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The NeoSoft Icon Editor allows you to create new icons for use with your Windows desktop, or to edit existing icons.

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Glossary

-B--C--D--E--I--P--S--W-

Following are common computer-related terms with which you may be unfamiliar and which are not defined elsewhere in this file.

BMP

This type of file is used to store bitmap (paint type) pictures.

Bytes

Computers store and process information as a series of on (one or white) and off (zero or black) instructions. A series of eight on or off instructions is known as a byte (or an ASCII character). The number of bytes used in a file determines how much memory and disk storage space is required by that file.

Clipboard

When you use the CUT or COPY commands (in the Edit Menu), the currently selected file or text is written to a temporary storage location, known as the Clipboard. From the Clipboard, the file or text may be PASTED to a different location or imported to another application. See your Windows documentation for more information regarding the Windows Clipboard.

Directory/Subdirectory

The files on your disks are usually organized into groups known as directories. Each directory usually contains files related to each other. Directories may also contain other directories which are called sub-directories. The directory which contains a sub-directory is known as a root directory.

Drag

A mouse action which consists of pressing the left mouse button, and holding the button down while moving the mouse to a new position on the screen.

Drop-down Menu

When you click on items in the row of categories displayed just below the NeoSoft Viewer title bar, a list of commands and functions will be displayed. You may click on a command or function on these lists (menus) to enable it. You may also use the ALT key in combination with the underlined letter in the category title to drop down the list of selections.

.EXE, .COM, or .DLL files

These letters following a file's name indicate that the file is used to run a software program.

.ICO

These letters following a file's name indicate the file contains a Windows-type icon image. Windows-type icons are limited to 16x16 pixels in size and should use the standard basic Windows color palette.

Icon

An icon is a small 32x32 pixel picture representing a commonly used function. Simply click on an icon to activate that function.

Path

A file's location on your system is called its "Path." The path consists of the disk drive letter, plus the directories and subdirectories needed to go from the disk's root directory to the subdirectory containing the file (e.g., a file on the C drive which is contained in the CANDIES subdirectory of the COOKBOOK directory would have a path of C:\COOKBOOK\CANDIES\).

Pixel

A pixel is equivalent to a single dot on your screen. A pixel is the smallest unit used for the screen resolution being displayed. On a standard computer each pixel is composed of a red, a blue and a green phosphor, which are combined to produce the color of the dot.

Selected Area

An area of your icon which has been chosen with either the Scissors tool, or the Select All function. This area becomes active, and you may use the Cut, Copy, Delete, Flip Horizontal, Flip Vertical, Rotate, Invert and Clear commands to manipulate the selected area. You may also move the selected area by placing your mouse cursor within the boundaries of the area and dragging it to a new location.

Wildcard characters

These characters are used as placeholders during searches. The asterisk (*) character and the question mark (?) are used as wildcard characters. The ? acts as a placeholder for a single character, while the * acts as a placeholder for all characters in that position and following. E.g., using the string NO?E.T* to search for file names would find all files which began with NO and which had any character in the third position and had an E in the fourth position, and which ended with the letters .T plus any characters following the T (such as NOTE.TXT, NOME.TOT or NODE.TNT).

Options: Invert

This option will reverse the colors found in your icon (e.g., black will become white, red will become green, etc.) If you use the Scissors tool to choose a specific area, only the selected area will be inverted.

Edit: Select All

Use this command to select the entire icon. Once selected, you may use your mouse to drag the picture to a new area on the drawing surface, or you may use the Copy or Cut commands to place the picture onto the Clipboard.

File Selector Browser

The **File Browser** aids you when locating files to edit or saving icon files to the disk.

At the top of the dialog is the **Location** field, which you may use to specify the path to go to. Alternatively, you may scroll through the directories and files shown in the **File** window (see below) which is situated just below the **Location** field.

To the right of the *Location* field are three icons. Clicking the icon on the left will toggle between placing the drives and directories at the top and bottom of the list of files displayed in the *File* window. The other two icons switch between horizontal and vertical orientation for the *File* and *Preview* windows.

In the **File** window, you may double click on a *drive letter* to change to that drive, or double click on a *directory folder* to open that directory.

Double click on the folder pointing left (followed by two dots) to go back one level in the directory tree.

Double clicking on the folder which is followed by a backslash (\) will bring you to the root directory of the current drive.

Clicking on a filename will select that file and load any compatible icon or a clip from a BMP format image. When the desired file is located, use the **OK** button to load that icon into an editing window. The main editing area can contain several files at the same time.

If you wish to see the size, date and other information regarding the files displayed in the *File* window, enable the **Show File Details** check box at the bottom of the dialog.

If you know a file's name, you may type it in the **File Name** field to bring it into the Preview window. If you know a part of the file's name, you may use wildcard characters in the **File Type** field. If you wish to search through the entire drive for a *File Name*, enable the **Search Entire Drive** function at the bottom of the dialog. You may also limit your file list by entering multiple file types separated by spaces (e.g., *.ICO, *.EXE, *.DLL).

When using the Save As function, the File Selector will allow you to specify a new file in which to store the icon using the File Name field. You may use the **Location** field or the **File** window to change to a new directory. Alternatively, you may use the **File** window to browse through your system to find an existing file to replace with the new icon (doing this will delete the contents of the original file).

Note: While the Icon Editor can read files from within .EXE and .DLL program files, you should never attempt to save an icon to a program file, as this will replace the program file with a file containing only the icon. The icon editor cannot insert a changed icon into a program file, as this could cause the program to become unusable.

Use the **Cancel** button to abort the *Open* function.

File: New

Use this function to load a blank 32x32 pixel page, ready for you to create a new icon. Once you have created a New icon, use the Save As function to store it on your disk.

Options: Rotate

This option will rotate the icon in 90 degree increments. If you use the Scissors tool to choose a specific area, only the selected area will be rotated.

Registration Screen

If you are running a 30-day evaluation copy of this program, each time you load the program or when you select the Help/About menu function, you will be given an opportunity to obtain the current registered version, documentation, technical support and upgrade opportunities. Select the Evaluate button to continue to use the program on a trial basis (up to 30 days), or select the Register button to enter the serial number you received when you purchased the package.

If you wish to order the program, you may either call the telephone number listed, or print out the order form (using the button provided) and send it via mail or fax to NeoSoft Corp. Payment may be made by either check or money order (payable in U.S. Dollars), by major credit card (VISA, MasterCard, Discover or American Express), or by institutional purchase order (on approved credit).

Select the **Cancel** button if you prefer to continue to evaluate the product.

Once you have purchased the product, you will receive the latest version of the product, plus a number to type into the **Serial Number** field. Click on the **OK** button after entering the product serial number and your (or your company's) name. Once you have entered this number, you will not be presented with this screen or with other registration reminders.

Edit: Delete

Use this command in conjunction with the Scissors tool command to erase the selected area (If the Select All function has been used, the entire icon drawing will be erased). The area which is erased from the icon is **not** placed onto the Clipboard, and cannot be Pasted onto another area or into another icon.

Window: Cascade

When this option is enabled, icons brought into the editor will be placed into overlapping editing windows.

Window: Tile Vertical

When this option is enabled, each icon being edited will be placed into a window which runs from the top of the screen to the bottom. Multiple windows will be arranged side by side.

Window: Tile Horizontal

When this option is enabled, each icon being edited will be placed into a window which runs across the screen from left to right. Multiple windows will be placed one above the other.

Options: Flip Horizontal

This option will flip the icon from side to side. If you use the Scissors tool to choose a specific area, only the selected area will be flipped.

File: Open

This command allows you to select an ICO icon or BMP image to edit from the files on your system.

File: Close

This function removes the currently selected icon editing window from the main editing area. You may also close an icon editing window by using the button on the left side of its title bar.

File: Close All

This function clears the main editing area of all icons being edited or viewed.

File: Save

When you have completed editing your icon, you can use this function to save it as a file on your disk. If you choose not to Save your work, it will be lost once the Editor or the icon's editing window are closed.

If your icon has not previously been saved, you should use the Save As function to assign a name to the file in which your icon will be stored.

File: Exit

This command exits from the NeoSoft Icon Editor program and returns you to Windows.

Edit: Cut

Use this command in conjunction with the Scissors tool command to remove the selected area (If the Select All function has been used, the entire icon drawing will be selected). The area which is cut out of the icon is placed onto the Clipboard, where it will remain until replaced by another *Cut* or Copy command. Use the Paste command to place the Cut area back onto the icon. The Cut area may also be Pasted onto another icon being edited by switching to that icon editing window, and using the *Paste* command.

Edit: Undo

This function removes the last change you made to the icon being edited. You may also use the *Undo* button on the Tool Bar.

Main Editing Area

The **Main Editing Area** occupies the large area between the menu and the tool bar.

Icon files which are being edited are displayed in individual windows within this area. Each editing window contains a large area in which to draw the icon, together with a Zoom control at the left side of each window. The Zoom control lever allows you to magnify the icon to allow you to more easily work on fine details.

You may move an editing window by dragging its title bar to a new location using your mouse. Use the minimize button at the top/right corner of the window to reduce the window to an icon (which is a useful way to preview your work-in-progress). Multiple Editing windows may be arranged in several orientations using the options under the Window menu button.

Tool Bar



Click on a tool to jump to more information

The Tool Bar lies at the bottom of the Editor window, just below the main editing area. Click on a tool to use it.

Brush Tool

The brush tool may be used to edit one pixel at a time, or dragged over an area to paint freehand. You may paint with both the left and right mouse buttons, each of which may be a different color.

Hollow Rectangle

This tool will draw an outline of a rectangle. Begin drawing by moving the mouse to one corner of the rectangle, then dragging the mouse to the opposite corner. Use either the left or right mouse button to produce an outline color corresponding to the colors shown on the Mouse Indicator.

Filled Rectangle

This tool will draw a filled rectangle. Begin drawing by moving the mouse to one corner of the rectangle, then dragging the mouse to the opposite corner. Use either the left or right mouse button to produce a solid rectangle corresponding to the colors shown on the Mouse Indicator.

Hollow Circle

This tool will draw an outline of a circle or ellipse. Begin drawing by moving the mouse to a corner, then dragging the mouse to the opposite corner of the area which will contain the circle. Use either the left or right mouse button to produce an outline color corresponding to the colors shown on the Mouse Indicator.

Filled Circle

This tool will draw a solid circle or ellipse. Begin drawing by moving the mouse to a corner, then dragging the mouse to the opposite corner of the area which will contain the circle. Use either the left or right mouse button to produce a colored circle corresponding to the colors shown on the Mouse Indicator.

Line

This tool will draw a straight line. Simply click at the line's starting point and drag the line to the ending point. Use either the left or right mouse button to produce a line color corresponding to the colors shown on the Mouse Indicator.

Flood Fill

The flood tool may be used to fill a broad areas of one color with another color. Areas of color consist of pixels which directly adjoin other pixels of the same color along one of their sides. Pixels of the same color which merely adjoin at the corners are considered isolated and not to be in the same area, unless a path can be made between them through other adjoining pixels of the same color. You may flood fill using both the left and right mouse buttons, each of which may be a different color.

Scissors

The scissors tool can be used to select an area. To use this tool, simply drag your mouse to surround the area which you wish to select. Once you have selected an area, you may move it to another area by placing the cursor in the center of the selected area and dragging it to another position, or by using the Nudge Tool to move it one pixel at a time. You may also use the Cut, Copy, Delete, Flip Horizontal, Flip Vertical, Rotate, Invert and Clear functions on the selected area.

Text

Use this tool to type text. Simply click the tool at the point where the text is to start, and begin typing. While typing, you may change the color of the text by selecting a new color from the palette, or you may change the position of the text by dragging it to a new position. Once you have finished editing your line of text, simply click outside the editing area, or choose another tool. If you need to change fonts, use the Set Font function under the Options menu. Text color will be the color shown on left button of the Mouse Indicator.

Color Palette

The palette shows the standard colors used for Windows icons. With most tools, you may work with two colors by using both the left and right mouse buttons. These colors are displayed on the Mouse Indicator. To load the right button color, simply click on the desired color using the right mouse button. To change the left button color, click on a color with the left mouse button. Note that the color at the extreme right side of the palette is transparent. The transparent color will allow your Windows desktop to show through underneath your icon. While editing, transparent pixels are shown as white with a small dot in the center.

Mouse Indicator

This displays the currently selected colors which will be used when tools are applied using the corresponding buttons on your mouse. You may change the colors by clicking with each button on the color palette.

Nudge Tool

Use this tool to move either the entire icon, or just a selected area, or an area being pasted, one pixel at a time. This makes it easy to make fine adjustments to your icon. Note that if you move a portion off the page, that portion will be erased when moved back onto the drawing.

Undo Button

Clicking on this button removes the last change you made to the icon being edited. You may also use the *Undo* function under the Edit menu.

File Select: Image Size

If the image in the file which you wish to Open is larger than the 32x32 pixel size used for icons, you will be able to use your mouse to clip a 32x32 area from the larger image (simply drag the frame to surround the area which you wish to use as an icon). When you've selected the desired area, click on the File Selector's OK button to import the clip into the editor.

Window: Arrange Icons

When resizing the Editor's screen, or when dragging individual icon editing windows, it is possible that some windows may go off the screen completely, or that the editing windows become jumbled one on top of another. Click on this function to reorder the file icons on which you are working.

Help: How to use the Help System

When you click on a **Help button** while performing a function, you will be presented with information on the purpose of the function and/or how to use it.

You may use the mouse to click on words appearing in [\[color and underlined\]](#) to bring up additional explanations or related topics.

Alternatively, you may enter the Help system from the **Help** menu button at the top of the Icon Editor screen. This will address more general topics.

Once the Help Window appears, you may simply read the message, or use the buttons near the top of the window to explore further. If you wish to close the Help window, use the File/Exit function, or the button at the top/left corner of the window.

The **Contents** button takes you to the opening Help screen, from which you may select further topics.

The **Search** button brings up a window which allows you to select from key words contained in the Help file.

The **Back** button takes you to the last screen viewed, while the History button lists the topics which you've explored thus far (click on a listed topic to return to it).

The **Glossary** button displays definitions of uncommon words found in the Help system.

When there are additional topics related to the current Help screen, the << and >> buttons allow you to page back and forth between the previous and next pages.

Help Topic Search

This Help Menu function brings up the **Search** function of the Help system in a separate window.

Help/About

Selecting this function displays information about the NeoSoft Icon Editor and how to contact NeoSoft Corp. about updates and technical support. If you are running a 30-day evaluation version of the program, you will also be presented with a [reminder screen](#).

Options: Set Font ...

Use this function to choose a font from the installed Windows fonts which are present on your system. The selected font will be applied when you use the Text tool.

Menu Commands

At the top of the main editing screen are a list of drop-down menus. Select any of the topics listed below for more information on how to use the commands in these menus. Drawing tools are covered in the section explaining the Tool Bar.

FILE Button

- ✘ New
- ✘ Open
- ✘ Save
- ✘ Save As
- ✘ Close
- ✘ Close All
- ✘ Exit

EDIT Button

- ✘ Undo
- ✘ Cut
- ✘ Copy
- ✘ Paste
- ✘ Delete
- ✘ Select All
- ✘ Show Clipboard

OPTIONS Button

- ✘ Show Grid
- ✘ Undo On/Off
- ✘ Set Font ...
- ✘ Flip Horizontal
- ✘ Flip Vertical
- ✘ Rotate
- ✘ Invert
- ✘ Clear

WINDOW Button

- ✘ Tile Vertical
- ✘ Tile Horizontal
- ✘ Cascade
- ✘ Arrange Icons

- ✖ [Switch Editing Window](#)

HELP Button

- ✖ [Contents](#)
- ✖ [Topic Search](#)
- ✖ [How to use Help](#)
- ✖ [Purchasing Info](#)
- ✖ [Order Form](#)
- ✖ [About](#)

Options: Flip Vertical

This option will flip the icon from top to bottom. If you use the Scissors tool to choose a specific area, only the selected area will be flipped.

Edit: Paste

This command places whatever is contained on the Clipboard into your drawing.

Edit: Copy

Use this command in conjunction with the Scissors tool command to copy the selected area (If the Select All function has been used, the entire icon drawing will be copied). The area which is copied from the icon is placed onto the Clipboard, where it will remain until replaced by another *Copy* or Cut command. Use the Paste command to place the Copied area back onto the icon. The Copied area may also be Pasted onto another icon being edited by switching to that icon editing window, and using the *Paste* command.

Edit: Show Clipboard

This function displays the contents of the Windows Clipboard area. Items are placed on the clipboard by using the Cut or Copy commands. Items which are on the clipboard remain there until they are replaced by the next Cut or Copy. Once on the clipboard, you may use the Paste command to place the item back onto the icon, onto another icon which you are editing, or even into a compatible document being edited by another application.

Options: Undo On/Off

This function can be used to enable or disable the Undo feature. Click on the command to toggle between enabled (checked) and disabled (no check mark). If you are running on a slower system, or are running short of memory resources, disabling the Undo command may make the editor speedier.

Purchasing NeoSoft Icon Editor

The Icon Editor may be purchased from the dealers listed in the file DEALER.DOC, which is included with this program, and from other dealers worldwide. If you cannot find a dealer in your area which carries this program, you may print a copy of the order form and purchase the program directly from NeoSoft Corp.

NeoSoft may be contacted at:

NeoSoft Corp.
354 NE GREENWOOD AVE SUITE 108
BEND OR 97701-4631
USA

telephone: 541-389-5489
fax: 541-388-8221
BBS: 541-383-7195
E-mail: sales@neosoftware.com
WWW site: <http://www.neosoftware.com/~neosft/>
CompuServe: type "GO NEOSOFT" at any "!" prompt

If you have networked systems or would like to purchase the Icon Editor for multiple systems residing at the same location, you may purchase a network/site license for multiple systems at significant savings. Educational institutions are also entitled to an additional 10% discount on quantity purchases.

NeoSoft Corp. accepts payment by check or money order (drawn in U.S. dollar funds on a U.S. bank), VISA, MasterCard, Discover or American Express.

NeoSoft Icon Editor Order Form

To order NeoSoft Icon Editor 1.1, please complete the following form and:

Mail it to: NeoSoft Corp.
354 NE GREENWOOD AVE SUITE 108
BEND OR 97701-4631
USA

Fax it to: 541-388-8221 (24 hrs.)
or call: 541-389-5489 (weekdays 8:00-5:00 Pacific Standard Time)

1. Enter your name, shipping address and telephone number below:

Name: _____
Company: _____
Address: _____
:
City: _____ State: _____ Zip: _____
Country: _____
Telephone: _____
I heard about NeoSoft's Icon Editor from: _____

2. Indicate the number of units and shipping method below:

___ Icon Editor for Windows (one user) @ \$19.95 each \$ _____
___ 5 User Site License* @ \$69.00 \$ _____
+ shipping:
United States: \$5 US Mail, \$9 FedEx
Canada/Mexico: \$7 Air Mail, \$17 FedEx
Other Nations: \$12 Air Mail, \$19 FedEx \$ _____
(Note that FedEx/UPS cannot deliver to PO Boxes)
TOTAL =====
\$ _____

* please call NeoSoft Corp. for pricing on other quantities

3. Indicate the payment method below:

___ I've enclosed a check or money order payable to NeoSoft Corp.
(checks must be drawn in U.S. funds on a U.S. bank)
___ VISA ___ MasterCard ___ Discover ___ American Express
Card number: _____ Expiration date: _____
Cardholder's signature: _____

Window: Switch

If you have several icons loaded into the main editing area, you may use this command to switch between editing windows. This is particularly useful when windows are stacked one upon another, obscuring those lying underneath.

File: Save As

When you have completed editing your icon, you can use this function to save it as a file on your disk. If you choose not to Save your work, it will be lost once the Editor or the icon's editing window are closed.

The *Save As* function will prompt you to provide a name for the file in which the icon will be stored. You may provide a name for this file in the File Name: field, or you may use the file browser to jump to another directory. If you select a file which already exists, the Editor will ask if you are certain you wish to replace the existing file contents with the new icon.

Note that Windows format icons end with the ".ICO" extension to the file's name. If you wish to export the icon as a BMP format bitmap image, simply end the filename with the .BMP extension.

Print Order Form

The **Print** dialog allows you to send the contents of the order form to the print device installed in Windows.

The **Print What** header gives the currently loaded file's name and shows the Windows print device and port to which the file will be sent.

Margins allows you to adjust the unprinted space around the edge of the paper. Note that many printers will not print all the way to the paper edge, and that you may have to increase the margin area to avoid cutting off portions of your text. You may specify measurements in increments of either **Inches** or **Centimeters** by clicking on the radio buttons on the right side of the dialog. If the file you are printing is an image, the margins are not available and the image will be centered on the page.

Header/Footer allows you to print a line of text at the top and/or the bottom of each sheet printed. Use the "&f" code to automatically insert the filename in either the header or footer. You may also use the "&p" code to insert page numbers in either the header or footer text. "&d" will insert today's date, and "&t" will insert the current time. If you wish to print the "&" character in the header or footer, use "&&".

Other printing **Options** allow you to print only a portion of the text which you've highlighted, let you print long lines wrapped to fit onto the paper size used in your printer, and let you send multiple copies to the printer.

Use the **Setup** button to change the orientation, paper source bin or other Windows print information. The **Print** button begins the printing process, while the **Cancel** button returns you to the Viewer without printing.

Options: Clear

This option will delete all pixels from either the icon or from the selected area of the icon. The Cleared area will be transparent.

Option: Show Grid

Enabling this option will cause a grid to be placed over your icon. This makes it easier to identify individual pixels within the picture. Note that the grid will not appear in areas which have been selected using the Scissors tool or the Select All function.

