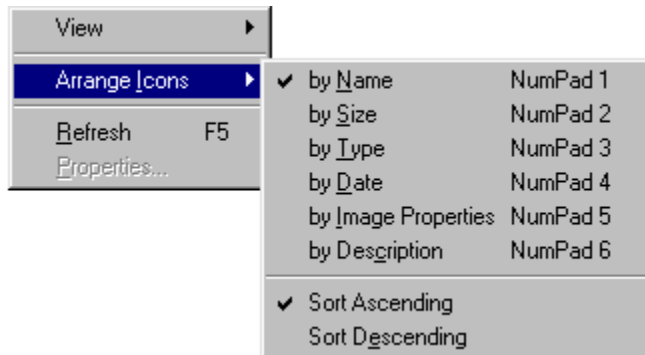# About GView32

This will provide you with the version of GraphicView 32 you are using, as well as other information that may be useful should you need to contact Technical Support.   You can also display this information by clicking the button in the icon menu bar at the top of the screen.
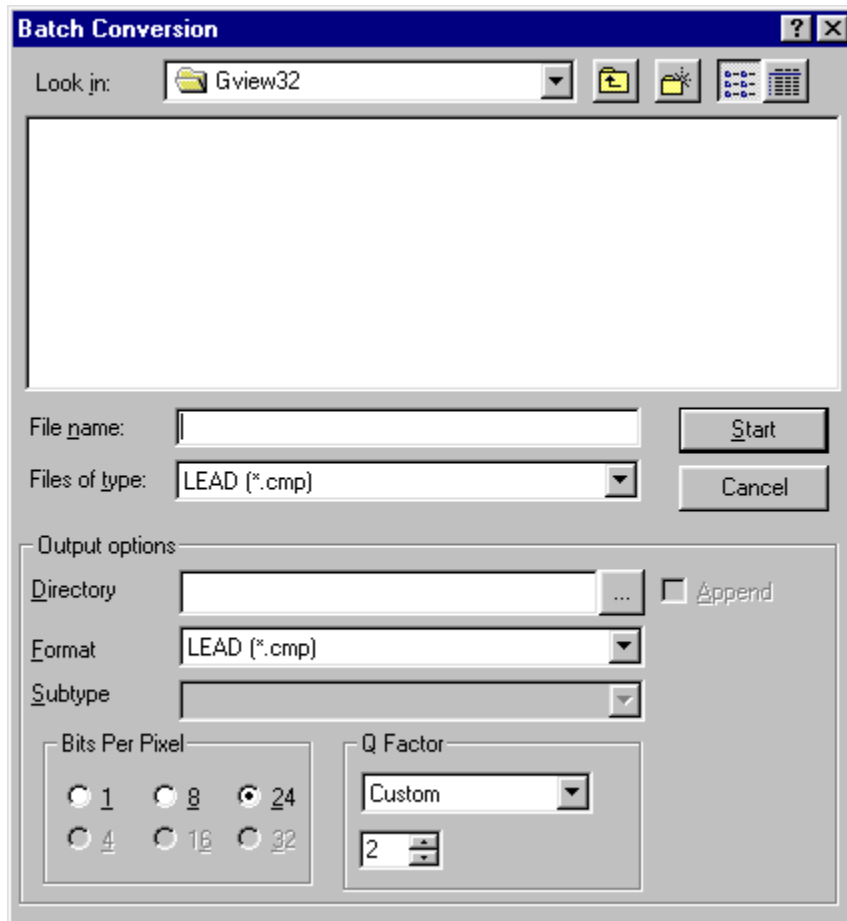
Arrange Icons

Arrange Icons allows you to list each item by a particular method. You can arrange by Name, Size, Type, Date, Image Properties, and Description. You may also select to sort these categories by Ascending or Descending values. Click on the **View Menu** and select **Arrange Icons** to apply these options.

You can also access the **Arrange Icons** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

Batch Conversion

GraphicView 32 provides you with the option to perform batch conversions on your images.   To convert your images to another format, highlight the folder that contains the source images.   Click on the **Tools Menu** and select **Batch Conversion**.   At this point, the following dialogue box will be presented to you.   You will need to select the output directory.   Click on the ⬚ button to select the output directory.   After the output directory has been selected, you may wish to specify the color depth and Q factor of the output images.   When you are satisfied with the current settings, click the Start button to begin the conversion process.

GraphicCorp GraphicVIEW-32

Contents

Copy

Copies the current selection and places it on the Windows clipboard.   To access this feature, click on the **File Menu** and select **Copy**.   Alternatively, you can click the ![icon] button in the icon bar at the top of the screen.

Copy Image

Copies the current selection and places it on the Windows clipboard.   To access this feature, click on the **Edit Menu** and select **Copy Image**.   Alternatively, you can click the button in the icon bar at the top of the screen.

Create Cache

To create a cache of all the images in the currently selected directory, click on the **Tools Menu** and select **Create Cache**.   The following dialogue box will be displayed.   You may select an alternate folder or create a new folder to cache the images.   It is not necessary to create the cache files in the same directory as your images.   You may click on the **New Folder** button to create a new directory.

This dialogue box provides other options as well:
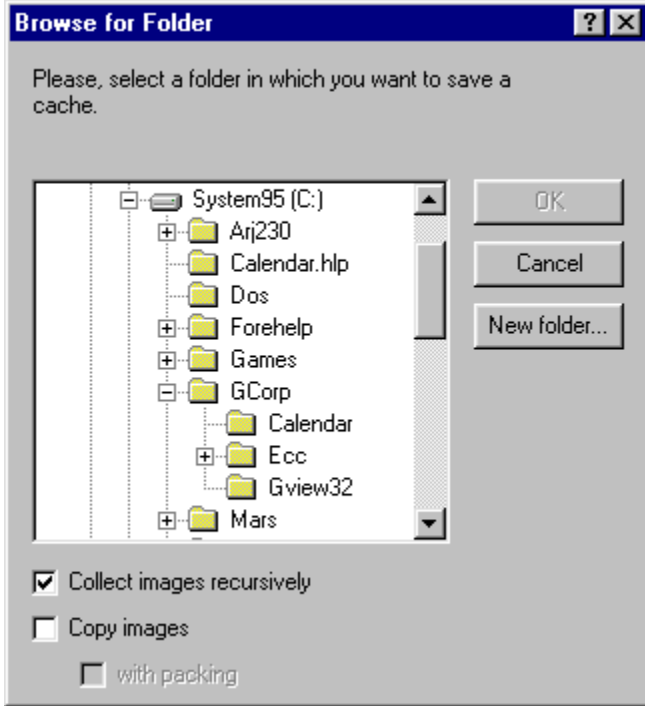
[Collect images recursively](#)
Checking this box instructs the program to cache all image in the current directory as well as any subdirectories of the current folder.

[Copy images](#)
By placing a check mark in this box, the program will create copies of each image and place them in a directory of the same name.   In order to use this option, the directory that will contain the copied images must not share the same parent directory as the original images.   For example, if you have images contained under \IMAGES\ MYSTUFF, you cannot use the \IMAGES directory to create the copies, since the newly created directory would posses the same folder and image names.

[with packing](#)
To use this option, the **Copy images** option must be enabled.   This option will create copies of each image and place them in a *compressed* folder.   The *compressed* folder will contain a cache file and a .ZIP file containing the images.   This method can reduce the size of the cache folder and the copied images to a minimum.

Browse for Folder

Please, select a folder in which you want to save a cache.

- System95 (C:)
  - Arj230
  - Calendar.hlp
  - Dos
  - Forehelp
  - Games
  - GCorp
    - Calendar
    - Ecc
    - Gview32
  - Mars

☑ Collect images recursively

☐ Copy images

☐ with packing

OK

Cancel

New folder...

GraphicCorp Credits

Director of Software Development
Jeff Ziel

Quality Assurance
Andrew Petterson

Technical Writer
Andrew Petterson

Director of Operations
Scott Jensen

Customer Support
Veronique Haynes
Betty Rodas

Cut

This option allows you cut the currently selected file and place it on the clipboard.   To use this option click on the **Edit Menu** and select **Cut**.   Alternatively, you can click on the button in the icon bar at the top of the screen.

Delete

To delete a file or folder, highlight the item, then click the **Edit Menu** and select **Delete**. You can also click the ☒ button in the icon bar at the top of the screen to perform the same function.
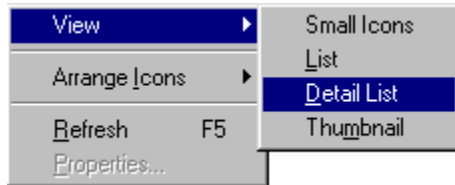
Describe

Describe opens a dialogue that allows you to enter a text description of the currently selected image.   You can access this feature by clicking on the **Edit Menu** and selecting **Describe**.

Detail List

Displays the contents of the current folder as a detailed list.   Click on the **View Menu** and select **Detail List** to use this viewing mode.   Alternatively, you can click on the ▦ button in the icon menu at the top of the screen.

You can also access the **Detail List** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

View ▶	Small Icons
	List
Arrange Icons ▶	Detail List
	Thumbnail
Refresh F5	
Properties...	

Detailed View - Edit Menu

Copy image

Rename

Detailed View - File Menu

<u>Save as...</u>

<u>Properties</u>

<u>Print</u>

<u>Print setup...</u>

<u>Exit</u>

Detailed View - Tools Menu

[Slide show](#)
Sequentially displays the images in the current folder as a slide show.   To use this feature, click on the **Tools Menu** and select **Slide Show**.   You can also use the button, in the icon menu bar at the top of the screen, to start or stop a Slide Show.

Detailed View - View Menu

Tool bar

Status bar

Image

Rotate

Full-screen

Reload

Detailed View Icon Menu Definitions

Print

Zoom Out

Copy

Rotate Counter-clockwise

Properties

Rotate Clockwise

Next

Full Screen Mode

Previous

Reload

Zoom In

Slide Show

Detailed View Pull Down Menus

Once a file is displayed in the Detailed View window, you will have the following menus available to you.   To bring a file into the Detailed View window, double-click on the image in GraphicView 32.

File Menu

Edit Menu

View Menu

Tools Menu

Edit Menu

<u>Cut</u>

Copy

Paste

Delete

Select All

Rename

Describe...

Exit

To Exit the program, click on the **File Menu** and select **Exit**.   If any changes have been made to an image, GraphicView 32 will prompt you to save your changes.

File Menu

New Folder   **Print Preview**

Open with...   **Print Setup**

Save As...   **Properties**

Print...   **Exit**

Full-Screen

This option is available in the Detailed View window and toggles Full-Screen mode.   To access this function, click on the **View Menu** and select **Full-Screen**.   Once you perform this function, all menu systems and borders will be eliminated from view.   The entire image will occupy the screen.   To revert to the previous view, right-click the mouse and select **Full Screen** from the pop-up menu.   You may also select the full screen viewing mode by right-clicking the mouse and select **Full Screen** from the floating menu dialogue.   Notice you can toggle this function.

If you are viewing images in the **<u>Detailed View</u>** window, you can use the button, in the icon bar at the top of the screen, to perform the same function.

Help Menu

Help Topics

About GView32...

Help Topics

This will take you to the Table of Contents for the Help File.

Icon Menu Definitions

Up One Level

Small Icons

Properties

List

Cut

Detail List

Copy

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Paste

Print

Delete

About

Large Icons

Image

Using the Image feature, by clicking on the **View Menu** and selecting **Image**, allows you to navigate through several images in the current folder without leaving the Detail View window.   The following options are available to you:

Next

Displays the next image in the current folder.   You may also click on the [icon] button to perform the same function.

Previous

Displays the previous image in the current folder.   You may also click on the [icon] button to perform the same function.

First

Displays the first image listed in the current folder.

Last

Displays the last image listed in the current folder.

Image Types

This dialogue allows you to select which files are to be displayed in the right-hand pane. Click on the **View Menu** and select **Image Types** to access this feature. Additional options are available to you:

Show all files
Selecting this radio button will disregard other available options and display all files in the current folder.

Show images only
Enabling this radio button will allow you to select which images are to be displayed. Placing a check mark in the box next to the desired image type, will ensure it is displayed when viewing the current folder.

Select All
Available only when the **Show image only** radio button is selected.   Clicking this button will select all the available check boxes and display all images within the current folder.   This is analogous to the **Show all files** radio button.

Deselect All
Available only when the **Show image only** radio button is selected.   Clicking this button quickly deselects all check marks, allowing you to easily enable on the files you want displayed.
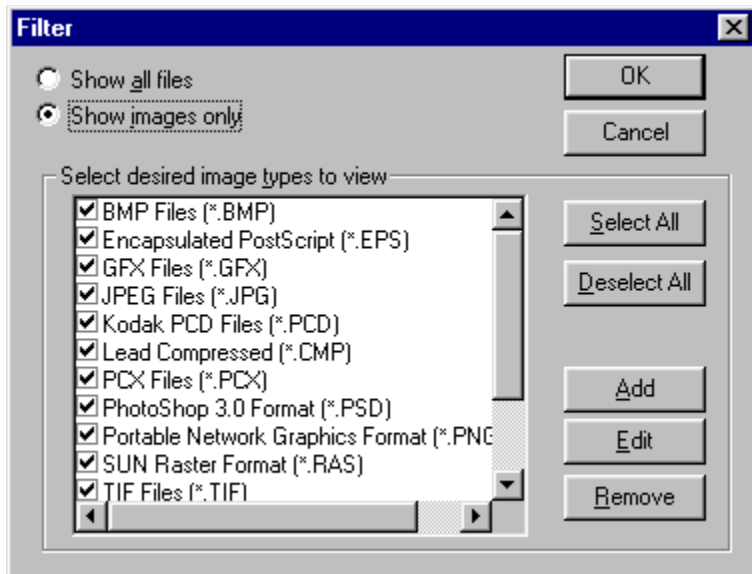
Add
Available only when the **Show image only** radio button is selected.   Allows you to Add another file type to the images list.

Edit
Available only when the **Show image only** radio button is selected.   Allows you to Edit the currently highlighted file type description.

Remove
Available only when the **Show image only** radio button is selected.   Removes a file type from the images list.

Filter

○ Show all files
● Show images only

OK
Cancel

Select desired image types to view

☑ BMP Files (*.BMP)
☑ Encapsulated PostScript (*.EPS)
☑ GFX Files (*.GFX)
☑ JPEG Files (*.JPG)
☑ Kodak PCD Files (*.PCD)
☑ Lead Compressed (*.CMP)
☑ PCX Files (*.PCX)
☑ PhotoShop 3.0 Format (*.PSD)
☑ Portable Network Graphics Format (*.PNG
☑ SUN Raster Format (*.RAS)
☑ TIF Files (*.TIF)

Select All
Deselect All

Add
Edit
Remove

Large Icons

Displays the contents of the current folder as icons.   Click on the **View Menu** and select **Icons** to select this viewing mode.   Alternatively, you can click on the icon in the icon menu at the top of the screen.

List

Displays the contents of the current folder as a list.   Click on the **View Menu** and select **List** to use this viewing mode.   Alternatively, you can click on the ⊞ button in the icon menu at the top of the screen.

You can also access the **List** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

New Folder

This option allows you to create a new folder on the current drive or create a sub-folder in the currently selected directory.   The newly created folder will be displayed in the far right pane.   You will be prompted to enter a folder name at this time.   Press the Enter key to accept the entered title.

Next

Displays the next image in the current folder.   Click on the **View Menu**, select **Image**, then click on **Next**.   You may also click on the ⬇ button.

Open With

You may view a highlighted file with another program by clicking on the **File Menu** and selecting **Open with...**   A dialogue box will be displayed, asking you to specify the full path to the program you wish to use.   You may.   You may use the Browse button on this dialogue, and manually search for the application if you are unsure of the path. Press the Enter key or click OK to launch the program.

Options

Options lets you change the default settings for GraphicView 32.   The following tabs, which contain various settings, are available to you:

Images
This tab provides options on setting the GFX color palette.   You can select the 4.0 palette or 3.0 palette.   You are also provided with the option of showing GFX internal file names (i.e. "LARGE ANIMALS") or original file names (i.e. ANIMALS.GFX).   This tab also allows you to specify a path to your graphics files.

Miscellaneous
Under this tab, you can select how the Detailed View window should display images.   You can select the image to fit the window or be displayed in full-screen mode.   You can also modify various Slide Show options, such as forward, reverse, or random display.   An option for hiding known file extensions is also available.

Print Page
This tab allows you to set various printing options.

Page Header
This tab provides options for customizing each page that is printed.   You can select to include a header for each page as well as include your own company logo.   Full control of text and logo alignment is available.

Cache
Various controls for manipulating when and where images are cached can be found here.   You can specify a path for cached files on read-only devices, such as a CD-ROM.   You can also control the compression when **Caching** and packing the files.

Thumbnail
The options found under this tab, allow you to adjust the appearance of the thumbnail display.   You can modify the spacing between thumbnails as well as the width of the border surrounding each image.

Language
If you have multiple language sets installed on your computer, you can specify which languages are used under this tab.

Paste

Pastes the current contents of the Windows clipboard to the selected location.   To use this feature, click on the **Edit Menu** and select **Paste**.   Alternatively, you can click on the button in the icon menu, at the top of the screen, to perform the same function.

Previous

Displays the previous image in the current folder.   Click on the **View Menu**, select **Image**, then click on **Previous**.   You can also click on the button to perform the same function.

Print

Allows you to print the currently selected image. Click on the **File Menu** and select **Print...** This will display the standard Windows Print Menu allowing you to select from various print options depending on the brand, model, and type of printer that you have. You can also click the 🖻 button in the icon bar at the top of the screen to perform the same function.

Print Preview

GraphicView 32 allows you to print thumbnails of the currently selected files.   To preview your images before printing, click on the **File Menu** and select **Print Preview**.

In this window you can preview your images prior to printing them.

From the **Print Preview** window, you also have the following options:

Print
Allows you to print the currently selected image(s)   The standard Windows Print dialogue will be displayed, allowing you to select from various print options depending on the brand, model, and type of printer that you have.

Next Page
If the number of selected thumbnails occupy more than one page, this button will be available to you.   Clicking this button will display the next page of images.

Prev Page
If the number of selected thumbnails occupy more than one page, this button will be available to you.   Clicking this button will display the previous page of images, if you have already clicked on the **Next Page** button.

Two Page
You have the option of viewing the selected images, two pages at a time. This button will be available to you only if the number of images exceeds one page.

Zoom In
Allows you to Zoom-in on the current page of images.   If the Two Page option has been selected, GraphicView 32 will automatically modify the mouse cursor to become a magnifying tool, allowing you to select which area you wish to magnify.

Zoom Out
Allows you to Zoom-out from the current page of images.

Close
Closes the Print Preview window.

Print Setup

Displays the windows Print Setup dialogue, allowing you to select from various print options depending on the brand, model, and type of printer that you have.   Click the **File Menu** and select **Print Setup** to access this feature.

Properties

Once you have selected a file, you can obtain detailed information on the image by clicking on the **File Menu** and selecting **Properties**.   You can also click on the 🖼️ button in icon menu at the top of the screen to access the same function.   A dialogue box will be displayed containing 3 tabs.   These three tabs consist of the following:

General
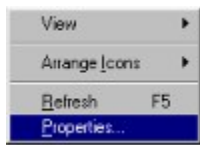Contains general information about the file such as type, size, attributes and when the file was created and modified.

Image Property Page
This tab displays more detailed information such as format, compression (if any), resolution, color depth and dimensions.

Description
This tab can be used to enter any special information about the image.

You can also access the **Properties** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

Pull Down Menus

After GraphicView 32 has been launched, the following menus are available to you:

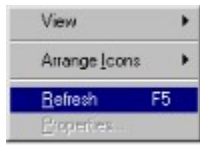**File Menu**

Edit Menu

View Menu

Tools Menu

Help Menu

Refresh

Refreshes the contents of all windows.   Click on the **View Menu** and select **Refresh** to perform this procedure.

You can also access the **Refresh** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

Reload

Available under the Detailed View window.   This option reloads or redraws the currently loaded image.   To access this feature, click on the **View Menu** and select **Reload**. You may also click on the ⬚ button from the icon menu, at the top of the screen, to perform the same function.

Rename

Allows you to rename a selected file or folder.   To use this feature, click on the **Edit Menu** and select **Rename**.   You will be prompted to enter a new name for the item.   To cancel the renaming procedure, press the Enter key.

Rotate

The Rotate is a feature available to you when viewing image in the **Detailed View** window.   To Rotate the current image, click on the **View Menu** and select **Rotate**.   The following angular rotations will be available to you:

90°
Rotates the image by 90°

180°
Rotates the image by 180°

270°
Rotates the image by 270°

By default, all rotations operate in a clockwise direction.   However, you can select to Rotate the image in a Counterclockwise direction by clicking the **View Menu**, selecting **Rotate**, then clicking on the **Clockwise** option.   You may toggle between Clockwise and Counterclockwise rotation by selecting this option.

You may also click the ⬆ button to rotate the image counterclockwise in 90° increments or click the
➡ button to rotate the image clockwise in 90° increments.   These buttons are available in the icon menu bar at the top of the screen.

Save As

This menu item allows you to save the currently selected file with a new name.   To do this, click on the **File Menu** and select **Save As...**

Select All

Selects all files in the currently highlighted folder.   Click on the **Edit Menu** and choose **Select All**, to access this feature.

Show Columns

Show Columns allows you to select which lists are displayed, when viewing by a **Detail List**.   You can select to view a variety of details such as Size, Type, Date, Image Properties, and Description.   Click on the **View Menu** and select **Show Columns** to select these options.
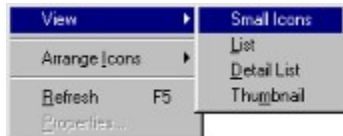
Slide Show

Sequentially displays the selected images as a full-screen slide show.   Highlight the files you want in your slide show, then click on the **Tools Menu** and select **Slide Show**. You can also click on the ⊞ button to perform the same function.

Small Icons

Displays the contents of the current folder as small icons.   Click on the **View Menu** and select **Small Icons** to use this viewing mode.   Alternatively, you can click on the ![icon] button in the icon menu at the top of the screen.

You can also access the **Small Icons** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

Split

Allows you to adjust the horizontal and vertical size of each pane.   Click the **View Menu** and select **Split** to use this feature.   You may also resize each pane by placing the mouse cursor of the pane edge.   At this point, the cursor will change to a resize icon.   Click and hold the left mouse button to resize the pane.

Status Bar

Allows you to toggle the display of the Status Bar near the bottom of the screen.   The status bar contains information about the status of the program.   Click on the **View Menu** and select **Status Bar** to toggle this display on or off.

Technical Support

If you need technical support with this or any other **COMPANY NAME** product, you may contact us through the following sources:
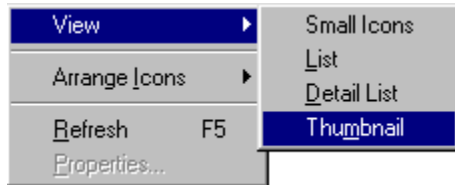
Fax:

Mail:

The Web:

E-mail:

Thumbnail

Displays the contents of the current folder as thumbnails.   Click on the **View Menu** and select **Thumbnail** to use this viewing mode.   Alternatively, you can click on the button in the icon menu at the top of the screen.

You can also access the **Thumbnail** option, from the pop-up menu, by right-clicking in the right pane of the GView32 screen.

Tool bar

Allows you to toggle the display state of the icon tool bar.   To enable or disable the icon tool bar display, click on the **View Menu** and select **Tool bar.**

Tools Menu

Slide Show

Create Cache...

Batch conversion

Options...

Up One Level

Clicking the button will advance you to the parent directory of the current subdirectory your are in.

View Menu

Toolbar	Detail List
Status Bar	Thumbnail
Split	**Arrange Icons**
Icons	**Show Columns**
Small Icons	**Image Types...**
List	**Refresh**

Zoom

Enlarges or reduces the view of the current image. Click on the ⬚ button to Zoom In the image, or click on the
⬚ button to Zoom Out the current image.