

## Introduction to the HiJaak Catalog

The HiJaak Catalog is a database of information that HiJaak PRO stores about your graphics files. You can create as many catalogs as you like and add graphics files to each one by the process of updating. Only those files that are added will be referenced and thumbnailled in your catalog. Updating is the process of storing file information such as size, number of colors and image class, and creating thumbnails of graphics files and replacing the generic Windows 95 large icons with these thumbnails. The advantage to creating and viewing thumbnails is that you can identify your graphics files without having to open and display them in an application.

**Important:** You can only view thumbnails in Windows 95 Large Icon mode or in HiJaak's Extra Large Icon mode. When you are viewing thumbnails in Small Icons or Details mode, you will not see HiJaak's thumbnails.

After files are added to the HiJaak Catalog, you can define keywords and custom attributes and attach these attributes to the files as well.

By providing this catalog of information on your graphics files, HiJaak PRO helps you manage them. You can find the files you need by browsing thumbnails in the Windows Explorer, or you can find a group of files by searching the HiJaak Catalog using HiJaak Catalog Find. At any time, you can click the secondary mouse button on a thumbnail of a graphics file in Windows Explorer, the Open or Save As dialog box, My Computer or Network Neighborhood and get the graphical Properties of that file.

You can create and open different catalogs. Having multiple catalogs is useful if you have graphics on a CD-ROM or other removable media that you want to organize and for which you want to create shortcuts. Note that you can only have one catalog open at a time.

HiJaak's default settings for the catalog should work well with most systems. However, if you want to customize update times and attributes such as thumbnail size and color and keywords, you can do so from HiJaak Catalog Setup.


**Note:** All the procedures for working with the HiJaak Catalog refer to Windows Explorer. You can perform any of the procedures from the Open or Save As dialog box, My Computer or Network Neighborhood as well.

{button ,AL('formats;properties;catalogs;keywords;update;find;attributes;thumbnails')} **Related Topics**

## To run HiJaak Catalog Setup


▶ Click the **Start** button and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.

OR

▶ Click the secondary mouse button on the HiJaak Catalog Controls icon  in the task tray and select **Catalogs**, **Setup Update**, **Setup**, **Keywords**, **Attributes** or **Formats**, depending on the type of Setup you want to perform.

## To remove the HiJaak Catalog Controls icon from the task tray

**IMPORTANT!** Before continuing with this procedure, note that removing this icon exits HiJaak Update, which disables thumbnails, shortcut menu items, catalogs and HiJaak Catalog Find. Exit HiJaak Update only if you are having problems using the shell extensions and you need to disable them for troubleshooting purposes.

- ▶ Click the secondary mouse button on the HiJaak Catalog Controls icon  in the task tray and select Setup. The HiJaak Catalog Setup dialog box displays with the Setup tab active. Click the **Enable HiJaak Catalogs** check box to deselect it. Click **OK**.

## Updating and Cataloging Graphics Files

{button How To... ,AL(`prohowto update;prohowto updatelist;prohowto priority;prohowto viewcontents;prohowto turnonupdate;prohowto skipupdate')}

Updating is the process of adding files to the HiJaak Catalog, creating thumbnails and keeping catalog information current. You can update your catalog by file, folder or lists of folders. When a file is updated, several things happen: If the file was not originally part of the active catalog, it is added to the catalog. If it is part of the catalog, but is out of date, then changes to the file, such as date, size, location and name, are recorded and appear in the file's Properties sheet. Also, changes to the appearance of a graphics file are reflected in the file's thumbnail.

HiJaak PRO indicates when it is updating files using a globe icon in the Windows 95 task tray. When the globe is green, HiJaak Update is running, but not updating files. When it is flashing green and yellow, it is currently updating files. When it is blue, the active catalog is read-only, so no updating features are available. And when it is red, HiJaak Update isn't updating files because there are either no catalogs available or it has encountered some system problem, in which case you should run HiJaak PRO Setup. For information, click here [Running HiJaak PRO Setup](#).

To add files to the HiJaak Catalog and maintain current file information, you can do either of the following:

- Manually update one or more selected files.

Click here: [Manually Updating Selected Files](#)

- Automatically update lists of files at a scheduled time, during your computer's idle time, or in the background while you are performing other tasks.

Click here: [Automatically Updating Lists of Files](#)

- If you are having problems with any of the files you are updating, you can skip them:

[Skipping Updates](#)

If you have having problems using catalogs or shell extensions in general, click here:

[Troubleshooting HiJaak Catalogs](#)

{button ,AL(`formats;properties;catalogs;keywords;find')} [Related Topics](#)

## Manually Updating Selected Files

{button How To... ,AL('prohowto update')}

You can update selected files at any time from the Windows Desktop, My Computer, Network Neighborhood, the Windows standard Open and Save As dialog boxes or Windows Explorer. Updating files in this manner is useful because you can quickly replace generic icons with thumbnails while you are browsing.

## To update selected files

1. Run Windows Explorer.
2. Switch to the folder that contains the file(s) you want to update.
3. Click the secondary mouse button on the file you want to update.  
If you want to update more than one file, press the **CTRL** key as you click the files. After you have selected the last file, click the secondary mouse button over any of the selected files.  
The files' shortcut menu displays.
4. Click **HiJaak Update**.  
HiJaak creates a 256-color thumbnail of the file and replaces the generic Windows 95 icon with this thumbnail. It also extracts file information and adds it to the file's Properties sheet.

## Automatically Updating Lists of Files

{button How To... ,AL('prohowto updatelist')}

Using HiJaak PRO, you can create lists of folders that you want to add and maintain in the HiJaak Catalog. Using this feature, you can update and maintain your graphics files without wasting any of your time doing it manually. You can set up HiJaak PRO to automatically update files in any of the following ways:

**Scheduled Update**—You specify the time of day that you want HiJaak PRO to update folders that you select. Using this feature, you can devote all your computer's system resources to updating files when you are not using it. For example, you can set up HiJaak PRO to update selected folders at midnight every night. Every morning when you come to work, you are ensured that your catalog always contains the most recent file information, and you didn't have to spend any of your valuable time doing it.

**Idle Time Update**—You specify a number of minutes that your computer has remained inactive, after which HiJaak PRO immediately begins updating folders that you select. Again, this feature devotes all of your computer's system resources to updating files when you are not using it. Use this feature if you are periodically away from your computer during the day and you want your files updated when you return.

**Background Update**—You can configure HiJaak PRO to update folders that you select in the background while you are performing other computer tasks. To keep your system running smoothly, you can also set the priority on this background update to determine how much of your system resources will be devoted to updating files. This feature is useful if you want to ensure that you are always working with the most recent catalog file information.

## To set up an update list and update times

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Setup Update** tab.  
The Setup Update page displays.
3. In the **Available Folders** list, click the folder you want to add to the Update List.  
You can select a folder from your local drive, a network drive or a floppy or CD-ROM drive.
4. Click the **Add** button.  
The folder you selected appears in the Update List.
5. Repeat steps 3 and 4 for every folder you want HiJaak PRO to automatically update.
6. To automatically update the subfolders of a folder in the Update List, click the Subfolders check box beside the folder name in the Update List.
7. To set the update method, click one of the following radio buttons in the Update Time group:
  - **Always at this scheduled time:** To schedule a specific time to begin updating, click this option and then click in the following edit field and type the time. Use the time format specified in your Windows Regional Settings.
  - **After the computer is idle:** To configure an idle time, click this option and then click in the following edit field and type the number of minutes you want your computer to remain idle before HiJaak PRO begins updating.
  - **Start updating as a background task now:** To begin updating files in the background as soon as you exit HiJaak Catalog Setup, click this option. After selecting this option, you should set the priority level on your updates to determine how much of your system resources will be devoted to updating files: see step 8.
  - **Disable all automatic updating:** Select this option if you have already set up your update lists, but you need to temporarily turn off automatic updating for any reason.
8. You can now set the priority level on the update by dragging the slider right or left to increase or decrease the priority.  
Priority determines how much of your system resources are devoted to updating files, and therefore how quickly the files are updated. The priority setting trades update speed for system speed: If you want to update files quickly and you don't mind a decrease in your system performance, set priority high. If you want to keep your system functioning quickly and smoothly and you don't mind updating files slowly, set priority low. A lower setting is recommended.
10. When HiJaak tries to update a thumbnail that is already part of the Catalog, it checks the date and time on the file. If they have not changed, HiJaak PRO assumes that the file has not changed and does not update the thumbnail. This process is called Smart Update. If you want, you can force HiJaak PRO to update a thumbnail, regardless of the date and time on the file. To force HiJaak PRO to update all selected files deselect the **Smart Update** check box.
11. To accept your changes without closing HiJaak Catalog Setup, click **Apply**. HiJaak Catalog Setup remains open, allowing you to change additional setup options.  
To accept changes and close HiJaak Catalog Setup, click **OK**.

### Tip

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If you have an update schedule, you should make sure that you leave your computer on and the catalog that you want to update is open. HiJaak PRO adds the files and folders in the update list to the current catalog, even if they already exist in another one of your catalogs.



## Skiping Updates

{button How To... ,AL('prohowto skipupdate')}

If HiJaak PRO attempts to update a file and fails because of file incompatibility or system problems, then it marks the file "Skip Update." If, for any reason, you don't want HiJaak PRO to update a file, you can also mark it Skip Update. You may not want HiJaak PRO to update a file if HiJaak has run into problems updating it in the past, the file is large and takes a lot of time to update, or the file itself is out of date.

### Tip

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If your system runs out of memory during a large update, HiJaak will mark all files Skip Update. To attempt another update, you need to deselect the Skip Update option. The easiest way to deselect Skip Update on a large number of files is to click the secondary mouse button over the top level folder and select **Remove from Catalog**. A message box confirming your selection displays. Click **OK**. HiJaak removes the Skip Update settings from all the files located in that folder and all of its subfolders.

## To skip a file during update

1. Click the secondary mouse button over the file you don't want to update.  
The file's shortcut menu displays.
2. Click **Properties**.  
The file's Properties sheet displays.
3. Click the **Details** tab.  
The Details page displays.
4. Click the **Skip Update** check box to select it.
  1. Click **OK**.  
The Properties sheet closes and the HiJaak thumbnail of the image is replaced with a Windows 95 generic icon. HiJaak PRO will skip this file in future updates.

### Tip

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If your system runs out of memory during a large update, HiJaak will mark all files Skip Update. To attempt another update, you need to deselect the Skip Update option. The easiest way to deselect Skip Update on a large number of files is to click the secondary mouse button over the top level folder and select **Remove from Catalog**. A message box confirming your selection displays. Click **OK**. HiJaak removes the Skip Update settings from all the files located in that folder and all of its subfolders.

## Displaying the Contents of the Catalog

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{button How To... ,AL('prohowto viewcontents')}
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After you have added files to a HiJaak Catalog by way of updating, you can view the contents of the catalog. You can also delete files from it if you like. Before using this procedure, make sure that the correct catalog is open.

## To view the contents of the catalog

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays with a tree representing all the files and folders that have been added to the active catalog.
2. To view information on the active catalog, click **Catalog Info**.
3. If you want to remove a file from the catalog, click the file and click the **Delete** button. All information about the file is removed from the catalog, but the file is not deleted.
4. To close HiJaak Catalog Setup, click **OK**.

### Tip

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You can also remove a thumbnail from the catalog by selecting **Remove from Catalog** from the file's shortcut menu.

## Viewing HiJaak Extra Large Thumbnails

In the Windows Explorer, you can display extra large thumbnails to make it even easier to browse through your graphics files.

Either click the HiJaak Thumbnails button in the Explorer toolbar, or pull down the **View** menu and click **HiJaak Thumbnails**.

Extra large thumbnails (64x64) display in the Explorer window.

To learn how to change the thumbnail size, click here: [To setup icon size and color](#)

## Viewing File Properties

{button How To... ,AL(`prohowto viewproperties;prohowto addkeywords')}

When you update files, HiJaak PRO adds two tabs to the Properties sheets of the file: Keywords and Details.

The **Keywords** tab contains any text that was automatically extracted from a vector image and any text that was manually added to any image.

The **Details** tab contains the following information about your cataloged file:

- **File type**—the name of the format.
- **Image class**—whether the image is raster, vector or metafile.
- **3D**—whether the image is 2D or 3D.
- **Number of pages**—the number of pages in the image.
- **Grayscale**—whether the image is composed of shades of gray.
- **Number of colors**—the color depth of the file.
- **Height**—the number of pixels in the height of raster images.
- **Width**—the number of pixels in the width of raster images.
- **Fonts**—the names of the fonts contained within vector images.
- **User-defined attributes**—the name and value of user-defined attributes applied to the image.
- **Skip update**—whether the file will be updated next time you run an update.

{button ,AL(`formats;catalogs;keywords;update;attributes')} [Related Topics](#)

### To display details about cataloged files:

1. Click the secondary mouse button on the file for which you want to display details.  
The file's shortcut menu displays.
2. Click **Properties**.  
The file's Properties sheet displays.
  1. Click the **Details** tab.  
The Details page displays. Note that the type of information that is available depends on the file type and class of the file you have selected.

{button ,AL('keywords;update;properties;attributes')} [Related Topics](#)

## Defining and Applying Custom Attributes

{button How To... ,AL(`prohowto defineattributes;prohowto attachattributes')}

You can define custom attributes and values and apply them to your cataloged files. You can use custom attributes to help organize files and to later search for files and then organize them into custom folders.

For example, suppose you are a technical illustrator working on designs for several different projects. To keep track of your designs, you want to organize your graphics files by project. To organize the files, you can define a custom attribute named "Project" and then define the possible values for the attribute "Project" based on the designs on which you are working. You can define values such as "automobile," "VCR," or "electronic board," or you can leave the value blank, thereby telling HiJaak to make any text a valid value.

Once attributes are defined, you can apply them to any file in the catalog.

{button ,AL(`formats;properties;catalogs;keywords;update;find')} [Related Topics](#)



### To define a custom attribute:

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Attributes** tab.  
The Attributes page displays.
3. Click in the **Name** field and type a name for your custom attribute (Alt+n). Click the **Add** button (Alt+d).
4. The **Type** field allows you to define the type of values that are valid for your named attribute. Click **Any Text**, **Text List**, **Any Number**, or **Numeric Range**.
5. If you selected Any Text or Any Number in step 4, you don't need to specify a Value; however, if you selected Text List or Numeric Range, you must define valid values for your attribute.  
If you selected Text List, click the name of the attribute in the Name area and then click in the **Possible Text Values** field and type the words that will be valid values. You must press **Enter** after typing each word.  
If you selected Numeric Range, click the name of the attribute in the Name area and then in the **Numbers From** field and type the lowest number allowed in your range (Alt+f). Then click in the **To** field and type the highest number allowed in your range (Alt+o).  
Click the **Add** button to add the custom attribute to your list (Alt+d).
6. Repeat steps 3-5 for each attribute you want to define.
7. When you have finished defining attributes, click **OK**.  
The attributes you defined are now available to all files in the active catalog.

### To apply a custom attribute to an individual file:

1. Click the secondary mouse button over the file to which you want to attach the attribute. The file must already be in the HiJaak Catalog.  
The file's shortcut menu displays.
2. Click **Properties**.  
The Properties sheet for the selected file displays.
3. Click the **Details** tab.  
The Details page containing a User-defined attribute field displays.
4. Pull down the **Named Attribute** drop-down list and click the attribute you want to apply to the selected image.
5. If set values have been defined for the Named Attribute you selected, the Value field becomes a drop-down list, if not, it remains an edit field.  
In the **Value** list, type or click the text or number value that you want applied to the named attribute.
6. Click **Apply**.  
The attribute is attached to the image.
7. Repeat steps 4-6 for each custom attribute you want to attach to the selected file.
8. Click **OK**.

## Keywording Graphics Files

{button How To... ,AL('prohowto addkeywords;prohowto excludekeywords')}

Once files are added to a HiJaak Catalog, you can add keywords to them to help organize and manage them. Keywords are words that identify and describe a file. For example, the sample image used throughout this manual is a bridge. You might attach any of the following keywords to that particular image: bridge, water, Golden Gate or California. All of these keywords help identify that picture.

By default, HiJaak PRO extracts all text from vector files that contain real text and adds it as keywords to the properties of the file. You can also add keywords to vector, raster and metafiles manually through the Properties sheets.

All keywords are displayed in the Keywords tab on the Properties sheets of files and can be used as search criteria in HiJaak Catalog Find.

You can set up HiJaak PRO to exclude common words from keyword updates to keep your keyword list and catalog small. Common words are those that appear in many files and therefore fail to identify or define a particular file.

For example, suppose all of your company's vector drawings include the name of the company. By default, HiJaak PRO automatically adds this text to the keywords of each file. However, since the company name is included in all the files, it does not adequately define any one file, and therefore wastes space. You can exclude the company name from updates and prevent HiJaak PRO from extracting that unnecessary text as keywords.

{button ,AL('formats;properties;catalogs;update;find')} [Related Topics](#)

### **To add keywords to an image in the catalog**

1. Run Windows Explorer and switch to the folder that contains the cataloged image you want to keyword.
2. Click the secondary mouse button on the thumbnail of that image.  
The file's shortcut menu displays.
3. Click **Properties**.  
The Properties sheet for that image displays.
4. Click the **Keywords** tab and type the keywords you want associated with the image.  
You can add to any keywords already attached to the file.
5. When you update a file that contains both automatically extracted text and manually added keywords, HiJaak by default overwrites the keywords you added with the automatically extracted keywords.  
If you want to prevent HiJaak from overwriting your manually added keywords, select the **Skip Keywords Update** check box.
6. Click **OK**.

## To exclude keywords from updates

1. Click the **Start** menu and point to Programs. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Keywords** tab.  
The Keywords page displays.
3. Click in the **Exclude Keywords** field and type the word you want HiJaak to ignore when automatically extracting text from files (Alt+e).
4. To exclude the word from automatic updates, click **Add**.
5. Repeat steps 2 and 3 to add more words to the list.
6. To remove a word from the list, click the word and then click **Remove**.  
The word will be automatically extracted from vector files when updates are performed.
7. To accept the changes that you have made without closing HiJaak Catalog Setup, click the **Apply** button.  
To accept changes and close HiJaak Catalog Setup, click the **OK** button.

## Managing Multiple Catalogs

{button How To... ,AL('prohowto createcat;prohowto opencat;prohowto mergecat;prohowto renamecat;prohowto defcat')}

You can create as many catalogs as you want and place them on any available drive, including local or network drives. If you create a catalog on a shared drive, then you can share your catalog with others. The ability to create multiple catalogs give you the following benefits:

- Sharing catalogs across many workstations, preventing duplicate work.
- Multiple catalogs lets you create smaller catalogs which save disk space.
- Project based catalogs across different drives.

You can also manage catalogs by opening, renaming and merging them.

You can open a catalog from the Windows Explorer or HiJaak Catalog Setup at any time. Note that although you can create as many catalogs as you want, you can only have one catalog open at a time.

If this open catalog is opened in update mode (read\write), then no other users will be allowed to open it until you close it or reopen it in read-only mode.

You can also merge one catalog or a part of a catalog into another. When you merge one catalog into another, the catalog that is being merged into another does not change. The information in that catalog is copied rather than moved. If the catalogs have thumbnails, attributes or keywords associated with files common to both, the information with the most recent date is used.

{button ,AL('formats;properties;keywords;update;find')} [Related Topics](#)

## To create a catalog

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Create Catalog** button.  
The Create Catalog dialog box displays.
3. In the **Save In** area of the dialog box, select the drive and folder where you want to save the new catalog.
4. In the **File Name** area, type the name that you want to give the catalog file.  
This file must have a .CAT extension.
5. Click **Create**.  
HiJaak PRO creates and opens this new catalog. Its name appears in the Open Catalogs list in this dialog box. Note that the Contents area will be empty until you add files to the new catalog.

## To open a catalog

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. If you want to open the catalog but still keep it available to other users to open as well, you need to open the catalog in read only mode.  
To open a catalog in read only mode, click the **Catalogs List** button.  
The Catalogs List dialog box displays.
3. Click the name of the catalog you want to open in read only mode. A check appears beside the catalog name.  
To close this dialog box and return to the Catalogs page, click the **Close** button.
4. To open a catalog, pull down the **Open Catalogs** list and click the name of the catalog you want to open.  
If you don't see the name of the catalog you want to open, click the Find Catalogs button and select the path to the catalog. HiJaak will search the drive and add the catalog to this list.
5. The catalog that was open closes, and the catalog you selected opens.
6. To close HiJaak Catalog Setup, click the **Close** button.

### Tips:

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- If you open a catalog in read-only mode, then all catalog editing functions, including update, delete and remove from catalog will be disabled.
- To remove a catalog from the Catalogs List, click the catalog name and click Delete. The catalog will no longer be available for catalog management or searches.
- You can also open a catalog by double clicking its file icon in Windows Explorer.



### **To rename a catalog**

1. Run Windows Explorer.
2. Switch to the folder that contains the catalog you want to rename.
3. Click the secondary mouse button on the CATALOG.CAT file you want to rename. The file's shortcut menu displays.
4. Click **Rename Catalog**. The Rename Catalog dialog box displays.
5. In the New Name field, type the new name for the catalog using a CAT extension and click **OK** to change the name of the catalog.

## To specify a default catalog

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Catalogs List** button.  
The Catalogs List dialog box displays.
3. The default catalog is the catalog that is loaded every time you restart your computer. To select the default catalog, click on one of the following options in the Default Catalog area:  
**Make the selected catalog the default:** In the Known Catalogs list, click the catalog that you want to make the default and click this radio button. The catalog you select will be loaded every time you restart.  
**Make the last opened catalog the default:** Select this option to make the last catalog you had open when you shut down load when you restart.  
**Don't load any catalogs on startup:** Select this option if you don't use HiJaak's cataloging features. There will be no default catalog, which means no catalog will be loaded when you start up.
4. To close this dialog box and return to the Catalogs page, click the **Close** button.
5. To close HiJaak Catalog Setup, click the **Close** button.

## To merge catalog information

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The Catalogs tab of the HiJaak Catalog Setup dialog box displays.
2. In the **Contents** list, click the file or, press the **CTRL** key and click the files, or press the **SHIFT** key and select the range of files that you want to merge into another catalog.  
The Contents list is located directly beneath the text "Contents of path\catalog name.cat." You may have to click a drive letter and folder in this tree to expand it and view its contents.
3. Click the **Copy** or the **Cut** button.  
The Paste into Catalog dialog box displays.
4. Select the drive, folder and file name of the catalog in which you want to merge the new file information and click **OK**.  
HiJaak PRO closes the active catalog, opens the catalog you selected, and copies the file information you selected into it.  
If you selected Cut, then the thumbnail and file information is removed from the original catalog.

## Setting Up the HiJaak Catalog

{button How To... ,AL('prohowto thumbsize;prohowto shortcut;prohowto addext;prohowto delect')}

You can customize many of the settings of the HiJaak Catalog:

- [Customize thumbnail colors and sizes](#)
- [Customize the shortcut menu](#)
- [Customize your file formats list](#)

Other uses of HiJaak Catalog Setup are customizing updating, excluding keywords, defining custom attributes and viewing, creating and opening catalogs: click the related topics button, below.

{button ,AL('catalogs;formats;properties;keywords;update;find')} **Related Topics**

## Customizing Thumbnail Colors and Sizes

{button How To... ,AL('prohowto thumbsize')}

You can select the number of colors and the size at which HiJaak PRO will create and display thumbnails of your images. You select one thumbnail size for all your icons in Windows, and one size for the HiJaak Large Icon selection in Windows Explorer.

## To set up icon size and color

1. Click the **Start** menu and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Setup** tab.  
The Setup page displays.
3. To display icons and thumbnails using the most colors available on your system, select the **Use High-Color Icons** check box.  
If you deselect this option, HiJaak PRO displays icons using 16 colors. If your display supports any more than 16 colors, selecting Use High-Color Icons option is highly recommended.
4. To select the thumbnail size, pull down the **Thumbnail Creation Size** drop-down list and select 64x64, 72x72, 86x86, 100x100 or 120x120. Thumbnail size is measured in pixels.  
HiJaak PRO also adds a Large Icons option to Windows Explorer. This icon displays thumbnails at up to 120x120 pixels.
5. To change the size of HiJaak large icons in Windows Explorer, pull down the **Size** list in the **Explorer Large Icon Size** area of the dialog box and select the number of squared pixels you want to use.  
You can also choose which file types will display using this large size: all files or just all images.
6. To accept the changes without closing HiJaak Catalog Setup, click **Apply**. HiJaak Catalog Setup remains open, allowing you to change additional setup options.  
To accept changes and close HiJaak Catalog Setup, click **OK**.

### **Tip:**

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- To display icons in Windows Explorer using the HiJaak extra large icon size, click the HiJaak Icons button in the Windows Explorer toolbar.
- You can also display the Setup tab of HiJaak Catalog Setup by clicking the secondary mouse button on the HiJaak Thumbnails button in the Explorer toolbar.

## Customizing the Shortcut Menu

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{button How To... ,AL(`prohowto shortcut')}
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You can select which HiJaak commands appear in the shortcut menu of HiJaak-supported graphics files. This is useful if you want to customize the shortcut menu or disable all HiJaak shell extensions.

### To customize the shortcut menu:

1. Click the **Start** button and point to **Programs**. In the Programs folder, point to **HiJaak PRO**. Click **HiJaak Catalog Setup**.  
The HiJaak Catalog Setup dialog box displays.
2. Click the **Setup** tab.  
The Setup page displays.
3. In the **HiJaak Shortcut Menu Items** area of the dialog box, select the check boxes beside the items you want to appear in the shortcut menu of HiJaak-supported graphics files.  
All check boxes are selected by default.
4. In the HiJaak Catalog Setup dialog box, click **OK**.



## Catalogs Tab

{button How To... ,AL('prohowto createcat;prohowto opencat;prohowto mergecat;prohowto viewcontents')}

Displays a list of all catalogs on your system and the contents of the active catalog. Also allows you to create, delete, open and maintain lists of catalogs and their contents.

### Tip

---

For help on a specific command, click the secondary mouse button over the command and select What's This?

**Open Catalog**

Lists all catalogs available to the system. These catalogs have been created and registered with HiJaak PRO and Windows. The catalog name displayed is the active catalog. If it has this icon 🚫 beside it, then the catalog is read only and you will not be able to update it.

To mark the catalog read/write, click the Catalogs List button and deselect the read only check beside the catalog name in the Known Catalogs list.

**Contents**

Displays the folders and files contains within the active catalog.

**Create Catalog**

Displays the Create Catalog dialog box, in which you can specify a path and file name to create a new catalog.

**Catalog Info**

Displays information about the active catalog, such as size, last modified date and rights.

**Catalogs List**

Displays the Catalogs List dialog box in which you can manage all available catalogs.

**Cut**

Removes the selected thumbnails from the Catalog and displays the Paste into Catalog dialog box, from which you can select a catalog into which you want to paste the thumbnails. This command allows you to move file information from one catalog into another.

**Copy**

Copies the selected thumbnails and displays the Paste into Catalog dialog box, from which you can select a catalog into which you want to paste the thumbnails. This command allows you to copy file information from one catalog into another.



**Delete**

Removes the selected file thumbnail and information from the catalog. The file itself is not deleted.

**Thumbnail**

Displays a bitmapped representation of the selected file.

## Catalogs List Dialog Box

```
{button How To... ,AL(`prohowto opencat;prohowto defcat')}
```

This dialog box contains a list of all registered HiJaak catalogs. You can add and delete catalogs to this list, mark catalogs read-only or specify the default catalog.

### **Tip**

---

For help on a specific command, click the secondary mouse button over the command and select What's This?

**Known Catalogs**

Lists all registered catalogs and indicates if they are read\write or read-only. If a catalog is opened read\write by one user, it cannot be opened by other users. Your default catalog is always read\write.

**Read Only**

Tags the selected catalog read-only. When a catalog is read-only, no editing functions such as update and delete are available; however, multiple users will be able to access the catalog.

Click in the column under Read Only and beside the catalog name that you want to tag read only. A check appears beside the catalog name.

**Find Catalogs**

Displays the Find Catalogs dialog box, which scans a specified drive for HiJaak catalogs and adds them to the Known Catalogs list.

**Delete**

Removes the selected catalog from the Known Catalogs list. The deleted catalog won't be available for further catalog management or searches with HiJaak Catalog Find.

**Make Selected Catalog the Default**

Specifies that the catalog selected in the known catalogs list when this option is selected is the default. The default catalog is the catalog that is loaded when you start your system.



**Make Last Opened Catalog the Default**

Specifies that the catalog that was open when you last shut down your system will be loaded again when you restart your system.

**Don't Load Any Catalogs on Startup**

Prevents any catalogs from loading on start up. Catalogs can be later opened, but none will be a default. Select this option if you don't use HiJaak's cataloging feature or you are having problems with HiJaak Update on startup.

## Catalog Info dialog box

Displays the following information about the active catalog:

- **Name:** displays the file name of the active catalog and its status: read-only or read/write.
- **Location:** displays the drive and folder in which this catalog exists.
- **Number of files:** displays the number of files that are updated and thumbnailed in this catalog.
- **Custom attributes:** lists all custom attributes by type that have been defined in the Attributes tab of HiJaak Catalog Setup
- **Compact:** removes extraneous information from the catalog, compacting it and making it more efficient. When you delete thumbnails and/or files from a catalog, HiJaak maintains the current information about the file but marks it deleted; therefore, when you delete files from your catalog, the catalog size never decreases. The Compact command removes all information about those files that were deleted from the catalog, and therefore decreases catalog size. This saves disk space and allows you to quickly and efficiently search and display the contents of your catalog.

**Name**

Displays the file name of the active catalog and its status: read-only or read\write.

**Location**

Displays the drive and folder in which this catalog exists.

**Number of files**

Displays the number of files that are updated and thumbnailed in this catalog.

**Custom attributes**

Lists all custom attributes by type that have been defined in the Attributes tab of HiJaak Catalog Setup.

**Compact**

Removes extraneous information from the catalog, compacting it and making it more efficient. When you delete thumbnails and/or files from a catalog, HiJaak maintains the current information about the file but marks it deleted; therefore, when you delete files from your catalog, the catalog size never decreases. The Compact command removes all information about those files that were deleted from the catalog, and therefore decreases catalog size. This saves disk space and allows you to quickly and efficiently search and display the contents of your catalog.



## Paste into Catalog Dialog Box

{button How To... ,AL('prohowto mergecat')}

This dialog box allows you to merge the file information and thumbnails selected in the Catalogs Contents List into the catalog you select in this dialog box. If you selected the Cut button to display this dialog box, then the file information will be moved into the catalog you select here. If you selected the Copy button to display this dialog box, then the file information will be copied into the catalog you select here.

**Browse**

Displays the Browse for Folder dialog box, which allows you to browse through folders to find the folder or file you want.

## **Browse Dialog Box**

Allows you to browse for the folder and file name catalog into which you want to paste the selected files. Pull down the **Look In** list and select the drive, and double click the folder. Click the name of the catalog or type it into the the **File Name** field. Click **Open** and the path and file name will appear in Paste into Catalog dialog box.

## Create Catalog Dialog Box

{button How To... ,AL('prohowto createcat')}

This dialog box allows you to create a new Catalog. You can save this Catalog under any name and location. Creating different Catalogs is useful because it allows you to store private files in a Catalog on your hard drive and access shared files on a network.

## Setup Update Tab

{button How To... ,AL('prohowto updatelist')}

Sets specific drives and folders for HiJaak to update and add to the catalog. You can schedule a specific time, specify that the computer remains inactive for a number of minutes or configure HiJaak PRO to update files in the background continuously.

This tab also controls the settings of background updates. HiJaak PRO dynamically updates the graphics on your system using a priority that you set.

Finally, using this dialog box, you can disable updates altogether.

### Tip

---

For help on a specific command, click the secondary mouse button over the command and select What's This?

**Tree**

Lists all drives and folders available for update on your system.

**Add**

Adds the folder selected in the Tree to the Update List. HiJaak-supported graphics files in this folder will be updated at the time specified in the Scheduled Time or Idle time fields. All other files in the folder will be ignored.

**Remove**

Removes the selected folder in the Update List. This folder will no longer be updated.



**Update List**

Specifies which folders will be updated and added to the HiJaak Catalog.

**Subfolders**

Updates all subfolders of the folder indicated in the path beside this check box in the Update List.

**Smart Update**

Checks the date and time on any previously updated file before updating again. If the date and time have not changed, HiJaak PRO assumes that the file has not changed and does not update the thumbnail. Deselecting this option forces HiJaak PRO to update all selected thumbnails regardless of the date and time on the file.

**Always at this scheduled time**

Specifies the exact time at which HiJaak will start updating the files and folders in your Update List and adding them to the current catalog. Use the time format specified in your Windows Regional Settings.

**After the computer is idle**

Sets the number of minutes your computer remains inactive before HiJaak starts updating the files and folders in your Update List and adding them to the active catalog.

**Start updating as a background task now**

Begins updating files in the background as soon as you exit HiJaak Catalog Setup. After selecting this option, you should set the priority level on your updates to determine how much of your system resources will be devoted to updating files.

**Disable all automatic updating**

Temporarily turns off automatic updating while leaving the other settings in this tab unchanged.

**Update Priority**

Sets the priority on updating files and adding them to the HiJaak Catalog. The higher the settings, the more of your system resources will be dedicated to updating files.



## Keywords Tab

```
{button How To... ,AL('prohowto excludekeywords')}
```

Allows you to select which keywords you want HiJaak to ignore when automatically extracting keywords from your graphics files. This is useful because it allows you to exclude common words such as "and," "it," and "a," and therefore keep your catalog smaller.

### Tip

---

For help on a specific command, click the secondary mouse button over the command and select What's This?

**Exclude Keywords**

Lists all keywords that will be excluded when HiJaak automatically extracts keywords from your graphics files and adds them to the catalog.

**Add**

Adds the most recently typed term to the Exclude Keywords list. This term will not be extracted from graphics files during updates.

**Remove**

Deletes the selected term from the Exclude Keywords list. When updates are performed, this term will be extracted from files that contain it.

## Setup Tab

{button How To... ,AL('prohowto icons;prohowto enablex')}

Allows you to setup HiJaak PRO shell extensions. You can control the number of colors in all your Windows 95 icons and you can also control the size at which thumbnails will be created and the size at which they will be displayed. You can also enable or disable the shell extensions and/or HiJaak Catalogs. If you disable shell extensions, HiJaak PRO will no longer display the View, Copy, Convert, Print, Update and Properties commands in the shortcut menus of supported file types. If you disable HiJaak Catalogs, you will no longer have access to catalogs, thumbnails, catalog information or HiJaak Find.

### Tip

---

For help on a specific command, click the secondary mouse button over the command and select What's This?

**Enable HiJaak Catalogs**

Enables HiJaak Catalogs and all related options.

Note that if you deselect this option, you will no longer have access to thumbnails, catalogs, properties or HiJaak Catalog Find. Select this option only if you are having problems using the catalogs and you need to disable them for troubleshooting purposes.

**Use HiJaak Icons for Explorer Large Icons**

Replaces generic icons in Windows Explorer with HiJaak thumbnails when the Large Icons view option is selected in Explorer.

If you deselect this option, the only time you will see HiJaak thumbnails is when you are using HiJaak Extra Large Thumbnail mode.

**Use High-Color Icons**

Displays icons in Windows 95 using the most colors available on your system (up to 64K). If you deselect this option, HiJaak PRO will display icons using 16 colors. 16-color icons will display well if your system only supports 16 colors, however, if your display supports any more than 16 colors, selecting this option is highly recommended.

This option has relatively little affect on the file size of your database.



### **Thumbnail Creation Size**

Determines the size in pixels at which thumbnails will be created and displayed. Possible sizes range from 64 to 120 pixels. Note that a change made here will change the display of *all* your Windows thumbnails and icons, not just those created by HiJaak PRO.

Click the up/down arrow in the **Thumbnail Creation Size** area to increase or decrease the size at which you want to create and display thumbnails.

**HiJaak Shortcut Menu Items**

Contains all available shortcut menu items in HiJaak PRO. You can toggle the display of the each menu item in the shortcut menu of supported files by selecting the check boxes. All check boxes are selected by default, so all shortcut menu items will display by default.

**HiJaak View**

Toggles the display of the HiJaak View menu item in the shortcut menu of HiJaak-supported files. This menu item runs HiJaak PRO and opens the selected file.

**HiJaak Print**

Toggles the display of the HiJaak Print menu item in the shortcut menu of HiJaak-supported files. The HiJaak Print menu item allows you to print a file.

**HiJaak Print Thumbnails**

Toggles the display of the HiJaak Print Thumbnails menu item in the shortcut menu of HiJaak-supported files. The HiJaak Print Thumbnails menu item prints the selected thumbnails.

**HiJaak Update**

Toggles the display of the HiJaak Update menu item in the shortcut menu of HiJaak-supported files. The HiJaak Updated menu item thumbnails the selected file and adds it to the HiJaak Catalog.

**HiJaak Convert**

Toggles the display of the HiJaak Convert menu item in the shortcut menu of HiJaak-supported files. The HiJaak Convert menu item allows you to convert the selected file to any supported format.

**HiJaak Copy**

Toggles the display of the HiJaak Copy menu item in the shortcut menu of HiJaak-supported files. The HiJaak Copy menu item places a copy of the selected file in the Windows Clipboard, from where you can paste it into any application that supports pasting graphics from the Windows Clipboard.



**Remove from Catalog**

Toggles the display of the Remove from Catalog menu item in the shortcut menu of HiJaak-supported files. This menu item removes information about the selected file from the HiJaak Catalog.

**Explorer Extra Large Icons Size**

Specifies at what size thumbnails will display in Windows Explorer when the HiJaak Extra Large Thumbnails button is selected.

**Display All Icons at This Size**

Display all file icons at the size selected in the Explorer Extra Large Icons size area, including image, document and data icons..

**Display Only Image Icons at This Size**

Displays only image thumbnails in Windows Explorer at the size selected in the Explorer Extra Large Icons size area. All other files are displayed at Windows default large icon size.

## Attributes Tab

```
{button How To... ,AL('prohowto defineattributes')}
```

Defines custom attributes to be attached to files in the active catalog. You can specify the name, type and value in this dialog box, and then attach the custom attribute to files through their properties sheets.

### Tip

---

For help on a specific command, click the secondary mouse button over the command and select What's This?

**Name**

Provides a place for you to specify the name of the custom attribute. Also lists all existing attributes. Click in this field, type the name and press enter.

**Type**

Defines the types of values that are valid for your named attribute.

**Any Text**

Allows any text as a valid value. For example, if your custom attribute was "part" and you had hundreds of parts, you may want to define any part name as a valid value.



**Text List**

Limits the number of possible text values for your attribute. For example, if you defined an attribute "Finished," you could limit valid values to "Yes" and "No."

**Any Number**

Allows any number to be a valid value. For example, if you defined the attribute "Cost," you would want the only valid values to be numbers, but you would also want to define that value to be any amount.

**Numeric Range**

Limits the range of valid numeric values. For example, if you defined the attribute "Version," you could apply a numeric version number, but you should limit it to the number of versions of the part or project that you had, possibly 1 through 3.

**All Types**

Displays the names of all attributes you have defined. This mode is for information only; you cannot add an attribute when you display the attributes in this mode. Select another type before attempting to define an attribute.

**Value**

Assigns the valid values to the new attribute.

This field is only valid if you have selected Text List or Numeric Range in the Types field.

**Possible Text Values**

Provides a place for you to specify a list of words that will be valid values for the Text List attribute type you are defining. Click in this field and type a valid value and press Enter.

**Numbers from ... to**

Provides a place for you to indicate a valid text range. Click in the Numbers from area and type the lowest number in the range, then click in the To area and type the highest number in the range.

**Add**

Adds the most recently entered attribute definition NAME+TYPE=VALUE to the attributes list. Define the Name, Type, and Value, then click this button to make the attribute available to files in the active catalog.



**Delete**

Deletes the selected attribute or value from the list. To delete an attribute, click the attribute name and click this button. To delete a value, click the value and click this button.

