

Graphics Converter™ Gold Online Reference Manual

Comprehensive Paperless Documentation

Graphics Converter™ Gold

User Guide

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1

Getting Started

Welcome to Graphics Converter Gold, the easy, efficient method for organizing, cataloging, and using your multimedia and graphic files. Now you can add new convenience to managing and using your art and multimedia files in any of your Windows applications.

Graphics Converter Gold is the ultimate solution in converting graphics from one format to another. As the name implies, Graphics Converter Gold can convert image files from one format to another. However, the application is also an outstanding multimedia management system. The ability to create media libraries with viewable and searchable thumbnail images makes finding a particular file faster and easier. In addition, to the conversions and cataloging or multimedia objects, Graphics Converter Gold makes using multimedia objects easy. Taking images from a media library and inserting them into an application is accomplished by transparent file conversion on the fly. You don't have to worry about file formats or compatibility when inserting images into Windows applications.

This chapter provides information about Graphics Converter Gold and the many features including:

- What you need to know about system requirements before you begin
- Product registration
- Online and printed User Manuals
- Technical support
- Product features

Before You Begin

Please note the following before using Graphics Converter Gold

- Before using Graphics Converter Gold, you must install it into your Windows system. See chapter 2 on how to install the application.
- Graphics Converter Gold runs on a 486 (or better) computer in Windows 3.1, 3.11, and Windows 95.

- The application requires about 10 MB of hard drive space and 16 MB of RAM.
- Mouse (or other similar pointing device) is required.
- Graphics Converter Gold supports CD input devices, Sound Blaster compatible sound board with Windows driver, and any Media Control Input (MCI) device.
- Graphics Converter Gold is compatible with all printers and printer drivers that are compatible with Windows 3.1, 3.11, or Windows 95.

Optional items

- Microsoft MCI Video driver
- Microsoft MCI Audio driver
- SVGA video card or better (recommended)
- Microphone (for recording with a sound card)

Registration

Please register your copy of Graphics Converter Gold. Registered Users benefit from:

- Free technical support for the application.
- Notification of software updates and new products. In addition, Registered Users receive notification on the newest features and upgrades in Graphics Converter Gold.

Getting the Answers You Need

Graphics Converter Gold includes two forms of documentation for your convenience:

- ***User Guide.*** This User Guide provides an overview of the operation of the Graphics Converter Gold application with chapters devoted to the Graphics Converter Gold window, the SpeedBar, and the ToolBar. In addition, the Guide includes step-by-step tutorials in the operation of the application's primary features.
- ***Windows Help System.*** For quick reference on a particular operation or feature in Graphics Converter Gold, you may use the Help system. You may access the Help files by selecting the Help | Contents menu options or by pressing <F1>. The Help file includes a subject index, a word index (Windows 95), and extensive cross-reference links to related subjects. The Help file is ideal for the ability to find specific, detailed information using the search feature, or by using the many Help buttons located through the Graphics Converter Gold application.

Customer Support

You may call IMSI Customer Support for:

- IMSI product and pricing information
- post-purchase services, such as order inquiries and product registration

You can reach customer support by e-mail, telephone or mail at:

Email: service@imsisoft.com

Phone: +1-800-833-8082, Monday through Friday, 8:00 AM to 5:00 PM, Pacific Time.

Mailing Address:

IMSI
ATTN: Customer Support
1895 Francisco Blvd. East
San Rafael, CA 94901-5506

If you need to contact any of IMSI's international offices, you will find the address and telephone numbers of each office on the title page at the front of this User Guide.

Technical Support

Before calling IMSI's Technical Support, please check the Troubleshooting section at the end of this User Guide and the Readme file to make sure that you don't already have the information that you need. Technical support is for:

- Support in using the product's features
- Information related to compatibility with other products
- Assistance in installing or using the software
- Replacement CD

Technical support for this product can be obtained in several ways:

- If you have access to the Internet, the IMSI Web site is found at <http://www.imsisoft.com>. The Service and Support link will lead you to Frequently Asked Questions (FAQs) and also to a Forum section where you may read questions and answers about Graphics Converter Gold.
- You can e-mail your questions to graphconvsupport@imsisupport.com.

- You can fax your questions to Technical Support at +1-505-232-8559.
- You can mail your questions to:
IMSI
ATTN: Technical Support
P. O. Box 3496
Albuquerque, NM 87190-3496
- You can phone Technical Support at +1-505-232-3200, between the hours of 8:00 AM and 6:00 PM, Mountain time.

Calling or Writing for Technical Support

Our Technical Support staff will work closely with you to solve any problem(s) related to our software. Please give our support technicians as much information as possible. Remember that they are not in front of your computer and they need your help to diagnose the problem.

While our technicians will work to resolve your software related problems, there are occasions in which the problem is related to hardware or to another Windows application. Our technicians will supply you with as much support as possible in such cases, but they are not authorized to support products manufactured or published by another company.

If your question or problem relates to another application, such as the inability of the Windows Clipboard to work or printing problems, you should contact the manufacturer of the software or the printer.

Technical Support Check List

To receive the fastest response to your technical questions, please complete the following check list before you send a Fax, send E-mail, call:

- You may already have the information you are looking for. Before calling, check your User Guide thoroughly. The User Guide includes a handy troubleshooting chapter that answers common questions about the installation and operation of Graphics Converter Gold.
- Check the FAQs and the Graphics Converter Forum at <http://www.imsisoft.com> to see if your question has already been addressed.
- Record the exact sequence of events that created the problem. Make sure that you can reproduce the problem by following the same series of steps.
- Have the name, version number, and the file date of the application. To get the exact version number, choose the Help | About menu options in Graphics Converter Gold.

- If possible, know the type of computer and the version of Windows that you are using.
- Record the exact wording of any error messages that may appear in relation to the problem.
- Know the results of any steps you have undertaken to solve the problem previously.
- Be in front of the computer with the computer turned on. If the problem is in relation to Graphics Converter Gold and another product, have both products open, if possible.

Graphics Converter Gold Features

Let us now look at some of the many features included in the Graphics Converter Gold system.

Media Management Features

- Organize many different types of files into thumbnail libraries.
- Each thumbnail representation includes mini-icons which indicate whether the object has attached notes or sound. Compression method and relative disk storage percentage (i.e., amount of disk space compared to the original file) required are also displayed with each image.
- The *thumbnail view window* provides a view and access to many images at one time (the number of images displayed in the thumbnail view window varies with the screen resolution you are using in Windows). You can view, manipulate, import, export, and convert images from one simple view window.
- Graphics Converter Gold offers drag-and-drop image placement for those applications that support Object Linking and Embedding (OLE). With drag and drop, you simply click on the desired image in the Graphics Converter Gold, and drag it to another Windows application.
- Printer options permit you to print one image file, or entire libraries in full-page, half-page, or thumbnail catalog format.
- Graphics Converter Gold includes support for vector graphics, bitmapped graphics, animation files, and non-graphical files (such as EXE, TXT, HLP, etc.).
- You can have up to 32,000 objects in a media library. The number of media libraries in a Graphics Converter Gold system is limited only by the amount of hard disk space available.

- You can import images from stand-alone files or from the Windows Clipboard.
- The Graphics Converter Gold export utility can export graphic files or convert the files to different graphics format during export operations.

Image Manipulation Features

Bitmapped image operations include Copy, Paste, Crop, Rotate, Resize, Zoom, Flip, Invert, Contrast, Brightness, Gamma Correction, and Inversion. Bitmapped image process techniques are available, such as edge detection, dilation, sharpening, smoothing, image conversions for 1-bit to 4-bit to 8-bit to 24-bit promotions, down scale dithering, halftone, and diffusion of High-Color images.

Sound Features

- Sound may be recorded or imported (WAV, MIDI, SND, RAW) and attached to any image for playback.
- Sound recording includes pre-selected settings for CD quality, radio quality, or telephone quality with user definable settings indexed via keyword.
- An attached audio file or clip may be replaced at any time allowing interactive update and playback.

Other Formats Supported

Application-based files, such as TXT and HLP are handled by their native application. When you select one of these files, Graphics Converter Gold automatically launches the appropriate application for each file type.

User Interface Features

- *Button banners* display the function for each ToolBar and SpeedBar button.
- An intuitive *ToolBar* provides easy access to the most commonly used features in Graphics Converter Gold.
- Graphics Converter Gold features a unique SpeedBar that allows quick access to media libraries.
- You can resize the thumbnail view of the images from 64 x 48 pixels to 256 x 256 pixels. Fourteen different display sizes are available in the thumbnail display.
- An Undelete feature permits you to undelete files that you have deleted.

Notes

- You can attach up to 64 KB of notes to any file within a media library.
- The “Notes” entry and display can be hidden from view so that you can maximize the size of the thumbnail view window.
- Attached notes can be transferred to another Graphics Converter Gold media library using the drag-and-drop operation. This eliminates the need to retype notes when they are moved to another media library.

Sort and Search Functions

- Thumbnail images can be sorted by file name, keyword, file extension, media type, compression method, original file size, or the compressed file size.
- The library search criteria can include one or more text string specifiers and can include a search of notes that are attached to files. For example, you may conduct a search for the words “map” and “Texas” to locate image files that include both the words “map” and “Texas” in the attached Notes.
- A search can be directed to include one media library, multiple media libraries within the same directory, or multiple media libraries in different sub directories

Capture Feature

Graphics Converter Gold features a screen capture utility that provides simple methods for capturing a window, a client areas or an entire Windows Desktop.

File Formats and Compressions

- **Animation Files**—File types supported for import and export include: AVI, FLI, FLC, and MMGIF. In addition, Graphics Converter Gold supports QuickTime video (MOV) files for import only.
- **Bitmapped or Raster Image Files**—Graphics Converter Gold supports the following bitmapped or raster image file formats both import and export: 301, ATT, BMP, CAL, CLP, DCX, DIB, FAX, GIF, ICO, IFF, IMG, MAC, PCX, PSD, RAS, TGA, RLE, WME, WPG (version 1), XBM, XPM, XWD. In addition, Graphics Converter Gold supports the following bitmapped file formats for import only: CUT, KFX, LV, MSP, PCD (Kodak Photo CD). See the README.TXT file on the Graphics Converter Gold CD for a complete update list of the formats supported.

- **Vector File Format**—Graphics Converter Gold supports both import and export for the following vector file formats: AI, CGM, DXF, EPS, HGL, MET, PCT, PIC, WMF, CDR (version 3 and 4), and WPG (version 1).
- **Sound File Formats**—Graphics Converter Gold can import and record the following sound file formats: WAV, VOC, MID, SND, GSS, VMD, and RAW.
- **Font Files**—Graphics Converter Gold supports the following font file formats for import only: TTF, FOT, and FON.
- **Non-graphical File Formats**—Graphics Converter Gold supports the following non-graphical file formats: Yoshi Compression (LZH), executable (EXE), text (TXT), Rich Text Format (RTF), help (HLP), Word Documents (DOC), Windows Write (WRI), and WordPerfect documents (WPD).
- Graphics Converter Gold supports application-linked files from any Windows application. Double-click on the thumbnail image in Graphics Converter Gold to launch the native application with the selected image.

Data Type Conversion Features

Graphics Converter Gold can convert bitmapped images to black and white, grayscale, indexed-16 color, indexed-256 color, RGB High-color, and RGB True-color files.

Windows Clipboard Support

Graphics Converter Gold supports both Object Linking and Embedding (OLE) and Windows Clipboard (CLP) files.

User Guide Conventions

1. Commands that you are instructed to type are indicated in a sans serif font, such as: CD\N\S\I\G\CG3. Ignore any punctuation included unless specified otherwise.
2. Keystrokes, or individual keys that you are asked to press or type are indicated within capitals, such as: <Alt>, <F1>, <Shift>. Ignore any punctuation included unless specified otherwise.
3. When you are asked to press two keys at once to perform a particular operation, the keystrokes are indicated with a plus sign, such as: <Alt>+<R>. Many menu selections require that you press two keys in combination followed by a third key. For example, to open a file, you would press the <ALT> and <F> keys simultaneously to open the File menu and then press the <O> key to select the Open Library option. The User Guide represents this keyboard sequence as: <Alt>+<F>, <O>.

4. When you are instructed to click or double-click the mouse button, use the left mouse button unless you are told otherwise. If you have reversed the configuration of the mouse buttons in Windows, you should reverse the button usage as well.
5. Instructions included in greater than brackets (i.e., “<” and “>”) indicate that you are to supply some information. For example, instructions for “CD<*directory name*>” indicate that you are to enter the name of the directory.
6. Operations that require multiple steps through menus and sub menus are indicated with the menu options separated by a vertical divider, such as “Edit | Notes | Append.” This command indicates that you are to click on the “Edit” menu, then click on the “Notes” option in the “Edit” menu, then click on the “Append” option in the “Notes” menu.

2

Installation

In this chapter we will cover the Graphics Converter Gold installation for both Windows 3.1 and Windows 95. Check the section for the version of Windows that you are using to make sure that the installation procedure sets up your multimedia management system correctly.

Running the Installation Program

Graphics Converter Gold is a Windows application. You must have Windows installed and running *before* you can install Graphics Converter Gold. If you do not have Windows installed and operational, you must install it before proceeding with the Graphics Converter Gold installation.

Close all other Windows applications before you begin the Graphics Converter Gold installation. If you choose to install the Video for Windows module that accompanies the application, you will have to close and restart Windows for the installation changes to take effect.

Windows 3.1/3.11

Place the Graphics Converter Gold CD-ROM in your CD-ROM drive. When you close the drive, the installation program should run automatically. If it does not, you can activate the installation program yourself by using the Windows Run command in the Windows Program Manager File menu.

1. Select the File | Run menu options in the Windows Program Manager.



NOTE: *Do not use the File menu in the Windows File Manager program to run the Graphics Converter Gold installation.*

2. Type D:\bin\setup.exe (where D is the drive letter of your CD-ROM drive) and press <ENTER>.
3. Now proceed to the Completing the Installation section.

Windows 95

Place the Graphics Converter Gold CD-ROM in your CD-ROM drive. When you close the drive, the installation program should run automatically. If it does not, you can activate the installation program yourself by using the Windows Run command in the Windows Start menu.

1. Select the Start | Run menu options in the Windows desktop.
2. Type `D:\bin\setup.exe` (where D is the drive letter of your CD-ROM drive) and press <ENTER>.
3. Now proceed to the Completing the Installation section.

Completing the Installation

The Graphics Converter Gold installation allows you to customize the installation.

Drive and path for installation. The default location for Graphics Converter Gold installation (i.e., to which the program files will be copied) is “C:\Program Files\AOL\Your Web Page Companion.” You can change the install location by typing a new drive and/or directory in the space provided.

If Microsoft Video for Windows Runtime is installed, Graphics Converter Gold can play Microsoft Video for Windows animation (i.e., movie) files (files that end with the extension .AVI”).

A Windows compatible sound card is required to be able to hear the music that is part of the video file. You may hear music on some computer systems without a sound card, but the music will not be the same quality as with a sound card.

1. After Graphics Converter Gold is installed, the program asks if you wish to create a “Your Web Page Companion” program group for Graphics Converter Gold. To create a program group for Graphics Converter Gold, select the Next button when prompted.
2. The installation places a shortcut to the README.TXT file that includes the latest up-to-date information about Graphics Converter Gold.
3. If you choose to install the Microsoft Video for Windows, the next step is to go to `D:\vfwrtl\setup.exe`.
4. If you would like additional information about the Video for Windows installation, click on the Help button.
5. When Microsoft Video for Windows is installed, a dialog box asks if you wish to restart Windows or continue with the current session. Do not restart Windows at this time. You must complete the Graphics Converter Gold installation before you exit Windows. If you do choose to restart Windows at this time, you will have to reinstall Graphics Converter Gold to complete the installation.

Graphics Converter Gold includes more than 70 graphic and application *filters*. A filter is a conversion utility that permits you to convert a file from one graphic format into another. Graphics Converter Gold includes a number of import filters that will convert graphic and animation files into a different format for Graphics Converter Gold. Export filters are provided that will permit Graphics Converter Gold to convert files that are in Graphics Converter Gold into a number of different graphic and animation formats. The filter system is what gives Graphics Converter Gold the ability to import a graphic file in one format and convert it to another format.

Graphics Converter Gold includes an instructional media library labelled, CONVERT.PAQ. This instructional library contains instructions on how to convert graphics into useable Web-based graphics using Graphics Converter Gold. The instructional media library is installed automatically to the Graphics Converter Gold directory.



NOTE: If there are any applications open in Windows at this time, selecting the Restart Windows option will automatically close the application; any data within any open application will be lost. If you choose not to restart Windows at this time, the Video for Windows features will not be available during the current work session (unless your system already has a Video for Windows installed from another application). The Video for Windows will be available the next time that you open Windows.

If the Video for Windows installation detects a newer version on your system, it will not install the Video for Windows that comes with Graphics Converter Gold.

6. Select the Restart Windows button to close and restart Windows.

This completes the Graphics Converter Gold installation.

3

Introduction

The Graphics Converter Gold window is the most important element of the graphics management system. Understanding what the window contains and how to use the various features can make using the program both quick and efficient. In this chapter you will learn the basic elements of the window. This chapter covers:

Screen resolution and how it influences the number of images per window.

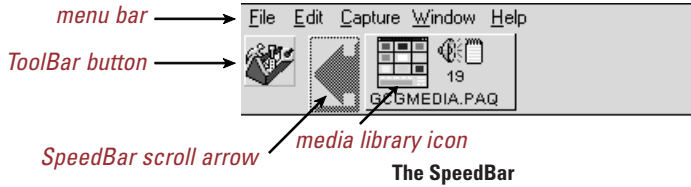
- The SpeedBar
- The ToolBar
- The status bar
- The scroll bar
- The thumbnail view window
- Notes attached to media libraries and files in a media library.

Screen Resolution

Changing the resolution of the screen can directly affect the number of files that Graphic Converter Gold can display at one time. If your screen is set to 640 x 480 resolution, you will be able to view a maximum of *thirty* images at a time in the thumbnail view window. If your screen is set to 1024 x 768 resolution, you will be able to view a maximum of *eighty-one* images (plus nine half-images) at a time in the thumbnail view window. See your Windows user guide for information on how to change the screen resolution in your computer system.

Elements of the Screen

The Graphics Converter Gold window is similar to many Windows applications in that it uses pull-down menus, button or icon bars, status bar, and minimize/maximize controls.



SpeedBar

When you open Graphics Converter Gold, the window displays the *SpeedBar*. The SpeedBar provides quick and easy access to media libraries that are in the Graphics Converter Gold system. Each media library is represented by a library icon that you may change as desired. When you open a media library, the SpeedBar automatically changes to the Graphics Converter Gold *ToolBar*. At the left end of the SpeedBar is a *ToolBar button* that you may use to switch to the ToolBar.

The SpeedBar allows you to quickly open any of the media libraries in the SpeedBar (double-click on the media library icon with the left mouse button or select Open Library from the SpeedBar drop-down menu).

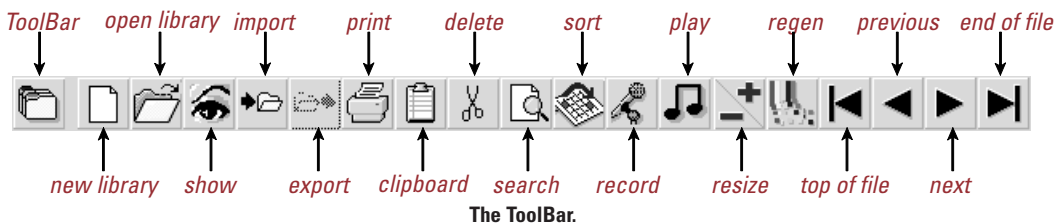
The SpeedBar includes scroll arrows to navigate through the media library icons and *button banners* that indicate the function of the ToolBar icon and the scroll arrows (i.e., place the mouse pointer over the ToolBar icon and a *button banner* will appear below it saying ToolBar). Note that there are no button banners for the media library icons.

 SEE ALSO: [Chapter 4. The SpeedBar.](#)

ToolBar

When you open a media library, the Graphics Converter Gold display changes to the thumbnail view window with the *ToolBar*. The ToolBar contains icons or buttons that permit you to quickly and easily access many of the most commonly used functions. You may access the ToolBar by opening a media library file or by selecting the ToolBar icon located at the left end of the SpeedBar.

 SEE ALSO: [Chapter 5. The ToolBar.](#)



Menu Bar

The *main menu bar* provides access to all of the primary Graphics Converter Gold features. It functions the same as any other Windows menu system. To make a selection, click on the main menu bar item and select the desired item from that menu.

Title Bar

The title bar is located at the very top of the Graphics Converter Gold window. If the media library window is maximized (i.e., fills the Graphics Converter Gold window), the title bar displays Graphics Converter Gold and the name of the current media library that is open (if one is open). If the media library window is not maximized, the Graphics Converter Gold title bar displays “Graphics Converter Gold.” The name of the open media library appears in the title bar for that library window.

Control Menu

Graphics Converter Gold features two Control Menus: the main control menu in the upper left corner of the screen and a control menu for each media library thumbnail window that is open (if one is open). The control menu provides access to features, such as Move, Size, Minimize, and Close application.



The Control Menu.

Status Bar

The Status Bar, located at the bottom of the Graphics Converter Gold screen, serves a number of functions, depending upon the current status in Graphics Converter Gold window.

Record number and count. After you select or highlight a file in a library, the lower left corner of the Status Bar displays the record number of the selected file and the total number of records in the media library.

Path of current media library. When a media library file is open and no images are highlighted in the library window, the Status Bar displays the path and file name for that file.

For example, when the instructional media library is open, you will see “C:\Program Files\AOL\Your Web Page Companion” in the Status Bar (the drive and directory location may be different in your computer).

Description of highlighted file. If a file is highlighted, the Status Bar displays a description of that file. For example, in the status bar you might see:

GOALS001.CGM: 3,288/1,356 (2:1)->LZH 484 X 483 16

The interpretation of this information is as follows:

- *GOALS001.CGM.* Name of the file that is currently highlighted. If there is more than one file highlighted, the Status Bar displays the information for the last file in the library that you selected.
- *3,288/1,356.* Original file size compared to the compressed file size (i.e., the original file was 3,288 bytes and the compressed version stored in Graphics Converter Gold is 1,356 bytes).
- *(2:1).* The approximate compression ratio achieved in Graphics Converter Gold. This is an approximate computation. Many times you will see “1:1” for the compression ratio; this means that the compression ratio is less than double.
- *LZH.* The type of data compression used on the file.



SEE ALSO: *Chapter 9. Graphics and Compression Methods.*

- *484 X 483.* The size of an image measured in pixels. For example, 484 pixels by 483 pixels in this illustration.
- *16.* The number of colors in the image file.
- *File export information.* When you export files, the Status Bar displays the export information as the files are exported. For example, in the status bar you may see:

GOALS004.CGM ->C:\ART\GOALS004.CGM

In this example, the Status Bar indicates that the file, GOALS004.CGM, is or was exported to the “Art” directory on the “C” drive to the “GOALS004.CGM” file name.

Horizontal Scroll Bar

A horizontal scroll bar spans the screen above the Status Bar. You may use the scroll bar to scroll through the media library thumbnail images.

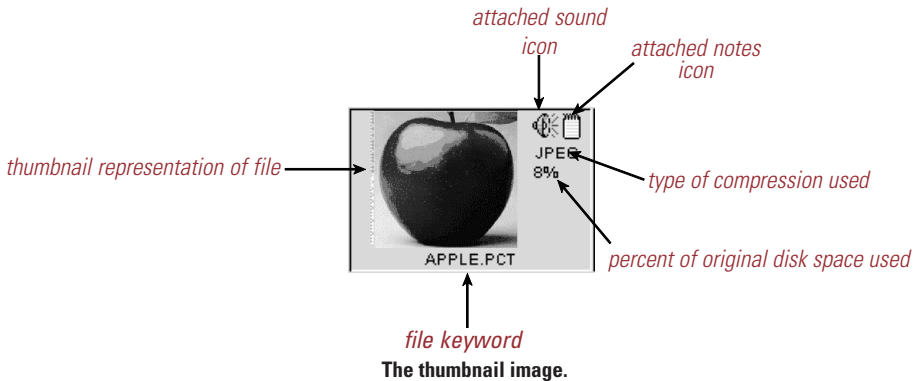
Scroll arrows. Click on the arrows at either end of the scroll bar to scroll one column to the left or right.

Drag the scroll bar button. Click on the scroll bar button and, while holding down the left mouse button, drag the button to the desired location. The thumbnail view images will change according to the location of the scroll button.

Click in the scroll bar. Click in the scroll bar (outside of the scroll button) to scroll the thumbnail view window one screen to the left or right.

Thumbnail View Window

Most of the Graphics Converter Gold window is devoted to displaying the thumbnail representations of the files in a media library. The individual thumbnail image boxes include a graphic representation of the content of the file as well as information about the file.



The content of the thumbnail box includes:

Attached Sound Icon. If there is a sound clip attached to the file, a speaker icon appears in the upper right corner of the thumbnail box.

Attached Notes Icon. If there are any text notes attached to the image, a notes icon appears in the upper right corner of the thumbnail box.

Compression Method. The compression method used appears below the sound and notes icon. This indicates the type of compression used on the file. Compression methods are: LZH, JPEG, Ref (reference thumbnail only), and none (no compression).



SEE ALSO: *Chapter 9. Graphics and Compression. Methods.*

Keyword. You may edit the keyword to be any text (the number of characters you may enter depends upon the system font you are using in Windows). By default, the keyword is the DOS file name.

Thumbnail representation of file. A thumbnail representation of the file appears in the thumbnail box. Different types of files use different thumbnail images:

- **Graphic file.** If the file is a graphic file, the representation is a thumbnail of the actual image. The thumbnail image may be resized as desired.
- **Video file.** For video files, the thumbnail is the first frame of the animation sequence. The thumbnail image may be resized as desired.
- **Sound file.** Sound files display a generic music symbol whether the sound clip is music or not. The size of the thumbnail is static and cannot be changed or resized.
- **Font file.** Font files display the first three capital letters of the font (usually “ABC”) in the thumbnail box. The thumbnail image may be resized as desired.

- *Non-graphical file.* The thumbnail display for non-graphical files varies with the type of file. If the file is associated with a Windows application, the icon for that application is used as the thumbnail. For example, Microsoft Word documents use the Microsoft Word icon. If no application is associated with the file, the thumbnail may be represented by a similar product or by the MS-DOS icon.
- *MS-DOS thumbnail.* If Graphics Converter Gold cannot identify an associated application or if the type of file is not supported or detectable, an MS-DOS icon is used for the thumbnail. If you see an MS-DOS icon as the thumbnail for a graphic file, it is generally because the format is not supported or the file is corrupted and cannot be interpreted by Graphics Converter Gold.

Notes

Graphics Converter Gold has the ability to attach up to 64 KB of notes to any file in a media library. These notes can be displayed in the thumbnail view window all the time or they may be opened for display only when needed.

Use the following procedure to turn Notes display on or off:

1. Click on the Window option in the main menu bar.
2. Click on the Notes option to place or remove a checkmark by the option (a checkmark by the Notes option indicates the Notes will display; no checkmark by the Notes option indicates the Notes will *not* display).



SEE ALSO: *Notes on page 8-92.*

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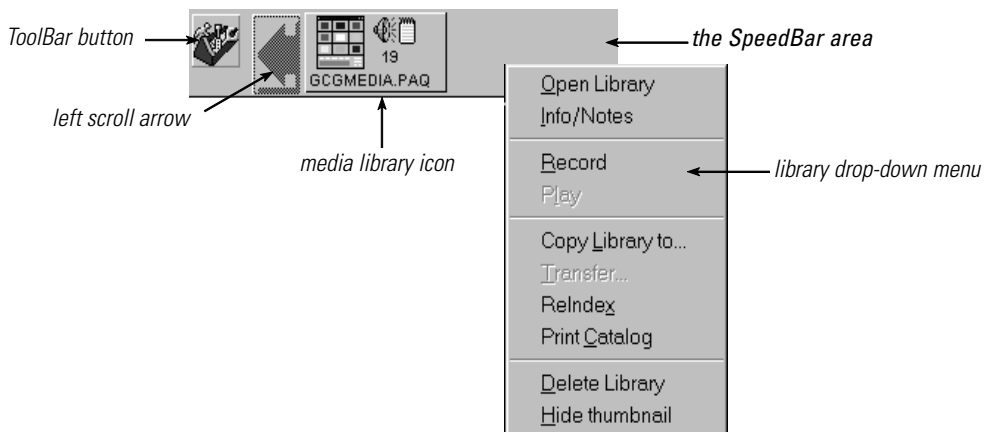
The SpeedBar

In this chapter we will cover the features and use of the Graphics Converter Gold SpeedBar. The chapter covers:

- The SpeedBar menu
- The ToolBar icon
- Scrolling in the SpeedBar
- Customizing media library icons in the SpeedBar
- Turning the SpeedBar display on and off

The SpeedBar Menu

When you open Graphics Converter Gold, the SpeedBar shows the media libraries that you have placed in Graphics Converter Gold. The instructional media library, CONVERT.PAQ appears in the SpeedBar when you open Graphics Converter Gold.

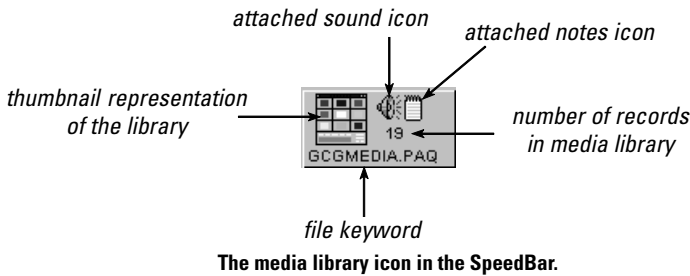


The SpeedBar with drop-down menu.

The Media Library Thumbnail Icon

The media library icons provide quick access to the libraries in the Graphics Converter Gold system. It is useful to understand how the SpeedBar is populated with icons.

When you open Graphics Converter Gold, it checks the default directory for media libraries. Any libraries in the default directory are inserted into the SpeedBar. In addition, the last four media libraries that were open are inserted in the SpeedBar (regardless of their directory location). The default directory for the SpeedBar is the Graphics Converter Gold directory; you may change this directory using the Preferences | General menu options.



SEE ALSO: *Preferences, General; setting the default Graphics Converter Gold directory on page 7-84.*

Customizing Media Library Icons

When you create a new media library, the SpeedBar defaults to the standard Graphics Converter Gold icon. You can assign any image to a library icon in the SpeedBar for a media library. This feature permits you to customize the appearance of the library icons in the SpeedBar.

Use the following procedure to assign a custom icon to the SpeedBar:

1. Open a Graphics Converter Gold media library.
2. Locate the image that you wish to assign a library icon in the SpeedBar. The image you select does not have to be in the media library in which you wish to use it. For example, you may select an image from the one media library and assign it as the SpeedBar icon for another library.
3. Click on the image you wish to assign to a library icon in the SpeedBar, and, while holding down the left mouse button, *drag* the image to the media library icon that you wish to replace. When you have the image over the media library icon, release the left mouse button.
4. Answer Yes to the prompt to replace the media library icon with the new image. That image is now assigned as the SpeedBar icon for that media library.

Media library icons in the SpeedBar should be selected for clarity and recognition. Highly detailed, scanned images, such as photographs, may not be large enough to use as library icons.

Opening a Media Library

You can open a media library from the SpeedBar by:

1. Double-click on a media library icon in the SpeedBar.

OR

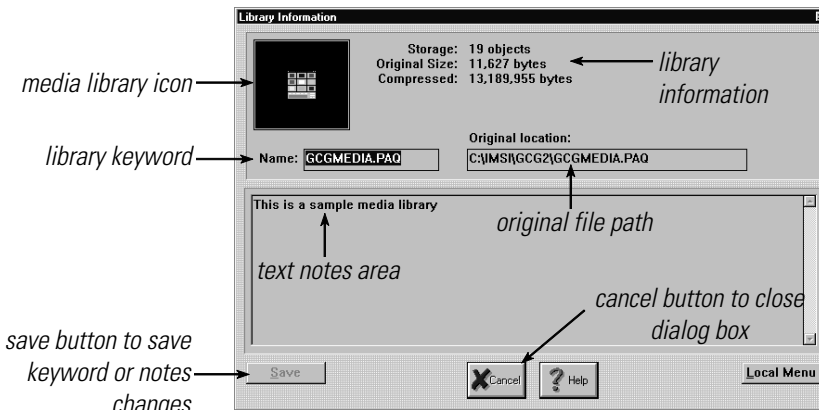
1. Click on a media library icon with the *left* mouse button to highlight it.
2. Click on the library icon with the *right* mouse button to open the *drop-down menu*.
3. Select the Open Library option from the drop-down menu.

When you open Graphics Converter Gold, the SpeedBar shows the media libraries that you have placed in Graphics Converter Gold. The instructional media library, CONVERT.PAQ, appears in the SpeedBar when you open Graphics Converter Gold.

The SpeedBar includes a *ToolBar button* with which you can quickly call the Graphics Converter Gold ToolBar. Graphics Converter Gold features *button banners* that indicate the function of the buttons in the SpeedBar and ToolBar. In the SpeedBar, the ToolBar button is the only one to have a button banner (the media library icons and scroll arrows do not require button banners).

The SpeedBar drop-down menu provides quick access to a number of functions including:

- *Open Library*. The Open Library option opens the selected media library.
- *Info/Notes*. The Info/Notes option opens the information dialog box that contains the



The media library Notes/Info dialog box.

compression and file information, keyword for the file, the original path of the file, and a Notes edit area.

- *Record*. The Record option lets you record or import a sound clip to attach to the icon for that media library.
- *Play*. The Play option plays any sound clip that is attached to the selected media library.
- *Copy Library to*. The Copy Library to option lets you copy all of the files in a current library (including attached Notes and sounds) to another media library. The *source* library (i.e., the library from which you are copying files) does not have to be open to be able to copy it to another library. All of the files in the source library are copied to the target library. If there are any files in the target library, the Copy Library to function will delete them.
- *Transfer*. The Transfer option permits you to transfer selected records or an entire media library to another media library. You must have the *source* media library (i.e., the library from which you are copying the files) open to be able to use the Transfer feature. The transfer operation transfers sound files and Notes that may be attached to images or files that are being transferred. To complete the operation, you must open the desired library, highlight the files that you wish to transfer, switch to the SpeedBar, and select Transfer from the drop-down library menu for that media library. At the end of the transfer, Graphics Converter Gold asks if you wish to remove the files from the source library file that were transferred to the target media library.
- *Reindex*. The Reindex feature permits you to reindex a media library without having to open it. This feature is used only when a media library index has been damaged or corrupted preventing the file from opening.
- *Print Catalog*. The Print Catalog option permits you to print a catalog of images in a media library. The option prints a catalog of *all* images in the media library without having to open the library.
- *Delete Library*. The Delete Library option deletes the selected media library from the disk drive and removes the media library icon from the SpeedBar.
- *Hide Thumbnail*. The Hide Thumbnail option removes the media library *icon* from the SpeedBar, but does *not* remove the media library file from the disk drive. If you wish to place the media library icon in the SpeedBar after it has been *hidden*, you must reopen the library. After a library thumbnail is hidden, reopening Graphics Converter Gold will restore it to the SpeedBar.

The ToolBar Button



The left end of the SpeedBar features a *ToolBar icon* that provides quick access to the Graphics Converter Gold ToolBar. Click on the ToolBar button to change from the SpeedBar to the ToolBar.



SEE ALSO: *Chapter 5: The ToolBar for information on the ToolBar features.*

The ToolBar features *button banners* that tell you the function of each button in the ToolBar. Place the mouse pointer on a ToolBar button, and button banner opens indicating the purpose of that button. The individual media library icons do not have button banners.

Scrolling in the SpeedBar



Menu: None

SpeedBar: Scroll Arrows

If there are more media libraries in your Graphics Converter Gold directory than can fit in the SpeedBar, you may use the left *or* right scroll arrow buttons to scroll through the media library icons. If the number of media libraries does not fill the SpeedBar, the scroll arrow buttons have no effect.

Library icons are arranged alphabetically by keyword in the SpeedBar. A keyboard shortcut to finding a particular library is to type the first letter of the library that you wish to find in the SpeedBar. Use the following procedure to use the keyboard shortcut in the SpeedBar:

1. Click on a media library icon to highlight it.
2. Press the first letter of the keyword for the library you wish to find. For example, if you wish to find the library that has a keyword of “SPORTS.PAQ,” press “S.” Graphics Converter Gold will move to and highlight the first media library icon that begins with the letter “S.” If the first library beginning with “S” is not the desired library, use the left or right scroll arrows to go to the desired library.

Turning Off the SpeedBar Display

Menu: Window | ToolBar/SpeedBar

Keyboard: <Alt>+<W>, <S>

When you open a media library, the SpeedBar is replaced by the ToolBar. You may turn the SpeedBar and ToolBar display on and off, using the ToolBar/SpeedBar option in the Window menu.

Use the following procedure to turn the SpeedBar and ToolBar feature off:

1. Select Window in the Graphics Converter Gold menu bar.
2. If there is a checkmark next to the ToolBar/SpeedBar option, the SpeedBar and ToolBar display. Select the ToolBar/SpeedBar option to remove the checkmark to turn the SpeedBar and ToolBar off.

The ToolBar/SpeedBar option in the Window menu turns both the SpeedBar and the ToolBar on or off. There is no method for turning the SpeedBar or the ToolBar on or off individually.

5

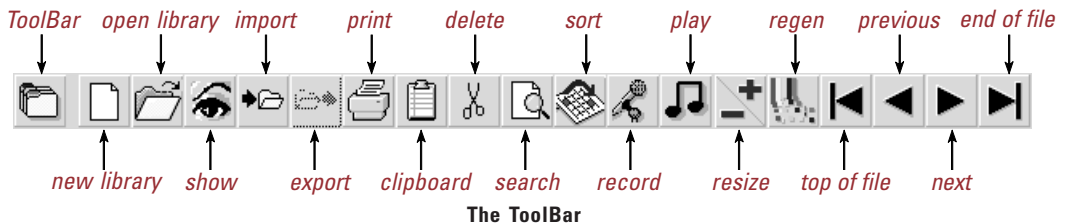
The ToolBar

Graphics Converter Gold features a *ToolBar* that provides easy access to the most commonly used functions. In this chapter we will cover the features and use of the Graphics Converter Gold ToolBar. Each button or feature is discussed in detail as to the function and use.

Each section header in this chapter contains the topic followed on the same line by the ToolBar button for that feature. Below the topic header are the menu commands and the keyboard commands to perform the function. If there are no equivalent menu or keyboard commands, it is so stated. The “Image menu” commands refers to the image drop-down menu (i.e., click on an image in the library with the left mouse button, click again with the right mouse button to open the drop-down menu). There is no keyboard command or main menu option to open the image drop-down menu.



SEE ALSO: *Chapter 6 for more a detailed, step-by-step tutorial on how to use the various features in the ToolBar.*



SpeedBar Selector



Menu: None

Keyboard: None

The *SpeedBar selector* icon permits you to switch from the ToolBar to the SpeedBar so that you may open another media library. Click on the SpeedBar selector icon once to display the ToolBar. Click on the ToolBar selector in the SpeedBar to return to the ToolBar.

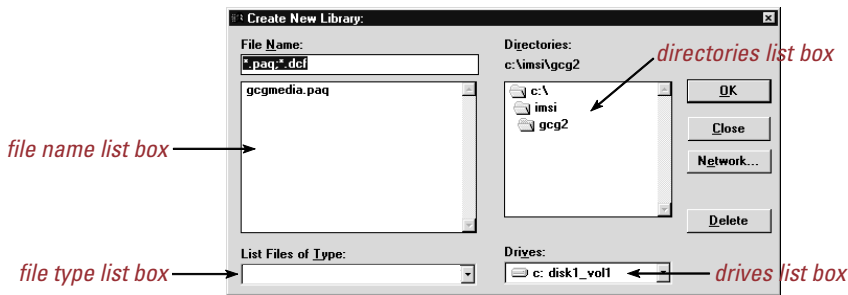
New Library



Menu: File | New Library

Keyboard: <Alt>+<F>, <N>

The *New Library* button permits you to create a Graphics Converter Gold media library (a file that ends with an extension of “.PAQ”). Graphics Converter Gold uses the media library files to store images and data files. The thumbnail view window in Graphics Converter Gold permits you to view graphical representations of the files in each media library. The graphical representations are either a small version of the image (for image files) or an icon representation of the content of a particular file.



The Create New Library dialog box.

Use the following procedure to create a new media library file:

1. Select the New Library button in the ToolBar.
2. Enter the name for the new media library file.
3. Select the location (drive and directory) to open the file.
4. Select the OK button to create the file.

Open Library



Menu: File | Open Library

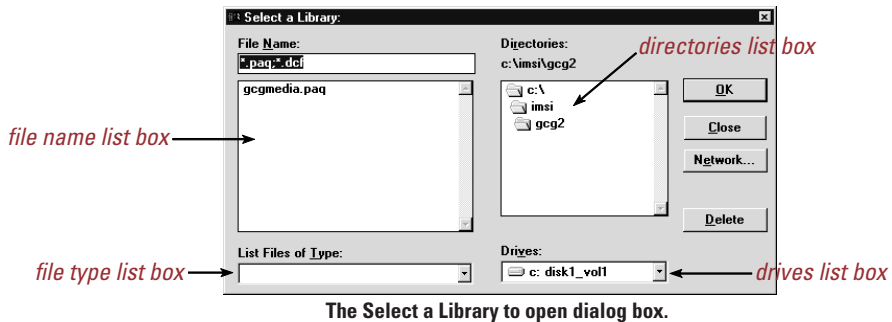
Keyboard: <Alt>+<F>, <O>

The *Open Library* button permits you to open an existing media library. When you select the Open Library button, Graphics Converter Gold opens the Select Library to Open dialog box from which you can select a library file to open.

You can also open media libraries using the media library icons in the SpeedBar. The Open Library button in the ToolBar is useful for opening a file that is not in the SpeedBar.

Use the following procedure to open a media library using the ToolBar:

1. Select the Open Library button in the SpeedBar.



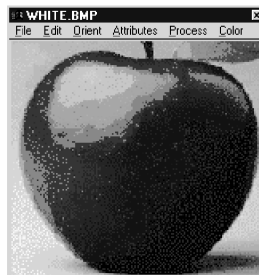
2. Select the location (drive and directory) to open the file.
3. Click on the library file name you wish to open (or double-click on the library file name).
4. Select the OK button.

Show Window



Image Menu: Show

Keyboard (Image Menu): <S>



The bitmapped image Show window.

Graphics Converter Gold displays images in a thumbnail view window. You can open a Show window or Full Resolution Window that displays an image in greater detail. In addition to the greater detail, the Show window includes a menu bar with which you can select options to manipulate the image (convert to grayscale, resize, etc.). The menu options available vary depending upon the type of file.

You must have at least one image highlighted to use the Show window feature. If you have more than one image highlighted, the Show button will open a Show window for each image. The images will be superimposed one on top of the other.

Use the following procedure to open a Show window using the ToolBar:

1. Select an image to highlight it.
2. Select the Show button in the ToolBar.
3. To close the Show window, select the File | Close menu options in the Show window menu bar or press <Alt>+<F4>.



NOTE: *If the original image is small, such as a button or icon, the Show window will display it in actual size (which may be smaller than the current thumbnail window display).*

Import File



Menu: File | Import

Keyboard: <Alt>+<F>, <I>

The *Import* button permits you to bring images and data files into a Graphics Converter Gold media library. This process adds files to a media library and, if desired, compresses the data in the libraries.

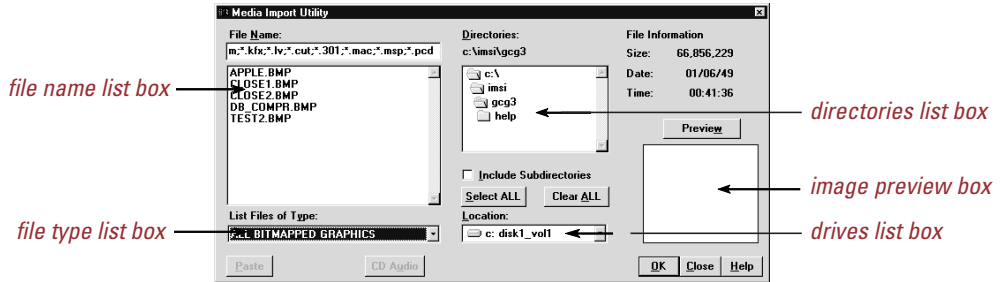
An important consideration in importing files is selecting the optimum compression technique. An import or export filter is a tool that Graphics Converter Gold uses to convert a file from one format to another. For example, you may import a Computer Graphics Metafile (CGM) into a media library using LZH - Speed compression. Graphics Converter Gold uses the import filter to translate the CGM file into a format that is most efficient for Graphics Converter Gold. If you wish to export the file as a Windows Metafile (WMF) file, Graphics Converter Gold's export filter converts the image from the resident graphic format to the WMF graphic format. Without the import and export filters, Graphics Converter Gold cannot function with the wide range of file types.

Graphics Converter Gold features a number of different filters that work with specific types of files (i.e., CGM, BMP, TIF, etc.). In addition to the specific filters, the import function includes *generic* import selections, such as All Bitmapped Graphics, All Vector Graphics, etc. These generic import selections will accept any file type that falls within the category. For example, the All Bitmapped Graphics selection will let you select BMP format, PCX format, TIF format, GIF format and all other bitmapped file formats that Graphics Converter Gold supports. If you select a directory from which to import images and you do not see any files listed in the File Name list box, check the List Files of Type selector to make sure that it is set to an appropriate import filter setting (either the specific file filter or the generic filter).

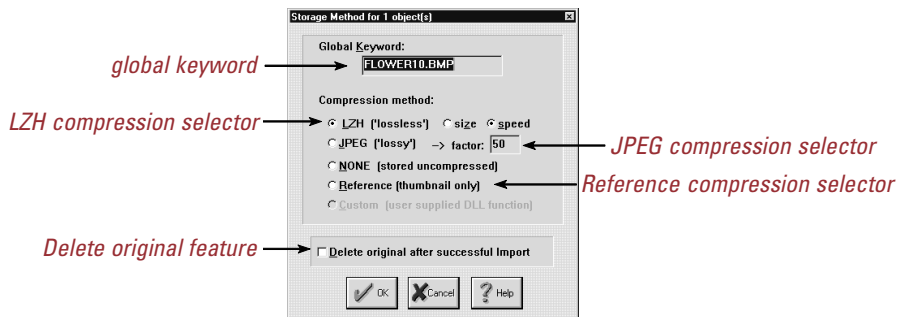
The List Files of Type selector is especially useful when you wish to import files of a particular type only. For example, you may wish to import PCX files from a directory that contains different types of bitmapped and vector format files. When you set the import filter to PC Paintbrush (*.PCX), only the PCX files will display in the File Name list box. This will simplify the process of selecting the PCX files to import.

Use the following procedure to import images using the ToolBar:

1. Open a media library file.



The Media Import Utility dialog box.



The Storage Method selection dialog box.

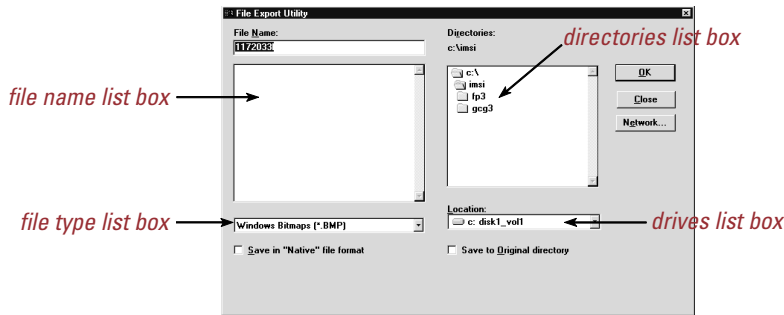
2. Select the Import button in the ToolBar.
3. Select the following options in the Media Import Utility dialog box:
 - A. The desired file format in the List Files of Type list box.
 - B. The location of the files (i.e., drive and directory).
 - C. The files that you wish to import. You may hold down the <Ctrl> key and select files singly or use the Select All button to select all supported files in a directory.
4. After you select the files to import, the Storage Method dialog box opens in which you may select the following storage parameters:
 - A. **Global Keyword.** The Global Keyword is a word or short phrase (the number of characters you may enter varies with the system font you are using in Windows). If you are importing more than one file, the Global Keyword will be appended to the Notes of each file imported in the import operation (the file names become the keywords that appear beneath the thumbnail image in the thumbnail view window). If you are importing only one file, the Global Keyword becomes the keyword that appears under the thumbnail image in the thumbnail view window. If you do not specify a Global Keyword when you are importing one file, the file name becomes the keyword that appears beneath the thumbnail image in the thumbnail view window.

- B. *Compression method.* Select the type of compression technique to use to store the file(s).



SEE ALSO: *Importing Files on page 7-62.*

- C. *Delete original after successful import.* Whether or not to destroy the original files after they are imported.
5. After you choose the desired options, select the OK button to import the files.



The File Export Utility dialog box.



Note: You can import executable files (i.e., files that end with “.EXE”) using the Reference (thumbnail only) compression option and use Graphics Converter Gold as a program manager. When you double-click on any thumbnail for an executable file that was imported with the Reference compression, the application will open and run. If you import the executable file using any other compression method, you will not be able to open and run the application from within the Graphics Converter Gold media library unless all of the support files (such as, DLL files) are in the Graphics Converter Gold directory.

Export File



Menu: File | Export

Keyboard: <Alt>+<F>, <E>

The *Export* button permits you to send files out of Graphics Converter Gold libraries as stand alone files. This process creates individual files from the data stored in the media libraries. The option can export one file or many files at one time.

Use the following procedures to export files from a library:

1. In the thumbnail view window, select the file(s) that you wish to export. If you wish to export more than one, hold down the <Ctrl> key and select the files you wish to export.
2. Select the Export button in the ToolBar.
3. In the Image Export Utility dialog box, select the following parameters for the export:
 - A. Select the file format for the export. If you have a mixture of file formats and you select one particular format in the Convert to list box, all of the images will be

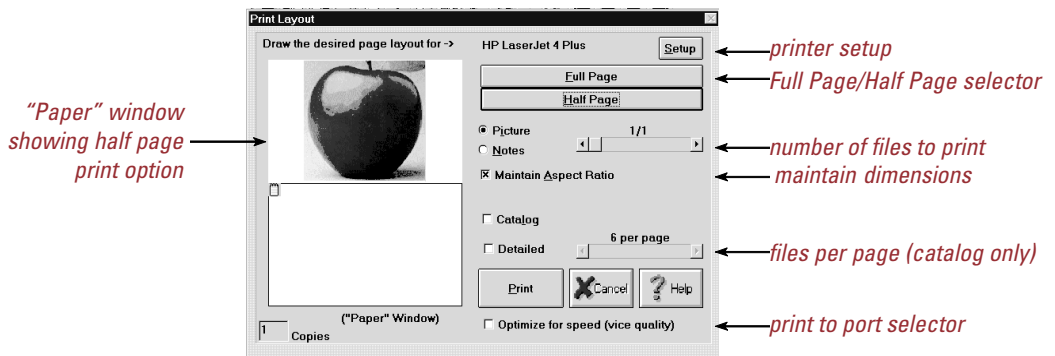
converted and exported in that format, if possible. If you select the Native Format option, all of the images or files are exported in their original format.

- B. Select the location for the export (drive and directory) or choose the Original Path option. If you select the Original Path option, you must make sure that it still exists. For example, if you originally imported the files from a floppy disk, the Original Path option will export them to the same disk drive although it need not be the same floppy disk from which the file(s) were taken.

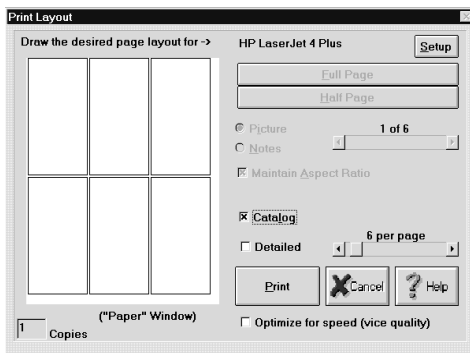
- 4. Select the OK button to begin the export.

It is important to understand the limitations of converting and exporting certain types of files:

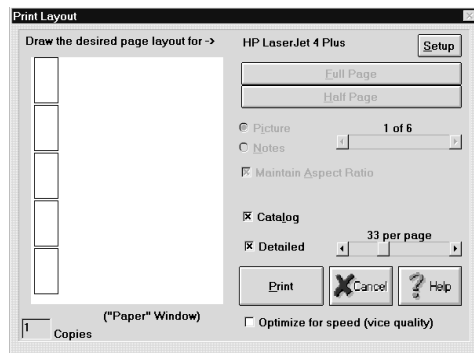
- A. You *can* convert vector format graphic files to other vector formats or to bitmapped formats.
- B. You *can* convert bitmapped format graphic files to other bitmapped formats.
- C. You *cannot* convert bitmapped format graphic files to vector graphic format.



The Print Layout dialog box for half-page printing.



The Print Layout dialog box for catalog printing.



The Print Layout dialog box for catalog with detail printing.

- D. You *can't* convert graphic files to non-graphic files or non-graphic files to graphic formats.

Print



Menu: File | Print

Keyboard: <Alt>+<F>, <P>

Graphics Converter Gold features a number of print options with which you may print images in a media library.

Use the following procedure to print one or more files in Graphics Converter Gold:

1. Select an image(s) to highlight it. If you wish to print more than one image, hold down the <Ctrl> key and select the images you wish to print.
2. Select the Print button in the ToolBar.
3. Answer Yes to confirm the prompt to print the files.
4. In the Print Layout dialog box, select from these options:
 - A. *Full page*. One image to a page.
 - B. *Half-page*. Prints one image to a page with file information and Notes.
 - C. *Catalog with the Detailed option selected*. Prints a catalog of images with file information and Notes. The number of images per page in a detailed catalog depends upon the length of attached Notes.
 - D. *Catalog without the Detailed option selected*. Prints a catalog of images with file name only. A catalog page may have from one to 100 images.

The Copies option in the lower left corner of the Print Layout dialog box permits you to select the number of copies of the selected print out.

Copy to Clipboard



Image Menu: Copy

Keyboard: <Ctrl>+<Ins>

Using the Windows Clipboard is one of the easiest methods of transferring single images from Graphics Converter Gold into another Windows application. The process is simple, efficient, and works with a wide variety of Windows applications. The Clipboard transfer works only with graphic files; it does not work with non-graphic files such as text, help, or executable files.

Use the following steps to transfer an image to another application using the Clipboard:

1. Select an image in a media library to highlight it. The Clipboard feature can only transfer one image at a time.
2. Select the Clipboard icon.
3. Go to the application in which you wish to use the image.

- Select the Paste menu option in the target application, or press the <Shift>+<Ins> or <Ctrl>+<V> keys to place the image in the application. Different applications have different requirements for Clipboard transfer. For example, some applications require that you create a document in the application before you can insert an image. Other applications require that you create an *image box* before you can insert an image into a document. If you are not sure about the application to which you wish to transfer the image, check the user guide or tech support for that application.

Delete File



Image Menu: Delete

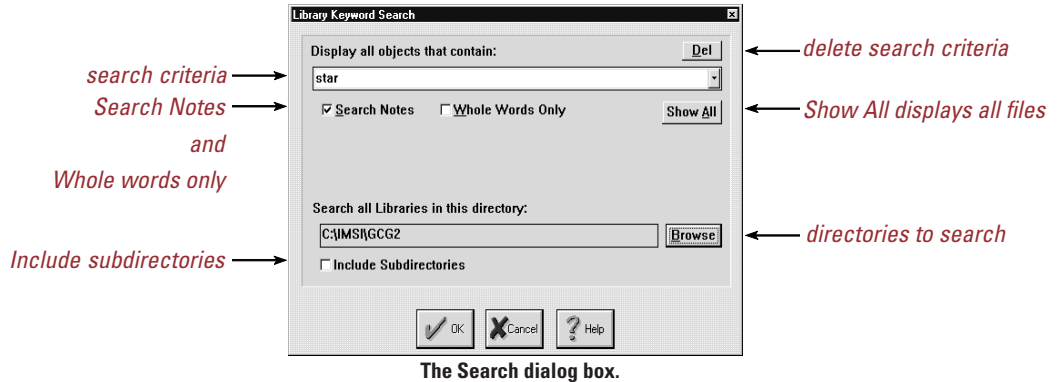
Keyboard:

Deleting an image or file in a media library is a simple process. To delete an image or file, select the desired file(s), and then select the Delete button or press the key.

When you delete a file in Graphics Converter Gold, that item is *marked for deletion* (it is not physically removed from the media library at that time). If you wish to restore, file(s) that you have deleted during a particular session, you may use the Undelete function in the Edit menu.



NOTE: *Graphics Converter Gold periodically purges the libraries of all files that are marked for deletion.*



If you wish to restore deleted files, you should use the Undelete feature immediately after you delete the files to insure that they have not been purged from the library.

Search



Menu: Edit | Search

Keyboard: <Alt>+<E>, <E>

When you select the Search button, the Library Keyword Search dialog box opens for you to enter the search criteria. The Search function offers these options:

- A. Enter search criteria (i.e., the information for which you wish to search).
- B. Search on multiple criteria by adding “and” and “or” operators to the search criteria.
- C. Search Notes. This feature causes the search to include the text in the Notes. If this feature is not selected, the search examines the keywords (text that appears below the thumbnail image) only.
- D. Search for Whole Words Only or for partial words.
- E. Conduct a search on the media library that is currently open or do a *global search* on all libraries in a directory.
- F. Save the search criteria for future use.
- G. Enter the text in upper or lower case; the search function is non-case sensitive.

When you conduct a search, Graphics Converter Gold creates a temporary media library that displays icons for libraries that contain files that match the search criteria. Double-click on any library icon to open the library that contain the files for which you are searching. When the library opens with the files that match your search criteria, only those files that match the search criteria are displayed.

Sort

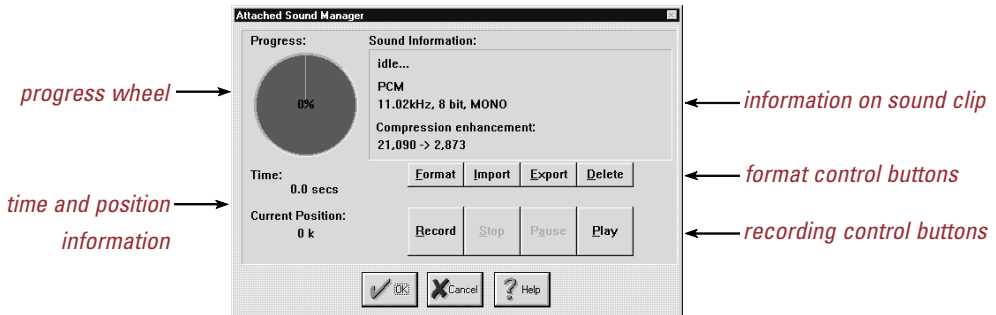


Menu: Edit | Sort

Keyboard: <Alt>+<E>, <O>

You can sort files in a media library in a number of different sequences including:

- A. **File name.** Full path of original file (i.e., disk drive, directory, and DOS file name).
- B. **Keyword.** The file name or keyword that appears below the image or file in the media library.



The Attached Sound Manager dialog box.

- C. **File extension.** The original DOS file extension, such as “GIF,” “PCX,” “EXE,” etc.
- D. **Media type.** The type of file format, such as vector graphic, raster (or bitmapped) graphic, executable file, etc.

- E. *Compression method.* The compression method used on the file in the media library.
- F. *Original file size.* The size of the file before it was imported into the media library.
- G. *Compressed file size.* The size of the file after it was imported into the media library.

When you select a sort method, that sequence will remain in effect for that media library until you select a different sort sequence, you close the library file, or you exit Graphics Converter Gold.

Record



Image Menu: Record

Keyboard (Image Menu): <R>

You may record or import a sound file or sound clip and attach it to a media library or a file in a media library. When you select the Record button, Graphics Converter Gold opens the Attached Sound Manager dialog box in which you may perform the following functions:

- A. *Format.* Select the format for the sound ranging from CD quality to Telephone quality.
- B. *Import a sound file.* Select from WAV, VOC, and MID sound files to import.
- C. *Export.* Export the sound clip as a stand alone sound file.
- D. *Delete.* Delete a sound clip that is attached to an image or file.
- E. *Record a sound clip.* If your computer is equipped with an optional sound card that is compatible with Windows and you have an optional microphone or *line-in* connection, you may record a sound clip to insert or attach to a file in a media library.
- F. *Stop.* Stop recording input.
- G. *Pause.* Pause the recording input.
- H. *Play.* Play the sound that is attached to the image or file.
- I. *Sound clip size and playback progress.* The progress wheel provides a visual indicator of the amount of disk space available as you are recording or the progress of playback when you are playing a sound.

Play



Image Menu: Play

Keyboard (Image Menu): <P>

The Play button plays an animation file, a sound file, and sound files that may be attached to files in a media library. To select a sound clip to play, select the image or file in the thumbnail view window and then select the Play button. If you select multiple files and select the Play button, all of the sound files and sound clips that are attached to files will play in sequence.

Zoom In/Out



Menu: None

Keyboard: <+> or <->

When you create a new media library, Graphics Converter Gold defaults to the smallest possible size for the display in the thumbnail view window (the smallest thumbnail display is 64 pixels x 48 pixels). Displaying the thumbnail images at the smallest size lets you view more images at one time. With certain file types, it is desirable to increase the size of the thumbnail images so that you can see them more clearly.

The Zoom In/Out button permits you to increase or decrease the size of the thumbnail images in the thumbnail view window. To reduce the size of the thumbnail image in the media library, click on the minus (i.e., -) portion of the Zoom In/Out button or press the minus (or dash) key. To increase the size of the thumbnail image in the media library, click on the plus (i.e., +) portion of the Zoom In/Out button or press the plus key on the numeric keypad. You may continue to click on the desired button until the thumbnail view reaches the smallest or largest display size (a bell will indicate when you have reached the minimum and maximum display sizes). There are fourteen possible display sizes from which to select.

You may store the media libraries in a size that you select with the Zoom In/Out button. If you wish to store the media libraries in the size you select, you must set the storage option in the Preferences | Thumbnail dialog box.



SEE ALSO: *Preferences: Thumbnail Images on page 7-85.*

Regenerate Images



Menu: Edit | Regenerate

Keyboard: <Alt>+<E>, <R>

When you resize images in a media library, you will notice that the quality of the image degrades with each size change. Changing from the smallest size to the largest size generally yields a thumbnail view image that is illegible. When this happens, you should *regenerate* the images in the thumbnail view window.

You may regenerate one or more images at a time. To regenerate the images, click on the images that you wish to regenerate to highlight them and then Select on the Regenerate button.

If desired, you may store the media libraries *regenerated* in the size that you select with the Zoom +/- button. If you wish to store the media libraries regenerated in the size you select, you must set the storage option in the Preferences: Thumbnails dialog box. If you elect to store the regenerated images, the disk space requirements may double or triple. It is not uncommon for large images stored in the regenerated form to consume *more* disk space than the original files.



NOTE: When you regenerate images, Graphics Converter Gold creates thumbnail images of the appropriate size for storage in the media library. The larger the display size, the larger the thumbnail image that is stored. The size of the media library file increases with the increase in size of the regenerated thumbnail images (if the Store in Regenerated Form option is selected in Preferences | Thumbnail).



SEE ALSO: *Preferences: Thumbnail Images on page 7-85.*

Beginning of File/End of File



Menu: None

Keyboard: <Home> or <End>

The Graphics Converter Gold ToolBar includes four buttons to assist you in navigating through the media libraries. The four navigation buttons appear at the right end of the ToolBar. The first navigation button is the *beginning of file* button (the button points to the left). Click on the beginning of file button to move the cursor to the first file in a media library.

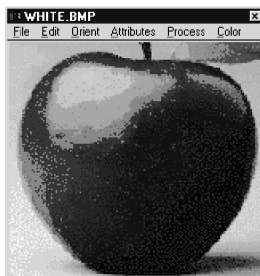
The middle two buttons are the *previous screen* and *next screen* buttons. These buttons move the screen display backward or forward in the media library one screen at a time.

The button at the right end of the ToolBar is the *end of file* button. Click on this button and the cursor will move to the last file in the media library.

6

The Show Window

The Show window is one of the most important elements of Graphics Converter Gold. This feature allows you to view an image or text file in greater detail and perform certain manipulations. The Show window menus differ with the type of file due to the nature of the files. Different graphic formats can be modified in different ways. For example, bitmapped graphic files can be manipulated more than any other type of file, so the bitmapped Show window has more menu options. Video files can be manipulated least of all, so they have few menu items. Sound files cannot be manipulated or viewed, so there is no Show window for sound files.



The bitmapped image Show window.

Selecting many of the operations in the Show window is simply a matter of clicking on a main menu option and then a sub menu option. Because the steps are simple, step-by-step instructions are omitted in this chapter except in cases that require multiple steps.

To open a Show window, double-click on a file in a library or select a file to highlight it and select the Show button in the ToolBar.

The sections in this chapter are broken down into menus with the sub menu items listed and described in each category. Each sub menu option includes an indication as to which types of files have the option. For example, the Wireframe menu option is only available for vector graphics in the Display menu.



NOTE: *The buttons in the ToolBar are not functional when a Show window is open. You must use the Show window menu options to perform operations when you are viewing a Show window.*

The menu options are listed in alphabetical order below regardless of the Show window in which they appear. In the chapter, the topic for each menu option appears with a line beneath it. Beneath the line is the text Menu followed by the menu options you need to use to select that feature. The equivalent keyboard commands for the feature appear to the right of the Menu options.

The Show Window Menus

Menu Topic Locations in Chapter:

To use this table of contents, find the Show window menu option desired and refer to the page number indicated.

16 Colors (4-bit)	page 6-43	Monochrome	page 6-53
256 Colors (8-bit)	page 6-43	Neg 45 Deg Line	page 6-47
45 Deg line	page 6-47	Next (video file)	page 6-53
Bayer 16 Color	page 6-43	Next (font file)	page 6-53
Bayer Mono	page 6-53	OctTree 16	page 6-43
Close	page 6-44	OctTree 256	page 6-44
Contrast/Bright	page 6-44	Omni Line	page 6-46
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Copy Frame	page 6-45	Play Sound	page 6-54
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Diffusion Color	page 6-43	Popular Color	page 6-43
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Dilation	page 6-46	Print	page 6-55
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Horizontal Line	page 6-47	Sharpen/Smooth	page 6-59
Image Info	page 6-49	Step	page 6-59
Insert as New	page 6-50	Stretch	page 6-59
Invert	page 6-50	Update Sound	page 6-60
Isolate Points	page 6-51	Vertical Line	page 6-47
JPEG Preview	page 6-51	Wireframe	page 6-60
Laplacian	page 6-52	Zoom +	page 6-60
Launch Host	page 6-52		
List Components	page 6-52		
Median Cut Color	page 6-44		

The Menu Options

16 Colors (4-bit)

Menu: Color | 16 Colors (4-bit)

Keyboard: <Alt>+<C>, <6>

Available for file type: Bitmapped

The 16 Colors (4-bit) option permits you to convert an image to a 4-bit bitmapped image. The 4-bit description refers to the method of representing a bitmap or other data than can feature up to 16 colors (i.e., 2^4).

- A. *Bayer 16 Color*. The Bayer 16 Color option reduces a 24-bit or 8-bit image to a 4-bit (16 color) image using the standard Bayer dithering matrix. This option is designed to convert Hi-Color images to more manageable 16 color images. It is also useful for rectifying images which do not require the high degree of color information gained by 8-bit or 24-bit representation.
- B. *Diffusion Color*. The Diffusion Color option reduces a 24-bit or 8-bit image to a 4-bit (16 color) image using the standard dithering algorithm. This option is designed to convert Hi-Color images to more manageable 16 color images. It is also useful for rectifying images which do not require the high degree of color information gained by 8-bit or 24-bit representation.
- C. *OctTree 16*. The OctTree 16 feature reduces an image to 16 colors using an image file conversion algorithm.
- D. *Promote to 8-bit (256 colors)*. The Promote to 8-bit (256 colors) feature converts an image that is 1-bit or 4-bit (i.e., less than 256 colors), to an 8-bit, 256 color image.

256 Colors (8-bit)

Menu: Color | 256 Colors (8-bit)

Keyboard: <Alt>+<C>, <5>

Available for file type: Bitmapped

The 256 Colors (8-bit) option permits you to convert an image to a 4-bit bitmapped image. The 8-bit description refers to the method of representing a bitmap or other data that can feature up to 256 colors (i.e., 2^8).

- A. *Popular Color*. The Popular Color option reduces a 24-bit image to 8-bits per pixel by finding the 256 most prevalent colors and then constructing a new palette to represent the image using only those colors. This function can be used to gain substantial savings in disk storage space required for 24-bit images. Most Hi-Color images contain more information than is necessary to represent the image. Unless the image is intended for specific high-resolution processing, it is usually much more practical to convert it to 256 colors. This reduces the amount of disk space

required to approximately one-third of that originally needed for the file with a negligible loss in clarity.

- B. *Median Cut Color*. The Median Cut Color option reduces a 24-bit image to 8-bits per pixel by separating the image into 256 blocks and then averaging each block into a color to produce a 256 color palette. This function can be used to gain substantial savings in disk storage space required for 24-bit images. Most Hi-Color images contain more information than is necessary to represent the image. Unless the image is intended for specific high-resolution processing, it is usually much more practical to convert it to 256 colors. This reduces the amount of disk space required to approximately one-third of that originally needed for the file with a negligible loss in clarity.
- C. *OctTree 256*. The OctTree 256 feature reduces an image to 256 colors using an image file conversion algorithm.

Close

Menu: File | Close

Keyboard: <Alt>+<F>, <C>

Available for file type: All

The Close option in the File menu closes the Show window for the current file.

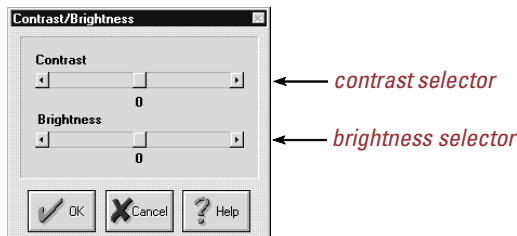
Contrast/Bright

Menu: Attributes | Contrast/Bright

Keyboard: <Alt>+<A>, <C>

Available for file type: Bitmapped

The Contrast/Bright option permits you to adjust the contrast and brightness of a



The Contrast/Brightness dialog box.

bitmapped image. Each option features a separate control so that you may adjust each independently.

Use the following procedure to adjust the contrast and brightness:

1. Select the Attributes | Contrast/Bright menu options in the Show window menu.

2. To adjust the contrast, click on the arrows at the left or right end of the Contrast scroll bar.
3. To adjust the brightness, click on the arrows at the left or right end of the scroll bar.

Copy

Menu: Edit | Copy (Bitmapped Graphics)

Keyboard: <Alt>+<E>, <C>

Menu: Display | Copy (Vector Graphics)

Keyboard: <Alt>+<D>, <C>

Available for file type: Bitmapped, Vector, Word Processor

The Copy option places the image or file into the Windows Clipboard. When a file is in the Windows Clipboard, it can be easily inserted into another Windows application.



NOTE: In a bitmapped Show window, the Copy option is in the Edit menu. In a vector graphic Show window, the Copy option is in the Display menu.

Use the following procedure to insert data into the Windows Clipboard:

1. Select the Edit | Copy menu options in the Show window menu.
2. Select the File | Close option in the Show window menu.
3. Switch to the target application to which you wish to transfer the image.
4. When you are in the target application, select the Paste option (the Paste option is generally found in the Edit menu) or press <Shift>+<Ins> or <Ctrl>+<V>.

Copy Frame

Menu: Edit | Copy Frame

Keyboard: <Alt>+<E>, <F>

Available for file type: Video

The Copy Frame feature places a single frame from a video file into the Windows Clipboard. To copy a single frame, you must freeze the video display using the following procedure:

1. Open the video Show window.
2. Select the File | Play Video | Play menu options.
3. When the video is at the desired frame, press the <Spacebar> on the keyboard to freeze the animation. If you are not at the exact frame that you wish to copy, use the <Cursor Up> key to step back through the animation frames one frame at a time; use the <Cursor Down> key to step forward through the animation frames one frame at a time.
4. When you are in the desired frame, select the Edit | Copy Frame menu options to put the frame into the Windows Clipboard.

Crop

Menu: Edit | Crop

Keyboard: <Alt>+<E>, <R>

Available for file type: Bitmapped, Vector

The Crop option in the Edit menu permits you to capture a portion of an image by cropping only the area that you wish to retain. For example, if you have an image of a person full-length (i.e., a picture of the person from head to foot), you may use the crop feature to capture only their head and shoulders. You must select an area to crop before you can use the Crop feature.



NOTE: When you crop a vector image, such as a CGM file, the image that is inserted into the Show window becomes a bitmapped image. If you insert the new cropped image into the library, it is inserted as a bitmapped image and not as a vector image.

Use the following procedure to crop an image:

1. Click in the image area at the point at which you want the cropped to begin. This point will become the upper left corner of the cropped area. While holding down the left mouse button, drag the mouse pointer to the lower right corner of the cropped space.
2. Select the Edit | Crop menu options in the Show window menu. The Show window will change to display the cropped image.

If you wish to retain the cropped image, be sure to use the File | Insert as New menu options or export the image as a stand alone file.

Dilation

Menu: Process | Dilation

Keyboard: <Alt>+<P>, <D>

Available for file type: Bitmapped

The Dilation option in the Process menu removes the gradient or scale from each of the base color values of an image to produce a washed effect.

Edge Detection

Menu: Process | Edge Detection

Keyboard: <Alt>+<P>, <E>

Available for file type: Bitmapped

Edge detection is a process in which the edges of an image (i.e., the points at which the color or shades of gray change) occur. The Edge Detection menu includes a number of different methods for edge detection:

- A. *Omni Line*. This edge detection uses a combination of all of the edge detection methods that are included in the Edge Detection menu (see following items).

- B. *Horizontal Line*. This edge detection system scans the image data for edges or changes in the image color or shade by traversing the data *horizontally*.
- C. *Vertical Line*. This edge detection system scans the image data for edges or changes in the image color or shade by traversing the data *vertically*.
- D. *45 Deg Line*. This edge detection system scans image data for edges by traversing the data from a 45 degree angle (from the top corner to the bottom).
- E. *Neg 45 Deg Line*. This edge detection system scans image data for edges by traversing the data from a negative 45 degree angle (from the bottom corner to the top).

Use the following procedure to apply one of the edge detection processes to an image:

1. Select the Process option in the Show window menu.
2. Select the Edge Detection option in the Process menu.
3. Select the desired edge detection option in the Edge Detection menu.

Export

Menu: File | Export

Keyboard: <Alt>+<F>, <E>

Available for file type: Bitmapped, Vector, Animation

The Export option in the File menu permits you to export a file out of a media library as a stand-alone file. As you are performing the export, you may also convert the image to a different format.

Use the following procedure to export a file from the Show window menu:

1. Select the File | Export menu options in the Show window menu.
2. In the Image Export Utility dialog box, select the following options:
 - A. *File name*. Accept the default file name given by Graphics Converter Gold, enter a new file name, or select an existing file name from the File Name list box.
 - B. *Target location*. Select the disk drive and directory to receive the file.
 - C. *Native format*. If you wish to export the file in the original format before it was imported into the media library, you may select the Native Format option, otherwise, you may select a different format in the Convert to list box.
3. Select the OK button to export the file.



SEE ALSO: *Export File on page 5-32.*

Find

Menu: Edit | Find

Keyboard: <Alt>+<E>, <F>

Available for file type: TrueType Fonts

The Find option is used to search for specific text content within a TrueType font file. The option operates in a manner similar to many word processors in which you select the option and enter the desired search criteria.



SEE ALSO: *Next on page 6-54.*

Flip X

Menu: Orient | X

Keyboard: <Alt>+<O>, <X>

Available for file type: Bitmapped

The Flip X option in the Orient menu reverses the image horizontally (also known as a *mirror* image).

Flip Y

Menu: Orient | Y

Keyboard: <Alt>+<O>, <Y>

Available for file type: Bitmapped

The Flip Y option in the Orient menu reverses the image vertically (i.e., turns the image upside down).

Gamma Correction

Menu: Attributes | Gamma Correction

Keyboard: <Alt>+<A>, <G>

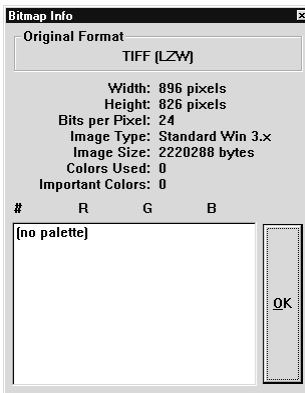
Available for file type: Bitmapped

Scanners differ in their ability to render a color scanned image. Each scanner model will interpret data in a slightly different manner yielding different color results in an image. The Gamma Correction option permits you to adjust the gamma correction value of a bit-mapped image that has been scanned.

Use the following procedure to adjust the gamma correction value:

1. Select the Attributes | Gamma Correction menu options in the Show window menu.
2. Use the arrows at the left or right end of the scroll bar to adjust the gamma correction.

Grayscale



The Image Info dialog box.

Menu: Process | Grayscale

Keyboard: <Alt>+<P>, <G>

Available for file type: Bitmapped

The Grayscale option converts an image to shades of black, white, and gray. This option converts the palette of a color image to continuous gray values producing a gray shading effect.

Image Info

Menu: File | Image Info

Keyboard: <Alt>+<F>, <O>

Available for file type: Bitmapped, Vector

The Image Info option provides information specific to a particular graphic image. The content of the information dialog box differs depending upon the type of file. This dialog box contains information that is specific to the image or file (i.e., what is in the file); the contents of the Info/Notes dialog box in the library contains information that pertains to the file as it is in the media library.

The information contained in the Image Info dialog box is provided by the file itself. If some data is missing, such as the Colors Used option, it is because the file does not provide that information.

Because the construction of the graphic types are very different, the content and appearance of the Image Info dialog box differs depending upon the type of graphic file.

Insert as New

Menu: File | Insert as New

Keyboard: <Alt>+<F>, <I>

Available for file type: Bitmapped, Vector, Animation

Any changes that you make to an image in the Show window are only *temporary*. If you wish to keep the changes, you may export the image as a stand-alone file or you may insert the image into the media library as a *new* image into the library. The Insert as New option creates a new image in the media library with any changes that you have made in the Show window.

Use the following procedure to insert an image from the Show window menu:

1. Select the File | Insert as New options in the Show window menu.
2. The Storage Method dialog box opens for you to enter a file name and to select the storage compression method. You must enter a new name or keyword for the file to insert it into the library. If you do not enter a new name, a dialog box will warn you that the file name already exists and that you must give the image a new name.
3. You may give the image a new compression method, but you cannot change the file type.
4. Select the OK button in the Storage Method dialog box to insert the image into the library.



NOTE: *When you use the Insert as New feature, you may change the keyword that appears beneath the thumbnail image in the display window, but the name of the new file remains the same as the original image. If you export the new file selecting the Native Format feature, it will export with the file name of the original source file and not the new keyword that you enter when you inserted the new copy.*

Invert

Menu: Attributes | Invert

Keyboard: <Alt>+<A>, <I>

Available for file type: Bitmapped

The Invert option permits you to invert, or reverse, the colors in an image. Essentially, the image is converted to the equivalent of a negative image. If the image is black and white, all white elements are changed to black and all black elements are changed to white. If the image is color, the image is converted to the equivalent of a color photographic negative of the image.

Isolate Points

Menu: Process | Isolate Points

Keyboard: <Alt>+<P>, <I>

Available for file type: Bitmapped

The Isolate Points option displays only the adjacent points in an image that have a common color value. The resulting image generally is a black image with a gray outline of the major features in the image.

JPEG Preview

Menu: Process | JPEG preview

Keyboard: <Alt>+<P>, <J>

Available for file type: Bitmapped

The JPEG file format (files that end with the extension, “JPG”) is a highly efficient compression system for graphic files. While it can achieve quite significant savings in disk space, the file structure requires a great deal of time and resources to decompress. For example, a scanned BMP file of 8 Mb might be reduced to less than 200 Kb using the JPEG compression system. However, in Graphics Converter Gold opening the Show window for a JPEG file might take as much as 4 minutes. The cost in time often outweighs the benefit of disk savings with JPEG files.

JPEG compression is also known as a *lossy* compression system. The lossy concept operates on the principle that much of an image is not visible or printable in the computer. As a result, portions of the image may be discarded (i.e., lost) to conserve disk space. Graphics Converter Gold provides an option in the JPEG preview and the JPEG export for you to set the lossy factor as a number. Since the result of different lossy factors differs with each image, the Process menu provides a JPEG Preview option with which you can select a lossy value and see the results before you impose it on the image.

Use the following procedure to use the JPEG preview option:

1. Select the Process option in the Show window menu.
2. Select the JPEG Preview option in the Process menu.
3. Use the horizontal scroll bar to select a lossy value to view the image. Generally, the higher the numerical value for the lossy factor, the greater the image compression (and the greater the amount of image data that is discarded).



SEE ALSO: See *Chapter 9, Graphics and Compression Methods*.

Laplacian

Menu: Process | Laplacian

Keyboard: <Alt>+<P>, <L>

Available for file type: Bitmapped

The Laplacian option in the Process menu uses the *Laplacian Operator* utilized throughout Mathematics and Electronics to approximate the slopes of edges. The results are similar to Omni Line but typically produces a sharper edge.

Launch Host

Menu: File | Launch Host

Keyboard: <Alt>+<F>, <H>

Available for file type: All that have a host application

Many files that Graphics Converter Gold supports are created in *host applications*. For example, a Windows Write file originates in the Windows Write program. When you select the Launch Host option in the File menu, it loads the *host* application with the file. The Launch Host option is dependent upon the association of file extensions in the Windows File Manager. For example, if you are using CorelDraw, the file extension is “.CDR” for the image files created. However, for the Launch Host feature to function, you must make this association of CDR file to CorelDraw in the File Manager.

Use the following procedure to launch the host application for a file (Note: for this option to function you must have a file from a host application in your computer system):

- Select the File | Launch Host menu options in the Show window menu.

List Components

Menu: Display | List Components

Keyboard: <Alt>+<D>, <L>

Available for file type: Vector

The List Components option in the Display menu lists all of the components of a vector graphic. Each vector graphic is made up of objects that are assembled into a graphic piece. The data stored in the vector image file consists of information about the components (i.e., objects) in the image and not a pixel-by-pixel representation of the image.

Use the following procedure to view the components list of a vector image:

1. You must have a vector graphic, such as a CGM file, selected in the Show window to view the components.
2. Select the Display | List Components menu options in the Show window menu.
3. You may use the scroll bar on the right to scroll through the list of components.
4. Select the OK button to exit the component list dialog box.

Monochrome

Menu: Color | Monochrome

Keyboard: <Alt>+<C>, <M>

Available for file type: Bitmapped

The Monochrome menu option includes a number of monochrome types in sub menu options. The different monochrome functions available yield different results depending upon the type of image to which they are applied.

- A. *Halftone*. The Halftone option reduces a color or grayscale image to 1-bit per pixel using a half-toning algorithm (i.e., formula). This method is similar to that used by newspapers to print color images in black and white. It is useful in preparing an image for display on a monochrome computer system or for fax transmission.
- B. *Bayer Mono*. The Bayer Mono option reduces a color or gray scale image to 1-bit per pixel using an 8 x 8 fixed grid. It is useful in preparing an image for display on a monochrome computer system or for controlling the clarity of the image for fax transmission.
- C. *Diffusion Mono*. The Diffusion Mono option reduces a color or grayscale image to 1-bit per pixel using an error diffusion algorithm. An error is calculated by thresholding each pixel to monochrome. The error value is then distributed among the pixels. It is useful in preparing an image for display on a monochrome computer system or for controlling the clarity of the image for fax transmission.

Next (Video Show Window)

Menu: File | Next

Keyboard: <Alt>+<F>, <N>

Available for file type: Video

The Next menu option found in the video file Show window is used to move the display to the next frame when the video progress has been frozen. To use the Next feature, you must freeze the video display using the following procedure:

1. Open a video Show window.
2. Select the File | Play Video | Play menu options.
3. When the video is at the desired frame, press the <Spacebar> on the keyboard to freeze the animation. When the display is frozen, you may use the Next menu option to step forward through the animation frames one frame at a time.

Next (Font Show Window)

Menu: Search | Next F3

Keyboard: <Alt>+<S>, <N>

Available for file type: TrueType Fonts

The Next menu option found in the TrueType font Show window permits you to continue a previous Find (i.e., search) operation. To use the Next feature, you must conduct a search for a text string in that particular Show window.

Use the following procedure to use the Next feature:

1. Open a Show window for a text, word processor, or font file.
2. Select the Search | Find menu options.
3. Enter the text for which you wish to search. To be able to use the Next feature, you should enter search criteria that you know appears more than once in the file.
4. When the Find operation stops at the first instance of the search criteria, select the Next option in the Search menu or press <F3>.



SEE ALSO: *Find on page 6-48.*

Original

Menu: Varied

Keyboard: Varied

Available for file type: Bitmapped, Vector

The Original menu option appears in a number of different menus within some Show windows for user convenience. The feature restores the modified image in the Show window to the original state as it appears in the media library before you opened the library. This option discards any changes or manipulations that you may have made to the image in the Show window.

Play Sound

Menu: File | Play

Keyboard: <Alt>+<F>, <L>

Available for file type: All

You can play an attached sound clip by selecting the Play option in the File menu.

Play Video

Menu: File | Play Video

Keyboard: <Alt>+<F>, <V>

Available for file type: Video

The Play Video menu option is found only in the video file Show window. It is used to play a video in the Show window. The feature has two options: Play or Loop. The Play option plays the video once; the Loop option plays the video until you use the Stop option.

Use the following procedure to use the Play Video feature:

1. Open a video Show window.
2. Select the File | Play Video | Play or Loop menu options.
3. If you wish to stop the video playback, select File | Play Video | Stop, or press <Esc>.

Prev

Menu: File | Prev

Keyboard: <Alt>+<F>, <V>

Available for file type: Video

The Prev menu option is found only in the video file Show window. It is used to move the display to the previous frame in the video when the video progress has been frozen. To use the Prev feature, you must freeze the video display using the following procedure:

1. Open a video Show window.
2. Select the File | Play Video | Play menu options.
3. When the video is at the desired frame, press the <Spacebar> on the keyboard to freeze the animation. When the display is frozen, you may use the Prev menu option to step backward through the animation frames one frame at a time.

Print

Menu: File | Print

Keyboard: <Alt>+<F>, <P>

Available for file type: Bitmapped, Vector, Animation

You can print one image or a catalog of selected images by selecting the Print option in the File menu.

Use the following procedure to print an image or a catalog of images from the Show window menu:

1. Select one or more files in a media library.
2. Select the File | Print menu options in the Show window menu.

3. The Print Layout dialog box opens for you to select the print format you wish to use. You can select Full Page or Half Page only. The Catalog option is not available since the Show window print feature prints only the current image.
4. Select the Setup button in the upper right corner to access the printer setup options. The printer options available depend upon the printer that you are using.
5. Select the OK button in the Print Layout dialog box to print the image or the catalog.

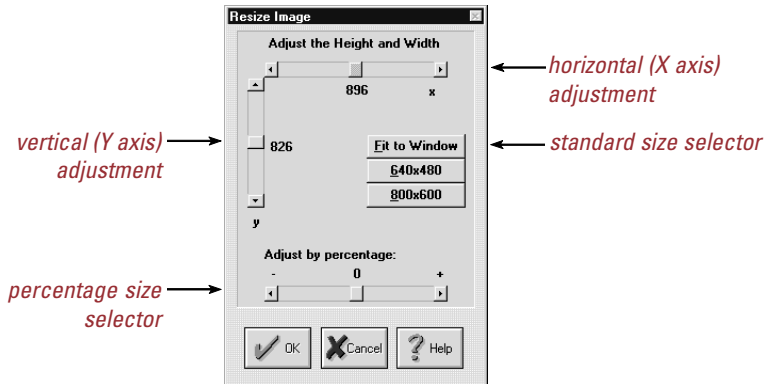
Promote to 24-bit (16 mil color)

Menu: Color | Promote to 24-bit (16 mil color)

Keyboard: <Alt>+<C>, <2>

Available for file type: Bitmapped

The Promote to 24-bit (16 mil color) option permits you to convert an image to a 4-bit bitmapped image. The 24-bit description refers to the method of representing a bitmap or other data that can feature up to 16,777,216 colors (i.e., 2^{24}).



The Resize image dialog box.

Record Sound

Menu: File | Record

Keyboard: <Alt>+<F>, <R>

Available for file type: All

You can record a sound clip and attach it to an image or import an existing sound file by selecting the Record Sound option in the File menu. You must have a compatible sound card and an input device, such as a microphone or a line-in connection, to record sounds using Graphics Converter Gold.

Use the following procedure to record a sound clip from the Show window menu:

1. Select the File | Record Sound menu options in the Show window menu.
2. The Attached Sound Manager dialog box opens for you to select the recording option desired. You may modify the format of the sound, record a sound using a microphone, or import an existing sound file.
3. Select the Record button in the Attached Sound Manager dialog box to record a sound clip with a microphone. Select the Stop button to end recording.
4. If you wish to attach an existing sound file to an image, you may click on the Import button to open the Record dialog box. In the Record dialog box you may select the drive, directory, and the sound file desired.
5. Select the OK button to add the new sound clip or file to the media library.



SEE ALSO: *Record Sound on page 7-81.*

Resize

Menu: Process | Resize (Bitmapped Graphic)

Keyboard: <Alt>+<P>, <R>

Menu: Display | Resize (Vector Graphic)

Keyboard: <Alt>+<D>, <R>

Available for file type: Bitmapped, Vector

This feature permits you to change the size dimensions of the image in the Show window. You may use a number of different options to change the image dimensions:

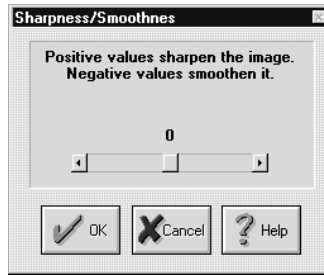
- A. Fit to window.
- B. Select the “X” axis value.
- C. Select the “Y axis value.
- D. Select 640 x 480 screen resolution.
- E. Select 800 x 600 screen resolution.
- F. Adjust by percentage.

If you change the “X” or “Y” axis values for the image, you may distort the image unless you change both values at the same ratio. If you wish to resize the image and maintain the same dimension ratio, you should use the Adjust by percentage option. Note that the Adjust by percentage option for vector graphics will only increase the image to the maximum screen size. The Adjust by percentage option for bitmapped graphics will increase the image to any size and provide scroll bars if the image extends off the screen.

The Resize function for vector graphics appears in the Edit menu rather than the Process menu (there is no Process menu for vector graphics).

Use the following procedure to resize an image:

1. Select the Process | Resize menu options in the Show window.
2. Select the size change desired.



The Sharpness/Smoothness dialog box.

Roberts

Menu: Process | Roberts

Keyboard: <Alt>+<P>, <R>

Available for file type: Bitmapped

The Roberts Cross, or simply, Roberts, process thresholds the distinguishing highlights of an image. The result is very similar to the Omni Line edge detection option.

Rotate 180

Menu: Orient | Rotate 180

Keyboard: <Alt>+<O>, <1>

Available for file type: Bitmapped

The Rotate 180 option in the Orient menu rotates the image 180 degrees to the right (it turns the image upside down).

Rotate 270

Menu: Orient | Rotate 270

Keyboard: <Alt>+<O>, <2>

Available for file type: Bitmapped

The Rotate 270 option in the Orient menu rotates the image 270 degrees to the right.

Rotate 90

Menu: Orient | Rotate 90

Keyboard: <Alt>+<O>, <9>

Available for file type: Bitmapped

The Rotate 90 option in the Orient menu rotates the image 90 degrees to the right.

Sharpen/Smooth

Menu: Process | Sharpen/Smooth

Keyboard: <Alt>+<P>, <S>

Available for file type: Bitmapped

The Sharpen/Smooth option either sharpens the appearance of an image by increasing the color contrast between adjacent pixels or smooths the appearance by averaging the adjacent colors (i.e., reducing the amount of contrast in color between adjacent pixels).

Use the following procedure to apply the sharpen/smooth process:

1. Select the Process | Sharpen/Smooth menu options in the Show window.
2. Use the scroll bar to adjust the quality of the image. Increasing the numerical value (i.e., numbers greater than zero) make the image sharper. Reducing the numerical value (i.e., negative numbers below zero) make the image smoother.

Step

Menu: Display | Step

Keyboard: <Alt>+<D>, <S>

Available for file type: Vector

The Step option in the Display menu displays the components of a vector graphic as it assembles the image. Each vector graphic is made up of objects that are assembled into a graphic piece. This menu has two sub menu options: All and Range. The All option will step through all of the objects in the image. With the Range option, you can select the range of objects that you wish to view.

Use the following procedure to step through the components of a vector image:

1. You must have a vector graphic, such as a Windows Metafile (WMF) file, selected in the Show window to view the components.
2. Select the Display | Step menu options.
3. Select the Step button to view the components one at a time as they are added to the image. Select the Go button to view the components in a rapid sequence.
4. Select the Quit button to exit the Step dialog box.

Stretch

Menu: Orient | Stretch

Keyboard: <Alt>+<O>, <S>

Available for file type: Bitmapped

The Stretch option permits you to distort an image vertically or horizontally by stretching or dragging the side, top, or bottom of the Show window.

Use the following procedure to stretch an image:

1. Select the Orient | Stretch menu options in the Show window.
2. Place the mouse pointer on any border of the Show window. When the pointer is over the border, it turns into a double-arrow.
3. Hold down the left mouse button and drag the mouse pointer to stretch the image in the direction you move the mouse.

Update Sound

Menu: File | Update Sound

Keyboard: <Alt>+<F>, <U>

Available for file type: **Bitmapped, Vector, Font, Text, Word Processor**

When you add or modify a sound clip that is attached to a file in a library, you should use the Update Sound option in the File menu to recompress the sound clip that is attached to the file.

To update the sound in a Show window, select the File | Update Sound menu options.

Wireframe

Menu: Display | Wireframe

Keyboard: <Alt>+<D>, <W>

Available for file type: **Vector**

The Wireframe option in the Display menu displays the vector graphic with each object outlined in black. All other colors that may have been in the image are stripped away for the display. You cannot insert a wireframe image into a media library. If you do use the insert option, the image is inserted with the colors as the original. If you wish to convert a vector image to a black and white line drawing image, you may use the Wireframe option and then do a screen capture of the window. The screen capture of the image will be a *bitmapped* image.

Zoom +

Menu: Orient | Zoom +

Keyboard: <+>

Available for file type: **Bitmapped**

The Zoom + option in the Orient menu permits you to enlarge the image in the Show window so that you may examine it in greater detail. There are two different zoom options to increase the image size: Zoom + and Zoom Rectangle. The Zoom + zooms in on the center of the image; you may use the option repeatedly on an image to increase the image magnification rate. The Zoom Rectangle permits you to select the area of the image on which you wish to zoom; the Zoom Rectangle does not permit you to increase or decrease the zoom value once it is selected.

Zoom -

Menu: Orient | Zoom -

Keyboard: <->

Available for file type: Bitmapped

The Zoom - option in the Orient menu permits you to decrease the amount of zoom on the image in the Show window. You must have already used the Zoom + option for the Zoom - option to be active.

Zoom Rectangle

Menu: Orient | Rectangle

Keyboard: <Alt>+<O>, <R>

Available for file type: Bitmapped

The Zoom Rectangle option in the Orient menu permits you to select a portion of an image to enlarge and view in the Show window so that you may examine it in greater detail. The Zoom Rectangle permits you to select the area of the image on which you wish to zoom; the Zoom Rectangle does not permit you to increase or decrease the zoom value once it is selected.

Use the following procedure to increase the zoom on an image:

1. Select the Orient option in the Show window menu.
2. You must draw an imaginary box around the area on which you wish to zoom. Place the left mouse pointer in the upper left corner of the area that you wish to zoom in on. Hold down the left mouse button and drag the mouse pointer to the lower left corner of the area you wish to zoom in on. When you have drawn the imaginary box, release the left mouse button.
3. Select the Zoom Rectangle option in the Orient menu.

7

Tutorial: Basic Functions

In this section we will go through a tutorial on how to use Graphics Converter Gold. We will also cover the basics of how to use the SpeedBar and the important features of the media libraries.

Opening Graphics Converter Gold



The Graphics Converter Gold installation gave you the option of creating a program group for the application. The default name for the program group is “Your Web Page Companion.” If you chose to create a program group during installation, you will find the Graphics Converter Gold icon in that group.

To open Graphics Converter Gold in Windows 3.1/3.11, double-click on the application icon in the Your Web Page Companion program group. Windows 95 users should select the Start button and then select the Graphics Converter Gold option from the Your Web Page Companion program group.

Creating a New Library



Menu: File | New Library

Keyboard: <Alt>+<F>, <N>

The next step in the tutorial will be to create a new media library. The easiest method to create a new library is to use the New Library button in the ToolBar with the following procedure:

1. Select the New Library button in the SpeedBar to open the Create New Library dialog box.
2. Enter a name for the new media library file. File names may not exceed eight (8) characters plus an extension of “.PAQ.” It is not necessary to add the “.PAQ” extension in the File Name box.
3. Select the file location (drive and directory) for the new media library.
4. Select the OK button.

The new media library opens with a blank thumbnail view window ready to accept files.



NOTE: *Graphics Converter Gold does not support long file names in Windows 95. File names must not exceed eight characters plus the ".PAQ" extension.*

Importing Files



Menu: File | Import

Keyboard: <Alt>+<F>, <I>

The import feature permits you to bring files into a media library. Graphics Converter Gold permits you to import one or more files in a single operation.

Use the following procedure to import files into a media library:

1. In a media library, select the Import button in the ToolBar.
2. Select the arrow to the right of the List Files of Type selector in the Media Import Utility dialog box.
3. Scroll to the desired format option in the List Files of Type list box and select it to highlight it.
4. Next, select the files you want to import by browsing the Location and Directory list boxes.
5. When your files appear in the File Name list box, select the Select All button in the Media Import Utility dialog box. All of the files in the directory that match the file type are now highlighted.



NOTE: *From the File Name list box, you can also select files to import by clicking on each individual file or hold down the <Ctrl> key and select groups of files.*

6. Select the OK button to proceed with the import operation.
7. When the Storage method. . . dialog box opens, you should enter or select from the following options:
 - A. **Global Keyword.** A word or short text phrase (a maximum of 20 characters) that you may enter.
 - a. **Single file import.** If you are importing only one file, the Global Keyword will become the text that appears beneath the thumbnail image in the thumbnail view window. If you do not enter a Global Keyword, the DOS file name is used as the Global Keyword.
 - b. **Multiple or batch file import.** If you are importing more than one file, the Global Keyword will be appended to the Notes of each file imported. In batch import operations, the text that appears beneath the thumbnail image in the thumbnail view window is always the original DOS file name.

- B. *Compression technique to use.* Graphics Converter Gold offers a number of different compression methods.
- a. *LZH - Speed.* The LZH - Speed is a *lossless* compression system designed to provide maximum speed for images. It is called lossless because none of the image data is discarded when the file is imported. When you import an image using LZH - Speed, Graphics Converter Gold checks to see if the image file is bitmapped (raster) or vector. If the image is a bitmapped image, it is converted to a Windows Bitmapped format (BMP), compressed and stored in the library. If the image is a vector image, it is converted to a Windows Metafile format (WMF), compressed and stored in the library. The BMP and WMF file formats are resident to Windows and operate faster than other graphic formats. The LZH - Speed compression system can only be used on bitmapped and vector images.
 - b. *LZH - Size.* The LZH - Size is a *lossless* compression system designed to maximize disk space savings for images. It is called lossless because none of the image data is discarded when the file is imported. When you import an image using LZH - Size, Graphics Converter Gold compresses the image and stores it in the original format. The image is *not* converted to a BMP or WMF format. This process provides a degree of disk space savings. Because Graphics Converter Gold must convert the image from the original format to BMP or WMF when using it, the process can be a bit slower than the LZH - Speed compression system. The LZH - Size compression can only be used on bitmapped and vector images.
 - c. *JPEG.* JPEG is a *lossy* compression system in which a portion of the image data is discarded, or “lost,” to achieve maximum file compression. The process is based upon the fact that many image files contain data that cannot be viewed on the monitor or printed; the extraneous data is discarded (hence, the *lossy* name). The compression method can yield extremely high compression ratios resulting in greater disk savings.

There are two considerations with using the JPEG compression. First, the compression and decompression of JPEG files can take more time than other compression systems. Second, since the system is lossy, a portion of the image data is discarded. Graphics Converter Gold provides a box in which you may enter a number from 1 to 99 to indicate the degree of loss you are willing to accept for an image. The higher the number, the greater the loss. A lossy factor of 99 generally results in an image that is not recognizable.



NOTE: You should import JPEG files (i.e., files that end with a JPG extension) using the JPEG import compression or Reference (thumbnail only) options. If you use LZH compression on a JPG file, the resulting media library will be larger than the combined original JPG files.

- d. *None*. The None compression offers no image compression at all. The import operation stores the file in the library. While this process does not yield any disk space savings, it does operate faster than other compression systems since Graphics Converter Gold does not have to decompress the image to use it.
- e. *Custom*. Custom compression is designed for developers who supply their own compression DLL file.
- f. *Reference (thumbnail only)*. The Reference compression imports only a thumbnail representation of an image into a media library. Since only a thumbnail of the actual image is stored in the library, the disk space savings is greater than any other compression system. This process is especially useful for cataloging CD's in which you do not wish to store huge numbers of files (along with the large disk space requirements of compressed images). If an image is compressed with Reference only, Graphics Converter Gold must have access to the original file to be able to use the image. If you catalog a CD of images, you must have the CD in the CD drive so that Graphics Converter Gold can go to the CD to retrieve the image data whenever it is needed for printing, Show window, Clipboard transfer, export, or drag and drop.



SEE ALSO: [Chapter 9: Graphics and Compression Methods](#).

- C. *Delete original after successful import*. When there is a check mark in the status box for this option, the original files will be deleted after they are imported into a media library. Of course, if the source files are read only or if they are on a read-only medium, such as a CD disc that cannot be altered, the Delete original after successful import is not functional.



NOTE: *Make sure that you have an archive copy of the files you are importing before you elect to delete them. If you import the files into Graphics Converter Gold and do not have an archive copy of the files, you will be totally dependent upon the Graphics Converter Gold library for those files. If your hard disk requires reformatting or if the media library becomes corrupt, the files in the media library will be lost. It is imperative that you make an archive copy of all important files that you wish to keep before you import using the Delete original option.*

- 8. When all of the desired options are correct, select the OK button to import the files. The files are added to the media library. Note that each file is represented by a thumbnail image.
- 9. When you have successfully imported your files, you may close the library. By closing the media library, your work is automatically saved.

Opening a Media Library



Menu: File | Open Library

Keyboard: <Alt>+<F>, <O>

When Graphics Converter Gold opens, it displays the SpeedBar with the icons of any media libraries that are in the SpeedBar system.

Use the following procedure to open a media library:

1. Double-click on a media library icon in the SpeedBar.

OR

1. Click on a media library icon with the left mouse button to highlight it. The name under the library icon will change color indicating that it is highlighted.
2. Click on the library icon with the *right* mouse button to open the drop-down menu.
3. When the drop-menu opens, select the Open Library option to open the media library.

When the library opens, you will be viewing the thumbnail view window for that library. When you are viewing a media library thumbnail view window, the SpeedBar is replaced by the ToolBar. The Graphics Converter Gold ToolBar features functions that are most commonly used in media libraries.

Navigating in a Library



One of the most important aspects of learning to use the Graphics Converter Gold libraries is how to navigate or move through them. Graphics Converter Gold offers a number of different methods to go to different files in a library.

- A. Beginning of File and End of File icons in the ToolBar.
- B. Previous Screen and Next Screen icons in the ToolBar.
- C. Horizontal Scroll bar across the bottom of the Graphics Converter Gold window.
- D. <Page Up>, <Page Down> keys to go from one screen to another.
- E. Cursor keys to go from one file to another within a media library.

Selecting Images

You must select or highlight files in the thumbnail view window before you can perform any operations upon them. To select a file, click on the thumbnail image once. When you select a file, the keyword below the thumbnail image changes to reverse video indicating that it is highlighted. There are other options for highlighting files:

1. Hold down the <Ctrl> while you select image icons in the library to highlight more than one image. It is not necessary that you select the images in any particular order.
2. Hold down the <Shift> and use the <Cursor Up>, <Cursor Down>, <Cursor Left>, <Cursor Right>, <Page Up>, or <Page Down> keys to move through the library. This method highlights consecutive images or files only.

Show Window



Image Menu: Show

Keyboard (Image Menu): <S>

Graphics Converter Gold features a *Show* or *Full Resolution Window* that displays an image or file in greater detail. In addition to greater detail, the Show window includes a menu bar with which you can select options to manipulate the image (convert to grayscale, resize, etc.). The manipulation options available differ with the type of file in the library. There is no Show window for sound files in a library or for files that Graphics Converter Gold does not directly support, such as executable or application files.

You must have at least *one* image highlighted to open a Show window. If you have more than one image highlighted, the Show button will open a Show window for *all* of the images that are highlighted. When Graphics Converter Gold opens Show windows for more than one image, it superimposes the windows one on top of the other.

Use the following procedure to open a Show window using the ToolBar:

1. Select a file in a media library to highlight it.
2. Select the Show button in the ToolBar or double-click on the file to open the Show window.
3. To close the Show window, select the File | Close menu options in the Show window (or press <Alt>+<F4>). Be sure that you do *not* select the File menu option in the Graphics Converter Gold main menu.

Export File



Menu: File | Export

Keyboard: <Alt>+<F>, <E>

The export function creates individual files from data stored in the media libraries. The option can export one or more files at one time.

Use the following procedures to export one file from a library:

1. In the thumbnail view window, select a file in the library.
2. Select the Export button in the ToolBar.
3. In the Image Export Utility dialog box, select from the following parameters for the export:
 - A. *Select the file format for the export.* If you have a mixture of file formats and you select one particular format in the Convert to list box, all of the files will be



The no-drop icon (left) indicates you cannot drop a file; the drop icon (right) indicates that you can drop the object in the current location.

converted and exported in that format. For example, if you export a number of different files and select Windows Bitmapped (*.BMP) as the Convert to list box, all of the files will be converted to BMP files (if possible). If you select the Native Format option, all of the images or files are exported in their original format. For example, if you have a number of different formats selected, the Native Format will export each file in the same format that it was in before it was imported into the media library.



SEE ALSO: *Chapter 9, Graphic Files and Compression Methods.*

- B. *Select the location for the export (drive and directory) or choose the Original Path option.* If you select the Original Path option, you must make sure that it still exists. For example, if you originally imported the files from a floppy disk drive, the Original Path option would export them to the same disk drive (but not necessarily the same floppy disk).
4. Select the OK button to begin the export.

Use the following procedures to export more than one file from a library:

1. In the thumbnail view window, hold down the <Ctrl> key and select more than one file in the library.
2. Select the Export button in the ToolBar.
3. Select the Native Format button or a file format to use for the export.
4. Select the desired directory.
5. Select the disk drive and directory to which you would like to export the files.
6. Select the OK button to begin the export.



NOTE: *When you export one file, you can assign a different name to it if desired. If you export more than one file at a time, the original file name is assigned to the file. The keyboard that appears beneath the thumbnail image in the media library window may not be the original file name.*

There are certain restrictions on the types of file conversions Graphics Converter Gold can perform when exporting images:

1. *You may not convert bitmapped images to vector format.*
2. *You may not convert non-graphic files, such as word processor files, to anything other than their original format.*

Navigating Between Open Libraries

When you have a media library open and you create a new media library, the new library opens on top of the previous library; the new library hides the previous library from view. Graphics Converter Gold offers a number of options with which to move between libraries.

Use the following procedure to move between two open media libraries:

1. If you do not have two libraries open at this time, you should open two at this time.
2. Select the Window option in the Graphics Converter Gold main menu.
3. You will notice that the last two items in the Window menu list the names of the two open libraries. To switch between libraries, select the file name in the Window menu.

Another method to access two libraries ore more is to use the Cascade feature:

1. Select the Window | Cascade menu options in the Graphics Converter Gold.
2. All open library windows are now slightly offset and visible in the Graphics Converter Gold window. Click on the desired library to bring it to the foreground.

Use the following procedure to open two or more libraries equally in the same window:

1. Select the Window | Tile options in the main menu. All open libraries are now open side-by-side for easy viewing.

Copy to Clipboard



Image Menu: Copy

Keyboard: <Ctrl>+<Ins>

Using the Windows Clipboard is the easiest method to place single image files into another Windows application from Graphics Converter Gold. The Clipboard transfer works only with graphic files; it does not work with non-graphic files such as word processor files.

Use the following procedure to transfer a graphic image into the Windows Clipboard:

1. If you do not have a media library open at this time, you should open one.
2. Select an image in the library to highlight it.
3. Select the Clipboard icon in the ToolBar. An alternative method of placing the image in the Windows Clipboard is to click on the image thumbnail with the *left* mouse button and the click on it again with the *right* mouse button to open the drop-down menu. When the drop-down menu opens, select the Copy option in the menu.
4. To test the Clipboard transfer, we will now *paste* the image into another Windows application, Windows Paintbrush.
5. If you are using Windows 3.1:
 - A. Hold down the <Ctrl>+<Esc> key to open the Windows Task List.
 - B. Double-click on the Program Manager option in the Windows Task List.
 - C. When you are in the Program Manager, locate the Paint icon, and double-click on it to open the application. If you cannot find the Paint icon, use the following procedure to open it:
 - a. Select the File | Run menu options in the Program Manager main menu.
 - b. In the Command Line space, enter:

PBRUSH

- c. Select the OK button to run the Paint program.
- D. In Windows Paint, select the Edit | Paste options in the main menu. An alternative method of pasting the image into Windows Paint is to hold down the <Shift>+<Ins> or the <Ctrl>+<V> keys.

If you are using Windows 95:

- A. Select the Start button.
- B. Select Programs | Accessories in the Start program list.
- C. Select Paint in the Accessories application list.
- D. In Windows Paint, select the Edit | Paste options in the main menu. An alternative method of pasting the image into Windows Paint is to hold down the <Shift>+<Ins> or the <Ctrl>+<V> keys.

Different applications have different requirements for Clipboard transfer. For example, some applications require that you create a document in the application before you can insert an image. Other applications require that you create an *image box* before you can insert an image into a document. If you are not sure about the application to which you wish to transfer the image, check the user guide or tech support for that application.

Drag and Drop Images

The drag and drop operation works only with Windows applications that support Object Linked Embedding (OLE). It does not support any DOS-based applications. The drag-and-drop feature is most useful in situations in which you must transfer many files from Graphics Converter Gold to another application or between Graphics Converter Gold media libraries.



NOTE: *You may drag and drop more than one image at a time between two open Graphics Converter Gold media libraries. However, you can only drag and drop one image at a time when you are dragging an image from Graphics Converter Gold to another Windows application.*

Although you must drag the images one at a time to the other application, the drag and drop transfer is much faster than other image insertion processes. If you are transferring only one image to another application, you should use the Windows Clipboard transfer which does not require the time to set up the application screens in Windows.



SEE ALSO: *Copy to Clipboard on page 5-34.*

Use the following procedure to drag images between media libraries:

1. Begin by opening two media libraries. If you do not have a second media library, you should create one at this time.
2. Click once on an image to highlight it.
3. Click on the image a second time and hold down the left mouse button. You will notice that when you hold down the mouse button, the mouse pointer becomes a no-drop icon.

4. Hold down the *left* mouse button while you drag the image to the target media library. When the mouse pointer is over the target library, the mouse pointer becomes the drop icon.
5. When the mouse pointer becomes the Drop icon, release the left mouse button to place the image in the target library.



NOTE: *When using the drag and drop operation, make sure that the media libraries are not read-only or write-protected. For example, you may not transfer images between the libraries of the Graphics Converter Gold CD since the CD files are read only may not be modified in any way.*

Use the following procedure to drag-and-drop multiple images from one library to another (you must have two media libraries open to perform the following procedure):

1. In the source library, hold down the <Ctrl> key and select several images.
2. Click on one of the highlighted images and, while holding down the left mouse button, drag the images to the target library.
3. When the mouse pointer is over the target library, release the left mouse button to drop the images.



NOTE: *The process of drag-and-drop works the same for taking images from Graphics Converter Gold libraries to other Windows applications with these exceptions:*

1. *When dragging files between two Graphics Converter Gold media libraries, you can transfer more than one file at a time. When dragging images from a media library to another application, you can only drag one image at time.*
2. *When you drag files from one media library to another, the sound and notes that are attached to the files are transferred to the new library. When you drag a file from a media library to another application, only the graphic images is transferred to the other application.*
3. *You can drag any type of file between media libraries. There are limitations on the types of files that you may drag from a library to an application. For example, you may not drag a Computer Graphics Metafile (CGM) file to Windows Paint because Paint does not support the CGM graphic format.*

Dragging Images to Other Windows Applications

To perform a drag-and-drop operation between Graphics Converter Gold and another Windows application, you must have Graphics Converter Gold *and* the target application open and visible on the screen. This requires that you resize the screens for both applications.

Drag and Drop in Windows 3.1

Use the following procedure for Windows 3.1 to resize the applications screens for a drag-and-drop operation:

1. We will begin in the target application. Load the target application in which you wish to place the images.
2. All Windows applications feature a maximize button in the upper right corner of their window. When the maximize button has two arrows (an arrow pointing up and an arrow pointing down), the application window is maximized; it cannot be resized. When the maximize button has only one arrow pointing up, it may be resized.
3. If the application window is maximized, click on it once.
4. Place the mouse pointer on the left or right border of the window so that the mouse pointer becomes a double-arrow pointing left and right.
5. When the mouse pointer is a double-arrow, hold down the left mouse button and drag the pointer toward the center of the application window (to reduce the size of the application window). You should resize the window so that the application fills no more than half of the monitor screen.
6. If Graphics Converter Gold is running in the background, go to step 7, otherwise, use the following procedure to open Graphics Converter Gold:
 - A. Hold down the <Ctrl>+<Esc> to open the Windows Task List.
 - B. In the Task List, double-click on the Program Manager option.
 - C. In the Program Manager, double-click on the Graphics Converter Gold icon to open the application.
 - D. When Graphics Converter Gold is open, select the desired media library that you wish to use.
7. If the maximize button in Graphics Converter Gold has two arrows, click on it once with the left mouse button.
8. Place the mouse pointer on the left or right border of the Graphics Converter Gold window. When the mouse pointer is over the left or right window border, the mouse pointer will become a double-arrow pointing left and right.
9. When the mouse pointer is a double-arrow, hold down the left mouse button and drag the pointer toward the center of the application window (to reduce the size of the application window). You must resize Graphics Converter Gold so that it takes up only half of the screen. If you resized the target application so that it filled the right side of the screen, then you should resize Graphics Converter Gold so that it fills only the left side of the screen. It does not make any difference which side of the screen Graphics Converter Gold is on.
10. Hold down <Ctrl>+<Esc> to open the Windows Task List.
11. In the Task List, double-click on the target application. You should now be able to see both Graphics Converter Gold and the target application on the screen at the same time.
12. Select an image in Graphics Converter Gold.

13. Hold down the left mouse button as you drag the image to the target application's window. When the mouse pointer is over an area that will accept a drag-and-drop transfer, the mouse pointer becomes a drop hand icon.
14. Release the mouse button to drop the image in the target application.

Drag and Drop in Windows 95

Use the following procedure for Windows 95 to resize the applications screens for a drag-and-drop operation:

1. If Graphics Converter Gold and the target application are the only applications that are open, click on the Windows 95 Task Bar (at the bottom of the window) with the *right* mouse button.
2. Select Tile Horizontally from the drop-down menu to open both Graphic Converter Gold and the target application side-by-side.
3. Select an image in Graphics Converter Gold.
4. Hold down the left mouse button and drag the image to the target application's window. When the mouse pointer is over an area that will accept a drag-and-drop transfer, the mouse pointer becomes a drop hand icon.
5. Release the mouse button to drop the image in the target application.



SEE ALSO: *The section on Differences in Drag and Drop for additional information and variations in the drag and drop procedure.*

Differences in Drag and Drop

Because Windows applications support OLE transfers differently, there are a number of different variations in how to complete a drag and drop operation. The following is a short list of different applications that use different drag and drop procedures. If you find that one technique does not work, try experimenting with another; there are far too many Windows applications that support OLE to provide a definitive list. In addition, it should be noted that not all Windows applications support OLE. If an application does not support OLE, the drag and drop operation will not work with that application.

- ***Paste Prompt.*** When you drag the object into Word, you are prompted Attempt to 'paste' object? (default is to insert picture). Answer Yes in Microsoft Word. If another application provides the same prompt and answering Yes does not yield satisfactory results, try answering No.
- ***Shifted drag and drop.*** Some graphic applications, such as CorelDraw 4.0, require that you hold down the <Shift> key as you drag the image from Graphics Converter Gold into the target application. CorelDraw 6.0 uses the Paste Prompt described above.
- ***Title bar drag and drop.*** Some graphic applications, such as Windows Paint, require that you drop the image on the title bar of the target application.

- *Open a window.* Some applications require that you open a window for the image in the target application.

The wide range of Windows applications (and the number of new applications coming onto the market) makes it impossible to anticipate how an application handles drag and drop. Experiment with the above techniques until you find the one that works best with your target application.

The drag-and-drop to other Windows applications supports the transfer of only one image at a time. The drag-and-drop feature is most useful when you need to transfer a number of images one at a time from Graphics Converter Gold into a target application.



NOTE: *If you wish to transfer only one image from Graphics Converter Gold to another Windows application, it is faster and more efficient to use the Windows Clipboard transfer.*

Closing a Media Library

Menu: File | Close

Keyboard: <Alt>+<F4>

When you close a media library, Graphics Converter Gold performs a number of housekeeping operations. One of the close operations is to purge any deleted files from the library and compress the library file to its optimum size. The purging of the library file takes a brief amount of time when you are closing a library or exiting Graphics Converter Gold. It is important that you close or exit the media libraries properly to prevent any damage to the data files.

Use the following procedures to close a media library:

1. Select the File | Exit options in the main menu.

OR

1. Double-click on the Control Menu Bar in the upper left corner of the Graphics Converter Gold window to close the library. In Windows 95 you can click on the close “X” button in the upper right corner of the Graphics Converter Gold window.



NOTE: *If you are exiting Graphics Converter Gold, it is not necessary to close each media library that is open. Graphics Converter Gold will automatically close any open media libraries as the application closes.*

Hiding a Media Library Thumbnail Icon

Library Menu: Hide Thumbnail

Keyboard (Library Menu): <H>

Graphics Converter Gold features media library icons in the SpeedBar to provide quick access to media libraries. The library drop-down menu includes a Hide Thumbnail option with which you can temporarily delete a library icon from the SpeedBar without removing the library file from the system.

When Graphics Converter Gold opens, it checks the default directory to see if there are any library (PAQ) files in it. The default directory is the Graphics Converter Gold directory unless you specify another default directory in the File | Preferences | General option. Any media library in the default directory is represented in the SpeedBar by a library icon. In addition, the SpeedBar includes the last four media libraries that were open regardless of their location on your computer system. When you select the Hide Thumbnail option, the selected library icon is removed from the SpeedBar for that operating session only. If that library is in the default directory, it will appear in the SpeedBar again when you reopen Graphics Converter Gold.



SEE ALSO: *Setting the default directory in the preferences section on page 7-84.*

Use the following procedure to hide a library thumbnail icon:

1. Click on a media library icon in the SpeedBar with the left mouse button to highlight it.
2. Click on the library icon with the *right* mouse button to open the library drop-down menu.
3. Select the Hide Thumbnail option in the media library menu.

Opening a Library Without a Library Icon



Menu: File | Open Library

Keyboard: <Alt>+<F>, <O>

If you wish to open a media library for which there is no library icon in the SpeedBar, you must use the File | Open Library menu options or the Open Library button in the ToolBar. There are several reasons why a library may not have an icon:

- A. The media library that you wish to open is not in the default Graphics Converter Gold directory.
- B. You used the Hide Thumbnail option on the library.
- C. You copied the library from another directory after you opened Graphics Converter Gold.
- D. You had to reinstall Graphics Converter Gold.
- E. You transferred files to another media library using the Transfer menu option to create a new library.
- F. You used the File | Copy Library to menu options to make a copy of a library file.

Use the following procedure to open a media library when the library does not have an icon in the SpeedBar:

1. Select the File | Open Library menu options.
2. In the File Name list box, double-click on the media library that you wish to open.

Deleting a File from a Library



Image Menu: Delete

Keyboard:

To delete an image or file, select the desired file(s), and then select the Delete button in the ToolBar.

1. Select the file(s) that you wish to delete. If you wish to delete more than one file, hold down the <Ctrl> key and select the files. If you are deleting a number of files in sequence, hold down the <Shift> key and use the cursor or page control keys to select files.
2. Select the Delete button in the ToolBar or press the key.
3. Select the Yes button to confirm the deletion.

Undeleting a File

Menu: Edit | Undelete

Keyboard: <Alt>+<E>, <U>

When you delete a file in Graphics Converter Gold, it is *marked for deletion* (it is not physically removed from the media library at that time). If you wish to recover or *undelete* files that you have deleted, you may use the Undelete function immediately after you have deleted them.

Use the following procedure to undelete images that have been deleted:

1. Select the Edit | Undelete menu options. Graphics Converter Gold opens the Deleted window that displays only those images or files that have been deleted in the current work session. If no files have been deleted in the current work session for the active library, a prompt box states that no files are available for deletion. You will note that the undeleted thumbnail window appears the same as the main thumbnail window except that the Graphics Converter Gold title bar flashes on and off.
2. Select an image with the *left* mouse button.
3. Select the image with the *right* mouse button to open the thumbnail drop-down menu.
4. Select the file(s) that you wish to undelete.
5. Select the Edit | Undelete Selected menu options to undelete the selected files. An alternative method of undeleting a file is to click on a file with the left mouse button to select it. Next, click on the file with the *right* mouse button to open the drop-down menu. Select the Undelete option from the drop-down menu.
6. When you have undeleted an image, it disappears from the Deleted window.
7. Select the Edit | Show All menu options to return to the media library window. If you are undeleting all of the files in the undelete window, you will automatically return to the media library window when the last file is undeleted.



NOTE: To ensure successful undeletes, you should use the feature immediately after you have deleted the files. Graphics Converter Gold purges media libraries when it closes a library or in certain operations. During the purge operations, any files that have been marked for deletion are physically removed from the library. If you perform any of the following operations in a media library, all files that are marked for deletion are physically removed from the library and may not be undeleted:

1. *Close a library.* When a library is closed, all files marked for deletion are physically removed.
2. *Batch Notes append.* When you select the *Edit | Notes | Append* menu options to append text notes to a number of files, Graphics Converter Gold purges the library of any files that have been marked for deletion.
3. *Batch Notes clear.* When you select the *Edit | Notes | Clear* menu options to clear or delete text notes from a number of files, Graphics Converter Gold purges the library of any files that have been marked for deletion.

You must not exit Graphics Converter Gold when the Undelete screen is displayed. If you do, the files that have been marked for deletion will not be deleted; the files will be restored to the library file when Graphics Converter Gold closes. It is recommended that you not use any of the ToolBar features, such as *Resize* and *Regenerate* when you are in the undelete window.



SEE ALSO: *Appending notes and clearing notes on page 8-95 and 8-96.*

Moving Files to Another Media Library

There are a number of different methods for moving files from one media library to another. The *Transfer* option in the media library drop-down menu permits you to transfer some or all of the images from one library to another. The *Copy Library to...* menu option permits you to transfer *all* of the images of a library to another.



NOTE: Both the *Transfer* and *Copy Library to...* features are destructive in that they overwrite the target media library with the files being transferred. If the target media library already exists with files, the *Transfer* and *Copy Library to...* operations will destroy the existing library contents.

Transfer Operation

The transfer operation can be used in one of two ways: you may transfer all of the files from one media library to another, or you may transfer only selected files to another library.

The following procedure demonstrates how to transfer all of the images to another library.

Transfer Files to Another Library

1. Open a media library from which you wish to transfer files (i.e., the source library).
2. Select the file(s) that you wish to transfer.
3. Select the SpeedBar button in the ToolBar to switch to the SpeedBar.

4. Click on the library icon in the SpeedBar for the source library (i.e., the library from which you will transfer the files) with the left mouse button to highlight it.
5. Click on the library icon again with the *right* mouse button to open the library drop-down menu.
6. Select the Transfer option in the drop-down menu.
7. In the Select Destination Library dialog box, enter a destination target media library (i.e., the library to which you wish to transfer the files) or select one from the list of files.
8. Select the OK button to transfer the files.
9. When the images have been transferred to the target library file, Graphics Converter Gold prompts you to delete the files from the source library. If you answer Yes, all of the files that were transferred will be deleted from the source library.

Copy Library to... Function

1. You do not have to have a library open to use the Copy Library to... feature.
2. Select the File | Copy Library to... menu options.
3. In the Select Destination Library dialog box, enter a destination file name (i.e., target library to which you wish to copy the files) or select one from the list of files.
4. Select the OK button to transfer the files to the target library.

Sort



Menu: Edit | Sort

Keyboard: <ALT>+<E>, <O>

You can sort the files in a media library in a number of different sequences including:

- A. *File Name*. Full path of original image including the original disk drive, directory, and DOS file name.
- B. *Keyword* (the default). The file name or keyword that appears below the image or file in the media library.
- C. *File extension*. The original DOS file extension, such as “GIF,” “PCX,” “EXE,” etc.
- D. *Media type*. The type of file format, such as vector graphic, raster (or bitmapped) graphic, executable file, etc.
- E. *Compression method*. The compression method used on the file in the media library.
- F. *Original file size*. The size of the file before it was imported into the media library.
- G. *Compressed file size*. The size of the file after it is imported into the media library.

When you select a sort method, that sequence will remain in effect for that media library until you select a different sort sequence, close the library, or exit Graphics Converter Gold.

Use the following procedure to sort a library file:

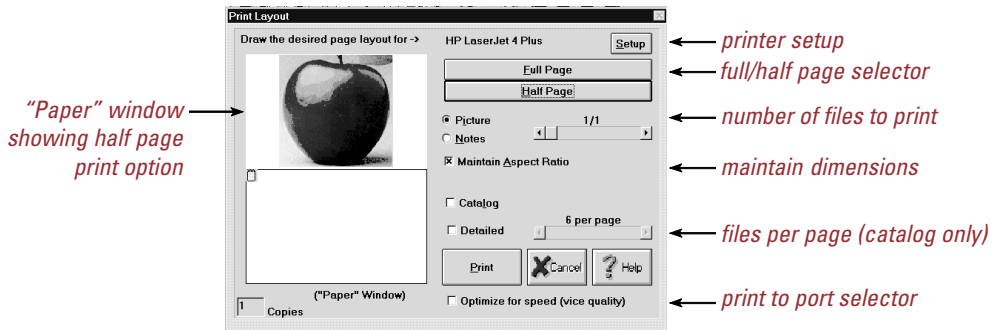
1. You must have a media library open to use the Sort feature.
2. Select the Sort button in the ToolBar to open the Sort Method dialog box.
3. Select the sort method desired.
4. Select the Ascending option if you wish the sequence to be from lower to higher.
5. Select the OK button to sort the file.
6. To return to the previous sort sequence, select the Sort button in the ToolBar.
7. Select the Keyword (shown beneath thumbnail) as the sort method.
8. Select the OK button to sort the file.

Deleting a Media Library

There are a number of different methods with which you may remove a media library from your system. We will list the different methods separately in the following operations.

Deleting Libraries with the Media Library Menu

1. Click on a media library icon with the left mouse button to highlight it.
2. Click on the library icon with the *right* mouse button to open the media library drop-down menu.
3. Select the Delete Library option in the drop-down menu.



The Print Layout dialog box.

4. Select the Yes button to confirm the deletion of the library.

Delete Button in the File | New Library or File | Open Library Menu Options

1. Select the File | New Library or the File | Open Library menu options .
2. In the File Name list box, select the media library to delete.
3. With the file name highlighted, select the Delete button.
4. Select the OK button to confirm the deletion.
5. Select the Close option to close the dialog box.

You can also use the Delete function in the Windows File Manager or Explorer to remove media libraries. However, if you use the File Manager or Explorer and there is an icon for the library in the SpeedBar, you will have to use the Hide Thumbnail or Delete Library options to remove the media library icon during the current work session.

Printing



Menu: File | Print

Keyboard: <ALT>+<F>, <P>

The Print option permits you to print copies of images from a media library. There are a number of possible print options from which you may select:

- A. *Full Page button*. Print image full-page (without file name or notes).
- B. *Half-Page button*. Print image half-page with file name information and notes.
- C. *Catalog button with Detailed button*. Print image catalog with Notes that may be attached to the images or files.
- D. *Catalog button*. Print image catalog without file name information or notes.

When you select the Print option in the File menu, Graphics Converter Gold opens the Print Layout dialog box. It is important to note that the print function prints only the contents of the thumbnail images in a media library. Non-graphical files, such as word processor files, program files, help files, etc., are represented in a printout by the standard file type icon that is displayed in the thumbnail view window. Font files are printed as the “ABC” as seen in the thumbnail image display for the file.

Use the following procedure to print images in a media library:

1. You must have the desired images selected before you access the Print function. If you wish to select more than one file, hold down the <Ctrl> key and select each file you wish to select or hold down the <Shift> key and use the cursor or page control keys to select the desired files.
2. Select the Print button in the ToolBar.
3. Select the Yes button to confirm the print operation.
4. The Print Layout dialog box offers a number of options with which you can tailor printouts :

- A. **Paper Window.** The Paper Window illustrates how an image will appear on a sheet of paper when printed.
- B. **Picture.** This option modifies the size and location of the picture on the page. For example, when the Picture button is on, you can use the mouse pointer to redraw the picture size and location in the Paper Window.
- C. **Notes.** This option modifies the location of the file name and Notes on the page. When the Notes button is on, you can use the mouse pointer to redraw the notes size and location in the Paper Window.
- D. **Maintain Aspect Ratio.** This option keeps the dimensions of the image the same without distorting the image.
- E. **Catalog.** The Catalog option permits you to select a catalog printout. If any images are highlighted, they will be printed in the catalog. If no images are highlighted, *all* of the images in the library will be included in the catalog printout.
- F. **Detailed.** If the Detailed option is selected (i.e., there is a check mark in the status box), the catalog will print the file name, original path, Notes, etc. This option prints a column of images down the left side of the page with the file name, original path, and Notes to the right of each image. If this option is not selected (i.e., there is not a check mark in the status box), the catalog will print whatever number of images to a page that are selected in the Per Page selector.



NOTE: *If you have the Detailed option turned on, the number of images per page is controlled by the length of the Notes that may be attached to each file.*

- G. **Print button.** This button starts the printing process.
- H. **Optimize for Speed.** If this option is selected (i.e., there is a check mark in the status box), the catalog will print faster while sacrificing print quality. The feature bypasses the Windows Print Manager and prints directly to your computer's printer port. This process prints faster, but the print quality generally degrades.
- I. **Per Page selector.** This scroll bar permits you to select the number of images per page when printing a catalog that is not Detailed. Use the scroll arrows to select the number of images per page (from 1 to 100).
- J. **Image selector.** You can use the image selector scroll bar to view the highlighted images. If no images are highlighted, this feature does not function.
- K. **Half-Page button.** This button selects the option to print the image on a half page with the file name, path information, Notes, etc.
- L. **Full-Page button.** This button selects the option to print the image on a full page.
- M. **Setup button.** This button accesses the printer setup dialog box.
- N. **Printer selected.** The currently selected printer is displayed at the top of the Print Layout dialog box.

- O. **Copies.** The Copies option in the lower left corner of the dialog box permits you to print multiple copies of any print operation. To change the number of copies, enter the desired number of copies in the box provided.
 - P. **Optimize for speed (vice quality).** The Optimize for speed option permits Graphics Converter Gold to print directly to the printer port without using the Windows Print Manager. This feature provides faster print speeds but will degrade the quality of the printout.
5. If you wish to change the printer setup, you may select the Setup button in the upper right corner of the Print Layout dialog box.
 6. Select the Print button to begin the printing process.

Print Catalog

Graphics Converter Gold has a Print Catalog option in the library menu drop-down menu. This feature permits you to print a catalog of an entire library without having to have the library open.

Use the following procedure to print one or more files:

1. If the SpeedBar is not visible, select the SpeedBar button at the left end of the ToolBar.
2. With the left mouse button, click on the thumbnail icon for the media library that you wish to print.
3. Click on the media library icon with the *right* mouse button to open the drop-down menu.
4. Select the Print Catalog option from the drop-down menu to open the Print Layout dialog box.
5. In the Print Layout dialog box, select Detailed if desired. You will notice that the Full Page button and Half Page buttons are disabled when you are using the Print Catalog feature.
6. Select the Print button to begin the printing process.
7. Select the Cancel button to exit the Print Layout dialog box when the printing is finished.

Record Sound



Image Menu: Record

Keyboard (Image Menu): <R>

The Record Sound option permits you to record or import a sound and attach it to a file in a library or to a media library icon. If your computer system has an optional sound card and microphone, you can record sound clips to attach to files in a media library or to a media library icon in the SpeedBar.

Use the following procedure to attach or import a sound and attach it to a file in a library:

1. Click once on a file or a media library icon in the SpeedBar with the left mouse button to highlight it.
2. Click on the file or the media library icon with the *right* mouse button to open the media library drop-down menu.
3. Select the Record option to open the Attached Sound dialog box.
4. Select the Record button in the Attached Sound dialog box. The progress indicator displays the amount of hard disk space that you have remaining as you record.
5. Select the Import button in the Attached Sound dialog box to import an existing sound file. Use the Drives and Directories selectors to select the desired sound file.
6. When the desired sound file is highlighted, select the OK button.



NOTE: *The above procedure for attaching or importing a sound for an image file works the same for attaching or importing a sound for a media library icon in the SpeedBar.*

Play Sound



Image Menu: Play

Keyboard (Image Menu): <P>

The Play Sound option permits you to play a sound that is attached to a file in a library, to a media library icon, or a stand-alone sound file in a library. This process works in much the same way as playing a sound that is attached to an image or object in the media library.

If you have an optional sound card in your computer and you have a sound attached to an image, you may use the following procedure to play the sound:

1. Click once on an image that has a sound attached to highlight it.
2. Select the Play button in the ToolBar to play the sound.

Changing Thumbnail Display Size



Menu: None

Keyboard: <+> or <->

When you create a new media library, Graphics Converter Gold defaults to the smallest size for the display in the thumbnail view window (64 pixels x 48 pixels). Displaying the thumbnail images at the smallest size lets you view more images in the Graphics Converter Gold window at one time. With certain file types, it is desirable to increase the size of the thumbnail images so that you can see them more clearly.

You can increase or decrease the size of the thumbnail images in the thumbnail view window by clicking on the Zoom In/Out button in the ToolBar or by pressing the <+> or <-> keys. To reduce the size of the thumbnail image in the media library, select the minus (i.e., -) portion of the Zoom In/Out button. To increase the size of the thumbnail image in

the media library, select the plus (i.e., +) portion of the Zoom In/Out button. You may continue to select the desired button until the thumbnail view reaches the smallest or largest display size (a *beep* will sound indicating that you have reached the minimum or maximum size for the images).

If you wish, you may store images in the larger sizes. You may turn on the Retain most recent thumbnail dimensions parameter in the File | Preferences menu to store the library in the selected size.



NOTE: *Enlarging the size of the thumbnail images will increase the disk space required by the media library. Determining the optimum display size for the thumbnails is often a matter of balancing the display size with disk space requirements. Changing the display size works only on graphic and font files. It does not change the size of the thumbnail icons for non-graphical files, such as word processor files.*



SEE ALSO: *See Preferences: Thumbnail Images on page 7-85.*

Regenerating Image Quality



Menu: Edit | Regenerate

Keyboard: <Alt>+<E>, <R>

When you resize images in a library, the quality of the image degrades with each size change. Changing from the smallest size to the largest size generally yields a thumbnail view image that is illegible. When this happens, you should *regenerate* the images in the thumbnail window.

You may regenerate one, several, or all images in a media library window. Use the following procedure to regenerate image quality:

1. In a media library, press the <+> key five or six times to increase the size of the image display.
2. Hold down the <Ctrl> key and select several images to regenerate.
3. Select the Regenerate icon in the ToolBar.
4. A status dialog box will display the progress as the image information is resampled and new displays constructed. When the regenerate operation is complete, you will notice that the images that were selected are a much better quality than those that were not.

If you wish, you may store images in the larger sizes as regenerated or non-regenerated. You may turn on the Store regenerated thumbnail image parameters in the File | Preferences: Thumbnail function.



NOTE: *Regenerating and storing large thumbnail images increases the disk space required by the media library. Determining the optimum display size for the thumbnails is often a matter of balancing the display size with disk space requirements. Regenerating the display quality works only on graphic and font files. It does not change the quality or size of the thumbnail icons for non-graphical files, such as word processor files.*



SEE ALSO: *See Preferences: Thumbnail Images on page 7-85.*

Setting User Preferences

Menu: File | Preferences

Keyboard: <Alt>+<F>, <P>

The Preferences feature includes a dialog box with tabs for setting preferences in the following areas:

- A. General
- B. Screen Capture
- C. Thumbnail Images
- D. Viewer (thumbnail window)

To select a particular area of Preferences:

1. Select the File | Preferences menu options.
2. Select the Preferences tab desired.
3. Change the preference items to the desired setting.

Preferences: General

The General Preferences option permits you to configure the Graphics Converter Gold default directory and whether or not the minimized icon stays on top of other Windows applications.

Default Directory

You may store the media libraries (PAQ files) in a drive or directory location other than the Graphics Converter Gold directory. If you chose to store the library files in another location, you should specify that location in the Default Directory. When Graphics Converter Gold opens, it checks the default directory and populates the SpeedBar based upon the libraries in the default directory. When you choose the Open Library or New Library command, Graphics Converter Gold always selects the default directory for placement (you may then specify another directory).

To select a new default directory, enter the path (drive and directory name) or select the path using the Browse button.

Stay "on top" when minimized

When you minimize Graphics Converter Gold, the minimized icon will generally go behind the application that is currently active. If you select the Stay on Top When Minimized option in Windows 3.1 (i.e., select the option so that there is an "X" in the status box), the Graphics

Converter Gold minimized icon will always be visible regardless of which application is active. This feature is not necessary in Windows 95 since all open applications appear in the Task Bar at the bottom of the monitor screen.

To select the General Preferences:

1. Select the File | Preferences menu options.
2. Select the General tab.
3. Change the preference items to the desired setting.

Preferences: Screen Captures

The Preferences for the Screen Capture feature includes two options:

- A. *Hide Graphics Converter Gold application during capture.* This feature permits you to clear Graphics Converter Gold from the screen so that you may capture from another application. Graphics Converter Gold's screen capture defaults to the application that was previously active. If you wish to make a screen capture of Microsoft Word, make sure that you switch to Word and then switch to Graphics Converter Gold to set the screen capture. When you activate the capture, Graphics Converter Gold will revert to Word to complete the capture.
- B. *Auto Import after capture.* If this feature is turned on, Graphics Converter Gold will automatically insert the screen capture into the media library that is currently open. If this feature is off, you will be prompted for a file name, compression type, and the ability to discard the capture before it is inserted into the media library.

To select the Screen Capture Preferences:

1. Select the File | Preferences menu options.
2. Select the Screen Capture tab.
3. Change the preference items to the desired setting.

Preferences: Thumbnail Images

Graphics Converter Gold has the ability to display the Thumbnail images in a variety of sizes. It is often useful to change the display size according to the type of image. Vector graphics are generally clean and crisp and will display nicely at smaller sizes. Scanned images, photographs, and bitmapped images generally display better at larger sizes. When you import an image into a media library, Graphics Converter Gold generates the thumbnail image at the current size. If you change the size of the image, the quality of the image degrades. To restore the image quality, you should use the Regenerate feature that causes Graphics Converter Gold to resample the image and create a new thumbnail in the selected size for display.

The Thumbnail preferences includes two features:

- A. *Retain most recent thumbnail dimensions.* When this feature is turned on, Graphics Converter Gold stores the media library at the currently selected display size. It is important to note that the library file size is directly affected by the thumbnail display size. The larger the thumbnail display size, the larger the library file.
- B. *Store regenerated thumbnail image.* As the display size is changed, the image quality degrades. When you Regenerate the quality of the image, the regeneration is only temporary unless you turn this feature on. If this feature is turned off, you will have to regenerate the image quality each time you open the media library.

To select the Thumbnail Preferences:

1. Select the File | Preferences menu options.
2. Select the Thumbnails tab.
3. Change the preference items to the desired setting.



SEE ALSO: *Changing Thumbnail Display Size on page 6-57 and Regenerating Image Quality on page 7-83.*

Preferences: Viewer

The Viewer preferences include two options:

- A. *Always display images in full screen.* This feature causes Graphics Converter Gold to open the Show window or Full Resolution window to the fullest size for the selected image.
- B. *Automatically play attached sound when viewing.* If a sound clip is attached to a file, Graphics Converter Gold will play it whenever you open a Show window for a file. If this feature is turned off, attached sound clips will not play when a Show window is opened.

To select the Viewer Preferences:

1. Select the File | Preferences menu options.
2. Select the Viewer tab.
3. Change the preference items to the desired setting.

Exiting Graphics Converter Gold

Menu: File | Exit

Keyboard: <Alt>+<F4>

The Exit option in the File menu closes any media libraries that may be open and exits Graphics Converter Gold. If any media libraries have images or files that have been marked for deletion, Graphics Converter Gold will physically remove them from the media library before closing.

Use the following procedure to exit Graphics Converter Gold:

1. Select the File | Exit menu options.

OR

1. Press <Alt>+<F4>

OR

1. In Windows 95 click in the “X” close box in the upper right corner of the Graphics Converter Gold window. In Windows 3.1 or Windows 95, double-click on the Control Menu button in the upper left corner of the Graphics Converter Gold window.

Summary

This completes the basic tutorial on the basic features of Graphics Converter Gold. While this chapter does not cover all of the many useful features built into the program, it does give you an overview and operational knowledge of the most commonly used functions and operations to help you make efficient use of the program.

In the next chapter, we will continue the tutorial with additional, advanced functions of Graphics Converter Gold.

8

Tutorial: Advanced Functions

In this chapter we will cover some of the more advanced or specialized functions in Graphics Converter Gold including:

- Attaching and recording sounds
- Sound formats
- Deleting sounds
- Playing sounds
- Entering and editing Notes for images and libraries
- The Help file system

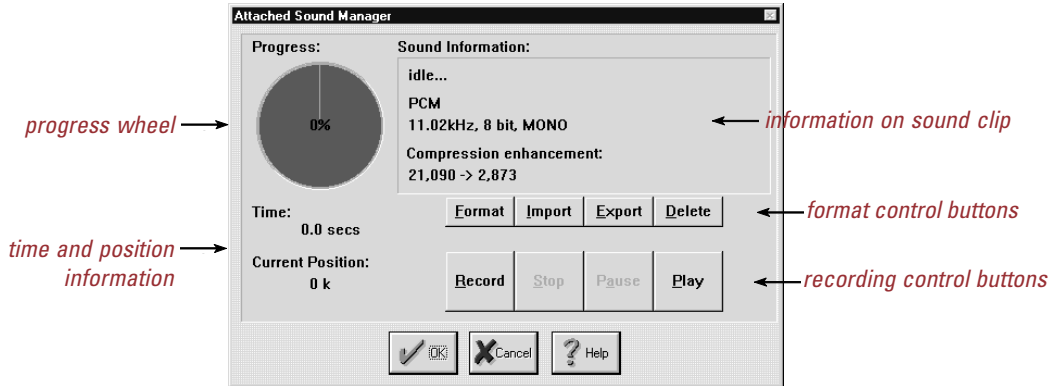
Attaching and Recording Sound

The Sound option in the Edit menu permits you to attach a sound file or a sound clip to any image or file in a media library. When you select the Sound option, a sub menu opens for you to select Record or Play sound.

The Attached Sound Manager Dialog Box

The Record option opens the Attached Sound Manager dialog box. This dialog box provides the necessary sound management controls for using sounds. Some of the options include:

1. **Progress Indicator.** When you are recording a sound, the progress indicator shows the amount of hard disk space that you have remaining. When you are playing a sound, the progress indicator shows how much of the sound clip has been played and how much remains to be played.
2. **Sound Information.** The Sound Information section contains information about the attached sound clip including the quality of the sound sampling (type, mono/stereo, etc.), compression enhancement, etc.
3. **Time in seconds.** If there is a sound clip attached to the current image, the length in seconds is displayed in the Time in seconds area.



The Attached Sound Manager dialog box.

4. **Current position.** The Current position indicator is for sound playback only. It indicates the play progress in the sound clip at which you are as the sound clip plays.
5. **Format button.** Select the Format button to open the Sound Selection dialog box (see the following section on Sound File Format).
6. **Import button.** Select the Import button to import an existing sound file into a Graphics Converter Gold library.
7. **Export button.** Select the Export button to export a sound file from a Graphics Converter Gold library.
8. **Delete button.** Select the Delete button to remove a sound file from an image or file. A dialog box will open asking you to confirm the deletion. When you return to the thumbnail view window, the sound icon will still appear with the file until you select another file in the library.
9. **Record button.** If you have a sound card with microphone or a line-in connection, you can record a sound clip and attach to a file in a library or to a media library icon in the SpeedBar. Select the Record button to begin recording. The progress indicator in the upper left corner of the Attached Sound Manager indicates the amount of hard disk space being used and the amount of disk space remaining on the selected drive.
10. **Stop button.** The Stop button is used to stop recording when you are recording with a microphone or line-in connection.
11. **Pause button.** The Pause button is used to pause the recording when you are recording with a microphone or line-in connection.
12. **Play button.** The Play button plays a sound clip or file.
13. **OK button.** The OK button indicates acceptance of any changes that you have made in the sound file while in the Attached Sound Manager dialog box.

Sound File Format

The Sound Selection dialog box provides controls to tailor the quality of the sound that you use in a particular sound clip. If you are importing a sound clip, you should match the format to the original quality of the sound clip. If you are recording a sound, you may select the quality desired based on the disk space available and sound quality desired.

1. **Name.** You can use a number of predefined sound quality types or you may create your own. In the Name section, you will see [untitled] as the default name. If you click on the down arrow to the right of the list box, you will see: CD Quality, Radio Quality, and Telephone Quality. If you select each of these and view the Attributes list box, you will see the following attributes for each type:

	Frequency	Type	Disk Req.
CD Quality	44,100 kHz,	16 Bit, Stereo,	172 Kb/sec
Radio Quality	22,050 kHz,	8 Bit, Mono,	43 Kb/sec
Telephone Quality	11,025 kHz,	8 Bit, Mono,	10 Kb/sec

The chart indicates that CD quality records at 44,100 kHz in 16 Bit Stereo at a rate of 172,000 bytes of disk space per second of recording. If you wish, you may create your own quality level by entering a new name and selecting from the Attributes option. Once the quality setting is saved, you can use it for recording sound clips for the selected file in the future.

2. **Format.** The sound formats available in your computer are hardware and software dependent. All systems should have the PCM format; other format availability depend upon your sound card and any third party software you may have.
3. **Attributes.** Graphics Converter Gold offers a great deal of flexibility in sound file attributes. Of course, your sound hardware (i.e., microphone and sound card) must have the capability to support a selected attribute. It does little good to select 16 Bit Stereo when your sound card only supports 8 Bit Mono.

The Attributes list box offers the following possible selections for sound quality:

Frequency	Type	Disk Req/per sec
8,000 kHz	8 Bit, Mono	8 Kb/sec
8,000 kHz	8 Bit, Stereo	16 Kb/sec
8,000 kHz	16 Bit, Mono	16 Kb/sec
8,000 kHz	16 Bit, Stereo	31 Kb/sec
11,025 kHz	8 Bit, Mono	11 Kb/sec
11,025 kHz	8 Bit, Stereo	22 Kb/sec
11,025 kHz	16 Bit, Mono	22 Kb/sec
11,025 kHz	16 Bit, Stereo	43 Kb/sec
22,050 kHz	8 Bit, Mono	22 Kb/sec
22,050 kHz	8 Bit, Stereo	43 Kb/sec
22,050 kHz	16 Bit, Mono	43 Kb/sec

22,050 kHz	16 Bit, Stereo	86 Kb/sec
44,100 kHz	8 Bit, Mono	43 Kb/sec
44,100 kHz	8 Bit, Stereo	86 Kb/sec
44,100 kHz	16 Bit, Mono	86 Kb/sec
44,100 kHz	16 Bit, Stereo	172 Kb/sec

Recording a Sound

The Record option permits you to record or import a sound and attach it to any file in the thumbnail view window or to a media library icon in the SpeedBar.

Use the following procedure to attach or import a sound and attach it to an image file in a thumbnail view window:

1. In the thumbnail view window, click once on the image with the left mouse button to highlight it.
2. Select the Record button in the ToolBar.
3. Select the Record option to open the Attached Sound dialog box.
4. Record the sound clip.
5. Select the OK button to close the Attached Sound Manager dialog box.

Use the following procedure to record or import a sound and attach it to a library icon in the SpeedBar:

1. If the SpeedBar is not visible, select the SpeedBar icon in the ToolBar (the left-most button in the ToolBar).
2. Click once on a media library icon with the left mouse button to highlight it.
3. Click on the desired media library icon with the *right* mouse button to open the media library drop-down menu. You cannot use the record icon in the ToolBar to record a sound for a library icon.
4. Select the Record option to open the Attached Sound dialog box. If you are recording a sound clip, you may begin recording by speaking into the microphone attached to your computer sound card or start the input device, such as a CD player, tape player, or other sound source using the line-in connection in your computer sound card.
5. When you wish to stop recording, select the Stop button.
6. Select the OK button to close the Attached Sound Manager dialog box.

Importing a Sound Clip

If your computer is capable of playing sounds, you can use the following procedure to import a sound clip and attach it to a file or a media library icon:

1. Open the Attached Sound Manager dialog box as described in the previous section.

2. Select the Import button in the Attached Sound Manager dialog box.
3. Use the Drives and Directories selectors to select the desired sound file.
4. When the desired sound file is highlighted, select the OK button.
5. Select the OK button to close the Attached Sound Manager dialog box.

Deleting a Sound Clip

Use the following procedure to delete a sound clip from an image or a library icon:

1. Open the Attached Sound Manager dialog box as described in the previous section.
2. Select the Delete button in the Attached Sound dialog box.
3. Select the Yes button to confirm the deletion.
4. Select the OK button to close the Attached Sound Manager dialog box.

Playing a Sound for a Media Library

You must have a sound clip attached to a library icon to be able to play it. Any sound that is attached to a library icon can be played from the media library drop-down menu.

Use the following procedure to play library sound clips:

1. Click on the media library icon with the *left* mouse button to highlight it.
2. Click on the library icon with the *right* mouse button to open the library drop-down menu.
3. Select the Play option in the drop-down menu.

Playing a Sound for a File

You must have a sound clip attached to an image to be able to play it. In addition to playing sounds, the Play button in the ToolBar also plays video files.

Use the following procedure to play a sound that is attached to an image:

1. Select a file that has a sound clip attached to it.
2. Select the Play button in the ToolBar.
3. Graphics Converter Gold will play the sound.

Importing CD Audio Clips

The Graphics Converter Gold import feature has the ability to import CD audio tracks directly from audio (i.e., music) CD's. The music track is referenced in the media library (the audio track is *not* imported and stored in the media library). You must have the original audio CD in the CD player for Graphics Converter Gold to be able to play the music in the library.

Use the following procedure to import an audio CD track:

1. In a media library, select the Import button in the ToolBar.
2. In the Media Import Utility dialog box, select the CD Audio button at the bottom of the dialog box.
3. The Filename list box will display a list of the tracks on the music CD in the CD drive.
4. Select the track that you wish to import. If you wish to import more than one audio track, hold down the <CTRL> key and click on the tracks that you wish to import. You may preview a single audio track by selecting that track and then selecting the Preview button in the Media Import Utility dialog box. To stop the preview play, click on the Stop button.
5. Click on the OK button to accept the tracks selected for import.
6. In the CD Label dialog box, accept the numerical designation for the CD audio tracks or enter a new designation. You may enter up to 12 characters or numbers to identify the tracks. The text that you enter will appear beneath the thumbnail representation of the track with the track number.
7. CD audio tracks are imported with a thumbnail representation of a CD. You may not alter the thumbnail.

Use the following procedure to play a CD audio track from a media library:

1. Make sure that the correct audio CD is inserted in the CD drive.
2. Click on the thumbnail for the track that you wish to play. If you wish to play more than one track, hold down the <CTRL> key and click on the tracks that you wish to play.
3. Select the Play button in the ToolBar. To stop the playback, double-click on the music thumbnail that you wish to stop.



Note: *If your sound card plays music CDs through the sound card output (the speaker jack in the sound card), Graphics Converter Gold will also play the music through the same output jack. However, if you must play music CD's through the jack on the front of your CD drive, then you will also have to play the music tracks in Graphics Converter Gold through the same jack on the front of the CD drive.*

Notes

Graphics Converter Gold permits you to attach up to 64 Kb of text to any media library or file in a media library. The Notes feature can be especially helpful in annotating libraries and individual files with useful information.

Notes Screen Display

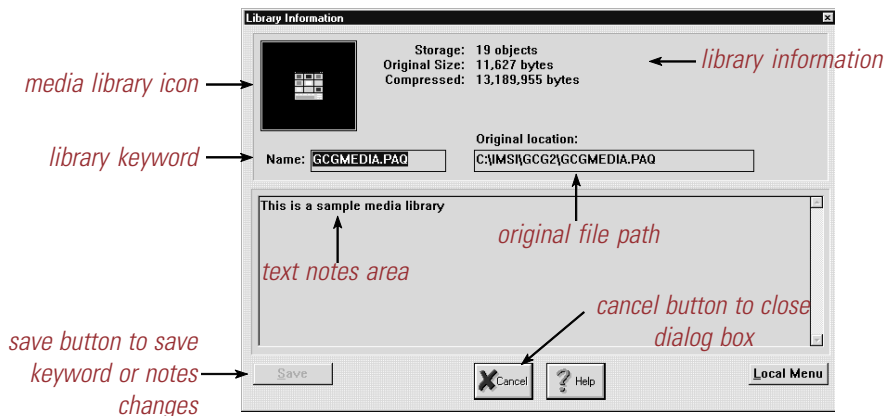
Graphics Converter Gold has the ability to display Notes in the thumbnail view window or to devote the entire thumbnail view window to the files. The Window menu in the main menu bar includes a Notes option. When this option is turned on (i.e., it has a checkmark beside it), a portion of the thumbnail view window at the bottom of the screen displays the Notes in a scroll list box. If there are no text notes attached to a file, the Notes area at the bottom of the window is blank.

You can turn the Notes display on and off using the following procedure:

1. Select the Window option in the main menu bar.
2. If there is a checkmark by the Notes option, the Notes scroll list box will display at the bottom of the media library window. If there is no checkmark by the Notes option, the note scroll list box will not display and the entire thumbnail view window will display image and data files. Selecting the feature turns it on or off.

The Local Menu button in the lower right corner of the library Info/Notes dialog box provides quick access to:

- A. *Show*. Opens a Show window for the current image.
- B. *Export*. Opens the File Export Utility dialog box that permits you to export the current image as a stand alone file.
- C. *Print*. Opens the Print Layout dialog box that permits you to select from several options for printing the current file.
- D. *Copy*. The Copy option places the current file into the Windows Clipboard.
- E. *Record*. The Record button opens the Attached Sound Manager dialog box from which you can record or attach a sound clip to a file.



The media library Notes/Info dialog box.

- F *Play*. The Play option plays any sound clip or file that may be attached to the current image.

Media Library Info/Notes

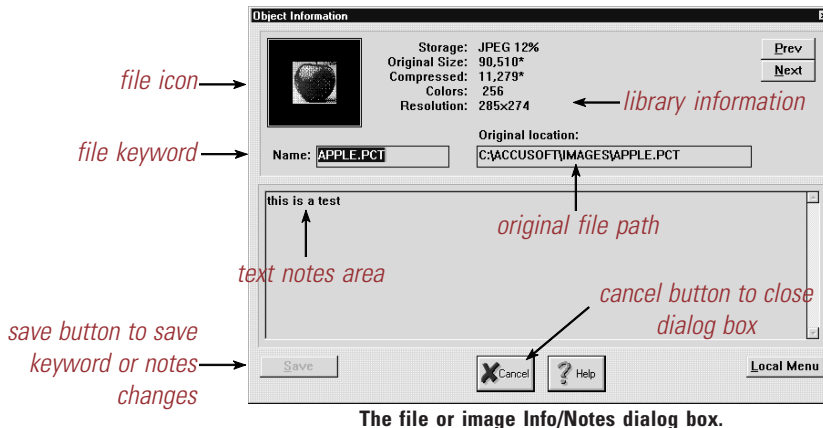
When Graphics Converter Gold opens, you see the SpeedBar below the main menu bar. If you have any media libraries installed in Graphics Converter Gold, you will see library icons for each one. Each library has an Information box with information, such as number of files in the library, original size of the files, compressed size of the files, and any *text notes* that may be attached to the library icon.

Use the following procedure to access the media library Notes feature:

1. When Graphics Converter Gold loads, click with the *left* mouse button on a media library icon to highlight it.
2. Click on the library icon with the *right* mouse button to open the drop-down menu.
3. Select the Info/Notes option in the drop-down menu to open the Library Information dialog box.

When you are in the Library Information dialog box, you can view the information about the library. If you wish, you may enter, edit, or delete notes from the Notes area using the following procedure:

1. Click in the Notes area in the Library Information dialog box.
2. Enter the text that you wish to add to the library notes.
3. When you have finished editing the text, select the Save button.
4. Select the Cancel button to close the Object Information dialog box.



Thumbnail Window Info/Notes

Each file in the thumbnail view window features an Object Information dialog box that contains information specific to an image or file. This dialog box is similar to the Library Info/Notes dialog box, but the information is for one file rather than an entire library.

Use the following procedure to access the thumbnail view window Notes:

1. You must have a media library open before you can access the thumbnail view window Info/Notes function. If you do not have a library open, you should open one before proceeding.
2. Click on a file in the library with the *left* mouse button to highlight it.
3. Click on the file with the *right* mouse button to open the thumbnail drop-down menu.
4. Select the Info/Notes option in the drop-down menu to open the Object Information dialog box.

When you are in the Object Information dialog box, you can view the Notes for that image or file. If you wish, you may enter, edit, or delete text in the Notes using the following procedure:

1. Click in the Notes area in the Object Information dialog box.
2. Enter the text that you wish to add to the notes.
3. When you have finished editing the text, select the Save button to save the changes.
4. Select the Cancel button to close the Object Information dialog box.

Editing Notes

There are three different methods of editing or modifying the notes that are attached to files in a media library:

- A. *Edit option* (Edit | Notes | Edit menu). The option opens the Object Information dialog box for the currently highlighted image so that you may edit the Notes.
- B. *Append option* (Edit | Notes | Append menu). This option permits you to append or add text to the notes of all of the files that are highlighted in a media library. You should take care when using this option since there is no undo feature to reverse the operation. When you select this option, you are prompted to enter the text that you wish to add to all highlighted images. One consideration in appending text is to consider the text that may already be in the notes for a file. For example, if a file has a note that says “Map of New York” and you append the text, Image is from “DataCal Clip Art Collection,” the result will be “Map of New YorkImage is from DataCal Clip Art.” Note that there is no space between “York” and “Image.” If any of the files already contain text, you may wish to add a space at the *beginning* of the text that you wish to append.

The Append option features the ability to append the new text onto the first line (immediately after any existing text in the Notes area) or on a new line. If you choose to append the text to a new line and a file has no text notes, the text is inserted on the first line of the Notes area.

- C. **Clear option** (Edit | Notes | Clear menu). This option clears or removes all text from the Notes for all of the files that are selected in a media library. You should take care when using this option since there is no undo feature to reverse the operation. When you select this option, you are prompted to confirm that you wish to remove the text from the notes of all the highlighted images. Answer Yes to the prompt to remove the notes.
- D. **Keyboard Controls**. Many times you will need to add individual notes to a lot of different images. The Notes feature is automated with quick and easy keyboard commands to help you enter notes using only keyboard commands.
 - <Ctrl>+<Page Down> Next file in library
 - <Ctrl>+<Page Up> Previous file in library

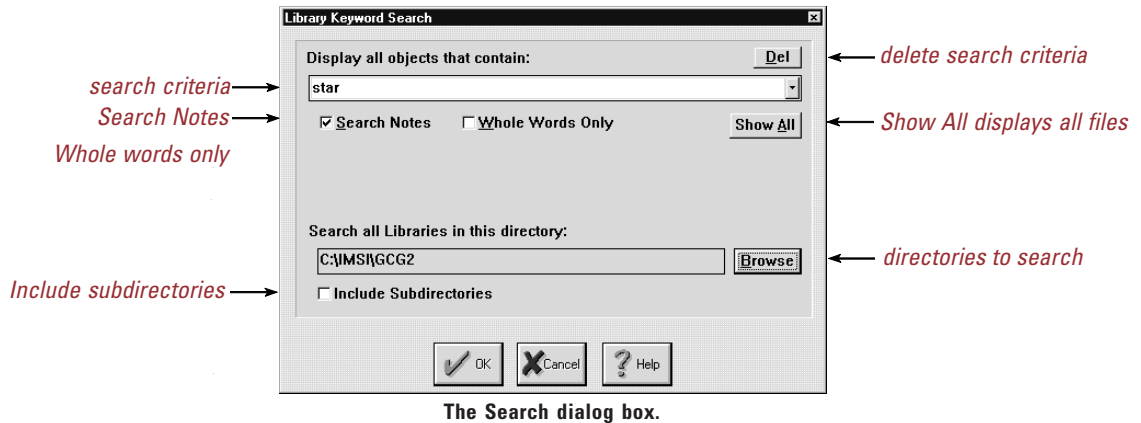
Editing Notes with the Notes display turned off

Use the following procedure to add notes to multiple consecutive images when the Notes option is turned off:

1. Select the left mouse button on the first image for which you would like to edit the Notes.
2. Click on the file with the *right* mouse button to open the drop-down menu.
3. Select the Info/Notes option in the drop-down menu to open the Object Information dialog box.
4. Click inside the Notes area of the Object Information dialog box.
5. Edit the notes as you desire.
5. When you have finished editing the notes, select the Save button, or press <Alt>+<S> to save the changes.
7. You may use the Prev or Next buttons to go to another file or press <Ctrl>+<Page Up> or <Ctrl>+<Page Down>. Select the Cancel button to close the Info/Notes dialog box.

With the above procedure, you can quickly edit notes and go to the next image or file using only keyboard commands. This saves time and effort of having to reach for the mouse and clicking on buttons in the Object Information dialog box. Be sure to press <Alt>+<S> to save the notes after you have made any changes to the text.

Editing Notes with the Notes display turned on



The Search dialog box.

Use the following procedure to add notes to multiple consecutive images (this procedure assumes that you have the Notes feature in the Window menu turned on and the Notes area displays at the bottom of the thumbnail view screen):

1. Click the left mouse button on the first file for which you would like to edit the Notes.
2. Click inside the Notes area at the bottom of the thumbnail view screen.
3. Edit the notes as you desire.
4. When you have finished editing the notes, press <Ctrl>+<Page Down> to go to the next image or press <Ctrl>+<Page Up> to go to the previous image. You must use the <Ctrl> page direction keys, even if there is only one file in the library.
5. Answer Yes to the prompt to save the changes.

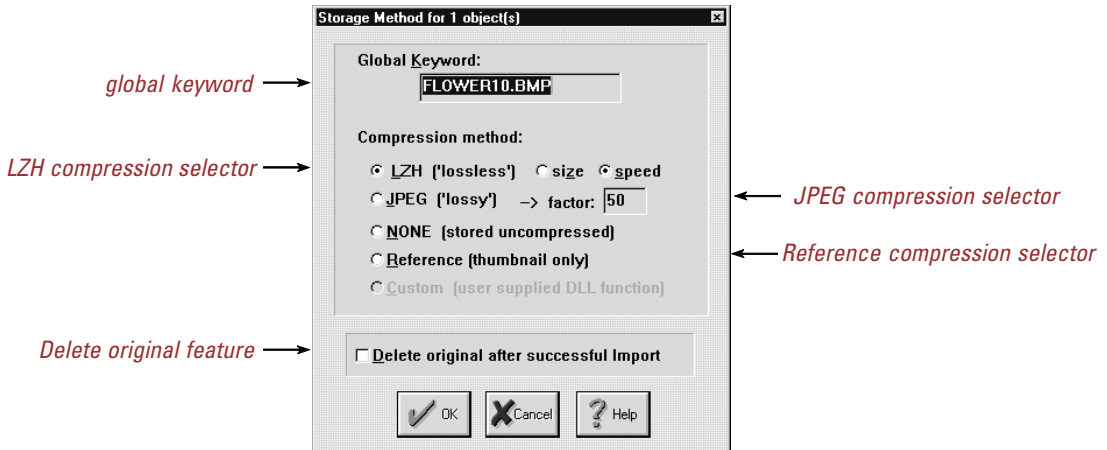
With the above procedure, you can quickly edit notes and go to the next file in the library using only keyboard commands.

Using Search in Notes

The search function in Graphics Converter Gold can be used quite effectively with the Notes feature to help you locate image and data files quickly and easily. The key to any type of image or file management system is being able to find an item when you need it.

The Search option permits you to search one or more media library files in your computer system. When you select Search, Graphics Converter Gold opens the Library Keyword Search dialog box. In the Library Keyword Search dialog box, you can enter the search criteria and specify the search parameters, such as:

- A. *Display all objects that contain.* The Display all objects that contain option provides you with a box in which to enter the search criteria. For example, you may enter “.CGM” as the search criteria to display all CGM files.
- B. *Search on multiple criteria.* You may enter several different search criteria items using “and” and “or” operators. For example, in the Display all objects that contain box you may enter: “PCX AND HOUSE.” This criteria would find any files that have both “PCX” and “HOUSE” in the file information.
- C. *Search Notes.* Unless you select the Search Notes option (i.e., place a checkmark in the status box next to the option), Graphics Converter Gold will only search the keywords (i.e., the text that appears below the image in the thumbnail view window). If you select the Search Notes option (i.e., click on the option to place a checkmark in the status box), Graphics Converter Gold will search both the file names *and* the Notes area for the specified search criteria.
- D. *Whole Words Only.* The Whole Words Only option limits the scope of a search to include *only* those files in which an entire word in the keyword or Notes matches the search criteria. This function can be most useful in limiting the number of incorrect matches in a search. For example, if you want to find all files that have to do with the United States, you might enter “US.” This search will isolate all images or files in which “US” appear. However, unless you use the Whole Words Only option, you will also include such files as “hoUSE,” “moUSE,” and “paintbrUSH.” On the other hand, if you use the whole word only option with the “US” search criteria, you may not identify the file named “US.CGM” (the “.CGM” would be considered part of the word and would not meet the search criteria).
- E. *Show All.* The Show All button cancels the current search criteria and returns the thumbnail view window display to the standard view in which all files are displayed.
- F. *Search all Libraries in this directory (global search).* Another useful search feature is the ability to search multiple media libraries. If you wish to find all files that have to do with the US, you may enter “US” as the search criteria, and select the root directory of the current disk drive with the Include all sub directories option (i.e., click on the option to place a checkmark in the status box). A search with this criteria would identify every media library on the disk drive that has a file that matches the “US” search criteria. Graphics Converter Gold opens a temporary library that displays all of the library icons that contain files that match the search criteria. Double-click on any library in the search library to open the library. When the media library opens, it will display only those files in the thumbnail view window that meet the search criteria until you change or delete the search criteria.
- G. *Saved search criteria.* Search criteria is saved for future use. For example, if you often need to identify maps of New York, you may wish to use a global search criteria of “New York” and save it for future use. If you wish to delete an item from the search criteria list, select the item from the scrollable list, highlight the text, and select the key on the keyboard.



The Storage Method dialog box.

- H. *Non-case sensitive*. Searches are non-case sensitive; it makes no difference whether you enter the search criteria in upper or lower case. A search criteria of “NEW YORK,” “new york,” “New York,” “NEW york,” or “nEW YoRK” will all yield the same results.

You may search the Notes of a media library using the following procedure:

1. Select the Search button in the ToolBar.
2. Enter the criteria for the search in the Display all objects that contain box.
3. If there is not a checkmark in the Search Notes option, select the option to turn the feature on.
4. When you have entered all of the search criteria, select the OK button to begin the search.

Global Keyword in Notes

When you import files, Graphics Converter Gold gives you the option of entering a *global keyword* in the Storage Method dialog box. If you are importing more than one file, this global keyword is inserted into the Notes area of each file that is imported in that batch. This feature is most useful when you wish to add text to a group of files without having to open the Notes feature for each one.

Use the following steps to insert text into the Notes of images being imported with the global keyword feature:

1. Open a media library file.



Example of a Window screen capture.

2. Select the Import button in the ToolBar.
3. Select the files that you wish to import into the current library.
4. Select the OK button to go to the next step in the import.
5. In the Storage Method... dialog box, enter the text that you would like to insert into the Notes of the files being imported.
6. Select the type of compression to use (or accept the LZH - Speed default compression).
7. Select the OK button to begin the import operation.

Screen Captures

Graphics Converter Gold offers a number of different screen capture options for your convenience.



Note: *If you set the Auto Import after capture option on in the screen capture Preferences (select File | Preferences | Screen Captures), Graphics Converter Gold will prompt for the type of compression to use with the Storage Method dialog box for the first import in the current work session. All subsequent screen captures in the current work session will use the compression method that you selected in the first screen capture.*

Window Capture

The Window option in the Capture menu captures one window in Windows. *The screen capture works on the last window that was open before you select the Capture option.* You must go to the screen that you wish to capture *just before* you go to the Graphics Converter Gold Capture menu.

Use the following procedure to capture a window in Windows Paint:



Example of a Client Area screen capture.

1. Open Graphics Converter Gold with a media library.
2. Open Windows Paint and open the image file that you wish to capture.
3. Press <Alt>+<Tab> to switch to Graphics Converter Gold.
4. Select the Capture | Window menu options in the Graphics Converter Gold.
5. Press <Alt>+<Tab> to switch to Windows Paint.
6. Place the mouse pointer over the image in the Paint window that you wish to capture and press the *left* mouse button. You will return to the Graphics Converter Gold screen. The captured image is placed in a Show window.



Note: *In Windows 95, you may have to double-click the left mouse button for the screen capture to complete.*

7. When the image is in the Show window, select the File | Insert as New menu options in the Show window or select the File | Close menu options and answer Yes to the prompt to “Image is New or Changed. Insert as ‘new object’ now?”
8. In the Storage method. . . dialog box, enter a name for the file.
9. Select a storage compression method for the image if desired.
10. Select the OK button in the Storage method. . . dialog box to finish inserting the image into the media library.

Client Area Capture

The Client Area option in the Capture menu captures the *contents* of one window (without the title bar or border). *The screen capture works on the last window that was open before you select the Capture option.* You must first go to the screen that you wish to capture *before* you go to the Graphics Converter Gold Capture menu.

Use the following procedure to capture a Client Area in the Program Manager:

1. Open Graphics Converter Gold with a media library.



Example of a Desktop screen capture.

2. Open Windows Paint.
3. Press <Alt>+<Tab> to switch to Graphics Converter Gold.
4. Select the Capture | Client Area menu options in the Graphics Converter Gold. You will return to the last application viewed, Windows Paint.
5. Place the mouse pointer over the Paint window that you wish to capture and press the *left* mouse button. You will return to the Graphics Converter Gold screen. The captured image is placed in a Show window.
6. When the image is in the Show window, select the File | Insert as New menu options in the Show window.
7. In the Storage method. . . dialog box, enter a name for the file.
8. Select a storage compression method for the image if desired.
9. Select the OK button in the Storage method. . . dialog box to finish inserting the image into the media library.

Desktop Capture

The Desktop option in the Capture menu captures an entire Windows screen. *The screen capture works on the last window that was open before you select the Capture option.* You must first go to the screen that you wish to capture *before* you go to the Graphics Converter Gold Capture menu.

Use the following procedure to capture a Desktop in the Program Manager:

1. Open Graphics Converter Gold with a media library.
2. Open Windows Paint.
3. Press <Alt>+<Tab> to switch to Graphics Converter Gold.
4. Select the Capture | Desktop menu options in Graphics Converter Gold.
5. A prompt box notifies you to select the <Ctrl>+<+> key (on the numeric keypad) to complete the Desktop capture. Select the OK button to proceed with the capture.

6. When you are viewing the window that you wish to capture, press the <Ctrl>+<+> keys. You will return to the Graphics Converter Gold screen. The captured image is placed in a Show window.
7. When the image is in the Show window, select the File | Insert as New menu options in the Show window.
8. In the Storage method. . . dialog box, enter a name for the file.
9. Select a storage compression method for the image if desired.
10. Select the OK button in the Storage method. . . dialog box to finish inserting the image into the media library.

Hide Window on Capture

When you select any of the screen capture options, Graphics Converter Gold automatically reverts to the last application or screen that was open unless the Hide Window on Capture option is turned off (i.e., there is no checkmark next to the option in the menu). When you turn the Hide Window on Capture option off, you can capture a Graphics Converter Gold window.

Use the following procedure to capture a Graphics Converter Gold window:

1. Open a Show window for the vector format image.
2. Select the Capture option in the main menu.
3. If there is a checkmark by the Hide Window on Capture option, click on the option to turn it off.
4. Select the Capture | Window menu options in Graphics Converter Gold.
5. When the mouse pointer turns into a hand, click inside the Show window. The capture utility will capture the contents of the Show window and convert it to a bitmapped image (all screen captures are bitmapped images). The image is then inserted into a new Show window.
6. Select the File | Insert as New menu options in the Show window.
7. In the Storage method. . . dialog box, enter a name for the file.
8. Select an image storage compression method, if desired.
9. Click on the OK button in the Storage method. . . dialog box to finish inserting the image into the media library.

Help Contents

The Contents menu option in the Help menu opens the Graphics Converter Gold Help System. From the Contents screen, you may select any of the topics for additional information.

The Graphics Converter Gold Help System also provides a print option with which you can print single help topics or all of the help topics.

Using Help

The Using Help option in the Help menu provides information about how to use the Graphics Converter Gold Help System. This is a standard Windows feature to provide you with assistance in getting additional on-line help with Graphics Converter Gold's operation.

9

Graphics and Compression Methods

Image Handling

It helps to have a basic understanding of how Graphics Converter Gold deals with images so that you can select the best image compression to use on different file types. The optimum compression method depends upon the file type and the manner in which you wish to use it in Graphics Converter Gold.

In this chapter we will cover graphic formats and the compression methods available when you import them into media libraries.

Image Compression Selected

When you choose to use the Graphics Converter Gold image compression feature, the import function divides all imported graphic files that are not animation files into two categories: bitmapped and vector. How the file is stored in Graphics Converter Gold depends on the compression feature that you select.

LZH Compressed for Speed

When you select the LZH compression option of Speed, Graphics Converter Gold examines the file being imported to see if it is a bitmapped image file or a vector image file. If the file is a bitmapped file, Graphics Converter Gold uses image conversion filters to convert it to a Windows BMP file, compress it, and store it in the media library. If the file is a vector format file, Graphics Converter Gold uses the image conversion filters to convert it to a Windows Metafile (WMF) file, compress it, and store it in the media library. Because the BMP and WMF formats are native to Windows, they work much faster in Graphics Converter Gold for opening the Show window, exports, etc. When you export the file,

Graphics Converter Gold uses an export filter to convert the file from the BMP or the WMF format to whatever format you wish to export.

LZH Compressed for Size

When you select the LZH compression option of Size, Graphics Converter Gold leaves the file in the native file format without any conversion. A GIF file is stored as a GIF file; a TIF file is stored as a TIF file. Graphics Converter Gold does apply file compression to these images to yield a better optimization of disk space. Since the files are stored in their native format, Graphics Converter Gold must convert them from that format to a BMP or a WMF format each time you perform any action on the image, such as opening the Show window, exporting, or regenerating the image quality. The time it takes for Graphics Converter Gold to convert the image *on-the-fly* for these activities does result in a loss of speed.

LZH Compression for GIF Files

The GIF file format was first introduced by CompuServe® to use in transmitting graphic files. The format features a highly efficient image compression system. Because the files are already highly compressed, it is better to store GIF files with the LZH Size option. This option allows the GIF file to remain in the GIF compressed format while it is stored in Graphics Converter Gold; of course, using the Size compression option will result in a slight loss in speed when working with these files. If you store the GIF files using the Speed compression option, Graphics Converter Gold will convert the GIF file to a BMP format. Generally, the BMP version of the GIF file is considerably bigger than the GIF version. As a result, you may find that a library of GIF files stored with the Speed compression option is bigger than the combined size of the original files.

JPEG Image Compression

“JPEG” image compression is a *lossy* algorithm which is useful for compressing 8-bit and 24-bit images. The term *lossy* indicates that some of the original data in the image is actually discarded to achieve a high compression rate. These types of algorithms take advantage of the fact that some of the data in an image cannot actually be seen on a computer monitor or printout. This is particularly true of 24-bit images. The JPEG compression factor controls the degree of loss you are willing to accept in an image. The default in Graphics Converter Gold is “50” which produces a reasonable compromise between image quality and compression performance. The maximum JPEG compression factor that you can use in Graphics Converter Gold is “99” which results in a very small, but usually vaguely discernible image.

When JPEG images are imported, Graphics Converter Gold stores a copy of the original data in the library without further compression. This not only speeds the import process, it also prevents Graphics Converter Gold from attempting to compress an image that is

already compressed. Recompressing JPEG images can yield unexpected results that are not always desirable. Storing the file in its original JPEG compression mode also speeds the file export since the file is already in the JPEG format.

The JPEG compression option serves as a convenient *catchall* method for batch file imports (i.e., importing more than one file). Only 8-bit and 24-bit raster images can be compressed using the JPEG compression. When JPEG compression is selected and Graphics Converter Gold detects a file that is not 8-bit or 24-bit raster image, it automatically defaults to the LZH compression appropriate for that file. Selecting JPEG compression allows you to select a wide range of image formats for import at the same time. Graphics Converter Gold will automatically select the appropriate compression method based upon the file type. If you select LZH compression, Graphics Converter Gold will apply that compression method to all imported files regardless of file type.

Because JPEG files are so highly compressed, you should *not* use the LZH Speed option to store files. If you use the LZH Speed compression option, Graphics Converter Gold converts the JPEG file to a BMP file upon import. The BMP file may be ten to thirty times larger than the original JPEG file. As a result, storing JPEG files with the LZH Speed option will always result in a media library that is larger than the combined size of the original JPEG files.

Since the JPEG format yields a highly efficient compression method, you may be tempted to convert all of your files to the format to conserve hard disk space. The JPEG format will give you a substantial savings in disk space over other bitmapped formats. However, the time factor for working with JPEG files is often unacceptable. For example, opening a Show window for a BMP file may take four seconds on your computer. Opening that same file when it is stored in JPEG format may take three to four minutes. If you have a number of files that you rarely use, but would like to keep in Graphics Converter Gold at maximum disk space savings, the JPEG format can be a most effective tool.

You cannot use JPEG compression when importing or exporting vector format files. If you do, the files will not import or export properly.

None (Store Uncompressed)

When you select None for file compression, a mirror image of the original file is inserted into the Graphics Converter Gold library. This results in no disk space savings for the image in the library. Because of the overhead space of the library (plus any sound files or notes attached to an image), non-compressed library images are larger than the original image files. While it does not result in disk savings, it does provide for the fastest import, viewing, printing, and export of the images in the library.

When you use the None compression option, the images in the thumbnail view window will indicate None 100% indicating that there is no image compression used and no compression savings.

Reference (thumbnail only) Compression

The Reference option stores just enough information about the image to create the thumbnail image in the library size. If you wish to perform any functions with the images, the original images will have to be available to Graphics Converter Gold. The option is primarily designed for cataloging CD's of images. A CD of images, even with maximum compression, could consume a great deal of disk space. The Reference option stores enough information for the thumbnail view image but requires the original copy of the file (as in the CD image files) to be available for any work with the file. Without the original copy of the image file, you cannot regenerate the image, open a Show window, export the image, do a Windows Clipboard transfer, or do a drag-and-drop transfer.

Custom Image Compression

Custom compression is provided to allow developers or advanced programmers to hook their own compression algorithms into Graphics Converter Gold. Obviously, some constraints must be observed with respect to function naming and data handling. The compression interface is straightforward and easily implemented. The "YOURCOMP.DLL" file (in the Graphics Converter Gold directory) must be replaced with one containing your custom compression code. The details on the function calls and parameters are contained in the sample code listing, "YOURCOMP.PAS" (in the Graphics Converter Gold directory).

If you select the custom image compression when you do not have one installed in your system, the images will be imported into the thumbnail view window. However, any images imported without any custom compression filter are simply stored in the library as icon images; these images may not be manipulated, exported, viewed or printed as with other images (in such a case, Graphics Converter Gold becomes simply a clip art viewing album).

Sound File Compression

Sound files that are attached to images are compressed using a variant of the LZH compression system. There is no option for storing sound uncompressed, even when None is selected as the compression method for the image data. Sound added to a file increases the compressed size of the image regardless of the compression technique used. Compressed images with sound files attached are generally larger than the original stand-alone image file (giving the perception that no compression advantage is achieved). When you import a sound file, Graphics Converter Gold automatically selects the LZH compression for sound files regardless of the compression method you may select in the Storage Method dialog box.

When you use the Reference compression method, the image in the thumbnail view window indicates Ref 100% indicating that it is a reference image only with no image compression. If you wish to open a Show window or perform any operation with the image (i.e., export, copy,

drag-and-drop, crop, manipulate, etc.), you must have the original file available in your computer system. If you are using this method for CD's, you must have the original CD in your CD drive to be able to work with the sounds.

Animation Compression

Microsoft Video image files can only be compressed with the LZH compression method. This has the same effect as selecting the Size option for LZH image file compression. When you import an animation file, Graphics Converter Gold automatically selects the LZH animation compression regardless of the compression method you may select in the Storage Method dialog box.

CorelDraw CDR Files

CorelDraw CDR Files present special problems for image conversion because a CDR file can be either vector, bitmapped, or a combination of both. Since Graphics Converter Gold cannot convert images as combinations of both graphic formats, the standard LZH Speed compression method would convert the CDR file to a bitmapped graphic regardless of the original content. Because of this, Graphics Converter Gold automatically imports all CorelDraw CDR files using the LZH Size compression method that keeps the file in its original graphic format. When you export the CorelDraw file, you are then assured that the file retains all of the objects in their original graphic format. If a CorelDraw file contains a combination of bitmapped and vector elements, you may not be able to export it to some graphic formats. For example, if a CorelDraw file contains bitmapped elements, you will not be able to export the file as a vector file format, such as Computer Graphics Metafile (.CGM).

Non-graphical File Compression

Graphics Converter Gold libraries can handle file types other than graphical images. This adds a degree of versatility that is not available in many other image cataloging applications. When you import a non-graphical file, Graphics Converter Gold automatically selects the LZH compression for non-graphical files regardless of the compression method you may select in the Storage Method dialog box.

Help Files

Graphics Converter Gold can insert Windows applications help files into a media library. The help files are displayed in the library with the Windows question mark icon and the name of the help file. You can launch any help file in a library simply by clicking on the help file icon twice (or by highlighting the icon and pressing <Enter>).

The advantage to this feature is that you can place all of your Windows application help files into one Graphics Converter Gold library. When you need to access a help file, simply open that Graphics Converter Gold library and select the desired help file.

The primary advantage of storing help files in a Graphics Converter Gold library is that help files are stored in compressed form. Compressing the help files can provide a degree of disk space savings (the amount of disk space saved depends upon the help files). However, if you insert the primary help files for an application into a media library, you will not be able to access those help files from within that application; you will only be able to open the help files from within the Graphics Converter Gold library.

When you import a help file, Graphics Converter Gold automatically selects the LZH compression for help files regardless of the compression method you may select in the Storage Method dialog box.

Executable Files

You can import an icon for an application into an Graphics Converter Gold library. Select the icon in the library (double-click on it or highlight it and press <Enter>), and you can launch the application. This function works equally well with both Windows applications and non-Windows applications. The only restriction is that the target application must be a single executable file (i.e., not have accompanying file, such as overlay files), or the *path* for the application must be in the *path command* in the AUTOEXEC.BAT file. The reason for this is that when the application is loaded, it is loaded from the Graphics Converter Gold directory. If the application cannot find the necessary accompanying files for the application, it will not function.

As with image files, executable files are stored in compressed form resulting in a degree of disk space savings (the amount of disk space saved depends upon the application). Satellite files (such as overlay files, etc.), can be compressed in Graphics Converter Gold but will not function with their parent application.

Document Files

As with image files, document files (i.e., text and Rich Text Format files) are stored in compressed form resulting in a degree of disk space savings (the amount of disk space saved depends upon the file). When you import a text file, Graphics Converter Gold automatically selects the LZH compression for text files regardless of the compression method you may select in the Storage Method dialog box.

Fax Files

Most fax applications convert documents to images prior to transmission. Because the files are image files, they can be easily imported into an Graphics Converter Gold library for future use.

Because fax files are image files, they can be stored in compressed form resulting in a degree of disk space savings (the amount of disk space saved depends upon the type of file). If you import a multiple page fax document into an image library, Graphics Converter Gold automatically breaks the document down into individual pages. Each page of the fax is inserted into the library as a separate image. You can manipulate each page or delete unwanted pages as desired.

Font Files

Graphics Converter Gold can import all three file formats for TrueType fonts: TTF, FON, and FOT. One of the advantages of importing a font file into Graphics Converter Gold is that you can view the first three characters of the font to see what the font style is without having to install the font in the Windows Font Manager. You can also open a Show window for any TrueType font in a media library to check the appearance of the characters in the entire font.

If you import font files from your Windows directory (either the System directory in Windows 3.1x or the Fonts folder in Windows 95), you should make certain not to use the Delete Original After Successful Import feature in the Storage Method dialog box. If you delete the font files in the Windows directory system, Windows will not function properly.

Third Party Image Libraries

Many companies provide clip art files with their graphic product or as stand alone graphic libraries. If these images are in a format that is compatible, you can incorporate them into a Graphics Converter Gold library.

Different companies have different methods of packaging their graphic files. If the graphic files are supplied on floppy disk in a format that is compatible with Graphics Converter Gold, you can import them directly from the floppy disk into an Graphics Converter Gold library. If they are not in a compatible format, you will have to install them, convert them or manually transfer them into Graphics Converter Gold.

10

Troubleshooting

1. **Problem.** You get an error message when you try to open Graphics Converter Gold stating that you must have a later version of Windows.

Possible Cause. You are running a version of Windows earlier than 3.1.

Solution. You must have Windows 3.1/3.11 or Windows 95 to be able to run Graphics Converter Gold.

2. **Problem.** You get an error message stating Out of disk when you try to install or use Graphics Converter Gold.

Possible Cause. You have filled your hard disk drive to capacity and it will not hold any more data or software.

Solution. You must remove some files or applications from your hard disk to make room for Graphics Converter Gold.

3. **Problem.** The Graphics Converter Gold CD appears to be bad. You get an Abort, Retry or Ignore error message when you try to install Graphics Converter Gold.

Possible Cause. CD disc is bad; your CD-ROM player is not functioning properly.

Solution. Try to install the Graphics Converter Gold on another computer system. If it installs there properly, it is probably a problem with your CD drive. If you determine that the CD itself is causing the error, contact IMSI Customer Service to request a replacement CD. If you need help in determining the source of the error, contact IMSI Technical Support.



SEE ALSO: For Customer Support contact information, see page 1-3. For Technical Support contact information, see page 1-3.

4. **Problem.** You import a number of image files into Graphics Converter Gold, but you notice that the size of the Graphics Converter Gold library file is actually bigger than the original files.

Possible Cause. You selected None for the file compression in the import operation; the files are of a type that offers only minimal compression; you have increased the file size by adding notes and/or sound files to the images.

Solution.

- A. *No file compression.* Delete the images in the image library and import the files again using the LZH compression method with the Size option selected.
- B. *File type.* Some file types lend themselves to better compression rates than others. Graphics Converter Gold adds a certain amount of “overhead” to the library due to the library information that must be stored.
- C. *Notes and/or sound files.* If you have lengthy notes attached to images, they will increase the amount of disk space storage required. You can remove the notes and sound files to reduce the amount of disk space required.
- D. *The JPEG and GIF files are heavily compressed formats.* If you import them using LZH compression, *Graphics Converter Gold* has to decompress the files to full size and then recompress them using LZH compression. The JPEG files will almost always result in a *Graphics Converter Gold* library that is considerably *larger* than the original files. The solution for JPEG files is to use the JPEG compression when importing them.

5. **Problem.** You delete a large number of images from a library, but the file is still the same size (it is not smaller).

Possible Cause. Not enough disk space available to rewrite the library file when you exit *Graphics Converter Gold*.

Solution. When you delete an image, note, or sound file, *Graphics Converter Gold* only *marks* it for deletion. While the deleted item is not visible in the image library, it is still physically in the image library. When you exit *Graphics Converter Gold*, the program checks to see if there are any items marked for deletion that have not been removed. If it finds items marked for deletion, the program creates a backup copy of the library file and rewrites the file removing the marked items. If there is not enough disk space to create the backup file, the items are not physically removed from the library (and the library remains the same size). Always make sure that you have 100 percent backup disk space available when running *Graphics Converter Gold*. For example, if you have an image library that is 1 Mb in size, you must have at least 1 Mb of free disk space available to perform the library purge operation successfully. When *Graphics Converter Gold* is finished with the file cleaning, it automatically deletes the backup file created during file cleaning.

6. **Problem.** You import a number of images into a library, but the quality of the icon-size image in the thumbnail view window is very poor.

Possible Cause. This could be due to the file type to which you exported the image; you have changed the image size in the thumbnail view window.

Solution. The real question is whether the image itself has been modified. Select the Show, or Full Resolution, window to view the image. Note if the image quality in the Show window has degraded. If so, try exporting the file again from the original library.

If you changed the size of the thumbnail view window, you should try regenerating the images in the library. Highlight all of the images in the library, and select the Regenerate option to force Graphics Converter Gold to resample the images for display.

7. **Problem.** You are attaching notes to images when Graphics Converter Gold seems to stop accepting the notes as you save them (i.e., you save the note, but when you come back to the image, there is no note attached to it).

Possible Cause. Not selecting the Save function after entering a note; out of disk space on the hard disk.

Solution. You must click on the Save button (or press <Alt>+<S>) to save a note to an image. If you run out of disk space on your hard disk, Graphics Converter Gold cannot update the image library, and any items added (imported images or attached notes and sound files), are ignored.

8. **Problem.** You attach a sound file to an image, but the sound playback is very poor quality.

Possible Cause. Your computer does not have a sound card or the sound card drivers are not properly installed.

Solution. You must have an optional sound card to achieve quality sound reproduction from a computer. If you have a sound card installed in your computer, make sure that it is properly installed and functioning correctly. Contact the manufacturer of the sound card if you are unable to solve the sound problem.

9. **Problem.** When importing or exporting a file, you get a Format not allowed error message.

Possible Cause. You are trying to import a graphic file type that is not supported by Graphics Converter Gold, or you are trying to export a graphic file in an unacceptable format (such as exporting a bitmapped graphic as a vector file format); the file is corrupt; the file has been modified to a proprietary format.

Solution. We assume that because a file has a particular extension (such as “.TIF”), that the image file is actually in that format. This may or may not be the case. For example, there is nothing to prevent someone from saving a WPG graphic file with an extension of “.TIF” In such a case, Graphics Converter Gold will look at the file format (and not the file extension), and determine whether it is the specified format for import. In addition, many graphic file formats have variations or *hybrid versions* that are slightly different than the normal. If these differences are too great, Graphics Converter Gold may not be able to recognize them.

When exporting images, it is important that you not try to export images with incompatible formats. For example, vector graphic images can be exported from Graphics Converter Gold either as vector graphic files or bitmapped graphic files.

However, bitmapped graphic images in Graphics Converter Gold can only be exported as bitmapped graphic files (and not vector graphic files).

Some clip art manufacturers are now using standard graphic formats, such as PCX or JPG, that have been slightly modified to work only with their viewer or paint application. While these files may appear to be standard graphic formats, they are not. Since these files have been modified in an unknown manner (each company uses its own modification system), it is impossible for Graphics Converter Gold to be compatible with all of them.

- 10. Problem. When you export an image from a media library as a bitmapped file, it appears inside a white box in the application. When you export it as a vector file, it does not appear in a white box.**

Possible Cause. This is a result of the way bitmapped and vector graphic files are created. Vector graphics are made up of *objects*. As a result, they can appear transparent in an application. Bitmapped graphic images are made up of *pixels*. Each pixel must have a color assigned. If a bitmapped image does not have a color assigned to the background, Graphics Converter Gold automatically assigns *white* as the color.

Solution. If you do not wish to have a white background to the images, you should export them in a vector file format.

- 11. Problem. You use the drag-and-drop to carry an image into a Windows application. In the application, you cannot resize the image. Using the normal resizing function only crops the image.**

Possible Cause. Some applications can use either *paste* or *insert* for images in the drag-and-drop function. Other applications can only use insert.

Solution. When Graphics Converter Gold prompts you to paste the image into the application, answer No to insert the image. If you answered No to the paste prompt, try dropping the image and answering Yes to the paste prompt.

- 12. Problem. You cannot get an image from the Graphics Converter Gold media library to drag-and-drop into an application.**

Possible Cause. The target application may only import image files; the application may not support that type of graphic format; the application may not support the Windows *Object Linking and Embedding* (OLE) import function.

Solution.

- A. Some applications require that you drop the Graphics Converter Gold image on the Title Bar and not within the application screen. For example, if you wish to drag-and-drop a bitmapped image into Windows Paint from Graphics Converter Gold, you must drop the image on the Windows Paint Title Bar and not in the drawing area.

- B. Some applications are limited in their ability to import different graphic types. For example, Windows Paintbrush can only accept bitmapped images (and not vector graphics). If you try to drag a vector graphic (such as a “.CGM” file) into Paintbrush, you will get a Paintbrush error message: Not able to open this file because the format is not recognized. Create a new file or open a valid bitmap image file.
- C. Some applications do not support the drag-and-drop function of OLE. If you are in doubt about a particular application, you can test the drag-and-drop using the Windows File Manager. To test this feature, open the Windows File Manager and reduce its size to about half the screen. Locate an image file in the File Manager that is compatible with your application. Open the target application and reduce the size of the window to approximately half of the screen (so that you will be able to view the application and the File Manager at the same time). Click on the file in the File Manager window and drag it to the target application. If you can place the file in the target application, then that application supports OLE drag-and-drop (and it will also support the Graphics Converter Gold drag-and-drop function). If you cannot drop the file into the target application, that application does not support OLE drag-and-drop (and it will not support the Graphics Converter Gold drag-and-drop function).

13. Problem. You cannot locate any image files to import into Graphics Converter Gold in a selected directory.

Possible Cause. You do not have the correct image file filter selected in the import dialog box; the image files are not compatible with Graphics Converter Gold; you have the incorrect directory or drive selected.

Solution. Graphics Converter Gold is compatible with a wide range of image file formats, but you must select the correct import filter. For example, if you select the CGM file filter in the import dialog box, the file list will only display CGM files.

While Graphics Converter Gold is compatible with many file formats, it will not import every type of image file format in existence. If your image files are not compatible with Graphics Converter Gold, check to see if the application in which you generated the files has an *export* function that can export the files to a format that is compatible with Graphics Converter Gold.

14. Problem. You export a number of files in a batch export, and now you cannot find the files.

Possible Cause. You left the export location as the Original Path; the files are a format other than what is specified in the thumbnail view window; your hard disk drive is full; system error.

Solution.

- A. When you do a batch export, Graphics Converter Gold defaults to the Original Path for the file location. For example, if you export four files that originally

came from four different directories, the Original Path option will export those files back to their original directory locations (if the directory still exists in your system). Look in the original directories or use the Windows File Manager's Search function to try and locate the files.

- B. The images in the thumbnail view window generally include the file extension, such as “.CGM,” “.WPG,” etc. This can tell you what kind of graphic file the image came from. It is not required that you keep the same file extension when you import an image. For example, you may import a file called “BUS.CGM” and label it “BUS.WPG.” Note that even though the new file carries a “.WPG” extension, the file is still a “CGM file. If you export the file using the Native Format option in the batch export mode, the file will be exported as a CGM and not as a WPG file. Files that you insert into a library (using the insert function in the Show window) are exported as WMF files or DIB files if you set the export to Native Format.
 - C. If your hard disk is full, you must delete some files or applications to make more room for file export.
 - D. If the files are not in the correct directories and there is sufficient disk space, check your computer system for error. Try saving files in other applications to see if you have any difficulty.
15. **Problem.** You added notes to images, exported the images as files and then imported them into another library. Now the notes are not in the new images.

Possible Cause. The Graphics Converter Gold Notes are specific to Graphics Converter Gold libraries only. Since they are not compatible with standard image file formats, they are deleted from the image before it is exported. Naturally, when you import the new files, the Notes are not present because they were discarded during export.

Solution. If you wish to have a new image library with the same notes attached to the images, you must use the Graphics Converter Gold drag-and-drop feature to transfer the images from one library to another. Of course, using the drag-and-drop feature will not change the image file type. If you require that the images be in a different file type, there is no method of retaining the old Notes in the new images.

16. **Problem.** When you print image(s), the Notes do not print.

Possible Cause. There are no Notes attached to the selected image(s); you selected Full Page printout; you have the Detailed option turned off.

Solution. If there are no Notes attached to images, nothing will print in the Notes area. The Full Page print option does not print the Notes. If you wish to print the images with notes, you must use the Half Page option or Thumbnail Catalog with Detailed options.

17. **Problem.** When you print images or an image library, the Notes print, but the images do not.

Possible Cause. Your printer is not capable of printing graphics; your printer does not have enough internal memory to print the graphics selected.

Solution. If your printer does not support graphic printing, or if you do not have enough internal memory in the printer, you will have to upgrade your printer to be able to print the graphics properly.

18. **Problem.** When you print Graphics Converter Gold library files, you get very poor print quality.

Possible Cause. Quality of printer; print quality selected in application; printer selected.

Solution. The quality of a printout is directly related to the quality of the printer. A 9-pin dot matrix printer cannot reproduce the quality of 1200 dpi (i.e., dots per inch) laser printer. If you have a printer that cannot reproduce quality graphics, then all graphics will print poorly.

Windows Print Manager includes a feature to select print quality. For example, when you are using HP laser printers with Windows, you can select 75 dpi, 150 dpi, and 300 dpi. The higher the number, the better the print quality. Of course, printing in the highest quality settings generally takes more time for each print job.

Make sure that you have the correct printer selected in your application. For example, you may have a printer selected in your application that is *similar* to what you are really using. For text, this can sometimes work satisfactorily. However, using a *similar* printer selection for graphics can often yield undesirable results.

19. **Problem.** When you do a search in an image library, you get images selected that do not match your search criteria.

Possible Cause. Search criteria improperly entered or selected.

Solution. If you do not check the Search whole words only option in the Search dialog box, it will search all images for partial matches. For example, if your search criteria is "US" and you do not select Search whole words only, Graphics Converter Gold will display images with "USa," "brUSH," "USE," and "hoUSE" as matching the search criteria.

20. **Problem.** You get a Divide by zero overflow error message when trying to import an image file.

Possible Cause. The graphic file is corrupt or is not in a format that Graphics Converter Gold can import.

Solution. Try opening the image file into a paint or graphic program that is compatible with the file. If you can open the file, export it or save it to the same or a different file format, then try importing it into Graphics Converter Gold again.

- 21. Problem.** You are recording sound clips or attaching sound files to images when Graphics Converter Gold seems to stop accepting the additions (i.e., you record a sound clip or import a sound file, but when you come back to the image, there is no sound attached to the image).

Possible Cause. Sound file name not correct; out of disk space on the hard disk; sound card error; microphone or line-in connection not functioning.

Solution. You must enter the correct name of the sound file to attach it to an image. If you run out of disk space on your hard disk, Graphics Converter Gold cannot update the media library, and any sound files or sound recordings added (imported images or attached notes and sound files), are ignored. The disk space consideration for sound recordings is very critical. You should always check the amount of available disk space before recording sound clips with the Graphics Converter Gold. When you are recording with a microphone or another input device, the progress indicator displays the amount of disk space that you have left on your hard disk drive. If you are importing a sound file, you must check the disk space available in the Windows File Manager.

- 22. Problem.** You use the Isolate points option on an image, but you only get a black image.

Possible Cause. The Isolate points often renders a bitmapped image as a black image.

Solution. You may use the Isolate points option, as well as many of the other image manipulation options in conjunction with one another. For example, the Isolate points often yields an image that appears to be of no value. However, when the feature is used in conjunction with other features, such as the grayscale and the Invert options, you may develop an image that fills an artistic need for your work.

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