Welcome to the Classic Clip Art Series from Arts & Letters

It is recommended that you print the Classic Clip Art manual found on this CD. To do so, just double click on the Print User's Guide icon or double click on the file USRGUIDE.EXE in the CLIPARTV\USRGUIDE directory on the CD. This will launch Envoy from which you can view or print the document. The following information is excepted from the manual.

You can also print a Clip Art Handbook of all the images, organized by category, from the Clip Art Viewer. An index of all the images appears at the back of the Classic Clip Art manual.

Just How Detailed Are These Images?

This "Classic Clip Art" CD contains over 1,000 clip-art images, many of which have a distinctly Victorian flavor. Much of the charm of these antique images lies in their richness of detail, but this same wealth does pose certain limitations on their use.

What their size means in practical terms is this:

1. The time it takes to import many of these EPS (Encapsulated PostScript) files into Arts & Letters or a word-processing application is greater than the typical clip-art image (The exact time depends, of course, on the speed of your computer.)

2. You cannot place more than a few of the largest images, such as the whale, into an Arts & Letters file.

This is not really a limitation, because most of these images are meant to be used as signature pieces, singly or in pairs at most. The whale image and others of its size are not intended to be used as the normal Arts & Letters clip-art whale is used. The Arts & Letters whale can easily be duplicated hundreds of times to form, say, a whale convention, but the whale image on these CDs should be used alone, probably as large as possible to show its detailed shading.

How to Access "Classic Clip Art" Images

The "Classic Clip Art" images are stored on this CD in two formats: EPS and WMF. The EPS files are in the EPS directory and the WMF files are in the WMF directory. If you use a PostScript printer for output, we recommend the EPS format; if you do not use a PostScript printer, we suggest the WMF format.

Note: The EPS files are saved in Adobe Illustrator format with no screen representation.

The images are also saved in Arts & Letters format and can be dragged and dropped from the Arts & Letters Clip-Art Manager.

The categories into which the "Classic Clip Art" images are grouped are listed and they also appear in the Classic Clip Art manual that can be viewed on screen or printed. These categories correspond to the titles of subdirectories on the "Classic Clip Art" CD.

Category	Subdirectory
Animals	Animals
Announcements	Announ
Architecture	Architec
Borders & Frames	Bordfram
Children	Child1
Children/Boys	Child2
Children/Girls	Child3

Decorations	Decor
Dining	Dining
Fruits & Vegetables	Fruits
Furniture	Furnitur
Household	House
Kitchen	Kitchen
Marine	Marine
Men	Men
Personal Items 1	Person1
Personal Items 2	Person2
Plants & Insects	Plants
Silhouettes (animals)	Silho1
Silhouettes (children)	Silho2
Silhouettes (people)	Silho3
Silhouettes (misc)	Silho4
Tools	Tools
Toys	Toys
Transportation	Transpor
Women 1	Women1
Women 2	Women2

Using "Classic Clip Art" with EXPRESS or DRAW

The 1,000 images in EPS and WMF format are also organized clip-art collections that can be accessed using the Arts & Letters Clip-Art Manager in EXPRESS or DRAW.

The most complex images, identified with an (O) following the description, consist of two groups: "Outline" and "Detail." When you add one of these complex images, you can ungroup the image and delete the Detail group to minimize the time it takes to redraw the image each time you move or size it. Working with the Outline, you can arrange your artwork quickly, and once the composition is final, you can add the complete image from the Clip-Art Manager in place of the Outline.

You can also double the redraw speed of complex artwork by clicking on the Accel-O-Draw button on the EXPRESS menu bar.

Arts & Letters EXPRESS

To use the selected images with EXPRESS 6.0, the program must be installed on your hard disk drive. If you are currently running EXPRESS from the CD-ROM, you must reinstall EXPRESS 6.0 selecting any of the options that install the program to your hard disk. (See "Installing Arts & Letters EXPRESS").

Insert the Classic Clip Art CD-ROM in the drive and press the Enter key to display the Clip-Art Manager. Pull down the Collections menu and click on Reload to initialize the Clip Art Manager with the "Classic Clip Art" images on the CD integrated with the other EXPRESS clip art libraries.

Importing Images into EXPRESS

To import EPS image files:

1. Pull down the File menu and choose Import. The Import dialog box will appear.
2. In the "List Files of Type" drop-down menu, select EPS PostScript.
3. Address the drive containing the "Classic Clip Art" CD.
4. Select the image you wish to import, using the file name that appears under the image in this

handbook. You can use the Preview button, but given the size of these images, the thumbnail will take as long to appear as the file would to import. You may as well see the file full-size, to properly evaluate its appearance.

5. Click on OK.

Arts & Letters will begin to import the image. As we noted previously, the import process for larger images may take a few moments, although most images will import more quickly. When the import process is finished, the image will appear in your Arts & Letters file identified as a "GED_group." You can save the resulting GED_group image as an Arts & Letters file or as an entry in a clip-art library.

Arts & Letters DRAW

If you do not have a version of Arts & Letters installed on your computer, you can view and access selected "Classic Clip Art" images using the drag & drop Clip Art Manager in Arts & Letters DRAW. Click on a thumbnail of an image and then drop the image in the drawing area. You can paste the image into other applications using the clipboard or export the image as an EPS, WMF, WPG, CGM or TIF file.

Importing EPS Image Files into Other Applications

Other Windows applications will have a command analogous to the Import command in Arts & Letters. Adobe PageMaker's command is Place, and Word for Windows 6.0's command is Insert. Check the documentation for the application.

Using the import function in other applications, you can directly import an antique image into that application. If, however, you wish to alter the images first, you should first import the image into Arts & Letters, change it, then export it from Arts & Letters in a new EPS image file.

Changing Colors in the Images

While many of images on the "Classic Clip Art" CD are in color, others are in black and white. You can color them for color output, if you wish, although it is easiest to change either the black or the white color to another. If you wish to make an image multicolored, you will have to select and color each object of which it is composed.

If you wish to change either the black or the white color to another color, and if you are using Arts & Letters EXPRESS, you have two options. (The color controls in Arts & Letters DRAW will not support either of the following methods.)

Changing Colors Using EXPRESS' Color Filters

EXPRESS allows you to change the color of all like-colored objects in the image to another color at once, without having to select and change each and every object.

To change the all black objects in the image to another color:

1. Select the image or images whose colors you wish to alter.
2. Point on the Color button in the Style bar and hold down the right mouse button.
3. From the Content menu that appears, select Color Filters. The Color Filters dialog box will appear.

You can use the Color Filters "Artistic" mode to change the colors, but for this operation, it is easier to use the "Technical" mode. In the Technical dialog box, use the slider bars to alter the color black. A preview swatch will show you how the new color will appear.

4. Click on Apply. EXPRESS will recolor all the black objects to the new color.

Exporting Images from EXPRESS

After having imported one of the antique images into Arts & Letters and altering its colors (or shapes), you may wish to use the image in another application. We will look at exporting the image as an EPS file; the procedure for other export formats is similar.
To export the image from Arts & Letters as an EPS image file:

1. Pull down the File menu and choose Export. The Export dialog box will appear.
2. From the "Export File As" drop-down menu, choose Encapsulated PostScript (*.EPS).
3. Select the Export Area - probably "Selected Objects."
4. Click on the Setup button.

The default settings in the Setup dialog box are good for most other Windows applications, but you may wish to check the documentation or Help files for the target application before exporting.

The "Screen Image" area has nothing to do with the actual EPS image file; it merely sets header information that is used by the target application to show a representation of the actual file, usually for placement. As such, you can change the resolution to 75 dpi to save storage. We also recommend choosing TIF rather than WMF for screen image.

Installing Arts & Letters EXPRESS/DRAW

If you previously installed EXPRESS to run from the CD-ROM rather than from your hard disk drive, you must reinstall EXPRESS and choose any of the installation options other than "Run from CD Only." (Obviously, you cannot access the images of the "Classic Clip Art" CDs if the EXPRESS CD is in the CD drive.) Follow the installation instructions that accompanied your EXPRESS CD; a complete installation guide can also be found in the readme.wri file on the EXPRESS CD.

To install Arts & Letters DRAW or EXPRESS 6.0, you need to know the designation of the CD-ROM drive in your computer (D, E, F, etc.).

1. Turn off any screen savers or icon programs.
2. Insert the Classic Clip Art CD in the CD-ROM drive.
3. From the Task Bar (Windows 95) select Run or from the Program Manager (Windows 3.xx) select File, then Run....
4. Click on Browse and use the Drive selector in the Browse window to select your CD-ROM drive letter.
5. From the File Name Selector, select install.exe and click on OK.
6. When the Run window appears, click on OK.
7. The Arts & Letters Product Choices window appears. If you are installing the updated version of
   EXPRESS, select EXPRESS 6.0 Update. If you are installing DRAW, select DRAW 6.0. Click on OK.

PRODUCT INFORMATION & TECHNICAL SUPPORT

For information about any of our products, new releases, free clip art and fonts, visit our web site at **www.arts-letters.com**.

Please e-mail requests for technical support to **support@arts-letters.com**.

To contact us by mail, telephone or fax, see below.

Computer Support Corporation

15926 Midway Road
Dallas, Texas 75244
Tel: 972-661-8960
Fax: 972-661-5429
Hours: 8:30 am to 6:30 pm, CST.

Outside of the United States, see our web site for updated information about dealers and distributors of our products worldwide.