ClipArt Library

User Manual

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DSR Software/WIZ Technology, Inc.

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ClipArt

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Getting Started

The perfect image to fit your demanding needs is just a mouse click away with *ClipArt Library*. You can easily locate clipart by using the *FastFind* feature to search by category and/or keywords. Once you've found an image, you can export it to your favorite graphics and word processing applications in a variety of file formats. You can also modify an image with editing tools including: sizing, flipping, rotation, and color reduction.

Be sure you have installed *ClipArt Library* before proceeding with this section. To start the program, choose the *ClipArt Library* icon from the **DSR Programs Group**.

To exit or quit *ClipArt Library* at any time, close all dialog boxes including the *FastFind* screen and choose **File**, **Exit**.

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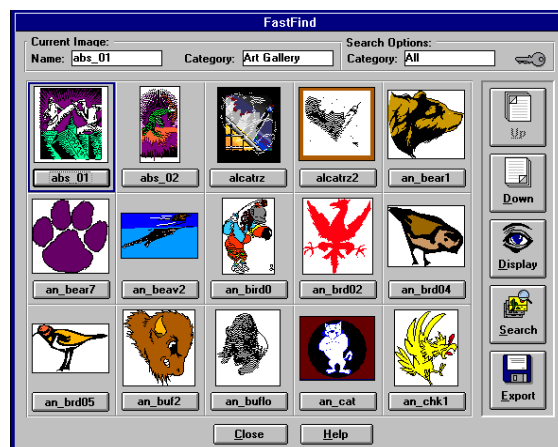

Displaying Images

Opening an Image from the File Menu

The **File** menu is the quickest way to open an image if you already know the image's filename. To open an image by using the **File** menu follow the steps listed below*:*

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

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

3.   Click the **OK** button.

FastFind - The Fastest Way to Find an Image

FastFind Screen

The **ClipArt Library** CD contains over *3,000* clipart images. *FastFind* allows you to preview thumbnails in "pages" of 15 images at a time. From within *FastFind* you can open and display images full screen, search for clipart, and export with the click of a button.
Follow the steps below to open an image from within *FastFind*:

1. Select *FastFind* from the top menu bar.

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

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

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

Current Image

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

> **Category:** The category to which the currently selected image belongs.

Search Options

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

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

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

FastFind Buttons

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

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

> **Search:** Click the **Search** button to open up the *Search* dialog box. This feature allows you to view clipart images by categories such as "Transportation" or "Sports". In addition a keyword search is available to view images which match selected words such as "Dog" or "House".

> **Export:** This will open the *ClipArt Export* dialog box. Use this to set image attributes and export clipart in various file formats.

Using the Search Feature

The *Search* feature is a powerful tool for quickly and easily finding the clipart you need. By using a combination of categories and keywords you can make your search as broad as *3,000* images and as narrow as all Transportation clipart containing cars.

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

All (Searches <u>all</u> categories)
Animals: Birds
Animals: Land
Animals: Water
Backgrounds
Buildings
Cities, Maps, & Flags
Clothing
Food
Graphics
Holidays
Landscapes
Mascots
Music
Nature
People
Plants
Religion
Sports
Transportation

Keywords: Use the **Keywords** option to limit the clipart displayed to only those in the category selected which also match the current keywords. For example: setting **Category** to **Animals: Land** and **Keywords** to "cat" would display thumbnails of all the images in the **Animals: Land** category which also contain cats. By keeping "cat" as your **Keywords** and setting **Category** to **All**, *ClipArt Library* would expand the search for cats to include all other categories. Use commas to separate multiple keywords.

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

Keyword = "Fish"

<u>Match Whole Word Only Box</u>
Checked
Unchecked

<u>Image Keywords Matched</u>
Fish
Fish, Fishing, Fisherman

Modifying Images

Using the Image Menu

Once you have opened an image and it is displayed on the main screen, you can modify the image attributes by using the **Image** menu. All the commands in this menu modify the clipart image currently displayed and the image can then be exported using these new settings.

Rotating and Flipping

Rotations of 90, 180, and 270 degrees are available as well as Flip Horizontal and Flip Vertical. Rotating an image turns the image counter clockwise, while flipping an image actually produces a mirror effect in the direction selected. By default each image is opened in its original orientation.

To rotate or flip an image, follow the instructions below:

1.   With an image displayed, choose **Image** from the main menu.

2.   Click on **Rotate**.

3.   Select the rotation option of your choice.

4.   Image rotation can also be selected in the *ClipArt Export* dialog box when you export an image directly from the *FastFind* screen.

Resizing

To resize the currently displayed clipart image, follow these steps:

1.   Choose **Resize** from the **Image** menu. This will open the *Resize* dialog box.

2.   Change the values in the **Width** or **Height** boxes. If the **Maintain Aspect Ratio** box is checked, the values in **Width** and **Height** adjust together in the same proportions.

3.   Click on the **x 2** or **/ 2** buttons to quickly multiply both the width and height values by 2 or divide the values in half respectively. If you enter a value greater than the maximum size available for the image you will receive a warning message and the values will be set to the maximum settings automatically.

Note: If you need to export the clipart image with a resolution greater than the maximum value, export the image as a Windows Metafile. You can then pull the exported image into your target application and resize the image to the desired size without losing image quality.

The image size can also be set using the *ClipArt Export* dialog box when you export an image directly from the *FastFind* screen.

Changing Image Colors

There are four modes in which clipart can be displayed: 256 colors, 16 colors, gray scale, or black and white. Each clipart image is opened and displayed in 256 colors by default. You can also select whether dithering is used when converting to color depths other than 256. For example dithering can produce a smooth color transition when you need to convert a

complicated 256 color image to 16 colors. Take a look and compare the results you receive when dithering is set both on and off.   Remember dithering only effects color levels other than 256.

To change the clipart color format, open an image and follow the instructions below:

1. From the main menu, choose **Image**, **Color**.

2. Click on the option that describes the color format of your preference.

The color format can also be selected in the *ClipArt Export* dialog box when you export an image directly from the *FastFind* screen.

Revert to Original Settings

If you have modified the currently displayed image and are not happy with the results, choose **Revert to Original Settings** from the **Image** menu to start over. This will reopen the clipart image with its default settings for color, rotation, and size.

Copying Images to the Windows Clipboard

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

Copy to the Clipboard

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

Empty Clipboard

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

Exporting Images

ClipArt Library supports exporting the following file formats:

BMP   Windows bitmap
PCX   PC Paintbrush
TIF   Tagged image file format
WMF   Windows metafile format

These formats are used by a majority of the popular graphics and word processing applications available today.

If you select a file format **other** than Windows Metafile the image will be exported just as you see it displayed in the main screen, saving any modifications you may have made.

The Windows Metafile format will export the image as it was originally created, discarding all image modifications. The advantage to choosing this format is that Metafiles are "vector based" images rather than "raster based". Simply put, "vector based" images can be resized to any dimension without losing image quality. If you need an image with dimensions greater than 800 x 600 pixels, export the image as a Windows Metafile and then resize it in your target application.

 If you have used *ClipArt Library* to manipulate an image, such as changing colors, rotation or size, export the image using the BMP, PCX, or TIF format.

You can export any clipart image by choosing **Export** from the **File** menu or by clicking on the **Export** button in the *FastFind* screen.

Exporting an Image from the File Menu

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

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

2.   Modify the image if necessary by using the **Image** menu to change color, rotation or size.

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

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

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

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

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

Exporting an Image from the FastFind Screen

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

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

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

3. Click the **Export** button

4. The *ClipArt Export* dialog box allows you to choose the size, color format, and rotation of the exported image.

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

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

Getting Additional Help

Contacting Technical Support

Technical support is available for those situations that cannot be resolved with the manual or Help screens. Our customer service department is open during standard West-coast business hours. Our telephone number is (714) 443-2374.

Alternatively, you may fax your questions to (714) 443-2320. Please provide your name and either a dedicated fax number (24 hours/day) or an address to send a response. In addition, please be very detailed with your questions. Responses will be sent within 5 business days.

Or, you can write us at:

> *ClipArt Library* **Technical Support**
> **WIZ Technology, Inc.,**
> **32951 Calle Perfecto**
> **San Juan Capistrano, CA 92675**

When you call, please have the following information available:

1. The version of DOS, Windows and *ClipArt Library* that you are using.

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

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

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

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