

## **Microsoft Office Compatible**


Ulead Album is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Access and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Album. Ulead Systems and Microsoft hope these similarities will make it easier to use our products together with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service

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## Ulead Album and the Office Compatible Features

- Album has toolbars similar to those found in Microsoft Office. The Standard toolbar contains commands common to other Office programs such as New, Open, and Print. For example, to print an Album quickly, just press the print (  ) button.
- You can customize the toolbars and workspace to your needs. Drag the toolbars from their docked positions to make them floating, or move them from the top to the bottom of the workspace. You can also switch between large and small icons and turn color on or off in the toolbars.
- Album fully supports Microsoft Office OLE procedures. You can drag files from Album to any Microsoft Compatible program for instant linking and embedding. Once inserted in an other program, double-clicking the object opens it in its associated program. For example, double-clicking on an Image will bring it up in Ulead Viewer; double-clicking on a video file will open the file in MediaPlayer.
- Album has a special display mode, Compact Mode, to make arranging your desktop easier when running multiple programs. In compact mode, the toolbars all become floating, and Album appears as a strip along the top, bottom, or sides of your screen. Then you can tile your Office Compatible program alongside for easy drag and drop operations.
- Save important information quickly without saving a file by selecting it and dragging to Album. Album creates a thumbnail representation of the dragged data and allows you to recover it for future use later. (Tip: This is a great way to keep multiple clipboards.)

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## Using Album with Microsoft Office

### Lesson 1: Album as a source for adding information to other documents.

Have you ever experienced the agony of knowing you had an image that was perfect for the document you were working on, but forgot it's file name or location. Album can eliminate this problem forever.

1. Open an album containing images, objects, or other files you wish to place into your already open Office Compatible program.
2. Click the compact mode button to arrange your desktop with Album running along the top, bottom or sides.
3. Reposition your Office Compatible program to fill the space not occupied by Album.
4. Find the item you want to insert and drag it from Album to the Office Compatible program.
5. Use the procedures of the Office Compatible program to position the item properly.

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## Using Album with Microsoft Office

### Lesson 2: Using Album to manage your documents and as a "Super Clipboard."

Remember when you completed a table or paragraph that you knew you couldn't use for the current document, but knew would be useful later on? Or, did you ever need to place several items on the clipboard at the same time? In the past, you either needed to save your document under a different name or discard data. But Album offers you a fast and easy alternative:

1. Start Album and switch to compact mode.
2. In your Office Compatible program, select the text, table, or other object you wish to save for later use and drag it to Album.

Later, you can drag it back to the same or other Office Compatible programs. See lesson one for how.

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