The Best Photo Clipart

User Manual

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Table of Contents

Section 1: Getting Started

Section 2: Displaying Images

Section 3: Copying Images to the Windows Clipboard

Section 4: Exporting Images

Section 5: Getting Additional Help

Getting Started

Introduction

Welcome to *The Best Photo Clipart*. The perfect image to fit your demanding needs is just a mouse click away. You can easily locate clipart by using the *FastFind* feature to search by category and/or keywords. Once you've found an image, you can export it to your favorite graphics and word processing applications in a variety of file formats or simply copy it to the Windows clipboard for instant access to *The Best Photo Clipart* images from within another Windows application .

Installing The Best Photo Clipart

Before you can run *The Best Photo Clipart*, you will need to install the program by following the steps below:

1.   Insert *The Best Photo Clipart* CD into your CD-ROM drive and start Windows.

2.   From the Program Manager, select **File**, **Run**. Enter the following on the command line, where 'x' is the drive letter of your CD-ROM and click **OK**:

X:\SETUP

3.   Follow the instructions on your screen to install *The Best Photo Clipart*.

Starting and Exiting The Best Photo Clipart

The installation procedure creates *The Best Photo Clipart* group box and icon on your desktop. To start the program, double-click on *The Best Photo Clipart* icon.

To exit or quit *The Best Photo Clipart* at any time, close all dialog boxes including the *FastFind* screen and choose **File**, **Exit**.

On-Line Help

For context-sensitive help from any screen in *The Best Photo Clipart*, click on the **Help** command on the top line of the menu bar or press **F1**. A context-sensitive **Help** button is also available on each dialog box. Make liberal use of the this feature to learn more about the program.

Section 2

Displaying Images

Opening an Image from the File Menu

The **File** menu is the quickest way to open an image if you already know the image's filename.

To open an image by using the **File** menu follow the steps listed below*:*

1.   Select **Open** from the **File** menu.

2.   Highlight an image name shown in the list box.

3.   Click the **OK** button.

FastFind - The Fastest Way to Find an Image

The Best Photo Clipart CD contains 400 images. *FastFind* allows you to preview thumbnails in "pages" of 15 images at a time. From within *FastFind* you can open and display images full screen, search for clipart, and export with the click of a button.

Follow the steps below to open an image from within *FastFind*:

1.   Select *FastFind* from the **File** menu.

2.   Select the page of thumbnails which contains the desired image using the **Page-Up** and   **Page-Down** buttons and/or the **Search** button.

3.   Click on the button below the image you wish to open.

At the top of the *FastFind* screen you will find the following information describing the currently selected image and search options:

Current Image

Name: The name of the currently selected *FastFind* image. You will also find a blue frame surrounding the current image.

Category: The category the currently selected image belongs to.

Search Options

Category: The current category being displayed. This can be changed by clicking on the **Search** button. For instance you can view all the images containing computers by setting the *Search* category to "Computers". The *Search* feature is explained in more detail in the topic titled: *Using the Search Feature.*

Key Symbol: If the key symbol is displayed in yellow, then the *Search* options contain a keyword search. This will limit the number of images being displayed to only those which represent the currently selected keywords. If the key symbol is gray, there are no keywords in use.

The following features are available by clicking on the *FastFind* buttons:

FastFind Buttons

Page-Up and Page-Down: Click on the **Page-Up** and **Page-Down** buttons to move between each page of clipart images.

Display: The **Display** button opens the currently selected image, which you can then modify and export.

Search: Click the **Search** button to open up the *Search* dialog box. This feature allows you to view clipart images by categories such as "Travel" or "Office Equipment". In addition a keyword search is available to view images which match selected words such as "Baseball" or "Disk".

Export: This will open the *Clipart Export* dialog box. Use this to set the image color depth and export the clipart in various file formats.

Using the Search Feature

The *Search* feature is a powerful tool for quickly and easily finding the clipart you need. By using a combination of categories and keywords you can make your search as broad as 400 images and as narrow as all Food and Beverage clipart containing fruit.

> **Category:**   Click on the clipart **Category** to be displayed. Choose from All or select from one of the following categories:

> > **Children**
> > **Computers**
> > **Education**
> > **Food and Beverage**
> > **Hands**
> > **Holidays and Parties**
> > **Household**
> > **Jewelry**
> > **Leisure and Entertainment**
> > **Medical**
> > **Money**
> > **Nature**
> > **Office Equipment**
> > **Office Supplies**
> > **Signs**
> > **Sports**
> > **Travel**

Keywords

Use the **Keywords** option to limit the clipart displayed to only those in the category selected which also match the current **Keywords**. For example: setting **Category** to Nature and **Keywords** to 'Lake' will display thumbnails of all the images in the Nature category which also contain lakes. By keeping 'Lake' as your **Keywords** and setting **Category** to All, *The Best Photo Clipart* will expand the search for lakes to include all other categories.

Use commas to separate multiple keywords.

Always enter keywords in their singular format. For instance instead of using the word 'Lakes' enter the word 'Lake', use 'Penny' instead of 'Pennies'.

Match Whole Word Only

Check this box to control how keyword matching is performed. For example using a keyword of 'Fish' will yield the following matches depending on whether **Match Whole Word Only** is checked on or off:

Keyword = Fish

Match Whole Word Only Box	Images Keywords Matched
Checked	Fish
Unchecked	Fish, Fishing, Fisherman

Setting Image Display Options

The View Menu allows you control image display settings by checking the View Menu options on or off.

256 Colors
Click on this option to display each image in 256 colors. 256 color mode is the fastest way to view an image, but still allows you the option to export the selected image in 16 Million colors.

16 Million Colors
Check this option to display images in 16 Million colors (24 bit). 16 Million colors will display the image in its highest quality mode, but will take longer to open than the 256 color version.

Fit to Window
If this option is checked, each image will be resized to fit entirely within the program window. The images used in The Best Photo Clipart are high resolution files. High resolution provides you with better print quality due the large height and width dimensions, but this larger size forces you to scroll around the image to see it in its entirety. By using the Fit to Window option not only will you see the complete image on the screen without scrolling, but the image will actually open and display faster.

Copying Images to the Windows Clipboard

Use the Copy Menu to copy the current image to the Windows clipboard. This will allow you to easily paste the current image into any of your favorite Windows programs.

Copy to the Clipboard
This option sends the currently displayed image to the clipboard. You can then use the Alt-Tab keys to switch to another Windows application and then bring a copy of the image into the program by using the application's paste command. See the selected program's manual or on-line help for more information on using the paste feature.

Note: If you have opened the image with the Fit to Window option checked within the View Menu the clipboard copy will contain the resized version you are currently viewing on your screen. This smaller version should fit your needs if your using the image for a screen presentation, however if you intend to print the image it is recommended that you use the larger resolution of the original image. To obtain the original resolution simply uncheck the Fit to Window option before using Copy to Clipboard.

Empty Clipboard
The Empty Clipboard option will clear out the contents of the Windows clipboard allowing Windows to free up memory previously used to store the image. This is usually a good idea if you have already pasted the image into the Windows application of your choice.

Exporting Images

Available Export File Formats

The Best Photo Clipart supports exporting the following file formats:

BMP   Windows bitmap
JPG   JPEG - JFIF Compliant format (16 million colors only)
PCX   PC Paintbrush
TIF   Tagged image file format

These formats are used by a majority of the popular graphics and word processing applications available today. You can export any clipart image by choosing **Export** from the **File** menu or by clicking on the **Export** button in the *FastFind* screen.

Exporting an Image from the File Menu

To export a clipart image by using the **File** menu:

1.   Open the file to be exported using the **Open** command in the **File** menu or by clicking on the **Display** button in the *FastFind* screen.

2.   Select **Export** from the **File** menu

3.   Select the export color depth to either 16 Million or 256 colors.

4.   From the *Export* dialog box, set the **Save File as Type** option (in the lower left corner) to the type of file you wish to export.

     Set the **Drive** option to the disk drive corresponding to where you want the file to be stored.

Next, set the **Directory** by clicking on the folder with the name of the directory where you want the image to be stored. If your directory name is not shown, use the scroll bars to scroll to the top of the directory listing. Double click on the top folder that shows C:\ next to it (or the letter corresponding to your hard drive). This will list all directories on that drive. Now, scroll to the directory of your choice and double-click.

Finally, click in the **File Name** area and type a valid file name. It is important to enter a file name extension (the three letters that follow the period) which corresponds to your selection in **Save File as Type**.

Exporting an Image from the FastFind Screen

To export a clipart image from within the *FastFind* screen:

1.   Click on **FastFind** from the main menu.

2.   Click once on the thumbnail of the image you wish to export.

3.   Click the **Export** button

4.   Set the export color depth to either 16 Million or 256 colors.

5.   Click on **OK** to save your export selections.

6.   Enter a filename for your exported file. (For additional assistance with the *Export* dialog box, see Step 4 in the instructions under *Exporting an Image from the File Menu*, above.)

Section 5

Getting Additional Help

Contacting Technical Support

Technical support is available for those situations that cannot be resolved with the manual or Help screens. Our customer service department is open during standard West-coast business hours. Our telephone number is (714) 553-6575.

Alternatively, you may fax your questions to (714) 553-6585. Please provide your name and either a dedicated fax number (24 hours/day) or an address to send a response. In addition, please be very detailed with your questions. Responses will be sent within 5 business days.

Or, you can write us at:

The Best Photo Clipart Technical Support
DSR Software, Inc.
5 Park Plaza, Suite 770
Irvine, CA 92714

When you call, please have the following information available:

1.   The version of DOS, Windows and *The Best Photo Clipart* that you are using.

2.   The type of computer you are using (CPU, RAM, Video Display, etc.)

3.   The exact nature of the problem, including the steps to repeat the problem.

Please place your call while in front of your computer so that we can walk through the solution with you.