

HiJaak Browser Help Contents



Introduction to HiJaak Browser

Overview of HiJaak Browser features.



Learning HiJaak Browser

A series of tutorials help get you started in using HiJaak Browser.



Using HiJaak Browser

Step by step instructions for using HiJaak Browser



Reference Information

Tips, guides to terminology and menu commands.



Technical Support

Available support options, troubleshooting tips and tricks, and answers to common questions.

Introduction to HiJaak Browser

HiJaak Browser is the central product in the HiJaak Graphics Suite. From Browser, you can launch the other applications in the Suite and then use their editing and converting capabilities on a selected file.

You can use HiJaak Browser in the following ways:

- Catalog files in a database Index file
- View file
- Search for files
- Create Custom Collections of files
- Create Directory based collections of files
- Print paper catalogs of files
- Convert a file from one graphics format to another
- Launch any Windows application

CATALOGING FILES

You can use HiJaak Browser to catalog all your files in an Index, allowing for full-fledged file management. HiJaak Browser automatically displays all directories and files it finds as thumbnails. You can also configure HiJaak Browser to update the Index automatically, at your convenience. To learn more about cataloging files, click on one of the following:

[How to Organize and Catalog Files](#)

[How to Configure HiJaak Browser to Update the Index Automatically](#)

VIEWING FILES

You can use HiJaak Browser to view images that are stored in any of the source formats supported by HiJaak Graphics Suite. You can also use it to open any file in a format associated with a Windows application. To learn more about viewing files, click on the following:

[How to View a File](#)

SEARCHING FOR FILES:

Using HiJaak Browser, you can search for any file by defining search rules based on available criteria. You can save the results of the search with or without search rules attached. HiJaak Browser allows you to search on the following criteria:

- File Name
- Location
- Date
- File Size
- Attributes
- Keywords

To learn more about searching for files, click on the following:

[How to Search for Files](#)

CREATING COLLECTIONS

You can create customized Collections to organize files in the way that makes the most sense to you: by format, project or content. You can keep just one copy of a file, yet still maintain references to it from several collections. To learn how to create a Collection, click on the following:

[Create Collection](#)

CREATING DIRECTORIES

You can create file based collections called Directories. A Directory contains thumbnails that represent the contents of a floppy, hard, CD-ROM or network drive, or any other type of removable media. When you create a Directory in HiJaak Browser, you also create a DOS directory. To learn how to create a Directory, click on the following:

[Create Directory](#)

PRINTING CATALOGS OF FILES

HiJaak Browser allows you to print thumbnails of files, giving you a paper catalog of all your graphics files. To learn more about printing in HiJaak Browser, click on the following:

[How to Print](#)

LAUNCHING APPLICATIONS

HiJaak Browser contains an Application bar to which you can add any application available to you. You can start a program by clicking on the application button or dragging a thumbnail representing a file you want to import or edit onto the application button. To learn more about launching applications, click on the following:

[How to Launch Applications](#)

Technical Support

If you are experiencing problems or getting unexpected results using HiJaak Browser, the Troubleshooting, Tips and Tricks help might help you find a solution. To get help, click on the following:

[Troubleshooting HiJaak Browser](#)

If you encounter problems you are unable to solve through the use of online Help or the Troubleshooting Help file, check the card at the beginning of the Getting Started With HiJaak Graphics Suite manual for information on obtaining technical support.

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R <u>e</u> name...	
<u>M</u> ove...	F6
<u>C</u> opy...	F5
<u>D</u> elete...	Delete
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Properties...	Alt+Enter
R <u>u</u> n	
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C <u>r</u> ea <u>t</u> e D <u>i</u> re <u>c</u> tory...	
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<u>E</u> xit	

New

Allows you to create a new Directory, Collection or Search in the Index.

Open

Opens the file, Directory, Collection or Search represented by the selected thumbnail.

Save

Saves the active Directory, Collection or Search.

Save As

Allows you to save a thumbnail window under another name or as a different type. For example, this command allows you to save the results of a search as either a Search or a Collection.

Rename

Allows you to change the name of a file, Directory, Collection or Search.

Move

Allows you to move thumbnails from one thumbnail window to another. You may be restricted as to which thumbnails you can move depending upon the type of windows with which you are working.

Copy

Allows you to copy thumbnails from one thumbnail window to another. You may be restricted as to which thumbnails you can copy depending upon the type of windows with which you are working.

Delete

Allows you to delete thumbnails from a thumbnail window. If the thumbnail is part of a Directory, this command also allows you to delete the file represented by the thumbnail.

Convert

Allows you to convert the graphics file represented by the selected thumbnail to another graphics file format.

Properties

Allows you to view and modify the properties of the file represented by the selected thumbnail.

Run

Allows you to run any Windows application.

Print

Allows you to print any file in the Index. This command launches the application with which the file is associated, and that application prints the file.

Print Thumbnails

Allows you to print one or more thumbnails in the active thumbnail window.

Create Directory

Allows you to create a new Directory window.

Create Collection

Allows you to create a new Collection window.

Exit

Closes Hijaak Browser.

Edit menu

<u>C</u> opy to Clipboard
<u>I</u> nsert
<u>S</u> elect...
<u>D</u> eselect...
<u>B</u> ookmark...

Copy to Clipboard

Copies the selected file in a Hijaak-supported file format to the Windows Clipboard.

Insert

Allows you to insert the thumbnail of a file, Collection or Search into the active Collection window.

Select

Allows you to select thumbnails by name or extension.

Deselect

Deselects all selected thumbnails.

Bookmark

Allows you to assign a bookmark to a Directory, Collection or Search. Bookmarks allow you to return to a window quickly from anywhere in the Index window.

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<u>R</u> efresh

By File Type

Allows you to select which file types are displayed in the thumbnail window.

Sort By

Allows you to sort thumbnails in a window by name, caption, extension, date or size. It also allows you to sort them manually.

Tree

Displays the Tree representing the contents of the Index in the Index window.

Volume

Displays the active volume and path in the Index window.

Split

Allows you to move the bar that separates the Index tree from the thumbnail window to the left or right.

Thumbnail

Displays thumbnails of files in the thumbnail window.

Name

Displays file names in the thumbnail window.

Caption

Displays file captions in the thumbnail window.

File Details

Displays name, date and file size in the thumbnail window.

Refresh

Scans the active directory for new files and adds them to the active Directory.

Search menu



Create

Allows you to specify criteria to use in a new file search.

Modify

Allows you to modify the criteria associated with an existing Search.

Index menu

<u>N</u> ew Index
<u>O</u> pen Index
<u>R</u> ename Index
<u>M</u> erge Index
<u>R</u> econnect
<u>U</u> ppdate F9
<u>A</u> uto Update...
<u>S</u> mart Update

New Index

Allows you to create a new Index file. When a new Index is created, the current Index window closes. Note that a new Index file does not contain any file information until you add files to it.

Open Index

Allows you to open an Index file. Only one Index can be open at a time.

Rename Index

Allows you to change the file name of the current Index.

Update

Updates the selected thumbnail or thumbnails and adds any new information to the Index.

Auto Update

Allows you to set up Hijaak Browser to update the Index file automatically.

Smart Update

Controls whether Hijaak Browser checks the file date and time when updating a thumbnail. When Smart Update is selected, Hijaak Browser will not update a thumbnail unless the date and time on the file have changed since the last update. When Smart Update is deselected, Hijaak Browser will perform an update, regardless of the time and date on the file. By default, this option is selected.

Merge Index

Allows you to merge the contents of one Index with the current Index. Note that the Index you are merging doesn't change; only the current Index changes.

Reconnect

Allows you to change the file path to which thumbnails point. This process is necessary if you move updated files using a program other than Hijaak Browser.

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Thumbnail <u>O</u> ptions...
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<u>D</u> efault Viewer...
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<u>A</u> pplication Bar...
<u>C</u> onfirmations...
Associate <u>A</u> pplication
Associate <u>F</u> ormat
√ <u>S</u> ave Setting on Exit

Thumbnail Options

Allows you to change the default settings for creating and displaying thumbnails.

Keyword Options

Allows you to build a list of words that will be ignored when searching through notes. This is useful for eliminating common words from your Index and making searches faster.

Default Viewer

Allows you to select the default application in which images are opened.

Button Bar

Allows you to select which buttons appear in the Hijaak Browser Button bar.

Application Bar

Allows you to select applications to appear in the Hijaak Browser Application bar.

Confirmations

Allows you to specify whether confirmation messages are given on selected file operations.

Associate Application

Allows you to associate any file extension with a given application.

Associate Format

Allows you to change which extension Hijaak associates with a particular format or add extensions to Hijaak. It also allows you to associate a file type with Hijaak PRO in the Windows File Manager.

Save Settings on Exit

Allows you to save the appearance of the windows upon exiting Hijaak Browser.

Window menu

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Tile <u>V</u> ertically
<u>C</u> ascade
Arrange <u>I</u> cons
<u>C</u> lose
Close <u>A</u> ll
✓ <u>1</u> DIRECTORIES

New Window

Creates a clone of the active Index window.

Tile Horizontally

Arranges open windows side by side.

Tile Vertically

Arranges open windows from top to bottom.

Cascade

Arranges open windows by overlapping them so that the title bar of each window is visible.

Arrange Icons

Arranges thumbnails in the active window so there is equal space between each one.

Close

Closes the active Index or image window.

Close All

Closes all open Index or image windows with the exception of the first Index window that was opened.

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Aspect Ratio

The height-to-width proportion of an image.

Associate

The process of assigning a file extension to an application. When an extension is assigned to an application, files with that extension will automatically open in that application when the application is launched from Hijaak Browser.

Attributes

Properties of a file. Hijaak Browser automatically extracts the following attributes: archive, class, colors (raster, vector or metafile), grayscale (raster, vector or metafile), height (raster only), hidden, pages (raster, vector or metafile), read only, system, type and width (raster only).

Automatic Update

An option that updates the Index while the computer is not busy with other tasks.

Bitmap

A rectangular array of pixels arranged to make a picture.

Caption

Text that appears beneath a thumbnail, usually giving some information about the file that the thumbnail represents. The default caption is the name of the file; however, you can define captions using the Properties dialog box.

Class

The category into which a graphics file fits. Classes include raster, vector and metafile.

Collection

A type of thumbnail window that can contain thumbnails of files, subcollections or Searches.

Criteria

In the Search dialog box, the characteristics of the file for which you want to search.

Default Viewer

The application that will open a file in the selected format.
Hijaak Browser is the default viewer for most graphics formats.

Directory

A thumbnail window that represents the contents of a floppy disk, hard disk, CD-ROM or network drive. Thumbnails within a Directory are organized based on location and can represent files or subdirectories.

Thumbnail window

A window that displays thumbnails that are in a Directory, Collection or Search. It is located in the right side of the Index window.

Drag & Drop

The process of moving an element from one part of the screen to another using the mouse. In Hijaak Browser, drag-and-drop can be used to open files in an application and to move and copy thumbnails between windows.

Extension

Letters added to the end of a file name to indicate the format of a particular file. Extensions can be no more than 3 letters.

Folder File

The earlier version of the Hijaak Browser thumbnail windows. File Folders are Hijaak Browser 2.0 windows that contain thumbnails. There are 3 types of folder files: Directory, Custom and Mirror. Directory folders can contain thumbnails that represent the contents of a directory: compare with Directory. Custom folders contain any group of thumbnails that you select: compare with Collection. Mirror folders can contain thumbnails that represent the contents of a read-only directory or removable media. Folder files always have an FLD extension.

Format

The unique manner in which a file's information is organized. A file format is a set of rules that defines how information will be organized and where information will be placed within the file. Some common file formats are PCX, CGM and WMF.

Graphics File

A file that contains only visual graphics information. There are 3 classes of graphics files: raster, vector or metafile.

Grayscale

An image made of shades of gray in steps ranging from black to white. A grayscaled image looks like a black and white photograph.

Hotkeys

Keys that are used to invoke an action. In Hijaak Browser, hotkeys are used to run Smuggler. They are also used to set up Smuggler to work with applications that it does not normally recognize.

Idle Time

The number of minutes that the computer must be inactive before an automatic update begins.

Index

A file that contains all of the information about files organized with Hijaak Browser.

Index Tree

A structure that shows the relationships among the different areas of the Index. It is located on the left side of the Index window.

Index Window

The window that shows the contents of the Index. A split bar divides the window into two parts: the index tree and the thumbnail window.

Keywords

Words that are part of the notes of a file. Keywords can be used as criteria for conducting a file search.

Metafile

A class of graphics file formats that combines properties of both raster and vector graphics.

Minimum Separation

The minimum amount of space between thumbnails in the thumbnail window.

Multimedia

A class of files that contains such features as sound and animation in addition to text and graphics.

Nested

A thumbnail window that has been placed within another window. Hijaak Browser allows you to nest a Directory within a Directory; a Collection within a Collection; and a Search within a Collection.

Nodes

Icons on the branches of the Index tree. Each icon represents a type of storage: Directory, Collection or Search.

Notes

Text that has been extracted from a file and added to the properties of the file. By default, Hijaak Browser extracts all text from vector files. Notes can also be added to any file using the Properties dialog box.

Objects

The elements that compose a vector image. Objects include lines, circles, arcs, beziers and others.

Pixel

A combination of the words "picture" and "element." The smallest unit of a bitmapped image represented on an electronic display (monitor or television). In a printed image, this unit is called a "dot."

Options, Processing

Options that change the look of an image. Processing options are available when using Smuggler and copying files to the Clipboard.

Properties

Information about a file such as attributes, keywords and notes.

Raster

A class of graphics file formats in which images are created and organized using individual dots, called pixels, that are arranged in a rectangular array called a bitmap. Raster images are usually created by scanners, fax machines or paint software applications such as Hijaak Paint.

Resolution

The size of an image expressed in number of pixels wide by number of pixels high; or, a measure of how closely packed an images pixels should be displayed or printed, usually in dots per inch.

Search Criteria

In the Search dialog box, the characteristics of the file for which you want to search.

Split Bar

The movable line that divides the Index window into two parts. On the left side of the split bar is the Index tree; on the right side is the thumbnail window.

Subcollection

A Collection nested within another Collection.

Thumbnail

A small-scale replica of a supported image that contains information about the file such as file name, location and size. Thumbnails of graphics files are bitmapped representations of the actual graphics file. Thumbnails of all other formats appear as icons of the application that created the files.

Update

An option that adds new files to the Index, records changes that have been made to files that are already part of the Index, and changes the appearance of thumbnails to reflect changes that have been made to the files they represent. Update also extracts notes and attributes from the files each time the Index is updated.

Vector

A class of graphics files formats in which images are created and organized using drawing objects such as lines, circles and squares. Vector images are usually created by CAD, graphics or drawing software applications.

Using Hijaak Browser

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How to View a File

1. In the Index Tree, double-click on the name of the thumbnail window that contains the thumbnail of the file you want to open. The thumbnail window opens.
2. Click on the thumbnail representing the file you want to open. For more information on selecting thumbnails, click on the following:

Selecting Thumbnails

3. Pull down the **File** menu and click on **Open** (Alt+f, o). The file will open in the application with which it is associated.

If you select a file associated with Hijaak Browser, the image will appear in a separate window. When you want to close this window, double-click on the control bar. For a list of graphics file formats viewable by Hijaak Browser, click on the following:

Formats Supported

If you select a file associated with another application, Hijaak Browser will run the application with which the extension is associated, and that application will open the file. For example, if you select a file with a WRI extension, Hijaak Browser will run Windows Write and Write will open the selected file.

Shortcut: Double-click on the thumbnail of the file you want to open.

To learn more about viewing files and thumbnail windows, click on one of the following:

[How to Change the View of an Image](#)

[How to Change the View of a Thumbnail window](#)

[How to View and Change Properties of a File](#)

Selecting Thumbnails

Description and Use of This Procedure

To work with thumbnails in Hijaak Browser, you need to know how to select them. This procedure describes how to select one or more thumbnails in Hijaak Browser.

Select Thumbnails as Follows:

To select one thumbnail, position the cursor over the thumbnail that you want to select and click the mouse button once. The thumbnail becomes highlighted, indicating that it is selected.

To select a range of thumbnails, press the **SHIFT** key as you click on the first thumbnail and the last thumbnail that you want to select.

To select multiple discontinuous thumbnails, press the **CTRL** key as you click on each of the thumbnails that you want to select.

You can also select thumbnails by name or extension. For more information, click on the following:

[Select](#)

To learn how to deselect thumbnails, click on the following:

[Deselect](#)

Select

How to Find This Dialog Box

Select **Select** from the **Edit** menu and you will see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to select a group of thumbnails by name or extension, using DOS wildcards. This is useful if, for example, you want to delete all the TMP files from a directory.

Select a Group of Thumbnails by Name or Extension as Follows:

1. Pull down the **E**dit menu and click on **S**elect (Alt+e, s). You will see the **Select** dialog box.
2. In the **Files** area, click on the radio button beside the type of files that you want to select. Click on **All Files** to select all thumbnails in the active thumbnail window (Alt+a). Click on **Viewable Files** to select all thumbnails representing files that are associated with an application in Windows File Manager (Alt+v). Click on **File Names** to specify a group of thumbnails to select (Alt+f). If you select **File Names**, click on the **File Names** area, and using the DOS wildcards * ?, type the name of the files you want to select (Alt+n). For example, if you want to select all the TMP files in the current thumbnail window, type ***.TMP**.
3. Click on **OK**. The specified thumbnails are selected in the thumbnail window.

For information on how to deselect thumbnails, click on the following:

[Deselect](#)

Deselect

How to Find This Command:

This command appears in the **Edit** menu.

Description and Use of This Command

This command allows you to deselect specified thumbnails in the current thumbnail window.

Deselect Thumbnails as Follows:

1. Pull down the **Edit** menu and click on **Deselect** (Alt+e, d). You will see the **Deselect** dialog box.
2. In the **Files** area, click on the radio button beside the type of files that you want to deselect. Click on **All Files** to deselect all thumbnails in the active thumbnail window (Alt+a). Click on **Viewable Files** to deselect all thumbnails representing files that are associated with an application in Windows File Manager (Alt+v). Click on **File Names** to specify a group of thumbnails to deselect (Alt+f). If you select **File Names**, click on the **File Names** area, and using the DOS wildcards * ?, type the name of the files you want to deselect (Alt+n). For example, if you want to deselect all the TMP files in the current thumbnail window, type ***.TMP**.
3. Click on **OK**. All thumbnails containing the text you specified are deselected in the current thumbnail window.

Shortcut: To deselect all thumbnails in the thumbnail window, click on the **GoBack** arrow.

How to Change the View of an Image

Once you have opened an image in Hijaak Browser, you can change the magnification of the view. For more information, click on one of the following:

Zoom In--zooms in on part of the image

Zoom Out--zooms out to make the image smaller

Zoom 1:1--resets the image's scale factor back to 100%

Zoom In

How to Find This Command

Click on the **Control** bar of an open image in Hijaak Browser, and you will see this command.

Description and Use of This Command

This command allows you to magnify any portion of an open image.

Zoom In on an Image as Follows:

1. Click on the **Control** bar of the image on which you want to zoom (Alt+Spacebar). You will see the image's **System** menu.
2. In the **System** menu, click on **Zoom In** (i). You will see a submenu with the items **2x**, **4x** and **Custom**.
3. Click on the zoom option you want to use. Each option is described below.
 - 2x:** This option makes the image twice as large. If you select it, you will see a predefined rectangle. Position the rectangle over the part of the image on which you want to zoom and click the mouse button.
 - 4x:** This option makes the image 4 times as large. If you select it, you will see a predefined rectangle. Position the rectangle over the part of the image on which you want to zoom and click the mouse button.
 - Custom:** This option allows you to define an area on which to zoom. Place the cursor on the image, click the mouse button and drag to define a custom area on which to zoom.

Shortcut: To perform a custom zoom, place the cursor over the image, click the mouse button, and drag to define a rectangular area on which to zoom.

Zoom Out

How to Find This Command

Click on the **Control** bar of an open image in Hijaak Browser, and you will see this command.

Description and Use of This Command

This command allows you to make the image smaller.

Zoom Out on an Image as Follows:

1. Click on the **Control** bar of the image you want to make smaller (Alt+Spacebar). You will see the image's **System** menu.
2. In the **System** menu, click on **Zoom Out** (o). You will see a submenu with the items **2x**, **4x** and **Fit in Window**.
3. Click on the zoom option you want to use. Each option is described below.
 - 2x**: This option makes the image half of its current size.
 - 4x**: This option makes the image a quarter of its current size.
 - Fit in Window**: This option makes the image fit in the available window space, while maintaining the aspect ratio.

Zoom 1:1

How to Find This Command

Click on the **Control** bar of an open image in Hijaak Browser, and you will see this command.

Description and Use of This Command

When you zoom in or out on an image, the scale factor changes. This command allows you to reset the scale factor to one (100%).

Reset the Scale Factor to 100% as Follows:

1. Click on the **Control** bar of the image whose scale factor you want to reset (Alt+Spacebar). You will see the image's **System** menu.
2. In the **System** menu, click on **Zoom 1:1 (100%)** (Alt+z).

How to Change the View of a Thumbnail window

The Hijaak Browser **View** menu allows you to change the view of the Index and thumbnail windows in several ways:

- * To hide or show the Index tree, click on **Tree** (Alt+v, e).
- * To hide or show the volume and path control at the top of the Index window, click on **Volume** (Alt+v, v).
- * To move the bar separating the Index tree from the thumbnail window, either click on the bar and drag it to a new location, or select **Split** from the **View** menu and use the arrow keys to move it to a new location (Alt+v, p, arrow).
- * To display thumbnails in the thumbnail window, select **Thumbnail** (Alt+v, t). If you deselect the **Thumbnail** option, only file names will display in the thumbnail window.
- * To display file names in addition to thumbnails, select **Name** (Alt +v, n).
- * To display file size and date in addition to file name, select **File Details** (Alt+v, d).
- * To display thumbnails of Directories in the thumbnail window, select **Directories** (Alt+v, i).
- * To scan a directory for new files to add to an open Directory window, select **Refresh** (Alt+v, r).

Note that the caption of the selected thumbnail appears in the status bar.

Hijaak Browser also allows you to decrease the number of thumbnails displayed by selecting which file types will appear in the thumbnail window. For more information, click on the following:

[By File Type](#)

You can also arrange thumbnails based on name, date, size or extension. For more information, click on the following:

[Sort By](#)

By File Type

How to Find This Dialog Box

Select **By File Type** from the **View** menu and you will see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to narrow down the number of thumbnails displayed by selecting which file types will appear in the thumbnail window.

Display Thumbnails by File Type as Follows:

1. Pull down the **View** menu and click on **By File Type** (Alt+v, b). You will see the **By File Type** dialog box.
2. In the Files area, click on the radio button beside the type of files you want to display. Select **All Files** to display thumbnails of all files in the active Directory, Collection or Search (a).
Select **Viewable Files** to display thumbnails of files that are associated with an application through Windows File Manager (v).
Select **File Names** to specify a group of thumbnails to display (f). If you select **File Names**, you will have to specify which files you want to view in the **File Name** area (n). For example, if you want to display thumbnails of executable files, click in the **File Name** field and type *.EXE.
3. Click on **OK**.

Sort By

How to Find This Dialog Box

Select **Sort By** from the **View** menu, you will see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to arrange thumbnails in a thumbnail window.

Sort Thumbnails in the Thumbnail window as Follows:

1. Pull down the **View** menu and click on **Sort By** (Alt+v, s). You will see the **Sort By** dialog box.
2. In the **Sort By** area, click on the option that best matches how you want to arrange thumbnails in the thumbnail window (Alt+s, arrow).
 - Manual** -- select this option to sort thumbnails by dragging to a new location
 - Name** -- select this option to sort thumbnails alphabetically by file name
 - Extension** -- select this option to sort thumbnails alphabetically by file extension
 - Date** -- select this option to sort thumbnails by date
 - Size** -- select this option to sort thumbnails by file size
3. In the **Direction** area, click on either the **Ascending** or the **Descending** radio button (Alt+d, arrow). Ascending sorts text alphabetically from A to Z and dates numerically from oldest to newest. Descending sorts text alphabetically from Z to A and dates numerically from newest to oldest.

How to View and Change the Properties of a File

Hijaak Browser allows you to view and modify properties of a selected file or files through the **Properties** dialog box. This dialog box has 3 folders with tab controls that allow you to change the contents of the dialog box and select the type of properties you want to see. Choose from the following tabs:

Attributes -- view and modify the attributes that are automatically extracted from a file

Notes -- modify, add or delete notes and keywords to a file

Keywords -- view the keywords on which you can search

Pull down the **File** menu and click on **Properties** (Alt+f, e) You will see the **Properties** dialog box. Click on the tab that displays those properties you want to view. Note that if you select more than one file, the first Properties dialog box you see reflects the first thumbnail you selected. After you click on **OK**, the Properties dialog box for the second thumbnail appears and so on.

Shortcut: You can view properties of a file by clicking the secondary mouse button on a thumbnail.

Click on the type of Properties about which you want more information:

[Attributes](#)

[Notes](#)

[Keywords](#)

Attributes (Properties dialog box)

How to Find This Dialog Box

If you select **Properties** from the **File** menu, you will see this dialog box.

Description and Use of This Dialog Box

The Attributes folder in the Properties dialog box displays date, time, file size, path and other attributes associated with the selected thumbnail. It also allows you to change the caption of the thumbnail.

To display or modify attributes of a file, click on the thumbnail of the file for which you want to view or change properties. Pull down the **File** Menu and click on **Properties** (Alt+f, e). You will see the **Properties** dialog box. Click on the **Attributes** tab at the top of the **Properties** dialog box. You will see the **Attributes** folder. By default, this is the selected folder.

Click on the Attribute about which you want more information:

Caption

Date

Time

Size

File Path

Attribute and Value

Skip Update

Caption

This option allows you to add descriptive text for the thumbnail. This is useful when file names don't give enough information about file content. The caption of the selected thumbnail appears in the status bar.

To change this text, click in the **Caption** area and type a new caption (Alt+c).

Date

This area indicates the date that the file represented by the selected thumbnail was last modified. It cannot be edited directly.

Time

This area indicates the time that the file represented by the selected thumbnail was last modified. It cannot be edited directly.

Size

This area indicates the size of the file represented by the selected thumbnail. It cannot be modified directly.

File Path

This area shows the drive and directory of the file represented by the selected thumbnail. If the selected thumbnail represents a Collection or Search, only the Collection or Search name is shown. This area cannot be modified directly.

Attribute and Value

This area displays attributes of the selected file. The following attributes are automatically extracted from a file when it is updated in the Index:

Archive--backup files

Class--raster, vector, metafile, application document

Colors--number of colors in image (raster, vector or metafile)

Grayscale--image composed of shades of gray rather than color (raster, vector or metafile)

Height--height of image in pixels (raster only)

Hidden--files that cannot be accessed

Pages--number of pages in image (raster, vector or metafile)

Read Only--files that cannot be changed

System--files that are part of the operating or control system

Type--file format

Width--width of image in pixels (raster only)

Skip Update

This option indicates the update status of the selected thumbnail. If Skip Update is selected, the thumbnail will be excluded from automatic updates. This is useful if the file that the thumbnail represents is not compatible with Hijaak Browser or if it has problems updating. If this option is not selected, the thumbnail will be updated whenever an automatic or manual update is performed.

To exclude a file from automatic updates, select the **Skip Update** check box (Alt+u).

Notes (Properties dialog box)

How to Find This Dialog Box

If you select **Properties** from the **File** menu, and click on the **Notes** tab at the top of the **Properties** dialog box, you will see the **Notes** folder.

Description and Use of This Dialog Box

This dialog box allows you to attach notes to a file. You can categorize the notes under different titles.

Attach Notes to a File as Follows:

1. Click on the thumbnail of the file or files for which you want to view or change properties.
2. Pull down the **File** Menu and click on **Properties** (Alt+f, e). You will see the **Properties** dialog box. Click on the **Notes** tab at the top of the Properties dialog box. You will see the **Notes** folder.
3. To add a title, click in the **Title** area and type a descriptive title for the category of notes you want to create (Alt+t).
4. Click in the **Notes** field and type all notes you want associated with the title (Alt+n).
5. Click on **Add** (Alt+a). The title and notes you selected are attached to the file.
6. Repeat steps 3-5 to add more notes and titles.
7. Select **Skip Note Update** to exclude the thumbnail from automatic notes updates (Alt+u). The thumbnail will still be updated when one is performed, but the notes associated with the thumbnail will not be.
8. When you have added all the notes and titles you want, click on **OK**.

Keywords (Properties dialog box)

How to Find This Dialog Box

Select **Properties** from the **File** menu, and click on the **Keywords** tab at the top of the **Properties** dialog box, to see the **Keywords** folder.

Description and Use of This Dialog Box

This dialog box displays the keywords attached to a file. This is different from the **Notes** folder in that the **Notes** folder displays all notes attached to a file; the **Keywords** folder only displays those notes that significantly describe the file and can be searched on. Those words in the ignorable words list are not included in this keyword list. For more information on ignorable words, click on the following:

[Keyword Options](#)

View Keywords Attached to File as Follows:

1. Click on the thumbnail of the file or files for which you want to view properties.
2. Pull down the **File** menu and click on **Properties** (Alt+f, e). You will see the **Properties** dialog box. Click on the **Keywords** tab. You will see the **Keywords** folder listing those words on which Hijaak Browser can search.

Click on the Keywords option about which you want more information:

[Keywords](#)

[Skip Keyword Update](#)

Keywords

This list contains all keywords on which you can search for the selected file. It does not contain the words you excluded from automatic updates in the **Setup** menu's **Keywords Options** dialog box.

Skip Keyword Update

This option indicates the update status of the selected thumbnail. During updates, notes are extracted from a file and a keyword list is built. Select the Skip Keyword Update check box to prevent Hijaak Browser from extracting keywords from the selected file. This is useful if you want to delete automatically extracted notes from the Notes folder. If you delete automatically extracted notes but do not select this check box, the notes associated with a thumbnail will be added whenever an update is performed. To select this option, click on the **Skip Keyword Update** check box.

How to Organize and Catalog Files

Hijaak Browser is a graphical file manager: it creates thumbnails of your files and arranges those thumbnails by location into Directory windows. It also allows you to catalog your files into custom Collection and Search windows. All of this information is stored in the Index. The main Hijaak Browser window represents your Index: there is a tree on the left representing all available files, Collections and Searches, and a thumbnail window on the right, containing thumbnails in the active Directory, Collection or Search window. To see what files are in your Index, double-click on the In Index branch in the Index tree. For more information on adding files to the Index, click on the following:

[How to Update the Index](#)

A Directory window represents the contents of a floppy, hard, CD-ROM or network drive. Files are cataloged by their location. The thumbnails in a Directory window correlate directly to the files or subdirectories in a directory. For information on creating a Directory window, click on the following:

[Create Directory](#)

A Collection window can contain thumbnails that represent files, subcollections or Search windows. Collections allow you to catalog files in the way that makes the most sense to you: by format, project or content. This type of organization allows you to reference a single copy of a file from several places. This is useful for saving disk space and maintaining current files. For information on creating a Collection window, click on the following:

[Create Collection](#)

A Search window contains thumbnails that represent files found as the result of a search run from the Search menu. A Search window contains a link to the original criteria. This link updates the Search based on this criteria whenever you update. For more information on searching for files and creating Search windows, click on the following:

[How to Search for Files](#)

You can also save a Search as a Collection or a Search. For more information, click on the following:

[Save As](#)

In addition to thumbnails, Directories, Collections and Searches, Hijaak Browser stores a variety of information about your files: file name, location, size, creation date, class, file type, notes and attributes. All of this information is contained in a common database called an Index. For more information on adding information to the Index, click on the following:

[How to Update the Index](#)

Hijaak Browser also allows you to bookmark Directories, Collections and Searches so you can return to quickly. For more information on how to define and retrieve bookmarks, click on the following:

[Bookmark](#)

New

How to Find This Dialog Box

Select **New** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to create a new Directory, Collection or Search window.

Create a New Directory Collection or Search as Follows:

1. Pull down the **File** menu and select **New** (Alt+f, n). You will see the **New** dialog box.
2. Click on the radio button beside the type of thumbnail window you want to create: **Directory** (d), **Collection** (c) or **Search** (s). In the **Tree** area of the dialog box, the thumbnail window type you selected becomes highlighted.
3. In the **Tree** area, click where you want the Directory, Collection or Search to be placed (Alt+t, arrow, Enter). If you want to create a top level thumbnail window, click on the Directory, Collection or Search icon. If you want to create a subdirectory or collection, click on the branch under which you want to create the new thumbnail window. For example, to create a Directory in the root of the C:\ drive, you would click on the C:\ branch in the Tree.
4. Click in the **Name** field and type the name you want to give the new Directory, Collection or Search (Alt+n). Directory windows follow the same naming conventions as directories. You can name Searches and Collections anything not to exceed 16 characters.
5. Click on **OK**. What you see next depends upon what you selected in step 2:
 - Directory--**If you selected Directory, Hijaak Browser will create a subdirectory and a Directory window in the path you selected from the **Tree**.
 - Collection--**If you selected Collection, you will see the **Insert** dialog box. This dialog box allows you to add thumbnails to the new Collection. For information on using this dialog box, click on the following:
Insert
 - Search--**If you selected Search, you will see the **Search** dialog box. This dialog box allows you to set up criteria on which to run your search. For instructions on running a search, click on the following:
How to Search for Files

Create Directory

How to Find This Dialog Box

Select **Create Directory** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to create a new Directory window and a new directory.

Create a New Directory as Follows:

1. Pull down the **File** menu and click on **Create Directory** (Alt+f, i). You will see the **Create Directory** dialog box.
2. In the **Tree** area, click where you want the Directory to be placed (Alt+t, arrow, Enter). If you want to create a top level Directory, click on the Directory icon. If you want to create a sub-directory, click on the Directory under which you want to create the subdirectory. For example, to create a Directory in the root of the C:\ drive, you would click on the C:\ branch in the Tree.
3. Click in the **Name** field and type the name you want to give the new Directory (Alt+n). Directory windows follow the same naming conventions as DOS directories.
4. Click on **OK**.

Create Collection

How to Find This Dialog Box

Select **Create Collection** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to create a new Collection.

Create a New Collection as Follows:

1. Pull down the **F**ile menu and click on **Create Collection** (Alt+f, l). You will see the **Create Collection** dialog box.
2. In the **T**ree area, click where you want the Collection to be placed (Alt+t, arrow, Enter). If you want to create a top level Collection, click on the Collection icon. If you want to create a subcollection, click on the Collection under which you want to create the subcollection. For example, to create a Collection named PCX beneath your IMAGES Collection, you would click on the IMAGES Collection branch in the Tree.
3. Click in the **N**ame field and type the name you want to give the new Collection (Alt+n). Collection names can be up to 16 characters.
4. Click on **OK**. You will see the **I**nsert dialog box which allows you to insert thumbnails representing files, Collections or Searches into the new Collection you created. For information on how to use this dialog box, click on the following:

[Insert](#)

Save As

How to Find This Dialog Box

Select **Save As** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to save a Directory, Collection or Search as another type.

Save a Window as Another Type as Follows:

1. Make sure the Collection, Directory or Search you want to save is active.
2. To save the thumbnail window as another type, such as saving a Search as a Collection, pull down the **File** menu and click on **Save As** (Alt+f, a). You will see the **Save As** dialog box.
3. In the **Type** area, click on the radio button beside the type in which you want to save the current thumbnail window . You can save a window as a **Collection** (c) or a **Search** (s).
4. In the **Tree** area of the dialog box, double-click on the type of window you selected in step 3 (Alt+t, arrow, Enter). For example, suppose you searched for all the PCX files on your C:\ drive, creating a Search window. You then wanted to save it as a subcollection of an Images Collection. In the Tree area, you would double-click on the Images Collection branch.
5. Click in the **Name** area and type the name you want to give the window (Alt+n).
6. Click on **OK**. The thumbnail window is saved as the type you selected. You will see a branch representing the Directory, Collection or Search in the area of the Tree you selected.

Insert

How to Find This Dialog Box

- A. If you select **Insert** from the **Edit** menu, you will see this dialog box.
- B. After you click on **OK** in the **Create Collection** dialog box, you will see this dialog box.
- C. If you select **Collection** in the **New** dialog box and click on **OK**, you will see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to build a Collection by inserting thumbnails representing files, Collections or Searches into a new or active Collection window.

Create a Directory, Collection or Search as Follows:

1. Make sure that the Collection into which you want to insert a thumbnail is active, or create a new Collection. For more information on creating a new Collection, click on the following:

Create Collection

2. Pull down the **Edit** menu and click on **Insert** (Alt+e, i). You will see the **Insert** dialog box. If you are creating a new Collection, you will see this dialog box after clicking on **OK** in the **New** dialog box.
3. In the **Tree** area of the dialog box, double-click on the Directory, Collection or Search that contains the thumbnail you want to insert into the Collection (Alt+t). Its contents appear in the thumbnail window.
4. Click on the thumbnail representing the file, Collection or Search that you want to insert. To select more than one file, press the CTRL key as you click on the thumbnails you want to insert.

WARNING: Do not create recursive subcollections. You will create a recursive subcollection if you insert Collection 2 into Collection 1, and then insert Collection 1 into Collection 2. Hijaak Browser does not support this structure and will GPF.

5. Click on **OK** to insert the thumbnail.

How to Print Files and Thumbnails

Hijaak Browser allows you to print files and thumbnails. You can print any file that is associated with an application in Windows File Manager. You can print any thumbnail or group of thumbnails in a thumbnail window. Hijaak Browser will print the thumbnails as they appear in the active window. For example, if you are viewing the thumbnail, file name and file details, all of this information will print.

Print Files as Follows:

1. Select the thumbnail that represents the file you want to print.
2. Pull down the **File** menu and select **Print** (Alt+f, p). The default editor for the file extension of the selected file starts up with its **Print** dialog box open. Note that for many graphics files, Hijaak Browser is the associated editor; Hijaak Browser will print the file.
3. Fill in the **Print** dialog box and click on **OK**. For more information on the **Print** dialog box, see the default editor's documentation.

Print Thumbnails as Follows:

1. Make sure the Directory, Collection or Search containing the thumbnails you want to print is on the screen and active. If you want to print only some of the thumbnails, press the CTRL key and click on the thumbnails you want to print.
2. Pull down the **File** menu and click on **Print Thumbnails** (Alt+f, t). You will see the **Print Thumbnails** dialog box. Notice the **Page Sample** area. This area shows how the thumbnails will fit on the printed page.
3. In the **Printer** area, make sure the correct printer is selected. To select another printer, click on the **Setup** button (Alt+s). You will see the **Setup Printer** dialog box. Select the printer you want to use. Click on **OK**.
4. In the **Layout** area, click on the option that best represents how you want the thumbnail laid out on the printed page (Alt+l, arrow).
5. [OPTIONAL] To print a page number on the top of each page, click on the **Page Number** check box (Alt+n).
6. [OPTIONAL] To print the name of the Directory, Collection or Search on the top of each page, click on the **Title** check box (Alt+t).
7. Click on **OK**.

How to Perform Basic File Operations

You can perform the following basic file operations on Hijaak Browser Directories, Collections, Searches and thumbnails:

Rename

Move

Copy

Copy to Clipboard

Delete

Bookmark

How to Find This Dialog Box

Select **Bookmark** from the **Edit** menu, and you will see this dialog box.

Description and Use of This Dialog Box

You can attach a bookmark to a Directory, Collection or Search, allowing you to return to that window quickly from anywhere in the Index window. The Bookmark dialog box allows you to define bookmarks for a Directory, Collection or Search. It also allows you to return to those windows you have bookmarked. You can have up to ten bookmarks.

Assign a Bookmark to the Active Window as Follows:

1. Open the Directory, Collection or Search that you want to bookmark.
2. Pull down the **Edit** menu and click **Bookmark** (Alt+e, b). You will see the **Bookmark** dialog box. This dialog box contains a list of available bookmark numbers **CTRL+0** through **CTRL+9**. These are the numbers that you can assign to the active window.
3. In this list, click on the bookmark number you want to assign to the active window. If you click on a number that is already used, the current path will be overwritten with the path to the selected window.
3. Click on the **Add** button (Alt+a). Whenever you press the *CTRL+number* key combination you assigned, Hijaak Browser will open that Directory, Collection or Search.

Shortcut: Open the Directory, Collection or Search that you want to bookmark. Press **CTRL+SHIFT+number (0-9)**.

Use Bookmarks to Go To a Window as Follows:

1. Pull down the **Edit** menu and select **Bookmark** (Alt+e, b). You will see the **Bookmark** dialog box with a list of all assigned bookmarks.
2. In the list, click on the bookmark number attached to the window you want to go to.
3. Click on the **Go To** button.

Shortcut: Press **CTRL+number (0-9)** For example, if bookmark 3 is attached to the INSET directory, you can press CTRL+3 to return to the INSET directory from anywhere in the Index.

Rename

How to Find This Dialog Box

Select **Rename** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to change the name of a file, or a Directory, Collection or Search window.

Rename a File, Directory, Collection or Search as Follows:

1. Click on the thumbnail of the file, Directory, Collection or Search that you want to rename. If you do not select a thumbnail, the active Collection, Directory or Search is selected by default.
2. Pull down the **File** menu and click on **Rename** (Alt+f, r). You will see the **Rename** dialog box.
3. In the **From** area, you will see the current name of the selected thumbnail.
4. Click in the **To** area (Alt+t). Type the new name you want to give the selected thumbnail.
5. Click on **OK**.

Move

How to Find This Dialog Box

Select **Move** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to move a thumbnail from one thumbnail window to another. Note that you cannot move a thumbnail from a Directory to a Collection. Collection windows contain only references to files; Directory windows contain the files themselves. This means that moving a thumbnail from a Directory to a Collection would delete the original file. Also, you cannot move any thumbnails into a Search window. Searches contain search rules, and any move into a Search window would conflict with these rules.

Move a Thumbnail Between Windows as Follows:

1. Click on the thumbnail that you want to move.
2. Pull down the **File** menu and click on **Move** (Alt+f, m). You will see the **Move** dialog box.
3. In the **From** area, you will see the path of the thumbnail you selected.
4. Click in the **To** area (Alt+t). Type the full path to where you want to move the thumbnail. You can also use the **Tree** to build a path by clicking on the Directory, Collection or Search and their subwindows in the path.
5. Click on **OK**.

Shortcut: Make sure the thumbnail window you are moving the thumbnail from and the window you are moving it to are open. (To open two windows, pull down the **Window** menu and select **New Window** (Alt+w, n).) Click on the thumbnail you want to move and hold the mouse button down. Drag the thumbnail to the window to which you want to move the thumbnail and release the mouse button.

Copy

How to Find This Dialog Box

Select **Copy** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to copy a thumbnail from one window to another. Note that you cannot copy thumbnails into a Search window. Searches contain search rules, and any move into a Search window would conflict with these rules.

Copy a Directory, Collection, Search or File as Follows:

1. Click on the thumbnail that you want to copy.
2. Pull down the **File** menu and click on **Copy** (Alt+f, c). You will see the **Copy** dialog box.
3. In the **From** area, you will see the path of the thumbnail you selected.
4. Click in the **To** area (Alt+t). Type the full path to where you want to copy the thumbnail. You can also use the **Tree** to build a path by clicking on the Directory, Collection or Search and its sub-windows in the path.
5. Click on **OK**.

Shortcut: Make sure the thumbnail window you are copying the thumbnail from and the window you are copying it to are open. (To open two window, pull down the **Window** menu and select **New Window** (Alt+w, n). Click on the thumbnail you want to move and hold the mouse button down. Press the CTRL key. Drag the thumbnail to the thumbnail window into which you want to place a copy of the thumbnail and release the mouse button.

Copy to Clipboard

Description and Use of This Command

This command allows you to copy most images to the Windows Clipboard. If a file is in a Hijaak-supported source format, you can copy that file to the Clipboard. For a list of Hijaak-supported formats, click on the following:

[Formats Supported](#)

Copy a File to the Windows Clipboard as Follows:

1. Click on the thumbnail representing the file you want to copy to the Windows Clipboard.
2. Pull down the **Edit** menu and click on **Copy to Clipboard** (Alt+e, c). A copy of the file you selected is placed in the Windows Clipboard.

Delete

How to Find This Dialog Box

Select **Delete** from the **File** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to delete thumbnails of files, or Directories, Collections or Searches.

Delete a Thumbnail as Follows:

1. Click on the thumbnail or thumbnails you want to delete.
2. Pull down the **File** menu and click on **Delete** (Alt+f, d). You will see the **Delete** dialog box.
3. To delete both the thumbnail and the file it represents, click on **Yes** for the selected thumbnail (Alt+y) or **Yes to All** for all selected thumbnails (Alt+a). Unless you select **Yes to All**, you will see the **Delete** dialog box for each thumbnail you selected.
4. To delete the thumbnail but not the file, click on **No** for the selected thumbnail (Alt+n) or **No to All** (Alt+o) for all selected thumbnails. Note that if you are deleting from a Directory window and you select **No** or **No to All**, the thumbnails will reappear in the Directory window because the files themselves still exist.

What is the "Index"?

The Hijaak Browser Index contains information about all the files you catalog with Hijaak Browser. This information includes a file's name, location, size, date, attributes and keywords; information that is necessary when you are trying to organize a large number of files.

Although Hijaak Browser will display all files on your system, the only files that are actually in the Index are those that you add by "updating." For more information on updating the Index, click on the following:

[How to Update the Index](#)

There are two ways to see what files are in your Index.

First, look at the Index tree in the Hijaak Browser Main window. Notice that most folders in the Index tree are yellow, but some are cyan. The cyan color tells you that at least some of the files in the those directories are in the HiJaak Browser Index.

To see exactly what files are in your Index, double-click on the In Index branch in the Index tree. The In Index section of the tree contains thumbnails of only those files that have been updated. But it contains all files that have been updated, even those that may be located on removable media that is not in the drive. It is in the In Index section of the tree that you would look for indexed images located on CD-ROM, network drive or other removable media.

For information on managing the Index, click on one of the following:

[How to Create an Index](#)

[How to Open an Index](#)

[How to Rename an Index](#)

[How to Configure Hijaak Browser to Update the Index Automatically](#)

[How to Merge Two Indexes](#)

[How to Reconnect Thumbnails to Files](#)

How to Update the Index

Description and Use of This Procedure

Hijaak Browser allows you to update your Index by file, by directory or by lists of directories. When a file is updated, several things will happen. If the file was not originally part of the Index, it will be added to the Index. If it is part of the Index, but is out of date, then changes to the file such as date, size, location and name will be recorded and will appear in the Properties dialog box when the file is selected. Also, changes to the appearance of a graphics file will be reflected in the thumbnail representing the file.

By default, Hijaak Browser extracts all text from a file and adds it as Notes to the properties of the file. Hijaak Browser also extracts the file name, size, date, location and attributes from the file.

All file information extracted during an update is added to the properties of each file. For more information on properties, click on the following:
[Properties](#)

Update a Thumbnail as Follows:

1. Click on the thumbnail representing the file you want to update.
2. Pull down the **Index** menu and select **Update** (Alt+i, u). For new files, Hijaak Browser creates a thumbnail and adds the file information to the Index. For files needing updating, Hijaak Browser updates the thumbnail and the properties of the file.

To learn how to configure Hijaak Browser to update the Index automatically, click on the following:

[How to Configure Hijaak Browser to Update the Index Automatically](#)

If you try to update a thumbnail that has already been updated, Hijaak Browser checks for any changes in the file. If it detects no changes, it does not update. To learn how to force Hijaak Browser to update a thumbnail, click on the following:

[Smart Update](#)

Smart Update

How to Find This Command

Pull down the **Index** menu and you will see this command.

Description and Use of This Command

If you try to update a thumbnail that is already part of the Index, by default, Hijaak Browser checks the date and time on the file. If the date and time have not changed, Hijaak Browser assumes that the file has not changed and does not update the thumbnail. This process is called Smart Update. If you want, you can force Hijaak Browser to update a thumbnail, regardless of the date and time on the file.

Set Smart Update as Follows:

To force Hijaak Browser to update all selected thumbnails, pull down the **Index** menu and click on **Smart Update** (Alt+i, s). The check mark beside the menu item disappears, indicating that **Smart Update** is disabled.

How to Create an Index

Description and Use of This Procedure

Hijaak Browser allows you to create multiple Indexes. This allows you to store private files in an Index on your hard drive and access shared files on a network.

Note that although you can create as many Indexes as you want, you can only have one Index open at a time. When you open a particular Index, no other user on the network can access it until you close it.

Create a New Index as Follows:

1. Pull down the **Index** menu and select **New Index** (Alt+i, n) You will see the **New Index** dialog box.
2. Pull down the **Drives** drop-down list and click on the drive on which you want to save the Index file (Alt+v, arrow, Enter).
3. In the **Directories** list box, double-click on the subdirectory in which you want to save the Index file (Alt+d, arrow, Enter).
4. In the **File Name** area, type the name that you want to give the Index file (Alt+n).
5. Click on **OK**. Note that no files will be included in this Index until you update the file. For more information on updating, click on the following:
[How to Update the Index](#)

How to Open an Index

Note: You can only have one Index open at a time. When you open a particular Index, no other user on the network can access it until you close it.

1. Pull down the **I**ndex menu and select **O**pen Index (Alt+i, o). You will see the **O**pen Index dialog box.
2. Pull down the **D**rives drop-down list and click on the drive that contains the Index file you want to open (Alt+v, arrow, Enter).
3. In the **D**irectories list box, double-click on the subdirectory where the Index file is located (Alt+d, arrow, Enter). Note that you must have read rights to this directory.
4. In the **F**ile Name area, type the name of the Index file you want to open (Alt+n).
5. Click on **O**K. The Index that was open closes, and the Index you just selected opens in the Hijaak Browser Main window.

How to Rename an Index

Rename An Index as Follows:

1. Pull down the **Index** menu and click on **Rename Index** (Alt+i, r). You will see the **Rename Index** dialog box.
2. The **Current Index Name** field contains the current name of the active Index. To change this name, click in the **New Index Name** area and type the name you want to give the Index (Alt+n).
3. Click on **OK** to change the name of the active Index.

How to Configure Hijaak Browser to Update the Index Automatically

Description and Use of This Procedure

You can configure Hijaak Browser to update the Index automatically during your computer's idle time or at a time you schedule. The benefit to configuring Hijaak Browser to update the Index automatically is that you will have a consistently maintained and updated Index. You won't have to worry that the thumbnails are out of date. Before Hijaak Browser can update your Index automatically, you must configure Auto Update options.

Configure Auto Update as Follows:

1. Pull down the **Index** menu and select **Auto Update** (Alt+i, a). You will see the **Auto Update** dialog box.
2. In the **Tree** area, click on the Directory, Collection or Search you want to add to the **Update List** (Alt+t, arrow).
3. Click on the **Add** button (Alt+a). The name you selected appears in the **Update List**.
4. Repeat steps 2 and 3 for every Directory, Collection and Search you want Hijaak Browser to automatically update.
5. If you want to add all your available drives to the **Update List**, click on the **Add All** button (Alt+d).
6. If a Directory, Collection or Search appears in the **Update List**, but you don't want it updated, you can exclude it from automatic updates. Click on the name in the **Update List** and click on the **Remove** button (Alt+u, arrow, Alt+r).
7. If you want the subdocuments of a Directory or Collection in the **Update List** to be updated automatically, click on the **Sub Documents** check box beside the thumbnail window name in the **Update List** (Alt+u, arrow, spacebar)
8. After you select the Directories, Collections and Searches you want to update, you must select a time at which you want Hijaak Browser to update. You can either schedule a time, set an idle time, or do both.
To schedule a time, click in the **Scheduled Time** area and type the time at which you want Hijaak Browser to begin the automatic update (Alt+s). Use the time format specified in your Windows International Settings.
To set an idle time, click in the **Idle Time** area and type the number of minutes you want your computer to remain idle before Hijaak Browser begins an update (Alt+i).
9. To begin updating immediately, click on the **Start** button (Enter). To wait until the specified update times, click on the **Close** button (Esc).

If you try to update a thumbnail that has already been updated, Hijaak Browser checks for any changes in the file. If it detects no changes, it does not update. To learn how to force Hijaak Browser to update a thumbnail, click on the following:

[Smart Update](#)

How to Merge Two Indexes

Description and Use of This Procedure

Hijaak Browser allows you to merge an Index into the current Index. When you merge one Index into another, the Index that is being merged does not change. It is as if the information in that Index is being copied rather than moved. If the Indexes have thumbnails, attributes or keywords associated with files common to both, the information with the most recent date is used. If there are user defined Collections, Searches or Notes with the same name, a :2 is appended to the name of the Collections, Searches or Notes from the Index that is being merged.

Merge Two Indexes as Follows:

1. With one of the Indexes that you want to merge open, pull down the **Index** menu and click on **Merge Index** (Alt+i, m). You will see the **Merge Index** dialog box.
2. Pull down the **Drives** drop-down list and click on the drive that contains the Index file you want to merge (Alt+v, arrow).
3. In the **Directories** list box, double-click on the subdirectory where the Index file is located (Alt+d). Note that you must have read rights to this directory.
4. In the **File Name** area, type the name of the Index file you want to merge (Alt+n).
5. Click on **OK**. The contents of the Index that you selected are merged into the current Index.

How to Reconnect Thumbnails to Files

Description and Use of This Procedure

When you update an Index, the thumbnails that are created point to the files that they represent. There may be times when Hijaak Browser loses this connection between thumbnails and files. For example, if a file is moved using a program other than Hijaak Browser, then the thumbnail will point to a location in which the file does not exist. Hijaak Browser represents this condition by placing an X through the thumbnail. To fix this problem, you must reconnect the thumbnails to the files.

Reconnect Thumbnails to Files as Follows:

1. In the **In Index** section of the **Index Tree**, select the thumbnails that represent the files that have been moved.
2. Pull down the **Index** menu and click on **Reconnect** (Alt+i, r). You will see the **Reconnect** dialog box.
3. Click in the **Name** area and type the full path to the files you want to reconnect (Alt+n). You can also use the **Tree** to build a path by clicking on the Directories and subdirectories in the path (Alt+t, arrow, Enter). As you select Directories from the tree, they will appear in the **Name** area.
4. Click on **OK**. You will receive a message indicating how many thumbnails have been reconnected to the files. Note that if you don't specify the correct path in the **Reconnect** dialog box, the thumbnails will not be reconnected.

Note on Reconnecting Entire Directories: Hijaak Browser allows you to reconnect an entire directory by selecting the directory thumbnail, as long as the original directory and the target directory have the same name. If the original directory and the target directory have different names, then you can select all of the thumbnails in the original directory, and reconnect using the procedure above.

For example: Suppose that you created and updated a clip art directory on your hard drive named C:\CLIPART. Later, you decide to free hard disk space by moving the clip art to a network directory.

If you move the files to the directory G:\CLIPART, you must select the CLIPART Directory thumbnail in the In Index area of the tree and perform steps 2-4 of the procedure above.

If you move them to a directory with another name, such as G:\IMAGES, then you must open the CLIPART Directory thumbnail window in the In Index area of the tree. Hold down the Shift key and click on the first and the last thumbnail in the CLIPART Directory window. All of the thumbnails will be selected. Then, follow steps 2-4 of the procedure above to reconnect the thumbnails to the files in G:\IMAGES.

How to Search for Files

Description and Use of This Procedure

Hijaak Browser allows you to search for any file or group of files in the Index. A search report is generated and the files that are found are placed in a thumbnail window. The search report is represented as the Temporary Search node in the Index Tree. This window can be saved as either a Search with search criteria attached, or as a Collection with only thumbnails attached.

To save the Temporary Search as a Search or a Collection, pull down the **File** menu and click on **Save As**. For more information on how to use the **Save As** dialog box, click on the following:

Save As

IMPORTANT! If you don't save a Temporary Search as a Search or Collection before you run another Search, you will lose the initial search report. If the search results are important, make sure you save them.

Search for Files as Follows:

To run a search, pull down the **Search** menu and click on **Create** (Alt+s, c). You will see the **Search** dialog box. The **Search** dialog box contains a number of criteria on which you can search. Specify the options on which you want to search and click on **OK**. Each option can be selected only once.

TIP: By default, Hijaak Browser searches the Index for files adhering to the criteria you specify. If you want to search a drive that has not been indexed, click in the **Location** area and specify the drive you want to search. Hijaak Browser will then search the specified drive and all of its subdirectories for files that adhere to the other criteria you specify:

Click on the search option about which you want more information.

File Name -- finds files by full or partial file name

Location -- finds files by drive and directory

Keywords -- finds files by one or more keywords attached to the files

Size -- finds files by exact file size or a range of file sizes

Date -- finds files by exact date or a range of dates

Attributes -- finds files by one or more attributes, such as type, class and colors

File Name

Use this option to search for files that have a specific file name or that contain certain letters in the file name. The **Match** option must be used in conjunction with this option.

To find files by file name, type as much of the file name as you know into the **File Name** area (Alt+n). You can use the DOS wildcards * and ? to replace the part of the file name you do not know. Once you type the file name, select the **Match** option.

Match

Use this option when searching for files by name. This option indicates where the specified letters are located in the file name.

To use this option, fill in the **File Name** area (Alt+n). Then, pull down the **Match** list and select where the text you entered in the File Name area should appear in the file name (Alt+m, arrow). You have a choice of the following: Starts With, Ends With, Contains, and Exact Match. Exact Match is the default.

Location

Use this option to search for files on a specific drive or directory. By default, Hijaak Browser searches all available drives and directories that are in the Index. This can be very time consuming. It is suggested that you enter a path into this field to narrow the search.

To search a specific location, click in the **L**ocation area and type the full path where you want to search (Alt+l). If you are not sure of the complete path, click on the **B**rowse button (Alt+b). You will see the **B**rowse dialog box. Select the path and click on **O**K. The path you selected appears in the **L**ocation area of the **S**earch dialog box.

Browse

How to Find This Dialog Box

- A. Click on the **Browse** button in the **Create Search** dialog box.
- B. Click on the **Browse** button in the **Associate Application** dialog box.

Description and Use of This Dialog Box

This dialog box allows you to identify the full path you want to use in the Location area of the Search dialog box. It is useful if you cannot remember this information.

Browse for a File Path as Follows:

1. In the **Search** dialog box, click on the **Browse** button (Alt+b). You will see the **Browse** dialog box.
2. Click in the **Name** area and type the full path to the files you want to reconnect (Alt+n). You can also use the **Tree** to build a path by clicking on the Directories and subdirectories in the path (Alt+t, arrow, Enter). As you select Directories from the tree, they will appear in the name area.
3. Once you have built the complete path, click on **OK**. Hijaak Browser places the path you selected into the **Location** area of the **Search** dialog box.

Keywords

Use this option to search for files that contain certain keywords in the notes attached to the file. Keywords are either automatically extracted from the file during auto update or manually defined in the Properties dialog box.

To search for files with certain keywords, click in the **Keyword** area and type the keywords (Alt+k). Hijaak Browser will search for files that contain every keyword you type, regardless of their position or proximity in the notes.

Size

Use this option to search for files that are a specific size or that fit into a range of sizes.

Click on the radio button beside the unit of measurement you want to use. You have the choice of **Bytes**, **KB** (Kilobytes) or **MB** (Megabytes).

To search for files that are a specific size, click in the first field in the **Size** area and type that size. Then, click in the **To** field of the **Size** area and type that same size (Alt+s, Tab).

To search for files that fit into a range of sizes, click in the first field in the **Size** area and type the smallest size for which you want to search. Then, click in the **To** field of the **Size** area and type the largest size for which you want to search (Alt+s, Tab).

Date

Use this option to search for files that were last modified on a specific date or within a range of dates.

To search for files that were last modified on a specific date, click in the first field in the **Date** area and type the date for which you want to search. Then, click in the **To** field of the **Date** area and type that same date (Alt+d, Tab).

To search for files that were modified during a range of dates, click in the first field in the **Date** area and type the earliest possible date for which you want to search. Then, click in the **To** field of the **Date** area and type the latest possible date (Alt+d, Tab).

Attributes

Use this option to search for files that have certain attributes. You can search on any default or custom attribute. For more information on available attributes, click on the following: [Attributes](#)

To use this option, pull down the **A**tttribute list and select the attribute on which you want to search (Alt+a, arrow). Pull down the **R**elationship list and click on the operator that shows the relationship between the attribute and the value you will select (Alt+r, arrow). Pull down the **V**alue list and type the value you want assigned to the attribute (Alt+v).

For example, suppose you want to search for all files with 256 colors. In the Attributes list, select Colors. In the Relationship list, select Equals. In the Value list, type 256. The equation becomes COLORS=256. Hijaak Browser will search for all files that have 256 colors.

How to Launch Applications

You can launch an application from Hijaak Browser in one of 4 ways:

- * Click on the button that represents the application in the Application bar.
- * Drag a thumbnail representing a file in a format associated with an application onto that application's button in the Application bar. The application will start up and open the file you selected.
- * Double-click on a thumbnail that is associated with the application you want to run. The application will start up and open the file you selected.
- * Pull down the **File** menu and click on **Run**. You will see the **Run** dialog box. Type the full path and file name of the application you want to run. Click on **OK**.

Launching Applications in Hijaak Graphics Suite

Hijaak Browser allows you to launch any of the applications in the Hijaak Graphics Suite: Hijaak PRO, Paint, Hijaak Smuggler or Hijaak Draw. This is useful if you want to browse or search for a file and then bring it into one of the Suite's editors. If the file you want to edit is in a format that Hijaak Browser supports, but the editor does not, then Hijaak Browser will prepare the file by converting the file into a format that the editor does support. For more information, click on the following:

[Prepare File](#)

Run

How to Find This Dialog Box

Pull down the File menu and click on Run, and you will see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to run any Windows application.

Run an Application as Follows:

1. Pull down the **F**ile menu and click on **R**un (Alt+f, r). You will see the **R**un dialog box.
2. Click in the **C**ommand **L**ine field and type the full path and file name of the application you want to run. If you don't know the full path, click on the **B**rowse button. You will see the **B**rowse dialog box. Select the path to the application and click on **O**K.
3. Click on **O**K. The application you specified starts.

Prepare File

How to Find This Dialog Box

If you drag a thumbnail that is supported by Hijaak Browser, but not supported by Paint or Hijaak Draw to those icons in the Application Bar, you will see this dialog box.

Description and Use of This Dialog Box

This dialog box prepares files that are not readable by Paint or Hijaak Draw for those applications. This allows you to launch those applications from Hijaak Browser using any file that Hijaak Browser supports. The Prepare File dialog box allows you to select a format for the importing file and allows you to select the drive and directory where you want the converted file saved.

Prepare a File for Paint or Hijaak Draw as Follows:

1. Drag the thumbnail of a file in a Hijaak-supported format to either the Paint or Hijaak Draw icon in the Application bar.
If the file is in a format that the target application supports, the application starts up and opens the file you selected.
If the file is in a format that Hijaak Browser supports, but the target application does not, then you will see the **Prepare File** dialog box.
2. Select the drive and directory where you want Hijaak Browser to store the converted file it prepares for use in the target application.
3. By default, Hijaak Browser selects the file type that should work best with the target application. If you want to change the file type, pull down the **List Files of Type** drop-down list and select the format in which you want to open the file (Alt+t, arrow).
4. Click in the **File Name** area and type the name you want to give the new file (Alt+n).
5. Click on **OK**. Hijaak Browser converts the file to the selected file type. Then Paint or Hijaak Draw starts up and opens the file. Note that the original file you selected is not changed. Only the new converted file will show any changes you make.

How to Import Files

Hijaak Browser allows you to import files using drag-and-drop. You can drag a thumbnail and drop it on an application that supports the format of the file represented by the thumbnail. The application opens the file.

You can also import graphics into any application that supports pasting graphics through the Windows Clipboard by using Smuggler. For more information on Smuggler, click on the following:

Hijaak Smuggler

Import or Open a File Using Drag-and-Drop as Follows:

1. Open Hijaak Browser by double-clicking on its icon.
2. Open the Directory, collection or Search that contains the thumbnail of the file you want to import or open.
3. Click and hold the mouse button down on the thumbnail of the file.
4. Drag the thumbnail to an open application and drop it there by releasing the mouse button. The application opens the file you selected.

For example, you can open a PCX file in PC Paintbrush. Click on the thumbnail of the PCX file and drag it to the open PC Paintbrush application. Release the mouse button. The PCX image opens in the PC Paintbrush Main window.

How to Change the Hijaak Browser Setup

Hijaak Browser allows you to customize global settings using commands located in the **Setup** menu. Click on the command about which you want more information:

Thumbnail Options -- customizes how thumbnails are created and displayed

Keyword Options -- excludes common words from the Index keyword list

Default Viewer -- determines which application will open Hijaak-supported graphics formats

Button Bar -- sets up the buttons in the Button bar

Application Bar -- sets up and adds applications to the Application bar

Confirmations -- specifies whether confirmation messages are given on certain file operations

Associate Application--associates an application with a format extension

Associate Format--changes which file extension Hijaak Browser associates with a particular format. This option also allows you to associate a file type with Hijaak PRO in Windows File Manager

Save Settings on Exit -- controls how the Hijaak Browser Main window appears upon startup

Thumbnail Options

How to Find This Dialog Box

Select **Thumbnail Options** from the **Setup** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to set up the size at which thumbnails are created and displayed. For best results, thumbnails should be created and displayed at the same size. This dialog allows you to determine the minimum amount of space that will separate the thumbnails.

Set up Thumbnail Options as Follows:

1. Pull down the **Setup** menu and click on **Thumbnail Options** (Alt+s, t). You will see the **Thumbnail Options** dialog box.
2. Click in the **Minimum Separation** area and type the least number of pixels you want separating the thumbnails (Alt+m). Note that space may vary depending upon the size and number of thumbnails displayed.
3. Pull down the **Creation Size** drop-down list and click on the size at which you want thumbnails created (Alt+c, arrow). You have the choice of **Small (64x64)**, **Medium (80x80)** or **Large (120x120)**. Small is the default.
4. Pull down the **Viewing Size** drop-down list and click on the size at which you want thumbnails displayed (Alt+v, arrow). You have the choice of **Small (64x64)**, **Medium (80x80)** or **Large (120x120)**. Small is the default.
5. Click on **OK**.

Keyword Options

How to Find This Dialog Box

Select **Keyword Options** from the **Setup** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to configure Hijaak Browser to ignore selected words when it automatically extracts words from file. This helps keep Index size small and helps increase the speed of a search by excluding common words that appear in many files. Common words that may be excluded are "and," "a," "the," "is" and "it." There is no limit to the number of words you can exclude.

Exclude Words from Automatic Updates as Follows:

1. Pull down the **Setup** menu and click on **Keyword Options** (Alt+s, k). You will see the **Keyword Options** dialog box.
2. Click in the **Excluded Keywords** list and type the word you want Hijaak Browser to ignore when automatically extracting text from files (Alt+e).
3. Click on the **Add** button (Alt+a). The word is added to the list.
4. Repeat steps 2 and 3 to add words.
5. To remove a word from the list, click on the word and click on the **Remove** button (Alt+r).
6. Click on **OK**.

Default Viewer

How to Find This Dialog Box

Select **Default Viewer** from the **Setup** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to select the application that will display Hijaak-supported graphics files when you open them from Hijaak Browser.

Select a Default Viewer as Follows:

1. Pull down the **Setup** menu and click on **Default Viewer** (Alt+s, v). You will see the **Default Viewer** dialog box.
2. To display images in Hijaak Browser, click on the **Hijaak Browser** radio button (b). This is useful if you need to view many images quickly.
To display images in Hijaak PRO, click on the **Hijaak PRO** radio button (p). This is useful if you need to edit or convert images.
To display images in the application with which they are associated in Windows File Manager, click on the **File Manager Association** radio button (f). This option would, for example, open PCX files in PC Paintbrush. This is useful if you need to use the image's original editor.
3. Click on **OK**.

Button Bar

How to Find This Dialog Box

Select **Button Bar** from the **Setup** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to configure the Hijaak Browser Button bar. You can select the types of buttons used, which buttons appear, and in what order they appear.

Set Up the Button Bar as Follows:

1. Pull down the **Setup** menu and click on **Button Bar** (Alt+s, b). You will see the **Button Bar** dialog box.
2. Hijaak Browser accommodates both large and small buttons. By default, large buttons are used. To select the type of buttons you want to use, click on the **Large** (l) or **Small** (s) radio button in the **Style** area of the dialog box.
3. In the **Available Icons** area, click on the icon that you want to add to the Button bar (Alt+i, arrow). Click on the **Add** button (Alt+a). The button is added to the **Icons in Button Bar** list.
4. To change the order of the buttons in the Button bar, click on the button that you want to move in the **Icons in Button Bar** list (Alt+b, arrow). Click on the **Move Up** button to move the button up one item in the list (Alt+u). Click on the **Move Down** button to move the button down one item in the list (Alt+d). Continue clicking on Move Up and/or Move Down until the button is at the desired location in the Button bar.
5. To group similar buttons, click on the first icon you want to include in the group. Click on the **Separator** button (s). Hijaak Browser adds space before that button in the Button bar.
6. To remove a button or Separator from the Button bar, click on the button or Separator in the **Icons in Button Bar** list. Click on the **Remove** button (Alt+i, arrow, Alt+r).
7. If you don't want to display the Button bar, click on the **Show Button Bar** check box to deselect it (Alt+s).
8. Click on **OK**. The Button bar is modified to reflect the changes you have made.

Application Bar

How to Find This Dialog Box

Select **Application Bar** from the **Setup** menu to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to configure the Hijaak Browser Application bar. You can add application icons, remove them, change the order, change the icons representing applications, or hide the Application Bar altogether.

Set up the Application Bar as Follows:

1. Pull down the **Setup** menu and click on **Application Bar** (Alt+s, a). You will see the **Application Bar** dialog box.
2. To add an application, click on the **Add** button (Alt+a). You will see the **Add Application** dialog box. For information on using this dialog box, click on the following:
[Add Application](#)
3. To remove an application, click on the application icon and path in the **Applications** list. Click on the **Remove** button (Alt+p, arrow, Alt+r).
4. To change the icon representing an application, click on the application icon and path in the **Applications** list. Click on the **Change Icon** button (Alt+p, arrow, Alt+i). You will see the **Change Icon** dialog box. For more information on using this dialog box, click on the following:
[Change Icon](#)
5. To change the order of the buttons in the Application bar, click on the button that you want to move in the **Applications** list (Alt+p, arrow). Click on the **Move Up** button to move the button up one item in the list (Alt+u). Click on the **Move Down** button to move the button down one item in the list (Alt+d). Continue clicking on Move Up and/or Move Down until the button is at the desired location in the Application bar.
6. If you don't want to display the Application bar, click on the **Show Application Bar** check box to deselect it (Alt+s).

Add Application

How to Find This Dialog Box

Click on the **Add** button in the **Application Bar** dialog box to see this dialog box.

Description and Use of This Dialog Box

Use this dialog box to add application icons to the Hijaak Browser Application bar.

Add Applications to the Application Bar as Follows:

1. Pull down the **S**etup menu and click on **A**pplication Bar. You will see the **Application Bar** dialog box.
2. Click on the **A**dd button (Alt+a). You will see the **Add Application** dialog box.
3. Pull down the **D**rives drop down list and click on the drive that contains the application you want to add (Alt+v, arrow, Enter).
4. In the **D**irectories area, double-click on the subdirectory that contains the application you want to add (Alt+d, arrow, enter).
5. Click in the **F**ile Name area and type the name of the application you want to add to the Hijaak Browser Application bar (Alt+n).
6. Click on **O**K. You will see the **Application Bar** dialog box with the icon and path of the application you selected appearing at the top of the **A**pplications list.

For more information about the **Application Bar** dialog box, click on the following:

[Application Bar](#)

Change Icon

How to Find This Dialog Box

Click on the **Change Icon** button in the **Application Bar** dialog box to see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to change the icon that represents a particular application in the Application bar. By default, the icon used in the application's program group is used.

Change an Application Icon as Follows:

1. Pull down the **S**etup menu and click on **A**pplication Bar (Alt+s, a). You will see the **A**pplication Bar dialog box.
2. In the **A**pplications list, click on the icon and path to the application whose icon you want to change (Alt+p, arrow).
3. Click on the **C**hange Icon button (Alt+i). You will see the **C**hange Icon dialog box.
4. In the **F**ile Name field, type the full path to the icon that you want to use to replace the current one (Alt+n). If you don't know the full path, click on the **B**rowse button to search for it (Alt+b).
5. In the **C**urrent Icon area, you will see all the icons available in the path you selected. Click on the icon you want to use (Alt +c, arrow).
6. Click on **O**K. You will see the **A**pplication Bar dialog box with the new icon you selected in the Applications list. For more information on the Application Bar dialog box, click on the following:
[Application Bar](#)

Confirmations

Select **Confirmations** from the **Setup** menu to see this dialog box.

Description and Use of This Dialog Box

When you select Delete, Move or Copy, Hijaak Browser displays a message allowing you to confirm that operation. This is a safeguard against accidentally deleting or replacing important files. If you do not want to see confirmation messages, you can turn them off using the Confirmations dialog box.

Set up Confirmations as Follows:

1. Pull down the **Setup** menu and click on **Confirmations** (Alt+s, c). You will see the Confirmations dialog box.
2. By default, all options are selected. This means that Hijaak Browser will display confirmation messages on the following operations:

- File Delete** (f)
- Directory Delete** (d)
- Collection Delete** (c)
- Search Delete** (s)
- File Replace** (r)
- File Copy** (o)
- File Move** (m)

Click on the check box beside those operations for which you don't want to receive a confirmation message.

3. Click on **OK**.

Associate Application

How to Find This Dialog Box

Select **Associate Application** from the **Setup** menu, and you will see this dialog box.

Description and Use of This Dialog Box

This dialog box allows you to associate a file extension with an application. This allows you to open the file and start the application at the same time. If you associate an application and then update a thumbnail representing a file of the associated extension, the updated thumbnail will contain an icon of the application with which the file extension is associated.

Note: Do not confuse this command with Hijaak Browser's **Associate Format** command. The **Associate Application** command allows you to associate file extensions with applications, similar to Windows File Manager's Associate command. Hijaak Browser's **Associate Format** command associates format extensions with Hijaak Browser, or registers file extensions with File Manager. If you want to associate the DOC extension with Microsoft Word, you should use the **Associate Application** command. If you want Hijaak Browser to open EPS files with an ART extension, use the **Associate Format** command.

Associate a File Extension with an Application as Follows:

1. Pull down the **Setup** menu and click on **Associate Application** (Alt+s, a). You will see the **Associate Application** dialog box.
2. Click in the **Files with Extension** field and type the file extension you want to associate (Alt+e).
3. In the **Associate With** list, click on the application you want to associate with the file (Alt+a, arrow).

For example, suppose you want to associate the extension INI with Windows Notepad. In the **Files with Extension** field, type the following:

INI

In the **Associate With** list, click on **Text File (notepad.exe)**.

If you don't see the application in the Associate With list, click on the **Browse** button (Alt+b). You will see the **Browse** dialog box. For more information on how to use this dialog box, click on the following:

[Browse](#)

4. Click on **OK**.

Associate Format

How to Find This Command

This command is located in the **Setup** menu. Select **Associate Format** from the **Setup** menu and you will see the **Format Extensions** dialog box.

Description and Use of This Command

Use Within HiJaak Graphics Suite

The Format Extensions dialog box allows you to change which extensions Hijaak associates with a particular format. If, for example, all of your EPS files have the extension ART, you can use this feature to make Hijaak recognize ART extensions as EPS files.

Use in Windows File Manager

In addition to the above, if you select the Register button, you can "associate" a file type with Hijaak PRO in the Windows File Manager. For example, you can configure Hijaak so that when you double-click on an ART file in File Manger, the file will open in Hijaak PRO. The **Register** option associates Hijaak PRO with File Manager's OLE database.

Change or Add Format Extension Associations as Follows:

1. Pull down the **Setup** menu and click on **Associate Format** (Alt+s, f). You will see the **Format Extensions** dialog box.
2. In the **Formats** list, scroll to the file format you want to associate with a particular extension (Alt+f, arrow). In the above example, you would highlight EPS.
3. Click in the **Extension** area (Alt+e). Type the extension you want to associate with the highlighted format. In the above example, you would type ART.
4. If you want to delete an association, click on the **Delete** button (Alt+d).
5. If you want to register the association with Windows File Manager, click on the **Register** button (Alt+r). You will see the **Register** dialog box.
If you select **All Formats** (Alt+a), each time you double-click on any Hijaak-supported file in the Windows File Manager, the file will open in Hijaak. Click on **OK** or press Enter to return to the **Format Extensions** dialog box.
6. If you have another association to add, click on **Add** (Alt+a), then repeat steps 2 and 3 for each association you want to add. When you have no more associations to do, and you do not want to register the association with File Manager, click on **OK** (Enter) to accept the association.

Save Settings on Exit

How to Find This Command

This command appears under the Hijaak Browser **Setup** menu.

Description and Use of This Command

Hijaak Browser allows you to save the appearance of the Index window and the arrangement of the thumbnail windows when you exit.

To save these settings, pull down the **S**etup menu and click on **S**ave Settings on Exit (Alt+s, s). A check appears next to this menu item to indicate that it is selected.

Learning HiJaak Browser

For brief tutorials on using HiJaak Browser, click on one of the following topics:

Viewing Files

This lesson will teach you how to view files.

Working With Directories

This lesson will teach you how to create, move and delete an entire directory.

Adding Bitmaps to Empty Thumbnails

This lesson will teach you how to update thumbnails by adding bitmaps to empty thumbnail slides.

Getting Graphics Into Your Applications

This lesson will teach you how to add the PC Paintbrush icon to the HiJaak Browser Application bar, how to convert a file for use in PC Paintbrush, and how to use that file to launch PC Paintbrush and open the file.

Searching for Files

This lesson will teach you how to create a Search that finds all temp files on your hard drive, how to delete those temp files, and then how to save the Search for reuse.

Cataloging Your CD-ROM Clip Art

This lesson will teach you how to catalog clip art that is on your CD-ROMs and add files to your Index.

Viewing Files

Learning HiJaak Browser

This version of HiJaak Browser lets you view graphics files that are in BMP, PCX or WMF format. You can also view files whose formats are associated with an application through Windows File Manager. This association means that the application recognizes the format as one of its native formats. For example, the format WRI is associated with Windows Write. In File Manager, if you double-click on a file with a .WRI extension, Windows Write will open. HiJaak Browser works the same way, double-clicking on a thumbnail of a file with a .WRI extension cause HiJaak Browser to launch Windows Write and open the file.

Note: The full version of HiJaak Graphics Suite allows you to view graphics in 72 additional formats.

To View a File

1. In the Index Tree, double-click on the INSET folder.

The INSET directory opens, and its contents display in the thumbnail window in the right side of the HiJaak Browser Main screen.

2. In the INSET thumbnail window, double-click on the TUTORIAL Directory thumbnail.

The TUTORIAL directory opens, and its contents replace the INSET directory in the thumbnail window. In this window, you will see a thumbnail of a flower with the caption LILY256.PCX beneath it.

3. Double-click on the thumbnail of the flower with the caption LILY256.PCX.

The picture of the lily opens in a separate HiJaak Browser window. When you want to close this image, double-click on the Control bar located in the upper-left corner of the image.

To learn more about viewing files and thumbnail windows, click on one of the following:

[How to View a File](#)

[How to Change the View of an Image](#)

[How to Change the View of a Thumbnail Window](#)

[How to View and Change Properties of a File](#)

Working With Directories

Learning HiJaak Browser

HiJaak Browser works as a file manager, allowing you to create, copy, move and delete directories. In the following procedures you will learn how to create a directory, how to move that directory, and finally how to delete it.



To Create a Directory

- 1. Click on the New button, located in the Button bar beneath the Main menu in the HiJaak Browser window.**

You will see the New dialog box.

- 2. In the Type area, click on the Directory radio button.**

In the Index Tree area of the dialog box, focus moves to the Directories area. HiJaak Browser allows you to create Searches and Collections, as well as Directories.

- 3. In the Index Tree, double-click on the C:\ drive.**

This selects the root of the C:\ drive. You will be creating a directory at the root level. To create a subdirectory of an existing directory, you would double-click on the existing directory's name.

- 4. Click in the Name field and type the following: TESTDIR**

This is the name of your new Directory. When you create a Directory using HiJaak Browser, you must follow DOS naming rules: up to 8 characters with no spaces.

- 5. Click on OK.**

The New dialog box closes and HiJaak Browser creates a Directory named TESTDIR. You should now see a folder named TESTDIR beneath C:\ in the Index Tree area of the Main screen.

To Move a Directory

You can move a directory to a new drive or directory and all of its files and subdirectories will move with it.

- 1. In the Index Tree, double-click on the TESTDIR Directory that you just created.**

The contents of the TESTDIR appear in the thumbnail window. Since this is an empty directory, the thumbnail window is empty with the exception of the GoBack arrow.

- 2. In the upper-left corner of the thumbnail window, double-click on the GoBack arrow.**

Double-clicking on the GoBack arrow moves you back one level in the Directory Tree. In this case, you will be in the root of the C: drive. You should see a yellow folder thumbnail representing the TESTDIR in the thumbnail window. If you have many root directories on your hard drive, you may have to use the horizontal scroll bar at the bottom of the thumbnail window to see the TESTDIR thumbnail.

- 3. Click on the TESTDIR thumbnail.**

This selects the entire TESTDIR Directory.

- 4. In the Index Tree, make sure you can see the INSET Directory. If you cannot, use the vertical scroll bar to the right of the Index Tree and scroll until you see it.**

You will be moving the TESTDIR directory to the INSET directory; therefore, the INSET directory needs to be visible in the Index Tree.

- 5. Click on the TESTDIR thumbnail and hold down the mouse button. Drag the thumbnail from the thumbnail window to the INSET Directory in the Index Tree. Release the mouse button.**

You will see a Confirm File Move message, "Are you sure you want to move selected files to directory C:\INSET?" Click on Yes.

HiJaak Browser moves the entire Directory to the INSET folder. In the Index Tree, TESTDIR will appear as a subdirectory of INSET. In the following procedure, you will delete this directory.

HINT: To copy a directory, hold down the CTRL key as you drag and drop.



To Delete a Directory

HiJaak Browser allows you to delete an entire directory, including all the subdirectories and files contained within the directory. You cannot un-delete a directory or file, so make sure you have carefully selected the files to delete.

1. In the Index Tree, double-click on the INSET Directory.

2. In the INSET Directory window, click on the TESTDIR thumbnail.

This selects the entire directory.

4. Click on the Delete button. You will see a Confirm Delete message box. To delete the selected directory and any subdirectories and files located within that directory, click on the Yes To All button.

The Confirm Delete dialog box gives you the chance to change your mind about deleting files.

You can even delete one file at a time by clicking on the Yes button. This allows you to check each file before deleting. Note, however, that if you choose not to delete even one file located in that directory, the directory will not be deleted.

To learn more about creating Directories, Searches or Collections, click on the following:

[New](#)

To learn more about moving files, Directories, Searches or Collections, click on the following:

[Move](#)

To learn more about deleting files, Directories, Searches or Collections, click on the following:

[Delete](#)

Getting Graphics Into Your Applications

Learning HiJaak Browser

This lesson will teach you how to add the PC Paintbrush icon to the HiJaak Browser Application bar, how to convert a file for use in PC Paintbrush, and the how to use that file to launch PC Paintbrush and open the file.

To Add the PC Paintbrush Icon to the Application Bar

The HiJaak Browser Application bar is located along the right side of the HiJaak Browser Main window. You can place any Windows application's icon on this bar. By placing an application's icon on the Application bar, you can launch that application directly from HiJaak Browser. You can search for a file and open it directly in the editing application. The following procedure assumes that you have installed Windows in C:\WINDOWS. If you have not installed here, replace C:\WINDOWS with your path to the WINDOWS directory.

1. In the Index Tree, double-click on C:\.

The thumbnail window displays thumbnails of all directories and files in the root of the C: drive.

2. In the thumbnail window, double-click on the WINDOWS Directory thumbnail.

The thumbnail window displays thumbnails of all subdirectories and files in the WINDOWS directory.

3. Scan the thumbnail window for the thumbnail with the caption PBRUSH.EXE.

This thumbnail represents the PC Paintbrush program.

4. Click on the thumbnail with the caption PBRUSH.EXE and hold down the mouse button. Drag the thumbnail to an empty spot on the Application bar, and release the mouse button to drop the icon onto the Application bar. Do *not* release the mouse button when the cursor is over another icon in the Application bar.

The PC Paintbrush icon appears in the Application bar.

To learn more about the Application bar, click on the following:

[Application Bar](#)

To Convert an Image from One Format to Another

PC Paintbrush can open images in BMP or PCX format, but it cannot open images in WMF format. Using HiJaak Browser, you can convert a graphics file from WMF format to PCX format so that PC Paintbrush can open it.

1. In the Index Tree, double-click on the INSET Directory node.

The INSET Directory opens and its contents display in the thumbnail window.

2. In the INSET thumbnail window, double-click on the SAMPLES Directory thumbnail.

The INSET\SAMPLES directory opens and its contents display in the thumbnail window.

3. In the INSET\SAMPLES thumbnail window, click on the thumbnail with the caption ISIJET.WMF.

The caption of the thumbnail becomes highlighted, indicating that it is selected. This file is in Windows Metafile WMF format and cannot be opened by PC Paintbrush. You need to convert it before you can open it in PC Paintbrush.

4. Pull down the File menu and click on Convert.

You will see the Convert To dialog box.

5. In the Directories area, double-click on C:\. Then, double-click on the INSET directory, and then double-click on the TUTORIAL subdirectory.

6. Click on the down arrow to the right of the List Files of Type drop-down list to pull down the list and view its contents. Click on PCX--PC Paintbrush.

In the File Name field, the name changes from ISIJET.WMF to ISIJET.PCX.

7. Click on OK.

The Convert To dialog box closes and you will see the HiJaak Convert status bar. HiJaak Browser converts the file C:\INSET\SAMPLES\ISIJET.WMF to C:\INSET\TUTORIAL\ISIJET.PCX. Note that the original file, ISIJET.WMF, remains unchanged in the SAMPLES directory. A new file, ISIJET.PCX, is created.

8. In the thumbnail window, double-click on the GoBack arrow to return to the INSET directory.

9. In the INSET Directory thumbnail window, double-click on the TUTORIAL Directory thumbnail.

The INSET\TUTORIAL Directory opens. You should see a thumbnail with the Caption ISIJET.PCX in the thumbnail window. You can use this thumbnail to launch PC Paintbrush and open the file ISIJET.PCX. Notice that this thumbnail will have the words Needs Update on it; this means that the thumbnail needs to be updated to be added to the Index and have a bitmap appear in it. To learn how to add a bitmap to this thumbnail, click on the following:

[Adding Bitmaps to Empty Thumbnails](#)

To Launch PC Paintbrush

■ Click on the thumbnail with the caption ISIJET.PCX and hold down the mouse button. Drag the thumbnail to the PC Paintbrush icon in the Application bar and release the mouse button.

PC Paintbrush starts up and opens the file ISIJET.PCX. When you want to close PC Paintbrush, pull down the File menu and click on Exit.

Searching for Files

Learning HiJaak Browser

HiJaak Browser allows you to search for files on a number of criteria, including name, date, size, location, attributes and keywords. After HiJaak Browser finds the files that meet your criteria, it places thumbnails of the files in the HiJaak Browser thumbnail window. You can save the search criteria and open this Search at any time.



To Search for Files

- 1. Click on the Search button in the Button Bar.**

You will see the Search dialog box.

- 2. Click in the File Name field and type the following: TMP.**

- 3. Click on the arrow to the right of the Match drop-down list to pull down the list and view its contents. In the list, click on Ends With.**

This command will find all files that end with the letters TMP.

- 4. Click in the Location field and type C:**

This tells HiJaak Browser to search your entire hard drive. By default, HiJaak Browser searches through your entire Index for files that meet your criteria. Although you do not need to tell HiJaak Browser where to look, it's a good idea to select a location. Giving a location narrows the search so it's faster, and it lets HiJaak Browser search through all files, not just those that have been added to your Index (updated).

- 5. Click on OK.**

You will see a Search message box telling you what directories HiJaak Browser is "scanning" and how many files it has found. When the Search is complete the message box disappears, and you will see a Processing status box. When the status box disappears, the Search results appear in the thumbnail window. These results are called a Search window. This Search window contains thumbnails representing all the TMP files on your hard drive.

Since Temp files just take up valuable disk space, it's a good idea to delete them.



To Delete TMP Files

- 1. To delete all the TMP files that were found, you can select all the thumbnails in the Search window. Hold down the Shift key and click on the first thumbnail in the window. Without releasing the Shift key, click on the last thumbnail in the window. Release the Shift key.**

This selects all the thumbnails.

- 2. After the files are selected, click on the Delete button. You will see a Confirm File Delete message. Click on Yes to All.**

You will see a Deleting status bar and then the thumbnails and the files will be deleted. Since applications are continually creating temp files, you may want to use this Search again. HiJaak Browser allows you to save the Search criteria.

To Save the Search for TMP Files

- 1. Pull down the File menu and click on Save.**

You will see the Save As dialog box.

- 2. In the Type area, click on the Search radio button.**

Whenever you perform a Search, you have the option of saving the results as a Search or as a Collection. You should save as a Search if you will want to run the Search again. You should save as a Collection if you want to add or delete thumbnails in the group. Since searching for temp files is something you could do daily, you are saving this as a Search.

- 3. Click in the Name field and type the following: Temp Files**

The Search will be named Temp Files. You can use up to 256 characters, including spaces, to name your Searches.

4. Click on OK.

HiJaak Browser saves the Search as Temp Files. When you want to rerun the Search, double-click on the Temp Files folder beneath the Saved Searches branch in the Index Tree. Then, click on the Update button.

To learn more about searching, click on the following:

[How to Search for Files](#)

To learn more about deleting files, Directories, Collections or Searches, click on the following:

[Delete](#)

To learn more about saving Collections and Searches, click on the following:

[Save As](#)

Adding Bitmaps to Empty Thumbnails

Learning HiJaak Browser

To add bitmaps to empty thumbnails, you add those files to the Index. Select the thumbnails that you want to add to the Index and click on the **Update** button. The selected thumbnails are added to the Index and bitmaps appear in their thumbnails. If a thumbnail represents a supported graphics file, then a bitmap of that graphic appears in the thumbnail. If a thumbnail represents an application or a file that's associated with an application, the application's icon appears in the thumbnail.

Cataloging Your CD-ROM Clip Art

Learning HiJaak Browser

To use this procedure, you must have a CD-ROM with clip art on it. The full version of HiJaak Graphics Suite can catalog clip art in most graphics formats; however, this limited version can only catalog clip art in Windows Metafile *.WMF format.

1. Put your clip art CD-ROM in your CD-ROM drive.

2. In the Index Tree, double-click on the Directories node.

The thumbnail window shows all the available drives on your system.

3. In the Directory window, click on the folder thumbnail that represents your CD-ROM drive.

The caption at the bottom of the thumbnail becomes highlighted, indicating that it is selected.

4. Click on the Update button in the button bar. You will see the Volume Label dialog box.

Before HiJaak Browser can catalog any removable media, it must have a volume label, or name for that particular media. The volume label allows HiJaak Browser to differentiate one disk or CD-ROM from another.

5. In the Volume Label field, type a name for your clip art CD-ROM and click on OK.

This name will be used in the In Index section of the Index Tree at all times and in the Directories area of the Index Tree when the CD-ROM is in the drive.

6. You will see an Updating status bar, indicating that HiJaak Browser is cataloging your CD-ROM. When this box disappears, HiJaak Browser has completed cataloging your clip art.

When HiJaak Browser updates the Index, it catalogs file name, date, size, type and attributes of files, and adds that information to the Index. If the files contain text, HiJaak Browser also extracts the text, which you can later use in keyword searches.

To learn more, click on the following:

[How to Update the Index](#)

[How to View and Change Properties of a File](#)

