Easy Icons 95 Help

To learn how to use Help, press F1.

Contents

Using the ToolBar

Click on the portion of toolbar you require help with.
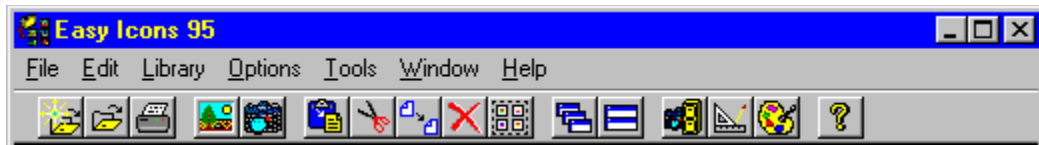
 Toolbar Button

Open Libraries and Other Files

To open a file, from the menu choose **File|Open**

This will display an "Open File" Dialog.   Choose any File Containing Icon Resorces, and they will be displayed in a new child window within the Main Window.   These are usually files with these extentions... (.exe, .icl, .ico, .dll, .nil).

You may also drag files from the Windows File Manager and drop then onto the main window of easy icons.   A new window will be opened for each File Droped.

You may have numerous files open at once in order to manipulate the icons in the files.

 Toolbar Button

Creat a New Icon Library

Although Easy Icons can extract Icons from files containing more than **640 Icons**,   It will not create Libraries that contain more than that amount.   It is advisable that you keep many smaller libraries as opposed to one or two very large Libraries, as the smaller ones are somewhat easier to maintain. You should name your libraries as to thier contents.   (Example:"GamePics.icl","Arrows.icl",etc.)

From the menu choose **File|New** or **Library|New Library**

A dialog will appear.   Enter the name for the library. The default extension is   (.icl).

An empty window will appear within the main window, the title being the path to the new library.   The file will not actually be created untill you Add Icons to the New library window and then Save the Library.

Adding Icons to a Library

There are several ways to Add Icons to a Libray File...

From the menu choose **Library|Add File**.   Choose a File from the dialog, and should the file contain any icons, any Icons in the file will be added to the Active File Window.

You can Select any number of Icons in any Open File Window and simply drag them to any other Window and drop.   They will then be added to this File Window.

You can Copy any Selected Files on the Icon Locator to the ClipBoard and then Paste the Icons into an Open File Window.

You can Drag any Selected (.ico) Files from the Icon Locator and drop them onto any Open File Window.

Selcting Icons

In order to manipulate an Icon you need to select it.   You can select any number of icons, as long as they are located within the same File Window.

To select an Icon, Simply click on it.   You will see a Red border around any Icon that has been selected. Every time you select an Icon all other selected Icons will unselect, unless the **<CTRL>** key is held down while selecting Icons.

You may also hold down the left mouse button and drag a dotted line selection box around any block of icons.   When the button is released all icons within the this border will be selected.   Again, to make multiple selections, simply hold down the **<CTRL>** key.

   Select All Tool
Select All
To Select all icons in the Active File Window,   from the menu, choose **Edit|Select All**.

Selcting Files in the Icon Locator

In addition to the above methods.   Icons may be selectede by highlighting the file name in the file list.

Cutting, Copying, Pasting, and Deleting Icons

After Selecting Icons, you can then manipulate the selected Icons by Copying, Pasting, and Deleting them.

To do this you simply access the desired function from the **Edit** menu.

The Popup **Edit** menu can be accessed by right clicking on any File Window.

 Copy Tool

Copy
Copies the selected Icons to the Easy Icons ClipBoard.

 Cut Tool

Cut
Same as Copy, but then deletes all selected Icons after copying them to the clipboard.

 Paste Tool

Paste
Pastes a copy all Icons currently on the Easy Icons ClipBoard to the Active File Window.

 Delete Tool

Delete
Deletes the selected Icons from Active File Window.

Save as Icon Tool

Save as Bitmap Tool

Creating Separate (.ico) or (.bmp) Files

After Selecting Icons, you may choose to save the selected Icons as either separate (.ico) or (.bmp) files. To do this, from the menu choose **File|Save as...|Icon** or **File|Save as...|Bitmap**.

A dialog will promp you for name for the file(s).   If you selected more than one Icon,   The name you use will be appended with a number for each file that is created.   (**Example**: MyIcon01.ico, MyIcon02.ico, MyIcon03.ico, etc.).

If you wish, you can now use the Icon Locator to rename your Icons Individually.   To rename any bitmap files, you will have to use File Manager or Explorer.

Icon Locator Tool

Locate and View Individual (.ico) Files

From the menu, choose **Tools|Icon Locator**.   The Icon Locator will allow you to view your Icon(.ico) files as well as copying, renaming, and deleteing them.

Right clicking on the Icon display will popup the Edit menu, with which you can, copy, cut, paste, delete, select all, move or copy files to a different directory.

Changing either the drive or the directory will automatically display all icons in th new directory.   All files matching the pattern specified in the pattern box will be shown in the files list.   Any files that are icons will have the Icon shown in the Icon Display.

The number of files in the file list will be displayed above the file list.   The number of those files that are icons will be displayed above the Icon display.

You may copy any <u>selected Icons</u> from the Icon display to any Open File Window by draging the files to the appropriate File Window.   These Icons will then be added to the corresponding Library.

The Icon manager will only display up to **2500 icons** in any given directory.   Although it is much easier and highly suggested to keep more directories with fewer Icons in each directory.

Drag and Drop Operations

Drag and Drop is by far the easiest way to get things done in the windows environment, and the same is true for Easy Icons.

You can Drag and Drop files from File Manager or Explorer to the Main Window to Open a file or files.

You can Drag and Drop Icons between Easy Icons Open File Windows to copy Icons from window to another.

You can also Drag and Drop Icons between Open File Windows and the Icon Locator to either create (.ico) files or to add (.ico) files to an Open File Window.

 Print Tool

Print Icons

From the menu, choose **File|Print**.

This will send a copy of all the icons in the Active File Window to the currently selcted windows printer.

The EasyIcons Clipboard

Easy Icons uses its own Clipboard Object as well as the Windows clipboard.   Although there is a difference between these two clipboards.

The windows Clipboard only holds one Image at a time.   Where as the Easy Icons Clipboard will hold numerous Icons for pasting within Easy Icons.

To Paste an Icon to another Windows application, you use the windows clipboard. Therefore only one image at a time may be passed to another application.

When more than 1 Icon is <u>selected</u> and copied to the clipboard from within Easy Icons, the Windows clipboard will only retain the first Icon copied to the clipboard.   Where as The Easy Icons clipboard will hold all the copied Icons for Pasting elsewhere into the Easy Icons application.

You do not have to specify a clipboard when copying, both Clipboard Objects are always copied to on any copy command.

File Menu Commands

 Toolbar Button
New
Create a new Icon library in which to store up to 640 icons.

 Toolbar Button
Open
Open a file and displays all that file's Icons, if it contains any.

Close
Closes the Active File Window.

 Save as Icon Tool
 Save as Bitmap Tool
Save As...   Icon or Bitmap
Saves all the <u>selected Icons</u> in the Active File Window as separate Icons or Bitmaps.

 Toolbar Button
Print
Prints all the Icons in the Active File Window.

Printer Setup
Allows you to access the Windows Printer Setup screens.   This will allow you to change your printer or printer setup before you print the Icons.

Exit
This will end your Easy Icons session.

Edit Menu Commands

 Cut Tool

Cut

Copies Icons to the clipboard and then deletes the the <u>selected Icons</u>.

 Copy Tool

Copy

Copies all selected Icons to the clipboard.

 Delete Tool

Delete

Deletes all Selected Icons.

 Paste Tool

Paste

Pastes all Icons on from the clipboard to the Active File Window.

 Select All Tool

Select All

Selects all the Icons in the Active File Window

Library Menu Commands

 New Library Tool

New Library
Create a New Icon Library

Save Library
Save any changes to the Library in the Active Window.

Save Library As...
Saves the Active File Window as a New Icon Library...
letting you specify a name for the New Library.

Delete Library
Deletes the File or Library displayed in the Active Window.

Add to Library
Adds all Icons from any file of your choice to the Active File Window.

Options Menu Commands

Tool Bar
Toggles the Easy Icons Tool Bar on/off.

Status Bar
Toggles The Easy Icons Status Bar on/off.

Tool Bar Help Labels
Toggles Tool Bar Help Labels (Balloons) on/off.
When off, right clicking on any toolbar buttons will show the help labels.

Icon Background Color
Changes the Background Color of the Icon Windows.

Tool Directories
This allows you to specify where your Icon and Bitmap Editors are located.

Always on Top
Puts Easy Icons always on top of all other windows.

Tools Menu Commands

 Icon Locator Tool

Icon Locator
Opens the Easy Icons Icon Locator Form.

 Icon Editor Tool

Icon Editor
Opens the Icon Editor Specified in the Tools Directory Form.

 Bitmap Editor Tool

Bitmap Editor
Opens the Bitmap Editor Specified in the Tools Directory Form.

Window Menu Commands

 Cascade Tool
Cascade
Cascade all Open File Windows.

 Tile Tool
Tile Horizontally
Tile All Open File Windows Horizontally.

Tile Vertically
Tile All Open File Windows Vertically.

Arrange Icons
Arrange all Minimized File Windows as Icons.

NOTE:
All Open File Windows will be listed here for selection from this Menu.

Help Menu Commands

  Help Tool

Contents
Opens this help file to the Contents page.

Help on Help
For help using windows help files.

About Easy Icons
Displays Information about this program, the Author and the Version.

🖼 Easy Icons Help

Overview

Easy Icons was designed as a complete Icon Management System for windows users.   Here are just a few of the features.

¤   Extract or view all icons from virtually any file.

¤   Save any Icon as a separate (.ico) file.

¤   Save any icon as a separate (.bmp) file.

¤   Create and maintain icon libraries with simple drag and drop operations

¤   Open many icon libraries or files at once and drag and drop to transfer icons between Libraries.

¤   Delete and rename icons.

¤   Allows one button access to your bitmap and icon editors.

Opening Libraries and other Files

To Open a Library or File and view it's Icons...

From the menu, chose **File|Open**.
Click the File Open Button on the Toolbar.
Drag the File or Files from the File Mangeror Explorer and drop them on Easy Icons Main form.

🖼 Easy Icons 95   v3.1

Registration

You may Register on Compuserve by typing GO SWREG.   Then enter the product ID#   6068

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Note: Please Add $1.50 For shipping if you require delivery by U.S. Mail.

Please DO NOT distribute the Registerd Version of this program without the expressed written consent of the author.

If you are member of compuserve you may wish to include your compuserve address so that we may e-mail your information instead of using the postal service.

After Registering with us you will recieve the latest registered version of Easy Icons.   You will also be notified of upgrades and their availability.   The registered version does not have the pop-up about box.

Print the Topic <u>Registration Form</u>, Fill in the information and send with your check or money order to the address below.

Please notify us if you feel you have found a problem or bug, so that we may offer a fix as soon as possible.

We welcome your comments and suggestions and can be reached at the following:

> Paul Traver
> P.O. Box 998
> Bishop,   Ca.   93515
> (619) 873-8754
>
> Compuserve CIS: 72144,422

Thank You For   Registering with us!

Easy Icons 95 Registration v3.1

Mail To: Paul Traver
             P.O. Box 998
             Bishop, Ca.   93515

Name:_____

Address1_____

Address2_____

Address3_____

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Compuserve Number:_____

Media Size (check one):   5.25_____   3.5_____   HD ___   DD___

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Drive Selction List Box

Select a drive from this drop down list, for which to find (*.ICO) files.

Directory Selection List Box

Select a directory from this drop down list, for which to find (*.ICO) files.

File Selection List Box

If there are any files that match the extension pattern, (*.ICO) etc., They will be listed here.   Selecting a file from this list, provided it is a valid Icon file, will highlight the coresponding Icon in the Icon Display.

Once a valid Icon has been selected you may either Rename or Delete the Icon if you wish to do so.

File Extension Box

You may enter any pattern you like here, although the default   is (*.ICO).   Lets say you wanted to
to see if there were any Icon files with extensions other than (*.ICO) on any of your drives
you may wish to enter (*.*).   All files from the selected directory will show up in the
File List Box and any Files that are Icons, will be displayed in the Icon Display.   You
may then click on any Icon Picture in the display, which will highlight the coresponding
file name in the File List Box.

Number of Files Listed

This shows the total number files in the File List Box.

Icon Display

Should any file in the File List Box be a valid Icon, then that Icon will be displayed here.

Clicking on any Icon in the Display will highlight the coresponding file in the File List Box.

Number of Icons Found

This lets you know how many of the files in the File List Box are Valid Icons.

Rename Icon

Click here to Rename the selcted file, provided its a valid Icon file.

Delete Icon

Click here to Delete the selcted file, provided its a valid Icon file.