

## **Help File Authors**

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## Line Art Image

Line art images contain areas of solid black and white pixels.

## Halftone Image

Halftone images contain black and white pixels arranged in a pattern to simulate grayscales.

### Copy


The section of the image you have selected has been copied to a temporary file and will remain stored there until another copy operation is performed.

**Copy to Clipboard**

The section of the image you have selected has been copied to the Windows Clipboard. The copied area can now be pasted to any application supporting the Windows Clipboard function.

## Drag and Drop

With this function you can move one or more files or items to another window or frame quickly by selecting them and then dragging them to their new destination.

When dragging an item, the mouse cursor will change to the  or



symbol to indicate that the item can be dropped onto the current location. If the mouse cursor turns to the



symbol, the item cannot be dropped onto the current location.

### **Selection with the mouse**

The File Selector Window displays files in a small size so that you can easily select the files you want to include in a presentation. Files can be selected the same way the Windows File Manager works.



**OK**

Press the "OK" button to accept the current settings.

**Done**

Press the "Done" button to finish working with the current dialog.

**Cancel**

Press the "Cancel" button to undo the settings made or to leave the dialog.

## Help

This option shows the program's Help file index.

To display the Help file:

1. Select "Help" from the control panel.
2. The help file will appear.
3. Select the desired topic from the list provided or use the Search function to locate a particular topic.

**Info**

This button shows the program information window containing copyright information and the version number for the actual program.

**Power**

Press the "Power" button to close the program window..

**Password protected**

When the check box beside "Password protected" is selected, the screen saver can only be de-activated when the correct password is entered in the text box.

## **Password**

The Password button is used to access the Windows password dialog box.

Enter your personalized password and click on OK. To de-activate the screen saver you must enter this password when prompted by the dialog box to do so.





**Startup Action**

The program startup screen can be configured in this list box. For example, if the program information should appear on startup, select the appropriate entry from the list box.

### **Display Screen Units**

The screen units used to display measurements can be set in this list box. For example, the photo width and height displayed under "Image Information" are shown in the screen unit set.

Screen units available are: Inches, Cm, Pixel, Points, Picas.

## **Contact Sheet**

In this section it is possible to select options for the Contact Sheet.

The Contact Sheet can be displayed using contacts of varying sizes and number of columns. Select a size from the Size list box and the number of columns from the Columns list box.

**Display mouse coordinates**

When this option is selected, the mouse coordinates of a selection box are displayed on the status line.

**Draw image while loading**

When this option is selected, the photo will be displayed while loading from the Photo CD. When this option is not selected, only the progress dialog will be displayed during loading and the complete photo will be displayed when 100% progress is reached.

**Status Line**

When this option is selected, the status line will appear on the bottom of the program window on startup.

**Progress Dialog**

When this option is selected, the progress dialog will appear on the screen during processing of any operation. If it is not selected, only an hourglass will be displayed to show that the computer is working.



**Slide Show Controls**

When this option is selected, the slide show control panel will be displayed on the bottom of the program window.

### **Tools Panel**

When this option is selected, the Tools Panel will appear on the top of the program window on startup.

**Grid Size**

This options allows the Grid Size in the Edit Frame window to be set. Using a grid helps to align and adjust items in the Edit Frame window.

**Contact Size**

The File Selector window provides an overview of all images on a Photo CD or of all selected files in a certain directory. This overview can be displayed using contacts of varying sizes. Select a size from the Size list box.

**Contact Size**

The File Selector window provides an overview of all media files found. This overview can be displayed using contacts of varying sizes. Select a size from the Size list box.

### **Contact Columns**

The File Selector window provides an overview of all images on a Photo CD or of all selected files in a certain directory. This overview can be displayed using contacts of varying sizes and number of columns. Select the number of columns from the Columns list box.

### **Contact Columns**

The File Selector window provides an overview of all media files found. This overview can be displayed using contacts of varying sizes and number of columns. Select the number of columns from the Columns list box.

### Restore previous settings when opened

If this option is activated, any new File Selector window will show the previously used setup. If this option is activated, the File Selector window will show the following settings:

<b>File Type</b>	<b>Directory</b>	<b>Path</b>	<b>File Format</b>
All	Current drive	Root directory	AVI

### Restore previous settings when opened

If this option is activated, the File Finder Dialog will show the previously used setup.



**Default Title**

This option allows a frame title to be set as a default. This title is then always used when a new frame is being created.

**Background Color**

This option allows the background color of a presentation to be set. Use the "Properties" tool to set the background color of single frames.

**Play Sound**

This option is used to turn the sound On or Off on startup.

### **Permit Looping**

This option is used to allow looping of a presentation on startup.

### **Display properties dialog when creating frames**

If this option is switched on, the properties dialog will always be displayed when a new frame is being created. This dialog is used to change the name and the background color of a frame.



## **Index**

This option shows the Help file index of the program.

To display the Help file:

1. Select "Index" from the "Help" menu.
2. The Help file will appear.
3. Select the desired topic from the list provided or use the Search function to locate a particular topic.

## Info

This option shows the program information window containing copyright information and the version number for the actual program.

To see the program information window:

1. Select "Info" from the "Help" menu.
2. The program information window will appear.
3. Click on OK to close the dialog box and to return to the program window.



## **Before you start**

Read the "Readme" file

Make sure you read the "Readme" file for the latest release notes which could not be included in this document.

## Hardware Requirements

For best results, the following system configuration is recommended:

- IBM compatible PC/AT 80386/486
- 4 Mb RAM (minimum)
- 8-16 Mb RAM (recommended)
- VGA or Super VGA video adapter
- 40-120 MB hard disk
- Mouse
- XA compatible CD-ROM drive

## **Software Requirements**

MICROSOFT-DOS 3.1 or higher

MICROSOFT-Windows 3.1 or higher

## Help File Shortcuts

This Help File supports the following keyboard commands:

ESC key	Exit the Help File
HOME key	Main Index
LEFT ARROW key	Previous Topic
UP ARROW key	Previous Topic
RIGHT ARROW key	Next Topic
DOWN ARROW key	Next Topic
PAGE UP key	Back

## Using the Mouse

The mouse is a very important tool when working with the program and is represented on the screen by an arrow cursor. Most mice have two buttons. When using a two-button mouse, mostly only the left button is active.

The keyboard can also be used as a shortcut to using the mouse.

When inside the program, press the Alt key and then the underlined letter displayed in each menu heading to access that menu. Type the underlined letter of the desired command listed in the menu to access the command.

For example, if you want to see the program information dialog:

1. Type Alt + H to open the "Help" menu.
2. Type "O" to access the program information dialog.

## **Standard Procedures**

This manual assumes that you have Microsoft Windows installed on your computer and that you are familiar with its features and functions.

Many explanations about how to use certain features of the program have been kept to a minimum. Unless otherwise stated the procedure for selecting a menu item is as follows:

1. Point at (Menu Heading) on the menu bar. Click and drag down to (Command). Release.
2. The (Command name) dialog box will appear on the screen.
3. Make any selections required by using the list box, check box or clicking on the radio button with the mouse.
4. Click on OK with the mouse to accept the entry or on Cancel to cancel the operation.

## **Making Selections from Menus**

Select a menu to display the options available in that menu. If an option is highlighted, you can select it. If it is grayed, it cannot be selected.

## **Cascade**

When the "Cascade" command is used, all files, image windows or contact sheets are layered leaving the title bar visible.



## **Tile Vertically**

When the "Tile Vertically" command is used, the available window space is vertically divided between the number of files, images or contact sheets open.

## Arrange Icons

If multiple files are open on the screen, they can be minimized to icons which will appear on the bottom of the program window.

When the "Arrange Icons" command is selected, all icons will be lined up on the bottom of the program window.

## Open Windows

At the bottom of the Window menu, a list of the current files, images or contact sheets open will appear. Select one from the menu to either restore it from an icon or to display it as the active window.

## **Tile Horizontally**

When the "Tile Horizontally" command is used, the available window space is horizontally divided between the number of files, images or contact sheets open.



### **Tile Horizontally**

When the "Tile Horizontally" command is used, the available window space is horizontally divided between the number of files, images or contact sheets open.



## **Tile Vertically**

When the "Tile Vertically" command is used, the available window space is vertically divided between the number of files, images or contact sheets open.

**Media Type**

This list box shows all media types supported by the program. Click on the media type symbol to see and select the corresponding media files.

## Drive

This list box shows all disk drives. Click on the drive symbol to see and select the corresponding directories and subdirectories.



**Select All**

Select All is used to select all entries (i.e., drives, directories, media files or media types) of the corresponding list box.

**Deselect**

Deselect is used to deselect all entries (i.e., drives, directories, files or media types) of the corresponding list box.

**Media**

This list box shows all media file formats supported by the program. The entries may vary depending on the selected media type.

## Directories

This list box shows all directories of the selected drive. Click on the directory symbols to see and select subdirectories.

## Selection

Clicking on this symbol selects or deselects a drive, directory, media file or media type.



Clicking on this symbol deselects the entry and all linked entries.



Clicking on this symbol selects the entry and all linked entries.



This symbol indicates that only a part of linked entries have been selected. Clicking on this symbol deselects the entry and all linked entries.



## File Selector

The File Selector window provides an overview of media files. The files are displayed in a small size so that you can easily select the files you want to view or launch.

Using the File Selector:

1. Select "File Selector" from the "File" menu.
2. The File Finder Dialog will appear on the screen.
3. Select the desired File Types, Drives, Directories and File Formats.
4. An overview of all selected files available will be shown. The files are either displayed as thumbnail previews (only images) or as bitmaps representing the file and file type.
5. Select a file from the File Selector window by clicking on it with the mouse. It will appear highlighted to show that it is selected.
6. It is now possible to preview a media file or to launch the file with the Launch button.



The loading of an overview can be cancelled by using the "Esc" key.



Size and order of the File Selector window can be set with the menu entry Program Settings > File Selector.

## Exit

"Exit" is used to close the program window.

To exit the program:

1. Select "Exit" from the "File" menu.
2. The program window will be closed and you will return to the Program Manager.





## Search

The "Search" button is used to search for media files of different file formats.

To search for media files:

1. Click on the "Search" button at the top of the File Selector window.
2. The File Finder Dialog will appear on the screen.
3. Select the desired File Types, Drives, Directories and File Formats.
4. An overview of all selected files available will be shown. The files are either displayed as thumbnail previews (only images) or as bitmaps representing the file and file type.
5. Select a file from the File Selector window by clicking on it with the mouse. It will appear highlighted to show that it is selected.
6. It is now possible to preview a media file or to launch the file with the Launch button.



The loading of an overview can be cancelled by using the "Esc" key.



Size and order of the File Selector window can be set with the menu entry Program Settings > File Selector.



## Preview

The "Preview" button is used to preview a selected file on the File Selector window.

To preview a file:

1. Select a file from the File Selector window by clicking on it with the mouse. It will appear highlighted to show that it is selected.
2. Click on the "Preview" button at the top of the File Selector window.
3. The Preview Dialog will appear.
4. Depending on the selected file type, you can either see a preview of an image, listen to a sound or watch a video or animation.
5. Click on OK to return to the main program window.



Instead of the Preview button you can play or display a media file by double-clicking it.



## Launch

The "Launch" button is used to launch a selected file and its associated application.

To launch a file:

1. Select a file from the File Selector window by clicking on it with the mouse. It will appear highlighted to show that it is selected.
2. Click on the "Launch" button at the top of the File Selector window.
3. The selected file will be loaded and played or displayed by the program it is associated with.



Associations between files and programs are created using the "File -> Associate " menu entry of the Windows File Manager.



The "Info" button is used to display information about the selected media file.

To see this information:

1. Click on the "Media Information" button on the Tools panel.
2. The information for the selected item will appear.
3. Click on OK to return to the main program window.

## Program Settings

The following settings can be made in the Program Settings dialog box:

File Selector Settings

Other




All the settings made in the Program Settings dialog box will be saved when you quit the program and will be used as defaults the next time the program is loaded.

## File Selector Settings

Contact Size

Large 

Contact Columns

Automatic 

Restore previous settings when opened

## Other Settings

### View

- Display Tool Panel
- Display Status Line

### Startup Action

File Selector 

## **File**

### File Selector

The File Selector window provides an overview of media files.

### Exit

Exit is used to close the program window.



## View

### Tools

This menu command turns the main Tools panel on or off.

### Status Line

This menu command turns the Status Line on or off.

## **Window**

<u>Cascade</u>	Displays all files open on the screen overlapping one another.
<u>Tile Vertically</u>	Divides the available window space vertically between all windows open on the screen.
<u>Tile Horizontally</u>	Divides the available window space horizontally between all files open on the screen.
<u>Arrange Icons</u>	Arranges all icons on the bottom of the program window.
<u>Open windows</u>	Shows a list of the current files open at the bottom of the Window menu.

## Options

Program Settings Allows configuration of options which will take effect on startup of the program.

## Help

Index This option shows the Index of the program help file.

Info Shows the copyright information and version number of the program.



## File Selector

The File Selector window provides an overview of media files. The files are displayed in a small size so that you can easily select the files you want to view or launch.

Using the File Selector:

1. Select "File Selector" from the "File" menu.
2. The File Finder Dialog will appear on the screen.
3. Select the desired File Types, Drives, Directories and File Formats.
4. An overview of all selected files available will be shown. The files are either displayed as thumbnail previews (only images) or as bitmaps representing the file and file type.
5. Select a file from the File Selector window by clicking on it with the mouse. It will appear highlighted to show that it is selected.
6. It is now possible to preview a media file or to launch the file with the Launch button.



The loading of an overview can be cancelled by using the "Esc" key.



Size and order of the File Selector window can be set with the menu entry Program Settings > File Selector.



## Program Settings

The Program Settings dialog box is used to configure the program options which will appear on startup or other settings.

1. Click on the "Program Settings" button on the Tools panel.
2. The following settings can be made in the Program Settings dialog box:

File Selector Settings

Other



All the settings made in the Program Settings dialog box will be saved when you quit the program and will be used as defaults the next time the program is loaded.



### **Display Thumbnail Images**

Clicking this button displays all image files found as thumbnail images. Other media files are shown as as thumbnail symbols representing the media type and file format. Size and order of the thumbnail images can be set with the menu entry Program Settings > File Selector.



### **Display Thumbnail Symbols**

Clicking this button displays all media files found as thumbnail symbols representing the media type and file format. Size and order of the thumbnail symbols can be set with the menu entry Program Settings > File Selector.



## Tools

This menu command turns the main Tools panel on or off.

To show the main Tools panel:

1. Select "Tools" from the "View" menu. A check mark will appear beside the menu entry to show that it is selected.
2. The Tools panel will appear beneath the program menu.

The following tools are located on the Tools panel:



File Selector



Program Settings



Tile Horizontally



Tile Vertically



Display Thumbnail Images



Display Thumbnail Symbols



The Tools panel can be turned on or off as a startup default under Program Settings > Other in the "Options" menu.

## Status Line

This menu command turns the status line on or off.

The "Status Line" provides information about program functions and what is taking place on the screen. For example, if the cursor is moved over buttons or through the menus, the function of each item is described on the status line.

To show the status line:

1. Select "Status Line" from the "View" menu. A check mark will appear beside the menu entry to show that it is selected.
2. The status line will appear on the bottom of the program window.



The Status Line can be turned on or off as a startup default under Program Settings > Other in the "Options" menu.



## Media File Finder Help File

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## Introduction

Welcome to the Media File Finder!

With the Media File Finder you can locate and display any media files on your computer system, network or CD collection in a fast and easy way. Enter the search criteria - drive, path, media type and media files in the File Finder window. All media files found are displayed in thumbnail view where they can be previewed or exported to associated applications.

Flexible options are provided for configuration of the File Selector window. Image files can be displayed as full image previews or as time-saving placeholder icons.

File formats supported include: AVI, MOV, MPG, Video CD, FLI, FLC, MIDI, WAV, BMP, EPS, GIF, JPG, PCD, PCX, RAW, RIF, TGA, TIF and WPG.

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