WinClip 3.0

INTRODUCTION

When working with *Windows* 3.1 software, it's often easiest to standardize on .**BMP** and .**PCX** files for your clip art needs. Every *Windows* program can handle these images, and most paint programs, including *Windows PaintBrush*, included with *Windows* 3.1, can produce and edit these files.

Unfortunately, it's been difficult to view these files quickly or to print a catalog of your clip art images. Until *WinClip*, that is. *WinClip* allows you to view your .**BMP** and .**PCX** files on screen, then print a catalog of all your files, or just the ones you select. *WinClip* is so easy to use that you may not need any documentation at all. It uses the standard *Windows* 3.1 conventions, relying on buttons primarily, rather than menu commands.

LICENSE INFORMATION

WinClip is a shareware program. You may use it for a trial period of up to 30 days. After that time, you must register your copy of the program. The registration fee is only $20. Registered users will receive the very latest version of the program, a printed manual, and are entitled to full support by phone, fax, mail, BBS and on CompuServe. When you register, all phone numbers and access information will be provided. Registered users are also entitled to unlimited free upgrade downloads on the OsoSoft BBS. Non BBS upgrades will incur a small charge. **Non-registered users receive only a bare minimum of support, and are not entitled to telephone support at all.**

To register your copy, run the program. In the Help menu is an entry for OsoSoft Information. There, you can get information on all OsoSoft programs and fill out an order blank on screen. When you're done, click the [Print] button to print out a copy, then mail it with your payment to the address on the form.

You can also register with a credit card by calling Public Software Library at 800-242-4775 or 713-524-6394. **NOTE:** These numbers are for **ORDERS ONLY!** The author of this program is not available at those numbers, and no information will be provided to callers. This is only an ordering service. A shipping and handling charge of $4 is added to all credit card orders.

CompuServe users may also register on CompuServe. Just type GO SWREG at any system prompt, then find the program and register it. Charges are added to your CompuServe bill.

OSOSOFT BBS

Please feel free to call the OsoSoft BBS at any time. The number is (805) 528-3753, and you may call at any baud rate from 300-14400. Set your parameters to 8 bits, No parity, and 1 stop bit. The latest shareware versions of OsoSoft programs are always online, along with clip art collections and a number of free programs from OsoSoft. If you have a modem, be sure to call!

WinClip Features

Supports **BMP** and **PCX** Files
Supports 1, 4, 8, and 24-bit Images
Supports all displays
Preview Images On Screen with Scroll Bars
Print Single Image, with Filename
Print Image Catalogs of All or Selected Images with Filenames
Zoom Images from 10% to 500% On Screen and To Printer
Call Your Favorite Image Editor to Edit Any Image Automatically
Copy Images to New Locations
Move Images to New Locations
Delete Images
Supports CD-ROM Clip Art Collections
Supports all *Windows*-compatible Graphics Printers.

SYSTEM REQUIREMENTS

WinClip requires *Windows* 3.1, running in Enhanced mode, a hard disk and a mouse. 2 MB of RAM is needed. If you use *Print Manager*, you'll also need additional disk space to handle the .**TMP** files created by *Print Manager*. To edit images, you'll also need *Windows PaintBrush* or another program which can edit .**BMP** and .**PCX** files.

WinClip supports all *Windows* graphics-compatible printers, including PostScript and dot-matrix printers or devices. Dot matrix support will depend on the individual printer. Your printer must be able to handle a full page of graphics at its maximum resolution. For best results, disable *Print Manager* when using *WinClip*.

INSTALLING WINCLIP

WinClip was written in *Microsoft Visual Basic* 2.0. All *Visual Basic* programs require a run-time library, **VBRUN200.DLL**, which must be located in your Windows main directory.

WinClip also requires **PPORIENT.DLL, QPRO200.DLL,** and **CSPICTUR.VBX**, all of which can be found on your distribution disk.

To install *WinClip*, first create a directory for the program **(C:\WINCLIP)** using the DOS MakeDir (MD) command or the *Windows* File Manager. You can also install the program in any other directory you wish. Next, copy all files from your distribution disk into that directory.

Then, copy **VBRUN200.DLL, PPORIENT.DLL, QPRO200.DLL,** and **CSPICTUR.VBX** into your **WINDOWS\SYSTEM** directory. The program will not run without this step. Once you've copied these files, you can then delete them from your *WinClip* directory.

Now, start the *Windows Program Manager* and click on the program group where you want to place the *WinClip* icon. Next, click on the File menu in *Program Manager*, then click on *New*. Click **OK** in the next dialog box, then type *WinClip* in the **Description:** field of the next dialog box.

Press **<Tab>** and type the whole path and filename for *WinClip* in the **Command Line:** field. Your entry should look something like this, with the appropriate path:

<div align="center">

C:\WINCLIP\WINCLIP.EXE

</div>

Press **<Tab>** again, then enter the path to the *WinClip* directory in the **Working Directory:** field. Don't type a backslash here. This entry should look like this:

<div align="center">

C:\WINCLIP

</div>

Click **[OK]** to finish the installation. The *WinClip* icon will appear in the program group which was current when you added the new icon. You may have to scroll the program group window to find the icon, but then you can drag it wherever you like.

RUNNING WINCLIP

To start *WinClip*, just double-click on the *WinClip* icon. After a brief delay, you'll see the program's main window.On the left of the windows are drive, directory and file lists. In the center are option buttons and commands. To the right is the image display window.

Menu Commands
On the top line are two menu items: **File** and **Help**. Since *WinClip* uses command buttons and option buttons for most commands, these menus are extremely simple.

File Menu
Exit—As expected, this command exits *WinClip*, with a confirmation box.

Set Paint Program—*WinClip* allows you to automatically load the on-screen

image into your favorite graphics program. The default program is *Windows PaintBrush*. If you wish to use this program to edit images, you don't need to do anything. If, however, you want to use another editor, give this command. You'll see a dialog box. Enter the complete path and filename for the editor you want to use. **NOTE**: The editor you select must be able to load a file from it's command line. In most cases, the default *PaintBrush* application will do the job.

Help Menu

Help with WinClip—This command opens the Help window. On the left, you'll see a topic list, with help information on the right. To view help on a topic, simply click on that topic in the topic list. Information on your selection will appear at the top of the right window. To return to your program, click the **[Exit]** button or the **Return to WinClip** menu item.

About—This command displays version information about *WinClip*, along with complete contact information on OsoSoft. Use this command to find the numbers for support.

OsoSoft Program Information—OsoSoft publishes several other program which may interest you. For information on those products, or to order any of them, give this command. To see information on a product, click the [Info] button next to that product's name. To order, fill out the order blank by pressing **<Tab>** or **<Enter>** and type the appropriate information in the fields that appear. When you're ready to print the form, just click the **[Print]** button. To return to the *WinClip* screen, click the *[Cancel]* button.

USING WINCLIP

WinClip is designed to be extremely easy to use. All commands do exactly what they say they do, and prompts and confirmation windows pop up whenever they're needed. The entire program is designed to make viewing and working with clip art images as easy as possible.

Viewing Images
Start by selecting the drive and directory where your images are stored, using normal *Windows* techniques. A list of files, along with the total number of files displays at the lower left of the window. To view an individual file, click once on the filename. The image will appear in the viewing box to the right. Just above the viewing box, you'll see the complete path and filename of the image, its size in pixels and the bit count per pixel of the image.

Just above the command buttons are three option buttons, which let you choose whether to view **BMP**, **PCX** files or both in the file selection list. The default is to display both, but you can click any of the options to view just the images you choose.

If you're viewing an 8 or 24-bit image on a monitor which cannot display all the available colors, *WinClip* will do its best to display the colors or gray scale in the image. However, for best results, you should use *WinClip* with a display that can correctly display the full range of colors for your particular image.

Once the image is in the screen, you can scroll to view different parts of large images by using the scroll bars to the right and below the image display window.

Selecting Images

Since *WinClip* can operate on multiple images, you'll often want to select more than one image. To select consecutive images in the file list box, hold down the left mouse button and drag the highlight over the files you want to select. If you need to select filenames which are not consecutive, hold down the **<Ctrl>** key while you click on as many filenames as you like. You can combine these two techniques to select any combination of files. These are standard *Windows* selection methods.

Zooming Images

To view the current image in a larger or smaller size, click the **[Zoom]** button. In the dialog box, type in the percentage of zoom you want. You can view any magnification or reduction from 10% to 500%, depending on the original size of the image. If you select a zoom factor too large for the image to print on your printer, you'll see a warning and the image will return to normal 100% magnification. All Zoom factors are measured from the original size of the image.

Since the default in the Zoom dialog box is always 100%, you can easily return to the original size by clicking the **[Zoom]** button, then clicking **[OK]** without typing anything. The current Zoom percentage always appears on the **[Zoom]** button.

IMPORTANT NOTE: The Zoom factor you select applies to printed images as well as to the screen. In most cases you'll want to reset the Zoom factor to 100% before printing. However, if you're working with very large or very small images, a different Zoom factor may make your printouts easier to view.

Stepping Through Images

To step through the images in the current list, click the [StepThru] button. You'll see each image in 2-second intervals. To stop stepping, click the [Cancel Print] button.

Printing Images

WinClip lets you print your images in three ways. Select the button that best fits your needs.

[Print Image]—This button prints the current image at the current magnification. The image's filename appears above the image in the printout.

[Print All Files]—This button prints all images in the file list. Each image will appear on the screen as it is sent to the printer. The printout names the directory and prints the filename above each image. Again, images are printed in their natural size on the printer. For larger or smaller images, choose another Zoom percentage.

[Print Selected]—This button prints all images selected in the file list. The format is the same as when you print all files. The **[Zoom]** button works here as well.

NOTE: While *WinClip* can display and print almost all **BMP** and **PCX** formats, there are some obscure formats which it cannot handle. If you encounter one of these images, you'll see a dialog box telling you that the image is in an invalid format. During printing, the image will appear blank on the page.

Editing Images

WinClip can automatically load the current image, as displayed in the viewing window, into a graphics editor of your choice. The default editor is *Windows PaintBrush*, but you can choose any editor you wish in the *File/Set Paint Program* menu, as described above.

To load an image for editing, select a file in the file list, then click the **[Edit Image]** button. Your chosen program will appear maximized, with the image on the screen. When you exit the graphics program, you'll return automatically to the *WinClip* screen. Reselect the file to view the changes you've made. **SHORTCUT**: You can also edit an image by double-clicking on either the filename or inside the viewing window.

Managing Image Files

One of *WinClip's* most powerful features is its ability to manage image files. You can delete one or more files, copy files to another directory or disk, or move the files to another location. It's just as easy to do these advanced functions as it is to view or print an image. All file management commands are on command buttons described below:

[Copy]—To copy one file or all the files you've selected in the file list, first select the files, then click this button. A dialog box will appear. Type in the destination drive and directory,then click **[OK].** Your files will be copied without any further input. When copying is finished, you'll be informed.

[Move]—This button works exactly like the **[Copy]** button, but once the files are copied to the destination directory, they are deleted from their current directory. A dialog box will ask you to confirm this operation. All copies are checked for validity before the original is deleted.

NOTE: You must enter a valid path in the dialog boxes for both the above commands. If you name a path that doesn't exist, you'll get an error message and no copying will be done. Use the *Windows File Manager* to create a directory if necessary.

HINT: Use the **[Copy]** and **[Move]** functions to set up and maintain clip art directories according to your needs. You can copy and move to and from floppy disks or even copy from a CD-ROM collection of clip art, copying just the images you need to your system.

[Delete]—Use this button to delete the files currently selected in the file list. You'll be asked to confirm your action just once. Be very careful not to accidentally delete files you may not want to delete. Scroll through the file list from top to bottom before giving this command to make sure only files you want to delete are selected. *WinClip* assumes you know what you want to do.

WINCLIP TIPS AND HINTS

The size of a printed image depends on the printer's resolution. For example, a 300 X 300 pixel image will print as a 1-inch square on most laser printers. If you want a larger printout, use the **[Zoom]** button to increase the magnificaiton.

If you encounter an "Invalid Image Format" error, you can safely assume that the image will cause problems in many other programs. Try loading the image into a graphics program, then save it in another format to avoid later problems. You'll have to do this outside of *WinClip* however.

WinClip always uses the current **default printer** setup, but forces the printer into portrait mode before printing. Make sure you have the correct printer driver installed as the default **before** running *WinClip*.

WinClip prints its sheets with a 1.25" margin. This allows you to use a three-hole punch on the pages and store them for quick reference.

On color printers, you should see color images in color. However, this depends on your printer driver settings and on the abilities of your printer.

WinClip makes every attempt to display images as well as it can. However, if you try to display a 24-bit color image on a 16-color display, you'll get far less color definition. The printout will reflect the display's colors, not the colors in the image. For best results, use a display mode which matches the images you're cataloging.

Be very careful with the **[Move]** and **[Delete]** commands in *WinClip*. Make sure the files you have selected are the ones you want to move or delete. You're

always asked for confirmation, so double-check.

Neither OsoSoft nor *WinClip* is responsible for errors caused by your video display or printer driver! There are a number of defective drivers in use, and manufacturers are constantly updating their drivers. If you experience problems when using *WinClip*, such as unexplained crashes or General Protection Faults, your first suspect should be your display or printer driver. Before calling for support, make certain you have the most current driver for your display or printer. *WinClip* does nothing out of the ordinary while displaying or printing images. The program has been thoroughly tested with correctly functioning video and printer drivers.