ARTS & LETTERS®

CLIP-ART VIEWER

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Chapter One: Introduction

What is the Clip Art Viewer?

The Arts & Letters Clip Art Viewer allows you to view and copy images on your Arts & Letters CD. In addition, you can use the Viewer to print a complete clip-art handbook (or any lesser selection of the clip art images).

The Clip Art Viewer displays thumbnails of the images in rows in the center of its main screen. You can view more thumbnails using the scroll With the Clip Art Viewer, you bar. can view selected images full-screen, either singly or in a slide show. You can also copy a selected image to the Windows Clipboard in BMP or WMF format for use in other applications.

If You Need Help

If you need Help, look first at the **Hint Line** at the bottom of the Clip Art Viewer main screen. As you move the cursor around on the screen, the Hint Line identifies the various components of the interface and lists options for actions, where appropriate.

First-time users should select the **Interface** topic in the Help Contents screen for a quick tour of the interface. When you see the pointer hand, you have found a hot spot for information.

For help information about any aspect of the Clip Art Viewer while you are using the program, press **F1** or click on the **i** button at the bottom of the main screen and the Help Contents screen will appear.

When in Help, you can click on any of the blue highlighted words for an instant definition. To return to the last topic, click on the **Back** button. To return to a topic you had recently investigated in the Help system, click on **History** to display a list of the last 40 topics you have visited. You can return to the Table of Contents by clicking on the **Contents** button.

For help on a specific item, click on the **Search** button in the Help window button bar. Type in a subject or keyword and then click on Go To (Windows 3.×) or Display (Windows 95).

Note that while using Help you can click the right mouse button to display a list of functions that allow you to add your own comments to the Help screens, bookmark topics and print them.

Should you encounter any problems or require assistance, please contact us for Technical Support by E-mail: **support@arts-letters.com**, phone (972) 661-8960 or fax (972) 661-5429. Our office hours are 8:30 a.m. to 6:30 p.m. CST, Monday through Friday. If possible, be at your computer when you call.

Printing a Clip-Art Handbook

The *Arts & Letters* Clip-Art Viewer can be used not only to view and copy WMFs but to print a complete clip-art handbook or any portion thereof (e.g., "Animals" and "Marine" only). To print the handbook, click on the Viewer icon in the *Arts & Letters* program group.

The images shown above and elsewhere in this manual are from Arts & Letters Classic Clip Art.

Either click on the Print button or pull down the **File** menu and choose **Print**. The Thumbnail Print Dialog will appear.
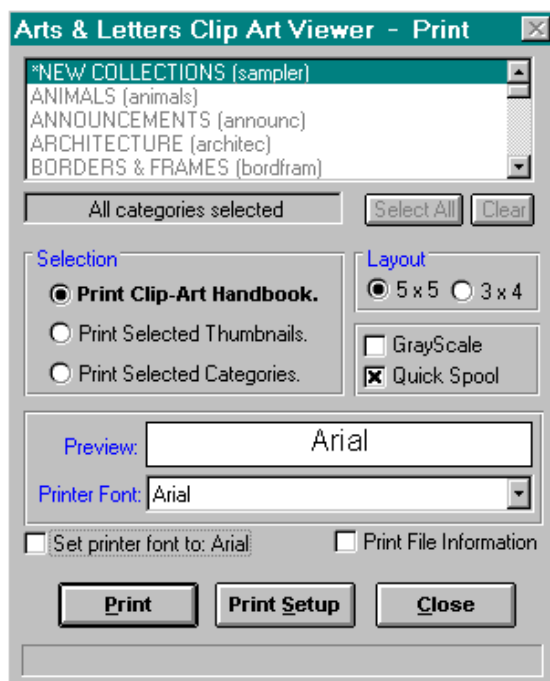
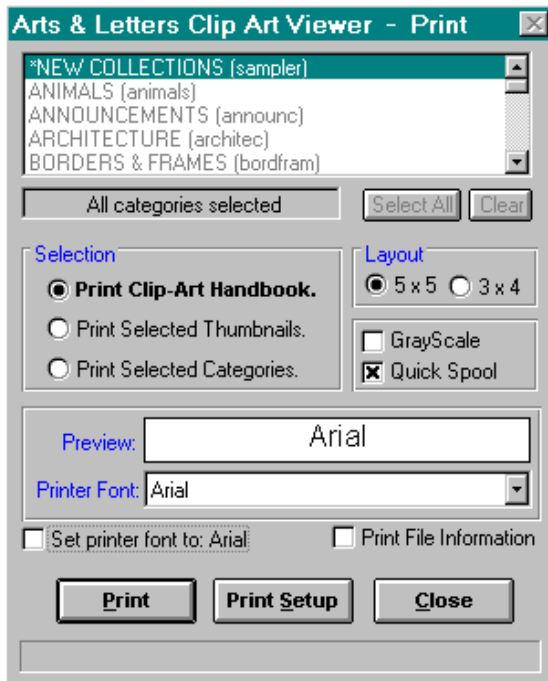Click on **Print**. The Clip-Art Viewer will print your handbook.

06-19-1996   Pg. 1   ANIMALS (animals)

C.C.130001 anaconda (o)	C.C.130002 cat	C.C.130003 cat and rat	C.C.130004 chicken	C.C.130005 cobra
C.C.130006 cow	C.C.130007 cow, head	C.C.130028 curlew (o)	C.C.130008 deer	C.C.130009 dog, woodcut
C.C.130011 elephant, Indian	C.C.130013 frog 1 (o)	C.C.130014 frog 2	C.C.130015 geese (o)	C.C.130016 goat
C.C.130017 hawk and prey	C.C.131064 hawk, head	C.C.130018 horse	C.C.130019 horse, head	C.C.130020 kitten with top
C.C.130021 literary cat	C.C.130022 owls	C.C.130023 pigeon	C.C.130024 puppy with box	C.C.130025 rat

An index of the images contained in your clip-art handbook is appended to this document.

Printing Options

As described above, the Thumbnail Print Dialog box defaults will produce a clip-art handbook, but the dialog box offers you two other printing options.

Arts & Letters Clip Art Viewer - Print

*NEW COLLECTIONS (sampler)
ANIMALS (animals)
ANNOUNCEMENTS (announc)
ARCHITECTURE (architec)
BORDERS & FRAMES (bordfram)

All categories selected   Select All   Clear

Selection
◉ **Print Clip-Art Handbook.**
○ Print Selected Thumbnails.
○ Print Selected Categories.

Layout
◉ 5 x 5   ○ 3 x 4

☐ GrayScale
☒ Quick Spool

Preview: Arial

Printer Font: Arial

☐ Set printer font to: Arial   ☐ Print File Information

Print   **Print Setup**   **Close**

Ÿ **Print Selected Thumbnails** — This prints only the thumbnails that you have selected. (See Chapter Two for the selection process.)

Ÿ **Print Selected Categories** — Using the window at the top of the dialog box, you can select categories for printing.

In addition, you can customize your print job by using the following options:

Ÿ **Layout** — Print pages with five images across and five down (default) or three images across and four down.

Ÿ **GrayScale** — Select the Gray Scale option to automatically convert the images to grayscale prior to printing. This conversion does not affect the display or the images. (When printing a draft to a color printer, chose this option to conserve ink.)

Ÿ **Quick Spool** — When you are faxing or printing to a file, turn the Quick Spool option off so that all multiple page print jobs will be treated as a single document and the "end of document" command will not be issued until the last page is complete. If you are not faxing or printing to a file, this option should be on to conserve disk space and for faster printing.

Ÿ **Printer Font** — The default font with with labels and descriptions will be printed is Arial, but you can choose any font installed on your system. Scroll through a listing of fonts and pre-view fonts before you make your selection.

Ÿ **Set printer font to Arial** — Immediately return the printer font to Arial.

Ÿ **Print file information** — You can specify the printout to contain not only a thumbnail of each image but file details as well. This information includes the DOS file name, date, size, and dimensions.

Chapter Two: The *Arts & Letters* Clip-Art Viewer

The *Arts & Letters* Clip-Art Viewer allows you to view the WMF images on the CD. If you wish to use the EPS images, you should still use the Viewer to locate the correct image. The file names are the same for both types of image. The Clip-Art Viewer also allows you to print a clip-art manual.

To start the *Viewer*, click on its icon in the *Arts & Letters* program group. The viewer will open. Change categories by clicking on a name in the upper left hand window. The thumbnail representations of the images will appear in the center of the Viewer; the Zoom Box in the upper right-hand corner. Use the scroll bar to view more thumbnails.


To select an image for viewing full-screen or printing, click once on the image with the **left** mouse button. Clicking on another image does not deselect the first image; if you wish to dese-lect an image, click on it again with the **left** mouse button. To select all the images in a category, click on the **Select All** button. Images that are selected in this manner will be framed in black. To deselect all images, click on the **Clear** button.

Click on a thumbnail image with the **right** mouse button to view it in the **Zoom Box**. The image in the Zoom Box can be copied into another application, such as Word or PageMaker.

If you click on the image in the Zoom Box, the Zoom Box displays the Selection Menu, which offers two copying options: Copy to Clipboard (DIB) and Copy to Clipboard (WMF). You are also given three display options.

If you wish to view only one thumbnail at a time and would rather browse from among the names of the clip-art images, pull down the **View** menu and deselect **Thumbnail Display**. The program will contract to a smaller interface, which may be useful if video display space available to you is limited. Thumbnails you select (highlight) will appear in the Zoom Box.
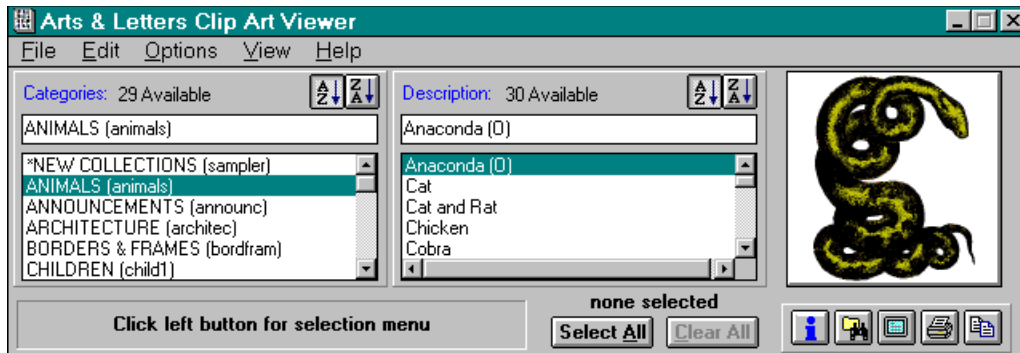
Viewing Images Full Screen

Images that are selected by single-clicking (and are framed in black) can be previewed Full Screen. To do so, click on the **Full Screen** button.
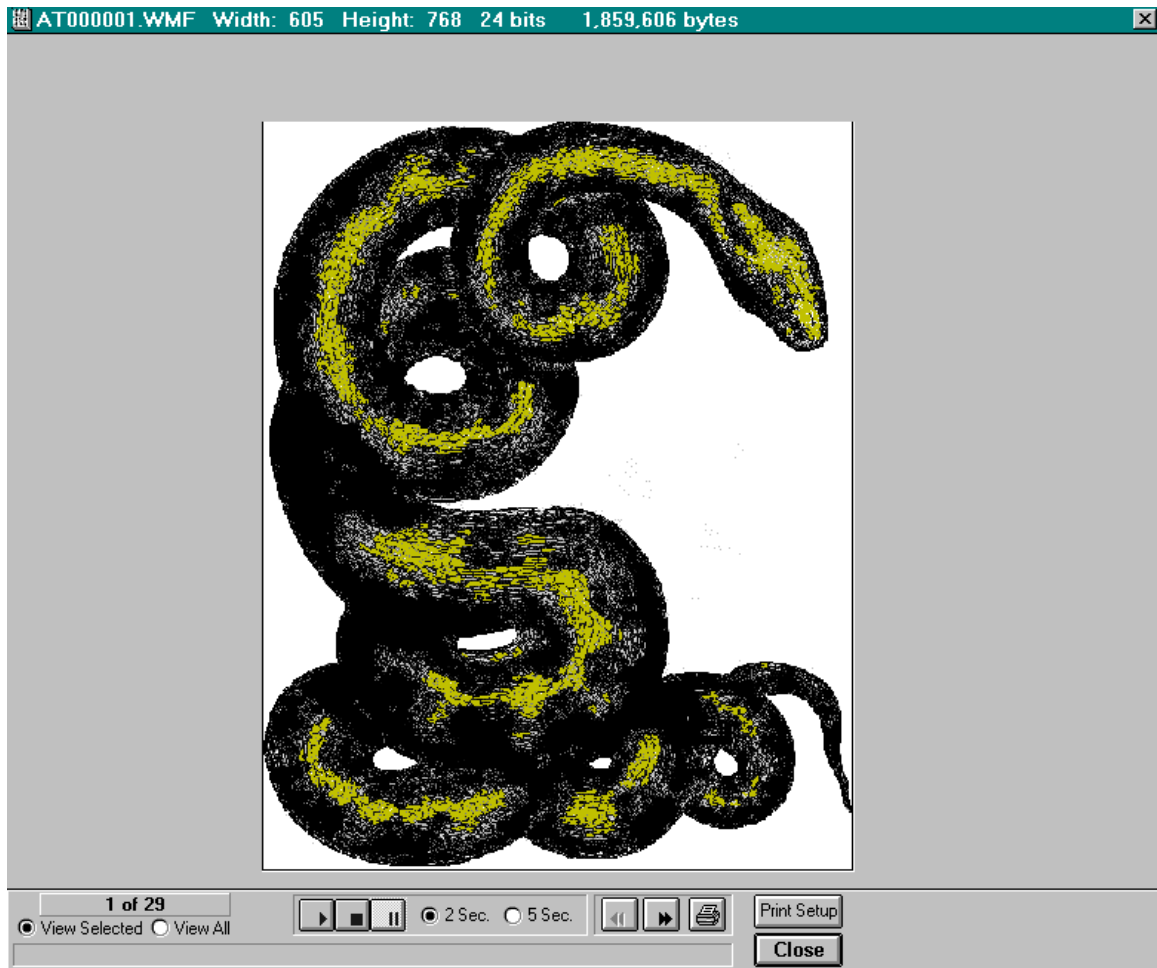
Use the arrow keys to browse forward and backward through the images that you have selected for preview. In the example above, all of the images in the Animal category have been selected; therefore, all are available for full-page preview. Note that you can also print the image being previewed.

You can also use the **Slide Show** controls to view the images you have selected, automatically and at either 2 or 5 second intervals. The controls include **Play**, **Pause**, and **Stop**.

Save As...

The Viewer allows you to save selected files in several popular formats: BMP, JPG (JFIF & JTIF), PCX, PNG, PSD, TGA, and TIF. Pull down the **File** menu and choose **Save As...**. Viewer prompts you to choose a format, then reads the original Windows Metafile to create the new image.

Copying Images to the Clipboard

Images that are selected by double-clicking (that are framed in red) can be copied to the Windows Clipboard in either WMF (vector) or DIB (bitmap) format. To do so, pull down the Edit menu, select Copy to the Clipboard, and choose WMF or DIB. You can check the contents of the Windows Clipboard by pulling down the **Options** menu and choosing **View Clipboard**.

Copying images to the Clipboard is a quick way to paste images into another application. Remember, however, that the image you copy will be WMF (or DIB), not EPS. If you are using a PostScript printer, you may prefer to use the EPS version of the image.

Using the Find Feature

The Clip Art Viewer's Find feature allows you to perform a search for an image in any clip art category on your Arts & Letters CD. This feature comes in handy when you want to quickly find an image without changing categories or scrolling through the thumbnail display. You can search for one image or for a group of images simultaneously.

Searching for a Single Image

To perform a search on a single image:

1. Click on the Find button {bmc fnd_butn.shg} at the bottom of the main screen. The Find dialog box will appear with a list of image descriptions.

2. Use the scroll bars or type into the edit box above the Description list.

3. When the Description list scrolls to the desired item, double-click on it with the mouse. The item will appear in one of the Search fields to the right.

4. Click on the **Find** button. When the dialog box disappears you will notice the Categories list box at the top of the main screen displays the words "Find Query Active" and the search results are listed in the Description list box. The desired image thumbnail will also be displayed in the upper-right corner of the main screen.

Note: There are more descriptions available from the Description list in the Find dialog box than there are images on the Arts & Letters CD. This is because the Clip Art Viewer breaks up many of the descriptions so that they will be easier to locate. For example, to locate an image of a Victorian house, you can search for either "Victorian" or "house" and the Find feature will locate the desired image.

Searching for Multiple Images

There may be cases where you want to locate several images at once. For example, you may want to locate all images with the words "girl" or "doll" in the description. With the Find feature, you can search for both "girl" and "doll" simultaneously and the Clip Art Viewer will locate all images whose descriptions contain either of these words.

5. To perform a search on multiple items:

6. Click on the Find button and the Find dialog box will appear.

7. From the Description list, double-click on the desired items you wish to search for. The items will appear in the Search fields to the right. You may search for as many as five items at a time.

8. Click on the **Find** button. When the dialog box disappears, your search results will be displayed.

Note: The Find feature is capable of locating up to 250 items which fit the search criteria.

Selecting a Previous Search

If you have previously performed a search, the Clip Art Viewer remembers the last ten items you have searched for and lists them for you in the Find dialog box. This feature makes it especially quick and easy to perform a search that you have previously conducted.

9. To select a previous search:

10. Click on the Find button and the Find dialog box will appear.

11. From the drop-down list box at the top of the screen, click on a previous search item. The Search fields on the right side of the dialog box will display the data you entered for your previous search.

12. Click on the **Find** button. When the dialog box disappears, your search results will be displayed.

Search Tips

Ÿ In performing any type of search, you do not have to use the Description list; you can type directly into the Search fields in the Find dialog box. To activate a Search field for data entry, click on it with the mouse.

Ÿ To halt a search at any time, press the **Esc** key on the keyboard.

Ÿ You can quickly clear the results of a search by either clicking on a category from the Categories list box at the top of the main screen or on the Find button at the bottom of the screen.

Encapsulated PostScript (EPS) vs. the Windows Metafile (WMF)

There are several differences between WMF and EPS files:

Ÿ The line segments in an EPS image are composed of a combination of curves and straight lines; those in a WMF image are all straight lines.

Ÿ A curved line in an EPS image will really be curved; whereas, a "curved" line in a WMF image will actually be composed of many straight lines approximating the curve.

Ÿ Because there can be fewer points in an EPS image, it will generally be smaller than a corresponding WMF image.

As we said before, if you will be printing to a PostScript printer, you probably should use the EPS version of a clip art image. You can use the WMF version if you wish, but the EPS version will take full advantage of your PostScript printer's capabilities. If you will be printing to a non-PostScript printer, you must use the WMF version.

The reason that you must use the WMF version is that non-PostScript printers will not print an EPS image — they print its screen representation instead, which is usually a low resolution picture used for placement only. The EPS files, however, in order to be useful in as many applications as possible, have been created without a screen representation. Therefore, there is literally nothing for the non-PostScript printer to print.

Using the WMF and EPS Files

In general, there are two ways in which an art object, in a file format such as a Windows Metafile or an EPS file, can be inserted into another document:

Ÿ From an open art application, such as *Arts & Letters* Clip-Art Viewer or *EXPRESS*, **copy** (or **cut**) the art object to the Windows Clipboard, then paste it into a second open application.

Ÿ With the target application open (e.g., Word, PageMaker or *EXPRESS*) choose the import option for that application and name the WMF or EPS file to be brought in.

Windows applications that support importing of image files will offer a command option such as **Import** (*Arts & Letters*), **Place** (PageMaker), or **Insert** (Word). Check the documentation for your application.

If you wish to alter an image, you should first import it into a vector graphics application such as *Arts & Letters EXPRESS*, change it, then export it from your *Arts & Letters* product as a new WMF file. (See "Exporting Images from *Arts & Letters*," page 10.)

Chapter Three: The Arts & Letters Clip-Art Manager

The images in your Arts & Letters product are not only available in WMF and EPS format but in YAL format, as well. We have organized these images into clip-art collections that can be accessed using the Arts & Letters Clip-Art Manager in EXPRESS or DRAW.
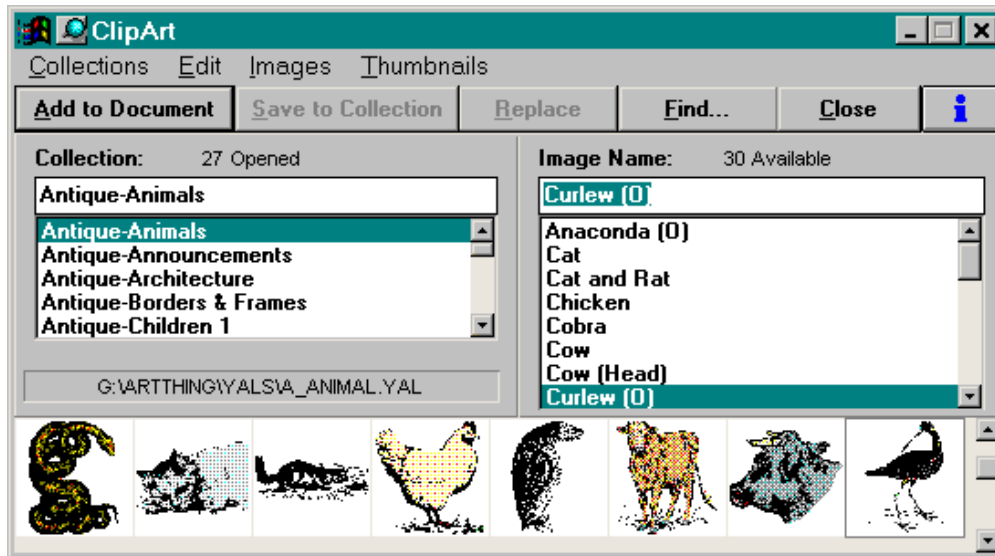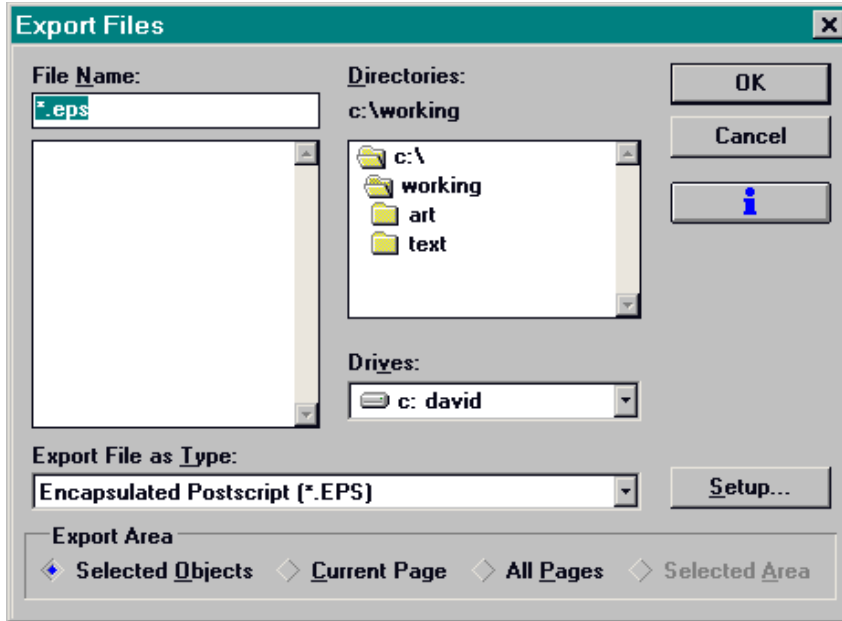

You can double the redraw speed of complex artwork by clicking on the Accel-O-Draw button on the *EXPRESS* menu bar.

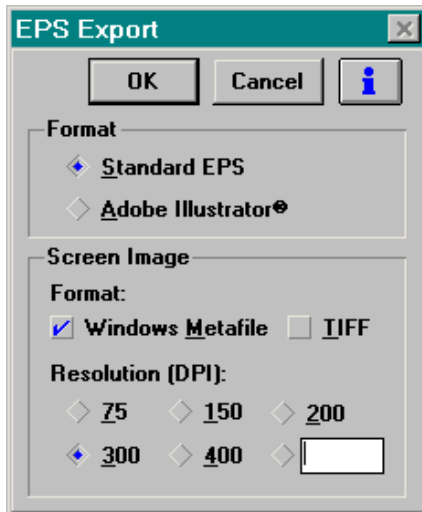## Exporting Images from Arts & Letters

After having altered one of the images in *Arts & Letters*, you may wish to use the image in another application. We will describe exporting the image as an EPS file; the procedure for other export formats is similar.

To export the image from *Arts & Letters* as an EPS image file:

13. Pull down the **File** menu and choose **Export**.

14. The **Export** dialog box will appear.

Export Files

File Name:
`*.eps`

Directories:
c:\working

- c:\
- working
  - art
  - text

Drives:
c: david

Export File as Type:
Encapsulated Postscript (*.EPS)

OK
Cancel

Setup...

Export Area
◆ Selected Objects   ◇ Current Page   ◇ All Pages   ◇ Selected Area

15.

16. From the "Export File As" drop-down menu, choose **Encapsulated PostScript (*.EPS)**.

17. Select the Export Area, if you wish it to be different from the default, "Selected Objects."

18. Click on the Setup button.

EPS Export

OK   Cancel

Format
◆ Standard EPS
◇ Adobe Illustrator®

Screen Image
Format:
☑ Windows Metafile   ☐ TIFF

Resolution (DPI):
◇ 75   ◇ 150   ◇ 200
◆ 300   ◇ 400   ◇ [ ]

19.

The default settings in the Setup dialog box are good for most other Windows applications, but you may wish to check the documentation or Help files for the target application before exporting.

The "Screen Image" area has nothing to do with the actual EPS image file; it merely sets *header* information that is used by the target application to show a representation of the actual file, usually for placement. As such, you can change the resolution to 75 dpi to save storage. We also recommend choosing TIFF rather than WMF for screen image.

Importing Images into EXPRESS

Although the images in the Clip-Art Manager are duplicates of the EPS and WMF images, you may on occasion wish to import an image rather than use the Clip-Art Manager.

To import an EPS image file:

20. Pull down the **File** menu and choose **Import**. The Import dialog box will appear.
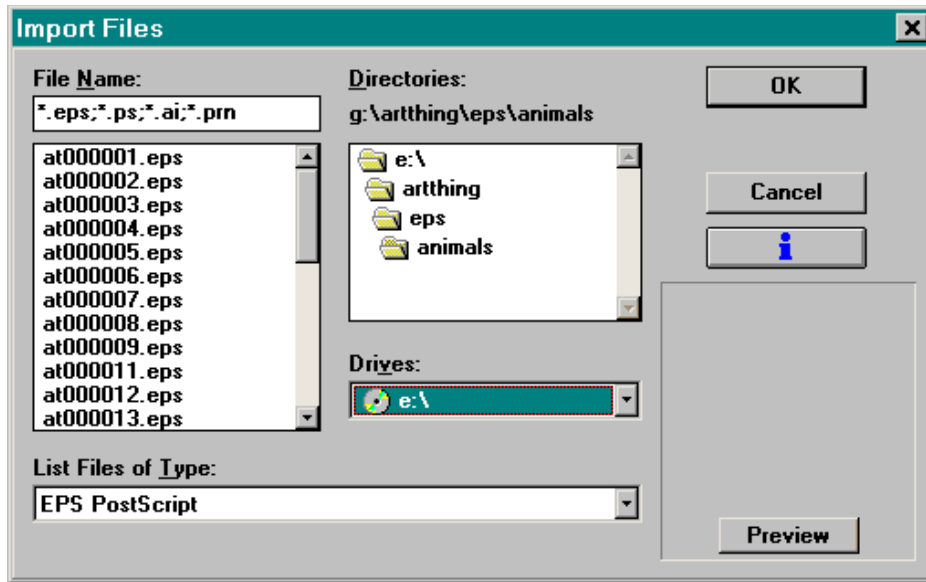
21.

22. In the "List Files of Type" drop-down menu, select **EPS PostScript**.

23. Address the drive containing the CD.

24. Select the image you wish to import, using the file name that appears in the Clip-Art Viewer.

25. You can use the Preview button, but the thumbnail will take as long to appear as the file would to import. You may as well see the file full-size, to properly evaluate its appearance.

26. Click on **OK**.

Arts & Letters will begin to import the image. As we noted previously, the import process for larger images may take a few moments, although most images will import more quickly. When the import process is finished, the image will appear in your *Arts & Letters* file identified as a "GED_group."

# Chapter Four: Changing Colors in the Images

If you wish to change either the black or the white color to another color, and if you are using *Arts & Letters EXPRESS*, you have two options.

Changing Colors Using EXPRESS' Color Filters

EXPRESS allows you to change the color of all like-colored objects in the image to another color *at once*, without having to select and change each and every object.

To change all the black objects in the image to another color:

27. Select the image or images whose colors you wish to alter.

28. Point on the Color button in the Style bar and hold down the right mouse button.

29. From the Content menu that appears, select Color Filters. The Color Filters dialog box will appear.
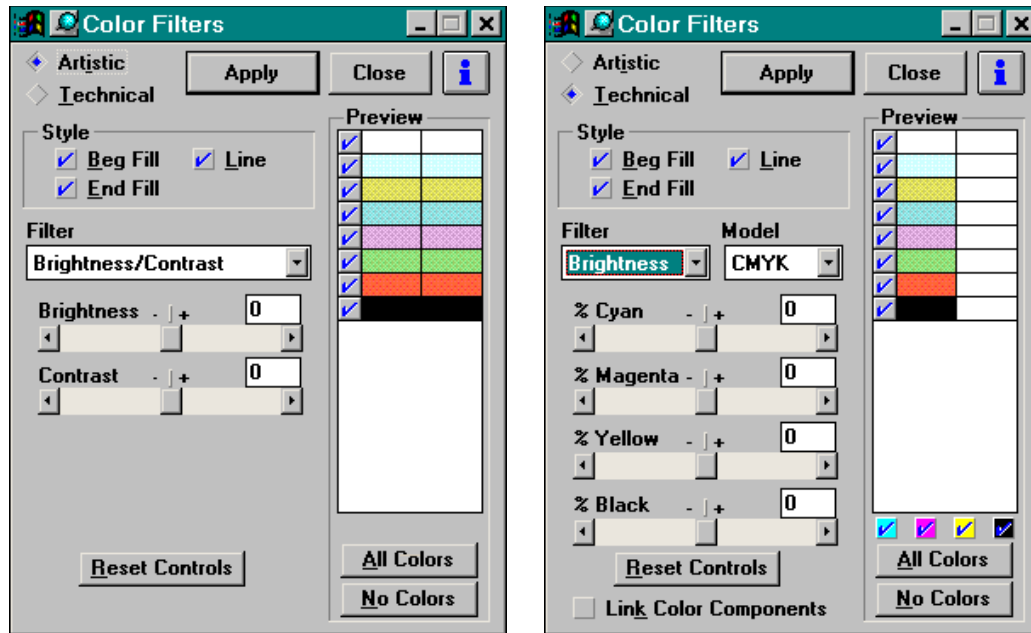
30.

31.   Artistic ModeTechnical Mode

32. You can use the Color Filters "Artistic" mode to change the colors, but for this operation, it is easier to use the "Technical" mode. In the Technical dialog box, use the slider bars to alter the color black. A preview swatch will show you how the new color will appear. (You should deselect the color white.) We have created a light, blue-green to replace the black.

33. Click on **Apply**.

EXPRESS will recolor all the black objects to the new color.

Returning a Colored Image to Black & White

For some documents, you may wish to use a simple black & white version of a colored image. Using *EXPRESS*' Color Filters as described above, you can easily change a multicolored image to its original black & white. There are several methods of achieving this result; you might try using "Brightness/Contrast" in the Artistic mode or "Brightness" in the Technical mode.

Be sure to deselect the color black in the preview window; then move the Filter slider bars until the colors of the preview swatches are all white. Click on **Apply**.

## Changing Colors Using the Name Colors Function

An alternative to using *EXPRESS'* Color Filters is to *rename* the colors.

To change all the black objects in the image to another color:

34. Select one of the black objects.

35. If you are using *Arts & Letters EXPRESS*, you do not have to break apart the GED_group. Simply double-click to select within the group, watching the Color button on the Style Bar. When you have selected a black object, it will show a black color sample.

36. Click on the Color button with your *right* mouse button to open the **Custom Color** dialog box. (If you click with your left mouse button, you will open the Color Palette box. If you have done so, click on the Custom button.)
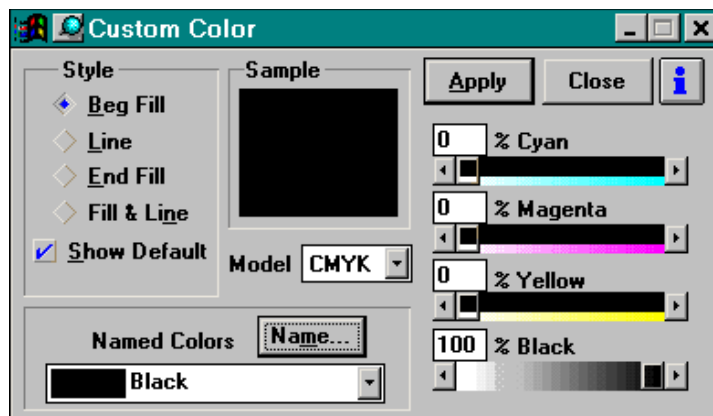
37.

38. Choose CMYK as your color Model.

39. You can perform this coloring operation using any of the color models, but we've chosen CMYK for the demonstration.

40. Note that the black in this antique image is defined as 100% Cyan, 100% Magenta, 100% Yellow, and 0% Black.

41. Name the black color using the Name button. Any original name will do; we chose "Color 1." (You should avoid using names that are already defined, as doing so will cause any other objects in your file that are colored with that name to turn black.)
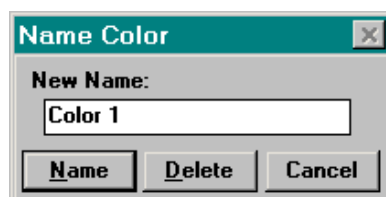
42.

43. Click on the Name button.

44. *Arts & Letters* attaches the name "Color 1" to the color defined as 100% Cyan, 100% Magenta, 100% Yellow, and 0% Black.

Now all you have to do is change the definition of "Color 1." To do so:

45. Using the slider bars, create a new color, making sure that the color you choose doesn't have a name already attached to it. We've chosen 100% Cyan, 20% Magenta, 60% Yellow, and 0% Black — a bright green.
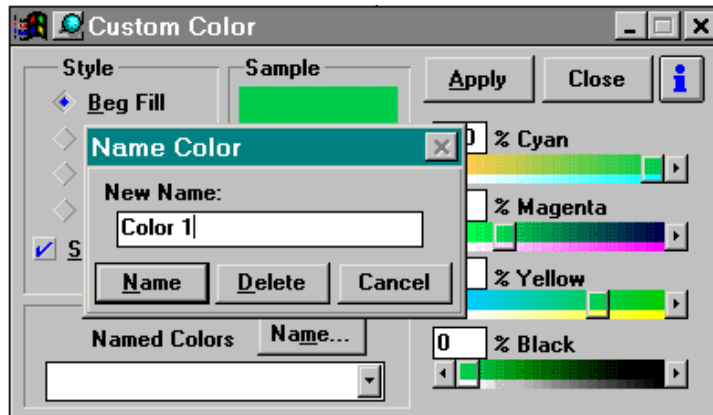
46.

47. Click on the Name button again and type in the name you previously used for the black.

48. When you click on the Name button, Arts & Letters will display a warning box:

49.

50. Click on **Yes**.

Arts & Letters will update the formerly "black" objects in the image, coloring them all with the new color. This method, while somewhat roundabout, is much easier than trying to find and select all of the black objects in the image and recolor each of them.