icatchers
SOFTWARE

iBackgrounds

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Getting Started

Overview

iBackgrounds allows you to quickly create professional-looking backgrounds for your Web pages. The text and graphics tools in iBackgrounds are easy to use, and give you complete flexibility and control over the final result.

In addition to this manual, there is online help, so that you can get help at any time while using the program.

Installing iBackgrounds

System Requirements

Before you install iBackgrounds, make sure your computer has the following:

- A 486 or better microprocessor
- Microsoft® Windows® 95/98
- A CD-ROM drive
- At least 4 MB of RAM
- At least 6 MB of available hard disk space

To Install the Program

1. Insert the CD that contains iBackgrounds into your CD-ROM drive.
2. Click the Windows **Start** menu and choose **Settings > Control Panel.**
3. Double-click the **Add/Remove Programs** icon.
4. Click the **Install** button.
5. Follow the on-screen instructions to finish installing iBackgrounds.

Starting iBackgrounds

To start the program in, open the **Start** menu and choose **Programs > iCatchers > iBackgrounds**.

The Basics

There are three basic steps to creating a Web page background using iBackgrounds:

- Step 1: Designing the Background

- Step 2: Saving the Background

- Step 3: Adding the Background to Your Web Page

Step 1: Designing the Background

When you start iBackgrounds, the background design window displays. Use the toolbars at the top of the window to add text, shapes, and images to the design area. Everything that you place in the design area is used to make your background.
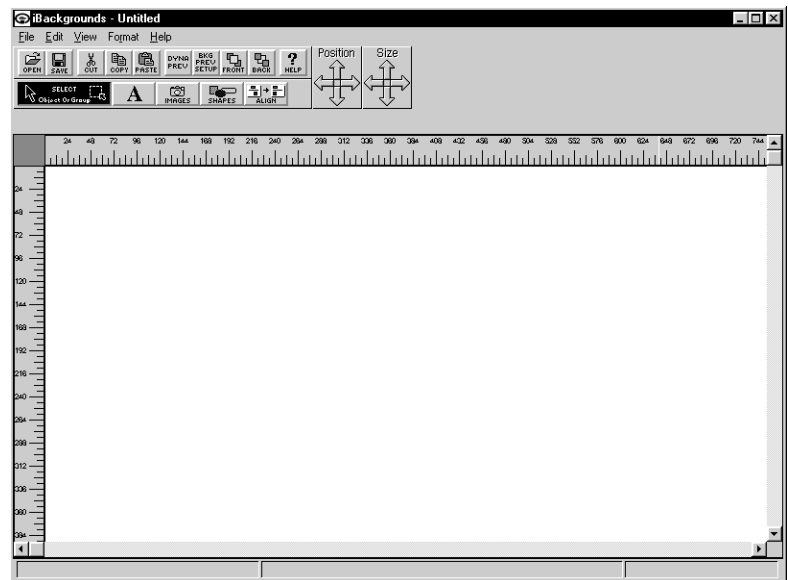
The rulers along the left and top of the window are marked in pixels. They show how your background will fit on different screen resolutions. The different colors on the rulers mark the standard screen resolutions. Turn these rulers on or off using the **View** menu.

For specific instructions for using iBackgrounds to design your background, see "Designing a Background" on page 9.

Step 2: Saving the Background

After designing your background, open the **File** menu and choose **Save**. When you save your design, iBackgrounds creates two different files:

- A iBackgrounds file that you open whenever you need to edit the design (see "Opening an Existing Background" on page 32).

- An image file that is automatically saved in GIF format. Insert this file into your Web page. You can also save your background in BMP or JPG format if needed.

For more information, see "Saving Your Background" on page 30.

Step 3: Adding the Background to Your Web Page

After saving your background, you can insert it into your Web page using the tools in a Web page editor. For more information, see "Inserting Your Background Into a Web Page" on page 34.

Using Toolbars

There are often several ways to perform tasks in iBackgrounds. This manual and the online help describe the most straight-forward way to perform a function, but may not describe the fastest way.

The easiest way to speed up your work is to use the toolbars at the top of the iBackgrounds window. Most of these instructions tell you how to perform a task using the menu bar at the top of the window. However, there are toolbar buttons for some features that can save you a few mouse clicks. When available, these buttons are shown in the margin of the manual next to the instructions for the task.

Some toolbars only display after you have selected the text or object that you want to edit.

Getting Help

In addition to this manual, iBackgrounds offers extensive online help. You can also use ToolTips and the Status Bar to get tips or hints without opening the Help window.

All of these types of help are described in the following sections.

Using Online Help

Help

For a listing of help topics, open the **Help** menu and choose **Contents** or click the **Help** button in the toolbar.
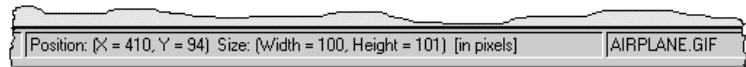
Using Status Bar Help and ToolTips

In addition to the online help, iBackgrounds offers Status Bar Help and ToolTips.

To display a description of an item in the Status Bar at the bottom of the window, click on the menu bar then highlight a menu item using the arrow keys on your keyboard.

For example, if you move to the **View** menu and highlight **Grid**, the following message displays:

Set grid parameters
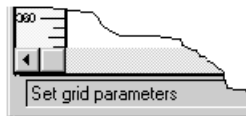
The status bar also lists information about an object when you click on it.

Position: (X = 410, Y = 94) Size: (Width = 100, Height = 101) [in pixels]   AIRPLANE.GIF

To turn the Status Bar on or off, open the **View** menu and either mark or clear the **Status Bar** option.

ToolTips help you identify the buttons in the toolbars. When ToolTips are turned on, a brief explanation displays when you pause your cursor over a button.

Place a text field

To turn ToolTips on or off, open the **Help** menu and choose **ToolTips**.
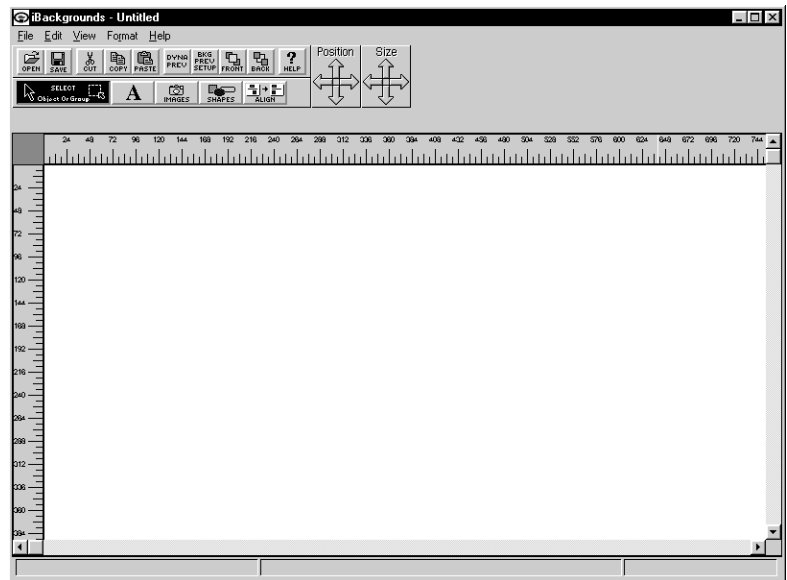
NOTE: ToolTips are not available for some toolbars.

Designing a Background

Overview

When you start iBackgrounds, a new background file displays.

The toolbar at the top of the iBackgrounds window contains the tools that you need to design your background. Most backgrounds are created by a series of objects. These objects can be images, shapes, or text.

The rulers along the left and top of the window are marked in pixels. They show how your background will fit on different screen resolutions. The different colors on the rulers mark the standard screen resolutions. Turn these rulers on or off using the **View** menu.

The size of your final image is defined by the size of your design. The GIF image that you can use on your Web page will be the minimum size that contains all of the objects in the design window.

Creating a New Background

Every time you start iBackgrounds, the program automatically creates a new background file. If you want to start a new background while the program is running, open the **File** menu and choose **New**. The current background file is closed and a new background file is created. If you have not saved and named the current background, you are asked to do so.

Placing an Image on Your Background

Use the images included with iBackgrounds or images from other programs to create a personalized background. Any image can be resized and arranged with other objects using the tools in iBackgrounds.

iBackgrounds works with the following image formats:

- BMP
- RLE
- PCX
- WPG
- IMG
- WMF
- EPS
- DIB
- TIF
- DCX
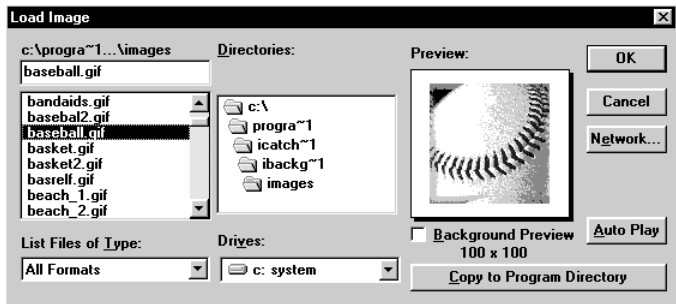- JPEG (or JPG)
- TGA
- GIF
- PNG

Inserting an Image

Images

If you installed the images that are included with the program, They are located in the Images *directory.*

The **Images** button allows you to select an image to place on your background.

1. Click the **Images** button to open the Load Image dialog.

Load Image				⊠
c:\progra~1...\images	Directories:	Preview:		**OK**
baseball.gif				**Cancel**
bandaids.gif basebal2.gif baseball.gif basket.gif basket2.gif basrelf.gif beach_1.gif beach_2.gif	📁 c:\ 📁 progra~1 📁 icatch~1 📁 ibackg~1 📁 images			**Network...**
List Files of Type:	**Drives:**	☐ **Background Preview** **100 x 100**		**Auto Play**
All Formats	💾 c: system	**Copy to Program Directory**		

The current directory is displayed on the right; its contents are displayed on the left. Change directories by clicking on the appropriate directory in the **Directories** box.

2. Select the image you want by clicking its name.

When you select an image, a "thumbnail" of it displays in the **Preview** box.

NOTE: If the **Background Preview** check box is marked, the selected image is previewed as a background behind the Load Image dialog.

- To preview of all the images in the directory, click the **Auto Play** button (the image changes approximately every second). Click **Stop** to end Auto Play.

- If the image you're viewing is not in the Images directory, click the **Copy to Program Directory** button to copy the image to your Program Directory. This simplifies the process when you transfer your background to your Web page editor.

3. After selecting an image, click **OK** to return to the design window.

4. Position the cursor on the background design, then click to place the image.

Images selected using the **Images** *button are re-loaded from the same location the next time the background is opened.*

When you insert an image using the **Images** button, iBackgrounds remembers where the image is saved and loads it from that location whenever you open the background file. This saves disk space but if the image file is moved or deleted, it will not be available to the background file. If you paste an image from another application using the Windows Clipboard, a copy of the image is saved with the background.

Rotating an Image

If you are editing a BMP, RLE, PCX, WPG, IMG, DIB, TIF, DCX, JPG, TGA, or EPS image, it can be rotated in increments of 90º.

1. Select the image you want to rotate.

Rotate 90º

2. Open the **Format** menu and choose **Rotate 90º** or click the **Rotate 90º** button. The image rotates 90º counter-clockwise.

   If you want the image to rotate further, click the **Rotate 90º** button again.

Changing Images to Two-Color Mode

iBackgrounds can quickly reduce most images to only two colors—a dark color and a light color. The colors in GIF, PNG, and WMF images cannot be reduced.

1. Click the image to select it.

Two-Color Mode

2. Click the **Two-Color Mode** button in the toolbar to open the Two-Color Mode dialog.

3. Choose the colors for the image by clicking the color buttons, then choosing from the color palette that displays.

4. Control the proportions of the colors in the image by increasing or decreasing the number in the **Threshold** box. The number must be between 1 and 4.

   Higher threshold numbers increase the amount of the dark color you pick; lower threshold numbers increase the amount of the light color you pick.

5. Click **OK** to return to the design window.

Experimenting With Color Effects for GIFs

The RGB (Red, Green, and Blue) color model uses three numbers to represent one color on the computer screen.

Color Effect

The colors in any GIF image can be changed to produce 27 different color effects. Each effect rearranges the Red, Green, and Blue (RGB) values of each pixel without changing its intensity.

To apply a color effect:

1. Select the GIF that you want to edit.

2. Click the **Color Effect** button to open the Color Effects dialog.

3. Choose an effect by increasing or decreasing the number in the **Effect #** box.

4. Click **OK** to return to the design window.

Formatting Images

You can modify the attributes of images in several ways. Different toolbars display depending on the format of the selected image.

If a GIF is selected, this toolbar displays:

If another type of image is selected (except WMF), this toolbar displays:

All of these options are explained in the following sections.

GIF Formatting Options

Attribute	Description
Return to Original Size	Returns the image to its original dimensions, no matter how you've changed its shape.
Image Color Palette	Switches the colors in a GIF image. This works best on images with only a few colors. Double-click a color in the Image Color Palette and the Netscape 216 palette displays. Select a color in the 216 palette to replace the color in the Image Color Palette. Within the Image Color Palette, you also can drag one color to another to replace it. Colors display in the palette based on how frequently they occur in the image.
Emboss (Raised and Lowered) *Raised* *Lowered*	Simulates an embossed effect. Place the image on a dark background (the more solid the background color, the better). Experiment with the background color to get the results you want.
Dark Outline	Outlines the image in a darker color. Place the image on a light background (the more solid the background color, the better). Experiment with background colors to get the results you want.
Light Outline	Outlines the image in a lighter color. Place the image on a background (the more solid the background color, the better). Experiment with background colors to display the best image outline.
Two-Color Mode	Reduces an image to only two colors. Any color that is darker than a defined threshold is made into one color and the rest of the colors will be made into the second color.
Color Effect	Changes the colors in any GIF image to produce 27 different color effects. Each effect rearranges the Red, Green, and Blue (RGB) values of each pixel without changing its intensity.
Lighten/Darken Image *Lighten* *Darken*	Lightens or darkens one or more selected images with each successive click.

Formatting Options for Other Images (Except WMF)

Attribute	Description
Rotate 180°	Rotates the image 180 degrees counter-clockwise.
Flip	Reverses image vertically.
Convert to Grayscale	Changes image from color to grayscale.
Return to Original Size	Returns the image to its original dimensions, no matter how you've changed its shape.
Two-Color Mode	Reduces an image to only two colors. Any color that is darker than a defined threshold is made into one color and the rest of the colors will be made into the second color.
Lighten/Darken Image *Lighten Darken*	Lightens or darkens one or more selected images with each click.
Rotate 90°	Rotates the image counterclockwise in 90-degree increments. Each click rotates the image further—0, 90, 180, or 270.

Adding Text to Your Background

Previewing Text on Your Background

iBackgrounds lets you preview the text that you plan to use before you actually place it in your design. This feature also allows you to experiment with the text color.

Background Preview Setup

1. Click the **Background Preview Setup** button to open the Background Preview Setup dialog.

2. Type the text you want to preview in the **Text to Display** box.

3. Choose a size and style for the text. Mark the **Indent** check box if you want the text to be indented in the preview.

4. Choose a color for the text:
   - To display the text in a "rainbow" of colors when the **Repeat Text Down** check box is marked, click the **Rainbow** option.
   - To choose a single color, click the **Color** option, then click the color button to open a color palette.

5. To repeat the text down the left side of your background, mark the **Repeat Text Down** check box.

6. Click the **Preview** button to view the text.

7. Click **OK** to save the text and return to the Design window.

NOTE: The text you enter here is for preview purposes only. It will not display in the final background file.
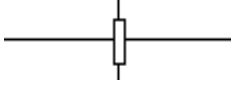
Adding Text to Your Background Design

Use the **Text** button to enter the text that you want to appear within your background.

Text

1. Click the **Text** button.

2. Position the cursor over your design, then click to place the text box.

3. Click inside of the text box to place your cursor then begin typing. The text box grows to accommodate the text you type. Press ENTER to add more than one line of text.

Formatting Text

You can change the font, style, size, color, or alignment of the text in a text box by using the buttons in the Font Formatting toolbar.

1. Select the text box that you want to format. This displays the Font Formatting toolbar.

2. Choose the formatting options you want.

Each of the formatting options is explained in the following sections.

Changing the Font and Font Size

iBackgrounds includes many fonts that you can choose for your background text. The selected font applies to all of the text in a text box.

Font Selection box

To change the font:

1. Click on a text box to select it.

2. Click the down arrow in the Font Selection box to display the list of font choices.

3. Choose a font by clicking on a font name in the list.

Each time the font is changed, it displays in your background, so you can see how it looks in your design.

Size Selection box

To change the font size:

1. Click on the text box to select it.

2. Click the down arrow in the Size Selection box to display the list of choices.

3. Choose a size by clicking on a number in the list.

Choosing a Font Style

Font styles allow you to achieve a variety of effects with the text in your background. You can apply one style, or a combination of styles.

To apply a style, select a text box then click one of the style buttons. To remove a style, click the button again.

Experiment with different font styles until you get the results you want. After selecting a style, you can change the text colors using the Color buttons at the right end of the toolbar (see "Choosing a Text Color" on page 20).

| Style	Description
Bold	Makes the text in the selected text box bold.
Italic	Makes the text in the selected text box italic.
Underline	Underlines the text in the selected text box.
Outline	Outlines the text in the selected text box. Change the outline color by using the **Outline Color** button (see "Choosing a Text Color" on page 20).
Frame	Frames the text with a colored border. The text is filled with the default color. You can change both the fill color and the border color (see "Choosing a Text Color" on page 20).
Raised Embossed	Raises the text in the selected text box to simulate embossed letters when the text is placed over a shape or image.
Lowered Embossed	Lowers the text in the selected text box to simulate sunken letters when the text is placed over a shape or image.
Shadow	Places a shadow below the text in the selected text box. You can choose the color of the shadow (see "Choosing a Text Color" on page 20).
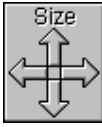
Resizing Text One Point Size at a Time

You can use the **Size** button to change the point size of text.

1. Select the text.
2. Click the up or down arrows in the **Size** button.

You can also, hold down the SHIFT key and press the up or down arrow keys on the keyboard to change the text's point size.

Size

Expanding or Condensing Text

You can use the **Size** button to expand or condense the space between the individual letters in your text:

1. Select the text.
2. Click the left or right arrows in the **Size** button.

    Each click changes the text's character spacing by one pixel in the direction of the arrow.

You can also hold down the SHIFT key and press the left or right arrow keys on the keyboard to change the character spacing.

Rotating Your Text

Rotate

You can rotate the text in your background by 90° increments with the **Rotate** button. When you click the button, the selected text is rotated 90º counter-clockwise. Click the **Rotate** button again to rotate the text another 90º.

You can also open the **Format** menu and select **Rotate**.

When you click on a rotated text box, the information is displayed in the Edit Rotated Text dialog so you can change it.
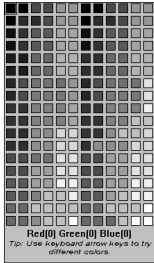
Choosing a Text Color
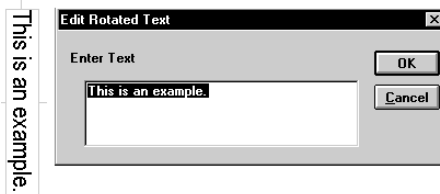
Outline Color

Fill Color

You can choose a color for your text using the Color buttons in the Font Formatting toolbar.

When you click on either the **Outline Color** or the **Fill Color** button, the Netscape 216 palette displays. (These are the recommended colors for Web page design.)

Choose a color by clicking on the color in the palette. You can move between adjacent colors using the arrow keys on your keyboard.

Move the color palette away from your design by clicking and dragging. Close the color palette by clicking outside of the palette.

Red[0] Green[0] Blue[0]
Tip: Use keyboard arrow keys to try different colors.

NOTE: For shadowed text, the **Fill Color** button adjusts the base color and the **Outline Color** button adjusts the shadow color.

Drawing Shapes

You can draw rectangles and squares to design the foundation of your background.

Shapes

1. Click the **Shapes** button.
2. Position your cursor in the design area, then click to place the shape.
3. Use the resizing handles to adjust the shape's size.
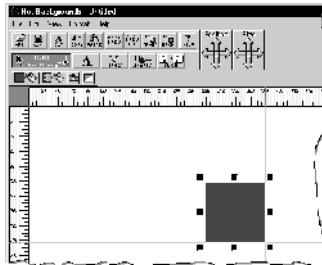
To select a shape, click anywhere within its border. Once it is selected, you can move it by clicking anywhere within the shape and dragging it to its new position. You can also change its size by clicking one of the handles and dragging any of the sides or corners or by clicking on the **Size** button in the toolbar which changes the size of the shape one pixel at a time.

Formatting the Shape

When you draw the shape, additional tools display in the toolbar above the background. These tools allow you to change the frame color and the fill color. You can also change a rectangle into a triangle, and place an image on the shape.

Attribute	Description
Fill Color	Sets the fill color for the selected shape.
Gradient Color Fill	Allows you to choose a gradient of colors and the direction of the fill.
Images	Allows you to select an image to fill your shape. iBackgrounds tiles the image into the selected shape.
Triangle	Converts the selected shape into a triangle. Click multiple times to get different triangle effects.

Editing Objects

Backgrounds are created with a series of objects. These objects can be images, shapes, or text.

Once you have created some objects in your background, you can use the **Select** button to select, move, resize, and align them.

The first step in editing an object is selecting it.

Selecting One Object

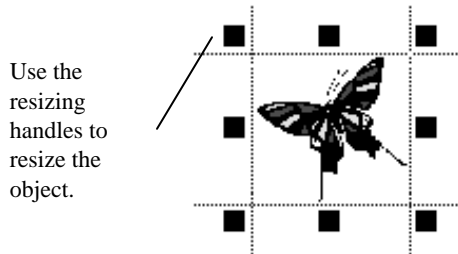To select one object, click on it. Resizing handles display. Once an object is selected, you can move it by clicking and dragging on the inside of the object, or you can resize it by clicking and dragging one of the resizing handles.

Use the resizing handles to resize the object.

If the objects that you want to select are on top of each other, and you have selected the wrong object, you can select the next object in the layered stack by opening the **Edit** menu and choosing **Select Previous** or **Select Next**. For more information, see "Layering Objects on Your Background" on page 29.

Selecting Two or More Objects

To remove one object from a selected group, hold down the CTRL key and click the object.

Select several objects by holding the CTRL key down while clicking each object individually.

You can also select a group of objects using the **Select** button by clicking on the white space outside of the background, then dragging the mouse while holding the mouse button down. As you drag, a dotted selection box is drawn. The objects inside of this box are selected when you release the mouse button.
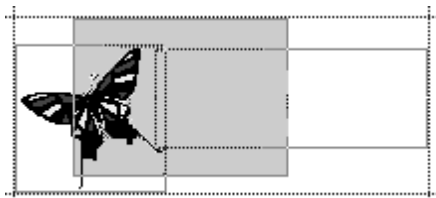
Select all of the objects on the background by opening the **Edit** menu and choosing **Select All**.

To cancel the current selection, click in the white space outside of the background area.

Moving Objects

Once you have selected an object, you can move it by clicking anywhere on the object and dragging it to its new position. The cursor changes to a hand when you select an object to move it.
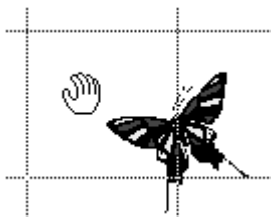
NOTE: If the object will not move, open the **Format** menu and choose **Lock Mouse Movement** to turn the feature off.

Moving Objects One Pixel at a Time

You can use the **Position** button to move objects one pixel at a time. To do this:
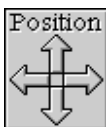
Position

Select the object or objects. (Select multiple objects by holding down the CTRL key and clicking on each object or by grabbing several objects using the **Select** button.)

After selecting the object or objects, click an arrow in the **Position** button. Each click moves the object by one pixel in the direction clicked.

You can also press the arrow keys on the keyboard to move the selected objects by one pixel at a time.

Resizing Images and Shapes

Click an object to select it. Resizing handles display around the object. Click and drag a handle to change the size of the object.

To resize the image proportionally, drag the handles on the corners. When you use this technique, the aspect ratio is maintained so that the image is not distorted.

If you want to change the proportions of the image, hold the SHIFT key down when you resize the image. Your image will be resized to the size and shape that you specify.

Return to Original Size

If you accidentally distort an image, you can return it to its original size and shape by clicking the **Return to Original Size** button.
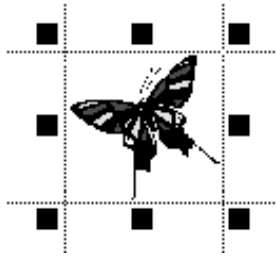
Resizing Images or Shapes One Pixel at a Time

You can use the **Size** button to resize images and shapes one pixel at a time.
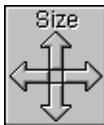
Size

1. Select the image or shape.
2. Click one of the arrows in the **Size** button.
3. Click the up or down arrows to change the object's size.

    Each click changes the size of the image or shape by one pixel in the direction clicked. You can also hold down the SHIFT key and press the arrow keys on your keyboard to change the size.

To resize an image proportionally, see "Resizing Images and Shapes" on page 24.

Removing and Copying Objects

If you want to…	Then do this…
Cut an object out of the background.	Select the object you want to cut, then open the **Edit** menu and choose **Cut** (or click the **Cut** button in the toolbar).
Delete an object from the background.	Select the object you want to delete, then open the **Edit** menu and choose **Delete**.
Copy an item.	Select the object you want to copy, then open the **Edit** menu and choose **Copy** (or click the **Copy** button in the toolbar).
Place an object that was Cut or Copied.	Open the **Edit** menu and choose **Paste** (or click the **Paste** button in the toolbar).
Copy a selected object and paste it on the background automatically.	Select the object you want to duplicate, then open the **Edit** menu and choose one of the **Duplicate** options.
Select all of the objects on the background so they can be edited or moved.	Open the **Edit** menu and choose **Select All**.

Fine-Tuning Your Background

iBackgrounds includes several precision alignment tools. The **Position** and **Size** buttons allow you to move and resize objects one pixel at a time. The **Align** button allows you to position objects in relation to each other. Use the **Grid** and **Rulers** to precisely position all of the objects on your background.

While you are using these tools, you can switch to Dynamic Preview mode, so that you will see the results of your adjustments immediately.
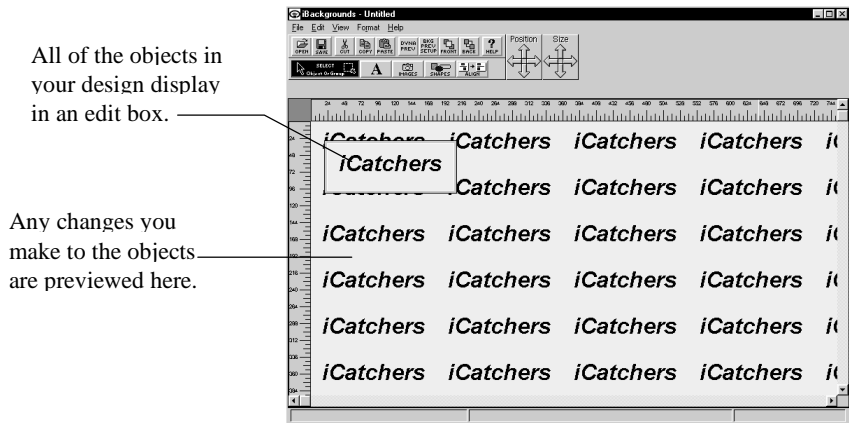
Switching to Dynamic Preview Mode

Backgrounds often look different when viewed at full-screen size. To see a full-screen preview and make adjustments to your background, use the Dynamic Preview mode.

Dynamic Preview

To switch to Dynamic Preview mode, open the **View** menu and choose **Dynamic Preview**, or click the **Dynamic Preview** button in the toolbar.

In this mode, the objects in your design are displayed in a edit box. The edit box is surrounded by a full-screen preview of the current design. When you adjust the objects in the edit box, the changes also display in the Preview window.

All of the objects in your design display in an edit box.

Any changes you make to the objects are previewed here.

To close the Dynamic Preview mode, and return to the design window, click the **Dynamic Preview** button again.

Using the Precision Adjustment Tools

In a good background design, all of the objects must be arranged precisely. This is often very hard to do with a mouse. iBackgrounds contains two tools, one that allows you to change the position of an object one pixel at a time, and another that allows you to change the size of an object one pixel at a time. While you are using these tools, the position and size of the object is displayed in the Status Bar at the bottom of the iBackgrounds window.

Changing the Position of Several Objects

Position

You can change the position of a group of objects by one pixel at a time.

1. Select the objects you wish to position.

2. Click one of the arrows in the **Position** button.

Each time you click the arrow, the objects are moved one pixel in that direction.
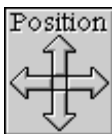
Changing the Size of Several Objects

Size

Size

You can change the size of a group of objects by one pixel at a time.

1. Select the objects you wish to re-size.

2. Click one of the arrows in the **Size** button.

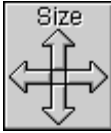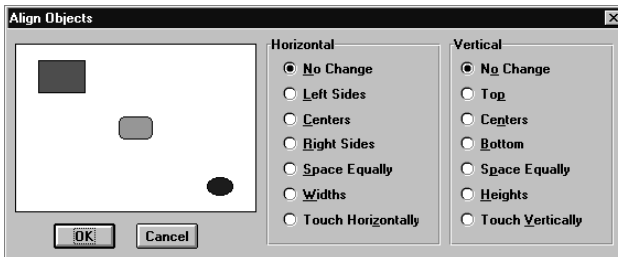   Each time you click the arrow, the objects are resized one pixel in that direction.

Aligning Objects With Each Other

ALIGN

Align

Use the **Align** button to position the objects in the design area in relation to each other. You can align text, shapes, and images to neatly organize them.

1. Click the **Select** button to make sure no objects are selected.

2. Hold down the CTRL key while clicking with the mouse, or use the **Select** button to select the group of objects you want to align.

3. Click the **Align** button.

Align Objects	Horizontal	Vertical
	● No Change	● No Change
	○ Left Sides	○ Top
	○ Centers	○ Centers
	○ Right Sides	○ Bottom
	○ Space Equally	○ Space Equally
	○ Widths	○ Heights
	○ Touch Horizontally	○ Touch Vertically
OK Cancel		

4. Choose your alignment options. (If some of the options are dimmed, than only one object is selected.)

    Objects are aligned relative to the other objects.

    The object the alignment is based on depends on which option you choose. For example, if you choose the **Right Sides** option, then the right sides of the selected objects are aligned with the right side of the right-most object. In the following example, the horizontal line is the right-most object.

    For example:

    Before aligning: After Aligning:

    Acme Widgets   **Acme Widgets**

    38 North First Street   38 North First Street
    Sunnyvale, CA 94086   Sunnyvale, CA 94086

    - If you select the **Widths** or **Heights** option, all the objects selected will have the same width or height.

    - If you select **Touch Horizontally** or **Touch Vertically**, all the objects selected will touch each other.

5. Click **OK** to save the settings and align the selected objects.

Using the Grid

The grid can help you position objects on your background. The grid does not appear in your background; it is only a guide.

To display the grid:

1. Open the **View** menu and select **Grid** to open the Setup Grid Parameters dialog.
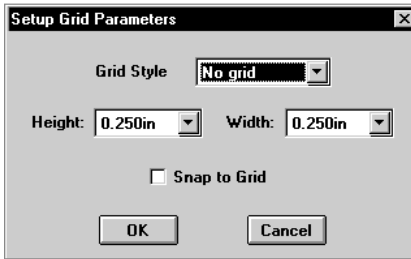
2. Choose a style from the **Grid Style** drop-down list:
    - **No Grid** turns the grid off.
    - **Invisible Grid** turns on an invisible grid when the **Snap to Grid** check box is marked.
    - **Grid Lines** displays grid lines on the background.
    - **Grid Dots** displays a dot at the corner of each grid box on the design.
3. Mark the **Snap to Grid** check box if needed. When this option is turned on, the object is "snapped" to the nearest grid lines when you move it.
4. Set the size of each grid box using the **Height** and **Width** boxes.
5. Click **OK** to accept the settings.

Using the Rulers

The rulers along the edges of the iBackgrounds window are marked in pixels. They show how your background will display when using various screen resolutions. The different colors on the rulers indicate the standard resolutions. To turn these rulers on or off, open the **View** menu and choose **Rulers**.

Layering Objects on Your Background

As you place objects on your background, iBackgrounds assigns each object to a "layer" in the design. Therefore objects can overlap (or be overlapped by) other objects. You can easily change the layer of an object to control the design.

1. Select an object by clicking it.

2. Open the **Format** menu and choose an option:

Bring Forward

- **Bring Forward:** Select this to move the selected object one level closer to the top layer on the screen. You can also click the **Front** button in the toolbar.

- **Bring to Top:** Select this to place the selected object on top of all of the other objects on the background.

Send Back

- **Send Back:** Select this to move the selected object one level away from the top layer on the screen. You can also use the **Back** button in the toolbar.

- **Send to Bottom:** Select this to move the selected object behind all the other objects on the background.

If the objects are on top of each other and you have selected the wrong object, you can select the next object in the layered stack by opening the **Edit** menu and choosing **Select Previous** or **Select Next**.

Preventing Movement of Objects

iBackgrounds allows you to lock the movement of objects so that their position never changes accidentally.

To prevent any movement in the background design, open the **Format** menu and choose **Lock All Movement**.

To only prevent the movement if you are using your mouse, open the **Format** menu and choose **Lock Mouse Movement**. In this mode you can still use the **Position** and **Size** buttons in the toolbar to move objects one pixel at a time.
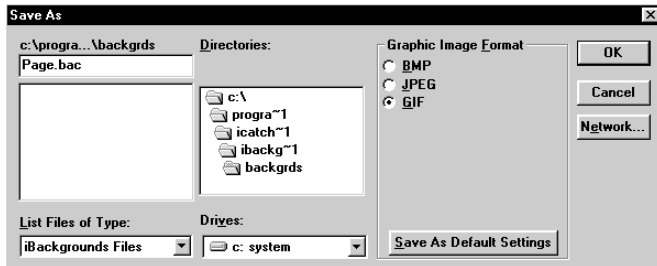
Saving Your Background

As you work, your background is temporarily stored in the computer's memory. We strongly suggest saving your background every ten minutes. That way, if there is a power failure or computer problem, you will never lose more than ten minutes of work.

Save

1. Open the **File** menu and choose **Save**, or click the **Save** button in the toolbar. If you have not saved the file before, the Save As dialog opens so you can name your file and select a location to store it.

Save As			
c:\progra...\backgrds	Directories:	Graphic Image Format	OK
Page.bac		○ BMP	Cancel
	○ JPEG	Network...
	🗀 c:\ 🗀 progra~1 🗀 icatch~1 🗀 ibackg~1 🗀 backgrds	○ GIF	
List Files of Type:	Drives:		
iBackgrounds Files	💾 c: system	Save As Default Settings	

2. Choose the drive and directory where you want to save the background.
3. Type a name for the file.
4. If necessary, choose a file type from the **List Files of Type** box.
5. Click **OK** to save the file.

When you save your background, two files are created and saved in the location you specified:

- A iBackgrounds file that you open whenever you need to edit the design (see "Opening an Existing Background" on page 32).

- An image file that is automatically saved in GIF format. Insert this file into your Web page. (You can change the image format to either BMP or JPEG in the Save As dialog).

To save your work the next time, open the **File** menu and choose **Save**, or click the **Save** button in the toolbar. This saves any changes that have been made since the background was last saved.

Viewing the Stats on Save Report

When the **Stats on Save** report is turned on, a statistics dialog displays when you save your background. This dialog lists the size of the background file and estimates the amount of time it will take for people to download the design when they view your site on the World Wide Web.

```
Hot Backgrounds                          ☒

  Image File: simple.GIF
  File Size : 651

  Image file saved.

  -- Estimated download times --

  14.4 kbps: 0.4 sec
  28.8 kpbs: 0.2 sec
  33.6 kpbs: 0.1 sec
  56.0 kpbs: 0.1 sec

  Use the Stats on Save command on the
  View menu to enable/disable this report.

              [  OK  ]
```

To turn this report on or off, open the **View** menu and either mark or clear the **Stats on Save** option.

Determining the Size of the GIF image

The size of the GIF image that is created when you save your background is defined by the size of your design. iBackgrounds automatically determines the enclosing rectangle of all the objects in your background. The GIF image will be the minimum size that contains all of the objects in the design window.

Managing Your Background Files

Overview

Once you have made one or more background files, you may want to edit existing background files, move between files, copy files or delete files. Use these commands for file management.
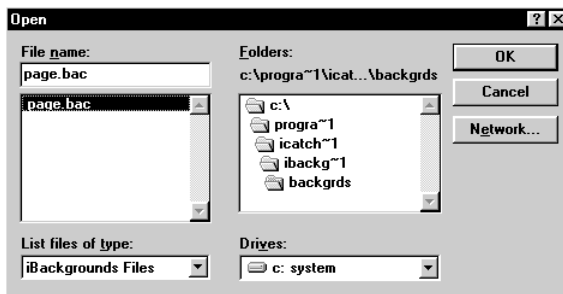
Opening an Existing Background

Open

1. Open the **File** menu and choose **Open** (or click the **Open** button) to display the Open dialog. If you have not saved the current background, you are asked to do so.

2. Use the **Folders** and **Drives** boxes to locate the drive and directory where the file is stored.

3. Select the file with the .bac extension from the **File name** list.

4. Click **OK**.

iBackgrounds also keeps track of the last four backgrounds you opened. These backgrounds are listed at the bottom of the **File** menu. Open one of these backgrounds by choosing it from the menu.

Copying a Background File

To copy background files, open the **File** menu and choose **Save As**. This creates a copy of the current file under a new name.
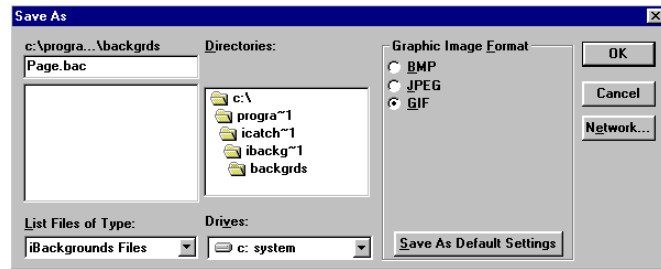
The new file displays on the screen after the copy is saved. Any changes you have made since the last save will not be saved to the old file; these changes are only saved in the new file.

Transferring Files To Another Computer

Your background is defined by two files. The file with the .BAC extension contains the structure of your background. Open this file if you want to edit the background design. The file with the .GIF extension is the GIF image that you will insert into your Web page. When transferring files to another computer, it is only necessary to transfer the .BAC file since the .GIF file can always be recreated from the .BAC file.

If you transfer your files to another computer, you also need to transfer any image files that you used in your design. These images are not stored as part of the BAC file. (When you use the **Images** button, iBackgrounds keeps track of the location of the image on your computer, and retrieves the image when you open the background file.)

If you clicked the **Copy to Program Directory** button in the Load Image dialog, the default location of your image file is:

C:\Program Files\iCatchers\iBackgrounds\Programs

CAUTION: Make sure that you only copy the image file in the Program directory. If any of the other files are moved or deleted, iBackgrounds will not work properly.

Deleting Files

iBackgrounds does not have a command to delete a file. If you want to delete a file, use Windows Explorer. For more information, refer to your Windows documentation.

Quitting iBackgrounds

1. Open the **File** menu and choose **Exit**.

   iBackgrounds asks if you want to save any changes you have made to the background file.

2. Click **Yes** if you want to save the changes, or **No** if you do not want to save the changes. If you decide not to quit the program, click **Cancel**.

Inserting Your Background Into a Web Page

The GIF image of your background is saved in the location you specified in the Save As dialog. The size of the GIF image will be the minimum size that contains all of the objects in your background.

The method for inserting the background image into your Web page depends on the Web page editor that you are using.

For more information, refer to the documentation for your Web page editor.

Helpful Hints and Troubleshooting

Background Design

Using the Netscape/Microsoft 216 Color Palette

The standard Windows color scheme includes 20 real colors. Additional colors are created by mixing pixels of these colors together. This mixing of pixels is called dithering. Netscape and Microsoft collaborated to create a palette of 216 predefined colors that will display correctly on most Web browsers when in a 256-color video mode. Using this palette of 216 colors, practically any real image can be simulated accurately. Netscape and Microsoft recommend that you use only these 216 colors to ensure that your Web page displays correctly to Web surfers visiting your site. iBackgrounds uses this standard palette of 216 colors for text and shapes. If you use other programs to design Web objects, be sure that those programs use the same palette.

Getting the Most From the Color Palette

iBackgrounds allows you to easily experiment with text and image colors. To see how a selected object appears with a color, click that color in the palette. The selected object changes to the color you have chosen. To select another color, either click on the palette, or use the arrow keys on your keyboard to quickly move to adjacent colors on the palette.

You can move the palette to different locations in the iBackgrounds design area by clicking and dragging the palette's title bar.

If Your Embossed Text Doesn't Look Right…

Embossed text works well on some backgrounds, but not on others. To improve the appearance of embossed text, experiment with different text colors or use a darker color behind it.

If Objects Accidentally Move When You Select Them…

To prevent objects from moving when you select them with the mouse, open the **Format** menu and choose **Lock All Movement** before selecting the object. This mode also prevents you from moving the object with the **Position** and **Size** buttons in the toolbar. If you want to use these buttons, open the **Format** menu and choose **Lock Mouse Movement** instead.

If Your Background Does Not Display on Your Web Page…

The default image format iBackgrounds uses when saving a background design is GIF. In the Save As dialog you also have the option to save your background as a BMP or JPEG image. BMP images are not supported by Web Browsers. If you have saved your background in the BMP format, you have to convert it to either GIF or JPEG before it will display properly in your Web page.

If Objects "Disappear"…

iBackgrounds layers objects on your design so one object can be on top of another object. This can cause objects to disappear if you place larger objects on top of them. To solve this problem, select the larger object, then open the **Format** menu and choose **Send to Bottom**. This sends the object that is covering your object to the bottom of the stack so you can see the object that you are looking for.

If Your Design Repeats Horizontally on the Screen…

If your background design repeats horizontally across your screen, and you do not like this effect, increase the size of your background design until it takes up the maximum space in the design window. Your background design should begin at the far-left side of the design window, and end at the far-right side of the window.

Use the scroll bar at the bottom of the design window to view both sides of your design. Widen your design as necessary.

If There Are Gaps Between Objects…

If gaps appear between the objects in your design when you preview the background, select the objects in your design by opening the **Edit** menu and choosing **Select All**. Then click the **Align** button in the toolbar. Choose the **Touch Horizontally** and **Touch Vertically** options in the Align Objects dialog to remove the extra space.

For more information, see "Aligning Objects With Each Other" on page 27.

If There is a Power Loss Before You Save the File…

iBackgrounds keeps temporary copies of your work on your hard disk. If you have a power loss or some unforeseen accident that causes Windows or iBackgrounds to stop running before you have saved your data, do not panic. Most of your work will still exist in the temporary files which you can find using your Windows Explorer.

To use the temporary file, rename the file called ~MY00000.BAC to NAME.BAC, where NAME is the file name that you were using before.

For instructions for renaming files, see your Windows documentation.

Technical Support

If you cannot find answers to your questions in the online help or this manual, see the Technical Support information on the last page of this manual or look in the online help for technical support.

Glossary of Terms

BMP

BMP (Bitmap) format is a method for displaying images on a computer screen. The image is represented by a collection of little squares called pixels. Bitmap images are usually created using a paint or photo-editing program, and cannot be displayed on the World Wide Web. To use a BMP image on your Web page, you must save it in GIF or JPEG format.

Click and Drag

Click and drag is a technique used to move or select objects. Position the mouse cursor over the object, then click and hold down the left mouse button. Move the mouse cursor to a new position and then release the mouse button.

Clipboard

The clipboard is a temporary storage area for cut or copied objects.

GIF

GIF (Graphics Interchange Format) is an image format commonly used for displaying pictures on the World Wide Web.

Handles

When an object is selected, it is marked by a box that has several black squares on it. These squares are called handles. You can use the handles to change the size of the object. To do this, position your cursor over a handle, then press the left mouse button. To expand or shrink the object, click and drag the handle to a new position. Images will be resized proportionally unless the SHIFT key is pressed at the same time.

Image

An image is a picture or graphic brought into your banner from an external program. iBackgrounds recognizes files in BMP, RLE, DIB, TIF, PCX, DCX, WPG, JPEG, IMG, TGA, WMF, GIF, PNG, and EPS formats.

JPEG

JPEG (Joint Photographic Experts Group) is an image format that is supported by many Web browsers. It was developed to compress and store photographs.

Object

An object is an item you can move, resize, add, or remove from a background. Each object can be edited separately, or they can be gathered into groups. These objects include text, images, and shapes.

Pixel

A pixel is the basic unit of a computer graphic image. Each dot that makes up the image is one pixel. Typical computer screens are 640 or 800 pixels wide and 480 or 600 pixels high.

Text Box

A text box is an object that is used to enter text into your background.

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Technical Support Policy

This policy replaces any previously published policies.

MySoftware is committed to providing customers with excellent technical support, and we have trained representatives available to address questions and product issues. Email Technical Support is available for an additional fee. Since MySoftware's goal is to provide powerful, low-cost software solutions, we have chosen *not* to include technical support costs in the price of our software. However, we are happy to provide this service to those customers looking for additional assistance.

RECOMMENDED STEPS BEFORE CONTACTING TECHNICAL SUPPORT - Look in the online help (open the **Help** menu and choose **Help Topics**) or check the Frequently Asked Questions in the Support section of our Website (http://www.icatchers.net) for answers to your questions. Both the online help and the Website have information, such as helpful hints and last minute updates.

SUPPORT PRICING - For current Technical Support pricing, check the Technical Support Policy in the Support section of our Website (http://www.icatchers.net).

CONTACTING TECHNICAL SUPPORT - If you cannot find the answers to your questions in the online help or the manual, email technical support is available through our Website.

The first step for receiving technical support is to go to our Website at http://www.icatchers.net.

Use this information resource to:

- Get answers to Frequently Asked Questions (FAQs)
- Download software patches
- Get updated product information

If you don't find the answers to your questions on the Website, you can send an email request for technical support.

Click the **Technical Support** link on http://www.icatchers.net, and then follow the instructions for submitting an email Technical Support request.

HOW TO PAY FOR SUPPORT - You can pay for support by entering your credit card number when you submit your support request, or you can send a check to pre-pay for support (please see the instructions on the support request form).

This policy is subject to change without notice. Support services will be provided according to the prices, terms, and conditions in place at the time the services are used.