Guide to U-Lead Browser

This help is divided into eight parts. The first part introduces the U-Lead Browser program. The second part contains procedures which will help you work efficiently with U-Lead Browser. The third and fourth parts cover the menu commands and tool palette while the fifth part includes some technical information about entries in the BROWSER.INI file. The sixth part is a simple explanation of the INSTALLER.EXE program and the last two parts provide simple definitions of some of the terminology used and an introduction to the ImagePals 1.2 package.

To explore a particular part, click on the appropriate button:

- **Introducing U-Lead Browser...**
- **Procedures**
- **Menu commands**
- **Tool palette**
- **BROWSER.INI**
- **INSTALLER.EXE**
- **Glossary**
- **ImagePals 1.2**

Other information

Using Help

Introducing U-Lead Browser...

U-Lead Browser provides more than just a catalog of the images on your CD-ROM. Being able to visually browse your images and use powerful search and sorting commands, you can easily find the right image at the right time. With support for drag-and-drop, OLE, and over twenty file formats, you will never be short of options when it comes to linking applications and placing files into your desktop publishing, presentation, and word processing documents.

A few of U-Lead Browser's features

Other information

Supported image data types
Supported file formats

Introducing ImagePals...

U-Lead Browser is specifically designed to provide quick and easy access to images and graphics on CD-ROM. To benefit from a more flexible working environment that includes image enhancing and screen capturing tools, you should upgrade to ImagePals 1.2.

ImagePals is a friendly environment for processing images and organizing a wide variety of files. The three seamlessly integrated programs: Album, Capture, and Enhancer, help make your daily tasks easy, intuitive, and well,...fun!

To find out more about a particular program or the features shared by all three, click on the appropriate button:

- **Album**
- **Enhancer**
- **Capture**
- **Shared features**

Other information

- **Upgrade information**

Album

Album helps you organize files of all types into collections in much the same way as you organize photographs in photo albums. These collections are known as albums. As you collect files, "thumbnail" representations of them are created and placed in the album of your choice. These thumbnails provide a tactile means to find and organize your files and even manage them on disk.

Album also acts as the hub of your image processing: providing direct access to the other ImagePals programs and other applications. Following are just a few of Album's unique features:

- automatic and manual file collection.
- display of thumbnails or filenames of files in albums.
- manual and automatic thumbnail sorting.
- search, browse, and sort options across multiple albums.
- "drag-and-drop" files from albums to other programs, and from Windows File Manager (under Windows 3.1) directly into albums.
- update albums/files with the Check and Relink commands.
- archive (backup and restore) albums and files.
- access other applications direct from Album's workspace.
- preview and display image and graphics files in a Slide Show presentation.
- a "shelf" for storing albums.

- compatibility with a variety of image and graphics file formats.
- conversion between file formats.
- support for Black & White, Grayscale, Indexed 16- and 256-Color, and RGB True Color image data types.
- support for JPEG, LZW, and RLE compression.
- display of thumbnails or filenames of files in albums.
- manual and automatic thumbnail sorting.
- search, browse, and sort options across multiple albums.
- access other applications direct from Album's workspace.
- support for Windows Object Linking and Embedding (OLE).
- preview and display image and graphics files in a Slide Show presentation.
- a "shelf" for storing albums.
- monitor gamma calibration.
- printing to output devices supported by Windows, including PCL and PostScript printers, film-recorders, and high-resolution imagesetters.
- Batch Manager to apply commands to multiple albums.
- full support for "drag-and-drop" under Windows 3.1 and partial support under Windows 3.0.
- preferences to customize operating conventions.

Accessing other albums

U-Lead Browser allows you to access album files from any drive connected to your system, be it a network drive, CD-ROM drive, optical drive, or whatever. If you are sharing a CD-ROM or other drives you can use albums at the same time as other users if they are read-only albums: ones that are in read-only directories or have been made read-only (with the DOS "ATTRIB" command or with File Manager's File: Properties command).

If an album is not read-only, e.g. one created by the full version of album on a network drive it can only be used by one person at a time. If you try to open such an album that is already in another user's workspace, you will be told that the album is in use and that it will be placed on your shelf. You can only open the album when it is removed from the other user's workspace, or that user exits album.

Note: the number of albums you can have open in the workspace is limited to twelve, but on the shelf you can have up to 142.

Enhancer

Enhancer has been developed specifically to satisfy all your image processing needs. It has just the right combination of image enhancing and editing capabilities. From scanning, improving any type of image to outputting, or even creating your own image, Enhancer does it all.

The best part about Enhancer is that you don't have to be an image processing expert to use it. Some of its features include:

- image input from scanners and many other input devices.
- compatibility with TWAIN input devices.
- automatic or manual combining of parts of images to create new images.
- selection tools and commands to select part or parts of an image and subsequently edit only those parts.
- commands to save and load selection areas as editable masks.
- controls to adjust gamma, hue, saturation, brightness, and contrast: all of which help you to enhance an image or selected area.
- support for multiple image windows.
- painting tools, image processing filters, and transformation commands to help you modify an image or selected area.
- save new images to Album and automatically update existing thumbnails.

Capture

Capture is a versatile and intuitive screen capture program that serves as an invaluable component of your image processing strategy. Aside from capturing screens, it also provides viewing, editing, saving, and extensive conversion functions. These functions and the ability to apply commands to a large number of images in a single operation make Capture a very powerful production tool. Following are just a few of Captures unique features:

- capture interface components from any Windows screen, image data from the clipboard, or resources from execution Files.
- capture screens with or without a cursor.
- capture images to the Capture workspace, to a File on disk, to the clipboard, to any Windows-compatible printer, or to any combination of these destinations.
- immediate, delayed, and consecutive capturing.
- save new images to Album and automatically update existing thumbnails.
- convert to and from the RGB HiColor data type in addition to other data types.
- user-defined hot key and activation.
- post-processing commands to convert, expand, or change the resolution of images as they are captured.
- change the Windows color scheme from within Capture.
- quick access to major options via the ribbon and, when minimized, through the Capture icon's control menu.

Shared features

As a family, the ImagePals programs share a similar look and feel and many common features. These include:

- support for Black & White, Grayscale, Indexed 16- and 256-Color, and RGB True Color image data types.
- compatibility with a variety of image and graphics file formats.
- conversion between file formats.
- support for JPEG, LZW, and RLE compression.
- ability to view images at different magnifications.
- monitor gamma calibration.
- printing to output devices supported by Windows, including PCL and PostScript printers, film-recorders, and high-resolution imagesetters.
- Batch Manager to apply commands to multiple files.
- commands to undo and redo operations.
- full support for "drag-and-drop" under Windows 3.1 and partial support under Windows 3.0.
- preferences to customize operating conventions.
- support for Windows Object Linking and Embedding (OLE).
- quick access to the other ImagePals programs via the Pals menu.

Image data types

In the same way that you can have color displays and monochrome displays, you can have different types of images. U-Lead Browser supports five types (image data types). Each type is distinguished by the number of "bits" of data it supports. The number of bits controls the number of colors available. You can work out this number by raising two to the power of the number of bits, e.g. an 8-bit data type gives a possible 256 colors.

U-Lead Browser supports the following data types:

- **Black & White**
- **Grayscale**
- **Indexed 16 and 256-Color**
- **RGB True Color**

Other data types

- RGB HiColor
- RGB 8-Color

File formats

Hardware and software manufacturers have developed different ways, or file formats, to save different types of digital data. U-Lead Browser supports a wide variety of file formats. Within any album you may find images and graphics in a variety of formats in addition to "application-linked" files. Application-linked files retain a link to their original application enabling you to open, view, and edit the file in that application direct from Album.

Image and graphic file formats

Image and graphic file formats

The following file formats are supported by U-Lead Browser.

- **Windows Bitmap (BMP)**
- **Computer Graphics Metafile (CGM)**
- **Windows Clipboard file format (CLP)**
- **Windows Cursor file format (CUR)**
- **ASCII AutoCAD file format (DXF)**
- **Encapsulated PostScript (EPS)**
- **Graphics Interchange Format (GIF)**
- **Windows Icon file format (ICO)**
- **GEM Image file format (IMG)**
- **JPEG file interchange format (JPG)**
- **MacPaint file format (MAC)**
- **Microsoft Paint file format (MSP)**
- **Lotus Picture format (PIC)**
- **Kodak PhotoCD file format (PCD)**
- **Macintosh PICT file format (PCT)**
- **PC Paintbrush (PCX)**
- **Sun Raster file format (RAS)**
- **Run-length encoded file format (RLE)**
- **Targa (TGA)**
- **Tagged Image File Format (TIF)**
- **Windows Metafile format (WMF)**
- **DrawPerfect file format (WPG)**

When you convert images or graphics to some of the above formats you are given options.

- Convert File Format dialog box

Glossary

To find out the definition of a particular image processing term, click on the appropriate button.

- Aspect ratio
- Averaging
- Bit
- Bitmap
- Black and white
- Brightness
- Channel
- Client
- Clipboard
- Clone
- Color model
- Complementary color
- Compression
- Contrast
- Data type
- Dithering
- Embed
- File format
- Filters
- Graphics files
- Halftoning
- HiColor
- HSB
- Image
- Link
- Mask
- OLE (Object Linking and Embedding)
- Pixel
- Prime colors
- Resolution
- RGB
- Saturation
- Server program
- Thumbnail
- Transformation
- True Color

Using Help

This Help contains the following buttons to speed your search for specific information:

Bulleted items list commands and features

Definition buttons provide background information

Topic buttons display associated topics

Dialog box buttons provide details about a command's dialog box

Procedure buttons display step-by-step instructions

To jump direct to a topic from within your program, press F1.

Black & White is a one-bit data type. In a Black & White image, each pixel can be only white or black. Shades of gray can be simulated by arranging black and white pixels in such a way that they appear to be gray.

For example, a square of 4 pixels by 4 pixels (16 in all) can appear to be gray (a 50% tint of black) if eight black pixels and eight white pixels are properly arranged. Changing the mix of black and white pixels can darken or lighten the shade of gray the eye perceives.

Grayscale is a 256-color (8-bit) data type. Each pixel in a Grayscale image can be black, white, or any one of 254 different shades of gray.

Choose this data type when you want to prepare images for a publication printed in a single color. If you want to introduce color into an image, convert it to RGB True Color.

Indexed-color images are images which have a "color table" incorporated into their description. This color table contains all the colors that can appear in the image. For Indexed 16-Color images, the color table has 16 colors (4-bit); for Indexed 256-Color images, the color table contains 256 colors (8-bit).

Most functions can be applied to indexed-color images, but to get full benefit from the more advanced editing features, convert indexed-color images to RGB True Color.

The initials RGB stand for Red, Green, and Blue. The data type bears this name because all available colors are created with different amounts of red, green and blue. In fact there are 256 shades of each available and mixing them together can result to any of 16.7 million possible colors. Hence the term True Color.

This data type has been introduced in conjunction with the influx of 15 and 16-bit color (32,000 and 64,000 colors). RGB HiColor display cards provide a lower-cost alternative to True Color cards for high quality color representation. You may want to use this data type if you are capturing images from a HiColor display. If 64,000 colors are enough for your needs, you can save images in this data type to save space on your hard drive. An RGB HiColor image occupies 33% less memory space than an RGB True Color image.

Note: To retain true HiColor images, you must keep them in the TGA format. The other formats do not support a 16-bit data structure.

This is an old image data type that you can open but not save. When opened, RGB 8-Color images are automatically converted to Indexed 16-Color.

This is the standard Windows file format that allows Windows to display an image consistently on different devices (with similar capabilities). You will normally only use this format for indexed-color images or for images to be used later in applications like Windows Paintbrush or in Windows itself (as, for example, your "Wallpaper").

This is a device-independent file format that retains enough information to be output direct to a printer, or imported into another application.

Developed by CompuServe to allow device-independent transfer of images. GIF supports images up to 64 MB in size with up to 256 colors (8-bit). This file format does not record image resolution, so don't use this format if retaining the resolution is important.

Developed by the Joint Photographic Experts Group (JPEG), this file format is a relatively new industry-standard compressed file format. Unlike many other compressed file formats, this one is "lossey", i.e. some data is discarded to achieve the best possible compression ratio of up to 100:1. The data that is considered to be least important to the human perception of images is discarded so, although there is sometimes an appreciable reduction in quality, you can normally balance the loss of quality with the compression ratio to achieve a happy compromise.

Developed by ZSoft Corporation for PC Paintbrush. This is the default format used by some scanning and painting applications (including PC Paintbrush). This format supports HiColor images in a 24-bit format. PCX has one advantage over the TGA format in that it incorporates a lossless compression scheme which results in the same file occupying less space on disk.

This is a format used by many specialist systems and you will probably know if you need to use it. It is the only format that supports a 16-bit format for HiColor images. When you save HiColor images in this format, they occupy less disk space than if you use a format, such as TIF, that saves them as True Color (24-bit).

Developed by Aldus and Microsoft to promote the use of desktop scanners and DTP (desktop publishing), non-compressed TIF is hardware and software independent, but there are many types which are not. Choose this format for compatibility with most other applications and to have the option of file compression.

An ISO Computer Graphics Metafile file format, CGM is a very popular vector graphic format. You can read CGM files but cannot write to this format.

CLP is the Windows clipboard format and may contain a device-independent bitmap (DIB), device-dependent bitmap (DDB), or a metafile. CLP bitmaps support Black & White, Indexed 16- and 256-Color, and RGB True Color images. You can both read and write files in this format.

This is the Windows Cursor resource file format. You can read CUR files but cannot write to this format. When cursor files are opened inverted areas are converted to black; transparent areas to white.

This is the ASCII AutoCAD file format that supports 2-D vector graphics files. You can read DXF files but cannot write to this format.

ICO is the Windows Icon resource file format. Icon resource files may contain more than one image for a particular resolution. Icons have dimensions of 16×16, 32×32, or 64×64 with 2, 8, or 16 colors. Although you can both read and write files in the ICO format, XOR and AND mask information is interpreted as fixed colors.

IMG is an image file format developed by Digital Research Corp. for use by programs operating in the GEM environment. IMG files are compressed and support Black & White and Indexed 16-Color images. You can both read and write files in the IMG format.

A fixed size, Black & White image format, MAC was developed for the Macintosh Paint application. You can both read and write files in the MAC format. (These files sometimes have the PNT file extension.)

MSP is the old Microsoft Paint format and only supports Black & White images. You can read and write files in the MSP format.

PIC is the format in which Lotus 1-2-3 saves vector-type charts and graphs. You can read PIC files but cannot save files in this format.

Developed by Kodak for its PhotoCD products, PCD supports Grayscale, Indexed 256-Color, and RGB True Color images. You can read PCD files but cannot save files in this format.

PCT is the Macintosh PICT (I & II) file format that can record both vector graphics and image (bitmap) data. You can read PCT files but cannot save files in this format.

This is a raster file format developed by Sun Microsystems. It supports Black & White, Grayscale, Indexed 256-Color, and RGB True Color image data as well as options for RLE compression, and byte and color ordering (when saving). You can both read and write files in the RAS format.

RLE is a Windows bitmap format supporting Indexed 16- and 256-Color images saved with RLE compression. You can both read and write files in the RLE format.
Note: The most notable use of this format is for the Windows start-up logo, VGALOGO.RLE.

WMF is an image file format used by many Windows-based graphic and image processing applications. As well as supporting Black & White, Indexed 16- and 256-Color, and RGB True Color images, WMF files can be, or can include graphics data.

A graphics format that can record both vector and image (bitmap) data. WPG was developed for WordPerfect and is used by DrawPerfect. You can read WPG files but cannot save files in this format.

When installed, programs record their proprietary formats and any formats they expect to open. Windows Notepad, for example, records text files as one type of file that will open in it.

This command opens a dialog box in which you can find out the program a format is linked to by typing the extension in the Files, with extension, entry box.

You can also change the association of files (see your File Manager's Help Associate Files with Applications topic). This command is the method Microsoft recommends for editing the database.

This section is a survivor of the upgrade from Windows 3.0 to 3.1. You can manually edit this section and add new entries but File Manager's Associate command is a more interactive and a safer means of doing this (changes made with the Associate command are reflected in this section but this section is not necessarily a complete record of the associations).

(The REG.DAT file in your Windows directory). Microsoft does not advise you to edit this yourself but they provide a utility, REGEDIT.EXE, with which you can view and edit it. Before you make any changes, we suggest you read the Registration Info Editor Help as this is the most complete documentation of this utility available to most people.
The entries in this database determine which files will be displayed when you select the Insert/Collect: Application-linked files options. In normal operation, this also determines the thumbnails that will be placed into your albums to represent different files.

Aspect ratio is the ratio of width to height in an image or display device.

Averaging is a filtering process which takes the gray/color value of each pixel and averages it with the values of surrounding pixels. The value of each pixel is then replaced with the averaged value.

A bit is the smallest element in a computer's memory. Bits are used to record the color values of pixels in an image. The more bits used for each pixel, the greater the number of available colors.

- **1-bit:** each pixel is either black or white.
- **8-bit:** each pixel can be any one of 256 colors or grays.
- **16-bit:** each pixel can be any one of over 64,000 colors.
- **24-bit:** each pixel can be any one of 16.7 million colors.

An image made up of a collection of dots or "pixels" arranged in rows.

An image that only contains black and white pixels.

The brightness of an image is a description of how much light appears to be emitted from it. An absence of light (black), has zero brightness; pure white light has maximum brightness.

Refers to one of the components of a color model. Different color models use different components to represent image colors. The RGB color model uses red, green and blue color component channels. The HSB color model uses hue, saturation and brightness color channels. Grayscale images can be thought of as single-channel images.

A program whose documents can accept objects linked to server programs.

A temporary storage area used to hold images or portions of images during cut, copy, and paste operations.

To make an exact copy. In Enhancer, the Paintbrush Options allow you to duplicate part of an image in another part of the image.

A color model is a way to visualize colors and how they relate to each other. Many different color models exist, each of which has a specific purpose; e.g. the RGB model is used to specify colors on computer monitors, and the HSB model provides us with a model that is easy for us to imagine.

Complementary colors are colors that are opposite in value to other colors. We often refer to cyan, magenta, and yellow as being the complementary colors of red, green, and blue.

Method of making image files smaller on disk. There are two types of compression: lossless and lossey. Files compressed with a lossless compression scheme can be restored to their original state. Lossey schemes discard data and so images when decompressed, may show quality degradation. Schemes of both types are provided, depending on the format of a given image file.

The contrast of an image is the difference between light and dark pixels. In an image with high contrast, the transition between dark and light is very clear; in an image with low contrast, the transition is less marked.

The way an image is internally represented by a computer. The data type of an image controls the amount of information that the image can retain and therefore its displayed appearance. You can read and write the following types: Black & White, Grayscale, Indexed 16- and 256-Color, RGB HiColor and RGB True Color. RGB 8-Color images can also be read, but they are automatically converted to Indexed 16-Color.

To retain true RGB HiColor data, you should keep HiColor images in the TGA format. If you convert them to the PCX or TIF formats the data is converted to RGB True Color.

Method of making images with limited colors available appear to contain more. Most notable for making Black & White images appear to contain near-continuous changes in tone (grays). By arranging pixels of different colors close together, dithering can simulate colors not directly supported by an image data type. The various dithering techniques differ in the way they calculate and arrange new pixel values.

To create a copy of an object from one program, a server program, in the document of another program, a client program. The embedded object retains a link to its server program and may be edited directly from the client.

File formats are ways in which a computer stores image information on disk.

A set of commands which allow you to enhance images and create special effects. Enhancer provides the following filters: Average, Blur, Sharpen, Edge Enhancement, Find Edge, Mosaic, and Emboss.

In general terms a file that may contain both image (bitmap) data and vector graphics. Commonly, and in this case, taken to mean a File that is primarily for vector graphics. Vector graphics do not have a basic component, like a pixel. They are defined as lines between points, and fills between lines.

A method of using a pattern of black and white dots to produce what appears to be a shade of gray. This is a common type of dithering.

HiColor normally refers to a 16-bit data type that can contain up to 64,000 colors. The TGA file format supports images of this type. Other file formats require prior conversion of a HiColor image into True Color. For displays, HiColor normally refers to 15-bit display adapters that can display up to 32,000 colors.

HSB is a color model that specifies colors in a way that is easier for people to visualize than the RGB model. H represents the hue, or basic color; S represents the saturation, or purity of the color; and B represents the Brightness, or amount of light the color appears to emit.

An image is a reproduction, or picture of something. In this case, the term is used to describe digitized pictures, consisting of pixels, which can be shown on a computer display and manipulated by image enhancement software.

To create a reference in the document of a client program to an object in a server program. The linked object can be edited directly from within the client program. When the object changes in the server program, the changes are automatically reflected in the client program.

Traditionally, masks are used to protect areas of an image from inadvertent editing and painting. In Enhancer, you can select areas to control the application of commands and tools and save these areas as masks. Once saved, masks can be edited to suit particular tasks and create special effects.

A means of transferring and sharing information such as images, text or other objects between applications.

The smallest unit in an image. Computer images are made up of rows of pixels, each of which can be a different color. Pixels are normally so small that you see the image created by a collection of them.

The prime colors are the basis of the RGB color model: red, green, and blue. With different amounts of each of these colors, on screen, it is possible to create any other color.

The resolution of an image determines the size of the individual pixels in an image, and thus the size of the whole image. Resolution is shown in pixels per inch (PPI) or dots per inch (DPI).

RGB is a color model used to define colors by specifying the red, green, and blue components of colors. This is one of the standard color models used to specify and record colors on a computer. (See Color model.)

Saturation defines the purity of a color. A color with a high saturation appears very intense and strong, a color with low saturation appears washed out.

A server is a program that allows you to take objects from it and place them into a document in another, a client program. U-Lead Browser can act as a server program.

A small, low-resolution representation of an image. Thumbnail is one of the ways in which the Album program can display images.

The Enhancer program provides various transformation commands that allow you to create special effects in images or selections. These commands include Flip, Rotate, Free Resize and Slant.

Something that can display enough colors to appear "True" to life. For an image this normally means 24-bit color, providing up to 16.7 million colors.

Menu Commands

The U-Lead Browser menus are located in the menu bar and each menu contains a set of commands. To find out more about a particular command from one of the menus, click on the appropriate button.

- **Album Menu**
- **Edit Menu**
- **Thumbnail Menu**
- **View Menu**
- **Window Menu**
- **Help Menu**

Other information

- Window control menu commands
- Tool button menu commands

Album Menu

The Album menu contains commands for managing and printing albums.

- **New** creates a new album
- **Open** opens albums from the workspace, shelf, or disk drive
- **Update** updates the object in a client program with the currently selected thumbnails' file
- **Batch Manager** allows you to carry out operations on multiple albums
- **Shelf** displays the Shelf dialog box to let you move albums between the shelf and the workspace
- **Delete** removes an album from the workspace
- **Print** prints the files or thumbnails from the active album
- **Printer Setup** selects the printer you want to use
- **Preferences** displays a dialog box containing options to customize some of U-Lead Browser's features
- **Exit** closes the U-Lead Browser window

Print sub-menu

U-Lead Browser allows you to print all types of files or their thumbnails to any Windows-compatible output device. Images and thumbnails are printed directly while application-linked files are output via their linked application. Before you print, make sure that your printer is turned on, connected and selected in the Windows Printer Setup dialog box. Set up your printer with the Printer Setup command in the File menu.

The Print sub-menu of the Album menu contains two options. The option you select determines what will be sent to the printer currently selected in the Printer Setup dialog box.

File Content prints the files of selected thumbnails from the active album. If you select image files, the Print Image dialog box appears; printing of application-linked files is controlled by their linked applications.

Thumbnails prints all the thumbnails contained in the album with the option to print accompanying information

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Edit Menu

Use the Edit menu to undo and repeat the last applied command, and select images.

- **Undo** reverses the effect of the last applied command (if possible)
- **Repeat** repeats the effect of the last applied command
- **Copy** duplicates selected thumbnails, image files, or filenames onto the clipboard
- **Clear** deletes selected thumbnails from the album
- **Select** selects, deselects, or inverts the currently selected thumbnails

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Copy sub-menu

The Copy sub-menu in the Edit menu contains three options. The option you select determines what will be copied onto the clipboard.

- **File Content** duplicates the contents of selected thumbnails' files (either image or graphics) onto the clipboard
- **Thumbnail** duplicates selected thumbnails onto the clipboard
- **Filename** duplicates the full path and filename of selected thumbnails' files

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Select sub-menu

The Select sub-menu of the Edit menu contains three options by which you can select or deselect thumbnails in the active album.

All selects all thumbnails in the active album

None deselects all thumbnails in the active album. Clicking on the album's status line also deselects all images.

Invert selects the thumbnails which are not currently selected. For example, if you have five thumbnails in an album and one is selected, when you apply the Invert command, the four unselected thumbnails are selected and the previously selected one is deselected.

Thumbnail Menu

The Thumbnail Menu contains commands you can apply to the images contained in the active album.

- **Search** finds images with specific attributes in the active album
- **Copy** duplicates the files of selected thumbnails in another directory
- **Convert** converts the image files of selected thumbnails to other file formats

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View Menu

The commands in the View menu change the number and sequence of thumbnails displayed in an album and control the way different elements are viewed.

- **All** makes all images in the album available for display
- **Partial** allows you to limit images available for display to those with common attributes
- **Sort By** allows you to change the sequence by which images are displayed without affecting their original arrangement
- **Thumbnails** displays the thumbnails of images contained in the album
- **Filenames** displays the filename of each image in the album along with some information
- **Slide Show** displays image/graphics files from the active album in a slide show presentation
- **File Content** displays the file of the currently selected thumbnail
- **File Information** displays a dialog box containing information about a selected thumbnail's file
- **Album Information** displays a dialog box containing information about the active album
- **Show/Hide Tools** displays/removes the tool palette from the workspace

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Window Menu

The Window Menu contains commands for managing images in the workspace.

- **Cascade** stacks open album windows so that the title bars are visible
- **Tile** resizes all open album windows to the same size and arranges them to fill the workspace
- **Arrange Icons** arranges all minimized album icons along the bottom of the workspace
- **Window List** contains the titles of all album windows currently in the workspace

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Help Menu

The Help menu contains commands to help you use U-Lead Browser.

Contents starts Help and displays the topics in the Album Help

Search for Help on opens the Search dialog box containing keywords from the Help topics

How to Use Help accesses the Windows guide to using Microsoft Help

About U-Lead Browser displays the U-Lead Browser product information box

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Other information

Window control menu

Most windows have the following commands in their control menu. To access the control menu, click on the box in the top left corner of the window. Many control menus will contain an additional command at the bottom, such as Next..., Run..., or Switch to.., these commands allow you to swap between windows.

Restore restores a window to its normal size (i.e. the size it was before being maximized or minimized)

Move allows users to move the window without using the mouse

Size allows users to change the size of the window without using the mouse

Minimize reduces the window to an icon

Maximize enlarges the window to fill all available space (either on screen or within a parent window)

Close closes the window

BROWSER.INI

When you run U-Lead Browser for the first time, a BROWSER.INI file is created in your Windows directory. This file records information that you, as a user, may change while using Browser, e.g. if you create a new album it is recorded in this file. You can also, using a text editor, manually add some special entries to adjust certain aspects of Browser's operation. This topic explains these special entries, if you add any of them, they should be inserted into the [U-Lead Browser] section as follows:

```
[U-Lead Browser]
    Handles=12
    ConvertBitmap=1
    DIB=1
    DDB=1
    RelativeTo=D:
```

Other information

- The BROWSER.INI file on the CD-ROM

INSTALLER.EXE

Although U-Lead Browser is ready to use direct from your CD-ROM, you can choose to install it on your hard drive. When you run it from your hard drive the speed of operation may increase slightly.

The installation program, INSTALLER.EXE, is provided for this purpose. Simply run this program, under Windows, from your CD-ROM and all the files required to run U-Lead Browser will be copied to your hard drive. The installation program also gives you a choice of adding the Browser icon to a program group: no other changes are made to your system.

Create Album dialog box

Clicking the New button in the Save Image File dialog box displays the Create Album dialog box. Use this dialog box to specify a new album's title and description, as well as the size of the thumbnails.

- **Title allows you to define the title of the album (up to 23 characters)**
- **Thumbnail** defines the size of thumbnails the new album will contain
- **Description** allows you to enter a description for the new album (up to 127 characters)
- **Display thumbnails in Grayscale** displays thumbnails in the album as gray images on a 16-color display

---

Album Shelf dialog box

Selecting the Album Shelf command from the Album menu or clicking on the shelf button in the tool palette displays the Album Shelf dialog box. This dialog box allows you to move albums between the shelf and the workspace. It also provides options to get information about a particular album and delete it from disk.

- **Albums in workspace** displays the titles of all albums in the workspace
- **Albums on Shelf** displays the titles of all albums on the shelf
- **=>** moves the selected album from the Albums in workspace list onto the shelf
- **<=** moves the selected album from the Albums on shelf list into the workspace
- **Info** displays a dialog box containing information about a selected from either the Albums on shelf or Albums in workspace list boxes
- **Delete** removes the album file selected in the Albums on shelf list box from Album and deletes the album's file from disk

---

Delete Album dialog box

Selecting the Delete command from the Album menu displays the Delete Album dialog box. This dialog box contains options you can choose to delete the active album from the workspace and/or from disk and delete its associated files

- **Remove from workspace** closes the album, removing it from the workspace without deleting the album file
- **Delete album file** deletes the album file from disk (and the workspace)
- **Delete associated files** deletes all the files referenced in the album from disk

---

Set Margins dialog box

Clicking on the Margins button in the Print Thumbnails dialog box displays the Set Margins dialog box.Use this dialog box to specify the margins and spacing you want to use on your output pages.

- **Margins** defines the margins of the output page
- **Minimum spacing** defines the spacing between thumbnails on the output page
- **Unit** displays the current unit of measure used by all the entry boxes
- **OK** returns you to the Print Thumbnails dialog box

Search for Thumbnails dialog box

Selecting the Search command from the Thumbnail menu displays the Search for Thumbnails dialog box. This dialog box contains search options to make finding thumbnails of particular files easy. Set the search criteria to search for specific file attributes. If you select more than one condition, they will all be combined and only thumbnails of files that satisfy all conditions will be located.

- **Filename** allows you to enter the filename associated with the thumbnail you are searching for
- **NOT** selects the opposite condition (i.e. search for everything except the thing you select)
- **Description** can be used to type in the description, or any part of it, of the thumbnail you are searching for
- **Match Case** makes the Description search case sensitive (i.e search for M or m)
- **Match whole word** makes the Description search a word that is not embedded in another word (i.e search for 'any' but not 'many')
- **File Size** allows you to enter the minimum and maximum sizes for files to be searched for
- **Data type** allows you to specify the type of file to search for
- **Date** allows you to define the period of time in which the associated file was last saved
- **Goto** closes this dialog box and displays the Go to Thumbnail dialog box or a message indicating no thumbnails were found
- **Select** closes this dialog box and returns you to the active album in which all thumbnails satisfying the search criteria are selected

---

This operation can be applied to multiple albums with the Batch Manager

- **Batch Manager**

View Partial Album dialog box

The Partial command from the View menu allows you to view a portion of the images contained in the active album. When you choose this command, the View Partial Album dialog box appears. Use the options contained in this dialog box to specify the common attributes of images to be displayed in the album.

- **Filename** allows you to enter the filename of files to display
- **NOT** selects the opposite condition (i.e. display everything except the thing you select)
- **Description** allows you to enter the description of the thumbnails you want to display
- **Match Case** makes the Description entry case sensitive (i.e M or m)
- **Match whole word** makes the Description search a word that is not embedded in another word (i.e search for 'any' but not 'many')
- **File Size** allows you to enter minimum and maximum sizes for files to be displayed
- **Data type** allows you to specify the type of file to display
- **Date** allows you to define the period of time when the files to be displayed were last saved

---

Go to Thumbnail dialog box

This dialog box appears when files are found matching your search criteria in the Search for Files dialog box.

- **thumbnails found** shows how many thumbnails satisfy the search criteria and lists them all
- **Album** displays the name of the album that contains a file selected in the list box
- **Goto** displays the album containing the thumbnail selected in the thumbnails found list box and indicates the thumbnail with a yellow arrow

---

Slide Show dialog box

Selecting the Slide Show command in the View menu displays the Slide Show dialog box. Use this dialog box to create a slide show presentation of all the images and graphics from the active album or just those whose thumbnails have been selected. Press the Esc key to stop the slide show.

Transition

- **Effect** allows you to choose the effect applied when each "slide" replaces the previous one
- **Automatically triggered** makes the slides automatically change with the specified delay in between each
- **Manually with keyboard or mouse** allows you to manually change the slides. The manual controls are displayed before the slide show.
- **Repeat till quit** makes the slide show continue until you stop it, displaying all images and graphics in rotation
- **Hide cursor** hides the cursor during the slide show

Slide Show Controls dialog box

When you select the *Manually with keyboard or mouse* option in the Slide Show dialog box and click OK, the Slide Show Controls dialog box appears. This dialog box displays the full list of available keyboard commands with which you can control the slide show (see the *Working with ImagePal*s guide, p.52, for a printed version of this dialog box).

Click OK to start the slide show.

Remove Tools dialog box

Selecting the Remove command from the tool palette's configuration menu displays the Remove Tools dialog box. Use this dialog box to remove a program icon from the tool palette. Remove only the programs which you would not be using in the future.

- **Tools** shows the names of all programs currently in the tool palette
- **Filename** displays the full path and filename of a program selected in the Tools list box
- **Remove** removes a selected program from the tool palette. You can remove as many programs as you like, before closing the dialog box with the Close button

---

Modify Tools dialog box

Selecting the Modify command from the tool palette's configuration menu displays the Modify Tools dialog box. Use this dialog box to modify the name and/or optional parameters assigned to a program icon in the tool palette.

- **Name** displays and allows you to edit the name that will appear under the program's icon in the tool palette
- **Optional parameters** displays and allows you to edit the text that will be added to the program's command line when executed
- **Tools** shows the names of all programs currently in the tool palette
- **Filename** displays the full path and filename of a program selected in the Tools list box
- **Modify** applies the changes you made to the selected program. You can modify as many programs as you like, before closing the dialog box with the Close button

---

Rearrange Tools dialog box

Selecting the Rearrange command from the tool palette's configuration menu displays the Rearrange Tools dialog box. Use this dialog box to change the arrangement of the programs icons currently in the tool palette.

- **Tools** shows the names of all programs, in the order they appear, currently in the tool palette
- **Top** and **Bottom** place a selected program at the top or bottom of the Tools list
- **Up** and **Down** move a selected program up or down the list one place at a time

---

After "deleting" an album with this option, you can reopen it with the Open command in the Album menu.

Once deleted, the album file cannot be recovered by Album unless you have a backup.

With this option selected, *Remove from workspace* is automatically selected.

If you select this option and do not delete the album file, the thumbnails remain as they are in the album.

Text which appears at the top (Header) and/or at the bottom (Footer) of the page. Use the Append combo box to insert special item codes.

This combo box is available when the text cursor is in either the Header or Footer entry box. Select an item to insert the appropriate code.

Of the Append options, only one requires further explanation, the Separator. Insert one separator to make the text following the separator align on the center of the page, insert a second one to align text to the right of the page. Additional separators are ignored.

These entry boxes allow you to specify the amount of space between the edges of the paper and the position of the outer thumbnails. Headers and footers are displayed in the margin.

These entry boxes allow you to specify the minimum spacing between thumbnails. Album calculates how many thumbnails can be placed on a page without the space between them being less than these two figures.

Unit indicator displays the current unit of measure used by all the entry boxes. This is taken from your current Windows measurement system defined with the International option under Windows control panel.

This command is only available when Album is in an OLE session. That is, when you have embedded an object from album into a client program's document and you have double-clicked on the object (in the client program) to edit it: Album opens and the object's thumbnail is selected. If you edit the thumbnail's file or select another thumbnail and use this command, the object in the client is updated.

Deselecting this option hides the filenames and enables you to see more thumbnails in an album at any one time.

Ascending order is normal alphanumeric order, with numerals preceding letters. This option does not have any effect on the user defined arrangement.

The Undo command undoes only the last command applied. Some of Album's commands cannot be undone. When this is the case, the Edit menu displays "Can't Undo."

Specified filename may include the drive and path or it could just be the file extension.

NOT check boxes, for the Filename and Data type options can be selected to specify the opposite condition. For example, select the Black & White data type and click on the NOT option. Album identifies all files that are not Black & White.

You can specify multiple keywords by using the logical (Boolean) operators, AND, OR, and NOT and separating conditions.

From the available options, specify the data type of image files or select Vector-graphics or Application-linked files.

Initially displays the existing description of a selected thumbnail that you can edit or, if the entry box is empty it means that either the selected thumbnail has no description or you have selected multiple thumbnails to which you can apply the same description.

The images contained in the active album can be sorted using the following options: Name, File Type, Size, Date, Description, Data Type, Resolution, Dimension, Label, and User defined. The order is either ascending or descending, depending on the current setting in the Preferences dialog box.

Choose from a variety of effects: Blind, Chess, Dissolve, Interlace, Louver, Random, Spiral, Strip, Wipe. Random uses a randomly chosen effect between each slide.

The time specified does not include the time it takes to read or display images. For large images this means the time between slides may be considerably longer than the specified amount.

Press the Esc key to stop the slide show.

Choose one of the commands from the Sort sub-menu in the View menu. The available sort commands are: Name, Extension, Size, Date, Description, Data Type, Resolution, Dimension, and User Defined.

If you find the tool palette is too big and occupies too much of your workspace, click on the configuration button of the tool palette and choose "Hide Names". Once this command is applied, the application names disappear, the size of the shelf is reduced, and the Hide Names command becomes the Show Names command.

The Number of Tools command in the configuration menu determines the number of applications currently displayed in the tool palette. There are six options available, from three to six. To change the current number of tools displayed, click on the configuration button of the tool palette and choose"Number of Tools", then select any of the options which appears.

The scroll buttons are available whenever the tool palette contains more program icons than it can display at one time. Clicking on the scroll buttons displays more tools.

Clicking on a tool icon in the palette invokes that tool.

There is a second BROWSER.INI file on the CD-ROM. This file simply tells Browser where to find the albums of images on the CD-ROM. You can ignore this file.

This line controls the number of albums, both open and minimized, that can appear in the Browser workspace. The default is 12. Although technically this number can be much higher, a number greater than 30 is not recommended because this may limit the number of files other Windows applications can open. Windows allows a maximum of 255 files to be open simultaneously.

1: Default value. When an RGB True Color or HiColor image is copied to the Windows clipboard from Browser, its data type is converted to that of the current display mode.
0: Disables this conversion

The default value allows all applications to display a reasonable version of the copied image. However, if you are using applications that can themselves adjust the display of RGB True Color and HiColor images you may wish to disable this conversion.

1: Default value. Data in this format is copied to the clipboard
0: Disables the copying of this format to the clipboard

When you copy images to the clipboard, Browser copies several different formats to suit different applications. You can choose to disable the copying of the DIB (Device-Independent Bitmap) and DDB (Device-Dependent Bitmap) formats by entering a value of 0. *Do not disable both options as this will mean you cannot paste images into some other applications.*

If you only have one CD-ROM drive you will not need to add this entry.

If you have more than one CD-ROM drive and you have copied the CD-ROM album files to your hard drive, you will need to use this option so that it can locate all the image files on your CD-ROM. If you do not specify a drive, Browser assumes that the CD-ROM images contained within the albums are on the first CD-ROM it can find.

D: or any other legal DOS drive name (E:, F:,...): specifies that *all* images can be found on the specified drive.

? Forces Browser to display a dialog box each time you try to access an album of CD-ROM images from your hard drive. This is necessary since the albums are "relative", i.e. the images contained within them should be on the same drive as the album file. When this is not the case, this option allows you to individually select the drive that contains the images for each album.

Open Album dialog box

Selecting the Open command from the Album menu displays the Open Album dialog box. This dialog box contains commands to find and open an existing album from the workspace, the shelf, floppy disks, network drives, or other directories on your hard disk.

- **Filename** shows the ABM file extension or a selected filename; if you know the path and filename of the album you wish to open, enter it here
- **Directory** shows the current directory and path
- **Files** shows all the files in the current directory matching the entry in the Filename entry box
- **Directories** shows the directories available in the current directory, and all available drives
- **Title** displays the album title of a file selected in the Files list box
- **Description** displays the description (if any) of an album file selected in the Files list box
- **Info** opens a dialog box displaying information about a file selected in the Files list box
- **Browse** accesses the Browse Disk for Files dialog box, use this dialog box to search for albums

---

Add Tools dialog box

Selecting the Add command from the tool palette's tool menu displays the Add Tools dialog box. This dialog box lets you locate programs and add their icons to the tool palette.

- **Filename** shows the EXE file extension or a selected filename; if you know the path and filename of the program file you wish to add, enter it here
- **Directory** shows the current directory and path
- **Files** shows all the files in the current directory matching the entry in the Filename entry box
- **Directories** shows the directories available in the current directory, and all available drives
- **Name** allows you to enter the name that will appear under the program's icon in the tool palette
- **Optional parameters** allows you to enter text that will be added to the program's command line when it is executed.
- **Add** adds a selected execution file to the tool palette. You may add as many programs as you like in this way before closing the dialog box with the Close button.
- **Browse** accesses the Browse Disk for Files dialog box, use this dialog box to search for programs

---

Browse Disk for Files dialog box

There is a Browse button in all dialog boxes that involve accessing files on disk. Clicking on this button displays the Browse Disk for Files dialog box. Use this dialog box to search for files on a specific drive or in a particular directory. This dialog box also contains sort options for found files to aid you in your search.

- **Filename** defines the filename you wish to search for
- **Directory** shows the current directory and path
- **Files found** after scanning, shows all the files on the current path matching the entry in the Filename entry box
- **Directories** shows the directories available in the current directory, and all available drives
- **Sort files by** defines the order in which the found files are displayed
- **Size** shows the amount of disk space occupied by a file selected in the Files found list box
- **Date** shows when the file selected in the Files found list box was last saved
- **OK** returns you to the dialog box from which you accessed this dialog box
- **Scan** starts searching for files matching the specified name on the selected path

---

Copy Files dialog box

Selecting the Copy command from the Thumbnail menu displays the Copy Files dialog box. You can use this dialog box to copy and move the files of selected thumbnails into different directories.

- **Copy to** allows you to enter the target path and directory to which files will be copied
- **Directory** shows the current directory and path
- **Files** shows any files in the current directory
- **Directories** shows the directories available in the current directory, and all available drives

---

CGM Open Options dialog box

This dialog box appears when you choose to open an image in CGM format and click on the Options button. This is a very popular vector graphic format. ImagePals can read CGM files but cannot write to this format.

- **Force vector fonts** controls the way fonts are converted (this option often have no visible effect)
- **Ignore background** controls the way any background in the original is converted
- **Dot lines** defines how styled lines are converted
- **Default Color Table** assigns the Harvard Graphics default 256-color table to the opened image

---

DXF Open Options dialog box

This dialog box appears when you choose to open an image in DXF format and click on the Options button. This format supports 2-D vector graphics files.

- **Image** controls if the graphic's original colors should be retained or converted to black on white
- **Background** controls the color of the background (paper) when converted
- **Text font** controls the way fonts are converted (this option often have no visible effect)
- **Palette** specifies how many colors the original graphic contains

---

PIC Open Options dialog box

This dialog box appears when you choose to open an image in PIC format and click on the Options button. This is the format in which Lotus 1-2-3 saves vector type charts and graphs.

- **Pen** determines how elements in a PIC chart or graph are converted
- **Image** specifies the size of the image after conversion
- **Default** resets values to their defaults

Photo CD Open Options dialog box

This dialog box appears when you choose to open an image in PCD format and click on the Options button. This format is developed by Kodak for its PhotoCD products and supports Grayscale, Indexed 256-Color, and RGB True Color images.

Resolution allows you to select the size and resolution of the image to be read
Image Type determines the data type of the image to be read

Convert File Format dialog box

Selecting the Convert command from the Thumbnail menu displays the Convert File Format dialog box. Use this dialog box to convert image and graphics files from one file format to another.

- **Convert format to** specifies the format to which image (or graphics) files will be converted to
- **Save converted files in** specifies where to save the converted files: in the same directory as the originals or in a new directory
- **Options** accesses the options dialog boxes for the selected target file format (if it provides options)

Note: All the files of selected thumbnails must be the same data type.

Other information

- Supported file formats

Options button

The Options button in the Convert File Format dialog box displays another dialog box in which you can define the way files are saved in a format chosen from the Convert format to combo box. This button is only available for some file formats and the dialog box which appears depends on the selected file format.

- **Windows Bitmap (BMP)**
- **Encapsulated PostScript (EPS)**
- **JPEG file interchange format (JPEG)**
- **Sun Raster (RAS)**
- **Targa (TGA)**
- **Tagged Image File (TIF)**

TIFF Save Options dialog box

This dialog box appears when you choose to save the image in TIFF format and click on the Options button. It contains options to compress the image file.

- **Format** should be chosen based on whether the image is going to be transferred to an Apple Macintosh or to be used on IBM-compatible PC's
- **Compression** displays the compression options available for saving images of the current data type in this format
- **Strip size** determines the size of the contiguous strips your images are divided into for saving
- **Use horizontal differentiation** allows you to further increase the amount of compression

---

RAS Save Options dialog box

This dialog box appears when you choose to save an image in RAS format and click on the Options button. This is a raster file format which supports Black & White, Grayscale, Indexed 256-Color, and RGB True Color image data. This dialog box contains the following options:

Compression gives you the choice of saving without compression or with RLE compression

Byte order determines if Most Significant Byte (MSB) or Least Significant Byte (LSB) is placed first

Color order determines the order colors are encoded: blue, red, then green (BGR), or red, green, and then blue (RGB)

TGA Save Options dialog box

This dialog box appears when you choose to save an image in TGA format and click on the Options button. It contains an option to compress the image file.

Compression gives you the choice of saving with or without RLE compression

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JPEG Save Options dialog box

This dialog box appears when you choose to save the image in JPEG format and click on the Options button. It contains options to compress the image file.

- **Compression level** determines how much an image is compressed
- **Subsampling** allows you to improve the compression ratio for RGB True Color images

---

BMP Save Options

Determines whether the BMP file is saved in the standard Windows format or the OS/2 format.

Bitmap type determines if the BMP file is saved in Windows or OS/2 format

---

EPS Save Options

Determines how the EPS file is saved. ASCII is the basic format that can be read by all EPS-compatible software. Binary may not be compatible with other software, but files saved in binary format occupy about half as much disk space as those saved in ASCII format.

Format determines how the EPS file is saved

Batch Manager dialog box

Selecting the Batch Manager command in the Album menu, or double-clicking anywhere in the workspace, displays the Batch Manager dialog box. This dialog box displays all the albums present in the workspace and the operations that can be applied to them.

The Batch Manager allows you to apply the following operations to multiple albums at the same time: Delete, Minimize, Print Thumbnails, Put on Shelf, Search, Sort by, View All, View Partial, View Thumbnails, and View Filenames.

- **Operation** lists all the commands that can be applied to multiple albums
- **Albums** displays the titles of albums in the workspace
- **OK** closes the dialog box and applies the chosen operation to selected albums
- **Select All** selects all the albums in the workspace
- **Deselect** deselects any selected albums

Other information

- Delete
- Minimize
- Print Thumbnails
- Put on shelf
- Search
- Sort by, View All, View Partial, View Thumbnails, View Filenames

---

Print Image dialog box

Selecting the Print: File Content command in the Album menu displays the Print Image dialog box. You can use this dialog box to print images of a selected thumbnails to any Windows-compatible output device. Before you print, make sure that your printer is turned on, connected and selected in the Windows Printer Setup dialog box.

- **Printer** shows the currently selected printer (selected in the Printer Setup dialog box)
- **Title** allows you to enter text that will appear above printed images (the default "&f" prints the image's filename)
- **Copies** allows you to enter the number of copies to print
- **Scale to fit the page** scales images to print as large as possible on the output page
- **Center the image horizontally and vertically** allow you to choose where the image prints on the output page
- **Start from top left corner** determines the exact positioning of an image on the output page

---

Print Thumbnails dialog box

Selecting the Print: Thumbnails command from the Album menu displays the Print Thumbnails dialog box. This dialog box lets you choose the information which appears in the printout. You can also use it to specify the number of copies to print, the fonts to use, and set the margins for printing.

- **Printer** shows the currently selected printer (selected in the Printer Setup dialog box)
- **Number of copies** allows you to enter the number of copies to print
- **Filenames** and **Descriptions** allow you to choose to print filenames and descriptions below their thumbnails
- **Header** and **Footer** allow you to enter text that will appear on the output pages
- **Append** allows you to enter specific information items into the Header and Footer texts
- **Font** and **Size** set the typeface and size to be used for text on the output pages
- **Margins** accesses the Set Margins dialog box in which you can define the setup of the output pages

---

Preferences dialog box

Selecting the Preference command from the Album menu displays the Preferences dialog box. You can use this dialog box to customize some features of U-Lead Browser. Some of the options include the changing of the arrangement of images in albums, the display of images and their thumbnails, and several other features.

- **Display filenames while in thumbnail mode** displays filenames under their thumbnails
- **Minimize on use** minimizes Album when you open another application from the tool palette or by double-clicking on an application-linked file
- **Sort thumbnails in ascending order** causes thumbnails to be displayed in normal alphanumeric order
- **View images with common palette** displays all images on a 256-color display using the system palette
- **Don't care about background quality** causes only the active image to be displayed as well as possible
- **Monitor gamma** determines the amount the display of images is displayed to accommodate for differences in working environments
- **Swap Path** allows you to allocate additional working space
- **VGA Palette** enables you to adjust the display of images on 16-color displays

Set Working Drives and Directories dialog box

Clicking on the Swap Path... button in the Preferences dialog box displays the Set Working Drives and Directories dialog box. You can use this dialog box to specify working directories to be used when there is insufficient space to perform an operation using your system memory and the available space in your TEMP directory.

- **1.** shows your current TEMP directory defined in your AUTOEXEC.BAT file
- **2.,3.,4.** allow you to enter additional drives and directories which will provide extra working space
- **OK** returns you to the Preferences dialog box

VGA Palette dialog box

Clicking on the VGA Palette... button in the Preferences dialog box displays the VGA Palette dialog box. This button is available when you are using a 16-color display. You can use this dialog box to bypass the standard VGA palette to improve the display of Grayscale images and make the Display thumbnails in Grayscale option (in the Create Album dialog box) available.

- **Bypass VGA** palette to enable use of 16 grays causes Grayscale images to be displayed with 16 grays
- **Compatibility test** tests to see if your display card is compatible with this feature
- **OK** returns you to the Preferences dialog box

Configure Status Line dialog box

Clicking on the album's status line configuration button displays the Configuration Status Line dialog box. This dialog box contains options to customize the information which appears in the album's status line when a single thumbnail is selected in the album.

- **Element** contains information items that you can display in the status line
- **Status line** contains the information items currently displayed in the status line
- **Short format** when selected, abbreviated information items, without headings appear in the status line
- **Add >>** moves information items selected from the Elements list box into the Status line list box
- **<< Remove** removes selected information items from the Status line list box, returning them to the Element list box
- **Remove All** removes all information items from the Status line list box
- **Up and Down** move a selected information item up or down in the Status line list box

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Please see your Windows documentation or Windows on-line Help for more information about this command.

Use this to limit the file search to a specific file, filename, or file extension. Enter "*.*" to list all files in the current path.

Filenames, with full paths, are listed in the order they are found. To change the order use the Sort files by options.

The selected directory and all subdirectories below it are searched. Press the Esc key to abort scanning.

Files are originally displayed in the order they are found. You can sort by Name, Type, Size, and Date/Time. Sorted files can appear in ascending or descending order. Select an option and the files are sorted automatically.

If you have found and selected a file from the files found list box, its path and filename (or just path) appear in the Filename entry box of the original dialog box.

Four sizes are available from 48x48 to 96x96. The files of albums with larger thumbnails will be slightly larger on disk but give you better representation of images and graphics. Application-linked files' icons are always 32x32, so for these, the smallest size allows you to display more thumbnails at one time without reducing the visual impact of each.

This option is only available when you are using a 16-color display and you have selected *Bypass VGA palette to enable use of 16 grays* in the VGA Palette dialog box.

Should be chosen based on whether the image is going to be transferred to an Apple Macintosh or be used on IBM-compatible PC's.

This option causes styled lines to be converted to thin dotted lines. If this option is not selected, styled lines are converted to thick solid lines.

Set this option correctly or else some of the colors (from 8 to 15 in the color table) will be read incorrectly

Displays the compression options available for saving images of the current data type in the TIFF format.

This option has little effect on uncompressed files, so we suggest you use the default of 8 for these. For compressed files, the larger the strip size, the greater the amount of compression possible. Some applications will not read TIFF files which are saved with large strip sizes. For these applications use 4 K strip sizes.

The effect of this routine depends on the nature of your image. For some images (containing random changes in color and many stray pixels) it will have little or no effect, for others (with large areas of continuous color) it will improve the compression considerably.

This option has no direct relationship with the actual compression ratio achieved, but generally, the higher the level, the greater the amount of compression.

This option is unavailable for Grayscale images.

ASCII is the basic format that can be read by all EPS-compatible software. Binary may not be compatible with other software, but files saved in Binary format will occupy about half as much disk space as those saved in ASCII format.

Within this combo box, you can select multiple files by dragging down the list and by using the SHIFT and CTRL keys in conjunction with the mouse.

Scaling maintains the aspect ratio of the image. When this option is not selected, the image prints at the size determined by its resolution.

If neither of these is selected, images print starting from the top left corner. If both are selected, the image is centered on the page.

Position is relative to the top left corner of the printable area of the page. These options are disabled when you select the corresponding centering option or *Scale to fit the page*.

This option is available if you are using a 256-color display. This is an important option if you want to view Grayscale images at the same time as color images on a 256-color display, or compare any sort of image on a 256-color display.

This affects the speed of display updating on 256-color displays. When selected, Enhancer only updates the active image. Images in the background may appear distorted, blurred, or grayed. The content of the background images is not changed, only the way they are displayed. If you wish to compare two or more images, deselect this option.

Determines how much the display of images is adjusted to accommodate for differences in display adapters and monitors. Use this feature to display images correctly on all types of computer display. When this option is disabled, or set to 1.00, the display of images is not adjusted.

These would normally be different drives unless your access rights to particular directories allow you different space allocations on the same drive.

Before you select this option you should test your display card to see if it is compatible with the Compatibility test provided.

When you press this button, the color squares on the right become squares of different grays, if your card is compatible. If your card is incompatible, nothing will happen or, at worst, you will have to restart your computer.

The item at the top of the Status line list is displayed first, on the left of the status line with the other items following.

Choose one of the commands from the Sort sub-menu in the View menu. The available sort commands are: Name, File Type, Size, Date, Description, Data Type, Resolution, Dimension, and User Defined. The User Defined order is the order by which images were inserted into the album.

To move thumbnails, choose "Cut" from the Edit menu to remove them from one album and then, after making another album active, choose "Paste" to place them in the second album, or simply drag the thumbnails from one album into another.

To add files to an album using the "Drag and Drop" feature of Windows 3.1, drag them from the File Manager and drop them into an album in the workspace.

To move thumbnails onto the clipboard, select them in an album and then choose "Cut" from the Edit menu. The selected thumbnails can then be pasted into another album using the Paste command.

Select the thumbnails you want to delete from the album and then choose "Clear" from the Edit menu. Selected images are deleted from the album but not from disk, which means you can still reinsert them to the same or another album.

To upgrade to ImagePals 1.2 contact your local distributor or:

U-Lead Systems, Inc. (North America):
970 West 190th Street, Suite 520,
Torrence, CA 90502
Tel: (310) 523-9393
Fax: (310) 523-9399

U-Lead Systems, Inc. (International)
12F-A, 563 Chung Hsiao East Rd, Sec. 4,
Taipei, Taiwan R.O.C.
Tel: + 886 (2) 764-8599
Fax: + 886 (2) 764-9599

Finding files

There is a Browse button in all dialog boxes which involve opening or accessing files on disk. Use this button as follows:

1. Click on the Browse button. The Browse Disk for Files dialog box appears.
2. Decide on the disk drive and directory you want to browse. Use the Directories list box to access the drive and directory.
3. Click on the Scan button. The path you have specified is searched for files with a name matching that in the Filename entry box. Matching files are then listed in the files found list box.
4. Select the file you want to open from the files found list box by clicking on it.
5. Click OK. The Browse Disk for Files dialog box closes, returning you to the original dialog box. The filename and path you found appear in the Filename entry box.

Other information

Browse Disk for Files dialog box

Exiting

When you have finished your current session you are ready to exit Album. Exiting closes the application window and returns you to Windows Program Manager. You can exit by:

- double-clicking on the application control menu box.
- clicking on the application control menu box and choosing "Close".
- choosing the Exit command in the File menu.

Procedures

The following topics contain procedures which will help you work efficiently with U-Lead Browser. Before you start a procedure you may find it useful to select the Always on Top option from this window's Help menu and rearrange the windows on your screen so that you can see both this one and U-Lead Browser. To learn how to perform a particular operation, click on the appropriate button.

- **Browser basics**
- **Getting information**
- **Managing thumbnails**
- **Locating thumbnails**
- **Working with files**
- **Using the Batch Manager**
- **Selecting thumbnails in an album**
- **Using albums from the shelf**
- **Copying filenames**
- **Customizing the tool palette**
- **Creating a slide show**
- **Viewing original files**
- **How to link and embed objects**

Tool palette

The tool palette, on the right side of the workspace, provides a link between the images you are organizing and your frequently used applications. This palette contains the following:

- **Album Shelf** a place where you can store albums
- **Tool button** can be used to choose the programs which appear and how they appear in the tool palette
- **Scroll buttons** displays tools contained in the tool palette
- **Tool icons** allows you to invoke and transfer control to a chosen program

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Browser basics

The following are some procedures you'll be using regularly. To learn how to perform a particular operation, click on the appropriate button.

- **Opening an album**
- **Finding files**
- **Deleting albums**
- **Exiting Album**

Opening an album

The Open command in the Album menu can be used to open albums from the workspace, the shelf, floppy disks, network drives, or other directories on your hard disk. Use the Open command as follows:

1. Choose "Open" from the Album menu. The Open Album dialog box appears.
2. If the album you want to open is not in the current directory, use the Directories list box to locate the album file.
3. Select the album to open from the Files list box by clicking on it. If you are unsure which album file to open, the album's title and description are shown under the Files list box when you click on a filename.
4. Click OK. The dialog box closes and the album appears in the workspace.

Other information

Open Album dialog box

Accessing other albums

Deleting albums

If you want to remove an album from the workspace, you can place it on the shelf or delete it. When deleting an album from the workspace, you can also choose to delete the album and image files (if they are not read-only) from disk. Removing an album from the workspace, without deleting the album file, allows you to reopen the album using the Open command. To delete an album:

1. Select the album you want to delete by clicking on its title bar, or if minimized, double click on the album icon.
2. Choose "Delete" from the Album menu. The Delete Album dialog box appears.
3. Select to delete the album file and choose whether or not to delete the files it manages.
4. Click OK. The dialog box closes and the album is removed from the workspace with selected files being deleted.

Other information

Delete Album dialog box

Getting information

There are several ways to view information about albums and the files associated with the thumbnails it contains. To learn how to access this information, click on the appropriate button.

Albums

Files

Managing thumbnails

U-Lead Browser allows you to place thumbnails of images into a new album or into an existing one. Initially the thumbnails are arranged in an album in the order they were added. Following are ways by which you can insert and arrange thumbnails into albums:

- Moving thumbnails from one location to another
- Moving thumbnails onto the clipboard
- Deleting thumbnails from an album
- Arranging thumbnails in alphabetical or numerical order
- Using the "drag-and-drop" feature of Windows 3.1

Note: *Thumbnails of Read-only albums can be copied but not moved into another album. To copy a thumbnail from a Read-only album into another album, hold the CTRL key down while dragging and dropping. If you drag-and-drop a thumbnail from a Read-only album into another album without the CTRL key held down, an error message will appear.*

Other information

- Copying thumbnails

Locating thumbnails

Apart from visually browsing through an album, you can search for the attributes of particular files:

Search for the attributes of a thumbnail's file

Working with files

U-Lead Browser's organization of files is not restricted to arranging them in albums. You can also manage them on disk. The file management commands can be applied to any number of images selected from the active album. However, the commands will not work if the original files cannot be found on disk. With Album you can:

- Copy files
- Convert image and graphics files from one file format to another

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Copying files

Copying files allows you to copy any number of files to any writable directory. You can use this feature to copy files from CD-ROM to your local drive as follows:

1. Select the thumbnail whose file you want to copy.
2. Choose "Copy" in the Thumbnail menu. The Copy Files dialog box appears.
3. Type in a new filename and/or full path for the copied file.
4. Click OK. The dialog box closes and copying begins.

Other information

Copy Files dialog box

Converting image and graphics files

You can convert image and graphics files from a variety of file formats to a common one. The files of the thumbnails you choose may all be of the same format or different ones but they must be of the same data type.

When converting image and graphics files, you choose where to save the converted files. To convert a file:

1. Select the thumbnail whose file you want to convert.
2. Choose "Convert" from the Thumbnail menu. The Convert File Format dialog box appears.
3. Choose a file format to convert to in the Convert format to combo box. The formats available depend upon the data type of your selected image.
4. Decide where you want to save the converted files. If you select the Another subdirectory option, type in the path and directory in the corresponding entry box.
5. Click OK. The dialog box closes and file conversion begins.

Other information

File Formats

Convert File Format dialog box

Using the Batch Manager

The Batch Manager allows you to apply a command to multiple albums in a single operation. The commands available through the Batch Manager are: Delete, Minimize, Print thumbnails, Put on Shelf, Search, Sort by, View All, View Partial, View Thumbnails, and View Filenames. These operations can only be carried out to albums in the workspace. If the albums you want to work on are on the shelf, move them into the workspace before bringing up the Batch Manager. To use the Batch Manager:

1. Choose "Batch Manager" in the Album menu or double click in the workspace. The Batch Manager dialog box appears.
2. Select an operation to carry out in the Operation combo box.
3. Select the albums you want the operation applied to in the Albums list box. You can use the Select or Deselect buttons to select the images in the list box.
4. Click OK. The operation is applied to all selected albums.

Other information

Batch Manager dialog box
Using albums from the shelf

Selecting thumbnails in an album

Before applying commands to individual thumbnails in an album, you first have to select them. When a thumbnail is selected, its filename is highlighted. A selected thumbnail remains selected until you deselect it. You can select thumbnails or filenames in the following ways:

- To select one, click on it. Any other selected thumbnails in the album are deselected.
- To select a range, click on the first in the range, then hold down the Shift key and click on the last.
- To select or deselect individual thumbnails without affecting previous selections, hold the Ctrl key down and click on it.
- Choose any of the Select commands contained in the Edit menu.

Using albums from the shelf

The albums you place on the shelf remain there until you want to use them again. To use an album from the shelf:

1. Click on the shelf button in the tool palette. The Album Shelf dialog box appears.
2. Select the album you want to use from the Albums on shelf list box by clicking on it.
3. Click on "<=". The selected album is transferred to the Albums in workspace list box and appears as an icon in your Album workspace.
4. Double-click on the album icon to display the album.

Other information

Album Shelf dialog box

Copying filenames

Copying filenames saves you the effort of remembering a long path and filename as well as reducing the time you may spend searching for a file. To copy:

1. Select a thumbnail in the active album.
2. Choose "Copy:Filename" in the Edit menu. The filename of the selected thumbnail is copied to the clipboard.
3. Open the application to which you want to copy the filename.
4. Display the Open or Place dialog box of the application.
5. Position the cursor in the Filename entry box.
6. Press Shift and Ins (or, in Windows 3.1, Ctrl and V). The copied filename appears in the Filename entry box.

Copying thumbnails

Copying thumbnails can be used to move thumbnails between albums and create duplicate copies of the same thumbnail in more than one album. To copy:

1. Select the thumbnails you wish to copy in the active album.
2. Choose "Copy:Thumbnail" in the Edit menu. The selected thumbnails are copied to the clipboard.
3. Open the album into which you want to copy the thumbnails.
4. Choose "Paste" from the Edit menu. The thumbnails are inserted in the positions determined by the album's current sort mode

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Album information

The Album Information dialog box contains information about the selected album. There are several ways to access the Album Information dialog box:

- in the Open Album dialog box, select an album and click on the Info button.
- choose the Information command from an album's control menu.
- in the workspace, select the album you want information on by clicking on its title bar or icon, then choose "Album Information" from the View menu.
- in the Restore Album dialog box, click on the Info button.
- in the Album Shelf dialog box, select an album from the Albums in workspace or Albums on shelf list boxes and click on the Info button.

File information

Once a file is inserted into an album, some information is collected. Following are ways by which you can view this information:

- select a thumbnail and choose "File Information" from the View menu. The File Information dialog box appears.
- select a thumbnail and review the information displayed in the status line. If you want to display different information, click on the configuration button in the album's status line. In the Configure Status Line dialog box that appears, choose the information you want displayed.
- when viewing filenames instead of thumbnails in an album, information is displayed to the right of the filename.

Other information

- Configure Status Line dialog box

Searching for a file's attributes

If you are using Album, chances are you are maintaining a large number of files. Occasionally you may forget exactly where you have placed a particular one. Within Album, you can search for files in the active album as follows:

1. Choose "Search" in the Thumbnail menu. The Search for Files dialog box appears.
2. Define your search criteria by selecting the limiting criteria and making the necessary entries in the entry boxes. If you define more than one criteria, only thumbnails of files matching all the criteria will be found.
3. Click on OK. If there are any files matching your criteria, the Go to Thumbnail dialog box appears. If there aren't any matching the criteria, a message to that effect appears.
4. Select the filename you are searching for in the Thumbnails found list box.
5. Click on the Goto button. A yellow arrow appears in the album indicating the selected thumbnail.
6. Click on the Close button. The Go to Thumbnails dialog box closes.

Other information

Search for Thumbnails dialog box

Go to Thumbnail dialog box

Customizing the tool palette

The tool palette can be customized to meet your individual needs. Use the tool button, located below the shelf, to choose the programs which appear and how they are displayed. You can customize and change the appearance of the tool palette by:

- Adding a program
- Removing a program
- Modifying a program
- Rearranging the programs
- Hiding the names of programs
- Changing the number of program icons

Adding a program

Adding frequently used programs into the tool palette makes it easier for you to transfer between Album and those programs. Once a program icon appears in the tool palette, simply click on it to open the corresponding application. To add:

1. Click on the tool button in the tool palette and choose "Add" from the tool menu. The Add tools dialog box appears.
2. If you know the path and filename of the program, enter them in the Filename entry box. If not, use the Directories list box and the Files list box to look for the program.
3. Enter a name in the Name entry box for the program you are adding. If you do not enter a new name, the default name of the program is used.
4. Click on the Add button. The program icon with the name you specified or its default name appears in the tool palette. If you want to add more programs to the palette, repeat steps 2 to 4.
5. Click on the Close button. The dialog box closes.

When using Windows 3.1, you can easily add programs by dragging execution files from the Program Manager to the tool palette.

Other information

Add Tools dialog box

Removing a program

The tool palette can contain almost any number of program icons, but we suggest you limit the programs to only those you frequently use. Program icons can easily be removed from the tool palette. To remove a program from the tool palette:

1. Click on the tool button in the tool palette and choose "Remove" from the tool menu. The Remove tools dialog box appears.
2. Select the program you want to remove in the Tools list box.
3. Click on the Remove button. The selected program disappears from the Tools list box and the tool palette. If you want to remove more than one program, repeat steps 2 and 3.
4. Click on the Close button. The dialog box closes.

Other information

Remove Tools dialog box

Modifying a program

When a program is added to the tool palette, you are given the opportunity to enter a name for the program and add optional parameters. You can change the name and parameters of the program by using the Modify command. To modify a program:

1. Click on the tool button in the tool palette and choose "Modify" from the tool menu. The Modify Tools dialog box appears.
2. Select the program you want to modify in the Tools list box. The name and optional parameters of the selected program appear in the Name and Optional parameters entry boxes.
3. Change the name, optional parameters, or both.
4. Click on the Modify button. The program is modified according to your changes. If you want to modify another program, repeat steps 2 to 4.
5. Click on the Close button. The dialog box closes.

Other information

Modify Tools dialog box

Rearranging programs icons

The arrangement of the program icons in the tool palette depends upon the order in which you added them. When a program is added, it automatically goes to the end of the list but you can change this sequence. For example, you might want to position your most frequently used programs at the top of the tool palette and the least used ones lower down. To rearrange the sequence:

1. Click on the tool button in the tool palette and choose "Rearrange" from the tool menu. The Rearrange Tools dialog box appears.
2. Select a program in the Tools list box.
3. Click on one of the buttons: Top (to move the program to the top of the list), Bottom (to move it to the bottom), Up (to move it one step up), and Down (to move it one step down).
4. Click OK. The dialog box closes and the programs in the tool palette appear in the new sequence.

Other information

Rearrange Tools dialog box

The shelf, at the top of the tool palette, provides a place to store albums. It can contain up to 142 albums and can be used to find albums, whether they are on the shelf or in the workspace. The albums in the workspace can be placed onto the shelf in any of the following ways:

- Drag an album icon onto the shelf button.
- From the Shelf dialog box, select the album you want to place onto the shelf from the Albums in workspace list box, then click on "=>".
- Click on an album's control menu box (or click once on an album icon) and, from the control menu, choose "Put on Shelf".
- Use the Batch Manager's Put on Shelf operation.

Other information

- Album Shelf dialog box

The tool button is located below the shelf in the tool palette. Use this button to choose the programs which appear and how they are displayed in the tool palette. When you click on this button, the tool menu drops down containing all the commands that can be applied to customize the appearance of the tool palette.

- **Add** a frequently used program to the tool palette
- **Remove** a program from the tool palette
- **Modify** the name and optional parameter of a program in the tool palette
- **Rearrange** the order of program icons in the tool palette
- **Hide/Show Names** allows you to change the size of the tool palette by hiding or showing the names of programs
- **Number of Tools** allows you to set the number of programs displayed in the tool palette

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Viewing original files

You can view the original file associated with a thumbnail by double-clicking on the thumbnail. Exactly what happens depends on the original file:

Application-linked files

Double-clicking on the thumbnail of an application-linked file invokes its linked application which subsequently opens and displays the file.

Image and Graphics files

Double-clicking on the thumbnail of an image or graphics file displays the image or graphic in a viewing window. This viewing window provides two menus:

Edit menu contains commands to select and deselect the image and, after selecting it, copying it onto the clipboard.

View menu contains commands that change the view of the displayed image or graphic.

Creating a Slide Show

The slide show feature allows you to display image and graphics files from a specific album with any one of eighteen different transition effects. Each file is displayed at its actual view, centered on a black screen until it is replaced by the next one in the presentation. The transition effect controls the way it is replaced. To create a slide show:

1. Within an album, select the thumbnails of image and/or graphics files you wish to display. If no thumbnails are selected, all qualified files associated with thumbnails in the active album are displayed.
2. Choose "Slide Show" from the View menu. The Slide Show dialog box appears.
3. In the Transition area, select a transition effect and whether you want to change the slides yourself (manually) or let Album do it for you (automatically).
4. Click OK. The dialog box closes and:
   If you selected Automatic triggering, the slide show starts.
   If you selected Manual triggering, the Slide Show controls dialog box appears displaying the manual controls. Click OK to begin the slide show.

Note: Application-linked files cannot be displayed in slide shows.

Other information

Slide Show dialog box

Slide Show Control dialog box

How to embed objects

Linking and embedding objects can vary from program to program. Before you do this we suggest that you read your client's program documentation.

Basically there are two routes to embedding (one of which can also be used for linking). One starts from the client program, the other from the server. To embed objects starting from the:

client

server

Embedding from the Client

To embed an object starting from the client:

1. Open or create a document in the client program and select the client's Insert Object command (or similar). The Insert Object dialog box appears.
2. In the Object type list box, select U-Lead Browser Image/Graphic.
3. Click OK. The dialog box disappears and U-Lead Browser appears.
4. Locate the album containing the thumbnail of the image or graphic you want and select it.
5. From U-Lead Browser's Album menu, choose "Update client" (client is the name of the client program).
6. Either Exit U-Lead Browser or switch to the client program. The object you selected appears in the active document in the client program's workspace.

Note: In U-Lead Browser, the Update command is disabled if you are not in OLE session (i.e. there is no client program), or there are no qualified thumbnails or more than one qualified thumbnail is selected.

Embedding or linking from the server

To embed an object starting from the server:

1. Starting from U-Lead Browser, locate the album containing the thumbnail of the image or graphic you want and select it.
2. From the Edit menu, select "Copy: File Content".
3. Exit U-Lead Browser and open the client program containing the document into which you want to place the object.
4. Select the client program's Paste Special command. The Paste Special dialog box appears.
5. In the Data Type list box, select "U-Lead Browser Image/Graphic.
6. Click on Paste. The dialog box closes and the object is embedded in the client program's active document.

Note: In some client programs, you can use their normal Paste command to embed an object.