# the premier art & idea service

USER GUIDE

## WELCOME

### to Clipper®

Clipper® is your resource of top-quality, expressive illustrations and photos that brings a diversity of fresh styles and timely subjects to your visual projects and communication. Each month's exciting selection of images is accompanied by a full-color magazine that offers a wealth of pictorial ideas and graphic demonstrations — showing you innovative techniques and effective ways to use Clipper art with your favorite design and page layout programs. You also receive with your subscription another exciting design tool, the Quick  $F/X^{\mathbb{M}}$  CD, a Photoshop® plug-in that gives you the power to create fast special effects with a few simple clicks of your mouse. And, as a subscriber, you can also access Dynamic Graphics' 80,000+ image art library, Art on  $Demand^{\mathbb{M}}$  (see details inside).

#### **BASIC REQUIREMENTS**

All documentation assumes you have a basic understanding of how to use your computer and the programs you have purchased for it.

Clipper images require application(s) that are compatible with TIFF and/or EPS file formats. The TIFF images are saved as TIFF files in Adobe Photoshop. EPS images are saved as Adobe Illustrator version 3 or 5 files. Images that contain a "V" in the filename are saved as Adobe Illustrator 5.

Any other hardware requirements will be based primarily on the applications you use and the type of final output you plan to produce. For best results with EPS images, your printer should be PostScript compatible.

#### LOCATING IMAGES

#### PRINTED INDEX

Your printed index contains a printed pictorial index, which provides a thumbnail and file name for each image in the issue.

#### **EXTENSIS PORTFOLIO BROWSER**

Included on the CD is Extensis® Portfolio™ Browser. This application allows you to "browse" a catalog of images. You can view the thumbnail versions of the images in the catalog, search for images by keywords, preview images and copy them to your hard drive. The Extensis Portfolio Browser can be run off the CD; no installation is required.

#### Mac Users

Simply double-click the "EC 01/00.fdb" file to open the electronic catalog with the Portfolio Browser.

#### Windows Users

- 1) Launch the Extensis Portfolio Browser.EXE file found in the Extensis Portfolio Browser folder.
- 2) From the Open Catalog dialog box, move up one level and open the "EC\_01/00.fdb" file.

For instructions on how to use the Extensis Portfolio Browser, refer to "Portfolio 3.0 Browser QSG.pdf." It can be found in the Extensis Portfolio Browser folder.

Current month Browser catalog: This catalog contains all the images in the current month's Clipper package.

Current year cumulative Browser catalog: This catalog contains all the images from January of the current year through the present month.

You do not need Extensis Portfolio Browser, or any of the items in the catalog folder, to use the artwork on the CD.

#### ART ON DEMAND™

Art on Demand is a special service available to current Dynamic Graphics' art service subscribers that offers exclusive access to our extensive art library featuring over 80,000 custom-quality graphics. Contact our helpful Art on Demand representative by phone, fax or e-mail, request the image you need, and we'll send it by mail or modem for only \$10 per image (extra for overnight requests). Art on Demand is a great way to find the exact image you need — fast!

Call: 800-227-7048 ext. 103

Fax: 800-488-3492

E-mail: aod@dgusa.com

Business Hours: Monday-Friday 8:00 a.m.-5:00 p.m. Central Time.

Outside U.S. and Canada: Contact your local Dynamic Graphics Representative.

#### USING CLIPPER IMAGES

#### PAGE LAYOUT PROGRAMS

Open or create a document in your page layout program, then PLACE any TIFF or EPS image.

- In QuarkXPress, draw a picture box, then choose Get Picture from the File menu.
- In Adobe PageMaker, choose Place from the File menu, select the desired image, then click where you want the image to be placed.
- In Adobe InDesign, choose Place from the File menu, select the desired image, then click where you want the image to be placed.
- In Microsoft Word, place the cursor where you want the graphic to be, then choose Insert from the Picture menu.

#### **DRAW PROGRAMS**

OPEN or IMPORT any EPS image.

- In Adobe Illustrator, choose Open from the File menu.
- In Macromedia FreeHand, choose Open from the File menu.
- In Corel DRAW!, choose Open or Import from the File menu.

When you open or import an EPS image in a draw program, you will be able to manipulate the image just as you would manipulate artwork that you created in the program — deleting or redrawing shapes, changing colors, etc.

Many of your images have grouped elements — that is, related elements are grouped together so that an entire section or object can be lifted out and used as stand-alone artwork. In order to pull apart the layers of an EPS file, you must open or import it in a PostScript draw program like Adobe Illustrator or Macromedia FreeHand.

Caution for FreeHand users: Artwork can also be accessed by choosing Place from the File menu, but when you use this option, you will not be able to edit the artwork. To be sure you can edit the artwork, use the Open command rather than the Place command.

OPEN, IMPORT, or PLACE any TIFF image.

- In Adobe Illustrator, choose Open or Place from the File menu.
- In Macromedia FreeHand, choose Open or Import from the File menu.
- In Corel DRAW!, choose Open or Import from the File menu.

When you open, import, or place a TIFF image in a draw program, you will not be able to edit the image.

#### **USING CLIPPER IMAGES**

#### **PAINT PROGRAMS**

OPEN any TIFF image.

• In Adobe Photoshop, choose Open from the File menu.

When you open or import a TIFF image in a paint program, you will be able to manipulate the image just as you would manipulate artwork that you created in the program – applying filters, making selections and filling them with color, etc.

OPEN any JPEG image.

• In Adobe Photoshop, choose Open from the File menu.

Before you print a JPEG image, you will need to decompress it for printing. To do this, open it in a paint program such as Photoshop and re-save it in either TIFF or EPS format.

OPEN any EPS image.

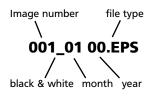
• In Adobe Photoshop, choose Open from the File menu.

When you open or import an EPS image in a paint program, it will be converted from vectors to pixels. You will be able to manipulate the image just as you would manipulate artwork that you created in the program – applying filters, making selections and filling them with color, etc. – but you will not be able to edit the contours as you would in a vector-based draw program.

If your application was not listed above, please consult your manual for compatibility.

#### FILE NAME CONVENTION

Each image is identified by a file name.



# 001 V 0100.EPS







Illustrator 3 EPS color files are provided primarily for CorelDraw and Freehand users to assure that their software correctly interprets gradual color shifts, or gradients used in these illustrations.

EPS (Encapsulated PostScript®) art is resolution-independent: Resolution is determined by your PostScript output device. Reducing or enlarging an EPS image does not affect quality. "Grouped elements" are those EPS files that when opened in a Postscript draw program contain objects that are easily selected by a single click.

TIF (Tagged Image File) art is bitmapped, and resolution affects quality. Illustrations are provided in grayscale (170 dpi) and color (170 dpi). Black-and-white art is provided at 300 dpi.

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Technical Support/CustomerOne

Phone: 800-255-8800 Fax: 309-688-5873

Business hours - Monday through Friday 8 am to 5 pm central time

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