Guide to Browser

To explore a particular part, click on the appropriate button:

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Toolbox
Mark Palette
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Status Bar
Shortcuts

Menu Commands

▶▶ **Album Menu**

▶▶ **Edit Menu**

▶▶ **Thumbnail Menu**

▶▶ **File Menu**

▶▶ **View Menu**

▶▶ **Window Menu**

▶▶ **Help Menu**

Related topic

▶▶ **Windows Control Menu**

Album Menu

New

Open

Remove

Update

Batch Manager

Keywords

Maintenance

Print

Printer Setup

Preferences

Exit

▶▶ Maintenance Submenu

▶▶

▶▶   **Move**

▶▶

▶▶   **Copy**

▶▶   **Delete**

▶▶

▶▶   **Rename**

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Preferences Submenu

Album

OLE & Clipboard

Photo CD

Display

Memory

File Formats

▸▸ **Print Submenu**

▸▸ **Album**

▸▸ **Thumbnails**

▸▸ **Keywords**

▸▸ **File**

Related topic

▸▸ Printing an album

Edit Menu

- **Undo/Can't Undo**
- **Repeat**
- **Copy**
- **Clear**
- **Select**
- **Make Album**
- **Run**

Copy Submenu

File

Thumbnail

Filename

Select Submenu

All

None

Invert

Thumbnail Menu

Move

Search
Search by Item
Search by Query
Search Entire Album
Sort by

_____

▶▶ Search by Item Submenu

▶▶
▶▶ **Keywords**

▶▶
▶▶ **Subjects**

▶▶
▶▶ **Marks**

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Search by Query Submenu

List of Defined Queries

More

Sort by Submenu

Name

File Type

Size

Date

Media Type

Subject

Description

Others

User Defined

File Menu

Convert File Format

Convert Data Type

Copy

Associate

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File Information

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Options

Options Submenu

Shelf
Hide/Show Toolbox
Hide/Show Mark Palette
Hide/Show Search Ribbon

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Help Menu

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About Browser

⊟ Windows Control Menu

To access the control menu, click on the box in the top left corner of the window. Many control menus will contain an additional command at the bottom, such as Next or Run; these commands allow you to switch between windows.

- ▣ **Restore** restores a window to its normal size (i.e. the size it was before being maximized or minimized)
- ▣ **Move** allows users to move the window
- ▣ **Size** allows users to change the size of the window
- ▣ **Minimize** reduces the window to an icon
- ▣ **Maximize** enlarges the window to fill all available space (either on screen or within a parent window)
- ▣ **Close** closes the window
- ▣ **Switch To** brings up the Windows Task List dialog box
- ▣ **Always on Top** places the Browser program or minimized icon above any other programs

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Toolbox

The toolbox provides a link between the files you are organizing and your most frequently used applications. Click on the toolbox for more information on each area.

Shelf

Tool button
Scroll buttons

Tool icons

Related topic

Customizing the toolbox

Mark Palette

The Mark Palette allows you to mark thumbnails so that you can easily identify your files within an album. Click on the mark palette or the control menu box for more information on each area.

Related topic

      Using the Mark Palette

Mark Palette Control Menu

The control menu box in the mark palette allows you to clear and edit marks, load and save mark files. The commands are as follows:

- ▶▶ **Move** allows you to position the mark palette anywhere within the workspace
- ▶▶ **Close** hides the mark palette
- ▶▶ **Assign Selected** assigns the specified mark to a selected thumbnail
- ▶▶ **Clear Selected** removes the specified mark from a selected thumbnail
- ▶▶ **Clear All** removes the specified mark from all the thumbnails in the album
- ▶▶ **Edit** opens the Edit Marks dialog box in which you can assign or change the mark name
- ▶▶ **Load** accesses the Load Marks dialog box in which you can load a mark file
- ▶▶ **Save** accesses the Save Marks dialog box in which you can save marks to a file
- ▶▶ **Convert to Keywords** opens the Convert to Keywords dialog box in which you can choose to remove marks from thumbnails and/or clear mark names after converting marks into keywords

Note: Some of the above commands are not available if no thumbnails are selected. Make sure you have selected some thumbnails and selected the mark(s) to enable the commands.

Related topics

- ▶▶ Mark Palette
- ▶▶ Using the Mark Palette

Status Bar

In Browser, there are two places where the status bar appears: one along the bottom of the Browser workspace and the other, at the bottom of each album. Click on the status bar for more information on each area.

Note: Double-click on the status bar to display the Album dialog box.

Search Ribbon

| Keyword ▼ | africa ▼ | 🔷 🌸 |

The search ribbon is located below the menu bar. Depending on the search criteria you choose, the search ribbon changes accordingly. Click on the search ribbon for more information on each area.

Tip: Select "Search Entire Album" in the Thumbnail menu, to start searching for thumbnails without displaying all the thumbnails in the album.

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Related topic

▶▶   Search operations

Shortcuts

Browser has many keyboard shortcuts and mouse actions that save you time and trouble when cataloging your files in an album. This section lists all the shortcuts including some helpful tips. You may want to print this topic if you wish to keep a copy for reference.

▶▶   **Click here to print this topic**

▶▶   **Click here to close this window**

Album Menu

Ctrl + O	Displays the Open dialog box
Ctrl + P	Displays the Print dialog box
Ctrl + B	Displays the Preferences: Album dialog box
Ctrl + Q	Exits Browser

Edit Menu

Ctrl + Z	Undoes the last command
F4	Repeats the last applied command
Ctrl + C	Copies selected thumbnails to the clipboard
Del	Removes selected thumbnails from an album
Ctrl + L	Selects all thumbnails in an album
Ctrl + N	Deselects the selected thumbnails in an album
Enter	Runs the application associated with the selected file

Thumbnail Menu

Ctrl + S	Displays the Search dialog box
Ctrl + 1 to 9	Selects a predefined query
Ctrl + W	Searches all the thumbnails in an album
Ctrl + F1	Sorts the thumbnails by name
Ctrl + F2	Sorts the thumbnails by file type
Ctrl + F3	Sorts the thumbnails by media type
Ctrl + F5	Sorts the thumbnails by subject
Ctrl + U	Sorts the thumbnails by a user-defined sequence

View Menu

Ctrl + A	Displays all the thumbnails
Ctrl + D	Displays the Scroll To dialog box
Ctrl + T	Displays the thumbnails
Ctrl + F	Displays the filenames

Window Menu

Shift + F5	Cascades all the albums in the workspace
Shift + F4	Tiles all the albums in the workspace

Help Menu

F1	Displays the Browser Help
Shift + F10	Displays the Microsoft Windows Help

Tool Menu

/	Displays the tool menu
Ctrl + Shift + 1 to 4	Selects a program group
Ctrl + R	Displays the Run dialog box

Mouse Actions

Double-click on title bar to maximize or restore the active window

Double-click on search ribbon to display the Search dialog box

Double-click in workspace to display the Batch Manager dialog box

Double-click thumbnail to view/play a thumbnail file

Double-click thumbnail in Thumbnails Properties dialog box to view/play files

Double-click on toolbox title to close the toolbox (only for floating toolbox)

Double-click on Mark Palette title bar to close the Mark Palette

Double-click status bar to display the Preferences: Album dialog box

Click on an album's status bar to deselect all selections

Click right mouse button on a thumbnail/filename to display an information box (use the arrow keys to move the information box)

Command Line options

/m or -m : Invokes Browser with the last-used album maximized.

/s or -s : Invokes Browser in the lower-left corner of the screen with its window size reduced to one-fourth.

/n or -n : Invokes Browser without displaying the Browser logo.

Drag-and-drop operations

Drag execution files (*.EXE) from File Manager to toolbox to insert program icons

Drag album files (*.ABM) from File Manager to Browser's workspace to open albums

Drag files to an icon in toolbox to open files in that program (if it supports the selected file formats)

Drag files to another application with SHIFT key down for embedding or CTRL key for linking

Drag files between albums to move thumbnails to another album

Drag files to another album with Ctrl key to copy thumbnails

Tip

When in Filename mode, there are two arrow buttons in the status bar to scroll to the left/right of the window. To speed up scrolling try using the CTRL or SHIFT + CTRL when you click on the arrows. Double-click on the left button to go back to the beginning.

Shelf

▶▶   **Albums in Workspace** displays the titles of albums in the workspace

▶▶   **Albums on Shelf** displays the titles of albums on the shelf

▶▶   **=>** moves the selected album from the workspace onto the shelf

▶▶   **<=** moves the selected album from the shelf into the workspace

▶▶   **Info** displays a dialog box containing information about a selected album from either the shelf or the workspace

▶▶   **Delete** removes the selected album on the shelf from Browser and deletes the album file from disk

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Related topics

▶▶   Batch Manager dialog box

▶▶   Using Browser's Shelf

Move

▶▶   **Move to Before** moves the selected thumbnails before the specified thumbnail

Go To

 Go to File allows you to directly enter the filename or index number of the thumbnail you wish to view or edit

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Background Color

- **Basic Colors** allows you to select a standard Windows color to replace the old one
- **Custom Colors** lets you add your own color
- **Define Custom Colors** displays the color palette from which you choose your own color to add to the custom colors

Note: If you have tried all the options to select colors, you may have noticed that when a dialog box appears, it is always the same. The only thing that differs is the title bar. Regardless of what color you want to change, whether background or text color, the basic method for selecting a color is the same.

Related topics

- Slide Show dialog box
- Creating a slide show

Slide Show Text

- **Display** allows you to display text information in the slide show
- **Location** allows you to choose where the text will appear on the screen
- **Alignment** lets you align the text on the left, right or center
- **No. of Lines** allows you to select the number of lines to display the text information
- **Fonts** opens the Fonts dialog box in which you can change the typeface of the text
- **Color** opens the Set Color dialog box to set the color of the text
- **Display Index Number** when selected allows you to display the filename with its index number

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Related topics

- Slide Show dialog box
- Creating a slide show

Slide Show

Transition

▶▶   **Effect** allows you to choose the transition effect applied in a slide show

▶▶   **Speed** sets the speed at which the effect is applied

▶▶   **Delay** sets the delay in the transition from one 'slide' to another

▶▶   **Synchronize With Audio Files** plays any selected sound files in synchronization with image and graphics files

▶▶   **Manually With Keyboard or Mouse** allows you to manually control the slide show presentation. The manual controls dialog box is displayed after you have selected this option and pressed OK

▶▶   **Continuous Repeat** displays the slide show in a continuous loop until press the Esc key

▶▶   **Resize Large Images to Fit Screen Size** shrinks large images and graphics to fit in the screen. Images and graphics which are smaller than the screen size will not be resized

▶▶   **Use a Common Palette to Show Images** displays original images and graphics using a common display palette

▶▶   **Hide Pointer During Slide Show** hides the pointer during the slide show

▶▶   **Text** opens the Slide Show Text dialog box in which you can select the typeface of the text information

▶▶   **Bkgd Color** opens the Set Color dialog box in which you can change the background color

▶▶   **Bkgd Music** opens the Background Music dialog box in which you can select MIDI files to be played during the slide show

▶▶   **Load** opens the Load Slide Show dialog box to load a slide show file

▶▶   **Save** opens the Save Slide Show dialog box to save a slide show to a file

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Related topic

▶▶   Creating a slide show

Background Music

▶▶ **List of Files to be Played** lists the selected MIDI files to be played during the slide show

▶▶ **Repeat Background Music After Slide Show Finishes** plays the MIDI files continuously

▶▶ **Choose MIDI Files** opens the Choose MIDI Files dialog box in which you can choose MIDI or RMI files

▶▶ **Up** moves the selected file up the list

▶▶ **Down** moves the selected file down the list

▶▶ **Remove** deletes the selected file from the list

Related topics

▶▶ Slide Show dialog box

▶▶ Creating a slide show

Choose MIDI Files

▶▶　　　**File Name** initially shows the MID and RMI extension; if you know the path and name of the file you wish to load, enter it here or select it from the list box

▶▶　　　**List Files of Type** shows the available file formats and their extensions. You can use wildcards (*.*) to display all files in the directory

▶▶　　　**Directories** shows the current path and any subdirectories under that path

▶▶　　　**Drives** lists all the available drives

▶▶　　　**Browse** opens the Browse dialog box, use this dialog box to search for MIDI or RMI files

▶▶　　　**Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

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Related topics

▶▶　　　Background Music
▶▶　　　Creating a slide show

Load Slide Show

▶▶   **File Name** initially shows the SHW extension; if you know the path and name of the file you wish to load, enter it here or select it from the list box

▶▶   **List Files of Type** shows the file extension for slide shows (SHW).You can use wildcards (*.*) to display all files in the directory

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for keyword files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

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Related topic

▶▶   Slide Show dialog box

Save Slide Show

▶▶   **File Name** allows you to enter a filename or, if you wish to overwrite an existing file, select its filename from the files list box

▶▶   **List Files of Type** shows the file extension for slide shows (SHW). You can use wildcards (*.*) to display all files in the directory

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for keyword files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

Related topic

▶▶   Slide Show dialog box

Slide Show Controls

When you select the *Manually with Keyboard or Mouse* option in the Slide Show dialog box and click OK, the Slide Show Controls dialog box appears. This dialog box displays a list of available keyboard commands with which you can control the slide show.

Click OK to start the slide show.

Note: This dialog box appears only once in a session. To access it again exit and reopen Browser.

Related topics

 Slide Show dialog box
 Creating a slide show

New Group

Program Group:

▶▶   **Group Name** allows you to enter a name for the new program group

Program Icon:

▶▶   **Description** allows you to enter a description to identify the application to be inserted in the toolbox (this is optional; if you do not enter a description, Browser will automatically add it for you)

▶▶   **Command Line** allows you to enter the path and extension of the application

▶▶   **Working Directory** allows you to enter the directory in which the program files are found

▶▶   **New** adds the new program group or program item into the toolbox (only available if you have entered a group name or the command line of an application)

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for program files

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Related topic

▶▶   Adding a program

Delete

▶▶   **Delete Current Program Group** shows the name of the current program group you can delete

▶▶   **Delete Program Icon From Current Group** allows you to choose the program item you wish to delete

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Related topic

▶▶   Removing a program

Toolbox Properties

▶▶ **Group Name** displays the name of the current program group

▶▶ **Program Icon** lists all the program items present in the current group

▶▶ **Description** shows the description of the selected program

▶▶ **Command Line** displays the path and extension of the selected program and the command line options

▶▶ **Working Directory** shows the directory which the program files use as default directory

▶▶ **Browse** opens the Browse dialog box, use this dialog box to search for programs files

Related topic

▶▶ Changing the properties of a program

Configure

▶▶   **Position** allows you change the location of the toolbox

▶▶   **Show Names** when selected displays the program names below the icons

▶▶   **Icons to Show** allows you to specify the number of programs currently displayed in the toolbox.
The arrow key is used to display hidden program icons in the group

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Related topic

▶▶   Configuring the programs

Run

▶▶   **Command Line** allows you to enter the path and extension of the program you wish to run

▶▶   **Run Minimized** when selected minimizes the program immediately after opening a program

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

Copy Files

▶▶   **Copy Files to Directory** allows you to enter the target path and directory to which files will be copied

▶▶   **Drives** lists all the available drives

▶▶   **Insert Copied Files to Album** inserts the copied files' thumbnail into an album in the workspace

▶▶   **Information** displays information on the size of the original file(s) and the disk space available on the selected drive

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

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Related topic

▶▶   <u>Copying files</u>

Associate

▶▶   **Files With Extensions** shows the file extension of the file you have selected

▶▶   **Associate With Program** allows you to choose the application to associate with

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

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Related topic

▶▶   Changing file association

New

▶▶ **Title** allows you to give a title to the new album (up to 23 characters)

▶▶ **Size** allows you to change the size of the thumbnails the album will contain

▶▶ **Compression** allows you to change the thumbnails' compression scheme

▶▶ **Display Thumbnails in Grayscale** allows you to display thumbnails in the album as gray images. This option is only available when you are using a 16-Color display and you have selected "Bypass VGA palette to enable use of 16 grays" in the VGA Palette dialog box (accessed from the Preferences: Display dialog box)

▶▶ **Create Album File in Directory** allows you to specify the directory and path in which the new album is created

▶▶ **Description** allows you to enter a description to easily identify the new album. (this is optional and can be left blank)

▶▶ **Keywords** opens the Keywords dialog box in which you can assign keywords to an album

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Related topic

▶▶ Creating a new album

Open

▶▶   **File Name** initially shows the ABM extension; if you know the path and name of the album you wish to open, enter it here or select it from the list box

▶▶   **List Files of Type** shows the file extension for albums (ABM). You can use wildcards (*.*) to display all files in the directory

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Info** opens a dialog box displaying information about the album selected in the filename list box

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for albums

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

▶▶   **Read Only** prevents any changes to be made to the album. Checking this option will disable some commands

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Related topic

▶▶   Opening an album

Convert File Format

▶▶   **Convert Image/Graphics Files to** specifies the format to convert to

▶▶   **Save Converted Files in** specifies where to save the converted files: in the same subdirectory as the originals or in a new directory

▶▶   **Delete Files and Remove From Album** deletes the original files from disk and their thumbnails from Album

▶▶   **Insert Converted Files to Album** allows you to insert the converted files into an album in the workspace

▶▶   **Options** opens the options dialog boxes for the selected target file format (if it provides options)

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

Note: *Some file formats may not support the data type of the source file. In such cases, a warning message will be displayed.*

Related topics

▶▶   Supported file formats

▶▶   Converting between file formats

Convert Data Type

▶▶ **Convert Image/Graphics Files to** specifies the data type to convert to

▶▶ **Overwrite Original Files** replaces the original file with the new data type

▶▶ **Create New Files in Subdirectory** allows you to place the converted file in a specified directory

▶▶ **Insert Converted Files to Album** allows you to insert the converted files into an album in the workspace

▶▶ **Browse** opens the Browse dialog box, use this dialog box to search for files

Note:*Some file formats may not support the data type of the source file. In such cases, a warning message will be displayed.*

Related topic

▶▶ Converting between data types

Batch Manager

- **Operation** allows you to choose the command that can be applied to multiple albums
- **Albums** allows you to choose the albums to which the operation will be applied
- **Select All** selects all the albums in the workspace
- **Deselect** deselects any selected albums

Related topics

- Remove
- Windows Control Menu
- Print Thumbnails
- Shelf dialog box
- Sort Files dialog box
- View Menu
- Search dialog box
- Using the Batch Manager

Sort Files

▶▶   **Sort By** sorts the files by the selected option

▶▶   **Image Width** opens the Sort dialog box in which you can sort the files by the selected media type and its attribute

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Related topic

▶▶   Batch Manager dialog box

Print Album

▶▶   **Number of Copies** defines the number of copies of the album you wish to print

▶▶   **Print** allows you to choose text information to be included in the printout

▶▶   **Thumbnail Size** allows you to define the size of the thumbnails

▶▶   **Print Selected Items Only** prints only the selected thumbnails of an album

▶▶   **Create Thumbnails From Original File** reads the original image or graphics files to be resampled to thumbnails

▶▶   **Printer** shows the currently selected printer (selected in the Printer Setup dialog box)

▶▶   **Page** opens the Page Setup dialog box in which you can define the setup of the output page

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Related topic

▶▶   Printing an album

Page Setup

▶▶ **Margins** allows you to define the margins of the output page
▶▶ **Header** and **Footer** allow you to enter text that will appear on the output pages
▶▶ **Append** allows you to enter specific information items into the Header and Footer texts
▶▶ **Fonts** opens the Fonts dialog box in which you can set the typeface of the output pages

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Related topics

▶▶ Print Album dialog box
▶▶ Print Thumbnails dialog box
▶▶ Print Keywords dialog box
▶▶ Print dialog box

Fonts

▶▶   **Font** lists all the typefaces you have installed

▶▶   **Size** allows you to set the size of the selected font

▶▶   **Sample** lets you preview the typeface in the selected font size

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Related topics

▶▶   Page Setup dialog box

▶▶   Album dialog box

Fonts

▶▶ **Font** lists all the typefaces you have installed
▶▶ **Font Style** allows you to choose a style for the selected font
▶▶ **Size** allows you to set the size of the selected font
▶▶ **Sample** lets you preview the typeface in the selected font style and font size

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Related topics

▶▶ Slide Show Text dialog box
▶▶ Album dialog box

Print Thumbnails

▶▶   **Number of Copies** allows you to enter the number of copies to print

▶▶   **Print** allows you to choose File Name, Index Number and Thumbnail Slide to be included in the printout

▶▶   **Number of Thumbnails per Page** allows you to set the number of rows and columns. The maximum number of rows and columns are determined by the thumbnail size you select

▶▶   **Thumbnail Size** allows you to define the size of the thumbnail

▶▶   **Print Selected Items Only** prints only the selected thumbnails of an album

▶▶   **Create Thumbnails From Original File** reads the original image and graphics files to be resampled to thumbnails

▶▶   **Printer** shows the currently selected printer (selected in the Printer Setup dialog box)

▶▶   **Page** opens the Page Setup dialog box in which you can define the setup of the output page

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Print Keywords

▶▶   **Number of Copies** allows you to enter the number of copies you want to print

▶▶   **Keywords to Print** allows you to select the keywords you wish to print with additional information such as filenames and its index numbers assigned the same keywords

▶▶   **Printer** shows the currently selected printer (selected in the Printer Setup dialog box)

▶▶   **Page** opens the Page Setup dialog box in which you can define the setup of the output page

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Album

Display Information

▶▶   **Thumbnail Mode** displays filenames or subjects under their thumbnails

▶▶   **Filename Mode** displays file attributes, keywords, subject, description or directory when in filename mode

▶▶   **Don't Show Thumbnail Slide** displays the thumbnail without the frame in the thumbnail mode

▶▶   **Reduce True Color to 256-Colors** enables the conversion of True Color thumbnails to 256-Color. This reduces the size of the album's file size by two-third if most of the images are True Color

▶▶   **Enable Automatic Checking of Source Files** automatically updates files which have been changed or, if file is missing, crosses the index number

▶▶   **Minimize on Use** minimizes Browser when you open another application from Browser

▶▶   **Sort Thumbnails in Ascending Order** causes thumbnails to be displayed in normal alphanumeric order

▶▶   **Swap Out to Disk When Minimized** when selected speed up the operations in Browser by conserving memory

▶▶   **Fonts** opens the Fonts dialog box in which you can set the typeface of the output pages

OLE & Clipboard

Formats to Copy to Clipboard places the following data formats to the clipboard for OLE operations

▶▶   **OLE Embedding Format** copies only the necessary data formats to perform embedding

▶▶   **OLE Linking Format** copies only the necessary data formats to perform linking

▶▶   **Device Independent Bitmap (DIB)** when selected places a device independent bitmap. Use this format as default without "Convert to Display" selected

▶▶   **Device Dependent Bitmap (DDB)** when selected places a device dependent bitmap. Select this format when working with old Windows application

OLE Representation Format determines how objects are represented in the client document

▶▶   **Source Object** is used when the content and dimension of the object are essential

▶▶   **Low Resolution Place Holder** is used when you wish to retain the original file's dimensions and reserve disk space

▶▶   **Thumbnail Only** places a thumbnail with the current display information set in the Album dialog box

▶▶   **Browser's Program Icon** places the Browser icon to represent the data copied from the clipboard

Drag and Drop Operation defines the action when you drag-and-drop to a compatible application

▶▶   **Simulate Clipboard Copy/Paste Behavior** is the same as using the copy and paste command from the Edit menu

▶▶   **Paste Embedded Object Into Client** embeds an object by dragging and dropping to the client application

▶▶   **Paste Linked Object Into Client** links an object by dragging and dropping it to the client application

▶▶   **Simulate File Manager's Behavior** is the same as dragging and dropping from File Manager into another program

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Related topic

▶▶   Object Linking and Embedding

Display

▶▶   **View Images With a Common Palette** displays all images on a 256-Color display using the system palette

▶▶   **Don't Care About Background Quality** causes only the active image to be displayed as best as possible

▶▶   **Monitor Gamma** determines the amount the display of images is adjusted to accommodate for differences in working environments

▶▶   **VGA Palette** enables you to adjust the display of images on 16-Color displays

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Related topic

▶▶   Calibrating your display

VGA Palette

▶▶   **Bypass VGA Palette to Enable Use of 16 Grays** causes grayscale images to be displayed with 16 grays and makes the Display Thumbnails in Grayscale option (in the New dialog box from the Album menu) available

▶▶   **Compatibility Test** tests to see if your display card is compatible with this feature

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Related topic

▶▶   <u>Display dialog box</u>

Keywords

▶▶ **Total Keywords** shows the total number of keywords assigned to the active album

▶▶ **New Keyword** allows you to add new keywords to your current keyword list; enter a new keyword in the text box and press the Add button or Enter

▶▶ **Adopt Keywords From Album** includes keywords from the specified album. A message will appear in which you can choose whether or not to retain your old keywords

▶▶ **Load** opens the Load Keywords dialog box in which you can load an existing keywords list

▶▶ **Save** opens the Save Keywords dialog box in which you can save a keywords list to a file

▶▶ **Add** adds a new keyword to the keywords list. This command is available when you enter a new keyword or edit an existing one

▶▶ **Change** replaces a selected keyword with the new one

▶▶ **Remove** deletes a selected keyword from the keywords list

▶▶ **Remove All** deletes all the keywords from the keywords list

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Related topic

▶▶ New dialog box

▶▶ Defining keywords

Load Keywords

▶▶   **File Name** initially shows the TXT extension; if you know the path and name of the file you wish to load, enter it here or select it from the list box

▶▶   **List Files of Type** shows the file extension for Windows and DOS Text (TXT) files. You can use wildcards (*.*) to display all files in the directory

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

Related topic

▶▶   Keyword dialog box

Save Keywords

▶▶   **File Name** allows you to enter a filename or, if you wish to overwrite an existing file, select its filename from the files list box

▶▶   **List Files of Type** shows the file extension for Windows and DOS Text (TXT) file. You can use wildcards (*.*) to display all files in the directory

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

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Related topic

▶▶   Keywords dialog box

Move Album

▶▶   **Move Album to Directory** allows you to enter the target path and directory to which the active album files will be moved

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

▶▶   **Information** at the bottom of the dialog box displays information on the size of the active album/mark file and the disk space available on the selected drive

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Copy Album

▶▶   **Copy Album to Directory** copies the active album file to another directory

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

▶▶   **Information** at the bottom of the dialog box displays information on the size of the active album/mark file and the disk space available on the selected drive

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Rename Album File

▶▶ **Original Album Filename** displays the path and directory of the active album

▶▶ **New Album Filename** allows you to enter a new filename for the album

Scroll To

Scroll To allows you to go to a particular thumbnail instead of scrolling through a huge album. Specify the thumbnail's index number or enter the filename directly in this text box

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Auto Scroll

Delay Time allows you to set the time (in seconds) between each scroll

Search by Keywords

▶▶ **Query** allows you to define single or multiple keywords for the search condition

▶▶ **Keywords** allow you to select a keyword from the list box

▶▶ **Operators** are used to specify multiple keywords in the query text box

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Search by Subjects

▶▶ **Query** allows you to define single or multiple subjects for the search condition

▶▶ **Match Case** distinguishes lowercase and uppercase letters and treats the word *apples* totally different from *Apples* or *APPLES*

▶▶ **Match Whole Word** searches for the word as a whole and not when it is embedded in another word

▶▶ **Operators** are used to specify multiple subjects

Search by Marks

- **Query** allows you to define single or multiple marks for the search condition
- **Marks** lists all the available marks
- **Operators** are used to specify multiple marks in the query text box

Search

▶▶   **Search Criteria** allows you to select and edit the conditions for a search criteria in the list box

▶▶   **Add** adds a search condition into the list box below

▶▶   **Change** changes a selected condition in the list box below

▶▶   **Remove** deletes a selected search condition in the list box below

▶▶   **Search All Albums in the Workspace** searches for thumbnails with the specified criteria in all the albums in the workspace

▶▶   **Action to Take** allows you to view, select or go to thumbnails. The Go To action displays the Go to Thumbnail dialog box

▶▶   **Query** allows you to enter a query name for a search criteria you have defined. Press Enter to include the query in the list box.

▶▶   **Remove** deletes a selected query from the list box

Related topics

▶▶   Search by Keywords dialog box

▶▶   Search by Marks dialog box

▶▶   Batch Manager dialog box

▶▶   Defining search criteria

▶▶   Searching for thumbnails

Go to Thumbnail

- **Thumbnails found** lists the number of thumbnails matching the search criteria
- **Album** shows the title of the album to which the thumbnail belongs
- **Goto button** displays the selected thumbnail indicated by a yellow pointer

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Related topic

- Search dialog box
- Creating a slide show

More Queries

▶▶   **Queries** lists all the predefined queries with its search conditions in the list box

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Related topic

▶▶   <u>Defining search criteria</u>

Sort

▶▶ **Media Types of Files** lists all the available media types

▶▶ **Sort Files By** allows you to select the attribute by which you can sort the selected thumbnails

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Edit Marks

▶▶ **Mark Name** allows you to define a new mark name or edit an existing mark name

▶▶ **Marks** allows you to select from a list of 26 marks (shown by letters A to Z) for editing

▶▶ **Adopt Marks From Album** uses the marks from an album in the workspace

▶▶ **Clear All** removes all the defined mark names

Related topic

▶▶ Mark Palette Control Menu

▶▶ Editing marks

Load Marks

▶▶ **File Name** initially shows the MRK extension; if you know the path and name of the file you wish to load, enter it here or select it from the list box

▶▶ **List Files of Type** shows the file extension for marks (MRK). You can use wildcards (*.*) to display all files in the directory

▶▶ **Directories** shows the current path and any subdirectories under that path

▶▶ **Drives** lists all the available drives

▶▶ **Merge With Original Marks** merges the marks loaded from a file with the marks defined in your active album

▶▶ **Replace Original Marks** replaces the marks of your active album with the marks previously saved to a file

▶▶ **Browse** opens the Browse dialog box, use this dialog box to search for mark files

▶▶ **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

Related topic

▶▶ Mark Palette Control Menu
▶▶ Loading and saving marks

Save Marks

▶▶   **File Name** allows you to enter a filename or, if you wish to overwrite an existing file, select its filename from the files list box

▶▶   **List Files of Type** shows the file extension for marks (MRK). You can use wildcards (*.*) to display all files in the directory

▶▶   **Directories** shows the current path and any subdirectories under that path

▶▶   **Drives** lists all the available drives

▶▶   **Browse** opens the Browse dialog box, use this dialog box to search for files

▶▶   **Network** allows you to connect to a network (only available if you are running Windows for Workgroups)

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Related topic

▶▶   Mark Palette Control Menu
▶▶   Loading and saving marks

Convert to Keywords

▶▶ **Clear Marks From Selected Thumbnails** allows you to remove the selected mark(s) from the specified thumbnails after converting marks into keywords

▶▶ **Clear Mark Names From Palette** allows you to delete the mark(s) from the mark palette after converting marks into keywords

Note: You must first select some thumbnails with assigned marks and choose some mark(s) in the mark palette before conversion.

Related topic

▶▶   Mark Palette Control Menu

▶▶   Converting marks to keywords

More Groups

▸▸   **Groups** lists all the program groups you have assigned

Browse

cgm

dxf

pcd

pic

bmp

eps

iff

jpeg

psd

ras

tga

tif

Remove

Removes an album from the workspace but the album remains on disk and can be reopened with the Open command.

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Printer Setup

Allows you to choose which printer to use and set its print settings. Please see your Windows documentation or Windows online Help for more information about this command.

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Keywords

Allows you to assign keywords to an album which is used as an index to search for thumbnails. Each album has its own keyword list which is limited to 64 KB of memory.

Related topic

▸▸   <u>Keywords dialog box</u>

Maintenance: Move

Moves the active album files from the current directory to the target directory. Although the files are moved to another directory the album is still retained in the workspace.

Related topic

▶▶   Move Album dialog box

Maintenance: Copy

Makes a copy of the active album file from the current directory to the target directory. The copied album file has the same title as the original album but is numbered consecutively.

Related topic

▶▶   Copy Album dialog box

Maintenance: Delete

Deletes an album file from disk and removes it from the workspace. Once deleted, the album file cannot be recovered unless you have a backup.

Related topic

   Copy Album dialog box

Maintenance: Rename

Renames the album file but the title of the album remains the same.

Related topic

▶▶   Rename Album File dialog box

Preferences: Album

Allows you to customize certain features of Browser. The options increase the flexibility and ease of use as you work.

Related topic

Album dialog box

Preferences: OLE & Clipboard

Allows you to select which formats will be copied to the clipboard when embedding or linking. Choose the appropriate formats to save time and disk space. You also have the options to choose the representation format and the drag-and-drop operation.

Related topic

▶▶   OLE & Clipboard dialog box

Preferences: Photo CD

Allows you to set the options for an image in PCD format (developed by Kodak for its Photo CD products and supports Grayscale, Indexed 256-Color, and RGB True Color images).

Related topic

▶▶   Photo CD dialog box

Preferences: Display

Allows you to customize the display of images. Many of the options are specific to different display environments; whether these options are available or not depends on your particular environment.

Related topic

▶▶   Display dialog box

Preferences: Memory

Allows you to allocate additional working space. Use this to specify working directories to be used when there is insufficient space in your TEMP directory.

Related topic

     Memory dialog box

Preferences: File Formats

Allows you to choose the file formats you want to use. You may want to choose only the file formats you use frequently.

Related topic

　　　File Formats dialog box

Print: Album

Allows you to print thumbnails in an album with the option to print accompanying text information. The printout generated from this command gives you a summary of the thumbnails in your album.

Related topics

▶▶   Print Album dialog box
▶▶   Printing an album

Print: Thumbnails

Allows you to print thumbnails contained in an album, with or without accompanying filenames, index numbers or thumbnail frames. This printout can serve as a record for future use and is especially useful for archived albums.

Related topic

▶▶   Print Thumbnails dialog box

Print: Keywords

Allows you to print a list of keywords together with filenames and their index numbers which have been assigned the same keywords.

Related topic

▶▶   Print Keywords dialog box

Print: File

Allows you to print the files of selected thumbnails from an album.

If you select image files, the Print dialog box appears; printing of application-linked files is controlled by their linked application.

Related topic

▶▶   Print dialog box

Undo

Reverses the effect of the last applied command (if possible).

Repeat

Repeats the effect of the last applied command.

Clear

Deletes selected thumbnails from the album.

Make Album

Duplicates the active album with only the selected thumbnails. The new album will have the same title but is numbered consecutively.

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Run

Runs the application associated with the file. Use the Associate command in the File menu to change the association.

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Copy: File

Copies the contents of selected thumbnails' files (either image or graphics) onto the clipboard.

Copy: Thumbnail

Copies the selected thumbnails onto the clipboard.

Related topic

 Copying thumbnails

Copy: Filename

Copies the full path and filename of selected thumbnails' files.

Select: All

Selects all the thumbnails in the active album.

Select: None

Deselects any selected thumbnails in the active album. Clicking on the album's status bar also deselects all thumbnails.

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Select: Invert

Selects the thumbnails which are not currently selected.

If you have five thumbnails in an album and one is selected, apply this command to deselect the selected thumbnails and select the others.

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Search by Keywords

Searches for files by their keywords assigned in the Thumbnail Properties dialog box.

Related topics

▶▶   Search by Keywords dialog box

▶▶   Searching for thumbnails

Search by Subjects

Searches for files by their subjects assigned in the Thumbnail Properties dialog box.

Search by Marks

Searches for files by their marks assigned in the Mark Palette.

List of defined queries

Shows the queries you have defined in the Search dialog box. Queries are predefined search criteria you can use later to search for thumbnails. If you have more than nine queries, use the More command to display the rest.

Related topics

▶▶   <u>More Queries dialog box</u>
▶▶   <u>Search dialog box</u>
▶▶   <u>Defining Queries</u>

Search Entire Album

Searches on all thumbnails within an album.

Sort by Name

Sorts all files in the active album alphabetically by their filenames, according to the order set in the Preferences: Album dialog box.

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Sort by File Type

Sorts all files in the active album alphabetically by their file extension, according to the order set in the Preferences: Album dialog box.

Sort by Size

Sorts all files in the active album by their sizes, according to the order set in the Preferences: Album dialog box.

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Sort by Date

Sorts all files in the active album by the date they were last modified, according to the order set in the Preferences: Album dialog box.

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Sort by Media Type

Sorts all files in the active album by the media type, according to the order set in the Preferences: Album dialog box.

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Sort by Subject

Sorts all files in the active album by their subjects (only if subjects are assigned), according to the order set in the Preferences: Album dialog box. If you have not assigned any subjects, sorting does not take place.

Sort by Description

Sorts all files in the active album by their description (only if descriptions are assigned), according to the order set in the Preferences: Album dialog box. No sorting will take place unless you have assigned some description to files.

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Sort by Others

Sorts all files in the active album by the selected media type and their attributes.

Related topic

▶▶   Sort dialog box

User Defined

Sorts files by a user defined sequence.

Move

Changes the location of selected thumbnails in an album.

View: All

Displays all the thumbnails or filenames in an album.

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View: Invert

Displays the thumbnails or filenames other than the ones displayed after a search.

View: Selected

Displays only the selected thumbnails or filenames in an album.

Scroll To

Allows you to quickly scroll to a particular thumbnail specified in the Scroll To dialog box.

Related topic

▶▶   Scroll To dialog box

Auto Scroll

Automatically scrolls the thumbnails in an album in the specified time.

Related topic

▶▶   Auto Scroll dialog box

Thumbnails

Display the thumbnails of files contained in an album.

Filenames

Display the filenames of files in an album along with other information.

Scroll with the arrow buttons at the bottom of the status bar to view the rest of the displayed information.

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Slide Show

Displays selected files from the active album in a slide show with a choice of 18 transition effects. If no files are selected, the slide show will display all thumbnails in the active album. If the album contains application-linked files and MIDI files, they are skipped in the slide show.

Related topic

▶▶   Slide Show dialog box

Album Information

Displays a dialog box containing information about the active album.

File Information

Displays a dialog box containing information about a selected thumbnail file.

Associate

Allows you to associate a file to an application so that when you start the application the file will be automatically loaded.

Related topics

▶▶ Associate dialog box
▶▶ Changing file association

Hide/Show Toolbox

Hides or shows the toolbox. This command is also available in the status bar button.

Related topics

 Toolbox
 Customizing the toolbox

Hide/Show Mark Palette

Hides or shows the Mark palette. This command is also available in the status bar button.

Related topics

 Mark Palette

 Using the Mark Palette

Hide/Show Search Ribbon

Hides or shows the Search Ribbon. This command is also available in the status bar button.

Related topic

▶▶   Using the Search Ribbon

Always on Top

Ensures that Browser is never covered by any other open windows on your desktop. This command is particularly useful if you want to drag-and-drop files between Browser and other applications.

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Cascade

Stacks open windows so that the title bars are visible.

Tile

Resizes all open windows to the same size and arranges them to fill the workspace.

Arrange Icons

Arranges all minimized icons along the bottom of the workspace.

Windows List

Contains the titles of all albums currently in the workspace.

Contents

Starts Help and displays the topics in the Browser Help.

Search for Help on

Opens the Search dialog box containing keywords from the Help topics.

How to Use Help

Accesses the Windows guide to using Microsoft Help.

About Browser

Displays the Browser product information box.

About Ulead Products

Displays information about other Ulead products.

Update

This command is only available when you embed an object from Browser into a client application's document. Double-click on the embedded object (in the client application); the thumbnail is displayed in the Viewer program. You can run Image Editor (or any other editor) if you wish to edit it. If you edit the thumbnail's file or select another thumbnail, use the Update command to update the embedded object.

Filenames can be entered with or without a file extension and automatically numbered in consecutive numbers. If no extension is entered, the extension selected in the List Files of Type list box is automatically added.

Text which appears at the top (Header) and/or at the bottom (Footer) of the page. Use the Append list box to insert special item codes.

This list box is available when the text cursor is in either the Header or Footer text box. Select an item to insert the appropriate code.

Of all the Append options, only one requires further explanation, the Separator. Insert one separator to make the text following the separator, align on the center of the page. Insert a second one to align text to the right of the page. Additional separators are ignored.

These text boxes allow you to specify the amount of space between the edges of the paper and the position of the outer thumbnails. Headers and footers are displayed within this area.

The current unit of measure is taken from your current Windows measurement system defined with the International option under Windows Control Panel.

Selecting the Don't Show option hides the filenames and enables you to see more thumbnails in an album at any one time.

Ascending order is in normal alphanumeric order, with numerals preceding letters. This option does not have any effect on the user defined arrangement.

You can specify multiple conditions by using the Boolean (or logical) operators, **AND**, **OR**, and **NOT** and separating conditions.

NOT is used to perform Boolean (or logical) negation. For example, specify "map" (map could be used in keywords, subjects, marks or any other search condition) and double-click on   the NOT operator. Browser selects all files that are not "map".

You can choose from 18 search criteria. The search criteria group box changes according to the search criteria you choose.

Initially displays the existing description of a selected thumbnail that you can edit or, if the text box is empty it means that either the selected thumbnail has no description or you have selected multiple thumbnails to which you can apply the same description.

The time specified does not include the time it takes to read or display images. For large images this means the time between slides may be considerably longer than the specified amount.

Each thumbnail is checked against its source file. Any necessary updating is done automatically. If a file cannot be found on disk, a message box appears asking if you want to delete it from the album.

To move thumbnails from one album to another, simply drag-and-drop the thumbnails from the original album to the target album (press the CTRL key down if you want to copy the thumbnails).
Note: *You can not move thumbnails from read-only Albums.*

To move thumbnails onto the clipboard, select them in an album and then choose "Cut" from the Edit menu.

Select the thumbnails you want to delete from the album and then choose "Clear" from the Edit menu. Selected images are deleted from the album but not from disk.

Choose one of the commands from the Sort submenu in the Thumbnail menu. The available sort commands are: Name, File Type, Size, Date, Media Type, Subject, Description, Others, and User Defined.

If you find the toolbox is too big and occupies too much of your workspace, click on the configuration button of the toolbox, choose "Configure" and deselect the Show Name option. Once this command is applied, the application names disappear and the size of the shelf is reduced.

← →

The scroll buttons are available whenever the toolbox contains more program icons than it can display at one time. Clicking on the scroll buttons displays more tools.

Clicking on an icon in the toolbox invokes and transfers control to that program. Dragging thumbnails and dropping them onto an icon, opens the chosen program with the selected thumbnails' files (only if it supports the file formats and open multiple files).

If you redefine the thumbnail size, thumbnails are regenerated from their original files or linked applications. If the original file or linked application of a thumbnail cannot be found, it is regenerated from the existing thumbnail.

Eleven sizes are available from 32x32 to 192x192. The files of albums with larger thumbnails will be slightly larger on disk but give you better representation of images and graphics. Application-linked files' icons are always 32x32, so for these, the smallest size allows you to display more thumbnails at one time without reducing the visual impact of each.

When you enter a new path and filename, the file is removed from its current directory and moved to the new directory. If you only enter a filename, with no path, the file is saved in the default working directory.

Files inserted with this option generate their thumbnails from their original file content.

Files inserted with this option take their thumbnails from their related application.

Eleven sizes are available from 32x32 to 192x192. The files of albums with larger thumbnails will be slightly larger on disk but give you better representation of images and graphics. Application-linked files' icons are always 32x32, so for these, the smallest size allows you to display more thumbnails at one time without reducing the visual impact of each.

The Batch Manager allows you to apply the following operations to multiple albums at the same time: Minimize, Print Thumbnails, Put on Shelf, Remove, Restore, Search, Sort by, View All, View Thumbnails, and View Filenames.

Within this list box, you can select multiple files by dragging down the list and by using the SHIFT and CTRL keys in conjunction with the mouse.

Choose "Save Sequence" from the Thumbnail menu. After using the Save Sequence command, the current order of thumbnails in the album becomes its user-defined order.

Before you select this option you should test your display card to see if it is compatible with the Compatibility test provided.

When you press this button, the color squares on the right become squares of different grays, if your card is compatible. If your card is incompatible, nothing will happen or you will have to restart your computer.

This option is available if you are using a 256-Color display. This is an important option if you want to view Grayscale images at the same time as color images on a 256-Color display, or compare any sort of image on a 256-Color display.

This affects the speed of display updating on 256-Color displays. When selected, Browser only updates the active image. Images in the background may appear distorted, blurred, or grayed. The content of the background images is not changed, only the way they are displayed. If you wish to compare two or more images, deselect this option.

Use this feature to display images correctly on all types of computer display. When this option is disabled, or set to 1.00, the display of images is not adjusted.

JPEG compression offers high compression in the ratio of 100:1 (original file: compressed file) and is recommended when disk space is at a premium or when you have large files. This compression scheme may degrade the quality of images as some data is discarded but will speed up access to the files.

Lossless compression compresses files by 15% to 40% and files are restored to their original state but access to the files is much slower.

JPEG compression can only be applied to True Color and Grayscale images while lossless compression can compress all thumbnails using the LZW compression.

Although the file is moved to another directory the album is still retained in the workspace.

Assign keywords to a thumbnail by selecting a keyword from the Keywords List below and pressing Enter. The keyword is added in the list box above it. You can assign up to 32 keywords to each thumbnail.

A keywords List exists only if you have assigned keywords to an album in the Keywords dialog box or, by typing a new keyword (up to 31 characters) and pressing Enter. The number of keywords in an album is limited to 64KB of memory.

To remove a specified keyword assigned to a thumbnail, press the Remove button.

If you are not sure of the directory use the Browse button to search for files.

The attributes give you information about the file. For more information on each attribute refer to your Windows documentation.

If you select Don't Show in thumbnail mode, the selected thumbnail is shown by a highlighted border around it.

Floating toolbox can be positioned anywhere within the workspace. Click on the title bar and drag the toolbox.

You can choose to display the filename, full pathname, subject, description or no text at all, during the slide show.

Displays thumbnails with the specified marks or all the thumbnails (View All) in an album. Select one or multiple marks (by dragging down the marks list or using the CTRL or SHIFT keys) and use the *AND* and *OR* operators to display the thumbnails bearing the selected marks.

Assigns a selected mark to a thumbnail. After you click on the button, the pointer changes to a mark pointer. Click on a thumbnail to assign the selected mark. Press the Stop button to stop assigning marks.

Shows all the mark names. Each letter can be assigned a mark name (up to 31 characters) by selecting the Edit command in the Mark Palette's control-menu or double-clicking on a mark.

Within this list box, you can select multiple files by dragging down the mark names or using the SHIFT and CTRL keys in conjunction with the mouse.

You must first assign a name for your query and use the Add button to add it to the list box. Select a search criteria and define multiple search conditions with the AND or OR operators to add it in the list box below.

This is helpful when you scan images on double-sided pages in a scanner equipped with an automatic document feeder. You can scan only one sides and save them to odd numbered files and then the reverse sides saved to even numbered files.

To facilitate transferring and sharing of data between different programs, the server program places more than one data format to the clipboard. The client program chooses the data format which is most compatible.

The OLE Embedding Format places three data formats to the clipboard: Native, OwnerLink and Picture.

Note: If the copied thumbnail is a WAV file, then an additional wave data format is placed on the clipboard.

OLE Linking Format places two data formats to the clipboard: Picture and ObjectLink.

Note: If the copied thumbnail is a WAV file, then an additional wave data format is placed on the clipboard.

If you frequently change your screen resolution or transfer files to another machine, you should select this option, together with the Embedding or Linking Formats, to ensure that the files retain the same properties in different machines.

The Convert as Display Mode option converts the data type of an image (when placed onto the clipboard) to that of your current display mode, and is particularly useful if you are using a low resolution display and wish to save on system resources.

Select this format if you work on a stand-alone machine, do not share data with other machines and work in the same screen resolution. This records the minimum amount of display information necessary when using the clipboard.

Image or graphic files display the entire file in its original resolution and dimension, in the client application. Wave or MIDI files are represented by the Browser program icon whereas video or animation files display the first frame of a sequence.

The selected thumbnail's file is used to generate a low resolution version to be placed in the client application. This low resolution place holder retains the original image dimensions but has a grainy effect. When printing the client document (specially in linked objects) change the format to "Source Object" to print out the real content of the object.

Wave or MIDI files show the Browser program icon whereas video or animation files display a low resolution place holder of the first frame of a sequence.

Depending on the entries you make in the Paste section of the ULEAD.INI file, the embedding command can be made available in the client program. For example, if the Paste section contains the line *Winword=Edit:Paste;Edit:Paste Special* then the first command is used when you select "Paste Embedded Object into Client".

For best result, make sure you have selected the OLE Embedding and DIB formats and the Paste Embedded Object into Client option.

Depending on the entries you make in the Paste section of the ULEAD.INI file, the linking command can be made available in the client program.

For example, if the Paste section contains the line *Winword=Edit:Paste;Edit:Paste Special* then the second command is used for "Paste Linked Object into Client".

For best result, make sure you have selected the OLE Linking and DIB formats and the Paste Linked Object into Client option.

If this option is selected, Browser will take some time to check the source files from time to time. This may slow down viewing and repainting of thumbnails dramatically especially in CD-ROM albums.

The total number of keywords you can define in an album is limited to 64KB of memory whereas the maximum keywords you can assign to a single thumbnail is 32. Each keyword can contain up to 31 characters.

Select a search criteria from the list and type in or select a search condition in the combo box next to it.

Type in or select a search condition in this combo box.

Tip: Always use double quotation marks when you enter a subject or description to be treated as a valid search condition.

Use this button to search and display thumbnails matching the search criteria you have defined.

Tip: Select "Search Entire Album" from the Thumbnail menu to search for thumbnails without displaying all the thumbnails in an album.

Use this button to display all the thumbnails in an album.

Displays the following commands when you click on the button.

▶▶ **Shelf**

▶▶ **Hide/Show Toolbox**

▶▶ **Hide/Show Mark Palette**

▶▶ **Hide/Show Search Ribbon**

▶▶ **Search Entire Album**

▶▶ **Always on Top**

The status bar in the Browser workspace displays information about the albums on the workspace and the shelf. If you rest your mouse pointer on an element, such as the toolbox, or press the left mouse button and drag it on a menu command, you will see a simple explanation.

Procedures

- **Browser basics**
- **Working with thumbnails**
- **Maintaining files**
- **Creating a slide show**
- **Customizing the Toolbox**
- **Search operations**
- **Drag-and-drop operations**
- **Object Linking and Embedding**

Browser basics

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Working with thumbnails

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Arranging thumbnails

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Maintaining files

Converting between file formats

Converting between data types

Copying files

Changing file association

Search operations

Using the Batch Manager

Use the Batch Manager command from the Album menu to apply a command to multiple albums in a single operation. The operations can only be carried out on albums in the workspace.

1. Choose "Batch Manager" or double-click on an empty workspace to display the Batch Manager dialog box.
2. Select an operation to be carried out from the Operation list box.
3. Select the albums you want to apply the operation to from the Albums list box. Use the Select All or Deselect button to select/deselect all the albums.
   Note: You can select multiple albums by dragging down the list or by using the SHIFT and CTRL key in conjunction with the mouse.
4. Click OK. The operation is applied to the selected albums.

Related topics

Batch Manager dialog box
Using Browser's shelf

▶▶ Creating a new album

Use the New command from the Album menu to create a new album which is saved to the disk you specify or the default directory. The newly created album uses the first eight characters of its title as the filename. An option to access the Insert dialog box where you can insert thumbnails of files into the new album is also available.

1. Choose "New" to display the New dialog box.
2. Enter a title for the new album in the Title text box. The title you enter appears in the album's title bar.
3. Select a thumbnail size and the compression scheme to be used.
   Note: JPEG compression will give you an optimized result.
4. Change the default directory if you want to save the new album to another directory.
5. Type in a short description for the new album (optional).
7. Click OK. The new album appears in the Browser workspace.

Note: To insert thumbnails into an album, use the Copy command in the File menu.

Related topics

▶▶   <u>New dialog box</u>
▶▶   <u>Keywords dialog box</u>
▶▶   <u>Copy Files dialog box</u>
▶▶   <u>Copying files</u>

▶▶ Opening an album

Use the Open command in the Album menu to open albums from the workspace, Shelf, floppy disks, CD-ROM disc, magnetic optic (MO) disc, network drives, or other directories on your hard disk.

1. Choose "Open" to display the Open dialog box.
2. If the album you want to open is not in the current directory, use the Directories and Drives list boxes to locate the album.
3. Select the album you want to open from the File Name list box. If you are unsure of which album to open, click on the Info button to display information about the selected album.
   Note: Select "Read Only" if you want to only browse through the album and therefore, prevent any changes to be made to the files.
4. Click OK. The dialog box closes and the album appears in the workspace.

Album files can also be opened by dragging them from the Windows File Manager and dropping them into an empty area of the Browser workspace. You cannot drop them on top of the status bar, toolbox, or any open album windows or icons.

Related topic

▶▶   Open dialog box

▶▶ Finding files

There is a Browse button in all dialog boxes which involve opening or accessing files on disk. Use this button to search for files on disk:

1. Click on the Browse button in the Open dialog box to display the Browse dialog box.
2. Select the drive and directory that you want to browse.
3. In the File Name text box, type the name of the file. You can use wildcards ***.*** to search for a group of files with the same name or file extension, for instance, type *.JPG to search for all files with the extension .JPG.
4. Click on the Scan button. Browser searches the directory and all subdirectories you specified and lists all files matching your request in the Files Found box. You can then sort these files according to the order specified in the Sort Files box.
5. Select the file you want to open from the Files Found box by clicking on it.
6. Click OK. The dialog box closes, returning you to the original dialog box and the filename and path of the selected album are shown in the filename text box.

Related topic

▶▶   Browse dialog box

▶▶ Printing an album

Use the Print: Album command from the Album menu to print thumbnails with selected information from an album to any Windows-compatible output device. This printout gives you a summary of all the thumbnails in your album. Select the printer with the Printer Setup command.

1. Choose "Print: Album" to display the Print Album dialog box.
2. Enter the number of copies you want to print in the Number of Copies text box.
3. Decide whether you want to print accompanied text information such as file attributes, keywords, subject or description in the printout.
4. Choose the thumbnail size from the Thumbnail Size list box.
5. If you have selected "Thumbnail Image", select "Create Thumbnails From Original File" to get a good result. However, this may be slower.
6. Click on the Page button if you wish to change the margin or header/footer.
7. Click OK. The dialog box closes and starts to print the album.

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Related topics

▶▶   Print Album dialog box
▶▶   Page Setup dialog box

Calibrating your display

Calibrate your display before you start working with images for the first time. Recalibrate whenever you change your monitor, display adapter, or the environment in which you work.

The lighting of your work area and the brightness and contrast settings of your monitor all affect the way images are displayed. Try to keep these variables as constant as possible to ensure that images display consistently and accurately.

1. Choose "Preferences: Display" from the Album menu. The Display dialog box appears.
2. Make sure the Monitor gamma check box is unchecked.
3. Click OK to close the dialog box.
4. Choose "Insert" from the Thumbnail menu. The Insert dialog box appears.
5. Insert the file IPGAMMA.TIF. You should be able to find this file in your Pals2 directory or on the installation disks. The IPGAMMA.TIF image appears.
6. Look at this image and identify the gray square that best matches the vertical, gray background band. Make a note of the number displayed next to this square. If for example, the square at the bottom of the middle row looks most like the background, take a note of the number 1.7.
   This number can be any value from 0.01 to 7.99. If none of the squares exactly match, you should estimate the best match.
7. Choose "Preferences: Display" from the Album menu. The Display dialog box appears.
8. Click on the Monitor gamma check box and, in the text box, type the number you noted in step 6. Click OK and the Display dialog box closes.

Related topic

▶▶   Display dialog box

▶▶ Deleting an album

To remove an album from the workspace without deleting it from the disk, use the Remove command in the Album menu. You can reopen the album file later to bring it back to the workspace. To place it on the shelf, drag it to the Shelf.   To delete the album file from disk use the Delete command from the Maintenance submenu in the Album menu.

1. Select the album you want to delete by clicking on its title bar, or if minimized, on the album icon.
2. Choose "Delete" from the Maintenance submenu in the Album menu. A message appears to confirm if you wish to continue.
3. Click on "Yes" if you are sure of deleting the album file or "No" if you change your mind.
   Note: You can delete the album file with the Delete button in the Shelf dialog box. Browser cannot undo "Delete" and you cannot recover deleted albums or files unless you previously backed them up.

Related topic

▶▶   Shelf dialog box

▶▶ Copying an album

To copy an album, use the Copy command from the Maintenance submenu in the Album menu.

1. Select the album you want to copy by clicking on its title bar, or if minimized, on the album icon.
2. Choose "Copy" from the Maintenance submenu in the Album menu. The Copy Album dialog box appears.
3. Assign the path for where you want to copy the file to and click on "OK." If you change your mind about copying, click on "Cancel".

Related topic

▶▶   Copy Album Dialog Box

▶▶ Moving an album

To move an album, use the Move command from the Maintenance submenu in the Album menu.

1. Select the album you want to move by clicking on its title bar, or if minimized, on the album icon.
2. Choose "Move" from the Maintenance submenu in the Album menu. The Move Album dialog box appears.
3. Assign the path for where you want to move the file to and click on "OK." If you change your mind about moving, click on "Cancel".

Related topic

▶▶   <u>Move Album Dialog Box</u>

▶▶ Renaming an album

To change the name of an album, use the Rename command from the Maintenance submenu in the Album menu.

1. Select the album you want to rename by clicking on its title bar, or if minimized, on the album icon.
2. Choose "Rename" from the Maintenance submenu in the Album menu. The Rename Album dialog box appears.
3. Enter the new name for the album and click on "OK." If you change your mind about renaming, click on "Cancel".

Related topic

▶▶   Rename Album Dialog Box

▶▶ Getting information

There are several ways to view information about albums and the files associated with the thumbnails it contains. To learn how to access this information, click on the appropriate button.

▶▶   **File Information**
▶▶   **Album Information**

▶▶ **Album information**

The Album Information dialog box contains information about the selected album. There are several ways to access the Album Information dialog box:

▶▶   in the Open dialog box, select an album and click on the Info button.

▶▶   in the workspace, select the album you want information on by clicking on its title bar or icon, then choose "Album Information" from the View menu.

▶▶   in the Restore dialog box, click on the Info button.

▶▶   in the Shelf dialog box, select an album from the Albums in Workspace or Albums on Shelf list boxes and click on the Info button.

▶▶   in the Album Properties dialog box, click on the Info button.

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▶▶ File information

Once a file is inserted into an album, some information is collected. Following are ways by which you can view this information:

▶▶   selecting a thumbnail and choosing "File Information" from the View menu displays the File Information dialog box.

▶▶   viewing filenames instead of thumbnails in an album displays information to the right of the filename.

▶▶   clicking on a thumbnail or filename with the right mouse button displays the file information box.

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⏩ Using Browser's shelf

The albums you place on the shelf remain there until you want to use them again. To use an album from the shelf:

1. Click on the shelf button in the toolbox. The Shelf dialog box appears.
2. Select the album you want to use from the Albums on Shelf list box by clicking on it.
3. Click on "**<=**" or double-click on the selected album. The album is transferred to the Albums in Workspace list box and appears as an icon in your Browser workspace.
4. Double-click on the album icon to display the album.

Related topic

⏩   <u>Shelf dialog box</u>

▶▶ **Exiting Browser**

Use the Exit command in the Album menu to exit Browser. You can also exit by:

▶▶   double-clicking on Browser's control-menu box.
▶▶   clicking on Browser's control-menu box and choosing "Close".
▶▶   if Browser is minimized, clicking once on the icon and choosing the Close command from resulting menu.

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Placing thumbnails of files into albums

There are three ways to insert thumbnails of files into albums depending on whether you want to create a new album or not.

Create a new Album using the Make Album command in the Edit menu
Copy Thumbnails
Copy Files

Related Topic
Copy Files dialog box

⏩ Copying thumbnails

Use the Copy: Thumbnail command in the Edit menu or drag-and-drop thumbnails with the CTRL key held down, to create duplicates of the thumbnails in another album.

1. Select the thumbnails you wish to copy from the active album.
2. Choose "Copy: Thumbnail" in the Edit menu. The selected thumbnails are copied onto the clipboard.
3. Open the album into which you want to copy the thumbnails.
4. Choose "Paste" from the Edit menu. The thumbnails are inserted in the positions determined by the album's current sort mode.

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▸▸ Viewing thumbnails

Use the Files command in the View menu or double-click on the thumbnail (or filename) to view or play the original file associated with one or multiple thumbnails. Depending on the file type, the file is displayed in its appropriate viewing window.

Image and Graphic files

Image and graphic files are displayed in the Viewer program. You can even view multiple files to compare the files with one another. Refer to the Viewer Help for more information on its commands.

Audio files

Audio files such as WAV, MIDI and RMI files are played in Microsoft's Media Player. Refer to the Windows documentation for more information on Media Player.

Video and Animation files

Video (AVI) and animation (FLC, FLI, FLX) sequences are played in Microsoft's Media Player.

Application-linked files

Application-linked files are displayed in the application to which they are associated. For example, if you double-click on a PageMaker file, PageMaker runs and opens the file.

Related topic

▸▸   File Formats

▶▶ Selecting thumbnails

Before applying commands to individual thumbnails in an album, you first have to select them. When a thumbnail is selected, the file is highlighted. You can select thumbnails or filenames in the following ways:

▶▶   To select one, simply click on it. Any other selected thumbnails in the album are deselected.

▶▶   To select a range, click on the first in the range, then press the Shift key down and click on the last one.

▶▶   To select or deselect individual thumbnails without affecting previous selections, hold the CTRL key down and click on a thumbnail.

▶▶   Choose a Select command from the Edit menu.

▶▶   Choose the Select action in the Search dialog box after defining the search criteria.

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▶ **Arranging thumbnails**

Initially, thumbnails are arranged in an album in the order they were inserted. New thumbnails are always inserted at the end of the album. You can change the order in an album by:

▶   **Moving thumbnails from one location to another**
▶   **Moving thumbnails onto the clipboard**
▶   **Deleting thumbnails from an album**
▶   **Arranging thumbnails in alphabetical or numerical order**
▶   **Retaining the current arrangement of thumbnails for future use**

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Related topic

▶   Copying thumbnails

▶▶ Converting between file formats

Use the Convert File Format command in the File menu to convert image and graphic files from a variety of file formats to a common one. The files of the thumbnails you choose may all be of the same format or different ones.

When converting image and graphic files, you have the options of deleting the original files, where to save the converted files and inserting the new files into an existing album.

1. Select the thumbnail whose file you want to convert.
2. Choose "Convert File Format" to display the Convert File Format dialog box.
3. Choose a file format to convert to in the "Convert Image/Graphic Files to" list box.
4. Decide where you want to save the converted files. If you select "Another Subdirectory", type in the path and directory in the text box.
5. Select "Delete Files and Remove From Browser", if you want to delete the original files from disk and the album.
6. Select "Insert Converted Files to Album" if you prefer to insert the converted files into an album in the workspace.
7. Click OK. The dialog box closes and file conversion begins.

Related topics

▶▶   File Formats
▶▶   Convert File Format dialog box

▶▶ Converting between data types

Use the Convert Data Type command in the File menu to convert the data type of image and graphic files. You cannot convert files to the selected data type whose file formats do not support the data type.

When converting the data type, you have the choice of overwriting the original files or creating new files into an existing album.

1. Select the thumbnail whose file you want to convert.
2. Choose "Convert Data Type" to display the Convert to Data Type dialog box.
3. Choose a data type to convert to in the "Convert Image/Graphic Files to" list box.
4. Decide where you want to save the converted files. If you select "Create New Files in Subdirectory", type in the path and directory in the text box.
5. Select "Insert Converted Files to Album" if you prefer to insert the converted files into an album in the workspace.
6. Click OK. The dialog box closes and conversion begins.

Related topic

▶▶   Convert Data Type dialog box

▶▶ Copying files

Use the Copy command in the File menu to copy the selected files in an album to the target directory. You also have an option to insert the copied files into an album in the workspace.

1. Select the thumbnails whose files you want to copy.
2. Choose "Copy" in the File menu to display the Copy Files dialog box.
3. Locate the drive and directory into which you want to copy the files. Use the Browse button if you want to view the files existing in that directory.
4. Select "Insert Copied Files to Album" if you prefer to insert the copied files into an album.
5. Click OK. The dialog box closes and starts copying the selected files.

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Related topic

▶▶   Copy Files dialog box

▶▶ Changing file association

Use the Associate command from the File menu to associate a file to a program so that you can directly run the file in that program by just double-clicking on the file's thumbnail. For instance, if you associate the .TXT extension to Notepad, double-clicking on a .TXT thumbnail will open that file in Notepad. To associate a file:

1. Select the thumbnail for which you want to associate a program.
2. Choose the Associate command to display the Associate dialog box.
3. The selected thumbnail's extension appears in the Files With Extensions text box. You can type in a different file extension if you want to change it.
4. In the Associate With Program list box, select the program to which you want to associate the extension. You can type the name of a program file if it is not listed in the list box.
5. Click OK. The dialog box closes and the file is associated to the program.

    Note: If you want to remove an association of a file, you can do so with the Associate command. In the Associate With Program list box, choose None and the file is no longer associated to a program.

Related topic
▶▶   Associate dialog box

▶▶ Creating a slide show

The slide show feature allows you to display image and graphic files from an album with any one of eighteen different transition effects. The transition effect controls the way the slides are replaced. Each file is displayed at its actual view, centered on a black background until it is replaced by the next one in the presentation.

1. Within an album, select the thumbnails of image or graphic files you wish to display. If no thumbnails are selected, all qualified files associated with thumbnails are displayed.
2. Choose "Slide Show" from the View menu. The Slide Show dialog box appears.
3. In the Transition group box, select a transition effect and whether you want to change the slides automatically (specifying the delay time), manually or synchronized with audio files.
   Note: If you selected "Synchronize With Audio Files" the delay time will still be in effect.
4. Click on the Text button to display text information and change the text attributes or color.
5. Click on the Bkgd Color button to change the background color.
6. Click on the Bkgd Music button to choose the MIDI files to be played during the slide show.
7. Click OK. The dialog box closes and displays the thumbnails in a slide show.
   If you selected automatic display, the slide show starts. If you selected manual display, the Slide Show Controls dialog box appears displaying the manual controls. Click OK to begin the slide show.

Note: Application-linked files cannot be displayed in slide shows.

Related topics

▶▶   Slide Show dialog box
▶▶   Slide Show Control dialog box

▶▶ Customizing the Toolbox

The toolbox can be customized with the tool button located below the shelf. Choose the programs which appear and how they are displayed. You can customize the toolbox by:

▶▶ **Adding a program**
▶▶ **Removing a program**
▶▶ **Changing the properties of a program**
▶▶ **Configuring the programs**

▶▶ Adding a program

Adding frequently used programs into the toolbox makes it easier for you to switch between Browser and those programs. Once a program icon appears in the toolbox, simply click on it to open the corresponding application, or drag-and-drop a thumbnail onto the program icon to open the file in that application.

1. Click on the tool button in the toolbox and choose "New" to display the New Group dialog box.
2. Select the Program group option and type in a group name. Click on the New button to create the new group. You can have as many program groups as you want but only one will be used as default.
3. In the Program icon option, enter a description, the command line and the working directory.
4. Click on the New button. The program icon with the name you specified or its default name appears in the toolbox.
5. Click on the Close button. The dialog box closes.

You can easily add programs by dragging execution files from the File Manager to the toolbox.

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Related topic

▶▶   New Group dialog box

▶▶ Removing a program

The toolbox can contain many program icons, but we suggest you limit the programs to only those you frequently use. To remove program icons from the toolbox:

1. Click on the tool button in the toolbox and choose "Delete" to display the Delete dialog box.
2. Select "Delete Current Program Group" if you want to remove the current program group.
3. Select a program item from the Icon list box to remove the program from the toolbox.
4. Click OK. The dialog box closes and the selected program disappears from the group.

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Related topic

▶▶   Delete dialog box

▸▸ Changing the properties of a program

Use the Properties command from the tool menu to change the program name, description, command line and working directory of a program.

1. Click on the tool button in the toolbox and choose "Properties" to display the Toolbox Properties dialog box.
2. Change the name, description, command line, or working directory.
3. Click OK. The dialog box closes and the properties are modified according to your changes.

Related topic

▸▸   Toolbox Properties dialog box

▶▶ Configuring the programs

Use the Configure command in the tool menu to position the toolbox on the left, right or anywhere within the workspace. You can also specify the number of icons to show on the toolbox.

1. Click on the tool button in the toolbox and choose "Configure" to display the Configure dialog box. You can also double-click on an empty space in the toolbox to open the same dialog box.
2. Choose the position of the toolbox.
3. Select "Show Names" if you wish to display the names of the programs.
4. Define the number of icons to be displayed on the toolbox. The scroll arrow button can be used to display the other icons in the program group.
5. Click OK. The dialog box closes and changes the toolbox settings.

Related topic

▶▶ Configure dialog box

 Shelf

The shelf, at the top of the toolbox, provides a place to store albums. It can contain up to 140 albums and can be used to find albums, whether they are on the shelf or in the workspace. The albums in the workspace can be placed onto the shelf in any of the following ways:

▸▸   Drag an album icon onto the shelf.

▸▸   From the Shelf dialog box, select the album you want to place onto the shelf from the Albums in Workspace list box, then click on "**=>**".

▸▸   Click on an album's control menu box and from the menu, choose "Put on Shelf".

▸▸   Use the Batch Manager's Put on Shelf operation.

Related topics

▸▸   <u>Shelf dialog box</u>

▸▸   <u>Using Browser's Shelf</u>

 Tool button

The tool button is located below the shelf in the toolbox. Use this to add any number of groups to the toolbox to organize your programs as you wish and to choose the program items which appear and how they are displayed in the toolbox. When you click on this button, the tool menu drops down containing all the commands that can be applied to customize the toolbox.

New creates a new group in which you can add programs you want to insert in the toolbox

Delete removes the current program group or selected program item. The program and data files of the deleted program will remain on your hard disk

Properties changes the properties of a program in the toolbox

Configure allows you to change the location of the toolbox and set the number of programs in the toolbox

Run allows you to start an application

Close hides the toolbox

▶▶ Defining keywords

Keywords are like index entries which help you to search for thumbnails in your album. A keyword could consist of one word or more (separated by spaces) but only up to 31 characters. Before you assign keywords to your thumbnails, you should first define some keywords for the album as follows:

1. Select " Keywords" from the Album menu to display the Keywords dialog box.
2. In the New Keywords box, enter a keyword and press Enter or the Add button. The new keyword appears in the list box below.
   To change or remove the keyword use the Change or Remove buttons.
3. If you wish to bring in keywords from other albums in your workspace, choose the album from the Adopt Keywords From Album list box. You will be asked if you want to retain your old keywords and append the new ones.
4. You may load a list of keywords saved to a file using the Load button. The Save button will save the list of keywords to a file on disk.
   Note: In the Load and Save Keywords dialog boxes, you can use the DOS or Windows Text file format. Choosing the appropriate file extension allows you to convert files from DOS to Windows and vice-versa.
5. Click OK. The dialog box closes and the new list of keywords appears in the Search Ribbon and the Thumbnail Properties dialog box.

Once you have defined keywords for an album, you can assign keywords to thumbnails using the Thumbnail Properties dialog box.

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Related topic
▶▶   Keywords dialog box

Defining search criteria

Search criteria are options based on which Browser searches for thumbnails. These can be keywords, subject, description, filename or any other options. After you select a criteria, you can define the conditions for that criteria. For example, when you search by keywords you could define some conditions as follows:

red OR blue AND yellow,
NOT red OR blue,
NOT (red AND blue),
"red" OR "black and white"

Note: Use double quotation marks ("...") to enclose words to be treated as one word.

Boolean Operators

Multiple conditions are specified by using the Boolean (or logical) operators, **AND**, **OR**, and **NOT**.

AND allows you to define logical conjunction. For example, specify "red AND blue" Browser searches for all files that are both "red" and "blue".

OR is used to perform logical inclusion. For example, specify "red OR blue" and Browser searches for files that are "red" or "blue".

NOT is used to perform logical negation. For example, specify "red" and double-click on the NOT operator. Browser selects all files that are not "red".

⏩ Searching for thumbnails

In Browser, if you are managing a large number of files, you may forget exactly where you have placed a particular one. You can search for thumbnails in the active album by using its keywords, marks, subject or by defining your own search criteria. The procedure below explains how to search by using your own search criteria.

1. Choose "Search" to display the Search dialog box.
2. In the Search Criteria group box, select a search criteria from the list box and define the search condition. Press the Add button to add it to the list box.
   To change or remove the search condition, press the Change or Remove button.
3. Select "Search All Albums in the Workspace" if you want the search to be done on all albums in the workspace.
4. Choose View, Select or Go To to display, select or go to the thumbnails matching the search condition.
5. Enter a query name in the Queries combo box (press Enter to include it in the list box) or choose an existing one. The query will appear in the Search by Queries submenu.
6. Click OK. The dialog box closes and thumbnails matching the conditions are displayed.

Related topics

⏩   Search dialog box
⏩   Defining search criteria
⏩   Defining Queries

▶▶ Defining queries

Use the Search command from the Thumbnail menu to add or remove queries to the queries list which appear in the Search by Queries submenu. These queries are predefined search criteria which can be used to search for thumbnails matching their search conditions. To define a query:

1. Choose "Search" to display the Search dialog box.
2. In the Search Criteria group box, select the search criteria and add it to the list box by pressing the Add button.
   To change or remove this search condition, press the appropriate button.
3. Select "Search All Albums in the Workspace" if you want the search to be done on all albums in the workspace.
4. Choose the action to display the thumbnails after a search has been done.
5. Enter a query name in the Queries combo box. Press Enter to include it in the drop-down list box.
   The query appears in the Search by Queries submenu.
6. Click OK. The dialog box closes and thumbnails matching the conditions are displayed.

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▶▶ Using the Mark Palette

Marks serve as labels for thumbnails in albums so that you can easily locate your files. You can assign 26 marks to each thumbnail. These marks are shown by letters A to Z above each thumbnail after its index number. By double-clicking on a mark or choosing "Edit" in the control menu (available only when not assigning marks), you can open the Edit Marks dialog box in which you can edit the mark names.

▶▶ **Assigning marks**
▶▶ **Editing marks**
▶▶ **Loading and saving marks**
▶▶ **Converting marks to keywords**

Related topics

▶▶ Mark Palette
▶▶ Edit Mark dialog box

▶▶ Assigning marks

Marks can be assigned to a thumbnail in an album and more than one thumbnail can have the same mark. To assign marks to a thumbnail:

1. Choose the marks you want to assign from the mark palette. Each mark is represented by a letter. You can select multiple marks by clicking on a mark and holding the SHIFT or CTRL key down.
2. Press the Assign button. The button toggles to "Stop" and the pointer changes to a mark pointer. If you decide to change the marks selected in the mark palette, simply click on the marks to change them.
3. Click on the thumbnails you want to assign the selected marks. Depending on whether you are viewing thumbnails or filenames, letters representing marks appear on the top of the thumbnail frame or on the left of the filename after the index number.
4. Press the Stop button to stop assigning marks.

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Related topic

▶▶   Mark Palette

⏩ Editing marks

Use the Edit command in the mark palette control menu to edit marks.

1. Choose "Edit" or double-click on the mark name to display the Edit Marks dialog box.
2. Select a mark from the Mark Name list box.
3. Enter a new name in the Mark Name text box. The name appears simultaneously in the list box below.
4. If you want to use marks from another album, select an album from the Adopt Marks From Album list box.
5. Press the Clear All button if you want to remove all marks in the Mark Palette.
6. Click OK. The dialog box closes and the new marks appear in the Mark Palette.

Related topic

⏩   Edit Mark dialog box

▶▶ Loading and saving marks

Once you have assigned mark names for an album you can save them to a file on disk using the Save command in the mark palette control menu. In future, you can load this file using the Load command to assign these marks for another album.

1. Choose "Load" or "Save" to display the Load Marks or Save Marks dialog box.
2. Select the Mark File (*.MRK) extension to display only the mark files.
3. Use the Directories and Drives list boxes to locate an existing mark file or, if saving, the directory to which it will be saved.
4. Select the file you wish to load from the File Name list box. When saving, enter a filename or, if you wish to overwrite an existing file, select its filename from the filenames list box
    Note: When loading a file, you have the options to merge or replace the original marks of an album.
5. Press the Browse button if you want to search for files.
6. Click OK. The dialog box closes and the appropriate file is loaded or saved.

Related topics
▶▶   Load Marks dialog box
▶▶   Save Marks dialog box

▸▸ Converting marks to keywords

Use the Convert to Keywords command in the mark palette control menu to convert marks into keywords with the options to remove the marks from selected thumbnails or the mark palette.

1. Select the thumbnails from which you want to remove specified marks and the marks in the mark palette which you want to convert to keywords.
2. Choose "Convert to Keywords" in the to display the Convert to Keywords dialog box.
3. Select "Clear Marks From Selected Thumbnails" if you wish to remove the marks from selected thumbnails after converting marks to keywords.
4. Select "Clear Mark Names From Palette" if you wish to clear all the existing marks from the mark palette after converting marks to keywords.
5. Click OK. The dialog box closes and marks are converted to keywords.

Related topic

▸▸   Convert to Keywords dialog box

▶▶ Drag-and-drop operations

Drag-and-drop is a powerful technique to transfer information between programs and shift the focus of your work. One that you will use most often is dragging and dropping a single thumbnail or multiple thumbnails onto an icon in the toolbox to invoke the program and given that the file is compatible, the thumbnails are opened in the program's workspace. In this way, you can very quickly select, open and edit multiple images. The other drag-and-drop operations you may often use are:

To add programs from File Manager to Toolbox
1. In File Manager, select the execution files (*.EXE) you want to add to the toolbox. You can select multiple files by pressing the CTRL or SHIFT key down and clicking on the files with your mouse.
2. Drag the files from File Manager and drop them onto the toolbox. The pointer changes into a file icon.
   Make sure the files are dropped onto the toolbox.
3. The program icons appear in the toolbox.

To insert album files into the Browser workspace
1. In File Manager, select the album files (*.ABM) you want to insert into the Browser workspace. You can select multiple files by pressing the CTRL or SHIFT key down and clicking on the files with your mouse.
2. Drag the files from File Manager and drop them into Browser's workspace. The pointer changes into a file icon.
   Make sure the files are dropped on an empty area of the Browser workspace.
3. The album appears in the workspace.

To copy or move files between albums
1. Select the thumbnails you want to copy or move to another album. You can select multiple thumbnails by pressing the CTRL or SHIFT key down and clicking on the thumbnails with your mouse.
2. Drag the thumbnails and drop them into another album. The thumbnails are moved to the other album.
3. Pressing the CTRL key down while dragging and dropping the thumbnails will copy the thumbnails in the other album.
   Make sure you drop the files to the right album.
4. The selected thumbnails appear in the target album.

To embed or link files in other applications
1. Select the thumbnail you want to embed or link in the client application.
2. Drag-and-drop it to another application such as, PhotoStyler or Word for Windows.
3. The file is embedded or linked depending on the settings you have chosen in the OLE & Clipboard dialog box.
   Note: Pressing the SHIFT key while dragging and dropping will always embed the file whereas, pressing the CTRL key will always link the file in the client application.

▶▶ Object Linking and Embedding

Linking and embedding objects can vary from program to program. Before you do this we suggest that you read your client's program documentation.

Basically there are two routes to embedding a file. One starts from the client application, the other from the server. Linking always starts from the Server. To embed or link objects starting from the:

▶▶   **Client**
▶▶   **Server**

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⏩ **Embedding from the Client**

To embed an object starting from the client:

1. Open a document in the client application and select the client's Insert Object command (or similar). The Insert Object dialog box appears.
2. In the Object type list box, select *Ulead Browser Clip* to embed or link an object.
3. Click OK. The dialog box closes and Browser.
4. Select the album containing the thumbnail of the file you want.
5. From Browser's Album menu, choose *Update client* (client is the name of the client application).
6. Either Exit Browser or switch to the client application. The object you selected appears in the document of the client application's workspace.

Note:

In Browser the Update command is disabled if you are not in OLE session (i.e. there is no client program), or there are no qualified thumbnails or more than one qualified thumbnail is selected.

A faster way to embed is by dragging and dropping a file from Browser to a compatible program, with the SHIFT key held down or pressing the CTRL key for linking. If you do not press the SHIFT or CTRL key down, the drag-and-drop setting in the OLE & Clipboard dialog box will determine the embedding or linking operation.

Related topic

⏩   OLE & Clipboard dialog box

▶▶ Embedding or linking from the Server

To embed or link an object starting from the server:

1. Starting from Browser, select the album containing the thumbnail of the file you want.
   For linking, ensure that "OLE Linking Format" is selected in the OLE & Clipboard dialog box.
2. From the Edit menu, select "Copy: File."
3. Exit Browser and open the client application containing the document into which you want to place the object.
4. Select the client application's Paste Special command. The Paste Special dialog box appears.
5. In the Data Type list box, select the appropriate data format.
6. Click on Paste or Paste Link. The dialog box closes and the object is embedded when you press the Paste button or linked when you click on the Paste Link button.

Note: In some client applications, you can use their normal Paste command to embed an object.

A faster way to embed is by dragging and dropping a file from Browser to a compatible program, with the SHIFT key held down or pressing the CTRL key for linking. If you do not press the SHIFT or CTRL key down, the drag-and-drop setting in the OLE & Clipboard dialog box will determine the embedding or linking operation.

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Related topic

▶▶   OLE & Clipboard dialog box