

# Stock Keeper

## Quick Start

### The New Face of Digital Asset Management

Stock Keeper was designed from the ground up to meet the needs of anyone and everyone who works with digital media. It was designed to be easy-to-use and have all the features today's media user needs.

There are two views that Stock Keeper uses: web browser view, and collection view. Stock Keeper will automatically switch between them depending on what you have selected in the source column on the left-hand side of the interface. Selecting a Web Search Group will automatically switch to the web browser view. Selecting the Library, a collection, or a Smart Folder will automatically switch to the collection view.

The following pages will tell you how to use each view.

## Web Browser View

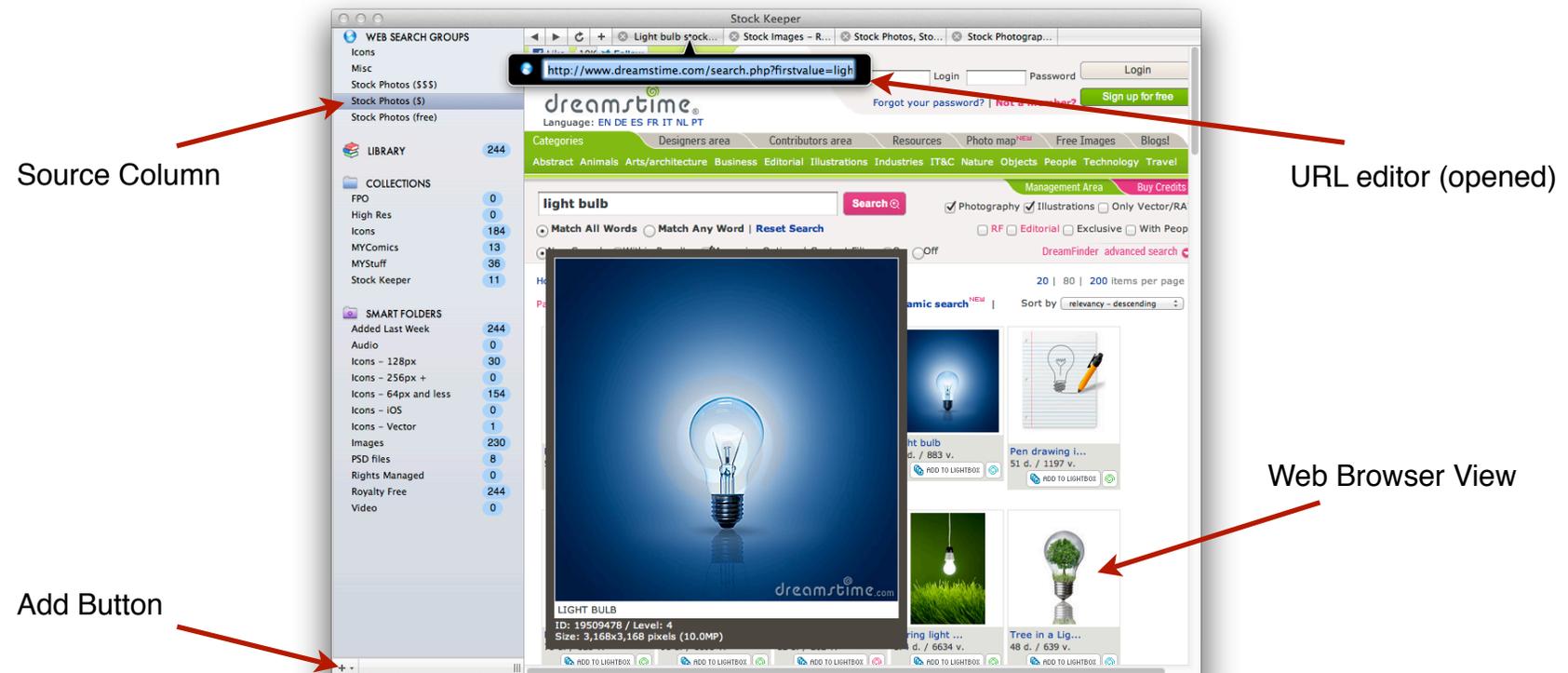
Selecting one of the Web Search Groups will switch the main view to the Web Browser View. This operates just like a normal web browser, with tabs, and navigation (back, forward, reload) buttons. When you find an image you want to add to your library, simply drag it into the Library folder or one of the Collection folders in the Source Column. If you want to download a file that Stock Keeper can't handle directly (like a .zip file) it will be downloaded to your user Downloads folder. This can be changed in Stock Keeper's Preferences.

Browser-specific functions can be found in the Browser menu. Keyboard shortcuts for these operations will be familiar to anyone who uses Safari:

- ⌘-T Opens a new tab
- ⌘- [ and ⌘- ] Previous and next tab (respectively)
- ⌘-R Reloads the current tab

There is one new keyboard shortcut which is exclusive to Stock Keeper. This is to open the URL editor for the current tab:

- ⌘-U Opens the URL editor



# Collection View

When you select the Library, a Collection, or a Smart Folder, Stock Keeper will switch to Collection View automatically. The Thumbnail pane will show small thumbnails of all items in the currently-selected source. Selecting an item in the thumbnail pane will show an enlarged view in the Preview pane, and update information in the Info Drawer and Info Footer. Multimedia files that can be played by Stock Keeper will display play controls and a position slider.

## Getting Files Into Stock Keeper

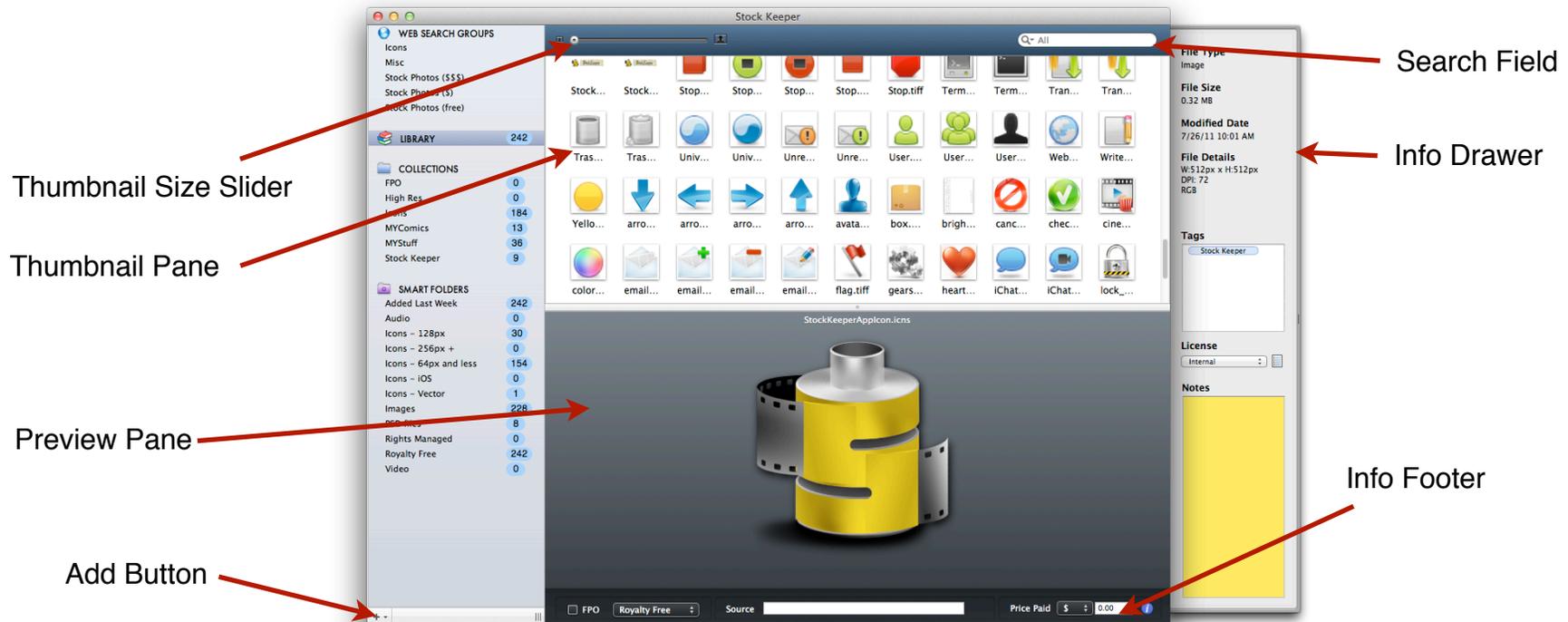
Stock Keeper has its own library. Files added are copied here for safekeeping and locked from editing. You can import files any of the following ways:

1. Select "Import..." from the File menu or use the keyboard shortcut **⌘-I**
2. Drag files from Stock Keeper's built-in Web Browser View into Library or one of the Collection folders
3. Drag files from another application (i.e. iPhoto) into Library or one of the Collection folders
4. Drag files from the Finder into Library or one of the Collection folders

## Getting Files Out of Stock Keeper

To use files that are in Stock Keeper, you can do any of the following:

1. Double-click a file in the Thumbnail Pane and it will open in the default application for that file type. Since the file is locked and prevented from editing, if you make any changes, you will have to do a "Save As..." from the outside application, then import the new file into Stock Keeper.
2. Drag the file from the Thumbnail Pane into the Finder, or into the window of another program (Illustrator, Pages, et cetera.)



## How do I...

### **...make a new Web Search Group, Collection, or Smart folder?**

Click the Add Button at the bottom of the Source Column and select what you would like to add. You can also select “New Search Group”, “New Collection”, or “New Smart Folder” from the File menu.

### **...edit a Web Search Group, Collection, or Smart folder?**

Double-click the desired row in the Source Column. You can also right-click the desired row and select “Edit...” from the contextual menu that comes up.

### **...delete a Web Search Group, Collection, or Smart folder?**

Click the desired row and select Delete from the Edit menu, or use the keyboard shortcut **⌘- Delete**. You can also right-click the desired row and select “Delete” from the contextual menu that comes up.

### **...add or edit Search Sources?**

Open Stock Keeper’s Preferences, and select “Search Sources” from the toolbar.

### **...add or edit Licenses?**

Open Stock Keeper’s Preferences, and select “Licenses” from the toolbar.

### **...add or edit Currencies?**

Open Stock Keeper’s Preferences, and select “Currencies” from the toolbar.

### **...change where Stock Keeper downloads files it can’t handle, like .zip and .dmg files?**

Open Stock Keeper’s Preferences, and select “Downloads” from the toolbar.

### **...change where Stock Keeper save its database? How do I change the database I want to use?**

Open Stock Keeper’s Preferences, and select “Database” from the toolbar.

### **...contact you?**

The easiest way is to send an email to [support@minderssoftworks.com](mailto:support@minderssoftworks.com). We’ll be glad to help you.