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File Menu Commands

The File Menu commands are briefly explained below.   For more specific instructions on a command listed, click on the topic in the "Related Topics" section at the bottom of this help text.

Open
Select a clipart image from a list of file names.   Be sure that The Best Photographic Clipart CD is in your CD drive.   Note that this program only opens The Best Photographic Clipart Images.

FastFind
Displays 15 "thumbnail" images on the screen at a time.   From the FastFind screen, each image displayed can be either exported or opened and displayed full screen.   Use the Search feature to limit the types of images displayed according to category and/or a keyword search.

Export
Exports the currently selected image to your choice of the following file formats:

BMP	Windows bitmap
JPG	JPEG - JFIF Compliant format (16 million colors only)
PCX	PC Paintbrush
TIF	Tagged image file format

Be sure to enter a file name and extension when exporting files.

Exit
Quits The Best Photographic Clipart.

Related Topics:
Open a Clipart Image
View Clipart Thumbnails
Export a Clipart Image

Copy Menu Commands

Use the Copy Menu to copy the current image to the Windows clipboard.   This will allow you to easily paste the current image into any of your favorite Windows programs.

Copy to the Clipboard
The currently displayed image will be sent to the clipboard.   You can then use the Alt-Tab keys to switch to another Windows application and then bring a copy of the image into the program by using the applications paste command.   See the selected programs manual or on-line help for more information on using the paste feature.

Note: If you have opened the image with the Fit to Window option checked within the View Menu the clipboard copy will contain the resized version you are currently viewing on your screen.   This smaller version should fit your needs if your using the image for a screen presentation,   however if you intend to print the image it is recommended that you use the larger resolution of the original image.   To obtain the original resolution simply uncheck the Fit to Window option before using Copy to Clipboard.

Empty Clipboard
The Empty Clipboard option will clear out the contents of the Windows clipboard allowing Windows to free up memory previously used to store the image.   This is usually a good idea if you have already pasted the image into the Windows application of your choice.

FastFind Commands

From the FastFind screen you can select clipart visually from the "thumbnail" images displayed, open an image full screen, use the search feature, and export selected images.

The Best Photographic Clipart CD contains 400 images.   The thumbnail previews are displayed in "pages" of 15 images at a time.   Click on an image once to select it or click on the button below an image to display it full screen.

At the top of the FastFind screen you will find the following information describing the currently selected image and search options:

Current Image

Name
The name of the currently selected FastFind image.   You will also find a blue frame surrounding the current image.

Category
The category the currently selected image belongs too.

Search Options

Category
The current category being displayed.   This can be changed by clicking on the Search button. For instance you can view all the images containing computers by setting   the Search category to 'Computers'.   The Search feature is explained in more detail below.

Key Symbol
If the key symbol is displayed in yellow, then the Search options contain a Keyword Search.   This will limit the number of images being displayed to only those which represent the currently selected keywords.   If the key symbol is gray, there are no keywords in use.   The Search feature is explained in more detail below.

The following features are available by clicking on the FastFind buttons:

FastFind Buttons

Page Up and Page Down
Click on the Page Up and Page Down buttons to move between each page of clipart images.

Display
The Display button opens the currently selected image,   which you can then modify and export.

Search
Click the search button to open up the Search Dialog Box.   This feature allows you to view clipart images by categories such as 'Travel' or 'Office Equipment'.   In addition a keyword search is available to view images according to selected words such as 'Dog' or 'Baseball'.

Export
Export will open the Clipart Export Dialog Box.   Use this to set image color depth and and export in various file formats.

Open a Clipart Image

Each clipart image can be opened from the File Menu (which references file names)   or the FastFind Screen which displays small previews of the images called "thumbnails".   Each option is detailed below.

Opening an image from the File Menu.

1. Select Open from the File Menu.

2. Highlight an image name shown in the list box.

3. Click the OK button.

Or

Opening an image using the FastFind Screen.

1. Select FastFind from the File Menu.

2. Select the page of thumbnails which contains the desired image using the Page Up and Page Down buttons and/or the Search button.

3. Click on the button below the image you wish to open.

   Or

   Use the tab keys to highlight the desired image and press Alt-D for Display.

Related Topics
File Menu Commands
FastFind Commands

View Clipart Thumbnails

To display 15 images on the screen at one time, view the clipart thumbnails by selecting Fast Find from the Main Menu.   There are 400 images in all on your Best Photographic Clipart CD.   To narrow down the number of images displayed click on the Search button found on the FastFind Screen. The Search feature will allow you to view only those images that correspond to a particular category such as 'Travel' or 'Sports'.   The Search feature additionally lets you specify keywords to really nail down the images you need.   Instead of viewing every image in the sports category you could enter in 'Baseball' and program will then display thumbnails of only images which relate to the game of baseball.

Related Topics
FastFind Commands

Export a Clipart Image

You can export The Best Photographic Clipart images for use with other applications that support graphics.   To export an image, follow the steps below:

1. Open the file to be exported using the Open command in the File Menu.

2. Select the color level of the image to be exported.   Either 256 color or 16 Million colors.

3. Select Export from the File Menu

4.   From the Export Dialog Box, set the Files of Type option (in the lower left corner) to the type of file you wish to export.   Set the Drive option to the disk drive corresponding to where you want the file to be stored.   Next, set the Directory by clicking on the folder with the name of the directory where you want the image to be stored.   If your directory name is not shown, use the scroll bars to scroll to the top of the directory listing.   Double click on the top folder that shows C:\ next to it (or the letter corresponding to your hard drive).   This will list all directories on that drive. Now, scroll to the directory of your choice and double-click.   Finally, click in the File Name area and type a valid file name.   It is important to enter a file name extension (the three letters that follow the period) which corresponds to your selection in Select Files of Type.

Or

1. Click on FastFind from the Main Menu.

2. Click once on the thumbnail of the image you wish to export.

3. Click the Export button

4. The Clipart Export Dialog Box allows you to choose the color depth of the image to be exported.

6. Click on OK to save your export selection.

7.   From the Export Dialog Box, set the Files of Type option (in the lower left corner) to the type of file you wish to export.   Set the Drive option to the disk drive corresponding to where you want the file to be stored.   Next, set the Directory by clicking on the folder with the name of the directory where you want the image to be stored.   If your directory name is not shown, use the scroll bars to scroll to the top of the directory listing.   Double click on the top folder that shows C:\ next to it (or the letter corresponding to your hard drive).   This will list all directories on that drive. Now, scroll to the directory of your choice and double-click.   Finally, click in the File Name area and type a valid file name.   It is important to enter a file name extension (the three letters that follow the period) which corresponds to your selection in Select Files of Type.

View Menu Commands

There are two modes in which clipart can be displayed: 256 colors and 16 Million colors.   Each clipart image is opened and displayed in 256 colors by default.   You can choose to display using 16 Million colors, however the 256 color versions will open faster.   The images can be exported using either color format regardless of the View Menu setting.

256 Colors
When the 256 Color option is checked the images will be open and displayed using 256 colors. This is the fastest way to preview images.

16 Million Colors
The clipart images will be displayed using 16 Million colors.

Fit to Window
If this option is checked,   each image will be resized to fit entirely within the program window. The images used in The Best Photo Clipart are high resolution files.   High resolution provides you with better print quality due the large height and width dimensions,   but this larger size forces you to scroll around the image to see it in its entirety.   By using the Fit to Window option not only will you see the complete image on the screen without scrolling,   but the image will actually open and display faster.

Search for a Clipart Image

The Search feature is a powerful tool for quickly and easily finding the clipart you need.   By using a combination of categories and keywords you can make your search as broad as all 400 images and as narrow as all Computer clipart containing a disk.

Category
Click on the clipart category to be displayed.   Choose from 'All' or select from one of the following categories:

> **Children**
> **Computers**
> **Education**
> **Food and Beverage**
> **Hands**
> **Holidays and Parties**
> **Household**
> **Jewelry**
> **Leisure and Entertainment**
> **Medical**
> **Money**
> **Nature**
> **Office Equipment**
> **Office Supplies**
> **Signs**
> **Sports**
> **Travel**

Keywords
Use the keywords option to limit the clipart displayed to only those in the category selected which also match the current keywords.   For example: setting Category to Nature and Keywords to 'lake' will display thumbnails of all the images in the Nature category which also contain lakes.   By keeping 'lake' as your Keyword and setting Category to All, The Best Photographic Clipart will expand the search for lakes to include all other categories.

Use commas to separate multiple keywords.

Always enter keywords in their singular format.   For instance instead of using the word lakes enter the word lake, use Penny instead of Pennies.

Match Whole Word Only
Check this box to control how keyword matching is performed.   For example using a keyword of 'Fish' will yield the following matches depending on whether Match Whole Word Only is checked on or off:

> Keyword = Fish

Match Whole Word Only Box	**Images Keywords Matched**
Checked	Fish
Unchecked	Fish, Fishing, Fisherman

Related Topics
FastFind Commands