

Graphcat Clip Art Cataloger

Version 5.0 for WordPerfect for Windows

A Software Package from:
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Graphcat Clip Art Cataloger-32 bit v5.0 (ASP)

Clip art & photo cataloger for WordPerfect 9, 8, 7/Win32. Includes CD-ROM support, page size selection, extension hiding, directory searching, uses all graphics formats supported by WordPerfect. User has complete control of catalog page layout and image options and size. Monthly winner, Sept 1997: Corel \$3 Million World Design Contest. Science Translations Software

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Introduction and QUICK REFERENCE are on page 3.

GRAPHCAT is a copyrighted program. All rights are reserved. You may try out the trial version of the program for up to 30 days for free. If you continue to use this program, you must purchase the program for \$20.00.

Purchasers receive an enhanced version of the main macro, over a megabyte of Wood Clips graphics, newsletters announcing updates, and voice/FAX/email support.

Table of Contents

INTRODUCTION & QUICK START (3)	
SETUP (3)	
ORDERS (4)	
OTHER FILES (5)	
DEFINITION OF SHAREWARE (6)	
LIMITED WARRANTY (6)	
TRIAL USE LICENSE (6)	
LIMITED DISTRIBUTION LICENSE (7)	
WHAT IS GRAPHCAT? (8)	
WORDPERFECT 9, 8, 7, 6, OR 5.2? (NEW FEATURES) (9)	
VERSION HISTORY AND NEW RELEASES OF WP (9)	
SAVING HARD DRIVE SPACE (11)	
PROMPTS (12)	
THE OPTIONS DIALOG BOX & CD-ROM SUPPORT (14)	
STARTING FILE NAME (14)	
NUMBER OF IMAGES (14)	
PAGE NUMBER (15)	
CD-ROM SUPPORT (15)	
RETRIEVE GRAPHICS or GRAPHIC ON-DISK? (15)	
IN GENERAL (16)	
Creating Coloring Books using Graphcat and WordPerfect (17)	
EDITING AND PRINTING TIPS (19)	
COLOR CLIP ART (19)	
HORIZONTALLY SQUASHED IMAGES (19)	
WRAPPED FILE NAMES (19)	
LANDSCAPE PRINTING (19)	
SLOW PRINTING AND HALF-PAGE PRINT JOBS (20)	
TROUBLE-SHOOTER'S GUIDE-GRAPHCAT (21)	
INDEX (24)	

INTRODUCTION & QUICK START

GRAPHCAT is a high-power clip art and photo cataloger for WordPerfect, with support for partial catalogs, directory searching, and complete catalog layout control. GRAPHCAT uses all graphics supported by WordPerfect.

GRAPHCAT requires WordPerfect for Windows, any version from 5.2 through 9, running in Windows 3.1, Windows for Workgroups 3.11, or Windows 98/95/NT. A DOS version of Graphcat Clip Art Cataloger is available separately.

Why should you use a clip art cataloger that runs where you use your clip art? Flexibility. You can see just how your word processor will print your clip art or your photographs. Modern clip art isn't all pictures--much of it contains mathematically-defined shapes and fill patterns and colors defined by numbers. Pull those files into other catalogers and they will transform into minor variations. Pull those files into Graphcat Clip Art Cataloger, and you'll see what your desktop publishing projects will look like.

SETUP

In each version of WordPerfect, go to a blank document screen, press Macro (Alt-F10), type the path to where the files are, and the macro name shown here, and press Enter.

For WordPerfect 9, type the path and 'setup9' and press Enter.

For WordPerfect 8, type the path and 'setup8' and press Enter.

For WordPerfect 7 for Windows 95 or NT, use 'setup7'.

For the 16-bit version of WordPerfect 7 for Windows 3.1, AND for WordPerfect 6.1, 6.0a, and 6.0, use 'setup67'.

For WordPerfect 5.2 and 5.2+ for Windows, use 'setup52.wcm'.

For example, to install Graphcat in WordPerfect 8, from a diskette in drive a, press Macro(Alt-F10), type 'a:\setup8', and press Enter.

Next, run the main macro by pressing Macro, and entering GRAPHCAT. Answer the prompts for the drive and directory, file mask, catalog title, number of columns, and graphic height. The default values for columns and height allow 28 graphics per page, and there are default values for every entry (except the file directory in WPwin52), so you can just click on OK, NEXT or FINISH to accept the defaults as you learn the power that Graphcat brings to clip art catalogs.

ORDERS

GRAPHCAT/Win is marketed as shareware, or "Try before you buy" software. You may copy the Trial Edition and pass it on unchanged to other WordPerfect users. If you use the program for more than 30 days, you must purchase a copy. GRAPHCAT costs \$US 20., and a variety of payment types are listed in the file ORDERS.TXT, including Visa, MasterCard, and American Express.

Send orders to: Jerry Stern
Science Translations
PO Box 20234
Baltimore MD 21284-0234 USA

Or Phone 1-410-882-3789
FAX: 1-410-661-2224
Email: sales@graphcat.com

Our phone numbers will change late in 1999. Forwarding messages will be kept active as long as possible, but the new phone numbers will be listed on our web sites. Email and mailing information will not change.

Or order online at <http://www.graphcat.com>
Add \$2. shipping on all orders below US\$29.
Maryland residents add 5% sales tax.

A thirty-day trial edition of Graphcat is available for downloading on our World Wide Web site and many shareware sites worldwide. The trial version has limits on the total catalog size, and it adds various advertisements both on-screen and to the completed catalog. There just isn't room for the megabyte of Wood Clips Bonus Clip Art files that are included with the full edition. Purchasers also receive technical support, and newsletter notification of upgrades, with discounted upgrade pricing.

Support is by mail, FAX, or phone, at the same address and phone number used for orders, or via the Science Translations home page at <http://www.graphcat.com>. Look in LICENSE.HLP for additional contact info.

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 the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or technical problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 157-F Love Ave., Greenwood, IN 46142 USA, FAX 317-888-2195, or send email to omb@asp-shareware.org.

OTHER FILES

In the VENDINFO.DIZ file, there is a list of the files included in this release of Graphcat for Windows. If any are missing or if the sizes and dates do not match that list, the package has been tampered with. Any additional files are not part of Graphcat. A current and complete copy is shipped to all purchasers of Graphcat.

For more information, see these files:

ORDERS.TXT Order form for ordering Graphcat for Windows and other products.

LICENSE.HLP Product information and site licenses. Includes other wonderful products from Science Translations, including GRAPHCAT, FontKat, and The Letterhead Kits, each available for both DOS and Windows.

The files with .WPG extensions are clip art. The patterns and styles vary greatly, and they are provided as handy files for testing GRAPHCAT. They are all Wood Clips samples, of a variety of subjects. When you order, your bonus disk will contain additional Wood Clips, and a CDROM collection of Wood Clips is available.

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You are encouraged to pass a copy of the evaluation edition of GRAPHCAT along to your friends for evaluation. Please encourage them to purchase GRAPHCAT if they find that they can use it. All purchasers will receive a copy of the latest retail version of GRAPHCAT, a megabyte of Wood Clips graphics, discounted upgrades, newsletter announcements of upgrades and new products, and technical support for at least one year.

Site Licenses, volume discounts, and the newest registration information are in the file LICENSE.HLP.

WHAT IS GRAPHCAT?

I've been collecting clip art and digital photographs for different projects. A small book, some newsletters, and still more photo projects. I've drawn some, scanned some paper clip art, and bought some disks of pictures. I was beginning to lose track of which disk had what pictures. I needed an index, a printout of every graphic I had, so I could keep them handy for reference.

The WPG files shipped with WordPerfect have their own printed picture indexes of art in the manual, but files of JPG or GIF files from the Internet are escapees from that elusive paperless office we all keep hearing about. And clip art CD-ROMs are uneven; some of them are full disks of excellent art on related topics, but others are totally unrelated pictures. Worse, because there are several flavors of each of the graphics file formats, some files will not be recognized by WordPerfect, and will read as bad. Overall, clip art disks are worthwhile, but a printed index would help sort the good files from the fuzzy junk.

And the commercial clip art isn't much better. Oh, the graphics are better, but the printed indexes are printed too small, or on newsprint, or are all mixed in with the pictures of every other graphic collection sold by that company.

Meanwhile, my co-workers on a newsletter project wanted to see all their clip art. I kept their graphics on a separate disk, but they wanted paper copies to refer to, so they could tell me, "Use that butterfly picture from page two." I began to create a sample document, with every graphic shown, and the file names, and the disk titles, and immediately found that there was too much work involved. I had two options: I could delegate the job, or write a macro to do the job. Since I couldn't find anyone who would spend three hours to create the index for each disk, I wrote GRAPHCAT. It's a lot faster than an assistant; it only takes from a few seconds to a few minutes to complete the job, depending on the speed of the computer and the size of the graphics files.

GRAPHCAT makes this task easy, so easy that nearly no effort is needed to create a new catalog for each directory or floppy of pictures. If the macro is told the drive and path of the files, the computer should do the rest.

With just that information, the WordPerfect macro reads the appropriate directory, identifies the graphics files, sets their sizes, locations, and options in a catalog, and leaves that catalog ready to print. Once the catalog is built, you may preview it, print it, and save it if you want. However, I don't recommend saving these files because they will be slightly larger than the cumulative size of all the graphics in the directory.

Since starting to catalog my clip art collection, I've found pictures I didn't know I had, and I've used some of those in new projects. Now that I don't have to hire extra help to create the listings, I can find the picture I want in no time, and, better yet, I can take the picture notebook with me to a co-worker, a client, or a conference, and I don't need to borrow someone else's computer and be at the mercy of someone else's operating system.

WORDPERFECT 9, 8, 7, 6, OR 5.2? (NEW FEATURES)

Throughout this manual, when the keystrokes and procedures are the same for all WordPerfect versions, the steps will be listed only once. However, when the steps are different, you will see this:

WPWin32: Do these steps in the 32-bit editions of WordPerfect 9, 8, or 7 for Windows.

WPWin6/7: Or these in WordPerfect for Windows 7.0, 6.1 6.0a, or 6.0, in the 16-bit versions designed for Windows 3.1.

WPWin52: Or these in WordPerfect for Windows 5.2 or 5.2+.

WPWin6 and above have greatly enhanced macro power, so there are a few features that are available only in versions 6.0 and above of Graphcat. Similarly, the WPWin32 editions of WordPerfect add support for Windows-95-style long filenames.

The WPWin32 version has all the enhancements above, as well as options to skip file extensions, select a paper size, and long filenames are supported, and are shown as endnotes only when they are too long to fit into the captions.

The WPWin6/7 version has these enhancements:

- 1) The file directory to search can be selected by clicking on the file icon, and double-clicking on the directory name.
- 2) The extra options screen allows partial file catalogs for inventorying large directories of clip art.
- 3) Horizontal-format catalogs (left-to-right) are available as an option in WPWin6.
- 4) Online help.
- 5) Small margins may be selected to shrink page margins to 1 centimeter (about 4/10ths of an inch) all around.

Every question has a default setting in Graphcat for Windows. For the easiest use of Graphcat, type the file path at the first prompt, and press [Enter]. Graphcat will handle everything else.

GRAPHCAT should work properly with ANY WP/Win language module. However, I have not been able to test every possible international combination of software and hardware. Please write if you find that GRAPHCAT fails in any way on your system.

VERSION HISTORY AND NEW RELEASES OF WP

Writing software in a macro language is like controlling a rowboat by towing it from a distance of five parsecs. GRAPHCAT should work in all future interim or service packs of the WordPerfect versions supported. However, sometimes new "features" disable old features. When this happens, try turning "off" the new features if GRAPHCAT doesn't seem to like the new release. Better yet, call or write for support--there will be either a fix or a new release, as needed, to fix any problems caused by new features. For example:

NEW IN 5.0

Version 5.0 adds support for WordPerfect 9, also known as Corel WordPerfect Office 2000. For WPWin 7, 8, and 9, handling of very long filenames has been enhanced; Graphcat now calculates how long a filename will fit into a caption without wrapping or shrinking the caption beyond approximately 20 characters per inch, and places only those very long names into endnotes.

There are two new layout features in 5.0, again only for WPWin 7 & above: On the main screen, there is a new checkbox option to select the paper size, allowing you to create landscape catalogs automatically, or to use non-standard paper sizes. On the options screen, there is a new checkbox option to hide the filename extensions in the captions. For example, sample.wpg will have a caption of just 'sample'.

Also new in version 5, retail edition only, is the GC.WCM macro. The GC macro allows users to customize most of the default settings in GRAPHCAT. If you would prefer to always create catalogs that are centered, or horizontal-format, or of a specific size, you can do so. Instructions for GC.WCM are inside the file--just retrieve GC.WCM from your macro directory as you would open any other file, and follow the instructions. When done, run GC.WCM instead of GRAPHCAT. GC.WCM will use your defaults, and start GRAPHCAT for you automatically.

NEW IN 4.3

Version 4.3 is a minor upgrade, adding compatibility with the Service Pack 4 release of Corel WordPerfect Suite 8, updating contact information, and improving performance for paths including spaces or single-column catalogs.

NEW IN 4.2

Version 4.2 is a minor upgrade.

Changes have been made to fix two problems that affected small groups of users. First, the 'Access denied to delete.me' message will no longer occur. Second, paths containing spaces are now allowed, although they should still be used with restraint in any program. There are no additional layout features in version 4.2, and the bonus clip art matches that of version 4.1.

NEW IN 4.1

Added support for Corel WordPerfect Suite 8 for Windows 95 and NT, and for the 16-bit edition of Corel WordPerfect Suite 7 for Windows 3.1. For users of WordPerfect 6 and above, added online help, and a new layout feature: Small Margins.

The default setting for the 'Filenames to find' or file mask has changed from the old conservative setting of '*.WPG' to '*.*'. Please use it reasonably. Don't use it to catalog non-graphics files in hopes of finding more graphics--loading every file in a directory just slows WordPerfect down.

NEW IN 4.0

Support for WordPerfect 7.0, including long filename support. The default settings have changed: In WPWin6 & 7, Graphcat now defaults to the "Graphic on disk" selection, and the default catalog is now set at 100 images (28 in evaluation edition).

NEW SINCE VERSION 3.2

Those users who use more than four columns in their catalogs sometimes find that the image names wrap or hyphenate to two lines, throwing off the neat line-ups of images on the page. Graphcat running in WPWin6/7 or WPWin32 automatically shrinks the base font for the document to make it fit into one line. The point size of the page title is not affected. Non-scalable fonts can also be auto-adjusted; Graphcat adds the small or fine attributes as needed.

Due to feature changes in WPWin60 interim release "a" and after, versions of Graphcat 3.0 and 3.01 will fail before completing any catalog pages. That compatibility issue has been allowed for in versions 3.1 & above of Graphcat.

Also fixed are incompatibilities from version 3.00 with full justification in default initial codes, as seen in some UK editions of WPWin60, and error messages that appear when the older Graphcat was used with the Share program, noted mostly by users of MS Excel.

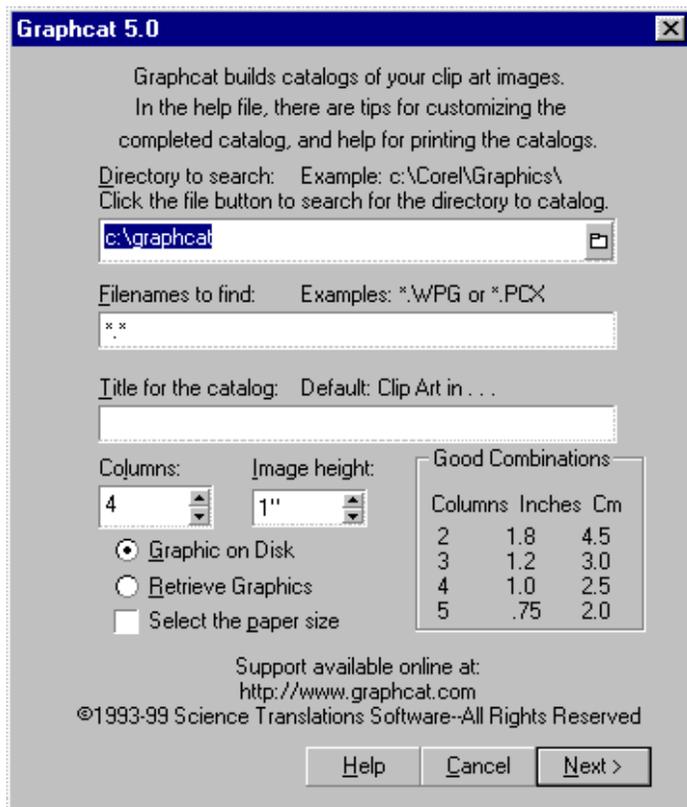
SAVING HARD DRIVE SPACE

For each edition of Graphcat, there are several files that must remain on your hard drive to be used. If you install more than one version, each version of WordPerfect will have its own files. These files are GRAPHCAT.WCM (for all editions), GRAPHCAT.DLL (for WordPerfect 16-bit versions), GRAPHCAT.EXE, (for WordPerfect 32-bit versions), and GRAPHCAT.HLP and GRAPHCAT.CNT (for WordPerfect versions 6 and above). The SETUP macros will copy those files for you, and will also create a directory for the optional clip art samples and instruction files. These routines will copy the samples and TXT files to any location you wish.

The clip art images need not remain on your hard disk once you have become comfortable with running the software. The macros and 'DLL' or 'EXE' and the help file must remain in the WP/Win macro directories.

PROMPTS

Start GRAPHCAT by pressing Macro (Alt-F10), typing GRAPHCAT, and pressing Enter. You must have at least two document screens available, but not to worry: GRAPHCAT checks for work space and will not let you do anything dangerous. A full-screen dialog box will appear, asking five questions. All of these questions are optional, and allow you to customize your catalogs.



At the first prompt, enter the drive name and path for the subdirectory to be searched. You may omit the ending backslash if you like. GRAPHCAT is smart enough to accept the path name either way. Pressing Cancel (Esc) or clicking the Cancel button at any time will end the macro.

The file directory to search can be selected by clicking on the file icon, and double-clicking on the directory name.

The second prompt asks for the file mask. Any type of graphics file readable by WordPerfect may be entered here. What's a file mask? The simplest file mask is the famous "*.*" which means the files with any name and any extension. The asterisk substitutes for any group of characters, and a question mark substitutes for any single character. The period is required.

For example, to inventory all the WPG clip art in a directory, use a file mask of "*.WPG" or to find all the files starting with "BIG-" use "BIG-*.*" as the answer at the second prompt. If you leave this prompt blank, Graphcat will look at "*.*" or all the files in the directory.

It's very easy to just enter *.* as the file mask and try to search every file in a directory for graphics. Don't do it! The wild card extension is intended for cataloging mixed disks of graphics files. If you use the *.* choice for directories containing program files, GRAPHCAT will run far more slowly, because it must load and identify as bad every program file in the directory. For best and fastest results, use the real file mask of the graphics you are looking for, unless you really do intend *.* to mean ALL the files in the directory.

The third prompt asks for a title, and the macro will place that title in a header on each page of the catalog. I recommend entering the name of the

graphics collection or the name of the archived backup for that collection, such as "Business Graphics--BUSINESS.ZIP" in this area. You may leave this prompt blank if you wish, and Graphcat will create a title for you, reading "Clip Art in " and the file path and mask from the first two prompts.

The next two prompts request the number of columns and the height to make each graphic. WordPerfect will calculate the width to keep the graphics true to scale, room permitting. If less than about twice the height of a graphic is available for the width, some graphics in horizontal format will be compressed to fit the column. For four columns, a height of about one inch or 2.5 cm allows ample room, and 28 images fit on one page. Some of the best combinations of columns and image heights are displayed near the right side of the dialog box.

INTERNATIONAL USERS: GRAPHCAT needs to know how tall you would like your graphics printed in your catalog. That measurement is entered in inches if the language WordPerfect detects is US English. For all other languages, including other varieties of English, centimeters are used automatically. If you would like to use a different measurement, you must add a measurement identification letter after the number, using the standard WordPerfect abbreviations. For example, i or " for inches, c for centimeters, or p for points.

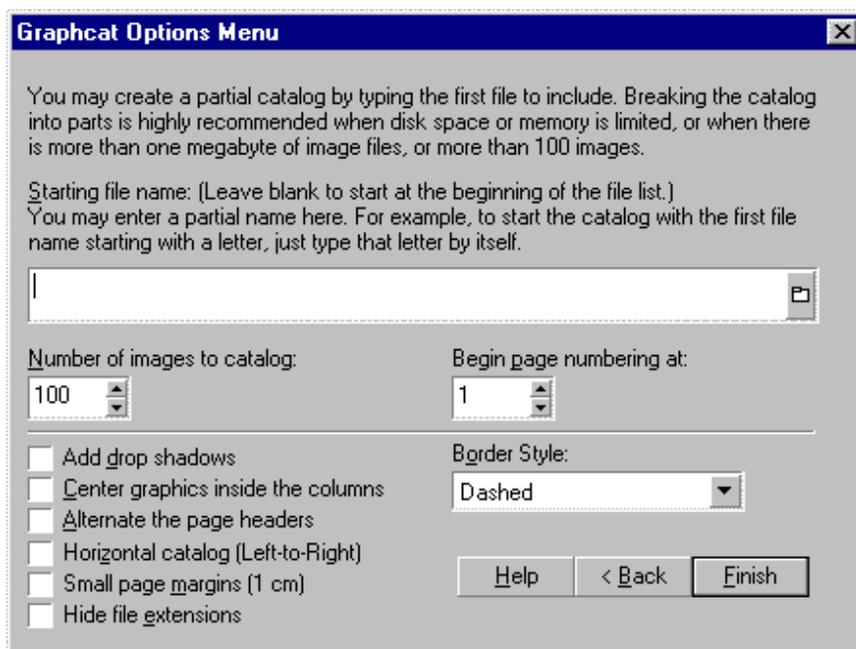
WPWin32: GRAPHCAT now uses a counter control to allow you to click the image height up or down, and that control is set in inches if you are running US English, and centimeters otherwise.

Once the last entry has been made, click on OK or NEXT, and GRAPHCAT will go on to the Options menu. As each graphic is loaded, the macro announces the new graphic in a status message.

THE OPTIONS DIALOG BOX & CD-ROM SUPPORT

Graphics collections have gotten very large. I frequently hear from customers that they have several thousand images in one directory, and that they want to inventory that one big directory as one group. That is impractical for many reasons, but the most important reason to break a catalog up into pieces is that you cannot expect WordPerfect to run smoothly with ten megabytes of image files in its document memory. It just won't happen.

You can create a partial catalog in WordPerfect 6 & above by entering your choices on the options menu, which will appear automatically once you complete the first dialog box. The menu has three items to fill in. In most cases, you will be able to click on OK immediately without making any changes here.



STARTING FILE NAME

This is the file name to begin the catalog with. You may manually type in the name of the image, or you may choose the name from a file list (recommended!) by clicking on the file icon or by pressing Alt-Down Arrow.

You may also enter a partial file name here. For example, to start the catalog with the first image starting with the letter "G", you would just type that letter here.

This box will start out as blank the first time that you run Graphcat in a directory, or the first time in a WordPerfect session. However, if you run Graphcat again in the same directory, this box will automatically hold the next file name to catalog, if the last catalog was of fewer graphics than those remaining in the directory.

NUMBER OF IMAGES

Select how many images to catalog here. You will probably choose to catalog your images in groups of 56 (2 pages of 28 images in 4 columns) or some other number that will fill a set of pages. This number will carry over from one run of Graphcat to the next, within the same WP session.

PAGE NUMBER

Select what page number to use for the first page of the catalog. If you are cataloging the same directory as a previous run, Graphcat will provide a default choice of the last page that was created, plus one.

CD-ROM SUPPORT

For cataloging a large group of files, and especially for CD-ROM clip art disks, set Graphcat to catalog as many images as will fill one page, or a multiple of pages, with no partial pages. Print the catalog normally when done, and restart Graphcat. Press (Enter) at both screens, and Graphcat will prepare the next set of images, creating a catalog of the same size as the first, and starting with the next image to be cataloged, and the next page number. Graphcat can work all the way through a CD-ROM in this way, simply by breaking up the catalogs into printable sizes.

RETRIEVE GRAPHICS or GRAPHIC ON-DISK?

When should you use the 'Retrieve Graphics' option? First, let's explain how WordPerfect handles graphics: A graphic in a WordPerfect document is converted internally into the WPG format. This is done to make it possible to display the image in the document and print the document, and cannot be completely avoided. If you choose to insert a graphic as a 'graphic on disk', WordPerfect converts the image as needed, but does not save the graphic as part of the document. Instead, WP will re-read the document file on disk as needed in order to display and print the document. If the file is no longer available, then the display or print process will fail, and WordPerfect will display a large red message where the image should be.

On the other hand, if you insert a graphic into a document in the default method, shown as 'image' in the 'Content' settings for the graphic, then WordPerfect creates a copy of the image and stores it as part of the document file header.

Both these methods have advantages and disadvantages to their use. 'Graphic on disk' saves hard drive space. This is the proper choice when you will add a graphic to a letterhead or any document that will serve as a template for many other documents. If a logo is changed, the image will show in it's new form in any document that uses it from the time of the alteration onwards. This works nearly perfectly, as long as the image shape did not change when it was revised--the logo has to fit in the same size box as the previous version.

Retrieving the image is useful when you must save or send a document, but don't want to send the graphics individually. The file will be larger, but easier to work with.

For graphics catalogs, GRAPHCAT defaults to 'Image on-disk' because it saves memory, and because most clip art catalogs are created, printed, and then not saved. You should use the 'Retrieve graphics' option if you are creating a

photo album, and will be editing the catalog and sending it as a WordPerfect document. If you are creating a catalog of images found on a network drive, retrieving the graphics will greatly improve viewing and printing speed, and far reduce the amount of traffic on the network during viewing and printing.

Note: If you are creating a photo album that will be exported from WordPerfect as a portable document file (PDF or Acrobat), the images will be embedded in the file during the export process, whether you use WordPerfect 9's PDF feature or Adobe Acrobat or GhostScript, so it does not matter whether you retrieve the images into the catalog or not.

Overall, when in doubt, accept the default setting of 'Image on disk'.

IN GENERAL

If GRAPHCAT and WordPerfect decide that a graphic in your sample directory is not a proper graphics file, GRAPHCAT will add that file name to a list of files that could not be loaded, and that list will be printed at the end of the catalog. You may delete that message after the catalog is prepared, or you may try to convert the bad graphic or edit it with a graphics program, resave it, and run GRAPHCAT again. Because not every version of every graphic format is supported by WordPerfect, I prefer to leave the file list in the catalog to identify a file that may be usable in other software, but not in WordPerfect. (Or the disk may contain non-graphic files, such as a README.DOC, and these files will be listed automatically at the end of the catalog.)

When the catalog is finished, a dialog box will appear to let you know. From this point on, the catalog is just a complex document, and you may edit it or print it as you would any other large document.

GRAPHCAT may be stopped in mid-inventory by pressing Cancel (Esc) just once; there may be a time lag of a few seconds before the macro stops. If you use Cancel to stop GRAPHCAT, the macro will warn you that the catalog is incomplete.

GRAPHCAT has error trapping routines built in to prevent garbage entries, and will not try to run if you start without sufficient work space. If you wish to import the catalog into a document, run the macro first, and then merge the other text or formatting into the catalog.

In general, Graphcat can create a larger catalog of graphics than WordPerfect can print. The maximum catalog size for each user will vary greatly, depending mostly on memory. Try not to catalog more images than will fit in memory. Although WordPerfect will use disk space as extra work space after memory is full, performance and speed will drop dramatically, and your results will be both faster and more reliable if you split large catalogs up into several separate mini-catalogs.

Creating Coloring Books using Graphcat and WordPerfect

A coloring book is just one example of how Graphcat catalogs can be changed by editing styles, and is probably the best example to get you started.

It is possible to create a coloring book in WordPerfect with very little work, if you have the right kind of clip art files. Only vector clip art will work, and not bitmapped (scanned) art. Vector clip art doesn't contain pictures, but contains the mathematical instructions to create pictures by building them out of shapes and adding fill patterns. WordPerfect can convert all those fill patterns to white, resulting in a coloring-book-style image.

These directions will only work in a version of WordPerfect that uses graphic styles. These are used in version 6.0 and above, either DOS or Windows versions. The directions shown here are for WordPerfect 8, but similar steps work in other versions of WordPerfect. In each case, you will edit a graphic style named Graphcat, and change the fill attributes to white. It does not matter how many images are in the catalog, because you will edit the style that controls all the images, rather than attempting to edit each image individually.

Here's how to create a coloring book:

First, locate the vector clip art. The sample WPG files that ship with WordPerfect are in vector format. Most CGM and WMF files also contain vector drawings. Note that it is possible for a vector file format, like WPG, to contain a scanned/bitmap drawing, and those won't empty out to a white fill pattern.

Next, start WordPerfect, run Graphcat, and create a normal clip art catalog. Settings that work well are two columns, 2.5" / 8 cm height or one column and an image height as large as that of the blank page without margins. You can enter a child's name in the page title, such as Coloring Masterpieces by Chris. On the Graphcat options screen, choose Small Margins, Center Images, and Borders: None.

Once Graphcat has finished creating the catalog, you'll need to edit one style to change the fill patterns of all the images to white. From the WordPerfect 8 menu, select Tools, Graphic Styles..

A new dialog box will appear, titled Graphic Styles. At the bottom, choose List styles from Current Document. At the top of the dialog, Box should be checked. In the list of Styles, scroll down as needed, click once on Graphcat and then click on Edit.

Another dialog box will appear, titled Edit Box Style. Click on Settings.

Yet another box, titled Image Settings, will appear. The preview box at the right will be gray--this is normal, because you are editing a style, rather than an image. Click on Fill Attributes, and then on White, and then on OK. Finally, click on OK and Close as needed to return to the document. All the

images should now be ready for printing and coloring. If any still have color in them, they are probably bitmapped or scanned images, and not in vector format.

Print the completed coloring book normally. Prepare for quiet time. Enjoy.

EDITING AND PRINTING TIPS

COLOR CLIP ART

WordPerfect for Windows 5.2 does not support color while using a WordPerfect printer driver, unless the printer uses color Postscript. For any other color printer, a color catalog of clip art is available, but you must use a Windows printer driver to print in color on non-Postscript color printers. WPWin6 & above support color on most color printers.

It is possible to turn off color in a catalog of color clip art by editing a style in a finished catalog. For an example, see Coloring Books, on page 17.

HORIZONTALLY SQUASHED IMAGES

If your images appear to be squashed horizontally when you print or preview, you need to use either fewer columns or a smaller image height. To change the height of the images, clear the document and restart GRAPHCAT. You can change the columns without rerunning GRAPHCAT, but if you are not comfortable with using the Reveal Codes feature, it may be easier to simply run Graphcat again with the new columns setting than to edit the completed document. First, press Ctrl-Home to reach the extreme top of the document, before any codes. Turn on Reveal Codes (Alt-F3), and look for a code that looks like this:
[Col Def: Newspaper...

Place the cursor immediately after that code, and press Layout, Columns, Define from the menu. Change the number of columns and click on OK. You may now delete the first of the two column definition codes, turn off Reveal Codes (Alt-F3), and check your document by printing or previewing again. The images should no longer be squashed, but with extremely wide images, you may need to try still fewer columns, or perhaps none at all.

WRAPPED FILE NAMES

When using more than four columns in WP52, long graphics names may wrap to the next line, reducing the number of graphics that fit on a page. If the names wrap, reset the base font to a narrow, condensed, or thin typeface, using Layout, Document, Initial Font, choosing a smaller font, and clicking OK when done.

LANDSCAPE PRINTING

If GRAPHCAT detects any codes in your document, even a page definition, it will open a new document before creating your catalog, and the document you started from will be left unchanged. So if you need a graphics catalog on a page size that is not your default paper size, such as a landscape version of A4 or 8 1/2" x 11", then follow these steps:

WPWin32: On the first Graphcat screen, add a checkmark at "Select the paper size." Graphcat will display the paper setup screen after you finish click on

OK. Choose landscape or another paper size as needed, and click on OK. Remember to choose Manual feed as the source if the paper won't feed from the standard tray.

WPWin 5.2/6.x/7-16: First, run GRAPHCAT normally. Choose one column so that GRAPHCAT will not insert a column definition code. Next, press Ctrl-Home to go to the top of the document. If you have turned off the Auto Code Placement option in Preferences, you must also use the left arrow key to position the insertion point before ALL of the formatting codes. Select your paper size from the list available after choosing Layout, Page, Paper Size. Click on Select when done.

Next, add column codes, by choosing Layout, Columns, Define, entering the number of columns, and clicking OK. You may also wish to reduce the space between columns at the Distance Between Columns menu choice. Choose Layout, Columns, Columns On to turn on columns, and then press Ctrl-End to go to the bottom of the document. WordPerfect will reformat your document as it travels. Your document is now ready to edit, view, or print normally.

SLOW PRINTING AND HALF-PAGE PRINT JOBS

A page full of graphics will print slowly, and most laser printers do not come equipped with enough internal memory to print a complex catalog at the highest resolution settings. If you have chosen to create a catalog on larger paper than letter or A4, you need more memory in the printer.

On a laser printer, if the entire page does not print, try printing the page at a lower setting for graphics quality, or use fewer columns. Again, note that reducing the size of a graphic does not reduce the complexity of the print job, so a page with one column of larger graphics will print more quickly than a page containing several columns of small graphics.

The newer laser printers frequently use standard SIMM modules, so adding memory can be very cheap--check the printer manual to see if it requires a proprietary cartridge or a standard SIMM. Adding 4 Mb of RAM to a printer is usually fine for letter-sized printouts with full-page graphics at 600 dots per inch.

TRUBLE-SHOOTER'S GUIDE-GRAPHCAT

1) "In WP9, sometimes my catalogs are blank!"

WordPerfect 9's settings for 'View Graphics' are turned off. If your catalog appears to be blank, go into the View menu, and click on Graphics, and the catalog images will appear. This will only fix the problem for the current document; to fix it for all documents, go to Tools, Settings, Display, and on the Document page, add a checkmark next to Graphics.

2) "I can't run my macros anymore in WordPerfect 7 for Windows 95. It started when I tried to run them in WordPerfect 8."

WordPerfect 8 will, under certain conditions, ERASE the contents of a WordPerfect 7 or WordPerfect 9 macro, usually when it thinks that the macro must be recompiled. Reinstall Graphcat from the original shipping disk. You can identify damaged macros by their file size, which will always be about 2K.

3) "In WPWin 8 ONLY, some of my images go beyond the margins of the column."

This is a bug in the initial release of WordPerfect 8, and was fixed in subsequent releases. You can download the patch file from the Corel FTP site. The patch description doesn't mention this problem--look for the first service patch, which fixes problems printing documents containing full justification, along with some other minor problems.

4) "In WPWin32, some of my image captions are all UPPER case, and some are Mixed Upper and lower case. These files are saved with regular DOS 8+3 (filename.ext) filenames."

No. They're not. A legal 8+3 filename is always all upper case. However, when you started using Windows 95, and thought you were saving files with legal MS-DOS filenames, Windows 95 was busily saving them as you typed them, in lower case, or with a capitalized first letter, like Filename.wpg. Windows 95 feeds as all caps to 16-bit programs like WordPerfect 5.1 or 6.1, but WordPerfect 7 and Graphcat 4.0 can read the mixed case names.

GRAPHCAT handles long filenames like this: If the Windows 95 "long" filename is the same length as a DOS filename, of 12 characters or less, it uses that filename as the image caption. If it is longer than 12 characters, it uses the DOS version of the name (LONGFIL~.TXT) for the caption, and places the full-length file name in an endnote.

5) "Whoa! I just upgraded to WP7 and the new Graphcat from an earlier Graphcat in another WP, and now my catalogs look different!"

Sometimes, yes. Vertical-format catalogs have changed from Newspaper-style columns, that fill each column before going on to the next, to BALANCED Newspaper columns, where WP 7 attempts to keep all the column lengths the same on each page. It succeeds most of the time, but not always. For catalogs of more than one page, only the last page looks different.

Why the change? Easy enough. The endnotes needed to list long filenames don't work well in Newspaper columns, unless you LIKE reading filenames that are hyphenated four or five times.

If your catalog doesn't contain any long filenames, you can easily change it back to Newspaper style: just run Graphcat normally, and then go to the top of the catalog, turn on Reveal Codes (Alt-F3), double-click on the code starting with '[Col.Def' and click on the top selection of column types, Newspaper, and then on OK. You might need to go down to the bottom of the catalog once (Control-End) to convince WP to reformat the pages.

Other appearance changes may occur, based on the version of WordPerfect you are running. In WordPerfect 8, graphics borders generally expand to fill the column. That's not useful, but is caused by a bug in WP 8's macro language, and no workaround has been found to date, other than selecting 'None' for the border selection.

6) "GRAPHCAT loads properly, and the big box appears on screen, but once I click on OK, an error message appears telling me that the macro could not find the DLL or EXE file."

GRAPHCAT.EXE is needed by the 32-bit versions of Graphcat, and GRAPHCAT.DLL is needed by the 16-bit versions. You must run the SETUP macros to place these files in the WP macro directories. No other location will do. See the installation instructions on page 3 for help.

7) "GRAPHCAT runs perfectly, but I cannot print the result file. The error messages say I don't have enough disk space, or that the swap file is full, or WPWin7 says a memory error has occurred."

This can happen if you are trying to catalog a large file of clip art, and you have very little memory or hard disk space available for WordPerfect to work in. To fix it, from the Windows Program Manager, highlight the WP icon, and choose File, Properties. If you have another hard drive partition available with more space, such as D: or E:, change the Working Directory prompt to that drive, click on OK, and restart WordPerfect. If there is no other partition, you will need to move or delete unneeded files from your hard disk to free up some work space.

In WPWin6 or above, you should try breaking the catalog into page-size chunks; see the Options Menu instructions. Setting the graphics quality to medium or draft also helps reduce the amount of data that must be handled for each page, and eliminates some problems.

Remember that printing images smaller does NOT reduce the amount of memory they use during printing. A page containing fewer large images is easier to print than one with many small images.

8) "Sometimes when I use the *.* file mask, GRAPHCAT loads a file as a graphic that isn't one. The document loads and prints normally, but the box is either empty or contains a random pattern. Or, and much worse, WordPerfect progresses

partially through the catalog, asks for a password, and then crashes with a General Protection Fault (usually WPWIN52)."

Both conditions are caused by trying to use the *.* file mask option inappropriately. The * wild card choice was intended for reading disks containing mixed graphics in different formats, such as WPG and GIF and JPG graphics mixed together, NOT for attempting to load every program file on your hard drive in the attempt to see if any of them are graphics. Graphcat will correctly identify nearly every file as a graphic or not a graphic, but there are exceptions.

The General Protection Fault does not occur often, unless an odd combination of factors is present, such as a bad file combined with either the SHARE command in use, or a Hyphenation ON code in the Document Initial Codes area of Preferences. Solution: Don't run SHARE unless you are running software or hardware that specifically demands it, such as some network packages. Or remove that Hyphenation code from Document Initial Codes.

To avoid these problems altogether, when cataloging a directory of mixed graphics and program files, use the appropriate file mask, such as *.PCX or *.WPG on the second line of GRAPHCAT's menu, and save the wild card use for disks holding almost entirely graphics.

INDEX

album	16
ASP Ombudsman	4
bonus	4, 5, 10
caption	10, 21
color	18, 19
coloring book	17, 18
columns ... 3, 11, 13, 14, 17, 19-22	
Corel	1, 5, 10, 21
DLL	11, 22
editing	16, 17, 19
endnotes	9, 10, 22
error messages	11, 22
font	11, 19
General Protection Fault	23
GIF	8, 23
interim release	11
International	6, 9, 13
Internet	1, 8
JPG	8, 23
landscape	10, 19, 20
laser printers	20
long filenames	9, 10, 21, 22
margins	9, 10, 17, 21
memory	14-16, 20, 22
ordering	5
photo	1, 3, 8, 16
Presentations	5
SETUP	3, 11, 19, 22
shareware	4, 6, 7
tips	19
trial edition	4, 7
trouble	21
VENDINFO.DIZ	5
Wood Clips	1, 4, 5, 7
WPG ... 5, 8, 10, 12, 15, 17, 21, 23	
WWW	1, 4