Guide to Viewer

To explore a particular part, click on the appropriate button:

How to Use this Help

Menu Commands
Procedures
Global Viewer
Shortcuts

Menu commands

▶▶ **File Menu**
▶▶ **Edit Menu**
▶▶ **View Menu**
▶▶ **Help Menu**
▶▶ **Switch Menu**

Related topic

▶▶ **Window Control Menu**

Procedures

▸▸ **Opening a file**

▸▸ **Saving a file**

▸▸ **Finding files**

▸▸ **Drag-and-drop**

File Menu

Open

Reopen

Save As

Close All

Minimize All

Restore All

Run Image Editor

Run Other Editor

Preferences

Exit

Preferences Submenu

Contains command to customize several features of Viewer.

Viewer

PhotoCD

Display

Memory

File Formats

Edit Menu

▶▶ Copy

▶▶ Copy Filename

▶▶ Crop

▶▶ Select None

_____

View Menu

Actual View

Zoom In

Zoom Out

Fit in Window

Full Screen

Information

Place Viewers on Top

Cascade Viewers

Tile Viewers

Always on Top

Help Menu

Contents

Search for Help

How to use Help

About Ulead Products

About Viewer

⏩ Switch Menu

This menu lists the other MediaStudio programs. Click on a name, and the corresponding program is invoked. You can also access the Windows Program Manager, File Manager and Clipboard Viewer (if available).

_____

Windows Control Menu

Every window has its own control menu in the top left corner to manage the window itself. Some control menus also contain an additional command such as Next or Run. These commands allow you to swap between windows.

Restore restores a window to its normal size (i.e. the size it was before being maximized or minimized)

Move allows you to move the window

Size allows you to change the size of the window

Minimize reduces the window to an icon

Maximize enlarges the window to fill all available space (either on screen or within a parent window)

Close closes the window

Switch To brings up the Windows Task List dialog box

Shortcuts

Viewer has many shortcuts that allow you to access commands and open dialog boxes without going through the menus.

▶▶   **Click here to print this topic**

▶▶   **Click here to close this window**

File Menu

Ctrl + O	Displays the Open dialog box
Ctrl + G	Runs the Image Editor program
Ctrl + Q	Exits Viewer

Edit Menu

Ctrl + C	Copies an image or a selection to the clipboard
Ctrl + R	Crops the edges of the selection area
Ctrl + N	Select None

View Menu

Ctrl + A	Displays the actual view of the image
+	Zooms in on the active image
-	Zooms out on the active image
Ctrl + (Shift) + 1-8	Adjusts the window frame and zoom level of an image
Ctrl + W	Displays a full screen view of the image
Ctrl + I	Displays image information
Ctrl + B	Brings all Viewer windows to the top
Ctrl + S	Cascades all Viewer windows
Ctrl + T	Tiles all Viewer windows

Help Menu

F1	Displays the Screen Capture Help window
Shift + F10	Displays the Microsoft Windows Help window

Miscellaneous

Double-click title bar	Maximizes or restores the active window
Double-click status bar	Displays the Preferences: Viewer dialog box
Esc	Closes dialog boxes without making changes

Command line options

/n or -n	Do not display the Viewer logo when opening the Viewer program

Reopen

Use the Reopen command to display the original version of the image after editing.

Close All

Closes all the opened Viewer windows.

Minimize All

Minimizes all the Viewer windows to icons.

Restore All

Restores all the Viewer windows to their original size.

Run Image Editor

Starts the Image Editor program.

The Viewer image appears in the Image Editor workspace.

Run Other Editor

Starts other editor program.

Specify the image editor you want to use in the Preferences: Viewer dialog box.

Preferences: Viewer

Allows you to customize some of the features of Viewer.

Related topic

▶▶   <u>Viewer dialog box</u>

Preferences: PhotoCD

Allows you to set the options for an image in PCD format (developed by Kodak for its PhotoCD products and supports Grayscale, Indexed 256-Color, and RGB True Color images).

Related topic

▶▶   PhotoCD dialog box

Preferences: Display

Allows you to customize the display settings.

Related topic

▶▶   Display dialog box

Preferences: Memory

Allows you to allocate additional working space.

Related topic

▸▸   [Memory dialog box](#)

Preferences: File Formats

Allows you to choose the file formats you want to use.

Related topic

   File Formats dialog box

Exit

Closes the Viewer application.

Copy

Copies the content of the Viewer window or a selected area to the clipboard.

You can select an area to copy by dragging the mouse.

Copy Filename

Copies the full path and filename of the image in the Viewer window to the clipboard.

Crop

Trims the edges of the active image to retain only the selected area.

Choose the Reopen command to undo the cropping.

_____

Select None

Deselects a selected area.

You can select an area by dragging the mouse.

Actual view

Shows the active image with each image pixel displayed by one screen pixel.

This is the normal (1x) view of an image; when you open images they are displayed at this view.

_____

Zoom In

Magnifies the view of the active image.

Zoom In to work on small details in an image. You can zoom in from 2x to 8x.

_____

Zoom Out

Reduces the view of the active image.

Zoom out to view large images and compare several images. You can zoom out from 1/2x to 1/8x.

_____

Fit in Window

Displays the whole of the active image to fit in a window. All the unavailable options are grayed out.

Full Screen

Displays the image without any border, title bar, or menu bar.

To return to normal screen mode, press the ESC key.

Information

Displays a dialog box containing information about the image.

Place Viewers on Top

Brings all open Viewer windows and icons on top.

Cascade Viewers

Stacks open Viewer windows so that the title bars are visible.

_____

Tile Viewers

Resizes all open Viewer windows to the same size and arranges them to fill the workspace.

Always on Top

Keeps open Viewer windows and icons on top of other application windows.

Contents

Starts Help and displays the topics in the Viewer Help.

_____

Search for Help on

Opens the Search dialog box containing keywords from the Help topics.

How to Use Help

Accesses the Windows guide to using Microsoft Help.

About Viewer

Displays the Viewer product information box.

About Ulead Products

About Ulead Products displays information about other products from Ulead System.

Switch button

Click on the Switch button in the status bar to make another Viewer window active. If you have only one Viewer window open, a warning message appears.

Opening a file

Use the Open command from the File menu to open image files from your hard disk, floppy drive, or network drive.

1. Choose "Open" to display the Open dialog box.
2. Select the appropriate file extension from the List Files of Type list box.
3. Locate the directory containing the image file in the Directories list box.
4. Click on the appropriate image file name in the Files list box.
5. Click on the Preview button to preview the image before opening.
6. Click OK and the image appears in a new window in your workspace.

Related topic

Open dialog box

Finding files

If you want to open a file but you do not know or remember where it was saved, use the Browse button in the Open File dialog box to search for it. To find a file:

1. Choose the Open command from the File menu. The Open dialog box appears.
2. Click on the Browse button to open the Browse dialog box.
3. Select the disk drive and directory you want to browse. Use the Directories list box and Drives combo box to access the drive and directory.
4. Click on the Scan button. Viewer searches the path you have specified for files with a name matching that in the Filename entry box. Matching files are then listed in the filename list box.
5. Select the file you want to open from the Filename list box by clicking on it.
6. Click on OK. The Browse dialog box closes, returning you to the Open dialog box. The File and pathname of the selected file will appear in the Filename entry box. To open the file, click on OK.

Related topic

Browse dialog box

▣ **Saving a file**

Use the Save As command from the File menu to save an image. When saving, you can choose the file format to save your image in and, if a compression option is available, whether or not to compress it.

1. Choose "Save As" to display the Save As dialog box.
2. From the Directories list box, choose the drive and directory to which you want to save the active image.
3. Select a format from the List Files of Type drop-down list box.
4. In the File Name text box type the name of your file (up to eight characters). You do not need to enter the file extension.
5. Click OK to return to the window containing your saved image.

Related topic

▶▶   Save As dialog box
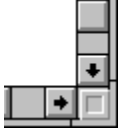▶▶   Supported File Formats

⏩ Drag-and-drop button

Click on the Drag-and-drop button on the status bar, and drag the image onto an application's window or minimized icon.

If you drag the image into another Viewer window, you duplicate the image into a new window.

_____

Global Viewer

The Global Viewer is useful to view images too large to fit in a window. Press the square button which appears at the intersection of the scroll bars on the Viewer window to display the Global Viewer. You will see scroll bars only if your image is too big to fit in a window, or if you zoom in on a fitted image.

The highlighted rectangular area in the Global Viewer shows the visible part of the image. Drag this area to view hidden parts of the image. The Global Viewer disappears when you release the mouse button.

Open

▶▶   **File Name** initially shows the selected extension; if you know the path and name of the file you wish to open, enter it here or select it from the list box

▶▶   **List Files of Type** shows the available file formats and their extensions

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse Disk for Files dialog box. Use this dialog box to search for files.

▶▶   **Options** displays the open options dialog box for each of the file formats that provide options

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

▶▶   **Preview** displays the contents of the selected file

▶▶   **Info Area** gives information on the file selected in the files list box

---

Related topic

▶▶   Opening a file

Save As

▶▶   **File Name** initially shows the selected file extension, enter the filename you wish to save to or select a filename from the files list box to overwrite that file

▶▶   **List Files of Type** lists the available file formats and their extensions

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Options** displays the save options dialog box for each of the file formats that provide options

▶▶   **Browse** opens the Browse Disk for Files dialog box. Use this dialog box to search for files.

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

▶▶   **Save to Album** allows you to choose whether or not to save a thumbnail of the image to Album

▶▶   **Album** opens the Insert Thumbnails into Album dialog box in which you can place the image into one of the albums available in Album's workspace or create a new album

_____

Related topic

▶▶   <u>Saving a file</u>

Viewer

▶▶ **Formats to Copy to Clipboard** lets you choose between DIB (Device Independent Bitmap), DDB (Device Dependent Bitmap), or WMF (Windows Metafile Format) format

▶▶ **Other Editor** allows you to enter another application activated by the Run Other Editor command from the File menu

▶▶ **Browse** opens the Browse Disk for Files dialog box. Use this dialog box to search for files.

Display

▶▶ **View Images with a Common Palette** displays all images on a 256-color display using the system palette

▶▶ **Don't Care About Background Quality** causes only the active image to be displayed as well as possible

▶▶ **Monitor Gamma** determines how images are displayed to accommodate for differences in working environments

▶▶ **VGA Palette** enables you to adjust the display of images on 16-color displays

_____

VGA Palette

▶▶ **Bypass VGA Palette to Enable Use of 16 Grays** causes Grayscale images to be displayed with 16 grays and makes the Display thumbnails in Grayscale option (in the New Album dialog box) available

▶▶ **Compatibility Test** tests to see if your display card is compatible with a VGA Palette

---

Related topic

▶▶ <u>Display dialog box</u>

File names can be entered with or without a file extension. If no extension is entered, the extension selected in the List Files of Type list box is automatically added.

Before you select this option you should test your display card to see if it is compatible using the Compatibility Test provided.

When you press this button, the colored squares on the right become squares of different grays, if your card is compatible. If your card is incompatible, nothing will happen or you will have to restart your computer.

This option is available if you are using a 256-color display. This is an important option if you want to view Grayscale images at the same time as color images on a 256-color display, or compare any sort of image on a 256-color display.

This affects the speed of display updating on 256-color displays. When selected, Viewer only updates the active image. Images in the background may appear distorted, blurred or grayed. The content of the background images is not changed, only the way they are displayed. If you wish to compare two or more images, deselect this option.

Determines how much the display of images is adjusted to accommodate for differences in display adapters and monitors. Use this feature to display images correctly on all types of computer display. When this option is disabled, or set to 1.00, the display of images is not adjusted.

The first line displays the data type of the file, and if it is compressed or not. The second line shows the size in pixels and the resolution of the image. The last line shows the size occupied on disk, and the date and time of creation of the file.

Browse

cgm

dxf

pcd

pic

bmp

eps

iff

jpeg

psd

ras

tga

tif