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iGrafx Share Media

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Welcome to iGrafx Share Media

iGrafx Share Media Overview

With iGrafx Share Media, you can insert graphics and other media into Micrografx programs such as iGrafx *Professional*, iGrafx *Designer*, and iGrafx *Image*. You can also use it with many other Windows programs.

You can open Share Media from within a Micrografx program or as a program by itself.

The simple Share Media organization lets you keep track of thousands of graphics. And the Find feature lets you find just the right picture quickly.

The Share Media window displays thumbnail bitmaps of the graphics in the current subject. You can drag and drop a graphic from the Share Media window directly onto many Windows drawings and documents. In addition, you can drag compatible graphics from other Windows applications into Share Media.

Share Media Features

iGrafx Share Media contains many features that makes communicating with graphics easy and efficient.

- Browse and access media quickly with the Media Browser
- Customize toolbars and ToolTips
- Bring in multimedia files, such as AVI, WAV, and Animated GIF files
- Play multimedia files in place when you pause the cursor over the thumbnail of the file.
- Bring in graphics from a digital camera or scanner
- Easily customize the look and feel of iGrafx Share Media with the Customize Workspace Wizard.
- E-mail media to coworkers with the Send Wizard
- Access frequently used media with the Bookmark feature
- Create portable collections quickly and easily with the Package Media Wizard. This lets you work with graphics when you're away from the office.
- Find and import media by file type with the Import Files Wizard.
- Print one or more graphics with the Print Wizard

- Keep Share Media on top of other applications for ease in adding graphics to your documents
- Add media using Windows Explorer, even if Share Media is not open.



—Note —

The features you see in Share Media depend upon the way your system administrator sets up Share Media on your computer.

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Revised 12/97

License Agreement Frequently Asked Questions

What is the significance of the Micrografx software license agreement?

The license agreement is the document under which Micrografx grants you, the end user, the right to use the software product. In addition to the end user license agreement, your use is governed by the U.S. Copyright Act.

How has Micrografx changed its end user licensing policy?

Micrografx has changed its end user license agreement to simplify how its products are licensed for home, portables, and laptop use.

What does the license say?

The underlying principle of Micrografx's licensing policy is that each use of a Micrografx product requires a license. Each license grants you the right to use one copy of the software product on your computer. In addition, the license sets out the rules by which you may use the product on a computer network.

What defines "in use"?

- 1) Loaded on the hard disk.
- 2) A single computer accessing the product from a server.

How do I determine how many licenses I need for my company to comply with the Micrografx license agreement?

Starting with the principle that you need one license for each computer that uses the product, there are two basic rules that you need to follow in counting the number of "licenses" in your company. First, each copy of the product that is installed on a hard disk or other storage device of a computer is a "use" that requires one license. Second, if you plan to use the product on a computer network, and you have fewer licenses than the total number of workstations, then you need to determine the maximum number of computers that will use the product. The total number of "uses," arrived at by adding the number of copies that you will have installed on hard disk plus the maximum number of uses on a network, determines the number of licenses you need.

How do I determine the "maximum number of users" in my company's computer network?

To comply with the Micrografx license agreement, you must have adequate controls and mechanisms in place to ensure that you have at least as many licenses as you have users of the network. While there is no single method that Micrografx requires or prescribes, you must have electronic or manual controls or procedures to justify your calculation of the number of licenses. For example, there are electronic devices and software programs that limit access to particular products running off a network server that would comply with this requirement (see the next question about "electronic token" technologies).

If I load the product on the hard disk of every workstation on the network, can I still count the number of users so I don't have to purchase a license for every workstation? Is the answer different if I use the so-called "electronic token" technology to limit the actual number of users?

No. And no. Loading the product onto the hard disk or other storage device of a network workstation is a "use" that requires a license. It makes no difference if you have an "electronic token" system to regulate use. Of course, if you transfer or "download" the product from the server to a workstation's hard disk, which requires one license, you may later completely delete the product off that hard disk to free up that one license for use elsewhere.

Do I need a separate license for the copy of the product on the server?

No. You need not count the server as one "use, " provided that the server copy is merely accessed by the workstations connected to it and not used separately.

If I have a Micrografx application loaded into the temporary memory (RAM) of my network, but it is iconized and not actively in use, is a license required?

Yes. We consider that you are "using" one of our products whenever it is loaded on your hard disk or in RAM. Thus, a program that is iconized requires a license because it was first loaded into memory, or RAM.

Does Micrografx continue to allow end users to make a second copy of its application for home and laptop use?

Yes. If you have a Micrografx product loaded on the hard disk or other storage device of your computer, then you may make a second copy for home and laptop use so long as the Software is not used on both computers at the same time. The principle here is to allow you to use the Micrografx product even when you are away from work, either at home or while traveling. However, this does not apply to products that are loaded on the network server. (Some companies have their own restrictions on home software use, so you may need to check with your systems administrator on this topic.)

Is this Micrografx license a site license? If not, how does it differ?

This Micrografx end user license is not a site license because each use requires a separate license.

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Getting Started

iGrafx Share Media Organization

iGrafx Share Media uses a hierarchy to organize graphics and other media efficiently.

Public Media Collections

Private Media Collections

Subject

Items

iGrafX Share Media

The Share Media Window

Thumbnails of each item in the current subject are displayed in the Share Media window. The name of the current subject appears in the title bar. You can move or resize the window to occupy as much or as little of the screen as you want.



When the window isn't big enough to show all items in the subject, a scroll bar lets you access additional items. If you are using Microsoft's IntelliMouse, you can also scroll through items in the subject with the wheel located between the two mouse buttons.

The Media Browser is displayed on the left of your screen, so you can view and select collections and subjects easily. See [Opening iGrafX Share Media](#) for more information.

With the Options feature, you can resize the thumbnail bitmaps to show a larger or smaller picture. Or, point to the lower right corner of a thumbnail until you see a double-sided arrow and drag inward or outward to resize the thumbnail.

Multimedia thumbnails, such as AVI and WAV files, play in place when you pause the cursor over the thumbnail. You can change the frame that displays on an AVI thumbnail using the Item Properties dialog box.

Thumbnails can display pictures only, names only, or both. ToolTips are also available.

Opening iGrafx Share Media

You can open Share Media from within a Micrografx program or as a program by itself.

In addition, you can add a Share Media button to the Microsoft Office 97 Shortcut Bar for quick access to Share Media. On the Windows taskbar, click Start, point to Programs, point to iGrafx, and click Icon Manager.

Opening Share Media from iGrafx Professional



- ▶ Click the Shape Palettes tool on the Standard toolbar.

Opening Share Media from iGrafx Designer

- ▶ On the Insert menu, click Clip Art.

Opening Share Media from iGrafx Business Image



- ▶ Click the iGrafx Share Media button on the Standard toolbar.

Opening Share Media from iGrafx Business Graphics



- ▶ Click the Share Media button on the Standard toolbar.

Opening iGrafx Share Media as an independent program

- 1 On the Windows taskbar, click Start.
- 2 Point to Programs.
- 3 Point to iGrafx, and click Share Media.



Notes

Once Share Media is open, you can use it with other Windows 95 programs, such as Office Compatible programs like Word.

Share Media is accessed from Micrografx programs such as iGrafx *Professional*, iGrafx *Designer*, and iGrafx *Business Image* through menu commands or toolbar buttons.

To close iGrafx Share Media

- ▶ Click the X in the upper right corner of the Share Media window.



—Note —

If you open Share Media through a Micrografx program, Share Media closes automatically when you close the program.

Graphic Types

Graphic files can be loosely grouped into two broad categories:

- **Vector files.** This type of file is based on a description of the lines, curves, fills, and patterns needed to draw the picture. Although they typically don't have the rich detail of bitmaps, vector images have two advantages over raster images: (1) they're smaller, thus taking up less disk space and memory; and (2) you can scale them without image degradation. An example of a vector file is WMF.
- **Raster (image or bitmapped) files.** This type of file is based on a bitmap, usually a grid of dots of specific colors. Although it can accurately reproduce photographs and other artwork, it takes up considerable disk space and memory. An example of a raster file is BMP.



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iGrafx Share Media recognizes graphic file types by their extensions. If you install the normal collection of filters, Share Media can read most of the common types. Regardless of what filters you install, however, Share Media is always able to read BMP and WMF files.



—Note —————

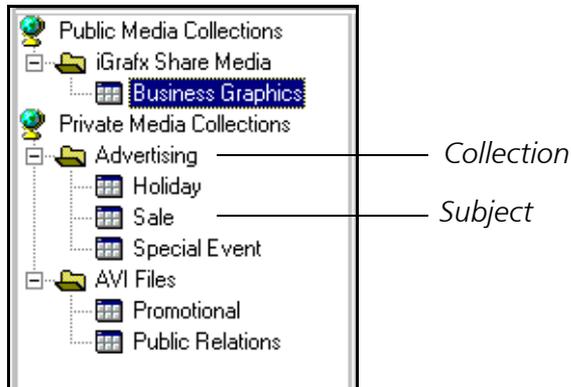
Share Media can also read most multimedia file types. For example, you can add AVI, WAV, and Animated GIF files to Share Media. When you pause the cursor over a multimedia thumbnail, it plays in place.

iGrafx Share Media

Using the Media Browser

The Media Browser is located on the left side of iGrafx Share Media. It lets you browse and select media quickly and easily. The Media Browser works much like Windows Explorer.

Collections (represented by a folder) are located on the top of the subject list (represented by the window icons). Double-click a collection to expand or collapse the subject list. Click a subject to view the media it contains.



Customizing Share Media

Customizing Share Media is easy. You can customize the toolbars, show or hide the Media Browser and the Status Bar, resize the Share Media window, and resize the thumbnails.

To show or hide the Media Browser

- ▶ On the View menu, click Media Browser.



—Tip

You can also show or hide the Media Browser by clicking Configure Workspace Wizard or Options on the Tools menu.

To show or hide the Status Bar

- ▶ On the View menu, click Status Bar.



—Tip

You can also show or hide the Status Bar by clicking Configure Workspace Wizard or Options on the Tools menu.

To set your options in Share Media

- ▶ On the Tools menu, click Options. The Options dialog box opens with the General tab selected.



—Tips—

To learn about a particular button or box in the dialog box, click  on the title bar; then click the button or box.

To obtain an overview of each tab in the Options dialog box, click the tab and then click the Help button.

To rename a toolbar

- 1 On the View menu, click Toolbars.
- 2 Click the toolbar that you want to rename.
- 3 Click Rename.
- 4 In the Toolbar Name box, type a new name.

To create a new toolbar

- 1 On the View menu, click Toolbars.
- 2 Click New. The New Toolbar dialog box opens.
- 3 In the Toolbar Name box, type a name for the toolbar and click OK.
- 4 In the Categories box, click a category. Then click a button and drag it to the new toolbar.

To customize toolbar buttons

- 1 On the View menu, click Toolbars.
- 2 Click Customize. The Customize dialog box opens.
- 3 Click a category, and click a button. The Description box describes the function of the button.
- 4 Drag the button to any displayed toolbar.



—Tip —————

You can also access the Customize dialog by clicking Customize on the Tools menu.

To delete a custom toolbar

- 1 On the View menu, click Toolbars.
- 2 Click the custom toolbar you want to delete.
- 3 Click Delete.

Resizing the Share Media Window

When you click a subject to open it, the thumbnails appear in the Share Media window. You can change the size of the window by dragging the corner. When you change to a new subject or close Share Media, the new window size is saved in the subject file.

To resize the Share Media window



- 1 If Share Media is maximized, click the Minimize button on the title bar.
- 2 Place the pointer in a corner of the Share Media window until a double-sided arrow appears.
- 3 Drag inward or outward to resize the window.

Thumbnail Options

When creating subjects, consider the color depth, resolution, and size of thumbnails. The color options are monochrome, 16 color, 256 color, and true color. Monochrome takes up the least disk space and true color takes up the most. Typically, you use monochrome for images that do not have much detail.

Most of the time, 16 color is adequate for graphics. Photographs are best represented using 256 colors or true color. If you have plenty of disk space as on a CD, you may want to use 256 color for more recognizable thumbnails. Otherwise, 16 color provides enough detail and saves disk space.

Also, consider the size of the thumbnail. The larger the thumbnail and the higher the resolution, the more space it uses. You should customize the color, resolution, and size of thumbnails depending on your needs. If you're placing a collection on a CD, you cannot change the thumbnail settings.

To change the thumbnail

- 1 On the Tool menu, click Options. The Options dialog box opens.

- 2 Click the Thumbnails tab.
- 3 In the Thumbnail Display box, choose whether you want thumbnails to Show Pictures, Show Names, or Show Both.



—Tip _____

When the Options dialog box isn't displayed, click Pictures, Names, or Both on the View menu. Or, right-click a thumbnail and click Show Pictures, Show Names, or Show Both.

- 4 If you want the thumbnail image to be square, select Keep Square.
- 5 Click the arrows in the Width or Height box to adjust the size of the thumbnail. The thumbnail preview changes to reflect the new size.



—Tip _____

When the Options dialog box isn't displayed, click Small Thumbnails, Medium Thumbnails, or Large Thumbnails on the View menu.



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- 6 Select the thumbnail resolution.
- 7 If you want Share Media to update a thumbnail when changes are made to the media file, select the Keep Thumbnails Updated check box.

:

Using the Configure Workspace Wizard

The Configure Workspace Wizard lets you customize the a workspace to fit your needs. For example, you can choose whether you want to see the Media Browser or the Status Bar.

In addition, you can set the size of the thumbnails and choose to hide or show names under the thumbnails.

The Configure Workspace Wizard opens the first time you open Share Media. If you change your mind and want to change settings later, you can open this wizard again. Click Configure Workspace Wizard on the Tools menu.

To customize the Share Media workspace

- 1 On the Tools menu, click Configure Workspace Wizard.
- 2 Follow the instructions on screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 3 Click Finish.

Getting Help

Getting Help as You Work

To get help, click the Help button  on the toolbar, or click Share Media Help on the Help menu.

Troubleshooting: Copying and Pasting Graphics

Drag and drop from Share Media inserts a Metafile or DIB file in the target document if the target program is OLE-compatible. Most newer Office-compatible programs, and Windows 95 programs are OLE-compatible.

Make sure you're dragging the item to a valid location in the document (not in the margin, for example).

If you still have problems, you probably can copy the Share Media item to your document using the Clipboard.



—Note —

Unlike graphics, you may not be able to drag and drop multimedia files into non-iGrafx applications. You can usually add multimedia files, such as AVI, WAV, and Animated GIF files, using a menu command in the target application.

Contacting Technical Support

Getting the most out of your investment is central to your success. That's why we have developed a fee-based support program for registered users in the U.S. and Canada that delivers fast, flexible, and comprehensive service for the iGrafx products you own. This program is backed by our commitment and all the resources necessary to provide you with the service you expect.

Our staff of experienced technical advisors are specialists in the critical areas and applications important to you. Our experts can assist callers quickly and efficiently.

You will have 30 days of free support following your first call to our technical support staff. Thereafter, whether you want full-service coverage or occasional support for your Micrografx products, you will like the flexibility of choosing only those services you need.

You can receive technical support from a technical support advisor between the hours of 7:00 a.m. and 5:00 p.m. (Central time), Monday - Friday.

Complimentary Support

As a registered iGrafx Share customer, you will be entitled to thirty days of complimentary support. Be sure to have your serial number (from the back cover of this user's guide) ready when you call. To contact technical support during this time, call (972) 234-2694.

You may fax your questions to (972) 644-3688.

Contact Micrografx through the Internet as follows:

<http://www.mgxsupport.com>

Fee-Based Support

If you have an ongoing need for support, Micrografx offers a fee-based support program for registered users in the United States and Canada that delivers fast, flexible, and comprehensive service.

Caller's Choice

Our Caller's Choice Support provides you with a dedicated technical advisor on an as-needed basis. You can choose between paying a flat rate for each call or paying by the minute with our priority access 900-line service. Choose the option that fits your needs by calling (972) 234-2694.

MGX Annual Plans

Our MGX Annual Plans give you priority access and instant answers to your important questions while eliminating toll charges on your phone bill. This is a cost-effective solution for individuals or corporations who need frequent support for Micrografx products. Order these plans by calling (972) 234-2694.

iGrafX Share Media

Collections and Subjects

What Are Collections and Subjects?

Graphics in Share Media are organized into collections and subjects. A collection is made up of one or more subjects. Think of the collection as a file folder in your computer that holds several files that in turn hold several pictures. The collection contains several subjects that each contain several pictures called items.



Share Media contains both Public Media Collections and Private Media Collections.

Public Media Collections contain collections that exist on your network. The collections you see in the Media Browser depend upon the way your system administrator sets up Share Media on your computer. If you don't see a collection you need, contact your administrator. In addition, network collections cannot be changed unless the administrator gives you special permission.

Private Media Collections contain collections and subjects that you create. For example, you may have several graphics on your computer that you would like to organize in Share Media. First, create a new collection and subject, and then add the graphics. You can change the graphics in your Private Media Collections.

CD-ROM collections and other removable media also appear in your Private Media Collections.



—Note —————

When you create a collection, Share Media creates a file with an ECF extension. The collection file contains the names and locations of its subject files.

When you create a subject, Share Media creates a file with an SBJ extension. The subject file contains information about the media files within the subject.

Public Media Collections

Public Media Collections contain collections located on your network. The collections you see in the Media Browser depend upon the way your system administrator sets up Share Media on your computer. If you don't see a collection you need, contact your administrator.

You cannot change Public Media Collections unless the administrator gives you special permission.

To view Public Media collections

- 1 On the Media Browser, double-click Public Media Collections to view the network collections available to you.
- 2 Double-click a collection to view all of its subjects.



—Tip

To expand all of the collections and subjects, click Expand All on the View menu.

- 3 Click a thumbnail to select it.

Creating Your Own Collections

iGrafX Share Media gives you an easy and convenient way to organize, catalog, find, and use media that is not already in a collection. It also lets you group frequently used graphics into a single handy subject.

For example, you can create a collection titled "My Stuff," create a subject called "Our Staff," and then add as items the BMP files you created from scanned company photographs.

To create a new collection

- 1 On the File menu, point to New and click Collection. The Add New Collection dialog box opens.
- 2 Type a name for the new collection and click OK.

To create a new subject

- 1 On the File menu, point to New and click Subject. The Add New Subject dialog box opens.
- 2 Type a name for the new subject.

- 3 Click Existing to add the subject to an existing collection. Then click the name of the collection to which you want to add the subject.

or

Click New to add the subject to a new collection, and type a name for the collection.

To add an item using drag and drop

- 1 If necessary, open the document containing the media (a photograph in iGrafx Business *Image*, for example) that you want to bring into Share Media.
- 2 Edit the media as necessary (for example, cropping to fit the newsletter and converting to gray scale).
- 3 Select the media that you want to copy to Share Media.
- 4 Open Share Media and, if necessary, select the correct subject.
- 5 Click the media, and while holding the left mouse button, drag it onto the Share Media window.
- 6 Position the cursor where you want the thumbnail to appear and release the mouse button.

To add an item using the Windows Explorer shortcut menu

- 1 Open Windows Explorer, and navigate to the folder that contains the media you want to add.
- 2 Select the media that you want to copy to Share Media.
- 3 Click the right mouse button, and click Send to iGrafx Share Media. The item is added to the Inbox collection in your Private Media Collections.



—Tips —

Share Media does not have to be open to add media using the shortcut menu.

If you want to add the item to another subject, drag it from the Explorer subject in the Inbox collection to the desired subject on the Media Browser.

To add an item from a digital camera or scanner

- 1 On the File menu, point to New, and click Items.
- 2 Click Camera/Scanner, and click the name of the camera or scanner you want to use.

- 3** Under What Collection Do You Want It Added To?, click Existing to add the file to an existing collection. Then click the collection you want.

or

Click New to add the file to a new collection, and type a name for the new collection.

- 4** Under What Subject Do You Want It Added To?, click Existing to add the file to an existing subject. Then click the subject you want.

or

Click New to add the file to a new subject, and type a name for the new subject.

- 5** Click OK. The files are added to the subject you specified.

Advanced Collection Tips

iGrafX Share Media is a useful tool for managing graphics and multimedia files on one computer. In some cases, however, you may want to take the capabilities of Share Media a step further. Listed in the table below are specific cases described in this section. Each case provides you with important background information and the steps for performing the action.

Case	Advantage	Disadvantage
Changing the Folder Where Collection and Subject Files Are Stored	Changes where collection and subject files are stored. If you run out of disk space on a drive, you can specify a folder on another drive to store the files.	

Case	Advantage	Disadvantage
Adding a Public Media Folder	Lets you use additional Public Media folders on the network.	If the network is down, you cannot open media in your Public Media folders.
Breaking Links	Breaks a link to a media file.	You are limited in the amount of changes you can make to the file because you are not accessing the original file.
Loading a Collection	Lets you add a collection or subject created in Micrografx Media Manager.	

Case	Advantage	Disadvantage
Building a CD-ROM of Collections	You can place selected graphics on a CD-ROM along with Share Media collection and subject files. The CD-ROM can be used on a local computer or shared on a network.	Once the files are on CD-ROM, you cannot add or remove graphics. With the collection and subject files on the CD, you cannot change the thumbnail colors or sizes.

Changing the Folder Where Collection and Subject Files Are Stored

Share Media stores the collection (ECF) and subject (SBJ) files in the same folder on your computer.

You may want to change the folder where these files are placed. For example, you need to change the folder when creating a CD-ROM collection.

To change the folder where ECF and SBJ files are stored

- 1 On the Tools menu, click Options.
- 2 Click the Folders tab. The path name for the new collection and subject folder appears in the Create My Graphics in This Folder box.
- 3 Type the name of a folder in which you want Share Media to place collection and subject files.

or

Click Browse to choose a folder on your computer.

Adding a Public Media Folder

Public Media Collections consist of network media files. If you have rights to a network collection and do not see it in the Public Media Collections, you can add the network folder to your computer. After adding a Public Media folder, the collections it contains display in the Media Browser.

The Public Media tab in the Options dialog box lets you add Public Media files. It also lists the folders that are currently available to your computer.



—Note —————

This feature may be enabled or disabled by your systems administrator. If the Public Media tab is disabled, it will not appear in the Options dialog box.

To add a Public Media folder

- 1 On the Tools menu, click Options.
- 2 Click the Public Media tab.
- 3 Type the name of the Public Media folder you want to add.
or
Click Browse to choose a Public Media folder on the network.
- 4 Click Add. The folder is added to the Public Media Folders list at the bottom of the dialog box. You can now view and access media in that folder.

Breaking Links

The thumbnails in Share Media are usually linked to a graphic file on your hard disk or on the network. When a link to a graphic file is broken, Share Media generates a metafile or bitmap representation of the graphic. The metafile or bitmap is then used instead of the original graphic file to render the graphic.

Use caution when breaking links. Because Share Media renders the graphic using a metafile or bitmap, the amount of editing you can do is limited. If the graphic is a vector drawing, you cannot edit objects as you would if you were using the original file.

You must also consider the size of the subject file when there are no path links. The file can become quite large because each picture is contained in the file. For this reason, you may want to limit the number of graphic links you break.



Notes

You cannot break links in your Public Media Collections.

The new Package Media Wizard is an easier way to break a link to a file. For more information, click Share Media Help on the Help menu, click the Contents tab, double-click Managing and Organizing Media, and double-click Creating Backups and Portable Subjects.

If you do not see this topic in Help, your systems administrator may not have installed the Package Media feature on your computer.

To break a link

- 1 Click the item that contains the link you want to break.
- 2 On the Edit menu, click Item Properties.
- 3 Click the Linked File tab, and click Break Link. The Break Link dialog box opens.

- 4 To break the links for all items in the subject, select the box at the bottom of the dialog.



—Note —

You cannot break links to network files in Public Media Collections.

Building a CD-ROM of Collections

You might have a large amount of graphics you want to place on a CD-ROM. In addition to placing the graphics on the CD-ROM, you must also add the appropriate collection (ECF) and subject (SBJ) files for the collection that contains the graphics.

After the files are on CD-ROM, you cannot add or remove graphics. With the collection and subject files on the CD, you cannot change the thumbnail colors or sizes.

File Structure

Before you can create the CD-ROM, you must create a folder on your computer to hold the files. The file structure is very important when placing collections on CD-ROM. When you create the CD, the collection (ECF) files and the subject (SBJ) files must be at the root of the CD.



CD Root



Design2.SBJ



Design2.ECF



2800.DRW



2900.DRW



Borders1.SBJ



Borders1.ECF



—Tip

When naming the folder for the CD-ROM files, use the eight character DOS standard. Some networks and CD-recordable software cannot handle long filenames.

Changing Default Folders for Collections and Subjects

As you create a collection to be placed on a CD-ROM, you must ensure Share Media places the collection and subject files in the new folder you created. To specify the folder in which Share Media places new collections and subjects, you must change the default collection and subject folder on the Folders tab of the Options dialog box.

To build a new CD-ROM of collections

When building a new collection on CD-ROM, you must create the folder where you want to place the CD files, set the path for new collections and subjects to this folder, create collections and subjects, and add the media to the collections.

Creating the Folder Structure

- 1 Create the folder where you want to place the media files to build the CD-ROM. Create the folder on a local computer or network that can access the CD-recordable drive.



—Note _____

If you need help creating a new folder, see your Windows documentation.



—Tip _____

When naming the folder for your collections and subjects, use the eight character DOS standard. Some networks and CD-recordable software cannot handle long filenames.

- 2 Add the media files you want to place on the CD-ROM to the folder you just created.



—Tip _____

You can create a subfolder to hold the media files. The media files do not have to be on the root of the CD-ROM.

Setting the Path for New Collections and Subjects

- 1 Open Share Media.
- 2 On the Tools menu, click Options.
- 3 Click the Folders tab. The path name for the new collection and subject folder appears in the Create My Graphics in This Folder box.
- 4 Type the name of the folder in which you want Share Media to place new collection and subject files. (The new folder you just created.)

or

Click Browse to choose the folder on your computer.
- 5 Click OK.

Creating Collections

- ▶ On the File menu, point to New and click Collection. Repeat for every collection you want to create.

Creating Subjects

- 1 On the File menu, point to New and click Subject. Type a name for the new subject.
- 2 Click Existing, and click the name of the collection to which you want the subject added.
- 3 Repeat for every subject you want to create.

Adding Media to the Collections and Subjects

- 1 On the File menu, point to New, and click Items. The Add New Items dialog box opens.
- 2 Click File, and type the name of the file you want to add.
or
Click Browse to locate one or more files on your computer. The Add Files dialog box opens.
- 3 Under What Collection Do You Want It Added To?, click Existing to add the file to an existing collection. Then click the collection you want.

or

Click New to add the file to a new collection, and type a name for the new collection.

- 4 Under What Subject Do You Want It Added To?, click Existing to add the file to an existing subject. Then click the subject you want.

or

Click New to add the file to a new subject, and type a name for the new subject.

- 5 Click OK. The files are added to the subject you specified.
- 6 Repeat steps 1 through 5 until you have added files to all of the subjects.

Placing the Files on a CD-ROM

- ▶ Use the software included with the CD-recordable drive to transfer the files to the CD. The collection files (ECF) and subject files (SBJ) must be at the root of the CD.

Loading a Collection

You might have a collection or subject created in Micrografx Media Manager on your hard drive that you would like to display in Share Media. The Load feature lets you add the collection or subject quickly and easily.

To load a collection

- 1 On the Tools menu, point to Advanced, and click Manage Media. The Manage Media dialog box opens.
- 2 On the File menu, click Load Collection. A browse dialog box opens.
- 3 Open the folder that contains the collection you want to add (load).
- 4 Double-click the collection, or select it and click Load.



Note

The collection is added to your Public Media Collections.

To load a subject

- 1 On the Tools menu, point to Advanced, and click Manage Media. The Manage Media dialog box opens.
- 2 On the File menu, click Load Subject. A browse dialog box opens.
- 3 Navigate to the folder that contains the subject you want to add (load).
- 4 In the box at the bottom of the dialog box, click the collection where you want to place the subject.
- 5 Double-click the subject, or highlight it and click Load.

To unload a collection or subject

- 1 On the Tools menu, point to Advanced, and click Manage Media. The Manage Media dialog box opens.
- 2 Click the collection or subject you want to remove (unload).
- 3 On the Edit menu, click Unload.

4 Click Yes to remove (unload) the collection or subject.

or

Click No if you change your mind and do not want to remove the collection or subject.



Notes

Unloading a collection deletes all subjects in that collection.

Unloading a collection or subject removes the collection or subject from Share Media. It does not remove the files on your hard drive.

You cannot unload a Public Media collection.

Importing Graphics and Other Media

The Import Files Wizard makes it easy to add files to your Private Media Collections. You can specify that Share Media find and import particular file types, such as BMP or AVI files.

The Import Files Wizard is helpful if you want to gather up media files scattered on your hard drive and bring them into Share Media.

This wizard lets you place the graphics in an existing Private Media Collection. The graphics are added to the specified collection in new subjects that are named the same as the folders where the graphics are found. For example, if you import graphics from the "Animals" subfolder in the "Scans" folder on your computer, the graphics are placed in a new subject called "Scans-animals (C:)."

To import files scattered on your hard drive

- 1 On the File menu, click Import Files Wizard.
- 2 Follow the instructions on screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 3 Click Finish.

Selecting and Copying Media

Selecting Media

The Media Browser works much like Windows Explorer. Simply double-click a collection or subject in the Media Browser that contains the media you want to use. Thumbnails of the media in the subject appear. Click a graphic, and drag it into any Windows application.

To select a collection or subject

- 1 If necessary, double-click a collection in the Media Browser to expand the list of subjects within the collection.



—Tip

To display subjects in all the collections, click Expand All on the View menu. Or, click the Expand All button on the Navigate toolbar.

- 2 Click a subject. The thumbnails in the subject appear.



—Tip

If the Media Browser is hidden, you can also select a collection or subject with the Navigate toolbar.

To select an item

- ▶ Click the item.



—Notes

To select a series of items, click the first item, hold **SHIFT**, then click the last item.

To select more than one item, click the first item, and hold **CTRL** as you click each additional item.

After the item (picture) is selected, you can display and edit Item Properties, delete the item, drag and drop the item into a Windows document, or copy it to the Clipboard.

To display a new or different subject

- 1 Click a different collection in the Media Browser.
- 2 If the subject you want isn't displayed, click Expand All on the View menu.
- 3 Click the subject you want.

To close a subject

- You do not need to close a subject. Because only one subject is open at a time, simply select a new subject. The original subject closes automatically.
- When you close iGrafx Share Media or another iGrafx application, the subject closes automatically.

Copying Media to Other Software

There are two ways to copy media from iGrafx Share Media to other Windows applications. You can drag and drop media onto the application window, or you can copy media to the Clipboard and paste the media into the application.

Media can be copied to other iGrafx applications and to non-iGrafx Windows applications.



—Note —

Unlike graphics, you may not be able to drag and drop multimedia files into non-iGrafx applications. You can usually add multimedia files, such as AVI, WAV, and Animated GIF files, using a menu command in the target application.

To copy media from Share Media to iGrafx Professional

- 1 Open the iGrafx *Professional* chart, if necessary.
- 2 Make sure the place in the document where you want to insert the media is visible on screen.

- 3 If necessary, open Share Media with the correct subject. The Share Media window should be visible.
- 4 Click the item you want.
- 5 Click the item, and while holding the left mouse button, drag the item onto the iGrafx *Professional* chart.
- 6 Position the cursor where you want to position the item, and release the mouse button.

To copy media from Share Media to iGrafx Business Graphics

- 1 If necessary, open the Business *Graphics* image.
- 2 Make sure the place in the document where you want to insert the media is visible on the screen.
- 3 If necessary, open Share Media with the correct subject. The Share Media window should be visible.
- 4 Click the item you want.
- 5 Click the item, and while holding the left mouse button, drag the item onto the *Graphics* image.
- 6 Position the cursor where you want to position the item, and release the mouse button.

To copy media from Share Media to iGrafx Designer

- 1 If necessary, open the iGrafx *Designer* drawing.
- 2 Make sure the place in the document where you want to insert the media is visible on the screen.
- 3 If necessary, open Share Media with the correct subject. The Share Media window should be visible.
- 4 Click the item you want.
- 5 Click the item, and while holding the left mouse button, drag the item onto the iGrafx *Designer* drawing.
- 6 Position the cursor where you want to position the item, and release the mouse button.

To copy media from Share Media to iGrafx Business Image

- 1 If necessary, open the Business *Image* picture.
- 2 Make sure the place in the document where you want to insert the media is visible on the screen.
- 3 If necessary, open Share Media with the correct subject. The Share Media window should be visible.
- 4 Click the item you want.
- 5 Click the item, and while holding the left mouse button, drag the item onto the Business *Image* picture.
- 6 Position the cursor where you want to position the item, and release the mouse button.

To copy media from Share Media to other Windows programs

- 1 If necessary, open the target program and the target document (a Word newsletter, for example).
- 2 Make sure the place in the document where you want to insert the media is visible on screen.

- 3 If necessary, open Share Media with the correct subject. The Share Media window should be visible.
- 4 Click the item you want.
- 5 Click the item, and while holding the left mouse button, drag the item onto the document.
- 6 Position the cursor where you want to position the item, and release the mouse button.



—Note —————

Unlike graphics, you may not be able to drag and drop multimedia files into non-iGrafx applications. You can usually add multimedia files, such as AVI, WAV, and Animated GIF files, using a menu command in the target application.

To copy media via the Clipboard

- 1 Open the target program and the target document (a Word newsletter, for example), if necessary.
- 2 Make sure the place in the document where you want to insert the media is visible on screen.



iGrafx Share Media

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- 3 Open Share Media with the correct subject, if necessary. The Share Media window should be visible.
- 4 Click the item you want.
- 5 On the Edit menu, click Copy.
- 6 Move the cursor to the correct place in the target document and click to position the cursor.
- 7 On the Edit menu, click Paste.

Managing and Organizing Media

Adding Information to Media

When you add a graphic to a Private Media Collection, you may want to give the graphic a name, assign keywords, and add descriptions. This makes it possible to find the graphics quickly during a search.

To add information to media, click Item Properties on the Edit menu. The Item Properties dialog box opens. This dialog box also displays information about the collection and subject in which the item resides.

You can also change the thumbnail preview for an AVI file using the preview on the Item Properties dialog box.



—Note —————

You cannot change Item Properties in Public Media Collections unless your system administrator gives you special permission.

To view Item Properties

- 1 Click the item.
- 2 On the Edit menu, click Item Properties.

or

Click the right mouse button, and then click Properties.



Notes

The Item Properties dialog box displays a larger preview, and shows the Name, Keywords, and Description information for the item.

If the media file is linked to a source file on your computer or the network, the Item Properties dialog box contains a Linked File tab. Click the tab to see where the source file is located.



Tip

You can also view Item Properties by double-clicking a thumbnail.

To view Subject Properties

- 1 Click the subject in the Media Browser.
- 2 On the Edit menu, click Subject Properties.

or

Click the right mouse button, and then click Properties.



Note

The Properties dialog box also displays information about the collection in which the subject resides.

To view Collection Properties

- 1 Click the collection in the Media Browser.
- 2 On the Edit menu, click Collection Properties.

or

Click the right mouse button, and then click Properties.

To change Item Properties

- 1 Click the item.
- 2 On the Edit menu, click Item Properties. The Item Properties dialog box opens.

or

Click the right mouse button, and then click Properties.



Notes

You can change the name of the item appearing on the thumbnail. This doesn't change the filename of the source file.

You can add or change keywords for searching.

You can enter free-form descriptive information about the item.

You can't change the preview.

You cannot change Item Properties in Public Media Collections unless your system administrator gives you special permission.



—Tip

Take advantage of the Keywords and Description boxes to help you find the item in future searches.

Finding an Item

Share Media has a search tool that lets you locate images using keywords, names, or descriptions. You can search for an entire word or a part of a word.

After a search is complete, you can either save the search results in a permanent subject or display the search results in a temporary subject titled Last Find. Last Find is replaced each time you perform a new search.



—Note

To save the search results as a permanent subject in one of your Private Media Collections, click Save before closing the Find dialog box.

To find an item

- 1 On the Edit menu, click Find. The Find dialog box opens.
- 2 In the Find What box, type the text for which you want to search. The text must be in the Name, Keywords, or Description boxes of Item Properties.
- 3 Specify whether you want a whole word or partial word search. For example, if you click the Find Whole Words Only check box and search for "cat," the search will find only the item "cat." If you do not select Find Whole Words Only, the search will find items containing "cat" (cats, scatter).



—Note

Whole words are defined by spaces and punctuation.

- 4 Use the Search Descriptions check box to specify whether you want the free-form description included in the search, or if you only want to search the keywords and Name.

- 5 Select the Skip Duplicate Files check box to have media items that are referenced by more than one subject appear only once.



—Note _____

To restrict the search to a single collection, click the Advanced tab and click the collection.

- 6 To begin the search, click Find Now.



—Tip _____

You can click Stop at any time during the search. For example, click Stop when Share Media finds the media for which you are searching.

- 7 After the search is complete, click Close. Share Media builds a temporary subject called "Last Find" and displays it in your Private Media Collections.

or

Click Save to save the search results as a permanent subject in one of your Private Media Collections.

Creating and Managing Bookmarks

The Bookmarks feature makes it easy to find your favorite media quickly. A bookmark works much like a marker that helps you find your place in a book. In Share Media, select the media items you want to bookmark and click Add on the Bookmarks menu.

After you create and name the bookmark, it is added to the Bookmarks menu for easy access. For example, if you create a bookmark titled "Logos," the name "Logos" displays on the Bookmarks menu. To jump to the bookmarked media, click "Logos" on the Bookmarks menu.

You can create a bookmark for just one media item or for several media items that reside in the same subject.

Bookmarks can be deleted or renamed.

To create a bookmark

- 1 Click the item you want to bookmark.



Note

To select multiple items to bookmark, click the first of several adjacent items, hold **SHIFT**, then click the last item. All items in between are selected.

Or, click an item, hold down the **CTRL** key, and then click each item in the subject you want to bookmark.

- 2 On the Bookmarks menu, click Add. The Add Bookmark dialog box opens.
- 3 Type a name for the bookmark, and click Add.

To manage your bookmarks

- 1 On the Bookmarks menu, click Edit. The Bookmarks dialog box opens.
- 2 Click the Bookmark you want to edit.
- 3 Click Delete to delete the Bookmark.

or

Click Rename to rename the Bookmark.

or

Click Go To to jump to the bookmarked media.

Reorganizing Collections, Subjects, and Items

iGrafx Share Media gives you full flexibility in managing your media. You can add an item to a subject, reorder media thumbnails in a subject, move an item to another subject, rename collections and subjects, and move a subject to a different collection. You can also change the frame for an AVI thumbnail preview.



—Note —

You cannot change Public Media Collections unless your systems administrator gives you special permission.

To add media files to a subject

- 1 On the File menu, point to New and click Items. The Add New Items dialog box opens.
- 2 Click File, and type the name of the file you want to add.
or
Click Browse to locate one or more files on your computer. The Add Files dialog box opens.
- 3 Under What Collection Do You Want It Added To?, click Existing to add the file to an existing collection. Then click the collection you want.
or
Click New to add the file to a new collection, and type a name for the new collection.

- 4 Under What Subject Do You Want It Added To?, click Existing to add the file to an existing subject. Then click the subject you want.

or

Click New to add the file to a new subject, and type a name for the new subject.

- 5 Click OK. The files are added to the subject you specified.



—Note —

If an iGrafx *Designer* or iGrafx Business *Graphics* drawing contains multiple elements, you're asked if you want to add them as independent items or as a whole.

You must have a collection and subject selected before you can add the files.



—Tips—

Use **SHIFT** and **CTRL** to select more than one file to add at a time from the Add Files dialog box.

You can add an item to a subject via the Clipboard or OLE drag and drop.

You can drag and drop multiple items from Windows Explorer.

To disable the thumbnails in the Add Files dialog box, click the Show/Hide Thumbnails button in the top right corner of the dialog box.

If thumbnails are being created in the Add Files dialog box and you want to stop this process, select a thumbnail and click the right mouse button. Deselect Update Thumbs Automatically to stop thumbnails from being created. You can select Update Selected Thumbs to create thumbnails for any highlighted files.

To copy an item to a different subject

- 1 On the Media Browser, click the subject that contains the item you want to copy.
- 2 Click the item, hold down the left mouse button, and drag the item to a new subject on the Media Browser.

- 3 Release the mouse button. The item is copied to the new subject.

To rearrange items in a subject

- 1 Click the thumbnail of the media you want to move.
- 2 Drag the thumbnail to the position where you want it.
- 3 Release the mouse button.

To move an item to a different subject

- 1 On the Media Browser, click the subject that contains the item you want to move.
- 2 Click the item, hold down the left mouse button, and drag the item to a new subject on the Media Browser.
- 3 Release the mouse button.



Note

The item is not moved. Instead, a copy of the thumbnail is added to the new subject. When you use the copied thumbnail, you actually use the file from the original subject.

To copy an item to a different subject through the Clipboard

- 1 On the Media Browser, click the subject that contains the item you want to copy.
- 2 Click the item to select it.
- 3 On the Edit menu, click Copy.
- 4 Double-click the subject into which you want to copy the item.
- 5 On the Edit menu, click Paste. The item is copied into the new subject.

To move a subject to a different collection

- 1 Click the subject you want to move in the Media Browser.
- 2 On the Edit menu, click Move. The Move Subject dialog box opens.

- 3 In the Move the subject to this collection box, click the collection where you want to move the subject.



—Note —————

A subject cannot be moved if it resides in a collection that is read-only, a CD-ROM, or is added to your Public Media Collections using the Public Media tab on the Options dialog box.

Similarly, subjects cannot be added to collections that are read-only, a CD-ROM, or are added to your Public Media Collections using the Public Media tab on the Options dialog box.



—Tip —————

You can also drag and drop a subject to a new collection. On the Media Browser, click the subject you want to move, hold down the left mouse button, and drag the subject to a new collection.

To change the name of a subject or collection

- 1 On the Media Browser, click the collection or subject you want to rename.
- 2 On the Edit menu, click Rename.
- 3 Type the new name.
- 4 Press **ENTER**.

To change the thumbnail display of an AVI file

- 1 Click the thumbnail of the AVI file you want to change.
- 2 On the Edit menu, click Item Properties. The Item Properties dialog box opens, and the AVI file plays in the preview.



—Tip —————

You can also double-click a thumbnail to open the Item Properties dialog box.



- 3 When the preview reaches the frame you want to display on the thumbnail, click the red Stop button underneath the AVI preview.



- 4 Click the Update Thumb button to select the frame.

Deleting Collections, Subjects, and Items

You can delete collections, subjects, and items by clicking Delete on the Edit menu. Or, you can select the collection, subject, or item you want to delete and press the **DELETE** key.

When you delete a collection, all of the subjects it contains are deleted. When you delete a subject, all the items it contains are deleted.

Deleted items are removed only from Share Media; they are not deleted from your hard drive.



—Note —

You cannot delete Public Media Collections, Subjects, or Items.

To delete an item from a subject

- 1 Click the item you want to delete.
- 2 On the Edit menu, click Delete.



—Note —

Deleted items are removed only from Share Media; they are not deleted from your hard drive.

To delete a subject from a collection

- 1 On the Media Browser, click the subject you want to delete.

- 2 On the Edit menu, click Delete.

or

Click the **DELETE** key.



—Note —

When you delete a subject, all items contained in the subject are deleted.



—Tip —

You can also delete a subject using the shortcut menu. Click the subject you want to delete, click the right mouse button, and click Delete.

To delete a collection

- 1 On the Media Browser, click the collection you want to delete.

2 On the Edit menu, click Delete.

or

Click the **DELETE** key.



—Note —

When you delete a collection, all subjects contained in the collection are deleted.



—Tip —

You can also delete a collection using the shortcut menu. Click the collection you want to delete, click the right mouse button, and click Delete.

Packaging Media

Creating Backups and Portable Subjects

There may be times when you want to work with collections when you are away from the office. The Package Media Wizard lets you compress entire collections, or only selected subjects and media into a single file.

The Package Media Wizard is especially helpful if you do not have access to your network off-site. The Package Media Wizard lets you copy network media files into the Package file.

To add the media to your laptop or home computer, just click Unpackage Media Wizard on the Tools menu.

The Package Wizard is also useful for making backups of your Private Media Collections for safekeeping purposes.

To package collections, subjects, or items

- 1 On the Tools menu, click Package Media Wizard.

- 2 Follow the instructions on screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 3 Click Finish.

To unpackage collections

- 1 On the Tools menu, click Unpackage Media Wizard.
- 2 Follow the instructions on screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 3 Click Finish.



—Tip —————

You may also be able to open a packaged file (PKF file) in some compression utilities. For example, if you send a coworker a PKF file and they do not have Share Media installed on their computer, they may be able to view the media by opening the PKF file in a compression utility.

Sharing Media

Sending Collections, Subjects, or Items

With Share Media, it is easy to share media files using the Send feature. Send works like the Package Media feature except you can e-mail the compressed file. You can e-mail entire collections or just selected subjects or items.

If the recipient does not have access to a Public Media Collection you send, you can copy the network files into the packaged file. In most cases, however, your coworkers do have access to the same network collections, and there is no need to copy the media files into the compressed file.

To e-mail collections, subjects, or items

- 1 On the File menu, click Send To. The Package Media Wizard opens.
- 2 Follow the instructions on screen, clicking Next to proceed to the next instruction, until you reach the e-mail panel.

- 3 Click MAPI if your e-mail system is Microsoft Exchange or Microsoft Outlook.

or

Click SMTP for Internet mail, and type your SMTP server address. If you're not sure of the address, consult your Internet access provider's Home page or documentation. The mail server address is not the same as your personal e-mail address.

- 4 Click Finish, and send the packaged file using your e-mail program.

Printing Graphics

With iGrafX Share Media, you can print an entire collection, or just selected subjects and items.

Graphics are printed as thumbnails. Thumbnails are small images of the graphic.

To print graphics

- 1 To print just a few items in a subject, select one or more items.



Notes

To select a series of items, click the first item, hold SHIFT, then click the last item.

To select items that are not adjacent, click the first item, and hold CTRL as you click each additional item.

or

Click a collection or subject in the Media Browser if you want to print all items in a collection or a subject.



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- 2 On the File menu, click Print. The Print Wizard opens.
- 3 Follow the instructions on screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 4 Click Finish.

Technical Information

Converting Micrografx Clip Art

Share Media is fully compatible with FlowCharter 4.0, Micrografx Designer 4.0, Picture Publisher 6.0, and Windows Draw 3.0.

You might have Micrografx FlowCharter 4.0 shape palettes, Micrografx Designer drawings, Picture Publisher 6.0 albums, or Windows Draw drawings that you want to bring into Share Media. The Convert Micrografx Clip Art feature makes this process easy and quick.

When you convert Micrografx clip art, the subjects are placed in an appropriately named collection, such as Windows Draw Subjects. The subject structure of the Micrografx clip art is retained.



Notes

To convert palettes and drawings, you must have Micrografx FlowCharter 4.0, Picture Publisher 6.0, and Windows Draw 3.0 installed on your computer.

To convert Micrografx Designer 4.0 or 4.1 subjects, you must either have the software installed on your computer or the Designer application CD-ROM. To convert the subjects from the CD-ROM, search the CD for the MGXCAT.INI file and note its location. Then open the Micrografx Clip Art Conversion Utility dialog box, click the Find button, browse for the MGXCAT.INI file, and click Open. The Designer subjects appear.

To convert Micrografx clip art

- 1 On the Tools menu, point to Advanced, and click Convert Micrografx Clip Art. The Micrografx Clip Art Conversion Utility dialog box opens.

- 2 Choose whether you're converting Micrografx FlowCharter palettes, Picture Publisher albums, or Designer or Draw subjects and click on the appropriate tab.
- 3 Select the item(s) in the list box you want to convert. You can click All to select all the items in the list box, or click None to deselect all the items in the list box.
- 4 Click Convert.

Drawings with Multiple Elements

Share Media is fully compatible with Micrografx Designer 4.0, and Windows Draw 3.0. Designer 3.x and 4.x files contained several named clip art images in each file. The same is true for Windows Draw files.

For example, Designer's PEOPLE15.MGX contained the following images: computer user, female; computer user, female, full view; computer user, female, silhouette; data entry, female, etc. When you try to add the file PEOPLE15.MGX to a subject, a dialog box offers two options in iGrafx Share Media.

- If you click Add Each Symbol, you create four iGrafx Share Media items named Computer User, Female and so on.
- If you click Add Whole File, you create a "one page" drawing containing four pictures, named PEOPLE15. If you're adding a multiple-page file, iGrafx Share Media displays the first page of the file.

You can also use the iGrafx Clip Art Conversion Utility to convert Designer and Windows Draw collections.

If you add a drawing (one you've created, for example) that represents one picture, but in which the elements are not grouped, the same option is presented. Click Add Whole File. However, that this is true only for *named symbols*.



—Tip

It's easier to delete one item than many. If you're unsure which option to choose, click Add Whole File. Examine the thumbnail or the preview in Item Information. If the elements should have been added separately, delete the item and repeat the process with Add Each Symbol.

Import/Export Filters

Source	Ext
Adobe Illustrator AI	.ai
Adobe Photoshop	.psd
AutoCAD Drawing	.dwg
AutoCAD DXF	.dxf
AVI Files	.avi
CompuServe Bitmap	.gif
CompuServe Portable Network Graphics	.png
Computer Graphics Metafile	.cgm
Corel Clipart Format	.cmx
CorelDRAW! 3.0, 4.0, 5.0	.cdr
Digital Research GEM	.gem
Encapsulated PostScript/AI EPS	.eps



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Source	Ext
FPX Format	.fpx
HP Graphics Language	.hgl
HP Graphics Language	.plt
IGES Drawing	.igs
JPEG File Interchange	.jpeg
JPEG File Interchange	.jpg
Kodak Photo CD	.pcd
Macintosh PICT	.pct
Micrografx Designer File	.dsf
Micrografx Designer 4.x	.ds4
Micrografx Designer 4.x clip art	.mgx
Micrografx Drawing	.drw
Micrografx Picture Publisher 4.0	.pp4
Micrografx Picture Publisher 5.0	.pp5
Micrografx Picture Publisher	.ppf
Micrografx Simply3D	.s3d

Source	Ext
Motion Picture Experts Group Files	.mpg
PC Paintbrush	.pcx
PostScript	.prn
PostScript	.ps
Quick Time Files	.mov
Scitex CT	.sct
Sun Raster	.ras
Tagged Image File Format	.tif
Targa Bitmap	.tga
Visio Drawing	.vsd
Visio Stencil	.vss
Visio Template	.vst
Wave Audio Files	.wav
Windows Bitmap	.bmp
Windows DIB	.dib
Windows Enhanced Metafile	.emf

Source	Ext
Windows Metafile	.wmf
WordPerfect Graphics 1.0, 2.0	.wpg



Notes

This is the entire list of all supported filters. If you don't see the filter you want in Share Media, choose the Custom installation option from the installer and select the desired filter(s).

Share Media can read most multimedia file types. For example, you can add AVI, WAV, and Animated GIF files to Share Media. When you pause the cursor over a multimedia thumbnail, it plays in place.

CD-ROM Collections

The iGrafx media collections on CD-ROM are **Read-only Collections**. A read-only collection is already organized into subjects, and the Item Properties are already created. In most cases, the graphics CD-ROMs reside on your network. Contact your system administrator to find out where the CDs are located.



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- The Media Browser "remembers" CD-ROM collections you view in Share Media. You can see the collections listed on the Media Browser, even if the CD-ROM is not inserted in your CD-ROM drive. To work with the media, however, you must insert the CD into the drive.
- The iGrafx Media CD-ROM collection is "hot-swappable." For example, if you take out one CD and put in another, you can view the new collection.

Read-only Collections

Read-only media collections are most commonly found on a CD-ROM or a network. For example, the iGrafx media collections on CD-ROM are read-only. A read-only collection is already organized into subjects, and the Item Properties are already created.

You can't change the Item Properties for files on the CD. (When the Item Properties dialog box is displayed, the Name, Keywords, and Description boxes are disabled, and a message at the bottom tells you the subject is read-only.) In addition, you can't change the thumbnail size or color depth, or the ordering of items within subjects, and you can't add or remove items from subjects.



—Note

Read-only collections can contain non-read-only subjects and read-only subjects can be found within non-read-only collections.



—Tips

If you want to edit the Item Properties or make other changes to subjects or items in a read-only collections, there are several possibilities.

You may be able to copy the collection to your hard drive, and then change the attribute from read-only.

You should be able to copy selected items from the read-only collection to a new subject on your hard drive.

Share Media Tutorials

Introducing iGrafx Share Media

Share Media is part of the new and exciting iGrafx Share software package from Micrografx. Share Viewer is the other component of iGrafx Share.

You can access and organize graphics and multimedia files with one simple program. Share Media is compatible with Micrografx and non-Micrografx media and can run with most Windows 95 or Windows 98 applications. This means virtually all of your Windows applications can access media through Share Media.

There are many features in Share Media to help you manage your work and your time. For example, if you need to work away from the office and do not have access to the network off-site, you can create a portable collection of the network media quickly and easily.

Share Viewer lets you view and add markups to a graphic without installing other iGrafx software. For example, if a coworker creates a graphic in iGrafx Designer, you do not need to have access to Designer to view the file. Simply open the graphic in Share Viewer. See the Reviewing Graphics chapter in this manual for more information.

iGrafx Share is designed for the needs of today's busy professional where ease in organizing, using, and collaborating about graphics is crucial.

Share Media Tour

Opening Share Media

To get started, open Share Media. You can open iGrafx Share Media from within a Micrografx program or as a program by itself.

To open Share Media

- 1 On the Windows taskbar, click the Start button.

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- 2 Point to Programs and iGrafx, and click Share Media.



—Tip _____

For quick access to Share Media, a Share Media button is located on the toolbar of each iGrafx application.

The Share Media Window

The Share Media window displays thumbnails of graphics found in the currently open subject. You can choose a collection and subject to view by clicking a subject in the Media Browser. You will learn more about collections and subjects in the next section. See “Using the Media Browser” on page 127 for more information about navigating through collections and subjects.

iGrafX Share Media



Toolbar

Collection

Subject

Media Browser

Status Bar

*Thumbnails
(called
Items) in
the selected
subject*

iGrafx Share Media

Collections and Subjects

Graphics in Share Media are organized into collections and subjects. A collection is made up of one or more subjects. Think of the collection as a file folder in your computer that holds several files that in turn hold several pictures. The collection contains several subjects that each contain several pictures called items.



Public and Private Media Collections

Public Media Collections contain collections that exist on your network. The collections you see in the Media Browser depend on the way your systems administrator sets up Share Media on your computer. If you don't see a collection you need, contact your administrator. In addition, network collections cannot be changed unless the administrator gives you special permission.

Private Media Collections contain collections and subjects that you create. For example, you may have several graphics on your computer that you would like to organize in Share Media. First create a new collection and subject, and then add the graphics. Media in your Private Media Collections can be changed.

CD-ROM collections and other removable media also appear in your Private Media Collections.

Using the Media Browser

The Media Browser, shown in the previous illustration, makes navigating in Share Media easy. The Media Browser works much like Windows Explorer. Double-click a collection (think of a collection as a file folder in your computer) to expand or collapse the view of subjects inside the collection. Or, click Expand All on the View menu to expand the view of subjects in all collections.

iGrafx Share Media

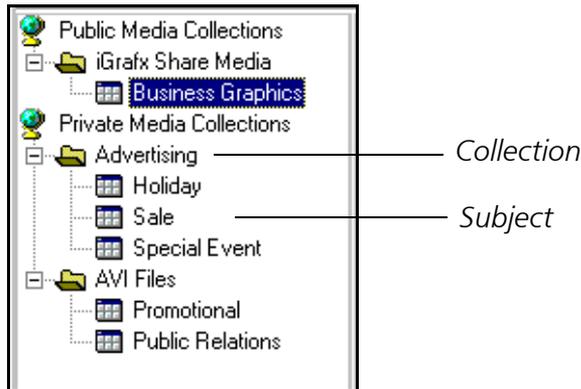
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If you want more room to view the thumbnails of graphics, you can hide the Media Browser by clicking Media Browser on the View menu. To show the Media Browser again, click Media Browser on the View menu again.



Media Browser with all subjects expanded

Share Media Tutorials

The following tutorials teach basic functions of the program, such as locating and accessing media, and creating your own collections.

After completing these tutorials, you will be able to:

- Browse and select collections and subjects
- Find a specific graphic
- Place media on a page
- Create your own collection
- Create a portable collection
- E-mail a collection
- Customize the Share Media workspace

For best results, work through the tutorials from first to last.

Before You Begin...

The graphics you need to complete the tutorials are located in the iGrafx Share Media collection in your Public Media Collections. If you don't see this folder, contact your systems administrator.

Some Share Media features can be enabled or disabled by your systems administrator. For example, you may or may not have access to e-mail and the Package feature covered in these tutorials.

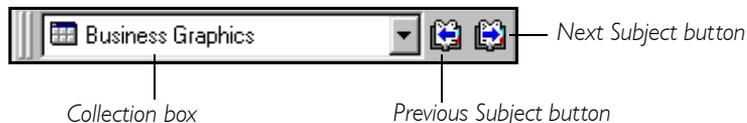
Browsing and Selecting Collections

There are two methods to browse and select a collection and subject. You can use the Media Browser or the Navigate toolbar. Both the Media Browser and the Navigate toolbar work the same way.

Use the Navigate toolbar if you want more room to view the thumbnails of graphics. It is also helpful in quickly browsing subjects.

To browse subjects

- 1 On the View menu, click Toolbars and select Navigate.
- 2 On the Navigate toolbar, click the Previous Subject button. The subject name is displayed in the Collection box. In addition, the corresponding graphics appear in the Share Media window.





- 3 Click the Next Subject button. The subject name changes and the corresponding graphics appear in the window.
- 4 Continue clicking the Previous and Next buttons to browse through the subjects in all your collections.



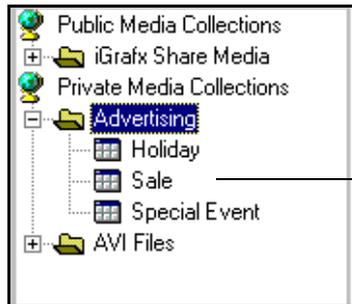
—Tip _____

When you pause the cursor over a multimedia thumbnail, such as an AVI file, it plays in place.

To use the Media Browser

- 1 On the View menu, click Media Browser.

- 2 Double-click a collection name in the Media Browser. All of the subjects in the collection are displayed.



Subjects contained in the Advertising collection.



—Tip —

To display subjects in all of the collections, click the Expand All button on the Standard toolbar. Or, click Expand All on the View menu.

- 3 Click a subject. The thumbnails in the subject appear.



*Thumbnails in
the Promotional
subject*

To select a collection and subject using the Navigate toolbar

- 1 On the View menu, click Toolbars and select Navigate.

iGrafx Share Media



- 2 On the Navigate toolbar, click the arrow next to the Collection box. A list of collections appears.



- 3 Double-click a collection to view its associated subjects.
- 4 Click a subject. The corresponding media is displayed in the Share Media window.

Finding Specific Graphics

Share Media contains a search tool that lets you locate images using either search keywords or the filename. You can search for an entire word or a part of a word.

After a search is complete, you can either save the search results in a permanent subject or display the search results in a temporary subject titled Last Find. Last Find is replaced each time you perform a new search.



—Tip

If you use certain media frequently, consider creating a bookmark so you can find the media quickly. To create a bookmark, click the thumbnail to select it, and click Add on the Bookmarks menu.

- 1 On the Edit menu, click Find.
- 2 In the Find What box, type **monitor**, and click Match on Phrase.
- 3 Under Search Options, select Find Whole Words Only and Search Descriptions.
- 4 Click Find Now.



—Tip

You can click Stop at any time during the search. For example, click Stop when Share Media finds the media for which you are searching.

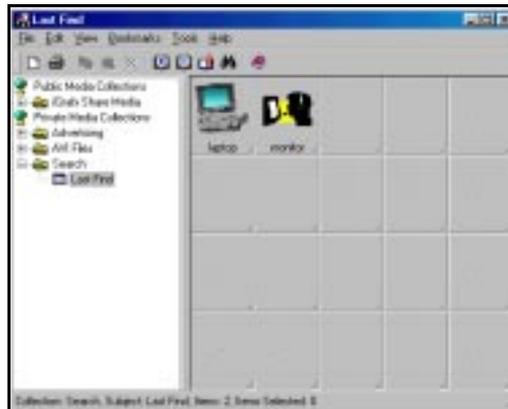
iGrafX Share Media

- 5 After the search is complete, click Close. Share Media builds a temporary subject called "Last Find" and displays it in your Private Media Collections.



Note

To save the search results as a permanent subject in one of your Private Media Collections, click Save.



Placing Graphics on the Page

When you open Share Media, thumbnail previews of the graphics appear in the Share Media window. In this tutorial, you will place a graphic into iGrafX Designer.

- 1 Place the pointer on a thumbnail in the Share Media window. The name of the object displays as a ToolTip.



—Tip _____

You can configure the type of information you see in ToolTips. On the Tools menu, click Options and click the ToolTips tab.

- 2 Open Designer.



—Tip _____

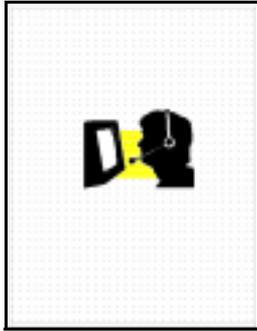
To view the Share Media and Designer applications at the same time, click the Minimize button in each application. This reduces the size of the window so you can display both applications simultaneously.

- 3 Click the Monitor graphic you found during the search. This selects the item.



iGrafx Share Media

- 4 Drag the monitor graphic onto the Designer drawing area, and release the mouse button. The graphic is placed on the page.



—Tip —————

To copy a graphic to the Clipboard, click the thumbnail to select it. On the Edit menu, click Copy. Or, right-click a thumbnail, and click Copy. You can then paste the graphic into the application.

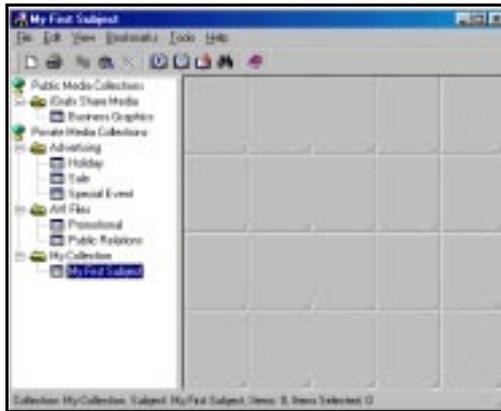
Creating Your Own Collections

You might have drawings or other graphics you want to add to Share Media for easy access. You can create new collections and subjects, and then add files to the subjects.

- 1 On the File menu, point to New and click Collection. The Add New Collection dialog box opens.
- 2 Type **My Collection** and click OK. The collection displays in the Media Browser.
- 3 On the File menu, point to New and click Subject. The Add New Subject dialog box opens.
- 4 Type **My First Subject**.
- 5 If necessary, click Existing. Click the arrow to see a list of existing collections, and click My Collection.
- 6 Click OK. The subject is displayed below My Collection.

iGrafx Share Media

- 7 Click My First Subject to open it. The subject is blank because no graphics have been added.



—Note

To delete a collection or subject, click the collection in the Media Browser and press the **DELETE** key, or click Delete on the Edit menu.

Adding Files to a Subject

There are five ways to add graphics to Share Media.

- Drag and drop media from an application into Share Media.
- Add a saved file using the New command.
- Drag a file to Share Media using Windows Explorer.
- Add media from a digital camera or scanner.
- Add specific media files from a CD-ROM.

You can add multimedia files, as well as graphics. For example, you can add AVI and WAV files.



—Note —

For more information on file types recognized by Share Media, click Share Media Help on the Help menu. Click the Contents tab, double-click Technical Information, and double-click Import/Export Filters.

Before you begin...

You should have Designer open and the Monitor graphic on the drawing area. In this tutorial you will ungroup the graphic, select only the person's profile, and save the profile in a new subject.

To add files using drag and drop

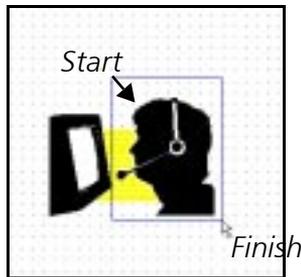
- 1 Right-click the Monitor graphic on the Designer drawing area. The shortcut menu opens.
- 2 Click Convert to Curves.
- 3 Right-click the Monitor graphic again, and click Ungroup.



Note

If you are adding a file that contains multiple objects, you can add each object as an individual item or add the whole file as one item. Files can contain several objects. Clicking Add Whole File adds all objects as one image in Share Media.

- 4 To select the person's profile, place the pointer at the top left corner of the profile, and drag diagonally until the selection box encompasses the entire profile.



- 5 Release the mouse button. The profile is selected.
- 6 Right-click the profile, and click Group.

iGrafx Share Media

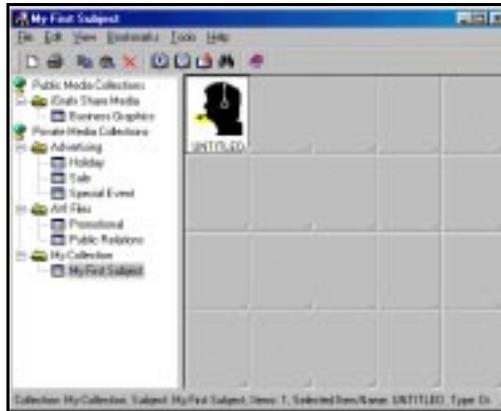
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- 7 Drag the profile onto My First Subject on the Media Browser in the Share Media window. When you release the mouse button, the graphic is placed in the subject.



- 8 On the File menu of Designer, click Close. Click No when prompted to save the file.

To add files saved on your computer or CD-ROM

- 1 On the File menu, point to New and click Items. The Add New Items dialog box opens.

- 2 Click File, click Browse, and navigate to the Program Files\iGrafx\Image\1.0\Tutorial folder.

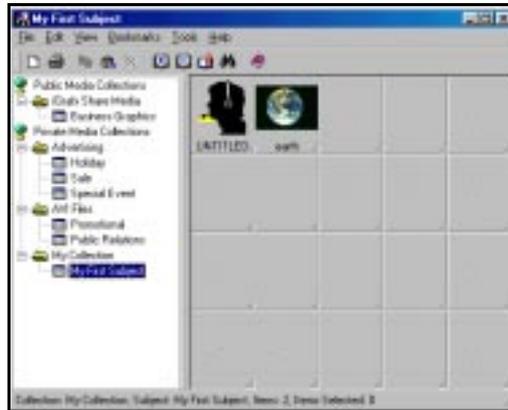


—Note —

Click Camera/Scanner to bring in graphics from a digital camera or scanner.

- 3 Double-click the file Earth.jpg.
- 4 Under What Collection Do You Want It Added To?, click Existing. Click the arrow to view existing collections, and click My Collection.
- 5 Under What Subject Do You Want It Added To?, click Existing. Click the arrow to view existing subjects and click My First Subject.

- 6 Click OK. The file is added to the subject



—Note —

For more information on collections, click Share Media Help on the Help menu. Click the Contents tab, double-click Collections and Subjects, and double-click Advanced Collection Tips.

To add keywords to graphics

When you add a graphic to a subject, you might want to give the graphic a name and assign search keywords. This makes it possible to find the graphics in a search.

- 1 Click the profile graphic from the previous tutorial.
- 2 On the Edit menu, click Item Properties. The Item Properties dialog box opens.



—Tip

You can also double-click a thumbnail to open the Item Properties dialog box.

- 3 Type **Profile with Headset** in the Name box.
- 4 Type **Telephone Operator, Headset** in the Keywords box, and click OK.



—Note

Keywords must be separated by a comma. When creating keywords, use words that describe the graphic. These should be any words you can think of that someone might use to search for the graphic.



—Tip

You can type a description of the graphic in the Description box. This text can be included in a search.

- 5 Add keywords to the Earth graphic.
- 6 Click OK.

Creating a Portable Collection

There might be times when you want to work with collections while you are away from the office. The Package Media Wizard lets you compress entire collections, or only selected subjects and media, into a single file.

The Package Media Wizard is also useful for making backups of your collections for safekeeping. In this tutorial, you will package the collection that you created in the previous tutorials, and unpackage the media to your laptop or home computer.

- 1 On the Tools menu, click Package Media Wizard. The Package Media Wizard opens.
- 2 Click Next to go to the next panel.
- 3 Click Choose Other Subjects to Package, and click Next.

- 4 Click My Collection, and click the Add button. My Collection is added to the right side of the wizard panel. Then click Next



- 5 Click Copy the Files Into the Packaged File. Then click Next.



—Note —

If you pack a network collection and have access to the network while working off-site, you may want to choose Add the Items Into the Packaged File as Links. This reduces the size of the package file.

- 6 In the Enter a Name for the Packaged File box, type **My Collection**.

- 7 Double-click the folder where you want to store the packaged file, and click Next.
- 8 Click Next again to create the packaged file.
- 9 Click Finish. You can find the file in the folder you specified.

Unpackaging Collections to Your Computer

Now you will unpackage the collection.

- 1 On the Tools menu, click Unpackage Media Wizard.
- 2 Double-click the folder where the My Collection packaged file is located. (The packaged files contained in the folder are listed on the right). Click My Collection from the list on the right, and click Next.
- 3 Click My Collection on the next panel, and click the Add button. My Collection is added to the right side of the wizard panel. Click Next.



—Note —

A packaged file can contain multiple collections and subjects.

- 4 If necessary, click Preserve the Hierarchy, and then click Next.



—Tip

Click Put all Subjects in the Inbox Collection if you do not want to maintain the structure of the collections and subjects. An Inbox Collection is created and all of the subjects are added to it.

- 5 Double-click the folder where you want to place external files. For example, a subject may contain graphics that were copied into the packaged file rather than remaining linked to files on the network.
- 6 Click Next to go to the next panel.
- 7 Click Next again to unpackage the graphics.
- 8 Click Finish. The collections and subjects are added to the Media Browser.



—Note

If you unpackage a collection that has the same name as one of your existing collections, the collection is added with a 0 after the collection name.

Sharing Collections

With Share Media, it's easy to share media files using Send. Send works like the Package Media feature except that you can e-mail the compressed file. In this tutorial, you will e-mail graphics in My First Subject to a coworker.

E-mailing Collections, Subjects, or Items

- 1 On the File menu, click Send To. The Package Media Wizard opens.
- 2 Click Next to go to the next panel.
- 3 Click Choose Other Subjects to Package, and click Next.

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- 4 Double-click My Collection, click My First Subject, and click the Add button. My First Subject is added to the right side of the wizard panel. Click Next.



- 5 If necessary, click Copy the Files Into the Packaged File. Then click Next.
- 6 Enter a name for the packaged file, and click Next.
- 7 Click Next again to create the packaged file. After the file is created, the e-mail panel opens.
- 8 Click MAPI if your e-mail system is Microsoft Exchange or Microsoft Outlook.

or

Click SMTP for Internet mail, and type your SMTP server address. If you're not sure of the address, consult your Internet access provider's Home page or documentation. The mail server address is not the same as your personal e-mail address.

- 9 Click Finish, and send the packaged file using your e-mail program.

Customizing Share Media

When you first open Share Media, the Configure Workspace Wizard appears. This wizard lets you set up the general look and feel of the Share Media window. For example, you can choose the size of the thumbnails and choose whether to hide or show the Media Browser.

If you want to change Share Media settings later, you can open the Configure Workspace Wizard from the Tools menu.

To customize Share Media using the Configuration Wizard

- 1 On the Tools menu, click Configure Workspace Wizard.

- 2 Follow the instructions on the screen, clicking Next to proceed to the next instruction, until the last instruction. (The button reads Finish on the last instruction.)
- 3 Click Finish.

To resize the Share Media window

-  1 Position the pointer on a corner of the Share Media window. The pointer changes to a diagonal double-headed arrow.
- 2 Drag the pointer inward to reduce the size of the window. The number of thumbnails displayed is reduced, but there is a scroll bar that lets you scroll through the items.

To set graphic thumbnail information

- 1 On the View menu, click Both. This displays the thumbnails and the filenames in the window. You can display only the thumbnails, only the filenames, or both.



—Tip

To resize thumbnails quickly, place the pointer on the bottom right corner of a thumbnail until the pointer changes to a diagonal double-headed arrow. Drag inward to reduce the size of the thumbnails or drag outward to enlarge them.

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The logo for iGrafx Share Media features a large, stylized purple swoosh that curves from the top left towards the bottom right, partially framing the text.

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