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## **Credits**

This program was developed by Allen C. Kempe (CompuServe Id 71220,23) with the collaboration of Paul Hachey (CompuServe Id 76625,2644) who designed the Icon, Cover screen and provided many ideas which influenced the look and feel of PixFolio and lent other invaluable assistance in the testing and development stages.

This software is based in part on the work of the "Independent JPEG Group".

The Author may be reached via CompuServe or by writing to:

Allen C. Kempe  
298 W. Audubon Dr.  
Shepherdsville, KY 40165-8836  
USA  
(502) 955-7527

The Index contains a list of all Help topics available for the Help Example. For information on how to use Help, press F1 or choose Using Help from the Help menu.

## **Capture Menu**

The Capture menu includes commands that enable you to capture the contents of other windows, including those in other applications.

<u>Window</u>	Capture an entire window.
<u>Client</u>	Capture only the client area of a window.
<u>Full Screen</u>	Capture the entire video display.
<u>Capture Hide</u>	Toggle option to hide PixFolio while doing capture.

## Catalog Menu

The Catalog menu includes commands that enable you to maintain and view the contents of catalogs of images.

For more information, select the Catalog menu command name.

<u>Select Catalog</u>	Add, delete, rename or select a catalog.
<u>Catalog</u>	Catalog an image.; add, delete or update catalog entry.
<u>Browse</u>	Browse through a catalog and search for specified criteria.
<u>Build</u>	Build a catalog via mass update.
<u>Print</u>	Print the contents of a catalog.
<u>Thumbnail View</u>	Display catalog as a grouping of small thumbnail images.
<u>Alpha Sequence</u>	Display thumbnails in Alphabetic sequence
<u>Display Hidden</u>	Display hidden catalog entries.
<u>Catalog Options</u>	Display catalog print options.
<u>Export</u>	Export catalog to a comma-delimited file.
<u>Rebuild Index</u>	Rebuild a catalog index & recover lost disk space due to deleted records.

## **Edit Menu**

The Edit menu includes commands that enable you to manipulate images, access the Windows clipboard and undo a previous operation..

For more information, select the Edit menu command name.

<u>C</u> opy	Copies an image or selected area to the clipboard
<u>C</u> ut	Cuts an area from an image and places it in the clipboard.
<u>C</u> rop	Crops an image .
<u>E</u> xpand	Expand the size of an image.
<u>R</u> esize	Resize an image by a given percentage or rotate or mirror the image.
<u>P</u> alette	Paste a palette saved on the clipboard.
<u>P</u> aste	Copies an image from the clipboard.
<u>U</u> ndo	Undo the last edit operation.

## **File Menu**

The File menu includes commands that enable you to open and save files, delete or move files, and to print.

For more information, select the File menu command name.

<u>New</u>	Create New Image
<u>Open</u>	Open a file.
<u>Save</u>	Save a file.
<u>Save As</u>	Save a file and optionally convert to another format.
<u>Update</u>	Update an OLE object
<u>Close</u>	Close the child window.
<u>Move</u>	Move or copy a file.
<u>Delete</u>	Delete a file.
<u>Launch</u>	Launch another application.
<u>Print</u>	Print all or part of an image.
<u>Select Printer</u>	Select a printer
<u>Tech Info</u>	Technical Information
<u>Exit</u>	Exit PixFolio

## Option Menu

The Option menu includes commands that enable you to set operating options.

For more information, select the Option menu command name.

<u>Image Options</u>	Display image display and print options.
<u>Display Status</u>	Toggle display of status bar.
<u>Background</u>	Set background color.
<u>DIB To Screen</u>	Paint screen with DIBs.
<u>Display Warnings</u>	Control Display of warning messages.
<u>Default Options</u>	Set program defaults options.
<u>Fix TIFF</u>	Fix TIFF files with invalid strip byte counts.
<u>Slide Show Options</u>	Modify slide show options.
<u>Auto Dither</u>	Toggles Automatic dithering option.
<u>Verify Catalog</u>	Toggles catalog index verify mode on and off.

## Palette Menu

The View menu includes commands that control how images are displayed.

For more information select the Palette menu command name.

<u>Dib's</u>	Display image's palette in a special window.
<u>System</u>	Display the system palette in a special window.
<u>Change Palette</u>	Change palette.
<u>Gray Palette</u>	Gray palette.
<u>Restore Palette</u>	Restore palette.
<u>Dither</u>	Display options for dithering an image.
<u>Play Image</u>	"play" a GIF animation or GIF89a composite image.
<u>Single Step Play</u>	Single step through a GIF animation.
<u>Set Play Rate</u>	Vary the speed at which a GIF animation "plays".



## Window Menu

This menu contains commands that allow you to manipulate PixFolio windows.

<u>Window Tile</u>	Arrange all the non-iconic windows so they are positioned side-by side.
<u>Window Cascade</u>	Arrange the non-iconic windows so they are staked on top of each other.
<u>Window Icons</u>	Arrange iconic windows along the bottom of the main window.
<u>Size Window to Image</u>	Restore an image's window to the size of the image.
<u>Close All</u>	Close all open child windows.
<u>Size to Image</u>	Resize window to the image's dimensions.

## **Glossary**

Bitmap

Clipboard

Color Resolution

Device Dependent Bitmap

Device Independent Bitmap

GIF

JPEG

Metafile

OLE

## **Edit Copy Command**

To copy an image to the clipboard, select COPY on the Edit menu. The selection will be grayed if no image is being displayed.



In order to copy part of an image, first locate the cursor at one corner of the area that you wish to copy, hold down the left mouse button and stretch the box(known also as a marquee) to encompass the desired area. Release the mouse button and then select COPY from the EDIT menu.

## **Edit Cut Command**

EDIT-CUT works similar to EDIT\_COPY except that it is only effective when an area has been selected using the mouse. When COPY is then selected from the EDIT menu, the area will be cutout and placed in the clipboard. The background where the image was cut will be painted to the current background color. (See OPTION BACKGROUND).

## **Edit Paste Palette**

This command can be used to replace the palette of the currently displayed image with the palette stored with the bitmap in the clipboard. Normally, data is pasted from the clipboard using the palette currently in use.

## Edit Paste Command

If there is compatible data in the clipboard, it may be "pasted" by selecting the EDIT-PASTE command. You can determine whether there is data in the clipboard by looking at the EDIT-PASTE menu entry. If it is "grayed", there is no compatible data in the clipboard.

Data to be pasted from the clipboard could have been put there by some other program, for example the Windows Paint program or by PixFolio itself, earlier.



To paste data from the clipboard, select EDIT\_PASTE. The cursor will then change from an arrow to a crosshair. Move the crosshair cursor to the upper left corner of where you want to place the clipboard data.

When you are at the desired location, press the left mouse button and hold it down. While it is down, a marquee of the same dimensions as the clipboard data will be displayed. When the marquee is located where you desire, release the left mouse button and the clipboard data will be written to the screen at the location of the box.

When pasting another color image into the current image, the palettes of the two images must be the same or one or the other images must be converted to use the palette of the other. PixFolio will prompt you if this is necessary. Otherwise, you can use the Palette Dither command to do this beforehand.

## **Edit Expand**

This command can be used to expand the area of an image so that additional images can be pasted together to form a larger image. Alternatively, an image can be cropped.



To change the size of an image, use the mouse to drag the window borders to the desired size. Then select **EDIT-EXPAND**. If the new borders are inside the old borders, the image will be cropped, otherwise it will be expanded. Edit Expand does not alter the aspect ratio of the image, this can be done with Edit Resize.

The expanded area of the image will be colored to the Background color. (see OPTIONS-BACKGROUND).

Edit Expand does not alter the aspect ratio of the image, this can be done with Edit Resize.

## **Edit Resize**

Use this option when you wish to resize an image (make larger or smaller) by a specific amount. You will be presented with a dialog box with two values to be inputted, one for the X (width) dimension percentage and the other for the Y (height) dimension. The default value for both is 100 (%). Accompanying each percentage input box is an alternative pixel size edit box which can be used as an alternative to the percentage change. Any change entered into the size box will be automatically reflected in the pixel size and vice-versa.

The height can be changed independently of the width and vice-versa allowing an image to be "stretched" one way or the other. For example to increase the width by 50%, type in 150 for the X dimension percentage and leave the Y at 100%. For best results, the increased or decreased image should be some multiple of the original, otherwise the image will be distorted.

Note: the default dimensions for Edit Resize are those of the physical window. Therefore, you may stretch the window out to the desired dimensions prior to selecting Edit Resize and then using these defaults to resize the image.

## **Flipping an Image**

Two check boxes allow for reversing the image along the Y axis (left - right) or along the X axis (top - bottom) or along both. If the X mirror checkbox is checked, the image will be reversed top to bottom and if the Y mirror checkbox is checked the image will be flipped left to right. Flipping along both axes is equivalent to rotating 180°.

## **Rotating an Image**

Rotation can be specified along with flipping or resizing. In the Rotate group box are four radio buttons, "none", "90°", "180°" or "-90°". If rotation is specified, the image will be rotated first and then the flipping and/or resizing will be done.



## **Edit Crop**



This command may be selected to crop the image to the dimensions of the current selection rectangle or the window borders. The selection rectangle can be drawn by holding the left mouse button down at the upper left-hand corner of the area that you want to enclose and then dragging the mouse to stretch the rectangle out. When you release the mouse button, the rectangle will stay on the screen and EDIT CROP can be selected to crop the image to the size of the rectangle.

## **Edit Undo**

Sometimes it may be desirable to "undo" the previous edit operation if the result is not what was desired.

PixFolio saves the current image before performing any operation on it so it is possible to back up by selecting EDIT-UNDO..

Note: The undo buffer is only one deep. *You can only undo the last operation.* It would be wise to save your file at critical steps if necessary.

## **File Open Command**

Select this command to read and open a new image for viewing. If the file is cataloged, the CATALOG-BROWSE command may also be used to open a file.

Multiple selections may be made by clicking on each file that you wish to load. If desired, images may be initially displayed as iconic if the "Minimized"checkbox is checked.

PixFolio will automatically specify a list of extensions to search for. This default extension list is loaded from WIN.INI whenever PixFolio starts up; different file extension lists can be established for each catalog. If you do not want to default to certain file extensions, the entry "Extensions=" under [PixFolio] in the WIN.INI file and for each catalog in the Catalog Select command may be changed to suit your requirements. A valid file extension list is of the form "\*.xxx;\*.yyy;" etc. Note that each extension is separated by a semicolon ";".

## **Favorite Directories**

PixFolio automatically keeps track of the 5 most recent paths selected by a File Open command. These paths are saved whenever PixFolio ends and will be displayed the next time that PixFolio is started. Whenever one of these selections, which are added to the end of the File menu are selected, the File Open Command will be initiated using that path as the default.

## **File New Command**

Select this command when you wish to create a new image. File New will create a blank image that you can paste to from the clipboard. A dialog box allows you to size the image to the current window, the image stored in the clipboard or to any other size that you wish. The "Reset to Window" button will reset the X and Y dimensions to that of the currently displayed window while "Reset to Clipboard" will reset the X and Y dimensions to that of the image in the clipboard (if present). Otherwise you can enter the size of the new image manually.

Controls are also provided to establish the color resolution of the image (2, 16, 256 or > 256 colors) and the palette which can either be a stock 16 or 20 color palette, a generalized 256 color palette or the palette from the clipboard.

## **File Print Command**

Select this command to print the currently displayed image. A portion of the image only may be printed by first using the mouse to (see Copy) select a rectangular area to print.

A dialog box enables you to scale the image by a percentage; or you may specify the picture size in pixels. The scaling can be specified differently for the horizontal and vertical dimensions. For your convenience, the picture's dimensions in inches will also be displayed. If your printer cannot directly print a color or gray scale image, the picture will be dithered if the "Dither" check box is marked.

Note: Printing takes a long time. Printing once initiated, can be canceled by pressing "Cancel" in the dialog box that is displayed while printing is taking place. Or a print job can be canceled via the Print Manager.

## **File Select Printer**

This command can be used to select which printer you wish to use for a subsequent print command. Depending upon the printer, you may also be able to set various printer options .

Use the **Options** button to change printer dependent options; for example graphics resolution or landscape mode. These options are a function of the print driver.

**File Save**

Use this command to save a file in the same format that it was read and without changing the name. This command will not be available for those file formats that are supported for read only.

## File Save As Command

Select this command to save an image or create a new copy of an image in a different format.

FILE\_SAVE\_AS defaults to the current filename. If you wish to change the name and/or directory, you may do so. You may select the output file format using the listbox provided in the File Save dialog.

## Graphic Formats:

Graphic formats supported by PixFolio are:

BMP Windows bitmap format.

CLP Windows clipboard file (**Read Only**)

EPS Encapsulated Postscript imbedded TIFF preview images. (**Read Only**)

FLI/FLC/CEL Autodesk animator animation files. (**Read only**)

GIF CompuServe Graphics Interchange Format. PixFolio supports both the GIF87a and GIF89a standard. ("The Graphics Interchange Format (C) is the Copyright property of CompuServe Incorporated. GIF(sm) is a Service Mark Property of CompuServe, Incorporated.")

ICO Windows Icon. (**Read Only**)

IFF/LBM/CE Deluxe Paint II LBM & IFF files. The file extension "CE" is created by Digital Vision's Computer eyes video capture product.

IMG GEM/IMG (Digital Research) (**Read Only**)

JPG JFIF format JPEG coded files.

MAC Macintosh MACPAINT files (**Read Only**)

PCX Z-Soft Paintbrush files.

RLE Compuserve Run Length Encoded file format. (**Read Only**)

TGA Targa file format. (True Vision Advanced Raster Graphics Array)

TIFF Tagged Image format.

WMF Windows metafiles.

WPG WordPerfect Graphics (**Read only**)

## Options

If there are any options for a given graphics format, an "Options" button will be provided, Many graphics formats allow for writing the output image in different levels of color resolution and various compression methods.

## Color Resolution Formats

Images can be saved in several resolutions:

1 BPP 1 bit per pixel or two colors, black & white.

4 BPP 4 bits per pixel or 16 colors.

8 BPP 8 bits per pixel or 256 colors.

24 BPP 24 bits per pixel or 16 million colors.

The Color resolution selected will determine the maximum number of colors in the saved image. If this is less than the current resolution of the image then the current colors will be converted to the nearest color available in the reduced resolution.

Not all file format and color resolution combinations are valid either because the combination is not supported or because the format specification does not provide for it. Invalid color resolution options will be "grayed" and cannot be selected.



GIF animation files cannot be saved. In this case what will be saved is the image that is displayed when File Save is invoked.

### **File Compression**

Although most of the file formats supported provide for compressing the pixel data, PixFolio currently only supports compression for GIF, JPEG, PCX, TARGA & RLE and TIFF files. PCX, TIFF and TARGA files can be saved in either compressed or non-compressed format. The GIF format is always compressed. When PCX, TIFF or TARGA is chosen, a check box will be displayed.; if checked, the file will be compressed otherwise it will be written uncompressed.

JPEG files' compression ratio is defined as a "quality" factor in the Options dialog for this format. "75" is the default value and generally gives the best compression ratio with the least loss of detail. A value of 100 implies no compression. Values lower than 75 may result in unacceptable image degradation as JPEG is a "lossy" compression method in comparison to compression methods used for other graphics formats.

Although the format specification provides for several types of compression to be used for TIFF files, PixFolio only writes files with Packbits compression for 2 color images and LZW encoding for 16 color or greater images.

## **BMP Options**

Select the color resolution and format, whether Windows or OS/2 PM.

## **FILE OPTIONS**

Select the desired color resolution and whether you want to compress the output file.

## **GIF Options**

Select the desired color resolution and whether you want to write the file in interlaced format.

Turning GIF89a on results in adding the contents of the Description field in the catalog entry to the GIF file as comments. The catalog containing the item must currently be selected.

## **JPEG Options**

There are two options.: The spin buttons set the amount of compression.. 100 - no compression to 0 all compression. For most purposes, 75 is optimal and is the default. Lower values will result in smaller files with a corresponding decrease in image quality.

The Optimize Entropy Encoding option, if turned on, results in better compression but with a performance penalty; i.e. it takes longer.

## **File Delete Command**

Selecting this command will cause the currently displayed image to be deleted from its location on disk. If the file is present in the currently selected catalog, it will be deleted from there as well. FILE\_DELETE will not delete catalog entries from other than the current catalog.

## **File Move/Copy Command**

This command may be selected to move or copy the currently displayed file to another location. For example, to organize your files or to create a backup copy. The change of location will be updated to the catalog.

Move/Copy does not change the file's format. It simply copies the disk data from one location to another. "Move" implies that the original file will be deleted after copying. To copy, that is to say, end up with two copies of the file, select the Copy option checkbox.

If the file is located in the currently selected catalog, the catalog entry will be updated to reflect the new location of the file. If doing a move or copy and the file is renamed, the catalog entry will also be renamed.

## **File Close Command**

This command will cause the active Child window to be closed.



## **File Tech Info Command**

If an image is currently displayed, this option will display a dialog box that contains a scrollable window that lists various technical attributes of the file. Also, if any errors were encountered while reading the file, they will be displayed here.

The technical attributes of a file format may be significant when attempting to which determine specific format options are used. For example, if the file is compressed, it will be displayed here. PixFolio does not support all permutations of format options for all files and of course is unaware of new options that might be added to a format specification in the future.

The format and content of the display is dependent upon the file format; some formats may display more information than others.

## **File Update**

This menu selection replaces the File Save command when PixFolio has been called as an OLE server. Executing this command will update the OLE client application with the image that you have selected.

## **File Exit Command**

Use this command to exit PixFolio.

## **Catalog Select Catalog Command**

This command will cause a dialog box to be displayed that will enable you to select, add, delete or change the name of a catalog.

A catalog has a "Title" which can be anything that you wish it to be. It could be descriptive of the type of images, e.g. "GIF 640x480" or relating to a topic, e.g. "Nature". Each catalog has a DOS file name and path associated with it. This path will also be the default path for files in that catalog. Another property associated with a catalog is the default extensions for files that will be displayed in the File Open and Catalog Build dialogs.

The first time that PixFolio starts up, it will create a catalog titled "Default" and named "PIXFOLIO.CAT (its corresponding index is PIXFOLIO.CIX). The default catalog and its index will be located in the same directory as PIXFOLIO.EXE.

You may establish as many catalogs as you wish. The names of defined catalogs and their pathnames are saved in WIN.INI.

### **Select New Catalog**

PixFolio can only work with one catalog at a time although different Thumbnail Views can each reference a different catalog. This requires you to "select" which of the catalogs that you have defined. Until you change the selection, this is the catalog that will be updated by any subsequent catalog commands.

To select a catalog, highlight the desired catalog in the Catalog combo box. Make sure that the "Select New Catalog" radio button is checked and press "OK".

### **Change Catalog Title / Ext**

Highlight the catalog whose title you wish to change. You may also change the list of file extensions that will be displayed in the File Open and Catalog Build functions while this catalog is selected. You may also change the optional volume ID. Then check the "Change Catalog Title". Next, enter the new name in the Catalog Title edit box. Then press "OK".

When a new catalog is selected, the current directory will be set to that of the Catalog's file name.

Note: changes to the default extensions for a catalog will not be effective until that catalog is selected again.

### **Delete Catalog**

Highlight the title of the catalog you wish to delete. Then check the "Delete Catalog" radio button. Then press "OK".

### **Create New Catalog**

Press the "Create New Catalog" radio Button, fill in the title of the catalog in the New Title edit box. Next, enter a filename for the catalog. An extension is not necessary! Use the file list box to select a path to where the catalog should be placed, enter a list of file extensions to be in effect for this catalog and then press "OK".

An optional volume ID field is provided. If present, the volume label of the drive will be checked and you will be prompted to mount the requested volume if it is not already mounted.

Note: It is suggested that the catalog be placed in the directory where the majority of the files that will be cataloged in this catalog because selecting the catalog will set the current

directory to that of the catalog file name.

### **Default Catalog**

The default catalog, that is to say, the catalog that will be selected upon startup, is definable via the Option Default Options command.

### **Other Options**

The **Info** button can be used to display the current storage requirements of a catalog. From this information, it can be easily determined whether the catalog file would benefit from re-indexing.

Catalogs can be marked **Read only**. In this case, they cannot be updated or modified. The Catalog Build and Rebuild Index functions will not be allowed and Catalog Browse and Catalog Catalog will not allow any information to be changed.

## Catalog Catalog Command

This command can only be executed when an image is being displayed. This command is used to add or update an entry in a selected catalog. The previously selected catalog will be used but can be changed by selecting a new catalog with the Catalog combo box.

Selecting this option will bring up a dialog box with a number of fields that you can enter into. Other fields are updated by the program.

### User Fields

- Title This is the title of the image. If a GIF89a image has a title, it will be filled in automatically. The maximum number of characters that can be entered is 59, including carriage returns and line feeds.
- Keywords This field can contain a number, up to the length of the entry box, of keywords to be used for searching. These keywords can be used to select a list of files meeting requested search criteria. The maximum number of characters that can be entered is 87.
- Description This field can be used to enter any descriptive data concerning the file up to a limit of 1200 characters. This field can be scrolled and edited using standard editing commands. If a GIF89a image has text data included with it, it will be placed here.

### Program Fields:

- Filename The name of the file.
- Icon This is a postage size view of the image. Clicking on the image will cause it to be regenerated.
- Pathname The primary location (hard disk) pathname and volume label are displayed as well as the backup(floppy disk) location. Therefore, there can be two access paths for the file.
- Info The height, width, number of color bits and file format are displayed in a box in the lower left corner.

There are several functions which can be performed by pressing the following buttons:

- Catalog/Update Update the catalog; "Catalog" means that this is a new entry. If desired, the target catalog can be changed beforehand.
- Uncatalog Delete the catalog entry. This button will be grayed if there is no catalog entry to delete. This option does not delete the file itself.
- Cancel Cancels the dialog and returns you to the main menu.
- Move Moves the file to some other location.
- (image) The "thumbnail" image is itself a button. When the original image is displayed, clicking on the "thumbnail" will cause it to be re-generated. This is useful if you had previously cataloged the original image and now have made a change to it like brightening it or cropping it. In Browse mode, clicking on the image has no effect.

Note: The above buttons are redefined if the dialog is entered via the CATALOG\_BUILD command.; "Catalog" or "Update" becomes "Next", Uncatalog becomes "Previous" and "Move" becomes "View".

## Catalog Browse Command

The CATALOG\_BROWSE command provides a dialog box listing the files in a catalog. The target catalog can be changed by selecting another catalog from the Catalog combo listbox.

There are a number of functions that can be applied to a file:

<u>M</u> ove / <u>C</u> opy File	The file can be moved or copied to another location.
<u>D</u> elete File	The file can be deleted from the hard disk. The file is also deleted from the catalog.
<u>V</u> iew Image	The file can be opened and viewed.
<u>O</u> K	The catalog entry for the file can be viewed and updated. Double-clicking the file name is the same as pressing the OK button. When the catalog entry dialog is displayed, the OK , Delete and Move buttons are replaced by Prev, Next and View respectively.
<u>C</u> ancel	Cancels the dialog returning you back to the main viewing window.
<u>U</u> ncatalog	Deletes the file from the catalog only.
<u>P</u> rint <u>C</u> at	Prints the selected catalog entry.

## File Search

Four different search criteria can be applied to a catalog to restrict the catalog list to a subset. The four categories that can be used for the search are:

1. Whether a backup copy exists.
2. File Format, e.g. GIF87a, TIFF, PCX, etc.
3. Match on one or more keywords.
4. Match on special conditions, e.g. file size, width, height, number of colors or backup volume name.

The Search function can be accessed by pressing the Options >> button:

After a search operation.

To search, place the desired search value(s) in either the Format edit box (29 characters max.), Special Conditions (87 characters max) or the Keywords (87 characters max) edit box. If nothing is put in a box, it will not be used in the search. The "Backup File" checkbox is a three-state control. If the box is gray, then it will have no affect on the search. If the box is blank, then all catalog records that do not have a backup location will be selected. If the box is checked, only those catalog records with a backup file location will be selected. The three search criteria are ANDed to select a record. That is to say, if search criteria 1 (Backup) is satisfied AND search criteria 2 (File Format) AND search criteria 3 (Special Conditions) AND search criteria 4 (keywords) are satisfied, the record will be selected.

Wild card characters "\*" & "?" can be used in search arguments. For example, to select all "GIF" files, the search argument "GIF\*" will select both GIF87a & GIF89a". Either spaces or Commas may be used to separate search arguments. The underscore character "\_" may be used in place of a space in a search argument if that space is significant. For example STAR\_TREK will search for the string "Star Trek" while STAR TREK will hit on either "Star" or "Trek".

In order to include in the search special conditions such as file size, image width, etc, PixFolio has 5 special search arguments that can be used in the Format and Special

Conditions boxes. Do not use one of these special codes in the Keywords box! The special codes all start with an "@" sign followed by a Code for the particular value to be tested for, an operator ( "<" - less than, "=" - equal . "#" - not equal, or ">" - greater than) , followed by the value to be tested for.

The valid codes are:

- "B" - backup volume name.
- "C" - number of colors, 2, 16, 256.
- "D" - date in the format defined as the short date format in the International section of Control Panel.
- "H" - height of image.
- "P" - primary path name
- "S" - file size in bytes.
- "W" - width of image.

Some examples:

- @W=320 select images whose width is 320 pixels.
- @D>01/03/1991 select all dates later than January 3, 1991.(default US date format)
- @B=GIF0020 select all images residing on backup volume "GIF020"
- @C>16 select all images with more than 16 colors.
- @P=C:\PIXFOLIO select all images in subdirectory "C:\PIXFOLIO"

The catalog will be searched for records meeting the desired criteria when the Search button is pushed. At the completion of the search, the new catalog list will be displayed in the listbox. To change the search criteria, enter new search values and press Search again.

The modified catalog list will be in force until the "Show All" button is pressed, a new catalog is selected or another search operation is performed. The CATALOG THUMBNAIL VIEW command will only display the currently selected catalog entries.



## Catalog Build Command

This command provides the ability to select one or more files from a specified input directory for automatic updating to the catalog.

The list box will display those files in the selected directory that are not cataloged unless the "Show All" checkbox is marked. All files in the list can be selected for building by clicking on the "Select All" check box.; all files will be highlighted. Any files that are not desired can be de selected by clicking on the file name. Clicking on the "Select All" box a second time will un-highlight all files. If the Follow Directory Tree checkbox is checked, the listbox will display all files in subdirectories of the current directory.

All highlighted files will be cataloged if they are not already. PixFolio will not bother to read images into memory that are already cataloged unless the Force Update checkbox is checked.. However, file volume and pathname information will be updated for existing catalog records. This feature provides an easy way to update PixFolio with information on backup copies of images stored on your hard disk. Just do a "Build" on the floppy disk in drive A or B and the backup location of the files will be quickly updated to the catalog. Another use for the "Build" command is to update the catalog to reflect the new locations of files on your hard disk after you have moved them outside of PixFolio.

If the "Auto Update" option is selected. all of the files will be cataloged without any intervention; otherwise you will be prompted for each file so that you may fill in the Title, Keywords and Description entries. The Auto Update option is useful for mass updates or for initial creation of a catalog.

PixFolio may halt for certain errors and warnings if the Option Display Warnings menu selection is checked. You may temporarily enable or disable this feature by checking the "Stop on Error" checkbox. You may also change the default setting via the Option Default Options command. This will prevent stopping the build process except for the most serious errors. Please keep in mind that processing 24 bit images may cause your computer to appear to "hang" while Windows processes the bitmaps.

The catalog that will be updated can be selected by using the Catalog Combo listbox.

## **Catalog Print Catalog**

This command will print, the contents of a catalog in two different formats: four per page or an "alternate" format that will print an array of thumbnails with only their file names. The four per page format contains the "thumbnail" view of the image as well as text information such as title, description, keywords, image size, color resolution, file size, date, etc.

Only the "selected" entries in the current catalog will be printed. In order to print selected catalog entries, the Catalog Browse and/or the Thumbnail View commands can be used to limit the scope of printing by de-selecting or hiding entries which you do not want to print.

To print a single catalog entry, you can use the "Print Cat" button in the Catalog Browse command. To print a more than one "selected" thumbnail, the desired images can be "marked" and printed via Thumbnail View - Process Thumbnail.

The Catalog Print dialog allows the user to also select the target printer and to select a font to be used. Provisions are also made for printing a selected range of pages. If, for example, you select pages 10-15, then only those pages will be printed. Pages 1-9 will be bypassed and printing will terminate after page 15 is formatted and sent to the printer.

## **Catalog Thumbnail View**

This command will create a window displaying a series of small "thumbnail" images in the currently selected catalog, side by side . The number of catalog entries displayed depends upon the size of the current viewing area; the maximum number of thumbnails can be displayed by maximizing the window. Also, the sizing border of the window can be moved to increase or decrease the viewing area.

The content of the display can be modified by utilizing the CATALOG SELECT to select a different catalog and selecting the CATALOG BROWSE , Search operation to limit the catalog list to desired entries. See also Thumbnail View Options. Multiple Thumbnail view windows may be opened if desired to display the contents of different catalogs at the same time.

The sequence of the images can be manually established by dragging the thumbnails to the desired location. Once this is done, you will have defined what is called a user-defined display sequence. See View Alpha Seq for more info.

## Thumbnail View Options



Thumbnails displayed can be viewed by clicking with the left mouse button on them; a new document window will be created for the image. (When PixFolio has been called by another application via OLE, clicking on a thumbnail will cause the image to be selected as an embedded image in the OLE Client application.) Holding the right mouse button down while over a thumbnail will display a popup menu with six options, VIEW, INFO, HIDE THUMBNAIL, MARK THUMBNAIL , PROCESS THUMBNAILS. LAUNCH APPLICATION and SLIDE SHOW.

- "View" will read in and display the image.
- "Info" displays a dialog box with text information such as title, description, etc.
- "Hide Thumbnail" will delete the thumbnail from the screen just as if it were not selected. Hidden thumbnails can be restored by using the Catalog Browse command.
- "Mark Thumbnail" sets a flag for a later Recatalog option to act upon.
- "Process Thumbnails" option can be used to move act on marked thumbnails by uncataloging them. moving them to another catalog, copying the catalog entry to another catalog, printing them or moving or copying files to another storage location.
- "Launch Application" can be used to start another application using the selected thumbnail.
- "Slide Show" will display all marked slides sequentially in full screen mode.

## Moving Thumbnails

Individual thumbnails can be moved around the screen by holding the left mouse button on the title and dragging the thumbnail to the desired location. This will automatically establish an alternate user-defined sequence for the Catalog. Initially, the default sequence is alphabetic order. See [View Alpha Seq](#) for more info.

If more than one Thumbnail View is active, thumbnails can be copied between catalogs by dragging them as described above.

## Keyboard control

The Page-Up and Page down keys will scroll the thumbnail display through the catalog list.

The Up-arrow and down arrow will move the display up or down one line respectively.

Selecting VIEW-THUMBNAIL VIEW will cause any currently displayed image in the main viewing area to be erased.

## **Mark Thumbnail**

Selecting this option will "mark" the thumbnail for later action using the Process Thumbnails command. When a thumbnail is so marked, the Mark Thumbnail menu item will be checked. Selecting a previously marked thumbnail will unmark it.

**Add Thumbnail**

This command is only present when the CATALOG - DISPLAY HIDDEN option is turned on. It forces the display of all catalog entries, regardless of whether they have been not selected or hidden.

## **Process Thumbnail**

This option may be selected to either move marked thumbnails' catalog entries to another catalog, copy the entries to another catalog or uncatalog the entries. In addition, marked thumbnails can be hidden, all thumbnails can be either marked or unmarked and finally to print marked thumbnails' catalog entries. When you select this option, you will be presented with a dialog box from which to select the target catalog for the move and copy options; the target catalog is not necessary for the other options which only operate on the current catalog.

The thumbnails to be operated on by this command(except for Mark & Unmark All) must have been previously marked with the Mark Thumbnail command; marked thumbnails will display an asterisk "\*" prefixed to the file name in the thumbnail's title.

## **Launch Application**

This command allows you to enter the necessary data in order to start another application. The three edit boxes are titled Program, File and Parameters.

You must enter into the Program edit box , the path and program name of the program that you wish to execute. The File edit box will default to the file name that you have selected. The Parameters edit box can be used to enter any parameters for the program that you wish to execute that should follow the file name.

When you have entered the necessary data, press OK to start the program.

See the user guide for information on establishing default program values by file type.



## **Slide Show**

This command will display all marked slides sequentially in full screen mode. To stop the slide show and return to the Thumbnail view, press ESC or click on the screen. As soon as the current image has been read from disk, you will get a dialog box asking if you wish to continue..

Image files that are to be viewed with slide show must be present on a hard disk. Images that are not on a hard disk will be bypassed with a beep. Although Slide Show can display any supported format, best results will be obtained by viewing \*.BMP files as these generally take the least amount of time to read in for display. Therefore a display of \*.BMP files will be smoother.

There are several options that affect the slide show. These options can be modified via the Options Slide Show Options command.

When in Slide Show, the slide show can be terminated at any time by double-clicking with the left mouse button. When the "Pause between" option is active, double clicking with the right mouse button will cause slide show to proceed to the next slide.

## **Catalog Display Hidden**

This command can be used to cause all of the entries in a catalog to be displayed regardless of whether the entry is hidden, not selected or not. When in effect, it makes it possible to "unhide" or add an entry back to the thumbnail display.

## **Catalog Options**

This command will display a dialog box that enables the following options to be set:

Whether to print catalog entries using the thumbnail image in the catalog or to read in the image from mass storage. The latter results in better image quality but takes considerably longer.

Whether to dither color images when printing. This option is only necessary if the print driver does not produce half-tones or cannot print color images.

Print the "alternate" format with approximately 20 thumbnails per page.

Select the base font for printing the standard catalog listing.

## **Export Catalog**

This command will create a comma delimited file from the currently selected catalog. Such a file can be read by many spreadsheets and database programs. Using such a program, you can then create customized listings, analysis or other actions of your choosing.

After selecting this command, you will be presented a dialog box where you can enter or select the file name and path of the exported catalog file.

The format of the exported file is as follows:

File name  
Title  
Width  
Height  
Number of Colors (2, 16, 256 or >256)  
Format  
Primary path  
Primary volume name  
Backup path  
Backup volume name  
Keywords  
File size in bytes  
File creation date  
File creation time  
Description

Note: Results may be unpredictable if the Title or Description entries in a catalog entry contain commas or double quotes, carriage returns or line feeds.

## **Catalog Rebuild Index Command**

This command should be used when it is necessary to recover lost disk space in a catalog. This may be necessary after doing a lot of maintenance to catalog entries, particularly editing and adding to descriptions. When the catalog record is re-written, the space previously allocated in the file for the record is not used and either a previously deleted record that is large enough is used or the file must be expanded.

CATALOG-REBUILD re-writes the catalog and eliminates any deleted records resulting in a smaller catalog file and index.

It is recommended that a backup of the catalog be made before CATALOG -REBUILD is executed.

**Note:** The Catalog Rebuild Command creates temporary work files that have names starting with ~PXCnnnn.TMP and ~PXInnnn.TMP where "nnnn" is some random number. These files are the newly created catalog and index respectively. In the event that the Catalog Rebuild should fail, these files may be left on your hard disk and taking up considerable space. Normally, they would be deleted when the function ends. The files will be written on which ever hard drive on your system which has the most free space.

## **Options Options**

This command is available whenever an image window is the current MDI window. It will display a dialog box showing the status of options relating to the display of the image. Also, print scaling and positioning parameters can be specified prior to printing the image.

## **Options Display Status**

This menu item toggles the display of the status bar at the bottom of the main window on and off.

## **Options Background Command**

This command can be used to select a background color to be used when an image is resized with the EDIT\_EXPAND command. It presents a dialog box that can be used to establish a custom color.

The default background color when PixFolio starts is Green. The background color may change due to reading in an image that specifies a background color. GIF files do specify a background color.

The background colors that can be selected will be one of the colors in the image's palette.

If the Solid Background check box is checked, the background will be written with a solid color. Otherwise, a dithered color will be used.



## **Options DIB To Screen**

This option controls the way that PixFolio displays images. If this option is checked, the screen will be painted directly using the current Device Independent Bitmap (DIB) rather than a device dependent bitmap (DDB). Displaying a DIB is slower than displaying a device dependent bitmap. However, the downside is that there could be a lengthy delay, especially when 24 bit color images are read in, while the device dependent bitmap is being created.

## **Options Display Warnings**

This option toggles on or off an option to suppress the display of certain warning messages. Once you have experience with PixFolio, you may wish to turn this option off.

Any change to this option affects only your current session of PixFolio. The default value upon startup can be set via the Option Default Options command.

## **Options Auto Dither**

If this option is turned on, any image that is read in will be automatically dithered if its color resolution is greater than the current video display. For example, if you are using the standard VGA driver shipped with Windows, which only supports 16 colors, you can still view 256 color GIF images by dithering them. Likewise, if you have a display capable of 256 colors, PixFolio will dither to 256 colors, 24 bit TGA, TIF and PCX images if the auto dither option is turned on.

It should be noted that PixFolio maintains the original color data if the image is dithered so that the file can still be saved in other formats without losing color information. If you wish to save a dithered image, dithered, you must utilize the View Dither Color Image command .

**Note, Dithering is slow! Dithering a large 24 bit image to 256 colors may be a considerable part of an hour!**

## **Options Verify Catalog**

This option is provided to enable verification of the catalog index as it is opened. This option should only be turned on if it is suspected that the catalog has been corrupted.

When this option is on, as each catalog index record is read, the corresponding catalog record is also read and checks are made to insure that they agree. If they don't, the bad records are removed from the catalog.

Note: with this option enabled, it will take much longer to open a catalog. Once the catalog has been read in, the option should be turned off.

## **Options Slide Show Options**

This dialog provides for setting and changing the following options:

1. Minimum delay between slides. This is the minimum amount of time that a slide will be displayed before reading in the next slide.
2. Minimum number of animation passes. For FLIC animations, this controls the number of times that an animation sequence will be repeated.
3. Display file name. Controls whether or not to display the file name on the screen.
4. Pause between. Whether or not to automatically proceed from one slide to the next. If a pause is specified, the right mouse button must be double-clicked to proceed to the next slide.

Slide Show Options are stored in the .INI file and will be recalled the next time that PixFolio is started.

## Options Default Options

This command displays a dialog box enabling you to establish startup options that take effect when PixFolio is started up. The options that can be set are:

1. Default Catalog, the initial catalog that will be selected.
2. Default file extension list that will be used to set up the corresponding option in the Select Catalog function when a catalog is created. An extension file list is a series of wildcard file specifications. Multiple selections can be made; each selection must be separated by a semicolon ";". An example is: "**\*.GIF; \*.TGA**" to display GIF and Targa files.
3. The default subdirectory that will be in effect initially. Once a new catalog is selected, the current directory will be set to that of the catalog. If this option is not specified, the initial subdirectory will be that of the default catalog.
4. Warning messages are to be displayed. Warning messages for the *session only* can be changed via the Options Display Warnings command.
5. Background type is to be a solid color or a dithered color.
6. Center Image option.

## **Options Fix Tiff**

Certain TIFF files have been found which do not adhere to the TIFF standard. These files do not have the correct strip byte counts. Without this option turned on (this is the default), these files will fail. Inspection of Tech Info will reveal the message "Check Tiff: bad offsets."

If you get the above error when reading a TIFF file, you may be able to read the file by turning this option on. If the file reads successfully, it is suggested that you save the file with PixFolio. PixFolio will write the file in the correct format so that it can be read later with no problems.

The files affected by this option are files created by a conversion program "BLKTOTIF.EXE" which converts Fontasia block files to TIFF format.

**WARNING:** This option should remain off when reading a TIFF file unless the file has failed to load with the "bad offsets" error. With this option turned on, legal TIFF files may fail to load properly.

## **Capture Window**

Selecting this function will allow you to capture the contents of a window from any application and create a PixFolio image view window. You can then save this window if desired.

When you select this option, the cursor will change to a distinctive window outline shape. Position this cursor over the window that you wish to capture and click the left mouse button.

**Note:** If you wish to select a dialog box for a capture operation, you must click on the frame or title bar or outside of any control (button, checkbox, listbox, etc) of the dialog box. Clicking on a control in a dialog box will result in only the control being captured.



## **Capture Client**

Selecting this function will allow you to capture the contents of the client area of any application's window. See [Capture Window](#) for more details.

## **Capture Full Screen**

This function works similar to Capture Window and Capture Client except that it captures the entire screen.

**Capture Hide**

This option toggles on or off the ability to hide PixFolio while capturing a window. If enabled, PixFolio will be restored once the capture is complete.

See: [Capture Window](#), [Capture Client](#) and [Capture Full Screen](#).

### **Palette Dib's Palette**

Select this option to open a window that will display the palette for the currently active image window.

## **Palette System Palette**

Select this option to display the current system palette.

## Palette Change Palette

This command allows you to adjust the brightness and/or the contrast of an image. Which option is selected is determined by the state of the two radio buttons labelled "Brightness" and "Contrast."

The brightness has a range of -200 to +200 and the contrast has a range of -10 to +10. A positive value for brightness will brighten the image, a negative value will darken it. Increasing the brightness will make all of the colors brighter by an equal amount.

Contrast on the other hand alters the brightness of colors unequally. A positive value for contrast will increase the contrast while a negative value will decrease the contrast. If you have an image with a very dark background, an adjustment of the contrast, say by -2, may be in order. Once details in the dark areas become discernable, the brightness may be increased.

Making contrast and brightness adjustments can result in a loss of image detail. You should be aware of this when attempting to find the right adjustment to make. You should avoid making an adjustment and then backing up. For example, adjusting the brightness by 100 and then backing up by -50 will result in loss of detail for the brighter colors, resulting in a "posterized" image. If you try an adjustment that is too much, restore the palette using the Restore Palette command and then adjust the brightness or contrast again using a smaller value.

Although a brightness and contrast adjustment cannot be made concurrently, it is permissible to, for example, to make an adjustment to the contrast and then follow with an adjustment to the contrast.

This command is enabled only if your video driver supports a palette. The VGA driver shipped with Windows does not support palettes.

The original palette can be restored with the PALETTE RESTORE PALETTE. (Unless it is a 24 bit color image).

Note: 24 bit color images do not have a palette so invoking this command while displaying a 24 bit color or gray scale image requires that all of the RGB values in the image must be changed and new bitmaps rebuilt. This can take quite a while if your video driver does not directly support 24 bit color. It is suggested that 24 bit color images be saved as 8 bit (256 color) images first. PixFolio and Windows can process 8 bit color images much faster and if your video display only supports 8 bit color, you will not lose much picture resolution.

The huge memory requirements of a 24 bit color image preclude saving a copy of it so that it can be restored so the PALETTE RESTORE PALETTE function is not available for 24 bit images.

## **Palette Gray Palette**

This Command converts a color image to a gray-scale image.

Conversion of 24 bit color images can be lengthy. See PALETTE CHANGE\_PALETTE.

The original palette can be restored with the PALETTE RESTORE PALETTE. (unless it is a 24 bit color or gray scale image).

## Palette Restore Palette

This command restores the original Palette that you had before doing a PALETTE CHANGE PALETTE or PALETTE GRAY PALETTE command.

This command is enabled only if your video driver supports a palette. The VGA driver shipped with Windows does not support palettes. Because of the huge memory requirements, this command is not available for 24 bit color or gray-scale images.

**Important:** Because Windows remaps the colors in an image whenever a new bitmap is created, the palette cannot be restored if any editing of the image has taken place. This includes rotating and resizing the image as well as the crop and expand image commands. If you need to adjust the palette and also do any editing to your image, do the editing first and the palette adjustment last.

This command restores the original palette from before PALETTE\_CHANGE PALETTE was run.



### **Palette Dither**

This command converts the currently displayed color image to a 16, 20 or 256 color dithered image using the Stucki filter algorithm. The image can also be converted to black and white using the Burkes filter algorithm.

Dithering replaces colors that cannot be displayed by the video display with patterns of dots of colors that it can display. This tricks the eye into seeing the desired color.

The degree of dithering is determined by which palette is used to perform the dither. The following options are available:

1. Black and white. The dithered image will only contain 2 colors. This may be desirable in preparation for printing since many printers, except for color printers, can only print black or white and don't know what to do with shades of gray. (Note that most of the print drivers distributed with Windows 3.1 do a good job of printing color images as halftones and do not require that the image be dithered to black and white first.)
2. Color (use current palette). This option is available when a 24 bit image is displayed. This will most likely be a 256 color palette.
3. 16 Color palette. This palette is good for displaying images on a 16 color video display and if you wish to save the image with 4 bits per pixel color resolution.
4. 20 color stock palette. Use this palette to display images with the Windows standard 20 color palette and with video drivers such as the standard VGA driver.
5. 256 color Palette. This palette has an even distribution of all colors. This palette may be used to provide a common palette for cutting and pasting several images that have different palettes.
6. Clipboard palette. You may use the palette of another image by copying it to the clipboard. This also copies the image's palette to the clipboard. A palette from the clipboard may be used to provide a common palette for cutting and pasting several images that do not have the same palette.

This option should be selected to dither an image if you want to save it. Images dithered with the Auto Dither command will be saved using the original color and pixel data.

## **Options Play Image**

This command when selected will "replay" a GIF87a animation or a GIF89a composite image. This command is only enabled if such an image was read.

GIF animations consist of a series of images that are displayed one by one in succession . The Single Step command can be used to step through an animation and the Set Play Rate command can be used to set the speed of the animation.

### **Options Single Step Play**

This menu option will toggle an option to either single step through a GIF animation sequence or play the sequence normally. When the menu is checked, GIF animation sequences will be played one frame at a time. To proceed to the next frame, double click the mouse in the window where the image is displayed or press any key.

## **Options Set Play Rate**

This command can be used to vary the delay time between successive frames in a GIF87a animation sequence. The time is entered in 1 thousandths of a second (milliseconds). A larger delay will slow down an animation sequence. The default setting is 100 milliseconds.

Note: This command only affects GIF87a animations. The delay between frames for GIF89a animations is defined within the GIF image itself by the creator of the image.

## **Catalog Alpha Sequence**

This command toggles alpha sequence display mode on and off. When in alpha sequence the thumbnails will be displayed by name in alphabetic sequence. Otherwise, they will be displayed in the sequence that the user has placed them. (See "[Moving Thumbnails under Catalog Thumbnail Options](#)") The current display sequence is indicated by a checkmark. If marked, PixFolio is currently in Alpha sequence mode.

Once a thumbnail has been manually moved, the thumbnail view is taken out of alphabetic sequence mode. To return to alphabetic sequence display mode, click on this command.

**Window Tile**

Select this option to rearrange all of the non-iconic child windows side-by-side.

**Window Cascade**

Select this option to rearrange all of the non-iconic child windows stacked on top of each other.

## **Window Arrange Icons**

Select this option to rearrange all of the iconic child windows along the bottom of the main window.



## **Window Close All**

Select this command to close all of PixFolio's child windows. This command will restore the size of the window to that of the image if the window dimensions have been altered by the Window Tile or Window Cascade commands.

## **Size Window to Image**

The currently active window will be resized to the dimensions of the image displayed in it. This command will be particularly useful after window dimensions have been altered by the Window Tile command

## **Context Sensitive Topics**

This Help system includes topics that you can call directly from the PixFolio sample application. To get context-sensitive help from PixFolio, press Shift+F1 and click on any element of the PixFolio application window. You can also highlight any PixFolio menu command using the keyboard and press F1 to get help on the command.

## **Exit PixFolio**

Several methods may be utilized to exit PixFolio.

- 1.. Select CLOSE from the system menu or double-click on the system menu icon.
2. Select EXIT from the FILE menu or press ALT-F4
3. Select CLOSE from the FILE menu. However, if an image is currently being viewed from the thumbnail layout screen, only that image will be closed.

## **Edit Window**

When displaying an image in the Edit window, the mouse may be used to select an area for subsequently copying or cutting to the clipboard or to select and stretch a portion of the image.

## **Maximize Icon**

Press this icon to make the screen the maximum size. This may be desirable before executing the VIEW-LAYOUT THUMBNAI LS option.

## **Minimize Icon**

This icon may be pressed to reduce the screen to an icon. The icon may be selected later to restart PixFolio where you left it.

## Sizing Border



The size of the image displayed may be altered by dragging the mouse on the sizing border to make the window larger or smaller. The image's size can be permanently changed to the new size by use of the EDIT-EXPAND function.

If thumbnails are currently being displayed as a result of the VIEW-LAYOUT THUMBNAI LS command, the number of visible thumbnail windows will be increased or decreased in accordance with the new area of the window.



## **System Menu**

The system menu can be used to exit (close) PixFolio or to move the window (move).

**Title Bar**

The title bar will contain (if an image is currently displayed, the filename, size and color resolution of the image.



## **Windows Keys**

Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

[PixFolio Keys](#) Keys defined by PixFolio.

## Cursor Movement Keys

<b>Key(s)</b>	<b>Function</b>
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.


## Dialog Box Keys

<b>Key(s)</b>	<b>Function</b>
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

## Editing Keys

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

## Help Keys

<b>Key(s)</b>	<b>Function</b>
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>



## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> )

## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

## PixFolio Keys

<b>Key(s)</b>	<b>Function</b>
ESCAPE key	Can be used where ever a Cancel button is displayed.
CONTROL + INS	Copy to the clipboard. See <a href="#">Edit Copy</a> .
SHIFT + DELETE	Cut a portion out of an image. See <a href="#">Edit Cut</a> .
SHIFT + INSERT	Paste from the Clipboard to the current image. See <a href="#">Edit Paste</a> .
SHIFT + F12 keys	Save an image. See Edit Save.
F12	Save an image, and change file name or format. See Edit Save.
CONTROL + F12	Open image. See <a href="#">File Open</a> .
CONTROL + SHIFT +F12	Print image. See <a href="#">File Print</a> .
ALT + F4	Exit PixFolio.
BACKSPACE + ALT	Undo last edit operation. See <a href="#">Edit Undo</a> .
CONTROL + "P"	"Play" a GIF animation sequence.

## Clipboard

The Clipboard is used by PixFolio to transfer bitmap information to and from other applications that utilize compatible formats. PixFolio only supports standard Windows Clipboard formats: palette info, device dependent bitmaps and device independent bitmaps or DIB's, metafiles and text. Several additional formats are supported in conjunction with OLE: "Native" and "ObjectLink".

The Cut or Copy commands transfer image data from PixFolio to the Clipboard. If a region is not selected by using the Mouse and the left mouse button, the entire image will be copied to the Clipboard.

The Paste command can be used to transfer a image or portion of an image in the clipboard to your current image. Selecting Paste will change the cursor to a crosshair. Then, while you hold the left mouse button down, a box whose dimensions are the same as the Clipboard data can be moved around until it is positioned properly. Releasing the left mouse button will allow the clipboard data to be displayed.

The Paste Palette command can be used to replace the current palette with one from another image in the clipboard. When the Cut or Copy commands are used, a copy of the palette in use is also copied to the Clipboard. This palette can then be "pasted" just like the image except that not being an entity in the physical sense, it is not necessary to position it. While pasting a palette may be necessary in some instances, the use of this function is limited; the images must have a similar color map structure to avoid unwanted changes to the colors in the image.

## **Device Independent Bitmap (DIB)**

Device Independent Bitmaps are a way of representing an image in a manner that is independent of the hardware upon which they are displayed.

DIB's are used to store images which must be displayed in a number of different environments. They contain all elements which might be needed by different display hardware. Windows BMP files are simply DIB's with a header tacked on.

### **Device Dependent Bitmap (DDB)**

Device dependent Bitmaps are a way of representing an image that is dependent upon the hardware characteristics of the display device. Windows uses DDBs internally. However, a DDB created for one device such as VGA can only be used for VGA. For this reason, the DIB format is used when images must be transferred to another environment.



## **Color Resolution**

Windows can handle four different color resolutions defined as bits per pixel or the number of bits used to describe the color.. 1 bit of color resolution can result in 2 colors, (usually Black or White). 4 bits will allow for 16 colors. 8 bits will allow for 256 colors. These are the most common values found in most images. Note that in order to display 256 colors, you must have a video board and Windows video driver capable of displaying 256 colors; the standard VGA driver can only display 16 colors.

Many images produced by scanners have 24 bit color resolution which is good for several million colors. Unless you have one of the newer graphics cards capable of displaying 24 bit color, 24 bit images will be displayed in 8 bit mode.

## **GIF**

GIF stands for Graphics Interchange Format. It is a bitmapped graphics format introduced by CompuServe. "The Graphics Interchange Format (C) is the Copyright property of CompuServe Incorporated. GIF (sm) is a Service Mark property of CompuServe Incorporated".

There are two specifications for GIF images in use. The older of the two is the "GIF87a" format. Most GIF images adhere to this format. A newer file specification, "GIF89a" provides for additional features such as text and graphic overlays which can be timed or keyed to user input. PixFolio supports these features.

## **Bitmap**

A bitmap in the general sense is an array of pixel (picture elements) . A bitmap to Windows , being a Graphical environment, is the basic element of the windows display just like a character is in an non-graphical environment. The windows display is made up of scores of bitmaps, large and small which make up different elements of the display. Bitmaps are used for such things as buttons, frames, title bars and also text.

The term Bitmap can also be used more specifically to refer to an image stored on disk. Commonly, these files have a .BMP extension. BMP files consist of a Windows bitmap along with some header information such as the size of the image, etc.

**JPEG**

JPEG is a file compression method that differs from other compression methods such as LZW, used in GIF files, or Huffman coded or Run Length Encoded (RLE) in that the compression is "lossy"; the compressed file loses some of the detail of the original. This is possible because the human eye and/or the user's video display is incapable of distinguishing all of the information that can be present in an image. JPEG enables this unnecessary information to be eliminated, resulting in much smaller compressed files than would be produced using other compression methods.

The JFIF file format and the software implementation used in PixFolio is the work of the "Independent JPEG Group".

## **OLE (Object Linking and Embedding)**

PixFolio will act as an OLE server in conjunction with other applications (Word for Windows, Write and PBrush are examples in Windows 3.1) known as an OLE Client. Applications that support OLE will generally have an "Insert Object" menu command that will present the user with a list of registered OLE servers. To start PixFolio, select "PixFolio Image".

When initiated by an OLE client, PixFolio will be started, if not already running. A Thumbnail view window for the default catalog will be opened automatically. To select a thumbnail, double click on it with the left mouse button or after viewing it, select Update from the file menu. This will create an embedded object in the Client application's document.

To create a link to a PixFolio-cataloged image, copy the desired image to the clipboard using EDIT COPY. Then, in the client application, select "Paste Special" to link the object to PixFolio.

## **Metafile**

A metafile is a Windows file that contains drawing commands that can be used to draw an image. These commands can be to draw a line, draw a circle, rectangle or other geometric object or a bitmap. Metafiles usually take much less storage space to define an image than using a purely bitmapped image format. This is because it takes much less data to describe a line by its endpoints rather than a collection of pixels.

PixFolio uses metafiles in lieu of creating a bitmap for Micrografx DRW files and WordPerfect WPG files. Other metafile formats are Windows Clipboard CLP files and Windows MetaFile WMF files.

Metafiles consisting of vector drawing commands are easily resized whereas bitmaps are difficult to resize unless it is by some integer factor.

## **User Guide**

A printed user guide may be obtained by loading file USRGUIDE.WRI into Windows WRITE and printing it on your printer.