

# Quick Reference Help for ROMaterial Viewer

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## Introduction and Miscellaneous Information

ROMaterial Viewer is designed to work within the Windows 3.1 operating environment. It offers you an easy, quick way to preview the various files that you may use with ROMaterial Icon Hear-It.

Some of the file types that ROMaterial uses are AVI(s), BMP(s), MVE(s) and WAV(s). The AVI files are video tapes that have been changed into a form that the computer can play. ROMaterial Icon Hear-It uses AVI(s) with animated Icons and Screen Savers. BMP files are pictures that Icon Hear-IT uses with Icons, Screen Savers and Wallpapers. Animated Icons use MVE files. The WAV files are sounds that have been recorded for use with the computer. Icon Hear-IT allows you to attach WAV files to various Windows functions (Icons, Dialog Boxes, Buttons, and Windows Events).

The Viewer screen consists of 4 basic areas, they are the viewing area, the selection buttons, the variable list box and the Drive/Directories or the Categories list box.

You preview videos, pictures and movies in the box at the top right of the viewer dialog box. Directly below the box are video buttons; play, pause, stop and sound. When the video buttons are 'grayed out', they are not active and cannot be used. The only time that you can use the video buttons is when running videos (AVI files). The sound button can be used with videos and of course sounds. It acts as a toggle to enable or disable sound.

Use the selection buttons to determine what files you want to preview. To view AVI files press the Video button. Press the Pictures button to view BMP files. To hear sounds, hit the Sounds button. Finally, to preview animated icons, hit the Icon Movies button.

ROMaterial Viewer separates the various file forms into the above groups to make browsing through your disks an easier task. Use the full browse option to view files anywhere on your hard drive, any CD or floppy disk. To view the files on your ROMaterial CD disk only, disable the full browse mode and view files by categories.

The list box in the bottom left changes depending on which browse you choose. If you want to navigate through your system via categories, the title for the list box becomes Categories. If you are in the full browse mode, the title for the list box is Drives/Directories. In this case, you would use the drive and directories to set a path to the files you want to preview. Viewer will keep track of your drive/directory selections in the recessed box below the list box.

Finally, the top left box displays the actual file names that you may preview. The title for the list box changes depending on what preference button you choose - either video, picture, sound or icon movies.

Viewer has a copy and delete function. It was put there primarily to copy files from your CD disk and to delete files from your system's hard drive. You would use the copy function to copy a file from your CD disk to your system. Do this to improve the play time of the file. This will be especially useful when viewing videos (AVI files). Since some of these files are very large, you may not want to keep them on your hard drive, delete them with the delete button.

## Sound Ideas

"The sound effects in the SNDIDEAS directory on this CD ROM are taken from SFX CD ROM Volume #1, a collection of 300 effects in four WAVFIL formats: 8 bit mono, 8 bit stereo, 16 bit mono, 16 bit stereo, AND regular compact disc audio. A Graphic User Interface makes finding and using the sounds quick and easy. AFX CD ROM Volume #1 is available at your local software retailer or by calling SOUND IDEAS at 1-905-886-5000.

### ABOUT SOUND IDEAS

Sound Ideas is widely recognized by the professional broadcast, motion picture and sound recording industries as "The Rolls Royce" of sound effects libraries. With over 20,000 sounds in our audio CD collection, we are the largest producer of sound libraries in the world. New with the introduction of SFX CD ROM, Sound Ideas is proud to bring its extensive experience and products to multimedia users."

"Copyright is made and sold under license. By accepting this work, you agree to the following terms and conditions. Your use of this work is limited and restricted solely for the purpose of synchronizing recordings therefrom in timed relation with films, slide films, training or marketing presentations, radio and television presentations or commercials, and any other multimedia or audio-visual display or presentations. Neither you nor anyone else may make any copies of any of the sound effects on this work, except as may be synchronized with such audio-visual materials or equipment at your own facility. In the event of a breach of these terms, action may be taken against you directly by the owner of the copyright."

## Starting ROMaterial Viewer

To start ROMaterial Viewer from the *ROMaterial Group Window*:

1. **Double click** on the ROMaterial Viewer icon.
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To *automatically* start ROMaterial Viewer at Windows start-up time:

1. Move the ROMaterial Viewer icon from the ROMaterial group to the Startup group.

## Copying Files to/from Directories

To copy files from one directory to another:

1. Select the file that you want to copy.
2. **Click** on the Copy button.

This will bring up a new dialog box. This new box is the Copy dialog box. You use the Copy dialog box to select the new Drive/Directory path that you want to copy the selected file into.

To set a path:

1. **Click** on the Drive within the Drives list box, you want to copy to.
2. **Double click** on the Directory that you want to copy to.
3. **Click** on the OK button to copy the selected file to the new Drive/Directory path.

## Deleting Files from Directories

To delete a file from a Drive/Directory path:

1. Select the file that you want to delete.
2. **Click** on the Delete button.
3. **Click** on the OK button to delete the selected file from the current Drive/Directory.  
OR  
**Click** on the No button to cancel the delete and leave the file intact.

## Select a File

Viewer will display all files with the AVI, BMP, MVE and WAV extensions located on your hard drive, CD disk or on floppies.

To select a file you need to define the path where the desired file exists. You define a path by first selecting a the drive where the file has been written. Once you have the correct drive, then you step through the various directories on that drive until you have set up the directory chain that ends with the directory where the file exists.

The paths that you define are kept track of in the recessed box below the Drives/Directory list box.

1. Select a Drive:

1.1. **Double click** on the Drive letter you want to choose in the 'Drives/Dir' list box.

The Drive specification letters are at the end of the list. For example to view the directories and files on your C drive, click on the **[-c-]** item. The items in the Drives/Directory list box now display all of the directories on the selected drive.

2. Select the proper directory:

2.1. **Double click** on the Directory you want to choose in the 'Drives/Dir' list box.

If there are valid files (AVI, MVE BMP or WAV depending on what you have chosen to preview) in that directory, they will display in the variable list box. The variable list box is the box directly above the Drives/Directories list box. It is variable because it changes depending on what you have chosen to preview - either Videos, Pictures, Movies or Sounds. If the variable list box is empty, it is because there are no files with the correct extension in the current directory.

To view directories that are further back in the selected path:

2.2. **Double click** on the **[..]** item at the top of the list box. It is the first item in the 'Drives/Directory' list box once you have selected a drive and are viewing the directories for that drive.

If there is no item like this , then you are at the root of the drive that you have selected. For instance, if your path definition is c:\dir1\dir2\dir3, then the variable list box will display all of the files that are in subdirectory dir3.. To view what is in dir2, you would double click on the **[..]** list box item. The path definition now reads - c:\dir1\dir2.

You navigate through the various directories on the drive this way until the variable list box displays the file that you want to preview.

3. **Click** on the file you wish to preview:

3.1. **Click** on the up/down arrows of the variable list box to browse the files with the appropriate extension in that path.

3.2. **Click** on the desired file name.

The file will preview in the box to the right of the variable list box.

## Previewing a file Using Categories

The video, pictures and sound files that come on your ROMaterial CD disk have been organized into easy to understand categories. Rather than navigate through the directories of your ROMaterial CD disk, you may opt to view all the AVI, BMP and WAV files on that disk as easy to understand category headings.

To preview the files that come on your ROMaterial CD drive:

1. **Click** on the previewing preference button (either video, picture, or sound).
2. **Click** on the box in front of the text 'Enable Full Browse' until the box is empty.

This box acts as a toggle. If the check mark is in the box, then the full browse mode is active. Otherwise, if the box is empty, you may scan the ROMaterial CD disk as categories.

3. **Click** on the category which contains the file you wish to view.
4. **Click** on the file name that you wish to preview in the variable list box.

## Previewing a File Using the Full Browse Capabilities

To preview files that exist on any drive (either floppy or hard drive):

1. **Click** on the previewing preference button (either video, picture, icon movies or sound).
2. **Click** on the box in front of the text 'Enable Full Browser' until the box has a check mark in it.

This box acts as a toggle. If the check mark is in the box, then the full browse mode is active. Otherwise, if the box is empty, you may scan the ROMaterial CD disk as categories.

3. Select a file to view.
4. **Click** on the file name that you wish to preview in the variable list box.

This type of a move is also called a drag and drop.

1. **Click** on the item you want to move. **Do not release the left mouse key**, keep it held down.
2. **Move your cursor** while keeping the left mouse key depressed. You will see the item that you have captured move with your mouse.
3. **Release** the left mouse key to drop the item in its new location.

