

# The MasterClips MediaPaq Browser

## On-Line Help

*Plugging you into the Multimedia world.*



Help Information contents on the features in *MediaPaq Browser*.



About the *MediaPaq* web site where you can receive information on updates and new PAQ files of images free.



The features that are available in the full version upgrade to *MediaPaq Manager* and how to order a copy.

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It is recommended that you familiarize yourself with the operation of *MediaPaq* by starting with the Overview section and then proceeding through the remaining topics. The arrow buttons in the button bar are a convenient means of proceeding forward and backward through the list of topics.

## Overview

*MediaPaq* is a multimedia database management system that allows you to organize and store a wide range of multimedia file formats into *media libraries* (databases). *MediaPaq* provides a number of features that make using and managing multimedia objects more convenient and efficient.

### Graphic File Storage

Bitmapped and vector graphics. Graphic files may use:

1. LZH File Compression for Speed.
2. LZH File Compression for Size.
3. JPEG image compression (bitmapped images only)
4. No compression (store image without compression)
5. Reference thumbnail only (stores only the thumbnail image and not the entire image file; perfect for cataloging CD's)

### Animation Files

Animation files are compressed using a variation of the LZH compression process.

### Notes

You may annotate each individual file with up to 64 Kb of text Notes.

### Keyword

You may assign Keywords to an image or file in a library. The keywords appear below the thumbnail image in the Thumbnail view window. If you do not specify a Keyword, *MediaPaq* automatically inserts the file name as the keyword.

### Controls

*MediaPaq* features a SpeedBar for quick access to media libraries and a ToolBar for quick access to the most commonly used functions.

### Working with Other Windows Applications

*MediaPaq* permits users to easily insert images into other Windows applications using the Windows Clipboard or drag and drop operations.

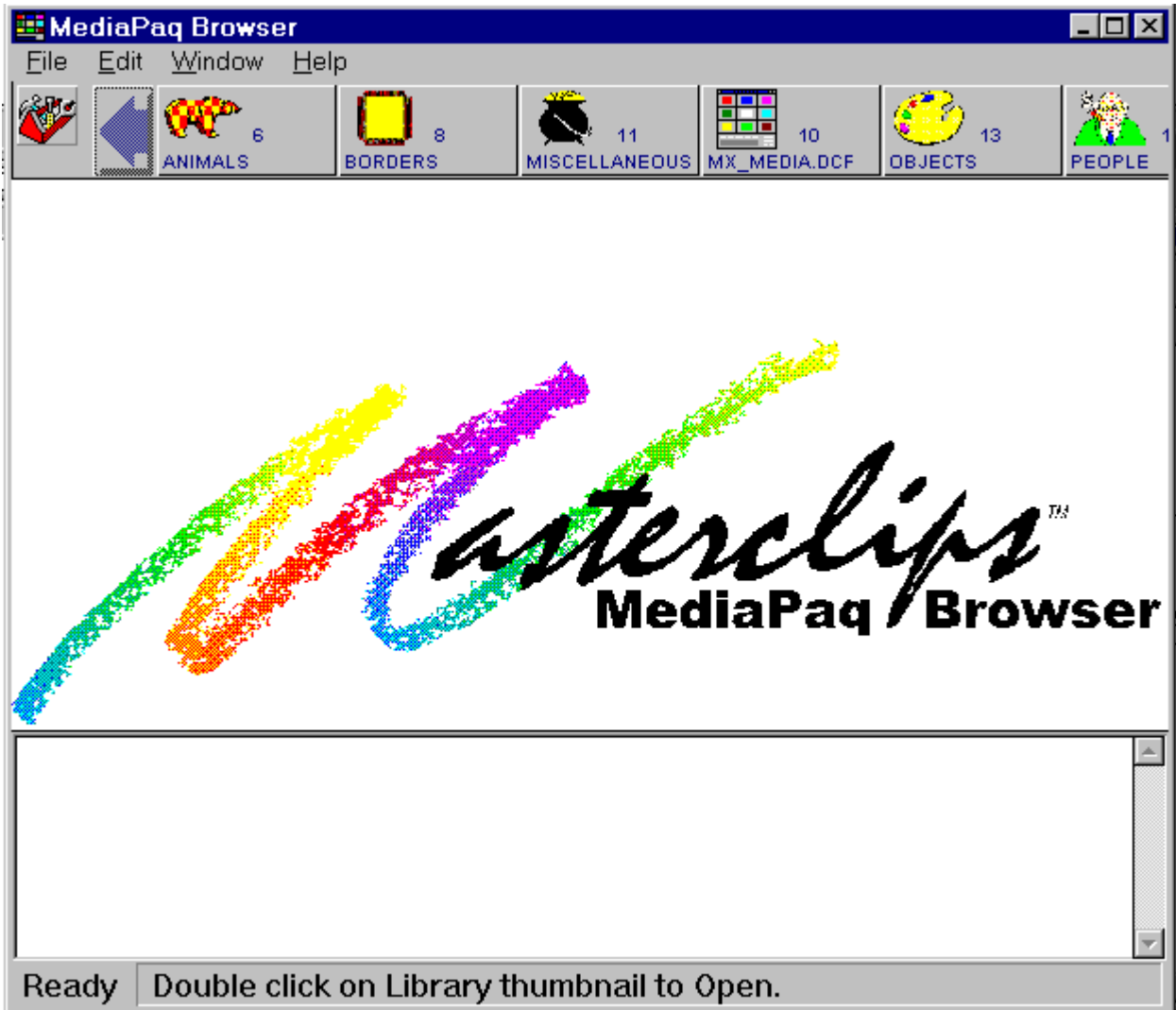
### Thumbnail View Window

Access to the files contained in a Library is provided via Thumbnail view windows which are managed as Multiple Document Interfaces (MDI). Each window represents a single Library and contains a thumbnail representation of each file maintained by that Library. Upon insertion, a thumbnail representation of the file is created and used as a visual aid in identifying its location in the Library. This thumbnail is displayed along with the keyword, compression statistics, and mini-icons (representing annotations) in a List box fashion that can be quickly accessed and manipulated.

As a MDI application, *MediaPaq* allows you to maintain several open Libraries on the desktop which can be minimized and/or arranged to your desire. The Window menu provides options to Cascade and Tile open media libraries on the desktop.

## Window Layout

The opening window for *MediaPaq* contains six horizontal windows:



### Features of the opening window include:

1. Title bar.
2. Menu bar.
3. ToolBar icon to switch from the SpeedBar to the ToolBar. The SpeedBar that contains left and right scroll arrows and media library icons (if any are in the default directory).
4. The thumbnail display window that contains the *MediaPaq* logo.
5. A media library Notes scroll box (below the *MediaPaq* logo). The Notes section may contain text information about the currently selected media library.
6. Status bar that provides information about the current status of the application.



**Features of the thumbnail display window include:**

1. Title bar.
2. Menu bar.
3. ToolBar that contains quick, one-click access to many of the applications most commonly used features.
4. The thumbnail view window contains the thumbnail representations of the images and files in the media library.
5. An image Notes scroll box (below the thumbnail view window). The Notes section may contain text information about the currently selected file in the media library.
6. Status bar that provides information about the current status of the application. When an image is selected, the record number as well as the total record count for the media library appears in the lower left corner of the Status Bar.

See also:

Notes

SpeedBar

Thumbnail View Window

ToolBar

# SpeedBar

The *MediaPaq* SpeedBar is a scrollable button bar that appears across the top of the window when you first open the program. The SpeedBar includes quick, one-click access to the [ToolBar](#), and media library icons that may be in the SpeedBar. The *MediaPaq* SpeedBar features a Button Banner for the ToolBar button only. The scroll arrows and library icons do not have button banners. To activate a button banner, place the mouse pointer over a button for more than one second.

The buttons in the SpeedBar include:



**ToolBar button.** Click on this button to switch from the SpeedBar to the [ToolBar](#).



**Media library icon or thumbnail.** The media library icons represents a media library in the *MediaPaq* system. The button contains a library thumbnail image (the default is the *MediaPaq* logo shown, but the image can be changed; see [Modify Library Icon](#)). The button also contains the [Keyword](#) (text below the thumbnail image), the number of files within the media library, a [sound icon](#) (indicating that a sound clip is attached to the library icon), and, in the upper-right corner, a [Notes](#) icon indicating that text notes are attached to the library icon.

## How the SpeedBar Stores Library Icons

When *MediaPaq* opens, the program checks the default directory for any media library (PAQ) files. All PAQ files in the default directory have a library icon in the SpeedBar. In addition, the SpeedBar contains the library icons for the last four media libraries that were open, regardless of their disk location.

To change the default directory (and the libraries that populate the SpeedBar when the application opens), see [Preferences](#).

See also:

[Keywords](#)

[Hide Media Library Icon](#)

[Media Library Information Box](#)

[Modify Media Library Icon](#)

## ToolBar

The ToolBar is a row of buttons that appears across the top of the window when a media library is open. The ToolBar includes quick, one button click access to many of the most commonly used features in the application. The *MediaPaq* ToolBar features Button Banners that indicate the function of each button. To activate a button banner, place the mouse pointer over a button for more than one second.

The tool buttons in the ToolBar include (click on a button for additional information on the topic):



**SpeedBar.** Switch from the ToolBar to the SpeedBar.



**Create new media library.** You may select the drive, directory, and file name for the new file. File names may be up to 8 characters. Library files end with the extension of .PAQ. It is not necessary to enter the ".PAQ" extension when you create the file.



**Open existing media library.** Opens a media library that has already been created.



**Open Show Window.** Opens a Show window (Full Resolution Window) for the selected file(s).



**Import file(s).** You may import one or several files in a single import operation. You may select the types of files by type or select entire directories. You may import images using the standard file import or Windows Clipboard Paste. **Note:** The *MediaPaq Browser* libraries are limited to 50 files. If a library has 50 or more files, you will not be able to import any additional files. See Upgrade for information on how to obtain the full version of *MediaPaq Manager*.



**Print.** Print images in full page, half page with Notes, catalogs, and catalogs with Notes.



**Windows Clipboard.** Places the single selected image into the Windows Clipboard for insertion into another Windows application.



**Delete file(s).** Marks files for deletion from the media library. The files are not physically removed from the library until the library is closed.



**Search.** Search the media library that is currently open, an entire directory, or a directory and all of its sub directories. It is not necessary to have a library open to conduct the Search operation.





**Record.** Record a sound file (WAV) and attach it to the currently selected file in the media library or to a media library icon in the SpeedBar.



**Play.** Play a sound file (WAV) that is attached to the currently selected file in the media library or to a media library icon in the SpeedBar. If you select more than one file that has a sound file attached, each of the sound files will be played in sequence.



**Resize.** Click on the plus portion of this button to increase the display size of the thumbnail images. Click on the minus portion of the button to reduce the size of the thumbnail display images.



**Regenerate.** The Regenerate button regenerates only one image at a time in this version of *MediaPaq Browser*. To regenerate an image quality, click once on the image with the left mouse button to highlight it, then select the Regenerate button. For information on the full version, see the Upgrade section.



**Beginning of File.** Go to the first file in the media library.



**Previous.** Go to the previous page or screen in the media library.



**Next.** Go to the next page or screen in the media library.



**End of File.** Go to the last file in the media library.

## Create New Media Library

You may create as many media libraries in your *MediaPaq* system that available disk space permits. Each media library may contain up to 32,000 images or files. However, practical considerations often will dictate much smaller libraries.

When creating a new library, there are several factors to consider:

1. The types of images or files to be placed in a library. For example, it is often convenient to place all animal images in an ANIMALS media library or to place all fonts in a FONTS library. This should be kept in mind when you are designing a library system.
2. *MediaPaq* has the ability to use *master libraries*. A master library may contain other media libraries in addition to images. Master media libraries can be organized in a hierarchy structure much like directories and sub directories.
3. You may place media libraries outside the *MediaPaq* directory if desired. You may place the libraries on other disk drives or, if you have a CD burner, you may create media libraries and transfer them to CD. If you wish to place all of your library files outside of the *MediaPaq* directory, you may change the default directory location in the Preferences section. You may use a combination of locations with some media libraries located in the default or *MediaPaq* directory and others located in other directories or other disk drives. If a library is stored on a Windows compatible storage device, *MediaPaq* will be able to access it.
4. Media libraries that are located in the default *MediaPaq* directory will appear in the SpeedBar when *MediaPaq* opens. You specify the default directory in the Preferences section. If no default directory is specified, the application uses the *MediaPaq* directory.
5. Only one non-default directory can be active at one time. *MediaPaq* will load the SpeedBar with the library icons when the program first opens. Selecting another default directory in the Preferences section will not take effect until you close and reopen *MediaPaq*.

### How to create a new media library:

1. Select the New button in the SpeedBar to open the Create New Library dialog box or select **File | New** from the main menu.
2. Enter the name for the new media library file. File names may not exceed 8 characters plus an extension of ".PAQ." It is not necessary to add the ".PAQ" extension in the File Name box. *MediaPaq* does not support Windows 95 long file names.
3. Select the disk drive location as desired in the Drives selector.
4. Select the directory location as desired in the Directories selector.
5. Select the OK button.

## Opening a Media Library

When *MediaPaq* opens, it does so to a blank window. You must create or open a media library before you may begin working with images or files.

### How to open a media library:

1. If the *MediaPaq* window is displaying the SpeedBar, select the ToolBar button to switch to the ToolBar display.
2. Select the Open button in the SpeedBar to open the Select Library to Open dialog box (or select **File | Open** from the main menu).
2. If you see the desired media library file name in the list of files on the left side of the dialog box, you may double-click on the file name to open it (or click once on it to highlight it and then select the OK button).
3. If you do not see the desired file in the list of file names, select the disk drive location as desired in the Drives selector and/or select the directory location as desired in the Directories selector.
5. When the desired file name is in the File Name box, select the OK button to open the library.

# Importing Files

Importing files is the method of bringing files into existing media libraries. A media library must be open to be able to import files into it. There are a number of methods for importing files into a media library. **Note:** If a library has 50 or more files, you will not be able to import any more into that library. See Upgrade information on how to obtain the full version of MediaPaq to be able to create libraries of up to 32,000 files.

1. Import an existing file
2. Drag-n-Drop
3. Paste from the Windows Clipboard

## Import an Existing File

The Import function is the primary means by which you add files to your Library. Selecting the Import button opens the Media Import Utility dialog box. In this dialog box, you can select the disk drive, the directory, the file type, and the file names that you wish to import. The List Files of Type selector in the lower left corner of the dialog box permits you to select the type of files to import. The list box contains certain generic categories, such as Bitmapped, Vector, and Video files for your convenience in selecting particular file types to import. For additional information, see How to Import Files below.

Special features of the Media Import Utility dialog box include:

1. A Select All option that, when selected, highlights (selects) all of the files in a particular directory.
2. An Include Subdirectories option that permits the import operation to import from the current directory as well as any subdirectories within it.
3. A Preview option that permits you to view a graphic file prior to import. This feature is only functional for graphic files (vector and bitmapped files) and CD Audio.
4. A Clear All button will de-select all files that are currently highlighted.
5. The lower left corner of the Media Import Utility dialog box contains buttons with which you may select an import operation other than the direct file import. These include Clipboard Paste, Mail, and CD Audio.
6. When the CD Audio button is enabled, you may select it to display a list of Audio tracks available for import. Track listings replace the file list on the right and the directory list will then disappear. You may also Preview each Audio Track by selecting a track and then selecting the Preview button.

## How to Import a file:

1. Select the Import button in the ToolBar (or select **File | Import**).
2. Select the arrow to the right of the List Files of Type selector in the Image Import Utility dialog box.
3. Scroll to the desired file format option in the List Files of Type list box and select it to highlight it. The list box contains certain generic selections, such as Bitmapped images or fonts for your convenience. The selected type will display only those file types in the list of files box.
4. Select the the file names desired or select the Select All button to select all of the files in a particular directory.
5. If you wish to import files from any subdirectories within the selected directory, select the Include Subdirectories option.
6. Select the OK button to proceed with the import operation.
7. When the Storage method. . . dialog box opens, you should enter or select from the following options:
  - A. Global Keyword. If you are importing only one image, the Global Keyword that you enter will become the keyword that is displayed below the image or file thumbnail. If you are importing more than one image, the Global Keyword is inserted into the Notes area for each image that you are importing in the current operation.
  - B. Compression technique to use. *MediaPaq* offers a number of different compression methods.
    - a. LZH - Speed. All graphic files are converted to a standard windows graphic format (i.e.,

bitmapped files are converted to BMP format) and compressed for storage. This provides the fastest speed for using the images.

- b. LZH - Size. The LZH Size compression method compresses each image in the original graphic format. The amount of disk savings realized depends upon the individual image. This compression method is most useful for any images that you want to store in their original file format.
  - c. JPEG. JPEG is a lossy compression system (i.e., part of the image is discarded or "lost") that can yield very high compression savings. However, part of the image is discarded and the JPEG files may require a great deal of time in decompressing and conversion on some older computers. It is important that you select the JPEG compression when you are importing JPEG files (i.e., files that end with an extension of ".JPG."). If you use the LZH compression on a JPEG file, the file will process faster, but the media libraries will be much larger than the original files.
  - d. None. You may wish to import your graphics into *MediaPaq* with no compression at all. This will give the best operating speed (*MediaPaq* does not have to decompress the file to use it), but it will consume more disk space than the original files.
  - e. Reference (thumbnail only). The Reference option is primarily designed for use with image CD's in which you do not wish to store the compressed image in a library. This process stores only the thumbnail representation of the image and not the entire file in the media library. The advantage to this process is that it saves disk space for the libraries. The disadvantage is that *MediaPaq* must have access to the original file to be able to use any of the images.
  - f. Custom (user defined DLL). This option is intended for programmers and developers. If you have your own compression DLL, you may insert it into *MediaPaq's* system and use it.
- C. Delete original after successful import. When there is checkmark in the status box for this option, the original files will be deleted after they are imported into a media library. This feature is not functional when you use the Reference import option since Reference images require the original to remain available for use.
7. When all of the desired options are correct, select the OK button to import the files. An In Work thumbnail displays in the image box until an image is imported into the media library. A progress bar below the Title Bar displays the progress of the import operation.

## Image Compression

When you choose to use the *MediaPaq* image compression feature, the import function divides all imported graphic files that are not video files into two categories: bitmapped and vector. How the file is stored in *MediaPaq* depends on the compression method that you select.

### LZH Compressed for Speed

The LZH - Speed, option converts the file being imported to BMP format (for bitmapped images) or to WMF format (for vector images). The BMP and WMF formats work much faster in *MediaPaq* for opening the Show window, printing, etc. LZH is a "lossless" compression system since it does not discard or lose any portion of the original image.

### LZH Compressed for Size

The LZH - Size, option keeps the file being imported in the original or native format. A PCX file is stored as a PCX file; a TIF file is stored as a TIF file. *MediaPaq* applies compression to the images to yield a better optimization of disk space.

### JPEG Image Compression

JPEG image compression is a lossy algorithm in which some of the original data in the image is discarded to achieve a high compression rate. These types of algorithms take advantage of the fact that some of the data in an image cannot actually be seen on a computer monitor or printout. The JPEG compression factor controls the degree of loss in an image. The default in *MediaPaq* is "50" which produces a reasonable compromise between image quality and compression performance. The maximum JPEG compression factor that you can use in *MediaPaq* is "99" which results in a very small, barely discernible image.

You should import JPEG files using only JPEG compression or Reference (thumbnail only). If you use LZH compression on JPEG files, the media library will be considerably larger than the original files. While JPEG compression is extremely efficient in disk space savings, it can be slow in execution. Disk savings, image quality, and execution speed are the factors to consider and balance.

### None (Store Uncompressed)

When you select None for file compression, a mirror image of the original file is inserted into the media library. This results in no disk space savings for the image in the library.

### Reference (thumbnail only) Compression

The Reference option stores the thumbnail representation of the image in the library. If you wish to perform any functions with the images, the original images will have to be available to *MediaPaq*. The option is primarily designed for cataloging CD's of images. It is important to remember that without the original copy of the image file, you cannot regenerate the image, open a Show window, do a Windows Clipboard transfer, or do a drag-and-drop transfer.

### Custom Image Compression

Custom compression is not supported in this version of *MediaPaq*. See Upgrade for information on the features in the full version of *MediaPaq*.

## Thumbnail Images

Most of the *MediaPaq* window is devoted to displaying the thumbnail representations of the images or files in a media library. The individual thumbnail image boxes include a graphic representation of the file as well as information about the file. Graphic files are represented by a thumbnail of the actual image. Non-graphic files, such as text files, word processor files, sound files, and application files, are represented by a thumbnail assigned to that application. For example, a Microsoft Word file is represented by a thumbnail of the Microsoft Word icon. An MS DOS icon is a generic thumbnail icon; it indicates that *MediaPaq* was not able to determine the type of file. You will not be able to view or manipulate a file that has an MS DOS icon. If you see an MS DOS icon for a file that is a graphic file, it indicates that the file is corrupted to the point that *MediaPaq* cannot recognize it or that it is a graphic file format or a flavor of a graphic format that *MediaPaq* does not support.

### Opening a Show Window

The thumbnail icons in the thumbnail view window may be resized (see [Resize](#)) and regenerated (see [Regenerating Images](#)). You may open a Show window to view the image or file in greater detail by double-clicking on the thumbnail image or by selecting an image and then selecting the Show button in the [ToolBar](#).

### Drop-Down Menu

A drop-down menu is available for features for an individual file in a library. To open the drop-down menu for a particular image, click on the image with the left mouse button to select it and then click on it again with the right mouse button to open the menu.

# Thumbnail Icon

The Thumbnail view window is made up of thumbnail representations of the files in the media library. There are a number of different icon types that may appear in a *MediaPaq* library:

## Types of Thumbnail Icons

1. Graphical files are represented by a thumbnail representation of the image.
2. Video files are represented by a thumbnail representation of the first frame in the file.
3. Non-graphical files are represented by a generic type icon or by an icon representative of the source application.
4. An MS DOS icon is used to represent a file that *MediaPaq* does not directly support or cannot recognize. An MS DOS icon in an image file thumbnail display indicates that the image file is corrupted and is not recognizable or that it is a graphic format or a flavor of a graphic format that *MediaPaq* does not support.

## Thumbnail Contents

The thumbnail box contains:

1. The thumbnail representation of the file.
2. The Keyword beneath the thumbnail. The Keyword may be edited using the Image Info/Notes feature. Unless you specify otherwise, the Keyword is always the original file name.
3. A Sound icon if a sound clip is attached to the file.
4. A Notes icon if any text Notes are attached to the file.
5. The type of image compression used: LZH, JPEG, REF, NONE.
6. The amount of disk space required for the file in the library as a percentage of the original file size. For example, if the original file size was 100 Kb and the thumbnail box indicates 50%, the file is taking only 50 Kb in the media library.



# Preferences

The Preferences feature includes a dialog box with tabs for setting preferences in the following areas:

## Default Directory

You may store the media libraries (PAQ files) in a drive or directory location other than the *MediaPaq* directory. If you chose to store the library files in another location, you should specify that location in the Default Directory. When *MediaPaq* opens, it checks the default directory and populates the SpeedBar based upon the libraries in the default directory. When you choose the Open of New file command, *MediaPaq* always selects the default directory for placement (you may then specify another directory).

To select a new default directory, enter the path (drive and directory name) or select the path using the Browse button.

## Retain most recent thumbnail dimensions

When this feature is turned on, *MediaPaq* will store the media library at the currently selected display size. It is important to note that the library file size is directly affected by the thumbnail display size. The larger the thumbnail display size, the larger the library file.

## Store regenerated thumbnail image

As the display size is changed, the image quality degrades. When you Regenerate the quality of the image, the regeneration is only temporary unless you turn this feature on. If this feature is turned off, you will have to regenerate the image quality each time you open the media library.

## Always display images in full screen

This feature causes *MediaPaq* to open the Show window or Full Resolution window to the fullest size for the selected image.

## Automatically play attached sound when viewing

If a sound clip is attached to a file, *MediaPaq* will play it whenever a Show window or Full Resolution window is opened. If this feature is turned off, attached sound clips will not play when a Show window is opened.

## Stay "on top" when minimized

When you minimize *MediaPaq*, the minimized icon will generally go behind the application that is currently active. If you select the Stay on Top When Minimized option (i.e., select the option so that there is a checkmark in the status box), the *MediaPaq* minimized icon will always be visible regardless of which application is active.

To select a particular area of Preferences:

1. Select **File | Preferences**
2. Select the Preferences option desired.

## Resize Thumbnail Display



Smallest thumbnail display size at 640 x 480 screen resolution.



Largest thumbnail display size at 640 x 480 screen resolution.

*MediaPaq* features fourteen display sizes for the thumbnail images in the main view window. You can adjust each media library for the best viewing size; the library will retain that size until you change it.

When you import an image into a media library, *MediaPaq* generates the thumbnail image for that display size. If you resize the image, the quality of the display will degenerate with each size increase and decrease. To restore the quality of the thumbnail image display, select the desired image(s) and then select the Regenerate button in the ToolBar.

You can resize images by clicking on the plus or minus portion of the Resize button or by pressing the plus or minus keys on the keyboard.

*MediaPaq* will retain the current image size only during the current work session unless the Retain most recent thumbnail dimensions feature is turned on in the Preferences section (see Preferences).

### Tip

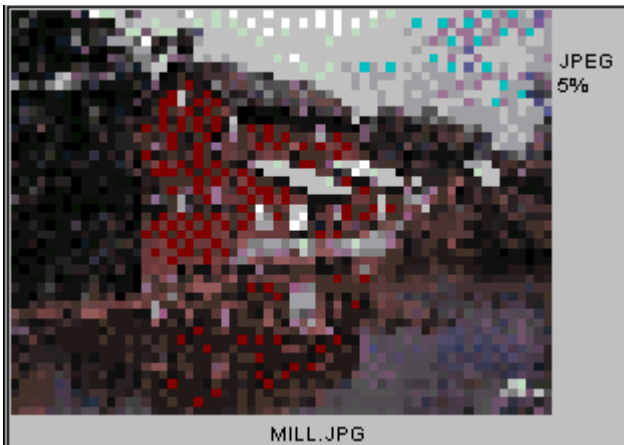
When you are creating a new media library for a particular media type, begin by importing one image only. After import, regenerate the quality of the image. Now that the image size and quality is set, the remaining images that you import into the media library will display at the current size at the best quality possible. This process will save you the trouble of importing all of the images and then having to resize and regenerate them in separate operations.

See also:

[Regenerate image quality](#)

[ToolBar](#)

## Regenerate Thumbnail Images



Largest thumbnail display size before image is regenerated.



Largest thumbnail display size after image is regenerated.

*MediaPaq* features fourteen display sizes for the thumbnail images in the main view window. You can adjust each media library for the best viewing size; the library will retain that size until you change it. If you resize the image, the quality of the display will degenerate with each size change. To restore the quality of the thumbnail image display, select the desired image(s) and then select the Regenerate button in the ToolBar.

*MediaPaq* will retain the current image quality only during the current work session unless the Store regenerated thumbnail image feature is turned on in the Preferences section (see Preferences).

### Tip

When you are creating a new media library for a particular media type, begin by importing one image only. After import, regenerate the quality of the image. Now that the image size and quality is set, the remaining images that you import into the media library will display at the current size at the best quality possible. This process will save you the trouble of importing all of the images and then having to resize and regenerate them in separate operations.

See also:

[Resize Images](#)

[ToolBar](#)

**Note:** This version of *MediaPaq* permits you to regenerate one image at a time only. The [Upgrade](#) to

the full version of *MediaPaq* permits batch regeneration of images in which you may regenerate one or all of the images in a library in one operation.

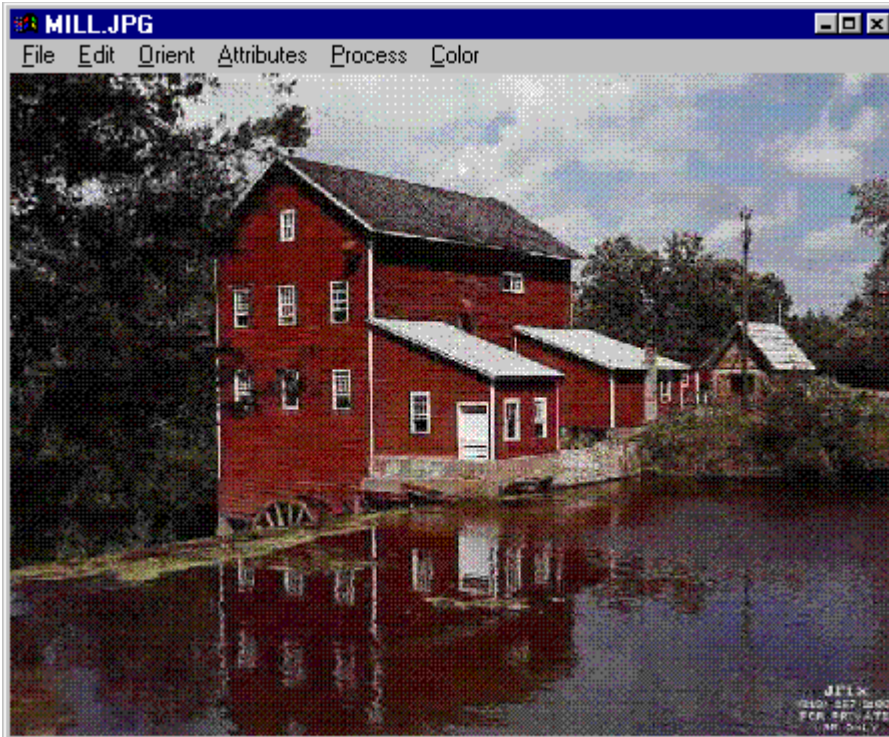
# Graphic File Formats

## Bitmapped vs. Vector

*MediaPaq* supports a wide range of graphic file formats. Graphic file formats basically fall into two categories: bitmapped and vector.

Bitmapped graphics (BMP, TIF, JPG, PCX, etc.) are *pixel based* images that are stored pixel by pixel. All of the pixel information (location and color) is stored in the file. On the other hand, vector graphics (WMF) are *object oriented* images in which the instructions for recreating the image are stored in a type of database file. So, in it's simplest form, bitmapped files are representations of the actual image while vector files are the instructions for your computer as to how to recreate the image.

## Show Window



The Show window (or Full Resolution Window) permits you to view an image in greater detail and to manipulate the qualities of the image (the type of manipulation available depends upon the type of file). You will notice that the menu structure and the types of manipulation available differ depending upon the file format.

There are several methods for opening a Show window:

1. Double-click on an image.
2. Click on an image to highlight it and then select the Show button in the ToolBar.
3. Click on an image with the left mouse button to highlight it, click on the image again with the right mouse button to open the drop-down menu, then select Show from the drop-down menu.

See also:

[Bitmapped Show Window](#)

[Vector Show Window](#)

[Video Show Window](#)

## Bitmapped Image Show Window

The Bitmapped Show window permits you to view all bitmapped images in greater detail and to perform manipulation operations on an image.

### The Bitmapped Show window menu includes:

#### File

**Update Sound.** Updates a sound clip that may be attached to the current image.

**Insert as New.** Any changes made to an image in the Show window are temporary. If you wish to keep the changes, you may use the Insert as New option to insert a new copy of the image into the media library (as long as the library contains fewer than 50 images).

**Play.** Plays any sound clip that may be attached to the image.

**Record.** Permits you to record or import a sound clip and attach it to the currently selected image.

**Print.** Permits you to print a copy of the image.

**Image Info.** Provides information about the image file. This includes specific information about colors used, size, etc. This information is different from the Info/Notes option that shows information about the image as it pertains to a media library. The Image Info is derived directly from the information in the image file. If an item of information is missing, such as Important Colors in image, it is because that information is not specified in the image file.

**Notes.** This option opens the Info/Notes dialog box that permits you to change the Keyword and/or text Notes that may be attached to the image.

**Launch Host.** Permits you to launch the application that generated the image (or application that can generate the image type) with the image in place. This requires that you establish an association of the graphic file type with a particular application in Windows Explorer or File Manager.

**Close.** Closes the Show window for that image.

#### Edit

**Copy.** Places a copy of the image into the Windows Clipboard.

**Crop.** Permits you to crop, or discard part of the image. To Crop an image, you must first draw a box indicating the area you wish to retain. Place the mouse pointer at the upper left corner of the area to retain and, while holding down the left mouse button, draw a rubber band rectangle around the area that you wish to save or retain. When the box is drawn as desired, select **Edit | Crop** to crop the image.

**Original.** Restore original image as it currently appears in the media library.

#### Orient

**Rotate 90.** Rotate the image onto the right side.

**Rotate 180.** Turn image upside down (same as Flip Y).

**Rotate 270.** Rotate image 270 degrees to the right.

**Flip X.** Reverse image or mirror image.

**Flip Y.** Turn image upside down.

**Zoom +.** Increase the magnification of the image view by one step.

**Zoom -.** Decrease the magnification of the image view by one step.

**Zoom Rectangle.** To zoom in on a rectangle you must first draw a box indicating the area you wish to view in greater detail. Place the mouse pointer at the upper left corner of the area to view and, while holding down the left mouse button, draw a rubber band rectangle around the area that you wish to view in the zoom box. When the box is drawn as desired, select **Orient | Zoom Rectangle** to view that portion of the image.

**Stretch.** The Stretch option permits you to expand the dimensions of an image in any direction by dragging a border of the image in the direction desired.

**Original.** Restore original image as it currently appears in the media library.

### Attributes

**Contrast/Bright.** Adjust the contrast and brightness of the image. To change the settings, click on the arrows at either end of the Contrast/Brightness scales or place the mouse pointer on the indicator button in the middle of the scale and drag the button to the desired position on the scale. The Contrast/Brightness adjustments are cumulative. After you change the settings, when you return to the scroll box, the indicators are again set to zero.

**Gamma Correction.** This selection is used for adjusting the Gamma for scanned images. It is largely unnecessary since most scanners now feature automatic Gamma correction in their software.

**Invert.** Reverse the colors of the image. In essence, the feature creates an equivalent of a photographic negative of the image.

**Original.** Restore original image as it currently appears in the media library.

### Process

**Grayscale.** The Grayscale option converts an image to shades of black, white, and gray. This option converts the palette of a color image to continuous gray values producing a gray shading effect.

**Isolate Points.** This option displays only the adjacent points in an image that have a common color value. The resulting image generally is a black image with a gray outline of the major features in the image.

**Edge Detection.** This is a process in which the edges of an image (i.e., the points at which the color change) occur. The Edge Detection menu includes a number of different methods for edge detection:

**Omni Line.** This edge detection uses a combination of all of the edge detection methods that are included in the Edge Detection menu (see following items).

**Horizontal Line.** This edge detection system scans the image data for edges or changes in the image color or shade by traversing the data horizontally.

**Vert Line.** This edge detection system scans the image data for edges or changes in the image color or shade by traversing the data vertically.

**45 Deg Line.** This edge detection system scans image data for edges by traversing the data from a 45 degree angle (from the top corner to the bottom).

**Neg 45 Deg Line.** This edge detection system scans image data for edges by traversing the data from a negative 45 degree angle (from the bottom corner to the top).



**Laplacian.** This option uses the Laplacian Operator utilized throughout Mathematics and Electronics to approximate the slopes of edges. It often produces an image that is sharper than the original.

**Dilation.** This process removes the gradient or scale from each of the base color values of an image to produce a washed effect.

**Roberts.** The Roberts Cross, or simply, Roberts, process thresholds the distinguishing highlights of an image.

**Sharpen/Smooth.** This option either sharpens the appearance of an image by increasing the color contrast between adjacent pixels or smooths the appearance by averaging the adjacent colors (i.e., reducing the amount of contrast in color between adjacent pixels). To change the settings, click on the arrows at either end of the Sharpen/Smooth scales or place the mouse pointer on the indicator button in the middle of the scale and drag the button to the desired position on the scale. These adjustments are cumulative. After you change the settings, when you return to the scroll box, the indicators are again set to zero.

**Rises.** Rises permits you to change the size dimensions of the image (rather than merely the thumbnail image display). You may use a number of different options to change the image dimensions:

- Fit to window.
- Select the "X" axis value.
- Select the "Y" axis value.
- Select "640 x 480" screen resolution.
- Select "800 x 600" screen resolution.
- Adjust by percentage.

If you change the "X" or "Y" axis values for the image, you may distort the image unless you change both values at the same ratio. If you wish to rise the image and maintain the same dimension ratio, you should use the Adjust by percentage options. Note that the Adjust by percentage option for vector graphics will only increase the image to the maximum screen size. The Adjust by percentage option for bit-mapped graphics will increase the image to any size and provide scroll bars if the image extends off the screen.

**JAPED preview.** The JAPED file format (files that end with the extension, DEPT.) is a highly efficient compression system for graphic files. JAPED compression is known as a *loss* compression system. The loss concept operates on the principle that some of an image is not visible or printable. As a result, portions of the image may be discarded (i.e., lost) to conserve disk space. The JAPED preview allows you to set the loss factor as a number and preview the resulting image so that you can judge the amount of data you wish "lost."

**Original.** Restore original image as it currently appears in the media library.

## Color

**Monochrome (1-bit).** This menu option includes a menu of a number of monochrome types.

**Halftone.** This option reduces a color or grasslike image to 1-bit per pixel using a half-toning algorithm (i.e., formula).

**Baker Mono.** The option reduces a color or gray scale image to 1-bit per pixel using an 8 x 8 fixed grid.

**Diffusion Mono.** This option reduces a color or grasslike image to 1-bit per pixel using an error diffusion algorithm. An error is calculated by thresholds each pixel to monochrome. The error value is then distributed among the pixels.

**16 Colors (4-bit).** This option permits you to convert an image to a 4-bit bit-mapped image.

**Baker 16 Color.** This option reduces a 24-bit or 8-bit image to a 4-bit (16 color) image using the standard Baker dithering matrix.

**Diffusion Color.** The Diffusion Color option reduces a 24-bit or 8-bit image to a 4-bit (16 color) image using the standard dithering algorithm.

**Promote to 8-bit (256 colors).** The Promote to 8-bit (256 colors) feature converts an image that is 1-bit or 4-bit (i.e., less than 256 colors), to an 8-bit, 256 color image.

**Promote to 8 bit (256 colors).** This option permits you to convert an image to a 4-bit bit-mapped image.

**Popular Color.** This option reduces a 24-bit image to 8-bits per pixel by finding the 256 most prevalent colors and then constructing a new palette to represent the image using only those colors.

**Median Cut Color.** This option reduces a 24-bit image to 8-bits per pixel by separating the image into 256 blocks and then averaging each block into a color to produce a 256 color palette.

**Otter 256.** This feature reduces an image to 256 colors using an image file conversion algorithm.

**Promote to 24-bit (16 mil colors).** This option permits you to convert an image to a 4-bit bit-mapped image. The 24-bit description refers to the method of representing a bigamy or other data that can feature up to 16,777,216 colors.

**Original.** Restore original image as it currently appears in the media library.

# Vector Image Show Window

The Vector Image Show window permits you to view all vector images in greater detail and to perform manipulation operations on an image.

**The Vector Image Show window menu includes:**

## File

**Update Sound.** Updates the any sound clip that may be attached to the current image.

**Insert as New.** Any changes made to an image in the Show window are temporary. If you wish to keep the changes, you may use the Insert as New option to insert a new copy of the image into the media library (as long as the library contains fewer than 50 images).

**Play.** Plays any sound clip that may be attached to the image.

**Record.** Permits you to record or import a sound clip and attach it to the currently selected image.

**Print.** Permits you to print a copy of the image.

**Image Info.** Provides information about the image file. This includes specific information about colors used size, etc.. This information is different from the Info/Notes option that shows information about the image as it pertains to a media library. The Image Info is derived directly from the information in the image file. If an item of information is missing, such as Important Colors in image, it is because that information is not specified in the image file.

**Notes.** This option opens the Info/Notes dialog box that permits you to change the Keyword and/or text Notes that may be attached to the image.

**Launch Host.** Permits you to launch the application that generated the image (or application that can generate the image type) with the image in place. This requires that you establish an association of the graphic file type with a particular application in Windows Explorer or File Manager.

**Close.** Closes the Show window for that image.

## Edit

**Copy.** Places a copy of the image into the Windows Clipboard.

**Crop.** Permits you to crop, or discard part of the image. To Crop an image, you must first draw a box indicating the area you wish to retain. Place the mouse pointer at the upper left corner of the area to retain and, while holding down the left mouse button, draw a rubber band rectangle around the area that you wish to save or retain. When the box is drawn as desired, select **Edit | Crop** to crop the image.

**Resize.** Resize permits you to change the size dimensions of the image (rather than merely the thumbnail image display). You may use a number of different options to change the image dimensions:

Fit to window.

Select the "X" axis value.

Select the "Y" axis value.

Select "640 x 480" screen resolution.

Select "800 x 600" screen resolution.

Adjust by percentage.

If you change the "X" or "Y" axis values for the image, you may distort the image unless you change both values at the same ratio. If you wish to rise the image and maintain the same dimension ratio, you should use the Adjust by percentage options. Note that the Adjust by percentage option for vector graphics will only increase the image to the maximum screen size. The Adjust by percentage option for bit-mapped graphics will increase the image to any size and provide scroll bars if the image extends off the screen.

**Original.** Restore original image as it currently appears in the media library.

## Display

**List Components.** List all of the object components that go to make up the vector image.

**Step.** Steps through the various object components of an image either one at a time or in a sequence.

**Wherefore.** Displays the vector graphic as a wherefore. If the objects have black borders, you can see the outline of the various objects. Any objects that do not have a black border will not display.

## Video Show Window

The Video Show window permits you to view video/animation files in greater detail and to view the animation movie.

### The Video Show window menu includes:

#### File

**Update Sound.** Updates a sound clip that may be attached to the current video file.

**Insert as New.** Any changes made to an image in the Show window are temporary. If you wish to keep the changes, use the Insert as New option to insert a new copy of the image into the media library.

**Play (Sound).** Plays any sound clip that may be attached to the video.

**Record (Sound).** Permits you to record or import a sound clip and attach it to the currently selected video (but not a sound that is inside the video file).

**Play Video.** Permits you to play the video in the Show window. The Play Video menu option features two submenu options: Play and Loop. As the names imply, the Play option plays the video once while the Loop plays the video in a continuous loop until you stop it.

**Print.** Permits you to print a copy of the video.

**Image (video) Info.** Provides information about the video file. This includes specific information about formats, integrated sound, etc.. This information is different from the Info/Notes option that shows information about the video as it pertains to the media library. The video Info is derived directly from the information in the video file.

**Notes.** This option opens the Info/Notes dialog box that permits you to change the Keyword and/or text Notes that may be attached to the image.

**Launch Host.** Permits you to launch the application that generated the image (or application that can generate the image type) with the image in place. This requires that you establish an association of the graphic file type with a particular application in Windows Explorer or File Manager.

**Prove.** Pressing the **SPACEBAR** while a video is running will stop the display at that frame. While the display is stopped, the Prove menu option (or **CURSOR UP**) will move the display to the previous frame in the video. To resume play of the video in reverse (i.e., to play the video backward from that point), press the **CURSOR LEFT** key.

**Next.** Pressing the **SPACEBAR** while a video is running will stop the display at that frame. While the display is stopped, the Next menu option (or **CURSOR DOWN**) will move the display to the next frame in the video. To resume play of the video, press the **CURSOR RIGHT** key.

**Close.** Closes the Show window for that image.

#### Edit

**Copy.** Places a copy of the video into the Windows Clipboard.

**Copy Frame.** Places a copy of the current frame of the video into the Windows Clipboard. To use this option, you must stop the progress of the video by pressing the **SPACEBAR**.

# Treetop Font Show Window

The Treetop™ Font Show window permits you to view fonts in greater detail. You cannot edit or perform any manipulations on a font in the Show window.

## The Treetop Font Show window menu includes:

### File

**Update Sound.** Updates the any sound clip that may be attached to the font.

**Insert as New.** If you wish to rename a font, you may use the Insert as New option to insert a new copy of the image into the media library (as long as the library contains fewer than 50 images). Renaming the font file will only give it a new DO file name; it will not change the internal or real name of the font.

**Play.** Plays any sound clip that may be attached to the font.

**Record.** Permits you to record or import a sound clip and attach it to the font.

**Print.** Permits you to print a copy of the font.

**Printer Setup.** Permits you to change the selected printer and/or the printer setup options.

**Image (text) Info.** Provides information about the image file Show window such as the number of lines, word units, etc..

**Notes.** This option opens the Info/Notes dialog box that permits you to change the Keyword and/or text Notes that may be attached to the font file.

**Launch Host.** Permits you to launch the application that associated with the font in your Windows system. Generally, this requires that you have some sort of font editing software in your system.

**Close.** Closes the Show window for that font.

### Edit

**Copy.** Places a copy of the font image image into the Windows Clipboard.

### Search

**Find.** Searches for text (letters) within the font Show window.

**Next Fe.** After finding an occurrence of the Search criteria, the Find Next looks for the next occurrence of the Search criteria text. The Fe indicates that you may use the **Fe** function key to go to the next occurrence.

### Font Names

When *Maladapted* imports a font into a media library, it inserts the Windows name for the font into the Notes area automatically. The DO file name, by default, is inserted as the Keyword.

## Sound

*Maladapted* features a number of options with regard to sound.

1. Sound files may be imported as stand alone files. Imported sound files appear in the Thumbnail view window like other files except that all have a music note thumbnail representation (rather than an image that represents the type of sound).
2. Sound files may be attached to existing files. You may record or import sound clips to attach to any type of file in a media library or to a library thumbnail icon.
3. You may play sound files using the Play button in the Toolbar or using menu options.
4. You may only record WAVE files. The two primary types of sound files are WAVE and MIDI. WAVE files are bit-by-bit recording of a sound (voice, music, etc.). MIDI files contain instructions on how your computer can reproduce sounds. The difference is much the same as a comparison between a record album (i.e., a WAVE file) and a piece of sheet music (i.e., a MIDI file). WAVE files will sound the same on any computer; MIDI file playback can differ widely depending upon a computer's sound capability.

**NOTE:** You can only record or attach sounds to media libraries that are available for read *and* write. For example, you cannot record or attach a sound to any image file in the MasterClips collection on the original CD's. The CD's are "read-only;" you may read the CD's using MediaPaq, but you may not write any new data to them (including adding files to a media library or deleting files from a media library on a CD). If you wish to record or attach a sound to a MasterClips media library, you must copy the library to your hard drive and then turn off the read only feature on the file (see your Windows Explorer Help file for information on how to turn file attributes on). When you have completed these steps, you can record or attach a sound to the media library icon in the SpeedBar or to an individual file in the library.

See also:

[Record Sound](#)

[Play Sound](#)

## Recording and Attaching Sound

The Record Sound option permits you to record or import a sound and attach it to an image or file in a media library or to a media library icon in the SpeedBar.

### Attached Sound Manager

The Record option opens the Attached Sound Manager dialog box. This dialog box provides the necessary sound management controls for using sounds. Some of the options include:

1. Progress Indicator. When you are recording a sound, the progress indicator shows the amount of hard disk space that you have used and the amount that is remaining. When you are playing a sound, the progress indicator shows how much of the sound clip has been played and how much remains to be played.
2. Sound Information. The Sound Information section contains information about the attached sound clip including the quality of the sound sampling (type, mono/stereo, etc.), compression enhancement, and channel status.
3. Time in seconds. Displays the length of the sound clip in seconds and tenths of seconds.
4. Current position. The progress wheel indicates the playback progress when playing the sound clip.
5. Format button. Opens the Sound Selection dialog box to customize the type of sound clip.
6. Import button. Imports an existing sound file to be attached to an existing file in the media library.
7. Export button. The Export feature is disabled in this version of MediaPaq.
8. Delete button. Removes a sound file from a file.
9. Record button. If you have a sound card with microphone or a line-in connection, you can record a sound clip to attach to a file. Select the Record button to begin recording. The progress indicator wheel indicates the amount of hard disk space being used and the amount of disk space remaining on the selected drive.
10. Stop button. Stops the recording process.
11. Pause button. Pauses the recording process when you are recording with a microphone or line-in connection.
12. Play button. Plays the sound clip or file that is attached to the image.

### How to Record or Import a Sound

If you have an optional sound card in your computer, you may use the following procedure to attach or import a sound and attach it to an image, file or library icon:

1. Click on the image or file to highlight it.
2. Click on the Record button in the ToolBar (for a media library, click on the library icon with the right mouse button to open the media library menu).
3. Select the Record option to open the Attached Sound dialog box. The progress indicator displays the amount of hard disk space that you have remaining as you record.
4. Select the Import button in the Attached Sound dialog box to import an existing sound file. Use the Drives and Folders selectors to select the desired sound file.
5. When the desired sound file is highlighted, select the OK button.

### Importing a Sound File

1. Open the Attached Sound Manager dialog box as described in the previous section.
2. Select the Import button in the Attached Sound Manager dialog box.
3. Use the Drives, Folders, and File Name selectors to select the desired sound file.
4. When the desired sound file is highlighted, select the OK button.



## Playing a Sound

There are a number of different options to consider in playing sounds because *MediaPaq* has the capability of storing sounds for different uses:

1. Play a sound that is attached to a media library thumbnail icon.
2. Play a sound that is attached to a thumbnail icon in a media library icon.
3. Play a sound that is inserted into a media library as a stand-alone file.

### **Play a Media Library Sound:**

1. Click on the media library icon with the left mouse button in the SpeedBar to highlight it.
2. Click on the selected media library icon with the right mouse button to open the drop-down menu.
3. Select Play from the drop-down menu.

### **Play an Attached Sound in a Media Library:**

1. Click on the image with the left mouse button to highlight it.
2. Select the Play button from the ToolBar to play the sound.

### **OR**

1. Click on the file thumbnail icon with the left mouse button to highlight it.
2. Click on the selected file thumbnail icon with the right mouse button to open the drop-down menu.
3. Select Play from the drop-down menu.

## Playing a Video File

There are two methods to play a video file in a media library: in a Show window in the Thumbnail view window.

### Play Video in Thumbnail Window

1. Select the video file to highlight it.
2. Select the Play button in the ToolBar to play the video in place in the Thumbnail View Window.

### Play Video in Show Window

The Play Video option permits you to play the video within the Show window. Use the following steps to play the video:

1. Double-click on a video file to open a Show window for it.
2. Select **File | Play Video** menu options.
3. Select either **Play** or **Loop** menu options. As the names imply, the Play option plays the video once. The Loop plays the video continuously by looping or starting over at the beginning each time the video is complete.

### Stop Video Play

To stop the video while it is playing, use the following procedure:

1. Select **File | Play Video** menu options.
2. Select **Stop** from the **Play Video** submenu.

### Pause Video Play

To stop or pause a video file while it is displaying, press the **SPACEBAR**. The video will pause until you resume the playback.

### Resume Video Play

There are four options for resuming video playback when a video has been paused:

1. Go forward one frame at a time - press **CURSOR DOWN**.
2. Go backward one frame at a time - press **CURSOR UP**.
3. Resume video playback forward - press **CURSOR RIGHT**.
4. Start video playback at the first frame - press **CURSOR LEFT**.

## Print

The Print option permits you to print copies of images in a media library. There are a number of print options from which you may select:

**Full Page.** Print image full-page (without file name or notes).

**Half-Page.** Print image half-page with file name information and notes.

**Catalog.** Print image catalog without file name information or notes.

**Catalog with Details.** Print image catalog with Notes that may be attached to

When you select the Print option in the File menu, *MediaPaq* opens the Print Layout dialog box. The Print Layout dialog box permits you to tailor the print job to your requirements. It is important to note that the print function prints only graphical images that are in a media library. Non-graphical files, such as word processor files, program files, help files, etc., are represented in a printout by the standard file type icon that is displayed in the thumbnail view window. If you wish to print the contents of a non-graphical file, such as a word processor, text, or font file, use the print function in the Show window for that item.

Use the following procedure to print images in a media library:

1. You should have the desired images highlighted before you access the Print function. If you wish to highlight more than one file, hold down the **CTRL** key and click on each file that you wish to print or hold down the **SHIFT** key and use the or cursor keys to highlight the desired contiguous files.
2. Select the Print button in the ToolBar (or select the **File | Print** menu options).
3. The Print Layout dialog box offers a number of options with which you can tailor your printouts:
  - Paper Window.** The Paper Window illustrates how an image will appear on a sheet of paper when printed.
  - Picture.** This option modifies the size and location of the picture on the page. For example, when the Picture button is on, you can use the mouse pointer to redraw the picture size and location in the Paper Window.
  - Notes.** This option modifies the location of the file name and Notes on the page. When the Notes button is on, you can use the mouse pointer to redraw the notes size and location in the Paper Window.
  - Maintain Aspect Ratio.** This option keeps the dimensions of the image the same without distorting the image.
  - Catalog.** The Catalog option permits you to select a catalog printout. If any images are highlighted, they will be printed in the catalog. If no images are highlighted, all of the images in the library will be included in the catalog printout.
  - Detailed.** If the Detailed option is selected (i.e., there is a checkmark in the status box), the catalog will print the file name, original path, Notes, etc. This option prints a column of images down the left side of the page with the file name, original path, and Notes to the right of each image. If this option is not selected (i.e., there is not a checkmark in the status box), the catalog will print the number of images per page that are selected in the Per Page selector.
  - Print button.** This button starts the printing process.
  - Optimize for Speed.** If this option is selected (i.e., there is a checkmark in the status box), the catalog will print faster while sacrificing print quality. This option is the equivalent of the Print to port option in the Windows Print Manager. This feature by-passes the Windows Print Manager and prints directly to your computer's printer port.
  - Per Page selector.** This scroll bar permits you to select the number of images per page when printing a catalog that is not Detailed. Use the scroll arrows to select the number of images per page.
  - Image selector.** You can use the image selector scroll bar to view the highlighted images. If no images are highlighted, this feature does not function.
  - Half-Page button.** This button selects the option to print the image on a half page with the file name, path information, Notes, etc.
  - Full-Page button.** This button selects the option to print the image on a full page.

**Setup button.** This button accesses the printer setup option in *MediaPaq*.

**Printer selected.** The currently selected printer is displayed at the top of the Print Layout dialog box.

4. If you wish to change the printer setup, you may select the Setup button in the upper right corner of the Print Layout dialog box.
5. Select the Print button to begin the printing process.

## Print Catalog

There are two methods by which you may print a catalog of a media library. You may use the Print Catalog option in the media library drop-down menu or you may select all of the images in a library and then access the Print function.

### Media Library Drop-Down Menu

You do not have to have a media library open to use the Print Catalog option in the drop-down menu. The operation prints all of the images in the library; if you wish to print only selected images, you should use the printing process described in the next section (below).

1. Click on a media library with the left mouse button to highlight it.
2. Click on the media library again with the right mouse button to open the drop-down menu.
3. Select Print Catalog from the drop-down menu.
4. The Print Layout dialog box opens for you to select the number of images per page and/or to print notes. Note that the Full Page and Half Page print options are grayed out (not available) in this operation.
6. Select the Detailed option if you wish to print the file names and all associated paths and Notes. It is important to remember that the page layout that is shown in the Paper Window does not apply to a Detailed Catalog. A Detailed Catalog prints images in a single column down the left side of the page. The Notes are printed below the corresponding image.
7. Select the Printer Setup button if you wish to change the printer or printer properties.
8. Select the Print button when you are ready to begin printing.

### Printing from within a Media Library

Use the following procedure to print a catalog of a media library from within the library.

1. Open the media library that you wish to print.
2. Select the images that you wish to include in the catalog printout. Hold down the **CTRL** key and select images to select more than one image; hold down the **SHIFT** key and use the cursor keys to select more than one consecutive images.
3. Select the Print button in the ToolBar.
4. Select the Catalog print option.
5. Select the Detailed option if you wish to print the file names and all associated paths and Notes. A Detailed Catalog prints images in a single column down the left side of the page. Since the Notes are printed below the image (and there is no way to anticipate the size of the Notes), there is no method to predict the number of images that will print per page.
6. Select the Printer Setup button if you wish to change the printer or printer properties.
7. Select the Print button when you are ready to begin printing.

## Deleting a File from a Library

To delete an image or file from a media library, select the desired file or files, and then select the Delete button in the ToolBar.

1. To delete multiple files, hold down the **CTRL** key and select all of the files that you wish to delete.
2. Select the Delete button in the ToolBar.
3. Select the Yes button to confirm the deletion.

Files that are deleted in a library are only marked for deletion. You may use the Undelete feature to restore deleted items under certain circumstances.

# Searching a Library

The Search feature permits you to search a media library using a wide range of criteria:

## Search Content

1. Search Keywords (the text that appears below each thumbnail image in the thumbnail view window).
2. Search Notes (the text Notes that may be attached to files in a library).
3. Search for Whole Words Only. If this feature is turned on, the search criteria must match a complete word in the keyword or Notes. If this feature is turned off, the search will accept partial matches of the text (such as TEX for Texas).
4. Use conjunctions such as "and" and "or." For example, you may enter search criteria for: MAP AND TEX. The search criteria would search for instances of "MAP" and "TEX." Unless the Whole Words Only feature is turned on, the TEX would match with TEX, TEXAS, TEXANS, etc.
5. Search criteria is non-case sensitive. It doesn't matter whether you enter the search text in upper or lower case (or even a combination).
6. Search criteria is saved for future use in a list box unless you delete it.

## Search Scope

You may tailor the scope of a search to include the current library only, all media libraries within a specific directory (local search), or all media libraries within a specific directory and subdirectories (global search). The latter option permits you to search an entire hard drive or CD disk by selecting a root directory and selecting the Include Subdirectories option.

It is also important to note that you do not have to have a library open to conduct a search. If you do not have a media library open, you may select the **Edit | Search** menu options or select the ToolBar button in the SpeedBar and then select the Search button from the ToolBar.

## Search Results

When *MediaPaq* finds a match to the search criteria, it creates a new temporary media library that contains library thumbnails for all of the libraries that contain files that match the search criteria. Double-click on any of the library thumbnails in the temporary library window to open that media library. When you are viewing a media library, you will notice that only those files that match the search criteria are visible. All files in the library that fail to match the search criteria are "masked-out."

## Restoring from a Search Operation

After you have completed a Search operation, you may return *MediaPaq* to its normal state by closing the temporary search media library. Select the Search button from the ToolBar and then select the Show All button (or select **Edit | Search | Show All**).

## Troubleshooting the Search Feature

There may be instances in which the Search feature appears to not function properly. If this occurs, check the following items:

1. Check the content of the search criteria. There may not be any files that match the search criteria.
2. Check spelling of search criteria.
3. Check to make sure Search Notes is turned on or off as desired or needed.
4. Check to see if Whole Words Only is turned on or off as desired or needed. For example, for a search for items pertaining to the United States you may enter search criteria of US with Whole Words Only turned off. This would not match instances of "United States," "U S," or "U.S." However, the search criteria would match "US," hoUSe," "brUSh," "moUSe," etc. With practice you can learn to use the Search feature quickly and easily to great advantage.
5. If you have Whole Words Only turned on, you must enter the complete file name to find a match. For example, a search for the file named, TRUCK.WMF, requires that you enter the ".WMF" extension. The extension is not required if you have Whole Words Only turned off.

## Windows Clipboard Transfer

The Windows Clipboard transfer feature is one of the easiest methods of taking images from a media library and placing them into another Windows application. The feature also works to bring images into a media library from other Windows applications. The Clipboard transfer works only with graphic files; it does not work with non-graphic files such as word processor files.

### Exporting an Image via Clipboard Transfer

1. Select an image in a media library to highlight it.
2. Select the Clipboard icon.
3. Go to the application in which you wish to use the image.
4. Select the **Paste** menu option (the **Paste** option is generally in the **Edit** menu).

**OR**

1. Select an image in a media library to highlight it.
2. Press **CTRL + INS** on your keyboard to place the media library image into the Clipboard.
3. Switch to the target application.
4. Press **SHIFT + INS** or **CTRL + V** (depending upon your application) to place the image in the target application.

### Importing an Image via Clipboard Transfer

1. Select an image in a Windows application.
2. Place the image into the Windows Clipboard (generally, you can place a highlighted image into the Clipboard by selecting the **Paste** menu option or pressing **CTRL + INS** or **CTRL + C**).
3. Switch to the media library that you wish to place the image.
4. Select the Import button from the ToolBar.
5. Select the **Paste** button in the lower left corner of the Import Utility dialog box.
6. Accept the file name (or edit it as desired) and select the type of compression desired.
7. Select the OK button to complete the Import operation.

**Note:** MediaPaq Browser libraries cannot contain more than 50 images. If a media library has 50 or more images in it, you will not be able to import any additional files. For information on how to be able to create larger libraries, see the Upgrade information for the full version.

When images are transferred using the Windows Clipboard, they are converted into one of two formats. Bitmapped images are converted into BMP or DIB images. Vector images are converted into WMF images. If you wish to retain the original file type of an image, you should not use the Windows Clipboard to transfer them into or out of a media library.

See also:

[Importing Images](#)



# Drag and Drop Operations

The Drag and Drop feature permits you to easily transfer images between media libraries and from *MediaPaq* into other Windows applications.

## Drag and Drop Between Media Libraries

1. Open two media libraries, a source library and a target library.
2. Select **Window | Tile** to open the libraries side by side.
3. In the source library, click on an image to highlight it.
4. Click on the image a second time and, while holding down the left mouse button, drag the image to the target library. You will notice that the mouse pointer becomes a hand with a piece of paper with a No sign indicating that you cannot drop the image at the current pointer location.
5. When the No sign disappears from the mouse pointer (i.e., it becomes a hand with a piece of paper), release the mouse button to drop the image into the target library. The image is now inserted into the target library.

## Drag and Drop to Other Applications

The drag and drop operation to other Windows applications works in a manner similar to the drag and drop between libraries described above. You will need to have *MediaPaq* and the target application visible on the screen at the same time (although they need not share the screen equally). To complete the drag and drop operation, click on an image and drag it to the target applications.

## Special Exceptions

Certain Windows applications require special treatment for the drag and drop due to the manner in which they process Object Linked Embedding (OLE). The following list details some exceptions to the drag and drop procedure:

1. When you drop the image in Microsoft Word, a dialog box asks Attempt to paste object. Answer Yes to the prompt. Some applications require that you answer No to this prompt. If answering Yes does not work, try answering No.
2. Graphic applications, such as CorelDraw, import files in a very different manner. If the drag and drop does not function, try holding down the SHIFT key when you perform the drag operation.
3. Some Graphic applications require that you drag an image and drop it on the Title Bar of that application. Windows Paint is an application that requires this approach. Generally, a paint program that devotes the entire work space to an image uses this technique.
4. Applications that use a separate window for each image may require that you create a new empty window prior to doing the drag and drop. Corel PhotoPaint is such an application.
5. You can drag and drop one or more files (of any type) from one media library in *MediaPaq* to another media library. However, you can only drag and drop one graphic image (only) at a time from *MediaPaq* to another Windows application

## When to Use Drag and Drop

If you are transferring only one image to another application, it is easier and faster to use the Windows Clipboard transfer which does not require the time to set up the application screens in Windows. If you need to transfer a number of images from *MediaPaq* into another Windows application, then the drag and drop method is the fastest and most convenient method.

## Notes

The Notes feature permits you to attach up to 64 Kb of text notes to any file in an image library or to a media library icon in the SpeedBar. You may edit the text and conduct searches on it as desired. It is important to remember that media libraries in the SpeedBar have the same Notes features that the files in the libraries have.

### Notes Display

The Notes may be displayed at the bottom of the media library window by selecting the Notes option in the Window menu. If the Notes display is turned off, you may access the Notes area by selecting **Edit | Notes | Edit** from the main menu or by selecting Info/Notes from the image drop-down menu (click on an image with the left mouse button, click on it again with the right mouse button to open the drop-down menu, select **Info/Notes** from the drop-down menu).

### Editing with the Notes Display On

Use the following procedure to edit notes when the Notes display is turned on at the bottom of the Thumbnail view window:

1. Click the left mouse button on the first image for which you would like to edit the Notes.
2. Click inside the Notes area at the bottom of the Thumbnail view screen.
3. Edit the text as you desire.
4. When you have finished editing the notes, press **CTRL + PAGE DOWN** or **CTRL & PAGE UP** (even if there is only one image in the media library).
5. Select Yes to prompt to save the text changes.

### Editing with the Notes Display Off

Use the following procedure to edit notes when the Notes display is turned off:

1. Click the left mouse button on the first image for which you would like to edit the Notes.
2. Click on the image a second time with the right mouse button to open the image drop-down menu.
3. Select **Info/Notes** from the drop-down menu.
4. Edit the text as you desire.
5. When you have finished editing the notes, select the Save button in the lower left corner of the dialog box.
6. Select Yes to prompt to save the text changes.
7. If you wish to edit the Notes for the next image, select the Next button in the upper right corner of the dialog box. Select the Cancel button to return to the Thumbnail view window.

**NOTE:** You can only edit Notes in media libraries that are available for read *and* write. For example, you cannot edit Notes for any image file in the MasterClips collection on the original CD's. The CD's are "read-only;" you may read the CD's using MediaPaq, but you may not write any new data to them (including adding files to a media library or deleting files from a media library on a CD). If you wish to edit the Notes in a MasterClips media library, you must copy the library to your hard drive and then turn off the read only feature on the file (see your Windows Explorer Help file for information on how to turn file attributes on/off). When you have completed these steps, you can edit the Notes for the media library icon in the SpeedBar or to an individual file in the library.

## Arrange Icons

The Arrange Icons menu option in the Window menu arranges all minimized program icons at the bottom of the screen.

## Close All

The Close All option in the Window menu closes all media libraries that may be open. It does not close *MediaPaq*.

## **ToolBar/SpeedBar Display**

The ToolBar/SpeedBar option in the Window menu turns the ToolBar and SpeedBar display on and off. There is no method of turning one off and not the other. The menu option acts as a toggle. If the option has a check mark by it, the ToolBar and SpeedBar display; if there is no check mark by the option, they do not display.

## List Files

The bottom of the Window menu in the main menu displays a list of all media libraries that are currently open. This feature provides a convenient method for switching between open libraries when all of the libraries are maximized. To switch to another media library, select the Window menu and then select the library to which you wish to switch.

# File Formats Supported

*MediaPaq* supports the following file formats. Exceptions to the formats are indicated by asterisks (\*) and noted at the end of each section.

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## Vector Graphics

Windows Metafile, (".WMF")

Note: WMF files can be either bitmapped or vector format.

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## Raster Format

ATT Group 4, (".ATT")  
Windows/OS/2 Bitmap, (".BMP")  
CALS Raster, (".CAL")  
Dr Halo, (".CUT") \*  
Windows/OS2 Bitmap, (".DIB")  
Encapsulated Postscript, (".EPS")  
IBM IOCA, (".ICA")  
Windows Icon, (".ICO")  
Amiga ILBM, (".IFF")  
GEM Paint, (".IMG")  
JPEG, (".JPG")  
Kofax Group 4, (".KFX") \*  
MacPaint, (".MAC")  
Microsoft Paint, (".MSP") \*  
Photo CD, (".PCD") \*  
PC Paintbrush, (".PCX")  
Mac Pict, (".PCT")  
Sun Raster, (".RAS")  
Targa TrueVision, (".TGA")  
TIFF, (".TIF")  
Windows Clipboard, (".CLP")  
HP Files, (".PLT")  
HP Plot Files, (".HGL")  
Windows OLE, (".OLE")  
PhotoShop, (".PSD")  
Storyboard, (".GX2")  
Windows RLE, (".RLE")  
Windows X Bitmap, (".XBM")  
Windows X Pixmap, (".XPM")  
Windows X Dump, (".XWD")  
LaserView, (".LV") \*

\* Files may be imported in native format only. You cannot convert a bitmapped file to a file type that has an \* at the end of the line.

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## Fax Format

Brooktrout Fax Mail, (".301")  
Everex EFAX2, (".FAX")  
Gammalink, (".TIF")  
Generic Fax, (".FAX")  
Intel, (".DCX")

SpectraFAX, (".DCX")

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### **Animation/Video/Sound Files**

Windows Animation, (".AVI")

Windows Sound File, (".WAV")

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### **Other Formats**

TrueType Font, (".TTF")

TrueType Font, (".FON")

TrueType Font, (".FOT")

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## Media Library Info/Notes

The media library Info/Notes dialog box provides information about the media library and permits you to edit the keyword that appears below the library thumbnail in the SpeedBar as well as the text Notes that may be attached to the library thumbnail.

### Opening the Info/Notes Dialog Box

1. Click on a media library thumbnail with the left mouse button to select it.
2. Click on the media library thumbnail again with the right mouse button to open the library drop-down menu.
3. Select the Info/Notes option from the drop-down menu.

### Contents of the Info/Notes Dialog Box

1. **Thumbnail representation of the media library thumbnail.** A small box in the upper left corner shows the media library thumbnail image. If you have not changed the image, it is the default *MediaPaq* application icon.
2. **Storage.** The number of files that are stored in the library.
3. **Original Size.** The original size of the files that are contained in the library.
4. **Compressed.** The compressed size of the media library.
5. **Name (file name).** The keyword or file name of the library. When you create a new media library, the default is to insert the actual file name as the Keyword. If you wish, you may change the keyword for the library (17 characters max). The SpeedBar displays the media library thumbnails in alphabetical sequence according to the keyword. (see also Keywords)
6. **Original location.** The original path (drive and directory) of the media library. While this item cannot be changed, you can move media libraries to different drive and directory locations without causing any damage.
7. **Notes area.** The Notes area is a scrollable text box that may contain up to 64 Kb of text notes that are attached to the library icon. It is often convenient to enter text describing the source of the images in the catalog or a short description of the contents of the library.
8. **Save button.** If you edit the Keyword of the Notes area, you must select the Save button to save the changes. If you do not, a prompt box will open asking if you wish to save the changes.
9. **Cancel button.** To close the Info/Notes dialog box, select the Cancel button.
10. **Help button.** Calls the context sensitive help for the library Info/Notes dialog box.
11. **Local menu button.** A quick menu access to menu items for: Show, Export (not available in this version), Print Copy, Record, and Play (if a sound clip is attached to the library thumbnail).

## Reindex

The Reindex option in the media library drop-down menu permits you to reindex a library before you open it. Generally, it is not necessary to reindex a media library. However, there may be instances in which a library index becomes corrupted and will not open or will not display files properly.

### How to Reindex

1. Close the library that you wish to reindex. You may not reindex a media library that is open.
2. In the *MediaPaq SpeedBar*, click on the library icon with the left mouse button to highlight it.
3. Click on the library icon again with the right mouse button to open the drop-down menu.
4. Select **Reindex** from the drop-down menu.

## Delete Media Library

If you delete the library using the Windows File Manager or Explorer, you will delete the file, but the library icon will still appear in the SpeedBar during the current session. The Delete Library option insures that the library file and the media library icon in the SpeedBar are both deleted.

### Deleting a Library

1. Close the library that you wish to delete. You may not delete a media library that is open.
2. Click on the library icon with the left mouse button to highlight it.
3. Click on the library icon again with the right mouse button to open the drop-down menu.
4. Select **Delete Library** from the drop-down menu.
5. Answer Yes to confirm the deletion.

## Hide Media Library Thumbnail

There may be occasions when you wish to hide or remove a media library thumbnail icon from the SpeedBar without deleting the library. The Hide Thumbnail option permits you to remove library icons from the SpeedBar during the current work session. When you reopen *MediaPaq*, the libraries will appear in the SpeedBar again.

### Hiding a Library Icon

1. Click on the library icon with the left mouse button to highlight it.
2. Click on the library icon again with the right mouse button to open the drop-down menu.
3. Select **Hide Thumbnail** from the drop-down menu.
4. Answer Yes to confirm the deletion.

## Image Info/Notes

The image Info/Notes dialog box provides information about the selected file and permits you to edit the keyword that appears below the thumbnail image and the text Notes that may be attached to the file.

### Opening the Info/Notes Dialog Box

1. Click on a thumbnail image in the Thumbnail view window with the left mouse button to select it.
2. Click on the thumbnail image again with the right mouse button to open the drop-down menu.
3. Select the Info/Notes option from the drop-down menu.

### Contents of the Info/Notes Dialog Box

1. **Thumbnail representation of the image thumbnail.** A small box in the upper left corner shows the thumbnail image.
2. **Prev/Next buttons.** Permits you to scroll to the Previous or the Next image in the media library without having to close the Info/Notes dialog box.
3. **Storage.** The type of compression storage used and amount of disk space required as a percentage of the original file size (such as JPEG, 4%).
4. **Original Size.** The original size of the file.
5. **Compressed.** The compressed size of the file.
6. **Colors.** The type of color used in the file.
7. **Resolution.** The screen resolution of the file.
8. **Name (file name).** The keyword or file name. When you import a file, the default is to insert the actual file name as the keyword. If you wish, you may change the keyword for the library (17 characters max).
9. **Original location.** The original path (drive and directory) of the file. This item cannot be edited or changed. If you use full image compression, such as LZH or JPEG, the file location is not important. You can delete the original file from your system if the image is compressed in the library. However, if you use Reference (thumbnail only) import, you must keep the original copy of the file in the original directory location to be able to use the file. You may change the drive location of the image as long as the exact directory location is the same as when the file was imported.
10. **Notes area.** The Notes area is a scrollable text box that may contain up to 64 Kb of text notes that are attached to the file.
11. **Save button.** If you edit the keyword of the Notes area, you must select the Save button to save the changes. If you do not, a prompt box will open asking if you wish to save the changes.
12. **Cancel button.** To close the Info/Notes dialog box, select the Cancel button.
13. **Help button.** Calls the context sensitive help for the library Info/Notes dialog box.
14. **Local menu button.** A quick menu access to menu items for: Show, Export (not available in this version), Print, Copy, Record, and Play (if a sound clip is attached to the library thumbnail).

# Keywords

## Image Keywords

Keywords are the text that appear below the thumbnail images in the Thumbnail view window or SpeedBar (for library icons). Unless you specify otherwise, *MediaPaq's* default is to insert the original file name as the Keyword. It is important to note that you can change the keyword beneath the thumbnail image at any time, but you cannot change the actual file name for any file in a library.

You may edit the Keyword text using the [Image Info/Notes](#) feature.

1. Click on an image with the left mouse button for which you wish to edit the keywords.
2. Click on the image a second time with the right mouse button to open the drop-down menu.
3. The default is to edit the keyword box. If the keyword box is not highlighted, click on it to select it.
4. Edit the keyword text as desired.
5. Select the Save button to save the changes.
6. Select the Cancel button to exit the Info/Notes dialog box.

## Media Library Keywords

Media library keywords function in much the same way as image or file keywords in a media library. You may edit the library keyword using the [Media Library Info/Notes](#) feature.

1. Click on a library icon in the [SpeedBar](#) with the left mouse button for which you wish to edit the keywords.
2. Click on the library icon a second time with the right mouse button to open the drop-down menu.
3. The default is to edit the keyword box. If the keyword box is not highlighted, click on it to select it.
4. Edit the keyword text as desired.
5. Select the Save button to save the changes.
6. Select the Cancel button to exit the Info/Notes dialog box.

The media library thumbnails in the SpeedBar appear in alphabetical order according to the keyword under the library thumbnail. It is very convenient to edit the library keywords to text that more accurately and conveniently describes a library contents. For example, a keyword of ANIMWILD.PAQ is not as convenient as WILD ANIMALS. Of course, the ANIMWILD.PAQ keyword would make the library appear very early in the SpeedBar while the WILD ANIMALS keyword would appear toward the end of the SpeedBar.

See also:

[Search](#)

[Import](#)

# LZH Image Compression

*MediaPaq* features two types of LZH compression for graphic files: Speed and Size.

## LZH Compression for Speed

In the Speed option *MediaPaq* checks to see if an image is a vector graphic or a bitmapped graphic. If the image is a vector graphic, it is converted to the Windows Metafile (WMF) format, compressed, and stored. If the image is a bitmapped graphic, it is converted to the Windows Bitmapped (BMP) format, compressed, and stored. These formats work fastest with Windows and generally provide a better speed performance.

## LZH Compression for Size

The Size compression method does not convert a graphic file when it is imported. The file is stored "as is" in the native format. Whenever the image is needed for a Show window, printing, drag and drop, or Clipboard transfer, the image is decompressed, converted to a WMF or BMP format on the fly, and then used. This process can yield varying amounts of disk space savings, but it will result in a slightly slower overall operation.

## JPEG File Format

It is important that you not use the LZH Speed compression methods for JPEG files unless you specifically need the files in another format. The JPEG format is a highly compressed format. When you import a JPEG file using LZH, the files are converted to BMP format that is many times larger than the original JPEG file. The result is a media library many times larger than the combined original files. You should always use the JPEG compression method for JPEG files.

See also:

Compression

JPEG Image Compression

## JPEG Image Compression

The JPEG image compression method is a highly efficient "lossy" system in which some of the image data is discarded (hence the name lossy). Since some elements of an image (especially 24-bit images) cannot be seen on the monitor or printed, it is deemed unnecessary and discarded. *MediaPaq* also features the ability to set the lossy factor from 0 to 99 so that you may optimize the amount of disk savings with the image quality. The higher the number, the greater the image loss; a factor of 99 yields an image that is hardly recognizable. The exact results of a particular lossy factor differ from image to image.

Since the lossy factor can directly determine the image quality, a JPEG Preview option is provided in the Process menu for bitmapped graphic Show windows. The JPEG Preview permits you to view the effect of a particular lossy factor on an image before you use it.

See also:

[Compression](#)

[Bitmapped Show Window](#)



## Reference Compression

The Reference Thumbnail Only option in the Import Compression dialog box is not a true image compression system. The Reference feature extracts enough information from the graphic file to generate a thumbnail representation of the image for the Thumbnail view window. The actual graphic file is not stored in the library when the Reference option is used ([LZH](#) and [JPEG](#) compression methods incorporate both a thumbnail image and the total image information into the media library).

The Reference (Thumbnail Only) feature is primarily designed for cataloging CD's of graphics. Importing a CD of graphics into a media library may result in files in excess of several hundred megabytes. Since storing vast quantities of images on a hard drive is generally inefficient, it is better to merely create a thumbnail catalog of the images that will take only a small fraction of the disk space required for full LZH media libraries.

When you import a graphic using the Reference option, the thumbnail box indicates "Ref 100%" indicating that it is a referenced image. If you wish to use the image (i.e., open a Show window, print, drag and drop, etc.), *MediaPaq* must have access to the original source file. The original image files need not be on the same drive letter, but they must be in the same directory location. For example, if you have media library files were generated on a CD drive labeled "D," they will work on your computer even if your CD is labeled "F." The directory structure for the Referenced images must not be changed for *MediaPaq* to function properly.

See also:

[Compression](#)

[LZH Compression](#)

[JPEG Compression](#)

## Resize Image

The Resize image feature in the graphic Show window permits you to change the size of the graphic file. This should not be confused with the Thumbnail window resize feature that merely changes the display size of the thumbnail images. The Resize feature changes the physical properties of the image and the file (including making the file size larger).

You may use a number of different options to change the image dimensions:

- Fit to window.
- Select the "X" axis value (horizontal).
- Select the "Y" axis value (vertical).
- Select 640 x 480 screen resolution.
- Select 800 x 600 screen resolution.
- Adjust by percentage.

If you change the "X" or "Y" axis values for the image, you may distort the image unless you change both values at the same ratio. If you wish to resize the image and maintain the same dimension ratio, you should use the Adjust by Percentage option. Note that the Adjust by Percentage option for vector graphics will only increase the image to the maximum screen size. The Adjust by Percentage option for bitmapped graphics will increase the image to any size and provide scroll bars if the image extends off the screen.

Use the following procedure to resize an image:

1. You must open a Show window for the graphic to be able to resize it.
2. Select the **Process | Resize** menu options.
3. Select the size change desired.

## List Components

The List Components option in the Show window Display menu lists all of the components of a vector graphic. Each vector graphic is made up of objects that are assembled into a graphic piece. The data stored in the vector image file consists of information the components (i.e., objects) in the image and not a pixel-by-pixel representation of the image.

Use the following procedure to view the components list of a vector image:

1. You must have a vector graphic, such as a ".WMF" file, selected in the Show window to view the components.
2. Select **Display | List Components** menu options.
3. You may use the scroll bar on the right to scroll through the list of components.
4. Select the OK button to exit the component list dialog box.

## Step Through Components

The Step option in the Show window Display menu displays each of the components of a vector graphic as it assembles the image. Each vector graphic is made up of objects that are assembled into a graphic piece. This menu has two sub menu options: All and Range. The All option will step you through all of the metafile elements in the image. With the Range option, you can select the range of objects that you wish to view.

Use the following procedure to step through the components of a vector image:

1. You must have a vector graphic, such as a ".WMF" file, selected in the Show window to view the components.
2. Select the **Display | Step** menu options.
3. You may select either All or Range to view.
4. Select the Go button to view the components.
5. Select the Quit button to exit the step dialog box.

## Wireframe

The Wireframe option in the Show window Display menu displays the objects of a vector graphic with the fill color removed. You cannot insert a wireframe image into a media library. If you do use the insert option, the image is inserted with the colors as the original. If the objects in the image do not have a black border, they will not display. Many vector graphics that feature objects without borders will not display in the Wireframe mode at all.

See also:

Vector Show Windows

## Contrast/Brightness Adjustment

The Contrast/Bright option in the Show window Attributes menu permits you to adjust the contrast and brightness of a bitmapped image. Each option features a separate control so that you may adjust each independently. When you open the Contrast/Brightness dialog box, the values are normalized to zero so that you may continue to add to the existing values.

Use the following procedure to adjust the contrast and brightness:

1. Select the **Attributes | Contrast/Bright** option in the Show window menu.
2. To adjust the contrast, select the arrows at the left or right end of the Contrast scroll bar or place the mouse pointer on the slider button and drag the button to the desired position.
3. To adjust the brightness, select the arrows at the left or right end of the Brightness scroll bar or place the mouse pointer on the slider button and drag the button to the desired position.

See also:

[Bitmapped Show Window](#)

## Gamma Correction Adjustment

Scanners differ in their ability to render a color scanned image. Each model will interpret scanned data in a slightly different manner yielding very different color results in an image. The Gamma Correction option in the Show window Attributes menu permits you to adjust the gamma correction value of a bitmapped image.

Use the following procedure to adjust the gamma correction value:

1. Select the Gamma Correction option in the Show window menu.
2. To adjust the gamma correction, select the arrows at the left or right end of the Gamma scroll bar.

## Sharpen/Smooth

The Sharpen/Smooth option in the Show window Process menu either sharpens the appearance of an image by increasing the color contrast between adjacent pixels or smooths the appearance by averaging the adjacent colors (i.e., reducing the amount of contrast in color between adjacent pixels).

Use the following procedure to apply the sharpen/smooth process:

1. Select the **Process | Sharpen/Smooth** menu options in the Show window.
2. Use the scroll bar to adjust the quality of the image. Increasing the numerical value (i.e., numbers greater than zero) make the image sharper. Reducing the numerical value (i.e., negative numbers below zero) make the image smoother.



## Master Media Libraries

The primary purpose of *MediaPaq* is to organize multimedia objects into media libraries, much like the directories on a hard drive. The main difference between having your image files in a directory and in media libraries is that the libraries allow you to easily view them and the files are compressed.

Just as directories can be organized with main directories and sub directories, *MediaPaq* libraries can be organized into media libraries and master libraries, or a library of libraries. A master library differs from an ordinary media library in that it can contain media libraries (PAQ files) along with image files. This feature allows you to organize a hierarchy of libraries based upon subject matter. For example, you may wish to have the following clip art organization:

CLIPART.PAQ (Clip art library)

ANIMALS.PAQ

HORSES.PAQ

HORSE01.WMF

HORSE02.WMF

HORSE03.WMF

DOGS.PAQ

CATS.PAQ

FISH.PAQ

WILD.PAQ

TRANSPRT.PAQ

WATER.PAQ

GROUND.PAQ

AIRCRAFT.PAQ

In the above example, the horse WMF image files are stored in a media library named HORSES.PAQ. The media library, HORSES.PAQ is stored in a master media library named ANIMALS.PAQ. The ANIMALS.PAQ master media library is stored in another master media library, CLIPART.PAQ. This type of system allows you to categorize and organize large amounts of multimedia objects.

You may mix PAQ files with multimedia files (such as clip art) if you desire. However, it is usually more convenient to keep master media libraries separate from the media libraries.

When you are organizing your master media libraries, it is often convenient to put the master media libraries in the same directory as the *MediaPaq* program. Place the media libraries (or sub libraries) in another directory. When *MediaPaq* opens, only the icons for the master media libraries will appear in the SpeedBar. Keeping the number of libraries in the SpeedBar to a minimum can make working with large numbers of libraries easier.

### How to Create a Master Media Library

1. Create a new media library (if necessary).
2. Select the Import button from the ToolBar.
3. Click on the List Files of Type selector list, and scroll to the option All DOS files (\*.\*) and select it.
4. If you do not see any media libraries in the File Name list box, use the Drives and/or Directories selector to log to the appropriate drive location.
5. Select the PAQ files to import.
6. In the compression dialog box, select Reference (thumbnail only) option. You can use LZH compression on a library, but since the library is already stored on disk, you will not achieve any disk savings by compressing it again. The Reference master media library generally requires very little disk space.

7. Select the OK button to import the PAQ files into the master media library.

### **Editing Keywords**

When a file or library is imported into a media library, the default Keywords assigned is the original file name. When you create master media libraries, it is convenient to edit the keywords in the library thumbnails to describe the contents of that library. For example, you may import a library named DOMANIM.PAQ into a media library. The text, DOMWILD.PAQ will appear below the thumbnail image for that library. You can edit the keyword to describe the library contents, such as DOMESTIC ANIMALS or ANIMALS, DOMESTIC. This can serve two purposes. First, it provides a name that usually makes sense (you are looking at a media library icon that may represent thousands of individual images). Second, since the library is sorted into alphabetical sequence by keyword (by default), you can group similar types of libraries together. For example, you might have:

- ANIMALS, WILD (WILDANIM.PAQ)
- ANIMALS, DOMESTIC (DOMANIM.PAQ)
- ANIMALS, SEA (SEAANIM.PAQ)
- ANIMALS, BIRDS (BIRDS.PAQ)

In the above list, you can see that not only do the actual file names (PAQ files) not make much sense, they will be scattered throughout the library alphabetically. However, the ANIMALS... keywords not only make sense, it places all animal library files together for convenience.

### **Library Icon Size**

When you create a master library that contains other media libraries, the thumbnail images in the thumbnail view window are not resizable images. You can change the size of the thumbnail box, but the size of the thumbnail images does not change. This is because the media library only stores a thumbnail representation for the media library. This conserves disk space in each of the individual media libraries.

## Modify a Media Library Thumbnail

When you create a new media library, the thumbnail for that library in the SpeedBar defaults to the standard *MediaPaq* application icon. You can substitute any compatible graphic for the SpeedBar thumbnail by dragging an image file from an open media library to the library icon in the SpeedBar.

### How to Modify the Media Library Thumbnail

1. Open a media library and locate an image that you would like to use for the media library thumbnail. It does not matter which library the image file is in. For example, you may open a file named ANIMALS and use an image from it for the DOGS library thumbnail in the SpeedBar.
2. Click on the desired image to highlight it.
3. Select the SpeedBar button in the ToolBar (the first button on the left) to switch from the ToolBar display to the SpeedBar display.
4. Click on the desired image again and, while holding down the left mouse button, drag the image to the library icon in the SpeedBar that you wish to replace.
5. When the mouse pointer is over the correct media library icon in the SpeedBar, release the mouse button to drop the image.
6. Answer Yes to the prompt to replace the specified media library thumbnail with the new image.
7. Click on the ToolBar button (the first button on the left) to switch back to the ToolBar display.

You may change a library thumbnail image as many times as you desire.

The following items are important to note when working with media library icons.

1. The SpeedBar display is a fixed size and cannot be enlarged. Since the SpeedBar thumbnails are small, consider the nature of the graphic that you wish to use in the SpeedBar. Bitmapped images, such as scanned images and photographs, do not display well in the SpeedBar because they are small and much of the detail is illegible in the SpeedBar.
2. There is no method of restoring the *MediaPaq* application icon once you have substituted another graphic for a library thumbnail.
3. Silhouette images work well for library thumbnails since they are usually crisp and not highly detailed.
4. If you create master media libraries (i.e., a library that contains other media libraries), the Thumbnail view window images will not be resizable (the boxes for the images are sizable, but the graphic image is not).

# About the MasterClips MediaPaq Browser Help File

**MediaPaq Help File**  
**Copyright © 1996 - MediaPaq, Inc.**  
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Last updated: 12/27/96

Version 2.10

[Credits](#)

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*Sine Labore Nihil...*

## Visit the MediaPaq Web Site

You are invited to visit the *MediaPaq* web site at <http://www.mediapaq.com> to see the latest information on *MediaPaq* technology.

What the site offers:

### **Latest information on MediaPaq upgrades.**

**Tips and Tricks.** Our technical staff work with multimedia and *MediaPaq* everyday. They have the latest in tips, tricks, and shortcuts to help you make your multimedia work easier and more efficient.

**See new media library (PAQ) files.** Each month we place new media libraries on the site that you may download. We include both compressed libraries (that contain the actual images that are usable) and reference only libraries (that contain only the thumbnail images for faster download). Take your pick. Come back often because we change the selection regularly.

**Hot new multimedia sites.** We are constantly surfing for great multimedia sites. Some feature great multimedia software, some feature hot graphics and video, some feature instruction and assistance, some are just fun to see. We are continually changing the list of sites, so come back and visit often.

**Downloadable browsers.** Creating new media libraries is great fun and with our downloadable versions of *MediaPaq*, you can now give them to your friends. Just give your friends your PAQ files and have them download the latest *MediaPaq* Browser or *MediaPaq/NET Express* from our FTP site. Let them join in the PaqRat fun, too.

## **Increase Your File Management Capability By Upgrading to MediaPaq Manager**

**Special price of \$ 49.95  
for MediaPaq Browser Users  
Normally \$89.95**

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**30 Day Money Back Guarantee!  
No Questions Asked!**

### **Here's what you'll get ...**

- \* Import More Files Per Library - 32,000 objects per library. Unlimited number of libraries!
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- \* More File Formats - over 70! Video, Sound, Photos and More!
- \* Scanner Support!
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**30 Day Money Back Guarantee! No Questions  
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**Call us today at 1-800-554-0857**

**For special offers, see the MediaPaq Web Site at  
<http://www.mediapaq.com>**

Order any time day or night by faxing us the Order Form to 602-545-0439. Additional information.

**How to order the MediaPaq Manager product:**

To order your MediaPaq product, you may call or fax MediaPaq, Inc. at the following numbers:

Voice orders: 1-800-554-0854 - Monday through Friday, 8 am to 5 pm MST

Fax orders: 24 hours a day, 7 days a week (see Order Form to print a form for the order).

**Or mail your order form to:**

MediaPaq, Inc.  
531 E. Elliot Rd., Suite 145  
Chandler, AZ 85225

**Or:**

Order via our Web Site at <http://www.mediapaq.com>  
e-mail: [sales@mediapaq.com](mailto:sales@mediapaq.com)

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# Navigation

## Navigating a Library

*MediaPaq* provides four buttons in the Thumbnail view window to navigate within a media library.



Go to the beginning of the current media library (or to the first file in the media library).



Go to the previous screen or page in the media library.



Go to the next screen or page in the media library.



Go to the end of the current media library (or to the last file in the media library).

In addition to the navigation buttons in the ToolBar, you may also use the horizontal scroll bar located at the bottom of the Thumbnail view window. In the horizontal scroll bar, you can use the arrows at either end of the scroll bar or you can click on the position button and drag it to the desired location.

## SpeedBar Navigation

The SpeedBar features two scroll arrows that may or may not be accessible. The left and right arrows appear at either end of the library SpeedBar. If there are more library icons that the SpeedBar can display, the left and right arrow buttons are available, otherwise the arrow buttons are not available.

# Upgrading MediaPaq Browser to MediaPaq Manager

The following features are not included in the *MediaPaq Browser* version but are included in the full version of *MediaPaq*:

1. **Library Size.** You may import up to 32,000 files into a media library including images, sounds, animation, text, document, help, and application files. The files are organized into thumbnail indexed libraries. The number of media libraries in a MediaPaq system is limited only by the hard disk space available.
2. **Import Features.** Clipboard paste, scanning, and mail extensions can be accessed directly from the Import File utility.
3. **Undelete.** An undelete feature permits you to undelete files that you have deleted in a particular session.
4. **Scanner/Electronic Input Support.** *MediaPaq's* scanner feature is TWAIN compliant to be compatible with any electronic TWAIN input device. This includes scanners, electronic cameras, and certain video capture equipment. Scanner support can be set for single page input or multiple page input (multiple page input is ideal for scanners with sheet feeders or for electronic cameras that input multiple images in sequence).
5. **Sound Features.** Sound may be recorded or imported (WAV, VOC, MIDI, SND, RAW) and attached to any image for playback. Sound recording includes preselected settings for CD quality, radio quality, or telephone quality with user definable settings indexed via keyword. An attached audio file or clip may be replaced and/or appended to at any time allowing interactive update and playback.
6. **Screen Capture Features.** *MediaPaq* features a screen capture utility that provides simple methods for capturing the Windows Desktop, active windows, or selected screen regions.
7. **Copy and Transfer Libraries.** Entire libraries (including attached sound clips and notes) can be transferred between libraries using the Copy Library to... or the Transfer features.
8. **File Formats Supported**

## Vector Graphics

Encapsulated Postscript, (".AI")  
Computer Graphics Metafile, (".CGM")  
Micrografix Draw, (".DRW")  
AutoCAD, (".DXF")  
Encapsulated Postscript, (".EPS")  
GEM Metafile, (".GEM")  
PM Metafile, (".MET")  
Lotus, (".PIC")  
Windows Metafile, (".WMF")  
Word Perfect, (".WPG;" version 1 only)  
CorelDraw, (".CDR")  
AmiPro Graphics, (".SDW")  
HP Files, (".PLT")

Note: WPG and WMF files can be either bitmapped or vector format.

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### **Raster Format**

ATT Group 4, (".ATT")  
Windows/OS/2 Bitmap, (".BMP")  
CALS Raster, (".CAL")  
Dr Halo, (".CUT") \*  
Windows/OS2 Bitmap, (".DIB")  
Encapsulated Postscript, (".EPS")  
IBM MOCA, (".ICA")  
Windows Icon, (".ICO")  
Amiga ILBM, (".IFF")  
GEM Paint, (".IMG")  
JPEG, (".JPG")  
Kofax Group 4, (".KFX") \*  
MacPaint, (".MAC")  
Microsoft Paint, (".MSP") \*  
Photo CD, (".PCD") \*  
PC Paintbrush, (".PCX")  
Mac Pict, (".PCT")  
Sun Raster, (".RAS")  
Targa TrueVision, (".TGA")  
TIFF, (".TIF")  
WordPerfect, (".WPG;" version 1 only)  
AmiPro, (".SDW")  
Windows Clipboard, (".CLP")  
HP Files, (".PLT")  
HP Plot Files, (".HGL")  
Windows OLE, (".OLE")  
PhotoShop, (".PSD")  
StoryBoard, (".GX2")  
Windows RLE, (".RLE")  
Windows X Bitmap, (".XBM")  
Windows X Pixmap, (".XPM")  
Windows X Dump, (".XWD")  
LaserView, (".LV") \*

\* Files may be imported in native format only. You cannot convert a bitmapped file to a file type that has an \* at the end of the line.

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### **Fax Format**

Brooktrout Fax Mail, (".301")  
Everex EFA2, (".FAX")  
Gammalink, (".TIF")  
Generic Fax, (".FAX")  
Intel, (".DCX")  
SpectraFAX, (".DCX")

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### **Animation/Video/Sound Files**

Windows Animation, (".AVI")  
Movie Files, (".MOV") \*\*  
FLI Animation, (".FLI") \*\*  
FLC Animation, (".FLC") \*\*  
MPeg Movie, (".MPG") \*\*  
RAW Sound Files, (".RAW") \*\*

Sound Blaster Sound File, (".VOC")  
Windows Sound File, (".WAV")  
Sound/Music, (".MIDI") \*\*

\*\* Indicates that the format may be imported only in the native format. You cannot convert files between formats if one of the formats is marked with the \*\*. For example, you cannot convert an AVI file to a MOV file or convert an MOV file to an FLI file.

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#### **Other Formats**

PKZip compression, (".ZIP")  
Yoshi compression, (".LZH")  
Microsoft Word Document, (".DOC")  
WordPerfect Document, (".WPD")  
Windows Write Document, (".WRI")  
Windows Help File, (".HLP") \*\*\*  
Executable Application, (".EXE") \*\*\*  
TrueType Font, (".TTF")  
TrueType Font, (".FON")  
TrueType Font, (".FOT")  
ASCII Text, (".TXT")

\*\*\* Import only. You cannot view or run the files from within a media library.

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## **How to order your *MediaPaq* Upgrade:**

See the [Upgrade](#) information or the [Order Form](#) to order your upgrade copy of MediaPaq Manager.

# ORDER FORM for MediaPaq Manager

## Version 2.1

To order MediaPaq Manager, print this order form by selecting File in the main menu above, then selecting Print Topic. Complete the form and mail or fax it to the address listed at the end of the form.

---

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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MediaPaq Manager Version 2.1 Upgrade (CD Only - SKU 38811)	\$49.95
Shipping (each) Regular \$6.00, Next Day \$9.00	\$_____
Applies to Continental USA. Call for other locations.	
Tax (Arizona Residents add 7.25% sales tax)	\$_____
<b>TOTAL ORDER</b>	<b>\$_____</b>
	<b>Key#: MP35C</b>

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### PAYMENT METHOD:

Check or Money Order (Payable to MediaPaq, Inc.)  
 VISA  Mastercard  American Express  
Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Exact Name on Card \_\_\_\_\_  
Signature \_\_\_\_\_

FAX your order 24 hours a day to: 602-545-0439 or TELEPHONE: 800-554-0857  
(hours are Mon-Fri, 8 am to 5 pm MST)

Thank you for your order.

All prices are subject to change.

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### MediaPaq, Inc.

531 East Elliot, Suite #145 - Chandler, AZ 85250 USA

**World Wide Web:** <http://www.mediapaq.com>

**E-mail:** [sales@mediapaq.com](mailto:sales@mediapaq.com)

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## Credits

MediaPaq was developed by WindSwept Software  
Brendan Daunt, Project Director

Help File  
by Larry Karasz



