



Easy Icons Help

To learn how to use Help, press F1.

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Toolbar Button

Open Libraries and Other Files

To open a file, from the menu choose File|Open

This will display an "Open File" Dialog. Choose any File Containing Icon Resources, and they will be displayed in a new child window within the Main Window. These are usually files with these extensions... (.exe, .icl, .ico, .dll, .nil).

You may also drag files from the Windows File Manager and drop them onto the main window of easy icons. A new window will be opened for each File Dropped.

You may have numerous files open at once in order to manipulate the icons in the files.



Toolbar Button

Create a New Icon Library

Although Easy Icons can extract Icons from files containing more than **640 Icons**, It will not create Libraries that contain more than that amount. It is advisable that you keep many smaller libraries as opposed to one or two very large Libraries, as the smaller ones are somewhat easier to maintain. You should name your libraries as to thier contents. (Example:"GamePics.icl","Arrows.icl",etc.)

From the menu choose **File|New** or **Library|New Library**

A dialog will appear. Enter the name for the library. The default extension is (.icl).

An empty window will appear within the main window, the title being the path to the new library. The file will not actually be created untill you Add Icons to the New library window and then Save the Library.

Adding Icons to a Library

There are several ways to Add Icons to a Library File...

From the menu choose **Library|Add File**. Choose a File from the dialog, and should the file contain any icons, any Icons in the file will be added to the Active File Window.

You can Select any number of Icons in any Open File Window and simply drag them to any other Window and drop. They will then be added to this File Window.

You can Copy any Selected Files to the ClipBoard and then Paste the Icons into an Open File Window.

You can Drag any Selected (.ico) Files from the Icon Locator and drop them onto any Open File Window.

Selecting Icons

In order to manipulate an Icon you need to select it. You can select any number of icons, as long as they are located within the same File Window.

To select an Icon, Simply click on it. You will see a Red border around any Icon that has been selected. Every time you select an Icon all other selected Icons will unselect, unless the **<CTRL>** key is held down while selecting Icons.

You may also hold down the left mouse button and drag a dotted line selection box around any block of icons. When the button is released all icons within the this border will be selected. Again, to make multiple selections, simply hold down the **<CTRL>** key.



Select All Tool

Select All

To Select all icons in the Active File Window, from the menu, choose **Edit|Select All**.

Selecting Files in the Icon Locator

In addition to the above methods. Icons may be selected by highlighting the file name in the file list.

Cutting, Copying, Pasting, and Deleting Icons

After Selecting Icons, you can then manipulate the selected Icons by Copying, Pasting, and Deleting them.

To do this you simply access the desired function from the **Edit** menu.

The Popup **Edit** menu can be accessed by right clicking on any File Window.



Copy Tool

Copy

Copies the selected Icons to the Easy Icons ClipBoard.



Cut Tool

Cut

Same as Copy, but then deletes all selected Icons after copying them to the clipboard.



Paste Tool

Paste

Pastes a copy all Icons currently on the Easy Icons ClipBoard to the Active File Window.



Delete Tool

Delete

Deletes the selected Icons from Active File Window.



Save as Icon Tool



Save as Bitmap Tool

Creating Separate (.ico) or (.bmp) Files

After Selecting Icons, you may choose to save the selected Icons as either separate (.ico) or (.bmp) files. To do this, from the menu choose **File|Save as...|Icon** or **File|Save as...|Bitmap**.

A dialog will prompt you for name for the file(s). If you selected more than one Icon, The name you use will be appended with a number for each file that is created. (**Example:** MyIcon01.ico, MyIcon02.ico, MyIcon03.ico, etc.).

If you wish, you can now use the Icon Locator to rename your Icons Individually. To rename any bitmap files, you will have to use File Manager.



Icon Locator Tool

Locate and View Individual (.ico) Files

From the menu, choose **Tools|Icon Locator**. The Icon Locator will allow you to view your Icon(.ico) files as well as copying, renaming, and deleting them.

Right clicking on the Icon display will popup the Edit menu, with which you can, copy, cut, paste, delete, select all, move or copy files to a different directory.

Changing either the drive or the directory will automatically display all icons in the new directory. All files matching the pattern specified in the pattern box will be shown in the files list. Any files that are icons will have the Icon shown in the Icon Display.

The number of files in the file list will be displayed above the file list. The number of those files that are icons will be displayed above the Icon display.

You may copy any selected Icons from the Icon display to any Open File Window by dragging the files to the appropriate File Window. These Icons will then be added to the corresponding Library.

The Icon manager will only display up to **2500 icons** in any given directory. Although it is much easier and highly suggested to keep more directories with fewer Icons in each directory.

Drag and Drop Operations

Drag and Drop is by far the easiest way to get things done in the windows environment, and the same is true for Easy Icons.

You can Drag and Drop files from file manager to the Main Window to Open a file or files.

You can Drag and Drop Icons between Easy Icons Open File Windows to copy Icons from window to another.

You can also Drag and Drop Icons between Open File Windows and the Icon Locator to either create (.ico) files or to add (.ico) files to an Open File Window.



Print Tool

Print Icons

From the menu, choose **File|Print**.

This will send a copy of all the icons in the Active File Window to the currently selected windows printer.

The EasyIcons Clipboard

Easy Icons uses its own Clipboard Object as well as the Windows clipboard. Although there is a difference between these two clipboards.

The windows Clipboard only holds one Image at a time. Where as the Easy Icons Clipboard will hold numerous Icons for pasting within Easy Icons.

To Paste an Icon to another Windows application, you use the windows clipboard. Therefore only one image at a time may be passed to another application.

When more than 1 Icon is selected and copied to the clipboard from within Easy Icons, the Windows clipboard will only retain the first Icon copied to the clipboard. Where as The Easy Icons clipboard will hold all the copied Icons for Pasting elsewhere into the Easy Icons application.

You do not have to specify a clipboard when copying, both Clipboard Objects are always copied to on any copy command.

File Menu Commands



Toolbar Button

New

Create a new Icon library in which to store up to 640 icons.



Toolbar Button

Open

Open a file and displays all that file's Icons, if it contains any.

Close

Closes the Active File Window.



Save as Icon Tool



Save as Bitmap Tool

Save As... Icon or Bitmap

Saves all the selected Icons in the Active File Window as separate Icons or Bitmaps.



Toolbar Button

Print

Prints all the Icons in the Active File Window.

Printer Setup

Allows you to access the Windows Printer Setup screens. This will allow you to change your printer or printer setup before you print the Icons.

Exit

This will end your Easy Icons session.

Edit Menu Commands



Cut Tool

Cut

Copies Icons to the clipboard and then deletes the the selected Icons.



Copy Tool

Copy

Copies all selected Icons to the clipboard.



Delete Tool

Delete

Deletes all Selected Icons.



Paste Tool

Paste

Pastes all Icons on from the clipboard to the Active File Window.



Select All Tool

Select All

Selects all the Icons in the Active File Window

Library Menu Commands



New Library Tool

New Library

Create a New Icon Library

Save Library

Save any changes to the Library in the Active Window.

Save Library As...

Saves the Active File Window as a New Icon Library...
letting you specify a name for the New Library.

Delete Library

Deletes the File or Library displayed in the Active Window.

Add to Library

Adds all Icons from any file of your choice to the Active File Window.

Options Menu Commands

Tool Bar

Toggles the Easy Icons Tool Bar on/off.

Status Bar

Toggles The Easy Icons Status Bar on/off.

Tool Bar Help Labels

Toggles Tool Bar Help Labels (Balloons) on/off.

When off, right clicking buttons will show help labels.

Icon Background Color

Changes the Background Color of the Icon Windows.

Tool Directories

This allows you to specify where your Icon and Bitmap Editors are located.

Always on Top

Puts Easy Icons always on top of all other windows.

Tools Menu Commands



Icon Locator Tool

Icon Locator

Opens the Easy Icons Icon Locator Form.



Icon Editor Tool

Icon Editor

Opens the Icon Editor Specified in the Tools Directory Form.



Bitmap Editor Tool

Bitmap Editor

Opens the Bitmap Editor Specified in the Tools Directory Form.

Window Menu Commands



Cascade Tool

Cascade

Cascade all Open File Windows.



Tile Tool

Tile Horizontally

Tile All Open File Windows Horizontally.

Tile Vertically

Tile All Open File Windows Vertically.

Arrange Icons

Arrange all Minimized File Windows as Icons.

NOTE:

All Open File Windows will be listed here for selection from this Menu.

Help Menu Commands



Help Tool

Contents

Opens this help file to the Contents page.

Help on Help

For help using windows help files.

About Easy Icons

Displays Information about this program, the Author and the Version.



Easy Icons Help

Overview

Easy Icons was designed as a complete Icon Management System for windows users. Here are just a few of the features.

- ✘ Extract or view all icons from virtually any file.
- ✘ Save any Icon as a separate (.ico) file.
- ✘ Save any icon as a separate (.bmp) file.
- ✘ Create and maintain icon libraries with simple drag and drop operations
- ✘ Open many icon libraries or files at once and drag and drop to transfer icons between Libraries.
- ✘ Delete and rename icons.
- ✘ Allows one button access to your bitmap and icon editors.

Opening Libraries and other Files

To Open a Library or File and view it's Icons...

From the menu, chose File|Open.

Click the File Open Button on the Toolbar.

Drag the File or Files from the File Manger and drop them on Easy Icons Main form.



Easy Icons v3.0

Registration

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If you are member of compuserve you may wish to include your compuserve address so that we may e-mail your information instead of using the postal service.

After Registering with us you will receive the latest registered version of Easy Icons. You will also be notified of upgrades and their availability. The registered version does not have

the pop-up about box.

Print the Topic [Registration Form](#), Fill in the information and send with your check or money

order to the address below.

Please notify us if you feel you have found a problem or bug, so that we may offer a fix as soon

as possible.

We welcome your comments and suggestions and can be reached at the following:

Paul Traver
P.O. Box 998
Bishop, Ca. 93515
(619) 873-8754

Compuserve CIS: 72144,422

Thank You For Registering with us!

Easy Icons Registration

v3.0

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Drive Selction List Box

Select a drive from this drop down list, for which to find (*.ICO) files.

Directory Selection List Box

Select a directory from this drop down list, for which to find (*.ICO) files.

File Selection List Box

If there are any files that match the extension pattern, (*.ICO) etc., They will be listed here. Selecting a file from this list, provided it is a valid Icon file, will highlight the corresponding Icon in the Icon Display.

Once a valid Icon has been selected you may either Rename or Delete the Icon if you wish to do so.

File Extension Box

You may enter any pattern you like here, although the default is (*.ICO). Lets say you wanted to

to see if there were any Icon files with extensions other than (*.ICO) on any of your drives

you may wish to enter (*.*). All files from the selected directory will show up in the File List Box and any Files that are Icons, will be displayed in the Icon Display. You may then click on any Icon Picture in the display, which will highlight the corresponding file name in the File List Box.

Number of Files Listed

This shows the total number files in the File List Box.

Icon Display

Should any file in the File List Box be a valid Icon, then that Icon will be displayed here.

Clicking on any Icon in the Display will highlight the corresponding file in the File List Box.

Number of Icons Found

This lets you know how many of the files in the File List Box are Valid Icons.

Rename Icon

Click here to Rename the selcted file, provided its a valid Icon file.

Delete Icon

Click here to Delete the selcted file, provided its a valid Icon file.

