OsoSoft's WinClip 4.0
(Unregistered Shareware Version)

INTRODUCTION

When working with *Windows* 3.x software, it's often easiest to standardize on **BMP, PCX,** and **WMF** files for your clip art needs. Most *Windows* program can handle these images, and most paint programs, including *Windows PaintBrush*, included with *Windows* 3.1, can produce and edit most of these files, although *PaintBrush* can't handle **WMF** files.

Unfortunately, it's been difficult to view these files quickly or to print a catalog of your clip art images. Until *WinClip*, that is. *WinClip* allows you to view your **BMP PCX,** and **WMF** files on screen, then print a catalog of all your files, or just the ones you select. For your convenience, WinClip can also display and print **ICO**, **RLE**, **DIB**, and **TGA** files, and can convert all but **PCX** and **TGA** files to standard **BMP** format. *WinClip* is so easy to use that you may not need any documentation at all. It uses the standard *Windows* 3.1 conventions, relying on buttons primarily, rather than menu commands.

LICENSE INFORMATION

WinClip is a shareware program. You may use it for a trial period of up to 30 days. After that time, you must pay for and register your copy of the program. The registration fee is only $20. Fully-paid registered users will receive the very latest version of the program, a printed manual, and are entitled to full support by phone, fax, mail, BBS and on CompuServe. Registered users are also entitled to unlimited free upgrade downloads on the OsoSoft BBS and in OsoSoft's CompuServe support area. Other upgrades will incur a small charge.

NOTE: Non-registered users receive only a bare minimum of support, and are not entitled to telephone support at all.

To pay for and register your copy, run the program. In the **Help** menu is an entry for **OsoSoft Program Information**. There, you can get information on all OsoSoft programs and fill out an order blank on screen. When you're done, click the [**Print**] button to print out a copy, then mail it with your payment to the address on the form. All checks must be drawn on a U. S. Bank, payable in US dollars.

You can also pay and register by credit card (MasterCard or Visa) on the OsoSoft BBS at 805-528-3753, by voice at 805-528-1759, or you can fax your order form to OsoSoft at 805-528-3074.

CompuServe users may also pay and register on CompuServe. Just type **GO**

SWREG at any system prompt, then find the program and register it. Charges are added to your CompuServe bill.

Registration Reminder Screens

From time to time, on exiting from *WinClip*, you'll see the **About** window, which reminds you to pay for your copy of the program. This screen will not appear in registered versions. To hear a message, if you have a sound card, click on the speaker button. To access the Order form, click the **Register** button. Click **OK** to exit to Windows.

Distribution

Users of this program, along with traditional shareware distributors may distribute copies of the shareware versions of this program, but only under the terms described in the **VENDOR.DOC** file included with this copy of the program. All commercial distributors **MUST** read that file and abide by the distribution rules contained in that file. Violations of the distribution license in **VENDOR.DOC** may result in prosecution under appropriate copyright laws of the United States and other countries.

OsoSoft is a member of the Association of Shareware Professionals and the Software Publishers' Association.

OsoSoft

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HOURS

OsoSoft business hours are 7 AM to 4 PM, Pacific Time, on weekdays. Calls outside those hours are not appreciated.

ASP OMBUDSMAN NOTICE

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting that member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49422-9427 USA FAX 619-788-2765 or send a CompuServe message via CompuServe mail to ASP Ombudsman 70007,3536.

SYSTEM REQUIREMENTS

WinClip requires a 386 or better PC, Windows 3.1 operating in Enhanced Mode, and a minimum of 2 MB of memory. You'll also need 2 MB of disk space for installation and up to 6 MB of free disk space for TMP files if you use Print Manager. **NOTE: For fastest results, turn Print Manager off in the Control Panel's Printer Setup application** *before* **starting** *WinClip***.** You'll also need a fully-supported Windows-compatible printer with a 100% correct printer driver and a valid video display with 640 X 480 resolution minimum.

OSOSOFT BBS

Please feel free to call the OsoSoft BBS at any time. The number is (805) 528-3753, and you may call at any baud rate from 300-14400. Set your parameters to 8 bits, No parity, and 1 stop bit. The latest shareware versions of OsoSoft programs are always online, along with clip art collections and a number of free programs from OsoSoft. If you have a modem, be sure to call!

OsoSoft Support on CompuServe

OsoSoft maintains a support area on CompuServe for your convenience. To access the area, use the GO command OSOSOFT. That will take you to the Windows Applications E Forum. Message and File area 5 are dedicated to OsoSoft. You'll always find the latest versions of all OsoSoft programs there.

WinClip Features

Supports **BMP, PCX**, **WMF** Files Plus Others
Supports 1, 4, 8, and 24-bit Images
Supports all displays
Preview Images On Screen with Scroll Bars
Print Single Image, with Filename
Print Image Catalogs of All or Selected Images with Filenames
Zoom Images from 10% to 500% On Screen and To Printer
AutoZoom fits your image, in proportion in the viewing windows.
Edit Any Image Automatically in Your Favorite Image Editor
Copy Image files to New Locations
Move Image files to New Locations
Delete Image files
Supports CD-ROM Clip Art Collections
Supports all *Windows*-compatible Graphics Printers.
NEW! Set thumbnail image sizes from .5 to 1.5 inches for neater pages.
NEW! Supports **ICO, RLE, DIB,** and **TGA** files.
NEW! Convert **WMF, ICO, RLE, DIB** files to standard BMP files

SYSTEM REQUIREMENTS

WinClip requires *Windows* 3.1 or later, running in Enhanced mode, a hard disk and a mouse. 2 MB of RAM is required, but 4 MB is recommended. If you use

Print Manager, you'll also need additional disk space to handle the **TMP** files created by *Print Manager*. To edit images, you'll also need *Windows PaintBrush* or another program which can edit **BMP** and **PCX** files. **WMF** file editing requires a program capable of handling that format.

WinClip supports all *Windows* graphics-compatible printers. The quality of dot matrix support will depend on the individual printer. Your printer must be able to handle a full page of graphics at its maximum resolution. For best results, disable *Print Manager* when using *WinClip*.

IMPORTANT NOTICE: WHY NO GIF SUPPORT?

Previous versions of *WinClip* supported the **GIF** image format, introduced by CompuServe as a standard graphics format. However, due to a patent dispute with **UNISYS**, a large computer company, **GIF** support has been dropped from this program. OsoSoft regrets having to do this, but since UNISYS insisted that royalties be paid on even unregistered copies of the program, OsoSoft has joined many other software publishers in discontinuing support for this file format until the situation is resolved.

INSTALLING WINCLIP

WinClip was written in *Microsoft Visual Basic* 3.0. All *Visual Basic* 3.0 programs require a run-time library, **VBRUN300.DLL**, which must be located in your **WINDOWS\SYSTEM** directory. If you do not have a copy of this file, you can obtain it from almost any BBS, shareware vendor, or from the OsoSoft BBS.

WinClip also requires **PPORIENT.DLL, QPRO200.DLL,** and **CSPICTUR.VBX**, and **CMDIALOG.VBX**, all of which can be found on your distribution disk or in the **ZIP** file containing this program. These programs are copyright by their respective publishers.

To install *WinClip*, first create a directory for the program **(C:\OSOSOFT)** using the DOS **MakeDir (MD)** command or the *Windows* File Manager. You can also install the program in any other directory you wish. Next, copy all files from your distribution disk into that directory.

Then, copy ***.DLL,** and ***.VBX** into your **WINDOWS\SYSTEM** directory. Once you've copied these files, you can then delete them from your *WinClip* directory.

NOTE: If you do not wish to copy the **DLL** and **VBX** files to your **WINDOWS\ SYSTEM** directory, you may leave them in the directory where you installed *WinClip*. However, in this case, you must be sure that the Working Directory field is properly filled out in the Properties dialog in Program Manager, as described below.

Now, start the *Windows Program Manager* and click on the program group where

you want to place the *WinClip* icon. Next, click on the *File* menu in *Program Manager*, then click on *New*. Click **OK** in the next dialog box, then type ***WinClip*** in the **Description:** field of the next dialog box.

Press **<Tab>** and type the whole path and filename for *WinClip* in the **Command Line:** field. Your entry should look something like this, with the appropriate path substituted, if necessary:

C:\OSOSOFT\WINCLIP.EXE

Press **<Tab>** again, then enter the path to the *WinClip* directory in the **Working Directory:** field. Don't type a backslash here. This entry should look like this, again, using the directory where you copied the program:

C:\OSOSOFT

Click **[OK]** to finish the installation. The *WinClip* icon will appear in the program group which was current when you added the new icon. You may have to scroll the program group window to find the icon, but then you can drag it wherever you like.

UnInstalling WinClip
Should you choose to uninstall *WinClip*, first remove the *WinClip* Icon from Program manager. Click once on the icon, then press the <**Del**> key. Answer **Yes** to the prompt. To delete the program files, use File Manager or the DOS DELTREE command to remove the directory where you installed *WinClip*. You may have copied several DLL and VBX files into your WINDOWS\SYSTEM directory. You may refer to the installation instructions above for the names of these files, which you may wish to delete. **CAUTION**: The **DLL** and **VBX** files installed with *WinClip* may be required by other programs on your system. Use caution before deleting these files if you copied them into **WINDOWS\SYSTEM**.

RUNNING WINCLIP
To start *WinClip*, just double-click on the *WinClip* icon. After a brief delay, you'll see the program's main window.On the left of the windows are drive, directory and file lists. Across the top of the window are option buttons and commands. To the right is the image display window.

Menu Commands
On the top line are three menu items: **File, Options,** and **Help**. Since *WinClip* uses command and option buttons, these menus are extremely simple.

File Menu

Printer Setup—This command takes you to the standard Windows Printer Setup dialog box. Use this command if you need to change any printer settings.

Exit—As expected, this command exits *WinClip*.

Options Menu

Set Paint Program—*WinClip* allows you to automatically load the on-screen image into your favorite graphics program. The default program is *Windows PaintBrush*. If you wish to use this program to edit images, you don't need to do anything. If, however, you want to use another editor, give this command. You'll see a dialog box. Enter the complete path and filename for the editor you want to use. **NOTE**: The editor you select must be able to load a file from its command line. In most cases, the default *PaintBrush* application will do the job.

Set AutoShow Delay Time—Use this command to set the time, in seconds, each image stays on the screen when you click the **AutoShow** button to display each image in turn automatically. The default setting is 2 seconds.

Printer Thumbnail Size—*WinClip* now lets you choose a size for the images on your catalog printouts. You can select Natural Size or any of the fixed measurements listed in the submenu. Notice that .5" images produce more than 150 images per page, a very economical way to print your catalogs. Sizes available for thumbnails are .5", .75", 1", and 1.5"

Custom Printout Text—*WinClip* lets you create a short text line to be printed on your catalogs. If you do not create a custom text line, none will be printed.

Save Options as Defaults—This command lets you save most options set in the program as default settings. Settings saved include the Paint Program, Custom Text, Default Thumbnail size, and AutoZoom Settings. If you choose this command, the current directory showing your images will also be saved.

Delete Saved Option Settings—Use this command to remove the custom option settings and revert to *WinClip* default settings.

Help Menu

Help with WinClip—This command opens the Help window. On the left, you'll see a topic list, with help information on the right. To view help on a topic, simply click on that topic in the topic list. Information on your selection will appear at the top of the right window. To return to your program, click the **[Exit]** button or the **Return to WinClip** menu item.

About—This command displays version information about *WinClip*, along with contact information on OsoSoft.

OsoSoft Program Information—OsoSoft publishes several other program which may interest you. For information on those products, to register *WinClip*, or to order any OsoSoft program, give this command. To see information on a product, click the [Info] button next to that product's name. To order, fill out the order blank by pressing **<Tab>** or **<Enter>** and type the appropriate information in the fields that appear. When you're ready to print the form, just click the **[Print]** button. To return to the *WinClip* screen, click the **[Cancel]** button.

USING WINCLIP

WinClip is designed to be extremely easy to use. All commands do exactly what they say they do, and prompts and confirmation windows pop up whenever they're needed. The entire program is designed to make viewing and working with clip art images as easy as possible.

Viewing Images

Start by selecting the drive and directory where your images are stored, using normal *Windows* techniques. Double-click on directory names to change directories and display the file list. A list of files, along with the total number of files displays at the lower left of the window. To view an individual file, click *once* on the filename. The image will appear in the viewing box to the right. Just above the viewing box, you'll see the complete path and filename of the image, its size in pixels and the bit count per pixel of the image.

Just above the drive selection list are two rows of option buttons, which let you view a single type of file or all file types in the file selection list. The default is to display all files, but you can click any of the options to view just the images you choose.

If you're viewing an 8 or 24-bit image on a monitor which cannot display all the available colors, *WinClip* will do its best to display the colors or gray scale in the image. However, for best results, you should use *WinClip* with a display that can correctly display the full range of colors for your particular image.

Once the image is in the screen, you can scroll to view different parts of large images by using the scroll bars to the right and below the image display window.

Mark the **AutoZoom** check box to automatically size images to fit inside the window. Proportions will remain correct. This box is checked by default when you start the program.

Selecting Multiple Images

Since *WinClip* can operate on multiple images, you'll often want to select more than one image. To select consecutive images in the file list box, hold down the left mouse button and drag the highlight over the files you want to select. If you need to select filenames which are not consecutive, hold down the **<Ctrl>** key

while you click on as many filenames as you like. You can combine these two techniques to select any combination of files. These are standard *Windows* list selection methods. The last file you select always becomes the current file and displays in the window.

Zooming Images
To view the current image in a larger or smaller size, click the **[Zoom]** button. In the dialog box, type in the percentage of zoom you want. You can view any magnification or reduction from 10% to 500%, depending on the original size of the image. If you select a zoom factor too large for the image to print on your printer, you'll see a warning and the image will return to normal 100% magnification. All Zoom factors are measured from the original size of the image.

Since the default in the **Zoom** dialog box is always 100%, you can easily return to the original size by clicking the **[Zoom]** button, then clicking **[OK]** without typing anything. The current Zoom percentage always appears on the **[Zoom]** button.

IMPORTANT NOTE: The Zoom factor you select applies to printed images as well as to the screen, if you're using the Natural Size Option for printing. In most cases you'll want to reset the Zoom factor to 100% before printing. However, if you're working with very large or very small images, a different Zoom factor may make your printouts easier to view.

Remember, the **AutoZoom** check box lets you see your images all in the same size in your window. This is the fastest way to simply preview images, and it enlarges tiny images so you can see details.

Stepping Through Images
To step through the images in the current list, click the **[AutoShow]** button. You'll see each image in 2-second intervals, or at the interval you set in the *Options* menu. To stop stepping, click the **[Cancel]** button, or press **<Esc>**. For easiest viewing, turn on the **AutoZoom** feature.

Converting Images to BMP Files
WinClip can now convert **WMF, ICO, RLE,** and **DIB** files to standard **BMP** files. When you select one of these files, the **[Convert to BMP]** button appears. Click it if you want to convert the file, then accept the proposed file name, or enter your own filename. If the proposed file exists, you'll be asked whether you want to overwrite the existing file. NOTE: You can include path information if you want to save the converted file to a new directory. If you make an error with the file name, WinClip will prompt you for a new file name.

HINT: If you're working with graphics on a CD-ROM drive, you cannot save converted files to the same drive as proposed by *WinClip*. You'll need to provide

full path information with each new file name or you'll see an error message. Consider moving the files to a directory on your hard disk before converting.

Printing Images

WinClip lets you print your images in several ways. Select the button that best fits your needs.

NOTICE FOR UNREGISTERED USERS

All sheets with multiple images printed with the unregistered version of WinClip will carry the watermark, "Created with WinClip 4.0 -- Unregistered Version," near the top of the page. This watermark will not interfere with your evaluation of the program. The registered version of the program does not display this text on printouts.

[Print Current]—This button prints the current image at the current magnification. The image's filename appears above the image in the printout.

[Print All]—This button prints all images in the file list. Each image will appear on the screen as it is sent to the printer. The printout names the directory and prints the filename above each image. Images are printed in the size selected in the Options menu. The default thumbnail size is 1" wide. For larger or smaller images, choose another thumbnail size.

[Print Selected]—This button prints all images selected in the file list. The format is the same as when you print all files.

Cancelling a Print Job

At any time during printing of multiple files, click the **[Cancel]** button or press **<Esc>** to cancel printing. Printing will cease after the current image.

Printing Speed

Please be patient during printing. Printing large numbers of graphical images can take some time, especially on dot-matrix or PostScript printers. As long as the mouse pointer is still movable on the screen, things are going OK. **HINT**: You can speed up printing somewhat by turning off Print Manager in the Printer dialog box from the Windows Control Panel.

NOTE: While *WinClip* can display and print almost all formats it supports, there are some obscure file formats which it cannot handle, particularly some files originally created on Macintosh computers. If you encounter one of these images, you'll see a dialog box telling you that the image is in an invalid format. During printing, the image will appear blank on the page. Try loading the file into a graphics program and save it with a new format.

Editing Images

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WinClip can automatically load the current image, as displayed in the viewing window, into a graphics editor of your choice. The default editor is *Windows PaintBrush*, but you can choose any editor you wish in the *Options/Set Paint Program* menu, as described above. Note that PaintBrush can only edit **BMP** and **PCX** files.

To load an image for editing, select a file in the file list, then click the **[Edit Image]** button. Your chosen program will appear maximized, with the image on the screen. When you exit the graphics program, you'll return automatically to the *WinClip* screen. Reselect the file to view the changes you've made.

SHORTCUT: You can also edit an image by double-clicking on either the filename or inside the viewing window.

Managing Image Files

One of *WinClip's* most powerful features is its ability to manage image files. You can delete one or more files, copy files to another directory or disk, or move the files to another location. It's just as easy to do these advanced functions as it is to view or print an image. All file management commands are on command buttons described below:

[Copy]—To copy one file or all the files you've selected in the file list, first select the files, then click this button. A dialog box will appear. Type in the destination drive and directory, then click **[OK].** Your files will be copied without any further input. When copying is finished, you'll be informed.

[Move]—This button works exactly like the **[Copy]** button, but once the files are copied to the destination directory, they are deleted from their current directory. A dialog box will ask you to confirm this operation. All copies are checked for validity before the original is deleted.

NOTE: You must enter a valid path in the dialog boxes for both the above commands. If you name a path that doesn't exist, you'll get an error message and no copying will be done. Use the *Windows File Manager* to create a directory if necessary.

HINT: Use the **[Copy]** and **[Move]** functions to set up and maintain clip art directories according to your needs. You can copy and move to and from floppy disks or even copy from a CD-ROM collection of clip art, copying just the images you need to your system.

[Delete]—Use this button to delete the files currently selected in the file list. You'll be asked to confirm your action just once. Be very careful not to accidentally delete files you may not want to delete. Scroll through the file list from top to bottom before giving this command to make sure only files you want to delete are

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selected. *WinClip* assumes you know what you want to do, and warns you only once before doing what you ask.

WINCLIP TIPS AND HINTS

The size of a printed image depends on the printer's resolution. For example, a 300 X 300 pixel image will print as a 1-inch square on most laser printers. If you want a larger printout, use the **[Zoom]** button to increase the magnification.

Don't forget that you can elect to print all images as equal sized thumbnail images automatically. Set the thumbnail size in the *Options* menu.

If you encounter an "Invalid Image Format" error, you can safely assume that the image will cause problems in many other programs. Try loading the image into a graphics program, then save it in another format to avoid later problems. You'll have to do this outside of *WinClip* however.

WinClip always uses the current **default printer** setup, but forces the printer into portrait mode before printing. Make sure you have the correct printer driver installed as the default *before* running *WinClip* or use the Printer Setup command to change printers.

WinClip prints its sheets with a 1.25" margin. This allows you to use a three-hole punch on the pages and store them for quick reference.

On color printers, you should see color images in color. However, this depends on your printer driver settings and on the abilities of your printer. If you're not getting color printouts, check your printer settings.

WinClip makes every attempt to display images as well as it can. However, if you try to display a 24-bit color image on a 16-color display, you'll get far less color definition. The printout will reflect the display's colors, not the colors in the image. For best results, use a display mode which matches the images you're cataloging.

Be very careful with the **[Move]** and **[Delete]** commands in *WinClip*. Make sure the files you have selected are the ones you want to move or delete. You're always asked for confirmation, so double-check.

Neither OsoSoft nor *WinClip* is responsible for errors caused by your video display or printer driver! There are a number of defective drivers in use, and manufacturers are constantly updating their drivers. If you experience problems when using *WinClip*, such as unexplained crashes or General Protection Faults, your first suspect should be your display or printer driver. Make certain you have the most current driver for your display or printer. *WinClip* does nothing out of the ordinary while displaying or printing images. The program has been thoroughly

tested with correctly functioning video and printer drivers.

SPECIAL VIDEO DRIVER NOTE: If you use some video displays and drivers which handle more than 256 colors, *WinClip* may not print images at all. Some defective drivers may even cause a crash. If this occurs, switch to a driver which displays 256 colors or less, using the Windows Setup icon in Program Manager.

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