

# ImageCommander Help Index

The Index lists all Help topics available for ImageCommander. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use help, choose Using Help from the ImageCommander Help menu.

## Purchasing The Licensed Version

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## Image File Formats

## Purchasing The Licensed Version of ImageCommander

The licensed version of ImageCommander may be purchased from the vendor of your choice. Click on the vendor's name to display that vendor's order form.

When you purchase Paint Shop or Paint Shop Pro you can purchase ImageCommander at a reduced price.

When you purchase ImageCommander, you will also receive 100 WMF clip art images.

Vendor List:

BUDGETWARE

Pro-Soft

The Thompson Partnership

WindowShare

BroCo Software

Personal Data Factory

JASC, Inc.

Location:

Australia

Denmark

England

France

Nederland

Japan

USA

**[Click here to see a description of products by JASC, Inc.](#)**

**\*\*\*\* Be aware that if you live in Europe and purchase a copy of ImageCommander from a distributor outside of Europe, you will be liable for the VAT and Customs charges. Thus a cheaper price from a non-European distributor may end up costing you more. \*\*\*\***

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Selecteer "Bestand-Onderwerp afdrukken" vanaf de menubalk om dit formulier te printen.

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CREDIT CARD NUMMER \_\_\_\_\_

VERVALDATUM \_\_\_\_\_

DISKETTE FORMAAT: ALLEEN OP 3.5" LEVERBAAR

ImageCommander	F	105,00	
Verzendkosten bij vooruitbetaling	F	7,50	
Verzendkosten onder rembours	F	12,50	

\*\* Houdt: u er rekening mee dat de aanschaf van een geregistreerde versie in bijvoorbeeld de Verenigde Staten vaak duurder uitvalt dan in eerste instantie mag worden verwacht ( door BTW toeslag en hoge verzendkosten ).

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Select "File-Print Topic" from the menu bar to print this form.

You can order from BUDGETWARE by payment with check or credit card. The credit cards accepted are: MC, Visa, or Bankcard. The numbers for ordering are: (02) 519-4233, FAX: (02) 516-4236 International Numbers: +61 2 519-4233, FAX: +61 2 516-4236 (THESE NUMBERS ARE FOR PLACING AN ORDER ONLY!)

Please use this form when ordering by mail.

NAME\_\_\_\_\_

COMPANY\_\_\_\_\_

ADDRESS\_\_\_\_\_

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TOWN\_\_\_\_\_

CITY\_\_\_\_\_

COUNTRY\_\_\_\_\_ POST CODE\_\_\_\_\_

TELEPHONE NUMBER\_\_\_\_\_

CREDIT CARD TYPE\_\_\_\_\_

CREDIT CARD NUMBER\_\_\_\_\_

EXPIRATION DATE\_\_\_\_\_

ImageCommander \$69.00 Australian..\_\_\_\_\_

Shipping/Handling - Outside of Australia \$15.00 Australian..\_\_\_\_\_

=====

Total \_\_\_\_\_

Make cheques payable to: BUDGETWARE

Mail to:

BUDGETWARE  
P.O. Box 496  
Newtown NSW 2042  
Australia



## The Thompson Partnership (England)

Select "File-Print Topic" from the menu bar to print this form.

You can order from The Thompson Partnership by payment with cheque or credit card. The credit cards accepted are: MC, Visa and American Express. The numbers for ordering are: 0889 564601 (Voice) or 0889 563219 (FAX)

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COMPANY \_\_\_\_\_

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ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_

CITY \_\_\_\_\_

COUNTRY \_\_\_\_\_ POST CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

CREDIT CARD TYPE \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

Disk Size preferred    3.5" \_\_\_\_\_    5.25" \_\_\_\_\_

ImageCommander        £29.00

Make cheques or EuroCheque payable to: The Thompson Partnership  
(remember to put your card number on the reverse of the cheque)

Mail to:

The Thompson Partnership  
Church Croft,  
Bramshall,  
UTTOXETER,  
Staffs, England  
ST14 5DE

**WindowShare (France)**

**\*\* Paint Shop (Pro) & ImageCommander \*\***

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Remplacez le soulignement par les renseignements demandés.

Imprimez cette fiche, et adressez le tout avec votre règlement à :

WindowShare SARL  
B.P. 2078  
57051-METZ cedex 2  
France  
Fax : (+33)87 32 37 75  
Vox : (+33)87 30 85 57  
Minitel : 3615 WinShare  
(boutique LICENSEWARE)

Nom et Prénom: \_\_\_\_\_

Adresse: \_\_\_\_\_

Code Postal et Ville: \_\_\_\_\_

Paint Shop Pro est désormais livré avec 30 images de qualité professionnelle au format JPEG.

ImageCommander est livré avec 100 images de qualité professionnelle au format WMF.

Quantité	Nom du produit	Prix Unitaire H.T.	Prix Unitaire TTC	Total
_____	Paint Shop	252.10 FF	299 FF	
_____	Paint Shop Pro	420.75 FF	499 FF	
_____	ImageCommander	252.10 FF	299 FF	
_____	Paint Shop & ImageCommander	378.60 FF	449 FF	
_____	Paint Shop Pro & ImageCommander	547.20 FF	649 FF	
			Port	
				00 FF TTC
	Disquette 3 1/2" uniquement.			
	_____ FF TTC			Total Général

\* Ci-joint mon règlement de \_\_\_\_\_ FF TTC, paiement par chèque, Eurochèque, mandat-lettre, ou carte bancaire. (\* barrer la mention inutile)

Carte bancaire, donnez les 16 chiffres , la date d'expiration et signez :

\_\_\_\_\_ Exp. : \_\_\_\_\_ / \_\_\_\_\_

Date \_\_\_\_\_ Signature : \_\_\_\_\_

***Merci de respecter le principe du shareware.***



## Personal Data Factory (Japan)

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You can order from Personal Data Factory by payment with check.

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Disk Size preferred    3.5" \_\_\_\_\_    5.25" \_\_\_\_\_

ImageCommander        Y7,000 X \_\_\_\_\_ (number of copies) = Y \_\_\_\_\_

Make cheques payable to: Personal Data Factory

Mail to:

Personal Data Factory.  
Shimoueki-cho 451-3,  
Isesaki-shi, Gunma-ken,  
372 JAPAN.

**JASC, INC. (USA)**

Select "File-Print Topic" from the menu bar to print this form.

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COMPANY \_\_\_\_\_

STREET \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Disk Size preferred 3.5" \_\_\_\_\_ 5.25" \_\_\_\_\_

ImageCommander	\$39.00...	_____
Minnesota residents add 6.5% sales tax		_____
Shipping/Handling - US or Canada	\$ 5.00....	_____
Shipping/Handling - Outside of US or Canada	\$16.00...	_____
	=====	
Total in US Funds <b>drawn</b> on a US Bank		_____

Make checks payable to: JASC, Inc.

Mail to:  
JASC, Inc.  
10901 Red Circle Drive, Suite 340  
Minnetonka, MN 55343 USA

## Products by JASC, Inc.

If you are interested in any of our products, please contact one of the [distributors](#).

### ImageCommander

ImageCommander is designed to be your command center for image management and manipulation. It consists of all the necessary commands to manage your image files.

Features include:

- Organizing your images into albums. Arrange the album using drag and drop or one of many sort options.

- Catalog the images using keywords and comments for future searches.

- Scan for all the images on your system to hunt down those unneeded, space wasting images.

- View your images full screen or in a configurable slide show.

- Activate your favorite editor to change the image.

- Print your album as a catalog.

- Support for 21 different file formats.

- Convert your image file to another format.

- Images of an album may come from different directories and different drives. Special support for removable disks and CD Roms allows you to track your images and have ImageCommander tell you which disk you need.

- Move, Copy, or Rename the original image file.

**And best of all, when you purchase Paint Shop or Paint Shop Pro you can purchase ImageCommander at a reduced price.**

### Paint Shop Pro

Paint Shop Pro is a Windows program that will allow you to work with multiple images at a time. With Paint Shop Pro you can display, convert, alter, scan and print images. In addition, it is a screen capture utility.

Paint Shop Pro supports the file formats; BMP, CLP, CUT, DIB, EPS, GIF, IFF, IMG, JAS, JIF, JPG (JPEG), LBM, MAC, MSP, PCD (Kodak Photo CD), PIC, PCX, RAS, RLE, TGA, TIFF, WMF and WPG. Paint Shop Pro includes a batch conversion for those large conversion jobs.

Scan your images directly into Paint Shop Pro using any TWAIN compliant scanner. Make your adjustments, then save the image to exactly the file type you will need.

Add image support to your other applications with Paint Shop Pro's OLE server support.

Paint Shop Pro displays images in many ways, including zooming in and out.

Altering the image includes flipping, mirroring, rotating in one degree increments, resizing, resampling, cropping, adding a border and 19 standard filters. Paint Shop Pro supports user defined filters to allow you to create, edit, delete and apply your own filters.

You can also work with the colors of an image by adjusting the brightness/contrast, highlight/shadow, gamma correction, red/green/blue. Alter the colors by greyscaling, solarizing, creating a negative.

Palette manipulation allows you to change individual color values, save and load palettes. Change the image type by increasing or decreasing the color depth.

Shareware Magazine Editor's Choice

Winner of the Shareware Industry Awards - Best Graphics Application

### Paint Shop

If you find Paint Shop Pro is more than you need, you may find Paint Shop the perfect solution.

Paint Shop is a Windows program that will display, convert, alter and print images. In addition, it is a screen capture utility. It supports the file formats; BMP, CUT, DIB, GIF, IMG, LBM, MAC, MSP, PCX, PIC, RLE, TGA, TIFF, and WPG. Paint Shop displays images in a window or full screen. Altering the image includes flipping, mirroring, rotating, resizing and cropping. Adjust colors by changing brightness/contrast or red/green/blue. Create greyscales and negative images. Change the image type by decreasing the color depth.

Shareware Magazine Editor's Choice

## **Professional Capture Systems**

PCS is a combination of both Windows and DOS programs that will simplify screen capturing.

The Windows program, WinCapture, allows for the capturing of a defined area, full screen, window, or client area. The capture can be sent to any combination of the clipboard, printer and disk. Numerous image formats are supported. Requires Windows 3.0 or greater.

The DOS program, DosCapture, will allow you to capture standard and extended VGA text modes and standard VGA graphics modes. Captures are saved to PCX files. DosCapture requires a 286 or better and VGA.

Shareware Magazine Editor's Choice

## **PerfectKeys**

Written by Goldsmith Communications and published by JASC, Inc.

PerfectKeys is an editing enhancement for WordPerfect (ver. 5.0 or 5.1) for DOS. Editing time is saved by using single keystroke commands, reachable from the "home" position, for common WP commands. Many of these would normally require several key strokes or even menu selections.

Some of the tasks that are simplified are: cursor movement, block/change various amounts of text, transposition, apply styles, select fonts, switch keyboards, and much more. Extensive on line help includes WP manual index.

## Overview

ImageCommander is designed to be your command center for image management and manipulation. It consists of all the necessary commands to manage your image files.

While discussing the various commands and features, three terms are used frequently and are defined here to help you understand how they are related. These three terms are: "album", "thumbnail", and "image file".

An "Album" is a collection of thumbnails.

A "Thumbnail" is a miniature representation of an image.

An "Image File" is a computer file (a storage location) for an image.

Now let's put them all together. When an album is created, it is made up of one or more thumbnails. The thumbnails are created from image files. Thus, every thumbnail must have an associated image file. Once an album is created (with one or more thumbnails) there will always be one thumbnail highlighted as the selected thumbnail. The selected thumbnail is highlighted by displaying it with a colored border. Any action you take that manipulates a thumbnail, or an image file, will be taken on the selected thumbnail and/or its associated image file.

## Features

### **Image Organization**

ImageCommander allows you to organize your image files into albums. An album is generally a group of image files whose subject matter is related. The image files that make up an album may come from any drive or directory on your system, and may cross different drives and directories.

### **Image Viewing**

The image file associated with the selected thumbnail may be viewed at anytime by double clicking the left mouse button.

### **Slide Show**

The images in the album can be displayed in a slide show sequence.

### **Image Conversion**

The image file associated with the selected thumbnail may be read in and saved to a new file using a different image file format.

### **Image Manipulation**

Double clicking the right mouse button will activate your favorite image editor, with the selected thumbnail's image file name passed as a parameter.

### **Support for Removable Disks**

ImageCommander keeps track of an item referred to as "Disk ID". The Disk ID is the volume label of a disk. ImageCommander will maintain this information only if the disk is a removable disk or a CD Rom. In this way you can create albums consisting of images from your floppies or CD Roms and have ImageCommander tell you which disk it needs. When you attempt to do an operation on the original image file, such as when you want to view it, ImageCommander will check the volume label of the disk to ensure that you have the correct disk installed. Since non-removable disks (hard drives) should always be on your system, ImageCommander does not track the Volume ID for them. Instead, the hard disk drive letter is used to ensure that the correct disk is used to locate the original image file.

## Thumbnails

When an album is created, it is made up of one or more thumbnails. Thumbnails give you the ability to view several images at once. There should be enough detail of the image visible to identify its contents. The thumbnails are created from image files. Thus, every thumbnail must have an associated image file.

### **Selected Thumbnail (Highlighted)**

Once an album is created (with one or more thumbnails) there will always be one thumbnail highlighted as the selected thumbnail. The selected thumbnail is highlighted with a colored border. Any action you take that manipulates a thumbnail, or an image file, will be taken on the selected thumbnail and/or its associated image file.

### **How to Select a Thumbnail**

#### **Using the Mouse**

1. Move the mouse cursor over the thumbnail you want to select.
2. Click either mouse button to highlight the thumbnail.

#### **Using the Keyboard**

Press the "Up Arrow" key to select the thumbnail in the next row above. When a thumbnail is highlighted in the top row of the screen, each subsequent press of this key will scroll the next row above into view, until the topmost row is reached.

Press the "Down Arrow" key to select the thumbnail in the next row below. When a thumbnail is highlighted in the bottom row of the screen, each subsequent press of this key will scroll the next row below into view, until the bottom most row is reached.

Press the "Left Arrow" key to select the next thumbnail to the left in the row. When the last thumbnail at the end of the row is highlighted, the next press of this key will wrap the highlight to the beginning thumbnail of the next row below.

Press the "Right Arrow" key to select the next thumbnail to the right in the row. When the first thumbnail at the beginning of the row is highlighted, the next press of this key will wrap the highlight to the last thumbnail of the next row above.

Press the "Page Up" key to select the thumbnail one page up from the current thumbnail. Once the first screen at the top is displayed, the next press of this key will highlight the first thumbnail in the album.

Press the "Page Down" key to select the thumbnail one page down from the current thumbnail. Once the last screen at the bottom is displayed, the next press of this key will highlight the last thumbnail in the album.

Press the "Home" key, from any screen, to directly select the first thumbnail in the album.

Press the "End" key, from any screen, to directly select the last thumbnail in the album.

## **Moving Thumbnails Around in the Album**

You can move thumbnails randomly from one place to another in the album.

### **How to Move a Thumbnail Randomly in the Album**

1. Move the mouse cursor to the thumbnail you want to move.
2. Hold down the left mouse button.
3. Move the mouse cursor to the place you want it to be placed. You can force ImageCommander to scroll the screen by moving the mouse cursor above the top row or below the bottom row of thumbnails.
4. Release the mouse button.



## Viewing Thumbnails on the Screen

You can view the image of the selected thumbnail on the screen. You can view a thumbnail so that it fills the screen or that it is displayed in its original size. (Refer to the menu option "File" - "Preferences" - "General" for information about selecting your choice of the viewing options.)

You can view all the thumbnails in an album in sequence as a slide show. (Refer to "File" - "Preferences" - "Slide Show Setup" for information about selecting your choice of slide show options.)

### How to View a Thumbnail

1. Select the thumbnail you want to view.
2. Double click the left mouse button.

**Note:** As an alternate, you can select from the menu options "View" - "Image" or press the hot keys "Shift-V".

3. Click a mouse button or press a key to return to the thumbnails.

## Editing Thumbnail's Images

You can edit the image corresponding with a thumbnail. (Refer to the menu option "File" - "Preferences" - "Editors" for information about specifying the image editors you want to use.)

### How to Edit a Thumbnail's Image

1. Select the thumbnail you want to edit.
2. Double click the right mouse button or press the "Enter" key.

**Note:** As an alternate, you can select from the menu options "ImageFile" - "Edit Using" and select from the editors listed.

3. When you are finished editing, save it and close the editor to return to the thumbnails.

## Status Bar

The Status Bar, at the bottom of the ImageCommander window, displays information about the active album or the current activity of an option's process.

### Status Bar - (For The Album Window)

The Status Bar displays information about the active album. The information that is displayed is:

#### **Album Title (Title: XXXXXX)**

The title displays the title of the album. This is the title you entered using the menu option "File" - "Title".

#### **Highlighted Thumbnail Image Identification (Image: AAA x BBB x CCC - (XXX of YYY))**

This displays information about the image of the highlighted thumbnail. It describes the image's width and height in pixels, its color capacity, and the sequence of the thumbnail in the album.

#### **Memory Used By The Album (Album: XXXX)**

This displays the memory used by the album.

#### **Available Memory (Free: XXXXXX)**

This displays the amount of free memory your system has available.

### Status Bar- (Progress Indicator)

ImageCommander uses the status bar as a progress indicator during lengthy operations. The following describes the various sections of the status bar when it is used as a progress indicator.

#### **How to Abort the operation (Press Esc to abort)**

You can abort the operation before it is completed by pressing the "Escape" key.

#### **Operation Description**

A description of the type of operation you have put into action will be displayed while the operation is being conducted.

#### **Operation Progress**

A moving bar will display the progress of the operation.

## ImageCommander Keyboard "Hot-Keys"

The following keys are shortcut "hot keys" and may be used instead of making selections through the Menu Bar:

<b>Function</b>	<b>Key(s)</b>
File-New	Ctrl+N
File-Open	Ctrl+O
File-Save	Ctrl+S
Edit-Cut	Ctrl+X
Edit-Copy	Ctrl+C
Edit-Paste	Ctrl+V
Edit-Add	Ctrl+A
Edit-Delete	Delete
Find-Keyword	Alt+F3
Find-Repeat Find	F3
ImageFile-Delete	Ctrl+Delete
View-Album Info	Shift+A
View-Image Info	Shift+I
View-Comments	Shift+C
View-Keywords	Shift+K
View-Image	Shift+V
View-Slide Show	Shift+S
Help	F1

## File Menu

Select this pull-down menu to display a list of options concerning album files. Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

- [New](#)
- [Open](#)
- [Save](#)
- [Save As](#)
- [Close](#)
- [Delete](#)
- [Merge](#)
- [Sort](#)
- [Title](#)
- [Print - Album](#)
- [Print - Image](#)
- [Printer Setup](#)
- [Preferences - Editors](#)
- [Preferences - General](#)
- [Preferences - Image Selection Color](#)
- [Preferences - Slide Show Setup](#)
- [File - Exit](#)
- [List of Most Recently Opened Files](#)

### Associated Dialog Boxes

- [The "Album Title" Dialog Box](#)
- [The "Add Files by" Dialog Box](#)
- [The "Add Images" Dialog Box](#)
- [The "Select Directory" Dialog Box](#)
- [The "Open" Dialog Box](#)
- [The "File Save As" Dialog Box](#)
- [The "Select the File to Merge" Dialog Box](#)
- [The "Sort" Dialog Box](#)
- [The "Album Title" Dialog Box](#)
- [The "Print" Dialog Box for the Album Option](#)
- [The "Print" Dialog Box for the Image Option](#)
- [The "Print Setup" Dialog Box](#)
- [The "Editor Setup" Dialog Box](#)
- [The "Select the Editor" Dialog Box](#)
- [The "General Setup" Dialog Box](#)
- [The "Color" Dialog Box](#)
- [The "Slide Show Setup" Dialog Box](#)

## File - New

Use this selection to create a new album file.

### How to Make a New Album File

1. Select "File" - "New". This opens the "Album Title" dialog box.
2. Type in the title for you new album. Click "OK" when you are done entering the title. (The title may be left blank and added later using the "File"-"Title" menu option.)
3. ImageCommander will display the "Add Files by" dialog box with options for adding image files by "Selecting Files" or "Scanning Directories". Select one of the options and click "OK" (or click "Cancel" if you prefer to start by pasting an image from the clipboard).

### Selecting Files - Option

- a. When you select the "Selecting Files" option, the "Add Images" dialog box appears.
- b. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the images reside that you want to add.
- c. To change the types of files that are displayed, select a file name extension from the "List Files of Type:". Use the scroll bar to display any file types that are scrolled off the list.
- d. Highlight the files you want to select by clicking on the file name in the "File Name:" list box. Use the "Ctrl" key to highlight individual files that are not listed contiguously. Use the "Shift" key to highlight individual files that are listed contiguously. Use the scroll bar to display any file names that are scrolled off the list.  
  
**Tip:** You can click the "Select All" command button to select all the files listed in the "File Name" list box without having to select each of them manually.
- e. Click "OK" to add the highlighted files to the album.

### Scanning Directories - Option

- a. When you select the "Scanning Directories" option, the "Select Directory" dialog box appears.
- b. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the images reside that you want to add. If you want sub-directories included in the scan, select the "Scan Sub-directories" check box.
- c. To change the types of files that are scanned for, select a file name extension from the "Scan for Files of Type:". Use the scroll bar to display any file types that are scrolled off the list.
- d. Click "OK" to add the image files to the album.

## **The "Album Title" Dialog Box**

### **"Enter the Album Title" Edit Box**

The title will be displayed in the status bar and on the top of pages when the album is printed.  
The title can be left blank if you want.

### **"Cancel" Command Button**

If you change your mind and want to back out click "Cancel".

### **"OK" Command Button**

Click "OK" after entering the title.

## The "Add Files by" Dialog Box

### "Selecting Files" Option Button

This option allows you to manually select image files by groups or individually. Make your selection using the "Add Images" dialog box.

### "Scanning Directories" Option Button

This option allows you to have ImageCommander scan directories for image files. Select the directory using the "Select Directory" dialog box.

### "Cancel" Command Button

If you change your mind and want to back out click "Cancel".

### "OK" Command Button

Click "OK" to activate your option selection.



## The "Add Images" Dialog Box

### "File Name:" Edit Box and List Box

When you first open this dialog box, the "File Name:" edit box displays the "All Files (\*.\*)" wild cards which corresponds to the image file format that is highlighted in the "List Files of Type:" drop down list box. You may select a specific file type to be listed by selecting a different type from the "List Files of Type" drop down list box.

You can type a single file name you want to add (if you know what it is) in the edit box.

You can select one, many, or all the files displayed in the "File Name:" list box by clicking the mouse pointer on the appropriate file names to highlight them. Use the "Ctrl" key to highlight individual files that are not listed contiguously. Use the "Shift" key to highlight individual files that are listed contiguously. Use the scroll bar to display any file names that are scrolled off the list. The highlighted file names will be displayed in the "File Name:" edit box.

### "List Files of Type:" Drop Down List Box

The "List Files of Type:" changes the entry in the "File Name:" edit box so the files selected in the "File Name:" list box are the files in the current directory that match the file name extension.

### "Directories:" List Box

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### "Drives:" Drop Down List Box

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### "Select All" Command Button

If you want to select all the files listed, in the "File Name:" list box, click the "Select All" command button.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to add the selected files to your album.

## The "Select Directory" Dialog Box

### "Directories:" List Box

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### "Drives:" Drop Down List Box

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### "Scan for Files of Type:" Drop Down List Box

The "Scan for Files of Type:" displays the image file types you can scan for. You can select All Files (\*.\*) to scan for all the image file types listed in the drop down list box, or you can select just one specific type.

### "Scan Sub-directories" Check Box

Select this option to have ImageCommander scan all sub-directories of the selected directory. By selecting your root directory as the starting directory, and selecting this option, the entire disk will be scanned.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to add the scanned files to your album.

## File - Open

Use this selection to open an album file and display its thumbnail images on the screen.

### How to Open an Album File

1. Select "File" - "Open". This opens the "Open" dialog box.
2. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the album file you want resides.
3. Highlight the album file you want to open by clicking on the file name in the "File Name:" list box. Use the scroll bar to display any file names that are scrolled off the list.
4. Click "OK" to open the highlighted file.

**TIP** You can rapidly double click on the file name to open it without having to click the "OK" command button.

## The "Open" Dialog Box

### **"File Name:" Edit Box and List Box**

When you first open this dialog box, the "File Name:" edit box displays the Album Files extension "\*.alb".

You can type the album file name you want to open (if you know what it is) in the edit box.

You can select an album file name in the "File Name:" list box by clicking the mouse pointer on the appropriate file name to highlight it. The highlighted file name will become displayed in the "File Name:" edit box.

### **"List Files of Type:" Drop Down List Box**

The "List Files of Type:" list box displays only the Album Files extension "\*.ALB", since this is the only type of file you are concerned with.

### **"Directories:" List Box**

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### **"Drives:" Drop Down List Box**

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to open the selected album file.

## **File - Save**

Use this selection to save changes to the current album.

### **How to Save Changes to an Album**

1. Select "File" - "Save".

If the album file has previously been saved to a file, the current album will be saved by overwriting the existing file.

If the current album has not been previously saved, the "Save As" dialog box opens to allow you to specify the drive, directory, and file name for the album. Refer to the "File - Save As" menu option for the procedure to save the album to a file.

## File - Save As

Use this selection to save a new album to a file.

### How to Save an Album to a File

1. Select "File" - "Save As". This opens the "Save As" dialog box.
2. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the album should be saved.
3. Enter the album file name of your choice. You can do this by highlighting the file name in the "File Name:" edit box, then type in the new name.

**Note:** No matter what file name extension you give the file, the name of the file will automatically be changed to the proper file name extension ".ALB".

4. Click "OK" to save the file.

**Note:** If the file name you select is already in use by another file, you will be asked if you would like to overwrite the existing file.

Click the "Yes" command button if you want to overwrite the existing file with the current album.

Click the "No" command button to abort the "Save As" process.

## The "File Save As" Dialog Box

### **"File Name:" Edit Box and List Box**

When you first open this dialog box, the "File Name:" edit box displays the file name of the current album. If you want the album saved with a different file name, type a new file name in this box. Album files listed in the "File Name:" list box are those that are located in the directory currently displayed.

### **"List Files of Type:" Drop Down List Box**

The "List Files of Type:" list box displays only the Album Files extension "\*.ALB", since this is the only type of file you are concerned with.

### **"Directories:" List Box**

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### **"Drives:" Drop Down List Box**

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to save the album to the specified file name.

## **File - Close**

Use this selection to close the album file.

### **How to Close an Album File**

1. Select "File" - "Close".

**Note:** If the album has changed ImageCommander will display a message box asking if you would like to save the changes.

Click the "Yes" command button if you want to save the changes to the album.

Click the "No" command button if you do not want to save the changes to the album.

Click the "Cancel" command button if you change your mind and you do not want to close the album file.



## **File - Delete**

Use this selection to delete an album file from the disk.

### **How to Delete an Album File**

1. Select "File" - "Delete". This opens the ImageCommander message box asking if you are sure you want to delete the album file.

Click the "Yes" command button to delete the album file.

Click the "No" command button if you change your mind and do not want to delete the album file.

## **File - Merge**

Use this selection to merge another album into the current album.

### **How to Merge an Album**

1. Select "File" - "Merge". This opens the "Select the File to Merge" dialog box.
2. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the album file you want resides.
3. Highlight the album file you want to merge in by clicking on the file name in the "File Name:" list box. Use the scroll bar to display any file names that are scrolled off the list.
4. Click "OK". The selected album will be merged into the current album.

## The "Select the File to Merge" Dialog Box

### "File Name:" Edit Box and List Box

When you first open this dialog box, the "File Name:" edit box displays the Album Files extension "\*.alb".

You can type the album file name you want to merge (if you know what it is) in the edit box.

You can select an album file name displayed in the "File Name:" list box by clicking the mouse pointer on the appropriate file names to highlight them. The highlighted file name will become displayed in the "File Name:" edit box.

### "List Files of Type:" Drop Down List Box

The "List Files of Type:" list box displays only the Album Files extension "\*.ALB", since this is the only type of file you are concerned with.

### "Directories:" List Box

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### "Drives:" Drop Down List Box

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to merge the selected album file.

## **File - Sort**

Use this selection to sort the order of thumbnails in an album.

### **How to Sort the Thumbnails of an Album**

1. Select "File" - "Sort". This opens the "Sort" dialog box.
2. Select whether you want the sorting order to be ascending or descending.
3. Select the sort criteria from either the "By Image..." list or the "By File..." list.
4. Click "OK". The thumbnails will be sorted according to your selections.

## The "Sort" Dialog Box

### "Ascending" or "Descending" Options

These options will affect the direction of sorting order for the "By Image.." or "By File.." option you select.

#### "Ascending" Option

This option causes the direction of the sorting order to be increasing. The smallest sort value will be first and the largest sort value will be the last.

#### "Descending" Option

This option causes the direction of the sorting order to be decreasing. The largest sort value will be first and the smallest sort value will be the last.

### By Image... Options

These options allow you to have the thumbnails sorted according to the properties of the image.

#### "Width" Option

This option will sort the thumbnails by the value of the image's width.

#### "Height" Option

This option will sort the thumbnails by the value of the image's height.

#### "Bits Per Pixel" Option

This option will sort the thumbnails by the value of the image's bits-per-pixel capacity.

#### "Size" Option

This option will sort the thumbnails by the amount of memory required to load the image.

### By File... Options

These options allow you to have the thumbnails sorted according to the properties of the file.

#### "Name" Option

This option will sort the thumbnails alphabetically by the image's file name.

#### "Extension" Option

This option will sort the thumbnails alphabetically by the file's extension.

#### "Location" Option

This option will sort the thumbnails by the directory location of their image files.

#### "Disk ID" Option

This option will sort the thumbnails by the removable disk's identification.

#### "Date" Option

This option will sort the thumbnails by the date of their image files.

#### "Size" Option

This option will sort the thumbnails by the file size of their image files.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to sort the thumbnails according to your selections.



## **File - Title**

Use this selection to add or change the album's title. The title is a reference about the album, not the file name. You can leave the title blank if you wish, or add a title at a later time.

### **How to Enter (or Change) the Title of an Album**

1. Select "File" - "Title". This opens the "Album Title" dialog box.
2. Enter the title you want for the album.
3. Click "OK".

## **File - Print - Album**

Use this selection to print the thumbnails of an album.

### **How to Print an Album**

1. Select "File" - "Print" - "Album". This opens the "Print" dialog box for printing albums.
2. Select from the "Print Range" options whether you want to print all the thumbnails or a selected page range.
3. Select from the "Print Quality:" drop box the printing resolution you want.
4. If your printer is capable of making multiple copies, the "Copies" edit box will be available. Enter the number of copies you want printed.
5. Select from the "Print Using" options whether you want to print from the thumbnails (draft quality) or from their original image files (highest quality).
6. Click "OK" to start the printing.



## The "Print" Dialog Box for the Album Option

### "Printer:" Description

This display shows the printer that is the current default printer.

### "Print Range" Options

These options allow you to select whether you want to print all the images or a selected page range.

#### "All" Option

This option will allow you to print all the images in the album.

#### "Pages" Option

This option will allow you to specify a specific page (or pages) of images to be printed.

#### "From: To:" Edit Boxes

Enter the range of page numbers you want to print.

### "Print Quality:" List Box

This list box displays the print resolution in dots per inch (dpi) that are available for selection.

### "Copies:" Edit Box

If your printer is capable of making multiple copies, this edit box allows you to enter the number of copies you want printed.

### "Print Using" Options

These options allow you to select whether the images are printed from the thumbnail or from the original image file.

#### "Album Thumbnails" Option

Select this option if you want a fast draft print from the thumbnails. This is a fast way to print, but the printed result is very rough.

#### "Original Files" Option

Select this option if you want high quality images printed from the original image file. This is a slower way of printing since each image file has to be read in, but the printed result is the best.

### "Setup..." Command Button

This option allows selection and configuration of the current printer or a different printer. This option opens the ["Print Setup" dialog box](#). (Refer to the ["File" - "Printer Setup"](#) help topic for information.)

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to print the album.

## **File - Print - Image**

Use this selection to print the selected image.

### **How to Print an Image**

1. Select "File" - "Print" - "Image". This opens the "Print" dialog box for printing an image.
2. Select the Print Quality that you desire from the drop box.
3. If your printer is capable of making multiple copies, the "Copies" edit box will be available. Enter the number of copies you want printed.
4. Click "OK" to start the printing.

## The "Print" Dialog Box for the Image Option

### **"Printer:" Description**

This display shows the printer that is the current default printer.

### **"Print Quality:" List Box**

This list box displays the print resolution in dots per inch (dpi) that are available for selection.

### **"Copies:" Edit Box**

If your printer is capable of making multiple copies, this edit box allows you to enter the number of copies you want printed.

### **"Printer Setup..." Command Button**

This option allows selection and configuration of the current printer or a different printer. This option opens the ["Print Setup" dialog box](#). (Refer to the ["File" - "Printer Setup"](#) help topic for information.)

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to print the selected image.

## **File - Printer Setup**

This option allows you to select the active printer and allows you to configure the way the active printer should operate.

### **How to Setup the Printer**

1. Select "File" - "Printer Setup". This opens the "Print Setup" dialog box.
2. Make your selections from the options in the dialog box.
3. Click "OK" to keep your new settings.

## The "Print Setup" Dialog Box

### **"Printer - Default Printer / Specific Printer" Option Buttons**

These options allow you to select which printer you want to use. Use the drop list box to select from other printers you have installed.

### **"Orientation - Portrait / Landscape" Options**

These options allow you to select the orientation of the paper.

### **"Paper - Size / Source" Options**

These options allow you to select the paper size and its tray location.

### **"Options" Command Button**

Select this to change options available for the printer you have chosen. The dialog box will have different options depending on the requirements of your printer. Refer to your printer's manual for information about these options.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to apply your selections.

## **File - Preferences - Editors**

Use this option to select the editors you would like to use to edit the images in your albums. You may select up to four different editors. The dialog box will allow you to give each editor a name which will appear under the "ImageFile - Edit Using" menu option. Each of the four choices has a command button to select the editor's path and file name.

### **How to Set File - Preferences - Editors**

1. Select "File" - "Preferences" - "Editors". This opens the "Editor Setup" dialog box which allows you to enter the editor (or editors) you want to use for editing your album images.
2. Enter the name of the editor in the "Editor Name:" edit box.
3. Select the "Select Editor" command button to open the "Select the Editor" dialog box.
4. Select the drive, directory, file type, and file name of the editor corresponding with the editor you entered in the "Editor Name:" edit box.
5. Click "OK" to keep your new settings.

## The "Editor Setup" Dialog Box

### "Editor Name:" Edit Box

Type in the name of the editor you want to use in this edit box. The edit box identified "Primary Editor:" will automatically be used as the editor when you double click the right mouse button (or press the "Enter" key) on a thumbnail.

**Note:** The "Primary Editor:", as well as any remaining editors you enter, will appear under the "ImageFile" - "Edit Using" menu option.

### "Program:" Display

This displays the path and file name of the editor you select using the "Select Editor" command button.

### "Clear" Command Button

Use this command button to erase the entry for the editor. It will erase the editor name as well as the editor's path and file name.

### "Select Editor" Command Button

Use this command button to open the "Select the Editor" dialog box.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to apply your selections.

## The "Select the Editor" Dialog Box

### "File Name:" Edit Box and List Box

When you first open this dialog box, the "File Name:" edit box displays the Executable Files extension "\*.exe".

You can type the editor file name you want to select (if you know what it is) in the edit box.

You can select an editor file name in the "File Name:" list box by clicking the mouse pointer on the appropriate file name to highlight it. The highlighted file name will become displayed in the "File Name:" edit box.

### "List Files of Type:" Drop Down List Box

The "List Files of Type:" list box displays only the Executable Files extension "\*.EXE", since this is the only type of file you are concerned with.

### "Directories:" List Box

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### "Drives:" Drop Down List Box

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to select the editor.



## **File - Preferences - General**

Use this option to set the way general operations work in ImageCommander.

### **How to Set File - Preferences - General**

1. Select "File" - "Preferences" - "General". This opens the "General Setup" dialog box.
2. Select the options that you want.
3. Click "OK".

## The "General Setup" Dialog Box

### "On start up:" Option

This allows you to determine if ImageCommander will automatically apply this option or not at start up.

### "Load the last album" Check Box

Select this option if you want the last album you were working on to be automatically loaded when ImageCommander is started.

### "Image viewing:" Options

These options allow you to determine how ImageCommander will display graphic images on the screen. You must select one of the options.

### "Fit to full screen" Option Button

Select this option if you want the album's images to be displayed to fill the screen. However, in order to maintain the aspect ratio of the image, the displayed image may fill the width but not the height (or vice versa).

### "Normal viewing (1:1)" Option Button

Select this option if you want the album's images to be displayed in their original size. If the image is larger than the screen, you can move around the image by using the scroll keys.

### "After opening an album:"

Select from these options to be performed after an album as been opened.

### "Update the thumbnails" Check Box

Select this option if you want ImageCommander to automatically update the thumbnails each time an album is opened.

### "Remove orphans" Check Box

Select this option if you want ImageCommander to automatically remove orphaned thumbnails each time an album is opened.

### "Adding images to the album:"

This option determines the way ImageCommander works while adding images to the album.

### "Display all error messages" Check Box

Select this option if you want ImageCommander to automatically display error messages when you are loading new images into the album.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to save the options you have made.

## **File - Preferences - Image Selection Color**

Use this option to select the color ImageCommander uses to highlight an album's selected thumbnail.

### **How to Set File - Preferences - Image Selection Color**

1. Select "File" - "Preferences" - "Image Selection Color". This opens the "Color" dialog box.
2. Select color you want for image selection highlighting.
3. Click "OK".

## The "Color" Dialog Box

### **Palette of Colors / Slide Pointer**

The palette of colors displays the different shades of color available. Slide the pointer for the amount of luminance you want for the color selected.

### **Color | Solid Box**

This box displays the shade and the solid color selected from the palette.

### **"Hue / Sat / Lum" Edit Boxes**

These edit boxes display the hue, saturation, and luminance values as you make different color palette selections.

### **"Red / Green / Blue" Edit Boxes**

These edit boxes display the color mixture values as you make different color palette selections.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to select the color option you have made.

## **File - Preferences - Slide Show Setup**

Use this selection to determine the way you want the slide show to work.

### **How to Set File - Preferences - Slide Show Setup**

1. Select "File" - "Preferences" - "Slide Show Setup". This will display the "Slide Show Setup" dialog box.
2. Select an option included for "Change Image on" for the method you want the slides to change to the next image.
3. Select an option included for "Repeat" for the way you want the slide show to be repeated.
4. Select any of the options included for "Options", if you want ImageCommander to automatically apply one or all of them. Do not select an option if you do not want it automatically applied.
5. Click "OK".

## The "Slide Show Setup" Dialog Box

### "Change Image on" Options

These options allow you to determine when the next image will be displayed. You can select only one option.

**Note:** After displaying an image, ImageCommander immediately begins reading and preparing the next image for display. The time that it takes to read and prepare the next image may be longer than what you set up. In this case the next image will be displayed as soon as it is ready.

### "Space Bar" Option Button

Select this option if you want the images changed each time you press the space bar.

### "Left Mouse Button" Option Button

Select this option if you want the images changed each time you press the left mouse button.

### "Time in Seconds" Option Button and Edit Box

Select this option if you want the images changed automatically at certain time intervals. Enter the number of seconds you want for the intervals in the edit box.

### "Repeat" Options

These options allow you to determine how many times the slide show should be repeated. You can select only one option.

### "Until Esc Pressed" Option Button

Select this option if you want the slide show to continue repeating indefinitely until you press the "Esc" key.

### "Repeat" Option Button and "Times" Edit Box

Select this option if you want the slide show to repeat only a specific number of times. Enter the number of times in the "Times" edit box.

### "Options" Options

These options allow you to determine the conditions for the slide show operation. You may select one, all, or none of the options.

### "Display Error Messages" Check Box

Select this option if you want error messages displayed when an error is encountered during the slide show. Do not select this option if you want to avoid error messages pausing the slide show.

### "Start at Selected Image" Check Box

Select this option if you want the slide show to always start with the thumbnail you have selected by highlighting it. Do not select this option if you want the slide show to always start with the first thumbnail.

### "Cancel" Command Button

If you change your mind and want to back out, you can click "Cancel".

### "OK" Command Button

Click "OK" to apply the selections you have made.

## **File - Exit**

Use this selection to close ImageCommander.

### **How to Exit ImageCommander**

1. Select "File" - "Exit". This will close this session of ImageCommander.

**Note:** If the album has changed, ImageCommander will display a message box asking if you would like to save the changes.

Select "Yes" if you want to save the changes to the album.

Select "No" if you do not want to save the changes to the album.

Select "Cancel" if you change your mind about closing ImageCommander.

## List of Most Recently Opened Files

The "File" pulled-down menu will display a list of the last four files that have been opened. You can use this listing as a fast way to open one of the last four files that have been opened without the need for using the "File" - "Open" option.



## Edit Menu Selections

Select this pull-down menu for a list of options for changing your album file. Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

Cut

Copy

Paste

Add

Delete

Remove Orphans

Uppdate Thumbnails

Comments

Keywords

### Associated Dialog Boxes

The "Add Files by" Dialog Box

The "Add Images" Dialog Box

The "Select Directory" Dialog Box

The "Image Comments" Dialog Box

The "Image Keywords" Dialog Box

## **Edit - Cut**

Use this selection to copy the selected thumbnail's image file to the clipboard and remove the thumbnail from the album.

### **How to Cut a Thumbnail Image to the Clipboard**

1. Select the thumbnail image you want to cut to the clipboard.
2. Select "Edit" - "Cut". The selected thumbnail's image is removed from the album and copied to the clipboard.

## **Edit - Copy**

Use this selection to copy the selected thumbnail's image file to the clipboard.

### **How To Copy a Thumbnail Image to the Clipboard**

1. Select the thumbnail image you want to copy to the clipboard.
2. Select "Edit" - "Copy".

## **Edit - Paste**

Use this selection to paste the image residing in Windows' clipboard to the ImageCommander album.

**Note:** Before adding the image to the album, you will be required to save the image to disk. This is required since a thumbnail must have an associated image file.

### **How to Paste an Image from the Clipboard**

1. Select "Edit" - "Paste". This opens the "Save As" dialog box so you can specify a file name for the image.
2. Specify a file name for the image.
3. Click "OK". A thumbnail of the saved image is pasted to the album.

## Edit - Add

Use this selection to add thumbnails to an album. You can add thumbnails by selecting image files, or by having ImageCommander scan for them.

### How to Add Images to the Album

1. Select "Edit" - "Add". This opens the "Add Files by" dialog box.
2. ImageCommander will display the "Add Files by" dialog box with options for adding image files by "Selecting Files" or "Scanning Directories". Select one of the options and click "OK".

### Selecting Files - Option

- a. When you select the "Selecting Files" option, the "Add Images" dialog box appears.
- b. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the images reside that you want to add.
- c. To change the types of files that are displayed, select a file name extension from the "List Files of Type:". Use the scroll bar to display any file types that are scrolled off the list.
- d. Highlight the files you want to select by clicking on the file name in the "File Name:" list box. Use the "Ctrl" key to highlight individual files that are not listed contiguously. Use the "Shift" key to highlight individual files that are listed contiguously. Use the scroll bar to display any file names that are scrolled off the list.

**TIP:** You can click the "Select All" command button to select all the files listed in the "File Name" list box without having to select each of them manually.

- e. Click "OK" to add the highlighted files to the album.

### Scanning Directories - Option

- a. When you select the "Scanning Directories" option, the "Select Directory" dialog box appears.
- b. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the images reside that you want to add. If you want sub-directories included in the scan, select the "Scan Sub-directories" check box.
- c. To change the types of files that are scanned for, select a file name extension from the "Scan for Files of Type:". Use the scroll bar to display any file types that are scrolled off the list.
- d. Click "OK" to add the image files to the album.

## **Edit - Delete**

Use this selection to remove a selected thumbnail from the album.

**Note:** The image file associated with the selected thumbnail is not touched. The file will still exist, just the thumbnail is deleted.

### **How to Delete a Thumbnail from the Album**

1. Select "Edit" - "Delete". The thumbnail is removed from the album.

## **Edit - Remove Orphans**

Use this selection to have ImageCommander scan the album to insure that all image files making up the album still exist. If an image file is no longer found, its associated thumbnail is removed from the album.

### **How to Remove Orphaned Thumbnails**

1. Select "Edit" - "Remove Orphans".

## **Edit - Update Thumbnails**

Use this selection to have ImageCommander scan the album to look for thumbnails that are out of date with respect to their corresponding image file. If the original image file no longer exists, the thumbnail is left intact. Use the "Edit"-<u>Remove Orphans</u> menu option to remove thumbnails with no corresponding image file.

### **How to Update Thumbnails**

1. Select "Edit" - "Update Thumbnails".



## **Edit - Comments**

Use this selection to add, delete, or edit comments for the selected thumbnail.

### **How to Make Comments**

1. Select "Edit" - "Comments". This opens the "Image Comments" dialog box.
2. Enter or change the comment as you want.
3. Click "OK".

## The "Image Comments" Dialog Box

### **"Enter your comments" Edit Box**

Enter any comments you want about the selected thumbnail image.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to accept the entry.

## **Edit - Keywords**

Use this selection to add, delete, or edit keywords for the selected thumbnail.

### **How to Create Keywords**

1. Select "Edit" - "Keywords". This opens the "Image Keywords" dialog box.
2. Add or change the keywords as you want.
3. Click "OK".

## The "Image Keywords" Dialog Box

Enter any keywords you want for the selected thumbnail image.

### **"Clear All" Command Button**

Click "Clear All" to erase all the existing keywords in the dialog box.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to accept the entries you have made.

## Find Menu Selections

Select this pull-down menu for a list of options for finding information about the thumbnails in the album. Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

[Keyword](#)

[Comment](#)

[File Name](#)

[Repeat Find](#)

### Associated Dialog Boxes

[The "Find" Dialog Box \(for Keywords\)](#)

[The "Find" Dialog Box \(for Comments\)](#)

[The "Find" Dialog Box \(for File Name\)](#)

## Find - Keyword

Use this selection to search for text in the keywords of the thumbnails. The search text does not have to be a whole word, this increases the chances of finding a match. The search will begin at the beginning of the album.

### How to Find a Keyword

1. Select "Find" - "Keyword". This opens the "Find" dialog box.
2. Enter the keyword you want to search for.
3. Click "OK".

If the keyword is not found, the message "Unable to find match..." is displayed.

If the keyword is found, the thumbnail containing the keyword is selected.

## The "Find" Dialog Box (for Keywords)

### **"Find What:" Edit Box**

Use this edit box to enter the keyword you want to search for.

### **"Match Case" Check Box**

Check this box if you want your search to match the text case exactly.

### **"Find Next" Command Button**

Click "Find Next" to search for the next thumbnail containing the same keyword.

## Find - Comment

Use this selection to search for text in the comments of the thumbnails. The search text does not have to be a whole word, this increases the chances of finding a match. The search will begin at the beginning of the album.

### How to Find Comments

1. Select "Find" - "Comments". This opens the "Find" dialog box.
2. Enter the comment you want to search for.
3. Click "OK".

If the comment is not found, the message "Unable to find match..." is displayed.

If the comment is found, the thumbnail containing the comment is selected.



## The "Find" Dialog Box (for Comments)

### "Find What:" Edit Box

Use this edit box to enter the comment you want to search for.

### "Match Case" Check Box

Check this box if you want your search to match the text case exactly.

### "Find Next" Command Button

Click "Find Next" to search for the next thumbnail containing the same comment.

## Find - File Name

Use this selection to search for text in the file names of the thumbnails. The search text does not have to be a whole word, this increases the chances of finding a match. The search will begin at the beginning of the album. The search looks only for the actual file name, not including the path of the file.

### How to Find a File Name

1. Select "Find" - "File Name". This opens the "Find" dialog box.
2. Enter the file name you want to search for.
3. Click "OK".

If the file name is not found, the message "Unable to find match..." is displayed.

If the file name is found, the thumbnail containing the file name is selected.

## The "Find" Dialog Box (for File Name)

### "Find What:" Edit Box

Use this edit box to enter the file name (or partial file name) you want to search for.

### "Match Case" Check Box

Check this box if you want your search to match the text case exactly.

### "Find Next" Command Button

Click "Find Next" to search for the next thumbnail containing the same file name.

## **Find - Repeat Find**

Use this selection to repeat the last find. This option is available anytime a previous find was successful.

### **How to Repeat a Find**

1. Select "Find" - "Repeat Find".

If another find is successful, the thumbnail containing it will be selected.

If another find is unsuccessful, the message "Unable to find match..." is displayed.

## ImageFile Menu Selections

Select this pull-down menu to manipulate the image file associated with the selected thumbnail. Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

Convert

Copy

Delete

Edit Using

Move

Rename

### Associated Dialog Boxes

The "Save As" Dialog Box

The "Copy To" Dialog Box

The "Move To" Dialog Box

The "Rename Image File" Dialog Box

## ImageFile - Convert

Use this selection to convert the image file associated with the selected thumbnail.

### How to Convert an Image File

1. Select "ImageFile" - "Convert". This opens the "Save As" dialog box.
2. Use the "Directories:" list box and "Drives:" drop down list box to change to the drive and directory where the image file should be saved.
3. Select the format you want to convert the file to from the "List Files of Type" list box. Select the file sub-format you want (if applicable) from the "File Sub-Format:" drop down list box.
4. Enter the file name of your choice. You can do this by highlighting the file name in the "File Name:" edit box, then type in the new name.

**Note:** No matter what file name extension you give the file, the name of the file will automatically be changed to the corresponding file name extension of the format you chose in the "List Files of Type" list box.

5. Click "OK" to save the file to the new name and format.

**Note:** If the file name you select is already in use by another file, you will be prompted with this message box:

Click the "Yes" command button if you want to overwrite the existing file with the current image.

Click the "No" command button to abort the "Save As" process.

## The "Save As" Dialog Box

### **"File Name:" Edit Box and List Box**

When you first open this dialog box, the "File Name:" edit box displays the file name of the current thumbnail image. If you want the image saved with a different file name, type a new file name in this box. Image files listed in the "File Name:" list box are those that are located in the directory currently displayed.

### **"List Files of Type:" Drop Down List Box**

The "List Files of Type:" drop box displays the format types that the image can be saved to.

### **"File Sub-Format:." Drop Down List Box**

The "File Sub-Format:" drop box displays the sub-formats available for the format selected in the "List Files of Type:" drop box.

### **"Directories:" List Box**

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### **"Drives:" Drop Down List Box**

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to save the image to the new format.

## **ImageFile - Copy**

Use this selection to copy the image file associated with the selected thumbnail to the drive and directory of your choice. The original file is left alone, and the thumbnail will remain associated with the original image file.

### **How to Copy an Image File**

1. Select "ImageFile" - "Copy". This opens the "Copy To" dialog box.
2. Select the drive and directory to which you want the image file copied.
3. Click "OK".



## The "Copy To" Dialog Box

### **"Directories:" List Box**

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### **"Drives:" Drop Down List Box**

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to copy the image file to the specified location.

## **ImageFile - Delete**

Use this selection to delete the image file, associated with the selected thumbnail, from the disk. The thumbnail will also be removed from the album.

### **How to Delete an Image File**

1. Select "ImageFile" - "Delete". This opens the "ImageCommander" message box asking if you are sure you want to delete the image file.

Click the "Yes" command button to delete the image file.

Click the "No" command button if you change your mind and do not want to delete the image file.

## ImageFile - Edit Using

Use this selection to display a pop up menu of the names of all the editors you have entered using "File" - Preferences" - "Editors". The editor you select will be activated and the selected thumbnail's image file name will be passed to the editor so you may edit the image.

**TIP** Double clicking the right mouse button or pressing the "Enter" key will activate your primary editor for the selected image.

### How to Select a Different Editor for Use

1. Select "ImageFile" - "Edit Using". This pops up a menu of the editor names.
2. Click on the name of the editor you want to use. The editor will activate with the image displayed for your editing.
3. Close the editor in its normal manner when you are done.

**Note:** Use the menu option "Edit"-"Update Thumbnails" to update the thumbnails in the album after you have changed the original image.

## **ImageFile - Move**

Use this selection to move an image file to a new location on your disk. The thumbnail information will be updated to follow the image to its new location.

### **How to Move an Image File**

1. Select "ImageFile" - "Move". This opens the "Move To" dialog box.
2. Select the drive and directory to which you want the image file moved.
3. Click "OK".

## The "Move To" Dialog Box

### **"Directories:" List Box**

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### **"Drives:" Drop Down List Box**

The "Drives:" drop down list box displays the drives you have available. If you want to change to a different drive, click on the down arrow to the right of the "Drives:" box. This will drop down the list box. Click on the drive designation of your choice. The list box will retract and display the new drive of your choice.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to move the image file to the specified location.

## **ImageFile - Rename**

Use this selection to rename an image file. The thumbnail information will be updated to reflect the new name of the image file.

### **How to Rename an Image File**

1. Select "ImageFile" - "Rename". This opens the "Rename Image File" dialog box.
2. Enter the new name in the edit box.
3. Click "OK".

## The "Rename Image File" Dialog Box

### **"Enter the New File Name" Edit Box**

Enter the new name you want for the image file in this edit box.

### **"Cancel" Command Button**

If you change your mind and want to back out, you can click "Cancel".

### **"OK" Command Button**

Click "OK" to rename the image file.

## View Menu Selections

Select this pull-down menu to display various information about your images and albums. Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

[Album Info](#)

[Image Info](#)

[Comments](#)

[Keywords](#)

[Image](#)

[Slide Show](#)

### Associated Dialog Boxes

[The "Album Info" Dialog Box](#)

[The "Image Info" Dialog Box](#)



## **View - Album Info**

Use this selection to display general information about an album.

### **How To View Album Information**

1. Select "View" - "Album Info". This opens the "Album Info" dialog box.
2. When you are ready to close the dialog box, click "OK".

## The "Album Info" Dialog Box

**Title**

This is the title entered using the options "File" - "New" or "File" - "Title".

**File Name:**

This is the file name of the album.

**Date Created:**

This is the date and time the album was first created.

**Last Saved:**

This is the date and time of the last save operation for the album.

**File Size:**

This is the size of the album file in bytes.

**# of Images:**

This is the number of images contained in the album.

**Images Use:**

This is the total bytes used by all the image files that are in the album.

**"OK" Command Button**

Click "OK" to close the "Album Info" dialog box.

## **View - Image Info**

Use this selection to display general information about the selected image.

### **How To View Image Information**

1. Select "View" - "Image Info". This opens the "Image Info" dialog box.
2. When you are ready to close the dialog box, click "OK".

## The "Image Info" Dialog Box

**Disk ID:**

This is the volume label of the disk where the image file resides. ImageCommander will maintain this information only if the disk is a removable disk or a CD Rom. Since non removable disks (hard drives) should always be on your system, ImageCommander does not track the volume ID for them. Instead, the drive letter is used to ensure that the correct disk is used to locate the original image file. In this case the Disk ID will have a value of "None."

**File Name:**

This is the file name of the selected image.

**File Date:**

This is the date the image file was last saved.

**Width:**

This is the width of the image in pixels.

**Height:**

This is the height of the image in pixels.

**Bits Per Plane:**

This is the number of bits per color plane.

**# of Planes:**

This is the number of color planes contained in the image.

**Max # of Colors:**

This is the maximum number of colors the image is capable of holding.

**File Size:**

This is the size of the image file in bytes.

**Unpacked Size:**

This is the amount of memory required to display the image.

**"OK" Command Button**

Click "OK" to close the "Image Info" dialog box.

## **View - Comments**

Use this selection to display the comments (if any) of the selected thumbnail image. Comments are entered for a thumbnail with the "Edit" - "Comments" menu option.

### **How To View Comments**

1. Select "View" - "Comments".

If the thumbnail does not contain comments, the screen will display the "Image Comments" dialog box containing the message "This image does not have any comments."

If the thumbnail does contain comments, the screen will display the "Image Comments" dialog box with its comments.

2. When you are ready to close the display, click "OK".

## **View - Keywords**

Use this selection to display the keywords (if any) of the selected thumbnail image. Keywords are entered for a thumbnail with the "Edit" - "Keywords" menu option.

### **How To View Keywords**

1. Select "View" - "Keywords".

If the thumbnail does not contain keywords, the screen will display an empty "Image Keywords" dialog box.

If the thumbnail does contain keywords, the screen will display the "Image Keywords" dialog box containing its keywords.

2. When you are ready to close the display, click "OK".

## View - Image

Use this selection to display the image associated with the selected thumbnail.

**Note:** You can also display a thumbnail's image by double clicking the left mouse button on the thumbnail.

### How To View an Image

1. Select "View" - "Image". The image will be displayed on the screen. The size of the image on the screen is determined by the selection that was made using the menu option "File" - "Preferences" - "General".

If "Fit to Screen" was selected, the image will be displayed large enough to fill the screen. The image may not fill either the full width or height of the screen in order to maintain the image's aspect ratio.

If "Normal Display" was selected, the image will be displayed on the screen in its original size. If the image is larger than the screen, you can move around the image by using the scrolling keys.

2. Press any key (except a scrolling key) or any mouse button to return to the ImageCommander window.

## View - Slide Show

Use this selection to display a slide show of the album. The slide show will operate as specified by the "File" - "Preferences" - "Slide Show Setup" menu option.

**Note:** If you stop the slide show by pressing the "Esc" key, the image that was displayed at the time will become the selected thumbnail.

### How To View a Slide Show

1. Select "View" - "Slide Show". The slide show displays the images contained in the album one at a time in sequence.

**Note:** The next image may not come up as quick as you would expect if ImageCommander is still reading in the image file or dithering the image to be compatible with your display.



## Help Menu Selections

Select this pull-down menu for a list of selections containing helpful information about the functions and options of ImageCommander. Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

[Index](#)

[Using Help](#)

[About](#)

## **Help - Index**

Use this selection to display a list of topics for using ImageCommander. Click the topic of your choice for helpful information.

### **How To Select The Help Index**

1. Select "Help" - "Index" from the pulled-down menu. This opens the "ImageCommander Help" window containing an index of topics you can select for viewing.
2. Close the help window when you are through.

## **Help - Using Help**

If you are new to Windows, use this selection to display helpful information about using the help screens. This is the help information that is built in to the operation of Windows. It will show you various ways you can access the help information, as well as tips about using Windows.

### **How To Select Using Help**

1. Select "Help" - "Using Help" from the pulled-down menu. This opens the "Using Windows Help" window.
2. Close the help window when you are through.

## **Help - About**

Use this selection to display the version of ImageCommander that you are using.

### **How To Select Information About The ImageCommander Program**

1. Select "Help" - "About" from the pulled-down menu. This opens the "About ImageCommander" dialog box describing the copyright and the version of ImageCommander that you are using.

It also displays the video resolution that you are running Windows in (width x height x bits-per-pixel), as well as the filename of your video driver.

2. Click "OK" in the dialog box.

## Image File Formats

This section is provided to explain the properties of different image file formats.

Images that may be used by PC computers are saved in many different formats. ImageCommander supports many of these formats.

Different image file formats are capable of holding different quantities of colors. Each file format will have a reference to the number of bits-per-pixel that the format is capable of supporting.

1 bit-per-pixel refers to an image with up to 2 colors.

4 bits-per-pixel refers to an image with up to 16 colors.

8 bits-per-pixel refers to an image with up to 256 colors.

16 bits-per-pixel refers to an image with up to 32,768 colors or 65,536, depending on the image file format.

24 bits-per-pixel refers to an image with up to 16,777,216 colors.

32 bits-per-pixel also refers to an image with up to 16,777,216 colors.

BMP

CLP

CUT

DIB

GIF

IFF

IMG

JIF

JPG

LBM

MAC

MSP

PCD

PCX

PIC

RAS

RLE

TGA

TIFF

WME

WPG

## BMP / DIB File Formats

The BMP and DIB files are known as "Device Independent Bitmap" files, or "DIB's". These files exist in two different formats:

### OS/2 Format

The OS/2 formats were the first of the two different formats designed. Images saved using this format may be used with OS/2's Presentation Manager. OS/2 BMP and DIB files are not compressed (RGB encoded).

### Windows Format

An enhanced "DIB" file format was released with Microsoft Windows. Windows BMP and DIB files may be saved using no compression (RGB encoded) or using run length encoded compression (RLE encoded). Compression may only be used on 4 and 8 bits-per-pixel images.

These files commonly use different extensions for their file names: BMP or DIB according to where they are used. Although their file name extensions are different, the files themselves are the same (within either OS/2 or Windows).

### Format Characteristics

BMP-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RLE - Bits-per-pixel:	4, 8.

DIB-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RLE - Bits-per-pixel:	4, 8.

### ImageCommander Capability

ImageCommander reads and saves:	
BMP-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RLE - Bits-per-pixel:	4, 8.

DIB-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RLE - Bits-per-pixel:	4, 8.

## **CLP File Format**

The CLP file format is used by the Windows Clipboard viewer. These files may be saved or loaded into the clipboard. The clipboard supports many different internal formats. The only formats supported by ImageCommander are Bitmap and DIB.

### **Format Characteristics**

CLP - Bitmap and DIB - Bits-per-pixel: 1, 4, 8, 24.

### **ImageCommander Capability**

ImageCommander reads:

CLP - Bitmap and DIB - Bits-per-pixel: 1, 4, 8, 24.

ImageCommander saves:

CLP - DIB - Bits-per-pixel: 1, 4, 8, 24.

## CUT File Format

The CUT format comes from the Dr. Halo program. The CUT format does not contain palette information. The palette information for a CUT file is contained in a PAL file that has the same name (but with the PAL file extension). If no PAL file with the same name is contained in the same directory, the file is assumed to be a greyscale image.

### Format Characteristics

CUT - Bits-per-pixel: 8.

### ImageCommander Capability

ImageCommander reads and saves:

CUT - Bits-per-pixel: 8.



## GIF File Format

GIF files were designed to create the smallest possible image files for uploading and downloading from electronic Bulletin Board Systems (BBS).

There are two GIF file versions; 87a and 89a. Version 87a was the first of the two versions to appear. Version 89a added new features to the 87a format.

Both versions may use an encoding method referred to as interlacing. When an image is saved by using four passes instead of just one, it is called interlacing. On each pass, certain lines of the image are saved to the file. If the program decoding a GIF file displays the image as it is decoded, the user will be able to see the four passes of the decoding cycle. This will allow the user to get a good idea of what the image will look like before even half of the image is decoded.

Some communication programs allow the user to download GIF files and view them as they are downloaded. If the image is interlaced, the user will be able to decide if the image is one they like before half of the download is complete. If the user does not like the image, the download can be aborted. This results in the saving of time and money for the person downloading the image.

### Format Characteristics

All the GIF formats support bits-per-pixel:	1, 4, 8.
Both versions 87a and 89a may be interlaced.	
GIF files may contain more than one image.	

### ImageCommander Capability

ImageCommander reads:	
GIF Version 87a-Non interlaced - Bits-per-pixel:	1, 4, 8.
GIF Version 87a-Interlaced - Bits-per-pixel:	1, 4, 8.
GIF Version 89a-Non interlaced - Bits-per-pixel:	1, 4, 8.
GIF Version 89a-Interlaced - Bits-per-pixel:	1, 4, 8.
ImageCommander saves:	
GIF Version 87a-Interlaced - Bits-per-pixel:	1, 4, 8.

If the GIF file contains multiple images, ImageCommander will only process the first image in the file.

If a version 89a contains some of the enhanced file information, ImageCommander will ignore the information and just retrieve the image.

## IFF File Format

The IFF file format was developed by Electronic Arts for the Amiga computer. The file may contain more information than just the image. This extra information is generally for multimedia purposes. ImageCommander will ignore all data except the actual image.

### Format Characteristics

IFF - Compressed - Bits-per-pixel: 1, 4, 8.  
IFF - Uncompressed - Bits-per-pixel: 1, 4, 8.

### ImageCommander Capability

ImageCommander reads and saves:  
IFF - Compressed - Bits-per-pixel: 1, 4, 8.  
IFF - Uncompressed - Bits-per-pixel: 1, 4, 8.

## **IMG File Format**

IMG files were designed to work with the GEM environment. The files were originally the result of the GEM Paint program. Since the application Ventura Publisher worked in the GEM environment, it also supported the IMG file format. In order to maintain compatibility, various other desktop publishing applications have added support for importing this format.

### **Format Characteristics**

The IMG-Old Style - Bits-per-pixel: 1, 4, 8.  
The IMG-New Style - Bits-per-pixel: 1, 4, 8.  
Images that are more than 1 bit-per-pixel are greyscaled images.

### **ImageCommander Capability**

ImageCommander reads:  
IMG-Old Style - Bits-per-pixel: 1, 4, 8.  
IMG-New Style - Bits-per-pixel: 1, 4, 8.  
ImageCommander saves:  
IMG-Old Style - Bits-per-pixel: 1, 8.  
(This will allow applications that have not added support for the "New-style" to use images saved by ImageCommander.)

## JIF/JPG File Formats

The Joint Photographic Expert Group created a new format known as JPEG. For sometime the JPEG format existed as only a series of required steps to compress an image. No standard was given as to how the resulting compressed image should be saved to a file. As a result many JPEG files were being created but could not be read by any other application. Finally, a group of computer industry leaders developed a standard that is known as JPEG File Interchange Format (JFIF). Originally these new JFIF files used the extension of JPG. The latest standard by the JFIF group calls for the use of JIF as the file name extension. Unless you have an application that requires the use of JPG you should use the JIF file name extension. The JPEG file format only supports 24 bits per pixel and 8 bits per pixel greyscaled images.

### Format Characteristics

JIF/JPG - Bits-per-pixel: 8, 24

### ImageCommander Capability

ImageCommander reads and saves:  
JIF/JPG - Bits-per-pixel: 8, 24

ImageCommander saves the image using the lowest compression level which will cause the least amount of loss and ensure you of the best possible image.

## **LBM File Format**

The LBM file format comes from Deluxe Paint. The file format may use a run length encoding compression to help reduce the size of the files.

### **Format Characteristics**

LBM - Compressed - Bits-per-pixel: 1, 4, 8.  
LBM - Uncompressed - Bits-per-pixel: 1, 4, 8.

### **ImageCommander Capability**

ImageCommander reads and saves:  
LBM - Compressed - Bits-per-pixel: 1, 4, 8.  
LBM - Uncompressed - Bits-per-pixel: 1, 4, 8.

## MAC File Format

MAC files come from the Macintosh program MacPaint. Large libraries of clip art exist in the MAC format. When the MAC files started migrating from the Macintosh to the PC world, a header was added to the file format.

### Format Characteristics

MAC- No header - Bits-per-pixel:	1.
MAC- Header - Bits-per-pixel:	1.

The MAC format requires an image width of 576 pixels and a height of 720 lines.

### ImageCommander Capability

ImageCommander reads and saves:	
MAC- No header - Bits-per-pixel:	1.
MAC- Header - Bits-per-pixel:	1.

## MSP File Format

MSP files come from the Microsoft Paint program (that came with Windows versions prior to version 3.0). There are two versions of the MSP file format.

Old Version

New Version

### Format Characteristics

MSP-Old Version - Bits-per-pixel: 1.

MSP-New Version - Bits-per-pixel: 1.

### ImageCommander Capability

ImageCommander reads:

MSP-Old Version - Bits-per-pixel: 1.

MSP-New Version - Bits-per-pixel: 1.

ImageCommander saves:

MSP-New Version - Bits-per-pixel: 1.

## **PCD File Format**

The PCD file is the Kodak Photo CD file format. This allows photographs to be placed on CD's for use with compact disks players that are connected to computers and televisions. The images are placed on the CD's by photofinishers that use the Kodak Photo CD imaging workstation. Thus software applications, like ImageCommander can read but not write the PCD format. Five different sizes of each image are placed on the CD. When you open a PCD file you will be prompted for which of the five sizes you would like to open. The largest size, 2048x3072 at 24 bits per pixel requires 18.9 megs of memory to load. Since ImageCommander does not split images and Windows 3.1 limits a block of memory to 16 megs, you will not be able to load the largest 24 bits per pixel images into ImageCommander under Windows 3.1.

### **Format Characteristics**

PCD - Bits-per-pixel: 8, 24.

### **ImageCommander Capability**

ImageCommander reads:

PCD - Bits-per-pixel: 8, 24.



## PCX File Format

PCX files were originally created for use with the Zsoft Paintbrush program. With no standard to the industry, this format became the standard by default. This format is supported by more applications than any other format.

### Format Characteristics

- PCX Version 0 - Bits-per-pixel: 1.
- PCX Version 2 - Bits-per-pixel: 1, 4.
- PCX Version 3 - Bits-per-pixel: 1, 4.
- PCX Version 5 - Bits-per-pixel: 1, 4, 8, 24.

### ImageCommander Capability

ImageCommander reads:

- PCX Version 0 - Bits-per-pixel: 1.
- PCX Version 2 - Bits-per-pixel: 1, 4.
- PCX Version 3 - Bits-per-pixel: 1, 4.
- PCX Version 5 - Bits-per-pixel: 1, 4, 8, 24.

ImageCommander saves:

- PCX Version 5 - Bits-per-pixel: 1, 4, 8, 24.

Version 3 files do not contain palette information. If the file is a version 3, ImageCommander will use the default VGA colors used by Windows as the palette. This may result in a different looking image than you would see when using some other image viewer.

## **PIC File Format**

The PIC files that are supported come from Pictor/PC Paint. This PIC file format is not compatible with the Lotus PIC files.

### **Format Characteristics**

PIC - Bits-per-pixel: 1, 4, 8.

### **ImageCommander Capability**

ImageCommander reads and saves:

PIC - Bits-per-pixel: 1, 4, 8.

## RAS File Format

RAS files are Sun Microsystems raster file format files. There are three types of RAS files:

Type 0 - Old style.

Type 1 - Modern style.

Type 2 - Experimental.

Only the "Type 1 - Modern Style" is explained here.

### Format Characteristics

RAS-Type 1-Modern Style - Bits-per-pixel: 1, 8, 24, 32.

### ImageCommander Capability

ImageCommander reads:

RAS-Type 1-Modern Style - Bits-per-pixel: 1, 8, 24, 32.

ImageCommander saves:

RAS-Type 1-Modern Style - Bits-per-pixel: 1, 8, 24.

## **RLE File Formats**

The RLE format comes in two types; Windows and CompuServe.

### **CompuServe Format**

The CompuServe format is very limited in what it can hold. Images must always be 1 bit-per-pixel and the size of the image must be either 256 by 192 or 128 by 96.

### **Windows Format**

Windows RLE files are Windows "DIB" files that use one of the RLE compression routines. Thus, saving an image as a DIB or BMP, using one of the RLE compressions would produce an identical file as saving the image as an RLE file. The only difference would be the file name extension.

### **Format Characteristics**

RLE - CompuServe - Bits-per-pixel:	1.
RLE - Windows - Bits-per-pixel:	4, 8.

### **ImageCommander Capability**

ImageCommander reads and saves:	
RLE - CompuServe - Bits-per-pixel:	1.
RLE - Windows - Bits-per-pixel:	4, 8.

## TGA File Format

The Targa TGA format was developed by Truevision for their Targa and Vista products. It is an industry standard although not as widely supported as PCX or TIFF formats. TGA files may be saved as non-compressed or compressed (run-length encoded).

### Format Characteristics

TGA - No Compression - Bits-per-pixel: 8, 16, 24, 32.

TGA - Compressed - Bits-per-pixel: 8, 16, 24, 32.

### ImageCommander Capability

ImageCommander reads:

TGA - No Compression - Bits-per-pixel: 8, 16, 24, 32.

TGA - Compressed - Bits-per-pixel: 8, 16, 24, 32.

ImageCommander saves:

TGA - No Compression - Bits-per-pixel: 8, 24.

TGA - Compressed - Bits-per-pixel: 8, 24.

Since Windows does not recognize 16 and 32 bits-per-pixel, ImageCommander will treat them as 24 bits-per-pixel. A 16 bits-per-pixel image will be promoted to 24 bits-per-pixel. A 32 bits-per-pixel image will be demoted to a 24 bits-per-pixel image. This should not make any difference to your image since the 8 extra bits of a TGA 32 bits-per-pixel file are used to store Alpha or transparency information.

## TIFF File Format

The Tagged Image File Format (TIFF) was designed to become the standard format. In order to become the standard, the format was designed to handle just about any possibility. The result of this design provided the flexibility of an infinite number of possibilities of how a TIFF image is saved. Therefore, no application, including ImageCommander, can claim to support all TIFF variations. The best that an application can do is to support as many TIFF variations as possible, but there will always be an obscure variation that will cause a problem for some application, including ImageCommander.

The TIFF format differentiates between types of images. These categories are: black and white, greyscaled and colored. ImageCommander supports all of these categories.

### Format Characteristics

The TIFF format can use one of six encoding routines. These encoding routines are: No-compression, Huffman, Pack Bits, LZW, Fax Group 3, and Fax Group 4.

TIFF-No Compression - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Huffman - Bits-per-pixel:	1.
TIFF-Pack Bits - Bits-per-pixel:	1, 4, 8, 24.
TIFF-LZW - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Fax Group 3 - Bits-per-pixel:	1.
TIFF-Fax Group 4 - Bits-per-pixel:	1.

### ImageCommander Capability

ImageCommander reads:

TIFF-No compression - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Huffman - Bits-per-pixel:	1.
TIFF-Pack Bits - Bits-per-pixel:	1, 4, 8, 24.
TIFF-LZW - Bits-per-pixel:	1, 4, 8, 24.

ImageCommander saves:

TIFF-No compression - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Compressed - Pack Bits - Bits-per-pixel:	1.
TIFF-Compressed - LZW - Bits-per-pixel:	4, 8, 24.

If other applications are having problems reading compressed TIFF files created by ImageCommander, try re-saving the file without compression.

## **WMF File Format**

The WMF format is the Windows Meta File. A meta file is not a bitmapped image like most of the other formats. Rather it is a series of graphical commands. When you open a WMF file, the image may be rescaled to a new size. If the original size of the image is known it will be displayed in the dialog box for your reference. You may then enter the width and height that you would like the meta file imported as. When ImageCommander imports the image it converts the graphical commands to a bitmapped image.

### **Format Characteristics**

WMF - Bits-per-pixel: 1, 4, 8, 24.

### **ImageCommander Capability**

ImageCommander reads:

WMF - Bits-per-pixel: 1, 4, 8, 24.

## **WPG File Format**

The WPG format is the format used by WordPerfect. It first appeared with the release of WordPerfect 5.0. With the release of version 5.1, the format was changed.

A WPG file may contain an image made up of vector data or raster data (a bitmapped image). ImageCommander will only process the raster data of the file. If there is no raster data to a WPG file, then ImageCommander will indicate this with a message box. Since there is no raster data, ImageCommander will not have an image to display, and therefore will not process the file.

### **Format Characteristics**

WPG Version 5.0 - Bits-per-pixel:	1, 4, 8.
WPG Version 5.1 - Bits-per-pixel:	1, 4, 8.

### **ImageCommander Capability**

ImageCommander reads and saves:	
WPG Version 5.0 - Bits-per-pixel:	1, 4, 8.
WPG Version 5.1 - Bits-per-pixel:	1, 4, 8.

Use the format option that is the same as the version of WordPerfect in which you will use the image.





