from the Finder (from the Macintosh) onto a Catalog. The TeleScope Viewer will then display a dialog indicating its progress in the import. If you drag more than one file into TeleScope at once, you will first be prompted to enter "Constant Information" - or information which will not change from file to file during the import. This is useful when importing multiple documents from the same job, client, service, etc. - you may enter the pertinent information once in the Constant Information dialog and not need to enter it again. Unless you click "Batch Import" in the Constant Information dialog, you will be presented with an information dialog for each file which is processed, where you can fill in editorial information for the document before inserting it into the database.

Alternatively, there is an "Import Documents..." command under the File menu. With the Windows client software, this is the only method of importing documents.

TeleScope compresses thumbnail and graphic extended view in the database using JPEG to reduce the size of the database. In the Import preferences panel, you may specify the compression quality TeleScope will use. Additionally in the Import preferences, you may tell TeleScope to automatically generate "watermarks" across the imported thumbnails and extended views. This is particularly useful if you intend on publishing the data over the world wide web, and are concerned about unlawful use of the images.

Searching for Documents

To find specific documents in the database, and display their information in the Catalog, use either the "Field Search..." or "Keyword Search..." menu commands under the Search menu. These dialogs are fairly self-explanatory, so they will not be discussed further here, except to mention that the "Saved:" popup menu in each of these dialogs allows you to save and restore commonly-used searches for quick retrieval.

Additionally, under the Search menu, the last five searches you have executed will be shown, so you can quickly return to a previous search. These five searches are remembered across invocations of the TeleScope Viewer software.

Editing Document Information

In the Catalog window, double-clicking on one or more thumbnails or text lines, or using the “Document Info” menu item under the Document menu, will display the Editorial Window, which shows detailed information about the selected documents. If you are logged in as a user which has modification privilege, and the administrator has set any of the fields as editable, you can change their values in this window, subject to any validation the administrator has defined for the fields. Closing the Editorial window will prompt you to save your changes.

The “demo” user has no editing privileges. If you would like to have a personal user name assigned to you that has more privileges enabled, please contact North Plains Systems Inc. at the address above.

Changing Multiple Documents at Once

With more than one document selected in the catalog, choose the “Change Multiple...” command under the Document Menu. You will be presented with an empty dialog like the Constant Information dialog during import. Any fields at which you enter something in this dialog will be changed to the entered value in **all** the selected documents at once, very quickly. You can also add or overwrite keywords using this method to multiple documents at once. Only users who have the “Change Multiple” privilege in the database are allowed to perform this function.

The “demo” user does not have this privilege. If you would like to have a personal user name assigned to you that has more privileges enabled, please contact North Plains Systems Inc. at the address above.

Seeing Extended Information

In the Catalog window, option-double-clicking on one or more thumbnails or text lines, or using the “Extended View” menu command under the Document menu, will display the Extended View for each selected document. Extended views vary from file type to file type - but the most common ones are: Graphics files display a low-resolution preview of the graphics file (unlike Canto’s Cumulus product, the file does not need to be on-line for this to display); Sound files play the sound through the Mac’s speaker (the original file needs to be available for this); Movie files bring up the movie viewer to enable you to play the movie (the original file needs to be available for this).

Deleting Documents

To remove documents from the database, use the “Delete” menu command under the Document menu. After prompting you to be sure, TeleScope Viewer will delete the selected documents from the database, assuming you are logged in as a user who has delete privileges. You may also delete the original files from the disk at this point automatically, by checking the “Also Delete Original Files” check box in the confirmation dialog. The “demo” user does not have privilege to delete documents from the database. If you would like to have a personal user name assigned to you

that has more privileges enabled, please contact North Plains Systems Inc. at the address above.

You can also remove a document from your catalog, using the “Remove from Catalog” menu command under the Document menu, or by dragging the thumbnail or text line into the trash on your Mac. This is different from Delete, in that it only removes the document’s reference from your current Catalog, not from the database itself. If you were to repeat your last search on the database, the removed document would reappear in your catalog.

A Word About Approvals

In the full version of TeleScope, you can specify that a user requires approval to delete or download documents from the Viewer. In these cases, TeleScope Viewer operates on a pre-approval basis. A user (who has “Approve Downloads” or “Approve Deletes” privilege) uses the “Issue Approvals” menu command under the Document menu to pre-approve the download or deletion of specified documents in the database. At a later time, a user who has “Download with Approval” or “Delete with Approval” privilege logs on, and can use the “Find Approved” menu command under the Search menu to find those documents in the database for which they have previous approval to download or delete. If this user attempts to delete or download documents without a pre-approval, they will not be permitted to do so.