Photo Clip Art
by Hemera®
10,000

User Manual

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Welcome to Photo Clip Art 10,000 by Hemera®

Thank you for purchasing Photo Clip Art 10,000 by Hemera®. We hope you enjoy using these bright and realistic photo images in your everyday projects. Please let us know what you think about this product. You can mail your comments to IdeaSoft, 23801 Calabasas Road, Suite 1018, Calabasas, California, 91302, or click at www.ideasoft.com.

Installing Photo Clip Art 10,000 by Hemera®

See **Technical Support** at the back of this User Guide if you have any problems with the installation.

You are only installing the image browser and thumbnail images on your hard drive, not the images themselves. Thumbnail images are smaller versions of images in a preview screen, so you can see several image samples at once as you perform your image searches.

Minimum system requirements:

- Pentium® Processor(233 MHZ)
- 64 MB RAM
- Windows® 95/98/ME or
  Windows NT® 4.0/2000/XP
- 100 MB hard disk space
- 256 color display
- CD drive

Recommended system requirements:

- Pentium Processor (400 MHZ)
- 128 MB RAM
- Windows 95/98/ME or
  Windows NT 4.0/2000
- 400 MB hard disk space
- High color (16-bit) display adapter
- CD drive

1. Close all other Windows applications before installing Photo Clip Art (if *Windows Autosetup* is activated, proceed to Step 6).
2. Insert CD #1 into your CD drive.
3. Double-click on *My Computer* from the Windows Desktop.
4. Within *My Computer*, double-click on the CD-ROM icon.
5. Double-click on the *Setup* file and follow the instructions that appear in the *Setup* window.
6. Double-click on the *Photo Clip Art* icon in the Windows Desktop to launch the application.

* This product is called "Photo Clip Art 10,000 by Hemera", but for the sake of clarity, we have shortened the name to "Photo Clip Art" in this User Guide.

Searching for an image

Images are organized by keyword, by category and by collection. Use one or all of these fields, depending on how specific your search is. While you can select your image category and collection using the checkboxes in the appropriate panels, you must use the keyword search bar to search images by keyword (the most effective method).

The powerful Hemera search engine will sift through the entire inventory to find the image(s) you ask for. Small thumbnail versions of your images will appear in the *Search Results* window, but to access the full-size image and export it to your document, you'll be prompted to insert one of the numbered CDs into your CD drive.

Searching by keyword

A keyword is a common word that describes an image. Every image in the collection has several keywords attached to it. If you type the word "dog" in the keyword window (as a hypothetical example), images that have one or many dogs in them will appear in the *Search Results* panel. You might also get the same image(s) by typing "pet" or "canine". If you type a broader term, like "animal", you're bound to get many more images, some of which will contain dogs. Narrow your search for a specific image ("dog") or widen it to gather a broader assortment of the kind of image you have in mind ("animal"). Be sure to type words in their singular form, unless they are common plurals such as "scissors" or "pliers".

To begin, type a keyword in the *Search For* field at the top of the screen (if you are using more than one keyword, separate each word by a space). All images corresponding to those keywords appear instantly as you type. If nothing comes up, try a related keyword. We've used keywords that make the most sense, e.g. the name of the image, its color, where you might find it, etc.

Searching by collection

Restrict your search by collection, and the search engine will only browse through image collections selected in the *Search In* panel. You can also select individual collections within these broader groupings.

Hemera Collections contains a list of Hemera image collections installed locally on your hard drive (including Photo Clip Art 10,000 by Hemera). The browser automatically adds these images to your total image inventory and lets you use them in a single interface. Select collection checkboxes under Hemera Collections to search for images in your installed Hemera collections.

Personal Collections contains a list of custom image folders created by the user. Select the *Personal Collections* checkbox to search images in your personal collections. (The *Personal Collections* list will only appear when you begin creating personal collections.)

Searching by category

Narrow your search to a particular topic of interest by choosing a category from the *Categories* panel. As you type keywords, only images from that specific category will appear. You can search for an image throughout the entire collection by choosing the *Search all Categories* option. For the most thorough possible search, we recommend keeping the *Search all Categories* option selected at all times.

Placing an image in your project

The easiest way to get Photo Clip Art images into your project is by using the built-in Export Wizard. Export Wizard is a friendly, step-by-step onscreen guide that takes you through the process so you get the results you want every time.

1. To open Export Wizard, double-click on the thumbnail of your choice.
2. Select the kind of application in which you wish to use the image.
3. Follow the instructions that appear onscreen. Be sure to select a background color for your image when prompted! (See **Defining Background Color**).

You can also use the following alternate methods for getting images into your projects:

Drag and Drop

It's important to be sure that the Export Wizard window will appear when you drag and drop an image, so you have the chance to choose a background color for your image before it gets to your projects. Export Wizard also lets you crop, resize and choose a new file format for the image, if desired. To ensure Export Wizard appears when you drag and drop an image, choose *Edit > Options* in the Photo Clip Art main menu and select *Display the Resize window when dropping the image*.

When you drag and drop an image into your project, the image takes on the file and image formats defined in the *Drag & Drop* default settings (found under *Options* in the *Edit* menu). You may have to adjust the default settings depending on your application type (see **Drag and Drop and Clipboard (Copy/Paste) Default Settings**).

1. Click and hold on the thumbnail of your choice.
2. Drag the thumbnail to your desktop or into your application.
3. Follow the steps in Export Wizard – be sure to match the background color of the image to the background in your project.
4. Click *Finish*. The image will appear in your project.

Copy/Paste

1. Click on the thumbnail of your choice.
2. Choose *Copy* in the *Edit* menu.
3. From within your working application, select the *Edit* menu.
4. Choose *Paste* to bring Export Wizard into your application.
5. Follow the instructions in Export Wizard if you wish to flip, crop or resize your image.

Copy/pasted images default to the file and image formats defined in the *Clipboard* settings (found under *Options* in the *Edit* menu). You may have to adjust the default settings depending on your application type (see **Drag and Drop and Clipboard (Copy/Paste) Default Settings**).

Saving to hard drive

1. Click on the thumbnail of your choice.
2. Choose *Save As* in the *File* menu.
3. Browse for the destination folder and choose *Save*.
4. Open the saved image from within the destination folder.

Drag and Drop and Clipboard (Copy/Paste) default settings

Most Windows applications let you drag and drop or copy/paste images into your documents, a fast and easy way of inserting graphics. When an image is dragged and dropped or copy/ pasted into another application, it's presented to the application in a particular file format. In order for the application to accept it, it must recognize the file format. Since different applications may accept different file formats, it may be necessary to change the default format for drag and drop or copy/paste.

1. Choose *Edit* from the main menu.
2. Select *Options*.
3. Select the *Drag & Drop* and *Clipboard* default options you need in the *Options* dialog box.

Default Settings

- *A standard Windows vector image or bitmap*: Use this format when dragging and dropping or copy/pasting images into programs such as word processors or spreadsheets. It's the format most widely accepted by applications that support drag and drop and copy/paste.

- *An image file in the following format*: Control the file format used during drag and drop and copy/paste by selecting the format you need using the attached drop-down list.

- *Display the Resize window when pasting (or dropping) the image*: When this checkbox is selected, the *Resize* window appears each time you copy/paste or drag and drop an image. This lets you resize the image and adjust its quality (resolution) before inserting it into your document.

Defining background color

Make your Photo Clip Art images appear as if they are part of your project. This is a very important step in getting your image into your document, but it's also an easy one. Just define the background color so the background color of the Photo Clip Art image matches the background color of your document. Defining the background color will make it appear as if there is no background at all when you put the image in your project, but it won't allow you to layer one image on top of another.

1. Open Export Wizard by double-clicking on the thumbnail of your choice.
2. When you get to the *What is the background color of your page* window, click on the *Pick Color* button.
3. An eyedropper icon will appear. Use the eyedropper to click on your desired color – you can click on any color in the image or in your project, and the image's background will change to match that color exactly.
4. You can also choose a background color that matches the background color of your document from the *Color* drop-down list OR click on the *Color Palette* button and select a matching color.

If you want to export a lot of images with the same background color, you can set the default background color that appears around an image when using drag and drop. Choose *Edit > Options* in the Photo Clip Art main menu, and select a background color in the drop-down menu, or by using the Color Palette.

Technical Support

Here are three options available that should help with any problems you may be having:

- Look for answers in this User Guide.
- Refer to *Help > Help Topics* in the main menu at the top of the Photo Clip Art window.
- Visit http://www.ideasoft.com/Support/Ask.aspx and fill in our online Support form.

Registration

Please register this product! To register, visit the following link and complete the online registration form, http://www.ideasoft.com/Register/default.aspx

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