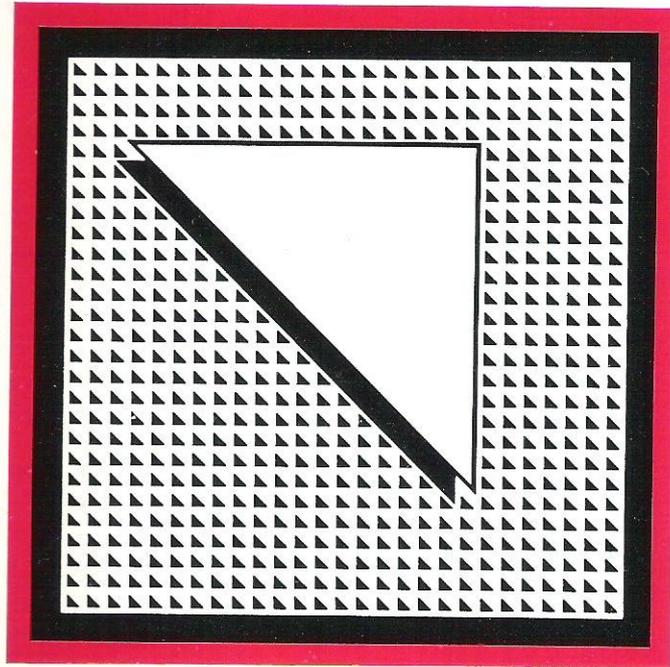


Picture **BASE**™

The Art Management System



User's Manual

Symmetry
CORPORATION

**PRODUCT
SUPPORT
AND
WARRANTY
INFORMATION**

Registration Card

We want to give you the highest level of support possible for Picture Base I, including free updates. However, to take advantage of our services, you must be a REGISTERED user. Please fill out and send to us the REGISTRATION CARD included in the Picture Base package.

Limited Warranty

Symmetry Corporation warrants this product against defects in material and workmanship, assuming normal use, for a period of ninety (90) days from the date of original purchase. If a defect occurs during this period, you may return the disk to us for replacement free of charge. This limited warranty applies only to the registered original purchaser.

Limitation of Warranties and Liability

This program is sold on an "as is" basis. Symmetry Corporation excludes any and all warranties, including warranties of merchantability and fitness for a particular purpose. In no event will Symmetry Corporation or its suppliers be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect in the software or manual, even if they have been advised of the possibility of such damages. In particular, they shall have no liability for any programs or data stored in or used with this Symmetry Corporation product, including the cost of recovering or reproducing these programs or data. (Some states do not allow the exclusion or limitation of implied warranties, so the above limitation or exclusion may not apply to you).

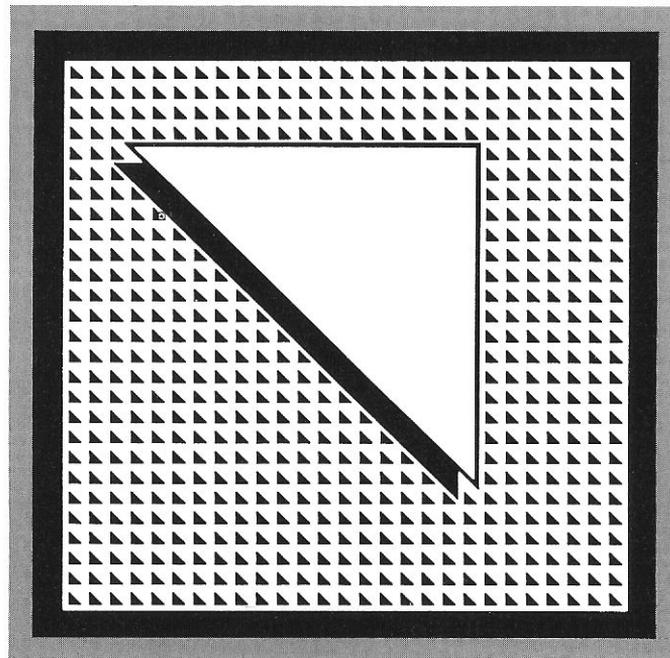
Telephone Advice and Assistance

If you experience any difficulty in using Picture Base, or if it fails to operate as described, we suggest you take the following steps:

First, consult the User's Manual. It contains answers to most of your questions. If you still need assistance, call our User Support Group at (602) 844-2199 between 9:00 a.m. and 5:00 p.m. (Mountain Time). We'll do our best to help you.

Picture **BASE**™

The Art Management System



User's Manual

Symmetry
CORPORATION

Credits

Software: Ken Keller and Scott Shwarts

User's Manual: Scott Shwarts

Videographics and Manual Design: Sharon M. Gray

Package Design: LMR Associates

Special thanks to Eric Zarakov at Apple Computer for his help and encouragement.

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Apple Computer, Inc.

Introduction

Welcome to PictureBase-the Art Management System that lets you organize clip art, MacPaint or MacDraw documents into an easy-to-use library of pictures. PictureBase represents a new way to store, organize, and retrieve Macintosh graphics. With PictureBase you can:

- Build your own library of pictures.
- Copy all or part of a MacPaint or MacDraw document to the library.
- Give each picture a title and keywords.
- Store notes with each picture.
- Automatically search the library for a picture.

About This Manual

This manual explains how to use PictureBase. We assume you are already familiar your Macintosh, the Finder, and how to use the mouse to select information and choose commands. If not, you'll find it helpful to read *Macintosh* the owners guide, before continuing.

The first chapter, "Learning PictureBase" will introduce you quickly to the most important features of the program. It's presented as a tutorial designed for you to follow along with your Macintosh. "Using PictureBase" presents step-by-step instructions for specific tasks. Look here if you need information on how to do something. "Reference" provides an overview and summary of PictureBase's basic operating procedures and contains information on using PictureBase with Switcher.

Make a Backup

Right now, before you go any further, please take the time to make a backup copy of the PictureBase disk and put it in a safe place.

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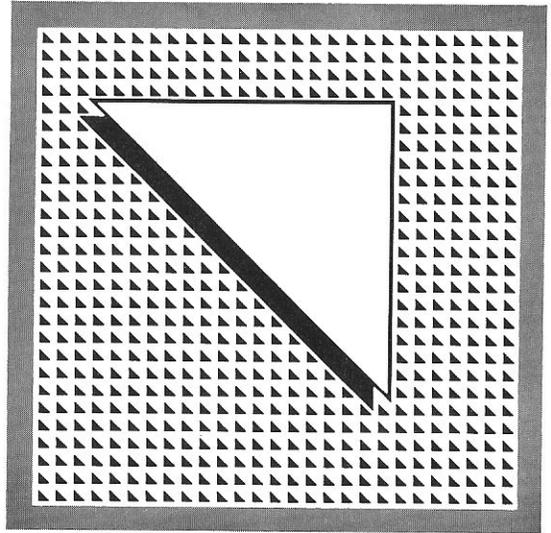
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Introduction

The best way to learn PictureBase is to begin using it. That's what this chapter is for. In it you'll go step-by-step through the most important features of PictureBase including creating a new Library file, copying a picture from a MacPaint document into it and searching for a picture in the Library—all things you'll need to know to use PictureBase.

Get started

- **Turn the Macintosh on and insert the PictureBase disk into the disk drive.**

The menu bar and desktop icons appear.

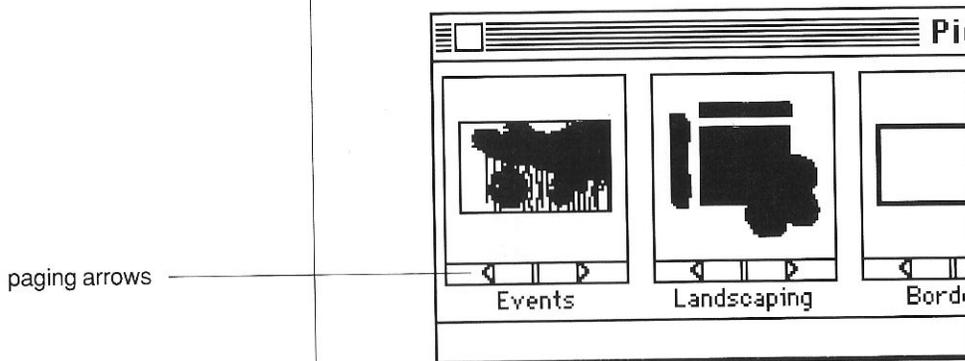
If it isn't already, open the window for the PictureBase disk by double-clicking on its disk icon.

- **Double-click on the PictureBase icon.**

In a few seconds, the PictureBase menus will appear and a Catalog window will open.

The Catalog window displays a catalog of the Library files, the MacPaint documents and the MacDraw documents that are on a particular disk. Right now in this Catalog window are several Library Files. The picture showing in each Library file is the first page shrunk to fit the box.

At the bottom of each of the Library files are paging arrows. They let you browse through the contents of a Library file.



- Click once on the right arrow at the bottom of the Library file named "Events".

The next page in the Library file is displayed.

- Now click on the left arrow.

The previous page is displayed. Using these paging arrows you can preview the contents of a Library file without actually opening it. Take a few moments to try them on other Library files.

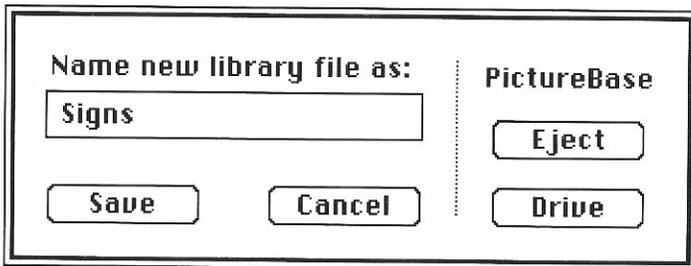
Now you're going to create a new Library file that you'll later paste a picture into.

Create a new Library file

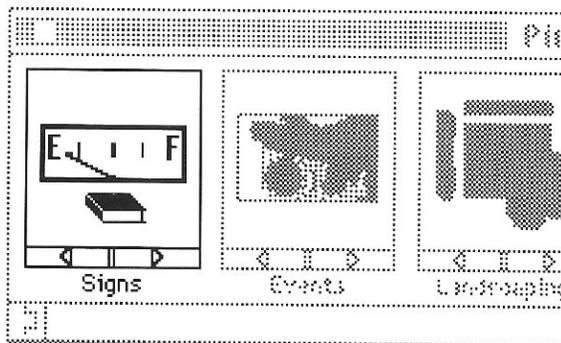
- Choose New from the File menu.

A dialog box appears asking for a name for the new Library file.

- Type *Signs* and then click on the Save button.



The dialog box disappears. A new Library file named "Signs" is created and appears in the Catalog window. Since this new Library file is empty, a picture of a fuel gauge on empty is shown.



Open a MacPaint document

- **Double-click on the "Signs" Library file you just created.**

It opens to a Picture window. The Picture window is used to manipulate the contents of a Library file or MacPaint or MacDraw document.

- **Drag the Picture window to the upper left corner.**

- **Click anywhere on the Catalog window to select it.**

- **Choose Paint from the Catalog menu.**

The contents of the Catalog window changes from showing Library files to showing MacPaint documents.

- **Double-click on the "Arrows" MacPaint document.**

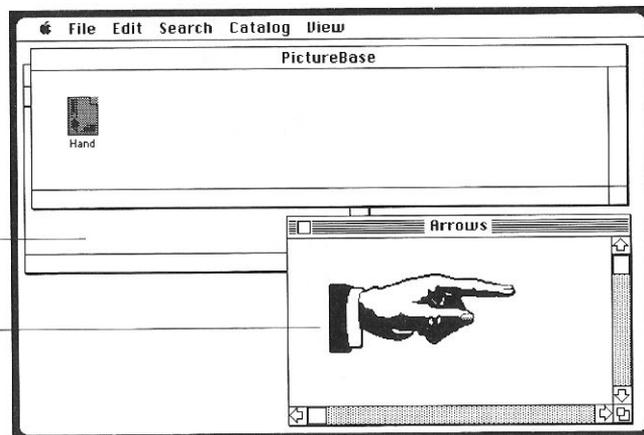
Another Picture window appears showing the contents of the "Arrows" MacPaint document. Notice that this window looks different from the other Picture window, that's because it's displaying a MacPaint document.

- **Drag this second Picture window to the lower right corner.**

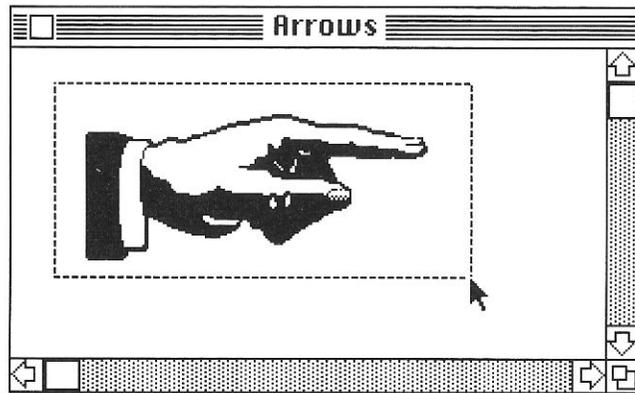
You should now have the two Picture windows on the screen. The one in the upper left displaying the "Signs" Library file and the one in the lower right displaying the MacPaint document. Don't worry if the Catalog window is partially covering a Picture window.

"Signs" library

MacPaint document



- Click and drag a selection rectangle around the picture of the hand.



You use the selection rectangle to tell PictureBase what object you want to work with. If you get it in the wrong place or didn't get enough of the object into the rectangle, just click and drag a new selection rectangle - the old one will disappear.

- **Choose Copy from the Edit menu.**

The selection rectangle disappears and the picture of the hand is copied to the Clipboard. If you want, you can choose Show Clipboard from the Edit menu to see the contents of the clipboard.

- **Click once, anywhere on the "Signs" Picture window.**

It becomes the active window.

- **Choose Paste from the Edit menu.**

The picture in the Clipboard is pasted into the first page of the Library File you named "Signs".

Add Info

Now you're going to give the new picture a title and a set of keywords.

- **Choose Info from the File menu.**

An Info window appears for this page of the Library File. The Info window lets you enter or change a picture's title, keywords or other information that gets stored along with it.

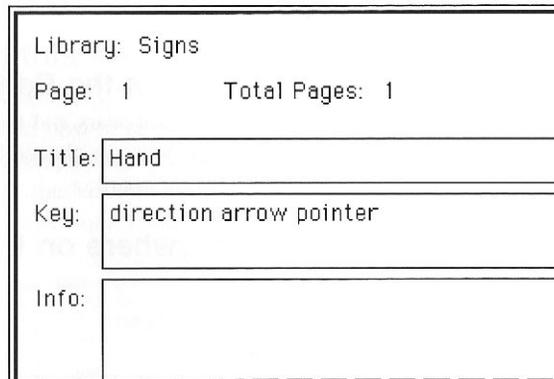
- **Type Hand into the Title box.**

Now you've titled the picture. Next we want to store some keywords to be used later when we search. Keywords add to the title of the picture in a descriptive manner and should be nouns or adjectives. A good way to think of keywords is as words that remind you of the picture.

- **Click anywhere in the Key box.**

- **Type *direction arrow pointer* into the Key box.**

Be sure to separate each word with at least one space and don't use commas between the words.



Library: Signs
Page: 1 Total Pages: 1
Title: Hand
Key: direction arrow pointer
Info:

- **Click on the OK button.**

The title and keywords for this page are stored.

- **Click on either Picture window's close box.**

- **Click on the other Picture window's close box.**

Find the picture

Thus far, you've learned about the Catalog and Picture windows and you've created a new Library file. You then copied a picture from a MacPaint document into it and even entered a title and keywords using Info. Next you're going to command PictureBase search the Library for the picture you just put in.

- **Choose Find from the Search menu.**

The Find dialog appears. Now we have to tell PictureBase what to search for, how to search, and where. First, what to search for:

- **Type *pointer*.**

Now how to search:

- **Click on the Keywords button.**

You've told PictureBase to look at the keywords in each page.

Now where to search:

- **Click on the All Libraries button.**

You've now told PictureBase to search all of the Library files on the disk. (This button may already have been selected.)

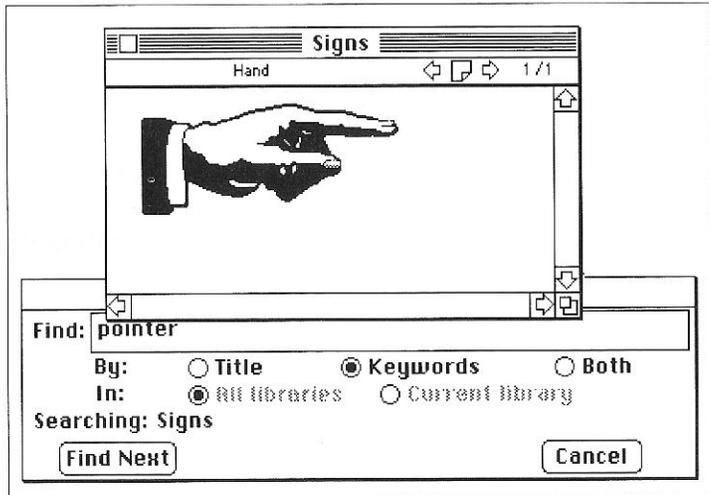


Start the Search

- **Click on the Find button.**

PictureBase is now searching for the keyword "pointer" in all of the Library files.

There, it found it! A Picture window opens to show the Hand. (If somehow it didn't find it, an alert will appear. Click OK and go back and repeat the last few steps).



Now that you have the picture, you can Copy it to the Clipboard. If you were using Switcher (discussed in the Reference section), you could switch and paste it into your work. If you quit PictureBase right now, the picture will stay in the clipboard so you can use it in another application.

It's important to know that when PictureBase searches, it looks *within* each picture's keywords or title. In other words, if you had entered "point", PictureBase would still be able to find it (point within pointer). However if you had entered "pointing" it would not find it.

Now let's close the Picture window and put away the Find dialog.

- **Click on the close box of the open Picture window.**
- **Click on the Cancel button in the Find dialog.**

That's it

Now you know the basics. In this tutorial you've learned how to:

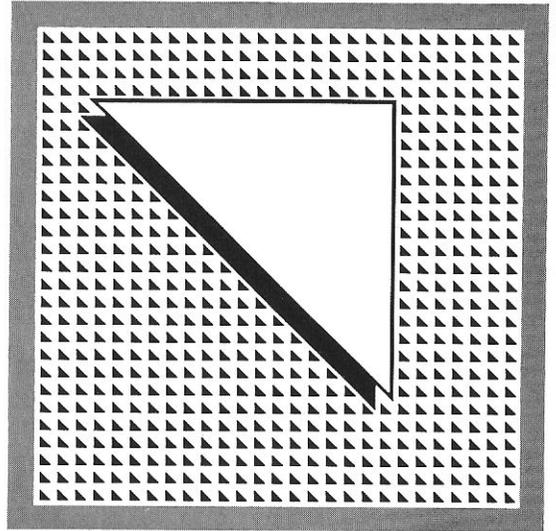
- Start PictureBase.
- Use the Catalog and Picture windows.
- Create a new Library file.
- Copy a picture from a one Picture window to another.
- Enter a new picture's title and keywords.
- Search for a picture.

Now we suggest you play around, get to know the program even better. When you're done, choose Quit from the File menu to return to the Finder.

As you work with PictureBase, questions will arise. When they do, turn to the next chapter, *Using PictureBase*, for step by step instructions. If you need details on a specific command, refer to Chapter 3, *Reference*.

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Introduction

You use PictureBase to create, maintain, and use a personal library of pictures. There are no rules on how you organize your library and PictureBase certainly won't enforce any particular structure, it simply gives you the tools with which to organize and access the library.

This chapter presents step-by-step instructions on using PictureBase and other information you might want to know. You don't have to read this chapter in any particular order; most of the topics are independent of each other.

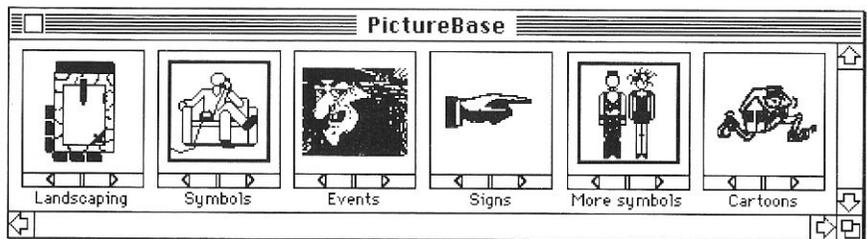
Using the Catalog Window

You use the Catalog window to manipulate disks that contain Library files, MacPaint or MacDraw documents. In the Catalog window you can:

- See what Library files, MacPaint or MacDraw documents are on your disks.
- View in miniature, the contents of a Library file.
- Open a Library file or MacPaint or MacDraw document to a Picture Window.
- Create new Library files.

For each disk in a disk drive, there is a Catalog window on the desktop (notice that the window's title is the disk name) for that disk. It's through the Catalog window that you open Library files and MacPaint and MacDraw documents. The Catalog window acts like any other window in that you can scroll it, grow it and drag it about, although the close box has a special significance. Clicking a Catalog window's close box will eject the disk associated with it (except for hard disks or RAM disks, they may not be ejected).

The commands that follow are only available when a Catalog window is the active window.



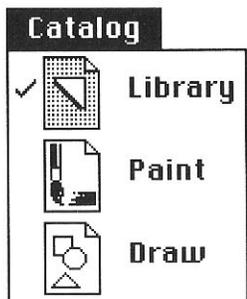
To Show a Different File Type

Select the type you're interested in from the Catalog menu.

- Choose Library to view the Library files
- Choose Paint to view the MacPaint documents.
- Choose Draw to view the MacDraw documents. (Stored as type PICT.)

If there's no files, the message: "No files of the selected type were found", will appear.

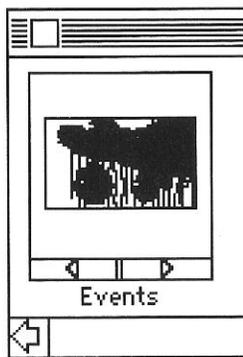
If you create a new MacPaint or MacDraw document on a disk that already has a Catalog window showing (by taking a screen snapshot or with an application on Switcher), it will not show up in the Catalog window. To remedy this, eject the disk and re-insert it to make PictureBase read the disk again.



To Preview a Library File

- Click on the right arrow under the Library file to page forwards.
- Click on the left arrow to page backwards.

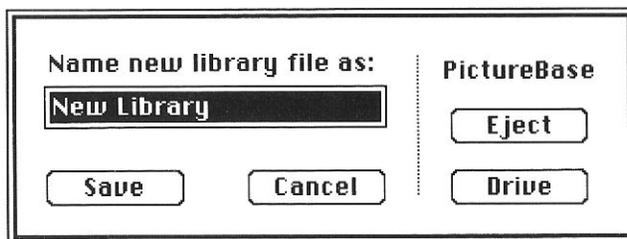
If you hold down the mouse button, the paging will repeat. If you press the Option key while clicking on the left arrow, the first page is displayed, click on the right arrow to display the last page.



To Create a New Library File

- Choose New from the File menu.
- Type a name for the new Library file and click on Save.

If the name you type is the same as an existing file, you'll be asked if you want to replace it. PictureBase does not distinguish between Library Files and other files that are on the selected disk; be careful you don't replace a file you want to keep.



To Open a Library or Document

- Double-click on the file or document you want to open.

OR

- Click once on the file and then choose Open from the File menu.

OR

- Just choose Open from the File menu.

If you did the latter, a dialog box will appear showing all the files of the selected type that are on the disk. To view the files of a different type, click on the button next to the name of the type you're interested in.

To open the file, click on its name and then click Open.

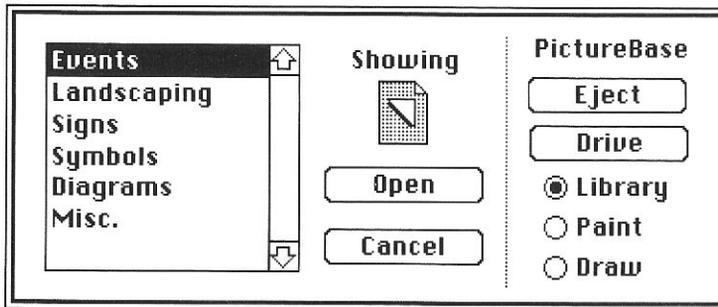
Click the Eject button to eject the disk you're currently working with, so you can insert another disk and look at its contents.

Click the Drive button to look at the contents of any other disk inserted in an additional disk drive.

When a Library file is opened, it opens to the page currently displayed in the Catalog window unless opened with the dialog, in which case the first page is displayed. An open Library file will appear gray in the Catalog window.

To Close a Catalog window (and eject the disk).

- Click on the close box or choose Close from the File menu.



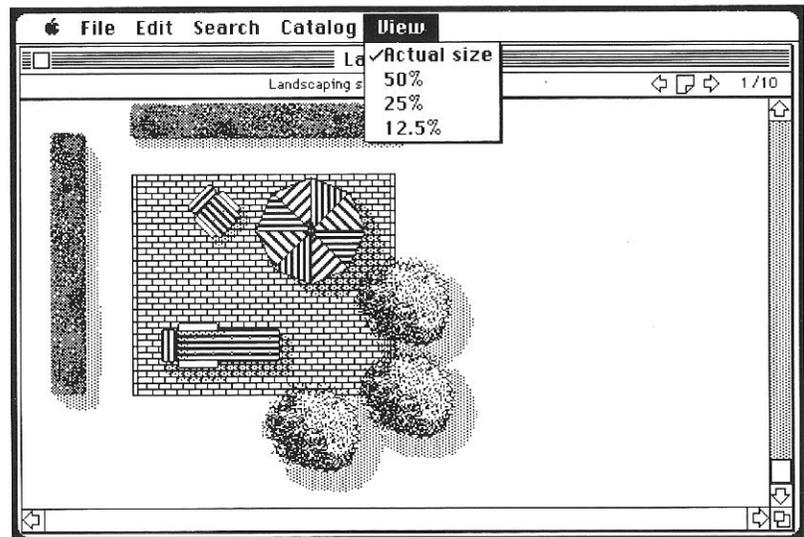
Using the Picture Window

You use the Picture window to view and manipulate the contents of a Library file or MacPaint or MacDraw document. In the Picture window you can:

- Cut, Copy, Paste, and Clear a page in a Library file.
- Copy a portion of a picture at full or reduced size.
- Copy the contents of a MacPaint or MacDraw document.
- Browse through a Library file.

It's through the Picture window that you can edit the contents of a Library file or MacPaint or MacDraw document. You can have no more than four Picture windows open at one time.

The commands that follow are only available when a Catalog window is the active window.



To Expand the Window.

- Double-click on the title bar at the top of the window

The window will enlarge to fill the entire screen. A second double-click in the title bar will return the window to its original size and position.

If you change the enlarged window's size with the grow box, it will lose the original size setting so that a subsequent double click will not shrink it back again.

To Change the View

When a picture is too large to see all of it in the window without scrolling, you can change the view. There are four choices for view: Actual size, 50%, 25% and 12.5%.

- Choose Actual size to see the picture at its actual size.
- Choose 50% to see the picture at 50% of its actual size.
- Choose 25% to see the picture at 25% of its actual size.
- Choose 12.5% to see the picture at 12.5% of its actual size.

When the view is less than Actual size, a rectangle is drawn around the picture to show the edges of the page. For edit operations, you can't draw a selection rectangle larger than the edges of the page.

To Page through a Library File.

- Click on the right arrow to page forwards.
- Click on the left arrow to page backwards.

If you hold down the mouse button, the paging will repeat. If you press the Option key while clicking on the left arrow, the first page is displayed, click on the right arrow to display the last page.

To Close a Picture Window

- Click on the close box or choose Close from the File menu.

Edit Operations

When a Picture window is displaying a Library file, you can Copy with the selection rectangle and Cut, Copy, Paste and Clear entire Library pages. When a Picture window is displaying a MacPaint or MacDraw document, you can only Copy with the selection rectangle.

Edit operations on an entire page can only be performed in a Picture window that's displaying a Library file.

It's important to know that when you copy with the selection rectangle, you are copying the individual dots that make up the picture directly from the screen. This means that the resolution of the resulting picture can't be any better when its printed than it was on the screen. (Not counting any smoothing operations.) This is especially true when you have reduced the view and then copy with the selection rectangle.

To get the maximum resolution with a reduced copy, use copy reduced without the selection rectangle. Doing so causes the number of dots in the picture to remain constant even though the picture is smaller.

To Cut a Page

- Choose Cut from the Edit menu.

The entire page including the Title, Keywords, and Info is copied to the Clipboard and that page of the Library is removed.

To Copy a Page

- Choose Copy from the Edit menu.

The entire page including the Title, Keywords, and Info is copied to the Clipboard.

To Copy with the Selection Rectangle

- Click and Drag a selection rectangle around the object you want to copy to the clipboard.

If the view is reduced, PictureBase won't allow a selection rectangle to exceed the edges of the page.

- Choose Copy from the Edit menu.

With a view of less than Actual size, the object in the selection rectangle is made full size before being placed in the Clipboard.

To Paste a Page

- Choose Paste from the Edit menu.

A new page is added to the Library at the current page and the picture in the Clipboard is placed on it.

If the Clipboard also contains a Title, Keywords, and Info, they are stored at this time.

If no Title exists, the picture is given a title of "Untitled".

To Paste to the End of a Library File

- Choose Paste to End from the Edit menu.

A new page is added at the end of the Library and the picture in the Clipboard is placed on it.

If the Clipboard also contains a Title, Keywords, and Info, they are stored at this time.

If no Title exists, the picture is given a title of "Untitled".

To Clear a Page

- Choose Clear from the Edit menu.

An alert box appears. Click Yes to clear the page or click No to cancel the Clear command. When a page is cleared, it is not put in the Clipboard. Once you've cleared a page it's gone forever.

To Copy at a Reduced Size.

- Choose the appropriate size from the View menu
- Click and drag a selection rectangle around the object.
- Choose Copy Reduced from the Edit menu.

The object is placed in the Clipboard.

If you want to Copy the entire picture at a reduced size:

- Choose the appropriate size from the View menu
- Choose Copy Reduced from the Edit menu.

(Only for Picture windows displaying a Library file.)

Using Auto Copy

Auto Copy allows you to automatically copy the result of a Cut or Copy edit operation to both the Clipboard and to a specified Library file being displayed in a Picture window. This is especially useful when building a new Library file from MacPaint or MacDraw documents. Only one Picture window at a time can have Auto Copy.

To Turn On Auto Copy

- Select the Picture window you want to Auto Copy to.
- Choose Auto Copy from the Edit menu.

The page icon turns black and a check mark appears next to Auto Copy in the Edit menu. Now any edit operation that places a picture in the Clipboard will also cause that picture to be pasted into the displayed Library file at the current page.

To Turn Off Auto Copy

- Select the Picture Window that has the black page icon.
- Choose Auto Copy from the Edit menu.

The icon turns white again showing Auto Copy is off. Auto Copy is also turned off when the Auto Copy Picture window is closed.

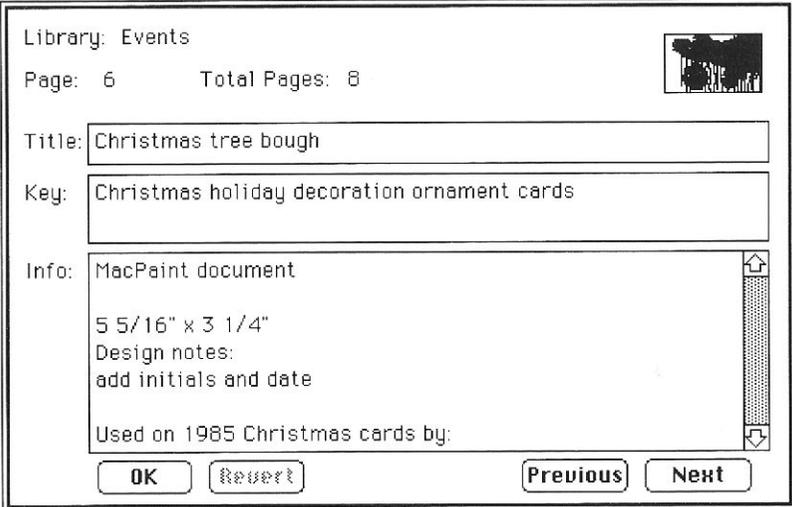
Using the Info Window

The Info window allows you to enter and change a page's title, search keywords and any other information you want to store with the picture. You can also print a page's Info if you wish.

The Info window is used to enter or change the Title, Keywords or Info that is stored with each page in a Library file. You open the Info window from either the Catalog or the Picture windows but you can have only one Info window open at a time.

There are three fields in the Info window: Title, Keywords, and Info. The title and keywords are used for searching for a picture while the info is for any text you want and is not looked at in a search.

You can also transfer text from other applications (or from a different page of Info) through the Clipboard using the standard Edit commands.



Library: Events

Page: 6 Total Pages: 8

Title: Christmas tree bough

Key: Christmas holiday decoration ornament cards

Info: MacPaint document

5 5/16" x 3 1/4"

Design notes:
add initials and date

Used on 1985 Christmas cards by:

OK Revert Previous Next

To Open the Info window

From the Catalog:

- Select the Library file you're interested in and choose Info from the File menu.

From a Library Picture window:

- Choose Info from the File menu.

To Enter a Title

- Click anywhere in the Title box to get an insertion point.
- Type or Paste the text for the title.

To Enter Keywords

- Click anywhere in the Key box to get an insertion point.
- Type or Paste the text for the keywords.

Be sure you type at least one space between each keyword and don't use any punctuation.

Keywords should be words that remind you of the picture or best describe it. A picture of a telephone might have keywords such as: *Phone Tele Talk Communication Bell*.

To Enter Info

- Click anywhere in the Info box to get an insertion point.
- Type or Paste the text for the Info.

To Look at Other Pages

- Click on the Next button to display the Info for the next page.
- Click on Previous to display the Info for the previous page.

To Undo changes

- Click on the Revert button.

Clicking on the Revert button will revert the page to the way it was before any changes were made if you haven't already clicked on OK, Next or Previous.

Using the Find Dialog

You use the Find dialog to tell PictureBase what to search for and how to search its library for a particular picture. While searching, it also shows you where it's currently looking.

You can use the the Find command in the Search menu to locate a picture in the Library files. You can search by title, keywords, or both in all Library files or in a selected Library file.

When PictureBase searches for the specified characters, it ignores capitalization and accent marks. Otherwise, it searches for what you specify looking *inside* the title or keyword for a match. For example, it will find *jog* within *jogging* but not the other way around.

The search begins at the last page of each Library file and moves towards the first page, searching a Library and then moving on to the next. It will not search any Library files that are already open.

The Find command is only available when a Catalog window is the selected window.



Choose Find from the Search menu.

The Find dialog box appears. You can move this window, and you must reactivate it to work in it after activating another window. You can also set the Find dialog back to the way it was prior to a search by selecting a Catalog window and choosing Find again from the Search menu.

Type the characters you want PictureBase to find.

You can enter up to 44 characters, either by typing or pasting in text from the Clipboard.

Select how to search.

- Click on the Title button to search by picture titles.

OR

- Click on the Keywords button to search by picture keywords.

OR

- Click on the Both button to search by both title and keywords.

Select where to search.

- Click on the All Libraries button to search all Library files.

OR

- Click on Current Library to search the currently selected Library file.

If there aren't any Library files selected, the Current Library selection is dimmed. To activate it, select the Library file and then again choose Find from the Search menu.

Click Find, or press the Enter key.

PictureBase begins searching. The file that is being searched is displayed in the Find dialog as it searches. To abort the search, click on the Cancel button.

If PictureBase can't find the selected title and/or keywords, a alert box appears. Click OK or press Enter to reactivate the Find dialog to perhaps change the search information.

When PictureBase finds a picture that matches, it opens a Picture window to the Library file and page containing the picture. If that's not the picture you want, click the Find Next button to continue. If PictureBase can't find any other pictures that match, an alert box appears. Click OK or press Enter to reactivate Find and display the last picture that was found.

Close the Find dialog.

- Click on the close box or choose Close from the File menu.

OR

- Click on the Cancel button.

Printing

You can print a Catalog, the contents of a Library file or a page of Info. The Print command works with either the Imagewriter or Laserwriter printers assuming the proper driver is on the same disk as the System folder.

Choose "Choose Printer" from the Apple menu command the first time you're about to print with this disk. A dialog box is displayed which allows you to choose the printer and which port is to be used. You need only do this once, the Macintosh stores the settings.

When you choose Print or Print Library, you will be presented with two dialogs. The first one is the style dialog which allows you to specify the paper type, orientation, pagination, and, reduction. Click on OK when you're satisfied with the settings. Click on Cancel if you decide you don't want to print. The second dialog asks for the print quality and number of pages to print. Click on OK to begin printing or Cancel if you decide not to print anything.

To Print a Catalog

- Select the Catalog window you want to print.
- Choose Print from the File menu.

To Print the contents of a Library file.

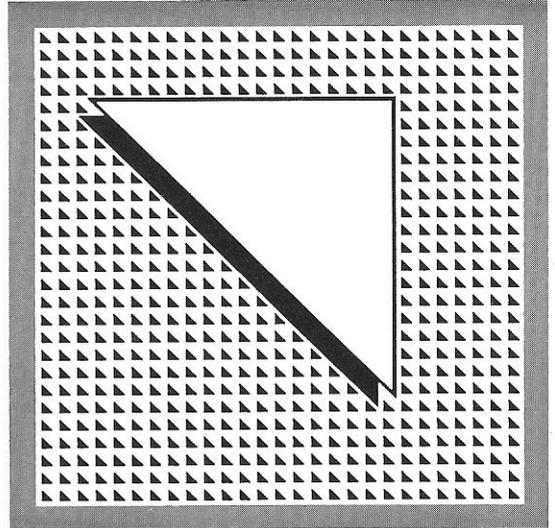
- Select in the Catalog window the Library file you want to print.
- Choose Print from the File menu.

To Print an Info Page

- Select the Info window.
- Choose Print from the File menu.

The currently displayed page is printed.

REFERENCE



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Introduction

This chapter provides an overview and summary of the operations and commands that make up PictureBase. It includes descriptions of the commands in the menus, shortcuts, specifications and using PictureBase with Apple's Switcher utility.

The PictureBase Windows

All operations in PictureBase are performed in windows on the desktop. The three windows of PictureBase are:

- The Catalog window. You use the Catalog window to preview Library files, create new Library files and to open a Library files or MacPaint or MacDraw document to a Picture window.
- The Picture window. You use the Picture window to perform edit operations on a page in a Library file or on a MacPaint or MacDraw document.
- The Info window. You use the Info window to enter or change the information stored with each picture in a Library file.

Library Files



When you paste a picture into a Library file, that picture is given a page of its own in the file. Each page has a title, a set of keywords (used to find the page later), and any other text you might want to store with it. Only the PictureBase application or the PictureBase desk accessory can be used to access a Library file.

MacPaint Documents



PictureBase can access the contents of a MacPaint document, copying all or part of it to the clipboard and to the Library file of your choice. The only limitation is that what you copy can't exceed 32,000 bytes in size. Almost all of the popular clip art packages come with the art in MacPaint documents, so you should have little difficulty in converting them to Library files. (Contact us for information on conversion services and the availability of clip art Library files.)

MacDraw Documents



MacDraw documents that are going to be accessed by PictureBase must be saved with the PICT option set in the MacDraw Save As... dialog. To convert a document to type PICT, open it with MacDraw and choose Save As... from the File menu. Be sure to click on the PICT button and to name it something different so you don't replace the original or perhaps add the letters: *Pict* after the name.

The Menus

All of the commands that PictureBase understands are in the menus; Apple, File, Edit, Search, Catalog, and View. When a command can't be carried out from a particular window, it appears dimmed in the menu. Once you're experienced with PictureBase, you can use the keyboard equivalents for many of the commands; keyboard equivalents are listed in the menus to the right of each command that has one.

Any command that requires additional information is followed by ellipses (...). Choosing one of these commands causes a dialog box to appear, with places to enter information or check options.

The Apple Menu



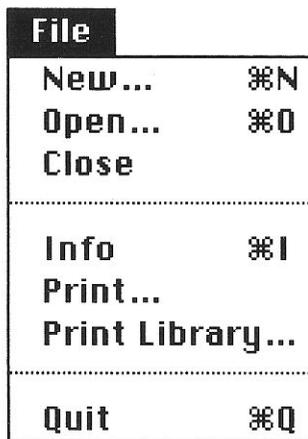
About PictureBase...

Shows a dialog box displaying the program version number, our company name, address, phone number and the amount of disk space left remaining on both the internal and external disk drives (not shown for hard disk drives).

Desk Accessories

All of the desk accessories are available to you when you are using PictureBase. When a desk accessory is the active window, all commands except for those in the Edit menu are dimmed.

The File Menu



New...

Creates a new Library file. PictureBase responds with a dialog box asking for the name of the new Library file. If the name you type is already being used by another file, you will be asked if you want to replace it. PictureBase does not distinguish between Library files and any other files that are on the selected disk; be careful you don't replace a file you want. New is only available when a Catalog window is the active window.

Open...

Opens a selected Library file or MacPaint or MacDraw document to a Picture window. If nothing in a Catalog window is selected, Open displays a dialog box showing all the files of a selected type that are on the disk. To view the files of a different type, click on the button next to the name of the type you're interested in.

Clicking the Eject button ejects the disk you're currently working with, so you can insert another disk and look at its contents.

Clicking the Drive button makes any other disk inserted in an additional disk drive the current disk and shows you the contents.

Close

Closes the active window. (The Picture window, the Catalog window, the Info window, or any other window or desk accessory) without quitting the application. If a Catalog window is the active window, choosing Close will also eject the disk associated with that Catalog window. You can also close a Catalog window and eject the disk by clicking on the window's close box.

Info

Shows the Info window for the selected Library file or page. Info is available from either the Picture window or the Catalog window.

Clicking the Next button will display the Info for the next page in a Library file. Clicking on the Previous button will display the previous page.

Clicking on the Revert button will revert the current page to the way it was before any changes were made if you haven't already clicked on OK, Next or Previous.

Print...

Prints the contents of the selected Catalog window or the current page in an active Info window.

Print Library...

Prints the contents of the selected Library file.

PictureBase can't print unless there's a printer driver on the system disk. (The printer driver is usually a file in the System folder with the same name as the printer you're using, such as Imagewriter.)

Quit

The Quit command closes all windows, quits the PictureBase application, and returns to the Finder.

The Edit Menu

Edit	
Undo	⌘Z
<hr/>	
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
<hr/>	
Copy Reduced	⌘R
Paste to End	⌘E
Auto Copy	
<hr/>	
Show Clipboard	

Undo

Not supported in this version of PictureBase.

Cut

Removes whatever is selected and places it in the Clipboard, where it remains until you next choose Cut or Copy. The selection can be text or a page of a Library file.

Copy

Copies whatever is selected and places it in the Clipboard, where it remains until you next choose Cut or Copy. The selection can be text, an entire Library page or the contents of a selection rectangle. All copies are done at Actual size regardless of the setting of the View menu.

Paste

Places a copy of the picture that is in the Clipboard into a Library file and creates a new page for it. In the case of text, the text is pasted at the insertion point. You can paste text only into places that allow text and pictures only into places that allow pictures

Clear

Removes whatever is selected without placing it in the Clipboard.

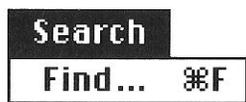
Copy Reduced

Copies the contents of the selection rectangle or an entire Library page and places it in the Clipboard at the reduced size specified by the setting in the View menu. It remains there until you next choose Cut or Copy.

Paste to End

Creates a new page at the end of the selected Library file and pastes the picture that is currently in the Clipboard to the new page.

The Search Menu



Auto Copy

Turns on and off the Automatic Copy feature for Library Picture windows. To turn on Auto Copy, select the Library file Picture window you want to Copy to and choose Auto Copy from the Edit menu. The page icon changes to black and a check mark appears next to Auto Copy in the Edit menu. Now any edit operation that causes a picture to be put on the Clipboard will also cause that picture to be pasted into the Library file.

To turn off Auto Copy, select the Library file with the black page icon and again choose Auto Copy from the Edit menu.

Show Clipboard

Brings the Clipboard window to the front making it the active window and displays any picture that is currently in the Clipboard. The command then changes to Hide Clipboard. Choosing Hide Clipboard sends the Clipboard window to the back and the command once again changes to Show Clipboard. To put the Clipboard window away, click on its close box or select Close from the File menu.

Find...

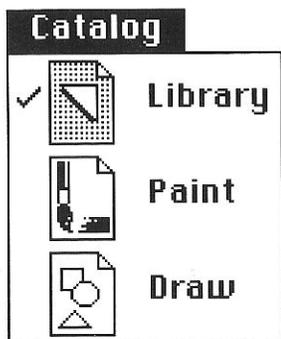
Searches a selected Library file or all Library files for a picture that matches the search criteria. Searches may be done by picture title, by keywords or both. You can limit the search to a selected Library file or search in all Library files.

To search by title, select By Title in the Find dialog. Title searches are done *literal*, character by character including spaces.

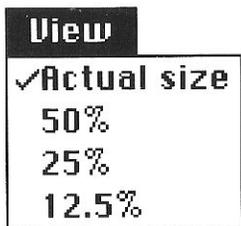
To search by keywords, select By Keywords in the Find dialog. Keyword searches are done *literal* word for word matching each of the entered keywords with the keywords stored in the Library file. For a keyword search to be successful, all words in the list must match.

In both cases, PictureBase will look *inside* the title or keyword for a match. For example, it will find *jog* within *jogging* but not the other way around. To search only within a particular Library, select the Library from the Catalog window and then choose Find from the Search menu.

The Catalog Menu



The View Menu



Library

Tells the currently selected Catalog window to show all of the Library files on the disk.

Paint

Tells the currently selected Catalog window to show all of the MacPaint documents on the disk.

Draw

Tells the currently selected Catalog window to show all of the MacDraw documents (saved as PICT) that are on the disk.

If there are no documents or files of the selected type, the message: "No files of the selected type were found", will appear in the window.

Actual size

50%

25%

12.5%

Changes the size at which the current contents of a Picture window is displayed. A check mark appears next to the selected size. At sizes other than Actual size, a rectangle appears around the picture to mark the edges of the page. When the view is less than Actual size, you can't draw a selection rectangle beyond the edges of the page.

The view does not effect the size of what is copied onto the Clipboard. The selected item will still be copied at actual size. Choose Copy Reduced to get a reduced copy.

Shortcuts

Tab

Option

⌘

Enter

Tab Key

Pressing the Tab key advances the insertion point to the next item in the Info window; title to keywords to info.

Option

Clicking on the left paging arrow while holding down the Option key will cause the first page to be displayed in a Library file Picture window or Catalog window. Clicking on the right arrow will display the last page.

Command Key

Most commands in PictureBase menus have a Command key equivalent. Hold down the Command key while you type the the letter listed to the right of the command in the menu.

Enter

Pressing the Enter key is the same as clicking on the OK button in a dialog box or clicking on Find or Find Next in the Find dialog.

Double-Click

A double-click on the title bar of a Picture window will expand it to fill the entire screen. A second double-click will shrink the window back to its previous size. If you change a Picture window's size after it has been expanded, it will forget the previous size.

Specifications

Number of Library files: Unlimited except by disk space.

Number of pages per Library: 5500 maximum

Picture size: 32,000 bytes maximum

Size of Info: 32,000 characters maximum

Technical information on the internal format of PictureBase Library files may be obtained by writing to Symmetry Corporation. Please request PictureBase Application Note #1 and include a self addressed, self stamped envelope.

PictureBase and Switcher

The following information describes how to use Switcher with PictureBase only. To obtain information on using Switcher with other applications, we suggest you purchase the *Switcher Construction Kit* from your authorized Apple dealer.

Switcher is an application from Apple Computer that allows you to quickly switch between several applications running on the Macintosh. Switcher works nicely with PictureBase, because you can quickly jump into another application with a picture from PictureBase in the Clipboard.

To install PictureBase in Switcher; first make sure you have PictureBase, Switcher, and the Switcher document named PB/Switcher together on the same disk. (The PB/Switcher document is on the PictureBase system disk.) Double-click on the PB/Switcher document. PictureBase is automatically installed into Switcher.

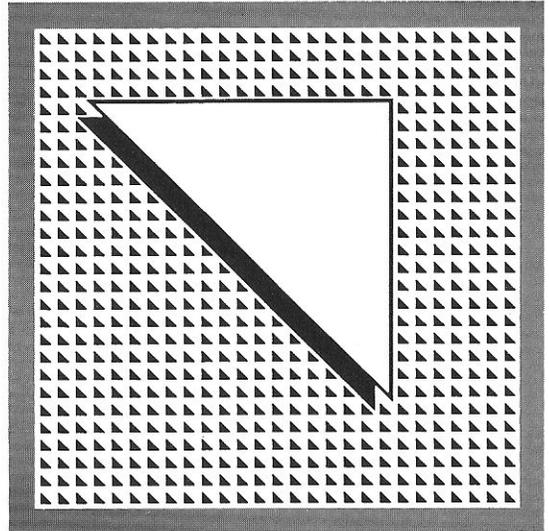
To install other applications together with PictureBase, choose Install from the Switcher menu or double-click on the icon with the question mark. A minifinder dialog box presents all the applications on the disk. Select the application you want and click Open.

Switching between applications is easy. Just click on either side of the double arrow displayed in the upper right hand corner of the menu bar. To return to the Switcher application, click in the center of the arrows or choose Switcher from the Apple menu.

If you install PictureBase without using the PB/Switcher document, make sure the "Always Convert Clipboard" option in the Options menu is set. You need not configure PictureBase to use it with Switcher, just install it.

To quit Switcher, you must first switch to each application and quit. Then return to the switcher screen and choose Quit from the file menu. *It is important that you quit each application individually. Never just switch the Macintosh off.*

PICTUREBASE APPENDIX



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Introduction

This appendix is about the PictureBase desk accessory-PB Retriever. You use the desk accessory to access the contents of Library files that have been created with the PictureBase application. Because it's a desk accessory you can use it from within another application. With the PB Retriever you can:

- View the contents of Library files
- Copy an entire page or a portion of a page to the Clipboard.
- Search all or a selected Library file for a particular picture.

All without leaving the current application!

You should already be familiar with the Macintosh, desk accessories in general and with the PictureBase application before attempting to use the desk accessory.

Installation

This section is designed to assist you in installing the desk accessory onto your disks. The desk accessory comes already installed on the PictureBase disk but to install it onto your other disks you have to use the included Font/DA Mover.

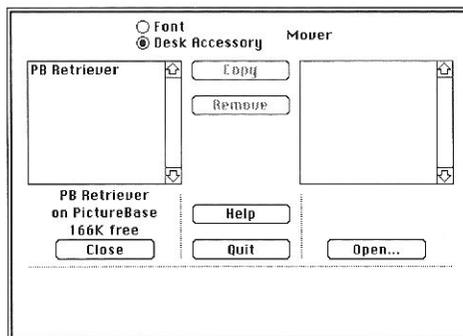
If you have a two disk drive system, you should have the PictureBase disk in the internal drive and the disk you want to install to in the external drive. Be sure the disk has a System Folder.



PB Retriever

- **Double-click the "PB Retriever" icon on the PictureBase disk.**

In a few moments the window of the Font/DA Mover appears.



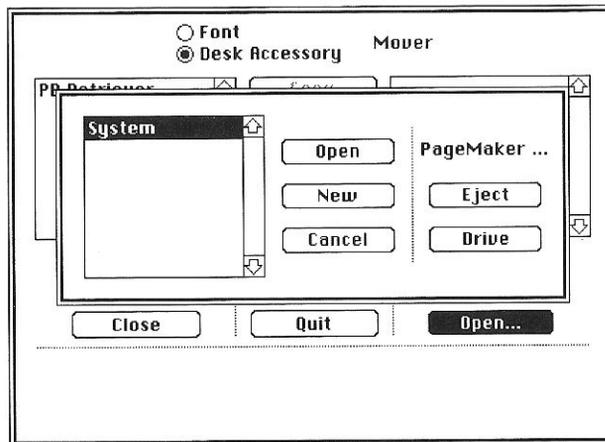
- Click on the Open button on the right side of the window.

A dialog box appears.

- Select the disk you want to install to by clicking the Drive button.

If you have a single drive system, you will have to eject the PictureBase disk by clicking on the Eject button and insert the disk you want to install to.

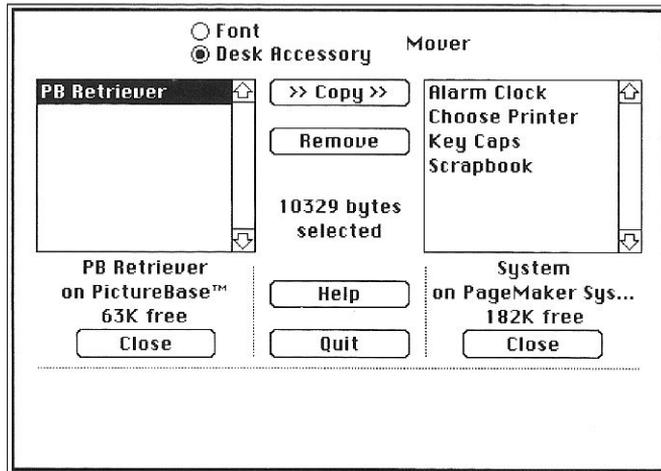
- Click on "System" and then click Open.



The System document on the disk is opened. In the panel on the right is listed all of the desk accessories that are on the disk.

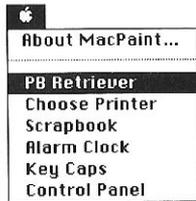
- Click on "PB Retriever" in the left panel.

- Click on the >>Copy>> button.



The desk accessory is now being installed into the System on the disk. In a few minutes "PB Retriever" will appear in the right hand panel. You can now Close this disk and open another to install on other disks. When you're done, click on the Quit button to return to the Finder.

Using the Desk Accessory

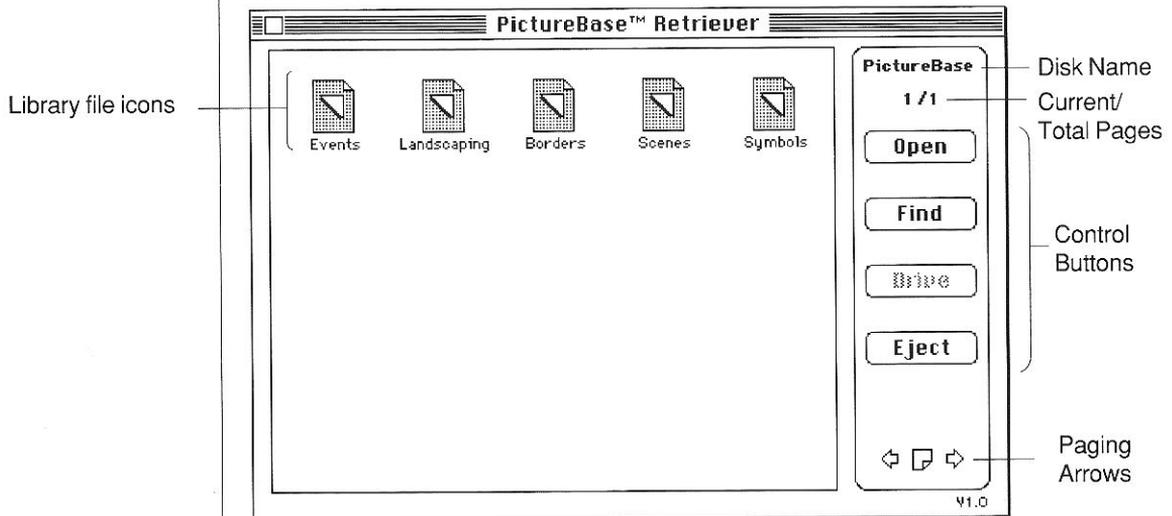


The Catalog Display

This section of the PictureBase Appendix provides an overview and summary on the use of the PictureBase desk accessory. You should become familiar with the PictureBase application before using the desk accessory because in most cases the tasks you learned in the application are performed the same way.

- Choose "PB Retriever" from the Apple menu.

The desk accessory opens to the Catalog display. The Catalog display shows you an icon for each Library file that's on the selected disk. Up to twenty icons can be displayed on a *page*. To view the next page, click on the right paging arrow, a click on the left arrow shows the previous page. Also displayed is the name of the currently selected disk, the current page, and total number of pages. To close the desk accessory, click on the close box in the upper left hand corner or click in the application's window to send the desk accessory to the back rather than closing it each time.



You choose functions in the desk accessory from the control buttons in the panel on the right side. When a function is not available, the button's legend appears dimmed.

The Control Buttons

Open

Find

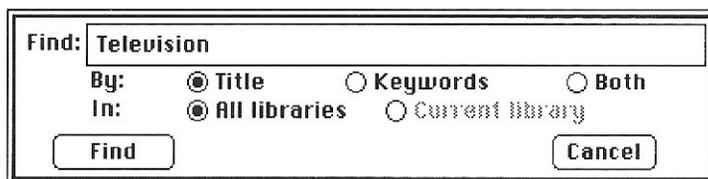
The following buttons are available when the desk accessory is displaying the Catalog.

Open

Opens the selected Library file and causes the desk accessory to change to the Picture display. If a Library file is not selected, a dialog box displays the Library files that are on the disk. To open a file from the dialog, click on its name and then click Open. Click on Eject to eject the disk you're currently working on, so you can insert another disk and look at its contents. Click the Drive button to look at the contents of any other disk in an additional disk drive. You can also open a Library file by double-clicking on its icon.

Find

Displays the Find dialog box. PictureBase can search either a selected Library or all Library files on the current disk for a picture that matches the search criteria you enter. Searches may be done by picture title, by keywords or both and you can limit the search to a selected Library file or search all Library files.



To search by title, select By Title in the Find dialog. Title searches are done *literal*, character by character including spaces.

To search by keywords, select By Keywords in the Find dialog. Keyword searches are done *literal* word for word matching each of the entered keywords with the keywords stored in the Library file with the PictureBase application. For a keyword search to be successful, all words in the list must match.

In both cases, the desk accessory will look *inside* the title or keyword for a match. For example, it will find *jog* within *jogging* but not the other way around. To search only within a particular Library, select the Library and then click on the Find button. A dialog box is displayed while the desk accessory is searching. Click on the Cancel button to stop the search.

Drive

Eject



The Picture Display

Drive

Changes the display to show the Library files on any other disk currently inserted in a drive. Clicking the Drive button makes any other disk inserted in an additional disk drive the current disk and shows you the contents.

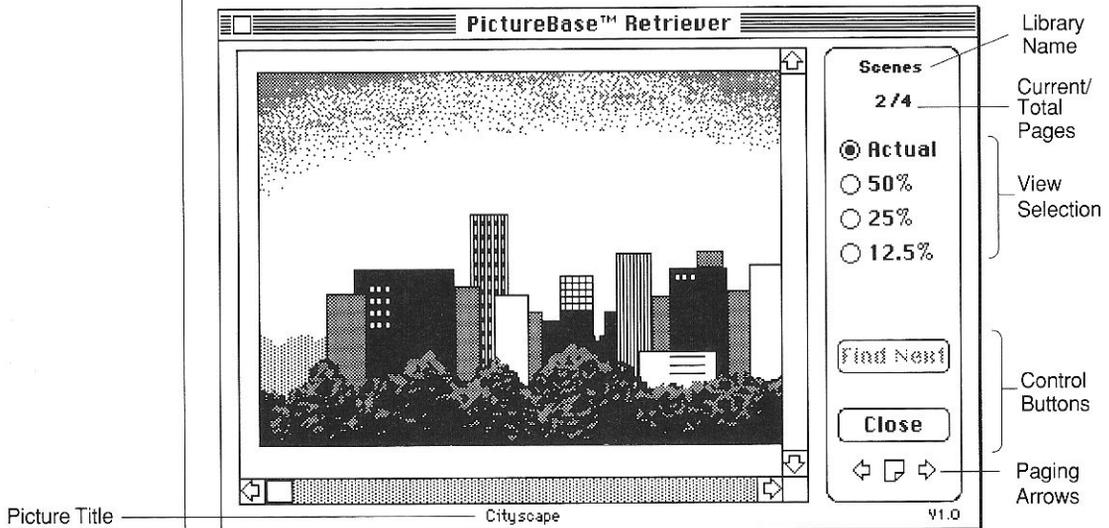
Eject

Ejects the currently selected disk from the drive. Clicking the Eject button ejects the disk your currently working with, so you can insert another disk and look at its contents.

Paging Arrows

Clicking the right arrow displays the next page of Library file icons. Clicking on the left arrow displays the previous page. Clicking on the left paging arrow while holding down the Option key will cause the first page to be displayed. Clicking on the right will display the last page.

The Picture display is your window into the contents of a Library file. In it you can Copy all or a portion of a picture to the Clipboard at full or reduced size. When the desk accessory changes to display a Library file, the control buttons also change to reflect the available functions.



- Actual**
- 50%**
- 25%**
- 12.5%**

Find Next

Close



Actual
50%
25%
12.5%

Changes the size at which the picture is displayed. At sizes other than Actual size, a rectangle appears around the picture to mark the edges of the page. You can't draw a selection rectangle beyond these edges.

The size setting does not normally effect the size of what is copied to the Clipboard. The selected item will still be copied at actual size unless you hold down the Option Key while selecting copy from the Edit Menu.

Find Next

If the Picture display was opened as the result of a Find operation, the Find Next button allows you to continue the search. Click on Find Next to search for the next picture that matches the criteria you entered. If no more are found, the last one found is re-displayed.

Close

Closes the Picture display and returns the desk accessory to the Catalog display.

Paging Arrows

Clicking the right arrow displays the next page in the Library file. Clicking on the left arrow displays the previous page. Clicking on the left paging arrow while holding down the Option key will cause the first page in the Library file to be displayed. Clicking on the right will display the last page.

Edit Operations

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Show Clipboard	

The PictureBase desk accessory only allows you to Copy from a Library file to the Clipboard. If you wish the Cut, Clear or Paste and thereby modify a Library file, you must use the PictureBase application.

Undo

Not supported in the desk accessory.

Cut

You can't Cut a Picture from a Library file with the desk accessory.

Copy

Copies whatever is selected and places it in the Clipboard. The selection can be an entire Library page or the contents of a selection rectangle. When you copy with the selection rectangle, the object is placed in the Clipboard at full size regardless of the setting of the View.

To get a reduced Copy, hold down the Option key while selecting Copy from the Edit menu. If you Copy in this way with a selection rectangle, the copy will be as it appears on the screen. To get the maximum resolution with a reduced copy, don't use the selection rectangle; just choose Copy from the Edit menu with the Option key held down. The entire picture is copied to the Clipboard at the reduced size.

Paste

You can't Paste a Picture into a Library file with the desk accessory.

Clear

You can't Clear a Picture from a Library file with the desk accessory.



Notes

Notes



Symmetry
CORPORATION

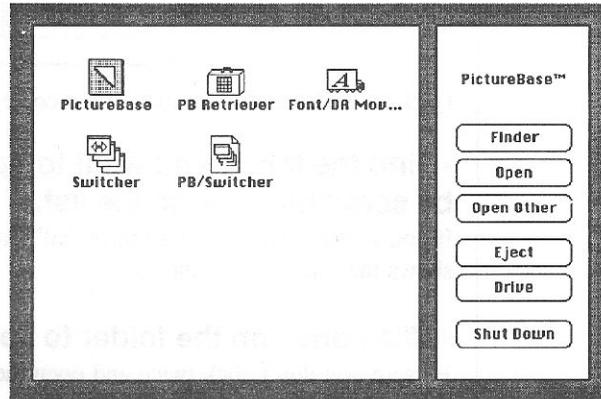
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Mesa, Arizona 85203

Important Information for PictureBase Owners. Please Read.

The PictureBase manual was written prior to the introduction of HFS, the Macintosh Plus, and version 1.1 of PictureBase. In some cases the actual operation of PictureBase differs from the manual. (Rest assured however, your version of PictureBase is fully HFS compatible.) Before using PictureBase or taking the tutorial, *Learning PictureBase*, please read *The MiniFinder*, and *Notes on the Learning PictureBase tutorial*. After you've had a chance to use PictureBase a bit, please take the time to read the rest of this document.

The MiniFinder

In order to make room for the newest system (version 3.2) from Apple Computer, the Finder on the release disk has been replaced by the Minifinder. Operation with the Minifinder is simple, just double-click on the icon of the application you want to run. To copy the contents of the PictureBase disk you will however need to first start-up your Macintosh with a disk that has the regular Finder.



Notes on the Learning PictureBase Tutorial

The *Learning PictureBase* tutorial was written for a non-HFS user. Therefore if you are using PictureBase on a Macintosh Plus, upgraded Macintosh, or with the Hard Disk 20, we recommend you do one of the following in preparation for reading the tutorial:

Use the disk that came in the PictureBase package to do the tutorial. Be sure to make a backup copy first!

OR

Copy the contents of the Sample Libraries folder and Sample Paint folder to your hard disk or double sided (800K) floppy without putting them in a folder. This will assure that the tutorial follows what is actually happening on the screen.

OR

Read and understand the information in *PictureBase and HFS*, below.

The PictureBase Application and HFS

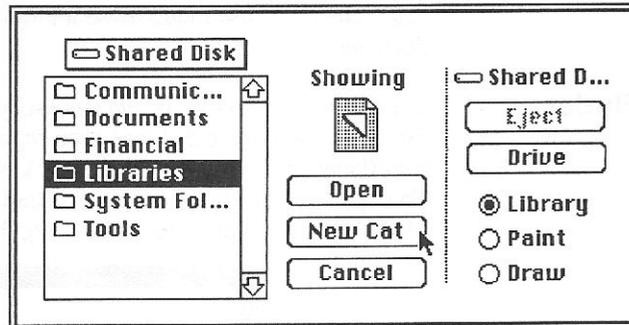
When the PictureBase application starts-up, one of the first things it does is to look around for all disks in disk drives, all hard disk volumes, or any other mounted volumes. It then displays a Catalog window for each of these (if you started PictureBase from a folder or double-clicked on a Library file in a folder, a Catalog window for the folder is shown also).

The Catalog window at start-up only looks at the topmost or root level of an HFS disk, not into any of the folders. This is why PictureBase will tell you: "No files of the selected type were found" when you have your Library files in folders. You can however, tell PictureBase to give you a Catalog window for a folder with the following steps.

With any Catalog window as the forward window:

- **Choose Open from the File menu.**

A dialog box appears listing all of the folders and files on the disk.



Click the Drive button to look at the contents of any other disk.

- **Find the folder you want to open a Catalog window for by scrolling through the list.**

If you stored your files in a folder that's inside another folder, open the first folder so it shows the folder you want.

- **Click once on the folder to select it.**

Be sure you don't click twice and open the folder. If you do, click on the disk name right above the Eject button to close it.

Notice that between the Open and Cancel buttons there's a button named New Cat. This is the button you use to tell PictureBase to give you a new Catalog window.

- **Click on the New Cat button.**

The dialog box disappears and PictureBase opens a new Catalog window for the folder you selected.

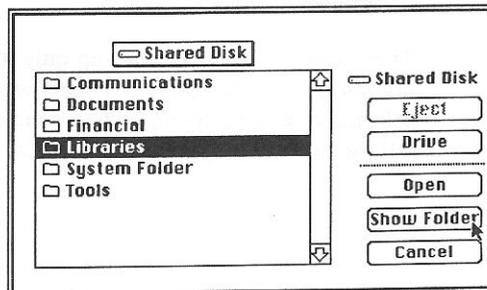
When you are done with this Catalog window you can close by just clicking on the close box in the upper left hand corner of the window. As you may have noticed, the Catalog window for the hard disk itself has no close box. That's because clicking on the close box means you are through with that disk or folder (if it were a floppy it would be ejected from the drive) but since the hard disk is always there, if you closed it there wouldn't be any way to bring it back again.

The Retriever and HFS

Like with the application, the Retriever looks only for any mounted volumes or disks and does not look inside folders on its search for Library files. The procedure for the displaying the contents of folders from the Retriever is as follows:

- **Click on the Open button in the Retriever.**

A dialog box appears listing all of the folders and files on the disk.



MacDraw Images and PictureBase

Click the Drive button to look at the contents of any other disk.

- **Find the folder you want to open a Catalog window for by scrolling through the list.**

If you stored your files in a folder that's inside another folder, open the first folder so it shows the folder you want.

- **Click once on the folder to select it.**

Be sure you don't click twice and open the folder. If you do, click on the disk name right above the Eject button to close it.

Notice that between the Open and Cancel buttons there's a button named Show Folder.

- **Click on the Show Folder button.**

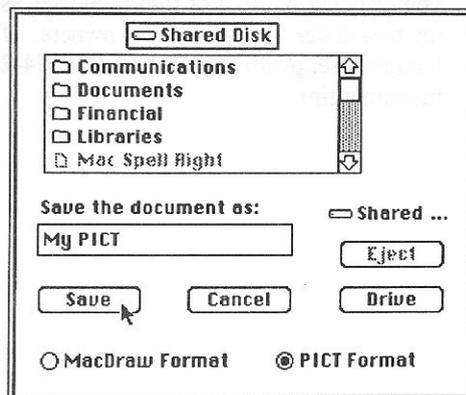
The dialog box disappears and the Retriever changes to show you the Library files in the selected folder.

An important point to remember is that the Retriever does not keep track of the folder it's displaying. If you click on the Drive button or close and then re-open the Retriever, it will have forgotten the folder you selected; you'll have to repeat the Show Folder operation again.

PictureBase can store both MacPaint (or FullPaint) images as well as MacDraw images. MacPaint images are stored as bit images (the actual dots that make up the drawing) whereas MacDraw images can be stored as objects thus keeping intact the 300 dot-per-inch resolution you get when printed on the LaserWriter.

To copy MacDraw images to PictureBase Library files you could use the Clipboard or Scrapbook but the most convenient way is to open the MacDraw documents directly from inside the PictureBase application. To do so you must have your MacDraw documents saved as type PICT. PICT is a standard format that is used so that PictureBase can open documents not only from MacDraw, but other applications such as Cricket Graph, or MacDraft.

To save as PICT from MacDraw, choose Save As... from the File menu. Type a name for the file, click on the button marked PICT and then click Save. Warning: because of a bug in current versions of MacDraw, never replace an existing MacDraw document with one the same name saved as PICT. The resulting file will be damaged and unusable.



Now that you have the MacDraw documents saved as PICT they can be opened by PictureBase and copied to Library files. When you copy a MacDraw graphic for subsequent pasting into a Library file (or use Auto Copy), the first rule you must follow is to never use the selection rectangle. Using the selection rectangle will convert the graphic to a bit image causing you to lose the resolution you gained by having it in MacDraw in the first place. Instead, just choose Copy from the Edit menu. This tells PictureBase to copy the entire MacDraw document as is, keeping all of the objects intact. Later when you retrieve the graphic from the library, again using just Copy and not the selection rectangle, you'll get the same high resolution image you started with.

Notes on Auto Copy

Auto Copy provides a faster method to build-up Library files than having to do Copy and Paste with each image. With Auto Copy, when you Copy from a MacPaint or MacDraw document displayed in a Picture window, that graphic is automatically pasted into the Library file that has Auto Copy turned on (the Library file's page icon turns black when Auto Copy is on.) Using Switcher or copying from a desk accessory will not cause the graphic that is in the clipboard to be pasted.

Copy to Paint

A new feature has been added to PictureBase version 1.1 that is not documented in the user's manual: Copy to Paint. With this feature you can create a new MacPaint document from a selected Library file page. (The page is copied to a MacPaint document; it is not removed from the Library file.) This feature can help get around the MacPaint restriction of only being able to paste a window's worth of graphics. You could also use this feature to copy a large MacDraw graphic to a MacPaint document. The procedure for using Copy to Paint is as follows:

- **Open the Library file that contains the graphic you want to convert.**

Or use PictureBase's Search feature to find it.

- **Flip to the page that shows the graphic.**

- **Choose Copy to Paint from the Edit menu.**

A dialog box appears asking for a name for the new MacPaint document.

- **Type the Name and then click on the Save button.**

PictureBase creates a new MacPaint document from the Library file page.

A Reminder

If you haven't already, please fill out and return your registration card. This will assure you of being notified of future updates as well as a free subscription to Picture This..., the newsletter for PictureBase owners. If you have any questions or suggestions about PictureBase, please call us at (602) 844-2199 anytime between 9:00am and 5:00pm mountain time.