



Task Force COMMANDER Help Contents

The Contents lists Help topics available for Task Force COMMANDER. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

[Introduction](#)

[Graphical overview of Task Force COMMANDER](#)

[Network Installations](#)

[Keyboard Function Keys](#)

Common Questions

[How do I view the bonus photos?](#)

[Why are photos displaying so slowly?](#)

[How can I locate and view specific images?](#)

[How do I drag and drop an image?](#)

[What are folders and how do I use them?](#)

[How do I open the Folder Options menu?](#)

[How do I save an image to a folder?](#)

[How do I create a new folder?](#)

[How do I remove images residing in a folder?](#)

[How do I remove the folder itself?](#)

[What are Quick-Folders?](#)

[How do I save an image to a Quick-Folder?](#)

[How do I view the contents of a Quick-Folder?](#)

[How do I edit an image?](#)

[What kind of edits can I perform on an image?](#)

[How do I save an image that has been edited?](#)

[How do I copy a picture to the clipboard?](#)

[What printing options do I have?](#)

[Can I use Task Force COMMANDER without the CD?](#)

Overview of Task Force COMMANDER

Move the cursor to an area you want to know more about. out. and click on it.



Keyboard Function Keys

<i>Function performed</i>	<i>Keyboard</i>
Find images by name	CTRL+F
Save image to Disk	CTRL+S
Save image to Folder	CTRL+R
Print options	CTRL+P
Copy to Clipboard	CTRL+C
Edit image	CTRL+E
Folder options menu	F12
Go to specific page	F5
Go to next page	Page Down
Go to previous page	Page Up
Select Image to the right	Shift+Right Arrow
Select Image to the left	Shift+Left Arrow
Select Image above	Shift+Up Arrow
Select Image below	Shift+Down Arrow
Drop CD list box (when focused)	Enter or Spacebar
Drop Keyword list box (when focused)	Enter or Down Arrow
Drop Folder list box (when focused)	Enter or Spacebar
Delete an image from a folder	Delete
Close drop-down menu lists	Esc

How do I view the bonus photos

Click the down arrow on the CD Category list located immediately to the right of the CD Icon and a drop down list appears displaying the preset CD categories. Scroll down the list until you see the item 'Photographs'. Select it by clicking on it.

Before Photos are displayed a video test is performed to determine if the bitmaps can be displayed within an acceptable time frame. If not then you will be notified and instructed to initiate some video setting display changes.

Note that 'Photographs' is the only CD category that displays bitmap (BMP) files while all other categories display vector (WMF) files.

While 'Photographs' are being viewed **YOU CAN:**

1. save to disk
2. copy to the clipboard
3. view full screen
4. rescale thumbnail size

While 'Photographs' are being viewed **YOU CANNOT:**

1. save to a folder
2. edit the BMP photo in any way

Future versions of Task Force COMMANDER will incorporate a complete suite of bitmap editing capabilities.

How can I locate specific images?

There are 2 methods of locating specific images that you are looking for:

Method 1: (Keyword access)

Step A.

Click anywhere inside the keyword text entry box.
The drop down keyword list will appear..

Step B.

Type in a word or phrase that describes what you want to see and press Enter. An alternate method is to scroll down the list using your mouse and click on a keyword of your choice.

Method 2: (access by specific file name)

This method will only be useful to owners of the *Really Big Edition* that is shipped with the full color manual.

Step A.

Browse the manual and identify specific images you would like to see.

Step B.

Open the Find file dialog box by clicking on the menu item File+Find (or press CTRL+F) .

Step C.

Select the file type option.

Note: that all photos (file names starting with 'phot') must be found as a group separate from all other image files.

Step D.

Enter the 8 character image name (extension not required) of each image and add it to the search list.

Step E.

Select the destination folder where the images will be placed into. The default is the <Default Folder>

This step does not apply if you have selected the photos file type option in Step C..

Step F.

Click **Find** and the images will be displayed.

What is the <Default Folder>

The <Default Folder> is simply a general purpose folder used by Task Force COMMANDER as a holding area for any images (except photos) that are retrieved using the File Find option. The Default Folder is flushed of all images (providing it has been selected as the destination) upon each file find operation unless you indicate otherwise.

You cannot remove or rename the Default Folder, however, in all other respects it works exactly the same as any other folder you might create.

Why are photo bitmaps displaying so slowly?

If the photo bitmaps take any longer than a few seconds per photo to display then chances are your video settings need adjustment.

You must change your video settings so that you are displaying at least 32K colors. The more colors you can display the better the images will look on the screen in addition to coming up within an acceptable timeframe. If you're video card and drivers support it choose the highest number possible (65K or 16.7 Million if possible)

Note: Consult your Video Card and/or Windows documentation for further information.

Number of colors displayed via your video card and drivers	How the images will look on your monitor.	How fast the images will display on your monitor.
16	below average	very slow
256	below average	very slow
32K	very good	acceptable
65K	even better	acceptable
16.7 Million	wow	acceptable

This is the **CD Category Icon**. Clicking this icon displays the last group of images you had selected from the CD category list and remembers all settings.. This is useful if you're in one of the other viewing modes (Keyword or Folder) and you want to go back to exactly where you were in the CD Category mode.

Note that you can only click this button if it is in the up position, in other words, either the Keyword Icon or Folder Icon is in the down position.

This is the **Keyword Search Icon**. Clicking this icon displays the last group of images associated with the keyword you had previously selected and remembers all the settings.

This is useful if you're in one of the other viewing modes (CD Category or Folder) and you

want to go back to exactly where you were in the Keyword Search mode. Note that you

can only click this button if it is in the up position, in other words, either the CD Category

Icon or Folder Icon is in the down position.

This is the **Folder View Icon**. Clicking this icon displays the contents of the last folder you had previously selected to view and remembers the settings. This is useful if you're in one of the other viewing modes (CD Category or Keyword) and you want to go back to exactly where you were in the Folder View mode. Note that you can only click this button if it is in the up position, in other words, either the CD Category Icon or Keyword Icon is in the down position.

This is the main **CD category list**. It contains a number of preset general categories that you can view. Simply click on the down arrow and a list drops allowing you to further click on the category you wish to see.

This is the **Keyword Access list**. Simply click on the down arrow and a list drops allowing you to select any of thousands of keywords. As you select a keyword the associated images are immediately displayed allowing you to locate what you 're looking for very quickly.

Note: You may also type in a word that represents what you're looking for. If the list is open you will notice the keywords adjust in alphabetical order as you type. If the list is not open then hit the enter key when you've completed typing

This is the **Folder Access list**. All Folders you've created will appear in this list. Click the down arrow to drop the list of folders then select the one you would like to view. Remember that a folder is empty (contains no images) until you save images into the folder.

When you first access Task Force COMMANDER you are given a default folder called My Personal Folder. This folder will be empty until you save images into it. Refer to Folder Options for details.

This is the **Open Editor Icon**. Click this Icon to open the Edit menu which allows you to perform color editing, mirroring, rotating etc. on the current image.
[Click here to take a graphical tour of the editing panel](#)

This is the name of the Task Force Clip Art product you are currently viewing.

This is the page label that indicates which page out of how many you are viewing..

These are the thumbnail images that you are viewing.

This is the **Delete Image from Folder Icon**. Kind of looks like a crapper doesn't it?
This Icon only appears while you are viewing the contents of a folder.
Drag and drop the image onto the icon (put the stick man on the can) and the image will be flushed from your folder.

Note that you can only delete images that reside in a folder.

[Click here for a further look at deleting an image from a folder.](#)

This is the **Printer Icon**. Click this icon to open the printer options menu that allows you to print a single image or full group of thumbnail images.
[Click here for a further look at printing options](#)

This is the **Help Icon**. Click this icon to open the on-line help facility.

This is the **Exit Icon**. Click this icon to exit Task Force COMMANDER.

This is a **Quick-Folder Icon**. Drag and drop an image onto this icon to save it to this specific folder. Note the name of the folder appears underneath the icon. Up to 5 Quick Save

Folders can be posted to the left side of your screen. You create folders and then choose which ones you would like to post.

[Click here for a further discussion of Quick-Folders.](#)

This is the **FullScreen Icon**. When you drag and drop an image onto this icon the image is blown up to the size of the entire screen.

Hint: Another way to blow up any image to full screen is by **Double Clicking on it**.

This is the **Clipboard Icon**. When you drag and drop an image onto this icon, that image is copied to the windows clipboard in windows metafile format.

This is the file name of the current image (highlighted with blue border)

This is the **Save to Disk Icon**. When you drag and drop an image onto this icon a menu opens with all necessary elements that allow you to specify a destination path where you would like the image copied.

[Click here for further information on Saving to Disk](#)

This is the **Save to Any Folder Icon**. When you drag and drop an image onto this icon a menu opens which allows you to save the current image to any folder of your choice.

[Click here for further information on Saving to a Folder](#)

This is the **24 per page Icon**. When clicked all images are scaled into a 24 image per page format. If the editor is not open this translates to 48 images on screen at one time. In addition page numbering is recalibrated to match this mode

This is the **12 per page Icon**. When clicked all images are scaled into a 12 image per page format. If the editor is not open this translates to 24 images on screen at one time. In addition page numbering is recalibrated to match this mode

This is the **6 per page Icon**. When clicked all images are scaled into a 6 image per page format. If the editor is not open this translates to 12 images on screen at one time. In addition page numbering is recalibrated to match this mode

This is the **2 per page Icon**. When clicked all images are scaled into a 2 image per page format. If the editor is not open this translates to 4 images on screen at one time. In addition page numbering is recalibrated to match this mode

This is the **Page Forward Icon**. When clicked the next set of pages will be displayed. ie page 1 and 2 becomes page 3 and 4 . Note that in Edit mode only 1 page is visible so pages are advanced 1 at a time.

Hint: If you hold the mouse button down the pages advance (without displaying) until you release the mouse button at which point the corresponding pages are displayed.

This is the **Page Backward Icon**. When clicked the previous set of pages will be displayed. i.e page 5 and 6 becomes page 3 and 4 . Note that in Edit mode only 1 page is visible so pages go back 1 at a time.

Hint: If you hold the mouse button down the pages flip backwards (without displaying) until you release the mouse button

This is the **Current Image**. Note that the current image can always be identified by the blue border around it. All actions such as Open Editor, Full Screen preview, copy to clipboard etc. are based on the current image. To change the current image simply click on the thumbnail you desire.

Introduction

Thank you for purchasing Task Force Clip Art.

This utility called **Task Force COMMANDER** was designed specifically around our Clip Art products in order to provide you with an easy to understand, easy to use tool for viewing, locating, editing and cataloging the images. To that end we hope you will find it useful and fun to use.

Main Features of Task Force COMMANDER:

- . *extensive keyword searching capabilities*
- . *comprehensive custom color editing*
- . *gray scaling, black and white, silhouette*
- . *color inversions*
- . *mirroring and rotating*
- . *full screen previewing*
- . *thumbnail rescaling on the fly*
- . *custom folder cataloging*
- . *Quick-Folders*
- . *folder only mode allows you to work without CD*
- . *seamless viewing between vector images and bonus photo images*
- . *very cool animated icons*
- . *fun and easy to use.*

Go now to the [Graphical Overview of Task Force COMMANDER](#) and get yourself familiar with what's what!

CGM File

An Acronym for Computer Graphics Metafile. A device independent vector based graphics file format in which the picture is coded description.

WMF File

An Acronym for Windows MetaFile. A Windows specific device independent vector based graphics file format in which a picture is a coded description.

Saving an image file to disk

There may be times when you want to save an original or edited picture to a location on your hard disk or floppy disk.

To Save an image to disk:

Step 1.

Drag and drop an image onto the Disk Icon located on the right side of your screen and the Save to Disk menu opens..

Step 2.

Using the drive, directory and pathname tools provided set the destination path and click the 'Save' button.

How to open the Folder Options Menu

There are 2 methods of opening the Folder Options menu:

Method 1.

Step 1 Click on the menu item labeled '**Options**' and a drop down list appears. Now select **Folder Options**.
An alternate method is to **press F!2**

Method 2.

Step 1.Click on the **Save to any Folder Icon** located on the far right of your screen and a menu opens which has an button labeled '**Options**'
Click on it and the Folder Options menu appears.

Network Installations

The Task Force Clip Art image files can be accessed from a single drive on your network and in turn called up from many workstations provided you have the following:

- the required network license agreements:

(If you have not yet obtained your licenses then call
New Vision Technologies at 1-613-727-8184)

- approximately 660 megabytes of free disk space available on a drive

Every individual workstation must have the Task Force COMMANDER application loaded (File+Run - Setup) which takes up about 2.5 meg of disk space. Note that loading the application does not include the image files themselves which sit alone on a remote CD or hard drive.

Accessing images from a Network drive instead of the CD-ROM.

If you choose to access the images from a hard drive instead of the CD-ROM simply enter the Task Force COMMANDER application and click on the menu item **File+Hard drive setup**

A dialog box opens prompting you to enter the path where you would like to make a copy of the CD contents.

Do not enter first level directory name found on the CD.

- ie. lets say you want to access images off your E: drive.
Simply enter **E:** and click Ok
- ie. lets say you want to access images off your E: drive
but you want to install them under a directory name
you came up with called CLIPART.
Simply enter **E:\CLIPART** and click Ok.

On completion a link to the images on the hard drive is established and you can now remove the CD from the drive.

Note that any workstation wanting to access the images now on the hard drive simply enters the appropriate drive letter on start up.

What are folders and how do I use them

[What is a Folder anyway?](#)

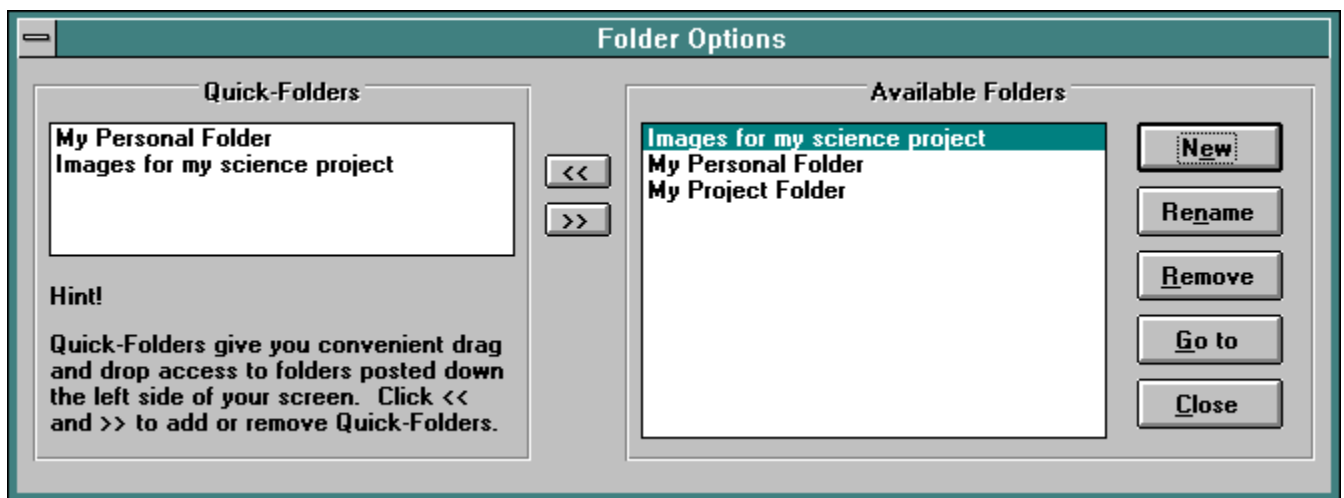
[How do I save an image to a folder?](#)

[How do I open the Folder Options menu?](#)

Folder Options menu

Creating new folders, renaming folders, removing folders and posting Quick-Folders is all done from the Folder Options Menu.

Move the cursor around the Folder Options menu and click on anything you want to know more about.



Click on the **"Remove" button** to remove the folder that is currently selected (highlighted) in the "Available Folders" list. When a folder is removed all the images contained within the folder are deleted along with the folder.

If the folder contains images you will be prompted to make sure you want to carry out the action .

If the folder you are removing is currently being viewed on the screen then the following takes place:

1. The folder and all image files are deleted
2. The next available folder that contains images now becomes the current folder being viewed.
3. If all folders are empty (contain no images) then last CD Category you

were viewing is displayed on the screen.

Note that all other lists (i.e. Quick-Folders list) will be updated to reflect the removal of the folder.

Click on the **"Rename" button** to modify the name of the folder that is currently selected (highlighted) in the "Available Folders" list. A menu will open that displays the current name of the folder. Modify the name and click "Ok".

Note that all other lists (i.e. Quick-Folders list) will be updated to reflect this name change.

Click on the **"New" button** to create a new folder. When clicked a menu will open prompting you to enter a folder name. The folder name can be up to 40 characters long and can be a single word, description etc..

Click the **"Goto" button** to immediately view the folder that is currently selected (highlighted) in the "Available Folders" list. Any menus that are currently open will automatically close.

This is the "**Available Folders**" list. Any folder that you create will appear in this list whether the folder is empty (has images inside it) or not.

This is the "**Quick-Folders**" list. Any available folder that is designated as a Quick-Folder will appear in this list.
[Click here for a discussion of Quick-Folders](#)

The "**Close**" button simply closes the Folder Options menu.

Clicking the >> **button** removes the currently selected (highlighted) Quick-Folders from the Quick-Folders list. If none is selected then you must click on the Quick-Folders name you wish to remove before clicking the >> button.

The Quick-Folder icons on the left side of your screen are refreshed when you close the folder options menu.

Clicking the << **button** adds the currently selected (highlighted) folder from the "Available Folders" list to the "Quick-Folders list". You can add a maximum of 5 folders to the "Quick-Folders list" but you cannot add the same folder more than once.

The Quick-Folder icons on the left side of your screen are refreshed when you close the folder options menu.

What is a Folder anyway?

A folder is simply a storage area that is set up for you on your hard disk that allows you to organize images the way you like.

It is the same concept as using regular cardboard folders in a filing cabinet that you may have at the office or at home. i.e. You might place all your mortgage documents in one folder labeled "Mortgage Documents" and in another folder you might place your favorite recipes labeled "My Favorite Recipes"

Quick-Folders

Quick-Folders are simply folders that you select to display (or post) down the left side of your screen as icons. Their purpose is to provide a quick and easy means for

you to save an image into a folder by simply dragging and dropping on top of the icon. The folder icon animates if successful. You can then view the contents of the folder by simply clicking on it.

Posting Quick-Folders is the process of placing up to 5 existing folders of your choice down the left side of your screen. When posted they will appear as little yellow folder icons with the folder name directly below each icon so you can identify which is which.

To post Quick-Folders:

Step 1.

Open the Folder Options menu

Step 2.

Select from the '**Available Folders**' list (click on it), the folder you want to post as a Quick-Folders. If selected it will be highlighted.

Step 3.

Click on the << button to move your selection over to the Quick-Folders list on the left .

(Click on the >> button to remove Quick-Folders.)

Step 4.

Repeat step 2 and step 3 until you have posted the ones you want.

Note: The maximum number you can post is 5.

Step 5.

Click on the button labeled '**Close**' to exit from the Folder Options menu. and notice the Quick-Folders Icons you posted are now displayed down the left side of your screen.

Drag and Drop

To Drag and Drop an image:

Step 1.

Place the cursor on the image you want to drag,

Step 2.

Click left mouse button and hold it down. A stick man will appear.

Step 3.

Drag stick man by moving mouse so that stick man is over the icon you want to drop on.

Step 4.

Release left mouse button and icon will animate confirming the drag and drop was successful.

Saving an Image to a Folder

There are 2 ways you can save an image to a folder:

Method 1.

Step 1 Drag and drop an image onto the **Save to any Folder Icon** located on the far right side of your screen and a menu opens.

Step 2 Click on the folder you want to copy the image into and click Save.

Method 2.

Step 1. Drag and drop an image onto the **Quick-Folders Icon** of your choice located on the far left side of your screen. Note: You must have already posted the Quick-Folders folder to your screen prior to this. [See Posting Quick-Folders](#) for more details

Viewing Quick-Folders

To view the contents of a quick-folder simply **click on the folder icon** of your choice located down the left side of your screen.

If you do not see any folder icons on the far left of your screen then you must first post the quick-folders. [See Posting Quick-Folders](#) for more details

Remember that you must first save images into a folder before you can view them so if you click on a quick-folder and a message comes up stating the folder is empty it means you have not yet saved any images into that folder.

Removing an image from a Folder

To delete an image from a folder you must first be viewing the folder that contains the image.

There are 2 ways you can delete an image from a folder:

Method 1.

1. Drag and drop an image onto the **Toilet Icon** located on the lower far right side of your screen.

Method 2.

1. Press the **Delete key** and the current image will be removed.

Removing a Folder

Step 1.

Open the Folder Options menu

Step 2.

Click on the folder you want to remove which will be displayed under the 'Currently Existing Folders' list.

Step 3.

Click on the button labeled '**Remove**'

Step 4.

Click on the button labeled '**Close**' to exit from the Folder Options menu.

Note: If the folder you are removing is the one you are currently viewing then the next available folder that contains images is displayed by default. If all folders are empty then the last CD category you were viewing will be displayed by default.

Renaming a Folder

Step 1.

Open the Folder Options menu

Step 2.

Click on the folder you want to rename which will be displayed under the 'Available Folders' list.

Step 3.

Click on the button labeled '**Rename**' and a menu pops up prompting you to modify the existing name. Click Ok from this menu when done.

Step 4.

Click on the button labeled '**Close**' to exit from the Folder Options menu.

Note: If the folder you are removing is the one you are currently viewing then the next available folder that contains images is displayed by default. If all folders are empty then the last CD category you were viewing will be displayed by default.

Creating a New Folder

Step 1.

Open the Folder Options menu

Step 2.

Click on the button labeled '**New**' and a menu opens prompting you to enter a new folder name. The name cannot exceed 40 characters.

Step 3.

When you're satisfied with your new folder name click 'Ok'.
Your new folder is now created and will appear under the "Available Folders" list

Step 4.

Click on the button labeled '**Close**' to exit from the Folder Options menu.

Note: If the folder you are removing is the one you are currently viewing then the next available folder that contains images is displayed by default.
If all folders are empty then the last CD category you were viewing will be displayed by default.

Saving an Edited Image

An image that has been edited either by changing colors, mirroring etc can be saved to a folder, saved to disk, copied to the clipboard etc. the same as you would any other image: The difference is that you drag and drop the edited image (assuming editor is open) instead of the thumbnail, to the desired Icon.

i.e. Lets say you want to take an image, change it to gray scales and save it to a folder:

Step 1 Open the editor and the current image displays in the editor window.

Step 2 Click the gray scale icon and the image changes color to gray scales.

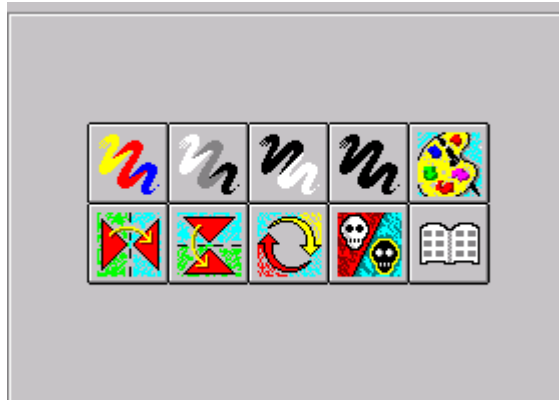
Step 3 Drag and drop the edited image onto the folder icon.

Edits that can be Performed on a Picture

To Open the Editor simply click on the Edit Icon (looks like a pencil) at the top of your screen.

Task Force COMMANDER has a useful set of editing tools that allow you to subtly or radically change the look and feel of any image.

Move cursor around Editing Control Panel and click on any icon for a description of its function:



(Note: The editor is disabled while viewing Photos as Task Force COMMANDER does not support bitmap editing at this time.)

The **Horizontal Mirror icon** reverses the current editing picture left and right.

The **Invert Color icon** inverts each color comprising the image to effectively produce the image's negative. You can create some really radical effects with this.

The **Rotate icon** when clicked displays the rotation panel which consists of a compass and a text entry area for keying in angles directly.
[Click here for a look at the Rotation panel and how it works.](#)

The **Custom Color Palette icon** when clicked displays the custom color panel which consists of all colors comprising the current image as well as a palette of over 300 replacement colors that you can use to make global color replacements.
[Click here for a look at the Custom Color panel and how it works.](#)

The **Full Screen icon** gives you a full screen view of the current image.

The **Vertical Mirror icon** reverses the current editing picture top and bottom

The **Close Editor icon** simply closes the editor and restores the thumbnails.

The **Silhouette icon** converts the current editing picture to black

The **Black and White icon** converts the current editing picture to black and white.

The **Gray Scale icon** converts the current editing picture to corresponding gray scales.

The **Color icon** resets the current editing picture to its original color

What is a Clipboard?

The Clipboard is reserved memory used to hold data that has been copied from one application in order to be inserted into another. In the case of Task Force COMMANDER it is the picture file currently selected (picture being edited if in editing mode) that is placed in reserved memory when you drag and drop onto the Clipboard Icon. You can then switch to another

Windows

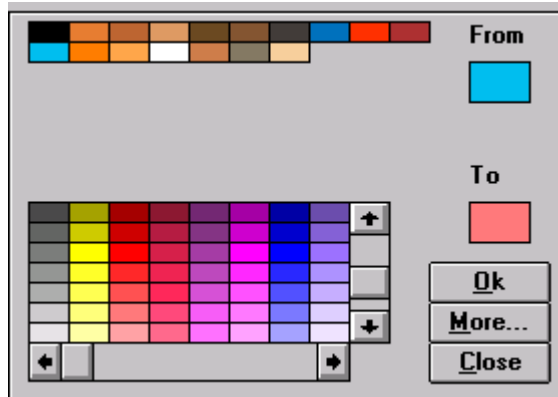
application (ie. word processor) and retrieve the picture file by using the **Paste** command within that application.. (Refer to your Windows documentation)

The **Print icon**.prints the entry in the editing window to your default printer on LPT1.
[Click here for more details.](#)

Custom color editing

Besides the 1 click color editing features within Task Force COMMANDER you also have powerful custom color editing tools at your fingertips.

Move the cursor around the Custom color frame and click parts you want to know more about.



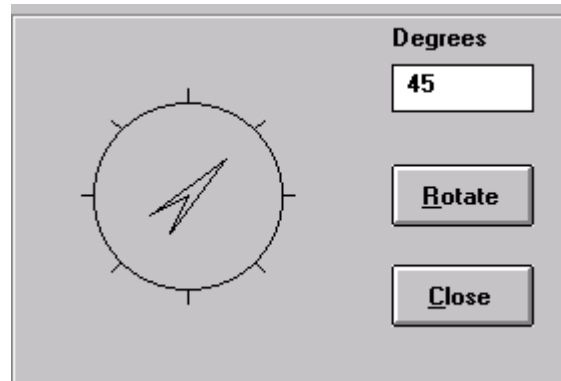
When you click on a picture to be edited all colors comprising that picture are retrieved and displayed at the top of the panel. Also displayed is a palette of over 300 most commonly used replacement color squares. If the replacement color you want is not in the palette no problem.

You can create any of 16.8 million replacement colors using the RGB sliders provided.

After you've selected (clicked on the colored box) the color you want to change and the replacement color then you start the replacement process by clicking 'Ok' The replacement is a GLOBAL color change. ie. If you select Red as the color you want to change and Blue as the replacement color then anywhere that Red appears in the picture will be changed to Blue.

Rotating an Image

This is what the Rotate panel looks like.



To Rotate an image:

Step 1.

Click on the image you want to rotate and Open the Editor.
The Rotate panel appears showing a compass.

Step 2.

Set the angle of rotation by:

Method 1:

- a. Position your mouse cursor on the compass needle
- b. drag the compass needle to the desired angle by holding down the left mouse button.

Method 2:

- a. Enter a number from -360 to +360 into the text entry area labeled "Angle"

Step 3.

Click on the Rotate button.

Each of these **boxes represent colors comprising the image** currently in the editing window. An image will never have more than 60 colors.

Clicking the More button displays the RGB sliders that allow you to create your own color. [Click here for further details.](#)

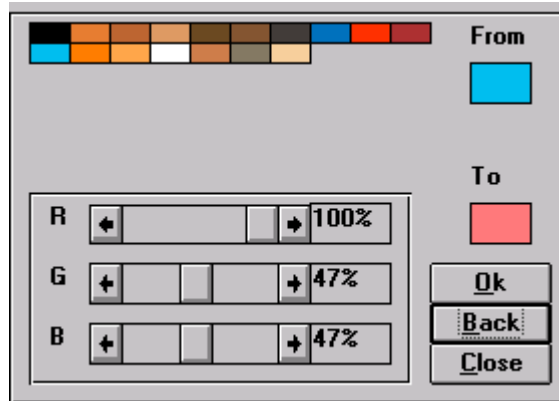
This is the **replacement color selection palette**. It provides you with 333 commonly used colors to replace an existing color. If the replacement color you want is not within the palette provided then you can create your own color using the RGB sliders below.

This is the color that is being replaced. Anytime you click on a color you want replaced it will appear here.

This is the replacement color. Anytime you click on a color from the 30 boxes provided or create a color using the RGB sliders, it will appear here.

Creating a customized color

This panel is displayed when you click the "More..." button.



By adjusting each slider (Red, Green, Blue) you can create up to 16.8 million color combinations.

To create a custom color perform the following on any of the RGB sliders provided.

Step 1. click on the **left or right slider scroll arrows** to increase the intensity of a

given primary color by 1 percent.

Step 2. click **in front of or behind the slider button** to increase the intensity

of a given primary color by 1 percent.

Step 3. click **on the slider button** and while holding down the left mouse button

drag the slider button to any position and release the mouse button.

Note that the To color square (larger color square to the right) will change to represent the new color based on the intensity levels of the RGB sliders.

RGB

(Red Green Blue) Method of recording and generating colors in a video system. On a TV or color monitor, colors are displayed as varying intensities of red, green and blue dots. When red, green and blue are all turned on high, white is produced. As the intensities are equally lowered, shades of gray are produced. When all dots are turned off, the base color of the screen appears.

Copying a picture to the Clipboard

Drag and Drop an image or Click on the **Clipboard** icon located on the far right of your screen and the image is placed in the clipboard ready for another application to paste it in.

Can I use Task Force COMMANDER without the CD

The answer is YES. However, certain conditions apply.

Working without the CD means that you will be working exclusively with your folders so you must already have at least 1 folder with images saved into it.

Viewing by CD Category and Keyword Search are disabled during this mode however you can gain access to your CD at any time by clicking on the CD Category Icon and you will be prompted to insert your Task Force CD.

To work in Folder only mode: (assumes CD is not in the drive)

- Step 1** Open the application as usual and a message appears informing you that the CD could not be located.
- Step 2** You are given 3 options at this point. Retry, Abort and Ignore. Click '**Ignore**'.

Printing Options

Task Force COMMANDER can print a single image on a page or a complete group of thumbnail images at 24 per page.

Printing Options:

Color:

prints in full color

Black and white:

converts image to black and white prior to print

Gray Scales:

converts image to gray scales prior to print

Other Options:

Print frame around picture:

If you choose this option then a rectangular frame is printed around the image (if printing single image) or a 6 by 4 frame for thumbnail

printing.

Print directory path information:

If you choose this option then the DOS directory path including the file name is printed underneath each image.

