

Clip Art User's Guide

SoftKey International, Inc.

Getting Started

Introduction

Congratulations on your purchase of a SoftKey Picture Collection for Windows or Macintosh! Consisting of appealing images, the clipart can be used in your documents or applications to add interest or illustrate your point.

This *User's Guide* covers how to install and use:

- PowerAlbum for Windows
- Aldus® Fetch Browser™ for the Macintosh

Depending on which product you purchased, the clipart images have been supplied on either:

- A CD-ROM containing PowerAlbum and clipart for Windows
- A CD-ROM containing Aldus Fetch and clipart for the Macintosh

You access the clipart files using either PowerAlbum or the Aldus Fetch Browser, depending on whether you are working with Windows or a Macintosh. PowerAlbum for Windows and the Aldus Fetch Browser for Macintosh are powerful applications that allow you to easily organize, manage and view the clipart files, then place a selected image into a document or application.

To learn how to use and install the application suited for your computer, review the table in the next section to guide you to the appropriate chapters.

NOTE: Installation instructions and system requirements for Windows users are located in the section *PowerAlbum QuickStart*. If you are a Macintosh user, installation and system requirement information is presented in the section *Using the Macintosh ClipArt*.

PowerAlbum QuickStart

Introduction

A powerful application, PowerAlbum for Windows allows you to organize, manage, and view clipart files. Then, once you've reviewed your album(s) you can select and place a picture into a Windows document or application.

In PowerAlbum your clipart is presented in a format similar to a picture album. Each page holds miniature representations or "thumbnail images," of the graphic files. You can even classify and add descriptions to images to aid in picture searches and organization.

PowerAlbum organizes your files by albums and categories. For example, a category consists of related images, such as animals, design elements or people, but an album contains several categories. Depending on which version you have purchased, you may have the option of choosing clipart from multiple albums. But whether you are using one album or several, you access the clipart in the same simple manner.

Just like your favorite photo album, PowerAlbum lets you flip through and rearrange your pictures. The images are grouped into categories which you can view two pages at a time. This format makes it easy to locate and select pictures because you can:

- Choose a picture by its appearance.
- Access clipart directly, without searching through drive and directory lists.
- Organize clipart into categories that make sense to you.

Providing installation instructions and an overview of the basic features, this section will quickly get you up and running.

This section covers how to:

- Install PowerAlbum
- Open PowerAlbum
- Find pictures in PowerAlbum
- View pictures
- Place pictures in documents and applications

NOTE: The clipart you purchased may or may not match the illustrations in this manual.

Installing PowerAlbum

This section helps you to install PowerAlbum for Windows and access the clipart. Before you begin the installation process, please read through the following system requirements.

System Requirements

- PowerAlbum requires the following hardware and software:
- An IBM 386 or higher
- 4 MB of RAM
- A MPC-compatible CD-ROM drive (if you are installing or using files from a CD) with Microsoft CD-ROM Extensions 2.2 or higher.
- A hard disk with 3.4 MB of available space for the program files
- VGA, SVGA, or greater resolution graphic display card and monitor
- Microsoft compatible mouse
- DOS Version 5.0 or later
- Windows 3.1 or later

Installing PowerAlbum and Accessing the Clipart

The CD-ROM allows you to access the clipart directly from the CD without installing the picture files onto your hard disk, but you must install PowerAlbum to your hard drive. Once PowerAlbum is installed, you can use the pre-built albums on the CD-ROM.

To install PowerAlbum from the CD-ROM:

For the installation instruction please refer to the section *Installing from the CD* at the beginning of the manual.

NOTE: In order to use PowerAlbum, accessing the clipart files directly from the CD, the CD must be in the CD drive.

Using PowerAlbum

Once you've installed PowerAlbum you are ready to go! Now you can start to look through your album(s) and choose which pictures you would like to use in your Windows documents and applications.

Opening PowerAlbum

After you open PowerAlbum, you can begin to locate pictures to place.

NOTE: This section discusses using an album that already contains pictures. If you want instructions on adding pictures to an album, see the section *Adding Pictures*.

To open PowerAlbum:

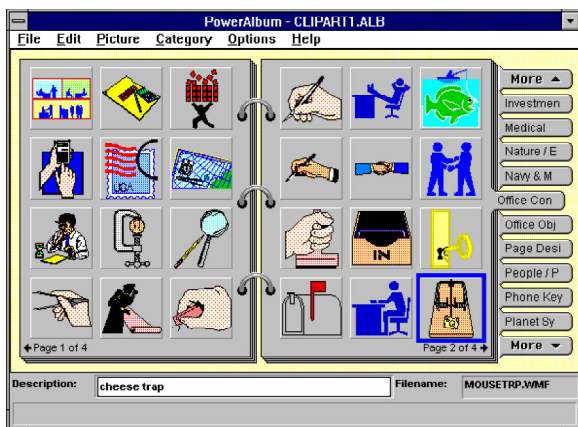
Double-click on the PowerAlbum icon.



PowerAlbum

If the desired album is not on-screen, select *Open...* from the **File** menu to locate the album you want to use. For more information on opening albums, see the section *Opening Another Album*.

When you open an album, you see a screen similar to the following:



The PowerAlbum Screen

Finding Pictures

It's easy to find a picture. You can either browse through the album pages, or search specifically for a file name, type or description.

Browsing Through Categories

Browsing through an album lets you flip through its pages, moving either page-by-page or jumping to different categories by clicking on a selected tab.

To**Select**

Move to the next or previous category page, click on either the right or left arrows near the bottom of the page.

Note: When you turn the page at the end of one category, you automatically move to the next category.

Move to a specific category, click on the category tab name.



Go to the Contents page, click on the Contents tab.



Move directly to any category from the Contents page of the album, double-click on the category name in the Contents list.

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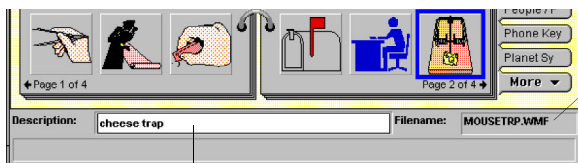
Display additional category tabs, click on the "More" tab. If PowerAlbum cannot display all of the category tabs, a "More" tab appears either at the top or bottom of the list.



Using the Find Command

The second way to look for a picture is to use the Find command to search for pictures with a particular description, file name, or file type. Use Find to search for pictures one by one, or select the Find All button to place all the pictures that match the search criteria in a temporary category called "Found." For example, if you search for any picture whose file name includes the word "hound" you locate pictures with names such as HOUND.WMF, HOUNDED.WMF, WLFHOUND.WMF.

All of the existing pictures have descriptions; new pictures require descriptions to be added. To view description and file name information click on a selected picture; the information appears near the bottom of the screen.



The picture's file name appears here.

The picture's description appears here.

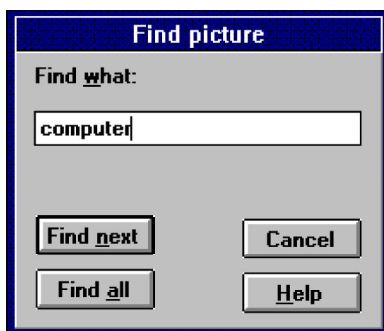
You can add or modify descriptions if you store the album on your hard drive. For more information, refer to the section *Entering and Editing Descriptions*.

To use the Find command to find a picture:

1. Choose *Find...* from the **Edit** menu.

NOTE: To use the Find command, you must be in one of the categories.

2. Type the file name, extension, or word you want to search for in the Find what text box.



The Find Picture Dialog Box

If you have made a previous search, the text box already contains text. To replace the text with new words just start typing.

- You can enter a whole word, or part of a word. For example, entering “vine” locates any file names and descriptions that contain those four characters, such as “vineyard” or “ravine.”
 - If you enter two or more words separated by a space, Find searches for all the pictures whose descriptions contain any of the words. Entering “birthday party” locates all pictures with the word “birthday” in their descriptions, as well as any pictures with “party” in their descriptions.
 - Find pays no attention to upper or lower-case and you can enter up to 256 characters.
3. Once you’ve entered text, choose one of the two Find options: (PowerAlbum starts searching from the currently selected picture, which may or may not be on the page you have open.)
 - Click on the Find Next button and PowerAlbum moves to the page where it finds the first picture that matches the search criteria. It selects the picture and repositions the Find Picture dialog box so that the picture can be seen. If this is the desired picture, close the dialog box by clicking on Cancel. If not, continue the search by clicking on Find Next.
 - Click on the Find All button and PowerAlbum copies each thumbnail picture it finds that matches the search criteria into a temporary

category called Found. The Found pictures also remain in their original place in the album. You can create new categories by renaming the Found category; save the album to keep new categories that you create.

Viewing Pictures

The pictures you see in the album are reduced to fit into the frames on the album page, but you can choose to examine a picture in its actual size.

To view a picture in full size:

1. Choose a picture from the album page by clicking on it once.
2. Select *Display* from the **Picture** menu, or press CTRL+D.
If the picture is too large to display in the window, use the scroll bars to see other parts of the picture or enlarge the display window.
To return to the PowerAlbum window, click anywhere on the picture.

Placing Pictures

To place a picture from PowerAlbum into another application, copy the picture to the Clipboard, then paste it into the selected location.

To select and copy a picture:

1. Find the desired picture and select it by clicking on it.
A dark border appears around the picture and the selected picture's description and file name appear near the bottom of the PowerAlbum window.
2. Choose *Copy* from the **Edit** menu to place a copy of the picture on the Clipboard.

NOTE: If the picture you selected disappears from the album, you accidentally selected the *Cut* command and thus removed it from PowerAlbum. To replace the picture on that page, select *Paste* from the **Edit** menu before you continue with the next step. A copy of the picture remains on the Clipboard, so you don't have to use the *Copy* command again before proceeding to the next step.

3. Minimize or exit PowerAlbum.
If you plan on using more pictures, you can leave PowerAlbum open and simply minimize its window. Or, you can close PowerAlbum altogether by selecting *Exit* from the **File** menu.
4. Switch to the application you want to use and open the document into which you plan to place the picture.
5. Find the location where you want to put the picture and select *Paste* from the **Edit** menu.
Pictures can be placed into any Windows application document that supports pasting from the Clipboard.

NOTE: You cannot use the Clipboard to add pictures to PowerAlbum from other applications. Read the section *Adding Pictures* to learn how to add pictures to PowerAlbum.

Shortcut Keys

Some commands have keyboard shortcuts. They are listed here for your reference:

To select the following command	Press
Save	SHIFT+F12
Save As	F12
Exit	ALT+F4
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Find	CTRL+F
Add to Album	CTRL+A
Display	CTRL+D
Help	F1

Managing & Organizing Albums

Introduction

Just like a photo album you have at home, you can organize your pictures in several ways. Within a category you can add or remove a picture, or choose to merge categories. You can even rearrange the pictures on the pages of PowerAlbum. Once you've organized your categories, you can choose to merge albums to quickly copy pictures or create larger albums. This section explains how to manage:

- Pictures
- Categories
- Albums

NOTE: You can not modify (change or delete pictures) the pre-defined album(s) on the CD-ROM product; the files on the CD are read only. Installing PowerAlbum onto your hard disk allows you to define albums which can be customized as desired.

Managing Pictures

This section explains how to add pictures to an album. It also describes how to rearrange, copy and delete pictures within an album.

Adding Pictures

You can add as many pictures as you want to an album by using the Add to Album command.

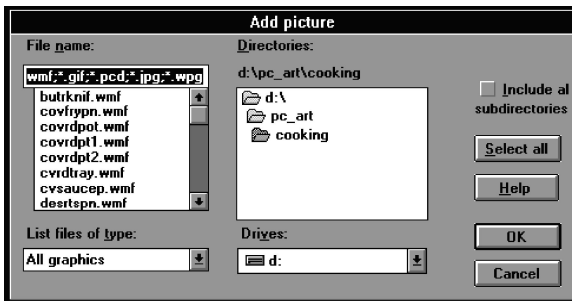
For instance, you can:

- Add pictures to an existing category.
- Create a new category and add pictures to it.

When using a CD-ROM, in order to add pictures you must either create a new album for those files on your hard disk, see the section *Managing Albums* for instructions, or add the pictures to the existing album using the method described below. Remember, you must select the files from your CD drive and change the List Files of Type setting, in the Add Picture dialog box, to the file type you want to add.

To add pictures to a new or existing category:

1. Select *Add to Album* from the **Picture** menu.
To add pictures, you must use the Add to Album command. You cannot paste pictures into PowerAlbum from other applications.
2. Locate the directory containing the images to be added by using the Drives and Directories list boxes.



The Add Picture Dialog Box

You can add files from more than one directory. For information see the Including Subdirectory Files section later.

3. Select the graphic file format for the type of image you want to add from the List Files of Type drop-down list.

You can choose the All graphics option to display all of the types of graphic files that PowerAlbum can handle, or choose a specific graphic file format, such as Windows MetaFile (*.WMF).

All of the files in the selected directory that match the file type you choose appear in File Name list box.

For example, if *.WMF is selected all the files in the selected directory with a WMF extension are displayed.

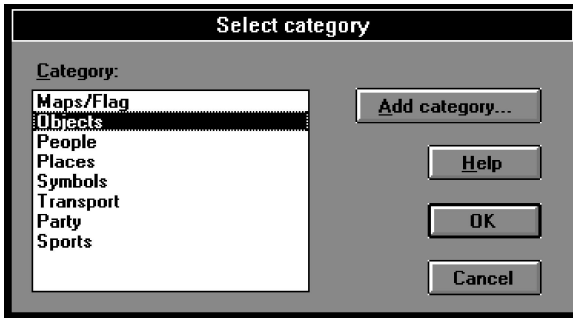
You can use wildcards for more varied searches. For example, if you type BDAY*.WMF and press ENTER, you will locate all the WMF files that start with BDAY, or type B*.* to find any file that starts with B. After you type the search criteria in the File Name text box, press ENTER to see the list of matching files.

4. Select the file(s) you want to add to PowerAlbum.
 - To select adjacent files, highlight a file name and press down the mouse button, then drag the pointer down the list.
 - To select non-adjacent files, hold down the CTRL key as you select each file.
 - To select all the files in the list box, choose the Select All button.

You can add all of the files of the chosen file type that may be present in subdirectories within the selected directory by selecting the Include all subdirectories check box. For more details on this option, refer to the Including Subdirectory Files section later.

NOTE: The more pictures you add, the longer it takes to add them to the selected category.

- Click on OK and the Select Category dialog box appears.



The Select Category Dialog Box

- Choose where you would like to place the pictures, either:
 - Select an existing category in which to place the pictures.
OR
 - Choose the Add Category button to create a new category.
If you choose to create a new category, the Add Category dialog box appears. Type the name for the new category in the Category name text box and click on OK. When you return to the Select Category dialog box, the new category name is automatically selected.
- Click on OK.
PowerAlbum imports the selected pictures individually and places them in the chosen category. When the process is complete, a dialog box appears that reports how many pictures were selected, and how many were successfully added.

If the graphic files can't be added to an album, see Appendix B, Troubleshooting in PowerAlbum.

Including Subdirectory Files

When you choose the Including All Subdirectories option, PowerAlbum adds all the pictures of the selected file type from all the subdirectories within the selected directory. Individual pictures cannot be selected with this option.

For example, you may have a directory, D:\PC_ART, that contains subdirectories that categorize several types of graphic file formats by their content, not their file type. One subdirectory, D:\PC_ART\TRAVEL, contains travel related pictures, while another, D:\PC_ART\COOKING, contains pictures of cooking utensils.

To add all the pictures of a selected file type from the subdirectories into one category in the album, use the Add to Album command. Select the file type from the List Files of Type drop-down list box, and select C:\PC_ART from the Directories list box. Select the Include all subdirectories option, and click on OK. PowerAlbum adds all of the pictures with the specified file type it finds in the subdirectories of C:\PC_ART to the album.

Moving Pictures

You can move a picture to another frame on a page, or to another category. When you move a picture to another location on a page, the other pictures shift to make room for the one you moved.

To move a picture to another location on the page:

1. Highlight the picture to be moved by clicking on it.
2. Drag the picture to the location where you want to place the picture.

Only one picture can be selected at a time. The picture appears in the selected frame. The picture that was in the frame shifts to the right.

There are two ways to move a picture from one category to another. Either use the SHIFT+drag method, or the *Cut* and *Paste* commands.

To move a picture using Cut and Paste:

1. Highlight the picture to be moved by clicking on it.
2. Select *Cut* from the **Edit** menu.
The picture disappears from its frame.
3. Turn to the page where you want to place the picture.
4. Click on the frame where you want to locate the picture.
5. Select *Paste* from the **Edit** menu.

The picture appears in the selected frame. The picture that was in the frame shifts to the right.

To move a picture using SHIFT+drag:

1. Select the picture you want to move.
2. Holding down the SHIFT key, drag the picture to the new category tab.
The border of the picture becomes a dotted line. If you do not hold down the SHIFT key, then you will copy the picture, not move it to the new category.
3. Release the mouse button when the tab is highlighted.
The picture is placed in the last frame of the selected category.

Copying Pictures

You can place copies of a picture in as many categories as you want, but you cannot have two copies of the same picture in the same category. There are two ways to copy a picture, dragging it and using Copy and Paste.

To copy a picture using Copy and Paste:

1. Select the picture and choose *Copy* from the **Edit** menu; this places a copy of the picture on the Clipboard.
2. Turn to the page where you want to copy the picture.
3. Select the frame where you want to place the image.

If you do not select a frame, PowerAlbum places the picture in the first empty frame in the category.

4. Select *Paste* from the **Edit** menu and the picture appears in the selected frame.

To copy a picture by dragging:

1. Select the picture you want to copy.
2. Hold the left mouse button down and drag the picture over the tab of the new category.
3. Release the mouse button when the tab is highlighted.

A copy of the picture is pasted after the last picture in that category.

Removing Pictures

You can remove the image of a selected picture from a category without leaving PowerAlbum. This does not delete the graphic file from the hard disk. It simply means that the picture no longer appears in that particular category.

Since the files on the CD are read only, although you can remove a picture from a category, you can not delete an image from the CD-ROM.

To remove a picture from a category:

1. Select the picture and choose *Remove From Category* from the **Picture** menu.
2. Make a selection:
 - If the picture you select appears in more than one category, you have the option to either remove the picture from the category only, or the entire album.
Simply click on a button to make your selection.
 - If the picture you select only occurs once in your album, a dialog box appears asking you to confirm your selection. Click on OK to remove the picture from the category, or Cancel to exit the dialog box without making any changes.

The picture is removed from the category.

To restore the picture to the category, copy it from another category or add it to the album again.

Entering and Editing Descriptions

When a picture is selected, a brief description of it may appear in the Description text box near the bottom of the album window. Descriptions can easily be created for pictures that you add or edited for existing pictures.

When you use searches to locate pictures keep in mind that the file name is considered part of the description field. For example, if a picture is named BLACKCAT.WMF, there is no need to repeat cat in the description, since

when you search for the word cat the Find command will locate BLACKCAT.WMF.

You can enter new descriptions or modify existing descriptions at any time. You cannot use PowerAlbum to change the file name in the Filename field.

To add a description:

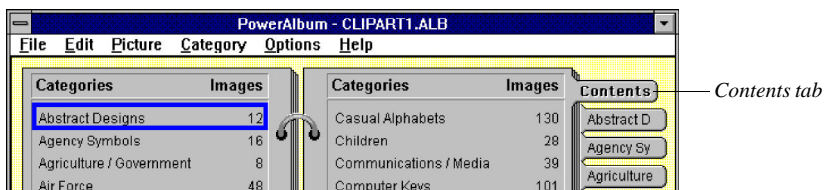
1. Select the picture.
2. If the description text box does not contain a blinking line cursor, click on the box.
3. Type the new word or phrase at the cursor.
Separate words by spaces and/or commas. You can enter up to 64 characters. When the text reaches the right edge of the field, it automatically scrolls to the right.
To delete characters press the BACKSPACE or DELETE keys. Use the left and right arrow keys to move the cursor one character at a time, or the HOME and END keys to move the cursor to the beginning or end of the field.
4. After all the changes or additions have been made, choose Save from the File menu to save the description(s).

Managing Categories

Use categories to group pictures by subject, by file type, by type of publication, or by any other desired criterion. A well categorized album saves time when looking for pictures.

Categories are not static. As your needs change, the album can be modified. You can rename, add, delete or merge categories at any time.

To see a list of all the categories and the number of pictures in each, click on the Contents tab.



If the list fills more than the first two pages you can view the information by using the right and left arrows on the bottom of the page to turn to the previous and next page to see the information.

- To rearrange the order of a category in the album, select the name and drag it to a new position in the list.
- To alphabetize the categories, click on the Alphabetize button near the bottom of the window.

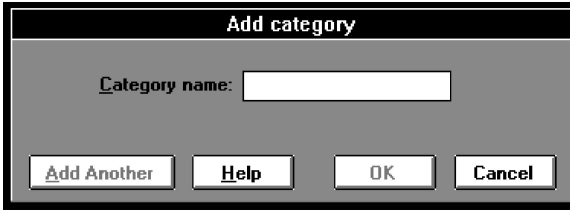
- To open a category from the Contents page, double-click on the category name or click on its tab.

Adding Categories

You can add as many categories as you want to an album and place pictures in several different categories.

To add a new category:

1. Select *Add* from the **Category** menu.
2. Enter the new category name in the Category name text box.



The Add Category Dialog Box

You can have only one copy of any name; no duplicate names are allowed. Category names are not case sensitive. The name sports is the same as the name Sports.

NOTE: To add another category, click on the Add Another button, and repeat step 2.

3. Click on OK; the category is added and the dialog box closes.

Alternatively:

- You can add new categories while adding pictures.
After you select the pictures to add and are ready to choose a location, you can create a new category from the Select Category dialog box. For more information see the Adding Pictures section earlier.
- While using the Find All option in the Find dialog box to locate existing pictures, you can convert a temporary category to a permanent one.
With this method, PowerAlbum creates a temporary category called Found containing all the pictures found during the search. For more information, see the Using the Find Command section. To make the category permanent, it must be renamed. For information about renaming categories, see the following section Renaming Categories.

New categories that you create are always empty. You can place pictures from other categories by dragging them in, or using the *Cut* and *Copy* commands. Or, you can add new pictures by using the Add Picture command.

Renaming Categories

You can rename a category from the Contents page or a page in the category itself.

To rename a category from the Contents page:

1. Select the Contents tab.
2. Highlight the name you want to rename
3. Click on the Category name text box at the bottom of the window and enter the new name.

To rename a category from a category page:

1. Select *Modify...* from the **Category** menu.
2. Edit the name in the Category name text box or type a new name over the selected text.
3. Click on OK.

Deleting Categories

Deleting a category removes both the category and the pictures displayed in it from the album. When you delete a category, the graphic files on the hard disk are not affected; they remain in their original directories.

To delete a category but keep the pictures it contains, first copy or merge them into another category.

To delete a category:

1. Go to the Contents page and select the name of the category to be deleted.
Alternatively, you can choose to move to the category to be deleted by clicking on its tab.
2. Select Delete from the Category menu.
PowerAlbum asks you to confirm that the selected category is the one you want to delete.
3. Click on OK to delete the category.
The category tab disappears, the category name disappears from the Contents page, and all the pages of the category are removed from the album.

Merging Categories

Merging categories copies all the pictures from one category (the Merge From category) into another (the Merge To category). The original Merge From category remains unchanged.

NOTE: Merge only affects the thumbnail images in PowerAlbum categories. The original graphic files on the hard disk remain unaffected.

To merge categories:

1. Choose *Merge...* from the **Category** menu.
2. Choose the category containing the pictures you want to copy.

You select the category name from the Merge From list.

Only one category can be chosen.

3. Choose the category to which you want to copy the pictures from the Merge Into list on the right.
4. Click on OK.

When you open the category to which you merged the pictures, you see a copy of all the images.

Managing Albums

You can create a new album, open an existing album, merge the contents of two albums, and save changes made to an album.

There are a number of advantages to having multiple albums as opposed to a single album.

- Multiple albums allow you to break down your categories. For example, you can have one album containing business- related pictures, another with pictures for a volunteer group, and another with pictures for personal documents.
- If you frequently use two or more applications that favor different types of graphic files, you can create different albums containing pictures of individual file formats. For example, an album of TIFF pictures and an album of .WMF pictures.
- Smaller albums are easier to manage and reduce search time.
- If there are two or more people that use a single computer, each may need separate albums.

To create a new album:

1. Choose *New* from the **File** menu.

If you have not saved any recent changes to the open album, PowerAlbum asks you if you want to do so.

2. Click on Yes to save the changes, or No to discard them.

The new album is opened and displayed. It is untitled and contains no categories or pictures. Before pictures can be added, one or more categories must be added. For information on adding categories, see the Adding Categories section earlier in this chapter.

Saving the Album

Once you have created a new album, you must save it in order to give the album a name. Save an album to retain any changes you make to an existing album, or save the album under a different name to make a duplicate of the file.

To save an album:

1. Choose Save As... from the File menu.
2. Enter the name of the album in the File Name text box.
PowerAlbum automatically adds the extension .ALB to the file, even if you enter a different extension.
3. If necessary, choose a different drive and directory in which to locate the album.
4. Click on OK.
The name of the album appears in the title bar at the top of the window.
Once you have saved a file, you can simply select Save from the File menu to save any changes you make.

Opening Another Album

When you open another album, PowerAlbum automatically closes the currently open album.

To open an existing album:

1. Choose *Open...* from the **File** menu.
If you have not saved any recent changes to the open album, PowerAlbum asks you if you want to do so. Click on Yes to save the changes, or No to discard them.
2. If necessary, choose the drive and directory where the album is located.
3. Highlight the album name you want to open.
4. Click on OK.

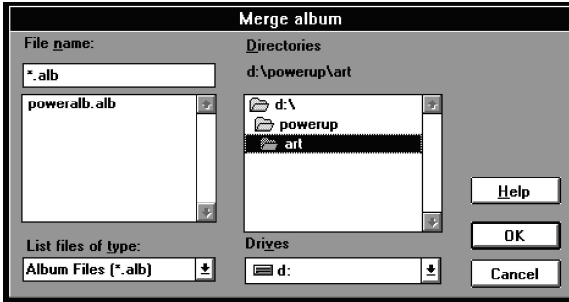
Merging Albums

When you merge albums, PowerAlbum copies the categories and the contents of a closed album into the currently open album. When you merge albums, some pictures may be duplicated. If you merge albums

that have the same categories, containing the same pictures, then the pictures are not duplicated. If each album has the a copy of the same picture, but each picture is located in different categories, the picture will appear in each category of the merged album, thus twice in the album.

To merge albums:

1. Open the album that you want to receive the file.
2. Choose *Merge Albums...* from the **File** menu.
3. If necessary, choose a drive and directory to locate the album you want to merge.
4. Choose the album (.ALB) file to be copied from the File Name list.



The Merge Album Dialog Box

5. Click on OK.

A window appears showing the progress of the merge.

Moving an Album to Another Computer

If you use PowerAlbum on two separate computers and need to move an album from one computer to another, you must consider these two points:

- Both computers need to have copies of the graphic files referred to in the album you are moving.
- To avoid possible problems, the graphic files should have exactly the same path names. If a graphic file doesn't, PowerAlbum searches other directories to find it when it needs to access the file, (for example, when you try to copy it to the Clipboard) but this searching takes time.

An album (an *.ALB file) is an image-index, or a picture-index. It keeps track of the location of the graphic files and lets you identify them by their appearance. An album can be moved to another computer that has PowerAlbum and the album will still contain the thumbnail images.

However, when you attempt to copy a picture to the Clipboard or to use the Display command, PowerAlbum looks for the actual graphic file to perform the requested operation. If the graphic file is not in the same drive and path as it was on the first computer, you will have to search for it. If it can't be found on the computer, the operation is unsuccessful. You can check to see where a graphic file is located.

To see the directory path of an image's location:

Select a picture and press down the right mouse button.

A window appears displaying the path information.

Printing a Catalog

Introduction

You can produce a printed record of all the pictures, by categories, in an album. The output resembles the pages of the on-screen album, with up to four PowerAlbum screen pages on a single sheet of paper.

Here are the guidelines for printing catalogs:

- Only pictures grouped in categories can be printed. Every picture in a category is printed; you can not print individual pictures or pages.
- Any combination of categories contained in a single album can be printed, including every category.
- A printed catalog page generally contains from two to four pages, as shown on-screen. If a category includes more than four screen pages, additional pages are used. However, a printed catalog page cannot contain pictures from more than one category.
- You can print a Table of Contents, listing each category and its contents, for the entire album. Each picture in the Table of Contents is identified by its file name and description, if any.
- You can also choose to print each picture's complete path name.
- You can choose between two print resolutions: printer or draft.

Before a catalog can be printed, a printer driver must be installed through the Windows Control Panel, and you should check your Printer Setup.

Printer Setup

The printer setup designates the page size, paper orientation, source and printer. You can change PowerAlbum's printer setup through the Windows Control Panel, or you can directly access the printer setup dialog box from PowerAlbum. Refer to your Microsoft Windows User's Guide for Printer Setup instructions.

To access PowerAlbum's printer setup:

1. Select *Printer Setup...* from the **File** menu.
2. Click on the Setup... button and set the options to the appropriate page orientation, paper source and size.
3. Click on OK to accept your settings.
4. Highlight the appropriate printer name.
5. Click on OK.

If you need to install another printer driver, refer to your Windows User's Guide.

Supported Printers

PowerAlbum supports most printers supported by Windows (both color and black-and-white). Contact your printer manufacturer for Windows printer driver updates.

Printing with HP LaserJet Series III Printers

When using an HP LaserJet Series III printer (IIIP, IIID, IIISI, and so on) and the HP printer driver supplied with Windows 3.1, you may experience some difficulties printing picture catalogs with several hundred images. Version 2.1 or higher of the HP printer driver will correct the problem.

If you have problems printing, but would like to immediately print catalogs, install an HP Series II driver.

To install the HP Series II printer driver:

1. Access the Main program group and double-click on the Windows Control Panel icon.
2. Double-click on the Printers icon.
3. Click on the Add... button and select the HP LaserJet Series II printer from the List of Printers list box.
4. Click on the Install... button.
Insert any necessary disks.
5. Click on Close to return to the Windows Control Panel.
6. Exit the Windows Control Panel.

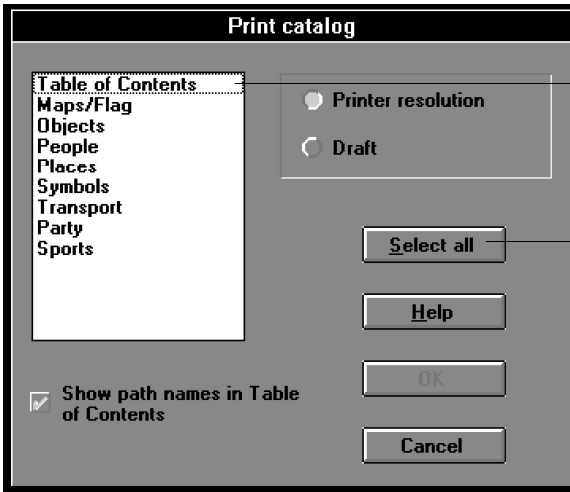
NOTE: Before printing catalogs from PowerAlbum, choose Printer Setup... from the File menu and select the HP II printer you installed.

Printing Catalogs

Printing catalogs gives you a hardcopy record of the pictures in the album.

To print a catalog:

1. Choose *Print Catalog...* from the **File** menu.
2. Select the categories you would like to print.



To Print a table of contents for the entire album, select the Table of Contents option

To select all of the categories, click on Select All button

The Print Catalog Dialog Box

To select adjacent categories, highlight a name and drag the pointer over the list while holding down the left mouse button. To select non-adjacent categories, hold down the CTRL key while you select categories.

If you choose to print a Table of Contents, PowerAlbum prints the path name for each picture.

3. If you choose to print a Table of Contents, but do not want to print the complete path name for each picture, click on the Show path names in Table of Contents check box to toggle it off (the X is removed).
4. Choose a printer resolution: Printer or Draft.
Printer resolution produces clearer images but takes more time than printing in Draft mode. For more information, refer to the following section, Printing Speed and Resolution.
5. Click on OK to start printing.

Printing Speed and Resolution

The resolution at which catalogs are printed affects image quality and printing speed. Printing at the Printer's highest resolution takes more time than Draft mode, because PowerAlbum has to import each picture before sending the information to the printer, but produces sharper images. In most cases, the printer's resolution is greater than the resolution of the screen.

When you print in Draft mode, PowerAlbum uses the thumbnail image from the album (the screen). This resolution prints more quickly than Printer, but when PowerAlbum sends the screen image of a picture to the printer, the picture has to be slightly resized. Because the screen's resolution does not match most printers, the result is a picture with a slight case of the "jaggies" (stair-steps on the edges of the image).

NOTE: Resolution is determined by the number of dots-per inch on a surface.

Printing with Low Disk Space

If there is very low disk space, the printing process may fail without a warning message. If this happens, turn off the Print Manager.

To turn off the Print Manager:

1. Exit to Windows.
2. Select the Main program group and double-click on the Windows Control Panel icon.
3. Double-click on the Printers icon.
4. Toggle-off the Use Print Manager check box to turn off the Print Manager.
5. Click on Close to exit the dialog box and close the Windows Control Panel.
6. Open PowerAlbum and print your category again.

Using The Macintosh Clipart

Introduction

Aldus Fetch for the Macintosh allows you to view, organize and place your clipart into Macintosh documents. With the Browser version of Fetch and the Browser catalog included with this product you can easily scroll through and review the gallery of thumbnail images. Or, you can conduct searches for specific files names, or files with a specified keyword, file type, file name or volume. Once found, you choose from a variety of options:

- Preview your selection(s)
- Print out the thumbnail image
- Copy selected items to the Clipboard or a Scrapbook, or place them directly in another document
- Save the group of files you searched for under a file name, thus creating a project

The first step you must take is to install the Aldus Fetch Browser.

Installing Aldus Fetch Browser

Before you begin the installation process, please read through the following system requirements. To work with the clipart for the Macintosh, you must either:

- Run Aldus Fetch Browser from the CD
- Copy the program to your hard drive

System Requirements

The Fetch Browser requires the following hardware and software:

- Recommended: Apple Macintosh SE/30, PowerBook 145 or 170, II series, or Quadra computer, System 7, 5 MB RAM and a hard drive.
- Minimum: Macintosh Classic, LC, SE, or PowerBook 100 computer, System 6.0.7, 4 MB RAM, a 3.5" high density disk drive and a hard drive.
- Since Aldus Fetch Browser can be run directly from the CD-ROM no space on the hard drive is necessary if you use the program and clipart files directly from the CD.
- A CD-ROM drive is required.

Installing the Aldus Fetch Browser

When you use the CD-ROM, you can access the clipart directly from the CD without installing the clipart files onto your hard drive. For information about accessing the Macintosh clipart, see the *Searching Catalogs* section later.

You can either run Aldus Fetch Browser directly from the CD-ROM, or copy the program to your hard drive.

To run Fetch Browser from the CD-ROM:

1. Place the CD-ROM into the CD drive.
2. Double-click on the CD icon that appears on the desktop.
3. A window is displayed with the Fetch icon and other related files.
4. Double-click on the Catalog icon in the window.

Follow the on-screen instructions.

To copy the Aldus Fetch Browser from the CD-ROM to your hard drive:

1. Place the CD-ROM in the CD drive.
2. Double-click on the CD icon that appears on the desktop.
3. A window is displayed with the Fetch icon and other related files.
4. Click on and drag the Aldus Fetch folder to the desired location on your hard drive.

Starting Fetch Browser and Opening a Catalog

The Browser version of Fetch can only open previously created Browser catalogs, such as those found on the CD-ROM; it cannot be used to create or modify catalogs. The fastest way to learn about Fetch is to open the catalog and start exploring. If you have any experience with using a library catalog of almost any kind, you already have a good idea of how to use the Fetch Browser.

If you are using Aldus Fetch directly from your CD, follow these instructions.

To start Aldus Fetch and open a catalog:

1. Insert the CD in the CD-ROM drive.
The system displays the CD icon.
2. Double-click on the CD icon.
A window is displayed that shows the Aldus Fetch product icon and related files.
Follow the steps in the procedure list below.

If you have installed the Aldus Fetch Browser to your hard drive, use the following procedure.

To start Aldus Fetch and open a catalog:

1. You can launch the Aldus Fetch Browser by either:
Double-clicking on the Aldus Fetch application icon, then selecting *Open...* from the **File** menu.
OR
Double-clicking on a catalog icon.
OR
Drag the selected catalog icon over the Fetch application icon (if running System 7).
This opens the Browser product and displays the collection of images.

NOTE: If the images do not immediately display, click on the Find All button.

Searching Catalogs

Once you have loaded Aldus Fetch, you can use the Find window to search for any combination of information, such as file name, keyword, volume or file type.

You can search for a single attribute or use a combination of attributes to narrow the search. For example, you can search for PICT items that contain the keyword Money as two separate searches or as a single combined search. Or, you can display the entire catalog at once.

To open a catalog and search for information:

1. Select *Open...* from the **File** menu.
2. You can access the Find window by either:
Double-clicking on a catalog or highlighting the catalog name you want to open and clicking on Open.
A window appears with a message that the Macintosh catalog is locked. Click on OK. This message is to remind you that you can not modify the catalog.
Choosing *Find...* from the **Search** menu. (This will bring the window to the front if it is already open.)
3. Click on the Find All button to see a list of all of the items.
You can also type in the search criteria for the images you want to locate, using the file name, file type, volume or keyword.
Fetch displays the found items in the Gallery window. The items are displayed as thumbnails with the file name and file type listed below.
You can resize the window or use the scroll bars to view additional items in the window.

If you prefer, you can view the items as a text list that includes the file name, type, and other attributes of the items in the catalog.

To view items in a text list:

- Select *Text List* from the **View** menu.
The items are displayed by name in a window.
OR
- Double-click on the words thumbnail view near the top of the Gallery window.

Once in the Gallery window, you can:

- Click on an item's thumbnail or text and select it.
- Open a Preview window by double-clicking on an item. Then you can zoom in or out on the item by selecting one of these options from the View menu, or copy all or part of the item to the Clipboard for use in another document.
- Get more information about an item by double-clicking on the text below a thumbnail.
- Copy a picture to a document by clicking on a picture, selecting *Copy* from the **Edit** menu, opening a document and pasting the picture.
- Print out the thumbnail by selecting *Print...* from the **File** menu.

For more information about using a catalog, you can access help in two forms:

- If you're running System 6, take a look at Fetch Shortcuts, using the command located on the Apple Menu. These screens are helpful in providing a quick reference to Fetch as work proceeds.
- If you're running System 7, Fetch Shortcuts is on the Apple Help menu. There is also extensive Balloon Help about nearly every menu, command, and Dialog box option. We recommend that you take a few minutes to turn Balloon Help on and explore Fetch before attempting to use the catalog.

Saving Items as a Project

After you have located items retrieved from multiple searches, you can temporarily store them in the Pasteboard window. To permanently store your items, name and save the group of graphics as a Fetch project. For example, create a project for items that you use for your publications.

To save and name a group of items as a project:

1. Select the picture(s) you want to save while in either the Gallery or Pasteboard.
2. Select *Save As Project* from the **Item** menu.
3. Enter a file name in the dialog box and click on Save.

You can move and edit the items selected in the Gallery or Pasteboard windows by using the **Edit**, *Paste* etc., commands on the **Edit** and **Item** menus.

PowerAlbum Graphic File Formats

Introduction

There are two basic types of graphic files that can be used with Fetch Browser and PowerAlbum: bitmapped and object-oriented vector graphics. A bitmapped graphic is a collection of dots that form an image, much like the pointillist technique of the Impressionist painters. Scanners and graphics programs that create these images identify the color of each possible dot in an image, thereby creating a fixed picture of variously colored dots. Although you can resize a bitmap, it does not look as precise when enlarged. The image tends to distort; the picture looks ragged or the edges are jagged. PCX, BMP and TIFF are bitmaps.

Vector images, on the other hand, are defined by mathematical formulas. Vector graphics are often referred to as being object-oriented images because they are produced as a combination of various objects lines, boxes and ovals often layered one on top of the other. When a vector image is created, the computer keeps track of the image by remembering the characteristics of all the objects that produced it: the length of a line, its position, the width of a box and so on. Unlike bitmaps, vector pictures can be resized without distorting the image. WMF, and CGM are vector formats.

Graphic File Formats

Within each of these basic types of graphic files, there are several different commonly used file types. PowerAlbum can manage pictures in any of the following formats.

CGM

CGM files are a type of vector graphic that can be produced by drawing or spreadsheet programs such as Harvard Graphics, Applause II, Freelance Plus, and CorelDraw. The CGM format was created by the American National Standards Institute, Inc. (ANSI) to provide a standard for graphical information exchange, and it is widely supported.

DRW

DRW files are vector graphics created by MicroGrafxr® Designer™.

EPI

Files with the EPI extension are vector graphics created by PowerUp's TextEffects, typically used in conjunction with Express Publisher for Windows.

GIF

GIF (Graphics Interchange format) is a file format established by CompuServe. A GIF file (usually 256-color) is a bitmapped file.

JPEG

A JPEG file (Joint Photographic Experts Group) is a specially compressed file in bitmapped format. The file size of a JPEG file is much smaller than similar pictures in other formats.

PCD

PCD is a Kodak Photo CD file in bitmapped format. A PCD file actually contains five different resolutions (ranging from low to high) of a slide or film negative.

PCX and BMP

PCX and BMP are bit-mapped file formats created by paint programs, like PC Paintbrush or some screen-capture programs. PCX is one of the oldest and most common bitmap formats available.

TIFF

TIFF stands for Tagged Image File Format. Files with the .TIF extension are usually created by scanners or image processing programs. These bitmapped files come in a number of different classes. PowerAlbum may not be able to handle successfully every file that claims it is TIFF compatible because there are many different varieties of TIFF.

WMF

WMF stands for Windows MetaFile. This native Windows vector format is used by the Windows Clipboard.

WPG

WPG stands for Word Perfect Graphics file. WPG files from Word Perfect 6.0 are not supported by PowerAlbum.

Troubleshooting in PowerAlbum

Introduction

This appendix contains tips for solving some problems that may arise while using PowerAlbum. It also lists each error message that can appear in PowerAlbum and provides a brief explanation for each message.

Common User Questions

1. I consistently get low-memory error messages.
PowerAlbum requires at least 2 MB of free RAM to operate.
This is system memory above-and-beyond what is necessary to run Windows, not just the amount of combined memory from RAM and virtual memory you have installed in your computer. To find out how much free memory is available when Windows is running, choose *Run* from the Program Manager's **File** menu and type MSD in the Command line.
2. I am running PowerAlbum and another application at the same time. The second application often runs slowly, and sometimes doesn't even open!
There is probably not enough memory to run both applications at once. Try minimizing PowerAlbum, then open the other application. If this doesn't work, it may not be possible to run both applications simultaneously without changing the system configuration.
3. I deleted a picture from my hard disk, but it reappeared when I started PowerAlbum again!
The picture has disappeared from the hard disk, but its thumbnail image remains if the album hasn't been saved since the change. Remove the image from the album, then save the album.
4. The following error message appeared during installation: Unable to locate CUSTDLG.DLL
On some systems this error message may be displayed at the end of the PowerAlbum Installation. This file is only needed during installation, so it can be ignored.

Common Issues

The following are common areas that can cause problems or effect your program.

Installation and Virus Checking Programs

Some memory-resident virus checking programs, including VSafe which shipped with MS-DOS 6.0, can cause problems with the installation program. If this type of problem occurs during installation, temporarily

disable any memory-resident virus checkers and then repeat the installation process. After the installation is complete, re-enable the virus checking software. For information on disabling the virus checker, refer to the manufacturer's documentation.

Insufficient TEMP Space Message

During Installation or a merge operation, the error message Insufficient TEMP space is sometimes displayed, which indicates that PowerAlbum ran out of space for its temporary work files.

Reinstalling PowerAlbum

If you have an existing copy of PowerAlbum on your system which is older than version 1.03, you **MUST** reinstall with the newer version before attempting to open the album which is on the CD or diskettes.

Before reinstalling PowerAlbum over an existing version, the PowerAlbum section in the POWERUP.INI file **MUST** be deleted. Use Notepad in the Windows Accessories group to edit POWERUP.INI.

To edit the PowerAlbum initialization file:

1. From the Windows Program Manager, open the Accessories group and double-click on the Notepad icon.
2. Choose *Open...* from the **File** menu.
3. Type POWERUP.INI in the File Name field and set the correct directory path.

The default directory is C:\WINDOWS.

4. Click on OK.
5. Scroll down to the following section:

```
[POWERALBUM]
```

```
Path=C:\WINDOWS\POWERALB
```

```
Album=C:\WINDOWS\POWERUP\ART\POWERALB.ALB
```

```
Import=C:\WINDOWS\POWERUP\ART
```

6. Delete these lines and the blank line that follows.
7. Choose Save from the File menu.
8. Select Exit from the File menu.
9. Run Setup for PowerAlbum as described in the section *Getting Started*.

CD-ROM File Management

A CD-ROM is a Read-Only media, this means that you cannot change, create or delete any files on this disk. To change the album file (.ALB) the album must first be copied to a hard disk.

Importing Large Graphic Image Files

If a video driver is being used that was not supplied with Windows, there may be problems importing large graphic files. This problem usually occurs only with TIFF format images with a file size of 1 MB or more.

To resolve this problem, change the video driver to one that was supplied with Windows 3.1 by using the Windows Setup Program. It is recommended to exit to DOS before running the Windows Setup Program. Refer to the Windows documentation for more information. In most cases, once the desired images have been imported and saved to the PowerAlbum file, it is safe to switch back to the original video driver.

Error Messages

This section contains a list of the error messages that may occur while working in PowerAlbum. The error messages are listed by number.

If an error message appears, note the number (or the text, if there is no number) and check this section for an explanation. If the message appears to be related to Windows rather than PowerAlbum (for example, a memory problem), check the Windows User Guide. For more help, call SoftKey Technical Support and mention the number of the error message.

500 Picture < > already exists in the category. It will not be inserted.

The same picture can appear only once in each category. However, a picture can be placed in as many different categories and albums as required.

505 “Library could not be loaded.”

A .DLL file could not be found. Run Setup again and re-install the PowerAlbum files. Check for an old version of PowerAlbum.

510 “Common Open Dialog box could not be loaded.”

There was a problem with the COMMDLG.DLL file. A newer version of the file may have been replaced with an older version. Run Setup and reinstall PowerAlbum.

515 “Album < > exists, do you want to overwrite it?”

The user specified a file name that already exists. If Yes is chosen, the currently open album overwrites the existing file.

520 “Album < > has changed. Do you want to save it?”

Changes may have been made to the currently open album. Choose Yes to save the changes, or No to discard them.

530 “Picture < > cannot be located. What would you like to do?”

The selected thumbnail points to a picture file that is not located in the indicated directory. The picture file may have been moved or deleted. Choose Search to look for the file in all directories on the indicated drive. Also, try choosing a different drive to search by selecting it from the List box. If PowerAlbum is unable to find the picture, choose Cancel. The user can then either add the picture to the album again, or delete the thumbnail.

If PowerAlbum locates the picture file, it remembers the new location for the duration of the work session (that is, until PowerAlbum is closed). In order for PowerAlbum to remember the new location permanently, re-save the album.

535 “Unable to save album file < >. Check disk space.”

Don't close the album file. There was an error attempting to save the album file to the indicated path. This could be due to insufficient disk space or, the target disk is read only. Without closing the album file, use the File Manager or similar program to free more space on the drive and then try to save the album again. If this doesn't work, check to see if the drive being saved to is read-only, for example, the CD-ROM. If so, try saving to another drive using the Save As command.

540 “< > is not a valid album file.”

545 “Sorry, < > is no longer a valid album file.”

550 “Unable to open < >. Check if file exists.”

Messages 540, 545, and 550 indicate that PowerAlbum cannot open the specified album file. Make sure the album's file name extension is .ALB. Check (use File Manager if necessary) to make sure the file is in the directory. If PowerAlbum still can't read the file, it contains errors or is not an album file.

If PowerAlbum can not open a file, this may indicate that there is low memory.

555 “You must be running Windows in Standard or Enhanced mode to start PowerAlbum.”

To run PowerAlbum, Windows must be running in Standard or Enhanced mode, not Real mode. Consult the Windows manual for more information.

560 “Insufficient memory or resources to run PowerAlbum. Close one or more Windows applications and try again.”

565 “You are low on memory. Save your work and close one or more Windows applications before continuing.”

570 “Insufficient memory to run PowerAlbum. Close one or more Windows applications and try again.”

585 “Unable to initialize String Dictionary, you may be too low on memory.”

Messages 560 to 570 and 585 indicate that Windows is running out of System Resources (such as memory or hard disk space). Save the open album if changes have been made. Close PowerAlbum and Windows. Then restart Windows and PowerAlbum and start working again without opening any other applications. If the problem persists, try revising the system configuration.

575 “Sorry, you must close down the stand alone version of PowerAlbum before you can run PowerAlbum from within Calendar Creator.”

580 “Sorry, because you can only run one copy of PowerAlbum at a time, you must first close down Calendar Creator before starting this application.”

Messages 575 and 580 indicate that there is an attempt to run two versions of PowerAlbum at the same time.

While the Calendar Creator Plus application is running, the stand alone version of PowerAlbum cannot be started because the built-in version of PowerAlbum in Calendar Creator is already in memory.

590 “Picture < > does not have the same date as the thumbnail. The thumbnail will be updated.”

PowerAlbum stores the file creation date of each picture file with the thumbnail image that appears in the album. When a picture is displayed, cut, or copied, PowerAlbum checks a thumbnail image’s date against

the date of the picture file. If the picture file has changed since the image was added to PowerAlbum, the new version of the picture file is read and the thumbnail is updated.

605 “Sorry, not enough memory or file is too large to import < >.”

The picture file may be too large to import, or Windows may be running out of memory. Save the current album, and close PowerAlbum and Windows. Then restart Windows and PowerAlbum. Don’t open any other applications.

If the picture is complex, try to simplify it in the application where it was created. If the problem persists, try revising the system configuration.

610 “Out of disk space”

Use the File Manager or similar program to free more space on the drive. Or use PowerAlbum to check the clipart and delete images that may not be required.

615 “Maximum number of pictures reached, close some pictures.”

There may not be enough memory or disk space to add more pictures to this album.

Try starting a new album.

625 “File < > not recognized.”

PowerAlbum doesn't recognize this picture file's graphic file format. PowerAlbum supports the PCX, BMP, TIF, CGM, DRW, EPI, GIF, JPEG, PCD, WPG or WMF graphic file formats. If the picture is one of these, make sure that it has the correct filename extension for its format.

630 “Unable to load < > filter.”

635 “Unable to load < > library.”

Messages 630 and 635 indicate that PowerAlbum is trying to load a picture but can't find necessary internal data. Run SETUP again and re-install PowerAlbum.

640 “Picture Handle not found.”

645 “Unable to import < >. A problem occurred while attempting to import this file. This could be due to low disk space or memory.”

Messages 640 and 645 may appear if there is a memory problem or if the application that created the picture file saved it in an unusual variation of a standard graphic file format.

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