

# User's Guide



4.0

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## Basic Steps for Creating a Face

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To create a face, it is recommended you start with the shape of the chin, followed by the head. Once your face is completed, you might have to modify the chin to blend it in with the other features. Accessories such as mustaches, beards and glasses are usually added at the end.

The most striking features of any face are the eyes and eyebrows. They must be added separately in order to ensure the eyes are not gender-specific and to allow for more than 20,000 eye/eyebrow combinations.

The eyes are the only feature in the Viewer Area that remain vertically fixed, since they serve as a reference point from which the rest of the face is constructed. However, you can move them further apart or closer together. The eyebrows and eye lines automatically align themselves with the position of the eyes.

Feature categories (e.g., eyes, eyebrows, nose, etc.) are divided into a corresponding set of sub-categories (e.g. eyes are divided into narrow eyes, bulging eyes, almond-shaped eyes, etc.). These feature sub-categories are arranged in morphological order (i.e. from the smallest to the largest), allowing you to create a face more quickly.

# User Interface



The FACES User Interface is the set of buttons, menus and windows used to create and modify composite pictures.

This section describes some features of the interface which can help you use your FACES software more effectively. Details on how to use the Viewer Area, Features Palette and Selection Area are particularly helpful.

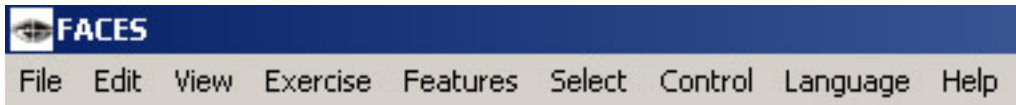


1. Menu Bar
2. Top Toolbar Area
3. Folder Area (To Be Displayed Later)
4. Viewer Area
5. Features Area
6. Selection Area
7. Control Area
8. BAC (Biometric Alphanumeric Code) Area
9. Slide Show Area (To Be Displayed Later)

# 1. Menu Bar



The Menu Bar is the horizontal bar located in the upper portion of your screen that contains all of the FACES commands (File, Edit, etc.)



The Menu Bar commands are described in detail later in this guide.

# 2. Top Toolbar



The Top Toolbar is located at the top of the FACES window and consists of a series of buttons with icons which can be clicked to execute a number of FACES commands.



## New



Use this command to create a new composite picture in FACES.

If you select this command while you are working on a composite picture, a dialog box will appear asking if you wish to save your current work as a project. If you answer “Yes”, the Save As dialog box will appear, asking you to give a file name and location. If you answer “No”, the facial features will disappear from your screen, leaving you with a blank template.

## Open



Use this command to open an existing composite picture in FACES.

If you select this command while you are working on a composite picture, a dialog box will appear asking if you wish to save your current work as a project. If you answer “Yes”, the Save As dialog box will appear asking you to give a file name and location. If you answer “No”, the Open dialog box will appear.

## Save



Use this command to save an open document to its current file name and directory.

When you save a picture for the first time, FACES displays the Save As dialog box which allows you to enter a name for your picture. Once you have saved a composite picture to a specified file name and directory, you can use the Save command to save your document to the same name and directory.

If you wish to change the name and directory of an existing picture before saving it, use the Save As command.

## Print Portrait



Use this command to print a composite picture. The Print dialog box will appear in which you may specify the number of copies you wish to print, the destination printer and other printer setup options.

## Random Faces



This command displays a composite picture that is generated through a random selection of facial features. Not only does it give inexperienced users an idea of how a face is created, it also familiarizes them with different types of facial features and characteristics.

## Start Autorun Demo



Use this command to launch a FACES demonstration.

The Autorun Demo is a default sequence of composite pictures that change approximately every second. You can modify the default sequence to create your own personalized sequence by selecting the Edit Autorun Demo command.

## Start Exercise / Stop Exercise



Use this command to start or stop the Observation Exercise.

The Observation Exercise allows you to develop your observation skills. A composite picture generated by FACES is displayed for a few seconds. During this time, you should examine the picture closely and try to remember as many of the facial characteristics as possible in order to reproduce them afterwards.

Before the exercise begins, a dialog box is displayed in which you can select a level of difficulty. These levels are determined either by the number of feature sub-categories available in each feature category, or by the duration of the display period. For example, the beginners' level (Level 1) offers fewer available features to make your choices easier, as well as a longer display period. Once you have selected a level, the exercise begins. You can stop the exercise by re-selecting the Start Exercise / Stop Exercise command.

### **Review Exercise Portrait**



This command displays the exercise portrait in the Selection Display window.

The exercise portrait disappears from the Viewer Area after the specified time period, giving you time to reproduce it as accurately as possible. Once you are satisfied with your reproduction, you can re-display the exercise portrait by selecting the Review Game Portrait command. The exercise portrait will be displayed in the Selection Display, allowing you to compare your reproduction with the original. As soon as you click on any feature button in the Features Palette, the exercise portrait disappears and the feature image boxes reappear in the Selection Display.

### **Help**



Use this command to display the opening screen of Help, which provides detailed instructions on how to use FACES as well as a variety of reference information.

Once the Help file is open, you can click the Contents button each time you want to return to the opening screen.

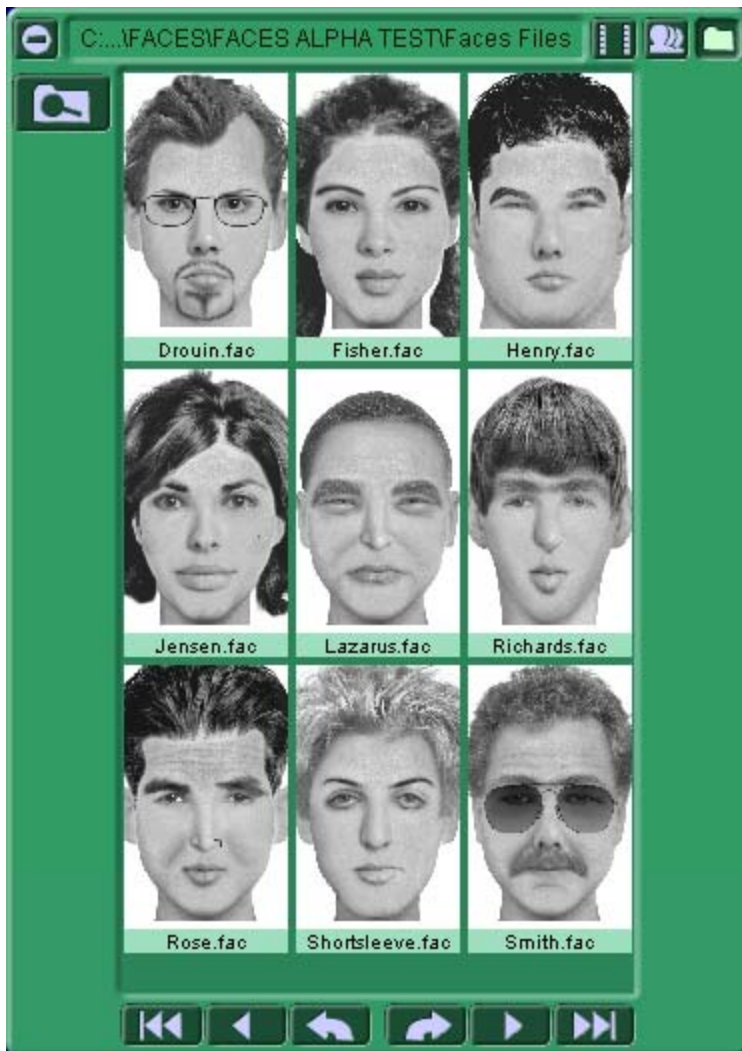
## **3. Folder Area**

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The Folder Area displays thumbnails of all FACES files belonging to a particular folder. When you double click on one of these thumbnails, the corresponding composite picture will be displayed in the Viewer Area.



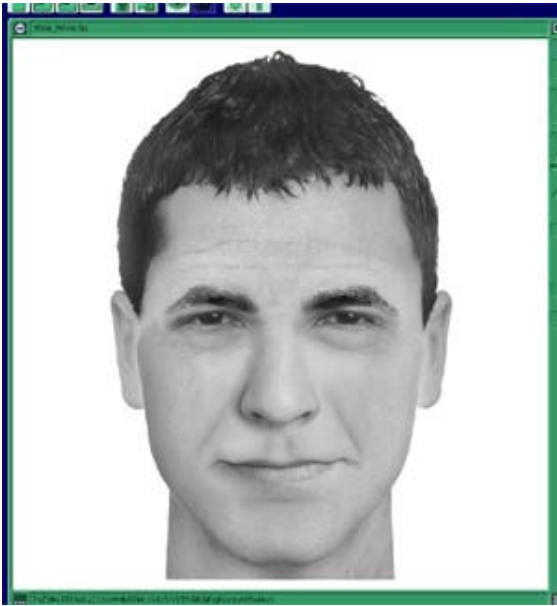
## Scan Folder



You can use the Scan Folder command to open a dialog box that will allow you to select a folder. Once you have selected a folder, a scan is performed to find all the FACES files in it. The thumbnails of these files are then displayed in the Folder Area.

## 4. Viewer Area





The Viewer Area is the portion of the viewer window in which your composite picture is displayed. It functions purely as a display window. Double clicking on a particular element will display the desired category on the Selection Area.

### **File Name Area**



The File Name Area is located right above the viewer. It displays the file name corresponding to the composite picture currently displayed in the Portrait Area. If the current portrait is a new file that hasn't yet been assigned a file name, the file name is indicated as "untitled".

### **Hide/Show Portrait**



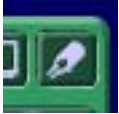
The button for the Hide/Show Portrait command is located directly above the Portrait Area and allows you to keep your work confidential. When the button is clicked, it will hide the composite picture you are working on, displaying only the Portrait Area background. This option is useful if you have to leave your desk temporarily while working on a composite picture that is confidential.

### **Full Screen**



When the Full Screen button is clicked, the composite picture is displayed alone on a white background. You can revert to normal screen mode by clicking again on the Full Screen button. All of the buttons and palettes used to build a composite picture will then reappear. Full Screen mode is useful when you want to focus solely on the features in your composite picture and block out all other visual distractions.

## Line Art



The Line Art button allows you to modify the style of your composite picture, making it look more like a drawing than a photograph. This feature is very useful, because it is sometimes inappropriate to use a composite picture that looks too much like a photograph. For instance, some states in the US prohibit the release of photo-like composite pictures to protect innocent people who might resemble the person portrayed in the picture. Since FACES composite pictures are almost photo-perfect in quality, the Line Art command can be used in these cases to modify the style of the completed picture.

## Enter BAC



The Enter BAC button opens a dialog box in which you can enter a Biometric Alphanumeric Code. Once you have entered the BAC and closed the dialog box, the corresponding composite picture is automatically generated on your screen. This feature is extremely useful when you want to send your FACES composite picture to another FACES user, or generate the pictures of BACs you have seen in the newspaper or on television.

## ID Profile



The ID Profile button displays an ID Profile dialog box that allows you to provide additional useful information on the person depicted in your composite picture (e.g., age, sex, address, clothing, etc.).

## Feature Codes



The Feature Codes button displays the number, position and size of all of the facial features in your current composite picture.

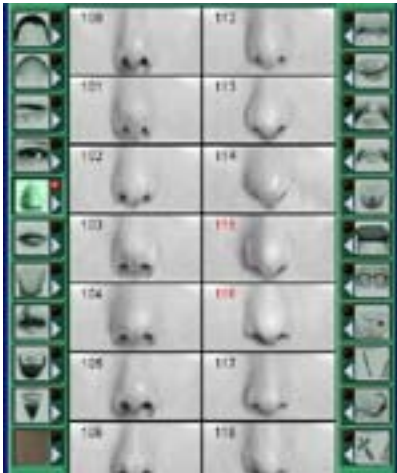
## Send Email



The Send Email button allows you to send the composite file, and its BAC, as an attachment.

## 5. Features Area

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The Features Area buttons allow you to select features whose corresponding sub-categories are displayed in the Selection Display. Each feature has a number of sub-categories associated with it, all of which are displayed on the pages in the Selection Display. For example, when you click on the Eyes button, a page with one or two eye sub-categories (e.g. narrow eyes, bulging eyes) is displayed in the Selection Display. You can browse through all of the eye sub-categories to find the exact eye shape you want for your composite picture.

## 6. Selection Area

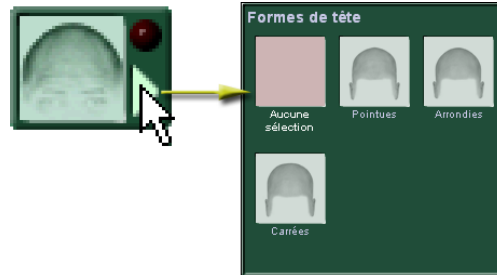
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The Selection Area shows miniature images of the sub-categories of features selected in the Features Area (i.e. if you select Eyes in the Features Area, the Selection Display will show narrow eyes, bulging eyes, almond-shaped eyes etc.). You can browse through these pages using the navigation button at the bottom of the Selection Area.

### Sub-Categories Selection Menu



The Sub-Categories Selection menu displays the thumbnails and names of selected feature sub-categories (e.g. narrow eyes, bulging eyes, almond-shaped eyes etc.). Selected sub-category features are displayed in miniature image boxes (e.g. a display of narrow eyes) and their corresponding numbers are displayed in red in the upper left corner of each image box. This allows you to easily locate previously selected sub-categories.

### Previous/Next Page



Use these icons to browse through the pages of feature sub-categories which are displayed in sequential order. Click the forward arrow to move to the following page or the back arrow to return to the previous page.

## First/Last Page



Use these icons to go directly to the first or last page of the Selection Display.

## Previous/Next Selected Item



These icons allow you to browse through all previously selected feature numbers. Each time a feature from the Selection Display is added to a portrait, its corresponding number is displayed in green in the upper left corner of the image box, indicating that it has been selected. A cumulative list of selected feature numbers (called the Features List) is generated during each work session, making it easy for you to return to previously selected features and choose the most appropriate one for your composite picture.

## 7. Control Area



### Delete Current Feature



The Delete Current Feature button deletes a selected feature from your composite picture.

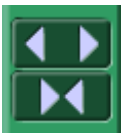
### Move Up / Move Down and Position Slider



The Position Slider allows you to adjust the position of the different features in your composite picture. To use the slider, select the feature you wish to move, and click on the slider. Keeping the mouse button depressed, drag the slider up or down to move the selected feature to the desired position.

The Move Up and Move Down buttons allow you to position the features of your composite picture millimeter by millimeter. For example, when you selected a nose and click on the Move Down button, you move the nose in your picture down by 1 millimeter.

### **Move Further / Move Closer**



The Move Further and Move Closer buttons allow you to adjust the distance between the eyes. Move Further will increase the gap between the eyes while Move Closer will bring the eyes closer together. The eyebrows and the eye lines automatically align themselves with the position of the eyes.

### **Reduce / Enlarge**



The Reduce / Enlarge buttons allow you to adjust the size of certain features (e.g., noses, lips, hair, mustaches, beards, eyebrows, moles and scars). For example, this button is useful if you need to fit a beard to a narrow chin.

### **Hair Flip**



The Hair Flip button allows a hair style to be reversed from side to side.

### **Hair Tone**



The Hair Tone slider control allows you to change the tone of hair elements. You can use the hair tone option in hair, eyebrows, mustaches, goatees and beards.

## Positioning Control



The Positioning Control allows you to move features like moles, tattoos, scars and piercings up, down, left or right.

## 8. BAC Area

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The BAC (Biometric Alphanumeric Code) is a special feature of FACES which allows each composite picture to be encrypted into an ID code. Just as every new composite picture is an original creation, every BAC is entirely unique, much like a fingerprint. The BAC allows you to automatically generate a composite developed by someone else on your screen. All you have to do is type the composite's BAC in your Enter BAC dialog box. Thus, it takes nothing more than a phone call or email for one FACES user to transmit a composite picture to another FACES user, since the only information exchanged is the BAC. By effectively bypassing the often cumbersome process of transmitting graphic data, this breakthrough feature of FACES makes it possible to send perfect quality images in a matter of seconds.

## 9. Slide Show Area

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The Slide Show Area allows you to preview all composites created during a particular session. This feature allows you to preview the composites one by one until you stop the slide show.

### **Run Slide Show**



The Run Slide Show command allows you to run the slide show.

### **Stop Slide Show**



The Stop Slide Show command allows you to stop the slide show.

### **Pause Slide Show**



The Pause Slide Show command allows you to pause the slide show. The composite will be highlighted until you run the slide show command again.

### **Show Next Slide**



The Show Next Slide command allows you to advance the slide show to the next composite in the Slide Show Area.

### **Show Previous Slide**



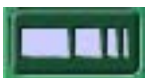
The Show Previous Slide command allows you to view the previous composite in the Slide Show Area.

### **Accelerate Slide Show**



The Accelerate Slide Show command allows you to increase the speed in which the composites are changed from one to another.

### **Decelerate Slide Show**



The Decelerate Slide Show command allows you to reduce the speed in which the composites are changed from one to another.

### **Add to Slide Show**



The Add to Slide Show command allows you to add the current composite to the Slide Show Preview Area. You must make changes to your composite in order to enable this option.

### **Move Toward End**



The Move Toward End command allows you to advance the slide show to the last composite in the Slide Show Area.

### **Move Toward Beginning**



The Move Toward Beginning command allows you to go back to the first composite in the Slide Show Area.

### **Clear Slide Show**



The Clear Slide Show command allows you to clear all composites from the slide show. You will not be able to retrieve these composites unless you have them saved before running this command.

### **Remove Frame from Slide Show**



The Remove Frame from Slide Show command allows you to remove the highlighted frame from the Slide Show Area.

## **Menu Bar Commands**

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The Menu Bar is the horizontal bar located in the upper portion of your screen that contains all of the FACES commands:

- File Menu Commands
- Edit Menu Commands
- View Menu Commands

- Exercise Menu Commands
- Features Menu Commands
- Select Menu Commands
- Control Menu Commands
- Language Menu Commands
- Help Menu Commands (Windows)

## File Menu Commands

### New

Use this command to create a new composite picture in FACES.

If you select this command while you are working on a composite picture, a dialog box will appear asking if you wish to save your current work as a project. If you answer “Yes”, the Save As dialog box will appear, asking you to give a file name and location. If you answer “No”, the facial features will disappear from your screen, leaving you with a blank template.

Keys:  CTRL+N       Command+N

### Open

Use this command to open an existing composite picture in FACES.

If you select this command while you are working on a composite picture, a dialog box will appear asking if you wish to save your current work as a project. If you answer “Yes”, the Save As dialog box will appear asking you to give a file name and location. If you answer “No”, the Open dialog box will appear.



Keys:  CTRL+O       Command+O

### Save

Use this command to save an open document to its current file name and directory.

When you save a picture for the first time, FACES displays the Save As dialog box which allows you to enter a name for your picture. Once you have saved a composite picture to a specified file name and directory, you can use the Save command to save your document to the same name and directory.

If you wish to change the name and directory of an existing picture before saving it, use the Save As command (see below).

Keys:  CTRL+S       Command+S

### Save As

Use this command to save your current composite picture to a specified file name and directory. To save your picture to its original name and directory, use the Save command.

### Send Email

Use this command if you wish to send a composite, and its BAC, by email.

### Export

Use this command to save the image of your current composite picture in an image file which may be imported into a word processing or image-editing application. FACES displays the Save As dialog box for you to assign a name to your image file.



The standard image file format for Windows is JPEG.

#### Page Setup

Use this command to select a printer and printer connection. A Print Setup dialog box appears, allowing you to specify the printer and its connection.

#### Print Portrait

Use this command to print a composite picture. A Print dialog box will appear in which you may specify the number of copies you wish to print, the destination printer and other printer setup options.

Keys:  CTRL+P       Command-P

#### Print ID Profile

Use this command to print the ID Profile corresponding to your current composite picture. A Print dialog box will appear in which you may specify the number of copies you wish to print, the destination printer and other printer setup options.

#### Exit

Use this command to end your FACES session. FACES will ask you to save any composite pictures you have modified without saving the changes.



Keys:  ALT+F4       Command-Q

### **Edit Menu Commands**

The Edit menu offers the following commands:

#### Cut

Use this command to cut text from any edit boxes, including edit boxes in the dialog boxes and the BAC window in the top right corner of your FACES window.

Keys:  CTRL+X       Command-X

#### Copy

Use this command to copy text from any edit boxes, including edit boxes in the dialog boxes and the BAC window in the top right corner of your FACES window.

Keys:  CTRL+C       Command-C

#### Paste


Use this command to paste text into any edit boxes, including edit boxes in the dialog boxes and the BAC window in the top right corner of your FACES window.

Note: You can enter a new BAC by selecting the Enter BAC command, or clicking on the Feature Codes / Enter BAC button, and then pasting the new BAC into the edit box.

Keys:  CTRL+V       Command-V

#### Delete

Use this command to delete text in any edit boxes, including edit boxes in the dialog boxes and the BAC window in the top right corner of your FACES window.

Keys:  Del       Backspace

### Edit Autorun Demo


Use this command to open the Edit Autorun Demo dialog box which allows you to modify the sequence of features in your Autorun definition file by adding, deleting or replacing features in their corresponding line numbers.

### Feature Codes

Use this command to open a dialog box in which you can enter a new BAC or preview the feature codes that you are currently using. Once you have entered your BAC, close the dialog box, and the corresponding composite picture will be automatically generated in the Viewer Area window.

### ID Profile

Use this command to open the ID Profile dialog box which contains important information about the person portrayed in the composite picture (e.g., age, sex, address, occupation, clothing, etc.) to assist with identification.

Keys:  CTRL+I       Command-I

## View Menu Commands

The View menu offers the following commands:

### Full Screen

Displays a full screen preview of your composite picture.

In Full Screen mode, your composite picture is displayed alone on a white background. You can revert to normal screen mode by clicking again on the Full Screen command. All of the buttons and palettes used to build a composite picture will then reappear. Full Screen mode is useful when you want to focus solely on the features in your composite picture and block out all other visual distractions.

Keys:  CTRL+F       Command+F

### Line Art Mode

This command allows you to modify the style of your composite picture, making it look more like a drawing than a photograph. This feature is very useful, because it is sometimes inappropriate to use a composite picture that looks too much like a photograph. For instance, some states in the US prohibit the release of photo-like composite pictures to protect innocent people who might resemble the person portrayed in the picture. Since FACES composite pictures are almost photo-perfect in quality, the Line Art button can be used in these cases to modify the style of the picture.

Keys:  CTRL+L       Command+L

### Hide/Show Portrait

Use this command to turn your FACES Portrait Area on or off. This command allows you to keep your work confidential. When selected, it will hide your composite picture, displaying only the Portrait Area background. This option is useful if you have to leave your desk temporarily while working on a portrait that you don't want anyone else to see.

### Hide Catalog

Use this command to turn your FACES Catalog Area on or off.

## Observation Exercise Menu Commands

### Start Observation Exercise / Stop Observation Exercise

Use this command to start or stop an Observation Game.

The Observation Game allows you to develop your observation skills. A composite picture generated by FACES is displayed for a few seconds. During this time, you should examine the picture closely and try to remember as many of the facial characteristics as possible in order to reproduce them afterwards.

Before the Observation Exercise begins, a dialog box is displayed in which you can select a level of difficulty. These levels are determined either by the number of feature sub-categories available in each feature category, or by the duration of the display period. For example, the beginners' level (Level 1) offers fewer available features, making your choices easier, and a longer display period. Once you have selected a level, the Observation Exercise begins. You can stop the Observation Exercise by re-selecting the Start Observation Exercise / Stop Observation Exercise command.

Keys:  CTRL+G  Command+G

### Review Observation Exercise Portrait

Displays the Observation Exercise Portrait in the Selection Display window.

The Observation Exercise Portrait disappears from the Viewer Area after the specified time period, giving you time to reproduce it as accurately as possible. Once you are satisfied with your reproduction, you can re-display the Observation Exercise Portrait by selecting the Show Observation Exercise Portrait command. The Observation Exercise Portrait will be displayed in the Selection Display, allowing you to compare your reproduction with the original. As soon as you click on any feature button in the Features Palette, the Observation Exercise Portrait disappears and the feature image boxes reappear in the Selection Display.

### Random Faces

This command displays a composite picture that is generated through a random selection of facial features. Not only does it give inexperienced users an idea of how a face is created, it also familiarizes them with different types of facial features and characteristics.

### Start Autorun Demo

Use this command to launch a FACES demonstration.

The Autorun Demo is a default sequence of composite pictures that change approximately every second. You can modify the default sequence to create your own personalized sequence by selecting the Edit Autorun Demo command.

Keys:  CTRL+D  Command-D

## Features Menu Commands

The Features menu commands allow you to select different features (e.g. eyes, nose, lips, etc.) for your composite picture. The first page of several pages of sub-categories corresponding to your selected feature (e.g. narrow eyes, almond-shaped eyes etc.) will appear in the Selection Display. Once feature sub-categories are displayed in the Selection Display, they may be selected and added to the composite picture.

All of the commands in this menu select and load the sub-categories corresponding to the feature selected. The Features menu contains the following commands:

- Hair
- Head Shapes
- Eyebrows
- Eyes
- Noses
- Lips
- Jaw Shapes
- Mustaches
- Beards
- Goatees
- Skin Tones
- Forehead Lines
- Eye Lines
- Smile Lines
- Mouth Lines
- Chin Lines
- Headwear
- Glasses
- Moles
- Scars
- Piercings
- Tattoos

## **Select Menu Commands**

The Select menu contains commands that allow you to browse through the sub-category pages in the Selection Display.

### **Previous Page**

Use this command to go to the previous page of feature sub-categories.

### **Next Page**

Use this command to go to the next page of feature sub-categories.

### **First Page**

Use this command to go to the first page of feature sub-categories.

### **Last Page**

Use this command to go to the last page of feature sub-categories.

### **Previous Selection**

Use this command to browse backwards through all previously selected feature numbers.

Each time you add a new feature from the Selection Display to your composite picture, its corresponding feature number is added to the Features List. You can browse through this list at any time to compare different feature sub-categories and select the one that is most appropriate for your picture.

### **Next Selection**

Use this command to browse forward through all previously selected feature numbers.



Each time you add a new feature from the Selection Display to your composite picture, its corresponding feature number is added to the Features List. You can browse through this list at any time to compare different feature sub-categories and select the one that is most appropriate for your picture.

## **Control Menu Commands**

### **Delete Selected Feature**

Use this command to delete a selected feature in your composite picture.

### **Move Feature Up**

Use this command to move a selected feature in your composite picture up by one millimeter.

### **Move Feature Down**

Use this command to move a selected feature in your composite picture down by one millimeter.

### **Move Further Apart**

The Move Further Apart command allows you to increase the distance between the eyes in your composite picture. The eyebrows and eye lines will automatically align themselves with the new position of the eyes.

### **Move Closer Together**

The Move Closer Together command allows you to bring the eyes in your composite picture closer together. The eyebrows and the eye lines will automatically align themselves with the new position of the eyes.

### **Reduce Size**

The Reduce Size command allows you to reduce the size of certain features (e.g., noses, lips, hair, mustaches and beards). This is useful if you need to fit a beard to a narrow chin, for example.

### **Enlarge Size**

The Enlarge Size command allows you to enlarge the size of certain features (e.g., noses, lips, hair, mustaches and beards). This is useful if you need to fit a beard to a wide chin, for example.

### **Flip**

The Flip command allows you to flip hair styles from side to side.

### **Darken**

The Darken command allows you to darken hair elements such as hair, eyebrows, mustaches, goatees and beards.

### **Lighten**

The Lighten command allows you to lighten hair elements such as hair, eyebrows, mustaches, goatees and beards.

### **Move Up**

The Move Up command allows you to move up features such as moles, piercings, tattoos and scars.

### **Move Left**

The Move Left command allows you to move to the left features such as moles, piercings, tattoos and scars.

#### Move Right

The Move Right command allows you to move to the right features such as moles, piercings, tattoos and scars.

#### Move Down

The Move Down command allows you to move down features such as moles, piercings, tattoos and scars.

## Language Menu Commands

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The Language menu commands allow you to switch between English, French and Spanish versions of FACES.

### Help Menu Commands

The Help menu offers the following commands to assist you in the use of your FACES application:

#### Help

Use this command to display the opening screen of Help, which offers you information on how to access the user's guide.

#### About FACES

This command displays the copyright notice and version number of your FACES application, as well as user license information, endorsements and a list of safety tips for parents and children.

## Dialog Boxes

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### Edit Autorun Demo Dialog Box

FACES comes with an Autorun Demo feature which consists of a sequence of continuously changing composite pictures designed to demonstrate the capabilities of your application.

By using the Edit Autorun command, you can edit your default Autorun file and create a personalized sequence of changing composite pictures.

A good way to build your own Autorun file is to first create a series of composite pictures, noting down the number, position and size of each feature displayed in the Feature Codes dialog box. You can then use these notes to modify the features in your Autorun sequence.



When you open the Edit Autorun dialog box, you will be presented with a list of all the feature numbers included in the default sequence. You have the option of modifying, inserting or deleting one or several of the features that appear in this list. In order to make modifications, you must first select a line in the sequence by clicking on it. Once a line is selected, its contents will be displayed in the edit boxes in the upper portion of the dialog box. The following is a list of the different fields and their functions:

#### Line Number

This field displays the currently selected line in the sequence and cannot be edited.

#### Hide / Show

These radio buttons are used to specify whether you want to show a particular feature in your sequence or hide a previously displayed feature. Suppose, for example, that you have a beard in your sequence and want to morph the portrait into a woman. You need to remove the beard from the sequence, which you can do by clicking on Hide and selecting Beard in the Features pull-down menu.

#### Features

This is a list of all the features you can use to create a composite picture. Simply click in the edit box and select one of the features in the menu.

#### Feature Number

This is a list of all of the feature numbers corresponding to the available features. Simply click in the edit box and select one of the numbers in the menu. You may also enter the number manually. If the number you enter is not available, it will not be accepted and the edit box will display a blank field.

#### Position

This is a list of available positions for the feature you have selected. Simply click in the edit box and select one of the positions in the menu. You may enter the position manually. If the number you enter exceeds the limit, it will be truncated to the next valid position number.

#### Size

This is a list of available sizes for the feature you have selected. Not all the features have the same available sizes. If the size you want is available, simply click in the edit box and select the size in the menu. You may also enter the size manually. If the number you enter exceeds the limit, it will be truncated to the next valid size number.

#### Remove Line

This button removes the currently selected line from the Autorun sequence.

## Modify Line

This button will replace the currently selected line with the content of the edit boxes.

## Insert Line

This button will push down the currently selected line and all of the following lines by one line. The content of the edit boxes will then be written into the newly inserted line. If you need to add a new line at the end of the sequence, simply select the blank line immediately following the last one, select your content, and click the Insert Line button.

## Clear All

This button removes all lines from the Autorun sequence.

## Default

This button restores the default Autorun sequence.

## ID Profile Dialog Box



The screenshot shows the 'ID Profile' dialog box with the following fields and sections:

- Biometric/Alphanumeric Code**: A large text input field.
- Police Department**: A text input field.
- Incident Number**: A text input field.
- YY/MM/DD**: A date selection field.
- Type of Activity**: A pull-down menu.
- PPS**: A pull-down menu.
- Nature of Incident**: A text input field.
- Last Name**, **First Name**, **Maiden Name**: Text input fields.
- YY/MM/DD**: A date selection field.
- Address**: A text input field.
- Apt**, **City**, **State**, **Country**, **Zip Code**: Text input fields.
- Social Security Number**: A text input field.
- Apprentice Age**: A pull-down menu.
- Marital Status**: A pull-down menu.
- Place of Birth (Country)**: A pull-down menu.
- Port of Entry**: A pull-down menu.
- YY/MM/DD Occupation**: A date selection field.
- Employer**: A text input field.
- Living with (Name)**: A text input field.
- Father's Name**, **Address**, **Mother's Name**, **Address**: Text input fields.
- Sex**: A pull-down menu.
- Build**, **Race**, **Skin Tone**, **Skin Complexion**: Pull-down menus.
- Weight**: A text input field.
- Language Spoken**: A pull-down menu.
- Accent**: A pull-down menu.
- Impassports**: A pull-down menu.
- Other Languages**: A button.
- Height**: A text input field.
- Hair Color**, **Hair Style**, **Hair Length**, **Eyes**, **Blood Type**: Pull-down menus.
- Other Father's**, **Vehicle**, **Weapons**, **Collar**, **Distinctive Features**, **Comments**: Link buttons.
- OK**, **Cancel**: Standard dialog box buttons.

The ID Profile dialog box allows you to enter additional information about the person portrayed in your composite picture that may assist with identification. There are three types of interactive items in the ID Profile dialog box: edit boxes, pull-down menus and link buttons.

### Edit boxes

Edit boxes allow you to type in whatever information you want.

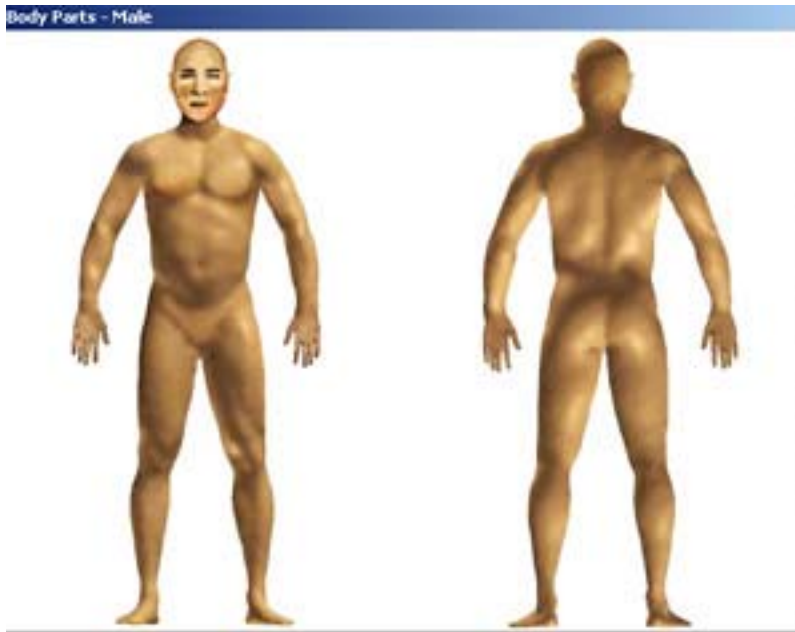
### Pull-down menus

Pull-down menus look like edit boxes with a downward-pointing arrow at the end. They allow you to either select items from a list or type in your own information.

### Link buttons

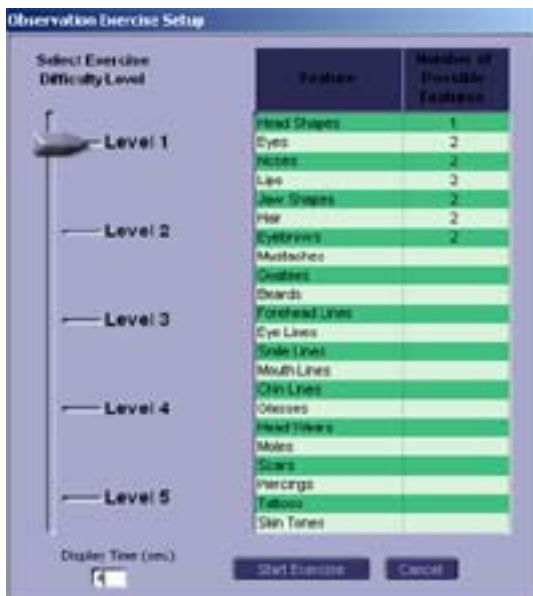
Apart from the OK and Cancel buttons, all the link buttons open other dialog boxes that allow you to enter even more information on a person.

## Body Parts Dialog Box



The Body Parts dialog box shows a frontal and rear view of a man or woman, depending on whether you specified the sex as man or woman in the ID Profile dialog box. You can click directly on different body parts to select the corresponding descriptions instead of selecting them from the pull-down menu. This is useful if you don't know the name of a particular body part, but can show exactly where it is located.

## Start Observation Exercise Dialog Box



The Start Observation Exercise dialog box allows you to select one of five difficulty levels for the Observation Exercise. When you select a level, you will be shown a number of possible features, of which one in each category was used to generate the Observation Exercise Portrait. When you are recreating the Observation Exercise Portrait, you will have to choose among these possible features.

You may also modify the Observation Exercise Portrait display time (i.e., the number of seconds you are given to examine the Observation Exercise Portrait before starting your reconstruction of it).

Press the Start Exercise button to start the game.

## How To...

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### How to Create a New Composite Picture



To create a new composite picture, all you have to do is open a new template by using the New command in the File menu, or clicking on the New button on the toolbar.

### How to Open a Composite Picture



To open an existing composite picture, click on the Open command in the File menu, or click on the Open button on the toolbar, and select the file containing the composite picture of your choice using the File Open dialog box.

### How to Save a Composite Picture



To save an existing composite picture, click on the Save command in the File menu or click on the Save button on the toolbar. If you are saving an existing composite picture, it will automatically be saved in an existing file. If, however, you are saving a new composite picture, you must specify a file name and location in the Save As dialog box that will appear.

To save an existing composite picture in a different file, click on the Save As command in the File menu and specify, in the Save As dialog box, the name and location of the new file in which you want to save the composite picture.

There is no button on the toolbar to execute this command.

### How to Print a Composite Picture



To print a composite picture, click on the Print Portrait command in the File menu, or click on the Print button on the toolbar. This will print the current composite picture. You may specify the number of copies you wish to print in the Page Setup dialog box that appears.

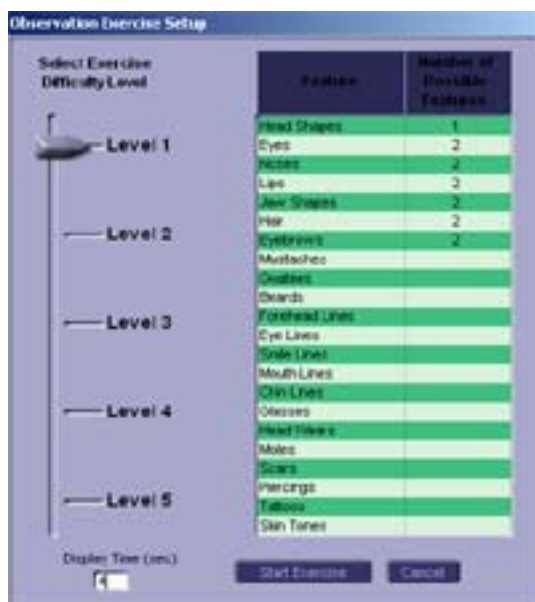
You can also print an ID Profile by selecting the Print ID Profile command in the File menu. This will print a small version of the composite picture along with all the information entered in the ID Profile dialog box.

There is no button on the toolbar to execute this command.

## How to Play an Observation Game

FACES provides an Observation Game that allows you to develop your observation skills. A composite picture generated by FACES (called the Observation Exercise Portrait) is displayed for a few seconds. During this time, you should examine the picture closely and try to remember as many of the facial characteristics as possible in order to accurately reproduce them afterwards. An Observation Exercise is played in three stages:

### 1. Display of Observation Exercise



To display a composite picture generated by FACES, click on the Play button on the toolbar. Before the Observation Exercise begins, a dialog box is displayed in which you can select a level of difficulty. These levels are determined either by the number of feature sub-categories available in each feature category, or by the duration of the display period. For example, the beginners' level (Level 1) offers fewer available features, making your choices easier, and a longer display period. Once you have selected a level, the Observation Exercise begins. An Observation Exercise Portrait will appear for a few seconds and will then disappear.



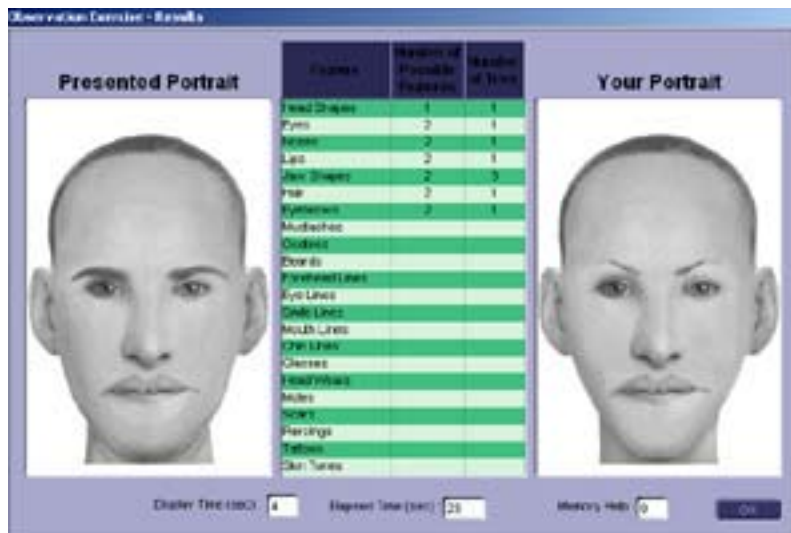
Since composite pictures generated by FACES are made up of randomly selected facial features, some Observation Exercise Portraits might look odd or unrealistic. If you would like to cancel the Observation Exercise displayed, click on the Stop Observation Exercise button.

## 2. Recreation of Observation Exercise Portrait Using the Features Palette

Try to recreate the Observation Exercise Portrait in a new viewer using the Features Palette.

As you are working on your reproduction, you may view the Observation Exercise Portrait again by clicking on the Review Observation Exercise Portrait button. The Observation Exercise Portrait will be displayed in the Selection Area. To remove the Observation Exercise Portrait, click on a feature in the Features Palette and the Selection Display will return.

## 3. Comparison of Your Reproduction with the Original



Once you are satisfied with your reproduction, click on the Stop Observation Exercise button to open the Observation Exercise Results dialog box which will display your reproduction next to the original Observation Exercise Portrait. By comparing the two composite pictures, you can discover details you might have overlooked, and improve your observation skills.

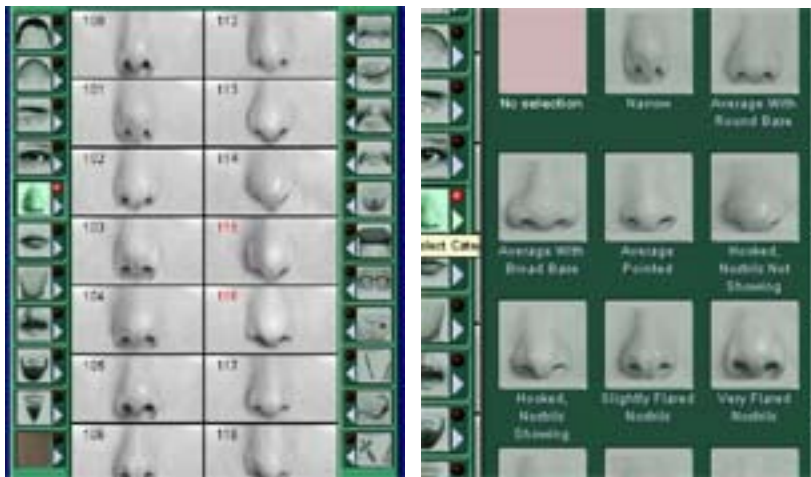
## How to Change the Observation Exercise Difficulty Level

To change the difficulty level of the Observation Exercise, you must first click on the Start Observation Exercise button on the tool bar.

A dialog box will appear in which you can select a new difficulty level. You may also change the duration of the Observation Exercise Portrait display.

## How to Select a Composite Picture Feature





To select a composite picture feature, click on the button corresponding to the feature you want (e.g. eyes) in the Features Palette located in the Selection Area. The first of several pages of sub-categories corresponding to the feature you selected will appear in the Selection Display (e.g. narrow eyes). To select a feature within a sub-category, click on the arrow next to the category icon. To view other feature numbers corresponding to your selected feature, use the navigation buttons located below the Selection Area.

You can highlight a feature sub-category by selecting its description using the arrow next to the category icon. The numbers of the features contained in this sub-category will be displayed in red.

### How to Add or Change a Composite Picture Feature



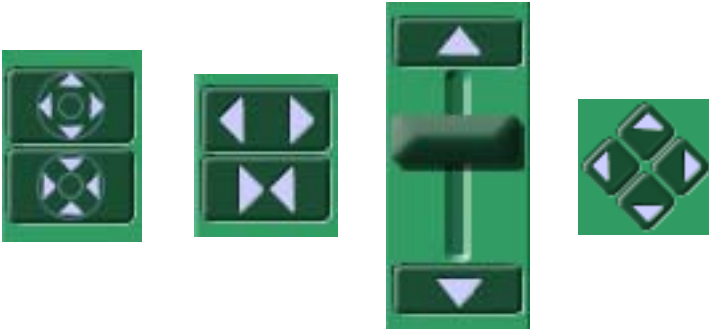
To add or change a composite picture feature, select a new feature from one of the sub-categories in the Selection Display. This new feature will immediately appear in your composite picture, and will replace the corresponding feature you had previously selected.

## How to Delete a Composite Picture Feature



To delete a composite picture feature, select the feature in the Selection Display and click on the Delete button located below the Features Palette buttons.

## How to Position a Composite Picture Feature



### Positioning Mechanisms

To modify the position of a composite picture feature, you need to select the feature you want to move in the Features Palette. You can then move the feature using the Position Slider, or one of the Move buttons located just above and below the Position Slider. The Slider allows you to visually control the position of the feature, while the Move buttons allow you to position the feature with greater accuracy.

Unlike the other features, the eyes cannot be moved vertically, since they are a fixed reference point for building a composite picture. However, you can move the eyes closer together or further apart by clicking on the Move Closer or Move Apart buttons. These two buttons automatically replace the Position Slider when you select the eyes.

## How to Erase the Contents of a Composite Picture



You can erase the contents of a composite picture by starting a new composite picture. To start a new composite picture, simply click on the New button on the toolbar. You will be presented with an empty viewer window.

## Tutorial



In this section, we will show you step-by-step how to create a composite picture. If you haven't already done so, open your FACES application by double-clicking on the FACES icon.

Step 1: Entering the Basic Features of Your Composite Picture

Step 2: Modifying Your Composite Picture

Step 3: Saving Your Composite Picture in a File

## **Step 1: Entering the Basic Features of Your Composite Picture**

If you already have an empty viewer, you can skip the following instructions. To create a new viewer, click on the New button on the toolbar showing an empty page with one corner turned over (the first icon), or click on the New command in the File menu.

It is recommended to start your picture with the eyes, since they are generally the most striking feature of a face. Even if the eyes you choose are not exactly those of the picture you are trying to recreate, you can always select a different pair later on. The same is true for all of the other composite picture features.

- Click on the Eyes button in the Features Palette. Using the Next Page button below the Selection Area, browse until you find Eyes No. 409 and click on them.

- Click on the Nose button and select the sub-category Hooked, Nostrils Not Showing in the sub-categories pull-down menu. Click on Nose No. 601.

- Click on the Mouth button and, using the Next Page button, find Mouth No. 214 and click on it.

- Browse through the Chins and click on Chin No. 316.

- Click on Head No. 103.

- Browse through Eyebrows in the Thick sub-category and click on Eyebrows No. 806.

- Click on Hair No. 105.

- Finally, click on Forehead Lines No. 102.

Congratulations! You now have a composite picture base which you can continue to modify.

## **Step 2: Modifying Your Composite Picture**

When you examine your composite picture closely, you may notice that the mouth is a bit too narrow, the eyes too far apart, the eyebrows too low, the eye lines too high and the hair is too big for the shape of the head. You need to make some changes.

First, click on the Mouth button and click on Mouth No. 216. You will see that the new mouth replaces the mouth you had originally chosen. This is exactly what you wanted.

Second, click on the Eyes button. Notice that the Move Further and Move Closer buttons have replaced the Slider. Click twice on the Move Closer button to narrow the space between the eyes.

Now click on the Eyebrows button. Click on the Position Slider located below the Features Palette buttons and raise it until the eyebrows reach the correct height.

Click on the Forehead Lines button. You could, as in the case of the eyebrows, lower the forehead lines using the Position Slider. You can also try an alternative method. Click three times on the Move Down button below the Position Slider. You have successfully lowered the forehead lines by three millimeters.

Now, click on the Hair button. Click three times on the Reduce button located at the bottom of the FACES window under the Position Slider.

### **Step 3: Saving Your Composite Picture in a File**

The final step is to save your work in a file so that you can retrieve it at a later date. Click on the Save button, or select the Save command in the File menu. In the dialog box that appears, select the file in which you want to save your composite picture and enter the file name. Click on the OK button, and your composite is saved.

The next time you want to see this composite picture, all you have to do is click on the Open button, or select Open in the File menu. Find the file name you saved the picture under, and select it. You can then modify the picture and save it again in the same file, or you can save it in a new file in order to keep both the original and new versions.



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