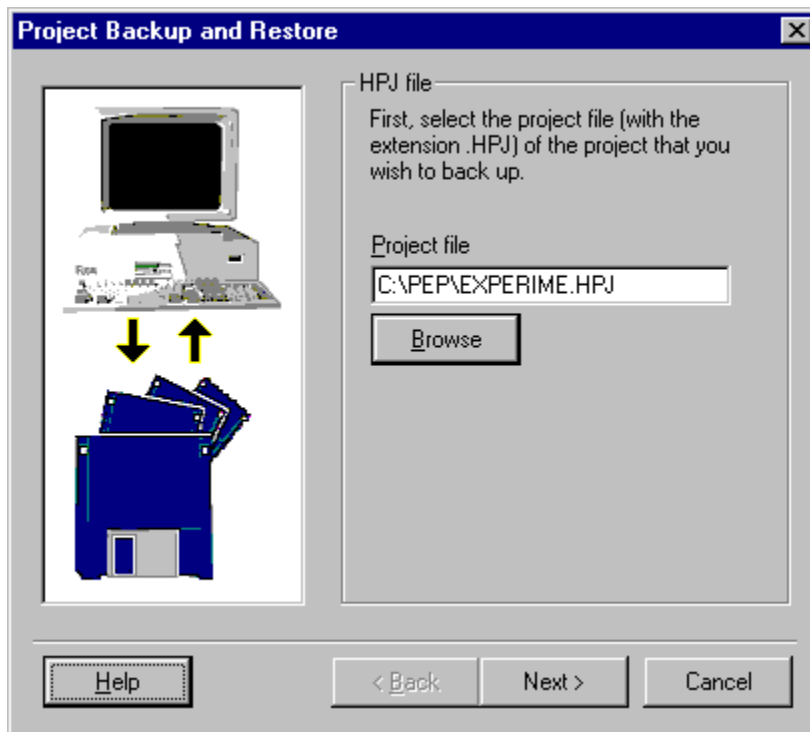


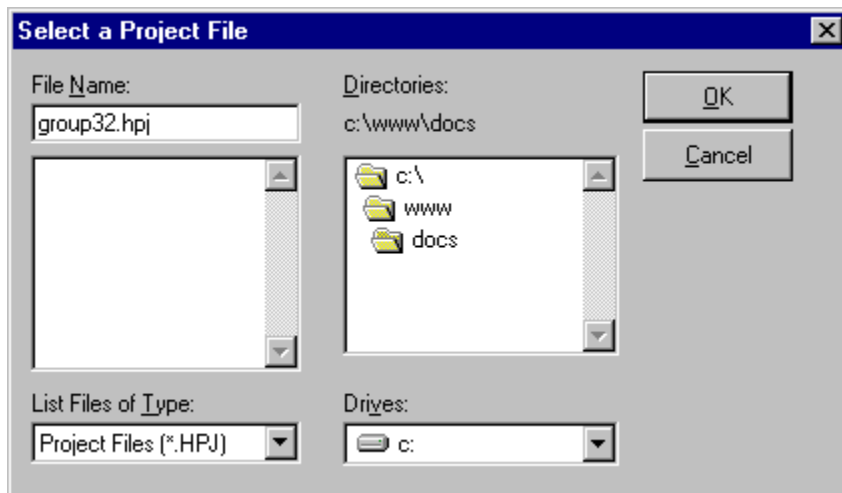
PEP gives you the power to move an entire project including your files, media, and backdrops to a location either elsewhere on your own system, or to a diskette so that you can restore it on a different computer! No more wondering whether or not you have copied all the files and pictures you will need to move your project, no more loose ends. You can be confident that this program will handle all the details for you. All you need to do is tell the program where to find your files and where to send them! It is that easy!

Press the **Backup** button or the **Restore** button in the sample dialog to the right to continue.



This program allows you to type in the name of the project file you wish to back up. Press the **Browse** button to search for the folder containing the project.

When you choose the project you want to back up, its entire path and filename are inserted into the Project file window.



Pressing the **Browse** button produces this dialog. It allows you to search through your drives and directories to find the project file you want to back up.

When you find the desired project file, highlight it and press the **OK** button.

Click on any of the links below to go to the help section for that particular program. Each screen will contain a pair of **Browse** buttons, which you may use to go forward or backward within the section, one screen at a time. Press the **Contents** button at any time to return to this screen, and press **Done** when you want to leave the help area and return to your program.

[\*\*Project backup utility\*\*](#)

[\*\*Image converter\*\*](#)

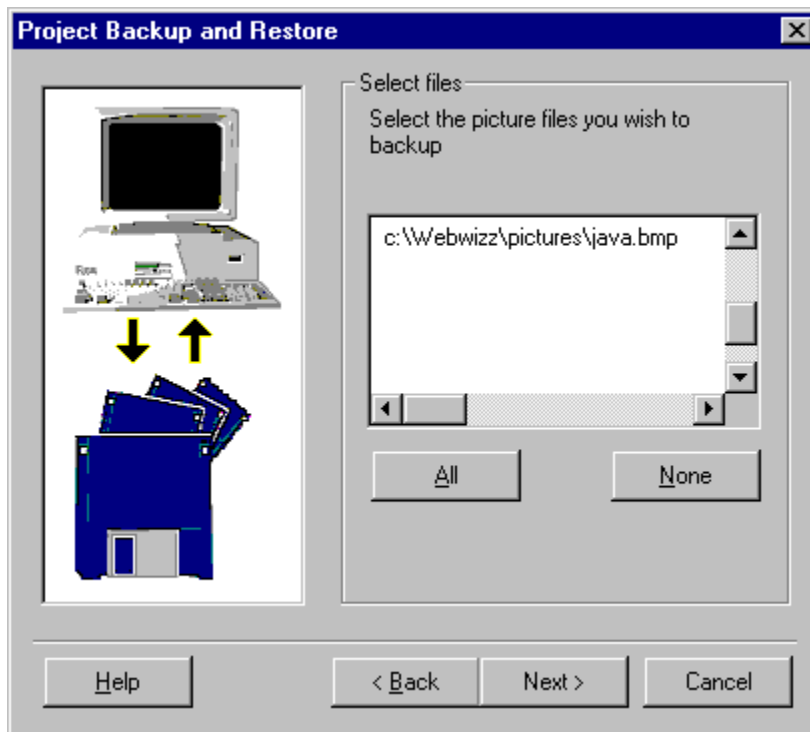
[\*\*Drop shadow maker\*\*](#)

[\*\*Text to picture maker\*\*](#)

[\*\*Topic maker\*\*](#)

[\*\*HTML converter\*\*](#)

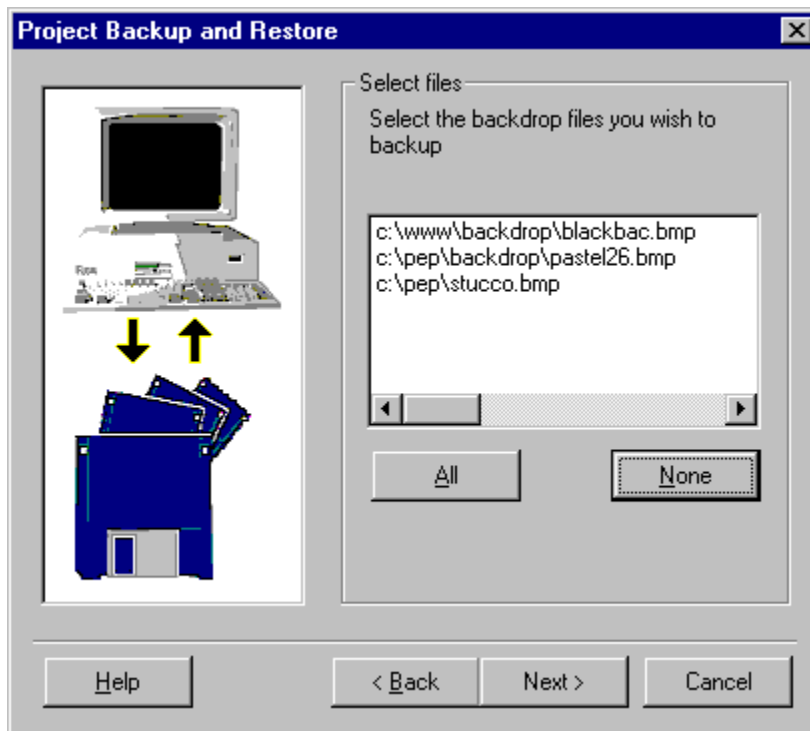
[\*\*Theory - How the tools help you\*\*](#)



The program locates and lists for you all the **pictures** associated with this project. They are shown to you on this dialog. If you want to move all of them as well, make sure they are all highlighted by pressing the **All** button. You can unmark them and select only those you wish to move by pressing each one you want. They will be highlighted as you press them. To deselect them all, press the **None** button.

The items in this window work by toggling--press the item once to highlight, press it again to deselect.

When you have highlighted all the picture files you want to back up, you may proceed.

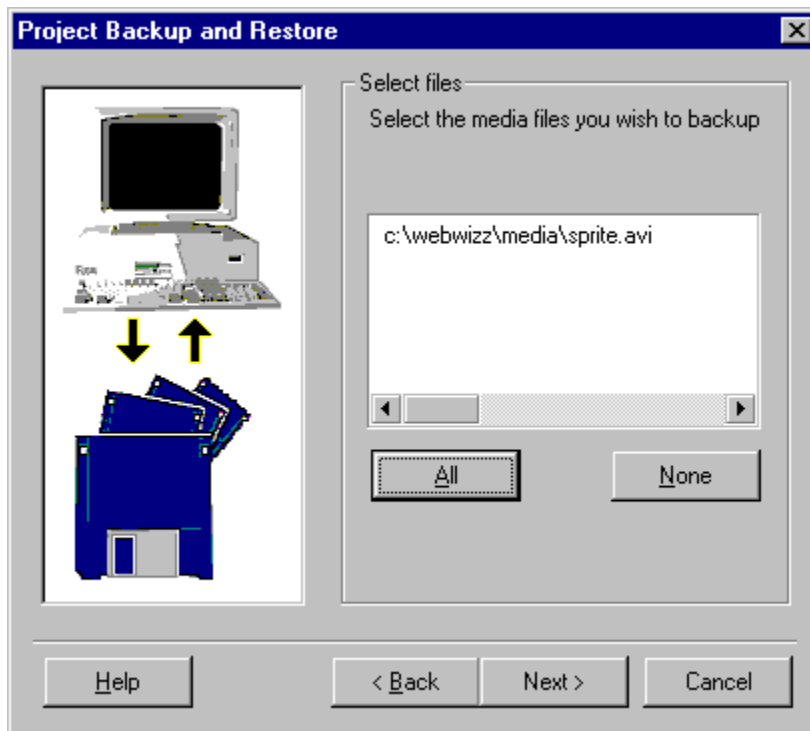


The program locates and lists for you all the **backdrops** associated with this project. They are shown to you on this dialog. If you want to move all of them as well, make sure they are all highlighted. You can unmark them and select only those you wish to move by pressing each one you want. They will be highlighted as you press them.

To deselect all files, press the **None** button.

The items in this window work by toggling--press the item once to highlight, press it again to deselect.

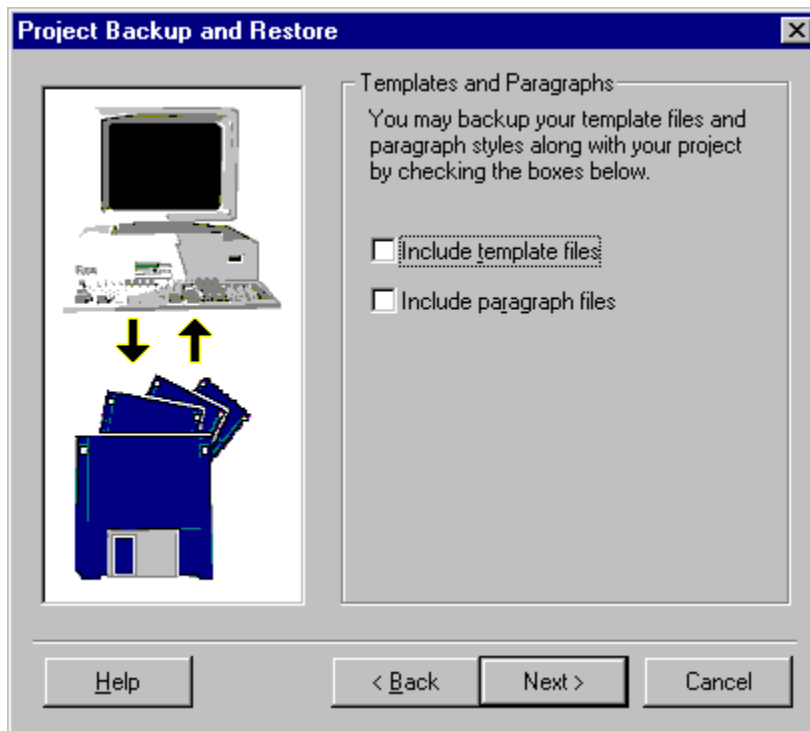
When you have highlighted all the backdrop files you want to back up, you may proceed.



The program locates and lists for you all the **media** elements associated with this project. They are shown to you on this dialog. If you want to move all of them as well, make sure they are all highlighted. You can unmark them and select only those you wish to move by pressing each one you want. They will be highlighted as you press them. To deselect all files, press the **None** button.

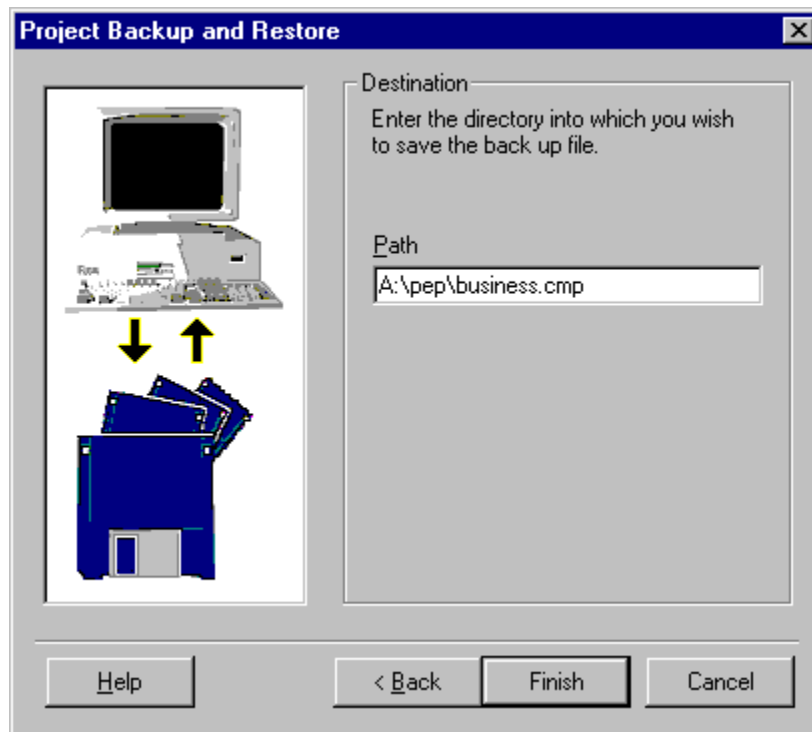
The items in this window work by toggling--press the item once to highlight, press it again to deselect.

When you have highlighted all the media files you want to back up, you may proceed.



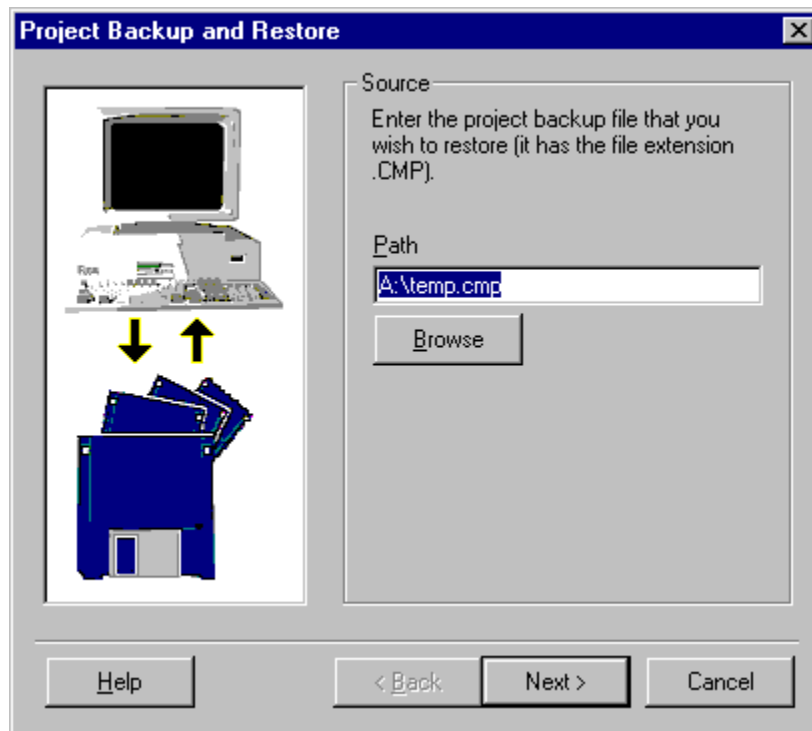
If you want to back up your template files and paragraph styles, then check the boxes shown in the sample on the right. If you choose not to back them up, leave them blank instead.





The program allows you to enter the destination drive of the project backup.

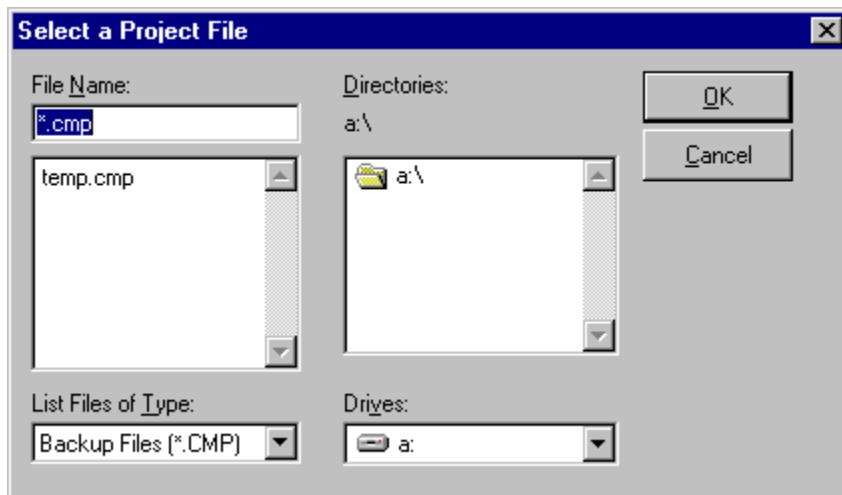
Type the full path of the drive into which you want to move this project and press the **Finish** button in order to complete the backup process.



The program allows you to restore a previously backed up project to the destination of your choice.

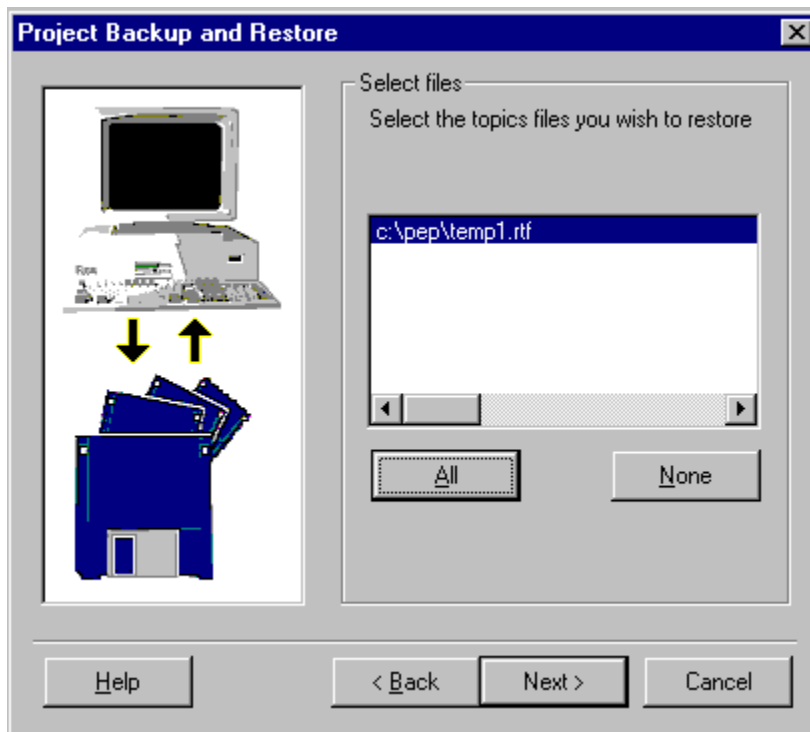
Press the **Browse** button to search for the folder containing the project.

When you choose the project you want to back up, its entire path and filename are inserted into the Project file window.



Pressing the **Browse** button produces this dialog. It allows you to search through your drives and directories to find the project file with the .CMP extension that you want to restore.

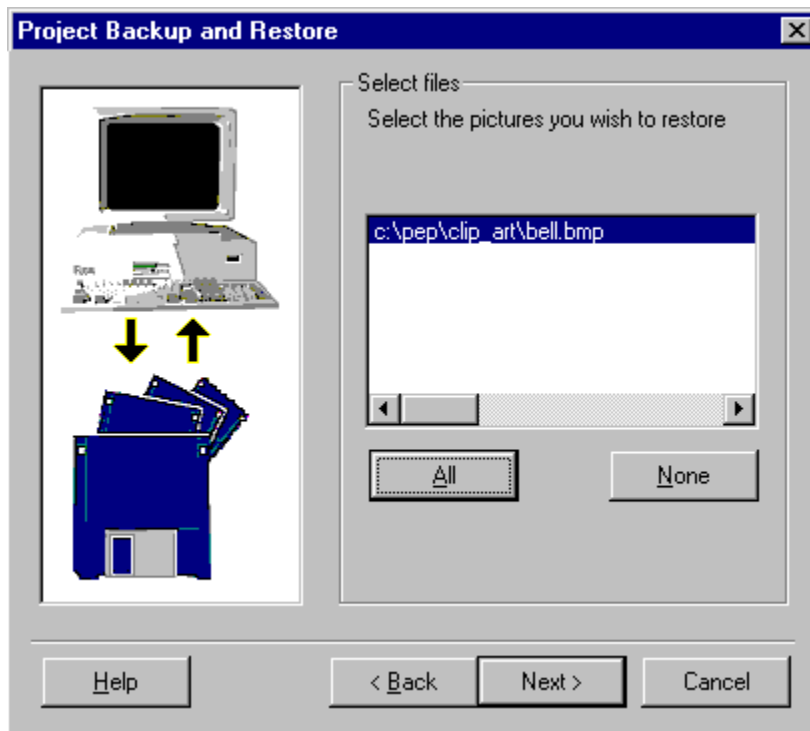
When you find the desired project file, highlight it and press the **OK** button.



This program allows you to select the **topics files** you want to restore. If you want to restore them all, press the **All** button. Otherwise, you can unmark them and select only those you want to restore. They will be highlighted as you press them.

The items in this window work by toggling--press the item once to highlight, press it again to deselect.

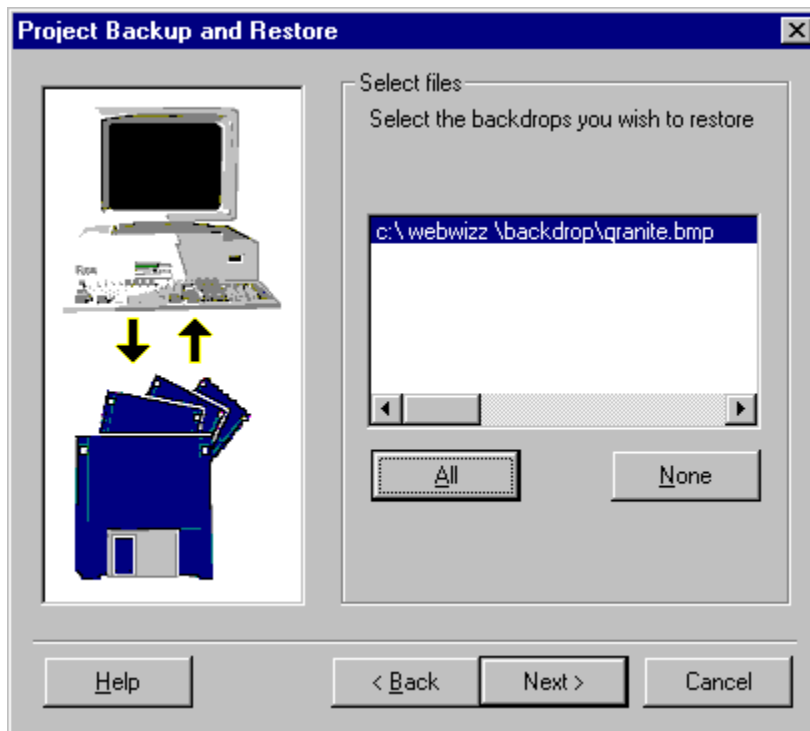
When you have highlighted all the picture files you want to restore, you may proceed.



The program allows you to choose which **picture files** you want to restore. You may press the **All** button to restore all of them or you can unmark them and choose only the ones you want to restore. They will be highlighted as you press them.

The items in this window work by toggling--press the item once to highlight, press it again to deselect.

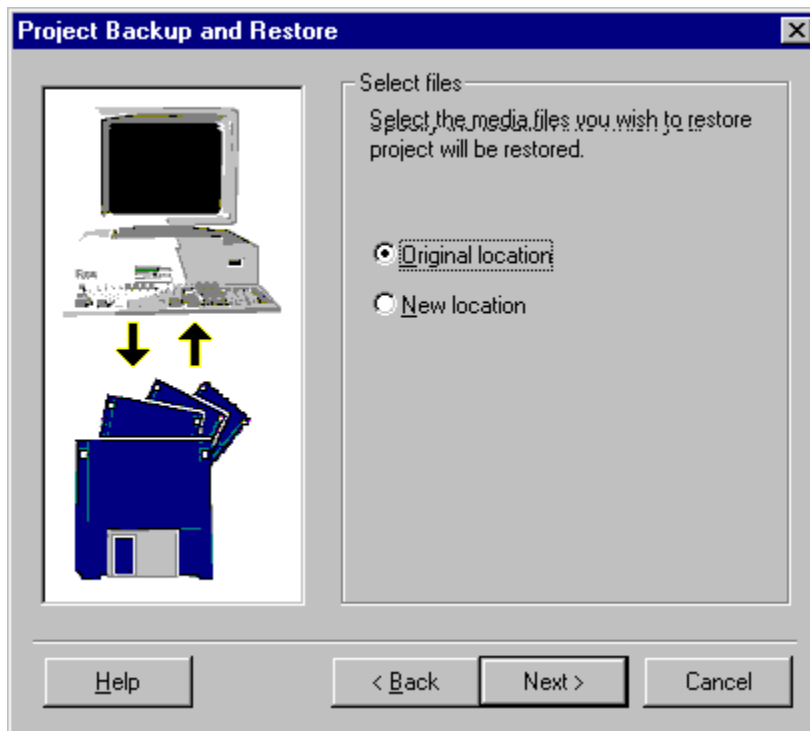
When you have highlighted all the picture files you want to restore, you may proceed.



This program allows you to choose which **backdrop files** you wish to restore. You may press the **All** button to restore all of them or you can unmark them and choose only the ones you want to restore. They will be highlighted as you press them.

The items in this window work by toggling--press the item once to highlight, press it again to deselect.

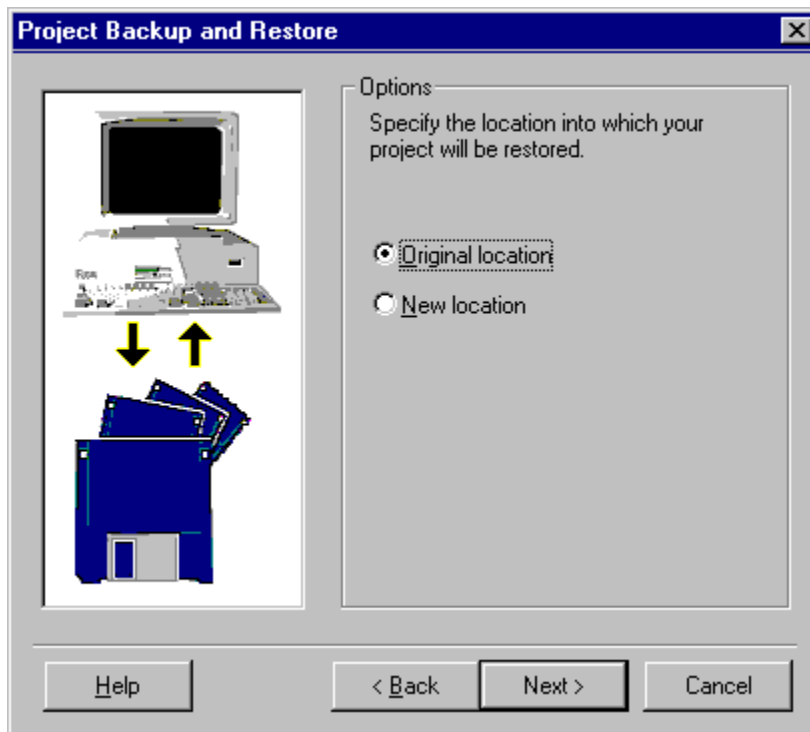
When you have highlighted all the backdrop files you want to restore, you may proceed.



The program allows you to choose which media files you wish to restore. You may press the **All** button to restore all of them or you can unmark them and choose only the ones you want to restore. They will be highlighted as you press them.

The items in this window work by toggling--press the item once to highlight, press it again to deselect.

When you have highlighted all the media files you want to restore, you may proceed.

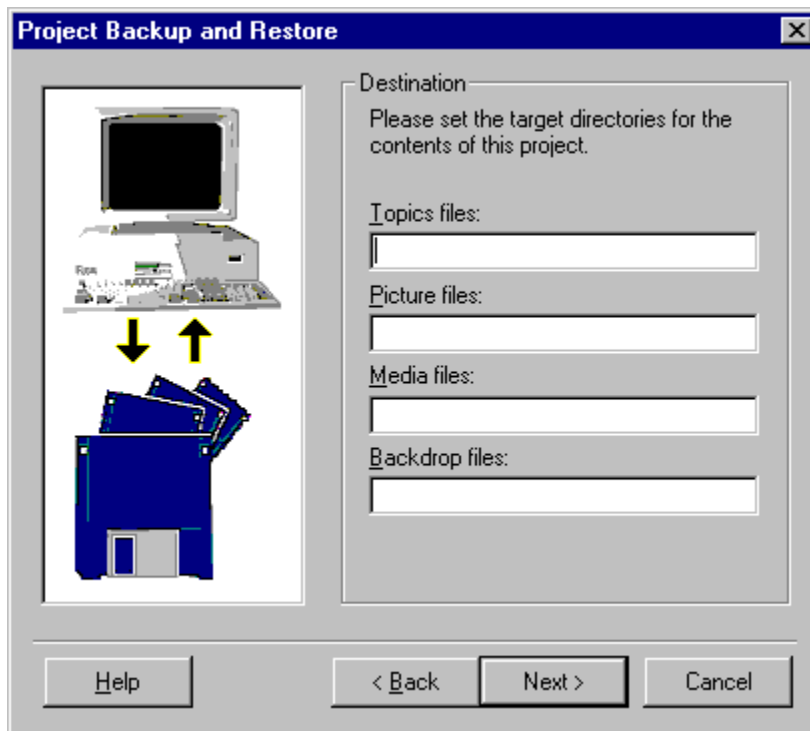


Once you have made your selections as to the files you wish to restore, you must specify the location to which you want your project restored.

You can choose to restore the files to their original location or you can send them to a [new location](#).

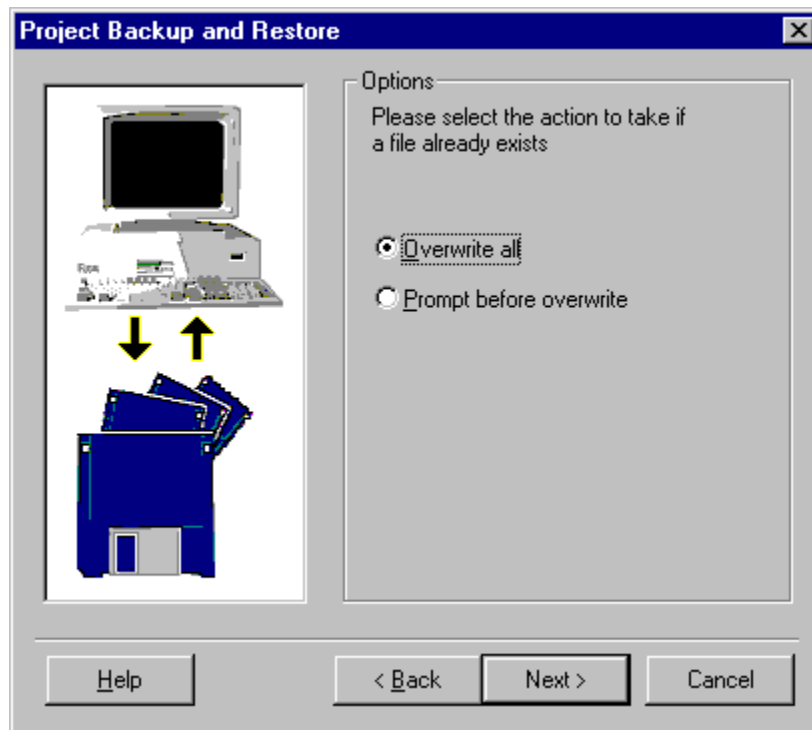
Continue with the restore process when you have chosen the destination location for the restored project.





If you choose a new location into which you want this project restored, you will access this dialog. This permits you to enter new destinations for each of your file types.

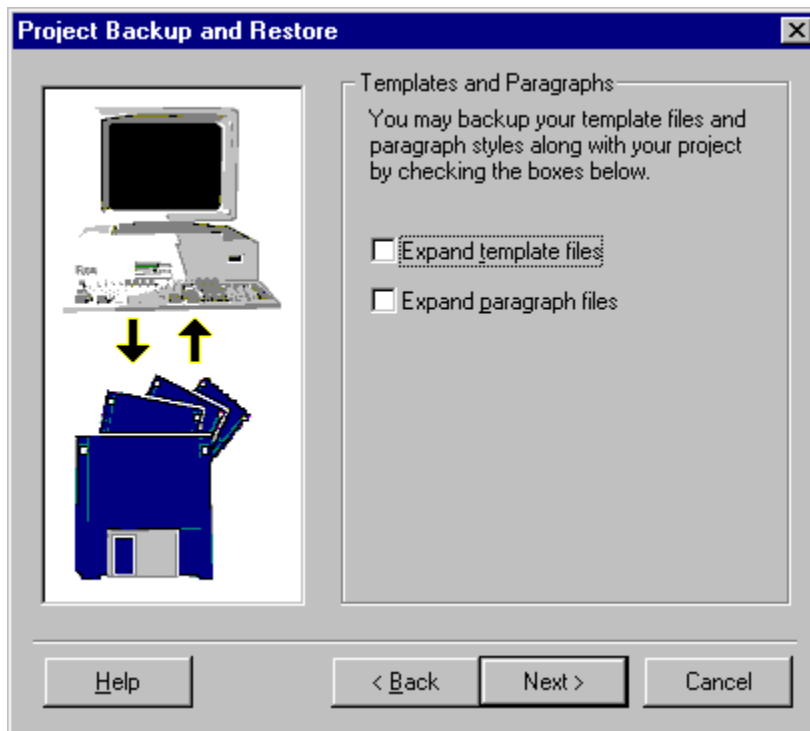
Position the cursor at the beginning of the first field and type the directory path into which you want to restore the topics files. As you key this path name into the topics files field, the path is also written into the other fields. These can be easily overwritten by simply positioning the cursor on any of them and either typing over the letters or further defining the path to include subdirectories. Many times the author of a help project will create a directory for pictures and/or media that is a sub-directory of the topics files directory. With this in mind, many unnecessary key strokes could be eliminated. (If you choose the original location as the target directory to restore, you will not access this dialog.)



This dialog permits you to specify what to do if the directory you have chosen as the target directory already contains a project with the same name.

**Overwrite all** does exactly that. It automatically replaces whatever was in the target directory with the contents of the project currently being restored.

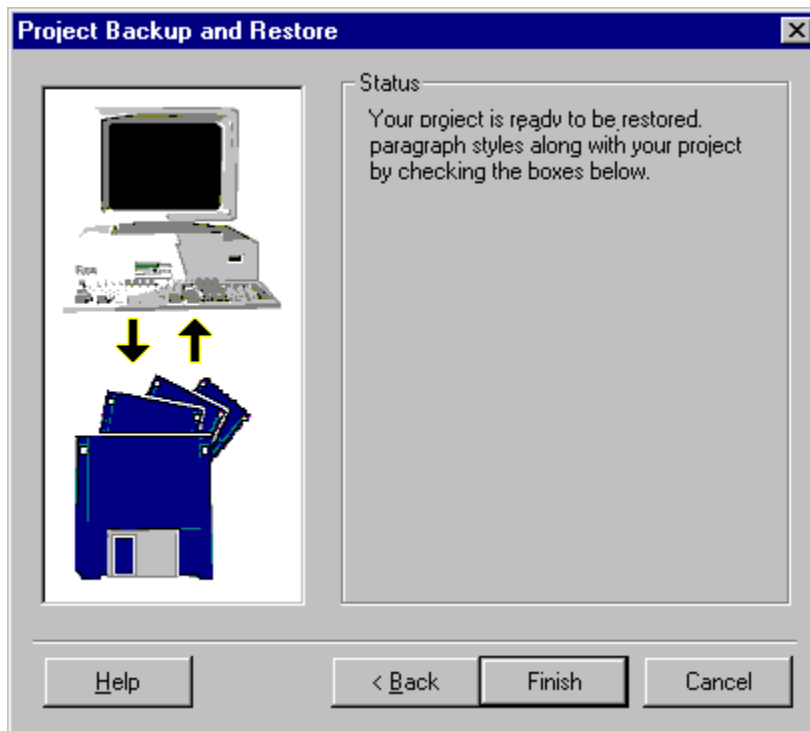
**Prompt before overwrite** allows you to change your mind about each item being restored. In this case, the program will **not** overwrite the files unless you say it is permissible to do so.



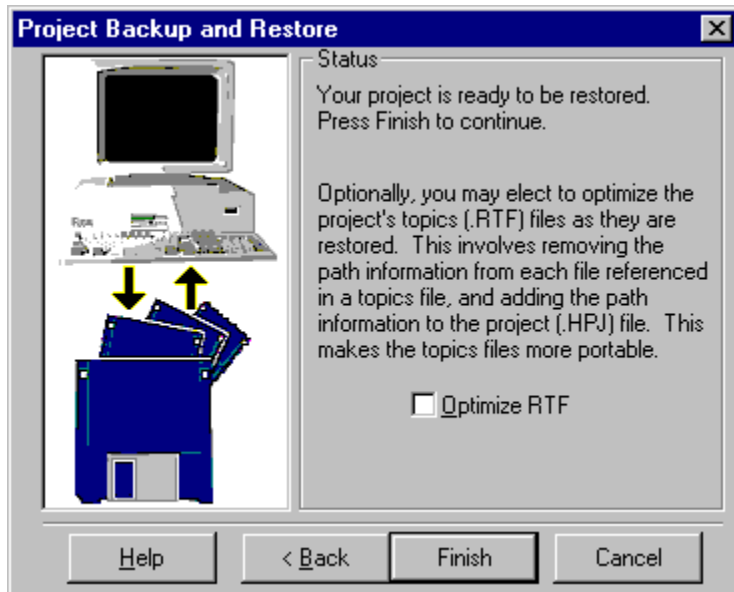
This dialog permits you to specify whether or not you want to expand your template files and/or your paragraph files.

Uncheck either of the boxes if you do not want them expanded when the files are restored; however, if you have deleted either a template or paragraph file from your system that this project uses and you have not expanded them from this restore, you will not be able to edit them in your project.

Note that by restoring these files and overwriting existing ones, you will automatically lose any earlier versions that existed in your directory. Be careful that this is what you want before checking these boxes.

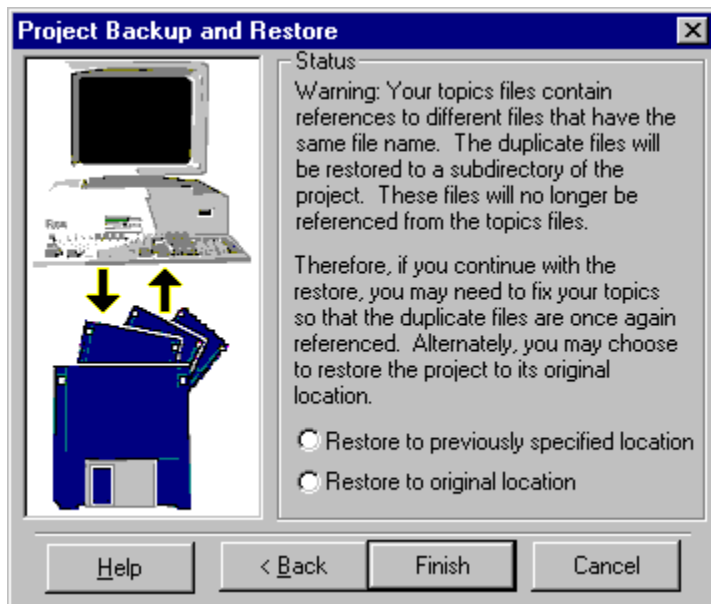


This dialog shows you the last step to restoring your project. Press **Finish** to complete the process. Your project is now restored!



This dialog shows you the last step to restoring your project when you have elected to place the project ( or one of its components) into a new subdirectory. Since the path of the new project is different from the path of the original one, you have the option of choosing to move the path information from one place in the project to another within the same project. Do this by checking the optimize box.

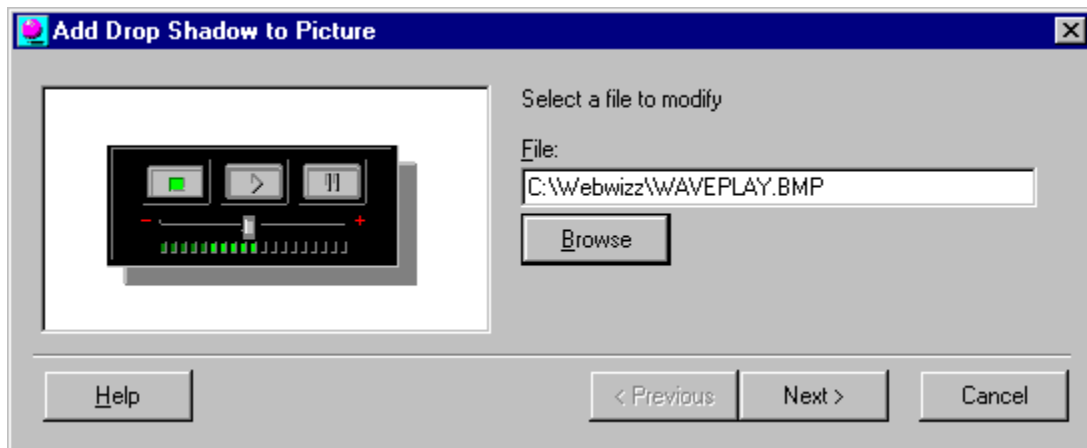
Press **Finish** to complete the process. Your project is now restored!



This dialog shows you the last step to restoring your project when you have duplicate files within your project. For example, you may have two different picture files with the same name, that reside in different subdirectories. When you choose to restore and put all your pictures into one file, any files with duplicate names would be overwritten, thus making the duplicate referenced last, the only one referenced. By choosing this option, the program will create a new subdirectory and will put all duplicate files into that directory. You will then have to reference them yourself.

Press **Finish** to complete the process and your project restoration is completed.





































This program allows you to select which file you wish to change. You may use the **Browse** button to choose one from the list or else write in your own in the blank provided. After you have typed in a filename, a **Progress** box will appear on the screen briefly and then disappear. This will appear throughout the program each time you determine another feature of your new image.



## **Progress**

A Progress box is a temporary image that appears on your screen after you have entered a command. It confirms that your command is being executed and also lets you see how close it is to completing the task. It disappears automatically once the command has been executed.

Shadow properties

Blur from:					into:				
									
									
									
									

X:  Degree of blur:

Y:

The program lets you decide the appearance of your drop shadow. There are five choices you will make at this point, as shown in the sample to the left. Click on any of the areas shown for more information.

Experiment a bit with different settings until you find the ones that achieve the look you want!

## Blur



Blur refers to the degree of fuzziness of the shadow attached to the text image. The lower the number is, the sharper the shadow will be, so that zero would represent no fuzziness at all. The higher the number is, the softer and more out of focus the shadow will appear. You can try a variety of numbers and experiment to see which works best for the effect you are trying to produce.

In the example to the right, the blur value is set at 8.

## **Blur from**

First you will choose the primary color for the drop shadow using the left colors square. Click on the color you want to use. A thin square outline will appear on the color you have chosen.

## **Blur into**

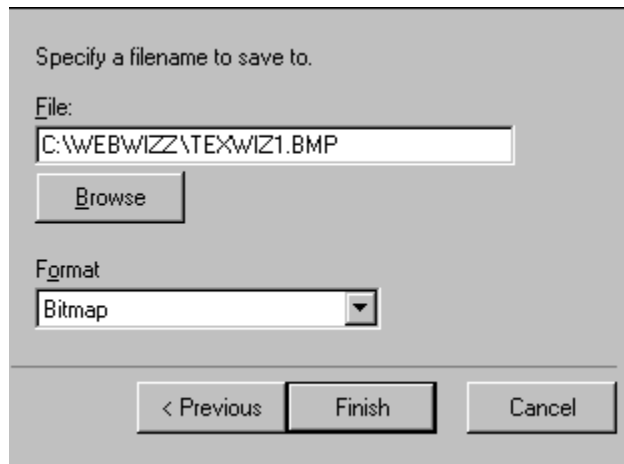
You will choose a complementary color for the shadow, using the right colors panel. Again, click on the square for the color you want to use. A thin square outline will appear on the selected color.

## X value

You will select the degree of horizontal offset by inserting a value for x in the blank field. This number will determine the left or right positioning of the shadow.

## Y value

You will determine the degree of vertical offset by using the y value. This number will determine the top or bottom placement of the shadow in relation to the original image.



Specify a filename to save to.

File:

C:\WEBWIZZ\TEXWIZ1.BMP

Browse

Format

Bitmap

< Previous Finish Cancel

Once you have finished editing your file, you are ready to save it. The sample box on the left shows you the information the program will ask you to enter. Choose a filename and directory for your modified file. If you do not choose a directory, the default will apply. Then choose the format from the list in the second blank.

Make sure you have chosen the correct filename extension for the format--for instance, .bmp for a bitmap file. If you use an incorrect extension, your image will not display. When you are done, press **Finish** to complete the save process and exit the program.







The first step is to decide which image file you want to edit. You may type in a file of your choosing or press the **Browse** button to see a list of available files in the directory you've selected. After you have selected a file, a [Progress](#) box will display on your screen briefly.

Scale the image.

Scale

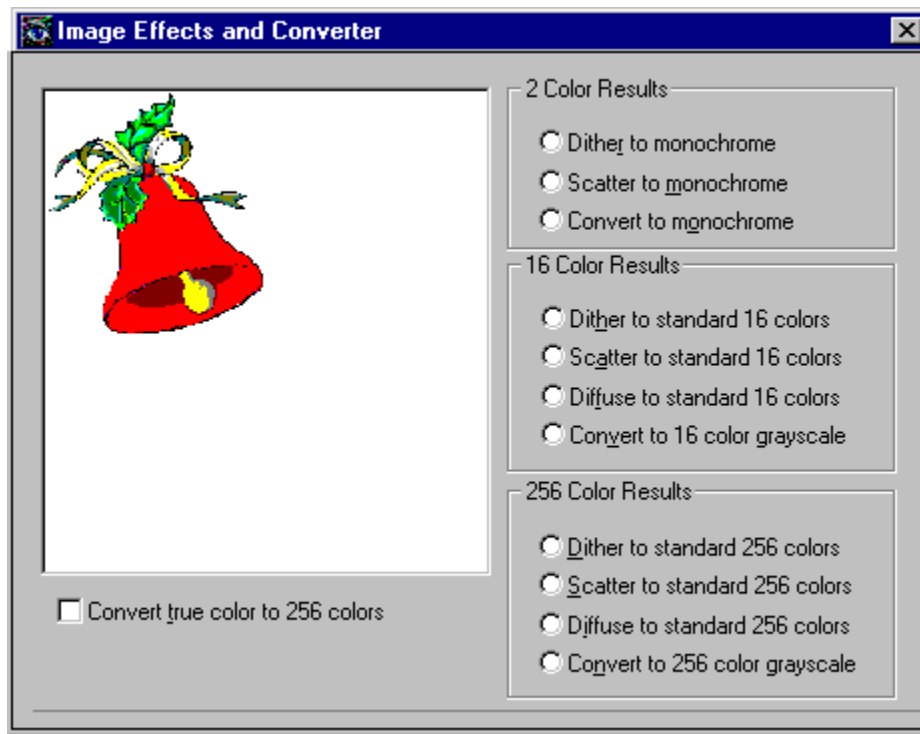
Scale to: 54 %

Original size	Scaled size
Width: 100	Width: 54
Height: 100	Height: 54

You can decide how large or small you want the image to be. The sample on the left shows you the screen this program displays to change the size. The default number in the Scale to box will be 100 (percent), which means the image will stay the same size it is currently.

If you wish to make it larger, choose a number greater than 100; if you want to make it smaller, then choose a number less than 100. For instance, to make the image half its original size, you would enter the number 50 in the Scale to blank. Press **Apply** to make the change.

The two boxes underneath Scale to will show you the original dimensions of the image under Original Size and then the new modified dimensions under Scaled Size. In this example, the image was scaled down to 54% of its original size so the numbers in the Scaled Size box are exactly 54% of the ones in the Original Size box.



You will want to select the type of color format the file appears in. The default is the form the original image takes. If you wish to change the format type, select one of the options from the three boxes shown in the right side of the sample dialog box. You may click on any of the three panels in the sample for more information.

To convert to 256 true colors, check the box below the image preview area.

## 2 Color Results

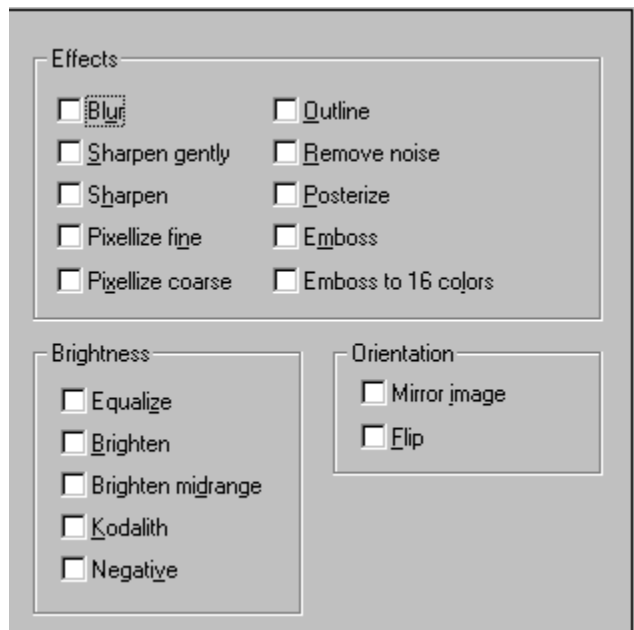
Check one of the boxes to dither, scatter, or convert to monochrome color.

## 16 Color Results

Check one of the boxes to dither, scatter, or diffuse to standard 16 colors. You may also convert to 16 color grayscale.

## 256 Color Results

You may dither, scatter, or diffuse to standard 256 colors. You can also convert to 256 color grayscale.



This step allows you to alter the image by using any of several special effects that are available. You can change the brightness, the sharpness, the direction it faces, and so on. Simply check a box to turn a feature on, or uncheck a box to turn a feature off. The sample dialog box to the left shows you the options you have for modifying your image. Click on any of the areas for more information.



## Effects

Use this panel to choose from a variety of effects including outline, sharpness, and blur.

## Brightness

You have five different settings you can use to adjust the brightness. You can even display a negative (reverse) version of your image.

## Orientation

This panel allows you to display a mirror image or a flip (inverted) image.

You may choose to crop the image, which will save only the selected region of the image. You may enter in the area points, or use the mouse to position and size the area to clip.

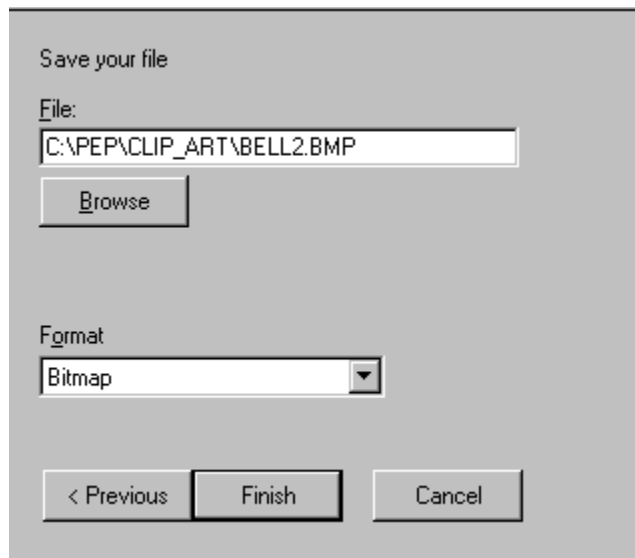
☒ Crop image

Clip area		Image size
X: 0	Width: 146	Width: 146
Y: 0	Height: 61	Height: 61

There are times when you may want to have a smaller image without the loss of quality that reducing it can cause. The program allows you to achieve this goal through a cropping option. Cropping involves selecting a portion of your total image and using that portion as the new image, without altering the size of any elements in the image.

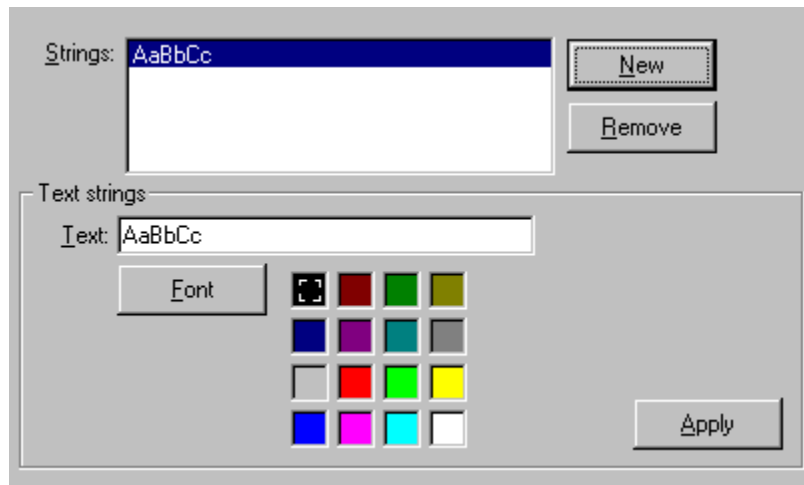
There are two ways to crop an image. One way is to enter the actual values you want for the x (horizontal) and y (vertical) positions along with the desired width and height. An alternative is simply to define the area to be cropped by positioning, clicking, and dragging the mouse pointer to define the new borders. Use whichever method is easier for you.

For example, the sample dialog box above has been cropped. The original image, as you can see from the program, took up an entire screen. A portion of that big image was then selected and saved as a new image, which appears above. Cropping can help you save space without sacrificing image quality.



The program will display this screen to allow you to save the modified image file. Leave the default filename in to overwrite the original file or else type in a new filename in the blank provided. Select a new directory or use the default. Then select a file format in the blank below (bitmap, gif, etc.). Be sure to use the one for the format you are using--by default the program gives you the correct one. For instance, if you had a bitmap file, it would automatically assign a .bmp extension to your file. Finally, press **Finish** to complete the process and exit the program.





You will need to select a font for your text image. Press the **Font** button (shown in the dialog box image on the right, next to the colors choices) to open the Font dialog box. Choose a font family, a font style, and a font size. View the image in the Sample box provided to see if it is what you want. If so, press **OK** and go to the next paragraph; if not, repeat the above steps as necessary until you are satisfied with the image you have created.

Next choose a color for your text from the 16 choices provided. When you have finalized your font selections, press **Apply** to make the changes final.

## Font Families

Font families include Arial and Modern New Times, along with many others.

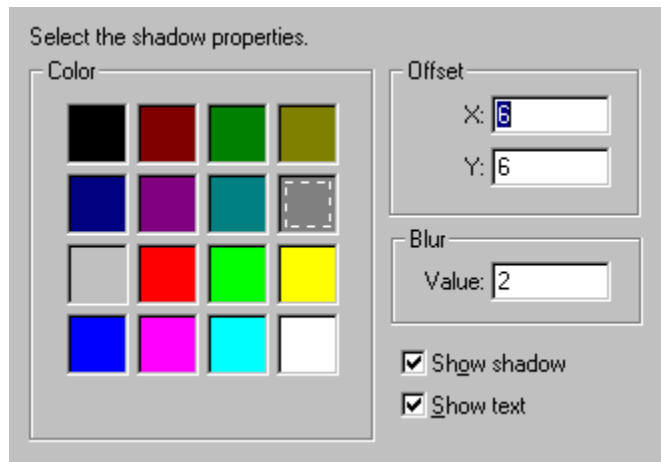


## Font Styles

Font styles include plain, **bold**, *italic*, and ***bold italic***.

## Font Size

Fonts are usually measured in a unit called printer's points, or points for short. One point is equal to 0.014 inches. One inch equals 72 points. You may select any size of font you want by clicking on the appropriate point number in the field.



The program allows you to choose how the [shadowing](#) on your text image will appear. The dialog box will ask you to select shadow [color](#), [offset](#), and [blur](#), as shown in the sample image on the left. Click on any of the three boxes for more information. In addition, you can choose whether to display both text and shadow, text only, or shadow only, by checking and unchecking the boxes provided. Note that if you uncheck both boxes then your image will disappear completely as both the text and shadow will be hidden from view.



## Color

Select one of the 16 available colors for your shadow by clicking on the color square you want. The Progress box will appear briefly. When the color has been changed, view the shadow in the viewing box to confirm this is the one you want. If not, repeat the above steps. Generally, it is best not to use the same color for the shadow that you use for the text itself.

## Offset

Offset refers to the distance of the shadow from the original text. The higher the offset number, the farther away it is and the more dramatic the shadow effect is. Therefore, an offset of two (in any direction) forces the shadow to be closer to the text than an offset of ten.

There are two settings, x and y. X represents the horizontal setting, that is, the placement of the shadow to the left or right of the text depending on whether x is a positive or a negative number. Y represents the vertical setting, that is, the placement of the shadow above or below the text depending upon whether y is a positive or a negative number. These positive and negative values of x and y can be used in any combination. See the following table for examples.



In this example:  
x=6 y=6



In this example:  
x= -6 y=6



In this example:  
x=6 y= -6



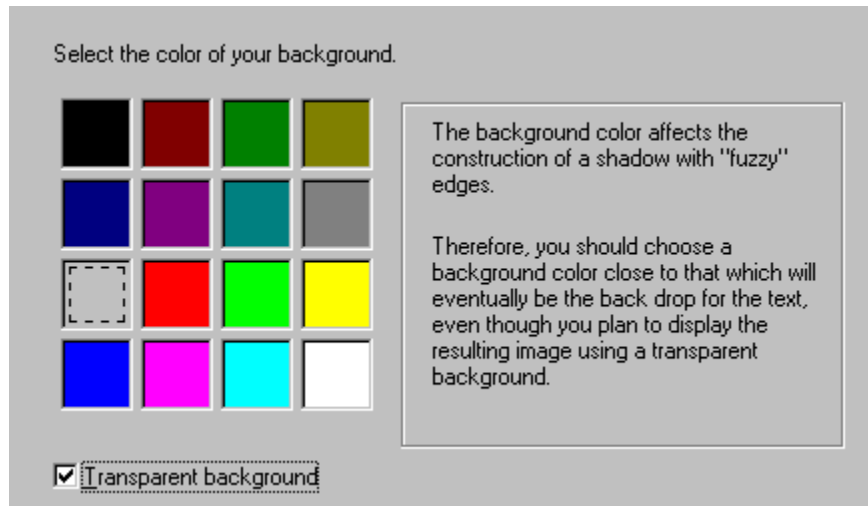
In this example:  
x= -6 y= -6

## Blur

Blur refers to the degree of fuzziness of the shadow attached to the text image. The lower the number is, the sharper the shadow will be, so that zero would represent no fuzziness at all. The higher the number is, the softer and more out of focus the shadow will appear. You can try a variety of numbers and experiment to see which works best for the effect you are trying to produce.

The word "Blur" is rendered in a blue serif typeface. A shadow of the text is cast directly beneath it, appearing as a pixelated, greyish-blue pattern that is horizontally blurred, illustrating the effect of a blur value.

In the example to the left, the blur value is set at 8.



Select one of the 16 available colors shown in the sample dialog box on the left and click on it. Wait for the [Progress](#) box to disappear and then look at the viewing area box at the bottom of the window (not visible in the sample). The image will appear in the color you have chosen. If this is the color you want, skip to the next paragraph; otherwise, repeat the steps above to choose a different color.

You can also decide if you want your image to be transparent or not by checking or unchecking the box marked Transparent Background (shown above in the sample). If you choose a transparent image (the default), then your image will "blend in" with the backdrop for the rest of the window rather than retain its own backdrop.



Enter the size of the image you will create.

Width:

Height:

The program allows you to decide how large or small you want your image to be. You will see the box shown on the right as you start to plan your text image. Enter a number in the blank box for width to specify how wide you want your image to be. You will see a [Progress](#) box appear on your screen as this program adjusts the size of the image for you. Then enter a number in the blank for height to specify how tall you want your image to be. Again a Progress box will appear for a few seconds.

Repeat the above steps until you are satisfied with the size of the image.

Choose a file into which to save your image. (Since PEP can handle images of all the available types, the type of file you use is not important if you plan to use the image with PEP.)

File:

Format:  ☒ Optimize image size  
☐ Convert 24bit to 256 colors

The sample on the right shows you the screen you will see when you are ready to save the file. Enter a filename and choose a file extension for the type of image you wish it to be. If you are using PEP, you may choose any file extension since PEP will work with all of the graphics formats. If you do not choose a directory, the default will apply. Then choose the format from the list in the second blank.

Make sure you have chosen the correct filename extension for the format--for instance, .bmp for a bitmap file. If you use an incorrect extension, your image will not display. Then decide if you want the Optimize image size box to be checked or not. If you check the box, the program will make sure that your entire text image displays even if it doesn't fit within the size parameters you selected. If the box is unchecked, then the image will be truncated at the parameter regardless of how little text has been displayed. This box is checked by default.

Press **Finish** to end the process. The dialog box will disappear and your text image file is ready to be inserted into your document.



The topic maker program is a tool provided to PEP users. It performs the unique and valuable function of converting documents written for printing into electronic documents, broken into discrete topics, complete with hot links. If your predecessor documents were created using personal computer software (word processing or desktop publishing), then you have a resource from which to draw the information in that document.

### **Output to RTF Format**

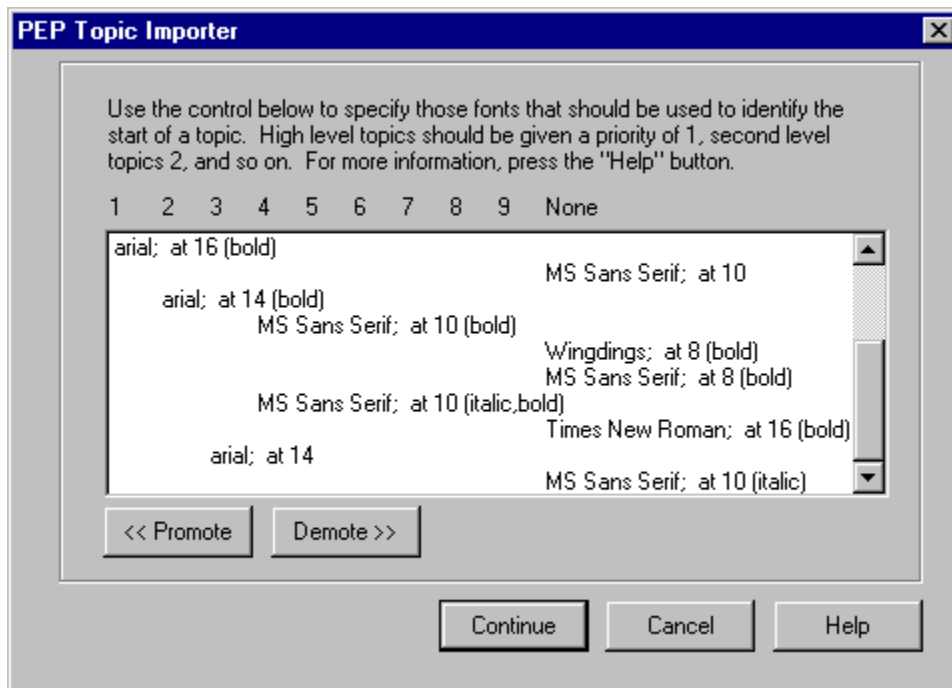
This process relies on the original software to convert the information into the universal transfer format known as "Rich Text Format" (RTF files). Most word processors and desktop publishing software programs provide a means to export information into this type of file. This permits topic maker to provide a universal treatment that is highly effective for a wide variety of documents.

### **Process Overview**

The process is aimed at breaking a large document into topics, and providing the initial hot spot links that lead from one section to another. For example, if the word processing document that contains a technical manual (numbered in legal format) were run through the process, it would create a first topic which contains links to topics that represent sections 1.0, 2.0, and so on for the length of the book. The topic that contains the text and pictures for section 1.0 would contain hot spot links that lead to sections 1.1, 1.2, 1.3, and so on. The topic containing section 1.1 would contain links to sections 1.1.1, 1.1.2, and so on until all levels are exhausted. This would provide a much more useful framework for an electronic document than one long topic which contained the entire book!

This program provides two primary methods for converting your word processing documents into useful starters for electronic documents.

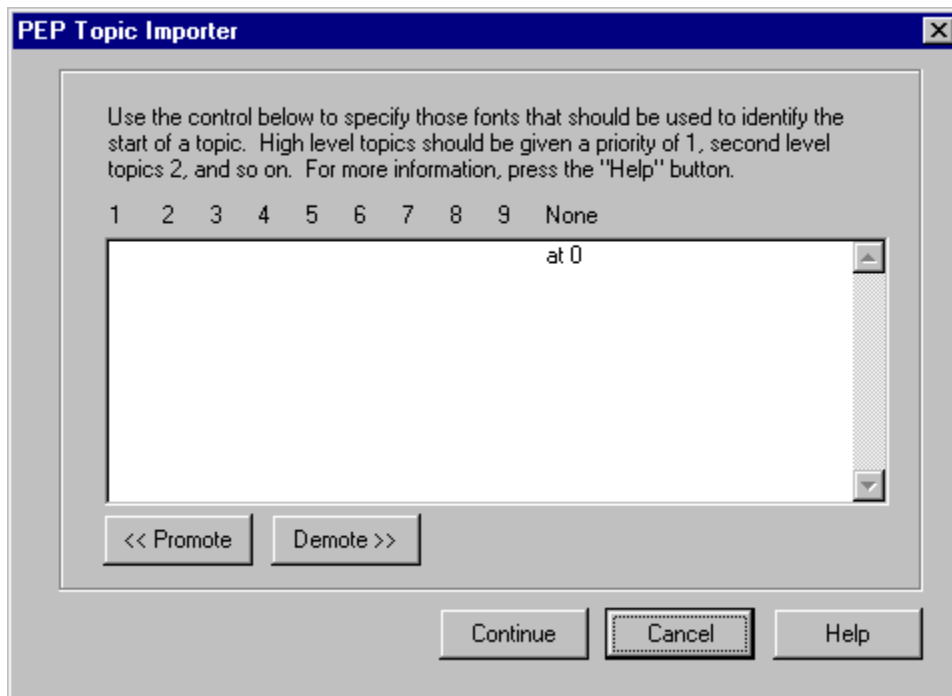
**Paragraph Style Interpretation**  
**Section Heading Interpretation**  
**What's Next**



The first method for performing this conversion relies on your word processor to have created style sheets or paragraph styles for the various sections. The Topic Maker program reads the document and identifies the names of the paragraph styles that are used in the document. You use its display of these style names to map them to topic creation levels, which are then used to govern how many levels of linked topics will be created, and which information constitutes a break in the topic flow.

A display similar to the one shown here is used to associate paragraph style names with levels of topics to be created.

This is by far the best method, as it relies on the original author for the accuracy of placements.



When there are no paragraph styles defined for the document, the Topic Maker can still assist in the data conversion provided that the styling of the document has been reasonably uniform.

The second method available from the Topic Maker is used when the document does not contain named paragraph styles. This method identifies different fonts and sizes used within the document by scanning its content. It then presents a list of these different styles and permits you to associate them with level breaks. For example, if 18 point type was used for all section headings, 14 point type was used for all subheads, and 12 point type used for the body copy, you could instruct the Topic Importer to make two levels of linked topics using the section headings and the subheads to form logical break points in the flow of information.

Once you have identified the styles within the original document, and tagged them in a hierarchical fashion, Topic Maker goes to work and performs the conversion. It will break apart the long, flat document into discrete topics, and provide links from each level to the lower level. It also styles each type of text in the document using a paragraph style. Read the electronic documentation about the Paragraph Designer to become more familiar with paragraph styling.

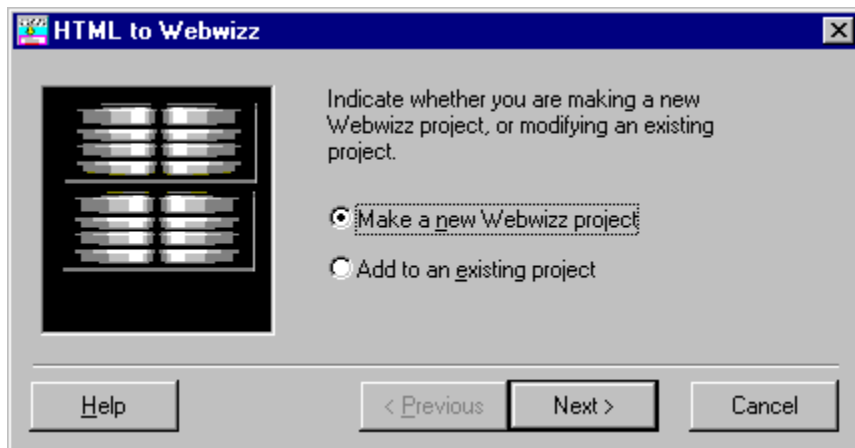
The next step is for you to review the results. You do this by adding the RTF file which is created by Topic Maker to a project. If you like, you can use the Paragraph Designer to impose new styling on the RTF file, changing the font and so forth to suit your own preferences.

Hot spot links from section to section are created at the end of each topic which has a subordinate. These links are placed in table cells for convenience and organization. Often the wording in these links will be too long, since it is based on the section headings that you had in the printed document. Review these links, and edit them as needed.

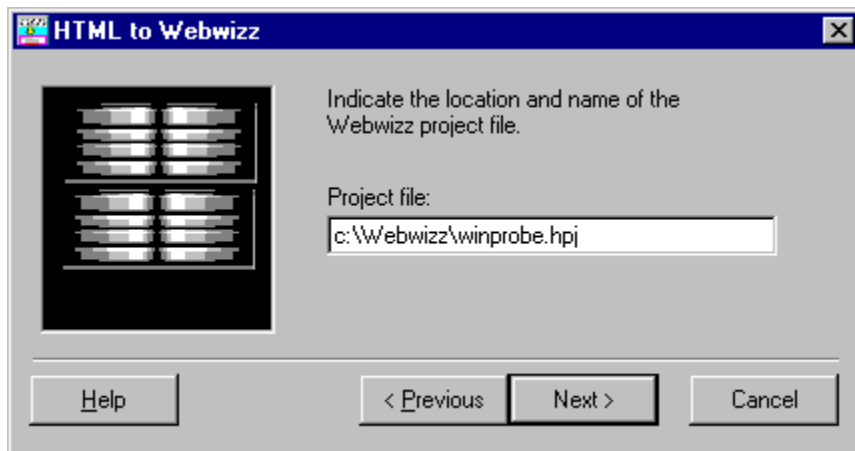
If the overall organization is not good enough, perhaps because you forgot to include an important paragraph style in the hierarchy you set up, you can simply run the process again and again until the results are to your liking.



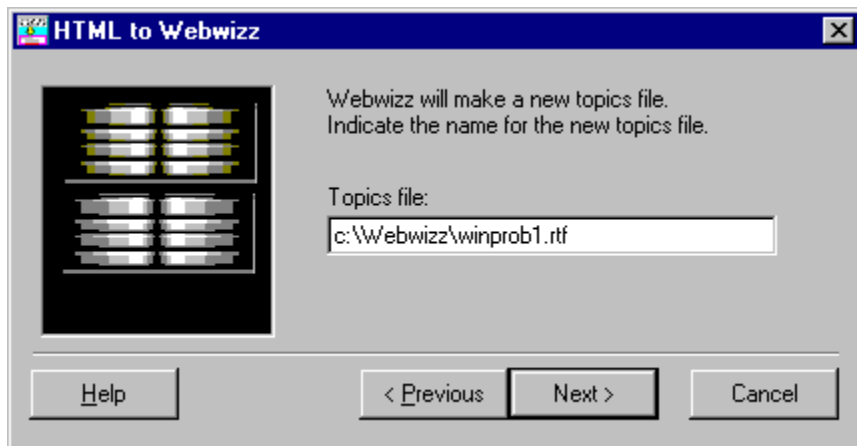




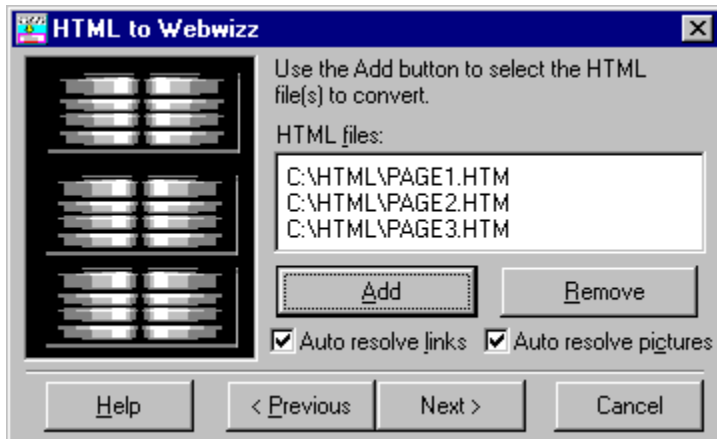
The first thing you need to do is decide if you are going to add to an existing project, or start a new project. If you decide to start a new project, you can integrate these new files generated by the conversion into any existing project. After you make your decision, press the appropriate radio button.



You may enter any path and filename in the Project (HPJ) entry field. You must enter a full path name. If, on the first page, you selected the option to append to an existing file, a browse button will be displayed. You may press the **Browse** button if you need to search for the file. Your selection will be put into the entry field.



You may enter any path and filename in the Topics file (RTF) entry field. You must enter a full path name. If, on the first page, you selected the option to append to an existing file, a browse button will be displayed. You may press the **Browse** button if you need to search for the file. Your selection will be put into the entry field.

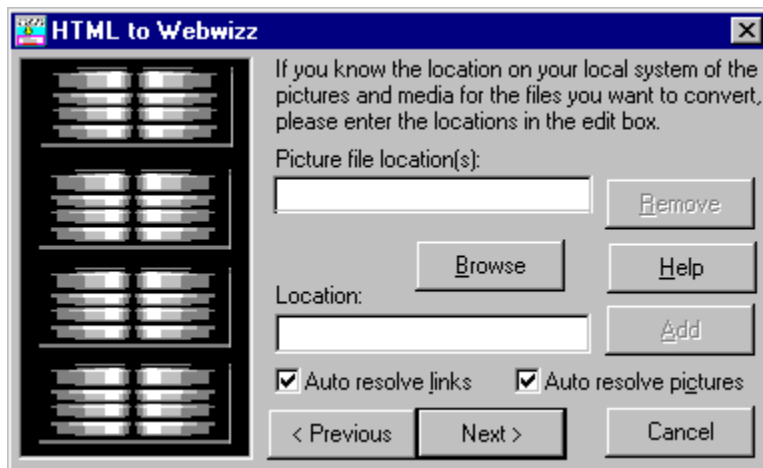


The HTML files listbox holds entries that you have selected. This is done by pressing the **Add** button which results in a file dialog being displayed. You may use the file dialog to search through the directories for the location of the files that you want to convert. You may select them from the file dialog one at a time, or you may select multiple files. Just hold down the Shift key and select a file with the mouse. Then drag the mouse over the selections you want to highlight. Press **OK** in the file dialog to enter your selection(s) into the listbox.

The **Remove** button deletes the selected file(s) from the HTML files listbox.

If you check the **Auto Resolve links** checkbox, Webwizz will attempt to automatically decipher the links for your website conversion. (If this box is not checked, Webwizz will allow you to select the anchor points for the links defined in this document on a later wizard page.)

If you check the **Auto Resolve pictures** checkbox (the default), Webwizz will attempt to find the locations and names of your pictures. Webwizz will change the names of the pictures, if necessary, to a 'best guess' to find a match in the directories you have specified. (If this box is not checked, Webwizz will allow you to search for the pictures on a later wizard page.)

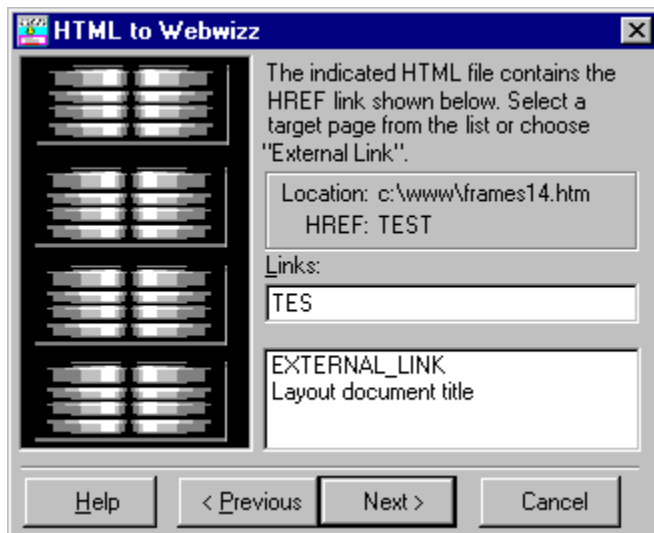


The **picture file location** refers to the directory or directories where your picture files are located. This information is put into the HPJ file to tell Webwizz where to find the pictures (images). The list box holds the entries that you type in the entry field.

The **location** entries are the locations of the pictures that are in the document you are converting. You may enter the locations if you know them. They will also be put into the project file to tell Webwizz how to find your pictures. If you don't enter any locations, you will have an opportunity on a later page in this wizard (if you unchecked Auto resolve pictures) to browse for the locations. Also, Webwizz gives you the ability to browse and look for the picture files.

The **Add** button causes the selections that you type into the entry field to be put into the picture listbox.

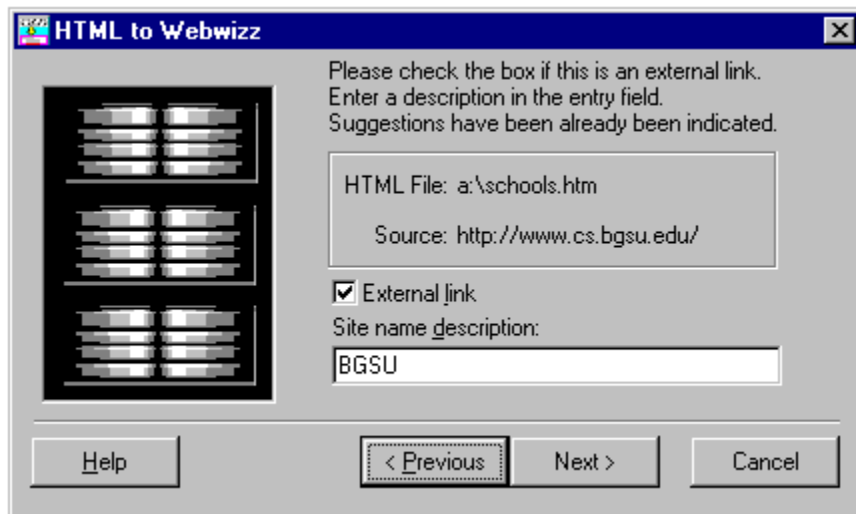
The **Remove** button causes the selected entry in the picture listbox to be deleted.



This dialog displays two lines in a group box. The first line - **Location** - indicates the filename you selected for which the links are being resolved. The second line - **HREF** - is the link name for a connection to another target. This target can be an internal jump within the same HTML page, another HTML file in the original website, or even an external name on the web.

If this target is an **internal jump** in the **same** HTML page of the original website, the program will supply the jump to that point. If this target is an **external name** on the web, the program will supply this name as the 'suggested' answer. If this target is a **link to another HTML file** in the original website, the conversion program will display the 'topic' name that corresponds to that file name.

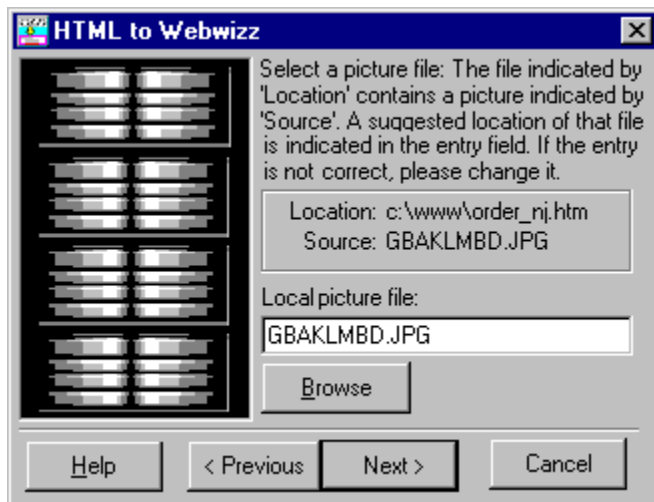
Webwizz keeps all the HTML information for a website in one RTF. Internal names are used in the file that correspond to the <TITLE> tag used in each HTML web page from which you are converting. It is this <TITLE> conversion reference that becomes a topic and is used as the suggested name for the link. Each time you press the **Next** button, you get another filename and link to resolve until all are done.



The program maintains files of URL addresses. Any conversion that contains URL addresses adds these to the files.

If you select Auto Resolution of Links, the program will make a best guess approximation for a name for the address. If you don't select Auto Resolution, you will be presented with this page which will allow you to name the address with your choice.





This dialog displays two lines in a group box. The first line - **Location** - indicates the filename you selected for which the links are being resolved. The second line displays the picture file for which the original HTML file was looking. If the Source file name is NOT a DOS 8.3 file name, the name must be modified to fit this format.

For example, if the files were transferred via FTP from a UNIX environment, the names may become truncated so that the name `My_Web_File.html` would become `My_Web_F.htm`. If the conversion were done by Windows 95, the file might look like `My_Web~1.htm`. Consequently, the displayed picture file on the local machine is only a suggestion.

The **Browse** button allows you to find the file on your local machine. Once you have selected it, this information will be put into the RTF file and the picture will be displayed by Webwizz. Webwizz also gives you an opportunity to browse your machine and any network to which you are connected in order to find the file.



To perform the conversion, press the **Finish** button. You will be notified of the status of the conversion. If there is an error, the description of the error is displayed in the boxed area at the right of the dialog. If the conversion is successful, a message box is displayed that tells you this.



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While each of these tools can be used separately, they can also be used in conjunction with one another to create extra fancy images and really add sparkle to your electronic documents. Here's a look at some different ways to use these programs to turn the ordinary into the extraordinary. Drop shadows, text embellishment, image special effects, bright colors, enlargements--the only limit is your imagination. This section will show you some examples of how to get fancy with your electronic documents.



You can start out with plain text--for example, "Easy Street"--and then use the Text to Picture Maker to turn it into something spectacular. The image on the right shows the end result. The text color is green, the shadow color is yellow, and the background color maroon. The offset factor is -12 for x and 14 for y. The degree of blur is 5, and the image size is 300 x 80.

Now take a look at the same image with some changes:



The background color was changed from maroon to red, and the shadow offset x factor was changed from -12 to 12, so the shadow is now offset to the right instead of to the left. The degree of blur was raised from 5 to 9 so the shadow here is now fuzzier.



In one final change, the background was altered from red to blue.

But Text to Picture Maker isn't the only tool out there to use. Press the **Browse** button to continue.



Sometimes you might change your mind after creating a picture with the Text to Picture Maker. If you do, you can always edit your image by using the Image Converter tool. Change the size, add or subtract special effects, change the numbers of colors, and so on. Here's the same image you just saw but with a few changes from the Image Converter tool. The image is smaller, having been scaled down to 86%, and the noise has been removed from it. In addition, the Negative button was checked, which reversed the image's colors to their opposite, similar to an ordinary photograph negative.

You already know about using Text to Picture Maker to spruce up text and lend a three-dimensional appearance to your electronic documents. You've also seen Image Converter come in handy to alter those images later on. Now press **Browse** to see how to add a shadow to the total image.



Now that you have turned some text into a picture and added some special effects with Image Converter, it's time to



add a drop shadow to it. An example is on the left.

The image uses a magenta drop shadow that is blurred into aqua with a blur degree of 4; the offset values are 11 for x and 8 for y. Notice how both the original text and the resulting image now have three-dimensional qualities--the text from the Text to Picture Maker and the overall image from the Drop Shadow Maker. The Image Converter has added special effects and changed the overall size. By combining all these programs, you can customize your image to make it look exactly the way you want it to in your electronic document. Compare this with an ordinary text rendition, seen below, and see which would capture your eye.

**Easy Street**



Of course, all of these programs will also work with the Paint program. You can integrate your own created image files with existing ones, such as clip art, to create new, unique images for your document. For instance, here is the image from before, with a clip art image pasted into the middle.

Your electronic documents will stand out from the crowd once you start using these programs. Experiment with them and create your own!



