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ELECTRONIC CLIPPER USER'S GUIDE  
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All documentation assumes you have a basic understanding of how to use your computer and the programs you have purchased for it.

BASIC REQUIREMENTS  
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Electronic Clipper images require application(s) that are compatible with TIFF, JPEG and/or EPS file formats. The TIFF images are saved as TIFF files in Adobe Photoshop. The JPEG images are saved as JPEG files in Adobe Photoshop. The EPS images are saved as Adobe Illustrator 3.0 or 5.0/5.5 files and Photoshop EPS files. Images that contain the letter "V" in the filename are saved as Adobe Illustrator 5.0/5.5 files. Any other hardware requirements will be based primarily on the applications you use and the type of final output you plan to produce. For best results, your printer should be PostScript compatible.

ART SELECTION  
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**\*\* Printed Pictorial Index \*\***

This provides a thumbnail and file name for each image in the issue.

**\*\*EXTENSIS PORTFOLIO BROWSER (Macintosh)\*\***

Included on the CD is a copy of the Extensis Portfolio™ Browser. The Extensis Portfolio Browser can be run off the CD, no installation is required. Simply open the Extensis Portfolio Browser folder and double-click the "EC 1999 Catalog.fdb" file to open the electronic catalog with the Portfolio Browser. In the Extensis Portfolio Browser folder is a file called "Portfolio 3.0 Browser QSG.pdf" this file contains instructions on how to use the Portfolio Browser. The Adobe® Acrobat Reader must be installed on your computer first in order to view any Acrobat (PDF) files. See below for Adobe Acrobat Reader installation instructions.

**\*\*EXTENSIS PORTFOLIO BROWSER (Windows 95, 98 & NT)\*\***

The Extensis Portfolio Browser included on this CD allows you to view thumbnails and file names for the images included on this CD. The browser can also be used to search for images on the CD by entering keywords and descriptions and allows you to view a larger preview of an

image or copy an original image to your hard drive. No installation is required to use the Extensis Portfolio Browser. Simply open the "Extensis Portfolio Browser" folder and double-click on "Portfolio Browser.exe". Once the browser opens, a dialog box will appear. Click once on the "Up One Level" Button (this button looks like a folder with an up arrow inside of it) and choose the catalog you want to open.

Extensis Portfolio Browser application: This application allows you to "browse" a catalog of images. You can view thumbnail versions of the images in the catalog, search for images by keywords, preview images, and copy them to your hard drive.

Current year Browser catalog (EC 1999.fdb): This catalog contains all of the black and white images from January of the current year through the present.

## PORTFOLIO SEARCH TIPS

### Galleries

To make your searches easier, we have included preset galleries. These galleries will allow you to search within a particular month in the product line.

To access the galleries, go to Catalog and pull down to List Galleries. Then click on a gallery and choose Open.

### Searching the Gallery

Once you have selected a gallery, you may want to do a Keyword search for a particular subject. For example, if you have all of the Electronic Clipper CDs for 1999 and you want to search for an image of a dog on these CDs, follow these steps:

Go to Catalog and choose Find

Type "dog" as the keyword

Click on the "Find in gallery" check box (this will only search in the current gallery you have selected)

Click on the "Display results in new gallery" check box (this will create a new window with your search results)

YOU DO NOT NEED EXTENSIS PORTFOLIO™ BROWSER OR ANY OF THE ITEMS IN THE CATALOG FOLDER TO USE THE ARTWORK ON THE CD.

## ADOBE ACROBAT READER INSTALLATION INSTRUCTIONS

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The installation program for "Adobe Acrobat Reader 3.01" can be found in the "Extensis Portfolio Browser" folder. Double-click the Reader 3.01 Installer icon.

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## USING THE CLIP ART

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### \*\* PAGE LAYOUT PROGRAMS \*\*

Open your page layout program, create a new document and place the TIFF and EPS files as you would any other images. The following page layout programs are compatible with both TIFF & EPS file formats:

- PageMaker
- QuarkXpress

### \*\* DRAW PROGRAMS \*\*

Open your draw program and OPEN or IMPORT the EPS file. These images can be manipulated like any other EPS image. The following draw programs are compatible with the Adobe Illustrator EPS file format:

- Illustrator
- FreeHand
- Corel Draw! (IMPORT)

Many of your Electronic Clipper EPS images are provided as layered illustrations. This means that several elements can be lifted out of a single image and used as stand-alone artwork. In order to pull apart or separate the layers of an EPS file, a PostScript draw program like Adobe Illustrator or Macromedia FreeHand is necessary.

### \*\* PAINT PROGRAMS \*\*

The TIFF and JPEG files can be the following:

- 300 dpi black-and-white images

- 170 dpi grayscale images
- 300 dpi photos (JPEG file formats)
- 170 dpi and 300 dpi color images

They can be manipulated like any other TIFF image in the following programs:

- Adobe Photoshop (EPS images are converted to bitmap images)
- Corel Photo-Paint
- Canvas

#### USING JPEG FILES FOR PRINT:

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To use the JPEG files open in a bitmap editing program like Photoshop. Change the mode to CMYK and resave the image as a TIFF or EPS file format.

If your application was not listed above, please refer to your manual for compatibility.

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