

# Chapter 1

## Introduction to *MasterClips MediaPaq Browser*

### Introduction

Welcome to *MasterClips MediaPaq Browser*, the easy, efficient method for organizing, cataloging, and using your multimedia and graphic files. The clip art images included in this package were handpicked in order to satisfy your varied desktop publishing needs. Now you can add new convenience to managing and using your art files in any of your Windows applications.

However, it doesn't end with just clip art! You will also find two extra features in this package. The *MasterClips Fonts Utility* brings you 2000 TrueType Fonts, and the *MasterClips Sound Manager* rings in with 150 WAV files.

Before you begin, let us first look at some of the many features included in the *MasterClips MediaPaq Browser* system. This user guide will cover some technical aspects and introduce you to the file naming and organizational conventions which enable you to locate and extract clipart images.



### File Names and Organization

*MasterClips MediaPaq Browser* contains Windows Metafiles (WMF graphic files) and fills over 100 different categories. *MasterClips MediaPaq Browser* conforms to the standard 8-character file name. Often times, searching for a specific graphic can be puzzling since an image like "tractor," for instance, could theoretically fall into many categories: transportation, agriculture, transportation, etc. Luckily, one of *MasterClips MediaPaq's* most convenient features, the keyword search, makes finding specific images simple. After you learn the strategies for navigating around the system, the powerful search engine will have you flying through libraries or the whole collection, for that matter.



### Media Management Features

- ω Organize all types of files into thumbnail indexed libraries.
- ω Each thumbnail representation includes mini-icons which indicate whether the object has attached notes, sound, or contains multiple pages. 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.
- ω 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). View, manipulate, and convert images from one simple view window.
- ω *MasterClips MediaPaq Browser* offers drag-and-drop image placement for those Windows applications

that support Object Linked Embedding (OLE) data transfer. Simply click on the desired image in the *MasterClips MediaPaq Browser*, and drag it to another application to use it.

- ω Complete printer support permits you to print one image file at a time, or print entire libraries in full-page, half-page, or thumbnail catalog format.
- ω *MasterClips MediaPaq Browser* includes support for a number of different image formats as well as video (“AVI”) files and sound (“WAV”) files.
- ω *MasterClips MediaPaq Browser* features a unique SpeedBar that allows quick access to media libraries.
- ω You can resize the thumbnail view of the images from 64 x 48 pixels to 256 x 256 pixels.



## Image Manipulation Features

- ω 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 Hi-Color images. Image operations include Copy, Paste, and Resize.
- ω The images included on the CD are all vector image format. The image manipulation features for vector graphic images includes copy, resize, crop, original image, list components, step, and wireframe display.

## Sound Features

- ω Sound may be recorded or imported (WAV) and attached to any image for playback.
- ω An attached audio file or clip may be replaced or rerecorded at any time allowing interactive update and playback.



## User Interface Features

- ω Live, context-sensitive help, or *tooltips*, are displayed for each ToolBar and SpeedBar button.
- ω A *Full Resolution window* provides image viewing and manipulation in the media library. The manipulation functions available are dependent upon the type of graphic format of the object.
- ω An intuitive *ToolBar* provides easy access to the most commonly used features in *MasterClips MediaPaq Browser*.

## Key Word Search Function

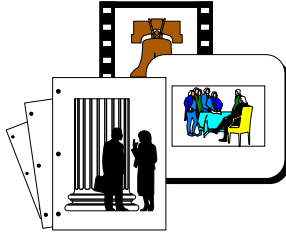
- ω The library search criteria can include one or more text string specifiers and can include a search of notes that are attached to files.
- ω A search can be directed to include one media library, multiple media libraries within the same directory, or multiple media libraries in different subdirectories

## **Notes**

- ω You may attach up to 64 Kb of notes to any image file or library icon in a media library. These notes may include any sort of text description or information about a particular file. The Search feature permits you to locate files or images using either the keyword located under each image in the thumbnail view window or the Notes text. All images on the CD have descriptive notes that provide keyword descriptions of the images in each library for greater search convenience. You may search on the Notes to locate the image you wish by using desired keywords in the search criteria.
- ω The “Notes” entry and display can be hidden from view so that you can maximize the size of the thumbnail view window.

## **Windows Clipboard Support**

- ω *MasterClips MediaPaq Browser* supports both Object Linked Embedding (OLE) and Windows Clipboard (CLP) files.



## Chapter 2

# The MasterClips MediaPaq Browser Screen

The *MasterClips MediaPaq Browser* screen is the most important element of the graphics management system. Understanding what the screen contains and how to use the various features can make using the program both quick and efficient. It is also important to understand that changing the resolution of the screen can directly affect *MasterClips MediaPaq Browser*'s display. For example, 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. However, 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.



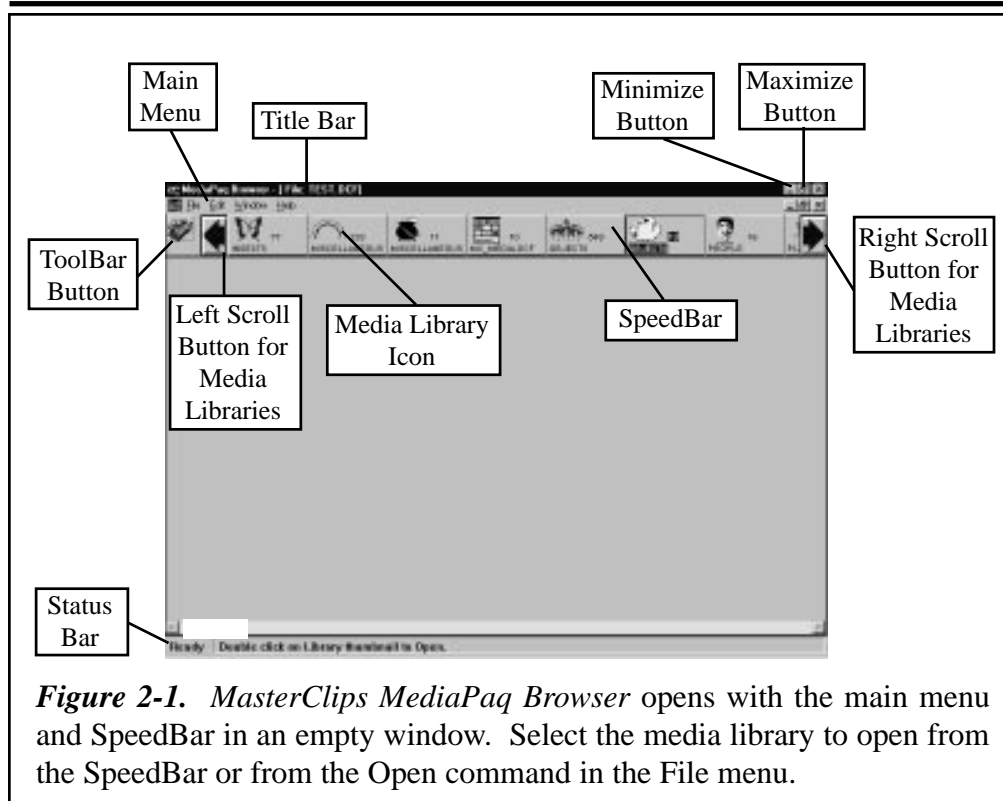
### Elements of the Screen

The *MasterClips MediaPaq Browser* screen is similar to many Windows applications in that it uses pull-down menus, button or icon bars, status bar, and minimize/maximize controls (see Figure 2-1 on the next page).

Let us first examine some of the elements of the *MasterClips MediaPaq Browser* screen.

**SpeedBar.** When you open *MasterClips MediaPaq Browser*, the screen displays the *SpeedBar* (see Figure 2-1). The *SpeedBar*

## The MasterClips MediaPaq Browser Screen

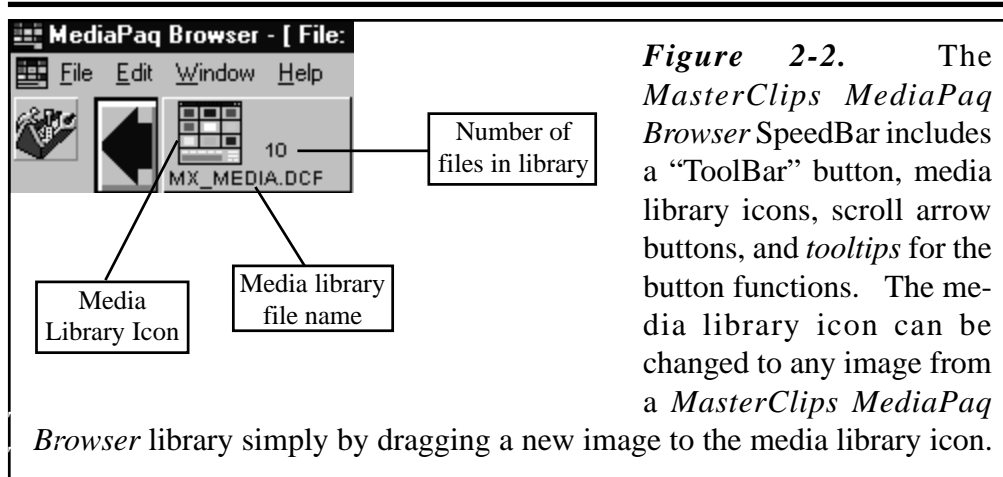


**Figure 2-1.** *MasterClips MediaPaq Browser* opens with the main menu and SpeedBar in an empty window. Select the media library to open from the SpeedBar or from the Open command in the File menu.

provides quick and easy access to media libraries that are in the *MasterClips MediaPaq Browser* 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 *MasterClips MediaPaq Browser ToolBar*. At the left end of the SpeedBar is a *ToolBar button* that you may use to open the ToolBar.

The SpeedBar serves two important functions. First, it 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" from the SpeedBar pull-down menu). Second, when you perform a global search, the SpeedBar

## The MasterClips MediaPaq Browser Screen

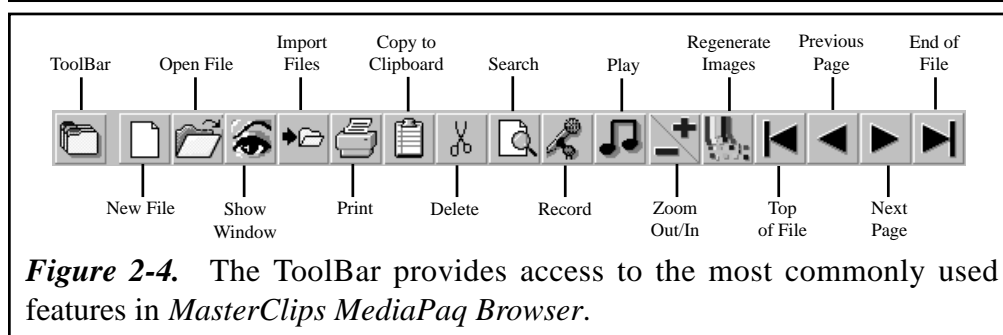
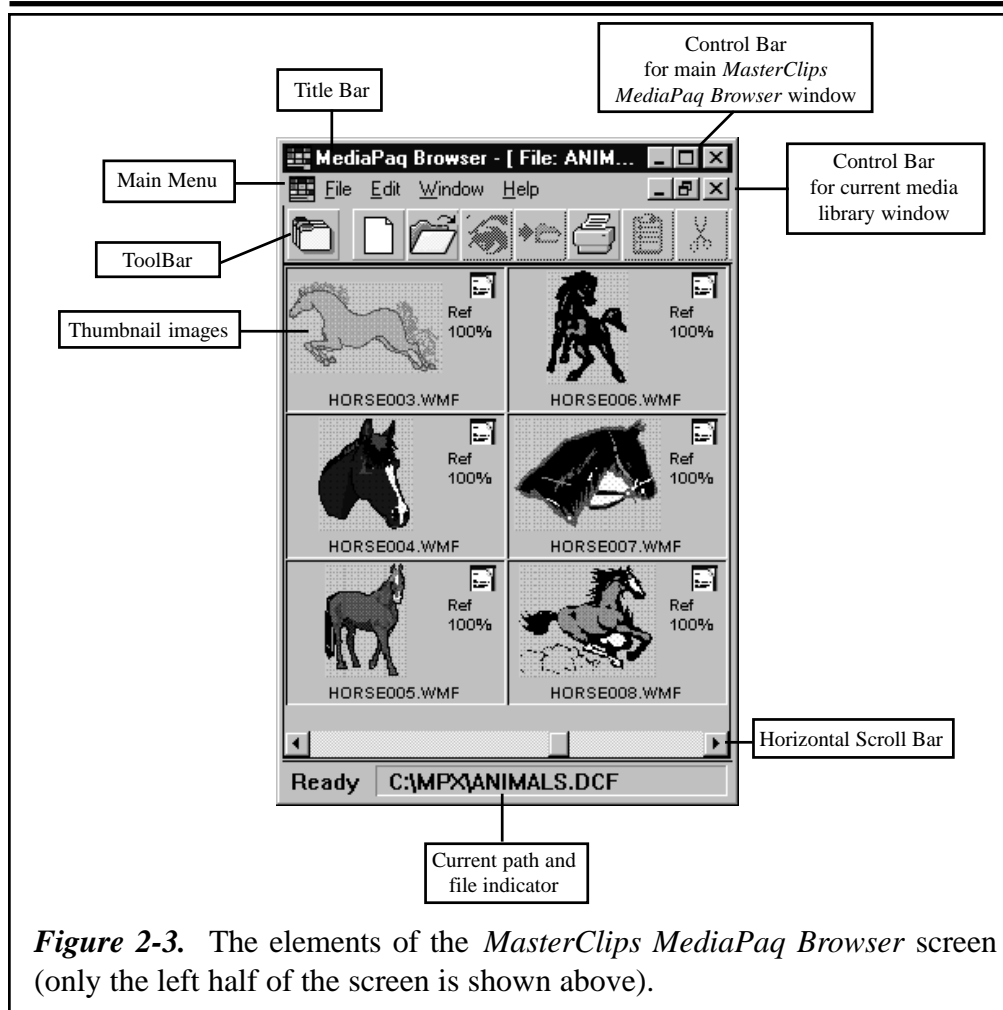


shows those media libraries that contain files that meet the search criteria.

The SpeedBar includes scroll arrows to navigate through the media library icons and *tooltips* that indicate the function of the ToolBar icon and the scroll arrows (i.e., place the mouse pointer over the ToolBar icon and a *tooltip* will appear below it saying “ToolBar.” The media library thumbnails include the name of the library file (see Figure 2-2); the number of images or files in the library; a sound icon indicator if a sound is attached to the library icon; and a note icon indicator if a note is attached to the library icon. Note that there are no *tooltips* for the media library icons.

**ToolBar.** When you open a media library, the *MasterClips MediaPaq Browser* display changes to the library screen with the ToolBar (see Figure 2-3 on the next page). The *MasterClips MediaPaq Browser ToolBar* contains icons or buttons that permit you to quickly and easily access many of the program’s most commonly used functions (see Figure 2-4 on the next page). You may access the ToolBar either by opening a media library file or by selecting the ToolBar icon located at the left end of the SpeedBar.

## The MasterClips MediaPaq Browser Screen



**Main Menu Bar.** The *Main menu bar* provides access to all of the *MasterClips MediaPaq Browser* functions. It functions the same as any other Windows pull-down 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 *MasterClips MediaPaq Browser* window. The title bar displays “MediaPaq Browser” and the name of the current media library that is open (if one is open).

**Status Bar.** The Status bar, located at the bottom of the *MasterClips MediaPaq Browser* screen, serves a number of functions, depending upon the current status in *MasterClips MediaPaq Browser* (i.e., whether a media library file is open or not) as well as the current operation.

**Record number and count.** When a media library is open and there is no activity, the Status Bar indicates the number of the image in the library that is currently active and the number of images or files in that 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 sample media library is open, you will see “C:\MPX\MC\_MEDIA.DCF” in the Status Bar (the drive and directory location may be different in your computer).

**Description of highlighted file.** If a media library is open in *MasterClips MediaPaq Browser* and an image or file is highlighted, the Status Bar displays a description of that file. For example, you might see:

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

The interpretation of this information is as follows:

**GOALS001.WMF.** 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 highlighted (and not necessarily the last file in the library that is highlighted). If you highlight image 5, 10, and 1, the Status Bar will display the path information for image 1.

**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 *MasterClips MediaPaq Browser* is 1,356 bytes).

**(2:1).** The approximate compression ratio achieved in *MasterClips MediaPaq Browser*. 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.

**484 X 483.** The size of an image, 484 pixels x 483 pixels in this example.

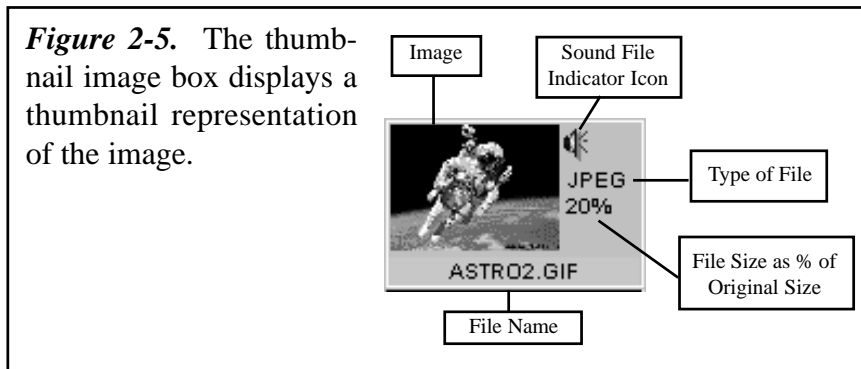
**16.** The number of colors in the image file.

**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:

- ⦿ Click on the arrows at either end of the scroll bar to scroll one column to the left or right.
- ⦿ Click and drag the scroll bar button to the desired location. The thumbnail view images will change according to the location of the scroll button.
- ⦿ 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 *MasterClips MediaPaq Browser* window is devoted to displaying the thumbnail representations of the images or files in a media library. The individual thumbnail image boxes include a graphic representation

## The MasterClips MediaPaq Browser Screen



of the content of the file as well as information about the image or file (see Figure 2-5). The image box displays a speaker icon indicating that a sound file is attached to the image (if any); a notes icon indicating that a note is attached to the image (if any); the type of compression used (if any); the amount of space the file consumes compared to the original file size; and the file name.

**Notes.** *MasterClips MediaPaq Browser* attaches up to 64 Kb of notes to any file in a media library (see Figure 2-6 on the following page). You can display the notes in the thumbnail view window all the time or just when needed.

To turn the Notes display on or off:

1. Click on the Window menu in the Main menu bar.
2. Choose the Notes command to place or remove a check mark by the option (a check mark by the Notes command indicates the “Notes” will display; no check mark by the Notes command indicates the “Notes” will *not* display).

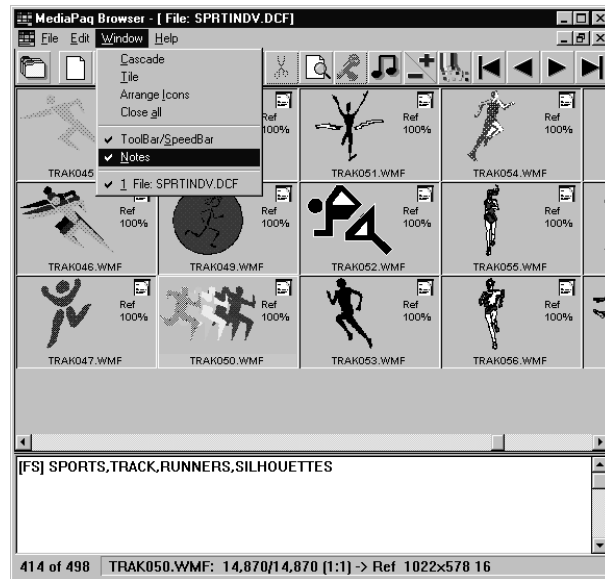
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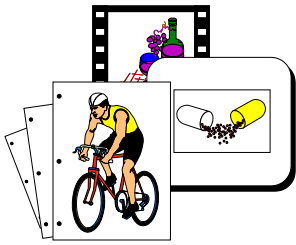
**Tip:** You must click on the Save button to save a note to an image. If you run out of disk space on your hard disk, *MasterClips MediaPaq Browser* cannot update the image library, and any items added (imported images or attached notes and sound files) are ignored. Read-only library files cannot be modified.

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## The MasterClips MediaPaq Browser Screen

**Figure 2-6.** “Notes” will display at the bottom of the window if you choose the Notes command in the Window menu.





## Chapter 3

# The SpeedBar

### The SpeedBar Menu

*MasterClips MediaPaq Browser* includes a SpeedBar for easy access to the media libraries (see Figure 3-1). The SpeedBar places your commonly used media libraries in a row of buttons or icons across the top of the window.

To open a media library in the SpeedBar:

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

**OR**

- ⓐ Click on the media library icon to highlight it, right-click the library icon to open the drop-down menu, and select the Open command.

When you load *MasterClips MediaPaq Browser*, the SpeedBar opens showing you the media libraries that you have placed in *MasterClips MediaPaq Browser*.

The SpeedBar includes a *ToolBar button* with which you can quickly call the *MasterClips MediaPaq Browser* ToolBar. The SpeedBar also features *tooltips* that indicate the function of the buttons in the SpeedBar, such as scroll arrows and the ToolBar button.

To open the SpeedBar menu:

1. Click once on media library icon in the SpeedBar to select it.
2. Right-click on the media library icon to open the *drop-down menu*.

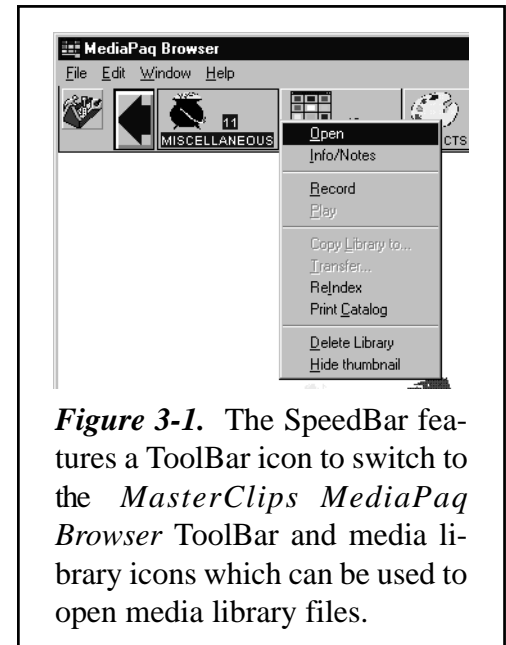
The SpeedBar drop-down menu provides quick access to a number of functions you may use on any of the media libraries including:

**Open.** The Open command opens the selected media library.

**Info/Notes.** The Info/Notes command provides information about the selected media library.

**Play.** The Play command plays any sound clip that is attached to the selected media library.

**Record.** The Record command lets you record or import a sound clip to attach to the icon for that media library.



**Figure 3-1.** The SpeedBar features a ToolBar icon to switch to the *MasterClips MediaPaq Browser* ToolBar and media library icons which can be used to open media library files.

**Transfer.** The Transfer command permits you to transfer highlighted or all of the records in the selected media library to another media library. A dialog box permits you to select the destination library file name.

**Note:** The transfer operation transfers sound files and notes that may be attached to images or files that are being transferred. If you wish to transfer only selected files, you must open the desired library, highlight the files that you wish to transfer, switch to the SpeedBar, and select "Transfer" from the pull-down library menu for that media library. At the end of the transfer, *MasterClips MediaPaq Browser* asks if you wish to remove the files from the original library file that were transferred to the new file.

**Print Catalog.** The Print Catalog command permits you to print a catalog of images in a media library. If the media library is not open or if there are no images selected in the media library, the option prints a catalog of *all* images in the media library.

**Delete Library.** The Delete Library command deletes the selected media library from the disk drive and removes the media library icon from the SpeedBar.

**Hide Thumbnail.** The Hide Thumbnail command 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 may do so when you open the media library file.



## The ToolBar Icon

The left end of the SpeedBar features a *ToolBar icon* that provides quick access to the *MasterClips MediaPaq Browser* ToolBar (see "Chapter 4: The ToolBar" for more information on the ToolBar features). Click on the ToolBar button to change from the SpeedBar to the ToolBar.

Another feature of the SpeedBar, as well as the ToolBar, are *tooltips* that tell you the function of each button in the SpeedBar and ToolBar. Place the mouse pointer on the ToolBar icon or a scroll arrow button, and an tooltip box will open indicating the purpose of that button. The individual media library icons do not have tooltip boxes.



## Scrolling in the SpeedBar

The SpeedBar includes *Scroll Arrow buttons* that permit you to scroll through the media library icons in the SpeedBar. If there are more media libraries in your *MasterClips MediaPaq Browser* directory than can fit in the SpeedBar, you may use the left *and* 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.

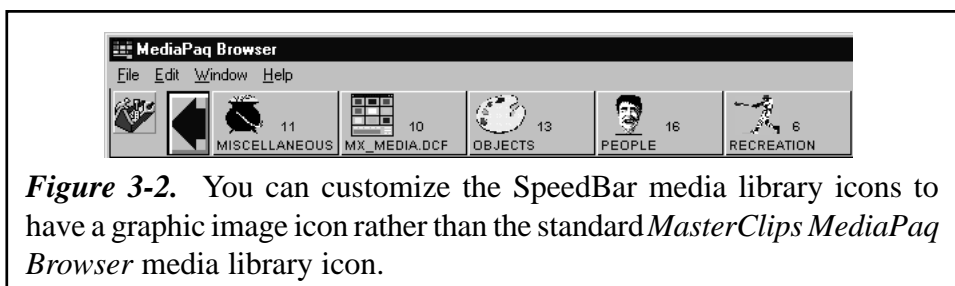


## Customized Media Library Icons

When you create a new media library in *MasterClips MediaPaq Browser*, the SpeedBar defaults to the standard media library icon. However, *MasterClips MediaPaq Browser* provides the ability to assign any image to the SpeedBar for a media library (see Figure 3-2). This feature permits you to customize the appearance of the SpeedBar for maximum convenience and efficiency.

To assign a custom icon to the SpeedBar:

1. Open a *MasterClips MediaPaq Browser* media library.
2. Locate the image that you wish to assign to 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 one



**Figure 3-2.** You can customize the SpeedBar media library icons to have a graphic image icon rather than the standard *MasterClips MediaPaq Browser* media library icon.

media library and assign it as the SpeedBar icon to another media library.

3. Click on the image you wish to assign to the SpeedBar, and, while holding down the left mouse button, *drag* the image to the media library icon that you wish to replace (see Figure 3-3 on the following page). When you have the image over the current media library icon, release the 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.

SpeedBar images should be selected for clarity and easy recognition. For example, highly detailed, scanned images, such as photographs, may not be large enough to use as library icons.



## Turning Off the SpeedBar

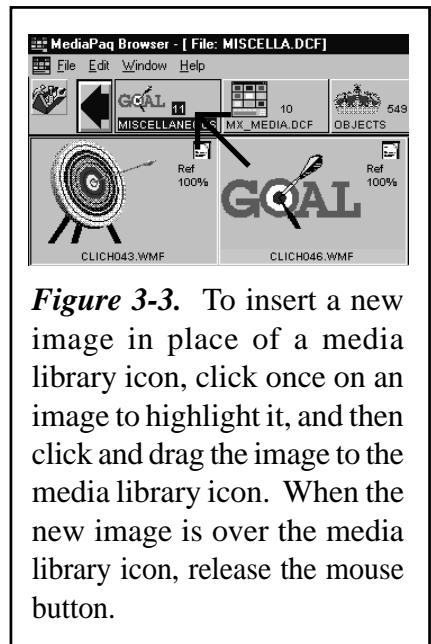
When you open a media library, the SpeedBar is replaced by the ToolBar.

You may turn the SpeedBar and ToolBar on and off, using the SpeedBar command in the Window menu.

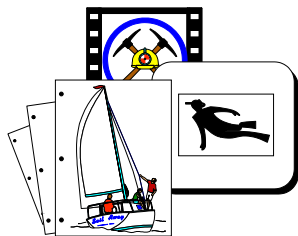
To turn the SpeedBar and ToolBar feature off:

1. Click on the Window menu in the Main menu.
2. If there is a check mark next to the ToolBar/SpeedBar command, then the SpeedBar and ToolBar are active. Click on the ToolBar/SpeedBar command to remove the check mark and turn the SpeedBar and ToolBar off.

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



**Figure 3-3.** To insert a new image in place of a media library icon, click once on an image to highlight it, and then click and drag the image to the media library icon. When the new image is over the media library icon, release the mouse button.



## Chapter 4

# The ToolBar



## ToolBar

*MasterClips MediaPaq Browser* features a *ToolBar* that provides easy access to the most commonly used functions (see Figure 4-1). This *ToolBar* appears at the top of the *MasterClips MediaPaq Browser* window when a media library is open or when you click on the *ToolBar* button in the *SpeedBar*. In this chapter we will examine each button in the *ToolBar*. The buttons are displayed in the left margin for each section for easy reference.

This chapter is intended to present an overview of the *ToolBar* features. See Chapter 5 for more a detailed, step-by-step tutorial on how to use the various features in the *ToolBar*.



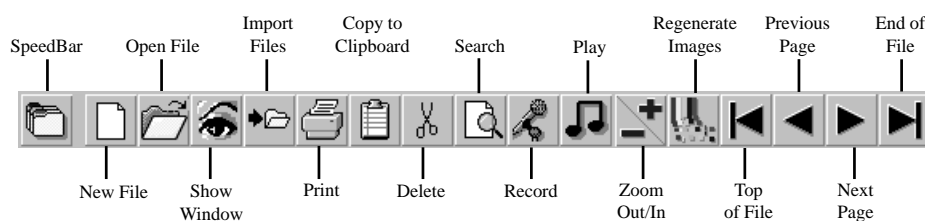
## SpeedBar

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



## New File

The *New* icon permits you to create a *MasterClips MediaPaq Browser* media library file (a file that ends with an extension of “.DCF”). *MasterClips MediaPaq Browser* uses the media library files to store images and data files. The thumbnail view window in *MasterClips MediaPaq Browser* permits you to view graphical representations of the files in each media library. The graphical



**Figure 4-1.** The *MasterClips MediaPaq Browser* *ToolBar* provides access to the most commonly used features in the program:

**SpeedBar.** Changes from the *SpeedBar* to the *ToolBar*.

**New File.** Create a new media library file.

**Open File.** Opens an existing media library or Zip file.

**Show Window.** Opens a full resolution window for all highlighted images.

**Import Files.** Brings graphic or document files into *MasterClips MediaPaq Browser*.

**Print.** Prints selected images in the media library.

**Copy to Clipboard.** Transfers the highlighted image into the Windows Clipboard so that it can be inserted into another Windows application.

**Delete.** Deletes all of the highlighted images or files in a media library.

**Search.** Searches a media library or multiple libraries for specific search criteria that you enter.

**Record.** Records a sound that may be attached to any image or file in a library.

**Play.** Plays all sound files or animation files that are currently highlighted.

**Zoom Out/In.** Increases/decreases the size of the individual thumbnail window image display.

**Regenerate Images.** Feature is not active in *MasterClips MediaPaq Browser*.

**Top of File.** Moves the cursor to the beginning of the current media library.

**Previous Page.** Moves the cursor to the previous screen in the current media library.

**Next Page.** Moves the cursor to the next screen in the current media library.

**End of File.** Moves the cursor to the end of the current media library.

representations are either a small version of the image (for image files) or an icon representation of the content of a particular non-graphic file.

To create a new media library file:

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



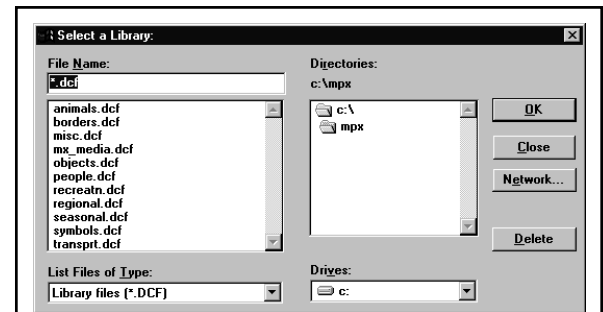
## Open File

The *Open* file icon permits you to open an existing media library file. When you click on the Open button, *MasterClips MediaPaq Browser* opens the Select a Library dialog box from which you can select a library file to open (see Figure 4-2).

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

To open a file:

1. Click on the Open button in the SpeedBar.
2. Select the location (drive and directory) to open the file.
3. Double-click on the library file name that you wish to open.
4. Click on the OK button.



**Figure 4-2.** The Select a Library dialog box permits you to select the desired media library to open.



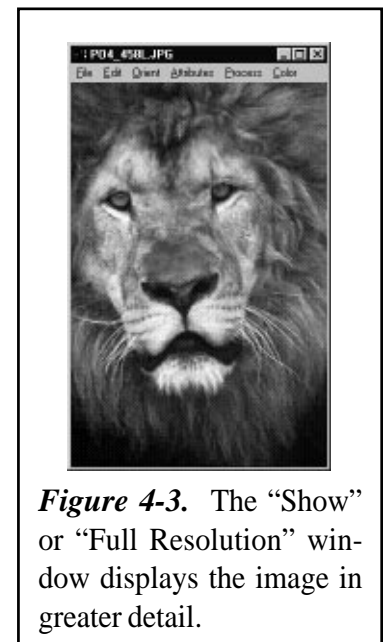
## Show Window

*MasterClips MediaPaq Browser* displays images in a thumbnail view window (see Figure 4-3). The program features a “Full Resolution Window” or “Show” window that, when open, shows the image in greater detail. In addition to the larger size and greater detail, the “Full Resolution” window includes a menu bar with which you can select options to manipulate the image (convert to copy, resize, etc.).

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. These images will be superimposed one on top of the other.

To open a “Show” window using the ToolBar:

1. Click on an image to highlight it.
2. Click on the Show button in the ToolBar.
3. Choose the File|Close menu to close the “Show” window.



**Figure 4-3.** The “Show” or “Full Resolution” window displays the image in greater detail.

Another method of opening a “Show” window is to double-click on an image in the thumbnail view window.





## Import Image

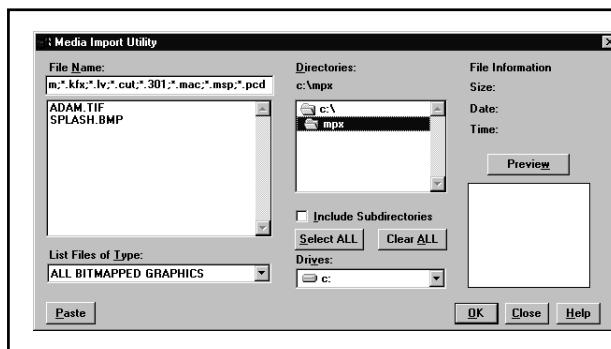
The **Import** button permits you to bring images and data files into a *MasterClips MediaPaq Browser* media library file. This process adds files to a media library and, if desired, compresses the data in the libraries.

One important consideration in importing files into a library is selecting the correct *import filter*. An import or export filter is a tool that *MasterClips MediaPaq Browser* uses to convert a file from one format to another when importing or exporting.

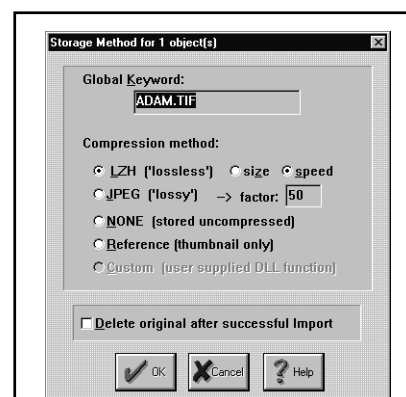
The “List Files of Type” selector is especially useful when you wish to import files of a particular type only. For example, you may wish to import PCX files from a directory that contains different types of bit-mapped and vector format files. When you set the import filter to “PC Paintbrush (\*.PCX),”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

To import images using the ToolBar:

1. Open a media library file.
2. Click on the Import button in the ToolBar.
3. Select the following options in the Image Import Utility dialog box (see Figure 4-4):
  - 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 highlight files in succession or use the Select All button to select all supported files in a directory.
4. After you have selected the files to import, the Storage Method... dialog box opens in which you may select the following storage parameters (see Figure 4-5):
  - A. Global Keyword. A word or short phrase (a maximum of 20 characters) that will be appended to the “Notes” of each file imported in the import operation.
  - B. The compression technique desired.
  - C. Whether or not to destroy the original files when they are imported.
5. When you have selected all of the desired options, click on the OK button to begin importing the files.



**Figure 4-4.** The Image Import Utility dialog box permits you to select image or document files to add to a media library.



**Figure 4-5.** The Storage Method... dialog box permits you to tailor the file storage parameters to your needs.

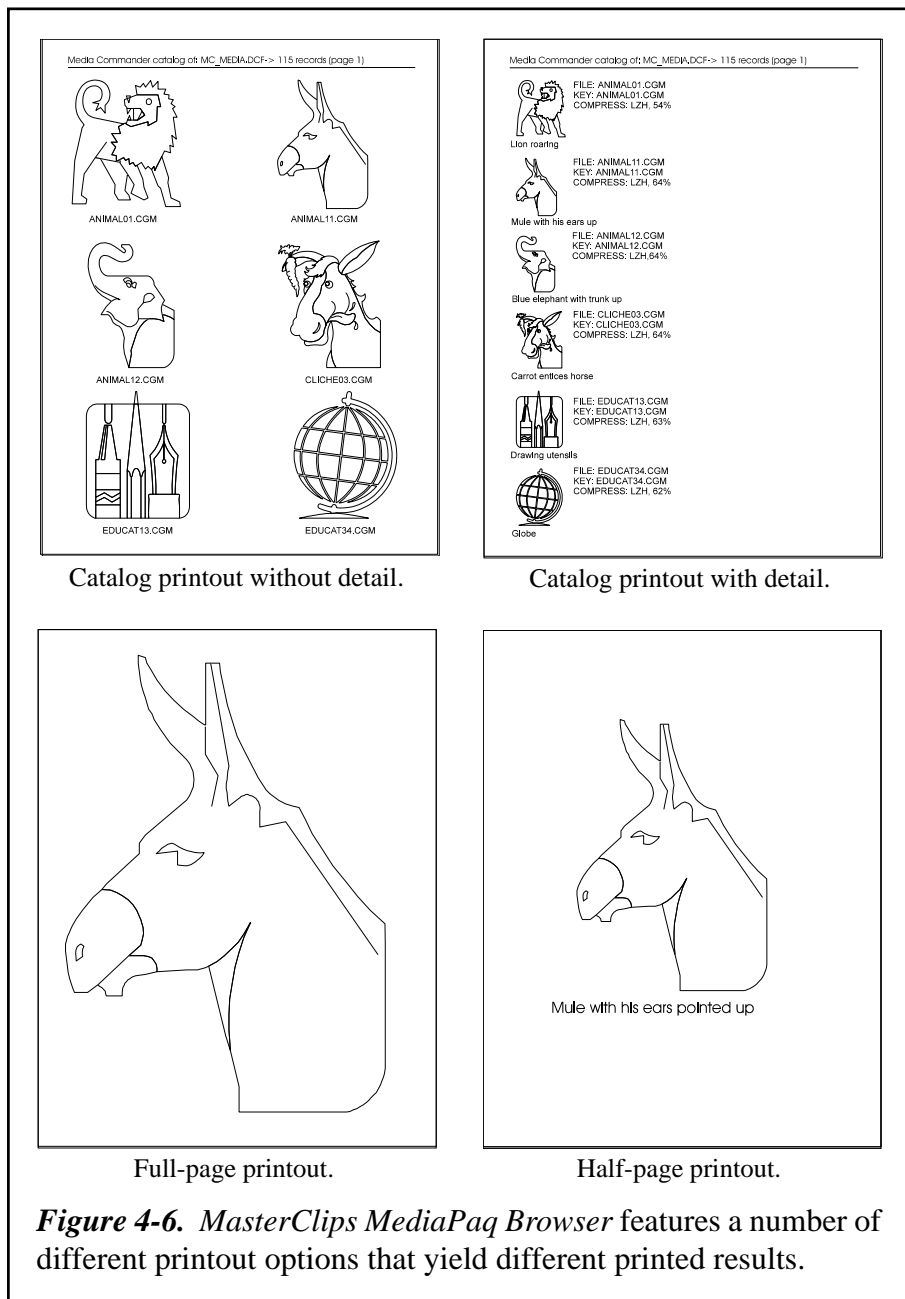


## Print

*MasterClips MediaPaq Browser* features a number of print options with which you may print images in a media library (see Figure 4-6).

To print one or more files in *MasterClips MediaPaq Browser*:

1. Click on an image to highlight it. If you wish to print more than one image, hold down the Ctrl key and click on all of the images you wish to print.
2. Click on the Print button in the ToolBar.
3. In the Print Layout dialog box, select from these options (see Figure 4-7):
  - A. **Full Page.** One image to a page.
  - B. **Half Page.** One image to a half page with file information and “Notes.”
  - C. **Catalog with the “Detailed” option selected.** Catalog of images with file information and “Notes.”
  - D. **Catalog without the “Detailed” option selected.** Catalog of images with file name only.

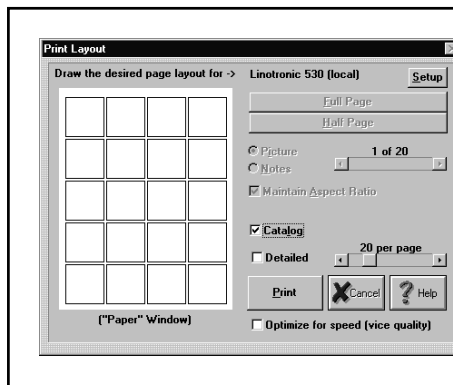


**Figure 4-6.** *MasterClips MediaPaq Browser* features a number of different printout options that yield different printed results.



## Copy to Clipboard

Using the Windows “Clipboard” is one of the easiest methods of placing single image files from *MasterClips MediaPaq Browser* into another Windows application. The process is simple, efficient, and works with a wide variety of Windows applications. You can use the “Clipboard” icon or the image menu option to place images in the Windows “Clipboard.”



**Figure 4-7.** The Print Layout dialog box permits you to tailor the printout to your specifications. You can print one image to a page, one image to a half-page, a catalog with “Notes,” or a catalog without “Notes.”

**NOTE:** The “Clipboard” transfer works only with graphic files; it does not work with non-graphic files such as word processor files.

Basically, the “Clipboard” transfer uses the following steps:

1. Click on an image in a media library to highlight it.
2. Click on the “Clipboard” icon.
3. Go to the application in which you wish to use the image.
4. Press Ctrl + V or choose the target application’s Paste command to place the image in the application.

**NOTE:** 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

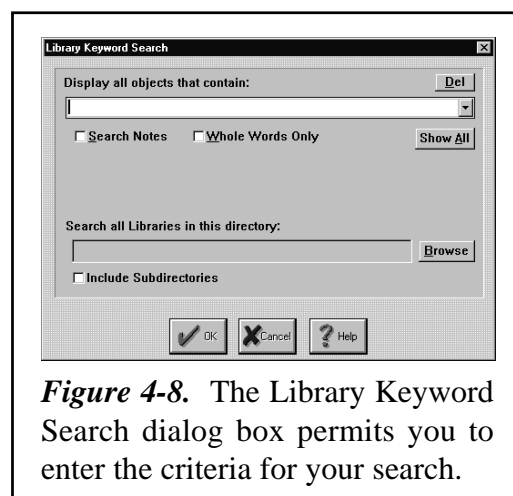
Deleting an image or file in a media library is a simple process. To delete an image or file, click on the desired file or files, and then click on the Delete key. *MasterClips MediaPaq Browser* has no “Undelete” function.



## Search

One of *MasterClips MediaPaq*’s most powerful features is the “Search” capability. When you click on the Search button, the Library Keyword Search dialog box opens for you to enter the search criteria (see Figure 4-8). 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.”
- D. Search for “Whole Words Only” or for partial words.



**Figure 4-8.** The Library Keyword Search dialog box permits you to enter the criteria for your search.

**TIP:** 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,” *MasterClips MediaPaq Browser* will display images with “USa,” “brUSH,” and “hoUSe” as matching the search criteria.

- 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 both upper and lower case; the search function is non-case sensitive.

When you conduct a search, the SpeedBar display of media library icons will be limited to only those libraries that contain files that match the search criteria. This permits easy selection of the libraries that contain the files for which you are searching.



## Record

You may record or import a sound file or sound clip and insert it into a media library or attach it to an image or file in a media library. When you click on the Record button, *MasterClips MediaPaq Browser* opens the Attached Sound Manager dialog box (see Figure 4-9):

- A. **Import.** Import a sound file.
- B. **Export.** Export a sound file or clip.
- C. **Delete.** Delete a sound clip that is attached to an image or file.
- D. **Record.** 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.
- E. **Stop.** Stop recording input.
- F. **Pause.** Pause the recording input.
- G. **Play.** Play the sound that is attached to the image or file.
- H. Sound clip size and playback progress clock that provides a visual indication of the *amount of disk space available* as you are recording or the *progress of a sound clip playback*.



**Figure 4-9.** The Attached Sound Manager dialog box features controls for recording, importing, and playing sound clips in a media library.



## Play

The Play button plays an animation file, a sound file, and sound files that may be attached to images or data files in a library. To select a sound clip to play, click on the image or file in the thumbnail view window and then click on the Play button. If you click on one file to highlight it and then click on the Play button, any video file, sound file, or sound clip that is in the highlighted file is played. If you highlight multiple files and click on the Play button, all of the video files, sound files, and sound clips that are attached to files will play in sequence.



## Zoom Out/In

When you create a new media library, *MasterClips MediaPaq Browser* 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 Out/In 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 Out/In button or press the - key. To increase the size of the thumbnail image in the media library, click on the plus (i.e., “+”) portion of the Zoom Out/In button or press the + key. You may continue 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).

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



## Regenerate Images

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. To restore the image quality, you must regenerate each image using the following procedure:

1. Click on an image to highlight it.
2. Right-click on the image to open the pull-down menu.
3. Choose on the Regenerate command in the pull-down menu.

Repeat the above steps for each image that you wish to regenerate.



## Top/End of File

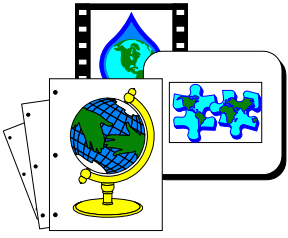
The *MasterClips MediaPaq Browser* ToolBar includes four buttons to assist you in navigating through the media libraries. The four navigation buttons appear at the right end of the ToolBar. The first navigation button is the Top of File button (the button points to the left). Click on the Top of File button to move the cursor to the first image or file in a media library.

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 image or file in the media library.



## Previous/Next Page

The Previous Page and Next Page buttons move the screen display backward or forward in the media library one screen at a time.



# Chapter 5

## Tutorial:

### Basic Functions



## Introduction

In this section we will go through a tutorial on how to use *MasterClips MediaPaq Browser*. We will cover the basics of how to use the SpeedBar and the important features of the media libraries.

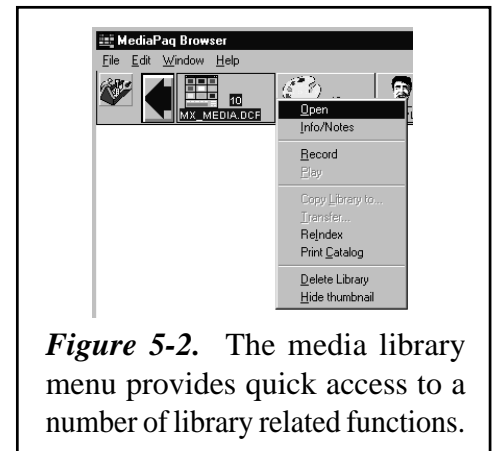


## Opening a Media Library

When *MasterClips MediaPaq Browser* opens, it first displays the SpeedBar with the icons of any media libraries that are in the system. Each media library icon features a menu with which you may perform certain functions upon the library. *Right-click* the media library icon to open the Library menu (see Figure 5-2).

To open a media library:

1. Click on a media library icon to highlight it. The name under the library icon will change color indicating that it is highlighted.
2. Right-click on the library icon to open the Library menu.
3. When the Library menu opens, click on the Open command to open the media library. An alternative is to double-click a media library icon to open that library.



**Figure 5-2.** The media library menu provides quick access to a number of library related functions.

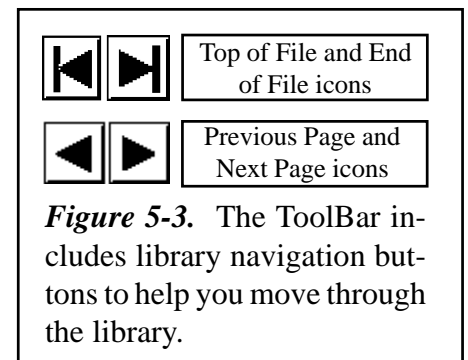
When the media library opens, you will be viewing the thumbnail view window for that library. When you are viewing a media library thumbnail view window, the SpeedBar is replaced by the ToolBar. The *MasterClips MediaPaq Browser* ToolBar features functions that are most commonly used in media libraries.



## Navigating in a Library

One of the most important aspects of learning to use the *MasterClips MediaPaq Browser* libraries is how to navigate or move through them. *MasterClips MediaPaq Browser* offers a number of different methods to go to different files in a library (see Figure 5-3).

- ◆ Top of File and End of File buttons in the ToolBar.
- ◆ Previous Page and Next Page buttons in the ToolBar.
- ◆ Horizontal Scroll bar across the bottom of the *MasterClips MediaPaq*



**Figure 5-3.** The ToolBar includes library navigation buttons to help you move through the library.

*Browser* window.

- ◆ Use the Page Down/Page Up buttons to go from one screen to another.



## Selecting Images

You must select or highlight images in the thumbnail view window before you can perform any operations upon them. To select an image in the window, click on the image once. You will notice that when you click on an image, the keyword or file name below the image or icon changes to display in reverse video indicating that it is highlighted. Other options for highlighting files are

- ◆ Hold down the Ctrl key while you click additional image icons in the library to highlight more than one image. It is not necessary that you select the images in any particular order.
- ◆ Hold down the Shift key to select consecutive images or files only.



## The Show Window

*MasterClips MediaPaq Browser* features a “Show” window that, when open, displays the image in full resolution (see Figure 5-4). In addition to the larger size and 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 each type of file in the library. There is no “Show” window for sound files in a library.

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 *all* of the images that are highlighted. When *MasterClips MediaPaq Browser* opens “Show” windows for more than one image, it superimposes the windows one on top of the other.

To open a “Show” window using the ToolBar:

1. Click on the first image in a media library icon to highlight it.
2. Click on the Show button in the ToolBar.
3. Choose File|Close in the “Show” window. Be sure that you *do not* click on the File menu in the Main menu.

## Manipulating an Image

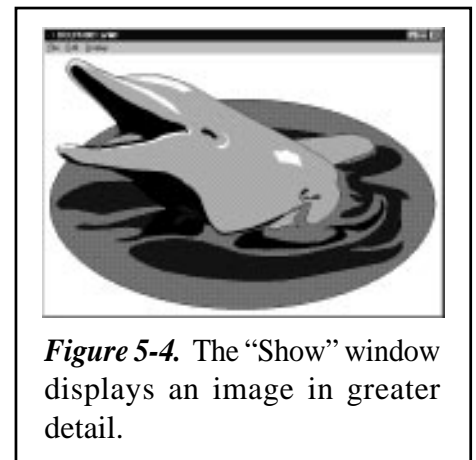
To manipulate an image:

1. Click the Show button in the Toolbar.
2. Click and drag the mouse around the image, creating a box around the image.
3. Choose Edit|Crop from the Show window menu. (A new window will open displaying the cropped image along with additional menu options.)
4. Manipulate the bitmapped image using the Orient, Attributes, Process, and Color menus.

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**Tip:** Copy the edited image into a target application by selecting Edit|Copy in MediaPaq Browser and then selecting the Paste command in the target application.

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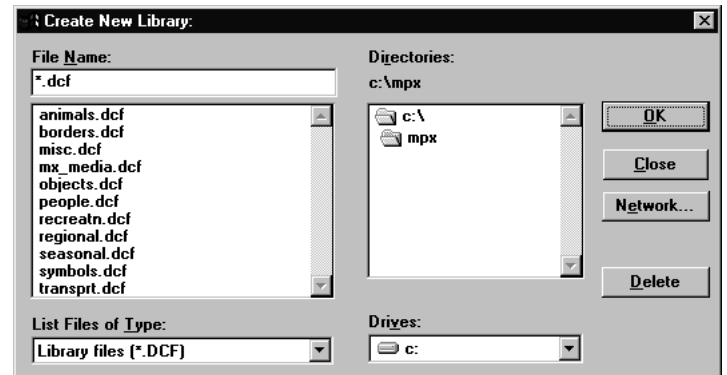
**Figure 5-4.** The “Show” window displays an image in greater detail.



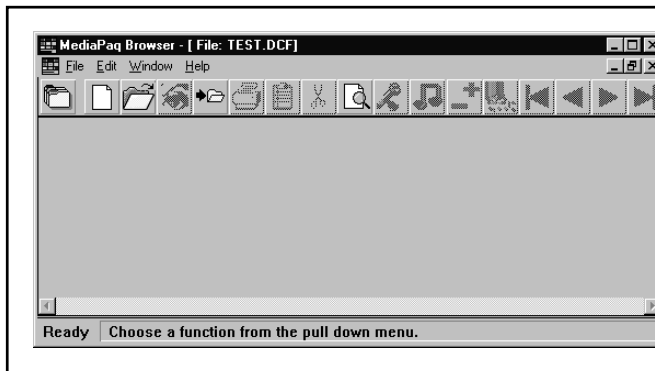
## Creating a New Library

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 button in the ToolBar with the following procedure:

1. Click on the New button in the SpeedBar to open the “Create New Library” dialog box (see Figure 5-5).
2. Enter the name “TEST” for the new media library file. File names may not exceed 8 characters plus an extension of “.DCF.” It is not necessary to add the “.DCF” extension in the “File Name” box.
3. Accept the default file type, “DCF” in the “List Files of Type” selector.
4. If the default drive location is your CD drive, you will have to enter a new drive location. If the default drive is your hard drive, you may accept the location (drive and directory) as the *MasterClips MediaPaq Browser* directory.
5. Click on the OK button.



**Figure 5-5.** The Create New Library dialog box permits you to create a new media library file in the disk drive and directory of your choice. Enter the name of a file of no more than 8 characters.



**Figure 5-6.** When you create a new media library, it opens with a blank thumbnail view window as shown at left.

The new media library opens with a blank thumbnail view window ready to accept images (see Figure 5-6).

## Navigating Between Open Libraries

When you have a media library open and you create a new media library, the new library opens on top hiding the previous library from view. *MasterClips MediaPaq Browser* offers a number of options with which to move between libraries.

To move between two or more media libraries:

1. Click on the Window menu in the Main menu.
2. You will notice that the last two items in the Window menu are the current media libraries that are open. To switch from one library to the other, click on the file name in the Window menu.



Another method to access both libraries is to click on the “Window” option in the *MasterClips MediaPaq Browser* Main menu:

1. Click on the Cascade command in the Window menu.
2. You will notice that both library windows are now slightly offset and visible in the *MasterClips MediaPaq Browser* window. Click on the desired library to bring it to the foreground.

Another method of accessing more than one library is to choose Window|Tile from the Main menu. Both libraries are now open side by side for easy viewing.



## Copy to Clipboard

Using the Windows “Clipboard” is the easiest method to place single image files into another Windows application from *MasterClips MediaPaq Browser*. The “Clipboard” transfer works only with graphic files; it does not work with non-graphic files such as word processor files.

To transfer a graphic image into the Windows “Clipboard:”

1. If you do not have a chosen media library open at this time, select one by double-clicking its category icon.
2. Click on an image in the library to highlight it.
3. Click on the “Clipboard” button in the SpeedBar. (An alternative method of placing an image in the Windows “Clipboard” is to right-click the image icon to open the image menu. When the image menu opens, choose the Copy command in the Edit menu.)

To test the “Clipboard” transfer, you can now start a Windows application and *paste* the image into it. Both *MasterClips MediaPaq Browser* and your target application should be open.

To copy an image into a Windows application:

1. If your target application’s window is not active, press Alt + Tab to move from *MasterClips MediaPaq Browser* to the target application.
2. Choose the Paste command in the target application. The graphic you copied in *MasterClips MediaPaq Browser* should now appear in the target 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.



## Drag-and-Drop Images

If you have two or more media libraries open side by side, you can *drag-and-drop* images between them. While the “Tile” function in *MasterClips MediaPaq Browser* makes this operation simple, the process of

drag-and-drop works the same for taking images from *MasterClips MediaPaq Browser* libraries to other Windows applications. The primary difference between the drag-and-drop within *MasterClips MediaPaq Browser* is that you can move more than one image at a time between *MasterClips MediaPaq Browser* libraries. When you are using the drag-and-drop operation from a media library to another Windows application, you can only drag one image at a time. The drag-and-drop feature is most useful in those situations in which you must transfer more than one file from *MasterClips MediaPaq Browser* to another application. Although you must drag the images one at a time to the other application, you can quickly transfer a number of images using drag-and-drop. 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 page 5-8 for information on the “Clipboard” transfer function). \*

---

**NOTE:** You cannot perform drag-and-drop operations between image libraries on a CD. The CD is a read-only device that does not permit modification of the libraries or images in any way.

---

To drag images between media libraries use the following procedure (to perform this operation, you will need two libraries open, a *source library*, from which you are dragging the images, and a *target library*, to which you are dragging the images):

1. In the source media library, click on one image to highlight it. You will notice that the mouse pointer becomes a “No-drop” icon.
2. Click and drag the image to another media library (i.e., the target library). When the mouse pointer is over the target library, the mouse pointer becomes the “Drop icon.”
3. When the mouse pointer becomes the “Drop icon,” release the mouse button to place the image in the target library.

## **Dragging Images to Other Windows Applications**

*MasterClips MediaPaq Browser* supports drag-and-drop to Windows applications that support *Object Linked Embedding* (OLE) transfers.

To perform a drag-and-drop operation between *MasterClips MediaPaq Browser* and another Windows application, you must have *MasterClips MediaPaq Browser* and the target application open and visible on the screen at the same time. This requires that you resize the screens for both applications. You should be able to see both *MasterClips MediaPaq Browser* and the target application on the screen at the same time.

To drag-and-drop an image to another Windows application:

1. Load the target application in which you wish to place the images.
2. Size *MasterClips MediaPaq Browser*’s window and the target application’s window so that they can be viewed side by side.
3. Click an image in *MasterClips MediaPaq Browser* to select the image you want to transfer.
4. Click and drag the image to the target application’s window. When the mouse pointer is over an area that will not accept a drag-and-drop transfer, the mouse pointer is a “No-drop” hand icon. 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. A dialog box will prompt you “Attempt to ‘paste’ object? (default is to insert package).” The prompt refers to the method in which the target application handles OLE transfers. Some applications require that you answer “Yes” to the prompt; other applications require a “No” response. Since there

are so many different Windows applications, it is impossible to provide a definitive list of what the correct response is for each. You should try experimenting with a drag-and-drop transfer answering first “Yes” and then “No” to see which gives you the best results in an application.

---

**Tip:** 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.” However, if you copy an image in *MasterClips MediaPaq Browser*, you can import the copied image by using the Paste command in most applications.

---

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 *MasterClips MediaPaq Browser* into a target application.

If you wish to transfer only one image from *MasterClips MediaPaq Browser* to another Windows application, it is best to use the Windows “Clipboard” transfer. Because of the time needed to set up the *MasterClips MediaPaq Browser* and target application screens, the drag-and-drop feature is most useful only when you need to transfer a number of images into one target application.

## Closing a Media Library

When you close a media library, *MasterClips MediaPaq Browser* performs a number of housekeeping operations that are designed to keep the libraries operating a peak efficiency. One of these 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 *MasterClips MediaPaq Browser*. It is important that you close or exit the media libraries properly to prevent any damage to the data files.

To close a media library:

1. Click on an image inside a media library window to make it the active library.
2. Choose File|Close in the Main menu.

**OR**

1. Click on an image inside a media library window to make it the active library.
2. Double-click on the “Control Menu Bar” in the “TEST” library window to close the library in Windows 3.1 or click the Close button in the library window’s upper-right corner in Windows 95.

## Hiding a Media Library Icon

*MasterClips MediaPaq Browser* inserts a library icon in the SpeedBar for each library that you open. If you decide that you don’t require certain libraries very often, you may remove the library icon from the SpeedBar without deleting the library from the hard disk drive. The library will still be available by selecting the File|Open in the Main menu, but it will not appear in the SpeedBar until you open it again using the “Open” option in the “File” menu.

To hide a library icon:

1. Click on a media library icon to highlight it.
2. Right-click on the library icon to open the media library menu.

- Click on the “Hide Thumbnail” option in the media library menu.

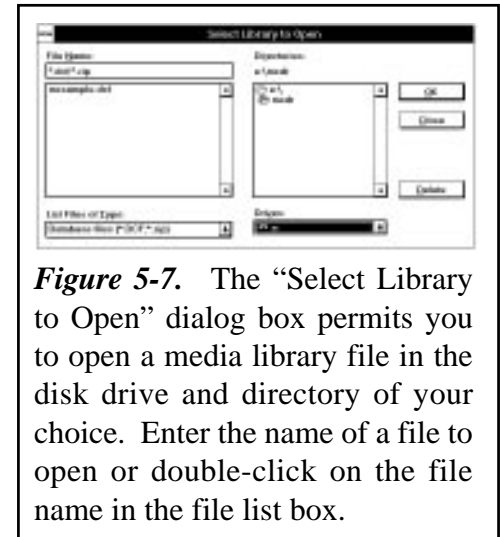
## Opening a Library Without a Library Icon

If you wish to open a media library for which there is no library icon in the SpeedBar, you must use the “Open” option in the “File” menu. There are several reasons why a library may not have an icon:

- You chose to hide it in the SpeedBar.
- You copied the library from another directory or computer.
- You had to reinstall *MasterClips MediaPaq Browser*.
- You transferred files to another library file using the library icon pull-down menu.
- You used the “Copy to” option in the “File” menu to make a copy of a library file.

To open a library when the library does not have an icon in the SpeedBar:

- Choose File|Open in the Main menu. The Select Library to Open dialog box will appear (see Figure 5-7).
- In the “File Name” list box, double-click on a library to open it.

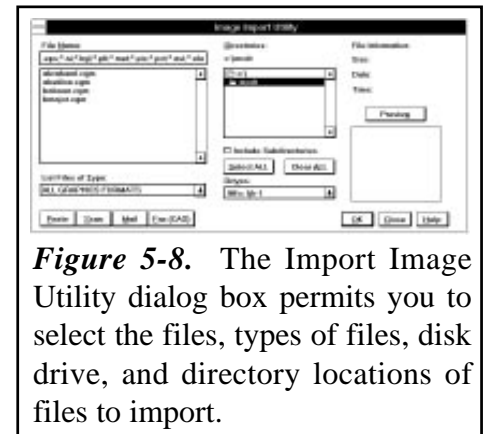


**Figure 5-7.** The “Select Library to Open” dialog box permits you to open a media library file in the disk drive and directory of your choice. Enter the name of a file to open or double-click on the file name in the file list box.

## Importing Images

In this operation, we will use the “Import” button in the ToolBar to import images. You will need to have a media library open that has no more than 24 images in it to perform an import operation. In addition, the media library for import must be on your hard disk drive.

- Click on the Import button in the ToolBar.
- Click on the arrow to the right of the “List Files of Type” selector in the Image Import Utility dialog box (see Figure 5-8).
- Scroll to the “All Bitmapmed Graphics” option in the “List Files of Type” list box and click on it to highlight it. All of the vector files in the *MasterClips MediaPaq Browser* directory are now listed in the “File Name” list box.
- Select a number of files in the in the Image Import Utility dialog box.
- Click on the OK button to proceed with the import operation.
- When the Storage method. . . dialog box opens, you should enter or select from the following options:
  - Global Keyword.** A word or short phrase (a maximum of 20 characters) that will be appended to the “Notes” of each file imported in the import operation.
  - Compression technique to use.** *MasterClips MediaPaq Browser* offers a number of different compression methods.
  - Destroy original files.** When there is an “X” in the status box for this option, the original files will be deleted after they are imported into a media library.



**Figure 5-8.** The Import Image Utility dialog box permits you to select the files, types of files, disk drive, and directory locations of files to import.



**WARNING:** Make sure that you have an archived copy of the files you are importing *before* you elect to delete them. If you import the files into *MasterClips MediaPaq Browser* and do not have an archive copy of the files, you will be totally dependent upon the *MasterClips MediaPaq Browser* 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.***

---

7. When all of the desired options are correct, click the OK button to import the files.



## Deleting an Image or File from a Library

To delete an image or file, click on the desired file or files, and then click on the Delete button in the ToolBar.

To delete several images from a library:

1. Hold down the Ctrl key while you click on the images one at a time in the media library to highlight them.
2. Click on the Delete button in the ToolBar (or press the Del key).
3. Click on the Yes button to confirm the deletion.

The Delete feature does not function with media libraries on a CD or media libraries that are designated as *read-only*.

---

**WARNING:** An undelete function is *not* available in *MasterClips MediaPaq Browser*.

---



## Close a Library

At this point in the tutorial, we will close the current library file.

To close a library file:

- ◆ Choose File|Close in the Main menu.



## Deleting a Media Library

There are a number of different methods with which you may remove a media library from your hard disk. We will list the different methods separately in the following operations. You may follow the steps removing the libraries or you may leave the libraries intact for future use. You should close all media libraries before you use any of the library delete functions.

To Delete a media library with the Media Library Menu:

1. Click on a media library icon to highlight it (this library must not be on a CD).
2. Right-click on the library icon to open the media library menu.
3. Choose the Delete Library command in the media library menu.

4. Click on the Yes button to confirm the deletion of the library.

To Delete a media library with the Delete Button in the “File | New” or “File | Open” Menu Options:

1. Choose File|New or File|Open in the Main menu.
2. Click on a file in the “File Name” list box that you wish to delete.
3. With the file name highlighted, click on the “Delete” button (this file must not be on a CD).
4. Click on the OK button to confirm the deletion.
5. Click on the “Close” option to close the dialog box.



## Printing

The Print command permits you to print copies of images from a media library. There are a number of possible print options from which you may select. (See also “Print” in Chapter 4, illustrating the print options.)

When you select the Print command in the File menu, *MasterClips MediaPaq Browser* opens the Print Layout dialog box. The Print Layout dialog box permits you to tailor a print job to your requirements, including the following options:

**Paper Window.** The “Paper Window” illustrates how an image will appear on a sheet of paper when printed.

**Picture.** This option allows you to modify the size and location of the picture on the page. For example, when the “Picture” button is selected, you can use the mouse pointer to redraw the picture size and location in the “Paper Window.”

**Notes.** This option modifies the location of the file name and “Notes” on the page. When the “Notes” button is selected, you can use the mouse pointer to redraw the notes size and location in the “Paper Window.”

**Maintain Aspect Ratio.** This option keeps the dimensions of the image the same without distorting the image.

**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.

**Detailed.** If the “Detailed” option is selected (i.e., there is an “X” in the status box), the catalog will print 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 an “X” in the status box), the catalog will print whatever number of images to a page that are selected in the “Per Page” selector (see item “I” below).

**Print.** This button starts the printing process.

**Optimize for Speed.** If this option is selected (i.e., there is an “X” in the status box), the catalog will print faster while sacrificing print quality. This option is the equivalent of the “Print to port” option in the Windows “Print Manager.” The feature by-passes the Windows “Print Manager” and prints directly to your computer’s printer port.

**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.

**Image selector.** You can use the image selector scroll bar to view the highlighted images one at a time. If no images are highlighted, this feature does not function.

## Tutorial: Basic Functions

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**Half Page.** This button selects the option to print the image on a half page with the file name, path information, “Notes,” etc.

**Full Page.** This button selects the option to print the image on a full page.

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**Tip:** If you wish to print the images with notes, you must use the “Half Page” option or “Thumbnail Catalog” with “Detailed” options.

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**Setup.** This button accesses the printer setup option in *MasterClips MediaPaq Browser*.

**Select Printer.** The currently selected printer is displayed at the top of the “Select Printer” dialog box.

The print function prints only graphical images that are 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.

To print images in a media library:

1. If you wish to print a complete catalog of images in a media library, it is not necessary to have any images highlighted when you select the “Print” option. However, if you wish to print a *partial catalog* of selected images, print images in full-page size, or print images in half-page size, you must have the desired images highlighted before you access the “Print” function. To highlight an image, click on an image in the thumbnail view window. If you wish to highlight more than one file, hold down the Ctrl key while clicking on each file you want to highlight.
2. Click on “File” in the menu bar.
3. Click on “Print” in the “File” menu to open the Print Layout dialog box.
4. Select a desired printout type from the Print Layout options:
  - A. **Print one image to a page (i.e., “Full Page” printout).**
    - (1) Highlight the images you wish to print.
    - (2) Click on the Full Page button.
    - (3) Make sure that the “Maintain Aspect Ratio” option has an “X” in the status bar to prevent image distortion.
  - B. **Print one image to a half-page with “Notes” (i.e., “Half Page” printout).**
    - (1) Highlight the images you wish to print.
    - (2) Click on the Half Page button.
    - (3) Make sure that the “Maintain Aspect Ration” option has an “X” in the status bar to prevent image distortion.
  - C. **Print catalog with file name, original path, and “Notes.”**
    - (1) If any images are highlighted, they will be included in the catalog. If no images are highlighted, all of the images in the library will be included in the catalog.
    - (2) Select “Catalog” option.
    - (3) Select “Detailed” option.
    - (4) Make sure that the “Maintain Aspect Ration” option has an “X” in the status bar to prevent image distortion.
  - D. **Catalog of images with keyword only** (i.e., the word or file name that appears below the image in the thumbnail view window).
    - (1) If any images are highlighted, they will be included in the catalog. If no images are highlighted, all of the images in the library will be included in the catalog.

- (2) Select “Catalog” option.
  - (3) Make sure that the “Detailed” option is *not* selected.
  - (4) Select the number of images to print on a page in the “per page” scroll selector.
  - (5) Make sure that the “Maintain Aspect Ration” option has an “X” in the status bar to prevent image distortion.
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. Click on the Print button to begin the printing process.
  7. Click on the Cancel button to exit the Print Layout dialog box.

*MasterClips MediaPaq Browser* features a number of print options with which you may print images in a media library.

To print one or more files in *MasterClips MediaPaq Browser*:

1. If you do not have a media library open at this time, you should open it.
2. Hold down the Ctrl key while successively clicking on five images in the library that you wish to print.
3. Click on the Print button in the ToolBar.
4. In the Print Layout dialog box, select from these options:
  - A. **“Full Page.”** 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” with “Detailed” option.** Print image catalog with “Notes” that may be attached to the images or files.
  - D. **“Catalog” (without “Detailed” option).** Print image catalog without file name information or notes.
5. Click on the Print button to begin the printing process.
6. Click on the OK button in the Print dialog box to begin printing.
7. Click on the Cancel button to exit the Print Layout dialog box.



## Record Sound

The Record Sound command permits you to record or import a sound and attach it to an image or to a media library icon. If your computer system has an optional sound card and microphone, you can create a “talking” media libraries or library icons that verbally describes the content.

If you have an optional sound card in your computer, you may use the following procedure to attach or import a sound and attach it to an image or file in a library:

1. Click once on an image in a library to highlight it.
2. Click on the image with the *right* mouse button to open the pull-menu.
3. Choose the Record command to open the Attached Sound Manager dialog box.
4. Click on the Record button in the Attached Sound Manager dialog box. The progress indicator displays the amount of hard disk space that you have remaining as you record.
5. Click on the Import button in the Attached Sound Manager 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, click on the OK button.

To add a sound file or clip to a media library icon:

1. Click once on the media library icon to highlight it.
2. Right-click the highlighted media library icon to open the media library menu.
3. Choose the Record command to open the “Attached Sound Manager” dialog box.
4. Click on the Record button in the “Attached Sound Manager” dialog box. The progress indicator displays the amount of hard disk space that you have remaining as you record.
5. Click on the “Import” button in the “Attached Sound Manager” 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, click on the “OK” button.

It is important to note that 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

The “Play Sound” option permits you to play a sound that is attached to an image or to play a stand-alone sound file in a media library.

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**Tip:** If you have a sound card installed in your computer, make sure that it is properly installed and functioning correctly prior to using *MasterClips MediaPaq Browser*. Contact the manufacturer of the sound card if you are unable to solve a sound problem.

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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. Click on the “Play” icon in the ToolBar to play the sound.



## Changing Thumbnail Display Size

When you create a new media library, *MasterClips MediaPaq Browser* defaults to the smallest size for the display in the thumbnail view window (64 pixels x 48 pixels) or, for image on CD, the size in which the images were generated. Displaying the thumbnail images at the smallest size lets you view more images in the *MasterClips MediaPaq Browser* 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 Out/In” button in the ToolBar or by pressing the + or - keys. To reduce the size of the thumbnail image in the media library, click on the minus (i.e., “-”) portion of the “Zoom Out/In” button. To increase the size of the thumbnail image in the media library, click on the plus (i.e., “+”) portion of the “Zoom Out/In” button. You may continue to click on 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 “Preferences” function in the “File” menu to store the library in the selected size. Note: You may not change the stored size of the images for libraries that are on CD or for libraries that are read-only.



## Regenerating Image Quality

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. To restore the image quality, you must regenerate each image using the following procedure:

1. Click on an image with the left mouse button to highlight it.
2. Click on the image with the right mouse button to open the pull-down menu.
3. Click on the “Regenerate” option in the pull-down menu.

Repeat the above steps for each image that you wish to regenerate.

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NOTE: If you are using media libraries on a CD or that are read-only, *MasterClips MediaPaq Browser* will not store the regenerated images in the library. When you open the library again, the images will revert to the default size and quality that was used to create the library on the CD.

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## Setting User Preferences

The “Preferences” option in the “File” menu permits you to set certain preference parameters in *MasterClips MediaPaq Browser*. These parameters include:

1. **“Default Library directory.”** If you have *MasterClips MediaPaq Browser* in one disk drive or directory and would like to store all of your library files in another drive or directory, you may specify that location in the “Preferences” dialog box. All operations that use a disk drive location (i.e., “New,” “Open,” “Import,” etc.) will default to the disk drive location specified in the “Default Library Location.”
2. **“Retain most recent thumbnail dimensions.”** *MasterClips MediaPaq Browser* has the ability to display images in a wide range of sizes from 64 x 48 pixels to 256 x 256 pixels. If this option is not checked, *MasterClips MediaPaq Browser* will store the library images in their smallest size. If you change the size of the images in the thumbnail view window during a session, the images will revert to the smallest size the next time you open the library (unless the media library is stored on a CD or is a read-only file). If you turn this feature on, *MasterClips MediaPaq Browser* will store the library in the size of the image that you currently have selected in the thumbnail view window (unless the media library is stored on a CD or is a read-only file). Storing images in a larger size does require more disk storage space for the media library.
3. **“Store regenerated thumbnail image.”** When you import an image into a library, *MasterClips MediaPaq Browser* gathers enough information about the image to reproduce the image in the thumbnail view window. If you change the size of the image in the thumbnail view window *after* you import an image, you will notice that the quality of the thumbnail view images deteriorate. To restore the quality of the image display, you must *regenerate* the image using the “Regenerate” function. Regenerating the images in a library may consume twice as much disk space if the images are large. You should carefully consider the

amount of disk space required for large images before you choose to save them in the regenerated state. On the other hand, regenerating image quality is time-consuming for large files. Saving the files in their regenerated state can save a great deal of time in working with the library. Select “Store regenerated thumbnail image” to store the images at their regenerated quality.

4. **“Always display images full screen.”** This option forces *MasterClips MediaPaq Browser* to always display the “Show” window images at their largest possible size for the current screen resolution.
5. **“Automatically play attached sound when viewing.”** If this option is selected, any sound that may be attached to an image is played when you view the image (i.e., double-click on the image or select the “Show” window button).
6. **“Stay on top when minimized.”** If this option is selected, the *MasterClips MediaPaq Browser* icon will remain on top (i.e., visible) in the lower-left corner of your screen regardless of which application is active.



## Exiting MasterClips MediaPaq Browser

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



## Summary

This completes the tutorial on the basic features of *MasterClips MediaPaq Browser*. 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.