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File Menu Commands

New

Opens an empty, untitled file window ready to accept icons.

<u>Open</u>

Used to access icons stored in files on your computer.   Icon Manager can access icons inside a variety of file formats including program files, dynamic link libraries, icon libraries, and icon resource files.

Close

Closes the currently active file window.   Icon Manager will prompt you to save any pending changes to the window before it is closed.

Save

Updates the currently active window to disk.

Save As...

Used to save the contents of the currently active window to a new disk file.   The new file can be written in any of the output formats supported by Icon Manager.   Select either the icon resource, icon library, or icon archive file format to control which type of file Icon Manager will output.   Icons can not be written to program or dynamic link library (*.EXE or *.DLL) files.

Sounds...

This selection displays the Icon Manager Audio dialog control.   The dialog includes a Master Audio switch to turn all sound on or off.   Individual audio areas such as the sounds accompanying Windows' message boxes and sound effects can be selectively turned on or off.

Reconcile Installation

Icon Manager reconciles all icon resource files that it created to customize your Program Groups against your current configuration.   Icon files which are no longer required to support a Program Group are deleted from your disk at this time.

NOTE: Icon Manager will not delete any files that you installed icons from, only the icon files that were created internally by the <u>Install Icon dialog</u>.

Exit

Closes the Icon Manager program.

Edit Menu Commands

Edit menu commands normally operate on the currently <u>selected icon</u>.

Copy icon to clipboard
Copies the bitmap information for the selected icon to the windows clipboard.

Delete icon from window
Removes all selected icons from the active window.

Rename icon...
Opens a dialog to accept a new description for the currently selected icon.

Select All
Selects all icons in the active window.   Once all icons are selected, the only way to unselect an icon is to click the icon while holding down the SHIFT key.

Create icon
Opens an OLE edit session with PaintBrush to create an icon.   The new icon is placed into the Tool window when completed.

Edit (xxx server)...
Opens an OLE edit session with PaintBrush for the selected icon.   See <u>Editing Icons</u>.

Install to Program Group...
Opens the <u>Install Icon dialog</u> allowing the icon to be installed to any application icon in Program Group.   This option will only be available if Icon Manager detects the presence of Windows Program Manager or Norton Desktop.

Window Menu Commands

Tile

Arranges open windows side by side so that all of them are visible.

Cascade

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

Arrange

This selection opens a cascaded menu to allow choosing either simple alignment or alphabetical arrangement by title.   Arranges all icons in the currently active window into evenly spaced rows and columns or, if a minimized window icon is selected, arranges the minimized window icons.

Close All

Closes all currently open files.   If any files have pending changes, Icon Manager will ask if a save should be performed before closing.

Tool Window

Toggles the Tool Window on and off.

Help Menu Commands

Contents
  Used to enter Icon Manager Help at the Table of Contents

Seach for Help on...
  Used to access Icon Manager Help by searching keywords.

How to Use Help
  Use this selection to get Help on Windows Help.

About Icon Manager...
  Displays a standard Windows "About..." dialog including the version level of Icon Manager
  and current memory and resource availability within Windows.

Selected Icon   -   Icon Manager allows you to select an icon within the currently active window for further operations.   The selected icon is displayed with a highlighted description (title).

Multiple Icons - You may select multiple icons by holding down the **Shift** key, and clicking the left mouse button on the desired icons. The selected icons are displayed with a highlighted description (title).

Introduction to Icon Manager

Welcome!

Whether you are a beginning Windows user or a seasoned veteran, Icon Manager will make working with your icons a breeze!

Icon Manager provides you with the capability to create, extract, organize, and install icons on your system.   You can install any icon displayed in Icon Manager directly into any Windows Program Group or Windows program.   Plus, double-click on any icon to instantly invoke an OLE edit session with Windows PaintBrush.   All of the latest Windows' technologies have been exploited to bring you the best icon management application available!

Icon Manager Quick Start

Icon Manager's **File.Open** command will invoke the Open File dialog, providing access to icons stored in your Windows programs, libraries, and resource files.   You may select the file type you would like to open using the dialogs File Format control.   Icon Manager creates a window for each file, displaying all of the icons within the file.   The windows appear and respond similar to those found in Program Manager.

The **Status Bar** at the bottom of the window displays: the filename and format, the number of icons within the active window, and the number of icons selected.

Moving Icons

Icons can be dragged using the mouse within or between each of the open windows. When dragging, the cursor will change to a Do Not symbol whenever it is above an invalid drop area.   Any open window inside of Icon Manager is a valid drop area.   If the window is a program file, you must position the cursor above the icon that you would like to replace.

Copying Icons

Hold the CTRL key down when beginning a drag operation to drag a copy of the icon.

Selecting Multiple Icons

Hold the SHIFT key down while clicking on an icon to add or remove it from the selected group.   Release the SHIFT key before dragging a group of selected icons.

Using Files

The **File.New** command will open a new, empty window ready for accepting icons.   Use the **File.Save As** command to save the icons in the active window using the file format of your choice.   Icon Manager will save files in the following formats:

File Format	File Name	Comments
Icon Resource	*.ICO	Can contain only one icon per file.
Icon Library	*.ICL	Windows library format. Icon Manager can track icon titles.
Icon Archive	*.ICA	Tracks icon titles and position, uses less space than libraries.
Program	*.EXE	Icons can be replaced, but not
	*.DLL	added or deleted.

Operations on Icons

Clicking on an icon with the right mouse button will select the icon and display a popup menu with a list of actions that can be performed on it.   Selections include Edit, Install, Delete, and Rename.   Select **Edit** to initiate an OLE edit session on the icon with Windows

PaintBrush.   Selecting **Install** allows an icon to be installed into a Windows or Norton Program Group.

A Few Brief Words About Icon Files

Icons are frequently distributed in the Icon Resource (ICO) file format.   Each ICO file contains a single icon.   Icon Manager will only allow the Icon Resource format to be selected during a File Save if the active window contains one icon.

Icon library files may contain multiple icons.   These files may have file extensions of ICL, IL, NIL, or DLL.   All of these files types share the same basic file format and are essentially Windows Dynamic Link Library files.   Icon Manager can enhance the capability of library files by tracking icon titles within them.   The titles may be lost if you edit and resave a file using another application.

The archive file type is a not a compressed file.   It is a structured file format used by Icon Manager to store icons.   The format provides for better organization (icon names and window positions can be saved along with the icon images) while using less disk space than the more common DLL and library files.

Opening Icon Files

Icon Manager will read and extract icons from a variety of file types.   Among the file formats that you can access with Icon Manager are Icon Resource files (ICO), Icon Library files (ICL, IL, NIL), Icon Archive files (ICA), Program Files (EXE), and Dynamic Link Libraries (DLL).

A file is opened by selecting the **File.Open** command.   Icon Manager will display a common Windows Open File dialog.   **Use the File Format control in the lower left corner of this dialog to select the format of the file you wish to open.**   Selecting a file format will also reset the contents of the file listbox to display filenames of the type you have selected.

Icon Manager adds an extra feature to the file open dialog.   When the Icon Resource (ICO) file format is selected, a checkbox labelled **Open All** will appear on the right side of the dialog.   Checking this option will instruct Icon Manager to open all of the ICO filenames appearing in the listbox (i.e., the currently selected directory) into one window.

Performing Operations on Icons

A variety of operations can be performed on icons using Icon Manager.   In most cases the operation is selected from one of Icon Manager's menus and is directed toward the <u>selected icon</u> in the currently active window.

Click once on the icon you wish to select for an operation.   If you prefer, use the keyboard's arrow keys to change the icon selection.   Press Ctrl-TAB to move to the next file window inside Icon Manager.

After selecting the icon you would like to work with, use the Edit menu on Icon Manager's main menu bar to choose the action you wish to perform.

TIP:

Mouse users can opt to click on the icon with either the left or the right mouse button. Clicking on an icon with the **left button** will move the selection highlight.   Using the **right button** performs the additional function of displaying a popup menu listing all of the possible operations that can be performed on the icon.   The selections may include:

Edit (PBrush server)...   -   Opens an OLE edit session with the registered bitmap server. Windows Paintbrush (PBrush) is the default bitmap server in a new Windows installation.
Install to Program Group...   -   Opens the <u>Install Icon dialog</u> allowing the icon to be installed to any program item in a Windows Program Group.   This option will only be available if Icon Manager detects the presence of Program Manager or Norton Desktop.
Copy to clipboard   -   Copies the bitmap information for the icon to the windows clipboard.
Delete   -   Deletes the icon from the window.
Rename...   -   Opens a dialog that allows a new description to be entered.

All of the operations shown above appear on the main <u>Edit menu</u>.

Moving Icons Between Files

Moving or copying icons is performed exactly as is in Windows Program Manager.   Depress the left mouse button over any icon and move the mouse to drag it to another location.   Releasing the left mouse button will "drop" the icon at the new location.   <u>Multiple icons</u> may be selected; depress the left mouse button over any of the selected icons, and drag that icon to an open window (within Icon Manager), all selected icons will then appear in the new location.

While the icon is being dragged, the cursor will display a monochrome image of the icon whenever it is positioned on top of a legal drop area (a paper-clipped sheet of icons will be displayed if multiple icons are being dragged).   A circle with a slash is displayed when the cursor is over any area that the icon cannot be dropped on.   Any open window inside Icon Manager is a valid drop area.   When moving an icon into a Program or Dynamic Link Library file (*.EXE or *.DLL), you must position the cursor over the icon that you would like to replace.

Icons can be copied instead of moved by depressing the CTRL key and the left mouse button to begin the drag operation.

Install Icon dialog

Select **Edit.Install** Icon to install the currently <u>selected icon</u> into a Program Manager or Norton Desktop group window.   Icon Manager makes the installation a snap.   Select the Program Group and Item that you want to install the current icon to with the listbox controls.   Choose OK and Icon Manager will perform the installation for you.

A copy of the icon is written to an icon resource file on your hard drive to support the installation in your shell application.

When Icon Manager installs an icon to a program group it also makes a record of this in a file named SHELL.DAT.   The SHELL.DAT file is used by Icon Manager when you select <u>Reconcile Installation</u> from the File menu.   The Reconcile Installation command instructs Icon Manager to attune all icon files it has created with the current state of your Program Groups.   Any icon files created by the Install Icon dialog that are no longer required are deleted to free up hard disk space.   Icon Manager does not delete any of your icon source files, only the resource files that it created to support the installation of an icon image into a Program Group.

Creating and Editing Icons with Paintbrush

Icon Manager supports the editing of icons through the use of the Windows inter-program communication standards designed for Object Linking and Embedding, or OLE (pronounced oh-**lay**').   What this means is that an edit session can be opened on any icon inside of Icon Manager by simply double-clicking on the icon.   A   double-click using the left mouse button is the standard action to begin an edit session on any object in an OLE client program.

To create a brand new icon, select the **Edit.Create Icon** command from Icon Manager's menu.   Upon completion of your edit session with Paintbrush, Icon Manager will place the new icon in the viewport of the <u>Tool Window</u>.   You can drag a copy of the icon from the Tool Window into any open window inside Icon Manager.

One shortcoming of Windows Paintbrush is that it does not allow for a transparent area to defined in the graphic.   Icon Manager overcomes this by prompting the user to choose a color to represent any transparent area (screen color) before beginning each edit session. The selected color is placed in the icon wherever the image is defined to be transparent.

Icon Manager will open an edit session with the Windows Paintbrush application, PBrush. A reminder of the color you have chosen to represent the screen/transparent area of the icon is displayed in the main menu bar of Paintbrush.   Icon Manager will place Paintbrush into the "Zoom In" view for detailed editing.   You can toggle between the Zoom In and Zoom Out displays from the View menu.

The Paintbrush application will allow you to edit the icon as you like.   Although the icon image is relatively small, you will find that Paintbrush contains several powerful tools that can be used in the Normal view mode.   The color eraser can be used to change colors with a stroke of the mouse.   Other drawing tools can be used to 'rough in' any original icon drawings before proceeding to the Zoom In view.

Using a zoomed view of an icon to establish the fine details is a must when editing an icon. To switch to the zoom in view, select the **View.Zoom In** command from Paintbrush's menu, and then click the left mouse button over the icon image.   Only the brush and fill tools are available in the Zoom In view of Paintbrush.   Fortunately these tools meet the needs of detailed drawing very well.   Remember, an icon is only 32 pixels tall and wide - every pixel is significant in an image of this size.

Icon Manager will allow only one OLE edit session to be active at a time.   When you have completed your icon editing you should close the Paintbrush server application.   Any changes are reflected in the original icon whenever **Update** is selected from the **File** menu.   If you have any outstanding updates that have not been sent to Icon Manager when you request Paintbrush to close, you will be prompted to choose whether the updates should be sent before exiting.

For more information on using PaintBrush, please refer to your Windows User's Guide.

Advanced Functions and the Tool Window

The Tool Window is most commonly used when creating a new icon.   Icon Manager will place an icon created with a Paintbrush OLE edit session into the Tool Window (see Creating and Editing Icons with Paintbrush).   From here, a copy of the icon can be dragged into any open file window.   If you do not have any file windows currently open, select **File.New** to open a new file window for the icon.   Or, if you would prefer to add the icon to an existing file, select **File.Open** and open the desired file.   Once you have a window open to receive the icon, just click and drag a copy of the icon from the Tool Window's viewport into the window.

Using the Tool Window to Import/Export

In most instances all icon editing can be accomplished through the use of Windows Paintbrush.   You may, however, have another editor that you prefer to use which supports the Windows clipboard.   Icon Manager allows you to copy an image of the icon to the clipboard to import it into your editor.   You can do this by clicking on the icon with the right mouse button and then selecting Copy from the popup menu.

After your edit is completed, pasting the image back into Icon Manager requires the use of the Tool Window.   Select **Window.Tool Window** to activate or remove the Tool Window from Icon Manager's display.   Select **Edit.Paste** from the Tool Window menu to paste an image from the Windows clipboard into the icon viewport area.   Copies of the new icon image can be dragged into any open window within Icon Manager.

Icon Manager will preserve the full-fidelity of an icon when using the clipboard to import from Microsofts icon development utilities - either Image Editor or AppStudio applications.

More on the Tool Window

The Tool Window's Edit menu contains several other commands in addition to Paste.   The Tool Window will accept graphic images larger than the standard 32 by 32 size of a Windows icon when you select the **Edit.Paste** command.   In this situation, scroll controls will be displayed on the right and bottom sides of the icon viewport.   The scroll controls are used to position the desired 32 x 32 pixel area of the image in the active area of the viewport.

The Edit **Copy All** command will place the entire contents of the current graphics image onto the clipboard while the **Copy Viewport** command restricts the copy to the visible image inside the viewport (32 by 32 pixels in size).

The last item on the Edit menu is the **Capture** command.   This selection is used to obtain images directly from the video display.   Choosing **Capture** will cause Icon Manager to disappear from the display while it maintains control of the mouse cursor.   You may then capture any area of the video display (must be at least 32 x 32 pixels in size) by depressing the left mouse button in one corner of your 'clip' and dragging to the opposite corner of the clip and releasing the button.   Icon Manager will reappear on the display with your clip in the Tool Window's viewport.   Scroll bars are displayed for the viewport when the clip is larger than 32 x 32 pixels.   Use the scroll controls to align the desired area of the clip in the viewport.