

***** ON-LINE MANUAL FOR THE BROWSER *****

OVERVIEW

GETTING STARTED

Know Thy Menus

Viewing Images

Browsing/Searching Through A Catalog

Creating a Catalog

Building a Catalog

Accessing and Updating Catalog Information

Printing a Catalog

MAKING THE MOST OF THE BROWSER

Display Image Options

Creating a New Image

Saving an Image

Editing and Manipulating An Image

Maximizing the Features of Windows

Slide Show

Runtime options affecting the operation of the program

Default options effective upon start-up

Options that can be specified on the command line

Removable Media

WIN.INI and alternate BROWSER.INI option storage

Appendix I Formats

Appendix II The Search Operation

Appendix III Printer Troubleshooting

Appendix IV Exporting Catalog Information

OVERVIEW

Thank you for purchasing Art Appeal. We are dedicated to providing you with the highest quality and most creative business art available. Our 1,200-plus images put you in the artistic driver's seat, allowing you to create imaginative, effective documents and presentations. After creating a sparkling report or a winning presentation, sit back and enjoy the praise. You don't even have to tell anyone we helped.

While our 1,200 images are designed to give you unequalled variety, they may become difficult to keep track of. Art Appeal comes with a utility we have provided named **The Browser**.

The Browser needs some further explanation and as such, we've put together this on-line user's manual to help things along. This manual can also be printed. For reading ease, we've used a fairly large font and generous line spacing. While these features make the manual easy to read on the screen, expect about 35 pages of output when you print.

So what's this **Browser** all about? **The Browser** is designed to manage a collection of graphic images in the Microsoft Windows environment so that they may be readily retrieved when desired. The program reads a variety of different graphics programs in addition to the Computer Graphics Metafile (CGM) format of this product. Please see Appendix I at the end of this manual for a complete listing of those formats.

In designing our manual, we assumed that you are familiar with the Windows operating system, with the use of a mouse, and with the terminology used to describe both. For more information, please refer to your respective Windows and Mouse manuals.

The Browser is based on the "Catalog" concept, which can be likened to a file index. A catalog is a group of images defined by selected criteria. For

example, if you're working on a project which utilizes 20 different images, you can create a "custom" catalog for those images. Your new "project" catalog allows you to quickly find the 20 images. Other catalogs can be developed based on usage, size, color, resolution, graphics format, subject, content, etc.

Catalogs are created via the Create Catalog option. Images are placed in the catalogs via the Build Catalog option. The catalog entries can be annotated with your own comments by supplying keywords and/or a description. After data has been entered relating to the images, searches can be made throughout the entire collection of images based on selected search criteria. In other words, **The Browser** functions as an image database.

Art Appeal comes with pre-built catalogs. Each category contained on the CD-ROM, both in CGM color or WMF color, has a corresponding pre-built catalogs with keywords for that category.

Another useful feature of **The Browser** is the On-Line **Help** feature. Help is available to you in any screen by clicking on **Help** in the Menu bar or clicking on **Help** in the dialog box currently on the screen.

Please keep in mind that **The Browser** is a utility to organize and view your images. One feature of **The Browser** allows you to view images as "thumbnails" (small versions of the individual image). Thus you can see exactly what is going into your "custom" catalog. Note that the thumbnail image viewed **is not** the same quality as the actual Art Appeal image located on your CD ROM (or in your hard drive if you had the room to install them). The thumbnail view is a "jaggy bitmap" image, while the actual image is a high quality vector drawing. In this case, what you see is not what you get! You actually get better!

The entire **MCP** staff is dedicated to you, the user. If you have a question or something isn't working just right, give us a shout. **Customer Support** is available by calling **1-900-CALL CLIP**. This is a pay-by-the-minute service that costs \$2.00 for each minute. The service is available from 9:30 am until 5:00 PM, Eastern time, Monday through Friday. To use this service you must be 18 years or older, or have the permission of your parents. In the event you experience a problem with this service, please call (305) 967-8233 for assistance. Again, thanks for investing in our product.

GETTING STARTED

In general, novice users will find that the **GETTING STARTED** section provides sufficient guidance for successfully using our product. The **MAKING THE MOST OF THE BROWSER** section gets into more detail. This section is designed for advanced users. The **APPENDICES** are more technical in nature. They are provided primarily for reference.

KNOW THY MENUS

The Browser consists of six main menu choices:

- File
- Catalog
- Options
- Capture
- Windows
- Help

Most user activity will occur in the **Catalog** and **Options** menus. The on-line user manual is thus set up to concentrate on these two main menu choices and their underlying menus and options.

VIEWING IMAGES

The easiest way to familiarize yourself with **The Browser** is to access one of Art Appeal's pre-built catalogs. This will give you the opportunity to learn the basic commands as well as expose you to a grouping of images.

Accessing a Catalog to View

In order to bring images up on the screen, you have to access a catalog from which to select an image.

USER NOTE: If you didn't install the pre-built catalogs when you originally installed Art Appeal, you may want to reinstall the program and elect to install the pre-built catalogs.

If your pre-built catalogs are currently installed, proceed as follows:

1. While viewing the initial screen, choose **Select Catalog** from the Catalog Menu. The **Default** catalog will be in the **Catalog Window**. Scroll down the choices and choose one of the pre-built catalogs, such as **Office**, which will then appear in the title window. Click on **OK**. Office becomes the current catalog.
2. Select **Thumbnail View** from the **Catalog Menu** options. The thumbnails are displayed on the screen, in alphabetical order, which is **The Browser** command default.

Viewing the Image

It is important to realize that the thumbnail view of an image is a compressed view. Thus, it doesn't reflect the true quality of the image. To view an actual image from a catalog, perform the following steps:

1. Place the cursor on the image. The cursor becomes a magnifying glass.
2. Double click on the left mouse button. The actual image appears on the screen. This process may take a few seconds.
3. To view the image full screen (without any Windows' applications), double click with the left mouse button.
4. Double click again to return to the **Browser**. The actual image reappears with the Windows' application.
5. To close and return to **Thumbnail View**, access the Windows drop-down menu (click on the (-) located in the top left corner of the image). Select **Close** from the menu.

Thumbnail Pop-Up Menu

The **Thumbnail View** screen permits you to do a variety of things through its **Pop-Up Menu**. To access the **Pop-Up Menu**, place the cursor on an image and click once on the right mouse button. The **Pop-Up Menu** appears.

Information Option

Click on **Information** to view all data associated with the image.

1. The **View Catalog Entry** screen appears with a picture of the image and a table of information about the image. You can change the entries in the fields, as you desire. See the Section entitled CREATING A CATALOG for instructions.
2. In the **View Catalog Entry**, you can also choose to uncatalog the image by clicking on **Uncatalog**. The **Verify Uncatalog** screen appears to ask if you want to uncatalog the image. Click on **Yes** if you do or **No** if you do not.
3. Exit the **View Catalog Entry** screen by clicking on **Update** if you have made changes to the data or **Cancel** if you want to continue with the current data in place. The **Thumbnail View** Screen reappears.

Hide Thumbnail

There may be instances when you are working in a catalog which has so many images that you want to hide some from view to make your work more manageable.

1. Place the cursor on an image and click on the right mouse button to access the **Pop-Up Menu**.
2. In the **Pop-Up Menu**, click on **Hide Thumbnail**. The **Confirm Action!** screen appears to ask if you want to delete the

thumbnail from the view. Click on **OK**. That image will be replaced by the next image in the category, if there are more images, or it will be blank.

3. To view that image while it is hidden, go to **Catalog** on the menu bar and click on **Display Hidden**.
4. To unhide the image, make sure **Display Hidden** is checked (step 3). Place the cursor on the image and access the **Pop-Up Menu**. Deselect the **Hide Thumbnail** option.

View Option

We told you there was more than one way to view an image.

1. Place the cursor on an image and click on the right mouse button to access the **Pop-Up Menu**.
2. In the **Pop-Up Menu**, click on **View**. In a few seconds, the image will be displayed.

Other features available in the **Pop-Up Menu** are **Launch Application** and **Slide Show**. For information on **Launch Application**, please refer to the section entitled MAXIMIZING THE FEATURES OF WINDOWS. For information on **Slide Show**, please refer to the section with that title.

BROWSING/SEARCHING THROUGH A CATALOG

The **Browse** and **Search** features permit you to look for an image based on your desired criteria, such as keyword, format, date, or file size. You can view the image singularly or you can view a group of images which meet your criteria. If you wish to have smaller catalogs which are easier to manage, you can remove an image or group of images from a catalog or from the hard drive itself. This is an important distinction!

Initiating a Browse or Search

Before initiating a Browse or a Search, you must access a catalog. Only one catalog can be searched at a time.

1. Select a catalog from the **Catalog Menu** by clicking on **Select Catalog**. Use the **Up** and **Down** arrow to view the catalogs on file.
2. Click on **OK**.
3. Select **Browse** from the **Catalog Menu**. The **Browse/Search** dialog menu appears.
4. Click on **Options >>** in the **Browse/Search** dialog menu. Enter your criteria - **format**, **special conditions** and/or **search keywords**. For more technical information of the search process, see **Appendix II, THE SEARCH OPERATION**.
5. Click on **Search**. The **filenames** from the current catalog which meet your defined criteria appear.

Viewing Images

It is much more useful to view the images themselves than to simply look at the filenames. In the **Browse/Search Menu** perform the following steps:

1. To view the images on the screen, select a **filename** and click on **Load**. The image displays and the dialog box remains active and partially obscures the image. To remove the dialog box from the screen, click on the (-) located in the top left corner of the image and select **Close**.
2. You can click on another **filename** and then click on **Load**. The second image displays as well. However, the images cannot be moved across the screen, which will get quite crowded.
3. Another way to browse through multiple images located by a specific search, is to click on **OK** instead of **Load**. This displays the **Catalog Entry** dialog box with a thumbnail view of the image in the upper left corner.
4. One can scroll through the catalog by clicking on **Previous** and **Next**.

It's quite possible that images in other catalogs will qualify under your search criteria. After you have worked through the selected catalog, return to the **Browse/Search** menu and use the **up** and **down arrow** to view other available catalogs. Click on another one and restart your search following the same procedure you just completed.

Besides **View** and **Load**, the **Browse/Search** menu offers a variety of other functions. These options will assist you in editing and customizing the catalogs and are accessed by clicking on the appropriate menu item in the **Browse/Search** dialog box.

OK

The **OK** button provides access to the **View Catalog Entry** dialog box.

1. Select **Browse** from the **Catalog** menu.
2. Click on **OK** in the **Browse/Search** dialog menu. The **View Catalog Entry** dialog box appears.

As discussed above, you can scroll through the catalog by using the **Previous** and **Next** buttons. This dialog box also allows you to input certain data about the image. For further detail on the **View Catalog Entry** dialog box, refer to the section entitled CREATING A CATALOG.

Moving Images to Another Catalog

This procedure allows you to move an image out of one catalog and into another. It also explains how to duplicate an image and place the duplicate in another catalog.

1. To place an image in another catalog, click on **Move/Copy** in the **Browse/Search** dialog menu. The **Select Target Directory** appears.
2. To duplicate the image and place it in a different catalog, select **Copy Only** and then enter the names of the new **directory** and **catalog**. This action results in a copy of the image remaining in the current catalog and a copy of the image appearing in the new catalog.
3. To move the image out of the current catalog and into a new catalog, enter the **directory** and new **catalog name** and click on **Move**. The image is deleted from the current catalog and is now located only in the new catalog. Either way, the catalog

entry is updated to reflect any changes you have made, including the new location and a new name if you have renamed it.

Uncatalog Images

This allows you to remove an image from the current catalog without placing it anywhere else. The image is not deleted from the hard disk by this action, just from the current catalog.

1. Go to the **Browse/Search** menu.
2. Click on **Uncatalog**. A **Confirm Action** dialog box appears.
3. To remove the image, press **Yes**; to cancel the action, press **No**.

Delete File

This action deletes the file from the hard disk as well as the catalog.

1. To delete an image from the current catalog and the hard disk, click on **Delete File**. A **Confirm Action** dialog box appears.
2. To continue, press **OK**; to abort, press **Cancel**.

Print Cat

This button permits you to print the entire catalog, with or without the descriptive data, to an output drive. For further information on printing, please refer to the section entitled **PRINTING A CATALOG**.

Cat Info...

This button takes you to the **Statistics** screen of your current catalog. There you will see information about the number of filenames in the catalog, how

many are active, how many have been deleted, and the number of bytes which correlate to each of these data entries. This screen also tells you how much free disk space you have available should you wish to add more filenames to the catalog or more catalogs to **The Browser**.

Cancel

To close the **Browse/Search** dialog box, click **Cancel**. Clicking on the box in the upper left hand corner of the screen and selecting **Close** also closes the menu.

CREATING A CATALOG

The **Browser** always maintains at least one catalog, the **Default**. However, you may add as many catalogs as your system's disk storage permits.

ASSEMBLING A CATALOG

To assemble a catalog, you must locate and identify the images you wish to include. You may choose images based on some criteria or just randomly.

1. Go to **Catalog**. Click on **Select Catalog**. The Select Catalog menu appears.
2. Click on **Create New** under **Catalog Action**.
3. Enter the name of the **New Catalog Title**. The name appears above the **Thumbnail View** and any printout you create.
4. Using the cursor or the **Tab** key, go to **Catalog File Name**. Enter an alphanumeric name for the catalog, 8 characters maximum. **The Browser** creates two files in the directory: one with the extension **.CAT** and one with the extension **.CIX**.
5. Using the cursor or the **Tab** key, go to **Path** and enter the **Drive** and **Directory** of the images you wish to place in the

catalog, i.e.

C:\MCP\ANIMALS.

Note: We suggest that the location of a catalog be in the same directory as the majority of the images contained in the catalog because the catalog's path also becomes the default path for accessing the images.

6. If your catalog will contain only certain graphics formats, the **Default File Extensions** for files displayed in the **File Open** dialog box can be defined for each catalog.

7. Using the cursor or **Tab** key, go to **Volume**.

8. If there is a **Volume Label**, type in the **Volume** name of the drive where the images are located. Should you be uncertain of the location, go to the drive and type in the word **Label**. It will tell you the **Volume** name. If the volume has no label, ignore this field.

Note: A Volume Label is a MS-DOS command function. For more information, please refer to your MS-DOS manual under Label or Format. A volume may be optionally specified for a catalog. If present, the volume name of the drive containing the catalog will be checked prior to opening a catalog. This option is quite useful when a catalog exists on a removable drive such as a Bernoulli box. If the correct volume is not mounted, you will be prompted to insert the proper volume.

9. Click on **OK**. Your new catalog is created.

10. The **New Catalog Created** dialog box appears to ask if you want the new catalog to be your current catalog. If you want to work with the new catalog, click on **Yes**. If not, click on **No**. Either

way, your
display box.

new catalog will now be listed in the **Catalog Title**

BUILDING A CATALOG

Now that you have created a new catalog, it is time to place images in it. This is done with the **Build Catalog** option in the **Catalog Menu**.

1. Click on **Build Catalog** to access the **Select Items to Catalog** dialog box. This contains the files that can be selected and added to the catalog.
2. Click on the **Drive** and then click on the **Directory** where your images are located.
3. Click on the **filename** of the desired image.
4. Click on the Build button and the image is read in and cataloged. The catalog builds and the **Catalog an Image** dialog box is displayed.

Note: If the file selected is already in the catalog you're building, clicking on it will not have any effect and it won't be added. In other words, you can't have two of the same image in a catalog.

Note: There are several options available to simplify this process. These options are explained in more detail below.

5. The **Catalog an Image** dialog box contains a variety of user fields and program fields with important information about the image. All of the fields except for file size, date created and format can be directly modified.

6. Enter the required information in the user fields:

Title This is the title of the image. If a GIF89a

image has a
maximum
entered is 59,
line feeds.

title, it will be filled in automatically. The
number of characters that can be
including carriage returns and

Keywords This field can contain a number of keywords, up to the length of the entry box, to be used for searching. These keywords can be used to select a list of files meeting requested search criteria. The maximum number of characters that can be entered is 87.

Description This field can be used to enter any descriptive data concerning the file, up to a limit of 1200 characters. This field can be scrolled and edited using standard editing commands. If a GIF89a image has text data included with it, it will be placed here.

Catalog Dropdown combo listbox used to select the catalog to be updated.

7. Except for **file size**, **date created** and **format**, the program fields can be directly modified. These fields include:

Filename The name of the file. In the case of KODAK photo CD's, the image will be cataloged with a pseudo name made up of the CD's creation time (an eight digit Hexidecimal number), with an extension of "nnn" where "nnn" is the image's number on the Photo CD. This is because Photo CD's use the same file names, e.g. IMG0001.PCD on every CD.

Pathname The primary location (hard disk) pathname and volume label are displayed as well as the backup (floppy disk) location. Therefore, there can be two access paths for the file.

Primary

Vol The volume name of the primary location.

Backup & Path The volume name and path of the backup floppy disk.

Size File size in bytes.

Date & Time Creation date and time of the file.

Info The height, width, number of colors and file format are displayed in a box in the lower left corner.

8. When you are finished, press **Catalog**. This returns you to the **Select Items to Catalog** dialog box. Repeat this process until the your catalog is assembled. Then click on **Done** to exit from the menu.

As discussed above, there are several options available to simplify the catalog building process. These options are located on the **Select Items to Catalog** box.

Show All

The **Show All** box is actually a "cycling" menu. Clicking on the box changes it to the following options:

1. **Show All** lists all the files in the selected directory.
2. **Show Cataloge** changes the listbox display to only those files that are cataloged in the selected catalog.
3. **Show Uncataloge** changes the listbox display to only those files that are not in the selected catalog.

Select All

The **Select All** option selects all of the files in the listbox. If there are only a few files that you wish to exclude, you can then de-select them manually by clicking on the **filenames**. This procedure is only useful if you wish to catalog the majority of the files. Otherwise, it is quicker and easier to select each desired file individually.

Auto Update

Selecting the **Auto Update** options allows for fully automatic updating of the selected files. Leaving it off requires you to press the **Catalog** button after updating the user fields information in the **Catalog an Image** dialog box. It is more convenient to catalog manually if you are doing one image at a time. To establish a new catalog or to update a catalog with many images, the automatic method is preferred.

Stop on Error

The **Stop on Error** option can be turned on to bypass prompts for error or warning messages such as when large 24 bit files are read.

Force Update

If you wish to reconstruct the thumbnail for catalog entries that already exist, you can turn on the **Force Update** option.

Follow Directory Tree

To facilitate building all the files for an application or an entire CD-ROM volume, the **Follow Directory Tree** option can be turned on to list all files in subdirectories of the current directory.

Catalog Build

When you use the **Catalog Build** command, images that are already cataloged will not be read to create a new thumbnail. However, the catalog entry will be updated with backup volume and path information for files on floppy disk.

Volume ID

If a floppy disk containing images is processed and the floppy disk is not labeled, **The Browser** will prompt you and label the disk for you so the catalog entry can indicate the **Volume ID**.

ACCESSING AND UPDATING CATALOG INFORMATION

Accessing Catalog Information

After building a new catalog, you can access it and edit it. This is accomplished by using the options located in the **Catalog** menu. Earlier in the manual, we explored the **Catalog** menu. Let's briefly revisit it.

To access your new catalog use **Select Catalog**.

Use the **Browse Catalog** option to view, sequentially, the contents of a catalog. While in this screen, user supplied information such as title, description and keywords can be changed. An important option that can also be accessed is the **Search** function. The scope of entries that will be displayed in a catalog can be modified by setting search criteria. Besides searching on **keywords** defined for each entry, a search can take into account such attributes as **file size**, **format**, **number of colors** or **date** (see **Appendix II, THE SEARCH OPERATION**).

To update a catalog with a large number of entries, use the **Build Catalog** option. This can be done automatically, or the function can pause for each image to allow you to update **title**, **description** or **keyword** information (see **Auto Update** in the **Building A Catalog** section).

View the catalog by selecting the **Thumbnail View** option. This displays **thumbnail** images of cataloged items in the currently displayed window. Scrolling commands (either from the keyboard or mouse) enable the user to browse through all of the entries in the catalog. Click on a thumbnail image with the right mouse button to display the **Pop-Up Menu**. Click on **Information**. The **View Catalog Entry** screen appears and you can update the **title**, **description** or **keywords**.

User Note: Information other than user supplied title, description and keywords is automatically updated when exercising the **Catalog Catalog** (see below) or **Catalog Build** commands. The **Catalog Build** command is particularly useful for updating a catalog with the location of files. For example, if you previously copied images to floppy disks, the **Catalog Build** command could be used to update the catalog with the backup locations of the files.

Multi-Catalog Updating

There will be occasions when you wish to move an image from one catalog to another. This is very easy with **The Browser**. There are three ways that this can be done short of simply cataloging an image from scratch in another directory.

Catalog Catalog (Method #1)

Assuming that an image is already cataloged, use the **Catalog Catalog** command to display the catalog entry. Take note that in order to access the **Catalog Catalog** command, you must load an image. The **Catalog Catalog** command takes you to the **Catalog An Image** box. Select a new catalog using the **Catalog** listbox then press the **Catalog** button. This method has its drawbacks, however. The catalog entry in the original catalog is still present and must be manually deleted if it is no longer desired. Secondly, the original catalog is no longer selected so, to continue working in that catalog, the original will have to be re-selected.

Thumbnail View (Method #2)

A more efficient way of moving images from one catalog to another can be invoked via the **Thumbnail View** command. Individual thumbnails can be marked for some future action. Then the **Process Thumbnails** command can be used to either **Move**, **Copy** or **Delete** all of the marked thumbnails. Moving or copying thumbnails to another catalog does not entail replacing the current catalog selection so that operation in the current catalog can continue uninterrupted.

PRINTING A CATALOG

To print a catalog, select **Print Catalog** from the **Catalog** main menu. The **Print** dialog box is displayed. This dialog box allows you to select one of the following print range options:

1. All images in the catalog
2. A selected range of images
3. A range of pages

The **Print** dialog box provides access to two other menus: **Setup** and **Options**. The **Setup** menu allows you to select a different printer and/or the page size and other printer options. The **Options** dialog box allows you to

customize your print job. Dialog box choices include:

Print Catalog using Thumbnails

The **Print Catalog using Thumbnails** option, if turned on, forces **The Browser** to utilize the Thumbnail image that is part of the catalog entry. If this option is turned off, the image will be read from disk prior to printing. Reading from disk results in far superior picture resolution *at the expense of the time necessary to read the images in*. It also may be less convenient as you may have to repeatedly swap disks to read images that do not reside on your hard disk.

Dither when Printing

The **Dither when Printing** option should be turned on if the printer cannot print color or convert to grayscale. In that case, **The Browser** performs the necessary dithering. This option affects both printing of whole images as well as catalog entries.

Note: The above options are saved in the WIN.INI file, by printer, so that when a new printer is selected, its options are established automatically.

Complete Entries and Thumbnails

The **Complete Entries** and **Thumbnails** buttons allow for the selection of different printing formats. The **Complete Entries** option prints up to 4 catalog items per page. When the **Thumbnails format** is selected, only the **thumbnails** and their **filenames** are printed. On 8 1/2 x 11 inch paper, you should be able to print 20 thumbnails per page, assuming 3/4 inch top margins, 1/2 left, right and bottom margins and a 1 1/2 inch thumbnail.

User Note: Formatting the printed catalog. By setting the margins and changing the size of the thumbnail that is printed, it is possible to format the printed catalog to fit various paper sizes. For example, if you want to print on 5 1/4 x 8 1/2 paper, change the margins to 1/2 at top and bottom, left and right and change the thumbnail size to 1 inch. The same number of thumbnails can be printed per page as using a 3/4 inch top margin, and 1/2 inch side and bottom margins with a 1 1/2 inch thumbnail on a 8 1/2 x 11 inch piece of paper.

Fonts

Pressing the **Fonts** button allows you to select a **typeface** and **size of type** for the catalog print functions. Separate font information is established for each printer and will be used the next time that the printer is selected.

User Note: Selecting a **Font Style** other than **Regular** does result in that style being used. **The Browser**, however, determines which portions to print in bold or underlined text.

Options Display and Print...

The **Options Display and Print...** dialog box allows you to scale the picture to the desired size. To aid in selecting the correct size, the size of the image can be expressed as a percentage of the original or in pixels. Also, the resulting size in inches or centimeters is displayed. **The Browser** assumes that the image is comprised of square pixels and automatically scales the image to avoid distortion if the printer horizontal and vertical resolutions are not the same.

Please note that in order to access the **Options Display and Print...** dialog box, you must have an image loaded and the loaded image must be selected as the active window if more than one window is opened.

Printing Catalog Entries

The first step required in printing a catalog is to select a printer and the desired typeface and size of the entries. Once you have done that, there are several ways to print a catalog entry:

1. Printing One Image

There are two alternative methods of printing one image:

- This
the
selected.
- A. From the **Catalog Browse** dialog box select the desired image. Click on **Print Cat.** brings you to the **Print** menu. Note that **Print Range** option is automatically selected. All you have to do is click **OK**.

OR

- Catalog View.** The
the **Print**
desire to
use the
around the portion
- B. If you want to view the image before printing, select the desired image from the **Browse** dialog box. Click on image is now in full view. Select option from the **File** menu. If you print only a portion of the image, mouse to draw a marquee you wish to print.

2. Printing all of the Images in the Current Catalog

To print all the selected entries in the current catalog:

- A. Select the desired catalog.
B. From the **Catalog Menu**, select **Catalog Print**.

3. Printing only Marked Images

This option is very useful if you want to print some of the images in a category, rather than all.

1. Access the pop-up menu in **Thumbnail View**.
2. Mark the thumbnails you want to print.
3. Select the **Print** option from the **Process**

print
of

Thumbnails Menu. This command will only marked entries. It is the best way printing specific items to print.

4. Printing a Range of Images

One doesn't have to print all the images in a catalog. Use the **Catalog Browse/Search** commands to narrow the scope of the catalog to images which meet your specific criteria.

the
specific

MAKING THE MOST OF THE BROWSER

DISPLAY IMAGE OPTIONS

The **Browser** permits you to make several choices about how images are displayed on your screen. These options are accessed on the **Menu Bar** under **Options**.

Center Image

If a window is expanded or a full screen view is selected, the image displayed is located in the upper left-hand corner of the window. Selecting the **Center Image** option centers all images smaller than the size of the current window both horizontally and vertically.

Stretch to Fit

When activated, this option causes images to be stretched or shrunk, keeping the proper proportion or aspect ratio, to fit the current window's size.

Auto Dither

Images can be read in several resolutions:

1 BPP	1 bit per pixel or two colors, black & white.
4 BPP	4 bits per pixel or 16 colors.
8 BPP	8 bits per pixel or 256 colors.
24 BPP	24 bits per pixel or 16 million colors.

The number of colors displayed is determined by the maximum number of colors that your video display and driver software can handle. **The Browser** retains all color information in an image even if all the colors can't be displayed on your monitor. For example, if you are using the standard VGA driver that comes with Windows, you can only display the 16 colors that Windows uses. If you read an image that uses 256 colors, most of the colors will be displayed using the nearest color. The result is unacceptable in many cases.

The Browser offers a remedy for this situation with its **Auto Dither** option. Dithering is a way of simulating the display of many colors by substituting various combinations of the 16 colors. It fools your eyes so that the image appears to have more shades of color than can be actually displayed.

Turning on **Auto Dither** forces **The Browser** to automatically dither images for display if they have more colors than the display can present. It only operates on a device that does not have the capability of displaying all of the colors in an image. For more information, see **Dithering** below.

Background Color

When the size of an image is increased, the additional area of the image is painted to the background color that is set by the **Background Color** option. You may choose that default through the Options Menu as follows:

1. Click on **Background Color..** in the **Options** menu. A color chart is displayed.
2. Choose one of the **Basic** colors and click on **Define Custom Colors**. A custom color palette is displayed.
3. Make your adjustments by moving the arrow in the far right portion of the screen up and down with your mouse cursor. Once the color is acceptable, click on **Add to Custom Colors**. That color is now displayed in the **Custom Color** boxes.
4. Click on the color box, then click on **OK**. It will be the new background color.

Palette

Each image that is displayed possesses a palette. This palette is a list of colors that are used to display the image. In most cases, the palette is limited to some particular value that is directly proportional to the color resolution of the image. This is generally 2, 16 or 256 colors. If your video card supports 24 bit color, the palette can contain more than 16 million colors.

The majority of video cards are capable of displaying only 256 colors or less at a time. Nevertheless, these 256 colors are not fixed but can be any one of 256,000 different colors. The purpose of the palette is to tell the video display which 256 of the possible 256,000 colors will be used.

The palette makes it possible for you to change the colors in the image. Two of the most common palette operations are adjusting the **contrast** and **brightness** of an image. By making all of the colors more intense, the brightness of the image can be adjusted. Likewise, by adjusting the darker colors unequally, the contrast of the image can be adjusted.

Many scanned images contain a wider range of color than can effectively be displayed by many video displays. If an image is too dark, brightening it or adjusting the contrast may bring out details that otherwise could not be seen. **The Browser** can easily handle such adjustments utilizing the **View Change Palette** command. A Complementary command is the **View Gray Scale** command which can be used to convert a color image to shades of gray.

User Note: In order to access the **Palette Menu**, you must load an image.

Color Resolution

Normally, the user will not wish to change the color resolution of an image. In some cases, however, there may be good reasons for doing so. It is safe to say that the most efficient storage of an image takes place when the number of colors used in the image is less than the color resolution and greater than the next lowest color resolution value. Generally images are stored as 1 bit (2 colors), 4 bits (16 colors), 8 bits (256 colors) or 24 bit (16.8 million colors).

Little is gained by reducing the color resolution of an image as this results in a loss of color information. Likewise, increasing the color resolution increases the storage space requirements while providing no additional color information.

The most rational exception is converting 24 bit images to 8 bit images. Unless you have a 24 bit video display, there is little need to retain the extensive color information contained in 24 bit images. The 24 bit video display usually is reserved for commercial printing applications. The display of 24 bit images on the usual VGA or SVGA or even 8514 video display is very time consuming. For that reason, you may want to convert a 24 bit color image to 8 bits to facilitate viewing it at a later time. **The Browser** can easily handle this conversion in **File Save**.

Sometimes images are written in 256 color format but only contain 16 colors or less. In this case, the disk space taken up by the image could be substantially reduced by reducing the color resolution to 16 colors (4 bits).

Dithering

Another option that can be utilized to convert, for example, a 24 bit image to 8 bits, is the **Palette Dither** command. While dithering can take a considerable length of time, the results can be quite good. Dithering initiated by the **Palette Dither** command as opposed to the **Auto Dither** option permanently changes the color resolution of the file. The **Auto Dither** option, on the other hand, only dithers the image for display on a device that does not have the capability of displaying all of the colors in the image.

The degree of dithering is controlled by the palette selected. If you choose **Black and White**, the dithered image will only contain 2 colors. This may be desirable in preparation for printing since most printers, (color printers excepted), only print black or white and don't know what to do with shades of gray (note that most of the print drivers distributed with Windows 3.1 do a good job of printing color images as halftones and do not require that the image be dithered to black and white first).

You can choose **Color (use current palette)** when a 24 bit image is displayed. This will most likely be a 256 color palette. Choose **16 Color palette** for

displaying images on a 16 color video display and if you wish to save the image with 4 bits per pixel color resolution.

Choose **20 color stock palette** to display images with the Windows standard 20 color palette and with video drivers such as the standard VGA driver. The **256 color palette** has an even distribution of all colors. This palette may be used to provide a common palette for cutting and pasting several images that have different palettes.

If you wish to use the palette of another image in the Clipboard palette, you may do so by copying the image with the desired palette to the clipboard. This also copies the image's palette to the clipboard. A palette from the clipboard may be used to provide a common palette for cutting and pasting several images that do not have the same palette.

CREATING A NEW IMAGE

The Browser provides for the creation of a completely new blank image which can then be edited. For example, you wish to combine several images into a composite image. The way to do this is to create a blank image of the desired size by utilizing the **File New** command.

1. New Image Dimensions

The default dimensions shown in **X Dimension** and **Y Dimension** will be that of the window size before you select **File New**. If you

know the size that you want the new image to be, you can manually enter the desired X and Y dimensions. The Set to Windows and Set to Clipboard buttons sets or resets the X and Y values to that of the current windows or Clipboard image (if any). Select Clipboard if you want the new image size to be the same

as the image in the clipboard.

2. Color Resolution

The color resolution of the new image defaults to 1 bit per pixel. If you want more than two colors, select a different value. The selected value is the maximum number of colors that the image can contain. The **Initial palette** of the new image defaults to the **Windows default palette**. This palette contains 16 colors unless you have a Super VGA or higher resolution video driver. In that case it contains 20 colors.

You may also select a 256 color palette that contains a default set of colors. If there is a palette stored in the clipboard, you also can select it as the palette for the new image. It is recommended that you use the palette from the clipboard if it is available. This eliminates the need to convert the image when an image in the clipboard is pasted to the new image.

3. Create The New Image

Now **paste** the contents of the clipboard to the new image.

Switch to another window of **The Browser** or another application to copy the remaining images that you want to combine to the clipboard. Repeat steps 2 and 3 above as often as necessary and then select **File Save** to save the new composite image.

SAVING AN IMAGE

Occasions may arise where you wish to save an image displayed by **The Browser** because you have edited or changed it in some way. Or you may want to change the format or color resolution of the image, as stored on disk, to some other graphics format. These needs can be satisfied by the **File Save-As** command.

Standard Window commands **Cut** and **Copy** do not interpret the image data as stored on disk. In contrast, **File Save** creates a disk file from the currently displayed image.

The **format** of a saved image can be established in several ways. First, the **extension** provided for the output file can be used by **The Browser** to determine the desired format. Secondly, the **File Save** dialog box offers a number of graphic format selections to use. See **Appendix 1 on GRAPHICS FORMATS**.

EDITING AND MANIPULATING IMAGES

The Browser possesses a modest set of tools that allow images to be edited and manipulated. These tools make it possible to perform a variety of actions. Before you begin experimenting with these tools, note that once an image is edited, it must be saved and reloaded to be edited again.

Crop or Trim

In order to **Crop** or **Trim** excess portions of an existing or new image, several techniques can be used.

1. Place the cursor on the desired upper left-hand corner of the resulting image and hold down the left mouse button.
2. Move the mouse to the opposite corner of the desired portion of the image. A rectangle, called a **marquee**, is drawn on the screen. If the marquee is not in the desired location, redraw it until you are satisfied.
3. When the marquee is stretched out to the desired extents, release the left mouse button.
4. Select **Edit Crop**. The image is trimmed to the area

encompassed by the box. If the image needs to be trimmed only on the right side and/or bottom, the window borders can be moved by using the mouse to drag the borders to the desired place.

Expanding The Size of an Image Border

You may wish to expand the size of an image borders so that the borders are extended without otherwise changing the size of the image.

1. Drag the window borders to make the window the desired size. The image is centered in the middle of the new window.
2. Select **Edit Expand** to expand the image. The area added to the window is set to the currently defined background color (see **Option Background** on how to set the background color).

Resizing An Image

In the preceding discussion on expanding images, no changes were made to the actual image size. However, the overall size of the window in which the image is displayed was changed.

It is also possible to stretch or shrink an image. If desired, this can be done independently for each axis (left-right or top-bottom). This may be desirable to achieve some artistic effect or to compensate for distortion caused by conversion from another graphics format.

Resizing is done by replicating or eliminating pixels. This is an important point to keep in mind. The best results are obtained when the shrink or stretch factor is some integer multiple of the original image, such as times 2 or divided by 2, etc. Using a fractional factor will result in distortion of the image, although

this effect could vary depending upon the details of the image. It may be particularly noticeable if the image contains a repeated pattern.

There are two methods that can be used to resize an image.

Resize Method #1

1. Select the **Edit Resize** command and enter the desired dimensions. Note that the default dimensions displayed are those of the current window.
2. Resizing can be done independently on either the X or Y axis. The resizing factor can be specified either as a percentage or in terms of absolute pixel dimensions.

Resize Method #2

1. Stretch the window frame to the desired size before selecting **Edit Resize**.

Resize Method #3

1. Place the cursor on the image and use the left mouse button to draw a **marquee** encompassing the area to be resized.
2. Using the right mouse button, draw a **marquee** to delineate the new dimensions of the selected region.
3. When you release the right mouse button, the image will be overlaid with the stretched or shrunk region. The resulting image can then be cropped as desired.

User Note: In order to stretch to dimensions larger than those of the current image, you should first expand the image so that there will be sufficient room for the stretched image. It is possible to rotate an image in 90° increments and to flip or mirror the image about its X (horizontal) or Y (vertical) axis via the **Edit Resize** command.

User Note: Microsoft Windows may alter the size of a window when the **Window Tile** or **Window Cascade** menu options are selected. To restore a window to the dimensions of the image, select the **Size Window to Image** selection from the **Window menu**.

All of the preceding editing commands primarily affect an entire image. Additional editing operations using the **Windows Clipboard** can be used to cut or copy all or part of an image to the **Clipboard**. The data in the clipboard can then be pasted to another application or the current application. Likewise, other applications can copy data to the clipboard and it can then be pasted by **The Browser**.

Other Editing Notes

The Browser will copy both a DIB and device dependent bitmap to the clipboard. **The Browser** can accept the same two formats from the Clipboard as well as a Windows MetaFile format.

The Browser automatically converts an image's palette and color resolution so that, for example, a 16 color image can be pasted onto a 256 color image without corrupting the colors. If the clipboard image being pasted has a different color resolution than of the current image, you can choose to convert the current image to the higher resolution or dither the clipboard image to the lower resolution.

MAXIMIZING THE FEATURES OF WINDOWS

Object Embedding and Linking

Many Windows 3.1 applications support Microsoft's Object Embedding and Linking (OLE) protocol as a server, client or both. **The Browser** is an OLE server application and can supply images to an OLE Client application such as Windows Write or Word For Windows 2.0. To determine whether an application is an OLE client, look to see whether any of the following menu entries are present in your application's Edit menu: Paste Special, Paste Link, Links, Object or Insert Object.

If your application is an OLE client, it can import images from **The Browser** using OLE. An image in **The Browser** can be included in your application by using a Link (via the Paste Link command) or embedding the image using the Insert Object command.

Links

In order to link to an image perform the following steps:

1. Start **The Browser**. View the image as you normally would.
2. Copy the image to the clipboard and then in your application.
3. Select Paste Link. The image will then be inserted into your application.

Your application will maintain a link to **The Browser** so that if the image is changed, it will be automatically updated in your application.

Embedding

Follow these steps to embed an image.

1. Select the **Insert Object** command on your application's **Edit** menu.
2. If it is not already running, select **The Browser** icon. This will automatically start **The Browser**.
3. Select a Thumbnail view and then double click with the left mouse button on the desired Thumbnail to view the image.
4. Select **Update** from the **File** menu to insert the image into your application.
5. Subsequently, you can double click on the embedded image in your application to start **The Browser** to edit the image.

Refer to your application's documentation for more specific information as to how OLE is implemented.

Slide Show.

You may opt to view images, or some of the images, as a **Slide Show**. The images display sequentially based on an order you determine. Here's how to arrange your **Slide Show**:

1. Select a catalog and access the images via **Thumbnail View**.

If this box is checked, the filename of the image being displayed will appear in the upper left-hand corner of the screen.

Pause between

This option gives you manual control of the slide show. If the box is checked, slides will not automatically advance from one to another. The right mouse button must be double-clicked to proceed.

Repeat Show

Your show is probably awesome. To start over at the beginning when the list of marked slides has been displayed, check this box. To terminate the slide show, double click with the left mouse button.

Cursor

If you want the cursor displayed during slide show, mark this option.

Here are a few other items worth noting while using **Slide Show**:

1. During a slide show, double clicking with the left mouse button will terminate the slide show.
2. GIF89a animations that require user input can be advanced to the next frame by clicking the right mouse button.
3. To create the smoothest running slide show, it is suggested that all images be converted to Windows BMP format. This will result in the fastest load time for the individual slides.
4. Files to be displayed must exist on a non-removable drive.

Run-time Options

There will, no doubt, be an occasion that demands a certain flexibility from the **The Browser**. As such, certain options are offered to help you customize the

program. These options may be accessed via the **Options** main menu.

Display Warnings

In some cases, it is necessary for **The Browser** to issue warning messages to the user. Once you become familiar with **The Browser**, you may find these warnings to be more of an irritation than a help. To suppress all but the most serious errors and warnings, select this option.

Display Status Bar

This option controls whether the status bar will be displayed initially.

Center Image

If a window is expanded or a full screen view is selected, the image being displayed will be located in the upper left-hand corner of the window. Selecting the **Center Image** option will cause all images that are smaller than the size of the current window to be centered both vertically and horizontally in that window.

Stretch to Fit Window

This option controls whether images will be created with the "Stretch to Fit" option active. If active, the image will be stretched or shrunk (keeping the proper aspect ratio) to fit the current window's size.

DIB to Screen

The Browser normally will attempt to maintain both a device independent bitmap (DIB) and a device dependent bitmap (DDB) for any image being displayed. Display of DIBs is slower, especially when it is a 24 bit color images. However, initial creation of the DDB can also be time consuming.

For this reason, it is best to allow **The Browser** to create a DDB. However, in situations where memory is low, there may not be enough memory to create a DDB. By selecting the **DIB to Screen** option, the user will forgo creation of a DDB and the DIB will be displayed directly to the screen.

Auto Dither

Some display drivers aren't capable of displaying 256 colors. The standard VGA driver, for example, only displays 16 colors. The **Auto Dither** option causes images that contain more than 16 colors to be automatically dithered for display only. ***Note that the original image data containing 256 colors is not modified and, if the file is saved, none of the colors will be lost.***

If you wish to dither an image and save it as a dithered image you must select one of the Palette Dither options.

Dithering is a slow process. Thus, you may wish to keep this option turned off until you specifically wish to view an image dithered. How slow is it? If you have a 256 color driver, the **Auto Dither** option will cause 24 bit color images to be dithered but this may take a very long time, perhaps as much as an hour.

Verify Catalog

If it is suspected that the catalog index has been corrupted, turning this option on temporarily will force the catalog index entries to be verified with the matching catalog record. Invalid indexes will then be removed.

Fix TIFF

If your TIFF file doesn't display properly try clicking on this option. This option places special rules for TIFF files into effect.

Background Color

When the size of an image is increased, the additional area of the image will be painted to the background color that is set by the **Set Background Color**. The background color is also used to paint the surface of an image created with the **File New** command.

A dialog box is presented which enables the user to set the background color to whichever color is desired. You can use the **Color Solid** option to determine whether backgrounds will be painted with solid colors or dithered colors. The dithering option may give a wider apparent range of colors particularly if the palette is limited to, say, 16 colors by the video display.

You can also define custom colors which will be saved for the next execution of **The Browser**.

StartUp Options

You can program certain default options to go into effect whenever **The Browser** is started. The **Startup Options** menu can be accessed through the **Options** main menu. Many of the startup options are identical to those found on the **Options** menu, which was discussed above. Startup option choices include:

Default Catalog

This option specifies which catalog will be selected initially.

Default Extensions

This option specifies the file extensions of all files that should be displayed on a file selection list. The value of this option is used in turn as a default for establishing a similar option whenever a new catalog is created.

Default Directory

If this option is utilized, it will specify the current path that will be

the displayed whenever the file open dialog is accessed. Otherwise, path of the default catalog will be used.

Center Image

Selecting the **Center Image** option will cause all images that are smaller than the size of the current window to be centered both vertically and horizontally in that window. See explanation above in **Run-time Options** section.

Display Warnings

Select this warning to suppress all but the most serious errors and warnings.

Solid Background Color

This option determines whether backgrounds should be solid or dithered.

Display Status Bar

This option controls whether the status bar will be displayed initially.

Stretch to Fit Window

See explanation above in **Run-time Options** section.

DIB to Screen

See explanation above in **Run-time Options** section.

Fix TIFF

See explanation above in **Run-time Options** section.

Auto Dither

Selecting this option ensures that images will be automatically dithered if their color resolution is greater than that of the display.

See explanation above in **Run-time Options** section.

Verify Catalog

See explanation above in **Run-time Options** section.

Disable Options

The Browser offers you the ability to disable various file formats like CGM, DRW, WPG, etc.

Command Line Options

Several command line options can be specified that affect the operation of **The Browser**. These options include:

1. Initial image to display
2. Initial catalog
3. Display thumbnail view

The format of command line options is:

BROWSER.EXE <file name>, <catalog name> <-v>

"file name" is the fully qualified pathname of an image to display.

"catalog name" is the title of the catalog to be used initially. If present, it will override the default catalog.

"-v" or "/v" can be specified to start a thumbnail view.

Examples:

BROWSER.EXE abc.gif	(load "abc.gif" on startup)
BROWSER.EXE ,Test Catalog	("Test Catalog" will be the initial catalog)
BROWSER.EXE ,Clipart -v	("Clipart" will be the initial thumbnail view)
BROWSER.EXE -v	(the default catalog will be the initial view)

Removable Media

The Browser normally considers fixed media such as hard drives and network drives as primary storage media and "removable" drives such as floppy disks as "backup" locations. In some cases, for example when using a Bernoulli box (which DOS considers as "removeable"), you may wish to change the way that **The Browser** treats such drives.

If you wish to consider a particular drive as a primary storage location, with Notepad or some other text editor, add the following option to the [**The Browser**] section of your WIN.INI file: Primary_Drives=x,... where "x" is the drive letter of the drive to be considered "fixed". More than one drive can be thus overridden; you do not need a comma after the last drive.

If you wish **The Browser** to treat a drive as removable, for example to store backup copies on a network drive, add the following option to your WIN.INI file: Backup drives=j,.... As in the above case, you do not need the comma after the last drive letter. Example: Bernoulli Drives E and F are to be considered as primary storage even though DOS says they are removable. Network drives J and K are to be considered "backup" drives. Primary Drives=E,F; Backup Drives=J,K.

The **Catalog Select Catalog** command provides for specification of a **volume ID** for a catalog. If present, the **volume ID** will be checked before opening the catalog.

Profile Options

The Browser will normally keep its configuration options following a **[The Browser]** header in your WIN.INI file. In some cases, this may not be desirable; for example, in a network environment where several different users are using **The Browser**.

As an option, **The Browser** may be configured to keep its options in an alternative location. If a file named "THE BROWSER.INI" exists in the subdirectory that **The Browser** is loaded from or in some directory in the PATH, **The Browser** will maintain its options there and ignore WIN.INI. In this case, references to WIN.INI mentioned in this documentation will actually refer to THE BROWSER.INI.

APPENDIX I FORMATS

Supported Formats

Graphic formats supported by **The Browser** include:

<u>AVI</u>	Video For Windows video and sound clips (Read only)
<u>BMP/DIB</u>	Windows bitmap format
<u>CGM</u>	Computer Graphics Metafile (read only)
<u>CLP</u>	Windows Clipboard file
<u>DRW/GRE</u>	Micrografx vector file formats (read only)
<u>EPS</u>	Encapsulated Postscript embedded TIFF preview images (Read Only)
<u>FLI/FLC/CEL</u>	Autodesk Animator FLI/FLC animation files (Read only)
<u>GIF</u>	CompuServe Graphics Interchange Format (The Browser supports both the GIF87a and GIF89a standard) ("The Graphics Interchange Format (C) is the Copyright property of CompuServe Incorporated. GIF(sm) is a Service Mark Property of CompuServe")
<u>JPG</u>	JFIF format JPEG compressed images
<u>ICO</u>	Windows Icon (Read only)
<u>ICS</u>	Image Cytometry Standard files (Read only)
<u>IFF/LBM/CE</u>	Deluxe Paint II LBM & IFF files (The file extension "CE" is created by Digital Vision's Computer eyes video capture product)
<u>IMG</u>	GEM/IMG (Digital Research) format (Read Only)
<u>MAC</u>	Macintosh MACPAINT files (Read Only)
<u>PCD</u>	KODAK Photo CD images (Read only)
<u>PCT</u>	Macintosh PICT bitmap graphics (Read only)
<u>PCX</u>	Z-Soft Paintbrush files
<u>RLE</u>	CompuServe Run Length Encoded file format
<u>TGA</u>	Targa file format (TrueVision Advanced Raster

Graphics

Array)

TIFF Tagged Image format

WME Windows Metafile

WPG WordPerfect Graphics WPG files (output bitmap format only)

Additional formats can be supported by **The Browser** by utilizing the Graphics Import Filters that are supplied with Word for Windows and Aldus Pagemaker. Some of the available formats include: HPGL, AutoCad DXF and Excel graphs.

The Browser can be used to change the format of an image from one format to another. This is useful when you have an image that you wish to input to another program that doesn't support that format. In this case, read the image into **The Browser** and then save it to the desired format.

The Browser images may be saved in the following formats:

GIF87a CompuServe Graphics Interchange Format

TIFF Tagged Image Format

PCX Windows paint

TGA Targa

BMP Windows bitmap format in either compressed or RLE format

IFF Amiga IFF (Also Computer Eyes .CE)

JPEG JFIF format JPEG compressed images

WME Windows metafile

Disable Browser Formats

Several image formats supported by **The Browser** are also supported by Graphics Import Filters shipped with WINWORD and Aldus Pagemaker. If you want to use these filters instead of the built in support for these formats, you can disable the **The Browser** read routine. In this case, **The Browser** will utilize the graphics filters defined in WIN.INI in the section: [MS Graphics Import Filters].

An example is reproduced below:

[MS Graphic Import Filters]

```
Windows Metafile(.WMF)=D:\WINDOWS\MSAPPS\GRPHFLT\wmfimp.ft,WMF
DrawPerfect(.WPG)=D:\WINDOWS\MSAPPS\grphflt\wpgimp.ft,WPG
Micrografx Designer/Draw(.DRW)=D:\WINDOWS\MSAPPS\grphflt\
drwimp.ft,DRW
AutoCAD Format 2-D(.DXF)=D:\WINDOWS\MSAPPS\grphflt\dxfimp.ft,DXF
HP Graphic Language(.HGL)=D:\WINDOWS\MSAPPS\grphflt\hpglimp.ft,HGL
HP Graphic Language(.PGL)=D:\WINDOWS\MSAPPS\grphflt\hpglimp.ft,PGL
ComputeGraphics Metafile(.CGM)=D:\WINDOWS\MSAPPS\
grphflt\cgmimp.ft,CGM
Encapsulated Postscript(.EPS)=D:\WINDOWS\MSAPPS\grphflt\epsimp.ft,EPS
Tagged Image Format(.TIF)=D:\WINDOWS\MSAPPS\grphflt\tiffimp.ft,TIF
PC Paintbrush(.PCX)=D:\WINDOWS\MSAPPS\grphflt\pcximp.ft,PCX
Lotus 1-2-3 Graphics(.PIC)=D:\WINDOWS\MSAPPS\grphflt\lotusimp.ft,PIC
AutoCAD Plot File(.PLT)=D:\WINDOWS\MSAPPS\grphflt\adimport.ft,PLT
Excel Chart(.XLC)=d:\aldus\usenglish\filters\CHARTIMP.FLT,XLC
```

User Note: in the example above, "HP Graphic Language" is listed twice because there are two file extensions in use for these files. You may have to edit WIN.INI to do this. However, the WIN.INI section should be automatically established whenever you install an application like WINWORD that includes the filters.

User Note: All of these options can be set by accessing the **Start-Up Options** menu via the **Options** menu.

APPENDIX II THE SEARCH OPERATION

File Search

Four different search criteria can be applied to a catalog to restrict the catalog list to a subset. The four categories that can be used for the search are:

1. Whether a backup copy exists
2. File Format, e.g. GIF87a, TIFF, PCX, etc, as they appear in the "info" box on the catalog display.
3. Match on one or more keywords.
4. Match on special conditions, e.g. file size, width, height, number of colors or backup volume name.

The **Search** function can be accessed by:

1. Clicking on the **Catalog** menu.
2. Clicking on **Browse Catalog...**
3. Clicking on the **Options>>** button

To search, enter the desired search value(s) in either the **Format** edit box (29 characters max.), **Special Conditions** (87 characters max) or the **Keywords** (87 characters max) edit box. If nothing is entered in a box, it will not be used in the search. The **Backup File** checkbox is a three-state control. If the box is gray, then it will have no effect on the search.

If an edit box is blank, then all catalog records that do not have a backup location will be selected. If the box is checked, only those catalog records with a backup file location will be selected. The three search criteria are combined (ANDed) to select a record. That is to say, if search criteria 1 (**Backup**) is satisfied AND search criteria 2 (**File Format**) AND search criteria 3 (**Special Conditions**) AND search criteria 4 (**keywords**) are satisfied, the record will be selected.

Wildcard characters "*" & "?" can be used in search arguments. For example, to select all GIF files, the search argument GIF* will select both GIF87a & GIF89a". Either spaces or commas may be used to separate search arguments.

The underscore character "_" may be used in place of a space in a search argument if that space is significant. For example STAR_TREK will search for the string "Star Trek" while STAR TREK will hit on either "Star" or "Trek".

Case is not significant in searches. A logical AND operator '&' can be used to separate two search criteria. In this case, both search tokens must be found in order for the record to be selected. For example, if you want to select the keywords, CLIPART and ANIMALS, use CLIPART&ANIMALS as the search criteria.

In order to include in the search special conditions such as file size, image width, etc, **The Browser** has 5 special search arguments that can be used in the **Format** and **Special Conditions** boxes. Don't use any of these special codes in the Keywords box! The special codes all start with an @ sign followed by a Code for the particular value to be tested for, an operator ("<" - less than, "=" - equal . "#" - not equal, or ">" - greater than), followed by the value to be tested for.

The valid codes are:

"B" - backup volume name.

"C" - number of colors, 2, 16, 256

"D" - date in format mm-dd-yyyy

"H" - height of image

"P" - primary path name

"S" - file size in bytes.

"W" - width of image.

Some examples:

@W=320 select images whose width is 320 pixels.

@D>01/01/1991 select all dates later than January 1, 1991.

@B=GIF0020 select all images residing on backup volume "GIF020."

@C>16 select all images with more than 16 colors.

@P=C:\THE BROWSER select all images in subdirectory "C:\THE BROWSER."

The catalog will be searched for records meeting the desired criteria when the **Search** button is pushed. At the completion of the search, the new catalog list will be displayed in the listbox. To change the search criteria, enter new search values and press **Search** again.

The modified catalog list will be in force until the **Show All** button is pressed, a new catalog is selected or another search operation is performed. The **View Thumbnail View** command will only display

the currently selected catalog entries.

Launch Application

This command can be used to start up another application using the selected image. You will be prompted for the program path/name and for any additional parameters.

The Browser will append the file name and parameters together to the contents of the Program box to be used as the command line for starting up the application.

A default for "Program" can be established for a particular file type, e.g. "GIF" or "PCX", etc., by adding an entry to the **The Browser** section of WIN.INI as follows:

xxx=[drive][path]{program},[parameters] (where "xxx" is the file type: GIF, PCX, BMP, etc).

Windows Notepad or SYSEDIT can be used to edit WIN.INI.

APPENDIX III PRINTER TROUBLESHOOTING

The Browser relies on Windows print drivers to implement many aspects of printing. If you experience problems (Error during NEWFRAME, GPF's, corrupted printouts, etc.), review the following discussion:

1. Do you have sufficient disk work space? Some print drivers require that you have as much as 4 or 5 megabytes of free disk space per page of print.

2. Do you have sufficient printer memory? Your printer should be able to print a page of text including some included graphics. However, printouts such as the catalog thumbnail print or a full page print of a photographic image probably will require additional printer memory. This is especially true of laser printers where you may need 4 megabytes or more. If you have additional memory installed in your printer, make sure that you have informed the printer driver that the memory is installed.

3. Do you have sufficient memory in your PC? Many print drivers build "Metafiles" in memory before sending the data to the printer. The print operation may fail if there is not enough memory or your swap file is not large enough.

4. Do you have the latest printer drivers for your printer? If you have had Windows installed for some time, there may be newer versions of print drivers available for your printer that correct problems and/or offer faster or more efficient printing, possibly with lower hardware requirements. Contact your printer manufacturer or Microsoft for updated printer drivers. Drivers also, can be found on on-line services such as CompuServe or on many BBS's.

5. In some cases, a printer driver for another printer may work better. This is especially true in cases where a printer "emulates" some

other printer. For example if you have a hypothetical "Ajax" laser printer that emulates a Hewlett Packard Laserjet III, the HP drivers may work where the Ajax drivers don't.

6. When printing to a Network printer, bypassing Print Manager may improve printing time and reduce memory and disk space requirements on your PC. There is an option in Print Manager that controls this.

APPENDIX IV

Exporting Catalog Information

The **Browser** supports a way of exporting catalog information for use in other programs via the **Catalog Export** command. The text data incorporated into a catalog entry is written to an ASCII, comma-delimited file that can be imported into many database or spreadsheet programs. An option is available to omit the catalog entry's description field. An example of an ASCII comma-delimited item is shown below:

```
"386CMPTR.CGM", "", 667,482, "256", "CGM", "D:\PR2US\CLIPART\
COMPUTER\","DRIVE D", "", "", "", "3356", "05/22/1991", "03:00:00", ""
"4SEASONS.PCX", "", 1080,986, "2", "PCX", "G:\
PCX\","WORM0001", "", "", "CHRISTMAS                                SANTA
CLAUS", "92803", "08/04/1988", "12:00:00", ""
"5_25DISK.CGM", "", 667,482, "256", "CGM", "D:\PR2US\CLIPART\
COMPUTER\","DRIVE D", "", "", "", "1274", "05/22/1991", "03:00:00", ""
"9TO5.PCX", "", 1064,1137, "2", "PCX", "G:\PCX\","WORM0001", "", "", "CLIPART
9TO5", "58938", "08/03/1988", "12:00:00", ""
"A-MELLEA.TIF", "", 852,689, "2", "TIFF", "G:\TIF\","WORM0001", "", "", "FUNGUS
DRAWING", "23548", "11/21/1991", "07:32:13", ""
```

The Fields in each item, separated by commas are, in sequence:

1. File Name.
2. Title.
3. Image width in pixels.
4. Image height.
5. color resolution: 2, 16, 256, >256.
6. Format: GIF89, PCX, TIFF, etc.
7. Primary pathname.
8. Primary volume id.
9. Backup pathname.
10. Backup volume id.
11. File size in bytes.
12. File modification/creation date.
13. File time.
14. Description (optional).

THE END!!!!!!!!!!!!!!